

SELECT BOARD

September 10, 2019

Needham Town Hall

Revised Agenda

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

	6:45	Informal Meeting with Citizens <i>One or more members of the 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	Town Manager • Close October 28, 2019 Special Town Meeting Warrant • Project Update
2.	7:10	Board Discussion • Committee Reports – Memorial Park • Committee Reports – Chapter 40B Housing Guidelines • Committee Reports – General

APPOINTMENTS

1.	Historical Commission	Laura Dorfman (term expires 6/30/2022)
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CONSENT AGENDA *=Backup attached

1.	Accept a \$265 donation made to the Needham Public Health Division's Gift of Warmth Program from the First Baptist Church in Needham.
2.*	Approve a request from the Needham Running Club to hold its annual New Year's Day 5K road race on Monday, January 1, 2020 from 8:00 a.m. to 12:00 p.m. The race application has been approved by the following departments: DPW, Police, Fire and Park and Recreation.
3.*	Approve a One Day Special Wines & Malt Beverages License for Anne-Marie Bajwa of the Charles River Center to host its Charles River Center 5K Run/Walk after party on September 22, 2019 from 12:00 p.m. to 2:30 p.m. The event will be held at the Charles River Center, 59 E. Militia Heights Drive, Needham.
4.*	Approve a Special One Day Wines and Malt Beverages License for Susan Shaver, of the Needham Community Farm to host its Needham Community Farm Annual Harvest Celebration & Auction event on Sunday, October 27, 2019 from 6:00 p.m. to 9:00 p.m. The event will be held in Powers Hall, 1471 Highland Avenue, Needham.
5.*	Approve a 20B Exemption for Stephanie Magni who is an employee at the Needham High School as a Needham High School Teaching Assistant and Needham Varsity Softball and Field Hockey coach engage in work with the Park and Recreation Department as an Activity Instructor for the Intro to Field Hockey Program.

6.*	Approve a 20B Exemption for Dina Hannigan who is an employee at the Needham High School as the Freshman Field Hockey coach to engage in work with the Park and Recreation Department as an Activity Instructor for the Intro to Field Hockey Program.				
7.	Accept a \$6,000 donation made to the Needham Public Health Division's Interface Referral Services Program from the Beth Israel Deaconess Hospital- Needham.				
8.	Approve request from Park and Recreation Commission to host their annual "Spooky Walk" on Saturday, October 19, 2019 which commences on Town Common at 10:00 am, with a rain date of Saturday, October 26, 2019.				
9.*	Approve a request from Highrock Church Metrowest to hold its "Jog for Joy" 5K road event on December 8, 2019 from 7:00 a.m. to 1:00 p.m. The race application has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.				
10.*	Water & Sewer Abatement Order #1279				
11.*	Approve a One Day Special Wines & Malt Beverages license for Kalin Mitov of the New England Open, who is hosting its Ballroom Dance event on September 21, 2019 from 4:30 p.m. to 9:00 p.m. The event will be held in Powers Hall at Town Hall, 1471 Highland Avenue, Needham.				
12.	Grant permission for the following residents to hold block parties:				
Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Ratify – Emily Sloat	30 Mayflower Rd	Mayflower Road	9/7/19	9/8/19	3:30pm-10pm
Ratify – Ida Gorenburg	178 Richardson Dr.	Richardson Dr. & Stonehurst	9/8/19	N/A	3pm-7pm
James Rochford	74 Rolling Lane	Rolling Lane	9/14/19	N/A	3pm-8pm
Liz Lawlor	76 Howland Street	Pleasant Street	9/14/19	9/15/19	4pm-7pm
Carina O'Neill	75 Kimball Street	Kimball between Grant & Lincoln St.	9/15/19	9/22/19	4pm-8pm
Jeffrey Cohen	48 Redington Road	48 & 51 Redington	9/15/19	9/22/19	4:30pm-6:30pm
Kara Collin	57 Broadmeadow Rd	Broadmeadow Rd (Greendale end)	9/21/19	9/22/19	3pm-10pm
Laura Rosen	25 Bennington St	Bennington St	9/21/19	N/A	5pm-7:30pm
Lori Whyte Fernandez	19 Bradford Street	Cleveland Road	9/22/19	9/29/19	4:30pm-6:30pm
Jessica Karlin	36 Wilshire Park	30 Wilshire Park	9/22/19	N/A	4pm-8pm
Sue Pouliot	54 Eaton Road	54 Eaton Road	9/28/19	9/29/19	4pm-8pm
Beth Champagne	37 Ware Road	Ware Road	9/28/19	9/29/19	3pm-9pm
Adriano Varano	30 Bonwood Road	30 Bonwood Road	10/5/19	N/A	3pm-9pm
Rhonda Silva	7 Berkshire Road	34 Berkshire Road	10/5/19	10/6/19	3pm-7pm
Julie Dananberg	36 Rosemary Street	Rosemary Street between Webster & Highland	10/6/19	N/A	3:30pm-6:30pm
Kevin Keane	88 Lexington Ave.	Burnside Rd (between Lexington and Concord)	10/19/19	N/A	6pm-9pm
Jill Cotter	15 Holland Street	Holland Street	9/22/19	10/6/2019	4pm-7:30pm

Amy Hurley	154 South Street	Needhamdale Ave.	9/22/19	N/A	4pm-8pm
Denise Arrondo	21 Prince Street	Prince Street	9/28/19	9/29/19	4pm-8pm
Jill Oetheimer	75 Coolidge Ave.	Coolidge Ave.	9/22/19	10/5/19	4pm-7:30pm



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

MEETING DATE: 9/10/2019

Agenda Item	Close Special Town Meeting Warrant
Presenter(s)	Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Assistant Town Manager/Director of Finance will recommend that the Board vote to close the warrant for the October 28, 2019 Special Town Meeting.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to close the warrant for the October 28, 2019 Special 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 September 6, 2019	

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

MONDAY, OCTOBER 28, 2019

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Draft 9.6.2019

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 the Special Town Meeting.

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 the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on:

MONDAY, THE TWENTY EIGHTH DAY OF OCTOBER 2019

At 7:30 in the afternoon, then and there to act upon the following articles:

HUMAN RESOURCE ARTICLES

ARTICLE 1: 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 finalized this contract.

FINANCE ARTICLES

ARTICLE 2: AMEND THE FY2020 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2020 Sewer Enterprise Fund adopted under Article 19 of the 2019 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
201D	MWRA Assessment	6,460,637	6,399,114

or take any other action relative thereto.

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

Article Information:

ARTICLE 3: AMEND THE FY2020 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2020 Water Enterprise Fund adopted under Article 20 of the 2019 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
301D	MWRA Assessment	1,413,150	1,412,709

or take any other action relative thereto.

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

Article Information:

ARTICLE 4: APPROPRIATE TRANSPORTATION IMPROVEMENT FEES

To see if the Town will vote to appropriate funds from the Commonwealth Transportation Infrastructure Fund in the sum of \$17,059.20 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 be Adopted

Article Information: Chapter 187 of the Acts of 2016 established a Commonwealth Transportation Infrastructure Fund. Each Transportation Network Company (such as Uber and Lyft) is assessed \$0.20 per ride to fund transportation improvements. One-half of the amount received from the Fund is to be distributed proportionately to each city and town based on the number of rides that originated in that city or town. The distributed funds must be used to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town. Funding for Transportation Improvements in FY2020 will be allocated to pedestrian and bicycle safety initiatives, unless circumstances require otherwise.

ZONING ARTICLES

ARTICLE 5: 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) Medical Laboratory or laboratory engaged in scientific research and development and/or 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.
- (j) Radio or television studio.

(k) 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, fumes, 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.

(l) Telecommunications facility housed within a building.

(m) 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.

(n) More than one building on a lot.

(o) 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 it may require:

(a) Light-rail train station.

(b) Adult day care facility.

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

(d) Retail establishment or combination of retail establishments serving the general public where any 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) Grocery store provided it does not exceed 25,000 sq. ft. of floor area.

(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 facility or personal fitness service establishment, which may include 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) 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.

(l) Live performance theater, bowling alley, skating rink, billiard room, 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

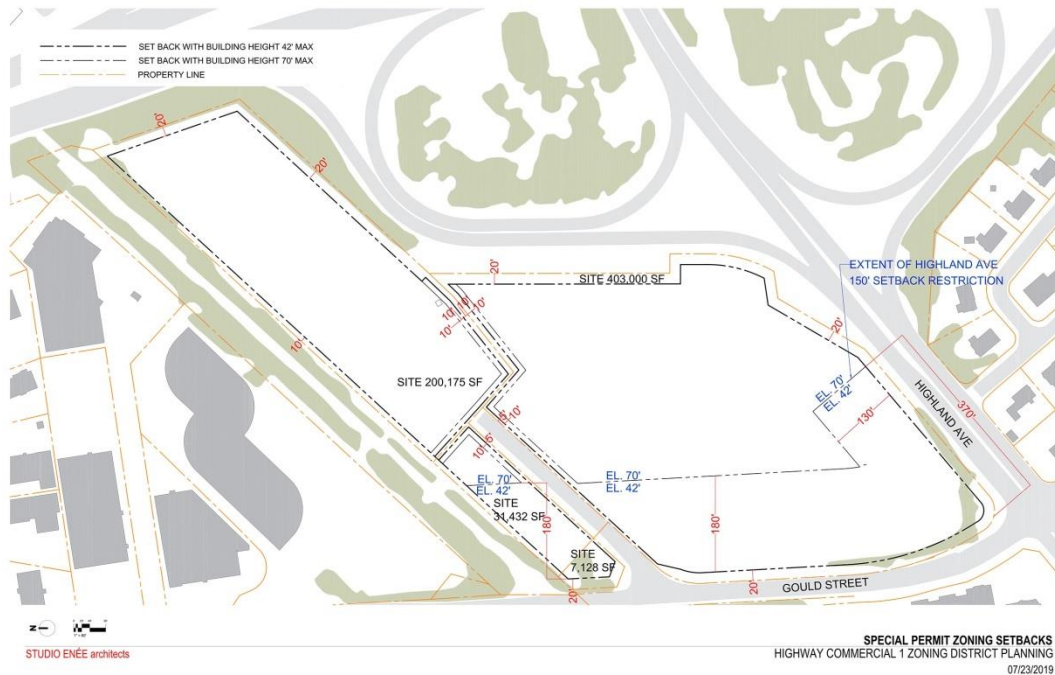
4.11.1 Highway Commercial 1

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 150 feet of Highland Avenue and buildings within 200 feet of Gould Street shall be limited to a height of 42 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 but not to exceed 48 feet in height. Notwithstanding the foregoing, the Planning Board may allow by special permit a maximum height of up to 84 feet except within 150 feet of Highland Avenue and 200 feet of Gould Street. If the height of a building is increased above the height of 42 feet, or 48 feet if under a pitched roof or recessed as aforesaid, the front setback shall be increased to 15 feet and the side and rear setbacks to 20 feet except that, along the MBTA right-of-way the side and rear yard setbacks shall be 10 feet. Buildings and structures abutting Highland Avenue, Gould Street and/or the layout of Route 128/95 shall be set back at least 20 feet from said streets and said layout. Notwithstanding the location of any building and structures, a 20 foot landscaped, vegetative buffer area shall be required along the aforementioned street frontages and said layout 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 having a height of 72 feet or less 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. For purposes of clarity, the required building

Figure 1:





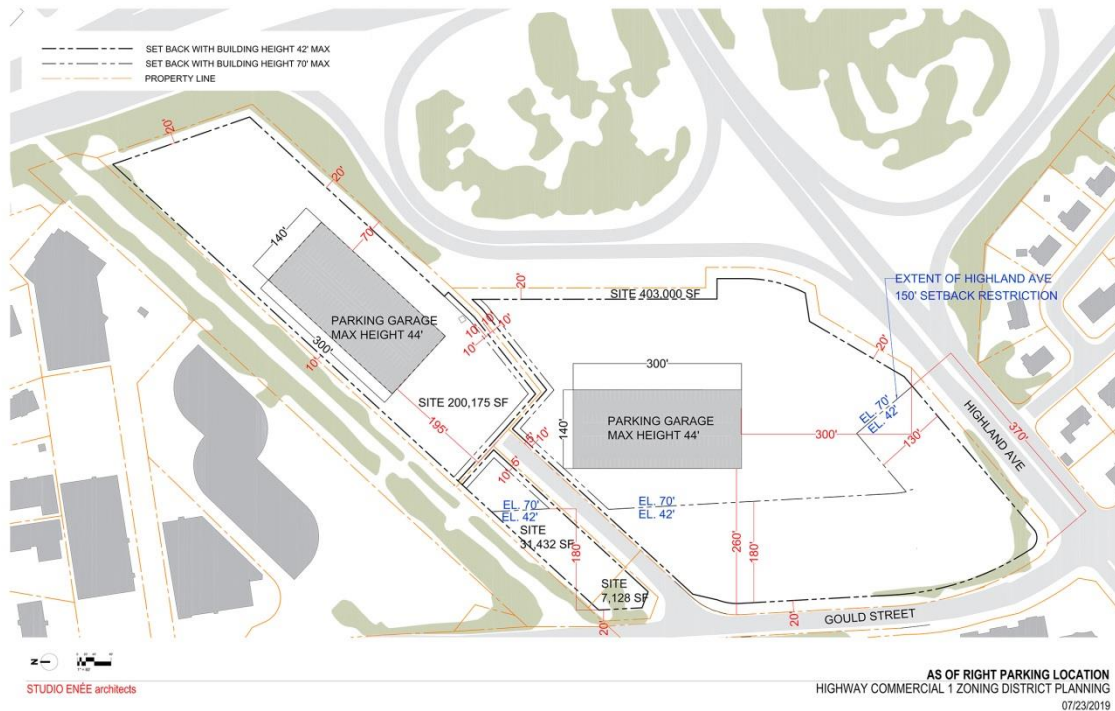
- (2) Maximum lot coverage shall be 65% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet, the maximum lot coverage may be increased to 75%.
- (3) No side or rear yard setback 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 walkways and patios. (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 or infrastructure, 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.

- (6) In approving any special permit under this Section 4.11, the Planning Board shall consider the following design guidelines for development: (a) The proposed development should provide or contribute to providing pedestrian and neighborhood connections to surrounding properties, e.g., by creating inviting buildings or street edge, by creating shared publicly accessible green spaces, and/or by any other methods deemed appropriate by the Planning Board; (b) Any parking structure should have a scale, finish and architectural design that is compatible with the new buildings and which blunts the impact of such structures on the site and on the neighborhood; (c) The proposed development should encourage creative design and mix of uses which create an appropriate aesthetic for this gateway to Needham, including but not limited to, possible use of multiple buildings to enhance the corner of Highland Avenue and Gould Street, possible development of a landscape feature or park on Gould Street or Highland Avenue, varied façade treatments, streetscape design, integrated physical design, and/or other elements deemed appropriate by the Planning Board; (d) The proposed development should promote site features and a layout which is conducive to the uses proposed; and (e) The proposed development shall include participation in a Transportation Demand Management program to be approved by the Planning Board as a traffic mitigation measure, including but not limited to, membership and participation in an integrated or coordinated shuttle program.
- (7) 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 shall be set back at least 100 feet from Highland Avenue and/or Gould Street.
- (2) Parking structures may have an active ground floor use, such as retail, office, institutional, or display. 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 are met.
- (3) Buildings abutting Highland Avenue and/or Gould Street must have a public entrance facing one street on which the building fronts.
- (4) Maximum uninterrupted facade length shall be 200 feet.
- (5) Notwithstanding any other provision of this Section 4.11 to the contrary, a parking garage, even if it is for an as-of-right development, may not exceed the parameters, bulk, and location requirements without the issuance of special permit by the Planning Board as shown on the following drawing.

Figure 3



The location may, however, be modified as of right if the parking garage is moved easterly or northeasterly towards Route 128/95.

(6) All setback, height, and bulk requirements applicable to this Section 4.11 are contained in this Section and no additional requirements occasioned by this district abutting Route 128/95's SRB district shall apply.

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, and 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, reduce the 20 foot landscaped buffer area requirement along the streets and layout of Route 128/95 specified, reduce the 100 foot garage setback requirement along the streets specified, or reduce the 20% open space requirement of Section 4.11.1(4), except as specifically provided in Section 4.11.1(1) for pitched or recessed roofs. (By way of example, a 15' front yard setback could be waived to 11.25' 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 7.4.2 of Section 7.4 Site Plan Review, by adding in the first sentence of the last paragraph, the words “Highway Commercial 1 District,” after the words “Highland Commercial-128,”.
8. 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 Information:

ARTICLE 6: 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. 18430I; thence turning and running along said southerly M.B.T.A. Right of Way line northeasterly a distance of 1,219.55 feet as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I, 18430J and 18430H 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 as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430H; then turning and running southwesterly along the Route 128 Right of Way a distance of 484.61 feet to a point; thence turning and running S13°34'58"W a distance of 451.02 feet as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489 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 7: AMEND ZONING BY-LAW – ACCESSORY DWELLING UNIT

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

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

“Accessory Dwelling Unit (ADU) – An apartment in a single-family detached dwelling that is a second, self-contained dwelling unit and a complete, separate housekeeping unit containing provisions for living, sleeping, cooking and eating. This unit shall be subordinate in size to the principal dwelling unit on a lot and shall be 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 (a) an Owner (as defined in this section 3.15.2) or (b) Family of an Owner of the property (as so defined) or (c) Caregivers to an Owner of the property or a Family member of an Owner (as so defined) who resides in the property as his or her primary residence, all 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

(a) Accessory dwelling unit (ADU) is 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 shall be subordinate in size to the principal dwelling unit on a lot and shall be constructed to maintain the appearance and essential character of the single-family dwelling.

(b) “Caregiver” shall mean an adult who regularly looks after an elderly, chronically ill or disabled Owner who needs assistance with activities of daily living or a Family member who needs such assistance and for whom the property is such person’s primary residence.

(c) “Family” shall mean other persons who are related to an Owner by blood, adoption or marriage and who are related to such Owner as follows: spouse, parent, sibling, child, or a spouse of any such person.

(d) “Owner” shall mean a person who holds record title to the property directly or indirectly and for whom the property is such Owner’s principal residence. Indirect ownership includes but is not limited to a beneficiary of a trust holding record title to the property and a majority owner of the voting stock of a corporation or the membership units of a limited liability company holding record title to the property.

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 ADU on a lot, which ADU shall be located in the single-family detached dwelling and not in an accessory building.
- (b) At least one of the units, the principal unit or the ADU, shall be Owner-occupied, except for a temporary absence of the Owner for a period of nine months or less if written notice thereof is made

to the Building Commissioner on a form prescribed by him within 60 days of the commencement of the absence.

- (c) Occupancy of the unit that is not Owner-occupied shall be limited to a member of the Owner's Family or a Caregiver and such person's Family; provided that occupancy of the principal dwelling unit and the ADU combined shall be limited to five persons who are not Family of the Owner.
- (d) The size of the ADU shall be limited to 850 square feet of living space and shall have 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 dwelling unit.
- (f) Adequate provisions for the proper disposal of sewage, waste, and drainage generated by the ADU shall be in accordance with Board of Health requirements.
- (g) Compliance with the ingress and egress provisions of the Massachusetts State Building Code, applicable to dwelling units, shall be required. To the extent possible, exterior entrances and access ways shall not detract from the single-family appearance of the dwelling. Where there are two or more existing entrances on the front façade of a dwelling and modifications are made to any entrance, the result shall be that one appears to be the principal entrance and the other appears to be secondary. An interior door way shall be provided between each living unit as a means of access for purposes of emergency response. All stairways to additional floors shall be enclosed within the exterior walls of the structure.
- (h) The owner of record shall be responsible for submitting an ADU 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 ADU shall require the issuance of a building permit by the Building Commissioner.
- (j) Occupancy of the ADU 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 three (3) 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 three-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.
- (k) In the case that the ADU 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."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

CAPITAL ARTICLES

ARTICLE 8: APPROPRIATE FOR POLLARD SCHOOL GYM

To see if the Town will vote to appropriate the sum of \$125,000 for Pollard School gym repairs, to be spent under the direction of the Town Manager and transferred from Article 37 of the 2019 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

GENERAL ARTICLES

ARTICLE 9: ACCEPT M.G.L.

To see if the Town will vote to accept the provisions of M.G.L.; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

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 fourteen (14) 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 into our hands at Needham aforesaid this 10th day of September 2019.

John A. Bulian, Chair
Maurice P. Handel, Vice Chair
Matthew D. Borrelli, Clerk
Marianne B. Cooley, Member
Daniel P. Matthews, Member

Select Board of Needham

A TRUE COPY

Attest:

Constable:

Draft 9.6.2019



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

MEETING DATE: 9/10/2019

Agenda Item	Project Status Update
Presenter(s)	Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Assistant Town Manager/Operations Director will provide the Board with an update on the status of public construction projects.	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) None	



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

MEETING DATE: 9/10/2019

Agenda Item	Committee Reports – Memorial Park
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Select Board Member Matt Borrelli will update the Board on the Memorial Park Fieldhouse and synthetic turf projects.	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) None	



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

MEETING DATE: 9/10/2019

Agenda Item	Committee Reports – Chapter 40B Housing Guidelines
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Select Board Member Daniel Matthews will update the Board on the on-going update of the Town's Chapter 40B Housing Guidelines.	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Town of Needham Chapter 40B Housing Guidelines	

Town of Needham Chapter 40B Guidelines

Prepared by:

40B Guidelines Working Group that included the following members:

Dan Matthews, Board of Selectmen
Bruce Eisenhut, Planning Board
Howard Goldman, Zoning Board of Appeals
Jon Schneider, Zoning Board of Appeals
William DeBear, Housing Authority
Scott Brightman, Council on Aging
Steve Tanner, Design Review Board

Technical support provided by:

Lee Newman, Director of Planning and Community Development
Alexandra Clee, Assistant Town Planner
Judi Barrett, Consultant

October 2012

Town of Needham Chapter 40B Guidelines

I. INTRODUCTION

These Guidelines provide information about the Town of Needham's policies, procedures, and requirements for comprehensive permits under G.L. c. 40B, §§ 20-23 ("**Chapter 40B**"). In addition, the Guidelines are intended to advise the Zoning Board of Appeals (**ZBA**) and other Town boards and departments with a role in the development review process. Applicants planning to apply for a Chapter 40B comprehensive permit in Needham should review these Guidelines and meet with the Director of Planning and Community Development as early as possible *before* submitting a Project Eligibility (Site Approval) application to a housing subsidy program.

Note: the Town's guidelines are not a substitute for the statute, the Department of Housing and Community Development's (**DHCD**) Chapter 40B regulations (760 CMR 56.00), or the requirements and policies of affordable housing subsidy programs. It is the applicant's responsibility to comply with these and other applicable state requirements.

A. CHAPTER 40B

Enacted in 1969, Chapter 40B encourages the construction of low- and moderate-income housing (affordable housing). Under Chapter 40B, a Zoning Board of Appeals (**ZBA**) may grant a comprehensive permit for a housing development that meets the requirements of the statute and qualifies for funding from a state or federal housing subsidy program. A mixed-income development is considered eligible for a comprehensive permit if at least twenty-five percent of the units in it are affordable.¹

When less than ten percent of a community's housing is affordable as defined by Chapter 40B, the statute effectively supersedes many local regulations that would make it difficult for developers to build affordable housing. In a community that is subject to Chapter 40B, affordable housing developers may file a single (comprehensive permit) application with the **ZBA** in lieu of separate applications to other local boards. The **ZBA** may grant, grant with conditions, or deny the comprehensive permit. If the **ZBA** denies an application or grants a comprehensive permit with conditions that make the development uneconomic, the applicant may appeal to the State's Housing Appeals Committee (**HAC**), which has authority to overrule the **ZBA**. **HAC** decisions may be appealed to Superior Court.

¹ Rental developments may be eligible for a comprehensive permit if at least 20 percent of the apartments are affordable to very-low-income renters.

B. HOUSING CONDITIONS IN NEEDHAM

Needham is a maturely developed suburb of Boston. Its Census 2010 population of 28,886 consists primarily of people in family households, and most of its housing units are owner-occupied. Needham has relatively little rental housing, and the existing rental inventory offers a limited supply of affordable, suitable housing choices for families. According to the most recent American Community Survey (ACS) data (2005-2009), over half of all renters in Needham spend more on housing costs than the benchmark standard of 30 percent of monthly gross income. Furthermore, some 35 percent of the Town's renter households spend more than half of their monthly gross income on housing costs.²

Renters with High Housing Cost Burdens

Renters paying more than...	Massachusetts	Norfolk County	Needham	Boston Metro Area
30% monthly income	49.7%	47.6%	51.2%	49.5%
50% monthly income	24.8%	23.4%	34.7%	24.7%

Source: American Community Survey, 2005-2009 Estimates.

Census 2010 provides the following information regarding the number of housing units in Needham:

Needham Census Data	2000	2010
Housing Units	10,846	11,122
Housing Occupied Units	10,612	10,341

The increased number of non-housing occupied units may be related to temporary market conditions during the census period. Overall, there has been a slow increase in the number of housing units in recent years.

Almost 80 percent of Needham's total housing inventory was built prior to 1980, and 27.4 percent prior to 1939. Future housing growth in Needham will most likely be dominated by redevelopment of existing properties because there is relatively little vacant land left on which to build. It is challenging to provide for affordable housing in Needham due to the Town's limited vacant, developable land and high buildable lot values.

The Needham Affordable Housing Plan (June, 2007) outlines four important goals which are furthered by these Guidelines. They include:

² U.S. Bureau of the Census, American Community Survey (ACS) 2005-2009 Five-Year Estimates, B25070, "Gross Rent as a Percentage of Household Income." www.census.gov

- An overarching goal is to build a stronger and deeper community. The way in which housing efforts are carried out can help in bringing the community together in addressing a widely shared concern.
- A related goal is to remain a community having a broad socio-economic diversity shaped less by economic imperatives than by individual choices about the living environment. Achieving that goal entails meeting housing needs across the full range of incomes, promoting the diversity and stability of individuals and families living in Needham.
- A widely expressed goal is to have this community able to shape its own housing future, doing so with sensitivity to larger-than-local considerations but without loss of the Town's ability to guide development outcomes. A key objective in seeking to assure local control is to meet the subsidized housing standard set by Chapter 40B, which currently calls for 10 percent of all housing to benefit through long-term subsidies, as well as to meet annual affordable housing goals for communities above 10%.
- A related goal is to have assurance that new housing is appropriate to its location and context, which is made easier by achieving the above goals, but it requires more than that, including sensitively designed regulation and cooperative development and decision-making processes.³

II. POLICY STATEMENT

The Board of Selectmen has set a goal of having ten percent of Needham's housing units eligible for and counted on the Chapter 40B Subsidized Housing Inventory, consistent with the best interests of the Town. The benefits of this policy include advancing economic diversity for the community and protecting the Town's control of its own zoning.

While all 40B applications will be addressed individually according to applicable laws and regulations, the facts and circumstances of the individual case, input from public participation, and the sound exercise of discretion by the Town and other public agencies, developers and other affected parties are all encouraged to consider the factors set forth below in planning, review, development, and management of 40B properties.

³ *Needham Affordable Housing Plan*, 9.

III. REVIEW CONSIDERATIONS

PERMANENT AFFORDABILITY

Affordable housing in Needham should be permanently affordable, i.e., the affordability restriction should not lapse with the passage of time. Except in unique circumstances, all parties should expect this principle to apply to all Chapter 40B development in Needham.

PREFERENCE FOR RENTAL DEVELOPMENTS

The Town prefers rental developments over homeownership developments for two reasons: first, under current state policies, market units in mixed-income rental developments count towards the Town's Subsidized Housing Inventory, and second, the Town believes that rental housing provides greater affordability and flexibility than ownership units even when not specifically regulated as means-tested housing.

PROPERTY MANAGEMENT AND COMPLIANCE WITH AFFORDABILITY RESTRICTION

Rental housing developers must provide qualified, experienced, property management personnel, on-site in the case of large projects. In addition, they must demonstrate adequate capacity to comply with the project's affordable housing restriction, e.g., the income eligibility of tenants and monthly rent and utility charges consistent with limits imposed by the applicable housing subsidy program.

PERCENTAGE OF AFFORDABILITY

At least 25 percent and not more than 50 percent of the units in a comprehensive permit should be affordable. However, the Town is open to making 20 percent of the units affordable in a comprehensive permit rental development if the units are affordable to low-income (at or below 50 percent of area median income) tenants.

INCOME TARGETS

Rental developments should provide a continuum of affordability, such as units at 30 percent, 50 percent, 80 percent, and 110 percent of Area Median Income (AMI).

LOCATION; GENERAL

In general, the Town prefers that affordable housing be located near public transportation and retail services. In addition, the Town prefers affordable housing for families to be located near elementary schools, and affordable housing for seniors to be located near the Town's Senior Center. No section of Needham is precluded from affordable housing development.

LOCATION; SPECIFIC AREAS

The Town encourages affordable housing development in the New England Business Center, Highland Commercial – 128, Mixed Use – 128, and the adjacent Industrial District, located in the area North of Kendrick Street bounded by Kendrick Street, the Charles River, Central Avenue, and the Route 128 right of way. Additionally, the areas around Avery Square – specifically the Hillside Avenue Business District, Avery Square Business District and the adjacent Industrial District – the Center Business District and Chestnut Street Business District are appropriate areas, all as shown on the attached Priority Map. (See Priority Areas Map)

DESIGN

The Town recognizes that many factors determine appropriate design. The following points are general guidance for developers to consider in designing their projects. The Town understands that each project is different and that some of the following points may not apply in particular cases.

- **Make every reasonable effort to comply with local regulations.** Minimize the number and extent of waivers required for height, setback, or other requirements. Under Chapter 40B, waivers of local rules and regulations are not “automatic.” Rather, the Town’s responsibility is to consider waiving requirements that would make a project uneconomic to build. It is the applicant’s burden to demonstrate the need for each requested waiver.
- **Orient buildings toward the street wherever possible.** A portion of the project should continue the neighborhood street front. Orientation for other considerations such as solar access should also consider general site orientation to the street. Developers should choose design solutions that serve the interests of the site, sustainability, and preservation of the character of the neighborhood.
- **Pay attention to design elements found in the neighborhood, and make use of them where possible to help developments fit with the neighborhood.** The design should be as consistent as possible with the existing building frontage in scale and character. Use existing topography where possible to minimize the impacts of the massing of the new construction on adjacent properties.
- **Locate off-street parking to the side and rear of buildings.** This will help to ensure that buildings and landscaping, not parking, define views from the road.

DENSITY

In the single residence districts, the Town wants to limit affordable housing development to a density of eight to ten units per acre. Higher densities (up to twenty-four units per acre) in apartment-zoned parcels and sixteen units per acre in other zones will be considered. Densities exceeding twenty-four units per acre will be considered on an individual case basis in the Kendrick/Fremont area (see Specific Locations).

Density of Permitted Chapter 40B Developments in Needham (Sample)

Project name	Address	Number of units	Total area (acre)	Units/acre
Rental Project				
Charles River Landing	300 Second Avenue	350	7.94	44.1
Nehoiden Glen	1035, 45 & 55 Central Avenue	61	4.6	13.3
Condominium Project				
Suites of Needham	797 Highland	8	0.61	13.1
Craftsman Village	21 High Street	6	0.61	9.8
High Cliff Estates	199 St. Mary Street	12	1.46	8.2
Browne - Whitney Place	207-213 Garden St.	6	0.62	9.7
Junction Place	32 Junction Street	5	0.26	19.2

Source: Needham Planning Department

HISTORIC PRESERVATION

Preserve historically significant buildings and features. Buildings listed in the State Register of Historic Places or the Massachusetts Cultural Resources Inventory System (MACRIS) are presumed to be significant, but other buildings not listed may be significant as well. Developers should consult with the Needham Historical Commission if their site includes an existing older building *before* submitting a Project Eligibility application to MassHousing or another Subsidizing Agency.



MIXED USE/VILLAGE DEVELOPMENT

Developers are encouraged to:

- Provide housing that is oriented to encourage and take advantage of public transportation.

- Reuse and redevelop existing buildings, e.g., older commercial, industrial, or institutional facilities, and
- Provide housing in mixed-use buildings, provided the location is zoned for compatible business uses.

ENVIRONMENTAL CONSIDERATIONS

- Use environmentally responsible design, whether Leadership in Energy and Environmental Design (LEED) certification or other generally accepted standards, taking steps to minimize adverse impacts on natural resources, conserve water and energy, use native plants, and use green building construction materials.
- Incorporate landscaping treatments that will help to blend the project with surrounding area, including retaining mature trees and existing vegetation where possible.
- Take active steps to protect nearby wetlands and other open space, including resource areas covered by the local wetlands bylaw even if not required by the Massachusetts Wetlands Protection Act.
- Minimize impervious surfaces.

NEIGHBORHOOD SUPPORT

Developers are encouraged to work with residents of affected neighborhoods. It is a favorable consideration for developers to address reasonable neighborhood concerns.

LOCAL PREFERENCE

To the maximum extent allowed by law, the Town wants local preference observed in tenant and buyer selection, including affordable housing lotteries. Local preference means:

- At least one member of the household currently lives in Needham;
- At least one member of the household works for the Town of Needham, or for a business or non-profit organization located in Needham; or
- The household includes at least one student attending the Needham Public Schools through the METCO Program.

State policies or other requirements may limit or preclude local preference for a specific development. However, the Town expects developers to advocate and make reasonable efforts to secure applicability of local preference for their projects.

OTHER PUBLIC BENEFITS

Provide other public benefits in addition to affordable housing, e.g., 1) pass-through easements to adjacent public properties and open space; 2) streetscape improvements; or 3) pedestrian linkages.

PROCEDURES

A. PRE-APPLICATION PHASE

When planning to apply for a comprehensive permit, an applicant should meet with Town staff and some of the Town boards at the earliest possible point in the planning process. These discussions should occur before filing a Project Eligibility application with MassHousing or another subsidizing agency. Many problems that occur during the permitting process can be reduced or avoided altogether if applicants take the time to consult with local officials and accommodate reasonable requests while a project is still at the conceptual stage. Furthermore, early consultation can help make local review of Project Eligibility applications much smoother.

KEY STEPS

- **Meet with the Director of Planning and Community Development** to discuss plans for the site. Ask about the site's history, the neighborhood, other recent developments and developments in the pipeline nearby, and issues that might cause concern for Town boards.
- **Meet with the Town's Development Review Team (DRT)**, and be open to input and guidance from Town staff. They have technical information that the applicant will need in order to plan the site and prepare for the meetings with Town boards. In addition to the Director of Planning and Community Development, the DRT includes the Assistant Town Manager/Operations, Building Commissioner, Director of Conservation, Director of Economic Development, Director of Public Works, Town Engineer, Highway Superintendent, Water and Sewer Superintendent, Chief of Police, Fire Chief, and Director of Public Health. A meeting with the DRT is an efficient way to obtain feedback about many aspects of the project without having to attend individual appointments with department heads.
- **Have a preliminary meeting with the Design Review Board (DRB)**. The degree to which proposed buildings fit with surrounding development will weigh heavily in how a comprehensive permit application is received in Needham. The DRB can help applicants explore possibilities for building design, landscaping treatments, exterior lighting, and so forth, depending on the site and the types of housing you intend to construct.
- **Have a preliminary meeting with the Conservation Commission** if the project will require approval under the state Wetlands Protection Act, G.L. c. 131, s. 40 and/or any waivers under the Needham Wetlands Bylaw. Chapter 40B developments that affect wetland resource areas usually require an Order of Conditions under G.L. c. 131, s. 40, but the local wetlands bylaw, like other local regulations, falls under the purview of the ZBA. It is in your interests to comply with the local wetlands bylaw because doing so may reduce the number of waivers you need in order to construct your project. You should not assume the ZBA will grant local wetlands bylaw waivers simply because you ask for them.

- **Meet with the Needham Historical Commission** if your project involves substantial alterations to or demolition of a historically significant building. (See Section III, Historic Preservation)
- Meetings with the DRB, the Conservation Commission, and other Town boards and committees are subject to the Open Meeting Law.
- The Town cannot require applicants to discuss the project with neighbors, but it is to the developers' advantage to do so as soon as possible - certainly before applying for a Project Eligibility letter (see below).

Pre-application consultations will not lead to any binding decisions. The purpose of the meetings is to give the applicant a chance to present the proposal for the property and to obtain information from the Town, and to give the Town a chance to learn about the proposed plans. If the ZBA is represented at any of these meetings, the ZBA member who participates will speak only as an individual, not in an official capacity as a ZBA member.

B. ELIGIBILITY TO APPLY FOR A COMPREHENSIVE PERMIT

The following prerequisites must be met by anyone applying for a Chapter 40B comprehensive permit:

- The applicant must have site control, such as a deed, purchase and sale agreement, or option to purchase;
- The applicant must be a public agency, non-profit organization, or limited dividend organization; and
- A housing subsidy program must have determined that the proposed project is fundable.

This third requirement means that developers have to obtain a pre-application eligibility letter from an agency that subsidizes low- or moderate-income housing. Doing so requires filing an application to a housing subsidy program. In most cases, MassHousing will be the housing subsidy agency that issues a **Project Eligibility** determination, but DHCD, the Massachusetts Housing Partnership (**MHP**), and MassDevelopment also subsidize low- or moderate-income housing and issue project eligibility letters. Furthermore, developers wishing to build under a Local Initiative Program (**LIP**) comprehensive permit must obtain a project eligibility determination from DHCD - with approval of the Needham Board of Selectmen.

Once an applicant submits a Project Eligibility application to MassHousing, the Board of Selectmen will be notified. MassHousing will request local comments within 30 days. In Needham, the Board of Selectmen seeks comments from Town departments and other Town boards, and compiles all comments received into a single submission to MassHousing.

Depending on the project (mainly the project's size, location, and density), the Board of Selectmen may convene a meeting with representatives of other Town departments and committees in order to facilitate a conversation about the proposed development. Applicants will be afforded an opportunity to be heard, and may be invited to make a presentation and respond to questions.

C. APPLICATION, REVIEW, AND DECISION PROCEDURES

This section of the Guidelines summarizes the key features of Needham's comprehensive permit process. In accordance with Chapter 40B, however, the ZBA has adopted Comprehensive Permit Rules. An applicant should review the ZBA's Rules (Appendix A). If there is a conflict between these Guidelines and the ZBA's Rules, the latter will control. An application will not be deemed received until all the information required by the ZBA Rules is provided and the required fee is paid.

WHAT DOES "7/14/30/15/15/30/180/40/20" MEAN?

- Within 7 days of the receipt of the comprehensive permit application, the ZBA must distribute copies of the application to all Town departments, boards, and committees with a role in the review process. In Needham, this means the Planning Board, Design Review Board, Conservation Commission, Board of Health, Public Works Department, and Board of Selectmen. (This is why pre-application meetings may be helpful both to the applicant and the participating Town officials.)
- Within 14 days of receipt of the comprehensive permit application, the public hearing must be advertised, with proper legal notice and proper notice to abutters. (Applicants will be responsible for the cost of publishing the legal notice and mailing the notice to abutters.)
- Within 30 days of receipt of a complete comprehensive application, the ZBA must open the public hearing unless the applicant grants permission in writing to hold the hearing at a later date.
- Within 15 days of opening the public hearing, the ZBA must determine whether it wants to deny an application on one or more of the grounds identified in DHCD's Chapter 40B regulations at 760 CMR 56.03(1), following procedures under 760 CMR 56.03(8). The ZBA must provide written notice to the applicant and to DHCD.
- Within 15 days of receiving the ZBA's notice, the applicant must file a written response with DHCD if she/he wants to challenge the ZBA's assertion that it can deny the application. The applicant must provide a copy of that response to the ZBA.
- Within 30 days of receiving the applicant's appeal, DHCD must issue a decision. DHCD's failure to issue a timely decision will result in a determination in favor of the ZBA.

- Unless the applicant provides written consent, the ZBA cannot extend the public hearing beyond 180 days of the initial hearing date. The 180 day limit assumes that the applicant will make timely submissions of materials reasonably requested by the ZBA.
- The ZBA must render a decision - a denial, approval, or approval with conditions - within 40 days of the closing of the public hearing, unless the applicant agrees in writing to an extension.
- If the ZBA denies the permit or approves the permit with unacceptable conditions or requirements, the applicant has the right to appeal to the Housing Appeals Committee within 20 days after the written decision has been filed with the Town Clerk. Similarly, any person aggrieved by the ZBA's issuance of a comprehensive permit may appeal in court within 20 days of the date that the decision is filed with the Town Clerk.

MANAGING THE PROCESS

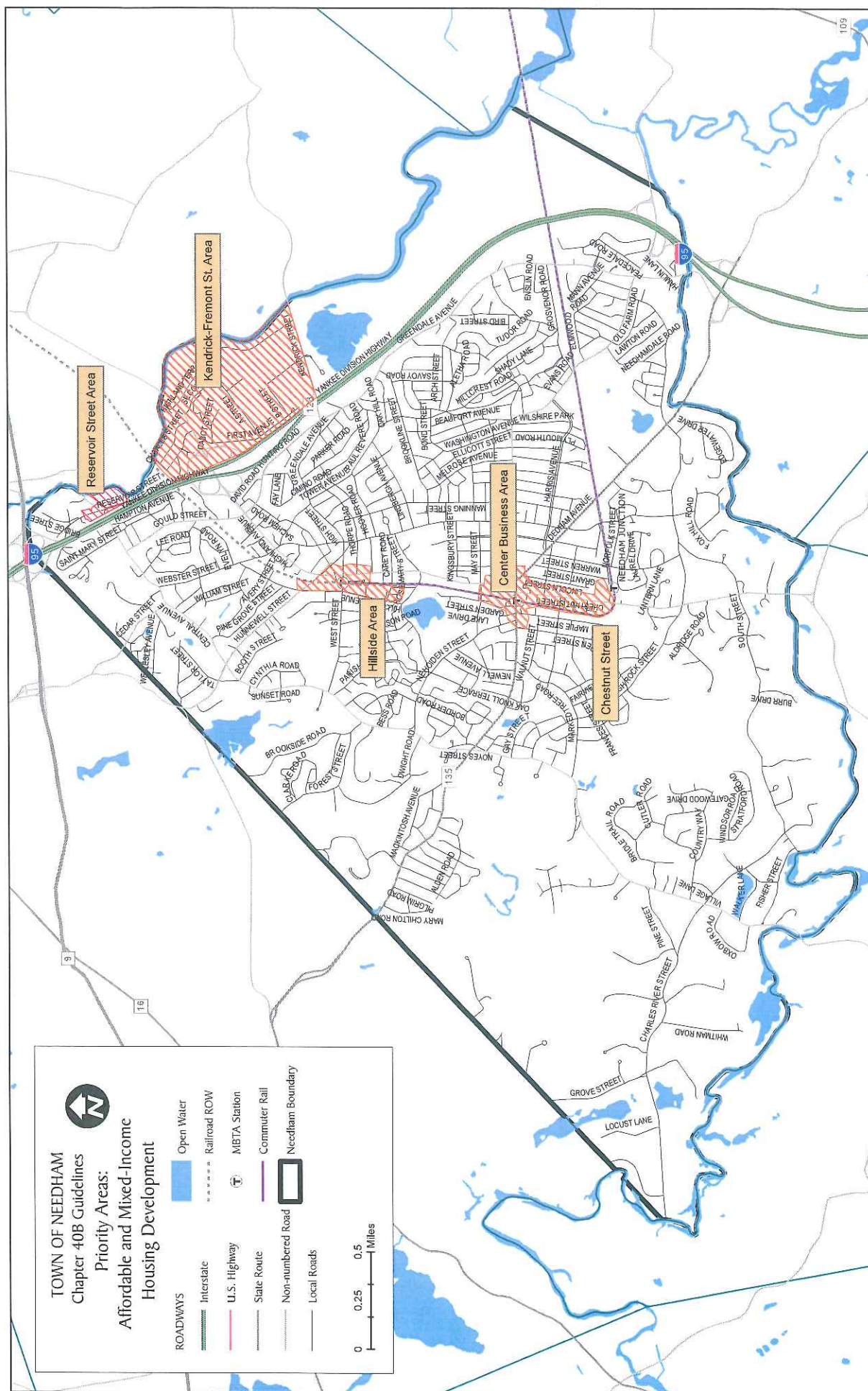
- The ZBA requires enough information to understand the physical characteristics of the site, the health, safety, and welfare impacts of the project, and the impact on the neighborhood. The ZBA's minimum application requirements are designed to provide this information at the outset. A **complete comprehensive permit application** will help to minimize delays in the permitting process.
- The ZBA strongly encourages that applicants meet with the neighbors in advance of the first public hearing to explain the proposed project and receive input that will make the project more acceptable to the neighbors.
- In addition to considering the contents of an application, the ZBA may conduct a **site visit** in order to understand the site and neighborhood conditions, the proposed site plan and building design, and the location of abutters who will be most affected by the proposed development.
- Depending on the issues involved with the site or the proposed development plan, the ZBA may hire qualified **peer review consultants** to assist with the review process. The applicant will be responsible for paying the reasonable cost of these services. Needham has adopted the provisions of G.L. c. 44, s. 53G, so the applicant will be asked to deposit funds in an escrow account that the ZBA can use to pay the peer review consultants.
- The ZBA may ask the applicant to participate in **work sessions** in order to examine specific issues in a setting less formal than that of a public hearing. Work sessions are advisory; they do not constitute an extension of the public hearing. The sessions would be announced at the public hearing and posted as public meetings under the Open Meeting Law so that interested people can attend and observe. No substantive decisions can be made at work sessions, however. At the next public hearing, one of the attendees will provide the full ZBA with a report about matters discussed at the work sessions. The ZBA has the discretion to

hire a third party mediator to facilitate these meetings, to be paid for by the Applicant or through the use of a consultant with experience in Chapter 40B at no cost, through the Massachusetts Housing Partnership program.

- In its discretion, the ZBA may defer to the Town Manager to assemble a **mitigation team** or committee to negotiate with you for mitigation to address the impacts of your project on traffic, infrastructure, public facilities, or public services. At the conclusion of its work, the mitigation team will make recommendations to the ZBA for conditions to be incorporated in the comprehensive permit decision.
- If the applicant and the ZBA cannot reach agreement about project changes the ZBA has requested, the applicant will be asked to prove that the requested changes will make the project uneconomic. This means the applicant will need to submit a **development pro forma** for the ZBA's review, and the ZBA may decide to hire a peer review consultant to examine the pro forma and its assumptions.

THE ZBA'S DECISION

- The ZBA will close the public hearing when all relevant information has been received and all parties have had opportunity to present their issues. After closing the hearing, the ZBA will deliberate and reach a decision.
- The ZBA has three members and two associate members. One or more of the associate members may participate in the public hearing. The affirmative vote of two persons of a three person panel is required to render a decision. The panel to render a decision will normally be the three members of the ZBA. If any regular member has not attended all sessions of the public hearing or is otherwise unavailable, the Chairman will designate an associate member to serve on the panel to render a decision.
- The ZBA will review the waivers the applicant has requested in the application. The ZBA will normally grant waivers that will allow an affordable housing development to go forward, assuming the project's impacts can be mitigated in a manner that protects the Town and surrounding neighborhood. However, applicants should not assume that all of the requested waivers will be granted. The applicant has the burden to demonstrate that the waivers are essential for constructing the project.





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

MEETING DATE: 9/10/2019

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	



RECEIVED
TOWN OF NEEDHAM
SELECT BOARD
2019 AUG 22 P 1:08

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

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☒ RUN ☐ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event:

Needham New Year's Day 5K

Name of Organization:

Needham Running Club

**Has this event been conducted in other
Towns in the past?** ☐ YES ☒ NO
If yes, name of Town and date:
**Has this event been held in Needham in
the past?** ☒ YES ☐ NO

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

291 Nehoiden St.

☒ **Organization
is
Not-for-Profit**
Organization Billing Address (if Police Detail is required):
 291 Nehoiden St
 Needham MA 02492
Primary Contact:

John Pizzuto

Contact Title:

President

Contact Address:
 291 Nehoiden St
 Needham, MA 02492
Contact Phone (Day):

978-549-1161 (Cell)

Contact Phone (Cell):**Contact Email:**

mup1168@ax.com

Event Date(s): <i>January 1, 2020</i>	Date Expected to be in Needham: <i>January 1, 2020</i>
Earliest Time Expected in Needham: <i>8 am</i>	Latest Time Expected in Needham: <i>noon</i>
Number of Expected Participants: <i>500</i>	Number of Expected Spectators at Peak Time: <i>80</i>
Are participants charged a fee? ☒ YES ☐ NO	
Estimated Number of Vehicles: <i>200</i>	What type of Parking is required: <i>Street parking</i>
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: <i>Street parking - 2-3 hrs</i>	
Are event organizers available to meet with members of the Town to plan event? ☒ YES ☐ NO	Do event organizers foresee the need for any road closures (subject to police review)? ☒ YES ☐ NO
What will be done in case of inclement weather? <i>Race cancelled if inclement weather</i>	
Will neighborhoods be impacted by parking and traffic? <i>no</i>	
What activities are planned for the start of the race (if in Needham)? <i>brief announcement</i>	
What activities are planned for the end of the race (if in Needham)? <i>brief awards</i>	

Are there any churches/houses of worship located along the event route?
Will church/house of worship services take place during the event?

yes / no

What is the plan to handle trash?

Dumpster at Site

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:

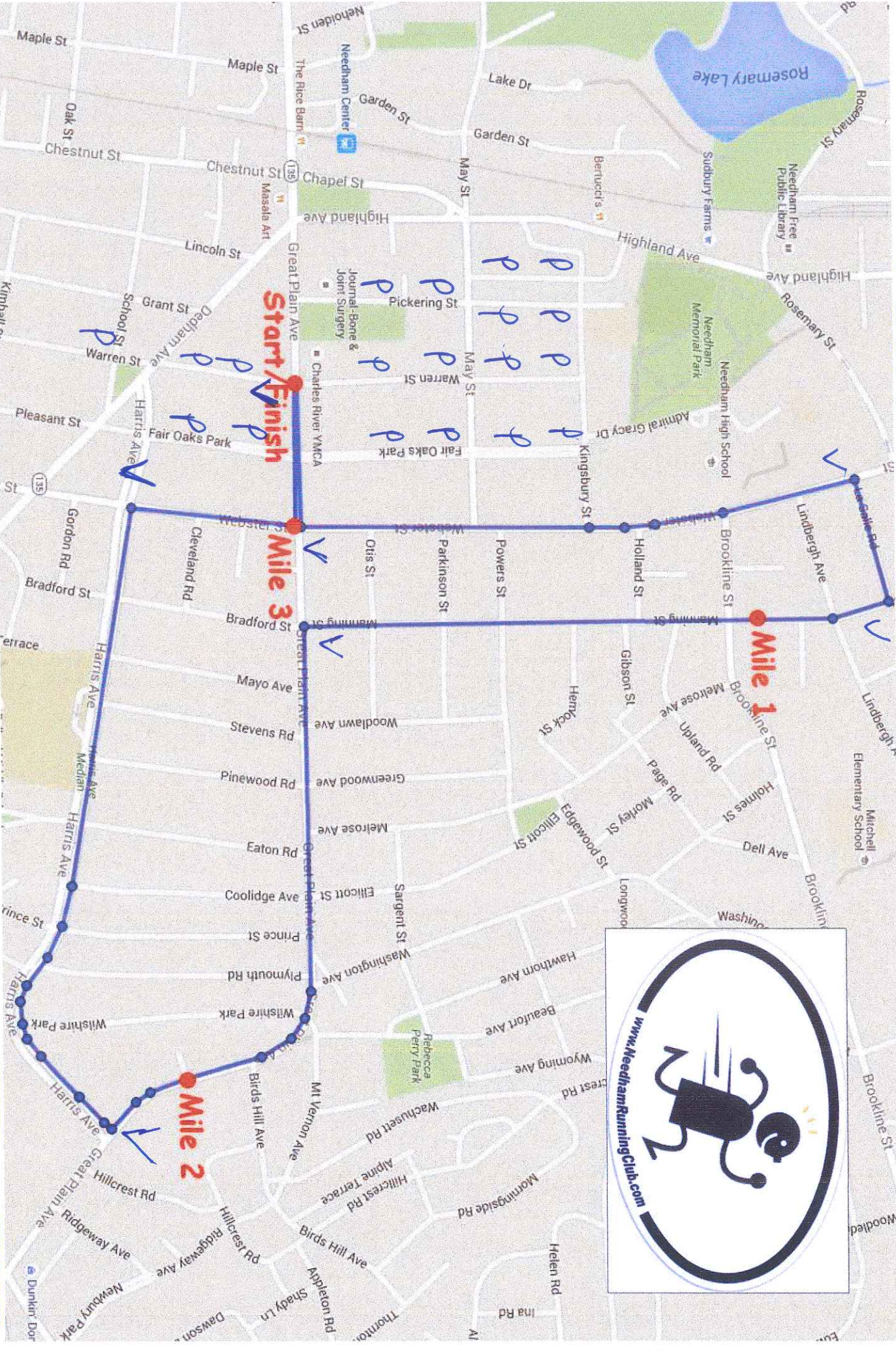
For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.

V = Volunteer

NEEDHAM NEW YEAR'S DAY 5K



GREAT PLAIN AVE LEFT TO WEBSTER RIGHT TO LASALLE RIGHT TO MANNING LEFT TO GREAT PLAIN RIGHT TO HARRIS RIGHT TO WEBSTER LEFT TO GREAT PLAIN



e-mailed 8/26/19

**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**

(Please complete and attach event flyer or other information.)

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD
2019 AUG 26 2:03 PM

Event Manager Name (Name that will appear on license)	Anne - Mane Bajwa		
Event Manager Address	59 E. Militia Heights Drive		
Event Manager Phone Number	(781) 972-1022		
Organization Representing (if applicable)	Charles River Center		
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	Charles River Ctr. 5K Run / 1 mile walk		
Date of Event	9/22/2019		
License is for Sale of: ☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	TO:	
	12:00 pm	2:30 pm	
Are tickets being sold in advance for this event?	☒ YES	\$ 30/per ticket	☒ NO
Is there an admission fee for this event?	☒ YES	\$ 30/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?	600		
Name & address of event location. Please attach proof of permission to use this facility. 59 E. Militia Heights Drive Needham, MA			
Who will be serving the alcohol to your guests? Certified bartenders from VFW Post 2498 Needham			
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). Matthew Ching - on file			
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. See attached			
☒ 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: Anne Mane Bajwa			Date:

2019 CRC Road Race Layout

Volunteer Registration
1 table
2 chairs

Sponsor Signs

Water Fruit
1 table
1 chair

Pizza
1 table
2 chairs
Tent

Ice Cream
1 table
2 chairs
Tent

Burritos
2 chairs
1 Table
Tent

CRC table

Yoga class

Handicap Accessible Parking

Registration
Race Day U-Z P-T K-O F-J A-E
6 tables, 12 chairs

DJ Dennis
1 table
2 chairs
Tent

Face Painting
1 table
2 chairs
Tent

Dwight Road

1 table
4 chairs
Sign

1 table
4 chairs
Sign

Reflexis
1 table
4 chairs
Sign

Sam Adams Beer
1 table
Tent

NEC Hot Dogs

Soup
1 table
2 chairs
Tent
power

Main Entrance to Paul Merritt Building

Side Entrance Paul Merritt Building

Paul Merritt Building

Finish line: 3 tables, 8 chairs

Water station: 1 tables, 4 chairs



SUNDAY

SEPTEMBER 22, 2019

11 AM

.....
THE CHARLES RIVER CENTER
59 EAST MILITIA HEIGHTS DRIVE
NEEDHAM, MA

Fun after party with
**MUSIC, FOOD
AND FESTIVITIES**

*To benefit the 950
children and adults with
developmental disabilities
supported by the
Charles River Center*

- **T-shirts** guaranteed to the
first 300 entries

- **All abilities welcome!**

There's a **1-mile walk**
for those who cannot run the
course

- **5K course is**

USATF certified with
individual, chipped race times

Registration online at

www.CharlesRiverCenterRoadRace.com



**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)	Susan Shaver		
Event Manager Address	NCF, P.O. Box 920577 Needham, MA 02442		
Event Manager Phone Number	781 789 6060		
Organization Representing (if applicable)	Needham Community Farm		
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	Needham Community Farm Silent Auction & Harvest Celebration		
Date of Event	Oct 27 2019		
License is for Sale of:	☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM:	TO:	
	Oct 27 2019	Oct 27 2019	6pm - 9pm.
Are tickets being sold in advance for this event?	☒ YES	\$ 60.00/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?	125-175		
Name & address of event location. Please attach proof of permission to use this facility.	Needham Town Hall, Povers Hall 1471 Highland Avenue Needham, MA		
Who will be serving the alcohol to your guests?	Mayra A. Mendoza Delgado, Hearth Pizzeria Caterer will bring 1-2 Certified, trained servers		
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate). This will be provided once we secure caterer. Hearth Pizzeria is the caterer ~ Mayra A Mendoza Delgado			
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. Beer and wine will be served (they have to pay Cash Bar) See floor plan			
☐ 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: 6-13-19

* Tickets have not officially been priced yet. This is estimate

CHAPEL STREET

offices

Furniture
Available:
(18) 60"x30" tables
(6) 72"x30"
folding tables
(8) 96"x30"
tables
350 audience chair

Bar Serving
Beer, wine, water
Juice will be
in this corner

James Hugh Powers Hall
Needham Town Hall

HIGHLAND AVENUE

NEEDHAM TOWN HALL
Needham, Massachusetts

Chairs:
Hall floor can
accommodate
330 chairs
with center
aisle.

Balcony:
seats 90
not available
for events with
alcohol.

Dimensions for
hall and stage
contained in
online
regulations.

Drawing
scale will only be
accurate when printed on
11x17" paper at 100%.

Drawing Number:

Scale: 3/4"=1'-0"

SKF-2



NEEDHAM PARK AND RECREATION DEPARTMENT

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

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

Dear Mr. Bulian,

The Needham Park and Recreation Commission has intent to hire Stephanie Magni as an Activity Instructor for the **Intro to Field Hockey** program, which is a revolving fund program.

Stephanie is currently employed by the Needham Public Schools.

The Intro to Field Hockey program takes place after normal business hours during the week in the Summer. Stephanie will work approximately 12 hours per week while the sessions are running. The participants in the program are ages 8 - 12 years old. There is no conflict with any of her responsibilities with the Needham Public Schools.

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

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

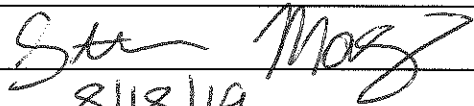
Sincerely,

Patricia M. Carey, CPRP
Director

**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:	x Stephanie Magni
Title/ Position	x Needham High School Teaching Assistant Needham Varsity Softball and Field Hockey coach
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	x Town of Needham - School Department
Agency Address	x 1330 Highland Ave
Office phone:	781 455 0400
Office e-mail:	N/A
	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.

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 and 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. Activity 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.
Date when you acquired a financial interest	8/19/2019
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:	
Date:	8/18/19

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
Municipal Agency:	Park + Recreation
Agency Address:	178 Rosemary Street, Needham, MA 024 94
Office Phone:	781-455-7930
	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:	Patricia Carey
Date:	8-26-19

**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 Select Board
C/O Mr. John Bulian, Chairman
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Bulian,

The Needham Park and Recreation Commission intends to hire me to be an Activity Instructor for the department's Intro to Field Hockey program for the Summer of 2019. I am currently employed by the Needham Public Schools as the Varsity Field Hockey coach.

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 Schools, as the program will only be held outside of regular work hours. On average, I will work 12 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 read "Stephen May", followed by a large, stylized flourish or checkmark.



NEEDHAM PARK AND RECREATION DEPARTMENT

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

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

Dear Mr. Bulian,

The Needham Park and Recreation Commission has intent to hire Dina Hannigan as an Activity Instructor for the **Intro to Field Hockey** program, which is a revolving fund program.

Dina is currently employed by the Needham Public Schools.

The Intro to Field Hockey program takes place after normal business hours during the week in the Summer. Dina will work approximately 12 hours per week while the sessions are running. The participants in the program are ages 8 - 12 years old. There is no conflict with any of her responsibilities with the Needham Public Schools.

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

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

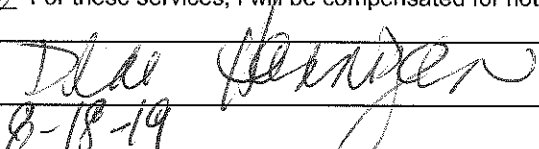
Sincerely,

Patricia M. Carey, CPRP
Director

**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:	Dina Hannigan
Title/ Position	Freshman-Field Hockey Head Coach
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 Schools
Agency Address	1330 Highland Ave
Office phone:	781-455-0400
Office e-mail:	N/A
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	
BOX # 1 Select either STATEMENT #1 or STATEMENT #2 . Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee. ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2 .	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee. ☐ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

Write an X beside your financial interest.	My financial interest in a municipal contract is: ☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☐ 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 17 Rosemary Street, Needham, MA 0194
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. Activity 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.
Date when you acquired a financial interest	8/19/2019
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:	
Date:	8-18-19

Attach additional pages if necessary.

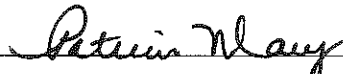
NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

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
Municipal Agency:	Park and Recreation Department
Agency Address:	178 Rosemary Street, Needham MA 02492
Office Phone:	781-455-7930
	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:	8-26-19

**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 Select Board
C/O Mr. John Bulian, Chairman
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Bulian,

The Needham Park and Recreation Commission intends to hire me to be an Activity Instructor for the department's Intro to Field Hockey program for the Summer of 2019. I am currently employed by the Needham Public Schools as the Freshman Field Hockey coach.

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 Schools, as the program will only be held outside of regular work hours. On average, I will work 12 hours a week for this program.

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

Sincerely,

A handwritten signature in dark ink, appearing to read "Dina Keng", with a stylized flourish at the end.



Town of Needham, Massachusetts
Road Event Form

2019 AUG 12 A 9:22

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:

Jog for Joy

Name of Organization:

Highrock Church MetroWest

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:

754 Greendale Ave, Needham

Organization



**is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

14 Mill St., Arlington, MA

Primary Contact:

Ryan Marshall

Contact Title:

Pastor

Contact Address:

35 Rockland St., Natick MA

Contact Phone (Day):

Contact Phone (Cell):

614-961-9447

Contact Email:

ryanm@highrock.org

Event Date(s): December 8 2019	Date Expected to be in Needham:
--	--

Earliest Time Expected in Needham: 7:00am	Latest Time Expected in Needham: 1:00pm
---	---

Number of Expected Participants: 300	Number of Expected Spectators at Peak Time: 100
--	--

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

Estimated Number of Vehicles: 100	What type of Parking is required: Highrock Church lot, street.
---	--

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: Parking at Highrock Church for Start/Finish and Greendale street parking. Participants will park up to an hour before and after the event start and finish.
--

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? Race organizers will make a decision to cancel if lightning storms immanent or black ice is probable.

Will neighborhoods be impacted by parking and traffic? Minimal parking effect, racers will impact travel
--

What activities are planned for the start of the race (if in Needham)? Activites will include recorded music and statements given by race organizers and the beneficiary of the charitable donation (Needham Youth and Family Services)

What activities are planned for the end of the race (if in Needham)? "After party" inside Highrock Church including refueling station (bananas, water, hot chocolate, soup), cont' music, massage for athletes, awards to athletes and a check given to Youth and Family Services

What facilities are needed for the start of the race (if in Needham)?	
Bathrooms at Highrock and possibility of portapotties	
What facilities are needed for the end of the race (if in Needham)?	
Same	
Once the event begins, how long will it take to complete the event?	
4 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?	yes
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.	PA system for announcements and DJ music
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	bananas, energy bars, water, hot choc, soup in our building. our kitchen is certified.
Will portable toilets be used? List locations.	If deemed necessary, in our parking lot
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?	
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Medical tent located at start/finish with volunteer nurse on hand
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?	Some
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	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>	Race start time is planned to minimize impact on Grace Lutheran Church (9:15am race start)
<i>What is the plan to handle trash?</i>	Trash barrels will be placed at the start/finish, as well as each mile marker along the route. Volunteers will monitor trash along the route and a final sweep will be done after the race.

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.

Route Plan: (see map on next page)

Start 754 Greendale Ave

Head south of Greendale

Right onto Grosvenor

Cross and merge onto Broad Meadow (left)

Right onto Great Plain Ave

Right onto Beaufort

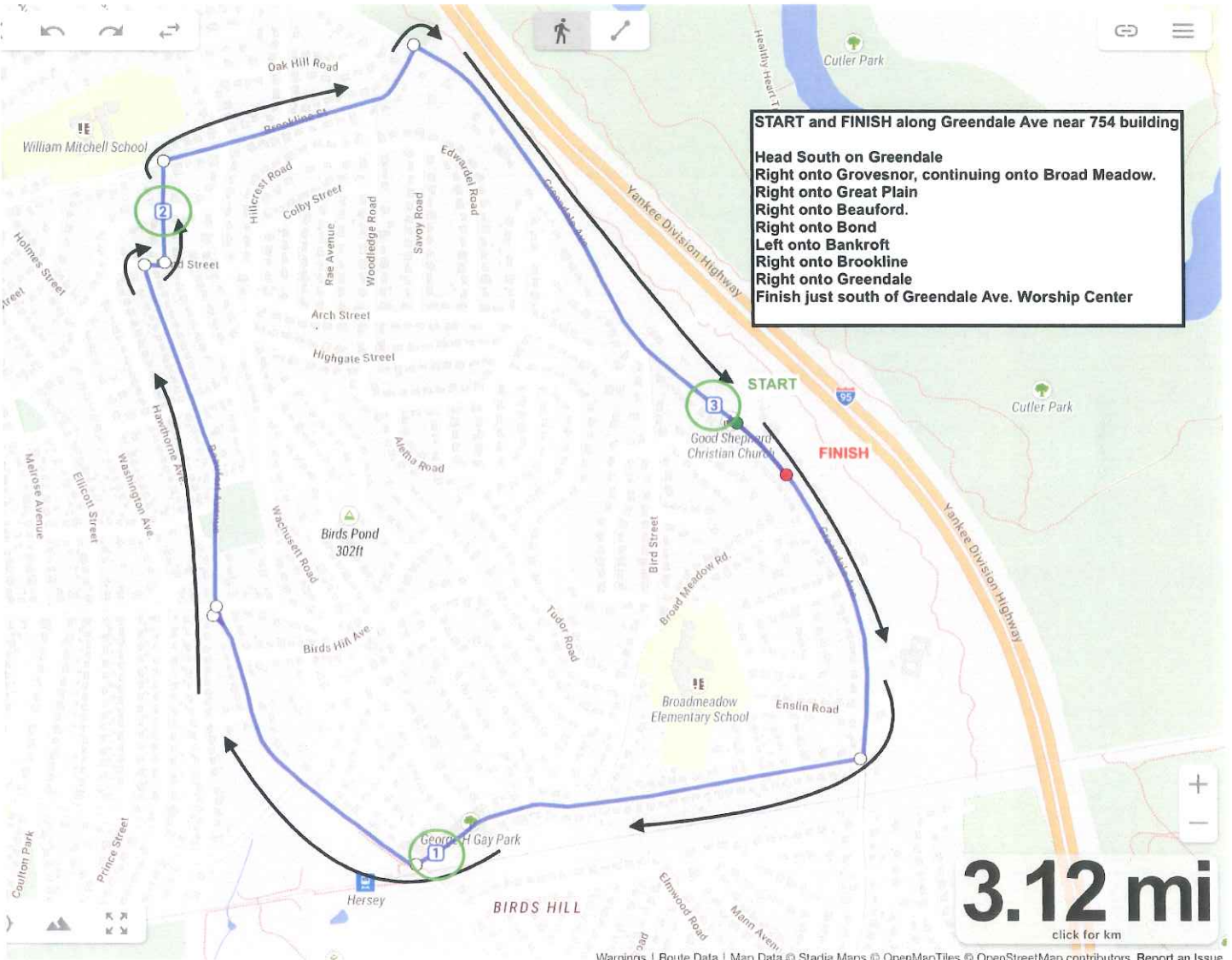
Right onto Bond

Left onto Bancroft

Right onto Brookline

Right onto Greendale

Finish at 754 Greendale



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

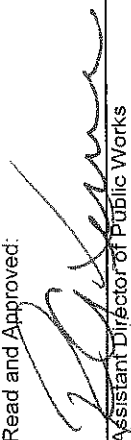
WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

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:	-\$103.05
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$297.33
Transfer Station Charges:	\$0.00
Total Abatement:	-\$400.38

Order #: 1279

Read and Approved:


Assistant Director of Public Works

For the Select Board

9/10/19


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
JO	Council on Aging (1)						\$0.00	-\$103.05	-\$297.33	-\$400.38	COA	N

Total: -\$400.38

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

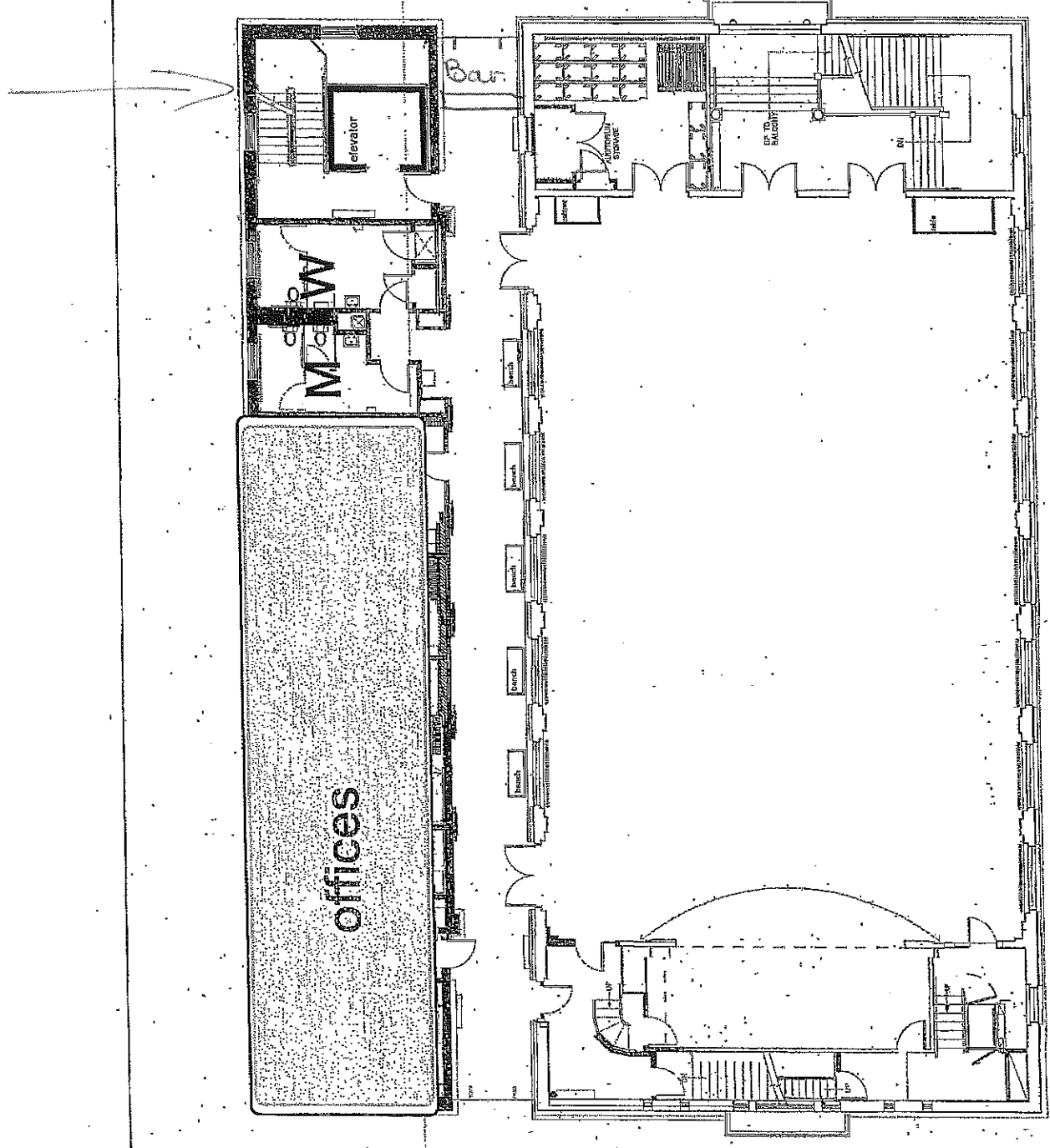
ACC = Accidental Water Loss

BP = Billing Period beyond 100 days

COA - Council on Aging

**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)	Kalin Mitov		
Event Manager Address	21 Erick Rd, apt. 12 Mansfield MA		
Event Manager Phone Number	339-832-2812		
Organization Representing (if applicable)			
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	New England Open		
Date of Event	09.21.2019		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	4:30 pm	TO: 9:00 pm
Are tickets being sold in advance for this event?	☐ YES	\$ /per ticket	☒ NO
Is there an admission fee for this event?	☒ YES	\$ 25/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?	150		
Name & address of event location. Please attach proof of permission to use this facility.			
James Powers Hall at Needham Town Hall 1471 Highland Ave Needham MA			
Who will be serving the alcohol to your guests?			
Hearth Pizzeria Needham (Mayra A Mendoza Delgado)			
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).			
Mayra A Mendoza Delgado			
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.			
Guests will purchase alcohol from the bar			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date:
			9/15/2019



CHAPEL STREET

HIGHLAND AVENUE

Chairs:
Hall floor can accommodate 330 chairs with center aisle.

Balcony:
seats 90 not available for events with alcohol.

Dimensions for hall and stage
contained in online regulations.

Drawing scale will only be accurate when printed on 11"x17" paper at 100%.

NEEDHAM TOWN HALL
Needham, Massachusetts

Sheet: 9/22/10
Drawing Number:

SKF-2

James Hugh Powers Hall
Needham Town Hall