

SELECT BOARD

January 14, 2020

Needham Town Hall

Agenda

	6:45	Informal Meeting with Citizens <i>One or more members of the Select Board will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Select Board's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Public Hearings: Eversource Energy Grant of Locations - Fair Oaks Park - Whitman Road
2.	7:05	Joint Meeting with Planning Board
3.	7:15	Domestic Violence Action Committee (DVAC) – Book Club - Tiffany Zike, Public Health Nurse - Lt. Belinda Carroll
4.	7:25	Emergency Management Update Rebecca Ping
5.	7:35	Director of Public Works Sign Notice of Traffic Regulation – Warren Street
6.	7:45	FY2019 Financial Audit - Melanson & Heath Company, P.C. - David Davison, Assistant Town Manager/Director of Finance
7.	8:15	Town Manager - Other Postemployment Benefits Plan (OPEB) - FY2021 Budget Priorities - Open Annual Town Meeting Warrant - Town Manager's Report
8.	8:30	Board Discussion Committee Reports

APPOINTMENTS

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CONSENT AGENDA *=Backup attached

1.	Accept the following donations made to the Needham Community Revitalization Trust Fund: \$500 from C. Bruce Johnstone, \$250 from Rotary Club of Needham, \$250 from Bradley C. White, \$100 from Rose Lewis, and \$25 from Eugene Shpitalnik.
2.	Accept the following donations made to the Needham Health Division's Gift of

	Warmth Program: \$1,000 from the Carter Memorial United Methodist Church; and \$300 from Hillcrest Gardens.
3.	Accept a \$300 donation made to the Needham Health Division's Traveling Meals Program from Amy Sherman.
4.	Accept a \$100 donation made to the Needham Health Division's Domestic Violence Action Committee from Ann MacFate.
5.	Accept the following gifts received by the Needham Public Library for the period of October 1, 2019 to December 31, 2019: Maria E. DiCarli gave the library a \$25.00 commission from the sale of her art work that hung in the Friends' Gallery; The Needham Garden Club donated \$30.00 for the purchase of the book, <i>A Way to Garden: Hands on Primer for Every Season</i>, given in memory of Garden Club member Carol Roth; Jayashree Ramakrishnan gave the library a \$90.00 commission from the sale of her art work that hung in the Friends' Gallery; Naomi Goldman gave the library the Buffalo puzzle, <i>Chuck Pinsom, Island Time</i> (\$13.00); Needham Author Tamar Ossowski donated two copies of her new book, <i>Fractured, A Novel</i>. (\$52.00); Grey Osterud gave the library a copy of <i>The Testaments</i> by Margaret Atwood (\$28.95); Fitzroy Danglad donated \$9.00 to the library, as an expression of thanks for the help he received; Dawn Davis gave the Children's Room a copy of her book, <i>Mom As You Are</i> (\$16.00); The Library Foundation of Needham granted the library \$25,675; The Friends of the Needham Public Library granted the library \$37,000; An anonymous donor gave the library \$90 in honor of the library staff; and Robert L. Tisdale donated a copy of his book, <i>The Descendants of John Tisdale (1614-1675) Colonial Massachusetts</i> (\$199.00).
6.*	Approve open session minutes of December 17, 2019.
7.	Accept a \$6,000 donation made to the Needham Health Division's Interface Referral Services program from the Kyle W. Shapiro Foundation.
8.*	Approve the Needham Senior/Disabled Tax Assistance Program flyer.
9.*	Water and Sewer Abatement Order #1285
10.*	Approve a One Day Special Wines & Malt Beverages License for Richard Lunetta, of the Needham Exchange Club, to host its monthly dinner meeting on January 16, 2020 from 6:00 p.m. to 9:30 p.m. The event will be held in the Memorial Park Field House, 92 Rosemary Street, Needham.



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

MEETING DATE: 01/14/2020

Agenda Item	Public Hearing: Eversource Energy Grant of Location –Fair Oaks Park
Presenter(s)	Maureen Carroll, Eversource Energy Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED Eversource Energy requests permission to install approximately 75 feet of conduit in Fair Oaks Park. This work is necessary to provide underground electric service to 159 Fair Oaks Park, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.
2.	VOTE REQUIRED BY SELECT BOARD <u>Suggested Motion:</u> Move that the Select Board approve and sign a petition from Eversource Energy to install approximately 75 feet of conduit in Fair Oaks Park. This work is necessary to provide underground electric service to 159 Fair Oaks Park, Needham.
3.	BACK UP INFORMATION ATTACHED (Describe backup below) a. Grant of Location Petition Review Sheet from DPW b. Letter of Application c. Petition d. Order e. Petition Plan f. Notice Sent to Abutters g. List of Abutters

**TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT**

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

TO: Nikki Witham, Selectmen Office
FROM: Judy Laffey, DPW Office
DATE: 1/6/20
RE: 159 Fair Oaks Park

For Selectmen Meeting of Jan. 14, 2020

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 12-19-19

REVIEWER: R.W.W.

SITE LOCATION: #159 FAIR OAKS PARK

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

A Sidewalk/Grass Strip Crossing Only Peer Review _____

B Work Within Paved Road Perpendicular Crossing Peer Review _____

C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway
Peer Review The See Note 12/20/19 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 Rpm OK 1/6/20

COMMENTS:

POLE ON ISLAND PERPENDICULAR CROSSING - NO TRENCH NO RISER AS OF YET.

This GRANT TO be coordinated with PARKS & Forestry m



200 Calvary Street
Waltham, Ma 02453

December 17, 2019

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Fair Oaks Park
Needham, MA
W/O #2356675

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 75 feet of conduit in Fair Oaks Park.

The reason for this work is to provide underground electric service to 159 Fair Oaks Park.

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

Very truly yours,

A handwritten signature in black ink, appearing to read "R. Schifone", written over a circular stamp or seal.

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 1, 2019**, and filed herewith, under the following public way or ways of said Town:

**Fair Oaks Park - Southerly from pole 16/16, thence
turning westerly, approximately 397
feet south of Great Plain Avenue, a
distance of 76 ± feet – conduit**

W/O #2356675

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**



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

Dated this 17th day of December
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:

**Fair Oaks Park - Southerly from pole 16/16, thence
turning westerly, approximately 397
feet south of Great Plain Avenue, a
distance of 76 ± feet – conduit**

W/O #2356675

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

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

CERTIFICATE

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

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

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM**, 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



#159

UNDER CONSTRUCTION

APPROX. PT. OF PICKUP

#165

APPROX. RIGHT OF WAY

CONSTRUCTION FENCE

ASPHALT SIDEWALK

HYD. GRASS TR EOP

BACK OF SIDEWALK

#149

24" DRAIN

24" DRAIN

FAIR OAKS PK

6" WATER

6" WATER

8" SEWER

GRASS ISLAND

JO-ES 16/16

8" SEWER

SMH

397'± TO GREAT PLAIN AVE

EDGE OF PAVEMENT(EOP)

APPROX. RIGHT OF WAY

WG

ASPHALT SIDEWALK

BACK OF SIDEWALK

#166

#162

#156

APPROX. P

APPROX. P

INSTALL 1 - 3" PVC PIPES
SCHEDULE 40
NO CONCRETE 76±

SECTION - 1

STREET SURFACE



SECTION OF PROPOSED LANE
1-000M PIPE OR
4-PVC CONDUIT (SCH.40)
OR 1-1/2" DUCT

FIGURE - 1

C# 259-19

Ward #

Work Order # 2356675

Surveyed by: PG/JC

Research by: PG

Plotted by: JC

Proposed Structures: LU

Approved: A DEBENEDICTIS

P#

INSTAR EVERSOURCE
ALCANTARA
07619

1100 MASSACHUSETTS AVE. CONCORD, MASS. 01746

Plan of FAIR-OAKS PARK, NEEDHAM

Showing PROPOSED CONDUIT LOCATION

Scale 1"=20'

SHEET 1 of 1

Date NOVEMBER 1, 2019

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. THE INFORMATION IS PROVIDED FOR YOUR INFORMATION ONLY. THE INFORMATION IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS PROVIDED. THE INFORMATION IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS PROVIDED. THE INFORMATION IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS PROVIDED.

MASS. LAW

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



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 January 14, 2020** upon petition of Eversource Energy dated **December 17, 2019** to install approximately 75 feet of conduit in Fair Oaks Park. This work is necessary to provide underground electric service to 159 Fair Oaks Park.

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: January 7, 2020

159 FAIR OAKS PARK

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
PASCO-ANDERSON, JAMES & DERMODY, ROBERT J.	PASCO-ANDERSON, MINDY	156 FAIR OAKS PK	NEEDHAM	MA	02492	1990400000600000	156 FAIR OAKS PK
HOFFER, NICHOLAS A.R. & YANDOW, WILLIAM K.	HOFFER, CARIN M.	162 FAIR OAKS PK	NEEDHAM	MA	02494	1990400000700000	162 FAIR OAKS PK
BUCKLEY, JEROME C. JR., TRUSTEE	JRB REALTY TRUST	166 FAIR OAKS PK	NEEDHAM	MA	02492	1990400000800000	166 FAIR OAKS PK
BUCKLEY, PATRICIA B., TR.	155 FAIR OAKS PARK NOMINEE REALTY TRUST	165 FAIR OAKS PK	NEEDHAM	MA	02492	1990400000300000	165 FAIR OAKS PK
FERRIS, PATRICA A.		155 FAIR OAKS PK	NEEDHAM	MA	02492	19904000003100000	0 FAIR OAKS PK
ROBEY, KATHLEEN D		150 WARREN ST UNIT A	NEEDHAM	MA	02492	199040000040000010	155 FAIR OAKS PK
LOUNEY, JOAN C.		150 WARREN ST	NEEDHAM	MA	02492	199040000040000020	150 WARREN ST
SAYMAN, WILLIAM	C/O SPILLANE, JOANNE M. TR.	154 WARREN ST	NEEDHAM	MA	02492	19904000004100000	150 WARREN ST
SAYMAN, WILLIAM		162 WARREN ST	NEEDHAM	MA	02492	19904000004201620	154 WARREN ST
		80 MARY CHILTON RD	NEEDHAM	MA	02492	19904000004201660	162 WARREN ST
							166 WARREN ST

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



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

MEETING DATE: 01/14/2020

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED Eversource Energy requests permission to install approximately 6 feet of conduit in Whitman Road. This work is necessary to provide underground electric service to 119 Whitman Road, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.
2.	VOTE REQUIRED BY SELECT BOARD <u>Suggested Motion:</u> Move that the Select Board approve and sign a petition from Eversource Energy to install approximately 6 feet of conduit in Whitman Road. This work is necessary to provide underground electric service to 119 Whitman Road, Needham.
3.	BACK UP INFORMATION ATTACHED (Describe backup below) a. Grant of Location Petition Review Sheet from DPW b. Letter of Application c. Petition d. Order e. Petition Plan f. Notice Sent to Abutters g. List of Abutters

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

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

TO: Nikki Witham, Selectmen Office

FROM: Judy Laffey, DPW Office

DATE: 12/20/19

RE: WO 2363042 - 119 Whitman Road

For Selectmen Meeting of Jan. 14, 2020

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 12-19-19

REVIEWER:

R.W.W.

SITE LOCATION: #119 WHITMAN RD.

UTILITY REQUESTING:

EVERSOURCE

Conduit Work Area Description

☒ A Sidewalk/Grass Strip Crossing Only

Peer Review TH 12/20/19

☐ 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 N/A

☒ Abutters List Complete

☒ Public Road

☒ Photos Included

☐ Double Pole N/A

Department Head OK R.P. Meram 12/20/19

COMMENTS:

POSSIBLE CONFLICT WITH SEWER LATERAL, NO TRENCH, NO RISER AS OF YET



200 Calvary Street
Waltham, Ma 02453

December 17, 2019

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Whitman Road
Needham, MA
W/O #2363042

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 6 feet of conduit in Whitman Road.

The reason for this work is to provide underground electric service to 119 Whitman Road.

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

Very truly yours,

A handwritten signature in black ink, appearing to read "RMS", written over a horizontal line.

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 December 6, 2019**, and filed herewith, under the following public way or ways of said Town:

**Whitman Road - Northwesterly from pole 416/12,
 approximately 1465 feet south of
 Charles River Street, a distance
 of 6 ± feet – conduit**

W/O #2363042

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**



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

Dated this 17th day of December
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:

**Whitman Road - Northwesterly from pole 416/12,
 approximately 1465 feet south of
 Charles River Street, a distance
 of 6 ± feet – conduit**

W/O #2363042

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 December 6, 2019** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

1		
2		
3		
4		
5		

Select Board
the Town of
NEEDHAM

CERTIFICATE

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

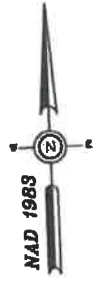
1		
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4		
5		

Select Board
the Town of
NEEDHAM

CERTIFICATE

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

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



#119

APPROX. PT.
OF PICKUP

APPROX. 1465'± TO
CHARLES RIVER ST.

#99

STONEWALL

ASPHALT S.W

GRASS

W G W

8"W

12"D

8"S

2"G

BITUMOUS CONC. BERM

GRASS/NO SIDEWALK

RIGHT OF WAY

ES TO INSTALL 1 - 3" PVC PIPES
SCHEDULE 40. NO CONCRETE

SECTION 1 FIG. 1 6'±

WHITMAN RD

DRIVEWAY

M₁₀

DRIVEWAY

416/11

WG

8"W

12"D

8"S

2"G

G

#120

SECTION - 1

STREET SURFACE

APPROX. DEPTH

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

FIGURE - 1

C# 277-19

Ward #

Work Order # 2363042

Surveyed by: JC/JF

Research by: PG

Plotted by: JC

Proposed Structures: LM

Approved: A DEBENEDICTIS

P#

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

THE INFORMATION MAY NOT REPRESENT A SURVEY, 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

NSTAR EVERSOURCE
1105 MASSACHUSETTS AVE. DORCHESTER, MASS. 02126

Plan of WHITMAN RD., NEEDHAM

Showing PROPOSED CONDUIT LOCATION

Scale 1"=20' Date DECEMBER 6, 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 January 14, 2020** upon petition of Eversource Energy dated **December 17, 2019** to install approximately 6 feet of conduit in Whitman Road. This work is necessary to provide underground electric service to 119 Whitman Road, Needham.

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: January 7, 2020

119 WHITMAN ROAD

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
EISENBERG, DAVID L. +	CAPLAN, FRANCES A.	100 WHITMAN RD	NEEDHAM	MA	02492	1993050000600000	100 WHITMAN RD
MCGAUGH, KATHERINE M &	MCGAUGH, JAMES E	120 WHITMAN RD	NEEDHAM	MA	02492	1993050000700000	120 WHITMAN RD
WOLFSON, JEFFREY S. &	WOLFSON, JUDY	140 WHITMAN RD	NEEDHAM	MA	02492	1993050000800000	140 WHITMAN RD
SHERMAN, VIKKI		155 WHITMAN RD	NEEDHAM	MA	02492	1993050001300000	155 WHITMAN RD
STEIGER, KATHERINE S. & JEFFREY H	C/O WHITMAN 119 LLC	301 ELLIOT ST	NEEDHAM	MA	02458	1993050001400000	119 WHITMAN RD
HEFFERNAN, MICHAEL A. TR. &	HEFFERNAN, ELIZABETH A. TR.	99 WHITMAN RD	NEEDHAM	MA	02492	1993050001500000	99 WHITMAN RD
GAFFEY, RICHARD J., TR	C/O BELLE LOT 5 LLC	50 KEARNEY RD	NEEDHAM	MA	02494	1993050003400000	119 BELLE LANE
FANG, YUAN &	CAI, XIAOHUA	171 LOCKE DR	MARLBOROUGH	MA	01752	1993050003500000	0 BELLE LANE
GAFFEY, RICHARD J., TR	C/O EGP & COMPANY P.C	171 LOCKE DR	MARLBOROUGH	MA	01752	1993050003600000	0 BELLE LANE

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



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

MEETING DATE: 01/14/2020

Agenda Item	Joint Meeting with Planning Board to appoint a New Member
Presenter(s)	Select Board Planning Board

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Vice Chair of the Select Board and the Chair of the Planning Board will recommend a candidate to fill the temporary vacancy on the Planning Board resulting from the resignation of Elizabeth Grimes, through April 14, 2020.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Select Board and the Planning Board vote to appoint Bruce Eisenhut to the Planning Board until the next Town Election to be held on April 14, 2020.	
3.	BACK UP INFORMATION ATTACHED
a.) Letter dated December 10 from Theodora K. Eaton, Town Clerk b.) Letter from Martin Jacobs, Planning Board Chair dated January 2, 2020 c.) Resume for Bruce Eisenhut	



Theodora K. Eaton, MMC
Town Clerk

TOWN OF NEEDHAM

Office of the Town Clerk

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7500 x216

Fax (781) 449-1246

Email: Teaton@needhamma.gov

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

2019 DEC 10 P 4: 33

December 10, 2019

Needham Select Board and
Needham Planning Board
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Members of the Select Board and the Needham Planning Board:

I have received a letter of resignation from Elizabeth Jane Grimes, elected member of the Planning Board, effective January 2, 2020.

Once again, I would like to outline the methodology for filling a vacancy on an elected board under Massachusetts General Laws Chapter 41, Section 11, Subsection 81A:

“The remaining members (Needham Planning Board) write to the Select Board, within one month of the vacancy, informing them of the vacancy. Then, the Select Board, with the remaining members of the Needham Planning Board, after one week’s public notice, fill the vacancy by roll call vote. If the remaining members do not inform the Select Board within one month, the Select Board fill the vacancy by themselves. In either case, a majority vote of all the officials eligible to vote is required to select a replacement. Whoever is selected must be a registered voter in the town and perform the duties of the office until the next Annual Town Election or until another person is qualified.”

If you have any questions, please don’t hesitate to contact me.

Sincerely,

Theodora K. Eaton, MMC,
Town Clerk

Cc: Kate Fitzpatrick, Town Manager
Lee Newman, Director, Needham
Planning Board



TOWN OF NEEDHAM, MA

PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD
500 Dedham Ave
Needham, MA 02492
2019 JAN 11 4 10 PM
781-455-7550

PLANNING

January 2, 2019

Mr. John Bulian, Chair
Select Board
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Bulian:

In accordance with MGL Chapter 41, Sections 11 and 81A, the Planning Board hereby gives the Select Board Notice of a vacancy created on the Planning Board as a result of the resignation of Ms. Elizabeth Grimes. Ms. Grimes has been a valued member of the Planning Board since 2013.

As a result of Ms. Grimes' resignation, the Planning Board requests a meeting with the Select Board for the purpose of filling such office until the next annual election, such meeting to be held following public notice of the vacancy and interviewing of all interested parties.

Enclosed is a copy of Ms. Grimes' resignation email as presented to the Planning Board at its meeting of December 3, 2019. Should you have any questions regarding this matter, please feel free to contact me directly.

Very truly yours,

NEEDHAM PLANNING BOARD

Martin Jacobs, Chair

cc: Theodora Eaton, Town Clerk
Kate Fitzpatrick, Town Manager
Planning Board

RESUME

NAME: Bruce T. Eisenhut

ADDRESS:

TELEPHONE:

EDUCATION:

SUFFOLK LAW SCHOOL, 1977, J.D., cum laude.

Dean's List. Self-financed 100% of the cost of law school. Activities included: Clinical Programs- Boston Legal Assistance Project and the Executive Office of Public Safety; Research Assistant- Professor Eric D. Blumenson; Research on Small Claims Procedure for the Massachusetts Consumer Council and volunteer work for the Boston Citywide Coordinating Committee.

COLBY COLLEGE, 1974, B.A., cum laude.

Dean's List. National Political Science Honor Society. Received honors on two independent research projects. Self-financed most of the cost of college.

CONTINUING LEGAL EDUCATION. N.I.T.A. Trial Advocacy Institute- a ten-day intensive trial advocacy course; and numerous courses in administrative law, evidence, trial preparation, real estate transactions, personal injury litigation, close corporations and the administration of the small estate. Mediation training.

CERTIFICATIONS:

Massachusetts Bar, December 1977. Federal Bar (Massachusetts), November 1978
Real Estate License, May 1979. Certified Mediator, Metropolitan Mediation Services, August 1996. Certified LCI Bicycle Safety Instructor, 2019.

WORK EXPERIENCE:

ASSISTANT BAR COUNSEL, OFFICE OF THE BAR COUNSEL OF THE SUPREME JUDICIAL COURT FOR SUFFOLK COUNTY, November 15, 1989 to August 31, 2019. Responsible for investigating allegations of violations of the disciplinary rules regulating the practice of law, resolution, prosecution and practice before hearing committees, the single justice session and full bench of the Supreme Judicial Court for Suffolk County. See, e.g. In the Matter of the Discipline of Two Attorneys, 421 Mass. 619 (1996). Active in various committees including technology, work-flow, staff training and hiring. Helped develop a comprehensive training manual. Successfully advocated leading precedent establishing standards for escalating discipline in neglect cases and successfully prosecuted a number of high-profile complex cases.

PRIVATE PRACTICE, July 1, 1988 to November 14, 1989. Maintained a private practice concentrating in real estate, conveyancing, zoning and landlord/tenant. Served as General Counsel and consultant to the City of Cambridge Rent Control Board for six-month assignment. Appointed as Special Assistant Attorney General assigned to represent the Commonwealth in criminal district court trials and appeals of cases alleging violations of the Childhood Lead Paint Poisoning Prevention Act.

STAFF COUNSEL, STATE ETHICS COMMISSION, January 2, 1986 to June 31, 1988. Duties include court defense of the Decision and Orders of the Commission, civil enforcement actions, and collection of fines. Duties also include acting as legal advisor to the Commission, providing advice on the conduct of administrative hearings and prehearing conferences, writing Decision and Orders, writing formal and informal advisory opinions, writing policy and strategy memorandums, providing public education of the conflict of interest and related laws, conducting seminars and preparing literature. Successfully advocated the expansion and clarification of Commission precedent in a number of important conflict of interest opinions. Successfully briefed and argued one case before the Supreme Judicial Court and another in the Single Justice Session. (See e.g. Bail Committee of the Superior Court v. Commonwealth of Massachusetts, 401 Mass 210 (1987).

DEPUTY COUNSEL, CAMBRIDGE RENT CONTROL BOARD, February 1983 to January 1986. Represented the Board in trial and appellate litigation in the District, Superior, and Appeals Court (See e.g. Clarence Lamb v. Rent Control Board, et. al., 17 Mass. App. Ct. 1038 (1984)), and successfully briefed and argued before the Supreme Judicial Court (City of Cambridge v. Cambridge Tower Corp., 394 Mass. 809 (1984)); supervised assistant counsel and hearing examiner staff, served as hearing officer in complex and special administrative hearings, redrafted regulations incorporating successfully advocated substantive policy changes, and organized public education and training programs.

ASSISTANT COUNSEL, CAMBRIDGE RENT CONTROL BOARD, March 1980 to February 1983. Acted as hearing officer in c. 30A administrative hearings under the rent control act, wrote reports and agency decisions, represented staff policy objectives to the Board and assisted deputy counsel in external litigation. Successfully mediated dozens of landlord-tenant disputes.

PRIVATE PRACTICE, January 1978 to March 1980. Contracted with private attorneys on a retainer basis and developed a private caseload. Retainers included Law Office of Irving Kane, Lynn; Worcester State College Student Government Association; and David L. Dray and Associates, Hingham. Volunteered for the Cambridgeport Problem Center with an individual caseload. Gained considerable litigation, document preparation and business experience.

COMMUNITY SERVICE AND INTERESTS:

Former three-term (15yrs) elected member and Chair of the Needham Planning Board, the special permit granting authority and land use planning agency for the Town of Needham. Current elected Town Meeting member for six (three-year) terms. Appointed member of various advisory and study committees to the Town including, open space, zoning and housing issues. Contributor to a comprehensive community affordable housing plan under Executive Order 418. Former two-term member of the Community Preservation Act Committee. Former member of the Needham Economic Development Advisory Committee. Past ten year member of the Needham Exchange Club, a local chapter of a national community service organization with a focus on child abuse prevention and community service. Founding member of North Shore Cyclists and current active member of the Charles River Wheelers.

Former volunteer for the Boston Bar Association, *Pro Bono* Committee (assisted in the creation of the lawyer for the day program currently in use at the Boston Housing Court). Appointed member (2002-2005) of a working subcommittee of the S.J.C. Committee on Self-Represented Litigants. Former member of R.E.B.A. Former evening instructor, National Academy of Paralegal Studies. Guest speaker, Boston College Law School, Northeastern University, New England School of Law and local bar associations. Volunteer editor, writer and presenter for various CLE publications and seminars on professional ethics, Superior Court civil practice, real estate law and landlord tenant law.

AWARDS:

2000 Recipient of the Denis Maguire *Pro Bono* Award for commitment to the representation of the indigent in connection with my participation in the Boston Bar Association, Real Estate Section, *Pro Bono* Committee.

PUBLICATIONS:

Chapter 18, Real Estate, Ethical Lawyering in Massachusetts (MCLE, 1995 and Supp. 2000). Ethics Editor, Superior Court Civil Practice Manual (MCLE, 1997) and supplements. Ethics Editor, Residential and Commercial Landlord-Tenant Practice in Massachusetts (MCLE 2001) and supplements. Contributor to the M.B.A. Lawyers Journal including, "Lost and Found" (January 2003), "Getting to Close to Closely Held Corporations" (June 1999); "An Ounce of Inspiration" (December 1999) and "Talking Trash" (October 1998). Ethics editor, Massachusetts Guardianship and Conservatorship Law (2000) and supplements. Contributor and editor to other MCLE, CLE International, MBA and Office of Bar Counsel publications. See e.g. "Accepting Stock in Lieu of Fees", 32 M.L.W. 1643 (April, 2003) and Articles on Ethics at, www.massbbo.org.

REFERENCES (Upon Request)



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

MEETING DATE: 01/14/2020

Agenda Item	Domestic Violence Action Committee (DVAC) – Book Club
Presenter(s)	Tiffany Zike, Public Health Nurse, and Lt. Belinda Carroll and DVAC members

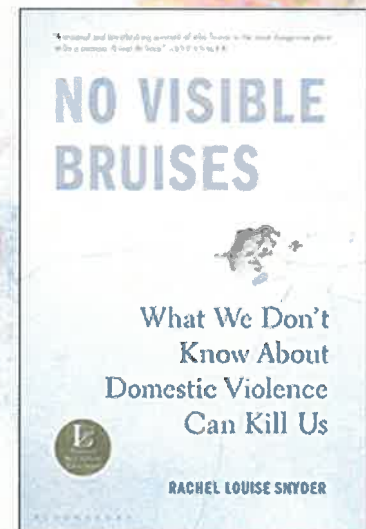
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
DVAC Co-Chairs Tiffany Zike and Lt. Carroll will discuss the background of DVAC, the Book Club, and what DVAC hopes to accomplish with the book club and our future endeavors.	
2.	VOTE REQUIRED BY SELECT BOARD
No	
3.	BACK UP INFORMATION ATTACHED
1) Flyer for No Visible Bruises Event at Needham Public Library. 2) Copy of the presentation for the Select Board meeting.	

JANUARY 29, 2020
7:00 PM

**NEEDHAM FREE PUBLIC
LIBRARY**

NO VISIBLE BRUISES

**WHAT WE DON'T KNOW ABOUT
DOMESTIC VIOLENCE CAN KILL US**



**"COMPULSIVELY READABLE . . . IT WILL SAVE
LIVES." -WASHINGTON POST**

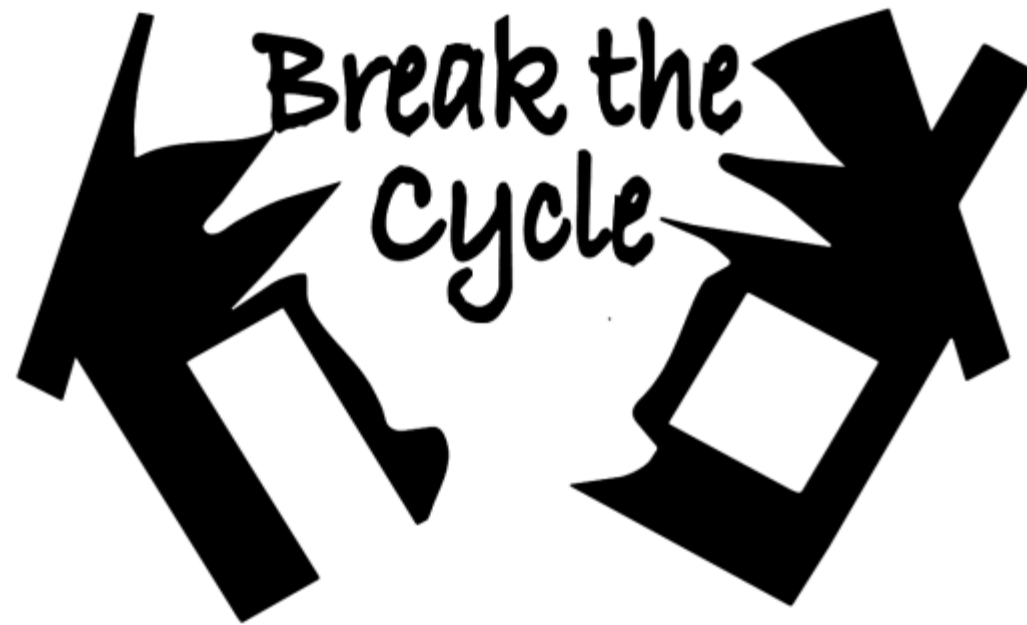
**"A SEMINAL AND BREATHTAKING ACCOUNT OF
WHY HOME IS THE MOST DANGEROUS PLACE TO
BE A WOMAN... A TOUR DE FORCE."
-EVE ENSLER**

A NEW YORK TIMES TOP 10 BOOK OF 2019



<https://www.needhamma.gov/419/Domestic-Violence-Action-Committee>

DOMESTIC VIOLENCE ACTION COMMITTEE FOR THE TOWN OF NEEDHAM (DVAC)



....that breaks the family

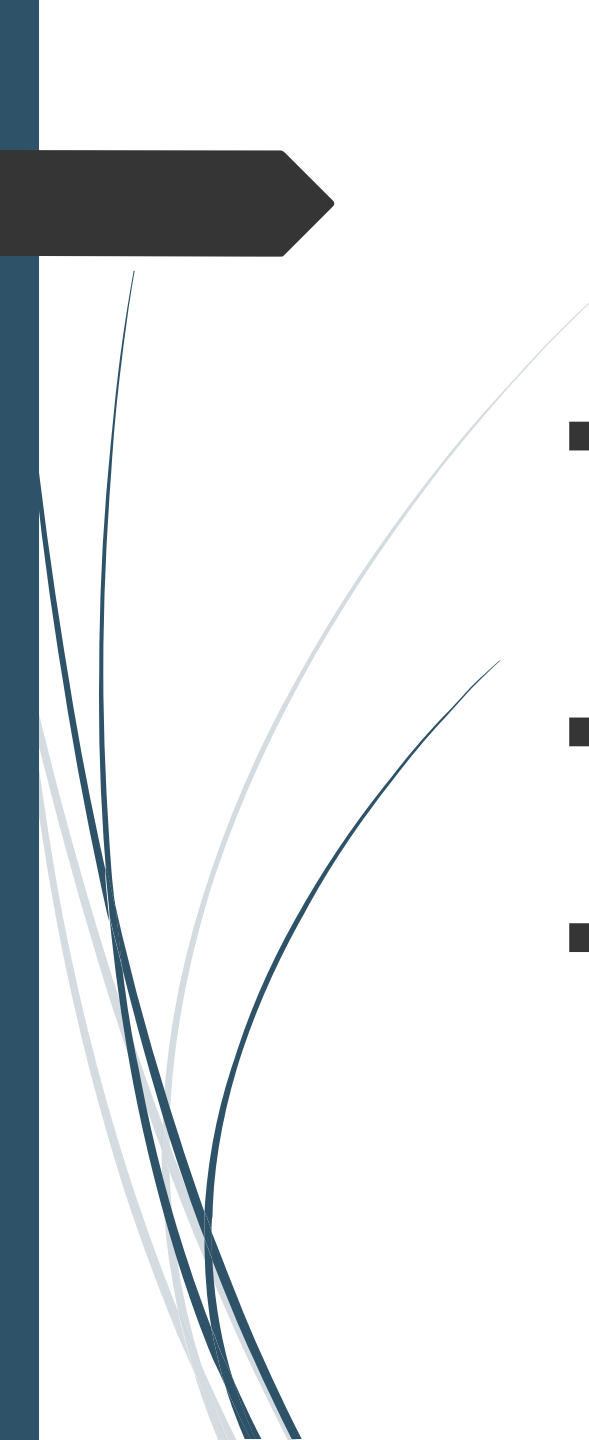
WHAT IS DVAC ?

- The Domestic Violence Action Committee was established in 1996 by a trust fund left by former town of Needham residents, sisters Ruth and Virginia Bigwood. The committee was formed to provide education, referral, advocacy and information on Domestic Violence.



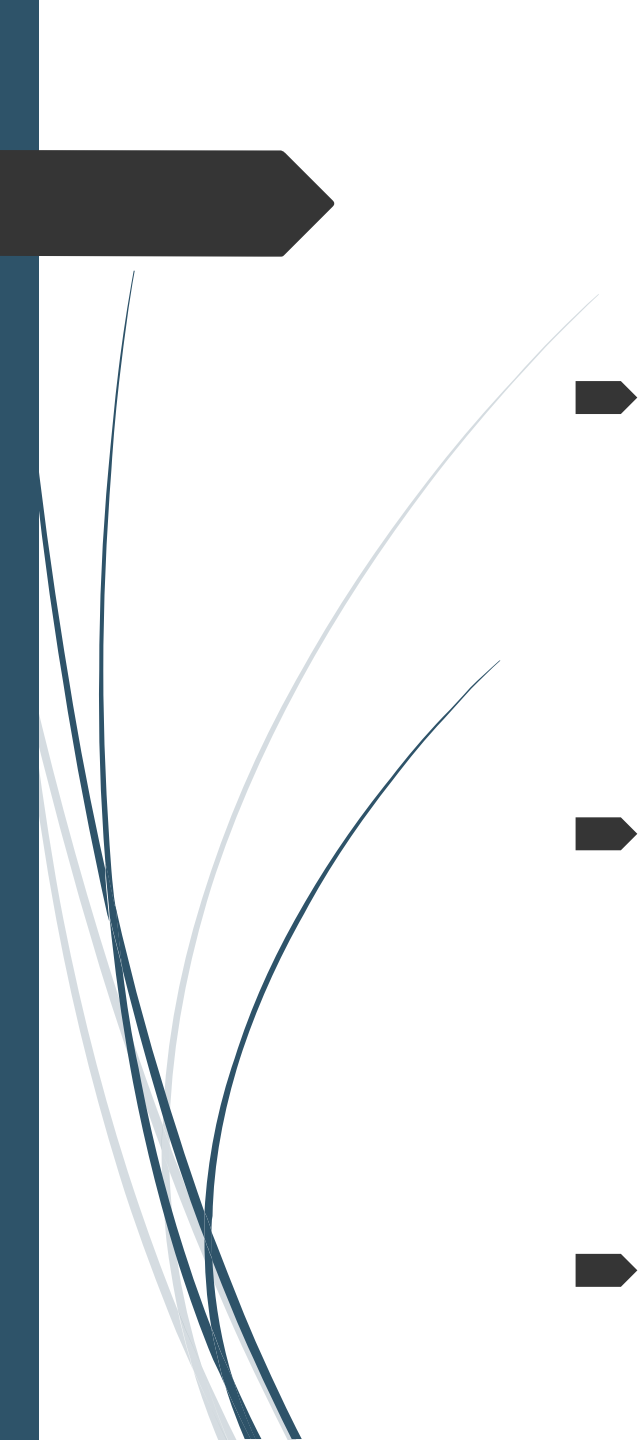
Who is DVAC ?

- DVAC consists of many members of the community and different partners throughout Needham and surrounding communities.
- Community Partners include:
 - Needham Health & Human Services
 - Needham Police
 - REACH Beyond Domestic Violence
 - Representative Garlick's office
 - Community Council and CAP (Child Assault Prevention Program)
 - Take Back the Night
 - League of Women Voters



MONTHLY DVAC MEETINGS

- The Domestic Violence Action Committee holds a meeting the first Wednesday of every month at the Rosemary Complex from 9 a.m. to 10 a.m.
- The meetings are open to any member of the Needham community.
- For more information about the meetings please call 781-455-7500X 511.



BOOK EVENT

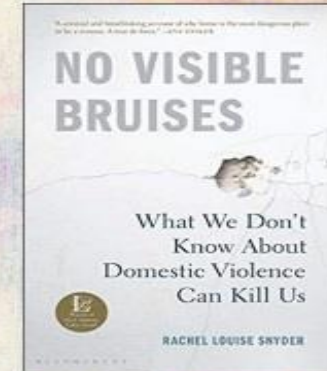
- The DVAC Committee will be holding a book club event that will take place on January 29th at 7pm at the Needham Free Public Library at 7pm.
- The Book Event will discuss the book “No Visible Bruises: What We Don’t Know About Domestic Violence Can Kill Us” By Rachel Louise Snyder
- Conversation will be facilitated by REACH.

**JANUARY 29, 2020
7:00 PM**

**NEEDHAM FREE PUBLIC
LIBRARY**

NO VISIBLE BRUISES

**WHAT WE DON'T KNOW ABOUT
DOMESTIC VIOLENCE CAN KILL US**



**"COMPULSIVELY READABLE . . . IT WILL SAVE
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-EVE ENSLER**

A NEW YORK TIMES TOP 10 BOOK OF 2019



<https://www.needhamma.gov/419/Domestic-Violence-Action-Committee>



WHAT IS DOMESTIC VIOLENCE ?

- “In an abusive relationship, one person uses a pattern of coercive behaviors to gain and maintain power and control over their partner.
- Tactics abusers use to control their partners may include:
 - Put-downs, name-calling and emotional abuse
 - Jealousy and possessiveness
 - Isolation from family and friends
 - Financial exploitation, including stealing money, damaging property and interfering with work or school”

Source: REACH Beyond Domestic Violence



SOCIAL MEDIA

- Check out the Domestic Violence Action Committee's page with the Town of Needham's website (Needhamma.gov) and follow us on Facebook !



DOMESTIC VIOLENCE RESOURCES

- ➡ WWW.REACHMA.ORG
- ➡ WWW.THEHOTLINE.ORG
- ➡ WWW.JANEDOE.ORG
- ➡ [1-800-799-7233](tel:1-800-799-7233) (National Domestic Violence Hotline)

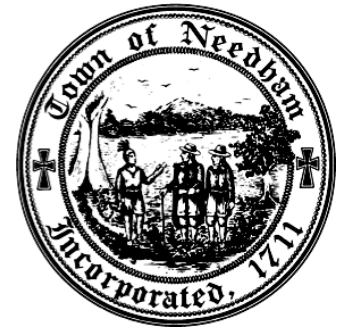


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 01/14/2020

Agenda Item	Emergency Management
Presenter(s)	Rebecca Ping, Emergency Management Administrator

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Emergency Management Administrator Rebecca Ping will provide updates regarding the Emergency Management program, including current projects, goals, and expectations moving forward.	
2.	VOTE REQUIRED BY SELECT BOARD
No	
3.	BACK UP INFORMATION ATTACHED
1) Emergency Management presentation	



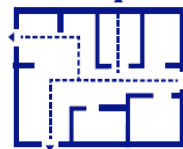
EMERGENCY MANAGEMENT

Town of Needham

GET A KIT



MAKE A PLAN



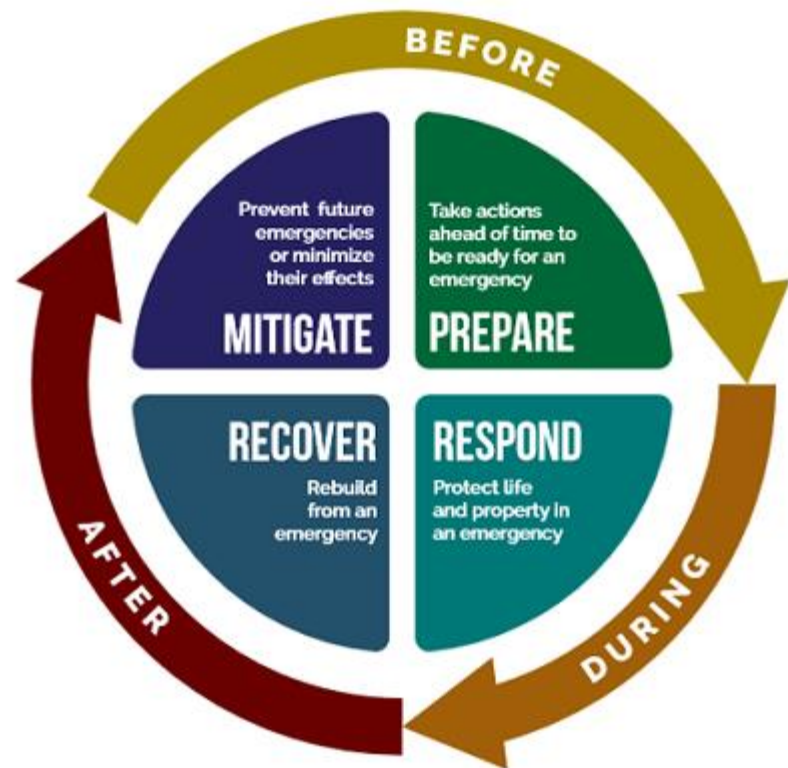
BE INFORMED



Emergency Management

Phases of Emergency Management

- Mitigation
- Preparedness
- Response
- Recovery



Mitigation

- Municipal Vulnerability Preparedness Grant
 - Hazard Mitigation Plan
 - Mitigation Action Items



Preparedness

- Community Outreach
- Alert Needham – Rave Alert
- Building Specific Emergency Operations Plans
- Town Wide Trainings

Take actions
ahead of time to
be ready for an
emergency

PREPARE

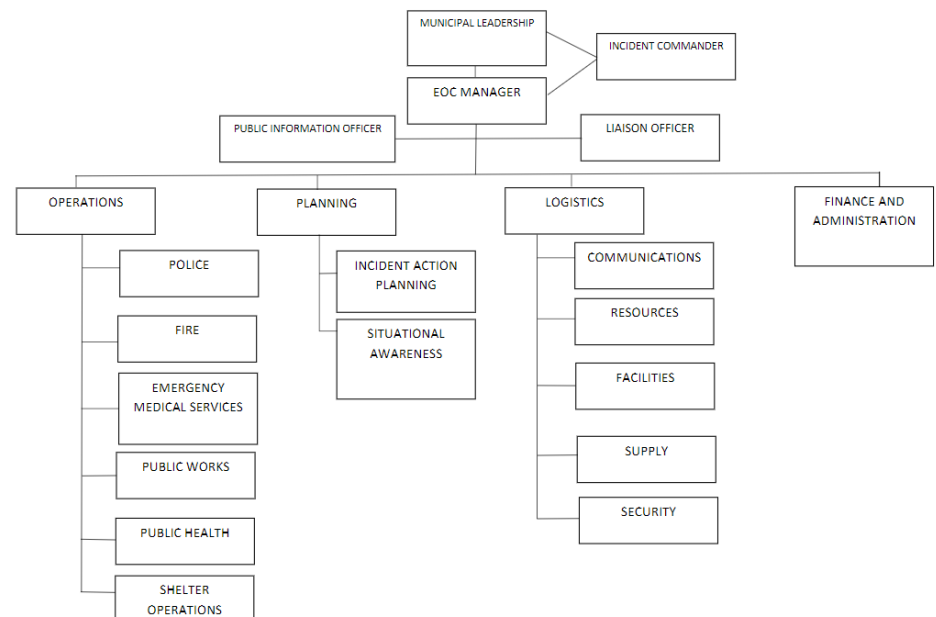


Response / Recovery

- Plans
- Local Emergency Planning Committee
- Emergency Management Group Training
- Functional Exercise



Table B: EOC ICS Organization



Questions?





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

MEETING DATE: 01/14/2020

Agenda Item	Sign Notice of Traffic Regulation – Warren Street
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Vehicles presently parking on the east side of Warren Street near Great Plain Avenue impede the visibility of vehicles turning on to Warren Street from Great Plain Avenue. The proposed regulation will prohibit parking on the east side of Warren Street from the intersection of Great Plain Avenue to 150 feet north of the intersection and thereby increase the visibility of vehicles and make the intersection safer.
2.	VOTE REQUIRED BY SELECT BOARD
	<u><i>Suggested Motion:</i></u> <i>“That the Board vote to approve and sign the Notice of Traffic Regulation Permit #P20-01-14 for Warren Street, Parking Prohibited, East side, from Great Plain Avenue to 150 feet north of Great Plain Avenue”</i>
3.	BACK UP INFORMATION ATTACHED
	1. Copy of Traffic Regulation P20-01-14 2. Copy of regulation location diagram

*TM
1/16/20*

**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:

PROHIBITED

WARREN STREET – East side, from Great Plain Avenue to 150 feet north of Great Plain Avenue, Permit P20-01-14.

VOTED: by the Select Board at a meeting held on Tuesday, January 14, 2020

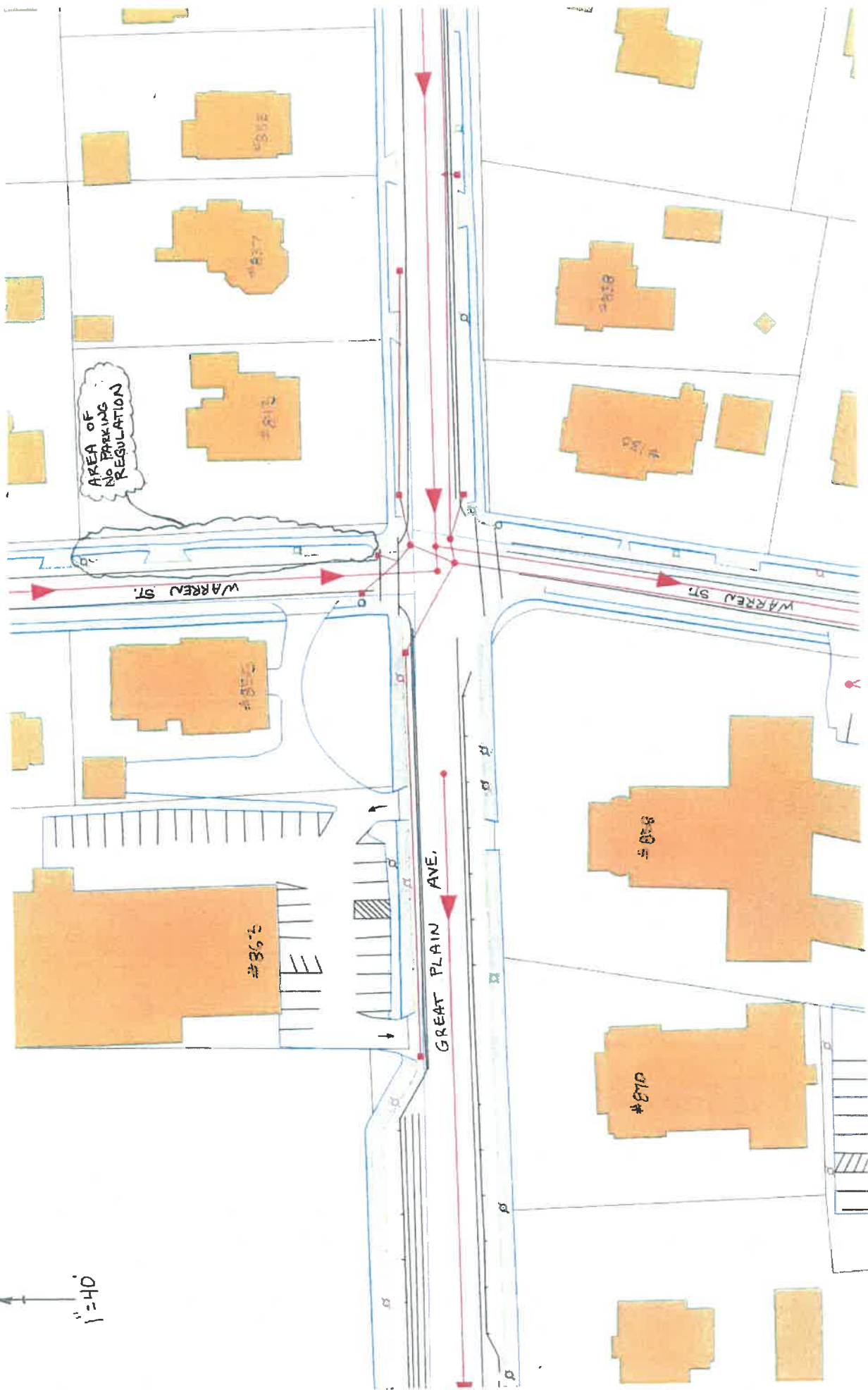
SELECT BOARD

Permit No. P20-01-14

Date of Passage _____

Attest of Town Clerk _____

N
1"=40'





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

MEETING DATE: 01/1/2019

Agenda Item	FY2019 Financial Audit
Presenter(s)	Melanson & Heath Company, P.C. David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Representatives of the audit firm Melanson & Heath Company, P.C. will update the Board as to their recently completed audit of the Town's general purpose financial statements for fiscal year 2019 and their recommendations.
2.	VOTE REQUIRED BY SELECT BOARD
	No vote required
3.	BACK UP INFORMATION ATTACHED
	1. Memo from Assistant Town Manager/Director of Finance 2. FY2019 Audit (also available online at http://needhamma.gov/DocumentCenter?View/20639)

Memo

To: Members of the Select Board
From: David Davison, Assistant Town Manager/Director of Finance
CC: Kate Fitzpatrick, Town Manager; Daniel E. Gutekanst, Superintendent of Schools; Anne Gulati, Assistant Superintendent for Finance and Operations; Evelyn Poness, Treasurer/Collector; Michelle Vaillancourt, Town Accountant
Date: January 10, 2020
Re: Fiscal Year 2019 Annual Audit

FY2019 Audit

The independent audit firm Melanson, Heath and Company, PC (MHC) has completed its audit of the Town's Financial Statements for the fiscal year ended June 30, 2019. Representatives from the firm are scheduled to meet with the Board on Tuesday, January 14, 2020. The Board will be provided an overview of the audit process and MHC's comments regarding their recommendations to management. We will be available to address questions that the Board may have.

An invitation will be extended to the members of the Finance Committee through the Executive Secretary and through School Superintendent to members of the School Committee to attend your meeting so that they will also have an opportunity to hear the report first hand.

Please do not hesitate to contact me if you have any questions prior to the meeting.



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

MEETING DATE: 1/14/2020

Agenda Item	Other Postemployment Benefits Plan (OPEB)
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will update the Board on the most recent OPEB actuarial analysis.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
a. Town of Needham Other Postemployment Benefits Plan GASB 74 & GASB 75 Actuarial Valuation, June 30, 2019	



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

MEETING DATE: 1/14/2020

Agenda Item	FY2021 Budget Priorities
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will ask the Board to endorse the FY2021 budget priorities.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to endorse the following budget priorities for FY2021: The primary goal of the Select Board in consideration of the operating and capital budgets is the maintenance and optimization of existing Town services. In addition, mindful of the availability of revenue for appropriation, the Board has set the following priorities: 1. Support for items that contribute to the achievement of Townwide goals and objectives. 2. Support for a five to ten-year plan for the renovation, reconstruction and/or preservation of the Town's capital assets in the most prudent, realistic, and efficient manner, including continued investment in buildings infrastructure, and fleet maintenance. 3. Support for initiatives that contribute to financial sustainability, including the maintenance of a debt service plan that balances capital needs with the Town's ability to pay, identification of alternative funding sources for traditional cash capital needs, evaluation of financing alternatives, and alignment of capital and maintenance needs with appropriate funding sources. 4. Support for initiatives aimed at achieving greater coordination and efficiency among Town departments and providing adequate resources to address identified service delivery and general administrative needs of the Town in a cost-effective manner. 5. Support for a funding mechanism for mandated water quality (stormwater) expenses.	
3.	BACK UP INFORMATION ATTACHED
None	



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

MEETING DATE: 1/14/2020

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board is scheduled to open the warrant for the 2020 Annual Town Meeting. The Warrant is scheduled to be closed on February 11th.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to open the warrant for the 2020 Annual Town Meeting.	
3.	BACK UP INFORMATION ATTACHED
a. Preliminary List of Warrant Articles, January 10, 2020	

**Preliminary List of Warrant Articles
2020 Annual Town Meeting
1.10.2020**

Annual Town Election Committee and Officer Reports	Select Board
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HUMAN RESOURCES ARTICLES

Establish Elected Officials' Salaries	Personnel Board
Fund Collective Bargaining Agreement – Police Union	Select Board
Fund Collective Bargaining Agreement – Police Superior Officers	Select Board
Fund Collective Bargaining Agreement – Fire Union	Select Board

FINANCE ARTICLES

Appropriate for Needham Property Tax Assistance Program	Select Board
Appropriate for Compensated Absences	Select Board
Appropriate for Town-Owned Land Surveys	Select Board
Appropriate for Building Maintenance Program	Select Board
Appropriate for Billing & Collection Software Application	Select Board
Appropriate for Planning Consulting Assistance	Select Board
Appropriate for Public Health Accreditation	Select Board
Appropriate for Public Health Consulting	Select Board
Appropriate the FY2019 Operating Budget	Finance Committee
Appropriate the FY2019 Sewer Enterprise Fund Budget	Select Board & Finance Committee
Appropriate the FY2019 Water Enterprise Fund Budget	Select Board & Finance Committee
Continue Departmental Revolving Funds	Select Board
Authorization to Expend State Funds for Public Ways	Select Board
Appropriate for Transportation Improvements	Select Board

COMMUNITY PRESERVATION ACT ARTICLES

Appropriate for CPA Project– First Baptist Church Front Porch Preservation & Restoration	CPC
Appropriate for CPA Project – First Parish Church Steeple Preservation	CPC
Appropriate for CPA Project – Needham Community Farm Growing Bed Expansion	CPC
Appropriate for CPA Project – Trail Identification Design	CPC
Appropriate for CPA Project – Walker Pond Restoration & Preservation	CPC
Appropriate for CPA Project – Claxton Field Lights & Skin Renovation Design	CPC
Appropriate for CPA Project – Resurface Synthetic Track at DeFazio Complex	CPC
Appropriate for CPA Project – Preservation of Town Marriage Records	CPC

CAPITAL ARTICLES

Rescind Debt Authorizations	Select Board
Appropriate for General Fund Cash Capital	Select Board
Appropriate for Public Works Infrastructure	Select Board

Appropriate for Mitchell School Restroom Upgrades
Appropriate for Sewer Enterprise Fund Cash Capital
Appropriate for Water Enterprise Fund Cash Capital

Select Board
Select Board
Select Board

TOWN RESERVE ARTICLES

Establish Stormwater Enterprise Fund
Appropriate to Athletic Facility Improvement Fund
Appropriate to Workers Compensation Absences Fund
Appropriate to Capital Improvement Fund
Appropriate to Capital Facility Fund
Appropriate to Debt Service Stabilization Fund
Appropriate to Stabilization Fund

Select Board
Select Board
Select Board
Select Board
Select Board
Select Board
Select Board
Finance Committee

ZONING/LAND USE ARTICLES

Amend Zoning By-law –

GENERAL ARTICLES/ CITIZENS' PETITIONS/COMMITTEE ARTICLES

Acceptance of M.G.L. c. Special Injury Leave Indemnity Fund
Amend General By-Law – Authorize Town Clerk to Ensure
Consistency in Numbering
Acceptance of Easements
Omnibus

Select Board
Select Board
Select Board
Select Board
Select Board



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

MEETING DATE: 01/14/2020

Agenda Item	Town Manager's Report
Presenter(s)	Kate Fitzpatrick, Town Manager

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



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

MEETING DATE: 01/14/2020

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

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

**Town of Needham
Select Board
Minutes for December 17, 2019
Needham Town Hall
Select Board's Chamber**

6:00 p.m. Executive Session- Exception 3: Potential Litigation & Collective Bargaining

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

Motion by Mr. Handel that the Select Board vote to enter into Executive Session.

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

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

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. Recognize Needham High School Girls Volleyball Champions:
Courtney Chaloff, Coach and members of the Needham High School girl's volleyball team appeared before the Board. Mr. Borrelli read a Certificate of Appreciation recognizing the team on its amazing 21-0 season and winning the Division 1 State Championship for the first time in school history.

The Board congratulated Coach Chaloff and the team.

7:04 p.m. Public Hearing: Eversource Energy Grant of Location –Webster Street
Maureen Carroll, Eversource Energy representative appeared before the Board requesting permission to install approximately 8 feet of conduit in Webster Street. Ms. Carroll said this work is necessary to provide new underground electric service to 1122 Webster Street, Needham.

Ms. Fitzpatrick indicated all paperwork is in order.

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

Motion by Mr. Handel that the Select Board approve and sign a petition from Eversource Energy to install approximately 8 feet of conduit in Webster Street. This work is necessary to provide underground electric service to 1122 Webster Street, Needham.

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

7:05 p.m.

Hearing: Liquor Compliance Violation

Police Chief, John Schlittler, Lieutenant John McGrath, and representatives of the Residence Inn by Marriott including Najwa Murphy, General Manager, Josh Bowman, Attorney, Sherin and Lodgen, Mark Newman, VP Food and Beverage, Stonebridge Companies appeared before the Board to discuss the modification, suspension, revocation, or cancellation of the liquor license for Needham 365 Bev, LLC d/b/a Residence Inn by Marriott.

Chief Schlittler read a description of the alcohol compliance check at Needham 365 Bev, LLC d/b/a Residence Inn located at 80 B Street, Needham on October 16, 2019. He stated staff served alcoholic beverages to a person under twenty-one years of age in violation of Massachusetts General Law Chapter 138 Section 34. Chief Schlittler said this is the third offense for this location within one year.

Mr. Bulian asked representatives for comment.

Mr. Newman gave the Board a list of measures taken in order to satisfy future compliance checks. He stated all employees involved in any way with alcohol service or supervision have retaken TIPS training, been trained on an electronic Crown Security Products ID scanner. He also told the Board about a new hiring process, signage stating all guests will be carded regardless of age or appearance, a calendar now in place stating guests must be 21 years of age or older, and a third party secret shopper hired on a weekly basis to test procedures.

Ms. Cooley said it is very disconcerting to know this is the 3rd failed compliance check within a year, but appreciates the actions taken to remedy the situation.

Mr. Borrelli said the Board must decide on whether to modify, suspend, revoke, or cancel the liquor license. He said based on the steps taken, he will vote to either modify or suspend the license.

Mr. Matthews said the reason for compliance checks is because the Town does not want problems, sometimes seen in other communities. He concurred with the comments made by the Board.

Mr. Bulian said this is the first time any establishment has failed a compliance check three times within one year. He said a three consecutive day suspension of

the liquor license is an appropriate penalty to be worked out with the Town Manager. He commented that he is happy with the new measures.

Mr. Handel said the time period of a suspension should be considered in a way that does not disrupt guest events at the hotel. He said the purpose of a suspension is to make sure everyone understands the seriousness of alcohol compliance.

Motion by Mr. Handel that the Select Board vote to suspend the liquor license for Needham 365, LLC d/b/a Residence Inn by Marriott for a period of three consecutive days to be determined by the Town Manager.

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

7:19 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. 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, M.A.**
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.**

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

Mr. Bulian highlighted three committee vacancies to be placed on the Annual Town Election ballot for Tuesday, April 14, 2020 including "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." He encouraged residents to consider applying for one of the vacancies, noting ballot papers will be available at the Town Clerk's office after January 1, 2020.

7:20 p.m. Director of Public Works:
Richard Merson, Director of Public Works appeared before the Board with three items to discuss:

1. Notice of Traffic Regulation - B Street
Motion by Mr. Handel 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.

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

2. Notice of Traffic Regulation - Gibson Street

Motion by Mr. Borrelli 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.

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

3. Notice of Traffic Regulation - Pickering Street

Motion by Mr. Handel 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.

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

7:27 p.m.

Joint Meeting with Park & Recreation Commission:

Patty Carey, Director of Park & Recreation, Angela O'Connor, Assistant Director of Park & Recreation, Cindy Chaston, Park & Recreation Commission, Christopher Gerstel, Park and Recreation Commission, and Michelle Geddes, Park and Recreation Commission appeared before the Board to discuss issues of common interest including: the 2019 Rosemary Pool season, Ridge Hill/Nike site plans, polling locations, recreational opportunities in the downtown, park ranger programs, access to Rosemary Camp Property, and on-going capital projects.

Ms. Carey gave the Board information on the daily use for the first season of the new Rosemary Pool Complex. Ms. Chaston said there were nearly 50,000 visits to the new complex, mostly Needham residents. Mr. Gerstel said non-residents who heard of the project came from Bellingham, MA, New Hampshire, and surrounding communities. It was pointed out that many local food deliveries were made so people did not have to leave the property to purchase food.

Discussion ensued on pool revenue and expenses, with Mr. Borrelli pointing out revenue of roughly \$524,000 was nearly quadruple the previous figure.

Mr. Matthews said the report is helpful. He said two important concerns were whether people would use the pool, and can the Town take care of the facility. He said the outcome is great, noting a commitment must be made to maintain the facility. Mr. Gerstel said many boards and committees, the Parks and Forestry Division, and Department of Public Works who help on a year-round basis made the end goal attainable. Ms. Chaston said community support is very much appreciated.

Mr. Handel said it is encouraging that many senior citizens used the pool.

Mr. Borrelli asked if staffing will continue to be an issue after Labor Day? Mr. Gerstel said staffing will always be a constant challenge, but better planning will help bridge the gap between students returning to school and the Labor Day pool closing.

Discussion ensued regarding the use of the Rosemary Complex as a polling location, Ridge Hill/Nike site and the “Blue Sky” workshop planned for the new year, and other goals including recreational opportunities in the downtown, accessing the Rosemary Camp property, park ranger programs, and the Big Belly trash pilot program.

Mr. Borrelli asked about the park ranger program and having a dedicated volunteer monitoring fields for trash/dogs, an ice-skating rink at Greene’s Field, and the possibility of a local skate park. Mr. Gerstel said the commission is exploring possibilities for monitoring fields. Ms. Chaston commented on possible locations for a skate park. She said a short-term ice rink at Greene’s Field is possible, but longer term requires a lot of maintenance.

Mr. Matthews commented on the difficulty accessing the Rosemary Campground, saying clearing access points of overgrown debris should be a priority. Ms. Carey said funding to demolish and replace the current building with a covered picnic pavilion, as well as money for a new dock on the lake has been secured.

Ms. Fitzpatrick said the goal for this coming year is to finish what has been started, noting money was appropriated a long time ago for the boat launch. She said every funded project now has a contact person to work toward completion of each project. Ms. Chaston told the Board a basketball court at the Rosemary Complex is not possible due to lack of space. She also commented that the commission would love to see the boat launch completed. Mr. Gerstel commented on opportunities for art in the downtown, citing wrapped utility boxes, as well as sprucing up the railway bridge over Route 135 as a way to beautify the entrance to Town.

The Board thanked the Park & Recreation Commission for the update.

8:05 p.m.

Daxing-Needham Pre-Hospital Care Conference Report:

Fire Chief Dennis Condon, Firefighter, Paramedic Mark McCulloch, and EMS Administrator Ed Sullivan appeared before the Board to discuss the Daxing-Needham Pre-Hospital Care Conference Report and their recent trip to Daxing, China.

Chief Condon showed pictures of their trip, noting the Chinese representatives have a lot of respect for the relationship with Needham. He discussed various medical equipment used for simulation of a mass casualty event, as well as the differences in how emergencies are handled in Needham and in Daxing. Chief Condon noted training took place at Boston Ivy Global, LLC., Daxing District, Beijing. He said

working with school children learning CPR was a highlight. Since returning from the trip, Chief Condon said there is heightened curiosity and questions from chiefs of surrounding towns wanting to know about the trip.

The Board thanked Chief Condon, Paramedic McCulloch, and EMS Administrator Ed Sullivan for their report.

8:18 p.m.

Town Manager:

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

1. Capital Improvement Plan

Ms. Fitzpatrick asked the Board to approve the Capital Improvement Plan for FY2021-2025.

Motion by Mr. Handel that the Board approve the FY2021-2025 Capital Improvement Plan for transmittal to the Finance Committee.

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

2. Polling Location Changes

Ms. Fitzpatrick reminded the Board of a working group including the Town Clerk, Police Department, and the School Department who discussed the difficulties of polling locations at the schools. She said new polling locations have been proposed and recommended the Board approve the plan.

Motion by Mr. Handel that the Board vote to set the following polling locations for up-coming elections:

<u>Precinct</u>	<u>Current</u>	<u>Proposed</u>
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)

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

Ms. Cooley suggesting monitoring whether there is a drop in voting due to the change in polling locations.

Mr. Matthews said he hopes the public understands the change is due to safety issues and school operational requirements. He said voters must be informed of the polling location change.

Mr. Bulian said every opportunity to get the word out as to the change in polling locations should be considered. He suggested a list of the new polling locations be incorporated into the census, utility bills, real estate tax bills etc.

Mr. Handel suggested the recently hired public information officer could get the word out to residents.

Mr. Borrelli commented clear instructions should be given out on where people holding candidate signs should stand at the new locations.

3. Update of FY2020-FY2021 Goals

Ms. Fitzpatrick updated the Board on the status of the Board's FY2020-FY2021 goals. She commented on the Ridge Hill/Nike site, N2025 project, NPDES compliance, MassDOT Complete Streets program, Highway Commercial 1 Zoning, Green Community status, increased public support for community celebrations and festivals, and electronic permitting.

The Board thanked Ms. Fitzpatrick for the update.

4. Town Manager's Report

Ms. Fitzpatrick reported on the "Jog for Joy" event sponsored by the High Rock Church, saying thousands of dollars were raised and donated for mental health services in Needham. She said it was also a wonderful collaboration with "Girls on the Run" to raise funds for youth mental health.

8:34 p.m. Board Discussion:

1. Committee Reports

No Committee Reports were made.

Mr. Bulian wished everyone a very happy holiday season, reminding the public of the New Year's Needham events on December 31, 2019.

8:35 p.m. Executive Session: Exception 3 & Exception 6

Motion by Mr. Handel that the Select Board vote to enter into Executive Session.

Exception 3 – To discuss strategy with respect to collective bargaining or litigation, or to conduct strategy sessions in preparation for negotiations with non-union personnel; and

Exception 6 – To consider the purchase, exchange, taking, lease, or value of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body.

Not to return to open session prior to adjournment.

Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.

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

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

Needham Senior/Disabled Tax Assistance Program

Needham's Property Tax Relief for the Elderly and Disabled Fund provides limited property tax assistance to senior and disabled homeowners in Needham. The fund was created in 2003 and is supported entirely by private donations.

This voluntary fund is one of several town tax assistance programs and is overseen by Needham's five-member Taxation Aid Committee.

The average Needham property tax bill is over \$10,000 per year, which can be a difficult burden for limited income homeowners, including many long-term residents whose financial circumstances have changed.

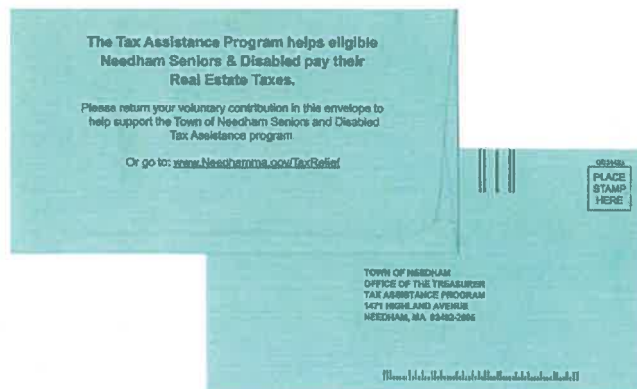
Applications are available in February each year, and are due in early April, in order for the Committee to review applications and apply grants toward the May 1 property tax bill. Elderly (age 60 or over) and disabled individuals with less than \$55,000 in annual income, and married couples with less than \$67,000 in annual income, are eligible to apply. Disabled is defined as a person who has been determined to be incapacitated from working by a recognized source such as Social Security, U.S. military, workers' compensation, or retirement board.

The average awarded grant in recent years has been approximately \$425. Grants can be supplemented by other programs, including the separate Property Tax Assistance program funded by town meeting appropriation, statutory exemptions, deferrals, and Needham's Seniors Corps work program.

Together, these programs help seniors and disabled homeowners remain in their homes, maintaining their security and independence.

The members of the Select Board and the Taxation Aid Committee encourage residents to contribute as they are able to the Senior/Disabled Tax Assistance Program, either by returning a check in the contribution envelope regularly enclosed with tax and water bills, or online at: www.needhamma.gov/taxrelief.

Further information is available through the Town Treasurer's Office (781-455-7500 ext. 208) or online at www.needhamma.gov.



Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

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

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

WHEREAS certain inadvertent error(s) were made in said commitment(s) it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales: -\$3,100.27

Water Irrigation: \$0.00

Water Admin Fees \$0.00

Sewer Sales: -\$3,917.52

Transfer Station Charges: \$0.00

Total Abatement: -\$7,017.79

Order #: 1285

Read and Approved:

1/9/2020

Assistant Director of Public Works

1/9/2020

Director of Public Works

For the Select Board

1/14/20

**Town of Needham
Water Sewer Billing System
Adjustment Form**

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read
DB	Bean	Vicki	2703	4888	248	Harris Avenue	\$0.00	-\$616.45	-\$586.29	-\$1,202.74	ACC	N
DB	Neely	Scott T	25843	15910	222	Marked Tree Road	\$0.00	-\$169.10	-\$159.98	-\$329.08	ACC	N
DB	Weiner	Theodore	3137	5204	88	Pleasant Street	\$0.00	-\$414.67	-\$958.56	-\$1,373.23	ACC	N
DB	Reddy & Van Hardar	Janet & Chelsea	44087	3072	501	Greendale Avenue	\$0.00	-\$1,693.95	-\$1,618.03	-\$3,311.98	ACC	N
JO	Council on Aging (2)						\$0.00	-\$206.10	-\$594.66	-\$800.76	COA	N
Total:										-\$7,017.79		

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

Legend:

O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.

TWN = Town Project caused damage to private property

EC = Extenuating Circumstances

Equip = Equipment Malfunction

UEW = Unexplained water loss

ACC = Accidental Water Loss

BP = Billing Period beyond 100 days

COA - Council on Aging

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

Event Manager Name (Name that will appear on license)	<i>Richard J. Lunetta</i>
Event Manager Address	<i>182 PARKER TRAIL BL NEEDHAM, MA 02442</i>
Event Manager Phone Number	<i>781.308.1680</i>
Organization Representing (if applicable)	<i>Needham Exchange Club</i>
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: _____
Name of Event	<i>MONTHLY DINNER MEETING</i>
Date of Event	<i>1/16/20</i>
License is for (Sale) of:	<i>We will NOT sell Beverages</i>
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)	
Requested Time for Liquor License	FROM: <i>6:00 PM</i> TO: <i>9:30 PM</i>
Are tickets being sold in advance for this event?	☐ YES \$ _____ /per ticket ☒ NO
Is there an admission fee for this event?	☐ YES \$ _____ /per ticket ☒ NO
Are you using dues collected to purchase alcohol for this event?	☒ YES ☐ NO
How many people are you expecting at this event?	<i>60</i>
Name & address of event location. Please attach proof of permission to use this facility.	
<i>Memorial Park Field House, ^{Rosemary} May Street</i>	
Who will be serving the alcohol to your guests?	
<i>Malone Catering, Norfolk, MA</i>	
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).	
<i>IN PROCESS</i>	
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.	
<i>Beer & Wine will be served by the Malone Catering</i> <i>Personnel</i>	
☒ 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:
<i>Richard J. Lunetta</i>	<i>1/10/20</i>