

BOARD OF SELECTMEN

February 28, 2017

Needham Town Hall

Agenda

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

	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Public Hearing – Eversource 1242 South Street Maureen Carroll, Eversource Energy Representative
2.	7:00	Community Preservation Committee – Proposals Under Review - Gary Crossen, Chair - Mark Gluesing, Vice-Chair - Patty Carey, Director of Park and Recreation - David Davison, Assistant Town Manager/Director of Finance
3.	7:30	Town Manager - Eversource West Roxbury to Needham Reliability Project - Town Manager Report
4.	7:45	Board Discussion - Rotary Club Carnival Proposal - Committee Reports

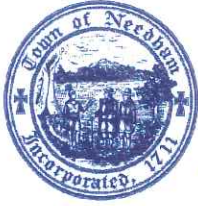
APPOINTMENTS

1.	Traffic Management Advisory Committee	Sue Stein (term expiration: 6/30/2019)
2.	PPBC User Representative – DPW Fuel Island Project	Rick Merson Bob Lewis
3.	PPBC User Representative - DPW seasonal Storage Facility	Kate Fitzpatrick Rick Merson
4.	Metropolitan Area Planning Council (Alternate)	Lee Newman (extend term to 6/30/2019)

CONSENT AGENDA *=Backup attached

1.*	Sign the Warrant for the Annual Town Election to be held on Tuesday, April 11, 2017.
2.*	Approve a Special One Day Wine and Malt Beverages License for Gregg Bierman, of Temple Beth Shalom to host its Purim Celebration on Saturday, March 11, 2017 from 7:30 p.m. to 10:00 p.m. The event will be held at Temple Beth Shalom, 670 Highland Avenue, Needham, MA 02494.

3.	Ratify Grant of Location that the Board approved on February 14, 2017 for Linden Street and Cypress Street. Motion should have read: "Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 31 feet of conduit in Linden Street. This work is necessary to provide underground electric service at 11 Cypress Street, Needham." The fact sheet submitted on February 14, 2017 said 11 feet of conduit.
4.	Accept the following gifts received by the Needham Public Library for the period of October 15, 2016 to February 22, 2017: Needham resident Gretchen Leary donated a copy of her book, <i>The Quiet Bear</i> , to the Children's Room (\$16.00); Harriet Goldin gave the library a check for \$107.00, commission from the sale of her paintings that were hung in the Friends' Gallery; Catherine Parnell donated a copy of <i>Save the Last Dance</i> by Eric Joseph and Eva Ungar Grudin (\$16.95); Elizabeth Carter Wellington gave the library a copy of her new book, <i>Circus Girl: A Novel</i> (\$33.95); the Middlesex Savings Bank provided the library with a supply of bookmarks that list the library's new hours and phone numbers; Bridget Gardner donated \$10.00, in appreciation for help in using the Genealogy Collection; Lee and Lulu Grodzins have provided the library with a subscription to <i>Smithsonian</i> (\$12.00); Ellen Knizeski donated \$150.00 for the purchase of mystery books in memory of her father Bernie Ford; Mike Deigan gave the library a 17.5" x 17.5" black and white aerial photograph of Needham; Rev. Heike Werder donated a copy of <i>Hillbilly Elegy</i> by J.D. Vance (\$27.99); Clara Forbes donated 5 books (149.88); Edwin Harwood donated a copy of <i>Conclave</i> by Robert Harris (\$26.95); the Friends of the Needham Library donated \$41,860 for the purchase of books, audiovisual items, an archives file, Children's Room tables and a hanging rack for book and CD kits; the Library Foundation of Needham donated \$12,200 for the purchase of books and audiovisual items; Artist Dan Callahan gave the library \$25.00, 10% commission from a painting that he sold after it had hung in the Friends' Gallery; and the family of Marion (Bickford) Walker gave the library a copy of Marion's 1932 Needham High School yearbook, <i>The Advocate</i> .
5.	Approve a 2017 Common Victualler license application from North Hill Needham d/b/a Central Avenue Cafe, 865 Central Avenue.
6.*	Approve a Special One Day Wines & Malt Beverages License for Dinneen Grably of the Gifford Cat Shelter to host its Spring Soiree and Silent Auction event on Saturday, April 22, 2017 from 6:00 p.m. to 10:00 p.m. The event will be held in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.
7.*	Approve minutes of February 14, 2017, open session.
8.*	Water & Sewer Abatement Order #1232.
9.	Approve request from the Substance Prevention Alliance of Needham and the Needham Police Department to use the Town Common on Saturday, April 29 from 10:00 a.m. to 2:00 p.m. for a Prescription Drug Take Back Event.



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

MEETING DATE: 02/28/2017

Agenda Item	Public Hearing: Eversource Energy – South Street
Presenter(s)	Maureen Carroll, Eversource Energy representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED Eversource Energy requests permission to install approximately 11 feet of conduit in South Street. This work is necessary to provide underground electric service at 1242 South Street, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN <u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 11 feet of conduit in South Street. This work is necessary to provide underground electric service at 1242 South Street, Needham.
3.	BACK UP INFORMATION ATTACHED (Describe backup below) a. Petition Letter of Application b. Order c. Petition Plan d. Notice Sent to Abutters e. List of Abutters



200 Calvary Street
Waltham, Ma 02453

February 8, 2017

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

RE: South Street
Needham, MA
W/O #2188249

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install about 11 feet of conduit in South Street.

The reason for this work is to provide underground electric service to 1242 South Street.

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

Very truly yours,

Steven M. Owens, Supervisor
Rights and Permits

SMO/kj
Attachments

OK to
Proceed
2/22/17
OK R.P. Hanson, DEW Director
2/21/17
Tom Ryder, DEW Engr.

**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 January 20, 2017** and filed herewith, under the following public way or ways of said Town:

**South Street – Southerly from pole 12/141 approximately 450 feet east of
Crestview Road a distance of 11 ± feet of conduit.**

(W.O. #2188249)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**



BY _____
Steven M. Owens
Rights & Permits, Supervisor

Dated this 8th day of February

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2017

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

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

**South Street – Southerly from pole 12/141 approximately 450 feet
east of Crestview Road a distance of 11 ± feet of conduit**

(W.O. #2188249)

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 January 20, 2017** 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 3 4 5	_____ _____ _____ _____ _____	Board of Selectmen the Town of NEEDHAM
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CERTIFICATE

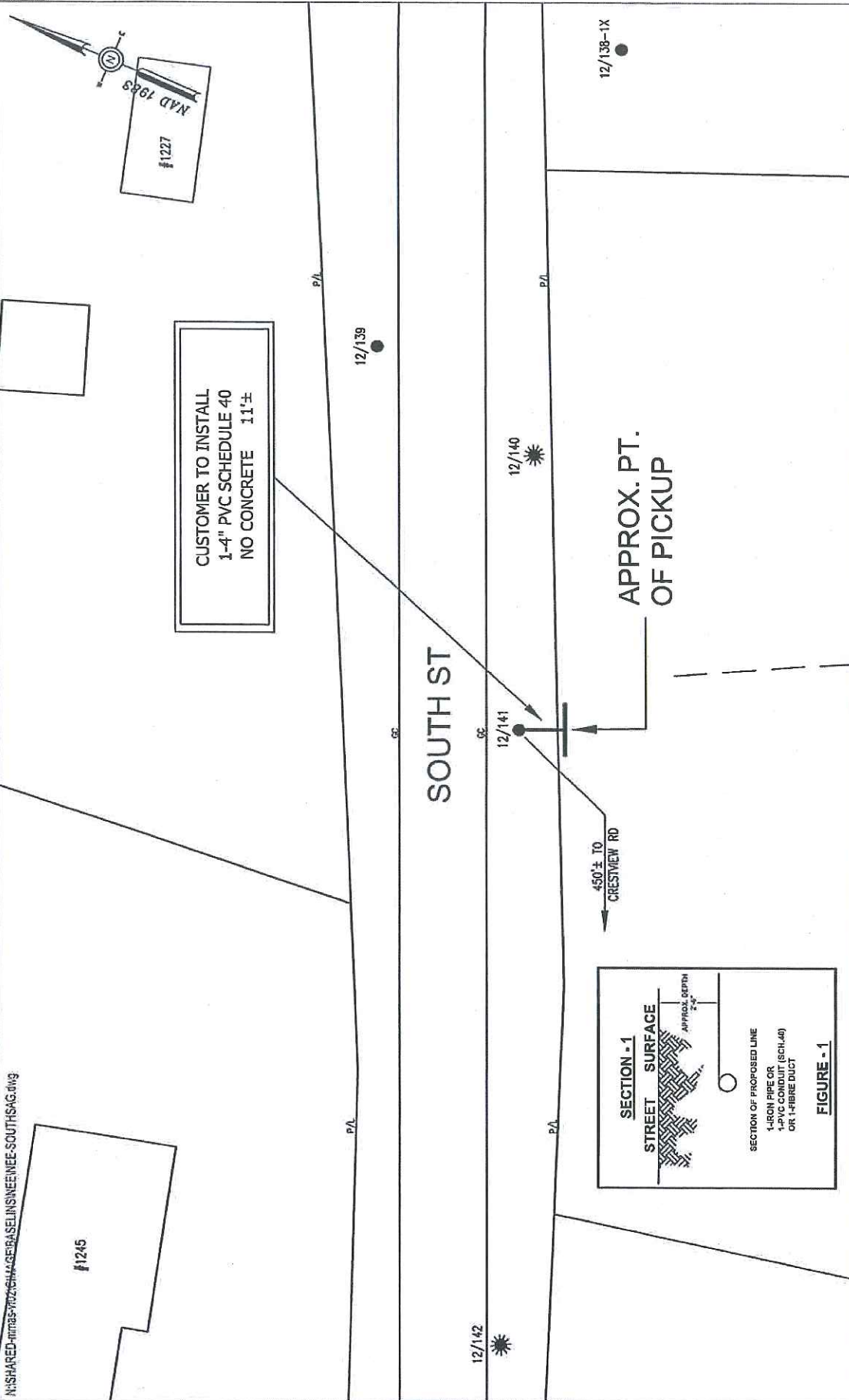
We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven 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 _____ 2017 at _____ in said Town.

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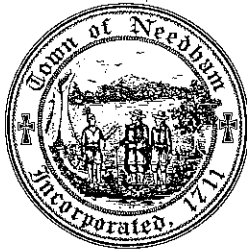
CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2017 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



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, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR DAMAGE OF ANY KIND, INCLUDING BUT NOT LIMITED TO, LOSS OF PROFITS, REVENUE, BUSINESS, OR DATA, OR ANY OTHER LOSS OR DAMAGE, ARISING OUT OF OR IN CONNECTION WITH THE USE OF THE INFORMATION TO THE MAXIMAL EXTENT ALLOWED BY LAW. YOU AGREE TO YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY. THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. ANY USER OF THE INFORMATION SHALL BE RESPONSIBLE FOR VERIFYING THE INFORMATION EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION 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 ELECTRIC & GAS DIVISION 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
C#	Ward #	Work Order # 2188249	Plan of SOUTH ST
	Surveyed by: N/A	Research by: SC	NEEDHAM
	Plotted by: LM	Proposed Structures: LM	Showing PROPOSED CUSTOMER CONDUIT LOCATION
	Approved: A DEBENEDICTIS	Scale 1"=30'	Date JANUARY 20, 2017
P#		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 February 28, 2017** upon petition of Eversource Energy dated **February 8, 2017** to install about 11 feet of conduit in South Street. The work is necessary to provide underground electric service to 1242 South Street, Needham.

A public hearing is required and abutters should be notified.

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

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

BOARD OF SELECTMEN

Dated: February 22, 2017

1242 SOUTH ST

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	STATE	ZIP	PARCEL ID	PROPERTY ADDRESS
CARTER, CRYSTAL		1227 SOUTH ST	NEEDHAM	MA	02492	1992110000200000	1227 SOUTH ST
SHEIN, TATYANA		1245 SOUTH ST	NEEDHAM	MA	02492	1992110000300000	1245 SOUTH ST
MISHRA, RAJESH &	MISHRA, JYOTI	40 CRESTVIEW RD	NEEDHAM	MA	02492	1992090002000000	40 CRESTVIEW RD
WEINTRAUB, RICHARD J.		60 CRESTVIEW RD	NEEDHAM	MA	02492	1992090002100000	60 CRESTVIEW RD
BRUNO, JOSEPH D. &	BRUNO, DENISE A.	1254 SOUTH ST	NEEDHAM	MA	02492	1992090001900000	1254 SOUTH ST
CARROLL, LINDA		82 CRESTVIEW RD	NEEDHAM	MA	02492	1992090002200000	82 CRESTVIEW RD
RAISMAN, RICHARD S. & LYNN H.	C/O 1242 SOUTH STREET LLC	18 NORTH RD	BEDFORD	MA	01730	1992090002300000	1242 SOUTH ST
KORZON, ALEXANDER & ALFRED, TRS.	C/O KORZON, ALFRED	125 TUDOR RD	NEEDHAM	MA	02492	1992090002400000	1230 SOUTH ST
1220 SOUTH STREET LLC		1184 SOUTH ST	NEEDHAM	MA	02492	1992080000100000	1220 SOUTH ST

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



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

MEETING DATE: 2/28/2017

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The CPC members will meet with the Board to discuss the projects before the CPC for funding consideration this year. Mr. Davison will follow with a review of funding scenarios for the Rosemary Recreation Complex that was provided to the CPC. The Board and Committee members will discuss the known projects in the five year forecast.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Update only.	
3.	BACK UP INFORMATION ATTACHED
a. Information on Projects Under Review b. Rosemary Complex Project CPA Funding Memo from David Davison dated February 17, 2017	

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
 c/o Park & Recreation Department
 500 Dedham Avenue, Town Hall
 Needham, MA 02492
www.needhamma.gov/CPC

1. **Applicant:** Park and Recreation, Town Manager **Submission Date:** 12/1/16

2. **Applicant's Address, Phone Number and Email:**

500 Dedham Avenue
 Needham, MA 02492
3. **Purpose:**
(Please select all that apply)
 - ☐ Open Space
 - ☐ Community Housing
 - ☐ Historic Preservation
 - ☒ Recreation

- Contact Name:**
 Matthew Toolan, Chairman of Park and Recreation

4. **Project Name:** Rosemary Recreation Complex
5. **Project Location/Address/Ownership (Control):**
 178 Rosemary Street, Needham, MA 02492
 under control of Park and Recreation Commission

6. **Amount Requested:** \$ 12,000,000

7. **Estimated Total Project Cost (If Different):** \$ 15,800,000

8. **Critical Dates: (If Applicable)**
 Approval of funds in may would allow construction to begin in June 2017, with hopes of opening the new facility in Summer 2018.

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

Project Name: Rosemary Recreation Complex

9. Project Summary: In 100 words or less provide a brief summary of the project:

With PPBC, Park and Recreation has been working with BH+A through the design and permitting stages for the Rosemary Recreation Complex, that would replace the pool with new outdoor aquatic facilities, enhance use of the outdoor site, reconstruct the bathhouse, and improve the parking and site access. From other Town funds, a second floor would be added with a year-round multi-purpose programming space, and offices for the Park and Recreation Department and Health Department. Throughout the design phase, efforts have been made to create energy efficiencies, maintain the natural setting, and meet new federal standards for stormwater management.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

The Town of Needham has hosted public outdoor swimming at the Rosemary site since the 1930's. In the late 1960's, it was determined the lake did not meet water quality standards for swimming, so the pool was built as a temporary measure in 1972 and remained in use through the 2016 season. It has now officially closed. The new design replaces the 20,000 square foot pool with 14,000 square feet within two structures: a lap lane pool with a side area for diving, and a recreation pool with zero depth entry, play features, and long lanes for water walking or swimming. A spray park/splash pad would be added adjacent to the pools, for in-season use, as well as some out of season months, and boating programs on the lake will be re-established. The parking lots will be rebuilt, with porous pavement used in the lower lot.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
 c/o Park & Recreation Department
 500 Dedham Avenue, Town Hall
 Needham, MA 02492
 www.needhamma.gov/CPC

- | | |
|--|---|
| <p>1. Applicant: Park and Recreation
Town of Needham, DPW</p> | <p>Submission Date:</p> |
| <p>2. Applicant's Address, Phone Number and Email:</p> <p>500 Dedham Avenue
 Needham, MA 02492
 781-455-7550; adelgaizo@needhamma.gov
 Contact Name:
 Anthony DelGaizo, Town Engineer</p> | <p>3. Purpose:
 <i>(Please select all that apply)</i></p> <p> ☒ Open Space
 ☐ Community Housing
 ☐ Historic Preservation
 ☐ Recreation </p> |
| <p>4. Project Name: Rosemary Lake Sediment Removal - Removal Activities</p> | |
| <p>5. Project Location/Address/Ownership (Control):</p> <p>178 Rosemary Street
 Needham, MA 02494
 Town of Needham, owner</p> | |
| <p>6. Amount Requested:</p> | <p>\$ 2.1M</p> |
| <p>7. Estimated Total Project Cost (If Different):</p> | <p>\$ 1.95M</p> |
| <p>8. Critical Dates: (If Applicable)</p> <p>Sediment sampling has been conducted in the lake and permitting activities including filings with the Conservation Commission, MEPA, and DEP. Additional sampling is needed to determine the contaminant levels. Permitting is anticipated to be approved by September 2017.</p> | |

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

Project Name: Rosemary Lake Sediment Removal - Removal Activities

9. Project Summary: In 100 words or less provide a brief summary of the project:

This project will be for the dredging and off-site management of impacted sediment from Rosemary Lake. There is sediment at the bottom of the lake that is impaired due to the accumulation of roadway pollutants from storm runoff water. The lake is suffering from low dissolved oxygen levels, nutrient loading (fertilizers), bacteria, and road contaminants, which are all problematic to the ecosystem of the lake and adjoining brook. This project will consist of removing the impacted sediment (0.5 to 5.5 feet in thickness) from the bottom of Rosemary Lake. Additional contaminants have been found in the sediment subsequent to the initial testing, requiring disposal at an out-of-state landfill facility. It is estimated that up to 30,000 cubic yards of sediment will be dredged.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

The lake is located in the Charles River watershed which has a Total Maximum Daily Load (TMDL) for pathogens and phosphorus. Rosemary Brook, from the outlet of the lake to its confluence with the Charles River, is listed as an impaired water and is a Category 5 water body. Under the recent National Pollution Discharge Elimination System (NPDES) Permit, a program under the clean water act, Needham is required to undertake Best Management Practices (BMPs) to improve existing water quality in impaired waterbodies. Removal of impacted sediments will enhance one of Needham's natural resources by improving the water quality of the Lake, and thus the quality of Rosemary Brook.

Note: This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
 c/o Park & Recreation Department
 500 Dedham Avenue, Town Hall
 Needham, MA 02492
www.needhamma.gov/CPC

- | | |
|--|---|
| <p>1. Applicant: Park & Recreation, Town Manager, DPW</p> <p>2. Applicant's Address, Phone Number and Email:</p> <p>_____</p> <p>500 Dedham Avenue
 Needham, MA 02494</p> <p>_____</p> <p>Contact Name: _____</p> | <p>Submission Date: 11/4/16</p> <p>3. Purpose:
 <i>(Please select all that apply)</i></p> <p> ☒ Open Space
 ☐ Community Housing
 ☐ Historic Preservation
 ☒ Recreation </p> |
|--|---|
- 4. Project Name:** Cricket Field Renovation
- 5. Project Location/Address/Ownership (Control):**
- Hillside Ave., Needham MA, Park and Recreation, Town of Needham
- 6. Amount Requested:** \$ 285,000
- 7. Estimated Total Project Cost (If Different):** \$
- 8. Critical Dates: (If Applicable)**

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

Project Name: Cricket Field Renovation

9. Project Summary: In 100 words or less provide a brief summary of the project:

The Cricket field renovation project will help address current needs of refined grading and soil amendments, new irrigation systems and a complete resurfacing of the sports fields playing surface of a blend of proven Bluegrass sod varieties. This work will mimic work performed on other field renovation projects completed throughout Town. Those projects are Walker Gordon, Greene's field, Newman playing fields, Mills field and lastly Pollard field. This project would have to be a summer project because of logistics of taking it off line during the Spring or Fall.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

Cricket field has long been used for active and passive recreation. This land was originally gifted to the Town for this express purpose. In addition to multiple sport playing fields there is also a playground here for younger children and seating areas for quiet relaxation. As was heard from the community during feasibility studies for locations of the new Hillside School, both the neighborhood and community at large aired their sentiments on how important this open land and recreation space mean to the community. This renovation will help protect this field investment for many years to come so that future generations can enjoy this land.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
 c/o Park & Recreation Department
 500 Dedham Avenue, Town Hall
 Needham, MA 02492
 www.needhamma.gov/CPC

1. **Applicant:** Needham Public Schools and Needham Board of Selectmen **Submission Date:** 11/15/16

2. **Applicant's Address, Phone Number and Email:**

1330 Highland Avenue
 Needham MA 02492

Contact Name:
 Dan Gutekanst & Kate Fitzpatrick
3. **Purpose:**
(Please select all that apply)
 - ☒ Open Space
 - ☐ Community Housing
 - ☐ Historic Preservation
 - ☒ Recreation

4. **Project Name:** Hillside School Walking Trails
5. **Project Location/Address/Ownership (Control):**
 Central Avenue, site of former Owens' Poultry Farm and lands under License with the Town of Wellesley (a.k.a. Wellesley Water Lands)

6. **Amount Requested:** \$ 210,000

7. **Estimated Total Project Cost (If Different):** \$ \$210,000

8. **Critical Dates: (If Applicable)**
 Survey and all phases of Design/Project Funding Year: FY18 (May 2017 ATM.) Construction: FY 18 through FY19. Completion: FY20 - timed prior to September 2019 opening date of new school.

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

Project Name: Hillside School Walking Trails

9. Project Summary: In 100 words or less provide a brief summary of the project:

This is a project to construct a trail walk behind the new Hillside School to be constructed on Central Avenue. All or a portion of this project will be constructed on land owned by the Town of Wellesley, but which has been licensed to the Town of Needham for this purpose. This project, along with another project to design and build a playing field and adjacent walkways on the licensed land, are considered separate, but parallel projects to the Hillside School building project.

The PPBC is working with Parks and Recreation and the Conservation Department to explore opportunities to have some of the walking trails on the Wellesley-owned land constructed by the Student Conservation Association (SCA) (www.thesca.org/) in a project similar to those constructed in recent summers at Ridge Hill. If this is possible, the construction may be able to start as early as the summer of 2017.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

The project is conceived as a component of the overall design of the Hillside School. The Central Avenue site abuts an expansive conservation area to the west toward Wellesley, including woods on the northwest side of the property, all of which offer a scenic, picturesque and attractive school setting. The design intent is to take full advantage of these natural areas for instructional purposes. Students will have opportunities to engage the water's edge and the habitats that exist there for the collection, examination and identification of native plant, animal and insect species. In addition, a nature trail is envisioned winding across a walkway or bridge beyond the former hen house through the hill at the back of the property. The trail will provide an overlook of the wetlands and could serve as an outdoor classroom for the school.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
 c/o Park & Recreation Department
 500 Dedham Avenue, Town Hall
 Needham, MA 02492
 www.needhamma.gov/CPC

- | | |
|--|---|
| <p>1. Applicant: Board of Selectmen, Town Manager
Conservation Commission, Park & Recreation</p> <p>2. Applicant's Address, Phone Number and Email:</p> <p>Town Hall - 1471 Highland Avenue
 Needham, MA 02492
 kfitzpatrick@needhamma.gov</p> <p>Contact Name:
 Kate Fitzpatrick</p> | <p>Submission Date: December 1, 2016</p> <p>3. Purpose:
 (Please select all that apply)</p> <p> ☒ Open Space
 ☐ Community Housing
 ☐ Historic Preservation
 ☒ Recreation </p> |
| <p>4. Project Name: Needham Accessible Reservoir Trail</p> <p>5. Project Location/Address/Ownership (Control):</p> <p>470-500 Dedham Avenue
 Needham, MA 02492
 The land is under the control of the Board of Selectmen.</p> | |
| <p>6. Amount Requested: \$ 860,000</p> | |
| <p>7. Estimated Total Project Cost (If Different): \$ 935,000</p> | |
| <p>8. Critical Dates: (If Applicable)</p> <p>The proponents of the project have a goal of starting construction in the summer of 2017.</p> | |

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

Project Name: Needham Accessible Reservoir Trail

9. Project Summary: In 100 words or less provide a brief summary of the project:

This request is for the construction of a fully accessible perimeter trail around the Needham Reservoir. The trail will consist of a combination of wooden boardwalks and stone dust trails and will significantly upgrade an existing trail and provide access to the Reservoir to all members of the community. The trail has been designed in cooperation of Conservation Department and Park and Recreation Department staff, assisted by a professional consultant. The project has successfully been permitted through the Needham Conservation Commission and the Needham Planning Board.

The estimated cost of the project design is based on a cost estimate prepared by the project consultant and is based on recent comparable projects. A portion of the project, related to the closure of abandoned wells, will be paid for by other sources.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

The improved trail will provide a unique resource to the town, by offering access to a safe and stable walking trail as well as fishing access to those of all abilities, including amenities for the sight impaired. By providing a fully accessible trail and fishing access, all members of the community, including those with disabilities, the elderly, and residents of all ages will be able to fully utilize and enjoy the unique beauty and history of the Needham Reservoir.

The improvements to the trail will also serve to preserve the sensitive wetland system that surrounds the reservoir by defining access points and discouraging encroachment into the sensitive portions of the property. The formal closure of the abandoned water wells also accomplishes a necessary action by the town.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

**TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE**

c/o Park & Recreation Department
500 Dedham Avenue, Town Hall
Needham, MA 02492
www.needhamma.gov/CPC

1. **Applicant:** MWRA **Submission Date:** 12/1/16
2. **Applicant's Address, Phone Number and Email:**
- Charlestown Navy Yard
100 First Avenue, Building 39
Boston, MA 02129
- Contact Name:**
Marianne Connolly (617) 788-1165
3. **Purpose:**
(Please select all that apply)
- ☐ Open Space
☐ Community Housing
☒ Historic Preservation
☐ Recreation
4. **Project Name:** Echo Bridge Railings
5. **Project Location/Address/Ownership (Control):**
Echo Bridge on Sudbury Aqueduct (Needham/Newton)
6. **Amount Requested:** \$ 250,000
7. **Estimated Total Project Cost (If Different):** \$ 1.44 million
8. **Critical Dates: (If Applicable)**

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

Project Name: Echo Bridge Railings

9. Project Summary: In 100 words or less provide a brief summary of the project:

See attached

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

See attached

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*



MASSACHUSETTS WATER RESOURCES AUTHORITY

Charlestown Navy Yard
100 First Avenue, Building 39
Boston, MA 02129

Frederick A. Laskey
Executive Director

December 1, 2016

Telephone: (617) 242-6000
Fax: (617) 788-4899
TTY: (617) 788-4971

Ms. Patricia Carey
Director, Parks and Recreation
Community Preservation Act Agent
Needham Town Hall
1471 Highland Avenue
Needham, MA 2459

RE: Community Preservation Act Initial Eligibility Application for
MWRA's Echo Bridge \$1.44 M Railing Reconstruction/Replication Plan

Dear Ms. Carey:

Attached is the Massachusetts Water Resources Authority's (MWRA) Initial Eligibility Application to the Needham Community Preservation Committee (CPC) for their review to determine Initial Project Eligibility as described in the Town of Needham Community Preservation Application Process. As you know, the Massachusetts Water Resources Authority (MWRA) is working with the ad-hoc Echo Bridge Railing Committee in seeking Community Preservation Act funding for a full Reconstruction/Replication for the historic railings at Echo Bridge from both the City of Newton and Needham Community Preservation Committees (CPCs). This CPC application is identical to the one filed November 14, 2016 with the Newton Community Preservation Committee except that the reference on page 2 to the Newton Open Space & Recreation Plan is replaced with a reference to the Needham Open Space & Recreation Plan.

The project described in the attached Initial Eligibility Application calls for a \$1.44 million full reconstruction plan for the historic railings at Echo Bridge. MWRA is seeking \$250,000 from the Town of Needham and \$500,000 from the City of Newton which represents approximately 52% of the total project cost. The Initial Eligibility Application includes a complete project description and letters of support from the Newton Upper Falls Historic District Commission and the Friends of Hemlock Gorge. The Needham Historical Commission reviewed and approved the Reconstruction Plan at their meeting on November 21, 2016 and will be following up with a letter of support as well.

Although the need for railing reconstruction has been discussed since the 2007 feasibility study was completed and is an Action Item in the Needham Open Space and Recreation Plan, only now with the infusion of community support has the MWRA had the opportunity to submit a CPC proposal. While we understand the priority of many projects already in the queue, the pressing need to improve the railings at the lowest possible cost drives the MWRA to respectfully ask the Needham CPC to consider this proposal with the utmost urgency. MWRA

staff will be presenting this proposal to the Newton CPC on Thursday, December 8, 2016 requesting "off-cycle" consideration to meet the Needham CPC's annual schedule.

In the event that MWRA is able to secure funding from both Newton and Needham Community Preservation Committees (CPCs) and other financial resources are identified, it is MWRA's intention to undertake this work in 2017. If you should need additional information or have any questions, please call me at (617) 788-1165.

Sincerely,



Marianne Connolly
Senior Program Manager
Environmental Review and Compliance

Attachments

cc: Kate Fitzpatrick, Town Manager, Needham
Brona Simon, MHC
Alice Ingerson, City of Newton
Representative Denise Garlick
Patrice Kish, DCR
Paul Rullo, MWRA
Carmine DeMaria, MWRA
Lee Fisher, Echo Bridge Railing Committee

C:NeedhamCPCSubmittalCover



Newton & Needham, Massachusetts Community Preservation Programs FUNDING REQUEST

(For staff use)
date rec'd:



PRE-PROPOSAL



PROPOSAL

Please submit this completed file directly – do not convert to PDF or other formats, to:

Community Preservation Committee, c/o Park & Recreation Dept., Needham Town Hall,
500 Dedham Ave., Needham, MA 02492 (pcarey@needhamma.gov, 781.455.7550,
www.needhamma.gov/index.aspx?NID=425) AND

Community Preservation Program Manager, Planning & Development Dept., Newton City Hall, 1000
Commonwealth Ave., Newton, MA 02459 (aingerson@newtonma.gov, 617.796.1144, www.newtonma.gov/cpa)

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

Project TITLE	Echo Bridge Historic Railing Reconstruction		
Project LOCATION	Echo Bridge, visible from Ellis Street in Newton, straddles the Charles River. It links the mill village of Newton Upper Falls to Needham (Reservoir Street) and links DCR parkland on both sides of the river (Hemlock Gorge).		
Project CONTACTS	Name & title or organization	Email	Phone
Project Manager	Marianne Connolly, Massachusetts Water Resources Authority	marianne.connolly@mwra.com	617-788-1165
Other Contacts	Lee Fisher, Echo Bridge Railing Committee	fishberg@rcn.com	617-527-0614
Project FUNDING	A. CPA funds requested: \$500,000 Newton/ \$250,000 Needham	B. Other funds to be used: \$690,000 (State, MWRA, Donations)	C. Total project cost (A+B): \$1,440,000 estimate
Project SUMMARY	Explain how the project will use the requested CPA funds. You may provide more detail in attachments, but your PROJECT SUMMARY MUST FIT IN THE SPACE BELOW. Use a cover letter for general information about the sponsoring organization's accomplishments. Word count for pre-proposal: 100.		
Echo Bridge was built in 1876 to carry the Sudbury Aqueduct over the Charles River at Hemlock Gorge. Its top surface was designed as a pedestrian promenade with decorative cast iron railings on both sides. Over the course of 140 years these railings have severely deteriorated, exacerbated by poorly-executed repairs made decades ago. A temporary chain link fence was installed in 2008 for safety reasons. A feasibility study of the railings was conducted in 2007 by McGinley Kalsow & Associates of Somerville. It described the conditions existing at that time and listed various material and method options for railing reconstruction. The MWRA, in collaboration with interested parties in Newton and Needham, has selected full in-kind replication of the railing posts and "BWW" rosettes with new ductile cast iron parts and reconstruction of the rails running between posts using color galvanized steel piping. A safety screen of 2"x2" steel mesh will be secured between the railing posts to meet current code requirements, as shown in the photo to the right. More details are available in the attached Reconstruction Plan. The MWRA, as funding recipient, will provide the engineering, contracting, and project management expertise to conduct the reconstruction project. Ongoing maintenance of the railings will be performed with funds from MWRA's maintenance budget. Future changes to the railings, if needed, will continue to require review and approval from the Newton Upper Falls Historic District Commission and the Massachusetts Historical Commission.			



You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

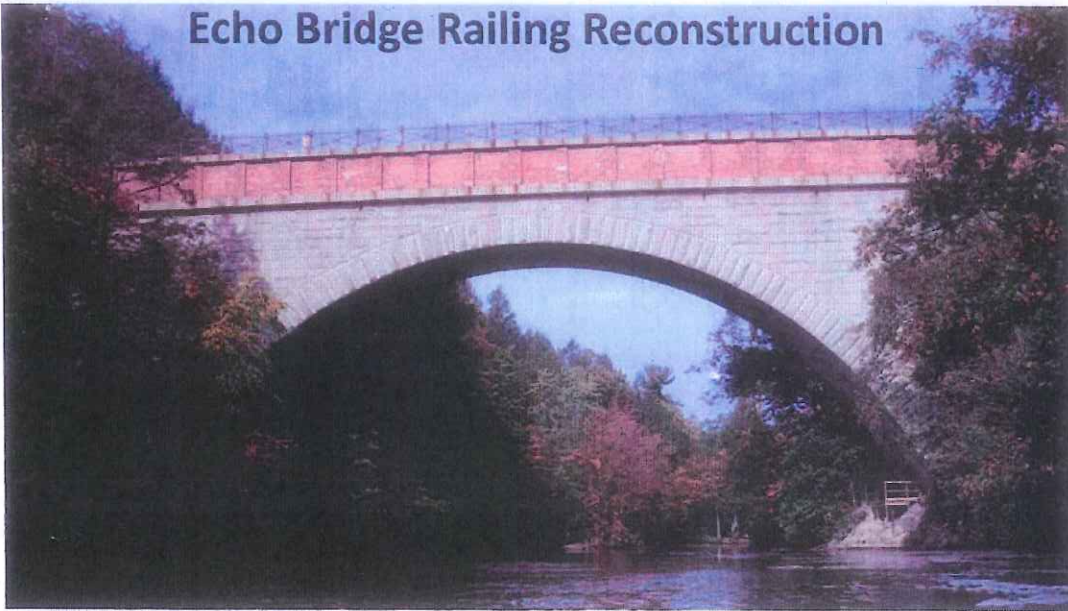
Project TITLE	Echo Bridge Historic Railing Reconstruction		
USE of CPA FUNDS	HISTORIC RESOURCES		
Reconstruct/ rehabilitate	This project would use a combination of the "reconstruction" (for the cast iron railing) and "rehabilitation" (for additional screening to meet current safety codes) treatments in the <i>Secretary of the Interior's Standards</i> .		
COMMUNITY NEEDS	Demonstrate how this project meets previously identified community needs by providing: for Newton, a brief quote from each of at least 2 plans linked to the Guidelines & Forms page of www.newtonma.gov/cpa (with plan title, year, and page number); for Needham, equivalent quotes from the "Factors for Consideration" in the <i>Community Preservation Plan</i> , at http://ma-needham.civicplus.com/index.aspx?NID=440		
Echo Bridge is an iconic structure of local, metropolitan, and national significance. It is visited in all seasons by hikers, commuters, cyclists, friends & families, artists, nature lovers. Reconstruction of the historic railings will enhance the experience of those who visit and demonstrate a public/private commitment to preservation of historic landscapes. 1. Newton Comprehensive Plan (2007): www.newtonma.gov/civicax/filebank/documents/30752 p78 (p4-10) "About twelve or more Village Centers in Newton are intended to be strongly pedestrian-oriented areas, including those listed below." Echo Bridge is listed, in addition to the village of Upper Falls, and the closing of Cooks Bridge in mid-2016 has underscored the key value of Echo Bridge to pedestrians and cyclists who depend upon it daily. The pedestrian experience over this Bridge will be greatly enhanced by reconstruction of the historic railings. 2. Newton's Heritage Landscapes (March, 2010): www.newtonma.gov/civicax/filebank/documents/30750 Cover page showcases Echo Bridge as a Heritage Landscape. p8 (p5) "Along the riverfront, where recreation would eventually replace industry, the Metropolitan Park Commission created the Hemlock Gorge reservation with Echo Bridge as its focal point." p13 (p10) Charles River Corridor – "Today the bridge has a pedestrian trail on top linking Newton and Needham." p50 (p47) Heritage Landscapes Identified By Community: Echo Bridge "Current discussion re replacement railing." 3. Needham Open Space and Recreation Plan (2007): www.needhamma.gov/DocumentCenter/View/13868 p3 (p9-3) Objective I-D. Preserve Unique Features: "Work with City of Newton, MWRA, state agencies and private organizations to rehabilitate Echo Bridge... Funding: CPA" (Note: eastern terminus of Needham Aqueduct Trail) 4. Town of Needham Community Preservation Plan (3/14): www.needhamma.gov/DocumentCenter/View/9621 p18 (p18) "A. Historic Preservation Resources and Needs - The 19 listed properties in Town are: Echo Bridge"			
COMMUNITY CONTACTS	List at least 3 residents or organizations from Needham, and 3 from Newton, willing and able to comment on the project and its manager's qualifications. No more than 1 should be a supervisor, employee or current work colleague of the project manager or sponsor.		
	Name & title or organization	Email	Phone
	Jack Cogswell, Needham Historical Society, Trustee	j.cogswell@verizon.net	781-444-0852
	Jeff Heller, Needham Resident	jd heller@mindspring.com	781-888-2014
	Fred Moder, Needham Resident	fmoder@verizon.net	781-444-5061
	Brian Yates, Newton City Councilor & President of Friends of Hemlock Gorge	byates@newtonma.gov	617-244-2601
	Jack Neville, President, Newton Upper Falls CDC	jjneville@comcast.net	617-332-3757
	Ruth Balser, State Representative (Newton)	ruth.balser@mahouse.gov	617-722-2396

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.
Full proposals must include separate, detailed budgets in addition to this page.

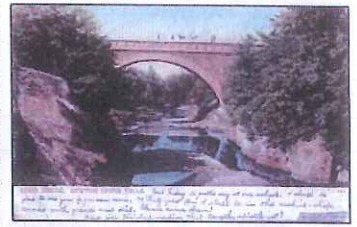
Project TITLE	Echo Bridge Historic Railing Reconstruction		
SUMMARY CAPITAL/DEVELOPMENT BUDGET			
Uses of Funds			
Design, permitting, bidding, project management, resident inspection, (performed by MWRA staff)			\$240,000
Direct Construction Costs (from 2007 study, uplifted to 2016 dollars)			\$920,000
25% Contingency			\$230,000
Bond			\$50,000
D. TOTAL USES (should equal C. on page 1 and E. below)			\$1,440,000
Sources of Funds	Status (requested, expected, confirmed)		
CPA funding – Newton*	Request Underway		\$500,000
CPA funding – Needham*	Request Underway		\$250,000
MWRA (250,000 Bond appropriation and \$240,000 in-house services)	Committed		\$490,000
Foundations & Agencies (incl. state Dept. of Conservation & Recreation, Massachusetts Historical Commission, etc.)	To be requested		\$50,000
Community & Individual Donations	Partial commitment		\$150,000
*NOTE: 2/3 of Echo Bridge is in Newton (320 feet) and 1/3 is in Needham (185 feet) including landings – See attached maps.			
E. TOTAL SOURCES (should equal C. on page 1 and D. above)			\$1,440,000
SUMMARY ANNUAL OPERATIONS & MAINTENANCE BUDGET (cannot use CPA funds)			
Uses of Funds			
Periodic inspection/maintenance			\$5,000
F. TOTAL ANNUAL COST (should equal G. below)			\$5,000
Sources of Funds			
MWRA Operating Budget			\$5,000
G. TOTAL ANNUAL FUNDING (should equal F. above)			\$5,000
Project TIMELINE	Phase or Task	Est. Cost.	Season & Year
	Design, permitting, bidding, project management, resident inspection (10 months)	\$228,000	June 2017 – March 2018
	Construction Engineering Services during construction and Project Management	\$1,212,000	March 2019 – November 2018
	TOTAL	\$1,440,000	

Project TITLE		Echo Bridge Historic Railing Reconstruction	
Check off submitted attachments here. ↓		Attachments in red below are required for a pre-proposal. All other attachments are required only for a full proposal.	
REQUIRED.	X	PHOTOS	of existing site conditions (2-3 photos may be enough for the pre-proposal)
	X	MAPS	USGS topographical map showing regional location of project; assessors map showing location of the project (in relation to nearest major roads)
REQUIRED for full proposal.		NEEDHAM COMMUNITY PRESERVATION PLAN	current listing/ranking & risk factors for this project
For pre-proposal, just use page 3 of form. For full proposal a separate, detailed budget attachment is REQUIRED.		PROJECT FINANCES printed and as computer spreadsheets, with both uses & sources of funds	
		development pro forma/capital budget: include total cost, hard vs. soft costs and contingencies, and project management – amount and cost of time from contractors or staff (in-kind contributions by existing staff must also be costed) operating/maintenance budget, projected separately for each of the next 10 years (CPA funds may not be used for operations or maintenance)	
		non-CPA funding: commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions	
		purchasing of goods & services: briefly summarize sponsor's understanding of applicable state statutes and City policies	
Recommended for pre-proposal. REQUIRED for full proposal.	X	HISTORIC SIGNIFICANCE	See separate instructions for 3 attachments required by Newton, analyzing historic significance and showing how project meets national preservation standards. Full proposal should include the National/State Register listing, in electronic form (omit from required printed copies).
REQUIRED for full proposal.		SPONSOR FINANCES & QUALIFICATIONS, INSTITUTIONAL SUPPORT	
		MWRA most recent annual operating budget (revenue & expenses) & financial statement (assets & liabilities); include both public and private resources ("friends" organizations, fundraising, etc.)	
		for project team & manager: relevant training & track record of managing similar projects	
		SITE CONTROL, PROJECT MANAGEMENT, RESTRICTION	
	X	COVER LETTER	from MWRA confirming commitment of staff time for project management and agreeing to any permanent deed restriction required by Newton & Needham CPCs as a condition of funding; if such a restriction will be held by the Massachusetts Historical Commission, please include a letter from MHC agreeing to hold the restriction.
		ZONING & PERMITTING	
		short email confirming review by Newton's Development Review Team (DRT)	
		brief property history: at least the last 30 years of ownership & use	
		environmental mitigation plans: incl. lead paint, asbestos, underground tanks	
		zoning relief and permits required: incl. parking waivers, demolition or building permits, comprehensive permit or special permit	
		other approvals required: Conservation Commissions, Historical Commissions, Massachusetts Architectural Access Board, etc.	
		DESIGN & CONSTRUCTION	
		professional design & cost estimates: include site plans & elevations	
		materials & finishes; highlight "green" or sustainable features & materials	
OPTIONAL.	X	LETTERS or PETITIONS of SUPPORT	Friends of Hemlock Gorge, Newton Upper Falls Historic District Commission (12/1/16)

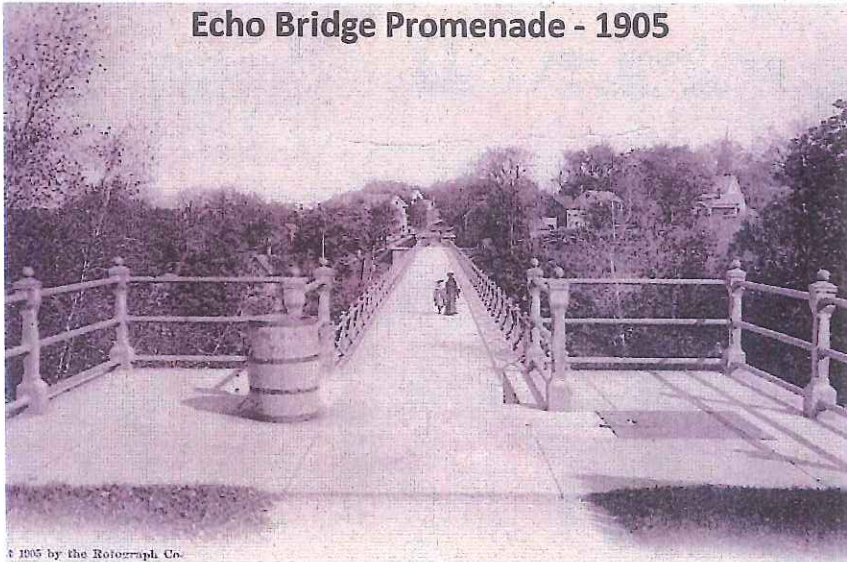
Echo Bridge Railing Reconstruction



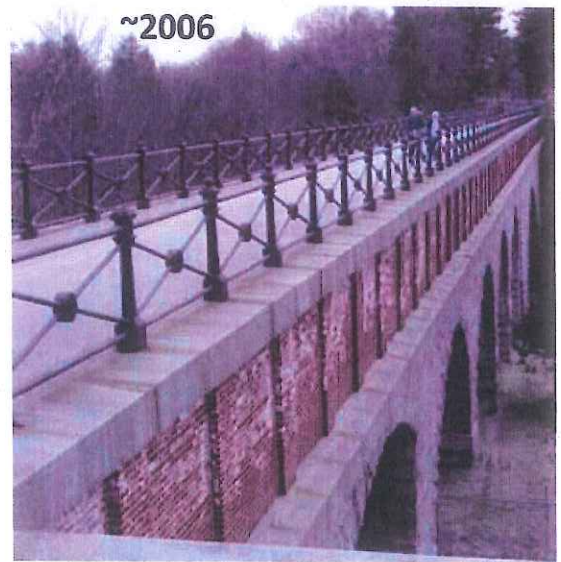
Built in 1876, this national landmark is a metropolitan destination, as reflected in the postcards to the right. The historic railing design is integral to the landscape.



Echo Bridge Promenade - 1905



~2006



Current Railing Conditions:

Spalling cast iron at post base:



Inappropriate repairs & eroded paint:



Temporary chain link fence mounted on concrete pads & tied to historic railing:



2016

Echo Bridge Historic Railing Reconstruction

Attachment 1 – Analysis of Historical Significance

Echo Bridge, constructed in 1876-1877 by the Boston Water Board, “possesses integrity of location, design, setting, materials and workmanship and important associations with the development of a major water system to serve Boston’s growing population in the late nineteenth century.”¹ Developments like Back Bay and Fenway depended on such water for their growth.

It is 475 feet in length and consists of seven arches, five of 37’ span and one of 38’ over Ellis Street in the mill village of Newton Upper Falls. The seventh and largest arch is 130’ in length, “described by F.H. Barrett, a Boston Water Works engineer, as the second longest masonry arch on this continent and one of the largest stone arches in the world.”¹ Plans stated: “The bridge is to be built in a most substantial manner of granite and brick work. The piers, arches and abutments up to the level of the conduit will be of granite, and above this there will be a handsome face-brick parapet, formed by pilasters into panels, and capped with a heavy granite coping, the whole surmounted by an ornamental railing.”² These railings atop the bridge are made of cast iron and consist of decorative railing posts spaced 8’ apart with pipe rails forming the top rail, bottom rail and crossing intermediate rails. There are decorative cast iron rosettes halfway between each post.

As eloquently stated in its National Registry Nomination Form, “Echo Bridge is a graceful and handsomely constructed bridge of granite and brick which adds to the rugged beauty of Hemlock Gorge. Its purpose was only to carry an aqueduct across the river, but its design was carefully conceived to contribute to its magnificent site rather than to detract from it.”¹

The Gorge was one of the first of five parks acquired by the Metropolitan Park Commission in 1893 for recreation purposes and as such was part of the conservation movement which helped to shape metropolitan Boston. The Gorge was praised by Charles Eliot: “At the Upper Falls of Charles River the stream flows darkly between rocky and broken banks, from which hang ranks upon ranks of graceful Hemlocks.”³ Echo Bridge and the Gorge have served as a tourist destination for 140 years, as evidenced by old postcards and daily visits today.

The top of the bridge serves as a Promenade connecting the City of Newton and the Town of Needham and unites DCR parklands on both sides of the river. For some people in eastern Needham it has long offered the shortest pedestrian path to Boston and Albany Railroad’s Highland Branch trains into Boston (now MBTA’s D line).

Public Recognition:

According to Massachusetts Historical Commission records, Echo Bridge holds the following *National Register of Historic Places* designations (#80000638):

<i>National Register Individual property (NRIND)</i>	04/09/1980
<i>National Register District (NRDIS)</i>	09/04/1986 & 01/18/1990
<i>National Register Multiple Resource Area (NRMRA)</i>	09/04/1986
<i>National Register Thematic Resource Area (NRTRA)</i>	01/18/1990

The bridge is showcased in Newton’s Heritage Landscapes report (3/2010) and a painting of it resides in Room 205 at Newton City Hall. Numerous local businesses are named after the bridge. It has been an iconic structure nestled in the midst of our communities for 140 years.

¹ *National Register of Historic Places Nomination Form*, Candice Jenkins, MHC, 9/11/1978

² *Report of the Joint Board upon the Improvement of Charles River*, MPC & State Board of Health, Boston 1896

³ *Charles Eliot, Landscape Architect*, Houghton Mifflin & Co., Boston 1902, page 316

Attachment 2 – Description of Historically Significant Features

Elevation of South Side

BOSTON WATER WORKS
 Middlebury River Conduit
 Charles River Bridge
 Dec. 1879

A photograph of a long, multi-arched stone bridge with a brick parapet and a metal railing, spanning a river in a wooded area. The bridge features a series of stone arches supporting a walkway with a brick wall and a decorative metal railing. The surrounding area is densely wooded with trees, and the river flows beneath the bridge.

Echo Bridge Historic Railing Reconstruction

Attachment 3 – Summary & Justification of Proposed Treatment

A detailed discussion of the proposed treatment exists in our six page *Echo Bridge Railing Reconstruction Plan* dated November 14, 2016 and attached to the CPC Pre-Proposal. Unlike speculative reconstruction, the original railing remains in place so we can select the best preserved posts and rosettes to create forms accurately replicating the historic details shown in Attachment 2 in modern ductile cast iron castings. This in-kind treatment reconstructs the historic railings for the benefit of generations to come. The information below is excerpted from our Plan as a summary and justification of our choice of reconstruction.

In 2007 MWRA funded an extensive study of the railings by McGinley Kalsow & Associates¹. The Report found that more than 50% of the historic railing posts were severely damaged and, because of the grout that was added and the severe rusting of the railings, half of the visually sound posts are likely to be damaged during a dismantling process.

Given that the railings have undergone so much deterioration, it is the conclusion of the MWRA and the Echo Bridge Railing Committee that based on the Secretary of Interior's Guidelines for historic properties², preserving, rehabilitating and/or restoring the railings is not feasible or recommended from cost and structural perspectives. Rather, the Committee's chosen solution for the railings at Echo Bridge is to accurately reconstruct the railing with new materials that replicate the historic design and have an expected useful life of up to 150 years.³

The 2007 Study offered a more expensive alternative of salvaging an estimated 25% of the posts. The Committee rejected this preservation option for the following reasons:

- 1. The additional decade of deterioration suggests that even fewer will be salvageable,*
- 2. The non-uniform wall thickness of the old posts means "a marked reduction in their ability to adequately resist the forces of corrosion and ice jacking" than new ductile castings. (ref p22 of the 2007 Study),*
- 3. The labor of sandblasting the interior and exterior of each old post, repairing minor cracks with welding, examining each post by an architectural conservator, and applying load testing acceptable to the structural engineer (See p14 of Study) adds approximately \$200,000 more to the total project cost, whose funding is already far from assured, and*
- 4. Mixing 140 year old posts with new posts reduces the expected life of the railing system, and the way it is constructed makes it impossible to swap one post for another without major disassembly. With CPA funding influenced by the long term viability of the project, such a mix would undermine any CPA proposals.*

For a more detailed discussion of this topic see the *Echo Bridge Railing Reconstruction Plan*

¹ "Echo Bridge Safety Improvement Program" McGinley Kalsow & Associates, September 2007.

² 36 CFR Part 68 in the July 12, 1995 Federal Register (Volume 60, No.133) The Secretary of Interior's Standards for the Treatment of Historic Properties.

³ "Echo Bridge Safety Improvement Program", Materials Comparison Table, page 29, McGinley Kalsow & Associates, September 2007.

RAILINGS AT ECHO BRIDGE

(approximately 505 ft.)



11/8/2016 MwraGIS map1869-1

1 inch = 200 feet

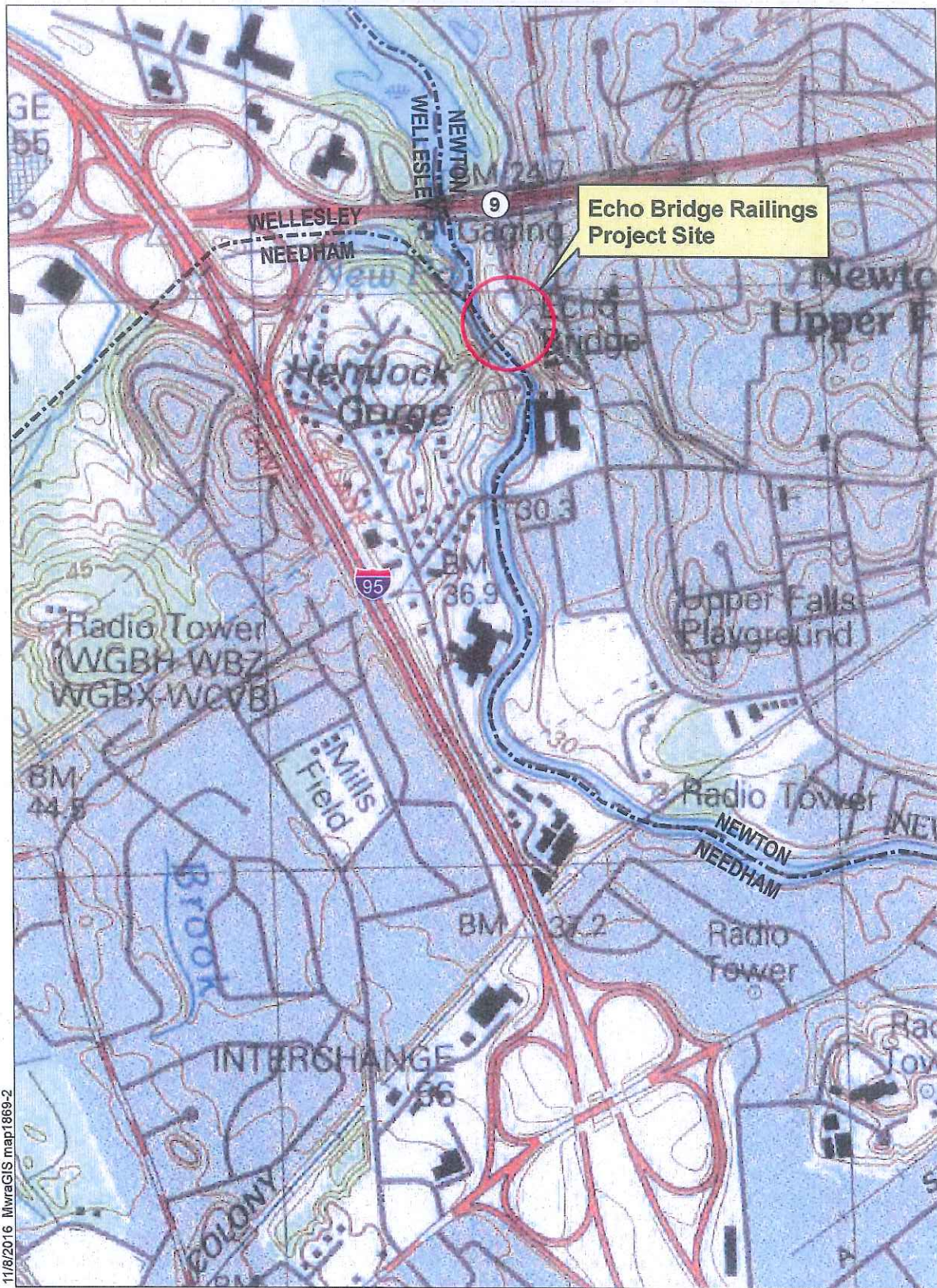
0 100 200 400 Feet

--- Municipal Lines

MWRA Owned Land

Assessors Boundary

USGS LOCUS PLAN



1 inch = 800 feet

0 400 800 1,600 Feet

--- Municipal Lines

Echo Bridge Railing Reconstruction Plan



November 14, 2016

Echo Bridge Background

Echo Bridge, officially known as the Charles River Aqueduct Bridge, spans the Charles River and connects the City of Newton and the Town of Needham. This pedestrian bridge serves as a conduit for the MWRA's Sudbury Aqueduct, and was constructed by the Boston Water Board in 1876. The Aqueduct still operates as an active emergency back-up water supply. The bridge is 475 feet long, 15 feet wide, and has seven arches, the longest spanning nearly 130 feet above the river. In 1980 Echo Bridge was included on the National Register of Historic Places designated by the Department of the Interior through the Massachusetts Historical Commission. The present original railings atop the bridge are made of cast iron and consist of decorative railing posts spaced 8 feet apart with pipe rails forming the top rail, bottom rail and crossing intermediate rails. There are decorative cast iron rosettes halfway between each post.

Present Conditions of Original Railings

The original railings have undergone severe deterioration from freeze-thaw actions and corrosion over the years. Efforts were undertaken to stabilize segments of the railings by partially filling the posts with a cementitious grout and then welding the cast iron ball tops to the post. This cementitious grout not only trapped moisture but also gave a surface for ice-jacking to take place. There is ample evidence of detached and missing railing components that further worsen their condition. The deterioration has advanced to a point where the reliability of the entire length of the original railings cannot be deemed adequate to maintain a contemporary standard of public safety.

In January 2008, the deterioration of the railings prompted MWRA to install temporary chain link fencing as a backup measure for public safety. The 1-inch mesh black chain link fencing is tethered to the original railings by tubular members at regular intervals to provide lateral stability for the fence.

In 2007, MWRA funded an extensive study of the railings by McGinley Kalsow & Associates¹. The Report found that more than 50% of the posts were severely damaged and because of the grout that was added and the severe rusting of the railings, half of the visually sound posts are likely to be damaged during a dismantling process.



Fractured Post

¹ "Echo Bridge Safety Improvement Program" McGinley Kalsow & Associates, September 2007.

The Study documents extensive corrosion inside the cast iron posts and estimates that 21% of the BWW rosettes have spalled at the bottom or rusted at the rail pipe joints beyond repair. This number will also significantly increase during any disassembly process. In addition, 5% to 23% of the railings have rust corrosion, reducing the mechanical strength of the rail and its connections. More importantly, the most severe corrosion is on the inside of the pipes where it is not visible. According to the Study, because of extensive corrosion where the rails are connected to the cast iron posts and rosettes, freeing these joints without damage to one part may be impossible in many cases.



Cast Iron Spalling at Rosette

MWRA Stewardship

MWRA's mission is to provide reliable, cost-effective, high-quality water and sewer services that protect public health, promote environmental stewardship, maintain customer confidence, and support a prosperous economy. MWRA was created by the legislature in 1984 and inherited operations and facilities beginning in 1985 from the Metropolitan District Commission, a century-old department of state government. MWRA's long-term business plan emphasizes improvements in service and systems and includes aggressive performance targets for operating "active" water and wastewater systems and maintaining new and existing facilities. Echo Bridge is considered an "emergency back-up" facility and therefore not considered a full active facility. Parallel to MWRA's goal of carrying out its capital projects and operating programs is its goal of limiting rate increases to its customer communities. The need to achieve and maintain a balance between these two goals is a critical issue facing MWRA and is reflected each year in its proposed budget. Therefore, MWRA is not in a position to dedicate MWRA ratepayer dollars to fund an historic railing project estimated to cost over \$1.2 million.

In July 2016, recognizing this lack of financial resources, the MWRA proposed a new durable, self-supported interior galvanized steel railing system (Option 4) to the Newton Upper Falls Historic District Commission. During the July meeting the Commission directed the MWRA 1) to use good faith and best effort to work with the city of Newton and the Town of Needham to obtain a Memorandum of Understanding to restore the historic railings, and 2) that the Commission will review and approve the final details of the replacement railing Option 4, that has now become Option 4 b.

Formation of the Echo Bridge Railing Committee

The ad-hoc Echo Bridge Railing Committee (the "Committee") formed to lead the effort to raise public attention and funds to replicate the historic railings. Based on the 2007 study and MWRA estimates, the Committee expects that \$1,200,000 will be needed to reconstruct the bridge and landing railings (not including MWRA engineering services for project management and construction management costs estimated to be \$240,000). Made up of residents from the City of Newton and the Town of Needham, the Committee refined the proposed project. The

Committee is made up of the following local residents: Lee Fisher, Andrea Downes, Karen Osborne and Brian Yates of Newton and Jeff Heller from Needham. MWRA assists the Committee in preparing materials necessary in preparation for the Community Preservation Act (CPA) applications and provides information as needed. As the Owner/Manager of Echo Bridge, MWRA is submitting this Proposal to the Newton Upper Falls Historic District Commission and Needham Historical Commission in November for approval so that CPA applications can be submitted to each municipality. The Committee will also be submitting this Plan to other potential community, agency, and foundation fundraising campaigns.

Construction Methodology for Reconstruction

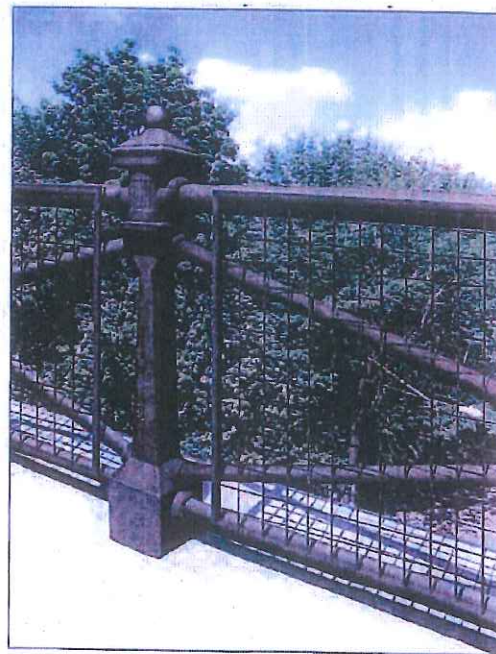
Given that the railings have undergone so much deterioration, it is the conclusion of the MWRA and the Echo Bridge Railing Committee that based on the Secretary of Interior's Guidelines for historic properties², preserving, rehabilitating and/or restoring the railings is not feasible or recommended from cost and structural perspectives. Rather, the Committee's chosen solution for the railings at Echo Bridge is to accurately reconstruct the railing with new materials that replicate the historic design and have an expected useful life of up to 150 years.³

1. For the posts and rosettes, the Committee is choosing to stay with cast iron rather than use carbon steel, aluminum or fiberglass materials also listed as material options in the 2007 study (see Table 1). A modern ductile cast iron will be used rather than the original "gray" (ref. p22 and 30 of the 2007 Study) cast iron because ductile iron is superior in that it has high ductility (i.e. less brittle) as well as higher strength. The posts and rosettes will be cast from molds identically replicating the existing historic components.

2. The pipe railings and cross bars will be made out of color galvanized manufactured steel. The diameters of the existing pipe railings are standard manufactured steel pipe sizes, making this a cost effective solution (ref. page 27 of Study).

3. 2"x2" 10 gauge steel mesh panels will be attached to the new historic railing to bring the railing into state and local safety code compliance. The picture to the right provides a conceptual view.

4. All cast materials will have a black shop-applied industrial paint coating inside (ref. p14 of Study) and outside, providing a ~15 year life before needing painting. (ref. p24 of Study). All steel materials will be shop coated with a color galvanization process in a black color to match the historic color.



² 36 CFR Part 68 in the July 12, 1995 Federal Register (Volume 60, No.133) The Secretary of Interior's Standards for the Treatment of Historic Properties.

³ "Echo Bridge Safety Improvement Program", Materials Comparison Table, page 29, McGinley Kalsow & Associates, September 2007.

The 2007 Study offered a more expensive alternative of salvaging an estimated 25% of the posts. The Committee rejected this option for the following reasons:

1. The additional decade of deterioration suggests that even fewer will be salvageable,
2. The non-uniform wall thickness of the old posts means "a marked reduction in their ability to adequately resist the forces of corrosion and ice jacking" than new ductile castings. (ref. p22of the Study),
3. The labor of sandblasting the interior and exterior of each old post, repairing minor cracks with welding, examining each post by an architectural conservator, and applying load testing acceptable to the structural engineer (ref. p14 of Study) adds approximately \$200,000 more to the total project cost, whose funding is already far from assured, and
4. Mixing 140 year old posts with new posts reduces the expected life of the railing system, and the way it is constructed makes it impossible to swap one post for another without major disassembly. With CPA funding influenced by the long term viability of the project, such a mix would undermine any CPA proposals.

MWRA will be responsible for construction of the new railing in accordance with Massachusetts public construction bidding requirements and award the project to the lowest responsible bidder. MWRA will recommend including contractor qualifications within the specifications. Once awarded, the contract will follow the typical sequence of field verification of dimensions, shop drawing submittal and review, fabrication of materials, followed by installation. The specifications will limit the Contractor to work to one length of the rail, approximately 475 linear feet and to maintain pedestrian traffic on the other half. The total construction contract will be awarded for approximately 10 months with approximately 3 months of active construction on the Bridge.

The 2007 Report estimated the costs for reconstruction to be \$892,288 including a 25% construction contingency. Inflated to 2016 dollars, the reconstruction cost is estimated to be approximately \$1,200,000.00 (plus \$240,000 for MWRA in-house engineering services including project management and construction management) not including inflation to the date of installation.

Table 1

Material Comparison Table
(Comparisons are to original cast iron material.)

Comparison Criteria	Cast & Ductile Iron	Carbon Steel	Aluminum	Reinforced Polyester (Fiberglass)
Historical	- Replicates original historic material + aesthetics. - Ductile iron is modern form of cast iron with improved ductility.	Similar material to cast iron.	Visually very similar to cast iron when painted (sharper corners and smoother surface).	Not a good substitute for decorative cast iron.
Aesthetic	- Matches original material in weight, strength, texture and appearance. - Capable of being cast into highly complex geometries and details.	- Higher melting point makes it more difficult to cast intricate details. Not practical for detailed casting of historic posts. - Indistinguishable from original railings when painted.	Castable - visually replicates molded architectural ornamental work.	- Castable - visually replicates molded architectural ornamental work. - Molds directly from historic features.
Structural + Physical Properties	- Good strength to weight ratio. Good for posts and structurally meets codes. - Not good in tension. Rails tend to have hidden internal corrosion due to water infiltration at joints. For these reasons, not appropriate for handrails.	- Structurally good in tension. Appropriate for handrails + guardrails. - As post, good structurally. - Similar thermal expansion as cast iron. - Decreases in volume during solidification.	- Lower structural strength than cast iron, but structurally adequate for posts - Less brittle than cast iron - Not economical as structural rails - Difficult to prevent galvanic corrosion with other metals - Twice the thermal expansion of steel	- Non load bearing use. Best suited as a façade ornament in non-structural applications. - Requires separate hidden structural post system. To withstand static forces as a rail system. - Cracks when impacted - Twice the thermal expansion of steel. Similar to aluminum
Design + Installation	- Posts anchorage location will match historical. - Patterns/molds need to consider shrinkage as iron cools during fabrication.	10% heavier than ductile iron. - Galvanizing gives complete coverage, coating steel internally, externally and at intricate details. - Factory applied zinc coating (galvanizing) provides greater quality control than field painting.	- Light weight material makes handling easier than cast iron and lowers transportation costs - Easily assembled and good delivery time. - Greater expansion and contraction requires careful detailing and gaskets and/or caulked joints. - Patterns/molds need to consider shrinkage as iron cools during fabrication.	- Light weight material makes handling easier than cast iron and lowers transportation costs. - Internal structural support system requires longer installation time and greater complexity than cast iron. - Greater expansion and contraction requires careful detailing and gaskets and/or caulked joints. - Little shrinkage during fabrication.
Maintenance	- Relatively limited natural corrosion resistance. Regular preparation + painting required. - Difficult to weld due to high carbon content and may lead to brittleness.	- Zinc (Galvanizing) weathers at a very slow rate. Galvanizing produces a coating bonded metallurgically to steel. - Lower Maintenance when color galvanized	- Difficult to keep paint on aluminum - Regular preparation + painting required - Should not be used with cast iron rails due to galvanic action - Replacement of caulking and galvanic action barriers	- Ultraviolet sensitive unless surface is coated or pigments are in gel coat. - Regular Painting + Prep Required. - Lower Material Maintenance. - Good resistance to chemicals.
Useful Life Expectancy	100-150 years	20-50 (Not Galvanized) 40-60 (Galvanized)	- Long life, durable - Cast Alum: 100-125 years - Tubing: 50-100 years	10-30 years - Vapor impermeable, will require ventilation detail to prevent rusting and short life expectancy of internal structural steel system.
Cost	- Similar in material cost to carbon steel. - Least expensive of materials for posts. - Due to necessity of creating molds and slow production rates, expensive for rails.	Very cost effective for handrails. Pipe railing is manufactured in standard sizes.	For similar size casting, aluminum is about 15-20% higher in material cost than cast iron	- Approximately 1/3 the cost to cast a fiberglass post vs. a ductile iron post. Cost of internal structural steel support posts not included. - Small cost saving compared to cast iron when used with concealed structural steel supports.

Option 4b Railing at Echo Bridge Description

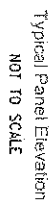
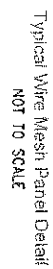
If funding for full reconstruction is not realized, MWRA continues to believe that a new interior, self-supporting, code-compliant railing is the best alternative to adequately address future long-term safety concerns at the Bridge while not precluding future reconstruction of the historic railings. Referred to as Option 4b, the railing design is similar to the railings recently installed at the Massachusetts Department of Conservation and Recreation's historic Fort Warren on Georges Island. Like Echo Bridge in Newton and Needham, MA, Fort Warren is also a property listed on the State and National Registers of Historic Places. MWRA believes that the Option 4b design recognizes the historical significance of Echo Bridge while minimizing the structural and visual impacts to the historic railing. (See attachments included in this pre-proposal.)

The Option 4b design would replace the temporary chain link fence with the installation of a more permanent architectural railing system on the inside of the existing historic railing in an attempt to preserve the historic railing and improve safety conditions and maintain pedestrian traffic at the Bridge. The 42" inch high black galvanized steel railing will be constructed in eight foot long panels to line up with the existing railing posts. The railing will have 1" by 2" flat bar posts with a continuous smooth handrail. Panels, required to meet the State Building Code, will be made of a 2" by 2" 10- gauge steel mesh and attached to the steel railing system. The new railing will be installed 12" from the existing historic railings and will be attached to the historic posts to better secure the historic railing. See Option 4b rendering and drawing on pages 8 and 9.

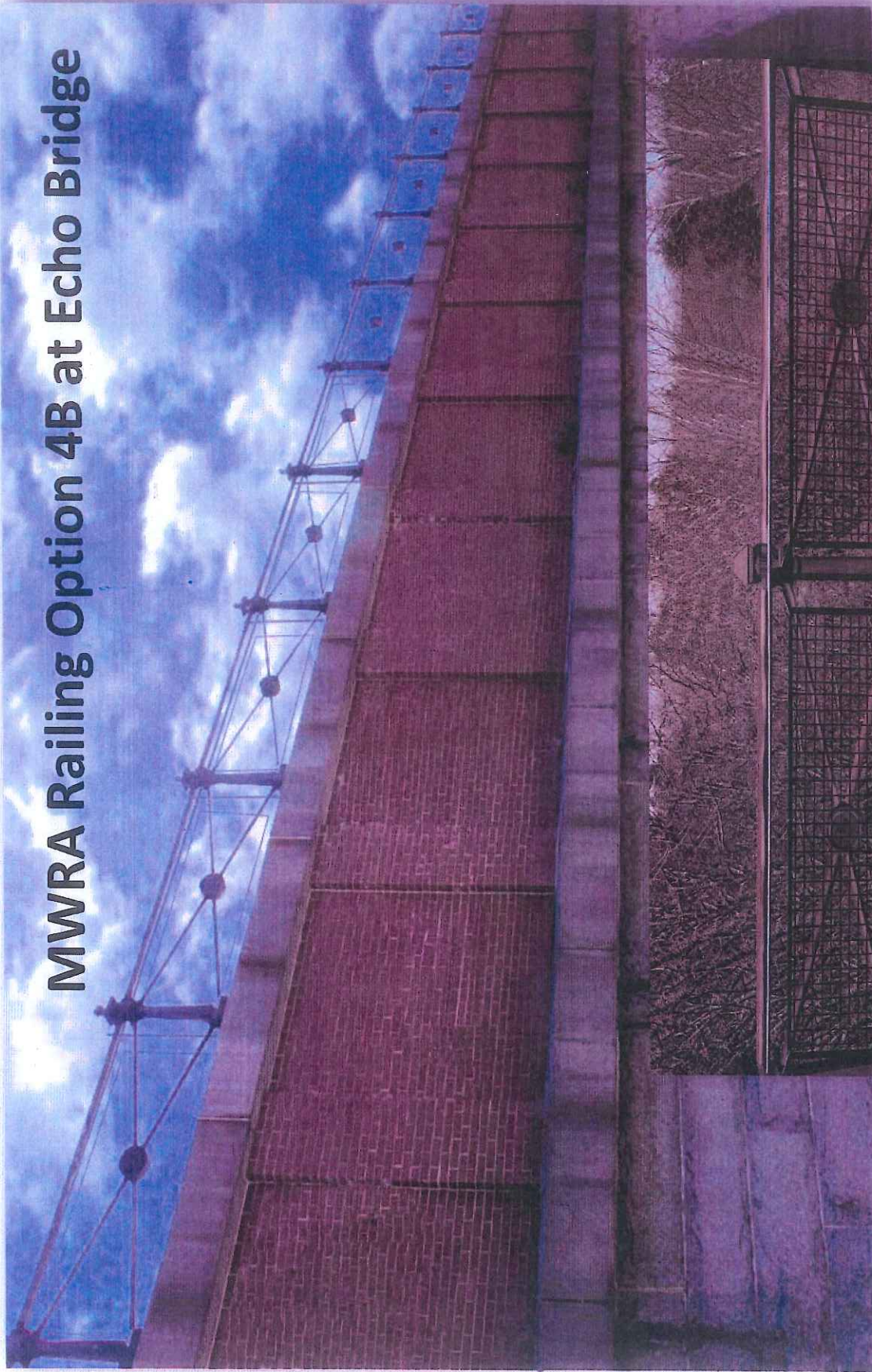
The proposed railing will require 5/8" diameter core holes to be drilled into the existing concrete walkway 8 inches deep attached with an anchoring system. Coring into the concrete walkway will not impact the walkway, the historical granite upon which the old railings are mounted, or the Sudbury Aqueduct's structural integrity. The cost of the railing and installation is estimated to be approximately \$250,000 and will be funded from a previously approved line item in a State Transportation Bond Bill for Echo Bridge railing repair, sponsored by Representative Ruth Balser.

As stated above, it is not clear if and when MWRA will proceed with construction for Option 4b, (pending the resolution of CPA funding). MWRA has emphasized that the construction of 4b does not preclude future fundraising for the full reconstruction plan. In the eventuality of the construction of Option 4b, it is MWRA's intention to design the panels so that they can be re-used in a future construction of the historic railings.

If MWRA proceeds with Option 4b, pedestrian traffic across the bridge will be maintained during construction with temporary barriers installed to separate the work zone from foot traffic. Fabrication of materials will take approximately three months from approval of contractor shop drawings and the installation of the proposed rail will take an additional two to three months.



MWRA Railing Option 4B at Echo Bridge



Granite

Concrete



1094 CHESTNUT STREET
NEWTON, MA 02464

November 9, 2016

TO: Newton Community Preservation Committee

Needham Community Preservation Committee

I am pleased to support the application of the Massachusetts Water Resources Authority for Community Preservation Act funding to restore the railings on top of Echo Bridge linking Newton and Needham. I offer this support as a native of Needham, a resident of Newton Upper Falls for more than sixty years, the longest serving Newton City Councilor/Alderman, and the Founding President of the Friends of Hemlock Gorge. Echo Bridge was built in the Nineteenth Century to carry the Sudbury Aqueduct across the Charles River from Newton to Needham, but its value to both communities far exceeds this utilitarian purpose. It is the second largest stone arch in the United State, and it provides spectacular views of Hemlock Gorge Reservation that was one of the key elements of the 1893 Metropolitan Park Plan created by renowned landscape architect Charles Elliot. Its beauty is enjoyed by residents of the Newton Upper Falls Historic District (of which it is a key element) and the adjacent section of Needham. It is listed on the National Register of Historic Places as part of the Historic District and of the Greater Boston Water Supply System. Unfortunately, the cast iron railings atop the Bridge are severely rusted. Water has destroyed or damaged many parts of the railings marring the beauty of the site. The project proposed by MWRA will restore the railings to their original role as a beautiful element of the Bridge. The Friends of Hemlock Gorge are proud to work in partnership with the Massachusetts Department of Conservation and Recreation to remove trash and invasive plants from the Reservation and to preserve and enhance the river banks. The Friends are equally proud to work with the MWRA to mobilize support for the funding and implementation of the Railings Reconstruction.

Sincerely,

Brian Yates

Newton City Councilor at Large
President, Friends of Hemlock Gorge



Setti D. Warren
Mayor

City of Newton, Massachusetts
Department of Planning and Development

1000 Commonwealth Avenue Newton, Massachusetts 02459

Telephone
(617) 796-1120
Telefax
(617) 796-1142
TDD/TTY
(617) 796-1089
www.newtonma.gov

Barney S. Heath
Director

November 16, 2015

To the Chairman of the CPC and
President of the Newton City Council

The 19th century Echo Bridge aqueduct spans the Newton and Needham sides of the Hemlock Gorge and is located in the Newton Upper Falls Historic District. Echo Bridge is individually listed in the National Register and is significant for its architecture, engineering and role in the City of Boston's development of a major water system to meet the growing need for water after the Civil War. The bridge was constructed to carry a section of conduit of the Sudbury Aqueduct across the Charles River to the Chestnut Hill Pumping Station and is one of the earliest long masonry bridges in the United States.

The cast iron railings on the bridge have significantly deteriorated over time and are in desperate need of restoration from both safety and architectural standpoints. Pedestrians and commuters walk over the bridge daily and the railings are an iconic "crowning" feature of this highly visible structure. Conservation efforts, led by Newton Representative Ruth Balser began more than 10 years ago with the appropriation of \$250,000 by the state for the Massachusetts Water Resources Authority (MWRA) to finance repairs to the structure. At that time a study to repair the railings was undertaken by a highly qualified historic preservation architectural firm. The original post-by-post survey and new engineering work provided by the MWRA construction division have provided a solid foundation for the current project. The cast iron components will be replicated with new ductile cast iron castings that will not only preserve the beauty and architectural details of the railings but also provide a lasting material solution. Unobtrusive screening will be incorporated into the reconstructed railings to address current building code and safety requirements.

At the most recent Newton Upper Falls Historic District Commission (NUF HDC) meeting on November 11, 2016, the commission unanimously voted to issue a Certificate of Appropriateness for the reconstruction project based on the application submitted by the MWRA that was developed in cooperation with the city of Newton, the town of Needham, the Friends of Hemlock Gorge and the Upper Falls community to undertake the historic railing project. The commission strongly endorses the unique public/ private partnership that has envisioned and prepares to implement the reconstruction of this precious historic asset.

Therefore, the NUF HDC urges the Newton Community Preservation Committee and the Newton City Council to approve the CPA funding request for the railing reconstruction project.

Sincerely,

Donald Lang
Chair, Newton Upper Falls Historic District Commission

Xc: Barney S. Heath

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
 c/o Park & Recreation Department
 500 Dedham Avenue, Town Hall
 Needham, MA 02492
www.needhamma.gov/CPC

- | | |
|--|--|
| <p>1. Applicant: Town Manager, Selectmen, Conservation Commission, Park and Recreation</p> | <p>Submission Date: 12/1/16</p> |
| <p>2. Applicant's Address, Phone Number and Email:</p> <p>1471 Highland Avenue
 Needham, MA 02492
 (781) 455-7500</p> <p>Contact Name:
 Kate Fitzpatrick, Town Manager</p> | <p>3. Purpose:
 <i>(Please select all that apply)</i></p> <p> ☒ Open Space
 ☐ Community Housing
 ☐ Historic Preservation
 ☒ Recreation </p> |
| <p>4. Project Name: Preservation of Open Space - Purchase of Land</p> | |
| <p>5. Project Location/Address/Ownership (Control):</p> <p>To be determined</p> | |
| <p>6. Amount Requested: \$ TBD</p> | |
| <p>7. Estimated Total Project Cost (If Different): \$ 1,000,000</p> | |
| <p>8. Critical Dates: (If Applicable)</p> | |

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

Project Name: Preservation of Open Space - Purchase of Land

9. Project Summary: In 100 words or less provide a brief summary of the project:

The Town Manager/Board of Selectmen, the Park and Recreation Commission, and/or the Conservation Commission hold discussions throughout the year regarding the possible purchase of land or easements on private property. All three boards have developed a list of specific parcels that would be beneficial for acquisition. CPA funds have been used in the past to purchase two parcels on Carol Road and Brewster Road, as well as a parcel on Charles River Street, adjacent to Walker-Gordon Field.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

No specific parcel has been identified at this time, but the request has been submitted, as opportunities often develop quickly.

Recent customer satisfaction surveys completed by Needham residents indicate strong support for the Town's open spaces and trails. The Town Manager and boards will continue to strive to provide access to land and trails through the purchase or donation of easements of lands.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

Memorandum

To: Community Preservation Committee

From: David Davison, ATM/Director of Finance

CC: Board of Selectmen; Kate Fitzpatrick, Town Manager; Christopher Coleman, Assistant Town Manager/Director of Operations; Patty Carey, Director of Park and Recreation

Date: February 17, 2017

Re: Rosemary Complex Project CPA Funding

We have provided two funding scenarios for the Rosemary Complex project for your consideration. The first is an update of the previous analysis done last year. The second presents an alternative scenario for the CPA share of the project expense which includes cash and debt funding, whereas the first scenario was all CPA debt. The purpose of these documents is to layout the possible impact on CPA revenue and reserves for the various projects that have been identified and may be presented for CPA funding in the coming years. The project list is based on submitted capital projects for the FY2018 – FY2022 timeframe which are being recommended for funding and an application would be filed with the CPC. We have also listed other projects that have been identified, but costs, timing, scope, and eligibility, are inconclusive or are not available. This report is meant to be illustrative and not necessarily what will be requested in the out years or that the CPC is supportive of funding of these projects as most have not been presented to the CPC for consideration. As we get nearer to the funding year, amounts may change, scope could be different, and the year that funding is actually requested may be different. The timing assumption for each project is based on the information provided by the requester.

For the purpose of this analysis, we have assumed a 2.5% annual increase in the CPC administrative budget from the \$82,000 level-funded request for FY2018. Usually there are other CPA funding requests which do not come through the Town's capital budget process as they may not be capital or do not originate from the Town, so we have included an allowance of \$100,000 starting in FY2019 for such requests which is increased by 4% annually. We do not have any specific details on future funding requests for community housing projects so no amount is reflected in the analysis, but we assume any such requests would be funded from the Community Housing Reserve.

The use of CPA funds must be appropriated by Town Meeting, but Town Meeting may not appropriate CPA funds without the positive recommendation and support of the CPC.

CPA Revenue

CPA revenues are derived primarily from two sources: property tax surcharges and state aid matches. The CPA revenue estimates in the out years are built off of the preliminary estimate for FY2018. The CPA surcharge revenue is assumed to grow at 3.9% annually, and the State revenue match is assumed at 10%. Both revenue assumptions are lower than the prior report. The annual increase in the

surcharge revenue is approximately 85% of the average actual growth rate in surcharge revenue over the last eleven years.

The State's match is based on the net committed surcharge by the community. The net amount reflects reductions in the committed surcharge due to abatements and exemptions. We assume a two percent allowance for this activity for purposes of forecasting the revenue; previously we assumed one percent. However, the figure submitted to the State is based on the actual net commitment for the year, which is not known until after the end of the fiscal year. The calculation starts with the prior year surcharge estimate multiplied by a .98 factor then the 10% match is determined. With passage of the Community Preservation Act in a number of communities this past November, including the City of Boston, it is prudent to assume the match rate will be lower because of the greater number communities that now will share the state funds. The state distribution match this past fall was 20.6% of the Town's surcharge revenue in FY2016. For the purposes of this analysis, we assume a 10% match; in the previous report we assumed 18%.

CPA Reserves

In accordance with the Community Preservation Act, at least 10% of the annual revenue estimate (surcharge and state match) is to be appropriated to each of the required three categories: community housing (affordable housing); historic preservation, and open space. The balance (70%) may be appropriated in any amount to any of the three categories and for certain recreation purposes. In any year which there is not a sufficient identified appropriation for the required purposes, the amount by which the annual appropriation falls below the 10% target is to be reserved for future appropriations that satisfied that expenditure type requirement. The amount credited to the reserve may only be spent on projects that relate to the purpose, and the amount must be appropriated by Town Meeting. The amount in each specific reserve carries over into the next fiscal year.

As a safeguard against under reserving funds required to be spent for either a specific purpose, since the actual surcharge and state match are not known at the time of developing the CPA estimates for the coming year, we set the annual reservation at approximately 11% of the revenue estimate for the coming year. For the purposes of this analysis, we have assumed 11% of the revenue estimate in each year will be appropriated to both the Community Housing and Open Space reserves. Because the annual debt service expense for Town Hall qualifies as historic preservation spending and the payment amount is more than 11% of the estimated revenue in each year, no appropriation to the Historic Preservation reserve is necessary. However, in FY2027 the estimated minimum amount to be appropriated or reserve for historic preservation will be more than the debt service on the Town Hall, a contribution to the reserve will be necessary if other historic preservation projects are not funded to satisfy the minimum requirement. The difference between the calculated minimum spending/reservation requirement of \$378,776 and the Town Hall debt service expense of \$354,306 for FY2027 is \$24,470. We have assumed that the \$24,470 will be added to the Historic Preservation reserve.

The estimated CPA revenue which is not appropriated to administrative expenses, debt service, projects, or the specific reserves, is appropriated to a "General Reserve". Unlike the specific reserve accounts (Historic, Housing, and Open Space), the General Reserve remains available only for the fiscal year. Any balance in the General Reserve at the end of the fiscal year, is closed out to the CPA fund balance. The CPA fund balance is the source from which the annual CPA Free Cash is

calculated. Any project shown to be funded by CPA Free Cash but is not would effectively increase the amount of Free Cash available as well.

Rosemary Complex Funding Scenarios

Funding for the Rosemary Complex is based upon a recent timeline provided by PPBC. The construction funding will be presented at the Annual Town Meeting and will have an emergency preamble attached to the motion, which if approved, will allow the project to commence soon after the Town Meeting vote. The project cost is estimated at \$15.8 million. The cost allocation between the General Fund and CPA is \$3.8 million funded by the General Fund (debt and cash) and \$12 million by CPA. We present two scenarios to fund the CPA share of the project cost. The first scenario assumes the entire CPA share is borrowed. The second scenario assumes the CPA share is funded by a combination of cash and debt.

The first scenario assumes the entire \$12 million is funded by debt. With the emergency preamble, spending from the authorization may begin in FY2017 and so therefore the Town would have debt service payments in FY2019. The first two years of financing are assumed to be with bond anticipation notes (temporary financing) that would carry a 3.5% interest rate and then bonds for 18 years which would have a 6.5% interest rate. We assume principal will be paid every year, including the two years of temporary financing, which is strategy we use to help manage the Town's debt expense and to lower overall interest costs. This scenario assumes all the other identified projects with amounts will be funded by CPA Free Cash.

The second scenario assumes \$3 million will be funded by cash and \$9 million by debt. The \$3,000,000 was derived from the following assumptions 1) that all the other submitted projects for FY2018 will be recommended and funded with CPA Free Cash, which will leave \$435,000 available to be used to fund the Rosemary project; 2) that \$1,535,000 in the FY2017 General Reserve would be used to fund the project; and 3) that \$1,030,000 of the estimated FY2018 CPA receipts would be used to fund the project for a total of \$3,000,000. The remaining \$9,000,000 would be funded by CPA debt. Because under this scenario there would be \$3 million in cash to pay the immediate expenses, the first borrowing could be delayed so that the first debt payment is not required until FY2020. The interest rate assumptions are the same as in the first scenario, except that temporary borrowing would be for one year followed by bonds over 19 years. There would be principal payments every year as with the first scenario. The overall debt service expense would be less than in the first scenario, and would provide more flexibility sooner than the first option. However, under this scenario the estimated CPA Free Cash available for appropriations in FY2019 and FY2020 would be insufficient to fund the identified other projects. Therefore, if those projects were to be funded, they would likely be from current receipts and not CPA Free Cash.

Funding Scenario Tables

The funding scenario tables reflect the estimated amounts to be appropriated based on the assumptions stated above. Line A is the total estimated debt service by year for the Town Hall and Rosemary Complex projects. We show the projects submitted to CPC for funding consideration for FY2018 and the projects currently recommended in the out years with the amount. As stated earlier, we have included an amount for other small projects not known. We also list other projects that have been identified, but lack cost and/or other details to calculate. The projects that have been identified with amounts are totaled on Line B. Amounts that are shaded and in blue are assumed to be funded by

CPA Free Cash; amounts that are shaded and in red are assumed funded by various cash sources. Line C is the assumed CPC administrative budget amount. The next page shows the annual amounts assumed to be appropriated to the required reserves. The total is on Line D. Line E shows the estimated amount to be appropriated to the General Reserve. The total of the estimated appropriations (Lines A, B, C, D, and E) is on Line F.

The estimated total CPA revenue is on Line H, and the state match percent assumption for each year is indicated below the revenue total. We compare the estimated appropriations to the total revenue (line F minus line H). Other sources to fund the difference between revenue and expense are Line I) Restricted Reserves, Line J) General Reserve, Line K) CPA Free Cash, and Line L) adjustments. The last page of each funding scenario shows all the estimated funding resources available for the Annual Town Meeting. The last section reflects the estimated amounts to roll to CPA Free Cash for the following year. For the purposes of this analysis, we assume only the total of the General Reserve fund balance remaining at the end of the fiscal year and the unappropriated balance of CPA Free Cash will be available to be certified as CPA Free Cash for the following year.

CPA Revenue Available for Debt Service

The Emery Grover Building rehabilitation project estimated cost is uncertain based on costs estimates the Town has received from architects on other building projects which are further along for funding consideration. So we have not included any amount into the funding scenario tables. However, for purpose of measuring the estimated available revenue for CPA debt service, we included an estimated amount for Emery Grover. The project cost is estimated at \$14.8 million. We assume that only 50% or \$7.4 million of the total would be eligible for funding from CPA, and that the \$7.4 million would be borrowed. The interest rate assumption is 3.5% on the temporary financing which would be one year, and the bonds would carry a 7% interest rate. We assume the first debt payment is in FY2023 and the last payment is in FY2043.

Based on the assumption that 70% of the surcharge revenue could be used for CPA debt service, the combined debt payments for the Town Hall and Rosemary Complex projects are manageable within that restriction. However, with Emery Grover project based on the assumptions above, the total estimated CPA debt service obligations would exceed the estimated maximum annual debt service allowance for four years (FY2024, FY2025, FY2026, and FY2027) if the Rosemary project was funded by \$12 million in CPA debt, but only for two years (FY2024 and FY2025) if the Rosemary project was funded by \$9 million in CPA debt.

Please do not hesitate to contact me if you have any questions or wish to provide additional information. Thank you.

Attachments

Funding Scenario I Rosemary CPA Share Debt Only (3 pages)

Funding Scenario II Rosemary CPA Share Cash and Debt (3 pages)

Estimated Maximum Annual Debt Service Allowance/Obligations Scenario I \$12M and Scenario II \$9M (2 pages)

Funding Scenario I (Rosemary CPA Share Debt Only)

	FY18 - Pending	2019	2020	2021	2022	2023	2024	2025	2026	2027
Appropriations										
Town Hall	\$449,163	\$441,494	\$430,525	\$416,675	\$405,041	\$395,256	\$384,906	\$374,763	\$364,681	\$354,306
Rosemary Complex (\$12M)		\$960,000	\$1,058,750	\$1,278,025	\$1,239,675	\$1,201,325	\$1,162,975	\$1,124,625	\$1,086,275	\$1,047,925
A) Debt Service	\$449,163	\$1,401,494	\$1,489,275	\$1,694,700	\$1,644,716	\$1,596,581	\$1,547,881	\$1,499,388	\$1,450,956	\$1,402,231
Central Avenue School Walking Trails	\$210,000									
Echo Bridge Railings	\$250,000									
Fields - Cricket	\$305,000									
Rosemary Lake Sediment Removal	\$2,100,000									
Trail - Reservoir	\$850,000									
Asa Small Field		\$141,000								
Claxton Field		\$207,000								
Rosemary Camp Facility		\$250,000								
Town Common Redesign		\$600,300								
Public Playgrounds			\$600,000							
Other Small Projects^		\$100,000	\$104,000	\$108,160	\$112,486	\$116,986	\$121,665	\$126,532	\$131,593	\$136,857
Future Potential Projects - No Cost Estimate										
Boat Launch Construction										
Broadmeadow Field Improvements										
Cricket Field and Grounds										
DeFazio Complex Walking Path										
Dwight Field Upgrades										
Emery Grover (multiple funding sources)										
Fields - Master Plan										
Fields - McLeod										
High Rock Field Improvements										
Memorial Park (multiple finding sources)										
Parcel Acquisition ^5										
Perry Park Upgrades										
Public Playgrounds										
Town Reservoir Sediment Removal										
B) Projects	\$3,715,000	\$1,298,300	\$704,000	\$108,160	\$112,486	\$116,986	\$121,665	\$126,532	\$131,593	\$136,857
C) Administration Budget^^	\$82,000	\$84,050	\$86,151	\$88,305	\$90,513	\$92,775	\$95,095	\$97,472	\$99,909	\$102,407

Funding Scenario I (Rosemary CPA Share Debt Only)

[illegible]

Funding Scenario I (Rosemary CPA Share Debt Only)

	FY18 - Pending	2019	2020	2021	2022	2023	2024	2025	2026	2027
Estimated Funding Resources Available Prior to Appropriations										
CPA Revenue	\$2,440,994	\$2,535,510	\$2,634,395	\$2,737,136	\$2,843,885	\$2,954,796	\$3,070,033	\$3,189,764	\$3,314,165	\$3,443,418
Community Housing Reserve**	\$1,470,573	\$1,739,573	\$2,018,479	\$2,308,263	\$2,609,348	\$2,922,175	\$3,247,202	\$3,584,906	\$3,935,780	\$4,300,338
Historic Resources Reserve**	\$15,820	\$15,820	\$15,820	\$15,820	\$15,820	\$15,820	\$15,820	\$15,820	\$15,820	\$15,820
Open Space Reserve**	\$835,954	\$1,104,954	\$1,383,860	\$1,673,644	\$1,974,729	\$2,287,556	\$2,612,583	\$2,950,287	\$3,301,161	\$3,665,719
General Reserve	\$1,537,037	\$1,371,831	\$492,154	\$479,402	\$351,961	\$483,001	\$615,385	\$751,650	\$891,156	\$1,034,184
CPA Free Cash	\$4,150,727	\$1,972,764	\$2,046,295	\$1,834,449	\$2,205,691	\$2,445,166	\$2,811,181	\$3,304,901	\$3,930,019	\$4,689,582
TOTAL	\$10,451,105^A	\$8,740,452	\$8,591,003	\$9,048,713	\$10,001,433	\$11,108,514	\$12,372,205	\$13,797,329	\$15,388,102	\$17,149,061
Appropriations										
Current year Free Cash rolling to the following year	\$6,155,894	\$3,833,810	\$3,338,395	\$2,845,296	\$2,956,371	\$3,071,782	\$3,191,698	\$3,316,296	\$3,445,759	\$3,580,005
General Reserve rolling to the following year Free Cash	\$1,537,037	\$1,371,831	\$492,154	\$479,402	\$351,961	\$483,001	\$615,385	\$751,650	\$891,156	\$1,034,184
Estimated Free Cash base for the following year	\$1,972,764	\$2,046,295	\$1,834,449	\$2,205,691	\$2,445,166	\$2,811,181	\$3,304,901	\$3,930,019	\$4,689,582	\$5,587,179

^AOther small project requests assumption of \$100K for FY19 increasing annually at 4%.

^{AA} CPC administrative budget assumed to increase by 2.5% annually.

^{AAA}Annual contribution FY18 forward; assumed at 11% of the revenue estimate or the difference between the 11% and the appropriations which satisfies the annual obligation.

^{AS} No parcel acquisition has been identified.

* Surcharge revenue growth rate assumption for FY19 forward is 3.9% annually.

** Available balance as of 01/31/17; the balances going forward are calculated based on the assumed appropriations to and from the reserves.

***An appropriation vote which uses CPA Free Cash must occur before June 30 of the prior fiscal year. For example, a FY18 appropriation vote must occur prior to June 30, 2017.

Projects assumed funded by CPA free cash in blue and shaded

CPA Debt Service Scenario I
Estimated Maximum Annual Debt Service Allowance/Obligations

Fiscal Year	Surcharge Revenue Estimate	Max Debt Service (70% of Surcharge)	Town Hall Actual	Rosemary Assumption \$12M	Total	Available for Add'l DS	Emery Grover**
2017	\$2,153,000	\$1,507,100	\$456,313		\$456,313	\$1,050,788	
2018	\$2,230,000	\$1,561,000	\$449,163		\$449,163	\$1,111,838	
2019	\$2,316,970	\$1,621,879	\$441,494	\$960,000	\$1,401,494	\$220,385	
2020	\$2,407,332	\$1,685,132	\$430,525	\$1,058,750	\$1,489,275	\$195,857	
2021	\$2,501,218	\$1,750,852	\$416,675	\$1,278,025	\$1,694,700	\$56,152	
2022	\$2,598,765	\$1,819,136	\$405,041	\$1,239,675	\$1,644,716	\$174,420	
2023	\$2,700,117	\$1,890,082	\$395,256	\$1,201,325	\$1,596,581	\$293,501	\$259,000
2024	\$2,805,422	\$1,963,795	\$384,906	\$1,162,975	\$1,547,881	\$415,914	\$888,000
2025	\$2,914,833	\$2,040,383	\$374,763	\$1,124,625	\$1,499,388	\$540,996	\$862,100
2026	\$3,028,512	\$2,119,958	\$364,681	\$1,086,275	\$1,450,956	\$669,002	\$836,200
2027	\$3,146,624	\$2,202,636	\$354,306	\$1,047,925	\$1,402,231	\$800,405	\$810,300
2028	\$3,269,342	\$2,288,539	\$259,997	\$1,009,575	\$1,269,572	\$1,018,967	\$784,400
2029	\$3,396,846	\$2,377,792	\$241,638	\$971,225	\$1,212,863	\$1,164,930	\$758,500
2030	\$3,529,323	\$2,470,526	\$51,813	\$932,875	\$984,688	\$1,485,839	\$732,600
2031	\$3,666,967	\$2,566,877	\$50,625	\$894,525	\$945,150	\$1,621,727	\$706,700
2032	\$3,809,979	\$2,666,985		\$856,175	\$856,175	\$1,810,810	\$680,800
2033	\$3,958,568	\$2,770,997		\$817,825	\$817,825	\$1,953,172	\$654,900
2034	\$4,112,952	\$2,879,066		\$779,475	\$779,475	\$2,099,591	\$629,000
2035	\$4,273,357	\$2,991,350		\$741,125	\$741,125	\$2,250,225	\$603,100
2036	\$4,440,018	\$3,108,013		\$702,775	\$702,775	\$2,405,238	\$577,200
2037	\$4,613,179	\$3,229,225		\$664,425	\$664,425	\$2,564,800	\$551,300
2038	\$4,793,093	\$3,355,165		\$591,075	\$591,075	\$2,764,090	\$525,400
2039	\$4,980,023	\$3,486,016			\$0	\$3,486,016	\$499,500
2040	\$5,174,244	\$3,621,971			\$0	\$3,621,971	\$473,600
2041	\$5,376,040	\$3,763,228			\$0	\$3,763,228	\$447,700
2042	\$5,585,705	\$3,909,994			\$0	\$3,909,994	\$421,800
2043	\$5,803,548	\$4,062,483			\$0	\$4,062,483	\$395,900
2044	\$6,029,886	\$4,220,920			\$0	\$4,220,920	

Funding Scenario II (Rosemary CPA Share Cash and Debt Funding)

	FY18 - Pending	2019	2020	2021	2022	2023	2024	2025	2026	2027
Appropriations										
Town Hall	\$449,163	\$441,494	\$430,525	\$416,675	\$405,041	\$395,256	\$384,906	\$374,763	\$364,681	\$354,306
Rosemary Complex (\$9M)			\$765,000	\$1,005,750	\$976,500	\$947,250	\$918,000	\$888,750	\$859,500	\$830,250
A) Debt Service	\$449,163	\$441,494	\$1,195,525	\$1,422,425	\$1,381,541	\$1,342,506	\$1,302,906	\$1,263,513	\$1,224,181	\$1,184,556
Rosemary Complex (\$3M Cash \$9M Debt)	\$3,000,000									
Trail - Improvements through SCA	\$210,000									
Central Avenue School Walking Trails	\$250,000									
Echo Bridge Railings	\$305,000									
Fields - Cricket	\$210,000									
Rosemary Lake Sediment Removal	\$850,000									
Trail - Reservoir		\$141,000								
Asa Small Field		\$207,000								
Claxton Field		\$250,000								
Rosemary Camp Facility		\$600,300								
Town Common Redesign			\$600,000							
Public Playgrounds			\$104,000	\$108,160	\$112,486	\$116,986	\$121,665	\$126,532	\$131,593	\$136,857
Other Small Projects^		\$100,000								
Future Potential Projects - No Cost Estimate										
Boat Launch Construction										
Broadmeadow Field Improvements										
Cricket Field and Grounds										
DeFazio Complex Walking Path										
Dwight Field Upgrades										
Emery Grover (multiple funding sources)										
Fields - Master Plan										
Fields - McLeod										
High Rock Field Improvements										
Memorial Park (multiple funding sources)										
Parcel Acquisition ^5										
Perry Park Upgrades										
Public Playgrounds										
Town Reservoir Sediment Removal										
B) Projects	\$6,715,000	\$1,298,300	\$704,000	\$108,160	\$112,486	\$116,986	\$121,665	\$126,532	\$131,593	\$136,857
C) Administration Budget^^	\$82,000	\$84,050	\$86,151	\$88,305	\$90,513	\$92,775	\$95,095	\$97,472	\$99,909	\$102,407

[illegible][illegible]

Funding Scenario II (Rosemary CPA Share Cash and Debt Funding)

	FY18 - Pending	2019	2020	2021	2022	2023	2024	2025	2026	2027
Estimated Funding Resources Available Prior to Appropriations										
CPA Revenue	\$2,440,994	\$2,535,510	\$2,634,395	\$2,737,136	\$2,843,885	\$2,954,796	\$3,070,033	\$3,189,764	\$3,314,165	\$3,443,418
Community Housing Reserve**	\$1,470,573	\$1,739,573	\$2,018,479	\$2,308,263	\$2,609,348	\$2,922,175	\$3,247,202	\$3,584,906	\$3,935,780	\$4,300,338
Historic Resources Reserve**	\$15,820	\$15,820	\$15,820	\$15,820	\$15,820	\$15,820	\$15,820	\$15,820	\$15,820	\$15,820
Open Space Reserve**	\$835,954	\$1,104,954	\$1,383,860	\$1,673,644	\$1,974,729	\$2,287,556	\$2,612,583	\$2,950,287	\$3,301,161	\$3,665,719
General Reserve	\$1,537,037	\$341,831	\$153,854	\$69,152	\$624,236	\$746,176	\$869,460	\$996,625	\$1,127,031	\$1,260,959
CPA Free Cash	\$4,150,727	\$2,764	\$344,595	\$498,449	\$459,441	\$971,191	\$1,600,381	\$2,348,176	\$3,218,269	\$4,213,707
TOTAL	\$10,451,105	\$5,740,452	\$6,551,003	\$7,302,463	\$8,527,458	\$9,897,714	\$11,415,480	\$13,085,579	\$14,912,227	\$16,899,961
Appropriations										
Current year Free Cash rolling to the following year	\$727	\$2,764	\$344,595	\$390,289	\$346,955	\$854,205	\$1,478,716	\$2,221,644	\$3,086,676	\$4,077,120
General Reserve rolling to the following year Free Cash	\$2,037	\$341,831	\$153,854	\$69,152	\$624,236	\$746,176	\$869,460	\$996,625	\$1,127,031	\$1,260,959
Estimated Free Cash base for the following year	\$2,764	\$344,595	\$498,449	\$459,441	\$971,191	\$1,600,381	\$2,348,176	\$3,218,269	\$4,213,707	\$5,338,079

*Other small project requests assumption of \$100K for FY19 increasing annually at 4%.

** CPC administrative budget increase is assumed at 2.5% annually.

*** Annual contribution FY18 forward; assumed at 11% of the revenue estimate or the difference between the 11% and the appropriations which satisfies the annual obligation.

^5 No parcel acquisition has been identified.

* Surcharge revenue growth rate assumption for FY19 forward is 3.9% annually.

** Available balance as of 01/31/17; the balances going forward are calculated based on the assumed appropriations to and from the reserves.

*** An appropriation vote which uses CPA Free Cash must occur before June 30 of the prior fiscal year. For example, a FY18 appropriation vote must occur prior to June 30, 2017.

Projects assumed funded by CPA free cash in blue and shaded

CPA Debt Service Scenario II

Estimated Maximum Annual Debt Service Allowance/Obligations

Fiscal Year	Surcharge Revenue Estimate	Max Debt Service (70% of Surcharge)	Town Hall Actual	Rosemary Assumption \$9M	Total	Available for Add'l DS	Emery Grovel**
2017	\$2,153,000	\$1,507,100	\$456,313		\$456,313	\$1,050,788	
2018	\$2,230,000	\$1,561,000	\$449,163		\$449,163	\$1,111,838	
2019	\$2,316,970	\$1,621,879	\$441,494		\$441,494	\$1,180,385	
2020	\$2,407,332	\$1,685,132	\$430,525	\$765,000	\$1,195,525	\$489,607	
2021	\$2,501,218	\$1,750,852	\$416,675	\$1,005,750	\$1,422,425	\$328,427	
2022	\$2,598,765	\$1,819,136	\$405,041	\$976,500	\$1,381,541	\$437,595	
2023	\$2,700,117	\$1,890,082	\$395,256	\$947,250	\$1,342,506	\$547,576	\$259,000
2024	\$2,805,422	\$1,963,795	\$384,906	\$918,000	\$1,302,906	\$660,889	\$888,000
2025	\$2,914,833	\$2,040,383	\$374,763	\$888,750	\$1,263,513	\$776,871	\$862,100
2026	\$3,028,512	\$2,119,958	\$364,681	\$859,500	\$1,224,181	\$895,777	\$836,200
2027	\$3,146,624	\$2,202,636	\$354,306	\$830,250	\$1,184,556	\$1,018,080	\$810,300
2028	\$3,269,342	\$2,288,539	\$259,997	\$801,000	\$1,060,997	\$1,227,542	\$784,400
2029	\$3,396,846	\$2,377,792	\$241,638	\$771,750	\$1,013,388	\$1,364,405	\$758,500
2030	\$3,529,323	\$2,470,526	\$51,813	\$742,500	\$794,313	\$1,676,214	\$732,600
2031	\$3,666,967	\$2,566,877	\$50,625	\$713,250	\$763,875	\$1,803,002	\$706,700
2032	\$3,809,979	\$2,666,985		\$684,000	\$684,000	\$1,982,985	\$680,800
2033	\$3,958,568	\$2,770,997		\$654,750	\$654,750	\$2,116,247	\$654,900
2034	\$4,112,952	\$2,879,066		\$625,500	\$625,500	\$2,253,566	\$629,000
2035	\$4,273,357	\$2,991,350		\$596,250	\$596,250	\$2,395,100	\$603,100
2036	\$4,440,018	\$3,108,013		\$567,000	\$567,000	\$2,541,013	\$577,200
2037	\$4,613,179	\$3,229,225		\$537,750	\$537,750	\$2,691,475	\$551,300
2038	\$4,793,093	\$3,355,165		\$508,500	\$508,500	\$2,846,665	\$525,400
2039	\$4,980,023	\$3,486,016		\$479,250	\$479,250	\$3,006,766	\$499,500
2040	\$5,174,244	\$3,621,971			\$0	\$3,621,971	\$473,600
2041	\$5,376,040	\$3,763,228			\$0	\$3,763,228	\$447,700
2042	\$5,585,705	\$3,909,994			\$0	\$3,909,994	\$421,800
2043	\$5,803,548	\$4,062,483			\$0	\$4,062,483	\$395,900
2044	\$6,029,886	\$4,220,920			\$0	\$4,220,920	



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

MEETING DATE: 02/28/2017

Agenda Item	Eversource West Roxbury to Needham Reliability Project Update
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will update the Board on the status of the Eversource Reliability project.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
3.	BACK UP INFORMATION ATTACHED
none	



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

MEETING DATE: 02/28/2017

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will update the Board on issues not covered on the agenda, including: • MassWorks Grant/First Avenue Signals • Downtown Infrastructure Improvement/Streetscape • Upcoming Events	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
3.	BACK UP INFORMATION ATTACHED
none	



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

MEETING DATE: 02/28/2017

Agenda Item	Rotary Club Carnival Proposal
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Board members may wish to discuss a preliminary proposal by the Rotary Club to hold a carnival in Needham in July, 2017.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
3.	BACK UP INFORMATION ATTACHED
none	



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

MEETING DATE: 02/28/2017

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
3.	BACK UP INFORMATION ATTACHED
(Describe backup below)	
None	

**WARRANT FOR THE ANNUAL TOWN ELECTION
TUESDAY, APRIL 11, 2017
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

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

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

on TUESDAY, THE ELEVENTH DAY OF APRIL, 2017

from seven o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Two Selectmen for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – Veteran) for Three Years;
Three Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Commissioner of Trust Funds for Three Years;
One Member of Park and Recreation Commission for Three Years;
Two Constables for Three Years.

Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;
Eight Town Meeting Members from Precinct E for Three Years;
Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
One Town Meeting Member from Precinct G for One Year;
Eight Town Meeting Members from Precinct H for Three Year;
One Town Meeting Member from Precinct H for One Year;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years.

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

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

Given under our hands at Needham aforesaid this ____ day of February 2017.

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,

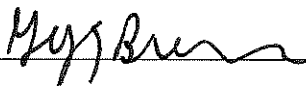
ATTEST

2017

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)	Gregg Bierman		
Event Manager Address	51 Laurel Dr. Needham		
Event Manager Phone Number	617-216-5067		
Organization Representing (if applicable)	Temple Beth Shalom, Needham		
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	Purim Celebration		
Date of Event	March 11th		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	7:30 pm	TO: 10:00 pm
Are tickets being sold in advance for this event?	☒ YES	\$ 18 /per ticket	☐ NO
Is there an admission fee for this event?	☒ YES	\$ 18 /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?	150		
Name & address of event location. Please attach proof of permission to use this facility.			
Temple Beth Shalom, 670 Highland Ave, Needham, MA 02494			
Who will be serving the alcohol to your guests?			
APD Bartending Service, 103 High Street, P.O. Box 335, Newton, MA			
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).			
Stefan A. Schoter (please see attached)			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
We will have a bar set up in function room			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date:
			2/10/17



PURIM CELEBRATIONS FOR ADULTS AT TBS



BRITISH INVASION PURIM SHPIEL - ONLY FOR ADULTS

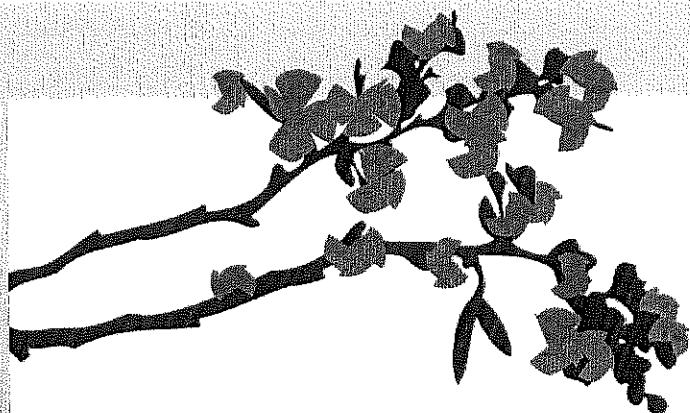
Saturday, March 11th @ 7:30 PM – This year's Purim show will feature the music from your favorite British Invasion bands with lyrics rewritten to tell the Purim story. Appetizers and dessert foods will be served, and a cash bar will be available. The cost is \$18 per person, and the registration form appears on the back of this flier. You can also register online at <http://bit.do/Purim2017>. This will be a fantastic night for adults to spend time with friends, enjoying much revelry, many Purim antics, and lots of fun! All are invited to dress up for the occasion...the more British the better! Don't miss this amazing party!

ADULT MEGILLAH READING - **Sunday, March 12th @ 8:30 AM**

Join R' Jay in the large conference room on the main level at TBS as we explore the entire story of Purim from the Megillah!

**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)	DINNEEN GRABLY		
Event Manager Address	Home: 183 PINEST, NEEDHAM, MA 02026		
Event Manager Phone Number	CELL: 617-669-3833		
Organization Representing (if applicable)	GIFFORD CAT SHELTER		
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: 501(c)(3) letter from IRS certificate of exemption		
Name of Event	Spring Soiree and Silent Auction		
Date of Event	Saturday, April 22, 2017		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	6:00	TO: 10:00 pm
Are tickets being sold in advance for this event?	☒ YES	\$35	/per ticket ☐ NO
Is there an admission fee for this event?	☒ YES	\$40	/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?	100-150		
Name & address of event location. Please attach proof of permission to use this facility.			
Town of Needham, Pavers Hall, 1471 Highland Ave.			
Who will be serving the alcohol to your guests?			
Cedric King, certified (from Beverage Events)			
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).			
same as above - Cedric King from Beverage Events			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
- Guests receive 2 complimentary drink tickets (beer/wine only) - if they want more they can purchase			
☒ 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:	
D. Grably		2/22/17	



JOIN US FOR THE 10TH ANNUAL
**SPRING SOIREE AND
SILENT AUCTION**

SAT, APRIL 22, 2017, 6 PM – 9 PM

NEEDHAM TOWN HALL
1471 HIGHLAND AVENUE
NEEDHAM, MA 02492

Join us for an evening of fun, entertainment, and shopping -- all to help homeless cats!

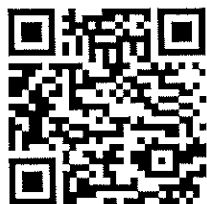
Our 10th Annual A Feline Affair, with this year's theme "Spring Soiree and Silent Auction" -- is our largest fundraiser and sure to be extra special. There will be food, live music, a cash bar, and our Annual Cutest Pet Photo Contest!

ADVANCED TICKETS BY MAIL OR ONLINE: \$35

TICKETS AT THE DOOR: \$40

TO PURCHASE TICKETS, GO TO:

WWW.GIFFORDSPRINGSOIREE.ORG



**Town of Needham
Board of Selectmen
Minutes for February 14, 2017
Selectmen's Chamber
Needham Town Hall**

5:30 p.m. Executive Session: (Exceptions 3 and 6)
A meeting of the Board of Selectmen was convened by Chairman Matthew D. Borrelli. Those present were Maurice P. Handel, Daniel P. Matthews, John A. Bulian, and Town Manager Kate Fitzpatrick. Recording Secretary Mary Hunt joined the meeting at 6:45 p.m. Marianne B. Cooley was not in attendance due to illness.

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

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

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

Second: Mr. Handel. Mr. Borrelli polled the Board. Unanimously approved 4-0.

6:45 p.m. Informal Meeting with Citizens: No activity.

7:00 p.m. The public portion of the Board of Selectmen meeting of February 14, 2017, was convened by Chairman Matthew D. Borrelli.

Mr. Borrelli called for a moment of silence honoring the life of James Hugh Powers who passed away at the age of 94 years on January 27, 2017. Mr. Borrelli said Mr. Powers was a dedicated Marine and the longest serving Town Meeting member from 1953-2010.

Mr. Handel read a statement reflecting on the accomplishments of Mr. Powers, including his service to the United States of America as a Marine in the Pacific Ocean theatre during World War II, as an active member of the Veterans of Foreign Wars, as a Town Meeting member, and as a scholar of the Town Meeting form of government. A moment of silence was observed.

7:03 p.m. Public Hearing: Eversource Energy
Maureen Carroll, Eversource Energy representative appeared before the Board with 3 items to discuss:

1. Linden Street/Cypress Street

Ms. Carroll requested permission to install approximately 11 feet of conduit in Linden Street. She said this work is necessary to provide underground electric service to a new home at 11 Cypress Street, Needham.

Ms. Fitzpatrick indicated all paperwork is in order.

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

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 11 feet of conduit in Linden Street. This work is necessary to provide underground electric service at 11 Cypress Street, Needham.

Second: Mr. Matthews. Unanimously approved 4-0.

2. Nichols Road

Ms. Carroll requested permission to install approximately 7 feet of conduit in Nichols Road. She said this work is necessary to provide underground electric service to a new home at 56 Nichols Road, Needham.

Ms. Fitzpatrick indicated all paperwork is in order.

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

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 7 feet of conduit in Nichols Road. This work is necessary to provide underground electric service at 56 Nichols Road, Needham.

Second: Mr. Handel. Unanimously approved 4-0.

3. Edgewater Drive

Ms. Carroll requested permission to install approximately 36 feet of conduit in Edgewater Drive. She said this work is necessary to provide underground electric service to a new home at 129 Edgewater Drive, Needham.

Ms. Fitzpatrick indicated all paperwork is in order.

Mr. Borrelli invited public comment.

Tom Halliday, 111 Edgewater Drive said his neighborhood has experienced loss of power many times due to downed power lines from pine trees. He asked, on behalf of the 48 homes in the neighborhood association, if Eversource Energy would place power lines in the underground, since the power lines to the new home being built will be underground.

Ms. Carroll said she would take Mr. Halliday's contact information and have an Eversource Energy customer service representative contact him to discuss the request.

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 36 feet of conduit in Edgewater Drive. This work is necessary to provide underground electric service at 129 Edgewater Drive, Needham.

Second: Mr. Matthews. Unanimously approved 4-0.

7:09 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS:

1. **Downtown Streetscape Working Group** Gary Levine (term expires 6/30/2018)

CONSENT AGENDA:

1. **Approve a request from Liz Mingle, of PMC- PanMass Challenge, to hold its PMC Kids Ride Needham event on Sunday, June 11, 2017 from 8:00 a.m. to 4:00 p.m. The bike route begins and ends at the Pollard Middle School on Harris Avenue. The route of the ride has been approved by the following departments, DPW, Police, Fire, and Park and Recreation. Approval for use of the parking lot at Pollard has been granted.**
2. **Accept a \$300 donation made to Needham Youth Services from the Patrick C. Forde Memorial Fund. They would like the monies to be used to sponsor Needham Youth Services Programs.**
3. **Accept a \$1,000 donation made to the Needham Health Department's Traveling Meals Program from Darshana and Sandeep Thakore.**
4. **Approve Open Session minutes of December 13, 2016, January 10, 2017, January 23, 2017, January 24, 2017, and February 3, 2017; and Executive Session minutes of December 13, 2016, January 10, 2017, and January 24, 2017.**
5. **Accept a \$100 donation made to the Needham Fire Department from Fidelity Charitable through the generosity and recommendation of Barbara B. Levine to be spent on fire safety education for children and seniors.**
6. **Water and Sewer Abatement Order #1231.**
7. **Ratify a Special One Day All Alcoholic Beverages license for Ernest A. Steeves Jr. of the Village Club who hosted a Family Party event on January 29, 2017 from 4:30 p.m. to 8:30 p.m. The event was held at the Village Club, 83 Morton Street, Needham.**
8. **Ratify a Special One Day All Alcoholic Beverages license for Ernest A. Steeves Jr. of the Village Club who hosted a Surprise 40th Birthday event on February 4, 2017 from 7:00 p.m. to 11:00 p.m. The event was held at the Village Club, 83 Morton Street, Needham.**
9. **Ratify a Special One Day Wines & Malt Beverages License for Ken Marcotrigiano, Director Restaurant Associates, of Trip Advisor who hosted an**

event for UXPA on February 7, 2017 from 6:00 p.m. to 9:00 p.m. The event was held at Trip Advisor headquarters, 400 First Avenue, Needham, MA.

10. Approve a Special One Day Wines & Malt Beverages License for Ken Marcotrigiano, Director Restaurant Associates, of Trip Advisor to host an event for Boston Talent Acquisition on February 15, 2017 from 6:00 p.m. to 9:00 p.m. The event will be held at Trip Advisor headquarters, 400 First Avenue, Needham, MA.
 11. Approve a request from the Exchange Club of Needham to sponsor 4th of July fireworks on Monday, July 3, 2017 (rain date of July 4, 2017) and activities on Monday, July 3, 2017, and Tuesday, July 4, 2017. Activities on the 4th will include a Flag Raising on the Town Common, the Grand Parade, a 5K road race, the Crafts Fair/Flea Market, and athletic competitions for younger children. Coordination of all additional activities will be made with appropriate Town Departments.
 12. Accept a \$100 donation made to the Needham Police Department's Honor Guard from Gale Endyke, a Needham resident.
 13. Approve and sign Integrated Agreement with Police Union FY2016, FY2017, FY2018 and FY2019.
- Second: Mr. Handel. Unanimously approved 4-0.

7:10 p.m. FY2016 Financial Audit:
Scott C. McIntire, CPA, and Alina Korsak, Audit Manager, Melanson Heath & Company P.C., and Dave Davison, Assistant Town Manager/Director of Finance updated the Board as to the recently completed audit of the Town's general purpose financial statements for FY2016 and their recommendations.

Mr. Davison acknowledged the audit presentation is "a little late this year" as the goal is to complete and present the audit to the Board of Selectmen within 180 days after the close of the fiscal year. Mr. Davison commented the independent auditors are asked to make its report to the Board of Selectmen every year, and an invitation was also extended to the School Committee and Finance Committee. Mr. Davison noted the attendance of Richard Reilly, Vice Chair, Finance Committee.

Mr. McIntire said meeting with the Board of Selectmen is probably the most important part of the audit process as it allows Melanson Heath & Co., to communicate directly with elected officials of the Town on how the audit process unfolded.

Mr. McIntire referred to pages 1-3 of the audit containing Melanson Heath's opinion of Needham's financial statements. He told the Board the audit for the year ending June 30, 2016 went well, meaning no significant audit entries are recommended and that the books and records were found to be in good working order with key balance sheet accounts reconciled on a regular and timely basis. He said there were no disagreements in how to apply the generally accepted accounting principles. He commented on net pension liability (NPL) and net other post employment benefits (OPEB), each estimated, but actuarially determined. Mr.

Borrelli asked Mr. McIntire for a brief explanation of both the NPL and OPEB. Mr. McIntire explained the NPL and OPEB. Mr. McIntire said the Unassigned Fund Balance of the General Fund as of June 30, 2016 is \$20.7 million (approximately 16% of the general operating budget for FY16). This is consistent with other similarly rated communities. He pointed out the Unassigned Fund Balance increased by about \$5 million between June 30, 2015 and June 30, 2016. He commented much of the change is because the revenue collected exceeded the budgeted estimate due to excise taxes, past property tax collections, and strong permit income in FY2016. Mr. McIntire commented on their Management Letter to the Town including 5 recommendations of which one is a carryover from the prior year, and four are new with this report. He said recommendation #1 (research and resolve uncashed checks) and #3 (reconciliation of withholding accounts) are general issues which were squeezed by staffing and timing constraints. He commented on recommendation #2 (GASB 74 and 75 requirements), #4 (Municipal Moderation Act) and #5 (IT Assessment) which are broader in scope and are of a long term nature.

Mr. Borrelli thanked Mr. McIntire for the presentation and said the financial success for the Town of Needham is due to the work of Mr. Davison, Ms. Fitzpatrick, and staff.

Ms. Fitzpatrick commented the Town was awarded a \$20,000 Community Compact Information Technology Grant, which will help the Town address the need for an IT audit.

Mr. Davison pointed out the attendance of Roger McDonald, Director of Information Technology, Evelyn Poness, Town Treasurer, and Michelle Vaillancourt, Town Accountant. He also commented on the strong results of the balance sheet and the resulting free cash available. He said there is some concern by the rating agency that all the free cash should not be spent once certified. Mr. Davison said the plan of action is to put some of the funds into reserves. Mr. Matthews said it is good the Town is in a strong financial position, but even with the extra cash the Town needs to be careful using one time revenues.

7:38 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with 3 items to discuss:

1. Accept and Refer Zoning Amendments

Ms. Fitzpatrick said that its meeting of February 7, 2017, the Planning Board voted to place the following articles on the warrant for the May 2017 Annual: (1) Amend Zoning By-law – Dimensional Regulations for Residential Districts (Technical Formatting Amendment); (2) Amend Zoning By-law – Side Yard Setback Requirement in the Single Residence B and General Residence Districts for Nonconforming Lots; (3) Amend Zoning By-law – Height Requirements in Residential Districts; (4) Amend Zoning By-law – Floor Area Ratio Requirement in the Single Residence B District; (5) Amend Zoning By-law – Side Yard Setback Requirement in the Single Residence B and General Residence Districts; (6) Amend

Zoning By-law – Garage Setback Requirement in the Single Residence B and General Residence Districts; (7) Amend Zoning By-law – Definitions; (8) Amend Zoning By-law – Lot Coverage Requirement in the Single Residence B and General Residence Districts; (9) Amend Zoning By-law – Front and Side Yard Special Permit Exceptions for Nonconforming Structures in the Single Residence B and General Residence Districts; and (10) Amend Zoning By-law – Temporary Moratorium on the Sale and Distribution of Recreational Marijuana.

Under State law, Ms. Fitzpatrick said 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.

Mr. Borrelli said this has been a "work in progress" over three years, and that there is still some question on the front setback and concern on the garage setback, warranting further discussion moving forward.

Motion by Mr. Handel that the Board vote to accept the proposed zoning amendments: (1) Amend Zoning By-law – Dimensional Regulations for Residential Districts (Technical Formatting Amendment); (2) Amend Zoning By-law – Side Yard Setback Requirement in the Single Residence B and General Residence Districts for Nonconforming Lots; (3) Amend Zoning By-law – Height Requirements in Residential Districts; (4) Amend Zoning By-law – Floor Area Ratio Requirement in the Single Residence B District; (5) Amend Zoning By-law – Side Yard Setback Requirement in the Single Residence B and General Residence Districts; (6) Amend Zoning By-law – Garage Setback Requirement in the Single Residence B and General Residence Districts; (7) Amend Zoning By-law – Definitions; (8) Amend Zoning By-law – Lot Coverage Requirement in the Single Residence B and General Residence Districts; (9) Amend Zoning By-law – Front and Side Yard Special Permit Exceptions for Nonconforming Structures in the Single Residence B and General Residence Districts; and (10) Amend Zoning By-law – Temporary Moratorium on the Sale and Distribution of Recreational Marijuana. Second: Mr. Bulian. Unanimously approved 4-0.

Mr. Matthews emphasized placing the proposed amendments to zoning by-laws on the warrant for the May 2017 Annual Town Meeting is a major step forward for many involved in town government and the community who are concerned about the problems with tear downs and disruption to neighborhoods. He said the reason the Board of Selectmen are not having a more detailed discussion is because this particular phase is the beginning of public notice and comment, with a public hearing scheduled for March 9, 2017, which will be an opportunity for presentation of the details. He commented information is now available and open for comment by the public. He said it is his understanding the Planning Board's purpose will be to take feedback and consider further modifications prior to Town Meeting's final vote.

Mr. Handel commented the Board of Selectmen will also have an opportunity to “weigh in” before Town Meeting with respect to whether or not it supports any particular article. Mr. Borrelli commented further discussion by the Board of Selectmen will happen.

2. Complete Streets Policy

Ms. Fitzpatrick reminded the Board of its goal to consider the concept of whether the Town should adopt a Complete Street Policy. She recommended the Board of Selectmen approve and authorize the Chairman to sign the Complete Streets Policy. Ms. Fitzpatrick said acceptance of such a policy allows access to State funds for roadway improvements, and will help the Town make progress towards its goal of becoming a more age-friendly community. Ms. Fitzpatrick commented the Town would like to apply for a grant for a consulting engineer to evaluate the plans already undertaken and advise where gaps exist in meeting the complete streets ideal. Ms. Fitzpatrick noted the attendance of Jackie DeWolfe, Director of Sustainable Mobility for the Commonwealth of Massachusetts, and other roadway advocates.

Motion by Mr. Handel that the Board vote to approve and authorize the Chairman to sign the Complete Streets Policy.

Second: Mr. Bulian. Unanimously approved 4-0.

3. Close Annual Town Meeting Warrant

Ms. Fitzpatrick reviewed with the Board a draft of the Annual Town Meeting Warrant dated February 14, 2017. She recommended the Board vote to close the warrant for the 2017 Annual Town Meeting.

Motion by Mr. Handel that the Board vote to close the warrant for the 2017 Annual Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel.

Second: Mr. Bulian. Unanimously approved 4-0.

7:55 p.m. Board Discussion:

1. Regulations for the Sale of Alcoholic Beverages

The Board discussed the provisions of the Regulations for the Sale of Alcoholic Beverages relating to service bars and waiting areas.

Mr. Borrelli said current regulations do not allow for pubs in the Town. He said said the current provision for the percentage of food to beverage, as well as the drink limit, makes it prohibitive for a pub to open. He asked the Board if it would be willing to consider relaxing regulations to allow for a pub, as it would be a great amenity to the Town.

Mr. Bulian said he is open to the concept, saying a pub would be a good amenity, but there must be a balance. He favors a slow approach but is willing to review the regulations.

Mr. Handel said Needham held two “visioning sessions” which indicated an overwhelming sentiment from residents to allow for a pub, provided it is done properly. He agreed with Mr. Bulian in the need to proceed slowly.

Mr. Matthews said drafting regulations allowing an expansion of casual service for a pub would start discussion. He commented he hasn’t seen draft regulations to accomplish the task of what people say they want, but yet will not be so broad as to open up problems the current rules were enacted to prevent. Mr. Matthews suggested consulting with Town Counsel. He said there is also some interest in restaurants serving Sunday brunch, suggesting regulations incorporate language to allow for service to begin before noon. Mr. Matthews said careful writing of regulations is necessary for public consideration.

2. Street Banners

Mr. Handel reminded the Board of a proposal at Town Meeting a few years ago, which was defeated, allowing for a banner to go across a major street. He said he thinks the proposal was defeated because of a misunderstanding of the potential uses. He said the Council of Economic Advisors believes allowing banners, restricted to community sponsored events, are an amenity which could be administered through the Town Manager’s office by decisions made by the Board of Selectmen. Mr. Handel suggested use for the July 4th celebration and/or Harvest Street Fair, noting restaurant owners and merchants believe having banners would be good for the business community.

Mr. Bulian said he is not opposed to street banners, but there must be a limitation on time, number of banners at any given time, and type of event. He said he would be interested in seeing regulations from other towns. Mr. Handel concurred, noting infrastructure to hang banners must be considered.

Mr. Matthews said there is no harm in bringing the proposal to Town Meeting again, cautioning revisions to the sign by-law must be considered by the Design Review Board.

3. Committee Reports

No Committee Reports were made.

8:10 p.m.

Adjourn:

Motion by Mr. Handel that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of February 14, 2017.

Second: Mr. Bulian. Unanimously approved 4-0.

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
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR
cc: TOWN ACCOUNTANT, WATER AND SEWER SUPERINTENDENT

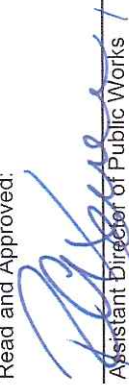
WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

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:	-\$42.40
Water Irrigation:	-\$232.60
Water Admin Fees	\$0.00
Sewer Sales:	-\$40.15
Transfer Station Charges:	\$0.00
Total Abatement:	-\$315.15

Order #: 1232

Read and Approved:


Assistant Director of Public Works

2/23/2017


Director of Public Works

2/23/17

For the Board of Selectmen

Date: 2/28/17

**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	Schreiber	Chris	32821	2362	165	Thornton Road	\$0.00	-\$42.40	-\$40.15	-\$82.55	ACC	N
DB	Reilly	Richard M	12137	698	15	Whittier Road	-\$232.60	\$0.00	\$0.00	-\$232.60	ACC	N

Total: -\$315.15

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