

**Town of Needham
Board of Selectmen
Minutes for September 11, 2018
Needham Town Hall
Selectmen's Chamber**

6:00 p.m. Executive Session: (Exception 3 and 6)
A meeting of the Board of Selectmen was convened by Chair Daniel P. Matthews. Those present were John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Marianne B. Cooley, and Town Manager Kate Fitzpatrick. Recording Secretary Mary Hunt joined the meeting at 6:45 p.m.

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

Exception 3 – To discuss strategy with respect to collective bargaining or litigation, or to conduct strategy sessions in preparation for negotiations with non-union personnel; and

Exception 6 – To consider the purchase, exchange, taking, lease, or value of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body.

Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.

6:45 p.m. Call to Order:
The public portion of the Board of Selectmen meeting of September 11, 2018, was convened by Chair Daniel P. Matthews.

A moment of silence was observed recognizing the 17th anniversary of the September 11, 2001 terrorist attacks.

6:46 p.m. Joint Meeting with the Board of Library Trustees: Appoint New Trustee
The Board of Selectmen held a joint meeting with members of the Board of Library Trustees including Thomas M. Harkins, Chair, Lois C. Bacon, Vice Chair, Rick Hardy, Secretary, Carol J. Thomas, Rose A. Doherty, and Gregory J. Shesko.

Mr. Harkins said seven very qualified applicants applied for the appointment of a new trustee. He introduced and recommended Ms. Anna Giraldo Kerr to fill a vacancy on the Board of Library Trustees.

Motion by Mr. Harkins that the Board of Selectmen and the Board of Library Trustees vote to appoint Anna Giraldo Kerr to the Board of Library Trustees until the next Town Election to be held on April 9, 2019.

Second: Mr. Bulian. Unanimously approved 11-0.

Ms. Kerr said her love of books lead her to apply for the position. She said she is eager with new ideas and looking forward to joining the Board.

Mr. Bulian noted in applying for the position, Ms. Kerr will be a candidate on the elective ballot in the April 2019 Town election. He commented he reviewed the resumes of the candidates for the position, saying he was delighted to participate in the process. Mr. Matthews asked Ms. Kerr to report to the Town Clerk's office to be sworn in.

6:55 p.m.

Appointments and Consent Agenda

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

APPOINTMENTS

- | | | |
|---|--------------------------|---------------------------------|
| 1. Cultural Council | Elizabeth Millane | (term expires 6/30/2021) |
| | Anne McCaffrey | (term expires 6/30/2021) |
| 2. Needham Community
Revitalization Trust Fund | Kate Carter | (term expires 6/30/2021) |

CONSENT AGENDA

- 1. Approve the Notice of Experimental Traffic Regulation in accordance with the Needham Traffic Rules and Regulations Section 3-6 for A Street, Food Vendor Parking Only, East sideline of A street 80 foot section across from 40 A Street- Tuesday – Friday from 9:00 a.m. to 3:00 p.m.; and for 4th Avenue Food Vendor Parking Only, West sideline of 4th Avenue 50 foot section in front of 115-117 4th Avenue- Tuesday – Friday from 9:00 a.m. to 3:00 p.m. for the period August 26, 2018 to September 24, 2018.**
- 2. In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt a classification and compensation plan for fiscal year 2019 (corrected K Schedule).**
- 3. Approve a request from Stephanie Matern of Circle of Hope to host its Full Circle event on the Town Common on October 13, 2018 from 10:00 a.m. to 12:00 p.m. with a rain date of October 14, 2018.**
- 4. Approve request from Park and Recreation Commission and the Newton/Needham Regional Chamber to host their annual "Spooky Walk" on Saturday, October 20, 2018 which commences on Town Common at 10:00 am, with a rain date of Saturday, October 27, 2018.**
- 5. Water & Sewer Abatement Order #1260**
- 6. Approve Executive Session minutes of July 24, 2018 and July 27, 2018; and Open Session minutes of July 27, 2018, August 7, 2018 and August 28, 2018.**
- 7. Approve a request from Kati Sigel, of Three Squares New England, who is organizing its annual fundraiser "The Ride for Food" bike ride to benefit food pantries in numerous communities including Needham, to have a portion of its ride to go through Needham. The event is scheduled for September 23, 2018 from 7:30 a.m. to 11:00 a.m. The route of the ride has been approved by the following departments, DPW, Police, Fire, and Park and Recreation.**
- 8. Approve a 20B Exemption for Georgina Arrieta-Ruetenik who is an employee at the Needham Public Schools as a part-time KASE worker to engage in work**

with the Needham Police Department as a Traffic Supervisor/Crossing Guard for the school year 2018-2019.

9. Approve a Special One Day Wines & Malt Beverages License for Maxwell Sparr of Trip Advisor who is hosting an HR Forum event on Thursday, September 13, 2018 from 4:00 p.m. to 8:00 p.m. The event will be held at Trip Advisor, 400 First Avenue, Needham.
10. Approve a Special One Day Wines & Malt Beverages License for Maxwell Sparr of Trip Advisor who is hosting an Oktoberfest event on Thursday, September 20, 2018 from 4:00 p.m. to 7:00 p.m. The event will be held at Trip Advisor, 400 First Avenue, Needham.

11. Grant permission for the following residents to hold block parties:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Ratify - Justin McCullen	22 Miller St	Miller Street	9/8/18	9/9/18	4pm-11pm
Ratify – Liz Lawlor	76 Howland St	Pleasant St, between Kimball & Howland St	9/8/18	9/9/18	4pm-8pm
Naomi Goldman	93 Gayland Rd	Gayland Road	9/15/18	9/16/18	4pm-7pm
Beth Champagne	37 Ware Rd	Ware Road	9/15/18	9/16/18	3pm-11pm
Denise Arrondo	21 Prince Street	21 Prince Street	9/15/18	9/16/18	12pm-8pm
Eric Kaplan	33 Elmwood Rd	Elmwood Road	9/15/18	9/16/18	4pm-8pm
Jim Rochford	74 Rolling Lane	Rolling Lane	9/15/18	9/22/18	3pm-10pm
Stephanie Arendell	41 Kimball Street	Grant Street between Kimball & School	9/16/18	N/A	4pm-7pm
Jodi Williams	48 Ardmore Rd	48-84 Ardmore Rd	9/22/18	9/23/18	2pm-6pm
Kristen Vacanti	138 Brookside Rd	138-144 Brookside Rd	9/22/18	9/23/18	12pm-8pm
Caitlin Reisman	80 North Hill Avenue	Howe Road	9/22/18	9/23/18	2:30pm-midnight
Sue Pouliot	54 Eaton Road	54 Eaton Road	9/22/18	9/23/18	4pm-8pm
Kara Collin	57 Broad Meadow Road	Broad Meadow Road (Greendale side)	9/22/18	9/23/18	3pm-8pm
Lorene Whyte Fernandez	19 Bradford St	Cleveland Road	9/23/18	N/A	3pm-7pm
Jessica Karlin	36 Wilshire Park	Wilshire Park	9/29/18	N/A	4pm-8pm
Jaimie Scranton Pomerantz	53 Glendoon Rd	Glendoon Road	9/30/18	10/6/18	3pm-10pm
Elyse Slayton	24 Fairfax Road	24-32 Fairfax Road	9/30/18	N/A	3:30pm-6:30pm
Rhonda Silva	7 Berkshire Road	34 Berkshire Road	10/6/18	N/A	3pm-6pm
Seema Pandya	43 Valley Road	Peacedale & Intervale	10/27/18	N/A	8am-6pm

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

6:56 p.m. Town Manager:
Kate Fitzpatrick, Town Manger appeared before the Board with three items to discuss:

1. Acceptance of Pedestrian Access Easement

Ms. Fitzpatrick told the Board the Zoning Board of Appeals has requested the Board of Selectmen accept and execute a Pedestrian Access Easement from MCREF NEEDHAM LLC. She said the easement was required by the Board as a condition of the Comprehensive Permit for the Modera project.

Ms. Fitzpatrick suggested the Board accept and authorize the Chair to sign the Grant of Acceptance of Pedestrian Access Easement, conditioned on receiving executed documents from MCREF NEEDHAM LLC.

Motion by Mr. Borrelli that the Board accept and authorize the Chair to sign the Grant of Pedestrian Access Easement from MCREF NEEDHAM LLC to the Town of Needham.

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

(continued to 8:31 p.m.)

6:57 p.m. Committee Reports:
Mr. Matthews reported on the successful opening of the Rosemary Pool Complex. He commented the Board of Selectmen should consider a goal of having the pool sufficiently staffed from Memorial Day through Labor Day in years to come, rather than closing when students return to college in mid to late August.

Mr. Bulian said many people were disappointed to see the pool closed the last week of August when temperatures were about 90 degrees. He concurred with Mr. Matthews.

Ms. Cooley concurred saying it is important and valuable for the Town to have the pool available to residents through Labor Day. She acknowledged the Board may have to reconsider some of its other goals to have pool staffing a priority. She suggested high school students who are trained lifeguards could step into the position at the end of the season.

Mr. Borrelli said finding help at the end of the season is challenging, but the community expects certain hours of operation throughout the summer.

Mr. Matthews agreed with Ms. Cooley saying the Board cannot continue to add to a workload already over scheduled. He said the item will be pursued with the Park and Recreation Commissioners.

7:02 p.m. Public Hearing - Multiple License Amendments for Spiga Ristorante, 18 Highland Circle

George Giunta Jr., Attorney and Carmelo Iriti, Manager, Spiga Ristorante presented the Board an application for (a) an Alteration of Licensed Premises, (b) change of License Category from Wine and Malt to All Alcohol, and a (c) Change in Beneficial Interest for Spiga Ristorante, 18 Highland Circle. The alteration of premises will allow for the service of alcoholic beverages on an outside patio consisting of 16 seats with proper barriers per local and state laws. The Alcoholic Beverages Control Commission requires that a public hearing be conducted for all alteration of premises and/or Change of License Category applications. It was noted Marissa Concetta Iocco is now a partner in the business.

Ms. Fitzpatrick indicated all paperwork is in order.

Motion by Mr. Handel that the Board vote (a) to approve the Alteration of Licensed Premises application; (b) to approve the Change of License Category from Wine and Malt to All Alcohol; and (c) to approve the Change in Beneficial Interest, as they have been presented from Spiga Ristorante, 18 Highland Circle, and to sign and forward application to the Alcoholic Beverages Control Commission for its review and approval.

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

Mr. Matthews invited public comment. No comments were heard.

Mr. Matthews asked for Board comment.

Mr. Bulian asked about a barrier sufficient to protect patrons seated outside from cars pulling into the parking lot. He suggested Mr. Iriti consider installing a parking block for additional protection.

Mr. Iriti said he will consider and agrees installing a parking block is a good idea.

Mr. Matthews acknowledged Mr. Iriti has succeeded for 11 years. He reminded Mr. Iriti to continue taking his responsibilities seriously, especially regarding the service of alcohol as public safety is most important.

Mr. Borrelli asked whether the hours of operation will change.

Mr. Iriti said the hours of operation will remain unchanged.

7:09 p.m. FEMA SAFER Grant:

Dennis Condon, Fire Chief and Deb Bonanno, Fire Director of Administrative Services appeared before the Board to discuss the Needham Fire Department's submission of a grant application to FEMA for the implementation of National Fire Protection Act (NFPA) staffing levels.

Chief Condon said the Town was awarded the grant to hire eight additional firefighter paramedics. He acknowledged the work of Ms. Bonanno in securing the grant. Chief Condon said additional staff will bring the Town into compliance with NFPA 1710 standards, and would allow the Department to staff a second full-time ambulance at Station #2 without the need to take other pieces of apparatus out of service. Chief Condon stated the award of \$1.6 million in funding for salaries and benefits is the second largest award in Massachusetts this year to date.

Motion by Mr. Handel that the Board vote to ratify and endorse acceptance of the grant award from the Federal Government for eight firefighters over three years in the amount of \$1,643,230.

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

Mr. Matthews clarified while the award has been granted, the responsibility over time will shift to the Town. He noted the grant is financially significant and helps bring the Town to an appropriate level of staffing.

The Board thanked Chief Condon and Ms. Bonanno for their work on behalf of the Town.

7:15 p.m.

Public Hearing: Stormwater By-Law

The Board held a public hearing on the proposed General By-Law Amendment - Stormwater.

Ms. Fitzpatrick 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. She said 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. Ms. Fitzpatrick said for residential properties, the By-Law provides a mechanism to address concerns about the impact of construction-related run-off on abutting properties.

Ms. Fitzpatrick commented a hearing was held in March 2018 and action on the proposed By-Law article was deferred at the May 2018 Annual Town Meeting. She said a working group met over the summer and, thus far, have produced 15 or more drafts, with changes still being made. She said the goal is to reach a consensus tonight and authorize the Chair to approve the final version for printing next week in the Special Town Meeting warrant. She noted regulations pertaining to the By-Law also require discussion, proposing draft regulations be available before Town Meeting, finalized and adopted after the Board holds a public hearing, and approved

by the Attorney General. Ms. Fitzpatrick thanked Tony Del Gaizo, Town Engineer, Janet Bernardo, Chair, Conservation Commission, and Lisa Standley for their work.

Discussion ensued on various sections of the By-Law including definitions, applicability regarding permits for new construction and/or additions, illicit discharge, detection, and elimination, stormwater management and erosion control, enforcement, and effective date.

Mr. Matthews commented impervious surfaces where water runoff becomes a pollutant must be reduced. He said the key tool of the regulation seeks to increase the availability of dry wells to absorb the runoff from buildings and pavement. He noted complications arise when dealing with property with a lot of ledge, saying homeowners could contribute to a fund to tie into the existing public storm sewer. Mr. Matthews said Town Meeting will be asked to vote on the By-Law; however members must be able to see draft regulations.

Janet Bernardo, Conservation Commission, Chair reviewed a draft of the Stormwater Regulations with the Board, suggesting additional changes be made.

Discussion ensued on changes in the regulations affecting commercial and residential properties.

Mr. Matthews said information reviewed tonight will appear in the October 2018 Special Town Meeting warrant, subject to technical corrections and the guidance of Town Counsel. He said amendments could also be brought to Town Meeting, if needed.

Lisa Standley, former Chair, Conservation Commission and member of the working group reiterated her strong support for a Stormwater By-Law both legally and for control of pollutants/runoff throughout the Town. She noted the purpose of the By-Law is to ban/control sewer connections with the stormwater system, require new development and redevelopment to control infiltration and ground water recharge, and that development have an erosion control plan in place during construction. She said she submitted two written letters electronically with comments suggesting revisions, many which are being addressed. She commented a clause for commercial development needs to be addressed regarding control of runoff on a property. At the request of Mr. Matthews, Ms. Standley said she would provide text for the commercial development clause which could be given to Town Meeting members.

Mr. Matthews invited public comment.

Jeanne McKnight, 100 Rosemary Way said it is time Needham had a Stormwater Control By-Law. She said the Building Inspector has done his best to have developers realize it is in their interest to install an infiltration and stormwater

control system. She said now is the time for Needham to have a By-Law and Regulations.

Mr. Matthews said the current iteration of the By-Law will be posted to the Town website, with updates on a daily basis if needed.

Mr. Matthews asked for Board comment.

Mr. Borrelli said the working group spent a lot of time on the residential aspect of the By-Law. He said common sense measures have been brought up relating to commercial development, but have yet to be incorporated into the regulations.

Ms. Cooley said the By-Law has come a long way and is glad to see regulations in draft form. She thanked everyone for their work.

Mr. Matthews clarified his understanding of the discussion, saying Ms. Bernardo's comments are straight forward and asked Ms. Fitzpatrick to make sure information submitted by Ms. Standley fits within the By-Law and is worded correctly. He said information must be given to Town Meeting members in advance.

Motion by Mr. Handel that the Board vote to include the draft version of the Stormwater By-Law 9.07.2018 AD_jcb in the October 2018 Special Town Meeting warrant, subject to further adjustment of language, technical correction and editing by the Town Manager and Town Counsel prior to publication of the warrant.

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

8:00 p.m.

Public Safety Project Budget Update:

George Kent, Chair, PPBC and Steve Popper, Director of Design and Construction appeared before the Board with an update on the public safety project budget.

Mr. Kent reviewed "Needham Combined Public Safety Projects - CD Level Opinion of Probable Costs" saying costs have increased since meeting in March 2018. He said market conditions and design contributed to the increased estimate, as more details are known. He commented construction costs including steel, a changing labor market, and tariffs are significant drivers of the increase. He also said it is becoming more difficult to hire the quality and quantity of people to do large construction projects. Mr. Kent said the incremental cost since the last estimate in March 2018 is approximately a \$5,000,000 change, half construction related and half other things not included in the previous estimate in March. He noted the cost for a new communication system and equipment purchases are now in the estimate and will not be cheaper in the future.

Mr. Bulian commented the increase is big, taking into account the multi year staging of the project.

Ms. Fitzpatrick said of the \$73,000,000 total cost, some design money has already been appropriated; therefore the remaining amount of \$69,995,000 is the amount that will appear in the warrant.

Mr. Borrelli said the project is massive, with many moving parts. He asked the timeline for a firm number?

Mr. Kent said the number is “pretty firm,” but more will be known in the fall.

Discussion ensued on the timeline, bidding, and the estimated 8% project contingency.

Mr. Handel said everyone is mindful of the magnitude of the cost, and that it is important to remind the public that the facilities being replaced were built at a time when Needham and demand on services was much smaller. He said the new facilities are an investment for the next 50 years or more, but costs must be managed.

Mr. Matthews noted the communication design was changed based on public opinion, asking what is the associated increase from the previous estimated communication system cost?

Mr. Popper said the differential is slightly over \$1,000,000.

Mr. Matthews said being candid with the public regarding the increased cost is important.

Mr. Matthews spoke about development of the project and the goal of keeping the cost under \$70,000,000. He said uncertainties in the market regarding tariffs, may prompt some people to ask “Why not wait?”

Mr. Kent said costs would be higher if the Hillside School were not available as a temporary facility. He commented the schedule would be affected for future projects that may require Hillside School as “swing space,” and the cost of everything is rapidly increasing. He noted if the project is delayed, the cost would be substantially higher.

Mr. Matthews asked members of the Finance Committee in attendance for comment.

Joshua Levy, Finance Committee and Town Meeting member said the Finance Committee must review the information just received.

John Connolly, Finance Committee and Town Meeting member said it is important the Finance Committee have a “before” and “after” breakdown of estimated costs, as listed in the Capital Improvement Plan.

Mr. Kent and Mr. Popper said the information can be provided.

Mr. Matthews thanked everyone for their input. He said voters need to be satisfied, as the consequences of not moving forward would be a setback for the Town.

Mr. Matthews stated the Board of Selectmen will make a presentation to the Needham Heights neighborhood about the project on September 27, 2018 at the Center at the Heights and on October 1, 2018 the League of Women Voters will have a warrant meeting due to the complexity and seriousness of the matters to be discussed at Town Meeting.

8:31 p.m. Town Manager: (continued from 6:56 p.m.)

2. Close Special Town Meeting Warrant

Ms. Fitzpatrick reminded the Board that at its last meeting they reviewed the draft warrant, asking that the Board vote to close the warrant for the October 10, 2018 Special Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel, and Bond Counsel.

Motion by Mr. Handel that the Board of Selectmen vote to close the warrant for the October 10, 2018 Special Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel, and Bond Counsel.

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

Mr. Matthews commented “subject to minor technical corrections” will be broadly interpreted to incorporate changes discussed regarding the Stormwater By-Law.

3. Pedestrian Safety Project Update

Ms. Fitzpatrick provided the Board with an update on pedestrian safety initiatives, reiterating Town Meeting approved funding for a pedestrian safety audit and to engage a consultant to review sensitive areas in the downtown and around schools. She said Needham was the recipient of \$200,000 state funding through the work of State Representative Denise Garlick. She said the funds will allow the Town to take immediate action of installing rapid flashing beacons and clear signage for pedestrians. She commented a design team created the logo “Heads Up At Crosswalks,” and “Heads Up Phones Down,” which have been reproduced on bags for distribution at various fairs and Town events. She said this is the first step in reminding folks to be mindful and aware when in crosswalks or while driving.

Mr. Bulian said as a community people can be encouraged to drive better, safer, smarter, and to put phones away while driving. He said many people are concerned with the continued problems occurring on the roads, not just in Needham, but nationwide. Mr. Bulian said he was disappointed to find proposed legislation at the state level requiring “hands free” cell phone use has not been successful. He said

Needham should take a leadership role, as well as asking State Representative Garlick what the chances are of legislation passing in the next legislative session.

Mr. Matthews said he believes enforcement is good in Needham with many warnings, even if tickets are not being issued. He concurred that the use of cell phones by pedestrians and drivers needs to be addressed.

8:41 p.m. Board Discussion:

1. Town Manager Performance Evaluation

Ms. Cooley explained the Selectmen completed individual evaluations, and it is well known the Town of Needham has a wonderful Town Manager who meets or exceeds expectations on a regular basis on a variety of dimensions. Ms. Cooley said the Board considered items including personal characteristics, professionalism, public relations and communications, Board support and relations, organizational leadership, financial management, planning and organization, and achievement of goals. Ms. Cooley commented it appears the workload has also increased, and the pace and volume of activity, as well as a more demanding public are a challenge. Ms. Cooley said everyone is working as quickly as possible to make reasonable decisions on projects for the Town. She acknowledged the desire for increased communication, primarily through social media, but it is a skill which is increasingly more complex. Ms. Cooley commented on annual Board Goals, suggesting the Board may need to consider adding a communication staff member, fluent in all aspects of social media including viral video. She thanked Ms. Fitzpatrick for her work.

Mr. Borrelli said the evaluation provides an in depth look at accomplishments. He concurred the Board should consider delegating and streamlining some work to facilitate communications with the community. He thanked Ms. Fitzpatrick for being part of the team.

Mr. Matthews said the pace of business is very fast, noting it is more important to be right, rather than fast. He concurred a staffing change allowing for better communication with the public would make a difference.

Mr. Handel agreed, however suggested the public must be educated enough to become more engaged in their own interests.

Mr. Bulian said Needham continues to grow and people are paying premium dollars for their property, expecting a certain level of service and performance. He said more pressure is put on the Board of Selectmen and the Town Manager, hence the expansion of Board goals. He wondered what surrounding communities are doing to meet the same challenge.

Mr. Matthews commented information must be accessible, and hopefully people will step up.

Mr. Borrelli said people become engaged when an issue affects them. He suggested the Board have one voice in getting messages out to the community.

Ms. Fitzpatrick thanked all the staff members for their good work. She commented 99.8% of the time people are happy and moving in the same direction.

Mr. Matthews concluded the team effort is very good, acknowledging Ms. Fitzpatrick is one of the best Town Managers, and thanked her for her work.

Motion by Mr. Handel that the Board vote to approve the Town Manager Consensus Evaluation Overview Document dated September 11, 2018.

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

2. Committee Reports (continued from 6:57 p.m.)

No additional Committee Reports were made.

9:02 p.m.

Adjourn:

Motion by Mr. Handel that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of September 11, 2018.

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

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

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