

BOARD OF SELECTMEN

December 18, 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	Public Hearing: Underground Fuel Application- Parkman Way • Drew Arias, Lionstone Design Construction
2.	7:10	Introduce Director of Youth & Family Services • Tim McDonald, Director of Health & Human Services • Sara Shine, Director of Youth & Family Services
3.	7:20	Introduce Police Officer • Chief John Schlittler
4.	7:25	Diversion Program Update • John Schlittler, Chief of Police • Catherine (Katie) McCullough, Juvenile Prosecutor • Kristen Lindley, LCSW, Diversion Program Coordinator
5.	7:35	ASHER Program Update • Chief Dennis Condon • Chief John Schlittler
6.	7:45	FY2018 Financial Audit • Melanson & Heath Company, P.C. • David Davison, Assistant Town Manager/Director of Finance
7.	8:15	Town Manager • Determination of Unique Status • Approve FY2020 – 2024 Capital Improvement Plan • Accept and Refer Zoning • Community Preservation Act Funding Applications • Town Manager Report
8.	8:30	Board Discussion • Committee Reports
9.	8:45	Executive Session: Exception 3- Potential Litigation and Exception 6- Purchase, Exchange, Lease or Value of Real Property

APPOINTMENTS

	None	
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CONSENT AGENDA *=Backup attached

1.	Accept the following donations made to the Needham Public Health Division's Domestic Violence Action Committee (DVAC): \$25 from Clair Blum, a Needham resident, and \$100 from Ann MacFate, a Needham resident.
2.	Accept the following donations made to the Needham Public Health Division's Gift of Warmth Fund: \$400 from the Christ Episcopal Church in Needham, and \$1,000 from the Congregational Church of Needham.
3.	Accept a \$50 donation made to the Needham Aging Services Donation Account from Evelyn Amrhein, a West Roxbury resident.
4.	Approve a 2019 Common Victualler License for the following: • LPM Holding Co., Inc. d/b/a Cutler Lake located at 117 Kendrick Street, Needham • LPM Holding Co., Inc. d/b/a Kendrick Café located at 63 Kendrick Street, Needham
5.	Accept a \$2,500 donation made to the Needham Health Department's Substance Abuse Prevention & Education Program from Beth Israel Deaconess Hospital-Needham.
6.*	Water & Sewer Abatement Order #1266
7.*	Approve and sign application for recertification as Tree City USA for 2018.
8.*	Ratify the actions of the Chair and Town Manager in signing Sister City agreement between the Town of Needham and Daxing District of Beijing.
9.*	Approve Vehicle Expense Reimbursement Rate from 54.5 cents to 58.0 cents per mile consistent with the rate determined by the IRS. The effective date for this reimbursement rate would be January 1, 2019.
10.*	Approve Open Session minutes of November 27, 2018 and December 4, 2018.



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

MEETING DATE: 12/18/2018

Agenda Item	Public Hearing: Application for a License to Store Fuel Underground at 32 Parkman Way, Needham
Presenter(s)	Drew Arias, Lionstone Design Construction

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Lionstone Design Construction is requesting a license for to install (2) 1,000 gallon of propane fuel underground, at 32 Parkman Way, Needham. Section 4.3 of the Town of Needham General By-laws states that any amount of liquid petroleum gas in excess of 500 gallons on a property requires a license issued by the Board of Selectmen.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	Suggested Motion: That the Board of Selectmen vote to approve and authorize the Chairman to sign a license for Lionstone Design Construction to install (2) 1,000 gallon of propane fuel above-under ground, at 32 Parkman Way, Needham.
3.	BACK UP INFORMATION ATTACHED
	1. Application / License Form / Map 2. Legal Notice 3. Certified Abutters List 4. General By-Law 4.3 5. Procedures for Filing Applications for Storage of Flammable and Combustible Fluids



FP-002A
(Rev. 1.1.2015)

The Commonwealth of Massachusetts

City/Town of NEEDHAM

Application For License

Massachusetts General Law, Chapter 148 §13

☐ New License ☐ Amended License

GIS Coordinates

LAT.

LONG.

License Number

Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws of Massachusetts for a license to store flammables, combustibles or explosives on land in buildings or structures herein described.

Location of Land: 32 PARKMAN WAY NEEDHAM MA MAP-206 BLOCK 9 LOT 1
Number, Street and Assessor's Map and Parcel ID

Attach a plot plan of the property indicating the location of property lines and all buildings or structures.

Owner of Land: PARKMAN REALTY TRUST

Address of Land Owner: 80 WILLIAMS ST SUITE 200 WELLESLEY MA

Use and Occupancy of Buildings and Structures: PRIVATE RESIDENCE

If this is an application for amendment of an existing license, indicate date of original license and any subsequent amendments

Attach a copy of the current license

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases; see 527 CMR 1.00 Table 1.12.8.50; Attach additional pages if needed. All tanks and containers are considered full for the purposes of licensing and permitting.

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums
1075/ Liquid Propane GAS		2000	gallons	2/1000 gallon under ground propane

Total quantity of all flammable liquids to be stored: 2000

Total quantity of all combustible liquids to be stored: _____

Total quantity of all flammable gases to be stored: _____

Total quantity of all flammable solids to be stored: _____

LP-gas (Complete this section for the storage of LP-gas or propane)

Indicate the maximum quantity of LP-gas to be stored and the sizes and capacities of all storage containers. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: 0

List sizes and capacities of all aboveground containers used for storage: _____

❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: 2000

List sizes and capacities of all underground containers used for storage: (2) 1000 GALLON

Total aggregate quantity of all LP-gas to be stored: 2000

Fireworks (Complete this section for the storage of fireworks)

Indicate classes of fireworks to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.3G: _____ Type/class of magazine used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4G: _____ Type/class of magazine used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4: _____ Type/class of magazine used for storage: _____

Total aggregate quantity of all classes of fireworks to be stored: _____

Explosives (Complete this section for the storage of explosives)

Indicate classes of explosive to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.1: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.2: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.3: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.5: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.6: _____ Number of magazines used for storage: _____

**SIGN
HERE**

CHARLES NARDONE, hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

Signature Charles Nardone Date 12-3-18 Name CHARLES NARDONE

Fire Department Use Only

I, Dennis Condon, Head of the Needham Fire Department endorse this application with my

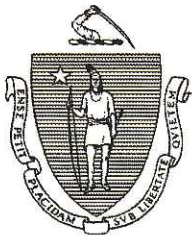
☒ Approval ☐ Disapproval

Signature of Head of the Fire Department

Date

12-5-18

Recommendations: _____



FP-002
(Rev. 1.1.2015)

The Commonwealth of Massachusetts
City/Town of _____

License

Massachusetts General Law, Chapter 148 §13

☒ New License ☐ Amended License

GIS Coordinates

LAT. _____

LONG. _____

License Number _____

After notice and hearing, and in accordance with Chapter 148 of the Mass. General Laws,
a license is hereby granted to use the land herein described for the purposes described.

Location of Land: 32 Parkman Way Needham MA Map-206 Block 9 Lot 1
Number, Street and Assessor's Map and Parcel ID
Owner of Land: Parkman Realty Trust
Address of Land Owner: 80 Williams Street Suite 200 Wellesley, MA.

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases. All tanks and containers are considered full for the purposes of licensing and permitting. (Attach additional pages if necessary.)

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums
<u>1075 / liquid Propane gas</u>		<u>2,000</u>	<u>gallons</u>	<u>2 / 1,000</u> <u>gallon underground</u> <u>propane</u>

LP-gas (Complete this section for the storage of LP-gas or propane)

- ❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: 0
List sizes and capacities of all aboveground containers used for storage _____
- ❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: 2,000
List sizes and capacities of all underground containers used for storage (2) 1,000 gallon tanks
- Total aggregate quantity of all LP-gas to be stored: 2,000

Fireworks (Complete this section for the storage of fireworks)

- ❖ Maximum amount (in pounds) of Class 1.3G: _____
- ❖ Maximum amount (in pounds) of Class 1.4G: _____
- ❖ Maximum amount (in pounds) of Class 1.4: _____
- Total aggregate quantity of all classes of fireworks to be stored: _____

**THIS LICENSE OR A CERTIFIED COPY THEREOF MUST BE CONSPICUOUSLY
POSTED ON THE LAND FOR WHICH IT IS GRANTED.**

Explosives *(Complete this section for the storage of explosives)*

- | | |
|--|---|
| ❖ Maximum amount (in pounds) of Class 1.1 : _____ | Number of magazines used for storage: _____ |
| ❖ Maximum amount (in pounds) of Class 1.2 : _____ | Number of magazines used for storage: _____ |
| ❖ Maximum amount (in pounds) of Class 1.3 : _____ | Number of magazines used for storage: _____ |
| ❖ Maximum amount (in pounds) of Class 1.4 : _____ | Number of magazines used for storage: _____ |
| ❖ Maximum amount (in pounds) of Class 1.5 : _____ | Number of magazines used for storage: _____ |
| ❖ Maximum amount (in pounds) of Class 1.6 : _____ | Number of magazines used for storage: _____ |

Licensing Authority Use:

This license is granted upon the condition that the licensed activity will comply with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts General Law, Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00) as amended. The license holder may not store materials in an amount exceeding the capacities herein specified unless and until any amended license has been granted.

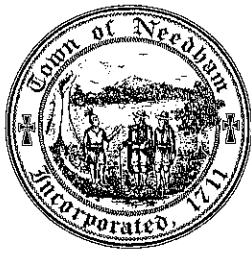
ADDITIONAL RESTRICTIONS:

Signature of Licensing Authority

Title

Date

**THIS LICENSE OR A CERTIFIED COPY THEREOF MUST BE CONSPICUOUSLY
POSTED ON THE LAND FOR WHICH IT IS GRANTED.**



**LEGAL NOTICE
Town of Needham
Board of Selectmen
Public Hearing**

Public Notice is hereby given that Lionstone Design Construction has made an application in accordance with the provisions of Chapter 148 of the Massachusetts General Laws, for a license to install (2) 1,000 gallon propane fuel tanks underground at 32 Parkman Way, Needham, MA 02492.

Upon said application it is hereby ORDERED: That a Public Hearing be held at the office of the Board of Selectmen, Town Hall, 1471 Highland Avenue, Needham, MA, Tuesday, December 18, 2018 at 7:00 pm, at which time all persons interested may appear and be heard.

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

BOARD OF SELECTMEN

Dated: Boston Globe, December 8, 2018

32 PARKMAN WAY

[illegible]

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.....*[Signature]*

4.1.4 Failure to License. In addition to the requirement that a dog shall be duly licensed as required by law, the owner of a dog not licensed on or before April 30th in any year shall be subject to a fine of fifty dollars (\$50.00), in addition to the license fee, upon the complaint of the dog officer. The owner of any unspayed and unleashed female dog found by the dog officer roaming in season (heat) off the premises of the owner or keeper shall be subject to a fine of fifty dollars (\$50.00). Each such occasion shall constitute separate violations.

4.1.5 Fees. The fees for registering and licensing dogs of all types in the Town shall be established from time to time by vote of the Selectmen.

SECTION 4.2 PUBLIC CARRIAGES AND TAXIS

4.2.1 Licenses. The Board of Selectmen may license hackney carriages or motor vehicles for the conveyance of persons for hire from place to place within the Town and may revoke such licenses at their discretion. A record of all licenses so granted or revoked shall be kept by the Selectmen.

4.2.2 Penalties. No person shall set up, use or drive in the Town any unlicensed hackney carriage or motor vehicle for the conveyance of passengers for hire from place to place within the Town. Any person violating Section 4.2 shall be subject to a penalty not exceeding twenty dollars (\$20) for each offense.

4.2.3 Expiration and Fees. Licenses shall expire on the thirtieth day of April following the date of issuance, and shall not be transferred without the written consent of the Board of Selectmen. For each license the sum of ten dollars (\$10.00) shall be paid to the Town Treasurer for use by the Town. A license so granted shall become void if the applicant neglects or refuses to take out and pay for his license within ten days after notice that it has been granted.

4.2.4 Taxi Stands. The Selectmen may grant to the holder of a license under Section 4.2 a license to use a certain portion of a public way as a taxi stand for the solicitation of passengers for hire and no person shall use any portion of any public way for such purpose without such license. Any person who violates any of the provisions of Sub-section 4.2.4 shall be punished by a fine of not more than twenty dollars (\$20.00) for each offense.

SECTION 4.3 FEES, REGISTRATION APPLICABLE TO FLAMMABLES

4.3.1 Statutory Authority. Pursuant to the authority of M.G.L. Chapter 148, Sections 10A, 13, 38A and 39A, and the Needham Fire Code, there is hereby established a fee schedule for licenses granted by the Board of Selectmen, Annual Certificate of Registration filed with the Town Clerk and Permits granted by the Chief of the Fire Department as follows:

4.3.2 Licenses for the Storage of Flammables issued by the Board of Selectmen

Class A: (all types)

166	-	40,000 gallons . . .	\$50.00
40,001	-	80,000 gallons . . .	200.00
80,001	-	100,000 gallons . . .	300.00
100,001	-	500,000 gallons . . .	400.00
500,001	-	1,000,000 gallons. . .	500.00
over 1,000,000 gallons	.		800.00

Class B Fuel: (all types)

501	-	20,000 gallons . . .	50.00
20,001	-	40,000 gallons . . .	100.00
40,001	-	80,000 gallons . . .	200.00
80,001	-	100,000 gallons . . .	300.00
100,001	-	500,000 gallons . . .	400.00
500,001	-	1,000,000 gallons. . .	500.00
over 1,000,000 gallons	.		800.00

Class C Fluids (all types)

1,001	-	20,000 gallons	.	.	.	50.00
20,001	-	40,000 gallons	.	.	.	100.00
40,001	-	80,000 gallons	.	.	.	200.00
80,001	-	100,000 gallons	.	.	.	300.00
100,001	-	500,000 gallons	.	.	.	400.00
500,001	-	1,000,000 gallons	.	.	.	500.00
over 1,000,000 gallons	.	.	.	.	.	800.00
Flammable Solids 101 lbs and up	.	.	.	.	.	50.00
Flammable Gases (within a building)						
3,001 cubic ft. and up	.	.	.	.	.	50.00
Flammable Gases (outside a building)						
10,001 cubic ft. and up	.	.	.	.	.	50.00
Liquid Petroleum Gases						
500	-	1,000 gallons	.	.	.	50.00
over	-	1,001 gallons	.	.	.	100.00

Automobiles

The parking of four or more vehicles in a structure - two dollars (\$2.00) per vehicle, and not less than fifty dollars (\$50.00).

Advertising costs for a hearing by the Board of Selectmen for the issuance of a license for the storage of flammables shall be paid by the applicant.

The annual fees shall include the cost of the initial registration with the Town Clerk. The fee for each annual renewal registration with the Town Clerk shall be the amount herein specified for the original license as set forth above.

4.3.3 Permit Fees

Underground Storage Tank Removal	.	.	.	.	\$100.00
Underground Storage Tank Installation	.	.	.	.	100.00
Underground Gasoline Tank Removal	.	.	.	.	100.00
Underground Gasoline Tank Installation	.	.	.	.	100.00

SECTION 4.4 GENERAL

4.4.1 Denial, Revocation or Suspension for Failure to Pay Municipal Taxes.

4.4.1.1 The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve month period, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.

4.4.1.2 The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the licensing authority from the tax collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate whose owner has neglected or refused to pay local taxes, fees, assessments, betterments or any other municipal charges provided, however, that written notice is given to the party and the tax collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The tax collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license

Town of Needham

Procedures for filing Applications for Storage of Flammable & Combustible Fluids

Licenses, registrations and permits for the storage of flammable or combustible fluids are granted in accordance with Massachusetts General Law, Chapter 148 and the Board of Fire Prevention Regulations. Local licensing boards have the authority to issue licenses for storage and sale of flammable products. Applications for the storage of flammable and combustible fluids are available from the Needham Fire Department.

I. Definition of license, permit, registration

1. **License** is the permission by competent authority to do an act, which, without such permission, would be unlawful, a trespass, or a tort. A flammable or combustible storage license is applied for and granted by the local licensing authority. The license is granted to the land and not to an individual. Only one license may be issued to a parcel of land. This license may be amended to reflect changes in quantity, conditions or restrictions. The license may be revoked or suspended by the issuing authority. Records of application and public hearing information are maintained by the Board of Selectmen.
2. **Registration** is the acknowledgment by competent authority of the act of recording a formal or official record. A flammable or combustible storage registration is applied for annually at the Needham Town Clerk's Office by the holder or occupant of licensed land to inform the town that the license is still active and being exercised. A registration may be granted to an applicant who is handling a license. The registration attests to continued use of the license. Only one registration may be granted for each license. Record of registrations is maintained by the Needham Town Clerk.
3. **Permit** is a written authority or warrant, issued by a person in authority, empowering the grantee to do some act not forbidden by law but not allowable without such grant of authority. The law allows certain small quantities of flammable and combustibles to be kept or stored on the land without a license, but with a permit granted by the Needham Fire Chief.

II. The Application Process for Storage of Flammable and Combustible Fluids

1. Applications for a license or a permit are available at the Fire Department.
2. The Applicant must return the application to the Fire Department with a Plot Plan of the site indicating the area where the fuel is to be stored.
3. The Fire Inspector reviews the application and plot plan to determine whether the applicant requires a license or a permit. The Inspector will also determine the

classification for the storage of the flammable product.

4. When the Fire Inspector specifies the application requires a license a public hearing process is required.
5. The Fire Chief reviews and signs/approves the application. The application is forwarded to the Board of Selectmen.

III. The Public Hearing Process for issuance of a License

1. When an application is received at the Board of Selectmen's Office, the following procedure is followed.
 - a. The Selectmen's Office forwards the application to the Engineering Division for review/approval with respect to the location of utilities on the property. The Engineering Division will also identify the abutters and forward to the Assessor's Office for certification.
 - b. The licensing authority requests a certified abutters list from the Assessor's Office.
 - c. Following the receipt of the abutters list, a date for the public hearing is established [to be held at a scheduled Board of Selectmen's meeting]. The hearing must be scheduled a minimum of seven days after the advertisement of the public hearing.
 - d. The legal notice of the hearing is sent to a local newspaper with an explanation when to advertise and who to bill. The ad must run at least seven days prior to the date of the public hearing.
 - e. The applicant is sent a letter with the following enclosures: the certified abutters list, the legal notice and a copy of the letter sent to the local newspaper.
 - f. The applicant is responsible for obtaining copies of the legal advertisement for each of the individuals on the abutters list.
 - g. The applicant mails each abutter, via certified mail /return receipt, a copy of the legal notice (newspaper ad) not less than seven days prior to the hearing date.
 - h. The applicant is responsible for providing proof of payment for the legal notice to the Selectmen's office prior to the public hearing.
 - i. The applicant returns the following to the Licensing Authority no later

than the Thursday before the scheduled Public Hearing:

- 1) Copies of all Certified Return Receipt Slips sent to abutters.
 - 2) A receipt of payment for the advertisement.
- j. The applicant or his representative must attend the public hearing.
 - k. The Licensing Authority will deny/grant the license at the public hearing. There may be restrictions imposed by the Licensing Authority at the time of the hearing.
 - l. Upon approval of a license, the licensing authority will forward the license to the office of the town clerk.
 - m. The town clerk will record the license. The fee for the license is paid to the town clerk.

Propane fuel storage licenses are granted with the following restrictions: 1) The petitioner agrees to contract for an annual gas appliance system check making sure that the entire propane system is checked for leaks; and further making sure that every element satisfies local regulations and industry standards. Evidence of such a systems check must be sent annually to the Needham Fire Department; and 2) The tank, with all its piping and equipment, and the system, when installed, will meet U.S., State and local code regulations, specifications and directives.

A fuel storage license is deemed a grant attached to the land and a certificate of registration must be filed annually on or before April 30th by the owner/occupant of the land who holds the license.

Attachments: Application for a License to Store a Flammable Product (Needham)
Application for License (State Fire Marshal)



FP-002
(Rev. 1.1.2015)

The Commonwealth of Massachusetts
City/Town of _____

License

Massachusetts General Law, Chapter 148 §13

☐ New License ☐ Amended License

GIS Coordinates

LAT.

LONG.

License Number

After notice and hearing, and in accordance with Chapter 148 of the Mass. General Laws,
a license is hereby granted to use the land herein described for the purposes described.

Location of Land: _____
Number, Street and Assessor's Map and Parcel ID

Owner of Land: _____

Address of Land Owner: _____

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases. All tanks and containers are considered full for the purposes of licensing and permitting. (Attach additional pages if necessary.)

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LP-gas *(Complete this section for the storage of LP-gas or propane)*

❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: _____
List sizes and capacities of all aboveground containers used for storage _____

❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: _____
List sizes and capacities of all underground containers used for storage _____

Total aggregate quantity of all LP-gas to be stored: _____

Fireworks *(Complete this section for the storage of fireworks)*

❖ Maximum amount (in pounds) of Class 1.3G: _____

❖ Maximum amount (in pounds) of Class 1.4G: _____

❖ Maximum amount (in pounds) of Class 1.4: _____

Total aggregate quantity of all classes of fireworks to be stored: _____

**THIS LICENSE OR A CERTIFIED COPY THEREOF MUST BE CONSPICUOUSLY
POSTED ON THE LAND FOR WHICH IT IS GRANTED.**

Explosives *(Complete this section for the storage of explosives)*

- | | |
|--|---|
| ❖ Maximum amount (in pounds) of Class 1.1 : _____ | Number of magazines used for storage: _____ |
| ❖ Maximum amount (in pounds) of Class 1.2 : _____ | Number of magazines used for storage: _____ |
| ❖ Maximum amount (in pounds) of Class 1.3 : _____ | Number of magazines used for storage: _____ |
| ❖ Maximum amount (in pounds) of Class 1.4 : _____ | Number of magazines used for storage: _____ |
| ❖ Maximum amount (in pounds) of Class 1.5 : _____ | Number of magazines used for storage: _____ |
| ❖ Maximum amount (in pounds) of Class 1.6 : _____ | Number of magazines used for storage: _____ |

Licensing Authority Use:

This license is granted upon the condition that the licensed activity will comply with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts General Law, Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00) as amended. The license holder may not store materials in an amount exceeding the capacities herein specified unless and until any amended license has been granted.

ADDITIONAL RESTRICTIONS:

Signature of Licensing Authority

Title

Date

**THIS LICENSE OR A CERTIFIED COPY THEREOF MUST BE CONSPICUOUSLY
POSTED ON THE LAND FOR WHICH IT IS GRANTED.**



FP-002A
(Rev. 1.1.2015)

The Commonwealth of Massachusetts
City/Town of _____

Application For License

Massachusetts General Law, Chapter 148 §13

☐ New License ☐ Amended License

GIS Coordinates

LAT.

LONG.

License Number

Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws of Massachusetts for a license to store flammables, combustibles or explosives on land in buildings or structures herein described.

Location of Land: _____
Number, Street and Assessor's Map and Parcel ID

Attach a plot plan of the property indicating the location of property lines and all buildings or structures.

Owner of Land: _____

Address of Land Owner: _____

Use and Occupancy of Buildings and Structures: _____

If this is an application for amendment of an existing license, indicate date of original license and any subsequent amendments

Attach a copy of the current license

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases; see 527 CMR 1.00 Table 1.12.8.50; Attach additional pages if needed. All tanks and containers are considered full for the purposes of licensing and permitting.

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums

Total quantity of all flammable liquids to be stored: _____

Total quantity of all combustible liquids to be stored: _____

Total quantity of all flammable gases to be stored: _____

Total quantity of all flammable solids to be stored: _____

LP-gas (Complete this section for the storage of LP-gas or propane)

Indicate the maximum quantity of LP-gas to be stored and the sizes and capacities of all storage containers.
(See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: _____

List sizes and capacities of all aboveground containers used for storage: _____

- ❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: _____

List sizes and capacities of all underground containers used for storage: _____

Total aggregate quantity of all LP-gas to be stored: _____

Fireworks (Complete this section for the storage of fireworks)

Indicate classes of fireworks to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum amount (in pounds) of Class 1.3G: _____ Type/class of magazine used for storage: _____

- ❖ Maximum amount (in pounds) of Class 1.4G: _____ Type/class of magazine used for storage: _____

- ❖ Maximum amount (in pounds) of Class 1.4: _____ Type/class of magazine used for storage: _____

Total aggregate quantity of all classes of fireworks to be stored: _____

Explosives (Complete this section for the storage of explosives)

Indicate classes of explosive to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum amount (in pounds) of Class 1.1: _____ Number of magazines used for storage: _____

- ❖ Maximum amount (in pounds) of Class 1.2: _____ Number of magazines used for storage: _____

- ❖ Maximum amount (in pounds) of Class 1.3: _____ Number of magazines used for storage: _____

- ❖ Maximum amount (in pounds) of Class 1.4: _____ Number of magazines used for storage: _____

- ❖ Maximum amount (in pounds) of Class 1.5: _____ Number of magazines used for storage: _____

- ❖ Maximum amount (in pounds) of Class 1.6: _____ Number of magazines used for storage: _____

I, _____, hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

Signature _____ Date _____ Name _____

Fire Department Use Only

I, _____, Head of the _____ Fire Department endorse this application with my

☐ Approval ☐ Disapproval

Signature of Head of the Fire Department

Date

Recommendations: _____



The Commonwealth of Massachusetts

City / Town of _____

Application for Standard Permit



FP-006
(Rev. 1.1.2015)

➡ Return completed application to: _____ ⬅

Permit Number: _____

City or Town: _____

Date: _____

DIG SAFE NUMBER

Start Date: _____

In accordance with the provisions of M.G.L. Chapter 148, as provided in Section _____ application is hereby made
by _____
(Full Name of Person, Firm or Corporation) (Phone Number)

of _____
(Address: Street or P.O. Box, City or Town, Zip Code)

for permission to (state clearly purpose for which permit is requested) _____

Name of Competent Operator (if applicable) _____ Cert. No. _____

Date Issued-rejected _____ By _____
(Signature of Applicant)

Date of expiration _____ Fee _____ Amount Paid \$ _____

✂



The Commonwealth of Massachusetts

City / Town of _____



FP-006
(Rev. 1.1.2015)

PERMIT

City or Town: _____

Date: _____

Permit Number (if applicable): _____

DIG SAFE NUMBER

Start Date: _____

In accordance with the provisions of M.G.L. Chapter 148, as provided in _____ this permit is granted
to _____
(Full Name of Person, Firm or Corporation)

for _____

Restrictions: _____

at _____
(Street and # or Describe Location for Adequate Identification)

Fee Paid \$ _____ This permit will expire on _____

Signature of Official Granting Permit: _____ Title _____

➡ **This permit must be conspicuously posted upon the premises** ⬅



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

MEETING DATE: 12/18/2018

Agenda Item	Introduce Director of Youth & Family Services
Presenter(s)	Tim McDonald, Director of Health & Human Services Sara Shine, Director of Youth & Family Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. McDonald will introduce Sarah Shine, the newly appointed Director of Youth & Family Services (YFS) Ms. Shine will provide the Select Board with an overview of current YFS programs and services, and will highlight new programs and community collaborations which starting up.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Introduction Only	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Resume for Sarah Shine b. Powerpoint and flyer	

Needham Youth and Family Services

Meeting the new director and exploring
goals and services

Meet the New Director:

Sara Shine, MSW, LICSW

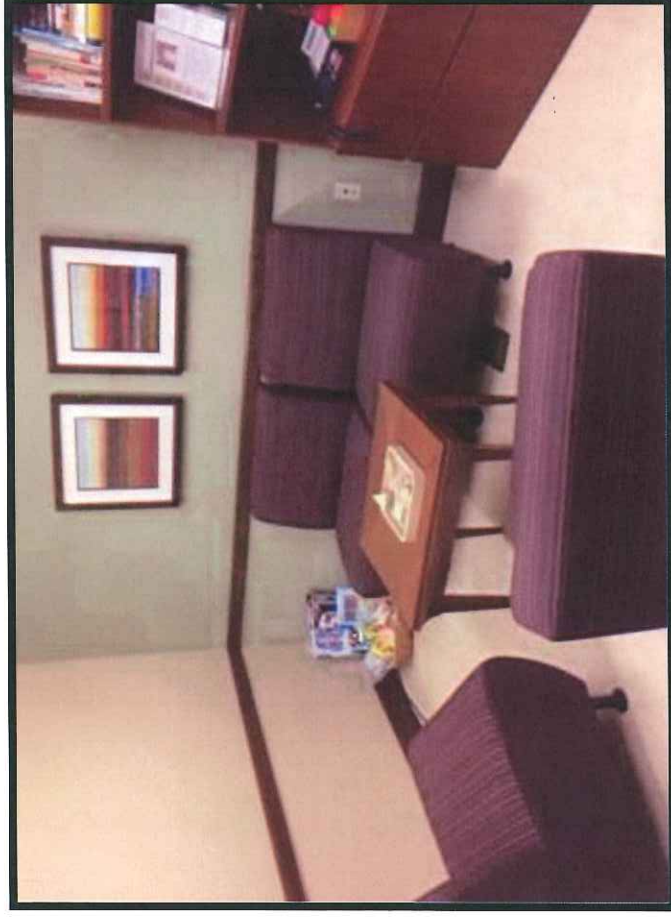
- Previously was the Associate Vice President of Clinical Services at the Italian Home for Children
- Oversaw all clinical services related to inpatient, residential, outpatient, school based and home based services
- Volunteered for years at the Red Cross as part of their Disaster Action Team
- Volunteered as a soccer coach for many years for Brookline

Youth and Family Services Current Services and Programs

Youth and Family Services currently provides a range of clinical services, programs to support youth and families, awards and other community supports.

Clinical Services

- Individual counseling
- Family Therapy
- Parent Consultations
- Substance Abuse Awareness Program
- Behavioral Intervention Program
- Crisis Response



Peer Tutor Program

High school students tutoring
students in grades 3-8



Interested in having your child tutored?

High school tutors are available to tutor children entering grades 3-8 who need academic support. Tutoring occurs weekly at various public sites throughout Needham during the academic school year.

Applications will be accepted starting May 1st for the 2018-2019 school year.

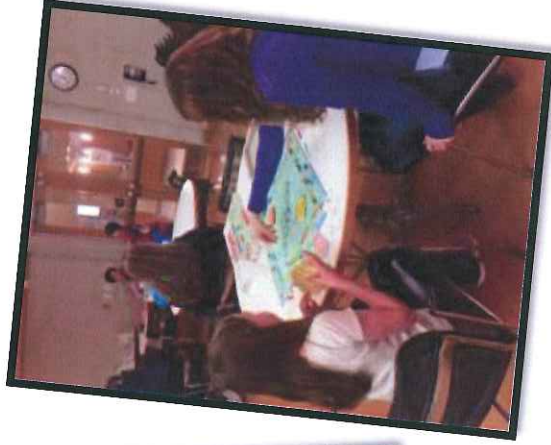
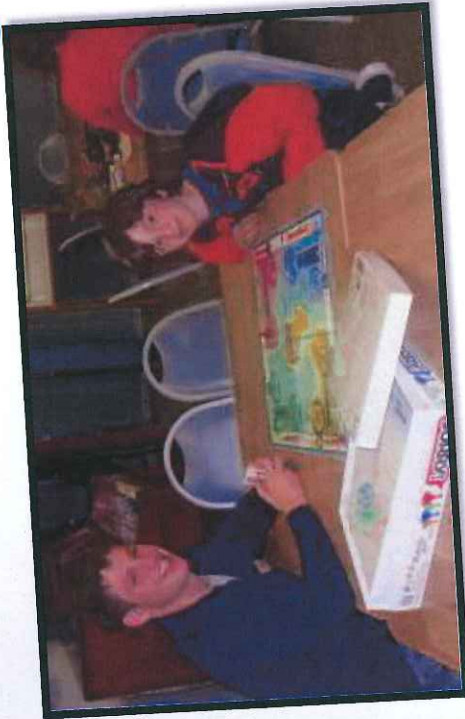
Applications are due by June 1st
Points will be awarded at this date's entry in the program to each job.

Applications are available at the Needham Youth & Family Services office, or online at www.needhamma.gov/youth/peer tutoring

as there is a fee associated with this program, which can be waived in the case of a financial need.

For more information, contact Carolyn Tracey at 781-464-7389 x366 or ctracey@needhamma.gov

VIP Mentoring Program



High school students mentoring 3-5 graders and having fun on Tuesday nights!

Needham Youth & Family Services

VIP is a peer mentoring program designed for high school students and elementary students in grades 3-5. It is a weekly opportunity for elementary and middle school students to spend quality time with a high school mentor. The program is supervised by Needham Youth & Family Services staff and adapted to provide a fun atmosphere for all.

VIP Program

Valuable Interactions among Peers

Benefits of the program include:

- Have a safe place to come and talk with mentors
- An opportunity to have fun, play games, and interact with a role model
- Special weekly meetings from November to April
- There is no fee for this program

For more information:

Kathy Galtbart, LICSW
 781-326-2222 ext. 144
kaltbart@needham-yfs.org
www.needham-yfs.org/youth/vip
 Sponsored by:
 The Congregational Church of Needham

Good Things

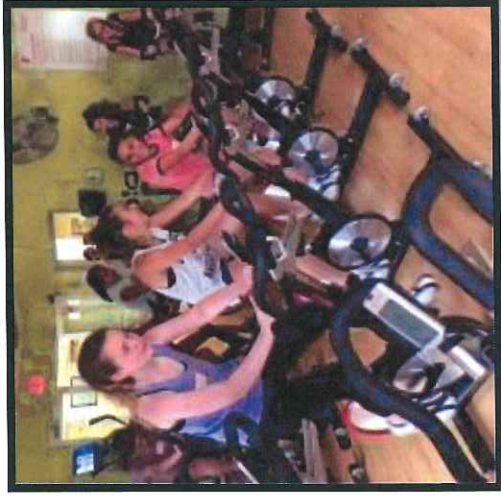


Project VAN
Provides youth entering grades
8-12 the opportunity to
participate in community
service projects during July!



Extreme Looks

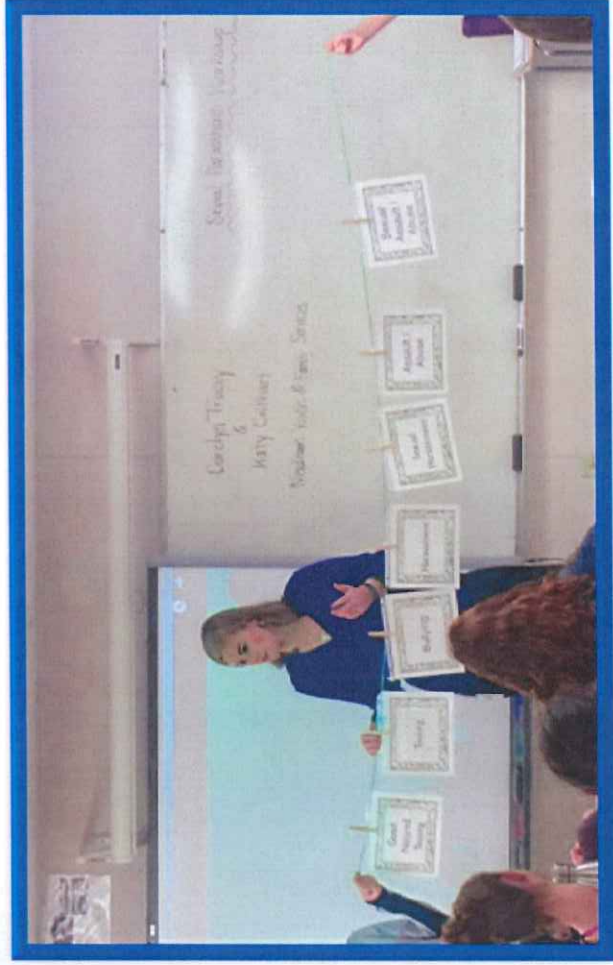
A four day seminar to learn how the media goes to extremes which distort girls' self-esteem, body image, and perceptions about relationships.



Done in Collaboration with the
Charles River YMCA in June

Health & Wellness Class Presentations

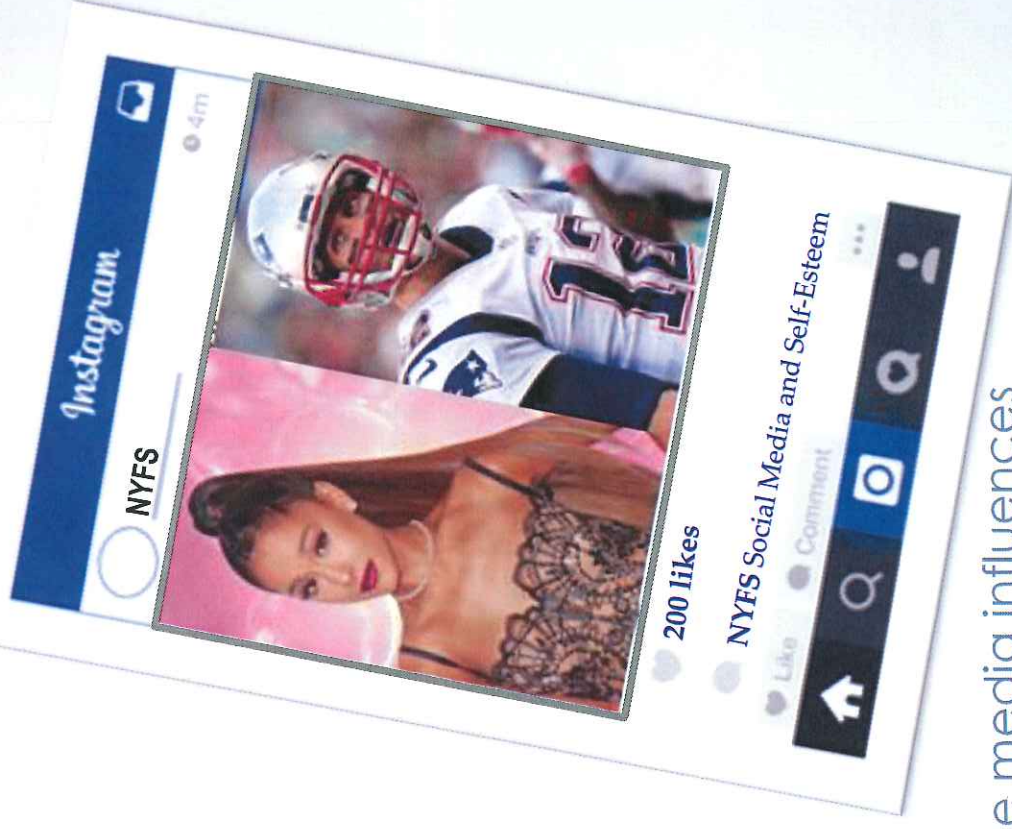
7th Grade: Sexual Harassment Workshop



A presentation for 7th grade students on what sexual harassment can look like amongst middle school students and what to do if they experience it.

Health & Wellness Class Presentations

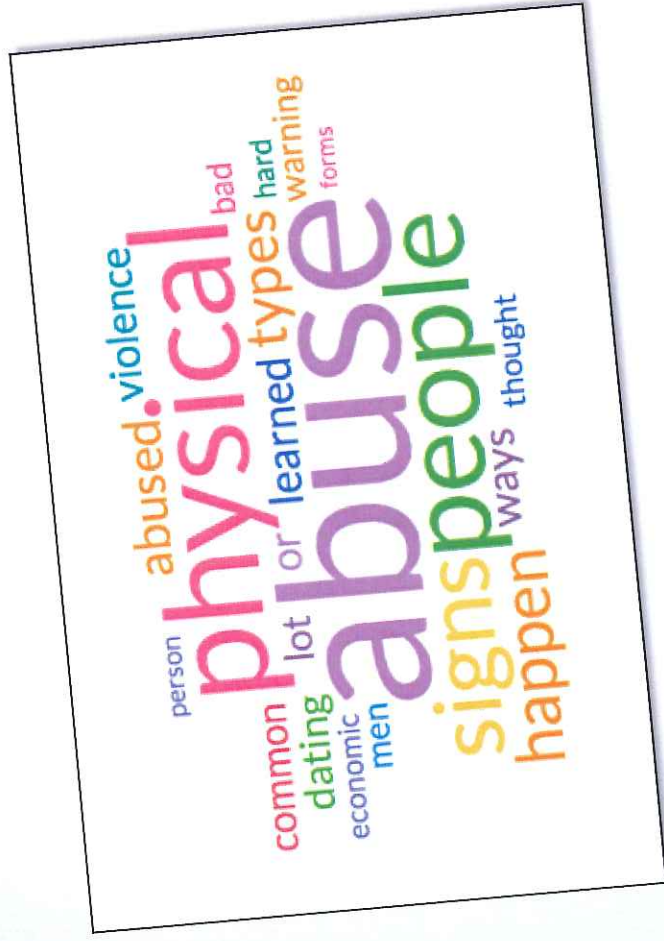
8th Grade: Picture Perfect



A presentation on how the media influences
and perpetuates gender stereotypes and
impacts our self-esteem

Health & Wellness Class Presentations

9th Grade: Teen Dating Violence



A presentation about developing an awareness of the warning signs of abusive relationships, as well as how and why domestic/teen dating violence is a huge problem in our society

Employment & Volunteer Listings

Our website regularly lists employment opportunities for youth when local businesses have open positions.

NEEDHAM YOUTH SERVICES
Residential Employment Sign-Up - Youth Registration Form

All information on this form will be provided to residents so they can make informed decisions about their future.

Date of Registration: _____ Date of Birth: _____

Youth Name: _____ Cell Phone: _____

Address: _____

Home Phone: _____

Email Address (please use an email address that is checked regularly, even if that means using a parent's email address): _____

Types of work that you are seeking:
 (Check all that apply, include any level, relevant notes such as "I have taken a training course", "I own a lawn mower", "I am proficient in math and science", etc.)

☐ Babysitting

☐ Computer/Technology Assistance

☐ Elderly Companionship

☐ House Cleaning

☐ Lawn Mowing

☐ Mother's Helper

☐ Moving Help

☐ Odd Jobs

☐ Party Help

☐ Pet Sitting

☐ Raking

☐ Snow Shoveling

☐ Tutoring (specify subject area(s) or document(s)) _____

☐ Weeding Lawns / Plants

☐ Yard Work / Weeding

Any other general notes (for example, do you drive or have a car? can you take places?):

Needham Youth & Family Services supports youth in identifying employment opportunities. We do not screen businesses for youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

Youth & Family Services

Job Posting 11/16/18

Job Posting: Waitstaff at North Hill

Date: 11/12/18
 Job Title: Waitstaff- Part Time Evenings (3:30 pm-8:00 pm)
 Hourly Pay: \$12.00-\$14.00 per hour
 Age Requirements: 16
 Job Hours: 12-16 per week
 Company Name: North Hill
 Company Address: 865 Central Ave, Needham, MA 02462
 Company Website: www.northhill.org/careers
 Contact Person: Judith Saral
 Number: 781-433-6302
 Email: jusaral@northhill.org
 Brief Description of the job duties and qualifications needed (1-2 sentences):
 We are looking for Waitstaff to serve our Residents, Guests and Team Members in our Fine Dining & Bistro venues.
 We are seeking energetic candidates with exceptional customer service skills to help enhance the "Dining Experience." The ideal candidate must be available to work 2 evening shifts during the week and 1 evening shift on the weekend (approximately 3:00pm - 8:30 pm).
Occasional holidays are required. "No late nights"
 North Hill offers free meals, free parking, free uniforms, and a free on-site fitness center for Restaurant Servers. For more information and to apply, please visit www.northhill.org/careers

Our office compiles lists of teens interested in residential employment, to give community members names of students who would be willing to rake leaves, shovel snow, babysit etc.

Babysitting Classes

**Needham
Youth & Family
Services
Sabbath School Class**

Babysitting Class
Babysitting Class for new babysitters or for those with limited experience is offered on a one-time basis. The course consists of a classroom session and a home visit. The course is designed to provide the student with the necessary skills and knowledge to become a successful babysitter. The course is offered on a one-time basis and is available to students who are at least 16 years old. The course is offered on a one-time basis and is available to students who are at least 16 years old.



Course for Fall/Winter 2018

Course Dates 10/1/2017 - 11/07/2017

ates : Training 1-Wednesday: October 17, 24, 31 (snow days)

2:40pm - 4:40pm as per

Dates: Training 2.11.2017
2.50pm - 4.50pm at Pollard
Time: 2.50pm - 4.50pm at Pollard

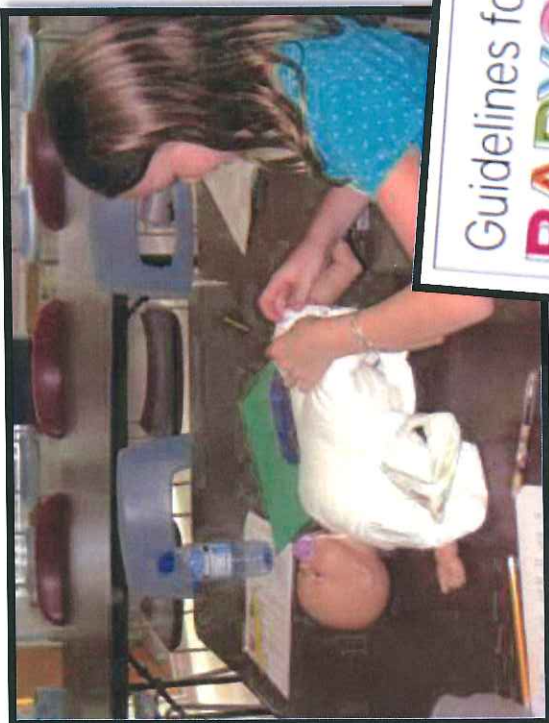
Fee: \$45.00/Student (Waived in the absence of a fee waiver)

Additional Baby-sitting Classes
... is mandatory and begins September

Registration is required for all exhibitors.

For more information call 1-800-455-7500 x 264
Kathy Colman at 781-455-7500 x 264

Or by email at W.Coathart@zeelandia.com.au



Guidelines for

BABYSITTERS

www.thirtythandmadedays.com

Are you ready?

Are you
confident?
comfortable with kids?
know basic cooking skills?
know CPR?

WHEN YOU ARRIVE

Ask for emergency kit
Go over expectations
Anything special you should know

WHEN YOU LEAVE

Live report of your time there
about house in neat condition
Be gracious about payment

GENERAL RULES FOR BABYSITTERS

with respect)	Let the kids lead - do stuff they enjoy
confident	Be firm & in charge (but not bossy)
a) questions & make sure rules are clear	Don't answer the door unless personally requested
in direction	HAVE FUN with the kid(s)!

Rate	
For 2003-04 and over	

--	--	--	--

been from before you started

Activities For All Ages And Stages

Choose games and activities from the list below and match them with the appropriate age. Feel free to add others outside this list as well!

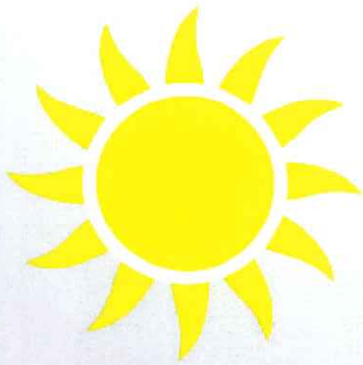
Activities:

Authors
Kurtis Smeels and
James
Smith Toys
Inc.
Myers & Crete
Jury Sciences

Toddler Age: 1.5

Early Interventions y Niños. 3-4



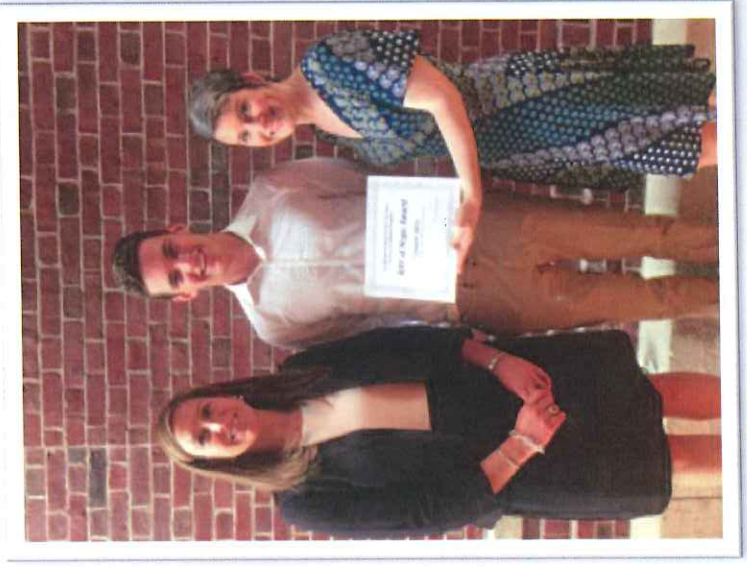


RAY of Hope

(Recognize A Youth)



RAY of Hope identifies and awards young people who have performed outstanding service to the community and/or is an excellent role models for their peers.



Patrick and Patricia Forde Good Person Memorial Award

An award that recognizes a Needham adult who
has helped to make our community a better place
to live through his/her volunteer work.



New Programs in the Works

- Multigenerational programming with the Counsel on Aging
- Wilderness programs with Needham Park and Rec aimed at treating youth with depression, anxiety, social difficulties with a goal of increasing self esteem
- Additional parent programs
- School programming such as alternative lunch groups
- Rebranding of Make a Statement Day to increase involvement and investment

Community Collaborations

- The Domestic Violence Action Committee (DVAC)
- The Substance Prevention alliance of Needham (SPAN)
- The Community Crisis Intervention Team (CCIT)
- The Youth Resource Network (YRN)
- The Internship Collaborative
- Youth Services Directors' meeting
- REAL Coalition
- Community Health Resource Group

1st year focus

- Program assessment and curriculum review
- Assessment of community needs
- Increase the residents' awareness of the services offered by Youth and Family Services by increasing the number of community events
- Cross departmental collaboration around resources and programming
- Increase the clinical expertise of the staff in order to allow treatment of a more acute population when necessary
- Expand resources to offer additional services
- Involvement in mental health associations and conferences to keep up to date on initiatives and current issues and treatment modalities
- Staff are certified trainers in Mental Health First Aid which is going to be offered to Town employees, residents and community members. We will formalize the roll out of this training.

Meet the Staff

- Sara Shine, MSW, LICSW - Director
- Ben Aronson, MA
- Katy Colthart, MSW, LICSW
- Carolyn Tracey, MS
- Caitlin White, MSW
- Emily Buxton, MSW Intern

Needham Youth and Family



Current Services Being Provided:

Needham Youth and Family Services is currently offering a number of difference services to the community including:

- ◇ Direct Clinical Programs
- ◇ Health and Wellness Workshops
- ◇ Tutoring, Mentoring and Volunteer Programs
- ◇ Award ceremonies

Meet the New Director: Sara Shine, LICSW

Sara Shine joins Needham Youth and Family Services after 15 years of experience working with Youth and Families in a number of different settings including residential, psychiatric hospitalizations programs, outpatient and school based work in addition to in home services. Not only does she have the direct clinical expertise, but also knowledge and experience in creating and managing these programs, building budgets, writing grants, overseeing contracts, and supervising staff. In addition, Sara has years of volunteer crisis work, as she has volunteered for the Red Cross on their Disaster Action Team.

Needham Youth and Family Services Team Members include:

Ben Aronson, MA	Carolyn Tracy, MS	Emily Buxton, Intern
Katy Colthart, MSW, LICSW	Caitlin White, MSW	

Goals for 2019

- Program assessment and curriculum review
- Assessment of community needs
- Increased the resident's awareness of the services
- Cross departmental collaboration
- Increased clinical expertise
- Expand resources
- Community trainings
- Involvement in Mental Health associations



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

MEETING DATE: 12/18/2018

Agenda Item	Introduce New Police Officer
Presenter(s)	John Schlittler, Chief of Police

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Chief Schlittler will introduce newly transferred Police Officer Ron Poirier.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Introduction Only	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Resume for Ron Poirier	



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

MEETING DATE: 12/18/2018

Agenda Item	Diversion Program Update
Presenter(s)	John Schlittler, Chief of Police Catherine (Katie) McCullough, Juvenile Prosecutor Kristen Lindley, LCSW, Diversion Program Coordinator

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	• Introduction of new Diversion Program Coordinator • Review of Diversion Program and Operation • Update on current enrollment and completion
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	Discussion only.
3.	BACK UP INFORMATION ATTACHED
	a. Power point and flyer

Needham Youth Diversion Program

Catherine Delano, LCSW, Program Development
Kristen Lindley, LCSW, Diversion Program Coordinator
Catherine McCullough, Juvenile Prosecutor

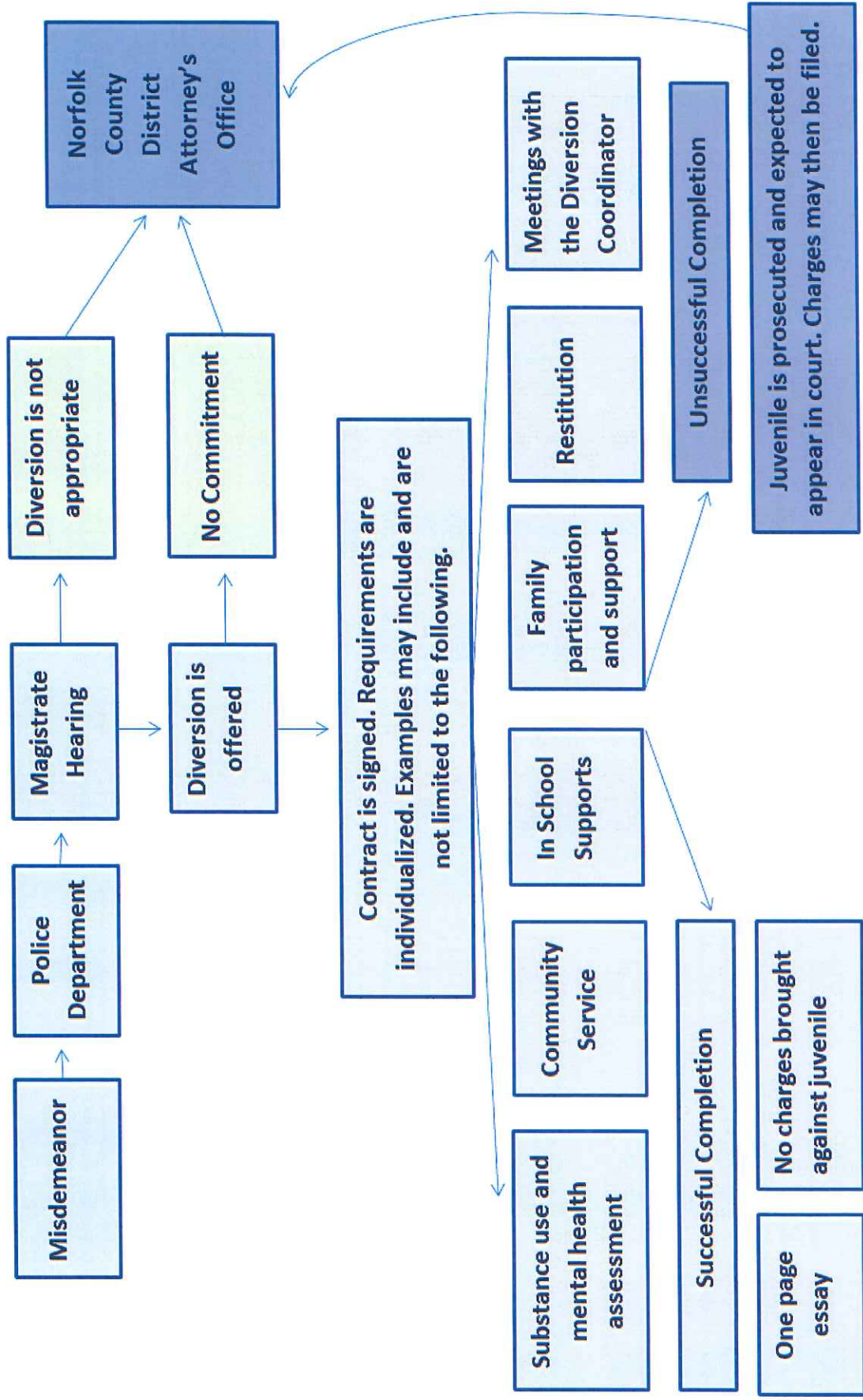


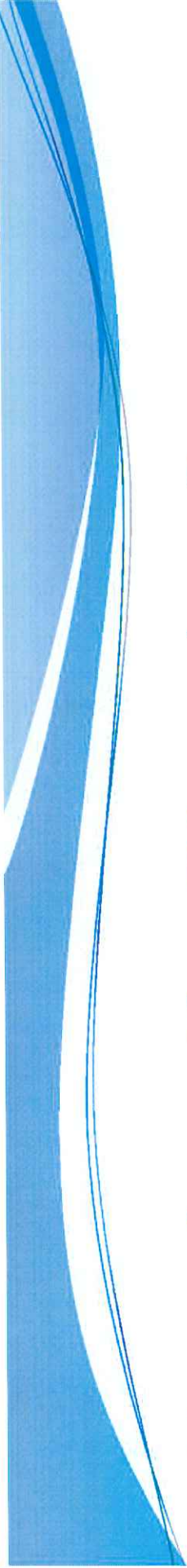


What is the Youth Diversion Program?

- Helps young people who are facing juvenile charges and allows them to avoid prosecution in exchange for their community service
- Provides positive alternatives to court involvement
- Helps youth accept responsibility for their mistakes, contribute to their community, and learn from the experience so that they will not re-offend

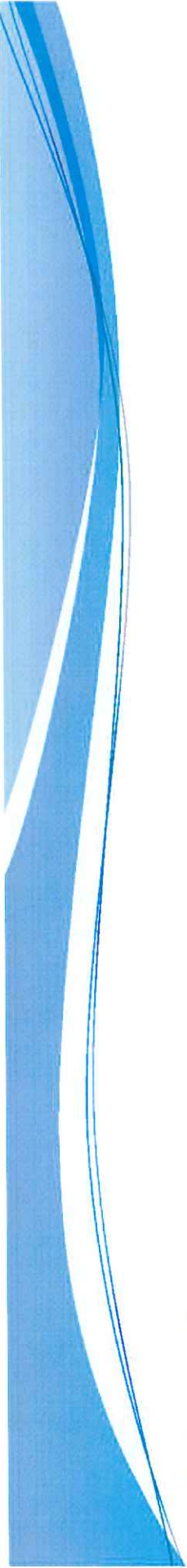
How does the Diversion Program operate?





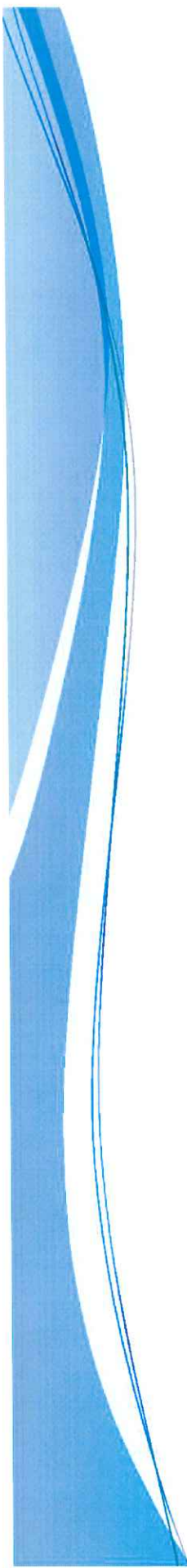
How does the Diversion Program help youth in our community?

- Provides a better alternative for youth
- Collaborative approach provides support from within the community
- Provides protective factors for youth
- Creates a positive relationship between the Needham Police Department and the youth offenders
- Helps prevent recidivism and future involvement in the criminal justice system



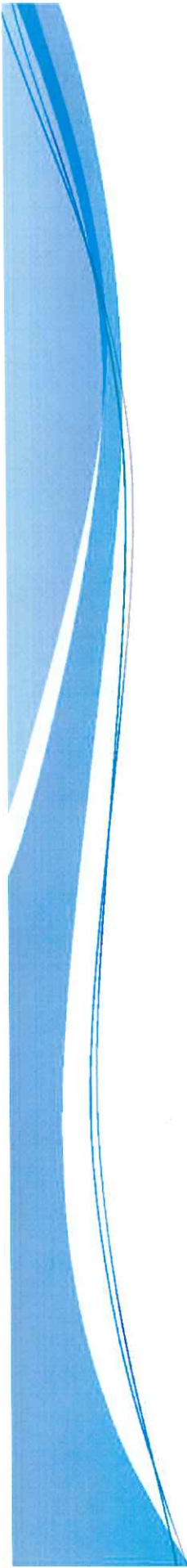
Updates

- Currently enrolled: **5**
- Successful completion since June, 2018: **2**
- Unsuccessful completion: **0**



Next Steps

- Work toward creating informational materials.
 - A brochure will be ready for distribution in January, 2019.
- Hire a clinician to administer mental health and substance use assessments.
- Continue to collaborate with community partners to develop community service connections
- Continue to spread community awareness of the benefits of the Youth Diversion Program
- Expand resources



Questions?



NEEDHAM YOUTH
DIVERSION PROGRAM

Needham Youth Diversion Program

Next Steps:

- Create and disseminate informational materials
- Hire a clinician to administer mental health and substance use assessments
- Continued collaboration with community partners
- Expansion of community awareness of the benefits of the Youth Diversion Program
- Expansion of youth resources

Principles:

Multidisciplinary: integrated approach involving law enforcement, school, social service, mental health, and community professionals

Community-based intervention and support

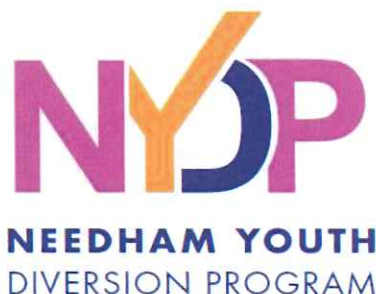
Goals:

Provide an alternative to court involvement

Prevent recidivism

Foster positive relationships between youth and police

Decrease risk factors and increase protective factors



Staff

Catherine Delano, LCSW, Program Development

Kristen Lindley, LCSW, Program Coordinator

Catherine McCullough, Juvenile Prosecutor



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

MEETING DATE: 12/18/2018

Agenda Item	ASHER Program Update
Presenter(s)	Dennis Condon, Fire Chief John Schlittler, Chief of Police

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Needham Police and Fire Departments have collaboratively developed an Active Shooter Hostile Event Response (ASHER) protocol. This response brings Fire/EMS personnel into an ongoing ASHER event, with Police protection, in order to save lives prior to the scene becoming fully contained. This protocol is in keeping with the NFPA's ASHER 3000 protocol which is the National standard for these incidents. This collaboration between both Needham Public Safety departments was used as a case study model for other communities throughout the Commonwealth to build their programs from at three separate training symposiums where both Chiefs and the School Superintendent made joint presentations. Chief Condon and Chief Schlittler will provide the Board with an update about the program.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Discussion only.	
3.	BACK UP INFORMATION ATTACHED



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

MEETING DATE: 12/18/2018

Agenda Item	FY2018 Financial Audit
Presenter(s)	Melanson & Heath Company, P.C. David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Representatives of the audit firm Melanson & Heath Company P.C. will update the Board as to their recently completed audit of the Town's general purpose financial statements for fiscal year 2018 and their recommendations.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
3.	BACK UP INFORMATION ATTACHED
a. Memo from Assistant Town Manager/Director of Finance b. FY2018 Audit and Management Letter provided under separate cover	

Memo

To: Members of the Board of Selectmen
From: David Davison, Assistant Town Manager/Director of Finance
CC: Kate Fitzpatrick, Town Manager; Anne Gulati, Director of Financial Operations for
Needham Public Schools; Daniel E. Gutekanst, Superintendent of Schools; Evelyn
Poness, Treasurer/Collector; Michelle Vaillancourt, Town Accountant
Date: December 14, 2018
Re: Fiscal Year 2018 Annual Audit

FY2018 Audit

The independent audit firm Melanson, Heath and Company, PC (MHC) has completed its audit of the Town's Financial Statements for the fiscal year ended June 30, 2018. A representative from the firm is scheduled to meet with the Board on Tuesday, December 19, 2018. The Board will be provided an overview of the audit process and MHC's comments regarding their recommendations to management. We will be available to address questions that the Board may have.

An invitation will be extended to the members of the Finance Committee through the Executive Secretary and through School Superintendent to members of the School Committee to attend your meeting so that they will also have an opportunity to hear the report first hand.

Please do not hesitate to contact me if you have any questions prior to the meeting.

Agenda Item

FY2018 Financial Audit

The annual audit is available online at

<http://needhamma.gov/DocumentCenter/View/17376>



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

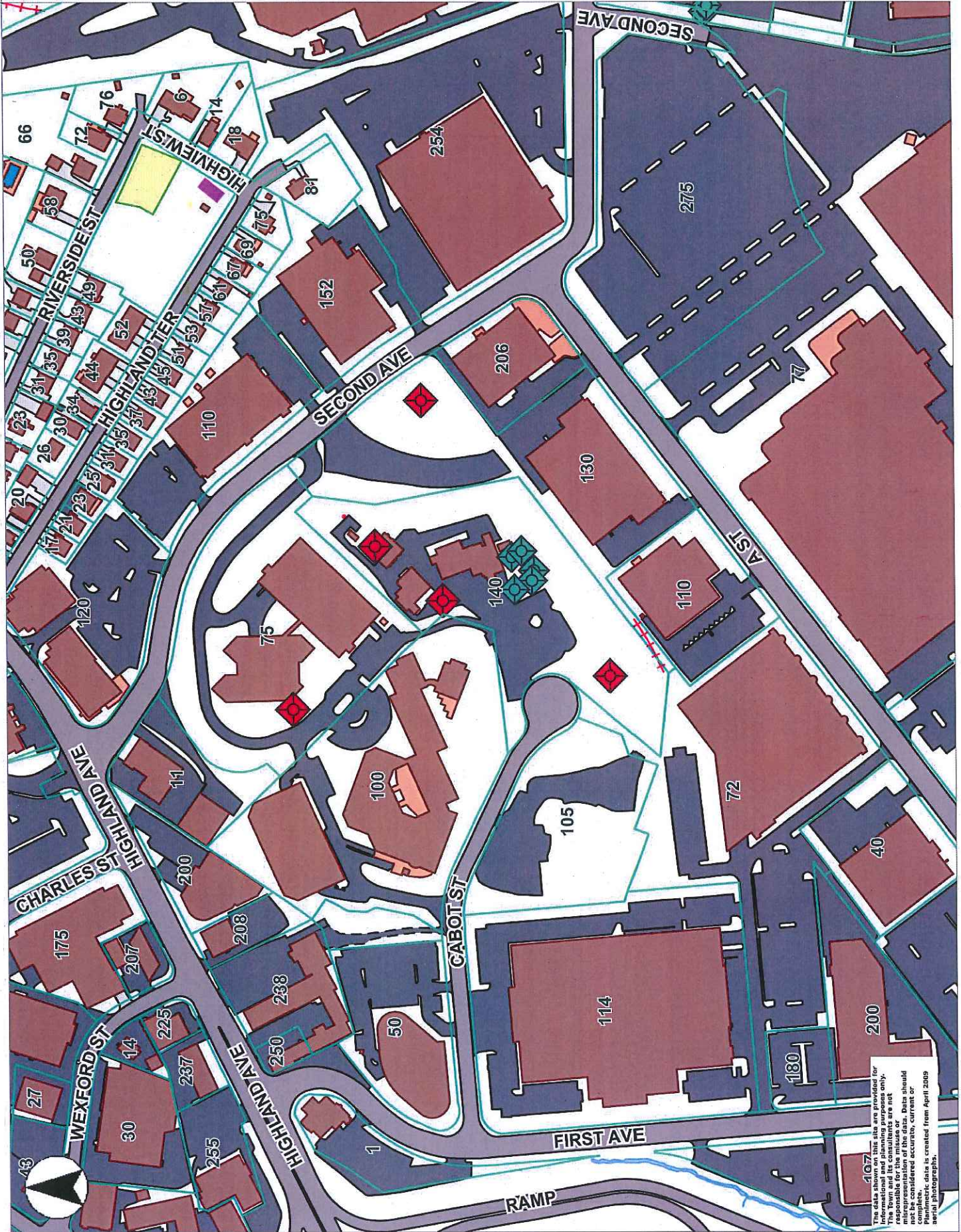
MEETING DATE: 12/18/2018

Agenda Item	Determination of Unique Status
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town is contemplating the acquisition by rent of space for public safety communications on the American Tower on Cabot Street in Needham. The replacement of the public safety communication system using a closed-loop microwave system on four structures in Needham is a critical component of the reconstruction of the Public Safety Building. The October 10, 2018 Special Town Meeting approved a zoning amendment that allows the Planning Board, by Special Permit, to authorize the installation of communications equipment on pre-existing, lawfully constructed towers. The project team will be seeking a Special Permit for this installation early in 2019. The consultant who designed the system has identified the Cabot Street area as necessary for the proper functioning of the new system. The Town Manager will recommend that the Board vote to determine that advertising for the solicitation of proposals for this acquisition will not benefit the Town's interest because of the unique qualities of the property.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Suggested Motion:</i> That the Board vote to determine that in the case of the proposed acquisition by rent of space on the American Tower on Cabot Street, advertising will not benefit the Town's interest because of the unique qualities of the location of the property needed. This determination is made on the basis that American Tower is the only pre-existing, lawfully constructed tower in the location needed for the functionality of the new public safety communication system.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Parcel Map b. M.G.L. c. 30B Section 16	



- Parcels
- Towers
 - Satellite Dish
 - Tower Anchor
 - Painted Lines
 - Crosswalk
 - Parking Line
 - Sports Lines
 - Field Stripping
 - Fences
 - Fence
 - Guardrail
 - Hedge
 - Railroad Track
 - Trail
 - Building
 - Docks And Piers
 - Swimming Pool
 - Bridge
 - Sidewalks
 - Exterior Stairway
 - Driveways
 - Paved Driveway
 - Unpaved Driveway
 - Roads
 - Paved Road
 - Unpaved Road
 - Parking Lots
 - Paved Parking Lot
 - Unpaved Parking Lot
 - Electrical Box
 - Electrical Substation
 - Sports Areas
 - Baseball
 - Baseball Infield
 - Basketball and Tenna
 - Bleacher
 - Golf Bunker
 - Golf Fairway, Green, and Field
 - Playground
 - Track and Field
 - Tank
 - Wellands
 - MA Highways
 - Interstate
 - US Highway
 - Numbered Routes
 - Town Boundary
 - Abutting Towns
 - Abutting Towns Mask
 - Road Centerlines
 - Waterbody
 - Streams And Drainage Dike



Part I ADMINISTRATION OF THE GOVERNMENT

Title III LAWS RELATING TO STATE OFFICERS

Chapter UNIFORM PROCUREMENT ACT
30B

Section 16 REAL PROPERTY; DISPOSITION OR ACQUISITION

Section 16. (a) If a governmental body duly authorized by general or special law to engage in such transaction determines that it shall rent, convey, or otherwise dispose of real property, the governmental body shall declare the property available for disposition and shall specify the restrictions, if any, that it will place on the subsequent use of the property.

(b) The governmental body shall determine the value of the property through procedures customarily accepted by the appraising profession as valid.

(c) A governmental body shall solicit proposals prior to:

(1) acquiring by purchase or rental real property or an interest therein from any person at a cost exceeding \$35,000; or

(2) disposing of, by sale or rental to any person, real property or any interest therein, determined in accordance with paragraph (b) to exceed \$35,000 dollars in value.

(d) The governmental body shall place an advertisement inviting the submission of proposals in a newspaper with a circulation in the locality sufficient to inform the people of the affected locality. The governmental body shall publish the advertisement at least once a week for two consecutive weeks. The last publication shall occur at least eight days preceding the day for opening proposals. The advertisement shall specify the geographical area, terms and requirements of the proposed transaction, and the time and place for the submission of proposals. In the case of the acquisition or disposition of more than twenty-five hundred square feet of real property, the governmental body shall also cause such advertisement to be published, at least thirty days before the opening of proposals, in the central register published by the state secretary pursuant to section twenty A of chapter nine.

(e) The governmental body may shorten or waive the advertising requirement if:

(1) the governmental body determines that an emergency exists and the time required to comply with the requirements would endanger the health or safety of the people or their property; provided, however, that the governmental body shall state the reasons for declaring the emergency in the central register at the earliest opportunity; or

(2) in the case of a proposed acquisition, the governmental body determines in writing that advertising will not benefit the governmental body's interest because of the unique qualities or location of the property needed. The determination shall specify the manner in which the property proposed for acquisition satisfies the unique requirements. The governmental body shall publish the determination and the reasons for the determination, along with the names of the parties having a beneficial interest in the property pursuant to section forty J of chapter seven, the location and size of the property, and the proposed purchase price or rental terms, in the central register not less than thirty days before the governmental body executes a binding agreement to acquire the property.

(f) Proposals shall be opened publicly at the time and place designated in the advertisement. The governmental body shall submit the name of the person selected as party to a real property transaction, and the amount of the transaction, to the state secretary for publication in the central register.

(g) If the governmental body decides to dispose of property at a price less than the value as determined pursuant to paragraph (b), the governmental body shall publish notice of its decision in the central register, explaining the reasons for its decision and disclosing the difference between such value and the price to be received.

(h) This section shall not apply to the rental of residential property to qualified tenants by a housing authority or a community development authority.

(i) Acquisitions or dispositions of real property or any interest therein pursuant to this section between governmental bodies and the federal government, the commonwealth or any of its political subdivisions or another state or political subdivision thereof shall be subject to subsections (a), (b) and (g).



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

MEETING DATE: 12/18/2018

Agenda Item	Approve the FY2020 – FY2024 Capital Improvement Plan
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will recommend that the Board approve the FY2020 – 2024 Capital Improvement Plan for transmittal to the Finance Committee.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Suggested Motion:</i> that the Board approve the FY2020 – 2024 Capital Improvement Plan for transmittal to the Finance Committee.	
3.	BACK UP INFORMATION ATTACHED
a. Capital Project Recommendations for Fiscal Years 2020 – 2024 b. Individual Capital Requests were forwarded previously	

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations
FY2020 - FY2024**

Title	Code*	Dept	Function	Cat*	FY2020 Department Request	FY2020 Recommended Tier 1	FY2021 Department Request	FY2021 Recommended Tier 1	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2020 - FY2024 Requests	Five Year Tier One	Cash	Debt	Other	Page
Town Offices Replacement Furniture	P	10	General	1	25,000	25,000			25,000	25,000					50,000	50,000	50,000			3 - 002
Town Building Switching	N	14	General	1									60,000	60,000	60,000	60,000	60,000			3 - 004
Town Internet Control, Analysis and Reporting	N	14	General	1					75,000	75,000					75,000	75,000	75,000			3 - 006
Town Wide Video Projection and Smart TV	N	14	Public Safety	1					50,000	50,000	40,000	40,000	55,000	55,000	145,000	145,000	145,000			3 - 008
Wireless Hardware Infrastructure	N	14	General	1									175,000	175,000	175,000	175,000	175,000			3 - 010
Town Building Security and Traffic Cameras	N	14	Public Safety	1									300,000		300,000					3 - 012
Center at the Heights Computer Lab	P	14	Community	1	50,000	50,000									50,000	50,000	50,000			3 - 014
GIS Technology Systems and Application Updates	M	14	General	1							100,000	100,000			100,000	100,000	100,000			3 - 016
High Availability Firewalls	N	14	General	1					75,000	75,000					75,000	75,000	75,000			3 - 018
Non-Public Safety Data Center Servers and Storage Units	P	14	General	1							145,000	145,000	180,000	180,000	325,000	325,000	325,000			3 - 020
Public Safety Data Center Servers and Storage Units	M	14	Public Safety	1			200,000								200,000					3 - 022
Public Safety Desktops, Printers and Peripherals	N	14	Public Safety	1	200,000	200,000									200,000	200,000	200,000			3 - 024
Public Safety Mobile Devices	M	14	Public Safety	1	35,000	35,000			50,000	50,000	50,000	50,000			135,000	135,000	135,000			3 - 026
Public Works Mobile Devices	N	14	Public Works	1							50,000	50,000			50,000	50,000	50,000			3 - 028
Multi-Function Printer Devices	P	14	General	1	35,600	35,600	35,600	35,600	35,600	35,600					106,800	106,800	106,800			3 - 030
Revenue Application Software Package	P	14	General	1			1,100,000	1,100,000							1,100,000	1,100,000	1,100,000			3 - 032
Automated External Defibrillators Replacement	P	17	Public Safety	1							27,836	27,836			27,836	27,836	27,836			3 - 034
Firearm Replacement	M	17	Public Safety	1			31,630	31,630							31,630	31,630	31,630			3 - 036
Police and Fire Mobile and Portable Radios	N	17	Public Safety	1	617,550	617,550									617,550	617,550	617,550			3 - 038
Public Safety Fitness Equipment	N	18	Public Safety	1	83,613										83,613					3 - 040
Personal Protective Equipment	P	18	Public Safety	1	43,424	43,424	43,424	43,424	43,424	43,424	43,424	43,424	43,424	43,424	217,120	217,120	217,120			3 - 042
Building Management System Upgrade	M	23.2	Schools	1	392,000	392,000									392,000	392,000	392,000			3 - 044
Permanent Message Boards	M	23	Community	1			54,000		56,000		58,000		60,000		228,000					3 - 046
Specialty Equipment - Loader Mounted Snow Blower (H)	M	23.5	Highway	1			192,000	192,000							192,000	192,000	192,000			3 - 049
Specialty Equipment - Unit 334 Specialty Mower (PF)	M	23.6	Parks	1					38,000	40,000					38,000	40,000	40,000			3 - 049
Specialty Equipment - Unit 351 Tractor (PF)	M	23.6	Parks	1	68,000	68,000									68,000	68,000	68,000			3 - 049
Fleet Refurbishment	N	23.4	Fleet	1			150,000				150,000				300,000					3 - 051

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations
FY2020 - FY2024**

Title	Code*	Dept	Function	Cat*	FY2020 Department Request	FY2020 Recommended Tier 1	FY2021 Department Request	FY2021 Recommended Tier 1	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2020 - FY2024 Requests	Five Year Tier One	Cash	Debt	Other	Page
Library Furniture	P	28	Community	1	112,960	112,960	82,740	82,740	83,182	83,182					278,882	278,882	278,882			3 - 053
Library RFID Conversion	P	28	Community	1			327,200								327,200					3 - 055
Library Technology	N	28	Community	1	30,000		48,500	48,500	26,280		36,500	36,500	30,400		171,680	85,000	85,000			3 - 058
Public Playgrounds	M	29	Community	1	350,000	350,000	350,000	350,000							700,000	700,000			700,000	3 - 060
School Furniture	R	80	Schools	1	35,000	35,000	35,000	35,000	25,000	25,000	25,000	25,000	25,000	25,000	145,000	145,000	145,000			3 - 063
School Copier Replacement	R	80	Schools	1	135,520	52,470	37,600	37,600	73,990	73,990	41,200	41,200	57,650	57,650	345,960	262,910	262,910			3 - 065
Newman Preschool Playground Custom Shade Shelter	M	80	Schools	1	69,200	69,200									69,200	69,200	69,200			3 - 068
High School Locker Reconfiguration & Addition	N	80	Schools	1	50,000	50,000									50,000	50,000	37,500		12,500	3 - 070
School Document Management System	M	80	Schools	1					187,700						187,700					3 - 072
School Technology Replacement	R	80	Schools	1	632,350	632,350	556,575	556,575	490,150	490,150	422,000	422,000	395,750	395,750	2,496,825	2,496,825	2,496,825			3 - 075
Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems	N	80	Schools	1	60,000										60,000					3 - 078
DPW Complex	M	23.1	Public Works	2	3,062,000				37,379,000						40,441,000					3 - 081
Hillside School Boiler Upgrade	M	23.2	Schools	2	12,000		220,000								232,000					3 - 083
Pollard School Locker Room Retrofit	M	23.2	Schools	2			60,000	60,000	630,000	630,000					690,000	690,000	60,000	630,000		3 - 085
Pollard School Blue & Green Gym Score Boards	M	23.2	Schools	2	30,000	30,000									30,000	30,000	30,000			3 - 087
Pollard School Air Conditioning Upgrade	M	23.2	Schools	2			100,000	100,000	550,000	1,125,000	575,000				1,225,000	1,225,000	100,000	1,125,000		3 - 089
Newman School Gym Floor	N	23.2	Schools	2	275,000	275,000									275,000	275,000	275,000			3 - 091
Mitchell School Restroom Upgrades	M	23.2	Schools	2	67,000	67,000	670,000	670,000							737,000	737,000	67,000	670,000		3 - 093
Facility Assessment for Sustainable Building Management	M	23.2	Schools	2	100,000	100,000							50,000	50,000	150,000	150,000	150,000			3 - 095
Energy Efficiency Upgrade Improvements	M	23.2	Buildings	2	57,000	57,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	457,000	457,000	400,000		57,000	3 - 097
Emery Grover Roof Replacement	M	23.2	Schools	2			15,000		220,000						235,000					3 - 100
Emery Grover Window Replacement	M	23.2	Schools	2			30,000		368,000						398,000					3 - 102
DPW Boiler Replacement 470 Dedham Avenue	M	23.2	Public Works	2	50,000	50,000	460,000	460,000							510,000	510,000	460,000		50,000	3 - 104
Daley Building Upgrades	N	23.2	Buildings	2									50,000		50,000					3 - 106
Center at the Heights Space Utilization Study	I	23.2	Community	2							75,000	75,000			75,000	75,000	75,000			3 - 108
CATH Generator	N	23.2	Community	2							37,500	37,500	250,000	250,000	287,500	287,500	287,500			3 - 110
Recycling Center and Transfer Station Employee Trailer	I	23.7	Public Works	2																3 - 112

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations
FY2020 - FY2024**

Title	Code*	Dept	Function	Cat*	FY2020 Department Request	FY2020 Recommended Tier 1	FY2021 Department Request	FY2021 Recommended Tier 1	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2020 - FY2024 Requests	Five Year Tier One	Cash	Debt	Other	Page
Library Space Planning	NB	28	Community	2	60,000										60,000					3 - 114
Cricket Field Building Renovation	M	29	Community	2	163,765		818,824								982,589					3 - 116
Pollard School Improvements	M	80	Schools	2																3 - 118
Mitchell Elementary School Renovation	M	80	Schools	2			650,000				111,874,200				112,524,200					3 - 122
Renovate/Reconstruct Hillside as Swing Space for School Construction	M	80	Schools	2	100,000		3,922,800		24,452,100						28,474,900					3 - 125
Renovate/Reconstruct Emery Grover Building at Highland Avenue Location	M	80	Schools	2			2,113,600		17,234,900						19,348,500					3 - 128
Eliot School Technology Room Conversion	N	80	Schools	2			179,300	179,300							179,300	179,300	179,300			3 - 131
Eliot Modular Classrooms	N	80	Schools	2			556,700		3,481,200						4,037,900					3 - 134
Broadmeadow School Technology Room Conversion	N	80	Schools	2					213,100	213,100					213,100	213,100	213,100			3 - 137
School Master Plan Supplement	N	80	Schools	2	125,000	125,000									125,000	125,000	125,000			3 - 140
Harris Avenue Parking Lot (Pollard School)	P	23.2	Schools	3							25,000	25,000	500,000	500,000	525,000	525,000	525,000			3 - 142
Public Works Infrastructure Program	M	23	Public Works	3	2,169,550	2,169,550	2,415,000	2,145,000	2,278,000	2,145,000	3,524,500	2,145,000	3,105,000	2,145,000	13,492,050	10,749,550	10,749,550			3 - 144
Asa Small Field Renovation	I	23.6	Community	3																3 - 151
Athletic Facility and Public Recreation Improvements	M	23.6	Community	3	2,950,000	2,980,000	612,500	45,000	677,000	450,000	1,102,000	1,102,000	290,000	290,000	5,631,500	4,867,000	1,392,000		3,475,000	3 - 153
Passive Recreation Improvements (Dwight Field/Charles River Center)	N	23.6	Community	3	35,000		350,000								385,000					3 - 157
Town Common Historic Redesign and Beautification	M	23.3	Community	3	117,000	117,000	906,000	906,000							1,023,000	1,023,000			1,023,000	3 - 159
Recycling and Transfer Station Property Improvements	M	23.7	Public Works	3	295,000	295,000	401,500	401,500	124,500	124,500	124,500	124,500			945,500	945,500	945,500			3 - 161
Athletic Fields Master Plan	GM	29	Community	3									75,000		75,000					3 - 166
Boat Launch on Charles River	I	29	Community	3																3 - 168
Rosemary Lake Camp and Trail	P	29	Community	3	200,000	200,000									200,000	200,000			200,000	3 - 170
Open Space Land Purchase	P	29	Community	3	1,000,000										1,000,000					3 - 172
Outdoor Basketball Courts	M	29	Community	3					135,000	135,000					135,000	135,000			135,000	3 - 174
Drain System Improvements – Water Quality (EPA)	M	23.8	Stormwater	3	25,000		253,000		2,000,000						2,278,000					3 - 182
Traffic Improvements	P	23	Public Works	3	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	250,000	250,000	250,000			3 - 210
Replace Unit 452 2013 Ford Taurus	L	14	General	4							38,305	38,305			38,305	38,305	38,305			3 - 199
Replace Unit 1996 HAZ HAZMAT TRAILER	L	18	Public Safety	4																3 - 199
Replace Unit C-01 2017 Ford Explorer	C	18	Public Safety	4			47,733	47,733							47,733	47,733	47,733			3 - 199

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations
FY2020 - FY2024**

Title	Code*	Dept	Function	Cat*	FY2020 Department Request	FY2020 Recommended Tier 1	FY2021 Department Request	FY2021 Recommended Tier 1	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2020 - FY2024 Requests	Five Year Tier One	Cash	Debt	Other	Page
Replace Unit C-02 2016 Chevrolet Tahoe	C	18	Public Safety	4			54,357	54,357							54,357	54,357	54,357			3 - 199
Replace Unit C-03 2013 Ford Explorer	C	18	Public Safety	4			47,733	47,733							47,733	47,733	47,733			3 - 199
Replace Unit C-06 2015 Ford F350	C	18	Public Safety	4			68,750	68,750							68,750	68,750	68,750			3 - 199
Replace Unit C-42 2013 Ford Explorer	C	18	Public Safety	4	35,249	35,249									35,249	35,249	35,249			3 - 199
Replace Unit L-01 2004 Sutphen Quint Ladder Truck	L	18	Public Safety	4									1,348,060	1,348,060	1,348,060	1,348,060	1,348,060			3 - 199
Replace Unit R-01 2016 Ford E450 Ambulance	L	18	Public Safety	4			350,322	350,322							350,322	350,322	350,322			3 - 199
Replace Unit R-02 2017 Ford E450 Ambulance	L	18	Public Safety	4					362,584			362,584			362,584	362,584	362,584			3 - 199
Replace Unit R-03 2008 Ford E450 Ambulance	L	18	Public Safety	4			350,322	350,322							350,322	350,322	350,322			3 - 199
Replace Unit R-04 2006 Ford E450 Ambulance	L	18	Public Safety	4					362,584	362,584					362,584	362,584	362,584			3 - 199
Replace Unit 400 2005 Ford Taurus	C	19	Public Safety	4					35,441	35,441					35,441	35,441	35,441			3 - 199
Replace Unit 453 2016 Ford Focus	C	19	Public Safety	4									37,966	37,966	37,966	37,966	37,966			3 - 199
Replace Unit 454 2014 Ford Fusion	L	19	Public Safety	4									37,966	37,966	37,966	37,966	37,966			3 - 199
Replace Unit 455 2016 Ford Focus	L	19	Public Safety	4									37,966	37,966	37,966	37,966	37,966			3 - 199
Replace Unit 456 1014 Ford Fusion	L	19	Public Safety	4									37,966	37,966	37,966	37,966	37,966			3 - 199
Replace Unit 457 2006 Ford Taurus	C	19	Public Safety	4	33,085	33,085									33,085	33,085	33,085			3 - 199
Replace Unit 700 2012 Ford Econ Van E250	C	23.2	Buildings	4							48,461	48,461			48,461	48,461	48,461			3 - 199
Replace Unit 705 2006 Ford Econ Van E250	C	23.2	Buildings	4	37,060	37,060									37,060	37,060	37,060			3 - 199
Replace Unit 707 2008 Ford Econ Van E250	C	23.2	Buildings	4			45,239	45,239							45,239	45,239	45,239			3 - 199
Replace Unit 712 2011 Ford Econ Van E250	C	23.2	Buildings	4					46,822	46,822					46,822	46,822	46,822			3 - 199
Replace Unit 713 2012 Ford F450 Dump Truck	L	23.2	Buildings	4									84,163	84,163	84,163	84,163	84,163			3 - 199
Replace Unit 715 Addition to Fleet	C	23.2	Buildings	4	43,709	43,709									43,709	43,709	43,709			3 - 199
Replace Unit 720 2009 Ford Escape Hybrid	C	23.2	Buildings	4			34,243	34,243							34,243	34,243	34,243			3 - 199
Replace Unit 756 2010 Ford F150	C	23.2	Buildings	4					39,700	39,700					39,700	39,700	39,700			3 - 199
Replace Unit 45 2012 FORD E150 VAN	C	23.3	Engineering	4					45,656	45,656					45,656	45,656	45,656			3 - 199
Replace Unit 92 2012 Ford Explorer	C	23.3	Engineering	4	41,550	41,550									41,550	41,550	41,550			3 - 199
Replace Unit 2 2010 Ford F150 XL	C	23.4	Fleet	4	37,060	37,060									37,060	37,060	37,060			3 - 199
Replace Unit 3 2012 Ford F450	L	23.4	Fleet	4					78,567	78,567					78,567	78,567	78,567			3 - 199

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations
FY2020 - FY2024**

Title	Code*	Dept	Function	Cat*	FY2020 Department Request	FY2020 Recommended Tier 1	FY2021 Department Request	FY2021 Recommended Tier 1	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2020 - FY2024 Requests	Five Year Tier One	Cash	Debt	Other	Page
Replace Unit 10 2010 International 7400 Dump Truck	L	23.5	Highway	4					269,978	269,978					269,978	269,978	269,978			3 - 199
Replace Unit 102 2008 John Deere Loader 544J	L	23.5	Highway	4	252,140	252,140									252,140	252,140	252,140			3 - 199
Replace Unit 107 2008 Camoplast Sidewalk Plow Tractor	X	23.5	Highway	4	178,571	178,571									178,571	178,571	178,571			3 - 199
Replace Unit 108 2011 Trackless Tractor	X	23.5	Highway	4							197,985	197,985			197,985	197,985	197,985			3 - 199
Replace Unit 112 2011 Prinoth (Sidewalk Tractor)	L	23.5	Highway	4							245,967	245,967			245,967	245,967	245,967			3 - 199
Replace Unit 113 2008 Camoplast Sidewalk Plow Tractor	L	23.5	Highway	4			184,821	184,821							184,821	184,821	184,821			3 - 199
Replace Unit 121 2007 Vermac Utility Trailer (Electronic Message Board)	L	23.5	Highway	4					17,213						17,213					3 - 199
Replace Unit 122 2007 Vermac Utility Trailer (Electronic Message Board)	L	23.5	Highway	4					17,213						17,213					3 - 199
Replace Unit 181 2012 Elgin Pelican Sweeper	L	23.5	Highway	4	313,169										313,169					3 - 199
Replace Unit 259 2010 Hudson Trailer	L	23.5	Highway	4			3,354								3,354					3 - 199
Replace Unit 32 2012 Ford F350	CL	23.5	Highway	4					68,349	68,349					68,349	68,349	68,349			3 - 199
Replace Unit 39 2012 Ford F550 Dump Truck	L	23.5	Highway	4					73,233	73,233					73,233	73,233	73,233			3 - 199
Replace Unit 43 2012 Ford F350	CL	23.5	Highway	4					66,407	66,407					66,407	66,407	66,407			3 - 199
Replace Unit 57 2012 Ford F350	CL	23.5	Highway	4	63,804	63,804									63,804	63,804	63,804			3 - 199
Replace Unit 9 INTERNATIONAL 7400 Dump Truck	L	23.5	Highway	4									287,978	287,987	287,978	287,987	287,987			3 - 199
Replace Unit 186 2010 Gaint Leaf Vacuum Trailer	L	23.6	Parks	4					26,623	26,623					26,623	26,623	26,623			3 - 199
Replace Unit 254 2013 Bandit Brush Chipper	L	23.6	Parks	4							73,183	73,183			73,183	73,183	73,183			3 - 199
Replace Unit 256 2008 Utility Trailer (Chipper)	L	23.6	Parks	4	64,936	64,936									64,936	64,936	64,936			3 - 199
Replace Unit 350 2010 John Deere Loader	L	23.6	Parks	4					67,245	67,245					67,245	67,245	67,245			3 - 199
Replace Unit 38 2007 International 4300 Bucket Truck	L	23.6	Parks	4	274,434	274,434									274,434	274,434	274,434			3 - 199
Replace Unit 710 2008 Leaf Utility Trailer	C	23.6	Parks	4									8,077		8,077					3 - 199
Replace Unit 34 2001 Mack Tractor Trailer	L	23.7	Recycling & Solid Waste	4									182,172	182,172	182,172	182,172	182,172			3 - 199
Replace Unit 36 2014 Warren Utility Trailer (Open-Top Trailer)	L	23.7	Recycling & Solid Waste	4									79,281	79,281	79,281	79,281	79,281			3 - 199
Replace Unit 5 2011 International 7400 Dump Truck	L	23.7	Recycling & Solid Waste	4							247,365	247,365			247,365	247,365	247,365			3 - 199
Replace Unit 56 2010 Ford F150	C	23.7	Recycling & Solid Waste	4	50,332	50,332									50,332	50,332	50,332			3 - 199
Replace Unit 91 2000 CONSTRUCTION SCALP TRUCK	L	23.7	Recycling & Solid Waste	4					143,142	143,142					143,142	143,142	143,142			3 - 199
Replace Unit 404 2012 Ford E350 VAN (14 Passengers)	C	25	Community	4					93,575	93,575					93,575	93,575	93,575			3 - 199

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations
FY2020 - FY2024**

Title	Code*	Dept	Function	Cat*	FY2020 Department Request	FY2020 Recommended Tier 1	FY2021 Department Request	FY2021 Recommended Tier 1	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2020 - FY2024 Requests	Five Year Tier One	Cash	Debt	Other	Page
Replace Unit Bus 1 2017 Blue Bird 202 School Bus	C	80	Schools	4							90,264	90,264			90,264	90,264	90,264			3 - 199
Replace Unit Bus 14 2012 IC Mini School Bus	C	80	Schools	4	81,942	81,942									81,942	81,942	81,942			3 - 199
Replace Unit Bus 2 2017 Blue Bird 202 School Bus	C	80	Schools	4							90,264	90,264			90,264	90,264	90,264			3 - 199
Replace Unit Van 1 2011 Ford E150 Van	C	80	Schools	4	38,388	38,388									38,388	38,388	38,388			3 - 199
Replace Unit Van 10 2015 Toyota Sienna Van	C	80	Schools	4					50,483	50,483					50,483	50,483	50,483			3 - 199
Replace Unit Van 2 2011 Ford E150 Van	C	80	Schools	4	38,388	38,388									38,388	38,388	38,388			3 - 199
Replace Unit Van 7 2012 Ford E250 Van	C	80	Schools	4			48,776	48,776							48,776	48,776	48,776			3 - 199
Replace Unit Van 8 2013 Ford E250 Van	C	80	Schools	4			48,776	48,776							48,776	48,776	48,776			3 - 199
Replace Unit Van 9 2014 Toyota Sienna Van	C	80	Schools	4					50,483	50,483					50,483	50,483	50,483			3 - 199
TOTAL					15,552,349	10,554,752	19,412,919	8,910,941	93,142,424	7,557,234	119,708,454	6,034,338	7,993,819	6,510,351	255,809,965	39,567,616	30,142,056	3,773,060	5,652,500	

Free Cash	6,788,252	6,939,941	5,217,234	6,034,338	5,162,291	30,142,056
Other Reserves	2,500,000					2,500,000
Other Funds	119,500					119,500
Debt		670,000	1,755,000		1,348,060	3,773,060
CPA	1,147,000	1,301,000	585,000			3,033,000

Equipment & Technology	1	3,025,217	2,768,554	3,244,269	2,513,069	1,334,326	1,066,346	1,188,960	980,960	1,382,224	991,824	10,174,996	8,320,753	7,608,253	712,500	
Buildings & Facilities	2	4,101,765	704,000	9,896,224	1,569,300	84,628,300	2,068,100	112,661,700	212,500	450,000	400,000	211,737,989	4,953,900	2,421,900	2,425,000	107,000
Infrastructure & Land	3	6,841,550	5,811,550	4,988,000	3,547,500	5,264,500	2,904,500	4,826,000	3,446,500	4,020,000	2,985,000	25,940,050	18,695,050	13,862,050		4,833,000
Fleet	4	1,583,817	1,270,648	1,284,426	1,281,072	1,915,298	1,518,288	1,031,794	1,394,378	2,141,595	2,133,527	7,956,930	7,597,913	6,249,853	1,348,060	
TOTAL		15,552,349	10,554,752	19,412,919	8,910,941	93,142,424	7,557,234	119,708,454	6,034,338	7,993,819	6,510,351	255,809,965	39,567,616	30,142,056	3,773,060	5,652,500

Sewer Enterprise																				
Sewer Main Replacements	P	200	Sewer	3			1,950,000	1,950,000			9,000,000				10,950,000	1,950,000	450,000	1,500,000	3 - 176	
Sewer Pump Station Improvements	M	200	Sewer	3	630,000	630,000			345,000	345,000	3,370,500	3,370,500			4,345,500	4,345,500	1,845,500	2,500,000	3 - 178	
Sewer System Infiltration & Inflow Removal	M	200	Sewer	3	1,600,000	1,600,000									1,600,000	1,600,000	800,000	800,000	3 - 180	
Replace Unit 101 2010 Case Loader	L	200	Sewer	4			280,921	280,921							280,921	280,921	280,921		3 - 199	
Replace Unit 103 2012 John Deere Backhoe	L	200	Sewer	4									149,723	149,723	149,723	149,723	149,723		3 - 199	
Replace Unit 11 2013 Ford Explorer	C	200	Sewer	4							41,618	41,618			41,618	41,618	41,618		3 - 199	
Replace Unit 168 2010 Gorman Utility Trailer	L	200	Sewer	4					35,199	35,199					35,199	35,199	35,199		3 - 199	
Replace Unit 17 2012 Ford F550 Dump Truck	L	200	Sewer	4					73,233	73,233					73,233	73,233	73,233		3 - 199	
Replace Unit 19 2010 International 7400 Dump Truck	L	200	Sewer	4					268,830	268,830					268,830	268,830	268,830		3 - 199	
Replace Unit 23 2011 Ford F350 Utility Truck	C	200	Sewer	4			56,054	56,054							56,054	56,054	56,054		3 - 199	
Replace Unit 29 2008 International 7400 Jet Vac Truck	L	200	Sewer	4	321,268										321,268				3 - 199	
Replace Unit 35 1999 International 4900 6-Wheel Dump Truck (with Catch Basin Cleaner)	C	200	Sewer	4	201,487	201,487									201,487	201,487	201,487		3 - 199	
Replace Unit 37 2010 International 7500 Vactor	L	200	Sewer	4			398,030								398,030				3 - 199	
TOTAL						2,752,755	2,431,487	2,685,005	2,286,975	722,262	722,262	12,412,118	3,412,118	149,723	149,723	18,721,863	9,002,565	4,202,565	4,800,000	

Five Year Capital Improvement Plan
Preliminary Tier One Recommendations
FY2020 - FY2024

Title	Code*	Dept	Function	Cat*	FY2020 Department Request	FY2020 Recommended Tier 1	FY2021 Department Request	FY2021 Recommended Tier 1	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	FY2020 - FY2024 Requests	Five Year Tier One	Cash	Debt	Other	Page
Cash						800,000									18,721,863	800,000				
Reserves						831,487		786,975		722,262		912,118		149,723		3,402,565				
Debt						800,000		1,500,000				2,500,000				4,800,000				

Equipment & Technology				1																
Buildings & Facilities				2																
Infrastructure & Land				3	2,230,000	2,230,000	1,950,000	1,950,000	345,000	345,000	12,370,500	3,370,500			16,895,500	7,895,500	3,095,500	4,800,000		
Fleet				4	522,755	201,487	735,005	336,975	377,262	377,262	41,618	41,618	149,723	149,723	1,826,363	1,107,065	1,107,065			
TOTAL					2,752,755	2,431,487	2,685,005	2,286,975	722,262	722,262	12,412,118	3,412,118	149,723	149,723	18,721,863	9,002,565	4,202,565	4,800,000		

Water Enterprise

Charles River Water Treatment Plant HVAC Upgrades	I	300	Water	3																3 - 185
Fire Flow Improvements	I	300	Water	3			540,000	540,000	2,400,000	2,400,000					2,940,000	2,940,000	940,000	2,000,000		3 - 187
Water Distribution Study	IQB	300	Water	3									230,000	222,000	230,000	222,000	222,000			3 - 189
Water Distribution System Improvements	M	300	Water	3	4,791,500	4,791,500	372,000	372,000	405,000	405,000	105,000	105,000	475,000	475,000	6,148,500	6,148,500	1,648,500	4,500,000		3 - 191
Water Service Connections	R	300	Water	3					200,000	200,000	200,000	200,000	200,000	200,000	600,000	600,000	600,000			3 - 195
Water Supply Development	M	300	Water	3			433,000				1,260,000				1,693,000					3 - 196
Replace Unit 151 2008 Utility Trailer Ingersoll Rand Air Compressor	C	300	Water	4							16,580				16,580					3 - 199
Replace Unit 164 2008 Atlas Copco Trailer (Generator)	L	300	Water	4							37,056	37,056			37,056	37,056	37,056			3 - 199
Replace Unit 25 2012 Ford F450 Utility Truck	L	300	Water	4					96,907	96,907					96,907	96,907	96,907			3 - 199
Replace Unit 260 2009 Felling Utility Trailer (Roller)	L	300	Water	4									29,672	29,672	29,672	29,672	29,672			3 - 199
Replace Unit 261 2010 Hudson Trailer HD10	L	300	Water	4									5,121		5,121					3 - 199
Replace Unit 30 2012 Ford F550 Dump Truck	L	300	Water	4					136,811	78,449					136,811	78,449	78,449			3 - 199
Replace Unit 31 2011 Ford F150	C	300	Water	4			44,118	44,118							44,118	44,118	44,118			3 - 199
Replace Unit 324 2006 Construction Utility Trailer (Excavation Equipment)	L	300	Water	4			7,854								7,854					3 - 199
Replace Unit 40 Ford F350	C	300	Water	4				68,349	68,349						68,349	68,349	68,349			3 - 199
TOTAL					4,791,500	4,791,500	1,396,972	1,024,467	3,307,067	3,180,356	1,618,636	342,056	939,793	926,672	12,053,968	10,265,051	3,765,051	6,500,000		

Cash									(0)						12,053,968	0				
Reserves						291,500		1,024,467		1,180,356		342,056		926,672		3,765,051				
Debt						4,500,000				2,000,000						6,500,000				

Equipment & Technology				1																
Buildings & Facilities				2																
Infrastructure & Land				3	4,791,500	4,791,500	1,345,000	912,000	3,005,000	3,005,000	1,565,000	305,000	905,000	897,000	11,611,500	9,910,500	3,410,500	6,500,000		
Fleet				4			51,972	112,467	302,067	175,356	53,636	37,056	34,793	29,672	442,468	354,551	354,551			
TOTAL					4,791,500	4,791,500	1,396,972	1,024,467	3,307,067	3,180,356	1,618,636	342,056	939,793	926,672	12,053,968	10,265,051	3,765,051	6,500,000		

Grand Total					23,096,604	17,777,739	23,494,896	12,222,383	97,171,753	11,459,852	133,739,208	9,788,512	9,083,335	7,586,746	286,585,796	58,835,232	38,109,672	15,073,060	5,652,500	
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Cash						12,477,739		10,052,383		7,704,852		7,288,512		6,238,686		43,762,172				
Debt						5,300,000		2,170,000		3,755,000		2,500,000		1,348,060		15,073,060				

Equipment & Technology				1	3,025,217	2,768,554	3,244,269	2,513,069	1,334,326	1,066,346	1,188,960	980,960	1,382,224	991,824	10,174,996	8,320,753	7,608,253		712,500	
Buildings & Facilities				2	4,101,765	704,000	9,896,224	1,569,300	84,628,300	2,068,100	112,661,700	212,500	450,000	400,000	211,737,989	4,953,900	2,421,900	2,425,000	107,000	
Infrastructure & Land				3	13,863,050	12,833,050	8,283,000	6,409,500	8,614,500	6,254,500	18,761,500	7,122,000	4,925,000	3,882,000	54,447,050	36,501,050	20,368,050	11,300,000	4,833,000	
Fleet				4	2,106,572	1,472,135	2,071,403	1,730,514	2,594,627	2,070,906	1,127,048	1,473,052	2,326,111	2,312,922	10,225,761	9,059,529	7,711,469	1,348,060		
TOTAL					23,096,604	17,777,739	23,494,896	12,222,383	97,171,753	11,459,852	133,739,208	9,788,512	9,083,335	7,586,746	286,585,796	58,835,232	38,109,672	15,073,060	5,652,500	



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

MEETING DATE: 12/18/2018

Agenda Item	Accept and Refer Zoning – Highway Commercial 1 Zoning District, Map Change to Highway Commercial 1, and Accessory Dwelling Unit
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
At its meeting on December 18th, the Planning Board is expected to vote to place the following articles on the warrant for the 2019 Annual Town Meeting: “Amend Zoning By-Law Highway Commercial 1 Zoning District, Map Change to Highway Commercial 1, and Accessory Dwelling Unit.” Under State law, the Board of Selectmen has 14 days to accept the proposed amendment and refer the amendment to the Planning Board for its review, hearing, and report. The Board’s action in this matter is not discretionary. The Planning Board intends to schedule the public hearing on this zoning for January 22, 2019.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Suggested Motion:</i> That the Board vote to accept the following proposed zoning amendments: “Amend Zoning By-Law Highway Commercial 1 Zoning District, Map Change to Highway Commercial 1, and Accessory Dwelling Unit,” for referral to the Planning Board for its review, hearing, and report.	
3.	BACK UP INFORMATION ATTACHED
a. Letter from Lee Newman, Director of Planning & Community Development dated December 18, 2018 b. Proposed Warrant articles	



TOWN OF NEEDHAM, MA

PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

500 Dedham Ave
Needham, MA 02492
781-455-7500

PLANNING

December 18, 2018

Ms. Kate Fitzpatrick
Town Manager
Town Hall
Needham, MA 02492

Re: Zoning Articles for 2019 Annual Town Meeting

Dear Ms. Fitzpatrick:

The Planning Board, at its meeting of December 18, 2018, voted to place the following articles on the warrant for the May 2019 Annual Town Meeting: (1) Amend Zoning By-Law – Highway Commercial 1 Zoning District; (2) Amend Zoning By-Law – Map Change To Highway Commercial 1; and (3) Amend Zoning By-Law – Accessory Dwelling Unit. Accordingly, please find the above-named articles as approved by the Planning Board for inclusion in the warrant of the 2019 Annual Town Meeting.

As you know, the Board of Selectmen will need to accept the articles and to then forward them to the Planning Board for review, public hearing and report. Please have the Selectmen act on the enclosed articles at their next meeting of Tuesday, December 18, 2018, so that the Planning Board can meet its statutory obligations. The Planning Board plans to schedule the public hearing on the articles for Tuesday January 22, 2019.

Should you have any questions regarding this matter, please feel free to contact me directly.

Very truly yours,

NEEDHAM PLANNING BOARD

Lee Newman
Director of Planning and Community Development

cc: Planning Board

Enclosure

ARTICLE 1: AMEND ZONING BY-LAW – HIGHWAY COMMERCIAL 1 ZONING DISTRICT

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

1. Amend Section 2.1, Classes of Districts, by adding the following term and abbreviation under the subsection Industrial:

“HC1 -- Highway Commercial 1”

2. Amend Section 3.2, Schedule of Use Regulations, by adding a new Section 3.2.7 as follows:

“3.2.7 Uses in the Highway Commercial 1 District

3.2.7.1 Permitted Uses

The following uses are permitted within the Highway Commercial 1 District as a matter of right:

- (a) Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.
- (b) Public parks and playgrounds, municipal buildings or uses.
- (c) Retail establishment or combination of retail establishments serving the general public where each establishment contains less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.
- (d) Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.
- (e) Craft, consumer or commercial service establishment dealing directly with the general public.
- (f) Laundry or dry cleaning pick-up station with processing done elsewhere.
- (g) Professional, business or administrative office, but not including any of the following: a medical clinic or Medical Services Building or medical, surgical, psychiatric, dental, orthodontic, or psychologist group practices comprised of three or more such professionals (hereinafter “Group Practices”) or physical therapy, alternative medicine practices, wellness treatments, including but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. “Professional” shall include professional medical, surgical, psychiatric, dental, orthodontic or psychologist practice by a group of two or fewer such professionals (“Non-group Practice”).
- (h) Bank or Credit Union.
- (i) Wholesale distribution facilities in an enclosed structure, excluding the storage of flammable liquids, gas or explosives.
- (j) Medical laboratory or laboratory engaged in scientific research and development, and experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.
- (k) Radio or television studio.
- (l) Light non-nuisance manufacturing, including but not limited to the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all

resulting cinders, dust, flashing, fuses, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.

(m) Telecommunications facility housed within a building.

(n) Other customary and proper accessory uses incidental to lawful principal uses. Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Board of Selectmen in accordance with Section 6.9.

(o) More than one building on a lot.

(p) More than one use on a lot.

3.2.7.2 Uses Permitted By Special Permit

The following uses are permitted within the Highway Commercial 1 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as they may require:

(a) Public light-rail train station.

(b) Adult day care facility.

(c) Private school, nursery, or kindergarten not otherwise classified under Section 3.2.7.1.

(d) Retail establishment or combination of retail establishments serving the general public where each establishment contains more than 10,000 but less than 25,000 square feet of floor area and where all items for sale or rent are kept inside a building.

(e) Equipment rental service but not including any business that uses outside storage.

(f) Hotel.

(g) Eat-in or take-out restaurant or other eating establishment except that a lunch counter incidental to a primary use shall be permissible by right.

(h) Veterinary office and/or treatment facility and/or animal care facility, including but not limited to, the care, training, sitting and/or boarding of animals.

(i) Indoor athletic or exercise facilities or personal fitness service establishment and/or outdoor pool(s) associated with such facilities.

(j) External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.7.1(h) hereof.

(k) Off-street parking for vehicles associated with a principal use located on a lot that comprises land in two or more districts where the use is not otherwise allowed in the district in which the parking is to be located.

l) Group Practices as defined in Section 3.2.7.1 and alternative medicine practices, physical therapy, and wellness treatments facilities including, but not limited to, acupuncture, yoga, chiropractic and/or

nutrition services. Such uses may have customary and proper accessory uses incidental to the lawful principal uses, including but not limited to, pharmacies. If the principal use is located on the ground floor, then the affiliated pharmacy may be located there also.

(m) Live performance theaters, bowling alleys, skating rinks, billiard rooms, and similar commercial amusement or entertainment places.”

3. Amend Section 4.7.1, Specific Front Setbacks, by deleting the following provisions:

“(b) On the easterly side of Gould Street from Highland Avenue northerly to land of the New York, New Haven and Hartford Railroad Company, there shall be a fifty (50) foot building setback line;

(c) On the northerly side of Highland Avenue from Gould Street northeasterly to the property of the Commonwealth of Massachusetts, there shall be a fifty (50) foot building setback line.”

4. Amend Section 4, Dimensional Regulations, by adding a new Section 4.11 Dimensional Regulations for Highway Commercial Districts as follows:

“4.11 Dimensional Regulations for Highway Commercial Districts

4.11.1 Highway Commercial 1

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft.)	Front Setback (Ft.) (1)	Side Setbacks (Ft.) (1) (3)	Rear Setback (Ft.) (3)	Maximum Height (Ft.) (1)	Maximum Lot Coverage (2) (4) (7)	Floor Area Ratio (5) (6)
20,000	100	5	10	10	70	65%	1.00

- (1) All buildings shall be limited to a height of 70 feet, except that, buildings within 50 feet of Highland Avenue and/or Gould Street shall be limited to a height of 54 feet unless the additional height is contained under a pitched roof or recessed from the face of the building in a manner approved by the Planning Board. Notwithstanding the forgoing, the Planning Board may allow by special permit a maximum height of up to 84 feet except within 50 feet of the aforementioned streets. If the height of a building is increased above the height of 54 feet, the front setback shall be increased to 15 feet and the side setback to 20 feet. Buildings and structures abutting Highland Avenue and/or Gould Street shall be set back at least 20 feet from said streets. Notwithstanding the location of any building and structures, a 20 foot landscaped, vegetative buffer area shall be required along the aforementioned street frontages in order to screen the development. Driveway openings, sidewalks, walkways and screened mechanical equipment shall be permitted in the buffer area. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may

exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

- (2) Maximum lot coverage shall be 65% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet the maximum lot coverage may be increased to 75%.
- (3) No side or rear yard is required for shared parking structures between adjoining properties, but only on one side of each lot, leaving the other side- or rear yards open to provide access to the interior of the lot.
- (4) A minimum of 20% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas. Notwithstanding the preceding sentence, open space shall include pervious surfaces used for ways, access streets, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas. (Pervious surfaces shall not preclude porous pavement, porous concrete, and/or other permeable pavers.)
- (5) A floor area ratio of up to 1.75 may be allowed by a special permit from the Planning Board. In granting such special permit, the Planning Board shall consider the following factors: the ability of the existing or proposed infrastructure to adequately service the proposed facility without negatively impacting existing uses, including but not limited to, water supply, drainage, sewage, natural gas, and electric services; impact on traffic conditions at the site, on adjacent streets, and in nearby neighborhoods, including, but not limited to, the adequacy of the roads and intersections to safely and effectively provide access and egress; the environmental impacts of the proposal; and the fiscal implications of the proposal to the Town. In granting a special permit, the Planning Board shall also consider any proposed mitigation measures and whether the proposed project's benefits to the Town outweigh the costs and adverse impacts, if any, to the Town. Further, the Planning Board may allow a floor area ratio of up to 2.0, by special permit, where the applicant demonstrates, to the Board's satisfaction, that the proposed use will not generate peak hour trips in excess of 0.6 trips per 1,000 square feet of total development area.
- (6) The calculation of floor area in determining floor area ratio shall not include parking areas or structures.

4.11.2 Supplemental Dimensional Regulations

- (1) Parking structures and surface parking lots may not be located such that they front on public parks.
- (2) Parking structures may have an active ground floor use, such as retail, office, institutional, or display, on sides facing a public way. Structured parking must be located at least 20 feet from adjacent buildings, but may be attached to the building it is servicing if all fire and safety requirements can be met.
- (3) Buildings must have a public entrance facing one street on which the building fronts.
- (4) Maximum uninterrupted facade length shall be 300 feet.

4.11.3 Special Permit Provision

The Planning Board may, by special permit, waive any or all dimensional requirements set forth above in this Section 4.11 (including sections 4.11.1 and 4.11.2), by relaxing each by up to a maximum percentage of 25% if it finds that, given the particular location and/or configuration of a project in relation to the surrounding neighborhood, such waivers are consistent with the public good, that to grant such waiver(s) does not substantially derogate from the intent and purposes of the By-Law. This section does not authorize the Planning Board to waive the maximum height regulations or reduce the 20 foot landscaped buffer area requirement along the streets specified, except as specifically provided in Sections 4.11.1 and 4.11.2 . (By way of example, a 15' front yard setback could be waived to 11.25'; the 65% lot coverage could be waived to 81.25%; or the 20,000 sq. ft. minimum lot area could be waived to 15,000 sq. ft.)"

5. Amend Section 5.1.3, Parking Plan and Design Requirements, by adding at the end of the second sentence of subsection (j) which reads "Such parking setback shall also be twenty (20) feet in an Industrial-1 District" the words "and Highway Commercial 1 District."
6. Amend Section 7.2.5 of Section 7.2 Building or Use Permit, by adding after the words "Industrial-1 District," in the first sentence, the words "Highway Commercial 1 District,".
7. Amend Section 7.7.2.2, Authority and Specific Powers (of Design Review Board) by adding after the words "Industrial-1 District," in the first sentence of the second paragraph, the words "Highway Commercial 1 District,".

Or take any other action relative thereto.

ARTICLE 2: AMEND ZONING BY-LAW – MAP CHANGE TO HIGHWAY COMMERCIAL 1

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

Place in the Highway Commercial 1 District all that land now zoned Industrial-1 and lying between the Circumferential Highway, known as Route 128/95 and Gould Street and between the Massachusetts Bay Transit Authority (M.B.T.A.) right-of-way and Highland Avenue. Said land is bounded and described as follows:

Beginning at a stone bound on the northerly layout line of Highland Avenue at the intersection of Gould Street as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489; thence turning and running southwesterly, westerly and northwesterly along a radius of 44.00 feet a distance of 80.06 feet to a stone bound on the easterly sideline of Gould Street; thence running northwesterly, northerly, and northeasterly along a curve of radius of 505.00 feet of said sideline of Gould Street a distance of 254.17 feet to a point on the said easterly sideline of Gould Street; thence running N10°49'50"E a distance of 284.29 feet to a point on the said easterly sideline of Gould Street at the intersection of TV Place, a privately owned Right of Way; thence continuing N10°49'50"E a distance of 324.30 feet more or less to a stone bound; thence continuing N10°49'50"E a distance of 84.82 feet to a stone bound located at the intersection of the easterly sideline of Gould Street and the southerly sideline of the M.B.T.A. Right of Way as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430; thence turning and running along said southerly M.B.T.A. Right of Way line northeasterly a distance of 1,219.55 feet to a point at the intersection of the westerly sideline of the Route 128 Right of Way and said southerly sideline of the M.B.T.A. Right of Way; thence turning and running S13°34'58"W a distance of 292.00 feet to a stone bound; then turning and running southwesterly along the Route 128 Right of Way a distance of 549.11 feet to a point; thence turning and running S13°34'58"W a distance of 451.02 feet to a point; thence turning and running S76°26'41"E a distance of 35.56 feet to a point; thence turning and running S13°34'58"W a distance of 67.34 feet to a point; thence running southwesterly along a curve of radius 245.45 feet a distance of 136.59 feet to a point; thence running southwesterly along a curve of radius 248.02 feet a distance of 38.04 feet to a point; thence running southwesterly along a curve of radius 1180.00 feet a distance of 140.09 feet to a point; thence turning and running S42°43'47"W a distance of 42.52 feet to a stone bound located in the westerly sideline of the Route 128 Right of Way; thence turning and running S63°56'51"W a distance of 361.46 feet to the point of beginning.

Or take any other action relative thereto.

ARTICLE 3: AMEND ZONING BY-LAW – ACCESSORY DWELLING UNIT

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

1. Amend Section 1.3, Definitions, by adding the following term and definition in the appropriate alphabetical order:

“Accessory Dwelling Unit (ADU) – An apartment in a single-family detached dwelling that is a second, self-contained dwelling unit and a complete, separate housekeeping unit containing provisions for living, sleeping, cooking and eating. This unit is subordinate in size to the principle dwelling unit on a lot, constructed to maintain the appearance and essential character of the single-family dwelling.”

2. Amend Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial-1 Districts, by inserting immediately above the row that reads “Café or lecture room associated with a private school” a new entry, which shall read as follows:

<u>“USE</u>	<u>RRC</u> <u>SRA</u>	<u>SRB</u>	<u>GR</u>	<u>A-1,2</u> & 3	<u>I</u>	<u>IND</u>	<u>IND-1</u>
Accessory Dwelling Unit (See 3.15)	SP	SP	SP	SP	SP	SP	SP”

3. Amend Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in the Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by inserting immediately above the row that reads “Café or lecture room associated with a private school” a new entry, which shall read as follows:

<u>“USE</u>	<u>B</u>	<u>CSB</u>	<u>CB</u>	<u>ASB</u>	<u>HAB</u>
Accessory Dwelling Unit (See 3.15)	SP	N	N	SP	SP”

4. Amend Section 3.2.3, Uses in the Neighborhood Business District, Subsection 3.2.3.2, Uses Permitted by Special Permit, by inserting a new paragraph (c) that reads “Accessory Dwelling Unit under Section See 3.15” and by renumbering former paragraphs (c) thru (o) as (d) thru (p) respectively.
5. Amend Section 3, Use Regulations, by adding a new Section 3.15, Accessory Dwelling Units (ADUs), to read as follows:

“3.15 Accessory Dwelling Units (ADUs)

3.15.1 Intent

The intent and purpose of this section is to permit accessory dwelling units (ADUs) in single-family homes for occupancy by family and caregivers related to the owners of the property subject to the standards and procedures hereinafter set forth. It is also the intent to assure that the single-family

character of the neighborhood will be maintained and that the accessory unit remains subordinate to the principal use of the living quarters.

3.15.2 Definition

The accessory dwelling unit (ADU) is an apartment in a second, self-contained dwelling unit as part of a single-family detached dwelling serving as a complete, separate housekeeping unit containing provisions for living, sleeping, cooking and eating. This unit shall be subordinate in size to the principle dwelling unit on a lot, constructed to maintain the appearance and essential character of the single-family dwelling.

3.15.3. Use Regulations

Such accessory dwelling unit (ADU) shall be permitted upon the issuance of a Special Permit by the Board of Appeals under the following use regulations:

- (a) There shall be no more than one accessory dwelling unit on a lot to be located in the primary dwelling only, not in accessory buildings.
- (b) At least one of the units, the primary or accessory dwelling unit, shall be owner-occupied except for temporary absences of the owner as provided herein. For the purposes of this section, the "owner" shall be one or more individuals who constitute a family, who hold title directly or indirectly to the dwelling, and for whom the dwelling is the primary residence. Temporary absence of an owner of a property containing an accessory dwelling unit shall include an absence for a period of less than two years during which time the owner may rent the owner's unit as well as the second unit during the temporary absence provided:
 - (1) Written notice thereof shall be made to the Building Commissioner on a form prescribed by him.
 - (2) The owner shall be resident on the property for at least two years prior to and between such temporary absences.
- (c) Occupancy of the unit that is not owner-occupied unit shall be limited to a member of the owner's family related by first degree of kinship, marriage or adoption or by a caregiver for a member of the owner's family.
- (d) The size of the accessory dwelling unit shall be limited to 850 square feet of living space and no more than one bedroom.
- (e) Off-street parking shall be provided for residents of both units with a minimum of one parking space per unit. There shall be screening in the area between the parking space required for the accessory dwelling unit and the nearest side lot line sufficient to minimize the visual impact on abutters such as evergreen or dense deciduous plantings, walls, fences, or a combination.
- (f) Adequate provisions for the proper disposal of sewage, waste, and drainage generated by the accessory dwelling unit shall be in accordance with Board of Health requirements.
- (g) Adequate provisions shall be required for compliance with the Massachusetts State Building Code for separate ingress and egress to the outside of each unit as determined by the Building Commissioner. To the extent possible, exterior passage ways and access ways shall not detract

from the single-family appearance of the dwelling. An interior door way shall be provided between each living unit as a means of access for purposes of supervision and emergency response. All stairways to additional floors shall be enclosed within the exterior walls of the structure. Only one exterior entrance is allowed on a front facing façade of a dwelling with any other exterior entrances restricted to the side or rear of the structure.

- (h) The owner of record shall be responsible for submitting an accessory dwelling unit application to the Building Commissioner. Floor plans of the accessory unit and principal residence, along with a certified site plan, shall also be submitted with the application to the Building Commissioner. Appropriate fees as established and recorded shall be assessed for the initial application and each renewal of the occupancy permit as determined by the Building Commissioner.
- (i) The installation of the accessory dwelling unit shall require the issuance of a building permit by the Building Commissioner.
- (j) Occupancy of the accessory dwelling unit shall not take place without proof of the recorded Special Permit and an occupancy permit issued by the Building Commissioner. The initial occupancy permit shall remain in force for a period of five (5) years from the date of issue provided that ownership of the premises is not changed. Thereafter, permits may be issued by the Building Commissioner for succeeding five-year periods provided that the structure and use continue to comply with the relevant provisions of the State Building Code and Needham By-laws. Occupancy permits shall not be transferable upon a change in ownership or occupancy unless an affidavit is presented to the Building Commissioner attesting to the fact that the circumstances under which the occupancy permit was granted shall continue to exist in the future.
- (k) In the case that the accessory dwelling unit has violated the terms of the Special Permit or the lawful use of such unit has expired or been terminated, the Building Commissioner may, in addition to other remedies, order the removal of any one or more of the provisions that create a separate dwelling unit, such as living, sleeping, cooking and eating. Upon the close and approval of permits required to remove such components will return the property back to a lawful single-family dwelling.”

Or take any other action relative thereto.



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

MEETING DATE: 12/18/2018

Agenda Item	Community Preservation Act Funding Applications
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will update the Board on CPA project applications that have been submitted for consideration in FY2020 by other parties, and ask the Board to endorse the submission for design of the Fisher Street Trailhead at the Needham Rail Trail.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Suggested Motion:</i> That the Board vote to endorse the CPA funding application for the design of the Fisher Street trailhead at the Needham Rail Trail.	
3.	BACK UP INFORMATION ATTACHED
a. Initial Eligibility Project Applications Forms	

CPC USE ONLY:
Application # P419-06

Qualifies: _____

Does not qualify: _____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
c/o Park & Recreation Department
178 Rosemary Street
Needham, MA 02494
www.needhamma.gov/CPC

1. **Applicant:** Town Manager
& Bay Colony Rail Trail Association
2. **Applicant's Address, Phone Number and Email:**
1471 Highland Ave., Needham 02492
BCRTA, PO Box 920560, Needham, MA 02492
Contact Name:
Kate Fitzpatrick-Town Manager; J Goldstein-BCRTA
3. **Purpose:**
(Please select all that apply)
☐ Open Space
☐ Community Housing
☐ Historic Preservation
☒ Recreation
4. **Project Name:** Design of Fisher Street Trailhead, Needham Rail Trail
5. **Project Location/Address/Ownership (Control):**
Fisher Street at Rail Trail, across from MA DCR's Red Wing Bay
MBTA ownership; Town holds 99 year lease for use of rail right of way for rail trail
6. **Amount Requested:** \$ 15,000
7. **Estimated Total Project Cost (If Different):** \$ 15,000 (design only)
8. **Critical Dates: (If Applicable)**

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

Project Name: Design of Fisher Street Trailhead, Needham Rail Trail

9. Project Summary: In 100 words or less provide a brief summary of the project:

The 1.3-mile Needham Rail Trail is a recreational path that runs from the Charles River near the Dover line to the Town Forest near High Rock Street. Completed in 2016 through a joint effort of the Bay Colony Rail Trail Association and the Town, the trail has become a popular recreational asset.

From its initial conception, a trailhead at Fisher Street was envisioned comprising a stone dust driveway and parking area, a wood rail fence/guardrail, landscaping, benches, signage, and interpretive elements (see Bay Colony Rail Trail Conceptual Planning and Design Study--Needham, MA by Fay, Spofford & Thorndike, 2013). Due to budget constraints the trailhead was never constructed.

In 2015 the CPC provided a \$100,000 grant for construction of the trail. The current request would allow the Town to complete the design of the Fisher St. trailhead, including construction-ready documents.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

The Needham Rail Trail addresses the expressed interest among Needham residents for having a variety of natural trails throughout the community. The rail trail's flat terrain makes it ideal for people of all ages and abilities. The proposed trailhead at Fisher Street will not only improve the accessibility of the rail trail, its proximity to Red Wing Bay and the Charles River Peninsula will make the area more of a destination for passive recreation. The Town and the Bay Colony Rail Trail Association will collaborate in working with a design firm to finalize the design of the trailhead, including interpretive elements, and make it a hub of recreational activities in the area.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

CPC USE ONLY:
Application # FY19-01

Qualifies: _____

Does not qualify: _____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
c/o Park & Recreation Department
178 Rosemary Street
Needham, MA 02494
www.needhamma.gov/CPC

1. **Applicant:** First Baptist Church in Needham **Submission Date:** November 30, 2018

2. **Applicant's Address, Phone Number and Email:**

858 Great Plain Avenue
Needham, MA 02492
781-400-5867 pastordaryn@fbcneedham.org

Contact Name:

Rev. Daryn Stylianopoulos, Pastor

3. **Purpose:**
(Please select all that apply)

- ☐ Open Space
☐ Community Housing
☒ Historic Preservation
☐ Recreation

4. **Project Name:** FBC Needham Great Plain Porch Preservation

5. **Project Location/Address/Ownership (Control):**

Intersection of Great Plain Ave and Warren Street, Needham, MA 02492/ 858 Great Plain Ave/ First Baptist Church in Needham

6. **Amount Requested:** \$ 799,040.00

7. **Estimated Total Project Cost (If Different):** \$

8. **Critical Dates: (If Applicable)**

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

Project Name: FBC Needham Great Plain Porch Preservation

9. Project Summary: In 100 words or less provide a brief summary of the project:

First Baptist Church in Needham is requesting funding for Phase I of a multi-phase project to restore and preserve our historic 1856 building. Phase I includes the restoration and preservation of the front porch - a prominent and identifying feature of First Baptist Church - including doors, columns, and decorative and architectural elements and detailing of the front portion of our building, and front walkways. This grant phase also includes the restoration of First Baptist's historic clock, an E. Howard Watch and Clock model from the year 1900 (Needham's first official town clock), as well as the clock's historic bell.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

A recent engineering report recommended immediate front porch and column restoration. Included in the restoration are the historic bell and clock, and architectural elements of the Great Plain Avenue façade. Restoration will preserve the site - imbued with historical and architectural significance (home of Needham's first official town clock, pastored by Rev. Samuel Francis Smith ("My Country 'Tis of Thee") from 1866-1873 and 1877-1880) - and ensure it remains an historic and cultural marker, and continued presence of hospitality (our doors welcome the wider community weekly in gathering, arts and music, recovery, and children and youth education, development and enrichment).

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

Needham Community Preservation Grant Project Budget
First Baptist Church in Needham
2018-2019 Application Cycle

Contractors	Expenses	Income	Narrative
David Graf			David Graf takes pride in producing museum quality restorations with full function of historic clock and bell mechanisms and is familiar with our rare mechanism, an <i>E. Howard #1 Striker, round top</i> . David notes that most of its kind "have suffered over the years - electrification being a common fate, along with the effects of pigeons, neglect and lack of consistent and informed routine maintenance." He is 'pleased to find that there was another of these great old mechanisms - in somewhat rough and rusted condition, but with most of its original components, capable of running in its weight driven , pendulum regulated fashion, as originally designed. A rare occurrence!"
	\$ 26,000.00		
	\$ 12,000.00		
Tom Evarts - Yankee Steeple			Tom Evart's team at Yankee Steeple oversaw the recent restoration of the First Baptist Church in Needham's church steeple
Column replacement (structural steel beam with fiberglass			Tom's proposal of structural steel beam and fiberglass shell replacement will provide an effective, structurally sound, and practical long term solution for the columns that will appear identical to the original historic columns; Tom can provide a quote for mahogany/wood restoration if desired - the cost of the project would significantly increase
	\$ 96,000.00		
Replacement and Installation of Cornice	\$ 63,000.00		decaying and crumbling cornice piece
Front Entrance Mahogany Doors (identical to originals)	\$ 48,000.00		deteriorating front doors
Front façade work from base of steeple to the ground	\$ 37,500.00		
New England Scaffolding			
Immediate Shoring	\$ 10,000.00		
Rental for two years	\$ 25,200.00		

Needham Community Preservation Grant Project Budget
First Baptist Church in Needham
2018-2019 Application Cycle

EBI Consulting			EBI Consulting provided the structural evaluation of the porch columns and will continue to support the project as needed; recommended immediate replacement of columns and repointing and crack repairs at the foundation and stairs at front entrance
Construction Documents	\$	1,800.00	
Construction Phase Services			
Shop Drawing Review	\$	600.00	
2 Site Visits	\$	1,200.00	
Closeout/Sign Off	\$	300.00	
Rex Kidd - Capital Paving			
Walkways and Porch Detailing			Porch and stairs - repaving and stonework for landing, porch, stairs and walkways; Rex has quoted repaving of walks around the church as well as in front to keep levels consistent and to code; the cost has been broken down for transparency
Install Granite Steps, Capstone, Landing	\$	54,000.00	
Install Granite Walks Front	\$	25,000.00	
Install New Concrete Rear with monolithic new curb	\$	15,000.00	
Install Asphalt Walks Sides	\$	12,000.00	
Paving of Parking Lot if required to meet code standards	\$	10,000.00	
Shop drawing if required	\$	1,000.00	
Demolition Work			
Building	\$	100,000.00	
Paved/Stone Surfaces	\$	20,000.00	
Restoration Cost	\$	558,600.00	
Contingency			
Engineering and Architecture	\$	111,720.00	20% total restoration cost
Contingency Unforeseen Costs	\$	111,720.00	20% total restoration cost
Testing of Hazardous or Potentially Hazardous Materials	\$	15,000.00	estimated
Permitting, Police Detailing, Landscaping, Sprinkler Work	\$	2,000.00	
Total Contingency	\$	240,440.00	
Restoration Cost	\$	558,600.00	
BALANCE (Restoration Cost + Contingency)	\$	799,040.00	

DRAFT v2

#1 Repair Cook

Building Envelope

CPC USE ONLY:	
Application #	19-02
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
c/o Park & Recreation Department
500 Dedham Avenue, Town Hall
Needham, MA 02492
www.needhamma.gov/CPC

1. Applicant: Needham Housing Authority (NHA) **Submission Date:** December 1, 2018

2. Applicant's Address, Phone Number and Email:

28 Capt. Robert Cook Drive
Needham, MA 02494

Contact Name:

Bernie Kirstein, Interim Executive Director

3. Purpose:
(Please select all that apply)

- ☐ Open Space
- ☒ Community Housing
- ☐ Historic Preservation
- ☐ Recreation

4. Project Name: Capt. Robert Cook: Repair Defective Building Envelopes

5. Project Location/Address/Ownership (Control):

100% owned by the NHA

6. Amount Requested: \$1,200,000 (less HUD grant)

7. Estimated Total Project Cost (If Different): \$1,200,000

8. Critical Dates: (If Applicable)

The NHA will issue a Chapter 30 compliant RFP for the work early 2019. Repair work to commence during the Summer 2019 and be completed by Fall 2019.

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

Project Name: Capt. Robert Cook: Repair Defective Building Envelopes

9. Project Summary: In 100 words or less provide a brief summary of the project:

In 2015, ice dam water infiltration at NHA's Seabeds Way development caused \$1.5 million dollars of damage, displacing many residents. The cost was exacerbated by defects in the buildings' construction (the exterior sheathing was drywall instead of plywood!) Although the NHA originally thought that CPA funds would be required, the buildings were eventually repaired using a combination of HUD emergency capital grants and insurance reimbursements.

A mid-2017 engineering study determined that the 6 adjacent Capt. Cook buildings have the same construction defects, requiring urgent improvements to their wall and roof construction. Repair cost has been estimated to be \$955,000.

Repairing these defects is a top recommendation of the NHA's recent Facilities Master Plan. While the NHA will apply for HUD funding, it will likely require CPA funding to meet the total anticipated cost of repair.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

Needham's stock of affordable housing is insufficient according to the most recent Housing Needs Assessment (2014). The NHA is the largest provider of low income housing in Needham and the Capt. Robert Cook buildings (30 units) are some of the youngest in our inventory (38 years old). The limited annual capital improvements funds available from HUD have been effectively used to maintain Capt. Cook development in decent condition, but annual funds alone are insufficient to repair the construction defects found at Capt. Cook buildings.

It is critical for the NHA to fix these defects, avoiding another repeat of another devastating damage/ displacement incident. Repairing the Capt. Cook buildings will ensure that these affordable housing units remain available for decades to come, benefiting the Needham community.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

DRAFT v2
#2 Additional Consulting
Assistance

CPC USE ONLY:	
Application #	<u>219-03</u>
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
c/o Park & Recreation Department
500 Dedham Avenue, Town Hall
Needham, MA 02492
www.needhamma.gov/CPC

1. **Applicant:** Needham Housing Authority (NHA) **Submission Date:** December 1, 2018
2. **Applicant's Address, Phone Number and Email:**

28 Capt. Robert Cook Drive
Needham, MA 02494

Contact Name:
Bernie Kirstein, Interim Executive Director
3. **Purpose:**
(Please select all that apply)

☐ Open Space
☒ Community Housing
☐ Historic Preservation
☐ Recreation
4. **Project Name:** Consultants to Achieve Modernization/Redevelopment of Affordable Housing
5. **Project Location/Address/Ownership (Control):**
100% owned by the NHA
6. **Amount Requested:** \$150,000
7. **Estimated Total Project Cost (If Different):** \$300,000 (50% NHA funding)
8. **Critical Dates: (If Applicable)**

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

Project Name: Consultants to Achieve Modernization/Redevelopment of Affordable Housing

9. Project Summary: In 100 words or less provide a brief summary of the project:

NHA properties are in dire need of major modernization. The recently released NHA Facilities Master Plan identifies major modernization/development targets and identifies sources of funding. Federal funding for modernization is currently available through HUD's Rental Assistance Program (RAD); potentially \$77k - \$128k/unit for Seabeds/Cook. To apply for/be awarded this funding, money must be expended up front for an expert development/financial consultant team: architectural, engineering, surveying, financial modeling, legal and other services.

State modernization funding is available via the High Leverage Asset Preservation Program (HILAPP); up to \$65k/unit for Linden/Chambers. Funding for new development is available via DHCD's 9% tax credit funding competitions (LIHTC). Expenditure of money for expert consulting is similarly required for successful applications/awards.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

Needham's existing stock of affordable housing is insufficient to meet its current and future needs, according to the most recent Housing Needs Assessment (2014). The NHA is the largest provider of low income housing in Needham, but 75% of its 114 buildings are more than 55 years old. Substantial modernization is vital to extending the useful life of our 336 existing units, and meeting contemporary standards.

Expending CPA funds on RAD and HILAPP funding applications will facilitate a major infusion of capital dollars for modernization. Pursuing DHCD LIHTC competitions has the potential of funding up to 121 new units of affordable housing. If these new funding sources can be secured, expending the CPA funds requested in this application will benefit Needham for decades to come.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

DRAFT v2

#3 Dir. for Modernization &
Development

CPC USE ONLY:
Application # F-19-04
Qualifies: _____
Does not qualify: _____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
c/o Park & Recreation Department
500 Dedham Avenue, Town Hall
Needham, MA 02492
www.needhamma.gov/CPC

1. **Applicant:** Needham Housing Authority (NHA) **Submission Date:** December 1, 2018
2. **Applicant's Address, Phone Number and Email:**
28 Capt. Robert Cook Drive
Needham, MA 02494
Contact Name:
Bernie Kirstein, Interim Executive Director
3. **Purpose:**
(Please select all that apply)
☐ Open Space
☒ Community Housing
☐ Historic Preservation
☐ Recreation
4. **Project Name:** Director for Modernization & Development Position
5. **Project Location/Address/Ownership (Control):**
28 Capt. Robert Cook Drive
Needham, MA 02492
6. **Amount Requested:** \$180,000 (\$60k/yr for 3 yrs)
7. **Estimated Total Project Cost (If Different):** \$ 360,000 (includes benefits)
8. **Critical Dates: (If Applicable)**
The starting date for the position would be July 1, 2019. CPA funding would support the position through June 30, 2022.

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

Project Name: Director for Modernization & Development Position

9. Project Summary: In 100 words or less provide a brief summary of the project:

The recently completed NHA Facilities Master Plan ("FMP" - provided to the CPC under separate cover) recommends major modernizations to existing facilities and identifies potential (re) development of new housing on NHA owned properties. Implementing these recommendations requires an additional staff position to apply for funding, oversee/give direction to consultants, manage projects, comply with regulatory requirements and attend to reporting requirements. This is a position that most housing authorities – Dedham, Brookline, Newton etc. – already have in place, and would allow the NHA to improve the quality and quantity of the housing it provides.

CPA funds will cover 50% of the cost the hiring a of full-time Director of Modernization/Redevelopment for 3 years.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

Needham's existing stock of affordable housing is insufficient to meet its current and future needs, according to the most recent Housing Needs Assessment (2014). The NHA is the largest provider of low income housing in Needham, but 75% of it's 114 buildings are more than 55 years old. Substantial modernization is vital to extending the useful life of our 336 existing units, and meeting contemporary standards. The FMP also found that new development is feasible on properties owned by the NHA, with the potential of providing up to 121 new affordable housing units to help meet the town's needs.

The hiring of a Director of Modernization/Redevelopment is an essential step/prerequisite to accomplishing any major modernization or development by the NHA. The benefit to the community is the preservaton/creation of high quality renovated and new affordable housing available in Needham.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

DRAFT v2
#4 Needham/Wellesley
HA Merger
Consolidation Study

CPC USE ONLY:	
Application #	FY19-05
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
c/o Park & Recreation Department
500 Dedham Avenue, Town Hall
Needham, MA 02492
www.needhamma.gov/CPC

1. **Applicant:** Needham Housing Authority **Submission Date:** 12/1/2018
2. **Applicant's Address, Phone Number and Email:**
28 Capt. Robert Cook Drive
Needham, MA 02494
Contact Name:
Bernie Kirstein, Interim Executive Director
3. **Purpose:**
(Please select all that apply)
☐ Open Space
☒ Community Housing
☐ Historic Preservation
☐ Recreation
4. **Project Name:** Study to evaluate Needham HA & Wellesley HA Merger and Consolidation
5. **Project Location/Address/Ownership (Control):**
6. **Amount Requested:** \$ 5000
7. **Estimated Total Project Cost (If Different):** \$ 10000
8. **Critical Dates: (If Applicable)**

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not Qualify:	_____

Project Name: Study to evaluate Needham HA & Wellesley HA Merger and Consolidation

9. Project Summary: In 100 words or less provide a brief summary of the project:

Since 2001, NHA has provided management and administrative functions (including a shared Executive Director) as an outsourced service to WHA for a fee pursuant to a management Agreement. This arrangement was initiated per a request of the Massachusetts Department of Housing and Community Development (DHCD). DHCD will no longer approve such agreements for NHA and WHA in this structure. NHA owns or operates 296 units. WHA owns or operates 246 units. The request for CPA funds is to evaluate the benefits, risks, and costs of alternative agreements such as merging and consolidation that are agreeable to DHCD. Areas of opportunity include economies of scale (operating and administrative costs savings), management efficiencies (Example, one executive director rather than two), opportunity to strengthen resident programs, and improved development capabilities.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

The intent of the study is to determine the optimal management structure for NHA and WHA. WHA will pay for 50% of the study.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*



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

MEETING DATE: 12/18/2018

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: 12/18/2018

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	

Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

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

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

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

Water Sales:	-\$100.35
Water Irrigation:	-\$3,165.20
Water Admin Fees	\$0.00
Sewer Sales:	-\$288.99
Transfer Station Charges:	\$0.00
Total Abatement:	-\$3,554.54

Order #: 1266

Read and Approved:


Assistant Director of Public Works


Director of Public Works

For the Board of Selectmen

12/18/18

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

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
DB	Janower	AJ	36043	25362	85	Riverbend Lane	-\$2,211.20	\$0.00	\$0.00	-\$2,211.20	ACC	N
DB	Carey	Richard J	4745	17636	240	Fox Hill Road	-\$954.00	\$0.00	\$0.00	-\$954.00	ACC	N
JO	Council on Aging (1)						\$0.00	-\$100.35	-\$288.99	-\$389.34	COA	N
Total:										-\$3,554.54		

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

Legend:

O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
 TWN = Town Project caused damage to private property
 EC = Extenuating Circumstances
 Equip = Equipment Malfunction
 UEW = Unexplained water loss
 ACC = Accidental Water Loss
 BP = Billing Period beyond 100 days
 COA - Council on Aging

TREE CITY USA Application for Recertification

Mail completed application with requested attachments to your state forester no later than December 31.
The TREE CITY USA award is in recognition of work completed by the community during the calendar year.

Please provide information for the year ending.

(Some states require information in addition to the requested on this application. Check with your state foresters.)

As Chairman of Board of Selectmen of the community of Needham, MA
(Title - Mayor or other city official)

I herewith make application for this community to be officially recertified as a Tree City USA for 2018, having achieved the standards set forth by The National Arbor Day Foundation as noted below. (year)

Standard 1: A Tree Board or Department

List board members, and meeting dates for the past year; or name of city department and manager.

Town of Needham Dept. of Public Works, Director Richard P. Merson

Standard 2: A Community Tree Ordinance

Check One: ☒ Our ordinance as last submitted is unchanged and still in effect.

☐ Our ordinance has been changed. The new version is attached.

Standard 3: A Community Forestry Program with an Annual Budget of at Least \$2 Per Capita

Total community forestry expenditures \$ 451,910.24

Community populations 30,999

Attach annual work plan outlining the work carried out during the past year. Attach breakdown of community forestry expenditures.

Standard 4: An Arbor Day Observance and Proclamation

Date observance was held 4/27/18

Attach program of activities and/or news coverage. Attach Arbor Day proclamation.

Chairman of Board of Selectmen

Signature

Title

Date

Please type or print the following:

Mayor or equivalent:

Name: Daniel P. Matthews

Title: Chairman of Board of Selectment

Address: 1471 Highland Ave

City, State, Zip: Needham, MA 02492

Phone #: (781) 455-7500, Ext. 204

Email: none

City Forestry Contact:

Name: Edward J. Olsen

Title: Superintendent, Parks & Forestry Division

Address: 500 Dedham Ave.

City, State, Zip: Needham, MA 02492

Phone #: (781) 455-7550, Ext. 316

Email: eolsen@needhamma.gov

NOTE: Application will not be processed without Standard 3 and 4 attachments.

Certification

(To Be Completed By The State Forester)

(Community)

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be recertified as a Tree City USA, for the _____ calendar year, having in my opinion met the four standards of achievement in urban forestry.

Signed _____

State Forester

Date _____

Person in State Forester's Office who should receive recognition material:

Name: _____

UPS Address: _____

Title: _____

City, State, Zip: _____

Agency: _____

PH #: _____ Email: _____

**Sister City Agreement Between
Needham of Massachusetts of the United States of America
and Daxing District of Beijing Municipality of the People's
Republic of China**

Needham of Massachusetts of the United States of America and Daxing District of Beijing Municipality of the People's Republic of China, acting in accordance with the principles set in the Joint Communiqué on the Establishment of Diplomatic Relations between the United States of America and the People's Republic of China, wishing to enhance mutual understanding and friendship between American and the Chinese peoples, and consolidate and develop friendly, practical and mutually beneficial cooperation between the two cities, have reached agreement, through friendly consultations, on the establishment of sister-city relations.

1. The two sides will carry out, in accordance with the principles of equality and mutual benefit, exchanges and cooperation in various forms in the fields of business and trade, culture, education, health, tourism, urban services, and so on, to promote common prosperity and development.
2. Regular contacts shall be maintained between the leaders and relevant departments of the two sides to facilitate consultations on the exchanges and cooperation as well as matters of common concern.
3. This Agreement shall enter into force on the date of its signature and shall remain valid for 5 years. The Agreement would retain its force from the date of expiration, should neither side claim termination.
4. Signed on December 10, 2018, in Needham, Massachusetts, the Agreement is done in duplicate in Chinese and English, with each text being equally authentic.

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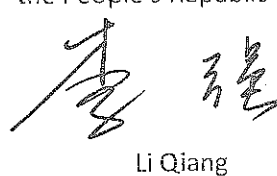
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Needham of Massachusetts of
the United States of America



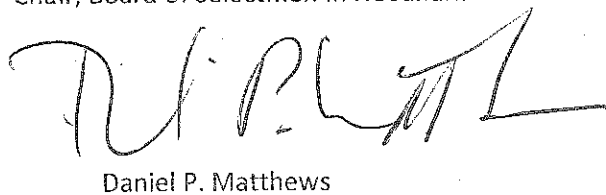
Kate Fitzpatrick

Daxing District Beijing of
the People's Republic of China



Li Qiang

Chair, Board of Selectmen in Needham



Daniel P. Matthews

中华人民共和国北京市大兴区和美国马萨诸塞州尼德姆区建立友好城市关系 协议书

中华人民共和国北京市大兴区和美国马萨诸塞州尼德姆区，根据中美两国建交公报原则，为增进中美两国人民的了解和友谊，巩固并发展两区的友好合作，经过友好协商，双方同意建立友好城市关系。

一、双方根据互利的原则，在经济、贸易、文化、教育、卫生、旅游、城市管理等公共服务领域方面开展多种形式的交流与合作，促进共同繁荣发展。

二、双方领导和有关部门保持经常联系，以便就双方交流与合作事宜及共同关心的问题协商。

三、本协议自签字之日起生效。本协议有效期为五年。有效期满后，如无一方提出终止手续可顺延。

四、本协议于 2018 年 12 月 10 日在尼德姆区签订，一式两份。用中文、英文两种文字写成。两种文本同等作准。

(以下无正文，转签署页)

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中华人民共和国
北京市大兴区副区长



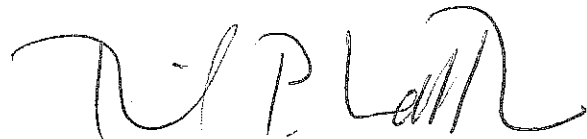
李强

美利坚合众国
马塞诸塞州尼德姆区区长



Kate Fitzpatrick

马塞诸塞州
尼德姆区选举委员会主席



Daniel P. Matthews

MEMORANDUM

TO: BOARD OF SELECTMEN

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

SUBJECT: VEHICLE EXPENSE REIMBURSEMENT

DATE: DECEMBER 14, 2018

CC: KATE FITZPATRICK, TOWN MANAGER; CHRISTOPHER COLEMAN, ASSISTANT TOWN MANAGER/DIRECTOR OF OPERATIONS; RACHIEL GLISPER, DIRECTOR OF HUMAN RESOURCES; MICHELLE VAILLANCOURT, TOWN ACCOUNTANT; ANNE GULATI, DIRECTOR OF FINANCIAL OPERATIONS FOR NEEDHAM PUBLIC SCHOOLS

The Town's Personnel Policy #509 under Section V (Procedures) Subsection A 2 states "When an employee is authorized to use a personal automobile for work-related travel, he or she shall be reimbursed at a rate established by the Board of Selectmen upon the recommendation of the Director of Finance." The purpose of this memo is to recommend to the Board that the rate should be adjusted.

The current rate for reimbursement to an employee for personal use of his/her automobile for Town business is 54.5 cents per mile. The mileage rate is intended to include the cost of fuel and oil, repairs, insurance, and general wear and tear on the automobile. Costs of these considerations have changed since the last time the mileage rate was adjusted in December 2017. The national organization, AAA does an annual report on the cost of operating a motor vehicle in U.S. Their report released in August 2018 showed that the cost has increased from the prior year. The average sedan cost was 59 cents per mile which compares to 56.5 cents per mile in 2017. The table below from AAA data shows the average cost per mile for different vehicle types in 2016, 2017, and 2018. AAA's study reports that the cost for every type of vehicle has increased, and greatest contributor to the cost was depreciation. AAA's report incorporates average cost for fuel, insurance, depreciation, maintenance, government fees (license, registration, taxes), and financing.

<i>Based on Driving 15,000 miles annually</i>	<i>Small Sedan</i>	<i>Medium Sedan</i>	<i>Large Sedan</i>	<i>Sedan Average</i>	<i>SUV 4WD</i>	<i>Minivan</i>
<i>Cost Per Mile 2016</i>	43.9 cents	57.4 cents	69.9 cents	57.1 cents	68.4 cents	61.8 cents
<i>Cost Per Mile 2017</i>	42.4 cents	54.5 cents	62.7 cents	56.5 cents	63.0 cents	61.0 cents
<i>Cost Per Mile 2018</i>	45.2 cents	59.1 cents	65.4 cents	59.0 cents	64.6 cents	64.5 cents

Although there may be many methods and sources to determine what is the cost of operating a motor vehicle, I continue to recommend that the rate be set based on the standard mileage rate (SMR) method used by the Internal Revenue Service which should prove to be the simplest method of accounting and probably the most often used to determine the cost to the employee for reimbursement purposes.

The IRS rate is based on an annual study of the fixed and variable costs of operating an automobile. The standard mileage rate for 2019 has been calculated at 58 cents per mile. This rate is based on information released by the IRS on December 14, 2018. Although individual

costs will differ, fluctuations are inevitable; the IRS rate is readily accessible and updated on a schedule which the Town has and may continue to rely. Therefore, I recommend to the Board that it vote to change the rate from 54.5 cents to 58.0 cents per mile consistent with the rate determined by the IRS. The effective date for this reimbursement rate would be January 1, 2019. I will be available should you have questions. Thank you.

**Town of Needham
Board of Selectmen
Minutes for November 27, 2018
Needham Town Hall
Selectmen's Chamber**

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

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

7:00 p.m. Police Officer's Memorial Project: "In Honor of Those Who Protect and Serve Needham"
Paul Good, Needham Community Revitalization Trust Fund reminded the Board he first presented a proposal in 2009 for a Police Officer's Memorial "In Honor of Those Who Protect and Serve Needham," which is an etched pedestal-mounted plaque, to be located at Haddock McLeod Plaza. He explained the plaque contains the images of Officers Haddock and McLeod and a reproduction of the Needham Times Special Edition newspaper from the day after the bank robbery in 1934. He stated donations from the Needham Women's Club and Police Officer's Union to the Trust Fund made this project come to life this year. Mr. Good showed images of the proposed porcelain enamel memorial and asked the Board endorse placement of the memorial marker at the Haddock-McLeod Plaza.

Motion by Mr. Handel that the Board of Selectmen endorse the placement of a police officer's memorial marker at the Haddock-McLeod Plaza.

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

7:10 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

1. **Cultural Council** Cathy Freedberg (term expires: 6/30/2021)
Julia Gould (term expires: 6/30/2021)
2. **Commission on Disabilities** Carol E. Thomas (term expires: 6/30/2021)

CONSENT AGENDA

1. **Accept the following donation made to the Needham Community Revitalization Trust Fund: \$1000 from the Petrini Corporation.**
2. **Approve Open Session minutes from November 13, 2018.**
3. **Water and Sewer Abatement Order #1264.**

4. **Accept the following donation made to the Needham Park and Recreation Commission: Hillcrest Gardens donated landscaping improvements to Greene's Field in the park bench area on Great Plain Avenue. The estimated value of the donation is \$3,000.**
5. **Accept a \$100 donation made to the Needham Aging Services Donation account from Susan Smolin, a Needham resident.**

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

7:11 p.m. Public Hearing: Application for Pledge of License and Transfer for an All Alcoholic Beverage License for Bertucci's
Charles Franklin, Assistant Manager, Bertucci's Needham appeared before the Board to discuss a notice from the Alcoholic Beverages Control Commission (ABCC) that Bertucci's Restaurants, LLC d/b/a Bertucci's has applied for a pledge of license and a transfer of a license to sell all alcoholic beverages as a restaurant at 1257 Highland Avenue. In its review of the information submitted by Bertucci's, which included not only Needham, but 26 other MA cities and towns, the ABCC states that it is satisfied that the transaction is consistent with the purposes of the law as provided in M.G.L. c. 138 and would not result in the individual corporate licenses being deemed to be out of compliance with the applicable statute.

Mr. Matthews noted the request is for a transfer of a license required because the overall ownership of the company has changed as a result of bankruptcy. He noted no changes will be made to staffing or operations at the Needham location at this time.

Kate Fitzpatrick, Town Manager stated all paperwork is in order.

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

Motion by Mr. Matthews that the Board vote to approve and sign the application from Bertucci's for a pledge of license and transfer of license to sell all alcoholic beverages as a restaurant at 1257 Highland Avenue and forward application to the ABCC for its approval.

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

7:13 p.m. Town Manager:
Kate Fitzpatrick, Town Manger appeared before the Board with two items to discuss:

1. Community Preservation Fund Applications

Ms. Fitzpatrick updated the Board on CPA project applications submitted for consideration in FY2020. She said applications are due to the committee by December 1, 2018 and asked the Board to endorse the submissions. She said submissions include projects related to the Preservation of Open Space - Purchase of Land, Town Common Renovation, Cricket Field Renovation, and Passive Recreation Improvements - Dwight Field/Charles River Center (subject to approval

by the Park and Recreation Commission), which are under the jurisdiction of the Board of Selectmen. Ms. Fitzpatrick noted other projects under consideration are the jurisdiction of the Park & Recreation Commission which include Rosemary Lake Projects, Playground Improvement Projects, and the Cricket Field Fieldhouse.

Motion by Mr. Handel that the Board vote to endorse the CPA funding applications under its jurisdiction - Preservation of Open Space, Town Common Renovation, and Passive Recreation Improvements - Dwight Field/Charles River Center (subject to approval by the Park and Recreation Commission), and Cricket Field Renovation.

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

2. Preliminary FY2020 - FY2024 Capital Improvement Plan

Ms. Fitzpatrick briefly followed up on Community Preservation Fund Applications with discussion regarding Cricket Field (page 154 of the Preliminary FY2019 - FY2020 Capital Improvement Plan) and items to be addressed including a new irrigation system, grading, drainage, and turf. Ms. Fitzpatrick noted Cricket Field is heavily used by high school sports teams.

Ms. Fitzpatrick and Dave Davison, Assistant Town Manager/Finance discussed with the Board the cash capital and debt financed project submissions. She reviewed many items contained in Summary Table of the "FY2020 Preliminary Capital Funding Recommendation" dated November 23, 2018.

(discussion continued to 7:51 p.m.)

7:30 p.m. Continuation of Discussion from 10/23/2018: Consideration of Section 15 All Alcohol Licenses

Mr. Matthews said this is a continuation of discussion started on October 23, 2018, where the Board discussed the applications submitted by Volante Farms and Gordon's Fine Wines of Needham to make a determination as to whether to issue the Town's final All Alcohol license under Section 15 and, if so, to whom. This continuation will allow for questions that arose at the last meeting to be addressed. He said while the public comment portion of the October 23, 2018, hearing closed, the record was left open for 21 days for additional written comment. He noted additional material was received from both applicants and the community.

Mr. Handel said the issues for him is the applicability of the license for Volante Farms, given the finding by Town Counsel with respect to their eligibility and whether or not there are a sufficient number of licenses in the Town to serve the needs of the community. He said for the time being he is convinced there are an adequate number of licensees.

Mr. Bulian concurred with Mr. Handel regarding Volante Farms. He said it was never reasonably anticipated, and Town Counsel's opinion supports that a food

store establishment may not have an All Alcohol license. He stated contemplating changing regulations will not serve the Town well. Mr. Bulian supports the application for Gordon's Fine Wines as the residential and working population will increase at Needham Crossing, due to actions by the Board of Selectmen. He said the Gordon's concept is different and feels the Wexford Street area is a growing residential and commercial area, and believes it is a good use of the Town's last All Alcohol license.

Mr. Borrelli said the Board is in a tough position. He commented he thought the original intention of the Board was not to allow larger grocery stores to have a liquor license, but allow smaller, local businesses the opportunity for a liquor license. Mr. Borrelli said regulations should be revisited at a public hearing so the intent of the Board is clear. He said businesses like Volante Farms should be supported, noting many emails supporting Volante Farms. Mr. Borrelli supports granting the license to Volante Farms.

Ms. Cooley agreed it is difficult for the Board to go counter the legal advice received from Town Counsel about food stores and what that means. She said it is a shame, as the request from Volante Farms is almost negligible as to the necessary space. She reiterated under current regulations a license for Volante Farms can not be supported. Ms. Cooley stated on further review of Gordon's Fine Wine application, the job of the Board of Selectmen is to manage Town assets in a way that is not harmful, surmising the final license is a Town asset. She said the license could be deployed in the future. Ms. Cooley said Gordon's Fine Wines probably would have met the standard, as it is in a likely location, but she is not sure due to redevelopment of the area.

Mr. Matthews noted both businesses have put a lot of work into their applications, and thanked each for their efforts. He said with only one license to give, it is important because once deployed, the Town's options to control future development are much more limited. He said when the first five licenses were awarded, the Board intentionally held one license for a future opportunity. He said comments made at the hearing indicated the public was divided. Mr. Matthews suggested keeping the last license in reserve for further thought. He acknowledged the frustration of the applicants who have done a lot of work. Mr. Matthews commented on the Volante Farms application. He said to commit the final license where it will be a relatively small part of the business does not make sense. He clarified the original intent of the regulation was that food stores were to be limited to beer and wine.

Motion by Mr. Handel that the Board of Selectmen deny the application for a change in License Category from Wine and Malt Beverages to All Alcohol Retail Package Store License as under the Town of Needham Rules, Volante Farms, David Volante, Manager is not eligible as an applicant under the current Town of Needham food store regulation; and further because it is not in the interest of the Town of Needham to approve the application at this time.

Second: Mr. Bulian. Approved 4-1. (Mr. Borrelli voted Nay)

Motion by Mr. Borrelli that the Board of Selectmen deny 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 as it is not in the interest of the Town of Needham to award the Town's one remaining All Alcohol Retail Package Store License at this time.

Second: Mr. Handel. Approved 4-1. (Mr. Bulian voted Nay)

Mr. Matthews thanked the Board and members of the public for their time, participation, and comments. He thanked both applicants for their time and work that went into each application.

7:51 p.m.

Town Manager: (continued from 7:13 p.m.)

The Board returned to discussion of Preliminary FY2020 - FY2024 Capital Improvement Plan.

Ms. Fitzpatrick continued reviewing items contained in Summary Table of the "FY2020 Preliminary Capital Funding Recommendation" dated November 23, 2018. Ms. Fitzpatrick remarked on the number of people working on the override ballot question to fund the Public Safety Project which passed on November 6, 2018. She thanked the Board of Selectmen and voters who recognized the need to fund the project. She said updates on all projects and a full five year plan will be presented at a Board of Selectmen meeting in January, 2019.

Ms. Cooley asked the percent of town vehicles being replaced, noting it appears to be one in five. Mr. Davison said the percentage is less than one in five, noting a fixed replacement schedule, based on type of vehicle. He said in the year a vehicle is due for replacement, consideration is given to whether a vehicle could be used for a longer period of time without a major investment of money or swapped from another year.

Mr. Borrelli asked for the replacement schedule for library technology. Mr. Davison said computer replacement tends to be five to seven years, noting the more users of equipment, the shorter the life span.

Mr. Borrelli asked about the opening of the Charles River Boat Launch. Ms. Fitzpatrick said staffing was an issue due to the opening of the Rosemary Pool and Recreation Complex. Mr. Davison noted the timeline continues showing the project being fund in 2021, however a base estimate is needed.

Ms. Cooley asked for clarification of computer replacement and the library technology plan.

Mr. Matthews thanked Ms. Fitzpatrick and Mr. Davison for their work.

8:07 p.m. Board Discussion:

1. Committee Reports

Ms. Cooley reported she attended the final session for the "Portrait of a Needham Graduate" project, saying it has been an interesting process with the school superintendent and 60 community members. She said it would be useful for the Board of Selectmen to hear their conclusions. Ms. Fitzpatrick said the group will be invited to present their findings at a future Board of Selectmen meeting.

8:08 p.m. Executive Session: Exception 2 - Contract Negotiations for Non-Union Personnel and Exception 6 - Purchase, Exchange, Lease or Value of Real Property

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

Exception 2 - To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel.

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

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

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

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

Note: The meeting adjourned at 9:10 p.m.

**Town of Needham
Board of Selectmen
Minutes for December 4, 2018
Needham Town Hall
Selectmen's Chamber**

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

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

7:00 p.m. Public Hearing: GOL - Eversource Energy - Bradford Street
Maureen Carroll, Eversource Representative appeared before the Board requesting permission to install approximately 12 feet of conduit in Bradford Street. This work is necessary to provide new underground electric service at 13 Bradford Street, Needham.

Ms. Fitzpatrick indicated all paperwork is in order.

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

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 12 feet of conduit in Bradford Street. This work is necessary to provide new underground electric service at 13 Bradford Street, Needham.
Second: Mr. Borrelli. Unanimously approved 5-0.

7:01 p.m. Appointments and Consent Agenda:
Motion by Mr. Handel that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA

Approve for calendar year 2019 requests for license renewals of Restaurant – All Alcoholic Licenses for each of the following establishments (subject to receipt of required completed paperwork):

- Cerritos, Inc. d/b/a Acapulco's Mexican Family Restaurant
- Zucchini Gold, LLC d/b/a The Rice Barn
- Bertucci's Restaurants, LLC d/b/a Bertucci's
- Henry Hospitality Inc. d/b/a The James
- Mount Blue Two, LLC d/b/a Blue on Highland
- New Garden, Inc. d/b/a New Garden Restaurant

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- Mount Blue Two, LLC d/b/a Blue on Highland
- New Garden, Inc. d/b/a New Garden Restaurant

- TDRG Needham, Inc. d/b/a Cook Needham
 - Fusion Cuisine, Inc. d/b/a Gari
 - Sol Soul Family Foods, LLC d/b/a Hearth Pizzeria
 - SAI Restaurants, Inc. d/b/a Masala Art
 - Fu Yuan, Inc. d/b/a Fuji Steak House
 - Low and Zhang Co. d/b/a Mandarin Cuisine Locus
 - Rockets Restaurant Group, LLC d/b/a 3 Squares
 - Eat Farmhouse LLC d/b/a The Farmhouse
 - Needham Food and Beverage LLC d/b/a The Heights
 - Capella LLC d/b/a Cappella
 - Spiga, LLC d/b/a Spiga
2. Approve for calendar year 2019 request for license renewal of Restaurant – Wine and Malt Beverage License for the following establishment (subject to receipt of required completed paperwork):
- French Press LLC d/b/a French Press Bakery & Café
3. Approve for calendar year 2019 requests for license renewals of Package Stores- All Alcoholic Beverages for the following establishments (subject to receipt of required completed paperwork):
- Innovative Distributing Concepts, LLC d/b/a Bin Ends
 - Lianos Liquors, LLC d/b/a Needham Center Wine & Spirits
 - Needham Wine & Spirits, LLC d/b/a Needham Wine & Spirits
 - Reveler Beverage Company, LLC d/b/a Reveler Beverage
 - vinodivino 3, LLC d/b/a vinodivino
4. Approve for calendar year 2019 requests for license renewals of Package Stores Wine and Malt Beverages for the following establishment:
- Volante Farms
5. Approve for calendar year 2019 request for Innholder – All Alcoholic License Renewal for the following establishments:
- Needham 365 Bev, LLC. d/b/a Residence Inn
 - Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel
6. Approve for calendar year 2019 requests for license renewals of Club – All Alcoholic Beverage Licenses for the following establishments (subject to receipt of required completed paperwork):
- The Needham Golf Club
 - Village Club Building Assoc. Inc.
 - Lt. Manson Carter Post #2498 V.F.W. of U.S.
7. Approve for calendar year 2019 requests for license renewals of Common Victualler Licenses for the following establishments (subject to receipt of required completed paperwork):
- Cerritos, Inc. d/b/a Acapulco's Mexican Family Restaurant
 - Acorns Bakery & Café, Inc.
 - Bagels' Best, Inc. d/b/a Bagels' Best Café
 - Bertucci's Restaurants, LLC d/b/a Bertucci's
 - Beth Israel Deaconess – Glover Café
 - Mount Blue Two, LLC d/b/a Blue on Highland

- C & D Management, Inc. d/b/a Brothers Pizza & Restaurant
- Café Fresh Bagel
- Capella LLC d/b/a Cappella
- North Hill Needham, Inc. d/b/a Central Avenue Café
- 1095, LLC d/b/a Comella's Restaurant
- TDRG Needham, Inc. d/b/a Cook Needham
- Your Other Oven, Inc. d/b/a Domino's Pizza
- New Hong Kong IV, Inc. d/b/a Dragon Chef Restaurant
- Chestnut Street Donuts d/b/a Dunkin Donuts
- Fred's Coffee Shop d/b/a Dunkin Donuts
- Highland Avenue Donuts, Inc. d/b/a Dunkin Donuts
- Eat Farmhouse, LLC d/b/a The Farmhouse
- French Press LLC d/b/a French Press Bakery & Café
- Select Group, Inc. d/b/a Fresco Restaurant
- Fu Yuan, Inc. d/b/a Fuji Steak House
- Fusion Cuisine d/b/a Gari
- Needham Food and Beverage LLC d/b/a The Heights
- Henry Hospitality Inc. d/b/a The James
- Three Sons, Inc. d/b/a Kosta's Pizza & Seafood
- Low and Zhang Co. d/b/a Mandarin Cuisine Locus
- SAI Restaurants, Inc. d/b/a Masala Art
- McDonald's Restaurant – Needham
- D & L Enterprises, Inc. d/b/a Mighty Subs
- The Needham Golf Club, Inc.
- International Needham House of Pizza d/b/a Needham House of Pizza
- A New Leaf
- New Garden Inc. d/b/a New Garden Restaurant
- Select Pizza d/b/a Nicholas' Pizza
- PAN LLC. d/b/a Panella's Market & Deli
- Boston Bread LLC d/b/a Panera
- LVP RI Needham Holding Corp. d/b/a Residence Inn
- Zucchini Gold, LLC d/b/a The Rice Barn
- Rockets Restaurant Group, LLC d/b/a 3 Squares
- Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel
- Spiga, LLC
- Stacy's Juice Bar, LLC d/b/a Stacy's Juice Bar
- Starbucks Coffee Company
- Sol Soul Family Foods LLC d/b/a Hearth Pizzeria
- Subway of Needham LLC d/b/a Subway
- Yeat Inc. d/b/a Sweet Basil
- H & B Pizza, Inc. d/b/a Sweet Tomatoes Pizza
- Niki Corp. d/b/a Town House of Pizza
- Treat LLC d/b/a Treat Cupcake Bar
- Lt. Manson Carter Post 2498 V.F.W. of U.S.

- Village Club Building Assoc. Inc.
- Volante Farms
- The Simpson Corp. d/b/a Cutler Lake Cafe

8. Approve for calendar year 2019 requests for various license renewals as detailed below for the following establishments (subject to receipt of required completed paperwork):

- LVP RI Needham Holding Corp. d/b/a Residence Inn - Innkeeper
- Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel – Innkeeper
- Olin College – Lodging License
- Babson College – Lodging License
- 7-Eleven – Special Permit (24 hr. retail sale of food)
- Yeat Inc. d/b/a Sweet Basil – Special Permit (Carry In Beer/Wine)
- Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel – Sunday Entertainment
- Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel – Weekday Entertainment
- Rockets Restaurant Group, LLC d/b/a 3 Squares – Weekday Entertainment
- SAI Restaurants, Inc. d/b/a Masala Art – Weekday Entertainment
- SAI Restaurants, Inc. d/b/a Masala Art – Sunday Entertainment
- Mount Blue Two, LLC d/b/a Blue on Highland – Weekday Entertainment
- Mount Blue Two, LLC d/b/a Blue on Highland – Sunday Entertainment
- New Garden Inc. d/b/a New Garden- Weekday Entertainment
- Zucchini Gold, LLC d/b/a The Rice Barn- Weekday Entertainment
- Sol Soul Family Foods LLC. d/b/a Hearth Pizzeria – Weekday Entertainment
- Sol Soul Family Foods LLC. d/b/a Hearth Pizzeria- Sunday Entertainment
- Henry Hospitality Inc. d/b/a The James- Weekday Entertainment
- Henry Hospitality Inc. d/b/a The James- Sunday Entertainment
- LVP RI Needham Holding Corp. d/b/a Residence Inn- Weekday Entertainment

9. Approve for calendar year 2019 the following requests for Class I & Class II Used Car Dealer Licenses (subject to receipt of required completed paperwork):

- Auto International Ltd.- Class II
- Beth L Auto Sales – Class II
- Center Automotive – Class II
- Chestnut Motors - Class II
- Copley Motorcars – Class II
- Needham Service Center – Class II □ R&R Automotive – Class II
- Muzi Chevrolet – Class I
- Muzi Motors, Inc. – Class I

10. **Water & Sewer Abatement Order #1265**
11. **Approve the flyer for insertion with the Property Tax bill.**
12. **Approve a Special One Day All Alcoholic Beverages license request from Artie Crocker of New Year's Needham to hold its New Year's Needham Countdown party on December 31, 2018 from 9:15 p.m. to 12:15 a.m. (January 1, 2019) in Powers Hall at Needham Town Hall.**
13. **Approve and authorize the Chair to sign the employment agreement between the Town and Chief of Police John Schlittler.**

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

7:02 p.m.

Public Hearing: Tax Classification

Chip Davis, Director of Assessing and members of the Board of Assessors including Paul Dawson, Chair and Tom Colarusso, Secretary appeared before the Board regarding the allocation of the FY2019 tax levy among the various classes of property in Town.

Mr. Matthews gave a brief history of the more than 20 year history of how the Town assigns the tax levy between residential and commercial properties.

Mr. Dawson read prepared remarks from the "Classification Hearing Report FY2019," saying for the most part the FY2019 residential values have remained stable year over year with the exception, of course, of the properties that have seen increases in value due to heavy building permit activity throughout Town. On the residential side of the ledger there were just shy of 1,200 permits pulled. These include 150 New Construction permits with an average permit amount of over \$700,000. 300+ additional permits were pulled, of which 120 carried amounts between \$100,000 and \$700,000. There were also nearly 700 permits for all forms of Remodeling. Also adding, in large part, to the New Growth numbers were the push to completion of well over 500 rental units on projects on Greendale Avenue and in Needham Crossing. Mr. Dawson continued, a match to this \$80 million in multi-dwelling residential growth on the Real Estate side may not be seen again for a while, but there is more growth on the horizon on the far side of Route 128. Foremost, on the commercial property front are two B Street projects that will bring a new hotel to Town as well as the consolidation, under one roof, of several NBC TV affiliates into a single headquarters building. There was growth in the commercial sector for FY19 as well, highlighted by the completion of Needham's third hotel and a number of major rehab projects where space has been upgraded and is attracting tenants willing to pay higher rents as they flow west, looking to avoid the booming commercial market rents in Boston and take advantage of Needham's transportation opportunities. Mr. Dawson said Business personal property, while not continuing its mind boggling upsurge of the last few years, as newly created office space at Trip Advisor and Shark Ninja upgraded everything from tables to high tech, still produced over \$26 million in new growth. He said last year in this report it was mentioned that Needham, along with 39 other Commonwealth municipalities, will be switching the Computer Assisted Mass

Appraisal (CAMA) systems from a system, administered by the Massachusetts Department of Revenue and developed in 1986, to a Cloud solution that is a product of Tyler Technologies. As one of the three Beta towns, Needham has been deeply involved in making sure this system will be a viable solution for all towns involved in the \$2,000,000, state funded conversion to Tyler's IAS World. Mr. Dawson said as always, the office processed thousands of auto excise bills along with processing numerous applications for Excise and Real Estate abatements, multiple statutory exemption requests and multiple daily informational queries from both internal and external sources.

Discussion ensued on the split tax rate, new growth, and computation of FY2019 Tax Rate using the 175% Classification, with Mr. Davis stating the Estimated Residential Factor is 0.887936, producing a residential tax rate of \$12.39 and a commercial tax rate of \$24.42 for FY2019.

Mr. Matthews invited public comment.

Maria Iriti, 331 Rosemary Street suggested copies of the Tax Classification report be made available for residents in attendance to follow discussion at future tax classification public hearings. Mr. Matthews agreed the suggestion is a good one.

Motion by Mr. Handel that the Board of Selectmen establish a residential factor of 88.7936 for the purposes of setting the Fiscal Year 2019 tax rates. Second: Mr. Bulian. Unanimously approved 5-0.

The Board signed the appropriate tax classification documents and thanked Mr. Davis and the Board of Assessors for their work.

7:28 p.m.

Town Manager:

1. Preliminary FY2020 - FY2024 Capital Improvement Plan

Ms. Fitzpatrick and Dave Davison, Assistant Town Manager/Finance appeared before the Board to discuss the preliminary FY2020-FY2024 Capital Improvement Plan. Ms. Fitzpatrick commented this is the first time in quite a while there is no recommendation for levy supported debt. However, she said there are projects that will "have a call" on that debt including the Emery Grover and DPW Complex, but more information is needed before including them on the Capital Improvement Plan. Discussion continued on the five year plan, with Ms. Fitzpatrick stating a vote on the final plan is scheduled for December 18, 2018.

Mr. Matthews said to the Board that if they have any questions before the final vote to please let him know.

7:30 p.m.

Board Discussion:

1. Committee Reports

No Committee Reports were heard.

7:32 p.m.

Adjourn:

Executive Session: Exception 3 - Potential Litigation and Exception 6 - Purchase, Exchange, Lease or Value of Real Property

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

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

Exception 6 - To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

Not to return to open session prior to adjournment.

Second: Mr. Bulian. Mr. Matthews polled the Board. Unanimously approved 5-0.

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

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Note: The meeting adjourned at 8:55 p.m.