

BOARD OF SELECTMEN

April 11, 2018

Needham Town Hall

Revised Agenda

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

	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Board Reorganization
2.	7:00	Arbor Day Proclamation 2018
3.	7:00	Continued Public Hearing- Grant of Location: Comcast Service to 970 Great Plain Avenue Manuel Furtado, Comcast Corporation Representative
4.	7:10	Director of Public Works - Public Hearing- Layout of Pandolf Lane - Sign Notice of Experimental Traffic Regulation- A Street and 4th Avenue
5.	7:15	Board Discussion Public Safety Communication
6.	7:25	Town Manager - Close Special Town Meeting Warrant - Positions on Warrant Articles - Town Manager's Report
7.	7:55	Board Discussion Committee Reports

APPOINTMENTS

1.	Human Rights Committee	Julie Venables (term expires 6/30/2020)
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CONSENT AGENDA *=Backup attached

1.	Accept a donation of \$700 made to Needham Youth Service's from The Needham Community Council. They would like the monies to be used to sponsor its VAN program.
2.*	Approve Open Session minutes from March 14, 2018 and March 20, 2018, and Executive Session minutes from February 13, 2018 and February 27, 2018.
3.	Accept the following donations made to the Needham Community Revitalization Trust Fund: \$100 from the Charles River Center; and \$1,906.00 from Kathleen Fitzgerald.
4.	Accept a donation of \$2,834.98 made to the Needham Health Department's Gift of Warmth Fund from the Needham Woman's Club.
5.*	Approve a request from Liz Mingle, of PMC- PanMass Challenge, to hold its PMC Kids Ride

	Needham event on Sunday, June 10, 2018 from 9:00 a.m. to 11:00 a.m. The bike route begins and ends at the Pollard Middle School on Harris Avenue. The route of the ride has been approved by the following departments, DPW, Police, Fire, and Park and Recreation. Approval for use of the parking lot at Pollard has been granted.					
6.*	Water & Sewer Abatement Order #1253					
7.*	Approve a One Day Special Wines & Malt Beverages Only license for Robert Timmerman II, of the Needham Knights of Columbus, to host a Trivia Night Benefit for the Ching Educational Fund on Saturday, April 28, 2018 from 5:00 p.m. to 11:00 p.m. The event will be held at Needham Knights of Columbus, 1211 Highland Avenue, Needham.					
8.*	Approve Mobile Food Vendor applications for Rice Burg, Cod Squad, Roxy’s Grilled Cheese, and Roadworthy pending successful inspections from Public Health and Fire. Locations will be in the Needham Crossing area. Completed applications are on file in the Office of the Town Manager.					
9.	Grant permission for the following residents to hold block parties:					
Name		Address	Party Location	Party Date	Party Rain Date	Party Time
Andrew Allen		955 Webster St.	Webster St between Dedham & Howland	8/25/18	9/1/18	12pm-3pm

NEEDHAM BOARD OF SELECTMEN RE-ORGANIZATION MEETING FOR APRIL 11, 2018

1. Town Clerk swears in the Elected Officials.
2. Chairman calls for nominations for the re-organization of the Board of Selectmen.

Chairman: _____

Vice Chairman: _____

Secretary/Clerk: _____

3. Members now change to new seating arrangement.
4. The Board of Selectmen regular meeting schedule for the year.

May 8, 2018	September 11, 2018	December 4, 2018	March 12, 2019
May 22, 2018	September 25, 2018	December 18, 2018	March 26, 2019
June 12, 2018	October 9, 2018	January 8, 2019	April 10, 2019*
June 26, 2018	October 23, 2018	January 22, 2019	April 23, 2019
July 17, 2018	November 13, 2018	February 12, 2019	* Wednesday
August 21, 2018	November 27, 2018	February 26, 2019	

5. Committee Secretary for Board of Selectmen: ☐ Sandy Cincotta

 6. Recording Secretary for Board of Selectmen: ☐ Mary Hunt

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Town of Needham Board of Selectmen (1950 - 2020)

Spring Town Election				Edward J. Stewart	George M. Pond	Emery S. Doane	Three Selectmen
1950-51				Edward J. Stewart	George M. Pond	Emery S. Doane	elected each for
1951-52				Edward J. Stewart	George M. Pond	Frank E. Godfrey	one year term
1952-53				Edward J. Stewart	George M. Pond	Frank E. Godfrey	.
1953-54				Edward J. Stewart	Everett C. Cross	Philip F. Foss	.
1954-55				Edward J. Stewart	Everett C. Cross	Philip F. Foss	.
1955-56				Edward J. Stewart	Everett C. Cross	Philip F. Foss	.
1956-57		Marian F. Keith		Edward J. Stewart	Everett C. Cross	Philip F. Foss	By vote of
1957-58					Everett C. Cross	Philip F. Foss	STM 11.14.1955,
1958-59	Clarke H. Wertheim						changed number of
1959-60		Marian F. Keith	Peter W. Carre				BOS from 3 to 5,
1960-61					J. Roland Ackroyd	Philip F. Foss	Effective 1956
1961-62	Clarke H. Wertheim		Peter W. Carre		J. Roland Ackroyd		town election.
1962-63		Marian F. Keith	Peter W. Carre		Paul F. Saint	Philip F. Foss	
1963-64					J. Roland Ackroyd		
1964-65	Clarke H. Wertheim		Peter W. Carre				
1965-66		Henry D. Hersey	Peter W. Carre		Paul F. Saint	Philip F. Foss	
1966-67							
1967-68	Clarke H. Wertheim		Peter W. Carre		Paul F. Saint	Philip F. Foss	
1968-69		Henry D. Hersey	Peter W. Carre			Philip F. Foss	1968-69
1969-70					Paul F. Saint	Philip F. Foss	1969-70
1970-71	Richard M. Salamone						1970-71
1971-72		Henry D. Hersey	Benedict Horowitz			H. Phillip Garrity, Jr.	1971-72
1972-73					John C. Hatch		1972-73
1973-74	Richard M. Salamone	Henry D. Hersey	Benedict Horowitz				1973-74
1974-75							1974-75
1975-76		Henry D. Hersey	Benedict Horowitz		E. Loretta Reynolds	H. Phillip Garrity, Jr.	1975-76
1976-77	Richard M. Salamone						1976-77
1977-78		Henry D. Hersey	Benedict Horowitz				1977-78
1978-79	Richard M. Salamone				E. Loretta Reynolds	Francis A. Faccetti	1978-79
1979-80	H. Phillip Garrity, Jr.	Henry D. Hersey	Norman P. Jacques				1979-80
1980-81					Marcia M. Carleton	Francis A. Faccetti	1980-81
1981-82							1981-82
1982-83	H. Phillip Garrity, Jr.	Henry D. Hersey	Norman P. Jacques				1982-83
1983-84							1983-84
1984-85					Marcia M. Carleton	Francis A. Faccetti	1984-85
1985-86	H. Phillip Garrity, Jr.						1985-86
1986-87		Sally B. Davis	Norman P. Jacques				1986-87
1987-88					Marcia M. Carleton	David F. Edridge, Jr.	1987-88

Town of Needham Board of Selectmen (1950 - 2020)

1988-89	H. Phillip Garrity, Jr.	Sally B. Davis	John D. Marr, Jr.	Marcia M. Carleton	David F. Edridge, Jr.	1988-89
1989-90						1989-90
1990-91	H. Phillip Garrity, Jr.			Marcia M. Carleton		1990-91
1991-92		Sally B. Davis	John D. Marr, Jr.	Ted Owens	David F. Edridge, Jr.	1991-92
1992-93						1992-93
1993-94	H. Phillip Garrity, Jr.					1993-94
1994-95		Sally B. Davis	John D. Marr, Jr.	Ted Owens	David F. Edridge, Jr.	1994-95
1995-96					William M. Powers	1995-96
1996-97	Daniel P. Matthews					1996-97
1997-98		John H. Cogswell	John D. Marr, Jr.			1997-98
1998-99						1998-99
1999-00				Ted Owens	William M. Powers	1999-00
2000-01	Daniel P. Matthews					2000-01
2001-02		John H. Cogswell	Gerald A. Wasserman			2001-02
2002-03				Colleen Schaller	William M. Powers	2002-03
2003-04	Daniel P. Matthews					2003-04
2004-05		John H. Cogswell	Gerald A. Wasserman			2004-05
2005-06				James G. Healy	John A. Bulian	2005-06
2006-07	Daniel P. Matthews					2006-07
2007-08		John H. Cogswell	Gerald A. Wasserman			2007-08
2008-09				James G. Healy	John A. Bulian	2008-09
2009-10	Daniel P. Matthews					2009-10
2010-11		Denise C. Garlick	Gerald A. Wasserman			2010-11
2011-12		James G. Healy		Maurice P. Handel	John A. Bulian	2011-12
2012-13	Daniel P. Matthews		Gerald A. Wasserman			2012-13
2013-14		Matthew D. Borrelli	Marianne B. Cooley			2013-14
2014-15				Maurice P. Handel	John A. Bulian	2014-15
2015-16	Daniel P. Matthews					2015-16
2016-17		Matthew D. Borrelli	Marianne B. Cooley			2016-17
2017-18				Maurice P. Handel	John A. Bulian	2017-18
2018-19	Daniel P. Matthews					2018-19
2019-20		Matthew D. Borrelli	Marianne B. Cooley			2019-20

2018

ARBOR DAY PROCLAMATION

- WHEREAS, In the year 1646 in the then Town of Boston of the Massachusetts Bay Colony the first recorded Public Tree planting in the New World took place as a Community effort involving men, women and children and
- WHEREAS, The planting was not accomplished for private gain or individual benefit but rather it was public in nature for the relief of travelers because trees had long been recognized as providing tremendous benefits to the well being of mankind and
- WHEREAS, When Needham became the 88th incorporated community in the Commonwealth of Massachusetts in 1711, its inhabitants were mostly settlers from Boston who had come to the wilderness to farm on the open land of the Great Plain and
- WHEREAS, The Lessons of the Settlers had been learned. The practice of tree planting had continued on the Plain to reduce the erosion of the precious topsoil by wind and water and
- WHEREAS, Trees are one of our greatest resources. They provide food and shelter, moderate temperatures, reduce noise pollution, provide wind breaks, establish a habitat for wildlife and
- WHEREAS, Trees in our Town of Needham help beautify the area by providing Summer and Fall colors, interesting sizes and shapes, beautiful flowers and fruit and increased property value and
- WHEREAS, The Town of Needham wishes to be recognized as a Tree City U.S.A. by the National Arbor Day Foundation and desires to continue its tree planting ways.

NOW, THEREFORE, We the Board of Selectmen of the Town of Needham do hereby proclaim the last Friday in April as Arbor Day in the Town of Needham and we encourage our residents to support all efforts to protect our trees and woodlands for future generations to come.

Our Children, our Trees, our Future.

BOARD OF SELECTMEN



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

**MEETING DATE: 4/11/2018
Continued from 3/27/2018**

Agenda Item	Grant of Location – Comcast service to 970 Great Plain Avenue (referred to on previous fact sheet as Chestnut Street)
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The DPW has met with a Comcast Representative and completed review of the above referenced Grant of location revised plan. <u>Proposed Grant</u> As originally proposed, this Grant begins at Lincoln Street, continues through the paved parking lot, around an existing transformer, to an abandoned road known as Chestnut Road (parking lot). The conduit eventually connects to the backside of the building located at 970 Great Plain Avenue for fiber service. <u>Plan Revision</u> This plan has been revised to exclude the section of conduit continued to Chestnut Street through the plaza area. <u>Comcast next steps</u> Comcast is in the process of devising a plan for the future repair of their existing conduit through the plaza. They are exploring the possibility of the repair plan to not require excavation or disturbance through the plaza. When they develop such plan they bring the plans to the DPW for review. Comcast agrees to restore the pavement, paint striping, sidewalks, and any damaged landscape as part of their work. DPW has no objection to the proposed revised plan as provided.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<u>Suggested Motion:</u> <i>Move that the Board of Selectmen approve and sign revised petition from Comcast Corporation to install approximately 410' in street/parking lot starting on Chestnut Road (abandoned in 1998) as shown in trenching in Town property as shown to existing structure. Continuing as shown across Parking Lot to Utility Pole #NT on Lincoln Street.</i>	
3.	BACK UP INFORMATION ATTACHED
1. <i>Copy of Revised Comcast plan and petition</i>	

PETITION OF COMCAST CABLE INC. FOR COMMUNICATION CABLE INSTALLATION

Town of Needham / Board of Selectman:-

Comcast Corporation hereby respectfully requests your consent to the locations of Distribution cable hereinafter described for the transmission and distribution of communication signals in and under the following public streets, lanes, highways, and places of the **Town of Needham** and of the conduit, equipment, governed manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said distribution cables and accomplish the objective of said company: and the digging up and opening the ground to lay or place same:

To install approximately 410' in street / parking lot: starting on Chestnut Road (Abandoned 1998) as shown trenching

In Town Property as shown to existing structure. Continuing as shown across Parking Lot to Utility Pole # NT on Lincoln Street

Submitted is a set of plans of said communications infrastructure.

DATE 4/1/18

BY Manuel Furtado

Manuel Furtado

Permit Representative

RETAIN DUPLICATE FOR YOUR RECORDS

ORDER FOR COMMUNICATIONS PLACEMENT OF CONDUIT

Town of Needham / Board of Selectmen:

IT IS HEREBY ORDERED that the locations of said communications additions of the Comcast Communications structure in and under the public streets, lanes, highways, and places of the **Town of Needham** substantially as described in the petition dated _____ attached hereto and hereby made a part hereof, and of the conduit, equipment, manholes, and other structure, fixtures, and appurtenances designed or intended to protect or operate said distribution cables and/or accomplish the objectives of the said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and **APPROVED**.

The said Comcast Corporation shall comply with all applicable provisions of law and ordinances of the **Town of Needham** applicable to the enjoyment of said locations and rights.

Dated this _____ day of _____, 20____.

I hereby certify that the foregoing order was duly adopted by the _____ of the town of ____Needham ____, MA on the _____ day of _____ 20____.

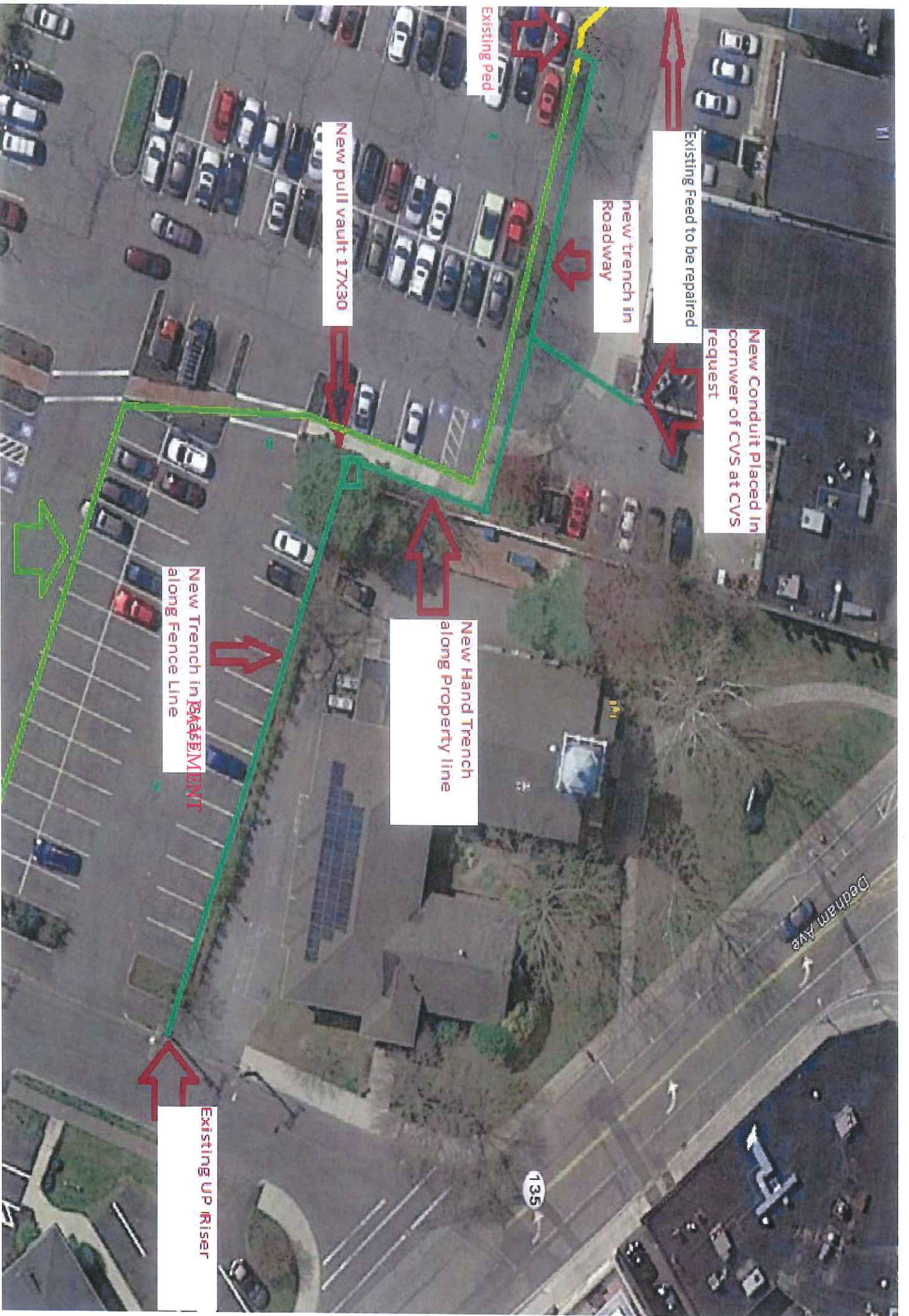
BY _____

TITLE

RETURN ORIGINAL TO THE PERMIT SECTION

Attn: Manuel Furtado
COMCAST CORP.
440 Myles Standish Blvd
Taunton MA 02780

RETAIN DUPLICATE FOR YOUR RECORDS



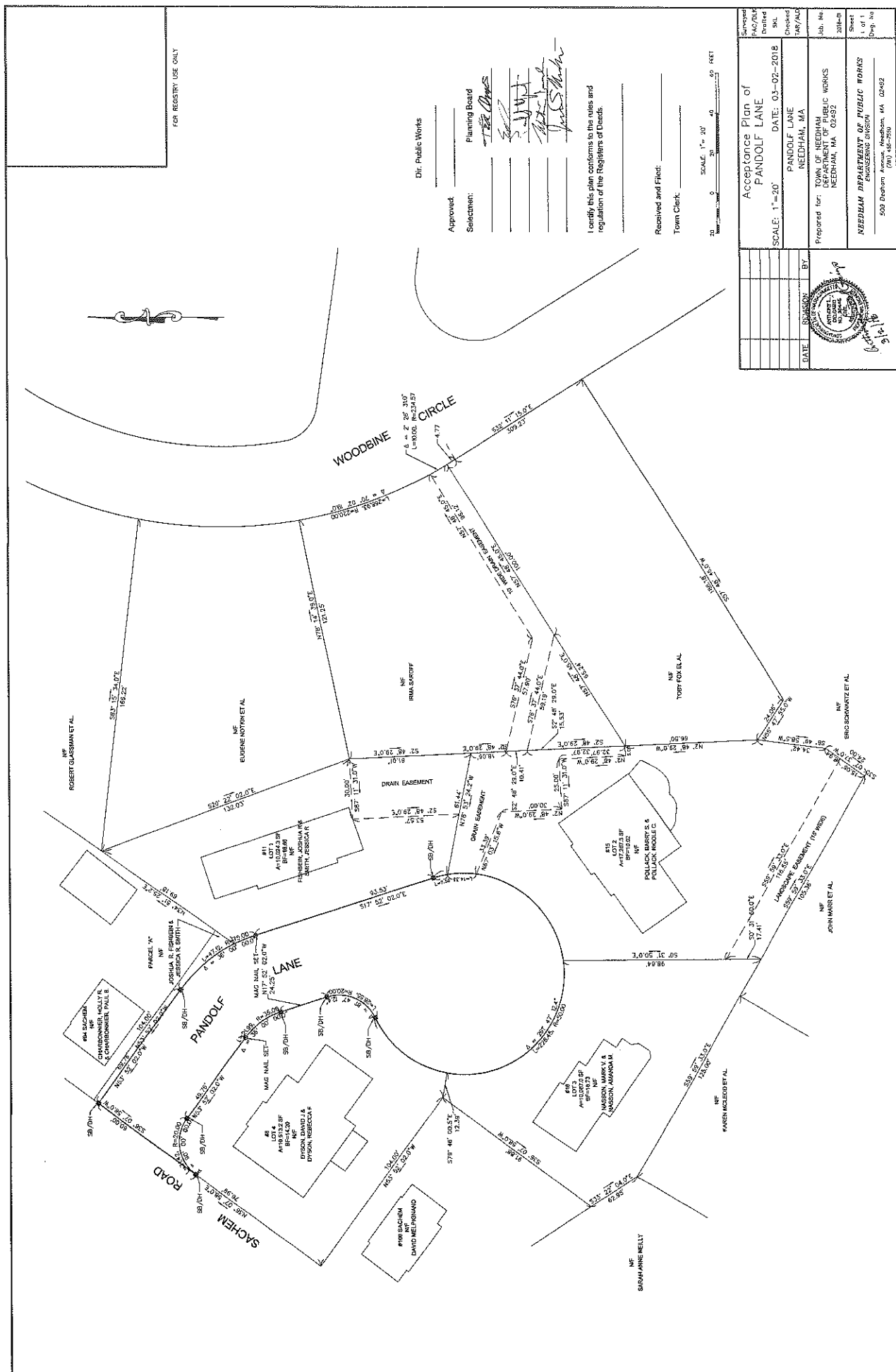


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 4/11/2018

Agenda Item	Street Layout of Pandolf Lane
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The residents of Pandolf Lane are requesting that Pandolf Lane be accepted as a Public Way. At the March 27, 2018 Board of Selectmen meeting, the Selectmen voted their Intention to Layout the Way at a public hearing scheduled for April 11, 2018. This is the third step in the Street Acceptance process. The next step will be a vote at the Annual Town Meeting in May 2018.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<u><i>Suggested Motion:</i></u> <i>"That the Board vote to approve and sign the Street Acceptance plan to Layout Pandolf Lane."</i>
3.	BACK UP INFORMATION ATTACHED
	1. <i>Copy of Street Acceptance Plan for Pandolf Lane</i>





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

MEETING DATE: 4/11/2018

Agenda Item	Sign Notice of Experimental Traffic Regulation – A Street and 4th Avenue
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED	
The Town of Needham proposes to create an experimental on-street parking regulation for food vendors in the New England Business Center Zoning District. This experimental regulation provides for Food Vendor Parking Only for an eighty foot section on A Street across from 40 A Street, and a fifty foot section of 4th Avenue in front of 115-117 4th Avenue, Tuesday through Friday from 9 AM to 3 PM. Experimental regulations are temporary for a 30-day period and allowed to be renewed upon the Select Board's re-authorization vote.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	
<u>Suggested Motions:</u> <i>"That the Board vote to approve and sign the Notice of Experimental Traffic Regulation Permit #Temp18-04-11a for A Street, Food Vendor Parking Only, East sideline of A Street 80 foot section across from 40 A Street – Tuesday-Friday 9 AM to 3PM"</i> <i>"That the Board vote to approve and sign the Notice of Experimental Traffic Regulation Permit #Temp18-04-11b for 4th Avenue, Food Vendor Parking Only, West sideline of 4th Avenue 50 foot section in front of 115-117 4th Avenue – Tuesday-Friday 9 AM to 3PM"</i>		
3.	BACK UP INFORMATION ATTACHED	☒ YES ☐ NO
1. Copy of Traffic Regulation Temp18-04-11a 2. Copy of Traffic Regulation Temp18-04-11b		

TOWN OF NEEDHAM
BOARD OF SELECTMEN

NOTICE OF TRAFFIC REGULATION

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

VOTED: That the Town of Needham Traffic Rules and Regulations adopted by the Board of Selectmen February 14, 1989 and subsequent amendments thereto be and are hereby further amended as follows:

That in accordance with Article III, Section 3-6, Experimental Regulations, a Temporary regulation be implemented as follows:

FOOD VENDOR PARKING ONLY

4 AVENUE – West side, a fifty (50) Foot section in front of 115-117 4th Avenue, TIME –9 AM – 3 PM, Tuesday through Friday, April 11, 2018 through May 11, 2018, Permit Temp18-04-11b.

VOTED: by the Board of Selectmen at a meeting held on Wednesday, April 11, 2018

BOARD OF SELECTMEN

Permit No. Temp18-04-11b.

Date of Passage _____

Attest of Town Clerk _____

TOWN OF NEEDHAM
BOARD OF SELECTMEN

NOTICE OF TRAFFIC REGULATION

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

VOTED: That the Town of Needham Traffic Rules and Regulations adopted by the Board of Selectmen February 14, 1989 and subsequent amendments thereto be and are hereby further amended as follows:

That in accordance with Article III, Section 3-6, Experimental Regulations, a Temporary regulation be implemented as follows:

FOOD VENDOR PARKING ONLY

A STREET – East side, an eighty (80) Foot section across from 40 A Street, TIME –9 AM – 3 PM, Tuesday through Friday, April 11, 2018 through May 11, 2018, Permit Temp18-04-11a.

VOTED: by the Board of Selectmen at a meeting held on Wednesday, April 11, 2018

BOARD OF SELECTMEN

Permit No. Temp18-04-11a.

Date of Passage _____

Attest of Town Clerk _____



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

MEETING DATE: 4/11/2018

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will recommend that the Board vote to close the warrant for the May 14, 2018 Special Town Meeting.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Suggested Motion:</i> That the Board vote to close the warrant for the May 14, 2018 Special Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel, and Bond Counsel.	
3.	BACK UP INFORMATION ATTACHED
a. Draft Warrant dated April 6, 2018	

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

MONDAY, MAY 14, 2018

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Draft 4.6.2018

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

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on:

MONDAY, THE FOURTEENTH DAY OF MAY, 2018

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

FINANCE ARTICLES

ARTICLE 1: APPROPRIATE FOR PROJECT MANAGEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$203,300 for the purpose of funding project management for various Town building construction projects, said sum to be spent under the direction of the Town Manager and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 2: APPROPRIATE FOR BUILDING MAINTENANCE STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for the purpose of funding a building maintenance study, said sum to be spent under the direction of the Town Manager and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 3: APPROPRIATE FOR PEDESTRIAN SAFETY INITIATIVE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for the purpose of funding a pedestrian safety audit and improvements, said sum to be spent under the

direction of the Town Manager and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 4: AMEND THE FY2018 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2018 RTS Enterprise Fund Budget adopted under Article 16 of the May 2017 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
101B	Expenses	\$1,369,612	TBD

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

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

ZONING ARTICLES

ARTICLE 5: AMEND ZONING BY-LAW – WIRELESS COMMUNICATION FACILITIES

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

- (1) In Section 6.7, Wireless Communication Facilities, Subsection 6.7.3.3, Special Permit, by revising paragraph (h) to read as follows (new language underlined):

“(h) Free standing monopoles and free-standing lattice towers serving personal wireless services located in the Wireless Communications Facilities Tower Overlay District which meet the criteria outlined in section 3.7.3.2(b).”
- (2) In Section 6.7, Wireless Communication Facilities, Subsection 6.7.3.3, Special Permit, by inserting a new paragraph (i), to read as follows:

“(i) Free standing monopoles and free-standing lattice towers, owned and operated by the Town of Needham for public safety communication purposes, and wireless communication equipment accessory thereto, on municipally owned land and having a maximum height of 199 feet.”

- (3) In Section 6.7, Wireless Communication Facilities, Subsection 6.7.2, Definitions, by revising the definition of the term “Wireless Communication Equipment” so that it shall read as follows (new language underlined):

“Wireless Communication Equipment – any device or other apparatus, fixed at a location, for transmission and reception of telecommunication that performs the function of antennas, together with any supporting structures, equipment and facilities ancillary and/or accessory thereto, including, but not limited to panel antennas, whip antennas, free-standing monopoles (not lattice shaped towers except as allowed in sections 6.7.3.1 (b), 6.7.3.1 (c), 6.7.3.3 (h) and 6.7.3.3 (i) below), dish and cone shaped antennas, satellite earth station antennas, personal wireless communication systems facilities, paging service facilities, cellular telephone service facilities, commercial mobile radio service facilities and related equipment boxes serving personal wireless services exclusively or, for purposes of this section 6.7, serving municipal public safety communication purposes exclusively.”

- (4) In Section 6.7, Wireless Communication Facilities, Subsection 6.7.3.2, Prohibited, by revising the first paragraph so that it shall read as follows (new language underlined):

“Lattice style towers, guyed towers, and facilities requiring three or more legs and/or guy wires for support shall not be allowed except for those uses set forth in 6.7.3.1 (b), 6.7.3.1 (c), 6.7.3.3 (h), and 6.7.3.3 (i). Lattice style towers, guyed towers, and facilities requiring three or more legs and/or guy wires existing or approved on the effective date of this by-law may be used for wireless communications equipment, subject to section 6.7.3.3 (f).”

- (5) In Section 3.7, Wireless Communications Facilities Towers Overlay District, Subsection 3.7.3.2, Special Permit Uses, by revising paragraph (b) to read as follows (new language underlined): :

“(b) Free-standing monopoles and free-standing lattice towers serving personal wireless services which meet the following criteria.”

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE 6: AMEND ZONING BY-LAW – HEIGHT LIMITATION EXCEPTIONS
IN THE BUSINESS, APARTMENT, INDUSTRIAL AND
INDUSTRIAL-1 DISTRICTS**

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

In Section 4.7, Special Conditions, Subsection 4.7.2, Height Limitation Exceptions in Business, Apartment, Industrial and Industrial-1 Districts, by revising the first paragraph of the section to read as follows (new language underlined):

“In Business, Industrial, and Industrial-1 Districts the limitation of height in feet in Section 4.4.3 and 4.6.4 shall not apply to towers, steeples, spires or domes, chimneys, ventilators, skylights, tanks, bulkheads, water tanks or scenery lofts which shall be at every point fifty (50) feet from the center line of any street and shall not cover more than twenty-five (25) percent of the area of the building upon which each is erected. Notwithstanding the above, radio or television antenna or antenna towers in excess of the height limitation in feet detailed in Section 4.4.3 and 4.6.4 shall only be permitted by special permit from the Board of Appeals. In granting such special permit the Board of Appeals shall apply the decision criteria of Section 6.7.5 and Section 7.5.2 . Roof-mounted television and radio antennas not exceeding ten feet in height and dish type-type satellite receiving antennas not exceeding twenty-four (24) inches in diameter are exempted from the special permit provision of this paragraph and are allowed as of right.”

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE 7: AMEND ZONING BY-LAW – DIMENSIONAL AND USE
REGULATIONS IN THE LOWER CHESTNUT STREET OVERLAY
DISTRICT**

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

- (a) Amend Section 3.9.3.2, Special Permit Uses, by adding the following language: “(e) Multi-Family Dwelling development with dwelling units on the ground floor.”
- (b) By replacing Section 3.9.4.1, Lot Area, Frontage and Setback Requirements, so that the entire section shall read now as follows:

“The following lot area, frontage, and setback requirements shall apply to development in the Lower Chestnut Street Overlay District:

- (a) Minimum Lot Area: 15,000 square feet. For buildings with a residential component, the Planning Board may grant a Special Permit to waive the minimum lot area

requirement by finding that the proposed density creates a beneficial living environment for residents, does not adversely affect the traffic on roads in the vicinity, and better achieves the purposes of the Lower Chestnut Street Overlay District than strict compliance with these standards.

- (b) Minimum Lot Frontage: 50 feet. For Non-Multi-Family Dwelling-Only Developments, a minimum of 75 percent (75%) of the frontage of the lot facing a public way shall contain a building or buildings, the first floor façade of which is set back between zero (0) and ten (10) feet from the lot line. The Planning Board may grant a Special Permit to waive the foregoing frontage requirements by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.
- (c) Minimum Front Setback: The lesser of 5 feet from the front property line or the average setback of abutting buildings within 100 feet on the same side of the street as the proposed development. The Planning Board may grant a Special Permit to waive the foregoing front setback requirement by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.
- (d) Maximum Front Setback. 150 feet from the front property line. The Planning Board may grant a Special Permit to waive the foregoing front setback requirement by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.
- (e) Minimum Side and Rear Setback for Non-Multi-Family Dwelling-Only Developments:
 - (1) For lots abutting a residential district, fifty (50) feet from the lot line abutting the residential district; for all other lots, no minimum yard setback shall apply. Where side and rear yard setbacks of fifty (50) feet are required, the twenty-five (25) feet closest to the district boundary and all other requirements of Sections 4.4.8.2 and 4.4.8.5 shall apply. The remaining twenty-five (25) feet may be used for an accessory use, not including a building or structure. By special permit from the Planning Board, however, an underground parking structure may be permitted within the fifty (50) foot side and rear yard setbacks provided that the garage structure shall be located entirely below the grade of the existing lot and set back at least ten (10) feet from the district boundary or ten (10) feet from the lot line, whichever is greater, and the twenty-five (25) feet closest to the district boundary shall be suitably landscaped over the surface of the garage structure in accordance with Section 4.4.8.5.
 - (2) For lots adjacent to the MBTA right-of-way, there shall be a minimum yard setback of twenty-five (25) feet from the lot line abutting the MBTA right-of-

way, and the first ten (10) feet of the setback shall be suitably landscaped and not used for any other purpose, including an accessory use, except that within said ten (10) feet the Planning Board may grant a special permit for surface parking, provided that the parking area is suitably landscaped. The remaining fifteen (15) feet may be used for an accessory use, not including a building or structure, except that within said fifteen (15) feet an underground parking structure is permitted if located entirely below the grade of the existing lot.

- (3) The Planning Board may grant a Special Permit to waive the foregoing setback requirements by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.

(f) Multi-Family Dwelling-Only Development – Minimum Side and Rear Setback:

- (1) For Multi-Family Dwelling-only development on lots abutting a residential district, five (5) feet from the lot line abutting the residential district; for all other lots, no minimum yard setback shall apply.
- (2) For Multi-Family Dwelling-only development on lots adjacent to the MBTA right-of-way, there shall be a minimum yard setback of five (5) feet from the lot line abutting the MBTA right-of-way, which area shall be suitably landscaped and not used for any other purpose.

The Planning Board may grant a Special Permit to waive the foregoing setback requirements by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.

- (c) By replacing Section 3.9.4.2, Building Height Requirements, so that the entire section shall read now as follows:

“Buildings in the Lower Chestnut Street Overlay District shall be a minimum of two (2) stories. The maximum building height in the Lower Chestnut Street Overlay District shall be four stories and forty-eight (48) feet as of right. The Planning Board may grant a Special Permit to allow a maximum building height of six (6) stories and eighty (80) feet by finding that the proposed structure is compatible in visual scale to its surroundings, does not adversely affect its surroundings by creating shadows or blocking views, and advances the purposes of the Lower Chestnut Street Overlay District.

Buildings in the Lower Chestnut Street Overlay District shall not be further subject to the maximum height regulations of the underlying district, as contained in Section 4.4.3.”

- (d) By replacing Section 3.9.4.3, Building Bulk and Other Requirements, so that the entire section shall now read as follows:

“The maximum floor area ratio in the Lower Chestnut Street Overlay District shall be as set forth below:

- (1) For two-story buildings, the maximum floor area ratio shall be 0.7
- (2) For three-story buildings, the maximum floor area ratio shall be 1.0.
- (3) For four-story buildings, the maximum floor area ratio shall be 1.5.
- (4) For buildings five stories and above, the maximum floor area ratio shall be 2.0.

(e) Amend Section 3.9.5, Off-Street Parking, by:

Adding a new subsection (a)(3), which shall read as follows:

“(a)(3) For dwelling units in a Multi-Family Dwelling-only development, the minimum number of off-street parking spaces shall be one space per bedroom.”; and

By replacing Section 3.9.5(b), so that the entire subsection shall now read as follows:

“In addition to the requirement for bicycle racks under Section 5.1.3(n) for a mixed use building, mixed-use development, or a Multi-Family Dwelling-only development, bicycle racks facilitating locking shall be provided to accommodate one bicycle for every two (2) dwelling units.”

(f) By replacing Section 3.9.6, Affordable Housing, so that the entire section shall now read as follows:

“Mixed-use buildings, mixed-use developments, and Multi-Family Dwelling-only developments with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of the By-Law. The following requirements shall apply to a development that includes affordable units:

- (a) The floor area of the affordable units shall not be counted for purposes of determining the maximum floor area permitted under Section 3.9.4.3.
- (b) All other requirements of Section 3.8.6 shall apply.”

(g) By adding a new Section 3.9.9, Drive Aisle Requirements, which shall read as follows:

“Notwithstanding the provisions of Section 5.1.3(i), within the Lower Chestnut Street Overlay District, the minimum width of aisles within parking areas providing access to parking spaces for one-way traffic for a Multi-Family-only Dwelling shall be 20 feet, with a 25-foot turning radius throughout in order to accommodate firetruck movements.”

(h) By adding a new Section 3.9.10, Transparency and Entrances, which shall read as follows:

“Commercial uses in the Lower Chestnut Street Overlay District must meet the requirements set forth in this Section 3.9.10. The Planning Board may grant a Special Permit to waive these requirements by finding the proposed design better enables appropriate use of the site, supports pedestrian vitality, and achieves the purposes of the

Lower Chestnut Street Overlay District than strict compliance with the following requirements.

- (1) There shall be at least one entrance every fifty (50) feet of building frontage facing a public way.
- (2) A minimum of sixty percent (60%) of the street-facing building height above the façade between two (2) feet and eight (8) feet in height above the street-level floor must consist of clear windows that allow views of indoor space or display areas.
- (3) Display windows used to satisfy these requirements shall be changed and maintained to create an active window display; any illumination of the display shall be internal to the building.”

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information

ARTICLE 8: AMEND ZONING BY-LAW – MAP CHANGE TO LOWER CHESTNUT STREET OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

Place in the Lower Chestnut Street Overlay District a portion of land now zoned Single Residence B and located directly to the south and the west of Parcel 6 as shown on Needham Assessor's Map No. 45 known as 433 Chestnut Street and bounded and described as follows:

A certain parcel of land situated in the Commonwealth of Massachusetts, County of Norfolk, Town of Needham, being a portion of property owned by the Massachusetts Bay Transportation Authority and located westerly of Chestnut Street and being shown as PARCEL 1 on a plan entitled “RE-ZONING PLAN OF LAND IN NEEDHAM, MA (NORFOLK COUNTY)...” dated April 3, 2018, prepared by Beals and Thomas, Inc., being more particularly bounded and described as follows: Beginning at a point at the most northeasterly corner of Parcel 1 opposite station 473+05.40 of the monumented railroad base line of the Charles River Branch as shown on said plan thence running; SOUTHWESTERLY by a curve to the right having a radius of 2900.93 feet and a length of 875.40 feet to a point, said course being in part by land now or formerly of Castanea Dentata, LLC, thence turning and running; N 55° 58' 21" W 83.00 feet to a point, thence turning and running; NORTHEASTERLY by a curve to the left having a radius of 2817.93 feet and a length of 850.35 feet a point, said course being by the existing northwesterly boundary of the Massachusetts Bay Transportation Authority, thence turning and running; S 73° 15' 44" E 83.00 feet to the point of beginning. Containing 71,619 square feet more or less, or 1.644 acres, more or less.

A certain parcel of land situated in the Commonwealth of Massachusetts, County of Norfolk, Town of Needham, being a portion of property owned by the Massachusetts Bay Transportation Authority and located westerly of Chestnut Street and being shown as PARCEL 2 on a plan entitled "RE-ZONING PLAN OF LAND IN NEEDHAM, MA (NORFOLK COUNTY)..." dated April 3, 2018, prepared by Beals and Thomas, Inc., being more particularly bounded and described as follows: Beginning at a point at the most southwesterly corner of Parcel 2 opposite station 481+69.94 of the monumented railroad base line of the Charles River Branch as shown on said plan thence running; NORTHEASTERLY by a curve to the left having a radius of 2900.93 feet and a length of 500.56 feet to a point at the northwesterly corner of land now or formerly of Castanea Dentata, LLC, thence turning and running; S 65° 51' 32" E 110.10 feet to a point, thence turning and running; S 28° 33' 01" E 136.06 feet to a point, said last two courses being by land now or formerly of Castanea Dentata, LLC, thence turning and running; SOUTHWESTERLY by a curve to the left having a radius of 2900.13 feet and a length of 491.57 feet to the point of beginning. Containing 53,681 square feet more or less, or 1.232 acres, more or less.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information

CAPITAL ARTICLES

ARTICLE 9: APPROPRIATE FOR MITCHELL SCHOOL LOCKER REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$70,000 for the purchase and installation of replacement lockers at the Mitchell School, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$51,450 be transferred from Article 20 of the November 2013 Special Town Meeting, and that \$18,550 be transferred from Article 37 of the 2014 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The current lockers at the Mitchell School are in need of repair. They are not appropriately sized for the school age population at the Mitchell and are broken. This request is to replace the existing lockers with lockers that are better suited for elementary school children. The Mitchell School is not scheduled to be renovated for at least ten years and this appropriation would help to improve the appearance and functionality of the school. There are

three different types of lockers at the Mitchell. This project will allow each student to have his or her own locker.

ARTICLE 10: APPROPRIATE FOR MITCHELL SCHOOL MODULAR CLASSROOMS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$210,000 for engineering and design for modular classrooms at the Mitchell Elementary School, said sum to be spent under the direction of the Permanent Public Building Committee and Town Manager and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: To prepare for the anticipated implementation of full-day kindergarten in September 2019, the Needham Public Schools commissioned a space study to determine how best to implement the new program, given the District's existing inventory of classroom spaces. Based on the results of that study, the School Committee recommends that two additional modular classrooms be erected at the Mitchell Elementary School. The modular classrooms would supplement the School's 22 existing classroom spaces to provide the 24 classroom spaces deemed necessary in the first year of full-day kindergarten.

ARTICLE 11: APPROPRIATE FOR HIGH SCHOOL EXPANSION CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$431,000 for the reconstruction and expansion of Needham High School, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The October 2, 2017 Special Town Meeting appropriated \$13,188,000 for the reconstruction and expansion of Needham High School. Due to unanticipated increases in the cost of materials and labor, the project needs an additional \$431,000 to complete the scope of work. This request would provide the additional funds needed to complete the project scope.

ARTICLE 12: AUTHORIZATION FOR ACQUISITION OF REAL PROPERTY

To see if the Town will vote to authorize the Board of Selectmen to purchase on behalf of the Town the real property known as 43 Lincoln Street (Assessors Map 47, Lot 46); or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 13: RESCIND DEBT AUTHORIZATION

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Sewer System Rehabilitation Work	2007 ATM	45	\$1,806,800	\$59,139
Total				

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost-saving measures, and/or favorable bids.

GENERAL ARTICLES

ARTICLE 14: AMEND GENERAL BY-LAW – DEPARTMENT REVOLVING FUNDS

To see if the Town will vote to amend the Town's General By-Laws by adding the following new section:

2.2.5.11 Aging Services Programs Revolving Fund

Fund Name There shall be a separate fund called the Aging Services Programs Revolving Fund authorized for use by the Health and Human Service Department.

Revenues The Town Accountant shall establish the Aging Services Programs Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with the related fee based programs.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Aging Services Programs Revolving Fund for costs related to educational, entertainment, and programmatic activities offered through the Department.

Fiscal Years The Aging Services Programs Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: *With passage of the Municipal Modernization Act, the Town must adopt a local by-law to establish revolving fund accounts typically established on an annual basis by Town Meeting. This by-law amendment establishes and authorizes a departmental revolving fund for use by Health and Human Service Department Aging Services division in connection with programs and activities that generate fees, charges for services, or other receipts to support all or some of the expenses of those programs and activities. The revolving funds will be governed by Massachusetts General Laws Chapter 44, Section 53E½. Town Meeting will vote on the spending limit associated with the revolving fund annually. The purpose of this revolving fund is to support a range of programs offered for Needham's seniors at the Center at the Heights. The programs cover an array of subjects and fall into categories including educational, entertainment, exercise, nutrition, mental health and wellness, and social. Participants are charged a modest fee which covers the cost of the instructors' time and any required materials or supplies for the program.*

ARTICLE 15: SET THE ANNUAL DEPARTMENT REVOLVING SPENDING LIMIT

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2019 beginning on July 1, 2018 for the revolving funds established in the Town's General By-laws for certain departments, boards, committees, agencies or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee,	FY2019 Spending Limit
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	Agency or Officer	
Aging Services Programs	Health and Human Services Department	\$90,000

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

The purpose of this article is to set the FY2019 spending limit for the proposed new Aging Services Programs revolving fund (the subject matter in the previous article).

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

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

Given into our hands at Needham aforesaid this 11th day of April, 2018.

Chairman
Vice Chairman
Clerk
Member
Member

Selectmen of Needham

A TRUE COPY

Attest:

Constable:



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

MEETING DATE: 4/11/2018

Agenda Item	Positions on Warrant Articles
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will review articles contained in the Annual Town Meeting Warrant.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Suggested Motion:</i> That the Board vote to support (not to support) article _____ in the Annual Town Meeting Warrant.	
3.	BACK UP INFORMATION ATTACHED
a. Status of Articles (4.6.18) b. 2018 Annual Town Meeting Warrant Final Draft to be provided under separate cover	

Status of Articles 4.6.2018

#	Article	Status	BOS Position	FC Position	BOS	FC	CPC	Planning
1	Annual Town Election		-	-				
2	Committee and Officer Reports		-	-				
3	Establish Elected Officials' Salaries							
4	Fund Collective Bargaining Agreement/NIPEA/DPW							
5	Fund Collective Bargaining Agreement/ITWA							
6	Fund Collective Bargaining Agreement/Building Custodian/Trades Independent Association							
7	Accept c. 73 Tax Exemption Limits			Adopt				
8	Appropriate for Property Tax Assistance			Adopt				
9	Appropriate for Senior Corps			Adopt				
10	Appropriate for Town-Owned Land Surveys			Adopt				
11	Appropriate for Public Facilities Maintenance Program			Adopt				
12	Appropriate for Time Clock System							
13	Appropriate for Long Range Plan							
14	Appropriate for RTS Efficiency Study			Adopt				
15	Appropriate for Water Meter Data Collection			Adopt				
16	Appropriate the FY2019 Operating Budget			Adopt				
17	Appropriate the FY2019 RTS Enterprise Fund Budget			Adopt				
18	Appropriate the FY2019 Sewer Enterprise Fund Budget			Adopt				
19	Appropriate the FY2019 Water Enterprise Fund Budget			Adopt				
20	Amend General By-Law – Department Revolving Funds			Adopt				

Status of Articles 4.6.2018

#	Article	Status	BOS Position	FC Position	BOS	FC	CPC	Planning
21	Set the Annual Department Revolving Spending Limit			Adopt				
22	Authorization to Expend State Funds for Public Ways			Adopt				
23	Amend Zoning By-Law – Neighborhood Business District							
24	Amend Zoning By-Law – Map Change to Neighborhood Business District							
25	Amend Zoning By-Law – Side and Rear Setbacks Adjoining Residential Districts							
26	Appropriate for Rosemary Lake Sediment Removal			Adopt				
27	Appropriate for Rosemary Camp Property			Adopt				
28	Appropriate for Emery Grover Feasibility			Adopt				
29	Appropriate for Historic Database Project			Adopt				
30	Appropriate for Memorial Park Building Construction			Adopt				
31	Appropriate to Community Preservation Fund			Adopt				
32	Appropriate for General Fund Cash Capital			Adopt				
33	Appropriate for Athletic Facility Improvements Design			Adopt				
34	Appropriate for Public Works Infrastructure Program			Adopt				
35	Appropriate for DPW Storage Facility			Adopt				
36	Appropriate for RTS Enterprise Fund Cash Capital			Adopt				
37	Appropriate for RTS Property Repairs			Adopt				
38	Appropriate for Sewer Enterprise Fund Cash Capital			Adopt				

Status of Articles 4.6.2018

#	Article	Status	BOS Position	FC Position	BOS	FC	CPC	Planning
39	Appropriate for Water Enterprise Fund Cash Capital			Adopt				
40	Appropriate to Athletic Facility Improvement Fund			Adopt				
41	Appropriate to Capital Improvement Fund			Adopt				
42	Appropriate to Capital Facility Fund			Adopt				
43	Amend Zoning By-Law – Marijuana Establishments							
44	Amend General By-Law – Marijuana Establishments			No Adopt				
45	Non-Betterment Street Acceptance – Pandolf Lane			Adopt				
46	Amend General By-Law / Public Construction			Adopt				
47	Amend General By-Law / Contract Procedures			Adopt				
48	Amend General By-Law / Vaccination Requirement			Adopt				
49	Revoke M.G.L. C. 44 Section 53F -1/2 – RTS Enterprise Fund			Adopt				
50	Home Rule Petition / Amend Town Charter			No Position				
51	Amend General By-Law / Stormwater							
52	Amend General By-Law / Non-Criminal Disposition							
53	Omnibus							



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

MEETING DATE: 04/11/2018

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

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



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

MEETING DATE: 4/11/2018

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<i>Board members will report on the progress and / or activities of their Committee assignments.</i>	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
3.	BACK UP INFORMATION ATTACHED
(Describe backup below)	
None	

**Minutes
Board of Selectmen Meeting
Minutes for March 14, 2018**

5:10 p.m. A special meeting of the Board of Selectmen was convened by Vice Chair Daniel Matthews at the Needham Town Hall. Present were Mr. John Bulian, Mr. Maurice Handel, Mr. Matthew Borrelli, Assistant Town Manager/Finance David Davison, Assistant Town Manager/Operations Christopher Coleman, and Town Manager Kate Fitzpatrick.

5:10 p.m. Ms. Fitzpatrick noted that the Board's meeting on March 13th had been postponed due to weather. She said that at its meeting on March 8, 2018, the Planning Board voted to place the following articles on the warrant for the May 14, 2018 Special Town Meeting: "Amend Zoning By-Law – Wireless Communications Facilities" and "Amend Zoning By-Law – Height Limitation Exceptions in the Business, Apartment, Industrial and Industrial-1 Districts." Under State law, the Board of Selectmen has 14 days to accept the proposed amendment and refer the amendment to the Planning Board for its review, hearing, and report. The Board's action in this matter is not discretionary.

Motion: Mr. Handel moved that the Board vote to accept the proposed zoning amendments: "Amend Zoning By-Law – Wireless Communications Facilities" and "Amend Zoning By-Law – Height Limitation Exceptions in the Business, Apartment, Industrial and Industrial-1 Districts" for referral to the Planning Board for its review, hearing, and report. The motion was seconded by Mr. Bulian. Unanimously approved: 4-0.

5:15 p.m. Ms. Fitzpatrick said that the Planning Board requested that the Board approve a request to alter the landscape buffer at Lot 7/25 Hutter Ridge Road. Action by the Board of Selectmen is required in the approval process as the Board holds the easement.

Motion: Mr. Handel moved that the Board vote to affirm the tree removal and replanting plan approval as granted by the Planning Board for 25 Hutter Ridge Road as shown under plan entitled "St. John Residence, Lot 7, Hutter Ridge Road, Tree Protection and Removal Plan", prepared by Kevin Thomas, Landscape Architect, dated December 5, 2017 and plan entitled "St. John Residence, Lot 7, Hutter Ridge Road, Needham Buffer Planting Plan", prepared by Kevin Thomas, Landscape Architect, dated December 5, 2017. The motion was seconded by Mr. Bulian. Unanimously approved 4-0.

5:20 p.m. **Mr. Handel moved that the meeting be adjourned. The motion was seconded by Mr. Borrelli. Unanimously approved 4-0.**

**Town of Needham
Board of Selectmen
Minutes for March 20, 2018
Needham Town Hall
Selectmen's Chamber**

7:00 p.m. Neighborhood Meeting for Public Safety Building:
A meeting was held in Powers Hall for residents to ask questions and/or voice concerns regarding the proposed construction of the Public Safety Building. One resident attended asking about the timeline for the project.

7:38 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.

7:38 p.m. High School Project Status:
George Kent, Chair, PPBC and Steve Popper, Director of Design & Construction appeared before the Board with an update on the status of the Needham High School expansion project.

Mr. Kent referred to information provided to the Board of Selectmen, saying the issue faced over the next two weeks is determining the scope of the project based on available money to complete the project. Mr. Kent acknowledged bids were higher than projected, noting five areas are being investigated to reduce the variance.

Ms. Cooley clarified that without additional money, the Town cannot achieve alternatives everyone agreed upon at the beginning of the project. She said the cost will increase if additional storage space/bump out in the gymnasium and the HVAC are delayed to a future time. She asked if there is a time constraint for the contract to be signed.

Mr. Popper explained the process for procurement requires alternatives be taken in sequence. He concurred there is a time constraint in signing the contract, noting a decision must be made by Monday of next week.

Discussion ensued on additional funding, the bidding process on this and future projects, and the current construction environment.

Ms. Cooley said it is important to finish the project, as the financial risk of not finishing is prohibitive.

The Board concurred the project needs to be completed.

7:52 p.m. Appointments and Consent Agenda:

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

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA

1. Approve a Special One Day Wines & Malt Beverages License for Maxwell Sparr of Trip Advisor to host a Boston Common Networking event on Tuesday, March 13, 2018 from 5:00 p.m. to 7:00 p.m. Event will be held at Trip Advisor, 400 First Avenue, Needham, MA.
2. Ratify a Special One Day Wine & Malt Beverages Only license for Robert Timmerman of the Needham Knights of Columbus who hosted its annual St. Patrick's Dinner Dance on Saturday, March 10, 2018 from 5:30 p.m. to 11:00 p.m. The event was held at Needham Knights of Columbus, 1211 Highland Avenue, Needham.
3. Approve a request from Jessica Rice, who has submitted a Road Event form, to hold its "Jog Your Memory 5K Run/2 mile walk" on Sunday, September 16, 2018 from 6:00 a.m. to 11:00 a.m. The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.
4. Accept a \$500 donation made to Needham Youth Services from the Congregational Church of Needham. They would like the monies to be used to sponsor Needham Youth Services VIP program.
5. Accept a \$300 donation made to Needham Youth Services the Patrick C. Forde Memorial Fund. They would like the monies to be used to sponsor Needham Youth Services Programs.
6. Accept the following donation made to the Needham Community Revitalization Trust Fund: \$1500 from Beth Israel Deaconess Hospital.
7. Grant permission for the Newton Needham Regional Chamber to use the Town Common and surrounding area for its Street Fair on Saturday, June 2, 2018, and the Fall Harvest Fair on Saturday, September 29, 2018. They would like to request rain dates of Saturday June 9, 2018 and October 6, 2018 respectively. Permission includes: Town Common for local businesses' booths; parking lot behind Town Hall and for one handicapped accessible portable toilet and one hand washing station (to be delivered and picked up on the same day); close Chapel Street from corner of Great Plain Avenue to the Chapel Street parking lot for food court, fire truck, touch the trucks, and Michelson's Shoe table; use of the Town's generator on Chapel Street to power the food court and other activities as needed; use of the outlets on the town common to provide requested electricity for popcorn and cotton candy machines; trolley ride that will start at Highland Avenue by the Town Common and loop back around the town via Great Plain Avenue, Webster Street, May Street, and back to the Town Common; delivery and pickup of a dumpster in the parking lot behind town hall; delivery and pick up of trash cans to be placed around the event area including specifically at the food court and near the portable toilets; and any changes as recommended by the Needham Police Department.

Also grant permission for meter free parking in the downtown area for both days.

8. Approve open session minutes of February 13, 2018 and February 27, 2018.
9. Sign the Warrant for the Annual Town Election to be held on Tuesday, April 10, 2018.
10. Approve a One Day All Alcoholic Beverages License for Julie Richmond of the Charles River YMCA, to host its YMCA Giving Gala on March 24, 2018 from 6:00 p.m. to 11:00 p.m. The event will be held in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.
11. Water & Sewer Abatement Order #1252

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

7:52 p.m.

Town Manager:

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

1. Open Special Town Meeting Warrant

Ms. Fitzpatrick reviewed items in the draft Special Town Meeting warrant dated March 9, 2018. She asked the Board to open the warrant.

Motion by Mr. Handel that the Board vote to open the warrant for the May 14, 2018 Special Town Meeting.

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

2. Amend Contributory Insurance Rules and Regulations

Ms. Fitzpatrick recommended that the Board vote to amend the Contributory Insurance Rules and Regulations to incorporate changes to health insurance offerings.

Motion by Mr. Handel that the Board vote to approve and authorize the Chair to sign the Contributory Insurance Rules and Regulations dated March 13, 2018.

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

3. Positions on Warrant Articles

Ms. Fitzpatrick suggested the Board take positions on Warrant Articles at a future Board of Selectmen meeting, as many items are in a state of flux. The Board agreed.

8:00 p.m.

Public Hearing: Eversource Energy

Maureen Carroll, Eversource Energy representative appeared before the Board with 3 items to discuss:

1. Homestead Park (continued from February 27, 2018)

Ms. Carroll requested permission to install approximately 10 feet of conduit in Homestead Park. She said this work is necessary to provide underground electric service at 46 Homestead Park, Needham.

Ms. Cooley commented proceeding with work ahead of approval is problematic, reminding the homeowners the purpose of a public hearing is to give the public a change to "weigh in" on the plans.

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

Ms. Fitzpatrick stated abutters were re-noticed about the changes.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 10 feet of conduit in Homestead Park. This work is necessary to provide underground electric service at 46 Homestead Park, Needham.

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

2. Central Avenue

Ms. Carroll requested permission to install approximately 10 feet of conduit in Central Avenue. She said this work is necessary to provide underground electric service at 1283 Central Avenue, Needham.

Paul Bevilaqua, builder explained Eversource Energy recently instructed a vertical metal conduit be placed on to the pole in order for electric service. He stated lines have not yet been run through the conduit.

Ms. Fitzpatrick stated paperwork is in order, and that the Town continues to improve the permit process of informing builders/homeowners of requirements prior to starting work.

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

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 10 feet of conduit in Central Avenue. This work is necessary to provide underground electric service at 1283 Central Avenue, Needham.

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

3. Bradford Street

Ms. Carroll requested permission to install approximately 7 feet of conduit in Bradford Street. She said this work is necessary to provide underground electric service at 33 Bradford Street, Needham.

Ms. Fitzpatrick indicated all paperwork is in order.

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

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 Bradford Street. This work is necessary to provide underground electric service at 33 Bradford Street, Needham.

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

8:06 p.m. Public Hearing: Gender Neutral Terminology

Ms. Cooley read a prepared statement explaining Needham's history of women serving on the Board of Selectmen and the importance of language when referring to the Board.

Ms. Cooley invited public comment.

Matt Spengler, 75 Hoover Road, School Committee member offered the support of the School Committee to adopt gender neutral terminology for all Town boards. He said the School Committee voted unanimously in favor of the concept at its meeting on March 6, 2018.

Amelia Kline, 23 Mackintosh Avenue, Human Rights Committee member offered the support of the Human Rights Committee to change the name of the Board of Selectmen to Select Board. She said the proposed language change makes a difference in perceptions, resulting in a clear and unambiguous reflection that being a member of the Board is not the exclusive domain of a single gender.

Karen Price, 48 Lake Drive, League of Women Voters president, offered support for changing the name to Select Board.

Josh Weinstein, Needham High School Student Council executive president said class officers and representatives are in consensus for changing the name to Select Board. He commented the change gives a sense of gender equality and inclusivity, while eliminating the sense of discrimination. He commented the elected body is open to all town residents and that the title should be representative of the body it serves.

Denise Garlick, State representative commended the Board for taking up the issue. She said Needham is rich in extraordinary women leaders, thousands of whom have served the Town formally and informally. She said the strength of Needham is in the women who have volunteered their time, talent, and skill to civic boards and social organizations. She said changing the name of the board is to increase participation by women and strengthen the "pipeline" of people willing to serve the Town. Ms. Garlick commented on the new "All Abilities Trail" opened by the Park and Recreation Department saying the name of the trail indicates it is open, accessible, available, and welcoming to anyone. She said language matters, sends a message, and is meaningful.

Janet Bernardo, 473 High Rock Street, Conservation Commission chair said she supports the proposal for the name change.

Ms. Cooley closed the public hearing and asked for comments from the Board.

Mr. Handel said he supports the change as it reflects a cultural shift that has been happening over many years. He commented the change is long overdue and those who commented articulated all the reasons why now is the time.

Mr. Bulian concurred with Mr. Handel, noting discussion to change the name began last year, leading to a warrant article being presented to Town Meeting members in May 2018.

Mr. Matthews agreed, saying there is unintended bias. He said the carefully written proposal is one he will support.

Mr. Borrelli said he is fine with the current name, never seeing it as discriminatory or exclusive, until hearing the comments made tonight. He said it is important to citizens that the Town move in a new direction. He thanked everyone for their input.

8:30 p.m. Public Hearing: Stormwater By-Law

Ms. Cooley said the proposed By-Law deals with how stormwater run-off is captured and treated.

Ms. Fitzpatrick gave a brief history of the regulatory environment over the last 20 years. She explained the proposed By-Law would provide the Town with the authority to satisfy the Federal National Pollutant Discharge Elimination System (NPDES) requirement for a Phosphorus Control Plan. The By-Law would address the requirement to reduce pathogens in stormwater discharges, and address water quality issues related to low dissolved oxygen, removal of petroleum contaminants, reduction of sediment and suspended solids, and removal of other water quality impairments. The proposed By-Law would apply to applicants for Town permits for construction, and provides alternative measures for applicants whose properties are located in poorly draining soils. The By-Law will reduce the amount of stormwater that is directed to the Town's drainage system, and will help decrease flooding on local streets. For residential properties, the By-Law provides a mechanism to address concerns about the impact of construction-related run-off on abutting properties.

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

Mr. Matthews said the text of the By-Law is very dense, suggesting affected residents should read the proposed By-Law. He commented the Town has been trying to clean up rivers and watersheds of Needham for more than half a century as

part of a nationwide effort. Stormwater, he said, is the cause of some problems particularly in densely developed areas where stormwater does not soak back into the ground. He said regulations in place have become increasingly complicated, and more costly to implement. He noted Needham already has regulations in place affecting large scale commercial development, but is now moving to address the issue at individual properties. He said people must understand the new By-Law will not affect them right away, but if they want to change the footprint of their home and as part of the permitting process, there must be a plan to infiltrate runoff from their property, pay to hook up to a storm drain, or contribute to a Town fund. Mr. Matthews said the cost is not prohibitive and that people planning construction requiring a building permit, builders, and developers should familiarize themselves with the new By-Law. He noted the timeline the Town is subject to under state and federal regulations, hence the push to put it before Town Meeting in May. Mr. Matthews said all comments and suggestions by the public are welcomed.

Janet Bernardo, 473 High Rock Street, Conservation Commission chair and civil engineer specializing in stormwater management said a stormwater By-Law is necessary. She said the best way to deal with phosphorus is by infiltration, acknowledging an infiltration chamber, costing less than \$5,000, was installed on her property. She said it is much easier to install an infiltration chamber while a home is under construction.

Tal Achituv, 57 Walker Lane welcomes the work being done by the Town at Walker Pond. He said his neighborhood wants to be as supportive as possible, but wants to avoid being put in a position where the issue is "totally on us." He said he looks forward to reading future versions of the proposed By-Law.

Karen Price, 48 Lake Drive asked whether the By-Law is strictly for residential properties?

Ms. Cooley said it is Town-wide, however items contained in the By-Law for commercial properties have been happening for a number of years. She said the difference now is that the By-Law will be applied to residential properties.

Mr. Borrelli thanked Mr. DelGaizo and Ms. Bernardo for crafting the By-Law, which he said is a work in progress. He said he is concerned for residents who would like to add a small addition to their home to continue living there. He commented it is more important to get the By-Law right instead of rushing it to Town Meeting.

Dick Reilly, 15 Whittier Road, Finance Committee chair asked if there are any economic implications if the By-Law is not enacted?

Ms. Fitzpatrick said consultants estimated the proposed Phosphorus Control Plan would allow the Town to reduce its phosphorus discharges cost from an annual operating cost of approximately \$500,000 to \$150,000.

Ms. Cooley said this is a new way of thinking about stormwater and taking accountability for the water on our property. She said more discussion is necessary.

8:50 p.m.

Board Discussion:

1. Plastic Check-out Bag Policy

Ms. Cooley reminded the Board of the public hearing it held on February 27, 2018 where feedback was received regarding the contemplated policy aimed at reducing the environmental and aesthetic impact of the improper disposal of single-use plastic bags. She stated that rather than immediately proposing a mandatory ban, the Board discussed the concept of encouraging commercial establishments with retail space of 3,500 sq. ft. or greater selling goods directly to consumers to minimize the use of plastic check-out bags in favor of reusable bags or recyclable paper bags. She said most comments were supportive of a change in policy, with some people asking the Town to implement a mandatory ban rather than a voluntary ban. Ms. Cooley indicated all stores have said they will comply with the voluntary ban, whereby the Town could expect compliance without having a mandate.

Ms. Cooley asked for comments from the Board.

Mr. Bulian said there has been confusion over a voluntary vs. mandatory ban, concurring with comments expressed by Chair Cooley. He said the plastic bag ban makes sense, as it removes 95% of single use bags in Needham.

Mr. Handel said he was moved by the hearing and the overwhelming consensus of citizens. He supports implementing a ban on a voluntary basis as long as it achieves the desired outcome, saying the Town must be ready to move to the next step if necessary. He noted the cultural shift and people realizing the time for plastic bags is over.

Mr. Borrelli said he supports a voluntary ban as the right approach. He suggested staff at the RTS become much more aggressive in removing and recycling plastic bags from the waste stream.

Mr. Handel suggested the Needham Times should consider alternative ways of delivering the newspaper, without using a plastic bag.

Mr. Matthews said he is supportive of the proposed policy and that merchants understand the goal. He commented the issue will continue to evolve, noting the approach most interesting to him is the idea of adopting a bag fee. However, he said the Attorney General opined that without a statute, town governments do not have the authority to impose bag fees at point of sale. He said the policy, for now, is a good way to move forward.

The Board agreed discontinuing single-use plastic check-out bags on or before June 1, 2018, while publicly encouraging residents to comply earlier.

Ms. Cooley said the Town welcomes and encourages vendors consider instituting their own bag fee, which they have the right to do, even if the Town of Needham cannot.

Motion by Mr. Bulian that the Board vote to adopt the Plastic Bag Policy Statement dated March 20, 2018.

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

2. Committee Reports

No Committee Reports were made.

Mr. Matthews announced that on Saturday, March 31, 2018 at 10 a.m. at the Public Safety Station residents will have an opportunity to view designs of the proposed Public Safety Building. He said all residents are welcome.

9:20 p.m.

Adjourn:

Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of March 20, 2018.

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



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

2018 FEB -7 P 1:38

emailed 2/16/18
INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☐ RUN ☐ WALK ☐ BICYCLE ☒ MOTORCYCLE

Name of Event:

PMC Kids Ride Needham

Name of Organization:

PMC

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

If yes, name of Town and date:

Needham 6/17 + 100+ other towns

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

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

Organization Mailing Address:

77 4th Ave
Needham, MA 02494

☒ **Organization
is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

77 4th Ave
Needham, MA 02494

Primary Contact:

Liz Mingle ~~Chen~~

Contact Title:

Coordinator

Contact Address:

9 Southward Ln
Needham, MA 02492

Contact Phone (Day):

508.934.9198

Contact Phone (Cell):

508.934.9198

Contact Email:

elizabeth.mingle@gmail.com

Event Date(s): 6/10/18	Date Expected to be in Needham: 6/10/18
Earliest Time Expected in Needham: event 9-11	Latest Time Expected in Needham:
Number of Expected Participants: 200	Number of Expected Spectators at Peak Time: 50
Are participants charged a fee? ☒ YES ☐ NO	
Estimated Number of Vehicles: 	What type of Parking is required: yes
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: ask. See 2017 parking plan Pollard lots and side streets	
Are event organizers available to meet with members of the Town to plan event? ☒ YES ☐ NO	Do event organizers foresee the need for any road closures (subject to police review)? ☒ YES ☐ NO
What will be done in case of inclement weather? cancelled	
Will neighborhoods be impacted by parking and traffic? yes ladder streets	
What activities are planned for the start of the race (if in Needham)? DJ announcement of race	
What activities are planned for the end of the race (if in Needham)? bouncy houses, raffle, face painting @ Pollard	

What facilities are needed for the start of the race (if in Needham)? electrical we will get portapotty	
What facilities are needed for the end of the race (if in Needham)? portapotty	
Once the event begins, how long will it take to complete the event? 1 hour	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	yes - we will supply
Will volunteers be placed along the route?	yes
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	yes - DJ brings from work
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	Yes
Will portable toilets be used? List locations.	Yes 1 @ Pollard
Will hydration stops be set up along route? If yes, please include these on route plan.	yes at turn Wilshire Park
If the event takes place after dark, what is the plan to meet lighting needs?	N/A
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	first aid kit, certified Nurse & EMT
Does the event take place during commuter times?	No
Is school in session during the event? Will school drop off or pick up be impacted by the event?	No
Are businesses open during the time of the event?	yes
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	No

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

No

What is the plan to handle trash?

Dumpster & Barrels

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

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

PLEASE NOTE:

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

Harns loop Webster to Wilshire Park



Water stop @ Mayo St cross section

Porta Potty @ entrance of Pollard driveway, dumpster in large parking lot

3 cones per side street, total of 24 cones needed

Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

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

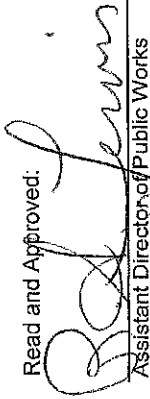
WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

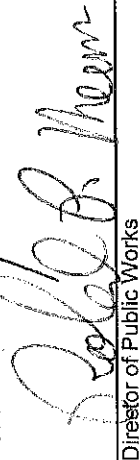
WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	-\$205.80
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$573.12
Transfer Station Charges:	\$0.00
Total Abatement:	-\$778.92

Order #: 1253

Read and Approved:


Assistant Director of Public Works


Director of Public Works

For the Board of Selectmen

Date: 4/11/18

**Town of Needham
Water Sewer Billing System
Adjustment Form**

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
	JO	Council on Aging (2)					\$0.00	-\$205.80	-\$573.12	-\$778.92	COA	N
Total:											-\$778.92	

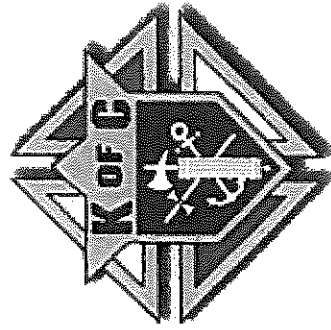
ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

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

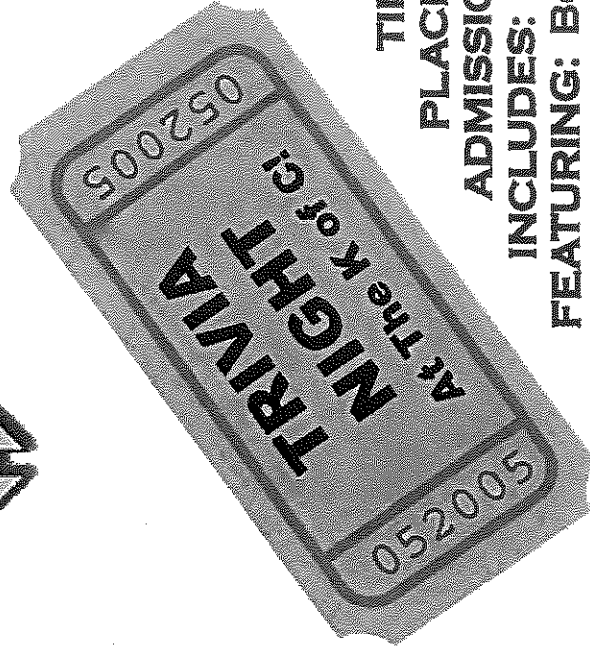
**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Robert T. Timmerman II		
Event Manager Address	1211 Highland Avenue Needham MA 02492		
Event Manager Phone Number	781-449-1492/ 781-589-4227		
Organization Representing (if applicable)	Father Daniel Kennedy Needham Knights of Columbus		
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	Trivia Night Benefit for the Ching Educational Fund		
Date of Event	April 28, 2018		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	5:00 PM	TO: 11:00 PM
Are tickets being sold in advance for this event?	☒ YES	\$ 25.00 /per ticket	☐ NO
Is there an admission fee for this event?	☒ YES	\$ 25.00 /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? 120			
Name & address of event location. Please attach proof of permission to use this facility. Father Daniel Kennedy Needham Knights of Columbus 1211 Highland Avenue Needham MA 02492			
Who will be serving the alcohol to your guests? TIPS trained bartender Jessica Freeland			
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). Jessica Freeland certificate on file in BOS office			
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 purchase beer and wine from paid and TIPS trained bartender from temporary service bar			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature: 			Date: 4/9/18



THE CHING EDUCATION FUND BENEFIT

TRIVIA NIGHT



DATE: SATURDAY, APRIL 28

TIME: DOORS OPEN AT 5:30PM, TRIVIA STARTS AT 7:00

PLACE: K OF C HALL, 1211 HIGHLAND AVE., NEEDHAM, MA

ADMISSION: \$25 – MUST BE PURCHASED IN ADVANCE

INCLUDES: LIGHT BUFFET, PRIZES, CASH BAR

FEATURING: BOSTON SPORTS MEDIA PERSONALITY, MIKE "SARGE" RILEY

PROCEEDS: THE CHING EDUCATION FUND

TICKETS: MUST BE PURCHASED IN ADVANCE. CONTACT CHRIS KENT AT

WCK02492@GMAIL.COM OR BETH & BOB TIMMERMAN AT

RTIMMERMAN1021@YAHOO.COM

SAVE THE DATE! REMEMBER, NO TICKETS SOLD AT THE DOOR!

SPONSORED BY: THE NEEDHAM KNIGHTS OF COLUMBUS FR. DANIEL J. KENNEDY COUNCIL #1611

Mobile Food Vendor Application Feb 2018

Name of Mobile Food Vehicle*	RiceBurg
Establishment Name*	Riceburg, Inc
Type of Entity	Corporation ☐
Name of Owner*	Jessica Shen
Owner Mailing Address*	106 Newton Ave
Owner City*	Braintree
Owner State*	MA
Owner Zip*	02184

ONSITE CONTACT/MANAGER

Name*	Jessica Shen
E-Mail*	riceburg1@gmail.com
Mailing Address *	106 Newton Ave
City*	Braintree
State*	MA
Zip*	02184
Phone Number*	6463716531

Emergency Contact Name	
Emergency Contact Number	

Staff member name who is trained in anti-choking procedures.	
--	--

Vehicle State & Registration #*	R81668
Year, Make & Model of Vehicle*	2004, Freighliner Chassi

I am aware of the Needham Board of Health Trans Fat Ban and this food establishment will operate in compliance with this regulation when serving food in Needham.*

☒ YES ☐ NO

AUTHORIZED LOCATION: PUBLIC RIGHT OF WAY

Public Right of Way mobile food vendor permits can be issued seasonally (up to seven days per week, April 1st through November 30th) at \$100 per day/season, max \$700/season or for an individual day at \$20/day.

Duration of Permit Requested	☒ Seasonal - one day/week	☐ Seasonal - five days/week
	☐ Seasonal - two days/week	☐ Seasonal - six days/week
	☐ Seasonal - three days/week	☐ Seasonal - seven days/week
	☐ Seasonal - four days/week	☐ One Day Permit

For One Day Permit, specify date	Thursdays
For One Day Permit, specify time TO and FROM	11am-3pm

Seasonal Monday Location	(Choose One) ☐
Hours of Operation - Monday	
Seasonal Tuesday Location	(Choose One) ☐
Hours of Operation - Tuesday	

Seasonal Wednesday Location	(Choose One) v
Hours of Operation - Wednesday	
Seasonal Thursday Location	Opposite 40 A Street v
Hours of Operation - Thursday	
Seasonal Friday Location	(Choose One) v
Hours of Operation - Friday	

AUTHORIZED LOCATION: SCHOOL BUILDINGS, PARKING LOTS & ADJACENT FIELDS

The fee for an intermittent permit for use of School buildings, parking lots and adjacent fields shall be \$10 per day.

Day	Month/Date	Times (To - From)
(Choose One) v		
Location/Site	(Choose One) v	

If Mobile Food Vehicle will be located in a school parking lot or adjacent field, invitation must have first been issued by a person or organization with a valid permit to use the school building, school parking lot or adjacent play area/fields.

Name of person or organization invited by:

AUTHORIZED LOCATION: PUBLIC PARKS AND ADJACENT PARKING LOTS BY INVITATION OF PERMITTED ORGANIZATIONS

The fee for an intermittent permit for mobile food vendors invited by organizations to operate at approved public parks and adjacent parking lots shall be \$10 per day.

Day	Month/Date	Times (To - From)
(Choose One) v		
Location/Site		

If Mobile Food Vehicle will be located in a public park or adjacent parking lot, invitation must have first been issued by a person or organization with a valid permit to use the park or any portion thereof.

Name of person or organization invited by:

AUTHORIZED LOCATION: PUBLIC PARKS & ADJACENT PARKING LOTS BY DIRECT PERMIT

Dates available are Saturdays and Sundays starting Saturday, April 7, 2018 running through Sunday, November 25, 2018. Times are from 8:00 a.m. until 8:00 p.m. Slots will be assigned on a first come, first served basis. Two spots are available at this location; total length available for both vendors is 50 feet.

*Dates when this program will NOT be available:
April 29, 2018, May 26, May 27, July 21*

The fee for direct permit mobile food vendors shall be \$20 per day.

Saturday Location	(Choose One) v
-------------------	---

Hours of Operation - Saturday: (If hours differ for additional days, please specify)

Requested Saturday Dates (e.g. 4/14; 4/28, 7/14 etc. Include all dates)

Sunday Location	(Choose One) v
-----------------	---

Hours of Operation - Sunday: (If hours differ for additional days, please specify)

Requested Sunday dates (e.g.
4/15; 4/22; 8/19, etc. Please
include all requested dates)

UPLOAD ADDITIONAL INFORMATION REQUIRED WITH APPLICATION

Copy of MA Department of Motor Vehicles (DMV) Truck Registration

Copy of valid MA Hawkers/Peddlers License

File_000.jpeg

Insurance Certificate/Worker's Comp

rice-2.pdf

Copy of Menu

IMG_0045.JPG

Color photo of your truck in operation

IMG_0040.JPG

Copy of Needham Fire Department Permit*

rice.pdf

Completed Physical Plan and Specification Review

Food Prep Area Layout Plan

IMG_0061.JPG

Copy of MA Truck Drivers License

IMG_0058.JPG

Copy of ServSafe Food Training

new (2).pdf

Copy of Allergy Training

new.pdf

Copy of Commissary Permit

Commissary_lease_agreement.pdf

Restroom Agreement Letter

Copy of Workers Compensation Affidavit

Copy of Invitation to Participate (if applicable)

* indicates required fields.

Mobile Food Vendor Application Feb 2018

Name of Mobile Food Vehicle*	The Cod Squad
Establishment Name*	Captain Mardens Seafoods, Inc.
Type of Entity	Corporation
Name of Owner*	Captain Mardens Seafoods Inc.
Owner Mailing Address*	35 Perwal St.
Owner City*	Westwood
Owner State*	MA
Owner Zip*	02090

ONSITE CONTACT/MANAGER

Name*	Andrew Livingston
E-Mail*	nobricksnotemples@gmail.com
Mailing Address *	22 Morses Pond Rd.
City*	Wellesley
State*	MA
Zip*	02482-4204
Phone Number*	617-931-9322

Emergency Contact Name	
Emergency Contact Number	

Staff member name who is trained in anti-choking procedures.	
--	----------------------

Vehicle State & Registration #*	MA P5216
Year, Make & Model of Vehicle*	2010 Work Horse Van

I am aware of the Needham Board of Health Trans Fat Ban and this food establishment will operate in compliance with this regulation when serving food in Needham.*	☒ YES	☐ NO
--	---	-----------------------------

AUTHORIZED LOCATION: PUBLIC RIGHT OF WAY

Public Right of Way mobile food vendor permits can be issued seasonally (up to seven days per week, April 1st through November 30th) at \$100 per day/season, max \$700/season or for an individual day at \$20/day.

Duration of Permit Requested	☐ Seasonal - one day/week	☐ Seasonal - five days/week
	☒ Seasonal - two days/week	☐ Seasonal - six days/week
	☐ Seasonal - three days/week	☐ Seasonal - seven days/week
	☐ Seasonal - four days/week	☐ One Day Permit

For One Day Permit, specify date	
For One Day Permit, specify time TO and FROM	

Seasonal Monday Location	(Choose One)
Hours of Operation - Monday	
Seasonal Tuesday Location	Fourth Avenue (vicinity of #117 - #119 Fourth Avenue)
Hours of Operation - Tuesday	11:00 - 2:00
Seasonal Wednesday Location	(Choose One)

Hours of Operation - Wednesday	
Seasonal Thursday Location	(Choose One) v
Hours of Operation - Thursday	
Seasonal Friday Location	Fourth Avenue (vicinity of #117 - #119 Fourth Avenue) v
Hours of Operation - Friday	11:00 - 2:00

AUTHORIZED LOCATION: SCHOOL BUILDINGS, PARKING LOTS & ADJACENT FIELDS

The fee for an intermittent permit for use of School buildings, parking lots and adjacent fields shall be \$10 per day.

Day	Month/Date	Times (To - From)
(Choose One) v		
Location/Site	(Choose One) v	

If Mobile Food Vehicle will be located in a school parking lot or adjacent field, invitation must have first been issued by a person or organization with a valid permit to use the school building, school parking lot or adjacent play area/fields.

Name of person or organization invited by:

AUTHORIZED LOCATION: PUBLIC PARKS AND ADJACENT PARKING LOTS BY INVITATION OF PERMITTED ORGANIZATIONS

The fee for an intermittent permit for mobile food vendors invited by organizations to operate at approved public parks and adjacent parking lots shall be \$10 per day.

Day	Month/Date	Times (To - From)
(Choose One) v		
Location/Site		

If Mobile Food Vehicle will be located in a public park or adjacent parking lot, invitation must have first been issued by a person or organization with a valid permit to use the park or any portion thereof.

Name of person or organization invited by:

AUTHORIZED LOCATION: PUBLIC PARKS & ADJACENT PARKING LOTS BY DIRECT PERMIT

Dates available are Saturdays and Sundays starting Saturday, April 7, 2018 running through Sunday, November 25, 2018. Times are from 8:00 a.m. until 8:00 p.m. Slots will be assigned on a first come, first served basis. Two spots are available at this location; total length available for both vendors is 50 feet.

*Dates when this program will NOT be available:
April 29, 2018, May 26, May 27, July 21*

The fee for direct permit mobile food vendors shall be \$20 per day.

Saturday Location	(Choose One) v
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Hours of Operation - Saturday: (If hours differ for additional days, please specify)

Requested Saturday Dates (e.g. 4/14; 4/28, 7/14 etc. Include all dates)

Sunday Location	(Choose One) v
-----------------	---

Hours of Operation - Sunday: (If hours differ for additional days, please specify)

Requested Sunday dates (e.g.
4/15; 4/22; 8/19, etc. Please
include all requested dates)

UPLOAD ADDITIONAL INFORMATION REQUIRED WITH APPLICATION

Copy of MA Department of Motor Vehicles (DMV) Truck Registration

Copy of valid MA Hawkers/Peddlers License

Insurance Certificate/Worker's Comp

Copy of Menu

Color photo of your truck in operation

*Copy of Needham Fire Department Permit**

[NEEDHAMFIRE.pdf](#)

Completed Physical Plan and Specification Review

Food Prep Area Layout Plan

Copy of MA Truck Drivers License

Copy of ServSafe Food Training

Copy of Allergy Training

Copy of Commissary Permit

Restroom Agreement Letter

Copy of Workers Compensation Affidavit

Copy of Invitation to Participate (if applicable)

* indicates required fields.

Mobile Food Vendor Application Feb 2018

Name of Mobile Food Vehicle*	Roxy's Grilled Cheese
Establishment Name*	Roxy's Grilled Cheese
Type of Entity	LLC
Name of Owner*	James DiSabatino
Owner Mailing Address*	485 Cambridge St.
Owner City*	Allston
Owner State*	MA
Owner Zip*	02134

ONSITE CONTACT/MANAGER

Name*	Nicole Losada
E-Mail*	nicole@roxysgrilledcheese.com
Mailing Address *	485 Cambridge St.
City*	Allston
State*	MA
Zip*	02134
Phone Number*	3154095172

Emergency Contact Name	Christina Rowley
Emergency Contact Number	7818660834

Staff member name who is trained in anti-choking procedures.	Christina Rowley
--	---

Vehicle State & Registration #*	P69908
Year, Make & Model of Vehicle*	2006 Chevy Workhorse

I am aware of the Needham Board of Health Trans Fat Ban and this food establishment will operate in compliance with this regulation when serving food in Needham.*

☒ YES ☐ NO

AUTHORIZED LOCATION: PUBLIC RIGHT OF WAY

Public Right of Way mobile food vendor permits can be issued seasonally (up to seven days per week, April 1st through November 30th) at \$100 per day/season, max \$700/season or for an individual day at \$20/day.

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	☒ Seasonal - two days/week	☐ Seasonal - six days/week
	☐ Seasonal - three days/week	☐ Seasonal - seven days/week
	☐ Seasonal - four days/week	☐ One Day Permit

For One Day Permit, specify date	
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For One Day Permit, specify time TO and FROM	
--	----------------------

Seasonal Monday Location	(Choose One)
Hours of Operation - Monday	
Seasonal Tuesday Location	(Choose One)

Hours of Operation - Tuesday	
Seasonal Wednesday Location	(Choose One) 
Hours of Operation - Wednesday	
Seasonal Thursday Location	Opposite 40 A Street 
Hours of Operation - Thursday	11a-2:30p
Seasonal Friday Location	Fourth Avenue (vicinity of #117 - #119 Fourth Avenue) 
Hours of Operation - Friday	11a-2:30p

AUTHORIZED LOCATION: SCHOOL BUILDINGS, PARKING LOTS & ADJACENT FIELDS

The fee for an intermittent permit for use of School buildings, parking lots and adjacent fields shall be \$10 per day.

Day	Month/Date	Times (To - From)
(Choose One) 		
Location/Site	(Choose One) 	

If Mobile Food Vehicle will be located in a school parking lot or adjacent field, invitation must have first been issued by a person or organization with a valid permit to use the school building, school parking lot or adjacent play area/fields.

Name of person or organization invited by:

AUTHORIZED LOCATION: PUBLIC PARKS AND ADJACENT PARKING LOTS BY INVITATION OF PERMITTED ORGANIZATIONS

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(Choose One) 		
Location/Site		

If Mobile Food Vehicle will be located in a public park or adjacent parking lot, invitation must have first been issued by a person or organization with a valid permit to use the park or any portion thereof.

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*Dates when this program will NOT be available:
April 29, 2018, May 26, May 27, July 21*

The fee for direct permit mobile food vendors shall be \$20 per day.

Saturday Location	(Choose One) 
-------------------	--

Hours of Operation - Saturday: (If hours differ for additional days, please specify)

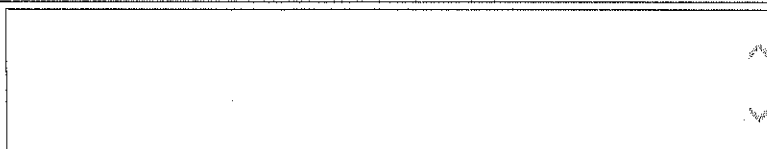
Requested Saturday Dates (e.g. 4/14; 4/28, 7/14 etc. Include all dates)

Sunday Location

(Choose One) 

Hours of Operation - Sunday: (If hours differ for additional days, please specify)

Requested Sunday dates (e.g.
4/15; 4/22; 8/19, etc. Please
include all requested dates)



UPLOAD ADDITIONAL INFORMATION REQUIRED WITH APPLICATION

Copy of MA Department of Motor Vehicles (DMV) Truck Registration

[RegistrationTruck2.pdf](#)

Copy of valid MA Hawkers/Peddlers License

[HawkersNicole.pdf](#)

Insurance Certificate/Worker's Comp

[CertificateLiabilityInsurance.pdf](#)

Copy of Menu

[foodtruckmenu.pdf](#)

Color photo of your truck in operation

[truckpic.jpg](#)

*Copy of Needham Fire Department Permit**

[Fire2.pdf](#)

Completed Physical Plan and Specification Review

Food Prep Area Layout Plan

[TruckLayout.pdf](#)

Copy of MA Truck Drivers License

[DriversLicense.pdf](#)

Copy of ServSafe Food Training

[ServSafeNicole.pdf](#)

Copy of Allergy Training

[AllergenNicole.pdf](#)

Copy of Commissary Permit

[HealthAllston2018.pdf](#)

Restroom Agreement Letter

Copy of Workers Compensation Affidavit

[WorkersComp.pdf](#)

Copy of Invitation to Participate (if applicable)

* indicates required fields.

Sandy Cincotta

From: noreply@civicplus.com
Sent: Thursday, April 05, 2018 11:50 AM
To: Sandy Cincotta; Nikki Witham; Kym Deas; Tara Gurge; Diana Acosta; Belinda Carroll; John Schlittler
Subject: Online Form Submittal: Mobile Food Vendor Application Feb 2018

The following form was submitted via your website: Mobile Food Vendor Application Feb 2018

Name of Mobile Food Vehicle: Roadworthy

Establishment Name: Roadworthy Foods

Type of Entity: Sole Proprietor

Name of Owner: Geoffrey Janowski

Owner Mailing Address: 1124 central ave

Owner City: Needham

Owner State: MA

Owner Zip: 02492

Name: GeoffreyJanowski

E-Mail: roadworthyfoods@gmail.com

Mailing Address : 1124 central ave

City: Needham

State: MA

Zip: 02492

Phone Number: 7814006198

Emergency Contact Name:

Emergency Contact Number:

Staff member name who is trained in anti-choking procedures.: Geoffrey Janowski

Vehicle State & Registration #: Trailer D78842, Truck T20432 MA

Year, Make & Model of Vehicle: 2015, Ford F350

I am aware of the Needham Board of Health Trans Fat Ban and this food establishment will operate in compliance with this regulation when serving food in Needham.: YES

Duration of Permit Requested: Seasonal - two days/week

For One Day Permit, specify date :

For One Day Permit, specify time TO and FROM:

Seasonal Monday Location: (Choose One)

Hours of Operation - Monday:

Seasonal Tuesday Location: (Choose One)

Hours of Operation - Tuesday:

Seasonal Wednesday Location: (Choose One)

Hours of Operation - Wednesday:

Seasonal Thursday Location: Opposite 40 A Street

Hours of Operation - Thursday: 11am-3pm

Seasonal Friday Location: Opposite 40 A Street

Hours of Operation - Friday: 11am-3pm

Day: (Choose One)

Month/Date :

Times (To - From):

Location/Site: (Choose One)

Name of person or organization invited by::

Day: (Choose One)

Month/Date:

Times (To - From):

Location/Site:

Name of person or organization invited by::

Saturday Location: (Choose One)

Hours of Operation - Saturday: (If hours differ for additional days, please specify):

Requested Saturday Dates (e.g. 4/14; 4/28, 7/14 etc. Include all dates):

Sunday Location : (Choose One)

Hours of Operation - Sunday: (If hours differ for additional days, please specify):

Requested Sunday dates (e.g. 4/15; 4/22; 8/19, etc. Please include all requested dates):

Copy of MA Department of Motor Vehicles (DMV) Truck Registration: Trailer Registration.pdf

Copy of valid MA Hawkers/Peddlers License: Hawkers Permit Complete.pdf

Insurance Certificate/Worker's Comp: Certificate of Liability insurance.pdf

Copy of Menu: Roadworthy_Menu_Color_Small_Final_03.jpg

Color photo of your truck in operation: roadworthy trailer.PNG

Copy of Needham Fire Department Permit: Fire Dept. FP-006.pdf

Completed Physical Plan and Specification Review: Physical Plan and Spe review pg 1.docx

Food Prep Area Layout Plan: Food Prep Map.pdf

Copy of MA Truck Drivers License: Geoff MA Driver Lis..pdf

Copy of ServSafe Food Training: Geoff Serve Safe Cert..pdf

Copy of Allergy Training: Geoff Allergy Awareness Cert..pdf

Copy of Commissary Permit: Roadworthy Certificate of Occupancy.pdf

Restroom Agreement Letter:

Copy of Workers Compensation Affidavit: Workmans comp Policy.pdf

Copy of Invitation to Participate (if applicable):

Additional Information:

Form submitted on: 4/5/2018 11:49:33 AM

Submitted from IP Address: 71.248.169.163

Referrer Page: <http://needhamma.gov/index.aspx?NID=3630>

Form Address: <http://needhamma.gov/Forms.aspx?FID=381>