

# SELECT BOARD

## December 17, 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.*

|           |             |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <b>6:00</b> | Executive Session: Exception 3                                                                                                                                                                                                                                                                                                                                                                                                        |
|           | <b>6:45</b> | Informal Meeting with Citizens<br><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> |
| <b>1.</b> | <b>7:00</b> | Recognize NHS Girls Volleyball Champions <ul style="list-style-type: none"> <li>Courtney Chaloff, Coach</li> </ul>                                                                                                                                                                                                                                                                                                                    |
| <b>2.</b> | <b>7:00</b> | Public Hearing: Eversource Energy Grant of Location –Webster Street <ul style="list-style-type: none"> <li>Maureen Carroll, Eversource Energy representative</li> </ul>                                                                                                                                                                                                                                                               |
| <b>3.</b> | <b>7:00</b> | Hearing: Liquor Compliance Violation <ul style="list-style-type: none"> <li>Najwa Murphy, Manager<br/>Needham 365, LLC d/b/a Residence Inn</li> </ul>                                                                                                                                                                                                                                                                                 |
| <b>4.</b> | <b>7:30</b> | Director of Public Works <ul style="list-style-type: none"> <li>Notice of Traffic Regulation- B Street</li> <li>Notice of Traffic Regulation- Gibson Street</li> <li>Notice of Traffic Regulation- Pickering Street</li> </ul>                                                                                                                                                                                                        |
| <b>5.</b> | <b>7:35</b> | Joint Meeting with Park & Recreation Commission                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>6.</b> | <b>8:05</b> | Daxing-Needham Pre-Hospital Care Conference Report <ul style="list-style-type: none"> <li>Fire Chief Dennis Condon</li> <li>Firefighter/Paramedic Mark McCulloch</li> <li>EMS Administrator Ed Sullivan</li> </ul>                                                                                                                                                                                                                    |
| <b>7.</b> | <b>8:20</b> | Town Manager <ul style="list-style-type: none"> <li>Capital Improvement Plan</li> <li>Polling Location Changes</li> <li>Update of FY2020-FY2021 Goals</li> <li>Town Manager's Report</li> </ul>                                                                                                                                                                                                                                       |
| <b>8.</b> | <b>8:30</b> | Board Discussion <ul style="list-style-type: none"> <li>Committee Reports</li> </ul>                                                                                                                                                                                                                                                                                                                                                  |
| <b>9.</b> | <b>8:35</b> | Executive Session: Exception 3 & Exception 6                                                                                                                                                                                                                                                                                                                                                                                          |

## APPOINTMENTS

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

## CONSENT AGENDA      \*=Backup attached

|      |                                                                                                                                                                                                                                                                                                                                                                                    |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Vote to place the following on the Tuesday, April 14, 2020 Annual Town Election ballot: "Trustee of Public Library, For One Year, Vote for One" and "Needham Housing Authority for Four Years, Vote for One" and "Needham Planning Board for Three Years, Vote for One."                                                                                                           |
| 2.   | Approve a request from The James to extend its liquor license on December 31, 2019 until 1:00 a.m. The Police Department has approved this request.                                                                                                                                                                                                                                |
| 3.   | Approve request from Rabbi Mendel Krinsky from the Chabad Jewish Center to hold a Menorah lighting ceremony on the Town Common on Monday, December 23, 2019 starting at 6:00 pm. Garrity Way cannot be accessed until 5:00 pm. Festivities include use of a Needham Fire Truck to dispense gelt to the attendees.                                                                  |
| 4.*  | Approve a request from the Needham Track Club to hold "The Great Bear Run" road race on Sunday, May 17, 2020 from 7:30 a.m. to 4:00 p.m. on the grounds of the Pollard Middle School. The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.                                                                                         |
| 5.*  | Approve a request from Jessica Rice, who has submitted a Road Event form, to hold its "Jog Your Memory 5K Run/2 mile walk" on Sunday, September 20, 2020 from 6:00 a.m. to 11:00 a.m. The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.                                                                                         |
| 6.*  | Approve a request from Angela O'Connor of Park and Recreation and Kevin Keane, Event Coordinator, who have submitted a Road Event form, to hold its "Needham 1775" walk on Saturday, April 4, 2020 from 8:00 a.m. to 3:00 p.m. The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.                                                |
| 7.*  | Approve a request from Mark Walter, of the Michael Carter Lisnow Respite Center, who is organizing its "Harvest Ride for Respite", to have a portion of its ride go through Needham. The event is scheduled for September 26, 2020 from 10:00 a.m. to 11:30 a.m. The route of the ride has been approved by the following departments, DPW, Police, Fire, and Park and Recreation. |
| 8.*  | Approve a Special One Day Wines & Malt Beverages License from Lee-Ann Keeler, of the FRIENDS of the Center at the Heights, to host a Spring Fling event on March 28, 2020 (with a snow date of April 11, 2020) from 4:00 p.m. to 7:30 p.m. The event will be held at the Center at the Heights, 300 Hillside Avenue, Needham, MA.                                                  |
| 9.*  | Approve and sign application for recertification as Tree City USA for 2019.                                                                                                                                                                                                                                                                                                        |
| 10.  | Approve request from Village Club to extend operational hours on New Year's Eve for the Club (lower) portion only: Last call - 12:15 am; Members off premises - 12:45 am; and everyone (bartender) off premises - 1:00 am.                                                                                                                                                         |
| 11.* | Approve Open Session minutes of November 26, 2019 and December 3, 2019.                                                                                                                                                                                                                                                                                                            |
| 12.* | Approve a Special One Day All Alcoholic Beverages License for Artie Crocker, of New Year's Needham to host its New Year's Needham event on December 31, 2019 from 9:00 p.m. to 12:30 a.m. (January 1, 2020). The event will be held in Powers Hall at Town Hall, 1471 Highland Avenue, Needham MA.                                                                                 |
| 13.* | Sign a Certificate of Appreciation for the Chinese Friends of Needham in recognition of its ten-year anniversary and its contribution to a diverse and vibrant local community.                                                                                                                                                                                                    |
| 14.* | Approve a Special One Day Wines & Malt Beverages License for Meghan Sutherland, of St. Joseph Elementary School Parent School Association, to host a Parent's Trivia Night on January 10, 2020 from 6:00 p.m. to 10:00 p.m. The event                                                                                                                                              |

|      |                                                                                                                                                                                                                                                                           |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | will be held at St. Joseph's Elementary School, 90 Pickering Street, Needham.                                                                                                                                                                                             |
| 15.* | Approve a 20B Exemption for Faith Crisley who is an employee in the Town of Needham as a Recording Secretary for Youth and Family Services and the Council on Aging to engage in work with the Needham Free Public Library as Library Page in the Circulation Department. |



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

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**MEETING DATE: 12/17/2019**

|                     |                                                           |
|---------------------|-----------------------------------------------------------|
| <b>Agenda Item</b>  | Recognize Needham Girls Volleyball – State Champions 2019 |
| <b>Presenter(s)</b> | Coach Courtney Chaloff & Members of the Volleyball Team   |

|                                                                                                                                                       |                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                             | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>The Board will recognize the amazing season that the Needham High School Girls Volleyball Team had, winning the Division 1 State Championship.</p> |                                                   |
| <b>2.</b>                                                                                                                                             | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p>Discussion Only</p>                                                                                                                                |                                                   |
| <b>3.</b>                                                                                                                                             | <b>BACK UP INFORMATION ATTACHED</b>               |
| <p>a. Certificate of Appreciation</p>                                                                                                                 |                                                   |

# Certificate Of Appreciation

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

Awarded to:

**THE NEEDHAM GIRLS VOLLEYBALL TEAM  
AND COACHES**

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In recognition of the Needham Girls Volleyball Team for its achievement as Division 1 State Champions. Under Coach Courtney Chaloff's guidance, they epitomized the definition of the word "team" and proved that hard work counts, with an impressive record of 21-0 and were awarded Needham's first Girls State Volleyball title.

**Congratulations!**

*Signed this 17<sup>th</sup> day of December, 2019*



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John A. Bulian, Chair

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Maurice P. Handel, Vice-Chair

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Matthew Borrelli, Clerk

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Marianne B. Cooley

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Daniel P. Matthews



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

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**MEETING DATE: 12/17/2019**

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>Eversource Energy requests permission to install approximately 8 feet of conduit in Webster Street. This work is necessary to provide underground electric service to 1122 Webster Street, Needham.</p> <p>The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that <b>all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.</b></p> |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p><b><u>Suggested Motion:</u></b></p> <p>Move that the Select Board approve and sign a petition from Eversource Energy to install approximately 8 feet of conduit in Webster Street. This work is necessary to provide underground electric service to 1122 Webster Street, Needham.</p>                                                                                                                                                                                                                                 |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>BACK UP INFORMATION ATTACHED</b>               |
| <p><b>(Describe backup below)</b></p> <ul style="list-style-type: none"><li>a. Grant of Location Petition Review Sheet from DPW</li><li>b. Letter of Application</li><li>c. Petition</li><li>d. Order</li><li>e. Petition Plan</li><li>f. Notice Sent to Abutters</li><li>g. List of Abutters</li></ul>                                                                                                                                                                                                                   |                                                   |

**TOWN OF NEEDHAM  
PUBLIC WORKS DEPARTMENT**

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

TO: Nikki Witham, Selectmen Office

FROM: Judy Laffey, DPW Office

DATE: 12/5/19

RE: 2352557 - 1122 Webster St.

For Selectmen Meeting of Dec. 17, 2019  
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

**GRANT OF LOCATION PETITION REVIEW**

DATE OF FIELD REVIEW: 11-25-19

REVIEWER: R.W.W.

SITE LOCATION: #1122 WEBSTER ST.

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

☒ A Sidewalk/Grass Strip Crossing Only

Peer Review

AK 12/4/19 OKM

☐ 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 3"

☐ Cables Transferred to New Pole No

☒ Depth of Conduit

☐ New Riser on Pole No

☒ Utility Conflicts

☐ Visible Trench Patch across Road/Sidewalk No

☐ Crossing Perpendicular to Road

☐ Abutters List Complete

☒ Public Road

☐ Photos Included

☐ Double Pole N/A

Department Head

OK R.P. [Signature] 12/5/19

**COMMENTS:**

AS OF FIELD VISIT (11-25-19) NO TRENCH VISIBLE, NO RISER  
ON POLE

November 20, 2019

Select Board  
Town Hall  
1471 Highland Avenue  
Needham, MA 02192

# 1122

RE: Webster Street  
Needham, MA  
W/O #2352557

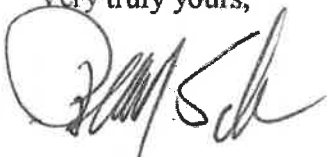
Dear Members of the Board:

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 feet of conduit in Webster Street.

The reason for this work is to provide underground electric service to 1122 Webster Street.

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

Very truly yours,



Richard M. Schifone, Supervisor  
Rights and Permits

RMS/kj  
Attachments

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

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

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis, Dated November 4, 2019**, and filed herewith, under the following public way or ways of said Town:

**Webster Street - Easterly from pole 2/133, approximately  
420 feet north of South Street, a distance  
of 8 ± feet – conduit**

**W/O #2352557**

**NSTAR ELECTRIC COMPANY  
dba EVERSOURCE ENERGY**

By:   
Richard M. Schifone, Supervisor  
Rights & Permits

**Dated this 20th day of November**  
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:

**Webster Street - Easterly from pole 2/133, approximately  
420 feet north of South Street, a distance  
of 8 ± feet – conduit**

**W/O #2352557**

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 November 4, 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 | _____ | Select Board   |
| 4 | _____ | the Town of    |
| 5 | _____ | <b>NEEDHAM</b> |

**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 | _____ | Select Board   |
| 4 | _____ | the Town of    |
| 5 | _____ | <b>NEEDHAM</b> |

**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

#1122

INSTALL 1'-3" PVC PIPES  
SCHEDULE 40  
NO CONCRETE 8±

APPROX. PT.  
OF PICKUP

APPROX. R.O.W.

BSW

ASPHALT WALK

ASPHALT CURBING

APPROX. R.O.W.

EDGE OF PAVEMENT

WEBSTER ST

6" WATER 12" DRAIN  
BACK OF SIDEWALK

WG

HYD

CBS

APPROX. R.O.W.

12" DRAIN

BACK OF SIDEWALK

12" D

12" D

CBS

DMH

CBS

6" W

APPROX. R.O.W.

#1129

SECTION - 1

STREET SURFACE



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 IS MADE OR IMPLIED BY THE COMPANY IN CONNECTION WITH THE INFORMATION. THE COMPANY, ITS EMPLOYEES OR AGENTS (COLLECTIVELY THE "NEAR 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 TO HOLD THE NEAR 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

C# 257-19

Ward #

Work Order # 2352557

Surveyed by: JH

Research by: KI

Plotted by: BRENNAN

Proposed Structures: LM

Approved: A DEBENEDICTIS

P#

**ASTAR EVERSOURCE**  
ELECTRIC  
DIVISION  
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of WEBSTER STREET (NEAR SOUTH ST)

NEEDHAM

Showing PROPOSED CONDUIT LOCATION

UC PET = E.T.I.

Scale 1"=20'

Date NOVEMBER 4, 2019

SHEET 1 of 1

0

20

40

SCALE IN FEET



## 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 December 17, 2019** upon petition of Eversource Energy dated **November 20, 2019** to install approximately 8 feet of conduit in Webster Street. This work is necessary to provide underground electric service to 1122 Webster Street.

A public hearing is required and abutters should be notified.

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

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

SELECT BOARD

Dated: December 6, 2019

# 1122 WEBSTER STREET

| OWNER NAME 1                                                                             | OWNER NAME 2                                                                    | MAILING ADDRESS                                                        | CITY                                     | ST                   | ZIP                              | PARCEL ID                                                                    | PROPERTY ADDRESS                                                         |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------|----------------------|----------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| O'BRIEN, KEVIN P. &<br>WRIGHT, ERICA C &<br>CHRISTEN THOMAS &<br>1140 WEBSTER STREET LLC | O'BRIEN, BETSEY A.<br>WRIGHT, JOHN J., III<br>WONG, CINDY WAI YIN               | 32 CANTERBURY LN<br>20 CANTERBURY LN<br>517 SOUTH ST<br>56 HIGHGATE ST | NEEDHAM<br>NEEDHAM<br>NEEDHAM<br>NEEDHAM | MA<br>MA<br>MA<br>MA | 02492<br>02492<br>02492<br>02492 | 1992020004200000<br>1992020004400000<br>1992020004500000<br>1992020004700000 | 32 CANTERBURY LN<br>20 CANTERBURY LN<br>517 SOUTH ST<br>1140 WEBSTER ST  |
| DAVOS, GEORGE &<br>HOWARD, LYNN R. &<br>KELL, THORNTON, JR. &<br>DELANEY, JOHN TIMOTHY & | DAVOS, ANGELA<br>URBAN, CHRISTINE D.<br>KELL, DONNA L.<br>DELANEY, KATHARINE C. | 7 EATON RD<br>1106 WEBSTER ST<br>1107 WEBSTER ST<br>1129 WEBSTER ST    | NEEDHAM<br>NEEDHAM<br>NEEDHAM<br>NEEDHAM | MA<br>MA<br>MA<br>MA | 02492<br>02492<br>02492<br>02492 | 1992020004800000<br>1992020004900000<br>1992030000200020<br>1992030000300000 | 1140 WEBSTER ST<br>1106 WEBSTER ST<br>1107 WEBSTER ST<br>1129 WEBSTER ST |

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




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

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**MEETING DATE: 12/17/2019**

|                     |                        |
|---------------------|------------------------|
| <b>Agenda Item</b>  | Liquor License Hearing |
| <b>Presenter(s)</b> | Select Board           |

|                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>The Select Board, as the local licensing authority, will hold a hearing in accordance with the provisions of M.G.L. c. 138 Section 64. The purpose of the hearing will be to consider the modification, suspension, revocation or cancellation of the liquor license for Needham 365 Bev, LLC d/b/a Residence Inn by Marriott. Representatives of the Police Department will be present to provide evidence of the charges.</p> |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p>That the Select Board vote to:</p> <ul style="list-style-type: none"><li>a. modify,</li><li>b. suspend for a period of _____ days,</li><li>c. revoke, or</li><li>d. cancel the liquor license for Needham 365 Bev, LLC d/b/a Residence Inn by Marriott.</li></ul>                                                                                                                                                               |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>BACK UP INFORMATION ATTACHED</b>               |
| <ul style="list-style-type: none"><li>a. Violation Notice</li><li>b. M.G.L. Chapter 138 Sections 12, 34, 64, and 67</li></ul>                                                                                                                                                                                                                                                                                                      |                                                   |



**TOWN OF NEEDHAM**  
TOWN HALL  
1471 Highland Avenue  
Needham, MA 02492-2669

COMPLETED

12/2/19

Office of the  
TOWN MANAGER

TEL: (781) 455-7500  
FAX: (781) 449-4569  
TDD: (781) 455-7558

Via Certified Mail #7015 1730 0000 4186 2300

December 2, 2019

Ms. Najwa Murphy  
Needham 365 Bev, LLC d/b/a Residence Inn  
80 B Street  
Needham, MA 02494

Dear Ms. Murphy:

I have been informed by Police Chief John Schlittler that the Needham Police Department conducted a compliance check at your establishment on October 16, 2019 and determined that your staff served alcoholic beverages to a person under twenty-one years of age in violation of Massachusetts General Law Chapter 138 Section 34.

The Select Board, as the local licensing authority, will hold a hearing at 7:00 p.m. on Tuesday, December 17, 2019 in accordance with the provisions of Massachusetts General Law Chapter 138 Section 64. The purpose of the hearing will be to consider the modification, suspension, revocation or cancellation of the liquor license for Needham 365 Bev, LLC d/b/a Residence Inn. Representatives of the Police Department will be present to provide evidence of the charges made against you. At this hearing, you will be afforded reasonable opportunity to provide information to the Board regarding the charges.

It is expected that you will appear at this hearing. Please contact me if you have any questions.

Very truly yours,

  
Kate Fitzpatrick  
Town Manager

C: Select Board  
David Tobin, Town Counsel  
John Schlittler, Police Chief

7015 1730 0000 4186 2300

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

**OFFICIAL USE**

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

|                                                              |    |
|--------------------------------------------------------------|----|
| <input type="checkbox"/> Return Receipt (hardcopy)           | \$ |
| <input type="checkbox"/> Return Receipt (electronic)         | \$ |
| <input type="checkbox"/> Certified Mail Restricted Delivery  | \$ |
| <input type="checkbox"/> Adult Signature Required            | \$ |
| <input type="checkbox"/> Adult Signature Restricted Delivery | \$ |

Postage \$

Total Postage and Fees \$ 6.80

Sent To  
ms. Najwa Murphy - Needham 365 Bev, LLC  
80 B Street  
Needham, MA 02494  
City, State, ZIP+4®

Postmark Here

T. M.

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

## Chapter 138

Sec. 12. Must carry \$250k/\$500k liquor liability coverage.

Sec. 23. After an opportunity for a hearing, license may be suspended or revoked. Hearing does not have to be a public hearing.

If disciplinary action taken, must give written notice with reasons to licensee and ABCC.

Sec. 34A. Upon conviction by a court of a minor falsifying his/her age to acquire alcohol, notify RVM and driver's license will be suspended for 180 days.

Sec. 64. After notice to licensee and a reasonable opportunity to be heard, licensing authority may suspend or revoke liquor license upon satisfactory proof that there has been a violation of the license or any laws. If at any hearing a licensee is charged with serving or selling alcohol or alcoholic beverages to a person under twenty-one years of age, written notice of said allegations shall be sent by the licensing authorities to the parent or guardian of such person.

If the license is revoked, the licensee shall be disqualified to receive a license for one year after the expiration of the term of the license so revoked. The year shall start upon the date the revoked license was to expire. If the licensee is the owner of the premises described in such revoked license, no license shall be issued to be exercised on said premises for the residue of the term thereof.

Sec. 64A. If the licensing authority finds that the licensee has served someone under 21 yrs. of age or an intoxicated person within 24 months of the alleged violation for which the hearing is being held, the licensing authority may require the licensee to acquire additional liquor liability insurance in excess of the amount of insurance required by sec. 12, in an amount set by the licensing authority.

Sec. 67. Any licensee aggrieved by the decision of the licensing authority may appeal to the ABCC within 5 days of receipt of notice. The commission shall hold a hearing and issue a decision within 30 days after the hearing ends. If it disapproves of the action of the licensing authority, it shall remand the matter back with its reasons for its decision.

Pending a decision on the appeal, the action of the local board shall have the same force and affect as if it had not been appealed.

*This page is guidance from Town Counsel  
December 2019*

**Part I** ADMINISTRATION OF THE GOVERNMENT**Title XX** PUBLIC SAFETY AND GOOD ORDER**Chapter 138** ALCOHOLIC LIQUORS**Section 12** LICENSES AUTHORIZING SALE OF BEVERAGES TO BE DRUNK ON PREMISES; VETERANS' ORGANIZATIONS, CORPORATIONS, ETC.; SUSPENSION OR REVOCATION; HOURS OF SALE; LIQUEURS AND CORDIALS; LIQUOR LEGAL LIABILITY INSURANCE REQUIREMENT

Section 12. A common victualler duly licensed under chapter one hundred and forty to conduct a restaurant, an innholder duly licensed under said chapter to conduct a hotel, a pub brewer, a continuing care retirement community and a keeper of a tavern as defined by this chapter, in any city or town wherein the granting of licenses under this section to sell all alcoholic beverages or only wines and malt beverages, as the case may be, is authorized by this chapter, subject however, in the case of a tavern, to the provisions of section eleven A, may be licensed by the local licensing authorities, subject to the prior approval of the commission, to sell to travelers, strangers and other patrons and customers not under twenty-one years of age, such beverages to be served and drunk, in case of a hotel or restaurant or continuing care retirement community licensee, only in the dining room or dining rooms and in such other public rooms or areas of a hotel as the local licensing authorities may deem reasonable and proper, and approve in writing; and provided further, that the

limitations relative to service and consumption in a restaurant or hotel or continuing care retirement community only in the dining rooms and such other public rooms or areas deemed reasonable and proper by the local licensing authority shall not be deemed to preclude the restaurant or hotel from allowing a patron to retain and take off the premises only so much as may remain of a bottled wine purchased by the patron in conjunction with a meal and not totally consumed by the patron during such meal; provided further, that the limitations relative to service and consumption in a tavern, club or war veterans' organization licensed pursuant to this section shall not be deemed to preclude the tavern, club or war veterans' organization from allowing a patron, member or guest, as the case may be, to retain and take off the premises only so much as may remain of a bottled wine purchased by the patron, member or guest in conjunction with a meal and not totally consumed by the patron, member or guest during such meal; provided further, that all such wine bottles shall be resealed in accordance with regulations promulgated by the commission and transported in a manner authorized in section 24I of chapter 90 when carried in a motor vehicle, as defined in section 1 of said chapter 90; provided, that no tavern license shall be granted to the holder of a hotel license hereunder. Such sales may also be made, by an innholder licensed hereunder, to registered guests occupying private rooms in his hotel, and in the dining room or dining rooms and in such other public rooms or areas of buildings on the same premises as the hotel and operated as appurtenant and contiguous to and in conjunction with such hotel, and to registered guests occupying private rooms in such buildings and in the case of condominium accommodations that are located appurtenant and contiguous to and also upon the same premises as a hotel, sales may be made by the hotel licensee as the local licensing authorities may deem

reasonable and proper, and approve in writing. Such sales may also be made by a continuing care retirement community licensed hereunder, to residents or guests of residents in rooms in a continuing care retirement community, and in the dining rooms and in such other public rooms or areas of buildings on the same premises as the continuing care retirement community and operated as appurtenant and contiguous to and in conjunction with such continuing care retirement community, and to guests of residents in such buildings; provided, however, that such sales may be made by the continuing care retirement community licensee as the local licensing authorities may deem reasonable and proper and approve in writing. Such sales may be made by a restaurant licensee at such stands or locations in a sports arena, stadium, ball park, race track, auditorium or in any one building at an airport as the local licensing authority may deem reasonable and proper, and approve in writing. A local licensing authority may grant a license for the sale of all alcoholic beverages or a license for the sale of wines and malt beverages at any location on the grounds of a golf course as it deems reasonable and proper. Upon an application for a restaurant license, the local licensing authorities may in their discretion grant such a license authorizing the sale of alcoholic beverages on all days of the week or one authorizing such sale on secular days only, and the decision of such authorities as to which of the two types may be granted upon any particular application shall be final. During such time as the sale of such alcoholic beverages is authorized in any city or town under this chapter, the authority to grant innholders' and common victuallers' licenses therein under chapter one hundred and forty shall be vested in the local licensing authorities; provided, that if a person applies for the renewal of both a common victualler's license or an innholder's license under said chapter one

hundred and forty and a hotel or a restaurant license, as the case may be, under this section and the local licensing authorities refuse to grant said common victualler's or innholder's license or fail to act on the applications therefor within a period of thirty days, such applicant may appeal therefrom to the commission in the same manner as provided in section sixty-seven and all the provisions of said section relative to licenses authorized to be issued by local licensing authorities under this chapter shall apply in the case of such common victualler's license or innholder's license.

If a license granted under this section to a person holding a license as an innholder or common victualler is suspended or revoked for any particular cause, no action shall be taken on account thereof by such authorities with respect to such innholder's or common victualler's license prior to the expiration of the period provided for an appeal under section sixty-seven in case no such appeal is taken, or prior to the disposition of any such appeal so taken, nor thereafter, except for further cause, in case such disposition is in favor of the appellant. Any club in any city or town wherein the granting of licenses to sell alcoholic beverages, or only wines and malt beverages, as the case may be, is authorized under this chapter may be licensed by the local licensing authorities, subject to the approval of the commission, to sell such beverages to its members only, and also, subject to regulations made by the local licensing authorities, to guests introduced by members, and to no others. A member of a club licensed under this section may bring wine to be consumed on the premises with a meal purchased at the club, unless the club objects, which it may do at its sole discretion. At all times the club shall control the handling, serving and dispensing of wine in accordance with this chapter and may refuse to pour wine for any patron for any reason or for no reason, regardless of

whether bottles are opened or unopened. Unopened bottles shall be returned to the patron who shall remove such bottles from the premises at the conclusion of the event, and open bottles shall be returned and resealed in accordance with regulations promulgated by the commission and transported in a manner authorized by section 24I of chapter 90 when carried in a motor vehicle, as defined in section 1 of said chapter 90. The club shall set and charge a reasonable corkage fee, which shall be added to the member's meal expense. Such fee shall be set at not less than \$30 and shall be applied to each bottle of wine that is opened.

The local licensing authorities of any city or town wherein the granting of licenses under this section to sell all alcoholic beverages or only wines and malt beverages, as the case may be, is authorized by this chapter, may, subject to the approval of the commission and irrespective of any limitation of number of licenses contained in section seventeen, issue a license to any corporation the members of which are war veterans and which owns, hires or leases in such city or town a building, or space in a building, for the use and accommodation of a post of any war veterans' organization incorporated by the Congress of the United States, to sell such beverages to the members of such post only, and also, subject to regulations made by the local licensing authorities, to guests introduced by such members and to no others.

The local licensing authorities may determine in the first instance, when originally issuing and upon each annual renewal of licenses under this section, the amount of the license fee, for a tavern license or for any other license under this section for the sale of all alcoholic beverages, or for any other license under this section for the sale of wines and malt beverages, and provided that nothing herein shall prevent such authorities from establishing license fees differing in amounts within the limitations

aforesaid for restaurant licenses authorizing such sale on secular days only. If different license fees are so established the fee for licenses authorizing the sale of alcoholic beverages on all days of the week shall not be more than twenty-five per cent higher than the fee for licensing such sale on secular days only. Before issuing a license to any applicant herefor under this section, or before a renewal of such license, the local licensing authority shall cause an examination to be made of the premises of the applicant to determine that such premises comply in all respects with the appropriate definition of section one and that the applicant is not less than twenty-one years of age and a person of good character in the city or town in which he seeks a license hereunder. No license shall be issued to any applicant who has been convicted of a violation of a federal or state narcotic drugs law.

The local licensing authorities may accept the surrender of a license issued under this section and may issue in place thereof to the same licensee any other form of license authorized under this section, and may allow as a credit on the fee for the new license the license fee paid for the license surrendered but no refund shall be authorized. Different licenses issued as aforesaid for any portion of the same license year to the same licensee shall count as one license for the purposes of section seventeen.

The hours during which sales of such alcoholic beverages may be made by any licensee as aforesaid shall be fixed by the local licensing authorities either generally or specially for each licensee; provided, however, that no such sale shall be made on any secular day between the hours of two and eight o'clock antemeridian and that, except as provided in section thirty-three, no such licensee shall be barred from making such sales on any such day after eleven o'clock antemeridian and before eleven o'clock postmeridian, and no tavern shall be kept open on any such day

between one o'clock antemeridian and eight o'clock antemeridian; provided, further, that any such licensee or his manager shall not be prohibited from being on the licensed premises at any time; provided, further, that the employees, contractors or subcontractors shall not be prohibited from being upon such premises at any time for the purpose of cleaning, making renovations, making emergency repairs to or providing security for, such premises or preparing food for the day's business or opening or closing the business in an orderly manner. The licensing authority shall not decrease the hours during which sales of such alcohol beverages may be made by a licensee until after a public hearing concerning the public need for such decrease; provided, however, that a licensee affected by any such change shall be given 2 weeks notice of the public hearing.

No license issued under this section shall be subject to any condition or requirement varying the occupancy of the licensed premises as certified by any person or state or local agency charged with the administration or enforcement of the state building code or any of its rules or regulations.

No person, firm, corporation, association or other combination of persons, directly or indirectly, or through any agent, employee, stockholder, officer or other person, or any subsidiary whatsoever, licensed under the provisions of sections eighteen or nineteen shall be granted a license under this section.

In cities and towns which vote to authorize under section eleven the granting of licenses for the sale of all alcoholic beverages, specific licenses may nevertheless be granted under this section for the sale of wines or malt beverages only, or both. The licensing authorities may

refuse to grant licenses under this section in certain geographical areas of their respective cities or towns, where the character of the neighborhood may warrant such refusal.

All malt beverages sold by a licensee under this section containing not more than three and two tenths per cent of alcohol by weight shall be expressly sold as such.

No malt beverage shall be sold on draught from a tap, faucet or other draughting device, unless there shall plainly appear on or attached to such device, in legible letters, the brand or trade name of the malt beverage so sold therefrom.

In any city or town wherein the granting of licenses under this section to sell alcoholic beverages or wines and malt beverages is authorized, a person may be granted a general on-premise license by the local licensing authorities, subject to the prior approval of the commission, authorizing him to sell alcoholic beverages without food to patrons and customers subject to all other relevant provisions of this chapter, provided that such beverages shall be sold and drunk in such rooms as the licensing authorities may approve in writing. The annual license fee for such general on-premise license shall be determined by the local licensing authority. For the purposes of section eleven an affirmative vote on subdivision A or B shall be considered an authorization for the granting of general on-premise licenses in a city or town.

A common victualler who holds a license pursuant to this section may provide on premises sample wine or malt beverage tasting; provided however, that such licensee shall not solicit orders for wine or malt for off premises consumption; and provided further, that any such wine

tasting shall be limited to one ounce per serving and any such malt beverage tasting shall be limited to two ounces per serving and food shall be served in conjunction with any such wine or malt beverage tasting.

In any city or town which votes to accept the provisions of this paragraph, a common victualler, who holds a license under this section to sell wines and malt beverages may, upon written approval, also sell liqueurs and cordials pursuant to said license, subject, however, to all other licensing provisions of this chapter.

A common victualler who holds a license for the sale of all alcoholic beverages or holds a license for the sale of wines and malt beverages and who also holds pursuant to this section written approval to sell liqueurs and cordials pursuant to his license may provide on-premises sample liqueurs and cordials tasting; provided however, that a licensee shall not solicit orders for liqueurs and cordials for off-premises consumption; and provided, further, that any such liqueurs and cordials tasting shall be limited to 1/4 of an ounce per serving and food shall be served in conjunction with any liqueurs and cordials tasting.

A common victualler who holds a license for the sale of all alcoholic beverages may provide on premises sample alcoholic beverages tasting; provided, however, that a licensee shall not solicit orders for alcoholic beverages for off-premises consumption; and provided further, that any tasting of alcoholic beverages, other than wines and malt beverages, shall be limited to 1/4 of an ounce per serving and food shall be served in conjunction with any alcoholic beverages tasting.

No license shall be issued or renewed under this section until the applicant or licensee provides proof of coverage under a liquor legal liability insurance policy for bodily injury or death for a minimum

amount of \$250,000 on account of injury to or death of 1 person, and \$500,000 on account of any 1 accident resulting in injury to or death of more than 1 person. Proof of the insurance coverage required by this section shall be made by filing a certificate of insurance in a form acceptable to the local licensing authority. The insurance shall be subject to sections 5 and 6 of chapter 175A of the General Laws.

**Part I** ADMINISTRATION OF THE GOVERNMENT**Title XX** PUBLIC SAFETY AND GOOD ORDER**Chapter 138** ALCOHOLIC LIQUORS**Section 34** SALE, DELIVERY OR FURNISHING ALCOHOLIC BEVERAGES  
TO PERSONS UNDER TWENTY-ONE YEARS OF AGE;  
EMPLOYMENT OF PERSONS UNDER EIGHTEEN YEARS OF  
AGE

Section 34. No person shall receive a license or permit under this chapter who is under 21 years of age. Whoever makes a sale or delivery of any alcoholic beverage or alcohol to any person under 21 years of age, either for his own use or for the use of his parent or any other person, or whoever, being a patron of an establishment licensed under section 12 or 15, delivers or procures to be delivered in any public room or area of such establishment if licensed under section 12, 15, 19B, 19C or 19D or in any area of such establishment if licensed under said section 15, 19B, 19C or 19D any such beverages or alcohol to or for use by a person who he knows or has reason to believe is under 21 years of age or whoever procures any such beverage or alcohol for a person under 21 years of age in any establishment licensed under section 12 or procures any such beverage or alcohol for a person under 21 years of age who is not his child, ward or spouse in any establishment licensed under said section 15, 19B, 19C or 19D or whoever furnishes any such beverage or alcohol for

a person under 21 years of age shall be punished by a fine of not more than \$2,000 or by imprisonment for not more than one year or both. For the purpose of this section the word "furnish" shall mean to knowingly or intentionally supply, give, or provide to or allow a person under 21 years of age except for the children and grandchildren of the person being charged to possess alcoholic beverages on premises or property owned or controlled by the person charged. Nothing in this section shall be construed to prohibit any person licensed under this chapter from employing any person 18 years of age or older for the direct handling or selling of alcoholic beverages or alcohol.

Notwithstanding the provisions of clause (14) of section 62 of chapter 149, a licensee under this chapter may employ a person under the age of 18 who does not directly handle, sell, mix or serve alcohol or alcoholic beverages.

**Part I** ADMINISTRATION OF THE GOVERNMENT**Title XX** PUBLIC SAFETY AND GOOD ORDER**Chapter 138** ALCOHOLIC LIQUORS**Section 64** SUSPENSION OR REVOCATION OF LICENSE; HEARING;  
NOTICE; DISQUALIFICATION; SURRENDER OF LICENSE;  
REFUNDS

Section 64. The licensing authorities after notice to the licensee and reasonable opportunity for him to be heard by them, may modify, suspend, revoke or cancel his license upon satisfactory proof that he has violated or permitted a violation of any condition thereof, or any law of the commonwealth. If at any hearing a licensee is charged with serving or selling alcohol or alcoholic beverages to a person under twenty-one years of age, written notice of said allegations shall be sent by the licensing authorities to the parent or guardian of such person. If the license is revoked, the licensee shall be disqualified to receive a license for one year after the expiration of the term of the license so revoked, and if he is the owner of the premises described in such revoked license, no license shall be issued to be exercised on said premises for the residue of the term thereof.

If it appears to the commission that a license has been issued under this chapter by the local licensing authorities in excess of the quota prescribed by section seventeen or in violation of section sixteen A or any other

provision of this chapter, the commission shall, after notice to said authorities and to the holder of such license and after reasonable opportunity for them to be heard by it, revoke such license, whereupon such license shall be surrendered to said authorities, and the decision of the commission shall be final and conclusive. The holder of a license so revoked shall not be subject to prosecution for any sales theretofore made by him under such license on the ground that such license was illegally issued. The city or town whose licensing authorities issued any license so revoked shall forthwith refund to the holder thereof the entire fee paid therefor and authority is hereby granted to such city or town to pay the same out of any funds available.

**Part I** ADMINISTRATION OF THE GOVERNMENT**Title XX** PUBLIC SAFETY AND GOOD ORDER**Chapter 138** ALCOHOLIC LIQUORS**Section 67** APPEALS ON REFUSAL TO GRANT OR REVOCATION OF  
LICENSE; HEARING; NOTICE OF APPROVAL; REVOCATION  
BY COMMISSION; REAPPEAL

Section 67. Any applicant for a license who is aggrieved by the action of the local licensing authorities in refusing to grant the same, or by their failure to act within the period of thirty days limited by section sixteen B, or any person who is aggrieved by the action of such authorities in modifying, suspending, cancelling, revoking or declaring forfeited the same, may appeal therefrom to the commission within five days following notice of such action or following the expiration of said period, upon petition in writing, setting forth all the material facts in the case.

The commission shall hold a hearing upon each such appeal, requiring due notice to be given to all interested parties. The decision of the commission shall be made not later than thirty days after the completion of the hearing.

If the commission approves the action of the local licensing authorities it shall issue notice to them to that effect, but if the commission disapproves of their action it shall issue a decision in writing advising said local authorities of the reasons why it does not approve, and shall

then remand the matter to the said local authorities for further action. The commission shall not in any event order a license to be issued to any applicant except after said applicant's application for license has first been granted by the local authorities.

Pending a decision on the appeal, the action of the local licensing authorities shall have the same force and effect as if the appeal had not been taken. Upon the petition of twenty-five persons who are taxpayers of the city or town in which a license has been granted by such authorities, or who are registered voters in the voting precinct or district wherein the licensed premises are situated, the commission shall, or upon its own initiative the commission may, investigate the granting of such a license or the conduct of the business being done thereunder, and shall, after a hearing, modify, suspend, revoke or cancel such license if, in its opinion, circumstances warrant.

If the local licensing authorities fail to suspend, revoke, cancel or declare forfeited a license or to perform any other disciplinary act when lawfully ordered so to do by the commission upon appeal or otherwise, within such reasonable time as it may prescribe, the commission may itself revoke such license or perform such act, with the same force and effect as if issued or performed by the local licensing authorities, but no license shall be issued by the commission except in ratification of a prior issuance to the same party by the local authorities.

In any case in which the commission finds during said hearing that the licensee pursuant to section 12 has served or sold alcohol or alcoholic beverages to either a person under 21 years of age in violation of section 64 or to an intoxicated person in violation of section 69 within the 24 months immediately preceding the date of the alleged violation which is

the subject of the hearing, said commission may, in addition to any other sanctions or conditions it may impose, require as a condition precedent to any modification, reinstatement or renewal of said license thereafter that the licensee provide a certificate of insurance for liquor liability of the licensee to a limit of not less than \$100,000 to any one person and \$200,000 to all persons; provided, however, that if the licensee is required to obtain insurance coverage under said section 12, then the licensing authority may increase the limits set by said section 12. In any other case in which the commission may act pursuant to this section, it may increase, but not decrease, the limits of liquor liability insurance, if any, required by the local licensing authorities as a condition precedent to the modification, reinstatement or renewal of a license.

After receipt by the local licensing authorities of a decision from the commission as set forth in the third paragraph hereof, any applicant for renewal of a license or any licensee who is aggrieved by the action of the local licensing authorities modifying, cancelling, revoking or declaring forfeited a license or failing to issue a license, which would in effect renew for one year a license held during the previous year by the applicant may, if the said local licensing authority fails within five days after receipt of said decision to take the action recommended therein, again appeal to the commission, upon petition in writing setting forth all the material facts in the case. In the event of such reappeal, the commission shall hold a hearing on such reappeal, requiring due notice to be given to all interested parties. If the commission, on such reappeal approves the action of the local licensing authorities, it shall issue notice to them to that effect, but if the commission disapproves their action, it shall issue a decision in writing advising said local authorities of the reasons why it does not approve. This decision of the commission on

reappeal shall be final; provided, that in no event shall the commission order the local licensing authorities to issue any licenses to an applicant not a party to the appeal. If the local licensing authorities fail to issue a license which would have the effect of renewing for one year a license held by the applicant during the previous year, subject to the limitation set forth herein, or to perform any other act when lawfully ordered so to do by the commission upon reappeal, within such time as it may prescribe, the commission may itself, after such reappeal, issue such license to a party to the appeal or perform such act, with the same force and effect as if issued or performed by the local licensing authorities.

Hearings by the commission on appeals as required by the provisions of this section may be held in the discretion of the commission when required by public convenience or shall be held upon written request of twenty-five persons who are taxpayers of the city or town in which the license is intended to be exercised, in the nearest of the following cities or towns to the city or town in which the license is intended to be exercised:—Pittsfield, Greenfield, Springfield, Worcester, Fitchburg, Boston, Barnstable, New Bedford, Brockton, Lowell or Salem.

Upon the receipt of such appeal the commission shall forthwith notify the local licensing authorities thereof by mailing registered mail and said request shall be made within ten days of such mailing.



**SELECT BOARD  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE: 12/17/2019**

|                     |                                                          |
|---------------------|----------------------------------------------------------|
| <b>Agenda Item</b>  | <b>Sign Notice of Traffic Regulation<br/>-- B Street</b> |
| <b>Presenter(s)</b> | Richard P. Merson, DPW Director                          |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> <p>As part of the Center 128 East Development's Planning Board Special Permit, the applicant proposed off site improvements including the re-design and construction of Third Avenue and B Street.</p> <p>Now that the roadway construction is completed, the Needham Department Public Works has prepared a proposed regulation to have B Street designated a stopped street at the northeast bound and southwest bound intersection of Third Avenue.</p> |
| <b>2.</b> | <b>VOTE REQUIRED BY SELECT BOARD</b> <p><i>Suggested Motion:</i></p> <p><i>"That the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS19-12-17 requiring that B Street Northeast bound and southwest bound be designated as stopped streets at the intersection of Third Avenue"</i></p>                                                                                                                                                                                            |
| <b>3.</b> | <b>BACK UP INFORMATION ATTACHED</b> <ol style="list-style-type: none"><li><i>Copy of Traffic Regulation SS19-12-17</i></li><li><i>Stop sign justification memo and Diagram of stop sign locations</i></li></ol>                                                                                                                                                                                                                                                                                              |

TOWN OF NEEDHAM  
SELECT BOARD

NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Select Board of the Town of  
Needham, it is hereby

VOTED: In accordance with the provisions of Chapter 89, Section 9 of the General  
Laws, the following street is designated as a stop street at the intersection  
and in the direction indicated:

Northeast bound and Southwest bound drivers on B STREET at  
the intersection of THIRD AVENUE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
SELECT BOARD

Permit No. SS19-12-17

Date of Passage \_\_\_\_\_

Attest of Town Clerk \_\_\_\_\_

**To:** Needham Planning Department

**From:** Nancy B. Doherty, PE

**Date:** September 16, 2015

**Subject:** Center 128 East Redevelopment - 3<sup>rd</sup> Avenue at B Street  
Needham, MA

This memorandum summarizes supplemental information requested by the Town of Needham Engineering Department regarding the proposed improvements to the B Street/3<sup>rd</sup> Avenue intersection associated with the Center 128 East redevelopment project. These improvements are depicted on Figure 2-35 in the traffic study which was provided to the Town as part of the submission for the project. Figure 2-35 is attached for the reader's convenience. Specifically, it was requested that the YIELD sign on B Street be removed and justification be provided for the proposed STOP signs on the minor approaches to the intersection.

**YIELD Sign.** Although we appreciate the concern of having a YIELD sign located on an approach opposite an approach under STOP control, it is our opinion that control is required at the conflict point where vehicles turning right onto 3<sup>rd</sup> Avenue merge with vehicles proceeding south on 3<sup>rd</sup> Avenue. The travel distance to the conflict point for vehicles exiting the site driveways is approximately 120 feet. Thus, the conflict occurs outside of the intersection and motorists exiting from the site driveways and proceeding south on 3<sup>rd</sup> Avenue may not take into account vehicles turning right onto 3<sup>rd</sup> Avenue.

We have prepared an alternative which removes the need for a YIELD sign by providing an auxiliary southbound through lane on 3<sup>rd</sup> Avenue (see Exhibit A attached). With minor widening on 3<sup>rd</sup> Avenue and no additional right-of-way, this alternative provides a similar operation as the existing intersection with unimpeded travel for the 3<sup>rd</sup> Avenue northbound approach and the B Street right turn. Similar to the original alternative (Figure 2-35), STOP control is proposed for the two site driveway and the B Street left/through lane.

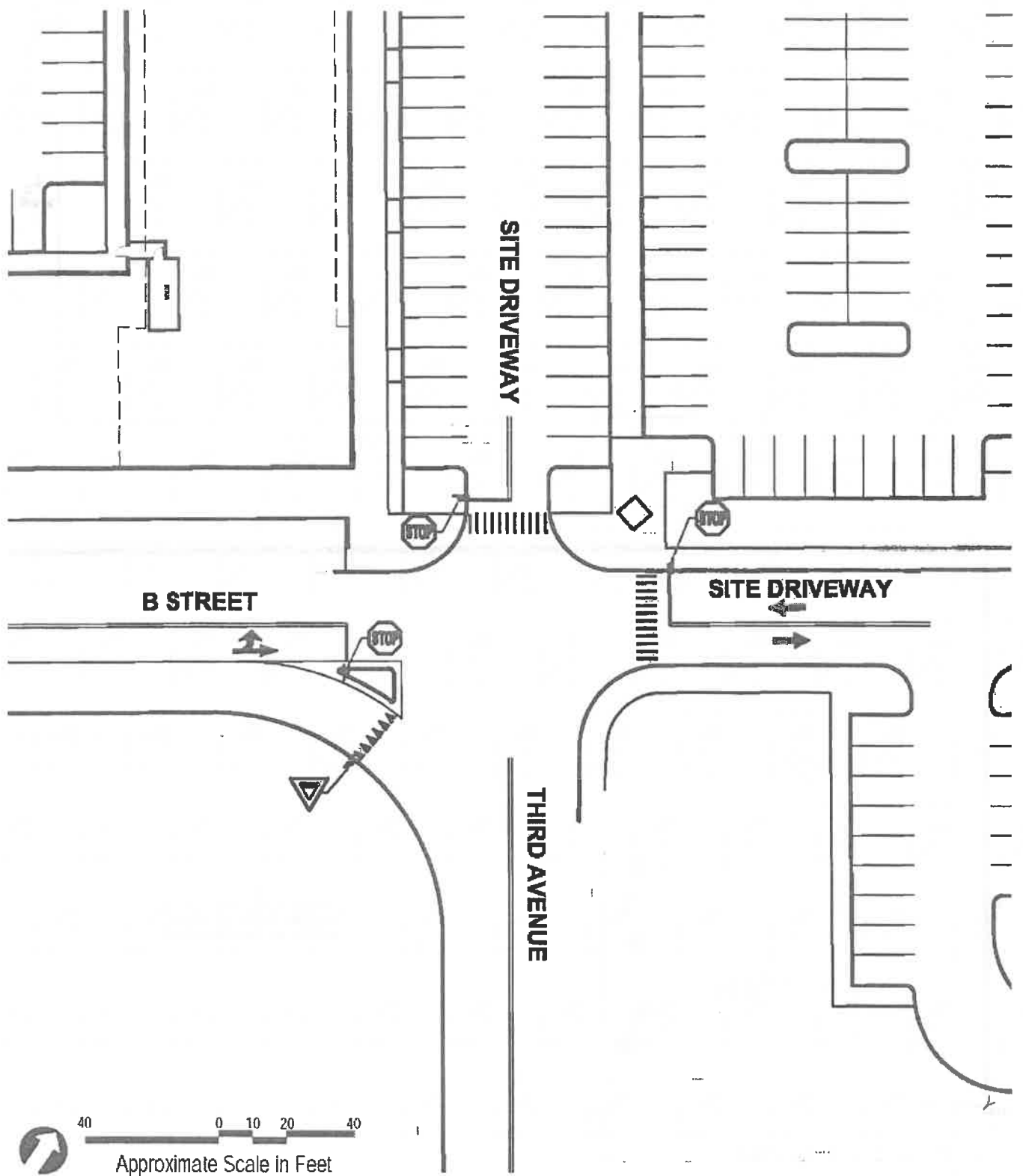
**Stop Sign Justification.** The minor approaches to the intersection are the two proposed site driveways and the left/through lane on B Street. Stop control is recommended for all three minor approaches to the intersection. The proposed stop control of the B Street left/through lane is required to eliminate conflicts with free flowing traffic on the 3<sup>rd</sup> Avenue approach.

The major flows through the intersection are the B Street right turn and the 3<sup>rd</sup> Avenue left turn. It is estimated that by 2022 in the PM peak hour 710 vehicles on B Street will turn right and 250 vehicles on 3<sup>rd</sup> Avenue will turn left. It is noted that the 3<sup>rd</sup> Avenue approach consists of a shared left/through/right turn lane. The total approach volume on 3<sup>rd</sup> Avenue projected for the 2022 afternoon peak hour is 300 vehicles.

In accordance with the 2009 Edition of the *Manual On Uniform Traffic Control* (MUTCD), Section 2B.06.02 STOP sign applications, the use of STOP signs on the minor-street approaches should be considered if the vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day.

For this location the through street is effectively B Street right turn lane/3<sup>rd</sup> Avenue. Assuming the ratio of the afternoon peak hour traffic volume to the daily volume is approximately 9 percent, the daily volume on the through street (B Street/3<sup>rd</sup> Avenue) is projected to exceed 11,200 vehicles a day  $((710 + 300)/0.09)$ . Therefore, the STOP control of the minor approaches (site driveways and the B Street left/through lane) are justified.

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Center 128 Needham, Massachusetts





**SELECT BOARD  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE: 12/17/2019**

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

|           |                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b><br><br>The Traffic Management Advisory Committee (TMAC) received a petition from the residents of Pickering and Kingsbury Street area requesting Pickering Street be designated a stopped street at Kingsbury Street. The TMAC recommends that Pickering Street be designated a stopped street at the intersection of Kingsbury Street. |
| <b>2.</b> | <b>VOTE REQUIRED BY THE SELECT BOARD</b><br><br><i>Suggested Motion:</i><br><br>“That the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS19-12-17a requiring that Pickering Street northbound and southbound be designated as stopped streets at the intersection of Kingsbury Street”                                                                         |
| <b>3.</b> | <b>BACK UP INFORMATION ATTACHED</b><br><br>1. Copy of Traffic Regulation SS19-12-17a<br>2. Diagram of stop sign locations                                                                                                                                                                                                                                                                 |

TOWN OF NEEDHAM  
SELECT BOARD

NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Select Board of the Town of  
Needham, it is hereby

VOTED: In accordance with the provisions of Chapter 89, Section 9 of the General  
Laws, the following street is designated as a stop street at the intersection  
and in the direction indicated:

Northbound and Southbound drivers on PICKERING STREET at  
the intersection of KINGSBURY STREET

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

SELECT BOARD

Permit No. SS19-12-17a

Date of Passage \_\_\_\_\_

Attest of Town Clerk \_\_\_\_\_





**SELECT BOARD  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE: 12/17/2019**

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

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> <p>The Select Board recently signed a parking restriction approved by a petitioner from Gibson Street limiting parking during certain hours of the day. Prior to sign installation, the Department of Public Works received a request from the original petitioners of Gibson Street to amend the recently adopted parking restrictions on Gibson Street.</p> <p>The revised restriction per the petitioners' request is for a one-hour parking zone be established for both sides of Gibson Street between 8 AM and 4 PM on school days. The residents are concerned about school-related vehicles parking all-day on Gibson Street, which narrows the road and limits emergency vehicle access.</p> |
| <b>2.</b> | <b>VOTE REQUIRED BY SELECT BOARD</b> <p><i>Suggested Motion:</i></p> <p><i>“That the Board vote to approve and sign the Notice of Traffic Regulation Permit #P19-12-17 for Gibson Street, Time Limited in Designated Places, Both sides, from Manning Street to Page Road – 1 Hour Parking, 8 AM – 4 PM, School Days”</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>3.</b> | <b>BACK UP INFORMATION ATTACHED</b> <ol style="list-style-type: none"><li><i>Copy of Traffic Regulation P19-12-17</i></li><li><i>Diagram of time limited locations</i></li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

TOWN OF NEEDHAM  
SELECT BOARD

NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Select Board of the Town of Needham, it is hereby

VOTED: That the Town of Needham Traffic Rules and Regulations adopted by the Board of Selectmen February 14, 1989 and subsequent amendments thereto be and are hereby further amended as follows:

By adding to Schedule I – PARKING of Article V, Section 5-6, the following:

TIME LIMITED IN DESIGNATED PLACES

GIBSON STREET – Both sides, from Manning Street to Page Road,  
TIME – 1 Hour, 8 AM – 4 PM, School Days, Permit P19-12-17.

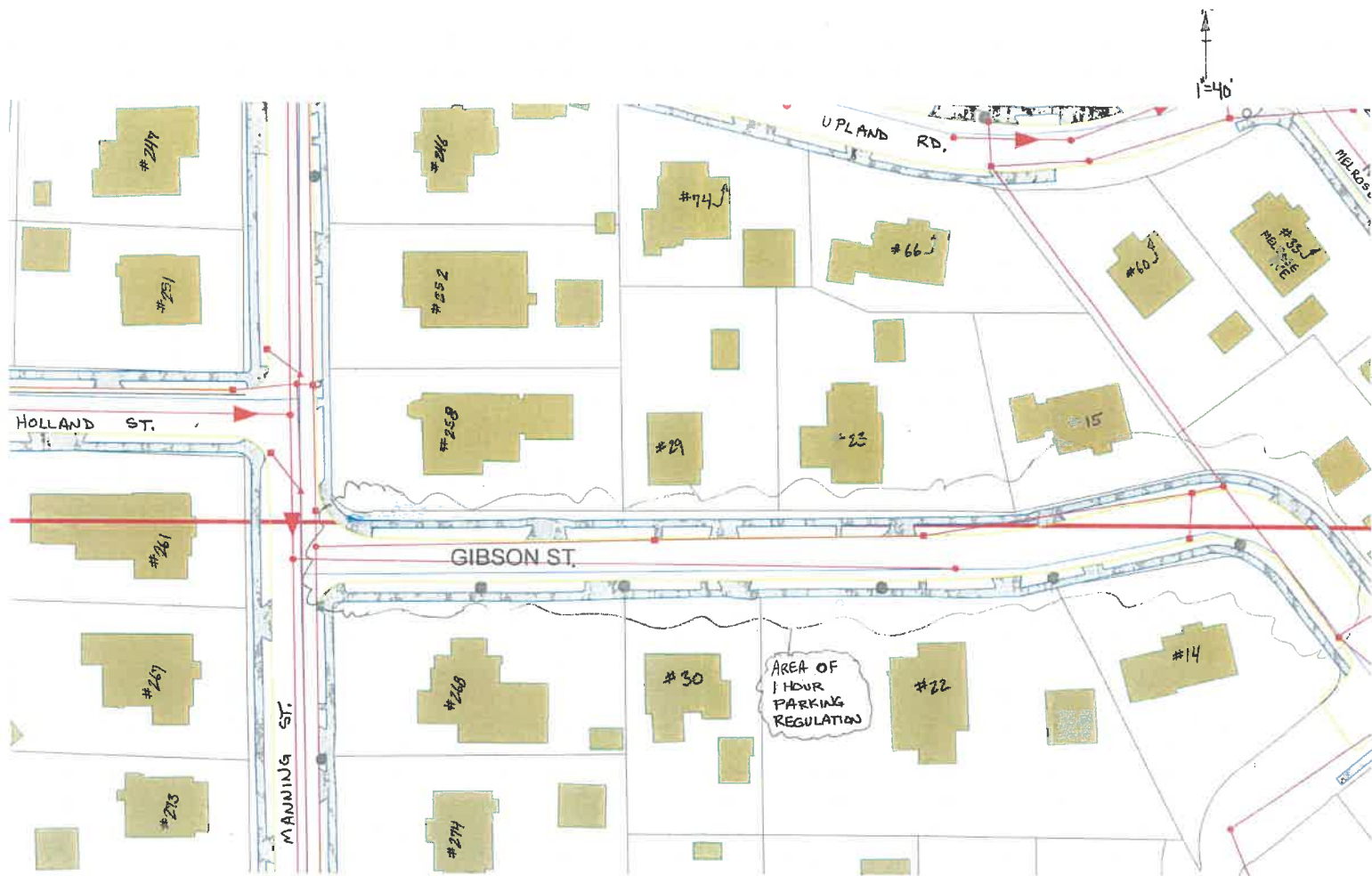
VOTED: by the Select Board at a meeting held on Tuesday, December 17, 2019

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
SELECT BOARD

Permit No. P19-12-17

Date of Passage \_\_\_\_\_

Attest of Town Clerk \_\_\_\_\_





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

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**MEETING DATE: 12/17/2019**

|                     |                                                 |
|---------------------|-------------------------------------------------|
| <b>Agenda Item</b>  | Joint Meeting with Park & Recreation Commission |
| <b>Presenter(s)</b> |                                                 |

|                                                                                                                                                                                                                                                                                                                                |                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                                                                                                      | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| The members of the Select Board and Park & Recreation Commission will discuss issues of common interest including: the 2019 Rosemary Pool season, Ridge Hill/Nike plans, polling locations, recreational opportunities in the downtown, park ranger programs, access to Rosemary Camp Property, and on-going capital projects. |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                      | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| Discussion Only                                                                                                                                                                                                                                                                                                                |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                                                                                                      | <b>BACK UP INFORMATION ATTACHED</b>               |
| a. None                                                                                                                                                                                                                                                                                                                        |                                                   |



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

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**MEETING DATE: 12/17/2019**

|                     |                                                                                                   |
|---------------------|---------------------------------------------------------------------------------------------------|
| <b>Agenda Item</b>  | Daxing-Needham Pre-Hospital Care Conference Report                                                |
| <b>Presenter(s)</b> | Fire Chief Dennis Condon<br>Firefighter/Paramedic Mark McCulloch<br>EMS Administrator Ed Sullivan |

|                                                                                                                                                                                                                                   |                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                         | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>Chief Condon will brief the Board on his experience and that of Firefighter/Paramedics McCulloch and Sullivan presenting at the Daxing-Needham Pre-Hospital Care Conference and working with school children learning CPR.</p> |                                                   |
| <b>2.</b>                                                                                                                                                                                                                         | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p>Discussion Only</p>                                                                                                                                                                                                            |                                                   |
| <b>3.</b>                                                                                                                                                                                                                         | <b>BACK UP INFORMATION ATTACHED</b>               |
| <p>a. None</p>                                                                                                                                                                                                                    |                                                   |



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

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**MEETING DATE: 12/17/2019**

|                     |                                                                                 |
|---------------------|---------------------------------------------------------------------------------|
| <b>Agenda Item</b>  | Approve FY2021 – 2025 Capital Improvement Plan                                  |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager<br>David Davison, Assistant Town Manager/Finance |

|                                                                                                                                                                                                                                                                                                                                                                  |                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                                                                                                                                        | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| The Town Manager will recommend that the Board approve the FY2021 – 2025 Capital Improvement Plan for transmittal to the Finance Committee.                                                                                                                                                                                                                      |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                                                        | <b>VOTE REQUIRED BY BOARD</b>                     |
| Move that the Board approve the FY2021 – 2025 Capital Improvement Plan for transmittal to the Finance Committee.                                                                                                                                                                                                                                                 |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                                                                                                                                        | <b>BACK UP INFORMATION ATTACHED</b>               |
| <ul style="list-style-type: none"><li>a. Schedule of the Preliminary Capital Improvement Plan Tier 1 Funding Recommendations for FY2021 – FY2025 which was provided previously with the December 3, 2019 meeting agenda packet.</li><li>b. Submitted Capital Requests which were provided previously with the November 26, 2019 meeting agenda packet.</li></ul> |                                                   |

**Town of Needham  
Fiscal Year 2021  
Preliminary Capital Funding Recommendations**

| Title                                                                                        | Code * | Function      | Cat * | 2021<br>Department<br>Request | Free Cash | Debt | Other | Enterprise | Tier<br>2 / Def / Not CIP | Note                                                                                                                                               | Page |
|----------------------------------------------------------------------------------------------|--------|---------------|-------|-------------------------------|-----------|------|-------|------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Library Furniture                                                                            | M      | Community     | 1     | 84,168                        | 84,168    |      |       |            |                           |                                                                                                                                                    | 192  |
| Library Technology                                                                           | P      | Community     | 1     | 30,000                        | 30,000    |      |       |            |                           |                                                                                                                                                    | 193  |
| Multi-Function Printer Devices                                                               | P      | General       | 1     | 35,600                        | 35,600    |      |       |            |                           |                                                                                                                                                    | 311  |
| Automated External Defibrillators Replacement                                                | MU     | Public Safety | 1     | 32,885                        | 32,885    |      |       |            |                           | Department received notification that the equipment will not be supported after next year, so funding is required earlier than originally planned. | 215  |
| Firearm Replacement                                                                          | M      | Public Safety | 1     | 33,000                        | 33,000    |      |       |            |                           |                                                                                                                                                    | 217  |
| Personal Protective Equipment                                                                | P      | Public Safety | 1     | 43,424                        | 43,424    |      |       |            |                           |                                                                                                                                                    | 184  |
| Specialty Equipment - Loader Mounted Snow Blower (H)                                         | M      | Public Works  | 1     | 192,000                       | 192,000   |      |       |            |                           |                                                                                                                                                    | 84   |
| School Copier Replacement                                                                    | R      | Schools       | 1     | 62,420                        | 37,600    |      |       |            | 24,820                    | Tier One recommendation is the original amount requested by the department; balance recommended as Tier Two.                                       | 218  |
| School Furniture                                                                             | R      | Schools       | 1     | 35,000                        | 35,000    |      |       |            |                           |                                                                                                                                                    | 221  |
| School Technology Replacement                                                                | R      | Schools       | 1     | 586,575                       | 556,575   |      |       |            | 30,000                    | Tier One recommendation is the original amount requested by the department; balance recommended as Tier Two.                                       | 223  |
| Library Space Planning                                                                       | M      | Community     | 2     | 60,000                        | 60,000    |      |       |            |                           |                                                                                                                                                    | 197  |
| Ridge Hill Building Demolition                                                               | N      | Community     | 2     | 500,000                       |           |      |       |            | 500,000                   | Deferred until the Fall of 2020.                                                                                                                   | 45   |
| 470 Dedham Avenue Boiler                                                                     | M      | Public Works  | 2     | 460,000                       | 460,000   |      |       |            |                           |                                                                                                                                                    | 1    |
| Energy Efficiency Upgrade Improvements                                                       | M      | Public Works  | 2     | 100,000                       | 100,000   |      |       |            |                           |                                                                                                                                                    | 21   |
| Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems | N      | Schools       | 2     | 60,000                        |           |      |       |            | 60,000                    | Possible alternative funding source.                                                                                                               | 226  |
| Broadmeadow School Technology Room Conversion                                                | M      | Schools       | 2     | 213,100                       |           |      |       |            | 213,100                   | Funding is recommended under Tier II; project was advanced by a year.                                                                              | 228  |
| Eliot School Technology Room Conversion                                                      | N      | Schools       | 2     | 179,300                       | 179,300   |      |       |            |                           |                                                                                                                                                    | 230  |

**Town of Needham  
Fiscal Year 2021  
Preliminary Capital Funding Recommendations**

| Title                                                                | Code<br>* | Function      | Cat<br>* | 2021<br>Department<br>Request | Free Cash | Debt    | Other  | Enterprise | Tier<br>2 / Def / Not CIP | Note                                                                                                         | Page       |
|----------------------------------------------------------------------|-----------|---------------|----------|-------------------------------|-----------|---------|--------|------------|---------------------------|--------------------------------------------------------------------------------------------------------------|------------|
| Mitchell School Restroom Upgrades                                    | M         | Schools       | 2        | 676,700                       |           | 676,700 |        |            |                           |                                                                                                              | <b>35</b>  |
| Pollard School Air Conditioning Upgrade                              | M         | Schools       | 2        | 100,000                       | 100,000   |         |        |            |                           |                                                                                                              | <b>39</b>  |
| Pollard School Locker Room Retrofit Design                           | M         | Schools       | 2        | 60,000                        | 60,000    |         |        |            |                           |                                                                                                              | <b>43</b>  |
| Renovate/Reconstruct Hillside as Swing Space for School Construction | M         | Schools       | 2        | 100,000                       |           |         |        |            | 100,000                   |                                                                                                              | <b>232</b> |
| School Master Plan Feasibility Study                                 | N         | Schools       | 2        | 650,000                       |           |         |        |            | 650,000                   | Current study not yet complete.                                                                              | <b>235</b> |
| Athletic Facility Improvements (Claxton Field Lighting)              | M         | Community     | 3        | 72,500                        |           |         | 72,500 |            |                           |                                                                                                              | <b>117</b> |
| Athletic Facility Improvements (Claxton Softball Field Skin)         | M         | Community     | 3        | 29,000                        |           |         | 29,000 |            |                           |                                                                                                              | <b>117</b> |
| Athletic Facility Improvements (DeFazio Synthetic Track)             | M         | Community     | 3        | 160,000                       |           |         |        |            | 160,000                   | Funding is recommended under Tier Two.                                                                       | <b>117</b> |
| Needham Crossing Streetscape                                         | N         | Public Works  | 3        | 25,000                        | 25,000    |         |        |            |                           |                                                                                                              | <b>51</b>  |
| Public Works Infrastructure Program                                  | M         | Public Works  | 3        | 2,415,000                     | 2,145,000 |         |        |            | 270,000                   | Tier One recommendation is the original amount requested by the department; balance recommended as Tier Two. | <b>95</b>  |
| Traffic Improvements                                                 | P         | Public Works  | 3        | 50,000                        | 50,000    |         |        |            |                           |                                                                                                              | <b>55</b>  |
| NPDES Support Projects                                               | N         | Stormwater    | 3        | 770,500                       | 34,500    |         |        |            | 736,000                   | Tier One recommendation is for catch basin work; balance is recommended for funding under Tier Two.          | <b>53</b>  |
| Unit C-03 2013 Ford Explorer                                         | L         | Public Safety | 4        | 55,502                        | 55,502    |         |        |            |                           |                                                                                                              | <b>336</b> |
| Unit R-04 2006 Ford E450 Ambulance                                   | L         | Public Safety | 4        | 337,479                       | 337,479   |         |        |            |                           |                                                                                                              | <b>336</b> |
| <b>4</b> Replace Unit 113 2008 Camoplast Sidewalk Plow Tractor       | L         | Public Works  | 4        | 178,163                       | 178,163   |         |        |            |                           |                                                                                                              | <b>336</b> |
| <b>6</b> Unit 181 2012 Elgin Pelican Sweeper                         | L         | Public Works  | 4        | 263,412                       |           |         |        |            | 263,412                   | Funding is recommended under Tier Two.                                                                       | <b>336</b> |
| <b>1</b> Unit 34 2001 Mack Tractor Truck                             | L         | Public Works  | 4        | 168,255                       | 168,255   |         |        |            |                           |                                                                                                              | <b>336</b> |
| <b>2</b> Unit 43 2012 Ford F350                                      | C         | Public Works  | 4        | 69,455                        | 69,455    |         |        |            |                           |                                                                                                              | <b>336</b> |
| <b>3</b> Unit 707 2008 Ford Econ Van E250                            | C         | Public Works  | 4        | 48,713                        | 48,713    |         |        |            |                           |                                                                                                              | <b>336</b> |

**Town of Needham  
Fiscal Year 2021**

**Preliminary Capital Funding Recommendations**

| Title                                               | Code<br>* | Function     | Cat<br>* | 2021<br>Department<br>Request | Free Cash | Debt    | Other   | Enterprise | Tier<br>2 / Def / Not CIP | Note                                   | Page       |
|-----------------------------------------------------|-----------|--------------|----------|-------------------------------|-----------|---------|---------|------------|---------------------------|----------------------------------------|------------|
| <b>5</b> Unit 720 2009 Ford Escape Hybrid           | C         | Public Works | 4        | 43,002                        |           |         |         |            | 43,002                    | Funding is recommended under Tier Two. | <b>336</b> |
| Unit Van 7 2012 Ford E250 Van with Wheel Chair Lift | C         | Schools      | 4        | 52,374                        | 52,374    |         |         |            |                           |                                        | <b>336</b> |
| Unit Van 8 2013 Ford E250 Van with Wheel Chair Lift | C         | Schools      | 4        | 52,374                        | 52,374    |         |         |            |                           |                                        | <b>336</b> |
| Replace Unit 101 2010 Case Loader                   | L         | Sewer        | 4        | 238,283                       |           |         |         | 238,283    |                           |                                        | <b>336</b> |
| Unit 23 2011 Ford F350 Utility Truck                | C         | Sewer        | 4        | 79,805                        |           |         |         | 79,805     |                           |                                        | <b>336</b> |
| Unit 31 2011 Ford F150                              | C         | Water        | 4        | 43,002                        |           |         |         | 43,002     |                           |                                        | <b>336</b> |
| Open Space Acquisitions                             | R         | Community    | 5        | 1,000,000                     |           |         |         |            | 1,000,000                 |                                        | <b>213</b> |
| Open Space for Municipal Purposes                   | N         | General      | 5        | 1,000,000                     |           |         |         |            | 1,000,000                 |                                        | <b>333</b> |
| DPW Complex                                         | M         | Public Works | 5        | 3,200,000                     |           |         |         |            | 3,200,000                 |                                        | <b>93</b>  |
| <b>Grand Total</b>                                  |           |              |          | 14,645,991                    | 5,256,367 | 676,700 | 101,500 | 361,090    | 8,250,334                 |                                        |            |
| <b>General Fund / CPA / Other</b>                   |           |              |          | 14,284,901                    | 5,256,367 | 676,700 | 101,500 |            | 8,250,334                 |                                        |            |
| <b>Sewer Enterprise Fund</b>                        |           |              |          | 318,088                       |           |         |         | 318,088    |                           |                                        |            |
| <b>Water Enterprise Fund</b>                        |           |              |          | 43,002                        |           |         |         | 43,002     |                           |                                        |            |
| <b>Grand Total</b>                                  |           |              |          | 14,645,991                    | 5,256,367 | 676,700 | 101,500 | 361,090    | 8,250,334                 |                                        |            |

**Town of Needham  
Fiscal Year 2021**

**Preliminary Capital Funding Recommendations**

| Title                  | Code<br>* | Function | Cat<br>* | 2021<br>Department<br>Request | Free Cash        | Debt           | Other          | Enterprise     | Tier<br>2 / Def / Not CIP | Note | Page |
|------------------------|-----------|----------|----------|-------------------------------|------------------|----------------|----------------|----------------|---------------------------|------|------|
| Equipment & Technology |           |          | 1        | 1,135,072                     | 1,080,252        |                |                |                | 54,820                    |      |      |
| Buildings & Facilities |           |          | 2        | 3,159,100                     | 959,300          | 676,700        |                |                | 1,523,100                 |      |      |
| Infrastructure & Land  |           |          | 3        | 3,522,000                     | 2,254,500        |                | 101,500        |                | 1,166,000                 |      |      |
| Fleet                  |           |          | 4        | 1,629,819                     | 962,315          |                |                | 361,090        | 306,414                   |      |      |
| Extraordinary          |           |          | 5        | 5,200,000                     |                  |                |                |                | 5,200,000                 |      |      |
| <b>TOTAL</b>           |           |          |          | <b>14,645,991</b>             | <b>5,256,367</b> | <b>676,700</b> | <b>101,500</b> | <b>361,090</b> | <b>8,250,334</b>          |      |      |

Code

B = Funding may be considered under the operating budget/special war  
C = Core Fleet  
D = Recommendation is deferred or on hold pending other actions  
E = Emergency approval  
F = Funded appropriation outside the capital plan  
G = Request may not qualify as capital submission  
L = Specialized Fleet Equipment  
I = Project submission is incomplete or waiting additional information  
M = Submission has been modified from previous submission  
N = New submission with this CIP  
P = Project request has appeared in previous CIP's  
Q = Request does not qualify as a capital submission  
R = This is a regularly reoccurring capital request  
S = No recommendation; under study  
U = Urgent request based on identified conditions

Cat (Category)

1 = Equipment or Technology  
2 = Building or Facility  
3 = Infrastructure or Land Improvements  
4 = Fleet  
5 = Extraordinary

Five Year Capital Improvement Plan  
Preliminary Tier One Recommendations  
FY2021 - FY2025

| Title                             | Code* | Function      | Cat* | FY2021<br>Department<br>Request | FY2021<br>Recommended<br>Tier 1 | FY2022<br>Department<br>Request | FY2022<br>Recommended<br>Tier 1 | FY2023<br>Department<br>Request | FY2023<br>Recommended<br>Tier 1 | FY2024<br>Department<br>Request | FY2024<br>Recommended<br>Tier 1 | FY2025<br>Department<br>Request | FY2025<br>Recommended<br>Tier 1 | Recommended | Cash    | Debt | Other   | Page |
|-----------------------------------|-------|---------------|------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-------------|---------|------|---------|------|
| Automated External Defibrillators | M     | Public Safety | 1    | 32,885                          | 32,885                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 32,885      | 32,885  |      |         | 215  |
| Data Center Servers               | N     | General       | 1    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 475,000                         | 475,000                         | 475,000     | 475,000 |      |         | 305  |
| Firearms                          | M     | Public Safety | 1    | 33,000                          | 33,000                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 33,000      | 33,000  |      |         | 217  |
| Fleet Refurbishment               | P     | Public Works  | 1    |                                 |                                 | 150,000                         | 150,000                         |                                 |                                 |                                 |                                 |                                 |                                 | 150,000     | 150,000 |      |         | 87   |
| Fleet Refurbishment               | P     | Public Works  | 1    |                                 |                                 |                                 |                                 |                                 |                                 | 150,000                         | 150,000                         |                                 |                                 | 150,000     | 150,000 |      |         | 89   |
| GIS Technology Systems            | M     | General       | 1    |                                 |                                 |                                 |                                 | 120,000                         | 120,000                         |                                 |                                 |                                 |                                 | 120,000     | 120,000 |      |         | 307  |
| High Availability Firewalls       | P     | General       | 1    |                                 |                                 | 75,000                          | 75,000                          |                                 |                                 |                                 |                                 |                                 |                                 | 75,000      | 75,000  |      |         | 309  |
| Library Furniture                 | M     | Community     | 1    | 84,168                          | 84,168                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 84,168      | 84,168  |      |         | 192  |
| Library Technology                | M     | Community     | 1    | 30,000                          | 30,000                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 30,000      | 30,000  |      |         | 193  |
| Library Technology                | M     | Community     | 1    |                                 |                                 | 48,500                          | 48,500                          |                                 |                                 |                                 |                                 |                                 |                                 | 48,500      | 48,500  |      |         | 194  |
| Library Technology                | M     | Community     | 1    |                                 |                                 |                                 |                                 | 26,280                          | 26,820                          |                                 |                                 |                                 |                                 | 26,820      | 26,820  |      |         | 195  |
| Library Technology                | M     | Community     | 1    |                                 |                                 |                                 |                                 |                                 |                                 | 36,500                          | 36,500                          |                                 |                                 | 36,500      | 36,500  |      |         | 196  |
| Multi-Function Printer Devices    | P     | General       | 1    | 35,600                          | 35,600                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 35,600      | 35,600  |      |         | 311  |
| Multi-Function Printer Devices    | P     | General       | 1    |                                 |                                 | 35,600                          | 35,600                          |                                 |                                 |                                 |                                 |                                 |                                 | 35,600      | 35,600  |      |         | 313  |
| Permanent Message Boards          | M     | Community     | 1    |                                 |                                 | 56,000                          | 56,000                          |                                 |                                 |                                 |                                 |                                 |                                 | 56,000      | 56,000  |      |         | 59   |
| Permanent Message Boards          | M     | Community     | 1    |                                 |                                 |                                 |                                 | 58,000                          | 58,000                          |                                 |                                 |                                 |                                 | 58,000      | 58,000  |      |         | 65   |
| Permanent Message Boards          | M     | Community     | 1    |                                 |                                 |                                 |                                 |                                 |                                 | 60,000                          | 60,000                          |                                 |                                 | 60,000      | 60,000  |      |         | 72   |
| Permanent Message Boards          | N     | Community     | 1    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 62,000                          | 62,000                          | 62,000      | 62,000  |      |         | 79   |
| Personal Protective Equipment     | P     | Public Safety | 1    | 43,424                          | 43,424                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 43,424      | 43,424  |      |         | 184  |
| Personal Protective Equipment     | P     | Public Safety | 1    |                                 |                                 | 43,424                          | 43,424                          |                                 |                                 |                                 |                                 |                                 |                                 | 43,424      | 43,424  |      |         | 186  |
| Personal Protective Equipment     | P     | Public Safety | 1    |                                 |                                 |                                 |                                 | 43,424                          | 43,424                          |                                 |                                 |                                 |                                 | 43,424      | 43,424  |      |         | 188  |
| Personal Protective Equipment     | P     | Public Safety | 1    |                                 |                                 |                                 |                                 |                                 |                                 | 43,424                          | 43,424                          |                                 |                                 | 43,424      | 43,424  |      |         | 190  |
| Public Playgrounds                | M     | Community     | 1    |                                 |                                 | 600,000                         | 350,000                         |                                 | 250,000                         |                                 |                                 |                                 |                                 | 600,000     |         |      | 600,000 | 200  |
| Public Safety Mobile Devices      | P     | Public Safety | 1    |                                 |                                 | 50,000                          | 50,000                          |                                 |                                 |                                 |                                 |                                 |                                 | 50,000      | 50,000  |      |         | 315  |
| Public Safety Mobile Devices      | P     | Public Safety | 1    |                                 |                                 |                                 |                                 | 50,000                          | 50,000                          |                                 |                                 |                                 |                                 | 50,000      | 50,000  |      |         | 317  |
| Public Works Mobile Devices       | P     | Public Works  | 1    |                                 |                                 |                                 |                                 | 50,000                          | 50,000                          |                                 |                                 |                                 |                                 | 50,000      | 50,000  |      |         | 319  |
| School Copiers                    | R     | Schools       | 1    | 62,420                          | 37,600                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 37,600      | 37,600  |      |         | 218  |
| School Copiers                    | R     | Schools       | 1    |                                 |                                 | 67,130                          | 67,130                          |                                 |                                 |                                 |                                 |                                 |                                 | 67,130      | 67,130  |      |         | 237  |

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| Title                                                  | Code* | Function     | Cat* | FY2021<br>Department<br>Request | FY2021<br>Recommended<br>Tier 1 | FY2022<br>Department<br>Request | FY2022<br>Recommended<br>Tier 1 | FY2023<br>Department<br>Request | FY2023<br>Recommended<br>Tier 1 | FY2024<br>Department<br>Request | FY2024<br>Recommended<br>Tier 1 | FY2025<br>Department<br>Request | FY2025<br>Recommended<br>Tier 1 | Recommended | Cash      | Debt | Other   | Page |
|--------------------------------------------------------|-------|--------------|------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-------------|-----------|------|---------|------|
| School Copiers                                         | R     | Schools      | 1    |                                 |                                 |                                 |                                 | 57,650                          | 57,650                          |                                 |                                 |                                 |                                 | 57,650      | 57,650    |      |         | 258  |
| School Copiers                                         | R     | Schools      | 1    |                                 |                                 |                                 |                                 |                                 |                                 | 82,920                          | 82,920                          |                                 |                                 | 82,920      | 82,920    |      |         | 276  |
| School Copiers                                         | R     | Schools      | 1    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 85,920                          | 85,920                          | 85,920      | 85,920    |      |         | 287  |
| School Furniture                                       | R     | Schools      | 1    | 35,000                          | 35,000                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 35,000      | 35,000    |      |         | 221  |
| School Furniture                                       | R     | Schools      | 1    |                                 |                                 | 25,000                          | 25,000                          |                                 |                                 |                                 |                                 |                                 |                                 | 25,000      | 25,000    |      |         | 240  |
| School Furniture                                       | R     | Schools      | 1    |                                 |                                 |                                 |                                 | 25,000                          | 25,000                          |                                 |                                 |                                 |                                 | 25,000      | 25,000    |      |         | 261  |
| School Furniture                                       | R     | Schools      | 1    |                                 |                                 |                                 |                                 |                                 |                                 | 25,000                          | 25,000                          |                                 |                                 | 25,000      | 25,000    |      |         | 279  |
| School Furniture                                       | R     | Schools      | 1    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 25,000                          | 25,000                          | 25,000      | 25,000    |      |         | 290  |
| School Technology                                      | R     | Schools      | 1    | 586,575                         | 556,575                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 556,575     | 556,575   |      |         | 223  |
| School Technology                                      | R     | Schools      | 1    |                                 |                                 | 490,150                         | 490,150                         |                                 |                                 |                                 |                                 |                                 |                                 | 490,150     | 490,150   |      |         | 242  |
| School Technology                                      | R     | Schools      | 1    |                                 |                                 |                                 |                                 | 452,000                         | 452,000                         |                                 |                                 |                                 |                                 | 452,000     | 452,000   |      |         | 263  |
| School Technology                                      | R     | Schools      | 1    |                                 |                                 |                                 |                                 |                                 |                                 | 475,750                         | 475,750                         |                                 |                                 | 475,750     | 475,750   |      |         | 281  |
| School Technology                                      | R     | Schools      | 1    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 651,550                         | 651,550                         | 651,550     | 651,550   |      |         | 292  |
| Specialty Equipment - Loader Mounted Snow Blower (H)   | M     | Public Works | 1    | 192,000                         | 192,000                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 192,000     | 192,000   |      |         | 84   |
| Specialty Equipment - Unit 334 Specialty Mower (PF)    | M     | Public Works | 1    |                                 |                                 | 38,000                          | 38,000                          |                                 |                                 |                                 |                                 |                                 |                                 | 38,000      | 38,000    |      |         | 85   |
| Town Building Security and Traffic Cameras             | MI    | General      | 1    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 350,000                         |                                 |             |           |      |         | 321  |
| Town Building Switchings                               | P     | General      | 1    |                                 |                                 |                                 |                                 |                                 |                                 | 60,000                          | 60,000                          |                                 |                                 | 60,000      | 60,000    |      |         | 323  |
| Town Internet Control, Analysis and Reporting          | P     | General      | 1    |                                 |                                 | 75,000                          | 75,000                          |                                 |                                 |                                 |                                 |                                 |                                 | 75,000      | 75,000    |      |         | 325  |
| Town Offices Replacement Furniture                     | P     | General      | 1    |                                 |                                 |                                 |                                 | 25,000                          | 25,000                          |                                 |                                 |                                 |                                 | 25,000      | 25,000    |      |         | 334  |
| Town Offices Replacement Furniture                     | N     | General      | 1    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 25,000                          | 25,000                          | 25,000      | 25,000    |      |         | 335  |
| Video Projection Equipment Rosemary Recreation Complex | P     | Community    | 1    |                                 |                                 |                                 |                                 |                                 |                                 | 55,000                          | 55,000                          |                                 |                                 | 55,000      | 55,000    |      |         | 327  |
| Video Projection Equipment Town Hall                   | P     | General      | 1    |                                 |                                 | 50,000                          | 50,000                          |                                 |                                 |                                 |                                 |                                 |                                 | 50,000      | 50,000    |      |         | 329  |
| Wireless Hardware Infrastructure                       | P     | General      | 1    |                                 |                                 |                                 |                                 |                                 |                                 | 175,000                         | 175,000                         |                                 |                                 | 175,000     | 175,000   |      |         | 331  |
| Equipment & Technology                                 |       |              | 1    | 1,135,072                       | 1,080,252                       | 1,803,804                       | 1,553,804                       | 907,354                         | 1,157,894                       | 1,163,594                       | 1,163,594                       | 1,674,470                       | 1,324,470                       | 6,280,014   | 5,680,014 |      | 600,000 |      |
| 470 Dedham Avenue Boiler                               | P     | Public Works | 2    | 460,000                         | 460,000                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 460,000     | 460,000   |      |         | 1    |
| Broadmeadow School Technology Room Conversion          | M     | Schools      | 2    | 213,100                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |      |         | 228  |
| Center at the Heights Generator Design                 | P     | Community    | 2    |                                 |                                 |                                 |                                 | 37,500                          | 15,000                          |                                 |                                 |                                 |                                 | 15,000      | 15,000    |      |         | 5    |
| Center at the Heights Generator                        | P     | Community    | 2    |                                 |                                 |                                 |                                 |                                 |                                 | 250,000                         | 250,000                         |                                 |                                 | 250,000     | 250,000   |      |         | 3    |

Five Year Capital Improvement Plan  
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| Title                                                   | Code* | Function     | Cat* | FY2021<br>Department<br>Request | FY2021<br>Recommended<br>Tier 1 | FY2022<br>Department<br>Request | FY2022<br>Recommended<br>Tier 1 | FY2023<br>Department<br>Request | FY2023<br>Recommended<br>Tier 1 | FY2024<br>Department<br>Request | FY2024<br>Recommended<br>Tier 1 | FY2025<br>Department<br>Request | FY2025<br>Recommended<br>Tier 1 | Recommended | Cash    | Debt      | Other | Page |
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| Center at the Heights Space Study                       | I     | Community    | 2    |                                 |                                 |                                 |                                 | 75,000                          |                                 |                                 |                                 |                                 |                                 |             |         |           |       | 7    |
| Cricket Field Building Renovation                       | MS    | Community    | 2    |                                 |                                 | 180,000                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |         |           |       | 207  |
| Cricket Field Building Renovation                       | MS    | Community    | 2    |                                 |                                 |                                 |                                 | 900,706                         |                                 |                                 |                                 |                                 |                                 |             |         |           |       | 209  |
| Daley Building Upgrade                                  | MS    | Public Works | 2    |                                 |                                 |                                 |                                 | 50,000                          |                                 |                                 |                                 |                                 |                                 |             |         |           |       | 9    |
| Daley Building Upgrade                                  | I     | Public Works | 2    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |         |           |       | 11   |
| Eliot Modular Classrooms Design                         | MS    | Schools      | 2    |                                 |                                 | 601,300                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |         |           |       | 245  |
| Eliot Modular Classrooms Construction                   | MS    | Schools      | 2    |                                 |                                 |                                 |                                 | 3,759,600                       |                                 |                                 |                                 |                                 |                                 |             |         |           |       | 266  |
| Eliot School Technology Room Conversion                 | P     | Schools      | 2    | 179,300                         | 179,300                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 179,300     | 179,300 |           |       | 230  |
| Emery Grover Roof Design                                | MS    | Schools      | 2    |                                 |                                 | 18,000                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |         |           |       | 19   |
| Emery Grover Roof Construction                          | MS    | Schools      | 2    |                                 |                                 |                                 |                                 | 230,000                         |                                 |                                 |                                 |                                 |                                 |             |         |           |       | 17   |
| Emery Grover Window Design                              | MS    | Schools      | 2    |                                 |                                 | 33,000                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |         |           |       | 15   |
| Emery Grover Window Construction                        | MS    | Schools      | 2    |                                 |                                 |                                 |                                 | 380,000                         |                                 |                                 |                                 |                                 |                                 |             |         |           |       | 13   |
| Energy Efficiency Upgrade Improvements                  | P     | Utilities    | 2    | 100,000                         | 100,000                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 100,000     | 100,000 |           |       | 21   |
| Energy Efficiency Upgrade Improvements                  | P     | Utilities    | 2    |                                 |                                 | 100,000                         | 100,000                         |                                 |                                 |                                 |                                 |                                 |                                 | 100,000     | 100,000 |           |       | 23   |
| Energy Efficiency Upgrade Improvements                  | P     | Utilities    | 2    |                                 |                                 |                                 |                                 | 100,000                         | 100,000                         |                                 |                                 |                                 |                                 | 100,000     | 100,000 |           |       | 25   |
| Energy Efficiency Upgrade Improvements                  | P     | Utilities    | 2    |                                 |                                 |                                 |                                 |                                 |                                 | 100,000                         | 100,000                         |                                 |                                 | 100,000     | 100,000 |           |       | 27   |
| Energy Efficiency Upgrade Improvements                  | N     | Utilities    | 2    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 100,000                         | 100,000                         | 100,000     | 100,000 |           |       | 29   |
| Facility Assessment for Sustainable Building Management | P     | Schools      | 2    |                                 |                                 |                                 |                                 |                                 |                                 | 50,000                          | 50,000                          |                                 |                                 | 50,000      | 50,000  |           |       | 31   |
| Facility Assessment for Sustainable Building Management | N     | Schools      | 2    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 50,000                          | 50,000                          | 50,000      | 50,000  |           |       | 33   |
| Hillside School Boiler Design                           | M     | General      | 2    |                                 |                                 | 12,500                          | 12,500                          |                                 |                                 |                                 |                                 |                                 |                                 | 12,500      | 12,500  |           |       | 49   |
| Hillside School Boiler Installation                     | M     | General      | 2    |                                 |                                 |                                 |                                 | 235,000                         | 235,000                         |                                 |                                 |                                 |                                 | 235,000     | 235,000 |           |       | 47   |
| Library Materials Handler                               | I     | Community    | 2    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |         |           |       | 199  |
| Library Space Planning                                  | M     | Community    | 2    | 60,000                          | 60,000                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 60,000      | 60,000  |           |       | 197  |
| Mitchell School Restroom Upgrades                       | M     | Schools      | 2    | 676,700                         | 676,700                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 676,700     |         | 676,700   |       | 35   |
| Needs Assessment of Pollard, Newman and NHS Auditorium  | N     | Schools      | 2    | 60,000                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |         |           |       | 226  |
| Pollard School Air Conditioning Upgrade                 | P     | Schools      | 2    | 100,000                         | 100,000                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 100,000     | 100,000 |           |       | 39   |
| Pollard School Air Conditioning Upgrade                 | P     | Schools      | 2    |                                 |                                 | 1,135,000                       | 1,135,000                       |                                 |                                 |                                 |                                 |                                 |                                 | 1,135,000   |         | 1,135,000 |       | 37   |
| Pollard School Locker Room Retrofit                     | P     | Schools      | 2    | 60,000                          | 60,000                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 60,000      | 60,000  |           |       | 43   |

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|--------------------------------------------------------------|-------|------------------------|------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-------------|-----------|-----------|---------|------|
| Pollard School Locker Room Retrofit                          | M     | Schools                | 2    |                                 |                                 | 636,300                         | 636,300                         |                                 |                                 |                                 |                                 |                                 |                                 | 636,300     |           | 636,300   |         | 41   |
| Recycling Center and Transfer Station Employee Trailer       | I     | Public Works           | 2    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |         | 139  |
| Hillside School as Swing Space for School Construction       | M     | Schools                | 2    | 100,000                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |         | 232  |
| Ridge Hill Building Demolition                               | NGU   | General                | 2    | 500,000                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |         | 45   |
| School Master Plan Feasibility Study                         | N     | Schools                | 2    | 650,000                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |         | 235  |
| Buildings & Facilities                                       |       |                        | 2    | 3,159,100                       | 1,636,000                       | 2,716,100                       | 1,883,800                       | 5,767,806                       | 350,000                         | 400,000                         | 400,000                         | 150,000                         | 150,000                         | 4,419,800   | 1,971,800 | 2,448,000 |         |      |
| Asa Small Field Renovation Design                            | I     | Community              | 3    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |         | 115  |
| Athletic Facility Improvements (Claxton Field Lighting)      | M     | Community              | 3    | 72,500                          | 72,500                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 72,500      |           |           | 72,500  | 117  |
| Athletic Facility Improvements (Claxton Softball Field Skin) | M     | Community              | 3    | 29,000                          | 29,000                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 29,000      |           |           | 29,000  | 117  |
| Athletic Facility Improvements (DeFazio Synthetic Track)     | M     | Community              | 3    | 160,000                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |         | 117  |
| Athletic Facility Improvements (Claxton Field Lighting       | M     | Community              | 3    |                                 |                                 | 732,000                         | 732,000                         |                                 |                                 |                                 |                                 |                                 |                                 | 732,000     |           |           | 732,000 | 120  |
| Athletic Facility Improvements (Claxton Softball Field Skin  | M     | Community              | 3    |                                 |                                 | 242,000                         | 242,000                         |                                 |                                 |                                 |                                 |                                 |                                 | 242,000     |           |           | 242,000 | 120  |
| Athletic Facility Improvements (McCloud Field renovation     | M     | Community              | 3    |                                 |                                 | 45,000                          | 45,000                          |                                 |                                 |                                 |                                 |                                 |                                 | 45,000      |           |           | 45,000  | 120  |
| Athletic Facility Improvements (McCloud Field renovation     | M     | Community              | 3    |                                 |                                 |                                 |                                 | 450,000                         | 450,000                         |                                 |                                 |                                 |                                 | 450,000     |           |           | 450,000 | 123  |
| Athletic Facility Improvements (Broadmeadow & Eliot Fields   | M     | Community              | 3    |                                 |                                 |                                 |                                 | 107,000                         |                                 |                                 |                                 |                                 |                                 |             |           |           |         | 123  |
| Athletic Facility Improvements (Fencing)                     | M     | Community              | 3    |                                 |                                 |                                 |                                 |                                 |                                 | 290,000                         | 290,000                         |                                 |                                 | 290,000     | 290,000   |           |         | 126  |
| Athletic Facility Improvements (Eliot Field renovation       | M     | Community              | 3    |                                 |                                 |                                 |                                 |                                 |                                 | 551,000                         |                                 |                                 |                                 |             |           |           |         | 126  |
| Athletic Facility Improvements (Broadmeadow Field renovation | N     | Community              | 3    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 551,000                         |                                 |             |           |           |         | 129  |
| Athletic Fields Master Plan                                  | GN    | Community              | 3    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 75,000                          |                                 |             |           |           |         | 203  |
| Batting Cage Improvements                                    | N     | Community              | 3    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 134,510                         |                                 |             |           |           |         | 131  |
| Boat Launch on Charles River                                 | I     | Community              | 3    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |         | 205  |
| Needham Crossing Streetscape Design                          | N     | Transportation Network | 3    | 25,000                          | 25,000                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 25,000      | 25,000    |           |         | 51   |
| NPDES Support Projects                                       | N     | Stormwater             | 3    | 770,500                         | 34,500                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 34,500      | 34,500    |           |         | 53   |
| NPDES Support Projects                                       | N     | Stormwater             | 3    |                                 |                                 | 894,000                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |         | 57   |
| NPDES Support Projects                                       | N     | Stormwater             | 3    |                                 |                                 |                                 |                                 | 926,000                         |                                 |                                 |                                 |                                 |                                 |             |           |           |         | 63   |
| NPDES Support Projects                                       | N     | Stormwater             | 3    |                                 |                                 |                                 |                                 |                                 |                                 | 958,000                         |                                 |                                 |                                 |             |           |           |         | 70   |
| NPDES Support Projects                                       | N     | Stormwater             | 3    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 991,000                         |                                 |             |           |           |         | 77   |
| Outdoor Basketball Courts                                    | P     | Community              | 3    |                                 |                                 | 135,000                         | 135,000                         |                                 |                                 |                                 |                                 |                                 |                                 | 135,000     |           |           | 135,000 | 211  |

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| Passive Recreation Improvements (Dwight)              | M     | Community              | 3    |                                 |                                 |                                 |                                 | 375,000                         |                                 |                                 |                                 |                                 |                                 |             |            |      |           | 135  |
| Passive Recreation Improvements (Dwight)              | M     | Community              | 3    |                                 |                                 | 37,500                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |            |      |           | 133  |
| Public Works Infrastructure Program                   | M     | Transportation Network | 3    | 2,415,000                       | 2,145,000                       |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 2,145,000   | 2,145,000  |      |           | 95   |
| Public Works Infrastructure Program                   | M     | Transportation Network | 3    |                                 |                                 | 2,203,000                       | 2,203,000                       |                                 |                                 |                                 |                                 |                                 |                                 | 2,203,000   | 2,203,000  |      |           | 99   |
| Public Works Infrastructure Program                   | M     | Transportation Network | 3    |                                 |                                 |                                 |                                 | 3,504,500                       | 2,655,000                       |                                 |                                 |                                 |                                 | 2,655,000   | 2,655,000  |      |           | 103  |
| Public Works Infrastructure Program                   | M     | Transportation Network | 3    |                                 |                                 |                                 |                                 |                                 |                                 | 3,315,000                       | 2,310,000                       |                                 |                                 | 2,310,000   | 2,310,000  |      |           | 107  |
| Public Works Infrastructure Program                   | N     | Transportation Network | 3    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 3,105,000                       | 2,370,000                       | 2,370,000   | 2,370,000  |      |           | 111  |
| Recycling and Transfer Station Property Improvements  | M     | Public Works           | 3    |                                 |                                 | 420,000                         | 420,000                         |                                 |                                 |                                 |                                 |                                 |                                 | 420,000     | 420,000    |      |           | 141  |
| Recycling and Transfer Station Property Improvements  | M     | Public Works           | 3    |                                 |                                 |                                 |                                 | 124,500                         | 124,500                         |                                 |                                 |                                 |                                 | 124,500     | 124,500    |      |           | 143  |
| Town Common Historic Redesign and Beautification      | M     | Community              | 3    |                                 |                                 | 938,000                         | 938,000                         |                                 |                                 |                                 |                                 |                                 |                                 | 938,000     |            |      | 938,000   | 137  |
| Traffic Improvements                                  | P     | Transportation Network | 3    | 50,000                          | 50,000                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 50,000      | 50,000     |      |           | 55   |
| Traffic Improvements                                  | P     | Transportation Network | 3    |                                 |                                 | 50,000                          | 50,000                          |                                 |                                 |                                 |                                 |                                 |                                 | 50,000      | 50,000     |      |           | 61   |
| Traffic Improvements                                  | P     | Transportation Network | 3    |                                 |                                 |                                 |                                 | 50,000                          | 50,000                          |                                 |                                 |                                 |                                 | 50,000      | 50,000     |      |           | 68   |
| Traffic Improvements                                  | P     | Transportation Network | 3    |                                 |                                 |                                 |                                 |                                 |                                 | 50,000                          | 50,000                          |                                 |                                 | 50,000      | 50,000     |      |           | 75   |
| Traffic Improvements                                  | N     | Transportation Network | 3    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 50,000                          | 50,000                          | 50,000      | 50,000     |      |           | 82   |
| Infrastructure & Land                                 |       |                        | 3    | 3,522,000                       | 2,356,000                       | 5,696,500                       | 4,765,000                       | 5,537,000                       | 3,279,500                       | 5,164,000                       | 2,650,000                       | 4,906,510                       | 2,420,000                       | 15,470,500  | 12,827,000 |      | 2,643,500 |      |
| Replace Unit 10 2010 International 7400 Dump Truck    | L     | Public Works           | 4    |                                 |                                 | 252,027                         | 252,027                         |                                 |                                 |                                 |                                 |                                 |                                 | 252,027     | 252,027    |      |           | 340  |
| Replace Unit 108 2011 Trackless Tractor               | LS    | Public Works           | 4    |                                 |                                 |                                 |                                 | 184,821                         | 184,821                         |                                 |                                 |                                 |                                 | 184,821     | 184,821    |      |           | 345  |
| Replace Unit 111 2013 Trackless Sidewalk Plow Tractor | LS    | Public Works           | 4    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 192,456                         | 192,456                         | 192,456     | 192,456    |      |           | 353  |
| Replace Unit 112 2011 Prinoth (Sidewalk Tractor)      | LS    | Public Works           | 4    |                                 |                                 |                                 |                                 | 229,613                         | 229,613                         |                                 |                                 |                                 |                                 | 229,613     | 229,613    |      |           | 345  |
| Replace Unit 113 2008 Camoplast Sidewalk Plow Tractor | L     | Public Works           | 4    | 178,163                         | 178,163                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 178,163     | 178,163    |      |           | 336  |
| Replace Unit 181 2012 Elgin Pelican Sweeper           | L     | Public Works           | 4    | 263,412                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |            |      |           | 336  |
| Replace Unit 254 2013 Bandit Brush Chipper            | L     | Public Works           | 4    |                                 |                                 |                                 |                                 | 68,317                          | 68,317                          |                                 |                                 |                                 |                                 | 68,317      | 68,317     |      |           | 345  |
| Replace Unit 3 2012 Ford F450                         | L     | Public Works           | 4    |                                 |                                 | 73,343                          | 73,343                          |                                 |                                 |                                 |                                 |                                 |                                 | 73,343      | 73,343     |      |           | 340  |
| Replace Unit 32 2012 Ford F350                        | CL    | Public Works           | 4    |                                 |                                 | 63,804                          | 63,804                          |                                 |                                 |                                 |                                 |                                 |                                 | 63,804      | 63,804     |      |           | 340  |
| Replace Unit 34 2001 Mack Tractor Trailer             | L     | Public Works           | 4    | 168,255                         | 168,255                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 168,255     | 168,255    |      |           | 336  |
| Replace Unit 350 2010 John Deere Loader               | L     | Public Works           | 4    |                                 |                                 | 62,774                          | 62,774                          |                                 |                                 |                                 |                                 |                                 |                                 | 62,774      | 62,774     |      |           | 340  |
| Replace Unit 39 2012 Ford F550 Dump Truck             | L     | Public Works           | 4    |                                 |                                 | 68,363                          | 68,363                          |                                 |                                 |                                 |                                 |                                 |                                 | 68,363      | 68,363     |      |           | 340  |

**Five Year Capital Improvement Plan  
Preliminary Tier One Recommendations  
FY2021 - FY2025**

| Title                                                    | Code* | Function      | Cat* | FY2021<br>Department<br>Request | FY2021<br>Recommended<br>Tier 1 | FY2022<br>Department<br>Request | FY2022<br>Recommended<br>Tier 1 | FY2023<br>Department<br>Request | FY2023<br>Recommended<br>Tier 1 | FY2024<br>Department<br>Request | FY2024<br>Recommended<br>Tier 1 | FY2025<br>Department<br>Request | FY2025<br>Recommended<br>Tier 1 | Recommended | Cash    | Debt | Other | Page |
|----------------------------------------------------------|-------|---------------|------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-------------|---------|------|-------|------|
| Replace Unit 400 2005 Ford Taurus                        | C     | Public Safety | 4    |                                 |                                 | 33,085                          | 33,085                          |                                 |                                 |                                 |                                 |                                 |                                 | 33,085      | 33,085  |      |       | 340  |
| Replace Unit 404 2012 Ford E350 VAN (14 Passengers)      | C     | Community     | 4    |                                 |                                 | 87,354                          | 87,354                          |                                 |                                 |                                 |                                 |                                 |                                 | 87,354      | 87,354  |      |       | 340  |
| Replace Unit 43 2012 Ford F350                           | CL    | Public Works  | 4    | 69,455                          | 69,455                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 69,455      | 69,455  |      |       | 336  |
| Replace Unit 45 2012 FORD E150 VAN                       | C     | Public Works  | 4    |                                 |                                 | 42,621                          | 42,621                          |                                 |                                 |                                 |                                 |                                 |                                 | 42,621      | 42,621  |      |       | 340  |
| Replace Unit 452 2013 Ford Taurus                        | C     | General       | 4    |                                 |                                 |                                 |                                 | 35,758                          | 35,758                          |                                 |                                 |                                 |                                 | 35,758      | 35,758  |      |       | 345  |
| Replace Unit 453 2016 Ford Focus                         | C     | Public Safety | 4    |                                 |                                 |                                 |                                 |                                 |                                 | 35,441                          | 35,441                          |                                 |                                 | 35,441      | 35,441  |      |       | 349  |
| Replace Unit 454 2014 Ford Fusion                        | C     | Public Safety | 4    |                                 |                                 | 33,085                          | 33,085                          |                                 |                                 |                                 |                                 |                                 |                                 | 33,085      | 33,085  |      |       | 340  |
| Replace Unit 455 2016 Ford Focus                         | C     | Public Safety | 4    |                                 |                                 |                                 |                                 |                                 |                                 | 35,441                          | 35,441                          |                                 |                                 | 35,441      | 35,441  |      |       | 349  |
| Replace Unit 456 1014 Ford Fusion                        | C     | Public Safety | 4    |                                 |                                 | 33,085                          | 33,085                          |                                 |                                 |                                 |                                 |                                 |                                 | 33,085      | 33,085  |      |       | 340  |
| Replace Unit 5 2011 International 7400 Dump Truck        | L     | Public Works  | 4    |                                 |                                 |                                 |                                 | 230,918                         | 230,918                         |                                 |                                 |                                 |                                 | 230,918     | 230,918 |      |       | 345  |
| Replace Unit 53 2013 International Paystar 5600 Rolloff  | L     | Public Works  | 4    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 211,556                         | 211,556                         | 211,556     | 211,556 |      |       | 353  |
| Replace Unit 588 2014 Ford F150                          | C     | Public Safety | 4    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 44,950                          | 44,950                          | 44,950      | 44,950  |      |       | 353  |
| Replace Unit 66 Ford F550                                | L     | Public Works  | 4    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 100,793                         | 100,793                         | 100,793     | 100,793 |      |       | 353  |
| Replace Unit 700 2012 Ford Econ Van E250                 | C     | Public Works  | 4    |                                 |                                 |                                 |                                 | 45,239                          | 45,239                          |                                 |                                 |                                 |                                 | 45,239      | 45,239  |      |       | 345  |
| Replace Unit 701 2014 Ford F250                          | C     | Public Works  | 4    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 44,950                          | 44,950                          | 44,950      | 44,950  |      |       | 353  |
| Replace Unit 707 2008 Ford Econ Van E250                 | C     | Public Works  | 4    | 48,713                          | 48,713                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 48,713      | 48,713  |      |       | 336  |
| Replace Unit 712 2011 Ford Econ Van E250                 | C     | Public Works  | 4    |                                 |                                 | 43,709                          | 43,709                          |                                 |                                 |                                 |                                 |                                 |                                 | 43,709      | 43,709  |      |       | 340  |
| Replace Unit 713 2012 Ford F450 Dump Truck               | L     | Public Works  | 4    |                                 |                                 |                                 |                                 |                                 |                                 | 78,567                          | 78,567                          |                                 |                                 | 78,567      | 78,567  |      |       | 349  |
| Replace Unit 72 2015 Ford F550 Chip Box                  | L     | Public Works  | 4    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 92,390                          | 92,390                          | 92,390      | 92,390  |      |       | 353  |
| Replace Unit 820 2009 Ford Escape Hybrid                 | C     | Public Works  | 4    | 43,002                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |         |      |       | 336  |
| Replace Unit 756 2010 Ford F150                          | C     | Public Works  | 4    |                                 |                                 | 37,060                          | 37,060                          |                                 |                                 |                                 |                                 |                                 |                                 | 37,060      | 37,060  |      |       | 340  |
| Replace Unit 9 INTERNATIONAL 7400 Dump Truck             | L     | Public Works  | 4    |                                 |                                 |                                 |                                 |                                 |                                 | 268,830                         | 268,830                         |                                 |                                 | 268,830     | 268,830 |      |       | 349  |
| Replace Unit 91 2000 CONSTRUCTION SCALP TRUCK            | L     | Public Works  | 4    |                                 |                                 | 133,625                         | 133,625                         |                                 |                                 |                                 |                                 |                                 |                                 | 133,625     | 133,625 |      |       | 340  |
| Replace Unit 93 2015 McCloskey Brothers Trommel Screener | L     | Public Works  | 4    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 138,841                         | 138,841                         | 138,841     | 138,841 |      |       | 353  |
| Replace Unit Bus 1 2017 Blue Bird 202 School Bus         | L     | Schools       | 4    |                                 |                                 |                                 |                                 |                                 |                                 | 99,835                          | 99,835                          |                                 |                                 | 99,835      | 99,835  |      |       | 349  |
| Replace Unit Bus 2 2017 Blue Bird 202 School Bus         | L     | Schools       | 4    |                                 |                                 |                                 |                                 |                                 |                                 | 99,835                          | 99,835                          |                                 |                                 | 99,835      | 99,835  |      |       | 349  |
| Replace Unit C-01 2017 Ford Explorer                     | C     | Public Safety | 4    |                                 |                                 |                                 |                                 |                                 |                                 | 49,404                          | 49,404                          |                                 |                                 | 49,404      | 49,404  |      |       | 349  |
| Replace Unit C-02 2016 Chevrolet Tahoe                   | C     | Public Safety | 4    |                                 |                                 | 52,519                          | 52,519                          |                                 |                                 |                                 |                                 |                                 |                                 | 52,519      | 52,519  |      |       | 340  |

Five Year Capital Improvement Plan  
Preliminary Tier One Recommendations  
FY2021 - FY2025

| Title                                                  | Code* | Function      | Cat* | FY2021<br>Department<br>Request | FY2021<br>Recommended<br>Tier 1 | FY2022<br>Department<br>Request | FY2022<br>Recommended<br>Tier 1 | FY2023<br>Department<br>Request | FY2023<br>Recommended<br>Tier 1 | FY2024<br>Department<br>Request | FY2024<br>Recommended<br>Tier 1 | FY2025<br>Department<br>Request | FY2025<br>Recommended<br>Tier 1 | Recommended | Cash      | Debt      | Other | Page |
|--------------------------------------------------------|-------|---------------|------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-------------|-----------|-----------|-------|------|
| Replace Unit C-03 2013 Ford Explorer                   | C     | Public Safety | 4    | 55,502                          | 55,502                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 55,502      | 55,502    |           |       | 336  |
| Replace Unit C-06 2015 Ford F350                       | C     | Public Safety | 4    |                                 |                                 |                                 |                                 | 68,750                          | 68,750                          |                                 |                                 |                                 |                                 | 68,750      | 68,750    |           |       | 345  |
| Replace Unit C-43 2017 Ford Escape                     | C     | Public Safety | 4    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 28,638                          | 28,638                          | 28,638      | 28,638    |           |       | 353  |
| Replace Unit E-04 2005 E-One Cyclone II fire Truck     | L     | Public Safety | 4    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 900,004                         | 900,004                         | 900,004     | 900,004   |           |       | 353  |
| Replace Unit L-01 2004 Sutphen Quint Ladder Truck      | L     | Public Safety | 4    |                                 |                                 |                                 |                                 |                                 |                                 | 1,512,026                       | 1,512,026                       |                                 |                                 | 1,512,026   |           | 1,512,026 |       | 349  |
| Replace Unit R-01 2016 Ford E450 Ambulance             | L     | Public Safety | 4    |                                 |                                 |                                 |                                 |                                 |                                 | 362,584                         | 362,584                         |                                 |                                 | 362,584     | 362,584   |           |       | 349  |
| Replace Unit R-02 2017 Ford E450 Ambulance             | L     | Public Safety | 4    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 250,538                         | 250,004                         | 250,004     | 250,004   |           |       | 353  |
| Replace Unit R-03 2008 Ford E450 Ambulance             | L     | Public Safety | 4    |                                 |                                 | 338,476                         | 338,476                         |                                 |                                 |                                 |                                 |                                 |                                 | 338,476     | 338,476   |           |       | 340  |
| Replace Unit R-04 2006 Ford E450 Ambulance             | L     | Public Safety | 4    | 337,479                         | 337,479                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 337,479     | 337,479   |           |       | 336  |
| Replace Unit Van 10 2015 Toyota Sienna Van             | C     | Schools       | 4    |                                 |                                 | 48,002                          | 48,002                          |                                 |                                 |                                 |                                 |                                 |                                 | 48,002      | 48,002    |           |       | 340  |
| Replace Unit Van 11 2018 Ford Transit Passenger Van    | C     | Schools       | 4    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 53,220                          | 53,220                          | 53,220      | 53,220    |           |       | 353  |
| Replace Unit Van 12 2018 Ford Transit Passenger Van    | C     | Schools       | 4    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 53,220                          | 53,220                          | 53,220      | 53,220    |           |       | 353  |
| Replace Unit Van 7 2012 Ford E250 Van                  | C     | Schools       | 4    | 52,374                          | 52,374                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 52,374      | 52,374    |           |       | 336  |
| Replace Unit Van 8 2013 Ford E250 Van                  | C     | Schools       | 4    | 52,374                          | 52,374                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 52,374      | 52,374    |           |       | 336  |
| Replace Unit Van 9 2014 Toyota Sienna Van              | C     | Schools       | 4    |                                 |                                 | 48,002                          | 48,002                          |                                 |                                 |                                 |                                 |                                 |                                 | 48,002      | 48,002    |           |       | 340  |
| Fleet                                                  |       |               | 4    | 1,268,729                       | 962,315                         | 1,450,934                       | 1,450,934                       | 863,416                         | 863,416                         | 2,541,963                       | 2,541,963                       | 2,111,556                       | 2,111,022                       | 7,929,650   | 6,417,624 | 1,512,026 |       |      |
| DPW Complex Construction                               | M     | Public Works  | 5    |                                 |                                 |                                 |                                 | 38,688,000                      |                                 |                                 |                                 |                                 |                                 |             |           |           |       | 93   |
| DPW Complex Design                                     | M     | Public Works  | 5    | 3,200,000                       |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |       | 91   |
| Mitchell Elementary School Renovation                  | M     | Schools       | 5    |                                 |                                 | 650,000                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |       | 255  |
| Mitchell Elementary School Renovation                  | M     | Schools       | 5    |                                 |                                 |                                 |                                 |                                 |                                 | 120,824,100                     |                                 |                                 |                                 |             |           |           |       | 284  |
| Open Space Acquisitions                                | P     | Community     | 5    | 1,000,000                       |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |       | 213  |
| Open Space for Municipal Purposes                      | N     | General       | 5    | 1,000,000                       |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |       | 333  |
| Renovate/Reconstruct Emery Grover Building at Highland | M     | Schools       | 5    |                                 |                                 | 2,282,800                       |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |       | 248  |
| Renovate/Reconstruct Emery Grover Building at Highland | M     | Schools       | 5    |                                 |                                 |                                 |                                 | 18,613,700                      |                                 |                                 |                                 |                                 |                                 |             |           |           |       | 269  |
| Hillside School as Swing Space for School Construction | M     | Schools       | 5    |                                 |                                 | 4,236,600                       |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |       | 252  |
| Hillside School as Swing Space for School Construction | M     | Schools       | 5    |                                 |                                 |                                 |                                 | 26,408,300                      |                                 |                                 |                                 |                                 |                                 |             |           |           |       | 273  |
| Pollard School Improvements                            | N     | Schools       | 5    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |       | 295  |
| Pollard School Improvements                            | N     | Schools       | 5    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |       | 300  |

Five Year Capital Improvement Plan  
Preliminary Tier One Recommendations  
FY2021 - FY2025

| Title                 | Code* | Function | Cat* | FY2021<br>Department<br>Request | FY2021<br>Recommended<br>Tier 1 | FY2022<br>Department<br>Request | FY2022<br>Recommended<br>Tier 1 | FY2023<br>Department<br>Request | FY2023<br>Recommended<br>Tier 1 | FY2024<br>Department<br>Request | FY2024<br>Recommended<br>Tier 1 | FY2025<br>Department<br>Request | FY2025<br>Recommended<br>Tier 1 | Recommended | Cash       | Debt      | Other     | Page |
|-----------------------|-------|----------|------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-------------|------------|-----------|-----------|------|
| Other                 |       |          | 5    | 5,200,000                       |                                 | 7,169,400                       |                                 | 83,710,000                      |                                 | 120,824,100                     |                                 |                                 |                                 |             |            |           |           |      |
| TOTAL                 |       |          |      | 14,284,901                      | 6,034,567                       | 18,836,738                      | 9,653,538                       | 96,785,576                      | 5,650,810                       | 130,093,657                     | 6,755,557                       | 8,842,536                       | 6,005,492                       | 34,099,964  | 26,896,438 | 3,960,026 | 3,243,500 |      |
| General Fund Cash     |       |          |      |                                 | 5,256,367                       |                                 | 5,440,238                       |                                 | 4,950,810                       |                                 | 5,243,531                       |                                 | 6,005,492                       | 26,896,438  |            |           |           |      |
| Other Available Funds |       |          |      |                                 | 101,500                         |                                 | 2,442,000                       |                                 | 700,000                         |                                 |                                 |                                 |                                 | 3,243,500   |            |           |           |      |
| Debt                  |       |          |      |                                 | 676,700                         |                                 | 1,771,300                       |                                 |                                 |                                 | 1,512,026                       |                                 |                                 | 3,960,026   |            |           |           |      |
| No Action             |       |          |      | 8,250,334                       |                                 | 9,183,200                       |                                 | 91,134,766                      |                                 | 123,338,100                     |                                 | 2,837,044                       |                                 |             |            |           |           |      |
| TOTAL                 |       |          |      |                                 | 6,034,567                       |                                 | 9,653,538                       |                                 | 5,650,810                       |                                 | 6,755,557                       |                                 | 6,005,492                       | 34,099,964  |            |           |           |      |
|                       |       |          |      |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |            |           |           |      |
|                       |       |          |      |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |            |           |           |      |

Five Year Capital Improvement Plan  
Preliminary Tier One Recommendations  
FY2021 - FY2025

| Title                                              | Code* | Function   | Cat* | FY2021<br>Department<br>Request | FY2021<br>Recommended<br>Tier 1 | FY2022<br>Department<br>Request | FY2022<br>Recommended<br>Tier 1 | FY2023<br>Department<br>Request | FY2023<br>Recommended<br>Tier 1 | FY2024<br>Department<br>Request | FY2024<br>Recommended<br>Tier 1 | FY2025<br>Department<br>Request | FY2025<br>Recommended<br>Tier 1 | Recommended | Cash      | Debt      | Other | Page |
|----------------------------------------------------|-------|------------|------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-------------|-----------|-----------|-------|------|
| Sewer Enterprise                                   |       |            |      |                                 | 1                               |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |       |      |
| Cooks Bridge Sewer Pump Station Construction       | M     | Utilities  | 3    |                                 |                                 |                                 |                                 | 3,404,205                       | 3,404,205                       |                                 |                                 |                                 |                                 | 3,404,205   |           | 3,404,205 |       | 147  |
| Cooks Bridge Sewer Pump Station Design             | M     | Utilities  | 3    |                                 |                                 | 345,000                         | 345,000                         |                                 |                                 |                                 |                                 |                                 |                                 | 345,000     | 345,000   |           |       | 145  |
| Drain System Improvements Construction             | MI    | Stormwater | 3    |                                 |                                 |                                 |                                 | 2,070,000                       |                                 |                                 |                                 |                                 |                                 |             |           |           |       | 151  |
| Drain System Improvements Designs                  | MI    | Stormwater | 3    |                                 |                                 | 262,000                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |       | 149  |
| Inflow Feasibility Study                           | IG    | Utilities  | 3    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |       | 153  |
| Sewer Main Greendale/Rte. 128 Construction         | P     | Utilities  | 3    |                                 |                                 |                                 |                                 |                                 |                                 | 9,090,000                       |                                 |                                 |                                 |             |           |           |       | 157  |
| Sewer Main Greendale/Rte. 128 Design               | P     | Utilities  | 3    |                                 |                                 | 1,969,500                       | 1,969,500                       |                                 |                                 |                                 |                                 |                                 |                                 | 1,969,500   |           | 1,969,500 |       | 155  |
| Infrastructure & Land                              |       |            |      |                                 |                                 | 2,576,500                       | 2,314,500                       | 5,474,205                       | 3,404,205                       | 9,090,000                       |                                 |                                 |                                 | 5,718,705   | 345,000   | 5,373,705 |       |      |
|                                                    |       |            |      |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |       |      |
| Replace Unit 101 2010 Case Loader                  | L     | Utilities  | 4    | 238,283                         | 238,283                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 238,283     | 238,283   |           |       | 336  |
| Replace Unit 103 2012 John Deere Backhoe           | L     | Utilities  | 4    |                                 |                                 |                                 |                                 |                                 |                                 | 139,768                         | 139,768                         |                                 |                                 | 139,768     | 139,768   |           |       | 349  |
| Replace Unit 11 2013 Ford Explorer                 | C     | Utilities  | 4    |                                 |                                 |                                 |                                 | 38,851                          | 38,851                          |                                 |                                 |                                 |                                 | 38,851      | 38,851    |           |       | 345  |
| Replace Unit 17 2012 Ford F550 Dump Truck          | C     | Utilities  | 4    |                                 |                                 | 68,363                          | 68,363                          |                                 |                                 |                                 |                                 |                                 |                                 | 68,363      | 68,363    |           |       | 340  |
| Replace Unit 19 2010 International 7400 Dump Truck | L     | Utilities  | 4    |                                 |                                 | 250,956                         | 250,956                         |                                 |                                 |                                 |                                 |                                 |                                 | 250,956     | 250,956   |           |       | 340  |
| Replace Unit 23 2011 Ford F350 Utility Truck       | C     | Utilities  | 4    | 79,805                          | 79,805                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 79,805      | 79,805    |           |       | 336  |
| Replace Unit 37 2010 International 7500 Vactor     | L     | Utilities  | 4    |                                 |                                 | 384,570                         | 384,570                         |                                 |                                 |                                 |                                 |                                 |                                 | 384,570     | 384,570   |           |       | 340  |
| Fleet                                              |       |            |      |                                 |                                 | 318,088                         | 318,088                         | 703,889                         | 703,889                         | 38,851                          | 38,851                          | 139,768                         | 139,768                         | 1,200,596   | 1,200,596 |           |       |      |
|                                                    |       |            |      |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |       |      |
| TOTAL                                              |       |            |      |                                 |                                 | 318,088                         | 318,088                         | 3,280,389                       | 3,018,389                       | 5,513,056                       | 3,443,056                       | 9,229,768                       | 139,768                         | 6,919,301   | 1,545,596 | 5,373,705 |       |      |
| Enterprise Fund Cash                               |       |            |      |                                 |                                 | 318,088                         | 1,048,889                       | 38,851                          | 139,768                         |                                 |                                 |                                 |                                 | 1,545,596   |           |           |       |      |
| Other Available Funds                              |       |            |      |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |           |       |      |
| Debt                                               |       |            |      |                                 |                                 |                                 | 1,969,500                       | 3,404,205                       |                                 |                                 |                                 |                                 |                                 | 5,373,705   |           |           |       |      |
| No Action                                          |       |            |      |                                 |                                 |                                 | 262,000                         | 2,070,000                       |                                 | 9,090,000                       |                                 |                                 |                                 |             |           |           |       |      |
| TOTAL                                              |       |            |      |                                 |                                 | 318,088                         | 3,018,389                       | 3,443,056                       | 139,768                         |                                 |                                 |                                 |                                 | 6,919,301   |           |           |       |      |

Five Year Capital Improvement Plan  
Preliminary Tier One Recommendations  
FY2021 - FY2025

| Title                                                    | Code* | Function  | Cat* | FY2021<br>Department<br>Request | FY2021<br>Recommended<br>Tier 1 | FY2022<br>Department<br>Request | FY2022<br>Recommended<br>Tier 1 | FY2023<br>Department<br>Request | FY2023<br>Recommended<br>Tier 1 | FY2024<br>Department<br>Request | FY2024<br>Recommended<br>Tier 1 | FY2025<br>Department<br>Request | FY2025<br>Recommended<br>Tier 1 | Recommended | Cash      | Debt    | Other | Page |  |
|----------------------------------------------------------|-------|-----------|------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-------------|-----------|---------|-------|------|--|
| Water Enterprise                                         |       |           |      |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |         |       |      |  |
|                                                          |       |           | 1    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |         |       |      |  |
| Charles River Water Treatment Plant HVAC Upgrades        | I     | Utilities | 3    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |         |       | 161  |  |
| Charles River Water Treatment Plant HVAC Upgrades Design | I     | Utilities | 3    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |         |       | 159  |  |
| Water Distribution Predictive Asset Management           | I     | Utilities | 3    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |         |       | 163  |  |
| Water Distribution System Improvements                   | M     | Utilities | 3    |                                 |                                 |                                 |                                 |                                 |                                 | 575,000                         | 575,000                         |                                 |                                 | 575,000     | 575,000   |         |       | 168  |  |
| Water Distribution System Improvements (Mills/Sachem)    | M     | Utilities | 3    |                                 |                                 |                                 |                                 | 510,000                         | 510,000                         |                                 |                                 |                                 |                                 | 510,000     | 510,000   |         |       | 166  |  |
| Water Distribution System Improvements (Rosemary)        | M     | Utilities | 3    |                                 |                                 | 372,000                         | 372,000                         |                                 |                                 |                                 |                                 |                                 |                                 | 372,000     | 372,000   |         |       | 164  |  |
| Water Distribution System Improvements (South Street)    | N     | Utilities | 3    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 800,000                         | 800,000                         | 800,000     | 800,000   |         |       | 170  |  |
| Water Service Connections                                | R     | Utilities | 3    |                                 |                                 | 200,000                         | 200,000                         |                                 |                                 |                                 |                                 |                                 |                                 | 200,000     | 200,000   |         |       | 172  |  |
| Water Service Connections                                | R     | Utilities | 3    |                                 |                                 |                                 |                                 | 200,000                         | 200,000                         |                                 |                                 |                                 |                                 | 200,000     | 200,000   |         |       | 174  |  |
| Water Service Connections                                | R     | Utilities | 3    |                                 |                                 |                                 |                                 |                                 |                                 | 200,000                         | 200,000                         |                                 |                                 | 200,000     | 200,000   |         |       | 176  |  |
| Water Service Connections                                | R     | Utilities | 3    |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 200,000                         | 200,000                         | 200,000     | 200,000   |         |       | 178  |  |
| Water Supply Development Construction                    | M     | Utilities | 3    |                                 |                                 |                                 |                                 |                                 |                                 | 1,304,000                       |                                 |                                 |                                 |             |           |         |       | 182  |  |
| Water Supply Development Design                          | M     | Utilities | 3    |                                 |                                 | 448,000                         |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |         |       | 180  |  |
| Infrastructure & Land                                    |       |           |      |                                 |                                 | 1,020,000                       | 572,000                         | 710,000                         | 710,000                         | 2,079,000                       | 775,000                         | 1,000,000                       | 1,000,000                       | 3,057,000   | 3,057,000 |         |       |      |  |
|                                                          |       |           |      |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |         |       |      |  |
| Replace Unit 164 2008 Atlas Copco Trailer (Generator)    | L     | Utilities | 4    |                                 |                                 |                                 |                                 | 34,592                          | 34,592                          |                                 |                                 |                                 |                                 | 34,592      | 34,592    |         |       | 345  |  |
| Replace Unit 25 2012 Ford F450 Utility Truck             | L     | Utilities | 4    |                                 |                                 | 90,464                          | 90,464                          |                                 |                                 |                                 |                                 |                                 |                                 | 90,464      | 90,464    |         |       | 340  |  |
| Replace Unit 30 2012 Ford F550 Dump Truck                | C     | Utilities | 4    |                                 |                                 | 127,715                         | 127,715                         |                                 |                                 |                                 |                                 |                                 |                                 | 127,715     | 127,715   |         |       | 340  |  |
| Replace Unit 31 2011 Ford F150                           | C     | Utilities | 4    | 43,002                          | 43,002                          |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 | 43,002      | 43,002    |         |       | 336  |  |
| Replace Unit 40 Ford F350                                | C     | Utilities | 4    |                                 |                                 | 63,804                          | 63,804                          |                                 |                                 |                                 |                                 |                                 |                                 | 63,804      | 63,804    |         |       | 340  |  |
| Fleet                                                    |       |           |      | 43,002                          | 43,002                          | 281,983                         | 281,983                         | 34,592                          | 34,592                          |                                 |                                 |                                 |                                 |             | 359,577   | 359,577 |       |      |  |
|                                                          |       |           |      |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |         |       |      |  |
| TOTAL                                                    |       |           |      | 43,002                          | 43,002                          | 1,301,983                       | 853,983                         | 744,592                         | 744,592                         | 2,079,000                       | 775,000                         | 1,000,000                       | 1,000,000                       | 3,416,577   | 3,416,577 |         |       |      |  |
|                                                          |       |           |      |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |         |       |      |  |
| Enterprise Fund Cash                                     |       |           |      | 43,002                          |                                 | 853,983                         |                                 | 744,592                         |                                 | 775,000                         |                                 | 1,000,000                       |                                 | 3,416,577   |           |         |       |      |  |
| Other Available Funds                                    |       |           |      |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |         |       |      |  |
| Debt                                                     |       |           |      |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |             |           |         |       |      |  |
| No Action                                                |       |           |      |                                 |                                 | 448,000                         |                                 |                                 |                                 | 1,304,000                       |                                 |                                 |                                 |             |           |         |       |      |  |
| TOTAL                                                    |       |           |      | 43,002                          |                                 | 853,983                         |                                 | 744,592                         |                                 | 775,000                         |                                 | 1,000,000                       |                                 | 3,416,577   |           |         |       |      |  |

Five Year Capital Improvement Plan  
Preliminary Tier One Recommendations  
FY2021 - FY2025

| Title | Code* | Function | Cat* | FY2021<br>Department<br>Request | FY2021<br>Recommended<br>Tier 1 | FY2022<br>Department<br>Request | FY2022<br>Recommended<br>Tier 1 | FY2023<br>Department<br>Request | FY2023<br>Recommended<br>Tier 1 | FY2024<br>Department<br>Request | FY2024<br>Recommended<br>Tier 1 | FY2025<br>Department<br>Request | FY2025<br>Recommended<br>Tier 1 | Recommended | Cash | Debt | Other | Page |
|-------|-------|----------|------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-------------|------|------|-------|------|
|-------|-------|----------|------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-------------|------|------|-------|------|

|                        |  |  |   |            |           |            |            |             |           |             |           |           |           |            |            |           |           |  |
|------------------------|--|--|---|------------|-----------|------------|------------|-------------|-----------|-------------|-----------|-----------|-----------|------------|------------|-----------|-----------|--|
| Equipment & Technology |  |  | 1 | 1,135,072  | 1,080,252 | 1,803,804  | 1,553,804  | 907,354     | 1,157,894 | 1,163,594   | 1,163,594 | 1,674,470 | 1,324,470 | 6,280,014  | 5,680,014  |           | 600,000   |  |
| Buildings & Facilities |  |  | 2 | 3,159,100  | 1,636,000 | 2,716,100  | 1,883,800  | 5,767,806   | 350,000   | 400,000     | 400,000   | 150,000   | 150,000   | 4,419,800  | 1,971,800  | 2,448,000 |           |  |
| Infrastructure & Land  |  |  | 3 | 3,522,000  | 2,356,000 | 9,293,000  | 7,651,500  | 11,721,205  | 7,393,705 | 16,333,000  | 3,425,000 | 5,906,510 | 3,420,000 | 24,246,205 | 16,229,000 | 5,373,705 | 2,643,500 |  |
| Fleet                  |  |  | 4 | 1,629,819  | 1,323,405 | 2,436,806  | 2,436,806  | 936,859     | 936,859   | 2,681,731   | 2,681,731 | 2,111,556 | 2,111,022 | 9,489,823  | 7,977,797  | 1,512,026 |           |  |
| Other                  |  |  | 5 | 5,200,000  |           | 7,169,400  |            | 83,710,000  |           | 120,824,100 |           |           |           |            |            |           |           |  |
| GRAND TOTAL            |  |  |   | 14,645,991 | 6,395,657 | 23,419,110 | 13,525,910 | 103,043,224 | 9,838,458 | 141,402,425 | 7,670,325 | 9,842,536 | 7,005,492 | 44,435,842 | 31,858,611 | 9,333,731 | 3,243,500 |  |

|                        |  |  |   |            |           |            |           |            |           |             |           |           |           |            |            |           |           |  |
|------------------------|--|--|---|------------|-----------|------------|-----------|------------|-----------|-------------|-----------|-----------|-----------|------------|------------|-----------|-----------|--|
| Equipment & Technology |  |  | 1 | 1,135,072  | 1,080,252 | 1,803,804  | 1,553,804 | 907,354    | 1,157,894 | 1,163,594   | 1,163,594 | 1,674,470 | 1,324,470 | 6,280,014  | 5,680,014  |           | 600,000   |  |
| Buildings & Facilities |  |  | 2 | 3,159,100  | 1,636,000 | 2,716,100  | 1,883,800 | 5,767,806  | 350,000   | 400,000     | 400,000   | 150,000   | 150,000   | 4,419,800  | 1,971,800  | 2,448,000 |           |  |
| Infrastructure & Land  |  |  | 3 | 3,522,000  | 2,356,000 | 5,696,500  | 4,765,000 | 5,537,000  | 3,279,500 | 5,164,000   | 2,650,000 | 4,906,510 | 2,420,000 | 15,470,500 | 12,827,000 |           | 2,643,500 |  |
| Fleet                  |  |  | 4 | 1,268,729  | 962,315   | 1,450,934  | 1,450,934 | 863,416    | 863,416   | 2,541,963   | 2,541,963 | 2,111,556 | 2,111,022 | 7,929,650  | 6,417,624  | 1,512,026 |           |  |
| Other                  |  |  | 5 | 5,200,000  |           | 7,169,400  |           | 83,710,000 |           | 120,824,100 |           |           |           |            |            |           |           |  |
| General Fund           |  |  |   | 14,284,901 | 6,034,567 | 18,836,738 | 9,653,538 | 96,785,576 | 5,650,810 | 130,093,657 | 6,755,557 | 8,842,536 | 6,005,492 | 34,099,964 | 26,896,438 | 3,960,026 | 3,243,500 |  |

|                        |  |  |   |         |         |           |           |           |           |           |         |  |  |           |           |           |  |  |
|------------------------|--|--|---|---------|---------|-----------|-----------|-----------|-----------|-----------|---------|--|--|-----------|-----------|-----------|--|--|
| Equipment & Technology |  |  | 1 |         |         |           |           |           |           |           |         |  |  |           |           |           |  |  |
| Buildings & Facilities |  |  | 2 |         |         |           |           |           |           |           |         |  |  |           |           |           |  |  |
| Infrastructure & Land  |  |  | 3 |         |         | 2,576,500 | 2,314,500 | 5,474,205 | 3,404,205 | 9,090,000 |         |  |  | 5,718,705 | 345,000   | 5,373,705 |  |  |
| Fleet                  |  |  | 4 | 318,088 | 318,088 | 703,889   | 703,889   | 38,851    | 38,851    | 139,768   | 139,768 |  |  | 1,200,596 | 1,200,596 |           |  |  |
| Other                  |  |  | 5 |         |         |           |           |           |           |           |         |  |  |           |           |           |  |  |
| Sewer Fund             |  |  |   | 318,088 | 318,088 | 3,280,389 | 3,018,389 | 5,513,056 | 3,443,056 | 9,229,768 | 139,768 |  |  | 6,919,301 | 1,545,596 | 5,373,705 |  |  |

|                        |  |  |   |        |        |           |         |         |         |           |         |           |           |           |           |  |  |  |
|------------------------|--|--|---|--------|--------|-----------|---------|---------|---------|-----------|---------|-----------|-----------|-----------|-----------|--|--|--|
| Equipment & Technology |  |  | 1 |        |        |           |         |         |         |           |         |           |           |           |           |  |  |  |
| Buildings & Facilities |  |  | 2 |        |        |           |         |         |         |           |         |           |           |           |           |  |  |  |
| Infrastructure & Land  |  |  | 3 |        |        | 1,020,000 | 572,000 | 710,000 | 710,000 | 2,079,000 | 775,000 | 1,000,000 | 1,000,000 | 3,057,000 | 3,057,000 |  |  |  |
| Fleet                  |  |  | 4 | 43,002 | 43,002 | 281,983   | 281,983 | 34,592  | 34,592  |           |         |           |           | 359,577   | 359,577   |  |  |  |
| Other                  |  |  | 5 |        |        |           |         |         |         |           |         |           |           |           |           |  |  |  |
| Water Fund             |  |  |   | 43,002 | 43,002 | 1,301,983 | 853,983 | 744,592 | 744,592 | 2,079,000 | 775,000 | 1,000,000 | 1,000,000 | 3,416,577 | 3,416,577 |  |  |  |

|             |  |  |  |            |           |            |            |             |           |             |           |           |           |            |            |           |           |  |
|-------------|--|--|--|------------|-----------|------------|------------|-------------|-----------|-------------|-----------|-----------|-----------|------------|------------|-----------|-----------|--|
| Grand Total |  |  |  | 14,645,991 | 6,395,657 | 23,419,110 | 13,525,910 | 103,043,224 | 9,838,458 | 141,402,425 | 7,670,325 | 9,842,536 | 7,005,492 | 44,435,842 | 31,858,611 | 9,333,731 | 3,243,500 |  |
|-------------|--|--|--|------------|-----------|------------|------------|-------------|-----------|-------------|-----------|-----------|-----------|------------|------------|-----------|-----------|--|

- Code

B = Funding may be considered under the operating budget/special w

C = Core Fleet

D = Recommendation is deferred or on hold pending other actions

E = Emergency approval

F = Funded appropriation outside the capital plan

G = Request may not qualify as capital submission

L = Specialized Fleet Equipment

I = Project submission is incomplete or waiting additional information

M = Submission has been modified from previous submission

N = New submission with this CIP

P = Project request has appeared in previous CIP's

Q = Request does not qualify as a capital submission

R = This is a regularly reoccurring capital request

S = No recommendation; under study

U = Urgent request based on identified conditions
- Cat (Category)

1 = Equipment or Technology

2 = Building or Facility

3 = Infrastructure or Land Improvements

4 = Fleet

5 = Extraordinary

Orange highlighted amounts indicate that all or a portion of the funding recommendation may be funded by CPA funds

Pink highlighted amounts indicate that all or a portion of the funding recommendation may be funded by debt.



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

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**MEETING DATE: 12/17/2019**

|                     |                                |
|---------------------|--------------------------------|
| <b>Agenda Item</b>  | Polling Location Changes       |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager |

| <b>1.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |                                         |         |          |            |                       |                       |            |                       |                       |            |               |               |            |               |               |            |                    |                                         |            |                     |                             |            |                     |                             |            |                    |                                         |            |                 |                           |            |                 |                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------------------------|---------|----------|------------|-----------------------|-----------------------|------------|-----------------------|-----------------------|------------|---------------|---------------|------------|---------------|---------------|------------|--------------------|-----------------------------------------|------------|---------------------|-----------------------------|------------|---------------------|-----------------------------|------------|--------------------|-----------------------------------------|------------|-----------------|---------------------------|------------|-----------------|---------------------------|
| <p>The Town Manager and Town Clerk recommend that the Select Board implement a new polling location plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                   |                                         |         |          |            |                       |                       |            |                       |                       |            |               |               |            |               |               |            |                    |                                         |            |                     |                             |            |                     |                             |            |                    |                                         |            |                 |                           |            |                 |                           |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>VOTE REQUIRED BY SELECT BOARD</b>              |                                         |         |          |            |                       |                       |            |                       |                       |            |               |               |            |               |               |            |                    |                                         |            |                     |                             |            |                     |                             |            |                    |                                         |            |                 |                           |            |                 |                           |
| <p>Suggested Motion: That the Board vote to set the following polling locations for up-coming elections:</p> <table><thead><tr><th>Precinct</th><th>Current</th><th>Proposed</th></tr></thead><tbody><tr><td>Precinct A</td><td>Center at the Heights</td><td>Center at the Heights</td></tr><tr><td>Precinct B</td><td>Center at the Heights</td><td>Center at the Heights</td></tr><tr><td>Precinct C</td><td>Newman School</td><td>Newman School</td></tr><tr><td>Precinct D</td><td>Newman School</td><td>Newman School</td></tr><tr><td>Precinct E</td><td>Broadmeadow School</td><td>Public Services Administration Building</td></tr><tr><td>Precinct F</td><td>Needham High School</td><td>Rosemary Recreation Complex</td></tr><tr><td>Precinct G</td><td>Needham High School</td><td>Rosemary Recreation Complex</td></tr><tr><td>Precinct H</td><td>Broadmeadow School</td><td>Public Services Administration Building</td></tr><tr><td>Precinct I</td><td>Mitchell School</td><td>Town Hall (Public Safety)</td></tr><tr><td>Precinct J</td><td>Mitchell School</td><td>Town Hall (Public Safety)</td></tr></tbody></table> |                                                   | Precinct                                | Current | Proposed | Precinct A | Center at the Heights | Center at the Heights | Precinct B | Center at the Heights | Center at the Heights | Precinct C | Newman School | Newman School | Precinct D | Newman School | Newman School | Precinct E | Broadmeadow School | Public Services Administration Building | Precinct F | Needham High School | Rosemary Recreation Complex | Precinct G | Needham High School | Rosemary Recreation Complex | Precinct H | Broadmeadow School | Public Services Administration Building | Precinct I | Mitchell School | Town Hall (Public Safety) | Precinct J | Mitchell School | Town Hall (Public Safety) |
| Precinct                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Current                                           | Proposed                                |         |          |            |                       |                       |            |                       |                       |            |               |               |            |               |               |            |                    |                                         |            |                     |                             |            |                     |                             |            |                    |                                         |            |                 |                           |            |                 |                           |
| Precinct A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Center at the Heights                             | Center at the Heights                   |         |          |            |                       |                       |            |                       |                       |            |               |               |            |               |               |            |                    |                                         |            |                     |                             |            |                     |                             |            |                    |                                         |            |                 |                           |            |                 |                           |
| Precinct B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Center at the Heights                             | Center at the Heights                   |         |          |            |                       |                       |            |                       |                       |            |               |               |            |               |               |            |                    |                                         |            |                     |                             |            |                     |                             |            |                    |                                         |            |                 |                           |            |                 |                           |
| Precinct C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Newman School                                     | Newman School                           |         |          |            |                       |                       |            |                       |                       |            |               |               |            |               |               |            |                    |                                         |            |                     |                             |            |                     |                             |            |                    |                                         |            |                 |                           |            |                 |                           |
| Precinct D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Newman School                                     | Newman School                           |         |          |            |                       |                       |            |                       |                       |            |               |               |            |               |               |            |                    |                                         |            |                     |                             |            |                     |                             |            |                    |                                         |            |                 |                           |            |                 |                           |
| Precinct E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Broadmeadow School                                | Public Services Administration Building |         |          |            |                       |                       |            |                       |                       |            |               |               |            |               |               |            |                    |                                         |            |                     |                             |            |                     |                             |            |                    |                                         |            |                 |                           |            |                 |                           |
| Precinct F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Needham High School                               | Rosemary Recreation Complex             |         |          |            |                       |                       |            |                       |                       |            |               |               |            |               |               |            |                    |                                         |            |                     |                             |            |                     |                             |            |                    |                                         |            |                 |                           |            |                 |                           |
| Precinct G                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Needham High School                               | Rosemary Recreation Complex             |         |          |            |                       |                       |            |                       |                       |            |               |               |            |               |               |            |                    |                                         |            |                     |                             |            |                     |                             |            |                    |                                         |            |                 |                           |            |                 |                           |
| Precinct H                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Broadmeadow School                                | Public Services Administration Building |         |          |            |                       |                       |            |                       |                       |            |               |               |            |               |               |            |                    |                                         |            |                     |                             |            |                     |                             |            |                    |                                         |            |                 |                           |            |                 |                           |
| Precinct I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Mitchell School                                   | Town Hall (Public Safety)               |         |          |            |                       |                       |            |                       |                       |            |               |               |            |               |               |            |                    |                                         |            |                     |                             |            |                     |                             |            |                    |                                         |            |                 |                           |            |                 |                           |
| Precinct J                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Mitchell School                                   | Town Hall (Public Safety)               |         |          |            |                       |                       |            |                       |                       |            |               |               |            |               |               |            |                    |                                         |            |                     |                             |            |                     |                             |            |                    |                                         |            |                 |                           |            |                 |                           |
| <b>3.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>BACK UP INFORMATION ATTACHED</b>               |                                         |         |          |            |                       |                       |            |                       |                       |            |               |               |            |               |               |            |                    |                                         |            |                     |                             |            |                     |                             |            |                    |                                         |            |                 |                           |            |                 |                           |
| <p><b>(Describe backup below)</b></p> <p>a. Memo to the Select Board from the Town Manager and Town Clerk dated December 3, 2019.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                   |                                         |         |          |            |                       |                       |            |                       |                       |            |               |               |            |               |               |            |                    |                                         |            |                     |                             |            |                     |                             |            |                    |                                         |            |                 |                           |            |                 |                           |



**TOWN OF NEEDHAM**  
TOWN HALL  
Needham, MA 02492-2669

COMPLETED

12/3/19

Office of the  
TOWN MANAGER

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

TO: Select Board  
FROM: Kate Fitzpatrick, Tedi Eaton  
CC: Dan Gutekanst, Rick Merson, Patty Carey,  
Tim McDonald, LaTanya Steele, David Davison  
DATE: November 29, 2019 Revised December 3, 2019  
RE: Polling Location Recommendation

The Select Board adopted a goal to review and consider changes to the Town's polling locations. A working group including staff and board and committee members from the Select Board, Park & Recreation, the School Committee, the Town Clerk, the School Department, and the Needham Police Department met to discuss the basis for changes and to brainstorm options.

It is the view of the School Committee and School Department that the traffic and parking associated with elections create a safety issue for students, parents, and voters, especially during drop-off and pick-up times. The working group considered various alternatives, identifying possible locations to relocate polling locations from school buildings except for the Newman School.

The working group considered Rosemary Recreation Complex as an option as long as no election is held when the pool is open. Town Hall can be used in lieu of the Mitchell on a temporary basis until the community room at the Public Safety Building is available and can be evaluated for use at that time. Finally, while it will be a tight fit, we believe that the Charles River Room at the Public Services Administration Building is worth exploring as an alternative to the Broadmeadow School.

| Precinct   | Current               | Proposed                                |
|------------|-----------------------|-----------------------------------------|
| Precinct A | Center at the Heights | Center at the Heights                   |
| Precinct B | Center at the Heights | Center at the Heights                   |
| Precinct C | Newman School         | Newman School                           |
| Precinct D | Newman School         | Newman School                           |
| Precinct E | Broadmeadow School    | Public Services Administration Building |
| Precinct F | Needham High School   | Rosemary Recreation Complex             |
| Precinct G | Needham High School   | Rosemary Recreation Complex             |
| Precinct H | Broadmeadow School    | Public Services Administration Building |
| Precinct I | Mitchell School       | Town Hall (Public Safety)               |
| Precinct J | Mitchell School       | Town Hall (Public Safety)               |

Upcoming elections include the Presidential primary on March 3<sup>rd</sup>, the Annual Town Election on April 14<sup>th</sup>, the State primary on September 1<sup>st</sup> (tentative), and the Presidential election on November 3<sup>rd</sup>. If the Board chooses to implement the proposed plan, we will present it for approval at an upcoming meeting of both the Select Board and the Park & Recreation Commission and notify affected voters by mail and other communication methods.



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

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**MEETING DATE: 12/17/2019**

|                     |                                         |
|---------------------|-----------------------------------------|
| <b>Agenda Item</b>  | Discuss Update of FY2020 – FY2021 Goals |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager          |

|                                                                                                   |                                                   |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                         | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>The Town Manager will update the Board on the status of the Board's FY2020 – FY2021 goals.</p> |                                                   |
| <b>2.</b>                                                                                         | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p>Discussion Only.</p>                                                                           |                                                   |
| <b>3.</b>                                                                                         | <b>BACK UP INFORMATION ATTACHED</b>               |
| <p><b>(Describe backup below)</b></p> <p>a. FY2020 – FY2021 Board of Selectmen Goals</p>          |                                                   |

## **FY2020-FY2021 Select Board Goals**

**Adopted: August 20, 2019**

- 1. Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.**

### Continuing Strategies

- Conduct an environmental assessment to facilitate discussion about the future use of Ridge Hill/Nike; determine the future use or disposition of Ridge Hill buildings.
- Evaluate options for funding a DPW facility on Dedham Avenue.

### Monitoring & Oversight

- Monitor Progress of Public Safety Building, Fire Station #2, and Jack Cogswell Building.

- 2. Ensure appropriate Regulation and Assessment of, and Investment in Infrastructure.**

### Continuing Strategies

- Establish a working group to gain a better understanding of the impact of commercial and residential growth on the Town's infrastructure, including but not limited to traffic, transportation, water, sewer, drains, roads and bridges, and school facilities, and to identify options for managing that impact. (N2025)
- Develop a plan for NPDES compliance including Stormwater Regulations and a Stormwater Stabilization Fund.
- Evaluate options for participation in the MassDOT Complete Streets Program & implement pedestrian safety initiatives.

### New Initiatives

- Investigate the potential impact of Small Cell and 5G Technology on the Town and formalize a policy for considering Grant of Location Requests.
- Evaluate the feasibility of creating a shared use path from Needham Heights to Wexford Street.
- Develop options for refreshing landscaping at public facilities.
- In conjunction with the Transportation Committee, review bus routes in Needham Crossing.
- In conjunction with the MBTA, explore options for increasing commuter parking.

### Monitoring & Oversight

- In conjunction with the City of Newton and MassDOT, monitor progress toward the renovation of Highland Avenue from Webster Street to the Charles River.

- Explore the possibility of sponsoring a summer beer garden event.

#### Monitoring & Oversight

- Discuss multi-modal transportation on the greenway between Newton and Needham.

### **6. Maintain and enhance the Town's Financial Sustainability.**

#### Continuing Strategies

- Evaluate local option means-tested senior property tax relief programs.
- Evaluate stabilization fund targets.

#### New Initiatives

- Discuss the impact of annual tax levy increases.

### **7. Evaluate Town Operations and Administration.**

#### Continuing Strategies

- Develop and implement a policy guiding the use of banners on poles in the business districts.
- Investigate options for moving permit application and inspection processes to electronic and/or web-based platforms.
- Consider criteria for reviewing proposed zoning changes.

#### New Initiatives

- Review and make recommendations for changes to polling locations.
- The Board will meet regularly with community stakeholders.
- The Board will establish a schedule of meeting with appointed and elected boards on a regular basis.
- Review liquor license regulations with respect to compliance issues.
- Review the composition, structure and charge of committees.

#### Monitoring & Oversight

- Develop a funding strategy to meet the staffing needs of the Police and Fire Departments in the context of the current and planned growth in Needham Crossing.

*In developing its statement of goals for the coming fiscal years, the Board identified both initiatives that may be addressed in future years, and general guiding principles that guide the goal setting process. This list will continue to be updated and refined:*

#### Future Initiatives

- Work with the Planning Board to consider a street naming policy.
- Consider a plan for snow removal in the business districts.



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

---

**MEETING DATE: 12/17/2019**

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

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



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

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**MEETING DATE: 12/17/2019**

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

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

e-mailed 11/25/19

# Town of Needham, Massachusetts

## Road Event Form

2019 NOV 22 P 1:31

### INTERNAL USE ONLY

|                                                |                                            |
|------------------------------------------------|--------------------------------------------|
| <input checked="" type="checkbox"/> DPW        | <input checked="" type="checkbox"/> Police |
| <input checked="" type="checkbox"/> Fire       | <input type="checkbox"/> OTM               |
| <input checked="" type="checkbox"/> Park & Rec | <input type="checkbox"/> Paid              |
| <input type="checkbox"/> PFD                   |                                            |

**TYPE OF EVENT:** (check all that apply)

☒ RUN

☒ WALK

☐ BICYCLE

☐ MOTORCYCLE

**Name of Event:** Great Bear Run

**Name of Organization:**  
Needham Track Club

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

**If yes, name of Town and date:**

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

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

**Organization Mailing Address:**

Needham Track Club  
53 Coulton Park  
Needham MA 02492



**Organization  
is  
Not-for-Profit**

**Primary Contact:** John Hrones

**Contact Title:** Director

**Contact Address:** 53 Coulton Park, Needham MA 02492

**Contact Phone (Day) :** 781-449-4954

**Contact Phone (Cell) :** 781-856-4088

**Contact Email:** needhamtrackclub@gmail.com

|                                                                                                                                                                                                                                                                                             |                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Event Date (s):</b> Sunday, May 17, 2020                                                                                                                                                                                                                                                 | <b>Date Expected to be in Needham :</b><br>Sunday, May 17, 2020                                                                                                   |
| <b>Earliest Time Expected in Needham :</b><br>set-up starts at 7:30 am; First race (5K) starts at 10:30 am                                                                                                                                                                                  | <b>Latest Time Expected in Needham :</b><br>children's 400K ends by 3:00 pm;<br>clean-up should be complete by 3:30 pm                                            |
| <b>Number of Expected Participants :</b> 975                                                                                                                                                                                                                                                | <b>Number of Expected Participants at Peak Time:</b> 550                                                                                                          |
| <b>Are participants charged a fee?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                                                                  |                                                                                                                                                                   |
| <b>Estimated Number of Vehicles :</b><br>200 (at peak)                                                                                                                                                                                                                                      | <b>What type of Parking is required?:</b><br>Within walking distance of the Pollard School                                                                        |
| <b>Are event organizers available to meet with members of the Town to plan event:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                   | <b>Do event organizers foresee the need for any road closures (subject to police review)?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>What will be done in case of inclement weather?:</b> Registration and events for small children will be held inside Pollard School; other events will be held outside                                                                                                                    |                                                                                                                                                                   |
| <b>Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:</b> Parking lots of Pollard will be utilized. Additional parking will be on streets between Harris and Great Plain per police instructions and appropriate signage. |                                                                                                                                                                   |
| <b>Will neighborhoods be impacted by parking and traffic?:</b> Traffic is not expected to be a problem. Parking will be heavier than usual on the side streets. (Note – we have not had complaints in the past on the parking.)                                                             |                                                                                                                                                                   |
| <b>What activities are planned for the start of the race (if in Needham)?</b><br>Event registration                                                                                                                                                                                         |                                                                                                                                                                   |
| <b>What activities are planned for the end of the race (if in Needham)?</b> Short awards ceremony                                                                                                                                                                                           |                                                                                                                                                                   |
| <b>What facilities are needed for the start of the race:</b> Pollard school and grounds (arrangements are being made with the school department)                                                                                                                                            |                                                                                                                                                                   |
| <b>What facilities are needed for the end of the race:</b> Pollard school and grounds                                                                                                                                                                                                       |                                                                                                                                                                   |

|                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (arrangements are being made with the school department)                                                                                                                                                          |                                                                                                                                                                                                                                                                     |
| <b><i>Once the event begins, how long will it take to complete the event?:</i></b> Set-up and registration takes place 7:30-10:30 am. The events take place from 10:30 am – 3 pm Clean-up takes place 3 – 3:30 pm |                                                                                                                                                                                                                                                                     |
| <b><i>Are signs requested to post at the start of the race? At the end of the race? Are signs requested along the route?</i></b>                                                                                  | On race day morning, small directional and informational signs are posted along the course. Signs are also posted at Pollard School. All signs are removed after race day afternoon.                                                                                |
| <b><i>Will volunteers be placed along the route?</i></b>                                                                                                                                                          | Yes, road marshals are located where course turns or traffic is expected.                                                                                                                                                                                           |
| <b><i>Will you be using a sound system (includes music)? If yes, please describe where and when it will be used.</i></b>                                                                                          | Yes, it will at Pollard School (directed into the courtyard) from about 9:30 am – 2:00 pm                                                                                                                                                                           |
| <b><i>Will there be any food be served (contact Needham Health Dept: 781-455-7500 x262)?</i></b>                                                                                                                  | Yes                                                                                                                                                                                                                                                                 |
| <b><i>Will portable toilets be used? List locations</i></b>                                                                                                                                                       | Yes – being arranged with school department – behind auditorium wall                                                                                                                                                                                                |
| <b><i>Will hydration stops be set up along the route? If yes, please include these on route plan</i></b>                                                                                                          | Yes – on Livingston Circle                                                                                                                                                                                                                                          |
| <b><i>If the event takes place after dark, what is the plan to meet lighting needs?</i></b>                                                                                                                       | NA                                                                                                                                                                                                                                                                  |
| <b><i>What safety measures are being made for participants and spectators? What are the plans for handling first aid and medical emergencies?</i></b>                                                             | We request that Harris Avenue be closed to through traffic (Bradford to Eaton) 9:45 am – 3 pm. (Bradford to Wilshire Park) 11:45 am – 1:30 pm) Hospital medical staff member will be at race. We will work with detail police officer to call in support as needed. |
| <b><i>Does the event take place during commuter times?</i></b>                                                                                                                                                    | No                                                                                                                                                                                                                                                                  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <i>Is school in session during the event?</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                            | No                                                                  |
| <i>Is school in session during the event? Will school drop off or pick up be impacted by the event?</i>                                                                                                                                                                                                                                                                                                                                                                                                  | No                                                                  |
| <i>Are businesses open during the event?</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Several small businesses near Hersey train station                  |
| <i>Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)</i>                                                                                                                                                                                                                                                                                                                                                                                  | No                                                                  |
| <i>Are there any churches/houses of worship located along the event route? Will church / house of worship services take place during the event?</i>                                                                                                                                                                                                                                                                                                                                                      | NA                                                                  |
| <i>What is the plan to handle trash?</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Trash put in private dumpster located in front Pollard parking lot. |
| <p><b><i>Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham MA 02492</i></b></p> <ul style="list-style-type: none"> <li><b><i>• Event route map (include map and text of route, parking plan, volunteer placement)</i></b></li> <li><b><i>• Application fee (\$25 events that start and end in Needham, \$50 event passes through Needham)</i></b></li> <li><b><i>• Certificate of insurance</i></b></li> </ul> |                                                                     |
| <p><b><i>PLEASE NOTE:</i></b><br/> <i>For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.</i></p>                                                                                                                                                                                           |                                                                     |

## Great Bear Run Course Routes

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

### Parking Plan

- Use parking lots in front and behind Pollard School
- Use side streets between Harris Ave & Great Plain (one side – per police signs)
- Use Harris Ave. (between Bradford Street and Dedham Ave.)
- Use side streets near Pollard (Coulton Park, Prince, Cook & Plymouth) as needed

# 1 Mile Course

## Koala Bear

### Age Boys and

0-6 Reid Lovett, Ne  
7-8 John Spengler,  
9-10 Ryan Callahan,  
11-12 Matthew Roon  
13-14 Jack Burns, Ne  
15-19  
20-29

30-39 Eric Biegeleis

40-49 Brendan Casl

50-59 Alexander Adam, Needham

60-69 Jeffrey Simon, Morristown

70-79 Tom Abbott, Natick

6:51

Audrey Syau, Needham

9:31

8:52

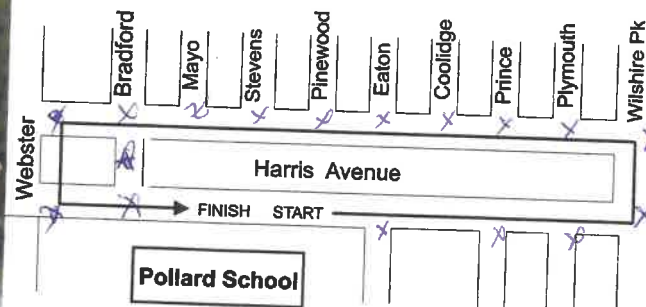
Elita Pastra-Landis, Norton

12:41

(and locations of  
Road Marshalls)



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



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



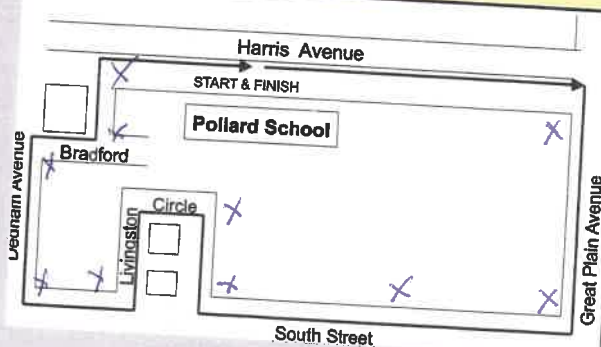
x = Road Marshalls

# 5K Run

## Brown Bear 5K Run Age Group Records

Records set in 2018 are in Bold. Five-year Age Group Records are in Italics.

| Age | Boys / Men                               | Time  | Age | Girls / Women                         | Time  |
|-----|------------------------------------------|-------|-----|---------------------------------------|-------|
| 4   | <u>James Castle, Wellesley '12</u>       | 43:19 | 5   | <b>Evelyn Scheufele, Newton '18</b>   | 44:11 |
| 5   | <b>Massimo Neretti, Needham '18</b>      | 38:03 | 6   | Mari Laidlaw, Needham '16             | 30:15 |
| 6   | <b>Gabriel Bearkats, Watertown '18</b>   | 29:25 | 7   | Mari Laidlaw, Needham '17             | 26:46 |
| 7   | Jack Carroll, Needham '11                | 25:11 | 8   | Michelle Schaeffer, Newton '01        | 24:29 |
| 8   | Lucas Davis, Needham '02                 | 23:25 | 9   | <u>Mia Burrus, Cranston RI '15</u>    | 23:06 |
| 9   | <u>Peter Crapsey, Jr., Haverhill '13</u> | 21:14 | 10  | Miley Bletzer, Hampton '17            | 21:22 |
| 10  | Sam Toolin, N Kingston RI '12            | 19:32 | 11  | Caroline Phelps, Natick '11           | 21:42 |
| 11  | Ryan Young, Londonderry NH '14           | 19:11 | 12  | <i>Caroline Phelps, Natick '12</i>    | 20:18 |
| 12  | <b>Matthew Berardi, Hingham '18</b>      | 19:28 | 13  | Margaret Cullen, Needham '11          | 20:23 |
| 13  | <i>Michael Durkin, Cohasset '11</i>      | 18:41 | 14  | <u>Heather Kuil, Concord NH '95</u>   | 22:12 |
| 14  | <u>Billy Godfrey, Merrimack NH '04</u>   | 18:47 | 15  | Lauren Astracher, Newton '10          | 22:02 |
| 15  | Tom Capo, Falmouth '91                   | 17:39 | 16  | Kate Ellinger, Wellesley '10          | 21:11 |
| 16  | Andy Nelson, Needham '99                 | 18:00 | 17  | <i>Kathryn Masselam, Needham '94</i>  | 20:09 |
| 17  | Barry Roy, Fitzwilliam NH '93            | 17:26 | 18  | Kate Murphy, Needham '95              | 21:19 |
| 18  | <i>Charles Beard, Needham '06</i>        | 16:31 | 19  | <u>Amy Hall Newton '96</u>            | 22:20 |
| 19  | <u>Brian Kates, Sharon '91</u>           | 16:39 | 20  | Meredith Sheehan, Norwood '06         | 21:02 |
| 20  | <i>Amos Sang, Springfield '14</i>        | 14:45 | 21  | Lauree Cameron, Newton '93            | 21:21 |
| 21  | Philip Galesbach, Medford '12            | 15:51 | 22  | Kate Ellinger, Wellesley '16          | 19:28 |
| 22  | Mike Capparella, Walpole '91             | 16:06 | 23  | <i>Rebecca Carazza, Hopkinton '94</i> | 18:50 |
| 23  | Paul Dunton, Fitzwilliam NH              | 17:10 | 24  | <u>Debra Pace, Brookline '99</u>      | 19:47 |
| 24  | <u>Paul Kelly, Jamaica Plain '92</u>     | 15:40 | 25  | Christine Doherty, Needham '09        | 20:16 |
| 25  | David Kelly, Jamaica Plain '98           | 17:40 | 26  | Biliana Mihaylova, Ayer '16           | 19:35 |
| 26  | Michael Brouillette, S. Hadley '05       | 16:23 | 27  | <i>Judith Spolidoro, Duxbury '08</i>  | 17:44 |
| 27  | <i>Mel Gonsalves, Falmouth '91</i>       | 15:16 | 28  | Susan McNatt, Needham '94             | 18:57 |
| 28  | Kevin Quadrozzi, Wayland                 | 15:33 | 29  | <u>Barbara Remmers, Chestnut Hill</u> | 17:57 |
| 29  | <u>Matt Carter, Saugus '08</u>           | 15:28 | 30  | Amanda Kourtz, Needham '14            | 18:23 |
| 30  | Mel Gonsalves, Canton '94                | 15:27 | 31  | <i>Alayne Adams, Cambridge '93</i>    | 17:39 |
| 31  | Dan Vassal, Peabody '16                  | 15:21 | 32  | Katherine Latten, Clinton '93         | 18:21 |
| 32  | Dan Vassal, Peabody '17                  | 15:24 | 33  | Sue LaChance, Lunenburg '93           | 18:17 |
| 33  | <i>Patrick Moreton, Camb. '93</i>        | 15:12 | 34  | <u>Nanci Sirois, Windham NH '93</u>   | 18:23 |
| 34  | <u>John LaChance, Lunenburg '93</u>      | 15:30 | 35  | Monica Staley, Needham '92            | 19:20 |
| 35  | <i>Jon Waldron, West Newton '93</i>      | 15:16 | 36  | <i>Jessica Rice, Needham '13</i>      | 18:10 |
| 36  | Art Blodgett, Wellesley '96              | 16:45 | 37  | Katy Hatch, Lexington '14             | 19:08 |
| 37  | Terry McNatt, Needham '02                | 16:03 | 38  | Jessica Rice, Needham '14             | 18:00 |
| 38  | Harry Stants, Needham                    | 15:55 | 39  | Lynn Burns, Needham '13               | 19:52 |
| 39  | Terry McNatt, Needham '04                | 16:12 |     |                                       |       |



5K Run Race Course

X = Road Marshalls



e-mailed 10/3/19



RECEIVED  
Town of Needham, Massachusetts  
Road Event Form

2019 SEP 27 P 2:19

INTERNAL USE ONLY

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

**TYPE OF EVENT:** (check all that apply)

☒ RUN ☐ WALK ☐ BICYCLE ☐ MOTORCYCLE

**Name of Event:**

Jog Your Memory 5k Run / 1.5 mile walk

**Name of Organization:**

Jog Your Memory 5k, Inc.

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

**If yes, name of Town and date:**

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

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

**Organization Mailing Address:**

56 Nichols Road Needham 02492

☒ **Organization is Not-for-Profit**

**Organization Billing Address (if Police Detail is required):**

56 Nichols Road Needham 02492

**Primary Contact:**

Jessica Rice

**Contact Title:**

Co-founder / Race Director

**Contact Address:**

56 Nichols Road Needham 02492

**Contact Phone (Day):**

617 312 6547

**Contact Phone (Cell):**

617 312 6547

**Contact Email:**

jessicarice98@gmail.com

|                                                                                                                                                                                                                                                        |                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Event Date(s):</b><br>Sunday September 20, 2020                                                                                                                                                                                                     | <b>Date Expected to be in Needham:</b><br>Sunday September 20, 2020                                                                                                                                        |
| <b>Earliest Time Expected in Needham:</b><br>6 am set-up ; 8 am registration<br>9 am race start                                                                                                                                                        | <b>Latest Time Expected in Needham:</b><br>10:30 am cleanup<br>or<br>11 am                                                                                                                                 |
| <b>Number of Expected Participants:</b><br>550 +                                                                                                                                                                                                       | <b>Number of Expected Spectators at Peak Time:</b> 75-100                                                                                                                                                  |
| <b>Are participants charged a fee?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                             |                                                                                                                                                                                                            |
| <b>Estimated Number of Vehicles:</b><br>200-225                                                                                                                                                                                                        | <b>What type of Parking is required:</b><br>Front + rear parking lots @ Mitchell<br>and side streets                                                                                                       |
| <b>Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:</b><br>Participants will park in front + back parking lots at Mitchell<br>and on one side of side streets between 8 am + 11 am |                                                                                                                                                                                                            |
| <b>Are event organizers available to meet with members of the Town to plan event?</b><br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                           | <b>Do event organizers foresee the need for any road closures (subject to police review)?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO<br>Barriers along Brookline side streets |
| <b>What will be done in case of inclement weather?</b><br>Registration will be held inside Mitchell gym. If dangerous weather participants will be notified by 7 am race-day morning                                                                   |                                                                                                                                                                                                            |
| <b>Will neighborhoods be impacted by parking and traffic?</b><br>Residents along walk + run routes will receive a flyer in mailboxes one week before race to inform them of the race                                                                   |                                                                                                                                                                                                            |
| <b>What activities are planned for the start of the race (if in Needham)?</b><br>Bouncy house (insured + manned by adult), temporary tatloo, sponsor table, DJ.                                                                                        |                                                                                                                                                                                                            |
| <b>What activities are planned for the end of the race (if in Needham)?</b><br>Awards ceremony, raffle (permitted), food (water, pre-packaged snacks - permitted) food + safety                                                                        |                                                                                                                                                                                                            |

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

|                                                                                                                                               |                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Are there any churches/houses of worship located along the event route?<br>Will church/house of worship services take place during the event? | Grace Christian on Grandale<br>(will notify)                                                        |
| What is the plan to handle trash?                                                                                                             | JC Timmerman provides dumpster - delivered by Friday after school + removed before school on Monday |

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

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

**PLEASE NOTE:**

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



## **Jog Your Memory 5K Run/1.5-Mile Walk**

### **September 20, 2020 Safety Plan**

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

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

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

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

The 7<sup>th</sup> Annual Jog Your Memory 5K Run/1.5-Mile Walk will begin registration on the blacktop courtyard at Mitchell Elementary School at 8:00 a.m. The race will start at 9:00 a.m. on the dropoff circle in front of the school with a police motorcycle leading the runners for the entire race. The police will close off perpendicular streets leading to Brookline Ave until the runners/walkers have passed and then they will encourage runners to stick to the right side of the road/on sidewalks for the remainder of the race since roads will not be closed.

#### **5K Course:**

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

Jog Your Memory, Inc | 56 Nichols Road, Needham, MA 02492  
617-312-6547 | [jogyourmemory5k@gmail.com](mailto:jogyourmemory5k@gmail.com)  
[www.jogyourmemory5k.org](http://www.jogyourmemory5k.org) | [www.Facebook.com/JogYourMemory5K](https://www.Facebook.com/JogYourMemory5K)

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

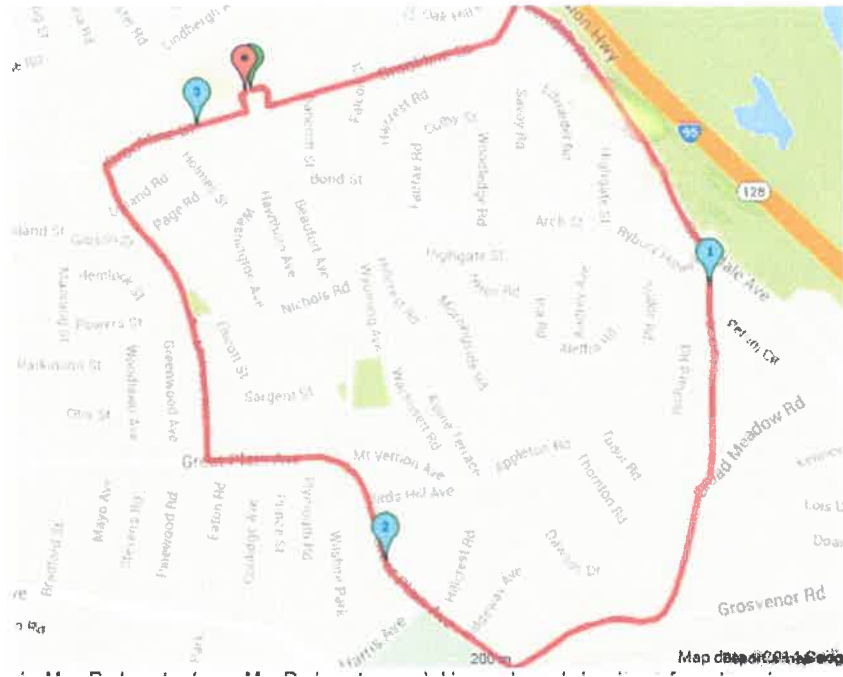
### **1.5-Mile Walk:**

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

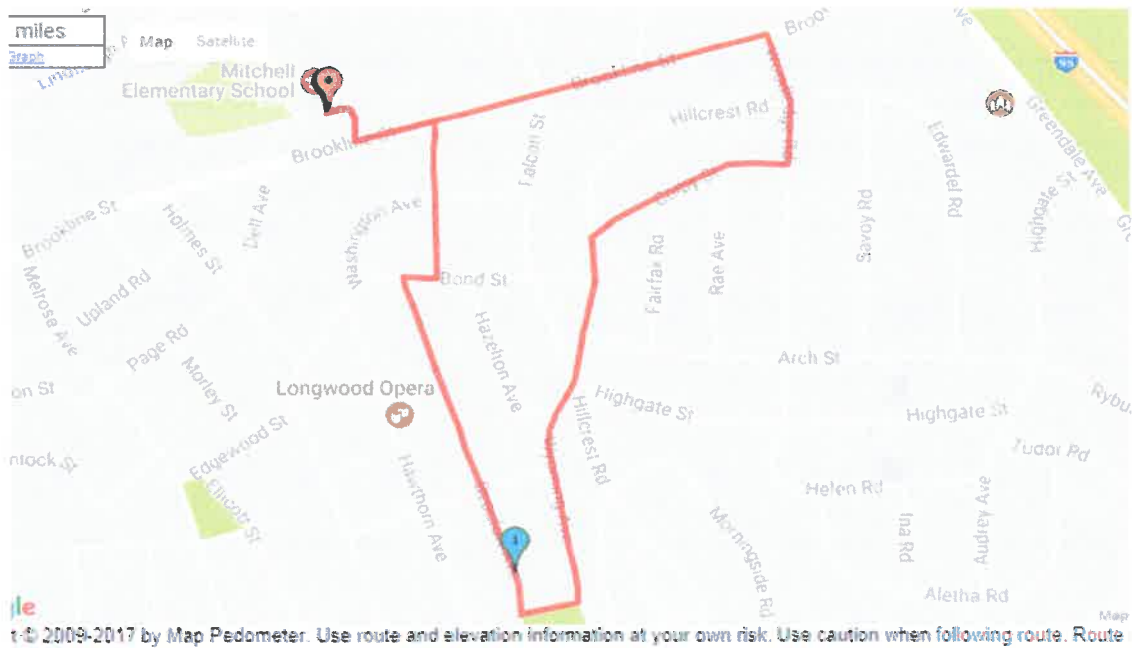
Following the race there will be refreshments, a raffle drawing and an awards ceremony.

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

## 2020 5K Run Route



## 2020 1.5mi Walk Route



emailed 10/31/19



**Town of Needham, Massachusetts**  
**Road Event Form**  
RECEIVED  
NEEDHAM  
SELECT BOARD

2019 OCT -3 P 1:32

**INTERNAL USE ONLY**

|                                                |                                            |
|------------------------------------------------|--------------------------------------------|
| <input checked="" type="checkbox"/> DPW        | <input checked="" type="checkbox"/> Police |
| <input checked="" type="checkbox"/> Fire       | <input type="checkbox"/> OTM               |
| <input checked="" type="checkbox"/> Park & Rec |                                            |
| <input type="checkbox"/> PFD                   | <input type="checkbox"/> Paid              |

**TYPE OF EVENT:** (check all that apply)

☐ RUN ☒ WALK ☐ BICYCLE ☐ MOTORCYCLE

**Name of Event:**

NEEDHAM 1775

**Name of Organization:**

Park & Recreation

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

**If yes, name of Town and date:**

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

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

**Organization Mailing Address:**

Rosemary Recreation Complex  
178 Rosemary St., Needham, MA 02494

**Organization**

☒ is  
**Not-for-Profit**

**Organization Billing Address (if Police Detail is required):**

Rosemary Recreation Complex  
178 Rosemary St., Needham, MA 02494

**Primary Contact:**

ANGELA O'CONNOR  
KEVIN KEANE

**Contact Title:**

ASSISTANT Director, P&R  
COORDINATOR

**Contact Address:**

Park & Recreation, 178 Rosemary St., Needham, MA 02494  
88 Lexington Ave., Needham, MA 02494

**Contact Phone (Day):**

781-455-7930  
617-775-7940

**Contact Phone (Cell):**

207-710-3127  
617-775-7940

**Contact Email:**

aoconnor@needhamma.gov  
Kevin@KeaneFamily.com

|                                                                                                                                                                                                                                           |                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Event Date(s):</b><br>SATURDAY<br>APRIL 4, 2020                                                                                                                                                                                        | <b>Date Expected to be in Needham:</b><br>SATURDAY<br>APRIL 4, 2020                                                                                               |
| <b>Earliest Time Expected in Needham:</b><br>8:00 AM                                                                                                                                                                                      | <b>Latest Time Expected in Needham:</b><br>3:00 PM                                                                                                                |
| <b>Number of Expected Participants:</b><br>~ 50                                                                                                                                                                                           | <b>Number of Expected Spectators at Peak Time:</b> 9:00AM — minimal spectators                                                                                    |
| <b>Are participants charged a fee?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                |                                                                                                                                                                   |
| <b>Estimated Number of Vehicles:</b><br>2                                                                                                                                                                                                 | <b>What type of Parking is required:</b><br>parking will be at Park & Rec.                                                                                        |
| <b>Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:</b><br>Parking will be at Park & Rec. We expect parking used until ~3:00PM when participants are returned by bus. |                                                                                                                                                                   |
| <b>Are event organizers available to meet with members of the Town to plan event?</b><br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                              | <b>Do event organizers foresee the need for any road closures (subject to police review)?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>What will be done in case of inclement weather?</b><br>Event will be RAIN or shine.                                                                                                                                                    |                                                                                                                                                                   |
| <b>Will neighborhoods be impacted by parking and traffic?</b><br>Neighbors abutting Townsend Green will be affected.                                                                                                                      |                                                                                                                                                                   |
| <b>What activities are planned for the start of the race (if in Needham)?</b><br>A few congratulatory remarks to participants.                                                                                                            |                                                                                                                                                                   |
| <b>What activities are planned for the end of the race (if in Needham)?</b><br>None.. Everyone will be too exhausted.                                                                                                                     |                                                                                                                                                                   |

|                                                                                                                                                   |                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>What facilities are needed for the start of the race (if in Needham)?</b></p>                                                               | <p>Check in, parking, and bathrooms will be at P&amp;R building</p>                                                                               |
| <p><b>What facilities are needed for the end of the race (if in Needham)?</b></p>                                                                 | <p>None.</p>                                                                                                                                      |
| <p><b>Once the event begins, how long will it take to complete the event?</b></p>                                                                 | <p>We anticipate a 6 hour <del>or</del> event.<br/>We expect participants will take 45-60 minutes to exit Needham <sup>via Cooks Bridge</sup></p> |
| <p><b>Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?</b></p>              | <p>signage along Route</p>                                                                                                                        |
| <p><b>Will volunteers be placed along the route?</b></p>                                                                                          | <p>Yes.</p>                                                                                                                                       |
| <p><b>Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.</b></p>                          | <p>Small portable PA system at Townsend Green. May be too early for music</p>                                                                     |
| <p><b>Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)</b></p>                                                     | <p>No. Not in Needham</p>                                                                                                                         |
| <p><b>Will portable toilets be used? List locations.</b></p>                                                                                      | <p>Not in Needham</p>                                                                                                                             |
| <p><b>Will hydration stops be set up along route? If yes, please include these on route plan.</b></p>                                             | <p>Yes, but not in Needham</p>                                                                                                                    |
| <p><b>If the event takes place after dark, what is the plan to meet lighting needs?</b></p>                                                       | <p>N/A</p>                                                                                                                                        |
| <p><b>What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?</b></p> | <p>Plan is being developed</p>                                                                                                                    |
| <p><b>Does the event take place during commuter times?</b></p>                                                                                    | <p>No.</p>                                                                                                                                        |
| <p><b>Is school in session during the event? Will school drop off or pick up be impacted by the event?</b></p>                                    | <p>No.</p>                                                                                                                                        |
| <p><b>Are businesses open during the time of the event?</b></p>                                                                                   | <p>Yes.</p>                                                                                                                                       |
| <p><b>Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)</b></p>                    | <p>Yes. Volante &amp; Panellas Mkt.</p>                                                                                                           |

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

No. Not in Needham

**What is the plan to handle trash?**

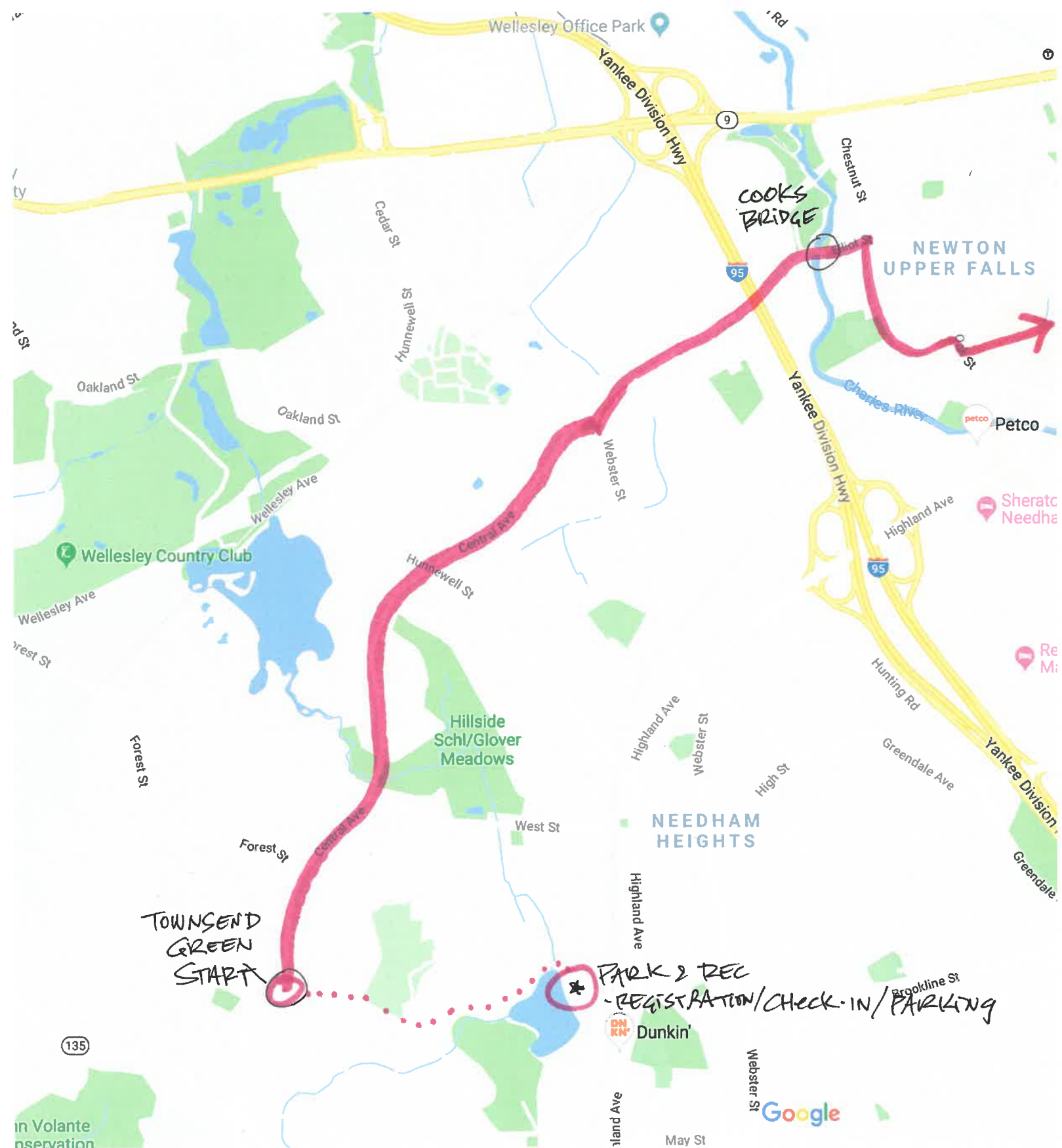
No trash in Needham

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

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

**PLEASE NOTE:**

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





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

**INTERNAL USE ONLY**

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

**TYPE OF EVENT:** (check all that apply)

☐ RUN ☐ WALK ☒ BICYCLE ☐ MOTORCYCLE

**Name of Event:**

HARVEST RIDE FOR RESPITE

**Name of Organization:**

MICHAEL CARTER LISBOW RESPITE CTR

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

**If yes, name of Town and date:**

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

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

**Organization Mailing Address:**

112 MAIN ST  
HOPKINTON, MA 01748

☒ Organization  
is  
Not-for-Profit

**Organization Billing Address (if Police Detail is required):**

112 MAIN ST  
HOPKINTON, MA 01748

**Primary Contact:**

MARK WALTER

**Contact Title:**

COORDINATOR

**Contact Address:**

54 BEECHNUT RD  
WESTWOOD, MA 02090

**Contact Phone (Day):**

781-414-0437

**Contact Phone (Cell):**

781-414-0437

**Contact Email:**

~~MARK~~ MWALTERSME@GMAIL.COM

|                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Event Date(s):</b><br>9.26.20                                                                                                                                                                                                                                                                                                                               | <b>Date Expected to be in Needham:</b><br>9.26.20                                                                                                                 |
| <b>Earliest Time Expected in Needham:</b><br>10:00AM                                                                                                                                                                                                                                                                                                           | <b>Latest Time Expected in Needham:</b><br>11:30AM                                                                                                                |
| <b>Number of Expected Participants:</b><br>25-75                                                                                                                                                                                                                                                                                                               | <b>Number of Expected Spectators at Peak Time:</b> 50                                                                                                             |
| <b>Are participants charged a fee?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                                                                                                                                     |                                                                                                                                                                   |
| <b>Estimated Number of Vehicles:</b><br>2 to monitor cyclists along the route and/or assist w/ mechanical issues                                                                                                                                                                                                                                               | <b>What type of Parking is required:</b><br>NONE                                                                                                                  |
| <b>Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:</b><br>25-75 cyclists participating in a 100 mile bike ride will be riding through Needham between approximately 10:30AM and 11:30AM. About 2 miles of Needham roads will be used. See attached map showing the route through Needham. |                                                                                                                                                                   |
| <b>Are event organizers available to meet with members of the Town to plan event?</b><br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                                                                                   | <b>Do event organizers foresee the need for any road closures (subject to police review)?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| <b>What will be done in case of inclement weather?</b><br>This event takes place rain or shine, but will be canceled in case of extreme weather. There is no rain date.                                                                                                                                                                                        |                                                                                                                                                                   |
| <b>Will neighborhoods be impacted by parking and traffic?</b><br>No.                                                                                                                                                                                                                                                                                           |                                                                                                                                                                   |
| <b>What activities are planned for the start of the race (if in Needham)?</b><br>The start and end of the event is in Hopkinton                                                                                                                                                                                                                                |                                                                                                                                                                   |
| <b>What activities are planned for the end of the race (if in Needham)?</b><br>The start and end of the event is in Hopkinton                                                                                                                                                                                                                                  |                                                                                                                                                                   |

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

N/A

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

N/A

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

25-75 cyclists are expected to be riding through Needham between approximately 10:30 AM and 11:30 AM.

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

Course markings will include biodegradable spray chalk and arrow stickers on the roads which will wash away in about one week. Course signage will also be put up and then removed within 48 hours of the event.

Will volunteers be placed along the route?

To be determined.

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

No, not in Needham.

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

Not in Needham.

Will portable toilets be used? List locations.

Not in Needham.

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

Not in Needham.

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

Event takes place with day light.

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

Cyclists will be required to wear a helmet and obey the rules of the road. They will be given cue sheets to guide them along the route and phone #s to call for any assistance. Aid stations will be set-up along the course (location TBD).

Does the event take place during commuter times?

No. The event is on Saturday.

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

No.

Are businesses open during the time of the event?

Yes, but very few (if any) businesses are along the route.

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

No.

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

*No.*

**What is the plan to handle trash?**

*Littering is prohibited during the event, that said, a driver will drive the course to remove any trash if created by the event.*

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

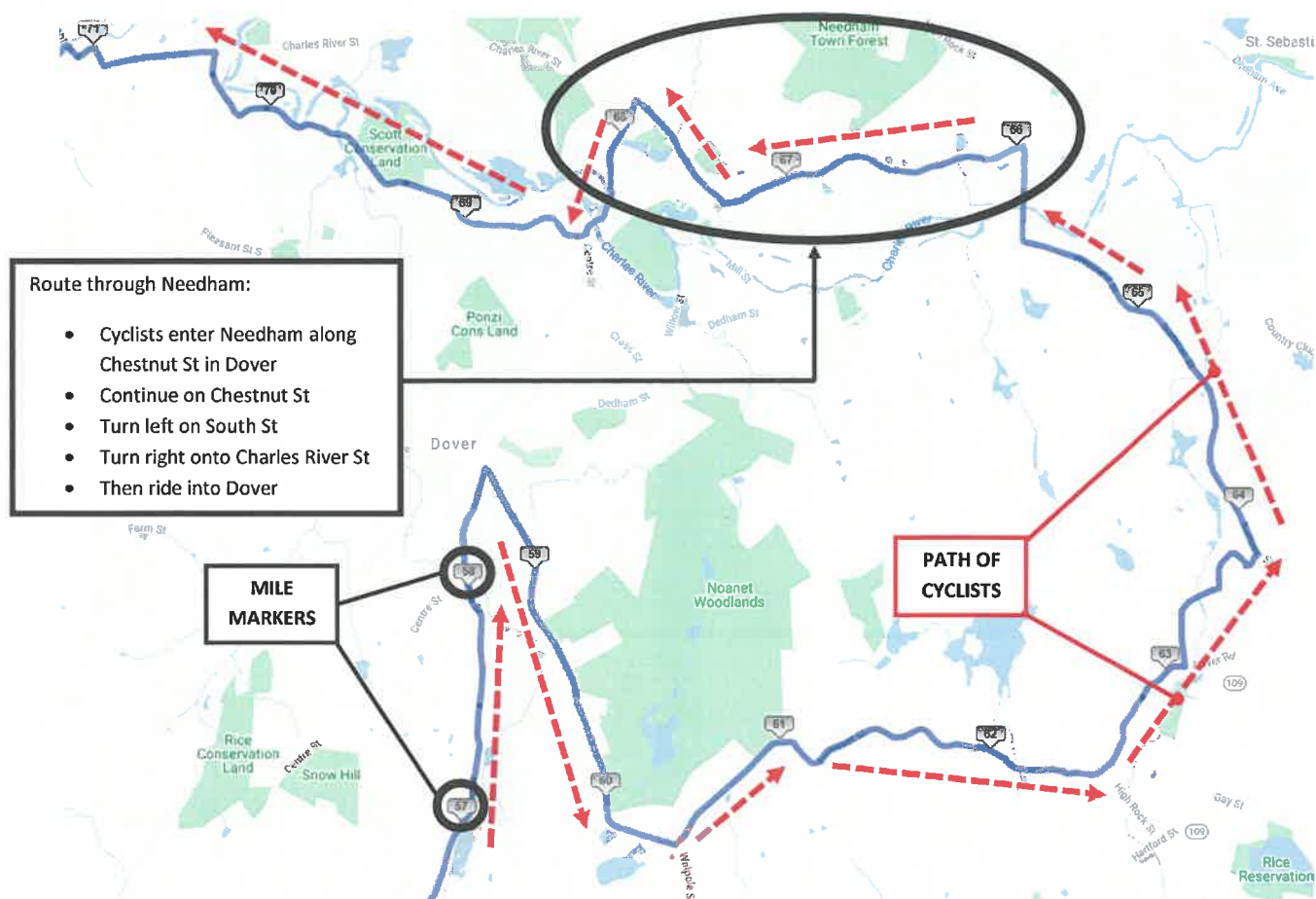
- **event route map (include map and text of route, parking plan, volunteer placement)**
- **application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)**
- **certificate of insurance**

**PLEASE NOTE:**

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

# HARVEST RIDE FOR RESPITE – SAT, 9/26/20

ROUTE THROUGH NEEDHAM (Miles 66-68 of the 100 mile Ride; 40-60 cyclists expected on these roads approximately 10:30am-11:30am)



pd-w/ck. 12/6/19  
#1236

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

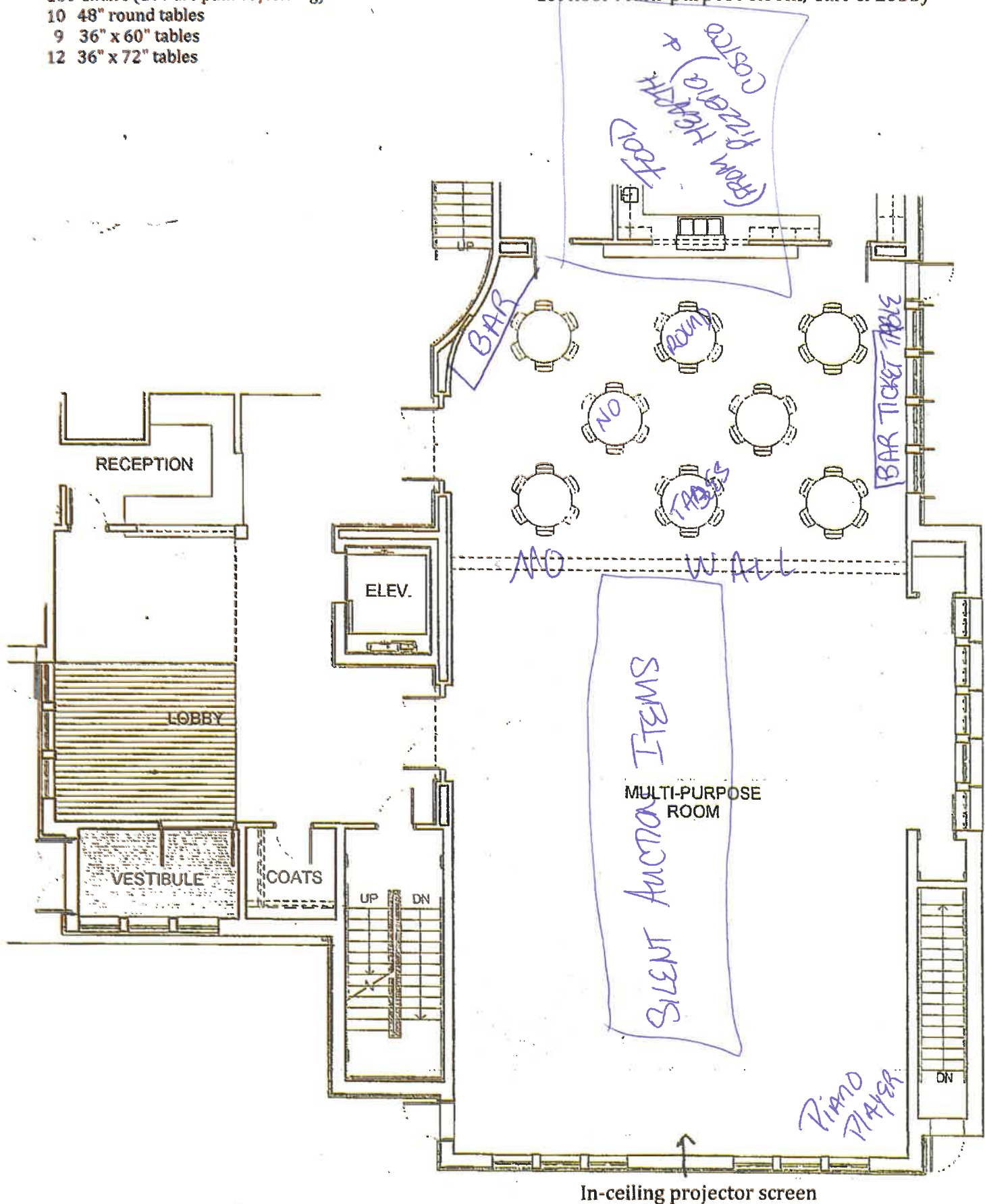
**(Please complete and attach event flyer or other information.)**

|                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                          |                                        |                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------|
| Event Manager Name<br>(Name that will appear on license)                                                                                                                                                                                                                                                                                                                                                                 | LEE-ANN KEELER                                                                                                                                                                           |                                        |                                         |
| Event Manager Address                                                                                                                                                                                                                                                                                                                                                                                                    | 300 HILLSIDE AVE. NEEDHAM MA 02494                                                                                                                                                       |                                        |                                         |
| Event Manager Phone Number                                                                                                                                                                                                                                                                                                                                                                                               | (781) 962-4256                                                                                                                                                                           |                                        |                                         |
| Organization Representing<br>(if applicable)                                                                                                                                                                                                                                                                                                                                                                             | FRIENDS OF THE CENTER AT THE HEIGHTS                                                                                                                                                     |                                        |                                         |
| Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.                                                                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> For profit<br><input checked="" type="checkbox"/> Proof of non-profit status is attached<br>Form of Proof: _____ |                                        |                                         |
| Name of Event                                                                                                                                                                                                                                                                                                                                                                                                            | SPRING FLING                                                                                                                                                                             |                                        |                                         |
| Date of Event                                                                                                                                                                                                                                                                                                                                                                                                            | MARCH 28, 2020 (SNOW DATE: APRIL 11, 2020)                                                                                                                                               |                                        |                                         |
| License is for Sale of:                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> Wines & Malt Beverages Only<br><input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)                                         |                                        |                                         |
| Requested Time for Liquor License                                                                                                                                                                                                                                                                                                                                                                                        | FROM:                                                                                                                                                                                    | 4:00 PM                                | TO: 7:30 PM                             |
| Are tickets being sold in advance for this event?                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> YES                                                                                                                                                  | \$                                     | /per ticket <input type="checkbox"/> NO |
| Is there an admission fee for this event?                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> YES                                                                                                                                                  | \$                                     | /per ticket <input type="checkbox"/> NO |
| Are you using dues collected to purchase alcohol for this event?                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> YES                                                                                                                                                             | <input checked="" type="checkbox"/> NO |                                         |
| How many people are you expecting at this event?                                                                                                                                                                                                                                                                                                                                                                         | 150                                                                                                                                                                                      |                                        |                                         |
| Name & address of event location. Please attach proof of permission to use this facility.<br>CENTER AT THE HEIGHTS<br>300 HILLSIDE AVE, NEEDHAM 02494                                                                                                                                                                                                                                                                    |                                                                                                                                                                                          |                                        |                                         |
| Who will be serving the alcohol to your guests? server from Hearth Pizzeria                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                          |                                        |                                         |
| 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).<br>Hearth Pizzeria bartender (TIPS Certification to be provided)                                                         |                                                                                                                                                                                          |                                        |                                         |
| 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.<br>CASH PAID TO person for drink ticket in return.<br>Drink ticket given to bartender at bar                                  |                                                                                                                                                                                          |                                        |                                         |
| <input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04)) |                                                                                                                                                                                          |                                        |                                         |
| Event Manager Signature:                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                          |                                        | Date:                                   |
|                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                          |                                        | 12/6/19                                 |

# AVAILABLE FURNITURE

- 180 Chairs (100 are padded/folding)
- 10 48" round tables
- 9 36" x 60" tables
- 12 36" x 72" tables

The Center at the Heights  
300 Hillside Avenue, Needham  
1st floor Multi-purpose Room, Cafe & Lobby



# TREE CITY USA Application for Recertification

Mail completed application with requested attachments to your state forester no later than December 31.  
The TREE CITY USA award is in recognition of work completed by the community during the calendar year.  
Please provide information for the year ending.

(Some states require information in addition to the requested on this application. Check with your state foresters.)

As Chairman, Select Board of the community of Needham, MA  
(Title - Mayor or other city official)

I herewith make application for this community to be officially recertified as a Tree City USA for 2019, having achieved the standards set forth by The National Arbor Day Foundation as noted below. (year)

## Standard 1: A Tree Board or Department

List board members, and meeting dates for the past year; or name of city department and manager.

Town of Needham, Dept. of Public Works, Richard P. Merson, Director

## Standard 2: A Community Tree Ordinance

Check One: ☒ Our ordinance as last submitted is unchanged and still in effect.  
☐ Our ordinance has been changed. The new version is attached.

## Standard 3: A Community Forestry Program with an Annual Budget of at Least \$2 Per Capita

Total community forestry expenditures ..... \$ 477,721.42

Community populations ..... 30,999

Attach annual work plan outlining the work carried out during the past year. Attach breakdown of community forestry expenditures.

## Standard 4: An Arbor Day Observance and Proclamation

Date observance was held 4/26/19

Attach program of activities and/or news coverage. Attach Arbor Day proclamation.

| Signature                             | Title | Date |
|---------------------------------------|-------|------|
| <u>Chairman, Needham Select Board</u> |       |      |

|                                                   |                                                                    |
|---------------------------------------------------|--------------------------------------------------------------------|
| <b>Please type or print the following:</b>        | <b>City Forestry Contact:</b>                                      |
| <b>Mayor or equivalent:</b>                       | <b>Name:</b> <u>Edward J. Olsen</u>                                |
| <b>Name:</b> <u>John A. Bulian</u>                | <b>Title:</b> <u>Superintendent, Parks &amp; Forestry Division</u> |
| <b>Title:</b> <u>Chairman</u>                     | <b>Address:</b> <u>500 Dedham Ave.</u>                             |
| <b>Address:</b> <u>1471 Highland Ave.</u>         | <b>City, State, Zip:</b> <u>Needham, MA 02492</u>                  |
| <b>City, State, Zip:</b> <u>Needham, MA 02492</u> | <b>Phone #:</b> <u>(781) 455-7550, Ext. 316</u>                    |
| <b>Phone #:</b> <u>(781) 455-7500, Ext. 204</u>   | <b>Email:</b> <u>eolsen@needhamma.gov</u>                          |
| <b>Email:</b> <u>none</u>                         |                                                                    |

NOTE: Application will not be processed without Standard 3 and 4 attachments.

## Certification

(To Be Completed By The State Forester)

(Community)

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be recertified as a Tree City USA, for the \_\_\_\_\_ calendar year, having in my opinion met the four standards of achievement in urban forestry.

Signed \_\_\_\_\_  
State Forester Date

Person in State Forester's Office who should receive recognition material:

|               |                          |
|---------------|--------------------------|
| Name: _____   | UPS Address: _____       |
| Title: _____  | City, State, Zip: _____  |
| Agency: _____ | PH #: _____ Email: _____ |

**Town of Needham  
Select Board  
Minutes for November 26, 2019  
Needham Town Hall  
Select Board's Chamber**

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

7:00 p.m. Call to Order:

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

7:00 p.m. Introduce New Police Officers:

John Schlittler, Police Chief appeared before the Board to introduce new police officers: Joseph Brienze, James Carroll, Colin Fitzpatrick, Patrick Keleher, Scott Lennon, Nicole McMahon, Brian Soll, and Sarah Timmerman. Chief Schlittler gave a brief background on each officer and said the Town is fortunate to have such a diverse group of new officers.

Mr. Matthews said public safety staff are who residents see first in a life and death emergency. He commented all 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 and welcomed the new officers to Needham.

7:13 p.m. Certificate of Appreciation: Dimos Papagelis "Jimmy the Tailor"

Mr. Handel read a Certificate of Appreciation recognizing the outstanding contribution "Jimmy the Tailor" has made to the Town of Needham and the economic well-being of the state of Massachusetts over the last 35+ years.

**Motion by Mr. Handel in recognition of the outstanding contribution that your business has made to the Town of Needham over the last 35+ years and Massachusetts' economic well-being. Congratulations!**

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

7:14 p.m. Health and Human Services Update:

Timothy McDonald, HHS Director appeared before the Board to introduce members of the Friends of Center at the Heights (CATH) and to discuss the group's previous efforts and its ongoing initiatives to support the CATH and Needham's seniors.

1. Friends of Center at the Heights (CATH)

Carol Ditmore and Pat White, Co-Chairs of the Friends of CATH, Stephen Cadigan, Jay Kaplan, and Lee Ann Keeler, board members of the Friends of CATH spoke with the Board about the fitness program. Ms. Ditmore presented the Select Board with a check in the amount of \$21,025 to support the fitness program at CATH (part of their \$40,000 commitment this year). Mr. Cadigan told the Board the program has grown rapidly, and that it is a safe, productive, and welcoming environment for seniors to exercise. The Select Board thanked the Friends of CATH for the check.

There was a brief discussion of charging non-residents a higher fee to use the facility.

2. New Center at the Heights (CATH) Shuttle

Stephan Grably spoke with the Select Board about a new service that the Aging Services Division now offers for Needham seniors. Mr. Grably told the Board about “The Shuttle,” a transportation service departing from the CATH and stopping at multiple locations in Town, allowing seniors convenience and flexibility when running errands. He said this new service is a “lifeline” for seniors to complete their daily necessities. A brochure of the schedule and map of the stops was distributed.

The Board thanked Mr. Grably for his effort in organizing this vital new service for Needham’s seniors.

7:35 p.m.      Appointments and Consent Agenda:

**Motion by Mr. Borrelli 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 the designation of Town Manager Kate Fitzpatrick to serve as the Town’s representative to the West Suburban Veterans District Board in accordance with M.G.L. c. 115 Section 11.**
2. **Approve a One Day Wines & Malt Beverages Special License for Michael Seidman, of Temple Beth Shalom, to host a Scholar in Residence Dinner on December 7, 2019 from 6:00 p.m. to 10:00 p.m. The event will be held at the Masonic Lodge Hall, 1101 Highland Avenue, Needham.**
3. **Approve open session minutes of October 16, 2019, October 28, 2019 and November 12, 2019.**
4. **Accept a \$150 donation made to the Needham Public Health Division’s Gift of Warmth Program from Shahin Soli Sagafi.**
5. **Accept a \$1,000 donation made to the Needham Public Health Division’s Traveling Meals Program from Darshana & Sandeep Thakore.**
6. **Accept a donation of 100 fleece blankets for the Town’s shelter supply made to Needham Fire Department’s Emergency Management from the Needham Rotary Club.**

7. **Accept the following donations made to the Needham Community Revitalization Trust Fund: \$500 from Green Needham Foundation Corporation and \$100 from Needham Lights Committee.**
8. **Grant permission for the Rockland Trust Bank to pay for the downtown parking meters on Chapel St., Highland Street (Great Plain Avenue to May Street), Great Plain Avenue (Chapel Street to Warren Street) on Thursday, December 12 and Thursday, December 19. The amount valued for each day is \$447.50. This will allow for free metered parking on these days. Rockland Trust Bank has a new location just opening up at 1450 Highland Avenue.**
9. **Support Youth Services' "Needham Unplugged" for the month of March 2020 including its annual no-meeting night/no-homework/no-sports night which will be held on Thursday, March 12, 2020.**

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

7:36 p.m. Public Hearings: Eversource Grant of Locations  
Maureen Carroll, Eversource Energy representative appeared before the Board requesting approval of two Grant of Locations.

1. Evelyn Road

Ms. Fitzpatrick stated 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 10 feet of conduit in Yale Road. This work is necessary to provide underground electric service to 132 Evelyn Road, Needham.**

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

2. Garden Street

Sandy Cincotta, Support Services Manager told the Board the work was completed prior to Select Board approval.

Susan Pace, Verizon Solutions explained this is the first time work was done in a public way and that the company was unaware of the process. She apologized for the mistake.

Mr. Bulian said the Board has the ability to issue a fine but has yet to do so for a first offense.

Ms. Cooley explained the issue is a matter of notifying neighbors, as they should have the opportunity to voice their opinion.

Discussion ensued on the GOL process between Eversource Energy, Verizon Solutions, and the Town of Needham.

Mr. Bulian invited public comment.

Dan Coutu, 193 Garden Street asked if there are any safety issues.

Ms. Pace explained the setup of the conduit and that there have been no safety issues. She noted the electrical permit was issued, inspected by the Town, and is up to code. Mr. Coutu said he does not have any concerns.

**Motion by Mr. Handel that the Select Board approve and sign a petition from Eversource Energy to install approximately 13.1 feet of conduit in Garden Street. This work is necessary to provide underground electric service to an electric vehicle charging station.**

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

7:44 p.m. Public Hearing: Application for a License to Store Fuel Aboveground at 350 Cedar Street, Needham

Dan Klasnick, Duval & Klasnick LLC., appeared before the Board to discuss Entravision Communication Corporation, who on behalf of American Tower Corporation, has made an application in accordance with the provisions of Chapter 148 of the Massachusetts General Laws, for a license to install a 400 Kw backup power generator with associated 2,000-gallon diesel tank located on a concrete slab at 350 Cedar Street, Needham, MA 02494. The generator will be used for back-up power only in the event of an emergency.

Dennis Condon, Fire Chief concurred everything is in order with the application.

It was noted a resident on St. Mary's Street sent an email regarding the location of the diesel tank. Mr. Bulian said he reached out to the resident but had not made contact.

Mr. Bulian invited public comment.

Zavin Gazarian, 15 Rosegate Road expressed concern for a secondary tank of diesel fuel. He said wildlife, ground water, and the brook are part of a beautiful site. He said his main concern is environmental and keeping the site clean. Mr. Gazarian noted five other generators on the site.

Chief Condon said permits and licenses for fuel storage tanks of this size have been given throughout Town. He noted the tanks are double-walled, UL Listed, and meet all NFPA standards.

Discussion ensued on the aggregate amount of fuel allowable on one site. Mr. Matthews said the application has been before the Board of Appeals. He said he is satisfied the tank meets all current standards, noting 2,000 gallons of fuel is not a surprise as installations are made to protect against catastrophic loss of power. He concluded the process has been followed and the request is reasonable.

Mr. Borrelli said Mr. Gazarian's questions are good ones and the safety concerns have been answered to his satisfaction. He said he is ready to vote for approval.

Ms. Cooley commented the safety question is a good one, however the proposal is the safest, available solution. She said she is satisfied.

Mr. Zavarian said the property is a gem in Needham and asked if there is a conservation easement? Ms. Cooley said her understanding is the land is private property.

Steve Watras, 38 Parkland Road said he is concerned with noise from the generators. Mr. Klasnick said an environmental sound assessment was completed and found that all federal, state, and local noise standards are in compliance. Mr. Matthews commented questions about noise and different conditions set by the Zoning Board of Appeals can be found in the ZBA decision. He stated if there is a failure to comply with conditions set by the ZBA, then a resident can seek recourse from the Town. Mr. Bulian stated the building department would need to observe the situation.

Ms. Fitzpatrick noted a post construction sound report will be filed with the Zoning Board of Appeals. A copy of the ZBA decision was offered to Mr. Watras.

**Motion by Ms. Cooley that the Select Board vote to approve and authorize the Chairman to sign a license for Entravision Communication Corporation to install a 400Kw backup power generator with associated 2,000-gallon diesel tank located on a concrete slab at 350 Cedar Street, Needham, MA 02494.**

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

8:04 p.m. Change of Manager: Needham Cabot Concessions LLC d/b/a Sheraton Needham Hotel

Andrew Upton, Attorney and Manish Bhatia, Proposed Manager appeared before the Board to discuss an application by Needham Cabot concessions LLC, operating in the Sheraton Needham Hotel, 100 Cabot Street, for a change in manager. A review indicates Mr. Bhatia meets the statutory requirements to serve as manager of a facility to dispense alcohol. The additional filing material seems to be in order.

Mr. Matthews said Mr. Bhatia has a strong record and he is confident in his ability to do the job. However, Mr. Matthews told Mr. Bhatia of recurring issues regarding the sale of alcohol of minors at the hotel. He reiterated to Mr. Bhatia the importance of following Town rules and that alcohol cannot be served to minors. Mr. Matthews said the Town has the right, at any time, to suspend an alcoholic beverage license should it become necessary, and told Mr. Bhatia that Needham has regular compliance checks, which the Sheraton Hotel has failed three times in the past. Mr. Matthews reiterated Mr. Bhatia has had no issues at any previous employer but comes to a business with prior violations. Mr. Bhatia said, he fully understands

that as manager he is personally liable for any problems, and he takes the job very seriously and will follow the law.

The Board welcomed Mr. Bhatia to Needham and wished him well in his new position.

**Motion by Mr. Handel that the Select Board approve and sign an application for a Change in Manager to Manish Bhatia for Needham Cabot Concessions LLC operating in the Sheraton Needham Hotel, 100 Cabot Street, Needham and to forward this application to the ABCC for approval.  
Second: Mr. Borrelli. Unanimously approved 5-0.**

8:13 p.m. Town Manager:

1. Capital Improvement Plan Requests FY2021-FY2025

Ms. Fitzpatrick and Dave Davison, Assistant Town Manager/Finance appeared before the Board with an overview of the submitted capital project requests for the five-year period, and to answer questions from board members and discuss possible recommendations.

Ms. Fitzpatrick said discussion of preliminary funding recommendations for the FY2021 – FY2025 Capital Improvement Plan will take place at the Select Board meeting on December 3rd, with final approval at the Select Board meeting on December 17th. Ms. Fitzpatrick commented on various school requests, fleet maintenance, roads and infrastructure, energy efficiency, athletic and recreation facilities, library technology, and the significant investment request in NPDES compliance to improve water quality of stormwater.

Discussion ensued with questions and comments from the Board concerning pedestrian safety, feasibility study for Daley Building upgrades, Charles River Water Treatment Plant upgrades, Charles River Street boat launch, library materials handler, NPDES fees, and the School Master Plan Feasibility Study.

The Board acknowledged the efforts in preparing the Capital Improvement Plan and thanked Ms. Fitzpatrick and Mr. Davison for the overview.

2. Town Manager Report

Ms. Fitzpatrick reported on cable channel improvements in the Select Board's Chamber including new HD cameras and three presentation boards.

Ms. Fitzpatrick reported the MBTA has been running test trains because of the new positive train control system installed which will become operational in early 2020.

Ms. Fitzpatrick reported the annual bonfire at the high school is held the Tuesday evening before Thanksgiving. She said the event is well attended.

8:34 p.m. Board Discussion:

1. Committee Reports

No Committee Reports were made.

Ms. Cooley congratulated the Needham High School Girls Volleyball Team on winning their first state championship. It was noted the team has been invited to Town Hall to meet with the Select Board in the coming weeks.

Mr. Bulian wished residents a Happy Thanksgiving and reminded everyone that the annual Needham Wellesley "Powder Puff" game will be held at Needham High School on Wednesday, November 27, 2019 at 1:00 p.m. and the annual Needham Wellesley Football game will be held on Thanksgiving morning, Thursday, November 28, 2019 at 10:00 a.m. at Wellesley High School. "Go Rockets!"

8:35 p.m. Adjourn:

**Motion by Mr. Borrelli that the Select Board vote to adjourn the Select Board meeting of Tuesday, November 26, 2019.**

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

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

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

**Town of Needham  
Select Board  
Minutes for December 3, 2019  
Needham Town Hall  
Select Board's Chamber**

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

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

7:00 p.m.      Project Presentation of a "Parking Garage at Hersey Train Station":  
The Mighty MOOOO-NS, Mitchell 5th grade Robotics Group appeared before the Board to present its project of a "Parking Garage Hersey Train Station, Needham, MA." Members of the group including Aarav Agrawal, Brandon Ah Kee, Jack Krupat, Josua Weiner, and Lucas Zheng gave a Powerpoint presentation outlining the problem of the lack commuter train parking at Hersey Station. The group discussed their solution of building a sustainable, multi-use and eco-friendly parking garage which will increase parking capacity from 318 to 675 vehicles.

It was noted the project was shared with Denise Garlick, State Representative, who invited the Mighty MOOOO-NS to showcase their project at the Massachusetts State House, as well as Kate Fitzpatrick, Town Manager, Richard Merson, Director, DPW, Needham commuters, and other interested groups.

Ms. Cooley said she was very impressed with the presentation and the group's "forward thinking" on how the garage could work for the future. She said the garage is desperately needed and she hopes the MBTA is listening.

Mr. Borrelli said the presentation was excellent, focusing on many aspects including environmental issues, costs, and retail uses.

Mr. Handel said the group did an amazing presentation and that he loves the concept. He said there would be great community support after much discussion.

Mr. Matthews concurred, saying neighbors must be persuaded. He commented on future uses of the building, should commuter population decline.

Mr. Bulian said the design is nice and aesthetically pleasing for the neighborhood. He said the MBTA must be convinced of the idea.

The Board thanked the group for their presentation.

7:12 p.m.

**Public Hearing: Tax Classification**

Chip Davis, Director of Assessing and members of the Board of Assessors including Paul Dawson, Chair, Walter McDonough, and Stanley Winston appeared before the Board regarding the allocation of the fiscal year 2020 tax levy among the various classes of property in Town.

Mr. Dawson read a prepared statement saying increased residential values are primarily due to the 10% increase in land value. He commented on tear down lots, strong building activity including NBC Universal's conversion of 189 B Street, the settlement of potentially costly tax appeals, and the state funded conversion to new valuation software. Mr. Dawson said in 2019 the Assessors Office was responsible for approximately 10,800 tax assessments (\$10.8 billion) in total real estate and property values, as well as processing auto excise bills and the adjudication of numerous applications for real estate/excise abatements and statutory exemption requests. He said the office also handled many daily informational questions from internal and external sources.

Mr. Davis reviewed with the Board the "Classification Hearing, FY2020," dated December 3, 2019.

Mr. Matthew noted roughly 13% of commercial valuation will pay approximately 22% of the tax levy, which he said is a significant subsidy to homeowners and helps the Town get a lot of things done. He said it speaks well to the management of Needham.

Mr. Borrelli said Needham is fortunate that NBC Universal came to town, especially as reflected in the revenue from personal property and real estate taxes. He said Needham continues to look to increase development in the Needham Crossing area.

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

Mr. Bulian said it is great Needham has commercial property positively affecting property taxation. He said the trend will continue, noting zoning for the buildout of Children's Hospital will also provide a nice level of property taxation. He said tremendous services have been delivered to residents, noting increasing valuations due to the collective work of various boards and committees in managing the money. Mr. Bulian said, however, at some point new commercial growth and revenue should be treated as a way to slow the increase in the residential property tax rate.

**Motion by Mr. Handel that the Select Board establish a residential factor of .8904138 for the purposes of setting the Fiscal Year 2020 tax rates.**

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

The Board thanked Mr. Davis and the Board of Assessors for their work.

7:43 p.m.

Substance Prevention Alliance of Needham - Update:

Karen Shannon, Senior Substance Use Prevention Program Coordinator presented an overview of SPAN, including coalition mission and vision, structure, accomplishments and partnership.

A Powerpoint presentation titled "Needham Youth Substance Use." Ms. Shannon said SPAN (formerly Needham Coalition for Your Substance Abuse Prevention (NCYSAP) has been in existence for 10 years with approximately 50 volunteers who make up the leadership team and three action teams: Community, Parent, Youth. Ms. Shannon said data is used to inform initiatives, gathered from the MetroWest Adolescent Health Survey and a parent survey. Ms. Shannon spoke of the vision and mission of SPAN, and told the Board of various initiatives in the last year including vaping education forums, Hidden in Plain Sight, S.A.L.S.A, Team Dad, Be a Good Neighbor Campaign, Family Dinner Project, and Community Medication Disposals. She commented SPAN partners with the Needham Public Schools, Police Department, YMCA, Beth Israel Deaconess Hospital Needham, Needham Youth & Family Services, Parents, and the Vaping Task Force. Discussion continued regarding the MetroWest Adolescent Health Survey and results comparing 2016 to 2018. She said four substances are tracked including alcohol, marijuana, prescription drugs, and electronic vapor products. A list of resources for people looking for more information was provided, which Ms. Shannon said is also on the website [www.spanneedham.org](http://www.spanneedham.org).

Mr. Handel asked about the accuracy of responses in the survey? Ms. Shannon said information is fairly consistent, with a high confidence that the reported rates are truthful and well represented by the students who answered the survey questions.

Mr. Borrelli commented early education is important. He asked about tracking opioid use. Ms. Shannon said data shows a fairly low number (1%-2%) of positive responses from Needham students. Mr. Borrelli asked how Needham compares with other communities, citing a decrease of alcohol use from 2016 (32%) to 2018 (29%)? Ms. Shannon said Needham is one of 25 towns participating in the MetroWest Health Survey, noting Needham typically falls at or below the rest of the region. Mr. Borrelli noted vaping products include tobacco or marijuana, asking if the survey tracks usage of both products? Ms. Shannon said new questions have been introduced on the survey to gather data on both products. Mr. Borrelli asked whether there has been an increase in marijuana use since medicinal use has been legalized? Ms. Shannon said some students have shared that marijuana has been accessed through friends, with a percentage saying they have purchased marijuana through someone with a medical i.d. card. She said this information is tracked over time.

Ms. Cooley asked if some students consciously choose to be "drug free" at the high school level? Ms. Shannon commented that the majority of students are not using the products, and the trends show a decrease in alcohol and prescription drug use,

but marijuana use has increased slightly and vaping has presented a new realm of challenges. Ms. Shannon said the question by Ms. Cooley is an interesting one to think about.

Mr. Matthews said the consequences of opioid use are devastating. Ms. Shannon said even though some numbers appear low, that does not discount the importance. Mr. Matthews said the gateway to many opioid problems was from actual written prescriptions by medical personnel who did not understand the consequences. Ms. Shannon said a pharmacy workshop was held a couple years ago to discuss safe prescribing and pain management. She said education prevents overprescribing.

Ms. Fitzpatrick commented tobacco use was tracked along with alcohol use, noting tobacco use was significantly lower, attributed to the stand the community took many years ago in terms of Tobacco 21. Ms. Shannon said in 2003 Needham was the first town in the nation to raise the legal minimum sales age for tobacco and nicotine products to 21. She said vaping is taking the nation by storm and addicting a new generation to nicotine.

Ms. Cooley commented cigarette smoking has been stigmatized, but what should have really been stigmatized is nicotine.

The Board thanked Ms. Shannon for the information.

8:15 p.m.

Jog for Joy - Youth & Family Services:

Sara Shine, Director of Youth & Family Services spoke with the Board about a partnership between Highrock Church and Needham Youth & Family Services to help support Youth Mental Health First Aid. Ms. Shine acknowledged Ryan Marshall, Highrock Church for sponsoring the 5K "Jog for Joy" and for supporting youth mental health first aid.

A Powerpoint presentation was viewed titled "Youth Mental Health First Aid" detailing training that, like CPR, assists an individual experiencing a mental health or substance use-related crisis.

Discussion ensued on mental health problems in adolescence, noting early intervention is key. Ms. Shine said the initiative is for Needham to become a place where any youth experiencing difficulty has at least one person they can go to in a time of crisis, noting the free training is for anyone who works with youth on a consistent basis. Ms. Shine said Highrock Church is sponsoring a 5K, Sunday, December 8, 2019 at 9:15 a.m. at 754 Greendale Avenue, Needham, and that donations are welcome.

Discussion ensued on destigmatizing mental illness, the impact of social media, and the importance of recognizing signs and symptoms.

Ms. Cooley pointed out training scheduled for Wednesday, December 11 and 18, 2019 from 5pm - 9 pm at the Center at the Heights, 300 Hillside Avenue, Needham.

The Board thanked Ms. Shine for her work and presentation.

8:24 p.m. Youth Diversion Program - Update:  
Kristen Lindley, Youth Diversion Program Coordinator and Katie McCullough, Needham Police Department appeared before the Board with an update regarding program implementation and current statistics, as well as goals and expectations in the future for the Youth Diversion Program.

A Powerpoint presentation was viewed titled "Needham Youth Diversion Program." Ms. Lindley gave a brief overview of the program, saying the program began in 2018 and helps youth avoid the consequences of formal court proceedings for minor legal offenses. She said ten students have completed the program. Ms. Lindley spoke about the goals of the program as of December 2018, as well as updates as of November 2019 including hiring a part-time clinician and working to hire a Youth Diversion Program Coordinator under the Youth and Family Services Division.

The Board thanked Ms. Lindley and Officer McCullough for their work and for the presentation.

8:35 p.m. Town Manager:  
Kate Fitzpatrick, Town Manager and David Davison, Assistant Town Manager/Finance appeared before the Board with two items to discuss:

1. Capital Plan

Ms. Fitzpatrick discussed with the Board the preliminary funding recommendations for the FY2021-FY2025 Capital Improvement Plan. She referred to a chart specifically related to FY2021, outlining changes made from department requests and what is being recommended. She commented on, among other items, Automated External Defibrillators Replacement, Ridge Hill Building Demolition, Renovate/Reconstruct Hillside as Swing Space for School Construction, and NPDES Support Projects. She noted the Select Board is scheduled to vote on the final plan on December 17, 2019.

2. Town Manager Report

Ms. Fitzpatrick reported the Town is in the process of working with the MBTA to design, plan, locate, and license at least one bike shelter in the coming year.

Ms. Fitzpatrick reminded the Board "Needham Lights," including the traditional Blue Tree lighting is scheduled for Saturday, December 7, 2019 from 2pm - 5pm. She also reported the "Winter Arts Festival" will be held on Saturday, December 14, 2019 in Powers Hall, with 30 participating artists. She said it is clear that Needham embraces community gatherings and the arts.

She thanked all of Needham's first responders for their work during the recent snow event to make sure roadways were clear.

8:48 p.m. Board Discussion:

1. Committee Reports

No Committee Reports were made.

8:49 p.m. Appointments and Consent Agenda:

**Motion by Mr. Borrelli 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 for calendar year 2020 requests for license renewals of Restaurant – All Alcoholic Licenses for each of the following establishments (subject to receipt of required completed paperwork):**

- Zucchini Gold, LLC d/b/a The Rice Barn
- Bertucci's Restaurants, LLC d/b/a Bertucci's
- Henry Hospitality Inc. d/b/a The James
- Mount Blue Two, LLC d/b/a Blue on Highland
- New Garden, Inc. d/b/a New Garden Restaurant
- TDRG Needham, Inc. d/b/a Cook Needham
- Fusion Cuisine, Inc. d/b/a Gari
- Sol Soul Family Foods, LLC d/b/a Hearth Pizzeria
- SAI Restaurants, Inc. d/b/a Masala Art
- Fu Yuan, Inc. d/b/a Fuji Steak House
- Low and Zhang Co. d/b/a Mandarin Cuisine Locus
- Rockets Restaurant Group, LLC d/b/a 3 Squares
- Eat Farmhouse LLC d/b/a The Farmhouse
- Needham Food and Beverage LLC d/b/a The Heights
- Capella LLC d/b/a Cappella
- Spiga, LLC d/b/a Spiga
- Latin-A Group LLC d/b/a Latina Kitchen and Bar
- Poet King Restaurant Group LLC. d/b/a Hungry Coyote
- Pancho's Taqueria Needham, LLC d/b/a Pancho's Taqueria

**2. Approve for calendar year 2020 request for license renewal of Restaurant – Wine and Malt Beverage License for the following establishment (subject to receipt of required completed paperwork):**

- French Press LLC d/b/a French Press Bakery & Café

3. Approve for calendar year 2020 requests for license renewals of Package Stores- All Alcoholic Beverages for the following establishments (subject to receipt of required completed paperwork):
  - Innovative Distributing Concepts, LLC d/b/a Bin Ends
  - Lianos Liquors, LLC d/b/a Needham Center Wine & Spirits
  - Needham Wine & Spirits, LLC d/b/a Needham Wine & Spirits
  - Reveler Beverage Company, LLC d/b/a Reveler Beverage
  - vinodivino 3, LLC d/b/a vinodivino
4. Approve for calendar year 2020 requests for license renewals of Package Stores Wine and Malt Beverages for the following establishment:
  - Volante Farms
5. Approve for calendar year 2020 request for Innholder – All Alcoholic License Renewal for the following establishments:
  - Needham 365 Bev, LLC. d/b/a Residence Inn
  - Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel
6. Approve for calendar year 2020 requests for license renewals of Club – All Alcoholic Beverage Licenses for the following establishments (subject to receipt of required completed paperwork):
  - The Needham Golf Club
  - Village Club Building Assoc. Inc.
  - Lt. Manson Carter Post #2498 V.F.W. of U.S.
7. Approve for calendar year 2020 requests for license renewals of Common Victualler Licenses for the following establishments (subject to receipt of required completed paperwork):
  - Bagels' Best, Inc. d/b/a Bagels' Best Café
  - Bertucci's Restaurants, LLC d/b/a Bertucci's
  - Beth Israel Deaconess – Glover Café
  - Mount Blue Two, LLC d/b/a Blue on Highland
  - C & D Management, Inc. d/b/a Brothers Pizza & Restaurant
  - Café Fresh Bagel
  - Capella LLC d/b/a Cappella
  - Chef Mike's LLC d/b/a Chef Mike's
  - North Hill Needham, Inc. d/b/a Central Avenue Café
  - LPM Holding Co., Inc. d/b/a Cutler Café
  - LPM Holding Co., Inc. d/b/a Kendrick Café
  - 1095, LLC d/b/a Comella's Restaurant
  - TDRG Needham, Inc. d/b/a Cook Needham
  - Your Other Oven, Inc. d/b/a Domino's Pizza
  - Lin and Xie Corp. d/b/a Dragon Chef Restaurant
  - Chestnut Street Donuts d/b/a Dunkin Donuts

- **Fred's Coffee Shop d/b/a Dunkin Donuts**
- **Highland Avenue Donuts, Inc. d/b/a Dunkin Donuts**
- **Eat Farmhouse, LLC d/b/a The Farmhouse**
- **French Press LLC d/b/a French Press Bakery & Café**
- **Select Group, Inc. d/b/a Fresco Restaurant**
- **Fu Yuan, Inc. d/b/a Fuji Steak House**
- **Fusion Cuisine d/b/a Gari**
- **1056 Gyro and Kebab House Corp d/b/a Gyro and Kebab House**
- **Needham Food and Beverage LLC d/b/a The Heights**
- **Poet King Restaurant Group LLC. d/b/a Hungry Coyote**
- **Henry Hospitality Inc. d/b/a The James**
- **Three Sons, Inc. d/b/a Kosta's Pizza & Seafood**
- **Latin-A Group LLC d/b/a Latina Kitchen and Bar**
- **Low and Zhang Co. d/b/a Mandarin Cuisine Locus**
- **SAI Restaurants, Inc. d/b/a Masala Art**
- **McDonald's Restaurant – Needham**
- **D & L Enterprises, Inc. d/b/a Mighty Subs**
- **The Needham Golf Club, Inc.**
- **International Needham House of Pizza d/b/a Needham House of Pizza**
- **A New Leaf**
- **New Garden Inc. d/b/a New Garden Restaurant**
- **Select Pizza d/b/a Nicholas' Pizza**
- **PAN LLC. d/b/a Panella's Market & Deli**
- **Boston Bread LLC d/b/a Panera**
- **Pancho's Taqueria Needham, LLC d/b/a Pancho's Taqueria**
- **Needham 365 Bev. LLC d/b/a Residence Inn**
- **Zucchini Gold, LLC d/b/a The Rice Barn**
- **Rockets Restaurant Group, LLC d/b/a 3 Squares**
- **Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel**
- **Servente Bakery & Café Inc. d/b/a Servente Bakery & Café**
- **Spiga, LLC**
- **Stacy's Juice Bar, LLC d/b/a Stacy's Juice Bar**
- **Starbucks Coffee Company**
- **Sol Soul Family Foods LLC d/b/a Hearth Pizzeria**
- **Subway of Needham LLC d/b/a Subway**
- **Yeat Inc. d/b/a Sweet Basil**
- **H & B Pizza, Inc. d/b/a Sweet Tomatoes Pizza**
- **Niki Corp. d/b/a Town House of Pizza**
- **Treat LLC d/b/a Treat Cupcake Bar**
- **Lt. Manson Carter Post 2498 V.F.W. of U.S.**

- Village Club Building Assoc. Inc.
  - Volante Farms
8. Approve for calendar year 2020 requests for various license renewals as detailed below for the following establishments (subject to receipt of required completed paperwork):
- Needham 365 Bev. LLC d/b/a Residence Inn - Innkeeper
  - Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel Innkeeper
  - Olin College – Lodging License
  - Babson College – Lodging License
  - 7-Eleven – Special Permit (24 hr. retail sale of food)
  - Yeat Inc. d/b/a Sweet Basil – Special Permit (Carry In Beer/Wine)
  - Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel – Sunday Entertainment
  - Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel – Weekday Entertainment
  - Rockets Restaurant Group, LLC d/b/a 3 Squares – Weekday Entertainment
  - SAI Restaurants, Inc. d/b/a Masala Art – Weekday Entertainment
  - SAI Restaurants, Inc. d/b/a Masala Art- Sunday Entertainment
  - Mount Blue Two, LLC d/b/a Blue on Highland – Weekday Entertainment
  - Mount Blue Two, LLC d/b/a Blue on Highland – Sunday Entertainment
  - New Garden Inc. d/b/a New Garden- Weekday Entertainment
  - Zucchini Gold, LLC d/b/a The Rice Barn- Weekday Entertainment
  - Poet King Restaurant Group LLC. d/b/a Hungry Coyote- Weekday Entertainment
  - Poet King Restaurant Group LLC. d/b/a Hungry Coyote- Sunday Entertainment
  - Sol Soul FamilyFoods LLC. d/b/a Hearth Pizzeria-Weekday Entertainment
  - Sol Soul Family Foods LLC. d/b/a Hearth Pizzeria-Sunday Entertainment
  - Henry Hospitality Inc. d/b/a The James- Weekday Entertainment
  - Henry Hospitality Inc. d/b/a The James- Sunday Entertainment
  - Needham 365 Bev. LLC d/b/a Residence Inn- Weekday Entertainment
9. Approve for calendar year 2020 the following requests for Class I & Class II Used Car Dealer Licenses (subject to receipt of required completed paperwork):
- Auto International Ltd.- Class II
  - Beth L Auto Sales – Class II
  - Center Automotive – Class II
  - Chestnut Motors - Class II
  - Copley Motorcars – Class II

- Needham Service Center – Class II
  - R&R Automotive – Class II
  - Muzi Chevrolet – Class I
  - Muzi Motors, Inc. – Class I
10. Set fee for disposal of surplus fire alarm boxes at \$25 each.
  11. Accept the following donations made to the Needham Aging Services Donation account: \$200 from Jon & Tricia Silverman; and \$87 from Mystic Valley Elder Services.
  12. Accept the following donations made to the Needham Health Division's Gift of Warmth & Traveling Meals Program: \$350 from Mary Clare Siegel; and \$100 from the Christ Church Needham.
  13. Accept a donation of \$21,025 made to Aging Services for programs in the fitness room at the Center at the Heights from the Friends at the Center at the Heights.
  14. Accept a donation of \$1,500 from Paramount Pictures for community use.
  15. Water and Sewer Abatement Order #1284.

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

8:50 p.m.

Adjourn:

**Motion by Mr. Handel that the Select Board vote to adjourn the Select Board meeting of Tuesday, December 3, 2019.**

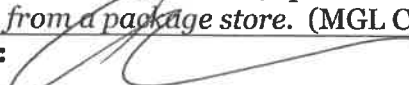
**Second: Mr. Borrelli. Unanimously approved 5-0.**

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

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

**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<br>(Name that will appear on license)                                                                                                                                                                                                                                                                                                                                                                 | Artie Crocker                                                                                                                                                                 |                                        |               |
| Event Manager Address                                                                                                                                                                                                                                                                                                                                                                                                    | 17 Fairlawn St.                                                                                                                                                               |                                        |               |
| Event Manager Phone Number                                                                                                                                                                                                                                                                                                                                                                                               | 781-771-6651                                                                                                                                                                  |                                        |               |
| Organization Representing<br>(if applicable)                                                                                                                                                                                                                                                                                                                                                                             | New Years Needham, Inc.                                                                                                                                                       |                                        |               |
| Is the organization (if applicable)<br>you are representing non-profit? If<br>so, please attach proof of non-profit<br>status.                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> For profit<br><input type="checkbox"/> Proof of non-profit status is attached<br>Form of Proof: _____ |                                        |               |
| Name of Event                                                                                                                                                                                                                                                                                                                                                                                                            | New Years Needham                                                                                                                                                             |                                        |               |
| Date of Event                                                                                                                                                                                                                                                                                                                                                                                                            | 12/31/19                                                                                                                                                                      |                                        |               |
| License is for Sale of:<br><input type="checkbox"/> Wines & Malt Beverages Only<br><input checked="" type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)                                                                                                                                                                                                                                              |                                                                                                                                                                               |                                        |               |
| Requested Time for Liquor License                                                                                                                                                                                                                                                                                                                                                                                        | FROM: 9 PM                                                                                                                                                                    | TO: 12:30 AM                           |               |
| Are tickets being sold in advance for this event?                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> YES \$40 /per ticket                                                                                                                      | <input type="checkbox"/> NO            |               |
| Is there an admission fee for this event?                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> YES \$40 /per ticket                                                                                                                      | <input type="checkbox"/> NO            |               |
| Are you using dues collected to purchase alcohol for this event?                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> YES                                                                                                                                                  | <input checked="" type="checkbox"/> NO |               |
| How many people are you expecting at this event?                                                                                                                                                                                                                                                                                                                                                                         | 230                                                                                                                                                                           |                                        |               |
| Name & address of event location. Please attach proof of permission to use this facility<br>1471 Highland Ave, Needham, MA                                                                                                                                                                                                                                                                                               |                                                                                                                                                                               |                                        |               |
| Who will be serving the alcohol to your guests?<br>Bar Tending Service                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                               |                                        |               |
| 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).<br>Tip <del>Cert</del> : Certificate to be provided                                                                      |                                                                                                                                                                               |                                        |               |
| 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.<br>Purchased at Temporary Bar                                                                                                 |                                                                                                                                                                               |                                        |               |
| <input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04)) |                                                                                                                                                                               |                                        |               |
| Event Manager Signature:                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                               |                                        | Date: 12/9/19 |

# Certificate Of Appreciation

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

Awarded to:

**THE CHINESE FRIENDS OF NEEDHAM**

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In recognition of the ten-year anniversary of the Chinese Friends of Needham and its contribution to a diverse and vibrant local community.

**Congratulations!**

*Signed this 17<sup>th</sup> day of December, 2019*



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John A. Bulian, Chair

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Maurice P. Handel, Vice-Chair

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Matthew Borrelli, Clerk

---

Marianne B. Cooley

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Daniel P. Matthews

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

|                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                          |                                        |                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------|
| Event Manager Name<br>(Name that will appear on license)                                                                                                                                                                                                                                                                                                                                                                 | Meghan Sutherland                                                                                                                                                                        |                                        |                             |
| Event Manager Address                                                                                                                                                                                                                                                                                                                                                                                                    | 167 Charles River St, Needham, MA 02492                                                                                                                                                  |                                        |                             |
| Event Manager Phone Number                                                                                                                                                                                                                                                                                                                                                                                               | 617 - 306 - 1198                                                                                                                                                                         |                                        |                             |
| Organization Representing<br>(if applicable)                                                                                                                                                                                                                                                                                                                                                                             | St. Joseph Elementary School Parent School Assoc.                                                                                                                                        |                                        |                             |
| Is the organization (if applicable)<br>you are representing non-profit? If<br>so, please attach proof of non-profit<br>status.                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> For profit<br><input type="checkbox"/> Proof of non-profit status is attached<br>Form of Proof: <u>Form ST-2</u> |                                        |                             |
| Name of Event                                                                                                                                                                                                                                                                                                                                                                                                            | Parents' Trivia Night                                                                                                                                                                    |                                        |                             |
| Date of Event                                                                                                                                                                                                                                                                                                                                                                                                            | Jan 10, 2020                                                                                                                                                                             |                                        |                             |
| License is for Sale of:<br><input checked="" type="checkbox"/> Wines & Malt Beverages Only<br><input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)                                                                                                                                                                                                                                              |                                                                                                                                                                                          |                                        |                             |
| Requested Time for Liquor License                                                                                                                                                                                                                                                                                                                                                                                        | FROM:                                                                                                                                                                                    | TO:                                    |                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                          | 6 pm                                                                                                                                                                                     | 10 pm                                  |                             |
| Are tickets being sold in advance for this event?                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> YES                                                                                                                                                  | \$ 20 /per ticket                      | <input type="checkbox"/> NO |
| Is there an admission fee for this event?                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> YES                                                                                                                                                  | \$ 20 /per ticket                      | <input type="checkbox"/> NO |
| Are you using dues collected to purchase alcohol for this event?                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> YES                                                                                                                                                             | <input checked="" type="checkbox"/> NO |                             |
| How many people are you expecting at this event?                                                                                                                                                                                                                                                                                                                                                                         | 80 - 100                                                                                                                                                                                 |                                        |                             |
| Name & address of event location. Please attach proof of permission to use this facility.                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                          |                                        |                             |
| 90 Pickering St, Needham, MA 02492 (SJES "Hub")                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                          |                                        |                             |
| Who will be serving the alcohol to your guests?                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                          |                                        |                             |
| Simply Serving (caterer) - Dan Logan (bartender)                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                          |                                        |                             |
| Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).                                                                                                                          |                                                                                                                                                                                          |                                        |                             |
| Dan Logan (bartender)                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                          |                                        |                             |
| 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.                                                                                                                               |                                                                                                                                                                                          |                                        |                             |
| Patrons will purchase ticket @ table where ID will be checked; tickets used @ bar                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                          |                                        |                             |
| <input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04)) |                                                                                                                                                                                          |                                        |                             |
| Event Manager Signature:                                                                                                                                                                                                                                                                                                                                                                                                 | Date:                                                                                                                                                                                    |                                        |                             |
| Meghan C Sutherland                                                                                                                                                                                                                                                                                                                                                                                                      | 12/12/19                                                                                                                                                                                 |                                        |                             |



Tarah Breed &lt;tarah.breed@gmail.com&gt;

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## Trivia Night

**PSA News & Info** <noreply@saintjoes.myenotice.com>  
Reply-To: PSA News & Info <iposada@saintjoes.com>  
To: tarah.breed@gmail.com

Thu, Dec 5, 2019 at 6:00 AM



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# TRIVIA NIGHT

### Preschool, Pre-K and Kindergarten Parents

Come join us for **TRIVIA NIGHT** in the HUB with drinks, appetizers and prizes. It's a great opportunity to meet new families and show your knowledge as you compete with other St. Joe's teams!

**When:**

Friday, January 10th  
7:00-10:00 pm

**Where:**

St. Joe's Elementary School HUB

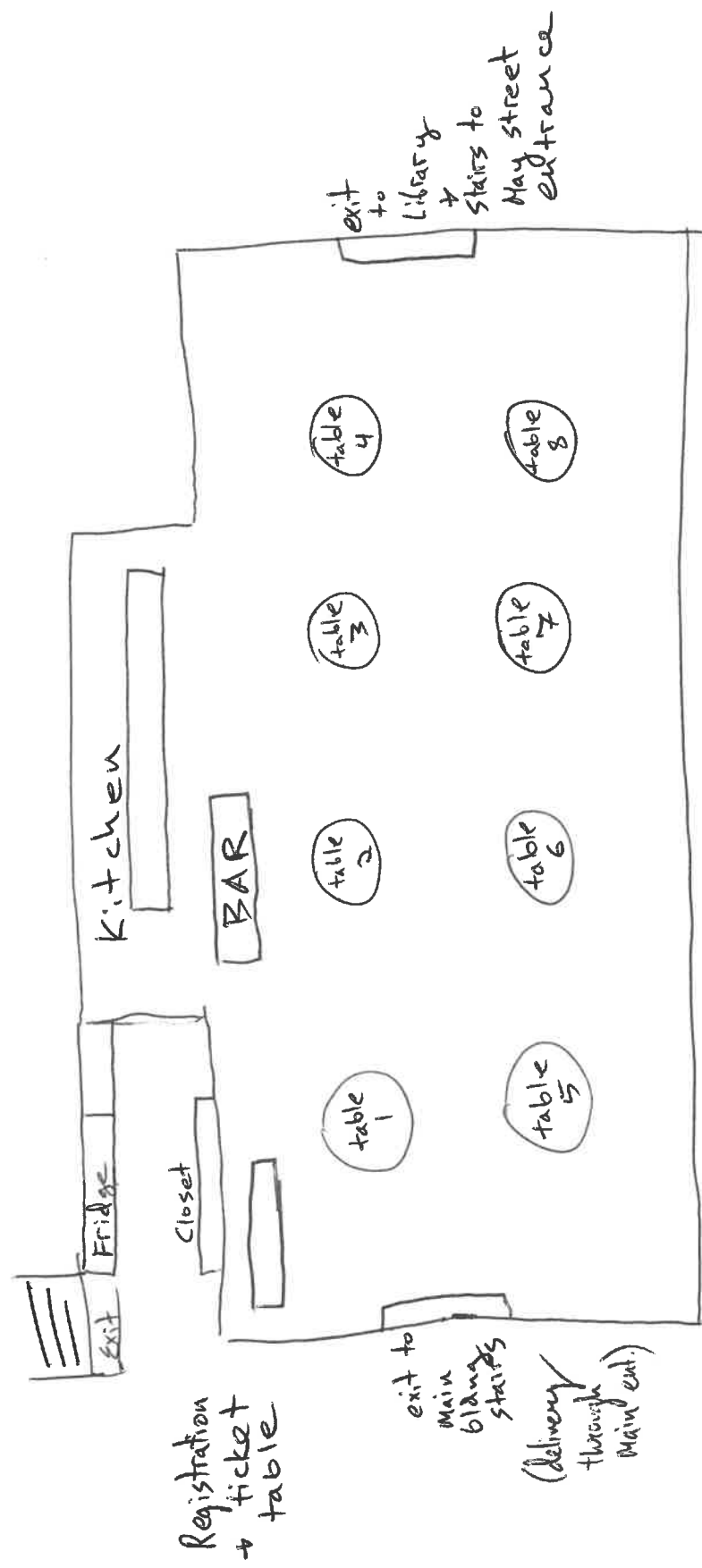
**Cost:**

\$20 per person  
\$40 per couple  
\$160 per team of 8

Space is limited! RSVP by January 5th.

Registration is now available using the link below.  
If you don't have a full team,

# STES "The HUB"





**NEEDHAM  
FREE PUBLIC  
LIBRARY**

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

Dear Mr. Bulian,  
The Needham Free Public Library has intent to hire Faith Crisley as a Library Page in our Circulation Department.

She is currently employed by the town as the Board Recording Secretary for Youth and Family Services and Council on Aging. (Part-time at night)

The hours for the position at the library do not conflict with her note-taking responsibilities for these two boards. She will not exceed ten hours a week in her new position as Library Page at the library. There is no conflict with her responsibilities for the two boards and the library.

Attached is a copy of the letter that Ms. Crisley submitted, disclosing the positions with town, taking notes for these two boards, along with the 20(b) Disclosure Form.

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

Sincerely,

Demetri Kyriakis  
Assistant Director  
Needham Free Public Library

December 10, 2019

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

RECEIVED  
TOWN OF NEEDHAM  
SELECT BOARD  
2019 DEC 12 A 9:00

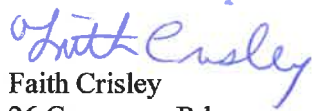
Dear Mr. Bulian,

The Needham Free Public Library intends to hire me as a Library Page by the end of December 2019. I am currently employed by the Town of Needham as Recording Secretary for the Council on Aging Division and the Youth and Family Division.

There will be no conflicts with my current position/s as my hours at the library will be around the meeting times for the boards that I now take the minutes for. I will not be exceeding 12 hours a week.

Please do not hesitate to contact me if more information is required.

Sincerely,



Faith Crisley  
26 Grosvenor Rd.  
Needham, MA 02492  
781 800 0371

**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:                                                                                                        | Faith Crisley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Title/ Position                                                                                                                    | Recording Secretary Youth and Family Service and Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 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                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Agency Address                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Office phone:                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Office e-mail:                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                                                                                    | Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Starting date as a municipal employee.                                                                                             | February 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>BOX # 1</b><br><br>Select either <b>STATEMENT #1</b> or <b>STATEMENT #2</b> .<br><br>Write an X beside your financial interest. | <b>ELECTED MUNICIPAL EMPLOYEE</b><br><br>I am an elected municipal employee.<br><br><input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR<br><input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.<br><br><b>My financial interest in a municipal contract is:</b><br><br><input type="checkbox"/> I have a non-elected, compensated municipal employee position.<br><input type="checkbox"/> A municipal agency has a contract with me.<br><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.<br><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular. |
| <b>BOX # 2</b><br><br>Select either <b>STATEMENT #1</b> or <b>STATEMENT #2</b> .                                                   | <b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b><br><br>I am a non-elected municipal employee.<br><br><input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

|                   |                                                                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>                                                                                                                                                                                                                                                    |
| Name:             | Demetri Kyriakidis                                                                                                                                                                                                                                                                                     |
| Title/ Position   | Assistant Director                                                                                                                                                                                                                                                                                     |
| Municipal Agency: | Needham Free Public Library                                                                                                                                                                                                                                                                            |
| Agency Address:   | 1139 Highland Avenue, Needham, MA 02494                                                                                                                                                                                                                                                                |
| Office Phone:     | 781-455-7559 ext. 203                                                                                                                                                                                                                                                                                  |
|                   | <b>CERTIFICATION</b>                                                                                                                                                                                                                                                                                   |
|                   | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties. |
| Signature:        | Demetri Kyriakidis                                                                                                                                                                                                                                                                                     |
| Date:             | 12/12/19                                                                                                                                                                                                                                                                                               |

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

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

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

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.                         | <p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p>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).</p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p> |
| Employee signature:                                           | <i>ofith Cisdley</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Date:                                                         | 12/12/2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

Attach additional pages if necessary.

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

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