Town of Needham
Select Board
Minutes for June 11, 2019
Needham Town Hall
Select Board's Chamber

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

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

7:00 p.m. Public Hearing: Level 3 Communications Grant of Location - 250 First Avenue
Shelly Cullen, Axis Engineering Group appeared before the Board as Level 3 Communications is requesting permission to install approximately (1) 4" Schedule 40 PVC underground conduit from an existing Level 3 manhole on First Avenue at A Street, approximately 386' to an existing utility pole #150-15/15. The work is necessary to provide fiber optic cable to bring 250 First Avenue new internet service.

Ms. Fitzpatrick indicated all paperwork is in order.

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

Motion by Mr. Handel that the Select Board approve and sign a petition from Level 3 Communications to install approximately (1) 4" Schedule 40 PVC underground conduit from an existing Level 3 manhole on First Avenue at A Street, approximately 386' to an existing utility pole #150-15/15. This work is necessary to provide fiber optic cable to bring 250 First Avenue new internet service.
Second: Mr. Borrelli. Unanimously approved 5-0.

7:01 p.m. Public Hearing: GioMare Group, Inc. Grant of Location - 66 Pickering Street
Chris Murray, Engineering Manager, GioMare Group, Inc., representing TC Systems appeared before the Board requesting permission to install conduit on Pickering Street and Great Plain Avenue, from utility pole #48/1 on Pickering Street to utility pole #121 on Great Plain Avenue for a total distance of approximately 165.' The reason for the work is to provide improved network connectivity to the Verizon Central office at 66 Pickering Street.

Ms. Fitzpatrick indicated all paperwork is in order.

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

Motion by Mr. Handel that the Select Board approve and sign a petition from GioMare Group Inc., on behalf of TC Systems to install conduit on Pickering Street and Great Plain Avenue, from utility pole #48/1 on Pickering Street to utility pole #121 on Great Plain Avenue for a total distance of approximately 165.' The reason for the work is to provide improved network connectivity to the Verizon Central office at 66 Pickering Street.
Second: Mr. Borrelli. Unanimously approved 5-0.

7:02 p.m. Public Hearing: Eversource Grant of Location - Country Way
Maureen Carroll, Eversource Energy representative appeared before the Board requesting permission to install approximately 36 feet of conduit in Country Way. This work is necessary to provide underground electric service to 371 Country Way.

Ms. Fitzpatrick indicated all paperwork is in order.

Mr. Bulian 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 36 feet of conduit in Country Way. This work is necessary to provide underground electric service to 371 Country Way.
Second: Mr. Borrelli. Unanimously approved 5-0.

7:03 p.m. Appointments and Consent Agenda:
Motion by Ms. Cooley that the Select Board vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA

1. **Accept the following donations made to the Needham Aging Services Donation Account in memory of Arlene Van Putten: $50 from Lawrence & Marie Kelley; and $25 from Thomas & Geraldine Lally.**
2. **Accept a $100 donation made to the Needham Aging Services Donation Account from Joy & Dale Truman.**
3. **Approve a request from the Charles River YMCA to hold its 4th of July Road Race in Needham on July 4, 2019 from 5:30 a.m. to 11:00 a.m. The route of the race has been approved by the following departments: Police, Fire, DPW and Park and Recreation.**
4. **Approve a 2019 Weekday Entertainment License for Poet King Restaurant Group d/b/a Hungry Coyote located at 1185 Highland Avenue, Needham.**
5. **Approve a date correction on the May 13, 2019 Open Session minutes.**
6. **Accept the following donation made to the Needham Community Revitalization Trust Fund: $1500 from The Exchange Club of Needham.**

7. **Approve a 2019 Weekday and Sunday Entertainment license for the Rotary Club of Needham, who will be hosting a carnival in July 2019 in Needham.**
8. **Endorse License and Memorandum of Understanding between the Town of Needham, Eat Farmhouse LLC, and Sol Soul Family Foods LLC.**
9. **Accept a $25 donation made to Needham Youth & Family Services from the Kelleher family. The monies will be used towards future programs in the Youth & Family Services Department.**
10. **In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt a classification and compensation plan for fiscal year 2020.**
11. **Grant permission for the following residents to hold block parties:**

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Rachel Black	83 Nardone Rd.	Jarvis Circle	9/14/19	9/15/19	1:30pm-7:30pm
Leah Schwartz	114 Gay Street	Gay Street	6/22/19	n/a	4:00pm-9:00pm

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

7:05 p.m. Public Hearing: Water and Sewer Rates

Members of the Water and Sewer Rate Structure Committee, John Cosgrove Jr., Chair, Tom Loughran, and Steve Rosenstock, David Davison, Assistant Town Manager/Finance, Evelyn Poness, Town Treasurer/Collector, and Christopher Seariac, Superintendent of Water and Sewer appeared before the Board to discuss water and sewer rates. It was noted the Water and Sewer Rate Structure Committee met on April 25, 2019, May 21, 2019, and again on June 5, 2019 to finalize its recommendation to the Select Board.

Mr. Davison referred to his memo to the Select Board dated June 11, 2019 explaining Coca Cola has ended its bottling operations in Needham and that the loss of revenue will have an impact on user rates. He noted Coca Cola will remain in Needham, consolidate operations, and improve the building to accommodate distribution and other functions. Mr. Davison reminded the Board that Coca Cola was a significant user of town water paying the top rate for 99% of its total usage, essentially providing a subsidy to the rate payers in town. He noted, overall, their purchase of water did not have an impact on the Town's cost of operations. However, he said, the departure of Coca Cola will have an impact on the sewer assessment, the full effect not being seen for three years. Discussion ensued regarding revenue needs to pay for daily maintenance operations, as well as long term capital investment. Mr. Davison said if rates were adjusted to meet targets in full next year (FY2020), this would result in an across the board increase in water rates of 7.3% and in sewer rates of 8.1%. He said the committee considered various options for mitigating the effect of the shortfall, however, have opted to recommend to the Select Board a rate scenario that spreads the burden equally amongst all rates with uniform increases in all block rate structures. Mr. Davison commented on factors in forecasting water rates and explained Table 1 on page 3 of his memo concerning water rate history, which will be relied upon going forward. Reference was made to Table 2 on page 4 of Mr. Davison's memo with discussion ensuing on primary and secondary water usage. Mr. Davison said Needham continues to be competitive in its water rates, referring to Table 3 on page 5 of his memo, noting the town is 11th out of 19 surrounding communities to which it compares. Discussion continued regarding Needham's declining average water use, lower average water bill, and lower average water use per person/day. Mr. Davison referred to the proposed water and sewer rate structure chart on page 7 of his memo and explained the increases in steps to rate payers.

Mr. Bulian asked for Board comment.

Mr. Borrelli commented on irrigation use and top rates. He asked whether projections for next year are on target based on Coca Cola's departure? Mr. Davison said last year the forecast was water rates would not have to change but the top sewer rate would increase. He said if Coca Cola's had not ceased operation there would have been no need to increase rates for water.

Mr. Handel said the rates are very competitive, at least until 2024.

Ms. Cooley asked for clarification on expense targets and whether any projects are forecasted in the budgets for the next couple of years? Mr. Davison said capital investment is factored into the equation. Discussion ensued on the increase in the debt budget forecast which will pay for some significant capital improvements. Ms. Cooley said it would be helpful knowing the number of people who have differential rates for irrigation. Mr. Davison said that is difficult to find, as the MWRA does not provide irrigation rates. Ms. Cooley commented on Needham's flat sewer rates compared to surrounding communities, suggesting higher users pay a greater percentage. Mr. Davison said it may be possible to increase the higher step rates once there is a better sense of how behavior may change as a result of the rate structure. Discussion ensued on consequences of rate increases. Ms. Cooley said it would be useful knowing the benchmark cost, particularly when speaking with residents about their bill.

Mr. Bulian invited public comment.

Joshua Levy, 1606 Great Plain Avenue asked how fixed fees are calculated and whether they are periodically reviewed? Mr. Davison said the basic service fee is calculated to represent the cost of billing, administration, and water meter replacement.

Mr. Bulian said the record will be held open for additional correspondence and that action by the Board will be taken at the next Select Board meeting on June 25, 2019.

7:42 p.m. Public Hearing: Transfer Station User Fees
Members of the Solid Waste Disposal & Recycling Advisory Committee including Jeff Heller, Chair and Steve Rosenstock, David Davison, Assistant Town

Manager/Finance, Evelyn Poness, Town Treasurer/Collector, and Gregory Smith, Superintendent of Solid Waste and Recycling Operations met with the Board to discuss the recommended rate proposal. It was noted the Solid Waste Disposal & Recycling Advisory Committee voted on the proposal on Tuesday, April 16, 2019.

Mr. Davison explained there are no significant changes in the rates and no recommendation to change the broad-based fees i.e. bag and open scale fees. He said minor changes in fee rates include disposal of mattresses and flat screen television/computer monitors. Mr. Davison said the fee for a mattress disposal is increasing to $20 from $5 because the benefits of a recycling grant ended. He commented the fee for disposing a flat screen television is decreasing to $5 from $15.

Discussion ensued on recycling mattresses, box springs, other items, costs, and the rate structure. Mr. Smith indicated he feels the fees are reflective of the cost to dispose items.

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

Mr. Bulian commented on the strength of yellow bags. Mr. Smith said there have been some complaints, however the manufacturer (WasteZero) has been fantastic with customer service and have sent free bags. Mr. Bulian asked about monitoring at the RTS, as some people are not using yellow bags. Mr. Smith said he believes things are better due to staff explaining to the public that yellow bags are a source of revenue for the town, and that cameras are now in use.

Mr. Heller commented on the time his committee spends talking about accountability and enforcement of the rules. He said many people who know the rules continually violate them. Mr. Matthews said the community, as a whole, is supportive and very compliant of the rules, but it is the behavior of a relatively small number of people who do not follow the rules.

Ms. Cooley commented the leaves and brush area seems a little mixed up. Mr. Smith said the challenge in the organics area is signage and subject to snow clearing operations. He noted Olin College has offered to work with the town, at no cost, to develop icons for use on signs.

Mr. Davison said operations are being modernized and soon customers will be able to pay for disposals by credit card or check at the RTS, rather than by receiving a bill in the mail.

Mr. Bulian said a vote on the recommended rate proposal will be taken by the Board at the next Select Board meeting on June 25, 2019.

8:15 p.m. Approval of the Sale of General Obligation Bond Anticipation Note (State House Note):

Dave Davison, Assistant Town Manager/Finance and Evelyn Poness, Town Treasurer/Collector appeared before the Board asking for approval of the sale of a State House Note which will mature prior to the end of the fiscal year. Also discussed was the upcoming bond anticipation sale that will be presented to the Board in two weeks for approval.

Motion A
Move by Mr. Handel that the Board approve that the sale of the $288,000.00 General Obligation Bond Anticipation Notes of the Town dated June 17, 2019 (the "Notes"), to Century Bank at a price of $288,000.00 is hereby approved and confirmed. The Notes shall be payable on June 27, 2019 and bear interest at 2.30%.
Second: Mr. Borrelli. Unanimously approved 5-0.

Motion B
Move by Mr. Handel that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 23, 2019, and a final Official Statement dated June 3, 2019 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved, and adopted.
Second: Mr. Borrelli. Unanimously approved 5-0.

Motion C
Move by Mr. Handel that each member of the Select Board, the Town Clerk, and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.
Second: Mr. Borrelli. Unanimously approved 5-0.

The Board signed the Note and Certificates.

8:09 p.m. Town Manager:
Kate Fitzpatrick, Town Manager appeared before the Board to discuss several items:

Ms. Fitzpatrick reported the number of e-bike trips since the end of May totaled 23. She said more time is needed to assess the program.

Ms. Fitzpatrick updated the Board on the status of the Memorial Park field house. She said the goal is to be able to use the building for Exchange Club festivities on July 4th. Completion of the building is expected in the early fall. Mr. Bulian said a ribbon cutting for the new building is scheduled for Friday, September 13, 2019. Mr. Handel suggested folks check the website www.needhamexchangeclub.org for up to date information.

Ms. Fitzpatrick reported new carpet for DeFazio Field and Memorial Field will be installed over the summer. She anticipates work will be completed by August 22, 2019.

Ms. Fitzpatrick said construction of the new Cogswell Building on Central Avenue is on schedule.

Ms. Fitzpatrick said a time-lapsed video of construction of the new Police and Fire Station is available on YouTube.

8:20 p.m. Board Discussion:

1. Committee Reports

   Ms. Cooley reported the N2025 Committee met with the consultant on June 4, 2019. She said lots of data needs to be gathered. She commented a meeting will be held in the summer and fall and anticipates the project to be completed in the winter. Ms. Cooley said she expects to know the documented population in Needham by the end of the project.

8:25 p.m. Adjourn:

Motion by Mr. Borrelli that the Select Board vote to adjourn the Select Board meeting of Tuesday, June 11, 2019.
Second: Mr. Handel. Unanimously approved 5-0.

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

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