

BOARD OF SELECTMEN

June 13, 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 Continuation Change of Manager / Residence Inn
2.	7:00	Public Hearing Continuation Eversource Energy- Dartmouth Avenue
3.	7:00	Public Hearing: Water & Sewer Rates David Davison, Assistant Town Manager/Director of Finance
4.	7:35	Amend the Procedure for Designer Selection by Town Agencies - Steven Popper, Director of Design and Construction - David Davison, Assistant Town Manager/Director of Finance
5.	7:45	Public Information Session: MBTA
6.	8:30	Department of Public Works Sign Notice of Traffic Regulation – Rockwood Lane
7.	8:35	Sewer Rate Relief Credit - David Davison, Assistant Town Manager/Director of Finance - Evelyn Poness, Town Treasurer/Collector
8.	8:40	Town Manager - Approve and Sign Order of Taking Rosemary Property - Ambulance Rates - Public Facility Operations and Public Works Consolidation
9.	8:50	Board Discussion Committee Reports
10.	9:00	Executive Session Exceptions 3 & 6

CONSENT AGENDA *=Backup attached

1.*	Approve Consent to Easement Structure No. 17-06 from the US Army Corps of Engineers, a project to improve the boardwalk and dock at the Eastman Conservation Area. The Consent will allow the Town of Needham to install and maintain a boardwalk, resurface portions of the Eastman walking trail, and position a section of a ball field on a portion of Charles River Natural Valley Storage Area Tract 1700E.
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2.	Accept the following donation made to the Needham Community Revitalization Trust fund: \$100 from Josephine & Daniel Gleason, \$70 from John Cogswell, and \$210 from Evelyn & Ralph Poness.				
3.	Approve a request from the Public Health Department for a 20(b) exemption to allow the following school employees to work as seasonal packers/drivers for The Traveling Meals program: Dawn O'Halloran, KASE Program; and Catherine Murray, Broadmeadow School Cafeteria.				
4.*	Water and Sewer Abatement Order #1239				
5.	Support Youth Services' "Needham Unplugged" for the month of March 2018 including its annual no-meeting night which will be held on Thursday, March 15, 2018.				
6.*	Ratify a One Day All Alcoholic Beverages Only license for Ernest A. Steeves, of the Village Club who hosted a Birthday Party on June 2, 2017 from 7:00 p.m. to 11:00 p.m. The event was held in Highlandville Hall at the Village Club, 83 Morton Street, Needham.				
7.*	Ratify a One Day All Alcoholic Beverages Only license for Ernest A. Steeves, of the Village Club who hosted a Graduation Party on June 3, 2017 from 7:00 p.m. to 11:00 p.m. The event was held in Highlandville Hall at the Village Club, 83 Morton Street, Needham.				
8.*	Approve a One Day All Alcoholic Beverages Only license for Ernest A. Steeves, of the Village Club to host a Baby Shower event on June 17, 2017 from 7:00 p.m. to 11:00 p.m. The event will be held in Highlandville Hall at the Village Club, 83 Morton Street, Needham.				
9.*	Approve a One Day Wines & Malt Beverages Only license for Morgan Murphy of TripAdvisor to host an event for Global Volunteer Day on June 20, 2017 from 3:00 p.m. to 6:00 p.m. The event will be held at TripAdvisor, 400 1 st Avenue, Needham.				
10.*	Approve a One Day Wines & Malt Beverages Only license for Morgan Murphy of TripAdvisor to host an event for IINE on June 22, 2017 from 6:30 p.m. to 7:15 p.m. The event will be held at TripAdvisor, 400 1 st Avenue, Needham.				
11.*	Approve a request from the Charles River YMCA to hold its 4 th of July Road Race in Needham on July 4, 2017 from 6:30 a.m. to 11:00 a.m. pending receipt of approval by the DPW. The route of the race has been approved by the following departments: Police, Fire, and Park and Recreation.				
12.	Grant permission for the following residents to hold block parties:				
Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Robert Petitt	80 Robinwood Ave	56-96 Robinwood Ave	7/22/17	N/A	3pm-9pm
Jenny Berk	10 Hollow Ridge Rd	Hollow Ridge Rd	6/24/17	N/A	4pm-11pm
Daniel Burns	6 Louart Drive	Wildale Circle	9/9/17	9/10/17	4pm-7pm

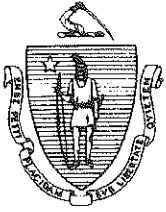


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

**MEETING DATE: 6/13/2017
continuation of 5/30/17 meeting**

Agenda Item	Change of Manager – Residence Inn by Marriott Needham
Presenter(s)	David Laurent, Proposed Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED Cowlen Management, Inc., d/b/a Residence Inn by Marriott Needham, 80 B Street, has submitted an application for a change in manager. Our review indicates that Mr. Laurent meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol. The additional filing materials seem in order.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN Suggested Motion: <i>Move that the Board of Selectmen approve and sign an application for a Change in Manager to David Laurent for the Residence Inn by Marriott Needham, 80 B Street, Needham and to forward this application to the ABCC for approval.</i>
3.	BACK UP INFORMATION ATTACHED 1. Amendment Application for a Change of Manager 2. Applicant's Statement 3. Vote of the Corporate Board All other documents related to these transactions are on file in the Town Manager's Office



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

AMENDMENT APPLICATION FOR A CHANGE OF MANAGER

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

1. NAME OF LICENSEE (Business Contact)

Colwen Management, Inc.

ABCC License Number

00035-HT-0770

City/Town of Licensee

~~Needham~~

Needham

2. APPLICATION CONTACT

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name: Karen

Middle: D.

Last Name: Simao

Title: Attorney

Primary Phone: (617) 946-4600

Email: ksimao@mqmllp.com

3. BUSINESS CONTACT

Please complete this section ONLY if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.

Entity Name:

Primary Phone:

Fax Number:

Alternative Phone:

Email:

Business Address (Corporate Headquarters)

Street Number:

Street Name:

City/Town:

State:

Zip Code:

Country:

Mailing Address

☐ Check here if your Mailing Address is the same as your Business Address

Street Number:

Street Name:

City/Town:

State:

Zip Code:

Country:

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

4. MANAGER CONTACT

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation First Name Middle Name Last Name Suffix

Social Security Number

Date of Birth

Primary Phone:

Email:

Mobile Phone:

Place of Employment

Alternative Phone:

Fax Number

Citizenship / Residency / Background Information of Proposed Manager

Are you a U.S. Citizen? ☒ Yes ☐ No

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No

If yes, attach an affidavit that lists your convictions with an explanation for each

Have you ever been Manager of Record of a license to sell alcoholic beverages? ☒ Yes ☐ No

If yes, please list the licenses for which you are the current or proposed manager:

Colwen Management, Inc. d/b/a
Residence Inn by Marriott
Concord

Do you have direct, indirect, or financial interest in this license? ☐ Yes ☒ No

If yes, percentage of interest

If yes, please indicate type of Interest (check all that apply):

- | | |
|---|--|
| ☐ Officer | ☐ Sole Proprietor |
| ☐ Stockholder | ☐ LLC Manager |
| ☐ LLC Member | ☐ Director |
| ☐ Partner | ☐ Landlord |
| ☐ Contractual | ☐ Revenue Sharing |
| ☐ Management Agreement | ☐ Other |

Please indicate how many hours per week you intend to be on the licensed premises

Employment Information of Proposed Manager

Please provide your employment history for the *past 10 years*

Date(s)	Position	Employer	Address	Phone
7/2013-Present	General Manager	Colwen Management, Inc.	320 Baker Avenue, Concord, MA	(603) 897-6100
6/2011-7/2013	Operations Manager	True North Hotel Group	112 Donald Lynch Blvd, Marlborough	(508) 481-1500
11/2010-6/2011	Assistant Manager	Pyramid Hotel Group	1657 Worcester Rd, Framingham, MA	(508) 879-7200
12/2007-11/2010	Front Desk/Sales	Comfort Suites/Holiday Inn	1010 Douglas Pike, Smithfield, RI	(401) 231-6300

Prior Disciplinary Action of Proposed Manager

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation
N/A	N/A	N/A	N/A	N/A

APPLICANT'S STATEMENT

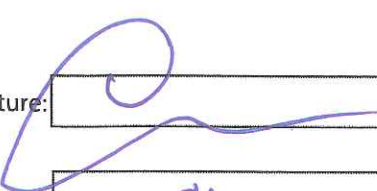
I, Leo Xarras the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP member
Authorized Signatory

of Colwen Management, Inc., hereby submit this application for Change of Manager of Record
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature: 

Date: 4/17/17

Title: Chairman + CEO

COLWEN MANAGEMENT, INC.

CORPORATE VOTE

April 17, 2017

At a meeting of the Board of Directors of Colwen Management, Inc. d/b/a Residence Inn by Marriott Needham (the "Corporation") a New Hampshire Corporation, with a principal place of business located at 889 Elm Street, 6th Floor, Manchester, NH 03101

"Voted: that the Corporation applies to the Town of Needham Board of Selectmen for a Change of Manager of Record amendment to the current Inn holder All Alcoholic Beverages License for the year 2017, to be exercised at the premises located at Residence Inn by Marriott Needham, 80 B Street, Needham, MA 02494

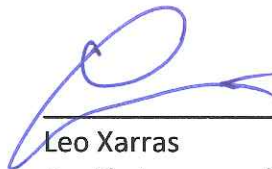
"Vote: to authorize Leo Xarras to sign the application for the license in the name Colwen Management, Inc. d/b/a Residence Inn by Marriott Needham and to execute on its behalf any necessary papers, and to do all things required relative to the granting of the license."

"Voted: to appoint David Laurent of Milford, MA as its Manager of Record, with as full authority and control of the premises described therein relative to alcoholic beverages as the licensee itself could in any way have and exercise if it were a natural person resident in the Commonwealth of Massachusetts and that a copy of this vote duly certified by a Director of the Corporation and delivered to said Director or principal representative shall constitute the written authority required by M.G.L. c. 138 § 26.

This is to certify that all the directors of Colwen Management, Inc., a corporation duly organized under the laws of the State of New Hampshire and registered with the Commonwealth of Massachusetts, are citizens of the United States.

This Corporation has NOT been dissolved.

A true copy attest,



Leo Xarras
Its: Chairman and CEO
Duly Authorized



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

**MEETING DATE: 06/13/2017
continuation of 5/30/17 meeting**

Agenda Item	Public Hearing: Eversource Energy – Dartmouth Avenue
Presenter(s)	Maureen Carroll, Eversource Energy Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately 6 feet of conduit in Dartmouth Avenue. This work is necessary to provide underground electric service at 48 Dartmouth Avenue, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<u>Suggested Motion:</u> Move that the Board of Selectmen vote to continue this public hearing to the June 27, 2017 meeting at 7:00 p.m.	
3.	BACK UP INFORMATION ATTACHED



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

MEETING DATE: 06/13/2017

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Water and Sewer Rate Structure Committee met on June 5, 2017 and voted to recommend the rate proposal which is explained in the June 9, 2017 memo. It is anticipated that the Board of Selectmen will vote on final water and sewer rates at its meeting on June 27, 2017. The Committee supports the proposed water and sewer rate schedule which was in the presentation to the Board last year. At that hearing, the rate proposal that took effect on July 1, 2016 increased the average annual water/sewer bill by 2.8%, the rate proposal recommended to be effective July 1, 2017 increase the annual bill by 1.5%. There is no change recommended to the domestic water rates, nor to the irrigation rates. The sewer step rates would increase from a high of 2.6% to a low of 1.5%.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motion: None	
3.	BACK UP INFORMATION
a. Legal Notice b. June 9, 2017 Water and Sewer Rate Recommendations memo c. Listing of Communities with Water Use Restrictions as of May 25, 2017 d. Map of Municipal Water Use Restrictions (05/25/2017)	

dbd 06/09/2017

WM/SEWER RATES

LEGAL NOTICE

Notice of Public Hearing

The Needham Board of Selectmen will hold a public hearing on Tuesday, June 13, 2017 at 7:00 p.m. in the Needham Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492. The purpose of the hearing will be to provide the public with an opportunity to comment on proposed changes to the water and sewer rates. All interested persons and/or parties wishing to be heard will be afforded an opportunity to comment at this time. In addition, written comments may be sent to the Board of Selectmen, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492 or may be emailed to selectmen@needhamMA.gov

AD#13574421

Needham Times 6/1, 6/8/17

Memorandum

To: Board of Selectmen
From: David Davison, Assistant Town Manager/Director of Finance
CC: Water and Sewer Rate Structure Committee; Kate Fitzpatrick, Town Manager; Christopher Coleman, Assistant Town Manager/Director of Operations, Richard Merson, Director of Public Works, Robert Lewis, Assistant Director of Public Works, Christopher Seariac, Water and Sewer Superintendent; Evelyn Poness, Treasurer and Collector
Date: June 9, 2017
Re: Water and Sewer Rate Recommendations

A public hearing has been scheduled for the Board's meeting on June 13, 2017, and the final rates are proposed to be set at the Board's June 27, 2017 meeting. The Water and Sewer Rate Structure Committee met on June 5, to weigh and deliberate options for the Board of Selectmen to consider. The five-member committee is appointed by the Board of Selectmen, and its general charge is to review proposed changes to the water and sewer rate structure and to make recommendations to the Board on said changes. The Committee members are John Cosgrove Jr, Chair of the Committee, Tom Loughran, Nick Renzulli, Steven Rosenstock, and John Tallarico. Mr. Cosgrove is also one of the two appointed Town representatives on the MWRA Advisory Board. Traditionally the Water and Sewer Superintendent has been the second.

The Committee voted to recommend that the Board adopt the proposed rate structure that was noted in the presentation to the Board of Selectmen last year. The recommended rate structure would increase the annual bill for a residential customer with regular water and sewer service by approximately 1.5%. The MWRA annually provides to member communities an average cost for annual household water/sewer (AHWS) use based on the industry standard of 120 hundred cubic feet (HCF), or approximately 90,000 gallons, to track rate increases over time. For historical purposes, this constant benchmark is maintained; however, actual household usage varies considerably and therefore the impact of any proposed change may be more or less than the AHWS reference.

Consumption Trends

It is important to remember that the water which runs through the domestic water meter of a customer, who is also connected to the public sewer, is the basis for determining the sewer bill for the customer. When a customer has an irrigation water meter installed, the water which is used outside of the house is measured separately, and therefore is not included in the calculation of the sewer bill. In this case, sewer revenue declines, but the expense of the sewer system does not. Although the installation of an irrigation meter lowers the cost to the individual customer, the decline in billable domestic water use also lowers the amount that is used to determine the sewer bill. Therefore, the sewer rates must increase in order to generate the same amount of revenue. The problem is aggravated if domestic water use is estimated too high when determining the rates. Furthermore, by state regulatory design, the rate charged per unit increases as consumption increases, conversely, when consumption declines, the amount of revenue lost is more impactful, and consequently will result in even higher rates per unit to support operations.

Table 1
Water and Sewer
Billed Consumption History
Fiscal Year July 1 - June 30

	2010	2011	2012	2013	2014	2015	2016	3-Year Average	5-Year Average	7-Year Average	Lowest	Year
Hundred Cubic Feet												
WATER												
Domestic Water	972,726	993,844	1,004,963	968,248	972,172	972,420	977,082	973,891	978,977	980,208	968,248	2013
Irrigation Water	205,433	337,537	281,106	334,981	301,298	300,798	374,864	325,653	318,609	305,145	205,433	2010
Residential and Commercial	1,178,159	1,331,381	1,286,069	1,303,229	1,273,470	1,273,217	1,351,946	1,299,544	1,297,586	1,285,353	1,173,681	
MSP Water	181,624	174,564	174,572	169,190	163,277	145,815	139,297	149,463	158,430	164,048	139,297	2016
MSP	181,624	174,564	174,572	169,190	163,277	145,815	139,297	149,463	158,430	164,048	139,297	
TOTAL WATER	1,359,783	1,505,945	1,460,641	1,472,419	1,436,747	1,419,032	1,491,243	1,449,007	1,456,016	1,449,401	1,312,978	
SEWER												
Domestic Sewer	863,399	881,404	887,551	856,728	862,617	865,974	867,969	865,520	868,168	869,377	856,728	2013
MSP Sewer	88,096	80,412	75,887	102,831	78,748	69,363	61,141	69,751	77,594	79,497	61,141	2016
TOTAL SEWER	951,495	961,816	963,438	959,559	941,365	935,337	929,110	935,270	945,762	948,874	917,869	
Total Billable Sewer as a % of Total Billable Water	70.0%	63.9%	66.0%	65.2%	65.5%	65.9%	62.3%	64.5%	65.0%	65.5%		
Domestic Billable Sewer as a % of Domestic Billable Water	88.8%	88.7%	88.3%	88.5%	88.7%	89.1%	88.8%	88.9%	88.7%	88.7%		
Irrigation Water as a % of Total Water	15.1%	22.4%	19.2%	22.8%	21.0%	21.2%	25.1%	22.5%	21.9%	21.1%		

MSP = Major Subsidy Provider

Average regular water use (domestic) has declined over the three, five, and seven year periods, each shows a downward trend (refer to table 1). The FY2013 billable domestic water consumption was lower than any of the averages, and was at an all-time low. Conversely, irrigation water use has continued trending upward, but is much more volatile than domestic water use. The three year (FY2014 – 16) average of irrigation water billed was 32,565,300 cubic feet, but last year the three year average (FY2013 – 15) was 31,235,900 cubic feet. The three year (FY2014 – 16) average was higher than the five and seven year averages. The five year (FY2012 – 16) irrigation average was higher than the seven year average (31,860,900 c.f. vs 30,514,500 c.f.). The FY2010 billed irrigation water use was the lowest year in the immediate past seven years (FY2010 – 16). The total residential and commercial water billed, exclusive of the what we refer to as the major subsidy provider (MSP), has fluctuated over the seven year period (FY2010 to FY2016) between 117,815,900 c.f. and 135,194,600 c.f., and the average use over the three, five, and seven year periods has trended higher, which is due to irrigation. Of the total billed water (149,124,300 c.f.) for FY2016, approximately 25% of the total was irrigation use. As efforts to encourage less use of water for irrigation bears fruit, the consumption trend is likely to reverse, and because irrigation water use is billed at a higher rate than domestic water use, a notable decrease in revenue should be expected.

Another facet that has impacted rates is the reliance of certain high volume users of water, especially one of the Town's largest water and sewer customers, Coca Cola. Almost all the water and sewer use by Coca Cola is charged at the highest rate, which effectively provides a subsidy

to the citizens of Needham. Water use by Coca Cola has been declining, but the amount of use had been relatively predictable until the last few years, during which consumption has dropped by an even greater percent than usual. The FY2015 water use billed to the customer declined by 10.7% from FY2014, and FY2016 billed use declined by 4.5% from FY2015. As illuminated in the presentation last year, we reminded the Board that FY2013 was the lowest water billed use year until FY2014, and FY2014 was the lowest use until FY2015, and now FY2016 is the lowest billed use year for Coca Cola.

Although billed water use has fluctuated over the past seven years, billed sewer use has been trending down for the past four years. FY2016 billed sewer (92,911,000 c.f.) was 0.7% less than FY2015, and FY2015 (93,533,700) was 0.6% less than FY2014 (94,136,500), which was 1.9% less than FY2013 (95,955,900). Furthermore, all the average comparison periods are trending downward. Domestic sewer use billing has been relatively stable, but the long term trend is showing a decline. The lowest amount billed for domestic sewer during the immediate past seven years (FY2009 – 15) was FY2013 (85,672,800). However, Coca Cola's billable sewer use has continued its annual decline and FY2016 was the lowest use amount billed. The billed volume for FY2016 (6,114,100) was 11.9% lower than FY2015 (6,936,300), and FY2015 was 11.9% lower than FY2014 (7,874,800). Other than the FY2013 (10,283,100) aberration - more than a 35% increase over FY2012 and was the highest volume billed to Coca Cola in recent history - billed sewer is declining year after year. The three, five, and seven year averages for the company show declines. Because most all of the billed consumption for Coca Cola is at the higher step rate, a reduction in billed use has a disproportionate impact on sewer revenue which then exacerbates the rise in sewer rates.

Table 2
Water and Sewer
Billed Consumption History

	2014	2015	2016	2017
	9 Months	9 Months	9 Months	9 Months
WATER				
Domestic Water	750,856	750,212	752,776	758,286
Irrigation Water	294,760	286,979	366,896	334,599
Residential and Commercial	1,045,616	1,037,190	1,119,672	1,092,885
MSP Water	123,116	110,630	106,072	84,012
MSP	123,116	110,630	106,072	84,012
TOTAL WATER	1,168,732	1,147,820	1,225,744	1,176,897
SEWER				
Domestic Sewer	661,028	663,348	662,310	670,834
MSP Sewer	60,375	52,648	48,518	30,514
TOTAL SEWER	721,403	715,996	710,828	701,348

The current year billing activity shows water consumption for the first three quarters of FY2017 (117,689,700) shows a four percent decline compared to the same period for FY2016

(122,574,400). This was due to an approximate nine percent drop in billed irrigation water use for the first nine months of FY2017 (refer to table 2). The decline in irrigation use should not have been unexpected as the amount of billed irrigation water use for FY2016 set an all-time use record. Billed domestic water use for the first nine months of FY2017 was slightly higher by approximately one percent. However, Coca Cola's use is down considerably for the first nine month of FY2017; the company has been billed for 8,401,200 c.f. , compared to the 10,607,200 c.f., billed for FY2016, approximately 21% less.

The first three quarters of FY2017 show that the total billed sewer (70,134,800) was less than the same period for FY2016 (71,082,800). However, just as with domestic water use, billed domestic sewer was slightly higher for the first nine months of FY2017 (67,083,400) compared to FY2016 (66,231,000). But the amount billed for Coca Cola during the first nine months of FY2017 (3,051,400) was down considerably; nearly 63% less than the same period for FY2016 (4,851,800), which is why the total year-to-date billed sewer is down nearly two percent.

Rate Structure Proposal

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

The rate proposal is essentially the same that was forecasted for FY2018 when the rate proposal for FY2017 was presented. The domestic water rates do not need to be increased for FY2018 as we estimate they will generate the required revenue to fund operations and maintain flexibility for the coming 12 to 24 months. However, the sewer rates should be increased as projected last year so to continue the concept presented to the Board two years ago. We explained that a significant rate increase for sewer services was looming and that phasing in the increase over several years was preferable to implementing a couple of high rate increases at once. The increase is necessary as the enterprise has been relying on non-sewer receipts to pay for operations, exclusive of capital, for several years. Indeed, the sewer cash capital program has been scaled back in order to preserve fund balance, but this cannot continue. The Sewer Enterprise budget has not grown significantly over the past few years, save MWRA assessments, which represent a significant portion of the annual operating budget. The decline in billable use is expected to continue, as efforts to have Needham water use drop below the 65 gallon standard are successful. Rate increases other than for inflationary reasons are unavoidable.

Four irrigation rate structure options (refer to table 3) in place of the current rates were presented to the Committee. The different rate plans were presented to address different

concerns that have been raised during the past year: 1) the cost for irrigation water is too high, especially for those residents who only water lightly, and 2) the Town should increase rates even more in order to reduce irrigation use. Based on the current irrigation rates, and assuming that the average annual use of irrigation water is 5,000 cubic feet (over a six month period), the average annual irrigation cost is estimated to be \$286.20. It is important to note that more than half of the number of irrigation accounts in Needham used less than 2,700 cubic feet of water in the past year.

Table 3
Irrigation Rate
Options

	Current Water	Current Sewer	Combined Wtr/Swr	Current Irrigation	Option I	Option II	Option III	Option IV
Service Fee	\$15.00	\$9.00	\$24.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00
Step 1	\$3.10	\$8.60	\$11.70	\$5.10	\$5.06	\$4.73	\$4.30	\$5.85
Step 2	\$3.40	\$9.45	\$12.85	\$5.50	\$5.46	\$5.16	\$4.30	\$6.43
Step 3	\$4.30	\$10.20	\$14.50	\$6.10	\$6.06	\$6.63	\$7.25	\$7.25
Step 4	\$5.10	\$11.15	\$16.25	\$8.10	\$8.01	\$8.16	\$8.13	\$8.13
Estimated Average Annual Irrigation Bill*				\$286.20	\$284.20	\$268.84	\$231.00	\$330.35

*Assume 5,000 CF of irrigation use for the year.

The option I proposal was to roll the irrigation rates back to the FY2015 schedule. This would drop the step one rate from \$5.10 per HCF back to the \$5.06 per HCF; the rate that was in effect two years ago. The step two rate would drop from \$5.50/HCF to \$5.46/HCF, the step three rate would drop from \$6.10/HCF to \$6.06/HCF, and the step four rate would drop from \$8.10/HCF to \$8.01/HCF. This proposal would reduce the estimated annual bill to \$284.20, or \$2.00.

The option II proposal was to use a percentage increase over the current domestic water rates approach. The assumption was that if a homeowner did not have a second meter, and was a light user of water for irrigation that the use would likely fall under the step three level. In order to continue to promote and make a distinction between indoor and outdoor water use, there would still be a premium paid. Whereas medium and heavy outdoor water use customers would be in step four on the domestic schedule and therefore would have even a higher premium. This proposal would reduce the estimated annual bill to \$268.84, or \$17.36. The irrigation schedule was calculated as follows:

Add a 10% premium over the current domestic water step 3 rate (\$4.30) for irrigation step 1 (\$4.73).

Add a 20% premium over the current domestic water step 3 rate (\$4.03) for irrigation step 2 (\$5.16).

Add a 30% premium over the current domestic water step 4 rate (\$5.10) for irrigation step 3 (\$6.63).

Add a 60% premium over the current domestic water step 4 rate (\$5.10) for irrigation step 4 (\$8.16).

The option III proposal was to use the current domestic water rate for step 3 (\$4.30) as the rate for steps one and two, but set the step three and step four rates at 50% of the combined domestic

water/sewer rate for the related irrigation step. The combined water/sewer rate for water use falling in step 3 was \$14.50 so the step 3 irrigation rate would be \$7.25; the step 4 combined rate was \$16.25 so the step 4 irrigation rate would be \$8.13. The homeowner would still realize a savings in water irrigation cost with the second meter compared to the irrigating through the domestic meter, but would pay a higher rate to help offset the lower rate charged for customers who are only using irrigation water only in the lower steps. This proposal would reduce the estimated annual bill to \$231.00, or \$55.20.

The option IV proposal was to base the water irrigation step rate on 50% of the combined applicable water/sewer domestic use rate. A homeowner would still realize a savings in water irrigation cost with the second meter compared to the irrigating through the domestic meter, but would pay a higher premium. The resulting rates would be \$5.85 for step 1; \$6.43 for step 2; \$7.25 for step 3; and \$8.13 for step 4. This proposal would increase the estimated annual bill to \$330.35, or \$44.15.

The Committee discussed all of the irrigation rate proposals, one which would have reduced all step rates, another that would have increased all step rates, and two which would have reduced the irrigation rate for step one and step two, and increased the step three and step four rates. The Committee believes the current irrigation rate structure that was approved by the Board of Selectmen two years ago should be retained. A concern was that if the lower step rates were reduced, and the actual water use was lower than assumed, domestic water rates may need to be increased to cover an unanticipated revenue loss. The Committee also believes that the rate option which would have increased all the step rates is not necessary, and perhaps the increases to the irrigation rates done in part to encourage less irrigation through economic incentives, was working and is fair.

So to recap, the concept to close the growing revenue gap was not to increase the sewer rates to cover the target in one year, but over several years. The good news is that water rates do not need to be increased for FY2018, and currently we believe they do not need to increase in FY2019. Unfortunately, as anticipated, sewer rates do need to increase. The recommendation is to continue with the phased approach with the sewer rates and set the rates as presented last year for FY2018: step 1 would be \$8.82 per HCF; step 2 would be \$9.64 HCF, step 3 would be \$10.40 HCF, and step 4 would be \$11.32 HCF.

Based on the AHWS standard, the estimated increase in the annual sewer bill is 2.0%, and the annual regular water bill would not change. This calculates to be a 1.5% increase in the annual bill over FY2017. The water rates are not expected to increase for FY2019 as well, but the sewer rates will need to increase again in FY2019. This is subject to change based on water consumption trends and method of use, assessments from the MWRA for the treatment of sewerage, and actual year end results.

Comparable Communities

In comparison to area communities, Needham ranks 9th out of 19 in terms of annual water and sewer charges for fiscal year 2017 (refer to Table 4). The average household bill per the MWRA comparison for Needham was \$1,630 which is approximately 95% of the average bill (\$1,710) for the group. The average bill ranges from a low of \$1,182 for the City of Waltham, a community with a great number of commercial users, to a high of \$2,437 for the Town of Belmont. The rate

increase adopted by the Board for FY2017 resulted in a change of 2.8% on the AHWS bill, whereas the average change by the other communities was 3.5%. However the change over seven years for Needham was 10.1%, but the average of the other communities was 28.0%.

Table 4
Annual Water and Sewer Charges in Selected Communities
Receiving Services from the MWRA
Cost to Average Customer Consuming 12,000 Cubic Feet

Community		Dec-09	Dec-10	Dec-11	Dec-12	Dec-13	Dec-14	Dec-15	Dec-16	One Year Change	Seven Year Change
Belmont		\$1,774	\$1,892	\$1,980	\$2,071	\$2,167	\$2,265	\$2,349	\$2,437	3.7%	37.4%
Cambridge	*	\$1,231	\$1,360	\$1,360	\$1,360	\$1,401	\$1,454	\$1,528	\$1,564	2.4%	27.0%
Canton	*	\$1,265	\$1,358	\$1,447	\$1,480	\$1,523	\$1,624	\$1,624	\$1,624	0.0%	28.4%
Dedham	**	\$1,497	\$1,497	\$1,530	\$1,530	\$1,530	\$1,541	\$1,554	\$1,565	0.7%	4.6%
Frammingham		\$1,008	\$1,096	\$1,214	\$1,247	\$1,444	\$1,543	\$1,635	\$1,735	6.1%	72.1%
Lexington		\$1,240	\$1,261	\$1,408	\$1,457	\$1,481	\$1,508	\$1,480	\$1,520	2.8%	22.6%
Melrose		\$1,558	\$1,587	\$1,640	\$1,759	\$1,809	\$1,943	\$2,055	\$2,295	11.7%	47.3%
Milton		\$1,634	\$1,717	\$1,777	\$1,887	\$1,929	\$1,976	\$2,039	\$2,136	4.8%	30.8%
Natick	**	\$1,175	\$1,267	\$1,267	\$1,267	\$1,311	\$1,353	\$1,380	\$1,432	3.8%	21.9%
Newton		\$1,428	\$1,590	\$1,712	\$1,779	\$1,848	\$1,921	\$2,009	\$2,142	6.6%	50.0%
Norwood		\$1,190	\$1,246	\$1,246	\$1,214	\$1,226	\$1,326	\$1,429	\$1,446	1.2%	21.6%
Stoughton	*	\$1,338	\$1,532	\$1,609	\$1,609	\$1,644	\$1,681	\$1,692	\$1,705	0.7%	27.4%
Wakefield	*	\$1,510	\$1,547	\$1,607	\$1,658	\$1,690	\$1,739	\$1,739	\$1,804	3.7%	19.4%
Waltham		\$999	\$1,021	\$1,165	\$1,182	\$1,182	\$1,182	\$1,182	\$1,182	0.0%	18.3%
Watertown		\$1,269	\$1,327	\$1,327	\$1,393	\$1,432	\$1,477	\$1,532	\$1,559	1.7%	22.8%
Wellesley	*	\$1,244	\$1,307	\$1,386	\$1,386	\$1,457	\$1,457	\$1,457	\$1,523	4.5%	22.4%
Westwood	*	\$1,275	\$1,275	\$1,328	\$1,340	\$1,360	\$1,419	\$1,445	\$1,469	1.7%	15.2%
Weymouth	**	\$1,418	\$1,486	\$1,530	\$1,530	\$1,530	\$1,569	\$1,609	\$1,644	2.2%	15.9%
Group Average		\$1,336	\$1,409	\$1,474	\$1,508	\$1,554	\$1,610	\$1,652	\$1,710	3.5%	28.0%
Needham	*	\$1,481	\$1,481	\$1,481	\$1,481	\$1,481	\$1,564	\$1,586	\$1,630	2.8%	10.1%

* = Partial water service from MWRA

** = Sewer service only

Source: MWRA Annual Water and Sewer Retail Rate Surveys

The table on the next page (refer to table 5) shows the bottom step and top step rates for regular water and sewer service in the other communities. The MWRA does not provide data as to whether the communities have different rates for irrigation.

The regular water rate structure for Needham has the lowest step rate at \$3.10 per hundred cubic feet which has Needham's water rate well below that of many of the comparison communities. Even Needham's highest regular water step rate at \$5.10 is well below that of many other communities. The Town's sewer rates continue to be at the higher end of the group, the bottom step would be \$8.82 per hundred cubic feet compared to the average of \$8.29 and the top sewer step for Needham would be \$11.32 per hundred cubic feet, which compares to an average of \$13.65 today.

Table 5**Bottom and Top Step Rates**

Community	Bottom Water Step Rate	Top Water Step Rate	Bottom Sewer Step Rate	Top Sewer Step rate
Belmont	\$6.36	\$7.30	\$12.68	\$12.68
Cambridge	\$3.02	\$3.96	\$9.50	\$12.35
Canton	\$3.40	\$12.79	\$7.77	\$14.88
Dedham	\$4.43	\$9.31	\$8.08	\$8.08
Framingham	\$5.89	\$10.88	\$7.65	\$21.99
Lexington	\$3.76	\$7.44	\$6.84	\$17.76
Melrose	\$6.34	\$8.62	\$11.62	\$14.64
Milton	\$5.43	\$7.69	\$6.71	\$14.88
Natick	\$1.71	\$9.76	\$4.73	\$13.94
Newton	\$6.45	\$10.60	\$9.25	\$13.50
Norwood	\$3.87	\$5.72	\$7.95	\$15.35
Stoughton	\$3.86	\$8.08	\$9.60	\$9.60
Wakefield	\$6.15	\$6.15	\$10.55	\$10.55
Waltham	\$3.23	\$9.36	\$5.75	\$13.69
Watertown	\$4.48	\$10.99	\$8.28	\$14.33
Wellesley^	\$2.99	\$9.18	\$8.61	\$8.61
Westwood	\$4.43	\$9.31	\$5.80	\$15.50
Weymouth	\$4.35	\$7.39	\$7.89	\$13.42
18 Community Average	\$4.45	\$8.59	\$8.29	\$13.65
Needham (Proposed)	\$3.10	\$5.10	\$8.82	\$11.32

^ Top water rate reflects the seasonal top rate.

As reflected in the reports on file with the Department of Environmental Protect, the Town has seen progress in lowering household water use (refer to table 6). Comparing the data from the 2016 report to the 2006 report released by the MWRA, average household water usage has declined by 690 cubic feet, a 7 percent decrease. The average use from 2014 (9,330 c.f.) to 2015 (9,190 c.f.) for Needham households has decreased by 140 cubic feet. 2014 usage was 100 cubic feet less than 2013. This supports the Board of Selectmen's contention that efforts to encourage less water use are having an impact. However, as noted last year and before, based on the average household size in Needham per the US Census data, water usage would need to be approximately 8,626 c.f. of use or less per year to be under the 65 gallons of water use per day per person. This would be an additional reduction of more than 6%, a fact that foretells of future rate increases. However, efforts to contain costs while addressing critical needs of the water/sewer utility, and pricing strategies to encourage large users of water paying a premium price to remain in Town has helped to keep overall increases in cost to the residents low. Indeed, for the average household, the annual bill for 2016 was \$35 more than it was ten years ago, an increase of 2.9%. This compares to the average percentage increase for the other communities of 16.8%.

Table 6

Average Household Annual Usage*

Community	2016 Report 2015 Average Annual Consumption	2015 Report 2014 Average Annual Consumption	2014 Report 2013 Average Annual Consumption	2006 Report Actual Average Annual Consumption	\$ Change	% Change	2016 Annual Cost based on 2015 Average	2015 Annual Cost based on 2014 Average	2014 Annual Cost based on 2013 Average	2006 Annual Cost based on 2006 Average	\$ Change	% Change
Belmont	9,010	8,480	8,470	9,610	(600)	-6.2%	\$1,867	\$1,703	\$1,641	\$1,300	\$567	43.7%
Cambridge	4,760	4,500	5,060	7,840	(3,080)	-39.3%	\$602	\$554	\$597	\$727	(\$125)	-17.2%
Canton	8,040	7,810	6,500	10,090	(2,050)	-20.3%	\$1,034	\$920	\$805	\$932	\$102	10.9%
Dedham	8,030	7,370	7,230	7,850	180	2.3%	\$1,131	\$1,140	\$1,018	\$985	\$146	14.8%
Frammingham	6,390	6,430	6,640	8,500	(2,110)	-24.8%	\$880	\$834	\$815	\$556	\$324	58.2%
Lexington	12,170	9,390	9,250	12,260	(90)	-0.7%	\$1,549	\$1,052	\$1,049	\$1,289	\$260	20.2%
Melrose	5,250	5,310	5,300	6,520	(1,270)	-19.5%	\$1,056	\$944	\$895	\$747	\$309	41.3%
Milton	7,760	7,690	7,240	9,730	(1,970)	-20.2%	\$1,322	\$1,319	\$1,127	\$1,190	\$132	11.1%
Natick	7,630	7,430	7,280	7,750	(120)	-1.5%	\$679	\$653	\$587	\$521	\$158	30.3%
Newton	6,400	6,470	6,410	10,310	(3,910)	-37.9%	\$1,076	\$1,028	\$962	\$1,004	\$72	7.2%
Norwood	6,380	6,400	6,380	9,650	(3,270)	-33.9%	\$631	\$578	\$536	\$806	(\$175)	-21.8%
Stoughton	6,210	6,100	7,440	8,880	(2,670)	-30.1%	\$890	\$869	\$1,019	\$949	(\$59)	-6.2%
Wakefield	7,950	7,680	6,730	7,900	50	0.6%	\$1,195	\$1,113	\$975	\$963	\$232	24.1%
Waltham	5,940	6,640	6,540	8,820	(2,880)	-32.7%	\$533	\$596	\$587	\$628	(\$95)	-15.1%
Watertown	6,300	6,290	6,290	6,420	(120)	-1.9%	\$831	\$816	\$786	\$642	\$189	29.5%
Wellesley	9,730	8,870	9,010	10,290	(560)	-5.4%	\$1,247	\$1,088	\$1,105	\$966	\$281	29.1%
Westwood	8,030	7,370	7,230	7,850	180	2.3%	\$1,021	\$976	\$894	\$862	\$159	18.5%
Weymouth	6,080	5,900	5,810	6,380	(300)	-4.7%	\$817	\$891	\$748	\$652	\$165	25.3%
Group Average	7,337	7,007	6,934	8,703	(1,366)	-15.7%	\$1,020	\$949	\$897	\$873	\$147	16.8%
Needham	9,190	9,330	9,430	9,880	(690)	-7.0%	\$1,249	\$1,233	\$1,224	\$1,214	\$35	2.9%

* Per the Annual Public Water Supply Reports filed with the Department of Environmental Protection.

Source: MWRA Annual Water and Sewer Retail Rate Surveys

Next Steps

The Selectmen will hear from staff, the citizen committee, and the public about the proposal. The Board will be asked whether to move forward with the new rate structure proposal with an understanding that regular water rates will not need to change for FY2018 and perhaps not for FY2019, (provided that irrigation rates are not reduced) and that a smaller percentage rate increase for sewer is necessary for FY2018 to continue to smooth out the impact of the higher rates that will be necessary to cover fixed and variable costs of the enterprise. As stated last year, we see this proposal as easing in the financial impact of regulatory and environmental concerns in water use.

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

Description	Current Rate	Proposed Rate	\$ Change
Basic Service Fee - Quarterly	\$15.00	\$15.00	\$0.00
Basic Service Fee - Monthly	\$5.00	\$5.00	\$0.00
Water - Regular			
Step 1	\$3.10	\$3.10	\$0.00
Step 2	\$3.40	\$3.40	\$0.00
Step 3	\$4.30	\$4.30	\$0.00
Step 4	\$5.10	\$5.10	\$0.00
Second Meter Fee - Quarterly	\$4.00	\$4.00	\$0.00
Second Meter Fee - Monthly	\$1.34	\$1.34	\$0.00
Water - Irrigation			
Step 1	\$5.10	\$5.10	\$0.00
Step 2	\$5.50	\$5.50	\$0.00
Step 3	\$6.10	\$6.10	\$0.00
Step 4	\$8.10	\$8.10	\$0.00
Basic Sewer Fee - Quarterly	\$9.00	\$9.00	\$0.00
Basic Sewer Fee - Monthly	\$3.00	\$3.00	\$0.00
Sewer			
Step 1	\$8.60	\$8.82	\$0.22
Step 2	\$9.45	\$9.64	\$0.19
Step 3	\$10.20	\$10.40	\$0.20
Step 4	\$11.15	\$11.32	\$0.17
Septage Disposal			
Per 1,000 Gallons	\$85.00	\$85.00	\$0.00

Massachusetts Municipal Water Use Restrictions as of May 25, 2017

Town	Public Water Supplier	Implementation Date	Restriction Level
Acton	Water Supply District of Acton	5/1/2017	Mandatory
Ashburnham	Ashburnham Water Dept.	5/1/2017	Mandatory
Athol	Athol Water Dept.	5/1/2017	Mandatory
Ayer	Ayer Water Dept.	5/1/2017	Mandatory
Bellingham	Bellingham Water Dept.	5/1/2017	Mandatory
Blackstone	Blackstone Water Dept.	5/1/2017	Voluntary
Chelmsford	Chelmsford Water District	5/1/2017	Mandatory
North Chelmsford	North Chelmsford Water District	5/1/2017	Mandatory
Danvers	Danvers Water Division	5/1/2017	Mandatory
Dartmouth	Dartmouth Water Division	5/1/2017	Mandatory
Dover	Colonial Water Co.	5/1/2017	Mandatory
Easton	Easton Water Division	5/1/2017	Mandatory
East Bridgewater	East Bridgewater DPW	6/1/2017	Mandatory
Foxborough	Foxborough Water and Sewer Comm.	5/2/2017	Mandatory
Franklin	Franklin Water Dept.	4/24/2017	Mandatory
Grafton	Grafton Water District	1/1/2017	Mandatory
Grafton	South Grafton Water District	5/1/2017	Mandatory
Groton	Groton Water Department	5/1/2017	Mandatory
Groton	West Groton Water Supply District	5/1/2017	Mandatory
Hanson	Hanson DPW	5/8/2017	Voluntary
Hingham	Aquarion Water Co.	5/1/2017	Mandatory
Holden	Holden DPW	5/1/2017	Mandatory
Holliston	Holliston Water Dept.	5/1/2017	Mandatory
Hopedale	Hopedale Water Dept.	5/1/2017	Mandatory
Hopkinton	Hopkinton Water Dept.	5/1/2017	Mandatory

Massachusetts Municipal Water Use Restrictions as of May 25, 2017

Town	Public Water Supplier	Implementation Date	Restriction Level
Hudson	Hudson Water Dept.	5/1/2017	Mandatory
Hull	Aquarion Water Co.	5/1/2017	Mandatory
Hyannis	Hyannis Water System	4/26/2017	Voluntary
Lynnfield	Lynnfield Center Water District	1/1/2017	Mandatory
Mansfield	Mansfield Water Dept.	5/1/2017	Mandatory
Middleborough	Middleborough Water Dept.	5/1/2017	Mandatory
Milford	Milford Water Co.	5/1/2017	Mandatory
Millbury	Aquarion Water Co.	5/1/2017	Mandatory
Millis	Millis Water Dept.	5/1/2017	Mandatory
Needham	Needham Water Dept.	5/1/2017	Mandatory
Norfolk	Norfolk Dept. of Public Works	1/1/2017	Mandatory
Norton	Norton Water Department	1/1/2017	Mandatory
Norwell	Norwell Water Dept.	4/6/2017	Mandatory
Oak Bluffs	Oak Bluffs Water District	5/1/2017	Mandatory
Plymouth	Pinehills Water Company	5/1/2017	Mandatory
Plymouth	Plymouth Water Company	5/1/2017	Mandatory
Provincetown	Provincetown Water Dept.	6/1/2017	Mandatory
Scituate	Scituate Water Dept.	5/1/2017	Mandatory
Seekonk	Seekonk Water District	5/1/2017	Mandatory
Sharon	Sharon Water Dept.	5/1/2017	Mandatory
Shirley	Shirley Water District	5/1/2017	Mandatory
Spencer	Spencer Water Dept.	5/1/2017	Mandatory
Sterling	Sterling Water Dept.	4/1/2017	Mandatory
Uxbridge	Uxbridge Water Dept.	3/28/2017	Mandatory
Walpole	Walpole Water Dept.	5/1/2017	Mandatory

Massachusetts Municipal Water Use Restrictions as of May 25, 2017

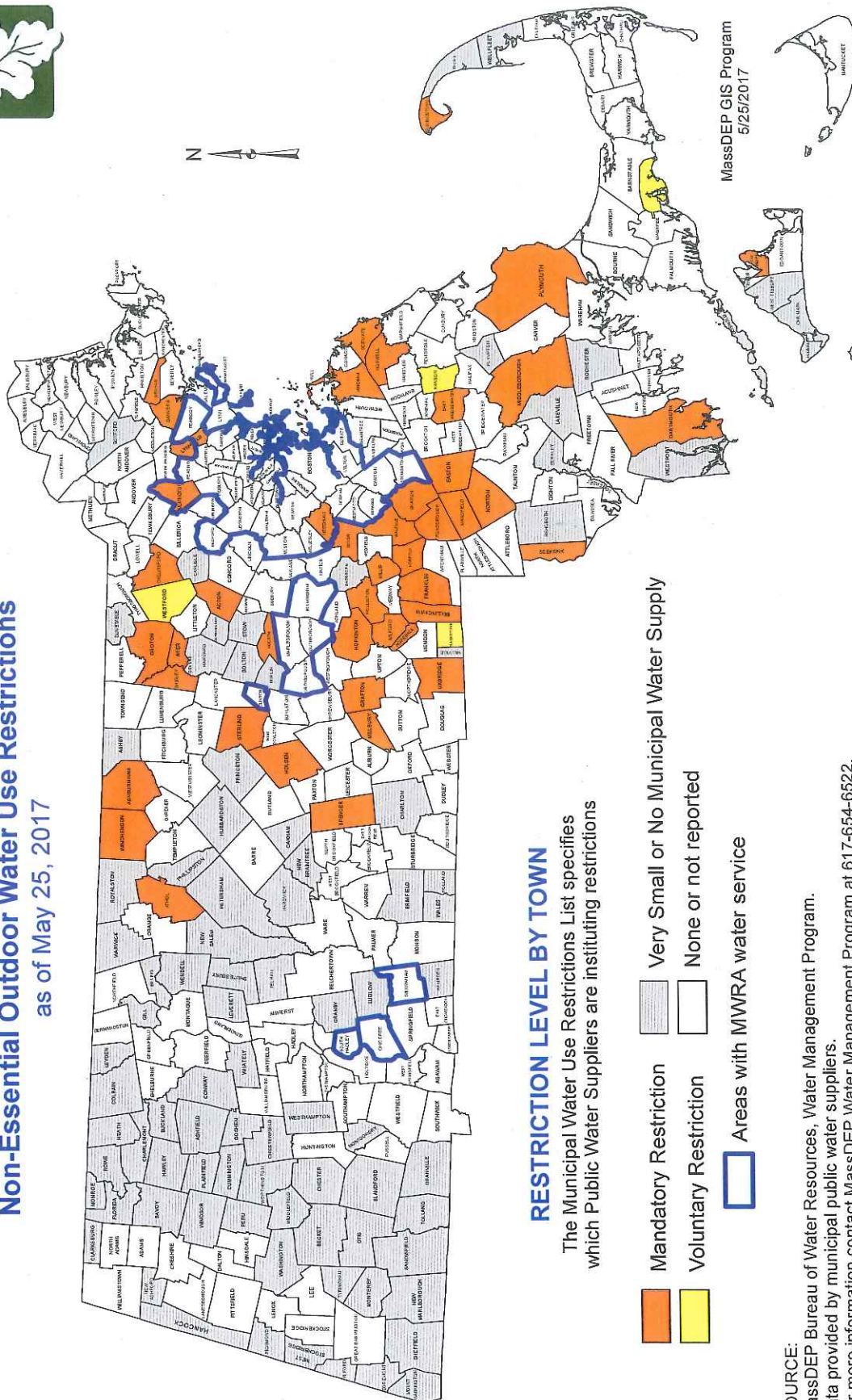
Town	Public Water Supplier	Implementation Date	Restriction Level
Wenham	Wenham Water Dept.	5/1/2017	Mandatory
Westford	Westford Water Dept.	5/8/2017	Voluntary
Wilmington	Wilmington Water Dept.	1/1/2017	Mandatory
Winchendon	Winchendon Water Dept.	5/1/2017	Mandatory



CURRENT MUNICIPAL WATER USE RESTRICTIONS

Non-Essential Outdoor Water Use Restrictions

as of May 25, 2017



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



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

MEETING DATE: 06/13/2017

Agenda Item	Amend the Procedure for Designer Selection by Town Agencies
Presenter(s)	David Davison, Assistant Town Manager/Director of Finance Steven Popper, Director of Design and Construction

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
This is a request to update the Town's designer selection policy that was last amended by the Board in March 2012. We believe that procuring on-call services for certain elements of design and construction work on public buildings would provide greater efficiency on small and large building repair and construction projects, than having to procure the services on a piecemeal basis. In order to procure on-call related services, the Board's policy needs to be updated. We also recommend that the policy be updated to be current with the changes in State Law, which eliminated M.G.L. Chapter 7 Sections 38A½-O and replaced them with M.G.L. Chapter 7C. The new law, as did the prior law, requires the Town to adopt written designer selection procedures, which must be used when contracting for design services for any building construction, reconstruction, alteration, remodeling, or repair project that has an estimated construction cost of <u>more than \$100,000</u> and an estimated design fee of \$10,000 or more.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motion: Move that the Board approve the amended policy on the Procedure for Designer Selection by Town Agencies dated June 13, 2017 and that the Chair be authorized to sign the revised policy.	
3.	BACK UP INFORMATION
a. Revised Procedure for Designer Selection by Town Agencies b. Current Procedure for Designer Selection by Town Agencies showing the proposed changes.	

dbd 06/09/2017

Board of Selectmen

Policy Number:	BOS-PRO-004
Policy:	Procedure for Designer Selection by Town Agencies
Date Approved:	10/28/2003
Date Revised:	10/24/2006; 03/27/2012; 06/13/2017
Approved:	Chair, Board of Selectmen

Policy:

These procedures govern the selection of designers for any municipal building project subject to the state designer selection law, M.G.L. Chapter 7C, Sections 44 through 57. Any other local law governing the procurement of services will be inapplicable to these procurements.

I. DEFINITIONS

"Awarding Authority" means a board, committee, commission, or town official that has been authorized to expend money and award a contract(s) for the study, design or construction of a building project, or procure on call related services:

"Designer" means an individual, corporation, partnership, sole proprietorship, joint venture, joint stock company or other entity engaged in the practice of architecture, landscape architecture, engineering or other professional services, which satisfies any of the following:

- i. If an individual, the individual is a registered architect, landscape architect, engineer, or qualified professional;
- ii. If a partnership, a majority of all the partners are persons who are registered architects, landscape architects, engineers or other qualified professionals;
- iii. If a corporation, sole proprietorship, joint stock company or other entity, the majority of the directors or a majority of the stock ownership and the chief executive officer are persons who are registered architects, or engineers, and the person to have the project in his or her charge is registered in the discipline for the project;
- iv. If a joint venture, each joint venture satisfies the requirements of this section.

"Design Services" means any of the following services provided by any designer, programmer, or construction manager in connection with any public building project:

- i. Preparation of master plans, studies, surveys, soil tests, cost estimates or programs;

- ii. Preparation of drawings, plans or specifications including but not limited to schematic drawings, preliminary plans and specifications, working plans and specifications or other administration of construction contracts documents;
- iii. Supervision or administration of a construction contract; and
- iv. Construction management or scheduling.

"Building Project" means a capital facility project undertaken for the planning, acquisition design, construction, installation, repair or maintenance of any building and appurtenant structures, facilities and utilities, including initial equipment and furnishings thereof; provided, however, that appurtenant buildings or structures which are required to be constructed as integral parts of the development of sewer, water, and highway systems shall not be subject these procedures.

"Committee" means the appointees of the awarding authority, made up of at least three members, to act as a designer selection board for selection of finalists to provide design services for a town building project in accordance with the intent of M.G.L. Chapter 7C, Sections 44 through 57. The committee shall include one or more members who are residents of the Town and one or more architects or engineers who may be in-house or outside people.

"Extended Services" means a designer or interior designer who has been appointed to provide design services for a project to act as designer or interior designer for work to be done on another project not originally included in that designer's or interior designer's contract.

II. PROCEDURES

- A. The procedure for designer selection by town agencies as required under the provisions of M.G.L. Chapter 7C, 44 through 57 is to apply to the selection of designers for designer services by all municipal agencies for building projects, including construction, renovation, alteration, remodeling and repair projects, if both the estimated cost is one hundred thousand dollars or more and the design fee under the contract is ten thousand dollars or more. These procedures do not apply to the selection of designers for projects requesting funding from the Massachusetts School Building Authority. These procedures do not apply to the selection of designers for the fabrication or construction of modular buildings procured under the provisions of M.G.L., Chapter 149, Section 44E. These procedures do not apply to the selection of designers for public works projects bid under the provisions of Chapter 30, Section 39M and projects, including building projects, that are integral parts of the development of sewer, water and highway systems.
- B.
 - 1. The awarding authority will determine the nature and extent of the design services required for the project and will develop the project criteria required under paragraph II, subparagraph 3 below.
 - 2. A Request for Proposals (RFP) will be publicly advertised in a newspaper of general circulation in the area of the project and in the Central Register at least two weeks prior to the deadline for submitting proposals.

3. The RFP will provide the following detailed information:
 - i. A description of the project, the specific designer services sought, estimated construction costs, and the time allotted for completion;
 - ii. When and where the program prepared for the project will be available for inspection by applicants, or a statement that there is no program beyond the information in (a) above.
 - iii. The qualifications required of applicants for the project;
 - iv. The categories of designer consultants, if any, for which applicants must list consultants they intend to use;
 - v. Whether the fee has been set or will be negotiated. If the fee has been set, its amount must be stated as a total dollar amount, not a percentage. If the fee is to be negotiated, the awarding authority shall set a not-to-exceed amount but this amount need not be published in the RFP.
 - vi. The deadline for submission of proposals;
 - vii. When and where a briefing session (if any) will be held;
 - viii. Any other pertinent information.
4. A committee of at least three members will be appointed by the awarding authority to evaluate proposals and select the finalists.
5. The Committee shall select at least three finalists, if there are three or more applicants. If less than three apply, each applicant shall be a finalist. The evaluation and selection of the proposals shall be based on the following criteria:
 - i. prior similar experience;
 - ii. past performance on public and private projects;
 - iii. financial stability;
 - iv. identity and qualifications of the consultants who will work with applicant on the project; and
 - v. any other criteria that the committee considers relevant for the project.
6. Applicants or finalists may be required to:
 - i. appear for an interview before the committee;
 - ii. present a written proposal to the committee; or

- iii. participate in a design competition held by the committee.
 - iv. provide additional information to the committee, as the committee shall determine, provided all other applicants or finalists are afforded an equal opportunity to do so.
7. When the committee has required the applicants to list consultants which they intend to use, any changes in, or addition to, consultants named in the application must be approved by the awarding authority and reported to the committee with a written statement by the designer or construction manager of the reasons for the change. In no event may a consultant be used who is debarred pursuant to Chapter 149, Section 44C or disqualified pursuant to Chapter 7C, Section 48.
8. The committee will select at least three finalists from among all applicants and transmit the list to the awarding authority. The list will rank the finalists in order of qualifications, provide a record of the final vote of the committee on the selection, and include a written statement explaining the committee's reasons for its choice and its ranking of the finalists. The list will be a public record and maintained in the contract file. The Committee shall transmit to the awarding authority all material made or received relating to the recommendation. In no event may a designer be used who is debarred pursuant to Chapter 149, Section 44C or disqualified pursuant to Chapter 7C, Section 48.
- 9.
- i. If the fee for design services has been set by the awarding authority prior to the selection process, the awarding authority will select the designer or construction manager to be awarded the contract from the list submitted by the committee. If the list ranks the designers in order of qualification and a designer or construction manager other than the one ranked first is selected, the awarding authority shall file a written justification with the committee and with the Town Clerk.
 - ii. If the fee is to be negotiated, the awarding authority shall review the list transmitted by the committee, and may exclude any designer or construction manager from the list if a written explanation of the exclusion is filed with the Committee and maintained with the contract file. The awarding authority shall then appoint a designer based on successful fee negotiation among the remaining finalists in order of rank.
 - iii. If the awarding authority is unable to negotiate a satisfactory fee with any of the finalists, the awarding authority shall request the Committee to select additional finalists.
10. The awarding authority may allow a designer who conducted a feasibility study to continue with the design of the project, provided the awarding authority subsequently procures the services for such design in accordance with these designer selection procedures and Chapter 7C of the General Laws. However, the awarding authority may commission, at its discretion, an independent review, by a knowledgeable and competent individual or business doing such work, of the feasibility of the designer's

work to insure its reasonableness and its adequacy before allowing the designer to continue on the project.

11. The awarding authority may appoint a designer or interior designer to perform extended services if the following conditions are met:
 - i. a written statement is filed with the Town Manager explaining the reasons for the continuation or extension of services;
 - ii. and the Town Manager approves the appointment of the designer or interior designer for extended services and states the reason therefor.

C.

1. For smaller design service tasks, including study or design for certain repair or renovation projects, the Awarding Authority may select a list of "on-call" or "house doctor" services, as those terms are used by the State Designer Selection Board.
2. These consultants would be on call to perform tasks as needed after selection, but on a not-to-exceed total contract amount, which amount must be identified in the advertisement for services.
3. Such services may include but are not limited to the commissioning, energy modeling, cost estimating, structural consultants and mechanical consultants

III. DESIGN CONTRACT

- A. The design contract shall state the fee for such services as a total dollar amount. The contract may provide for equitable adjustments in the event of changes in scope or services. However, neither the designer, nor any of its consultants, shall be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of the bid documents, as reasonably determined by the awarding authority.
- B. Every contract awarded for design services shall include:
 1. a certification that the designer or construction manager has not given, offered or agreed to give any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the contract for design services;
 2. a certification that no consultant to or subcontractor for the designer or construction manager has given, offered or agreed to give any gift, contribution or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with the award to the consultant or subcontractor of a contract by the designer or construction manager;
 3. a certification that no person, corporation or other entity, other than a bona fide full time employee of the designer or construction manager, has been retained or hired to solicit for or in any way assist the designer or construction manager in

obtaining the contract for design services upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer;

4. a certification with respect to design contracts which exceed ten thousand dollars and which are for the design of a building for which the budgeted or estimated construction costs exceed one hundred thousand dollars, that the designer has internal accounting controls as required by Chapter 30, Section 39R, and that the designer will:
 - i. maintain accurate and detailed accounts for a six year period after the final payment;
 - ii. file regular statements of management concerning internal auditing controls;
 - iii. file an annual audited financial statement; and
 - iv. submit a statement from an independent certified public accountant that such CPA has examined management's internal auditing controls and expresses an opinion as to their consistency with management's statements in (2) above and whether such statements are reasonable with respect to transactions and assets that are substantial in relation to designer's financial statements. M.G. L., Chapter 7C, Section 51; and
 5. a requirement that the designer at his/her own expense obtain and maintain a professional liability insurance policy covering negligent errors, omissions and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of such contracts for design services. The awarding authority may require a consultant employed by the designer subject to this subparagraph to obtain and maintain a similar liability insurance policy. The total amount of such insurance shall at a minimum equal the lesser of one million dollars or ten percent of the project's estimated cost of construction, or such larger amounts as the public agency may require, and shall cover the applicable period of limitations. A designer required to obtain all or a portion of such insurance coverage at his own expense shall furnish a certificate or certificates of insurance coverage to the awarding authority prior to the award of the contract.
- C. The awarding authority may request a copy of the Division of Capital Asset Management's (DCAM) Standard Design Contract to use as is, or to modify. Contracts for design services may include a requirement that the designer be responsible for overseeing the construction phase of the contract.
- D. The awarding authority shall incorporate current applicable minority-owned business enterprise (MBE) and women-owned business enterprise (WBE) participation goals, as determined by DCAM, into any design contract where funding is provided by the Commonwealth, in whole or in part (such as reimbursements, grants and the like).

Reductions or waivers of these goals may be permitted where the size, nature or location of the project makes achieving such levels of MBE or WBE participation unfeasible.

IV. RECORDS

- A. In the selection of applicants to perform design services the awarding authority will keep the following records:
 - 1. all information supplied by or obtained about each applicant;
 - 2. all actions taken by the committee relating to any project;
 - 3. all actions taken by the awarding authority relating to any project;
 - 4. any other records related to designer selection.
- B. All records will be available for inspection by the State Designer Selection Board.

V. CONFLICT OF INTEREST

No member of a committee shall participate in the selection of a designer as a finalist for any project if the member or any member of his or her immediate family:

- A. has a direct or indirect financial interest in the award of the design contract to any applicant;
- B. is currently employed by, or is a consultant to or under contract to an applicant;
- C. is negotiating or has an arrangement concerning future employment or contracting with any applicant;
- D. has an ownership interest in, or is an officer or director of, any applicant.

VI. EMERGENCY PROCEDURES

When an emergency situation exists, the Town may utilize the following:

EXPEDITED PROCEDURE FOR SELECTION OF DESIGNERS WHEN AN EMERGENCY SITUATION EXISTS

- A. Scope and Purpose These regulations establish a speedy procedure by which the Local Awarding Authority can select a designer, programmer or construction manager, when an emergency situation exists.
- B. Declaration of Emergency
 - 1. The declaration will be made by the Awarding Authority, based upon one of the following criteria:

- a. Danger to health or safety of any persons because of the time required for selection of a designer by the regular statutory process.
 - b. Deadline for action on a project set by a court or federal agency which cannot be met if the regular statutory process is followed.
2. The Awarding Authority will file a memorandum with the committee stating the reasons for the emergency declaration, listing proposed scope of work, estimated cost of construction, the established lump sum fee for designers' services, and any other relevant information.
3. Upon receipt of the memorandum from the Awarding Authority the Committee may elect to follow the expedited procedures set forth below.

C. Studies, Programs and Design and Administration of Construction Projects

1. If the scope of work involves a study, program or design and administration of a construction project, finalists may be selected from the existing standing list of consultants who have previously applied to the Town for projects of this nature which have been advertised, or from applicants who have filed a master file brochure with the Town, without public advertising.
2. The Chairman of the Committee, upon receipt of the declaration by the Local Awarding authority that an emergency exists, will select at least 3 semi-finalists as described above.

D. Voting by Committee Members for Selection in an Emergency Situation

1. The Chairman of the Committee shall compile the above information into a package for distribution and action by all Committee members. Material shall be mailed if time permits. When possible, selection shall be made at the next scheduled meeting. When time or other circumstances do not permit, members may respond by mail.
2. In those cases where the Chairman determines that immediate action is required on the basis of an immediate threat to health *or* safety, that person shall nominate at least 6 semi-finalists for the specific project to be acted on. The Chairman may cause to have polled all available Committee members by phone and record their vote, tabulate the results, and forward the names of the 3 or more finalists to the Awarding Authority for its appointment in accordance with Chapter 7C, Sections 49 and 50.
3. The tabulation of the vote by committee members for the 3 or more finalists to be submitted to the Awarding Authority shall be accomplished by crediting the designated point count of each member's vote to the firm so selected by each respective member. Every firm ranked 1st will be credited with 3 points, the 2nd ranked firm will be credited with 2 points and the 3rd ranked finalist will obtain point. The firm obtaining the highest cumulative total of points will be ranked

1st, the next highest total will be ranked 2nd and the 3rd highest total point count will be ranked 3rd.

4. In the case of an equal total point count, the Committee shall be re-pollled to determine the final ranking of the 3 or more finalists.

VII. GENERAL

- A. The recommended procedures above may be amended or modified so long as the procedure adopted satisfies the purpose and intent of M.G.L. Chapter 7C, 44 through 57 and requires newspaper and central register advertising, a uniform application form and uniform application procedure.
- B. All meetings of a government body shall be open to the public and any person shall be permitted to attend any meeting except as provided by M.G. L., Chapter 30A Sections 20 and 21.

VIII. REGULATORY AUTHORITY

Guidelines developed for designer selection procedures for cities and towns by the Designer Selection Board of the Executive Office for Administration and Finance of the Commonwealth of Massachusetts, pursuant to the provisions of M.G. L. Chapter 7C, Section 54 and following the procedures outlined in 811 CMR 3.00.

- ii. Preparation of drawings, plans or specifications including but not limited to schematic drawings, preliminary plans and specifications, working plans and specifications or other administration of construction contracts documents;
- iii. Supervision or administration of a construction contract; and
- iv. Construction management or scheduling.

"Building Project" means a capital facility project undertaken for the planning, acquisition design, construction, installation, repair or maintenance of any building and appurtenant structures, facilities and utilities, including initial equipment and furnishings thereof; provided, however, that appurtenant buildings or structures which are required to be constructed as integral parts of the development of sewer, water, and highway systems shall not be subject these procedures.

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3. The RFP will provide the following detailed information:
 - i. A description of the project, the specific designer services sought, estimated construction costs, and the time allotted for completion;
 - ii. When and where the program prepared for the project will be available for inspection by applicants, or a statement that there is no program beyond the information in (a) above.
 - iii. The qualifications required of applicants for the project;
 - iv. The categories of designer consultants, if any, for which applicants must list consultants they intend to use;
 - v. Whether the fee has been set or will be negotiated. If the fee has been set, its amount must be stated as a total dollar amount, not a percentage. If the fee is to be negotiated, the awarding authority shall set a not-to-exceed amount but this amount need not be published in the RFP.
 - vi. The deadline for submission of proposals;
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5. The Committee shall select at least three finalists, if there are three or more applicants. If less than three apply, each applicant shall be a finalist. The evaluation and selection of the proposals shall be based on the following criteria:
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B. Every contract awarded for design services shall include:

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2. a certification that no consultant to or subcontractor for the designer or construction manager has given, offered or agreed to give any gift, contribution or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with the award to the consultant or subcontractor of a contract by the designer or construction manager;
3. a certification that no person, corporation or other entity, other than a bona fide full time employee of the designer or construction manager, has been retained or hired to solicit for or in any way assist the designer or construction manager in

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- i. maintain accurate and detailed accounts for a six year period after the final payment;
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5. a requirement that the designer at his/her own expense obtain and maintain a professional liability insurance policy covering negligent errors, omissions and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of such contracts for design services. The awarding authority may require a consultant employed by the designer subject to this subparagraph to obtain and maintain a similar liability insurance policy. The total amount of such insurance shall at a minimum equal the lesser of one million dollars or ten percent of the project's estimated cost of construction, or such larger amounts as the public agency may require, and shall cover the applicable period of limitations. A designer required to obtain all or a portion of such insurance coverage at his own expense shall furnish a certificate or certificates of insurance coverage to the awarding authority prior to the award of the contract.

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- B. Declaration of Emergency
 - 1. The declaration will be made by the Awarding Authority, based upon one of the following criteria:

- a. Danger to health or safety of any persons because of the time required for selection of a designer by the regular statutory process.
 - b. Deadline for action on a project set by a court or federal agency which cannot be met if the regular statutory process is followed.
2. The Awarding Authority will file a memorandum with the committee stating the reasons for the emergency declaration, listing proposed scope of work, estimated cost of construction, the established lump sum fee for designers' services, and any other relevant information.
3. Upon receipt of the memorandum from the Awarding Authority the Committee may elect to follow the expedited procedures set forth below.

C. Studies, Programs and Design and Administration of Construction Projects

1. If the scope of work involves a study, program or design and administration of a construction project, finalists may be selected from the existing standing list of consultants who have previously applied to the Town for projects of this nature which have been advertised, or from applicants who have filed a master file brochure with the Town, without public advertising.
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3. The tabulation of the vote by committee members for the 3 or more finalists to be submitted to the Awarding Authority shall be accomplished by crediting the designated point count of each member's vote to the firm so selected by each respective member. Every firm ranked 1st will be credited with 3 points, the 2nd ranked firm will be credited with 2 points and the 3rd ranked finalist will obtain point. The firm obtaining the highest cumulative total of points will be ranked

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1st, the next highest total will be ranked 2nd and the 3rd highest total point count will be ranked 3rd.

4. In the case of an equal total point count, the Committee shall be re-polled to determine the final ranking of the 3 or more finalists.

VII. GENERAL

- A. The recommended procedures above may be amended or modified so long as the procedure adopted satisfies the purpose and intent of M.G.L. Chapter 7C, 44 through 57 and requires newspaper and central register advertising, a uniform application form and uniform application procedure.
- B. All meetings of a government body shall be open to the public and any person shall be permitted to attend any meeting except as provided by M.G. L., Chapter 30A Sections 20 and 21.

Deleted: Chapter 7, Sections 38A 1/2 - 38O

VIII. REGULATORY AUTHORITY

Guidelines developed for designer selection procedures for cities and towns by the Designer Selection Board of the Executive Office for Administration and Finance of the Commonwealth of Massachusetts, pursuant to the provisions of M.G. L. Chapter 7C, Section 54 and following the procedures outlined in 811 CMR 3.00.

Deleted: 38K



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

MEETING DATE: 06/13/2017

Agenda Item	Public Discussion with the MBTA
Presenter(s)	Board of Selectmen Ryan Coholan, Manager of Railroad Operations, MBTA Ernie Piper, Chief Mechanical Officer, MBTA Tory Mazzola, Keolis Director of Public Affairs

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Representatives of the MBTA and Keolis will discuss subjects such as service on the Needham commuter line, train idling, train horn noise, and other issues pertinent to the Town. Comments received in writing will be submitted and the general public in attendance will have an opportunity to ask questions.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
None	
3.	BACK UP INFORMATION ATTACHED
a.) Notice of Public Discussion	



Office of the
TOWN MANAGER

TOWN OF NEEDHAM
TOWN HALL
Needham, MA 02492-2669

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

Public Discussion with the MBTA

The Board of Selectmen will meet with representatives of the MBTA to discuss subjects such as service on the Needham commuter line, train idling, train horn noise, and other issues pertinent to the Town.

The meeting is scheduled for Tuesday, June 13, 2017 at 7:45 p.m. in Powers Hall at the Needham Town Hall, 1471 Highland Avenue.

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



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

MEETING DATE: 6/13/2017

Agenda Item	Sign Notice of Traffic Regulation – Rockwood Lane
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	A new subdivision is being completed on Rockwood Lane. The Needham Planning Board has asked that Rockwood Lane be designated a stop street eastbound at the intersection of Richard Road. The section of the road to be stopped has a lower volume of traffic. The homes are now starting to become occupied and the neighborhood supports adding the installation of a stop sign.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<i>Suggested Motion:</i> "That the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS17-06-13 requiring that Rockwood Lane eastbound be designated a stopped street at the intersection of Richard Road"
3.	BACK UP INFORMATION ATTACHED
	1. Copy of Traffic Regulation P17-06-13

440

TOWN OF NEEDHAM
BOARD OF SELECTMEN

NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Board of Selectmen of the Town of Needham, it is hereby

VOTED: In accordance with the provisions of Chapter 89, Section 9 of the General Laws, the following street is designated as a stop street at the intersection and in the direction indicated:

Eastbound drivers on ROCKWOOD LANE at the intersection of
RICHARD ROAD

BOARD OF SELECTMEN

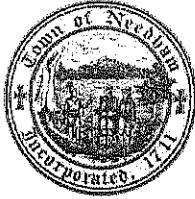
Permit No. SS17-06-13

Date of Passage _____

Attest of Town Clerk _____

Trafficregmasterstop.doc

519



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

MEETING DATE: 06/13/2017

Agenda Item	Sewer Rate Relief Credit
Presenter(s)	David Davison, Assistant Town Manager/Finance Evelyn Poness, Town Treasurer/Collector

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
At the October 18, 2016 meeting, the Board approved the application to apply for sewer rate relief from the Commonwealth of Massachusetts. The rate relief is offered to communities that have made sewer infrastructure improvements which were financed by debt. The State has distributed \$634 to the Town of Needham for this purpose. Our recommendation is a flat per account credit. The credit would be applied on the first bill that each account receives during the first quarter of FY2018.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motion: Move that Board approve a one-time flat sewer rate credit of \$0.07 per account billed during the first quarter of FY2018 to reflect the State sewer rate relief money received from the Commonwealth.	
3.	BACK UP INFORMATION

dbd 06/09/2017



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

MEETING DATE: 06/13/2017

Agenda Item	Approve and Sign Order of Taking for Rosemary Property
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager recommends that the Board of Selectmen approve and sign the Order of Taking dated June 13, 2017 with respect to the Rosemary property as authorized by the Town Meeting vote under Article 32 of the May 2017 Annual Town Meeting.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Moved that the Board vote to adopt an order of taking for land located in Needham as shown on a plan of land by Samiotes Consultants Inc. entitled "Plan of Land in Needham, Norfolk County, Massachusetts" dated October 11, 2016 with a revision date of December 19, 2016, as set forth in the proposed Order of Taking dated June 13, 2017 contained in the Selectmen's packet.	
3.	BACK UP INFORMATION ATTACHED
a) Order of Taking, dated June 13, 2017 b) Copy of vote of Article 32 of the May 2017 Annual Town Meeting	

TOWN OF NEEDHAM

ORDER OF TAKING

June 13, 2017

The Town of Needham of 1471 Highland Ave., Needham, MA 02492, acting by and through its Board of Selectmen, by virtue of the authority conferred by Chapter 40, section 14 and Chapter 79 of the General Laws and by vote of its 2017 Annual Town Meeting, does hereby take in fee simple, for the purpose of recreational and other municipal uses, the land located in Needham, Norfolk County, Massachusetts, being the one parcel herein described as follows:

Parcel 1

A certain parcel of land in Needham as shown on a plan of land by Samiotes Consultants Inc. entitled "Plan of Land in Needham, Norfolk County, Massachusetts" dated October 11, 2016 with a revision date of December 19, 2016, prepared for the Town of Needham, shown as Map 225, Lots 1, 2, 3 and 31, to be recorded at the Norfolk County Registry of Deeds, bounded and described as follows:

Beginning at a point on the southwesterly side of Rosemary Street; thence
S 18° 15' 55" W Forty and sixty-three hundredths (40.63) feet to a point; thence
S 08° 14' 15" E Twenty and twenty-seven hundredths (20.27) feet to a point; thence
S 08° 35' 45" W One hundred and eighty-five hundredths (100.85) feet to a point; thence
S 05° 59' 25" W Forty-four and fifty-eight hundredths (44.58) feet to a point; thence
S 05° 49' 10" E One hundred thirty-four and seventy-seven hundredths (134.77) feet to a point; thence
S 03° 17' 40" W Fifty-one and twenty-seven hundredths (51.27) feet to a stone bound with drill hole; thence
S 80° 22' 10" W One hundred fifty-four and sixty-two hundredths (154.62) feet to a stone bound with drill hole; thence
S 04° 06' 05" W Forty-eight and six hundredths (48.06) feet to a point; thence
S 37° 42' 35" W Sixty-two and forty-three hundredths (62.43) feet to a point; thence
S 26° 26' 35" W Two hundred thirteen and eighty-nine hundredths (213.89) feet to a point; thence
Northwesterly Fifty-three and forty-six hundredths (53.46) feet by a non-tangent curve to the left having a radius of forty and thirty-six hundredths (40.36) feet to a point; thence

N 79° 36' 10" W	Twelve and thirty-four hundredths (12.34) feet to a point; thence
S 63° 14' 20" W	Seventeen and fifty hundredths (17.50) feet to a point; thence
S 56° 07' 20" W	Seventy-eight and ninety-eight hundredths (78.98) feet to an iron pipe; thence
N 44° 51' 27" W	Seven and seventeen hundredths (7.17) feet to a point; thence
S 61° 24' 37" W	One hundred twenty-two and ninety-eight hundredths (122.98) feet to a stone bound with drill hole; thence
S 31° 44' 14" W	Forty-four and fifty-four hundredths (44.54) feet to a stone bound with drill hole; thence
S 09° 48' 50" W	Eighty-two (82.00) feet to a stone bound with drill hole; thence
S 70° 41' 19" W	Sixty-one and twenty-nine hundredths (61.29) feet to an iron rod; thence
S 05° 11' 40" W	Forty-eight and thirty-seven hundredths (48.37) feet to a capped iron rod; thence
S 69° 52' 10" W	One hundred eighteen and thirty hundredths (118.30) feet to a point; thence
S 20° 34' 50" W	Fourteen and ninety-eight hundredths (14.98) feet to a point; thence
S 84° 46' 02" W	Three hundred twenty-nine and ninety-six hundredths (329.96) feet to a point; thence
S 14° 41' 55" W	Two hundred sixty-three and eight hundredths (263.08) feet to a concrete bound with drill hole; thence
N 32° 59' 46" W	Seven hundred thirty-nine and eighty-six hundredths (739.86) feet to an iron pipe; thence
N 50° 09' 46" W	One hundred fifteen and fifty hundredths (115.50) feet to a point; thence
N 39° 05' 28" E	Twenty-six and fifty hundredths (26.50) feet to a point; thence
N 60° 44' 55" W	Ninety-six and eighty-seven hundredths (96.87) feet to an iron rod; thence
N 74° 49' 00" W	Eighty-six and forty-nine hundredths (86.49) feet to a point at the thread of a brook; thence
Southwesterly	Two hundred twenty-nine (229) feet more or less by the thread of a brook to a point on the northeasterly side of Nehoiden Street; thence
N 23° 13' 57" W	Sixty-three (63.00) feet along Nehoiden Street to a point; thence
N 34° 26' 41" E	Ninety-five and seventy-four hundredths (95.74) feet to a point; thence
N 05° 01' 49" W	Fifty-eight and thirty-four hundredths (58.34) feet to a point; thence

N 30° 16' 27" E	One hundred sixty-two and eighty-one hundredths (162.81) feet to a point; thence
N 38° 27' 11" W	Ninety-nine and sixty hundredths (99.60) feet to a point; thence
N 68° 38' 04" E	One hundred eighty-three and sixty hundredths (183.60) feet to a point; thence
Easterly	Eight hundred seventy-five (875) feet more or less by Rosemary Brook and Rosemary Lake to a point; thence
N 36° 58' 59" W	Ninety-nine and fifty hundredths (99.50) feet to a point on the southeasterly side of Rosemary Street; thence
Northeasterly	One hundred twenty-two and sixty hundredths (122.60) feet by a non-tangent curve to the left having a radius of six hundred fifty-seven and thirty-seven hundredths (657.37) feet along Rosemary Street to a point; thence
N 42° 19' 50" E	One hundred forty-three (143.00) feet along Rosemary Street to a point of curvature; thence
Northeasterly	One hundred thirteen and twenty-one hundredths (113.21) feet by a curve to the right having a radius of three hundred eighty-three and seven hundredths (383.07) feet along Rosemary Street to a point; thence
N 59° 15' 50" E	Seventy-seven (77.00) feet along Rosemary Street to a point of curvature; thence
Northeasterly	Eighty-six and fifty-six hundredths (86.56) feet by a curve to the right having a radius of one hundred fifty-eight and twenty-eight hundredths (158.28) feet along Rosemary Street to a point; thence
S 89° 24' 10" E	Sixty-eight and sixty-two (68.62) feet along Rosemary Street to a point of curvature; thence
Southeasterly	Eighty-six and sixty-two hundredths (86.62) feet by a curve to the right having a radius of ninety-six and eighteen hundredths (96.18) feet along Rosemary Street to a point; thence
S 37° 48' 10" E	One hundred fifty-nine and fifty-seven hundredths (159.57) feet along Rosemary Street to a point of curvature; thence
Southeasterly	One hundred twenty-six and thirty-six hundredths (126.36) feet by a curve to the left having a radius of three hundred eighty-three and six hundredths (383.06) feet along Rosemary Street to a point; thence
S 56° 42' 10" E	Three hundred forty and twenty-six hundredths (340.26) feet along Rosemary Street to the point of beginning.
Containing 1,633,544 square feet of land, more or less.	

In addition the town takes all rights of water and flowage and all the water and mill privileges. In addition the town takes all easements of record set forth in the deed from Robert H. Burrage to the Town of Needham recorded in Book 2520, page 82 and a plan in Plan Book 134, plan 513 at Norfolk Registry of Deeds. In addition the town takes all the easements of record set forth in the deed from James M. McCracken Jr., Trustee to the Town of Needham recorded in Book 6546, page 613 and shown on a plan recorded in Plan Book 317, plan 1416 of 1944 at the Norfolk Registry of Deeds.

Trees and structures upon the land are included in this taking.

The name of the owner of the land and structures, based on opinion and belief, is the Town of Needham and no damages are awarded because of this taking.

In witness hereof, by virtue of a vote of the Board of Selectmen on June 13, 2017, the Town of Needham has caused these presents to be executed in its name and behalf by the Board of Selectmen this 13th day of June 2017.

Board of Selectmen of the Town of Needham



Theodora K. Eaton, MMC
Town Clerk

TOWN OF NEEDHAM

Office of the Town Clerk

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7500 x216

Fax (781) 449-1246

Email: Teaton@needhamma.gov

AT THE ADJOURNED ANNUAL TOWN MEETING

HELD ON WEDNESDAY, MAY 10, 2017

UNDER ARTICLE 32

It was

VOTED: That the Town will vote to authorize the Board of Selectmen to take by eminent domain on behalf of the Town for recreational and other municipal purposes the following described lands: The land outlined in red as shown on a plan of land entitled; Plan of Land in Needham, Norfolk County, Massachusetts dated October 11, 2016 and revised 12/19/16, Prepared for: Town of Needham by Samiotes Consultants Inc., Civil Engineers & Land Surveyors, 20 A Street, Framingham, MA 01701, a copy of which is on file with the Town Clerk's Office. Said takings shall be subject to the restrictions set forth in the deeds to the town presently in effect.

UNANIMOUS VOTE

A true copy
ATTEST:

Theodora K. Eaton, MMC, Town Clerk



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

MEETING DATE: 06/13/2017

Agenda Item	Ambulance Rates
Presenter(s)	Dennis Condon, Chief of the Fire Department David Davison, Assistant Town Manager/Director of Finance Evelyn Poness, Town Treasurer/Collector

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED										
The Board will hear recommendations to change the Town ambulance rates for emergency medical transport services. Due to pending legislation, the Board should act on the request promptly so possibly not to have the Town locked into an artificially low rate in comparison to the market place.											
2.	VOTE REQUIRED BY BOARD OF SELECTMEN										
Suggested Motion: Move that the Board approve the revised ambulance rates as follows: <table><tr><td>Basic Life Support (BLS):</td><td>\$1,200.00</td></tr><tr><td>Advanced Life Support (ALS):</td><td>\$1,600.00</td></tr><tr><td>Advanced Life Support (ALS 2):</td><td>\$2,450.00</td></tr><tr><td>Extra EMT:</td><td>\$ 200.00</td></tr><tr><td>Mileage Rate (for travel beyond 5 miles):</td><td>\$ 20.00/per mile</td></tr></table> and further that the rates become effective on _____.		Basic Life Support (BLS):	\$1,200.00	Advanced Life Support (ALS):	\$1,600.00	Advanced Life Support (ALS 2):	\$2,450.00	Extra EMT:	\$ 200.00	Mileage Rate (for travel beyond 5 miles):	\$ 20.00/per mile
Basic Life Support (BLS):	\$1,200.00										
Advanced Life Support (ALS):	\$1,600.00										
Advanced Life Support (ALS 2):	\$2,450.00										
Extra EMT:	\$ 200.00										
Mileage Rate (for travel beyond 5 miles):	\$ 20.00/per mile										
3.	BACK UP INFORMATION										
June 9, 2017 Memo Ambulance Rates											

dbd 06/09/2017

MEMORANDUM

TO: BOARD OF SELECTMEN

FROM: DAVID DAVISON, ASSISTANT TOWN MANAGER/DIRECTOR OF FINANCE

SUBJECT: AMBULANCE RATES

DATE: JUNE 9, 2017

CC: KATE FITZPATRICK, TOWN MANAGER; CHRISTOPHER COLEMAN, ASSISTANT TOWN MANAGER/DIRECTOR OF OPERATIONS; DENNIS CONDON, FIRE CHIEF; EVELYN PONESS, TOWN TREASURER AND TAX COLLECTOR

The Town's ambulance rate structure has not been amended for several years. This request is to increase the percentage of emergency medical service costs that are recovered through user fees, and to simplify the billing process with the goal of improving collections and expanding emergency medical services. The proposed rate structure essentially has one rate for all the services provided at the different levels of care. Itemized charges for various services, such as cardiac monitoring, defibrillation, IV's, oxygen, etc., would no longer be billed separately, but rather the fee will be all-inclusive. This is a common practice by ambulance service providers. The proposal also recommends the elimination of the mileage charge for transports of five miles or fewer (essentially all in-Town transports). For transports beyond five miles, a mileage charge of \$20 per mile, or fraction thereof, would be charged after the fifth mile. The current charge is \$15 per mile, or fraction thereof, from the starting point. The only other distinct fee would be for an extra EMT. This charge would change from \$120 to \$200. The Town is planning to expand primary ambulance service – which is currently based out of Station #1 – to include both fire stations. This will require a permanent increase in the ambulance fleet from two (one primary and one backup) to three (two primary and one backup) vehicles. As has been discussed with the Board previously, a minimum of four additional paramedics will be required to provide the higher level of service.

We have identified several significant impediments to the goal of recovering a greater percentage of the cost of providing 24x7 emergency services:

- The Town's current rates are significantly below market in comparison to rates charged by other communities and ambulance providers. The current revenue generated represents a fraction of the total cost of providing the service. Approval of the proposed rates will increase the share of the cost supported by user fees.
- Low Medicaid and Medicare reimbursement rates for ambulance services, and recent activity at the Massachusetts State Legislature with respect to legislation that may make it even more difficult to adjust rates to reflect the cost of the service and hence property taxes fund the difference.
- Inaccurate or incomplete billing information on file about some transported patients, which cause delays in billing and receiving payment. The Town has taken corrective action to address this concern. The Town recently appointed a full-time dedicated EMS Coordinator from the firefighter ranks to oversee and ensure the accuracy and timeliness of the billing data, so that the Town billing and collection vendor will be more likely to collect revenue due to the Town. The Fire Chief and EMS Coordinator reviewed procedures for collecting patient billing data to determine why information was incomplete or inaccurate. They have worked with the Finance Department to develop a corrective action plan to address the issue.

We are also in the process of conducting an update of the Town's Electronic Patient Care Reporting system. The Town is seeking proposals from qualified vendors for a software solution that will be evaluated on features such as ease of use by emergency personnel, system compatibility with the Town's other systems and billing vendor, and the general ability to meet the Fire Department's needs in the management of patient data.

The software must be able to improve the Fire Department's ability to monitor and improve the management of information and reporting. The software will be used by the Town's EMTs and Paramedics to collect patient information at the point of contact and transmit data as needed, and will comply with the National Emergency Medical Services Information System (NEMSIS) reporting requirements. The Fire Department will utilize the collected data for administration, to enhance fire and emergency medical reporting, to streamline communication of patient care information to medical facilities, and to prepare billing for the rendered services. The software will comply with state guidelines and HIPPA requirements.

Bundling of the Rates

The proposed rate schedule converts the current a la carte rate structure to a bundled rate structure. ComStar, the Town's ambulance billing and collection service, informs us that transitioning to bundled rates from a la carte rates is an "industry best practice." The bundling of rates will not in and of itself result in higher total reimbursement of the billed service. This will only be achieved by increasing the amount of the charged for the aforementioned reasons. Presenting ambulance bills with a consistent and simplified fee structure that mirrors the current CMS fee schedule structure will better position the Town in obtaining timely payment.

Proposed Rates

Basic Life Support (BLS):	\$1,200
Advanced Life Support (ALS):	\$1,600
Advanced Life Support (ALS 2):	\$2,450
Extra EMT:	\$ 200
Mileage Rate (for travel beyond 5 miles):	\$ 20 per mile

Basic Life Support (BLS) refers to pre-hospital use of techniques and skills defined by the Statewide Treatment Protocols by EMTs certified pursuant to 105 CMR 170.000. Advanced Life Support (ALS) refers to the pre-hospital use of medical techniques and skills defined by the Statewide Treatment Protocols by EMTs certified pursuant to 105 CMR 170.000. Advanced Life Support (ALS2) means providing a higher level of care based on the relative acuity of critically ill patients.

We will be available at the Board's meeting on June 13th to answer any questions that you may have about this recommendation.

Enclosure: Schedule of Existing Rates

Town of Needham

Charge	Rate
BLS EMERGENCY BASE RATE	\$500.00
ALS1 EMERGENCY BASE RATE	\$575.00
ALS2 EMERGENCY BASE RATE	\$800.00
MILEAGE	\$15.00
AIRWAY	\$107.00
CARDIAC MONITOR	\$133.00
DEFIBRILLATION	\$95.00
EXPENDABLE SUPPLIES	\$50.00
EXTRA EMT	\$120.00
IV THERAPY	\$95.00
OXYGEN	\$45.00



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

MEETING DATE: 6/13/2017

Agenda Item	Public Facility Operations and Public Works Consolidation
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will update the Board on a proposal to merge the Department of Public Facilities-Operations into the Department of Public Works in accordance with Section 20B (2) of the Town Charter. A public hearing will be scheduled for June 27, 2017.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
The Town Manager will recommend that the Board vote to approve the merger after public hearing.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Memo from Kate Fitzpatrick, Town Manager dated June 9, 2017.	



TOWN OF NEEDHAM

TOWN HALL

Needham, MA 02492-2669

Office of the
TOWN MANAGER

TEL: (781) 455-7500

FAX: (781) 449-4569

TO: Board of Selectmen
FROM: Kate Fitzpatrick
CC: Christopher Coleman, David Davison, Rick Merson,
Dan Gutekanst
DATE: June 9, 2017
RE: Administrative Reorganization for Public Works &
Public Facilities

In June, 2009 we presented the Personnel Board and the Board of Selectmen with a proposal to reorganize the administrative functions at the Department of Public Works. The proposal was based on a 2007 study of the Department by the Mercer Group, and implemented several of the key recommendations in the study. The proposal included the creation of an Assistant Director of Public Works, and an Assistant Purchasing Agent/Office Manager position. The latter position, later reclassified as Supervisor of Administration/DPW, assumed many of the tasks recommended by Mercer with a focus on purchasing and procurement in the Department of Public Works. The current recommendation would fully implement the Mercer recommendations which were to merge the facility maintenance functions into the Department of Public Works, and to centralize finance and procurement for both Public Works and Public Facilities/Operations under one umbrella.

Administration and Finance

Consolidation of the administration and finance functions for public works and public facilities operations would have the following benefits:

- Provide consistency in methodology and presentation and formalize the budget development process for the two most highly complex budgets on the general government side of Town operations.
- Provide consistency and increase efficiency for the two departments that procure the vast majority of goods and services on the general government side of Town operations.
- Enable the allocation of human resources based on need and work flow.
- Help identify areas for common purchasing and efficiencies.
- Allow the Director to cross train staff to handle responsibilities across the two operating functions.
- Provide increased opportunity for automating functions through use of technology.
- Provide advice and guidance on procurement for departments located at the Public Services Administration Building that procure goods and services infrequently.

- Provide assistance to departments located at the Public Services Administration Building on budget development and presentation techniques.
- Serve as the representative of the Director of Finance/Chief Procurement Officer at the PSAB.

Merger

Staffing changes and retirements have provided the opportunity for a reevaluation of the structure of the Facility Operations Division of the Public Facilities Department. The PFD management structure is comprised of the Director of Design and Construction and the Director of Facility Operations. The Director of Design and Construction supervises a Senior Project Manager, two Project Managers, and an Administrative Specialist. The Division oversees the renovation and construction of major facility projects. Current examples include the construction of a new elementary school on Central Avenue, construction of a new pool complex at Rosemary Lake, proposed reconstruction of the Public Safety Building and Fire Station #2, proposed construction of the Memorial Park Building, installation of a new fuel island at the Department of Public Works, and proposed construction of a storage facility at the RTS. The Director of Facility Operations supervises two Shift Supervisors (who supervise approximately 50 custodial and trades staff) and an Administrative Analyst, who supervises two administrative employees. While the two Divisions share expertise and collaborate on certain projects, in many ways the work of the Facility Operations staff is more closely aligned with the Department of Public Works. Our recommendation is to change the title of the Director of Facility Operations to Director of Building Maintenance, and to merge the building maintenance function into the Department of Public Works.

Benefits of the proposed merger include:

- Provide the appropriate level of supervision to the Director of Building Maintenance who currently reports both to the Town Manager and the Director of Public Works, and receives functional supervision from the Superintendent of Schools.
- Consolidate all functions relating to the maintenance and repair of the public's infrastructure under one umbrella.
- Integrate the building maintenance personnel fully into the "Snow Ops" program and formalize their inclusion in the Town's emergency response protocols.
- Improve on the current informal process of equipment and personnel sharing during emergency situations.

Recommendation

This proposal fully implements the Mercer recommendation to merge the building maintenance functions into the Department of Public Works, and to enhance the administration and finance operations of the two functional areas. The components of this proposal include:

1. Reclassification of the Supervisor of Administration/DPW to Director of Administration & Finance/Public Services. The incumbent will report directly to the Director of Public Works, and will oversee the administration and finance (including human resources) functions for all Public Works Divisions.

2. Transfer of the Facility Operations Division to the Department of Public Works.
The title of the position will be changed to the Director of Building Maintenance.

In accordance with the provisions of Section 20B(5) of the Town Charter, the Personnel Board voted to endorse the reclassification of the Supervisor of Administration/DPW to Director of Administration & Finance/Public Services and the change in title from Director of Facility Operations to Director of Building Maintenance. The Personnel Board did suggest that as part of the upcoming Townwide classification and compensation study an effort be made to align the structure of titles (e.g. having one "director" report to another "director") to differentiate the levels of management. This situation exists in other departments as well, and will certainly be reviewed and addressed.

The full implementation of the proposal requires the approval of the Board of Selectmen after public hearing. I will present this recommendation to the Board at a noticed public hearing on June 27th.



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

MEETING DATE: 06/13/2017

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



DEPARTMENT OF THE ARMY
US ARMY CORPS OF ENGINEERS
NEW ENGLAND DISTRICT
696 VIRGINIA ROAD
CONCORD MA 01742-2751

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

2017 JUN -2 P 2:19

May 30, 2017

THEN
P 2:19

Subject: Charles River Natural Valley Storage Area – Tract No. 1700E Request for Consent to Easement Structure for Installation and Maintenance of a Boardwalk

Ms. Marianne Cooley, Chairman
Board of Selectmen
Town of Needham
Town Hall
1471 Highland Avenue
Needham, Massachusetts 02492

Dear Ms. Cooley:

In March 2015 Mr. Edward Olsen, Superintendent of the Town of Needham Department of Public Works, Parks and Forestry Division submitted a formal request to the Army Corps of Engineers Real Estate Division for consent to a project to improve the boardwalk and dock at the Eastman Conservation Area. The proposed project included work within federal easement land known as Charles River Natural Valley Storage Areas Project Tract No. 1700E.

Enclosed please find three copies of Consent to Easement Structure No. 17-06. When signed by both parties, the Consent will allow the Town of Needham to install and maintain a boardwalk, resurface portions of the Eastman walking trail, and position a section of a ballfield on a portion of Charles River Natural Valley Storage Area Tract 1700E as shown in the attached Exhibits A through D.

After signature of the Board of Selectmen please return all copies to this office for signature of the Chief of Real Estate. We will forward you a fully executed copy.

If you have any questions, please contact Pamela Bradstreet of this office by e-mail at pamela.s.bradstreet@usace.army.mil or by telephone at 978-318-8025.

Sincerely,

Anne L. Kosel
Chief, Real Estate Division

DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS
NEW ENGLAND DISTRICT

Consent No. 17-06
Charles River Natural Valley Storage Area Project, MA
Tract No. 1700E

CONSENT TO EASEMENT STRUCTURES

WHEREAS, the United States by virtue of a Declaration of Taking, Civil Action No. 81-2581-K, captioned "United States of America, Plaintiff, v. 76.42 Acres of Land, More or Less, Situate in the Towns of Needham, County of Norfolk, Commonwealth of Massachusetts, and the Town of Needham, Et Al., Defendants" filed October 9, 1981 in the U.S. District Court for the District of Massachusetts, acquired a perpetual flowage easement over certain land designated as Tract No. 1700E of the Charles River Natural Valley Storage Area; and

WHEREAS, said easement grants to the United States the right of prior approval for any structure to be located within the easement area, which area is under the administrative control of the New England District, U.S. Army Corps of Engineers; and

WHEREAS, the Town of Needham, current owner of the property known as the "Eastman Conservation Area", a portion of which is encumbered by flowage easement Tract No. 1700E, has requested consent of the United States to expand the decking on the boardwalk, improve the walking path, and include a portion of a ballfield within the easement area;

NOW, THEREFORE, the United States hereby gives consent to the Town of Needham to install and maintain a boardwalk with five helical piles, position a section of a ballfield behind Newman School, and resurface portions of the Eastman walking trail with recycled plastic edger on portions of flowage easement Tract No. 1700E, shown on Exhibits A (showing easement line); B (Materials and Planting Plan, 2 pages); C (Grading and Drainage Plan, 2 Pages), and D (showing approximate location of the boardwalk and the portion of ballfield on Tract 1700E), which Exhibits A, B, C and D are attached hereto and made a part hereof;

PROVIDED, HOWEVER, that this consent is subject to the following conditions:

Charles River Natural Valley Storage Area Project, MA

1. All activities conducted on the premises shall comply with all applicable Federal, state, county, and municipal laws, ordinances and regulations wherein the premises are located.

2. The giving of this consent does not in any way subordinate the United States prior easement rights. The United States shall in no case be liable for any damage or injury to the structures herein consented to, which may be caused by any action of the United States under its easement, or that may result from future operations undertaken by the United States, and no claim or right to compensation shall accrue from such exercise of the United States' easement rights.

3. The United States shall not be responsible for damages to property or injuries to persons which may arise from or be incident to the exercise of the consented activity.

4. This instrument is effective only insofar as the rights of the United States in the premises are concerned; and the consentee shall obtain such permission as may be required on account of any other existing rights. It is understood that this consent does not eliminate the necessity for obtaining any Department of the Army permit which may be required pursuant to the provisions of Section 10 of the Rivers and Harbors Act of 3 March 1899 (30 Stat. 1151; 33 U.S.C. § 403), Section 404 of the Clean Water Act (33 U.S.C. § 1344) or any other permit or license which may be required by Federal, state, interstate or local laws in connection with the use of the premises.

IN WITNESS WHEREOF, I have hereunto set my hand by authority of the Secretary of the Army, this _____ day of _____, 2017.

UNITED STATES OF AMERICA

Anne L. Kosel
District Chief of Real Estate
Real Estate Contracting Officer

THIS CONSENT is also executed by the grantee this ____ day of _____, 2017.

TOWN OF NEEDHAM, BOARD OF SELECTMEN

Daniel Matthews

John Bulian

Maurice Handel

Matthew Borelli

Marianne Cooley

CERTIFICATE OF AUTHORITY

I, Tedi Eaton, certify that I am the Town Clerk of the Town of Needham; that Selectmen Daniel Matthews, John Bulian, Maurice Handel, Matthew Borelli, and Marianne Cooley who signed the foregoing instrument on behalf of the grantee, were then Selectmen of the Town of Needham. I further certify that said Selectmen were acting within the scope of powers delegated to them by the governing body of the grantee in executing said instrument.

Signature

Tedi Eaton, Town Clerk

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.

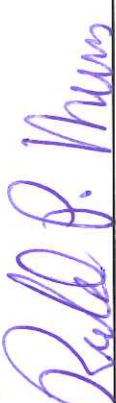
Water Sales:	-\$205.80
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$561.30
Transfer Station Charges:	\$0.00
Total Abatement:	-\$767.10

Order #: 1239

Read and Approved:


Assistant Director of Public Works

6/7/2017


Director of Public Works

For the Board of Selectmen

Date: 6/13/17

**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
JO	Council on Aging (2)						\$0.00	-\$205.80	-\$561.30	-\$767.10	COA	N

Total: -\$767.10

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

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

Event Manager Name (Name that will appear on license)	ERNEST A. STEEVES Sr. (JAN)		
Event Manager Address	20 LAUREL DR. NEEDHAM MA 02492		
Event Manager Phone Number	617-584-1232		
Organization Representing (if applicable)	VILLAGE CLUB		
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: 583-C6		
Name of Event	70th BIRTHDAY PARTY		
Date of Event	06/02/17		
License is for Sale of:			
☐ Wines & Malt Beverages Only ☒ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	19:00	TO: 23:00 (7-11)
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	70		
Name & address of event location. Please attach proof of permission to use this facility.			
83 MORTON ST. NEEDHAM MA 02494 (VILLAGE CLUB)			
Who will be serving the alcohol to your guests?			
CHRIS WILLIAMS			
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).			
CHRIS WILLIAMS			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
PURCHASE FROM BAR			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date:
[Signature]			05/26/17

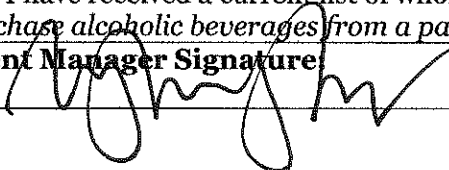
EVENT INFORMATION SHEET
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	ERNEST A. STEEVES JR. (JAY)		
Event Manager Address	20 LAUREL DR. NEEDHAM MA. 02492		
Event Manager Phone Number	617-584-1232		
Organization Representing (if applicable)	VILLAGE CLUB		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: <u>503-C6</u>		
Name of Event	GRADUATION PARTY		
Date of Event	06/03/17		
License is for Sale of:			
☐ Wines & Malt Beverages Only ☒ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	TO:	
	19:00	23:00	(7-11)
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	75		
Name & address of event location. Please attach proof of reservation to use this facility.			
83 MORTON ST. NEEDHAM MA. 02494 (VILLAGE CLUB)			
Who will be serving the alcohol to your guests?			
CHRIS WILLIAMS			
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).			
CHRIS WILLIAMS			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
PURCHASE FROM BAR			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date:
[Signature]			05/26/17

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

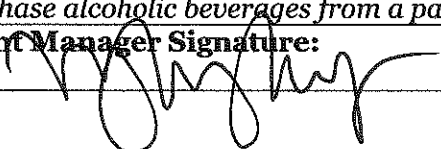
Event Manager Name (Name that will appear on license)	ERNEST A. STROVES JR. (Jr)		
Event Manager Address	20 LAUREL DR. NEEDHAM MA 02492		
Event Manager Phone Number	617-584-1232		
Organization Representing (if applicable)	VILLAGE CLUB		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: SD3 - CG		
Name of Event	BABY SHOWER		
Date of Event	06/17/17		
License is for Sale of: ☐ Wines & Malt Beverages Only ☒ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	TO:	
	19:00	23:00	(7-11)
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	100		
Name & address of event location. Please attach proof of permission to use this facility.			
83 MORTON ST. NEEDHAM MA. 02494 (VILLAGE CLUB)			
Who will be serving the alcohol to your guests?			
CHRIS WILLIAMS			
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).			
CHRIS WILLIAMS			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
PURCHASE FROM BAR			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date:
[Signature]			05/26/17

**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)	Morgan Murphy		
Event Manager Address	400 1st Ave, Needham, Ma.		
Event Manager Phone Number	781-800-5858		
Organization Representing (if applicable)	Trip Advisor		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☐ Non-profit	☒ For profit	
	☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Global Volunteer Day		
Date of Event	6/20/17		
License is for Sale of:			
☒ Wines & Malt Beverages Only			
☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:		TO:
		3pm	6pm
Are tickets being sold in advance for this event?	☐ YES	\$ /per ticket	☒ NO
Is there an admission fee for this event?	☐ YES	\$ /per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES		☒ NO
How many people are you expecting at this event?			
750			
Name & address of event location. Please attach proof of permission to use this facility.			
TRIPADVISOR 400 1st Ave, Needham, Ma.			
Who will be serving the alcohol to your guests?			
Bartenders, Restaurant Associates			
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).			
Maxwell Sparr and Morgan Murphy			
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.			
Consumption Bar			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature			Date:
			6/7/17

**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)	Morgan Murphy		
Event Manager Address	400 1st Ave. Needham, Ma		
Event Manager Phone Number	781-800-5858		
Organization Representing (if applicable)	Trip Advisor		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☐ Non-profit	☒ For profit	
	☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	LINE Suitcase Series		
Date of Event	6/22/17		
License is for Sale of:			
☒ Wines & Malt Beverages Only			
☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	TO:	
	6:30 P	7:15 pm	
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?			
50			
Name & address of event location. Please attach proof of permission to use this facility.			
TRIPADVISOR 400 1st Ave Needham, Ma			
Who will be serving the alcohol to your guests?			
Restaurant Associates			
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).			
Maxwell Sparr and Morgan Murphy			
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.			
Consumption bar			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date:
			6/21/17

e-mailed 6/2/17
pd. \$25 cash 6/1/17



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☒ RUN ☐ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event:

Charles River YMCA Independence Day 5K

Name of Organization:

Charles River YMCA

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

If yes, name of Town and date:

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

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

Organization Mailing Address:

380 Chestnut Street Needham, MA 02492

☒ **Organization is Not-for-Profit**

Organization Billing Address (if Police Detail is required):

863 Great Plain Ave Needham, MA 02492

Primary Contact:

Dan Chambers

Contact Title:

Healthy Living Director

Contact Address:

380 Chestnut Street Needham, MA 02492

Contact Phone (Day):

781-465-2570

Contact Phone (Cell):

781-752-5149

Contact Email:

dchambers@ymcaboston.org

Event Date(s): <i>July 4, 2017</i>	Date Expected to be in Needham: <i>July 4, 2017</i>
Earliest Time Expected in Needham: <i>6:30 am set-up</i>	Latest Time Expected in Needham: <i>11:00 am clean-up</i>
Number of Expected Participants: <i>700</i>	Number of Expected Spectators at Peak Time:
Are participants charged a fee? ☒ YES ☐ NO	
Estimated Number of Vehicles: <i>200</i>	What type of Parking is required: <i>None; participants find parking</i>
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: <i>Participants park at various locations throughout town. Many walk home.</i>	
Are event organizers available to meet with members of the Town to plan event? ☒ YES ☐ NO	Do event organizers foresee the need for any road closures (subject to police review)? ☒ YES ☐ NO
What will be done in case of inclement weather? <i>Race goes on</i>	
Will neighborhoods be impacted by parking and traffic? <i>Yes</i>	
What activities are planned for the start of the race (if in Needham)? <i>DJ & vendors will be in race lot before race</i>	
What activities are planned for the end of the race (if in Needham)? <i>Awards will be given</i>	

What facilities are needed for the start of the race (if in Needham)?	
<i>We use the Christ Episcopal Church parking lot to gather runners & church bathrooms are used</i>	
What facilities are needed for the end of the race (if in Needham)?	
<i>Same as above</i>	
Once the event begins, how long will it take to complete the event?	
<i>two and a half hours</i>	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	<i>We post signs at start/finish & mile markers along route</i>
Will volunteers be placed along the route?	<i>Yes</i>
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	<i>Yes; it will be used at the start/finish before & after race</i>
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	<i>Yes</i>
Will portable toilets be used? List locations.	<i>No</i>
Will hydration stops be set up along route? If yes, please include these on route plan.	<i>Yes</i>
If the event takes place after dark, what is the plan to meet lighting needs?	<i>NA</i>
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	<i>First Aid Tent will be at start/finish; EMTs will be called if needed</i>
Does the event take place during commuter times?	<i>No</i>
Is school in session during the event? Will school drop off or pick up be impacted by the event?	<i>No</i>
Are businesses open during the time of the event?	<i>No</i>
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	<i>No, holiday</i>

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

Yes ; No services will be taking place

What is the plan to handle trash?

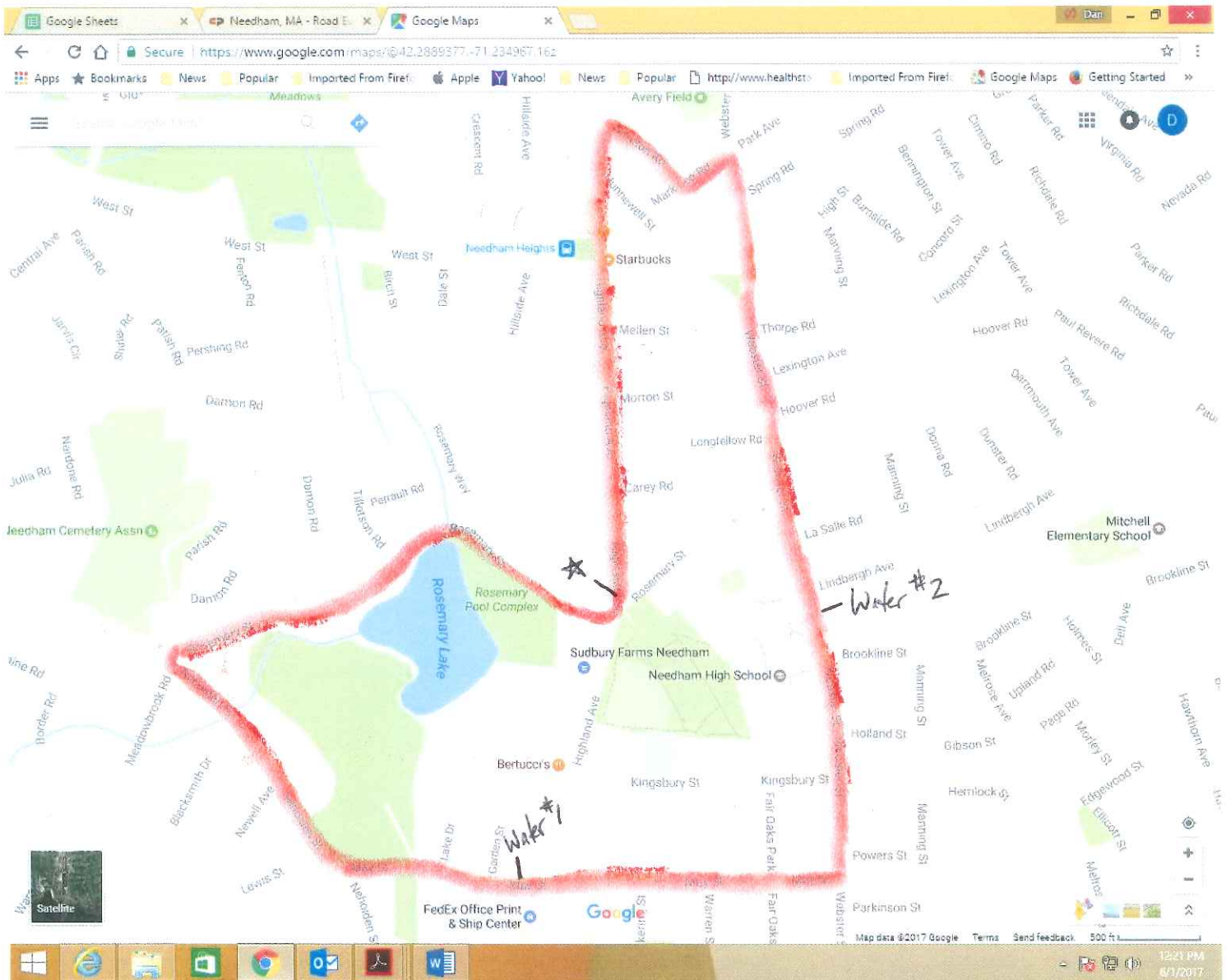
Church dumpster will be used & we will take with us

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

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

PLEASE NOTE:

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



★ = Start/Finish

Water #1 = First Water Stop at Garden St & May Street

Water #2 = Second Water Stop at 594 Webster Street

- The route Starts South on Highland Ave → Turns Right on Rosemary St → Turns Left on Nehodden St
Turns Left on May St → Turns Left on Webster St → Turns Left on Mark Lee Rd → Turns Right on Alfreton Rd
Turn Left on Highland Ave → Finish on Highland Ave
- Volunteers will be placed at Major turns & intersections.