

BOARD OF SELECTMEN

August 16, 2016

Needham Town Hall

Agenda

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

1.	6:15	Executive Session Exception 3 and 6
	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>
2.	7:00	Introduce Police Staff • Police Chief John Schlittler
3.	7:00	Public Hearing- Eversource Energy: 168 Marked Tree Road • Maureen Carroll, Eversource Energy Representative
4.	7:10	Needham Community Revitalization Trust Fund • Paul Good, Chair NCRTF
5.	7:15	Needham Center Re-imagination – Collective Next • Devra Bailin, Director of Economic Development • David Rutley, Senior Principal, CollectiveNext
6.	7:25	N² Innovation Corridor Economic Development & Marketing Strategy • Greg Reibman, President, Newton Needham Regional Chamber
7.	7:40	Sewer System Impact Program Regulations • Kate Fitzpatrick, Town Manager • Richard Merson, Director Public Works
8.	7:45	Police & Fire Feasibility Study Update • Mike Retzky, Project Manager/PFD Construction • Steve Popper, Director of Design & Construction • Michael McKeon, Kaestle Boos Associates • Todd Costa, Kaestle Boos Associates • Bob Mitchell, Mitchell Associates Architects • Dennis Condon, Fire Chief • John Schlitter, Police Chief
9.	8:15	Town Manager • Relocation of Sewer Easement/Modera Needham • Sale and Disposal of Surplus Equipment, Materials and Supplies • Accept and Refer Zoning Amendment • Close Special Town Meeting Warrant • OPEB Update

10.	8:45	Board Discussion • Adopt FY2017-2018 Goals • Committee Reports
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APPOINTMENTS

1.	Cultural Council	Sharon Breitbart (term expires 6/30/2019)
2.	Human Rights Committee	Matthew Schroeder (term expires 6/30/2017)
3.	Human Rights Committee	Helen Giragosian (term expires 6/30/2018)
4.	MAPC (Alternate)	Lee Newman (term expires 6/30/2017)
5.	Needham Community Revitalization Trust Fund	Tim Kickham (term expires 6/30/2019) (reappointment)
6.	Council of Economic Advisors	Ted Owens (term expires 6/30/2018)
7.	Council on Aging	Colleen Schaller (term expires 6/30/2019) (reappointment)
8.	Council of Economic Advisors	Virginia Fleisher (term expires 6/30/2019)
9.	Human Rights Committee	Kerry Hurwitch (term expires 6/30/2019)
10.	Technology Advisory Board	Clifford Hayden (term expires 6/30/2019) (reappointment)

CONSENT AGENDA *=Backup attached

1.	Accept a \$500 donation made to Needham Youth Services for its Needham Youth Services VIP Program from The Congregational Church of Needham.
2.*	Sign the Warrant for the State Primary Election Warrant scheduled for September 8, 2016.
3.	Accept a \$1,000 donation made to the Needham Fire Department's Student Awareness of Fire Education program from The Needham Bank.
4.*	Approve Special One Day Wines & Malt Beverages license for John Grugan, of the Charles River Center to hold its Charles River Center 5K run/1mile walk event on September 25, 2016 from 12:00 p.m. to 3:00 p.m. This event will be held at the Charles River Center, 59 E. Militia Heights Drive, Needham.
5.*	Approve minutes of July 1, 2016 and July 19, 2016 BOS meeting and Executive Session Minutes from June 14, 2016 and July 19, 2016.
6.*	Approve a request from the Needham Running Club to hold its annual road race on Sunday, January 1, 2017 from 8:00 a.m. to 1:00 p.m. The race application has been approved by the following departments: DPW, Police, Fire and Park and Recreation.
7.*	Reaffirm the Board's February 24, 2009 vote to authorize the Town Manager to submit a letter of opposition to the installation of KENO monitors in the Town to the Massachusetts Lottery Commission.
8.*	Approve a request from Jessica Rice, who has submitted a Road Event form, to hold its "Jog Your Memory 5K Run/2 mile walk" on Sunday, September 18, 2016 from 6:30 a.m. to 11:00 a.m. The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.

9.*	Accept and sign the revisions to the Conservation Restriction for a 3.05 acre of land located off of St. Mary Street. The Board accepted and signed the original Restriction at its meeting on 2/9/16; however, the Executive Office of Energy and Environmental Affairs (EOEEA) had minor revisions to the document that requires re-acceptance by the Town. The Conservation Commission has accepted and signed these minor changes on July 14, 2016.					
10.	Approve release of Executive Session Minutes for the period of April 2015 through May 2016 and a release of redacted material from minutes already approved from the period of June 2013 through October 28, 2014.					
11.*	Approve The Revitalization Trust Fund banner presented by the Needham Community Revitalization Trust Fund to be part of the Chapel Street Banner Showcase Display Program. These banners will be displayed periodically on Chapel Street.					
12.*	Approve the BID Needham Banner – Grand Opening Breast Care Center presented as part of the Symbols of Pride banner program and will be displayed along the approximately 53 single pole locations (Great Plain Avenue, Chestnut Street, Chapel Street to Highland Avenue merge all the way up to Needham Heights).					
13.*	Water and Sewer Abatement Order 1221.					
14.	Grant permission for the following residents to hold block parties:					
	Name	Address	Party Location	Party Date	Party Rain Date	Party Time
	Jeanie Martin	139 Plymouth Rd	Plymouth Rd Ext.	9/10/16	9/11/16	1pm-7pm
	Robert Petitt	80 Robinwood Ave	50-88 Robinwood Ave	8/27/16	n/a	4pm-8:30pm
	Cindy Osgood	27 Laurel Drive	Lower Laurel Drive	9/10/16	9/11/16	3:30pm-8pm
	Daniel Burns	6 Louart Drive	Wildale Circle	9/10/16	9/11/16	3:30pm-7:30pm
	Lisa Madkins	15 Bobsled Drive	Bottom section of Bobsled Drive	9/10/16	9/11/16	1pm-8pm
	Dan Tavan	24 Crescent Road	Crescent Road between West St and Union St	9/11/16	9/10/16	3pm-6pm
	Katherine Calzada	9 Morton Street	Morton St between Highland & Webster at Webster end	9/11/16	9/18/16	1pm-4pm
	Diana Gaffin	51 Aldridge Road	Corner Richardson Dr. & Stonehurst	9/17/16	N/A	4pm-10pm
	Gregg Darish	34 Country Way	Village Lane from Charles River to Country Way	9/17/16	9/18/16	3pm-8pm

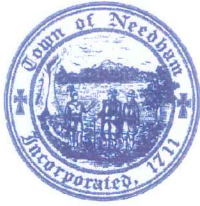


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/16/2016

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Chief Schlittler will introduce newly promoted Police Sergeant John McGrath and Police Lieutenant Belinda Carroll.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
a. Resumes for Sergeant McGrath and Lieutenant Carroll			



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

MEETING DATE: 08/16/2016

Agenda Item	Public Hearing- Eversource Energy: 168 Marked Tree Road
Presenter(s)	Maureen Carroll, Eversource Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Eversource Energy requests permission to install 13 feet of conduit in Fairview Road. This work is necessary to provide underground electric service to 168 Marked Tree Road, 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 13 feet of conduit in Fairview Road. This work is necessary to provide underground electric service to 168 Marked Tree Road, 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

July 21, 2016

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

RE: Fairview Road *for 168 Marked Tree Rd.*
Needham, MA
W.O. #2148423

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 13 ± feet of conduit in Fairview Road.

The reason for this work is to provide underground electric service to 168 Marked Tree Road.

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

Very truly yours,

William D. Lemos, Supervisor
Rights and Permits

WDL/kj
Attachments

*OK to
proceed
8/4/16
OK R.P. Hansen
Dpw Director
8/4/16*

**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 July 19, 2016** and filed herewith, under the following public way or ways of said Town:

Fairview Road - Westerly from pole 79/2 approximately 109 feet south of Marked Tree Road a distance of 13 ± feet of conduit.

(W.O. 2148423)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

BY

William D. Lemos
William D. Lemos

Rights & Permits, Supervisor

Dated this 21st day of July

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:

Fairview Road - Westerly from pole 79/2 approximately 109 feet south of Marked Tree
Road a distance of 13 ± feet of conduit.

(W.O. 2148423)
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 July 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	_____	
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	_____	

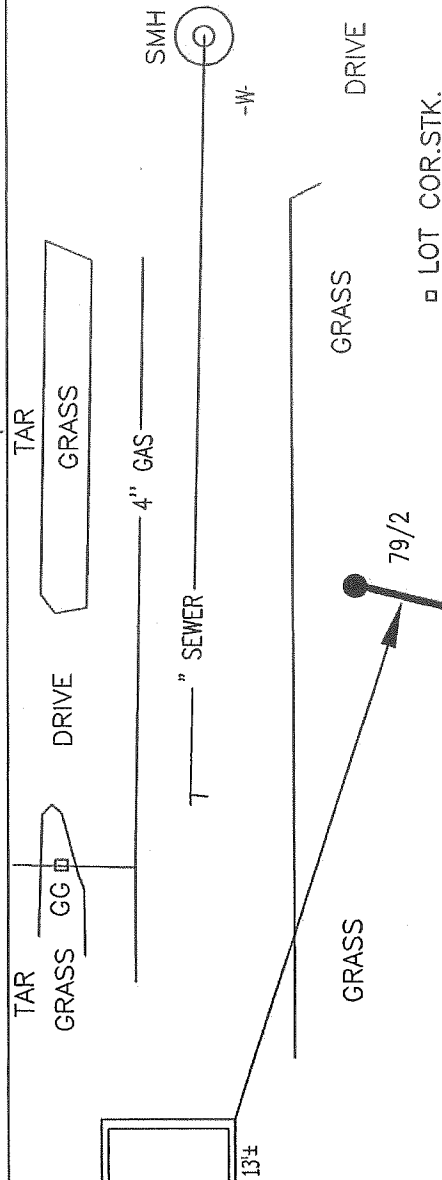
CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Masssachusetts, 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

#158

FAIRVIEW RD



CUSTOMER TO INSTALL
1 - 3" PVC PIPES
SCH. 40, NO CONC.

13'±

79/2

APPROX. PT.
OF PICKUP

#168

0 20 40
SCALE IN FEET

SECTION - 1



SECTION OF PROPOSED LINE
1" IRON PIPE OR
1" PVC CONDUIT (SCH. 40)
OR 1" FIBRE DUCT

FIGURE - 1

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 PARTNERS, AFFILIATES, OFFICERS, DIRECTORS, MANAGERS, EMPLOYEES, AGENTS, OR ANY OTHER PERSONS SHALL BE LIABLE FOR ANY DAMAGES, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING OUT OF OR FROM THE USE OF THIS INFORMATION OR IN RELIANCE UPON IT. THE INFORMATION IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT. THE INFORMATION IS PROVIDED FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

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

NSTAR EVERSOURCE

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of FAIRVIEW RD.(168 MARKED TREE RD)

NEEDHAM

Showing PROPOSED CUSTOMER CONDUIT LOCATION

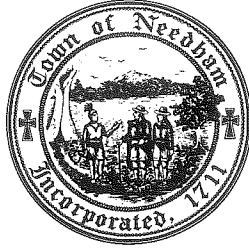
Proposed Structures: MR

Approved: A DEBENEDICTIS

Scale 1"=20'

Date JULY 19, 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 7:00 p.m. on August 16, 2016** upon petition of Eversource Energy dated **July 21, 2016** to install 13 feet of conduit in Fairview Road. This work is necessary to provide underground electric service at 168 Marked Tree Road, 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: August 5, 2016

168 MARKED TREE RD

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	STATE	ZIP	PARCEL ID	PROPERTY ADDRESS
BANDES, MICHAEL S. & ANDERSON & JANE A. TR	BANDES, BETH K.	158 MARKED TREE RD	NEEDHAM	MA	02492	1991380007800000	158 MARKED TREE RD
KWAN, RAYMOND J. & BALLAST CONSTRUCTION LLC	KWAN, MICHELLE YALIAN LI	14 FAIRVIEW RD	NEEDHAM	MA	02492	1991380007900000	14 FAIRVIEW RD
SAGAR, MANISH & VANYA I. TRS.	SAGAR FAMILY TRUST	15 FAIRVIEW RD	NEEDHAM	MA	02492	1991380008000000	15 FAIRVIEW RD
BREM, KAREN E. & SCHNEIDER, RICHARD E	BERMAN, SCOTT J.	77 PEARL ST	CHARLESTON	MA	02129	1991380008100000	168 MARKED TREE RD
CIMON, DONALD R. & BARBARA A., TRS	CIMON FAMILY REALTY TRUST	176 MARKED TREE RD	NEEDHAM	MA	02492	1991380008200000	176 MARKED TREE RD
EKBERG, ROBERT L. &	EKBERG, AURA MARINA HIGUERA	155 MARKED TREE RD	NEEDHAM	MA	02492	1991410001200000	155 MARKED TREE RD
		169 MARKED TREE RD	NEEDHAM	MA	02492	1991410001300000	159 MARKED TREE RD
		177 MARKED TREE RD	NEEDHAM	MA	02492	1991410001400000	169 MARKED TREE RD
			NEEDHAM	MA	02492	1991410001500000	177 MARKED TREE 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: 8 /16/2016

Agenda Item	Needham Community Revitalization Trust Fund
Presenter(s)	Paul Good, Chair, Needham Community Revitalization Trust Fund (NCRTF)

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Mr. Good will present and seek the Board's approval for a new NCRTF project - The Box Wrap Project. The Box Wrap Project will provide an artistic cover to the traffic control box located in the sidewalk on May Street.			
	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motion: That the Board approve the project "Box Wrap Project" as presented by the Needham Community Revitalization Trust Fund.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Letter dated 8/12/16 from Paul Good with pictures of proposed wrap art.			



The Revitalization Trust Fund

Needham Community

08/12/2016

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

To: Kate Fitzpatrick-Town Manager
Needham Board Of Selectmen

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

Re: Request for Approval of NCRTF Project

Dear Kate and the Board of Selectmen,

The Revitalization Trust Fund is requesting permission from the Town for acceptance of the following project to be installed within Needham's public spaces.

The Box Wrap Project: May Street Traffic Control Box (in sidewalk next to Eaton's Funeral Home) –

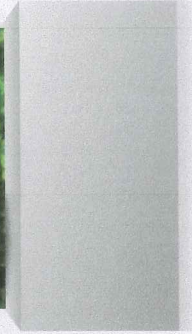
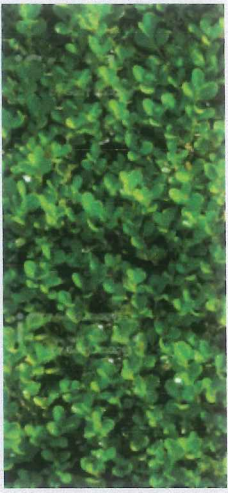
Purpose: To whimsically integrate the unattractive Traffic Control box into the adjoining landscape.

Thank you for your consideration.

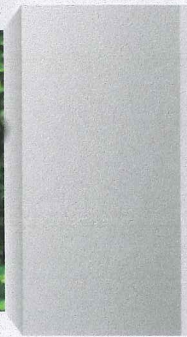
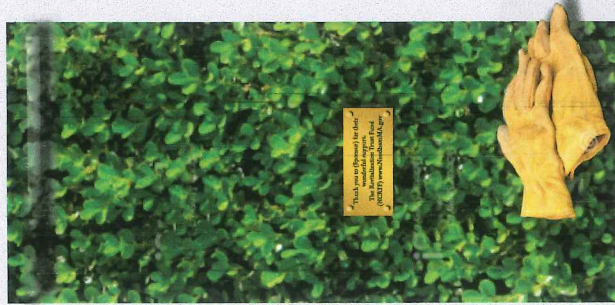
Sincerely,

Paul A. Good
Founder/Chair

The Revitalization Trust Fund Committee (NCRTF)
781-718-5552



Thank you to (Sponsor) for their
wonderful support.
The Revitalization Trust Fund
(NCRTE) www.NeedhamMA.gov





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

MEETING DATE: 8/16/2016

Agenda Item	Needham Center Re-imagination – Collective Next
Presenter(s)	Devra Bailin, Director of Economic Development David Rutley, CollectiveNext

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Newton/Needham Chamber established a committee to focus on downtown issues in Needham. As part of that work, Dave Rutley of CollectiveNext has volunteered to assist the Town and the Committee to reimagine Needham Center. The goal of the project is to identify ways to support downtown businesses by enhancing public interest in shopping, dining, banking, etc. in Needham Center. Mr. Rutley and Ms. Bailin will provide the Board with a report on the progress of the Committee.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
a. Needham Town Center Re-Imagination PowerPoint			

Needham Town Center Re-Imagination



Purpose, Objectives, Scope

Purpose

Create a compelling and holistic vision of Needham Center and design a strategy to bring that vision to life.

Objectives

- + Understand what people want from a vibrant town center
- + Learn and explore best practices in creating vibrant town centers
- + Develop a vision that the entire town and surrounding communities understands and support
- + Define a specific strategy and supporting tactics to move toward our collectively defined vision in the domains of:
 - + Education, Marketing, and Promotion
 - + Influencing/changing government and policies
 - + Merchant behavior
 - + Activities, events, and recreation
 - + Social and community support
- + Activate our community and engage stakeholders in owning and executing against our vision

High Level Approach

Focus is on Iterative Community Design and Activation

Early Fall



Rapid Design Session 1

15-25 stakeholders participate in a 3 hour collaborative design session to:

- Learn about what is possible
- Define what is core to Needham
- Build Vision of the Future
- Identify possible next steps



Rapid Design Session 2

- New set of stakeholders identified for each rapid design session
- Participants are surveyed after session to identify if they would be willing to participate in a 1.5 day workshop later in the year to refine and extend the work done thus far



Rapid Design Session 3

Late Fall/Early Winter



Needham Town Center Summit

40-50 key stakeholders, many of which whom participated in the earlier working sessions come together in a 1.5 day design session to re-imagine and design:

- Needham Town Center Vision
- Strategy to Achieve
- Specific Tactics
- Next Steps



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

MEETING DATE: 8/16/2016

Agenda Item	N ² Innovation Corridor Economic Development & Marketing Strategy
Presenter(s)	Devra Bailin, Director of Economic Development Greg Reibman, President, Newton/Needham Chamber

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Mr. Reibman and Ms. Bailin will provide the Board with a summary of the N ² Innovation Corridor Economic Development & Marketing report, and will discuss next steps planned for the project.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
a. N2 Innovation Corridor Economic Development & Marketing Strategy, June 2016, by Camoin Associates provided under separate cover			
b. Appendix A: Situation Assessment, March 2016, by Camoin Associates provided under separate cover			



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

MEETING DATE: 8/16/2016

Agenda Item	Sewer System Impact Program Regulations
Presenter(s)	Kate Fitzpatrick, Town Manager Richard Merson, Director of Public Works

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Town Manager and Director of Public Works will outline the proposed Sewer System Impact Program Regulations. A final vote on regulations is proposed for September.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	a. Town of Needham Sewer System Impact Program Regulations Draft dated 8.1.2016 b. Existing Sanitary Sewer System Special Connection Permit Program Regulations		

TOWN OF NEEDHAM
SEWER SYSTEM IMPACT PROGRAM REGULATIONS
DRAFT 8.1.2016

I. SCOPE OF SEWER SYSTEM IMPACT PROGRAM

- A. All activities, not exempted, requiring connection to, or a major increase in the use of the sanitary sewer system shall be subject to the requirements of these regulations.

II. ACTIVITIES SUBJECT TO THE SEWER SYSTEM IMPACT PROGRAM

- A. All activities, not exempted, requiring an extension of the sewer system are subject to these regulations.
- B. All activities, not exempted, requiring connection to, or a major increase in the use of the sewer system are subject to these regulations, including:
1. the development of a subdivision, where approval under the Subdivision Control Law, MGL, Ch. 41 is required;
 2. the development of a "Flexible Development," as defined in Section 4.2.4 of the Town of Needham Zoning By-Law, consistent with subdivision control law;
 3. the development of a "Planned Residential Development," as defined in Section 4.2.5 of the Town of Needham Zoning By-Law;
 4. the development of a "Residential Compound," as defined in Section 4.2.6 of the Town of Needham Zoning By-Law; and
 5. the development of a "Major Project," as defined in Section 7.4 of the Town of Needham Zoning By-Law, including projects of 20,000 S.F. or more of gross floor area, or an increase of 10,000 S.F. or more of gross floor area, or the creation of 50 or more off street parking spaces, or the creation of a restaurant with 101 or more seats.
- C. All activities, not exempted, requiring a connection to, or an increase in the use of the sewer system whose total discharge:
1. will add 750 gallons per day (GPD), or more; and/or

2. will increase by 750 GPD or greater above the "designated calculation of sewage flow" for the category of use existing prior to the proposed discharge increase (as set forth in 310 CMR 15:02, as amended);

are subject to these regulations,

- D. Certain activities may also require that a DEP "Sewer Extension Permit" and/or "Sewer Connection Permit" be obtained.

III. ACTIVITIES EXEMPT FROM SEWER IMPACT PROGRAM REGULATIONS

- A. Construction of a single family home on an existing lot is exempt from these regulations.
- B. Development activities on property not currently benefiting from a common sewer are exempt in their entirety. Any such property later requiring connection to a common sewer, by whatever means available, shall become subject to the usual assessment for betterments under M.G.L. Ch. 83 and may also be subject to the requirements of these regulations, as applicable.
- C. Development activities on property benefiting from a common sewer and having been assessed for a betterment under M.G.L. Ch. 83 but not yet connected to the sewer system are exempted as follows: initial connection to the system shall be exempt up to the limit total of 750 G.P.D. for each separate parcel of property as originally described in the Assessment Order when levied.
- D. Major Project Site Plan projects of less than 20,000 S.F. or more of gross floor area, or an increase of less than 10,000 S.F. or more of gross floor area, or the creation of less than 50 or more off street parking spaces, or the creation of a restaurant with fewer than 101 seats

IV. REQUIREMENTS OF SEWER IMPACT PROGRAM REGULATIONS

- A. A property owner or developer, whose activity is not exempted, requiring connection to, or an increase in use of, the sewer system shall be required to:
 1. Perform work upon the sewer system, as designated by the Director of Public Works, to relieve flow restrictions or eliminate a volume of excessive flow by a volume equal to two hundred percent (200%) of the proposed volume of discharge if the proposed discharge is less than 15,000 GPD, or four hundred percent (400%) of the proposed volume of discharge if the proposed discharge is 15,000 GPD or more;

2. Pay a determined sewer impact charge. The rate to be used to determine the charge will be Eight Dollars (\$8.00) per gallon. This rate is intended to equal the sum of the per gallon cost of

- a. identifying and documenting the amount of infiltration to be removed;
- b. designing plans and creating bid packages for the physical removal of the infiltration;
- c. removing the required amount of infiltration; and
- d. verifying and documenting the amount of infiltration removed.

V. ACCEPTANCE AND EXPENDITURE OF CHARGE AND CONTRIBUTIONS AND THE ESTABLISHMENT OF THE IMPROVEMENT FUND.

- A. Payments offered in lieu of actual inflow and infiltration removal work must be accepted by the Board of Selectmen and upon acceptance, shall be deposited with the Treasurer and credited to the Sewer Enterprise Fund, held in a separate account reserved for future appropriation for the sole purposes intended.
- B. Authorization to expend said funds shall be by a majority vote of Town Meeting for a project submitted by the Board of Selectmen upon the recommendation of the Town Manager.

VI. AMMENDMENTS TO SEWER IMPACT PROGRAM REGULATIONS

The Board of Selectman reserves the right to add, delete, rescind, modify or otherwise amend the requirements of these regulations.

TOWN OF NEEDHAM
SANITARY SEWER SYSTEM
SPECIAL CONNECTION PERMIT PROGRAM

I. SCOPE OF SPECIAL CONNECTION PERMIT PROGRAM

A. All activities, not exempted, desiring connection to or a major increase in the use of an existing connection to the sanitary sewer system within the following sewer districts shall be subject to the requirements of the Special Connection Permit Program.

1. Dedham Avenue Gravity District.
2. Great Plain Avenue Gravity District.
3. Charles River Gravity District.

II. ACTIVITIES REQUIRING A SPECIAL CONNECTION PERMIT

- A. All activities, not exempted, requiring an extension of the sewer system.
- B. All activities, not exempted, desiring connection to or a major increase in the use of an existing connection to the sewer system which are designated as:
1. A subdivision - where approval under the Subdivision Control Law, MGL, Ch. 41 is required.
 2. A "Flexible Development" - as defined by the Needham Zoning By-Law, 4.2.4. Flexible Development consistent with subdivision control law.
 3. A "Planned Residential Development" - as defined by the Needham Zoning By-Law, 4.2.5. Planned Residential Development (PRD).
 4. A "Residential Compound" - as defined by the Needham Zoning By-Law, 4.2.6. Residential Compound.
 5. A "Major Project" - as defined by the Needham Zoning By-Law, 7.4. Site Plan Review.
 - a. This includes projects of 20,000 S.F. or more of gross floor area, or an increase of 10,000 S.F. or more of gross floor area, or the creation of 50 or more Off Street Parking Spaces.

shall be subject to the requirements of the special connection permit.

- II. C. All activities, not exempted, desiring a connection to or an increase in use of an existing connection to the sewer system whose total discharge:
1. Will add 750 gallons per day (GPD).
 2. Will increase by 750 GPD or greater above the "designated calculation of sewage flow" for the category of use existing prior to the proposed discharge increase.

D. Certain activities may also require that a DEQE "Sewer Extension and Connection Permit" be obtained.

III. ACTIVITIES EXEMPT FROM SPECIAL CONNECTION PERMIT REQUIREMENTS.

- A. Activities on property not currently benefiting from a common sewer are exempt in their entirety. Any such property later desiring benefit from a common sewer, by whatever means available, shall become subject to the usual assessment for betterments under M.G.L. Ch. 83 and may also be subject to the requirements of the special permit as it applies;
- B. Activities on property benefiting from a common sewer and having been assessed for a betterment under M.G.L. Ch. 83 but not yet connected to the sewer system are exempt as specified. Initial connections to the system shall be exempt up to the limit total of 750 G.P.D. for each separate parcel of property as originally described in the Assessment Order when levied;
- C. Activities on property presently connected to a common sewer are exempt as specified. Activities which are in effect upon adoption of this program are exempt from the permit requirements. Any increase in flow of 750 G.P.D. or greater above the rate of discharge prevailing upon adoption of this program is not exempt and shall be subject to the special permit requirements.

IV. REQUIREMENTS OF SPECIAL CONNECTION PERMIT PROGRAM.

- A. A property owner or developer, whose activity is not exempted, desiring connection to or an increase in use of an existing connection to the sewer system shall be required to;

1. Perform work upon the sewer system, as designated by the Director of Public Works, to relieve flow restrictions or eliminate a volume of excessive flow by a volume equal to seventy percent (70%) of the proposed volume of discharge or;
2. Pay a determined amount of money as set forth in Section IV, Sub Section B., to a specific improvement fund at a set rate relating to the proposed volume of discharge.

B. For the purposes of this program the amount of contribution to the fund will be based on a rate times the number of gallons per day (GPD) of proposed sewage to be discharged into the sewerage system, such gallonage to be determined under the State Sanitary Code.

1. The rate to be used to determine the charge will be Two Dollars, Eighty Cents, (\$2.80) per gallon.
2. This rate is seventy percent (70%) of the ratio of the estimated dollars to be expended to remove excessive infiltration from the sewer system and the actual gallons of excessive flow anticipated to be removed as determined in the report entitled "Infiltration/Inflow Investigation" within the Needham Sewer System.

V. ACCEPTANCE AND EXPENDITURE OF CHARGES AND CONTRIBUTIONS AND THE ESTABLISHMENT OF THE IMPROVEMENT FUND.

- A. All charges and contributions determined by this program shall be accepted only by a vote of the Board of Selectmen who shall determine how and when said sum is to be expended.
- B. All charges and all contributions, upon acceptance, shall be deposited with the Treasurer in a separate account and expended according to the provisions of MGL, Ch. 44, Sec. 53 and Sec. 53A for the sole purposes intended.
- C. The authorization to expend said charges and contributions shall be by a vote of the Board of Selectmen.

VI. AMMENDMENTS TO SPECIAL PERMIT REQUIREMENTS.

- A. The Board of Selectmen reserve the right to add, delete, recind, modify or otherwise ammend the requirements of this Special Permit Program.



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

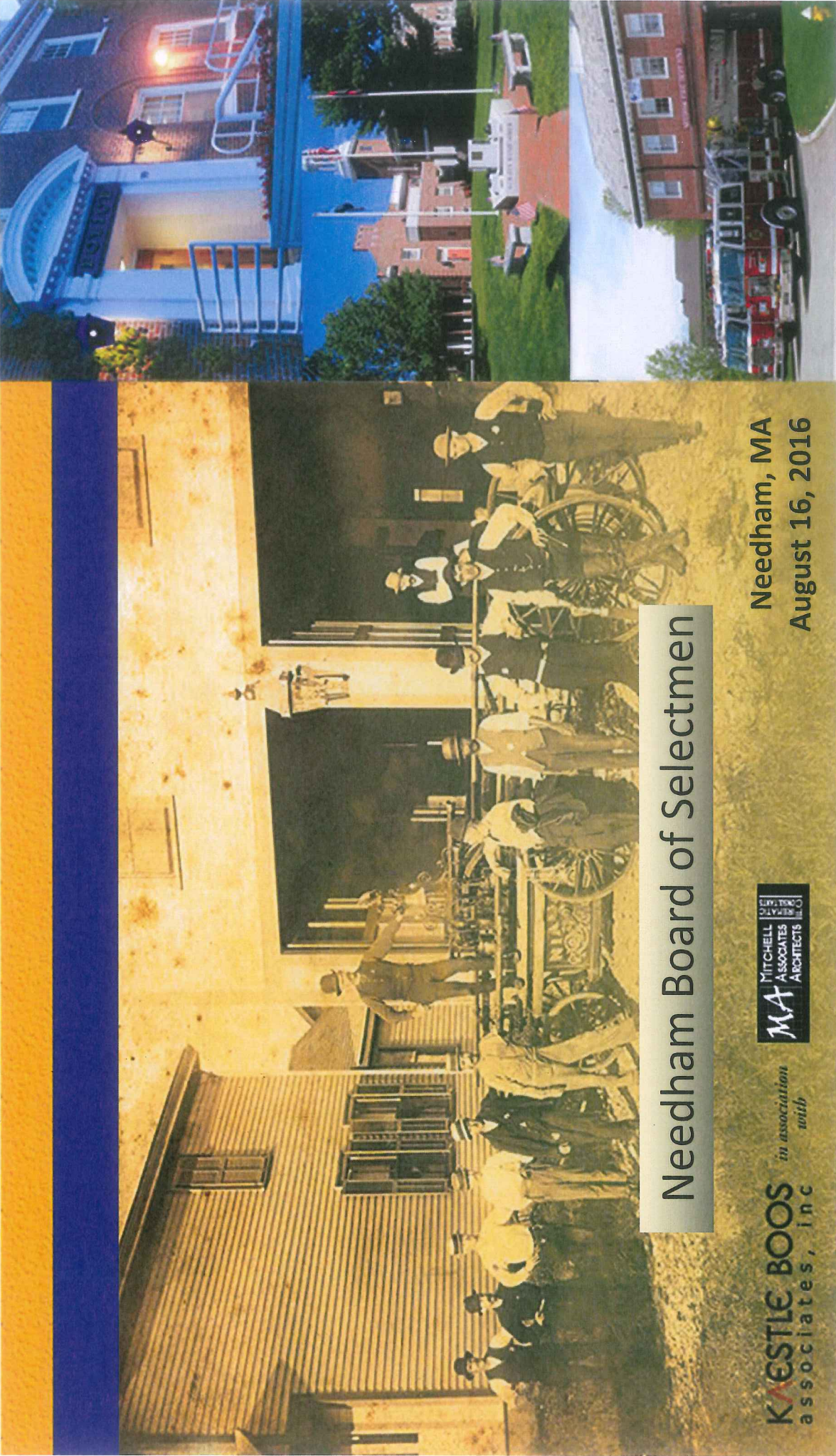
MEETING DATE: 8/16/2016

Agenda Item	Police & Fire Feasibility Study Update
Presenter(s)	Mike Retzky , Project Manager/PFD Construction Steve Popper, Director of Design & Construction Michael McKeon, Kaestle Boos Associates Todd Costa, Kaestle Boos Associates Bob Mitchell, Mitchell Associates Architects Dennis Condon, Fire Chief John Schlittler, Chief of Police

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	Mr. Retzky, Mr. Popper, the chiefs, and representatives from Kaestle Boos Associates and Mitchell Associates will update the Board on the progress of the Police & Fire feasibility study, and will solicit input and feedback from the Board.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	a. Needham Police & Fire HQ & Needham Fire Station #2 PPT, August 16, 2016		

Feasibility Study Update

NEEDHAM POLICE & FIRE HQ NEEDHAM FIRE STATION #2



Needham Board of Selectmen

Needham, MA
August 16, 2016



in association
with

KAESTLE BOOS
associates, inc



Needham Police & Fire HQ



Existing Facility: 31,673 Square Feet

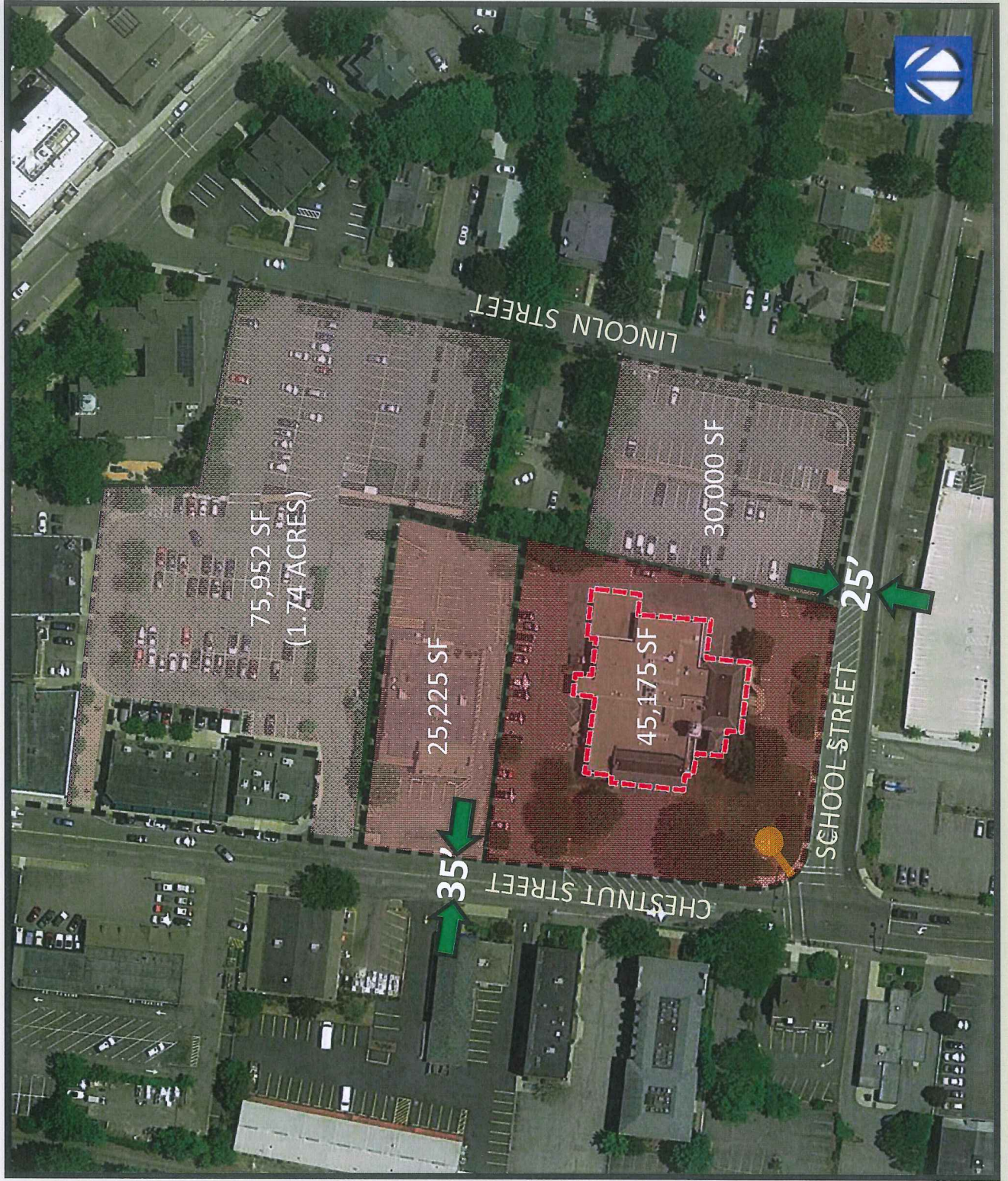
New Program: 56,780 Square Feet



SITE ANALYSIS

KÆSTLE BOOS
associates, inc

MA MITCHELL
ASSOCIATES
ARCHITECTS
CONSULTANTS
ILLINOIS

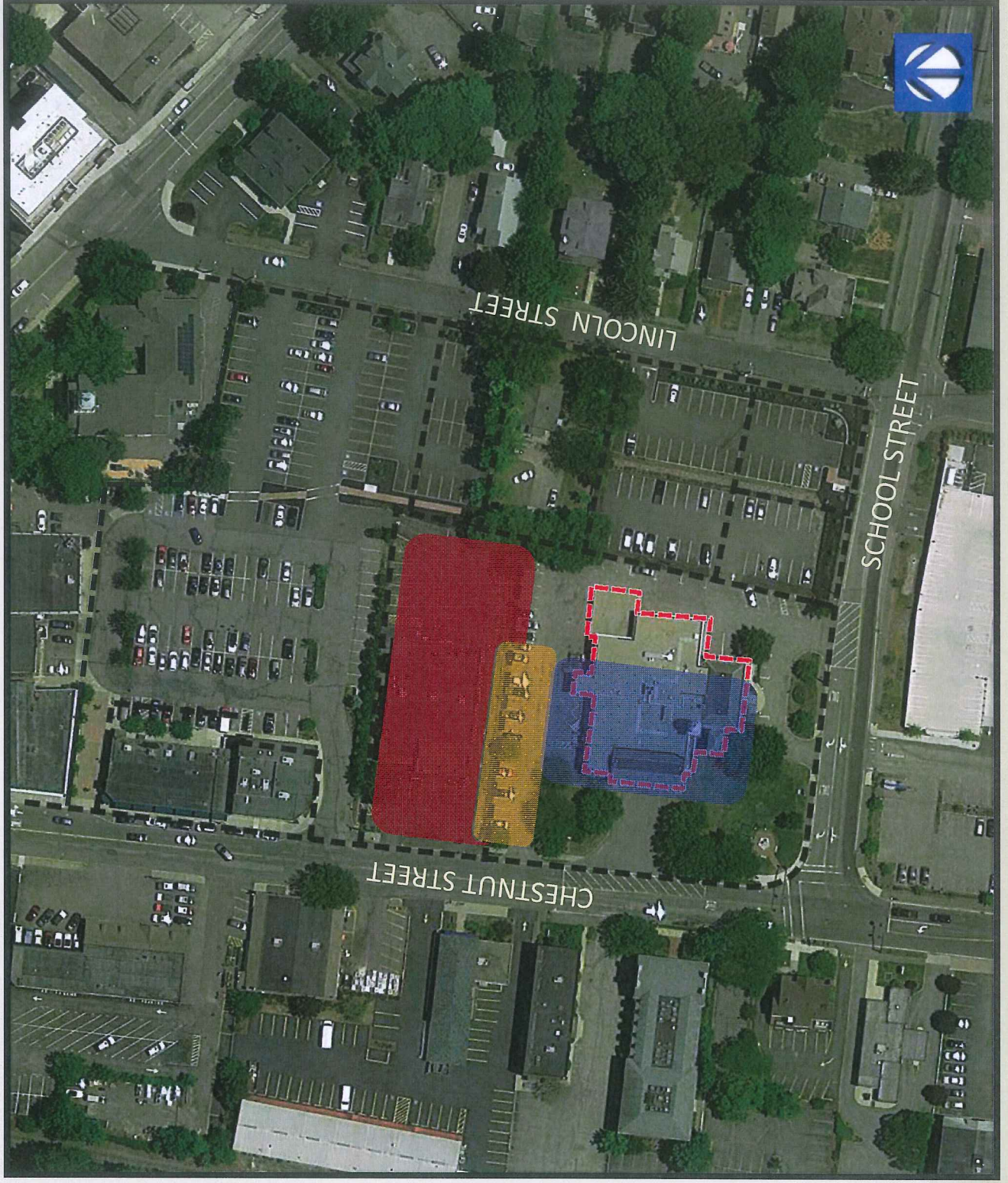




PHASED DEVELOPMENT APPROACH

KAESTLE BOOS
associates, inc

MA MITCHELL
ASSOCIATES
ARCHITECTS
FIREHATCH CONSULTANTS





SITE LAYOUT

KAESTLE BOOS
associates, inc



PARKING COUNTS

- LOT A: 34 SPACES
- LOT B: 35 SPACES
- LOT C: EXISTING 28
PROPOSED 6
- LOT D: EXISTING 37
PROPOSED 37
- LOT E & F : EXISTING 40
PROPOSED 45

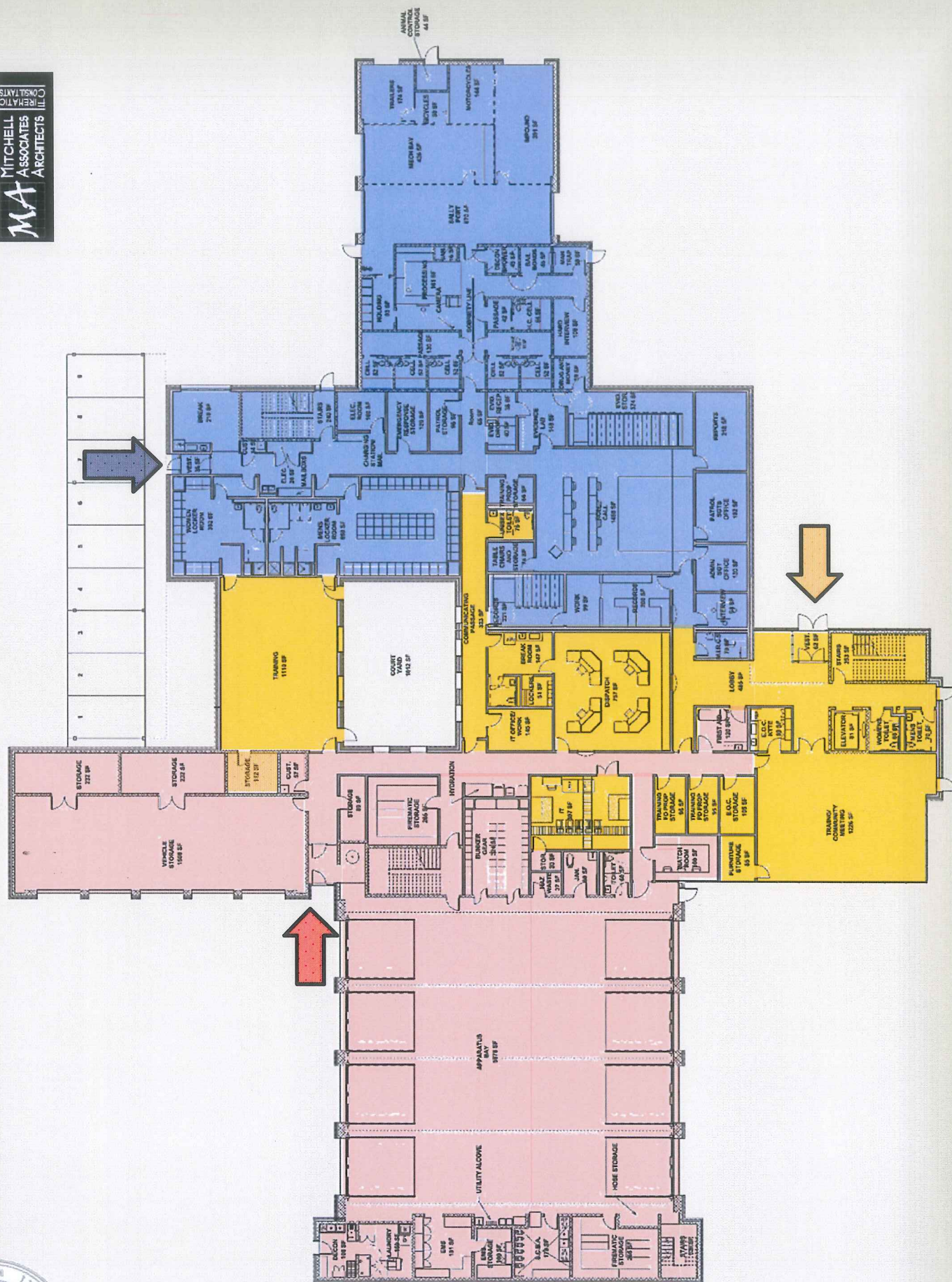
PUBLIC PARKING

- LOTS A, D, F
72 SPACES

STAFF PARKING

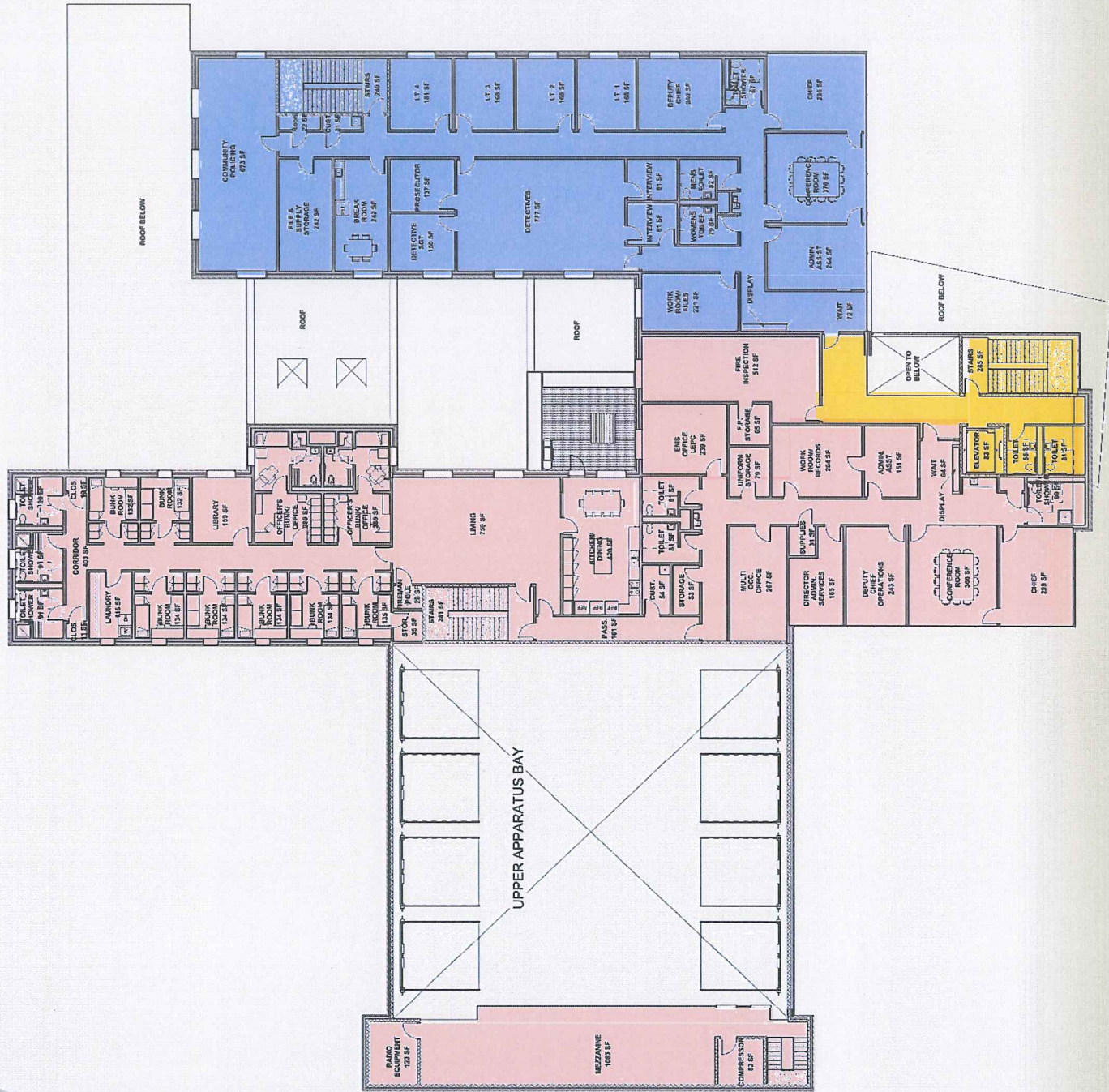
- LOTS B,C,E @ D
85 SPACES





STREET FROM BUILDING

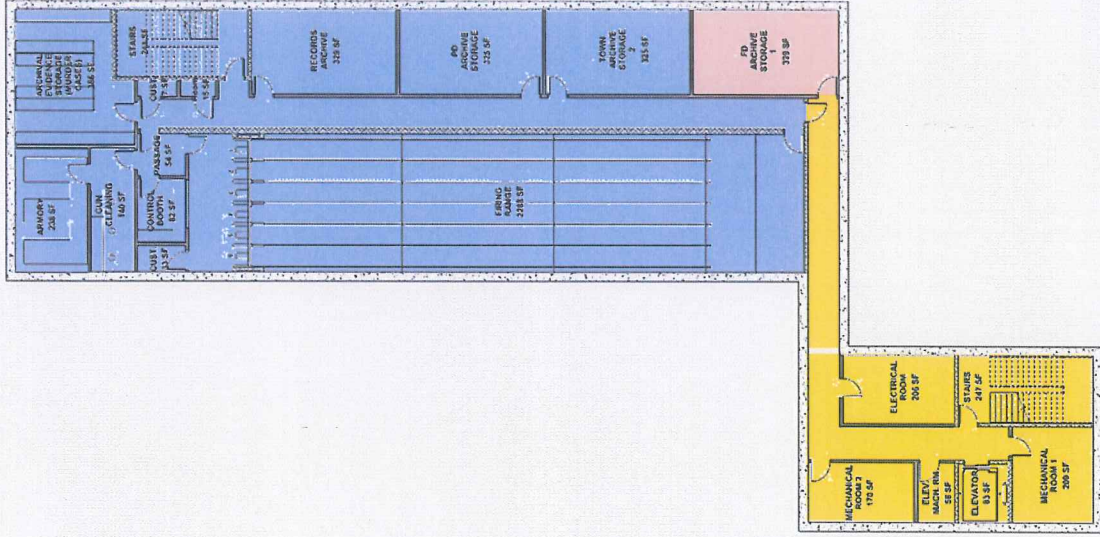
UPPER LEVEL FLOOR PLAN





LOWER LEVEL FLOOR PLAN

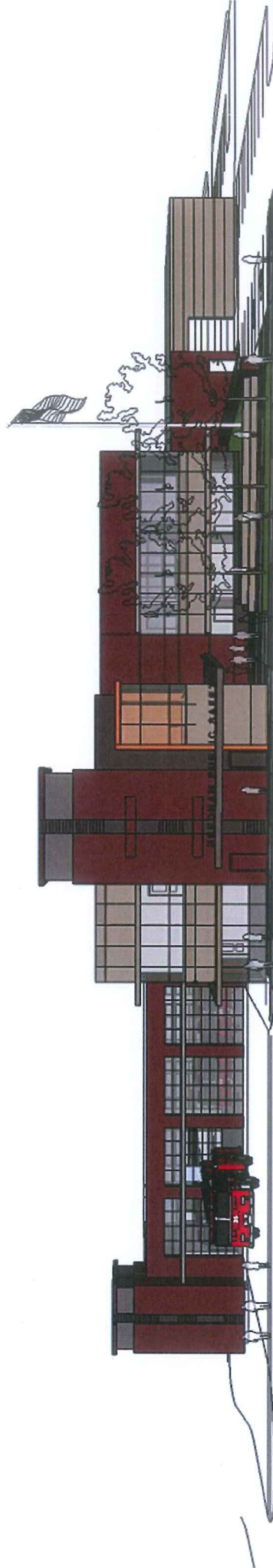
KÆSTLE BOOS
associates, inc





SketchUp Model (View from Chestnut St.)

KÆSTLE BOOS
associates, inc

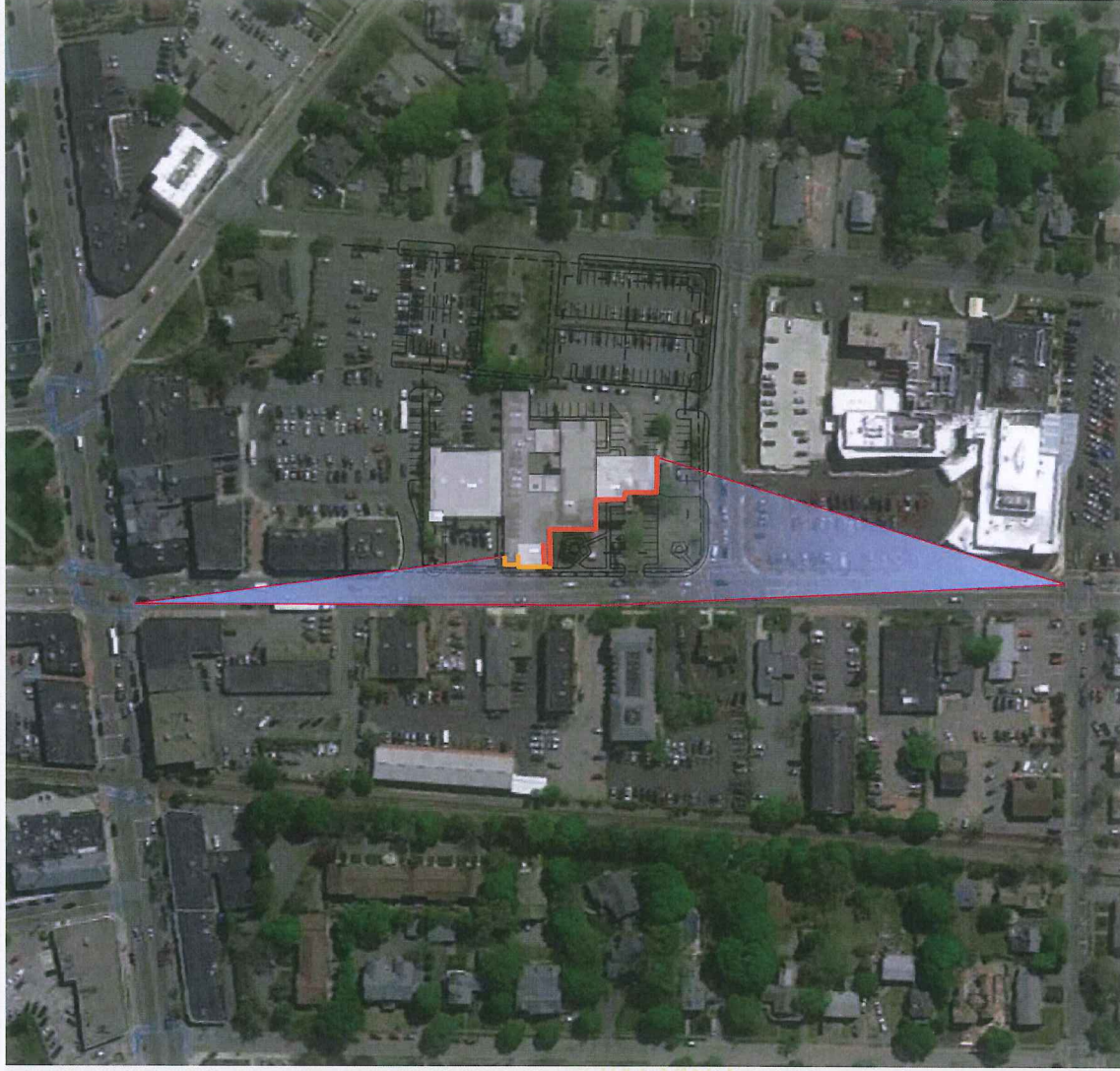




VIEW SHEDS

KÆSTLE BOOS
associates, inc

MA MITCHELL
ASSOCIATES
ARCHITECTS
FIREHATCH
CONSULTANTS





REGIONAL PUBLIC SAFETY FACILITY SIZE COMPARISONS

<u>PUBLIC SAFETY FACILITY</u>	<u>SERVICE AREA POP.</u>	<u>BUILDING AREA</u>
<u>NEEDHAM</u>	30,457	56,420 Sq.Ft.
<u>FOXBOROUGH (2005)</u>	16,865	41,400 Sq.Ft.
<u>SHARON (2016)</u>	17,612	42,460 Sq.Ft.
<u>HOLDEN(2009)</u>	17,340	36,450 Sq.Ft.
<u>NANTUCKET (2008)</u>	10,399 – 50,000	64,540 Sq.Ft.
<u>NATICK (1994)</u>	34,230	54,000 Sq.Ft.
<u>NORWOOD (2002)</u>	30,502	52,399 Sq.Ft.
<u>BROOKLINE (2002)</u>	58,732	50,000 Sq.Ft.



Needham Fire Station No. 2



Existing Facility: 9,570 Square Feet

New Program: 21,160 Square Feet

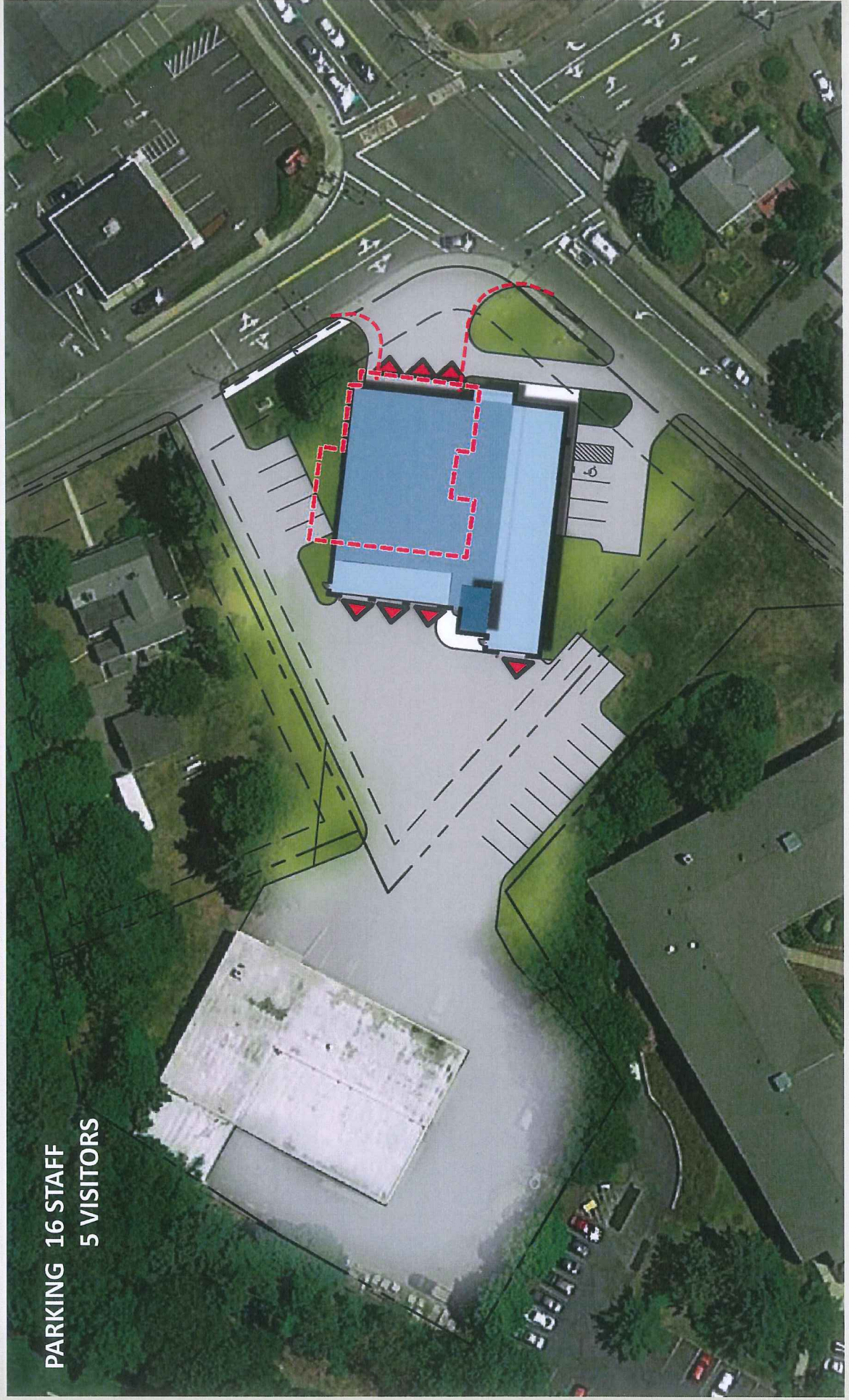


SITE LAYOUT

KAESTLE BOOS
associates, inc



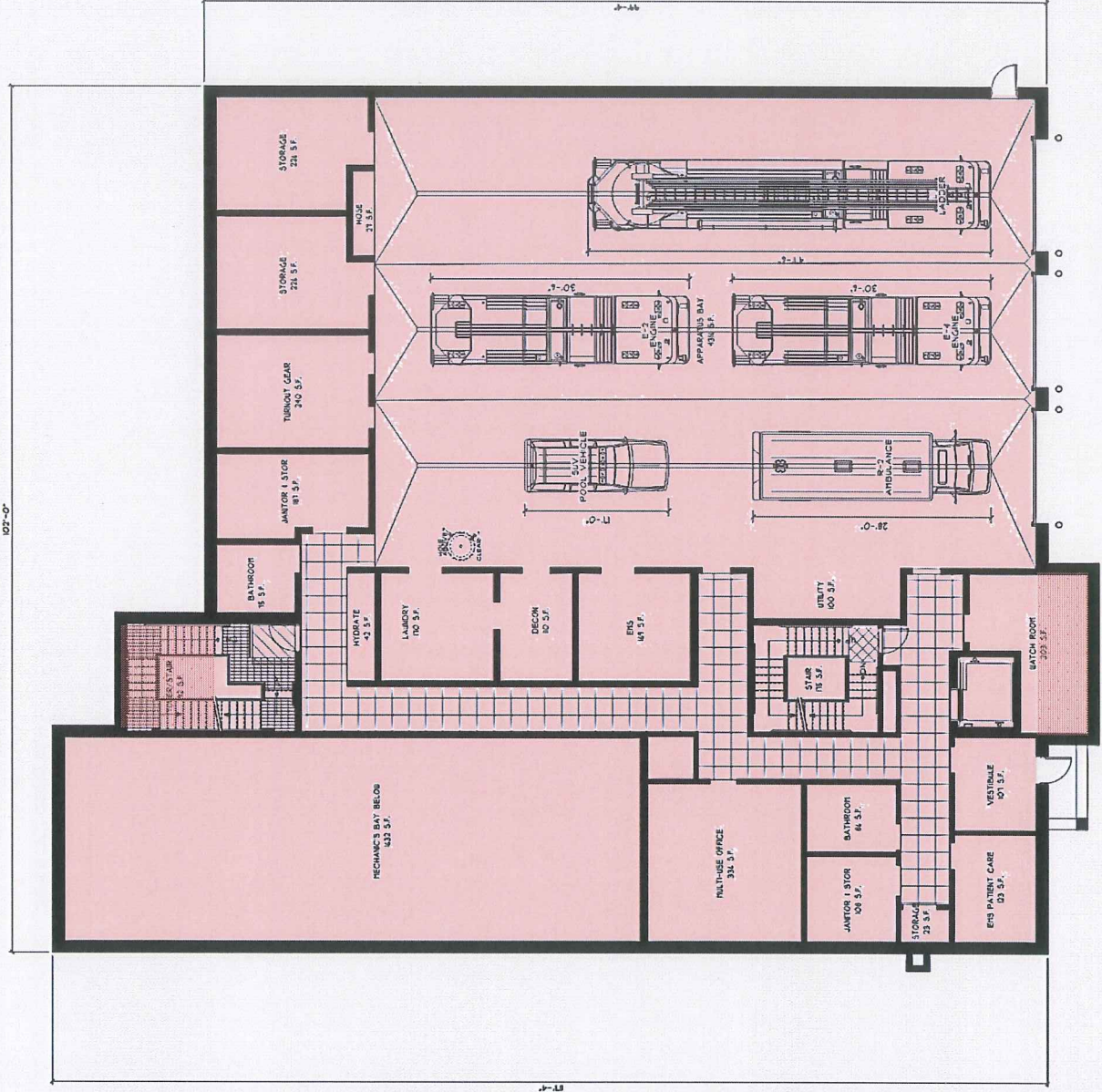
PARKING 16 STAFF
5 VISITORS



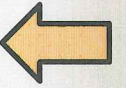


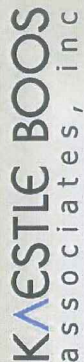
MAIN LEVEL FLOOR PLAN

KAESTLE BOOS
associates, inc

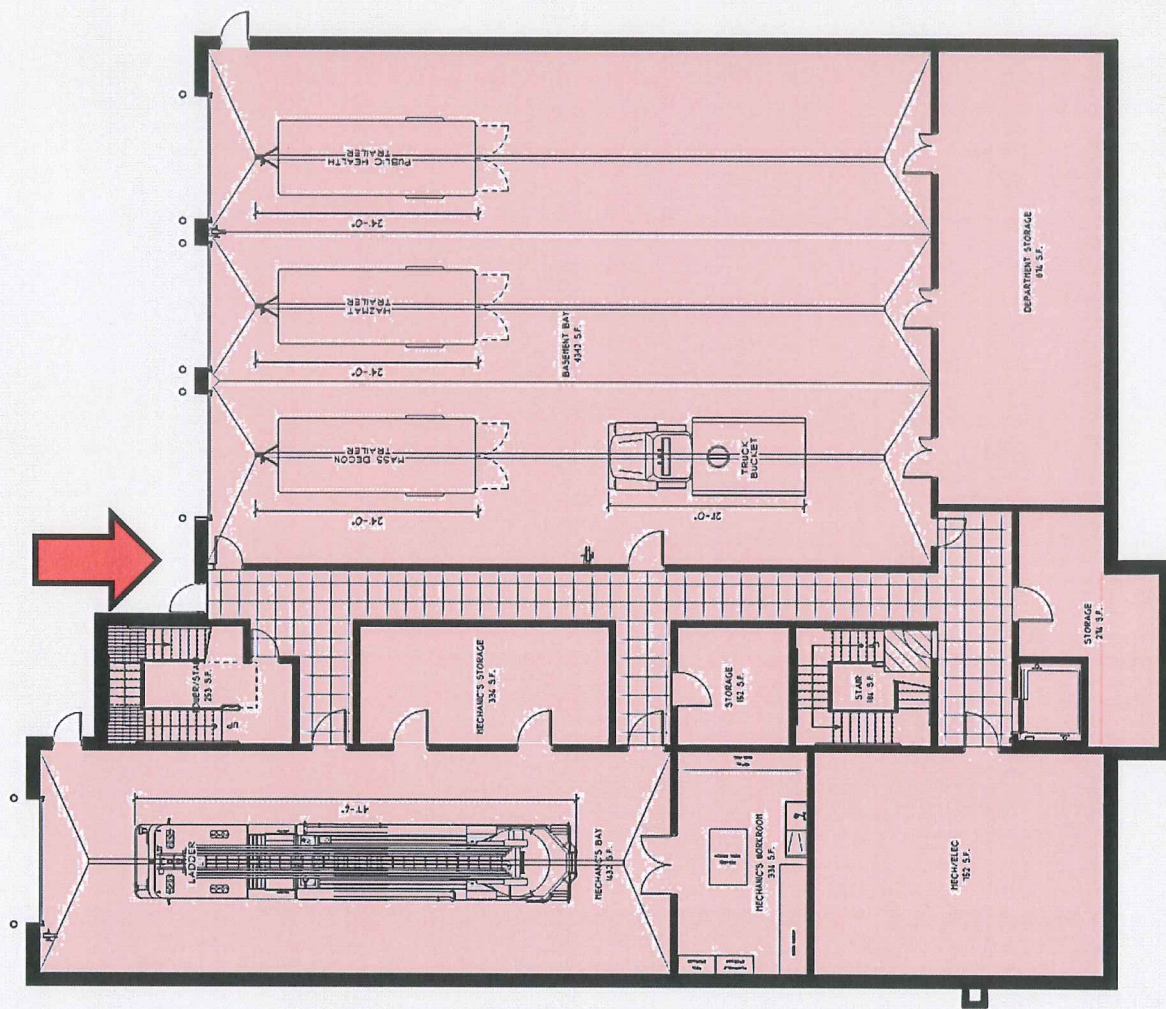


NEEDHAM STATION 2
1st FLOOR PLAN
7/24/16





LOWER LEVEL FLOOR PLAN



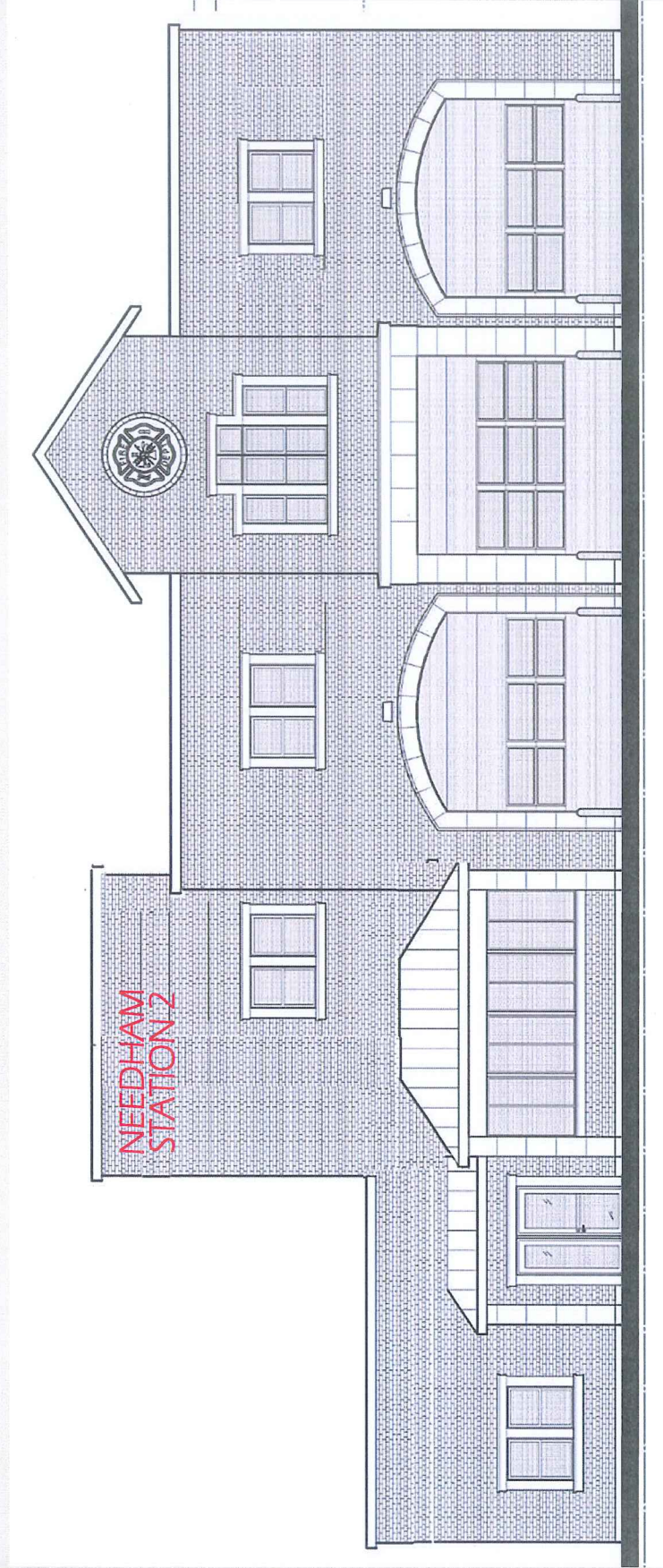
NEEDHAM STATION 2
BASEMENT PLAN
7/26/16

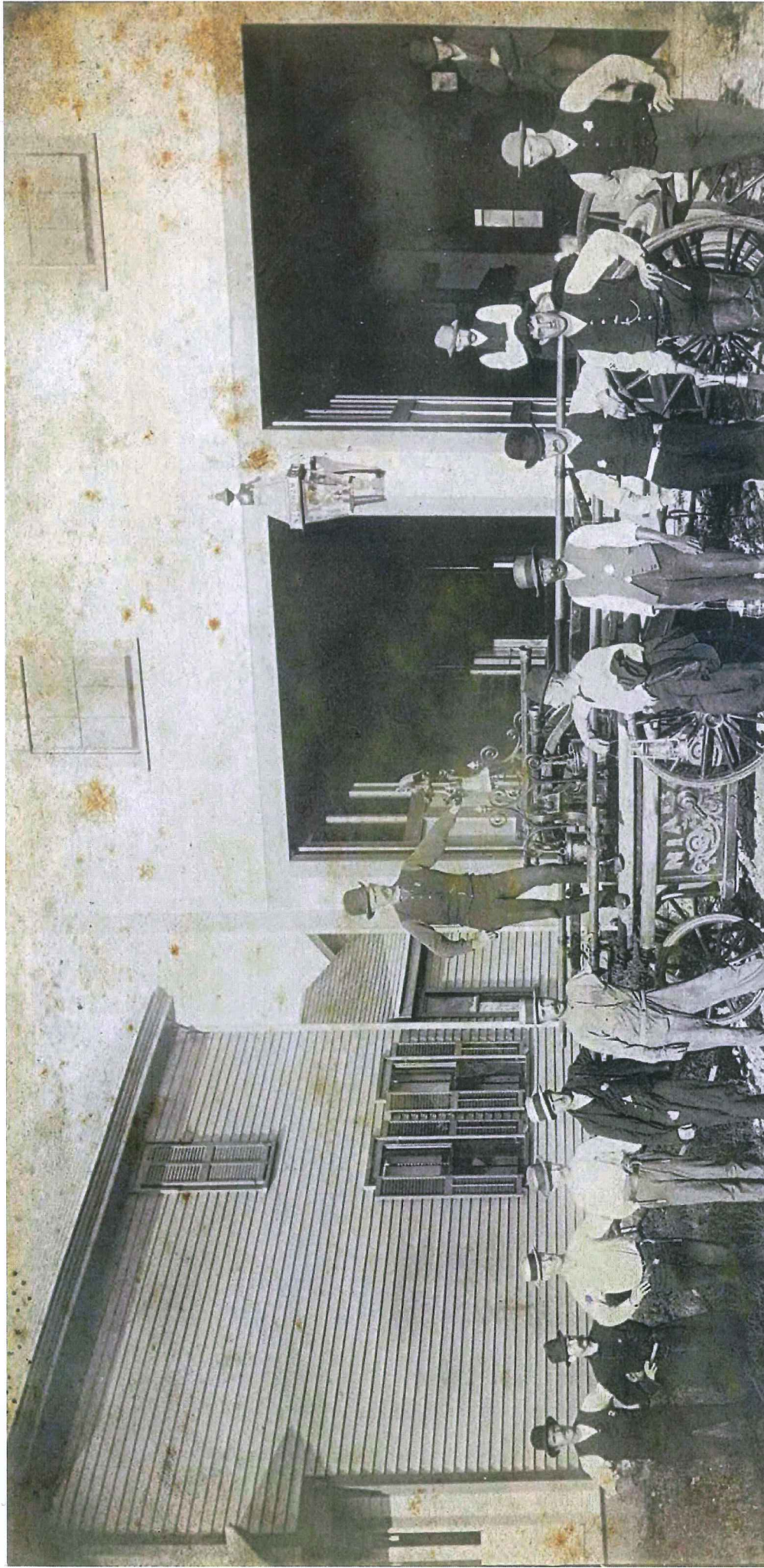




CONCEPTUAL STREET ELEVATION

KAESTLE BOOS
associates, inc





A & Q





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

MEETING DATE: 8/16/2016

Agenda Item	Sewer Easement/Modera Needham
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will recommend that the Board approve the relocation of the sewer line and construction on the existing sewer easement for Modera Needham (formerly Needham Mews) on Greendale Avenue, pursuant to the final comprehensive permit for the project.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board approve and authorize the Chairman to sign the Consent of Board of Selectmen to the decommissioning and relocation of the sewer line and to the erection and maintenance of buildings, structures, and foundations of buildings and structures to be used for habitation upon the premises taken by the easement, substantially as shown on the plans approved by the ZBA and the Town's Engineer pursuant to the Compressive Permit for the Modera Needham project on Greendale Avenue, provided however that the execution of the Consent is contingent upon the Applicant's compliance with a letter agreement, dated August 5, 2016, governing activities on the site.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Letter Agreement from Greendale Venture LLC, Robert Hewitt, Senior Managing Director dated August 5, 2016 b. Consent of Board of Selectmen			

August 5, 2016

VIA EMAIL AND OVERNIGHT MAIL

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

Re: Modera Needham Comprehensive Permit Decision

Dear Mr. Handel and Members of the Board:

This letter agreement is submitted in connection with the decision issued by the Zoning Board of Appeals to Greendale Avenue Venture, LLC (the "Proponent") for Modera Needham on Greendale Avenue (the "Project") which was filed with the Town Clerk on December 15, 2015 (the "Decision"), which Decision was issued pursuant to the Settlement Agreement between the Applicant and the Town dated January 25, 2016. Furthermore, this letter shall serve as a binding agreement on the part of Greendale Avenue Venture, LLC.

Condition 22 of the Decision acknowledges that the existing municipal sewer line extending through the Project site will be decommissioned and relocated by the Applicant, as shown on the Approved Plans, as defined in the Decision. Condition 22 requires the sewer line be relocated prior to issuance of a Certificate of Occupancy for the Project. Consistent with the Comprehensive Permit, the Proponent has submitted a set of site plans for the Project, entitled "Comprehensive Permit Plans, Modera Needham Residential Development, 692 & 744 Greendale Avenue – Needham, MA", prepared by Tetra Tech, dated October 22, 2015 and revised through July 26, 2016, as amended for review and approval by the Town (the "Final Plans"), which such plans include a final design of the sewer infrastructure serving the Project. The Proponent has also submitted, to the Town, a certain site logistics plan, entitled "Site Construction Plans, 692 & 744 Greendale Avenue, Needham, Massachusetts, Utility Plan", further defined as a modification to Sheet C-4 showing the No Work Zone, site fencing and haybale and silt fencing lines, prepared by Tetra Tech, dated 6/17/2016 (the "Logistics Plan") on which is depicted both site work and an area that protects the existing sewer line while the new sewer line is being constructed in accordance with the Final Plans.

Consistent with the parties' prior agreements on this matter, the Board of Selectmen will be executing the Consent attached hereto granting permission to construct certain Project improvements shown on the Final Plans and Logistics Plan (the "Consent") subject to the conditions noted below.

In connection with the execution and delivery of the Consent, this letter serves to confirm that, until such time as the new sewer line is constructed, inspected and in operation, consistent

with the Final Plans, the Proponent will not construct any buildings or structures, or perform any grading on the Project site in the pink cross hatched area shown on the Logistics Plan.

Furthermore, while the current proposal is to locate the new sewer line off the Project locus, the Proponent must, prior to issuance of a Certificate of Occupancy for the Project, grant the Town an easement, as may be necessary, for new municipal sewer line(s) located on and adjacent to the Project site.

This agreement and pledge is intended to supplement the above-described Consent of the Board of Selectmen and, to the extent that there is any conflict between the terms hereof and the terms of said Consent, the terms of this letter shall control. The foregoing shall become effective upon the delivery to the Proponent of the original executed and notarized Consent.

Sincerely,

GREENDALE AVENUE VENTURE LLC

By: 

Name: Robert Hewitt

Title: *Senior Managing Director*

Duly Authorized

CONSENT OF BOARD OF SELECTMEN

WHEREAS, the Board of Selectmen, acting on behalf of the Town of Needham, took a sewer easement as described further in that certain Sewer Easement (the "Easement") recorded in the Norfolk Registry of Deeds in Book 3743, Page 551;

WHEREAS, the Easement is located through a certain portion of property more particularly described in Exhibit A attached hereto and made a part hereof (the "Property");

WHEREAS, the Town of Needham Zoning Board of Appeals ("ZBA") approved a project (the "Project") on the Property and certain adjacent property as described further in the ZBA decision dated October 20, 2015 and filed with the Needham Town Clerk on December 15, 2015, as amended by an amendment to such ZBA decision dated April 27, 2016 and filed with the Needham Town Clerk on May 24, 2016 (collectively, and as may be further amended, the "Decision");

WHEREAS, as described in the Decision, and depicted on the plans approved by such Decision, the Project will involve the erection and maintenance of buildings and structures on and over the easement area described in the Easement;

WHEREAS, also as described in the Decision, the Project proponent will relocate the sewer line located in the sewer easement area described in the Easement; and

WHEREAS, the Board of Selectmen desire to consent to such erection and maintenance of buildings and structures in, on and over such sewer easement.

NOW, THEREFORE, in consideration of the foregoing recitals, the Board of Selectmen hereby agree as follows:

1. Pursuant to the Easement, the Board of Selectmen of the Town of Needham hereby consent to the erection and maintenance of the buildings, structures and foundations of buildings or structures to be used for habitation upon the premises taken by the Easement, substantially as shown on the plans approved by the ZBA pursuant to the Decision, as such plans may be modified from time to time in accordance with the Decision.

[Signature on next following page]

EXHIBIT A

Parcel One

The land in Needham with the buildings thereon and containing thirteen acres more or less, and bounded and described as follows:

WESTERLY by Greendale Avenue;

SOUTHERLY by land now or late of Quinn;

NORTHERLY and EASTERLY by Hardy Street.

Excepting that portion thereof, containing about 7600 square feet which was released to the Commonwealth of Massachusetts by release dated May 18, 1932, and recorded with Norfolk Deeds, Book 1962, Page 89.

Further excepting from said parcel so much as was taken by the Commonwealth of Massachusetts Department of Public Works in the Taking of a state highway in Needham being known in part as Greendale Avenue, recorded in Book 1952, Page 481. (See Parcel No. 37 described in said Taking at Page 488)

Further excepting from said parcel so much as was taken by the Commonwealth of Massachusetts, Department of Public Works, recorded in Book 3189, Page 310. (See Parcel 18 described in said Taking at Page 334)

Further excepting from said premises is so much as was conveyed by Deed to Leonard C. Baker and Frances E. Baker, dated January 4, 1962, recorded in Book 3957, Page 484. See the plan recorded therewith at Book 3957, Page 484.

Parcel Two

The land with the buildings thereon situated in Needham, Norfolk County, Massachusetts, known as 744 Greendale Avenue, being bounded and described as follows:

SOUTHWESTERLY: by Greendale Avenue, one hundred (100) feet;

NORTHWESTERLY: by land of Vincent P. and Mary D. Boris, by two (2) lines measuring sixty-eight and 25/100 (68.25) feet and one hundred eleven and 55/100 (111.55) feet;

NORTHERLY: by other land of Vincent P. and Mary D. Boris, one hundred sixty-two and 72/100 feet (162.72) feet; and

SOUTHEASTERLY: by land of Floyd D. Hager, two hundred thirty-nine and 61/100 (239.61) feet.

Said premises containing 25,248 square feet of land as shown on a plan of land in Needham, Mass., by Cheney Engineering Co., dated July 20, 1961, and recorded with the Norfolk County Registry of Deeds in Book 3957, Page 484 as Plan No. 13 of 1962.



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

MEETING DATE: 8/16/2016

Agenda Item	Sale and Disposal of Surplus Equipment, Materials, and Supplies
Presenter(s)	David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Mr. Davison will outline the Town's practices relative to the disposal of surplus property, and will recommend that the Board adopt a policy statement to that effect.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board approve and authorize the chairman to sign the Sale and Disposal of Surplus Equipment, Materials, and Supplies Policy.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Memo to the Board from David Davison dated August 10, 2016 b. Proposed Policy: Sale and Disposal of Surplus Equipment, Materials, and Supplies			

Memorandum

To: Board of Selectmen
From: David Davison, Assistant Town Manager/Director of Finance
CC: Kate Fitzpatrick, Town Manager
Date: August 10, 2016
Re: Disposal of Surplus Equipment, Materials, and Supplies

The disposal of surplus municipal equipment, materials, and supplies is governed by MGL Chapter 30B (the Uniform Procurement Act). Chapter 30B sets out procedures that cities and towns should employ to ensure the municipality obtains "good value" when it disposes of surplus. The rules apply to all tangible surplus supplies with a resale or salvage value, including motor vehicles, machinery, computer equipment, furniture, and other materials and supplies. There are different rules for the disposal of surplus real estate. Surplus equipment, materials, and supplies with an estimated value of \$10,000 or more may be done only by sealed bids or public auction. The sale and disposal of surplus equipment, materials, and supplies with an estimated value of less than \$10,000 may be done in accordance with written policies and procedures.

The purpose of having the Board adopt a policy is reinforcing the importance of controls and to be clear on the intent and means by which the Town establishes its procedures on the disposal of Town surplus.

I will be at your meeting on Tuesday to discuss the policy and to ask the Board to approve the policy. Please do not hesitate to contact me if you have any questions prior to the meeting.

Town of Needham Board of Selectmen

Policy Number:	BOS-PRO-005
Policy:	Sale and Disposal of Surplus Equipment, Materials, and Supplies
Date Approved: Date Revised:	August 16, 2016
Approved:	

From time to time the Town of Needham (Town) finds it necessary to dispose of surplus equipment, materials, and supplies. The purpose of this policy is to ensure that the Town has reasonable controls on the methods and manners that such property is disposed. Town departments may not transfer, donate, destroy, or otherwise dispose of property without following the procedures established by the Needham Finance Department. The sale of surplus equipment, materials, and/or supplies which is subject to the provisions of M.G.L. Chapter 30B (Uniform Procurement Act) shall be overseen by the Chief Procurement Officer (CPO). The CPO for the Town of Needham is the Assistant Town Manager/Director of Finance, unless otherwise assigned by the Town Manager.

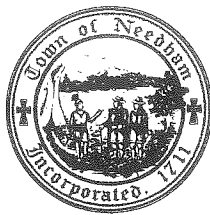


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/16/2016

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
At its meeting of July 19, 2016, the Planning Board voted to place the following articles on the warrant for the October 5, 2016 Special Town Meeting: Amend Zoning By-law – Height Limitation Exceptions, and Amend Zoning By-law – Definition of Basement. Under State law, the Board has 14 days to accept the proposed amendments and refer the amendments back to the Planning Board for its review, hearing, and report. The Board’s action in this matter is not discretionary.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to accept the proposed zoning amendments: Amend Zoning By-law – Height Limitation Exceptions and Amend Zoning By-law – Definition of Basement for referral to the Planning Board for its review, hearing, and report.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Letters from Lee Newman, Director of Planning & Community Development dated July 26, 2016 and August 11, 2016 b. Proposed Warrant articles c. M.G.L. c. 40A Section 5			



TOWN OF NEEDHAM, MA

PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

500 Dedham Ave
Needham, MA 02492
781-455-7550

PLANNING

July 26, 2016

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

Re: Zoning Articles for 2016 Special Town Meeting

Dear Kate:

The Planning Board at its meeting of July 19, 2016 voted to place the following articles on the warrant for the October 2016 Special Town Meeting: (1) Amend Zoning By-Law – Height Limitation Exceptions; (2) Amend Zoning By-Law – Definition of Basement. Accordingly, please find the above-named articles as approved by the Planning Board for inclusion in the warrant of the 2016 Special Town Meeting.

As you know, the Board of Selectmen will need to accept the articles and to then forward them to the Planning Board for review, public hearing and report. Please have the Selectmen act on the enclosed articles at their next meeting of Tuesday, August 16, 2016, so that the Planning Board can meet its statutory obligations. The Planning Board plans to schedule the public hearing on the articles for Tuesday, September 13, 2016.

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

Very truly yours,

NEEDHAM PLANNING BOARD

Lee Newman
Director of Planning and Community Development

cc: Planning Board

Enclosure



TOWN OF NEEDHAM, MA

PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

500 Dedham Ave
Needham, MA 02492
781-455-7550

PLANNING

August 11, 2016

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

Re: Zoning Articles for 2016 Special Town Meeting

Dear Kate:

The Planning Board at its meeting of August 9, 2016 voted to place the following article on the warrant for the October 2016 Special Town Meeting: (1) Amend Zoning By-Law – Definition of Basement. Accordingly, please find the above-named article as approved by the Planning Board for inclusion in the warrant of the 2016 Special Town Meeting. Please note that this article supersedes and replaces the article of the same title transmitted to you by memo dated July 26, 2016.

As you know, the Board of Selectmen will need to accept the article and to then forward it to the Planning Board for review, public hearing and report. Please have the Selectmen act on the enclosed article at their next meeting of Tuesday, August 16, 2016, so that the Planning Board can meet its statutory obligations. The Planning Board plans to schedule the public hearing on the article for Tuesday, September 13, 2016.

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

Very truly yours,

NEEDHAM PLANNING BOARD

Lee Newman
Director of Planning and Community Development

cc: Planning Board

Enclosure

ARTICLE 1: AMEND ZONING BY-LAW – HEIGHT LIMITATION EXCEPTIONS

To see if the Town will vote to amend the Needham Zoning By-Law, Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.2, Height Limitation Exceptions, by revising the first paragraph, so that it shall now read as follows (new language underlined):

“4.2.2 Height Limitation Exception

The maximum height regulation in Section 4.2.1 shall not apply to schools and municipal buildings which may contain three (3) stories or may be as high as forty-five (45) feet. In the case of schools and other municipal buildings, structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, solar panels, mechanical equipment, mechanical flues or exhausts, elevator housings or equipment, generators, roof access, stairway enclosures, skylights, and the like may exceed the maximum building height provided that no part of such structure or equipment shall project more than 15 feet above the maximum allowable building height and the total horizontal coverage of all of such structures or projections on the building does not exceed thirty-three percent (33%) of the total roof area of the building. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof. Further provided, solar panels shall also be allowed on rooftops of schools and other municipal buildings, with no limitation on the roof area coverage provided such panels are set back from the edge of the roof a distance at least equal to the height of the panel.

Notwithstanding the foregoing paragraph, a municipal building or structure located on a lot in excess of twenty (20) acres created by deed or plan, endorsed or recorded before September 1, 2012, may be as high as fifty (50) feet, provided the building or structure contains no more than one story, is used primarily for storage purposes and is located at least two hundred (200) feet from all property lines. Any municipal building which ceases to be a municipal building, because of a change of use or ownership, may continue to be used, maintained and reconstructed so as to contain up to the number of stories and the height which existed at the time of the change to non-municipal use or ownership. Notwithstanding the above, nothing contained herein shall in anyway limit the rights conferred under footnote (h) of Section 4.2.1 Table of Regulations.”

Or take any other action relative thereto.

ARTICLE 2: AMEND ZONING BY-LAW – DEFINITION OF BASEMENT

To see if the Town will vote to amend the Needham Zoning By-Law, Section 1.3 Definitions, by replacing the existing definition of the term “Basement”, so that the entire definition shall now read as follows:

“Basement – That portion of a building that is partly or completely below grade. A minimum of 50% of the basement walls must be below grade to be considered a basement. Only one basement level may be partly below grade; additional basement levels must be completely below grade. Notwithstanding the above, a walkout basement shall be limited to a maximum height of 9 feet with said height measured from finished basement floor to finished basement ceiling.”

Or take any other action relative thereto.

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

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

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

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

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

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

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

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

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

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

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

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



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

MEETING DATE: 8/16/2016

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will recommend that the Board vote to close the warrant for the October 5, 2016 Special Town Meeting.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to close the warrant for the October 5, 2016 Special Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Draft Warrant dated August 12, 2016			

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

WEDNESDAY, October 5, 2016

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

DRAFT 8.12.2016

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

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

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

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

WEDNESDAY, THE FIFTH DAY OF OCTOBER, 2016

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

HUMAN RESOURCE ARTICLES

ARTICLE X: APPROVE COLLECTIVE BARGAINING AGREEMENT – NEEDHAM FIRE UNION

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

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

Article Information:

HILLSIDE SCHOOL ARTICLES

ARTICLE X: APPROPRIATE FOR HILLSIDE SCHOOL CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$57,542,500, for architectural design, engineering, and construction of the Hillside School to be located at or about 585 Central Avenue and shown as Lot 3 on the Needham Assessor's Map, numbered 310 and Lots 5,6,7,9,10, 11 and 27 on the Needham Assessor's Map 108, including the payment of costs incidental or related thereto (the "Project"); which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said sum to be expended under the direction of the Town

Manager and Permanent Public Building Committee. To meet said appropriation the Treasurer with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44, M.G.L. Chapter 70B, or any other enabling authority. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; provided further that any. grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) thirty four point seventy two percent (34.72%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA; and further that this is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR HILLSIDE SCHOOL OUTSIDE PLAY AREAS

To see if the Town will vote to raise, borrow and/or transfer and appropriate the sum of \$250,000 for architectural design, engineering, and construction costs associated with outside play areas and fields at the new Hillside School to be located at or about 585 Central Avenue, including lands under license, said sum to be expended under the direction of the Town Manager and Permanent Public Building Committee, said sum to be transferred from Article 1 of the November 4, 2014 Special Town Meeting; and further that this is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ZONING ARTICLES

ARTICLE X: AMEND ZONING BY-LAW – HEIGHT LIMITATION EXCEPTIONS

To see if the Town will vote to amend the Needham Zoning By-Law, Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B,

General Residence, and Institutional Districts, Subsection 4.2.2, Height Limitation Exceptions, by revising the first paragraph, so that it shall now read as follows (new language underlined):

“4.2.2 Height Limitation Exception

The maximum height regulation in Section 4.2.1 shall not apply to schools and municipal buildings which may contain three (3) stories or may be as high as forty-five (45) feet. In the case of schools and other municipal buildings, structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, solar panels, mechanical equipment, mechanical flues or exhausts, elevator housings or equipment, generators, roof access, stairway enclosures, skylights, and the like may exceed the maximum building height provided that no part of such structure or equipment shall project more than 15 feet above the maximum allowable building height and the total horizontal coverage of all of such structures or projections on the building does not exceed thirty-three percent (33%) of the total roof area of the building. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof. Further provided, solar panels shall also be allowed on rooftops of schools and other municipal buildings, with no limitation on the roof area coverage provided such panels are set back from the edge of the roof a distance at least equal to the height of the panel.

Notwithstanding the foregoing paragraph, a municipal building or structure located on a lot in excess of twenty (20) acres created by deed or plan, endorsed or recorded before September 1, 2012, may be as high as fifty (50) feet, provided the building or structure contains no more than one story, is used primarily for storage purposes and is located at least two hundred (200) feet from all property lines. Any municipal building which ceases to be a municipal building, because of a change of use or ownership, may continue to be used, maintained and reconstructed so as to contain up to the number of stories and the height which existed at the time of the change to non-municipal use or ownership. Notwithstanding the above, nothing contained herein shall in anyway limit the rights conferred under footnote (h) of Section 4.2.1 Table of Regulations.”

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND ZONING BY-LAW – DEFINITION OF BASEMENT

To see if the Town will vote to amend the Needham Zoning By-Law, Section 1.3 Definitions, by replacing the existing definition of the term “Basement”, so that the entire definition shall now read as follows:

“Basement – That portion of a building that is partly or completely below grade. A minimum of 50% of the basement walls must be below grade to be considered a basement. Only one basement level may be partly below grade; additional basement levels must be completely below grade. Notwithstanding the above, a walkout basement shall be limited to a maximum height of 9 feet with said height measured from finished basement floor to finished basement ceiling.”

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

FINANCIAL ARTICLES

ARTICLE X: AMEND THE FY2017 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2016 Operating Budget adopted under Article 12 of the 2016 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
3	Group Health Insurance, Employee Benefits, Assessments & Administrative Costs	\$13,197,691	\$13,220,510
4	Needham Electric, Light & Gas Program	\$3,414,290	\$3,462,195
9	Reserve Fund	\$1,541,875	\$1,454,376
20	Minuteman Assessment	\$762,686	\$766,061
23B	Public Works Expenses	\$1,542,389	
25A	HHS Salaries & Wages	\$1,235,205	\$1,296,510

Or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND THE FY2017 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2017 RTS Enterprise Fund Budget adopted under Article 13 of the May 2016 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
101B	Expenses	\$1,200,969	\$1,278,969

said sum to be raised from RTS Enterprise Fund Receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR NPDES PERMIT DEVELOPMENT

To see if the Town will vote to raise, borrow and/or transfer and appropriate the sum of \$160,000 for the purpose of funding engineering and consulting services for the development of an application for a National Pollutant Discharge Elimination System (NPDES) Stormwater Permit, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$XX be transferred from XX; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR ELIOT SCHOOL TRAFFIC SAFETY IMPROVEMENTS

To see if the Town will vote to raise, borrow and/or transfer and appropriate the sum of \$90,000 for the purpose of funding engineering, design and construction for Eliot School Traffic Safety Improvements, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

GENERAL ARTICLES /CITIZENS' PETITIONS / COMMITTEE ARTICLES

**ARTICLE X: ACCEPTANCE OF EASEMENT/1001 – 1015 CENTRAL AVENUE
SUBDIVISION**

To see if the Town will vote to authorize the Selectmen to accept the following easement from RRNIR, LLC: Non-exclusive right and perpetual easement and right of way over Sunrise Terrace for the purpose of passing on foot or by vehicle as shown on a plan entitled "Sunrise Terrace, Definitive Subdivision, last revised June 29, 2016, on file with the Needham Planning Board; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: GRANT OF EASEMENT – GREENDALE AVENUE

To see if the Town will vote to authorize the Park & Recreation Commission to grant a thirty-foot wide, perpetual, non-exclusive easement to NSTAR Electric Company d/b/a Eversource Energy, for the purpose of installing, maintaining, repairing, replacing and operating an underground electric transmission line in and under a portion of Town property known as the "Gravel Pit" located off of Greendale Avenue (Assessors Map 15, Parcel 4), with the exact location of the easement on such property to be determined by the Park & Recreation Commission upon completion of field surveys and investigation of soil conditions, but approximately as shown on the drawing on file at the Town Clerk's Office, such easement to be substantially in the form of a proposed easement on file at the Town Clerk's Office, and to authorize the Commission to execute any documents or instruments necessary to effect said easement upon such terms as they deem to be in the best interest of the Town; or take any other action relating thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND GENERAL BY-LAW – NOTIFICATION

To see if the Town will vote to amend the General By-laws by deleting sections 1.2 and 1.3, renumbering sections accordingly, and inserting in place thereof the following:

“SECTION 1.2 NOTIFICATION

1.2.1 All Town Meetings shall be notified and warned by posting attested copies of the Warrant calling for the Town Meeting in not less than twenty public places in the Town at least seven days before the time of holding the Annual Town Meeting and at least fourteen days before any Special Town Meeting.

1.2.2 The Town Clerk shall cause to be delivered or mailed to each Town Meeting Member, at least seven days in advance, a copy of the Warrant for the Annual Town Meeting, held for the purpose of the transacting of business.

1.2.3 The Town Clerk shall cause to be delivered or mailed to each Town Meeting Member, at least fourteen days in advance, a copy of the Warrant for each Special Town Meeting.

1.2.5 The Town Clerk shall make available to any resident, upon request, a copy of the Warrant for each Town Meeting, and shall post a copy of each warrant on the official Town of Needham website.

1.2.6 The Town Clerk shall cause the titles and a synopsis of all Town Meeting Articles to be printed in a local newspaper.”

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: CITIZENS PETITION

To see if the Town will vote to amend Section 4.2.1, Table of Regulations, of the Needham Zoning Bylaw with respect to Single Residence B and General Residence Districts as follows:

1. **31.5' Maximum Height (Average):** Revise to indicate that the Maximum Height for Single Residence B and General Residence districts shall be thirty-one and one-half (31.5) feet.
2. **35' Maximum Height (Average) with 50% increase in Side and Rear Setbacks:** Insert the following new footnote (m): “ (m) Notwithstanding anything to the contrary contained herein, a building or structure located in either a Single Residence B or

General Residence district may be up to thirty-five (35) feet in height provided such building or structure maintains side and rear setbacks that are at least 50% greater than the applicable minimum setback distances identified in this Section 4.2.1.” Footnote (m) shall be added as reference for “Maximum Height,” Single Residence B and General Residence districts.

3. **Existing and Proposed Grades used in Height Calculation:** Insert the following new footnote (n): “(n) The lower of existing and proposed grade elevations around a building shall be used to calculate the maximum height of Buildings and Structures located in Single Residence B and General Residence districts.” Footnote (n) shall be added as reference for “Maximum Height,” Single Residence B and General Residence districts.
4. **37’ Maximum Height Above Grade at Any Point Around Building:** Insert the following new footnote (o): “(o) The maximum height at any single point of any building or structure located in either a Residence B or General Residence district shall not exceed thirty-seven (37) feet above the lower of new and existing grade elevations around the building.” Footnote (o) shall be added as reference for “Maximum Height,” Single Residence B and General Residence districts.
5. **Neighborhood Context in Establishing Front Yard Setbacks:** Insert the following new footnote (p): “(p) The minimum required front setback for a lot in either a Single Residence B or General Residence district shall not be less than the average front setback of existing buildings that are located on the same street and within one-hundred fifty (150) feet of the lot being developed. If two or more existing buildings on a single lot are located within one-hundred fifty (150) feet of the lot being developed, the building having the shortest front setback shall be used in calculating the average front setback. Notwithstanding the foregoing, the minimum front setback shall not exceed thirty-five (35) feet. For any corner lot, the requirements of this footnote (p) shall apply to the front setback from the lot’s address street.” Footnote (p) shall be added as reference for “Front Setback” for Single Residence B and General Residence districts.

INSERTED BY: Paul Dawson et. al.

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

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

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

Given into our hands at Needham aforesaid this 16th day of August 2016.

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

A TRUE COPY

Attest:

Constable:

**Town Clerk's Office
Needham, MA 02492**

ATTN: SPECIAL TOWN MEETING WARRANT



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

MEETING DATE: 8/16/2016

Agenda Item	OPEB Update
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Town Manager and Assistant Town Manager/Director of Finance will provide the Board with a summary of the Town's most recent OPEB (Other Post-Employment Benefit) Actuarial Analysis.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	a. Town of Needham Actuarial Valuation and Other Postemployment Benefits (OPEB) as of June 30, 2015 in accordance with GASB Statements No. 43 and No. 45, Revised, prepared by Segal Consulting, July 7, 2016		

Town of Needham

**Actuarial Valuation and Review of Other
Postemployment Benefits (OPEB) as of
June 30, 2015 in accordance with
GASB Statements No. 43 and No. 45**

REVISED





116 Huntington Avenue 8th Floor Boston, MA 02116-5744
T 617.424.7300 www.segalco.com

July 7, 2016

Mr. David Davison
Assistant Town Manager/Director of Finance
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Davison:

We are pleased to submit this revised report on our actuarial valuation of postemployment welfare benefits as of June 30, 2015. This report replaces the report dated April 26, 2016. The calculations herein are conducted under the methodology prescribed by Governmental Accounting Standards Board (GASB) Statements Number 43 and 45. However, the purpose of this report is to calculate an actuarially determined contribution for the Town's Other Postemployment Benefit (OPEB) plan for the fiscal year ending June 30, 2018. Please note that effective for the Town's June 30, 2018 financial statements, the current GASB OPEB statements will be supplanted by Statements 74 and 75. The accounting requirements under those standards will be determined in future valuations. Note that the required accounting calculations for the Town's fiscal year ending June 30, 2016 and 2017 financial statements have previously been determined based on the June 30, 2013 actuarial valuation completed by Buck Consultants, revised to reflect a 7.75% discount rate.

The measurements shown in this actuarial valuation may not be applicable for other purposes. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: retiree group benefits program experience differing from that anticipated by the assumptions; changes in assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and changes in retiree group benefits program provisions or applicable law. Retiree group benefits models necessarily rely on the use of approximations and estimates, and are sensitive to changes in these approximations and estimates. Small variations in these approximations and estimates may lead to significant changes in actuarial measurements. The scope of the assignment did not include performing an analysis of the potential range of such future measurements.

This report is based on information received from the Town of Needham. The actuarial projections were based on the assumptions and methods described in Exhibit II and on the plan of benefits as summarized in Exhibit III.

We look forward to discussing this with you at your convenience.

Sincerely,

Segal Consulting, a Member of The Segal Group, Inc.

By:



*Kathleen A. Riley, FSA, MAAA, EA
Senior Vice President and Actuary*

8337244v6/14330.001



*Daniel J. Rhodes, FSA, MAAA
Vice President and Consulting Actuary*

SECTION 1	SECTION 2	SECTION 3	SECTION 4
EXECUTIVE SUMMARY	VALUATION RESULTS	VALUATION DETAILS	SUPPORTING INFORMATION
Important Information About Actuarial Valuations 1	Summary of Valuation Results..... 9	CHART 1 Required Supplementary Information – Schedule of Employer Contributions 13	EXHIBIT I Summary of Participant Data.... 16
Purpose 3	Funding Schedule 10	CHART 2 Required Supplementary Information – Schedule of Funding Progress 14	EXHIBIT II Actuarial Assumptions and Actuarial Cost Method 17
Highlights of the Valuation 3	Department Results..... 11	CHART 3 Required Supplementary Information – Net OPEB Obligation/(Asset) (NOO/NOA) 15	EXHIBIT III Summary of Plan 28
Key Valuation Results 5	Actuarial Certification 12		
Accounting Requirements 6			

SECTION 1: Executive Summary for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

IMPORTANT INFORMATION ABOUT ACTUARIAL VALUATIONS

An actuarial valuation is an estimate of future uncertain obligations of a postretirement health plan. As such, it will never forecast the precise future stream of benefit payments. It is an estimated forecast – the actual cost of the plan will be determined by the benefits and expenses paid, not by the actuarial valuation.

In order to prepare a valuation, Segal Consulting (“Segal”) relies on a number of input items. These include:

- **Plan of benefits** Plan provisions define the rules that will be used to determine benefit payments, and those rules, or the interpretation of them, may change over time. Even where they appear precise, outside factors may change how they operate. For example, a plan may provide health benefits to post-65 retirees that coordinate with Medicare. If so, changes in the Medicare law or administration may change the plan’s costs without any change in the terms of the plan itself. It is important for the Town of Needham to keep Segal informed with respect to plan provisions and administrative procedures, and to review the plan summary included in our report to confirm that Segal has correctly interpreted the plan of benefits.
- **Participant data** An actuarial valuation for a plan is based on data provided to the actuary by the plan. Segal does not audit such data for completeness or accuracy, other than reviewing it for obvious inconsistencies compared to prior data and other information that appears unreasonable. It is not necessary to have perfect data for an actuarial valuation: the valuation is an estimated forecast, not a prediction. The uncertainties in other factors are such that even perfect data does not produce a “perfect” result. Notwithstanding the above, it is important for Segal to receive the best possible data and to be informed about any known incomplete or inaccurate data.
- **Assets** Part of the cost of a plan will be paid from existing assets – the balance will need to come from future contributions and investment income. The valuation is based on the asset values as of the valuation date, provided by the Town of Needham. Some plans include assets, such as private equity holdings, real estate, or hedge funds, that are not subject to valuation by reference to transactions in the marketplace. A snapshot as of a single date may not be an appropriate value for determining a single year’s contribution requirement, especially in volatile markets.
- **Actuarial assumptions** In preparing an actuarial valuation, Segal starts by developing a forecast of the benefits to be paid to existing plan participants for the rest of their lives and the lives of their beneficiaries. To determine the future costs of benefits, Segal collects claims, premiums, and enrollment data in order to establish a baseline cost for the valuation measurement, and then develops short- and long-term health care cost rates to project increases in costs in future years. This forecast also requires actuarial assumptions as to the probability of death, disability, withdrawal, and retirement of each participant for each year, as well as forecasts of the plan’s benefits for each of those events. The forecasted benefits are then discounted to a present value, typically based on an estimate of the rate of return that will be achieved the plan’s assets, or if there are no assets, a rate of return on the assets of the employer. All of these factors are uncertain and unknowable. Thus, there will be a range of reasonable assumptions, and the results may vary materially based on which assumptions the actuary selects within that range. That is, there is no right answer (except with hindsight). It is important

SECTION 1: Executive Summary for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

for any user of an actuarial valuation to understand and accept this constraint. The actuarial model necessarily uses approximations and estimates that may lead to significant changes in our results but will have no impact on the actual cost of the plan. In addition, the actuarial assumptions may change over time, and while this can have a significant impact on the reported results, it does not mean that the previous assumptions or results were unreasonable or wrong.

Given the above, the user of Segal's actuarial valuation (or other actuarial calculations) needs to keep the following in mind:

- The actuarial valuation is prepared for use by the Town of Needham. It includes information for compliance with accounting standards. Segal is not responsible for the use or misuse of its report, particularly by any other party.
- An actuarial valuation is a measurement at a specific date — it is not a prediction of a plan's future financial condition. Accordingly, Segal did not perform an analysis of the potential range of financial measurements, except where otherwise noted.
- Sections of this report include actuarial results that are not rounded, but that does not imply precision.
- Critical events for a plan include, but are not limited to, decisions about changes in benefits and contributions. The basis for such decisions needs to consider many factors such as the risk of changes in plan enrollment, emerging claims experience and health care cost trend, not just the current valuation results.
- Segal does not provide investment, legal, accounting, or tax advice. Segal's valuation is based on our understanding of applicable guidance in these areas and of the plan's provisions, but they may be subject to alternative interpretations. The Town of Needham should look to their other advisors for expertise in these areas.
- While Segal maintains extensive quality assurance procedures, an actuarial valuation involves complex computer models and numerous inputs. In the event that an inaccuracy is discovered after presentation of Segal's valuation, Segal may revise that valuation or make an appropriate adjustment in the next valuation.
- Segal's report shall be deemed to be final and accepted by the Town of Needham upon delivery and review. The Town of Needham should notify Segal immediately of any questions or concerns about the final content.

As Segal Consulting has no discretionary authority with respect to the management or assets of the Plan, it is not a fiduciary in its capacity as actuaries and consultants with respect to the Plan.

SECTION 1: Executive Summary for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

PURPOSE

This report presents the results of our actuarial valuation of the Town of Needham (the "Employer") postemployment welfare benefit plan as of June 30, 2015. The purpose of this report is to calculate a recommended actuarially determined contribution for the Town's OPEB plan for the fiscal year ending June 30, 2018. We note that in FYE 2018, the current GASB standards for OPEB accounting (43 and 45), will be supplanted by Statements 74 and 75. The new statements require different actuarial methods for calculating OPEB liabilities, and specifically do not address funding of OPEB benefits. As such, the results presented herein are not appropriate for the Town's financial reporting in FYE 2018. These accounting results will be determined in future valuations.

Note that the required accounting calculations for the Town's FYE 2016 and 2017 financial statements have previously been determined based on the June 30, 2013 actuarial valuation completed by Buck Consultants. The original valuation, dated June 10, 2014, used an 8.0% discount rate to calculate the OPEB liability. The valuation was later revised to reflect a 7.75% discount rate. These revised numbers are included in the accounting exhibits shown later in this report.

HIGHLIGHTS OF THE VALUATION

During the fiscal year ending June 30, 2018, we project the Town of Needham will pay benefits (net of retiree contributions) on behalf of retired employees of about \$4,173,000. This amount is less than the recommended actuarially determined contribution of approximately \$6,072,000. This contribution, and future contributions determined and described in this report, are intended to fund the OPEB liabilities fully by June 30, 2041.

The current GASB OPEB statements provide the method for selecting the investment return assumption (discount rate). If the benefits are fully funded, the discount rate should be based on the estimated long-term investment yield on the investments expected to be used to finance the payment of benefits. GASB Statements 74 and 75 provide for different methods for determining the discount rate used for financial reporting of OPEB liabilities. For purposes of this report, we have used the funded discount rate defined in current Statements 43 and 45.

As of June 30, 2015, the Town of Needham has \$18,424,006 in assets which are in the State Retiree Benefits Trust Fund/PRIT. The table below shows the increase in assets, which matches the figures shown in the Town's financial statements.

Reconciliation of OPEB Trust Fund

	Total
Balance as of June 30, 2013	\$10,095,258
Balance as of June 30, 2014	15,469,534
Balance as of June 30, 2015	18,424,006

Because the Town of Needham has been making actuarially determined contributions to fund the OPEB liability, we have used a funded discount rate of 7.5%. As noted above, previously a funded 7.75% discount rate was used in the revised July 1, 2013 valuation completed by Buck Consultants.

SECTION 1: Executive Summary for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

To determine the amortization payment on the unfunded actuarial accrued liability (UAAL), an amortization period and amortization method must be selected. We have used a 26-year closed amortization of the UAAL, with payments increasing 4.25% per year. This schedule extends the date when the plan will be fully funded from June 30, 2039 (used in the prior valuation) to June 30, 2041.

The funding schedule on page 10 of this report shows the components of the actuarially determined contribution for the Town.

This valuation does not include the potential impact of any future changes due to the Patient Protection and Affordable Care Act (PPACA) and the Health Care and Education Reconciliation Act (HCERA) of 2010 other than the excise tax on high cost health plans beginning in 2020 and those previously adopted as of the valuation date.

Employer decisions regarding plan design, cost sharing between the Employer and its retirees, actuarial cost method, amortization techniques, and integration with Medicare are just some of the decisions that affect the magnitude of OPEB obligations. We are available to assist you with any investigation of such options you may wish to undertake.

SECTION 1: Executive Summary for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

KEY VALUATION RESULTS

- The **unfunded actuarial accrued liability (UAAL)** as of June 30, 2015 is \$62,384,000 based on an actuarial accrued liability of \$80,808,000 and an actuarial value of assets of \$18,424,000. Going forward, net unfunded plan obligations will be expected to change due to normal plan operations, which consist of continuing accruals for active members, plus interest on the unfunded actuarial accrued liability, less contributions. Future valuations will analyze the difference between actual and expected unfunded actuarial accrued liabilities.
 - As of June 30, 2015 the ratio of assets to the AAL (the funded ratio) is 22.80%.

This funded percentage is not necessarily appropriate for assessing the sufficiency of OPEB assets to cover the estimated cost of settling the benefit obligations or the need for or the amount of future contributions.
- The recommended **Actuarially Determined Contribution** for fiscal year 2018 is \$6,072,000.

The unfunded liability of \$62,384,000 as of June 30, 2015 represents an increase of \$13,506,000 from \$48,878,000 as calculated from the prior valuation report completed by Buck Consultants, revised to reflect a 7.75% discount rate.

The unfunded liability had been expected to increase by approximately \$2,090,000 due to normal plan operations, which consist of continuing accruals for active members, plus interest on the unfunded actuarial accrued liability, less contributions. The greater than expected increase was the net effect of the following:
- An **actuarial experience gain** decreased obligations by \$3,578,000. This was the net result of gains and losses due to demographic changes and assets not increasing as expected.
- **Valuation assumption changes** increased obligations by \$14,994,000. This was the net result of 1) revising the future trend on medical costs, 2) decreasing the discount rate from 7.75% to 7.50%, 3) changing the participation election percentage for future retirees from 95% of total Town employees to 105% of those currently enrolled in medical benefits, 4) valuing 20% of current vested terminated employees and 5) updating demographic assumptions as described beginning on page 27. The excise tax in this valuation increased the actuarial accrued liability by 2.3% and normal cost by 5.1%. The complete set of assumptions is shown in Exhibit II and the summary of plan provisions is shown in Exhibit III.

SECTION 1: Executive Summary for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

ACCOUNTING REQUIREMENTS

The Governmental Accounting Standards Board (GASB) issued Statement Number 43 -- *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, and Statement Number 45 -- *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. Under these statements, all state and local governmental entities that provide other post employment benefits (OPEB) are required to report the cost of these benefits on their financial statements.

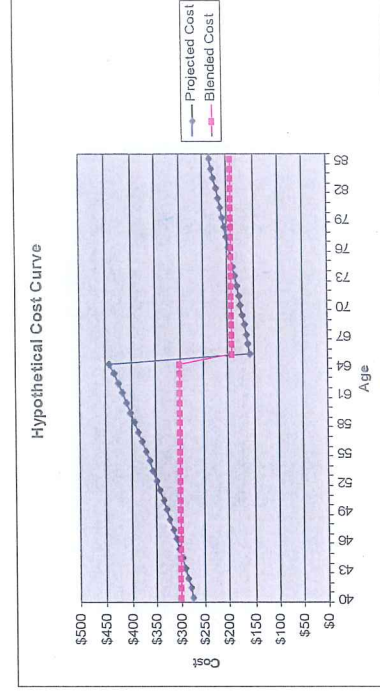
The statements cover postemployment benefits of health, prescription drug, dental, vision and life insurance coverage for retirees; long-term care coverage, life insurance and death benefits that are *not* offered as part of a pension plan; and long-term disability insurance for employees. These benefits, referred to as OPEB, are typically financed on a pay-as-you-go basis. The new standard introduces an accrual-basis accounting requirement; thereby recognizing the employer cost of postemployment benefits over an employee's career. The standards also introduce a consistent accounting requirement for both pension and non-pension benefits.

The total cost of providing postemployment benefits is projected, taking into account assumptions about demographics, turnover, mortality, disability, retirement, health care trends, and other actuarial assumptions. This amount is then discounted to determine the actuarial present value of the total projected benefits (APB). The actuarial accrued liability (AAL) is the portion of the present value of the total projected benefits allocated to years of employment prior to the measurement date. The unfunded actuarial accrued liability (UAAL) is the difference between the AAL and actuarial value of assets in the Plan.

Once the UAAL is determined, the Annual Required Contribution (ARC) is determined as the normal cost (the APB allocated to the current year of service) and the amortization of the UAAL. This ARC is compared to actual contributions made and any difference is reported as the net OPEB obligation (NOO). In addition, required supplemental information (RSI) must be reported, including historical information about the UAAL and the progress in funding the Plan.

The benefits valued in this report are limited to those described in Exhibit III of Section 4.

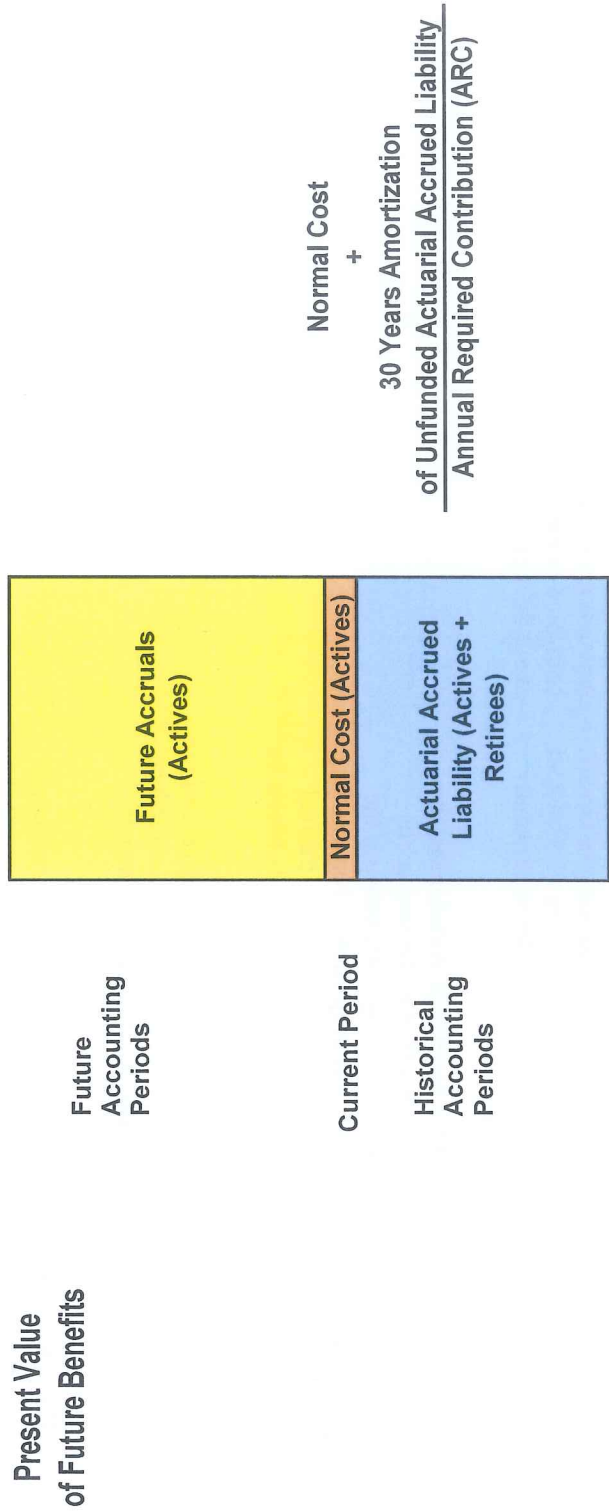
The following graph illustrates why a significant accounting obligation may exist even though the retiree contributes most or all of the blended premium cost of the plan. The average cost for retirees is likely to exceed the average cost for the whole group, leading to an implicit subsidy for these retirees. The accounting standard requires the employer to identify and account for this implicit subsidy as well as any explicit subsidies the employer may provide.



SECTION 1: Executive Summary for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

This graph shows how the actuarial present value of the total projected benefits (APB) is broken down and allocated to various accounting periods. The exact breakdown depends on the actuarial cost method and amortization methods selected by the employer.

GASB 43/45 Measurement



SECTION 1: Executive Summary for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

Actuarial computations under GASB statements are for purposes of fulfilling certain welfare plan accounting requirements. The calculations shown in this report have been made on a basis consistent with our understanding of GASB. Determinations for purposes other than meeting the financial accounting requirements of GASB may differ significantly from the results reported here.

Calculations are based on the benefits provided under the terms of the substantive plan in effect at the time of the valuation and on the pattern of sharing costs between the employer and plan members. The projection of benefits does not incorporate the potential effect of legal or contractual funding limitations on the pattern of cost sharing between the employer and plan members in the future.

Actuarial calculations reflect a long-term perspective, and the methods and assumptions use techniques designed to reduce short term volatility in accrued liabilities and the actuarial value of assets, if any.

The calculation of an accounting obligation does not, in and of itself, imply that there is any legal liability to provide the benefits valued, nor is there any implication that the Employer is required to implement a funding policy to satisfy the projected expense.

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future, and the actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

SECTION 2: Valuation Results for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

**SUMMARY OF VALUATION RESULTS
ALL DEPARTMENTS**

Measurement Date	June 30, 2015	June 30, 2013
Actuarial Accrued Liability by Participant Category		
1. Current retirees, beneficiaries and dependents	\$37,360,267	N/A
2. Current active employees	42,819,614	N/A
3. Current vested terminated employees	<u>627,748</u>	N/A
4. Total actuarial accrued liability: (1) + (2) + (3)	\$80,807,629	\$64,375,410
5. Actuarial value of assets	<u>18,424,006</u>	<u>15,496,964</u>
6. Unfunded actuarial accrued liability (UAAL): (4) - (5)	\$62,383,623	\$48,878,446
7. Funded ratio: (5) / (4)	22.80%	24.07%
Actuarially Determined Contribution for fiscal year beginning:		
8. Normal cost as of beginning of year	\$2,317,954	\$2,331,251
9. 24-year amortization (increasing at 4.25% per year) of the UAAL	<u>3,754,329</u>	<u>3,005,051</u>
10. Total actuarially determined contribution	\$6,072,283	\$5,336,302

*Notes: Liabilities as of June 30, 2013 and funding contribution for fiscal year beginning July 1, 2015, as reported by prior actuary.
Assumes payment at the beginning of the fiscal year.*

The key results for the current year and prior year are shown here.

SECTION 2: Valuation Results for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

FUNDING SCHEDULE

26 Years Closed (7.5% discount rate)

Fiscal Year Ending June 30	(1) Projected Benefit Payments	(2) Normal Cost	(3) Amortization of UAAL	(4) Actuarially Determined Contribution (2) + (3)	At Fiscal Year End		
					(5) Assets	(6) AAL	(7) UAAL (6) - (5)
2016	\$3,625,593	\$2,102,453	\$3,233,849	\$5,336,302	\$21,783,236	\$85,369,243	\$63,586,007
2017	3,886,108	2,207,575	3,361,348	5,568,923	25,374,368	90,115,877	64,741,509
2018	4,173,375	2,317,954	3,754,329	6,072,283	29,478,103	95,039,321	65,561,218
2019	4,638,795	2,433,852	3,913,888	6,347,740	33,703,176	99,974,056	66,270,880
2020	5,101,443	2,555,545	4,080,228	6,635,773	38,075,082	104,930,032	66,854,950
2021	5,519,323	2,683,322	4,253,638	6,936,960	42,665,389	109,961,800	67,296,411
2022	5,895,785	2,817,488	4,434,418	7,251,906	47,548,212	115,124,855	67,576,643
2023	6,221,829	2,958,362	4,622,880	7,581,242	52,813,234	120,488,529	67,675,295
2024	6,623,539	3,106,280	4,819,353	7,925,633	58,426,850	125,996,988	67,570,138
2025	6,947,240	3,261,594	5,024,175	8,285,769	64,513,014	131,749,924	67,236,910
2026	7,290,134	3,424,674	5,237,703	8,662,377	71,104,973	137,754,121	66,649,148
2027	7,654,641	3,595,908	5,460,305	9,056,213	78,236,774	144,014,780	65,778,006
2028	8,037,373	3,775,703	5,692,368	9,468,071	85,949,383	150,541,444	64,592,061
2029	8,439,241	3,964,488	5,934,294	9,898,782	94,286,786	157,343,886	63,057,100
2030	8,861,203	4,162,712	6,186,501	10,349,213	103,296,208	164,432,102	61,135,894
2031	9,304,263	4,370,848	6,449,427	10,820,275	113,028,354	171,816,306	58,787,952
2032	9,769,477	4,589,390	6,723,528	11,312,918	123,537,658	179,506,914	55,969,256
2033	10,257,950	4,818,860	7,009,278	11,828,138	134,882,562	187,514,538	52,631,976
2034	10,770,848	5,059,803	7,307,172	12,366,975	147,125,800	195,849,964	48,724,164
2035	11,309,390	5,312,793	7,617,727	12,930,520	160,334,719	204,524,139	44,189,420
2036	11,874,860	5,578,433	7,941,480	13,519,913	174,581,613	213,548,148	38,966,535
2037	12,468,603	5,857,355	8,278,993	14,136,348	189,944,086	222,933,193	32,989,107
2038	13,092,033	6,150,223	8,630,851	14,781,074	206,505,438	232,690,563	26,185,125
2039	13,746,635	6,457,734	8,997,662	15,455,396	224,355,082	242,831,605	18,476,523
2040	14,433,966	6,780,621	9,380,062	16,160,683	243,588,993	253,367,688	9,778,695
2041	15,155,665	7,119,652	9,778,715	16,898,367	264,310,184	264,310,184	-

Notes: Benefit payments are assumed to be payable in the middle of the fiscal year.

Contributions are assumed to be made at the beginning of the fiscal year.

Normal cost is projected to increase 5.0% per year and does not reflect the future impact of pension reform for new hires.

Amortization payments calculated to increase 4.25% per year.

Assets are assumed to return 7.5% per year.

Total Funding Requirement for fiscal 2016 and fiscal 2017 are set to previously budgeted amounts.

SECTION 2: Valuation Results for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

DEPARTMENT RESULTS

Actuarial Accrued Liability (AAL) and Annual Required Contribution – 7.5% discount rate

	Fire	Other	Police	RTS	School	Sewer	Water	Total
Actuarial Accrued Liability by Participant Category								
1. Current retirees, beneficiaries and dependents	\$4,978,804	\$6,631,806	\$3,155,619	\$89,493	\$21,571,270	\$432,145	\$501,129	\$37,360,267
2. Current active employees	5,846,276	7,967,181	4,184,607	150,108	23,155,991	772,958	742,493	42,819,614
3. Current vested terminated employees	0	585,775	0	0	41,973	0	0	627,748
4. Total actuarial accrued liability: (1) + (2) + (3)	\$10,825,081	\$15,184,762	\$7,340,226	\$239,601	\$44,769,235	\$1,205,103	\$1,243,622	\$80,807,629
5. Actuarial value of assets	2,468,100	3,462,100	1,673,559	54,629	10,207,312	274,762	283,544	18,424,006
6. Unfunded actuarial accrued liability (UAAL): (4) - (5)	\$8,356,981	\$11,722,662	\$5,666,667	\$184,972	\$34,561,923	\$930,341	\$960,078	\$62,383,623
7. Funded ratio: (5) / (4)	22.80%	22.80%	22.80%	22.80%	22.80%	22.80%	22.80%	22.80%
Actuarially Determined Contribution for fiscal year beginning July 1, 2017:								
8. Normal cost as of beginning of year	\$149,502	\$378,963	\$177,532	\$18,349	\$1,522,342	\$35,502	\$35,764	\$2,317,954
9. 24-year amortization (increasing 4.25% per year) of the UAAL	502,934	705,485	341,027	11,132	2,079,983	55,989	57,779	3,754,329
10. Total actuarially determined contribution	\$652,436	\$1,084,448	\$518,559	\$29,481	\$3,602,325	\$91,491	\$93,543	\$6,072,283

Notes: Assets are allocated in proportion to accrued liability.
Assumes payment at the beginning of the fiscal year.

SECTION 2: Valuation Results for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

July 7, 2016

ACTUARIAL CERTIFICATION

This is to certify that Segal Consulting, a Member of The Segal Group, Inc. has conducted an actuarial valuation of certain benefit obligations of the Town of Needham other postemployment benefit programs as of June 30, 2015, in accordance with generally accepted actuarial principles and practices. Although the actuarial calculations in this report are not being used for plan accounting requirements, the calculations presented in this report have been made on a basis consistent with our understanding of GASB Statements Number 43 and 45 for the determination of the liability for postemployment benefits other than pensions.

The actuarial valuation is based on the plan of benefits verified by the Town of Needham and on participant, premium and financial data provided by the Town of Needham or from vendors employed by the Town of Needham. Segal Consulting does not audit the data provided. The accuracy and comprehensiveness of the data is the responsibility of those supplying the data. Segal, however, does review the data for reasonableness and consistency.

The actuarial computations made are for purposes of funding the Town's postemployment benefits liabilities. Determinations for other purposes may be significantly different from the results reported here. Accordingly, additional determinations may be needed for other purposes, such as judging benefit security at termination or adequacy of funding an ongoing plan.

To the best of our knowledge, this report is complete and accurate with respect to the benefit obligations addressed. The signing actuaries are members of the Society of Actuaries, the American Academy of Actuaries, and other professional actuarial organizations and collectively meet their "General Qualification Standards for Statements of Actuarial Opinion" to render the actuarial opinion contained herein. Further, in our opinion, the assumptions as approved by the Town of Needham are reasonably related to the experience and expectations of the postemployment benefit programs.



Kathleen A. Riley, FSA, MAAA, EA
Senior Vice President and Actuary



Daniel J. Rhodes, FSA, MAAA
Vice President and Consulting Actuary

SECTION 3: Valuation Details for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

CHART 1
Required Supplementary Information – Schedule of Employer Contributions

Fiscal Year Ended June 30,	Annual OPEB Costs	Actual Contributions	Percentage Contributed
2009	\$3,102,311	\$3,102,311	100.0%
2010	3,446,556	3,446,556	100.0%
2011	3,626,375	3,626,375	100.0%
2012	3,906,275	4,406,275	112.8%
2013	4,523,887	4,923,887	108.8%
2014	4,710,209	5,838,866	124.0%
2015	5,085,671	5,300,198	104.2%
2016	5,305,907	5,336,302	100.6%
2017	5,542,270	5,568,923	100.5%

Notes: 2009 – 2015 information as shown in the Town's financial statements.

Annual OPEB Costs for fiscal 2016 and fiscal 2017 are based on the June 30, 2013 actuarial valuation completed by Buck Consultants, revised to reflect a 7.75% discount rate.

SECTION 3: Valuation Details for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

This schedule of funding progress presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

CHART 2

Required Supplementary Information – Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b) - (a)	Funded Ratio (a) / (b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b) - (a) / (c)]
06/30/2005	\$2,131,044	\$43,172,705	\$41,041,661	4.9%	\$51,915,780	79.1%
06/30/2007	3,075,317	46,672,308	43,596,991	6.6%	59,616,565	73.1%
06/30/2009	5,008,484	48,888,127	43,879,643	10.2%	61,582,295	71.3%
06/30/2011	6,423,760	59,122,322	52,698,562	10.9%	60,859,276	86.6%
06/30/2013	15,496,964	64,375,410	48,878,446	24.1%	68,551,814	71.3%
06/30/2015	18,424,006	80,807,629	62,383,623	22.8%	82,973,387	75.2%

Notes: 2005 – 2011 information as shown in the Town's financial statements.

2013 information changed to match figure shown in the July 1, 2013 actuarial valuation complete by Buck Consultants, revised to reflect a 7.75% discount rate.

2015 information not used to determine FYE 2016 or 2017 Annual Required Contribution.

SECTION 3: Valuation Details for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

CHART 3

Required Supplementary Information – Net OPEB Obligation/(Asset) (NOO/NOA)

Fiscal Year Ended June 30,	Annual Required Contribution (a)	Interest on Existing NOO/(NOA) (b)	ARC Adjustment (c)	Annual OPEB Cost (a) + (b) + (c) (d)	Actual Contribution Amount (e)	Net Increase in NOO/(NOA) (d) - (e) (f)	NOO/NOA as of Following Date (g)
2009	\$3,102,311	\$0	\$0	\$3,102,311	\$3,102,311	\$0	\$0
2010	3,446,556	0	0	3,446,556	3,446,556	0	0
2011	3,626,375	0	0	3,626,375	3,626,375	0	0
2012	3,906,275	0	0	3,906,275	4,406,275	(500,000)	(500,000)
2013	4,523,887	0	0	4,523,887	4,923,887	(400,000)	(900,000)
2014	4,727,462	(72,000)	54,747	4,710,209	5,838,866	(1,128,657)	(2,028,657)
2015	5,113,405	(137,994)	110,260	5,085,671	5,300,198	(214,527)	(2,243,184)
2016	5,336,302	(173,847)	143,452	5,305,907	5,336,302	(30,395)	(2,273,579)
2017	5,568,923	(176,202)	149,549	5,542,270	5,568,923	(26,653)	(2,300,232)

Notes: 2009 – 2015 information as shown in the Town's financial statements.

Annual OPEB Costs for fiscal 2016 and fiscal 2017 are based on the June 30, 2013 actuarial valuation completed by Buck Consultants, revised to reflect a 7.75% discount rate.

SECTION 4: Supporting Information for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

This exhibit summarizes the participant data used for the current and prior valuations.

EXHIBIT I

Summary of Participant Data

	June 30, 2015	June 30, 2013
Active employees covered for medical benefits		
Number of employees		
Male	333	N/A
Female	491	N/A
Total	824	1,117
Average age	45.8	N/A
Average service	11.2	N/A
Current vested terminated individuals		
Number of individuals	18	N/A
Average age	57.3	N/A
Retired employees, spouses and beneficiaries covered for medical benefits		
Number of individuals	904	634
Average age	74.2	N/A

*Notes: June 30, 2015 counts include 59 surviving spouses that pay 100% of the required premium for coverage.
June 30, 2013 information as shown in the prior valuation report completed by Buck Consultants, dated June 10, 2014.
June 30, 2013 retiree count of 634 does not include spouses.*

SECTION 4: Supporting Information for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

EXHIBIT II
Actuarial Assumptions and Actuarial Cost Method

Data: Detailed census data, premium rates, financial data and summary plan descriptions for postemployment welfare benefits were provided by the Town of Needham.

Actuarial Cost Method: Projected Unit Credit – For active employees, benefits are allocated from date of hire to first eligibility age.

Per Capita Cost Development: Per capita costs were based on the fully insured premium rates effective January 1, 2016 for Medicare plans and July 1, 2015 for non-Medicare plans. Premiums were combined by taking a weighted average based on the number of participants in each plan, and were then trended to the midpoint of the valuation year at assumed trend rates. For plans that are not community rated, actuarial factors were applied to the premium to estimate individual retiree and spouse costs by age and by gender.

Measurement Date: June 30, 2015

The results of the June 30, 2015 actuarial valuation were used to determine the recommended funding amount for the fiscal year ending June 30, 2018. Assets and liabilities were rolled forward from June 30, 2015 to June 30, 2018 using standard actuarial techniques.

Expected Return on Assets: 7.5% (previously, 7.75%)

The long-term expected rate of return on OPEB investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce a long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Discount Rate: 7.5% (previously, 7.75%). Funded discount rate is equal to expected return on assets.

SECTION 4: Supporting Information for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

Mortality Rates:

<i>Pre-Retirement (Non-Teachers)</i>	RP-2000 Combined Healthy Mortality Table projected generationally with Scale AA
<i>Healthy (Non-Teachers)</i>	RP-2000 Combined Healthy Mortality Table projected generationally with Scale AA
<i>Disabled (Non-Teachers)</i>	RP-2000 Combined Healthy Mortality Table set forward 2 years projected generationally with Scale AA
<i>Pre-Retirement (Teachers)</i>	RP-2014 Employee Mortality Table projected generationally with Scale BB2D from 2014
<i>Healthy (Teachers)</i>	RP-2014 Healthy Annuitant Mortality Table projected generationally with Scale BB2D from 2014
<i>Disabled (Teachers)</i>	RP-2014 Healthy Annuitant Mortality Table set forward 4 years projected generationally with Scale BB2D from 2014

The mortality tables reasonably reflect the projected mortality experience of the Plan as of the measurement date based on historical and current demographic data. The mortality tables were then adjusted to future years using generational projection under Scale AA to reflect future mortality improvement.

SECTION 4: Supporting Information for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

Termination Rates before Retirement:

Groups 1 and 2 (excluding Teachers) - Rate per year (%)

Age	Mortality			Disability
	Male	Female		
20	0.03	0.02		0.01
25	0.04	0.02		0.02
30	0.04	0.03		0.03
35	0.08	0.05		0.06
40	0.11	0.07		0.10
45	0.15	0.11		0.15
50	0.21	0.17		0.19
55	0.36	0.27		0.24
60	0.67	0.51		0.28

Notes: Mortality rates do not reflect generational projection.
55% of the rates shown represent accidental disability and death.

Group 4 - Rate per year (%)

Age	Mortality			Disability
	Male	Female		
20	0.03	0.02		0.10
25	0.04	0.02		0.20
30	0.04	0.03		0.30
35	0.08	0.05		0.30
40	0.11	0.07		0.30
45	0.15	0.11		1.00
50	0.21	0.17		1.25
55	0.36	0.27		1.20
60	0.67	0.51		0.85

Notes: Mortality rates do not reflect generational projection.
90% of the rates shown represent accidental disability and death.

SECTION 4: Supporting Information for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

Age	Teachers - Rate per year (%)		
	Mortality		Disability
	Male	Female	
20	0.04	0.02	0.00
25	0.05	0.02	0.01
30	0.05	0.02	0.01
35	0.05	0.03	0.01
40	0.06	0.04	0.01
45	0.10	0.07	0.03
50	0.17	0.11	0.05
55	0.28	0.17	0.07
60	0.47	0.24	0.07

Notes: Mortality rates do not reflect generational projection.
 35% of the rates shown represent accidental disability.
 55% of the death rates shown represent accidental death.

SECTION 4: Supporting Information for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

Withdrawal Rates:

Years of Service	Rate per year (%)		
	Groups 1 and 2	Years of Service	Group 4
0	15.0	0 – 10	1.5
1	12.0	11+	0.0
2	10.0		
3	9.0		
4	8.0		
5	7.6		
6	7.5		
7	6.7		
8	6.3		
9	5.9		
10	5.4		
11	5.0		
12	4.6		
13	4.1		
14	3.7		
15	3.3		
16 – 20	2.0		
21 – 29	1.0		
30+	0.0		

Teachers - Rate per year (%)

Age	Years of Service			
	0 Years of Service	5 Years of Service	10+ Years of Service	
	Male	Female	Male	Female
20	13.0	10.0	5.5	7.0
30	15.0	15.0	5.4	8.8
40	13.3	10.5	5.2	5.0
50	16.2	9.8	7.0	5.0
			1.5	5.0
			1.5	4.5
			1.7	2.2
			2.3	2.0

SECTION 4: Supporting Information for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

Retirement Rates:		Rate per year (%)		Group 4	
		Groups 1 and 2		Male and Female	
Age	Age	Male	Female	Age	Male and Female
50	45	1.0	1.5	45	1.0
51	46	1.0	1.5	46	1.0
52	47	1.0	2.0	47	1.0
53	48	1.0	2.5	48	1.0
54	49	2.0	2.5	49	1.0
55	50	2.0	5.5	50	2.0
56	51	2.5	6.5	51	2.0
57	52	2.5	6.5	52	2.0
58	53	5.0	6.5	53	5.0
59	54	6.5	6.5	54	7.5
60	55	12.0	5.0	55	15.0
61	56	20.0	13.0	56	10.0
62	57	30.0	15.0	57	10.0
63	58	25.0	12.5	58	10.0
64	59	22.0	18.0	59	15.0
65	60	40.0	15.0	60	20.0
66	61	25.0	20.0	61	20.0
67	62	25.0	20.0	62	25.0
68	63	30.0	25.0	63	25.0
69	64	30.0	20.0	64	30.0
70	65	100.0	100.0	65	100.0

SECTION 4: Supporting Information for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

Age	Teachers - Rate per year (%)					
	Years of Service					
	Less than 20		20 – 29		30 or more	
	Male	Female	Male	Female	Male	Female
50 - 52	--	--	1.0	1.0	2.0	1.5
53	--	--	1.5	1.0	2.0	1.5
54	--	--	2.5	1.0	2.0	2.0
55	5.0	3.0	3.0	3.0	6.0	5.0
56	5.0	3.0	6.0	5.0	20.0	15.0
57	5.0	4.0	10.0	8.0	40.0	35.0
58	5.0	8.0	15.0	10.0	50.0	35.0
59	10.0	8.0	20.0	15.0	50.0	35.0
60	10.0	10.0	25.0	20.0	40.0	35.0
61	20.0	12.0	30.0	25.0	40.0	35.0
62	20.0	12.0	35.0	30.0	35.0	35.0
63	25.0	15.0	40.0	30.0	35.0	35.0
64	25.0	20.0	40.0	30.0	35.0	35.0
65	25.0	25.0	40.0	40.0	35.0	35.0
66	30.0	25.0	30.0	30.0	40.0	35.0
67	30.0	30.0	30.0	30.0	40.0	30.0
68	30.0	30.0	30.0	30.0	40.0	30.0
69	30.0	30.0	30.0	30.0	40.0	30.0
70	100.0	100.0	100.0	100.0	100.0	100.0

Dependents:

Demographic data was available for spouses of current retirees. For future retirees, husbands were assumed to be three years older than their wives. For future retirees who elect to continue their health coverage at retirement, 60% are assumed to have a covered spouse at retirement.

SECTION 4: Supporting Information for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

Per Capita Health Costs:

Fiscal year 2015 - 2016 medical and prescription drug claims costs are shown in the table below for retirees and for spouses at selected ages. These costs are net of deductibles and other benefit plan cost sharing provisions.

Age	Non-Medicare Plans				Medicare Supplement Plans			
	Retiree		Spouse		Retiree		Spouse	
	Male	Female	Male	Female	Male	Female	Male	Female
45	\$8,429	\$10,574	\$5,228	\$7,893	N/A	N/A	N/A	N/A
50	10,005	11,395	6,988	9,150	N/A	N/A	N/A	N/A
55	11,881	12,267	9,351	10,591	N/A	N/A	N/A	N/A
60	14,110	13,222	12,518	12,284	N/A	N/A	N/A	N/A
65	16,758	14,244	16,758	14,244	\$3,495	\$2,971	\$3,495	\$2,971
70	19,423	15,350	19,423	15,350	4,051	3,201	4,051	3,201
75	20,931	16,523	20,931	16,523	4,365	3,446	4,365	3,446
80	22,540	17,814	22,540	17,814	4,701	3,715	4,701	3,715

Medicare Advantage Plan: \$3,069

Weighted Average Annual Retiree Contribution Amount:

	Retiree	Surviving Spouse
<i>Non-Medicare:</i>	\$3,351	\$11,149
<i>Medicare Supplement:</i>	1,457	3,812
<i>Medicare Advantage Plan:</i>	1,534	3,069

SECTION 4: Supporting Information for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

Health Care Cost Trend Rates:

Health care trend measures the anticipated overall rate at which health plan costs are expected to increase in future years. The rates shown below are “net” and are applied to the net per capita costs shown above. The trend shown for a particular plan year is the rate that is applied to that year’s cost to yield the next year’s projected cost.

Year Ending June 30	Non-Medicare	Medicare
2016	7.6%	9.0%
2017	7.5%	8.5%
2018	7.0%	8.0%
2019	6.5%	7.5%
2020	6.0%	7.0%
2021	5.5%	6.5%
2022	5.0%	6.0%
2023	5.0%	5.5%
2024 & later	5.0%	5.0%

The trend rate assumptions were developed using Segal’s internal guidelines, which are established each year using data sources such as the 2015 Segal Health Trend Survey, internal client results, trends from other published surveys prepared by the S&P Dow Jones Indices, consulting firms and brokers, and CPI statistics published by the Bureau of Labor Statistics.

First-year trend for Non-Medicare plans reflects known premium increases for the fiscal year ending June 30, 2017.

Retiree Contribution Increase Rate:

Non-Medicare and Medicare retiree contributions for medical and prescription drug coverage are expected to increase with the respective medical trends shown above.

Participation and Coverage Election:

105% of active employees with coverage are assumed to elect retiree coverage.
100% of retirees over age 65 are assumed to remain with their current medical plan for life.

SECTION 4: Supporting Information for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

For future retirees hired before 1986 and current retirees under age 65, 90% are assumed to be eligible for Medicare and are assumed to enroll in a Medicare Supplement plan upon reaching age 65, 5% are assumed to be eligible for Medicare and are assumed to enroll in a Medicare Advantage Plan and 5% are assumed to be ineligible for Medicare and to remain enrolled in a non-Medicare plan (previously, 100% were assumed to be eligible for Medicare).

For future retirees hired after 1986, 95% are assumed to be eligible for Medicare and are assumed to enroll in a Medicare Supplement Plan upon reaching age 65 and 5% were assumed to be eligible for Medicare and were assumed to enroll in a Medicare Advantage Plan upon reaching age 65.

20% of current and future terminated vested participants are assumed to enroll in medical and dental coverage at age 55.

Plan Design: Development of plan liabilities was based on the substantive plan of benefits in effect as described in Exhibit III.

Administrative Expenses: Administrative expenses are assumed to be included in the fully insured premium rates.

Missing Participant Data: A missing census item for a given participant was assumed to equal the average value of that item over all other participants of the same status for whom the item is known.

Health Care Reform Assumption: This valuation does not include the potential impact of any future changes due to the Patient Protection and Affordable Care Act (PPACA) and the Health Care and Education Reconciliation Act (HCERA) of 2010 other than the excise tax on high cost health plans beginning in 2020 (reflected with this valuation) and those previously adopted as of the valuation date. The excise tax in this valuation increased the actuarial accrued liability by 2.3% and normal cost by 5.1%.

Demographic Assumptions: The significant demographic assumptions used in this valuation for non-teachers are the same as used in the Town of Needham Contributory Retirement System Actuarial Valuation and Review as of January 1, 2015, dated November 20, 2015 completed by Segal Consulting. The significant demographic assumptions used in this valuation for teachers are the same as used in the Teachers' Retirement System Actuarial Valuation Report as of January 1, 2015, dated September 18, 2015 completed by PERAC. A

SECTION 4: Supporting Information for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

review of the demographic assumptions is beyond the scope of this assignment; however, we have no reason to doubt the reasonableness of the assumptions.

The percent married and enrollment elections were based on the experience of the Town and the experience of similar plans.

Assumption Changes since Prior Valuation:

The discount rate was decreased from a funded discount rate of 7.75% to a funded discount rate of 7.5% to reflect a lower expected return on assets in the OPEB trust.

The per capita health costs were updated to reflect current experience.

The Medicare and non-Medicare trend assumptions were revised to reflect current experience and future expectations.

The excise tax on high cost health plans beginning in 2020 was recalculated with this valuation.

The enrollment election was revised for current retirees under the age of 65 and future retirees hired before 1986 based on a review of recent experience.

The participation election percentage for future retirees was increased from 95% of total Town employees to 105% of those currently enrolled in medical benefits based on a review of recent experience. In addition, 20% (previously 0%) of current inactive vested participants were assumed to elect coverage at age 55.

The mortality assumption for teachers was changed from the RP-2000 Combined Healthy Mortality Tables projected generationally with Scale AA to the RP-2014 Employee and Healthy Annuitant Mortality Tables projected generationally with Scale BB2D from 2014.

The mortality assumption for disabled teachers was changed from the RP-2000 Combined Healthy Mortality Table set forward 2 years projected to 2021 with Scale AA to the RP-2014 Healthy Annuitant Mortality Table set forward 4 years, projected generationally with Scale BB2D from 2014.

The termination, retirement and disability rates for teachers were changed from those published in the Experience Study Analysis Massachusetts Teachers' Retirement System: 2000-2005 to those used in the Teachers' Retirement System Actuarial Valuation Report as of January 1, 2015, dated September 18, 2015.

EXHIBIT III Summary of Plan

This exhibit summarizes the major benefit provisions as included in the valuation. To the best of our knowledge, the summary represents the substantive plans as of the measurement date. It is not intended to be, nor should it be interpreted as, a complete statement of all benefit provisions.

Eligibility:

Retired and receiving a pension from the Town of Needham Contributory Retirement System or the Massachusetts Teachers' Retirement System.

*Members hired before
April 2, 2012*

Group 1 and Group 2 (including Teachers):

- > Retirees with at least 10 years of creditable service are eligible at age 55;
- > Retirees with at least 20 years of creditable service are eligible at any age.

Group 4

- > Retirees are eligible at age 55;
- > Retirees with at least 20 years of creditable service are eligible at any age.

*Members hired on or
after April 2, 2012*

Group 1 (including Teachers):

- > Retirees with at least 10 years of creditable service are eligible at age 60.

Group 2

- > Retirees with at least 10 years of creditable service are eligible at age 55.

Group 4

- > Retirees are eligible at age 55;
- > Retirees with at least 10 years of creditable service are eligible at age 50.

Disability: Accidental (job-related) Disability has no age or service requirement. Ordinary (non-job related) Disability has no age requirement but requires 10 years of creditable service.

SECTION 4: Supporting Information for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

Pre-Retirement Death: Surviving spouses of members who die in active service on Accidental (job-related) Death are eligible at any age. Surviving spouses of members who die in active service on Ordinary (non-job related) Death are eligible after two years of service.

Post-Retirement Death: Surviving spouse is eligible.

Benefit Types:

The Town of Needham participates in the West Suburban Health Group. Medical and prescription drug benefits are provided to all eligible retirees through plans offered by Harvard Pilgrim, Blue Cross Blue Shield of Massachusetts, Tufts and Fallon Health. The Town of Needham pays 50% of the retiree life insurance premium of \$2,000 face value life insurance.

Duration of Coverage:

Lifetime.

Dependent Benefits:

Medical and Prescription Drugs. Surviving spouses pay 100% of the required premium for coverage.

Dependent Coverage:

Benefits are payable to a spouse for their lifetime, regardless of when the retirees dies.

MGL Chapter 32B, Section 18A:

Adopted October 28, 1991

Retiree Contributions:

Premium rates and retiree contributions as of July 1, 2015 and January 1, 2016 are summarized below:

SECTION 4: Supporting Information for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

	Subscribers			65 and over*	Monthly Premium (eff. 7/1/2015)	Town cost	Retiree cost	Retiree Cost %
	Active	Retiree	Total					
<u>Non-Medicare Actives and Retirees</u>								
HPHC Rate Saver								
Individual	265	41	306	14	\$736.00	\$563.04	\$172.96	23.50%
Family	360	27	387	2	\$1,918.00	\$1,323.42	\$594.58	31.00%
Tufts Rate Saver								
Individual	54	14	68	8	\$797.00	\$594.56	\$202.44	25.40%
Family	50	4	54	1	\$2,088.00	\$1,332.14	\$755.86	36.20%
BCBS Network Blue Rate Saver								
Individual	26	15	41	10	\$843.00	\$627.19	\$215.81	25.60%
Family	31	2	33	0	\$2,261.00	\$1,492.26	\$768.74	34.00%
Fallon Direct Care Rate Saver								
Individual	2	0	2	0	\$570.00	\$436.05	\$133.95	23.50%
Family	3	0	3	0	\$1,531.00	\$1,056.39	\$474.61	31.00%
Fallon Select Care Rate Saver								
Individual	13	0	13	0	\$611.00	\$467.42	\$143.59	23.50%
Family	19	2	21	0	\$1,647.00	\$1,136.43	\$510.57	31.00%
HPHC PPO								
Individual	0	4	4	3	\$2,268.00	\$1,134.00	\$1,134.00	50.00%
Family	1	0	1	0	\$5,036.00	\$2,518.00	\$2,518.00	50.00%
Non-Medicare Total	824	109	933	38				

SECTION 4: Supporting Information for the Town of Needham June 30, 2015 Measurement Under GASB 43 and 45

	Subscribers			Monthly Premium (eff. 1/1/2016)	Town cost	Retiree cost	Retiree Cost %
	Active	Retiree	Total				
<u>Medicare Retirees - Experience Rated</u>							
Medex	N/A	132	132	\$360.00	\$180.00	\$180.00	50.00%
MBS	N/A	80	80	\$313.20	\$212.98	\$100.22	32.00%
Tufts Medicare Plus	N/A	209	209	\$321.00	\$218.28	\$102.72	32.00%
HPHC Medicare Enhance	N/A	8	8	\$342.00	\$171.00	\$171.00	50.00%
<u>Medicare Advantage Plans</u>							
Tufts Medicare Preferred	N/A	35	35	\$267.00	\$133.50	\$133.50	50.00%
Fallon Senior Plan	N/A	0	0	\$310.00	\$155.00	\$155.00	50.00%
<u>Medicare Total</u>		464	464				
<u>Retiree Total **</u>			573				

* 38 of 502 over-65 retirees are in a non-Medicare plan.

** In addition, there are 331 spouses of retirees covered under an individual or family policy.

Retiree Life:

\$2,000

Plan Changes

Since the Prior Valuation:

No changes to the eligibility requirements for retiree medical coverage. Any changes in specific benefit plan design features or retiree contributions since the prior valuation (which was completed by another firm) are reflected in the per capita claims costs.

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

MEETING DATE: 8/16/2016

Agenda Item	Adopt FY2017 – FY2018 Goals
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board will discuss its goals for FY2017 – FY2018.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motion: that the Board vote to adopt its goals for FY2017 – FY2018 as shown on the attached document.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
a. FY2017 – FY2018 Board of Selectmen Proposed Goals			

FY2017-FY2018 Board of Selectmen Goals

Adopted: August 16, 2016

- 1. Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.**

Continuing Strategies

- Participate in the decision making process leading to the resolution of the Minuteman School question.
- Evaluate targeted options for property acquisition.
- Work with School Committee, Finance Committee, and PPBC to develop options for High School space needs, to include a financing plan.
- Work with the School Committee and Finance Committee to evaluate the implementation of full-day kindergarten
- Work with the School Committee to determine the best methodology for projecting enrollment trends.
- Evaluate the concept of creating a community campus at Ridge Hill/Nike.
- Conduct a DPW Feasibility Study.
- Work with the Park & Recreation Commission to facilitate approval of the Rosemary Recreation Complex.
- Work with the School Committee and PPBC in the design and construction of the Hillside School.

New Initiatives

- Develop a financing plan for the first projects in the Eight Building Plan.
- Conduct a Memorial Park Building & Grounds Feasibility Study.
- Conduct a Fire Station #2 and Police/Fire Station Study.

- 2. Ensure appropriate Regulation and Assessment of, and Investment in Infrastructure**

Continuing Strategies

- Improve the Needham Center streetscape and infrastructure.
- Complete the preferred renovation of Highland Avenue from Webster Street to the Charles River (State highway).
- Monitor implications of the add-a-lane project and assure that Needham's interests are addressed in the final design.
- Develop a consensus with Newton regarding transportation options along the Highland Avenue/Needham Street corridor.
- Ensure appropriate coordination of all the major road projects affecting the Town.

New Initiatives

- Develop a plan for NPDES Compliance.
- Update Water and Sewer Regulations.

- Evaluate the benefits of participating in MassDOT Complete Streets Program.
- Review Street Opening Permit driveway fees.
- Evaluate parking restrictions near driveways.
- Review public access to private ways.
- Work with the Planning Board to consider a street naming policy.

3. Maintain and improve the vitality and economic success of the Town.

Continuing Strategies

- Consider a plan for snow removal in the business districts.
- Ensure support for redevelopment opportunities in Needham Crossing, including retail and restaurant uses.
- Work with local businesses affected by road work, bridge closures, and the like to mitigate negative impact.

New Initiatives

- Re-evaluate the Food Truck Policy.
- Review the need for changes to the Industrial District Zoning.
- Review options for streamlining the permitting process.
- Work with Newton to implement the economic development plan for the N² corridor.

4. Expand energy efficient and environmentally sound operations for the Town and its residents and businesses.

New Initiatives

- Explore the option of limiting the use of plastic bags at certain retail establishments.
- Evaluate options for expanding recycling programs (e.g. organics/food waste).

5. Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work.

Continuing Strategies

- Evaluate the impact of broadening the historical demolition delay By-law.
- Work with the Planning Board on zoning provisions relating to residential construction.
- Consider the merits of a tree removal by-law.
- Create a housing priority plan
- Coordinate with DCR to encourage access to Cutler Park.
- Establish fishing areas at ponds and on the Charles River.
- Expand the hours of operation of the Senior Center.
- Evaluate the concept of constructing a hockey rink in a public/private partnership.

- Coordinate and monitor the development of permitted housing units.
- Evaluate the possibility of implementing a Quiet Zone in Needham.

New Initiatives

- Develop a pilot program to address trash concerns Town-wide.
- Determine next steps for the Rail Trail project.
- Revisit the Noise By-law relative to weekend and Sunday work.
- Explore opportunities to install community art.
- Review and develop a plan for addressing barriers to healthy aging.
- Review policies, regulations and resources to address the challenge of underage drinking.
- Evaluate regulations relating to private trash pick-up on public ways.
- Recommend changes to the zoning by-law relative to the number of basements.
- Participate in the development of the Open Space plan.
- Help to ensure greater access to and awareness of the Town's trail network.

6. Maintain and enhance the Town's Financial Sustainability

Continuing Strategies

- Evaluate alternatives to the Town's Group Health Insurance program.

New Initiatives

- Conduct a Capital Facility Summit.

7. Evaluate Town Operations and Administration.

Continuing Strategies

- Update and post Board of Selectmen and Personnel policies.
- Develop a policy to promote the rotation of appointed board chairs.
- Update the Town's Emergency Management Plan.
- Evaluate the staffing needs of the Police and Fire Departments in the context of the current and planned growth in Needham Crossing.

New Initiatives

- Explore opportunities for departmental consolidation and efficiency improvement.
- Discuss executive session timing.
- Evaluate the need for the mailing of the Annual Town Election postcard.
- Reconsider the order of Town Meeting Warrant Articles.
- Conduct an IT audit and begin to develop a technology strategic plan.
- Ensure compliance with new Public Records Law.
- Develop and implement a policy guiding the use of banners on poles in the business districts.
- Consider a lawn sign policy for public purposes.



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

MEETING DATE: 08/16 /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			

**WARRANT FOR THE
STATE PRIMARY
The Commonwealth of Massachusetts**

THURSDAY, SEPTEMBER 8, 2016

Norfolk, ss.

To either of the Constables of the Town of Needham

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Primaries to meet at their respective voting places in said Town, namely:

PRECINCT A – Center at the Heights - 300 Hillside
PRECINCT B – Center at the Heights - 300 Hillside
PRECINCT C – Newman School - Gymnasium
PRECINCT D – Newman School - Gymnasium
PRECINCT E – Broadmeadow School - Perform. Ctr

PRECINCT F – Needham High School - Gymnasium
PRECINCT G – Needham High School - Gymnasium
PRECINCT H – Broadmeadow School - Perform. Ctr
PRECINCT I – Wm. Mitchell School – Gymnasium
PRECINCT J – Wm. Mitchell School - Gymnasium

**ON THURSDAY, THE EIGHTH DAY
OF SEPTEMBER, 2016**

From 7:00 A.M. to 8:00 P.M. for the following purposes:

To cast their votes in the State Primary for the candidates of Political Parties for the following offices:

REPRESENTATIVE IN CONGRESS..... Fourth District
COUNCILLOR..... Second District
SENATOR IN GENERAL COURT..... For Norfolk, Bristol and Middlesex District
(Precincts A, B, C, I, and J)
SENATOR IN GENERAL COURT..... For Norfolk and Suffolk District
(Precincts D, E, F, G, and H)
REPRESENTATIVE IN GENERAL COURT..... Thirteenth Norfolk District
SHERIFF..... Norfolk County
COUNTY COMMISSIONERS..... Norfolk County

**The Polls Will Be Open From
7:00 A.M. to 8:00 P.M.**

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.
Given under our hands this 16th day of August, A.D. 2016.

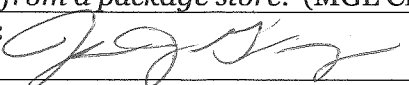
Matthew D. Borrelli, *Chairman*
Marianne B. Cooley, *Vice Chairman*
Daniel P. Matthews, *Clerk*
John A. Bulian
Maurice P. Handel
Selectmen of Needham

A true copy,
ATTEST _____ 2016

Constable (month) (day)

**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**

(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	John Grogan		
Event Manager Address	59 E. Miltra Heights Dr.		
Event Manager Phone Number	(781) 972-1022		
Organization Representing (if applicable)	Charles River Center		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Charles River Center 5K Run/1 mile		
Date of Event	September 25, 2016		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	TO:	
	12:00 pm	3:00 pm	
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	700		
Name & address of event location. Please attach proof of permission to use this facility.			
59 E. Miltra Heights Drive Needham, MA			
Who will be serving the alcohol to your guests? Matt Chung			
certified bartenders from VFW Post 2498 Needham			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan. See attached information			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature: 			Date: 7/19/16

**5k run
1mi walk**

The Charles River
Center

SUNDAY
SEPTEMBER 25, 2016
11:00AM

.....
THE CHARLES RIVER CENTER
59 EAST MILITIA HEIGHTS DRIVE
NEEDHAM, MA

Fun after party with
MUSIC, FOOD
AND FESTIVITIES

*To benefit the 900
adults and children with
developmental disabilities
supported by the
Charles River Center*

- **T-shirts** guaranteed to the
first 300 entries

- All abilities welcome!

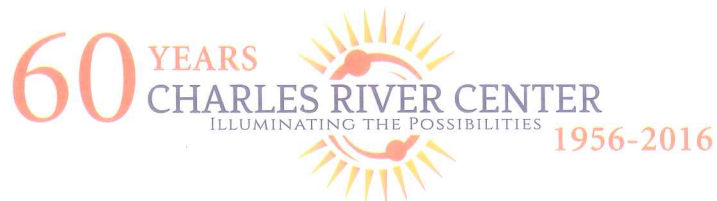
There's a **1-mile walk**
for those who cannot run the
course.

- 5K course is
USATF certified

Register online at

www.CharlesRiverCenterRoadRace.com





Charles River Center

59 East Militia Heights Drive
Needham, MA 02492
Ph: 781-972-1000
Fx: 781-444-5146

www.charlesrivercenter.org

July 18, 2016

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

BOARD OF DIRECTORS:

Philip V. Robey
Chairman

Alice Taylor
Vice Chairman

Gilbert Cox, Jr.
Treasurer

William Day
Secretary

William Crowe
Clare Dunsford
Robin Fabiano
Jill Fadule

Nicole Gowe
John Timmerman
Leslie Lockhart
Gerald McTernan
Rick Zimbone

Dear Board of Selectman,

I give permission for the use of the Charles River Center's Paul D. Merritt Center and adjoining parking lots to be utilized for the Charles River Center 5K Run/1Mile Walk on Sunday, September 25, 2016.

Best Regards,


John Grugan
President

HONORARY DIRECTOR:

John Learnard



An official affiliate
of the Arc.

2016 CRC Road Race Layout

Volunteer
Registration
1 table
2 chairs

Face Painting
1 table
2 chairs
Tent

Sponsor Signs

Water
1 table

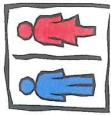
Pizza
1 table
2 chairs
Tent

Ice
Cream
1 table
2 chairs
Tent

Charles
River
Center
1 table

My
Team
Triumph

Handicap Accessible
Parking



Dwight Road

DJ
Dennis
1 table
2 chairs
Tent

Race Day
Registration
U-Z P-T K-O F-J A-E
6 tables, 12 chairs

Beer
1 table
Tent

Tent

Food truck

Food truck

Side Entrance
Paul Merritt
Building

Paul Merritt Building

Main Entrance to
Paul Merritt
Building

Finish line: 3 tables. 8 chairs

Water station: 1 tables. 4 chairs

Minutes
Board of Selectmen Meeting
July 1, 2016

- 9:00 a.m. A special meeting of the Board of Selectmen was convened by Chairman Matt Borrelli at the Center at the Heights. Present were Ms. Marianne Cooley, Mr. Daniel Matthews, Mr. John Bulian, Mr. Moe Handel, Assistant Town Manager David Davison, Assistant Town Manager Christopher Coleman, and Town Manager Kate Fitzpatrick.
- 9:00 a.m. The Board discussed the fiscal year 2017/2018 proposed goals and objectives and Town Meeting issues: maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments; ensure appropriate regulation an assessment of, and investment in infrastructure, maintain and improve the vitality and economic success of the Town; expand energy efficient and environmentally sound operations for the Town and its residents and businesses; maintain and develop amenities that contribute to the desirability of Needham as a place to live and work; maintain and enhance the Town's Financial Sustainability; and evaluate Town Operations and Administration. A list of objectives and status will be developed and presented to the Board for final comment on August 16th.
- 1:35 p.m. **Motion: Mr. Handel moved that the meeting be adjourned. The motion was seconded by Ms. Cooley. Unanimous: 5-0.**

**Town of Needham
Board of Selectmen
Minutes for July 19, 2016
Selectmen's Chamber
Needham Town Hall**

6:30 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Matthew D. Borrelli. Those present were Maurice P. Handel, Marianne B. Cooley, Daniel P. Matthews, John A. Bulian, Town Manager Kate Fitzpatrick. Recording Secretary Mary Hunt joined the meeting at 6:45 p.m.

Motion by Ms. Cooley that the Board of Selectmen vote to enter into Executive Session.

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

Exception 6 - To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

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

6:55 p.m. Board returned to open session.

6:55 p.m. Informal Meeting with Citizens: No activity.

7:00 p.m. The public portion of the Board of Selectmen meeting of July 19, 2016 was convened by Chairman Matthew D. Borrelli. A moment of silence was observed recognizing the police tragedies in Dallas, TX and Baton Rouge, LA, and the terror attack in Nice, France on the evening of July 14, 2016.

7:00 p.m. Public Hearing: Eversource Energy - Whitman Road
Maureen Carroll, Eversource Energy representative appeared before the Board requesting permission to install 41 feet of conduit from pole 416/13. She said this work is necessary to provide underground electric service to 155 Whitman Road, Needham.

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

Ms. Fitzpatrick indicated all paperwork is in order.

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Eversource Energy to install 41 feet of conduit from pole 416/13. This

work is necessary to provide underground electric service to 155 Whitman Road, Needham.

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

7:00 p.m.

Accept and Refer Zoning Amendment by Citizens' Petition:

Paul Dawson appeared before the Board to discuss the filing of a citizen's petition for the October 5, 2016 Special Town Meeting to amend the zoning by-law. Mr. Dawson gave a brief background, saying citizens are discouraged and upset with the pace of addressing the impact of large new homes being constructed in Needham. Mr. Dawson distributed copies of photographs, as well as the citizens' petition, explaining the petition addresses five items relating to maximum height, existing and proposed grades, and setbacks.

Mr. Borrelli said bringing zoning issues for the fall Special Town Meeting is difficult. He said the Large House Study Committee is working on the issues. He noted some of the items in the citizens' petition may have merit, but there could be unintended consequences affecting property rights and values. Mr. Borrelli said the timing of the citizens' petition is better suited for an Annual Town Meeting.

Mr. Handel agreed with Mr. Borrelli. He pointed out the Town is looking to address the specific issue that caused Mr. Dawson frustration for the fall Town Meeting, which does not compromise the work of the Large House Study Committee. Mr. Handel said Mr. Dawson's ideas are intriguing and well thought out, but need to be discussed in a way that is compatible with other discussions.

Ms. Cooley, member of the Large House Study Committee, noted Mr. Dawson has the right to file a citizens' petition. She said the specific issue of concern to Mr. Dawson is within the purview of the Planning Board. She said the Large House Study Committee has been told to work within the framework of the Town and bring a well vetted proposal to Town Meeting next spring. Ms. Cooley said it is a long process to get a zoning proposal through Town Meeting, suggesting Mr. Dawson consider bringing his proposal in a way that is compatible with how the Town has operated.

Mr. Bulian said he met with Paul and Amy Dawson on Sunday, July 17, 2016. He agreed there are merits to elements of the proposal, but noted there is a process. He said a study is moving forward for Town Meeting next May and said elements of Mr. Dawson's proposal should be incorporated into the discussion. Mr. Bulian encouraged Mr. Dawson to attend the Large House Study Committee meetings. Mr. Bulian noted the 2016 Special Town Meeting is being held a month earlier than normal, shortening the time to properly vet the proposal for unintended consequences.

Ms. Cooley said Mr. Dawson should feel comfortable bringing his comments to the Large House Study Committee. She commented many people in Town have brought zoning proposals forward that have not been fully vetted, and have lost

everything. She said there is tremendous concern in wanting to be careful and thoughtful, noting proposals can quickly derail.

Mr. Matthews acknowledged the frustration of the pace. He noted the Large House Study Committee is following the process and is scheduled to present their recommendations next spring. He said any zoning changes will serve the Town for the next 50 years. Mr. Matthews said he shares Mr. Dawson's frustration, but planning is vested in the Planning Board. Mr. Matthews said by filing the petition, Mr. Dawson is forcing a change in the process. He commented the vote taken tonight is a statutory vote to send the proposed amendments to the Planning Board. He said accelerating the process in the middle of the summer may complicate things, but it is Mr. Dawson's right. Mr. Matthews reiterated that by following the statutory route, the issue will move forward and will be up to the stakeholders to decide whether or not to mesh the proposal with the work of the Large House Study Committee.

Motion by Mr. Matthews that the Board vote to accept the proposed zoning amendments contained in the citizens' petition for referral to the Planning Board for review, hearing, and report.

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

Sam Bass Warner, 32 Emerson Road attended with Mr. Dawson and said almost 30% of Needham's population is older and looking to downsize to smaller homes with a first floor bedroom.

7:25 p.m.

Endorse Hillside School Schematic Design:

Susan Neckes, School Committee Chair and Heidi Black, School Committee Vice-Chair appeared before the Board seeking endorsement from the Board of Selectmen for the Hillside School Schematic Design. Ms. Neckes said at its meeting on July 11, 2016 the Needham School Committee voted to request that the Board of Selectmen approve a debt exclusion override for the November 8, 2016 election ballot.

Mr. Borrelli clarified the debt exclusion override totals \$66 million, noting a memo outlining costs. He spoke about the path to this point, including the feasibility study, purchase of Owens Poultry Farm and adjacent parcels, and many meetings. He thanked Ms. Neckes and the School Committee for their work.

Motion by Mr. Handel that the Board of Selectmen vote to allow the following question to appear on the November 8, 2016 election ballot:

"Shall the Town of Needham be allowed to exempt from the provisions of Proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to provide architectural design, engineering, construction, site work and site acquisition for the Hillside School on Central Avenue?"

YES

NO”

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

7:30 p.m.

DPW Feasibility Study Update:

Jeff Alberti, Mike Richard, and Joe Fitzpatrick from Weston & Sampson, Steve Popper, Director of Design & Construction, and Rick Merson, Director of Public Works appeared before the Board with an update on the progress of the DPW feasibility study.

Mr. Alberti provided a brief overview of the work completed. He commented his work at Weston & Sampson has involved more than 100 public works facilities in New England, saying communities have recognized that public works touch the lives of residents everyday by maintaining the infrastructure everyone relies upon. He noted in many cases the facilities are outdated, and do not provide efficient operations. He compared public works to a first responder activity in getting to the needs of the community, and through that process, many communities have moved forward with new public works facilities to streamline operations and make safer working conditions for staff.

A Powerpoint presentation was viewed, including a map of Needham showing 14 DPW Operations Areas throughout town. He noted the need to consolidate operations. Mr. Alberti commented on the completed Comprehensive Space Needs Assessment and Building & Site Concepts. Aerial photographs of the existing DPW site, Recycling & Transfer Station site, and Greendale Avenue - Parcel 74 were viewed. Site evaluations, Receptor Maps, and FEMA Flood Maps were also viewed. Mr. Alberti commented on constraints and opportunities for each potential site, and showed four development options.

Mr. Alberti said meetings have been held with the DPW Working Group and the PPBC. He said the next step is to identify a preferred site, incorporate comments into a preferred alternative, identify phasing opportunities, prepare conceptual project budget, and then present the project to the Town.

Mr. Borrelli asked if any site was most preferred? Mr. Alberti said the existing DPW site on Dedham Avenue has more potential than the RTS site. Mr. Alberti confirmed the parking lot at DeFazio Field is not part of the project.

Mr. Borrelli asked for Board comment. No comments were made.

The Board thanked Mr. Alberti for the presentation.

7:51 p.m.

Appointments and Consent Agenda:

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

APPOINTMENTS:

- | | |
|---|--|
| 1. Commission on Disabilities | Corine Burke (Term expires 6/30/2019) |
| 2. Historical Commission | Richard C. Hardy (Reappointment: Term expires 6/30/2019) |
| 3. Water/Sewer Rate Structure Committee | John Tallarico (Reappointment: Term expires 6/30/2019) |
| 4. Election Workers | To be provided under separate cover. |

CONSENT AGENDA

1. Accept the following donation made to the Needham Park and Recreation Commission for its Arts in the Parks program: \$700 from Middlesex Savings Bank.
2. Grant permission for a fund-raising bicycle ride through Needham on September 23, 2016. The event, Braking Aids Ride, is a three-day bicycle ride to benefit Housing Works, a major AIDS service organization headquartered in New York City. Approximately 125 riders will pass through Needham between 6:15 a.m. and 9:00 a.m. The route of the race has been approved by the following departments, DPW, Police, Fire, and Park & Recreation.
3. Approve a Special One Day Wines & Malt Beverages Only license for Anne Marie Bajwa, of the Charles River Center to host a Farm to Fork Dinner on Thursday, August 4, 2016 from 6:00 p.m. to 8:30 p.m. The event will be held at the Needham Community Farm on Pine Street in Needham. In accordance with the General By-laws Section 3.1.9, approve the consumption of alcohol on public property for this event only.
4. Water & Sewer Abatement Order #1220.
5. In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt a classification and compensation plan for fiscal year 2017.
6. Authorize the installation of a construction trailer for the Downtown Improvement Project contractor in the temporarily designated permit parking area behind 66 – 70 Chestnut Street.
7. Grant permission for the following residents to hold block parties:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Maureen Rossi	65 Douglas Road	Douglas Road	9/17	9/18	4pm-8pm
Eric Kaplan	33 Elmwood Rd	32 Elmwood Rd	9/10	9/11	3:30pm-8pm

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

Mr. Borrelli said he received a list of Elections Workers recommended for appointment for 2016-2017 from the Town Clerk in a letter dated July 19, 2016.

7:52 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with 4 items to discuss:

1. Open Special Town Meeting Warrant

Ms. Fitzpatrick reviewed items contained in the draft Special Town Meeting Warrant dated July 15, 2016. She asked the Board to open the Warrant for the October 5, 2016 Special Town Meeting.

Motion by Mr. Bulian that the Board vote to open the warrant for the October 5, 2016 Special Town Meeting.

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

2. Drought Watch Declaration & Non-essential Outdoor Water Use Restriction Revision

Ms. Fitzpatrick was joined by Rick Merson, Director of Public Works and Chris Seariac, Superintendent, Water, Sewer & Drains Division to recommend the Board of Selectmen vote to revise the two-day per week calendar-triggered non-essential water use restriction for calendar year 2016.

Ms. Fitzpatrick said in accordance with the Town's Water Withdrawal Permit, non-essential outdoor water use is allowed ONE DAY per week before 9:00 a.m. and after 5:00 p.m., whenever a Drought Advisory or higher is declared by the Massachusetts Drought Management Task Force. She said such a declaration was made and communicated to the Town in a memo from the DEP dated July 12, 2016.

Ms. Fitzpatrick recommended that:

Properties with **even** street numbers may water lawns (and perform other allowed non-essential outdoor water uses) only before 9:00 a.m. or after 5:00 p.m. on either **Mondays OR Thursdays.**

Properties with **odd** street numbers may water lawns (and perform other allowed non-essential outdoor water uses) only before 9:00 a.m. or after 5:00 p.m. on either **Tuesdays OR Fridays.**

Consistent with the restriction currently in place, no lawn water via sprinklers or automatic irrigation system is allowed on any day other than those listed above. Watering of lawns, gardens, flowers and ornamental plants by means of a hand held hose is allowed at all hours during the restricted period.

Mr. Merson said the situation is being closely monitored, noting limited drought conditions exist in the northeast.

Motion by Mr. Bulian that the Board vote to amend the non-essential outdoor water use restriction dated April 1, 2016 in response to the Drought Watch Declaration issued by the Commonwealth limiting non-essential outdoor water use to one day per week before 9:00 a.m. and after 5:00 p.m. Properties with even street numbers may perform allowed non-essential outdoor water uses on Thursdays and properties with odd street numbers may perform allowed non-essential outdoor water uses on Tuesdays, effective July 24, 2016.

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

3. Citizen Satisfaction Survey Report

Ms. Fitzpatrick discussed the recently completed National Citizen Survey, including methodology and results. The survey is a component of the Performance Needham program which includes other performance measurement activities such as benchmarking and program evaluation. Ms. Fitzpatrick said 1500 surveys were mailed to residents, noting the wide range of responses and opinions expressed by the survey participants provided a unique perspective about service delivery, highlighting successes, opportunities, and areas that deserve greater attention. She commented the response rate was 39%, which she said was excellent.

Ms. Fitzpatrick said the purpose of the Performance Needham initiative is to establish a formal, systematic mechanism for evaluating customer satisfaction with Town services, and then using the information to inform organizational, management, and funding decisions. Resident opinion should be a major factor in local government decision making, yet it is often hard to measure. Citizen surveys provide valuable information to help to understand residents' concerns, improve communication, and measure satisfaction with the overall operation of local government. Ms. Fitzpatrick said by almost every measure, the level of citizen satisfaction with local government in Needham is quite high. She reviewed the "Town of Needham, MA, 2016 Summary of Findings" with the Board, noting 98% of residents rated Needham as an excellent or good place to live, and 94% of residents rated the quality of life in Needham as excellent or good. She highlighted safety, mobility, economy, recreation and wellness, education and enrichment, governance, and the general environment. Ms. Fitzpatrick said the Town fell below the benchmark in a few areas, saying the availability of affordable quality housing and the variety of housing options are not seen as a strength for the community. She said other issues of concern to residents include substance abuse, aging, and senior health. Ms. Fitzpatrick commented on Trends Comparison: 2008-2016.

Ms. Cooley suggested talking with other communities who are doing well in the area of citizen involvement to see, perhaps, what else Needham may be able to do to increase involvement.

The Board thanked Ms. Fitzpatrick for the information.

4. Town Manager Report

Ms. Fitzpatrick reported the Park and Recreation Commission voted to close Rosemary Pool at the end of August in preparation for the Rosemary Recreation Complex project.

Ms. Fitzpatrick reported the U.S. Passport Agency completed an audit last week, noting the Town Manager's office processed 213 passports in the previous year without any being returned for error. She said processing passports at Town Hall is a way to see and meet more residents. She thanked the staff members who process passports.

8:17 p.m. Board Discussion:

1. Town Manager Performance Evaluation

In accordance with the Town Manager Evaluation Policy, the Board of Selectmen prepares an annual performance evaluation of the Town Manager. Each member of the Board completes his or her own evaluation. The individual evaluations are then compiled into a consensus evaluation overview document which contains the numerical average for each point of evaluation and a summary of overall evaluation comments. Board policy calls for the overview to be released at a meeting of the Board of Selectmen.

Mr. Borrelli commented Ms. Fitzpatrick should be very proud of the results and comments. He said the marks are reflective of how well the Town is managed and the great job done by Ms. Fitzpatrick.

Ms. Fitzpatrick said it is a terrific job and loves doing it.

Motion by Mr. Bulian that the Board vote to approve the Town Manager Consensus Evaluation Overview Document dated July 19, 2016.

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

Mr. Matthews commented the annual evaluation is a great exercise in helping the Board think about what it is doing and on the work done by Ms. Fitzpatrick. He said Ms. Fitzpatrick's record with the Town over a long period of time is outstanding and he offered his congratulations.

The Board congratulated Ms. Fitzpatrick.

2. Committee Reports

No Committee Reports were made.

8:20 p.m.

Adjourn:

Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of July 19, 2016.

Second: Mr. Handel. 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=>



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

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☒ RUN ☐ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event:

Needham New Year's Day 5K

Name of Organization:

Needham Running Club

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

If yes, name of Town and date:

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

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

Organization Mailing Address:

48 Hawthorn Ave. Needham MA 02492

☐ **Organization
is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

Primary Contact:

Bill Gallagher

Contact Title:

President

Contact Address:

48 Hawthorn Ave Needham MA 02492

Contact Phone (Day):

617-353-1401

Contact Phone (Cell):

857-330-7628

Contact Email:

Bill. Gall 3 @ gmail . com

Event Date(s): January 1, 2017 Sunday	Date Expected to be in Needham: 1/1/2017
Earliest Time Expected in Needham: 8 am	Latest Time Expected in Needham: 1 pm
Number of Expected Participants: 550	Number of Expected Spectators at Peak Time: 100
Are participants charged a fee? ☒ YES ☐ NO	
Estimated Number of Vehicles: 250	What type of Parking is required: on street parking
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: most people find on street parking around the YMCA. We have had no problems with parking. We'll work with the church on parking.	
Are event organizers available to meet with members of the Town to plan event? ☒ YES ☐ NO	Do event organizers foresee the need for any road closures (subject to police review)? ☒ YES ☐ NO
What will be done in case of inclement weather? We will work with the police dept before 8 am to make a GO/NO GO decision.	
Will neighborhoods be impacted by parking and traffic? no	
What activities are planned for the start of the race (if in Needham)? nothing	
What activities are planned for the end of the race (if in Needham)? brief 10 mins award ceremony	

What facilities are needed for the start of the race (if in Needham)? YMCA building + its bathrooms	
What facilities are needed for the end of the race (if in Needham)? YMCA building + its bathrooms	
Once the event begins, how long will it take to complete the event? 1.5 hrs	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	we have a race mat @ the start + finish + 3 mile markers along the route.
Will volunteers be placed along the route?	yes
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	yes, @ YMCA, we will work w/ the church on volume.
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	yes, bagels + water
Will portable toilets be used? List locations.	no
Will hydration stops be set up along route? If yes, please include these on route plan.	no water stops
If the event takes place after dark, what is the plan to meet lighting needs?	NA
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	see attached document
Does the event take place during commuter times?	no
Is school in session during the event? Will school drop off or pick up be impacted by the event?	no
Are businesses open during the time of the event?	no
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	no

**Are there any churches/houses of worship located along the event route?
Will church/house of worship services take place during the event?**

*yes, yes. we'll work w/ them
on parking + our speakers*

What is the plan to handle trash?

we take all trash to our houses.

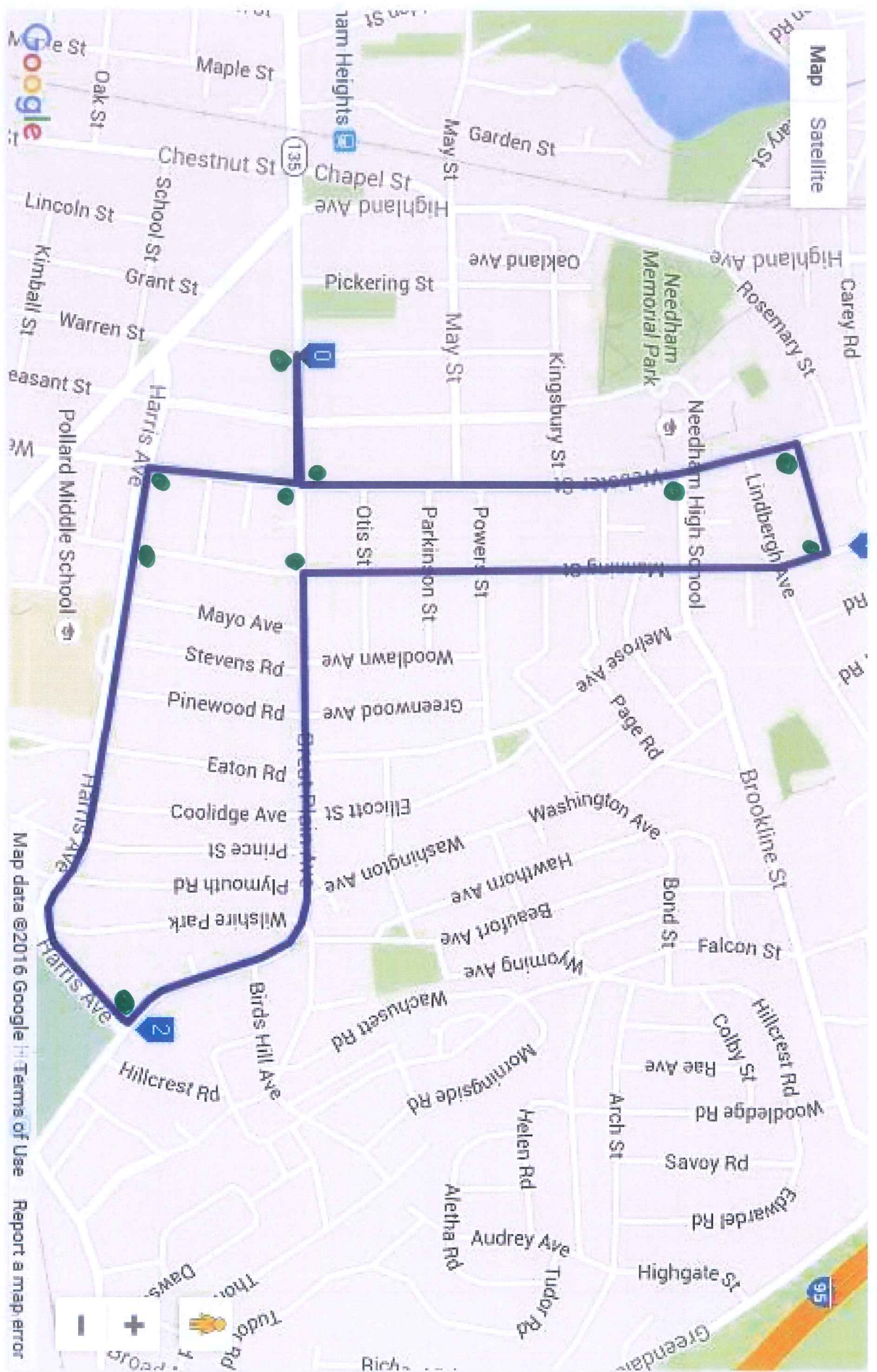
Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- ✓ 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 (*coming in early August*)

PLEASE NOTE:

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

● = Volunteer locations



Needham 5K Contingency Plans and Volunteer Plans As of July 14, 2016

Purpose: For the Needham New Year' Day 5K run we need a contingency plan for bad weather and the processes that goes along with that. We also need to describe our volunteering that day. This document will describe both and additional items for race day.

Contingency Plans:

Regarding the contingency plan, at 7:30am two race directors, John Pizzuto and Bill Gallagher will assess the weather and roads and at that time make a decision to have the race or cancel it. Needham Police number to call (781) 455-7570. John and Bill are usually on the race course a few times between 6-7am. If the weather is bad or will become really bad then we will call the police and cancel the race at 7:30am. We will then email all the racers who signed up and notify them that we are cancelling the race and their entry fee can be used for the following year's registration. We will also update our website with the race cancellation. The NPD is right next to the fire station and the NPD will inform the NFD of the race cancellation. This has not happen since we have organized this race.

If there is black ice on the road, we are NOT running, Even if it calls for good weather but there is a good bit of black ice, we will NOT have the race. We have had four race committee meetings so far discussing safety to the runners and volunteers.

If we do cancel, we have to do the following:

- Go to the YMCA from 9-11am and tell people who come that we are not having the race.
- We will email all the racers who signed up and notify them that we are cancelling the race and their entry fee can be used for the following year's registration
- We need to call and email all the race volunteers who signed up.
- We need to email and call all the vendors who were planning on coming.
- We need to contact the Needham Times, HomeTown Weekly and any other papers who may be coming.

Police on race day:

We will have two – three paid details on race day provided by the Needham Police. For the police on race day, they will show up at 9am, the gun start is 11am. At 9am we will review the course and what the police are doing. We will give them the two RD cell numbers on our Contact sheet. One detail leads the fast runners throughout the race. The other detail starts before

and concerns. Runners are encouraged to run on the right hand side of the road by all the volunteers. There is usually not a lot of traffic on New Year's Day between 11-11:45am.

Each volunteer post is relieved of their duty only when the police car comes around with the last runner/walker. The two RDs are informed by mile 1 and mile 2 who is the last runners. A police detail is assigned that task to trail the last runner to the finish line. Another volunteer after the race ends is responsible for all the cones. We do not want cars to be hitting the cones.

We have no water stops along the route. We have not received any complaints about that. We are usually not looking for hydration problems on January 1st.

At the end of the race; we ask volunteers if they saw anything weird, bad, and unusual on the route that was overlooked. We also meet with the police contact person and review if they saw or had to deal with any problems. We have not had any problems yet. We talk to the medical team and others to see if they reported any problems.

At the YMCA, we survey the day before all the floors, hallways and stairs to make sure they are safe and dry. We have 3 traffic monitors directing people throughout the YMCA. John Hrones has been one of them for a few years. We try to get people outside so we do not have a massive amount of people in the building. It is the YMCA pool building. The pool is closed that day.

We have a microphone and speaker on the table outside the YMCA and all the wires are taped down. We have plenty of water and bagels and sports drinks at the finish area. We also have 3 people directing runners to stay off the road after the race and to be aware of cars driving around and people crossing the street. We will also have this year one guy dedicated to keep people off the grass of a house near the finish line, so people do not slip on the wet or snowy grass.



Massachusetts State Lottery Commission

DEBORAH B. GOLDBERG
Treasurer and Receiver General

Consent
MICHAEL R. SWEENEY
TOWN OF NEEDHAM
Executive Director
BOARD OF SELECTMEN

2016 JUL 25 P 2:21

July 22, 2016

Needham Board of Selectmen
1471 Highland Avenue
Needham, MA 02492

Dear Sir/Madam:

The Massachusetts State Lottery is offering a KENO monitor to existing KENO To Go agents to display the game at their location. In accordance with M.G.L. c 10, section 27A, as amended, you are hereby notified of the Lottery's intent to install a monitor at the following KENO To Go agent(s) in your community:

7-Eleven 11518-F
173 Chestnut Street
Needham, MA 02492

If you object to these agent(s) receiving a monitor, you must do so, in writing, within twenty-one (21) days of receipt of this letter. Please address your written objection to Christian Gonsalves, General Counsel, Legal Department, Massachusetts State Lottery Commission, 60 Columbian Street, Braintree, MA 02184. Should you have any questions regarding this program or any other issues relative to the Lottery, please call me at 781-849-5555. I look forward to working with you as the Lottery continues its efforts to support the 351 cities and towns of the Commonwealth.

Sincerely,

Michael R. Sweeney
Executive Director

Certified Mail – Return Receipt Requested:
7001 2510 0004 1227 2822



Supporting the 351 Cities and Towns of Massachusetts

60 Columbian Street • Braintree • Massachusetts • 02184-1738 • Tel: 781-849-5555 • Fax: 781-849-5547 • TTY: 781-849-5678 • www.masslottery.com



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

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☒ RUN ☒ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event:

Jog Your Memory 5k Run and 2-Mile walk

Name of Organization:

Jog Your Memory 5k, Inc.

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

If yes, name of Town and date:

Needham MA

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

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

Organization Mailing Address:

64 Hawthorn Ave, Needham MA 02492

☒ **Organization is Not-for-Profit**

Organization Billing Address (if Police Detail is required):

64 Hawthorn Ave. Needham MA 02492

Primary Contact:

Jessica Rice

Contact Title:

Co-Race Director

Contact Address:

64 Hawthorn Ave Needham MA 02492

Contact Phone (Day):

617 354 2162

Contact Phone (Cell):

617 312 6547

Contact Email:

jessicarice98@gmail.com

Event Date(s): Sunday September 18, 2016	Date Expected to be in Needham: 9/18/16
Earliest Time Expected in Needham: 6:30 am (set-up); 8am reg. opens 9am Race start	Latest Time Expected in Needham: 11am post-race cleanup
Number of Expected Participants: 400	Number of Expected Spectators at Peak Time: 100
Are participants charged a fee? ☒ YES ☐ NO	
Estimated Number of Vehicles: 200	What type of Parking is required: Front + Back lots @ Mitchell; side streets
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: Participants will park in front and back lots at Mitchell School, as well as park along near-by side streets, only parking on one side of the road. Parking will be in place between 8am and 10:30 am	
Are event organizers available to meet with members of the Town to plan event? ☒ YES ☐ NO	Do event organizers foresee the need for any road closures (subject to police review)? ☒ YES ☐ NO possibly on or along Brookline
What will be done in case of inclement weather? Registration will be held inside gym at Mitchell School. If weather is dangerous race participants will be notified by 6am that morning	
Will neighborhoods be impacted by parking and traffic? Should not be disruptive; all residents along route will receive a flier in weeks prior notifying them about the race	
What activities are planned for the start of the race (if in Needham)? Bouncy house (insured and manned by an adult), temporary tattoos, sponsor tables	
What activities are planned for the end of the race (if in Needham)? Awards ceremony; food truck / water / snacks - we have a Needham Health form to submit	

Mitchell School "campus"

What facilities are needed for the start of the race (if in Needham)?	
Access to Mitchell School (approved by Niki Rumbos); folding tables + chairs from Mitchell (with help of Duncan Brock); Power source at temp. Classroom outlet	
What facilities are needed for the end of the race (if in Needham)?	
Mitchell School "campus"	
Once the event begins, how long will it take to complete the event?	
Race begins at 9; Awards at 10:30am; should be completely done by 11am	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	No parking signs are requested as done in years past
Will volunteers be placed along the route?	Yes
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	Yes; music will begin at 8am during registration and will go through race -
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	Yes - all donated by Needham organizations; food truck is independently insured
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, at the 1.5 mile mark, across from Broadmeadow School
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?	Please see attached safety plan document. A doctor will also be on site for the race
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?	Grace Christian + O'D
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	Dunkin Donuts + Hershey; Hite's (closed on Sundays) Grace Christian Church - will be notified about race

race

Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	Grace Christian on Greendale - we will notify
What is the plan to handle trash?	J.C. Timmerman is donating a dumpster - will be delivered after school hours Friday & removed before school hours Monday
Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492: • event route map (include map and text of route, parking plan, volunteer placement) • application fee (\$25 events that start and end in Needham; \$50 event passes through Needham) • certificate of insurance	
PLEASE NOTE: For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.	



A Run for Alzheimer's

Jog Your Memory 5K Run/2-Mile Walk

September 18, 2016 Safety Plan

Start – Finish: 187 Brookline St, Needham, MA 02492

We have met with the Needham Police Traffic Division, Dept of Public Works, the Director of Buildings and Grounds for the Needham School Department, and the Needham Police and Fire Departments. All coordinators in key locations will have at minimum a list of all cell phone numbers and names of key people. A volunteer orientation will be given with specific instructions for communication, traffic, and injury.

The course will have volunteers wearing bright orange vests at all turns on the course with additional signage at non-straightaway turns. Flyers will be distributed along the course the week prior to notify the neighbors. Lawn signs will line the front of Mitchell Elementary School on Brookline Ave and back of the school on High Street as well.

Parking will be managed by vest-clad volunteers, and Needham Police will put up No Parking signs along the back of the school to discourage participants from blocking the roads if parking outside of the lots.

The 3rd Annual Jog Your Memory 5K Run/2-Mile Walk will begin registration on the blacktop courtyard at Mitchell Elementary School at 8:00 a.m. The race will start at 9:00 a.m. on the dropoff circle in front of the school with a police motorcycle leading the runners for the entire race. The police will close off perpendicular streets leading to Brookline Ave until the runners/walkers have passed and then they will encourage runners to stick to the right side of the road/on sidewalks for the remainder of the race since roads will not be closed.

5K Course:

The runners will proceed down Brookline Ave, and then turn right onto Greendale Ave where a police officer will be stationed. From there they will run down Greendale Ave until taking a right onto Bird St (a volunteer will be on the corner to direct runners). The runners will then proceed down Bird St, and will bear right onto Broad Meadow Rd (this is the 1.5 mile mark, where there will be a water station and

Jog Your Memory, Inc | 64 Hawthorn Ave, Needham, MA 02492

617-312-6547 | jogyourmemory5k@gmail.com

www.jogyourmemory5k.org | www.facebook.com/JogYourMemory5K

volunteers directing runners to bear right). Runners will proceed down Broad Meadow Rd to Great Plain Ave. A policeman will be stationed at the end of Broad Meadow Road where it intersects with Great Plain Avenue. They will then turn right onto Great Plain Ave, and will travel down until they reach Melrose Ave – runners will take a right onto Melrose Ave (low traffic and there will be a sign directing runners to take a right, as well as a vest-clad volunteer). The runners will proceed up Melrose Ave, where they will take a right turn onto Brookline, heading up to the school. A police officer will be at the corner of Melrose Ave and Brookline Ave to direct runners and manage traffic. Runners will complete the race by making a hairpin left turn back to the dropoff circle where they exited to start the race.

2-Mile Walk:

After exiting the dropoff circle and taking a left onto Brookline Ave, walkers will proceed down Brookline Ave and then turn right onto Greendale Ave where a police officer will be stationed. From there they will walk down Greendale Ave until taking a right onto Highgate St (a volunteer will be on the corner to direct walkers). Walkers will proceed up the hill before taking a right onto Arch St. They will then proceed until taking a left onto Hillcrest Road. Shortly thereafter, they will bear right onto Wyoming Ave, which will take them down a hill, bearing right onto a short stretch on Arden St (the street name change will not be apparent to walkers). At the end of the road, walkers will take a right onto Beaufort Ave. Beaufort Ave comes to an end, where walkers will take a right onto Bond St, and then their first left onto Bancroft St. Bancroft St brings walkers back up to Brookline Ave, where they will take a left onto Brookline Ave, and will finish the walk entering the dropoff circle that they exited at the start of the walk. We will have a lead walker, as well as a walker who will bring up the rear.

Following the race there will be refreshments and an awards ceremony.

Jog Your Memory will have at least one doctor on site in a designated tent. All coordinators on the course will have the doctor's phone number for quick response if needed. Transportation onto the course will be provided by a "race" vehicle. The local Fire Department will have a rescue and fire truck in the area in case one is needed.

0 = police officer

2016 5K Run Route



Run will have police
Motorcycle lead and
Course will be led by
Volunteer on a bike as
well; lawn signs will
line course

2016 2mi Walk Route



Walk will be led
by volunteer + we will
have lawn signs marking
the course

RED LINED
VERSION

Grantor: Sun Life Assurance Company of Canada

Grantee: The Town of Needham

Address of Property: Rear Portion of One Sun Life Executive Park, Wellesley, MA 02481

For title see: Book 31451, Page 392 in the Norfolk County Registry of Deeds.

CONSERVATION RESTRICTION

SUN LIFE ASSURANCE COMPANY OF CANADA, a stock life insurance company organized under the Insurance Companies Act (Canada) and having a usual place of business at One Sun Life Executive Park in Needham, Massachusetts 02481, being the sole owner for its successors and assigns ("Grantor"), hereby grants with Quitclaim covenants, to **THE TOWN OF NEEDHAM**, a Massachusetts municipal corporation having its principal office at the Office of the Board of Selectmen of the Town of Needham, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492, acting by and through its Conservation Commission, pursuant to M.G.L. Chapter 40, Section 8C, its permitted successors and assigns ("Grantee"), for One Dollar (\$1.00) consideration paid, pursuant to Sections 31, 32, and 33 of Chapter 184 of the Massachusetts General Laws, in perpetuity and exclusively for conservation purposes, the following Conservation Restriction located in the Town of Needham, Massachusetts constituting approximately 3.05 acres ("Premises"), consisting of three (3) parcels more particularly described in Exhibit A attached hereto.

WHEREAS, in connection with Grantor's construction of a new office building and its expansion of an existing parking garage at Grantor's corporate headquarters campus in the Town of Needham, and in connection with a Special Permit dated March 3, 2000 granted by the Planning Board, Grantor has agreed to grant a perpetual Conservation Restriction with respect to the Premises; and

WHEREAS, the Premises provide significant scenic and aesthetic value to the public as a natural area, open space and buffer zone which has not been subjected to development incompatible with said uses; and

WHEREAS, Grantor and Grantee have the common purpose of conserving the natural values of the Premises for this generation and future generations; and

WHEREAS, Grantor and Grantee seek to create this Conservation Restriction in accordance with the provisions of M.G.L. Chapter 184 §§31-33 for the purpose of retaining the Premises in a natural, scenic, and open condition; and

WHEREAS, the Conservation Restriction hereby imposed will yield significant public benefits due to the uniqueness of the Premises, and this Conservation Restriction is consistent with state and local conservation programs in the Town of Needham, as evidenced by the

approval of the Town of Needham Board of Selectmen and its Conservation Commission, and the Secretary of the Massachusetts Executive Office of Environmental Affairs.

NOW, THEREFORE, the Grantor, for itself and its successors and assigns, hereby covenants and agrees with the Grantee as follows:

I. PURPOSES:

This Conservation Restriction is defined in and authorized by Sections 31-33 of Chapter 184 of the General Laws and otherwise by law. The purpose of this Conservation Restriction is to assure that, except as otherwise provided herein, the Premises will be maintained in its current condition in perpetuity and exclusively for conservation purposes, predominantly in a natural, scenic and undeveloped condition, and to prevent any use or change that would materially impair or interfere with its conservation and preservation values. These values include, without limitation, those referenced above in the WHEREAS clauses.

II. PROHIBITED ACTS AND USES, EXCEPTIONS THERETO, AND PERMITTED USES

A. Prohibited Acts and Uses.

Subject to the exceptions set forth herein, the Grantor will not perform or allow others to perform the following acts and uses which are prohibited on, above, and below the Premises:

(1) Constructing, placing or allowing to remain any temporary or permanent building, tennis court, landing strip, mobile home, swimming pool, asphalt or concrete pavement, sign, fence, billboard or other advertising display, antenna, utility pole, tower, conduit, line or other temporary or permanent structure or facility on, above or under the Premises;

(2) Mining, excavating, dredging or removing from the Premises of soil, loam, peat, gravel, sand, rock or other mineral resource or natural deposit or otherwise make topographical changes to the area;

(3) Placing, filling, storing or dumping on the Premises of soil, refuse, trash, vehicle bodies or parts, rubbish, debris, junk, waste or other substance or material whatsoever or the installation of underground storage tanks;

(4) Cutting, removing or otherwise destroying trees, grasses or other vegetation;

(5) Creation of a cultivated (i.e., seeded, fertilized, and maintained) lawn or formal or cultivated gardens; application or use of fertilizers, fungicides, herbicides or pesticides in any quantity;

(6) Activities detrimental to drainage, flood control, water conservation, water quality, erosion control, soil conservation, or archaeological conservation;

(7) Use, parking or storage of vehicles including motorcycles, mopeds, all-terrain vehicles, trail bikes, or any other motorized vehicles on the Premises except for vehicles necessary for public safety (i.e., fire, police, ambulance, other government officials) in carrying out their lawful duties;

(8) The disruption, removal, or destruction of the stone walls or granite fence posts on the Premises;

(9) Subdivision or conveyance of a part or portion of the Premises alone, or division or subdivision of the Premises (as compared to conveyance of the Premises in its entirety which shall be permitted), and no portion of the Premises may be used towards further building or development requirements on this or any other parcel;

(10) The use of the Premises for more than *de minimis* commercial recreation, or for business, residential or industrial use of the Premises; and

(11) Any other use of the Premises or activity thereon which is inconsistent with the purpose of this Conservation Restriction or which would materially impair its conservation values.

B. Reserved Rights and Exceptions.

The Grantor reserves the right to conduct or permit the following activities and uses on the Premises, but only if such uses and activities do not ~~minimize~~materially impair the conservation values or purposes of this Conservation Restriction:

(1) Recreational Activities. Hiking, horseback riding, fishing, bird-watching and other non-motorized outdoor recreational activities, for Grantor's employees and invitees, that do not materially alter the landscape, and do not degrade environmental quality;

(2) Vegetation Management. In accordance with generally accepted forest management practices, selective, minimal removing of brush, pruning and cutting to prevent, control or remove hazards, disease, insect or fire damage, or to preserve the present condition of the Premises, including woods roads, fence lines, trails and meadows;

(3) Non-native or nuisance species. The control or removal of non-native, nuisance or invasive species in a manner that minimizes damage to surrounding, non-target species and preserves water quality;

(4) Composting. The stockpiling and composting of stumps, trees and brush limbs and similar biodegradable materials originating on the Premises, provided that such stockpiling and composting is in locations where the presence of such activities will not ~~minimize~~have a deleterious impact on the purposes or conservation values (including scenic values) of this Restriction;

(5) Wildlife Habitat Improvement. With the prior written permission of Grantee, measures designed to restore native biotic communities, or to maintain, enhance or restore wildlife, wildlife habitat, including selective planting of native trees, shrubs and plant species

and, in consultation with MA Natural Heritage and Endangered Species, alteration or restoration of rare or endangered species habitat;

(6) Archaeological Investigations. The conduct of archaeological activities following submission of an archaeological field investigation plan and its approval in writing by Grantee and the State Archaeologist of the Massachusetts Historical Commission (or appropriate successor official);

(7) Trails. The marking, clearing and maintenance of footpaths and the periodic suspension of such use where required work on the Trails so necessitates. Trails are to be not wider than 3 feet;

(8) Signs. The erection, maintenance and replacement of signs with respect to permitted use of the Premises, trail access, identity and address of the occupants, sale of the Premises, the Grantee's interest in the Premises, and the protected conservation purposes and values;

(9) Utility Work. Install utilities over, on and under the Premises to serve other land and improvements now and hereafter owned by Grantor or any of its affiliates ("Grantor's Remaining Land"), but only to the extent necessary and only to the extent such utilities cannot reasonably be installed outside of the Premises; and to trim, cutback and remove trees, vegetation and other materials to allow Grantor to effect the same; provided, however, that Grantor shall take reasonable efforts to minimize the potential extent and effect of such utility work on the Premises, and provided further that such utilities can only be installed to service existing improvements of Grantor and/or to act on permits existing as of the date hereof;

(10) Fences. To erect fences on the perimeter of the Premises but only if reasonably necessary to protect persons from any hazards or dangers; and

(11) Drainage and Other Facilities. To construct detention ponds, pipes and other drainage and/or soil conservation facilities on the Premises as are necessary to serve Grantor's Remaining Land and then only in a manner which does not ~~substantially~~ materially impair the purposes or conservation values of this Conservation Restriction.

Any work undertaken in conjunction with the reserved rights shall seek to minimize disturbance within the Premises. Upon completion of any site work performed in conjunction with the reserved rights, any disturbed areas shall be restored substantially to match the conditions with respect to soil material, grade, and vegetated ground cover that existed prior to said work; and

The exercise of any right reserved by Grantor under this Paragraph B shall be in compliance with zoning, the Wetlands Protection Act, and all other applicable federal, state and local laws, rules, regulations, and permits. The inclusion of any reserved right requiring a permit from a public agency does not imply that the Grantee or the Commonwealth takes any position whether such permit should be issued.

In connection with any of the Reserved Rights reserved by Grantor in this Conservation Restriction, or work allowed or required by permits, Grantor shall be permitted to temporarily utilize motorized vehicles for rights reserved above, and to temporarily place construction materials and equipment and put erosion control measures in place, as are necessary and in locations which do not materially detract or derogate from the purposes hereof, including scenic values, during the exercise of such rights, and upon completion of such reserved rights, Grantor shall also promptly remove all construction materials and equipment from the Premises, and Grantor shall, to the extent reasonably practicable, promptly restore the Premises to its condition prior to the exercise of such rights.

C. Notice and Approval.

Whenever notice to or approval by Grantee is required under the provisions of paragraphs A or B, Grantor shall notify Grantee in writing, with a receipt, not less than 60 days prior to the date Grantor intends to undertake the activity in question. The notice shall describe the nature, scope, design, location, timetable and any other material aspect of the proposed activity in sufficient detail to permit the Grantee to make an informed judgment as to its consistency with the purposes of this Conservation Restriction. Where Grantee's approval is required, Grantee shall grant or withhold approval in writing within 60 days of receipt of Grantor's request. Grantee's approval shall not be unreasonably withheld, but shall only be granted upon a showing that the proposed activity shall not ~~minimize~~ **materially impair** the conservation values or the purposes of this Conservation Restriction. Failure of Grantee to respond in writing within 60 days shall be deemed to constitute approval by Grantee of the request as submitted, so long as the request sets forth the provisions of this section relating to deemed approval after 60 days in the notice, and provided the requested activity is not prohibited herein, and the activity will not ~~minimize~~ **materially impair** the conservation values or purposes of the Premises.

III. LEGAL REMEDIES OF THE GRANTEE

A. Legal and Injunctive Relief.

The rights hereby granted shall include the right to enforce this Conservation Restriction by appropriate legal proceedings and to obtain injunctive and other equitable relief against any violations, including, without limitation, relief requiring restoration of the Premises to their condition prior to the time of the injury complained of (**it being agreed that the Grantee will have no adequate remedy at law**). The rights hereby granted shall be in addition to, and not in limitation of, any other rights and remedies available to the Grantee for the enforcement of this **Conservation Restriction. Grantee agrees to cooperate for a reasonable period of time prior to resorting to legal means in resolving issues concerning violations, provided Grantor ceases objectionable actions, and Grantee determines there is no ongoing diminutive of the conservation values of the** Conservation Restriction. Grantor covenants and agrees to reimburse to Grantee all reasonable costs and expenses (including reasonable counsel fees) incurred in enforcing this Conservation Restriction or in taking reasonable measures to remedy, abate or correct any violation thereof, provided that a violation of this Conservation Restriction is ~~found to have occurred by Grantee in its sole good~~

~~faith~~acknowledged by Grantor or determination, ~~unless otherwise determined~~ by a court of competent jurisdiction to have occurred.

In the event of a dispute over the boundaries of the Premises Conservation Restriction, the Grantor shall ~~be responsible~~pay for a survey and ~~the placement of permanent boundary markers~~to have the boundaries permanently marked.

B. Non-Waiver.

Enforcement of the terms of this Conservation Restriction shall be at the discretion of Grantee. Any election by the Grantee as to the manner and timing of its right to enforce this Conservation Restriction or otherwise exercise its rights hereunder shall not be deemed or construed to be a waiver of such rights.

C. Disclaimer of Liability.

By acceptance of this Conservation Restriction, the Grantee does not undertake any liability or obligation relating to the condition of the Premises pertaining to compliance with and including, but not limited to, hazardous materials, zoning, environmental laws and regulations, or acts not caused by the Grantee or its agents.

D. Acts Beyond the Grantor's Control.

Nothing contained in this Conservation Restriction shall be construed to entitle the Grantee to bring any actions against the Grantor for any injury to or change in the Premises resulting from causes beyond the Grantor's control, including but not limited to fire, flood, storm and earth movement, or from any prudent action taken by the Grantor under emergency conditions to prevent, abate, or mitigate significant injury to the Premises resulting from such causes.

IV. ACCESS

The Grantor hereby grants to the Grantee, or its duly authorized agents or representatives, the right to enter the Premises upon reasonable notice and at reasonable times, for the purpose of inspecting the Premises to determine compliance with or to enforce this Conservation Restriction. The Grantor also grants to the Grantee, after notice of a violation and failure of the Grantor to cure said violation, the right to enter the Premises for the purpose of taking any and all actions with respect to the Premises as may be necessary or appropriate to remedy or abate any violation hereof, including but not limited to the right to perform a survey of boundary lines.

V. EXTINGUISHMENT

A. If circumstances arise in the future such as render the purpose of this Conservation Restriction impossible to accomplish, this restriction can only be terminated or extinguished, whether in whole or in part, by a court of competent jurisdiction under applicable law after review and approval by the Secretary of Energy and Environmental Affairs. If any change in conditions ever gives rise to extinguishment or other release of the Conservation Restriction under applicable law, then Grantee, on a subsequent sale, exchange, or involuntary conversion

of the Premises, shall be entitled to a portion of the proceeds in accordance with paragraph B below, subject, however, to any applicable law which expressly provides for a different disposition of the proceeds, and after complying with the terms of any gift, grant, or funding requirements. Grantee shall use its share of the proceeds in a manner consistent with the conservation purpose set forth herein.

B. Proceeds.

Grantor and Grantee agree that the donation of this Conservation Restriction gives rise to a real property right, immediately vested in the Grantee, with a fair market value that is at least equal to the proportionate value that this Conservation Restriction (determined at the time of the gift) bears to the value of the unrestricted property (at that time). Such proportionate value of the Grantee's property right shall remain constant.

C. Grantor/Grantee Cooperation Regarding Public Action.

Whenever all or any part of the Premises or any interest therein is taken by public authority under power of eminent domain or other act of public authority, then the Grantor and the Grantee shall cooperate in recovering the full value of all direct and consequential damages resulting from such action. All related expenses incurred by the Grantor and the Grantee shall first be paid out of any recovered proceeds, and the remaining proceeds shall be distributed between the Grantor and Grantee in shares equal to such proportionate value after complying with the terms of any gift, grant, or funding requirements. If a less than fee interest is taken, the proceeds shall be equitably allocated according to the nature of the interest taken. The Grantee shall use its share of the proceeds like a continuing trust in a manner consistent with the conservation purposes of this grant.

VI. ASSIGNABILITY

A. Running of the Burden.

The burdens of this Conservation Restriction shall run with the Premises in perpetuity, and shall be enforceable against the Grantor and the successors and assigns of the Grantor holding any interest in the Premises.

B. Execution of Instruments.

The Grantee is authorized to record or file any notices or instruments appropriate to assuring the perpetual enforceability of this Conservation Restriction; the Grantor, on behalf of herself and her successors and assigns, appoint the Grantee their attorney-in-fact to execute, acknowledge and deliver any such instruments on her behalf. Without limiting the foregoing, the Grantor and her successors and assigns agree themselves to execute any such instruments upon request.

C. Running of the Benefit.

The benefits of this Conservation Restriction shall run to the Grantee, shall be in gross and shall not be assignable by the Grantee, except in the following instances:

As a condition of any assignment, the Grantee shall require that the purpose of this Conservation Restriction continues to be carried out; and the Assignee, at the time of the assignment, qualifies under Section 170(h) of the Internal Revenue Code of 1986, as amended, and applicable regulations thereunder, and is a donee eligible to receive this Conservation Restriction under Section 32 of Chapter 184 of the General Laws of Massachusetts. Any assignment will comply with article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, if applicable.

VII. SUBSEQUENT TRANSFERS

The Grantor agrees to incorporate by reference the terms of this Conservation Restriction in any deed or other legal instrument by which he divests himself of any interest in all or a portion of the Premises, including a leasehold interest and to notify the Grantee within 20 days of such transfer. Failure to do either shall not impair the validity or enforceability of this Conservation Restriction. Any transfer will comply with article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, if applicable.

The Grantor shall not be liable for violations occurring after his or her ownership. Liability for any acts or omissions occurring prior to any transfer and liability for any transfer if in violation of this Conservation Restriction shall survive the transfer. Any new owner shall cooperate in the restoration of the Premises or removal of violations caused by prior owner(s) and may be held responsible for any continuing violations.

VIII. ESTOPPEL CERTIFICATES

Upon request by the Grantor, the Grantee shall, within thirty (30) days, execute and deliver to the Grantor any document, including an estoppel certificate, which certifies the Grantor's compliance or non-compliance with any obligation of the Grantor contained in this Conservation Restriction.

IX. NON MERGER

The parties intend that any future acquisition of the Premises shall not result in a merger of the Conservation Restriction into the fee or be unenforceable on that account. The Grantor agrees that it will not grant, and the Grantee agrees that it will not take title, to any part of the Premises without having first assigned this Conservation Restriction to a non-fee owner to ensure that merger does not occur and that this Conservation Restriction continues to be enforceable by a non-fee owner.

X. AMENDMENT

If circumstances arise under which an amendment to or modification of this Conservation Restriction would be appropriate, Grantor and Grantee may jointly amend this Conservation Restriction; provided that no amendment shall be allowed that will affect the qualification of this Conservation Restriction or the status of Grantee under any applicable laws, including

Section 170(h) of the Internal Revenue Code of 1986, as amended, or Sections 31-33 of Chapter 184 of the General laws of Massachusetts. Any amendments to this conservation restriction shall occur only in exceptional circumstances. The Grantee will consider amendments only to correct an error or oversight, to clarify an ambiguity, or where there is a net gain in conservation value. All expenses of all parties in considering and/or implementing an amendment shall be borne by the persons or entity seeking the amendment. Any amendment shall be consistent with the purposes of this Conservation Restriction, shall not affect its perpetual duration, shall be approved by the Secretary of Energy and Environmental Affairs and if applicable, shall comply with the provisions of Art. 97 of the Amendments to the Massachusetts Constitution, and any gifts, grants or funding requirements. Any amendment shall be recorded in the Norfolk County Registry of Deeds.

XI. EFFECTIVE DATE

This Conservation Restriction shall be effective when the Grantor and the Grantee have executed it, the administrative Approvals required by Section 32 of Chapter 184 of the General Laws have been obtained, and it has been recorded in a timely manner in the Norfolk County Registry of Deeds.

XII. NOTICES

Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other shall be in writing and either served personally or sent by first class mail, postage pre-paid, addressed as follows:

To Grantor: Sun Life Assurance Company of Canada
One Sun Life Executive Park
Wellesley, Massachusetts 02481
Attention: General Counsel

To Grantee: Board of Selectmen
Town of Needham
Town Hall
1471 Highland Avenue
Needham, Massachusetts 02492

or to such other address as any of the above parties shall designate from time to time by written notice to the other. If the notice is returned to sender as undeliverable, notice shall be re-sent to as current an address as is reasonably ascertainable by the parties.

XIII. GENERAL PROVISIONS

A. Controlling Law.

The interpretation and performance of this Conservation Restriction shall be governed by the laws of the Commonwealth of Massachusetts.

B. Liberal Construction.

Any general rule of construction to the contrary notwithstanding, this Conservation Restriction shall be liberally construed in favor of the grant to effect the purpose of this Conservation Restriction and the policy and purposes of Massachusetts General Laws Chapter 184, Sections 31-33. If any provision in this instrument is found to be ambiguous, any interpretation consistent with the purpose of this Conservation Restriction that would render the provision valid shall be favored over any interpretation that would render it invalid.

C. Severability.

If any provision of this Conservation Restriction or the application thereof to any person or circumstance is found to be invalid, the remainder of the provision of this Conservation Restriction shall not be affected thereby.

D. Entire Agreement.

This instrument sets forth the entire agreement of the parties with respect to this Conservation Restriction and supersedes all prior discussions, negotiations, understandings or agreements relating to the Conservation Restriction, all of which are merged herein.

XIV. MISCELLANEOUS

A. Pre-existing Public Rights.

Approval of this Conservation Restriction pursuant to M.G.L. Chapter 184, Section 32 by any municipal officials and by the Secretary of Energy and Environmental Affairs is not to be construed as representing the existence or non-existence of any pre-existing rights of the public, if any, in and to the Premises, and any such pre-existing rights of the public, if any, are not affected by the granting of this Conservation Restriction.

Attached hereto and incorporated herein are the following:

- (1) Signature and Acknowledgement Page(s) for Grantor;
- (2) Signature and Acknowledgement Pages for the Needham Conservation Commission acting for the Grantee;
- (3) Signature and Acknowledgement Pages for the Needham Board of Selectmen's Approval of the Acceptance of this Conservation Restriction Pursuant to M.G.L. Ch. 40, Sec. 8C and Approval of this Conservation Restriction Pursuant to M.G.L. Ch. 184, Sec. 32;
- (4) Signature and Acknowledgement Page for the Approval of this Conservation Restriction by the Secretary of Energy and Environmental Affairs of the Commonwealth of Massachusetts;

- (5) Exhibit A Describing the Premises which are subject to this Conservation Restriction.

[Remainder of Page Intentionally Left Blank]

WITNESS the execution hereof under seal this ____ day of _____, 2016.

Sun Life Assurance Company of Canada

By: _____
Name:
Title:

By: _____
Name:
Title:

COMMONWEALTH OF MASSACHUSETTS

_____, ss:

On this ____ day of _____, 2016, before me, the undersigned notary public, personally appeared _____ and proved to me through satisfactory evidence of identification, which was a [_____] Driver's License or personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as _____ on behalf of **Sun Life Assurance Company of Canada**.

Notary Public
My Commission Expires:

ACCEPTANCE OF GRANT

The above Conservation Restriction from Sun Life Assurance Company of Canada to The Town of Needham, acting by and through its Conservation Commission, was accepted by a majority of the Conservation Commission this _____ day of _____, 2016.

Conservation Commission

By: _____

By: _____

By: _____

By: _____

By: _____

COMMONWEALTH OF MASSACHUSETTS

Suffolk, ss:

On this _____ day of _____, 2016, before me, the undersigned notary public, personally appeared _____ and proved to me through satisfactory evidence of identification, which was a [_____] Driver's License or personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose as a member of the **Conservation Commission** for The Town of Needham.

Notary Public

My Commission Expires:

APPROVAL OF GRANT

The above Conservation Restriction from Sun Life Assurance Company of Canada to The Town of Needham, acting by and through its Conservation Commission, was approved by a majority of the Board of Selectmen this _____ day of _____, 2016.

Board of Selectmen

By: _____

By: _____

By: _____

By: _____

By: _____

APPROVAL OF BOARD OF SELECTMEN

We, the undersigned, being a majority of the Board of Selectmen of The Town of Needham, hereby certify that at a public meeting duly held on _____, 2016, the Board of Selectmen voted to approve the foregoing Conservation Restriction from Sun Life Assurance Company of Canada to The Town of Needham, acting by and through its Conservation Commission, pursuant to Section 8C of Chapter 40 and Section 32 of Chapter 184 of the General Laws of Massachusetts.

Board of Selectmen

By: _____

By: _____

By: _____

By: _____

By: _____

COMMONWEALTH OF MASSACHUSETTS

Suffolk, ss:

On this _____ day of _____, 2016, before me, the undersigned notary public, personally appeared _____ and proved to me through satisfactory evidence of identification, which was a [_____] Driver's License or personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose as a member of the **Board of Selectmen** for The Town of Needham.

Notary Public

My Commission Expires:

APPROVAL BY SECRETARY OF ENERGY AND ENVIRONMENTAL
AFFAIRS OF THE COMMONWEALTH OF MASSACHUSETTS

The undersigned, Secretary of Executive Office of Energy and Environmental Affairs of the Commonwealth of Massachusetts, hereby certifies that the foregoing Conservation Restriction from Sun Life Assurance Company of Canada to The Town of Needham, acting by and through its Conservation Commission, has been approved in the public interest pursuant to Massachusetts General Laws, Chapter 184, Section 32.

Secretary of Energy and Environmental Affairs

Dated: _____, 2016

COMMONWEALTH OF MASSACHUSETTS

Suffolk, ss:

On this _____ day of _____, 2016, before me, the undersigned notary public, personally appeared _____ and proved to me through satisfactory evidence of identification, which was a [_____] Driver's License or personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose as the **Secretary of Energy and Environmental Affairs**.

Notary Public

My Commission Expires:

Exhibit A

The area shown as "Proposed Area "3" of Conservation Restriction", "Proposed Area "4" of Conservation Restriction" and "Proposed Area "5" of Conservation Restriction" and having approximately 49,066 square feet or 1.13 acres, 30,850 square feet or 0.71 acres, and 52,813 square feet or 1.21 acres, respectively, as shown on a plan (the "Plan") entitled "Conservation Restriction Easement Plan of Land in Wellesley and Needham, Massachusetts", dated July 1, 2004 and prepared by BSC Group, Worcester, MA, which plan is being recorded with the Norfolk County Registry of Deeds and/or filed with the Norfolk Registry District of the Land Court simultaneously herewith.

For Grantor's title to the Premises, see Book 31451, Page 392 in the Norfolk County Registry of Deeds.

Summary report: Litéra® Change-Pro TDC 7.5.0.166 Document comparison done on 6/29/2016 2:41:22 PM	
Style name: Default Style	
Intelligent Table Comparison: Inactive	
Original DMS: iw://GOODWINDMS/ACTIVE/82526574/6	
Description: Conservation Restriction - Needham 2015 (v6)	
Modified DMS: iw://GOODWINDMS/ACTIVE/82526574/8	
Description: Conservation Restriction - Needham 2016 (v8)	
Changes:	
Add	15
Delete	13
Move From	0
Move To	0
Table Insert	0
Table Delete	0
Table moves to	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	28



The Revitalization Trust Fund

Needham Community

08/12/2016

"It is only through reaching out,
that we are drawn together"™

To: Kate Fitzpatrick-Town Manager
Needham Board Of Selectmen

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

Re: Request for Approval of Banner

Dear Kate and the Board of Selectmen,

The Revitalization Trust Fund is requesting permission from the Town for acceptance of the following banner for use within the NCRTF/Chapel Street Banner Showcase Display program.

The Revitalization Trust Fund banner –

Purpose: To raise awareness of the Revitalization Trust Fund's work and encourage continued public participation.

This banner display has been reviewed and approved by the NCRTF and awaits your review.

The 5 Revitalization Trust Fund banners are scheduled to run periodically on Chapel Street.

Each banner has the same themed image on both sides.

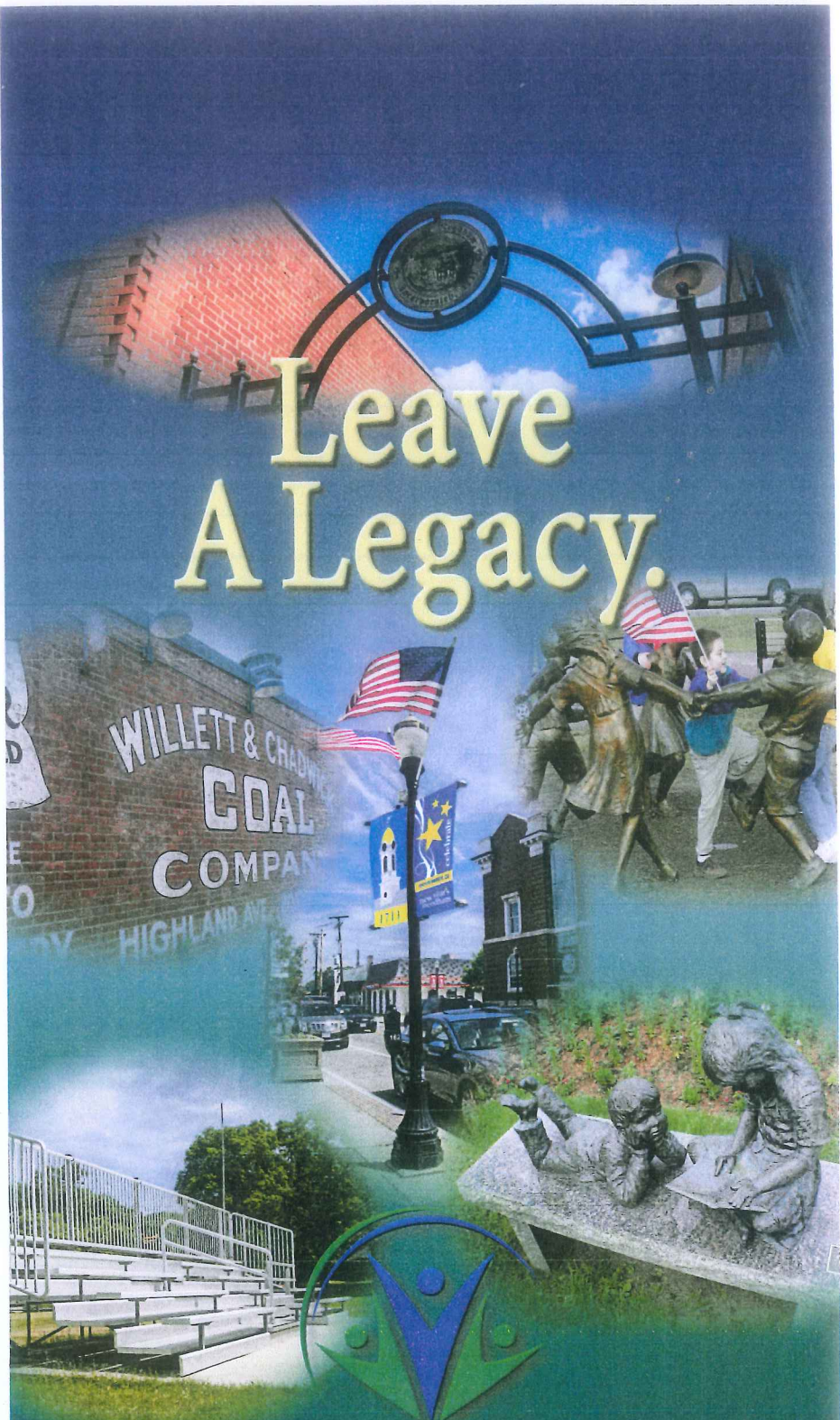
The Chapel Street Banner Showcase program was developed to allow Needham non/not for profit organizations to affordably create greater public awareness of their work and events, as they serve Needham and beyond.

This program is managed by the NCRTF in conjunction with the Town Of Needham.

Thank you for your consideration.

Sincerely,

Paul A. Good
Founder/Chair
The Revitalization Trust Fund (NCRTF)
781-718-5552



Leave A Legacy.

THE REVITALIZATION TRUST FUND

PRIVATE FUNDING TRANSFORMING PUBLIC SPACES

www.NeedhamMA.gov/Donate/NCRTF



The Revitalization Trust Fund

Needham Community

08/12/2016

*"It is only through reaching out,
that we are drawn together"*[™]

To: Kate Fitzpatrick-Town Manager
Needham Board Of Selectmen

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

Re: Request for Approval of NCRTF Project

Dear Kate and the Board of Selectmen,

The Revitalization Trust Fund is requesting permission from the Town for acceptance of the following project to be installed within Needham's public spaces.

BID Needham Banner - Grand Opening Breast Care Center

Purpose: To announce grand opening of the new BID Needham Breast Care Center

Thank you for your consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read "Paul A. Good".

Paul A. Good
Founder/Chair

The Revitalization Trust Fund Committee (NCRTF)
781-718-5552



Beth Israel Deaconess Hospital
Needham

BREASTCARE CENTER
OPENING FALL 2016

bidneedham.org/breastcare

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

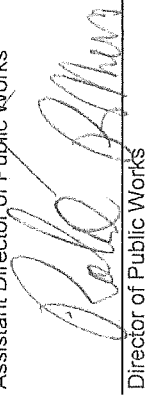
WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	-\$102.90
Water Irrigation:	-\$1,721.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$280.65
Transfer Station Charges:	\$0.00
Total Abatement:	-\$2,104.55

Order #: 1221

Read and Approved:


Assistant Director of Public Works


Director of Public Works

For the Board of Selectmen

Date: 8/16/16

**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	Dutile	Dale & Lisa	26317	23934	26	Stonecrest Drive	-\$1,721.00	\$0.00	\$0.00	-\$1,721.00	ACC	N
JO	Council on Aging (1)						\$0.00	-\$102.90	-\$280.65	-\$383.55	COA	N

Total: -\$2,104.55

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