

SELECT BOARD

October 16, 2019

Needham Town Hall

Agenda

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

	6:45	Informal Meeting with Citizens <i>One or more members of the Select Board will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Select Board's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Eversource Grant of Locations: (Maureen Carroll, Eversource Energy) • Nevada Road • Greendale Avenue
2.	7:00	Verizon Grant of Location- Briarwood Circle • Karen Levesque, Verizon Representative
3.	7:30	Public Hearing: Green Communities
4.	8:30	Town Manager • Special Town Meeting Warrant • MPO Annual Election
5.	8:45	Board Discussion • Housing Choices Bill • Committee Reports

APPOINTMENTS

1.	Needham Community Revitalization Trust Fund	Marcus Hughes (term expires 6/30/2022)
2.	Traffic Management Advisory Committee	Lieutenant John McGrath (term expires 6/30/2020)
3.	Historical Commission	Dylan Attia (term expires 6/30/2022)
4.	Needham Community Revitalization Trust Fund	Dylan Attia (term expires 6/30/2022)

CONSENT AGENDA ***=Backup attached**

1.	Accept the following donations made to the Needham Aging Services Donation Account: \$100 from Calvin & Janyce Lee, of Needham; and \$45 from Antonio & Mary Louise Manzon, of Needham.
2.	Accept the following donations made to the Needham Public Health Division's Substance Prevention Alliance of Needham (SPAN): \$500 from Dedham Savings Bank; and \$150 from Louise Condon Realty.

3.*	Approve revised Select Board Policy BOS-LIC-001 Carry-In Alcoholic Beverages Regulations for Common Victualler's Licenses which, although rescinded, contains language for the one grandfathered establishment that would require staff training regulations similar to those required of Section 12 licensees.				
4.	Accept the following donations made to the Needham Community Revitalization Trust Fund: \$250 from Needham Bank and \$1218.80 from Newton-Needham Chamber of Commerce, Inc.				
5.*	Approve a Special One Day Wines and Malt Beverages License for Chris Brinkhaus, of St. Sebastian's School to host its Alumni Dinner on October 24, 2019 from 6:00 p.m. to 9:00 p.m. The event will be held in Ward Hall at St. Sebastian's School, 1191 Greendale Avenue, Needham.				
6.*	Approve a 20B Exemption for Matthew Gnieski who is an employee at the Needham High School as a Graphic Design Intern to engage in work with the Park and Recreation Department as an Activity Instructor for the Ice Skating Program.				
7.	Accept a donation of LEGOS (estimated value of \$350) made to the Needham Park and Recreation Commission from Susan Tanner, a Needham resident. The LEGOS will be used at Park and Recreation Programs.				
8.	Accept the following donations made to the Needham Park and Recreation Commission for the Children's Theatre and Arts in the Parks Summer Series: \$31 on-site donations for Children's Theatre; \$444 on-site donations for Arts in the Parks.				
9.*	Approve minutes of July 2, 2019 Joint meeting with the Planning Board.				
10.*	Approve open session minutes of September 24, 2019 and October 1, 2019.				
11.*	Water & Sewer Abatement Order #1282				
12.	Grant approval for the Newton Needham Regional Chamber to conduct the Blue Tree Lighting on the Town Common on Saturday, December 7, 2019.				
13.	Approve request from Trustees of Memorial Park to bring the Wall That Heals to Needham for the period of either 6/18/2020 through 6/21/2020 or 6/25/2020 through 6/28/2020.				
14.*	Approve Certificate of Appreciation for Ely Kaplansky who has been nominated for The Immigrant Learning Center's eight annual 2019 Barry M. Portnoy Immigrant Entrepreneur Award in the category of Business Growth.				
15.	Grant permission for the following residents to hold block parties:				
Name		Address	Party Location	Party Date	Party Rain Date
Alison Premo (previously approved, date changed)		354 Brookline St	Brookline Street	10/26/19	N/A
					4pm-5pm



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

MEETING DATE: 10/16/2019

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately 8.1 feet of conduit in Nevada Road. This work is necessary to provide underground electric service to 44 Nevada Road, 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
<u>Suggested Motion:</u> Move that the Select Board approve and sign a petition from Eversource Energy to install approximately 8.1 feet of conduit in Nevada Road. This work is necessary to provide underground electric service to 44 Nevada Road, 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	

**TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT**

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

TO: Nikki Witham, Selectmen Office
FROM: Judy Laffey, DPW Office
DATE: 10/3/19
RE: 44 Nevada Rd

For Selectmen Meeting of 10/16/19
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 9-24-19

REVIEWER: R.W.W.

SITE LOCATION: #44 NEVADA ROAD

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

10,735 10/26/18 John Negushian
permit (attached)

☒ A Sidewalk/Grass Strip Crossing Only

Peer Review TM

B Work Within Paved Road Perpendicular Crossing

Peer Review _____

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

Peer Review _____ Div. Head Review _____

D Other

Peer Review _____ Div. Head Review _____

☒ Petition Plan Consistent with Field Review

☐ Old Pole Removed. N/A

☒ Diameter of Conduit

☐ Cables Transferred to New Pole N/A

☒ Depth of Conduit

☒ New Riser on Pole

☒ Utility Conflicts

☒ Visible Trench Patch across Road/Sidewalk

☐ Crossing Perpendicular to Road N/A

☐ Abutters List Complete

☒ Public Road

☒ Photos Included

☐ Double Pole N/A

Department Head OK R.P. Menon 10/3/19

COMMENTS:

TRENCH VISIBLE, RISER ON POLE, CABLES NOT ATTACHED

Nikki call Builder: Gene Voloshian

Excavator: John Negushian @ 617-953-8747
@ cell: 617-775-8180



200 Calvary Street
Waltham, Ma 02453

September 17, 2019

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

#44

RE: Nevada Road
Needham, MA
W/O #2348433

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 8.1 feet of conduit in Nevada Road.

The reason for this work is to provide underground electric service to 44 Nevada Road.

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,

A handwritten signature in black ink, appearing to read "RMS", with a stylized flourish at the end.

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 September 10, 2019** Town:

**Nevada Road - Southerly from pole 272/6, approximately
56 feet southwest of Virginia Road, a distance
of 8.1 ± feet – conduit**

W/O #2348433

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**



By: _____
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 17th 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:

**Nevada Road - Southerly from pole 272/6, approximately
56 feet southwest of Virginia Road, a distance
of 8.1 ± feet – conduit**

W/O #2348433

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 September 10, 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	_____	
3	_____	
4	_____	
5	_____	

Select Board
the Town of
NEEDHAM

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	_____	
3	_____	
4	_____	
5	_____	

Select Board
the Town of
NEEDHAM

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



#47

APPROX. P/L

NEVADA ROAD

BACK OF SIDEWALK/APPROX. R.O.W.

BITUMEN SIDEWALK
GRASS

DRIVEWAY

GRASS

WSO

GG

HYD

CBWT

DMH

WG

8" WATER

GRASS

271/10 BITUMEN SIDEWALK

DRIVEWAY

12" WATER

8" SEWER

4" GAS

12" DRAIN

DRIVEWAY 272/7 BITUMEN SIDEWALK

BACK OF SIDEWALK/APPROX. R.O.W.

DRIVEWAY

GG

272/6

GG

HYD

CBWT

DMH

WG

8" WATER

GRASS

271/10 BITUMEN SIDEWALK

APPROX. PT.
OF PICKUP

PARCEL UNDER CONSTRUCTION

#44

#36

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

SECTION - 1



SECTION OF PROPOSED LINE
1-IRON PIPE OR
1-PVC CONDUIT (SCH 40)
OR 1-FIBRE DUCT

FIGURE - 1

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSAR ELECTRIC COMPANY, NSAR GAS COMPANY NOR ITS PARTNERS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSAR 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 NSAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. 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



SCALE IN FEET

C#

Ward #

Work Order # 2348433

Surveyed by: JC/BP

Research by: PG

Plotted by: JC

Proposed Structures: JF

Approved: A DEBENEDICTIS

P#

NSAR EVERSOURCE
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of NEVADA ROAD

NEEDHAM

Showing PROPOSED CONDUIT LOCATION

Scale 1"=20' Date SEPTEMBER 10, 2019

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 October 16, 2019** upon petition of Eversource Energy dated **September 17, 2019** to install approximately 8.1 feet of conduit in Nevada Road. This work is necessary to provide underground electric service to 44 Nevada Road.

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: October 3, 2019



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

Dig Safe #2018-4312415
Paid \$325. Ck #5043, John Nego

10735

Electric Feed Remains Unchanged
No underground electric conduit trench work
No sidewalk work

New House Amend Date: 2/21/19
Needham, Mass. ~~Oct. 26~~ 20 18

Permission is hereby granted to: John M. Negoshian & Co, 1101 South St, Needham, MA 02492
John Negoshian Sr cell: 617.775.8180

to OPEN ☒ OCCUPY ☒ OBSTRUCT ☒ Builder is Gene Voloshian, Catalyst Dvlpt

which is described as 44 Nevada Road - NO EXCAVATION IN PUBLIC PROPERTY BTW 12/1/18 - 3/31/19

for the purpose of ~~Demo house, cut & cap water & sewer lines - (Hard water & sewer cards for~~
future new house foundation, reconnect water & sewer lines, new garage & NO driveway work.
Driveway contractor to obtain separate from 7:00 A.M. 10/31/18 to 5:00 P.M. 11/30/18 4/13/
driveway permit ***BOND EXPIR**

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 John Negoshian

BOARD OF SELECTMEN

Title Site Superintendent

By 362 P.P. Alban

Director of Public Works

Mail Street permit to John Negoshian - no email
gene@catalystdg.com

NEEDHAM, MASSACHUSETTS Assess

Building Inspection Department

Assessor's Map & Parcel No. 58 LOT 60

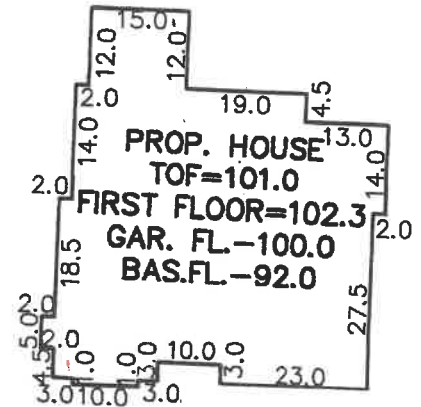
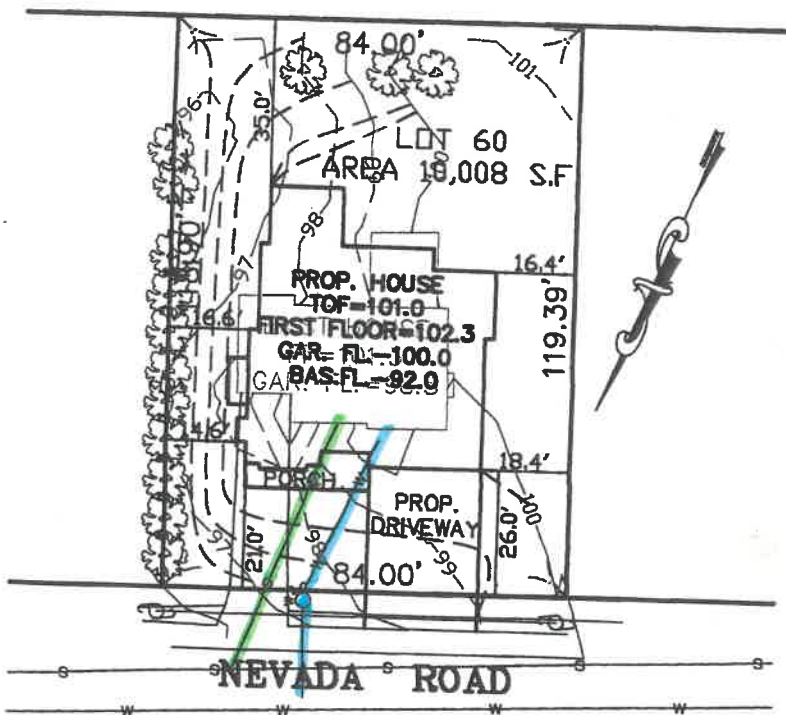
Building Permit No. B120190097 At No. 44 NEVADA ROAD

Lot Area 10,008 S.F. Zoning District SRB

Owner NEVADA ROAD LLC Builder YEVGENIY VOLOSHIN

PROPOSED PLOT PLAN

40' Scale



SCALE: 1"=30"

PROPOSED LOT COVERAGE=25.0%
PROPOSED OPEN SPACE=68.9%
HEIGHT OF PROPOSED
DWELLING 34.8'
FROM AVERAGE GRADE
TO THE RIDGE OF ROOF



1/11/19

Note: Plot Plans shall be drawn in accordance with Sections 7.2.1 and 7.2.2 of the Zoning By-Laws for the town of Needham. All plot plans shall show existing structures and public utilities, including water mains, sewers, drains, gaslines, etc.; driveways, Flood Plain and Wetland Areas, lot dimensions, dimensions of proposed structures, sideline offsets and setback distances, (allowing for overhangs) and elevation of top of foundations and garage floor. For new construction, elevation of lot corners at streetline and existing and approved street grades shall be shown for grading along lot line bordering streetline. For pool permits, plot plans shall also show fence surrounding pool with a gate, proposed pool and any accessory structures*, offsets from all structures and property lines, existing elevations at nearest house corners and pool corners, nearest storm drain catch basin (if any) and, sewage disposal system location in unsewered area.
(*Accessory structures may require a separate building permit — See Building Code)

I hereby certify that the information provided on this plan is accurately shown and correct as indicated.

The above is subscribed to and executed by me this 11 day of JANUARY 20 19.

Name A. MATTHEW BELSKI, JR. Registered Land Surveyor No. 37557

Address 35 MAPLE ST. City W. NEWBURY State MA Zip Tel. No. (978) 363-8130

Approved [Signature] Director of Public Works

Approved [Signature] Building Inspector

Date 2/21/19
Date 2/5/19

NEW HOUSE

Attach Plot Plan showing Sewer Line & Submit with Application

No. 19-0076

PROPERTY OWNER FILLS OUT

#BEDROOM(S) 6

TOWN OF NEEDHAM

PUBLIC WORKS DEPARTMENT

R & R

APPLICATION FOR CONNECTION WITH SEWERAGE SYSTEM

The undersigned, being the owner of the estate, hereby applies for the construction of a particular sewer to connect the dwelling, store, factory, stable, garage

at No. 44 Nevada Road Street, with the common sewer

in Nevada Road Street

And the undersigned agrees to pay to the Town of Needham as provided in rules and regulations for house connections now in force or which may be adopted in relation thereto, all the cost of said particular sewer including all labor, materials, or any other expenses or charges incurred incidental for the installation of said particular sewer.

Estimated at approximately \$ 100.00 ~~One residential~~

Previously assessed Open Engr.

New assessment \$ 0.00 ~~One commercial~~

And the undersigned further agrees to conform strictly to the laws, ordinances and rules and regulations relating to sewers that are now in force or may be adopted; and also to the plumbing laws and ordinances so far as they relate thereto.

The Town assumes no liability for damage to trees or shrubs.

Date of Application 2/13/19

Owner Signature Gene Voloshin

Date of Acceptance 2/21/19

Owner Address 945 Great Plain Ave Needham, MA

Accepted by CS

Print Name Gene Voloshin

Phone # 617-953-8747

EMAIL: gene@catalystdg.com

No. 19-63

PROPERTY OWNER FILLS OUT

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT
WATER DIVISION
500 Dedham Avenue
Needham, MA 02492
(781) 455-7550

MAP NO. & PARCEL NO.
SERVICE NO.

**APPLICATION FOR
WATER SERVICE**

R & R

The undersigned, being the owner of said property, hereby applies for a Water Service to be laid into the property or building located at No. 44 Nevada Road Street

I agree to take the water in accordance with the Rules and Regulations and Rates now in force, or as established by the Public Works Department.

A deposit equal to the estimated cost of the service may be required with the application. All charges shall be paid before the water is turned on.

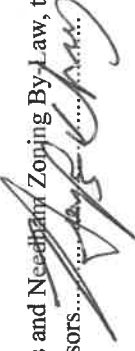
Pipe and Fittings
Valves
Curb, Corporation
Overhead
Equipment
Patch
Misc.
Connection Fee
Total

TO BE FILLED OUT BY PROPERTY OWNER
Print Name Gene Voloshin / catalyst dev.
Billing Address 945 Gt. Plain Ave, Needham, MA
Signature Gene Voloshin
Telephone No. 617-953-8747
Application Date 2/13/19
DPW Acceptance Date 2/21/19
Water Official Signature CS

44 NEVADA ROAD

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
MARCUS, AMY DOCKER &	MARCUS, RONEN	104 PARKER RD	NEEDHAM HTS	MA	02494	1990580005800000	104 PARKER RD
BOSSERT, SUZANNE WOOLSTON &	BOSSERT, ELLEN WOOLSTON	36 NEVADA RD	NEEDHAM	MA	02492	1990580005900000	36 NEVADA RD
MILLER, STEPHEN A &	MILLER, JENNIFER L	50 NEVADA RD	NEEDHAM HTS	MA	02494	1990580006100000	50 NEVADA RD
PODUJE, NOEL S. & JOSEPH TRS.	47 NEVADA ROAD REALTY TRUST	47 NEVADA RD	NEEDHAM HTS	MA	02494	1990650007600000	47 NEVADA RD
PIERSIAK, CAROLYN J. &	PIERSIAK, THOMAS M.	39 NEVADA RD	NEEDHAM	MA	02494	1990650007700000	39 NEVADA RD
TSAO, CONNIE	C/O 44 NEVADA ROAD LLC	945 GREAT PLAIN AVE STE 1	NEEDHAM	MA	02492	1990580006000000	44 NEVADA RD

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: 10/16/2019

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately 9 feet of conduit in Greendale Avenue. This work is necessary to relocate the existing overhead electric service to underground electric service for 10 Old Greendale Avenue (formerly known as 818 Greendale Avenue). The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.	
2.	VOTE REQUIRED BY SELECT BOARD
<u>Suggested Motion:</u> Move that the Select Board approve and sign a petition from Eversource Energy to install approximately 9 feet of conduit in Greendale Avenue. This work is necessary to relocate the existing overhead electric service to underground electric service for 10 Old Greendale Avenue (formerly known as 818 Greendale Avenue).	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Grant of Location Petition Review Sheet from DPW b. Letter of Application c. Petition d. Order e. Petition Plan f. Notice Sent to Abutters g. List of Abutters	

**TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT**

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

TO: Nikki Witham, Selectmen Office

FROM: Judy Laffey, DPW Office

DATE: 10/3/19

RE: 10 Old Greendale Ave. (former 818 Greendale Ave.)

For Selectmen Meeting of 10/16/19
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 9-24-19

REVIEWER: R.W.W.

SITE LOCATION: 10 OLD GREENDALE AVE.

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description Former 818 Greendale Ave. (no street permit issued)

☒ A Sidewalk/Grass Strip Crossing Only

Peer Review TH

B Work Within Paved Road Perpendicular Crossing

Peer Review _____

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

Peer Review _____ Div. Head Review _____

D Other

Peer Review _____ Div. Head Review _____

☒ Petition Plan Consistent with Field Review

☐ Old Pole Removed N/A

☒ Diameter of Conduit

☐ Cables Transferred to New Pole N/A

☒ Depth of Conduit

☒ New Riser on Pole

☒ Utility Conflicts

☒ Visible Trench Patch across Road/Sidewalk

☐ Crossing Perpendicular to Road N/A

☐ Abutters List Complete

☒ Public Road

☒ Photos Included

☐ Double Pole N/A

Department Head OK R.P. Merson 10/3/19

COMMENTS:

TRENCH VISIBLE, RISER ON POLE, ELECTRIC HAND HOLE INSTALLED,

NO CABLES ATTACHED AS YET. - NO street permit issued

Nikki - call -> Builder/WFO: James Nolan
owner 617-549-7726

7727

September 17, 2019

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

former 818

RE: Greendale Avenue - now 10 Old Greendale Ave.
Needham, MA
W/O #2346483

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 9 feet of conduit in Greendale Avenue.

This work is being done to relocate the existing overhead electric service to underground electric service for 10 Old Greendale Avenue (formerly known as 818 Greendale Avenue).

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 31, 2019** and filed herewith, under the following public way or ways of said Town: _____

**Greendale Avenue - Easterly from pole 24/98, approximately
167 feet south of Broadmeadow Road, a
distance of 9 ± feet – conduit**

W/O #2346483

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**



By: _____
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 17th 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:

**Greendale Avenue - Easterly from pole 24/98, approximately
167 feet south of Broadmeadow Road, a
distance of 9 ± feet - conduit**

W/O #2346483

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 31, 2019** on the file with said petition.
2. ~~Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.~~
3. Company All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

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

CERTIFICATE

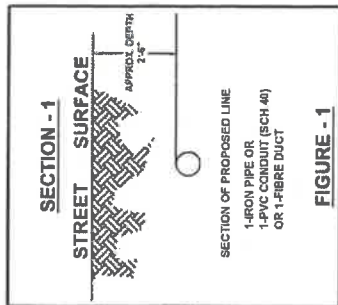
We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven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

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

CERTIFICATE

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

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



MASS. LAW

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

C# 207-19	 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	Plan of GREENDALE AVE NEEDHAM	Showing PROPOSED CONDUIT LOCATION	Scale 1"=20'	Date AUGUST 31, 2019
Ward # -					
Work Order # 2346483					
Surveyed by: JC/EP					
Research by: PC					
Plotted by: JC					
Proposed Structures: JF					
Approved: A DEBENEDICTIS					
D#					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 October 16, 2019** upon petition of Eversource Energy dated **September 17, 2019** to install approximately 9 feet of conduit in Greendale Avenue. This work is necessary to relocate the existing overheard electric service to underground electric service for 10 Old Greendale Avenue (formerly known as 818 Greendale Avenue).

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: October 3, 2019

10 OLD GREENDALE AVENUE

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
MARIANO, ROSEMARY & PACE, ALFRED P. JR & ALFRED III TRS	MARIANO, OTTAVIO 2018 BROAD MEADOW REALTY TRUST 55 BRIDGE ST	172 EDINBORO ST	NEWTON	MA	02460	1990150000600000	840 GREENDALE AVE
KARTSAGOULIS, EVANTHIA P. & WANG, HAN & PATEL, JAY & YIN, YI	KARTSAGOULIS, HARALAMBOS D. ZHANG, LINGYUN KUMAR, NIDHI C/O NOLAN, JAMES BRIAN & ERICA BL	811 GREENDALE AVE 817 GREENDALE AVE 8 OLD GREENDALE AVE 818 GREENDALE AVE	LEXINGTON NEEDHAM NEEDHAM NEEDHAM NEEDHAM	MA MA MA MA MA	02421 02492 02492 02492 02492	1990160000900000 19901600001000000 19901600001100000 19901600004000000 19901600004100000	4 BROAD MEADOW RD 811 GREENDALE AVE 817 GREENDALE AVE 8 OLD GREENDALE AVE 818 GREENDALE AVE
SALIMI, ALI REZA TOWN OF NEEDHAM	810 GREENDALE AVE 1471 HIGHLAND AVE	810 GREENDALE AVE 1471 HIGHLAND AVE	NEEDHAM NEEDHAM	MA MA	02492 02492	19901600004200000 1990570000100000	810 GREENDALE AVE 0 CHENEY ST

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



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

MEETING DATE: 10/16/2019

Agenda Item	Public Hearing: Verizon New England Inc. and Eversource Energy Grant of Location –Briarwood Circle
Presenter(s)	Rick Forman, Verizon New England Inc.

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED Verizon New England Inc. and Eversource Energy requests permission to place one (1) JO pole, P.5A, on the westerly side of Briarwood Circle to a point approximately 82' southerly from existing pole, P.5, located on the westerly side of Briarwood Circle. This work is necessary to support the existing pole line. 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 all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.
2.	VOTE REQUIRED BY SELECT BOARD <u>Suggested Motion:</u> Move that the Select Board approve and sign a petition from Verizon New England Inc. and Eversource Energy to place one (1) JO pole, P.5A, on the westerly side of Briarwood Circle to a point approximately 82' southerly from existing pole, P.5, located on the westerly side of Briarwood Circle. This work is necessary to support the existing pole line.
3.	BACK UP INFORMATION ATTACHED (Describe backup below) a. Grant of Location Petition Review Sheet from DPW b. Letter of Application c. Petition d. Order e. Petition Plan f. Notice Sent to Abutters g. List of Abutters

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

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

TO: Nikki Witham, Selectmen Office

FROM: Judy Laffey, DPW Office

DATE: 10/3/19 Briarwood

RE: 29 & 35 Bradford Cir. - Verizon

For Selectmen Meeting of 10/16/19

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 9-24-19

REVIEWER: R.W.W.

SITE LOCATION: #29 & 35 BRIARWOOD CIR.

UTILITY REQUESTING: VERIZON

Conduit Work Area Description

35 Briarwood Cir.
29 Briarwood Cir. - no street permit @ street
NO Verizon Street
permit issued

A Sidewalk/Grass Strip Crossing Only Peer Review TH

B Work Within Paved Road Perpendicular Crossing Peer Review _____

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

Peer Review _____ Div. Head Review _____

D Other Peer Review _____ Div. Head Review _____

☒ Petition Plan Consistent with Field Review ✓

☐ Old Pole Removed N/A

☐ Diameter of Conduit 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 N/A

Department Head OK R.P. Merion 10/3/19

COMMENTS:

NEW POLE INSTALLED PER PETITION PLAN NO O.H. WIRES ATTACHED
AS OF YET.

Karen Levesque
Right of Way Manager

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD **verizon**

2019 SEP 18 P 2:38 385 Myles Standish Blvd
Taunton, MA 02780

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

September 16, 2019

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

RE: Petition for Verizon job # 1A3QU8N
#35 Briarwood Circle

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

September 10, 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:

Briarwood Circle:

Placement of one (1) JO pole, P.5A, on the westerly side of Briarwood Circle to a point approximately 82' southerly from existing pole, P.5, located on the westerly side of Briarwood Circle.

This pole placement is necessary to support the existing pole line.

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. 1A3QU8N Dated September 10, 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
Karen Levesque - Manager - Rights of Way

Dated this 16th day of September, 2019.

NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY

By Richard M. Schifano
Right of Way Representative

Dated this 16th day of September, 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 10th day
of September, 2019.

Briarwood Circle:

**Placement of one (1) JO pole, P.5A, on the westerly side of Briarwood Circle to a
point approximately 82' southerly from existing pole, P.5, located on the westerly
side of Briarwood Circle.**

This pole placement is necessary to support the existing pole line.

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. **1A3QU8N** in a package Dated **September 10, 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:

Briarwood Circle
1 JO pole to be placed

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

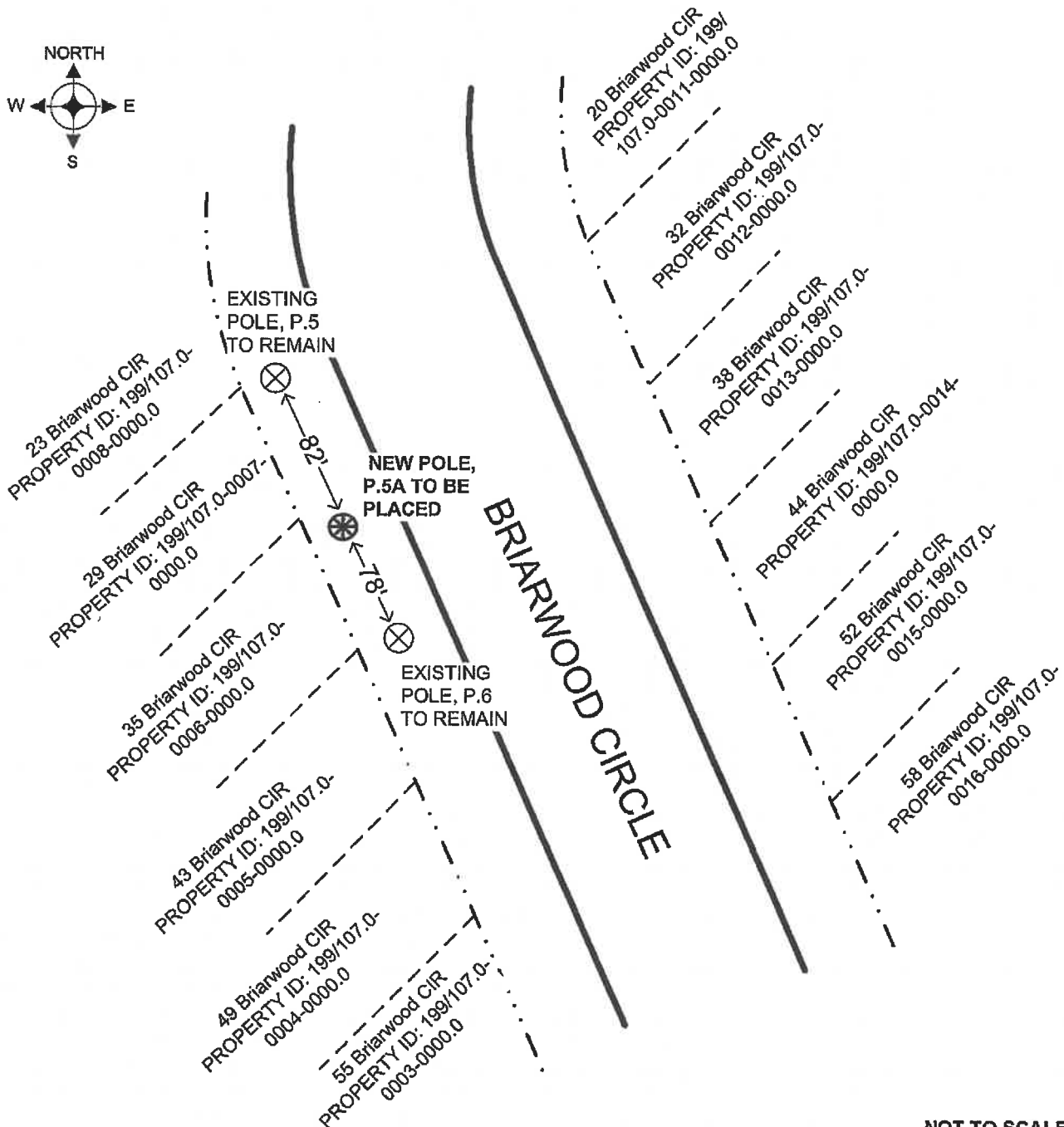
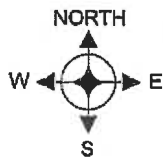


PETITION PLAN

MUNICIPALITY NEEDHAM VZ. N.E. INC. NO. 1A3QU8N

VERIZON NEW ENGLAND, INC AND
NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY DATE : SEPTEMBER 10, 2019

SHOWING PROPOSED PLACEMENT OF ONE POLE ON BRIARWOOD CIRCLE



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

ABUTTERS LIST

PROPERTY ID: 199/107.0-0008-0000.0
23 Briarwood CIR

SCHNEIDER, ELIZABETH M.
23 Briarwood CIR
Needham, MA 02494

PROPERTY ID: 199/107.0-0007-0000.0
29 Briarwood CIR

SILVERSTEIN, JUDITH L. TR. C/O JUDITH LYNN SILVERSTEIN REVOCABLE TRUST
29 Briarwood CIR
Needham, MA 02494

PROPERTY ID: 199/107.0-0006-0000.0
35 Briarwood CIR

SUN, CHAO C/O OUYANG QIAN
35 Briarwood CIR
Needham, MA 02492

PROPERTY ID: 199/107.0-0005-0000.0
43 Briarwood CIR

KURKJIAN, KENNETH J
43 Briarwood CIR
Needham, MA 02494

PROPERTY ID: 199/107.0-0004-0000.0
49 Briarwood CIR

ROGERS, FRANCES W. TR. C/O FRANCES W. ROGERS REVOCABLE TRUST
49 Briarwood CIR
Needham, MA 02494

PROPERTY ID: 199/107.0-0003-0000.0
55 Briarwood CIR

TALIS, ANDREA L
55 Briarwood CIR
Needham, MA 02494

PROPERTY ID: 199/107.0-0016-0000.0
58 Briarwood CIR

HAWES, ROBERT T. & LINDA S. TRS. C/O HAWES FAMILY IRREVOCABLE TRUST
58 Briarwood CIR
Needham, MA 02494

ABUTTERS LIST

PROPERTY ID: 199/107.0-0015-0000.0
52 Briarwood CIR

NUSSBAUM, MARC R. C/O NUSSBAUM, TUANG TIP
52 Briarwood CIR
Needham, MA 02492

PROPERTY ID: 199/107.0-0014-0000.0
44 Briarwood CIR

NYDAM, DAVID L C/O NYDAM, ANNE E.G.
44 Briarwood CIR
Needham, MA 02494

PROPERTY ID: 199/107.0-0013-0000.0
38 Briarwood CIR

MARKS, MORRIS G. & BEVERLIE H. TRS. C/O 38 BRIARWOOD CIRCLE REALTY TRUST
38 Briarwood CIR
Needham, MA 02494

PROPERTY ID: 199/107.0-0012-0000.0
32 Briarwood CIR

ELITE HOME BUILDERS LLC C/O DISARRO, NICHOLAS E. & ALLISON C.
32 Briarwood CIR
Needham, MA 02492

PROPERTY ID: 199/107.0-0011-0000.0
20 Briarwood CIR

GELSTHORPE, ALBERT E. C/O CUTLER, MARCELLAL I.
20 Briarwood CIR
Needham, MA 02494



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 October 16, 2019** upon petition of Verizon New England Inc. and Eversource Energy dated **September 10, 2019** to place one (1) JO pole, P.5A, on the westerly side of Briarwood Circle to a point approximately 82' southerly from existing pole, P.5, located on the westerly side of Briarwood Circle. This work is necessary to support the existing pole line.

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: October 3, 2019

35 BRIARWOOD CIR

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
ROGERS, FRANCES W. TR.	FRANCES W. ROGERS REVOCABLE TRU	49 BRIARWOOD CIR	NEEDHAM HTS	MA	02494	1991070000400000	49 BRIARWOOD CIR
KURKJIAN, KENNETH J		43 BRIARWOOD CIR	NEEDHAM	MA	02494	1991070000500000	43 BRIARWOOD CIR
SUN, CHAO &	OUYANG, QIAN	35 BRIARWOOD CIR	NEEDHAM	MA	02492	1991070000600000	35 BRIARWOOD CIR
SILVERSTEIN, JUDITH L. TR.	JUDITH LYNN SILVERSTEIN REVOCABLE	29 BRIARWOOD CIR	NEEDHAM	MA	02494	1991070000700000	29 BRIARWOOD CIR
SCHNEIDER, ELIZABETH M.		23 BRIARWOOD CIR	NEEDHAM HTS	MA	02494	1991070000800000	23 BRIARWOOD CIR
GELSTHORPE, ALBERT E. +	CUTLER, MARCELLAL I.	20 BRIARWOOD CIR	NEEDHAM	MA	02494	1991070001100000	20 BRIARWOOD CIR
DISARRO, NICHOLAS E. &	DISARRO, ALLISON C.	32 BRIARWOOD CIR	NEEDHAM	MA	02492	1991070001200000	32 BRIARWOOD CIR
MARKS, MORRIS G. & BEVERLIE H. TRS.	38 BRIARWOOD CIRCLE REALTY TRUST	38 BRIARWOOD CIR	NEEDHAM HTS	MA	02494	1991070001300000	38 BRIARWOOD CIR
NYDAM, DAVID L. &	NYDAM, ANNE E.G.	44 BRIARWOOD CIR	NEEDHAM HTS	MA	02494	1991070001400000	44 BRIARWOOD CIR
NUSSBAUM, MARC R. & TUANGTIP	C/O SHAPIRO, STEVEN & MARIE MOO	9 ARDMORE RD	NEEDHAM	MA	02494	1991070001500000	52 BRIARWOOD CIR
TOWN OF WELLESLEY	PUBLIC WORKS DEPT	P. O. BOX 217	WELLESLEY	MA	02482	1993100000100000	0 ROSEMARY MEADOW

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

[Signature]



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

MEETING DATE: 10/16/2019

Agenda Item	Green Communities Designation Public Hearing
Presenter(s)	• Kate Fitzpatrick, Town Manager • Cecilia Simchak, Acting Director of Administration & Finance, Public Services • Beth Greenblatt, Beacon Integrated Solutions • Nick Hill, Volunteer

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Green Communities Working Group will provide the Board with an update of the potential Green Communities Application Process. The application deadline for the Green Communities designation has been extended to November 22, 2019. Members of the public will have an opportunity to ask questions and provide comment.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion only.	
3.	BACK UP INFORMATION ATTACHED
a. Draft Application for Green Communities Designation b. Green Communities Designation PowerPoint c. Draft Fuel-Efficient Vehicle Policy d. Energy Conservation Measures Data	

TOWN OF NEEDHAM

APPLICATION FOR GREEN COMMUNITIES DESIGNATION



Prepared by the Green Communities Working Group:

Kate Fitzpatrick, Town Manager
Carys Lustig, Director of Finance and Administration for Public Services
Cecilia Simchak, Acting Director of Finance and Administration for Public Services
Barry Dulong, Director of Building Maintenance
Nick Hill, Hill Energy Services
Beth Greenblatt, Beacon Integrated Solutions

with support from the:

Select Board and School Committee

**Town of Needham
1471 Highland Avenue
Needham, MA 02492**

November 12, 2019

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SECTION 1. EXECUTIVE SUMMARY

1.1 About the Town of Needham

The Town of Needham is located on rocky uplands within a loop of the Charles River in Eastern Massachusetts. The Town is bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood and Dover on the south. Needham is ten miles southwest of Boston, twenty-nine miles east of Worcester, and about 208 miles from New York City. Needham is situated in the greater Boston area, which has excellent rail, air, and highway facilities. Principal highways are State Routes 128 (the inner belt around Boston) and 135, and Interstate Route 95, which shares the same roadway as State Route 128. Commuter rail service is available via four stations to Back Bay Station and South Station in Boston. Needham is a member of the Massachusetts Bay Transportation Authority (MBTA), which provides fixed bus route service between Needham Junction and Watertown Square.

The Town provides full-service police, fire and emergency medical services. It operates its own water treatment and distribution system and provides sewer services through the Massachusetts Water Resources Authority. Other services include a Free Public Library, aging services located at the Center at the Heights, Youth and Family Services, Public Health, Public Works including Building Maintenance, Highway, Parks and Forestry, Engineering, Recycling and Solid Waste (including the recycling and transfer station), Administration, Fleet and Park and Recreation programming and pools at the Rosemary Recreation Complex. The School Department operates five elementary schools, two middle schools, and a high school educating approximately 5,800 students.

Needham at a Glance

Name:	Town of Needham
Incorporated:	1711
Total Area:	12.61
Elevation:	The low elevation is 68 feet above sea level and the high is 298 feet above sea level.
Road Miles:	138
County:	Norfolk
Population:	28,886 (2010 census)
Form of Government:	Representative Town Meeting
School Structure:	K-12
FY2019 Tax Rate:	\$12.39 Residential \$24.42 Commercial
FY2019 Avg. Single Family Home Value:	\$920,256
FY2019 Avg. Single Family Home Tax Bill:	\$11,402
Coordinates:	42° 16' 52" N 71° 14' 11" W

The Town is home to a St. Joseph Elementary School, Monsignor Haddad Middle School, St. Sebastian's Day School, and Olin College of Engineering. The Beth Israel Deaconess Hospital Needham has a strong presence in Needham Center. The Town has a thriving commercial sector along Route 128 including TripAdvisor, Shark Ninja, NBC Universal, WCVB Channel 5, and many others.

1.2 Commitment to Energy Savings and Management and Renewable Energy

The Town takes a comprehensive approach to energy management. A few examples include:

- Energy Audit of 10 municipal buildings leading to \$467,370 investment in energy reduction over the past 7 years.
- Geo-thermal heating system at the Public Services Administration Building
- LEED certified Library and Sunita Williams Elementary School
- Pilot program of electric vehicles
- Installation of electric vehicle charging stations
- Inclusion of hybrid vehicles in the fleet
- Installation of 155.1 kW DC photovoltaic array on Sunita Williams School installed behind-the-meter
- Construction of 3,593 kW DC Photovoltaic array at the closed landfill generating approximately 4,771,000 kilowatt-hours per year
- Conversion of streetlights from mercury vapor to high pressure sodium (Note: LED conversions substantially complete)
- Participant in the Bike Share program

1.3 Community Supported Energy Savings and Renewable Energy Programs

In 2014, the Town sponsored Solarize Needham, resulting in ninety-nine residential solar installations. There are currently over 400 residential solar arrays in Needham. During the Fall of 2019, Needham launched Solarize Needham Plus which encourages and facilitates with homeowners the opportunities and benefits of solar photovoltaic installations, promotes the adoption of electric vehicles purchases and offers cost-effective air-source heat pump technologies for home heating and cooling solutions. The Town is currently partnering with Eversource on a residential weatherization and insulation program.

1.4 Authorization and Support by Select Board

At its meeting on **DATE** the Select Board of Needham voted to approve and submit the Application for Green Communities designation, including the energy reduction plan and the Fuel-Efficient Vehicle Policy.

1.5 Authorization and Support by School Committee

At its meeting on **DATE** the School Committee of Needham voted to adopt the energy reduction plan and Fuel-Efficient Vehicle Policy.

SECTION 2. CRITERION 1: AS-OF-RIGHT SITING-VIA GENERATION, R&D OR MANUFACTURING

2.1 DOER Requirement

As-of-Right Siting provides for the allowed use without unreasonable regulation. More specifically, as-of-right siting means that 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. As-of-right development projects that are consistent with zoning bylaws and with state and federal law cannot be prohibited.

A municipality must provide zoning in designated locations for the as-of-right siting for one of the following:

- renewable or alternative energy generating facilities,
- renewable or alternative energy research and development (R&D) facilities,
- renewable or alternative energy manufacturing facilities

2.2 Town Compliance

The Town of Needham Zoning Bylaws provide As-of-Right Siting in several zoning districts for renewable or alternative energy research and development (R&D) facilities and renewable or alternative energy manufacturing facilities 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	✓ □	✓ □	✓ □	✓ □

The Town acknowledges that among the four (4) categories noted above, there exists a minimum of 50,000 square feet of available space to site renewable or alternative energy research and development (R&D) facilities and/or renewable or alternative energy manufacturing facilities.

TOWN OF NEEDHAM MASSACHUSETTS ZONING MAP

NEEDHAM PLANNING BOARD

Map of Needham, Massachusetts, showing various zoning districts (SRB, SRA, etc.) and water bodies (Dover River, Needham River, etc.). The map includes a legend, scale bar, and north arrow.

LAKES DISTRICTS

- 1. Lake District
- 2. Lake District
- 3. Lake District
- 4. Lake District
- 5. Lake District
- 6. Lake District
- 7. Lake District
- 8. Lake District
- 9. Lake District
- 10. Lake District
- 11. Lake District
- 12. Lake District
- 13. Lake District
- 14. Lake District
- 15. Lake District

OVERLAY DISTRICTS

- 1. Overlay District
- 2. Overlay District
- 3. Overlay District
- 4. Overlay District
- 5. Overlay District
- 6. Overlay District
- 7. Overlay District
- 8. Overlay District
- 9. Overlay District
- 10. Overlay District
- 11. Overlay District
- 12. Overlay District
- 13. Overlay District
- 14. Overlay District
- 15. Overlay District

NOTE:

This map is for informational purposes only and does not constitute a legal document. The Town of Needham reserves the right to amend this map at any time without notice. The map is based on the most current data available as of the date of publication. The map is not to be used for any purpose other than for informational purposes.

Please refer to Exhibit 7.1 for written certification by Town Counsel of compliance.

SECTION 3. CRITERION 2: EXPEDITED PERMITTING

3.1 DOER Requirement

Criterion 2 requires communities to 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. Such an expedited application and permitting process applies only to the proposed facilities which are subject to the as-of-right siting provisions, and documentation that all permits necessary to site proposed facilities can be issued within the one (1) year deadline is required.

3.2 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.

Please refer to Exhibit 7.2 for written certification by Town Counsel of compliance.

SECTION 4. CRITERION 3: ENERGY REDUCTION PLAN ('ERP')

4.1 DOER Requirement

Criterion 3 requires municipality (including both the general government and school district) to accomplish the following:

- I. Establish an Energy Use Baseline
- II. Develop and implement a comprehensive program designed to reduce this baseline by 20% within the 5-year period following the Baseline Year

4.2 Town Compliance

a) Purpose and Acknowledgements

- I. Letters from both General Government and School District Verifying Adoption of the ERP.
 - i. Please refer to Exhibit 7.3.1 Letters from both General Government and School District Verifying Adoption of the ERP.
- II. List of Contributors that Participated in the Baseline and ERP Process

The Town acknowledges the following individuals that participated in the development of the Energy Use Baseline and the ERP Process:

- i. Kate Fitzpatrick, Town Manager
- ii. Carys Lustig, Director of Finance and Administration for Public Services
- iii. Cecilia Simchak, Acting Director of Finance and Administration for Public Services
- iv. Barry Dulong, Director of Building Maintenance
- v. Nick Hill, Hill Energy Services
- vi. Beth Greenblatt, Beacon Integrated Solutions

b) Executive Summary

- I. Narrative Summary of the Town
 - i. Please refer to Section 1.1.
- II. Summary of Municipal Energy Uses
 - i. The Town is served by Eversource Energy for both electricity and natural gas delivery. While the Town mainly relies on natural gas for space heating, the Hillside Elementary School also uses heating oil for space heating. The Town further uses both gasoline and ultra-low sulfur diesel for vehicle use.
 - ii. Two solar photovoltaic arrays have been installed in the Town. The largest is at the capped landfill, which serves as a fully net metered facility. The second solar photovoltaic array is owned by the Town and directly provides solar generated electricity in a behind-the-meter installation.

The following table presents the Summary of Needham's Energy Uses:

Table 1: Summary of Municipal Energy Users

CATEGORY	TYPE	QUANTITY	OWNERSHIP
Buildings	Natural Gas Heat	5	Town
	Natural Gas Heat	7	Schools
	Fuel Oil Heat	2	Schools
	Electric Heat	1	Town
	Geothermal	1	Town
Vehicles	Exempt	101	Town
	Non-Exempt	126	Town
	Exempt	11	Schools
	Non-Exempt	4	Schools
Streetlights		0	Utility-Owned
		2908	Town
Traffic Signals	Traffic/Hawk/Flashing	25	Town
Water/Sewer	Drinking Water	1	Town
	Pump Stations	11	Town

III. Summary of Energy Use Baseline and Plans for Reductions

Table 2: Summary of Municipal Energy Use Baseline

BASELINE FISCAL YEAR 2018	MMBTU Used in Baseline Year	% of Total MMBTU Baseline Energy Consumption	Projected Planned MMBTU Savings	Savings as % of Total MMBTU Baseline Energy Consumption
Buildings	86,963	76.08%	17,991	21%
Vehicles	16,100	14.08%	2,462	3%
Street/Traffic Lights	17	0.01%	1,825	2%
Water/Sewer	11,137	9.74%	504	1%
Open Space	92	0.08%	0	0%
TOTAL BASELINE	114,309	100.00%	22,782	20%

c) Energy Use Baseline Inventory

I. Identification of the Inventory Tool Used

- i. The Town of Needham inventory tool is MassEnergy Insight (MEI).

II. Identification of the Baseline Year and ERP Timeframe

- i. The Town of Needham's Energy Use Baseline Year is fiscal year 2018 (July 2017-June 2018).

III. Municipal Energy Consumption for the Baseline Year

Table 3: Annual Municipal Energy Use in Native Units and MMBTU - Fiscal Year 2018															
Please enter "0" for any fuels not used															
	Electricity		Natural Gas		#2 Distillate Fuel Oil		Propane		Gasoline		Diesel		Electric Renewable Energy		Total MMBtu
	kWh	MMBtu	Therms	MMBtu	Gallons	MMBtu	Gallons	MMBtu	Gallons	MMBtu	Gallons	MMBtu	kWh	MMBtu	
Town Buildings	1,942,730	6,629	74,677	7,468	3,959	550	0	0	0	0	0	0	0	0	14,647
School Buildings	6,771,645	23,105	410,534	41,053	22,450	3,121	0	0	0	0	0	0	0	0	67,279
Transfer Station	147,613		0		0		0		0		0		0		
SUBTOTAL FOR BUILDINGS	8,861,988	29,733	485,211	48,521	26,409	3,671	0	0	0	0	0	0	0	0	81,925
Drinking Water/Wastewater Treatment Plant	1,909,932	6,517	12,654	1,265	0	0	0	0	0	0	0	0	0	0	7,782
Pumping in Aggregate	677,639	2,312	10,423	1,042	0	0	0	0	0	0	0	0	0	0	3,354
Open Space*	123,038	420	7,719	772	0	0	0	0	0	0	0	0	0	0	1,192
Vehicles in Aggregate	0	0	0	0	0	0	73,194	9,076	50,535	7,024	0	0	0	0	16,100
Street and Traffic Lights in Aggregate	1,011,532	3,451	0	0	0	0	0	0	0	0	0	0	0	0	3,451
TOTAL ENERGY CONSUMPTION	12,584,129	42,937	516,007	51,601	26,409	3,671	0	0	73,194	9,076	50,535	7,024	0	0	114,309

d) Energy Reduction Plan

I. Narrative

i. Overview of Goals for Years 1-3

With Fiscal Year 2018 as the Town's Baseline Year, the Goals for Years 1-3 are as follows:

Year 1: Fiscal Year 2019:

- Lighting upgrades to LED fixtures in corridors, performance center, auditoriums and media centers.
- Replacing domestic hot water heating system at Broadmeadow Elementary School.
- Replacing the boiler at the Library with a high efficiency boiler.
- Comprehensive street lighting conversion to LEDs (Substantially complete).
- Retro-commissioning.
- Energy efficient motor replacements.
- Variable frequency drive upgrades.
- Utilization of Fleetio, a software program to track vehicle and fuel usage by vehicle and target those higher-use vehicles for reduction.

Year 2-3: Fiscal Years 2020 and 2021:

- Upgrading existing Building Management Software to Struxureware to enable consistent and more comprehensive building and systems control and management. This new software is open architecture, provides a common interface to all users and allows remote monitoring and control of facilities. Additionally, the new software provides alarming features alerting Town staff to system operational problems. The software further supports exception reporting which will allow building maintenance staff to properly maintain required building temperatures and settings designed to increase performance and reduce energy usage.
- Retro-commissioning buildings include studying the existing conditions of the mechanical systems, making a comparison to original design specifications, calculating the difference in performance, and making necessary corrections to return the systems to its original design specifications.
- Comprehensive energy audit on the Charles River Water Treatment Plant to identify energy specific improvements to be made in a building with constant use.
- Replacing the boiler at the DPW garage with high efficiency boiler.
- Conducting a facility assessment for sustainable building management at various Schools will focus on the entire building structure and will recommend additional energy efficiency improvements.

- Replacing diesel mid-size trucks with gasoline trucks.
- LED Streetlighting optimization. The Town has the ability to automatically dim the lights throughout Town. The dimming schedule can be based on time, season, events, or can be a manual change. This allows more control over the amount of energy being used during non-peak hours.
- In addition to the project listed above, the Town will continue to monitor energy consumption and work on behavioral changes to decrease usage. Space temperatures are closely monitored for optimal conditions. Setbacks are designed to decrease cooling and heating needs when buildings are unoccupied by increasing or decreasing temperature setpoints.
- Preventative maintenance will be re-evaluated to improve the efficiency of the mechanical equipment.

ii. Overview of Goals for Years 4-5

- As presented in Table 4: Energy Conservation Measures (ECMs), the Town has many anticipated projects focused on energy efficiency upgrades, including but not limited to: upgrading classroom lighting to LED, retro-commissioning High Rock Elementary School and Needham High School, conducting a study on potential energy upgrades in buildings throughout Town, replacing the roof and windows at the Emery Grover, replacing the boiler at the Hillside Elementary School, installing anti-idling technology on vehicles, replacing police cruisers with hybrid vehicles, and removing inflow from the sewer system.
- Conducting a study on energy upgrades for buildings town wide will help plan for additional projects the Town may undertake in the upcoming years to continue its commitment to energy reduction. Continuing to retro-commission additional buildings ensures that the mechanical systems perform more efficiently. Installing anti-idling technology will help decrease fuel usage on vehicles that are used daily.

iii. Identify Areas of Least Efficient/Greatest Waste (MEI-Buildings to Target)

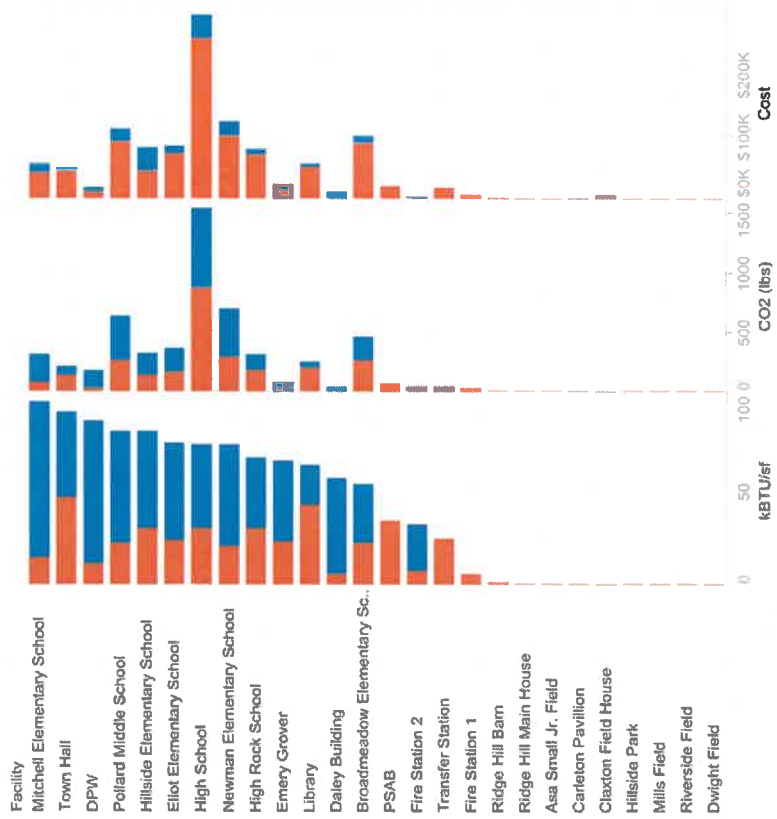
- As shown in the following MEI Chart, the Town's buildings and facilities presenting the greatest opportunity for energy savings are:
 - Needham High School
 - Newman Elementary School
 - Pollard Middle School
 - Mitchell Elementary School
 - Hillside Elementary School
 - Town Hall

Buildings to Target

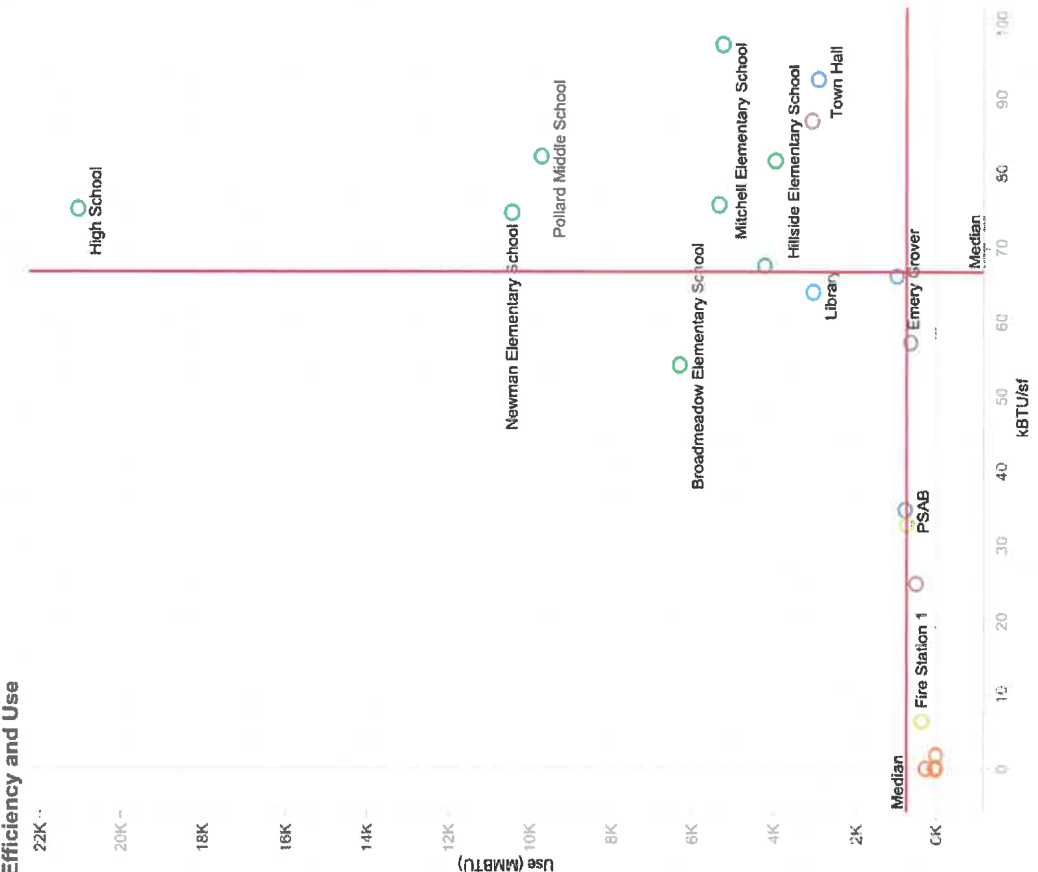
This dashboard compares buildings to one other on an energy use per area metric, measured as kBtu/square foot. In the quadrant chart on the right, buildings with the highest energy use and worst efficiency (as compared to other buildings in your portfolio) are in the upper right hand quadrant. Facilities of the types Open Space, Water/Sewer, Street/Traffic Lights, and Vehicles are not displayed. Diesel and Gasoline records attached to a building are not included in the kBtu/SF calculation.

Building Efficiency, Emissions and Cost

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



Select a building name above to see how efficient it is compared to your other buildings. Lower numbers indicate greater efficiency.



II. 20 Percent Energy Reductions:

i. ERP Energy Savings Goals Summary:

CALCULATED ERP SAVINGS					
ENERGY MEASURES	CALCULATED MMBTU SAVINGS	CALCULATED COST SAVINGS	ESTIMATED NET INSTALLED COST	SIMPLE PAYBACK	PERCENT CONTRIBUTION OF BASELINE CONSUMPTION
Building Control	4,119	\$125,205	\$468,126	3.7	
Exterior Lighting	1,851	\$122,061	\$371,548	3.0	
Hot Water	56	\$990	\$75,049	75.8	
HVAC	1,988	\$68,873	\$875,333	12.7	
Interior Lighting	1,143	\$75,336	\$607,382	8.1	
Retrocommission	7,252	\$258,550	\$627,572	2.4	
Vehicles	683	\$18,996	\$15,000	0.8	
Weatherization	110	\$2,854	\$633,000	221.8	
Comprehensive Audits	2,949	\$123,675	\$9,268	0.1	
SUB-TOTAL	20,149	\$796,540	\$3,682,278	4.6	18%
ADDITIONAL ESTIMATED ERP SAVINGS					
ENERGY MEASURES	ADDITIONAL MMBTU SAVINGS	ADDITIONAL ESTIMATED COST SAVINGS	ESTIMATED NET INSTALLED COST	SIMPLE PAYBACK	PERCENT CONTRIBUTION OF BASELINE CONSUMPTION
Vehicles	1,780	\$44,880	\$70,000	1.6	
Comprehensive Audits	74	\$4,904	\$0	0.0	
Behavior & Training	779	\$27,786	\$100,000	3.6	
SUB-TOTAL	2,633	\$77,570	\$170,000	2.2	2%
GRAND TOTAL	22,782	\$874,110	\$3,852,278	4.4	20%

ii. As shown in the table above, the Town has identified 18 percent calculated energy savings plus an additional estimated 2 percent energy savings. For additional detail, please refer to Table 4: Energy Conservation Measures which has been provided as an attachment.

iii. To achieve the projected 2 percent additional estimated energy savings, the Town will undertake three key efforts:

- Installation of anti-idling technology in its fleet vehicles. These systems are designed to allow vehicles to be parked with equipment operating continuously – radios, warning lights, etc., while minimizing engine idle time and decreasing fuel consumption. The anti-idling technology senses battery condition and turns vehicles on to idle only when necessary. While idling at an emergency or construction scene, a typical police cruiser uses about 0.9 gallons of gasoline per hour. Fuel savings from anti-idling systems vary by vehicle type and usage, though they tend to be greatest for diesel and police vehicles.
- Conduct comprehensive audits to reduce stormwater Infiltration and Inflow (“SWI/I”) in the existing sewer systems. Infiltration is defined as groundwater or storm water runoff that enters the system through deteriorated pipe or manhole structures that need to be repaired. When sewer flow is reduced, wastewater pumping requirements will also be

reduced, thereby reducing energy consumption associated with wastewater pumping.

- Conduct facility assessments for sustainable building management. It is expected that the assessments will generate recommendations to improve operations and maintenance practices designed to reduce energy consumption and promote best practices for operations.

iv. Program Management Plan for Implementation, Monitoring and Oversight

Responsibility Matrix:

REQUIREMENT	RESPONSIBILITY MATRIX	
	PRIMARY	SECONDARY
Oversight of ERP Implementation	Carys Lustig	Cecilia Simchak
Implementation of ECMs - Town	Barry Dulong	Shift Supervisors
Implementation of ECMs - Schools	Barry Dulong	Shift Supervisors
Implementation of ECMs - WTP	Sean Harrington	Steve Cusick
Annual Green Communities Reporting	Carys Lustig	Cecilia Simchak

v. Identify for each Energy Conservation Measures (ECM”):

Please refer to Table 4: Energy Conservation Measures Data Excel Spreadsheet included by reference in Exhibit 7.3.2 which includes:

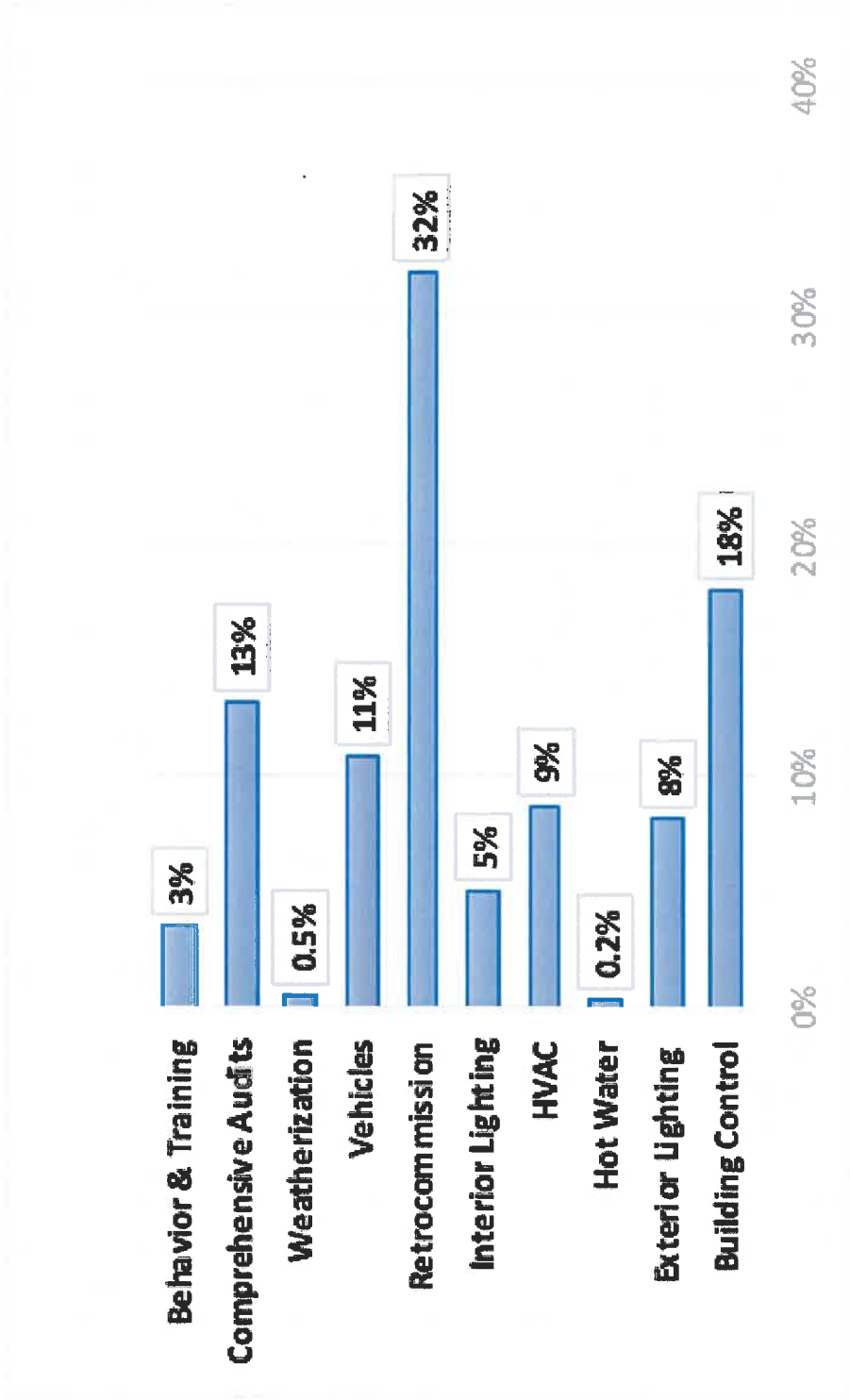
- Status and projected timeline
- Projected energy savings in native units
- Projected cost savings
- Total cost
- Any utility incentives projected or received
- Any planned use of Green Communities grant funds (if designated)
- Funding source (capital budget, operating budget, debt and type or other grants)
- Source of the calculated energy and cost savings in the reference column

Summaries of the ERP Goals by ECM and Location are presented below. With respect to the summary of the ERP Goals by ECM, the Town has segmented the data into two categories:

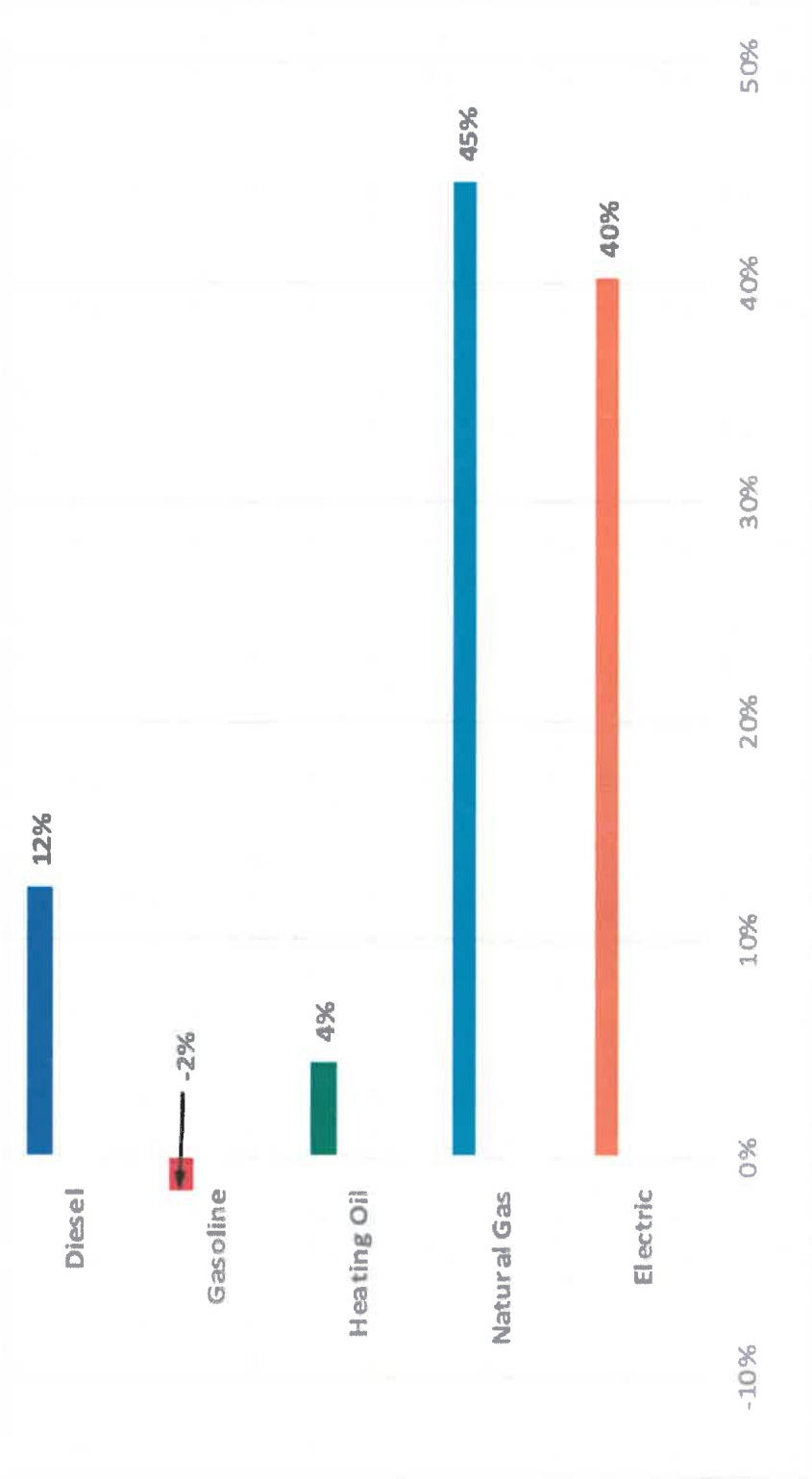
- Calculated energy savings by ECM based on energy audit data, reliable industry data or engineering calculations, and

- Estimated additional savings based on reliable industry data. The Town notes that these estimates are conservative and will be refined at the conclusion of the additional due diligence through the planned audits and studies.

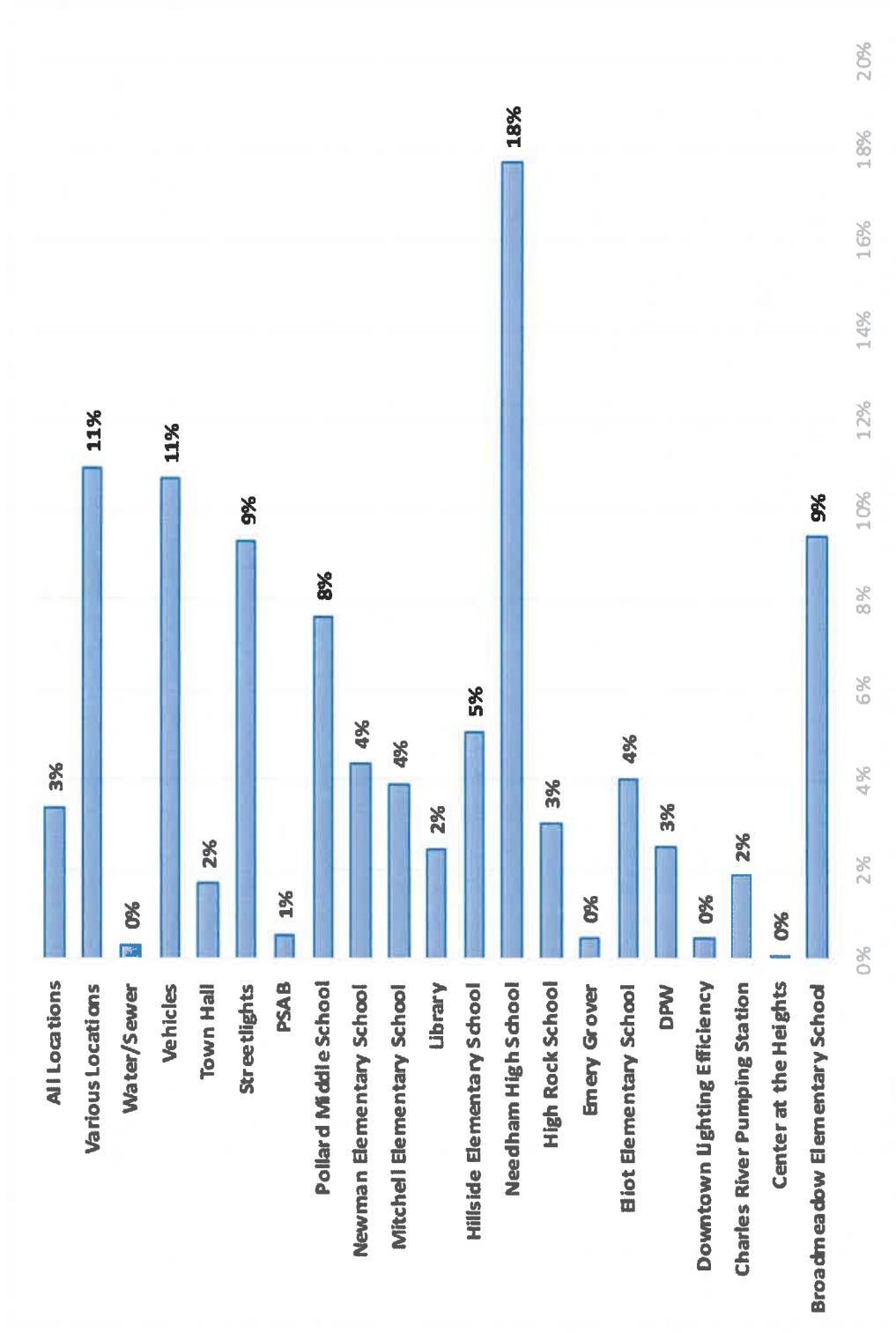
The following table presents the Town’s Energy Reduction Plan Goals by ECM Category:



The following table presents the Town’s Energy Reduction Plan Goals by Energy Type:



The following table presents the Town’s Energy Reduction Plan Goals by Location:



III. ECMs Occurring Before Green Communities Designation

- i. As noted in Table 4: Energy Conservation Measures, the Town has completed a portion of the energy efficiency and capital upgrade projects presented in its ERP.

Of the total 20 percent MMBTU savings of Baseline consumption, the Town expects to realize 2,981 MMBTU savings from energy conservation measures undertaken in fiscal year 2019. These estimated savings represent approximately 13 percent of the overall ERP projected savings.

- ii. The Town is also currently pursuing additional energy conservation measures during this current fiscal year 2020. The Town anticipates an additional 7,367 MMBTU of energy savings resulting from projects in progress. These estimated savings represent approximately 32 percent of the overall ERP projected savings.

The table below provides a summary of completed (in FY 2019), active (in FY 2020) and planned energy conservation/capital improvement projects included in the ERP.

	MMBTU Savings	% Contribution of Total 20% ERP Savings	\$ Contribution of Total ERP Cost Savings	% Contribution of Total ERP Cost Savings	Net Installation Cost	% Contribution of Net Installation Cost
Completed	2,981	13%	\$180,001	21%	\$631,510	16%
Active	7,367	32%	\$244,638	28%	\$646,006	17%
Planned	12,435	55%	\$449,471	51%	\$2,574,761	67%
TOTAL	22,782	100%	\$874,110	100%	\$3,852,278	100%

IV. Summary of Long-Term Energy Reduction Goals – Beyond 5 Years

- i. Municipal and School Buildings
 - The Town will have funded multiple studies during the five-year period post the Fiscal Year 2018 baseline that will help the Building Maintenance Division continue with energy reduction upgrades. These studies will include recommendations for updated technologies and equipment that are more energy efficient.
 - The Town has a system in place to continue making energy reduction upgrades for the foreseeable future as noted below. Each year the Town seeks appropriations to fund not only projects to reduce energy consumption, but also to fund studies as needed to evaluate older buildings and systems and replace or repair them to increase their efficiencies.
 - Additionally, the Building Maintenance Division plans to request an overall facility assessment on every building as it approaches its 20-year life cycle to determine whether structural and overall improvements can be made to

keep the building in use. This process will help maintain healthy buildings longer, reducing the need to major emergency repairs and decrease energy consumption in the process.

- The Town is not only looking to commit to major repairs. Simple behavioral changes can also decrease energy consumption. During the summers, the Town consolidated summer programming into the same buildings to reduce unnecessary use of energy and more efficiently operate fewer buildings. As Needham becomes a Green Community, additional education will be provided to Town employees on simple energy reduction strategies they can use in their offices.

ii. Vehicles

- The Town replaces vehicles on a life cycle basis, as determined by the type of vehicle. Typically, this occurs every seven to twelve years. Energy reduction strategies implemented in the Town's ERP will be continued into the future in order to capture all vehicles in the fleet. As technologies and efficiencies improve, older vehicles will be retired and replaced with newer, more energy efficient vehicles. The Fleet Division has initiated an investigation of available hybrid and electric vehicles for the various types of vehicles used by the Town.

iii. Street and Traffic Lighting

- The Town will continue to analyze energy consumption of street and traffic lighting and adjust based on needs. Upon completion of the effort to systematically and strategically dim streetlights, the Town will support continuous reasonable adjustments to reduce energy consumption while maintaining appropriate streetlighting levels and safety. The Town will evaluate the benefits of replacing traffic signals with more energy efficient models.

iv. Perpetuation Energy Efficiency

- On an annual basis, the Town submits two warrant articles for approval at Town Meeting. Specifically, each year the Town includes an Energy Efficiency Capital Article ("EECA") and a Facility Maintenance Article ("FMA"). These funding sources have enabled the Town to implement comprehensive energy efficiency and infrastructure upgrade improvements since 2006 under the FMA and 2013 under the EECA.

SECTION 5. CRITERION 4: FUEL-EFFICIENT VEHICLES

5.1 DOER Requirement

Criterion 4 requires communities to purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable. The purpose behind this criterion is to reduce carbon dioxide emissions by municipal vehicles, which has a positive impact on the environment and saves municipalities money.

5.2 Town Compliance

The Town of Needham, inclusive of its school department and all municipal departments, has adopted a fuel-efficient vehicle policy. Please refer to Exhibit 7.4 for written certification by the Town Manager stating that the Town of Needham has adopted the fuel-efficient vehicle policy and for a similar certification from the Superintendent of Needham Public Schools.

SECTION 6. CRITERION 5: STRETCH CODE ADOPTION

6.1 DOER Requirement

In accordance with M.G.L. c 25A Section 10, a municipality 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.

Municipalities that have adopted the stretch energy code shall use the energy efficiency requirements of appendix 780 CMR 115.AA, which stipulates higher energy efficiency requirements for most new construction.

6.2 Town Compliance

On May 13, 2019, at its Annual Town Meeting, under Article 49, the Town of Needham 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.

Please refer to Exhibit 7.5 for a copy of the Town Meeting vote as recorded with the Town Clerk.

SECTION 7. APPENDIX

- 7.1 Criterion 1: As-of-Right Siting: Town Counsel Compliance Certification**
- 7.2 Criterion 2: Expedited Permitting: Town Counsel Compliance Certification**
- 7.3 Criterion 3: ERP**
 - 7.3.1 Letters from both General Government and School District Verifying Adoption of the ERP.**
 - 7.3.2 Table 4: Energy Conservation Measures Data Excel Spreadsheet**
 - 7.3.3 MMBtu Unit Conversion Chart**
 - 7.3.4 Energy Savings Reductions: Methodologies and Sources**
- 7.4 Criterion 4: Fuel Efficient Vehicles Policy**
- 7.5 Criterion 5: Town Meeting Adoption of the Stretch Energy Code as recorded with the Town Clerk**

Town of Needham



Presentation on Green Communities Designation

Prepared by:

Cecilia Simchak
Carys Lustig
Kate Fitzpatrick
Nick Hill
Beth Greenblatt

October 16, 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:

Zoning Bylaw Reference	USE	Green Community Type	Industrial 3.2.1	Industrial 1 3.2.1	New England Business Center District 3.2.4	Mixed Use 128 District 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

- ❖ **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")

❖ **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 ("ERP") designed to achieve 20% energy savings reductions through the implementation of completed, active and planned capital energy efficiency and infrastructure upgrades.

- *Calculated ERP Savings: 18%*
- *Additional Estimated ERP Savings: 2%*

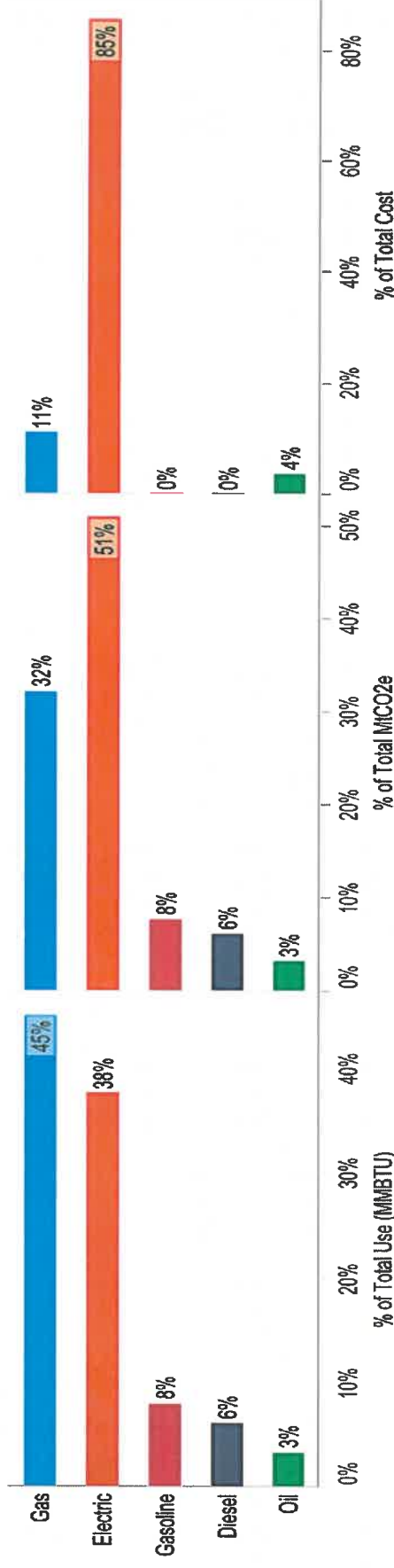
Green Communities Requirements

Criterion 3: Baseline Usage by Energy Type

Overall Use, Emissions and Cost Dashboard

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

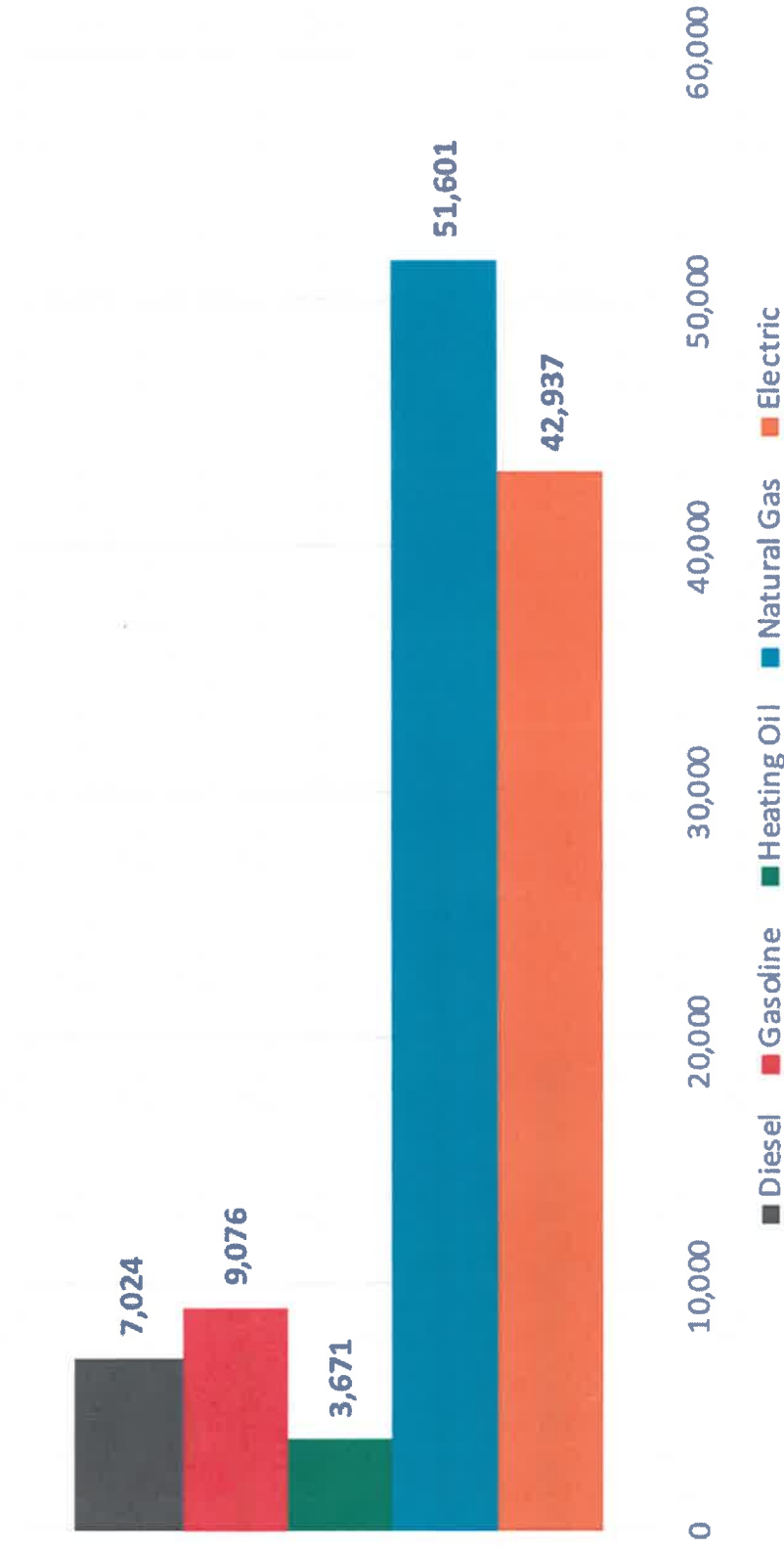
Emissions factors updated 1/4/2012 using Massachusetts-specific greenhouse gas emissions factors.



Green Communities Requirements

Criterion 3: Baseline Usage by Energy Type in MMBTUs

- ❖ **Baseline Year:** Fiscal Year 2018
- ❖ **Total Baseline Usage:** 114,309 MMBTUs



Green Communities Requirements

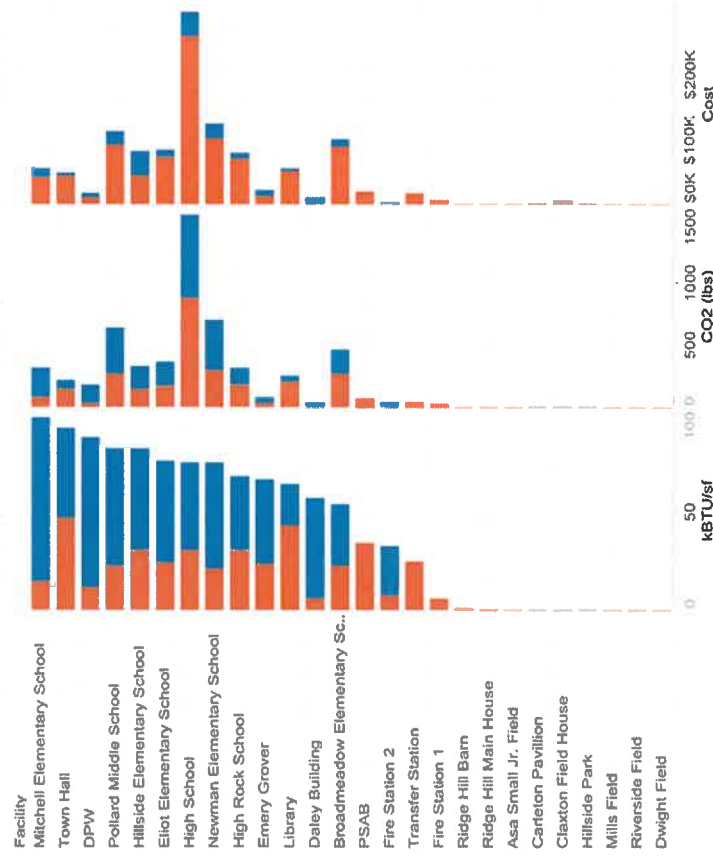
Criterion 3: ERP- Buildings to Target

Buildings to Target

This dashboard compares buildings to one other on an energy use per area metric, measured as kBtu/square foot. In the quadrant chart on the right, buildings with the highest energy use and worst efficiency (as compared to other buildings in your portfolio) are in the upper right hand quadrant. Facilities of the types Open Space, Water/Sewer, Street/Traffic Lights, and Vehicles are not displayed. Diesel and Gasoline records attached to a building are not included in the kBtu/SF calculation.

Building Efficiency, Emissions and Cost

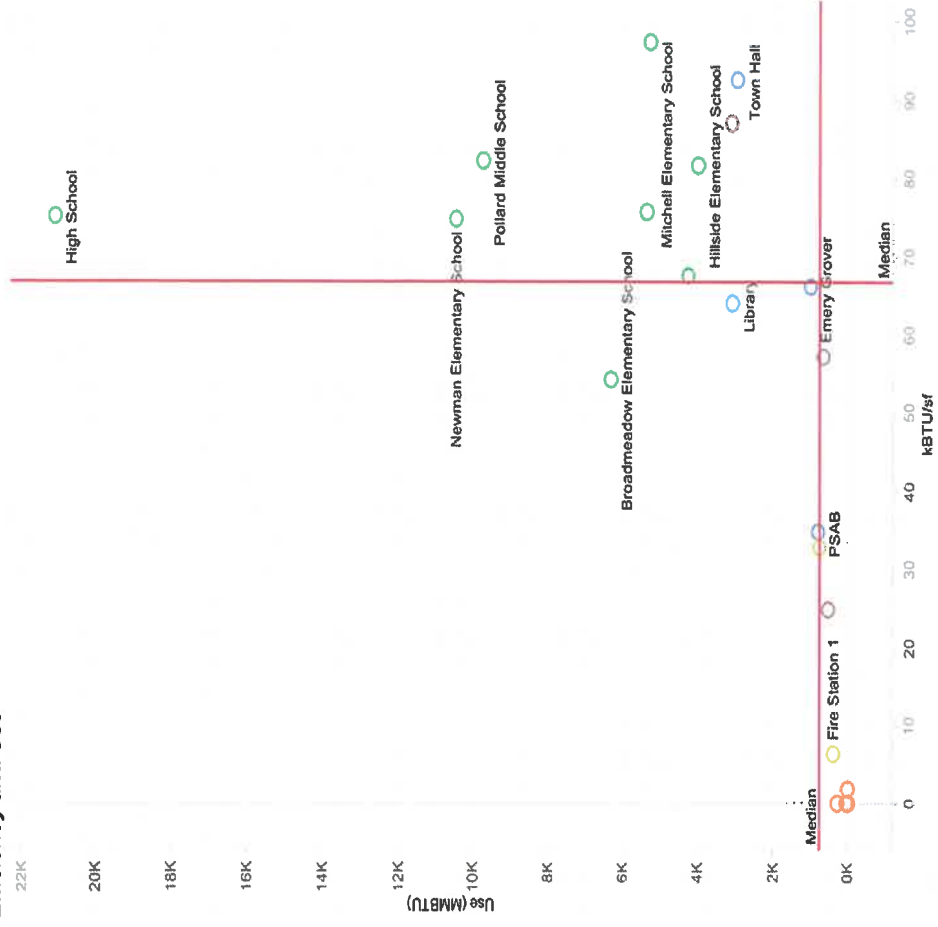
Emissions factors updated 1/4/2012 using Massachusetts-specific greenhouse gas emissions factors.



Select a building name above to see how efficient it is compared to your other buildings. Lower numbers indicate greater efficiency.

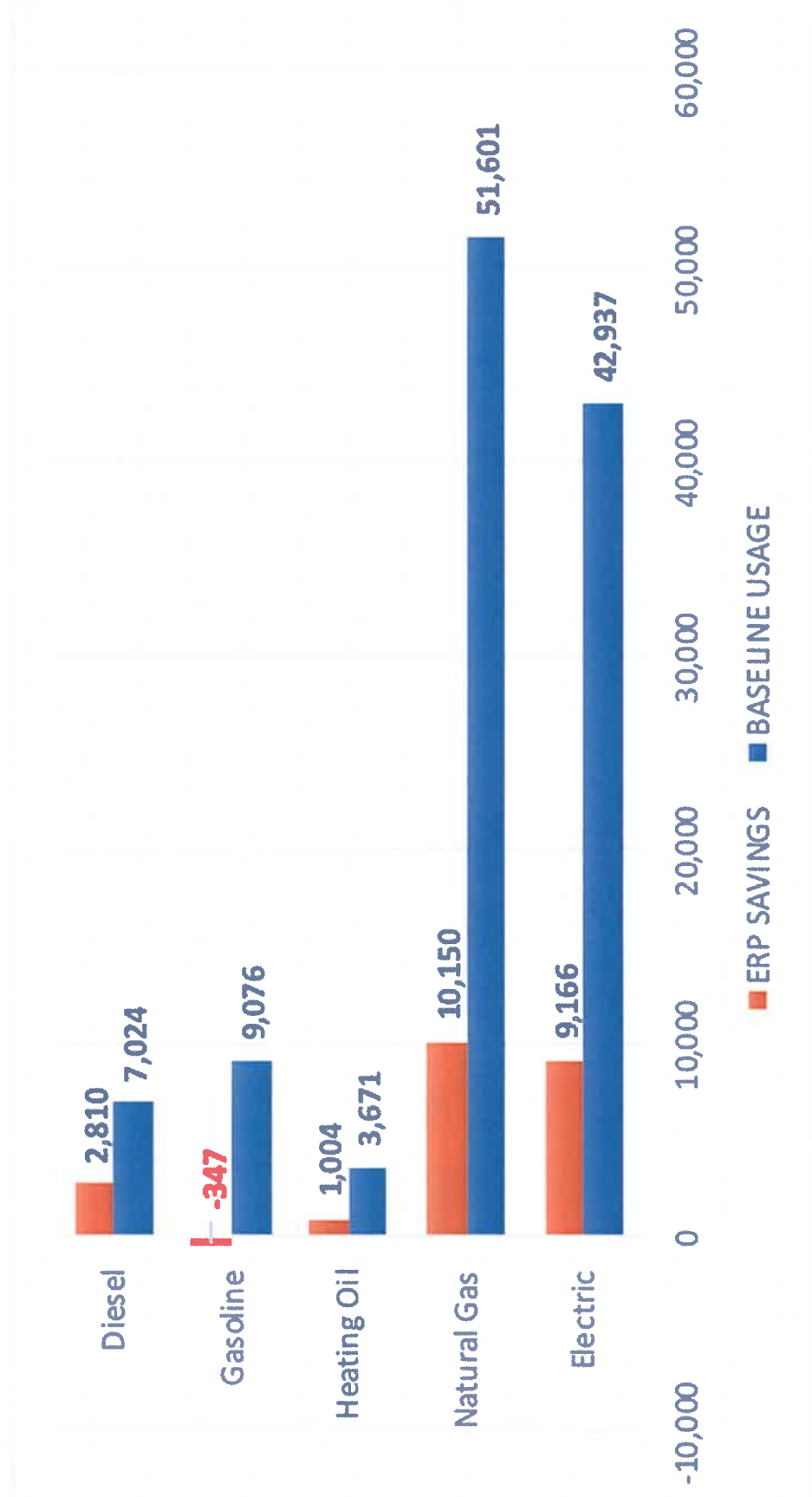


Efficiency and Use



Green Communities Requirements

Criterion 3: ERP Summary – ERP Savings Versus Baseline Usage



Green Communities Requirements

Criterion 3: ERP Savings by Energy Measure – Costs and Benefits

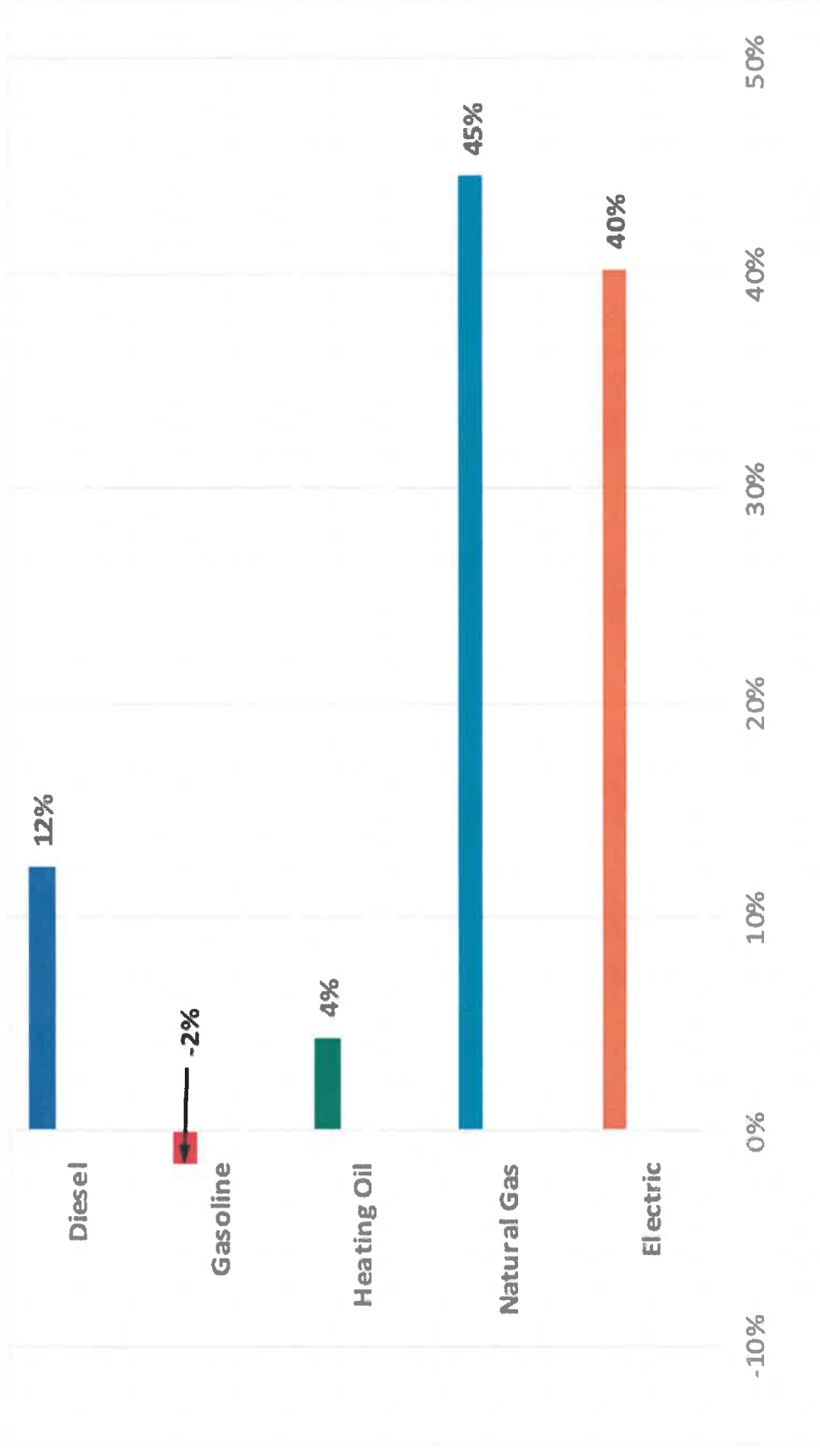
❖ ERP Savings Represents 20% of the FY 2018 Baseline

- 18% - Calculated ERP Savings; 2% - Estimated Additional ERP Savings

CALCULATED ERP SAVINGS					
ENERGY MEASURES	CALCULATED MMBTU SAVINGS	CALCULATED COST SAVINGS	ESTIMATED NET INSTALLED COST	SIMPLE PAYBACK	PERCENT CONTRIBUTION OF BASELINE CONSUMPTION
Building Control	4,119	\$125,205	\$468,128	3.7	
Exterior Lighting	1,851	\$122,061	\$371,548	3.0	
Hot Water	56	\$980	\$75,049	75.8	
HVAC	1,988	\$68,873	\$875,333	12.7	
Interior Lighting	1,143	\$75,336	\$607,382	8.1	
Retrocommission	7,252	\$258,550	\$627,572	2.4	
Vehicles	683	\$18,996	\$15,000	0.8	
Weatherization	110	\$2,854	\$633,000	221.8	
Comprehensive Audits	2,949	\$123,675	\$9,268	0.1	
SUB-TOTAL	20,149	\$796,540	\$3,682,278	4.6	18%
ADDITIONAL ESTIMATED ERP SAVINGS					
ENERGY MEASURES	ADDITIONAL MMBTU SAVINGS	ADDITIONAL ESTIMATED COST SAVINGS	ESTIMATED NET INSTALLED COST	SIMPLE PAYBACK	PERCENT CONTRIBUTION OF BASELINE CONSUMPTION
Vehicles	1,780	\$44,880	\$70,000	1.6	
Comprehensive Audits	74	\$4,904	\$0	0.0	
Behavior & Training	779	\$27,766	\$100,000	3.6	
SUB-TOTAL	2,633	\$77,570	\$170,000	2.2	2%
GRAND TOTAL	22,782	\$874,110	\$3,852,278	4.4	20%

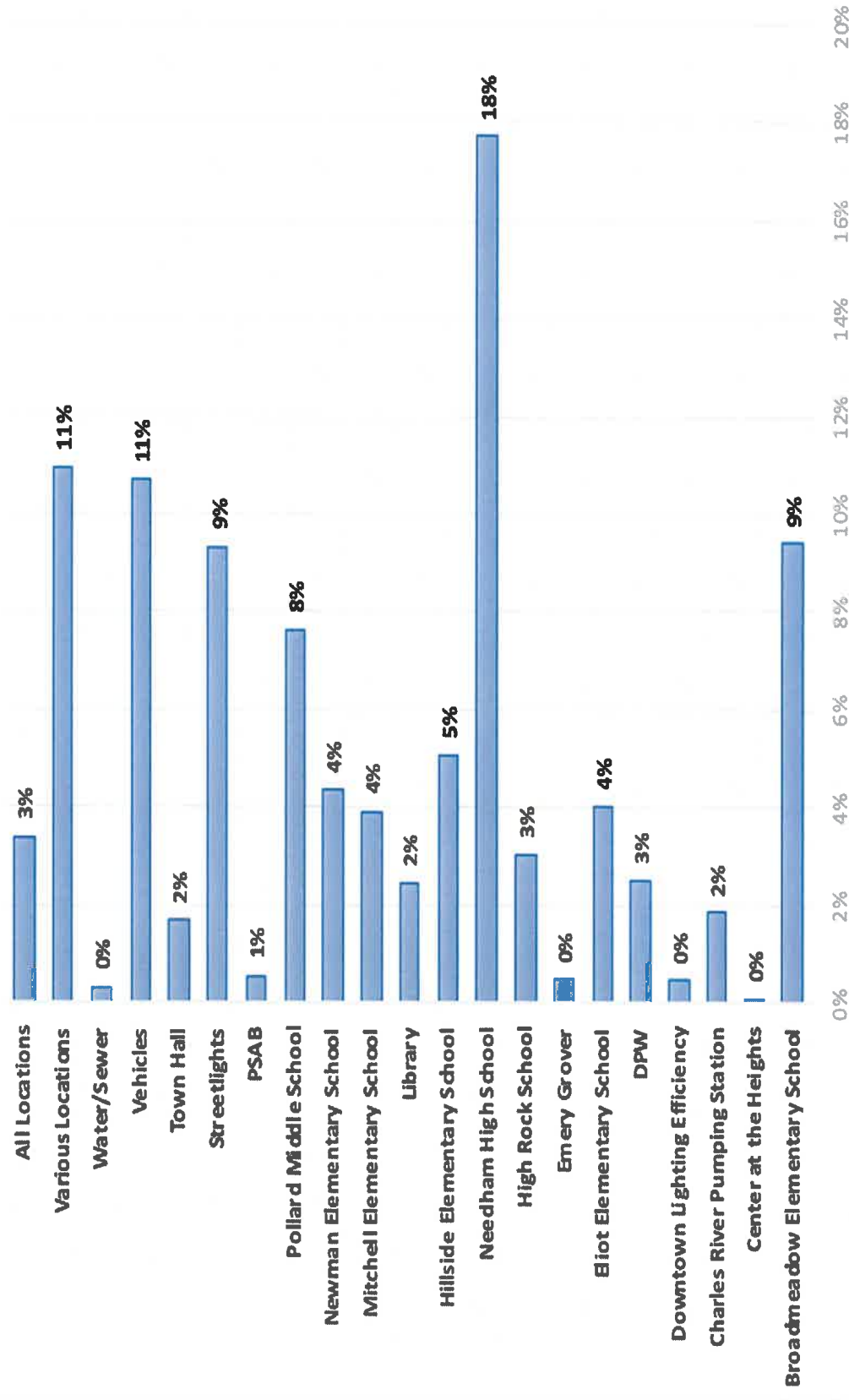
Green Communities Requirements

Criterion 3: Distribution of 20% ERP Savings by Energy Type



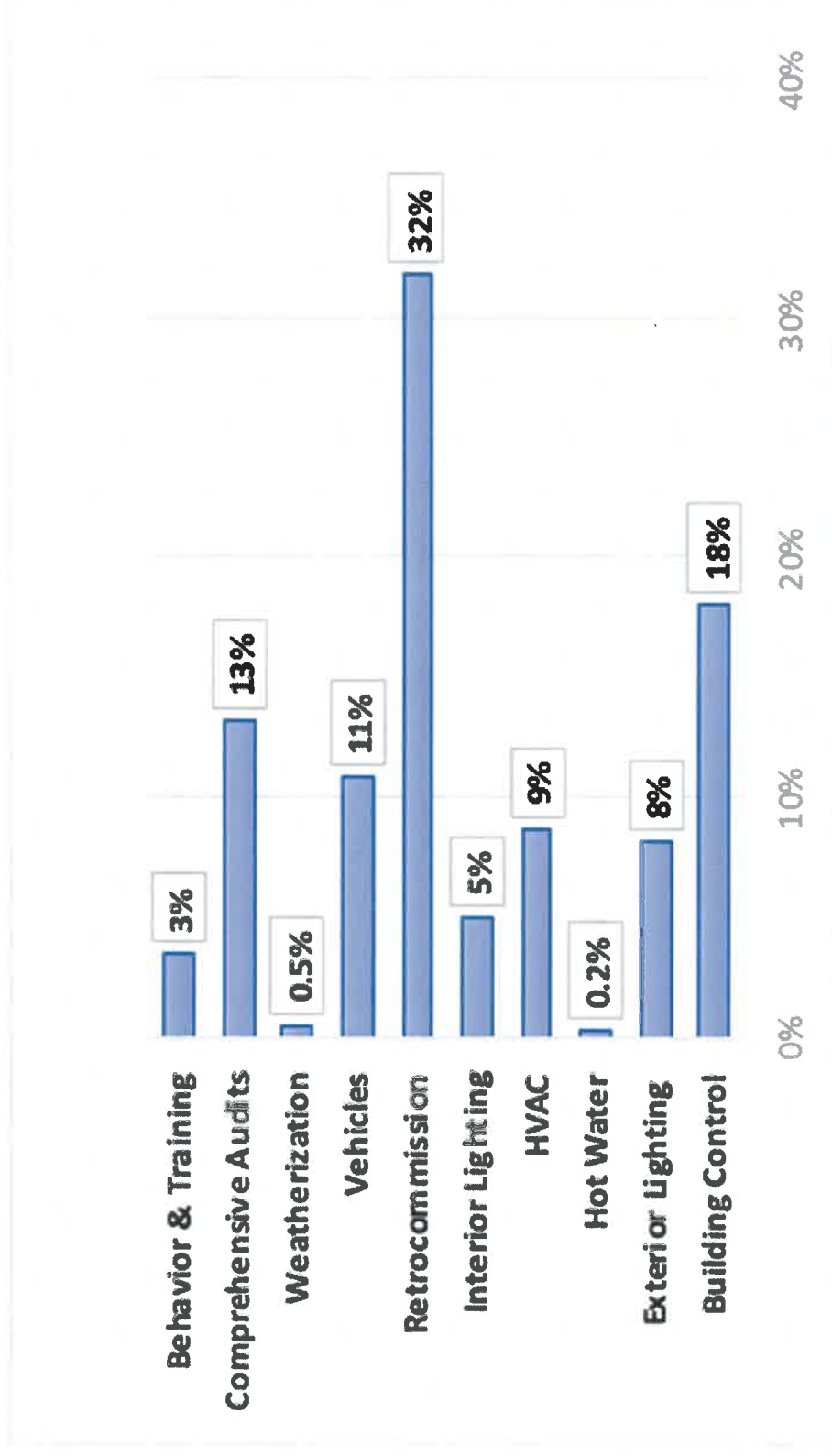
Green Communities Requirements

Criterion 3: Distribution of 20% ERP Savings by Location



Green Communities Requirements

Criterion 3: *Distribution of 20% ERP Savings By Energy Measure*



Green Communities Requirements

Criterion 3: ERP Project Status – Completed, Active and Planned

	MMBTU Savings	% Contribution of Total 20% ERP Savings	\$ Contribution of Total ERP Cost Savings	% Contribution of Total ERP Cost Savings	Net Installation Cost	% Contribution of Net Installation Cost
Completed	2,981	13%	\$180,001	21%	\$631,510	16%
Active	7,367	32%	\$244,638	28%	\$646,006	17%
Planned	12,435	55%	\$449,471	51%	\$2,574,761	67%
TOTAL	22,782	100%	\$874,110	100%	\$3,852,278	100%

Note: Net Installation Cost accounts for conservative estimates of utility incentives. The Town will apply for all applicable available incentives at the time of installation.

Green Communities Requirements

Criterion 4: Fuel-Efficient Vehicles

- ❖ **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.

Green Communities Requirements

Criterion 5: Stretch Code Adoption

- ❖ **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 of Needham

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

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.

ECMs			Status		Energy Data (Projected Annual Savings)						Financial Data					Reference Data	
Building/Site Name	Energy Conservation Measure Name	ECM Type (select one from drop-down)	Status (select one from drop-down)	Status Date (month/yr completed or planned)	Electricity Savings (kWh)	Natural Gas (therms)	Oil (gallons)	Projected Annual Propane Savings (gallons)	Gasoline (gallons)	Diesel (gallons)	Projected Annual Cost Savings (\$)	Total Installed Cost (\$)	Green Community Grant (\$)	Utility Incentives (\$)	Net Cost (\$)	Funding Source(s) for Net Costs	Source for Projected Savings
Broadmeadow Elementary Sc..	BMS Upgrade to Struxureware	Building Control	Active	Sep-21	29,098	4,600					\$14,689	\$19,515			\$19,515	Capital Plan	See Appendix
Broadmeadow Elementary Sc..	Demand Control Ventilation	HVAC	Planned	Jun-22	16,586	4,753					\$12,145	\$48,000	\$21,000	\$4,147	\$22,853	Future	2014 EMA Audit
Broadmeadow Elementary Sc..	Corridor Lighting (staff)	Interior Lighting	Complete		42,409						\$9,542	\$6,447			\$6,447	Operating	2014 EMA Audit
Broadmeadow Elementary Sc..	Gym Lighting	Interior Lighting	Planned		14,371						\$3,233	\$11,040		\$4,000	\$7,040	Capital Plan	2014 EMA Audit
Broadmeadow Elementary Sc..	Domestic Hot Water Replacement	Hot Water	Complete			559					\$990	\$75,049			\$75,049	Capital Plan	Calculation by N. Hill. CEM, LEED-AP
Broadmeadow Elementary Sc..	VFD & Motor	HVAC	Complete		10,227						\$2,301	\$1,000			\$1,000	Operating	Calculation by N. Hill. CEM, LEED-AP
Broadmeadow Elementary Sc..	Upgrade Classroom lighting	Interior Lighting	Planned		21,758						\$4,896	\$93,625		\$32,100	\$61,525	Future	Based on EMG Audit
Broadmeadow Elementary Sc..	Performance Ctr Lighting	Interior Lighting	Complete		20,149						\$4,534	\$16,920			\$16,920	Capital Plan	Based on EMG Audit
Broadmeadow Elementary Sc..	Retrocommission	Retrocommission	Active		77,454	3,926					\$24,376	\$23,472			\$23,472	Capital Plan	Based on USEPA and others, see Appendix
Center at the Heights	BMS Upgrade to Struxureware	Building Control	Active		6,420	9					\$1,460	\$10,793			\$10,793	Capital Plan	See Appendix
Center at the Heights	Demand Control Ventilation	Building Control	Planned		1,209	7					\$285	\$7,200			\$7,200	Future	See Appendix
Charles River Pumping Station	Energy Audit	Comprehensive	Active		89,202	1,248					\$22,279	\$9,268			\$9,268	Capital Plan	AECOM audit to be completed Fall 2019
Downtown Lighting Efficiency	Upgrade lighting from HPS to LED	Exterior Lighting	Planned	Dec-19	30,502						\$6,863	\$20,062			\$20,062	Capital Plan	Calculation by N. Hill. CEM, LEED-AP
DPW	Boiler Replacement	HVAC	Planned	Jun-20		4,112					\$7,278	\$460,000			\$460,000	Capital Plan	17.5% est savings based on similar projects
DPW	Retrocommission	Retrocommission	Planned		11,815	1,316					\$4,987	\$28,300			\$28,300	Future	Based on USEPA and others, see Appendix
Eliot Elementary School	BMS Upgrade to Struxureware	Building Control	Active	Jun-20	16,002	1,133					\$5,606	\$19,201			\$19,201	Capital Plan	See Appendix
Eliot Elementary School	Retrocommission	Retrocommission	Active	Jun-19	53,340	3,778					\$18,688	\$57,000			\$57,000	Capital Plan	Based on USEPA and others, see Appendix
Eliot Elementary School	Upgrade Classroom lighting	Interior Lighting	Planned		17,197						\$3,869	\$86,875		\$30,000	\$56,875	Future	Based on EMG Audit
Eliot Elementary School	Demand Control Ventilation	Building Control	Planned		3,215	949					\$2,402	\$9,000			\$9,000	Future	See Appendix
Eliot Elementary School	VFD & Motor	HVAC	Complete	Jun-19	23,862						\$5,369	\$2,000			\$2,000	Operating	Calculation by N. Hill. CEM, LEED-AP
Emery Grover	Roof Replacement	Weatherization	Planned	Jun-21			451				\$1,631	\$235,000			\$235,000	Capital Plan	Calculation by N. Hill. CEM, LEED-AP
Emery Grover	Window Replacement	Weatherization	Planned	Jun-20			338				\$1,223	\$398,000			\$398,000	Capital Plan	Calculation by N. Hill. CEM, LEED-AP
High Rock School	BMS Upgrade to Struxureware	Building Control	Active		15,161	605					\$4,481	\$26,515			\$26,515	Capital Plan	See Appendix
High Rock School	Corridor Lighting	Interior Lighting	Planned		5,010						\$1,127	\$71,205		\$23,580	\$47,625	Capital Plan	Based on EMG Audit
High Rock School	Retrocommission	Retrocommission	Planned		57,838	2,453					\$17,355	\$50,000			\$50,000	Capital Plan	Based on USEPA and others, see Appendix
High Rock School	Upgrade Classroom lighting	Interior Lighting	Planned		17,273						\$3,886	\$71,205		\$23,490	\$47,715	Future	Based on EMG Audit
High Rock School	Demand Control Ventilation	Building Control	Planned		3,486	616					\$1,874	\$16,000			\$16,000	Future	See Appendix
High School	Upgrade Classroom lighting	Interior Lighting	Planned		95,550						\$21,499	\$319,200		\$112,670	\$206,530	Future	Based on EMG Audit
High School	BMS Upgrade to Struxureware	Building Control	Active		76,136	4,134					\$24,447	\$121,993			\$121,993	Capital Plan	See Appendix

High School	Retrocommission	Retrocommission	Planned		259,456	13,074					\$81,518	\$100,000			\$100,000	Capital Plan	Based on USEPA and others, see Appendix
High School	Demand Control Ventilation	Building Control	Planned		10,901	6,155					\$13,347	\$16,000	\$16,000		\$0	Future	See Appendix
High School	VFD & Motor	HVAC	Complete		68,178						\$15,340	\$5,000			\$5,000	Operating	Calculation by N. Hill. CEM, LEED-AP
Hillside Elementary School	BMS Upgrade to Struxureware	Building Control	Active		21,573		768				\$7,633	\$14,372			\$14,372	Capital Plan	See Appendix
Hillside Elementary School	Boiler Replacement	HVAC	Planned				2,593				\$9,388	\$232,000			\$232,000	Capital Plan	Calculation by N. Hill. CEM, LEED-AP
Hillside Elementary School	Retrocommission	Retrocommission	Planned		43,136		2,282				\$17,967	\$38,900			\$38,900	Future	Based on USEPA and others, see Appendix
Hillside Elementary School	Demand Control Ventilation	Building Control	Planned		2,600		573				\$2,659	\$9,400			\$9,400	Future	See Appendix
Hillside Elementary School	Modular Classrooms	Building Control	Planned		8,450						\$1,901	\$1,200			\$1,200	Future	Calculation by N. Hill. CEM, LEED-AP
Hillside Elementary School	Lighting Upgrades	Interior Lighting	Planned		14,306						\$3,219	\$57,025		\$21,000	\$36,025	Future	Based on EMG Audit
Library	BMS Upgrade to Struxureware	Building Control	Active		20,379	374					\$5,247	\$17,388			\$17,388	Capital Plan	See Appendix
Library	Boiler Replacement	HVAC	Complete	Oct-18		1,047					\$1,853	\$150,480			\$150,480	Capital Plan	Calculation by N. Hill. CEM, LEED-AP
Library	Retrocommission	Retrocommission	Planned		58,025	1,187					\$15,156	\$38,000			\$38,000	Capital Plan	Based on USEPA and others, see Appendix
Library	Demand Control Ventilation	Building Control	Planned		3,497	298					\$1,314	\$12,420			\$12,420	Future	See Appendix
Mitchell Elementary School	BMS Upgrade to Struxureware	Building Control	Active		8,258	1,462					\$4,445	\$14,273			\$14,273	Capital Plan	See Appendix
Mitchell Elementary School	Corridor Lighting	Interior Lighting	Complete		3,607						\$812	\$21,129			\$21,129	Capital Plan	Based on EMG Audit
Mitchell Elementary School	Lighting Upgrades	Interior Lighting	Planned		16,139						\$3,631	\$39,200		\$13,440	\$25,760	Capital Plan	Based on EMG Audit
Mitchell Elementary School	Retrocommission	Retrocommission	Planned		23,577	4,623					\$13,487	\$43,000			\$43,000	Future	Based on USEPA and others, see Appendix
Mitchell Elementary School	Demand Control Ventilation	Building Control	Planned		1,421	1,161					\$2,374	\$9,240			\$9,240	Future	See Appendix
Newman Elementary School	BMS Upgrade to Struxureware	Building Control	Active		23,446	1,579					\$8,070	\$26,993			\$26,993	Capital Plan	See Appendix
Newman Elementary School	Demand Control Ventilation	Building Control	Planned		1,421	1,161					\$2,374	\$9,000			\$9,000	Future	See Appendix
Newman Elementary School	Retrocommission	Retrocommission	Planned		63,368	4,267					\$21,810	\$111,800			\$111,800	Capital Plan	Based on USEPA and others, see Appendix
Pollard Middle School	BMS Upgrade to Struxureware	Building Control	Active		27,843	2,333					\$10,393	\$44,292			\$44,292	Capital Plan	See Appendix
Pollard Middle School	Corridor Lighting	Interior Lighting	Planned		44,962						\$10,116	\$21,811			\$21,811	Operating	Based on EMG Audit
Pollard Middle School	Exterior wallpack lighting (staff)	Exterior Lighting	Complete	Jun-19	7,495						\$1,686	\$5,400			\$5,400	Operating	Based on EMG Audit
Pollard Middle School	Upgrade Classroom lighting	Interior Lighting	Planned		22,097						\$4,972	\$79,100		\$27,120	\$51,980	Capital Plan	Based on EMG Audit
Pollard Middle School	Retrocommission	Retrocommission	Planned		60,379	7,147					\$26,236	\$94,500			\$94,500	Capital Plan	Based on USEPA and others, see Appendix
Pollard Middle School	Demand Control Ventilation	Building Control	Planned		4,432	1,512					\$3,673	\$10,000	\$10,000		\$0	Future	See Appendix
Pollard Middle School	VFD & Motor	HVAC	Complete	Jun-19	60,700						\$13,658	\$1,000			\$1,000	Operating	Calculation by N. Hill. CEM, LEED-AP
PSAB	BMS Upgrade to Struxureware	Building Control	Active		7,546						\$1,698	\$19,104			\$19,104	Capital Plan	See Appendix
PSAB	Demand Control Ventilation	Building Control	Planned		1,345						\$303	\$7,200			\$7,200	Future	See Appendix
PSAB	VFD & Motor	HVAC	Complete		6,855						\$1,542	\$1,000			\$1,000	Operating	Calculation by N. Hill. CEM, LEED-AP
PSAB	Retrocommission	Retrocommission	Planned		22,324						\$5,023	\$17,400			\$17,400	Capital Plan	Based on USEPA and others, see Appendix
Streetlights	Streetlight Conversion to LED	Exterior Lighting	Complete		504,497						\$113,512	\$472,210		\$126,124	\$346,086	Capital Plan	Level 3 estimate by AECOM
Town Hall	BMS Upgrade to Struxureware	Building Control	Active		11,745	441					\$3,423	\$36,827			\$36,827	Capital Plan	See Appendix
Town Hall	Demand Control Ventilation	Building Control	Planned		2,661	285					\$1,104	\$16,200			\$16,200	Future	See Appendix

Town Hall	Retrocommission	Retrocommission	Planned		44,157	1,137					\$11,948	\$25,200			\$25,200	Capital Plan	Based on USEPA and others, see Appendix
Vehicles	Replace diesel midsize trucks with gasoline (FY 2019)	Vehicles	Complete						-12,002	12,634	\$8,863	\$0			\$0	Capital Plan	Replace 25% of diesel fleet. MPG increases by 5%
Vehicles	Hybrid Police Cars	Vehicles	Active						3,344		\$10,133	\$15,000			\$15,000	Capital Plan	Calculator from Ford
											\$0				\$0		
Vehicles	Install Idle Limiting technology on vehicles	Vehicles	Active						5,856	7,580	\$44,880	\$70,000			\$70,000	Capital Plan	Per USDOE: Assume 15% diesel savings, 8% gasoline
Water/Sewer	Sewer System Infiltration & Inflow Removal	Comprehensive	Active		21,794						\$4,904	\$0			\$0	Capital Plan	3% Pumping reduction - see Appendix
Various - Town Hall, PSAB, Newman School, Center at the Heights, Library	Energy Audits	Comprehensive	Planned	Jun-22	345,081	13,419					\$101,396	\$100,000	\$100,000		\$0	Capital Plan	Assume 15% savings identified & implemented
All	Facility Assessment for Sustainable Building Management	Behav & Training	Active		83,466	4,640	219				\$27,786	\$100,000			\$100,000	Capital Plan	Assume 1% savings
															\$0		
															\$0		
															\$0		
															\$0		
			TOTAL Projected Savings		2,686,387	101,497	7,223	0	-2,802	20,214	874,110	4,416,949	147,000	417,671	3,852,278		
TOTAL MMBtu SAVINGS			22,782		9166.0	10149.7	1004.0375	0	-347.488756	2809.746	114309 total FY18			20%			



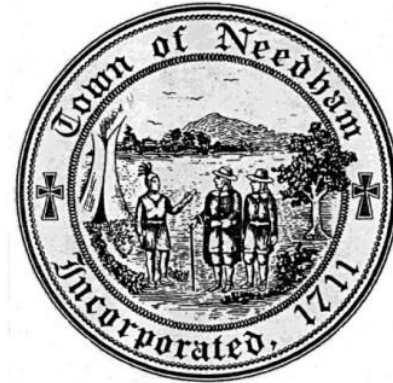
**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 10/16/2019

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will review articles on the Special Town Meeting Warrant.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to support (not to support) article _____ in the Special Town Meeting Warrant.	
3.	BACK UP INFORMATION ATTACHED
a. October 28, 2019 Special Town Meeting Warrant b. Status of Articles as of October 11, 2019 c. Fiscal Impact Analysis, Highway Commercial 1 Zoning dated October 7, 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

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

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on:

MONDAY, THE TWENTY EIGHTH DAY OF OCTOBER 2019

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

HUMAN RESOURCE ARTICLES

ARTICLE 1: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM FIRE UNION

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

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

FINANCE ARTICLES

ARTICLE 2: AMEND THE FY2020 SEWER ENTERPRISE FUND BUDGET

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

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

or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: 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.

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.

ARTICLE 4: APPROPRIATE TRANSPORTATION IMPROVEMENT FEES

To see if the Town will vote to appropriate funds from the Commonwealth Transportation Infrastructure Fund in the amount of \$17,059.20 for the purpose of transportation infrastructure improvements, said sum to be spent under the direction of the Town Manager; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ZONING ARTICLES

ARTICLE 5: AMEND ZONING BY-LAW – HIGHWAY COMMERCIAL 1 ZONING DISTRICT

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

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

“HC1 -- Highway Commercial 1”

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

“3.2.7 Uses in the Highway Commercial 1 District

3.2.7.1 Permitted Uses

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

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

(k) Light non-nuisance manufacturing, including, but not limited to, the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, 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 Select Board 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.) (1)(3)	Maximum Height (Ft.) (1)	Maximum Lot Coverage (2) (4)	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:

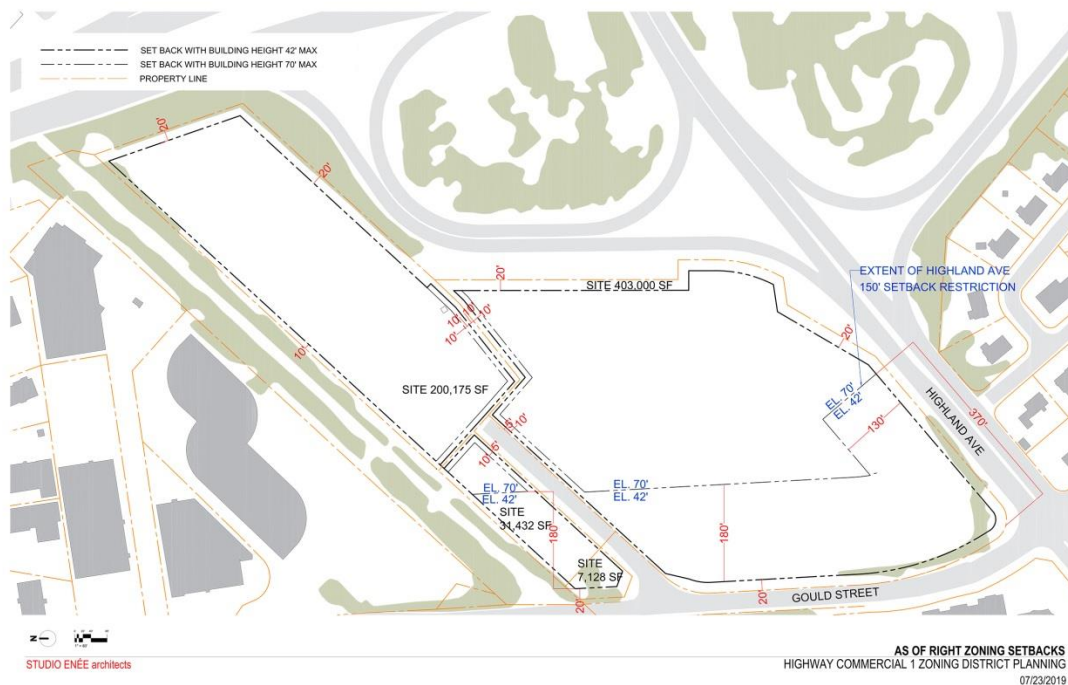
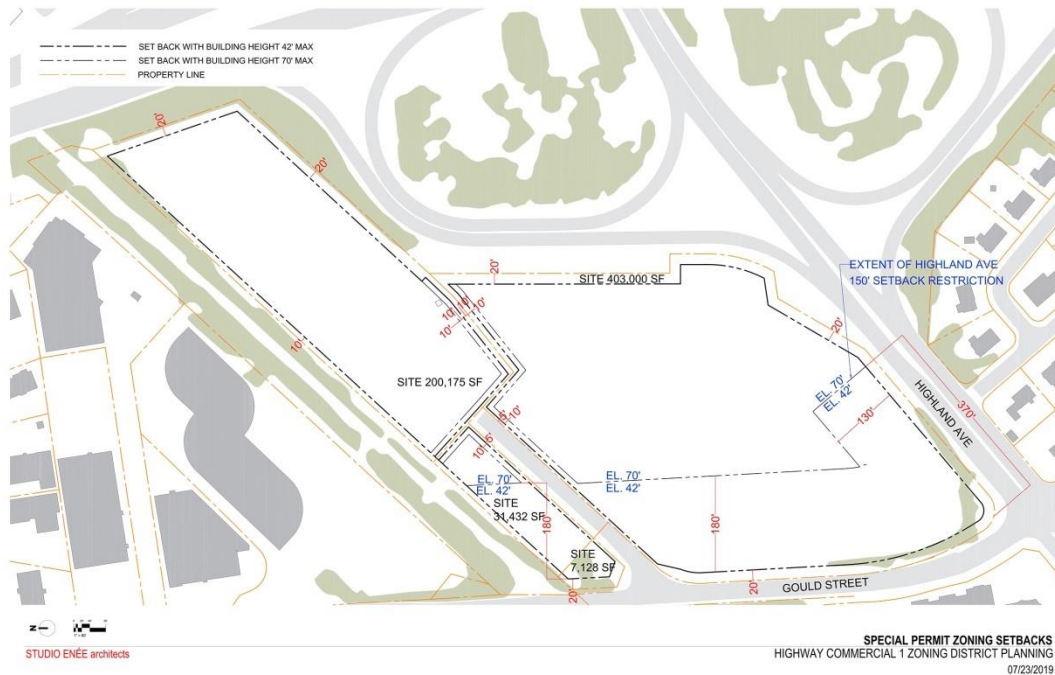


Figure 2:



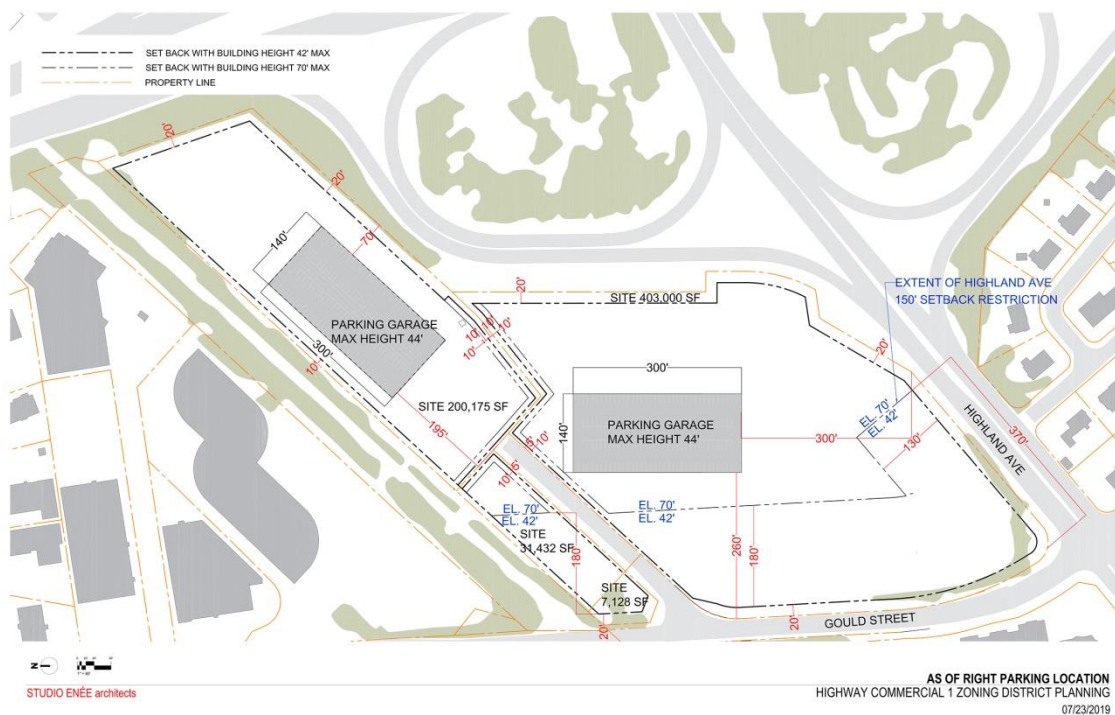
- (2) Maximum lot coverage shall be 65% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet, the maximum lot coverage may be 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) 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 Section 3.2.7.1(m) and 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 Gould Street, Highland Avenue and the layout of Route 128/95, reduce the 100 foot garage setback requirement along Gould Street and Highland Avenue, 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.)

4.11.4 Special Permit Requirements

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.”

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: The Council of Economic Advisors, which was created by the Select Board to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses, undertook a review of all Industrial Zoning Districts in 2012, and, after focusing its efforts on three different areas along Route 128, held numerous public meetings with residents, neighbors, public officials, businesses and landowners in 2014 about potential zoning initiatives. As requested during those discussions, the CEA obtained a build-out analysis, a traffic impact report based on that analysis, and elevation drawings to better understand the impact of any proposed development. After examining the results of those reports, the CEA in 2017 reached out again to the various stakeholder groups and presented its preliminary recommendations to upgrade the zoning adjacent to Route 128 in order to make these areas more economically competitive. The Planning Board, having reviewed the proposals from the CEA, determined to move forward on only one area at this time; the area circumscribed by Route 128, Highland Avenue, Gould Street, and the railroad track.

The proposed use and dimensional changes to this area, to be rezoned Highway Commercial 1 (“HC1”), are detailed below.

The amendments to Section 3.2 detail the uses allowed by right and those by special permit. In addition, by listing the uses rather than using the current somewhat antiquated table of uses, the uses can be clarified and brought up to date. Key changes to the use table include allowing greater retail by right for 10,000 sq. ft. or less (from 5,750 sq. ft.) and by special permit for more than 10,000 sq. ft. and less than 25,000 sq. ft. (more than 5,700 sq. ft.); allowing grocery stores of up to 25,000 square feet by special permit; clarifying medical services allowed by right and by special permit (as was done in the Needham Crossing zoning); standardizing the medical laboratory and research and development defined uses; allowing by right more than one use and more than one building on a lot; changing theaters, bowling alleys, skating rinks, billiard rooms and similar commercial amusement or entertainment places from by right to special permit; deleting indoor movie theaters from allowed uses; precluding single family detached dwellings from allowed uses; and precluding certain industrial uses in the district including, *inter alia*, commercial garages, contractor’s yards, lumber or fuel establishments, Medical Clinics, and previously allowed manufacturing and industrial services. The purpose of the use changes is: (1) to insure that uses allowed by right or by special permit will maximize the economic value of redevelopment to the Town; and (2) to subject certain uses presently allowed by right to the special permit process so that they may be properly vetted by the permit granting authority as to impacts and mitigation.

The amendments to Section 4 would create the dimensional requirements for the new Highway Commercial 1 zone. The proposal under new Section 4.11 would change the front setback to 5 feet unless the building height exceeds 42 feet, in which case the front setback increases to 15 feet, or the building sits on Highland Avenue, Gould Street and/or the layout of Route 95/128, where a 20 foot landscaped vegetative buffer is proposed. (Current front setback is 20 feet except along Gould and Highland where a 50 foot building setback is imposed.) The side setback would change to 10 feet unless the building height exceeds 42 feet, in which case the side setback is increased to 20 feet for all side setbacks not abutting the MBTA right-of-way. (The current side setback is 20 feet.) The rear setback would change to 20 feet when building height exceeds 42 feet for those rear setbacks not abutting the MBTA right-of-way. (The current rear setback is 10 feet.) The maximum height is increased to 70 feet except that a building within 150 feet of Highland Avenue and 200 feet of Gould Street is limited to a height of 42 feet or 48 feet if under a pitched roof or recessed from the face of the building in a manner approved by the Planning Board. The 42 foot height or four story profile is consistent with the height allowed in the Elder Services District across Gould Street from the new HC1. By special permit, the height may increase up to 84 feet, except within 150 feet of Highland Avenue and 200 feet of Gould Street, which, given the topography of these lots (they pitch down near the highway), appears as four stories along the street fronts of Gould Street and Highland Avenue. (The current zoning allows only 30 feet or two stories.) For informational purposes, the required building

setbacks and allowed envelopes (including setbacks) for additional height above 42 feet are shown as Figure 1 for the as-of-right condition and as Figure 2 for the special permit condition in the zoning article.

The new zoning creates a maximum lot coverage requirement of 65% and an open space requirement of a minimum of 20%. (The current zoning contains no such requirements.) Changes are also proposed to the maximum floor area ratio ("FAR"); a maximum FAR by right would be 1.00; the FAR may be increased up to 1.75 by special permit provided certain findings are made. The amendment clearly sets out the specific factors which will allow the exercise of the Board's special permit granting authority. The proposed zoning also sets out the maximum uninterrupted façade length that is allowed—200'. (The current zoning allows an FAR of only 0.5 and only in very limited special circumstances 0.65-0.75.)

Finally, the new zoning restricts the bulk, height and location of the parking garage, even if it is for an as-of-right development; if the bulk, height and/or location are not within the envelope allowed by right, the parking structure requires the issuance of a special permit by the Planning Board. The bulk, height and location requirements of an as-of-right parking garage are shown on Figure 3 in the zoning article.

Because the CEA has concluded that the future development of this critical commercial area along Route 128 depends on Needham's ability to be responsive to the requirements of new or proposed uses or construction, it recommended the adoption of Section 4.11.3 which tracks the language from the New England Business Center district zoning adopted in 2011. Successful office parks flourish due to the flexibility of their zoning provisions. This amendment will impart greater flexibility in the Zoning By-Law by allowing the Planning Board to relax dimensional requirements up to a maximum of 25% except with regard to height, by special permit but only after making very specific findings as to the propriety of the waivers as to a particular project, use and location.

Based on the build-out analysis, traffic report, dimensional analysis, consultant findings and information, and meeting testimony, the CEA and Planning Board confirmed that certain dimensional requirements, including front setback, height, floor area ratio, and side setbacks, and use requirements were constraining development. The current zoning effectively precludes additional development. As the CEA's consultant concluded, realistic development expansion potential under the current zoning is essentially zero, and, given the properties' regionally prime commercial location along Route 128, they are significantly underperforming economically, to the detriment of the Town. With rezoning, in time, this area should attract significant high value redevelopment, which will be overseen by the Planning Board under its site plan review and special permit obligations.

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 6 describes the geographical area proposed to be placed in the new Highway Commercial 1 zoning district. The affected area is generally bounded on the north by the Massachusetts Bay Transit Authority (M.B.T.A.) commuter railroad right-of-way, on the east by the Circumferential Highway, known as Route 128/95, on the south by Highland Avenue and on the west by Gould Street. The subject land is currently located in the Industrial-1 zoning district.

ARTICLE 7: AMEND ZONING BY-LAW – ACCESSORY DWELLING UNIT

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

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

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

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

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

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

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

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

“3.15 Accessory Dwelling Units (ADUs)

3.15.1 Intent

The intent and purpose of this section is to permit accessory dwelling units (ADUs) in single-family homes for occupancy by (a) an Owner (as defined in this section 3.15.2) or (b) Family of an Owner of the property (as so defined) or (c) Caregivers to an Owner of the property or a Family member of an Owner (as so defined) who resides in the property as his or her primary residence, all subject to the standards and procedures hereinafter set forth. It is also the intent to assure that the single-family character of the neighborhood will be maintained and that the accessory unit remains subordinate to the principal use of the living quarters.

3.15.2 Definition

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

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

(c) “Family” shall mean other persons who are related to an Owner or Caregiver by blood, adoption or marriage and who are related to such Owner or Caregiver as follows: spouse, parent, sibling, child, or a spouse or child of any such resident 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 Caregiver’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: Article 7 establishes a Special Permit process to enable the Board of Appeals to permit accessory dwelling units (ADUs) in single-family homes for occupancy by the Owner; Family members related to the Owner by blood, adoption or marriage (spouse, parent, sibling, child, or a spouse of such persons); and Caregivers of Family members who look after an elderly, chronically ill or disabled Owner who needs assistance with activities of daily living or a Family member who needs such assistance, subject to specified standards and procedures. It is also the intent of this zoning to assure that the single-family character of a neighborhood will be maintained and that the accessory unit remains subordinate to the principal use of the living quarters. ADUs will be allowed in all zoning districts with the exception of the Chestnut Street Business District, Center Business District, Highway Commercial 1, Mixed-Use 128 District, Highland Commercial 128 District, and New England Business Center District. In these zoning districts single-family homes are not currently permitted.

Under Article 7, the accessory dwelling unit (ADU) is defined as 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. The ADU must be subordinate in size to the principal dwelling unit on a lot, and constructed to maintain the appearance and essential character of the single-family dwelling.

To accomplish this, the by-law restricts size, occupancy, and exterior conditions. In regards to size, the ADU is limited to one-bedroom and 850 square feet with no more than one ADU per lot. Additionally, the ADU must be located in the primary structure, not in an accessory building.

In regard to occupancy, at least one of the units must be Owner-occupied; and occupancy of the unit that is not Owner-occupied is limited to a member of the Owner's Family or a Caregiver and such Caregiver's Family; provided that occupancy of the principal unit and ADU combined includes no more than five persons who are not Family of the Owner. Temporary absence of an Owner of a property containing an

accessory dwelling unit is permitted for a period of up to nine months if written notice is made to the Building Commissioner on a form prescribed by him within 60 days of the commencement of the absence.

With respect to exterior appearance, the by-law requires that exterior entrances and access ways do not detract from the single-family appearance of the dwelling to the extent possible. Where there are two or more existing entrances on the front façade of a dwelling and modifications are made to any entrance, the result must be that one appears to be the principal entrance and the other appears to be secondary. Moreover, all stairways must be enclosed within the exterior walls of the structure. An interior doorway is also required for access between each unit for purposes of emergency response. There must also be sufficient off-street parking, defined as a minimum of one space per unit.

Applications to create an ADU must be submitted to the Building Commissioner with floor plans and a certified site plan. Beyond the Special Permit from the Board of Appeals, building and occupancy permits are required from the Building Commissioner. All units must be in compliance with Board of Health and State Building Code regulations.

The occupancy permit will be provided for a three-year period after which succeeding three-year periods will be allowed based on continued compliance with zoning requirements. The occupancy permits will not be transferable upon a change of ownership or occupancy. In the case of violations of the terms of the Special Permit or the expiration of the lawful use of the ADU, the Building Commissioner may, in addition to other remedies, order the removal of any one or more of the components that create a separate dwelling unit such as living, sleeping, cooking and eating.

CAPITAL ARTICLES

ARTICLE 8: APPROPRIATE FOR POLLARD SCHOOL GYM

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Building Maintenance Division began renovating the green and blue gyms at the Pollard Middle School during the summer of 2019. Prior to construction, asbestos was discovered in the subflooring of the green gym. The flooring replacement in the green gym has been postponed until the summer of 2020 in order to abate the asbestos. The floor replacement in the blue gym and the other upgrades in both gyms, including new pads and equipment, are substantially complete. This article would transfer unexpended funds from the Newman School gym floor replacement project, which was completed this summer under budget, to abate the subflooring material in the green gym next summer.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

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

Given into our hands at Needham aforesaid this 10th day of September 2019.

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

Select Board of Needham

A TRUE COPY

Attest:

Constable:

Status of Articles 10.11.2019

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



October 7, 2019

Lee Newman
Planning Director
500 Dedham Avenue
Needham, MA 02492

Reference: Updated Fiscal Impact Analysis, Highway Commercial I Rezoning

Dear Lee,

Attached please find our report on the fiscal impact of the proposed Highway I Commercial District. As noted in the report, we find that development in the proposed district would lead to the following fiscal outcome for the Town:

1. At a maximum "as of right" buildout with a floor area ratio (FAR) of 1.0, development in the new district would provide \$4,506,100 in tax revenue per year and create demands on municipal services of approximately \$205,700 per year. For development at this level, the net revenue would be \$4,300,400 (\$4,506,100-\$205,700), or a cost-revenue ratio of 0.046.
2. In addition, if development occurs under a special permit at 1.3 FAR, development in the new district would provide \$5,857,900 in tax revenue per year and create demands on municipal services of approximately \$245,300 per year, for a net of \$5,612,600 (\$5,857,900-\$245,300). The cost-revenue ratio would be 0.042.

It is important to point that under existing conditions, the parcels located in the proposed district pay the Town about \$445,200 in taxes per year. As a result, the gain in tax revenue alone will be 9 to 12 times what the Town receives today.

Sincerely,

A handwritten signature in dark ink that reads "Judi A. Barrett".

Judi Barrett
Barrett Planning Group LLC

FISCAL IMPACT ANALYSIS: HIGHWAY COMMERCIAL I

INTRODUCTION

In September 2019, the Needham Planning Department retained Barrett Planning Group to review a proposed rezoning of land at Highland Avenue and Gould Street west of the Route 128 highway layout. If approved, the new district, Highway Commercial I, would apply to approximately 15 acres of land commonly referred to as the Muzi Ford/Channel 5 site. The Planning Department provided us with various background documents and asked us to estimate the fiscal impact of redevelopment under the proposed zoning. We also obtained data from other sources. Specifically, we reviewed the following information:

1. Proposed Highway Commercial I District (text and map), Article I, October STM
2. Planning Department, "Guide to Zoning Articles, Planning Board Public Hearing," September 17, 2019
3. Estimated Value Analysis, prepared for Devra Bailin, Economic Development Director, by Jeremy Freid (2019)
4. Property Assessment and Tax Information, compiled for Devra Bailin, Economic Development Director, by Chip Davis, Assessor (2019)
5. Buildout Analysis, prepared by John Connery for Needham Planning Department (2015)
6. Future Land Use Mix, prepared by John Connery for Needham Planning Department (2015)
7. Department of Revenue, Municipal Data Bank, Misc. Financial Data (Tax Rates, Assessed Values, Revenue Sources, General Fund Expenditures and Revenues, Tax Levy)
8. CoStar Office, Industrial, Retail Market Data and Trends, Newton-Brookline-Dover Submarkets

SUMMARY

The following chart compares the current assessed values and tax payments for the area included in our analysis to the estimated values and tax revenue of the same area, assuming the parcels are assembled and redeveloped under the proposed Highway Commercial I zoning.

TABLE 1. ASSESSED VALUE AND REVENUE CHANGE, PROPOSED HIGHWAY COMMERCIAL I

	Existing Conditions	If Redeveloped at 1.0 FAR under Proposed Zoning	Gain/Loss at 1.0 FAR Outcome	If Redeveloped at 1.3 FAR under Proposed Zoning	Gain/Loss at 1.3 FAR Outcome
Assessed Value	\$17,396,400	\$192,074,700	\$174,678,300	\$249,698,700	\$232,302,300
Tax Revenue	\$445,200	\$4,506,100	\$4,060,900	\$5,857,900	\$5,412,700

Sources: Needham Assessor, Barrett Planning Group LLC. Numbers may not total due to rounding.

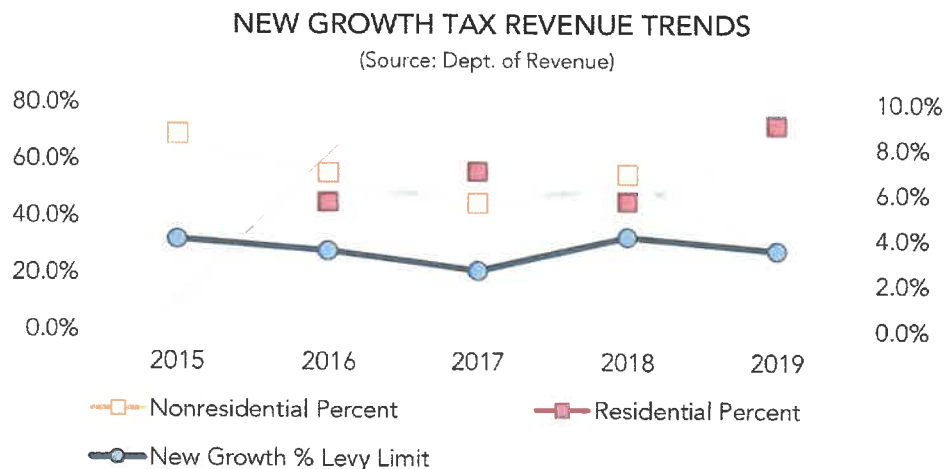
APPROACH AND METHODOLOGY

Nonresidential development places different demands on municipal services depending on the class of use. For example, retail uses usually demand more from public safety personnel than any other municipal department, but industrial uses tend to require higher expenditures for public

works. Food service establishments also require periodic inspections by the health department, and uses ranging from nursing homes and day care centers to performing arts centers require semiannual or more frequent inspections by health, fire, and building authorities. In some towns, nonresidential development of all types places demands on services traditionally thought of as “residential,” e.g., public libraries. When a community invests in waterworks and sewer system upgrades, the benefits are often shared by residential and nonresidential ratepayers.

Recognizing that each class of use has both unique needs and needs common to all uses, fiscal impact analysts have developed models to identify, estimate, and assign service costs to various types of development. The most widely used model for estimating the cost to serve nonresidential land uses is known as *proportional valuation*. This two-part model embraces a long-standing fiscal impact principle: the cost of nonresidential municipal services can be inferred from the relationship between nonresidential real property values and the total value of real property in a community, adjusted for type of community and size of tax base. After establishing the approximate share of nonresidential expenditures under existing conditions, analysts can use a similar process to estimate the cost of services that will be used by new growth. We used this approach in a study of proposed zoning changes in Needham Center several years ago, as did a colleague who previously analyzed rezoning of the New England Business Center. Accordingly, we applied the principles of proportional valuation to estimate the impact of new development under the proposed Highway Commercial I zoning.

In Needham today, commercial, industrial and personal property taxes supply 22.7 percent of the town’s tax levy, yet the combined value of these properties is 13 percent of the Town’s total assessed valuation. The difference is explained by Needham’s classified or split tax rate, which effectively shifts some of the tax burden away from residential property owners. As a result, investment in new commercial projects presents a potentially significant revenue benefit to Needham. Over the past several years, Needham has absorbed quite a bit of high-value commercial development that contributed a large share of each year’s “new growth” revenue under Proposition 2 ½ - for several years, more than half of all new growth revenue.



Below are the two proportional valuation models we used to estimate the fiscal impact of the Highway Commercial I district, with one option built out at a floor area ratio (FAR) of 1.3 (which would require a special permit) and the other, 1.0 (as of right). An explanation of each model component can be found after the chart. All dollars are based on FY2018, the most recent year for which complete year-end financial data are available from the Department of Revenue. For purposes of this study, we assume the most likely tenant mix is office and retail. If future development reached the maximum attainable Highway Commercial I FAR of 1.75, the mix would probably favor more office space than retail, based on known market trends.

TABLE 2.
PROPORTIONAL VALUATION ANALYSIS: BUILDOUT OF HIGHWAY COMMERCIAL I, 1.3 FAR

Model Component	Input/Assumption	Identifier
General Fund Operating Budget (FY 2018)	\$147,632,500	A
Less Education and Education-Related Expenditures	\$99,161,200	B
Total Municipal Expenditures (A-B=C)	\$48,471,300	C
Non-Residential Real Property Value	\$1,095,164,500	D
Total Real Property Assessed Value	\$9,942,091,300	E
Ratio Nonresidential to Total (D/E)	0.110	F
Non-Residential Parcels	422	G
Total Parcels	10,757	H
Average Value: Non-Residential Parcel (D/G)	\$2,595,200	I
Average Value: All Parcels (E/H)	\$924,200	J
Ratio	2.81	K
Refinement Coefficient	0.650	L
Non-Residential Expenditures (C*F*L)	\$3,470,600	M
Residential Expenditures (A-M)	\$144,161,900	N
New Project Value @ 1.3 FAR (See proforma summary)	\$249,698,700	O
Ratio: New Project Value to Total Nonresidential (O/D)	0.23	P
Refinement Coefficient	0.31	Q
New Service Costs (M*P*Q)	\$245,300	R
Taxes (O/1000*23.46)	\$5,857,900	S
Revenue Ratio (R/S)	0.042	T

Under existing conditions, the real estate taxes for the site (as unassembled parcels) are approximately \$445,200 (rounded). Under the proposed new zoning, the Town would receive as much as \$12.15 for every \$1.00 of existing tax revenue.

TABLE 3.
PROPORTIONAL VALUATION ANALYSIS: BUILDOUT OF HIGHWAY COMMERCIAL I, 1.0 FAR

Model Component	Input/Assumption	Identifier
General Fund Operating Budget (FY 2018)	\$147,632,500	A
Less Education and Education-Related Expenditures	\$99,161,200	B
Total Municipal Expenditures (A-B=C)	\$48,471,300	C
Non-Residential Real Property Value	\$1,095,164,500	D
Total Real Property Assessed Value	\$9,942,091,300	E
Ratio Nonresidential to Total (D/E)	0.110	F
Non-Residential Parcels	422	G
Total Parcels	10,757	H
Average Value: Non-Residential Parcel (D/G)	\$2,595,200	I
Average Value: All Parcels (E/H)	\$924,200	J
Ratio	2.81	K
Refinement Coefficient	0.650	L
Non-Residential Expenditures (C*F*L)	\$3,470,600	M
Residential Expenditures (A-M)	\$144,161,900	N
New Project Value @ 1.0 FAR (See proforma summary)	\$192,074,700	O
Ratio: New Project Value to Total Nonresidential (O/D)	1.33	P
Refinement Coefficient	0.26	Q
New Service Costs (M*P*Q)	\$205,700	R
Taxes (O/1000*23.46)	\$4,506,100	S
Revenue Ratio (R/S)	0.046	T

Comments

A proportional valuation study involves making some assumptions about the share of local government spending that is generated by residential demand and nonresidential demand. We assumed that about 70 percent of the Town's fixed or shared costs for items like liability insurance and employee health insurance are attributed to the schools, so the total for Education and Education-Related Expenditures (item B) is the sum of the total school budget plus an allocation of the Town's shared costs and debt service. Total Municipal Expenditures (item C) is the general fund budget minus the schools. This is the number that has to be divided and assigned to residential and nonresidential land uses.

It would be deceptively simple to say that proportional valuation means the proportion of assessed value is the correct multiplier to assign a share of spending on town services to commercial and industrial development. However, the architects of this model rightly saw that the percentage of assessed value alone could be misleading. As a result, we use **refinement coefficients** that help to reduce the distortions that may be caused by one large development. The

refinement coefficients were developed by the Center for Urban Policy Research at Rutgers and they are widely used by fiscal impact analysts.

Assumptions

In consultation with the Planning Department, we estimated the value of redevelopment at the site using two buildout floor area options: 1.3 FAR (special permit) and 1.0 (as of right). Rent and capitalization rate assumptions are based on input from the Needham Assessor. The table below summarizes our approach. Note that a floor area ratio of up to 1.75 could be achieved in the proposed zoning district. To avoid presenting an overly optimistic view of fiscal impact, we opted to stay with 1.3 and 1.0.

At FAR 1.3

TABLE 4. ESTIMATED VALUE: OPTION 1 (WITH SPECIAL PERMIT)

Component	Input/Assumption	Identifier
Total Square Feet (B+C)	863,010	A
Office Sq. Ft.	709,171	B
Retail Sq. Ft.	153,839	C
Rent (Triple Net)	\$35.00	D
Gross Income (A*D)	\$30,205,350	E
Expenses @28%	\$8,457,500	F
Vacancy @ 10%	\$3,020,500	G
Net Operating Income (E-F-G)	\$18,727,400	H
Capitalization Rate	7.5%	I
Market Value with Cap Rate @ 7.5% (H/I)	\$249,698,700	J

At FAR 1.0

TABLE 5. ESTIMATED VALUE: OPTION 2 (BY RIGHT)

Component	Input/Assumption	Identifier
Total Square Feet (B+C)	663,854	A
Office Sq. Ft.	510,015	B
Retail Sq. Ft.	153,839	C
Rent (Triple Net)	\$35.00	D
Gross Income (A*D)	\$30,205,350	E
Expenses @28%	\$6,505,800	F
Vacancy @ 10%	\$2,323,500	G
Net Operating Income (E-F-G)	\$14,405,600	H
Capitalization Rate	7.5%	I
Market Value with Cap Rate @ 7.5% (H/I)	\$192,074,700	J



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

MEETING DATE: 10/16/2019

Agenda Item	MPO Annual Election November 6, 2019
Presenter(s)	Kate Fitzpatrick, Town Manager

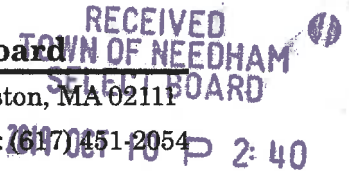
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Board members may wish to discuss items related to the Boston MPO Municipal Elections. The Town Manager recommends that the Board vote to authorize the submission of an absentee ballot.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> that the Board vote to submit an absentee ballot for _____ for the MPO election on November 6, 2019.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Letter dated October 8, 2019 from the MAPC b. 2019 MPO Absentee Ballot	



MBTA Advisory Board

177 Tremont Street, Boston, MA 02111

Tel: (617) 426-6054 Fax: (617) 451-2054



October 8, 2019

TO: Chief Elected Officials

FR: Paul Regan, Executive Director, MBTA Advisory Board
Marc Draisen, Executive Director, Metropolitan Area Planning Council

RE: Municipal Elections to the Boston Region Metropolitan Planning Organization

We are pleased to forward the 2019 MPO Ballot for the elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO).

This year there are four (4) municipal open seats on the MPO.

1. The Town of Ashland and the City of Framingham are running for the Metro West Regional Collaborative (MetroWest) sub-region seat.
2. The Town of Acton is running unopposed for the Minuteman Advisory Group on Interlocal Coordination (MAGIC) sub-region seat.
3. The City of Somerville is running unopposed for the Inner Core sub-region seat.
4. The Town of Rockland is running unopposed for the South Shore Coalition sub-region seat.

Key Dates and Locations:

November 5, 2019

Absentee Ballots Due
5:00 PM delivered by mail or in person (No Fax or Email) to:
BOSTON REGION MPO ELECTIONS
Metropolitan Area Planning Council
60 Temple Place, 6th Floor
Boston, MA 02111

November 6, 2019

MPO Municipal Election
At MAPC Fall Council Meeting, 5:00 PM
Colonnade Hotel
120 Huntington Avenue, Boston, MA 02116

Voting Rules:

One vote may be cast by each of the Chief Elected Officials of the 97 municipalities in the Boston region, for each open seat (there are 4 open seats). Ballots may be cast by one of the following ways:

1. By the CEO, in-person, on November 6, 2019 at MAPC Fall Council Meeting.
2. By Absentee Ballot, delivered by mail or in-person to MAPC by 5:00 PM the day before the election, November 5, 2019.
3. By a designee, in-person, on November 6, 2019 at MAPC Fall Council Meeting.

Each Chief Elected Official or their designee, regardless of which sub-region they are in, or whether they represent a city or a town, may cast one vote for each of the four open MPO seats (for a total of 4 votes cast).

Appointing Designees:

Designees shall present a signed letter or signed MPO Ballot by the CEO of the municipality they are representing, to MAPC staff prior to the election or by 4:45 PM on the day of the election. Designees may represent only one municipality in the election.

Certification of Results:

The results of the election shall be certified by the Chairman of the MPO by 9am on Thursday November 7, 2019.

We appreciate the interest shown by the candidates in choosing to serve in these seats on the MPO and for your interest in this important matter. We look forward to your participation. Please contact Eric Bourassa at MAPC (617-933-0740) or Paul Regan, Executive Director of the MBTA Advisory Board (617-426-6054), if you have any questions concerning this election.

2019 MPO Absentee Ballot

The MPO Election will be held on Wednesday, November 6, 2019
MAPC Fall Council Meeting
Colonnade Hotel
120 Huntington Avenue, Boston, MA 02116

**Absentee ballots must be delivered by November 5, 2019
via mail or in person (No Fax or Email) by 5 PM to:
BOSTON REGION MPO ELECTIONS
*Metropolitan Area Planning Council
60 Temple Place, 6th Floor
Boston, MA 02111***

Each Chief Elected Official, regardless of which sub-region they are in, or whether they represent a city or a town, may cast one vote for each of the four open MPO seats.

Vote for only one from the Metro West Regional Collaborative

☐ Ashland Steve Mitchell, Chair Select Board

☐ Framingham Yvonne M. Spicer, Mayor

Vote for only one from the Minuteman Advisory Group on Interlocal Coordination

☐ Acton Joan Gardner, Chair Select Board

Vote for only one from the Inner Core Committee

☐ Somerville Joseph A. Curtatone, Mayor

Vote for only one from the South Shore Coalition

☐ Rockland Michael O'Loughlin, Chair Select Board

Municipality _____ Chief Elected Official _____
(Signature)

(Print or type name)

Fill this box out only if you (Mayor or Chair Select Board) are appointing someone to vote in your place in person on November 6th at the MAPC Fall Council Meeting.

Designation of alternate (by Mayor or Chair Select Board):

I hereby authorize _____ to cast the ballot for _____
(name) (municipality)

Chief Elected Official (signature)

Date



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

MEETING DATE: 10/16/2019

Agenda Item	Housing Choices Bill
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will discuss the Housing Choices bill, and the concept of reaching out to other communities that have reached a Subsidized Housing Inventory (SHI) percentage of ten percent or higher to inform them of the proposed amendment.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board authorize the chair to send a letter on behalf of the Board to the other communities that have reached a Subsidized Housing Inventory (SHI) percentage of ten percent or higher and include the joint letter of the Select Board and Planning Board dated October 3, 2019.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Letter to the Town's Legislative Delegation from the Select Board and Planning Board dated October 3, 2019 b. List of communities and corresponding SHI counts as of September 2017	



Office of the
SELECT BOARD

TOWN OF NEEDHAM
TOWN HALL
Needham, MA 02492-2669

COMPLETED

10/4/19

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

October 3, 2019

Representative Denise Garlick
State House Room 238
Boston, MA 02133

Senator Michael Rush
State House Room 109C
Boston, MA 02133

Senator Becca Rausch
State House Room 218
Boston, MA 02133

RE: House Bill 3507

Dear Representative Garlick, Senator Rush and Senator Rausch:

The Select Board and Planning Board are writing to provide further comment on House Bill 3507 – Governor Baker’s “Housing Choice Initiative.”

Increased availability and affordability of housing in Massachusetts are important goals. However, we believe that the longstanding requirement of a two-thirds local legislative majority to amend city or town zoning is important to sound and community-supported municipal land use planning. That requirement should only be restricted as minimally necessary to advance the housing policy goals of H3507.

To that end, our boards recommend that the current provisions of the bill, which would change the quantum of vote required to approve housing-related zoning amendments and special permits to a simple majority, be amended to provide that such lesser majority provisions only apply in municipalities which have not achieved a countable Subsidized Housing Inventory (SHI) percentage of ten percent or more.

Many communities, including Needham and others, have successfully and in good faith worked within the existing structure to achieve the ten percent state policy goal established under MGL Chapter 40B, and continue to encourage the development of appropriate affordable housing units. This approach would allow them to maintain the benefit of what we believe are the proven benefits of the two-thirds majority rule. At the same time, it would incentivize municipalities which have not achieved ten percent SHI

to move forward on these issues and help remove excessive barriers to moderate income and affordable housing in communities across Massachusetts.

Thank you for your consideration of this matter. If you have any questions or need additional information, please contact Kate Fitzpatrick, Town Manager.

Sincerely,

NEEDHAM PLANNING BOARD



Martin Jacobs, Chair

~~SELECT BOARD OF NEEDHAM~~



John Bulian, Chair

Department of Housing and Community Development
Chapter 40B Subsidized Housing Inventory (SHI)
as of September 14, 2017

Community	2010 Census Year Round Housing Units	Total Development Units	SHI Units	%
Abington	6,364	518	485	7.6%
Acton	8,475	1,144	568	6.7%
Acushnet	4,097	127	97	2.4%
Adams	4,337	321	321	7.4%
Agawam	12,090	556	505	4.2%
Alford	231	0	0	0.0%
Amesbury	7,041	898	738	10.5%
Amherst	9,621	1,130	1,083	11.3%
Andover	12,324	2,000	1,637	13.3%
Aquinnah	158	41	41	25.9%
Arlington	19,881	1,429	1,121	5.6%
Ashburnham	2,272	144	29	1.3%
Ashby	1,150	0	0	0.0%
Ashfield	793	2	2	0.3%
Ashland	6,581	514	410	6.2%
Athol	5,148	310	310	6.0%
Attleboro	17,978	1,155	1,155	6.4%
Auburn	6,808	251	251	3.7%
Avon	1,763	70	70	4.0%
Ayer	3,440	454	299	8.7%
Barnstable	20,550	1,763	1,462	7.1%
Barre	2,164	83	83	3.8%
Becket	838	0	0	0.0%
Bedford	5,322	1,174	972	18.3%
Belchertown	5,771	418	392	6.8%
Bellingham	6,341	733	551	8.7%
Belmont	10,117	675	365	3.6%
Berkley	2,169	103	24	1.1%
Berlin	1,183	254	109	9.2%
Bernardston	930	24	24	2.6%
Beverly	16,522	2,153	1,919	11.6%
Billerica	14,442	1,766	1,118	7.7%
Blackstone	3,606	165	123	3.4%
Blandford	516	1	1	0.2%
Bolton	1,729	192	62	3.6%
Boston	269,482	54,409	51,283	19.0%
Bourne	8,584	1,198	660	7.7%
Boxborough	2,062	325	268	13.0%
Boxford	2,730	72	31	1.1%

Boylston	1,765	26	26	1.5%
Braintree	14,260	1,679	1,382	9.7%
Brewster	4,803	306	255	5.3%
Bridgewater	8,288	645	546	6.6%
Brimfield	1,491	71	71	4.8%
Brockton	35,514	4,619	4,619	13.0%
Brookfield	1,452	19	19	1.3%
Brookline	26,201	3,151	2,454	9.4%
Buckland	866	3	3	0.3%
Burlington	9,627	1,707	1,283	13.3%
Cambridge	46,690	7,102	6,911	14.8%
Canton	8,710	1,195	1,090	12.5%
Carlisle	1,740	57	51	2.9%
Carver	4,514	146	146	3.2%
Charlemont	615	3	3	0.5%
Charlton	4,774	83	83	1.7%
Chatham	3,460	180	174	5.0%
Chelmsford	13,741	1,591	1,072	7.8%
Chelsea	12,592	2,439	2,434	19.3%
Cheshire	1,481	0	0	0.0%
Chester	585	13	13	2.2%
Chesterfield	524	17	17	3.2%
Chicopee	25,074	2,637	2,601	10.4%
Chilmark	418	3	3	0.7%
Clarksburg	706	9	9	1.3%
Clinton	6,375	549	549	8.6%
Cohasset	2,898	325	311	10.7%
Colrain	731	0	0	0.0%
Concord	6,852	926	804	11.7%
Conway	803	0	0	0.0%
Cummington	426	16	16	3.8%
Dalton	2,860	159	159	5.6%
Danvers	11,071	1,565	1,149	10.4%
Dartmouth	11,775	1,001	971	8.2%
Dedham	10,115	1,149	1,104	10.9%
Deerfield	2,154	33	33	1.5%
Dennis	7,653	338	324	4.2%
Dighton	2,568	420	144	5.6%
Douglas	3,147	140	140	4.4%
Dover	1,950	69	18	0.9%
Dracut	11,318	861	585	5.2%
Dudley	4,360	104	104	2.4%
Dunstable	1,085	0	0	0.0%
Duxbury	5,532	441	410	7.4%
East Bridgewater	4,897	230	176	3.6%
East Brookfield	888	0	0	0.0%
East Longmeadow	6,072	513	445	7.3%

Eastham	2,632	63	54	2.1%
Easthampton	7,567	1,021	522	6.9%
Easton	8,105	979	787	9.7%
Edgartown	1,962	94	89	4.5%
Egremont	596	0	0	0.0%
Erving	778	0	0	0.0%
Essex	1,477	40	40	2.7%
Everett	16,691	1,061	1,061	6.4%
Fairhaven	7,003	486	486	6.9%
Fall River	42,650	4,847	4,751	11.1%
Falmouth	14,870	1,230	959	6.4%
Fitchburg	17,058	1,680	1,486	8.7%
Florida	335	0	0	0.0%
Foxborough	6,853	869	859	12.5%
Framingham	27,443	2,871	2,871	10.5%
Franklin	11,350	1,814	1,352	11.9%
Freetown	3,263	104	86	2.6%
Gardner	9,064	1,356	1,356	15.0%
Georgetown	3,031	352	352	11.6%
Gill	591	24	24	4.1%
Gloucester	13,270	1,009	972	7.3%
Goshen	440	5	5	1.1%
Gosnold	41	0	0	0.0%
Grafton	7,160	732	365	5.1%
Granby	2,451	67	67	2.7%
Granville	630	0	0	0.0%
Great Barrington	3,072	378	306	10.0%
Greenfield	8,325	1,173	1,155	13.9%
Groton	3,930	343	217	5.5%
Groveland	2,423	137	80	3.3%
Hadley	2,200	264	264	12.0%
Halifax	2,971	28	28	0.9%
Hamilton	2,783	124	84	3.0%
Hampden	1,941	60	60	3.1%
Hancock	326	0	0	0.0%
Hanover	4,832	575	575	11.9%
Hanson	3,572	270	157	4.4%
Hardwick	1,185	9	8	0.7%
Harvard	1,982	247	113	5.7%
Harwich	6,121	335	335	5.5%
Hatfield	1,549	52	52	3.4%
Haverhill	25,557	2,770	2,555	10.0%
Hawley	137	0	0	0.0%
Heath	334	0	0	0.0%
Hingham	8,841	2,798	1,005	11.4%
Hinsdale	918	0	0	0.0%
Holbrook	4,262	440	440	10.3%

Holden	6,624	514	407	6.1%
Holland	1,051	13	13	1.2%
Holliston	5,077	447	236	4.6%
Holyoke	16,320	3,278	3,253	19.9%
Hopedale	2,278	119	119	5.2%
Hopkinton	5,087	842	724	14.2%
Hubbardston	1,627	49	49	3.0%
Hudson	7,962	1,051	892	11.2%
Hull	4,964	84	84	1.7%
Huntington	919	44	44	4.8%
Ipswich	5,735	564	511	8.9%
Kingston	4,881	359	204	4.2%
Lakeville	3,852	590	274	7.1%
Lancaster	2,544	223	140	5.5%
Lanesborough	1,365	28	28	2.1%
Lawrence	27,092	4,076	4,057	15.0%
Lee	2,702	173	176	6.5%
Leicester	4,231	176	176	4.2%
Lenox	2,473	178	178	7.2%
Leominster	17,805	1,493	1,456	8.2%
Leverett	792	2	2	0.3%
Lexington	11,946	1,500	1,321	11.1%
Leyden	300	0	0	0.0%
Lincoln	2,153	310	238	11.2%
Littleton	3,443	649	444	12.9%
Longmeadow	5,874	272	272	4.6%
Lowell	41,308	5,253	5,180	12.5%
Ludlow	8,337	293	293	3.5%
Lunenburg	4,037	195	195	4.8%
Lynn	35,701	4,435	4,435	12.4%
Lynnfield	4,319	744	495	11.5%
Malden	25,122	2,607	2,542	10.1%
Manchester	2,275	137	115	5.1%
Mansfield	8,725	1,035	939	10.8%
Marblehead	8,528	399	333	3.9%
Marion	2,014	204	156	7.7%
Marlborough	16,347	1,962	1,866	11.4%
Marshfield	9,852	775	572	5.8%
Mashpee	6,473	363	337	5.2%
Mattapoisett	2,626	70	70	2.7%
Maynard	4,430	398	380	8.6%
Medfield	4,220	358	304	7.2%
Medford	23,968	2,243	1,694	7.1%
Medway	4,603	468	284	6.2%
Melrose	11,714	1,425	932	8.0%
Mendon	2,072	77	40	1.9%
Merrimac	2,527	397	141	5.6%

Methuen	18,268	1,931	1,641	9.0%
Middleborough	8,921	979	589	6.6%
Middlefield	230	2	2	0.9%
Middleton	3,011	173	151	5.0%
Milford	11,379	976	708	6.2%
Millbury	5,592	244	221	4.0%
Millis	3,148	181	118	3.7%
Millville	1,157	26	26	2.2%
Milton	9,641	737	481	5.0%
Monroe	64	0	0	0.0%
Monson	3,406	138	138	4.1%
Montague	3,926	408	376	9.6%
Monterey	465	0	0	0.0%
Montgomery	337	0	0	0.0%
Mount Washington	80	0	0	0.0%
Nahant	1,612	48	48	3.0%
Nantucket	4,896	179	121	2.5%
Natick	14,052	1,798	1,458	10.4%
Needham	11,047	1,503	1,397	12.6%
New Ashford	104	0	0	0.0%
New Bedford	42,816	5,144	5,110	11.9%
New Braintree	386	0	0	0.0%
New Marlborough	692	0	0	0.0%
New Salem	433	0	0	0.0%
Newbury	2,699	94	94	3.5%
Newburyport	8,015	713	599	7.5%
Newton	32,346	2,543	2,425	7.5%
Norfolk	3,112	218	128	4.1%
North Adams	6,681	866	866	13.0%
North Andover	10,902	1,389	931	8.5%
North Attleborough	11,553	306	294	2.5%
North Brookfield	2,014	142	142	7.1%
North Reading	5,597	652	540	9.6%
Northampton	12,604	1,586	1,356	10.8%
Northborough	5,297	719	610	11.5%
Northbridge	6,144	468	453	7.4%
Northfield	1,290	27	27	2.1%
Norton	6,707	897	533	7.9%
Norwell	3,652	452	297	8.1%
Norwood	12,441	1,047	1,035	8.3%
Oak Bluffs	2,138	158	146	6.8%
Oakham	702	0	0	0.0%
Orange	3,461	405	405	11.7%
Orleans	3,290	334	304	9.2%
Otis	763	0	0	0.0%
Oxford	5,520	404	404	7.3%
Palmer	5,495	310	269	4.9%

Paxton	1,590	62	62	3.9%
Peabody	22,135	2,174	2,051	9.3%
Pelham	564	0	0	0.0%
Pembroke	6,477	771	616	9.5%
Pepperell	4,335	197	130	3.0%
Peru	354	0	0	0.0%
Petersham	525	0	0	0.0%
Phillipston	658	8	8	1.2%
Pittsfield	21,031	2,057	1,936	9.2%
Plainfield	283	0	0	0.0%
Plainville	3,459	619	572	16.5%
Plymouth	22,285	976	721	3.2%
Plympton	1,039	63	51	4.9%
Princeton	1,324	26	26	2.0%
Provincetown	2,122	256	208	9.8%
Quincy	42,547	4,096	4,096	9.6%
Randolph	11,980	1,280	1,280	10.7%
Raynham	5,052	604	489	9.7%
Reading	9,584	1,341	831	8.7%
Rehoboth	4,252	99	27	0.6%
Revere	21,956	1,790	1,780	8.1%
Richmond	706	4	4	0.6%
Rochester	1,865	8	8	0.4%
Rockland	7,030	645	450	6.4%
Rockport	3,460	135	135	3.9%
Rowe	177	0	0	0.0%
Rowley	2,226	179	94	4.2%
Royalston	523	3	3	0.6%
Russell	687	8	8	1.2%
Rutland	2,913	86	86	3.0%
Salem	18,998	2,467	2,425	12.8%
Salisbury	3,842	797	592	15.4%
Sandisfield	401	0	0	0.0%
Sandwich	8,183	605	307	3.8%
Saugus	10,754	808	732	6.8%
Savoy	318	0	0	0.0%
Scituate	7,163	360	315	4.4%
Seekonk	5,272	96	87	1.7%
Sharon	6,413	741	683	10.7%
Sheffield	1,507	30	30	2.0%
Shelburne	893	51	51	5.7%
Sherborn	1,479	41	34	2.3%
Shirley	2,417	57	57	2.4%
Shrewsbury	13,919	957	860	6.2%
Shutesbury	758	2	2	0.3%
Somerset	7,335	273	273	3.7%
Somerville	33,632	3,278	3,250	9.7%

South Hadley	7,091	424	424	6.0%
Southampton	2,310	44	44	1.9%
Southborough	3,433	808	472	13.7%
Southbridge	7,517	499	499	6.6%
Southwick	3,852	164	164	4.3%
Spencer	5,137	268	267	5.2%
Springfield	61,556	10,458	10,192	16.6%
Sterling	2,918	269	68	2.3%
Stockbridge	1,051	113	113	10.8%
Stoneham	9,399	501	495	5.3%
Stoughton	10,742	1,495	1,240	11.5%
Stow	2,500	337	185	7.4%
Sturbridge	3,759	357	209	5.6%
Sudbury	5,921	887	669	11.3%
Sunderland	1,718	0	0	0.0%
Sutton	3,324	176	50	1.5%
Swampscott	5,795	218	212	3.7%
Swansea	6,290	247	236	3.8%
Taunton	23,844	1,720	1,529	6.4%
Templeton	3,014	516	238	7.9%
Tewksbury	10,803	1,312	1,044	9.7%
Tisbury	1,965	123	109	5.5%
Tolland	222	0	0	0.0%
Topsfield	2,157	173	155	7.2%
Townsend	3,356	199	160	4.8%
Truro	1,090	28	25	2.3%
Tyngsborough	4,166	853	447	10.7%
Tyringham	149	0	0	0.0%
Upton	2,820	223	178	6.3%
Uxbridge	5,284	434	264	5.0%
Wakefield	10,459	1,276	758	7.2%
Wales	772	43	43	5.6%
Walpole	8,984	497	485	5.4%
Waltham	24,805	2,724	1,834	7.4%
Ware	4,539	387	387	8.5%
Wareham	9,880	894	764	7.7%
Warren	2,202	101	101	4.6%
Warwick	363	0	0	0.0%
Washington	235	0	0	0.0%
Watertown	15,521	1,745	1,072	6.9%
Wayland	4,957	370	254	5.1%
Webster	7,788	722	722	9.3%
Wellesley	9,090	663	573	6.3%
Wellfleet	1,550	36	30	1.9%
Wendell	419	5	5	1.2%
Wenham	1,404	186	118	8.4%
West Boylston	2,729	413	223	8.2%

West Bridgewater	2,658	175	121	4.6%
West Brookfield	1,578	68	68	4.3%
West Newbury	1,558	116	39	2.5%
West Springfield	12,629	429	429	3.4%
West Stockbridge	645	0	0	0.0%
West Tisbury	1,253	38	23	1.8%
Westborough	7,304	1,265	974	13.3%
Westfield	16,001	1,166	1,158	7.2%
Westford	7,671	1,028	635	8.3%
Westhampton	635	17	17	2.7%
Westminster	2,826	274	87	3.1%
Weston	3,952	285	167	4.2%
Westport	6,417	498	232	3.6%
Westwood	5,389	810	576	10.7%
Weymouth	23,337	1,908	1,771	7.6%
Whately	654	2	2	0.3%
Whitman	5,513	200	200	3.6%
Wilbraham	5,442	306	305	5.6%
Williamsburg	1,165	51	51	4.4%
Williamstown	2,805	249	201	7.2%
Wilmington	7,788	1,067	799	10.3%
Winchendon	4,088	331	331	8.1%
Winchester	7,920	292	244	3.1%
Windsor	387	0	0	0.0%
Winthrop	8,253	638	638	7.7%
Woburn	16,237	1,587	1,419	8.7%
Worcester	74,383	10,076	9,977	13.4%
Worthington	553	22	22	4.0%
Wrentham	3,821	485	485	12.7%
Yarmouth	12,037	634	527	4.4%
Totals	2,692,186	297,863	262,223	9.7%

*This data is derived from Information provided to the Department of Housing and Community Development (DHCD) by individual communities and is subject to change as new information is obtained and use restrictions expire.



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

MEETING DATE: 10/16/2019

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

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

Board of Selectmen

Policy Number:	BOS-LIC-001
Policy:	Carry-In Alcoholic Beverages Regulations for Common Victualler's Licenses
	RESCINDED BY BOS: 9/24/2002 (grandfathered one (1) establishment)

Policy: It shall be the policy of the Town of Needham, through its licensing authority, to allow the possession and/or consumption of carry-in alcoholic beverages by persons of lawful age at only those full service restaurants which have a Common Victualler license and have been issued a special permit by the licensing authority. The issuance of a special permit is permissive and at the sole discretion of the licensing authority. A special permit for carry-in alcoholic beverages shall be issued in the name of the manager and shall not be transferred to a new manager without prior approval of the licensing authority.

1.0 Applicability: This policy applies only to establishments granted a special permit on or before September 24, 2002.

2.0 Definitions:

- 2.1 Licensing Authority – the Needham Select Board.
- 2.2.1 Carry-in alcoholic beverages – wine and beer in previously unopened containers.
- 2.3 Full service restaurant – one which provides meals for consumption at tables served by wait staff.
- 3.0 **Special Permit Requirements:** Full service restaurants which apply for a special permit allowing the consumption of carry-in alcoholic beverages on premises must comply with all of the following regulations unless otherwise waived by the licensing authority.
 - 3.1 The full service restaurant must have a valid Common Vicualler's license in conformance with the Board of Selectmen's Policy BOS-LIC-004 – Policies and Regulations for Common Victualler License.
 - 3.2 The full service restaurant must not have an alcoholic beverages license under the provisions of MGL Chapter 138.
 - 3.3 Patrons are allowed to carry in only wine and beer for personal consumption at the full service restaurant. No more than one 750 milliliter (ml) container of wine

for every one or two patrons over the age of 21, or two containers of beer containing up to 24 ounces of beer in total, per patron over the age of 21, will be permitted for consumption.

- 3.4 Patrons bringing in alcoholic beverages for their personal consumption must order food.
- 3.5 If the restaurant chooses to charge a “corkage fee”, the licensing authority encourages the restaurant owner to discuss the implications of charging such fees with his or her insurance provider and/or legal counsel.
- 3.6 The owner of the restaurant shall carry liability insurance that covers alcohol consumption and shall provide evidence of such coverage to the Select Board.
- 3.7 Unused alcoholic beverages that are taken home by patrons must be properly sealed and bagged with corkage receipt (if applicable) stapled onto the bag by restaurant staff in accordance to law and regulations.
- 3.8 The wait staff serving a patron with carry-in alcoholic beverages must be 18 years of age or older. Bus staff under the age of 18 shall not be allowed to clear from the tables the containers from which a carry-in alcoholic beverage was poured or consumed. This work must be done by staff 18 years of age or older.
- 3.9 The manager or acting manager of a restaurant with a carry-in alcoholic beverages special permit must verify the age of any individual consuming the alcoholic beverage who appears under the age of 30. Patrons under the age of 21 shall not be allowed to consume carry-in alcoholic beverages.
- 3.10 Any employee engaged in the handling of alcoholic beverages must complete Select Board approved courses in alcohol safety training. All managers shall be required to attend an in-person alcoholic beverage server training program satisfactory to the Select Board once every two years. The Licensing Authority shall be provided with a statement certifying that an employee has successfully completed the training as herein required.
- 3.11 Nothing in this policy shall preclude a full service restaurant from imposing additional limits or restrictions on patrons with carry-in alcoholic beverages.
- 3.12 The Licensing Authority may require additional conditions on the full service restaurant as necessary to provide for the health and safety of the public.
- 3.13 Nothing in this regulation shall be interpreted to supercede Massachusetts General Laws Chapter 138 or the Town’s General By-Laws.

4.0 *Enforcement Procedures:*

- 4.1 These regulations may be monitored from time-to-time and without prior notice by the Needham Police Department.
- 4.2 If any special permit holder conducts business in a manner which is not consistent with these regulations, the Licensing Authority may, after notice to the special permit holder and reasonable opportunity for a hearing, suspend or revoke the special permit.

5.0 *Special Permit Application Procedure:*

- 5.1 The applicant shall complete a Town of Needham Carry-In Alcoholic Beverages-Special Permit application.
- 5.2 The licensing authority shall conduct a public hearing on the matter, after advertising the hearing in a local newspaper and notifying by certified mail the direct abutters at least 10 days prior to the public hearing. Renewal of the special permit after the initial permit is issued shall not require a public hearing.
- 5.3 The licensing authority will establish a fee for establishments applying for the special permit.

A copy of each special permit application shall be forwarded to the Needham Police Department for comment.

- 5.4 The special permit, if issued, shall be displayed in a prominent location in the restaurant.

Effective: 3/23/1999; RESCINDED: 9/24/2002; Reformatted: 8/4/2015; Revised 10/16/2019

**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)	Chris Brinkhaus		
Event Manager Address	1191 Greendale Ave		
Event Manager Phone Number	781-247-0147		
Organization Representing (if applicable)	St. Sebastian's School		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit	☐ For profit	
	☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Alumni Dinner		
Date of Event	10/24/19		
License is for Sale of:			
☐ Wines & Malt Beverages Only			
☒ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	6 pm	TO: 9 pm
Are tickets being sold in advance for this event?	☒ YES	\$ 45 /per ticket	☐ NO
Is there an admission fee for this event?	☐ YES	\$ /per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☒ YES	☐ NO	
How many people are you expecting at this event?	200		
Name & address of event location. Please attach proof of permission to use this facility.			
Ward Hall St. Sebastian's School, 1191 Greendale Ave.			
Who will be serving the alcohol to your guests?			
Sage Dining Services			
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).			
Ker			
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.			
Bartenders to serve drinks to guests at the bar			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date:
			10/4/19



ALUMNI DINNER October 24, 2019

ALUMNI DINNER

The Alumni Association Board cordially invites you to attend a special evening with fellow Arrows alumni as we recognize Bob Souza, as well as the recipient of this year's Alumni Service Award.

Thursday, October 24, 2019

6:00 PM Cocktail Reception | 7:00 PM Dinner & Program

Ward Hall, St. Sebastian's School

RSVP online at www.stsebs.org/alumnidinner or by returning the enclosed card along with payment by October 16.

For questions, please contact Mike Melley at michael_melley@stsebs.org or 781-247-0104.



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,

Needham Park and Recreation has intent to hire Matthew Gnieski as an Activity Instructor for our **Ice Skating** program, which is a revolving fund program.

Matthew is currently employed by the Needham Public Schools.

The Ice Skating program take place outside of his normal seasonal employment with the schools. Matthew will work approximately 6 hours per week that the program is running. The participants in the program are 5 years old and up. There is no conflict with any of his 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)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Mathew Gnieski
Title/ Position	Graphic Design Intern
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	School Department
Agency Address	1330 Highland Avenue Needham, MA 02492
Office phone:	781-455-0040
Office e-mail:	
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	6/20/2018
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee . ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2.	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee . ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

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

What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it.
Date when you acquired a financial interest	
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ The services will be provided outside my normal working hours as a municipal employee. ☒ The services are not required as part of my regular duties as a municipal employee. ☒ For these services, I will be compensated for not more than 500 hours during a calendar year.
Employee signature:	x <i>Math Gnieri</i>
Date:	x 9/27/19

Attach additional pages if necessary.

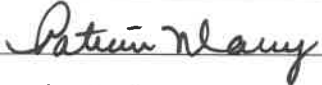
NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

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

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

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

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	Patricia Carey
Title/ Position	Director
Municipal Agency:	Park + Recreation
Agency Address:	178 Rosemary Street, Needham, MA 02494
Office Phone:	781-455-7930
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	9-30-19

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

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

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

SELECT BOARD

*** MINUTES ***

July 2, 2019

5:00 p.m. A joint meeting of the Select Board and Planning Board was convened at the Public Services Administration Building. Present for the Board were Mr. John Bulian, Mr. Moe Handel, Mr. Matthew Borrelli, Mr. Daniel Matthews, and Assistant Town Manager Christopher Coleman. Ms. Marianne Cooley joined the meeting at 5:05 p.m.

Motion: Mr. Handel moved that the Board vote to approve plans for the Roadway Improvements at Third Avenue and B Street as submitted by Normandy Real Estate for Major Site Plan Special Permit No. 2015-05, which has already been reviewed and approved by the Department of Public Works. Mr. Borrelli seconded the motion. Unanimous: 4-0.

The minutes of the joint meeting are available at:

NEEDHAM PLANNING BOARD MINUTES

July 2, 2019

The regular meeting of the Planning Board held in the Charles River Room, Public Services Administration Building, was called to order by Martin Jacobs, Chairman, on Tuesday, July 2, 2019, at 5:00 p.m. with Messrs. Alpert and Owens and Ms. Grimes, as well as Planning Director, Ms. Newman. Also present were Select Board members John Bulian, Dan Matthews, Matthew Borrelli, Maurice Handel and Marianne Cooley.

Joint Meeting with Selectmen Board:

- 1. Workshop on Highway Commercial 1 Zoning**
- 2. Accessory Dwelling Zoning**
- 3. Discussion of H.3507**
- 4. Next Steps**

Mr. Bulian called the Selectmen's meeting to order.

Upon a motion made by Mr. Handel, and seconded by Mr. Borrelli, it was by the five members present unanimously:

VOTED: to move the consent agenda.

1. Workshop on Highway Commercial 1 Zoning

Mr. Jacobs noted the big issue is the Muzi site. What to do with it, what the town wants there and what the town does not want there in terms of revenue. All members know this is a gateway site to Needham and it is a very important site. The Council of Economic Advisors (CEA) studied the site and made recommendations to the Planning Board. Then the Planning Board worked with it. He stated he would like Natasha Espada to give a presentation of the history of how we got here and forward looking. He asked that all questions be held until after the presentation.

Natasha Espada, of Studio Enee, stated the project is based on the plans Mark Gluesing prepared for the site. She was brought in to prepare 3D visions of it to see what was possible for the site. The current presentation includes some building precedents that are being used in the area. They are looking at 3 as of right zoning plans with 1 building on the site, 2 buildings on the site and 3 buildings on the site. There is also the special permit zoning plans with the same 1, 2 and 3 buildings on the site. She looked at uses in the buildings, massing, parking requirements and the possibilities at the corner of Highland and Gould. This is next to residential. She noted a lot of development is on the other side of the highway where there is no single family residential.

Ms. Espada stated there is nothing like this in the area. She showed how it is now with 9.2 acres. The current building is 35 feet high and most of the lot is asphalt with some green along the edges. She noted the current zoning setbacks. The minimum lot size is 20,000 square feet, frontage is 100 feet, front setback is 20 feet (proposed to be 5 feet) with a 50 foot buffer on Gould and Highland, side setback is 20 feet (going to 10 feet) and rear setbacks are staying at 10 feet. The height is 2 stories at 30 feet going to 70 feet and maximum lot coverage is 54 going to 84 with a special permit. FAR is going from .5 to 1.0 with a minimum 20% open space. The site is sloped all the way down so the building is perceived to be not as tall from Highland and Gould.

Ms. Espada showed 3D visuals of as of right and special permit uses. On 5.2 acres you could get approximately 700,000 square feet of building with a 4 level parking garage. The Planning Board felt 84 feet in height close to the road was disproportionate to the houses. The Board talked about 54 feet down to 42 feet. She looked at some development in the corner to create a street edge. The feeling is the setbacks should be further back. She discussed massing on the site. She stated she looked at the Northland Development which has multiple uses on 10 acres with 50% open space. The building was already there creating a street edge with parks in the back. She

then discussed several other recently developed locations. She noted a lot of developers are keeping the buildings on the edge for a street edge with taller buildings in the back.

Ms. Espada stated she looked at as of right with 1 building and 403,000 square feet. With an FAR of 1.00 there would need to be 1,343 parking spaces, 500 of which would need to be underground, and there would need to be 20% open space with the building pushed to the back of the site. With 2 buildings it would be the same parking but there would need to be more underground. With 3 buildings there would need to be several levels underground.

Ms. Espada gave an example: if there were one building, it could be a 5 story building with 3 stories of parking and 705,250 square feet. The FAR would be 1.75 and there would be a combination of parking and building with 2,333 parking spaces. This would require 2.5 parking levels under the building and a garage above ground. If the building is in back, 1,563 parking spaces would be underground. She reviewed different scenarios of what the site would look like with 1, 2 and 3 buildings.

John Bulian, Chair of the Select Board, stated both Boards are interested in moving forward regarding the Muzi area. He asked why not discuss the Gould Street area on the other side of the railroad right-of-way and incorporate it into the zoning discussion. He also would like to explore the residential component. Mr. Handel asked if there was any data on the actual parking demand at Needham Crossing. He knows the requirement is 1 space per 300 square feet. He asked if that requirement is the right requirement. Ms. Newman stated there is some information on the mixed use capacity and if the numbers need to be adjusted. Mr. Handel stated it would be helpful to have the data. He feels it is important as it defines the mass.

Devra Bailin, Economic Development Director, stated there is a difference between modeling zoning and designing projects. She agrees there is a need to take care of the as-of-right issue. She feels the Boards should create guidelines, such as number of buildings and specifics on how the structures are laid out, to incorporate into zoning if there are concerns with how development might proceed instead of having hard and fast rules. Economic Development is about creating opportunities for developers, not dictating what that development looks like. This is a valuable piece of property. She does not feel the Board should vision it, as it does not work. There should not be a demand for an urban edge along Highland and Gould. All the neighbors want parks. Guidelines can be created which require that the project is inviting to the public. She sees this as an opportunity to move forward and create something that is a value to the Town.

Selectman Dan Matthews stated Town Meeting members will assume the property will be built out to the maximum allowed. He assumes they are talking some maximum in FAR and height. He asked how Ms. Bailin sees these guidelines. Ms. Bailin noted, with a special permit, there is a list of criteria the Planning Board has to consider. Those are the guidelines she was talking about. The worst case scenario would never be approved by the Planning Board.

Selectman Maurice Handel stated he heard Mr. Matthews say Ms. Bailin is arguing for maximum flexibility so they can get creative proposals from developers to present to the Planning Board to use at their discretion. He thinks Mr. Matthews is saying there needs to be a maximum limit to the Planning Board discretion, and Town Meeting members are going to want to know what that is. Ms. Bailin stated it is in the By-Law now. She commented Ms. Espada did not think FAR is the issue. Ms. Espada agreed she does not think FAR is the issue. She thinks parking is the issue. The parking requirement is excessive, though there is no public transportation here. She feels a lot needs to be taken into consideration.

Mr. Jacobs stated he was hoping to hear predictable comments and maybe issues not talked about yet. He would like to throw out the issue of timing. The Needham 2025 study is underway and this area will be discussed. The Planning Board will be getting the recommendation in the next 6 to 9 months. He asked if they should be waiting for the recommendation. Another question is will what is happening, or will be happening, on the other side of the river in Newton impact this site. He also wants to make sure what happens on this site does not impact other parts of town. Selectwoman Marianne Cooley stated the Select Board has not asked Needham 2025 for recommendations on this property.

Selectman Matt Borrelli stated he is not sure what the vision is. It is very difficult, without knowing what the vision is, to come up with setbacks and numbers of buildings and such. A 1.75 FAR and bigger development is not what he envisioned with this. Massing and a congested dense area is not what he is looking for. He agrees with Ms. Bailin that guidelines need to be in place. He asked, with a major project, if a developer could do anything as of right technically. Ms. Newman stated there would still be a site plan approval for as of right zoning, wherein the Planning Board has no discretionary authority to say no. It is only if the site plan review triggers a special permit that it becomes discretionary. Mr. Borrelli feels this needs to remain under special permits and leave some discretion for the Planning Board. There needs to be firm guidelines for all the critical pieces. Ms. Newman stated the Planning Board issues are appropriate scale and height of buildings and how important is it to maintain an urban edge.

Mr. Matthews stated he can see retail but wanted to know if destination retail was being discussed. He thought of this as an office park and now there is talk of a store like Whole Foods. Ms. Newman clarified the discussion was about retail as of right up to 10,000 square feet with a special permit from 10,000 to 25,000 square feet. Mr. Alpert stated Mr. Bulian raised the possibility of including a further area along Gould Street. He believes the Planning Board is not doing that for political reasons and what would be approved at Town Meeting. This did not go over well at Town Meeting before. Mr. Bulian noted there are 2 commercial district parcels in close proximity. Both share Gould Street. He feels it would be better for the neighborhood to include it now. Mr. Alpert agreed the vision should be for the whole area. He feels there is data from Needham Crossings that could be used here.

Ms. Grimes asked the Building Inspector his thoughts. Building Inspector David Roche stated a lot of cars for Trip Advisors park on First Avenue and should not. The patrons should park in the garage. This is an issue as there is not enough parking at the smaller building and parking overkill at the bigger building. He feels parking needs to be looked at. There are areas in town that definitely have parking issues. The Board should look at real parking counts. Mr. Borrelli stated he is talking an overlay zone. They could not take the commercial zone as it is now but an overlay could narrow it or focus it more.

Mr. Jacobs asked what Mr. Borrelli envisioned. Mr. Borrelli envisioned a smaller scale with retail and office components. He wants a nice place for people to go and have some retail and some office experience. He does not want it to be this hub that would change the neighborhood with massive congestion and make Needham more of a city like Newton will experience. He does not want to go in that direction. Mr. Jacobs stated he wants to clarify to all there is a real limitation to access this site from Highland Avenue. All traffic in and out would be from Gould Street. He wants all to keep that in mind.

Mr. Bulian stated he was amazed at how quickly traffic comes down Highland Avenue when others are trying to come off the ramp. He thought some land should be taken there to carve out a lane that would be right turn only onto Gould and take some land on Gould for a turning lane or access lane. He does not have any answers for coming out of the project area. Ms. Bailin noted a traffic study was done that took all that into account. There is a list of suggested changes and some are already warranted such as traffic signals at Gould and Central, West and Central and Reservoir and Central. There is a high probability of a traffic signal on Gould for this site and a change at the intersection of Highland that she believes would require additional lanes.

Mr. Handel stated the current use is terrible for the Town. When looking to the Planning Board to come up with something else he does not think there is currently enough incentive to develop the property. Anything the Planning Board can do to expedite the change of use would be an improvement. Ms. Cooley agreed. She feels the sooner this is done the better. She asked what the parameters are that need to be put in place. She does think a traffic lane would need to be carved out but would like to consider pedestrian/bike friendly areas. She is hoping for multi-use and hopes there is some residential component to it.

Mr. Matthews stated he refers to the area on the other side of the tracks as Crawford Street because everything is Gould Street. He feels this is an area with 2 policy making boards. His understanding was, when this came in before, Ms. Bailin had created a vision of the whole area. The Selectmen said to carve out the Muzi site and come

back. Crawford would be done later on. He still thinks that the Muzi site is a big enough job on its own and is a priority. He would like to get the Muzi area to Town Meeting this Fall. As for taxes, the Board of Selectmen tries to do a good job. This should be primarily a business parcel but he is not in a rush to get it done. He wants what is best for the community. His vision would be an office park with some residential component and first floor retail for people living there. He feels 42 feet height maximum by right is ok and 70 feet height farther into the property is fine. Access to the property should be Gould and TV Place. He would like to see buildings come out to within 50 feet of the roadway. He thinks flexibility is a good concept and he likes the idea of studying the property to see what makes the most sense.

Mr. Alpert stated he agrees with Ms. Bailin on most issues. The first element the Planning Board looks at is the use table and what uses to allow. Different people have different visions and you cannot zone for that. He does not know what developers are looking for. He feels the Boards should decide what they do not want and what would be allowed. Then they would get to setbacks, open space, density and the different issues, such as what the Needham townspeople would approve and what the neighbors would approve. He thinks they are almost there. He feels there is a need to study parking and incorporate it in, but thinks they are pretty close.

Ms. Grimes stated she would like a better understanding of what the Selectmen are envisioning regarding FAR, height and setbacks. She would like some guidance from the Selectmen. Mr. Handel stated he would defer to the Planning Board's knowledge. Mr. Borrelli thinks a 1.75 FAR is too great compared to other developments. He feels special permits should be required or the as of right should be very restrictive. Mr. Handel feels Town Meeting might find the FAR a challenge. If the Planning Board feels it should be that, for maximum flexibility, it should be explained as such. Ms. Cooley feels the issue of parking is very important. Any thought put into that is tremendously important. Mr. Matthews noted a 42 foot height with 70 feet by special permit further back is ok. He feels a 1.75 FAR cannot be built as it is not practical. He also feels the parking needs to be right.

Mr. Bulian stated this has been moved along. He would like to see it ready for Town Meeting. Mr. Roche stated there should be some design guidelines included. This needs to be careful at the front. He has no issue increasing the stories as it goes back. Ms. Grimes thanked Ms. Espada. She has helped tremendously going through this process. It gives the Boards a clear idea of what can be built. Mr. Bulian agreed. Ms. Espada asked if the Boards would like to consider parking in only a certain part of the property with perhaps an architectural component about it. Ms. Bailin stated they talked about creating an as-of-right parking garage with design features. That could apply to any buildings on site. Mr. Jacobs stated the Planning Board would continue working on the proposal.

2. Accessory Dwelling Zoning

Mr. Handel stated he felt less restrictive is better than more restrictive. The uses they are trying to prevent can happen anyway without Accessory Dwelling Units (ADUs). Mr. Bulian feels they should start with more restrictions and go wading in and see how it works for them. There is a balance here. He felt the 2 year absence for rental seemed to just be a 2 family house being rented for up to 2 years. He hopes an amendment will close that part of it. Mr. Borrelli stated the definition of family should be broader. His friend on another Zoning Board said if there is a violation or complaint it is dealt with. Otherwise the units are just rubber stamped. He would like to eliminate renting a main unit if 9 months or less absence as well as eliminating renting the second unit.

Ms. Cooley suggested taking out the rental component altogether. This is not designed to be created as rental units. Mr. Alpert agreed both units cannot be rented. He raised the issue of ADUs for nannies. He stated the Planning Board did not want to allow that. He asked how the Select Board feels. Mr. Handel stated, as a nanny is a caretaker of children, he has no issue. Mr. Borrelli stated the intent is for elderly and disabled. Mr. Bulian feels nannies should not be allowed. Ms. Cooley would like it modified to at least say disabled or elderly. Mr. Matthews stated he is ok with nannies. The Board is trying to prevent abuse and he feels nannies are not an abuse. He would like the Selectmen to get a draft as soon as possible. He does not want to get bogged down with small issues like the definition of family. He thinks 3 years for permit compliance review is ok. He would like something circulated soon.

Mr. Alpert stated the definition of family is 2 or more people related by blood. It is as simple as that. Mr. Matthews noted if there are abuses it can be looked at again. Mr. Jacobs asked if there was support from the Selectmen. He feels some want to support it and others do not. All members of the Select Board support this. Mr. Alpert stated the intent is to allow people to age in town and get a caretaker in if needed. It is not to allow rentals for income for the time being. It should start small and could be expanded later if necessary. Mr. Jacobs clarified it was intended as limited exception in single family zones. He feels it would be older people who need help.

3. Discussion of H.3507

Ms. Newman noted there is pending legislation. The Planning Board commented on a similar bill earlier. She asked the Selectmen what they wanted to accomplish. Mr. Bulian stated the goal is to include the Planning Board letter regarding the housing bill. They want to express concern regarding the proposal. He is not sure if one size fits all. He feels it would be prudent to comment on the bill. Mr. Jacobs presumes the Planning Board would be issuing a new letter.

Mr. Matthew commented it is excellent that the Planning Board is aware of this and has stepped up. He agrees with a 2/3 majority vote of Town Meeting for a zoning change. His only concern is MMA is supporting this bill. Public criticism is this bill is not going far enough for development of new housing in this state. He feels everyone should think about that. Mr. Bulian stated originally he thought there should be exemptions for those that have achieved the 40B goal but he is comfortable with the letter the Planning Board has drafted. Mr. Jacobs stated he could probably support a compromise if the vote was reduced from 2/3 to 60% but he is open to discussion.

Upon a motion made by Mr. Borrelli, and seconded by Mr. Handel, it was by the five members present unanimously:

VOTED: to adjourn the Selectmen's meeting.

Board of Appeals – July 11, 2019

Home Kitchen Inc. – 324 Chestnut Street.

Upon a motion made by Mr. Owens, and seconded by Ms. Grimes, it was by the four members present unanimously:

VOTED: "No comment."

Bakers' Best Inc. – 150 Gould Street

Upon a motion made by Mr. Owens, and seconded by Ms. Grimes, it was by the four members present unanimously:

VOTED: "No comment."

Curragh Dobbin Inc. – 7 Rolling Lane

Ms. Newman stated the historical comment is that it needs to be reconstructed in what the zone requires or it needs a variance.

Upon a motion made by Mr. Owens, and seconded by Ms. Grimes, it was by the four members present unanimously:

VOTED: to comment it needs to be reconstructed in what the zone requires or it needs a variance.

Tobin Afterschool – 1458 Great Plain Avenue

Upon a motion made by Mr. Owens, and seconded by Mr. Alpert, it was by the four members present unanimously:

VOTED: "No comment."

Report from Planning Director and Board members

Ms. Newman noted the mixed use building at 552 Highland Avenue is at the intersection of Highland and Wexford Streets. The owner wants to put a dentist office in. The existing special permit does not allow medical on the first floor. Mr. Jacobs asked if there was sufficient parking and was informed no. The parking is inadequate and the owner is already leasing spaces off site. Ms. Grimes stated there are never more than 3 or 4 cars in the lot. Mr. Alpert suggested the applicant come in to request a special permit. Ms. Newman stated the applicant would need a special permit for use and a special permit for parking.

Upon a motion made by Ms. Grimes, and seconded by Mr. Owens, it was by the four members present unanimously:

VOTED: to adjourn the meeting at 7:08 p.m.

Respectfully submitted,
Donna J. Kalinowski, Notetaker



Elizabeth Grimes, Vice-Chairman and Clerk

**Select Board
Minutes for September 24, 2019
Needham Town Hall
Select Board's Chamber**

6:15 p.m. Executive Session- Exception 3: Potential Litigation & Collective Bargaining

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 Select Board vote to enter into Executive Session.

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

Second: Ms. Cooley. 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 September 24, 2019 was convened by Chair John Bulian.

7:00 p.m. Introduce Newly Promoted Fire Officers and Newly Appointed Firefighters:
Dennis Condon, Fire Chief introduced 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.

Chief Condon said the town received a federal SAFER grant making it possible to hire and staff a second full time ambulance at fire station #2 in Needham Heights.

Mr. Matthews said public safety staff is the “face of the town” for residents. He commented that all of the hires are qualified, have the complete confidence of the Select Board, and are valued by the town. He reiterated Needham is a good town, due, in part, to its uniformed service.

The Board congratulated the new hires, noting the diverse pool of candidates, and wished them well in their service to Needham.

7:17 p.m. Public Hearings: Eversource Grant of Locations
Maureen Carroll, Eversource Energy representative appeared before the Board to discuss 3 Grant of Locations:

1. Country Way

Ms. Fitzpatrick indicated all paperwork is in order.

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

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

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

2. Carleton Drive

Ms. Fitzpatrick indicated all paperwork is in order.

Mr. Bulian invited public comment.

Lois Merrill, 31 Bridle Trail Road said she is concerned about the removal and replacement of approximately one ft. of the grass berm. She asked that the grass, once removed, be properly maintained and not sit in the sun. Ms. Carroll explained the Town oversees work done by Eversource and if there is a problem, it will be fixed to Ms. Merrill's satisfaction.

Motion by Mr. Handel 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.

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

3. Taylor Street

Ms. Fitzpatrick indicated all paperwork is in order noting, however, work was completed prior to Select Board authorization. She said in this particular case, the project was not a tear down and that the builder, Derek Depre, was unaware of Town rules regarding street openings. She said Mr. Depre apologized and that she believes Mr. Dupre acted in good faith.

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 5 feet of conduit in Taylor Street. This work is necessary to provide underground electric service to 145 Taylor Street, Needham.

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

7:24 p.m.

Appointments and Consent Agenda:

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

APPOINTMENTS No Appointments were made at this meeting.

CONSENT AGENDA

- 1. 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. Ratify revised hourly rate schedule (Appendix B) for the Custodial and Monitoring staff for Powers Hall and the Center at the Heights events.
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 Road	10/26/19	10/27/19	11am-6pm
Allison Premo	354 Brookline Street	1 block of Brookline St. between Webster St. & Manning St.	10/27/19	N/A	3:30pm-5pm

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

7:24 p.m. Public Hearing: Verizon New England and Eversource Energy Grant of Location - Bancroft Street
 Ross Bilodeau, Verizon New England, Inc. appeared before the Board requesting 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. He said this work is necessary to accommodate for new construction.

Ms. Fitzpatrick said 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 Verizon New England Inc. and Eversource Energy to relocated 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 for new construction.

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

7:26 p.m.

Public Works Awards Recognition:

Kate Fitzpatrick, Town Manager commented the American Public Works Association recognized the Town of Needham and the City of Newton for their renovation and preservation of the historic Eliot Street bridge on Central Avenue, a project completed in 2017. She congratulated Tony Del Gaizo, Rick Merson, and the entire project team who were on hand to receive the "Project of the Year" award in Seattle, WA on September 9, 2019.

Ms. Fitzpatrick also asked the Select Board to recognize Rick Merson, Director of Public Works 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. Ms. Fitzpatrick noted the national recognition and congratulated Mr. Merson.

Mr. Merson said it has been very rewarding to take the opportunity to give back and pay forward where possible. He said the APWA New England Chapter is renowned and forward thinking/acting in many areas now adopted at the national level. He noted public works as a first responder, and the Fallen Heroes program. He thanked the Board for their support.

The Board congratulated and thanked Mr. Merson for his work and dedication to the Town of Needham.

Denise Garlick, State Representative commented the quality of life for residents of Needham is because of, in many ways, the work of Mr. Merson. She said much of the work is done late at night or underground and not always seen but appreciated. She said being nationally recognized is a great opportunity to thank Mr. Del Gaizo and Mr. Merson.

7:38 p.m.

Needham Cultural Council Utility Art Box Project:

Catherine (Charly) Nanda and Julia Gould of the Needham Cultural Council appeared before the Board to discuss the Art Box Project Request for Proposal to gather designs for a vinyl wrap to be installed on a local traffic control box. Ms. Nanda said the project was open to any artist having a Needham connection. Out of 18 applicants and 21 designs received, the Cultural Council unanimously selected the winner at its meeting on September 16, 2019. The artist chosen is designer Anne McCaffry and her design titled “Summer Days at Rosemary.”

Motion by Mr. Handel 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.

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

7:45 p.m.

Green Communities Designation:

Kate Fitzpatrick, Town Manager, Cecilia Simchak, Administrative Analyst, Nick Hill, Volunteer, and Beth Greenblatt, Beacon Integrated Solutions appeared before the Board to provide 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 is necessary prior to submission of an application, the deadline of which is October 31, 2019.

Ms. Fitzpatrick commented on the Board’s goal of continuing to explore whether Needham should join the Green Communities program, and what would be needed to receive the designation.

A Powerpoint presentation was viewed titled “Presentation to Select Board on Green Communities Designation.” Ms. Simchak reviewed the criteria required to submit an application to become a Green Community.

Discussion ensued on fuel efficient requirements, cost of energy efficiency, and the availability of grant money. Mr. Borrelli pointed out the decision is not whether or not to apply for Green Community status, but rather whether or not to enter into an agreement where there may be future mandates or state requirements. He said he wants to know how a Green Community Designation benefits Needham. Mr. Borrelli commented on the deadline of October 31, asking what would happen if the date were to be extended into next year? Nick Hill, volunteer said the “five year clock” started in FY2018, so there would be less time for planning. Mr. Borrelli asked whether the fuel-efficient policy is different from what the Town is currently doing? Ms. Fitzpatrick said Needham is moving in the right direction and is fairly

certain that the recommended vehicles will be in compliance with the policy. Mr. Borrelli said until he knows there is more financial benefit vs. regulations, it is better to wait on making a decision.

Ms. Cooley said it would be helpful to see a map of all the participating communities in the Commonwealth, along with the grant money they have received. She commented on the town's ability to meet the 20% cost reduction and looks forward to seeing additional cost information and how it fits in with the Town's capital plan. Ms. Cooley said it appears there is a small "upside" with relatively low additional cost, which could net additional money that could be used in a positive way. Discussion ensued on CO2 reduction and the use of electricity. Ms. Cooley asked for information data on usage trends, buildings to target, building benchmark profiles, and school and water treatment facility benchmark profiles. She said it will be helpful to compare Needham with other communities.

Mr. Matthews thanked the presenters for their work. He commented human caused climate change is a worldwide issue. He said while the program is not perfect, it makes sense to join if it is consistent with the town's best interest. He commented of the five criteria, the toughest of which is reaching 20% energy reduction, noting Needham is in a better position than other towns. He stressed if Needham commits to the program, it must follow through. Discussion ensued on BTU usage, the Town's ability to keep to the current heating standards, and advanced system technology.

Mr. Bulian announced a public hearing regarding Green Community Designation will be held on Wednesday, October 16, 2019 in Powers Hall.

8:14 p.m. Director of Public Works:

Richard P. Merson, Director of Public Works appeared before the Board to discuss one item:

1. Notice of Traffic Regulation - Gibson Street

Motion by Mr. Handel 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 PM - 3:30 PM, School Days.

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

8:15 p.m. Approve the Sale of Bonds:

Dave Davison, Assistant Town Manager/Finance and Evelyn Poness, Town Collector appeared before the Board to review the results of the bond and discuss the Town's S&P rating.

Mr. Davison said the Town had very favorable bids for its 25-year bond issue, a reflection of Needham's overall credit quality and AAA rating. He reviewed various projects including the Water System Rehabilitation Program, Central Avenue Elementary School (Williams), Water Distribution System, Rosemary Recreation Complex - CPA, High School Expansion Design and Construction, Public Safety Building & Station 2 Design and Construction, and the Memorial Park Field House Project. Mr. Davison asked the Board to approve the sale of the bonds. It was noted Theodora K. Eaton, Town Clerk was in attendance as a witness.

Ms. Fitzpatrick recognized Mr. Davison and Ms. Poness and staff for working to maintain Needham's AAA rating and noted the incredible interest rate. The Board signed the corresponding documents.

Motion by Mr. Handel that the Board vote to approve Motions A-G as presented below:

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	4.00%
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			

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.

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

8:30 p.m.

Town Manager:

Kate Fitzpatrick spoke with the Board about two items:

1. Special Town Meeting Warrant

The Board took positions on articles in the Special Town Meeting Warrant:

**Motion by Mr. Borrelli that the Board vote to support Article 2 - Amend the FY2020 Sewer Enterprise Fund Budget in the Special Town Meeting Warrant.
Second: Ms. Cooley. Unanimously approved 5-0.**

**Motion by Mr. Borrelli that the Board vote to support Article 3 - Amend the FY2020 Water Enterprise Fund Budget in the Special Town Meeting Warrant.
Second: Ms. Cooley. Unanimously approved 5-0.**

**Motion by Mr. Borrelli that the Board vote to support Article 4 - Appropriate Transportation Improvement Fees in the Special Town Meeting Warrant.
Second: Mr. Handel. Unanimously approved 5-0.**

Article 5 - Amend Zoning By-Law - Highway Commercial 1 Zoning District - Defer

Article 6 - Amend Zoning By - Law Map Change to Highway Commercial 1- Defer

Article 7 - Amend Zoning By - Law - Accessory Dwelling Unit - Defer

**Motion by Mr. Borrelli that the Board vote to support Article 8 - Appropriate for Pollard School Gym in the Special Town Meeting Warrant.
Second: Mr. Handel. Unanimously approved 5-0.**

2. Town Manager Report

Ms. Fitzpatrick reported an agreement has been reached by procurement with a new engineering firm (TEC) to look at the town's Complete Streets program. She said grant money has been secured amounting to \$37,968.32 to furnish a Complete Streets Prioritization Plan that will include 15 recommended projects over the next 5 years. She said the first step in the process is for TEC to propose to Needham the criteria identifying priorities. She said public meetings will be held.

8:40 p.m.

Board Discussion:

1. Committee Reports

No Committee Reports were made.

8:40 p.m.

Adjourn:

Motion by Mr. Borrelli that the Board vote to adjourn the Select Board meeting of Tuesday, September 24, 2019.

Second: Mr. Handel. 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=>

**Select Board
Minutes for October 1, 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, Daniel P. Matthews, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt. Marianne B. Cooley was not present.

7:00 p.m. Introduce Newly Promoted Police Officers:

John Schlittler, Police Chief appeared before the Board to introduce newly promoted Lieutenant John McGrath and Sergeant Richard Evans. Chief Schlittler gave a brief background on each officer, saying both men grew up in Needham and have been employed by the Needham police department since 2006. He said he is pleased to promote both men to their new rank.

The Board congratulated the men, thanked them for their service, and wished them continued success in Needham.

7:10 p.m. Bike Share Program:

Dave Davison, Assistant Town Manager/Finance appeared before the Board with an update on the status of the bike share initiative. Mr. Davison said the Lime Bikes rideshare program will be ending its second season very soon. He said Lime Bikes is currently discussing with the MAPC whether or not they wish to continue next spring, for a third year. He commented a meeting with participating communities will be held to discuss the importance of connectivity of the program with other towns. Mr. Davison said towns will discuss their interest in moving to a docked based system, rather than the current dockless system, noting communities would be expected to pay for docking facilities. He surmised communities outside the metropolitan area would likely be less interested due to the expense. Mr. Davison explained the use of the bicycles system-wide, the number of rides coming to downtown Needham or the Heights (50% of which originate from or to the Needham Crossing area), and that most usage is between 4pm-6pm. He stated the number of riders declined this year, saying the reason is due to the cost of using electric assist bikes (\$5.50/30 minutes) rather than peddle bikes (\$1/30 minutes). Discussion ensued on bikeshare programs in other towns, including Bluebikes, Ant Bike, as well as bicycles that sit in one place for long periods of time. Mr. Davison said Lime Bikes and the MAPC will make a decision in the coming weeks as to whether to continue for another year.

The Board thanked Mr. Davison for the update.

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

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA

- 1. Water and Sewer Abatement Order #1281**
- 2. Accept a \$1,500 donation made to the Needham Public Health Division's Substance Prevention Alliance of Needham (SPAN) from the Needham High School PTC Trust.**
- 3. Approve a change in the date of the next Select Board meeting from Tuesday, October 22, 2019 to Wednesday, October 16, 2019.**
- 4. Accept a \$100 donation made to Needham Family & Youth Services from the Borgos family. The monies will be used towards future programs in the Youth & Family Services Department.**
- 5. Approve Executive Session minutes of August 20, 2019 and September 24, 2019.**
- 6. Endorse the nomination of the City of Framingham and Dr. Yvonne M. Spicer, Mayor, for the Metro West Regional seat on the Boston Region Metropolitan Planning Organization and authorize the Chair to sign the nomination letter.**
- 7. Grant permission for the following residents to hold block parties:**

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Richard Myers	78 Warren St.	Warren Street between May St. & Great Plain Avenue	10/6/19	10/20/19	4pm-8pm
Brenda Salamone	41 Rae Avenue	18 Fairfax Road	10/6/19	N/A	4pm-7pm
Anne McCaffrey	107 Hoover Rd.	Hoover Road between Webster & Manning	10/19/19	10/20/19	4pm-6pm

Second: Mr. Handel. Unanimously approved 4-0.

- 7:20 p.m. Town Manager:
1. Green Communities
Ms. Fitzpatrick updated the Board on the Green Communities Designation and reviewed information requested at the last meeting, including the kind of grants given to cities and towns. She commented grants would not be the primary reason to join Green Communities, but the money would be beneficial. Ms. Fitzpatrick said Needham has the capability, capacity, staff, and sophisticated budgeting to apply for the designation. She said a public hearing will be held on Wednesday, October 16, 2019 at 7:30 p.m. in Powers Hall to hear an additional presentation on the specific energy reduction plan being proposed, potential payback, and to hear

from residents. She said the deadline for filing an application has been extended to November.

Discussion ensued on communities who have reached the energy reduction requirements and received grants.

Mr. Matthews commented he does not believe grants alone are compelling enough to join the program. He said joining the program has more to do with trying to find constructive ways to work with the state and other communities to address human caused climate change. He said people should not think of the program as a money making activity.

Mr. Borrelli commented if Needham is going to be doing some of the requirements anyway, it may be good to join to get a benefit, or it could stay put and not have any of the issues that could “hamstring” the town in the future. He concurred grants, although not a reason, could be a benefit depending on the cost analysis.

Mr. Bulian concurred saying whenever Needham is eligible and can access grant money it helps support projects that are going to be done anyway and is good for taxpayers.

2. Town Manager’s Report

Ms. Fitzpatrick reported the newly constructed Memorial Park Building is now open and being used by various town groups. She said money has been well spent on the project.

Ms. Fitzpatrick reported Needham was awarded state funds for a feasibility study to extend the Rail Trail from High Rock Street to Needham Junction. Meetings have been held with the MBTA to further explore sharing the railway. She said Senator Rush was helpful in securing the funds.

Ms. Fitzpatrick said Senator Rausch helped Needham access funding for installation of new pedestrian-scale energy efficient lighting in Needham Heights.

Ms. Fitzpatrick said Representative Garlick’s office helped secure funding for security and accessibility enhancements at the Center at The Heights.

She said the Select Board will be asked to review the capital plan in November and December, as it is due the first week of January.

Ms. Fitzpatrick said Needham will focus on the RAVE Alert System for reverse 911 calls to residents. She said people who live, work, drive through Needham, or have an elderly parent living in town should sign up online at the Town’s website to receive emergency notifications. She said there will be a booth at the Harvest Fair in an effort to sign people up for the service.

7:41 p.m.

Board Discussion:

1. Comprehensive Permit 1180 Great Plain Avenue

The Board discussed traffic circulation for the Comprehensive Permit filed with the ZBA for 1180 Great Plain Avenue.

Mr. Handel said it makes sense to utilize the existing traffic access to the site, not restrict it to either abutting street. He said he prefers a one-way solution from either Great Plain Avenue to Walnut Street or vice versa, with judgement as to the most sensible traffic pattern left to the ZBA, DPW, and traffic committee.

Mr. Borrelli acknowledged the site is tight, with 3 traffic options available from the Town Engineer report. He said the traffic burden should be shared between Great Plain Avenue and Walnut Street. He said he prefers the exit be on Walnut Street, however concurred the final decision should come from the Town Engineer.

Mr. Bulian said the architect proposed a circular traffic pattern around the building, noting green space and trees would be lost.

Mr. Handel said a circular traffic pattern does not make sense, minimizes green space, burdens one side of the property, and is not fair to abutters on either street.

Mr. Bulian agreed, saying the amount of traffic generated from 16 units will be negligible.

Mr. Matthews commented one of the traffic plans was for a circular pattern around the building. He noted, however no such plan was submitted to the ZBA. He commented that the Select Board concluded the overall plan for the site makes good use of the property. The problem, he said, is that driveway access to parking is only wide enough for one car. Mr. Matthews said while the Select Board recommended approval of the project, it asked for a better traffic plan. He said it is up to the Select Board to make a decision based on the existing plan submitted. Mr. Matthews said he is persuaded by the recommendation of the DPW, which basically says 2-way traffic is not a good option. He said his preference is to support either of the one-way options as recommended by the DPW, with further input by the Town Engineer. Discussion ensued on the possibility of a "horseshoe" traffic pattern, and it was agreed that it was not a good option.

Mr. Borrelli said he supports the experts who have said a one-way traffic pattern is best.

Motion by Mr. Matthews that the Board vote to authorize the Town Manager to send a letter to the ZBA with respect to the traffic circulation for the 1180 Great Plain Avenue project, recommending either option: Entering the property from Great Plain Avenue only and exiting only onto Walnut Street OR entering the property from Walnut Street only and exiting only onto Great

Plain Avenue, with final determination of either option to be informed by further input from the DPW or Town Engineer.

Second: Mr. Handel. Unanimously approved 4-0.

2. Housing Choices Bill

The Board discussed the concept of sending a letter to the Town's legislative delegation jointly with the Planning Board outlining concerns with House Bill 3507 - Housing Choices Initiative.

Mr. Bulian read the letter dated October 3, 2019 to be sent to Representative Denise Garlick, Senator Michael Rush, and Senator Becca Rausch regarding House Bill 3507.

Discussion ensued on Needham reaching its 10% Chapter 40B housing requirement and additional Chapter 40B housing units.

Motion by Mr. Handel that the Board vote to send a letter to the Town's legislative delegation jointly with the Planning Board outlining concerns with House Bill 3507, and to authorize the Town Manager to make minor modifications to the draft letter consistent with any comments provided by the Planning Board.

Second: Mr. Borrelli. Unanimously approved 4-0.

3. Committee Reports

No Committee Reports were made.

Mr. Bulian reminded the public the Harvest Fair will be held on Sunday, October 6, 2019 from 12 pm - 4 pm in Needham Center.

8:07 p.m.

Adjourn:

Motion by Mr. Handel that the Board vote to adjourn the Select Board meeting of Tuesday, October 1, 2019.

Second: Mr. Borrelli. Unanimously approved 4-0.

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
Water Sewer Billing System
Adjustment Form**

DEPARTMENT OF PUBLIC WORKS

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

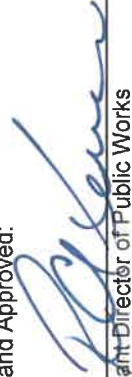
WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

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:	-\$38.95
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$36.63
Transfer Station Charges:	\$0.00
Total Abatement:	-\$75.58

Order #: 1282

Read and Approved:


Assistant Director of Public Works

For the Select Board

10/16/19



Director of Public Works

Town of Needham
Water Sewer Billing System
Adjustment Form

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
DB	Braz	Daniel	37633	7236	223	Manning Street	\$0.00	-\$38.95	-\$36.63	-\$75.58	ACC	N
Total:											-\$75.58	

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

Sandy Cincotta

From: Ariana Moir <amoir@ilctr.org>
Sent: Thursday, October 03, 2019 1:11 PM
To: Sandy Cincotta
Subject: Citation Request for Immigrant Entrepreneur Awards Nominee

Dear Needham Select Board and Ms. Cincotta:

I am emailing to request a citation for an outstanding immigrant business founder in your community who is nominated for The Immigrant Learning Center's eighth annual Barry M. Portnoy Immigrant Entrepreneur Awards. The [2019 Barry M. Portnoy Immigrant Entrepreneur Awards Benefit](#) takes place on Tuesday, October 29, 2019, at 6:00 PM at the Royal Sonesta Boston in Cambridge, MA.

The Awards Benefit includes a networking reception, dinner and awards ceremony. We will present the entrepreneurs with your citation during the ceremony, and one outstanding immigrant entrepreneur will be awarded in each of four categories: Business Growth, Neighborhood Business, High-Tech Business and Life Science Business.

We would like the citation by **October 17, 2019** for the following 2019 Barry M. Portnoy Immigrant Entrepreneur Awards **NOMINEE**, whose business is in your district:

- Ely Kaplansky, Kaplansky Insurance in Needham

Suggested language:

In recognition of the outstanding contribution that your business has made to the Town of Needham and Massachusetts' economic well-being.

We would appreciate it if you could send the citation(s) to us at:

The Immigrant Learning Center
442 Main Street
Malden, MA 02148-5117
Attn: Ariana Moir

The following is a summary of this **NOMINEE**:

Ely Kaplansky

Kaplansky Insurance, Needham
from Israel
Category: Business Growth

The child of Holocaust survivors, Ely Kaplansky was born in Israel and came to the United States with his family at age three. He began his insurance career at 16 as a part-time "registry runner" and dropped out of high school at 17, two months short of graduation, to work full-time at an insurance agency. Five years later, he started his own. Kaplansky Insurance is a full-service general insurance agency serving more than 35,000 individuals, families and businesses. In the last three years, he has increased employment across 13 locations in five counties in eastern Massachusetts by 27 percent. *Entrepreneur* magazine included Kaplansky Insurance in their "2018 Entrepreneur 360™ List," recognizing it as an innovative and well-rounded small company. Kaplansky is active in the community, including being Chairman of the Massachusetts Association of Independent Agents.

The Immigrant Learning Center® (ILC) of Malden, MA, is a not-for-profit organization that gives immigrants a voice in three ways. The English Language Program provides free, year-round English classes to immigrant and refugee adults in Greater Boston to help them become successful workers, parents and community members. The [Public Education Institute](#) informs Americans about the economic and social contributions of immigrants in our society, and the Institute for Immigration Research, a joint venture with George Mason University, conducts research on the economic contributions of immigrants. For more information, visit the website at www.ilctr.org.

The ILC cordially invites the Needham Select Board and staff to honor the accomplishments of these immigrant entrepreneurs and support the work of The ILC by attending the 2019 Barry M. Portnoy Immigrant Entrepreneur Awards Benefit. We are pleased to offer legislators and their staff discounted “Nominee” tickets at \$150 per person. This includes a cocktail reception, dinner and awards ceremony. Alternatively, you are very welcome to come as our guests for the cocktail reception portion of the evening from 6:00-7:00 PM. In the past, nominees have appreciated having the opportunity to meet with their representatives and take photos together with the citation during the reception. To learn more about the Awards and about Barry M. Portnoy, visit our [website](#)

Sincerely,
Ariana Moir

Ariana Moir
Program Assistant, [Public Education Institute](#)
The Immigrant Learning Center, Inc.
442 Main Street, Malden, MA 02148
(781) 332-9777
www.ilctr.org

**Certificate Of
Appreciation**

**From The
Town of Needham, Massachusetts
Select Board**

Awarded to:

ELY KAPLANSKY

**In recognition of the outstanding
contribution that your business has
made to the Town of Needham and
Massachusetts' economic well-being.
Congratulations**

Signed this 16th day of October 2019
