

SELECT BOARD

February 25, 2020

Needham Town Hall

Agenda

	6:15	Executive Session Exception 3
	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	Introduce Director of Park & Recreation Kate Fitzpatrick, Town Manager
2.	7:10	Community Stormwater Mitigation Assessments and Stabilization Fund. David Davison, Assistant Town Manager/Director of Finance
3.	7:30	Town Manager - Annual Town Meeting Warrant - Town Manager Report
4.	7:45	Board Discussion - Quiet Zone Discussion - Committee Reports

APPOINTMENTS

1.	Design Review Board (alternate)	Len Karan (term expires 6/30/2021)
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CONSENT AGENDA *=Backup attached

1.*	Approve open session minutes of January 28, 2020, February 11, 2020, and September 24 and 28, 2018; approve executive session minutes from January 28, 2020 and February 11, 2020.
2.	Appoint the law firm of Miyares & Harrington, 40 Grove Street Wellesley, to serve as adjunct Town Counsel.
3.	Approve donation of five (5) boxes of N95 masks from the Needham Fire Department and Public Health Division to its sister-city of Daxing District of Beijing China to provide assistance with the emergency in China arising from the coronavirus outbreak.
4.*	Approve free meter parking on Chapel Street, Highland Avenue (between May Street and Great Plain Avenue) and on Great Plain Avenue between Chestnut Street and Dedham Avenue (both directions) for voters while voting on Tuesday, March 3, 2020 and Tuesday, April 14, 2020.
5.	Accept the following donations made to the Needham Park and Recreation Commission's Arts in the Parks Summer Concert Series and Children's Theatre: \$800

	from Roche Brothers; \$600 from North Hill; \$600 from Middlesex Savings; and \$800 from Dedham Savings.
6.*	Approve a One Day Special Wines & Malt Beverages License from Katherine Herer, of the Newton-Needham Regional Chamber to host its “Behind the Scenes: Networking and News at NBC” event on Wednesday, March 11, 2020 from 5:30 p.m. to 7:30 p.m. The event will be held at NBCUniversal located at 189 B Street, Needham.
7.*	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 the following days: Friday, February 28, 2020, Friday, March 27, 2020, and Friday, April 24, 2020. The amount valued for each day is \$447.50. This will allow for free metered parking on these days.
8.*	Approve a request from The Needham Running Club to hold its Midsummer Fun Run on June 20, 2020 from 6:30 p.m. to 830 p.m. The run/walk will take place at Ridge Hill, 463 Charles River Street. The event has been approved by the Conservation Commission, Police, Fire, DPW, and Park and Recreation.
9.	Accept the following donations made to the Needham Health Department: 1,000 VanishPoint and 500 safety luer lock needles from Beth Israel Hospital to the Interface Referral Services program, and \$462 from the First Parish Church in Needham to the Gift of Warmth program.
10.	Accept the following donations made to the Youth & Family Services Department, Volunteers Around Needham program (VAN): \$20 from the Weekes Family and \$10 from the Qin family.
11.*	Approve a 20B Exemption for Anne Feldman who is an employee in the Needham School Department as an Activity Instructor to engage in work with the Town of Needham Park & Recreation Department as an activity instructor.
12.*	Water & Sewer Abatement #1287.



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

MEETING DATE: 2/25/2020

Agenda Item	Executive Session
Presenter(s)	

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	1.) Exception 3: Potential Litigation
2.	VOTE REQUIRED BY SELECT BOARD
	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.
3.	BACK UP INFORMATION ATTACHED
	none



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

MEETING DATE: 2/25/2020

Agenda Item	Introduce Park & Recreation Director
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will introduce newly appointed Park & Recreation Director Stacey Mulroy.	
2.	VOTE REQUIRED BY SELECT BOARD
Introduction Only	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Resume for Stacey Mulroy	

Stacey Mulroy

November 10, 2019

Ms. Rachel Glisper
Human Resources Director
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Ms. Glisper,

I am writing to express my strong interest in the position of Director of Park and Recreation, as advertised on the Town of Needham's website. As a Parks and Recreation professional for the last 20 years who is fulfilled by working with children, adolescents, adults and seniors alike, I would be an ideal fit for this position.

As the Recreation Director for the Town of Arlington I have instituted a town-wide Playground Master Plan Study by hiring a consultant to take a broader view of our 29 playground facilities. They have been tasked with grouping our playgrounds into 3 categories: Replacement, Retrofit and Minimal Upgrades. The study has been so useful that we are now collaborating with the Facilities Director to run the same process with all of the school district's playgrounds. I prioritized getting to know the residents and staff of Arlington through my participation in the MetroWest Basketball League, Kid Care Preschool and Afterschool programs, and the several committees I serve on. My time as the Director has given me the opportunity to engage fully with the Department's budget, hiring and multiple capital projects, and to be a liaison to the Conservation Commission, CPA Commission, Facilities and Planning Departments, as well as many "Friends of" Groups.

I am passionate about staying up-to-date with the latest trends and best practices in the field of Parks and Recreation. I have worked on the Massachusetts Recreation Parks Association (MRPA) conference committee for the past 5 years. I have served on the programming and awards committee, though my main position has been the head of the marketing committee, which is tasked with member and vendor outreach, as well as publication design for the conferences. I am confident that I will continue to use the skills and education I've gained in my 20 years in the field to grow, develop and engage the Town of Needham.

I've attached my resume so that you can review my education and experience.

I hope to hear from you soon.

Thank you very much for your time and consideration.

Respectfully,

Stacey Mulroy

Stacey Mulroy

OBJECTIVE

To obtain a position as the Director of Recreation in a department where I can grow and further develop my strong leadership, communication and problem-solving skills, while fostering my passions for open space and recreation programming.

WORK EXPERIENCE

Town of Arlington, Recreation Department (Arlington, MA)
Recreation Director

January 2019 - Present

❖ **In addition to the duties as Assistant Director:**

- Lead, oversee and manage 9 full-time and 50+ part-time staff members
- Develop, prepare, and oversee the department's capital and operating budgets
- Develop and execute long range goals in response to town's changing population and needs, such as: replace 1 playground per year, assessment of all sports fields, continue the long-range indoor space study
- Manage multiple long-term projects such as The Reservoir Master Plan, Spy Pond Edge and Erosion Control, Mill Brook/Wellington Park, North Union Playground and McClennen resurfacing
- Maintain, encourage and increase cooperative planning and working relationships with local community groups, including organized sports groups, agencies, local media, trades people, town businesses and departments, as well as multiple Friends groups
- Maintain all reports and records including accounts and funds for programs, areas, facilities and services
- Generate revenue and ensure cost recovery for facility maintenance, recreation programs, events, etc.
- Manage grant projects and accounts such as Community Preservation Act (CPA) and Community Development Block Grant (CDBG)
- Manage the rental of fields including collection of fees, paperwork, permits and site visits
- Reconfigure and redesign the quarterly program brochures

Town of Arlington, Recreation Department (Arlington, MA)
Assistant Recreation Director

September 2018 - January 2019

- Oversaw Kid Care preschool and afterschool program & staffing
- Assisted in the finances and budgeting of recreation department and rink
- Identified, proposed, and implemented policies, procedures, guidelines and standards to improve the effectiveness and efficiency of the Department
- Supervised and managed all aspects of the MetroWest basketball program including recruiting coaches, coordinating practice schedules, equipment and first aid supply ordering and serving as main point of contact for the league
- Developed afterschool, weekend and summer programming
- Managed social media marketing for department programs and events including press releases, social media presence, department email lists, program guides and community outreach
- Assisted in the recruitment, evaluation and administration of staff and vendors for programs
- Ensured customers receive excellent service, assisted with registration for programs and trips, provided accurate and timely information, resolved issues
- Monitored conditions, needs, and trends affecting recreation programs and facilities

Town of Arlington, Committees:

- Park and Recreation Commission
- ADA Compliance
- Disability Commission
- Hazardous Mitigation Plan
- Mill Brook Corridor Study Group
- Community Gardens
- Spy Pond Committee
- Arlington Reservoir Master Planning Committee
- Arlington Heights Neighborhood Action Plan Implementation Committee
- Homelessness Task Force Committee
- North Union/Lussiano Playground Committee
- Indoor Space Study Group
- Field Space Study Group

Town of Lincoln, Parks & Recreation Department (Lincoln, MA)

Assistant Parks & Recreation Director

September 2001 - August 2018

The Town of Lincoln's Parks & Recreation Department is made up of 2 full-time staff and 1 part-time office manager. Due to the nature of their work, the job is broken into the following categories:

❖ **Overall Duties as the Assistant Parks & Recreation Director**

- Assisted in setting operational budget for the department and its sub-committees
- Researched, created and implemented capital projects with due process
- Acquired required bids for instructors, and facility/program equipment needs
- Recruited, developed and supervised all activities, classes, programs & town-wide events
- Tracked new activity trends such as S.T.E.A.M. (Science, Technology, Education, Arts, Math) and integrated offerings into department
- Marketed department activities and events with quarterly brochures, newsletters and social media
- Coordinated schedules for athletic fields, gyms and other indoor facilities for the department, public schools, afterschool programs, various sports leagues and the community-at-large

❖ **Aquatics Director, Codman Pool - Lincoln's Outdoor Pool (2001-2014 & 2017-2018)**

- Acquired necessary licenses and certifications in accordance with the Board of Health Regulations (LGT, WSI, CPR, AED, First Aid, and CPO)
- Operated and maintained pool filtration systems including ordering chemicals and filtration equipment to effectively maintain water balance standard for BOH regulations
- Served as Head Coach for the Codman Swim Team, including hiring the coaching staff, developing practice sets for all age groups, 5-18, and every 3rd year, hosting the Minuteman Swim League Championships for 6 teams, 600+ swimmers and over 500 spectators
- Served as President of the Minuteman Swim League, organizing the league schedule and coordinating championships each summer

❖ **Summer Camp Director (2015-2017)**

- Tasked with re-imagining and restructuring the Town of Lincoln's 6 week summer camp for kids entering grades K-8
- Implemented new vision for camp as kid-centered, "campy" and inclusive. Developed new schedules and activities (archery, nature, special events)
- Recruited, interviewed, hired and retrained all staff.
- Coordinated schedule within the camp as well as meshing with the pool for swim lessons and open swim schedules
- Hired, trained and oversaw new directors in transition year

❖ **Tri-Town Youth Basketball League, President (2007-2018)**

- Partnered with Wayland and Weston to create a less competitive, more learning-centered league
- For Town of Lincoln: Hired volunteer coaches, balanced teams evenly and developed schedules
- Responded to patron demand in 2015 & created AAU & MetroWest teams for the next level of players.
- Conducted background checks for coaches, referees and volunteers, created the league schedule and coordinated and hired the referees for all locations
- Coordinated the 3 leagues as well as practice times and gym availability

CONTINUING EDUCATION:

Certificate in Local Government & Leadership Management	September 2019 - April 2020
Women Leading Government	2018 - Present
Open Space and Recreation Master Planning	2017 - Present
Expense Management, Data Trends and Cost Recovery	2019 - Present

CERTIFICATIONS

National Pool/Spa Operator	2001 - Present
American Red Cross Lifeguard, CPR & First Aid Instructor	2011 - Present
American Red Cross Water Safety Instructor	2002 - Present
American Red Cross Lifeguard/CPR/AED/First Aid	2001 - Present

EDUCATION

Bridgewater State College (Bridgewater, MA)	January 1997 - May 2000
Bachelor of Science in Physical Education, Minor in Recreation and Psychology, Cum Laude	

COMMUNITY

MRPA Conference Committee	2014 - Present
MRPA & NRPA Member	2000 - Present
Tri-Town Youth Basketball League President	2007 - 2018
Lincoln PMC Kids Ride Committee	2015 - 2018
Lincoln Kids Triathlon Committee	2006 - 2018



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

MEETING DATE: 02/25/2020

Agenda Item	Community Stormwater Mitigation Assessments and Stabilization Fund
Presenter(s)	David Davison, Assistant Town Manager/Director of Finance Richard Merson, Director of Public Works Anthony DelGaizo, Town Engineer

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The background leading to a stormwater fee to provide partial funding for the Town's required investment to manage and maintain stormwater. Discussion will include the creation of a stormwater stabilization fund at the May 2020 annual town meeting, the purpose of the fund and how it works, and a fee structure to pay expenses that the Town will incur to meet the required regulations set forth by National Pollutant Discharge Elimination System (NPDES) and the permit the Needham is subject.	
2.	VOTE REQUIRED BY SELECT BOARD
No vote is required at this time.	
3.	BACK UP INFORMATION ATTACHED
1. Memo from Assistant Town Manager/Director of Finance dated February 21, 2020 2. Stormwater Stabilization Fund Warrant Article 3. Community Stormwater Mitigation Assessment Fee Structure Table	

Memorandum

To: Select Board
From: David Davison, Assistant Town Manager/Director of Finance
CC: Kate Fitzpatrick, Town Manager; Richard Merson, Director of Public Works;
Anthony DelGaizo, Town Engineer
Date: February 21, 2020
Re: Community Stormwater Mitigation Assessments and Stabilization Fund

Last year, the Finance Department was asked to investigate funding options to address National Pollutant Discharge Elimination System (NPDES) requirements that will increase the Town's capital and maintenance costs. We sought the assistance of a working group that consisted of Janet Bernardo Chair of the Conservation Commission, John Cosgrove, Chair of the Water & Sewer Rate Structure Committee, Tom Loughran a member of the Water & Sewer Rate Structure Committee, Louise Miller a member of the Finance Committee and prior Chair, and Rick Zimbone, a citizen at large and a former member and chair of the Finance Committee. In addition, Richard Merson, Director of Public Works and Anthony DelGaizo, Town Engineer participated and provided technical assistance throughout the process.

The group reviewed the pending requirements that will subject the Town to added expense and discussed how to account and fund the costs. The group investigated establishing an enterprise fund to account for the expenses but determined that such a fund would be premature. The Town has been funding minor expenses to address NPDES requirements, through the General Fund in various department's operating budgets. However, the expected increased annual costs for the expansion of stormwater management systems, improvements to existing systems, and on-going repair will exceed the Town's ability to pay. Furthermore, stormwater issues are not exclusively limited to taxpayers, but also relate to entities that do not pay taxes. Therefore, the working group determined that a fee structure to cover some of the capital cost is the best approach.

Another concern raised by the working group is how to ensure that fees raised for NPDES costs are not allocated to other expenses. State law requires that all funds, not restricted to a specific purpose, be deposited to the General Fund and may be used for any legal purpose. Based on advice from the Department of Revenue, the working group determined that a dedicated stabilization fund could be used to reserve the funds generated by the fee for the intended purposes.

We believe a Stormwater Stabilization Fund is an appropriate mechanism to ensure that the monies are used for NPDES related expenses. The fund, if supported by the Select Board and approved by Town Meeting, allows for all the monies collected from stormwater fees to be

deposited directly into the fund to be used for NPDES purposes only. The funds may only be allocated from the stabilization fund by Town Meeting appropriation, and funding requests from the stabilization fund will be subject to the Town's review and approval process.

The proposed fee structure is tiered, with a higher fee to be charged for parcels that have greater impervious surface. Most parcels would have an annual fee of \$38.20 (\$9.55 per quarter). Our preliminary estimate is that the fee structure would generate approximately \$500,000 per year; the estimated capital cost is in the millions. The fee would be billed through the Town's water and sewer billing system, which lowers the administrative and billing expense. A method to appeal and seek abatement of the fee for properties that do not contribute to stormwater runoff or contaminants, or for parcels billed incorrectly will be put into place if the fee structure is adopted. Furthermore, we recommend an annual review of the fee structure by the Water and Sewer Rate Structure Committee. There are synergies between water and sewer operations and NPDES, and the citizens who serve on this committee have great insight when considering environmental factors and fairness in the fee structure.

I have attached the notes from the three working group meetings held during 2019 and other documentation generated during the process. We will be at your meeting on Tuesday to discuss this proposal. Please do not hesitate to contact me if you have any questions prior to the meeting.

STORM WATER ACCOUNTING OPTIONS

TOWN OF NEEDHAM

MEETING NOTES

Date: January 15, 2019

Time: 5:30 PM

Location: Needham Town Hall

Attendance

Present:	Janet Bernardo	(Conservation Commission Chair)
	John Cosgrove	(Water & Sewer Rate Structure Committee)
	David Davison	(Assistant Town Manager/Finance Director)
	Anthony DelGaizo	(Town Engineer)
	Tom Loughran	(Water & Sewer Rate Structure Committee)
	Rick Zimbone	(Citizen at Large)

Notes prepared by:	Kathryn Copley	Administrative Specialist
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Discussion

Mr. Davison reported that there are new regulations for Cities and Towns regarding the control of storm water and where it goes. The regulations deal with storm water runoff into water in public ways. The Town adopted by-laws at the October 2018 Special Town Meeting to meet those requirements.

The EPA has determined how much the Town is contributing to water ways based on a formula using Needham's 12.7 square miles. Needham needs to reduce phosphorus in the water ways by 45%. Ways to reduce phosphorus include increasing the frequency of street sweeping, reducing the amount of paved areas by using alternative permeable materials in areas such as parking lots, renting dogs to scare geese from green ways, etc. The time table that the EPA has given the Town is 20 years.

There are needed infrastructure and maintenance requirements that will lead to new fees to accomplish and implement storm water runoff treatment and/or prevention. We want to ensure that any fees collected would pay for the storm water management related expenses. The fees can be credited to an enterprise fund. An enterprise fund would ensure that the money raised for storm water control would be used for this purpose. An enterprise fund allows expenditures and revenues related to stormwater to be tracked more easily.

Mr. DelGaizo indicated that there will be some operating costs and some capital costs associated with achieving the EPA goal and the new by-laws. Needham has five basic water ways: Fuller Brook, Rosemary Brook, Alder Brook and two stretches of the Charles River. All water ways are impaired and suffer contamination. There is a need to improve the discharge in order to improve the health of the water ways. The source of contaminants includes cars, houses, roads and development. Water gets carried away. It collects and carries contaminants such as fertilizer and petroleum that concentrate as it collects and then it goes into the water bodies and wetlands. The fertilizer causes wild algae growth.

The goal of meeting is to help vet the pros and cons of accounting for the funds. The two possibilities are an Enterprise fund or have the money go into the General Fund. On March 30th a formal recommendation will be made to the Select Board on how best to move forward. In an Enterprise fund the fees would only be used for what they were raised for. If the fees are folded into the General fund then they could be spent in any way.

Please send questions and comments to Mr. Davison.

Handouts

Agenda, 5 Year CIP 2016 NPDES Storm Water Program

Adjournment

The meeting ended at 6:21 PM.

These notes are intended to convey the content of the discussions at the meeting.

5 Year CIP 2016 NPDES Storm Water ProgramFY2021

- Dry Weather & Wet Weather Testing - 295 Outfalls
- Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas
- Produce map tracking the properties that have infiltration systems.
- Track small diameter drain extensions on a map
- Hire street sweepers to sweep higher pollutant load areas (additional sweeping)
- Street sweep entire town twice per year
- Clean and inspect all catch basins once per year
- Rebuild/Rehab Brooks & culverts \$200K/yr
- Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs
- Compile Annual NPDES MS4 report and post on website each year
- Inspect and evaluate all BMPs Town-wide once per year (on town properties and roads/easements)
- Consulting services for NPDES Update and submittal requirements
- Field Updates to GIS
- Construct BMPs
- Annual Training
- Track & Report SSO's
- Reprioritize Catchment Areas
- Data Management/People GIS

Identify 2 Sub-watershed areas for:

- CCTV Work (10% of the system min./47,500 ft/yr) 1DDE
- Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)
- Cleaning/maintenance of brooks & culverts (10% of total length per year)
- Catch Basin and drain pipe replacement/rehabilitation
- Potential testing locations (storm water quality) install testing locations where needed
- Identify town owned properties for communal/neighborhood infiltration systems
- Identify Park & Recreation areas to reduce impervious and promote surface infiltration
- Identify roadway pavements that can be narrowed or reduced
- Follow-up on any hits found through testing and/or CCTV work
- Identify 2 targeted audiences for education/outreach and the message we want to send
- Identify 2 participation/involvement measures we want to promote
- Identify O & M plans for the properties within the 2 selected sub-watersheds and what has to be done at each Town owned facility/property.
- Resolve truck washing problem
 - Rent/hire portable truck washing system. Investigate Framingham facility
- Construct DPW Yard WQS for parking lot drain system
- Develop improvements to SWPPP plan for DPW yard
- Develop improvements to SWPPP plan for RTS
- Construct RTS WQS for site drainage system
- Identify suitable snow dump locations

FY2022

- Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas
- Resolve any “hits” we find in the outfall testing
- Produce map tracking the properties that have infiltration systems.
- Track small diameter drain extensions on a map
- Hire street sweepers to sweep higher pollutant load areas (additional sweeping)
- Street sweep entire town twice per year
- Clean and inspect all catch basins once per year
- Rebuild/Rehab Brooks & culverts \$200K/yr
- Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs
- Compile Annual NPDES MS4 report and post on website each year
- Inspect and evaluate all BMPs town wide once per yr (on town properties and roads/easements)
- Field Updates to GIS
- Construct BMPs
- Annual Training
- Track & Report SSO's
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- Data Management/People GIS

Identify 2 more sub-watershed areas for:

- CCTV Work (10% of the system min./47,500 ft/yr) 1DDE
- Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)
- Cleaning/maintenance of brooks & culverts (10% of total length per year)
- Catch Basin and drain pipe replacement/rehabilitation
- Potential testing locations (storm water quality) install testing locations where needed
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- Identify Park & Recreation areas to reduce impervious and promote surface infiltration
- Identify roadway pavements that can be narrowed or reduced
- Follow-up on any hits found through testing and/or CCTV work
- Identify 2 targeted audiences for education/outreach and the message we want to send
- Identify 2 participation/involvement measures we want to promote
- Construct testing locations from FY21
- Identify O & M plans for the properties within the 2 (new) selected sub-watershed areas and identify what has to be done at each Town owned facility/property.
- Construct BMPs & changes needed to be done at each Town facility/property identified in FY21
- Truck washing portable rental and money for truck washing solution
- Construct improvements to selected snow dump areas

FY2023

- Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas
- Resolve any “hits” we find in the outfall testing
- Produce map tracking the properties that have infiltration systems.
- Track small diameter drain extensions on a map
- Hire street sweepers to sweep higher pollutant load areas (additional sweeping)
- Street sweep entire town twice per year
- Clean and inspect all catch basins once per year
- Rebuild/Rehab Brooks & culverts \$200K/yr
- Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs
- Compile Annual NPDES MS4 report and post on website each year
- Inspect and evaluate all BMPs town wide once per yr (on town properties and roads/easements)
- Field Updates to GIS
- Construct BMPs
- Annual Training
- Track & Report SSO's
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- Data Management/People GIS

Identify 2 more sub-watershed areas for:

- CCTV Work (10% of the system min./47,500 ft/yr) 1DDE
- Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)
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- Identify 2 participation/involvement measures we want to promote
- Construct testing locations from FY21
- Identify O & M plans for the properties within the 2 (new) selected sub-watershed areas and identify what has to be done at each Town owned facility/property.
- Construct BMPs & changes needed to be done at each Town facility/property identified in FY21
- Truck washing portable rental and money for truck washing solution
- Construct improvements to selected snow dump areas

FY2024

- Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas
- Resolve any "hits" we find in the outfall testing
- Produce map tracking the properties that have infiltration systems.
- Track small diameter drain extensions on a map
- Hire street sweepers to sweep higher pollutant load areas (additional sweeping)
- Street sweep entire town twice per year
- Clean and inspect all catch basins once per year
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Identify 2 more sub-watershed areas for:

- CCTV Work (10% of the system min./47,500 ft/yr) 1DDE
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- Identify 2 targeted audiences for education/outreach and the message we want to send
- Identify 2 participation/involvement measures we want to promote
- Construct testing locations from FY21
- Identify O & M plans for the properties within the 2 (new) selected sub-watershed areas and identify what has to be done at each Town owned facility/property.
- Construct BMPs & changes needed to be done at each Town facility/property identified in FY21
- Truck washing portable rental and money for truck washing solution
- Construct improvements to selected snow dump areas

FY2025

- Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas
- Resolve any "hits" we find in the outfall testing
- Produce map tracking the properties that have infiltration systems.
- Track small diameter drain extensions on a map
- Hire street sweepers to sweep higher pollutant load areas (additional sweeping)
- Street sweep entire town twice per year
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- Data Management/People GIS

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- Construct testing locations from FY21
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- Construct BMPs & changes needed to be done at each Town facility/property identified in FY21
- Truck washing portable rental and money for truck washing solution
- Construct improvements to selected snow dump areas

FY2026

- Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas
- Resolve any "hits" we find in the outfall testing
- Produce map tracking the properties that have infiltration systems.
- Track small diameter drain extensions on a map
- Hire street sweepers to sweep higher pollutant load areas (additional sweeping)
- Street sweep entire town twice per year
- Clean and inspect all catch basins once per year
- Rebuild/Rehab Brooks & culverts \$200K/yr
- Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs
- Compile Annual NPDES MS4 report and post on website each year
- Inspect and evaluate all BMPs town wide once per yr (on town properties and roads/easements)
- Field Updates to GIS
- Construct BMPs
- Annual Training
- Track & Report SSO's
- Reprioritize Catchment Areas
- Data Management/People GIS

Identify 2 more sub-watershed areas for:

- CCTV Work (10% of the system min./47,500 ft/yr) 1DDE
- Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)
- Cleaning/maintenance of brooks & culverts (10% of total length per year)
- Catch Basin and drain pipe replacement/rehabilitation
- Potential testing locations (storm water quality) install testing locations where needed
- Identify town owned properties for communal/neighborhood infiltration systems
- Identify Park & Recreation areas to reduce impervious and promote surface infiltration
- Identify roadway pavements that can be narrowed or reduced
- Follow-up on any hits found through testing and/or CCTV work
- Identify 2 targeted audiences for education/outreach and the message we want to send
- Identify 2 participation/involvement measures we want to promote
- Construct testing locations from FY21
- Identify O & M plans for the properties within the 2 (new) selected sub-watershed areas and identify what has to be done at each Town owned facility/property.
- Construct BMPs & changes needed to be done at each Town facility/property identified in FY21
- Truck washing portable rental and money for truck washing solution
- Construct improvements to selected snow dump areas

STORM WATER ACCOUNTING OPTIONS

TOWN OF NEEDHAM

MEETING NOTES

Date: February 28, 2019

Time: 5:30 PM

Location: PSAB

Attendance

Present:

Janet Bernardo	(Conservation Commission Chair)
John Cosgrove	(Water & Sewer Rate Structure Committee)
David Davison	(Assistant Town Manager/Finance Director)
Anthony DelGaizo	(Town Engineer)
Rick Merson	(Director of DPW)
Louise Miller	(Finance Committee)
Rick Zimbone	(Citizen at Large)

Notes prepared by: Kathryn Copley Administrative Specialist

Discussion

Mr. Davison reported that all Massachusetts municipalities he contacted seem to be in a similar position in that they are looking more closely how to deal with the new stormwater regulations. Needham will be identifying what will be required to satisfy the stormwater regulation compliance, and to do this, will be seeking funding for 2021 for a study and new testing.

It is unclear what the incremental cost above that which is already being spent to address stormwater issues. The current assumption is roughly \$300,000. What will be needed for capital investment over the next 20 to 40 years is unknown.

We will see whether an enterprise fund can be set up for just the capital expenses. Retained earnings in the enterprise fund can be saved for future capital expenses. Items such as street sweeping could be kept in the General Fund, if needed. The Select Board would set the fees that would fund stormwater expenses and the receipts would be credited to the enterprise fund. It is anticipated that the first capital costs associated with the new stormwater fees will occur in 2021-2022. The Town is presently funding stormwater related expenses through the General Fund, but the annual expense is expected to grow as the Town becomes more engaged with stormwater runoff mitigation and abatement.

Private developers are now required for new construction to install the necessary stormwater control systems as part of the permitting process. The expense would likely be part of the construction cost of a project.

Mr. DelGaizo indicated that the Town is electing to do a lot of infiltration systems for the watershed management plan. Needham has approximately 85% sand and gravel soil and is conducive for this approach which mimics the natural method. This lessens runoff to streets, decreases the need for larger drain pipes and recharges aquifers.

It was recommended that the group meet again at the end of March to look at how an enterprise fund based on capital improvements would work.

It was asked if it is possible to separate out operation expenses from stormwater expenses to track them and know what they are. It was explained that when the expenses are embedded in the General Fund in multiple budgets it is not so straightforward and may be prone to error. This is another reason that tracking the costs of stormwater compliance in a separate fund, such as an enterprise fund, would be beneficial.

Handouts

Agenda, Memo, EPA penalties, 5 Year CIP 2016 NPDES Storm Water Program DRAFT, Questions and Answers, Notes from 1/15/19 meeting

Adjournment

The meeting ended at 6:10 PM.

These notes are intended to convey the content of the discussions at the meeting.

MEMORANDUM

TO: WORKING GROUP
FROM: DAVID DAVISON, ASSISTANT TOWN MANAGER/DIRECTOR OF FINANCE
SUBJECT: STORMWATER ENTERPRISE FUND QUESTIONS
DATE: WEDNESDAY, FEBRUARY 27, 2019
CC: RICK MERSON, DPW DIRECTOR; ANTHONY DELGAIZO, TOWN ENGINEER

Regulation and Enforcement

Have any penalties been assessed by the EPA or DEP on the Town or other municipalities?

Response: Yes there are municipalities that have been assessed for violations relating to the 2003 EPA Stormwater Regulations, but not Needham (see the attachment).

What is the expected date by which enforcement of the regulations will take place and when penalties will be assessed? **Response: Enforcement of the 2016 EPA Stormwater Regulations began on July 1, 2018. Assessment of a penalty is not automatic, the EPA makes a determination on case by case basis whether to levy a penalty, and if so how much.**

Other than the list provided at the first meeting, does the Town have a specific plan to address remediation efforts at the various locations? **Response: The Town will be developing over the next few years a more detailed plan to address its remediation requirements based on available funding.**

What are our current measurements in the various ponds, rivers? **Response: The Town does not have current measurements. The EPA has classified five of the water bodies/waterways in Needham that the Town is responsible to maintain as Category 5 Water bodies (one is actually now listed as 4a) indicating that they are the most impaired (Category 1 being the least impaired). The Town has some data from the Charles River Watershed Association (CRWA) indicating various pollutant levels (which EPA is likely to have considered). DPW is proposing to obtain water quality tests from 295 locations throughout the Town as part of the FY2021 Stormwater Capital Improvement Plan.**

What are our current/future limits? **Response: The Town is required to reduce Phosphorus impaired water discharges by 45%. The Town is also required to reduce Pathogen impairments to the Maximum Extent Practicable (The EPA has not clearly identified what the actual target is). The Town is also required to reduce a variety of impairments (fertilizers, low dissolved organics, suspended solids, VOC's, etc.) in Water Quality Limited waters (as designated by EPA) – to be specific; The Town must ensure that nothing more of these impairments is added to the receiving waters and the Town must reduce them wherever possible.**

What are the permit parameters that need to be met (Phosphates, Sulfates, VOC's, TDS, etc.)? **Response: refer to the prior response.**

What is the current status of the pending lawsuit mentioned at our first meeting? **Response: Unknown, but even an outcome that the Town would find favorable is unlikely to have an impact that would allow the Town to abandon its current activities to ensure that public waterways are clean and safe for human contact.**

Will there be an opportunity to receive credits for stormwater improvements or eliminate the fund if a property does not discharge to the street? **Response: The Town can take credit for the improvements that it has done since 2003, as part of its financial obligations to reduce stormwater runoff and contaminants. Over time, on a constant dollar basis, after the major infrastructure has been built and the primary pollutants reduced, operating cost should go down but not eliminated. Individuals may eliminate stormwater runoff from their own property but the community will have an ongoing obligation to control and treat stormwater no matter the source.**

Budgeting and Finance Law

What are the pros/cons of creating an enterprise fund vs the general fund? **Response: The tax levy is more predictable and provides a means to secure collection of the assessment. Funding through the tax levy is the simplest and easiest to explain. Voters can approve an override by simple majority. However the property assessments (the basis for the tax bill) likely do not relate well to stormwater demand or impact. A stormwater utility enterprise fund ensures the funds collected and provided for stormwater management will be used for the related expenses. The enterprise fund segregates funding and expenses which is more transparent and easier to monitor. The unexpended operating budget would close out to the enterprise fund and would be certified as retained earnings that can be used to fund future stormwater related operating and capital expenses. Retained earnings may only be used when Town Meeting appropriates the funds. Stormwater fees in lieu of the tax levy are more equitable because non-tax paying entities share the cost, not just taxpayers. Fees can be structured to reflect the impact that commercial properties including apartments contribute to the problem.**

What do other Towns do or plan to do? **Response: Please refer to the attached spreadsheet of responses received. The trend has been to adopt a stormwater utility enterprise. Similar to Needham the initial costs have been funded through the General Fund, but with the increased requirements for a stormwater pollution prevention plan to comply with the unfunded Federal mandates, stormwater fees are being implemented in many communities, and to ensure the new charges will be used for stormwater related costs, communities find that an enterprise fund would best accomplish that goal. In addition to the communities that responded to the survey, we have found through public sources other communities have adopted funds including Chicopee, Fall River, Gloucester, Milton, Newton, Reading, Westfield, and Yarmouth.**

Have other municipalities used the General Fund and been legally challenged? **Response: Yes, other communities have funded operations from the General Fund. There have been no legal challenges in Massachusetts of funding from the General Fund.**

How are other municipalities handling these expenditures? **Response: Please refer to the attached spreadsheet of responses.**

Can an enterprise fund surplus be shifted to the General Fund? **Response: One of the primary reasons for an enterprise fund is to ensure that the fees and charges paid by residents and businesses for stormwater purposes are used for stormwater purposes.**

If monies are credited to the General Fund is it guaranteed that the money will be used for stormwater related expenses? **Response: No.**

If used for stormwater only and in an enterprise fund does it need to be approved at Town Meeting? **Response: Yes, all enterprise fund budgets must be approved and appropriated by Town Meeting. Monies may NOT be spent without Town Meeting appropriation.**

Who decides how to use the funds if it is an enterprise fund? **Response: The Department of Public Works will submit spending requests annually, but the ultimate authority is Town Meeting.**

Expenditures

Can the list provided at the first meeting be broken down by remediation effort at the various treatment locations? **Response: Not immediately. It will take time and is scheduled for FY2021 to make the determinations of the discreet breakdowns and associated costs at various locations.**

How much has Needham expended on ongoing maintenance and capital over the past three years to address stormwater related issues? **Response: The majority of the stormwater management activities are carried out by the Department of Public Works. The expenses for the past three years are estimates because the actual costs are spread out amongst several budgets and the specific NPDES related expenses are not easily discernable from the general ledger.**

	FY2016	FY2017	FY2018
Approximate Budget Expenses	\$442,209.27	\$454,400.45	\$464,086.46

Capital appropriations during the same three year period. This is not inclusive of sewer related capital investment which is supported by sewer rates.

	FY2016	FY2017	FY2018
Capital Projects	\$80,000	\$100,000	\$200,000

What is anticipated for expense and capital budgeted for fiscal year 2020? **Response: The requested expenses specifically identified as NPDES related total \$ \$471,083. The recommended capital expense for FY2020 is ZERO.**

What are the anticipated operating and capital expenditures for next five years? **Response: Preliminary cost estimates have been prepared by the engineering division. Please refer to the attached. The Town's annual stormwater operating expenses includes conducting annual street sweeping, catch basin cleaning, ongoing inspection, and repair of pipes, manholes, culverts, and catch basins as well as working with property owners to prevent discharges from private property.**

Would education opportunities, printing brochures, etc. be an allowed use? **Response: Yes**

What is percentage of properties in town that are connected to the sewer system? **Response: As of February 1, 2019, approximately 96% of the utility accounts in town are on public sewer.**

Fees

Who approves the fees? **Response: The Select Board**

Is the fee mandated? **Response: No, but may require higher property taxes to cover the cost or reduce other services or both.**

When will the stormwater utility fees be determined? **Response: Discussions with the Select Board are anticipated for the summer 2019. The Board will likely hold several meetings on the topic and would hold a public hearing if rates are presented for consideration.**

What methodology would be used to determine the fee amount? **Response: Various options will be provided to the Select Board for consideration.**

Would there be residential, commercial, and/or industrial rates? **Response: Please refer to the prior response.**

Would there be a different rate set for new construction, existing homes, and/or businesses? **Response: Please refer to the previous answer. However there is a difference between fees that are charged as part of the construction approval process verses fees that are charged to pay for the Town's overall responsibilities for broader stormwater management and ongoing maintenance of systems put into place to address stormwater runoff and contaminants.**

Can we increase the sewer fund and use the money for stormwater? **Response: Provided the Town amends the Sewer Enterprise Fund to include stormwater utility. However, there may be a disconnect between the fee charged based on sewer use and the impact that stormwater discharge relates to the account.**

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77	42.2922019	-73.3192085	cluster-1.png	ZIP	Zip Code 01262: STOCKBRIDGE	01262	6	01	0	0	5	5	0	6	3	0	0
78	42.3123377	-73.3878245	cluster-1.png	ZIP	Zip Code 01266: WEST STOCKBRIDGE	01266	2	01	0	0	2	1	0	2	1	0	0
79	42.6716162	-73.2469811	cluster-1.png	ZIP	Zip Code 01267: WILLIAMSTOWN	01267	7	01	0	0	6	4	0	7	4	0	0
80	42.6267614	-72.6015304	cluster-1.png	ZIP	Zip Code 01301: GREENFIELD	01301	7	01	0	0	5	6	3	7	1	15812	2
81	42.5139469	-72.8215166	cluster-1.png	ZIP	Zip Code 01330: ASHFIELD	01330	3	01	0	0	2	2	0	3	1	4740	1
82	42.5624081	-72.1910798	cluster-1.png	ZIP	Zip Code 01331: ATHOL	01331	4	01	0	0	1	4	1	4	3	5400	1
83	42.6893075	-72.5822487	cluster-1.png	ZIP	Zip Code 01337: BERNARDSTON	01337	1	01	0	0	1	0	0	1	1	0	0
84	42.5726518	-72.824428	cluster-1.png	ZIP	Zip Code 01338: BUCKLAND	01338	1	01	0	0	1	1	0	1	1	0	0
85	42.6037764	-72.8896443	cluster-1.png	ZIP	Zip Code 01339: CHARLEMONT	01339	5	01	0	0	5	4	1	5	3	0	0
86	42.6947256	-72.7110786	cluster-1.png	ZIP	Zip Code 01340: COLRAIN	01340	3	01	0	0	2	2	0	3	3	0	0
87	42.4969374	-72.7094144	cluster-1.png	ZIP	Zip Code 01341: CONWAY	01341	3	01	0	0	1	3	0	3	2	0	0
88	42.5438893	-72.6094578	cluster-1.png	ZIP	Zip Code 01342: DEERFIELD	01342	4	01	0	0	2	4	3	4	1	112250	2
89	42.6134177	-72.4264274	cluster-1.png	ZIP	Zip Code 01344: ERVING	01344	5	01	0	0	3	3	1	5	2	0	1
90	42.7277772	-72.9853464	cluster-1.png	ZIP	Zip Code 01350: MONROE BRIDGE	01350	1	01	0	0	1	1	0	1	1	0	0
91	42.5398798	-72.521689	cluster-1.png	ZIP	Zip Code 01351: MONTAGUE	01351	1	01	0	0	1	1	0	1	1	0	0
92	42.6240761	-72.5086428	cluster-1.png	ZIP	Zip Code 01354: GILL	01354	5	01	0	0	5	3	0	5	4	0	1
93	42.4585218	-72.3272192	cluster-1.png	ZIP	Zip Code 01355: NEW SALEM	01355	2	01	0	0	1	1	0	2	0	0	0
94	42.677091	-72.4538758	cluster-1.png	ZIP	Zip Code 01360: NORTHFIELD	01360	5	01	0	0	2	4	0	5	3	0	0
95	42.6151524	-72.2899024	cluster-1.png	ZIP	Zip Code 01364: ORANGE	01364	2	01	0	0	2	2	0	2	1	0	0
96	42.4756211	-72.192468	cluster-1.png	ZIP	Zip Code 01366: PETERSHAM	01366	3	01	0	0	2	2	0	3	2	0	0
97	42.6955322	-72.9091479	cluster-1.png	ZIP	Zip Code 01367: ROWE	01367	1	01	0	0	0	0	0	1	1	0	0
98	42.6794559	-72.1769345	cluster-1.png	ZIP	Zip Code 01368: ROYALSTON	01368	2	01	0	0	2	1	0	2	2	0	0
99	42.593338	-72.7269413	cluster-1.png	ZIP	Zip Code 01370: SHELburne FALLS	01370	3	01	0	0	3	3	0	3	1	0	0
100	42.4738619	-72.6156115	cluster-1.png	ZIP	Zip Code 01373: SOUTH DEERFIELD	01373	2	01	0	0	2	2	1	2	0	0	0
101	42.4667623	-72.5468548	cluster-1.png	ZIP	Zip Code 01375: SUNDERLAND	01375	2	01	0	0	2	1	0	2	1	0	0
102	42.5952797	-72.5550018	cluster-1.png	ZIP	Zip Code 01376: TURNERS FALLS	01376	2	01	0	0	2	1	0	2	2	0	0
103	42.6735325	-72.3532129	cluster-1.png	ZIP	Zip Code 01378: WARWICK	01378	1	01	0	0	1	0	0	1	0	0	0
104	42.5849248	-71.8168623	cluster-1.png	ZIP	Zip Code 01420: FITCHBURG	01420	4	01	0	3	3	3	3	4	0	18392	4
105	42.6570054	-71.9234423	cluster-1.png	ZIP	Zip Code 01430: ASHBURNHAM	01430	4	01	0	0	2	4	0	4	2	14288	1
106	42.6762927	-71.8325227	cluster-1.png	ZIP	Zip Code 01431: ASHBY	01431	2	01	0	0	1	2	0	2	1	0	0
107	42.5665731	-71.575135	cluster-1.png	ZIP	Zip Code 01432: AYER	01432	4	01	0	0	1	1	3	4	1	165885	4
108	42.5865157	-71.9880619	cluster-1.png	ZIP	Zip Code 01440: GARDNER	01440	1	01	0	0	0	1	1	1	0	1152	1
109	42.5019084	-71.5682014	cluster-1.png	ZIP	Zip Code 01451: HARVARD	01451	4	01	0	0	2	4	0	4	4	0	0
110	42.4895983	-72.0028783	cluster-1.png	ZIP	Zip Code 01452: HUBBARDSTON	01452	1	01	0	0	1	1	0	1	1	0	0

111	42.5199598	-71.7630745	cluster-1.png	ZIP	Zip Code 01453: LEOMINSTER	01453	1	01	0	0	0	0	1	1	1	3954	1
112	42.5359311	-71.4905688	cluster-1.png	ZIP	Zip Code 01460: LITTLETON	01460	2	01	0	0	1	1	2	2	0	15618	1
113	42.5826069	-71.7204641	cluster-1.png	ZIP	Zip Code 01462: LUNENBURG	01462	1	01	0	0	0	1	0	1	0	20640	1
114	42.5427668	-72.0683447	cluster-1.png	ZIP	Zip Code 01468: TEMPLETON	01468	1	01	0	0	1	1	0	1	1	0	0
115	42.5546	-71.9054402	cluster-1.png	ZIP	Zip Code 01473: WESTMINSTER	01473	3	01	0	1	1	3	2	3	1	7494	1
116	42.6681596	-72.0556441	cluster-1.png	ZIP	Zip Code 01475: WINCHENDON	01475	1	01	0	0	1	1	1	1	0	0	0
117	42.1987079	-71.8460062	cluster-1.png	ZIP	Zip Code 01501: AUBURN	01501	2	01	0	0	1	1	1	2	1	600	1
118	42.384929	-71.6338895	cluster-1.png	ZIP	Zip Code 01503: BERLIN	01503	3	01	0	0	2	3	0	3	2	0	0
119	42.0399909	-71.5324059	cluster-1.png	ZIP	Zip Code 01504: BLACKSTONE	01504	1	01	0	0	0	0	0	1	1	120000	1
120	42.1817928	-72.1074733	cluster-1.png	ZIP	Zip Code 01506: BROOKFIELD	01506	2	01	0	0	1	1	0	2	2	0	0
121	42.1339347	-71.9680247	cluster-1.png	ZIP	Zip Code 01507: CHARLTON	01507	6	01	0	0	3	5	0	6	3	37489	2
122	42.2096822	-72.0401777	cluster-1.png	ZIP	Zip Code 01515: EAST BROOKFIELD	01515	1	01	0	0	0	1	0	1	1	0	0
123	42.0530722	-71.7522414	cluster-1.png	ZIP	Zip Code 01516: DOUGLAS	01516	2	01	0	0	1	2	0	2	1	0	0
124	42.2034045	-71.6797386	cluster-1.png	ZIP	Zip Code 01519: GRAFTON	01519	2	01	0	0	0	2	1	2	0	0	1
25	42.3363715	-71.8506255	cluster-1.png	ZIP	Zip Code 01520: HOLDEN	01520	1	01	0	1	1	1	1	1	1	2755	1
26	42.0467977	-72.1801486	cluster-1.png	ZIP	Zip Code 01521: HOLLAND	01521	4	01	0	0	2	3	0	4	0	0	0
27	42.4828194	-71.675513	cluster-1.png	ZIP	Zip Code 01523: LANCASTER	01523	6	01	0	0	3	4	1	6	2	45800	1
28	42.2496028	-71.9192167	cluster-1.png	ZIP	Zip Code 01524: LEICESTER	01524	3	01	0	0	1	3	0	3	3	0	0
29	42.1922464	-71.777649	cluster-1.png	ZIP	Zip Code 01527: MILLBURY	01527	5	01	0	0	1	3	1	5	0	20000	2
30	42.036642	-71.5787791	cluster-1.png	ZIP	Zip Code 01529: MILLVILLE	01529	3	01	0	0	1	2	0	3	3	0	0
31	42.3191249	-72.1308135	cluster-1.png	ZIP	Zip Code 01531: NEW BRAintree	01531	1	01	0	0	0	1	0	1	0	0	0
32	42.1420737	-71.6433476	cluster-1.png	ZIP	Zip Code 01534: NORTHBRIDGE	01534	2	01	0	1	2	2	1	2	0	0	0
33	42.2675643	-72.0688759	cluster-1.png	ZIP	Zip Code 01535: NORTH BROOKFIELD	01535	1	01	0	0	1	1	0	1	1	0	0
34	42.2313092	-71.6926418	cluster-1.png	ZIP	Zip Code 01536: NORTH GRAFTON	01536	1	01	0	1	1	1	1	1	1	50475	1
35	42.1161675	-71.8573686	cluster-1.png	ZIP	Zip Code 01540: OXFORD	01540	3	01	0	0	2	3	1	3	2	0	0
36	42.4541251	-71.8775397	cluster-1.png	ZIP	Zip Code 01541: PRINCETON	01541	2	01	0	0	0	2	0	2	0	0	0
37	42.388977	-71.9705136	cluster-1.png	ZIP	Zip Code 01543: RUTLAND	01543	4	01	0	0	2	4	0	4	3	14512	1
38	42.2847672	-71.7142277	cluster-1.png	ZIP	Zip Code 01545: SHREWSBURY	01545	1	01	0	0	0	0	1	1	0	4800	1
39	42.2472111	-71.9918667	cluster-1.png	ZIP	Zip Code 01562: SPENCER	01562	6	01	0	1	3	3	1	6	3	0	1
40	42.4479238	-71.7760449	cluster-1.png	ZIP	Zip Code 01564: STERLING	01564	1	01	0	0	1	0	0	1	1	0	0
41	42.1032138	-72.0795453	cluster-1.png	ZIP	Zip Code 01566: STURBRIDGE	01566	4	01	0	0	2	4	2	4	1	18216	2
42	42.1765255	-71.6035879	cluster-1.png	ZIP	Zip Code 01568: UPTON	01568	2	01	0	0	1	1	0	2	2	0	0
43	42.0558915	-71.6312939	cluster-1.png	ZIP	Zip Code 01569: UXBRIDGE	01569	7	01	0	1	3	6	4	7	2	16738	2
44	42.0475322	-71.8469522	cluster-1.png	ZIP	Zip Code 01570: WEBSTER	01570	2	01	0	0	1	1	0	2	2	0	0
45	42.0537777	-71.9350751	cluster-1.png	ZIP	Zip Code 01571: DUDLEY	01571	3	01	0	0	3	3	1	3	1	40895	1
46	42.2684262	-71.6133087	cluster-1.png	ZIP	Zip Code 01581: WESTBOROUGH	01581	2	01	0	0	0	0	1	2	0	397073	1
47	42.2407955	-72.1626445	cluster-1.png	ZIP	Zip Code 01585: WEST BROOKFIELD	01585	2	01	0	1	2	2	0	2	1	0	0
48	42.119228	-71.6718215	cluster-1.png	ZIP	Zip Code 01588: WHITINSVILLE	01588	1	01	0	0	1	1	0	1	1	0	0
49	42.1320512	-71.750318	cluster-1.png	ZIP	Zip Code 01590: SUTTON	01590	2	01	0	0	2	2	0	2	1	0	0
50	42.253254	-71.7679574	cluster-1.png	ZIP	Zip Code 01604: WORCESTER	01604	1	01	0	0	0	0	0	1	1	0	0
51	42.2896832	-71.7877932	cluster-1.png	ZIP	Zip Code 01605: WORCESTER	01605	2	01	0	0	0	0	1	2	0	12904	2
52	42.3152487	-71.7957414	cluster-1.png	ZIP	Zip Code 01606: WORCESTER	01606	2	01	0	0	0	2	2	2	1	144784	2
53	42.2259596	-71.7889104	cluster-1.png	ZIP	Zip Code 01607: WORCESTER	01607	1	01	0	0	0	0	0	1	0	75000	1
54	42.2619798	-71.8014615	cluster-1.png	ZIP	Zip Code 01608: WORCESTER	01608	1	01	0	0	0	0	0	1	0	2860	1
55	42.3201685	-71.4404609	cluster-1.png	ZIP	Zip Code 01701: FRAMINGHAM	01701	2	01	0	0	1	0	0	2	1	299000	1
56	42.2825761	-71.4367603	cluster-1.png	ZIP	Zip Code 01702: FRAMINGHAM	01702	1	01	0	0	0	1	1	1	0	30000	1
57	42.4859849	-71.5209848	cluster-1.png	ZIP	Zip Code 01719: BOXBOROUGH	01719	6	01	0	0	4	6	0	6	3	0	0
58	42.483953	-71.4384947	cluster-1.png	ZIP	Zip Code 01720: ACTON	01720	4	01	0	0	1	1	1	4	1	3300	1
59	42.4993313	-71.2819054	cluster-1.png	ZIP	Zip Code 01730: BEDFORD	01730	3	01	0	1	2	3	2	3	3	66125	2
60	42.4567483	-71.279484	cluster-1.png	ZIP	Zip Code 01731: HANSCOM AFB	01731	1	01	0	0	1	1	0	1	1	0	1
61	42.4399368	-71.6018757	cluster-1.png	ZIP	Zip Code 01740: BOLTON	01740	8	01	0	0	3	8	0	8	4	0	0
62	42.5366203	-71.3618321	cluster-1.png	ZIP	Zip Code 01741: CARLISLE	01741	4	01	0	0	4	3	0	4	2	0	0
63	42.4629107	-71.3644962	cluster-1.png	ZIP	Zip Code 01742: CONCORD	01742	2	01	0	1	1	1	1	2	0	0	1
64	42.1959508	-71.4534301	cluster-1.png	ZIP	Zip Code 01746: HOLLISTON	01746	1	01	0	0	1	1	0	1	1	0	0
65	42.2241036	-71.5404842	cluster-1.png	ZIP	Zip Code 01748: HOPKINTON	01748	3	01	0	0	2	3	0	3	2	0	0
66	42.3890712	-71.5458637	cluster-1.png	ZIP	Zip Code 01749: HUDSON	01749	4	01	0	0	0	0	1	3	4	0	7932

167	42.3496175	-71.547214	cluster-1.png	ZIP	Zip Code 01752: MARLBOROUGH	01752	4	01	0	-1	2	1	2	4	1	702185	:	
168	42.4259551	-71.4562562	cluster-1.png	ZIP	Zip Code 01754: MAYNARD	01754	2	01	0	0	2	2	1	2	1	33055	(	
169	42.0944698	-71.544902	cluster-1.png	ZIP	Zip Code 01756: MENDON	01756	5	01	0	0	1	2	0	5	3	0	(	
170	42.1586917	-71.5214188	cluster-1.png	ZIP	Zip Code 01757: MILFORD	01757	2	01	0	0	0	0	2	2	0	105607	1	
171	42.4255064	-71.3108115	cluster-1.png	ZIP	Zip Code 01773: LINCOLN	01773	1	01	0	0	1	0	0	1	1	0	(	
172	42.4296884	-71.512534	cluster-1.png	ZIP	Zip Code 01775: STOW	01775	7	01	0	0	3	5	0	7	3	6440	1	
173	42.3833674	-71.4210704	cluster-1.png	ZIP	Zip Code 01776: SUDBURY	01776	1	01	0	0	1	0	0	1	1	0	(	
174	42.4886587	-71.154425	cluster-1.png	ZIP	Zip Code 01801: WOBURN	01801	2	01	0	0	0	2	2	2	0	72514	2	
175	42.5032267	-71.201713	cluster-1.png	ZIP	Zip Code 01803: BURLINGTON	01803	1	01	0	0	1	1	0	1	1	0	(	
176	42.6480437	-71.1617514	cluster-1.png	ZIP	Zip Code 01810: ANDOVER	01810	1	01	0	0	1	0	0	1	0	0	(	
177	42.5493295	-71.2517245	cluster-1.png	ZIP	Zip Code 01821: BILLERICA	01821	1	01	0	0	0	0	0	1	0	0	(	
178	42.59079	-71.3551823	cluster-1.png	ZIP	Zip Code 01824: CHELMSFORD	01824	2	01	0	0	2	2	1	2	2	50000	1	
179	42.679723	-71.3006796	cluster-1.png	ZIP	Zip Code 01826: DRACUT	01826	3	01	0	0	1	1	2	3	1	4670	1	
180	42.6760778	-71.5005167	cluster-1.png	ZIP	Zip Code 01827: DUNSTABLE	01827	1	01	0	0	1	1	0	1	1	0	0	
181	42.7278855	-70.9820343	cluster-1.png	ZIP	Zip Code 01833: GEORGETOWN	01833	1	01	0	0	1	1	0	1	1	0	0	
182	42.7511566	-71.0942419	cluster-1.png	ZIP	Zip Code 01835: HAVERHILL	01835	2	01	0	0	1	1	1	2	1	143000	2	
183	42.7067633	-71.1604026	cluster-1.png	ZIP	Zip Code 01840: LAWRENCE	01840	2	01	0	0	1	2	2	2	1	9230	2	
184	42.7120153	-71.1648727	cluster-1.png	ZIP	Zip Code 01841: LAWRENCE	01841	3	01	0	0	2	2	1	3	1	500	0	
185	42.6899744	-71.1603833	cluster-1.png	ZIP	Zip Code 01843: LAWRENCE	01843	1	01	0	1	1	1	1	1	0	20251	1	
186	42.742751	-71.178588	cluster-1.png	ZIP	Zip Code 01844: METHUEN	01844	1	01	0	0	0	0	0	1	1	66000	1	
187	42.6739092	-71.0913339	cluster-1.png	ZIP	Zip Code 01845: NORTH ANDOVER	01845	2	01	0	0	1	1	0	2	2	110000	1	
188	42.6560445	-71.3033091	cluster-1.png	ZIP	Zip Code 01850: LOWELL	01850	1	01	0	1	1	1	1	1	1	0	1	
189	42.6278117	-71.3353295	cluster-1.png	ZIP	Zip Code 01851: LOWELL	01851	3	01	0	0	1	1	1	3	0	334600	2	
190	42.6318494	-71.2957847	cluster-1.png	ZIP	Zip Code 01852: LOWELL	01852	1	01	0	1	1	1	1	1	1	101000	0	
191	42.6494812	-71.3482291	cluster-1.png	ZIP	Zip Code 01854: LOWELL	01854	1	01	0	0	0	0	1	1	0	8580	1	
192	42.8386028	-71.011997	cluster-1.png	ZIP	Zip Code 01860: MERRIMAC	01860	1	01	0	0	1	1	0	1	1	0	0	
193	42.5782217	-71.0843981	cluster-1.png	ZIP	Zip Code 01864: NORTH READING	01864	1	01	0	0	1	1	0	1	1	0	0	
194	42.6118008	-71.2275708	cluster-1.png	ZIP	Zip Code 01876: TEWKSBURY	01876	3	01	0	0	2	2	1	3	1	0	0	
195	42.6677616	-71.4288204	cluster-1.png	ZIP	Zip Code 01879: TYNGSBORO	01879	9	01	0	0	5	5	0	9	4	0	0	
196	42.5852953	-71.4398262	cluster-1.png	ZIP	Zip Code 01886: WESTFORD	01886	3	01	0	0	2	1	0	3	1	0	0	
197	42.5646465	-71.1645158	cluster-1.png	ZIP	Zip Code 01887: WILMINGTON	01887	3	01	0	0	1	2	2	3	1	30635	2	
198	42.4924563	-70.9739297	cluster-1.png	ZIP	Zip Code 01904: LYNN	01904	1	01	0	0	0	1	1	1	0	0	1	
199	42.4659985	-70.9757922	cluster-1.png	ZIP	Zip Code 01905: LYNN	01905	3	01	0	1	1	1	2	3	0	512183	3	
200	42.474287	-70.905908	cluster-1.png	ZIP	Zip Code 01907: SWAMPSCOTT	01907	1	01	0	0	0	0	0	1	0	45580	1	
201	42.5702688	-70.8669962	cluster-1.png	ZIP	Zip Code 01915: BEVERLY	01915	1	01	0	0	0	0	1	1	0	26980	1	
202	42.6831083	-71.0183302	cluster-1.png	ZIP	Zip Code 01921: BOXFORD	01921	6	01	0	0	3	3	0	6	3	0	0	
203	42.5741744	-70.9505165	cluster-1.png	ZIP	Zip Code 01923: DANVERS	01923	1	01	0	0	0	0	0	1	0	15665	0	
204	42.611991	-70.6818235	cluster-1.png	ZIP	Zip Code 01930: GLOUCESTER	01930	2	01	0	0	1	1	1	2	0	20500	1	
205	42.6838596	-70.8426636	cluster-1.png	ZIP	Zip Code 01938: IPSWICH	01938	3	01	0	1	3	3	2	3	1	7500	2	
206	42.5766364	-70.7671544	cluster-1.png	ZIP	Zip Code 01944: MANCHESTER	01944	1	01	0	0	1	1	0	1	1	0	0	
207	42.6066659	-71.0103158	cluster-1.png	ZIP	Zip Code 01949: MIDDLETON	01949	1	01	0	0	0	0	0	1	0	0	0	
208	42.8123585	-70.8910952	cluster-1.png	ZIP	Zip Code 01950: NEWBURYPORT	01950	3	01	0	0	2	3	0	3	0	109220	1	
209	42.8447926	-70.8414757	cluster-1.png	ZIP	Zip Code 01952: SALISBURY	01952	3	01	0	1	3	2	2	3	2	73575	1	
210	42.5342016	-70.969734	cluster-1.png	ZIP	Zip Code 01960: PEABODY	01960	2	01	0	1	2	1	2	1	1	2580	1	
211	42.7208775	-70.8912222	cluster-1.png	ZIP	Zip Code 01969: ROWLEY	01969	1	01	0	0	1	1	0	1	1	0	0	
212	42.6413794	-70.9434401	cluster-1.png	ZIP	Zip Code 01983: TOPSFIELD	01983	1	01	0	0	1	1	0	1	1	0	0	
213	42.7995163	-70.964411	cluster-1.png	ZIP	Zip Code 01985: WEST NEWBURY	01985	1	01	0	0	0	0	0	1	0	0	0	
214	42.1757371	-71.1253849	cluster-1.png	ZIP	Zip Code 02021: CANTON	02021	1	01	0	0	0	0	1	1	0	0	0	
215	42.2352395	-71.2680327	cluster-1.png	ZIP	Zip Code 02030: DOVER	02030	1	01	0	0	1	1	0	1	1	0	0	
216	42.1568817	-71.2161869	cluster-1.png	ZIP	Zip Code 02032: EAST WALPOLE	02032	1	01	0	0	0	0	0	1	1	0	17260	1
217	42.0613376	-71.2458016	cluster-1.png	ZIP	Zip Code 02035: FOXBORO	02035	2	01	0	0	1	1	1	2	1	0	1	
218	42.0848585	-71.4105714	cluster-1.png	ZIP	Zip Code 02038: FRANKLIN	02038	7	01	0	2	3	4	4	7	0	84304	4	
219	42.2922529	-70.9239185	cluster-1.png	ZIP	Zip Code 02045: HULL	02045	1	01	0	0	1	1	1	1	0	0	1	
220	42.0172998	-71.2172998	cluster-1.png	ZIP	Zip Code 02048: MANSFIELD	02048	1	01	0	0	0	0	1	1	0	350000	1	
221	42.1845991	-71.3053065	cluster-1.png	ZIP	Zip Code 02052: MEDFIELD	02052	2	01	0	1	1	1	1	2	0	0	0	
222	42.1558155	-71.4327808	cluster-1.png	ZIP	Zip Code 02053: MEDWAY	02053	1	01	0	0	0	1	0	1	1	0	0	

223	42.1725506	-71.3528109	cluster-1.png	ZIP	Zip Code 02054: MILLIS	02054	1	01	0	0	0	1	0	1	0	0
224	42.1162455	-71.3293599	cluster-1.png	ZIP	Zip Code 02056: NORFOLK	02056	2	01	0	1	1	1	2	2	1	14233
225	42.1645688	-70.8188439	cluster-1.png	ZIP	Zip Code 02061: NORWELL	02061	1	01	0	0	0	1	1	1	1	1000
226	42.1873602	-71.1959555	cluster-1.png	ZIP	Zip Code 02062: NORWOOD	02062	4	01	0	0	1	2	3	4	1	148608
227	42.119006	-71.1036499	cluster-1.png	ZIP	Zip Code 02072: STOUGHTON	02072	5	01	0	0	3	4	1	5	2	3200
228	42.1462266	-71.2703781	cluster-1.png	ZIP	Zip Code 02081: WALPOLE	02081	5	01	0	0	0	0	0	5	0	0
229	42.0526709	-71.356858	cluster-1.png	ZIP	Zip Code 02093: WRENTHAM	02093	2	01	0	0	0	0	1	2	0	920
230	42.357767	-71.0648484	cluster-1.png	ZIP	Zip Code 02108: BOSTON	02108	1	01	0	0	0	0	0	1	0	230392
231	42.3631745	-71.0686463	cluster-1.png	ZIP	Zip Code 02114: BOSTON	02114	2	01	0	0	0	1	2	2	1	28768
232	42.3363418	-71.104176	cluster-1.png	ZIP	Zip Code 02115: BOSTON	02115	1	01	0	0	0	1	1	1	0	3312
233	42.3505793	-71.0763972	cluster-1.png	ZIP	Zip Code 02116: BOSTON	02116	1	01	0	0	0	0	0	1	0	3000
234	42.33786	-71.0698052	cluster-1.png	ZIP	Zip Code 02118: BOSTON	02118	1	01	0	0	0	0	0	1	0	1300
235	42.3240256	-71.0850214	cluster-1.png	ZIP	Zip Code 02119: ROXBURY	02119	1	01	0	0	0	0	1	1	0	2800
236	42.3062667	-71.0858974	cluster-1.png	ZIP	Zip Code 02121: DORCHESTER	02121	1	01	0	0	1	1	0	1	0	0
237	42.3157481	-71.0558957	cluster-1.png	ZIP	Zip Code 02125: DORCHESTER	02125	2	01	0	0	1	1	1	2	1	86660
238	42.3349918	-71.0390934	cluster-1.png	ZIP	Zip Code 02127: BOSTON	02127	1	01	0	0	0	0	1	1	0	25875
239	42.3349918	-71.0390934	cluster-1.png	ZIP	Zip Code 02127: SOUTH BOSTON	02127	1	01	0	0	0	0	1	1	0	25875
240	42.3611289	-71.0069754	cluster-1.png	ZIP	Zip Code 02128: BOSTON	02128	1	01	0	0	0	1	1	1	1	49000
241	42.379657	-71.0614875	cluster-1.png	ZIP	Zip Code 02129: CHARLESTOWN	02129	1	01	0	0	0	1	1	1	0	20677
242	42.3091743	-71.1138354	cluster-1.png	ZIP	Zip Code 02130: JAMAICA PLAIN	02130	1	01	0	0	0	0	1	1	0	14983
243	42.3629856	-71.1033529	cluster-1.png	ZIP	Zip Code 02139: CAMBRIDGE	02139	2	01	0	0	0	1	2	2	0	15000
244	42.3921567	-71.1339958	cluster-1.png	ZIP	Zip Code 02140: CAMBRIDGE	02140	1	01	0	0	0	0	0	1	0	347470
245	42.3809849	-71.0965517	cluster-1.png	ZIP	Zip Code 02143: SOMERVILLE	02143	1	01	0	0	0	1	1	1	0	2784
246	42.4059375	-71.0546487	cluster-1.png	ZIP	Zip Code 02149: EVERETT	02149	2	01	0	1	1	1	0	2	0	465665
247	42.3968243	-71.0313479	cluster-1.png	ZIP	Zip Code 02150: CHELSEA	02150	1	01	0	0	0	0	0	1	0	156000
248	42.455723	-71.0590194	cluster-1.png	ZIP	Zip Code 02176: MELROSE	02176	1	01	0	0	0	0	1	1	0	14603
249	42.2054158	-71.002168	cluster-1.png	ZIP	Zip Code 02184: BRAINTREE	02184	2	01	0	0	1	1	1	2	1	13500
250	42.2087035	-70.9310205	cluster-1.png	ZIP	Zip Code 02189: EAST WEYMOUTH	02189	2	01	0	0	1	1	1	2	0	0
251	42.1667306	-70.9523629	cluster-1.png	ZIP	Zip Code 02190: SOUTH WEYMOUTH	02190	2	01	0	0	0	0	1	2	0	1035
252	42.3477923	-71.0395624	cluster-1.png	ZIP	Zip Code 02210: BOSTON	02210	1	01	0	0	0	0	0	1	0	230392
253	42.3475927	-71.102934	cluster-1.png	ZIP	Zip Code 02215: BOSTON	02215	1	01	0	0	0	0	1	1	1	20000
254	42.0783714	-71.0423041	cluster-1.png	ZIP	Zip Code 02301: BROCKTON	02301	4	01	0	0	3	2	2	4	2	0
255	42.1324001	-71.0539299	cluster-1.png	ZIP	Zip Code 02322: AVON	02322	4	01	0	0	0	1	2	4	1	66043
256	41.9723874	-70.9787781	cluster-1.png	ZIP	Zip Code 02324: BRIDGEWATER	02324	3	01	0	0	2	3	2	3	2	0
257	41.8780462	-70.7441376	cluster-1.png	ZIP	Zip Code 02330: CARVER	02330	11	01	0	0	7	6	0	11	4	0
258	42.0443728	-70.7061151	cluster-1.png	ZIP	Zip Code 02332: DUXBURY	02332	1	01	0	0	0	0	0	1	0	0
259	42.003513	-70.8633336	cluster-1.png	ZIP	Zip Code 02338: HALIFAX	02338	1	01	0	1	1	1	1	1	0	0
260	42.1229562	-70.8563099	cluster-1.png	ZIP	Zip Code 02339: HANOVER	02339	1	01	0	0	1	1	0	1	1	0
261	42.1489129	-71.0037371	cluster-1.png	ZIP	Zip Code 02343: HOLBROOK	02343	1	01	0	0	0	0	1	1	0	1865
262	41.8780043	-70.8692669	cluster-1.png	ZIP	Zip Code 02346: MIDDLEBORO	02346	1	01	0	0	1	1	0	1	1	0
263	41.8344739	-70.95704	cluster-1.png	ZIP	Zip Code 02347: LAKEVILLE	02347	6	01	0	0	4	4	0	6	4	0
264	42.0604855	-71.1249698	cluster-1.png	ZIP	Zip Code 02356: NORTH EASTON	02356	1	01	0	0	1	1	0	1	0	0
265	42.0678041	-70.8057131	cluster-1.png	ZIP	Zip Code 02359: PEMBROKE	02359	1	01	0	0	0	0	1	1	0	0
266	41.8833592	-70.631381	cluster-1.png	ZIP	Zip Code 02360: PLYMOUTH	02360	11	01	0	0	5	10	1	11	7	21994
267	41.9591	-70.8027525	cluster-1.png	ZIP	Zip Code 02367: PLYMPTON	02367	2	01	0	0	0	1	0	2	1	0
268	42.1303994	-70.9106147	cluster-1.png	ZIP	Zip Code 02370: ROCKLAND	02370	2	01	0	0	1	1	1	2	0	6845
269	42.0030413	-71.0769282	cluster-1.png	ZIP	Zip Code 02375: SOUTH EASTON	02375	3	01	0	0	0	1	2	3	0	28535
270	42.0789741	-70.9393902	cluster-1.png	ZIP	Zip Code 02382: WHITMAN	02382	2	01	0	0	0	0	1	2	0	0
271	42.3978234	-71.2557077	cluster-1.png	ZIP	Zip Code 02451: WALTHAM	02451	1	01	0	0	0	0	0	1	0	15665
272	42.3694508	-71.1779249	cluster-1.png	ZIP	Zip Code 02472: WATERTOWN	02472	1	01	0	0	0	0	0	1	0	500
273	42.3953169	-71.180284	cluster-1.png	ZIP	Zip Code 02478: BELMONT	02478	1	01	0	1	1	1	1	1	0	0
274	42.3119273	-71.2755312	cluster-1.png	ZIP	Zip Code 02481: WELLESLEY HILLS	02481	2	01	0	0	2	1	1	2	1	0
275	41.3344129	-70.7630589	cluster-1.png	ZIP	Zip Code 02535: CHILMARK	02535	5	01	0	0	5	3	0	5	4	0
276	41.5969756	-70.5678768	cluster-1.png	ZIP	Zip Code 02536: EAST FALMOUTH	02536	1	01	0	0	0	1	1	1	0	0
277	41.3776598	-70.5220914	cluster-1.png	ZIP	Zip Code 02539: EDGARTOWN	02539	1	01	0	0	1	1	0	1	1	0
278	41.57419	-70.6282848	cluster-1.png	ZIP	Zip Code 02540: FALMOUTH	02540	2	01	0	0	1	1	0	2	1	0

'79	41.7078392	-70.5455195	cluster-1.png	ZIP	Zip Code 02542: BUZZARDS BAY	02542	1	01	0	0	0	0	1	1	1	0	1
'80	41.291167	-70.0928255	cluster-1.png	ZIP	Zip Code 02554: NANTUCKET	02554	3	01	0	0	3	2	0	3	1	0	0
'81	41.745017	-70.653513	cluster-1.png	ZIP	Zip Code 02558: ONSET	02558	1	01	0	0	0	0	0	1	1	0	0
'82	41.7281369	-70.4765487	cluster-1.png	ZIP	Zip Code 02563: SANDWICH	02563	1	01	0	0	0	0	1	1	0	22000	0
'83	41.4585938	-70.6159196	cluster-1.png	ZIP	Zip Code 02568: VINEYARD HAVEN	02568	2	01	0	1	2	2	1	2	2	0	1
'84	41.7611873	-70.6959913	cluster-1.png	ZIP	Zip Code 02571: WAREHAM	02571	1	01	0	0	0	0	1	1	0	2880	1
'85	41.4002519	-70.6569337	cluster-1.png	ZIP	Zip Code 02575: WEST TISBURY	02575	5	01	0	0	4	4	0	5	2	0	0
'86	41.6578633	-70.298442	cluster-1.png	ZIP	Zip Code 02601: HYANNIS	02601	1	01	0	0	1	1	1	1	0	0	1
'87	41.7470163	-70.0687794	cluster-1.png	ZIP	Zip Code 02631: BREWSTER	02631	1	01	0	0	1	1	0	1	0	0	0
'88	41.6229048	-70.4382058	cluster-1.png	ZIP	Zip Code 02635: COITUIT	02635	1	01	0	0	1	1	0	1	0	0	0
'89	41.841331	-69.9774364	cluster-1.png	ZIP	Zip Code 02642: EASTHAM	02642	7	01	0	0	3	3	0	7	2	0	0
'90	41.6172386	-70.4893132	cluster-1.png	ZIP	Zip Code 02649: MASHPEE	02649	1	01	0	0	1	1	0	1	0	0	0
'91	41.8944436	-70.0121798	cluster-1.png	ZIP	Zip Code 02663: SOUTH WELLFLEET	02663	1	01	0	0	1	1	0	1	1	0	0
'92	41.6747273	-70.1956478	cluster-1.png	ZIP	Zip Code 02664: SOUTH YARMOUTH	02664	1	01	0	0	0	0	0	1	1	0	0
'93	41.990779	-70.0457213	cluster-1.png	ZIP	Zip Code 02666: TRURO	02666	1	01	0	0	0	0	0	1	0	0	0
'94	41.9219965	-70.023355	cluster-1.png	ZIP	Zip Code 02667: WELLFLEET	02667	6	01	0	0	3	3	0	6	2	0	0
'95	41.7108535	-70.3626957	cluster-1.png	ZIP	Zip Code 02668: WEST BARNSTABLE	02668	1	01	0	0	0	0	0	1	0	0	0
'96	41.9316531	-71.2945028	cluster-1.png	ZIP	Zip Code 02703: ATTLEBORO	02703	1	01	0	0	0	0	1	1	0	4230	0
'97	41.8150509	-71.1575488	cluster-1.png	ZIP	Zip Code 02715: DIGHTON	02715	1	01	0	0	0	0	1	1	0	1150	1
'98	41.7601081	-70.9728743	cluster-1.png	ZIP	Zip Code 02717: EAST FREETOWN	02717	4	01	0	0	1	3	0	4	2	0	1
'99	41.8624856	-71.0116902	cluster-1.png	ZIP	Zip Code 02718: EAST TAUNTON	02718	1	01	0	0	0	0	0	1	1	0	0
'00	41.6324428	-70.8711401	cluster-1.png	ZIP	Zip Code 02719: FAIRHAVEN	02719	3	01	0	0	0	0	3	3	0	192672	2
'01	41.7263426	-71.1207462	cluster-1.png	ZIP	Zip Code 02720: FALL RIVER	02720	2	01	0	0	0	0	1	2	0	63119	2
'02	41.6751253	-71.148281	cluster-1.png	ZIP	Zip Code 02721: FALL RIVER	02721	1	01	0	1	1	1	1	1	0	114118	0
'03	41.6927049	-71.1297257	cluster-1.png	ZIP	Zip Code 02723: FALL RIVER	02723	1	01	0	0	1	1	0	1	0	0	0
'04	41.6839363	-71.1775005	cluster-1.png	ZIP	Zip Code 02724: FALL RIVER	02724	1	01	0	0	0	0	1	1	1	59545	1
'05	41.7227205	-71.1854583	cluster-1.png	ZIP	Zip Code 02725: SOMERSET	02725	2	01	0	0	1	2	2	2	1	1419213	1
'06	41.7596996	-71.1445917	cluster-1.png	ZIP	Zip Code 02726: SOMERSET	02726	3	01	0	0	1	0	0	3	1	76000	1
'07	41.7041382	-70.7522247	cluster-1.png	ZIP	Zip Code 02738: MARION	02738	1	01	0	1	1	1	1	1	0	0	0
'08	41.6374847	-70.9382651	cluster-1.png	ZIP	Zip Code 02740: NEW BEDFORD	02740	4	01	0	0	0	0	2	4	1	7140	1
'09	41.7182175	-70.9011509	cluster-1.png	ZIP	Zip Code 02743: ACUSHNET	02743	2	01	0	0	1	1	1	2	2	140000	1
'10	41.606252	-70.9136318	cluster-1.png	ZIP	Zip Code 02744: NEW BEDFORD	02744	1	01	0	0	0	1	1	1	1	900	1
'11	41.700737	-70.9505465	cluster-1.png	ZIP	Zip Code 02745: NEW BEDFORD	02745	1	01	0	0	0	0	0	1	0	100000	1
'12	41.6616943	-70.9412078	cluster-1.png	ZIP	Zip Code 02746: NEW BEDFORD	02746	1	01	0	0	0	1	1	1	0	0	1
'13	41.6670129	-71.0159654	cluster-1.png	ZIP	Zip Code 02747: NORTH DARTMOUTH	02747	4	01	0	1	2	2	1	4	1	56325	1
'14	41.9724931	-71.3352082	cluster-1.png	ZIP	Zip Code 02760: NORTH ATTLEBORO	02760	1	01	0	0	1	1	0	1	0	0	0
'15	42.0128003	-71.3366019	cluster-1.png	ZIP	Zip Code 02762: PLAINVILLE	02762	1	01	0	0	0	0	0	1	0	0	0
'16	41.9666957	-71.3081776	cluster-1.png	ZIP	Zip Code 02763: ATTLEBORO FALLS	02763	1	01	0	1	1	1	1	1	0	6610	0
'17	41.8519289	-71.1535982	cluster-1.png	ZIP	Zip Code 02764: NORTH DIGHTON	02764	2	01	0	0	1	1	1	2	0	3730	1
'18	41.957441	-71.1790669	cluster-1.png	ZIP	Zip Code 02766: NORTON	02766	2	01	0	0	2	2	2	2	1	1745	2
'19	41.8469631	-71.2445025	cluster-1.png	ZIP	Zip Code 02769: REHOBOTH	02769	8	01	0	0	5	6	0	8	4	0	0
'20	41.759846	-70.8384492	cluster-1.png	ZIP	Zip Code 02770: ROCHESTER	02770	1	01	0	0	0	0	0	1	0	0	0
'21	41.8377506	-71.3204283	cluster-1.png	ZIP	Zip Code 02771: SEEKONK	02771	1	01	0	0	1	1	0	1	0	0	0
'22	41.7581752	-71.2142024	cluster-1.png	ZIP	Zip Code 02777: SWANSEA	02777	1	01	0	0	1	1	0	1	0	0	0
'23	41.909112	-71.1183464	cluster-1.png	ZIP	Zip Code 02780: TAUNTON	02780	4	01	0	0	2	3	4	4	3	223210	4
'24	41.5991765	-71.0823714	cluster-1.png	ZIP	Zip Code 02790: WESTPORT	02790	14	01	0	0	7	8	0	14	7	0	0

FY2021 5 Year CIP 2016 Regulation NPDES MS4 Storm Water Program						Total	Operating	Capital
➤ Dry Weather & Wet Weather Testing - 295 Outfalls						\$220,000		\$220,000
➤ Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas						see above		
➤ Produce map tracking the properties that have infiltration systems.						\$10,000		\$10,000
➤ Track small diameter drain extensions on a map						\$10,000		\$10,000
➤ Hire street sweepers to sweep higher pollutant load areas (additional sweeping)						\$12,000		\$12,000
➤ Street sweep entire town twice per year						\$50,000		\$50,000
➤ Clean and inspect all catch basins once per year						\$145,000	\$65,000	\$80,000
➤ Rebuild/Rehab Brooks & culverts \$200K/yr						\$200,000		\$200,000
➤ Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs						\$40,000	\$40,000	
➤ Compile Annual NPDES MS4 report and post on website each year						\$20,000	\$5,000	\$15,000
➤ Inspect and evaluate all BMPs Town-wide once per year (on town properties and roads/easements)						???	???	???
➤ Consulting services for NPDES Update and submittal requirements						\$15,000		\$15,000
➤ Field Updates to GIS						\$10,000		\$10,000
➤ Construct BMPs						???		???
➤ Annual Training						\$20,000	\$5,000	\$15,000
➤ Track & Report SSO's						\$500	\$500	
➤ Reprioritize Catchment Areas						\$20,000		\$20,000
➤ Data Management/People GIS						\$10,000		\$10,000
Identify 2 Sub-watershed areas for:								
• CCTV Work (10% of the system min./47,500 ft/yr) 1DDE						\$100,000	\$100,000	
• Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)						see above		
• Cleaning/maintenance of brooks & culverts (10% of total length per year)						\$10,000	\$10,000	
• Catch Basin and drain pipe replacement/rehabilitation						\$20,000	\$20,000	
• Potential testing locations (storm water quality) install testing locations where needed						\$20,000		\$20,000
• Identify town owned properties for communal/neighborhood infiltration systems						\$5,000	\$2,500	\$2,500
• Identify Park & Recreation areas to reduce impervious and promote surface infiltration						\$5,000	\$5,000	
• Identify roadway pavements that can be narrowed or reduced						\$10,000	\$5,000	\$5,000
• Follow-up on any hits found through testing and/or CCTV work						???	???	
• Identify 2 targeted audiences for education/outreach and the message we want to send						\$5,000	\$5,000	
• Identify 2 participation/involvement measures we want to promote						\$5,000	\$5,000	
• Identify O & M plans for the properties within the 2 selected sub-watersheds						\$10,000		\$10,000
• Resolve truck washing problem						???		
• Construct DPW Yard WQS for parking lot drain system						\$60,000		\$60,000
• Develop improvements to SWPPP plan for DPW yard & & for RTS						\$45,000		\$45,000
• Construct RTS WQS for site drainage system						\$960,000		\$960,000
• Identify suitable snow dump locations						\$10,000	\$10,000	
						\$2,047,500	\$278,000	\$1,769,500

Not including labor

FY2022

						Total	Operating	Capital
➤	Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas					\$15,000	\$0	\$15,000
➤	Resolve any "hits" we find in the outfall testing					\$5,000	\$0	\$5,000
➤	Produce map tracking the properties that have Infiltration systems.					\$10,000	\$0	\$10,000
➤	Track small diameter drain extensions on a map					\$10,000	\$0	\$10,000
➤	Hire street sweepers to sweep higher pollutant load areas (additional sweeping)					\$12,000	\$0	\$12,000
➤	Street sweep entire town twice per year					\$50,000	\$0	\$50,000
➤	Clean and inspect all catch basins once per year					\$147,600	\$67,600	\$80,000
➤	Rebuild/Rehab Brooks & culverts \$200K/yr					\$200,000	\$0	\$200,000
➤	Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs					\$41,600	\$41,600	
➤	Compile Annual NPDES MS4 report and post on website each year					\$20,200	\$5,200	\$15,000
➤	Inspect and evaluate all BMPs town wide once per yr (on town properties and roads/easements)				???		\$0	
➤	Field Updates to GIS					\$10,000	\$0	\$10,000
➤	Construct BMPs				???		\$0	
➤	Annual Training					\$20,200	\$5,200	\$15,000
➤	Track & Report SSO's					\$520	\$520	
➤	Reprioritize Catchment Areas					\$20,000	\$0	\$20,000
➤	Data Management/People GIS					\$10,000	\$0	\$10,000
Identify 2 more sub-watershed areas for:							\$0	
•	CCTV Work (10% of the system min./47,500 ft/yr) 1DDE					\$104,000	\$104,000	
•	Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)					\$0	\$0	
•	Cleaning/maintenance of brooks & culverts (10% of total length per year)					\$10,400	\$10,400	
•	Catch Basin and drain pipe replacement/rehabilitation					\$20,800	\$20,800	
•	Potential testing locations (storm water quality) install testing locations where needed					\$20,000	\$0	\$20,000
•	Identify town owned properties for communal/neighborhood infiltration systems					\$5,100	\$2,600	\$2,500
•	Identify Park & Recreation areas to reduce impervious and promote surface infiltration					\$5,200	\$5,200	
•	Identify roadway pavements that can be narrowed or reduced					\$10,200	\$5,200	\$5,000
•	Follow-up on any hits found through testing and/or CCTV work				???		\$0	
•	Identify 2 targeted audiences for education/outreach and the message we want to send					\$5,200	\$5,200	
•	Identify 2 participation/involvement measures we want to promote					\$5,200	\$5,200	
•	Construct testing locations from FY21					\$25,000	\$0	\$25,000
•	Identify O & M plans for the properties within the 2 (new) selected sub-watershed					\$10,000	\$0	\$10,000
	areas and identify what has to be done at each Town owned facility/property					\$0	\$0	
•	Construct BMPs & changes needed to be done at each Town facility/property identified in FY21				???		\$0	
•	Truck washing portable rental and money for truck washing solution				???		\$0	
•	Construct improvements to selected snow dump areas				???		\$0	
						\$793,220	\$278,720	\$514,500
						Not including labor		

FY 2023

						Total	Operating	Capital
➤ Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas						\$15,000	\$0	\$15,000
➤ Resolve any "hits" we find in the outfall testing						\$5,000	\$0	\$5,000
➤ Produce map tracking the properties that have infiltration systems.						\$10,000	\$0	\$10,000
➤ Track small diameter drain extensions on a map						\$10,000	\$0	\$10,000
➤ Hire street sweepers to sweep higher pollutant load areas (additional sweeping)						\$12,000	\$0	\$12,000
➤ Street sweep entire town twice per year						\$50,000	\$0	\$50,000
➤ Clean and inspect all catch basins once per year						\$149,966	\$69,966	\$80,000
➤ Rebuild/Rehab Brooks & culverts \$200K/yr						\$200,000	\$0	\$200,000
➤ Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs						\$43,056	\$43,056	
➤ Compile Annual NPDES MS4 report and post on website each year						\$20,382	\$5,382	\$15,000
➤ Inspect and evaluate all BMPs town wide once per yr (on town properties and roads/easements)					???		\$0	
➤ Field Updates to GIS						\$10,000	\$0	\$10,000
➤ Construct BMPs					???		\$0	
➤ Annual Training						\$20,382	\$5,382	\$15,000
➤ Track & Report SSO's						\$538	\$538	
➤ Reprioritize Catchment Areas						\$20,000	\$0	\$20,000
➤ Data Management/People GIS						\$10,000	\$0	\$10,000
Identify 2 more sub-watershed areas for:							\$0	
• CCTV Work (10% of the system min./47,500 ft/yr) 1DDE						\$107,640	\$107,640	
• Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)						\$0	\$0	
• Cleaning/maintenance of brooks & culverts (10% of total length per year)						\$10,764	\$10,764	
• Catch Basin and drain pipe replacement/rehabilitation						\$21,528	\$21,528	
• Potential testing locations (storm water quality) install testing locations where needed						\$20,000	\$0	\$20,000
• Identify town owned properties for communal/neighborhood infiltration systems						\$5,191	\$2,691	\$2,500
• Identify Park & Recreation areas to reduce impervious and promote surface infiltration						\$5,382	\$5,382	
• Identify roadway pavements that can be narrowed or reduced						\$10,382	\$5,382	\$5,000
• Follow-up on any hits found through testing and/or CCTV work					???		\$0	
• Identify 2 targeted audiences for education/outreach and the message we want to send						\$5,382	\$5,382	
• Identify 2 participation/involvement measures we want to promote						\$5,382	\$5,382	
• Construct testing locations from FY21						\$25,000	\$0	\$25,000
• Identify O & M plans for the properties within the 2 (new) selected sub-watershed areas and identify						\$10,000	\$0	\$10,000
has to be done at each Town owned facility/property						\$0	\$0	
• Construct BMPs & changes needed to be done at each Town facility/property identified in FY21					???		\$0	
• Truck washing portable rental and money for truck washing solution					???		\$0	
• Construct improvements to selected snow dump areas					???		\$0	
						\$802,975	\$288,475	\$514,500

Not including labor

FY2024

					Total	Operating	Capital
➤	Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas				15,000	0	15,000
➤	Resolve any "hits" we find in the outfall testing				5,000	0	5,000
➤	Produce map tracking the properties that have infiltration systems.				10,000	0	10,000
➤	Track small diameter drain extensions on a map				10,000	0	10,000
➤	Hire street sweepers to sweep higher pollutant load areas (additional sweeping)				12,000	0	12,000
➤	Street sweep entire town twice per year				50,000	0	50,000
➤	Clean and inspect all catch basins once per year				152,590	72,590	80,000
➤	Rebuild/Rehab Brooks & culverts \$200K/yr				200,000	0	200,000
➤	Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs				44,671	44,671	
➤	Compile Annual NPDES MS4 report and post on website each year				20,584	5,584	15,000
➤	Inspect and evaluate all BMPs town wide once per yr (on town properties and roads/easements)			???		0	
➤	Consulting services for NPDES update and submittal requirements				10,000	0	10,000
➤	Field Updates to GIS			???		0	
➤	Construct BMPs				20,584	5,584	15,000
➤	Annual Training				558	558	
➤	Track & Report SSO's				20,000	0	20,000
➤	Reprioritize Catchment Areas				10,000	0	10,000
➤	Data Management/People GIS				0	0	
Identify 2 more sub-watershed areas for:						0	
•	CCTV Work (10% of the system min./47,500 ft/yr) 1DDE				111,677	111,677	
•	Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)				0	0	
•	Cleaning/maintenance of brooks & culverts (10% of total length per year)				11,168	11,168	
•	Catch Basin and drain pipe replacement/rehabilitation				22,335	22,335	
•	Potential testing locations (storm water quality) install testing locations where needed				20,000	0	20,000
•	Identify town owned properties for communal/neighborhood infiltration systems				5,292	2,792	2,500
•	Identify Park & Recreation areas to reduce impervious and promote surface infiltration				5,584	5,584	
•	Identify roadway pavements that can be narrowed or reduced				10,584	5,584	5,000
•	Follow-up on any hits found through testing and/or CCTV work			???		0	
•	Identify 2 targeted audiences for education/outreach and the message we want to send				5,584	5,584	
•	Identify 2 participation/involvement measures we want to promote				5,584	5,584	
•	Construct testing locations from FY21				25,000	0	25,000
•	Identify O & M plans for the properties within the 2 (new) selected sub-watershed areas and identify w				10,000	0	10,000
	has to be done at each Town owned facility/property					0	
•	Construct BMPs & changes needed to be done at each Town facility/property identified in FY21			???		0	
•	Truck washing portable rental and money for truck washing solution			???		0	
•	Construct improvements to selected snow dump areas			???		0	
					\$813,793	\$299,293	\$514,500

Not including labor

Questions

- 1 Has your municipality adopted a stormwater bylaw/ordinance?
- 2 If so, when was it adopted (month/year)?
- 3 How does your municipality account for stormwater related revenues and expenses: The General Fund _____ An Enterprise Fund _____ A Special Revenue Fund _____
- 4 If tracked through an Enterprise Fund, is it a standalone fund or part of another enterprise fund (e.g. included in a Wastewater, Sewer, or Water Enterprise)?
- 5 Does your municipality charge a separate fee for the Town's stormwater related costs or are the expenses paid by the property tax?
- 6 If there a separate fee, who sets the fee?
- 7 If there is a fee, is the fee different for businesses (commercial property) from residences?
- 8 If there is a fee, is it on your community's web site?
- 9 If known, how much did your community budget for stormwater related expenses for FY2019?
- 10 If known, how much the your community appropriate for stormwater related capital investment for FY2019?

Community	Q1 - Bylaw/Ordinance	Q2 - When Adopted	Q3 - Revenue & Expense	Q4 - Type of Enterprise	Q5 - Separate Fee or Tax Levy	Q6 - Who Sets Fee	Q7 - Different Fee for Business	Q8 - Fee Structure Shown on Web Page	Q9 - Budgeted for Stormwater Related Expenses for FY2019	Q10 - Appropriate for Stormwater Related Capital for FY2019	Notes
Acton	Yes	See Note	General Fund & Special Revenue Fund (Capped at \$19,550)		See Note	Board of Selectmen	See Note		See note	No appropriation for FY19	Two separate bylaws have been adopted 2010 and 2015; Commercial and Multi-family are assessed fees, but not single family homes. Operating budget amount was not available but in house costs are included in the budget. The fund is capped at \$19,550 for FY19
Amherst											No action has been taken to date.
Arlington	No		Enterprise Fund	Included in Water/Sewer	Included in Water/Sewer Rates				\$76,000	\$200,000	May establish a separate enterprise fund in the future.
Attleboro	Yes	4/15/2008	General Fund	NA	See Note				\$18,000		May establish a separate fee in the future; currently there is no separate fee.
Bellingham	Yes		See Note		See Note	Board of Selectmen	See Note		\$450,000	\$670,000	Currently funded through General Fund but Town is considering adopting and Enterprise Fund and a quarterly fee.
Braintree	Yes	May-18	Enterprise Fund	Standalone	A separate fee	Mayor	Yes	Yes	\$620,525	No appropriation for FY19	
Brookline	Yes	May-03	Enterprise Fund	Water and Sewer Enterprises	A separate fee	Select Board	Yes	No	See note	\$300,000	Operating budget amount was not available but the costs are included in the operating budget.

Questions

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- 9 If known, how much did your community budget for stormwater related expenses for FY2019?
- 10 If known, how much the your community appropriate for stormwater related capital investment for FY2019?

Community	Q1 - Bylaw/Ordinance	Q2 - When Adopted	Q3 - Revenue & Expense	Q4 - Type of Enterprise	Q5 - Separate Fee or Tax Levy	Q6 - Who Sets Fee	Q7 - Different Fee for Business	Q8 - Fee Structure Shown on Web Page	Q9 - Budgeted for Stormwater Related Expenses for FY2019	Q10 - Appropriate for Stormwater Related Capital for FY2019	Notes
Canton	Yes	May-07	Both GF and EF	Water and Sewer Enterprises		Board of Selectmen			See note	\$400,000	Operating budget amount was not available but the costs are included in the Public Works operating budget. Capital was funded through the Water and Sewer Enterprise funds in equal amounts.
Chelmsford	No		Enterprise Fund	Standalone	A separate fee	DPW Director	Yes	Yes	\$508,656	\$985,000	
Concord	Yes	15-Mar-11	General Fund (NPDES Permit Compliance)	NA	No separate fees				.	\$240,000	
Dracut	Yes		Enterprise Fund	Standalone	See Note		See Note	See Note	\$150,000	No appropriation for FY19	The Town is in the process of establishing fees for both residential and commercial properties. The fees will be a separate bill that will fund the enterprise. The Town is in the process of hiring a Stormwater Manager.
Franklin	Yes										The Town appropriated funds to do a study on costs and fee options. Franklin may need to update the Bylaw. More information in the fall.
Hingham	Yes		General Fund		Tax Levy				\$100,000	No appropriation for FY19	

Questions

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- 4 If tracked through an Enterprise Fund, is it a standalone fund or part of another enterprise fund (e.g. included in a Wastewater, Sewer, or Water Enterprise)?
- 5 Does your municipality charge a separate fee for the Town's stormwater related costs or are the expenses paid by the property tax?
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Community	Q1 - Bylaw/Ordinance	Q2 - When Adopted	Q3 - Revenue & Expense	Q4 - Type of Enterprise	Q5 - Separate Fee or Tax Levy	Q6 - Who Sets Fee	Q7 - Different Fee for Business	Q8 - Fee Structure Shown on Web Page	Q9 - Budgeted for Stormwater Related Expenses for FY2019	Q10 - Appropriate for Stormwater Related Capital for FY2019	Notes
Northampton	Yes	3/20/2004	Enterprise Fund	Stormwater and Flood Control	A separate fee	Mayor	Yes	Yes	\$837,583	\$1,114,403	Both the budget and capital amounts are inclusive of both stormwater and flood control activities. The capital amount is inclusive of \$45,450 of Debt Service.
Stoughton	Yes	9/5/2006	General Fund		Tax Levy				See Note	No request for FY19	Operating budget amount was not available but the costs are included in the Public Works operating budget.
Walpole	Yes	Spring 2007	General Fund		Tax Levy	NA	NA	NA	\$50,000	No request for FY19	
Wellesley	Not Yet		General Fund		Tax Levy	NA	NA	NA	\$32,000		
Westford	Pending		Pending Selectmen decision	It would be a Standalone	Plan is for a separate fee	Board of Selectmen	Fee would be based on the size of impermeable surface		\$500K to \$600K	\$80,000	Bylaw is proposed for the 2019 Annual Town Meeting.

STORM WATER ACCOUNTING OPTIONS

TOWN OF NEEDHAM

MEETING NOTES

Date: August 7, 2019

Time: 6:00 PM

Location: Town Hall

Attendance

Present:	Janet Bernardo	(Conservation Commission Chair)
	John Cosgrove	(Water & Sewer Rate Structure Committee)
	David Davison	(Assistant Town Manager/Finance Director)
	Anthony DelGaizo	(Town Engineer)
	Tom Loughran	(Water & Sewer Rate Structure Committee)
	Rick Merson	(Director of DPW)
	Louise Miller	(Finance Committee)
	Rick Zimbone	(Citizen at Large)

Notes prepared by:	Kathryn Copley	Administrative Specialist
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Discussion

Mr. Davison reported he has been in contact with the Massachusetts Department of Revenue. They did not think an Enterprise fund for capital only would be appropriate and suggested the option of using a special stabilization fund for stormwater utilizing section 5B of chapter 40 MGL would be appropriate. The fund is established by a vote of Town Meeting. Town Meeting would vote to dedicate the revenue stream for storm water capital improvement support. Monies are credited to the fund and reserved for future appropriation for related expenses.

The Town has several similar funds: Athletic Stabilization Fund, Building Facilities Capital Improvement Fund and Equipment Capital Improvement Stabilization Fund. These are a bit different as they are funded by Town Meeting vote and not by a fee. A Future Capital Improvements to Storm Water Management Stabilization Fund would be funded thru fees assessed to land owners. The Stormwater Capital Improvement is anticipated to occur over the next forty years.

Town Meeting has already adopted a by-law that gives the Select Board the authority to set the fees that would fund stormwater expenses and the receipts would be credited to the stabilization fund. Setting up a stabilization fund guarantees that money goes to the Stormwater Capitalization Fund. The fund builds up over time.

Concerns were expressed on how the fee would be set. The fee would be based on the impact of each property (residential, business and non-profit) based on impervious surfaces on the property. If the property is mitigating stormwater runoff then they would pay a lower fee. It is anticipated that a sub-committee would offer guidance to the Select Board to determine the fee. The process would occur over the next year. An abatement procedure would be part of the program.

Free cash contributions from the Town to cover a fair portion for public properties (roads, parking lots) will most likely be considered.

Mr. Zimbone made a motion to recommend moving forward with a plan to be voted on by Town Meeting to establish a special stabilization fund at such time when a fee structure has been developed and disclosed by the Select Board. Mr. Loughran seconded the motion. The motion was voted on and approved unanimously.

Needham started the National Pollutant Discharge Elimination System (NPDES) process in 2016. The notice of intent was submitted on September 29, 2018 and the new permit was approved on June 4, 2019.

Handouts

Chapter 40: Section 5B

Adjournment

The meeting ended at 6:55 PM.

These notes are intended to convey the content of the discussions at the meeting.

Chapter 40: Section 5B. Stabilization funds; establishment

Section 5B. Cities, towns and districts may create 1 or more stabilization funds and appropriate any amount into the funds. Any interest shall be added to and become part of the fund.

The treasurer shall be the custodian of all stabilization funds and may deposit the proceeds in a trust company, co-operative bank or savings bank, if the trust company or bank is organized or exists pursuant to the laws of the commonwealth or any other state or may transact business in the commonwealth and has its main office or a branch office in the commonwealth; a national bank, federal savings bank or federal savings and loan association, if the bank or association may transact business and has its main office or a branch office in the commonwealth; provided, however, that a state-chartered or federally-chartered bank shall be insured by the Federal Deposit Insurance Corporation or its successor; or may invest the funds in participation units in a combined investment fund pursuant to section 38A of chapter 29 or in securities that are legal investments for savings banks.

At the time of creating any stabilization fund the city, town or district shall specify, and at any later time may alter, the purpose of the fund, which may be for any lawful purpose, including without limitation, an approved school project pursuant to chapter 70B or any other purpose for which the city, town or district may lawfully borrow money. The specification and any alteration of purpose, and any appropriation of funds from any such fund, shall be approved by a two-thirds vote, except as provided in paragraph (g) of section 21C of chapter 59 for a majority referendum vote. Subject to said section 21C of said chapter 59, any such vote shall be of the legislative body of the city, town or district, subject to charter.

Notwithstanding section 53 of chapter 44 or any other general or special law to the contrary, a city, town or district that accepts this paragraph may dedicate, without further appropriation, all, or a percentage not less than 25 per cent, of a particular fee, charge or other receipt to any stabilization fund established pursuant to this section; provided, however, that the receipt is not reserved by law for expenditure for a particular purpose. For purposes of this paragraph, a receipt shall not include taxes or excises assessed pursuant to chapter 59, 60A, 60B, 61, 61A or 61B or surcharges assessed pursuant to section 39M or chapter 44B. A dedication shall be approved by a two-thirds vote of the legislative body of the city, town or district, subject to charter, and may be terminated in the same manner. A vote to dedicate or terminate a dedication shall be made before the fiscal year in which the dedication or termination is to commence and shall be effective at least for 3 fiscal years.

ARTICLE X: STORMWATER STABILIZATION FUND

To see if the Town will vote to establish a Stormwater Stabilization Fund in accordance with the fourth paragraph of M.G.L. Chapter 40, Section 5 which allows the dedication, without further appropriation, of 100% of the Stormwater Fees collected into the fund for stormwater maintenance, repair, and improvement program, effective for fiscal year 2021 beginning on July 1, 2020; or take any other action relative thereto.

INSERTED BY: School Committee
FINANCE COMMITTEE RECOMMENDS THAT

Article Explanation:

For Discussion Only**Community Stormwater Mitigation Assessment**

Tier	Sq Ft Low	Sq Ft High	Estimated # Parcels	Annual Fee
1	-	4,000	8,222	\$38.20
2	4,001	8,000	312	\$80.00
3	8,001	20,000	163	\$200.00
4	20,001	43,560	93	\$400.00
5	43,561	87,120	48	\$600.00
6	87,121	174,240	25	\$800.00
7	174,241	348,480	10	\$1,000.00
8	348,481	696,960	5	\$1,200.00
9	696,961	1,393,920	2	\$1,500.00

The assessment will apply to all parcels that have impervious cover. This includes residential and commercial properties as well as not-for-profit and other tax exempt properties.



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

MEETING DATE: 2/25/2020

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will update the Board on changes to the Annual Town Meeting Warrant.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
a. Amended Enterprise Fund Budgets	

Sewer Enterprise

FY2021

Line #	Description	FY2019		FY2020		FY2021		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$919,061	11.0	\$1,028,667	11.0	\$1,054,938	11.0	
201B	Expenses	\$434,143		\$451,947		\$462,447		
201C	Capital Outlay	\$49,520		\$50,000		\$45,000		
201D	MWRA Assessment	\$6,173,219		\$6,399,114		\$6,655,947		
201E	Debt Service	\$1,167,381		\$900,000		\$900,000		
202	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$8,743,324	11.0	\$8,864,728	11.0	\$9,153,332	11.0	
FY2021 Budget Percentage Change from FY2020 Budget							3.3%	

and to meet this appropriation that \$8,608,634 be raised from Sewer Enterprise Fund receipts, and that \$544,698 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund.

Water Enterprise

FY2021

Line #	Description	FY2019		FY2020		FY2021		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$1,258,141	17.0	\$1,331,359	17.0	\$1,360,541	17.0	
301B	Expenses	\$1,132,632		\$1,209,762		\$1,269,070		
301C	Capital Outlay	\$20,000		\$15,000		\$15,000		
301D	MWRA Assessment	\$856,049		\$1,412,709		\$1,126,226		
301E	Debt Service	\$1,384,917		\$1,250,000		\$1,250,000		
302	Reserve Fund	Transfers Only		\$75,000		\$75,000		
TOTAL		\$4,651,739	17.0	\$5,293,830	17.0	\$5,095,837	17.0	
FY2021 Budget Percentage Change from FY2020 Budget							-3.7%	

and to meet this appropriation that said sum be raised from Water Enterprise Fund receipts.



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

MEETING DATE: 02/25/2020

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: 2/25/2020

Agenda Item	Quiet Zone Discussion
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will provide the Board with a summary of the work to-date on this project, and the Board will discuss appropriate next steps.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Board vote to take the following action _____ or no action on implementing a quiet zone in Needham.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Draft At-Grade Crossing Feasibility Study, December 8, 2015 b. Follow-up Questions re Quiet Zone Report, September 29, 2016 c. Letter to MBTA General Manager, September 16, 2019 d. Letter from MBTA General Manager, 10/25/2019	



December 08, 2015

Anthony L. Del Gaizo, P.E.
Town Engineer
500 Dedham Street
Needham Massachusetts 02492

Re: *Draft At-Grade Crossing Feasibility Study*

Dear Mr. Del Gaizo,

BETA Group, Inc. (BETA) is pleased to present this report to the Town of Needham, on the results of an investigation of the opportunity to create a Quiet Zone along the MBTA rail line within the town.

To make sure that all parties are entirely clear about the nature of a Quiet Zone, it is best to understand it as a reduced horn use zone. While the normal sounding of train horns is suspended in a Quiet Zone, the locomotive engineer is still obligated to sound the train horn in any case of emergency, in order to warn trespassers on the right of way, rail workers along the right of way, or vehicles within in the crossing of the approach of the train.

BETA and Egan Consulting Group (ECG) have reviewed the relevant Code of Federal Regulations (CFR) and additional guidance on the establishment of Quiet Zones as issued by the Federal Railroad Administration (FRA), met on site to review conditions, and met with Public Works. Additionally, a meeting and site visit was held with the FRA grade crossing manager for Region One, Mr. Lou Frangella. Attending that meeting were; yourself; Tom Egan, ECG; Lou Frangella, FRA; and the writer.

A detailed description of each of the grade crossings being considered in this Quiet Zone Study is found in the report prepared for the Needham Transportation Committee in 2013, entitled, "Proposed Quiet Zone Safety Improvements along the Needham Line of the Massachusetts Bay Commuter Rail At Six At-Grade Rail Crossings". The six crossings mentioned in that report include the five public crossings at grade (West Street, Rosemary Street, May Street, Great Plain Avenue, and Oak Street), as well as a private grade crossing at the Needham Golf Club. The 2013 report is not appended to this report since it is assumed that it was distributed to all interested stakeholders previously. Aerial photos of each crossing are included in Appendix 1, as are track charts and relevant sections from the Operating Rules and Instructions for the rail line.

This report will not duplicate the information from the 2013 report, but will note a number of changes since the 2013 report:

- The operator of the line is no longer Massachusetts Bay Commuter Rail. As result of a competitive bid process by the MBTA, MBCR was supplanted by Keolis Commuter Services effective July 1, 2015.

- As part of that procurement, MBTA established itself as the railroad under Federal regulations, and thereby Keolis is strictly the operator of the railroad for MBTA.
- The National Average risk index and values for various SSM change on an annual basis based on new information to the system, therefore the resultant risk index for the same crossings are different in 2015 compared to the 2013 values.
- There is no current freight traffic on the line. Freight operating rights between Medfield Junction, Needham Junction and Needham Heights have not, to our understanding, been extinguished.

Additionally, while this report and the 2013 report agree that the public grade crossings in Needham can meet the conditions required to constitute a Quiet Zone, we believe that the town needs to consider several additional issues to make a fully informed decision on this topic.

Regulatory Issues and Requirements

The FRA process for determining whether a specific set of grade crossings qualifies for establishment of a Quiet Zone is quite specific and includes the following:

1. Each grade crossing is carried in an FRA database, and given a risk index based on historic data (number and speed of trains, traffic count, speed, number of accidents at the crossing and warning devices in place).
2. Utilizing an FRA on-line tool, the Quiet Zone Calculator, a series of assessments can be made to determine if the risk level can be brought down to one of two thresholds by applying specific safety measures at the crossings within the proposed Quiet Zone.
3. Either Supplemental Safety Measures (SSMs) or Alternate Safety Measures (ASMs) must be put in place at some or all of the grade crossings on the line segment. A full list of SSMs is included in Appendix 2 of this report however for the reader's benefit the following SSMs are most relevant to this discussion: Four Quadrant Gates, both with and without Presence Detection, and Channelization (including both mountable and non-mountable devices).
4. A value is given for each SSM or ASM proposed within the Quiet Zone. The Quiet Zone Calculator generates a cumulative risk index based on the specific SSMs proposed.
5. The Quiet Zone Risk Index must be reduced to a point either below the Nationwide Significant Risk Threshold, or at minimum, below the Risk Index with Horns.
6. Additionally, each grade crossing on the line segment under consideration must be equipped with two specific rail signal enhancements. These enhancements are Constant Warning Time Devices, and Power Out features.
 - a. Constant Warning Time devices identify the speed of the approaching train and adjust the warning device activation to meet the FRA advance warning time period, therefore assuring the warning time is constant regardless of the train's approaching speed. On the basis of information available in the Keolis Operating Rules and Instructions (NORAC Rules, dated 7/1/14), we believe that the grade crossing circuits currently in place are not Constant Warning Time circuits. We will need to confirm this with MBTA and Keolis.. If standard

approach circuits are in place, it would require an upgrade to constant warning time circuits. This is a cost that would be incurred by the MBTA, and for which they would expect to be compensated by the Town. The cost to upgrade these approach circuits is not included in the cost estimates below, but could be significant.

- b. Power Out Indicators are a type of safety device that warns locomotive engineers in the event that the electric power to a particular grade crossing has failed. The presence and functionality of these devices must be confirmed with MBTA and Keolis. The Town should be prepared that the MBTA would expect to be compensated for any additional infrastructure required to institute a Quiet Zone.

FRA regulations specify that, except in certain conditions, which do not apply in this case, a Quiet Zone cannot start or finish at a private grade crossing. This is relevant to the Needham Golf Course grade crossing. The Golf Course grade crossing is a private crossing. Private crossings have different liability attached compared with public crossings at grade. Authorized track speed through the Golf Club crossing is posted as 50 mph. While as a practical matter, virtually all trains make a station stop at Hersey Station, this speed limit is a complicating factor in seeking any relief.

We have asked the FRA for a clarification and the possibility of an exemption from the private grade crossing regulation. The regional manager did not believe that the FRA would consider including the private crossing in the quiet zone. He did commit to discussing the matter with his superiors. Alternatively, there may be an option to explore whether the golf club and the Town could reach an accommodation with the MBTA regarding the crossing and amend the private grade crossing agreement accordingly. Then the parties could jointly present that information to the FRA. Absent agreement from the FRA regarding the Golf Club crossing, the Quiet Zone could only encompass the five public grade crossings, and the locomotive horns would continue to be sounded at the Needham Country Club grade crossing.

Observations and Recommendations

Using the FRA on-line tool, we have determined that the proposed Quiet Zone between West Street and Oak Street currently has a risk factor of 33,954.07. As noted above, to be considered for Quiet Zone status that risk must be reduced to one of two levels; below the current Risk Index with Horns (20,356.16) or below the Nationwide Significant Risk Threshold (14,347.00). Below are mechanisms for reducing the risk factor.

Four Quadrant Gates

The Four quadrant gate system is a relatively new improvement over the traditional two quadrant gates in use on these grade crossings today. Traditional grade crossing gates close access to the grade crossing from the approaching roadway lane. The traditional gates do not protect against a vehicle "slaloming" around the gates. (To "slalom" around the gates means that the driver upon approaching a lowered gate, leaves his/her lane, crosses into the opposing traffic lane and enters the grade crossing from the opposite lane (where there is no gate), weaving to the right to miss the lowered gate beyond the track in that lane, and exiting the crossing on the original lane.). Unfortunately the behavior described is altogether too common.

Four Quadrant Gates consist of gates that come down in all four quadrants of the crossing, with the gate closest to approaching traffic coming down generally before the gate closing off the exit lane, thereby allowing any vehicles on the grade crossing when the gates begin to decent to escape before the arrival of the train. For maximum safety, we believe that the town should consider 4 quadrant gates, and include Presence Detectors. Presence Detectors recognize when a vehicle is "trapped" between the gates, and opens the outlet side gate to allow escape. Additionally, all warning devices should include preemption circuits with proximate traffic signals, in order to make sure that traffic signals allow vehicular traffic to flow away from the grade crossing when a train approaches.

Channelization

Channelization is an additional safety measure that is used in some circumstances. The term refers to placing barriers between the traffic lanes to prevent a vehicle from crossing into the opposite lane of traffic. Channelization devices can include both mountable devices and non-mountable devices. While generally an effective mechanism for traffic separation, consideration must be given to two particular elements in considering using channelization at any of these grade crossings.

The first consideration is the impact on snow removal efforts. The channelization devices would in effect narrow the roadway, and provide an additional obstacle for the plow drivers to consider in their rounds. The ultimate determination as to the effect of channelization on snow removal efforts would reside with the highway department.

The second element to be considered is how channelization would impact access to and egress from various commercial and residential driveways and parking lots. Channelization in effect makes the roadway in the area of the grade crossing a divided roadway. Any vehicle entering these driveways/parking lots would have to approach the entrance from the same side of the street only (no left hand turn across opposing traffic lanes would be possible). Also, any vehicles exiting these driveways/parking lots would have to make a right hand turn, as crossing the near lane to make a left into the opposite lane would not be possible. Obviously, all current traffic precluded from making left hand turns (either into or out of the parking lots/driveways) would have to seek alternate routes through the local streets to redirect themselves to their destination, therefore impacting traffic in the general area.

FRA Quiet Zone Calculator

Having run various scenarios through the FRA Quiet Zone Calculator, we have determined that risk indices below the Risk Index with Horns, and below the Nationwide Significant Risk Threshold, can be achieved. There is, however a continuum of risk and cost attached with each of the various scenarios. That is to say, to get below the Nationwide Significant Risk Threshold will cost more than to get below the Risk Index with Horns. To get the lowest possible risk index, or to apply like safety measures on all grade crossings, will cost more than simply getting below the Nationwide Significant Risk Threshold.

At this point the exercise reduces to a cost/risk analysis. While it is possible to reduce the Quiet Zone Risk Index below the Risk Index with Horns, we strongly recommend exceeding the minimum corrective action in order to reduce future liability in the event of a vehicle/train accident at one of the crossings.

The options available to the Town range from:

- Adding Four Quadrant Gates at two grade crossings, channelization at two crossings and no supplemental safety measures at the fifth crossing
- Four Quadrant gates at four crossings and no supplemental safety measures at the remaining crossing
- Adding Four Quadrant gates at all five public grade crossings.

Recommendations

To maximize the safety of the driving public, the crews and customers on the commuter trains, and the citizenry of the Town of Needham, we recommend Four Quadrant Gates be considered for West Street, Rosemary Street, May Street, Great Plain Avenue and Oak Street.

We further recommend that the Town give strong consideration to including Presence Detectors at the five public grade crossings.

While it is unclear at this time whether the FRA will authorize including the Golf Club crossing in the Quiet Zone, we recommend repurposing a set of crossing gates from one of the public crossings to this location to improve safety.

For reasons cited above, it is unclear if the benefit of channelization is outweighed by the implications to snow removal and local access. Therefore, we have not included channelization in our recommendations. If the Town elects to explore channelization either in concert with Four Quadrant gates, or as an alternative to Four Quadrant gates, that would change the cost estimates below.

Anticipated Costs

BETA has developed an estimate of "all in" costs to accomplish the Quiet Zone based on the recommendations above. The total cost of West Street, Rosemary Street, May Street, Great Plain Avenue and Oak Street being upgraded to Four Quadrant gates, and two quadrant gates added to the Needham Golf Club crossing would be in the range of \$1.3 million dollars. Details for this cost estimate are included in Appendix 3. This estimate does not include Grade Crossing surface work, additional or alternate power drops for the signals, any work on rail constant warning time devices (need to confirm current infrastructure by discussion with MBTA), and any Power Out upgrades.

Next Steps

- a. Present this report to Needham officials
- b. Continue discussion with FRA regarding the private grade crossing at the Needham Golf Club.



Anthony L. Del Gaizo, P.E.
December 08, 2015
Page 6 of 6

c. Presentation at Board of Selectmen's meeting (12/19/15)

Additionally, the following steps should be taken if the town determines that they would like to continue to pursue establishing the Quiet Zone

- d. Request a meeting with MBTA, and their rail operator, Keolis, to discuss establishment of Quiet Zone
- e. Establish Diagnostic team to assess Pedestrian Crossings (Needham Center and Hersey Stations).
- f. Negotiate terms of the Quiet Zone
- g. Begin conceptual design

If we can be of any further assistance regarding this matter, please contact us at our office.

Very truly yours,
BETA Group, Inc.



Robert T. Mackle, PE, BCEE
Senior Associate

cc: File
Thomas Egan, ECG

Job No: 5176



September 29, 2016

Anthony L. Del Gaizo, P.E.
Town Engineer
500 Dedham Street
Needham Massachusetts 02492

Re: Follow-up Questions on Quiet Zone Report - Response

Dear Mr. Del Gaizo,

BETA Group, Inc. (BETA) received the follow up questions from the Board of Selectmen and Transportation Committee regarding our May 10, 2016 presentation. We have reviewed the questions and offer the following responses.

1. Q. Would the safety of the grade crossings in Needham be increased by the use of Supplemental Safety Measures (SSMs) such as quad gates or median barriers?

A. The addition of SSMs would increase the safety of the grade crossings.

2. Q. Which would have greater crossing safety: (i) with SSMs and no routine use of train horns; or (ii) without SSMs but with routine use of train horns (existing status quo)?

A. Our rail expert, Mr. Egan, believes that the use of train horns provides a safer grade crossing than can be accomplished in a Quiet Zone.

3. Q. In the event that a Quiet zone is established, will bells on the train engine and crossing gates still sound and will lights on the engines and on crossing gates still flash at each level crossing?

A. In a Quiet Zone the bells and lights on the grade crossing warning devices will activate as normal. The bells and ditch lights on the locomotives will not activate.

4. Q. In the event that a Quiet zone is establish, will routine use of train horns be used in the absence of unusual hazardous situations?

A. There is no "routine" use of train horns in a designated Quiet Zone. Train horns will be used when, in the locomotive engineer's opinion, an emergency situation exists, such as person or vehicle on the right of way, which requires use of the train horn to warn those people of an impending situation.

5. Q. In the event that a Quiet zone is establish, will train engineers have the discretion to sound the horn in the event of any unusual situation of danger, such as a person or vehicle on the tracks?

A. Same answer as No. 4. There is no "routine" use of train horns in a designated Quiet Zone. Train horns will be used when, in the locomotive engineer's opinion, an emergency situation exists, such as person or vehicle on the right of way, which requires use of the train horn to warn those people of an impending situation.

6. Q. Are Constant Warning Time devices, Vehicle Presence detectors, and Power Out features required improvements for installation of Quad Crossing gates to permit the establishment of a Quiet Zone?

A. Constant Warning Time Devices and Power Out Features are required prerequisites for a Quiet Zone. Vehicle Presence Detectors are not required for a Quiet Zone, and are a further SSM, as Four Quadrant Gate Systems can be developed either with or without Vehicle Presence Detectors.

7. Q. Which of the grade crossings in Needham are equipped with Constant Warning Time Devices?

A. We did not investigate this matter with the MBTA/Keolis as this was outside the scope of our services.

8. Q. Which of the grade crossings in Needham are equipped with Power Out features?

A. We did not investigate this matter with the MBTA/Keolis as this was outside the scope of our services.

9. Q. What is the estimated cost of providing Constant Warning Time at each Needham crossing that is not already so equipped?

A. It is difficult to offer an exact number since Keolis will be responsible for securing and installing the equipment but the equipment will likely be in the \$150,000 range per crossing.

10. Q. What is the estimate cost of providing Power Out features at each Needham crossing that is not already so equipped?

A. As with question 9, it is difficult to offer an exact number since Keolis will be responsible, but equipment will likely be in the \$100,000 range per crossing.

11. Q. Do the cost estimates for the quad gate installation include Vehicle Presence Detectors and if not, what would the cost be?

A. Yes.

12. Q. What entities are qualified to do the pedestrian crossings assessment at Needham Center and Hersey, and what would be the estimated cost of the assessment?

A. These assessments are normally done by a committee formed by the Town (and its consultant), the FRA, the owner of the Rail Line (The MBTA), and possibly, the operator (Keolis).

13. Q. The BETA study states: "We have asked the FRA for a clarification ...at the Needham Country Club grade crossing." What was the result of the regional manager's inquiry with his superiors regarding the private (golf course) crossing?

A. We have reviewed this matter with Mr. Frangella, of the FRA. He clarified the FRA position on the private crossing. Since the Country Club crossing is more than a quarter mile from the last public grade crossing it cannot be included in the Quiet Zone. He further advises that if the town reaches an accommodation with the MBTA regarding the private crossing, it is not necessary to involve the FRA in that decision, since that would fall outside the purview of the FRA.

14. Q. Is it BETA's opinion that the Town could reach an accommodation with the MBTA regarding the private crossing and amend the private grade crossing agreement accordingly to allow no routine train horn operation at the Golf Club crossing?

A. Yes.

15. Q. What is BETA's recommendation as to how to pursue reaching such an accommodation and its opinion of the cost of doing so?

A. The first step would be to request a meeting with John Ray, head of commuter rail. While the ultimate revision of contract language will be done by others, if Mr. Ray agrees in principal, this will assist the process. The cost will be a function of the hours expended. Does the country club have its own counsel who would handle such negotiation, or is the town going to take the lead?

16. Q. If the Town cannot reach an accommodation, in BETA's opinion what would the most cost-effective way to eliminate the need to sound horns at the Golf Club crossing?

A. It is important to understand that, from the MBTA perspective, this grade crossing (and every grade crossing) is a potential liability. The goal of the MBTA is to minimize their exposure as relates to any incidents at crossings. This dictates their maintenance practices, operating practices and their use of warning devices. That said, there are two alternatives if an accommodation cannot be reached: Eliminate the crossing or create a grade separation. Neither of which is desirable, but are options.

17. Q. What would be the additional cost of such required improvements (Constant Warning Time devices, Vehicle Presence detectors, and Power Out features), in addition to the Quad Crossing gate improvements, to allow the establishment of a Quiet Zone?

A. That cost has not yet been developed.

18. Q. Are there any of the level crossings in Needham that could be acceptable for the Quiet Zone by installing median barriers as Supplemental Safety Measures? What is the estimated cost of median barriers at these crossings compared with Quad Crossing gates?

Anthony L. Del Gaizo, P.E.
September 29, 2016
Page 4 of 4

A. Public Works has advised against Median Barriers. The reason cited was concern regarding snow removal issues. Additionally, three of the streets (West, May and Oak) are generally narrow and have driveways in close proximity to the grade crossing(s). Movement of trucks into and out of these driveways and parking areas would be significantly impacted by median barriers. As such, we did not develop a cost for median barriers.

Please let me know if you have any questions.

Very truly yours,
BETA Group, Inc.

Robert T. Mackie, PE, BCEE
Vice President

cc: File
Thomas Egan, ECG

Job No: 5176



TOWN OF NEEDHAM
TOWN HALL
Needham, MA 02492-2669

Kate
COMPLETED

9/16/19

Office of the
TOWN MANAGER

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

September 16, 2019

Steve Poftak, General Manager
MBTA
10 Park Plaza
Boston, MA 02116

Dear Mr. Poftak:

The purpose of this letter is to determine whether, and under what circumstances, the Town of Needham could request elimination of the train horn sounding requirement at the private at-grade crossing on the Needham Line at the Needham Golf Club.

The Town is not making such a request at this time but is asking for this information in an effort to determine options to mitigate, reduce or eliminate train horn sounding at that location.

In response to community concerns, the Town has for several years been exploring options for elimination of train horn sounding requirements at some or all of the five public and one private at-grade crossings in the Town. In 2015, the Town engaged the services of BETA Group, Inc. and its railroad consultant Egan Consulting Group to provide the Town with options for achieving this result.

In summary, the report concludes that the Town may petition for the creation of a quiet zone for the five public at-grade crossings by proposing to implement a series of supplemental safety measures. Approval of the Federal Railroad Administration and the MBTA would be required, and additional work by the MBTA on its infrastructure would be necessary. The cost of implementing these safety measures is in the range of \$1.3 million in 2015 dollars – exclusive of any costs incurred by the MBTA.

The Needham Select Board has not decided whether to proceed with the creation of a quiet zone for the public crossings.

The report also concludes that the private at-grade crossing at the Needham Golf Club cannot be included in a quiet zone because it is more than one quarter mile from the next at-grade crossing, and because under FRA regulations, a quiet zone cannot start or finish at a private grade crossing. There are no other at-grade crossings on the Needham Line east (toward Boston) of the private crossing at the Golf Club.

The Town and officials of the MBTA have engaged in numerous conversations about ways to eliminate the at-grade crossing at the Needham Golf Club. To date, no satisfactory solution has been identified for the following reasons:

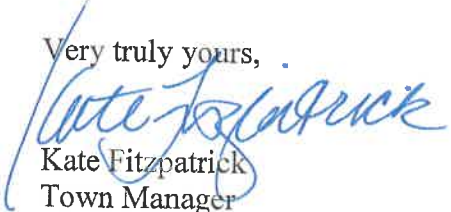
1. The reconstruction of a bridge over the tracks (eliminated decades ago) is impractical due to current ADA regulations, the introduction of double-decker train cars, and the reconfiguration of the golf course after the bridge was removed.
2. Construction of a culvert/tunnel in the only logical place would cause significant hardship for the Needham Golf Club given the current design of the course.
3. Construction of a culvert/tunnel would not eliminate the need for the grade crossing because of the size of the course maintenance equipment that routinely needs to cross right of way.

Residents in the vicinity of the Golf Club crossing are aggrieved that the train horns are very loud and include sounding late at night and at other times when the course is not used for golf purposes. Given that elimination of the crossing itself is not a viable option, and in order to ensure that all options for elimination of the train horn noise at the Golf Club crossing have been considered, the Select Board asks whether the MBTA would consider modification of the private at-grade crossing agreement to eliminate the use of train horns at this location. If so, what measures would be required to accomplish this?

As stated, the Select Board has not decided whether to seek such modification of the agreement but seeks information from the MBTA so that final decisions in the matter of a quiet zone and train horn noise along the Needham line may be made.

Thank you for your assistance in this matter. If you have any questions or need additional information, please feel free to contact me.

Very truly yours, .



Kate Fitzpatrick
Town Manager

cc: Select Board
Representative Denise Garlick
Rick Merson, Director of Public Works
Needham Transportation Committee
Needham Golf Club



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO
Steve Poftak, General Manager

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

cc: SB, DPW → KP
massDOT
Massachusetts Department of Transportation

October 25, 2019

2019 NOV -6 P 4: 00

COMPLETED

11/8/19

Kate Fitzpatrick
Needham Town Hall
1471 Highland Ave.
Needham, MA 02492

Dear Town Manager Fitzpatrick,

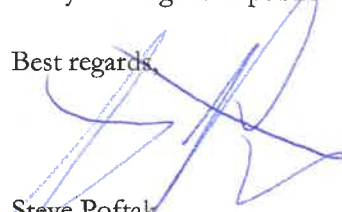
Thank you for reaching out regarding the train horn utilization along the Needham Line. The MBTA understands and recognizes the impact it may have on the quality of life of residents in proximity to the rail line. However, the MBTA's first priority has always been and will continue to be the safety of its riders, operators, and pedestrians. In 2018, there were 2,214 grade crossing incidents across the country, resulting in 819 injuries and 217 fatalities. As you may know, a study conducted by the Federal Railroad Administration (FRA) determined that bans/elimination of locomotive horns in other parts of the country resulted in accident rates doubling.

The position of the MBTA is that train horns save lives. We believe that quiet zones compromise the safety of our employees, our customers, and the general public. Our number one priority is to operate our system safely and in full compliance with federal regulations. While we will not prevent municipalities from installing the required supplemental safety measures and obtaining a quiet zone waiver, we cannot ignore the aforementioned priorities.

In order to proceed with the creation of a quiet zone for the public crossings, the Town of Needham must reach out to the FRA to receive quiet zone status. The town will be responsible for funding the installation of additional safety measures. For a rough pricing estimate, it costs approximately \$350,000 dollars to install a basic crossing warning system and up to \$500,000 dollars for a set of four-quadrant gates. Median barrier devices and lane channelization cost approximately \$80,000 to \$100,000 dollars. There is also an annual maintenance cost of approximately \$25,000, not including any repairs that may be necessary. Additionally, the community will be responsible for initial costs associated with obtaining a crossing diagnostic review from an experienced firm, which must include safety calculations that measure the amount of risk associated with crossing in a quiet zone (QZRI).

The MBTA will continue to advocate for the potential installation of an oversized culvert, which will create a path for pedestrian and vehicular traffic. Although we recognize that it may cause some issues for the Needham Country Club, this proposal will mitigate the risks associated with this grade crossing as it is currently designed and eliminate the need to use the horn. The MBTA believes this is the best solution for improving the quality of life of residents in this area. We look forward to continuing to work with you and the Town of Needham on solutions that meet both the needs of the community and the safety of the general public.

Best regards,


Steve Poftak
General Manager



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

MEETING DATE: 02/25/2020

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 January 28, 2020
Needham Town Hall
Select Board's Chamber**

6:45 p.m. Informal Meeting with Citizens:
Terence Ryan, 79 Evelyn Road spoke with the Board about the Highway Commercial 1 Zoning Proposal in the Muzi Ford/Gould Street area. He commented on the Wingate buildings and asked that more green space be included in any plan.

Artie Crocker, 17 Fairlawn Street spoke with the Board about a public hearing held at the Broadmeadow School on Monday, January 27, 2020 regarding the Highway Commercial 1 Zoning Proposal. He asked that future discussions accurately represent what is being proposed, suggesting people should know there have been conversations with the property owner. Mr. Crocker spoke of the importance of trust in any of the discussions. He asked that more green space be part of the plan.

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 Water & Sewer Superintendent:
Richard Merson, DPW Director appeared before the Board to introduce newly promoted Water and Sewer Superintendent Sean Harrington. He gave a brief background on Mr. Harrington's work experience at the Boston Water and Sewer Commission and as Assistant Superintendent for Needham's Water, Sewer, and Drains Division.

Mr. Harrington said he enjoys working in the field and thanked the Town of Needham for the opportunity.

The Board congratulated Mr. Harrington on his promotion and wished him well in his new position.

7:05 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 a Special One Day Wine & Malt Beverages Only license for Robert Timmerman of the Needham Knights of Columbus to host its annual Super**

- Bowl Party for Seminary Support on Sunday, February 2, 2020 from 4:00 p.m. to 11:00 p.m. The event will be held at Needham Knights of Columbus, 1211 Highland Avenue, Needham.**
- 2. Approve a Special One Day Wine & Malt Beverages Only license for Robert Timmerman of the Needham Knights of Columbus to host its annual Saint Patrick's Day Dinner Dance on March 14, 2020 from 5:00 p.m. to 11:00 p.m. The event will be held at Needham Knights of Columbus, 1211 Highland Avenue, Needham.**
 - 3. Grant permission for the Newton Needham Regional Chamber to use the Town Common and surrounding area for its Street Fair on Saturday, June 6, 2020, and the Fall Harvest Fair on Sunday, October 4, 2020. They would like to request rain dates of Saturday, June 13, 2020 and Sunday, October 11, 2020 respectively. Permission includes: Town Common for local businesses' booths; Businesses to have items for sale on sidewalk in front of their own stores; parking lot behind Town Hall and for one handicapped accessible portable toilet and one hand washing station (to be delivered and picked up on the same day); close Chapel Street from the corner of Great Plain Avenue to the Chapel Street parking lot for food court, fire truck, touch the trucks, and Michelson's Shoe table; use of the Town's generator on Chapel Street to power the food court and other activities as needed; use of the outlets on the town common to provide requested electricity for popcorn and other activities as needed; trolley ride that will start at Highland Avenue by the Town Common and loop back around the town via Great Plain Avenue, Webster Street, May Street, and back to the Town Common; delivery and pickup of a dumpster in the parking lot behind town hall; delivery and pick up of trash cans to be placed around the event area including specifically at the food court and near the portable toilets; and any changes as recommended by the Needham Police Department. Also grant permission for meter free parking in the downtown area for both days.**
 - 4. Accept a \$100 donation made to the Needham Health Division's Gift of Warmth Program from Philip and Lynda Coburn.**
 - 5. Accept the following donations made to the Needham Aging Services Donation Account: \$50 from Susan Smolin; and \$150 from Ellen & Michael Knizeski.**
 - 6. Approve a Special One Day All Alcoholic Beverages license for Marty Goldberg, of the Temple Beth Shalom to host its comedy night on March 7, 2020 from 7:00 p.m. to 11:00 p.m. The event will be held at Temple Beth Shalom, 670 Highland Avenue, Needham.**
 - 7. Approve a Special One Day Wines & Malt Beverages license for Sandra Rizkallah of Plugged-In Band Program to host its British Invasion – Beatle Juice event on April 4, 2020 from 5:00 p.m. to 11:00 p.m. The event will be held in Powers Hall at Town Hall, 1471 Highland Avenue, Needham.**
 - 8. Approve a request from Lindsey Itzkowitz, of the National Celiac Association, to hold its "NCA Run for Celiac 5K", on May 30, 2020 from 7:00 a.m. to 2:00 p.m. The route of the ride has been approved by the following departments, DPW, Police, Fire, and Park and Recreation.**

9. Approve a request from the Exchange Club of Needham to sponsor 4th of July fireworks on Friday, July 3, 2020 and activities on Friday, July 3, 2020, and Saturday, July 4, 2020. Activities on the 4th will include a Flag Raising on the Town Common, the Grand Parade, a 5K road race, the Crafts Fair/Flea Market, and athletic competitions for younger children. Coordination of all additional activities will be made with appropriate Town Departments.
10. Sign the Warrant for the State Primary Election Warrant scheduled for March 3, 2020.
11. Approve Open Session minutes of January 14, 2020 and Executive Session minutes of December 17, 2019.
12. Approve a Special One Day All Alcoholic Beverages License for Georgina Arrieta Ruetenik, of The Wily Network to host a fundraiser on February 1, 2020 from 3:30 p.m. to 7:30 p.m. The event will be held at 220 Reservoir Street, Suite 32, Needham, MA.
13. Accept the following donations made to the Needham Community Revitalization Trust Fund: \$100 from Jennifer Tirnauer, \$100 from Lawrence Kistler, \$50 from Kate Carter, and \$100 from The Charles River Center.
14. Approve and sign updated Common Victualler licenses to all three Dunkin Donuts establishments in Needham as they have all changed corporation and establishment names. The Common Victualler licenses were originally approved and signed at the December 3, 2019 Select Board meeting. The changes are as follows: Highland Avenue Donuts, Inc. d/b/a Dunkin Donuts (CV-2020-22) to ND Donuts, LLC d/b/a Dunkin'; Fred's Coffee Shop d/b/a Dunkin Donuts (CV-2020-16) to ND Donuts, LLC d/b/a Dunkin'; and Chestnut Street Donuts d/b/a Dunkin Donuts (CV-2020-12) to ND Donuts, LLC d/b/a Dunkin'.
15. Water and Sewer Abatement Order #1286.
16. Accept a \$50 donation made to the Needham Park and Recreation Commission in honor of Patty Carey from Lois and Bill Bacon. They would like the money to go towards the Department's Ice Skating program.
17. Authorize the Town Manager to sign all documents relating to the Town's website with .Gov Domain Registration.
18. Approve a Special One Day Wines & Malt Beverages License for Gloria Greis of the Needham History Center & Museum to hold its "Champagne & Chocolate Goes to the Movies" event on February 8, 2020 from 7:00 p.m. to 11:00 p.m. The event will be held in Powers Hall, 1471 Highland Avenue, Needham MA.

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

7:05 p.m.

Town Manager:

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

1. FY2021 Budget Presentation

Ms. Fitzpatrick presented the proposed annual balanced budget for fiscal year 2021.

She said the theme for the year is service and how services are provided to residents. She commented on initiatives to improve safety and the continued focus on maintaining a sustainable and resilient financial plan for the Town. She commented on core budget priorities adopted by the Select Board, noting the primary goal of the Board is the maintenance and optimization of existing Town services while being mindful of the availability of revenue for appropriation. Ms. Fitzpatrick referred to the Overall General Fund Budget Summary saying the budget is increasing by 4.5% to \$203,453,955. Ms. Fitzpatrick commented on Budgeting Best Practices and the use of Free Cash to fund operations. She noted a slight increase in estimated property taxes, saying Needham is a community that relies heavily on property taxes supplemented by state aid and local receipts, including motor vehicle excise and hotel excise taxes. Ms. Fitzpatrick indicated the Governor's budget shows an increase in state aid to Needham mainly attributed to the implementation of full day kindergarten. Ms. Fitzpatrick commented on Budget Drivers such as school enrollment, employee benefits, and staffing. She said over the past ten years, school enrollment in Needham has increased by 6.5%, or 348 additional students, representing an average annual increase in enrollment of .7% per year. She highlighted additional staffing in the Finance Department, Planning & Community Development, Police Department, Fire Department, Public Works Department, Health & Human Services, Library, and Park & Recreation over the last year. Ms. Fitzpatrick commented on items not funded in the prior year budget, highlighting community events, network security, software, a recording secretary for the DRB, the SPAN program, library subscriptions, and pool staffing among other items. Ms. Fitzpatrick said many items will be brought back next year, in particular a dedicated Public Health Director in Board of Health, increased programs at the Center at the Heights, library space planning and staff, police vehicles, and additional staffing in the Public Works department among other items. Ms. Fitzpatrick commented the recommended budget increase for the Needham public schools is 6.2% totaling \$80,738,396 and includes 17 full-time equivalent employees. Discussion ensued on the Enterprise Fund Budgets and the concept of the Stormwater Stabilization Fund. Ms. Fitzpatrick commented on the newly built Jack Cogswell building on Central Avenue, noting a formal opening event will be held in the spring. Ms. Fitzpatrick spoke about items Beyond the Operating Budget, including Compensated Absences Fund, Property Tax Assistance Program, Public Facilities Maintenance Program, Town Owned Land Surveys, Billing and Collection Applications, a Parking Study, and the Athletic Facility Improvement Fund among other items. Ms. Fitzpatrick asked members of the Select Board if they had any questions.

Mr. Borrelli asked if any paid staff positions are being paid through a warrant article? He also commented on the Athletic Facility Improvement Fund, noting the fund is lower than in the past and needs to be built up again to fund new turf.

Ms. Fitzpatrick said some paid staff positions have transitioned and/or have sufficient funding. She commented that the addition of a Public Information Officer is invaluable, saying the position has two years of funding.

Ms. Cooley asked the timeline for getting free cash certified and will there be additional funds available? She commented that she is happy to see funding for events and funds for planning and public health.

Dave Davison, Assistant Town Manager/Finance said he anticipates free cash to be certified by March 2020 at a level comparable to prior years.

Mr. Matthews commented an impressive amount of work goes into preparing the budget. He said the Town does a good job with all town and public education services. He noted things cost more than people think and that Needham is a high tax community compared to statewide averages. He commented on mandated costs and departments devoted to their mission, noting there are many trade-offs in avoiding Proposition 2 ½ overrides to make the budget work. He said Needham delivers very good value for taxpayer dollars.

Mr. Bulian said the presentation gives residents an overview of where the money is spent, and items being considered in the coming fiscal year. He said he hopes for continued success, and that it is clear to him that people enjoy living in Needham.

The Board thanked Ms. Fitzpatrick and Mr. Davison for the presentation.

2. Town Manager Report

Ms. Fitzpatrick reminded the Board of the upcoming public meeting on the Complete Street Prioritization study to be held on Tuesday, February 4, 2020 in Powers Hall. She said the Town website has a list of locations recommended by the consultant as options for the Prioritization Plan. She encouraged residents interested in the topic to attend the meeting.

Ms. Fitzpatrick reported the Massachusetts Municipal Association recently held a workshop in which a new advertising campaign (masstowncareers.org) was announced, promoting jobs in the public sector and local government. A short video was viewed highlighting public sector jobs in the Commonwealth.

7:45 p.m. Board Discussion:

1. Highway Commercial 1 Zoning Proposal

Mr. Bulian said the Select Board attended the Highway Commercial 1 Zoning meeting sponsored by the Needham Heights Neighborhood Association held last night at the Broadmeadow School. He recognized Mr. Handel for comment.

Mr. Handel said he realized after the meeting there is a lot of misunderstanding about planning and the planning process. He said the meeting was to gather information about perceptions about discussions over the last six years leading up to the current status with a proposal that failed to reach two-thirds majority at Town Meeting in the fall 2019. He read his prepared statement commenting on the

Channel 5/Muzi Ford property, noting it is currently an unattractive parcel of land that could be made a more attractive and effective buffer between residential Needham and Route 128/195 if new zoning were adopted. He said the property should be put to a better, more environmentally sensitive and mutually valuable use, however, that will not occur under current zoning. He discussed zoning using the Special Permit process can provide both the tools and means to achieve desired and costly changes. He commented on the available tools and means of the Special Permit process that could be used, including a supermajority vote of the elected Planning Board members, extensive public hearings, and significant modifications to the Special Permit that could be made after adoption requiring further public notifications and hearings. He said Needham does not own the site and cannot buy the improvements many folks would like to see. He said the means come through the Special Permit, adding value to a potential development through a higher density and height for those developers willing to meet extra conditions in order to gain more value from more and better rentable space. He said a meaningful public process is part of the method and provides a win-win situation for the Town, neighbors, owners, and future occupants of this very important highway related location. He commented it is clear from the meeting last night that the Planning Board is listening to public concerns. He said he is inclined to be supportive of the Planning Board as it moves forward or if they don't move forward. He commented on the notion of waiting for a potential developer before rezoning is ever proposed, noting it is unrealistic to think that approach and uncertainty would result in anyone coming forward to engage with the Town on the issue. Mr. Handel said Needham's record of attracting high quality corporate development using incentives in the Special Permitting process is the envy of neighboring municipalities.

Mr. Borrelli said the project is missing a comprehensive vision and more public input, suggesting hiring a consultant with expertise in developing a master plan for the area. He said if the Town wants development of the site, they will overwhelmingly vote for it. He commented starting with a vision, density, and use ideas will bring people together to gain consensus.

Mr. Matthews said there were many positive contributions at the meeting last night. He said it seemed to him that the idea was new for many people at the meeting and that it is incumbent on the presenters and Select Board to make sure townspeople understand the basics, i.e. why change zoning in this privately held property? He said having a strong business community is important for Needham and there is a reason to try and maximize the value of commercially zoned properties that is in the best interest of the community. Mr. Matthews said he believes the general approach by the Planning Board is good. He commented the idea of allowing a significant increase in commercial activity subject to the special permit process will allow the Planning Board to address issues of massing, appearance, traffic, open space, environmental, and sustainability. He said creating a framework will allow the private sector to work within guidelines to come forward with a plan, noting the Needham Crossing development. Mr. Matthews said it is up to the Planning Board to decide whether or not to present to Town Meeting in the spring of 2020 if a plan

is ready, or to wait another year to get it right. Mr. Matthews concluded the goal is to have a plan that works best for the whole community.

Mr. Bulian said he believes there should be more meetings and more discussion as to the use of the parcel. He said from the meeting last night, he believes environmental sustainability, green space, and less height must be seriously considered, suggesting office space may be the best use of the parcel. He said traffic will be one of the biggest issues for the area, including Gould Street. Mr. Bulian said he wants to see what the Planning Board brings forward, either in the spring or fall of 2020. He concluded by saying that any future development of the site will look far better, rather than the current parcel having a lot of cars and a lot of asphalt. He said change is difficult for some people, but the Select Board is obligated to make the best decisions for all of the townspeople.

Ms. Cooley said she was surprised the idea was new for many people attending the meeting last night. She said that although she heard concerns about sustainability and the notion that the area is the gateway to Needham, the role of the Planning Board is to create the conditions that create the right feel. She said traffic is a big concern, noting there are things that can be done by special permit to mitigate traffic and improve transportation. She said the Planning Board has indicated it wants consensus moving forward, but which did not exist last spring. She said she would like to have a goal of bringing the topic back to spring Town Meeting, recognizing there may be more work that needs to be done. Ms. Cooley concluded there is support for the idea of something new and that people would appreciate having an entrance to town that they feel Needham is worthy of today. She said developers will respond with a framework and an articulate vision for the area.

Discussion ensued on current and new zoning, development of the parcel, and moving the project forward.

2. Committee Reports

Ms. Cooley reported she and Mr. Borrelli attended a meeting on future school needs and enrollment. She said data suggests school population will stay flat for a long time, with shifts between elementary and high school. She said there is a sense that in order to support school enrollment more flexibility around the margins is necessary with possible spot redistricting. She said schools will be full, but it does not appear more schools or school additions need to be built. She noted many families now moving to Needham already have children, unlike in the past when people moved to Needham without children.

Mr. Borrelli said the meeting was “eye opening,” commenting 288 homes sales annually need to turnover to stay at the baseline. He said the numbers include apartment projections and overlay zoning projections.

8:32 p.m. Executive Session: Exception 3 - Potential Litigation

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.

Not to return to open session prior to adjournment.

Second: Mr. Borrelli. Mr. Bulian polled the Board. 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 February 11, 2020
Needham Town Hall
Powers Hall**

5:40 p.m. Executive Session: Exception 3 - Potential Litigation and Exception 6 - Purchase, Exchange, Lease or Value of Real Property

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, and Town Manager Kate Fitzpatrick. Recording Secretary Mary Hunt joined the meeting at 6:45 p.m.

Motion by Ms. Cooley 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.

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

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

6:45 p.m. Informal Meeting with Citizens:
Residents of Walker Lane spoke with the Board concerning their desire for sewer installation in the neighborhood.

7:00 p.m. The public portion of the Select Board meeting of February 11, 2020, was convened by Chair John Bulian.

7:00 p.m. Public Hearings - Eversource Energy Grant of Locations:
Karen Johnson, Eversource Energy representative appeared before the Board with 2 Grant of Locations to discuss:

1. Chestnut Street and School Street
Ms. Fitzpatrick said all paperwork is in order.

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

Motion by Mr. Handel that the Select Board approve and sign a petition from Eversource Energy to install approximately 105 feet of conduit in Chestnut

Street and School Street. This work is necessary to provide electric service to Needham Public Safety Headquarters.

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

2. School Street

Ms. Fitzpatrick said all paperwork is in order.

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

Motion by Mr. Handel that the Select Board approve and sign a petition from Eversource Energy to install one (1) pole #55/10B in School Street. This work is necessary to provide electric service to Needham Public Safety Headquarters.

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

7:03 p.m.

Needham Housing Authority Report:

Tim McDonald, Director of Health and Human Services spoke with the Board about information in the recently released report on services to the Needham Housing Authority residents. The report focused on the well-being and quality of life for Needham Housing Authority residents, and recommendations for moving forward.

Mr. McDonald discussed “An Assessment of Needham Housing Authority Residents: Assets and Opportunities.” He commented he found it surprising that some residents are unaware of some of the major services and support that are available from the Town. He cited that 22% of residents who took part in the survey were unfamiliar with the food pantry at the Needham Community Council, 37% were unaware of the community dining program for seniors at the Center at the Heights, and 32% of residents who took part in the survey are unaware that the Travelling Meals Program is available for those residents who are unable to cook for themselves. He commented on available transportation to/from the Center at the Heights. He said there are a number of services offered by the Health and Human Services department, as well as other departments and community partners that are available to help residents of the Housing Authority that should be better publicized. Mr. McDonald said many needs can be addressed with some changes in how the Town operates to bring services to residents of the Housing Authority.

Mr. Borrelli thanked Mr. McDonald for the report saying it is a great baseline and shows there are some things that can be done to improve services to residents. He commented on snow plowing, substance use and enforcement.

Ms. Cooley said she appreciates the study. She said she was surprised some residents were unaware of many resources, suggesting there are ways to make connections about available services.

Mr. Matthews suggested meeting with the Housing Authority Commission. He commented that the Housing Authority is not part of town government, yet a separate legal state entity. He cautioned on the challenges, noting most residential units were built with state and federal funding, which is no longer available for capital maintenance, and remain the responsibility of the Housing Authority. He noted many residents have a lot of needs and challenges, saying it is right to try and help our constituents. He reiterated it would be good to attend Housing Authority Commission meetings to maintain clear and open lines of communication.

Mr. Handel and Mr. Bulian concurred and said the report is very helpful.

7:14 p.m. Appointments and Consent Agenda:

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

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA

- 1. Upon the recommendation of the Assistant Town Manager/Director of Finance, change the mileage reimbursement rate from 58 cents to 57.5 cents per mile consistent with the rate determined by the IRS.**
- 2. Accept a donation in the amount of \$10,000 for the Police Department and \$10,000 to the Fire Department from Middlesex Bank.**
- 3. Approve a Special One Day Wines and Malt Beverages license for Steve Volante, of Volante Farms, to host a Cooking Class event on February 29, 2020 from 2:30 p.m. to 4:30 p.m. The event will be held at Volante Farms, 292 Forest Street, Needham.**
- 4. Approve three Special One Day Wines and Malt Beverages licenses for Steve Volante, of Volante Farms, to host “Dinner in the Field” events on July 9, 2020, July 23, 2020, and August 6, 2020 from 6:00 p.m. to 9:00 p.m. The events will be held at Volante Farms, 292 Forest Street, Needham.**
- 5. Approve a Special One Day Wines and Malt Beverages license for Steve Volante, of Volante Farms, to host a Wine & Cheese Class event on November 7, 2020 from 1:00 p.m. to 4:00 p.m. The event will be held at Volante Farms, 292 Forest Street, Needham.**
- 6. Approve a request from Jennifer Whitman, of Saphier Events to hold its “Geared Up for Kids 2020” bike ride on May 31, 2020. This bike ride benefits the Pediatric Brain Tumor Foundation, Northeast. The bike ride will start at 8:00 a.m. and will finish by 1:00 p.m. The route of the race was approved by the following departments: DPW, Police, Fire, and Park and Recreation.**
- 7. Approve a request from Kati Sigel, of Three Squares New England, who is organizing its annual fundraiser “The Ride for Food” bike ride to benefit food pantries in numerous communities including Needham, to have a portion of its ride to go through Needham. The event is scheduled for October 4, 2020**

from 8:30 a.m. to 1:30 p.m. The route of the ride has been approved by the following departments, DPW, Police, Fire, and Park and Recreation.

8. Authorize free meter parking in the area of Town Hall on election days.
9. Accept a \$250 donation made to Needham Youth & Family Services from the Patrick & Patricia Forde Memorial Fund. The monies will be used towards future programs in the Youth & Family Services Department.
10. Accept a \$130 donation made to Needham Youth & Family Services and The Center at the Heights, Council on Aging from The Webster Bank. The monies are to go towards the Intergenerational Program: Bridging the GAP.
11. Accept a \$20 donation made to Needham Youth & Family Services from the ScheckKahn family. The monies will be used towards future programs in the Youth & Family Services Department.
12. Approve a request to modify the pricing recommendation for the sale of surplus fire alarm boxes.

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

Mr. Matthews expressed appreciation and thanks to the Middlesex Bank for their generous donations to the Police Department and Fire Department.

7:15 p.m. Town Manager:
Kate Fitzpatrick, Town Manager appeared before the Board to discuss three items:

1. Close Annual Town Meeting Warrant

Ms. Fitzpatrick reviewed items in the Annual Town Meeting Warrant and asked the Board to vote to close the warrant for the 2020 Annual Town Meeting beginning Monday, May 4, 2020.

Motion by Mr. Handel that the Select Board vote to close the warrant for the 2020 Annual Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel, and Bond Counsel.

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

2. Accept and Refer Zoning

Ms. Fitzpatrick said the Town received two requests for amendments to the Zoning By-Laws. Under state law, the Select Board has 14 days to accept the proposed amendments and refer them to the Planning Board for its review, hearing, and report. The Board's action in the matter is not discretionary.

Motion by Mr. Handel that the Board vote to accept the following proposed zoning amendments: "Amend Zoning By-Law - Pediatric Medical Facility in the New England Business Center District" and "Amend Zoning By-Law - Map Change to General Residence B Zoning District" for referral to the Planning Board for its review, hearing, and report.

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

3. Town Manager's Report

Ms. Fitzpatrick thanked the Middlesex Bank for their donation, pointing out the police department intends to use the funds to offset costs associated with the junior police academy and a new therapy dog for use in the schools.

Ms. Fitzpatrick reported Needham has officially been designated a Green Community and received a grant of approximately \$148,000 for use in funding a study to review energy reduction and energy efficient projects in Town.

Ms. Fitzpatrick reported on the meeting and turnout for the "Complete Streets Prioritization Plan" held on February 4, 2020. She said a draft plan will be presented to the Select Board in March 2020.

7:30 p.m.

Public Hearing: Ridge Hill Reservation and Nike Property

Ms. Fitzpatrick updated the Board on the 2018 Ridge Hill Nike Property Assessment prepared by Weston and Sampson, and discussed current uses, conditions, and management of the properties. She commented on short-term and long-term planning.

Mr. Bulian opened the hearing and invited public comments.

Bill Paulson, 147 Lindbergh Avenue said private funds were raised and the Dog Park was established in 2014 at the Nike site. He commented the Town helps to maintain the park and many dogs use the property.

Joe Leghorn, 40 Linden Street, speaking on behalf of the Needham Community Farm gave a brief history of the farm which began approximately twelve years ago. He commented on prior discussion regarding the Needham Housing Authority, and how the farm gives food to people in need. He said approximately 60% of produce supplied to the Needham Food Pantry comes from the farm, and that the farm operates the mobile market delivering food directly to the Needham Housing Authority. He said the farm is used for educational purposes and volunteerism. Mr. Leghorn said the farm of approximately 3.26 acres is a labor of love doing good in Needham. He referred to fig. 22 in Weston and Sampson report where development may occur. He said new development takes away approximately $\frac{1}{3}$ of the original 1.26 acres of the farm and all remaining expansion room. He commented that the farm needs to be considered in the greater scheme and is important to the culture in Needham.

Jim Bonasia, 174 Tower Avenue, board member of Needham Youth Hockey said demand within Needham is strong, the economics makes sense, and Needham Youth Hockey's financials support a loan. He said many properties have already been renovated and a new ice arena will add to the reason people desire to live in Needham. He said many surrounding towns have built or are in the process of building ice arenas due to demand for learning to skate, developmental, U18, and high school programs. He said over 525 children participate in Needham hockey

programs, and the number grows considerably when figure skating, ice dancing, speed skating, curling, recreational skating, and adult men/women hockey programs are included. Mr. Bonasia commented Needham High School hockey contracts with over ten other rinks for ice time, travelling all over Metrowest, and pays over \$450,000 to rent ice from other communities. He said the main reason families leave Needham hockey is due to the lack of consistency and scheduling in ice time, and the program is at the mercy of other communities. Mr. Bonasia commented on what he has heard/read, available buildable land, and the notion of displacing the Community Farm. He said Needham has the 2.75 acres available for an arena and parking lot, and the project would be out of sight from the road and residents. He said the time is now to push forward for the development of an ice arena.

Janet Bernardo, Chair, Conservation Commission explained the Wetlands Protection Act requires the Conservation Commission to regulate activities to protect specific interests, including wetlands, swamps, streams, vernal pools, and buffer zones related to these areas. She stated the public and private water supply, ground water supply, flood control, prevention of storm damage, fisheries, and wildlife must be protected from any negative development. Ms. Bernardo said Ridge Hill Reservation is a dedicated nature preserve, consisting of wetlands and floodplains and has 8 miles of walking trails. She commented it is the largest, contiguous, unfragmented, undeveloped parcel in Needham, providing significant value to the Town. She said the Ridge Hill property was acquired with federal land and water conservation funds, Needham town funds, and gifts with the intent to protect the valuable open space and diverse wildlife. As stewards, the Conservation Commission is dedicated to protecting the land and wildlife habitat. She concluded saying removing a large number of trees to construct a road to connect both areas is not in the spirit of protecting this wildlife habitat.

Mr. Bulian invited public comment and asked for ideas for using the Nike site.

Patricia Falcao, 19 Pine Street said an ice arena should be in the industrial park area. She said open space and conservation is a place to get away from noise and air pollution, and to meditate, destress, and have a picnic with family.

Julia Greenway, 600 Charles River Street supports the community farm and would like more greenhouses at the Nike site. She said the owls at Ridge Hill are being disturbed by lights, which are unnecessarily bright.

Susan Welby, 857 Webster Street said ecological areas need to be preserved and the Community Farm is a town asset. She suggested the Dog Park be in a location closer to the center of town. She said it is a beautiful open space to enjoy quiet walks in the woods. Ms. Welby said, as a hockey parent for 20 years, she understands the problem with people having to travel for games/practice. However, people will survive and there must be a better place for a hockey rink.

Deb Schmill, 38 Maple Street, concurred with comments made about the farm. She said the farm is an important asset to Needham, and any development at the Nike site must be compatible with the farm, its mission, and the natural environment. She asked people to think broadly about land use priorities in Needham and the need to preserve open space. She said over the last decade the environmental landscape has changed and that climate change was not part of the lexicon. She said people must let go of long held attachments to specific uses and view each parcel in the lense of the 2020 reality. She commented that discussion must be built on a foundation of relevant facts everyone can agree on, including the reality of climate change and its impact on the environment. Ms. Schmill said agriculture, forestry, and other open space land use, as a sector, has a vital role to play in emissions mitigation efforts. She said all parcels of land are not equal and we no longer live in a world with the luxury to devalue our natural environment. Ms. Schmill said determining the best use for land should not pit one community organization against another, saying land priorities must be decided. She concluded saying that with creative thinking a solution can be found together to meet the needs of athletic programs, while preserving the fragile ecosystem at Ridge Hill Reservation and the Nike site.

Lois Sockol, 611 Greendale Avenue said she is committed to preservation and supports the farm as there is great need for food. She said she also is a lover of ice hockey and figure skating. Ms. Sokol commented two valuable things are being discussed and that one does not need to be destroyed to realize the other. She suggested a hockey rink at the former Hillside School. She concluded saying land preservation and hockey are both important and implored the Select Board to make both happen.

John Gallo, 298 Brookline Street suggested an indoor swimming pool for high school and youth programs.

Madeline Wolfield, 31 Barrett Street spoke in defense of Ridge Hill Reservation, Nike site, and all its land, as the open space is a place for the entire community to use. She commented there are a myriad of reasons not to allow the town or a unique, private entity to destroy the land at Ridge Hill or Nike site. She commented if a hockey rink is allowed, other organizations will want to build there as well, and all the open space will soon be filled with sports facilities and parking lots. She reminded the Board that two decades ago the Town voted for the Community Preservation Act, which added a 2 ½% tax on yearly tax bills to build a fund to help purchase, protect, and preserve historical community buildings and land vital to Needham culture. She said public land should not be given to a unique, special interest group, and that Ridge Hill and the Nike site belong to everyone. She commented on climate change. She concluded saying she supports the Needham Community Farm and its mission.

Sue Biasizzo, Needham Food Pantry coordinator commented on the partnership between the farm and pantry. She said the farm provides invaluable education

and there are many people in town and the surrounding communities who cannot afford the cost of fresh produce.

Alice Cornwell, 634 Charles River Street said Ridge Hill is a beautiful open space and being outside in nature has proven beneficial for physical and mental health. She commented that discussion should be how best to preserve the space and restrict motor vehicle access. She said while the maps in the Weston and Sampson study identify wetlands and animal habitats that need protecting, it completely fails to protect the Reservation's "heart," which is the beauty of the sweeping meadows and trees. She said she doesn't understand why the town needs to develop the land and should be looking at ways to preserve the space to decrease the carbon footprint. She concluded the study suggested buildout options including a recreation center, noting that Ridge Hill already is a natural recreation center.

Josh Darwin, 669 South Street referred to the number of hockey people in the room. He commented that previous speakers lost the kids' interest for local government. Mr. Darwin suggested a sports complex including an ice rink. He commented there is plenty of land for the dog park and farm. He implored the Select Board to deliver a rink.

Cindy Landau, 57 Pine Street concurred with other speakers. She said the repercussions of building go way beyond the land, wildlife, and people. She said the neighborhood is quiet and residential, and traffic would be terrible. Ms. Landau said while she supports a hockey rink in Needham, she asked what other sites were considered for a rink? She suggested hockey representatives speak with the Muzi Ford owners or some other accessible location. Ms. Landau suggested Ridge Hill should be a place for weddings, receptions, and family gatherings.

Dan Henderson, 710 Webster Street said the barn at Ridge Hill has been used for over 50 years to store set pieces for the Needham Community Theatre. He asked the town to allow continued use, maintenance, and more space in the barn. He commented that the theatre would "fold" due to lack of storage space. Mr. Henderson said 2,700 people attended the spring 2019 Needham Community Theatre production.

Brian King, 8 Prospect Street concurred with Mr. Henderson, asking for continued use of the barn by the Community Theatre, saying quickest way to sink a non-profit is to lose the availability of the space.

Anna Aguilera, 12 Glenwood Road, along with her daughter, expressed the importance of open space. She commented climate change, sustainability, and food insecurity creates anxiety and mental health issues in today's youth. Ms. Aguilera said the land is not insignificant and goes a long way in helping the environment and the crisis currently faced.

Tom Langford, 49 North Hill Avenue said he loves the idea of a hockey rink in Needham, but Ridge Hill Reservation and Nike are the wrong location. He encouraged a rink close to the highway and said the town should look for ways to preserve open space for future generations.

Hugh Curran, 76 Donna Road said without access to a local rink, many hockey players have to travel long distances to play hockey. He said building a rink would help the hockey program and bring the community together.

Kurt Brinkhaus, supports building a rink in Needham. He said he must leave by 4 p.m. to avoid rush hour to get to practice in Watertown. He said it makes it difficult to get extra help from teachers after school.

Cole Nawrocki, 6 Carol Road said driving to practice outside of Needham is dangerous, and that now is the time to seize the opportunity to build a rink for the kids in Needham. He commented he supports the farm and dog park but believes 2 acres is not a significant amount of land to affect the wildlife or ecosystem at Ridge Hill/Nike.

Mike Labrecque, 1002 Greendale Avenue suggested looking at Prindle Pond Nature Center in Charlton, MA, as it has a nature conservancy, roads, sports, and an education complex. He said it would be possible to have all the activities and keep conservation and wildlife in mind.

Lisa Zappala, 379 Charles River Street as a mom of a hockey player and ODLA (Outdoor Living Adventure) camp counsellor, and community farm volunteer she must represent herself and the people who sent her comments as she is a Town Meeting Member. She acknowledged the importance of recognizing both needs. She said the rink should be located elsewhere, and proponents must understand a significant amount of money would have to be spent in order to get water and sewers into Ridge Hill/Nike, not just the \$6.5 million they have already raised to build a rink. She said as a Town Meeting Member and Finance Committee member for 9 years, she is assured there is not enough money in the town budget to support a project of this size in the foreseeable future. She suggested land on Greendale Avenue or in the New England Business Center be considered. Ms. Zappala said she supports passive activity at Ridge Hill.

Molly Pretorius-Holme 128 Garden Street supports expanding the community farm and agrees with having passive activities and educational programs at Ridge Hill. She encouraged creativity in finding a way forward.

Maria DiCarli, 32 Avon Circle said the farm is important, an ice rink should be located elsewhere, and other facilities should be available for teenagers.

Artie Crocker, 17 Fairlawn Street, thanked the boys for their thoughts and respectful tone. He said open space keeps people healthy, and while he supports developing certain parts of Needham, a rink at Ridge Hill is not appropriate.

Resident, Pheasant Landing expressed concern for traffic on Pine Street and Charles River Street.

Joan Onofrey, 49 Pine Street said Pine Street is one way and a tough street to walk down. She said cars always drive the wrong way and traffic would become worse. She suggested a mini Tanglewood with educational, creative, and summer activities. She said an ice rink should be located elsewhere.

Resident, Aldridge Road supports an ice rink at Ridge Hill.

Jane Evans, 1637 Great Plain Avenue suggested enhancing the passive uses at Ridge Hill with a pavilion, picnic tables, and bathrooms. She said Ridge Hill is an underutilized asset of Needham. Ms. Evans also suggested renting land at the farm for people to have their own garden plot.

Resident, suggested preserving natural land and expanding the farm. She said an alternative location should be considered for a hockey rink.

Donna Vello, 141 Hawthorn Avenue said she supports an ice rink and pool in Needham, but not at Ridge Hill/Nike. She suggested expanding the farm to supply more food for people in need.

Mr. Bulian closed the public hearing, thanked residents for their comments, and asked the Board for their input.

Mr. Handel said it is clear there is a lot of interest in the current uses at Ridge Hill/Nike and a lot of passion for hockey. He said the public hearing is for finding out the best and most appropriate uses for the property. He acknowledged if there is a need for a hockey rink there should be a search for a site. He said uses should be appropriate for the character of the Ridge Hill and the surrounding neighborhood.

Mr. Matthews said he is disappointed the hearing did not cover what was in the hearing notice i.e. planning and information about current conditions at the property, and short- and long-term steps. He commented there are complicated issues regarding the property and a 5-year capital plan for the town that is already fully committed. Mr. Matthews said while Needham is a wealthy community, that does not mean people can have everything they want. He said while the town owns almost 300 acres, all but 21 acres is conservation property. Discussion continued on available acreage for active use, connection of the two properties, changing access, and the Weston & Sampson study. Mr. Matthews said there are a lot of unusable wetlands. He said it is frustrating that people attended tonight's meeting

thinking a decision is imminent, noting the Select Board does not have the power to reconfigure or commit any property, and that any long-term development would require approval by Town Meeting through the capital process. He said the issue of boundary changes or additional roadways must be settled before committing to any further programming on the site, requiring agreement from the Conservation Commission. He noted conservation property is regulated by Article 97 of the Massachusetts State Constitution, and seemingly simple things require approval through an act of the legislature. He noted that while building at the Nike site could be possible, it is not simple or quick. Mr. Matthews concluded saying he is impressed with the enthusiasm for a hockey rink, historically a private activity in Massachusetts. He noted that under social policy rules applying to public construction, any private construction is subject to town rules and would increase costs by 2 ½ times. He said private sector options may be a better route for a rink, and that anything constructed at Ridge Hill/Nike site must be a good fit within the natural values of the surrounding acres.

Ms. Cooley concurred with several comments by Mr. Matthews. She said the goal of the study was to better understand the property. She pointed out less land is available than people may perceive, noting the slopes and wetlands account for less developable land. She noted extensive infrastructure would be required for development, hence the reason the school department made the decision a few years ago that it was not land they would continue to be responsible for, nor land suitable to build a school. Ms. Cooley concluded saying that whatever happens she hopes the property remains beautiful.

Mr. Borrelli reiterated no decision will happen tonight and the process is long. He concurred the site is challenging and any active use on the site must be compelling. He agreed Needham should have a hockey rink, community recreation center. He commented on Elm Bank and people who enjoy it, greenhouses, biking, and outdoor activities. Mr. Borrelli said a cohesive plan must be developed for deciding what is the best fit for the Town. He thanked everyone for attending.

Mr. Bulian said he is a fan of the farm and dog park, and a fan of having an ice rink in Needham. He said he is not sure if Ridge Hill/Nike is the right place for a rink. He thanked everyone for their input, noting all residents can come together on the issue.

- 9:10 p.m. Board Discussion:
1. Committee Reports
No Committee Reports were made.

- 9:10 p.m. Adjourn:
- Motion by Mr. Handel that the Select Board vote to adjourn the Select Board meeting of Tuesday, February 11, 2020.**
- 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=>

TOWN OF NEEDHAM
Weston & Sampson Presentation re: Ridge Hill Reservation/Nike Site Study
MINUTES
Monday, September 24, 2018

LOCATION: Public Services Administration Building (PSAB), Charles River Room

ATTENDING: Janet Bernardo (CC), Sue Barber (CC), Gene Bolenger (W&S), Amanda Gaal (W&S), Maurice Handel (BOS), Jeanne Lukenda (W&S), Dan Matthews (BOS), Lee Newman (Director of Planning), Peter Oehlkers (CC), Debbie Anderson (Conservation Specialist), Elisa Litchman (Administrative Assistant)

Jeanne Lukenda from Weston & Sampson opened the meeting by distributing information regarding the Ridge Hill/Nike Properties. The task at hand is three-fold: 1) to assess the RH and Nike sites for possible use to be determined down the road, 2) how could there be use of the land based on zoning restrictions of site, and 3) how to improve access to and potentially between the sites.

The RHR and NS make up 223 acres of land. The Board of Selectmen owned property make up 3 acres and includes the Manor house, garage and barn. The assessment of the lands provides information which initiates a discussion as to whether the BOS property can be swapped with 3 acres of Conservation land somewhere else giving the BOS property greater access as well as the potential for a specific use. RHR and NS are entirely in Single Residence A district. The Assessment pages for discussion show how RHR and NS properties finger their way around residential streets on the west side of the property. The BOS property is embedded in RHR.

The early Figure pages of the presentation show various existing conditions such as streams and wetlands, buffer zones, priority habitats, overlay districts, trails, easements, slopes, utilities, and treeline. These attributes are shown so that when assessing these areas we are sensitive to them and conclude that they each either preclude or have some impact on land use. Figure 13 for example shows the limiting aspects of the properties. The BOS house is located in aquifer protection zone in Figure 22 as another example.

Once all the aspects of the properties are reviewed a process of elimination or "Not Recommended for Use" is exhibited on Figure 14. The Figure showing topography and property describes areas with slopes in excess of 15-25% as a limiting factor.

Jeanne also provided the meeting members a Summary of Utilities Information related to the Ridge Hill Reservation and Nike Sites, information which also impacts the decisions made regarding usable land. Figure 15 shows remaining land that could be desirable however, upon further scrutiny Figure 16 shows less desirable sections due to size (less than 3 acre sections) and oddly configured areas (for program use); Figure 17 shows the challenging areas due to access; Figure 18 shows slope average of 10% and higher which make these areas less desirable as well (due to the need for additional work/materials/financing etc. to accomplish.) Figure 19 shows areas that are less than 3 acres in size and location again that are less desirable.

Figure 20 of the Assessment displays which locations rose to the top and helps us understand the potential for site use. The total number of usable acres post elimination totals 62 and is broken down into 5 separate sites. Figure 20 shows each of the five (5) sites and their own acreage. The Figures that follow show more detailed

information for each of these five sites with potential for use as well as constraints for use. Figure 22 shows disturbed area (Option 2) and non-disturbed area (Option 1) meant to each represent a 3 acre parcel to swap if that's decided. Jeanne stated that there appears to be more potential for the Option 2 area as there are no trees, aquifer protection zone, or trails that would be impacted. Figure 23 The Nike Site (or Site 3) shows two yellow areas each a total of 3 acres. Option 1 on this figure shows existing uses not being impacted by this 3 acre site. The other areas surrounding Option 1 show the Community Farm and the Dog Park (permitted by the BOS). Site 4 on Figure 24 similarly consists of 3 acres. Site 5 on Figure 25 totals 6 acres and shows several existing trails that would be impacted.

Moe Handel clarified to the group that the BOS structures sit on 3 acres and the Nike Site consists of 18 acres totaling 21 acres of land under the control of the BOS.

The next set of Figures that Jeanne distributed show potential buildout options allowed by right on a generic 3 acres of land within Single Residence A district (which is RHR and NS zoning district). W&S referred to the Needham Zoning Bylaws and based on the uses permitted within this district provided buildout options for 5 different categories (including agricultural, greenhouse operation, place of assembly, community rec center, elderly/hospice care, and department of public works) abiding by the maximum building square footage allowed, minimum parking, and landscaped area requirements. This exercise is to see if any of these options would be eliminated if they don't make sense on 3 acres of land. For instance the place of assembly buildout option allows for the building and has what appears to be extra open area. This use requires a fair bit of parking. Jeanne explained that if you increase the number of people the building can accommodate all other requirements are tipped and the parking and setback requirements cannot be fulfilled within the 3 acres. Figure 29 shows a building (Rec Center) of a total of 31,800 square feet (2 floors) and is limited to this size as the building size drives the parking needs. Figure 31 shows a potential DPW building. The ultimate size of the building, parking and landscape is driven by what is allowed by the zoning.

Jeanne stated that depending on what the town is looking for in terms of use and attributes, there is a significant amount of land that can be used on Charles River Street (with frontage) or deep in the site. There are potentially a wide variety of uses by category and within categories than those examples provided in the assessment.

D. Matthews shared that there are two different missions of the committees involved in the discussions. The Conservation Commission values the properties in different ways than that of the BOS. The meeting and the assessment report are to create an opportunity for the two committees to discuss potential areas to swap. D. Matthews stated that the goals of the BOS are to plan and create a more useful parcel, one that has a more accessible and useful configuration (for a generic use); there is no intended use at the moment. He confirmed for the group that the Manor House is in such disrepair that it is slated to be demolished.

Jeanne then explained that the access to the Nike site is very poor due to the access road off of Pine Street (a one-way street) and that you cannot get from one site to the other without leaving the property. One goal would be to create better access. J. Bernardo stated that land that has high conservation value, the Conservation Commission will not want to swap. Large wooded areas with canopy the Commission will want to preserve.

The issue of access is a major factor for D. Matthews. He is not necessarily as concerned with what's buildable but more that an internal driveway would provide access. He would like to provide a roadway to link the two properties. D. Matthews suggested that W&S rename the Options so that not every option has an option 1 and 2 but Option 1 has a, b, c and Option 2 has a, b, and c; no two options should have the same number.

Figure 32 shows existing conditions and no connectivity. Figure 33 Option 1 shows a low impact connectivity of two possible cross connection roads between the BOS and Nike Sites. The existing access roads would be made two-way, wider and with a turnaround at the endpoints. The lower connection of the two access roads would be for emergency vehicles, bikes, and hikers; not for general vehicle use. Option 2 connection road is two-way and cuts through the lower areas and trails within RHR. Option 3 shows a one-way loop which simplifies circulation. W&S admitted that there are many potential options to connecting the two sites but they created these options considering the most feasible routes, and the paths of least resistance. D. Matthews wants to look for 21 contiguous acres for active use, not developable but useful. P. Oehlkers made clear that there is value to meadows vs. lawn. J. Bernardo added that certain areas of the Nike Site contain gravel and gravel is not valuable to Conservation. For further clarification, the roadways are active use. J. Bernardo stated that to consolidate parcels for active-use is better for Conservation as that will take the active-use areas away from Conservation land. Members of BOS and Conservation agreed that they need to show Con Com potential areas of consolidation to see what's of value to them. Now they suggest looking for largest parcel suitable for flat uses. D. Matthews shared that the Community Farm would like the BOS barn for their equipment, etc. and to expand the farm. Unfortunately the Manor house at this point is a hazard and to restore it dwarfs the value of the building.

All agreed that both the BOS and Conservation Commission must make a mutual decision regarding these parcels. The BOS requested that W&S outline the NS acreage on the figures as they have done with the RHR property which is in red.

TOWN OF NEEDHAM
Weston & Sampson Presentation re: Ridge Hill Reservation/Nike Site Study
MINUTES
Friday, September 28, 2018

LOCATION: Public Services Administration Building (PSAB), Charles River Room

ATTENDING: Janet Bernardo (CC), Matt Borrelli (BOS), John Bulian (BOS), Kate Fitzpatrick (Town Manager), Jeanne Lukenda (W&S), Dan Matthews (BOS), Rick Merson (DPW), William Murphy (CC), Alison Richardson (CC), Debbie Anderson (Conservation Specialist), Elisa Litchman (Administrative Assistant).

Jeanne Lukenda from Weston & Sampson opened the meeting by distributing information regarding the Ridge Hill/Nike Properties. The task at hand is three-fold: 1) to assess the RH and Nike sites for possible use to be determined down the road, 2) how could there be use of the land based on zoning restrictions of site, and 3) how to improve access to and potentially between the sites.

The RHR and NS make up 223 acres of land. The Board of Selectmen owned property make up 3 acres and includes the Manor house, garage and barn. The assessment of the lands provides information which initiates a discussion as to whether the BOS property can be swapped with 3 acres of Conservation land somewhere else giving the BOS property greater access as well as the potential for a specific use. RHR and NS are entirely in Single Residence A district. The Assessment pages for discussion show how RHR and NS properties finger their way around residential streets on the west side of the property. The BOS property is embedded in RHR.

The early Figure pages of the presentation show various existing conditions such as streams and wetlands, buffer zones, priority habitats, overlay districts, trails, easements, slopes, utilities, and treeline. These attributes are shown so that when assessing these areas we are sensitive to them and conclude that they each either preclude or have some impact on land use. Figure 13 for example shows the limiting aspects of the properties. The BOS house is located in aquifer protection zone in Figure 22 as another example.

Once all the aspects of the properties are reviewed a process of elimination or "Not Recommended for Use" is exhibited on Figure 14. The Figure showing topography and property describes areas with slopes in excess of 15-25% as a limiting factor.

Jeanne also provided the meeting members a Summary of Utilities Information related to the Ridge Hill Reservation and Nike Sites, information which also impacts the decisions made regarding usable land. Figure 15 shows remaining land that could be desirable however, upon further scrutiny Figure 16 shows less desirable sections due to size (less than 3 acre sections) and oddly configured areas (for program use); Figure 17 shows the challenging areas due to access; Figure 18 shows slope average of 10% and higher which make these areas less desirable as well (due to the need for additional work/materials/financing etc. to accomplish.) Figure 19 shows areas that are less than 3 acres in size and location again that are less desirable.

Figure 20 of the Assessment displays which locations rose to the top and helps us understand the potential for site use. The total number of usable acres post elimination totals 62 and is broken down into 5 separate sites. Figure 20 shows each of the five (5) sites and their own acreage. The Figures that follow show more detailed information for each of these five sites with potential for use as well as constraints for use. Figure 22 shows wooded area (Option 1) and meadow (Option 2) each representing a 3 acre area to swap, if that's decided.

Jeanne stated that there appears to be more potential for the Option 2 area as there are no trees, aquifer protection zone, or trails that would be impacted. Figure 23 The Nike Site (or Site 3) shows two yellow areas each a total of 3 acres. Option 1 on this figure shows existing uses not being impacted by this 3 acre site. The other areas surrounding Option 1 show the Community Farm and the Dog Park (permitted by the BOS). Site 4 on Figure 24 similarly consists of 3 acres. Site 5 on Figure 25 totals 6 acres and shows several existing trails that would be impacted.

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Jeanne stated that depending on what the town is looking for in terms of use and attributes, there is a significant amount of land that can be used on Charles River Street (with frontage) or deep in the site. There are potentially a wide variety of uses by category and within categories than those examples provided in the assessment. J. Bulian expressed the desire to use more of the town's land for the community's benefit.

Jeanne then explained that the access to the Nike site is very poor due to the access road off of Pine Street (a one-way street) and that you cannot get from one site to the other without leaving the property. One goal would be to create better access. Large wooded areas with canopy the Commission will want to preserve.

The issue of access is a major factor for D. Matthews. He is not necessarily as concerned with what's buildable but more that an internal driveway would provide access. He would like to provide a roadway to link the two properties.

Figure 32 shows existing conditions and no connectivity. Figure 33 Option 1 shows a low impact connectivity of two possible cross connection roads between the BOS and Nike Sites, one northerly and one southerly. The existing access roads would be made two-way, wider and with a turnaround at the endpoints. The connection roads would be for emergency vehicles, bikes, and hikers, not for general vehicle use. Option 2 connection road is a two-way road and cuts through the lower areas and trails within RHR. The existing access roads would be made wider and two-way as well. Option 3 shows a one-way loop which simplifies circulation. W&S admitted that there are many potential options to connecting the two sites but these options consider the most feasible routes, and the paths of least resistance.

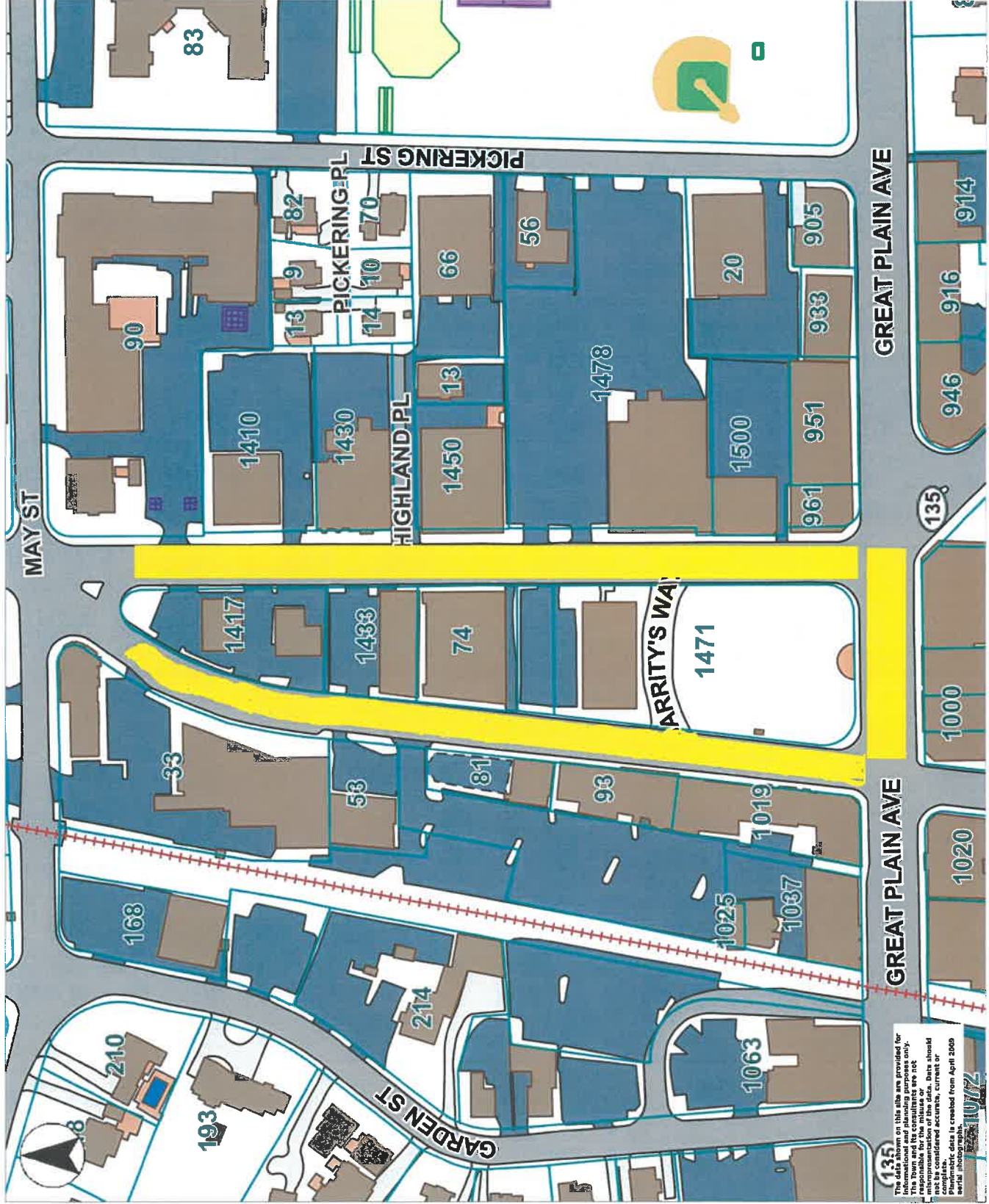
A. Richardson mentioned that with the one-way loop there would be less impact on traffic on Pine Street. A more controlled traffic flow would probably be more attractive to the residents on Pine. She also stated that one

acre might have to be used solely for access which reduces the amount of property for building, for example. D. Matthews stated that connecting the two or consolidating the properties has advantages to maintaining conservation land and keeping active-use land more separate; reconfiguring the BOS land could preserve Conservation land better by not having active-use lands in the middle of Conservation land. J. Bulian added that the traffic flow issues to the NS need to consider the Farm and Dog Park.

M. Borrelli asked to review Figure 18 and that for development a 10% slope is not typically a problem. Slopes shouldn't trouble them. He suggested adding the steeper slopes to the potential usable areas and not eliminating them. Though there are more challenges and permitting necessary to using these areas there would also be more opportunities. J. Bernardo stated that from a planning point of view why not use the flatter more level sites.

Some of the items touched on at this meeting included that priority habitat per the state has implications, and cannot be developed. Gas line and Army Corp easements cannot be built on. Most of the site has significant tree canopy. The ease of bringing in utilities should be considered especially with such large areas of canopy.

Jeanne and W&S have done the work requested. At this point the BOS need to discuss the potential needs and uses of town land given the various requests from the community. Based on these needs the BOS and Conservation Commission can move forward reviewing the RHR and NS lands.



PROPOSED
FREE
PARKING
FOR
VOTERS
WHILE
VOTING
ON
MARCH 3
AND
APRIL 14

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

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

Event Manager Name (Name that will appear on license)	Katherine Herer		
Event Manager Address	281 Needham St, Newton		
Event Manager Phone Number	617-916-9064		
Organization Representing (if applicable)	Newton-Needham Regional Chamber		
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	Behind the Scenes: networking and news at NBC		
Date of Event	Wed. March 11		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM: 5:30	TO: 7:30	
Are tickets being sold in advance for this event?	☒ YES	\$ 75 /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?	150-200		
Name & address of event location. Please attach proof of permission to use this facility. NBCUniversal			
Who will be serving the alcohol to your guests? Bakers Best Catering licensed bartenders			
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). Mark Conway			
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. Open bar for beer, wine, soft drinks - no more than one drink served			
☒ 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: 2/6/2020

you're invited to join us for an extra-special event



Behind the Scenes

an evening of networking & news
at NBC Universal Boston Media Center

Wed. March 11
5:30-7:30 p.m.
189 B Street, Needham

Our first big networking event of 2020 is going to be a showstopper. You'll get a first look at NBC Universal's expansive new home in the N-Squared Innovation District. Tour the state-of-the-art media center – and get a behind the scenes look at a live broadcast of the evening news. Afterwards, you'll enjoy Bakers Best catered refreshments while making lots of new connections with chamber members and rubbing shoulders with on-air talent.

Register Now

MEMBERS

\$75 per ticket

early bird! register before Sunday 2/3 and save \$10

NONMEMBERS

\$100 per ticket

or join the chamber today and attend for free



presented by



Newton-Needham Regional Chamber | 281 Needham Street, Upper Level, Newton, MA 02464

[Unsubscribe {recipient's email}](#).

[Update Profile](#) | [About Constant Contact](#)

Sent by info@nnchamber.com in collaboration with



NBC March 11
event

event location
marked in red

NBC
offices /
control room

offices

seating area

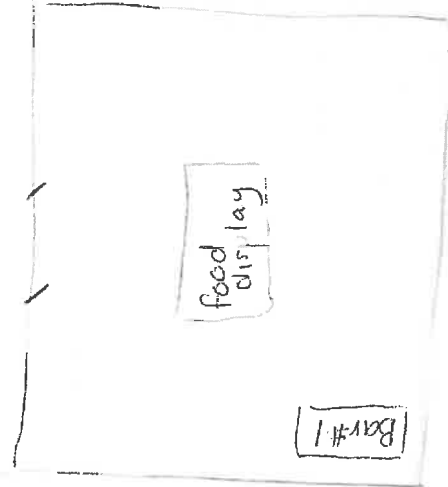
hallway
to studio

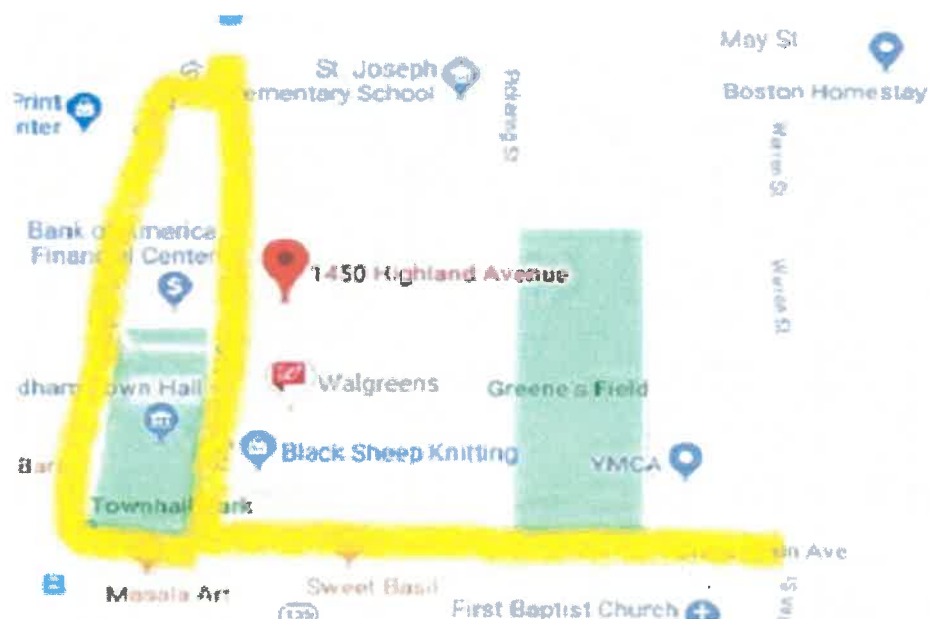
high tops

0 0 0

kitchen
(passed
hors d'oeuvre)

Guest check in
main
entrance + lobby





Meters to be covered by
Rockland Trust Bank

2/28/2020, 3/27/2020, 4/24/2020

pd - CK # 382 2/11/2020
emailed 2/11/2020



Town of Needham, Massachusetts
Road Event Form

2020 FEB 11 A 9:24

✓ Conservation

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:

MidSummer Fun Run

Name of Organization:

Needham Running Club

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

If yes, name of Town and date:

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

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

Organization Mailing Address:

286 Rosemary St. Needham, MA 02494

Organization

☐ is
Not-for-Profit

Organization Billing Address (if Police Detail is required):

Same

Primary Contact:

Kiko Bracker

Contact Title:

Race Director of Fun Run

Contact Address:

286 Rosemary St.
Needham, MA 02494

Contact Phone (Day): 617-304-0817

~~781-400-1652~~

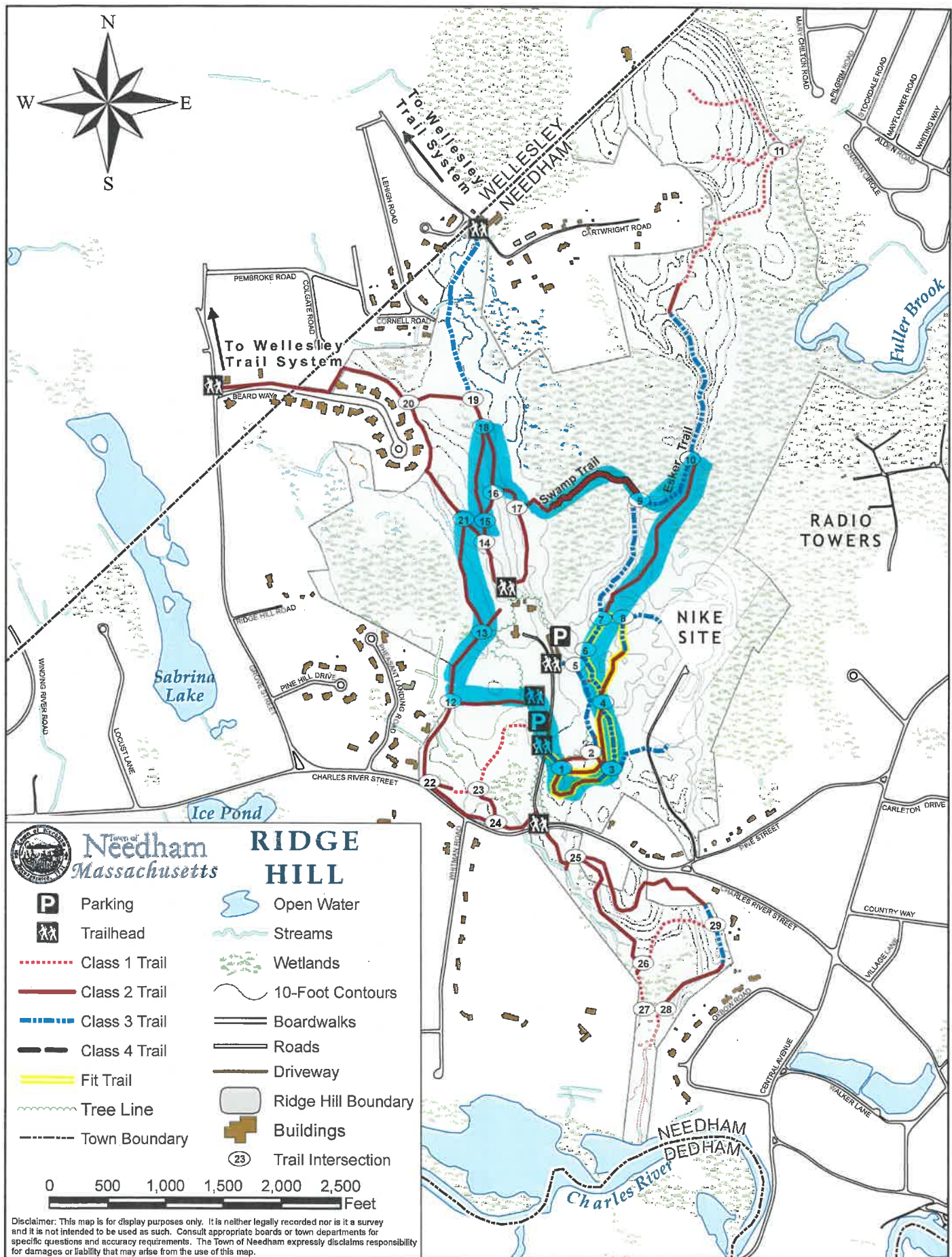
Contact Phone (Cell):

—

Contact Email:

KBracker@MSPCA.org

What facilities are needed for the start of the race (if in Needham)?	
we will rent one porta-potty	
What facilities are needed for the end of the race (if in Needham)?	
nothing	
Once the event begins, how long will it take to complete the event?	
2 hrs	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	signs will be posted along the route
Will volunteers be placed along the route?	yes @ every turn
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	NO
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	NO
Will portable toilets be used? List locations.	1 at the far end of the parking lot.
Will hydration stops be set up along route? If yes, please include these on route plan.	NO, just @ the start/finish line.
If the event takes place after dark, what is the plan to meet lighting needs?	none
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	we will have 2 ER doctors there, a medical/first aid container, a police detail
Does the event take place during commuter times?	no yes 6:30 pm - 8:30 pm
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
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	NO



**TOWN OF NEEDHAM
CONSERVATION COMMISSION**

Ridge Hill Reservation
463 Charles River Street
Needham, MA 02492

Permit No.: _____
Date: 1/29/2020

REQUEST FOR USE OF RIDGE HILL RESERVATION

The Needham Running Club requests permission to use Ridge Hill facilities as listed below:

Facilities Requested: parking lot + trails

Date: June 20, 2020 Time: from 6 (am/pm) to 8:30 (am/pm)

Purpose: a fun run through the trails during the summer solstice.

Event Description: a free trail run/walk

No. of people attending: ~ 75 Parking Required? yes No. of Cars: 30
Restroom Facilities Required yes, but we can arrange for a portable toilet

Name of person in charge who is to make final arrangements with Conservation Department Director and will be responsible for conduct of group, and condition of Reservation upon departure:

Name: Bill Gallagher Office Address: 771 Comm ave Boston

Phone number: 857-330-7628 Mailing Address: 48 Hawthorn Ave Needham

Email address: Bill.Gall3@gmail.com

The undersigned agrees to abide by the Rules and Regulations posted at the Reservation and as listed on the reverse side, and understands that fees, if applicable, are to be paid on or before the date of use.

Bill Gallagher
Applicant Signature

1/29/2020
Date

Paul Carter Bernales
Conservation Commission Approval Signature

2.13.20
Date

Send signed application request form to:
Conservation Department
Public Services Administration Building
500 Dedham Avenue
Needham, MA 02492
Phone: 781.455.7550 x222



NEEDHAM PARK AND RECREATION DEPARTMENT

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

Needham Select Board
c/o Mr. John Bulian
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Bulian,

Needham Park and Recreation has intent to hire Anne Feldman as an Activity Instructor for our various **Yoga** programs, which are funded by our Revolving Fund.

Anne is currently employed by the Needham Public Schools.

Our Yoga programs take place after normal working hours. Anne will work approximately 2 hours per week while the sessions are running. There is no conflict with any of her responsibilities with the Needham Public Schools.

Attached is her 20(b) Disclosure Form.

Please let me know if you have any additional questions,

Kristen Wright
Administrative Specialist

**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:	Anne Feldman
Title/ Position	Activity Instructor
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Needham School Department
Agency Address	1330 Highland Avenue Needham, MA 02492
Office phone:	781-455-0400
Office e-mail:	asfelda@gmail.com
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	03/2019
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee. ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2.	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee. ☒ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

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

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. N/A
Date when your immediate family acquired a financial interest	N/A
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ The services will be provided outside my normal working hours as a municipal employee. ☒ The services are not required as part of my regular duties as a municipal employee. ☒ For these services, I will be compensated for not more than 500 hours during a calendar year.
Employee signature:	
Date:	2/19/20

Attach additional pages if necessary.

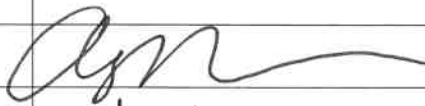
NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

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

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

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

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	Angela O'Connor
Title/ Position	Assistant Director
Municipal Agency:	Park + Recreation
Agency Address:	178 Rosemary Street Needham, MA 02494
Office Phone:	781-455-7930
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	02/19/2020

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

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

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

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:	-\$1,917.78
Water Irrigation:	-\$254.79
Water Admin Fees	\$0.00
Sewer Sales:	-\$2,236.24
Transfer Station Charges:	\$0.00
Total Abatement:	-\$4,408.81

Order #: 1287

Read and Approved:


Assistant Director of Public Works

Director of Public Works

For the Select Board

2/25/20

**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 Y/N
DB	Kintali	Kiran	42651	12886	40	Ardmore Road	-\$254.79	\$0.00	\$0.00	-\$254.79	ACC	N
DB	Gdalevich	Boris	25001	16458	17	Curve Street	\$0.00	-\$64.85	-\$61.41	-\$126.26	ACC	N
DB	Smith	Charles	35691	16720	9	George Street	\$0.00	-\$164.85	-\$156.45	-\$321.30	ACC	N
DB	LVP RI NEEDHAM HOLDING CORP		43021	25608	80	B Street	\$0.00	-\$1,478.80	-\$1,414.64	-\$2,893.44	ACC	N
DB	Dipoli	Alfred	15559	11628	162	Pine Grove Street	\$0.00	-\$3.18	-\$9.08	-\$12.26	EC	N
JO	Council of Aging (2)						\$0.00	-\$206.10	-\$594.66	-\$800.76	COA	N
										Total:	-\$4,408.81	

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