

SELECT BOARD

February 12, 2019

Needham Town Hall

Agenda

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

	6:15	Executive Session: Exception 2- Town Manager Contract
	6:45	Informal Meeting with Citizens <i>One or more members of the Select Board 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 Select Board'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- Eversource Energy Grant of Location: Arch Street Maureen Carroll, Eversource Energy Representative
2.	7:00	Public Hearing- Eversource Energy Grant of Location: Rybury Hillway Maureen Carroll, Eversource Energy Representative
3.	7:10	Portrait of a Needham Graduate - Dan Gutekanst, Superintendent of Schools - Aaron Sicotte, High School Principal - Diane Simmons, Director of Planning, Communication, and Community Education
4.	7:25	Innovation & Smart City Concepts in Needham Public Works - Carys Lustig, Director of Finance and Administration for Public Services - Roger MacDonald, Director of Management Information Systems
5.	7:50	Dockless Bike Share Program - Carys Lustig, Director of Finance and Administration for Public Services - David Davison, Assistant Town Manager/Director of Finance
6.	8:00	Town Manager - Utility Easement-1154 Highland Avenue - Naming of Facilities – Jack Cogswell Building - Close Annual Town Meeting Warrant
7.	8:15	Board Discussion Committee Reports

CONSENT AGENDA *=Backup attached

1.*	Water & Sewer Abatement Order #1268
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2.	Accept the following donations made to the Needham Community Revitalization Trust Fund: \$100 from Charles River Center and \$200 from Needham Open Studios.				
3.	Accept a \$300 donation made to the Needham Health Division’s Traveling Meals Program from Amy Sherman, a Canton resident.				
4.*	Approve Open session minutes from January 29, 2019, and Executive session minutes from January 29, 2019.				
5.*	Approve a Road Event form from Melissa Lassonde of Needham Baseball and Softball, to hold its opening day parade in Needham on April 28, 2019 from 10:30 a.m. to 11:45 a.m. The route of the parade was approved by the following departments: DPW, Police, Fire, and Park and Recreation.				
6.*	Approve Road Event form from Hilary Ryan of The Charles River Center, to hold its 5K race and 1 mile walk in Needham on September 22, 2019 from 9:00 a.m. to 12:00 p.m. The route of the race has been approved by the following departments: DPW, Police, Fire and Park and Recreation.				
7.*	Approve a request from the Needham Track Club to hold “The Great Bear Run” road race on Sunday, May 19, 2019 from 7:30 a.m. to 4:00 p.m. on the grounds of the Pollard Middle School. The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.				
8.*	Approve a request from Jessica Rice, who has submitted a Road Event form, to hold its “Jog Your Memory 5K Run/2 mile walk” on Sunday, September 15, 2019 from 6:00 a.m. to 11:00 a.m. The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.				
9.*	Authorize and approve the Chair sign the Agreement and Waiver letters between the Select Board and Spiga Ristorante, and the Select Board and the Sheraton Needham Hotel.				
10.*	Approve a Special One Day Wines and Malt Beverages license for Steve Volante, of Volante Farms, to host a Cooking Class event on March 2, 2019 from 1:00 p.m. to 3:00 p.m. The event will be held at Volante Farms, 292 Forest Street, Needham.				
11.*	Approve a Special One Day Wines and Malt Beverages license for Steve Volante, of Volante Farms, to host a Design & Drinks- Cupcake Decorating event on April 4, 2019 from 6:00 p.m. to 8:00 p.m. The event will be held at Volante Farms, 292 Forest Street, Needham.				
12.*	Approve three Special One Day Wines and Malt Beverages licenses for Steve Volante, of Volante Farms, to host “Dinner in the Field” events on July 11, 2019, July 25, 2019, and August 8, 2019 from 6:00 p.m. to 9:30 p.m. The events will be held at Volante Farms, 292 Forest Street, Needham.				
13.*	Approve a 20B Exemption for Maureen Doherty who is an employee in the Needham Public Health Division to engage in work with the Park and Recreation Department as an Activity Instructor for the Early Release Day Programs; and a 20 B Exemption for Catherine Delano who is an employee in the Needham Public Health Division to engage in work with the Park and Recreation Department as an Activity Instructor for the NetGen Youth Tennis program.				
14.	Grant permission for the following residents to hold block parties:				
Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Sarah Mesnik	26 Dartmouth Ave	Dartmouth Ave. near Lindbergh	6/1/19	N/A	4pm-8pm



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 2/12/2019

Agenda Item	Public Hearing: Eversource Energy Grant of Location – Arch Street
Presenter(s)	Maureen Carroll, Eversource Energy Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED Eversource Energy requests permission to install approximately 10 feet of conduit in Arch Street. This work is necessary to provide underground electric service to 116 Arch Street. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.
2.	VOTE REQUIRED BY SELECT BOARD <u>Suggested Motion:</u> Move that the Select Board approve and sign a petition from Eversource Energy to install approximately 10 feet of conduit in Arch Street. This work is necessary to provide underground electric service to 116 Arch Street.
3.	BACK UP INFORMATION ATTACHED (Describe backup below) a. Grant of Location Petition Review Sheet from DPW b. Letter of Application c. Petition d. Order e. Petition Plan f. Notice Sent to Abutters g. List of Abutters

**TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT**

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

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

2019 JAN 25 P 2:01

TO: Nikki Witham, Selectmen Office

FROM: Judy Laffey, DPW Office

DATE: 1-25-19

RE: 116 Arch St. GOL

For Selectmen Meeting of Feb. 12, 2019

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 1-18-19

REVIEWER: R/W

SITE LOCATION: #116 ARCH STREET

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

☒ A Sidewalk/Grass Strip Crossing Only

Peer Review TM 1/24/19

B Work Within Paved Road Perpendicular Crossing

Peer Review _____

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

Peer Review _____ Div. Head Review _____

D Other

Peer Review _____ Div. Head Review _____

☒ Petition Plan Consistent with Field Review

☐ Old Pole Removed N/A

☒ Diameter of Conduit

☐ Cables Transferred to New Pole N/A

☒ Depth of Conduit

☐ New Riser on Pole No

☒ Utility Conflicts

☐ Visible Trench Patch across Road/Sidewalk No

☐ Crossing Perpendicular to Road N/A

☐ Abutters List Complete

☒ Public Road

☒ Photos Included

☐ Double Pole N/A

Department Head Richard P. Pearson 1/25/19

COMMENTS:

NO RISER ON POLE. IT APPEARS THAT A TRENCH EXISTS
BEHIND, BUT NOT ACROSS SIDEWALK. ALL ELSE LOOKS GOOD

January 18, 2019

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: 116 Arch Street
Needham, MA
W/O #2311543

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 10 feet of conduit in Arch Street.

The reason for this work is to provide underground electric service to 116 Arch Street.

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

Very truly yours,



Richard M. Schifone, Supervisor
Rights and Permits

RMS/kj
Attachments

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

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

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis, Dated January 17, 2019** and filed herewith, under the following public way or ways of said Town:

Arch Street - Southerly from pole 334/15, approximately 20 feet east of Edwardel Road, a distance of 10 ± feet of conduit.

W/O #2311543

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

By: 

Richard M. Schifone, Supervisor
Rights & Permits

Dated this 18th day of January

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2019

~~ORDER FOR LOCATION FOR CONDUITS AND MANHOLES~~
Town of NEEDHAM

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

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

Arch Street - Southerly from pole 334/15, approximately 20 feet east of Edwardel Road, a distance of 10 ± feet of conduit.

W/O #2311543

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

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis, Dated January 17, 2019** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

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

CERTIFICATE

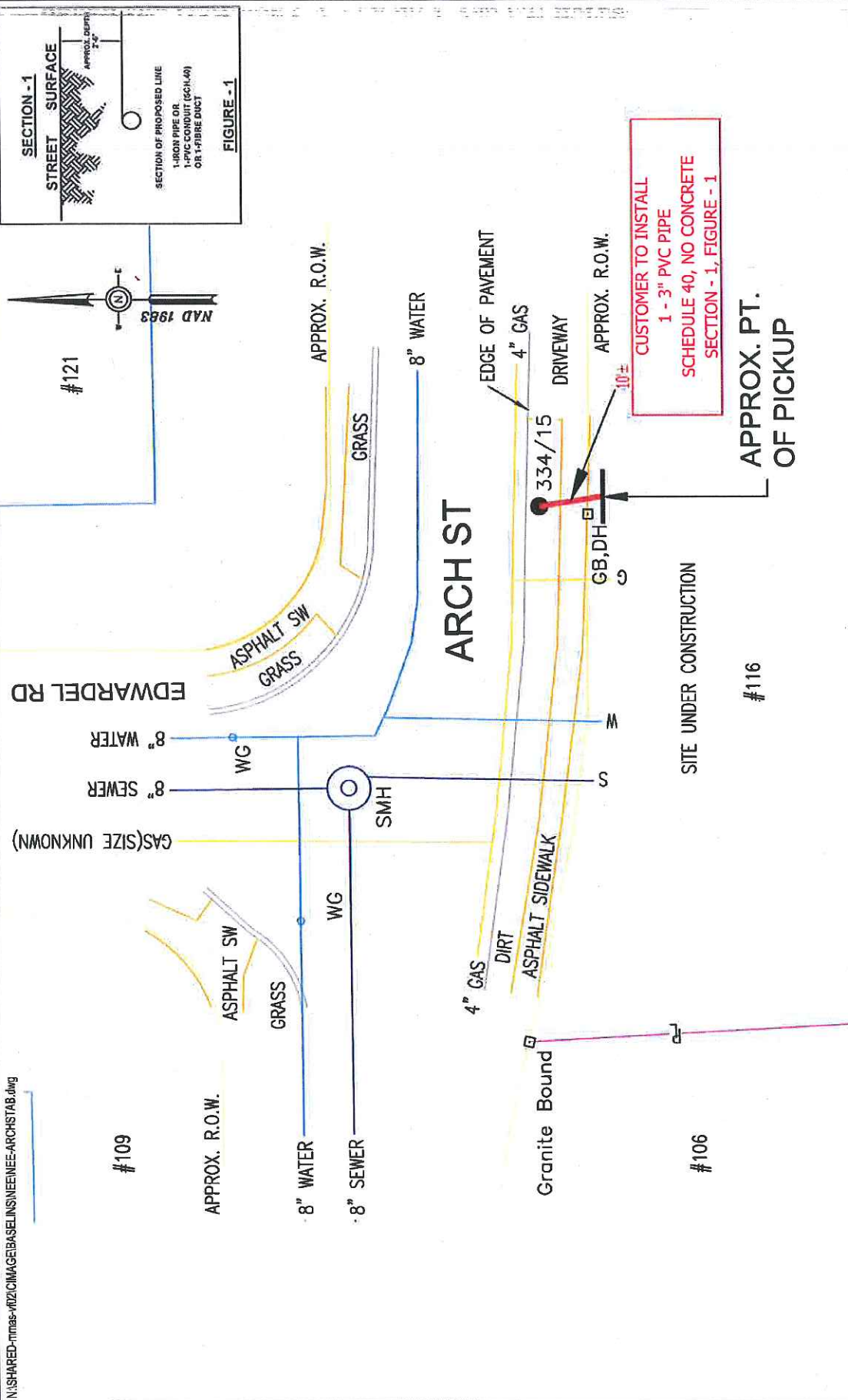
We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2019 at _____ in said Town.

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

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2019 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

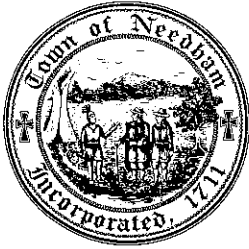
Attest: _____
Clerk of the Town of **NEEDHAM**, Massachusetts



NSSTAR EVERSOURCE ELECTRIC d/b/a 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125		C# 13-19	
Plan of ARCH STREET		Ward #	
Showing PROPOSED CONDUIT LOCATION		Work Order # 2311543	
NEEDHAM		Surveyed by: PG/BP	
Scale 1"=20'		Research by: PG	
Date JANUARY 17, 2019		Plotted by: PG	
SHEET 1 of 1		Proposed Structures: TL	
APPROVED		Approved: A DEBENEDICTIS	
MASS. LAW		REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233	

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSSTAR ELECTRIC COMPANY, NSSTAR GAS COMPANY NOR ITS PARTNERS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSSTAR ENTITIES") WARRANT, REPRESENT OR IN ANY MANNER GUARANTEE THE ACCURACY, COMPLETENESS, TIMELINESS OR RELIABILITY OF THE INFORMATION. THE INFORMATION IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. THE NSSTAR ENTITIES SHALL NOT BE LIABLE FOR ANY DAMAGES, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING OUT OF OR FROM THE INFORMATION. THE INFORMATION IS PROVIDED FOR YOUR INFORMATION ONLY AND IS NOT TO BE USED FOR ANY OTHER PURPOSES. THE INFORMATION IS NOT TO BE USED FOR ANY OTHER PURPOSES. THE INFORMATION IS NOT TO BE USED FOR ANY OTHER PURPOSES.

THE INFORMATION MAY NOT REPRESENT A SURVEY. MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO WARRANTIES ARE MADE BY NSSTAR ELECTRIC COMPANY, NSSTAR GAS COMPANY OR ITS PARTNERS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSSTAR ENTITIES") WITH RESPECT TO THE INFORMATION OR USE OF THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on February 12, 2019** upon petition of Eversource Energy dated **January 18, 2019** to install approximately 10 feet of conduit in Arch Street. The work is necessary to provide underground electric service to 116 Arch Street.

A public hearing is required and abutters should be notified.

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

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

SELECT BOARD

Dated: January 28, 2019

116 ARCH STREET

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
PRASSE, RICHARD MATTHEW & BANGLAWALA, MURTUZA & ADAMS, EDITH H. & STIRITI, FRANK P + SIEGEL, PETER A. & JUDITH A. MCQUARRIE, DONNA M WOJCIK, CHRISTOPHER & FRIDMAN, VLADIMIR & BOGORAD, IRINA SHAFF, DAVID A. & MCCARTHY, DANIEL G, JR & LINDA C.	PRASSE, ELIZABETH GAIL BANGLAWALA, ALIFIA WALIJI MATULIS, STEPHEN J., TRS. STIRITI, COLLEEN H C/O ROTMAN, STEPHEN & MELISSA WOJCIK, KATHRYN C/O FRIDMAN, MICHAEL SHAFF, HEIDI L. C/O CARLSON, JOHN B. & RUSNAK-CARLSON	97 HIGHGATE ST 127 ARCH ST 121 ARCH ST 116 ARCH ST 105 HIGHGATE ST 115 HIGHGATE ST 128 ARCH ST 91 HIGHGATE ST 109 ARCH ST 106 ARCH ST	NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM	MA MA MA MA MA MA MA MA MA MA	02492 02492 02492 02492 02492 02492 02492 02492 02492 02492	1990250006400000 1990250006800000 1990250006900000 1990250006500000 1990250006300000 1990250006200000 1990250006700000 1990250006600000 1990250005800000 1990250006000000	97 HIGHGATE ST 127 ARCH ST 121 ARCH ST 116 ARCH ST 105 HIGHGATE ST 115 HIGHGATE ST 128 ARCH ST 91 HIGHGATE ST 109 ARCH ST 106 ARCH ST

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.....



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 2/12/2019

Agenda Item	Public Hearing: Eversource Energy Grant of Location – Rybury Hillway
Presenter(s)	Maureen Carroll, Eversource Energy Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED Eversource Energy requests permission to install approximately 14 feet of conduit in Rybury Hillway. This work is necessary to provide underground electric service to 52 Rybury Hillway. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.
2.	VOTE REQUIRED BY SELECT BOARD <u>Suggested Motion:</u> Move that the Select Board approve and sign a petition from Eversource Energy to install approximately 14 feet of conduit in Rybury Hillway. This work is necessary to provide underground electric service to 52 Rybury Hillway.
3.	BACK UP INFORMATION ATTACHED (Describe backup below) a. Grant of Location Petition Review Sheet from DPW b. Letter of Application c. Petition d. Order e. Petition Plan f. Notice Sent to Abutters g. List of Abutters

* Please note: Vlad Vilkevin, property owner, will be in attendance as there is visible work that has already been done.

**TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT**

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

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2019 JAN 30 P 2:08

TO: Nikki Witham, Selectmen Office

FROM: Judy Laffey, DPW Office

DATE: Jan. 30, 2019

RE: 60L - 52 Rybury Hillway

For Selectmen Meeting of Feb. 12, 2019

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 1/24/19

REVIEWER: R.W.W.

SITE LOCATION: #52 RYBURY HILLWAY

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

☒ A Sidewalk/Grass Strip Crossing Only

Peer Review TMM 1/29/19

☐ B Work Within Paved Road Perpendicular Crossing

Peer Review _____

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

Peer Review _____ Div. Head Review _____

☐ D Other

Peer Review _____ Div. Head Review _____

☒ Petition Plan Consistent with Field Review

☐ Old Pole Removed. N/A

☒ Diameter of Conduit

☐ Cables Transferred to New Pole

☒ Depth of Conduit

☒ New Riser on Pole

☐ Utility Conflicts NO

☒ Visible Trench Patch across Road/Sidewalk

☐ Crossing Perpendicular to Road N/A

☒ Abutters List Complete

☒ Public Road

☒ Photos Included

☐ Double Pole N/A

COMMENTS:

Department Head

Rpm 1/30/19 - Request
Vlad Vilkemir to appear @ Mtg.

RISER ON POLE, CABLES, ROLLED-UP, STICKING OUT OF TOP OF RISER ON POLE.

Visible trench work in ROW completed

* Street Permit 10575 work includes Demo of house & utilities

Excess: Mike Shea - 617.719.1794 - not involved

Driveway, water and sewer

owner: Vlad Vilkemir - 617.777.7050

spoke w/ Vlad on 1/30/19, he will be at meeting on Feb. 12th. (NW)

January 18, 2019

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: 52 Rybury Hillway
Needham, MA
W/O #2304173

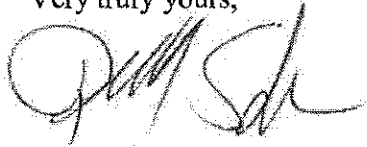
Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 14 feet of conduit in Rybury Hillway.

The reason for this work is to provide underground electric service to 52 Rybury Hillway.

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

Very truly yours,



Richard M. Schifone, Supervisor
Rights and Permits

RMS/kj
Attachments

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

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

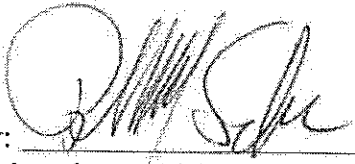
Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis, Dated January 18, 2019** and filed herewith, under the following public way or ways of said Town:

Rybury Hillway - Southerly from pole 214/5, approximately 257 feet southeast of Highgate Street, a distance of 14 ± feet of conduit.

W/O #2304173

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

By: 
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 18th day of January

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2019

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

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

Rybury Hillway - Southerly from pole 214/5, approximately 257 feet southeast of Highgate Street, a distance of 14 ± feet of conduit.

W/O #2304173

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

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis, Dated January 18, 2019** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

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

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____, 2019 at _____ in said Town.

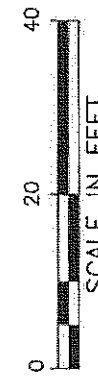
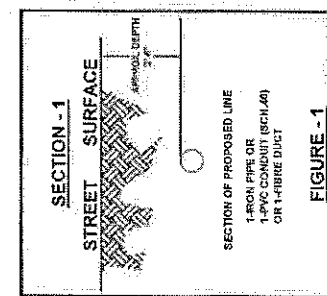
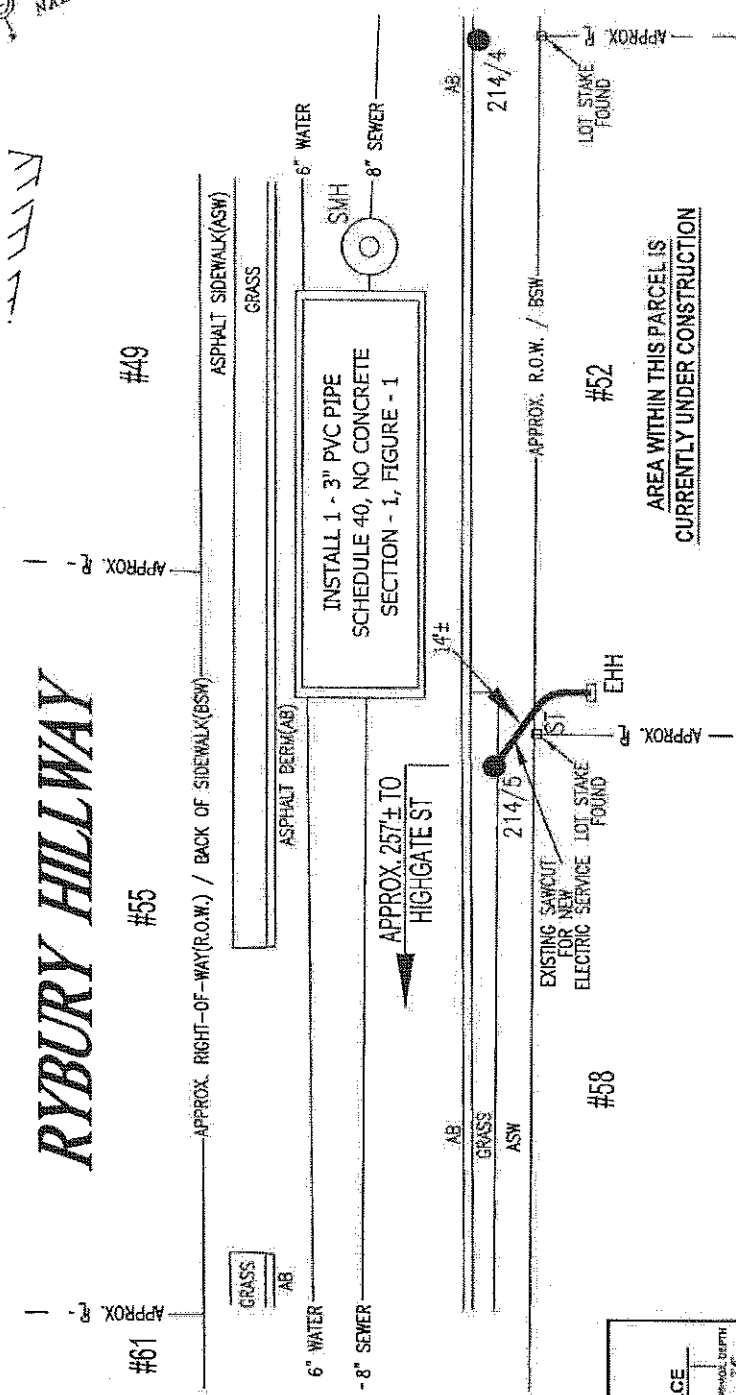
1	_____	
2	_____	Select Board
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM**, Masssachusetts, duly adopted on the _____ day of _____, 2019 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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

RYBURY HILLWAY



AREA WITHIN THIS PARCEL IS
CURRENTLY UNDER CONSTRUCTION

NOTES:

THE LOCATION OF UNDERGROUND STRUCTURES ARE FROM PLANS AND RECORDS AND ARE APPROXIMATE ONLY. IN ADDITION, SURFACE FEATURES OF UTILITIES AND SERVICES LOCATED BY FIELD SURVEY ARE TIED-IN TO THEIR NEAREST MAIN SERVICE LINE IF NO RECORDS WERE AVAILABLE TO CONFIRM ITS UNDERGROUND EXISTENCE.

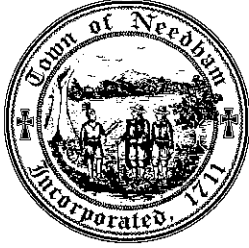
ANY UNDERGROUND STRUCTURES NOT EVIDENT WERE REQUESTED, YET UNAVAILABLE AT THIS PRESENT TIME.

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NEWER ELECTRIC COMPANY, NOR ANY COMPANY NOR ITS OFFICES, AFFILIATES, OFFICERS, DIRECTORS, SUPERVISORS, EMPLOYEES, AGENTS, OR CONTRACTORS, SHALL BE RESPONSIBLE FOR ANY DAMAGE, LOSS, OR INJURY THAT MAY BE CAUSED BY THE USE OF THIS INFORMATION. NO WARRANTY, EXPRESS OR IMPLIED, IS MADE BY NEWER ELECTRIC COMPANY, NOR ANY COMPANY NOR ITS OFFICES, AFFILIATES, OFFICERS, DIRECTORS, SUPERVISORS, EMPLOYEES, AGENTS, OR CONTRACTORS, FOR THE ACCURACY OF THE INFORMATION TO RELEASE, INQUIRY, AND FIELD THE NEWER ELECTRIC COMPANY FROM ANY SUCH LOSS OR INJURY. THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE, AND IS SUBJECT TO CHANGE WITHOUT NOTICE. ANYONE USING THIS INFORMATION FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS PROVIDED OR FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-BAKE 1-800-344-7233

CH	14-19	ASTAR EVERSOURCE
Ward #		1105 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Work Order #	2304173	Plan of RYBURY HILLWAY
Surveyed by:	SC/PG	NEEDHAM
Research by:	SC	Showing PROPOSED CONDUIT LOCATION
Plotted by:	PG	
Proposed Structures:	SC	
Approved:	A DEBENEDICTIS	Scale 1"=20'
P#		DATE JANUARY 18, 2018
		SHEET 1 of 1



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on February 12, 2019** upon petition of Eversource Energy dated **January 18, 2019** to install approximately 14 feet of conduit in Rybury Hillway. The work is necessary to provide underground electric service to 52 Rybury Hillway.

A public hearing is required and abutters should be notified.

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

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

SELECT BOARD

Dated: January 30, 2019

52 RYBURY HILLWAY

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
REDDINGTON, JOSEPH T., & ROSEMARY J. TRS	C/O TUDOR 199 LLC	50 KEARNEY RD	NEEDHAM	MA	02494	1990200004100000	199 TUDOR RD
SIMON, LEO &	FURMAN, IRINA	58 RYBURY HILLWAY	NEEDHAM	MA	02492	1990200008100000	58 RYBURY HILLWAY
OHALLORAN WILLIAM R +	OHALLORAN DAWN M	66 RYBURY HILLWAY	NEEDHAM	MA	02492	1990200008200000	66 RYBURY HILLWAY
CURLEY, JOHN J. JR. &	CURLEY, HENRIETTA SOTO	61 RYBURY HILLWAY	NEEDHAM	MA	02492	1990190000900000	61 RYBURY HILLWAY
LIVELY, SCOTT ALLEN &	LIVELY, SUSAN LINDSEY	52 RYBURY HILLWAY	NEEDHAM	MA	02492	1990200008000000	52 RYBURY HILLWAY
SILVERBERG, MOLLY		55 RYBURY HILLWAY	NEEDHAM	MA	02492	1990190000800000	55 RYBURY HILLWAY
GORHAM, SANDRA &	GORHAM, SCOTT	38 RYBURY HILLWAY	NEEDHAM	MA	02492	1990200007800000	38 RYBURY HILLWAY
PAL, KOLLOL &	KLUNDER, JANICE M.	205 TUDOR RD	NEEDHAM	MA	02492	1990200004000000	205 TUDOR RD
HOLLAND, ARLINE V.		46 RYBURY HILLWAY	NEEDHAM	MA	02492	1990200007900000	46 RYBURY HILLWAY
SHNEIDER, ALEXANDER & ELENA	C/O SYRLYS DEVELOPMENT LLC	38 PHEASANT LN	MANCHESTER	NH	03101	1990190000600000	43 RYBURY HILLWAY
AARONSON, MARC L. &	AARONSON, SHARON F.	49 RYBURY HILLWAY	NEEDHAM	MA	02492	1990190000700000	49 RYBURY HILLWAY

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.....



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 2/12/2019

Agenda Item	Portrait of a Needham Graduate
Presenter(s)	Dan Gutekanst, Superintendent of Schools Aaron Sicotte, High School Principal Diane Simmons, Director of Planning, Communication and Community Education

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Superintendent of Schools, Principal Sicotte, and Ms. Simmons will outline for the Board the process they are using to develop a portrait of a Needham graduate for long range planning purposes.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Discussion Only</i>	
3.	BACK UP INFORMATION ATTACHED
a. Portrait of a Needham Graduate: Shared Vision of the Future for our Pre-K to 12 Students, February, 2019	



Portrait of A Needham Graduate

Shared vision of the future for our Pre-K to 12 students

February 2019 Presentation by Superintendent of Schools
to NEEDHAM SELECT BOARD

IMAGINE THE FUTURE OUR CHILDREN WILL BE FACING IN 2032?

PAUSE to consider some complex questions

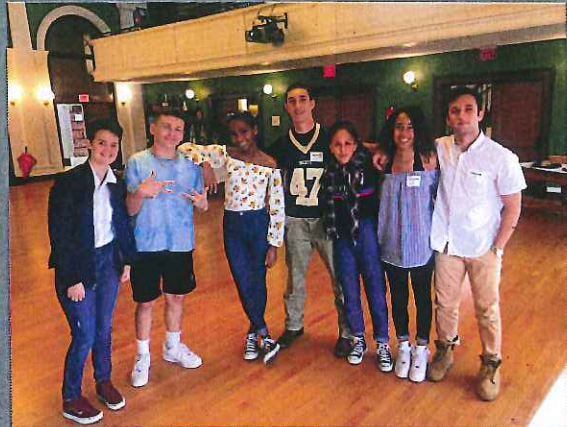
What are the biggest
changes/challenges in
society and in what ways
can we prepare
our students to
address them?

What are the most
significant attributes,
skills, and knowledge our
children need for their
future?

How should we respond to
the world around us and
future trends in education?

53 REPRESENTATIVE STAKEHOLDERS Portrait Committee

- ✓ STUDENTS
- ✓ SCHOOL COMMITTEE
- ✓ FACULTY AND STAFF
- ✓ PARENTS
- ✓ BUSINESS AND CIVIC LEADERS
- ✓ COMMUNITY GROUPS



+ Captured **FEEDBACK** from 465+ through survey & emailed comments

4 SESSIONS - 4 Outcomes

April 27, 2018

Day of
Learning

June 7, 2018

Generating
PORTRAITS

Sept 28, 2018

Building
Consensus

Nov 16, 2018

Strategic
Priorities

PORTRAIT COMPETENCIES

Creative Thinkers and Problem Solvers

Raise questions driven by curiosity; Analyze relevant information; Express creativity; Design and innovate solutions

Communicators and Collaborators

Listen effectively; Articulate ideas using a variety of communication strategies and skills;
Interact with others respectfully and productively; Contribute to teamwork

Socially and Culturally Responsive Contributors

Understand and respect diversity; Act with empathy and courage to ensure equity, access, and an anti-racist culture;
Address local and global issues through civic and community engagement

Responsible and Resilient Individuals

Take responsibility for actions; Make healthy choices to achieve physical and emotional well-being; Self advocate;
Persist to overcome personal challenges; Adapt to change

Empowered Learners

Discover and integrate content from multiple disciplines; Engage in self-directed learning;
Use technology to support learning and navigate a digital world

NEXT STEPS

- Dec - Feb 2019 Staff Input on Strategic Framework for FY20-FY25
- Spring 2019 School Committee meeting to adopt Portrait & FY20-FY25 Strategic Framework; **53 Portrait Committee members invited to participate**
- May - June 2019 Annual District Goals for FY20
- Continue this work through the coming school year

Implications of adopting Portrait of A Needham Graduate

- Coalesce on our view of the **future for our children**
- Build broad consensus on district's **STRATEGIC PRIORITIES** to move toward our vision
- Tie competencies to the district's ongoing work of **refining instructional practices** and **professional learning**
- Take pride in the shared vision and progress in **providing equity in education for ALL students**

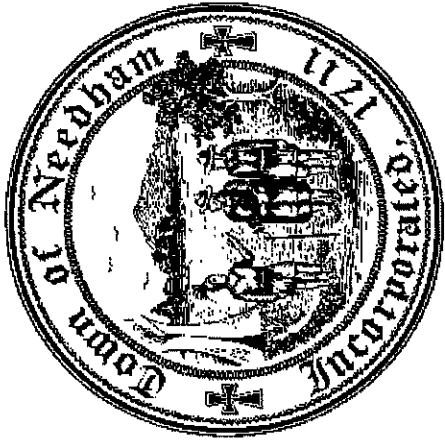


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 02/12/2019

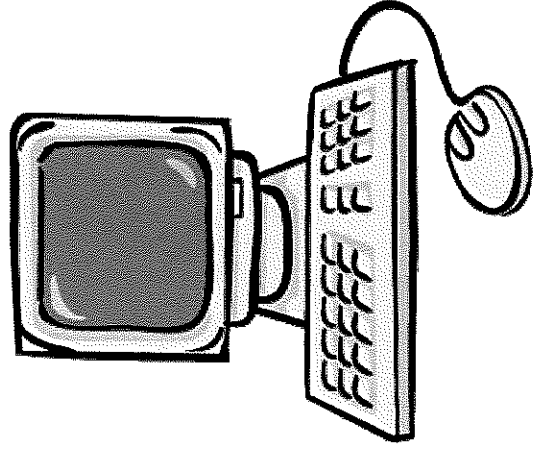
Agenda Item	Innovation & Smart City Concepts in Needham Public Works
Presenter(s)	Carys Lustig, Director of Finance and Administration for Public Services; Roger MacDonald, Director of Management Information Systems

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	In December of 2018 this presentation was delivered to representatives of Daxing, China who were visiting Needham to learn more about how the Town provides municipal services. This presentation highlights six different technologies that the Department of Public Works is using to improve service delivery, increase communication, and continue to provide more services without increasing resources.
2.	VOTE REQUIRED BY SELECT BOARD
	Discussion only.
3.	BACK UP INFORMATION ATTACHED
	a) PowerPoint entitled "Innovation & Smart City Concepts for Public Works"



Innovation & Smart City Concepts in Public Works

Town of Needham



Commonwealth Connect - Report a Concern: Public Works Projects, Report A Pothole, Report A Street Light Outage

REQUESTSREPORT

Sort by: RecentFilter

A

Street Lights (1)

18 Sherman Street Needham, Massachusetts

about 1 hour ago · [Fix it!](#) · [Share](#)

B

Street Lights (2)

12 Hoover Road pole 14/66 cross st. TOWER, Needham, Massachusetts

about 1 hour ago · [Fix it!](#) · [Share](#)

C

Street Lights (1)

134 Garden Street Needham, Massachusetts

about 2 hours ago · [Fix it!](#) · [Share](#)

D

Potholes (2)

11-21 Pilgrim Road Needham, Massachusetts

about 7 hours ago · [Fix it!](#) · [Share](#)

E

Street Lights (1)

39 Wachusett Rd Needham, MA

about 8 hours ago · [Fix it!](#) · [Share](#)

Street Lights (1)

569 Charles River Needham, Massachusetts

about 16 hours ago · [Fix it!](#) · [Share](#)

Search for issues nearby

Q

Locate Me

Embed

Google

Map data ©2018 Google

Report a map error

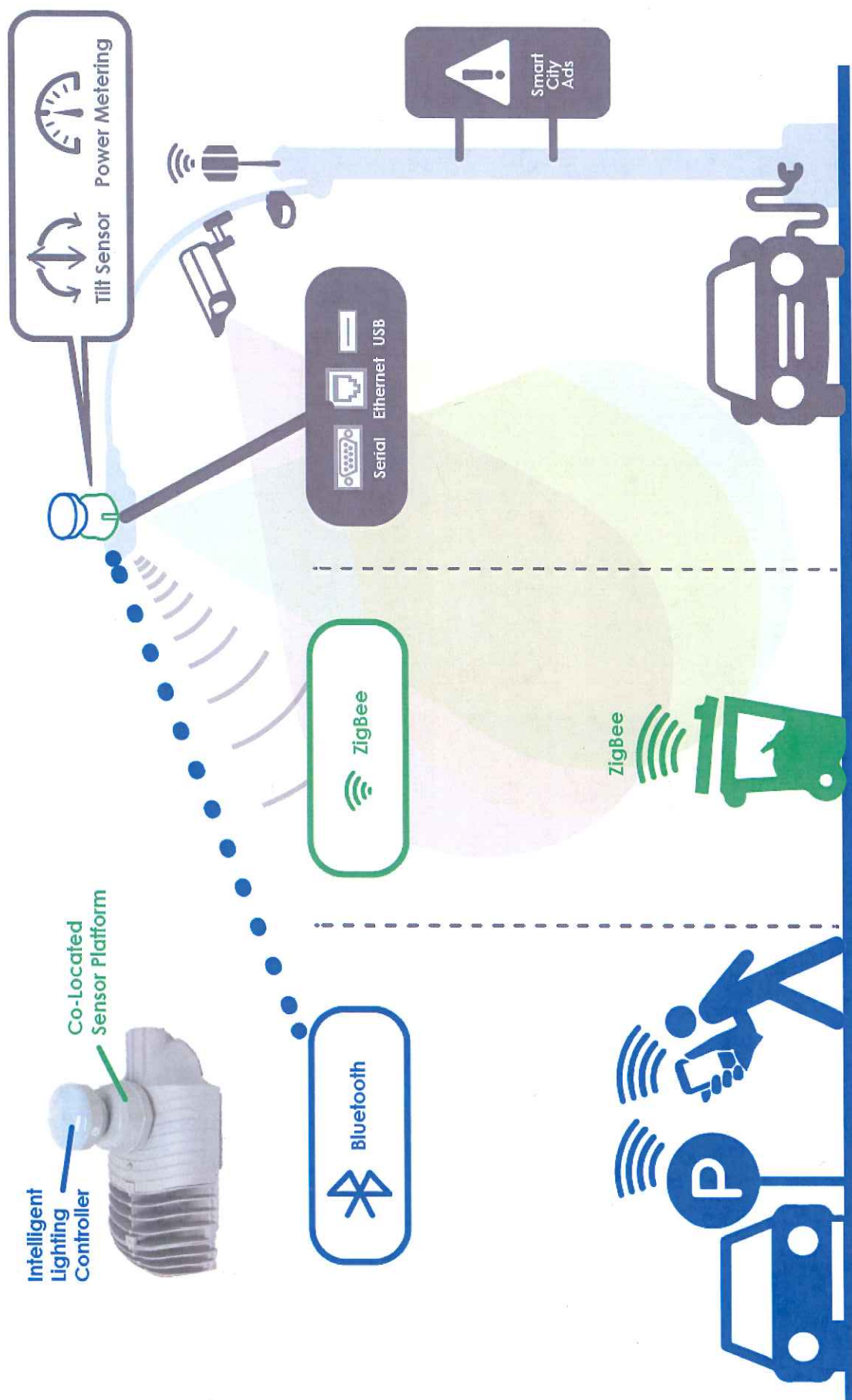
+

-

Last 30 days: 42 Opened | 39 Closed | 76 Acknowledged

[Report an issue](#)

SeeClickFix
powered by





Town of Needham Public Works Snow Event Rollup Report

Event #1

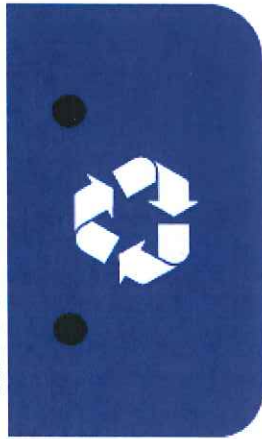
Storm Summary

Emp OT Hours	Emp OT Cost	Contractor Hours	Contractor Cost	Materials Cost	Storm Cost
454.00	\$ 19,491.65	25.50	\$ 2,280.00	\$ 10,195.39	\$ 31,967.04

Cost Details

Fuel Cost	\$ 2.53	x	484.5	=	\$ 1,225.78
Salt Cost	\$ 48.45	x	168.0	=	\$ 8,139.60
Sand Cost	\$ 0.00	x	0	=	\$ 0.00
Meltdown Cost	\$ 0.83	x	1000.0	=	\$ 830.00
Expenses/Meals					\$ 0.00
Storm Description	Snowfall: 5.75 in Low Temp: 30 °F High Temp: 40 °F Start Time: THU 07:00 am End Ti Precision Weather report from 4:00 PM states that snowfall will begin at approximately 8:00 PM. Total anticipated accumulation is 2"-3" before turning to rain after midnight. Rain should wash away snow accumulation before the morning commute. Some local weather stations are reporting higher snow accumulations. The chemical shift began applying salt with liquid deicing chemicals at 5:30PM. Snowfall began at 7:15PM at 9:15PM 1.5 inches was measured and DPW called up Phase 2 (modified chemical/plow). At 11 PM Snowfall remained heavy (3.5") and six additional trucks were called in to plow lots. Snow began to turn to rain but quickly turned back to heavy wet snow. A full plow operation was called at 12PM. Only 3 pickup truck contractors unit came in (10%) and DPW could only reach 30% strength in the overnight full plow operation. Total snowfall was over 6 inches before turning to rain around 2:30 AM. By 6:30 AM main roads were clear and most plow routes were opened up. Staff arriving at 7 AM were assigned to clean up side streets in specific routes and the sidewalk crews began their regular assignments.				

RECYCLING ONLY



Live, Work, Play, Needham

TRASH ONLY



Live, Work, Play, Needham









**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 2/12/2019

Agenda Item	Dockless Bike Share Program
Presenter(s)	Carys Lustig, Director of Administration & Finance/Public Services David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Ms. Lustig and Mr. Davison will discuss with the Board the future of the dockless bike share program in Needham.
2.	VOTE REQUIRED BY SELECT BOARD
	Discussion only. A decision as to the Town's participation in the program in calendar year 2019 should be made by the end of February.
3.	BACK UP INFORMATION ATTACHED



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 02/12/2019

Agenda Item	Utility Easement at 1154 Highland Avenue
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
This petition for J/O Pole #52/10-1X is for the installation/ placement of a new utility pole for the Memorial Park Field House project. This pole will accommodate the new Eversource Electrical Service, Verizon Telephone Service, and Comcast Cable Service for the new Memorial Park Field House building. This new pole and the aforementioned utility services are needed to provide the electrical power and telephone/cable services to the new building. All overhead lines, from the placement of this new pole into the new facility will be installed in (buried) underground conduits.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board approve and sign the grant of utility easement from Verizon New England Inc. and NSTAR Electric Company d/b/a Eversource Energy to cover the placing of facilities at 1154 Highland Avenue, Needham.	
3.	BACK UP INFORMATION ATTACHED
1.) Petition from Verizon	

Karen Levesque
Right of Way Manager



385 Myles Standish Blvd
Taunton, MA 02780

Office 774-409-3170
Mobile 774-504-1279
Karen.levesque@one.verizon.com

January 25, 2019

Needham Select Board
1471 Highland Avenue
Needham, MA 02492

**RE: Utility Easement
1154 Highland Avenue, Needham, MA.**

Dear Select Board Members:

Enclosed you will find two copies of an easement from Verizon New England Inc. and NSTAR Electric Company d/b/a Eversource Energy to cover the placing of facilities at 1154 Highland Avenue, Needham, Massachusetts.

The easement must be signed, notarized, and returned to this office at your earliest convenience. Be advised that the Notary must adhere to the Massachusetts Notary Guidelines; signing and stamping accordingly. This is required in order for the document to be recorded at the appropriate registry.

Please be sure to sign the names as printed under the signature lines and return entire original document.

If you have any questions, do not hesitate to call me at 774-409-3170.

Sincerely,

A handwritten signature in cursive script that reads "Karen Levesque".

Karen Levesque
Right of Way Manager

Enc

EASEMENT

KNOW ALL MEN BY THESE PRESENTS that the **INHABITANTS OF TOWN OF NEEDHAM**, a municipal corporation duly established under the laws of the Commonwealth of Massachusetts, and having its usual place of business at 1471 Highland Avenue, Needham, Massachusetts 02492, (hereinafter referred to as the "Grantor") grants an easement to **Verizon New England Inc.**, a New York corporation, having its principal place of business at 6 Bowdoin Square, Floor 9, Boston, Massachusetts 02114 and **NSTAR Electric Company d/b/a Eversource Energy**, a Massachusetts corporation having a usual place of business at 800 Boylston Street, Boston, Massachusetts, together with their respective successors and assigns (hereinafter referred to as the "Grantees")

WHEREAS, the Grantor owns in fee simple a certain parcel of land located on the southeasterly side of **Highland Avenue** situated in **Needham**, Norfolk County, Massachusetts.

NOW THEREFORE, in consideration of the sum of \$1.00, the receipt of which is hereby acknowledged, the Grantor grants to the Grantees, their successors and assigns, with quitclaim covenants, the exclusive and perpetual right and easement to, access, erect, construct, operate, maintain, connect, extend, replace and remove **one (1) Pole, P.52/10-1X**, which may be erected at different times with the necessary conduits, cables, wires, anchors, guys, supports and fixtures appurtenant thereto for the transmission and/or distribution of electricity and the transmission and/or distribution of telecommunications upon, over and across that parcel of land as now laid out and shown as "**Land of Nellie A. Richwagen 570,700 SQ. FT 12.922 ACRES**" on a plan of land entitled "Plan of Land in Needham Mass. of Nellie A. Richwagen" dated June 5, 1920 recorded with the Norfolk County Registry of Deeds in **Plan Book 95, Page 4635**. For Grantor's title see Deed dated July 6, 1920 and recorded with the Norfolk County Registry of Deeds in **Book 1461, Page 23**.

The location of said Pole, P.52/10-1X, (hereinafter "Easement Area") is approximately shown on a sketch labeled **Exhibit 'A'**, which is attached hereto and made a part hereof. The exact locations of said facilities are to be established by and are to become permanent upon the placing thereof.

The Grantees shall have the further right to enter said portion of Grantor's land by foot or by vehicle for all of the herein stated purposes and to connect said poles, wires and cables with the poles, conduits, cables and wires which is located, or which may be placed in parcels of land, public or private ways, adjacent or contiguous to the aforesaid premises. Grantees shall also have the right to cut, trim, and remove such trees, bushes and growth as the Grantees may from time to time deem necessary for the safe and efficient operation and maintenance of Grantees' facilities.

**Return to: Karen Levesque
Right of Way Manager
Verizon New England Inc.
385 Myles Standish Blvd
Taunton, MA 02780**

1154 HIGHLAND AVENUE, NEEDHAM, MA
EWO# 4A0G9QU
POLE # P.52/10-1X

It is also agreed that the Grantees, their successors and assigns, shall have the right to extend its lines on the subject premises from time to time as may be necessary in the judgment of the Grantees, their successors or assigns, to serve customers on the subject premises or on adjoining premises of other parties without incurring any liability to the Grantor, or any successors or assigns.

By signing this easement, the undersigned Select Board members certify that they are signing in the name and behalf of Inhabitants of Town of Needham, that they are the Select Board of the Town of Needham and that they are empowered to grant the within easement on the terms and conditions stated herein.

IN WITNESS WHEREOF the said **Select Board of Town of Needham** hereunto set their hands and seals this _____ day of _____, 2019.

INHABITANTS OF TOWN OF NEEDHAM

By: Its Select Board

Daniel P. Matthews

John A. Bulian

Matthew Borrelli

Marianne B. Cooley

Maurice P. Handel

Commonwealth of Massachusetts

_____ ss.
County of Notary

On this _____ day in the month of _____, 2019, before me, the undersigned Notary Public, personally appeared **Daniel P. Matthews**, proved to me through satisfactory evidence of identity, which was: _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as **a member of the Select Board of the Town of Needham.**

Signature of Notary Public

Printed Name of Notary

Place Notary Stamp Above

My Commission Expires _____

Commonwealth of Massachusetts

_____, ss.
County of Notary

On this _____ day in the month of _____, 2019, before me, the undersigned Notary Public, personally appeared **John A. Bulian**, proved to me through satisfactory evidence of identity, which was: _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as **a member of the Select Board of the Town of Needham.**

Signature of Notary Public

Printed Name of Notary

Place Notary Stamp Above

My Commission Expires _____

Commonwealth of Massachusetts

_____, ss.
County of Notary

On this _____ day in the month of _____, 2019, before me, the undersigned Notary Public, personally appeared **Matthew Borrelli**, proved to me through satisfactory evidence of identity, which was: _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as **a member of the Select Board of the Town of Needham.**

Signature of Notary Public

Printed Name of Notary

Place Notary Stamp Above

My Commission Expires _____

Commonwealth of Massachusetts

_____. ss.
County of Notary

On this _____ day in the month of _____, 2019, before me, the undersigned Notary Public, personally appeared **Marianne B. Cooley**, proved to me through satisfactory evidence of identity, which was: _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose as **a member of the Select Board of the Town of Needham.**

Signature of Notary Public

Printed Name of Notary

Place Notary Stamp Above

My Commission Expires _____

Commonwealth of Massachusetts

_____. ss.
County of Notary

On this _____ day in the month of _____, 2019, before me, the undersigned Notary Public, personally appeared **Maurice P. Handel**, proved to me through satisfactory evidence of identity, which was: _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as **a member of the Select Board of the Town of Needham.**

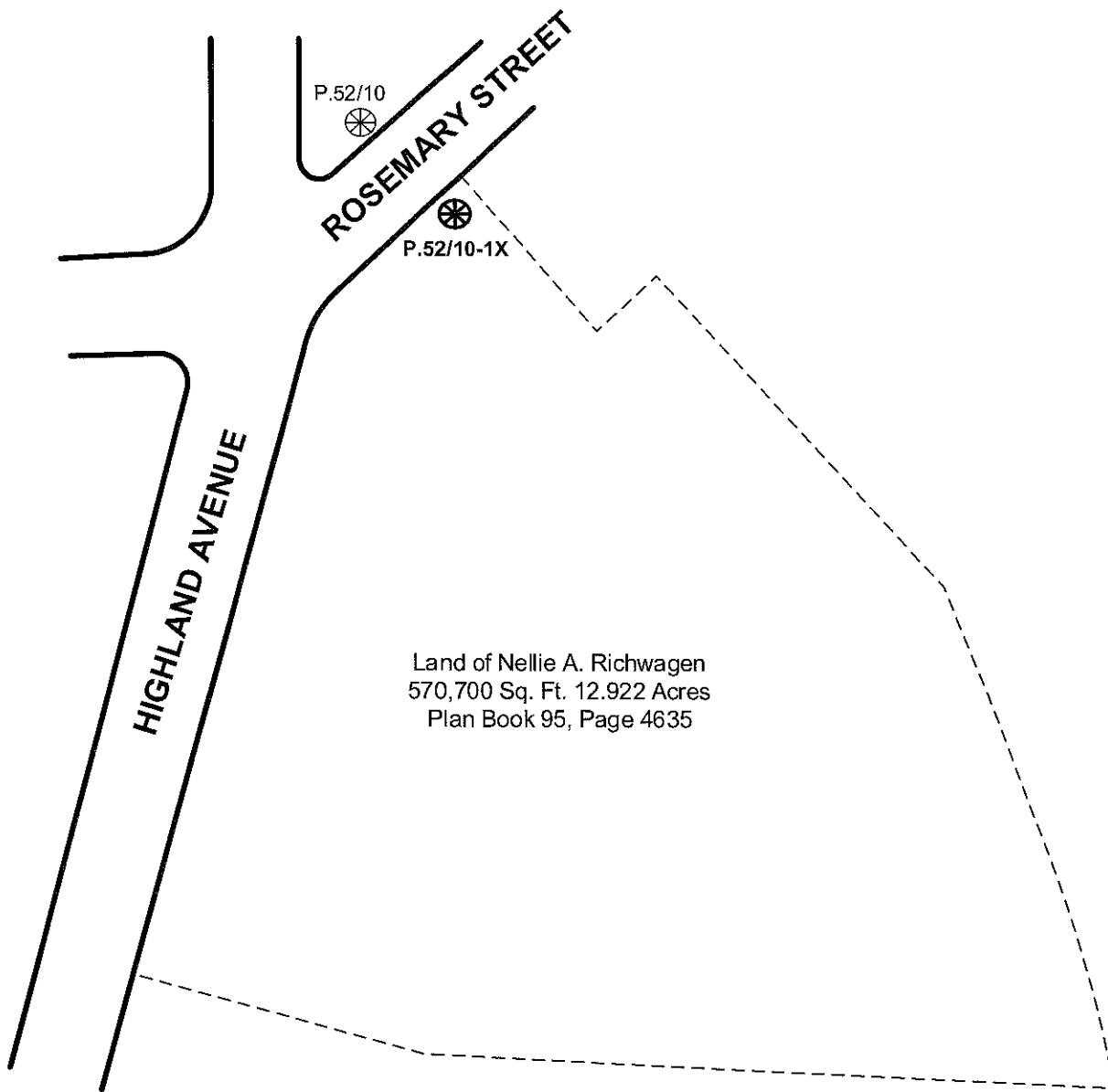
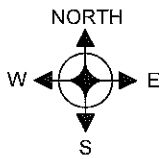
Signature of Notary Public

Printed Name of Notary

Place Notary Stamp Above

My Commission Expires _____

EXHIBIT 'A'



NOT TO SCALE



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 2/12/2019

Agenda Item	Naming of Facilities – Jack Cogswell Building
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will recommend that the Board name the new Central Avenue Storage Building after Jack Cogswell.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Board vote to name the new Central Avenue Storage Building the “Jack Cogswell Building.”	
3.	BACK UP INFORMATION ATTACHED
a. Memo to the Select Board dated January 25, 2019 b. Naming of Facilities Policy	



TOWN OF NEEDHAM
TOWN HALL
Needham, MA 02492-2669

Office of the
TOWN MANAGER

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

TO: Select Board
FROM: Kate Fitzpatrick
CC: Steve Popper, Director of Design & Construction
Rick Merson, Director of Public Works
DATE: January 25, 2019
RE: Naming of Central Avenue Storage Building

Please consider this request to name the new Central Avenue Storage Building (CASB) in honor of Jack Cogswell.

In accordance with the Naming of Facilities and Placement of Memorials Policy (BOS-DIS-003), a proposal to name a facility must be submitted in writing to the Select Board and must include a summary outlining the merits of the proposal. The request must be presented to the Board, and voted on at a subsequent meeting to allow time for public comment.

Jack lived most of his adult life in Needham, including four separate times between 1956 and 2018. For most of those years, Jack lived in the John Mills House on Great Plain Avenue, moving to North Hill for the final years of his life. Jack graduated from Dartmouth College, and received a Master's of Science in Civil Engineering from Dartmouth's Thayer School of Engineering. He served in the Army Reserves from 1956 through 1963, achieving the rank of Captain, and had a 34 year career at the New England Telephone Company.

Jack's service to the Town of Needham is almost without parallel. He was the host of the "Talk of the Town" show on the Needham Channel for many years – he felt strongly that the general public should have a greater understanding of local government. He was especially passionate in his advocacy of all Public Works matters, and may be best known for his "bubble speech," in which he convinced Town Meeting that appropriate investment in roads and public infrastructure was critically necessary and overdue.

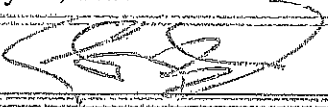
Jack was a committed member of the Needham Historical Society (now the Needham History Center & Museum) from 1975 – 2018. He served at times as Treasurer, Director and Trustee of the endowment fund. Along with other stakeholders, Jack led the effort to merge the Glover Hospital with the Deaconess Medical Center of Boston, which enabled both hospitals to establish a profitable business model and served as a successful model for hospital collaboration across the state.

Jack's long and varied service on boards and committees includes the following:

- Board of Selectmen 1996-2008
- Planning Board 1979-1986
- Solid Waste Disposal & Recycling Committee 1997 – 2007
- Taxation Aid Committee 2016 – 2018
- Council of Economic Advisors 2017-2018
- Historical Commission 2008 – 2010
- Community Preservation Committee 2009 – 2010
- Capital Expenditures Budget Programming 1979 – 1982
- Board of Appeals 1987 – 1991
- Water & Sewer Rate Structure Committee 1996 – 2008
- Trustee of Glover Hospital 1991 – 1993
- Traffic Management Advisory Committee 2005 – 2009
- Town Meeting Member 1981 – 2007; 2015 – 2018.

I look forward to discussing the proposal to name the CASB the Cogswell Building with the Board at its meeting on January 29, 2019.

Town of Needham Board of Selectmen

Policy Number:	BOS-DIS-003
Policy:	Naming of Facilities and Placement of Materials
Date Approved:	April 13, 2005
Date Revised:	May 11, 2010
Approved:	 Chairman, Board of Selectman

Policy:

1. The Board of Selectmen is responsible for the naming (or renaming) of any facilities located on parcels of land under the jurisdiction of the Board. A facility is defined as a building, portion of a building, driveway, intersection, walkway, or other parcel or portion of a parcel of land and places or natural features contained therein. Once a facility has been named, renaming will be approved only in extraordinary circumstances.
2. The Board of Selectmen is responsible for approval of the placement of memorial objects, artwork, signs or other fixtures on parcels of land under the jurisdiction of the Board. Examples include, but are not limited to, plaques, memorial or ornamental signs, sculptures, banners, benches, trees or other plantings, fountains, detached structures, and walls.

Procedure:

1. A proposal to name a facility must be submitted in writing to the Board of Selectmen and must include a summary outlining the merits of the proposal. The proponent or his or her designee will present the request to the Board of Selectmen at a regularly scheduled meeting. The Board will vote on the proposal no sooner than the next regularly scheduled meeting, after allowing a period of time for public comment. The Board of Selectmen may appoint a committee to assist with its review of any proposal.
2. A proposal for the placement of a memorial object, piece of artwork, sign, or other fixture must be submitted in writing to the Board of Selectmen and must include a summary outlining the merits of the proposal. The Board will vote on the proposal at a regularly scheduled meeting.
3. The Board of Selectmen shall review existing facility names to avoid duplication, confusing similarity or inappropriateness.
4. Approval of the placement of a memorial object, artwork, sign or other fixture will only be made after a determination by the Board of Selectmen that the proposal will not: limit physical access to the site; endanger the peace or safety of the public; interfere with any utility or access thereto; be limited by unacceptable special restrictions, conditions or

covenants; or create a significant budgetary obligation on the Town for which no provision has been made.

5. Donation of funds, memorial objects, artwork, signs, fixtures, or in-kind services must be formally accepted by the Board of Selectmen in accordance with Massachusetts General Laws.
6. Requests for naming of facilities or placement of memorials on land not under the jurisdiction of the Board will be referred to the appropriate Board.



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 2/12/2019

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will recommend that the Board vote to close the warrant for the 2019 Annual Town Meeting.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to close the warrant for the 2019 Annual Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel.	
3.	BACK UP INFORMATION ATTACHED
a. Draft Warrant dated February 8, 2018	

TOWN OF NEEDHAM



2019 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 9, 2019

Business meeting: Monday, May 6, 2019

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

DRAFT 2.8.2019

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

**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 10, 2018
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	The Center at the Heights
Precinct B	-	The Center at the Heights
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Broadmeadow School - Performance Center
Precinct F	-	Needham High School – Gymnasium
Precinct G	-	Needham High School – Gymnasium
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, NINTH DAY OF APRIL, 2019

from seven o'clock in the forenoon until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on Monday May 6, 2019 at 7:30 p.m. in the afternoon, then and there to act upon the following articles:

Warrant for the Annual Town Meeting

Monday, May 6, 2019 at 7:30 p.m. at Needham Town Hall

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

HUMAN RESOURCE ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2019, as required by Massachusetts General Laws, Chapter 41, and Section 108:

Town Clerk	\$ (1)
Town Clerk with 6 years of service in that position	\$
Selectmen, Chairman	\$1,800
Selectman, Others	\$1,500

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$x, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed \$x. The annual salary of \$x includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$x. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$x; or take any other action relative thereto.

INSERTED BY: Personnel Board

FINANCE COMMITTEE RECOMMENDS THAT:

PERSONNEL BOARD RECOMMENDS THAT:

Article Information: In accordance with Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977.

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Police Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and

Settlements line to the appropriate lines in the Operating Budget for fiscal year 2020; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE SUPERIOR OFFICERS ASSOCIATION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Police Superior Officers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2020; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

ARTICLE 6: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM FIRE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Fire Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2020; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

FINANCE ARTICLES

ARTICLE X: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$37,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR SENIOR CORPS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$15,000 for the purpose of funding the Senior Corps program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Senior Corps is a program whereby qualified elderly and disabled property owners may work up to 100 hours for the Town. In turn, the individuals are paid up to \$1,300 per year, which is applied to their property tax bills.

ARTICLE X: APPROPRIATE FOR COMPENSATED ABCENCES FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$125,000 for the purpose of funding the Compensated Absences Fund, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR TEMPORARY STAFFING PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$76,000 for the purpose of funding a temporary staffing program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR RIDGE HILL/NIKE SITE CONSULTING & FEASIBILITY STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the development of reuse plans for Ridge Hill and the NIKE site, and for a feasibility study for the demolition of structures at Ridge Hill, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR TOWN-OWNED LAND SURVEYS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for survey of Town-owned lands, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$640,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$413,000 be transferred from Overlay Surplus and \$227,000 be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: DOWNTOWN SNOW REMOVAL PILOT PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$35,000 for the purpose of funding the Downtown Snow Removal Pilot Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR SMALL REPAIR GRANT PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the Small Repair Grant Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 16: APPROPRIATE THE FY2020 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of \$2,068,301, from Overlay Surplus in the amount of \$500,000, from amounts Reserved for Debt Exclusion Offsets in the amount of \$105,159, and \$1,185,317 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as shown on pages: **x-x**

ARTICLE X: APPROPRIATE THE FY2020 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2020, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Sewer Enterprise
FY2020**

Line #	Description	FY2018		FY2019		FY2020		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$916,696	11.0	\$978,169	11.0	\$1,028,667	11.0	
201B	Expenses	\$415,773		\$439,727		\$451,947		
201C	Capital Outlay	\$43,646		\$50,000		\$50,000		
201D	MWRA Assessment	\$5,889,796		\$6,173,219		\$6,173,219		
201E	Debt Service	\$980,086		\$1,500,000		\$900,000		
202	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$8,245,997	11.0	\$9,176,115	11.0	\$8,638,833	11.0	
FY 2020 Budget Percentage Change from FY 2019 Budget								-5.9%

and to meet this appropriation that \$8,108,366 be raised from Sewer Enterprise Fund receipts, and that \$530,467 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE THE FY2020 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2020, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Water Enterprise
FY2020**

Line #	Description	FY2018		FY2019		FY2020		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$1,249,859	17.0	\$1,272,879	17.0	\$1,331,359	17.0	
301B	Expenses	\$1,013,144		\$1,137,563		\$1,209,762		
301C	Capital Outlay	\$23,092		\$20,000		\$15,000		
301D	MWRA Assessment	\$1,109,794		\$856,049		\$856,049		
301E	Debt Service	\$1,404,398		\$1,550,000		\$1,250,000		
302	Reserve Fund	Transfers Only		\$75,000		\$75,000		
TOTAL		\$4,800,287	17.0	\$4,911,491	17.0	\$4,737,170	17.0	
FY2020 Budget Percentage Change from FY2019 Budget								-3.5%

and to meet this appropriation that the sum of \$4,737,170 be raised from Water Enterprise Fund receipts; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2020 beginning on July 1, 2019 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2020 Spending Limit
Home Composting	Department of Public Works	\$3,000
Immunization Program	Health and Human Services Department	\$25,000
Memorial Park Activities	Memorial Park Trustees	\$4,100
Needham Transportation	Health and Human Services Department	\$60,000
Public Facility Use	Public Facilities Department	\$250,000
School Transportation	School Committee	\$819,000
Traveling Meals	Health and Human Services Department	\$75,000
Tree Replacement	Department of Public Works	\$25,000
Water Conservation	Department of Public Works	\$10,000
Youth Services Programs	Health and Human Services Department	\$25,000
Aging Services Programs	Health and Human Services Department	\$90,000

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE TRANSPORTATION IMPROVEMENT FEES

To see if the Town will vote to appropriate funds from the Commonwealth Transportation Infrastructure Fund in the sum of \$12,477.50 for the purpose of transportation infrastructure improvements, said sum to be spent under the direction of the Town Manager, or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Department of Transportation; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: *The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required in order for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The FY2019 Chapter 90 allocation for the Town was \$929,259. Unless circumstances require otherwise, the FY2020 Chapter 90 allocation will be directed to the design of the second phase of the downtown design improvement project.*

ZONING / LAND USE ARTICLES

ARTICLE X: 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.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation:

ARTICLE X: 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 160.00 feet more or less to a stone bound as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I; 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 S4°25'46"E 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.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

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

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

8. 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 principal 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> <u>& 3</u>	<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 principal 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.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE X: AMEND ZONING BY-LAW – DIMENSIONAL AND USE REGULATIONS
FOR THE TRANSIT ORIENTED DEVELOPMENT SUB-DISTRICT OF THE
LOWER CHESTNUT STREET OVERLAY DISTRICT**

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

1. Amend Section 3.9.3.2, Special Permit Uses, by adding the following language: “(e) within the Transit Oriented Development Sub-District (“TODD”), Multi-Family Dwelling development with dwelling units on the ground floor.”
2. By adding to the end of Section 3.9.4.1, Lot Area, Frontage and Setback Requirements, the following language:

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

 - (a) Minimum Lot Area: 15,000 square feet.
 - (b) Minimum Lot Frontage: 50 feet.
 - (c) Minimum Front Setback: The lesser of 5 feet from the front property line or the average setback of abutting buildings within 100 feet on the same side of the street as the proposed development.
 - (d) Maximum Front Setback. 150 feet from the front property line.
 - (e) Minimum Side and Rear Setback for Non-Multi-Family Dwelling-Only Developments:
 - (1) For lots abutting a residential district, fifty (50) feet from the lot line abutting the residential district; for all other lots, no minimum yard setback shall apply. Where side and rear yard setbacks of fifty (50) feet are required, the twenty-five (25) feet closest to the district boundary and all other requirements of Sections 4.4.8.2 and 4.4.8.5 shall apply. The remaining twenty-five (25) feet may be used for an accessory use, not including a building or structure. By special permit from the Planning Board, however, an underground parking structure may be permitted within the fifty (50) foot side and rear yard setbacks provided that the garage structure shall be located entirely below the grade of the existing lot and set back at least ten (10) feet from the district boundary or ten (10) feet from the lot line, whichever is greater, and the twenty-five (25) feet closest to the district boundary shall be suitably landscaped over the surface of the garage structure in accordance with Section 4.4.8.5.
 - (2) For lots adjacent to the MBTA right-of-way, there shall be a minimum yard setback of twenty-five (25) feet from the lot line abutting the MBTA right-of-way, and the first ten (10) feet of the setback shall be suitably landscaped and not used for any other purpose, including an accessory use, except that within said ten (10) feet the Planning Board may grant a special permit for surface parking, provided that the parking area is suitably landscaped. The remaining fifteen (15) feet may be used for an accessory use, not including a building or structure, except that within said fifteen (15) feet an underground parking structure is permitted if located entirely below the grade of the existing lot.
 - (f) Multi-Family Dwelling-Only Development – Minimum Side and Rear Setback:
 - (1) For Multi-Family Dwelling-only development on lots abutting a residential district, five (5) feet from the lot line abutting the residential district; for all other lots, no minimum yard setback shall apply.
 - (2) For Multi-Family Dwelling-only development on lots adjacent to the MBTA right-of-way, there shall be a minimum yard setback of five (5) feet from the lot line abutting the MBTA right-of-way, which area shall be suitably landscaped and not used for any other purpose.”
3. By adding to the end of Section 3.9.4.2, Building Height Requirements, the following language:

“The maximum building height in the TODD of Lower Chestnut Street Overlay District shall be two and one-half stories and thirty-five feet as of right. For lots having the required minimum frontage on Chestnut Street, the Planning Board may grant a Special Permit for a maximum building height of six (6) stories and eighty (80) feet, provided that the sixth story is located under a pitched roof or recessed from the face of the building, as shown in the Design Guidelines under Section 3.9.8 below.

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

4. Amend Section 3.9.4.3, Building Bulk and Other Requirements, by adding at the end of the section the following language: “The provisions of subsection (b) (2) shall not apply to development within the TODD of the Lower Chestnut Street Overlay District”.

5. Amend Section 3.9.5, Off-Street Parking, by:

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

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

Adding a new subsection Section 3.9.5(c), which shall read as follows:

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

6. By adding a new Section 3.9.6.1, Affordable Housing in the TODD, which shall read as follows:

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

(a) The floor area of the affordable units shall not be counted for purposes of determining the maximum floor area permitted under Section 3.9.4.3.

(b) All other requirements of Section 3.8.6 shall apply.”

7. By adding a new Section 3.9.9, Drive Aisle Requirements in the TODD, which shall read as follows:

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

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation:

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

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

- (a) Place in the Chestnut Street Business District a portion of land now zoned Single Residence B and located in the Massachusetts Bay Transit Authority (M.B.T.A.) right-of-way directly to the south and the west of land shown on Registry Plan No. 30 of 1955, Book 3333 Page 350, said description being as follows:

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

- (b) Place in the Lower Chestnut Street Overlay District a portion of land now zoned Single Residence B and located in the Massachusetts Bay Transit Authority (M.B.T.A.) right-of-way directly to the south and the west of land shown on Registry Plan No. 30 of 1955, Book 3333 Page 350, superimposing said district over the Chestnut Street Business District as noted above, said description being as follows:

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

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND ZONING BY-LAW – MAP CHANGE TO TRANSIT ORIENTED DEVELOPMENT SUB-DISTRICT OF LOWER CHESTNUT STREET OVERLAY DISTRICT

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

- a) Place in the Lower Chestnut Street Overlay District as the Transit Oriented Development Sub-District all land now zoned Chestnut Street Business District and Lower Chestnut Street Overlay District and depicted on Registry Plan No. 30 of 1955, Book 3333 Page 350, superimposing said sub-district over the Chestnut Street Overlay District, said description being as follows:

A certain parcel of land situated in the Commonwealth of Massachusetts, County of Norfolk, Town of Needham, being of property now or formally owned by Joseph and Giselda Cucci more particularly bounded and described as follows: Beginning at a point on the most southwesterly corner opposite station 476+75.57 of the monumented railroad base line as shown on said plan; thence running NORTHEASTERLY by a curve having a radius of 2900.93 feet and a distance of 374.84 feet to a point on the northwesterly corner of land now or formerly of MBTA Right of Way; thence turning and running SOUTHEASTERLY by a curve having a radius of 478.68 feet and a distance of 487.77 feet to a point on the westerly side of the Chestnut Street Right of Way; thence turning and running in the SOUTHERLY direction along the Chestnut Street Right of Way a distance of 44.5 feet to a point on the MBTA Right of Way; thence turning and running in the WESTERLY direction along said MBTA Right of Way a distance of 228.81 feet to a point; thence turning and continuing in the WESTERLY direction along said Right of Way a distance of 108.53 feet to a point; thence turning and running in the NORTHERLY direction along said Right of Way a distance of 136.06 feet to a point; thence turning and running in the WESTERLY direction a distance of 110.10 feet to the point of beginning. Containing 100,470 square feet more or less.

- (b) Place in the Lower Chestnut Street Overlay District as the Transit Oriented Development Sub-District all land now zoned Chestnut Street Business District and Lower Chestnut Street Overlay District and located in the Massachusetts Bay Transit Authority (M.B.T.A.) right-of-way directly to the south and the west of land shown on Registry Plan No. 30 of 1955, Book 3333 Page 350, superimposing said sub-district over the Chestnut Street Overlay District, said description being as follows:

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

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE X: APPROPRIATE FOR FIRST BAPTIST CHURCH PORCH PRESERVATION

To see if the Town will vote to raise and/or transfer and appropriate a sum for the First Baptist Church Porch Preservation, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from [source]; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR MODERNIZATION AND REDEVELOPMENT OF AFFORDABLE HOUSING CONSULTANT

To see if the Town will vote to raise and/or transfer and appropriate a sum for a modernization and redevelopment of affordable housing consultant, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from [source]; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR FISHER STREET TRAILHEAD DESIGN

To see if the Town will vote to raise and/or transfer and appropriate a sum for the Fisher Street Trailhead design, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from [source]; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR TOWN COMMON RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate a sum for the Town Common renovation design, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from [source]; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR PASSIVE RECREATION IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate a sum for passive recreation improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from [source]; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR ROSEMARY LAKE TRAIL PROJECT

To see if the Town will vote to raise and/or transfer and appropriate a sum for the Rosemary Lake Trail project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from [source]; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR CRICKET FIELDHOUSE RENOVATIONS

To see if the Town will vote to raise and/or transfer and appropriate a sum for Cricket Fieldhouse renovations, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from [source]; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR CRICKET FIELD RENOVATIONS

To see if the Town will vote to raise and/or transfer and appropriate a sum for Cricket Field renovations, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from [source]; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR PLAYGROUND IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate a sum for playground improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from [source]; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2020 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee	\$82,000
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Reserves:

B. Community Preservation Fund Annual Reserve	\$845,546
C. Community Housing Reserve	\$312,071
D. Historic Resources Reserve	\$0
E. Open Space Reserve	\$312,071

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic

preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

CAPITAL ARTICLES

ARTICLE 32: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$6,907,752 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that \$6,788,252 be transferred from Free Cash; that \$9,500 be transferred from Article 42 of the 2013 Annual Town Meeting for the DPW Boiler Replacement Design, that \$10,000 be transferred from Article 39 of the 2015 Annual Town Meeting for the High School Locker Reconfiguration & Addition, and that \$100,000 be transferred from Article 4 of the 2017 May Special Town Meeting for the DPW Boiler Replacement Design, Energy Efficiency Upgrade Improvements, and the High School Locker Reconfiguration & Addition, or take any other action relative thereto.

Group	Description	Recommended	Amendment
Community Services	Center at the Heights Computer Lab	\$50,000	
Community Services	Library Furniture Replacement	\$112,960	
DPW	DPW Boiler Replacement 470 Dedham Avenue	\$50,000	
DPW	Public Works Infrastructure Program	\$2,169,550	
DPW	Specialty Equipment - Tractor	\$68,000	
DPW	Traffic Improvements	\$50,000	
DPW	Transfer Station Property Improvements	\$295,000	
General Government	Town Multi-Function Printer Devices	\$35,600	
General Government	Town Offices Replacement Furniture	\$25,000	
Multiple	Building Management System Upgrade	\$392,000	
Multiple	Fleet Replacement Program	\$1,270,648	
Public Safety	Personal Protective Equipment	\$43,424	
Public Safety	Police and Fire Mobile and Portable Radios	\$617,550	
Public Safety	Public Safety Desktops, Printers and Peripherals	\$200,000	
Public Safety	Public Safety Mobile Devices	\$35,000	
Public Schools	Energy Efficiency Upgrade Improvements	\$57,000	
Public Schools	High School Locker Reconfiguration & Addition	\$50,000	
Public Schools	Mitchell School Restroom Upgrades	\$67,000	
Public Schools	Newman Preschool Playground Custom Shade Shelter	\$69,200	
Public Schools	Newman School Gym Floor	\$275,000	
Public Schools	Pollard School Blue & Green Gym Score Boards	\$30,000	
Public Schools	School Furniture & Equipment	\$35,000	
Public Schools	School Master Plan Supplement	\$125,000	
Public Schools	School Photocopier Replacement	\$52,470	
Public Schools	School Technology Replacement	\$632,350	
Public Schools	Sustainable Building Management Facility Assessment (Broadmeadow & Eliot)	\$100,000	
		\$6,907,752	

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

Center at The Heights Computer Lab

The purpose of this request is to replace the hardware and upgrade software associated with the Center at The Heights (CATH) Computer Lab. This will include desktops, laptops, servers, switches, firewall, and software upgrades. New models will take advantage of upgraded operating systems and faster processors to better serve the users of the Computer Lab.

Library Furniture

This request is for the second year of a four-year plan to replace library furniture. The Library has been open to the public for more than twelve years, and, due to heavy use, the furniture is beginning to show wear and tear. This request is to replace the community room audience stackable chairs.

Dpw Boiler Replacement Design/470 Dedham Avenue

This funding will support design of the replacement of the DPW/470 Dedham Avenue boiler with two high efficiency condensing boilers. The increase to two boilers is based on both the need for redundancy in the heating season and the desire to improve energy efficiency. The boiler at the DPW was installed in 1961 and is past its useful life. This project may be eligible for energy efficiency rebates to offset the cost of buying a more efficient model. The project includes the upgrade of heat piping throughout the building with the assumption that the building will need to remain in use for the foreseeable future.

Public Works Infrastructure Program

The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts. This program consists of multiple categories, each with their own sub-projects. This year's request includes funding for street resurfacing, the sidewalk program, bridge repairs, storm drain capacity improvements and storm drain system repairs.

Street Resurfacing

The Town has 279 lane miles of accepted road that require maintenance. The average lifecycle of a road is 15 to 20 years. Specialized surface treatments can be applied within this period of time to sustain or extend the lifecycle of the roadway based on usage. The Town targets 17 lane miles of road per year in order to resurface roads before they reach the end of their lifecycle. These roads are prioritized based on a pavement condition index (PCI). The Town targets roads with a PCI of less than 70 for resurfacing and specialized treatment, and less than 60 for repair and renovation. The primary strategy of this program is asphalt paving and incidental work, including asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Target funding for street resurfacing in FY2020 is \$924,550.

Roadway Reconstruction

Town evaluates the sight distance, drainage, handicap ramps, sidewalks, subsurface utilities, public utility poles and overhead utilities of all roads. The physical condition of roads to be considered for full reconstruction includes shape, foundation and traffic volume. This is a multi-year process requiring surveying, designing, utility evaluation and construction. Some of the roads that may be targeted for full reconstruction in the future include: Marked Tree Road, Nehoiden Street, Kingsbury Street, sections of Central Avenue, and Webster Street from Dedham Avenue to South Street. No funding is allocated to the Roadway Reconstruction category in FY2020.

Guardrail

Many of the Town's guardrails are noncompliant and the DPW is preparing a plan to systematically upgrade existing guardrails to make them both compliant and aesthetically pleasing. No funding is proposed for this category in FY2020.

Sidewalk Program

This Program funds improvements to the network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements, including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. Target funding for the sidewalk program in FY2020 is \$512,500.

Traffic Signal & Intersection Improvements

This Program will fund traffic signal improvements, intersection improvements, and new traffic signal installations where none currently exist. In FY2020, DPW will evaluate intersection prioritization for future projects.

Bridge Repairs

Surrounded on three sides by the Charles River, the Town jointly maintains a number of bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified a number of bridges that have some level of deficiency and has recommended repairs. Target funding for bridge repair in FY2020 is \$100,000 (Newell's Bridge on Central Avenue into Dover – Design).

Storm Drain Capacity Improvements

This Program provides funding to improve roadway drainage capacity. The Town's Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Since the issuance of the Stormwater Master Plan numerous multi-unit developments have been built in the Town of Needham. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Unless circumstances dictate otherwise, FY2020 target funding of \$362,500 is planned for Ardmore Road and Hunnewell Street storm drain construction.

Storm Drain System Repairs

This Program provides funding to repair failing storm drainage infrastructure within Town easements that have been discovered through investigation work. These projects will include the replacement of existing culverts that have deteriorated over time and are restricting flow. This work will eliminate flooding and capacity issues in the immediate vicinity. Unless circumstances dictate otherwise, FY2020 funding in the amount of \$270,000 is targeted for construction activities at 470 South Street.

Brooks and Culverts – Repair and Maintenance

Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of useable abutting property and flooded basements. No funding is proposed for this category in FY2020.

DPW Specialty Equipment

Unit	Division	Year	Replacement	Amount
351	Parks & Forestry/DPW	2002	Tractor to be replaced in kind	\$68,000

Traffic Improvements

This funding would support projects that are recommended by the DPW and the Traffic Management Advisory Committee (TMAC). These recommendations include items such as permanent speed monitoring devices, traffic calming measures, and school zone enhancements. The proposed funding will support one or two construction-related requests per year, such as 500 feet of roadway granite curb installation, two school zone installations, two average traffic calming installations, several radar sign installations or sign and/or pavement markings.

Transfer Station Property Improvements

This request is to fund improvements to the Recycling & Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve the facility function. Presently the RTS is accessible to the public after hours. The installation of fencing will minimize public access and increase security. The RTS uses 100-yard open top containers to haul trash and recyclables. During the winter, the loaded trailers are left outside and the loads of trash or recyclables inside the containers often freeze, making the trailers impossible to empty until the loads thaw. The funding would enable the purchase and installation of a fabric-covered storage facility for four containers to prevent precipitation from accumulating. The Town is under obligation to separate the composting operations from the wetlands. This funding will allow the purchase and installation of 300 jersey barriers to create a barrier between the composting operation and the wetlands. Finally, the installation of an extended scale will accurately determine the weights of materials being shipped out of or dropped off at the RTS.

Town Multi-Function Printer Devices

This funding will allow for the replacement of multi-function copier/printers in the four primary Town locations (Town Hall, Public Services Administration Building, Public Safety, and Center at the Heights) as part of a planned replacement schedule. There are nine of these devices, only three of which were not purchased as part of the original construction project. Several of these devices are currently over six years old, and one over eight years old. The cycle for replacement of these multi-function printers is seven years.

Town Office Furniture Replacement

Furniture in heavy use is in need of replacement at the Public Services Administration Building and Town Hall, which opened in 2010 and 2011 respectively. The \$25,000 requested in Fiscal Year 2020 will allow for the purchase of replacement furniture including tattered audience chairs in Powers Hall and the conference tables in the Public Services Administration Building.

Building Management System Upgrade

The Town maintains a Building Management System (BMS) to manage the heating, ventilation, and air conditioning (HVAC) for all major facilities throughout Town. This system consists of internal sensors in the HVAC components and a back-end software product that allows Building Maintenance staff to review and diagnose HVAC issues both remotely and on-site. This system is critical to the maintenance of healthy air temperature within the buildings. Currently, the Town has three separate systems. This request is to upgrade and standardize all of the existing systems so that the Town is only maintaining one system. The system will work with all of the controls in all buildings, with the exception of the Newman School, which will require a conversion of the controls in order for this new system to communicate. The new system will simplify the hardware and software in each building, be more user friendly, and allow integration with the afterhours permitting system.

General Fund Fleet Replacement Program

The Town's fleet replacement program was established in FY2015. The program includes a budget and schedule for the Town's rolling stock fleet of appropriately 220 vehicles, trailers, and large specialized attachments and the School Department fleet of 14 vans and buses. General purpose vehicles include pickup trucks, a variety of sedans, SUV's, vans, and police vehicles (87). They comprise approximately 39 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively inter-changeable. The replacement of these vehicles can proceed on a regular schedule and should be part of the of the Town's recurring costs. The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet. Specialized, high value vehicles and snow and ice equipment comprise the other 38 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general purpose vehicles, but serve the unique purposes of specific departments or divisions. Included in this group are the high value vehicles such as ambulances, large

dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned. Unless circumstances require otherwise, the proposed FY2020 fleet replacement schedule is as follows.

General Fund Fleet Program – General Purpose Vehicles

UNIT	DIVISION	YEAR	REPLACEMENT	AMOUNT
457	Building	2006	Ford Taurus to be replaced by Toyota FAV4 or similar	\$33,085
C-42	Fire	2013	Explorer to be replaced by an SUV	\$35,249
2	Fleet/DPW	2010	Ford F150 to be replaced in kind	\$37,060
92	Engineering/DPW	2012	Ford Explorer to be replaced by Ford Van	\$41,550
57	Highway/DPW	2012	Ford F350 to be replaced in kind	\$63,804
705	Building Maintenance/DPW	2006	Ford E250 to be replaced by Ford F150	\$37,060
715	Building Maintenance/DPW	Addition to Fleet	Ford Van	\$43,709
56	RSD/DPW	2010	Ford F150 to be replaced by Ford F250	\$50,332
Bus 14	Needham Schools Public	2012	School Bus to be replaced in kind	\$81,942
Van 1	Needham Schools Public	2011	Ford E150 Van to be replaced by similar passenger van	\$38,388
Van 2	Needham Schools Public	2011	Ford E150 Van to be replaced by similar passenger van	\$38,388

General Fund Fleet Replacement – Specialized Equipment

UNIT	DIVISION	YEAR	REPLACEMENT	AMOUNT
256	Parks & Forestry/DPW	2008	Brush Bandit Chipper	\$64,936
38	Parks & Forestry/DPW	2007	Aerial Lift	\$274,434

General Fund Fleet Replacement – Snow & Ice Equipment

UNIT	DIVISION	YEAR	REPLACEMENT	AMOUNT
102	Highway/DPW	2008	Large Tractor to be replaced in kind	\$252,140
107	Highway/DPW	2008	Sidewalk Tractor Plow to be replaced in kind	\$178,571

Truck Classification

Class 1 = Smallest Pick-up Trucks 6,000 lbs.

Class 2 = Full Size or 1/2 Ton Pick-up Trucks 6K to 10K lbs. (ex Ford F150 and F250)

Class 3 = Heavy Duty Pick-up Trucks 10K to 14K lbs. (ex Ford F350)

Class 4 = Medium Size Work Trucks 14K to 16K lbs. (ex Ford F450)

Class 5 = Medium Job Trucks 16K to 19.5K lbs. (ex Ford F550)

Class 6 = Medium to Large Trucks 19.5K to 26K (ex Ford F650)

Class 7 = Heavy Duty Trucks 26K to 33K (ex Ford F750) Requires Class B Commercial

Class 8 = Largest Heavy Duty Trucks 33K lbs. or more (ex 18-wheeler)

Personal Protective Equipment – Bunker Gear

This request is to replace Personal Protective Equipment ("PPE" or "bunker gear") for 20% of all firefighting personnel on an annual basis. The PPE requested includes boots, firefighting pants and coat. Firefighting personnel regularly work in toxic environments caused by spills, chemical releases and the products of combustion. Further, the toxicity of these carcinogens appears to be greater and more concentrated, due to the widespread use of synthetic and petroleum based building materials and furnishings found in modern construction. These contaminants, chemicals, toxins and carcinogens adhere to firefighters' bunker gear, thus creating a lingering exposure concern. Current safety practices dictate that firefighters be issued two sets of PPE, so that once contaminated the equipment can be washed and dried in equipment designed specifically for that purpose. Maintaining a second set of PPE allows for contaminated equipment to be washed and dried properly, while allowing personnel to remain available to respond to calls.

Police and Fire Mobile And Portable Radios

Radios are the primary communication tool between Fire and Police staff in the field and the dispatch center. Current radios have been discontinued by the manufacturer, or are at the end of their useful life. This funding will support the replacement of Police cruiser radios, Police portable radios, Fire portable and mobile radios, and Emergency Management portable radios.

Police and Fire Mobile And Portable Radios

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Public Safety Desktops, Printers And Peripherals

This request is to provide hardware for locations within the new public safety buildings. An estimated ninety (90) desktops and laptops are required. The majority of this hardware is located in the Fire Department, where there are few if any devices available currently. Often staff members in both Police and Fire are sharing equipment, requiring them to wait for others to finish their work. There are no available desktops or laptops for officers to use for online training or meetings.

Public Safety Mobile Devices

This funding will replace laptops and tablets that are used in the Needham Police and Fire Department Vehicles. The hardware is used to access multiple applications during daily operations. The hardware communicates with the Public Safety CAD software as well as State and Federal databases. The devices themselves are hardened military specification hardware manufactured for use in more intensive environments than normal off the shelf hardware.

Energy Efficiency Upgrade Improvements

An energy efficiency study was conducted for ten municipal buildings in 2011. The results of this study illustrate that if the Town makes an investment in recommended energy upgrades, the cost of these upgrades will pay for themselves within ten years. Unless circumstances require otherwise, FY2020 improvements will include the installation of bi-lighting throughout the building hallways to improve lighting at the Pollard Middle School, and the retro-commissioning of the HVAC at the High Rock School.

High School Locker Reconfiguration

This funding would support the reconfiguration of student physical education lockers at Needham High School to accommodate the increased student population. Currently, there are 508 lockers at the High School. The project will add 111 lockers in the boys' locker room and 104 lockers in the girls' locker room. Currently, each locker room has small, medium and large lockers. The reconfiguration would remove the doors and frames from the medium and large lockers, and would create three new, small lockers from every two medium lockers, and three new small lockers from every one large locker. (The existing small lockers would remain unchanged.) Additionally, a new bank of 30 lockers would be added in the boys' locker room, and 24 new lockers will be added in the girls' locker room.

Mitchell School Restroom Upgrades

There are currently six restrooms at the Mitchell that are not ADA/MAAB accessible. Many of the existing plumbing fixtures are 40 to 60 years old. The current stalls are not the proper size and do not have grab bars, the urinals and dispensers are not set at the proper height, the sinks do not have insulated pipes, and the restrooms do not have the minimum clearance or appropriate turning radius. The restrooms will be upgraded to meet ADA/MAAB requirements.

Newman Preschool Playground Custom Shade Shelter

The Newman Preschool playground is situated in a part of the school that has constant sunlight. Access to the playground is limited to cloudy days or to mild weather, given that there is no available shade. About half of the children who attend the preschool are identified as having special needs, and many struggle with their social-emotional skills. A custom shade shelter would increase the students' comfort and access to the playground, which in turn would create more meaningful social opportunities for them during the day.

Newman School Gym Floor

The floors at the Newman School gym are original to the building. Over the years, they have been subject to buckling. This buckling has accelerated in the past few years, making the conditions in the gym potentially unsafe. Due to the presence of asbestos-containing materials in the subfloor, temporary repairs are not possible. The existing flooring will be removed, the asbestos containing materials will be abated, and new wood sports flooring will be installed.

Pollard School Blue And Green Gym Score Boards

The Department is in the process of designing upgrades for both the Blue and Green gyms at the Pollard Middle School. These upgrades include replacement of the rubber flooring, replacement of siding, painting, and installation of padding, backboards, and winch mechanisms on the basketball hoops. In the Green gym, two sections of pull-out seating will be installed to accommodate classes. After those upgrades are made, the existing scoreboards will need to be replaced – they are beyond their useful life and the technology is outdated. They also contain incandescent bulbs, which are not energy efficient. The scoreboards in both gyms will be replaced with updated, electronic LED scoreboards. Shot clocks will be installed that have wireless controls and technology.

School Furniture & Equipment

In FY2005, Town Meeting approved funding to begin the replacement of furniture in poor and fair condition throughout the School Department. By FY2015, all furniture in poor condition was replaced in the schools. The FY2020 funding request will continue the replacement of furniture in fair condition at the Pollard School, provide funding for new classroom furniture as needed, and will address targeted furniture needs at Eliot and Mitchell Schools.

School Master Plan Supplement

Capital planning for the School Department has grown increasingly complex, given the pressing needs of accommodating Full-Day Kindergarten, providing capacity for a growing enrollment, and repairing and renovating aging facilities. These needs have made it difficult for the School Committee to prioritize the capital needs on the planning horizon. Meeting the identified needs within available resources and reasonable timeframes will require the School Department to carefully consider all of the possibilities and options for prioritizing and scheduling building projects going forward. The proposed study would develop recommendations for long-range school capital plans under different enrollment scenarios/trajectories and the practical considerations of aging buildings. Potential recommendations could involve other buildings and/or non-building solutions like redistricting.

School Photocopier Replacement

In May of 2003, Town Meeting authorized first year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets etc. Currently the School Department owns 45 copy machines. Copier replacement is planned on a life-cycle basis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. This analysis assumes that copiers can be re-deployed around the District as needed, to better match projected usage with equipment capacity.

School Technology Replacement

The FY2020 request would fund the purchase of School Department technology, including desktop computers, printers, interactive white boards (IWBs), specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. The FY2020 request consists of \$519,350 for hardware (computers, printers, interactive white boards, door access controllers, projection screens and TV studio) and \$113,000 for infrastructure replacement (servers, network hardware, wireless data cabling and access points).

Facility Assessment For Sustainable Building Management

A facility assessment helps to guide major repairs and upgrades that may be required to ensure that older buildings remain sustainable. The Broadmeadow and Eliot Elementary Schools are approaching 20 years old, and may require upgrades beyond general maintenance. Many of the systems within the buildings, including heating, ventilation, and air conditioning (HVAC), boilers, and plumbing, are reaching the end of their useful life. A facility assessment will be conducted to determine the condition of the facility and to identify any major repairs and replacement needs.

ARTICLE X: APPROPRIATE FOR ATHLETIC FACILITY IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,500,000 for athletic facility improvements for turf field replacement, to be spent under the direction of the Town Manager,

and to meet this appropriation that said sum be transferred from the Athletic Facility Improvement Fund; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$831,487 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

Sewer Pump Station Improvements

The Town maintains nine sewer pump stations at elevations below the gravity system. Without these stations, sewage would not enter the Town's sewerage system at these locations. This project will fund the design and engineering of the replacement of the Lake Drive pump station. The pump station at this location is beyond its useful life and requires constant maintenance. The pumps are failing more frequently due to electrical or mechanical issues and require more personnel time and emergency funds to keep the station running. The plan is to replace the existing canister pump station with a new canister pump station.

Sewer Fleet Replacement – Specialized Equipment

Unit	Division	Year	Replacement	Amount
35	Sewer/DPW	1999	Catch Basin Cleaner to be replaced in kind.	\$201,487

ARTICLE: APPROPRIATE FOR WASTEWATER SYSTEM REHABILITATION

To see if the Town will vote to raise, appropriate and/or transfer the sum of \$1,600,000 for sewer system rehabilitation, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Section 1 of M.G.L. Chapter 29C, that to meet this appropriation that \$800,000 be transferred from Sewer Enterprise Retained Earnings, and that the Treasurer, with the approval of the Select Board, is authorized to borrow \$800,000 under M.G.L. Chapter 44, Section 7, M.G.L. Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to M.G.L. Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any

federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Town recently completed a study identifying priority areas for inflow and infiltration removal for the next ten years. The Town of Needham, along with numerous other communities, is under Administrative Orders from the Department of Environmental Protection (DEP) to identify and remove Infiltration and Inflow (I/I) in existing sewer systems. Infiltration is defined as groundwater or storm water runoff that enters the system through deteriorated pipe or manhole structures that need to be repaired. Inflow is defined as clean, non-septic water, which is introduced to the system. This water is generally produced by residential sump pumps that drain basements. Unless circumstances require otherwise, this funding will support the design of the removal of the remaining locations of identified infiltration in the system by methods including replacing sewer manholes, lining sewer mains, replacing sewer mains and services, and testing and sealing joints.

ARTICLE: APPROPRIATE FOR WATER DISTRIBUTION SYSTEM IMPROVEMENTS

To see if the Town will vote to raise, appropriate and/or transfer the sum of \$4,791,500 for Water Distribution System Improvements, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Section 1 of M.G.L. Chapter 29C, that to meet this appropriation that \$291,500 be transferred from Water Enterprise Retained Earnings, and that the Treasurer, with the approval of the Select Board, is authorized to borrow \$4,500,000 under M.G.L. Chapter 44, Section 7, M.G.L. Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to M.G.L. Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

Water System Rehabilitation

Through the Water System Rehabilitation Program, the Town's water infrastructure is continually evaluated to assess functionality and performance, and to identify areas in need of repair. Water

infrastructure requires ongoing attention and periodic replacement, and portions of the Town's water infrastructure are 75+ years old and approaching the end of their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Unless circumstances require otherwise, the FY2020 funding will support the replacement of water mains on Bennington Street from High Street to Concord Street, Country Way, and Alder Book Lane, and the design of water main replacement under Rosemary Lake.

Failing Lined Water Main Replacement

The existing water line dates from 1936-1939 and is cast iron with bitumastic or coal tar liner. The lining of these pipes breaks down over time, causing discoloration in the water and concern for the water quality in the areas serviced by this line. The Town began addressing this issue in 2008, when there was approximately 19,000 linear feet of piping in need of replacement. This funding will complete the project and replace the remainder of existing pipe – 5,500 linear feet of 14" water main – with a new 16" water main on Central Avenue from the intersection of Pine Street, and Marked Tree Road to High Rock Street. This project will include replacing the pipe and reconstruction of the road.

TOWN RESERVE ARTICLES

ARTICLE X: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$75,000 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park Field Complex. **The balance in the fund as of March 30, 2019 was \$XX.**

ARTICLE 41: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$166,612 to the Capital Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital item(s) at times when ordinary funding sources are limited or not available. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The recommended appropriation of is equal to the amount that the Town received from the sale of surplus equipment during FY2017. This was one of the sources identified to be contributed to the fund. The balance in the fund as of March 30, 2019 was \$XX.

ARTICLE 42: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy, and that \$X be transferred from XX; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2007 Annual Town Meeting under Article 10 approved the creation of the Capital Facility Fund, as part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then-existing capital facilities. The balance in the fund as of March 30, 2018 was \$26,749.

ARTICLE X: APPROPRIATE FOR WORKERS COMPENSATION RESERVE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$283,706 to the Workers Compensation Reserve Fund, said sum to be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: *The purpose of this request is to replenish the Workers' Compensation Fund which is the Town's reserve fund for paying workers' compensation claims of a prior year and for lump sum settlements up to the limit of the Town's reinsurance limit (for both School and General Government employees.) Typically, the source of funds for this account is any remaining balance in the workers compensation line item contained in the employee benefits and assessments budget. Due to increases in salaries and expenses over the past decade, and the resolution of several long-standing cases, the fund balance has been declining.*

GENERAL ARTICLES & CITIZENS PETITIONS

ARTICLE X: AMEND GENERAL BY-LAW

To see if the Town will vote to amend the General By-Laws by To see if the Town will vote to amend its General By-laws by deleting where ever they appear the word "Selectmen" and the term "Board of Selectmen" and replacing them with the term "Select Board" except in Section 1.9 where the word "Selectmen" be replaced by the term "Select Board Members"; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 47: AMEND GENERAL BY-LAW/ELECTION OF OFFICERS

To see if the Town will vote to amend the General By-Laws by deleting Section 1.9 (k) and inserting in place thereof the following: "(k) Five members of the Board of Health for a term of three years."; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 49: ADOPT M.G.L. C. 44 SECTION 53F ½ - STORMWATER ENTERPRISE FUND

To see if the Town of Needham will accept the provisions of Chapter 44, § 53F½ of the Massachusetts General Laws to establish a stormwater utility as an enterprise fund effective fiscal year 2021; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: EXTINGUISH SEWER EASEMENT

To see if the town will vote to authorize the Select Board to extinguish a sewer and drain easement from Greendale Avenue to the Route 128 Right-of-Way; more fully described in an order of taking number 1959-4, dated July 14, 1959 and recorded at the Norfolk County Registry of Deeds in Book 3743, Page 551; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND GENERAL BY-LAW/STRETCH ENERGY CODE

To see if the Town will vote to amend its General By-Laws by adding thereto Section 3.10 entitled “Stretch Energy Code” for the purpose of regulating the design and construction of buildings for the effective use of energy, pursuant to Appendix 115.AA of the Massachusetts Building Code, 780 CMR, the “Stretch Energy Code”, including future editions, amendments, or modifications thereto, as set forth below; or take any action relative thereto.

Section 3.10 STRETCH ENERGY CODE

3.10.1 Definitions

International Energy Conservation Code (IECC) - The International Energy Conservation Code (IECC) is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on a three-year cycle. The baseline energy conservation requirements of the MA State Building Code are the IECC with Massachusetts amendments, as approved by the Board of Building Regulations and Standards.

Stretch Energy Code - Codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115.AA of the Massachusetts building code, the Stretch Energy Code is an appendix to the Massachusetts building code, based on further amendments to the International Energy Conservation Code (IECC) to improve the energy efficiency of buildings built to this code.

3.10.2 Purpose The purpose of 780 CMR 115.AA is to provide a more energy efficient alternative to the Base Energy Code applicable to the relevant sections of the building code for new buildings.

3.10.3 Applicability This code applies to residential and commercial buildings. Buildings not included in this scope shall comply with 780 CMR 115.AA, as indicated.

3.10.4 Stretch Energy Code The Stretch Energy Code, as codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115.AA, including any future editions, amendments or modifications, is herein incorporated by reference into this section.

3.10.5 Enforcement The Stretch Energy Code is enforceable by the Building Commissioner effective January 1, 2020.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: HOME RULE PETITION – TOWN MEETING

To see if the Town will vote to authorize the Select Board to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that the legislation be adopted precisely as follows;

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

SECTION 1. Chapter 403 of the acts of 1971, as most recently amended by Chapter 341 of the Acts of 2018 be amended as follows:

In Section 11. Time, Notice, Conduct and Adjournment of Town Meeting, by striking out the first paragraph and inserting in its place the following paragraph: “The annual town meeting for the election of town officers and such other matters as may be voted on the official ballot thereof shall be held in February, March, April or May of each year, on a date fixed by by-law. The annual town meeting for the transaction of business by the representative town meeting shall be divided into two business meetings. The first business meeting shall be held in May of each year and the second business meeting shall be held in November of each year, on dates fixed by by-law. Proposed amendments to the Needham Zoning By-Law shall be considered during the second business meeting.”

SECTION 2. This act shall take effect January 1, 2020.

Or take any other action relative thereto.

INSERTED BY: Joshua Levy, et. al.

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: HOME RULE PETITION – RESOLUTION TO CALL FOR THE UNITED STATES TO “PULL BACK FROM THE BRINK” AND PREVENT NUCLEAR WAR—AN EXISTENTIAL THREAT TO THE FUTURE OF HUMANITY AND THE PLANET

Moved, that Town Meeting adopt the following Resolution, or take any other action in relation thereto:

**RESOLUTION TO CALL FOR THE UNITED STATES TO “PULL BACK FROM THE BRINK”
AND PREVENT NUCLEAR WAR—AN EXISTENTIAL THREAT TO THE FUTURE OF
HUMANITY AND THE PLANET**

WHEREAS, since the height of the Cold War, the United States and Russia have dismantled more than 50,000 nuclear warheads, but approximately 15,000 of these weapons still exist and, thus, still pose an intolerable risk to human survival; and

WHEREAS, approximately 95 percent of these weapons are in the hands of the United States and Russia, while the remainder are held by 7 other countries, namely, China, France, Israel, India, North Korea, Pakistan, and the United Kingdom; and

WHEREAS, nuclear war would directly kill hundreds of millions of people and cause unimaginable environmental damage; and

WHEREAS, there is a high probability that such a nuclear war would lead to catastrophic climate disruption dropping temperatures across the planet to levels not seen since the last ice age, thus resulting in the starvation of the vast majority of the human race, quite possibly leading to our extinction and the extinction of multiple other species; and

WHEREAS, even the use of a tiny fraction of these weapons would cause worldwide climate disruption and global famine; e.g., as few as a 100 Hiroshima-sized bombs (small by modern standards) would put at least 5 million tons of soot into the upper atmosphere and cause climate disruption across the planet, cutting food production and putting 2 billion people at risk of starvation; and

WHEREAS, despite the popular notion that these arsenals exist solely to guarantee they will never be used, on multiple occasions nuclear armed states have proceeded to the brink of using these weapons, and their use was narrowly averted; and

WHEREAS, former Defense Secretary Robert McNamara—speaking about the Cuban Missile Crisis in The Fog of War—said, “It was luck that prevented nuclear war”; and

WHEREAS, our nuclear policy must NOT be subject to the whims of “luck;” and

WHEREAS, the growing climate crisis is stressing communities around the world and intensifying the likelihood of conflict, and, thus, the danger of war and the possibility of escalating to nuclear war; and |
WHEREAS, the planned expenditure of more than \$1 trillion dollars to enhance the U.S. nuclear arsenal will not only increase the risk of nuclear disaster but also fuel a global arms race and divert crucial resources needed to assure the well-being of the American people and people all over the world; and

WHEREAS, in July 2017, 122 nations called for the elimination of all nuclear weapons by adopting the Treaty on the Prohibition of Nuclear Weapons.

BE IT RESOLVED THAT the Town of Needham, Massachusetts, acting through its elected Representative Town Meeting, calls upon our federal leaders and our nation to make nuclear disarmament the centerpiece of U.S. national security policy and to work toward the goal of signing the Treaty on the Prohibition of Nuclear Weapons.

BE IT FURTHER RESOLVED that Town Meeting, calls upon our federal leaders and our nation to spearhead a global effort to prevent nuclear war by:

- renouncing the option of using nuclear weapons first;

- ending the president’s sole, unchecked authority to launch a nuclear attack;
- taking U.S. nuclear weapons off “hair-trigger” alert;
- cancelling all plans to add weapons to the U.S. nuclear arsenal that would make it more likely that leaders will initiate nuclear war; and
- actively pursuing a verifiable agreement among nuclear armed states to eliminate their nuclear arsenals.

BE IT FURTHER RESOLVED that Town Meeting requests that the Town Clerk send a copy of the Resolution adopted by Town Meeting to our U.S. Congressional Representative Joseph P. Kennedy, III, U.S. Senator Elizabeth Warren, U.S. Senator Edward J. Markey, and President Donald J. Trump.

INSERTED BY: Joseph McCabe, et. al.

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND ZONING BY-LAW – SELF STORAGE FACILITIES IN MIXED USE-128 DISTRICT

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

1. In Section 1.3 Definitions, by adding the following after the existing definition of “Retaining Wall” and before the existing definition of “Setback”:

“Self-Storage Facility – a climate-controlled facility constructed and configured to allow access to individuals or businesses who will lease individually self-contained units of the facility for the storage of personal or business possessions, excluding the storage of flammable liquids, gas or explosives.”

2. Section 3.2.6 Uses in the Mixed-Use-128 District, by adding a new subsection (m) to subsection 3.2.6.2 Uses Permitted By Special Permit, to read as follows:

“(m) Self-Storage Facility.”

3. Section 5.1.2 Required Parking, by adding a new subsection (21), to read as follows:

“(21) Self-Storage Facility

One space per 10,000 square feet of floor area,
plus one space per full-time employee”

INSERTED BY: Michael Suprenant, et. al.

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town

officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Select Board

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

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

Given under our hands at Needham aforesaid this 12th day of February, 2019.

DANIEL P. MATTHEWS, *Chair*
JOHN A. BULIAN, *Vice Chair*
MAURICE P. HANDEL, *Clerk*
MATTHEW D. BORRELLI
MARIANNE B. COOLEY

Select Board of Needham

A true copy,
ATTEST _____ 2019

Constable (month) (day)
ATTEST _____ 2019
Constable (month) (day)



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 2/12/2019

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 SELECT BOARD
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:	-\$1,124.40
Water Irrigation:	-\$87.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$5,715.05
Transfer Station Charges:	\$0.00
Total Abatement:	-\$6,926.45

Order #: 1268

Read and Approved:


Assistant Director of Public Works
2/12/19
Director of Fin. & Admin / Public Services

For the Board of Selectmen

2/12/19

Director of Public Works

**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	Khan	Sakib	41153	10568	47	ST. Mary Street	\$0.00	-\$847.95	-\$5,065.32	-\$5,913.27	ACC	N
DB	Ravech	Louis E	14173	14736	43	Meredith Circle	-\$87.00	\$0.00	\$0.00	-\$87.00	ACC	N
DB	Mihov	George & Marina	42609	16450	86	Gay Street	\$0.00	-\$75.75	-\$71.75	-\$147.50	ACC	N
JO	Council of Aging (2)						\$0.00	-\$200.70	-\$577.98	-\$778.68	COA	N
Total:										-\$6,926.45		

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

[Signature]
2/2/19

Town of Needham
Select Board
Minutes for January 29, 2019
Needham Town Hall
Select Board's Chamber

6:00 p.m. Call to Order:
A meeting of the Select Board 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.

6:00 p.m. Certificate of Appreciation - Abdul Cader Amal MD, PhD., Human Rights Committee:

Mr. Bulian read a Certificate of Appreciation recognizing the six years of membership, input, and guidance of Abdul Cader Amal MD, PhD on the Needham Human Rights Committee.

Motion by Mr. Bulian in recognition of six years of membership on the Needham Human Rights Committee. Your thoughtful input and guidance to this Committee has been invaluable to the Town. We appreciate your dedication to such a worthy cause. Thank you for your service.

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

Mr. Handel commented Dr. Abdul works very hard promoting human rights, and the recognition is well deserved.

6:04 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Select Board accept and approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

1. Affordable Housing Trust Avery Newton (term expires 6/30/2022)
2. Needham Community Television Michael Fraini (term expires 6/30/2022)
Development Corporation

CONSENT AGENDA

1. Accept the following donations made to the Needham Community Revitalization Trust Fund: \$100 from Timothy Kickham, \$500 from Holly and Bruce Johnstone, and \$50 from John and Marcia Russo.
2. Approve a One Day Special Wines & Malt Beverages License for Martin Goldberg, of Temple Beth Shalom to hold its TBS Comedy Night event on February 2, 2019 from 7:00 p.m. to 11:00 p.m. The event will be held at the Temple Beth Shalom, 670 Highland Avenue, Needham.

3. Ratify Citation for the Chinese Friends of Needham on the occasion of the 2019 Chinese New Year Celebration.
4. Upon the approval of the Personnel Board in accordance with Section 20B(5) of the Town Charter, approve the revised Schedule C rates for part-time, temporary and seasonal positions effective January 1, 2019.
5. Approve a request from the Exchange Club of Needham to sponsor 4th of July fireworks on Wednesday, July 3, 2019 and activities on Wednesday, July 3, 2019, and Thursday, July 4, 2019. Activities on the 4th will include a Flag Raising on the Town Common, the Grand Parade, a 5K road race, the Crafts Fair/Flea Market, and athletic competitions for younger children. Coordination of all additional activities will be made with appropriate Town Departments.
6. Approve a Special One Day Wine & Malt Beverages Only license for Robert Timmerman of the Needham Knights of Columbus to host its annual SuperBowl Party for Seminarian Support on Sunday, February 3, 2019 from 4:00 p.m. to 10:00 p.m. The event will be held at Needham Knights of Columbus, 1211 Highland Avenue, Needham.
7. Approve and sign application for an amendment, Non-Profit Club Change of Officers/Directors for the Village Club, located at 83 Morton Street, Needham and forward to the ABCC for its approval.
8. Approve Open Session minutes of December 19, 2018, January 8, 2019 and January 22, 2019.
9. Approve a request from Village Club to extend operational hours on February 3, 2019 (Super Bowl Sunday) for the Club (lower) portion only: Last call – 11:00 pm; Members off premises – 11:30 pm; and everyone (bartender) off premises – 12:00 am.
10. Accept a \$150 donation made to the Needham Aging Services Donation Account from Ellen Knizeski, a resident of Connecticut.
11. Approve and sign the liquor compliance letters for the following establishments: Cook Needham, Fuji Steak House, The Farmhouse, The Heights, The Residence Inn, and Needham Wine and Spirits.

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

6:05 p.m. Public Hearing: Eversource Energy Grant of Location Burnside Road/High Street
Maureen Carroll, Eversource Energy Representative appeared before the Board to discuss a request from Eversource Energy for permission to install approximately 7 feet of conduit in Burnside Road. Ms. Carroll said this work is necessary to relocate the existing overhead electric service to underground electric service for 59 High Street.

Ms. Fitzpatrick indicated all paperwork is in order. However, she noted some work was performed before the Grant of Location was approved.

Mr. Matthews noted the attendance of the builder and homeowner.

He said Grant of Location applications are relatively straight forward, but sometimes contractors start work prior to approval creating problems and potentially preventing homeowners from receiving their Certificate of Occupancy permit.

Mark Wombolt, builder acknowledged the error and said it would not happen again.

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

Motion by Mr. Handel that the Select Board approve and sign a petition from Eversource Energy to install approximately 7 feet of conduit in Burnside Road. This work is necessary to relocate the existing overhead electric service to underground electric service for 59 High Street.

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

6:10 p.m.

Ambulance Rates:

Dennis Condon, Chief of the Fire Department, David Davison, Assistant Town Manager/Director of Finance, and Evelyn Poness, Town Treasurer/Collector appeared before the Board with recommendations to change the Town ambulance rates for emergency medical transport services.

Dave Davison said the rates were last changed in June 2017, which was the first time rates were changed in a number of years. At that meeting, the Select Board recommended adjusting rates in smaller percentages, hence discussion tonight. He explained the rate adjustments.

Discussion ensued on the possibility of having one rate, rather than two rates, for travel mileage. Medicare reimbursement rates, medical supplies, ambulances, and labor increases were discussed.

Motion by Mr. Handel that the Board approve the revised ambulance rates as follows:

Basic Life Support (BLS):	\$1,230.00
Advanced Life Support (ALS):	\$1,635.00
Advanced Life Support (ALS-2)	\$2,505.00
Extra EMT:	\$ 200.00
Mileage Rate (for travel 5 miles or less):	\$ 15.00/per mile*
Mileage Rate (for travel beyond 5 miles):	\$ 20.00/per mile*

and further that the rates become effective on March 31, 2019.

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

6:19 p.m.

Abatement of Ambulance Charges:

Dennis Condon, Chief of the Fire Department, David Davison, Assistant Town Manager/Director of Finance, and Evelyn Poness, Town Treasurer/Collector appeared before the Board to review the request to abate outstanding ambulance charges for the services provided prior to January 1, 2001 totaling \$135,508.95 and the outstanding ambulance charges billed for services provided between January 1, 2007 and December 31, 2011 totaling \$367,322.23

Mr. Davison said discussion concerning abatement of ambulance charges occurred in 2008, when ambulance bills were written off from 2001-2006. He said bills older than 2001 were not included in the original motion for abatement. He also asked the Board to approve abatement of bills, deemed uncollectible/unenforceable for services provided from January 1, 2007 to December 31, 2011. Mr. Davison said discussion for writing off more current charges, also requiring Board approval, will be scheduled in the next few weeks. He again noted there are a number of reasons why 100% of charges cannot be collected, some contractual and/or legal, requiring approval by the Board.

Discussion ensued on collecting monies, billing services, and the cost of emergency services. Mr. Davison said a meeting will be scheduled with the Select Board to seek its guidance and to discuss ways of approaching collections.

Motion by Mr. Handel that the Board approve the recommendation to abate outstanding ambulance charges billed for services provided prior to January 1, 2001 totaling \$135,508.98 and that the Board abate outstanding ambulance charges billed for services provided between January 1, 2007 and December 31, 2011 totaling \$367,322.23.

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

6:30 p.m.

Town Manager:

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

1. Rail Trail Grant Application

Ms. Fitzpatrick asked the Board to endorse the Rail Trail Grant application for construction of the Fisher Street Trailhead on the Rail Trail.

Ms. Fitzpatrick noted the attendance of Tad Staley of the Rail Trail Association. It was also noted the Select Board previously endorsed a CPA funding application for the design of the trailhead.

Motion by Mr. Handel that the Board vote to endorse the application for funding for the construction of the Fisher Street Trailhead on the Rail Trail.

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

Mr. Matthews commented the Rail Trail is a great amenity for the Town, and the construction of the Fisher Street Trailhead will make it even more usable.

2. Naming of Facilities - Cogswell Building

Ms. Fitzpatrick proposed that the Board consider naming the new Central Avenue Storage Building after long time Needham resident Jack Cogswell, who passed away on June 1, 2018. Ms. Fitzpatrick commented that the number of boards and committees and length of service to the Town by Mr. Cogswell is almost without parallel. She particularly noted Mr. Cogswell's passion for matters of Public Works, and his "bubble speech," when he convinced Town Meeting that appropriate investment in roads and public infrastructure was critically necessary and overdue.

Ms. Fitzpatrick said the Board's naming policy requires that the Board discuss the proposal and vote on it at a subsequent meeting, in case there are any members of the public who wish to weigh in.

Mr. Matthews said Jack was a great friend to all members of the Board. He said Jack helped the public understand Public Works issues and their importance to the community. He thanked Ms. Fitzpatrick for bringing the idea forward, saying it is a terrific idea. The Board concurred with Mr. Matthews.

Mr. Matthews said a vote will be taken at a later date, and said comments from the public are welcome.

3. FY2020 Budget Presentation

Ms. Fitzpatrick presented the proposed annual balanced budget for FY2020. She commented the Town Manager's budget message and budget document will be available on line. Ms. Fitzpatrick commented the word for the budget this year is "flourish," defining Needham as growing and developing in a healthy and/or vigorous way as a result of the particularly favorable environment. She commented the Town is flourishing not only because of the particularly healthy economic environment, but also because of the commitment to planning followed through on by all of the Town Boards and Committees. Ms. Fitzpatrick discussed the budgets "best practices" guiding development of the annual budget.

A PowerPoint presentation was viewed.

Ms. Fitzpatrick commented on revenues. She highlighted the Board's plan with respect to reserves, capital facilities, and service delivery improvements. She said the budget plan set by the Board to divert recurring revenue to the debt service stabilization fund, has helped to fund a full-day kindergarten proposal without the need for an override. She commented on the Board's capital facilities plan for eight buildings, in which steady progress is being made. Also noted were service delivery improvements including full-day kindergarten, as well as improvements in public safety, staffing at Rosemary Pool, Health and Human Services, and some administrative services. She concluded the total general fund expenditures proposed for FY2020 is \$194 million (up 5.6% from the prior year). Generally speaking, Ms. Fitzpatrick said major changes in the budget from FY2019 to

FY2020 are primarily in the area of town-wide expenses, noting the debt service area is up most significantly at just under 28%. She commented on Town-wide expenses for the year showing OPEB to be flat, employee benefits up 1.8% (which includes increases in head count), retirement funds, as well as other budget drivers including the Fire Department, Public Schools, and the RTS Enterprise Fund which has been rolled into the DPW budget. Ms. Fitzpatrick said Park and Recreation is showing a significant percentage increase because it is a fairly small budget, due to shared staff and the possibility of a longer pool season. Ms. Fitzpatrick commented this is also the first year of the Minuteman High School assessment for the new building, noting a lower enrollment at the school for the next year or two makes everyone's share of the cost higher per pupil. She said future enrollment growth will stabilize Needham's share of the cost with respect to the budget.

Discussion continued on General Fund revenue sources and key budget drivers, and items not recommended for inclusion in this years' budget.

Ms. Fitzpatrick concluded by quoting Will Durant "We are what we repeatedly do, excellence is not an act but a habit." She said relentless focus on the plan put in place has brought the Town to a good position.

Discussion ensued on the monetary amount requested for the hiring of a new Director of Communications, when weighed against other requests not being funded. Ms. Fitzpatrick explained the role of the Director of Communications and how the position will serve all departments, as well as engage with the community.

Mr. Borrelli commented he sees the need, but wants to make sure the monetary request matches with the work load of the job description.

Mr. Matthews said the position must be paid at a professional level because while managers are attempting to get information out, they are working outside of their expertise and taking time away from things they could be doing. He said it is a priority to hire a Director of Communications.

Ms. Cooley commented the skill of digital storytelling is not a skill of some generations. She said the goal is to take the skill and leverage it elsewhere, across all departments.

Mr. Bulian commented that not too long ago, Needham had two functioning newspapers that kept residents up to date, but times have changed. He said the void must be filled.

Motion by Mr. Handel that the Board vote to recommend approval of the Town Manager's proposed annual budget for FY2020.

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

Mr. Matthews thanked Town staff for their attention to detail and planning, so that revenues now allow for full day kindergarten without having an override, while also expanding public safety, funding the position of Director of Communications, as well as planning for longer term items.

7:20 p.m. Executive Session: Exception 3 - Potential Litigation

Motion by Mr. Handel that the Select Board 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.

Not to return to open session prior to adjournment.

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

Mr. Matthews said the Select Board will adjourn so members can attend the Planning Board hearing in progress in Powers Hall.

Note: The meeting adjourned at 7:25 p.m.



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

2019 JAN 28 P 2:00

e-mailed 1/28/19
ph.w/ck 1/28/19

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☐ RUN ☒ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event:

Needham Baseball & Softball
Opening Day Parade

Name of Organization:

NB & S

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

If yes, name of Town and date:

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

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

Organization Mailing Address:

☒ **Organization
is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

Primary Contact:

Melissa Gerber Lessonde

Contact Title:

Special Events Director

Contact Address:

206 Maple St.
Needham, MA 02492

Contact Phone (Day):

Contact Phone (Cell):

781-664-8668

Contact Email:

MGLasso2009@gmail.com

Event Date(s): Sunday, April 28	Date Expected to be in Needham: 04/28
Earliest Time Expected in Needham: 10:30 AM	Latest Time Expected in Needham: 11:45 AM
Number of Expected Participants: 1000	Number of Expected Spectators at Peak Time: 1000
Are participants charged a fee? ☐ YES ☒ NO	
Estimated Number of Vehicles: 1 firetruck	What type of Parking is required: Greene's Field + DeFazio
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: Street parking at Greene's Field and lot parking at DeFazio	
Are event organizers available to meet with members of the Town to plan event? ☒ YES ☐ NO	Do event organizers foresee the need for any road closures (subject to police review)? ☒ YES ☐ NO
What will be done in case of inclement weather? Cancelled	
Will neighborhoods be impacted by parking and traffic? limited impact on parade route	
What activities are planned for the start of the race (if in Needham)? Gather at Greene's Field	
What activities are planned for the end of the race (if in Needham)? Ceremony at DeFazio	

What facilities are needed for the start of the race (if in Needham)?

none

What facilities are needed for the end of the race (if in Needham)?

None

Once the event begins, how long will it take to complete the event?

One hour

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?

NO

Will volunteers be placed along the route?

Yes walking in parade

Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.

band in parade

Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)

at DeFazio pavilion

Will portable toilets be used? List locations.

NO

Will hydration stops be set up along route? If yes, please include these on route plan.

NO

If the event takes place after dark, what is the plan to meet lighting needs?

n/A

What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?

Fire Department
volunteers

Does the event take place during commuter times?

NO

Is school in session during the event? Will school drop off or pick up be impacted by the event?

NO

Are businesses open during the time of the event?

Limited

Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)

NO

Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	Yes - briefly at the start
What is the plan to handle trash?	No trash expected

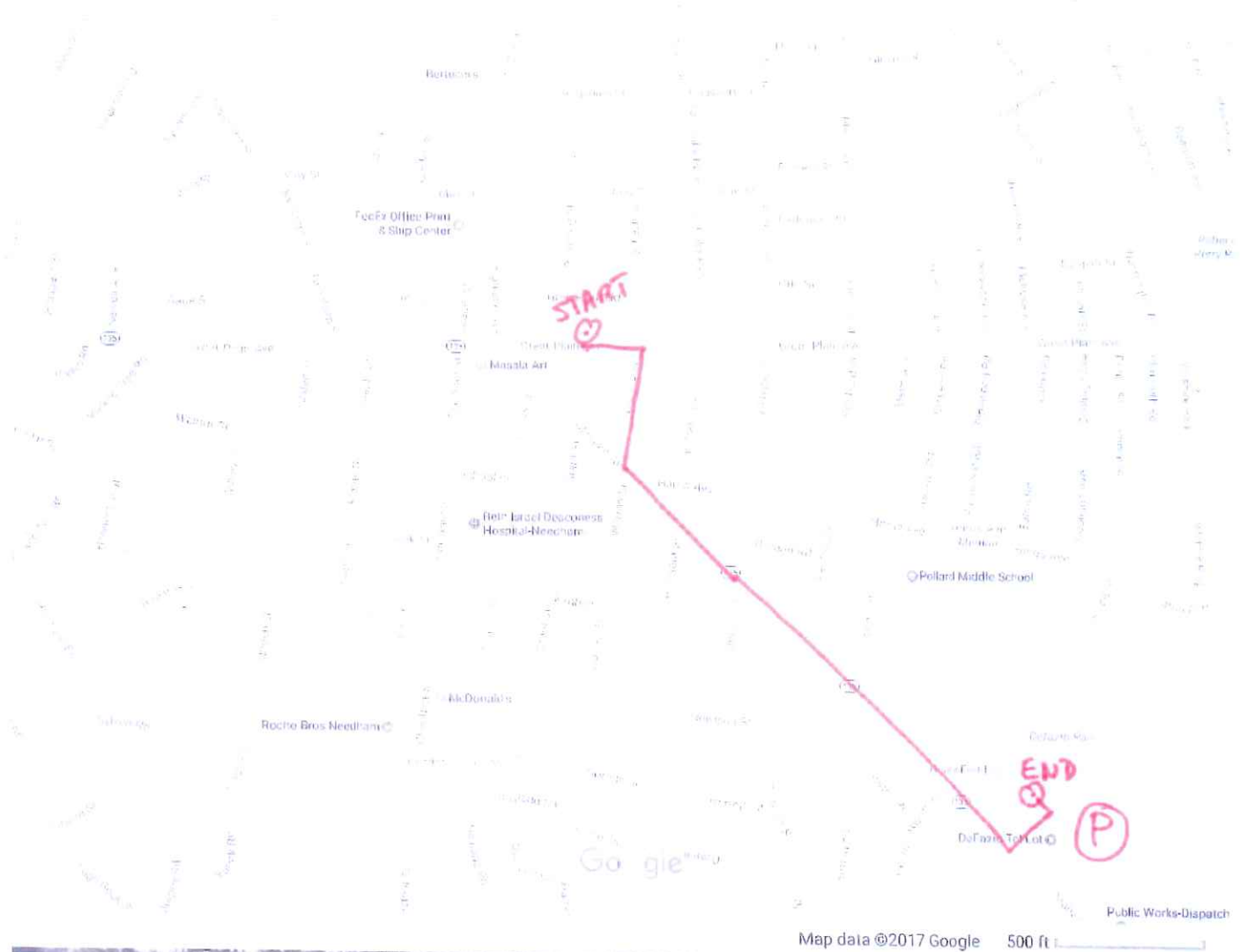
Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

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

PLEASE NOTE:

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

Google Maps Greene's Field



Greene's Field

pd: 10/10/18 cash
e-mailed 1/8/19



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☒ RUN ☒ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event:

1 mile
Charles River Center 5K Run

Name of Organization:

Charles River Center

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

If yes, name of Town and date:

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

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

Organization Mailing Address:

59 E. Militia Heights Drive Needham

☒ **Organization
is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

59 E. Militia Heights Drive Needham, MA

Primary Contact:

Hilary Ryan

Contact Title:

VP, Development

Contact Address:

Charles River Center
59 E. Militia Heights Drive Needham, MA 02492

Contact Phone (Day):

(781) 972-1030

Contact Phone (Cell):

(617) 835-6130

Contact Email:

hryan @ charlesrivercenter.org

Event Date(s): 9/22/2019	Date Expected to be in Needham: 9/22/2019
--	---

Earliest Time Expected in Needham: 9:00 AM	Latest Time Expected in Needham: 12:00 pm
--	---

Number of Expected Participants: 600	Number of Expected Spectators at Peak Time: 11:00 AM
--	---

Are participants charged a fee? ☒ YES ☐ NO
--

Estimated Number of Vehicles: 300	What type of Parking is required: vehicle parking
---	---

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: requesting public facilities to approve Newman School parking lot between 8:00AM - 2:00pm
--

Are event organizers available to meet with members of the Town to plan event? ☒ YES ☐ NO	Do event organizers foresee the need for any road closures (subject to police review)? ☒ YES ☐ NO
--	---

What will be done in case of inclement weather? The event will be canceled.

Will neighborhoods be impacted by parking and traffic? Yes neighborhood adjacent to the Charles River Center
--

What activities are planned for the start of the race (if in Needham)? Race day registration and packet pick up at the Charles River Center.
--

What activities are planned for the end of the race (if in Needham)? Post race festivities, including food, drink and kid activities at the Charles River Center.

What facilities are needed for the start of the race (if in Needham)?	
None	
What facilities are needed for the end of the race (if in Needham)?	
None	
Once the event begins, how long will it take to complete the event?	
up to 2 hours	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	signs are located at both the start and finish lines, as well as along route (see route map)
Will volunteers be placed along the route?	Yes
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	Yes 59 E. Militia Heights Drive
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	Yes
Will portable toilets be used? List locations.	Yes 59 E. Militia Heights Drive
Will hydration stops be set up along route? If yes, please include these on route plan.	Yes
If the event takes place after dark, what is the plan to meet lighting needs?	No
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	First aid station at the finish line staffed by nursing personnel.
Does the event take place during commuter times?	No
Is school in session during the event? Will school drop off or pick up be impacted by the event?	No
Are businesses open during the time of the event?	Yes
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	Yes

Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	No
What is the plan to handle trash?	Charles River Center will remove all trash along the route.

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

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

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pd. w/ck. 11/2/18
emailed 1/8/19

Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☒ RUN

☒ WALK

☐ BICYCLE

☐ MOTORCYCLE

Name of Event: Great Bear Run

Name of Organization:
Needham Track Club

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

If yes, name of Town and date:

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

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

Organization Mailing Address:

Needham Track Club
53 Coulton Park
Needham MA 02492

☒ **Organization
is
Not-for-Profit**

Primary Contact: John Hrones

Contact Title: Director

Contact Address: 53 Coulton Park, Needham MA 02492

Contact Phone (Day) : 781-449-4954

Contact Phone (Cell) : 781-856-4088

Contact Email: needhamtrackclub@gmail.com

Event Date (s): Sunday, May 19, 2019	Date Expected to be in Needham : Sunday, May 19, 2019
Earliest Time Expected in Needham : set-up starts at 7:30 am; First race (5K) starts at 10:30 am	Latest Time Expected in Needham : children's 400K ends by 3:00 pm; clean-up should be complete by 4 pm
Number of Expected Participants : 1100	Number of Expected Participants at Peak Time: 550
Are participants charged a fee? ☒ YES ☐ NO	
Estimated Number of Vehicles : 200 (at peak)	What type of Parking is required?: Within walking distance of the Pollard School
Are event organizers available to meet with members of the Town to plan event: ☒ YES ☐ NO	Do event organizers foresee the need for any road closures (subject to police review)? ☒ YES ☐ NO
What will be done in case of inclement weather?: Registration and events for small children will be held inside Pollard School; other events will be held outside	
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: Parking lots of Pollard will be utilized. Additional parking will be on streets between Harris and Great Plain per police instructions and appropriate signage.	
Will neighborhoods be impacted by parking and traffic?: Traffic is not expected to be a problem. Parking will be heavier than usual on the side streets. (Note – we have not had complaints in the past on the parking.)	
What activities are planned for the start of the race (if in Needham)? Event registration	
What activities are planned for the end of the race (if in Needham)? Short awards ceremony	
What facilities are needed for the start of the race: Pollard school and grounds (arrangements are being made with the school department)	
What facilities are needed for the end of the race: Pollard school and grounds (arrangements are being made with the school department)	

Once the event begins, how long will it take to complete the event?: Set-up and registration takes place 7:30-10:15 am. The events take place from 10:30 am – 3 pm Clean-up takes place 3 – 4 pm

<i>Are signs requested to post at the start of the race? At the end of the race? Are signs requested along the route?</i>	On race day morning, small directional and informational signs are posted along the course. Signs are also posted at Pollard School. All signs are removed after race day afternoon.
<i>Will volunteers be placed along the route?</i>	Yes, road marshals are located where course turns or traffic is expected.
<i>Will you be using a sound system (includes music)? If yes, please describe where and when it will be used.</i>	Yes, it will at Pollard School (directed into the courtyard) from about 9:30 am – 2:00 pm
<i>Will there be any food be served (contact Needham Health Dept: 781-455-7500 x262)?</i>	Yes
<i>Will portable toilets be used? List locations</i>	Yes – being arranged with school department – behind auditorium wall
<i>Will hydration stops be set up along the route? If yes, please include these on route plan</i>	Yes – on Livingston Circle
<i>If the event takes place after dark, what is the plan to meet lighting needs?</i>	NA
<i>What safety measures are being made for participants and spectators? What are the plans for handling first aid and medical emergencies?</i>	We request that Harris Avenue be closed to through traffic (Bradford to Eaton) 9:45 am – 3 pm. (Bradford to Wilshire Park) 11:45 am – 1:30 pm) Hospital medical staff member will be at race. We will work with detail police officer to call in support as needed.
<i>Does the event take place during commuter times?</i>	No

<i>Is school in session during the event?</i>	No
<i>Is school in session during the event? Will school drop off or pick up be impacted by the event?</i>	No
<i>Are businesses open during the event?</i>	Several small businesses near Hersey train station
<i>Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)</i>	No
<i>Are there any churches/houses of worship located along the event route? Will church / house of worship services take place during the event?</i>	NA
<i>What is the plan to handle trash?</i>	Trash put in dumpster located in front Pollard parking lot.
<i>Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham MA 02492</i> <i>• Event route map (include map and text of route, parking plan, volunteer placement)</i> <i>• Application fee (\$25 events that start and end in Needham, \$50 event passes through Needham)</i> <i>• Certificate of insurance</i>	
<i>PLEASE NOTE:</i> <i>For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.</i>	

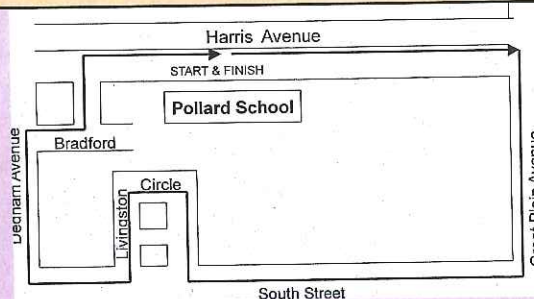
Event	Time	Course Route
5K	10:30 am	From Pollard School, go down Harris Avenue heading out of town, turn right on Great Plain, turn right on South Street, turn right on Livingston Circle, turn right on South Street, turn right on Dedham Avenue, turn right on Bradford Street, turn right on Harris Avenue finishing in front of Pollard School
1 Mile Run 1 Mile Walk/Run Prostate Walk	12:15 pm	From Pollard School, go down Harris Avenue heading out of town, turn right on Prince around the loop and right on Harris Avenue, take a U-turn on Harris Avenue (at Wilshire Park). Proceed on Harris Avenue toward town, take a U-turn on Harris Avenue (between Bradford and Webster Streets) and finish in front of Pollard School
Bearathon	1:00 pm	Takes place on Harris Avenue in front of Pollard School
100 Meter Run	1:30 pm	School side of Harris Avenue (between Bradford and Eaton)
200 Meter Run	2:00 pm	Both sides of Harris Avenue (between Stevens and Eaton roads)
400 Meter Run	2:15 pm	Both sides of Harris Avenue (between Bradford and Eaton roads)

5K Run

Brown Bear 5K Run Age Group Records

Records set in 2017 are in Bold. Five-year Age Group Records are in *Italics*.

Age	Boys / Men	Time	Age	Girls / Women	Time
4	James Castle, Wellesley '12	43:19			
5	Reid Lovett, Needham '17	43:25			
6	Steven Stants, Needham '12	31:44	6	Mari Laidlaw, Needham '16	30:15
7	Jack Carroll, Needham '11	25:11	7	Mari Laidlaw, Needham '17	26:46
8	Lucas Davis, Needham '02	23:25	8	Michelle Schaeffer, Newton '01	24:29
9	<i>Peter Crapsey, Jr., Haverhill '13</i>	<i>21:14</i>	9	<i>Mia Burrus, Cranston RI '15</i>	<i>23:06</i>
10	Sam Toolin, N Kingston RI '12	19:32	10	Miley Bletzer, Hampton '17	21:22
11	Ryan Young, Londonderry NH '14	19:11	11	Caroline Phelps, Natick '11	21:42
12	Eric Turolski, Dorchester '99	19:36	12	<i>Caroline Phelps, Natick '12</i>	<i>20:18</i>
13	<i>Michael Durkin, Cohasset '11</i>	<i>18:41</i>	13	Margaret Cullen, Needham '11	20:23
14	Billy Godfrey, Merrimack NH '04	18:47	14	Heather Kuil, Concord NH '95	22:12
15	Tom Capo, Falmouth '91	17:39	15	Lauren Astracher, Newton '10	22:02
16	Andy Nelson, Needham '99	18:00	16	Kate Ellinger, Wellesley '10	21:11
17	Barry Roy, Fitzwilliam NH '93	17:26	17	<i>Kathryn Masselam, Needham '94</i>	<i>20:09</i>
18	<i>Charles Beard, Needham '06</i>	<i>16:31</i>	18	Kate Murphy, Needham '95	21:19
19	Brian Kates, Sharon '91	16:39	19	Amy Hall Newton '96	22:20
20	<i>Amos Sang, Springfield '14</i>	<i>14:45</i>	20	Meredith Sheehan, Norwood '06	21:02
21	Philip Galesbach, Medford '12	15:51	21	Lauree Cameron, Newton '93	21:21
22	Mike Capparella, Walpole '91	16:06	22	Kate Ellinger, Wellesley '16	19:28
23	Paul Dunton, Fitzwilliam NH	17:10	23	<i>Rebecca Carazza, Hopkinton '94</i>	<i>18:50</i>
	<i>ica Plain '92</i>	<i>15:40</i>	24	Debra Pace, Brookline '99	19:47
	<i>ica Plain '98</i>	<i>17:40</i>	25	Christine Doherty, Needham '09	20:16
	<i>te, S. Hadley '05</i>	<i>16:23</i>	26	Biliana Mihaylova, Ayer '16	19:35
	<i>almouth '91</i>	<i>15:16</i>	27	<i>Judith Spolidoro, Duxbury '08</i>	<i>17:44</i>
	<i>Wayland</i>	<i>15:33</i>	28	Susan McNatt, Needham '94	18:57
	<i>is '08</i>	<i>15:28</i>	29	Barbara Remmers, Chestnut Hill	17:57
	<i>nton '94</i>	<i>15:27</i>	30	Amanda Kourtz, Needham '14	18:23
	<i>dy '16</i>	<i>15:21</i>	31	<i>Alayne Adams, Cambridge '93</i>	<i>17:39</i>
	<i>dy '17</i>	<i>15:24</i>	32	Katherine Latten, Clinton '93	18:21
	<i>amb. '93</i>	<i>15:12</i>	33	Sue LaChance, Lunenburg '93	18:17
	<i>enberg '93</i>	<i>15:30</i>	34	Nanci Sirois, Windham NH '93	18:23
	<i>ewton '93</i>	<i>15:16</i>	35	Monica Staley, Needham '92	19:20
	<i>ley '96</i>	<i>16:45</i>	36	<i>Jessica Rice, Needham '13</i>	<i>18:10</i>
	<i>am '02</i>	<i>16:03</i>	37	Katy Hatch, Lexington '14	19:08
	<i>erry Stants, Needham</i>	<i>15:55</i>	38	Jessica Rice, Needham '14	18:00
39	Terry McNatt, Needham '04	16:12	39	Lynn Burns, Needham '13	19:52



5K Run Race Course



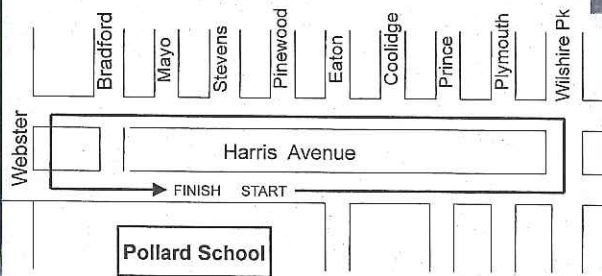
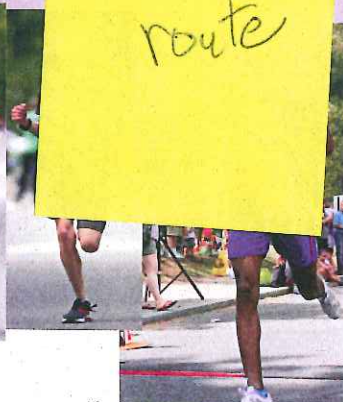
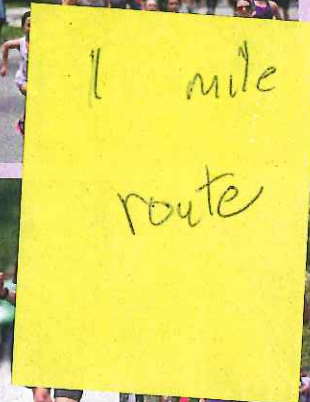
1 Mile Run

Koala Bear 1 Mile Run -- 2017 Age Group Winners

Age	Boys and Men	Time	Girls and Women	Time
0-6	Caleb Ginsburg, Natick	8:32	Louisa Woolward, Needham	8:18
7-8	JB Leto, Needham	7:04	Reece Biegeleisen, Needham	7:49
9-10	Chris Garreau, Needham	6:47	Elliana Scalabrino, Dover	6:49
11-12	Zander Laidlow, Needham	5:57	Maylin Carr, Needham	6:43
13-14	Jack Snelling, Needham	6:51	Kate O'Brien, Needham	7:21
15-19				
20-29				
30-39	Brian Scalabrino, Dover	6:24		
40-49	Jeremy Sharrard, Needham	6:07	Emily McCann, Needham	6:40
50-59	Jim Murray, Needham	7:58	Joan Butterton, Newton	7:45
60-69	Jeff Simon, Morristown NJ	11:01	Elite Pastra-Landis, Needham	11:52
70-79	Tom Abbott, Natick	8:45		



The 1 Mile Run is named for Bob Ayoub, an NTC coach who left us tragically a few years ago. This year, jazz trumpeter Josh Shpak and his band will perform his original composition "Requiem". Don't miss it!



Race Course for 1 Mile Run, 1 Mile Fun Walk / Run and 1 Mile Prostate Cancer Walk





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

INTERNAL USE ONLY

☒ DPW ☒ Police
☒ Fire **2:28** ☐ OTM
☒ Park & Rec
☐ PFD ☐ Paid

2018 SEP 15

TYPE OF EVENT: (check all that apply)

☒ RUN ☒ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event:

Jog Your Memory 5K Run and 1.5 Mile Walk

Name of Organization:

Jog Your Memory 5K, Inc.

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

If yes, name of Town and date:

Needham, MA

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

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

Organization Mailing Address:

56 Nichols Road, Needham MA 02492

Organization



is

Not-for-Profit

Organization Billing Address (if Police Detail is required):

see above

Primary Contact:

Jessica Rice

Contact Title:

Co-founder / Co-race director

Contact Address:

see above

Contact Phone (Day):

617 354 2162

Contact Phone (Cell):

617 312 6547

Contact Email:

Jessicarice99@gmail.com

Event Date(s): September 15, 2019	Date Expected to be in Needham: 9/15/19
Earliest Time Expected in Needham: 6am (set-up), 8am registration 9am race start	Latest Time Expected in Needham: 11am post-race cleanup
Number of Expected Participants: 500 - 600	Number of Expected Spectators at Peak Time: 75 - 100
Are participants charged a fee? ☒ YES ☐ NO	
Estimated Number of Vehicles: 200 - 225	What type of Parking is required: Front and rear parking lots at Mitchell and Side Streets
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: Participants will park in front and back parking lots at Mitchell and on one side of Side Streets between 8am and 11am	
Are event organizers available to meet with members of the Town to plan event? ☒ YES ☐ NO	Do event organizers foresee the need for any road closures (subject to police review)? ☒ YES ☐ NO Barriers along Brookline side streets
What will be done in case of inclement weather? Registration will be held inside Mitchell gym. If dangerous weather participants will be notified by 7am race-day morning.	
Will neighborhoods be impacted by parking and traffic? Residents along walk and run routes will receive a flyer in mailboxes one week before event	
What activities are planned for the start of the race (if in Needham)? Bouncy house (insured and manned by adult), temporary tattoos, Sponsor tables	
What activities are planned for the end of the race (if in Needham)? Awards ceremony, raffle (permitted), food (waters / prepackaged snacks) (Food safety permit will be obtained)	

What facilities are needed for the start of the race (if in Needham)? Mitchell School grounds, parking lots, Mitchell gym + cafeteria (Dixie Rumbos) folding chairs + tables (Duncan Brock) power source from classrooms + KG Modules	
What facilities are needed for the end of the race (if in Needham)? Mitchell School grounds, parking lots	
Once the event begins, how long will it take to complete the event? Race begins at 9am, awards at 10am, cleanup concluded by 11am	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	No parking signs along Dell, Lindbergh, Tower Ave
Will volunteers be placed along the route?	Yes
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	Yes, music beginning at 8am and played throughout race
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	Yes prepackaged food + beverages
Will portable toilets be used? List locations.	Yes, front parking lot (top right corner)
Will hydration stops be set up along route? If yes, please include these on route plan.	Yes at 1.5 mi. mark on run route (across from Broadmeadow) and 1/2 way through walk
If the event takes place after dark, what is the plan to meet lighting needs?	N/A
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Please see attached safety plan; a doctor and med kit will be on site
Does the event take place during commuter times?	No
Is school in session during the event? Will school drop off or pick up be impacted by the event?	No
Are businesses open during the time of the event?	Grace Christian and D+B
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	Dunkin donuts @ Hersey; Grace Christian Church - notify by flyer

Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	Grace Christian on Greendale (will notify)
What is the plan to handle trash?	J.C. Timmerman provides dumpster delivered Friday and removed @ 6am Monday

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

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

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Jog Your Memory 5K Run/1.5-Mile Walk

September 15, 2019 Safety Plan

Start – Finish: 187 Brookline St, Needham, MA 02492

We have met with the Needham Police Traffic Division, Dept of Public Works, the Director of Buildings and Grounds for the Needham School Department, and the Needham Police and Fire Departments. All coordinators in key locations will have at minimum a list of all cell phone numbers and names of key people. A volunteer orientation will be given with specific instructions for communication, traffic, and injury.

The course will have volunteers wearing bright orange vests at all turns on the course with additional signage at non-straightaway turns. Flyers will be distributed along the course the week prior to notify the neighbors. Lawn signs will line the front of Mitchell Elementary School on Brookline Ave and back of the school on High Street as well.

Parking will be managed by vest-clad volunteers, and Needham Police will put up No Parking signs along the back of the school to discourage participants from blocking the roads if parking outside of the lots.

The 6th Annual Jog Your Memory 5K Run/1.5-Mile Walk will begin registration on the blacktop courtyard at Mitchell Elementary School at 8:00 a.m. The race will start at 9:00 a.m. on the dropoff circle in front of the school with a police motorcycle leading the runners for the entire race. The police will close off perpendicular streets leading to Brookline Ave until the runners/walkers have passed and then they will encourage runners to stick to the right side of the road/on sidewalks for the remainder of the race since roads will not be closed.

5K Course:

The runners will proceed down Brookline Ave, and then turn right onto Greendale Ave where a police officer will be stationed. From there they will run down Greendale Ave until taking a right onto Bird St (a volunteer will be on the corner to direct runners). The runners will then proceed down Bird St, and will bear right onto Broad Meadow Rd (this is the 1.5 mile mark, where there will be a water station and

Jog Your Memory, Inc | 56 Nichols Road, Needham, MA 02492

617-312-6547 | jogyourmemory5k@gmail.com

www.jogyourmemory5k.org | www.facebook.com/JogYourMemory5K

volunteers directing runners to bear right). Runners will proceed down Broad Meadow Rd to Great Plain Ave. A policeman will be stationed at the end of Broad Meadow Road where it intersects with Great Plain Avenue. They will then turn right onto Great Plain Ave, and will travel down until they reach Melrose Ave – runners will take a right onto Melrose Ave (low traffic and there will be a sign directing runners to take a right, as well as a vest-clad volunteer). The runners will proceed up Melrose Ave, where they will take a right turn onto Brookline, heading up to the school. A police officer will be at the corner of Melrose Ave and Brookline Ave to direct runners and manage traffic. Runners will complete the race by making a hairpin left turn back to the dropoff circle where they exited to start the race.

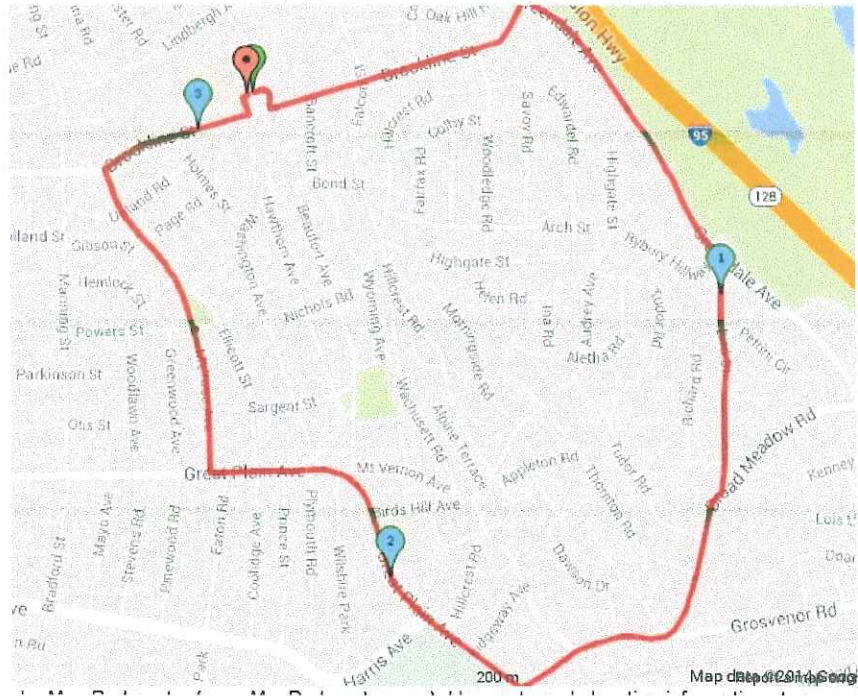
1.5-Mile Walk:

After exiting the dropoff circle and taking a left onto Brookline Ave, walkers will proceed down Brookline Ave and then turn right onto Woodledge Road. From there they will walk down Woodledge Road until taking a right onto Colby St (a sign will be on the corner to direct walkers). Walkers will proceed down Colby Street before taking a left onto Hillcrest Road. Shortly thereafter, they will bear right onto Wyoming Ave, which will take them down a hill, bearing right onto a short stretch on Arden St (the street name change will not be apparent to walkers). At the end of the road, walkers will take a right onto Beaufort Ave. Beaufort Ave comes to an end, where walkers will take a right onto Bond St, and then their first left onto Bancroft St. Bancroft St brings walkers back up to Brookline Ave, where they will take a left onto Brookline Ave, and will finish the walk entering the dropoff circle that they exited at the start of the walk. We will have a lead walker, as well as a walker who will bring up the rear.

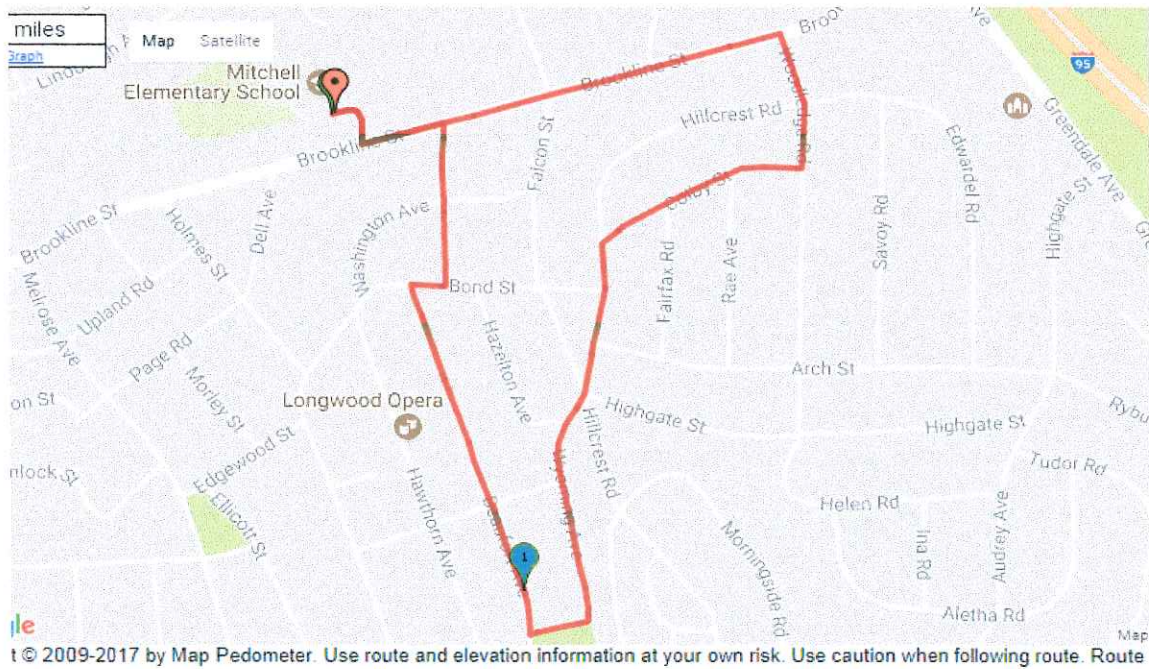
Following the race there will be refreshments, a raffle drawing and an awards ceremony.

Jog Your Memory will have at least one doctor on site in a designated tent. All coordinators on the course will have the doctor's phone number for quick response if needed. Transportation onto the course will be provided by a "race" vehicle. The local Fire Department will have a rescue and fire truck in the area in case one is needed.

2019 5K Run Route



2019 1.5mi Walk Route



Norfolk, s.s.

Commonwealth of Massachusetts

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
February 12, 2019
2019 FEB -5 P 3:10

Agreement and Waiver

This agreement is entered into by and between the Select Board of the Town of Needham (Licensor) and Spiga Ristorante (Licensee).

Whereas the Select Board of the Town of Needham is the licensing authority under the provisions of M.G.L., Ch. 138; and

Whereas Licensee is located at 18 Highland Circle, Needham, Mass. and is the holder of a license issued to sell and deliver alcoholic beverages issued by the Licensor under the provision of Ch. 138; and

Whereas on November 29, 2018 a minor was delivered an alcoholic beverage in violation of Ch. 138, section 34; and

Whereas the Licensor is desirous of disciplining the Licensee for this offence;

Be it agreed as follows;

1. The Licensee shall surrender its license for one day, on 2/26 2019, and shall not deliver, serve or sell any alcoholic beverages on that day.
2. The Licensee is aware of its right to a hearing before the Licensor prior to any disciplinary action being taken by the Licensor that affects such license and the Licensee freely waives its rights to such a hearing.
3. The Licensee is aware of its right to appeal any disciplinary action taken by the Licensor that affects such license to the Alcoholic Beverage Control Commission of the Commonwealth of Massachusetts or the courts and the Licensee freely waives its rights to such an appeal.
4. The Licensee acknowledges it has had the opportunity to seek the advice of legal counsel prior to signing this agreement.

Select Board

Licensee/Date

Chair/Date

Commonwealth of Massachusetts

Norfolk, s.s.

February 12, 2019

Agreement and Waiver

This agreement is entered into by and between the Select Board of the Town of Needham (Licensor) and the Sheraton Needham Hotel (Licensee).

Whereas the Select Board of the Town of Needham is the licensing authority under the provisions of M.G.L., Ch. 138; and

Whereas Licensee is located at 100 A-C Cabot Street, Needham, Mass. and is the holder of a license issued to sell and deliver alcoholic beverages issued by the Licensor under the provision of Ch. 138; and

Whereas on November 29, 2018 a minor was delivered an alcoholic beverage in violation of Ch. 138, section 34; and

Whereas the Licensor is desirous of disciplining the Licensee for this offence;

Be it agreed as follows;

1. The Licensee shall surrender its license for one day, on 2/17 2019, and shall not deliver, serve or sell any alcoholic beverages on that day.
2. The Licensee is aware of its right to a hearing before the Licensor prior to any disciplinary action being taken by the Licensor that affects such license and the Licensee freely waives its rights to such a hearing.
3. The Licensee is aware of its right to appeal any disciplinary action taken by the Licensor that affects such license to the Alcoholic Beverage Control Commission of the Commonwealth of Massachusetts or the courts and the Licensee freely waives its rights to such an appeal.
4. The Licensee acknowledges it has had the opportunity to seek the advice of legal counsel prior to signing this agreement.

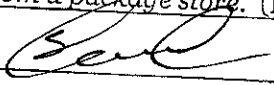
Jerry Winston 2/5/2019

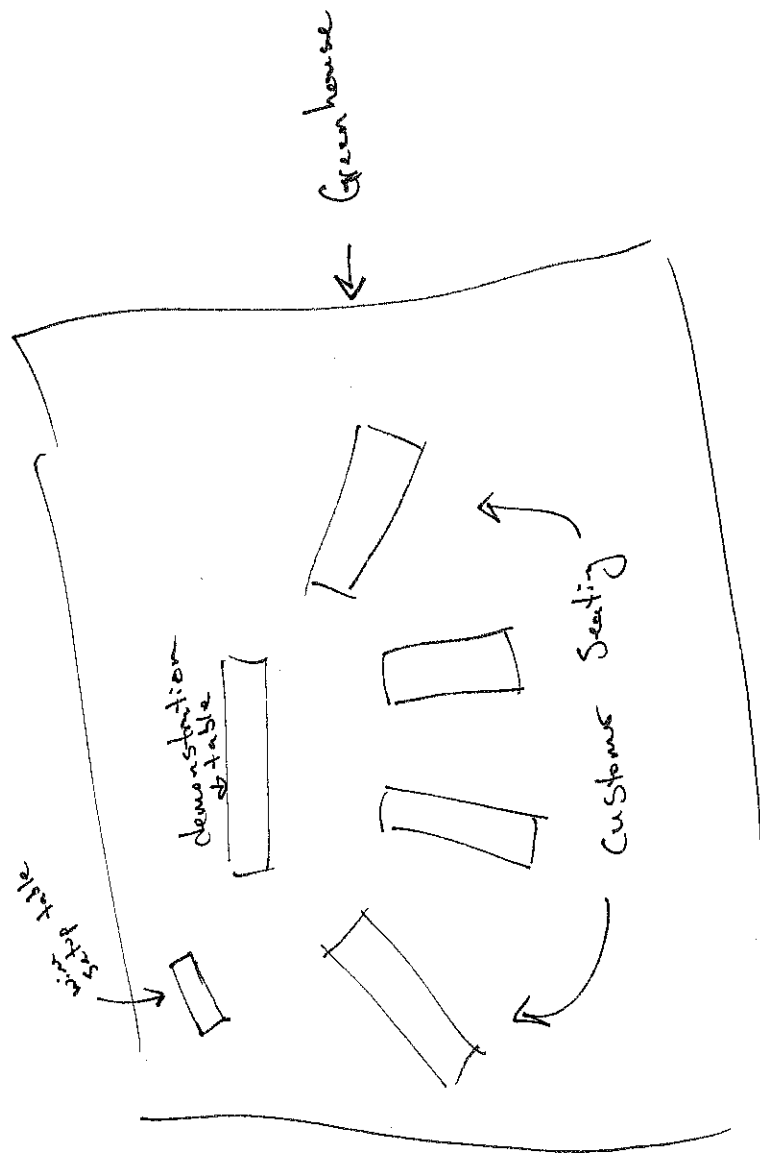
Select Board

Licensee/Date

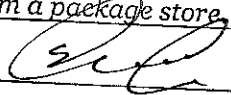
Chair/Date

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

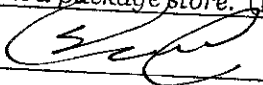
Event Manager Name (Name that will appear on license)	Steve Volante		
Event Manager Address	292 Forest St. Needham, MA 02492		
Event Manager Phone Number	781-964-1821		
Organization Representing (if applicable)	Volante Farms		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☐ Non-profit	☒ For profit	
	☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Cooking Class		
Date of Event	3/2/19		
License is for Sale of:	☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM: 1PM	TO: 3PM	
Are tickets being sold in advance for this event?	☒ YES	\$ 65 /per ticket	☐ NO
Is there an admission fee for this event?	☐ YES	\$ /per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES		☒ NO
How many people are you expecting at this event?	15 - 30		
Name & address of event location. Please attach proof of permission to use this facility.	Volante Farms, 292 Forest St.		
Who will be serving the alcohol to your guests?	Lisa Pearce, Wine/Beer Manager		
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Wine will be served in pre-portioned cups and as pairings with 2-3 dishes during the class.			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date: 2/7/19



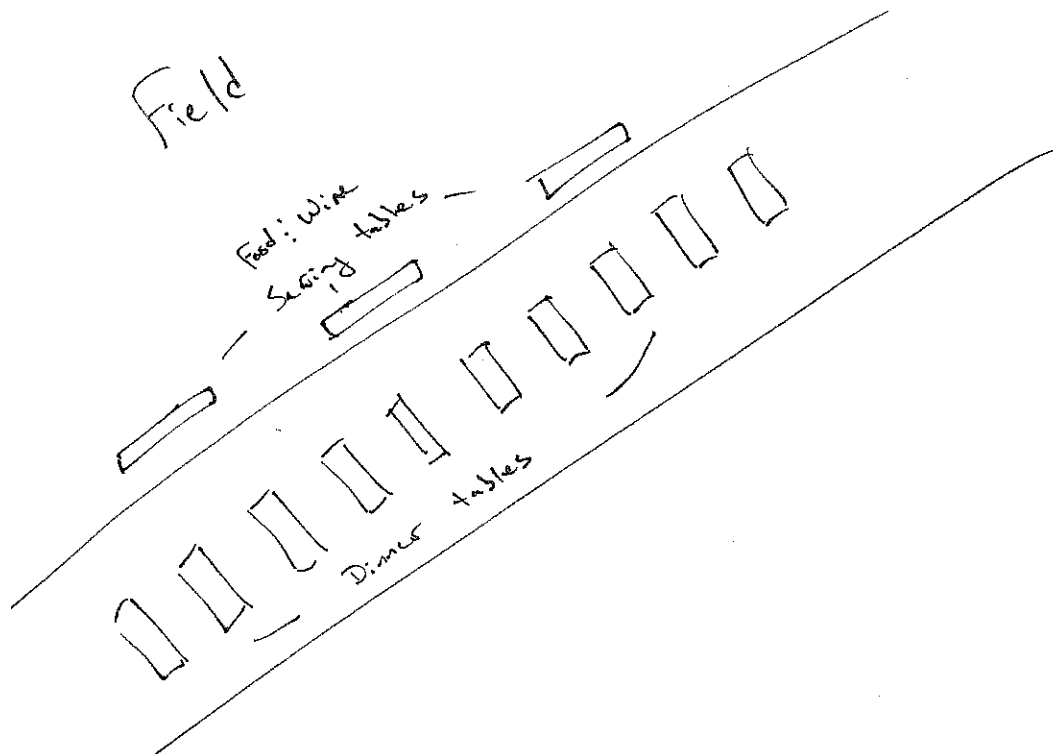
**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Steve Volante		
Event Manager Address	292 Forest St. Needham, MA 02492		
Event Manager Phone Number	781-964-1821		
Organization Representing (if applicable)	Volante Farms		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☐ Non-profit	☒ For profit	
	☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Design: Drinks - Cupcake Decorating		
Date of Event	4/4		
License is for Sale of:	☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM: 6 PM	TO: 8 PM	
Are tickets being sold in advance for this event?	☒ YES	\$ 50 /per ticket	☐ NO
Is there an admission fee for this event?	☐ YES	\$ /per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	20		
Name & address of event location. Please attach proof of permission to use this facility.	Volante Farms, 292 Forest St		
Who will be serving the alcohol to your guests?	Lisa Pearce, Wine & Beer Manager		
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan. Each customer will receive 2 tickets for wine upon entry to the event. Food will be served.			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			
Date:	2/7/19		

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

Event Manager Name (Name that will appear on license)	Steve Volante		
Event Manager Address	292 Forest St. Needham, MA 02492		
Event Manager Phone Number	781-964-1821		
Organization Representing (if applicable)	Volante Farms		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☐ Non-profit	☒ For profit	
	☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Dinner in the Field		
Date of Event	7/11 , 7/25 , 8/8		
License is for Sale of:	☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM: 6 PM	TO: 9:30 PM	
Are tickets being sold in advance for this event?	☒ YES	\$ 175 /per ticket	☐ NO
Is there an admission fee for this event?	☐ YES	\$ /per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	100		
Name & address of event location. Please attach proof of permission to use this facility.	Volante Farms , 292 Forest St		
Who will be serving the alcohol to your guests?	Lisa Pearce, Beer & Wine Manager		
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Wine will be served with each of 3 courses throughout the evening in pre-poured portion controlled wine cups. Wine will be distributed by Lisa and one helper.			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			
Date:	2/7/19		

Field



Field



NEEDHAM PARK AND RECREATION DEPARTMENT

Rosemary Recreation Complex
178 Rosemary Street
Needham, MA 02494
Tel: (781) 455-7930

Needham Select Board
C/O Mr. Daniel Matthews
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Matthews,

The Needham Park and Recreation Commission has intent to hire Catherine Delano as an Activity Instructor for the **NetGen Youth Tennis** program, which is a revolving fund program.

Catherine is currently employed by the Needham Public Health Division.

The NetGen Youth Tennis program takes place after normal business hours during the week or on weekends in the Spring. Catherine will work approximately 3 hours per week while the sessions are running. The participants in the program are ages 5 - 13 years old. There is no conflict with any of her responsibilities with the Needham Public Health Division.

Attached is a copy of the letter that Ms. Delano has submitted, disclosing the second position with the Public Health Division, as well as her 20(b) Disclosure Form.

Please do not hesitate to contact me if I can provide any further information.

Sincerely,

Patricia M. Carey, CPRP
Director

Needham Select Board
C/O Mr. Dan Matthews, Chairman
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Matthews,

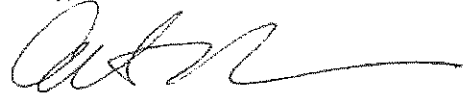
The Needham Park and Recreation Commission intends to hire me to be a NetGen Youth Tennis Instructor for the department's program in Winter/Spring 2019 seasons. I am currently employed by the Needham Public Health Division.

The Park and Recreation Commission chose me for this position due to my experience with the activity.

There will be no conflicts with my work at the Needham Public Health Division, as the program will only be held outside of regular work hours. On average, I will work 3 hours a week for this program.

Please do not hesitate to contact me if any additional information is needed.

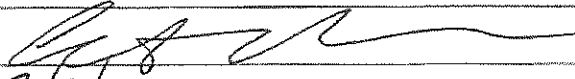
Sincerely,

A handwritten signature in black ink, appearing to be 'A. Smith', written over a horizontal line.

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

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Catherine Delano
Title/ Position	Senior Program Coordinator
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Needham Public Health Division
Agency Address	178 Rosemary Street Needham, MA 02494
Office phone:	781-455-7940 ext. 215
Office e-mail:	cdelano@needhamma.gov
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	Rehired June 6, 2016
BOX # 1 Select either STATEMENT #1 or STATEMENT #2 . Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee. ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2 .	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee. ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

Write an X beside your financial interest.	My financial interest in a municipal contract is: ☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☐ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
FINANCIAL INTEREST IN A MUNICIPAL CONTRACT	
Name and address of municipal agency that made the contract	Park + Recreation 178 Rosemary Street Needham, MA 02494
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. Tennis Instructor
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?

What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. \$18/hour
Date when you acquired a financial interest	2/8/2019
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. N/A
Date when your immediate family acquired a financial interest	N/A
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ The services will be provided outside my normal working hours as a municipal employee. ☒ The services are not required as part of my regular duties as a municipal employee. ☒ For these services, I will be compensated for not more than 500 hours during a calendar year.
Employee signature:	
Date:	2/8/2019

Attach additional pages if necessary.

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

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

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

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

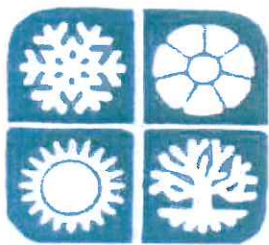
CERTIFICATION BY HEAD OF CONTRACTING AGENCY

INFORMATION ABOUT HEAD OF CONTRACTING AGENCY	
Name:	Patricia Carey
Title/ Position	Director of Parks & Recreation
Municipal Agency:	Town of Needham
Agency Address:	178 Rosemary Street, Needham MA 02494
Office Phone:	781-455-7930 x 230
CERTIFICATION	
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	<i>Patricia Carey</i>
Date:	2-8-19

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

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

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



NEEDHAM PARK AND RECREATION DEPARTMENT

Rosemary Recreation Complex
178 Rosemary Street
Needham, MA 02494
Tel: (781) 455-7930

Needham Select Board
C/O Mr. Daniel Matthews
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Matthews,

The Needham Park and Recreation Commission has intent to hire Maureen Doherty as an Activity Instructor for the **Early Release Day** programs, which are revolving fund programs.

Maureen is currently employed by the Needham Public Health Division.

The Early Release Day programs take place after normal business hours during the week Maureen will work approximately 5 hours per event. The participants in the program are ages 6 - 13 years old. There is no conflict with any of her responsibilities with the Needham Public Health Division.

Attached is a copy of the letter that Ms. Doherty has submitted, disclosing the second position with the Public Health Division, as well as her 20(b) Disclosure Form.

Please do not hesitate to contact me if I can provide any further information.

Sincerely,

Patricia M. Carey, CPRP
Director

Needham Select Board
C/O Mr. Dan Matthews, Chairman
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Matthews,

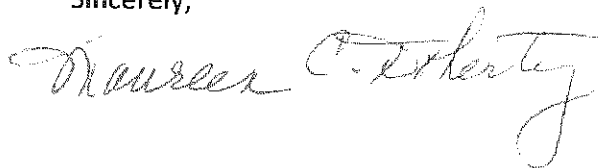
The Needham Park and Recreation Commission intends to hire me to be a Youth Chaperone for the department's early release day programs in Winter/Spring 2019 seasons. I am currently employed by the Needham Public Health Division.

The Park and Recreation Commission chose me for this position due to my experience with the activity.

There will be no conflicts with my work at the Needham Public Health Division, as the program will only be held outside of regular work hours. On average, I will work 5-10 hours a month for this program.

Please do not hesitate to contact me if any additional information is needed.

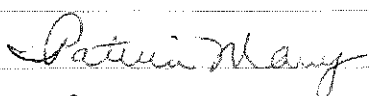
Sincerely,

A handwritten signature in cursive script, reading "Maurice P. Doherty". The signature is written in dark ink and is positioned below the word "Sincerely,".

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

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

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	Patricia Carey
Title/ Position	Director of Parks & Recreation
Municipal Agency:	Town of Needham
Agency Address:	178 Rosemary Street, Needham MA 02494
Office Phone:	781-455-7530 X 230
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	2-8-19

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

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

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

What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. \$15.00
Date when you acquired a financial interest	2/18/2019
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES -- Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ The services will be provided outside my normal working hours as a municipal employee. ☒ The services are not required as part of my regular duties as a municipal employee. ☒ For these services, I will be compensated for not more than 500 hours during a calendar year.
Employee signature:	Margaret C. Doherty
Date:	2/18/2019

Attach additional pages if necessary.

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

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

Write an X beside your financial interest.	My financial interest in a municipal contract is: ☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☐ <u>STATEMENT # 2:</u> I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☒ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
Name and address of municipal agency that made the contract	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT <i>Park & Recreation</i> <i>138 ROSEMARY ST</i> <i>NEEDHAM MA 02454</i>
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. <i>Activity INSTRUCTOR</i>
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?

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

MUNICIPAL EMPLOYEE INFORMATION	
Name of municipal employee:	MAUREEN C. DOHERTY
Title/ Position	ADMINISTRATIVE SUPPORT SPECIALIST
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization. PUBLIC HEALTH DIVISION
Agency/ Department	
Agency Address	178 ROSEMARY ST. NEEDHAM, MA 02454
Office phone:	781-455-7940
Office e-mail:	mdoherty@needhammass.gov
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	
BOX # 1	ELECTED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am an elected municipal employee.
Write an X beside your financial interest.	☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am a non-elected municipal employee.
	☐ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.