

# SELECT BOARD

## September 24, 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.*

	<b>6:15</b>	Exception 3: Potential Litigation & Collective Bargaining
	<b>6:45</b>	<p>Informal Meeting with Citizens</p> <p><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></p>
<b>1.</b>	<b>7:00</b>	<p>Introduce Newly Promoted Fire Officers and Newly Appointed Firefighters</p> <ul style="list-style-type: none"> <li>• Dennis Condon, Fire Chief</li> </ul>
<b>2.</b>	<b>7:00</b>	<p>Eversource Grant of Locations: (Maureen Carroll, Eversource Energy)</p> <ul style="list-style-type: none"> <li>• Country Way</li> <li>• Carleton Drive</li> <li>• Taylor Street</li> </ul>
<b>3.</b>	<b>7:00</b>	<p>Verizon Grant of Location- Bancroft Street</p> <ul style="list-style-type: none"> <li>• Karen Levesque, Verizon Representative</li> </ul>
<b>4.</b>	<b>7:15</b>	<p>Public Works Awards Recognition</p> <ul style="list-style-type: none"> <li>• Kate Fitzpatrick, Town Manager</li> <li>• Rick Merson, Director of Public Works</li> <li>• Anthony Del Gaizo, Town Engineer</li> </ul>
<b>5.</b>	<b>7:20</b>	<p>Needham Cultural Council Utility Art Box Project</p> <ul style="list-style-type: none"> <li>• Catherine (Charly) Nanda and Julia Gould, Needham Cultural Council</li> </ul>
<b>6.</b>	<b>7:30</b>	<p>Green Communities Designation</p> <ul style="list-style-type: none"> <li>• Cecilia Simchak, Administrative Analyst</li> <li>• Carys Lustig, Director of Finance &amp; Administration/Public Services</li> <li>• Kate Fitzpatrick, Town Manager</li> <li>• Nick Hill, Volunteer</li> <li>• Beth Greenblatt, Beacon Integrated Solutions</li> </ul>
<b>7.</b>	<b>8:00</b>	<p>Director of Public Works</p> <ul style="list-style-type: none"> <li>• Notice of Traffic Regulation- Gibson Street</li> </ul>
<b>8.</b>	<b>8:10</b>	<p>Approve the Sale of Bonds</p> <ul style="list-style-type: none"> <li>• David Davison, Assistant Town Manager/Director of Finance</li> </ul>
<b>9.</b>	<b>8:20</b>	<p>Town Manager</p> <ul style="list-style-type: none"> <li>• Special Town Meeting Warrant</li> </ul>

		<ul style="list-style-type: none"> <li>• Town Manager Report</li> </ul>
<b>10.</b>	<b>8:30</b>	Board Discussion <ul style="list-style-type: none"> <li>• Committee Reports</li> </ul>

## APPOINTMENTS

	None	
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## CONSENT AGENDA      \*=**Backup attached**

1.*	Approve a 20B Exemption for Brenda Considine-Miskin who is an employee at the Sunita Williams Elementary School as a Teaching Assistant to engage in work with the Park and Recreation Department as an Activity Instructor for the Breathe and Stretch to Unwind and Dance and Stretch and Unwind programs.
2.*	Approve a 20B Exemption for Edmund Farrell who is an employee at the Needham Public Schools as the Nutrition Manager to engage in work with the Park and Recreation Department as an Activity Instructor for the Adult Badminton, Ice Skating, and Ski & Snowboard programs.
3.*	Approve August 20, 2019 and September 10, 2019 open session minutes.
4.*	Accept the donation from the Village Club of two granite benches and brick pavers to be installed at the Memorial Park Field House. This improvement to the project, located between the park entrance and the field near the water bubbler, has been approved by the Planning Board at its 9/3/2019 meeting. The donation is valued at approximately \$3,500.
5.*	In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt a compensation plan for Schedule K for fiscal year 2020.
6.*	Water & Sewer Abatement Order #1280
7.*	Approve a request for a One Day Special Wines and Malt Beverages license for Robert Timmerman II, of Needham Knights of Columbus to host its Music Bingo Night on Friday, September 27, 2019 from 6:00 p.m. to 11:00 p.m. The event will be held at Needham Knights of Columbus, 1211 Highland Avenue, Needham.
8.*	Approve a request for a One Day Special Wines and Malt Beverages license for Robert Timmerman II, of Needham Knights of Columbus to host its annual Oktoberfest event on Friday, October 18, 2019 from 6:00 p.m. to 11:00 p.m. The event will be held at Needham Knights of Columbus, 1211 Highland Avenue, Needham.
9.*	Approve a 20B Exemption for Regina Tedeschi-Sharpe who is an employee at the Needham Public Schools as a Substitute Teacher at the Newman Preschool to engage in work with the Park and Recreation Department as an Activity Instructor for the Early Release Day programs.
10.*	At the request of the PPBC, support the allocation of up to \$270,000 for landscaping and entrance relocation at the Cogswell Building/RTS.
11.	Accept a \$500 donation made to the Needham Public Health Division's Substance Prevention Alliance of Needham (SPAN) from the Needham Knights of Columbus.
12.*	<b>Ratify revised hourly rate schedule (Appendix B) for the Custodial and Monitoring staff for Powers Hall and the Center at the Heights events.</b>

13.	Grant permission for the following residents to hold block parties:				
Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Naomi Goldman	93 Gayland Road	Gayland Road	10/5/19	10/6/19	3pm-6pm
Seema Pandya	43 Valley Road	30-47 Sterling Rd	10/26/19	10/27/19	11am-6pm
Allison Premo	354 Brookline St.	1 block of Brookline between Webster & Manning	10/27/19	N/A	3:30pm-5pm



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

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**MEETING DATE: 9/24/2019**

<b>Agenda Item</b>	Introduce Newly Promoted Fire Officers and Newly Appointed Firefighters
<b>Presenter(s)</b>	Dennis Condon, Fire Chief

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
	Chief Condon will introduce: Deputy Chief Matt Bagnell, Captain Brian Stark, Lieutenant Nicholas Ceurvels, and Firefighters Ben Hall, Dennis Miller, Kevin Lehberger, Chad McMahon, Pat Glebus, Brad Lynch, Cody Whalen, Jessica Sears, Will Miranda, Dave Brissenden, John Walsh, Christopher Stirling, John Fitzgerald, Jonathan Yule, and Josh Stanton.
<b>2.</b>	<b>VOTE REQUIRED BY SELECT BOARD</b>
	Introduction Only
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
	<b>(Describe backup below)</b>  a. Resumes for Officers and Firefighters



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

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**MEETING DATE: 9/24/2019**

<b>Agenda Item</b>	Public Hearing: Eversource Energy Grant of Location – Country Way
<b>Presenter(s)</b>	Maureen Carroll, Eversource Energy Representative

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
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Eversource Energy requests permission to install approximately 5 feet of conduit in White Pine Road. This work is necessary to provide underground electric service to 304 Country Way, Needham.

The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that **all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.**

<b>2.</b>	<b>VOTE REQUIRED BY SELECT BOARD</b>
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**Suggested Motion:**

Move that the Select Board approve and sign a petition from Eversource Energy to install approximately 5 feet of conduit in White Pine Road. This work is necessary to provide underground electric service to 304 Country Way, Needham.

<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
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**(Describe backup below)**

- a. Grant of Location Petition Review Sheet from DPW
- b. Letter of Application
- c. Petition
- d. Order
- e. Petition Plan
- f. Notice Sent to Abutters
- g. List of Abutters

TOWN OF NEEDHAM  
PUBLIC WORKS DEPARTMENT

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

TO: Nikki Witham, Selectmen Office  
FROM: Judy Laffey, DPW Office  
DATE: 9/11/19  
RE: 304 Country Way W.O. 2344 893

For Selectmen Meeting of 9/24/19  
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 9-3-19 REVIEWER: R.W.W.  
SITE LOCATION: #304 COUNTRY WAY UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

- |   |                  |                               |
|---|------------------|-------------------------------|
| <input checked="" type="radio"/> A Sidewalk/Grass Strip Crossing Only                     | Peer Review      | <u>in</u> 9/10/19 <i>over</i> |
| <input type="radio"/> B Work Within Paved Road Perpendicular Crossing                     | Peer Review      | _____ <i>parallel</i>         |
| <input type="radio"/> C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway | Peer Review      | _____                         |
|   | Div. Head Review | _____                         |
| <input type="radio"/> D Other   | Peer Review      | _____                         |
|   | Div. Head Review | _____                         |

- |   |   |
|---|---|
| <input type="checkbox"/> Petition Plan Consistent with Field Review | <input checked="" type="checkbox"/> Old Pole Removed <i>N/A</i>                         |
| <input checked="" type="checkbox"/> Diameter of Conduit 3"          | <input checked="" type="checkbox"/> Cables Transferred to New Pole <i>No</i>            |
| <input checked="" type="checkbox"/> Depth of Conduit                | <input checked="" type="checkbox"/> New Riser on Pole <i>No</i>                         |
| <input checked="" type="checkbox"/> Utility Conflicts               | <input checked="" type="checkbox"/> Visible Trench Patch across Road/Sidewalk <i>No</i> |
| <input type="checkbox"/> Crossing Perpendicular to Road <i>N/A</i>  | <input checked="" type="checkbox"/> Abutters List Complete                              |
| <input checked="" type="checkbox"/> Public Road                     | <input checked="" type="checkbox"/> Photos Included                                     |
| <input type="checkbox"/> Double Pole <i>N/A</i>                     |   |

Department Head OK R.W.W. 9/11/19

COMMENTS:

No TRENCH, No RISER ON POLE AS YET

August 28, 2019

Select Board  
Town Hall  
1471 Highland Avenue  
Needham, MA 02192

304  
RE: Country Way  
Needham, MA  
W/O #2344893

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 5 feet of conduit in White Pine Road.

The reason for this work is to provide underground electric service to 304 Country Way.

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

Very truly yours,



Richard M. Schifone, Supervisor  
Rights and Permits

RMS/kj  
Attachments

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

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

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis, Dated August 26, 2019** and filed herewith, under the following public way or ways of said Town:

**White Pine Road - Southerly from pole 457/1, at Country  
Way, a distance of 5 ± feet - conduit**

**W/O #2344893**

**NSTAR ELECTRIC COMPANY  
dba EVERSOURCE ENERGY**



By: \_\_\_\_\_  
Richard M. Schifone, Supervisor  
Rights & Permits

**Dated this 28th day of August**  
Town of **NEEDHAM** Massachusetts

Received and filed \_\_\_\_\_ 2019  
\_\_\_\_\_

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

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

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

**White Pine Road - Southerly from pole 457/1, at Country  
Way, a distance of 5 ± feet - conduit**

**W/O #2344893**

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

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis**, **Dated August 26, 2019** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	Select Board
3	_____	the Town of
4	_____	<b>NEEDHAM</b>
5	_____	

**CERTIFICATE**

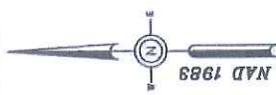
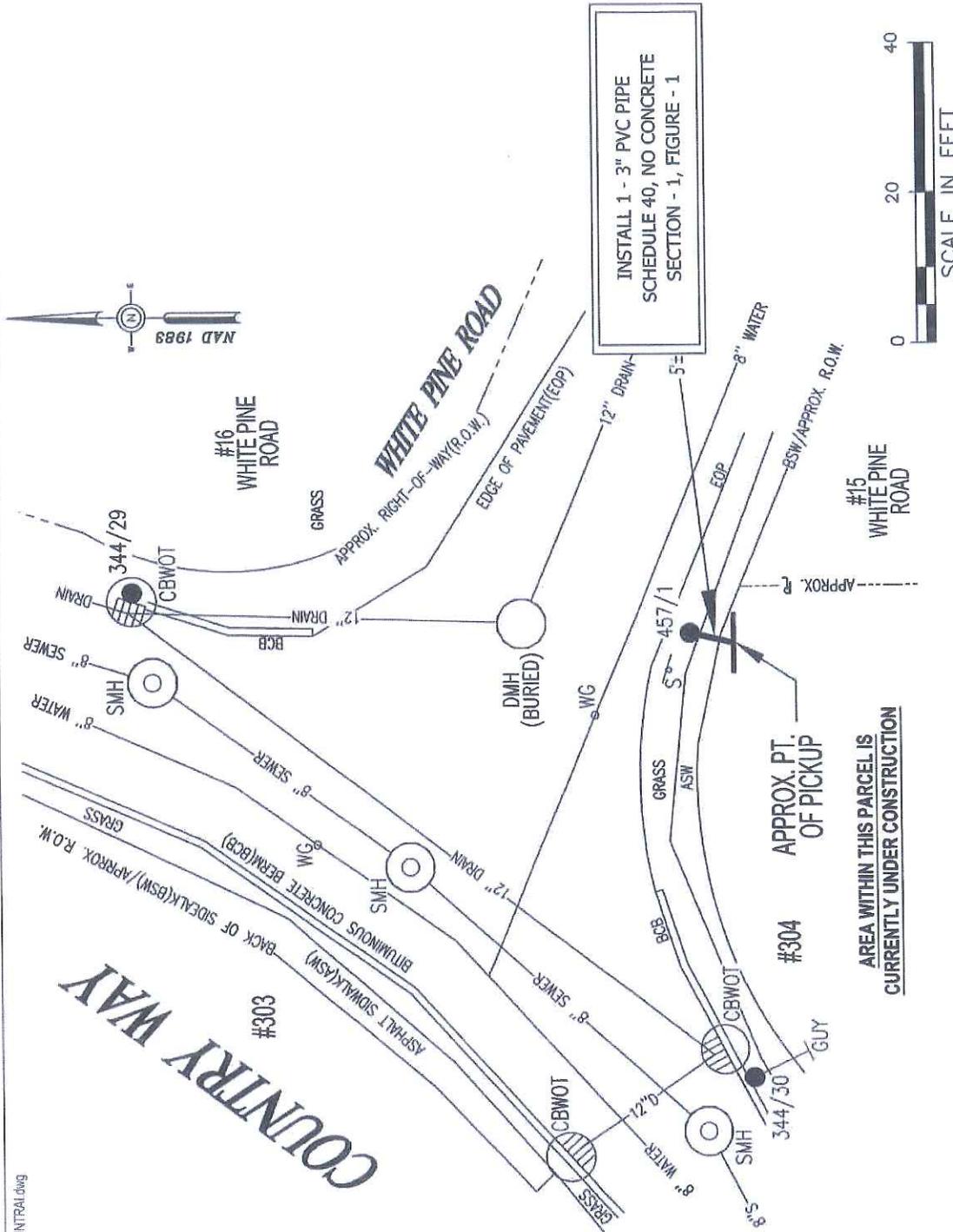
We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven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

1	_____	
2	_____	Select Board
3	_____	the Town of
4	_____	<b>NEEDHAM</b>
5	_____	

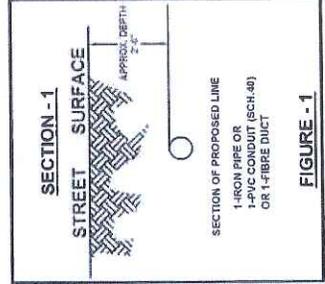
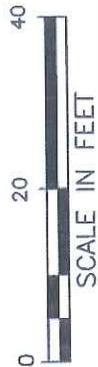
**CERTIFICATE**

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

Attest: \_\_\_\_\_  
Clerk of the Town of **NEEDHAM**, Massachusetts



INSTALL 1 - 3" PVC PIPE  
SCHEDULE 40, NO CONCRETE  
SECTION - 1, FIGURE - 1



AREA WITHIN THIS PARCEL IS  
CURRENTLY UNDER CONSTRUCTION

**NOTES:**

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

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

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP YOU AGREE THAT NO WARRANTY OF ANY KIND IS MADE BY THE SURVEYOR FOR THE INFORMATION CONTAINED HEREIN. NEITHER INSURE ELECTRIC COMPANY NOR ANY OTHER PARTY SHALL BE LIABLE FOR ANY LOSSES OR DAMAGES OF ANY KIND, INCLUDING ATTORNEY'S FEES, DAMAGES, LOSSES, OR EXPENSES, INCURRED BY ANY PARTY AS A RESULT OF THE INFORMATION CONTAINED HEREIN. TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THIS INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE SURVEYOR HARMLESS FROM ANY SUCH LOSSES OR DAMAGES. THE INFORMATION MAY NOT REPRESENT A SURVEY, AND MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED, AND UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

**MASS. LAW**

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE CALL DIG-SAFE 1-888-344-7233

C#	198-19
Ward #	-
Work Order #	2344893
Surveyed by:	JC/BP
Research by:	PG
Plotted by:	BP
Proposed Structures:	SC
Approved:	A DEBENEDICTIS
P#	1 of 1

Plan of	COUNTRY WAY
Showing	NEEDHAM
Proposed CONDUIT LOCATION	
Scale	1"=20'
Date	AUGUST 26, 2019
SHEET	1 of 1

**NSTAR EVERSOURCE**  
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125



## NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on September 24, 2019** upon petition of Eversource Energy dated **August 28, 2019** to install approximately 5 feet of conduit in White Pine Road. This work is necessary to provide underground electric service to 304 Country Way.

A public hearing is required and abutters should be notified.

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

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

SELECT BOARD

Dated: September 13, 2019

304 COUNTRY WAY

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
THOMPSON, CHRISTOPHER C. & MCGUINNESS, THOMAS P. & TURK, JEFFREY C & STARNBACH, MICHAEL N. & FEINSTEIN, DAVID M. & HARRINGTON, JOAN C., TR. HGC INVESTMENTS LLC BOY SCOUTS OF AMERICA/NEEDHAM SCOUTERS' C/O JEANNE FLOITGRAF	THOMPSON, KRISTY J. MCGUINNESS, KATHLEEN TURK, BARBARA STARNBACH, AILEEN G. FEINSTEIN, JAN ROSEN THE JCH REALTY TRUST	50 WINDSOR RD 40 WINDSOR RD 312 COUNTRY WAY 304 COUNTRY WAY 15 WHITE PINE RD 16 WHITE PINE RD 10 OAK ST 80 GRANT ST	NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM	MA MA MA MA MA MA MA MA	02492 02492 02492 02492 02492 02492 02492 02492	1992110005300000 1992110005400000 1992110006100000 1992110006200000 1992110006300000 1992110006400000 1992120006300000 1993030001000000	50 WINDSOR RD 40 WINDSOR RD 312 COUNTRY WAY 304 COUNTRY WAY 15 WHITE PINE RD 16 WHITE PINE RD 303 COUNTRY WAY 0 HIGH ROCK WOODS

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





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

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**MEETING DATE: 9/24/2019**

<b>Agenda Item</b>	Public Hearing: Eversource Energy Grant of Location – Carleton Drive
<b>Presenter(s)</b>	Maureen Carroll, Eversource Energy Representative

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
<p>Eversource Energy requests permission to install approximately 38 feet of conduit and one (1) manhole in Carleton Drive. This work is necessary to provide underground electric service to 37 Carleton Drive, Needham.</p> <p>The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that <b>all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.</b></p>	
<b>2.</b>	<b>VOTE REQUIRED BY SELECT BOARD</b>
<p><b>Suggested Motion:</b> Move that the Select Board approve and sign a petition from Eversource Energy to install approximately 38 feet of conduit and one (1) manhole in Carleton Drive. This work is necessary to provide underground electric service to 37 Carleton Drive, Needham.</p>	
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
<p><b>(Describe backup below)</b></p> <ul style="list-style-type: none"><li>a. Grant of Location Petition Review Sheet from DPW</li><li>b. Letter of Application</li><li>c. Petition</li><li>d. Order</li><li>e. Petition Plan</li><li>f. Notice Sent to Abutters</li><li>g. List of Abutters</li></ul>	

TOWN OF NEEDHAM  
PUBLIC WORKS DEPARTMENT

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

TO: Nikki Witham, Selectmen Office  
FROM: Judy Laffey, DPW Office  
DATE: 9/11/19  
RE: 37 Carleton Dr. W.O. 2336248

For Selectmen Meeting of 9/24/19  
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 9-9-19

REVIEWER: RWW.

SITE LOCATION: #37 CARLETON DR.

UTILITY REQUESTING: EYERSOURCE

Conduit Work Area Description

- |  |                  |                   |
|--|------------------|-------------------|
| A Sidewalk/Grass Strip Crossing Only   | Peer Review      | _____             |
| <input checked="" type="radio"/> B Work Within Paved Road Perpendicular Crossing | Peer Review      | <u>TM</u> 9/11/19 |
| C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway              | Peer Review      | _____             |
|  | Div. Head Review | _____             |
| D Other  | Peer Review      | _____             |
|  | Div. Head Review | _____             |

- |   |   |
|---|---|
| <input type="checkbox"/> Petition Plan Consistent with Field Review | <input checked="" type="checkbox"/> Old Pole Removed. N/A                               |
| <input checked="" type="checkbox"/> Diameter of Conduit (SEE BELOW) | <input checked="" type="checkbox"/> Cables Transferred to New Pole N/A                  |
| <input checked="" type="checkbox"/> Depth of Conduit                | <input checked="" type="checkbox"/> New Riser on Pole N/A                               |
| <input type="checkbox"/> Utility Conflicts                          | <input checked="" type="checkbox"/> Visible Trench Patch across Road/Sidewalk NO TRENCH |
| <input checked="" type="checkbox"/> Crossing Perpendicular to Road  | <input checked="" type="checkbox"/> Abutters List Complete                              |
| <input checked="" type="checkbox"/> Public Road                     | <input checked="" type="checkbox"/> Photos Included                                     |
| <input checked="" type="checkbox"/> Double Pole N/A                 |   |

Department Head OK P. Merson 9/11/19

COMMENTS:

NO TRENCH ACROSS ROAD (FOR CONDUIT) OR IN GRASS (FOR MANHOLE) AS YET.  
PETITION WRITE-UP & PLAN HAS "BRIDGE TRAIL ROAD" INSTEAD OF "BRIDAL TRAIL ROAD."  
Petitioner resubmitted petition & plan with Bridal Trail Road.

September 13, 2019

Select Board  
Town Hall  
1471 Highland Avenue  
Needham, MA 02192

#37

RE: Carleton Drive  
Needham, MA  
W/O #2336248

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 38 feet of conduit and one (1) manhole in Carleton Drive.

The reason for this work is to provide underground electric service to 37 Carleton Drive

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

Very truly yours,



Richard M. Schifone, Supervisor  
Rights and Permits

RMS/kj  
Attachments

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

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

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis, Dated August 28, 2019** and filed herewith, under the following public way or ways of said Town:

**Carleton Drive - Northerly, approximately 228 feet  
west of Bridal Trail Road, a distance of  
38 ± feet - conduit**

**Install one (1) manhole #30896**

**W/O #2336248**

**NSTAR ELECTRIC COMPANY  
dba EVERSOURCE ENERGY**

By:   
Richard M. Schifone, Supervisor  
Rights & Permits

**Dated this 13th day of September**  
Town of **NEEDHAM** Massachusetts

Received and filed \_\_\_\_\_ 2019  
\_\_\_\_\_

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

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

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

**Carleton Drive - Northerly, approximately 228 feet  
west of Bridal Trail Road, a distance of  
38 ± feet - conduit**

**Install one (1) manhole #30896**

**W/O #2336248**

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

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis**, **Dated August 28, 2019** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	Select Board
3	_____	the Town of
4	_____	<b>NEEDHAM</b>
5	_____	

**CERTIFICATE**

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

1	_____	
2	_____	Select Board
3	_____	the Town of
4	_____	<b>NEEDHAM</b>
5	_____	

**CERTIFICATE**

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

Attest: \_\_\_\_\_  
Clerk of the Town of **NEEDHAM**, Massachusetts

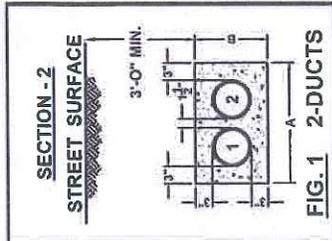
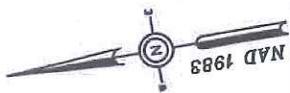


FIG. 1 2-DUCTS

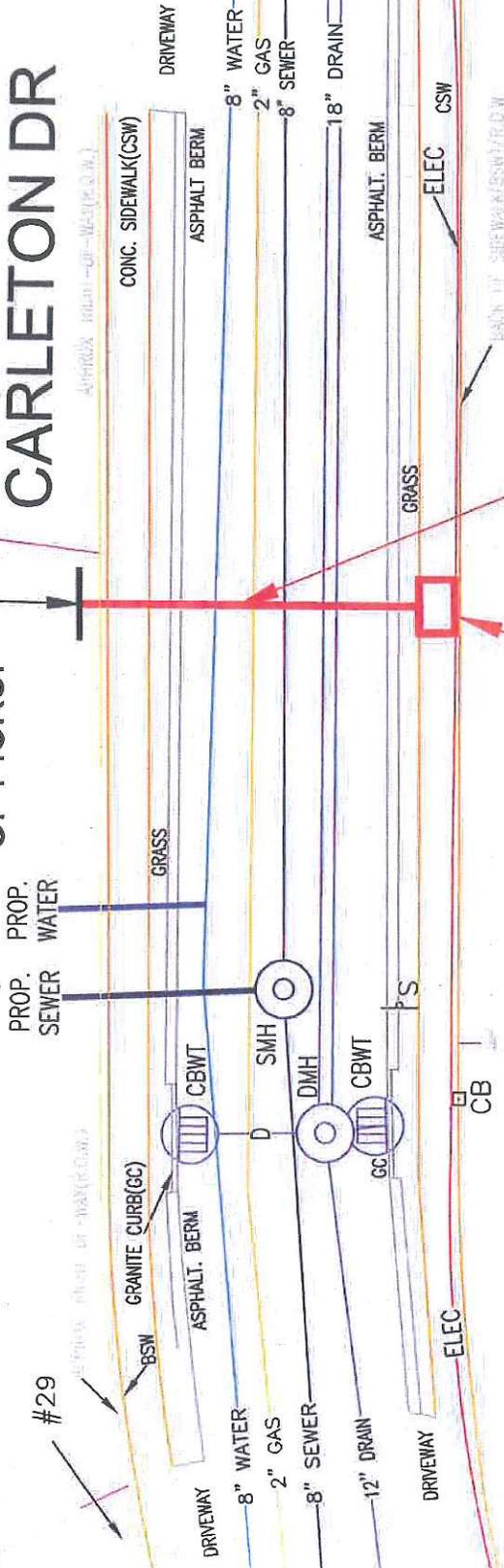
# CARLETON DR

APPROX. 228'± TO BRIDAL TRAIL ROAD

APPROX. PT. OF PICKUP

#49

#37



#31

#34

38.0'±  
INSTALL 2 - 4" PVC PIPES  
TYPE EB IN CONCRETE  
SECTION 2 FIG. 1

MH30896  
INSTALL CONCRETE MANHOLE  
4.0' x 6.0' x 6.0' DEEP  
INTERCEPT EXIST. ELEC. CONDUIT

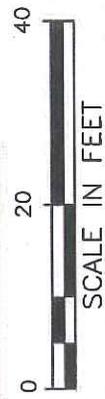
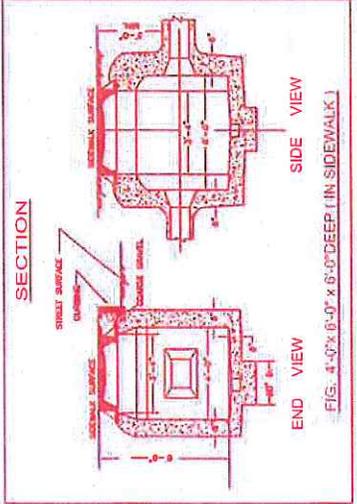


FIG	A		B		C		D		E		F	
	inches	feet										
1	16.2	1.35	18.2	1.52	11.2	0.93	21.2	1.77	12.2	1.02	12.2	1.02
2	22.2	1.85	24.2	2.02	11.2	0.93	21.2	1.77	12.2	1.02	12.2	1.02
3	28.2	2.35	30.2	2.52	11.2	0.93	21.2	1.77	12.2	1.02	12.2	1.02
4	34.2	2.85	36.2	3.02	11.2	0.93	21.2	1.77	12.2	1.02	12.2	1.02
5	40.2	3.35	42.2	3.52	11.2	0.93	21.2	1.77	12.2	1.02	12.2	1.02
6	46.2	3.85	48.2	4.02	11.2	0.93	21.2	1.77	12.2	1.02	12.2	1.02
7	52.2	4.35	54.2	4.52	11.2	0.93	21.2	1.77	12.2	1.02	12.2	1.02
8	58.2	4.85	60.2	5.02	11.2	0.93	21.2	1.77	12.2	1.02	12.2	1.02
9	64.2	5.35	66.2	5.52	11.2	0.93	21.2	1.77	12.2	1.02	12.2	1.02
10	70.2	5.85	72.2	6.02	11.2	0.93	21.2	1.77	12.2	1.02	12.2	1.02
11	76.2	6.35	78.2	6.52	11.2	0.93	21.2	1.77	12.2	1.02	12.2	1.02
12	82.2	6.85	84.2	7.02	11.2	0.93	21.2	1.77	12.2	1.02	12.2	1.02
13	88.2	7.35	90.2	7.52	11.2	0.93	21.2	1.77	12.2	1.02	12.2	1.02
14	94.2	7.85	96.2	8.02	11.2	0.93	21.2	1.77	12.2	1.02	12.2	1.02
15	100.2	8.35	102.2	8.52	11.2	0.93	21.2	1.77	12.2	1.02	12.2	1.02
16	106.2	8.85	108.2	9.02	11.2	0.93	21.2	1.77	12.2	1.02	12.2	1.02



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND IS EXPRESSED OR IMPLIED AS TO THE ACCURACY OF THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS COLLECTIVELY THE "NSTAR ENTITIES" SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY. ANY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

**MASS. LAW**  
REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

**NSTAR EVERSOURCE**  
ELECTRIC  
GAS

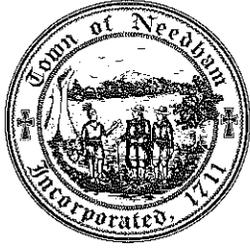
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of CARLETON DRIVE  
NEEDHAM

Showing PROPOSED CONDUIT & MANHOLE LOCATION

C# 203-19  
Ward #  
Work Order # 2336248  
Surveyed by: GC/JC  
Research by: PG  
Plotted by: GC  
Proposed Structures: JF  
Approved: A DEBENEDICTIS  
P#

Date AUGUST 28, 2019  
Scale 1"=20'  
SHEET 1 of 1



## NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on September 24, 2019** upon petition of Eversource Energy dated **September 4, 2019** to install approximately 38 feet of conduit and one (1) manhole in Carleton Drive. This work is necessary to provide underground electric service to 37 Carleton Drive.

A public hearing is required and abutters should be notified.

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

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

SELECT BOARD

Dated: September 13, 2019

37 CARLTON DRIVE

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
FRASCO, JOHN		77 BRIDLE TRAIL RD	NEEDHAM	MA	02492	19921200008000000	77 BRIDLE TRAIL RD
NEEDHAM MARSHFIELD PROPERTIES LLC		P. O. BOX 920486	NEEDHAM	MA	02492	19921300002000000	1618 CENTRAL AVE
MITTLEMAN, JEFFREY W. & PAMELA G.	C/O GOLDWASSER, JULIE & MATTHEW	34 CARLETON DR	NEEDHAM	MA	02492	19921300006700000	34 CARLETON DR
MERRILL, LOIS B.		31 BRIDLE TRAIL RD	NEEDHAM	MA	02492	19921300006800000	31 BRIDLE TRAIL RD
LINTZ, DAVID S. &	LINTZ, CAROL R.	49 CARLETON DR	NEEDHAM	MA	02492	19921300007600000	49 CARLETON DR
WATSON, NOEL B. & TAMIKO	C/O DEVANEY, JUSTIN	29 CARLETON DR	NEEDHAM	MA	02492	19921300007900000	29 CARLETON DR
WATSON, NOEL B. &	C/O JUSTIN DEVANEY	143 W. CONCORD ST	BOSTON	MA	02118	19921300008000000	0 CARLETON DR

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



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

---

**MEETING DATE: 9/24/2019**

<b>Agenda Item</b>	Public Hearing: Eversource Energy Grant of Location –Taylor Street
<b>Presenter(s)</b>	Maureen Carroll, Eversource Energy Representative

**1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

Eversource Energy requests permission to install approximately 5 feet of conduit in Taylor Street. This work is necessary to provide underground electric service to 145 Taylor Street, Needham.

The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that **all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.**

**2. VOTE REQUIRED BY SELECT BOARD**

**Suggested Motion:**

Move that the Select Board approve and sign a petition from Eversource Energy to install approximately 5 feet of conduit in Taylor Street. This work is necessary to provide underground electric service to 145 Taylor Street, Needham.

**3. BACK UP INFORMATION ATTACHED**

**(Describe backup below)**

- a. Grant of Location Petition Review Sheet from DPW
- b. Letter of Application
- c. Petition
- d. Order
- e. Petition Plan
- f. Notice Sent to Abutters
- g. List of Abutters

*Trench work already  
been completed.  
Derek Dupre attending  
meeting.*

TOWN OF NEEDHAM  
PUBLIC WORKS DEPARTMENT

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

TO: Nikki Witham, Selectmen Office

FROM: Judy Laffey, DPW Office

DATE: 9/13/19

RE: 145 Taylor St. W.O. 234 5707

For Selectmen Meeting of 9/24/19

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

Nikki

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 9-9-19

REVIEWER:

R.W.W.

SITE LOCATION: #145 TAYLOR ST.

UTILITY REQUESTING:

EVERSOURCE

Conduit Work Area Description

- A Sidewalk/Grass Strip Crossing Only Peer Review \_\_\_\_\_
- B Work Within Paved Road Perpendicular Crossing Peer Review \_\_\_\_\_
- C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway
- Peer Review \_\_\_\_\_ Div. Head Review \_\_\_\_\_
- D Other Peer Review \_\_\_\_\_ Div. Head Review \_\_\_\_\_

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Petition Plan Consistent with Field Review | <input type="checkbox"/> Old Pole Removed N/A                                 |
| <input checked="" type="checkbox"/> Diameter of Conduit                        | <input checked="" type="checkbox"/> Cables Transferred to New Pole            |
| <input checked="" type="checkbox"/> Depth of Conduit                           | <input checked="" type="checkbox"/> New Riser on Pole                         |
| <input checked="" type="checkbox"/> Utility Conflicts                          | <input checked="" type="checkbox"/> Visible Trench Patch across Road/Sidewalk |
| <input type="checkbox"/> Crossing Perpendicular to Road N/A                    | <input checked="" type="checkbox"/> Abutters List Complete                    |
| <input checked="" type="checkbox"/> Public Road                                | <input checked="" type="checkbox"/> Photos Included                           |
| <input type="checkbox"/> Double Pole N/A                                       |   |

Department Head

to invite to: DT Landscape cell: (508) 314-4279  
SB mtg @ Homeowner: Derek & Kerrie Dupre  
(508) 314-4279

COMMENTS:

TRENCH IS VISIBLE BEHIND POLE (NO SIDEWALK). RISER VISIBLE ON POLE. St. Permit 10, 90% attached.



Dig Safe #2019-1606997  
Paid \$150. Ck #522, DT Landscape

**TOWN OF NEEDHAM**  
**PUBLIC WORKS DEPARTMENT**  
470 Dedham Avenue, Needham, MA 02492  
Call DPW @ (781) 455-7534 to extend permit dates.  
Highway Division @ (781) 455-7548, Ext. 231

10906

Needham, Mass. April 18 20 19

Permission is hereby granted to: DT Landscape LLC, 15 Woodruff Rd, Walpole, MA 02081  
Derek Dupre call: 508.314.4279

to OPEN  OCCUPY  OBSTRUCT

which is described as 145 Taylor Street

for the purpose of Install rear deck, 2nd car garage addition and two story house addition with poured concrete & footings. Widen driveway with curb cut in accordance with Town specs.  
from 7:00 A.M. 4/22/19 to 5:00 P.M. 9/3/19\*

The licensee hereby agrees: To conform to all requirements of State Laws and By-Laws of the Town and such requirements of the Director of Public Works, now or hereafter in force, relative to restoring the street to a satisfactory condition and to protecting the public by adequate lights and safeguards; and to indemnify and save harmless the Town of Needham from any and all loss, damage and expense sustained by reason of any act or omission by the licensee hereunder. NO ROAD PLATES during Nov. 15 - April 1.

Accepted by Derek Dupre

BOARD OF SELECTMEN

Title Subcontractor

By Joe R. Peterson

Director of Public Works

Email: derek.dtlandscape@gmail.com  
& gjmcalisterinc@gmail.com

September 3, 2019

Select Board  
Town Hall  
1471 Highland Avenue  
Needham, MA 02192

#145

RE: Taylor Street  
Needham, MA  
W/O #2345707

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 5 feet of conduit in Taylor Street.

The reason for this work is to provide underground electric service to 145 Taylor Street.

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

Very truly yours,



Richard M. Schifone, Supervisor  
Rights and Permits

RMS/kj  
Attachments

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

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

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis, Dated August 28, 2019** and filed herewith, under the following public way or ways of said Town:

**Taylor Street - Westerly from pole 335/1, approximately 139 feet north of Central Avenue, a distance of 5 ± feet - conduit.**

**W/O #2345707**

**NSTAR ELECTRIC COMPANY  
dba EVERSOURCE ENERGY**



By: \_\_\_\_\_  
Richard M. Schifone, Supervisor  
Rights & Permits

**Dated this 3<sup>rd</sup> day of September, 2019**

Town of **NEEDHAM** Massachusetts

Received and filed \_\_\_\_\_ 2019  
\_\_\_\_\_

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

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

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

**Taylor Street - Westerly from pole 335/1, approximately 139 feet north of Central Avenue, a distance of 5 ± feet - conduit.**

**W/O #2345707**

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

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis, Dated August 28, 2019** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	Select Board
3	_____	the Town of
4	_____	<b>NEEDHAM</b>
5	_____	

**CERTIFICATE**

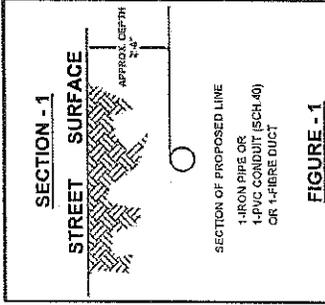
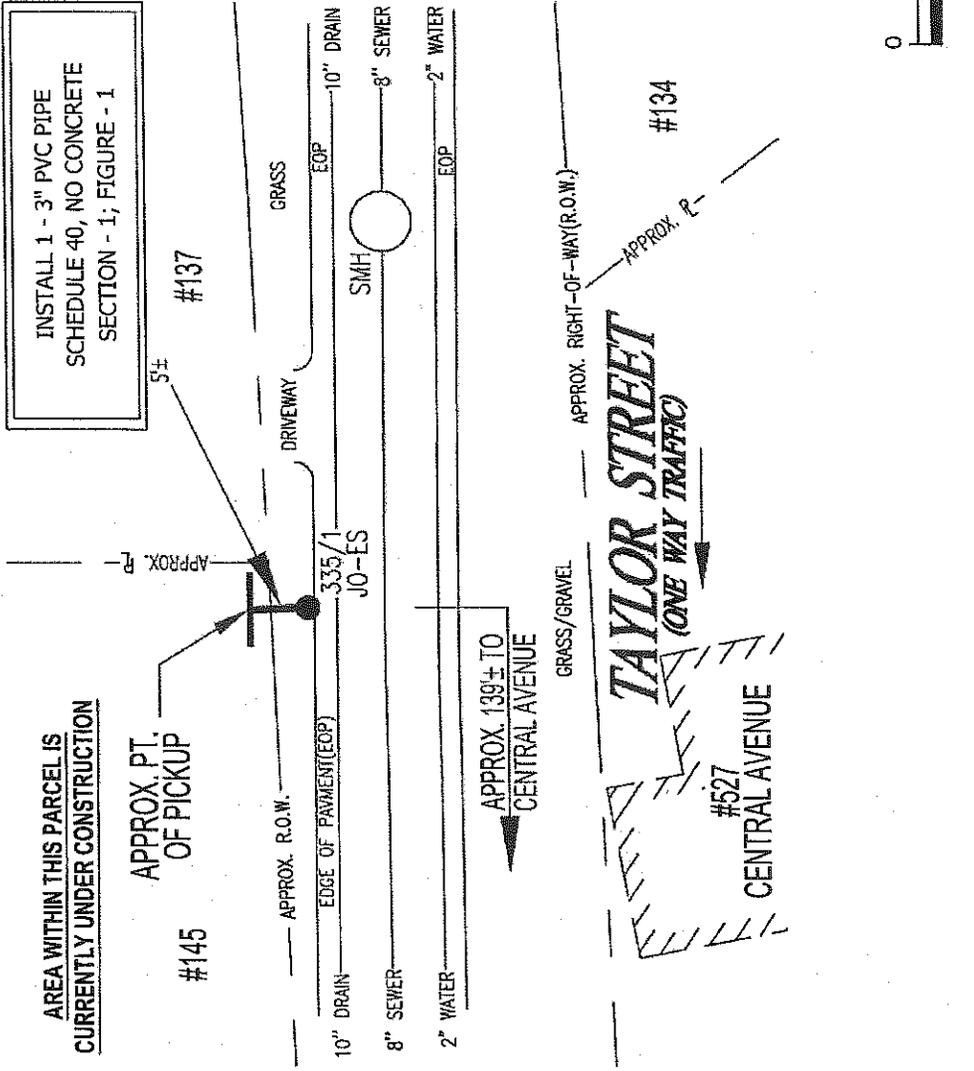
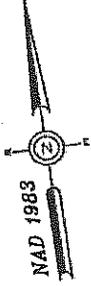
We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven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

1	_____	
2	_____	Select Board
3	_____	the Town of
4	_____	<b>NEEDHAM</b>
5	_____	

**CERTIFICATE**

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

Attest: \_\_\_\_\_  
Clerk of the Town of **NEEDHAM**, Massachusetts



**NOTES:**

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

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

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP YOU AGREE THAT NO WARRANTY OF ANY KIND IS MADE BY THE ENGINEER OR SURVEYOR IN CONNECTION WITH THE INFORMATION HEREIN. THE ENGINEER OR SURVEYOR HAS ASSURED THAT HIS SERVICES, INCLUDING THE PREPARATION OF THIS MAP, ARE BASED ON A REASONABLY ACCURATE SURVEY AND THAT HE HAS NOT BEEN ADVISED OF ANY CHANGES OR OMISSIONS IN THE INFORMATION ON WHICH HE HAS BASED HIS SERVICES. THE ENGINEER OR SURVEYOR SHALL BE LIABLE FOR ANY LOSS OR DAMAGE CAUSED IN WHOLE OR IN PART BY THE INFORMATION OR BY RELIANCE UPON IT. THE USER SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION TO WHICH HE REFERS. THE ENGINEER OR SURVEYOR SHALL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE CAUSED BY THE USER'S MISUSE OF THE INFORMATION OR BY RELIANCE UPON IT.

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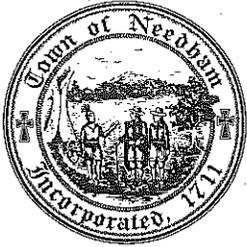
CH#	201-19
Work #	-
Work Order #	2345707
Surveyed by:	JC/BP
Research by:	PG
Plotted by:	JC
Proposed Structures:	SC
Approved:	A DEBENEDICTIS
Scale	1"=20'
Date	AUGUST 28, 2019
SHEET	1 of 1

**ANSTAR EVERSOURCE**  
 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02123

Plan of TAYLOR STREET  
 NEEDHAM  
 Showing PROPOSED CONDUIT LOCATION

MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-866-344-7233



## NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on September 24, 2019** upon petition of Eversource Energy dated **September 3, 2019** to install approximately 5 feet of conduit in Taylor Street. This work is necessary to provide underground electric service to 145 Taylor Street.

A public hearing is required and abutters should be notified.

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

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

SELECT BOARD

Dated: September 16, 2019

145 TAYLOR STREET

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
MARTINO, ISABEL M. TR.	ISABEL M MARTINO FAMILY TRUST	134 TAYLOR ST	NEEDHAM HTS	MA	02494	19909700006000000	134 TAYLOR ST
HOWARD, KIMBERLY J.		137 TAYLOR ST	NEEDHAM HTS	MA	02494	19909700007000000	137 TAYLOR ST
GONDOLA, KERRIE		145 TAYLOR ST	NEEDHAM HTS	MA	02494	19909700008000000	145 TAYLOR ST
FANELLI, CORY B. TR.	FANELLI FAMILY 2017 TRUST	151 TAYLOR ST	NEEDHAM	MA	02494	19909700009000000	151 TAYLOR ST
ZAK, MARK S. &	ZAK, LYNNE E	527 CENTRAL AVE	NEEDHAM	MA	02492	19909700010000000	527 CENTRAL AVE
TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492	19931000001300000	0 CENTRAL AVE

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



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

---

**MEETING DATE: 9/24/2019**

<b>Agenda Item</b>	Public Hearing: Verizon New England Inc. and Eversource Energy Grant of Location – Bancroft Street
<b>Presenter(s)</b>	Karen Levesque, Manager at Verizon New England Inc.

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
<p>Verizon New England Inc. and Eversource Energy requests permission to relocate one (1) JO pole, P.3, on the easterly side of Bancroft Street to a point approximately 15' southerly from its original location, being approximately 133' from existing pole, P.2, located on the easterly side of Bancroft Street. This work is necessary to accommodate new construction.</p> <p>The Department of Public Works has approved this petition, based on Verizon New England Inc. and Eversource Energy's commitment to adhere to the Town's regulation that <b>all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.</b></p>	
<b>2.</b>	<b>VOTE REQUIRED BY SELECT BOARD</b>
<p><b><u>Suggested Motion:</u></b> Move that the Select Board approve and sign a petition from Verizon New England Inc. and Eversource Energy to relocate one (1) JO pole, P.3, on the easterly side of Bancroft Street to a point approximately 15' southerly from its original location, being approximately 133' from existing pole, P.2, located on the easterly side of Bancroft Street. This work is necessary to accommodate new construction.</p>	
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
<p><b>(Describe backup below)</b></p> <ul style="list-style-type: none"><li>a. Grant of Location Petition Review Sheet from DPW</li><li>b. Letter of Application</li><li>c. Petition</li><li>d. Order</li><li>e. Petition Plan</li><li>f. Notice Sent to Abutters</li><li>g. List of Abutters</li></ul>	

TOWN OF NEEDHAM  
PUBLIC WORKS DEPARTMENT

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

TO: Nikki Witham, Selectmen Office  
FROM: Judy Laffey, DPW Office  
DATE: 9/11/19  
RE: 22 Bancroft St. # 4A0HB4D

For Selectmen Meeting of 9/24/19  
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 9-9-19

REVIEWER: R.W.W.

SITE LOCATION: # 22 BANCROFT ST.

UTILITY REQUESTING: VERIZON/EVERSOURCE

Conduit Work Area Description

- A Sidewalk/Grass Strip Crossing Only Peer Review \_\_\_\_\_
- B Work Within Paved Road Perpendicular Crossing Peer Review \_\_\_\_\_
- C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway

Peer Review \_\_\_\_\_ Div. Head Review \_\_\_\_\_

- (D) Other REPLACEMENT/MOVE EXIST. POLE W/IN GRASS STRIP Peer Review TM Div. Head Review TM 9/10/19

- Petition Plan Consistent with Field Review  Old Pole Removed. NOTES OF YET
- Diameter of Conduit N/A  Cables Transferred to New Pole No
- Depth of Conduit N/A  New Riser on Pole N/A
- Utility Conflicts  Visible Trench Patch across Road/Sidewalk N/A
- Crossing Perpendicular to Road N/A  Abutters List Complete
- Public Road  Photos Included
- Double Pole No

Department Head OR R. MERRISON 9/11/19

COMMENTS:

NO NEW POLE AS YET. POSSIBLE CONFLICT WATER CONNECTION  
TO PROPOSED HOUSE. DIG SAFE w/ WATER/SEWER DIVISION'S INPUT.

Karen Levesque  
Right of Way Manager

RECEIVED  
TOWN OF NEEDHAM  
SELECT BOARD

verizon<sup>v</sup>

2019 SEP -5 P 2:04

385 Myles Standish Blvd  
Taunton, MA 02780

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

2019

September 3,

Needham Select Board  
Needham Town Hall  
1471 Highland Avenue  
Needham, MA 02492

**RE: Petition for Verizon job # 4A0HB4D**  
# 22 Bancroft Street

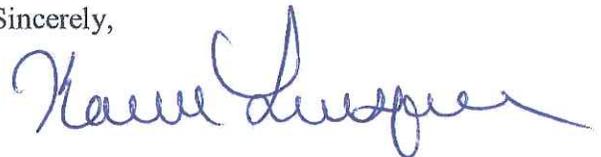
Dear Honorable Select Board:

Enclosed find the following items in support of the above-referenced project:

1. Petition;
2. Petition Plan;
3. Order;
4. Abutters.

A Public Hearing and notice to abutters is required. A Verizon representative will attend the Public Hearing. Should any questions or comments arise concerning this matter prior to the hearing, please contact me at 774-409-3170. Your assistance is greatly appreciated.

Sincerely,



Karen Levesque  
Right of Way Manager

Enc

Town Clerk

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

May 6, 2019

To the Select Board

in NEEDHAM, Massachusetts

VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY request permission to locate poles, wires, cables and fixtures including the necessary anchors, guys and other such sustaining and protecting fixtures to be owned and used in common by your petitioners, along and across the following public way or ways:

Bancroft Street:

Relocation of one (1) JO pole, P.3, on the easterly side of Bancroft Street to a point approximately 15' southerly from its original location, being approximately 133' from existing pole, P.2, located on the easterly side of Bancroft Street.

This pole placement is necessary to accommodate new construction.

Wherefore they pray that after due notice and hearing as provided by law, they be granted joint or identical locations for and permission to erect and maintain poles, wires and cables, together with anchors, guys and other such sustaining and protecting fixtures as they may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked-VZ N.E. Inc. Plan No. 4A0HB4D Dated May 6, 2019.

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioners agree that space shall be reserved and maintained for the limited purpose of attaching one-way low voltage fire and police signaling wires owned by the municipality or governmental entity for public safety purposes only.

VERIZON NEW ENGLAND INC.

By Karen Levesque - Manager - Rights of Way

Dated this 6th day of May, 2019.

NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY

By Richard M. Schifano - Right of Way Representative

Dated this 16th day of August, 2019.

## ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

By the Select Board of the Town of NEEDHAM, Massachusetts.

Notice having been given and a public hearing held, as provided by law,  
IT IS HEREBY ORDERED:

that VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC COMPANY D/B/A  
EVERSOURCE ENERGY be, and they are hereby granted joint or identical locations for and  
permission to erect and maintain poles and their respective wires and cables to be placed thereon, together  
with anchors guys and other such sustaining and protecting fixtures as said Companies may deem necessary,  
in public way or ways hereinafter referred to, as requested in petition of said Companies dated the 30th day  
of April, 2019.

**Bancroft Street:**

**Relocation of one (1) JO pole, P.3, on the easterly side of Bancroft Street to a point  
approximately 15' southerly from its original location, being approximately 133'  
from existing pole, P.2, located on the easterly side of Bancroft Street.**

**This pole placement is necessary to accommodate new construction.**

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

Poles shall be of sound timber, and reasonably straight and shall be set substantially at the points  
indicated upon the plan marked-VZ N. E. Inc. No. **4A0HB4D** in a package Dated **May 6, 2019** - filed  
with said petition.

The following are the public ways or parts of ways along which the poles above referred to may be  
erected, and the number of poles, which may be erected thereon under this order:

Bancroft Street  
1 JO pole to be relocated

Also that permission be and hereby is granted to each of said Companies to lay and maintain  
underground laterals, cables and wires in the above or intersecting public ways for the purpose of making  
connections with such poles and buildings as each may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Select Board for the Town of  
NEEDHAM, Massachusetts held on the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

---

Select Board Clerk

We hereby certify that on \_\_\_\_\_ 2019, at \_\_\_\_\_ o'clock \_\_\_\_\_ m., at the \_\_\_\_\_ a public hearing was held on the petition of the VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY for permission to erect the poles, wires, cables, fixtures and connections described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Companies are permitted to erect poles, wires, cables, fixtures and connections under said order. And that thereupon said order was duly adopted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select Board of the Town of NEEDHAM, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of a joint location order and certificate of hearing with notice adopted by the Select Board for the Town of NEEDHAM, Massachusetts, on the \_\_\_\_\_ day of \_\_\_\_\_ 2019, and recorded with the records of location orders of said Town, Book \_\_\_\_\_, Page \_\_\_\_\_. this certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

\_\_\_\_\_  
Town Clerk

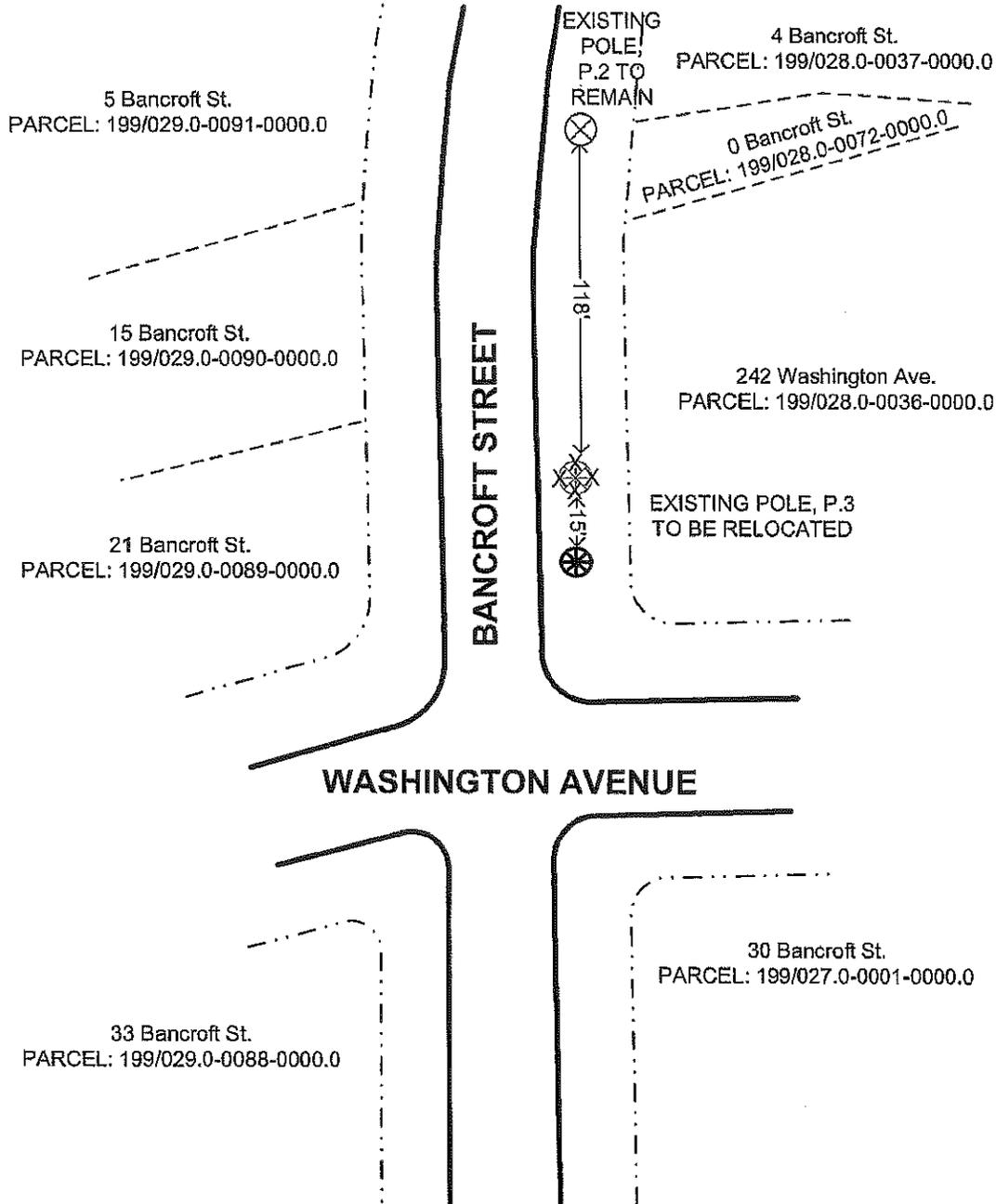


PETITION PLAN

MUNICIPALITY NEEDHAM VZ. N.E. INC. NO. 4A0HB4D

VERIZON NEW ENGLAND, INC AND  
NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY DATE : MAY 6, 2019

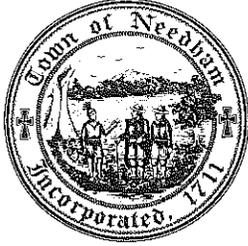
SHOWING PROPOSED RELOCATION OF ONE POLE ON BANCROFT STREET



LEGEND

NOT TO SCALE

- PROPERTY LINE
- EDGE OF PAVEMENT
- EDGE OF ROADWAY
- EXISTING JOINTLY OWNED POLE TO REMAIN
- EXISTING JOINTLY OWNED POLE TO BE RELOCATED
- PROPOSED NEW JOINTLY OWNED POLE TO BE INSTALLED



## NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on September 24, 2019** upon petition of Verizon New England Inc. and Eversource Energy dated **May 6, 2019** to relocate one (1) JO pole, P.3, on the easterly side of Bancroft Street to a point approximately 15' southerly from its original location, being approximately 133' from existing pole, P.2, located on the easterly side of Bancroft Street. This work is necessary to accommodate new construction.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Karen Levesque, Manager- Rights of Way for Verizon at 774-409-3170.

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

SELECT BOARD

Dated: September 13, 2019

ABUTTERS LIST

PARCEL ID: 199/029.0-0091-0000.0  
5 Bancroft Street

FERNANDEZ, MANUEL A. &  
5 Bancroft St.  
Needham, MA 02494

---

PARCEL ID: 199/029.0-0090-0000.0  
15 Bancroft Street

COLLAZO, FABIO & FERREIRA, SAMANTHA  
15 Bancroft St.  
Needham, MA 02492

---

PARCEL ID: 199/029.0-0089-0000.0  
21 Bancroft Street

CARR, JOHN P. &  
21 Bancroft St.  
Needham, MA 02492

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PARCEL ID: 199/029.0-0088-0000.0  
33 Bancroft Street

BEHAR, SAMUEL M. &  
33 Bancroft St.  
Needham, MA 02492

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PARCEL ID: 199/027.0-0001-0000.0  
30 Bancroft Street

GARRRITY, MICHAEL &  
30 Bancroft St.  
Needham, MA 02492

---

PARCEL ID: 199/028.0-0036-0000.0  
242 Washington Avenue

BADING, JEAN M. TR.  
568 South St.  
Needham, MA 02492

---

PARCEL ID: 199/028.0-0072-0000.0  
0 Bancroft Street

LONDON, CLIFFORD B. & KOROL, YURI  
568 South St.  
Needham, MA 02492

---

**ABUTTERS LIST**

PARCEL ID: 199/028.0-0037-0000.0  
4 Bancroft Street

BREWSTER, DAWN  
4 Bancroft St.  
Needham, MA 02492

---

22 BANCROFT STREET

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
GARRITY, MICHAEL &	GARRITY, JULIE	30 BANCROFT ST	NEEDHAM	MA	02492	1990270000100000	30 BANCROFT ST
BROWN, G. JEFFREY; HOLLY J. &	BROWN, MARK A.	249 WASHINGTON AVE	NEEDHAM	MA	02492	1990270000300000	249 WASHINGTON AVE
BEES, MARK & LISA		260 WASHINGTON AVE	NEEDHAM	MA	02492	1990280003300000	260 WASHINGTON AVE
VISNER, GARY &	SOLA-VISNER, MARTHA C	79 FALCON ST	NEEDHAM	MA	02492	1990280003400000	79 FALCON ST
BROME, BETHAN		71 FALCON ST	NEEDHAM	MA	02492	1990280003500000	71 FALCON ST
WASHINGTON-BANCROFT LLC		568 SOUTH ST	NEEDHAM	MA	02492	1990280003600000	242 WASHINGTON AVE
BREWSTER, DAWN		4 BANCROFT ST	NEEDHAM	MA	02492	1990280003700000	4 BANCROFT ST
PORRECA, RICHARD J &	PORRECA, LINDA M	142 BROOKLINE ST	NEEDHAM	MA	02492	1990280003800000	142 BROOKLINE ST
KAUFMAN, BARRY &	KAUFMAN, AMANDA	136 BROOKLINE ST	NEEDHAM	MA	02492	1990280003900000	136 BROOKLINE ST
WHITE, JOSEPH		568 SOUTH ST	NEEDHAM	MA	02492	1990280007200000	0 BANCROFT ST
BEHAR, SAMUEL M. &	BEHAR, BERNICE S.	33 BANCROFT ST	NEEDHAM	MA	02492	1990290008800000	33 BANCROFT ST
CARR, JOHN P. &	CARR, HELEN C.	21 BANCROFT ST	NEEDHAM	MA	02492	1990290008900000	21 BANCROFT ST
CLAPHAM, NICHOLAS MICHAEL &	CLAPHAM, HANNAH	15 BANCROFT ST	NEEDHAM	MA	02492	1990290009000000	15 BANCROFT ST
FERNANDEZ, MANUEL A. &	FERNANDEZ, YOCAYRA	5 BANCROFT ST	NEEDHAM	MA	02494	1990290009100000	5 BANCROFT ST

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



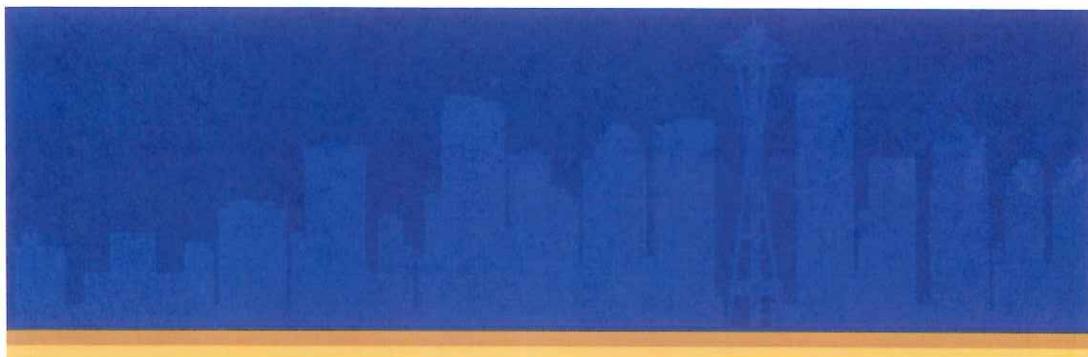
**Select Board  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE: 9/24/2019**

<b>Agenda Item</b>	Public Works Awards Recognition
<b>Presenter(s)</b>	Kate Fitzpatrick, Town Manager

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
<p>The Town Manager will ask the Select Board to recognize Director of Public Works Rick Merson for being awarded the Harry S. Swearingen award for outstanding chapter achievement and excellence in chapter service. Established in 1958, the award honors Harry Swearingen who worked tirelessly on behalf of APWA and its mission. A career employee of the City of Los Angeles, Swearingen was an active member of the Southern California Chapter of the APWA.</p> <p>The APWA also awarded the Town of Needham and the City of Newton a Project of the Year Award for the historic renovation of the Central Avenue/Elliot Street Bridge.</p>	
<b>2.</b>	<b>VOTE REQUIRED BY SELECT BOARD</b>
Discussion Only.	
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
<ul style="list-style-type: none"><li>a. Harry S. Swearingen Award Description</li><li>b. Central Avenue/Elliot Street Historic Bridge Rehabilitation Description</li></ul>	



### Harry S. Swearingen Award for Outstanding Chapter Achievement and Excellence in Chapter Service – Individual

The Harry S. Swearingen Award recognizes outstanding individual achievement through chapter activity and achievement in support of APWA's strategic plan, goals and objectives, through dedicated and longstanding contributions to the chapter.



#### Richard P. Merson Director of Public Works Town of Needham, Massachusetts

Richard P. Merson has dedicated his entire career to advancing the public works profession. Over the past 45-plus years, he has worked in various capacities for the Department of Public Works in Needham, Massachusetts, serving as the

town's DPW Director since 1992. Merson empowers all mid- and senior-level managers of the Needham DPW to be active members, engaged in chapter events and committees, and to present on industry topics at various technical meetings. In 2018, he fully engaged the Needham DPW in the APWA New England Chapter's first "Fill a Public Works Truck" campaign, soliciting food donation items at local New England DPW events to help families in need.

Over the past decade alone, Merson's commitment to the New England Chapter has included meaningful work on various committees, including the Congress Planning Committee for Boston 2010, the Public Works Awareness Committee, the Bereavement Committee, and the Education Committee. In 2013, through his work on the Education Committee, he established an enhanced program that added Continuing Education Units (CEUs) to the chapter's Spring, Summer, and Fall conferences. As a champion of the chapter's Public Works Awareness Committee, Merson works diligently to highlight the DPW's role as first responders and leverages social media to promote public awareness of DPW functions, particularly during storms and other public safety emergencies. Advocating for fallen heroes, he and a small group of local public works officials

organized a formal tribute to a fallen DPW employee in Needham, Massachusetts in 2014. Following this tribute, Merson and his colleagues established a Bereavement Committee, which has since led to public funeral processions in honor of other DPW employees killed in the line of duty from across New England.

### Harry S. Swearingen Award for Outstanding Chapter Achievement and Excellence in Chapter Service – Corporation

The Harry S. Swearingen Award recognizes outstanding corporate achievement through chapter activity and achievement in support of APWA's strategic plan, goals and objectives, through dedicated and longstanding contributions to the chapter.



#### Missouri Petroleum Products Co., LLC St. Louis, Missouri

Missouri Petroleum Products Co., LLC manufactures and distributes asphalt-based products for preventive maintenance to paved surfaces. Missouri Petroleum is also a leading contractor in chip seal, micro surfacing, slurry seal, asphalt underseal and paving fabric. The firm is licensed to work in 32 states from Virginia to Pennsylvania and from Texas to South Dakota.

Missouri Petroleum has shown incredible commitment to the APWA Missouri Chapter for decades and has been instrumental in advancing the work of the chapter by sponsoring the chapter annually, serving on various committees, helping to plan chapter events at the fall and spring conferences, and participating as a vendor at conferences. They have brought not only their technical expertise to the Missouri Chapter and its members but have actively participated and supported the chapter's efforts year after year.



**PROJECT OF THE YEAR:**  
HISTORICAL RESTORATION/PRESERVATION  
LESS THAN \$5 MILLION

# Central Avenue/Elliot Street Historic Bridge Rehabilitation

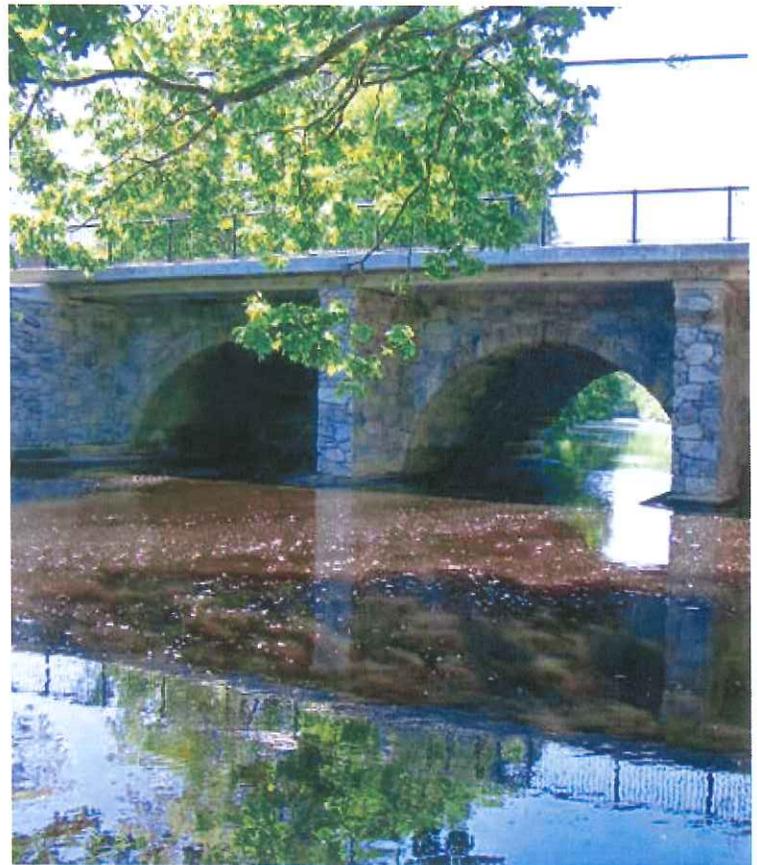
Managing Agencies: Town of Needham, Massachusetts; City of Newton, Massachusetts  
Primary Contractor: Aetna Bridge Company  
Primary Consultant: BETA Group, Inc.  
Nominated By: New England Chapter

**T**he Elliot Street Bridge, also known as Cook's Bridge after one of the region's first settlers, is on the site of one of the earliest bridge crossings of the Historic Charles River. At this location, a bridge connecting Needham and Newton was first built circa 1714 and rebuilt in 1857 in its current form as a three-span stone arch. The structure was widened in 1897 to support the operations of the Newton and Boston Street Railway and was further modified in 1970 with the addition of a sidewalk.

With its long and well-documented history, the bridge is listed as a contributing element to the Newton Upper Falls Historic District. However, over time the arch stones had shifted, cracked, and become dislodged, resulting in the bridge being weight posted and raising concerns over its sustainability. As a result, the two municipalities needed to rehabilitate the bridge in a manner that would preserve its historic integrity, while improving its load capacity and extending its service life. The resulting rehabilitation program not only preserved the original appearance of the 19th century stone construction, but also modified the appearance so that the entire bridge now has a homogenous, authentic and aesthetic look, while restoring its capacity to serve the communities and region for many years to come.

The focal point of the rehabilitation was the installation of a reinforced concrete arch saddle that replaced the soil and gravel fill over the arches, essentially creating a new, hidden, concrete arch bridge above the existing stonework. This technique allowed the historic arch stones to remain in place, but no longer required to support the truck loads from above. In addition, to prevent future issues with the arches that could arise from movement of its foundations, the stone abutments and piers were underpinned by coring through them with concrete-filled micro-piles socketed into bedrock.

The north spandrel wall was in a dilapidated condition and required reconstruction. The rehabilitation program originally planned for this wall to be removed and rebuilt



utilizing the existing stones; however, upon the start of construction it was determined that the stones were too soft and porous for reuse. Instead of replacing the stones, the side of the concrete arch saddle was formed using a custom form liner designed to resemble the appearance of the stonework. The form liner was made with extra-deep reliefs to help give the concrete the appearance of stonework. After the forms were removed, the concrete "stones" were stained to enhance the authenticity of their appearance.



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

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**MEETING DATE: 09/24/2019**

<b>Agenda Item</b>	Needham Cultural Council Utility Art Box Project
<b>Presenter(s)</b>	Catherine (Charly) Nanda and Julia Gould Needham Cultural Council

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
<p>The Needham Cultural Council issued an Art Box Project Request for Proposal to gather designs for a vinyl wrap to be installed on a local traffic control box. The Project was open to any artist having a Needham connection. Out of 18 applicants and 21 designs received, the Cultural Council unanimously selected one as the winner at its meeting on September 16, 2019. The designer is Anne McCaffrey and the design is titled "Summer Days at Rosemary".</p> <p>This design is being presented by members of the Cultural Council for the Board's approval to move ahead with the production of the design. It will be wrapped in vinyl on the traffic control box located at Webster Street and Great Plain Avenue.</p>	
<b>2.</b>	<b>VOTE REQUIRED BY SELECT BOARD</b>
<p>Suggested Motion: That the Board approve the submitted design entitled "Summer Days at Rosemary" by Anne McCaffrey for vinyl wrap production and installation on the traffic control box located at Webster Street and Great Plain Avenue.</p>	
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
<p>a) Submitted design "Summer Days at Rosemary" Anne McCaffrey b) Needham Art Box Project RFP</p>	

**Artist Nam**

Anne McCallrey

**Artwork Ti**

Summer Days at Rosema





# Needham Art Box Project Request For Proposals



The Needham Cultural Council (NCC), on behalf of the Town of Needham, MA, is calling for proposals for its Art Box Project. The Council has embarked on a program to fund and produce artist designs for utility boxes in prominent areas around town. The project is meant to express the artistic and cultural identity of the people of Needham. Selected artists will receive a \$500 honorarium for producing a design for vinyl wrapping of a utility box. Our community values art and artistic expression. The Art Boxes are intended to share our vision and passion for art in our community.

Through this proposal process, the Town seeks to:

- identify one (1) artist to wrap one (1) art box this calendar year;
- gather proposals for additional art boxes should additional funding become available;
- develop a templated process for other Massachusetts cities and towns to adopt this Art Box Project.

## **Eligibility Requirements:**

1. Applicants should be local to Needham and have a connection to the community (past resident, current resident, employed, etc.). Community organizations, individuals, or collaborations are welcome to submit up to two (2) proposed design submissions.
2. Eligible applications must include a complete application (Forms A-E) described below including the following elements:
  - a. Artist Application Form
  - b. Work History
  - c. Past Work Samples
  - d. Proposed Design Description
  - e. Proposed Design provided in a template
  - f. Location Designation Request Form (optional)
3. Artists or collaborations will be required to enter into a contract with the Town of Needham, agreeing to abide by the terms and conditions included.
4. Proposed design submissions must closely resemble the art that will be wrapped on the Box.  
All accepted works must be ready for use by graphic designer by October 15th, 2019. Failure of the artist to have the artwork available digitally for installation onto vinyl wrap will result in disqualification of the submission.
5. All submitted proposals become the property of the Town of Needham. There is no guarantee of

how long the artwork may remain on the box as they may require upgrading or replacing. The Town has the right to move, remove, or destroy the artwork at any time.

6. Applications are encouraged to be creative and innovative. Preference may be given to works that represent the Town of Needham's arts and cultural identity through history, heritage, or geography. Artworks must not contain political, religious, or copyright statements.
7. A Utility Box Location Map is below. Applicants will be allowed to submit their location preferences via Location Designation Request Form (Exhibit F). This form is optional. The Council reserves the right to final selection location.

#### **Submission Process:**

1. To participate, please submit the materials listed below to [ncc@needhamma.gov](mailto:ncc@needhamma.gov) or complete the online form located here: <http://bit.ly/NCCArtBoxProject> by 5pm on August 30, 2019.
  - a. A copy of the application materials are available below.
2. The Needham Cultural Council Art Box Committee will review the proposals and notify artists of their decision by September 30th, 2019.

#### **2019 Timeline:**

June 17	Announcement of RFP
August 30	Proposal deadline, 5pm (no exceptions)
September 15	Anticipated Review Process by the Needham Select Board
September 30	Selection Notification by NCC
October 15	Final Artist Design Due
October 30	Anticipated Review Process by Design Review Committee
November/December	Anticipated installation date TBD

#### **Evaluation Criteria:**

- Artistic quality exemplified in previous work and proposed artwork designs
- Ability to think and work in a scale appropriate for outdoor public artwork
- Ability to convey community identity through art
- Ability to relate to multiple audiences (pedestrians, bicyclists, transit users, drivers)
- Ability to submit proposal by due date: August 30, 2019.

#### **Submission Checklist:**

- Artist Application Form (Exhibit A)
- Work History (Exhibit B)
- Past Work Samples (Exhibit C)
- Artwork Design Submission Description (Exhibit D)
- Proposed Artwork Design Template (Exhibit E)
- Optional:* Location Designation Request Form (Exhibit F)

#### **Inquiry Contact:**

Please send any questions about this project to [ncc@needhamma.gov](mailto:ncc@needhamma.gov) by July 1, 2019. All questions will be answered by July 15, 2019.

Online Submission Form Located Here: <http://bit.ly/NCCArtBoxProject>

**Artist Application Form (Exhibit A)**

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Current Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Contact Method: *Select one*

- Email
- Phone
- Mail
- Other \_\_\_\_\_

Why are you interested in participating in the Needham Art Box Project?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work History (Exhibit B)**

Please describe artwork history below or provide your resume/CV.

\_\_\_\_\_  
\_\_\_\_\_

**Past Work Samples (Exhibit C)**

Attach three (3) digital images of work samples and provide descriptions of selected examples below.

Work Sample 1:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Sample 2:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Sample 3:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Artwork Design Submission Description (Exhibit D)**

Name of Proposed Artwork: \_\_\_\_\_

Artist Signature: \_\_\_\_\_

Description of artwork submission. Please include relevance to Needham's community (50 words or less)  
This will be used for selection as well as publicity of the Art Box Project:

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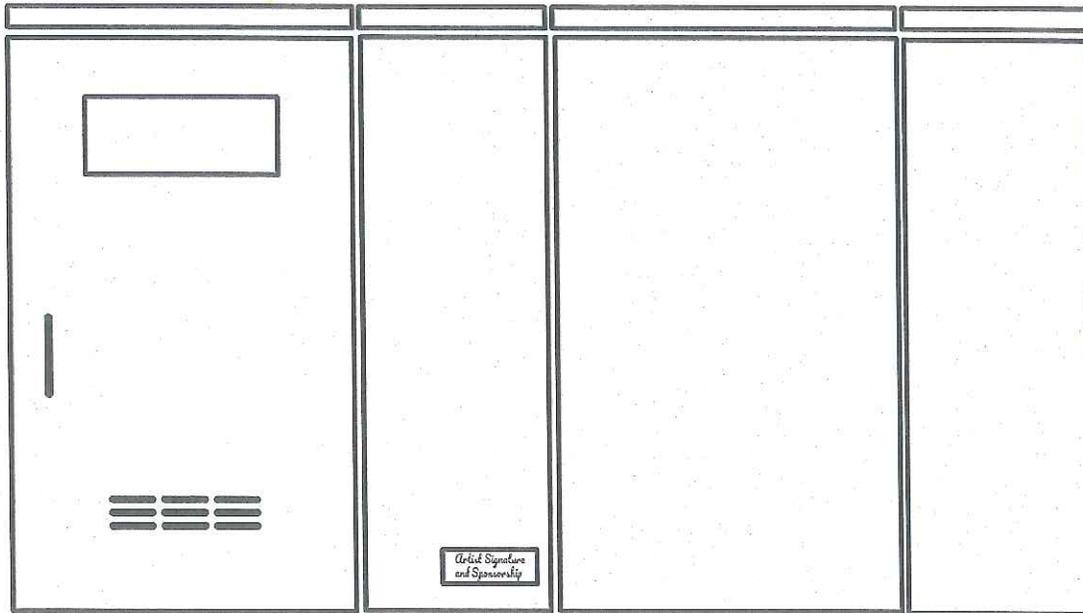
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**Proposed Design Template (Exhibit E)**

Proposal designs should be submitted using the template below. This diagram shows a typical box with dimensions approximately 55" x 44" x 26" deep or 50" x 30" x 18" deep. Please note the actual boxes vary in size and also have edges and possible meter boxes that are approximately 10" x 18". All sides of the box should include a comprehensive design. Artist signatures must not exceed 3"x5" in actual size and space for a sponsorship plaque should be reserved as well.

Download the template below here: <http://bit.ly/NCCTemplate>



**Location Designation Request Form (Exhibit F)**

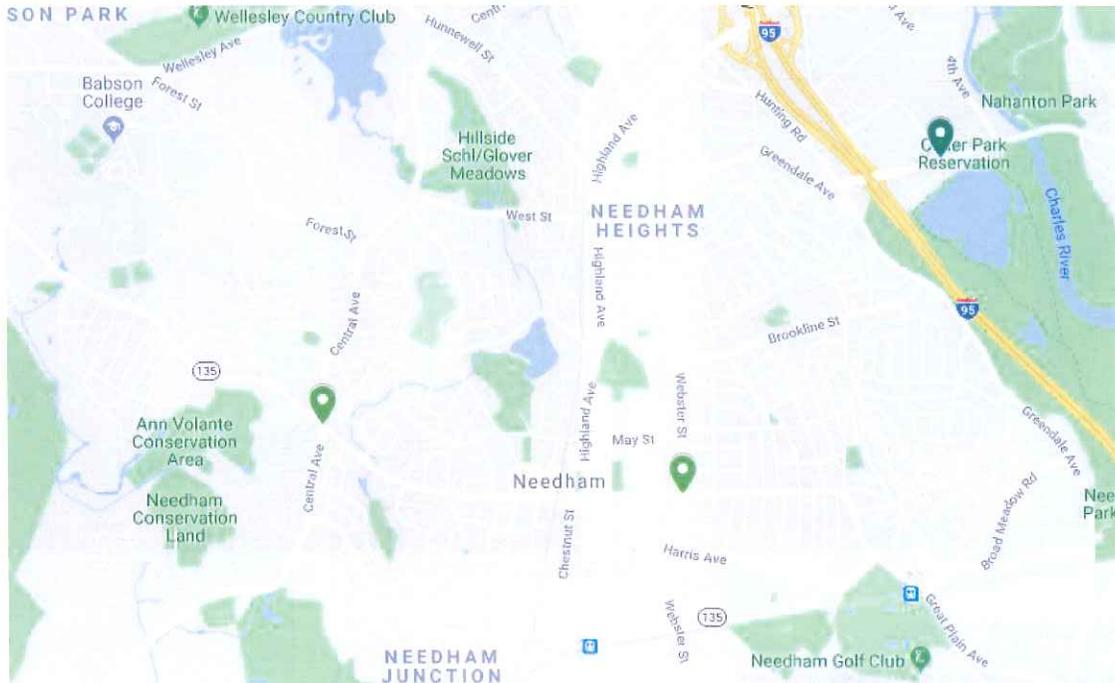
Please number your location priority preference with 1 as most desired and 4 as least desired.

Interactive Map of Art Box Locations located here: <http://bit.ly/NCCartBoxes>

Preference # \_\_\_\_\_ Location 1 Great Plain Ave & Webster Street

Preference # \_\_\_\_\_ Location 2 Great Plain Ave & Central Ave

Preference # \_\_\_\_\_ Location 3 Kendrick Ave & Third Street



**Examples of Current Utility Box Wraps in Needham**

Chestnut Street and Oak Street by Mary Hensley

Chapel Street and May Street by Seymour Levy



Location 1: Great Plain Ave & Webster Ave



Location 2: Great Plain Ave & Central Ave



Location 3: Kendrick Ave & Third St





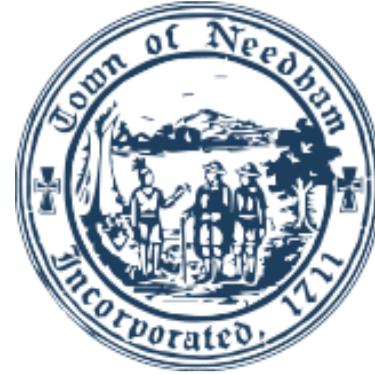
**Select Board  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE: 9/24/2019**

<b>Agenda Item</b>	Green Communities Designation
<b>Presenter(s)</b>	<ul style="list-style-type: none"><li>• Cecilia Simchak, Administrative Analyst</li><li>• Carys Lustig, Director of Finance &amp; Administration/Public Services</li><li>• Kate Fitzpatrick, Town Manager</li><li>• Nick Hill, Volunteer</li><li>• Beth Greenblatt, Beacon Integrated Solutions</li></ul>

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
<p>The Green Communities Project Team will provide the Board with information about the Commonwealth's Green Community Designation. Endorsement of an Energy Reduction Plan and Fuel-Efficient Vehicle Policy by both the Select Board and the School Committee would be required prior to submission of an application. The application deadline for 2019 is October 31<sup>st</sup>.</p>	
<b>2.</b>	<b>VOTE REQUIRED BY SELECT BOARD</b>
Discussion Only.	
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
<ul style="list-style-type: none"><li>a. Green Communities Designation PowerPoint</li><li>b. Draft Fuel-Efficient Vehicle Policy</li></ul>	



# Town of Needham

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## Presentation to Select Board on Green Communities Designation

*Prepared by:*

Cecilia Simchak  
Carys Lustig  
Kate Fitzpatrick  
Nick Hill  
Beth Greenblatt

**September 24, 2019**

# Green Communities Requirements

## Criterion 1: As-of-Right Siting

- ❖ **Requirement:** As-of-Right Siting requires the allowed use without unreasonable regulation. Development may proceed without the need for a special permit, variance, amendment, or other discretionary approval. As-of-right development may be subject to non-discretionary site plan review to determine conformance with local zoning bylaws as well as state and federal law. Designated locations include:
  - ❑ *renewable or alternative energy generating facilities,*
  - ❑ *renewable or alternative energy research and development (R&D) facilities*
  - ❑ *renewable or alternative energy manufacturing facilities*
- ❖ **Town Compliance:** The Town’s Zoning Bylaws allow for As-of-Right siting as follows:

USE	Green Community Type	Industrial	Industrial 1	New England Business Center District	Mixed Use 128 District
Zoning Bylaw Reference		3.2.1	3.2.1	3.2.4	3.2.6
Laboratory or place where scientific experimental research is conducted not including genetic or biological research laboratory.	Research & Development	✓	✓		
Medical laboratory or laboratory engaged in scientific research and development, and experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.	Research & Development			✓	✓
Light non-nuisance manufacturing providing 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 in a manner so as not to create a nuisance or hazard to safety or health	Manufacturing	✓	✓	✓	✓

# Green Communities Requirements

## *Criterion 2: Expedited Permitting*

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- ❖ **Requirement:** The Town must adopt an expedited application and permitting process under which as-of-right energy facilities (criterion #1) may be sited within the municipality and which shall not exceed one (1) year from the date of initial application to the date of final approval.
  
- ❖ **Town Compliance:** Site Plan Review is provided for in Section 7.4 of the Town's Zoning Bylaw.
  - ❑ *New Construction Projects sized up to 10,000 square feet of allowable permitted use are allowed by right and must apply for a Minor Project Site Plan Review, which is similar to a typical Site Plan Review in other municipalities. Such projects require comments from the Planning Board to the Building Inspector prior to the issuance of the building permit.*
  - ❑ *New Construction Projects of allowable permitted use sized 10,000 or more square feet, or involve an increase in gross floor area of 5,000 square feet, or the creation of 25 or more new off-street parking spaces, must apply for a Major Project Site Plan Special Permit. Such projects require approval by the Planning Board.*
  - ❑ *Needham complies with the statutory requirements of MGL Chapter 40A which rarely extends established timeframe of action on the Special Permit beyond five (5) months.*

# Green Communities Requirements

## *Criterion 3: Energy Reduction Plan ("ERP")*

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- ❖ **Requirement:** The Town is required to accomplish the following:
  - ❑ *Establish an Energy Use Baseline*
  - ❑ *Develop and implement a comprehensive program designed to reduce this baseline by 20% within the 5-year period following the Baseline Year*
  
- ❖ **Town Compliance:** The Town has developed an Energy Reduction Plan designed to achieve 20.2% energy savings reductions through the implementation of completed and planned capital energy efficiency and infrastructure upgrades.
  - ❑ *Calculated savings projected: 17.2%*
  - ❑ *Additional savings projected: 3%*

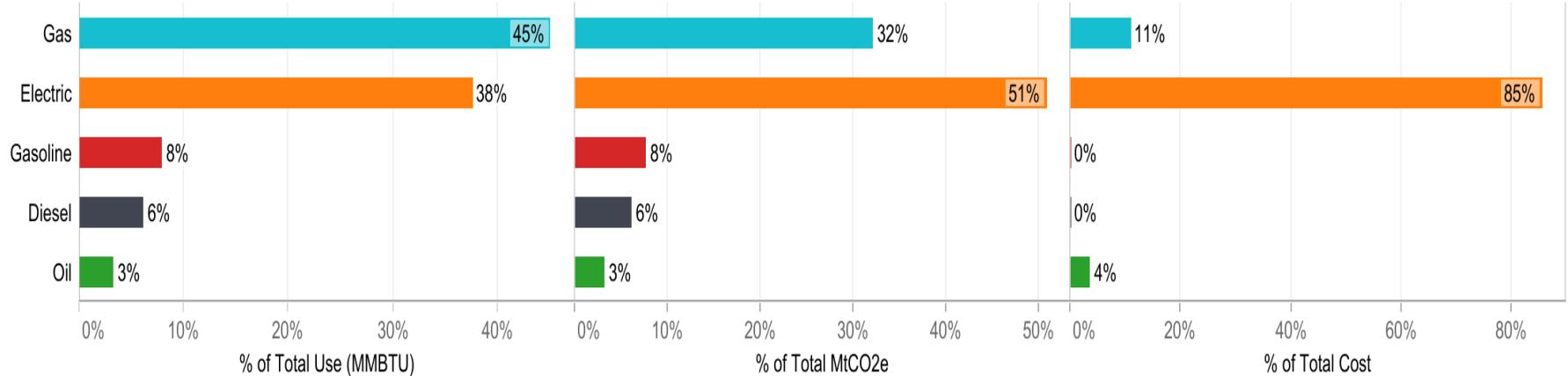
# Green Communities Requirements

## Criterion 3: Energy Reduction Plan - Baseline

### Overall Use, Emissions and Cost Dashboard

#### Overall Use, Emissions and Cost by Fuel as a Percent of Total

Emissions factors updated 1/4/2012 using Massachusetts-specific greenhouse gas emissions factors.



# Green Communities Requirements

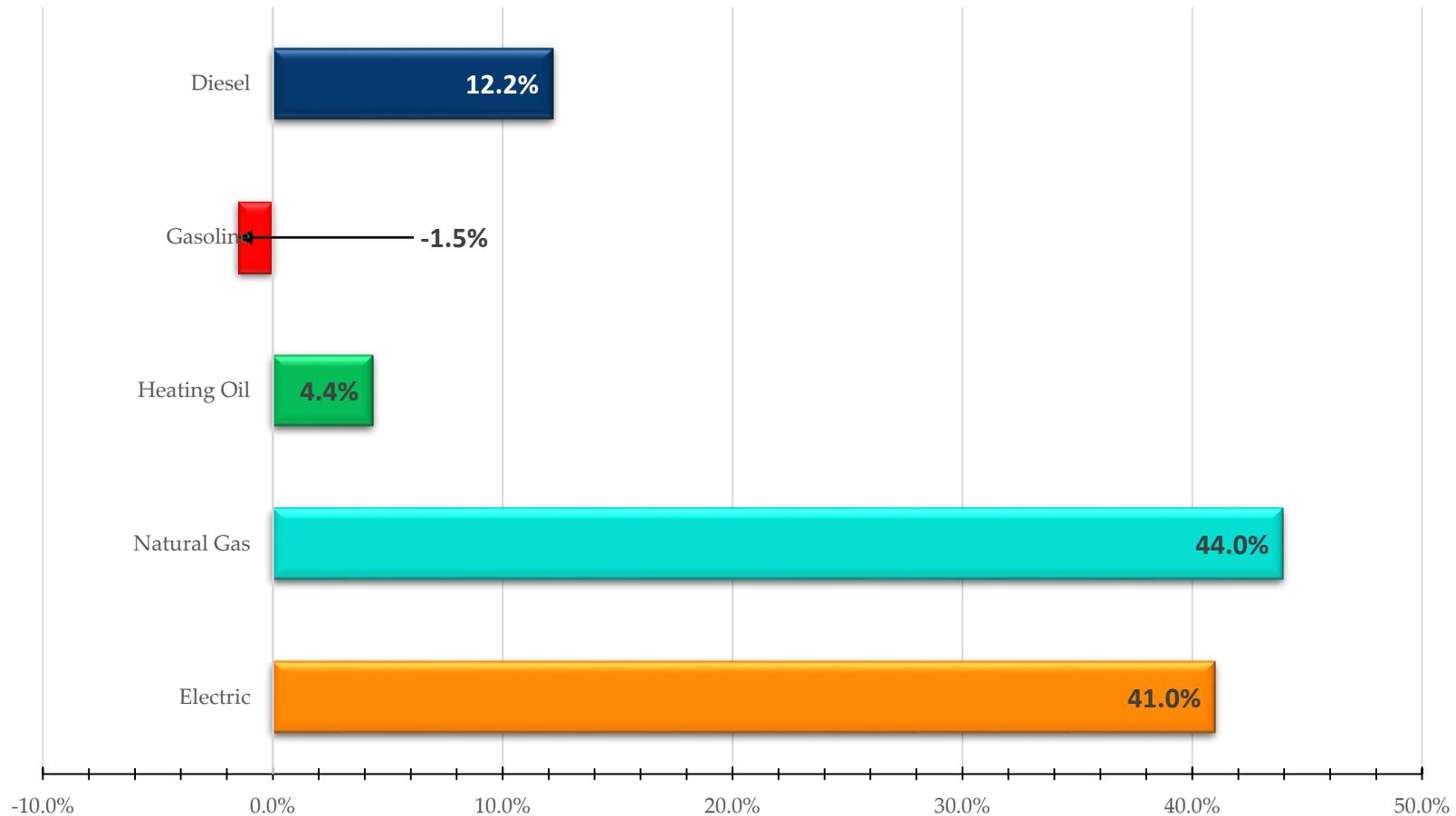
## Criterion 3: ERP Overview

- ❖ **Baseline Year - Fiscal Year 2018**
- ❖ **Projected Energy Savings Represents 20.2% of the FY 2018 Baseline**
  - *17.2% - Calculated savings*
  - *3% - Additional savings less easily quantified, including Comprehensive Audits and Behavior/Training strategies.*

FY 2018 - BASELINE						
	MMBTU BASELINE - FISCAL YEAR 2018					
	Electric	Natural Gas	Heating Oil	Gasoline	Diesel	Total
Various	5,032	2,309	0	9,076	7,024	23,441
Building	28,967	46,984	3,671	0	0	79,622
Open Space	92	0	0	0	0	92
Street/Traffic Lights	17	0	0	0	0	17
Water/Sewer	8,829	2,308	0	0	0	11,137
<b>TOTAL BASELINE</b>	<b>42,937</b>	<b>51,601</b>	<b>3,671</b>	<b>9,076</b>	<b>7,024</b>	<b>114,309</b>
	MMBTU SAVINGS					
<b>Total ERP Savings</b>	<b>9,444</b>	<b>10,124</b>	<b>1,004</b>	<b>-347</b>	<b>2,810</b>	<b>23,035</b>
Calculated Savings	7,908	8,318	974	-347	2,810	19,662
Additional Savings	1,537	1,806	30	0	0	3,373
<b>Total ERP Savings as % of Baseline</b>	<b>22.0%</b>	<b>19.6%</b>	<b>27.4%</b>	<b>-3.8%</b>	<b>40.0%</b>	<b>20.2%</b>

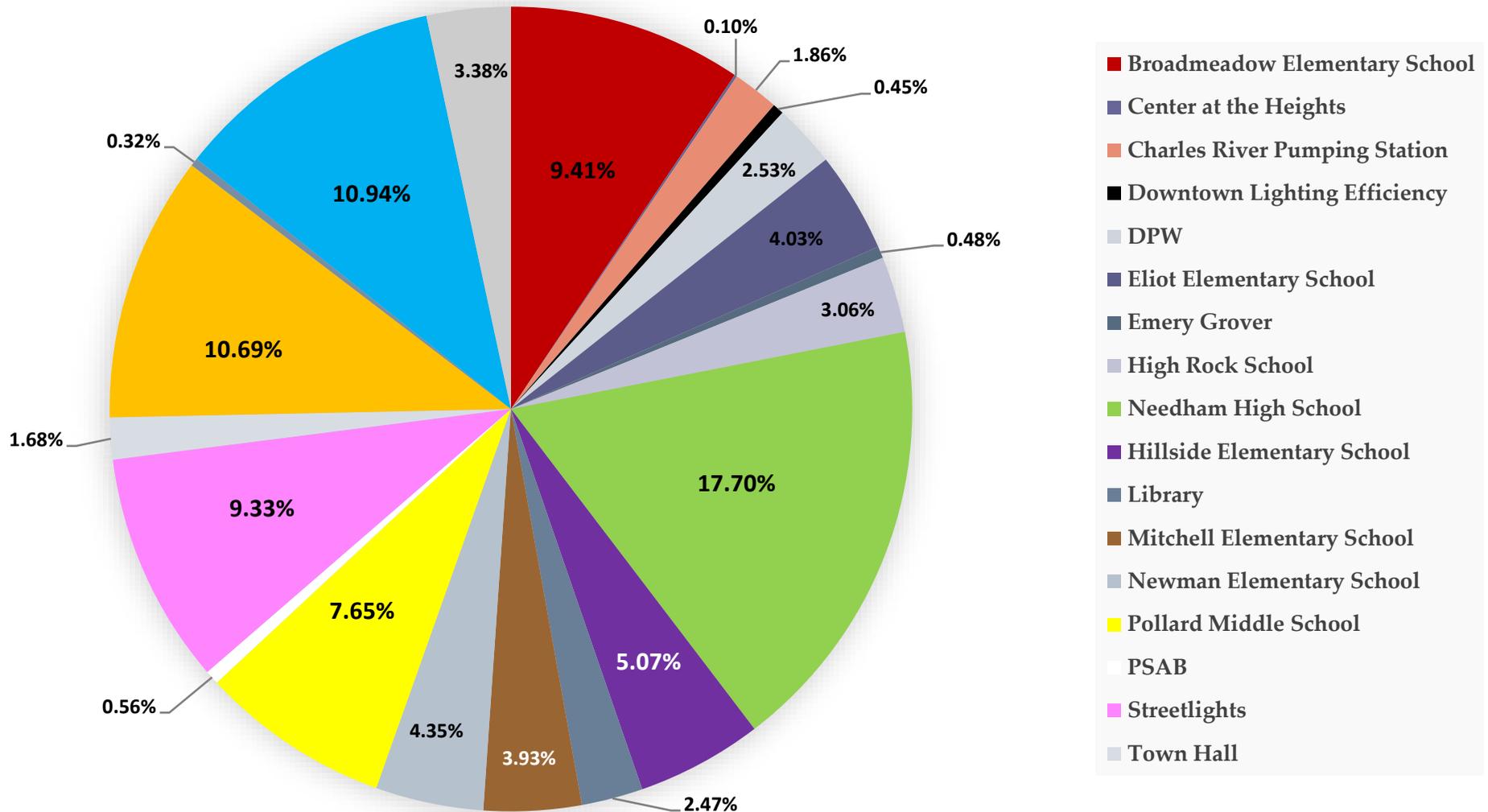
# Green Communities Requirements

## Criterion 3: ERP Savings by Energy Type



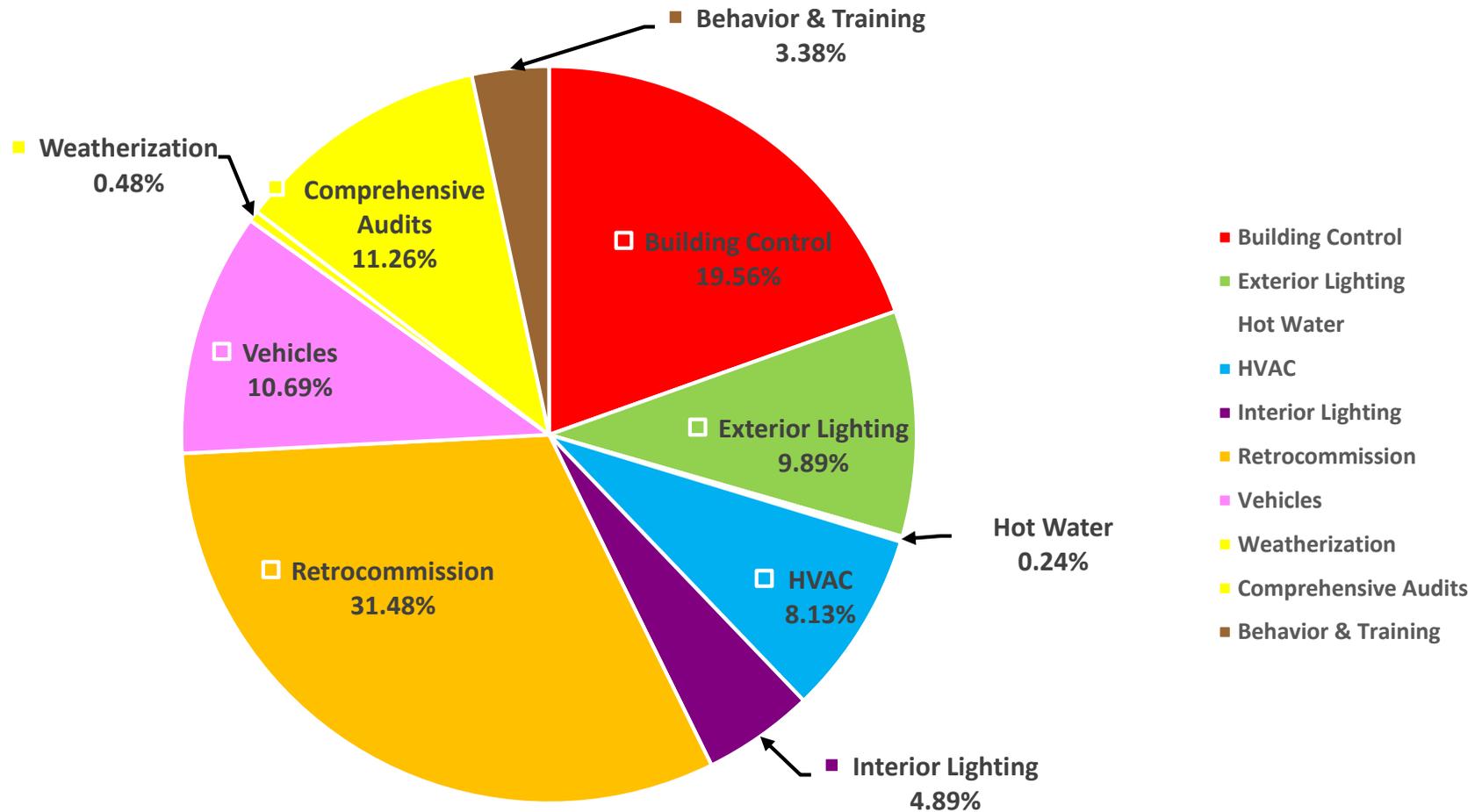
# Green Communities Requirements

## Criterion 3: ERP Savings by Location



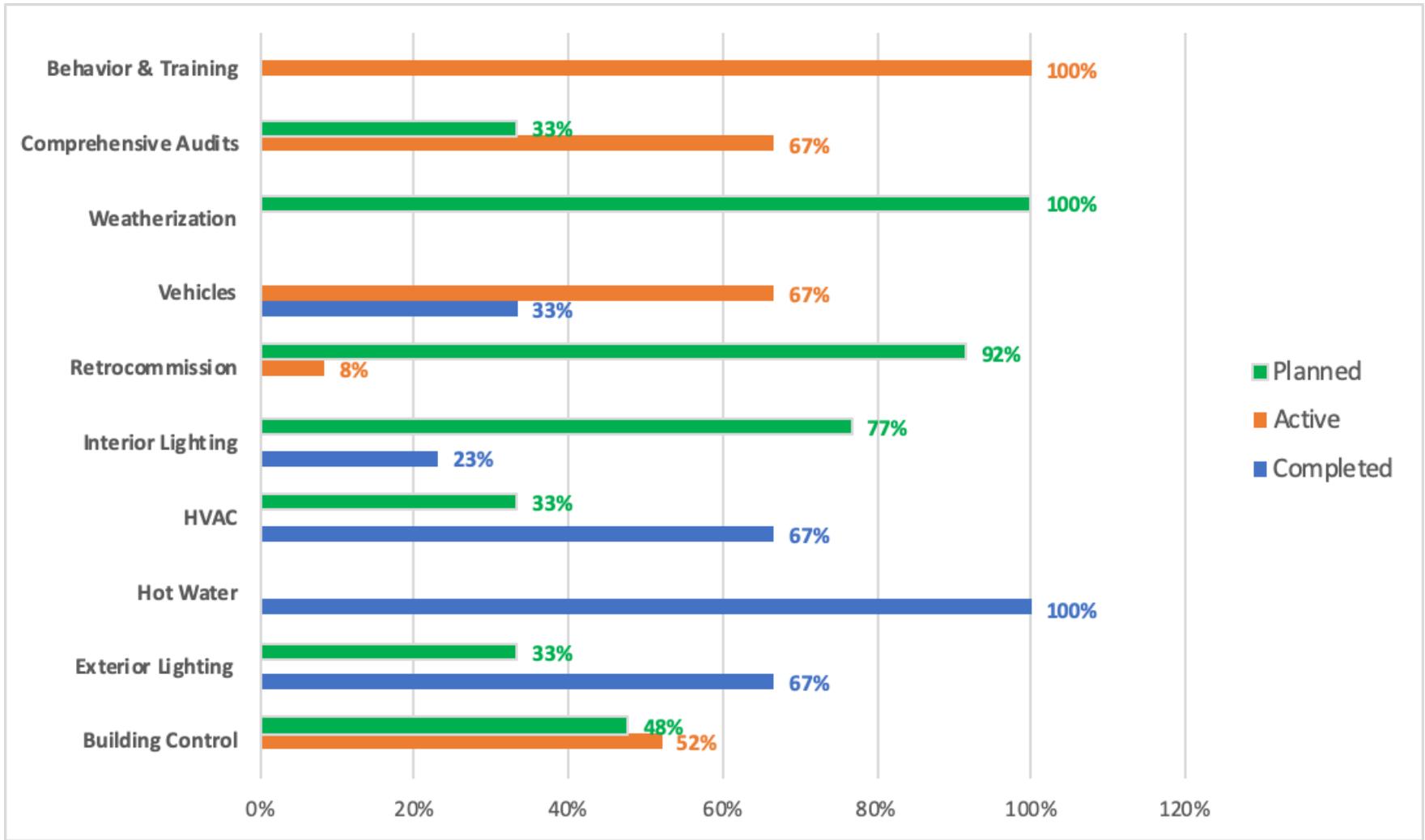
# Green Communities Requirements

## Criterion 3: ERP Savings By Energy Measure



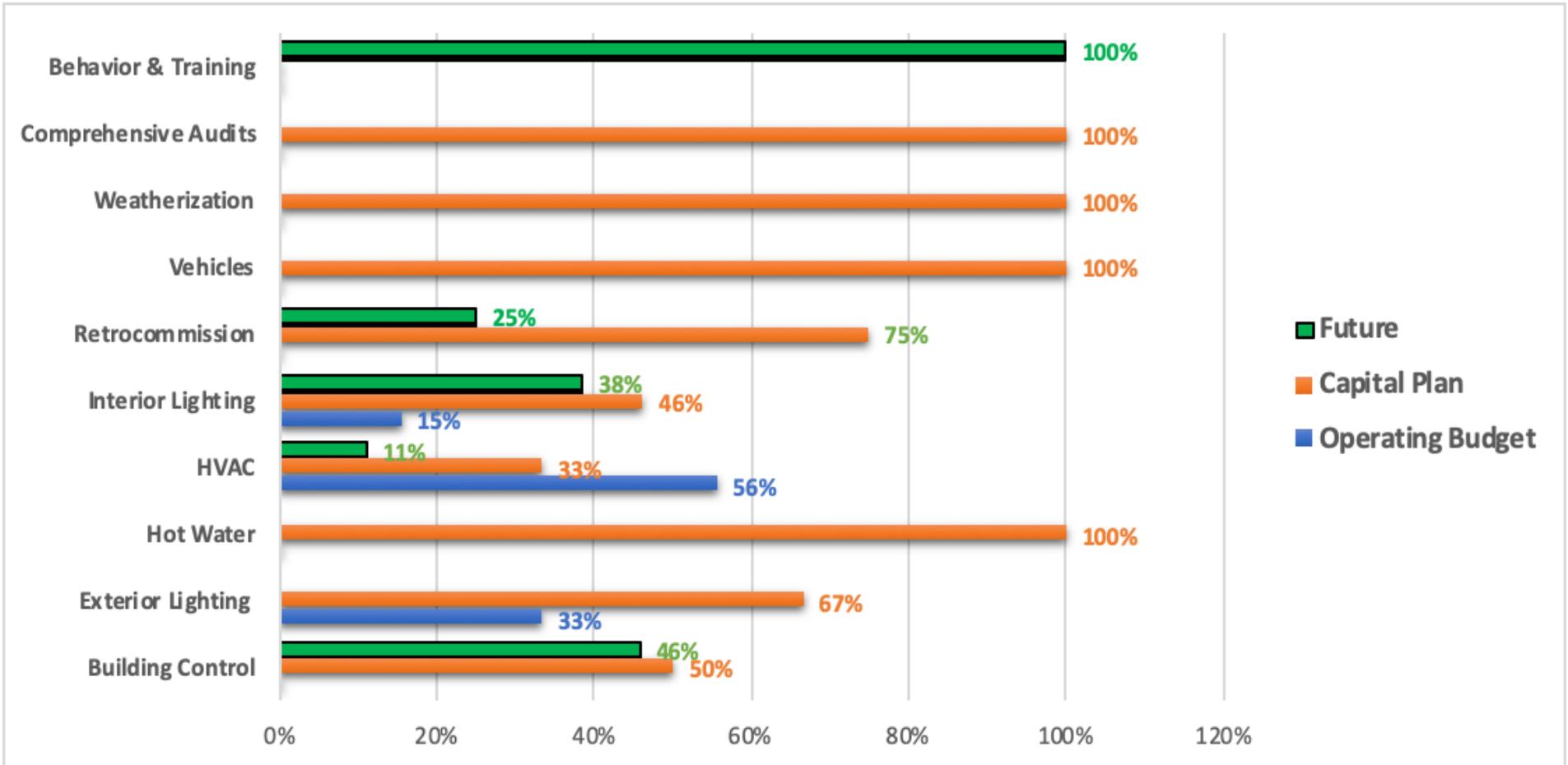
# Green Communities Requirements

## Criterion 3: ERP Status by Measure Type



# Green Communities Requirements

## Criterion 3: ERP Anticipated Funding Sources by Measure Type



# Green Communities Requirements

## *Criterion 4: Fuel-Efficient Vehicles*

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- ❖ **Requirement**: The Town is required to purchase only fuel-efficient vehicles for municipal and school use whenever such vehicles are commercially available and practicable.
  
- ❖ **Town Compliance**: The Town and School Department will consider adopting a fuel-efficient vehicle policy consistent with the requirements of the Green Communities Program.

## Select Board of Needham

<b>Policy Number:</b>	SB – ADMIN.006
<b>Policy:</b>	Fuel Efficient Vehicle Policy
<b>Date Approved/Select Board:</b>	
<b>Date Approved/School Committee:</b>	

### 1. INTRODUCTION

The Select Board of Needham and the Needham School Committee have approved the following fuel-efficient vehicle policy to govern the replacement of all non-exempt municipal vehicles with fuel-efficient vehicles, as defined below.

### 2. POLICY STATEMENT

To reduce the Town of Needham's fuel consumption and energy costs, the Select Board and the School Committee adopt a policy to purchase only fuel-efficient vehicles to meet this goal, except as expressly set forth below.

### 3. APPLICABILITY

This policy applies to all divisions and departments of the Town of Needham.

### 4. DEFINITIONS

Combined City and Highway MPG (EPA Combined fuel economy) – Combined Fuel Economy means the fuel economy from driving a combination of 43 percent city and 57 percent highway miles and is calculated as follows:

$$\text{Combined City and highway MPG} = \frac{1}{\left(\frac{0.43}{\text{CityMPG}}\right) + \left(\frac{0.57}{\text{HighwayMPG}}\right)}$$

Drive System – The manner in which mechanical power is directly transmitted from the drive shaft to the wheels. The following codes are used in the drive field:

- AWD: All Wheel Drive: four-wheel drive automatically controlled by the vehicle power train system
- 4WD: 4 Wheel Drive: driver selectable four-wheel drive with 2-wheel drive option
- 2WD: 2-wheel Drive.

Heavy-Duty Vehicle – A heavy-duty vehicle is defined as a vehicle with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds.

## **5. GUIDELINES**

- 5.1 All departments/divisions will purchase the most fuel-efficient vehicles for municipal use (including police, fire and highway) whenever such vehicles are commercially available and practicable.
- 5.2 The Town of Needham will maintain an annual vehicle inventory for all vehicles and a plan for replacing any non-exempt vehicles that meet, at a minimum, the fuel efficiency ratings contained in the most recent guidance for Criterion 4 published by the MA Department of Energy Resources' Green Communities Division. The fuel efficiency ratings contained therein are based on the most recently published US Environmental Protection Agency combined city and highway MPG ratings for vehicles.
- 5.3 It is the responsibility of the Town of Needham to check the Green Communities Division's Guidance for Criterion 4 for updates prior to ordering replacement vehicles.

### **5.4 Exemptions**

- Heavy-duty vehicles such as school busses, fire trucks, ambulances, and heavy-duty trucks
- Motorcycles
- Passenger and cargo vans
- Police cruisers

The Town of Needham commits to purchasing fuel-efficient cruisers, passenger vans and cargo vans when they become commercially available and practicable. Police and Fire Department administrative vehicles must meet fuel-efficient requirements.

- 5.5 Inventory An inventory of all Town vehicles is contained in Attachment A and shall be updated on an annual basis.

## **6. FUEL EFFICIENT VEHICLE REPLACEMENT PLAN**

- 6.1 All non-exempt vehicles shall be replaced with fuel-efficient vehicles that meet the fuel efficiency ratings outlined in the Policy.
- 6.2 Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department to another unless the recycled replacement vehicle meets the fuel efficiency ratings outlined in the Policy.
- 6.3 When an exempt vehicle is replaced, the function of the vehicle will be reviewed for potential replacement with a more fuel-efficient vehicle, including a fuel-efficient non-exempt vehicle.
- 6.4 The Town of Needham will review the Vehicle Inventory and the Green Communities Criterion 4 Guidance on an annual basis to review new acquisitions during the capital planning process.

## **7. QUESTIONS AND ENFORCEMENT**

All inquiries should be directed to the department/division responsible for fleet management and/or fleet procurement. This Fuel-efficient Vehicle Policy will be enforced by the Town Manager/designee.

# Green Communities Requirements

## *Criterion 5: Stretch Code Adoption*

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- ❖ **Requirement**: The Town must require all new residential construction over 3,000 square feet and all new commercial and industrial real estate construction to minimize, to the extent feasible, the life-cycle cost of the facility by utilizing energy efficiency, water conservation and other renewable or alternative energy technologies.
  
- ❖ **Town Compliance**: On May 13, 2019, at its Annual Town Meeting, under Article 49, Needham Town Meeting Members voted to amend its General By-Laws by adding the Stretch Energy Code for the purpose of regulating the design and construction of buildings for the effective use of energy, pursuant to Appendix 115.AAA of the Massachusetts Building Code, 780 CMR, the “Energy Stretch Code”, including future additions, amendments, or modifications thereto.



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

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**MEETING DATE: 9/24/2019**

<b>Agenda Item</b>	<b>Sign Notice of Traffic Regulation – Gibson Street</b>
<b>Presenter(s)</b>	Richard P. Merson, DPW Director

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
	<p>The TMAC has received a request from the residents of Gibson Street asking that a one hour parking zone be established for both sides of Gibson Street between 7:15-8:15 AM and 2:00-3:30 PM on school days. The residents are concerned about school-related vehicles parking all-day on Gibson Street, which narrows the road and limits emergency vehicle access.</p>
<b>2.</b>	<b>VOTE REQUIRED BY SELECT BOARD</b>
	<p><u>Suggested Motion:</u></p> <p><i>“That the Board vote to approve and sign the Notice of Traffic Regulation Permit #P19-09-24 for Gibson Street, Time Limited in Designated Places, Both sides, from Manning Street to Page Road – 1 Hour Parking, 7:15-8:15 AM and 2:00-3:30 PM, School Days”</i></p>
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
	<p>1. <i>Copy of Traffic Regulation P19-09-24</i></p>





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

**MEETING DATE: 09/24/2019**

<b>Agenda Item</b>	Approve the Sale of Bonds
<b>Presenter(s)</b>	David Davison, Assistant Town Manager/Finance Evelyn Poness, Town Treasurer/Collector

**1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

We will review the results of the bond and discuss the S&P rating with the Board.

**2. VOTE REQUIRED BY SELECT BOARD**

Suggested Motions: (please note there are seven (7) motions to be acted upon by the Board)

**Motion A**

Move that the sale of the \$27,500,000 General Obligation Municipal Purpose Loan of 2019 Bonds of the Town dated October 1, 2019 (the "Bonds") to Citigroup Global Markets Inc. at the price of \$30,311,816.15 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on August 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2020	\$3,225,000	5.000%	2032	\$1,165,000	4.000%
2021	1,280,000	5.000	2033	1,165,000	2.625
2022	1,270,000	5.000	2034	1,165,000	2.625
2023	1,265,000	5.000	2035	915,000	2.750
2024	1,255,000	5.000	2036	915,000	2.750
2025	1,255,000	5.000	2037	910,000	2.875
2026	1,255,000	5.000	2038	755,000	2.875
2027	1,245,000	5.000	2039	755,000	2.875
2028	1,245,000	5.000	2040	755,000	3.000
2029	1,240,000	5.000	2041	750,000	3.000
2030	1,170,000	4.000	2044	1,380,000	3.000
2031	1,165,000	4.000			

(Continues Next Page)



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

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**Motion B**

Move that the Bonds maturing on August 1, 2044 (a "Term Bond") shall be subject to mandatory redemption or mature as follows:

Term Bond due August 1, 2044

Year	Amount	Year	Amount	Year	Amount
2042	\$460,000	2043	460,000	2044*	460,000

\*Final Maturity

**Motion C**

Move that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated September 10, 2019 and a final Official Statement dated September 17, 2019 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

**Motion D**

Move that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

**Motion E**

Move that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a continuing disclosure undertakings in compliance with SEC Rule 15c2-12 in such forms as may be approved by bond counsel to the Town, which undertakings shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

**Motion F**

Move that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

**Motion G**

Move that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

**BACK UP INFORMATION ATTACHED**

- a. Cover Memo Dated September 20, 2019

# Memorandum

To: Select Board  
From: David Davison, Assistant Town Manager/Director of Finance  
CC: Kate Fitzpatrick, Town Manager; Evelyn Pones, Treasurer/Collector; Michelle Vaillancourt, Town Accountant  
Date: September 20, 2019  
Re: Bond Issue

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The Town maintained its “AAA” rating with Standard and Poor’s (S&P), which has reaffirmed the rating, and still views Needham’s outlook as stable after our review with them on Thursday, September 5, 2019. We discussed the Town’s overall financial position, the local economy, status of approved capital projects, and our fiscal year 2019 preliminary year end results. We discussed the changes to the operating budget for FY2020 which included the additional public safety personnel, implementation of full-day kindergarten, and the proactive steps we have and are taking to prudently fund legacy liability costs such as retirement and other post-employment benefits. We reviewed the major building and facility projects now underway. Standard and Poor’s yet again focused on the important role that the Town’s funding of OPEB liabilities plays in its consideration of financial condition, and the Town’s long-term planning and budgetary practices which have shown steadiness to mitigate the impact of external factors not easily within the control of management. They again stressed the need for the Town to maintain adequate reserves. The S&P September 13, 2019 rationale for the rating is attached.

The Town received eight competitive bids for the 25 year bond issue, a reflection of the Town’s overall credit quality. This is a reflection that the Town’s debt and fiscal management are seen in a positive manner and should reaffirm the importance of maintaining the AAA rating. The Town’s credit rating may have contributed to the large premium offering by the winning bidder which allowed the Town to reduce the size of the Bond issue from \$30,195,000 to \$27,500,000. This is in accordance with Massachusetts law on municipal debt financing, which allows the Town to apply the net proceeds (the premium less the issuance expenses) to projects being funded by the debt issue. Furthermore, a like amount is reduced from the Town Meeting debt authorizations being funded in part by the premium, meaning the Town will not spend any more than was authorized to spend by appropriation. A majority of the bond issue was related to the Public Safety building projects, which are funded by debt exclusion, so we applied the largest portion of the premium to those projects (the law requires premiums to be allocated by group). This reduced the amount of principal that was borrowed and hence reduced the amount that will be added to the tax levy to pay for the projects. This means the debt exclusion tax impact will be lowered.

The lowest bidder, **Citigroup Global Markets Inc.**, offered a coupon rate that ranges from a low of 2.625% to a high of 5.000% per year, with an initial premium of \$3,179,313.75. By using the premium to reduce the size of the bond issue, reducing it from \$30,195,000 to \$27,500,000, and paying the debt issuance costs, the revised premium of \$2,845,091.15 resulted in a true interest cost (TIC) of 2.405521%, which is lower (0.563815%) than the bond issued in July 2018 (2.969336%). The table below shows the coupon interest rate ranges and TIC on the Town's bond issues since 2012.

Issued	Matures	Bidder	Amount	Bond Rates	True Interest Cost Rate
7/31/2018	7/15/2043	UBS Financial Services Inc	\$31,000,000	3.000% - 5.000%	2.969%
1/17/2017	1/15/2042	Fidelity Capital Markets	\$10,945,000	3.000% - 4.000%	2.966%
6/16/2016	8/1/2027	JP Morgan Securities LLC	\$6,645,000	2.000% - 4.000%	1.384%
4/15/2015	11/15/2033	JP Morgan Securities LLC	\$13,425,000	2.000% - 4.000%	1.872%
6/2/2014	5/15/2034	FTN Financial Capital Markets	\$5,032,000	2.000% - 3.500%	2.399%
12/2/2013	7/15/2033	Fidelity Capital Markets	\$6,085,000	3.000% - 4.000%	3.114%
6/28/2013	11/1/2032	Fidelity Capital Markets	\$5,945,000	2.000% - 4.000%	3.021%
10/15/2012	7/15/2030	Morgan Stanley & Co, LLC	\$12,244,000	2.000% - 4.000%	1.986%

The Board will be asked to approve the sale of the bonds. Upon approval, the Board will need to execute several documents that will be brought to the meeting. Please do not hesitate to contact me if you have any questions prior to the meeting.

# RatingsDirect®

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**Summary:**

## Needham, Massachusetts; General Obligation

**Primary Credit Analyst:**

Krystal Tena, New York + 1 (212) 438-1628; [krystal.tena@spglobal.com](mailto:krystal.tena@spglobal.com)

**Secondary Contact:**

Victor M Medeiros, Boston (1) 617-530-8305; [victor.medeiros@spglobal.com](mailto:victor.medeiros@spglobal.com)

### Table Of Contents

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Rationale

Outlook

## Summary:

# Needham, Massachusetts; General Obligation

### Credit Profile

US\$30.195 mil GO mun purp loan of 2019 bnds dtd 10/01/2019 due 08/01/2044

<i>Long Term Rating</i>	AAA/Stable	New
Needham GO		
<i>Long Term Rating</i>	AAA/Stable	Affirmed
Needham GO mun purp loan bnds		
<i>Long Term Rating</i>	AAA/Stable	Affirmed

## Rationale

S&P Global Ratings assigned its 'AAA' long-term rating to Needham, Mass.' series 2019 general obligation (GO) municipal purpose loan bonds. At the same time, we affirmed our 'AAA' long-term rating on the town's outstanding GO debt. The outlook is stable.

### Credit summary

The town is a predominantly residential suburb of Boston. Facilitated by regular commuter rail and bus service accessible throughout the town, residents commute to Boston and other nearby employment centers. Needham's economy has a diverse mix of manufacturing, services, and commercial trades, including TripAdvisor, Coca Cola Bottling, and NBCUniversal. Partially attributed to conservative budgeting, Needham outperformed its budget and continued to improve its reserve profile in fiscal 2018.

### Security and use of proceeds

The town's full-faith-and-credit pledge secures the bonds. Voters agreed to exempt some of the authorizations included in this issuance from the limitations of Proposition 2 1/2; however, while the majority of the issuance is exempt from Proposition 2 1/2, a portion of the issue is not exempt, thus we view this as a limited tax obligation, subject to Proposition 2 1/2 limits. Despite limitations imposed by the commonwealth's levy-limit law on municipal bonds, we do not make a rating distinction between the limited-tax GO pledge and Needham's general creditworthiness because we have already embedded the tax limitation imposed on the town's ability to raise revenue and resource fungibility into our analysis of its financial and economic conditions.

Proceeds from the bonds will be used to permanently finance a portion of outstanding bond anticipation notes (BANs) and to finance a high school expansion construction project that the town has been planning.

We rate the town higher than the sovereign because we believe it can maintain better credit characteristics than the nation in a stress scenario based on its predominantly locally derived revenue base and our view that the pledged revenue supporting debt service on the bonds is at limited risk of negative sovereign intervention. In fiscal 2018, local property taxes generated 69% of general fund revenue, which demonstrated a lack of dependence on central government revenue. Under our criteria, U.S. state and local governments are considered to have moderate sensitivity

to country risk. (For more information, see "Ratings Above The Sovereign--Corporate And Government Ratings: Methodology And Assumptions," published Nov. 19, 2013, on RatingsDirect.)

The long-term rating reflects our assessment of the town's:

- Very strong economy, with access to a broad and diverse metropolitan statistical area (MSA);
- Strong management, with good financial policies and practices under our Financial Management Assessment methodology;
- Strong budgetary performance, with operating surpluses in the general fund and at the total governmental fund level in fiscal 2017;
- Very strong budgetary flexibility, with an available fund balance in fiscal 2018 of 30% of operating expenditures;
- Very strong liquidity, with total government available cash at 34.2% of total governmental fund expenditures and 5.6x governmental debt service, and access to external liquidity we consider strong;
- Strong debt and contingent liability position, with debt service carrying charges at 6.1% of expenditures and net direct debt that is 61.5% of total governmental fund revenue, as well as low overall net debt at less than 3% of market value, but significant medium-term debt plans; and
- Strong institutional framework score.

### **Very strong economy**

We consider Needham's economy very strong. The town, with an estimated population of 30,252, is in Norfolk County in the Boston-Cambridge-Newton MSA, which we consider to be broad and diverse. It has a projected per capita effective buying income of 227% of the national level, which we view as extremely high and a positive credit factor, as well as a per capita market value of \$336,137. Overall, market value grew by 2.9% over the past year to approximately \$10 billion in 2019. The county unemployment rate was 3% in 2018.

Interstate highway 95, as well as State Routes 9 and 135 service the town, connecting it to the Boston metropolitan employment opportunities. As the town is primarily residential, its assessed value (AV) in fiscal 2019 was 87% and approximately 11% commercial and industrial properties. Property tax collections remain consistently strong, and new taxable revenue growth stemming from new construction set a record of \$4.8 million in fiscal 2018, as anticipated. Needham Crossing, the town's large mixed-use center, continues to provide strong development results and opportunities, including increasing residential capacity with the addition of the Charles River Landing apartments, as well as the 390-unit luxury apartment complex, The Kendrick. Needham's private employment base is diverse and has been growing in recent years. The town currently has three large hotels, including Sheraton and Hilton, located within its bounds, from which it collects room occupancy and property taxes. In 2015, TripAdvisor completed the construction of its expanded space and established the location as its global headquarters, which now employs more than 800 staff. Additional economic developments include the May 2019 opening of the Beth Israel Deaconess Outpatient Clinical Center and a new NBCUniversal's consolidated regional headquarters media center scheduled to be fully operational early 2020.

Officials expect increases in property value to continue due to commercial and residential growth. Building permit activity has declined somewhat from 2017, but remained well above its five-year average, valued at \$206 million in

fiscal 2018. Given the access to employment opportunities in the greater Boston region, as well as increasing economic development within the town, we anticipate Needham's economy will remain very strong throughout the two-year outlook period.

### **Strong management**

We view the town's management as strong, with good financial policies and practices under our Financial Management Assessment methodology, indicating financial practices exist in most areas, but that governance officials might not formalize or monitor all of them on a regular basis.

Needham is conservative in its management and budgeting practices. Management seeks to reduce costs and maintain financial sustainability when drafting the town's budget. Management considers historical trends and future concerns when developing revenue and expenditure assumptions. The town manager receives budget-to-actual reports monthly while the select board receives reports regularly.

Needham maintains a five-year financial forecast and a five-year rolling capital improvement plan, both of which are included and presented with the annual budget. The town currently maintains a formal debt management policy, and while it does not have a formal reserve policy, the town adheres to an informal reserve policy. Needham uses commonwealth guidelines for investment management, which is reported regularly.

Highlights of Needham's management practices include systematic collaboration and communication among critical units, including with the local school department. As evidenced by Needham's strong fiscal operating results, the management team, with its depth of experience, demonstrates prudence and effectiveness in its affairs.

### **Strong budgetary performance**

Needham's budgetary performance is strong, in our opinion. The town had operating surpluses of 1.7% of expenditures in the general fund and 3.7% across all governmental funds in fiscal 2018.

For analytical consistency, we adjusted for recurring transfers out of the general fund to the capital projects fund and other project funds. For fiscal 2018, Needham ended with positive operating results, with a general fund surplus of \$2.8 million and a \$6.7 million total governmental funds surplus. Management attributes the operating surplus over the last several years to a focus on conservative budgeting practices with sustainable growth forecasts, along with numerous ongoing developments aiding in revenue growth. Along with the redevelopment of existing properties, new developments have increased property value for Needham.

Needham expects to generate another positive operating result for fiscal 2019, comparable with fiscal 2018 results, with greater tax revenues, while planning to continue using dedicated reserves to fund anticipated capital investments. Accordingly, management also plans to continue contributing to its cash capital program to facilitate increased cash funding for future capital projects.

The town's 2020 budget is \$178.3 million, which is an increase of 6.5% over fiscal 2019. Primary drivers of the cost increases include increased educational and public works costs, such as a new full-day Kindergarten program and additional public safety staff, as well as debt service related to new bond issues. For fiscal 2020, management anticipates to continue spending a portion of its accumulated fund balance for capital outlay purposes as planned. Nevertheless, projected operating margins remain strong and any potential reduction to fund balance is related to

discretionary capital investing, as well as largely balanced out by an increase in a different fund.

We believe Needham maintains a stable and predictable revenue profile that is largely independent of state or federal funds. On the whole, it benefits from its high property tax base, which makes up more approximately 69% of total revenues. Tax collections have historically remained very strong, averaging over 100% in the past five years. Management remains focused on conservative budgeting, and we expect over the short term that the town will continue to produce positive results, resulting in continued strong budgetary performance.

### **Very strong budgetary flexibility**

Needham's budgetary flexibility is very strong, in our view, with an available fund balance in fiscal 2018 of 28% of operating expenditures, or \$46 million.

The town's available funds include assigned, unassigned, and committed funds. Needham has historically maintained very strong budgetary flexibility, keeping its available reserves close to 20% of general fund expenditures over the past three fiscal years. Management expects to maintain a level of at least 19% of revenue for available funds and a minimum of 8% of revenue for unassigned funds.

Needham's fiscal 2018 resulted in a planned reserve fund draw-down as a result of increased investment in its cash capital fund. Management expects its fiscal 2019 reserves to be comparable to, or better than, fiscal 2018 results, including a planned and comparable drawdown of reserves to continue funding capital investments. Given the town's increases in general fund operating budget expected for fiscal 2020 combined with our expectation of continued strong budgetary performance, we expect the town's flexibility to remain very strong over the next two years.

### **Very strong liquidity**

In our opinion, Needham's liquidity is very strong, with total government available cash at 25.1% of total governmental fund expenditures and 4.3x governmental debt service in 2018. In our view, the town has strong access to external liquidity if necessary.

Needham is a frequent issuer of GO debt, which allows for strong access to external liquidity. In addition, it does not currently have any variable-rate or direct-purchase debt. Based on the 2019 year-end expectations, we expected the town's liquidity profile to remain very strong.

### **Strong debt and contingent liability profile**

In our view, Needham's debt and contingent liability profile is strong. Total governmental fund debt service is 5.8% of total governmental fund expenditures, and net direct debt is 67.9% of total governmental fund revenue. Overall net debt is low at 1.3% of market value, which is in our view a positive credit factor.

Including this bond issue, direct debt totals roughly \$130 million, of which \$11.6 million is self-supported from the town's water and sewer enterprise funds. In the next several years, we expect the town will issue approximately \$50 million to \$70 million in debt for planned capital projects, which has been factored into this analysis.

Needham's combined required pension and actual other postemployment benefits (OPEB) contributions totaled 7.3% of total governmental fund expenditures in 2018. Of that amount, 3.9% represented required contributions to pension obligations, and 3.4% represented OPEB payments. The town made its full annual required pension contribution in

2018.

The town participates in the Needham Contributory Retirement System, a cost-sharing, multiple-employer public employee defined-benefit retirement system (PERS). Its proportion of the net pension liability was 98.5% as of Dec. 31, 2017. Using updated reporting standards in accordance with Governmental Accounting Standards Board Statement (GASB) No. 68, the town's net pension liability was \$64.3 million. The PERS plan maintained a funded level of 71.6%, using the plan's fiduciary net position as a percentage of the total pension liability. The assumed rate of return was 7.25%, and officials anticipate a further rate reduction to 7% in the future. Needham has consistently funded 100% of its required contributions, and expects to have the system fully funded by 2030.

Needham also offers OPEBs to retired employees. It is one of the few communities in Massachusetts that fully funds its OPEB obligation. As of June 30, 2017, the town's net OPEB liability was \$56.7 million, with a plan fiduciary net position as a percent of total OPEB liability of 36.6%. As of June 30, 2019, the OPEB trust fund had a balance of approximately \$38.3 million. The town has been appropriating its annual required contributions toward its OPEB fund for the past five years and pays for annual health care costs from the fund.

### **Strong institutional framework**

The institutional framework score is strong.

## **Outlook**

The stable outlook reflects our opinion that Needham's very healthy reserves will be sustained due to the town's strong management practices and strong financial performance. Its sizable economy provides additional underlying strength. Furthermore, we expect the town to maintain at least a strong debt and contingent liability profile.

### **Downside scenario**

Needham has done well managing potential budgetary challenges regarding pension and OPEB costs. Therefore, we do not expect a rating change within our two-year outlook period. However, we could lower the rating should the town's financial performance substantially deteriorate and reserve levels decline significantly relative to the budget.

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at [www.standardandpoors.com](http://www.standardandpoors.com) for further information. Complete ratings information is available to subscribers of RatingsDirect at [www.capitaliq.com](http://www.capitaliq.com). All ratings affected by this rating action can be found on S&P Global Ratings' public website at [www.standardandpoors.com](http://www.standardandpoors.com). Use the Ratings search box located in the left column.

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

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**MEETING DATE: 9/24/2019**

<b>Agenda Item</b>	Special Town Meeting Warrant
<b>Presenter(s)</b>	Kate Fitzpatrick, Town Manager

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
The Board will review articles on the Special Town Meeting Warrant.	
<b>2.</b>	<b>VOTE REQUIRED BY SELECT BOARD</b>
<i>Suggested Motion:</i> That the Board vote to support (not to support) article _____ in the Special Town Meeting Warrant.	
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
a. Draft Warrant dated September 20, 2019 b. Status of Articles as of September 20, 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 9.20.2019

Additional information on particular warrant articles will be made available from time to time at [www.needhamma.gov/townmeeting](http://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: Recommendation to be Made at Town Meeting
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:

Table with 4 columns: Line Item, Appropriation, Changing From, Changing To. Row 1: 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:* The final MWRA Assessment is \$61,423 lower than the estimate used to set the FY2020 budget, resulting in a decrease in the Enterprise Fund budget.

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**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:* The final MWRA Assessment is \$441 lower than the estimate used to set the FY2020 budget, resulting in a decrease in the Enterprise Fund budget.

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**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.

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## ZONING ARTICLES

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

(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

setbacks and allowed envelopes (including setbacks) for allowance of additional height above 42' are shown on the drawings below. The 370 feet shown on the drawings below shall extend a distance of 370 feet measured along the centerline of Highland Avenue from a point opposite the midpoint rounding at the intersection of Highland Avenue and Gould Street to a point 370 feet easterly as shown on a plan entitled "Plan of Land Gould Street, Needham, MA", prepared by Andover Engineering, Inc., dated July 27, 2000, last revised September 20, 2001, recorded in the Norfolk County Registry of Deeds as Plan No. 564 of 2001, Plan Book 489.

Figure 1:

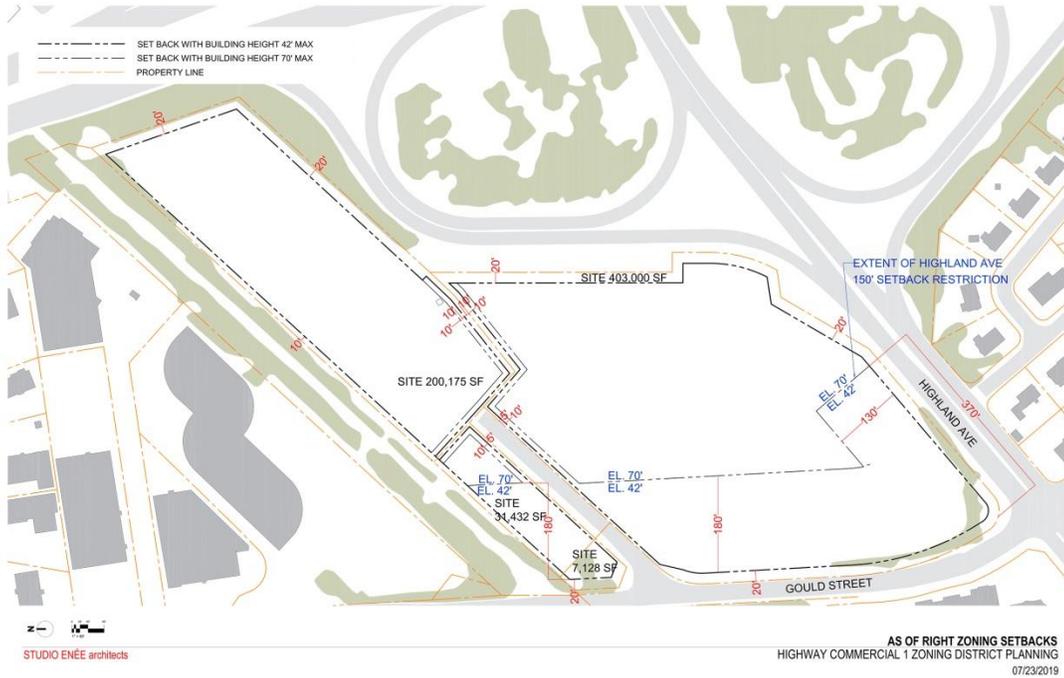
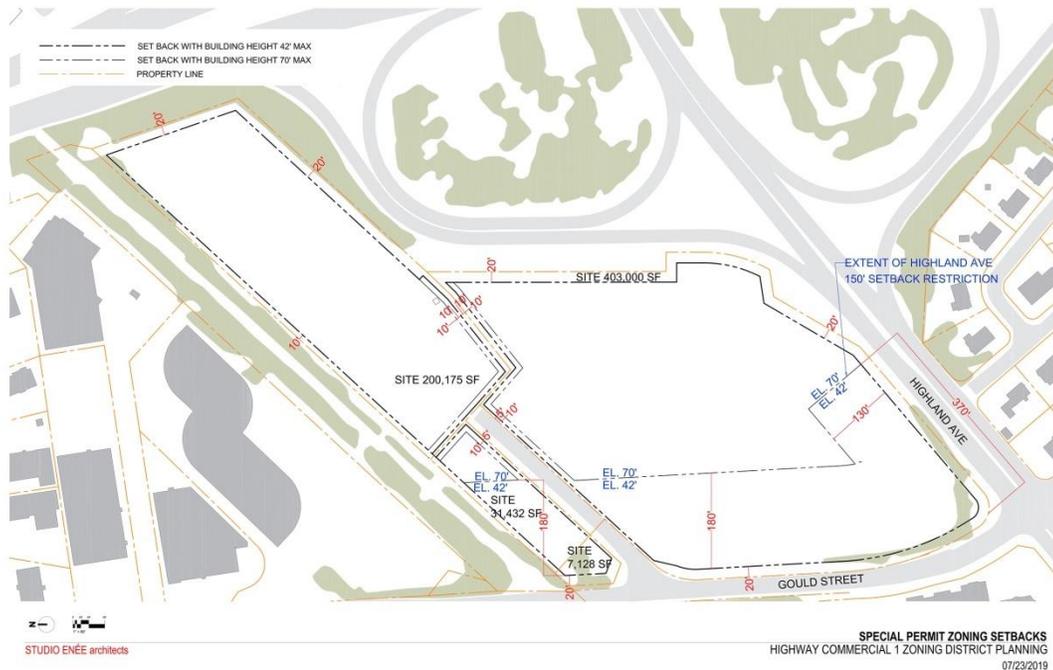


Figure 2:

Draft



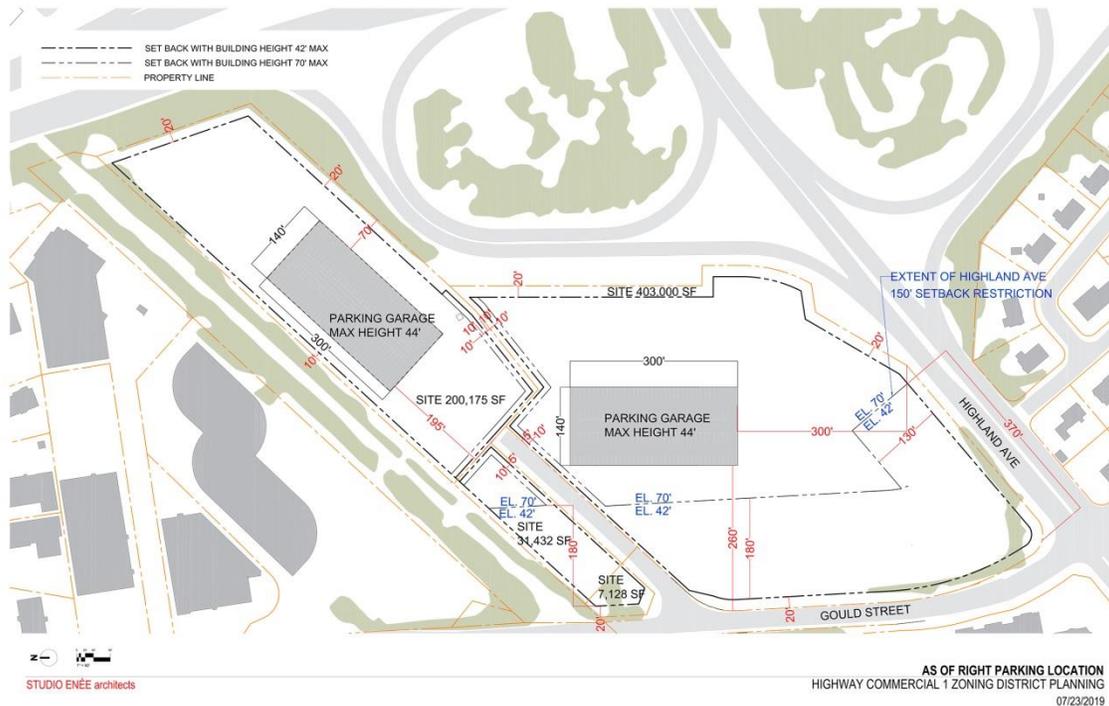
- (2) Maximum lot coverage shall be 65% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet, the maximum lot coverage may be 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: Recommendation to be Made at Town Meeting

Article Information:

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**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: Recommendation to be Made at Town Meeting

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> & 3	<u>I</u>	<u>IND</u>	<u>IND-1</u>
Accessory Dwelling Unit (See 3.15)	SP	SP	SP	SP	SP	SP	SP”

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

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

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

“3.15 Accessory Dwelling Units (ADUs)

3.15.1 Intent

The intent and purpose of this section is to permit accessory dwelling units (ADUs) in single-family homes for occupancy by (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: Recommendation to be Made at Town Meeting

Article Information:

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**CAPITAL ARTICLES**

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**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:    Recommendation to be Made at Town Meeting

Article Information:

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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 10<sup>th</sup> 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:

Status of Articles 9.20.2019

#	Article	Status	BOS Position	FC Position	BOS	FC	CPC	Planning
1	Fund Collective Bargaining Agreement Fire Union BCTIA	Withdraw						
2	Amend the FY2020 Sewer Enterprise Fund Budget			Adopt				
3	Amend the FY2020 Water Enterprise Fund Budget			Adopt				
4	Appropriate Transportation Improvement Fees			Adopt				
5	Amend Zoning By-Law – Highway Commercial 1 Zoning District							
6	Amend Zoning By-Law – Map Change to Highway Commercial 1							
7	Amend Zoning By-Law – Accessory Dwelling Unit							
8	Appropriate for Pollard School Gym							



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

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**MEETING DATE: 9/24/2019**

<b>Agenda Item</b>	Town Manager's Report
<b>Presenter(s)</b>	Kate Fitzpatrick, Town Manager

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
	The Town Manager will update the Board on issues not covered on the agenda.
<b>2.</b>	<b>VOTE REQUIRED BY SELECT BOARD</b>
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
	none



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

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**MEETING DATE: 9/24/2019**

<b>Agenda Item</b>	Committee Reports
<b>Presenter(s)</b>	Board Discussion

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
	<i>Board members will report on the progress and / or activities of their Committee assignments.</i>
<b>2.</b>	<b>VOTE REQUIRED BY SELECT BOARD</b>
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
	<b>(Describe backup below)</b>  None



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 Brenda Considine-Miskin as an Activity Instructor for the **Breathe and Stretch to Unwind and Dance and Stretch and Unwind** programs, which are revolving fund programs.

**Brenda** is currently employed by the Needham Public Schools.

Breathe and Stretch to Unwind and Dance and Stretch and Unwind programs take place after normal working hours during the week. Brenda will work approximately 3.5 hours per week while the sessions are running. The participants in the program are ages 17 and older. There is no conflict with any of her responsibilities with the Needham Public Schools.

Attached is 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)**

<b>MUNICIPAL EMPLOYEE INFORMATION</b>	
Name of municipal employee:	Brenda Considine-Miskin
Title/ Position	Teacher Assistant (K-Williams)
<b>Fill in this box if it applies to you.</b>	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	—
Agency Address	—
Office phone:	—
Office e-mail:	—
	Check one: <input type="checkbox"/> Elected    or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	08/28/2019
<b>BOX # 1</b>  Select either <b>STATEMENT #1</b> or <b>STATEMENT #2</b> .  Write an <b>X</b> beside your financial interest.	<b>ELECTED MUNICIPAL EMPLOYEE</b>  I am an elected municipal employee.  <input type="checkbox"/> <b>STATEMENT #1:</b> 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. <b>OR</b> <input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.  <b>My financial interest in a municipal contract is:</b>  <input type="checkbox"/> I have a non-elected, compensated municipal employee position. <input type="checkbox"/> A municipal agency has a contract with me. <input type="checkbox"/> 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. <input type="checkbox"/> 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.
<b>BOX # 2</b>  Select either <b>STATEMENT #1</b> or <b>STATEMENT #2</b> .	<b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b>  I am a non-elected municipal employee.  <input type="checkbox"/> <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

<p>Write an X beside your financial interest.</p>	<p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> 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.</p> <p>-- OR --</p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input checked="" type="checkbox"/> A municipal agency has a contract with me.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> 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.</p>
<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>	
<p>Name and address of municipal agency that made the contract</p>	<p>Park and Recreation 178 Rosemary Street Needham, MA 02494</p>
<p>Please put in an X to confirm these facts.</p>	<p>"My Municipal Agency" is the municipal agency that I serve as a municipal employee.</p> <p>The "contracting agency" is the municipal agency that made the contract.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p>FILL IN THIS BOX OR THE BOX BELOW</p>	<p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>Activity Instructor</p>
<p>FILL IN THIS BOX OR THE BOX ABOVE</p>	<p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>

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	09/09/2019
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.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>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).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	<i>Burda Julie - Mohr</i>
Date:	9/9/19

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**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Patricia Carey
Title/ Position	Director
Municipal Agency:	Town of Needham - Park & Recreation
Agency Address:	178 Rosemary Street, Needham MA 02494
Office Phone:	781-455-7930
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	<i>Patricia Carey</i>
Date:	9-9-19

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

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

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



**NEEDHAM PARK AND RECREATION DEPARTMENT**

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

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

Dear Mr. Bulian,

The Needham Park and Recreation Commission has intent to hire Edmund Farrell as an Activity Instructor for the Adult Badminton, Ice Skating and Ski and Snowboard programs, which are revolving fund programs.

**Edmund** is currently employed by the Needham Public Schools.

Adult Badminton, Ice Skating and Ski and Snowboard programs take place after normal working hours during the week and over the weekend. Edmund will work approximately 2.5 – 16 hours per week while the sessions are running. The participants in these programs vary in age from 5 - adult. There is no conflict with any of his responsibilities with the Needham Public Schools.

Attached is his 20(b) Disclosure Form.

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

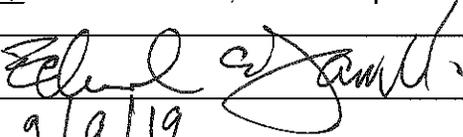
Sincerely,

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)**

	<b>MUNICIPAL EMPLOYEE INFORMATION</b>
Name of municipal employee:	Edmund Farrell
Title/ Position	Nutrition Manager (Newman)
<b>Fill in this box if it applies to you.</b>	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	—
Agency Address	—
Office phone:	—
Office e-mail:	—
	Check one: <input type="checkbox"/> Elected            or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	08/28/2004
<b>BOX # 1</b>	<b>ELECTED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am an elected municipal employee.
<b>Write an X beside your financial interest.</b>	<input type="checkbox"/> <b>STATEMENT #1:</b> 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. <b>OR</b> <input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.
	<b>My financial interest in a municipal contract is:</b>
	<input type="checkbox"/> I have a non-elected, compensated municipal employee position. <input type="checkbox"/> A municipal agency has a contract with me. <input type="checkbox"/> 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. <input type="checkbox"/> 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.
<b>BOX # 2</b>	<b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am a non-elected municipal employee.
	<input type="checkbox"/> <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

<p><b>Write an X beside your financial interest.</b></p>	<p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> 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.</p> <p>-- OR --</p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input checked="" type="checkbox"/> A municipal agency has a contract with me.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> 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.</p>
<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>	
<p>Name and address of municipal agency that made the contract</p>	<p><i>Park &amp; Recreation 178 Rosemary Street Needham, MA 02494</i></p>
<p><b>Please put in an X to confirm these facts.</b></p>	<p>"My Municipal Agency" is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The "contracting agency" is the <b>municipal agency that made the contract</b>.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>	<p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p><i>Activity Instructor</i></p>
<p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>	<p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>

<p>What is your financial interest in the municipal contract?</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.</p>
<p>Date when you acquired a financial interest</p>	
<p>What is the financial interest of your immediate family?</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.</p>
<p>Date when your immediate family acquired a financial interest</p>	
<p><b>Write an X to confirm each statement.</b></p>	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>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).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
<p>Employee signature:</p>	
<p>Date:</p>	<p>9/9/19</p>

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**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Patricia Carey
Title/ Position	Director
Municipal Agency:	Park & Recreation
Agency Address:	178 Rosemary Street, Needham, MA 02494
Office Phone:	781-455-7930
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	<i>Patricia Carey</i>
Date:	9-9-19

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

	<b>INFORMATION ABOUT APPROVING BODY</b>
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	<b>APPROVAL</b>
	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.

**Select Board  
Minutes for August 20, 2019  
Needham Town Hall  
Select Board's Chamber**

6:15 p.m. Executive Session: (Exception 3: Collective Bargaining Fire Union and Exception 6: Purchase, Exchange, Lease, or Value of Real Property)

A meeting of the Select Board was convened by Chair John Bulian. Those present were Maurice P. Handel, Matthew D. Borrelli, Marianne B. Cooley, Daniel P. Matthews, Town Manager Kate Fitzpatrick. Recording Secretary Mary Hunt joined the meeting at 6:45 p.m.

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

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

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

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

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

7:00 p.m. The public portion of the Select Board meeting of August 20, 2019 was convened by Chair John Bulian.

A moment of silence was observed recognizing Paul Attridge, a lifelong Needham resident and long-serving Town Meeting Member who passed away earlier this week. It was noted Mr. Attridge was active in many town organizations including the Needham Exchange Club and the Needham History Center and Museum.

7:00 p.m. Public Hearings: Eversource Grant of Locations - Richard Road, Central Avenue (2), and Chestnut Street  
Maureen Carroll, Eversource Energy representative appeared before the Board with 4 Grant of Locations to discuss:

1. 47 Richard Road  
Ms. Fitzpatrick indicated all paperwork is in order.

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

**Motion by Mr. Handel that the Select Board approve and sign a petition from Eversource Energy to install approximately 6.5 feet of conduit in Richard Road. This work is necessary to provide underground electric service to 47 Richard Road.**

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

2. Central Avenue (north of Cefalo Road)

Ms. Fitzpatrick said the work is necessary for a traffic light control box to a new rapid flashing beacon, but due to an oversight the work was completed prior to approval of the GOL. She indicated all parties now have a clear understanding of the GOL process requiring approval for electrical service.

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

**Motion by Mr. Handel that the Select Board approve and sign a petition from Eversource Energy to install approximately 40 feet of conduit in Central Avenue. This work is necessary to provide underground electric service to a traffic light control box.**

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

3. Central Avenue (opposite Beech Street)

Ms. Fitzpatrick said the same issue (noted above) exists regarding GOL approval prior to work being completed.

Mr. Bulian invited public comment.

Xi Wang, 541 Central Avenue said she is concerned with possible electric shock, as the beacon is directly in front of her home.

It was explained the flashing beacon is safe, wiring is underground, and is beneficial for children crossing the street.

**Motion by Mr. Handel that the Select Board approve and sign a petition from Eversource Energy to install approximately 50 feet of conduit in Central Avenue. This work is necessary to provide underground electric service to a traffic light control box.**

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

4. 484 Chestnut Street

Ms. Fitzpatrick indicated all paperwork is in order.

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

**Motion by Mr. Handel that the Select Board approve and sign a petition from Eversource Energy to install approximately 11 feet of conduit in Chestnut Street. This work is necessary to relocate the existing overhead electric service to underground service for 484 Chestnut Street, Needham.**  
**Second: Mr. Borrelli. Unanimously approved 5-0.**

7:10 p.m. Needham Community Revitalization Trust Fund - Art Box Project:  
Paul Good, Chair of Needham Community Revitalization Trust Fund (NCRTF) appeared before the Board seeking approval for the NCRTF's wrap box project. The Wrap Box Project will provide artistic cover to the traffic control box located in Thorpe Park, at the corner of Webster and High Streets.

Mr. Good explained the artist is Eddie Bruckner, a Needham Heights resident. He said the design was presented and well received by the Design Review Board and the Needham Heights Neighborhood Association.

Ms. Cooley suggested a cornhole game with matching motif be placed in the park.

Mr. Borrelli said he likes the project but would prefer the work include only the artist's signature and date, no other identifying marks or website information.

**Motion by Mr. Handel that the Board approves the Box Wrap Project as presented by the Needham Community Revitalization Trust Fund with only the artist's signature and date on the artwork, and no other identifying marks, advertising, or website information.**  
**Second: Ms. Cooley. Unanimously approved 5-0.**

7:20 p.m. Appointments and Consent Agenda:  
**Motion by Mr. Handel that the Select Board approve the Appointments and Consent Agenda as presented:**

**APPOINTMENTS:**

1. Ashly Scheufele           Needham Community Revitalization Trust Fund  
(term expires 6/30/2022)
2. Bill Dermody            Needham Community Television Development Corporation  
(term expires 6/30/2022)
3. Kevin Deisz            Technology Advisory Board  
(term expires 6/30/2022)
4. Election Workers        See attached.

**CONSENT AGENDA**

1. Accept the following donation made to the Needham Community Revitalization Trust Fund: \$1500 from Needham Public Library.
2. Approve request for new anchor banners on the light poles on Chapel Street. The new banner design, which encourages viewers to eat and shop local, is being sponsored by the Newton Needham Chamber and will replace the existing Experience Local banners which are worn.

3. Accept \$2,000 donation by Paramount Pictures to the Town to benefit Senior Center activities.
4. Accept donation of a used spinet piano for use in the "Pianos in the Park" program by Lynne Petrini.
5. Approve a 20B Exemption for Suzanne Eaton who is an employee at the Needham High School as the High School Swim and Lacrosse coach to engage in summertime work with the Park and Recreation Department as an Activity Instructor for the High School Conditioning Swim & Dive program.
6. Approve minutes of July 23, 2019 and August 9, 2019 meetings.
7. Approve a 20B Exemption for Laurie Kraemer who is an employee at the Newman Elementary School as a Teaching Assistant to engage in work with the Needham Police Department as a Crossing Guard.
8. Approve updated Interim Rules & Regulations for the Use of Memorial Park Fieldhouse.
9. Accept a donation of a 6x10 nylon flag to fly at Avery Square from Ted Shaughnessy, a Needham resident.
10. Water & Sewer Abatement Order #1278
11. Approve and sign one day alcohol service suspension due to alcohol compliance violations for: Needham Cabot Concessions d/b/a Sheraton Needham for Sunday, September 8, 2019.
12. Grant permission for the following residents to hold block parties:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Dale McCarthy	72 Stevens Road	Stevens Road	9/7/19	9/22/19	4pm-6pm
Christine Holland	104 Newell Ave.	Corner of Newell Prospect	9/7/19	9/8/19	4pm-8pm
Liv Nash	200 Great Plain Avenue	38 Ellicott Street	9/8/19	N/A	1pm-3pm
Jodi Williams	48 Ardmore Road	48-84 Ardmore Road	9/14/19	9/15/19	2pm-6pm
Kate Deeley	61 Kenney Street	Barbara Rd & Lois Lane	9/14/19	9/15/19	3pm-9pm
Cindy Osgood	27 Laurel Drive	Lower Laurel	9/14/19	9/15/19	3:30pm-9 pm
Eric Kaplan	33 Elmwood Road	Elmwood Rd between Fuller and Lancaster	9/14/19	9/21/19	4pm-7pm
Anna Margulian	233 Country Way	233 Country Way	9/15/19	N/A	4pm-8pm
Lauren Soper	32 Mark Lee Rd	Elbow of Alfreton between Webster and Mark Lee	9/21/19	N/A	12pm-7pm
Elizabeth Gregg	1306 Great Plain Avenue	Curve Street	9/21/19	9/22/19	3pm-6pm
Brenda Salamone	41 Rae Avenue	18 Fairfax Road	9/29/19	N/A	4pm-7pm

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

7:20 p.m.

Director of DPW:

Richard P. Merson, DPW Director appeared before the Board with four items to discuss. Ms. Fitzpatrick summarized discussions with business owners and

employees in the downtown who have been feeling the benefits of both full employment and great new shops and restaurants, but also the downside of construction of the new police and fire station that has taken some parking spaces away. She said pressure to balance retail and 2-hour parking led to the decision to add a few parking spaces on street near enough to other parking lots so some permit parkers could use the spaces.

1. Sign Notice of Traffic Regulation- Garden Street  
**Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #P19-08-20 for Garden Street - east side, from a point 240 feet north of Great Plain Avenue to a point 430 feet north of Great Plain Avenue. Five parking spaces be designated Permit Parking, Monday through Friday, 8 AM - 2 PM.**  
**Second: Mr. Borrelli. Unanimously approved 5-0.**
  
2. Sign Notice of Traffic Regulation- Great Plain Avenue  
**Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #P19-08-20 for Great Plain Avenue - south side, from a point 45 feet west of the west sideline of Warren Street to a point 130 feet west of the west sideline of Warren Street. Four parking spaces be designated Permit Parking, Monday through Friday, 8 AM - 2 PM.**  
**Second: Mr. Borrelli. Unanimously approved 5-0.**
  
3. Sign Notice of Traffic Regulation- Dedham Avenue  
**Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #P19-08-20 for Dedham Avenue - west side, from a point 50 feet north of the west sideline of Lincoln Street to a point 90 feet north of the west sideline of Lincoln Street. Two parking spaces be designated Permit Parking, Monday through Friday, 8 AM - 2 PM.**  
**Second: Mr. Borrelli. Unanimously approved 5-0.**
  
4. Sign Notice of Traffic Regulation- Pickering Street  
**Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #19-08-20 for Pickering Street - east side, from a point 40 feet north of the north sideline of Great Plain Avenue to a point 125 feet north of the north sideline of Great Plain Avenue. Four parking spaces be designated Permit Parking, Monday through Friday, 8 AM - 2 PM.**  
**Second: Mr. Borrelli. Unanimously approved 5-0.**

7:30 p.m. Great Plain Avenue Signal Report: Greenman-Pederson, Inc. (GPI)  
Ms. Fitzpatrick reminded the Board of its request for an evaluation of the pre-signals at the railroad tracks on Great Plain Avenue. The town hired GPI to evaluate the current condition and to see if any alternatives could be implemented to eliminate or reduce the impact to the traffic caused by the pre-signals.

John Diaz, Greenman-Pederson, Inc. (GPI) presented GPI's report to the Board.

A Powerpoint presentation titled "Needham - Downtown Signals - Great Plain Avenue Railroad Crossing" dated August 20, 2019 was viewed. Mr. Diaz said public safety is paramount in any design. He commented on laws and regulations regarding traffic control devices, as well as approvals required from the highway agency with the jurisdictional and/or statutory authority, and from the railroad company. Mr. Diaz commented on Federal Railroad Administration crash statistics going back to 1981. He said while the number total of crashes has been declining due to advances in technology and engineering practice, the percentage of injuries and fatalities has more than doubled. Mr. Diaz referred to calculations given in the report, and what would happen if no pre-signal was provided. A short video recording of cars on Great Plain Avenue looking east toward Highland Avenue was viewed. He noted in addition to approximately 1,400 cars, there were 4 trains, 3 school buses, and 5 tractor trailers passing through the railroad intersection in 1 hour on a typical weekday morning. Discussion ensued on traffic to/from Garden Street. Mr. Diaz said GPI came to a similar conclusion, as in other reports, that there is no alternative to having a pre-signal.

Mr. Bulian asked for Board comment.

Mr. Handel said evidence is compelling that options have been explored, and the only real solution is to change people's perceptions through education. He commented perception is worse than the reality.

Discussion ensued on placement of the railroad street markings.

Mr. Borrelli said flexibility in placement of railroad street markings is a plus, but he is disappointed with the overall result of the study. Mr. Borrelli said he is frustrated seeing people continuing to take a left hand turn onto Garden Street when there is a backup on Great Plain Avenue. He said removing the left hand turn from Garden Street onto Great Plain Avenue should be considered for safety.

Ms. Cooley said drivers should not be creating a third lane to turn left onto Garden Street from Great Plain Avenue. She noted the difficulty for drivers turning left from Garden Street onto Great Plain Avenue, saying it is not a good idea.

Mr. Matthews said the report is helpful and he is satisfied with the current configuration is the best way to maintain safety. He said Mr. Diaz's presentation made elements of the situation easier to understand.

The Board thanked Mr. Diaz for the report and presentation.

7:54 p.m.

Amend Ambulance Mileage Rate:

David Davison, Assistant Town Manager/Director of Finance appeared before the Board seeking approval to amend ambulance mileage rates. He noted the Board adopted a two-tier ambulance mileage rate structure at the January 29, 2019

meeting, which become effective March 31, 2019. He said the first five miles are billed at \$15 per mile or fraction thereof, and at \$20 per mile or fraction thereof beyond five miles. Mr. Davison said the Town has been informed that the two-tier system is problematic and cannot be processed by the billing service. He suggested that the Board adopt a flat rate of \$15.

**Motion by Mr. Matthews that the Board vote to amend the ambulance mileage rate to a flat rate of \$15 per mile or fraction thereof and that the change be effective immediately.**

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

7:57 p.m.

Town Manager:

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

1. Accept and Refer Zoning

Ms. Fitzpatrick told the Board that at its meeting on August 6, 2019, the Planning Board voted to place the following three articles on the warrant for the October 28, 2019 Special Town Meeting: "Amend Zoning By-Law - Highway Commercial 1 Zoning District; Amend Zoning By-Law - Map Change to Highway Commercial 1; and Amend Zoning By-Law - Accessory Dwelling Unit." She asked the Board to consider accepting and referring the proposed amendments to the Planning Board for its review, hearing, and report.

**Motion by Ms. Cooley that the Select Board vote to accept the following proposed zoning amendments: "Amend Zoning By-Law - Highway Commercial 1 Zoning District; Amend Zoning By-Law - Map Change to Highway Commercial 1; and Amend Zoning By-Law - Accessory Dwelling Unit" for referral to the Planning Board for its review, hearing, and report.**

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

Mr. Matthews suggested the Select Board work to make sure it is coordinated with the Planning Board to speak with a clear message to Town Meeting about the zoning amendments. He noted the amendment to Accessory Dwelling Units is strongly supported by the Select Board commenting however, that the language in the article around the definition of "family" appears to have problems. He suggested a more inclusive definition. He also said the Select Board fully supports modernization in the Highway Commercial 1 Zoning District but wondered whether the planners are proposing something that "might be too much of a reach" for Town Meeting Members and that 2/3's vote is required at Special Town Meeting. He reiterated more discussion is needed with the Planning Board.

Ms. Cooley noted a conflict of the Planning Board public hearing and the pedestrian safety public hearing, both scheduled for September 17, 2019. Ms. Fitzpatrick said the public hearing schedule will be modified to avoid a conflict.

Mr. Handel urged all Town Meeting Members attend the zoning by-law public hearings, as well as refrain from amending any zoning articles on the floor of Special Town Meeting.

Mr. Borrelli concurred with Mr. Matthews that the definition of “family” needs to be more inclusive in the Accessory Dwelling Unit article. He said he would not support changes to the amendment after the warrant closes and prior to Town Meeting. He said he is very concerned about having the Highway Commercial 1 Zoning articles at Special Town Meeting as it is not the right venue or of an urgent nature at this time. He suggested zoning articles be considered by Town Meeting in the spring.

2. Open Special Town Meeting Warrant

Ms. Fitzpatrick recommended the Select Board vote to open the warrant for the October 28, 2019 Special Town Meeting. She said the warrant is scheduled to be closed on September 10, 2019.

**Motion by Mr. Handel that the Select Board vote to open the warrant for the October 28, 2019 Special Town Meeting.**

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

8:07 p.m.

Board Discussion:

1. Town Manager Performance Evaluation

Mr. Matthews commented on the importance of the Town Manager Performance Evaluation as it shows the effectiveness and accomplishments of the Select Board throughout the year. He said each Board member completed an evaluation which was then compiled into a consensus evaluation overview document. Mr. Matthews said the overall results are excellent and that Needham is very fortunate to have Ms. Fitzpatrick, who is one of the best Town Managers in the state of Massachusetts. He said Ms. Fitzpatrick is a leader, provides guidance, and helps make Needham a great town.

**Motion by Mr. Matthews that the Board vote to approve the Town Manager Consensus Evaluation Overview Document dated August 7, 2019 and to approve the merit award payment of \$2,000 for fiscal year 2019.**

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

The Board thanked Ms. Fitzpatrick for her work.

Ms. Fitzpatrick said Needham is a wonderful place to work and that she appreciates the work of all 380 Town employees.

2. Adopt FY2020 – 2021 Goals

**Motion by Mr. Handel that the Board vote to adopt the FY2020 - 2021 goals dated August 20, 2019.**

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

3. Committee Reports

No Committee Reports were made.

Mr. Bulian wished residents and children good luck as they head back to school after Labor Day.

8:15 p.m.

Adjourn:

**Motion by Mr. Handel that the Select Board vote to adjourn the Select Board meeting of August 20, 2019.**

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

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

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

**Town of Needham  
Select Board  
Minutes for September 10, 2019  
Needham Town Hall  
Select Board's Chamber**

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

7:00 p.m. Call to Order:

A meeting of the Select Board was convened by Chair John A. Bulian. Those present were Maurice P. Handel, Matthew D. Borrelli, Marianne B. Cooley, Daniel P. Matthews, Assistant Town Manager Christopher Coleman, and Recording Secretary Mary Hunt. Town Manager Kate Fitzpatrick was not present.

Mr. Bulian read a press release relative to the Massachusetts Department of Public Health and the Massachusetts Department of Agricultural Resources state mandate for aerial pesticide spraying for mosquitos commencing at 7 p.m., Tuesday, September 10, 2019 and potentially continuing based upon prevailing weather conditions. He said Needham remains at a low risk level for Eastern Equine Encephalitis (EEE), but some surrounding towns have been classified as high or critical risk. Mr. Bulian said residents with questions can contact the Needham Public Health Department.

7:03 p.m. Town Manager:

1. Close October 28, 2019 Special Town Meeting Warrant

David Davison, Assistant Town Manager/Finance reviewed changes made to the October 28, 2019 Special Town Meeting Warrant. In particular, Mr. Davison pointed out Article 9 - Accept M.G.L. on page 14 of the draft warrant. He asked that when the Board votes to close the warrant, Article 9 be struck from the warrant. He commented the article specifically has to do with the excise tax on short term rentals such as AirBNB properties. He said the Town is not prepared to move forward at this time, as more information is needed as to the merits of adopting such a statute. He asked the Board to close the warrant subject to the removal of Article 9.

**Motion by Mr. Handel that the Select Board vote to close the October 28, 2019 Special Town Meeting warrant, subject to removal of Article 9 - Accept M.G.L. and minor technical corrections to be made by the Town Manager, Town Counsel, and Bond Counsel.**

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

2. Project Update

Christopher Coleman, Assistant Town Manager/Operations Director provided the Board with the status of public construction projects including the opening of the Sunita Williams Elementary School, the new Memorial Park building, Mitchell School modular classrooms, Police and Fire Station 1, temporary use of space at Hillside School, Fire Station 2, the Jack Cogswell building, the Emery Grover Feasibility Study, and the expected completion of the school master plan.

7:07 p.m. Board Discussion:

1. Committee Reports - Memorial Park

Mr. Borrelli said the new Memorial Park building is nearing completion with signage and landscaping, new turf in place on the field, and that line striping will be redone. He said the Certificate of Occupancy is scheduled for next week and furniture delivery is anticipated for the end of October 2019. Mr. Borrelli said pavers and granite benches have been donated by the Village Club. He invited the public to a ribbon cutting ceremony on September 20, 2019.

2. Committee Reports - Chapter 40B Housing Guidelines

Mr. Matthews commented on the Board goal this year of updating the 40B Housing Guidelines, one of the principal state affordable subsidized housing programs. He commented while it can be complicated and contentious, it is a key element in the state strategy to provide a baseline of housing to people who need it. He said the guidelines were developed in 2012 so the public and builders could understand the Town's policies relating to some of the discretionary elements. Mr. Matthews said while Needham has reached its goal of the 10% target of counted affordable housing, it has become clear the guidelines need to be rewritten to fit with other forms of affordable housing, i.e. the Needham Housing Authority and ADU regulations. He suggested the Board and residents interested in the subject should review the current guidelines, as some decisions will need to be made, concluding it is better for the community to be clear ahead of time.

3. Committee Reports - General

No Reports were given.

7:15 p.m. Appointments and Consent Agenda:

**Motion by Mr. Handel that the Board vote to approve the Appointments and Consent Agenda as presented.**

**APPOINTMENTS**

1. **Historical Commission**                      **Laura Dorfman (term expires 6/30/2022)**

**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 \$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 Drive	Richardson Dr. & Stonchurst	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 St.	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 Rd.	48 & 51 Redington Rd.	9/15/19	9/22/19	4:30pm-6:30pm
Kara Collin	57 Broadmeadow Road	Broadmeadow (Greendale end)	9/21/19	9/22/19	3pm-10pm
Laura Rosen	25 Bennington Street	Bennington Street	9/21/19	N/A	5pm-7:30pm

Lori Whyte Fernandez	19 Bradford St.	Cleveland Rd.	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 Rd.	30 Bonwood Rd.	10/5/19	N/A	3pm-9pm
Rhonda Silva	7 Berkshire Rd.	34 Berkshire Rd.	10/5/19	10/6/19	3pm-7pm
Julie Dananberg	36 Rosemary St.	Rosemary St. between Webster & Highland	10/6/19	N/A	3:30pm-6:30pm
Kevin Keane	88 Lexington Avenue	Burnside Rd. (between Lexington and Concord)	10/19/19	N/A	6pm-9pm
Jill Cotter	15 Holland Street	Holland St.	9/22/19	10/6/19	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 Avenue	9/22/19	10/5/19	4pm-7:30pm

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

Mr. Bulian notified the Board that Ms. Patricia Carey, Director of Park and Recreation has given notice she will be retiring in 2020 after working 46 summers for the town. He commented on her long career and her incredible track record working for the Town of Needham.

7:18 p.m.

Adjourn:

**Motion by Mr. Handel that the Select Board vote to adjourn the Select Board meeting of Tuesday, September 10, 2019.**

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

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

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



**Management Schedule Effective October 1, 2019**

<b>Grade</b>	<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>
K-29	\$135,688	\$151,954	\$168,244
K-28	\$127,877	\$143,228	\$158,554
K-27	\$120,065	\$134,477	\$148,889
K-26	\$112,303	\$125,775	\$139,248
K-25	\$104,491	\$117,024	\$129,582
K-24	\$96,680	\$108,298	\$119,892
K-23	\$88,893	\$99,547	\$110,226
K-22	\$81,082	\$90,821	\$100,536
K-21	\$70,650	\$79,129	\$87,583

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

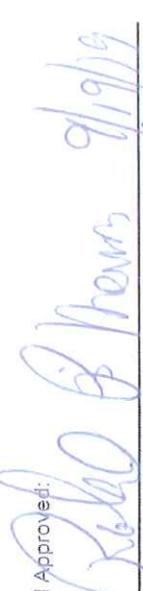
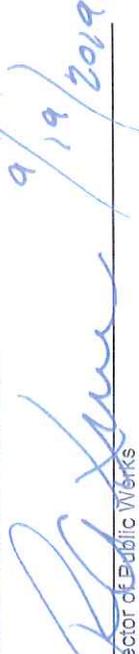
WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

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 #: 1280

Read and Approved:

  
Assistant Director of Public Works  
  
Director of Public Works

For the Select Board

9/24/19

**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 of 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

emailed 9/17/19  
pd. \$50 check 9/18/19

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

Event Manager Name (Name that will appear on license)	Bob Timmerman
Event Manager Address	1211 Highland Avenue Needham MA 02492
Event Manager Phone Number	781-449-1492 781-589-4227
Organization Representing (if applicable)	Father Daniel Kennedy-Needham Knights of Columbus
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____
Name of Event	Music Bingo Night
Date of Event	September 27, 2019
License is for Sale of: <input checked="" type="checkbox"/> Wines & Malt Beverages Only <input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)	
Requested Time for Liquor License	FROM: 6:00 pm TO: 11:00 pm
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 30.00/per ticket <input type="checkbox"/> NO
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES \$ 30.00 /per ticket <input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	75
Name & address of event location. Please attach proof of permission to use this facility. Father Daniel Kennedy-Needham Knights of Columbus 1211 Highland Avenue Needham MA 02492	
Who will be serving the alcohol to your guests? Paid bartender	
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). Michael Fraini (certificate 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. Beer and wine will purchased from and served from temporary bar by bartender	
<input checked="" type="checkbox"/> 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: 9/10/19

FC Hall  
1 Highland Ave.

Needham, MA

Doors open at 6:30 PM

Admission: \$30

Hot Buffet

Cash Bar & Wine

Tables of 8 can be

reserved in

advance



# BITNGO

Fri., Sept. 27th

For reservations contact Bob Timmerman at

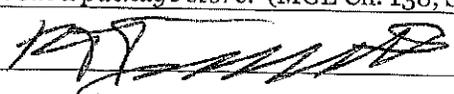
btimmerman1021@yahoo.com or Needhamkofc@gmail.com

Hosted by Boston Sports Radio Personality Mike "Sarge" Riley



*Net Proceeds benefit K of C Scholarship Fund!*

**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)	Bob Timmerman
Event Manager Address	1211 Highland Avenue Needham MA 02492
Event Manager Phone Number	781-449-1492 781-589-4227
Organization Representing (if applicable)	Father Daniel Kennedy Needham Knights of Columbus
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____
Name of Event	Oktoberfest
Date of Event	October 18, 2019
License is for Sale of:	<input checked="" type="checkbox"/> Wines & Malt Beverages Only <input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)
Requested Time for Liquor License	FROM: 6:00 pm TO: 11:00 pm
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 30.00 /per ticket <input type="checkbox"/> NO
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES \$30.00 /per ticket <input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	75
Name & address of event location. Please attach proof of permission to use this facility.	Father Daniel Kennedy-Needham Knights of Columbus 1211 Highland Avenue Needham MA 02492
Who will be serving the alcohol to your guests?	Paid bartender Jessica Freeland ( certificate on file)
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).	Jessica Freeland (certificate 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.	Beer and wine will be purchased and served from temporary bar by bartender
<input checked="" type="checkbox"/> 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: 9/10/19



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 Regina Tedeschi-Sharpe as an Activity Instructor for the **Early Release Day** programs, which are revolving fund programs.

**Regina** is currently employed by the Needham Public Schools.

Early Release Day programs take place after normal working hours during the week. Regina will work approximately 5.5 hours per event. The participants in the program are in grades K - 8. There is no conflict with any of her responsibilities with the Needham Public Schools.

Attached is 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)**

<b>MUNICIPAL EMPLOYEE INFORMATION</b>	
Name of municipal employee:	Regina Tedeschi-Sharpe
Title/ Position	Substitute Teacher ( <del>at</del> Newman Preschool)
<b>Fill in this box if it applies to you.</b>	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 School Department
Agency Address	1330 Highland Avenue, Needham, MA 02492
Office phone:	781-455-0400
Office e-mail:	
	Check one: <input type="checkbox"/> Elected    or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	
<b>BOX # 1</b>	<b>ELECTED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am an <b>elected</b> municipal employee.
<b>Write an X beside your financial interest.</b>	<p><input type="checkbox"/> <b>STATEMENT #1:</b> 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. <b>OR</b></p> <p><input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p>
<b>BOX # 2</b>	<b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am a <b>non-elected</b> municipal employee.
	<input type="checkbox"/> <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

<p><b>Write an X beside your financial interest.</b></p>	<p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> 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.</p> <p>-- OR --</p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p>
<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>	
<p>Name and address of municipal agency that made the contract</p>	<p><i>Park &amp; Recreation 178 Rosemary Street Needham, MA 02494</i></p>
<p><b>Please put in an X to confirm these facts.</b></p>	<p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>	<p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p><i>Activity Instructor</i></p>
<p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>	<p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p> <p><i>N/A</i></p>

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	9/19/2019
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.  N/A
Date when your immediate family acquired a financial interest	N/A
<b>Write an X to confirm each statement.</b>	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>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).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	Regina Jedsche-Shaype
Date:	9/19/19

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**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Patricia Carey
Title/ Position	Director of Parks & Recreation
Municipal Agency:	Parks and Recreation
Agency Address:	178 Rosemary Street, Needham, MA 02494
Office Phone:	781-455-7930
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	<i>Patricia Carey</i>
Date:	9-19-19

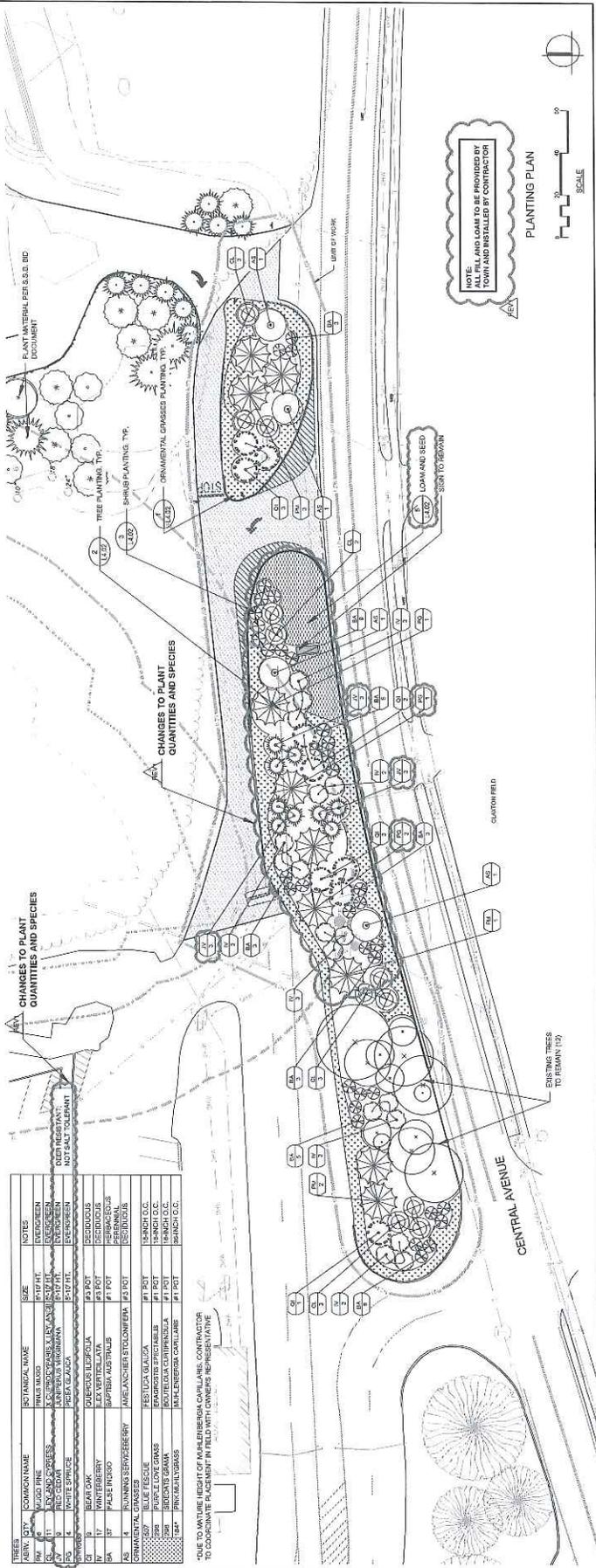
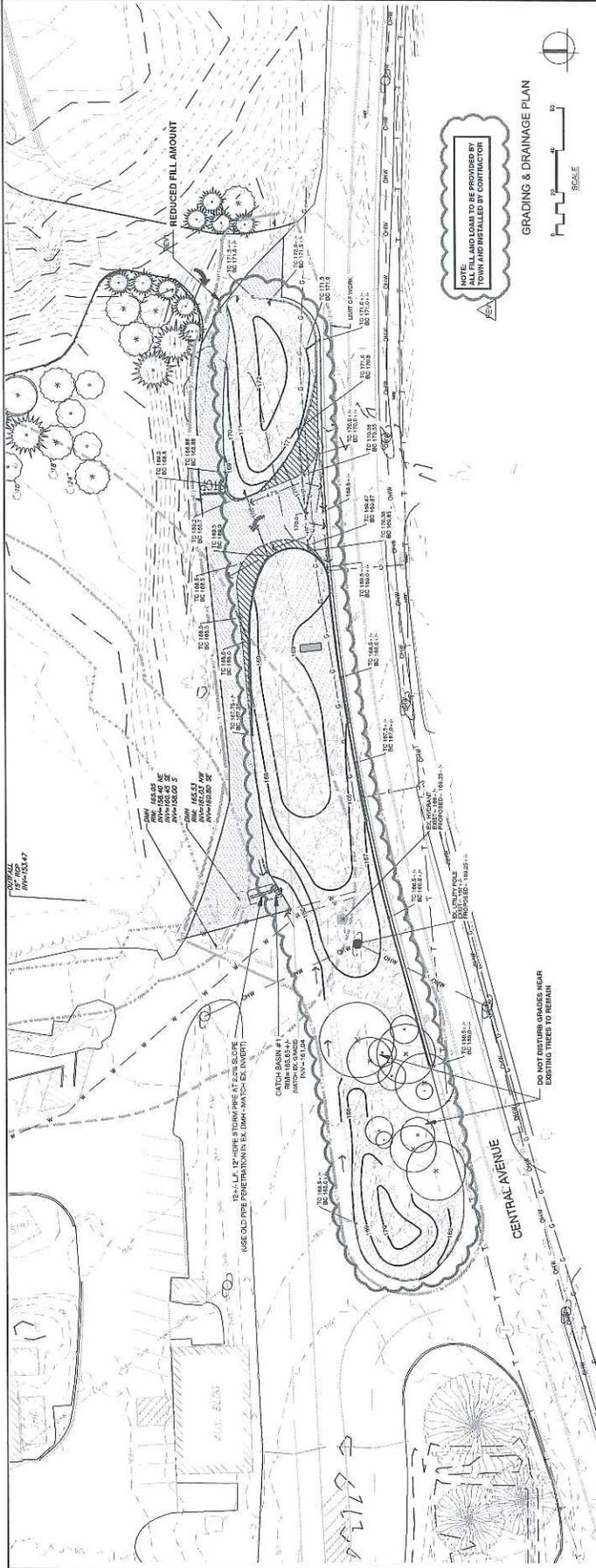
**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,  
BOARD OF SELECTMEN OR TOWN COUNCIL**

	<b>INFORMATION ABOUT APPROVING BODY</b>
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	<b>APPROVAL</b>
	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.







ITEM #	QTY	COMMON NAME	BOTANICAL NAME	SIZE	NOTES
101	1	MUGO PINE	PRUNUS MOSS	4 FT HT	EVERGREEN
102	1	LAUREL SPRUCE	LAURUS LAURUS	4 FT HT	EVERGREEN
103	1	RED CEDAR	REDWOOD	4 FT HT	EVERGREEN
104	1	DOGWOOD	DOGWOOD	4 FT HT	NOT SAULT TOLERANT
105	1	BEAUTY BERRY	DOUGLASS LIPSIFOLIA	4 FT POT	DECIDUOUS
106	1	WAXED BERBERIS	BERBERIS THUNBERGII	4 FT POT	PERENNIAL
107	1	BLUE FESCUE	HELENIA GRASS	4 FT POT	PERENNIAL
108	1	PURPLE LOVE GRASS	HELENIA GRASS	4 FT POT	PERENNIAL
109	1	PRICKLY PEAR CACTUS	CHENOPODIUM	4 FT POT	PERENNIAL
110	1	PRICKLY PEAR CACTUS	CHENOPODIUM	4 FT POT	PERENNIAL
111	1	PRICKLY PEAR CACTUS	CHENOPODIUM	4 FT POT	PERENNIAL
112	1	PRICKLY PEAR CACTUS	CHENOPODIUM	4 FT POT	PERENNIAL
113	1	PRICKLY PEAR CACTUS	CHENOPODIUM	4 FT POT	PERENNIAL
114	1	PRICKLY PEAR CACTUS	CHENOPODIUM	4 FT POT	PERENNIAL
115	1	PRICKLY PEAR CACTUS	CHENOPODIUM	4 FT POT	PERENNIAL
116	1	PRICKLY PEAR CACTUS	CHENOPODIUM	4 FT POT	PERENNIAL
117	1	PRICKLY PEAR CACTUS	CHENOPODIUM	4 FT POT	PERENNIAL
118	1	PRICKLY PEAR CACTUS	CHENOPODIUM	4 FT POT	PERENNIAL
119	1	PRICKLY PEAR CACTUS	CHENOPODIUM	4 FT POT	PERENNIAL
120	1	PRICKLY PEAR CACTUS	CHENOPODIUM	4 FT POT	PERENNIAL

NOTE: TO MAINTAIN HEIGHT OF MAINTENANCE CONTRACTOR TO MAINTAIN PLACEMENT IN FILL WITH EXISTING VEGETATION.



APPENDIX B  
HOURLY RATES FOR CUSTODIAL AND MONITORING STAFF  
9/1/2011 Revised December 2014, **January 2019 effective March 1, 2019**  
Rates Subject to Change

<u>Staff</u>	<u>Weekdays/Saturdays</u>	<u>Sundays/Holidays</u>
Security/Custodian	\$45.00	\$58.00
Sr. Monitor/AV Tech	\$20.00	\$20.00