

BOARD OF SELECTMEN

October 23, 2018

Needham Town Hall

Agenda

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

	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Veterans' Day Proclamation
2.	7:00	Public Hearing: Eversource Energy Grant of Location- Great Plain Avenue
3.	7:00	Public Hearing- Change of Category Retail Package Store Wine and Malt only to All Alcoholic Retail Package Store for Volante Farms, 292 Forest Street
4.	7:00	Public Hearing- New All Alcoholic Retail Package Store License for Gordon's Fine Wines of Needham, Inc. (77-79 Wexford Street)
5.	7:30	Consideration of Section 15 All Alcohol Licenses • Board Discussion
6.	7:45	Town Manager • MPO Annual Election October 31, 2018 • Rules & Regulations for Use of School Facilities • Town Manager's Report
7.	8:00	Board Discussion • Discuss Update of FY2019 – FY2020 Goals • Committee Reports

APPOINTMENTS

1.	Local Emergency Planning Committee	See List at end of agenda. All terms are indefinite.
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CONSENT AGENDA *=Backup attached

1.*	Approve a One Day Special All Alcoholic Beverages License for Chris Brinkhaus, of St. Sebastian's School to hold its Alumni Reception event on October 23, 2018 from 6:00 p.m. to 9:00 p.m. The event will be held in Ward Hall, 1191 Greendale Avenue, Needham MA.
2.	Accept a \$1,500 donation made to the Needham Health Department's Substance Abuse Prevention & Education Program from the Needham High School PTC.
3.*	Approve Open Session minutes of October 9, 2018 and October 10, 2018.

4.	Accept the following donations made to the Needham Park and Recreation Commission for the Children's Theatre and Arts in the Parks Summer Series: \$35 on-site donations for Children's Theatre; \$241 on-site donations for Arts in the Parks; and \$1 from Carol Proia for Arts in the Parks.
5.*	Approve a request from the Needham Running Club to hold its annual New Year's Day 5K road race on Monday, January 1, 2019 from 9:00 a.m. to 1:00 p.m. The race application has been approved by the following departments: DPW, Police, Fire and Park and Recreation.
6.	Approve request from the Newton Needham Regional Chamber to hold the Annual Blue Tree Lighting Ceremony on Saturday, December 1, 2018 at 4:30 p.m. in Avery Square and Blue Tree festivities at the Town Common at 5:00 p.m. Approval also includes use of Garrity Way from 1:00 p.m. to 6:00 p.m.
7.	Approve request from the Newton Needham Regional Chamber to have "meter-free" parking in Needham Center and Needham Heights from November 22, 2018 through January 2, 2019.
8.*	Approve a One Day Special Wines & Malt Beverages License for Robert T. Timmerman II, of the Needham Knights of Columbus to host its Autumn Harvest Tasting event on November 2, 2018 from 6:00 p.m. to 10:00 p.m. The event will be held at the Needham Knights of Columbus, 1211 Highland Avenue, Needham.
9.	Support Youth Services' "Needham Unplugged" for the month of March 2019 including its annual no-meeting night/no-homework night which will be held on Thursday, March 14, 2019.
10.*	Approve a 20B Exemption for Joseph Scott Brumit who is an employee with the Needham Public Schools- Continuing Education Programs, to engage in work with the Council on Aging as a Tai Chi/QiGong Instructor.

LEPC APPOINTEES	REP LEVEL		
Dennis Condon	Primary	Eddie Sullivan	Secondary
John Schlittler	Primary	Tiffany Zike	Secondary
Timothy McDonald	Primary	Debbie Anderson	Primary
John Regan	Primary	Shane Marchand	Secondary
Marc Mandel	Primary	Robert Lewis	Secondary
Barry Dulong	Primary	Tatiana Swanson	Secondary
Richard Merson	Primary	Christopher Coleman	Secondary
David Davison	Primary	Pam Sullivan	Secondary
Kate Fitzpatrick	Primary	Justin McCullen	Secondary
Barbara Singer	Primary	Rebecca Ping	Tertiary
Dale Wise	Primary	Tara Gurge	Tertiary
Wolfgang Floitgraf	Primary	Carys Lustig	Tertiary
John Kraemer	Secondary	Michelle Vaillancourt	Tertiary
Donald Anastasi	Secondary	Sandy Cincotta	Tertiary
		Keith Ford	Tertiary

Proclamation

WHEREAS: On Veterans' Day our Nation comes together to honor our veterans and commemorate their legacy of service and sacrifice; and

WHEREAS: Needham residents have answered the call of duty in every war and expedition in our nation's history to ensure the security of our Country and its ideals; and

WHEREAS: Returning veterans contribute in important ways to the civic life of our Town; and

WHEREAS: Their service, performed with a sense of duty and honor, reflects great credit upon themselves and upon our community;

NOW THEREFORE, The Board of Selectmen of the Town of Needham do hereby recognize Sunday, November 11, 2018 as Veterans' Day and ask the citizens of the Town to join in appropriate observance of those who have served, preserving the principles of justice, freedom and democracy.

Signed this 23rd day of October 2018

Daniel P. Matthews, Chair

John A. Bulian, Vice Chair

Maurice P. Handel, Clerk

Matthew D. Borrelli

Marianne B. Cooley



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

MEETING DATE: 10/23/2018

Agenda Item	Public Hearing: Eversource Energy Grant of Location – Great Plain Avenue
Presenter(s)	Karen Johnson, Eversource Energy Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED Eversource Energy requests permission to install approximately 20 feet of conduit in Great Plain Avenue. This work is necessary to provide new underground electric service at 810 Great Plain Avenue, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN <u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 20 feet of conduit in Great Plain Avenue. This work is necessary to provide new underground electric service at 810 Great Plain Avenue, Needham.
3.	BACK UP INFORMATION ATTACHED (Describe backup below) a. Grant of Location Petition Review Sheet from DPW b. Letter of Application c. Petition d. Order e. Petition Plan f. Notice Sent to Abutters g. List of Abutters

** Note: David Tocci, Builder will be present
as conduit has been previously installed.*

**TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT**

P.O. Box 920364 NEEDHAM, Ma. 02492 Telephone: (781) 455-7550
www.needhamma.gov/dpw

TO: Nikki Witham, Selectmen Office

FROM: Judy Laffey, DPW Office

DATE: 9/27/18

RE: 810 Great Plain Ave - GOL W.O. 2295315

For Selectmen Meeting of Oct. 9, 2018

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

DPW

** work has already been done*

*used to be in Fair Oaks
* moved to 211 SPP*

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 9-27-18

REVIEWER: RWW.

SITE LOCATION: 810 GREAT PLAIN AVE

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

☒ A Sidewalk/Grass Strip Crossing Only

Peer Review Mr 9/27/18 *

B Work Within Paved Road Perpendicular Crossing

Peer Review _____

C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway

Peer Review _____ Div. Head Review _____

D Other

Peer Review _____ Div. Head Review _____

☒ Petition Plan Consistent with Field Review

☒ Old Pole Removed *N/A*

☒ Diameter of Conduit *3"*

☒ Cables Transferred to New Pole *N/A*

☒ Depth of Conduit

☒ New Riser on Pole *Yes*

☒ Utility Conflicts

☒ Visible Trench Patch across Road/Sidewalk *Yes*

☒ Crossing Perpendicular to Road *N/A*

☐ Abutters List Complete

☒ Public Road

☒ Photos Included

☒ Double Pole *NO*

Department Head R.P. Merson

COMMENTS:

- Cover Letter states conduit length = 34 ft.

- Application states conduit length = 20 ft.

- RISER ON POLE, TRENCH VISIBLE ACROSS S.W. NO A.H. CONNECTION

** STREET PERMIT ISSUED TO PREVIOUS OWNER 132 FAIR OAKS; GOL NOT INCLUDED IN STREET PERMIT.*

October 2, 2018

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

RE: Great Plain Avenue
Needham, MA
W/O #2295315

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 20 feet of conduit in Great Plain Avenue.

The reason for this work is to provide underground electric service to 810 Great Plain Avenue.

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

Very truly yours,



Kelly-Ann Correia, Supervisor
Rights and Permits

KAC/kj
Attachments

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

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

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated September 25, 2018** and filed herewith, under the following public way or ways of said Town:

**Great Plain Avenue - Southwesterly from pole 3/111, approximately
115 feet east of Fair Oaks Park a distance of
20 ± feet of conduit**

W/O #2295315

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**



By: _____
Kelly-Ann Correia, Supervisor
Rights & Permits

Dated this 2nd day of October

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2018

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

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

**Great Plain Avenue - Southwesterly from pole 3/111, approximately
115 feet east of Fair Oaks Park a distance of
20 ± feet of conduit**

W/O #2295315

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

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis, Dated September 25, 2018** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

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

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2018 at _____ in said Town.

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

CERTIFICATE

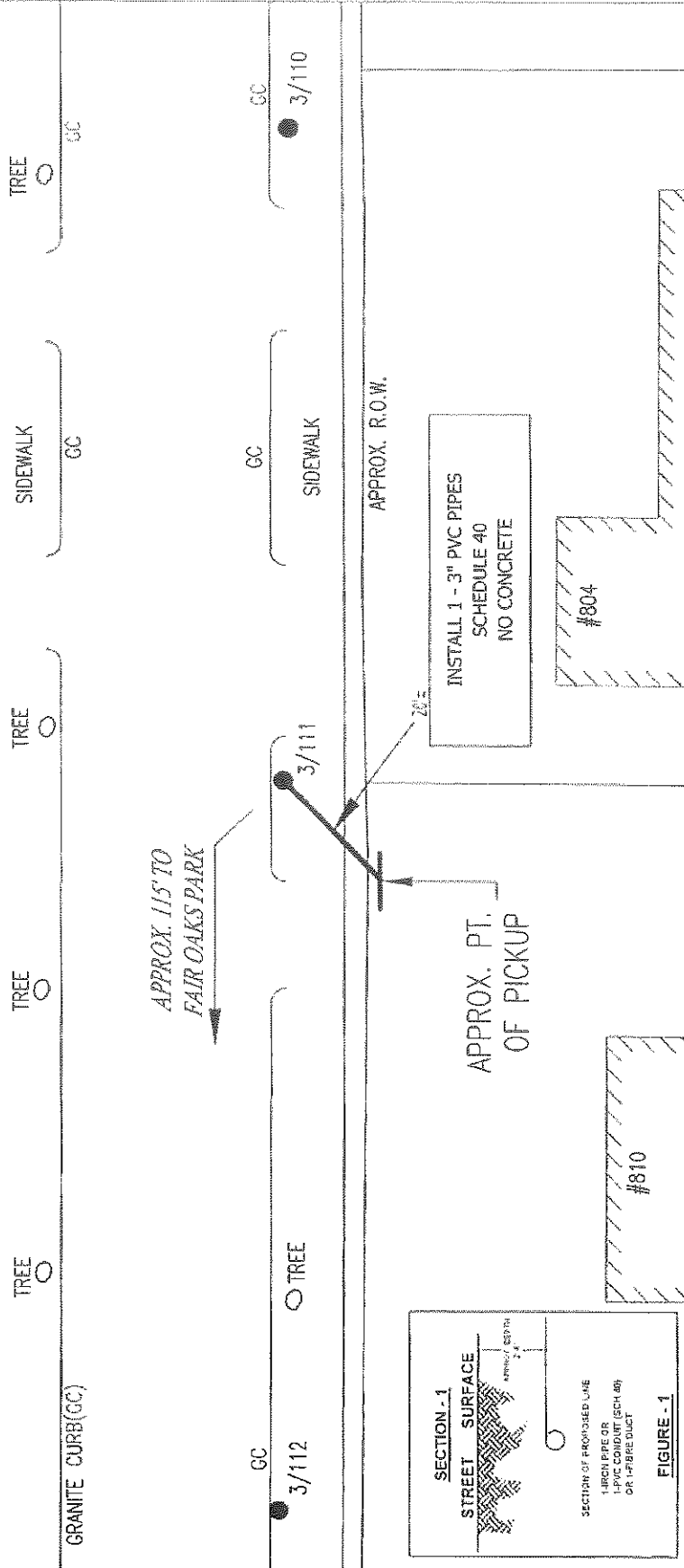
I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2018 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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

#811

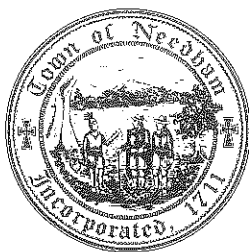
GREAT PLAIN AVE

APPROX. R.O.W.



INSTAR EVERSOURCE 1155 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
Ward #	Work Order # 2295315
Surveyed by: N/A	Research by: N/A
Plotted by: PG	Proposed Structures: TL
Approved: A DEBENEDICTIS	Scale 1"=20'
P#	Date SEPTEMBER 25, 2016
Showing CUSTOMER HAS INSTALLED CONDUIT	SHEET 1 of 1

MASS. LAW
REQUIRED 12 HOURS ADVANCE NOTICE TO CITY OF DORCHESTER
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-800-344-7233



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on October 23, 2018** upon petition of Eversource Energy dated **October 2, 2018** to install approximately 20 feet of conduit in Great Plain Avenue. The work is necessary to provide underground electric service to 810 Great Plain Avenue, Needham.

A public hearing is required and abutters should be notified.

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

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

BOARD OF SELECTMEN

Dated: October 12, 2018

810 GREAT PLAIN AVENUE

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
CORCORAN, GERALD P	CORCORAN, MARY F	131 FAIR OAKS PK	NEEDHAM	MA	02492	1990400003500000	131 FAIR OAKS PK
SCHOLL, CRAIG &	SCHOLL, REBECCA KELLER	115 FAIR OAKS PK	NEEDHAM	MA	02492	1990500007000000	115 FAIR OAKS PK
FALLON, MARGUERITE M.		804 GREAT PLAIN AVE	NEEDHAM	MA	02492	1990400000100000	804 GREAT PLAIN AVE
HANEY, JOHN J. TR. &	HANEY, CAROL A. TR.	821 WEBSTER ST	NEEDHAM	MA	02492	1990390008600000	821 WEBSTER ST
WAGNER, STEPHEN K. +	WAGNER, CHARLOTTE G.	144 FAIR OAKS PK	NEEDHAM	MA	02492	1990400000400000	144 FAIR OAKS PK
ALVA, SANDEEP		118 FAIR OAKS PK	NEEDHAM	MA	02492	1990490008500000	118 FAIR OAKS PK
WEBB, ROBERT D. JR. &	WEBB, MARY M.	810 GREAT PLAIN AVE	NEEDHAM	MA	02492	1990400000200000	810 GREAT PLAIN AVE
GOODMAN, DANIEL &	GOODMAN, AUBREY	807 GREAT PLAIN AVE	NEEDHAM	MA	02492	1990490008400000	807 GREAT PLAIN AVE

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

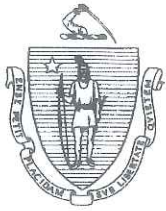


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 10/23/2018

Agenda Item	Public Hearing- Change of Category Retail Package Store Wine and Malt only to All Alcoholic Retail Package Store for Volante Farms, 292 Forest Street
Presenter(s)	David Volante, Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. Volante will present an application for a Change of License Category for a Retail Package Store License for Volante Farms: from Wine and Malt beverages only to All Alcoholic beverages. Volante Farms has been licensed as a wine and malt only retail package store at its present location since February, 2013. Volante Farms is a one story building that has 320 square feet devoted to the display of alcoholic (currently wine and malt only) beverages. No change in the area currently licensed for the sale of alcoholic beverages is planned for this requested change in Category.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motion: That the Board of Selectmen approve the application for a change in License Category from Wine and Malt Beverages to All Alcohol Retail Package Store License under the Town of Needham Rules and Regulations Applicable to Package Stores for Volante Farms, David Volante, Manager, and to forward the approved Alcohol License application to the ABCC for approval.	
3.	BACK UP INFORMATION ATTACHED
1. ABCC Application for Amendment – Change of License Classification: Category 2. DOR Certificate of Good Standing 3. DUA Certificate of Compliance 4. Corporate Vote 5. Abutter's Notification/Advertisement All other pertinent documents relative to the application that need to be forwarded to the ABCC are on file in the Town Manager's Office.	



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

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

APPLICATION FOR AMENDMENT-Change of License Classification

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL
LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: <https://www.paybill.com/mass/abcc/retail/>
PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL

EPAY CONFIRMATION NUMBER

261003

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

00030-PK-0770

ENTITY/ LICENSEE NAME

Volante Farms

ADDRESS

292 Forest St.

CITY/TOWN

Needham

STATE

MA

ZIP CODE

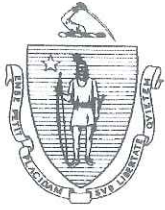
02492

For the following transactions (Check all that apply):

- | | | | |
|--|---|--|---|
| ☐ New License | ☐ Change of Location | ☐ Change of Class (i.e. Annual / Seasonal) | ☐ Change Corporate Structure (i.e. Corp / LLC) |
| ☐ Transfer of License | ☐ Alteration of Licensed Premises | ☐ Change of License Type (i.e. club / restaurant) | ☐ Pledge of Collateral (i.e. License/Stock) |
| ☐ Change of Manager | ☐ Change Corporate Name | ☒ Change of Category (i.e. All Alcohol/Wine, Malt) | ☐ Management/Operating Agreement |
| ☐ Change of Officers/
Directors/LLC Managers | ☐ Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | ☐ Issuance/Transfer of Stock/New Stockholder | ☐ Change of Hours |
| | | ☐ Other <input type="text"/> | ☐ Change of DBA |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS
TRANSMITTAL FORM ALONG WITH
COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
239 CAUSEWAY STREET
BOSTON, MA 02241-3396



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

2018 SEP 27 P 12:18

APPLICATION FOR AMENDMENT-Change of License Classification

☒ **Change of Category**

(e.g. All Alcohol, Wines and Malt)

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Category Application
- Vote of the Entity
- Abutter's Notification*
- Advertisement*

☐ **Change of Class**

(e.g. Seasonal /Annual)

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Classification Application
- Vote of the Entity
- Abutter's Notification*
- Advertisement*

☐ **Change of License Type**

(\$12 ONLY, e.g. general on premises, tavern, inn, restaurant)

- Change of License Type Application
- Vote of the Entity
- Advertisement*

*If abutter notification and advertisement is required for transaction, please see the local licensing authority.

1. BUSINESS ENTITY INFORMATION

Entity Name

Municipality

ABCC License Number

Volante Farms

Needham

00030-PK-0720

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

Change license category from "Wine and Malt Only" to "All Alcohol"

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name

Title

Email

Phone

David Volante

Owner

davevolante@farms.com

781-405-9827

2. LICENSE CLASSIFICATION INFORMATION

2a. Change of License Category

All Alcohol, Wine and Malt,
Wine Malt and Cordials

Last-Approved License Category

Wines and Malt Beverages

Requested New License Category

All Alcoholic Beverages

2b. Change of License Class

Seasonal or Annual

Last-Approved License Class

Requested New License Class

2c. Change of License Type*

i.e. Restaurant to Club

*Certain License Types

CANNOT change once issued*

Last-Approved License Type

Requested New License Type

Signature:

[Signature]

Date:

9/18/18

Title:

Owner



Commonwealth of Massachusetts
Department of Revenue
Christopher C. Harding, Commissioner

mass.gov/dor

Letter ID: L1087130240
Notice Date: October 4, 2018
Case ID: 0-000-441-736



CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



VOLANTE FARMS INC
292 FOREST ST
NEEDHAM MA 02492-1329

Why did I receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, VOLANTE FARMS INC is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.

What if I have questions?

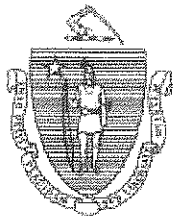
If you have questions, call us at (617) 887-6367 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 8:30 a.m. to 4:30 p.m..

Visit us online!

Visit mass.gov/dor to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief
Collections Bureau



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

Charles D. Baker
GOVERNOR

Karyn E. Polito
LT. GOVERNOR



143347089

Rosalin Acosta
SECRETARY

Richard A. Jeffers
DIRECTOR

VOLANTE FARMS INC
292 Forest Street
Needham, MA 02492-1319

EAN: 09278261
September 18, 2018

Certificate Id:20510

The Department of Unemployment Assistance certifies that as of 9/18/2018 ,VOLANTE FARMS INC is current in all its obligations relating to contributions, payments in lieu of contributions, and the employer medical assistance contribution established in G.L.c.149,§189.

This certificate expires in 30 days from the date of issuance.

Richard A. Jeffers, Director

Department of Unemployment Assistance

CORPORATE VOTE

The Board of Directors or LLC Managers of

Volante Farms

Entity Name

duly voted to apply to the Licensing Authority of

Needham

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

8/17/18

Date of Meeting

For the following transactions (Check all that apply):

- ☐ Change of Class (i.e. Annual / Seasonal)
☐ Change of License Type (i.e. club / restaurant)
☒ Change of Category (i.e. All Alcohol/Wine, Malt)
☐ Other

"VOTED: To authorize

David Volante

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

A true copy attest,

For Corporations ONLY

A true copy attest,

[Signature]

Corporate Officer /LLC Manager Signature

Corporation Clerk's Signature

LEGAL NOTICE

TOWN OF NEEDHAM

Application for Change of Category in a Package Store

Notice is hereby given pursuant to Massachusetts General Laws, Chapter 138, Section 15 that Volante Farms Inc. David Volante, Manager, has applied for a Change of License Category from Wine and Malt to All Alcohol.

IT IS ORDERED that a public hearing be held for said application at the office of the Board of Selectmen acting as the Needham Licensing Authority located in the Town Hall, 1471 Highland Avenue on the 23rd day of October 2018 at 7:00 o'clock p.m.

Board of Selectmen
Licensing Board for the Town of Needham

To be published:
Needham Times
October 11, 2018



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

MEETING DATE: 10/23/2018

Agenda Item	Public Hearing- New All Alcoholic Retail Package Store License for Gordon's Fine Wines of Needham, Inc. (77-79 Wexford Street)
Presenter(s)	Stephen V. Miller, Esquire David Gordon, Proposed Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. Miller will present an application for an All Alcoholic Retail Package Store License for Gordon's Fine Wines of Needham, Inc., d/b/a Gordon's Fine Wine. Gordon's is a new package store that will be located at 77-79 Wexford Street. The store will consist of 9,790 square feet all on one floor, with approximately 2,500-3,000 square feet that will be used for retail space and about 7,500 – 7000 square feet that will be used for storage. There is one entrance located at the front and two exits located at the side and rear of the property.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motion: That the Board of Selectmen approve the application for a new All Alcohol Retail Package Store License under the Town of Needham Rules and Regulations Applicable to Package Stores for Gordon's Fine Wines of Needham, Inc, d/b/a Gordon's Fine Wine David Gordon, Manager, and to forward the approved Alcohol License application to the ABCC for approval.	
3.	BACK UP INFORMATION ATTACHED
1. Retail Application for License 2. Business Entity Summary/Articles of Incorporation 3. Corporate Vote 4. Tip Certifications 5. Floorplan 6. Letters from public in support of application 7. Business Certificate 8. Lease Agreement/Letter of Intent 9. Financial Support 10. Legal Notice Information All other pertinent documents relative to the application that need to be forwarded to the ABCC are on file in the Town Manager's Office.	

Application for a New License with Applicant Statement



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

APPLICATION FOR A NEW LICENSE

Municipality

1. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES

Off-Premises-15

TYPE

\$15 Package Store

CATEGORY

All Alcoholic Beverages

CLASS

Annual

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

High end retail package store providing wine beverages.

Is this license application pursuant to special legislation?

☐ Yes ☒ No

Chapter

Acts of

2. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Entity Name

FEIN

DBA

Manager of Record

Street Address

Phone

Email

Alternative Phone

Website

3. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

On first floor of building, retail area, counter space, and storage for beverages (+/- 9,790 SF).

Total Square Footage:

Number of Entrances:

Seating Capacity:

Number of Floors

Number of Exits:

Occupancy Number:

4. APPLICATION CONTACT

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:

Phone:

Title:

Email:

APPLICATION FOR A NEW LICENSE

5. CORPORATE STRUCTURE

Entity Legal Structure	Corporation	Date of Incorporation	Sep 21, 2018
State of Incorporation	Massachusetts	Is the Corporation publicly traded?	☐ Yes ☒ No

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises (Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
Richard Gordon	72 Redwood Rd, Newton Ma 02459		
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
President, Secretary, Treasurer, Director	100%	☒ Yes ☐ No	☒ Yes ☐ No
			MA Resident
			☒ Yes ☐ No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		☐ Yes ☐ No	☐ Yes ☐ No
			MA Resident
			☐ Yes ☐ No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		☐ Yes ☐ No	☐ Yes ☐ No
			MA Resident
			☐ Yes ☐ No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		☐ Yes ☐ No	☐ Yes ☐ No
			MA Resident
			☐ Yes ☐ No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		☐ Yes ☐ No	☐ Yes ☐ No
			MA Resident
			☐ Yes ☐ No

Additional pages attached? ☐ Yes ☒ No

CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?
Please provide a copy of the management agreement.

☐ Yes ☒ No

APPLICATION FOR A NEW LICENSE

6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☒ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
Richard Gordon	\$15 Package Store	Gordon's Fine Wines and Liquors of f	Boston, MA
Richard Gordon	\$15 Package Store	Gordon's Waltham Pack, Inc.	Waltham, MA
Richard Gordon	\$15 Package Store	Gordon's Liquor, Inc.	Waltham, MA

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☒ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
Richard Gordon	Distributor	N.P. Beverage Corp.	Lawrence, MA
Richard Gordon	Distributor	Constadine Boston Distributing Co.,	Westwood, MA

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name 888 Illuminate PBB LLC

Landlord Phone N/A

Landlord Email N/A

Landlord Address 144 GOULD STREET, SUITE 152, NEEDHAM HEIGHTS, MA 02494

Lease Beginning Date 12/1/2018

Rent per Month 9,790

Lease Ending Date 12/1/2025

Rent per Year 117,480

Will the Landlord receive revenue based on percentage of alcohol sales?

☐ Yes ☒ No

APPLICATION FOR A NEW LICENSE

8. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	0
B. Purchase Price for Business Assets	\$250,000.00
C. Other (Please specify)	0
D. Total Cost	\$250,000.00

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial Institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Gordon's Fine Wines	\$250,000.00
Total	\$250,000.00

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
N/A	N/A	N/A	☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

Financial contributions will be provided through existing funds of the corporation.

9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? ☐ Yes ☒ No

Please indicate what you are seeking to pledge (check all that apply) ☐ License ☐ Stock ☐ Inventory

To whom is the pledge being made?

10. MANAGER APPLICATION

A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises:

Proposed Manager Name David Gordon

Date of Birth

SSN

Residential Address 142 Bridle Trail Road, Needham, MA 02492

Email dgordon@gordonswine.com

Phone 617-680-2003

Please indicate how many hours per week you intend to be on the licensed premises 40+

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?*

☒ Yes ☐ No *Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship: US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime?

☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
March 2000	Present	Vice President	Gordon's Fine Wines & Liquors, Inc.	Richard Gordon

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary, utilizing the format below.

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

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature David Gordon

Date 10/01/2018

ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

SECTION 6A: INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE (continued)

Name	License Type	License Name	Municipality
Richard Gordon	\$15 Package Store	Watertown Family Liquor Store, Inc.	Watertown, MA
Richard Gordon	\$15 Package Store	Gordon's Liquors of Newton, Inc.	Newton, MA

APPLICANT'S STATEMENT

I, Richard Gordon the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager
Authorized Signatory

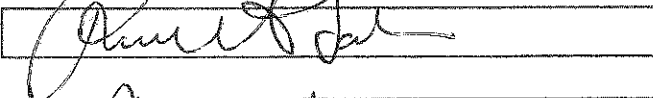
of Gordons Fine Wines of Needham, Inc.
Name of the Entity/Corporation

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

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

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:



Date:

10/1/18

Title:

President

Business Entity Summary



Corporations Division

Business Entity Summary

ID Number: 001347163[Request certificate](#)[New search](#)**Summary for:** GORDONS FINE WINES OF NEEDHAM, INC.**The exact name of the Domestic Profit Corporation:** GORDONS FINE WINES OF NEEDHAM, INC.**Entity type:** Domestic Profit Corporation**Identification Number:** 001347163**Date of Organization in Massachusetts:**
09-24-2018**Last date certain:****Current Fiscal Month/Day:** 09/30**The location of the Principal Office:**

Address: 72 REDWOOD ROAD

City or town, State, Zip code, NEWTON, MA 02459 USA

Country:

The name and address of the Registered Agent:

Name: RICHARD GORDON

Address: 72 REDWOOD ROAD

City or town, State, Zip code, NEWTON, MA 02459 USA

Country:

The Officers and Directors of the Corporation:

Title	Individual Name	Address
PRESIDENT	RICHARD GORDON	72 REDWOOD ROAD NEWTON, MA 02459 USA
TREASURER	RICHARD GORDON	72 REDWOOD ROAD NEWTON, MA 02459 USA
SECRETARY	RICHARD GORDON	72 REDWOOD ROAD NEWTON, MA 02459 USA
DIRECTOR	RICHARD GORDON	72 REDWOOD ROAD NEWTON, MA 02459 USA

Business entity stock is publicly traded: ☐**The total number of shares and the par value, if any, of each class of stock which this business entity is authorized to issue:**

Class of Stock	Par value per share	Total Authorized		Total issued and outstanding
		No. of shares	Total par value	No. of shares
CNP	\$ 0.00	275,000	\$ 0.00	100

☐ Consent ☐ Confidential Data ☐ Merger Allowed ☐ Manufacturing

View filings for this business entity:

ALL FILINGS
Administrative Dissolution
Annual Report
Application For Revival
Articles of Amendment
Articles of Chapter Conversion

View filings

Comments or notes associated with this business entity:

[New search](#)

Corporate Vote

CORPORATE VOTE

The Board of Directors or LLC Managers of Gordons Fine Wines of Needham, Inc.
Entity Name
duly voted to apply to the Licensing Authority of Needham, MA and the
City/Town
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on Sep 24, 2018
Date of Meeting

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| ☒ New License | ☐ Change of Location | ☐ Change of Class (i.e. Annual / Seasonal) | ☐ Change Corporate Structure (i.e. Corp / LLC) |
| ☐ Transfer of License | ☐ Alteration of Licensed Premises | ☐ Change of License Type (i.e. club / restaurant) | ☐ Pledge of Collateral (i.e. License/Stock) |
| ☐ Change of Manager | ☐ Change Corporate Name | ☐ Change of Category (i.e. All Alcohol/Wine, Malt) | ☐ Management/Operating Agreement |
| ☐ Change of Officers/
Directors/LLC Managers | ☐ Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | ☐ Issuance/Transfer of Stock/New Stockholder | ☐ Change of Hours |
| | ☐ Other <u> </u> | ☐ Change of DBA | |

"VOTED: To authorize

Richard Gordon

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

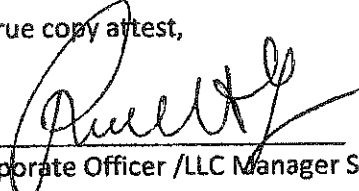
"VOTED: To appoint

David Gordon

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,


Corporate Officer /LLC Manager Signature

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

TIPS Certification for Proposed Manager of Record

This is your official TIPS certification card. Carry it with you as proof of your TIPS certification.

Congratulations!

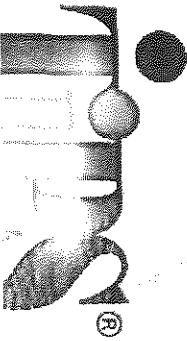
This card certifies that you have successfully completed the TIPS (Training for Intervention Procedures) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.

Sincerely,


Adam F. Chafetz
NCT President



ID#: 4909533 Name: David M Gordon
Exam Date: 9/25/2018 Expiration Date: 9/25/2021

CERTIFIED



eTIPS Off Premise 3.0

Issued: 9/25/2018

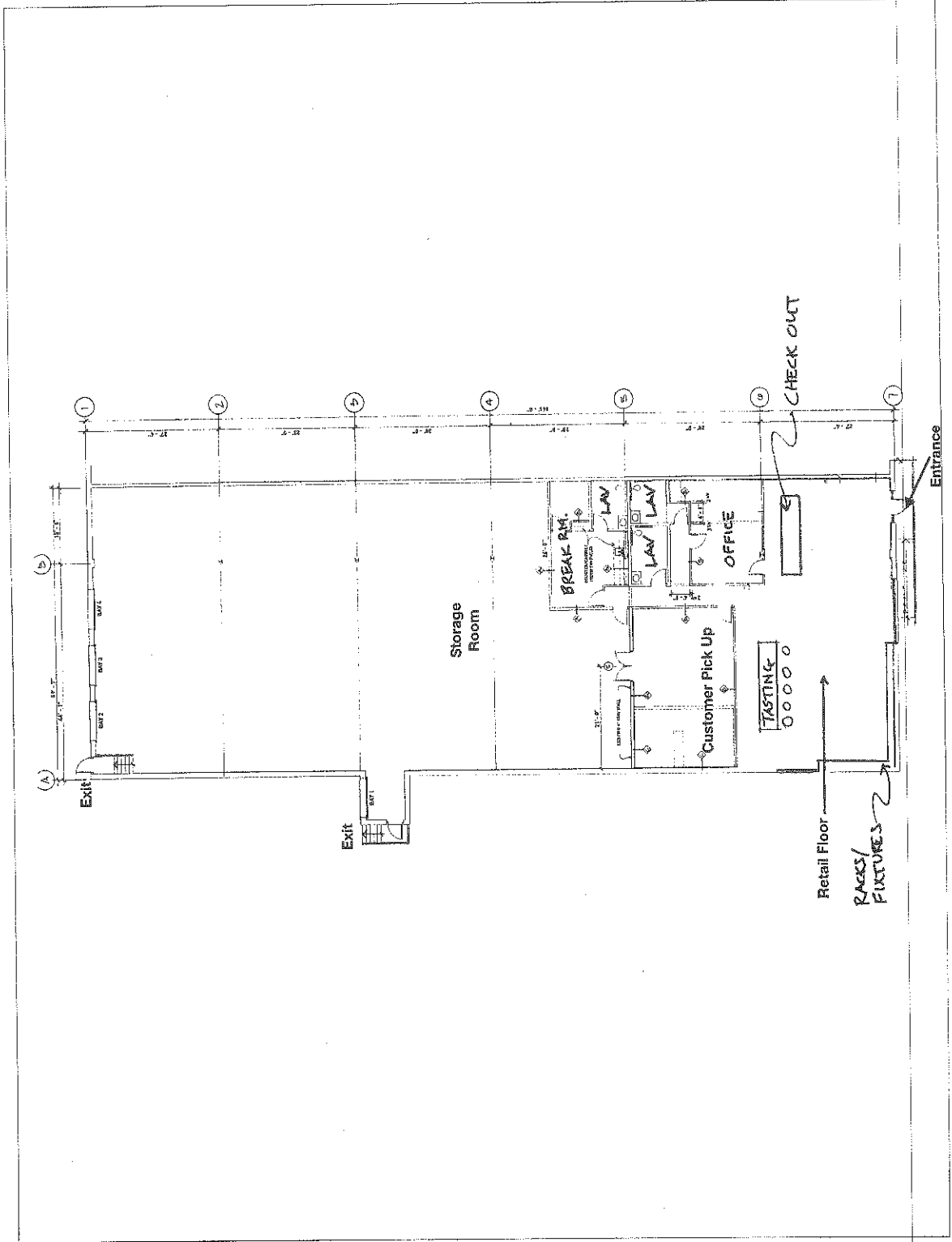
Expires: 9/25/2021

ID#: 4909533

David M Gordon
Gordons Fine Wines and Liquors
894 Main St
Waltham, MA 02451-7401

For service visit us online at www.gettips.com

Floor Plan



**LETTERS RECEIVED
IN SUPPORT OF
APPLICATION**

Sandy Cincotta

From: Estefano, Annette <aestefano@adfam.com>
Sent: Monday, October 15, 2018 4:12 PM
To: Sandy Cincotta
Cc: Irwin
Subject: Gordon Needham

Dear Board of Selectman,

My Name is Irwin Chafetz, and I am a business owner at 300 First Avenue, Needham, MA 02494. I am writing you to support Gordon Fine Wines of Needham and there application for a license at 77 Wexford Street in Needham.

Sincerely,

Irwin Chafetz

Sandy Cincotta

From: Michelle DeSimone <mdesimone@NeedhamBank.com>
Sent: Monday, October 15, 2018 2:01 PM
To: Sandy Cincotta
Subject: Gordons Fine Wines license application

Dear Board of Selectman,

My Name is Michelle DeSimone and I am an employee of Needham Bank located at 214 Garden St, Needham MA. I am writing you to support Gordons Fine Wines of Needham and there application for a license at 77 Wexford St in Needham. I have worked for Needham Bank over the last 8 years and have grown to love this community. I have known the Gordon Family for 10 years and can say they would be a welcome addition to the Needham Community, as they are very family and community oriented and in full support of all small business. Please consider approving the license application for Gordons.

Sincerely,
Michelle DeSimone

Michelle DeSimone | VP Private Banking | P: 781-474-5925 | F: 781-474-5926 | C: 781-760-3075

Needham Bank | 214 Garden Street, Needham, MA 02492

Secure File Transfer @ NBExchange: <HTTPS://FTA.NeedhamBank.com>

*** Confidentiality Notice from Needham Bank.***

Under no circumstances should nonpublic customer information (NPCI) be transmitted via unsecured email. For your protection and that of our customers, please do not include account numbers, social security numbers, passwords or any other NPCI in email messages sent to or from Needham Bank.

If the reader of this email, regardless of the address or routing, is not an intended recipient, be aware that any disclosure, copying, distribution, dissemination, or use of the contents of this email and all files transmitted with it is prohibited. If you have received this email in error, please delete this email and all files transmitted with it from your system and immediately notify Needham Bank by sending a reply email to the sender of this message.

Ms. Sandy Cincotta
Board of Selectman
Needham, MA

Dear Ms. Cincotta,

My name is Martin J. Feeney and I am a resident of Needham located on Mayflower Road.

I am writing you to support Gordon's Fine Wines of Needham and their application for a license at 77 Wexford Street in Needham.

I have been a customer of Gordon's for over twenty years and have would recommend them for their fine and courteous service. Their knowledge of their product and their ability to transfer this knowledge to customers would be invaluable to new and existing customers.

Sincerely,

Martin J. Feeney

Sandy Cincotta

From: Harriet Felts <hcfelts@aol.com>
Sent: Tuesday, October 16, 2018 12:57 PM
To: Sandy Cincotta
Subject: Letter of Support for Gordons Wines

Dear Board of Selectman,

My Name is Harriet Felts, and I am a resident at 16 Wildale Circle, Needham. I am writing you to support Gordons Fine Wines of Needham and there application for a license at 77 Wexford St in Needham.

Sincerely,

Harriet Felts
16 Wildale Circle
Needham

Sandy Cincotta

From: Evan Freid <evanfreid@me.com>
Sent: Tuesday, October 16, 2018 9:34 AM
To: Sandy Cincotta
Subject: In support of Gordons Fine Wines

My name is Evan Freid and I have been a Resident of Needham for 35 years. I am writing to you to support Gordons Fine Wines of Needham and their application for a License at 77 Wexford St in Needham. I think this business would be an asset to the Needham area. David Gordon recently became a Needham resident with his wife and two children. What could possibly be better than supporting a new, young local family trying to grow a local business. We need to support our town residents, especially those who want to open business' close to home.

Evan Freid

10 Wildale Circle
Needham, Ma. 02494
617-966-9999

Sandy Cincotta

From: rayandjoanl@comcast.net
Sent: Friday, October 19, 2018 12:09 PM
To: Sandy Cincotta
Subject: Retail Liquor License

Dear Board of Selectman,

My name is Raymond Larocca and am a resident at 14 Powder House Circle, Needham. I am writing you to support Gordons Fine Wines and their application for a license at 77 Wexford Street in Needham.

Sincerely,

Raymond Larocca

Sandy Cincotta

From: Barry Lydgate <blydgate@wellesley.edu>
Sent: Monday, October 15, 2018 1:10 PM
To: Sandy Cincotta
Subject: Support for Gordon's license at 77 Wexford

To the Needham Board of Selectmen:

Ladies and Gentlemen,

I am a Needham resident living at 698 Charles River St. I write to support the application of Gordon's Fine Wines for a license at 77 Wexford St. in Needham. Gordon's is one of the top wine merchants in the Boston area. Currently I do most of my wine buying at Gordon's Waltham location on Main St., Waltham. If as I understand it Gordon's plans a warehouse as well as an extensive retail operation at Wexford St. I will happily transfer my business to Gordon's Needham. I anticipate that many wine buyers in the Metro West area will do the same. I have found that Gordon's selections of first-rate wines from around the world surpass those of VinoDivino, Needham Center Wines and Needham Wine and Spirits in Needham, as well as those of the enormous but middle-quality Total Wine in Natick.

Sincerely,

Barry Lydgate

Barry Lydgate
Professor of French
Wellesley College

Sandy Cincotta

From: Andy Mann <andy.mann@gmail.com>
Sent: Monday, October 15, 2018 1:21 PM
To: Sandy Cincotta
Subject: In support of Gordons Fine Wine Application

Dear Ms. Cincotta and your fellow Board of Selectman,

My Name is Andy Mann and along with my wife and 2 children, I live at 8 Woodledge Road in Needham. I am writing you in support of Gordons Fine Wines of Needham and their application for a license at 77 Wexford St in Needham. I have been a patron of various Gordon Fine Wine and Liquor stores for years and am enthusiastic about their plan for that location and think it would be a great addition to the Needham community. Hopefully you and your colleagues will approve their application and view it as favorably as I do. If you have any questions or comments about my support please don't hesitate to reach out to me at the number below.

Sincerely,
Andy Mann

Andy Mann
917-549-5888
andy.mann@gmail.com

Sandy Cincotta

From: Haig Megerian <hmegerian@gmail.com>
Sent: Tuesday, October 16, 2018 11:28 AM
To: Sandy Cincotta
Subject: Gordons Fine Wine License Tequest

Hello Ms. Cincotta,

I am a resident of Needham and I am writing in support of Gordon's request for a retail package store licence at 77 Wexford Street. I have shopped at their store in Waltham for over 10 years and have always found their staff professional, knowledgeable and customer focused.

Sincerely,

Haig Megerian
166 Tower Avenue

Sandy Cincotta

From: Robert Muller <rmuller@bakersbestcatering.com>
Sent: Thursday, October 18, 2018 6:24 PM
To: Sandy Cincotta
Cc: Michael Baker; Robert Muller
Subject: License Request - Gordon's Fine Wines

Dear Board of Selectman,

My name is Robert Muller. I am the Director of Operations at Bakers' Best Catering at 150 Gould Street, Needham, MA.. I am writing you in support of Gordons Fine Wines of Needham and there application for a license at 77 Wexford St in Needham.

The Gordon Family has been involved in the Fine Wine business since 1934. They are fourth generation business owner/operators that have had a very positive impact on the communities of Waltham, Watertown and other neighboring towns for many years. Bakers' Best Catering has proudly been working with Gordons Fine Wines for over 35 years. We support their request for a license in Needham and feel their family operation will be a wonderful addition to Needham.

Sincerely,

Robert Muller

Robert Muller
Director of Operations
Bakers' Best Catering
150 Gould Street
Needham, MA. 02494
Direct: 857-255-2568
Main: 617-332-4588
rmuller@bakersbestcatering.com
www.bakersbestcatering.com
Fax 781.465.2135



Check out our specials!

Please note: Our deadline for placing next day orders is 12 noon.



ROIFF
PAUL G.

2018 OCT 18 P 3:42
TOWN OF NEEDHAM
BOARD OF SELECTMEN

October 17, 2018

Dear Board of Selectman,

My Name is Paul Roiff, and I am the business owner of Mi Nina Tortilla at 10 Charles Street in Needham. I am writing you to support Gordon's Fine Wines of Needham and their application for a license at 77 Wexford St in Needham.

Sincerely,



Paul G. Roiff

Sandy Cincotta

From: Benjamin Rosen <BRosen@thenorfolkcompanies.com>
Sent: Tuesday, October 16, 2018 7:09 AM
To: Sandy Cincotta
Subject: Gordon's Fine Wine

Dear Board of Selectman,

My Name is Benjamin Rosen, and I am a resident at 20 Stratford Rd. Needham MA. I am writing you to support Gordons Fine Wines of Needham and there application for a license at 77 Wexford St in Needham. The Gordon family is a local family and David Gordon is currently a resident of Needham. I could not think of a better local family business to grant the package store license they are applying for.

Sincerely,

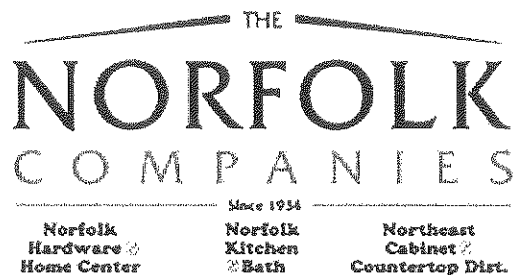
Ben Rosen.
20 Stratford Rd.
Needham MA.

Benjamin Rosen
Vice President & General Manager

140 Campanelli Dr
Braintree, MA 02184

P: 617-313-5036
C: 781-254-4194
F: 781-817-4001
E: BRosen@thenorfolkcompanies.com

www.thenorfolkcompanies.com
www.norfolkhardware.com
www.norfolkhardware.com
www.norfolkhardware.com



Sandy Cincotta

From: Devin Smith <devinwsmith@yahoo.com>
Sent: Monday, October 15, 2018 2:15 PM
To: Sandy Cincotta
Cc: dgordon@gordonswine.com
Subject: Gordon's Fine Wines

Dear Board of Selectmen:

My name is Devin Smith and I am a Needham resident living at 66 Henderson St.

I have been a customer of Gordon's Fine Wines for many years and am writing you to support their application for a license at 77 Wexford St in Needham. That location will ensure accessibility without placing undue parking burdens on the town, and will help ensure town residents have expanded access to the sorts of quality wines and beers that Gordon's offers.

Sincerely,
Devin Smith

Business Certificate



Fee: \$60.00

The Commonwealth of Massachusetts Town of Needham

Theodora K. Eaton, MMC
Town Clerk

1471 Highland Avenue, Needham, MA 02492
Tel: 781-455-7500 / Fax: 781-455-1246

Certificate # 8580
Issue Date: 10-2-2018
Expiration Date: 10-2-2020

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare(s) that a business under the title of

Name of Business: Gordon's Fine Wines is conducted at

Address of Business: 77-79 Wexford Street, Needham, MA 02494

Type of Business: Retail Package Store Telephone Number: TBD

Business is conducted by the following named persons: ** If a corporation is the owner, please provide the corporate name and address, plus the name and title of the signing officer.

Gordon's Fine	72 Redwood Rd, Newton Ma 02459	2018 OCT - 2 PM 3:10
Full Name	Street/City or Town/State/Zip Code	
President of corporation: Richard Gordon	72 Redwood Rd, Newton Ma 02459	
Full Name	Street/City or Town/State/Zip Code	
Full Name	Street/City or Town/State/Zip Code	
Full Name	Street/City or Town/State/Zip Code	

Signed [Signature]
(Signature)
(Signature)

(Signature)
(Signature)

The Commonwealth of Massachusetts

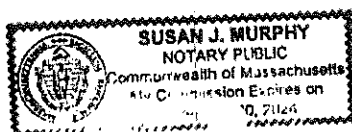
Middlesex ss. Oct. 1, 2018

Personally appeared before me the above named Richard A Gordon
and made oath that the foregoing statement is true.

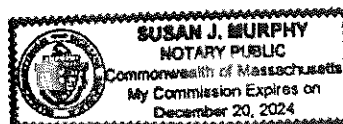
A certificate issued in accordance with this section shall be in force and effect for four years from the date of issue and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed. A statement under oath must be filed with the City/Town Clerk upon discontinuing, retiring or withdrawing from such business or partnership. (M.G.L. Chapter 110, s. 5 and Ch. 337 of the Acts of 1985)

My Commission Expires: December 20, 2024

(Seal)

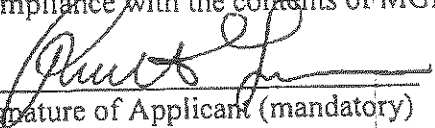


Susan J. Murphy
Notary Public
Title



Pursuant to MGL Ch. 62C, Sec. 49A:

I certify under the penalties of perjury that I, to the best of my knowledge and belief, have read and am in Compliance with the contents of MGL Chapter 62C, Section 49A (included with this application).


Signature of Applicant (mandatory)

By Corporate Officer (if applicable)

83-2026263
Either a Social Security Number or
Federal Identification Number Must be
Supplied

10/01/2018
Date

This License will not be issued unless this certification clause is signed by the applicant

Lease Agreement – Letter of Intent

September 20, 2018

Mr. Joe Pearce
Director
Newmark Knight Frank
225 Franklin Street, 33rd Floor
Boston, MA 02210

RE: Proposal: 77-79 Wexford St, Needham, MA 02494

Dear Joe:

Thank you for your recent Counter-Proposal for Gordon Liquors at Wexford Street. Please review the following terms and respond at your earliest convenience.

PROPERTY:	77-79 Wexford Street, Needham, MA
TENANT:	Gordon's Liquors
LANDLORD:	888 Illuminate PBB LLC
PREMISES:	Approximately 9,790 Rentable Square Feet (RSF).
USE:	Retail liquor store/warehouse business that conforms with zoning code.
RENTAL ABATEMENT:	60 days of rental abatement in year one of lease (1 st month). Base rent only.
LEASE COMMENCEMENT & OCCUPANCY:	December 1, 2018 contingent upon effecting a lease termination with existing tenant in space, which is expected but not complete.
LEASE TERM:	Seven (7) Years
BASE RENT:	\$12.00 NNN. The rent shall escalate at \$.25/SF/YR.
TENANT IMPROVEMENTS:	The space shall be delivered in broom clean condition for the Tenant's use. Any additional air conditioning needed for Tenants use shall be paid for, installed and maintained by Tenant with the oversight and approval of Landlord. Details shall be outlined in a draft lease document. Landlord will deliver existing systems in workable condition.

LOADING:	Tenant shall have exclusive use of all docks and dock doors within the rentable area of the suite.
OPERATING EXPENSES AND REAL ESTATE TAX BASE YEARS:	This proposed Lease shall be a “NNN” lease where the tenant shall be responsible for its share of proportional expenses. The historical expenses have been in the range of the following: Taxes: \$1.68/RSF (estimate) Operating: \$.89/RSF (estimate) Other: \$.40/RSF (estimate; snow removal)
ELECTRICITY:	Tenant shall be responsible for its own electricity, which shall be individually metered and billed directly from the utility.
CLEANING:	Tenant shall be responsible for its own cleaning and disposal of trash. Any dumpster needed shall be the responsibility of the Tenant
BUILDING HOURS:	Tenant shall have exclusive use of the suite 24/7 or within the limits of any local town ordinances
BUILDING SECURITY:	Tenant shall be responsible for its own security. Landlord shall have no responsibility for the security of the Tenants suite.
INTERNET CONNECTIVITY:	Any Internet connectivity shall be the responsibility of the Tenant. Landlord believes, but does not warrant, that Comcast serves the building
CODE COMPLIANCE:	Landlord shall deliver the premises “as is”. Tenant shall confirm the building is suitable for its use during the tenancy.
SIGNAGE:	Subject to all applicable municipal approvals and regulations, Tenant shall have rights to install signage in the building’s signage system.
ASSIGNMENT & SUBLEASING:	Tenant shall have the right to assign or sublease the premises with Landlord’s prior consent. Specific language is to be outlined in the draft lease document.
ROFO:	Tenant shall have a Right of First Offer on any contemplated sale of the building subordinate to the existing rights of other Tenants in the building. Details shall be outlined in a draft lease document.
PARKING:	Tenant shall have use of 15 parking spaces with this suite
SECURITY DEPOSIT:	TBD.

BROKERAGE:

Tenant and Landlord agree that Newmark Knight Frank shall be paid a full leasing commission for a signed lease with Gordon's Liquors at this location. State Street Real Estate shall be paid per existing listing agreement

**QUALIFYING
CONDITIONS:**

This Proposal is non-binding and is subject to withdrawal without notice. The letter is contingent upon Landlord and Tenant executing and delivering a mutually satisfactory lease document incorporating the terms hereof and such other terms and conditions as may be agreed upon between the parties. This document does not create a contract between the parties. This document is intended for discussion purposes only. This Proposal is contingent upon working out an acceptable lease termination with the existing Tenant, which the Landlord expects, but cannot guarantee.

X


Gordon's Liquors Representative

Sincerely,



John T. McDonough
State Street Real Estate, Inc.

cc. Alex Mercuri

Financial Support

Wealth Management
53 State Street, 39th Floor
Exchange Place
Boston, MA 02109
tel 617 589 3500
toll free 800 752 2678

Morgan Stanley

October 3, 2018

Board of Selectmen
1471 Highland Avenue
Needham, MA 02492

Re: Verification of Assets, Richard Gordon

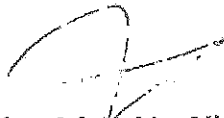
To Whom It May Concern:

Please be advised that Richard Gordon has been a client of Morgan Stanley Smith Barney LLC ("Morgan Stanley") since June, 2006. Mr. Gordon maintains brokerage accounts at Morgan Stanley which contain assets, including cash and marketable securities, valued in excess of \$250,000.00 as of the close of business on October 2, 2018.

We are presenting the information contained herein pursuant to our customer's request. It is valid as of the date of issuance and is subject to change. Morgan Stanley does not warranty or guaranty that such identified securities, assets or monies will remain in the customer's account. The customer has the full power to withdraw assets from this account at any time and no security interest or collateral rights are being granted to any party other than Morgan Stanley to the extent of any debit in the account.

Thank you for your time and consideration in this matter.

Sincerely,



Robert M. Tobin, Vice President
Business Service Manager
Morgan Stanley Wealth Management

Cc: Richard Gordon

McDERMOTT
QUILTY &
MILLER LLP

28 STATE STREET, SUITE 802
BOSTON, MA 02109

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2018 OCT 18 A 10:21

October 17, 2018

VIA FEDEX OVERNIGHT DELIVERY

Sandra Cincotta
Needham Board of Selectmen
1471 Highland Avenue
Needham, MA 02492

**Re: Returned Receipts from Notice to Abutters
New All Alcoholic Beverage Package Store License Application
Gordon's Fine Wines of Needham, Inc.
77-79 Wexford Street, Needham, MA 02494**

Dear Ms. Cincotta,

As required by the Board of Selectmen, enclosed please find the receipts returned from those abutters noticed on October 11, 2018. Also enclosed is a copy of the Affidavit of Notice to Abutters. Please note that the proof of payment of the advertisement is not enclosed because the Needham Times does not generate invoices until the end of the month.

Thank you for your time. Please do not hesitate to contact me with any questions.

Sincerely,


Rashi Mangalick, Esq.

Enclosures

AFFIDAVIT OF NOTICE OF MAILING TO ABUTTER AND OTHERS

To the Licensing Board

For the

Town of Needham

Date

Oct 11, 2018

I, Kyle Silva hereby certify that the following is a true list of the persons shown upon the Assessor's most recent valuation list as the owners of the property abutting the proposed location for an alcoholic beverages license at: 77-79 Wexford Street, Needham, MA

And that the following schools, churches or hospitals are located within the radius of five hundred (500) feet from said proposed location:

If there are none, please so state:

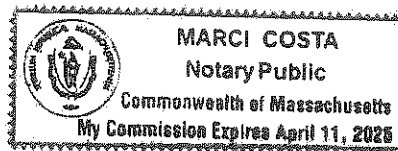
None.

I also certify that the notice of this application/petition concerning an alcoholic beverages license was given to the above by mailing to each of them within three (3) days after publication of same, a copy of the advertisement is attached below. Also attached are the registered receipts./return registered receipts bearing signatures of persons receiving said notice.

Signed and subscribed to under the penalties of perjuries:

Printed: Kyle SilvaWritten: [Signature]

Date:

Oct 11, 2018Notary Public: [Signature]My Commission Expires: April 11, 2025

Please Attach Advertisement and Receipts



Office of the
BOARD OF SELECTMEN

TOWN OF NEEDHAM

TOWN HALL
1471 Highland Avenue
Needham, MA 02492-2669

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

LEGAL NOTICE

PUBLIC HEARING

Gordons Fine Wines of Needham, Inc – 77-79 Wexford Street

New All Alcohol Retail Package Store License

A public hearing will be held on Tuesday, October 23, 2018 in Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492 at 7:00 p.m. under the provisions of Chapter 138, Section 15 of the M.G.L. on the application of Gordons Fine Wines of Needham for a new All Alcohol Retail Package Store License, located at 77-79 Wexford Street, Needham. The premise has 9,790 square feet in total with approximately 2,500 – 3,000 square feet to be used for retail space and the remaining space to be used for storage. There is one entrance located at the front and two exits located at the side and rear of the property.

The Board of Selectmen invites all residents and interested parties to provide input at this meeting. Public comments may also be directed to the Board of Selectmen, c/o Needham Town Hall, 1471 Highland Avenue, Needham, MA or selectmen@needhamma.gov.

Board of Selectmen
Licensing Board for the Town of Needham

Needham Times, October 11, 2018



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

MEETING DATE: 10/23/2018

Agenda Item	Consideration of Section 15 All Alcohol Licenses
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will discuss the applications submitted by Volante Farms and Gordon's Fine Wines of Needham and make a determination as to whether to issue the Town's final All Alcohol license under Section 15 and if so to whom.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Suggested Motion:</i> (pick one) a) That the Board of Selectmen approve the application for a change in License Category from Wine and Malt Beverages to All Alcohol Retail Package Store License under the Town of Needham Rules and Regulations Applicable to Package Stores for Volante Farms, David Volante, Manager, and to forward the approved Alcohol License application to the ABCC for approval. or b) That the Board of Selectmen approve the application for a new All Alcohol Retail Package Store License under the Town of Needham Rules and Regulations Applicable to Package Stores for Gordon's Fine Wines of Needham, Inc, d/b/a Gordon's Fine Wine David Gordon, Manager, and to forward the approved Alcohol License application to the ABCC for approval. or c) That the Board of Selectmen determines that the issuance of the last All Alcoholic Retail Package Store License for the Town of Needham is not in the Town's best interest and it NOT be issued to either applicant at this time. or d) That the Board of Selectmen delay the decision to approve the last All Alcoholic Retail Package Store License until _____.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Town of Needham ABCC Licenses - Section 15 b. Chapter 207 of the Acts of 2012	

TOWN OF NEEDHAM ABCC LICENSES					
	Bin Ends		Package Store - All	Section 15	Address
00036-PK-0770		Innovative Distributing Concepts, LLC d/b/a Bin Ends	Package Store - All	Section 15	65 Crawford Street
00033-PK-0770	Needham Ctr Wine & Spirits	Lianos Liquors, Inc. d/b/a Needham Center Wine & Spirits	Package Store - All	Section 15	1013 Great Plain Avenue
00031-PK-0770	Needham Wine & Spirits	Needham Wine & Spirits, LLC d/b/a Needham Wine & Spirits	Package Store - All	Section 15	1257 Highland Avenue
00032-PK-0770	Vinodivino	vinodivino 3, LLC d/b/a vinodivino	Package Store - All	Section 15	922 Highland Avenue
00030-PK-0770	Volante Farms	Volante Farms, Inc.	Package Store - Wine & Malt	Section 15	292 Central Avenue
89042-PK-0770	Reveler	Reveler Beverage Company, LLC d/b/a Reveler Beverage	Package Store- All	Section 15	250 Chestnut Street

Chapter

207.

THE COMMONWEALTH OF MASSACHUSETTS

In the Year Two Thousand and Twelve

AN ACT RELATIVE TO AUTHORIZING THE TOWN OF NEEDHAM TO AUTHORIZE THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding section 11 of chapter 138 of the General Laws or any other general or special law to the contrary, the board of selectmen of the town of Needham shall cause to be placed on the ballot at a regular or special election the following question:-

"Shall the licensing authority in the town of Needham be authorized to grant licenses for both the sale of all alcoholic beverages in packages not to be drunk on the premises and the sale of wine and malt beverages in packages not to be drunk on the premises?"

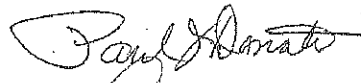
Below the ballot question shall appear a fair and concise summary of the ballot question prepared by the town counsel and approved by the board of selectmen. If a majority of the votes cast in answer to that question is in the affirmative, the town of Needham shall be taken to have authorized the granting of licenses for the sale of all alcoholic beverages not to be drunk on the premises and the sale of wine and malt beverages not to be drunk on the premises.

SECTION 2. The number of licenses shall be limited to 6. Beginning January 1, 2013 the number of licenses shall be limited to 8 but at no time shall there be in effect more than 6 licenses for the sale of all alcoholic beverages. The remaining licenses shall be limited to the sale of wines and malt beverages. The licensing authority may establish the days and hours during which the license may operate. Except as otherwise provided herein, such licenses shall be subject to the provisions of said chapter 138.

SECTION 3. This act shall take effect upon its passage.

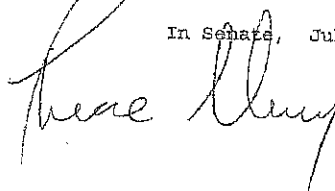
House of Representatives, July 30, 2012.

Passed to be enacted,

 , Speaker.

In Senate, July 30, 2012.

Passed to be enacted,

 , President.

3 August, 2012.



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

MEETING DATE: 10/23/2018

Agenda Item	MPO Annual Election October 31, 2018
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Board members may wish to discuss items related to the Boston MPO Municipal Elections. The Town Manager recommends that the Board vote to authorize the submission of an absentee ballot.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Suggested Motion:</i> that the Board vote to submit an absentee ballot for Scott Galvin, Mayor of Woburn, Tom Maloney, Chair, Norwood Board of Selectmen, Ruthanne Fuller, Mayor of Newton, and Daniel Dunn, Chair, Arlington Board of Selectmen for the MPO election on October 31, 2018.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Letter dated October 5, 2018 from the MAPC b. 2018 MPO Absentee Ballot	



RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

MBTA Advisory Board

2018 OCT -9 P 2:38

177 Tremont Street, Boston, MA 02111

Tel: (617) 426-6054 Fax: (617) 451-2054

October 5, 2018

TO: Chief Elected Officials

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

RE: Municipal Elections to the Boston Region Metropolitan Planning Organization

We are pleased to forward the 2018 MPO Ballot for the elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO).

This year there are four (4) municipal open seats on the MPO. The Town of Arlington is running unopposed for the At-Large Town seat. The City of Newton is running unopposed for the At-Large City Seat. The City of Woburn is running unopposed for the North Suburban Planning Council seat. The town of Norwood is running unopposed for the Three Rivers Interlocal Council seat.

Key Dates and Locations:

October 30, 2018

Absentee Ballots Due
5:00 PM delivered by mail or in person (No Fax or Email) to:
BOSTON REGION MPO ELECTIONS
Metropolitan Area Planning Council
60 Temple Place, 6th Floor
Boston, MA 02111

October 31, 2018

MPO Municipal Election
At MAPC Fall Council Meeting, 9:00AM
Boston Marriott Burlington
1 Burlington Mall Road, Burlington, MA 01803

Voting Rules:

One vote may be cast by each of the Chief Elected Officials of the 101 municipalities in the Boston region, for each open seat (there are 4 open seats). Ballots may be cast by one of the following ways:

1. By the CEO, in-person, on October 31, 2018 at MAPC Fall Council Meeting.
2. By Absentee Ballot, delivered by mail or in-person to MAPC by 5:00 PM the day before the election, October 30, 2018.
3. By a designee, in-person, on October 31, 2018 at MAPC Fall Council Meeting.

Each Chief Elected Official or their designee, regardless of which sub-region they are in, or whether they represent a city or a town, may cast one vote for each of the four open MPO seats (for a total of 4 votes cast).

Appointing Designees:

Designees shall present a signed letter or signed MPO Ballot by the CEO of the municipality they are representing, to MAPC staff prior to the election or by 9:00 AM on the day of the election. Designees may represent only one municipality in the election.

Certification of Results:

The results of the election shall be certified by the Chairman of the MPO by 12 noon on Friday November 2, 2018.

We appreciate the interest shown by the candidates in choosing to serve in these seats on the MPO and for your interest in this important matter. We look forward to your participation. Please contact Eric Bourassa at MAPC (617-933-0740) or Paul Regan, Executive Director of the MBTA Advisory Board (617-426-6054), if you have any questions concerning this election.

2018 MPO Absentee Ballot

The MPO Election will be held on Wednesday, October 31, 2018
MAPC Fall Council Meeting
Boston Marriott Burlington
1 Burlington Mall Road, Burlington, MA 01803

Absentee ballots must be delivered by October 30, 2018
via mail or in person (No Fax or Email) by 5 PM to:
BOSTON REGION MPO ELECTIONS
Metropolitan Area Planning Council
60 Temple Place, 6th Floor
Boston, MA 02111

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

Chief Elected Official may:

Vote for only one from the North Suburban Planning Council



Woburn

Scott Galvin, Mayor

Vote for only one from the Three Rivers Interlocal Council



Norwood

Tom Maloney, Chair Board of Selectmen

Vote for only one At-Large City



Newton

Ruthanne Fuller, Mayor

Vote for only one At-Large Town



Arlington

Daniel J. Dunn, Chair Board of Selectmen

Municipality

Needham

Chief Elected Official

(Signature)

Daniel P. Matthews
(Print or type name)



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

MEETING DATE: 10/23/2018

Agenda Item	Rules and Regulations for Use of School Facilities
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
On October 9, 2018 the Board held a public hearing on the proposed revision to the Rules and Regulations for Use of School Facilities and associated fee schedule. This is the regulation that guides the Building Maintenance Division in its permitting of School facilities in accordance with School Committee policy. The proposal has been revised based on feedback at that hearing.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Suggested Motion: That the Board vote to approve the Rules & Regulations for Use of School Facilities, revised October 23, 2018.</i>	
3.	BACK UP INFORMATION ATTACHED
a. Rules and Regulations for the Use of School Facilities, proposed revision	

RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

Effective Date: July 1, 2012, Revised August 26, 2014, Revised _____

Municipal Building Maintenance Board 9/1/2004; Board of Selectmen Vote: 6/26/2012, Effective Date: 7/1/2012; Revised Vote and Effective Date: 8/19/2014; Revised Vote and Effective Date: 10/23/2018

All authorized persons or organizations must comply with the following rules and regulations for use of School buildings in the Town of Needham. The Town reserves the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of the School buildings.

A. SCHOOL COMMITTEE POLICIES

1. Commercial Use of School Facilities Under School Committee Policy KGA, it is the policy of the School Committee to refuse to authorize the use of buildings, property, or facilities under the jurisdiction of the Needham Public Schools, and maintained by the Department of Public Works, for any commercial purpose whose proceeds are not directed entirely to the benefit of the Town of Needham, other municipalities and government agencies, or a charitable* organization carrying out a legitimate educational or philanthropic purpose. Exceptions to this policy may only be made by vote of the School Committee.

Any person or organization granted use of school buildings, property, or facilities must adhere to all other existing School Committee policies.

*Charitable shall be limited to and include only religious, charitable, scientific, literary, or educational purposes. ~~as outlined in Section 501(c)(3) of the Internal Revenue Code.~~

2. Public Conduct on School Property Under School Committee Policy KGB, it is the policy of the School Committee that buildings and property under jurisdiction of the Needham Public Schools shall provide, at all times, a safe and orderly environment for students, staff, parents, visitors, and other authorized users. No person, while on School property, shall willfully: injure, or threaten to injure, another person; damage the property of another or of the Schools; disrupt the orderly conduct of classes or of any other authorized School program or activity; interfere with the authorized activities of members of the School community (students, staff, committees, parent organizations, or other authorized groups/organizations;) enter upon School property for any unauthorized purpose; possess drugs, alcohol, or other illegal substances/articles; act in such a manner as to jeopardize the safety and/or security of persons or property.
3. Fundraising Activity Under School Committee policy DFC consolidated Policy on Grants, Gifts, and Solicitations, it is the policy of the School Committee that all fundraising activities for the benefit of Needham Public Schools be conducted in a lawful manner. Prior approval of the building Principal, or the

Superintendent if more than one School is involved, will be required for any permit for fundraising activity. All proceeds from fundraising activities that benefit Needham Public Schools must follow the "Acceptance of Gifts and Grants" policy, and be accepted through a vote of the School Committee. School officials may prohibit any fundraising that is considered disruptive to the School environment.

4. Use by Religious Organizations School buildings may be leased or permitted to a religious organization for non-religious purposes on the same basis as those available to the general public.

B. AUTHORIZATION

1. The Needham School Committee authorizes the Department of Public Works to process appropriate permit requests for use of School buildings and parking lots, and to collect the designated fees.
2. The Director of Public Works will make the determination on the specific space available that is appropriate for the individual request.
3. In the event of a request that is non-routine in nature, the Director of Public Works will refer the request to the Superintendent of Schools for further action.
4. Requests for use of athletic fields and other outdoor areas, except parking lots, should be made to the Needham Park and Recreation Department.

C. PERMIT PROCESS

1. Applicant must be at least 21 years of age and a Needham resident or representative of an approved Needham organization.
2. Requests for permits must be submitted through the Town's online request system at <http://needhamma.gov/scheduling> either on paper or via the Town's website at the Department of Public Works at least 10 working days in advance of the requested event. The Director of Public Works may waive this requirement at his or her discretion in unusual circumstances. Requests may not be made through custodians or other School personnel.
3. Scheduling priority will be given to groups in the following order:
 - 1) Needham Public Schools, including its Community Education Programs, Parent-Teacher Organizations, Booster Clubs, and other School-related clubs and organizations recognized by the Needham School Committee;
 - 2) Needham Park and Recreation Commission and other Town government departments/boards/committees;
 - 3) Needham non-profit organizations;
 - 4) All other groups that comply with Needham School Committee policies.

4. When a higher priority group requests a space that was originally requested by a lower priority group or when two different organizations in the same priority group request a space, the Department will facilitate a dialog between the organizations to find a workable solution. If no workable solution can be determined, priority will be given to the highest priority group, or if both groups are of the same priority level, the request will default to the group that submitted the request first.
5. In consultation with School Administration, the Director of Public Works will determine locations in buildings that are not available for permits, and time frames not available for permits. This information will be available on the Town's website.
6. Permits will be considered after July 1st for events being held during the School year and after March 31st for events being held during the summer.
7. Groups requesting multiple uses should submit full schedule requests based on the deadlines below:
 - A. During the School Year:
 1. Priority Group # 1 July 1st
 2. Priority Group # 2 July 15th
 3. Priority Group # 3 July 31st
 4. Priority Group # 4 August 15th
 - B. During the Summer Months
 1. Priority Group # 1 February 1st
 2. Priority Group # 2 April 15th
 3. Priority Group # 3 May 1st
 4. Priority Group # 4 May 15th
 - C. Winter Priority Group # 3 & # 4 requests for Gym space from November – April will not be approved until the Winter Sports Summit Meeting is held in September.
 - D. A summer use of buildings summit meeting will be held in December for the Priority #1 and Priority #2 users to discuss and coordinate summer building use with each other and Public Works staff.
 - E. It may take up to 10 business days to approve a new permit.
8. Elections (local, state, federal) held in School buildings will take precedence over other activities and events for scheduling purposes. Special or unforeseen elections may supersede or “bump” previously scheduled permitted events.
9. Summer requests are rarely granted so that all Schools can be cleaned and repaired for fall use. Buildings may be taken off line to ensure cleanliness, so that routine maintenance can be performed, and to accommodate construction projects that are necessary to maintain the functionality of the buildings. Every summer, two elementary schools and one secondary school will be closed to permitted

events. Exceptions are provided for Community Education programs; teacher training, workshops and/or meetings; and Park and Recreation programs. It is expected that organizations that use the buildings over the summer will consolidate programs to allow for maintenance and energy savings. No organization will be permitted to use School facilities within two (2) weeks of the first day of School, with the exception of teacher training and workshops, so that all facilities can be cleaned prior to the start of the School year.

10. All permit requests with an anticipated attendance of over 50 people, or with special circumstances that warrant additional review will be forwarded to the Needham Police Department and Needham Fire Department. In some instances, the Chief of Police and/or the Fire Chief will require a police detail and/or fire detail. Additional regulations concerning when a police detail and/or fire detail will be required are listed below.
11. The person submitting the permit request will be the primary contact for the program to be held under that permit. That person's acknowledgement of rules and regulations on the permit or submission of permit into the Town's online request system will signify understanding and acceptance of all rules and regulations, responsibility for payment of all designated fees, and the responsibility to ensure that all rules are followed by the participants in the program. Failure to follow regulations and/or make appropriate payments will affect permit requests by the individual's organization in the future.
12. A written notice of cancellation is due at least 5 days prior to the scheduled event for all events. Email cancellations can be sent to Scheduling@NeedhamMa.gov. Failure to provide written cancellation notice will require full payment of any fees required by the approved permit.
13. Permits may not be shared with other groups, without the written permission of the Director of Public Works.
14. A Certificate of Liability Insurance must be submitted to the Department of Public Works prior to the issuance of the final permit and must name the Town of Needham as additionally insured. General liability coverage shall be in the amount of at least \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury liability and \$1,000,000 per occurrence and \$2,000,000 aggregate for property damage liability.
15. Permits are facilitated through the Town's online request system. Copies will be emailed to all affected parties and information will be available on the Town's website.
16. Permits for private use, including but not limited to, parties, recitals, and other private uses, will not be authorized.

17. The Town retains the right to cancel permits without notice if all conditions are not met.
18. Once the space permit is approved, it is the responsibility of the user to communicate with all other departments/organizations affiliated with the permit and listed below to ensure appropriate coverage.

D. SCHOOL USE OF BUILDINGS

1. Outside of School hours, School program use of building space will be scheduled through the Public Works to avoid conflicts with other groups, to ensure custodial coverage, and to ensure enforcement of the rules and regulations. "Outside School Hours" shall include the hours before 6:30 am and after 6:00 p.m. on School days, all weekends, all holidays, and all School vacations, including summer vacation.
2. As listed in Section B, priority for use of School buildings is given to School programs. No non-School event will be scheduled before 6:00 p.m. when School is in session without written approval of that School's Principal. No tours of facilities during School hours, for potential permit holders, will be conducted without the approval of the School's Principal.
3. All requests for use after 6:30 a.m. and prior to 6:00 p.m. will be scheduled by the building Principal. All such requests that extend beyond 6:00 p.m. will be scheduled in collaboration with the Public Works in order to avoid conflicts after 6:00 p.m.
4. The High School Athletic Director will submit schedules and be provided space for games and practice sessions at the High School, and other School buildings, as needed. All use of space must conform to the most current Massachusetts Interscholastic Athletic Association's (MIAA) rules and regulations. Individual coaches may not submit requests for practice space in addition to that requested by the Athletic Director. Programs not conducted under the auspices of the Athletic Director may not request facility space through the Athletic Director.
5. In the event of inclement weather, post-season participation, or emergency, the High School Athletic Director may reschedule a game within MIAA rules, superseding previously scheduled permits. The Athletic Director will inform the Public Works about all cancellations and make-up games at the earliest possible time, so that groups holding permits can be contacted and be given the opportunity to make alternate plans.
6. Fundraising events will require the permission of the building Principal, who will ensure that all legal requirements have been met, including but not limited to the School Committee Policy on Grants, Gifts and Solicitations; IRS rules; MIAA regulations; and State law.

7. If a School building is closed due to unforeseen circumstances, e.g. weather, or electrical/heating problems, permits will automatically be cancelled. The Public Works will attempt to alert the primary contact via email, if time allows, prior to the scheduled permit time. The cancellation of School events will be determined by the Superintendent of Schools, the cancellation of Town events will be determined by the Town Manager, and the cancellation of all other events will be determined by the Director of Public Works.

E. USE FEE

1. A use fee will be charged to all groups, except those sponsored by the Needham Public Schools, including athletics, Community Education, music, drama, parent-teacher organizations, municipal departments, boards, committees; and the League of Women Voters when holding events that provide information for municipal government. This use fee is to account for the energy, additional maintenance, permitting, and other costs associated with using the space. There is no automatic exemption provided to organizations that are raising funds for any of the above noted exempted groups.
2. This use fee does not include fees for staffing (custodial, IT, kitchen, fire). Any organization exempted from the use fee is still expected to pay any staffing fees incurred.
3. A permitted group must pay the use fee for each and every space used for each individual occurrence used in an individual day.
4. The use fee is set for individual Schools and individual spaces. The use fee can be seen in Appendix D and is subject to change.

F. CUSTODIANS

1. A custodian on regular duty will not be available for service during the time of the rental, except in cases of emergency. The responsibility of a regularly scheduled custodian will be limited to opening/closing the facility. In the event that extra duties are needed, the group holding the permit will be charged for the custodian's time needed for the activity or to clean up the facility.
2. Under no circumstances shall a custodian, either on regular duty or assigned for a specific program, be responsible for supervision of participants before, during, or after an activity. Adequate and responsible adult supervision shall be provided at all activities involving youth, and said supervision must be present throughout the program. Entry into the facility will not be permitted until the responsible supervision is present, and at the conclusion, the supervisor must remain until the last participant has safely left School property.

3. The custodian will only provide access to spaces/equipment that are approved on the permit, and will not authorize any other space/equipment without approval of the Director of Public Works or his/her designee.
4. In the event that the services of a custodian are needed, a custodian will be assigned by the Director of Public Works or his/her designee, and may not be chosen by the permit holder.

G. ON-DUTY STAFF CUSTODIAL FEES

1. No custodial fee will be charged when there is a regularly scheduled custodian at the requested building and no services are requested. A fee will be charged when a custodian must be assigned for the permit or must provide services beyond opening and closing the facility. A custodian may be required when food will be available at the event, when there are special requirements for set-up and breakdown, and when the event occurs outside the normal buildings hours. Additional circumstances exist where a custodian may also be required.
2. The on-duty staff and custodial fees are subject to change and are listed in Appendix C.
3. There is a four-hour minimum for custodial services, a minimum of 30 minutes reserved at the conclusion of the event for clean-up services. Time that is required to bring the spaces being occupied and used back to their previous state is billed to the applicant who used those spaces.
4. School and Town programs will not pay for a custodian on site to open and close the building if the event occurs on weekdays or Saturdays. It is expected that departments and School groups will work to concentrate their events in a single location at similar times to reduce the cost of coverage. If an event occurs on a Sunday or holiday, the same fee for a custodian that is charged to non-School or non-Town groups will apply.
5. The permit holder must sign the overtime sheet at the conclusion of the event, if a custodian was assigned to the event or was required to stay later than the buildings scheduled hours.

H. USE OF GYMNASIUMS

1. Hardball sports are not permitted in gymnasiums, for the protection of walls, lighting fixtures, and floor surfaces.
2. Food and beverages are not permitted in gymnasiums.

3. No tape may be added to the gymnasium floors or walls without the approval of the Director of Public Works or his/her designee.
4. Custodians may change the height of an adjustable basketball backboard, with the approval of the Director of Public Works and/or Director of Physical Education and Health. Permit holders may not change the backboard heights themselves. If the desired height is other than the standard height for that particular gym, the permit applicant must submit the desired heights in writing on the permit application. There is no guarantee that the request will be honored.
5. Appropriate athletic footwear is required on gymnasium floors. Black soled shoes, cleats, certain "street or dress" shoes and spiked heels can damage the floor surfaces. Care should be taken to remove sand and grit from the soles of shoes to lessen damage to floor surfaces.
6. The posted occupancy limit may not be exceeded.
7. Permit holders are responsible to ensure that any equipment authorized for use is used appropriately and returned to the appropriate storage area in an orderly manner at the conclusion of the program.

I. USE OF AUDITORIUMS/PERFORMANCE CENTERS

1. All permit requests for auditoriums will be forwarded to IT Services. Approval is at the sole discretion of the Needham Public Schools.
2. Food and beverages are not permitted in Auditoriums or Performance Centers.
3. Permit holders are responsible to pick up performance programs and other handouts at the conclusion of the event
4. The posted occupancy limit may not be exceeded.
5. Electrical permits are required for any change or addition to the current electrical system/units. This includes all stage and theatrical lighting, as well as sound systems. Applications for electrical permits are available at the Needham Building Department.
6. Performance level audio-visual equipment may only be operated by pre-qualified technicians or a vendor pre-approved by the Director of IT Services.
7. School equipment located in the auditorium, including musical instruments, must not be used without prior approval.
8. The permit request should include a request for length of time allowed to keep sets or scenery in place for performance, and this request will be reviewed by the

building Principal and Director of Public Works. The final determination will be based on other known uses and needs for the space.

J. USE OF KITCHENS

1. If the permit request requires the use of a kitchen, it is required that a Nutrition Services staff person must be present. The Nutrition Services staff person would be responsible for insuring adherence to all health and safety regulations, supervision of proper use of the equipment, ensure the safety and security of the kitchen and its contents, and supervision of clean-up. The hourly fee for a Nutrition Services staff member is listed in Appendix A.
2. If the permit starts before or at 5:00pm Monday through Friday, there is a two hour minimum for Nutrition Services staff. If the permit starts after 5:00pm Monday through Friday or occurs on a Saturday, Sunday or Holiday, there is a four hour minimum.

K. USE OF TECHNOLOGY AND AUDIO VISUAL EQUIPMENT

1. If a permit request includes the use of televisions, microphones, VCR or DVD players, or any other type of technology and/or audiovisual equipment, the Administrator of IT Services/designee must approve the permit. No AV equipment is available outside of the performance centers and auditoriums. Provisions for AV equipment outside for these spaces must be made by the user, independent of the Town systems. A determination will be made on the availability of the equipment and on the need for an IT Services staff member to be present during use. In the event an IT Services staff person must be on duty, a fee will be charged to cover the cost of his/her time. The hourly fee is listed in Appendix A.
2. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.
3. There is a four-hour minimum for IT Services staff on special duty. Time required for set up will be billed to the user.

L. USE OF PARKING LOTS

This section is applicable only to groups seeking to use school building parking lots, without rental of the school building.

1. Upon advance written approval of the Superintendent of Schools, the Public Works is authorized to permit the use of school parking lots outside of school hours, so long as the use is not in conflict with other scheduled activities at the school.

2. A use fee will be charged to all groups. The use fee is set on a per lot/per day basis as set forth in Appendix D. The use fee is subject to change.
3. Groups permitting a parking lot will not pay for an onsite custodian if the parking lot is the only space being permitted and no services are requested.

M. FIRE SAFETY REGULATIONS

1. Open flames/smoke are not permitted in any School location. Use of matches, candles, incense, and pyrotechnics are strictly prohibited. Use of a smoke machine is also prohibited.
2. Each permit with an attendance of 50 or more, or that meets the conditions below, will be forwarded to the Needham Fire Department to insure compliance with the Massachusetts Board of Fire Prevention Regulations (527 CMR) and the Needham Board of Selectmen's Policy on Fire Details dated 10/28/03 to determine whether a Firefighter must be hired through the Needham Fire Department. It is the responsibility of the applicant to contact the Town's Fire Department to determine if a Fire Detail is necessary. The Firefighter's role will be to ensure that occupancy limits have not been exceeded; to monitor that all egress areas remain available for use and are marked; to check that all fire protection devices are working; to ensure that all fire codes are followed; to respond to any immediate fire emergency and evacuation; and to perform as first responder to any medical emergency.
3. In the event that a Firefighter must be hired, there is a four-hour minimum payment requirement.
4. A Fire Detail may be required for any event that fully utilizes a School kitchen or when stage/theatrical lights are in use.
5. Use of any equipment or material that is judged to potentially jeopardize fire safety will require a permit from the Needham Fire Department. The Fire official may require an inspection of decorative materials or installation of additional electric equipment prior to use. If additional electrical work is needed to provide alternative stage or theatre lights and sound, an electrical permit is also required. Applications for electrical permits can be obtained at the Building Department.
6. In accordance with Massachusetts Board of Fire Prevention Regulations (527 CMR,) the room or facility occupancy capacity cannot be exceeded. Occupancy capacity is posted in each major area of assembly.
7. Emergency egress areas should be identified to all attendees at the beginning of each program or activity.

N. POLICE SAFETY REGULATIONS

1. Each permit with an attendance of 50 or more will be forwarded to the Needham Police Department for compliance with Massachusetts General Laws and local regulations to determine whether a Police Detail must be hired through the Needham Police Department. It is the responsibility of the applicant to contact the Town's Police Department to determine if a Police Detail is necessary. The Police Detail's role will be to provide security to the facility; ensure that vehicles are parked legally; and ensure that emergency vehicles have access to the facility. If a Firefighter is not present on site, the Police Detail will perform as a first responder in the event of an accident or injury.
2. In the event that a police detail must be hired, there is a four-hour minimum payment requirement.
3. In accordance with N.G.B.L. Section 3.1.9., no person shall possess or consume an alcoholic beverage within the limits of any park, playground, public land or public building owned or under the control of the Town of Needham, except with written permission of the appropriate controlling Town tribunal.
4. In accordance with MGL, Chapter 272, Section 40A, any person who gives, sells, delivers or has in his possession any alcoholic beverage in any Public School or any premises used for Public School purposes is subject to imprisonment or fine. MGL Chapter 272, Section 40A also authorizes the School Committee to grant permission to a public or non-profit organization using a Public School building during non-School hours to possess and sell alcoholic beverages, provided such organization is properly licensed under the provisions of MGL Chapter 138, Section 14. Information on one-day liquor licenses is available at the Office of the Town Manager, otm@needhamma.gov.
5. In accordance with MGL, Chapter 101, Section 22, no person, including licensed hawkers and peddlers, shall sell or offer to sell items within 1,000 feet of any School during hours that School is in session until one hour after closing of the Schools. No person shall sell or offer to sell items within 1,000 feet of any recreational area in organized use, including School grounds.

O. BOARD OF HEALTH REGULATIONS

1. Smoking is not permitted in any School building or on any School grounds, in accordance with MGL Chapter 71, Section 37H of the Education Reform Act of 1993 and Article 1 of the Needham Board of Health regulations.
2. A temporary food permit and license fee is required for any event that involves the sale or distribution of food, in accordance with Article 1 of the Needham Board of Health regulations.

P. RAFFLE AND BAZAAR REGULATIONS

1. A request for a permit must be submitted to the Needham Town Clerk's Office in order to hold a raffle or bazaar, according to MGL, Chapter 271. A raffle is defined as "an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes." A bazaar is defined as "a place maintained by the sponsoring organization for disposal by means of chance of one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed twenty-five dollars each." An example of a bazaar is a Las Vegas Night. There is a permit fee charged at time of application.
2. Any person wishing to hold an auction must apply for a permit through the Needham Town Clerk's Office, according to MGL, Chapter 100. A copy of the application will be reviewed by the Needham Police Chief and returned to the Town Clerk with a recommendation. There is a permit fee charged at time of application.

Q. ACCIDENTS AND DAMAGE TO BUILDINGS

1. In the event of an accident during the time of the permit, the permit holder must complete an accident form and submit it to the Department of Public Works must be completed within twenty-four hours of the event or on the first business day after the event.
2. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.
3. The permit holder is responsible for surveying the room(s) provided by the permit prior to use, and notifying the custodian immediately if there are any problems that could jeopardize the safety of any individual.
4. In the event that damage to the facility or equipment occurs, the custodian must be notified immediately. Permit holders may not make any repairs without the approval of the Director of Public Works or his/her designee.

Appendix A: Regular Custodian Hours at Individual Schools as of 7/1/2012

Listed hours are WEEKDAY HOURS for SCHOOL YEAR, excluding holidays, weekends and School vacations. During the summer and School vacations all Schools close at 4pm except for the Pollard and the High School which operate on normal hours all year long.

Needham High School	7 AM – 11:30 PM
Pollard Middle School	7 AM – 11:30 PM
High Rock School	7 AM – 9:30 PM
Broadmeadow Elementary School	7 AM – 9:30 PM
Eliot Elementary School	7 AM – 9:30 PM
Hillside Elementary School	7 AM – 9:30 PM
Mitchell Elementary School	7 AM – 9:30 PM
Newman Elementary School	7 AM – 9:30 PM

Appendix B: Holiday List

Holidays where custodial staff will not be in the building are listed below. If the holiday falls on a Saturday, there will be no Custodian on duty on the Friday, and if the holiday falls on a Sunday, there will be no Custodian on duty on the Monday.

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Labor Day	Day after Thanksgiving
President's Day	Columbus Day	Independence Day
Patriot's Day	Veterans' Day	Christmas Day

Appendix C: Hourly Rates as of 11/1/2018

<u>Staff</u>	<u>Weekdays/Saturdays</u>	<u>Sundays/Holidays</u>
Custodian	\$45.00	\$58.00
Kitchen Staff	\$20.00 \$25.00 (between 11:00pm – 7:00am)	\$30.00
Technology Staff	\$55.00	\$55.00

Appendix D: Use Fees as of 7/1/2012

Gymnasiums USE FEE

Needham High School "A" Gym	Not Available School Year 2018 - 2019
Needham High School "B" Gym	\$13/per hour
Pollard "Blue" Gym	\$13/per hour
Pollard "Green" Gym	\$13/per hour
Broadmeadow Gym	\$13/per hour
Eliot Gym	\$13/per hour
Hillside Gym	\$11/per hour
Mitchell Gym	\$11/per hour
Newman Gym	\$11/per hour
High Rock Gym	\$11/per hour

Auditoriums/Performance Centers

High School Auditorium	\$100/per use
Broadmeadow Performance Center	\$100/per use
Eliot Performance Center	\$100/per use
Pollard Auditorium	\$100/per use
Newman Auditorium	\$100/per use

**Large performance requiring more than 2 weeks rehearsal space will not be charged using the normal daily charge process, but will either be charged \$1 per ticket sold, or use daily charges for the dates of performance only, whichever is higher.*

Cafeterias

High School Cafeteria	\$100/per use
Pollard Cafeteria	\$100/per use
High Rock Cafeteria	\$100/per use
Newman Cafeteria	\$100/per use
Broadmeadow Cafeteria	\$100/per use
Eliot Cafeteria	\$100/per use
Hillside Cafeteria	\$100/per use
Mitchell Cafeteria	\$100/per use

Lecture Halls

Pollard Lecture Hall	\$10/per hour
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Media Centers

Broadmeadow Media Center	\$10/per hour
Hillside Media Center	\$10/per hour
Mitchell Media Center	\$10/per hour
Eliot Media Center	\$10/per hour
Newman Media Center	\$10/per hour
Pollard Media Center	\$10/per hour
High Rock Media Center	\$10/per hour
High School Media Center	\$10/per hour

Parking Lot

All school parking lots	\$25/per day per lot
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Appendix D: Use Fees as of 7/1/2019

Gymnasiums USE FEE

Needham High School "A" Gym	\$30/per hour
Needham High School "B" Gym	\$20/per hour
Pollard "Blue" Gym	\$20/per hour
Pollard "Green" Gym	\$20/per hour
Newman Gym	\$20/per hour
Broadmeadow Gym	\$20/per hour
Eliot Gym	\$20/per hour
Hillside Gym	\$15/per hour
Mitchell Gym	\$15/per hour
High Rock Gym	\$15/per hour

Auditoriums/Performance Centers

High School Auditorium	Not Available
Broadmeadow Performance Center	\$150/per use
Eliot Performance Center	\$150/per use
Pollard Auditorium	\$150/per use
Newman Auditorium	\$175/per use

**Large performance requiring more than 2 weeks rehearsal space will not be charged using the normal daily charge process, but will either be charged \$1.50 per ticket sold, or use daily charges for the dates of performance only, whichever is higher.*

Cafeterias

High School Cafeteria	\$150/per use
Pollard Cafeteria	\$150/per use
High Rock Cafeteria	\$150/per use
Newman Cafeteria	\$150/per use
Broadmeadow Cafeteria	\$150/per use
Eliot Cafeteria	\$150/per use
Hillside Cafeteria	\$150/per use
Mitchell Cafeteria	\$150/per use

Lecture Halls

Pollard Lecture Hall	\$25/per hour
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Media Centers

Broadmeadow Media Center	\$20/per hour
Hillside Media Center	\$20/per hour
Mitchell Media Center	\$20/per hour
Eliot Media Center	\$20/per hour
Newman Media Center	\$20/per hour
Pollard Media Center	\$20/per hour
High Rock Media Center	\$20/per hour
High School Media Center	\$20/per hour

Parking Lot

All school parking lots	\$25/per day per lot
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**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 10/23/2018

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: 10/23/2018

Agenda Item	Discuss Update of FY2019 – FY2020 Goals
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will discuss its goals for FY2019 – FY2020, including the addition of two goals: to support the creation of a Public Information Officer to expand the Town's communications efforts; and to support the expansion of hours of operation of the Pools at the Rosemary Recreation Complex from Memorial day to Labor Day, if practicable.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motion: That the Board vote to amend its FY2019 – FY2020 goals list support the creation of a Public Information Officer to expand the Town's communications efforts; and to support the expansion of hours of operation of the Pools at the Rosemary Recreation Complex from Memorial day to Labor Day, if practicable.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. FY2019 – FY2020 Board of Selectmen Goals Proposed Revision	

FY2019-FY2020 Board of Selectmen Goals

Adopted: August 7, 2018 Revised October 23, 2018

- 1. Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.**

Continuing Strategies

- Work with the School Committee and Finance Committee to develop a plan for the implementation of full-day kindergarten.
- Conduct an environmental assessment to facilitate discussion about the future use of Ridge Hill/Nike; determine the future use or disposition of Ridge Hill buildings.
- Secure funding for Public Safety Project at October 2018 STM and November 6, 2018 ballot.
- Evaluate options for funding a DPW facility on Dedham Avenue and complete construction of a storage facility on Central Avenue.
- In conjunction with the Memorial Park Trustees, complete the construction of a new fieldhouse at Memorial Park.

New Initiatives

- Consider evaluation of options for accelerating ownership of Stephen Palmer land.

- 2. Ensure appropriate Regulation and Assessment of, and Investment in Infrastructure.**

Continuing Strategies

- In conjunction with the City of Newton and MassDOT, monitor progress toward the renovation of Highland Avenue from Webster Street to the Charles River.
- Monitor implications of the Add-a-Lane project and assure that Needham's interests are addressed.
- Conduct an organizational study of Building Maintenance operations.
- Establish a working group to gain a better understanding of the impact of commercial and residential growth on the Town's infrastructure, including but not limited to traffic, transportation, water, sewer, drains, roads and bridges, and school facilities, and to identify options for managing that impact.
- Develop a plan for NPDES compliance including a Stormwater By-Law and Regulations.
- Evaluate options for participation in the MassDOT Complete Streets Program & implement pedestrian safety initiatives.

3. Maintain and improve the vitality and economic success of the Town.

Continuing Strategies

- Work with Newton to implement the economic development plan for the N² corridor; evaluate the relationship between Needham Crossing and the N² Innovation District and recommend a branding strategy for Needham Crossing.
- In conjunction with the Planning Board, evaluate options for the redevelopment of Chestnut Street and Industrial Zones along Route 128.

New Initiatives

- Evaluate options for locating information kiosks in Needham Center.

4. Expand energy efficient and environmentally sound operations for the Town and its residents and businesses.

Continuing Strategies

- Continue to pursue options for limiting the use of plastic bags at certain retail establishments.

New Initiatives

- Consider policy implications for including solar infrastructure in new construction.
- Consider establishing an energy committee

5. Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work.

Continuing Strategies

- Consider the merits of a tree preservation by-law.
- Coordinate with DCR to encourage access to Cutler Park.
- Establish fishing areas at ponds and on the Charles River.
- Evaluate options to reduce train horn noise.
- Develop a pilot program to address trash concerns Town-wide.
- Evaluate options for regulating private trash pick-up on public ways.
- Participate in the development and implementation of the Open Space plan.
- In conjunction with the Planning Board, evaluate the possibility of recommending accessory dwelling unit zoning.
- Revitalize the Property Tax Assistance Program.
- Work with the Park & Recreation Commission to create recreational opportunities in the downtown.

New Initiatives

- Discuss multi-modal transportation on the greenway between Newton and Needham.
- In conjunction with the Planning Board, develop an overall strategy for review of housing projects that are proposed.
- Evaluate ways to improve parking at the Needham Center Post Office, on Hillside Avenue, and at other locations.
- In conjunction with the Park & Recreation Commission, support the expansion of hours of operation of the Pools at the Rosemary Recreation Complex from Memorial Day to Labor Day, if practicable.

6. Maintain and enhance the Town's Financial Sustainability.

New Initiatives

- Evaluate stabilization fund targets.
- Evaluate hours of operation at the RTS.
- Evaluate senior property tax relief options.
- Develop a staffing plan for the Memorial Park Fieldhouse.

7. Evaluate Town Operations and Administration.

Continuing Strategies

- Develop and implement a policy guiding the use of banners on poles in the business districts.
- Review the Town Manager evaluation process.
- Develop a funding strategy to meet the staffing needs of the Police and Fire Departments in the context of the current and planned growth in Needham Crossing.
- Update the fee structure for facility rentals, and work with the Schools to consider limiting access over the summer to accommodate capital improvements and preventive maintenance.
- Investigate options for moving permit application and inspection processes to electronic and/or web-based platforms.

New Initiatives

- Evaluate structure and efficiency of consolidated HHS Department.
- In conjunction with other stakeholders, discuss ways to streamline presentations at Town Meeting.
- Review policy implications of the allocation of liquor licenses.
- Consider the merits of joining the opioid lawsuit.
- Consider criteria for reviewing proposed zoning changes.
- Evaluate the creation of a Public Information Officer to expand the Town's communications efforts.

In developing its statement of goals for the coming fiscal years, the Board identified both initiatives that may be addressed in future years, and general governing principles that guide the goal setting process. This list will continue to be updated and refined:

Future Initiatives

- Develop a plan for NPDES Compliance.
- ~~Evaluate the benefits of participating in MassDOT Complete Streets Program.~~
- Work with the Planning Board to consider a street naming policy.
- Consider a plan for snow removal in the business districts.
- Evaluate the concept of constructing a hockey rink in a public/private partnership.
- Evaluate options for locating alternative transportation options (e.g. ZipCar and bike share services) in Needham.
- Explore the creation of a stormwater enterprise fund.

Governing Principles

- Targeted options for property acquisition will be explored.
- The Town will work to develop a consensus with Newton regarding transportation options along the Highland Avenue/Needham Street corridor.
- Appropriate coordination of all the major road projects affecting the Town is a priority.
- Town policies and regulations will be reviewed and updated on a periodic basis.
- The Town will prioritize the reconstruction and repair of existing sidewalks before embarking on new sidewalk construction.
- Opportunities to install community art will be explored.
- The Town should be an age friendly community.
- The number of pedestrian accidents is concerning and should be addressed.
- The Town will conduct a Capital Facility Summit on a biennial basis.
- Emergency preparation and planning is a high priority.
- Opportunities for departmental consolidation and efficiency improvement will be identified and implemented.
- Opportunities to enhance communication with the public will always be considered.
- Opportunities to collaborate on additional programs and services that will benefit Needham's veterans will be explored and implemented.
- Opportunities for streamlining the permitting process will be explored and implemented.
- Opportunities to expand the distribution of notices of public hearing will be explored and implemented.



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

MEETING DATE: 10/23/2018

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	

e-mailed 10/16/18
pd 10/10/18

**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)	Chris Brinkhaus		
Event Manager Address	1191 Greenwood Ave		
Event Manager Phone Number	781-247-5147		
Organization Representing (if applicable)	St. Sebastian's School		
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	Alumni Reception		
Date of Event	10/23/18		
License is for Sale of:			
☐ Wines & Malt Beverages Only			
☒ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM: 6:00 pm	TO: 9:00 pm	
Are tickets being sold in advance for this event?	☒ YES	\$ 25/40 /per ticket	☐ NO
Is there an admission fee for this event?	☐ YES	\$ /per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☒ YES	☐ NO	
How many people are you expecting at this event?	75		
Name & address of event location. Please attach proof of permission to use this facility.			
Wood Hall			
Who will be serving the alcohol to your guests?			
Jays Dining Servers			
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).			
YES			
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.			
Bartenders will serve drinks to guests at the 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:
Chris Brinkhaus			10/16/18



The Alumni Association cordially invites you to the

ALUMNI RECEPTION

Honoring this year's Alumni Service Award Recipient

Tuesday, October 23, 2018

6:00 PM Reception | 6:30 PM Program

Ward Hall, St. Sebastian's School

TICKETS

1945-2007: \$45 | 2008-2014: \$25

Register online by October 16 at:
www.stsebs.org/AlumniReception

*For questions, please contact the Alumni Office
at 781.247.0121 or alumnioffice@stsebs.org.*

**Town of Needham
Board of Selectmen
Minutes for October 9, 2018
Selectmen's Chamber**

6:00 p.m. Executive Session: (Exception 3)
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. Bulian that the Board of Selectmen vote to enter into Executive Session.

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

Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.

6:45 p.m. Informal Meeting with Citizens:
Tracey McKay, 481 Great Plain Avenue spoke with the Board concerning Question #3 on the November 2018 ballot as it relates to transgender rights. Ms. McKay asked the Board for their official public support for what she feels is a human rights issue. The Board of Selectmen concurred that while they may each personally support Question #3, the policy of the Board of Selectmen is not to take positions on ballot questions. Mr. Matthews told Ms. McKay that while there is bi-partisanship support on the issue there is currently no majority for a vote, but that could change in the future.

7:00 p.m. Call to Order:
The public portion of the Board of Selectmen meeting of October 9, 2018, was convened by Chair Daniel P. Matthews.

7:00 p.m. Public Hearing: Eversource Energy, Grant of Location - Fair Oaks Park
Maureen Carroll, Eversource Energy representative appeared before the Board requesting permission to install approximately 34 feet of conduit in Fair Oaks Park. She said this work is necessary to provide underground electric service at 9 Fair Oaks Park, Needham.

Ms. Fitzpatrick stated all paperwork is in order.

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

Mr. Matthews asked for comments from the Board. No comments were heard.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 34 feet of conduit in Fair Oaks Park. This work is necessary to provide new underground electric service at 9 Fair Oaks Park, Needham.

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

7:01 p.m. Public Hearing: Lighttower Fiber Networks, Grant of Location - 2nd Avenue
Robert Walls, Lighttower Fiber Networks representative appeared before the Board requesting permission to lay and maintain underground conduit, with cables placed therein under the surface of the following public way or private ways: 1) install approximately 40 feet of (1) 4 inch PVC communication conduit from existing Electric MH #28549 northeasterly on Second Avenue to the private property line of 254 Second Avenue. It was noted the conduit will be installed by Lighttower and will serve to provide telecommunication service to the business at 254 Second Avenue, Needham from the existing Lighttower network.

Mr. Matthews clarified Lighttower Fiber Networks recently changed its name to Crown Castle Fiber. Mr. Walls confirmed the company is still registered as Lighttower Fiber Networks.

Ms. Fitzpatrick stated all paperwork is in order.

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

Mr. Matthews asked for comments from the Board. No comments were heard.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Lighttower Fiber Networks to lay and maintain underground conduit, with cables placed therein under the surface of the following public way or private ways: 1) install approximately 40 feet of (1) 4 inch PVC communication conduit from existing Electric MH #28549 northeasterly on Second Avenue to the private property line of 254 Second Avenue. The conduit will be installed by Lighttower and will serve to provide telecommunication service to the business at 254 Second Avenue, Needham from the existing Lighttower network.

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

7:03 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. Accept the following donation made to the Needham Community Revitalization Trust Fund: \$1000 from New Year's Needham Inc.
2. Approve a Special One Day Wines & Malt Beverages License for Maxwell Sparr of Trip Advisor who is hosting an event "Anaplan User Happy Hour" on Wednesday, October 10, 2018 from 5:00 p.m. to 6:00 p.m. The event will be held at Trip Advisor, 400 First Avenue, Needham..
3. Water & Sewer Abatement Order #1262
4. Approve Open Session minutes from 9/5/2018, 9/11/2018, 9/17/2018, 9/25/2018, and 10/1/2018; approve Executive Session minutes from 9/11/2018.
5. Grant permission for the following residents to hold block parties:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Jill Cotter	15Holland St.	Holland St.	10/14/18	10/21/18	4pm-7pm
Anne McCaffrey	107 Hoover Rd.	Hoover Rd.	10/20/18	N/A	3pm-7:30pm
		between Manning & Webster			
John Diaz	114 Richdale Road	Richdale Rd.	10/27/18	10/28/18	2pm-10pm

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

7:04 p.m. Public Hearing: Transfer of All Alcoholic Beverages License Needham 365 Bev, LLC located at 80 B Street
Jennifer Iola, Attorney and Najwa Murphy, Proposed Manager appeared before the Board to discuss a request for a Transfer of License to sell All Alcoholic Beverages as a hotel located at 80 B Street from Colwen Management, Inc., d/b/a Residence Inn to Needham 365 Bev, LLC, whose Proposed Manager is Najwa Murphy. The premise has 5,340 sq. ft., on the first floor. Proposed occupancy is 60 persons with 28 seated in the bar. There are two entrances and exits. The Proposed Manager, Najwa Murphy, has previous experience in the hotel management field of approximately 17 years and is TIPS trained.

Ms. Fitzpatrick indicated all paperwork is in order.

Mr. Matthews reminded Ms. Murphy the rules and regulations for serving alcohol in the Town of Needham must be followed for public safety.

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

Mr. Matthews asked for comments from the Board. No comments were heard.

Motion by Mr. Handel that the Board of Selectmen approve the application for:

(A) a transfer of All Alcohol License under the Town of Needham Rules and Regulations Applicable To The Sale of Alcoholic Beverages in Hotels to Needham 365 Bev, LLC, Najwa Murphy, Manager, and to forward the approved Alcohol License application to the ABCC for approval; and

(B) a Common Victualler License.

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

7:10 p.m. Public Hearing: Removal of (1) Public Shade Tree at 195 Harris Avenue, Needham, MA
Edward Olsen, Tree Warden, Parks & Forestry Superintendent appeared before the Board to discuss a request for the removal of a Public Shade Tree.

Mr. Olsen stated that while the 18-inch Norway Maple tree is in good condition, it has some minor issues, noting Ann Roman, homeowner, 195 Harris Avenue has respectfully requested to remove a Public Shade Tree. He stated the tree will be negatively impacted by the proposed installation of a new water service line to this property, commenting the existing lead line service dates back to 1924. Mr. Olsen said he does not object to the removal of the tree, and further if this hearing is approved, the Town of Needham will plant 2 trees along this grass berm to replace the single, invasive species being removed.

Mr. Matthews stated generally, the Town does not allow removal of shade trees in good condition. However, some elements of this situation have been problematic for the homeowner. Mr. Matthews said he favors removal of the tree.

Mr. Handel said he is not in favor of removing the tree, asking if there is a way to route the new water line to preserve the tree.

Mr. Matthews invited public comment.

Mary McKernan, 96 Plymouth Road is opposed to removing the tree as it is a healthy, well established tree with a beautiful canopy and colors. She said too many trees are being cut down in Needham. Ms. McKernan stated she was not aware of any other issues, including replacing the lead line.

Mr. Olsen stated he would never advocate for removing a healthy tree, unless there are extenuating circumstances. He said if the lead line water service is to be replaced, his experience indicates trees suffer or die after construction. He said the tree could potentially be a hazard for children at Pollard Middle School or residents walking in the area.

Mr. Borrelli asked how old is the tree? Mr. Olsen said the tree is 20+ years old. Mr. Borrelli said he is troubled by the precedent that lead line removal equals tree removal, given there are many more lead lines to be replaced in Needham.

Chris Seariac, Superintendent, Water, Sewer & Drain Division explained the process for replacing a sewer line.

Mr. Borrelli said while he knows Mr. Olsen's recommendations are strong, he does not want to set the precedent of removing a tree of this magnitude on such a well travelled, nice street in Needham. He said he can not support removal at this time.

Denise Garlick, State Representative noted that at a meeting earlier this spring, it was stated the recommendation of the Tree Warden will be followed by the Board of Selectmen. She said she is concerned with what she is hearing, as she thought the Tree Warden's recommendation would carry a lot of weight. Ms. Garlick said in her time as State Representative, she has fought for Needham's trees and the thought of removing a healthy tree is not something she takes lightly. She stated it is not true that a precedent would be set if the tree is removed. Ms. Garlick said Mrs. Roman has a major issue with the tree and is seeking an appropriate way to deal with the Town. Ms. Garlick commented trees positively impact the quality of life for residents, but in this case the tree has had a negative impact to the extent that Mrs. Roman, a resident for many years, may not be able to age in place. Ms. Garlick said Mrs. Roman believes that if the tree is not removed, she can no longer stay in her house. Ms. Garlick stated Mr. Olsen has arrived at his recommendation after long deliberation. She said the Board of Selectmen has sufficient information for a decision, and if a remedy is not found, Mrs. Roman may not be able to remain in her home, which is contrary to the focus by the Town in recent past. Ms. Garlick said improving a constituent's life and planting two replacement trees is a "win-win" for everyone.

Mrs. Roman said the tree has always been an issue as her driveway is cracked and the root system is cracking the foundation of her home. She commented even if the sewer line is replaced, her house could collapse. Mrs. Roman said she feels helpless and does not know where she would live. She implored the Board to remove the tree and destroy the root system.

Karen Ricciardelli, daughter said the process has been long and thanked Rep. Garlick for her explanation. She noted a dying tree jeopardizes the lives of people walking in the area.

Mr. Bulian said, at this point, he can not support removing the tree as it is in excellent condition. He suggested completing the work and if the tree deteriorates, revisit the issue of removal at a later time.

Discussion ensued on the effect of construction on tree roots. Mr. Olsen cited the Greendale Avenue project and his tree recommendation which was not supported. He said there are now dead trees in the area, reiterating construction destroys trees.

Ms. Cooley recalled previous discussion on replacement of the sewer line, and asked if the sewer line has been replaced?

Mrs. Roman said the sewer line has not been replaced. She said her concern is her home, and she wants to know what will happen with the tree before committing to doing any work. She commented it is no good having a new sewer line with no house.

Mr. Borrelli said discussion has turned from removal of a tree to a quality of life issue.

Discussion ensued on the sewer line and root systems. Mr. Olsen stated nothing will change regarding the sewer line if the tree is removed.

Mr. Borrelli said he agrees with the recommendation of the Tree Warden if there were not another way to route the waterline.

Mr. Matthews said because of the unique circumstances and concerns, he suggested continuing the public hearing to November 13, 2018 at 7:00 p.m. allowing the Board time for additional input.

Mr. Handel said even if all of the infrastructure problems could be solved, it still would not be sufficient. He reiterated his position against removing the tree, stating he does not expect his decision to change with additional information.

Motion by Mr. Handel that the Board of Selectmen continue Public Hearing for the removal of one (1) Public Shade Tree at 195 Harris Avenue to Tuesday, November 13, 2018 at 7 p.m. to gather additional information and input from interested parties.

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

Ms. Cooley suggested the issue of trees affecting water line replacements and how they are handled by the Town must be discussed.

7:49 p.m. Public Hearing: School Use Regulations

Dan Gutekanst, Superintendent of Schools and Carys Lustig, Director of Administration & Finance, Public Services appeared before the Board regarding the proposed revision to the Rules and Regulations for Use of School Facilities and associated fee schedule. These Rules and Regulations are what guide the Building Maintenance Division in its permitting of School facilities in accordance with School Committee policy. It was noted the proposal has been distributed to user groups.

Ms. Lustig said the new fee structure will be implemented on July 1, 2019. She said changes include notification of cancellation by groups has been extended to at least five days, clarity of the use fee, and use of AV equipment. Ms. Lustig commented on the fee structure for gym space, auditoriums, performance centers etc., as compared to surrounding communities.

Ms. Cooley asked if the new Sunita Williams School will be added to the list. Dr. Gutekanst said eventually, but expects the new school to be off line for about a year after opening.

Mr. Matthews said the Town is not looking to turn a profit, but must have sufficient funds to maintain facilities. Dr. Gutekanst has advocated for higher fees, noting some light bulbs cost nearly \$250 and the budget is not sufficient to fix things that break.

Mr. Matthews invited public comment.

Chris Considine, 29 Oak Hill Road said the fees should be raised; however out of Town organizations should pay more to use the facilities.

Karen Price, 42 Lake Avenue, League of Women Voters said the League recently completed a study of community use of public buildings. She commented the language in section A1 of the policy does not accurately reflect the policy of the School Committee. She said the policy only refers to commercial use of school facilities, and therefore should not be applied to any use of school facilities. Ms. Price noted the 50% increase for performance space for a non-profit group is not equal to issues happening in the gyms. She said if there are increases she is hopeful to have an improvement in services suggesting a contact person/custodian be assigned to each space that is able to help with any issue. She noted it would

also be helpful to have instruction on where light switches are located, internet password, a means of reporting back to the Town on the experience of using a space, and instructions for controlling the temperature.

Discussion ensued on clarifying the language of section A1 of the policy, as it relates to 501 3(c) groups and the requirement for small groups needing insurance coverage to use the facilities.

The Board thanked Ms. Lustig and Dr. Gutekanst for their work.

8:23 p.m.

Town Manager:

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

1. Approve Memoranda of Agreement

Motion by Mr. Handel that the Board approve and sign the Memorandum of Agreement with the Needham Independent Public Employee Association for FY2019-FY2021 and the Memorandum of Agreement with the Building Custodians & Trades Independent Association FY2019 and FY2020 to FY2022.

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

2. Town Meeting Preparation

Motion by Mr. Bulian that the Board of Selectmen vote to support Article 1 - Fund Collective Bargaining Agreement - BCTIA in the Special Town Meeting Warrant.

Second: Ms. Cooley. Unanimously approved 5-0.

Motion by Mr. Bulian that the Board of Selectmen vote to support Article 2 - Fund Collective Bargaining Agreement DPW/NIPFA in the Special Town Meeting Warrant.

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

Motion by Mr. Bulian that the Board of Selectmen vote to support Article 5 - Amend the FY2019 RTS Enterprise Fund Budget in the Special Town Meeting Warrant.

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

Motion by Mr. Bulian that the Board of Selectmen vote to support Article 6 - Amend the FY2019 Sewer Enterprise Fund Budget in the Special Town Meeting Warrant.

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

Motion by Mr. Bulian that the Board of Selectmen vote to support Article 7 - Amend the FY2019 Water Enterprise Fund Budget in the Special Town Meeting Warrant.

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

Mr. Matthews referred to Article 10 - Appropriate for Public Safety Buildings Construction requiring voter approval for an override question to be placed on the November 2018 ballot by the Board of Selectmen, noting a request from the Citizen's Committee working in its favor for a letter from the Board of Selectmen to the editor supporting the question. He asked for motion authorizing the Chair, in conjunction with the Town Manager, to prepare a letter for the Board's signature supporting Question 4 on the ballot.

Motion by Mr. Handel that the Board vote to authorize the Chair, in conjunction with the Town Manager, to prepare a letter to the editor stating the Board's support approving the override question on the ballot as it relates to Article 10 - Appropriate for Public Safety Buildings Construction.

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

8:29 p.m. Board Discussion:

1. Committee Reports

No Committee Reports were made.

8:30 p.m. Adjourn:

Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of Tuesday, October 9, 2018.

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

A list of all documents used at this Board of Selectmen meeting is available at:
<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>

BOARD OF SELECTMEN

* MINUTES *

October 10, 2018

6:50 p.m. A special meeting of the Board of Selectmen was convened by Chair Daniel Matthews at the Needham Town Hall. Present were Mr. John Bulian, Mr. Moe Handel, Mr. Matthew Borrelli, Ms. Marianne Cooley, and Town Manager Kate Fitzpatrick.

Town Meeting Preparation – The Board discussed the articles on the warrant for the Town Meeting.

7:05 p.m. **Motion:** Mr. Borrelli moved that the Board adjourn its meeting contemporaneously with the adjournment of Town Meeting. Mr. Bulian seconded the motion. Unanimous: 4-0.

Note: The Annual Town Meeting adjourned for the evening at 11:15 p.m.



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

pd. CK. #253 10/15/18
emailed 10/17/18

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2018 OCT 15

INTERNAL USE ONLY	
☒ DPW	☒ Police
☒ Fire	☐ OTM
☒ Park & Rec	☐ Paid
☐ PFD	

TYPE OF EVENT: (check all that apply)

☒ RUN ☐ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event:

Needham New Year's Day 5k

Name of Organization:

Needham Running Club

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

If yes, name of Town and date:

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

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

Organization Mailing Address: Bill Gallagher
48 Hawthorn Ave, Needham, MA 02492

☐ **Organization
is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

Bill Gallagher 48 Hawthorn Ave Needham, MA 02492

Primary Contact:

Bill Gallagher

Contact Title:

pres

Contact Address:

48 Hawthorn Ave Needham, MA 02492

Contact Phone (Day):

617-353-1401

Contact Phone (Cell):

857-330-7628

Contact Email:

Bill.Gall3@gmail.com

Event Date(s): <i>January 1, 2019</i>	Date Expected to be in Needham: <i>January 1, 2019</i>
Earliest Time Expected in Needham: <i>9am</i>	Latest Time Expected in Needham: <i>1pm</i>
Number of Expected Participants: <i>500</i>	Number of Expected Spectators at Peak Time: <i>100</i>
Are participants charged a fee? ☒ YES ☐ NO	
Estimated Number of Vehicles: <i>200</i>	What type of Parking is required: <i>YMCA + street parking</i>
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: <i>8am - 1pm on GPA around YMCA, and surrounding streets</i>	
Are event organizers available to meet with members of the Town to plan event? ☒ YES ☐ NO	Do event organizers foresee the need for any road closures (subject to police review)? ☒ YES ☐ NO
What will be done in case of inclement weather? <i>@ 8:00am we will make a decision + notify NPD + runners</i>	
Will neighborhoods be impacted by parking and traffic? <i>NO</i>	
What activities are planned for the start of the race (if in Needham)? <i>none</i>	
What activities are planned for the end of the race (if in Needham)? <i>none</i>	

What facilities are needed for the start of the race (if in Needham)?	
YMCA on GPA	
What facilities are needed for the end of the race (if in Needham)?	
YMCA on GPA	
Once the event begins, how long will it take to complete the event?	
1.5 hrs	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	we place our mile markers @ 1, 2, 3 miles.
Will volunteers be placed along the route?	yes, lots
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	yes, speaker + mic @ YMCA 8-12:30
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	yes, bananas + M+Ms
Will portable toilets be used? List locations.	NO
Will hydration stops be set up along route? If yes, please include these on route plan.	NO
If the event takes place after dark, what is the plan to meet lighting needs?	NO
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	we have a medical + contingency plans. We also have 5 docs, 6 nurses as volunteers
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?	NO
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?	→ Yes	Jan 1, 2019 is a Tuesday
Will church/house of worship services take place during the event?	→ NO	
What is the plan to handle trash?	we place in YMCA dumpster	

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

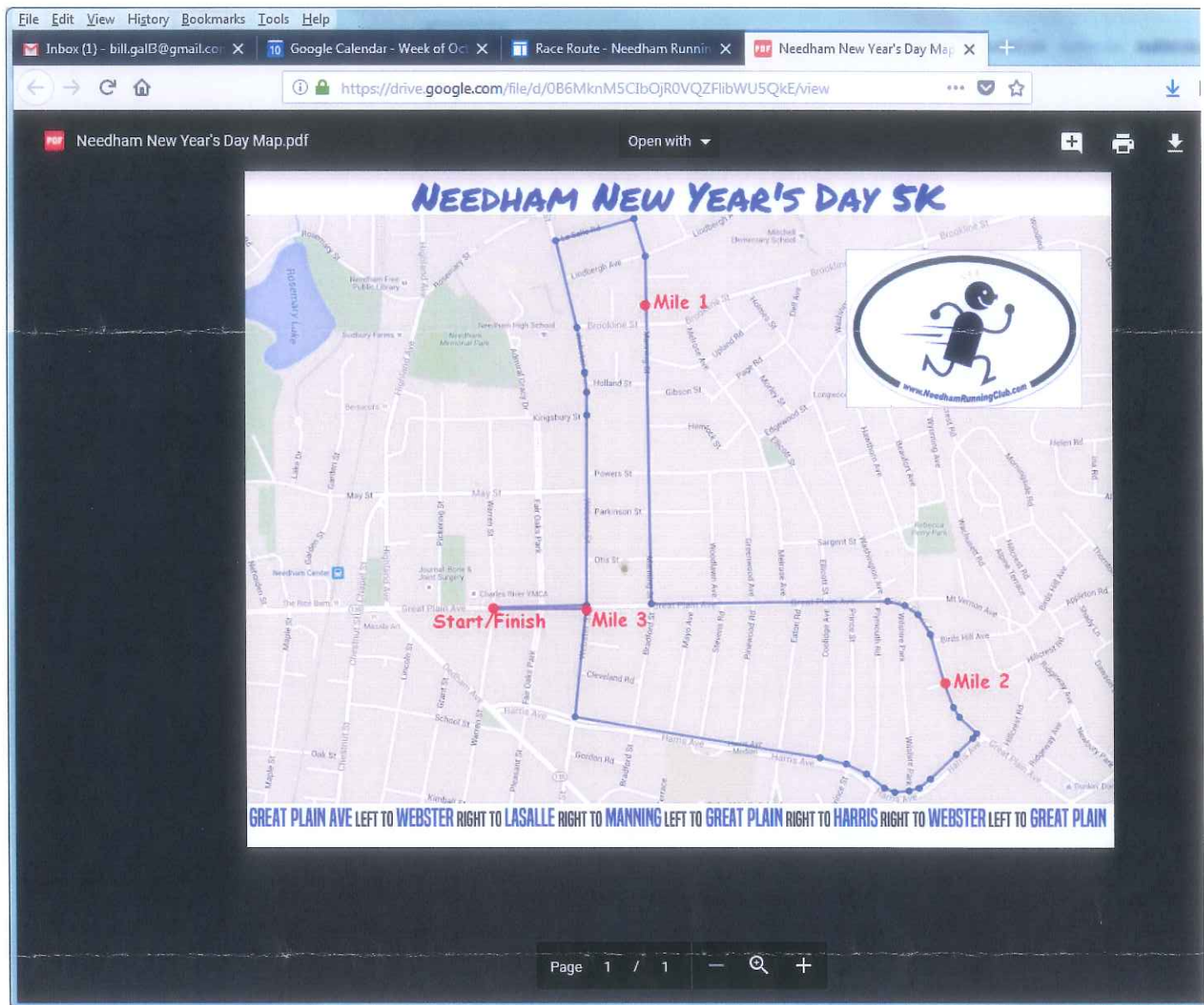
- event route map (include map and text of route, parking plan, volunteer placement)
- application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)
- certificate of insurance

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.

Needham New Year's Day 5K 2019

<https://drive.google.com/file/d/0B6MknM5CibOjR0VQZFibWU5QkE/view>



Route in words. We start off in front of the YMCA on GPA, then take a left onto Webster, Right onto LaSalle, right onto Manning, Left onto GPA, Right onto Harris ave, right onto Webster, left onto GPA, and finish at the YMCA on GPA. 3.1 miles. The NPD has approved this route for the past couple of years.

Thank you very much, Bill Gallagher 857-330-7628

pd. 10/10/18
e-mailed 10/11/18

**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	Autumn Harvest Tasting
Date of Event	November 2, 2018
License is for Sale of: ☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)	
Requested Time for Liquor License	FROM: 6:00 PM TO: 10:00 PM
Are tickets being sold in advance for this event?	☒ YES \$ 35.00/per ticket ☐ NO
Is there an admission fee for this event?	☒ YES \$ 35.00 /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?	100
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? Hired Wine and Cheese expert Adam Centamore and assisted by 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 is on file with Needham BOS	
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. The presenter and assistant will pour glasses of wine for the attendees	
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))	
Event Manager Signature:	Date: 10/9/18



Autumn Harvest Tasting Event

Enjoy a seasonal selection of wines –
paired with artisanal New England cheeses

Friday, 2 November 2018

6:00pm – 8:00pm

KoC Hall

1211 Highland Ave Needham

Your support benefits the

**Fr. Daniel J Kennedy
Needham Knights of Columbus
Scholarship Fund**

Pairing Host & Expert

Adam Centamore

Advance Ticket Sales Only

\$35 each ■ \$280 table of eight

Make Your Reservation

rtimmerman1021@yahoo.com

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

MUNICIPAL EMPLOYEE INFORMATION	
Name of municipal employee:	Joseph Scott Brumit
Title/ Position	Tai chi / Qi Gong Instructor
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Needham Council on Aging <i>Continuing Education</i>
Agency Address	300 Hillside Ave. <i>1330 Highland Ave</i>
Office phone:	781-455-7855 <i>781-455-0900</i>
Office e-mail:	a.kelley@Needhamma.gov
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	
BOX # 1 Select either STATEMENT #1 or STATEMENT #2 . Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee. STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2 .	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee. STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

Write an X beside your financial interest.	My financial interest in a municipal contract is: ☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☐ <u>STATEMENT # 2:</u> I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
Name and address of municipal agency that made the contract	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT <i>Needham Council on Aging</i> <i>300 Hillside Avenue</i> <i>Needham, MA</i> <i>781-455-7555</i>
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☐ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. <i>Teaching Tai Chi/QiGong for the</i> <i>Needham Council on Aging</i>
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?

What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. <i>\$30⁰⁰ per hour</i>
Date when you acquired a financial interest	<i>April 1, 2007</i>
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. <i>None</i>
Date when your immediate family acquired a financial interest	<i>X</i>
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES -- Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☐ The services will be provided outside my normal working hours as a municipal employee. ☐ The services are not required as part of my regular duties as a municipal employee. ☐ For these services, I will be compensated for not more than 500 hours during a calendar year.
Employee signature:	<i>Joseph Scott Burns</i>
Date:	<i>10/17/18</i>

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

October 14, 2018

Tedi Eaton, Town Clerk

Town of Needham

1471 Highland Avenue

Needham, MA 02494

Dear Tedi,

I wanted to let you know that I have been hired by the Needham Aging Services as a Tai Chi & Qigong Instructor.

I currently am employed by the Needham Continuing Education but I believe there is no conflict with any of my responsibilities with the Aging Services Department.

Please do not hesitate to contact me for any further information.

Sincerely,

Joseph Scott Brumit

October 14, 2018

Rachel Glisper, Director of Human Resources

Town of Needham

1471 Highland Avenue

Needham, MA 02494

Dear Rachel,

The Needham Aging Services has hired Joseph Scott Brumit as a Tai Chi & Qigong Instructor which are soon going to be revolving fund programs.

Joseph Scott Brumit is currently employed by the Needham Continuing Education. There is no conflict with any of his responsibilities with the Aging Services Department.

Attached is copy of the letter that Mr. Brumit has filled with the Town Clerk, disclosing the second position.

Please do not hesitate to contact me for any further information.

Sincerely,

Aicha Kelley

Program Coordinator

Needham Aging Services