

BOARD OF SELECTMEN

October 24, 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 Hearings: Eversource Energy - Fair Oaks Park - Highland Avenue
2.	7:05	Approval of the Sale of Notes - David Davison, Assistant Town Manager/Finance - Evelyn Poness, Town Treasurer/Collector
3.	7:10	Town Manager - Open Meeting Law Regulations Update - Vendor Fair Update - Town Manager Report
4.	7:25	Board Discussion - MPO Annual Election October 25, 2017 - Committee Report – Memorial Park Building - Plastic Bag Restriction Evaluation Project

APPOINTMENTS

	None	
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CONSENT AGENDA *=Backup attached

1.	Accept the following donations made to the Needham Community Revitalization Trust Fund: \$250 from Edward & Carol De Lemos, \$800 from Needham Bank, and \$1500 from Ms. Nancy Farrow.
2.*	Approve minutes from October 10, 2017 meeting.
3.*	Approve a Special One Day Wines and Malt Beverages license for Steve Volante, of Volante Farms, to host its Pumpkinfest event on October 28, 2017 from 4:00 p.m. to 6:00 p.m. Event will be held at Volante Farms, 292 Forest Street, Needham.
4.*	Approve two Special One Day Wines and Malt Beverages licenses for Steve Volante, of Volante Farms, to host Wine & Cheese classes on November 4, 2017 and December 9, 2017 from 2:00 p.m. to 4:00 p.m. The events will be held at Volante Farms, 292 Forest Street, Needham.
5.*	Water & Sewer Abatement Order No. 1244



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

MEETING DATE: 10/24/2017

Agenda Item	Public Hearing: Eversource Energy – Fair Oaks Park
Presenter(s)	Karen Johnson, Eversource Energy Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED Eversource Energy requests permission to install approximately 84 feet of conduit in Fair Oaks Park. This work is necessary to provide underground electric service to 61 Fair Oaks Park, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN <u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 84 feet of conduit in Fair Oaks Park. This work is necessary to provide underground electric service to 61 Fair Oaks Park, Needham.
3.	BACK UP INFORMATION ATTACHED (Describe backup below) a. Petition Letter of Application b. Order c. Petition Plan d. Notice Sent to Abutters e. List of Abutters

October 4, 2017

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

#61
RE: Fair Oaks Park
Needham, MA
W/O #2224091

Dear Members of the Board:

The enclosed petition and plan have been revised and are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 84 feet of conduit in Fair Oaks Park.

The reason for this work is to provide underground electric service to 61 Fair Oaks Park.

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

Very truly yours,



Kelly-Ann Correia, Supervisor
Rights and Permits

KAC/kj
Attachments

OK to proceed
Meyer, DPW
10/12/17
OK R.P. Messer
10/12/17 DPW
Director

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

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

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated August 25, 2017 revised October 3, 2017** and filed herewith, under the following public way or ways of said Town:

Fair Oaks Park - Southerly from pole 16/7 thence turning and running westerly, approximately 125 feet south of May Street, a distance of 84 ± feet of conduit.

(W.O. #2224091)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

BY Kelly Ann Correia
Kelly-Ann Correia, Supervisor
Rights & Permits

Dated this 4th day of October

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2017

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

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

Fair Oaks Park - Southerly from pole 16/7 thence turning and running westerly, approximately 125 feet south of May Street, a distance of 84 ± feet of conduit.

(W.O. #2224091)

Hearing Required

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

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis, Dated August 25, 2017 revised October 3, 2017** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

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

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____, 2017 at _____ in said Town.

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

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2017 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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

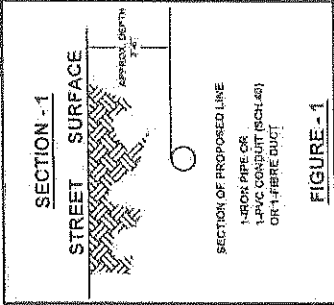
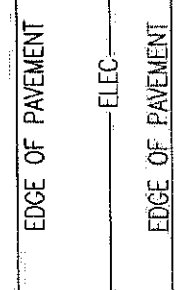
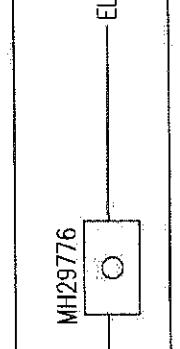
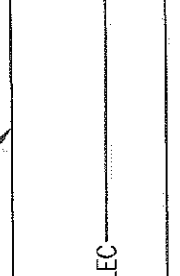
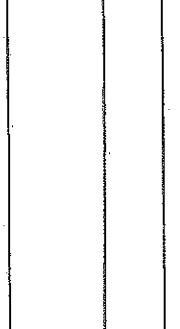
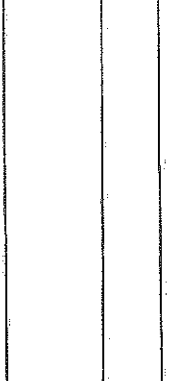
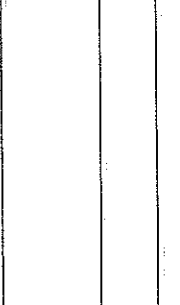
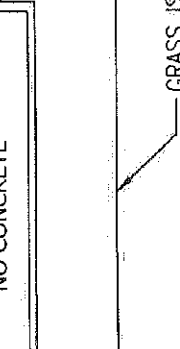
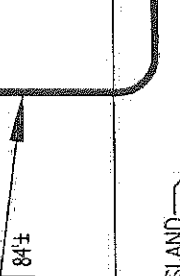
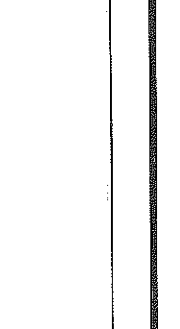
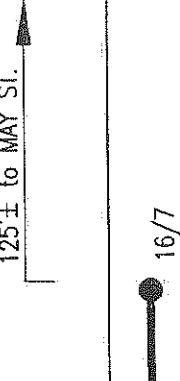
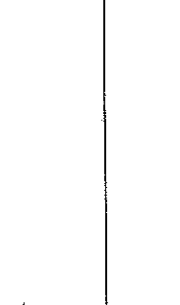
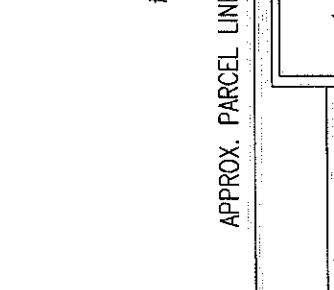
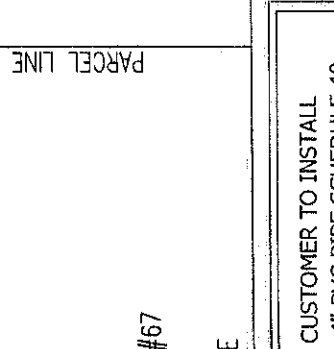
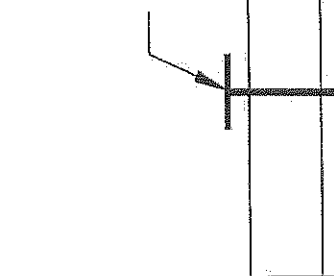
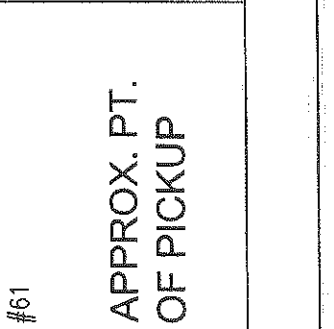
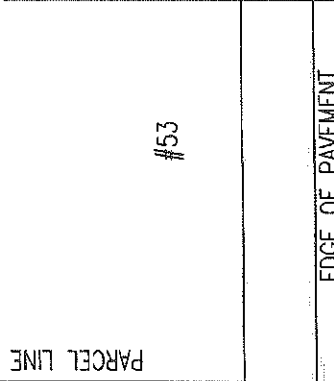
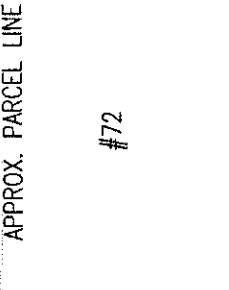
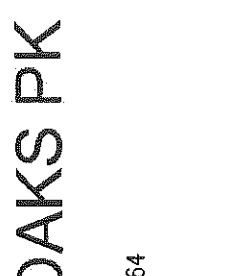
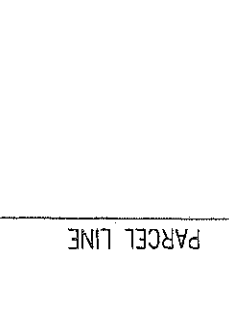
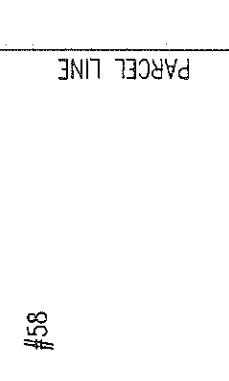
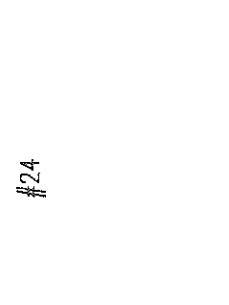


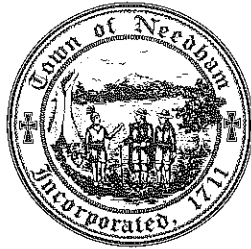
FIGURE -1



P/L



FAIR OAKS PK #72		#64	PARCEL LINE	#58	PARCEL LINE	#24	1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	NSSTAR EVERSOURCE
BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSSTAR ELECTRIC COMPANY, NSSTAR GAS COMPANY NOR ITS PRESENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.		C#		Ward #		Work Order # 2224091		
THE INFORMATION MAY NOT REPRESENT A SURVEY. ANY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSIGNED FOR THE ACCURACY OF THE INFORMATION. OTHER EXPRESSED OR IMPLIED, UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.		Surveyed by: N/A		Research by: PG		Plotted by: GC		
MASS. LAW		Proposed Structures: JF/TL		Approved: A DEBENEDICTIS		Showing PROPOSED CUSTOMER CONDUIT LOCATION		
REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233		Scale 1"=20'		Date 08/25/17		1 of 1		
SCALE IN FEET		0 20 40		SHEET		REVISED 10/03/17		



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on October 24, 2017** upon petition of Eversource Energy dated **October 4, 2017**, to install about 84 feet of conduit in Fair Oaks Park. The work is necessary to provide underground electric service to 61 Fair Oaks Park, Needham.

A public hearing is required and abutters should be notified.

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

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

BOARD OF SELECTMEN

Dated: October 13, 2017

61 FAIR OAKS PARK

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
RUSSELL, FRANCES G., TR		72 FAIR OAKS PK	NEEDHAM	MA	02492	1990490007800000	72 FAIR OAKS PK
ROSENBAUM, CHRISTOPHER D &	ROSENBAUM, MEG HAZEN	46 MAY ST	NEEDHAM	MA	02492	1990500005800000	46 MAY ST
WANDS, MICHAEL P &	WANDS, LINDSAY K	71 FAIR OAKS PK	NEEDHAM	MA	02492	1990500008200000	71 FAIR OAKS PK
GOLDIN, BRUCE J. &	GOLDIN, ROCHELLE E.	68 WARREN ST	NEEDHAM	MA	02492	1990500005300000	68 WARREN ST
PIERI, WILLIAM M. &	ROMANELLI-PIERI, LYNN	53 FAIR OAKS PK	NEEDHAM	MA	02492	1990500005900000	53 FAIR OAKS PK
HARKINS, THOMAS M. &	HARKINS, BARBARA COVENEY	24 MAY ST	NEEDHAM	MA	02492	1990490007400000	24 MAY ST
SUTTON, BRUCE &	MCLAUGHLIN, SARAH	58 FAIR OAKS PK	NEEDHAM	MA	02492	1990490007500000	58 FAIR OAKS PK
WIFE, RONALD S. +	MAXWELL, SUSAN E.	62 WARREN ST	NEEDHAM	MA	02492	1990500005400000	62 WARREN ST
LASSITER, RUTH W.		67 FAIR OAKS PK	NEEDHAM	MA	02492	1990500006100000	67 FAIR OAKS PK
MONTALTO, MARC &	MONTALTO, GWEN M.	64 FAIR OAKS PK	NEEDHAM	MA	02492	1990490007700000	64 FAIR OAKS PK
PONGRATZ, SIMON G. &	PONGRATZ, NANCY L.	50 MAY STREET	NEEDHAM	MA	02492	1990500005700000	50 MAY ST
MAHLER, THELMA C.	C/O SILVEMAN, MARK E. & LISA K.	61 FAIR OAKS PK	NEEDHAM	MA	02492	1990500006000000	61 FAIR OAKS PK

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



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

MEETING DATE: 10/24/2017

Agenda Item	Public Hearing: Eversource Energy – Highland Avenue
Presenter(s)	Karen Johnson, Eversource Energy Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately 8 feet of conduit in Highland Avenue. This work is necessary to accommodate intersection improvements for the Town of Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 8 feet of conduit in Highland Avenue. This work is necessary to accommodate intersection improvements for the Town of Needham.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Petition Letter of Application b. Order c. Petition Plan d. Notice Sent to Abutters e. List of Abutters	

October 3, 2017

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

#238
RE: Highland Avenue
Needham, MA
W/O #2223777

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 8 feet of conduit in Highland Avenue.

The reason for this work is to accommodate intersection improvements for the Town of Needham.

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

Very truly yours,



Kelly-Ann Correia, Supervisor
Rights and Permits

KAC/kj
Attachments

OK to proceed
T. Meyer, Engr.
10/12/17
OK R.P. Benson
DPW Director
10/12/17

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

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

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated October 2, 2017** and filed herewith, under the following public way or ways of said Town:

Highland Avenue - Conduit to be extended southeasterly from existing pole location (pole 1/13) to newly relocated pole 1/13 opposite Wexford Street a distance of 8 ± feet of conduit.

(W.O. #2223777)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

BY Kelly-Ann Correia
Kelly-Ann Correia, Supervisor
Rights & Permits

Dated this 3rd day of October

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2017

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

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

Highland Avenue - Conduit to be extended southeasterly from existing pole location (pole 1/13) to newly relocated pole 1/13 opposite Wexford Street a distance of 8 ± feet of conduit.

(W.O. #2223777)

Hearing Required

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

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis**, Dated **October 2, 2017**, on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

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

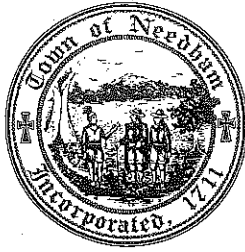
We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____, 2017 at _____ in said Town.

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

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2017 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter. Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on October 24, 2017** upon petition of Eversource Energy dated **October 3, 2017** to install about 8 feet of conduit in Highland Avenue. The work is necessary to accommodate intersection improvements for the Town of Needham.

A public hearing is required and abutters should be notified.

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

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

BOARD OF SELECTMEN

Dated: October 13, 2017

238 HIGHLAND AVE

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
COHEN, RONI TRUSTEE	THE HIGHLAND AVENUE NOMINEE TRUST	2400 NORTH BRAESWOOD BLVD #305	HOUSTON	TX	77030	1993000005800000	254 HIGHLAND AVE
TERRAZZINO, SAMUEL, TR.	TERRAZZINO INVESTMENT TRUST	18 OAK HILL ROAD	NEEDHAM	MA	02492	1993000005600000	0 CABOT ST
MC FARLAND, JAMES O & EILEEN TRS	P.O.M. REALTY NOMINEE TRUST	15 CEFALO ROAD	BOSTON	MA	02132	1993000006100000	200 HIGHLAND AVE
R.K.NEEDHAM LLC		50 CABOT ST. STE 200	NEEDHAM	MA	02494	1993000005500000	50 CABOT ST
V.S.A., LLC		180 COUNTRY WAY	NEEDHAM	MA	02492	1990740003600000	225 HIGHLAND AVE
RIVERSIDE COMMUNITY CARE ORG		270 BRIDGE ST SUITE 301	DEDHAM	MA	02026	1990740003800000	237 HIGHLAND AVE
D N A REALTY CORP		210 HIGHLAND AVENUE	NEEDHAM	MA	02494	1993000006000000	208 HIGHLAND AVE
WCP NEEDHAM CABOT LLC	100 CABOT ST	C/O ULTIMA HOSPITALITY	NEEDHAM	MA	02494	1993000006600000	100 CABOT ST
TERRAZZINO, SAMUEL TRS	TERRAZZINO INVESTMENT TRUST	18 OAK HILL ROAD	NEEDHAM	MA	02492	1993000005900000	238 HIGHLAND AVE
BUROKAS, LUCILLE, TR.	THE ROKLAN TRUST	30 BRAELAND AVE	NEWTON	MA	02459	1990740003500000	207 HIGHLAND AVE
RIVERSIDE COMMUNITY MENTAL HEALTH &	RETARDATION CENTER, INC	270 BRIDGE ST SUITE 301	DEDHAM	MA	02026	1990740003900000	255 HIGHLAND AVE
MC MANUS, JAMES H. III, TRUSTEE	ONE FIRST AVENUE REALTY TRUST	188 NEEDHAM ST	NEWTON	MA	02464	1993000005400000	1 FIRST AVE

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



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

MEETING DATE: 10/24/2017

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED																		
We will review the results of the bond anticipation note sale and discuss upcoming borrowings with the Board.																			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN																		
Suggested Motions: (please note there are five (5) motions to be acted upon by the Board)																			
Motion A																			
Move that the Board approve the sale of a \$3,425,000 General Obligation Bond Anticipation Notes (the "Notes") of the Town dated November 1, 2017 and payable August 1, 2018, at par and accrued interest plus the premiums indicated as follows:																			
<table><tr><td>Number</td><td>Denomination</td><td>Interest Rate</td><td>Premium</td><td>Purchaser</td></tr><tr><td>R-1</td><td>\$2,425,000</td><td>2.00%</td><td>\$15,132.00</td><td>Eastern Bank</td></tr><tr><td>R-2</td><td>\$1,000,000</td><td>1.05%</td><td>\$ 0.00</td><td>Century Bank and Trust Company</td></tr></table>					Number	Denomination	Interest Rate	Premium	Purchaser	R-1	\$2,425,000	2.00%	\$15,132.00	Eastern Bank	R-2	\$1,000,000	1.05%	\$ 0.00	Century Bank and Trust Company
Number	Denomination	Interest Rate	Premium	Purchaser															
R-1	\$2,425,000	2.00%	\$15,132.00	Eastern Bank															
R-2	\$1,000,000	1.05%	\$ 0.00	Century Bank and Trust Company															
Motion B																			
Move that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated October 5, 2017 and a final Official Statement dated October 17, 2017, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.																			
Motion C																			
Move that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.																			
(Continues Next Page)																			



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

Motion D

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

Motion E

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

	BACK UP INFORMATION ATTACHED
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- | |
|--------------------------------------|
| a. Cover Memo Dated October 20, 2017 |
|--------------------------------------|

Memorandum

To: Board of Selectmen
From: David Davison, Assistant Town Manager/Director of Finance
CC: Kate Fitzpatrick, Town Manager; Evelyn Poness, Treasurer/Collector; Michelle Vaillancourt, Town Accountant
Date: October 20, 2017
Re: Bond Anticipation Note Sale

The Town received five bids on its \$3,425,000 nine-month Bond Anticipation Note (BAN). The sale of the note will be a split award between two bidders. The lowest bidder, Century Bank offered a coupon rate of 1.05%, for the first \$1,000,000. This results in a net interest cost (NIC) of 1.05%. Eastern Bank was the second lowest bidder which offered a coupon rate of 2.00% with a premium of \$21,372 on the full \$3,425,000 which resulted in a NIC of 1.1680%. Because the total interest with the second lowest bidder results in a higher NIC than the partial bid amount by Century Bank, only \$2,425,000 of the sale is recommended to be awarded to Eastern Bank. The prorated share of the Note that would be issued to Eastern Bank results in a gross interest expense of \$36,375 with a premium of \$15,132. The total gross interest expense for the combined Century Bank and Eastern Bank award is \$44,250, with a premium of \$15,132 that results in a weighted average NIC of 1.1335%. Attached is a summary of the bids received on the sale.

The entire amount being borrowed is to cover the portion of the current outstanding loan which will come due on November 1, 2017 for the Williams School project and will not be paid off or converted to a Bond at this time. When the FY2018 budget was prepared, it was assumed that \$500,000 of principal related to the Williams School would be paid at maturity. However, because of the favorable interest rate the Town obtained with the sale of the notes last summer, we are able to pay down \$575,000. This action ultimately saves the Town, and hence the taxpayers' money as the Town will pay less interest over time because not as much principal will be outstanding.

The Board will be asked to approve the sale of the bond anticipation note. We will bring to the meeting the actual Notes, Certificates, Disclosure Certificates, and the Certification of the vote by the Board of Selectmen, to be executed by the Board. Please do not hesitate to contact me if you have any questions prior to the meeting.

**Town of Needham
Note Sale
\$3,425,000**

Notice Date 10/17/2017
 Date of Sale 10/24/2017
 Date of Board Action 11/1/2017
 Settlement 8/1/2018
 Maturity

Bidder	Amount	Rate	Interest	Premium	Net Interest	NIC
Century Bank	\$1,000,000	1.050%	\$7,875.00	\$0.00	\$7,875.00	1.050000%
Eastern Bank	\$3,425,000	2.000%	\$51,375.00	\$21,372.00	\$30,003.00	1.168000%
Jefferies LLC	\$3,425,000	2.250%	\$57,796.88	\$25,484.00	\$32,312.88	1.257900%
TD Securities	\$3,425,000	2.250%	\$57,796.88	\$25,071.00	\$32,725.88	1.274000%
Oppenheimer & Co, Inc	\$3,425,000	2.000%	\$51,375.00	\$18,136.00	\$33,239.00	1.294000%
Award						
Century Bank	\$1,000,000	1.050%	\$7,875.00	\$0.00	\$7,875.00	1.050000%
Eastern Bank	\$2,425,000	2.000%	\$36,375.00	\$15,132.00	\$21,243.00	1.168000%
Total	\$3,425,000		\$44,250	\$15,132	\$29,118	1.335000%

Prepared by Asst Town Manager/Director of Finance October 20, 2017



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

MEETING DATE: 10/24/2017

Agenda Item	Open Meeting Law Regulations Update
Presenter(s)	David Davison, Assistant Town Manager/Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. Davison will update the Board on recently revised regulations issued by the Attorney General of the Commonwealth relative to the Open Meeting Law. The regulations became effective on October 6 th .	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Discussion Only	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Explanation for the Attorney General's Revisions to the Open Meeting Law Regulations, September 25, 2017 b. Red-lined version of 940 CMR 29: Open Meetings	

Explanations for the Attorney General's Revisions to
the Open Meeting Law Regulations, 940 CMR 29.00-29.11

September 25, 2017

The Attorney General has promulgated revisions to the Open Meeting Law regulations in an effort to help members of public bodies and the public better understand the requirements of the Open Meeting Law and to update the regulations to conform with guidance issued by the Attorney General. These revisions become effective on **October 6, 2017**. Below is a summary of the material revisions to each section of the regulations and an explanation of why the revisions were made.

29.01: Purpose, Scope and Other General Provisions

There are no revisions to this section.

29.02: Definitions

A revision to this section removes the definition of the Open Meeting Law Advisory Commission because the Commission is not otherwise referenced in these regulations, making this definition unnecessary. This section also adds definitions for regional and county public bodies to clarify their jurisdiction. State and local public body jurisdictions are generally understood and thus are not defined here.

In the definition of intentional violation, a revision removes a phrase that offers a defense to the imposition of an intentional violation where a public body reasonably relied on the advice of counsel. Language describing a defense to the imposition of a fine where a public body reasonably relied on the advice of counsel now appears in section 29.07, the section describing penalties.

29.03: Notice Posting Requirements

A significant revision in this section removes the various alternative notice posting options for local public bodies and offer a single alternative to the bulletin board: a website. Few, if any, municipalities have adopted alternatives other than the municipal website. Another significant revision clarifies that the chief executive officer of a municipality must make the decision to adopt an alternative notice posting method for the municipality. The Attorney General has received numerous requests from municipalities seeking guidance as to who has the authority to adopt alternative notice posting methods. This language clarifies that authority.

The Attorney General often receives questions about the effect on meeting notices when a website becomes unavailable for public bodies that have adopted a website for posting notices. An addition here offers a balanced approach to give a public body or a municipality a short window of time to restore website access before requiring public bodies to cancel their meetings and post new notices.

Additional language requires the date and time that notices are amended to be recorded on or with the notice, which conforms with guidance provided in the Attorney General's Open Meeting Law determinations.

29.04: Certification

Most of the revisions here reorganize the section to make it easier to follow. A significant revision requires that new public body members receive a copy of each determination by the Attorney General that the public body violated the Open Meeting Law, over the prior five years. This requirement will ensure that new public body members are aware of their public body's history of compliance with the law and any orders that the Attorney General may have issued, thus reducing the risk of repeat violations and intentional violations. Additional language offers guidance in response to questions the Attorney General regularly receives regarding certification.

29.05: Complaints

A significant revision creates an option for public bodies to request mediation with a complainant who has filed five or more complaints within the prior 12 months. This option is for public bodies that respond to frequent complaints from the same complainants and may assist in resolving ongoing conflicts. If the public body requests mediation and the complainant fails to participate, then the Attorney General may decline to review the complaint.

Another revision clarifies that public bodies must meet to review Open Meeting Law complaints. This requirement has been made clear in the Attorney General's determinations. Also, in this section is a clarification that complainants must file complaints with the Attorney General within 90 days of an alleged violation or reasonable discovery of the alleged violation. Currently, the regulations do not account for reasonable discovery. Finally, the changes remove language and subsections that are not relevant, or are rarely, if ever, invoked.

29.06: Investigation

A revision in this section clarifies that, while the Attorney General will generally not disclose information provided by the subject of a complaint in the course of an investigation, the Attorney General may reveal such information in a written determination where necessary to resolve the complaint. The Attorney General will continue to maintain the confidentiality of executive session minutes and documents where the public body has not yet publicly released the executive session minutes.

29.07: Resolution

The most significant revision in this section removes the requirement that the Attorney General resolve complaints after a hearing before issuing orders of nullification and reinstatement of an employee. This means that the Attorney General may order nullification of an action taken by a public body in violation of the Open Meeting Law, or order the reinstatement of an employee, without the necessity of a hearing before an administrative law judge. This allows the Attorney

General to issue such orders sooner, avoiding harm to those who rely on a public body's action that would otherwise be nullified many months later. A public body still has the right to appeal the Attorney General's order within 21 days.

Another revision clarifies that, while the Attorney General may fine a public body for an intentional violation of the Open Meeting Law, a fine will not be imposed where the public body acted in good faith compliance with advice of counsel. This is a requirement in the Open Meeting Law itself.

A significant revision to this section requires public bodies that receive an order from the Attorney General to certify in writing to the Attorney General its compliance with the order within 30 days. Typical orders requiring written certification include approval and release of meeting minutes and attendance at a training. No such certification is required for orders of immediate and future compliance. This requirement will help the Attorney General ensure that public bodies comply with her orders. This section also clarifies that the Attorney General does not resolve complaints by telephone.

29.08: Advisory Opinions

The Attorney General has never invoked this section, and by policy, does not issue Open Meeting Law advisory opinions. Rather, the Attorney General provides written guidance on common concerns available on the Frequently Asked Questions pages at the Attorney General's website. The update to this section reflects that practice.

29.09: Other Enforcement Actions

There are no revisions to this section.

29.10: Remote Participation

The most significant revision to this section replaces the five permissible reasons for remote participation with the sole requirement that, to participate in a meeting remotely, physical attendance at the meeting be unreasonably difficult. This single standard should help public body members and the public understand when it is appropriate to participate remotely. The five permissible reasons currently provided in the regulations add another level of administration to remote participation procedures. Another revision reflects a recently adopted amendment to the Open Meeting Law that applies to local commissions on disability.

29.11: Meeting Minutes

This revision adds a new section describing public bodies' obligations to approve both open and executive session meeting minutes. It also provides guidance by addressing the meaning of "timely manner" for the approval of minutes. The Open Meeting Law requires public bodies to approve meeting minutes in a timely manner. Public bodies that approve meeting minutes within the next three meetings, or 30 days, whichever occurs latest, will have approved minutes in a timely manner. While this timeframe is not a rigid requirement, as a public body may show

good cause for further delay, it should help encourage public bodies to develop a schedule for prompt creation and approval of meeting minutes.

940 CMR: OFFICE OF THE ATTORNEY GENERAL

940 CMR 29.00: OPEN MEETINGS

Section

29.01: Purpose, Scope and Other General Provisions

29.02: Definitions

29.03: Notice Posting Requirements

29.04: Certification

29.05: Complaints

29.06: Investigation

29.07: Resolution

29.08: Advisory Opinions

29.09: Other Enforcement Actions

29.10: Remote Participation

29.11: Meeting Minutes

29.01: Purpose, Scope and Other General Provisions

~~(1) Authority. The Attorney General promulgates 940 CMR 29.00, relating to the Open Meeting Law, pursuant to M.G.L. c. 30A, § 25(a) and (b).~~

~~(2)~~ (1) Purpose. The purpose of 940 CMR 29.00 is to interpret, enforce and effectuate the purposes of the Open Meeting Law, M.G.L. c. 30A, §§ 18 through 25.

~~(3)~~ (2) Severability. If any provision of 940 CMR 29.00 or the application of such provision to any person, public body, or circumstances shall be held invalid, the validity of the remainder of 940 CMR 29.00 and the applicability of such provision to other persons, public bodies, or circumstances shall not be affected thereby.

~~(4)~~ (3) Mailing. All complaints, notices (except meeting notices), and other materials that must be sent to another party shall be sent by one of the following means: first class mail, email, hand delivery, or by any other means at least as expeditious as first class mail.

29.02: Definitions

As used in 940 CMR 29.00, the following terms shall, unless the context clearly requires otherwise, have the following meanings:

~~Commission means the Open Meeting Law Advisory Commission, as defined by M.G.L. c. 30A, § 19(e).~~

County Public Body means a public body created by county government with jurisdiction that comprises a single county.

District Public Body means a public body with jurisdiction that extends to two or more municipalities.

Emergency means a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.

Intentional Violation means an act or omission by a public body or a member thereof, in knowing violation of M.G.L. c. 30A, §§ 18 through 25. Evidence of an intentional violation of M.G.L. c. 30A, §§ 18 through 25 shall include, but not be limited to, that the public body or public body member: (a) acted with specific intent to violate the law; (b) acted with deliberate ignorance of the law's requirements; or (c) was previously informed by receipt of a decision from a court of competent jurisdiction or advised by the Attorney General, pursuant to 940 CMR 29.07 or 940 CMR 29.08, that the conduct violates M.G.L. c. 30A, §§ 18 through 25. Where a public body or public body member has made a good faith attempt at compliance with the law, but was reasonably mistaken about its requirements ~~or, after full disclosure, acted in good faith compliance with the advice of the public body's legal counsel~~, such conduct will not be considered an intentional violation of M.G.L. c. 30A, §§ 18 through 25.

Person means all individuals and entities, including governmental officials and employees. Person does not include public bodies.

Post Notice means to place a written announcement of a meeting on a bulletin board, electronic display, website, ~~cable television channel, newspaper~~ or in a loose-leaf binder in a manner conspicuously visible to the public, including persons with disabilities, at all hours, in accordance with 940 CMR 29.03.

Public Body has the identical meaning as set forth in M.G.L. c. 30A, § 18, that is, a multiple-member board, commission, committee or subcommittee within the executive or legislative branch or within any county, district, city, region or town, however created, elected, appointed or otherwise constituted, established to serve a public purpose; provided, however, that the governing board of a local housing, redevelopment or ~~other~~ similar authority shall be deemed a local public body; provided, further, that the governing board or body of any other authority established by the general court to serve a public purpose in the commonwealth or any part thereof shall be deemed a state public body; provided, further, that "public body" shall not include the general court or the committees or recess commissions thereof, bodies of the judicial branch or bodies appointed by a constitutional officer solely for the purpose of advising a constitutional officer and shall not include the board of bank incorporation or the policyholders protective board; and provided, further, that a subcommittee shall include any multiple-member body created to advise or make recommendations to a public body.

Qualification for Office means the election or appointment of a person to a public body and the taking of the oath of office, where required, and shall include qualification for a second or any subsequent term of office. Where no term of office for a member of a public body is specified, the member shall be deemed to be qualified for office on a ~~biannual basis on January 1st of a calendar year beginning on January 1, 2011. Where a member's term of office began prior to July 1, 2010, and will not expire until after July 1, 2011, the member shall be deemed to have qualified for office on January 1, 2011.~~ biennial basis following appointment or election to office.

Regional Public Body means a public body with jurisdiction that extends to two or more municipalities.

Remote Participation means participation by a member of a public body during a meeting of that public body where the member is not physically present at the meeting location.

29.03: Notice Posting Requirements

(1) Requirements Applicable to All Public Bodies.

(a) Except in an emergency, public bodies shall file meeting notices sufficiently in advance of a public meeting to permit posting of the notice at least 48 hours in advance of the public meeting, excluding Saturdays, Sundays and legal holidays, in accordance with M.G.L. c. 30A, § 20. In an emergency, the notice shall be posted as soon as reasonably possible prior to such meeting.

(b) Meeting notices shall be printed or displayed in a legible, easily understandable format and shall contain the date, time and place of such meeting, and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. The list of topics shall have sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting. ~~The date and time that the notice is posted shall be conspicuously recorded thereon or therewith.~~

(c) Notices posted under an alternative posting method authorized by 940 CMR 29.03(2) through (5) shall include the same content as required by 940 CMR 29.03(1)(b). If such an alternative posting method is adopted, the municipal clerk, in the case of a municipality, or the body, in all other cases, shall file with the Attorney General written notice of adoption of the alternative method, including the website address where applicable, and any change thereto, and the most current notice posting method on file with the Attorney General shall be consistently used.

(d) The date and time that a meeting notice is posted shall be conspicuously recorded thereon or therewith. If an amendment occurs within 48 hours of a meeting, not including Saturdays, Sundays, and legal holidays, then the date and time that the meeting notice is amended shall also be conspicuously recorded thereon or therewith.

(2) Requirements Specific to Local Public Bodies.

(a) The official method of posting notice shall be by filing with the municipal clerk, or other person designated by agreement with the municipal clerk, who shall post notice of the meeting in a manner conspicuously visible to the public at all hours ~~in or on, or near~~ the municipal building in which the clerk's office is located. ~~Such notice shall be accessible to the public in~~

(b) Alternatively, the municipality may adopt the municipal clerk's office. If such notice is not conspicuously visible to the public during hours when the clerk's office is closed,

~~such notice shall also be made available through an alternative method prescribed or approved by the Attorney General under 940 CMR 29.03(2)(b)4. A description of such alternative website as the official method, sufficient to allow members of the public to obtain of notice through such posting.~~

- ~~1. The Chief Executive Officer of the municipality, as defined in M.G.L. c. 4, § 7, must authorize or, by a simple majority, vote to adopt the municipal website as the official method of posting notice. Any municipality that has adopted its website as the official method of posting notice by another method as of October 6, 2017 will have satisfied the adoption requirement.~~
- ~~2. If adopted, a description of the website as the notice posting method, including directions on how to locate notices on the website, shall be posted in a manner conspicuously visible to the public at all hours on or adjacent to the main and handicapped accessible entrances to the municipal building in which the clerk's office is located.~~
- ~~3. (b) For local Once adopted as the official method of notice posting, the website shall host the official legal notice for meetings of all public bodies, within the Attorney General has determined, pursuant municipality.~~
- ~~4. Notices must continue to be filed with the municipal clerk, or any other person designated by agreement with the municipal clerk.~~

~~(c) A municipality may have only one official notice posting method for the purpose of M.G.L. c. 30A, § 20(e), that the following alternative §§ 18 through 25, either 940 CMR 29.03(2)(a) or (b). However, nothing precludes a municipality from choosing to post additional notices via other methods, including a newspaper. Such additional notice will provide more effective notice not be the official notice for the purposes of M.G.L. c. 30A, §§ 18 through 25.~~

~~(d) Copies of notices shall also be accessible to the public in the municipal clerk's office during the clerk's business hours.~~

- ~~1. public bodies may post notice of meetings on the municipal website;~~
- ~~2. public bodies may post notice of meetings on cable television, AND, post notice or provide cable television access in an alternate municipal building (e.g., police or fire station) where the notice is accessible at all hours;~~
- ~~3. public bodies may post notice of meetings in a newspaper of general circulation in the municipality, AND, post notice or a copy of the newspaper containing the meeting notice at an alternate municipal building (e.g., police or fire station) where the notice is accessible at all hours;~~

~~4. public bodies may place a computer monitor or electronic or physical bulletin board displaying meeting notices on or in a door, window, or near the entrance of the municipal building in which the clerk's office is located in such a manner as to be visible to the public from outside the building; or~~

~~5. public bodies may provide an audio recording of meeting notices, available to the public by telephone at all hours.~~

(3) Requirements Specific to Regional or District Public Bodies.

(a) Notice shall be filed and posted in each city and town within the region or district in the manner prescribed for local public bodies in that city or town.

(b) As an alternative method of notice, a regional or district public body may ~~post a meeting notice on, by majority vote, adopt~~ the regional or district public body's website ~~as its official notice posting method~~. A copy of ~~the each meeting~~ notice shall be ~~filed and~~ kept by the chair of the public body or the chair's designee ~~in accordance with the applicable records retention schedules~~. The public body shall file and post notice of the website address, as well as directions on how to locate notices on the website, in each city and town within the region or district in the manner prescribed for local public bodies in that city or town.

(4) Requirements Specific to Regional School Districts.

(a) The secretary of the regional school district committee shall be considered to be its clerk. The clerk of the regional school district ~~committee~~ shall file notice with the municipal clerk of each city and town within such district and each such municipal clerk shall post the notice in the manner prescribed for local public bodies in that city or town.

(b) As an alternative method of notice, a regional school district committee may ~~post a meeting notice on, by majority vote, adopt~~ the regional school district's website ~~as its official notice posting method~~. A copy of ~~the each meeting~~ notice shall be ~~filed and~~ kept by the secretary of the regional school district committee or the secretary's designee in accordance with the applicable records retention schedules. The regional school district committee shall file and post notice of the website address, as well as directions on how to locate notices on the website, in each city and town within the region or district in the manner prescribed for local public bodies in that city or town.

(5) Requirements Specific to County Public Bodies.

(a) Notice shall be filed and posted in the office of the county commissioners and a copy of the notice shall be publicly posted in a manner conspicuously visible to the public at all hours in such place or places as the county commissioners shall designate for this purpose.

(b) As an alternative method of notice, a county public body may ~~post a meeting on, by majority vote, adopt~~ the county public body's website ~~as its official notice posting method~~. A copy of the notice shall be ~~filed and~~ kept by the chair of the county public body or the chair's designee ~~in accordance with the applicable records retention schedules~~. The county public body shall file and post notice of the website address, as well as directions on how to locate notices on the website, in the office of the county commissioners and a copy of the notice shall be publicly posted in a manner conspicuously visible to the public at all hours in such place or places as the county commissioners shall designate for this purpose.

(6) Requirements Specific to State Public Bodies. Notice shall be posted on a website ~~in accordance with procedures established by the Attorney General in consultation with the Information Technology Division of the Executive Office for Administration and Finance for the purpose of providing the public with effective notice~~. A copy of each notice shall also be sent by first class or electronic mail to the Secretary of ~~State's~~ the Commonwealth's Regulations Division. The chair of each state public body shall notify the Attorney General in writing of its ~~Internet notice posting location~~ webpage for listing meeting notices and any change ~~thereto to the webpage location~~. The public body shall consistently use the most current ~~notice posting method~~ website location on file with the Attorney General. A copy of the notice shall be kept by the chair of the state public body or the chair's designee in accordance with the applicable records retention schedules.

(7) Websites. Where a public body adopts a website as its method of noticing meetings, it must make every effort to ensure that the website is accessible to the public at all hours. If a website becomes inaccessible to members of the public within 48 hours of a meeting, not including Saturdays, Sundays, and legal holidays, the municipal clerk or other individual responsible for posting notice to the website must restore the website to accessibility within six hours of the time, during regular business hours, when such individual discovers that the website has become inaccessible. In the event that the website is not restored to accessibility within six business hours of the website's deficiency being discovered, the public body must re-post notice of its meeting for another date and time in accordance with M.G.L. c. 30A, § 20(b).

29.04: Certification

(1) For local public bodies, ~~a document including~~ the municipal clerk, and for all other public bodies, the appointing authority, executive director, or other appropriate administrator or their designees, shall, upon a public body member's qualification for office, either deliver to the public body member, or require the public body member to obtain from the Attorney General's website, the following educational materials:

(a) The Attorney General's Open Meeting Law Guide, which will include an explanation of the requirements of the Open Meeting Law; the Open Meeting Law, M.G.L. c. 30A, §§ 18 through 25; a document including and the Attorney General's regulations, 940 CMR 29.00-29.11.

(b) ~~and educational materials prepared~~ A copy of each Open Meeting Law determination issued to that public body by the Attorney General ~~explaining within the last five years in which the Attorney General found a violation of M.G.L. c. 30A, §§ 18 through 25, and its application, shall.~~ Open Meeting Law determinations are available at the Attorney General's website.

(2) Educational materials may be delivered to public body members by the municipal clerk to each member of a public body, whether elected or appointed, upon taking the oath of office, if required, and in every case before entering into performance of the office. ~~paper copy or in digital form.~~

(3) Within two weeks after receipt of ~~such~~ the educational materials, the public body member shall certify, on the form prescribed by the Attorney General, receipt of ~~such~~ the educational materials. The municipal clerk ~~shall maintain the signed certification for each such person, indicating the date the person received the materials.~~

(2) For regional, district, county or state public bodies, a document including M.G.L. c. 30A, §§ 18 through 25; a document including 940 CMR 29.00; and educational materials prepared by the Attorney General explaining M.G.L. c. 30A, §§ 18 through 25, and its application, shall be delivered by the appointing authority, executive director or other appropriate administrator or their designees, to each member of a public body, whether elected or appointed, upon taking the oath of office, if required, and in every case before entering into the performance of the office. ~~Within two weeks after receipt of such materials, the member shall certify, on the form prescribed by the Attorney General, receipt of such materials. The~~ appointing authority, executive director or other appropriate administrator, or their designees, shall maintain the signed certification for each such person, indicating the date the person received the materials.

(4) An individual serving on multiple public bodies must sign a certification for each public body on which he or she serves. A public body member does not need to sign a separate certification when joining a subcommittee of the public body.

(5) A public body member must sign a new certification upon reelection or reappointment to the public body.

29.05: Complaints

(1) All complaints shall be in writing, using the form approved by the Attorney General and available on the Attorney General's website. A public body need not, and the Attorney General will not, investigate or address anonymous complaints. A public body need not address a complaint that is not signed by the complainant. A public body need not address a complaint that is not filed using the Attorney General's complaint form.

(2) Public bodies, or the municipal clerk in the case of a local public body, should provide any person, on request, with an Open Meeting Law Complaint Form. If a paper copy is unavailable, then the public body should direct the requesting party to the Attorney General's website, where an electronic copy of the form will be available for downloading and printing.

(3) For local public bodies, the complainant shall file the complaint with the chair of the public body, who shall disseminate copies of the complaint to the members of the public body. The complainant shall also file a copy of the complaint with the municipal clerk, who shall keep such filings in an orderly fashion for public review on request during regular business hours. For all other public bodies, the complainant shall file the complaint with the chair of the relevant public body, or if there is no chair, then with the public body.

(4) The complaint shall be filed within 30 days of the alleged violation of M.G.L. c. 30A, §§ 18 through 25, or if the alleged violation of M.G.L. c. 30A, §§ 18 through 25, could not reasonably have been known at the time it occurred, then within 30 days of the date it should reasonably have been discovered.

~~(4) The public body shall review timely complaints to ascertain the time, date, place and circumstances which constitute the alleged violation. If the public body needs additional information to resolve the complaint, then the chair may request it from the complainant within seven business days of receiving the complaint. The complainant shall respond within ten business days after he or she receives the request. The public body will then have an additional ten business days after receiving the complainant's response to review the complaint and take any remedial action pursuant to 940 CMR 29.05(5).~~

(5) Within 14 business days after receiving the complaint, unless an extension has been granted by the Attorney General as provided in 940 CMR 29.05(5)(a) and (b), the public body shall meet to review the complaint's allegations; take remedial action, if appropriate; and send to the Attorney General a copy of the complaint complainant a response and a description of any remedial action taken. The public body shall simultaneously notify the complainant Attorney General that it has sent such materials to the Attorney General complainant and shall provide the complainant Attorney General with a copy of the complaint, the response, and a description of any remedial action taken.

(a) Any remedial action taken by the public body in response to a complaint under 940 CMR 29.05(5) shall not be admissible as evidence that a violation occurred in any later administrative or judicial proceeding against the public body relating to the alleged violation.

(b) If the public body requires additional time to resolve the complaint, it may obtain an extension from the Attorney General by submitting a written request within 14 business days after receiving the complaint. A request may be submitted by the chair, the public body's attorney, or any person designated by the public body or the chair. The Attorney General will grant an extension if the request demonstrates good cause. Good cause will generally be found if, for example, the public body cannot meet within the 14 business day period to consider proposed remedial action. The Attorney General shall notify the complainant of any extension and the reason for it.

~~(6) If the public body needs additional information to resolve the complaint, then the chair may request it from the complainant within seven business days of receiving the complaint. The~~

complainant shall respond within ten business days after receiving the request. The public body will then have an additional ten business days after receiving the complainant's response to review the complaint and take any remedial action pursuant to 940 CMR 29.05(5).

(7) If at least 30 days have passed after the complaint was filed with the public body, and if the complainant is unsatisfied with the public body's resolution of the complaint, the complainant may file a complaint with the Attorney General. When filing a complaint with the Attorney General, the complainant shall include a copy of the original complaint along with any other materials the complainant believes are relevant. The Attorney General ~~may~~shall decline to investigate complaints filed with the Attorney General more than 90 days after the alleged violation of M.G.L. c. 30A, §§ 18 through 25, ~~unless if the alleged violation of M.G.L. c. 30A, §§ 18 through 25, could not reasonably have been known at the time it occurred, then within 90 days of the date it should reasonably have been discovered. However, this time may be extended if the Attorney General grants an extension was granted to the public body or to respond to a complaint or if the complainant demonstrates good cause for the delay in filing with the Attorney General.~~

(78) The Attorney General shall acknowledge receipt of all complaints and will resolve them within a reasonable period of time, generally 90 days. ~~If additional time is necessary to resolve a particular complaint, the Attorney General will notify the complainant and the public body.~~

(8)(9) Mediation to Resolve a Complaint.

(a) If a complainant files five complaints alleging violations of M.G.L. c. 30A, §§ 18 through 25, with the same public body or within the same municipality within 12 months, upon the fifth or subsequent complaint appears untimely, to that public body or a public body within that municipality within the 12-month period, the public body may request mediation with the complainant, at the public body's expense, to resolve the complaint. A mediator is not in the proper form, or is missing information, defined by M.G.L. c. 233, § 23C, and will be selected by the Attorney General ~~shall return the complaint to the complainant within 14.~~

(b) A public body must request mediation prior to, or with, its response to the complaint. If the mediation does not produce an agreement, the public body will have ten business days of its receipt, noting its deficiencies. The complainant shall then have 14 business days to correct the deficiencies and resubmit the complaint to ~~from the last joint meeting with the mediator to respond to the complaint.~~

(c) A public body may participate in mediation in open session, in executive session through M.G.L. c. 30A, § 21(a)(9), or by designating a representative to participate on behalf of the public body.

(d) If the complainant declines to participate in mediation after a public body's request in accordance with 940 CMR 29.05(9)(a), the Attorney General ~~If the deficiencies are not corrected, no further action on may decline to review the complaint will be taken by if it is thereafter filed with the Attorney General.~~

(e) If the mediation does not resolve the complaint to the satisfaction of both parties, then the complainant may file a copy of his or her complaint with the Attorney General and request the Attorney General's review. The complaint must be filed with the Attorney General within 30 days of the last joint meeting with the mediator.

(f) Any written agreement reached in mediation shall become a public record in its entirety and must be publicly disclosed at the next meeting of the public body following execution of the agreement.

(g) Nothing in this section shall prevent a complainant from filing subsequent complaints, however public bodies may continue to request mediation in an effort to resolve complaints in accordance with 940 CMR 29.05(9)(a).

(h) Nothing in this section shall prevent a public body or complainant from seeking mediation to resolve any complaint. However, only mediation requests that follow the requirements of 940 CMR 29.05(9)(a) will trigger the application of 940 CMR 29.05(9)(d).

29.06: Investigation

~~Whenever~~ Following a timely complaint filed pursuant to 940 CMR 29.05, where the Attorney General has reasonable cause to believe that a violation of M.G.L. c. 30A, §§ 18 through 25, has occurred ~~that has not been adequately remedied~~, then the Attorney General may conduct an investigation.

(1) The Attorney General shall notify the public body or person that is the subject of a complaint ~~and an investigation~~ of the existence of the investigation within a reasonable period of time. The Attorney General shall also notify the public body or person of the nature of the alleged violation.

(2) Upon notice of the investigation, the subject of the investigation shall provide the Attorney General with all information relevant to the investigation. The subject may also submit a memorandum or other writing to the Attorney General, addressing the allegations being investigated.

If the subject of the investigation fails to voluntarily provide the necessary or relevant information within 30 days of receiving notice of the investigation, the Attorney General may issue ~~subpoenas~~ one or more civil investigative demands to obtain the information in accordance with M.G.L. c. 30A, § 24, ~~(a)~~, to:

(a) Take testimony under oath;

(b) Examine or cause to be examined any documentary material; or

(c) Require attendance during such examination of documentary material by any person having knowledge of the documentary material and take testimony under oath or acknowledgment in respect of any such documentary material.

Any documentary material or other information produced by any person pursuant to 940 CMR 29.06 shall not, unless otherwise ordered by a court of the Commonwealth for good cause shown, be disclosed without that person's consent by the Attorney General to any person other than the Attorney General's authorized agent or representative. However, the Attorney General may disclose the material in court pleadings or other papers filed in court; or, to the extent necessary, in an administrative hearing or ~~other action taken to conduct or in a written determination to~~ resolve the investigation pursuant to 940 CMR 29.007.

29.07: Resolution

(1) No Violation. If the Attorney General determines, after investigation, that M.G.L. c. 30A, §§ 18 through 25, has not been violated, the Attorney General shall ~~terminate the investigation and notify, in writing, issue a written determination to~~ the subject of the investigation complaint and copy any complainant.

(2) Violation Resolved Without Hearing. If the Attorney General determines after investigation that M.G.L. c. 30A, §§ 18 through 25, has been violated, the Attorney General may resolve the investigation without a hearing. The Attorney General shall determine whether the relevant public body, one or more of its members, or both, were responsible, ~~and whether the violation was intentional or unintentional.~~ The Attorney General will notify, in writing, any complainant of the investigation's resolution. Upon finding a violation of ~~the~~ M.G.L. c. 30A, §§ 18 through 25, the Attorney General may take one of the following actions:

(a) Informal Action. The Attorney General may resolve the investigation with a ~~telephone call,~~ letter or other appropriate form of written communication that explains the violation and clarifies the subject's obligations under M.G.L. c. 30A, §§ 18 through 25, providing the subject with a reasonable period of time to comply with any outstanding obligations.

(b) Formal Order. The Attorney General may resolve the investigation with a formal order. The order may require:

1. immediate and future compliance with M.G.L. c. 30A, §§ 18 through 25;
2. attendance at a training session authorized by the Attorney General;
3. nullification of any action taken at the relevant meeting, in whole or in part;
- 3-4. that minutes, records or other materials be made public; or
5. that an employee be reinstated without loss of compensation, seniority, tenure or other benefits; or

~~4.6.~~ other appropriate action.

Orders shall be available on the Attorney General's website.

(3) Violation Resolved After Hearing. The Attorney General may conduct a hearing where the Attorney General deems appropriate. The hearing shall be conducted pursuant to 801 CMR 1.00, et seq., as modified by any regulations issued by the Attorney General. At the conclusion of the hearing, the Attorney General shall determine whether a violation of M.G.L. c. 30A, §§ 18 through 25, occurred, and whether the public body, one or more of its members, or both, were responsible, ~~and whether the violation was intentional or unintentional~~. The Attorney General will notify, in writing, any complainant of the investigation's resolution. Upon a finding that a violation occurred, the Attorney General may order:

- (a) immediate and future compliance with M.G.L. c. 30A, §§ 18 through 25;
- (b) attendance at a training session authorized by the Attorney General;
- (c) nullification of any action taken at the relevant meeting, in whole or in part;
- (d) imposition of a fine upon the public body of not more than \$1,000 for each intentional violation; however, a fine will not be imposed where a public body or public body member acted in good faith compliance with the advice of the public body's legal counsel, in accordance with M.G.L. 30A, § 23(g);
- (e) that an employee be reinstated without loss of compensation, seniority, tenure or other benefits;
- (f) that minutes, records or other materials be made public; or
- (g) other appropriate action.

Orders issued following a hearing shall be available on the Attorney General's website.

~~(4)~~ (4) A public body subject to an order of the Attorney General following a written determination issued pursuant to 940 CMR 29.07 shall notify the Attorney General in writing of its compliance with the order within 30 days of receipt of the order, unless otherwise indicated by the order itself. A public body need not notify the Attorney General of its compliance with an order requiring solely immediate and future compliance pursuant to 940 CMR 29.07(2)(b)(1) or 940 CMR 29.07(3)(a).

(5) A public body or any member of a body aggrieved by any order issued by the Attorney General under 940 CMR 29.07 may obtain judicial review of the order through an action in Superior Court seeking relief in the nature of certiorari. Any such action must be commenced in Superior Court within 21 days of receipt of the order.

29.08: Advisory Opinions

The Attorney General ~~may~~will ~~generally not~~ issue advisory opinions ~~on request or at his or her own initiative to provide.~~ However, the Attorney General may issue written guidance to public bodies and the public on changes to M.G.L. c. 30A, §§ 18 through 25, court decisions interpreting M.G.L. c. 30A, §§ 18 through 25, or other developments concerning M.G.L. c. 30A, §§ 18 through 25.

~~(1) The Attorney General shall ordinarily make a draft advisory opinion available~~address common requests for ~~comment~~interpretation. Such written guidance will appear on the Attorney General's website ~~at least 60 days prior to the planned issuance of the opinion. Notice of the posting shall be provided to the Commission.~~

~~(2) Comments on the draft advisory opinion shall be submitted, in writing, to the Attorney General at least 30 days prior to the planned issuance of the opinion.~~

~~(3) Action taken by a public body in good faith compliance with an advisory opinion, provided that the circumstances are not materially different, shall not constitute an intentional violation of M.G.L. c. 30A, §§ 18 through 25.~~

29.09: Other Enforcement Actions

Nothing in 940 CMR 29.06 or 29.07 shall limit the Attorney General's authority to file a civil action to enforce M.G.L. c. 30A, §§ 18 through 25, pursuant to M.G.L. c. 30A, § 23(f).

29.10: Remote Participation

(1) Preamble. Remote participation may be permitted subject to the following procedures and restrictions. However, the Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible. By promulgating 940 CMR 29.10, the Attorney General hopes to promote greater participation in government. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used in a way that would defeat the purposes of the ~~Open Meeting Law~~M.G.L. c. 30A, §§ 18 through 25, namely promoting transparency with regard to deliberations and decisions on which public policy is based.

(2) Adoption of Remote Participation. Remote participation in meetings of public bodies is not permitted unless the practice has been adopted as follows:

(a) Local Public Bodies. The Chief Executive Officer, as defined in M.G.L. c. 4, § 7, must authorize or, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that authorization or vote applying to all subsequent meetings of all local public bodies in that municipality.

(b) Regional or District Public Bodies. The regional or district public body must, by a simple majority, vote to allow remote participation in accordance with the requirements

of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(c) Regional School Districts. The regional school district committee must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(d) County Public Bodies. The county commissioners must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of all county public bodies in that county.

(e) State Public Bodies. The state public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(f) Retirement Boards. A retirement board created pursuant to M.G.L. c. 32, § 20 or M.G.L. c. 34B, § 19 must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(g) Local Commissions on Disability. In accordance with M.G.L. c. 30A, § 20(e), a local commission on disability may by majority vote of the commissioners at a regular meeting authorize remote participation applicable to a specific meeting or generally to all of the commission's meetings. If a local commission on disability is authorized to utilize remote participation, a physical quorum of that commission's members shall not be required to be present at the meeting location; provided, however, that the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location. The commission shall comply with all other requirements of law.

(3) Revocation of Remote Participation. Any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) may revoke that adoption in the same manner.

(4) Minimum Requirements for Remote Participation.

(a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other; as required by M.G.L. c. 30A, § 20(d);

(b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, § 20(d);

(c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, § 23D.

(5) Permissible ~~Reasons~~Reason for Remote Participation. If remote participation has been adopted in accordance with 940 CMR 29.10(2), a member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in 940 CMR 29.10(7), only if the chair or, in the chair's absence, the person chairing the meeting, determines that one or more of the following factors makes the member's physical attendance would be unreasonably difficult:

- ~~(a) Personal illness;~~
- ~~(b) Personal disability;~~
- ~~(c) Emergency;~~
- ~~(d) Military service; or~~
- ~~(e) Geographic distance.~~

(6) Technology.

(a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

~~1~~i. telephone, internet, or satellite enabled audio or video conferencing;

~~2~~ii. any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.

(b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

(c) The public body shall determine which of the acceptable methods may be used by its members.

(d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

(e) The amount and source of payment for any costs associated with remote participation shall be determined by the applicable adopting entity identified in 940 CMR 29.10(2).

(7) Procedures for Remote Participation.

(a) Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the

person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

(b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely ~~and the reason under 940 CMR 29.10(5) for his or her remote participation.~~ This information shall also be recorded in the meeting minutes.

(c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

(d) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.

(e) When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, § 22.

(8) Further Restriction by Adopting Authority. 940 CMR 29.10 does not prohibit any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) from enacting policies, laws, rules or regulations that prohibit or further restrict the use of remote participation by public bodies within that person or entity's jurisdiction, provided those policies, laws, rules or regulations do not violate state or federal law.

(9) Remedy for Violation. If the Attorney General determines, after investigation, that 940 CMR 29.10 has been violated, the Attorney General may resolve the investigation by ordering the public body to temporarily or permanently discontinue its use of remote participation.

29.11: Meeting Minutes

(1) A public body shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes, in accordance with M.G.L. c. 30A, § 22(a).

(2) Minutes of all open and executive sessions shall be created and approved in a timely manner. A "timely manner" will generally be considered to be within the next three public body meetings or within 30 days, whichever is later, unless the public body can show good cause for further delay. The Attorney General encourages public bodies to approve minutes at the next meeting whenever possible.

| REGULATORY AUTHORITY 940 CMR 29.00: M.G.L. c. 30A, § 25(a) and (b).



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

MEETING DATE: 10/24/2017

Agenda Item	Vendor Fair Update
Presenter(s)	David Davison, Assistant Town Manager/Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. Davison will give an update on the Commonwealth of Massachusetts Operational Services Division Vendor Fair that was held in Powers Hall, on October 19, 2017.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
None	
3.	BACK UP INFORMATION ATTACHED
None	



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

MEETING DATE: 10/24/2017

Agenda Item	Town Manager Update
Presenter(s)	David Davison, Assistant Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Assistant Town Manager will update the Board on issues not covered on the agenda.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
3.	BACK UP INFORMATION ATTACHED
none	



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

MEETING DATE: 10/24/2017

Agenda Item	MPO Annual Election October 25, 2017
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Board members may wish to discuss items related to the Boston MPO Municipal Elections. The Town Manager recommends that the Board designate Selectman Moe Handel to cast the Town's ballot at the election.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Suggested Motion:</i> that the Board vote to authorize Moe Handel to cast ballots for Michael Cahill, Mayor of Beverly, Maryjane White, Chair, Medway Board of Selectmen, Carlo DeMaria, Mayor of Everett, and Suzanne Barry, Chair, Lexington Board of Selectmen at the MPO election on October 25, 2017.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Letter dated October 5, 2017 from the MAPC b. 2017 MPO Absentee Ballot	



RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

MBTA Advisory Board 2017 OCT 10 A 9:19
177 Tremont Street, Boston, MA 02111
Tel: (617) 426-6054 Fax: (617) 451-2054

October 5, 2017

TO: Chief Elected Officials

FR: Paul Regan, Executive Director, MBTA Advisory Board
Marc Draisen, Executive Director, Metropolitan Area Planning Council

RE: Municipal Elections to the Boston Region Metropolitan Planning Organization

We are pleased to forward the 2017 MPO Ballot for the elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO).

There are four seats on the MPO up for election. The City of Everett is running unopposed for At-Large City seat. The Town of Lexington is running unopposed for the At-Large Town seat. The City of Beverly is running unopposed for the North Shore Task Force (NSTF) sub-region seat. The Town of Medway is running unopposed for the South West Advisory Planning Committee (SWAP) sub-region seat.

Key Dates and Locations:

October 24, 2017	Absentee Ballots Due 5:00 PM delivered by mail or in person (<u>No Fax or Email</u>) to: BOSTON REGION MPO ELECTIONS Metropolitan Area Planning Council 60 Temple Place, 6 th Floor Boston, MA 02111
October 25, 2017	MPO Municipal Election At MAPC Fall Council Meeting, 9:00AM Quincy Marriott, 1000 Marriott Drive, Quincy, MA 02169

2017 MPO Absentee Ballot

The MPO Election will be held on Wednesday, October 25, 2017
MAPC Fall Council Meeting
Quincy Marriott
1000 Marriott Dr, Quincy, MA 02169

Absentee ballots must be delivered by October 24, 2017
via mail or in person (**No Fax or Email**) by 5 PM to:
BOSTON REGION MPO ELECTIONS
Metropolitan Area Planning Council
60 Temple Place, 6th Floor
Boston, MA 02111

Each Chief Elected Official, regardless of which sub-region they are in, or whether they represent a city or a town, may cast one vote for each of the four open MPO seats.

Chief Elected Official may:

Vote for only one from the North Shore Task Force

☐ Beverly Michael P. Cahill, Mayor

Vote for only one from the South West Advisory Planning Committee

☐ Medway Maryjane White, Chair Board of Selectmen

Vote for only one At-Large City

☐ Everett Carlo DeMaria, Mayor

Vote for only one At-Large Town

☐ Lexington Suzanne E. Barry, Chair Board of Selectmen

Municipality _____ Chief Elected Official _____
(Signature)

(Print or type name)

(see back for more information)

Fill this box out only if you (Mayor or Chair Board of Selectman) are appointing someone to vote in your place in person on October 25th at the MAPC Fall Council Meeting.

Designation of alternate (by Mayor or Chair Board of Selectman):

I hereby authorize Maurice Handel to cast the ballot for Needham
(name) (municipality)

Chief Elected Official (signature)

10/24/2017

Date

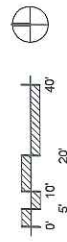


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 10/24/2017

Agenda Item	Committee Report – Memorial Park Building
Presenter(s)	Board Discussion

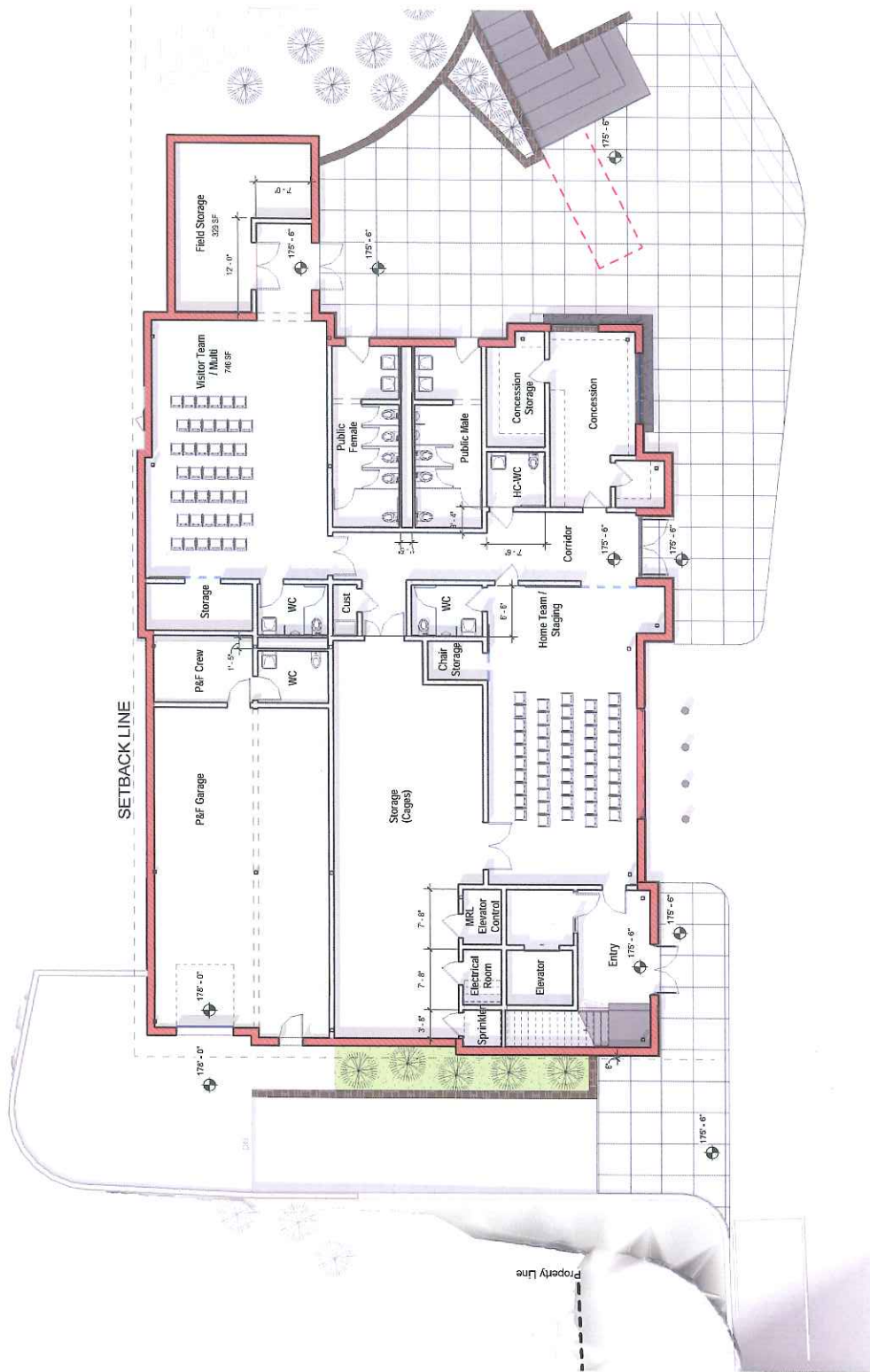
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Selectman Borrelli will update the Board on the progress of the Memorial Park Building Design.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
a. Memorial Park Fieldhouse Perspective, 10/5/2017	



Needham Memorial Park Field House
Site Plan

10/2/17

WINTER STREET ARCHITECTS, INC.

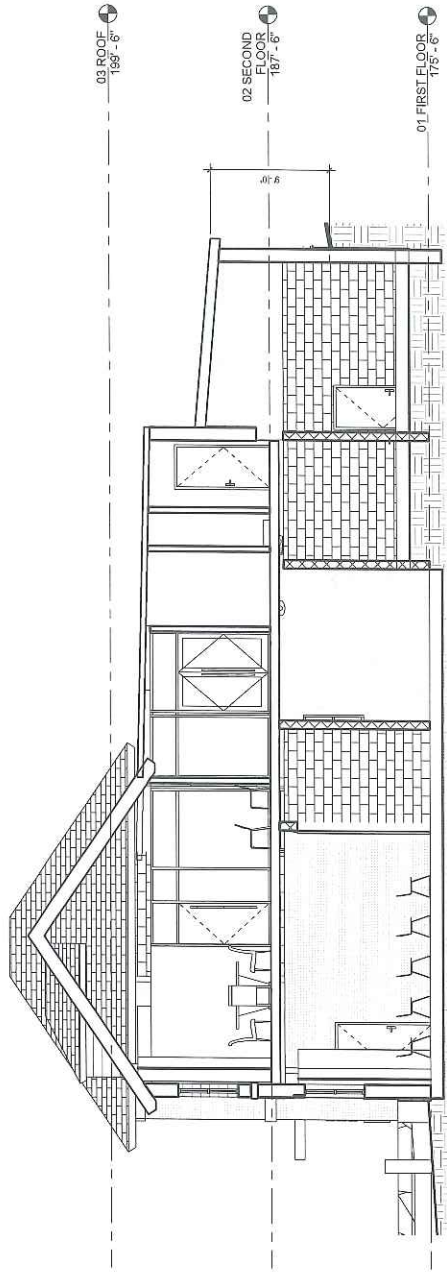


Needham Memorial Park Field House
Level 1

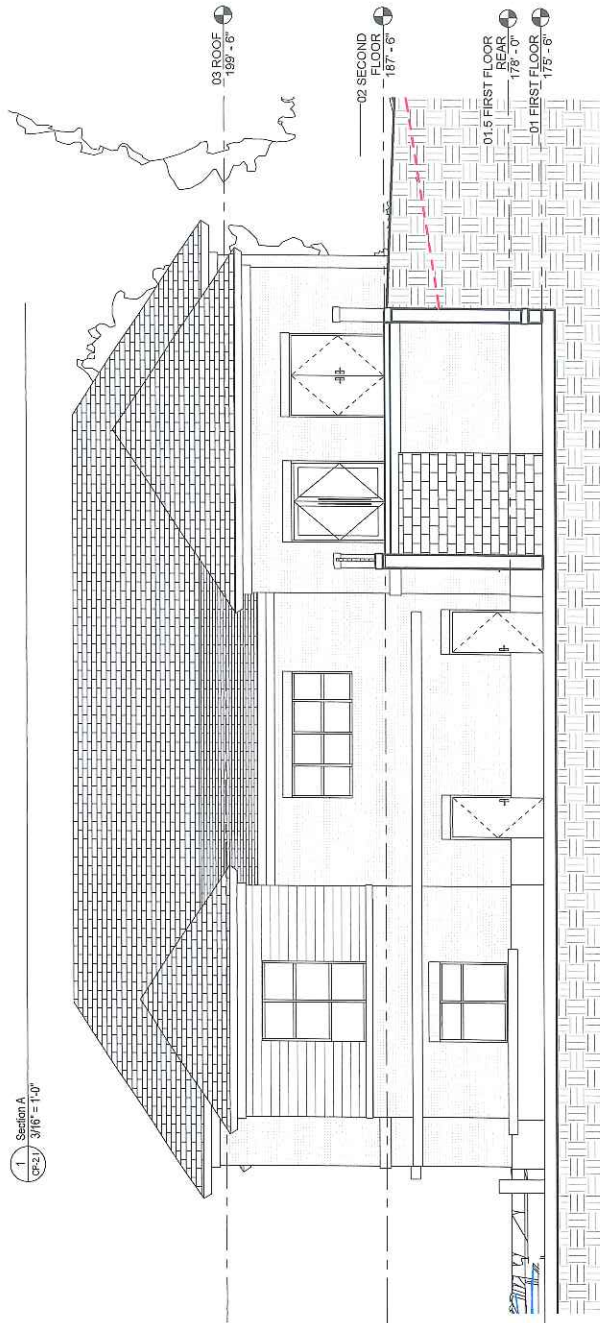


Needham Memorial Park Field House
Level 2

WINTER STREET ARCHITECTS, INC.



1 Section A
⑨-31/ 3/16" = 1'-0"



2 Section B
⑨-31/ 3/16" = 1'-0"

Needham Memorial Park Field House

Sections

WINTER STREET ARCHITECTS, INC.

10/2/17

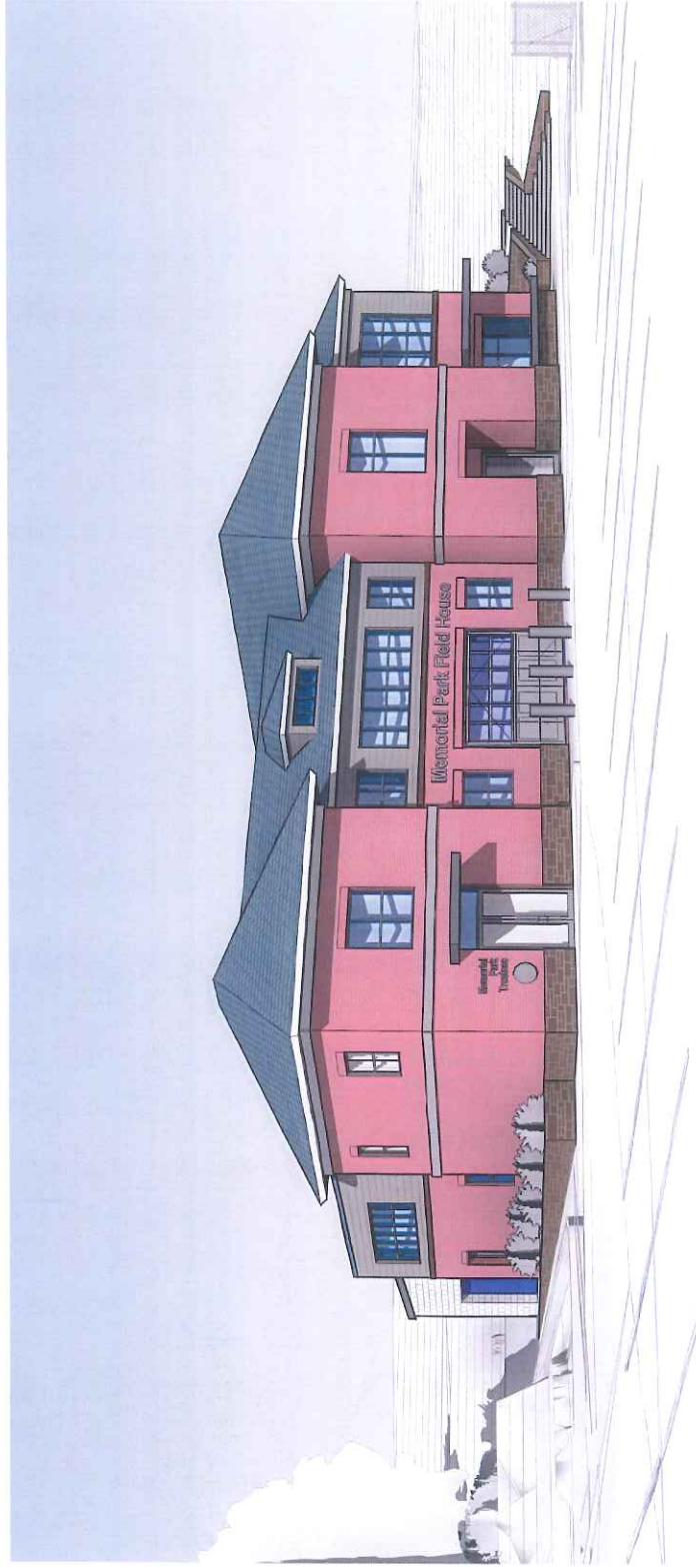


Needham Memorial Park Field House

Axonometric 1 - Brownstone Base

10/2/17

WINTER STREET ARCHITECTS, INC.



Needham Memorial Park Field House
Axonometric 2 - Brownstone Base

10/12/17

WINTER STREET ARCHITECTS, INC.



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

MEETING DATE: 10/24/2017

Agenda Item	Plastic Bag Restriction Evaluation Project
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Chair will update the Board on the progress of the plastic bag restriction evaluation project.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Discussion Only</i>	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below)	

**Town of Needham
Board of Selectmen
Minutes for October 10, 2017
Needham Town Hall
Selectmen's Chamber**

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

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chair Marianne B. Cooley. Those present were Daniel P. Matthews, John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Certificate of Appreciation: Volante Farms
Teri Volante Boardman accepted a Certificate of Appreciation on behalf of Volante Farms from the Board of Selectmen.

Mr. Matthews read the Certificate of Appreciation, noting the Board of Selectmen voted unanimously to award the Certificate of Appreciation at its September 26, 2017 meeting. He recognized the changes in farming over the last 100 years and that Volante Farms continues to contribute to the Town. He commented the Volante Farms cookbook contains many photographs, as well as a history of the farm and family in the Town of Needham. He wished them many successful years.

The Board congratulated the entire Volante family.

7:03 p.m. Public Hearings: Eversource Energy
Maureen Carroll, Eversource Energy representative appeared before the Board with 2 items to discuss:

1. 1st Avenue

Ms. Carroll requested permission to install approximately 7 feet of conduit in 1st Avenue. She stated this work is necessary to provide underground electric service at 200 1st Avenue.

Ms. Cooley invited public comment. No comments were heard.

Ms. Fitzpatrick indicated all paperwork is in order.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 7 feet of conduit in 1st Avenue. This work is necessary to provide underground electric service at 200 1st Avenue.

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

2. Sutton Road

Ms. Carroll requested permission to install approximately 9 feet of conduit in Sutton Road. She stated this work is necessary to provide underground electric service for a new home at 7 Sutton Road, Needham.

Ms. Cooley invited public comment. No comments were heard.

Ms. Fitzpatrick indicated all paperwork is in order.

Motion by Mr. Handel that the Board of Selectmen vote to approve and sign a petition from Eversource Energy to install approximately 9 feet of conduit in Sutton Road. This work is necessary to provide underground electric service at 7 Sutton Road.

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

7:05 p.m.

Appointments and Consent Agenda:

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

APPOINTMENTS

- | | |
|------------------------|---|
| 1. Future School Needs | Marianne Cooley (term indefinite)
Matthew Borrelli (term indefinite) |
| 2. Council on Aging | Sandra Prinn (term expires 6/30/20)
Helen Gregory (term expires 6/30/20) |

CONSENT AGENDA

1. Accept a \$500 donation made to the Needham Health Department's Substance Abuse Prevention & Education Program from the Needham Women's Club.
2. Approve a request from the Needham Running Club to hold its annual road race on Monday, January 1, 2018 from 9:00 a.m. to 1:00 p.m. The race application has been approved by the following departments: DPW, Police, Fire and Park and Recreation.
3. Accept the following gifts received by the Needham Public Library for the period of July 1, 2017 to October 5, 2017: Janet Campbell donated \$25.00 to the library for the purchase of a new book; Nelson Hammer donated \$5.00 commission from the sale of a painting that was part of a display in the Friends' Gallery; Katie Dammann donated a copy of Matthew Thomas' book, We Are Not Ourselves (\$28.00); Brendan Bartczak gave the Children's Room copies of: The Lightning Thief by Rick Riordan (\$7.99) and Pokemon: Gotta catch 'em all! (\$11.99); Holli Bassin donated a copy of her book, From Anaphylaxis to Buttercream (\$14.95); Mary Supple made a donation in memory of Betty Ann Keane (\$75.00); Sharon Slaton Howell gave the library a copy of her new book, On a Cold Windy Hill: Essays (\$17.00); Amit Kapoor donated the DVD, Casual: Season One (\$30.00); April Stevens donated copies of the following books: Circle of Jinn by Lori Goldstein (\$18.99), Shiver by Maggie Stiefvater (\$17.99), Cuckoo Song by Frances Hardinge (\$9.95), Native American Stories of the Sacred retold by Evan Pritchard (\$16.99), and Things

Fall Apart by Chinua Achebe (\$11.95); Cathy and Barbara Collishaw donated \$50.00 in memory of Suzanne M. Silvernail; Helen Giragosian gave the library a copy of the children's book, Niko and His Magical Earmuffs (\$14.95); Paul and Polly Attridge donated 15 "coffee table" books (\$420.00); The Millis Public Library sent copies of: Clarke's History of Needham, Bound into one volume, Needham Town Reports from 1886 to 1890, and Bound into one volume, Needham Town Reports from 1891 to 1893 (priceless); Joyce and Bill Jacobson donated a copy of the book, Tigger: Memoirs of a Cosmopolitan Cat, in memory of the Kaufman Family's cat Tigger (\$18.00); Allen D. Boyer gave the library a copy of his book, Rocky Boyer's War: An unvarnished History of the Air Blitz that Won the War in the Southwest Pacific, in honor of his mother, Margaret Anne Boyer (\$30.00); Andreas Johns sent the library a copy of his new book, The Art of Emma Bormann (\$60.00); Kip Nissen donated nine children's DVDs and Blu-Rays (\$125.00); Emily Rood donated four puzzles (\$98.00); Lu-Ann Caron-Leslie gave the library a copy of Rabbit: The Autobiography of Ms. Pat by Patricia Williams (\$25.99); Mary Lou Pierron gave the library 8 VHS tapes for the Children's Room (\$25.00); Barbara Rudnick donated copies of The Needham High Alumni Directory, 1994 and 2002 (\$100.00); The Friends of the Needham Library donated \$200.00 in memory of Friends' volunteer and Board member Lynne D. Stern; Anne O'Keefe gave the Children's Room two beanbag chairs; Frances Wolff donated \$10.00 toward the purchase of a new book; James Generoso gave the library the DVD set up The Marseille Trilogy (\$80.00); Angela Hockman donated the puzzle Hundred & Hundreds of Pencils (\$15.00); The following people attended a block party sponsored by Denise Arrondo and made donations in memory of neighbors Marguerite Ryan and Patrick Brady that totaled \$1,400: Denise Arrondo, Christine McMahon, Mary Montague, Mary Ostrofsky, Julie Bullard, Rosemary Dunn, Roselyn Maslow, Elizabeth Stanton, Kristen Jones, Amanda Doran, Carol deLemos, Constance Ryan, Kelly Maloy, Elizabeth Goodband, James Ryan, Elinor Brady, Mary York, Jane Carroll, Huifang Li, and Ann Murphy.

4. Approve a One Day Special Wines & Malt Beverages License for Morgan Murphy, of Restaurant Associates at Trip Advisor to host a UMass Alumni event on October 19, 2017 from 5:30 p.m. to 8:00 p.m. The event will be held at Trip Advisor, 400 1st Avenue, Needham MA.
5. Approve a One Day Special Wines & Malt Beverages License for Morgan Murphy, of Restaurant Associates at Trip Advisor to host a Harvard Business School event on October 11, 2017 from 6:30 p.m. to 8:00 p.m. The event will be held at Trip Advisor, 400 1st Avenue, Needham MA.
6. Approve a One Day Special All Alcoholic Beverages License for Chris Brinkhaus, of St. Sebastian's School to hold its Alumni Dinner event on October 26, 2017 from 6:00 p.m. to 9:00 p.m. The event will be held in Ward Hall, 1191 Greendale Avenue, Needham MA.
7. Water & Sewer Abatement Order #1243

8. Approve Open Session minutes from August 28, 2017, September 18, 2017, September 26, 2017, and October 2, 2017; and approve Executive Session minutes from September 12, and September 26, 2017.
9. Approve request from the Needham Business Association to have “meter free” parking in Needham Center and Needham Heights from November 24, 2017 through January 2, 2018.

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

7:05 p.m.

Department of Public Works:

Richard P. Merson, Director of Public Works appeared before the Board with two items to discuss:

1. Downtown Design Update

Mr. Merson updated the Board on outstanding punch list items and plans for system activation.

Ms. Cooley said a ribbon cutting ceremony was held today celebrating the completion of work in Needham Center. She thanked Mr. Merson and his team for their work.

Mr. Merson said the project demonstrated the dedication of staff, attention to detail in design and execution, and a willingness by the contractor to work extraordinary hours under challenging conditions. He said coordination between the contractor, utilities, and the police department was terrific. Mr. Merson commented the final activation of the traffic control systems is lagging, noting the current status is working fairly well. He said the Town is waiting for the MBTA/Keolis to schedule a date to work with Needham’s consultants and contractors for the final activation and programming of the system, which he said would take approximately 4 hours. He said system monitoring will continue until running as designed.

Mr. Bulian said it remains difficult making a left hand turn from Garden Street onto Great Plain Avenue. He commented changes to alleviate the situation would be welcome. Mr. Bulian said traffic is backing up on Chapel Street. Mr. Merson said the number of vehicles remains the same, but queuing is different.

Mr. Handel said feedback from businesses in Needham Center is positive, noting shop owners appreciate how the project was handled. He commented on requirements for the additional light at the train tracks, and asked if there is any flexibility and whether the light could be linked to an approaching train? Mr. Merson said the consultant for the Town was asked to provide all information of the federal highway and federal transit regulations requiring the operation of the traffic light at the grade crossing.

Ms. Cooley said discussion is on-going.

Mr. Borrelli offered assistance in communicating with the MBTA/Keolis.

Discussion ensued on the LED street light test, durability of pavers during the winter, and the number of parking spaces.

Ms. Cooley said Phase II of the Downtown Improvement Project is scheduled for 2020, allowing funds to accumulate.

7:20 p.m.

Town Manager:

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

1. Intermunicipal Agreement/Concurrent Representation

Ms. Fitzpatrick recommended the Town of Needham join the towns of Wellesley and Hamilton in connection with renewal of its Water Management Act registration. Needham, Hamilton, and Wellesley are seeking to protect the right to withdraw water under their registrations. In order to participate in this litigation with Hamilton and Wellesley, the Board must vote to approve an Intermunicipal Agreement to share the cost of legal services. In addition, the Board must agree to the concurrent representation and acknowledge that its interests are not currently in conflict with the towns of Hamilton and Wellesley.

Ms. Fitzpatrick said the Department of Environmental Protection is not intending to renew the Town's water registration permit. She commented her concern that additional pressure and regulation on the Town's ability to use its own water could occur.

Motion by Mr. Bulian that the Board vote to:

1. **Approve and sign the Amendment to Intermunicipal Agreement Between the Towns of Hamilton and Wellesley for Shared Attorney Services and;**
2. **Sign the waiver of conflict and consent to the concurrent representation by J. Raymond Miyares and Miyares and Harrington LLP of the towns of Needham, Hamilton, and Wellesley.**

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

2. Conveyance of Property to the Commonwealth of Massachusetts/Department of Conservation and Recreation

Ms. Fitzpatrick explained the Department of Conservation and Recreation has completed the legal process to finalize the conveyance of Town property to the Commonwealth. She said as part of the construction of the South Street/Willow Street bridge, the Commonwealth and the Town agreed to the placement of storm water management infrastructure on approximately 1,358 feet of nearby DCR land. The Commonwealth agreed to grant an easement to the Town for this purpose. In return the Town agreed to convey to the Commonwealth a fee interest in municipal land located between Great Plain Avenue, the State Highway Route 128, and the Charles River. This parcel consisted of approximately 4.67 acres of land and 1.2 acres of waterway previously acquired by the Town for water supply purposes. The land was needed by the Commonwealth to meet mitigation requirements imposed

by the federal government for work performed on the Add-A-Lane project. The Town retained easements across the property for sewer main purposes, discharging seepage, Town-owned and other public utilities, and access.

It should be noted that the Town received credit for the difference between the 4.67 acres and the 1,358 feet toward any no-net-loss requirements for a ten year period. This transaction was enabled under Chapter 226 of the Acts of 2012.

At its meeting on April 24, 2013 the Board voted that the parcel of land adjacent to Great Plain Avenue and the Charles River was no longer needed for highway or water supply purposes, and the May 14, 2012 Special Town Meeting voted to approve the change in use and conveyance.

Motion by Mr. Handel that the Board vote to approve and sign the deed granting to the Commonwealth of Massachusetts, through its Department of Conservation and Recreation, a deed for a plan of land entitled "Plan of Land in MA, Great Plain Avenue."

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

Ms. Fitzpatrick told the Board the Town is hosting a vendor fair on Thursday, October 19, 2017 from 3pm - 6pm in Powers Hall. She said the event is a great opportunity for local vendors to find out how they can be included on state lists to provide services for cities and towns in the Commonwealth.

Ms. Cooley suggested hosting a vendor fair for food trucks looking to work in Needham.

7:27 p.m.

Board Discussion:

1. Recreational Marijuana Next Steps

The Board discussed the retail sale of marijuana in Needham and the potential of placing articles on the 2018 Annual Town Meeting Warrant.

Ms. Cooley commented the motions to be voted upon asks the Planning Board to assist in drafting zoning and general by-law amendments prohibiting the retail sale of marijuana in Needham for inclusion on the 2018 Annual Town Meeting warrant. She also explained should the Town not pass the prohibition at Town Meeting in the spring, the window is very small to put zoning in place if retail marijuana were to locate in the Town. Ms. Cooley said the motion also asks the Planning Board to create zoning options for the retail sale of marijuana in the event that Town Meeting does not vote to approve a prohibition.

Mr. Borrelli said asking the Planning Board for its assistance on the matter is reasonable and a great first step. The Board agreed.

Motion by Mr. Handel that the Board vote:

1. To ask the Planning Board for assistance in drafting zoning and general by-law amendments prohibiting the retail sale of marijuana in Needham for inclusion on the 2018 Annual Town Meeting Warrant; and
2. To ask the Planning Board to consider zoning options for the retail sale of marijuana in the event that Town Meeting does not vote to approve a prohibition.

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

2. Committee Reports

No Committee Reports were made.

7:31 p.m.

Executive Session: (Exceptions 3 and 6)

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

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

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

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

A list of all documents used at this Board of Selectmen meeting are available at:

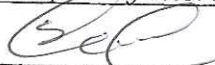
<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>

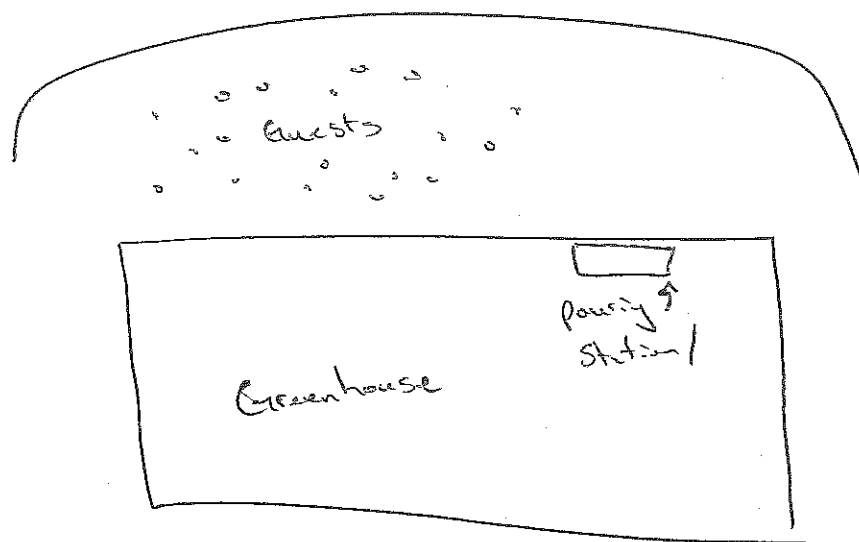
Note: The meeting adjourned at 8:25 p.m.

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

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

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

Event Manager Name (Name that will appear on license)	Steve Volante		
Event Manager Address	292 Forest St. Needham, MA 02492		
Event Manager Phone Number	781-964-1821		
Organization Representing (if applicable)	Volante Farms		
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	Pumpkinfest		
Date of Event	10/28		
License is for Sale of:			
☒ Wines & Malt Beverages Only			
☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	TO:	
	4 pm	6 pm	
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☒ YES \$	5-10 /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.			
Volante Farms			
Who will be serving the alcohol to your guests?			
Lisa P. and Steve Volante			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Guests will be given a small (2oz) pour of champagne for a 100 year toast around 5:15. That is all (nothing additional for sale)			
☒ 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:	
		10/11/17	



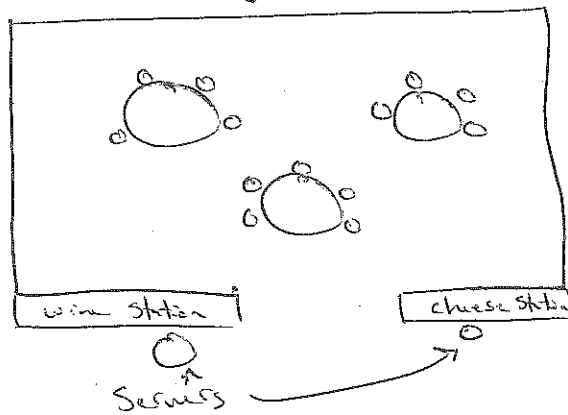
**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**

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

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

Event Manager Name (Name that will appear on license)	Steve Volante		
Event Manager Address	292 Forest St. Needham MA 02492		
Event Manager Phone Number	781-964-1821		
Organization Representing (if applicable)	Volante Farms		
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	Wine & Cheese Class (x2)		
Date of Event	11/4, 12/9 @ 2pm		
License is for Sale of:			
☒ Wines & Malt Beverages Only			
☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	TO:	
	2pm	4pm	
Are tickets being sold in advance for this event?	☒ YES	\$ 30 /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?	about 8-12		
Name & address of event location. Please attach proof of permission to use this facility.			
Volante Farms			
Who will be serving the alcohol to your guests?			
Lisa, Bees; Wine manager, Volante Farms			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Small tastings of 4 wines will be poured at each table over the course of the event. about 4-6 person in total			
☒ 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]			10/11/17

Seating area
↓



* This is not a self
serve event.

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:	-\$46.30
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$42.55
Transfer Station Charges:	\$0.00
Total Abatement:	-\$88.85

Order #: 1244

Read and Approved:

[Signature] 10/20/2017
Assistant Director of Public Works

[Signature] 10/26/17
Director of Public Works

For the Board of Selectmen

Date: 10/24/17

Town of Needham
Water Sewer Billing System
Adjustment Form

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
DB	Steinbok	Valery DR & MRS	12993	1944	8	Petrini Circle	\$0.00	-\$46.30	-\$42.55	-\$88.85	ACC	N
Total:											-\$88.85	

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