

SELECT BOARD

March 10, 2020

Needham Town Hall

Revised Agenda

	6:15	Executive Session Exception 3 Collective Bargaining
	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	Proclamation Needham Community Council
2.	7:00	COVID-19 Public Health Update Timothy McDonald, Director of Health & Human Services
3.	7:10	Solarize Needham Update Paul Dellaripa, Solarize Needham
4.	7:20	Cable License Renewal Process Sandy Cincotta, Support Services Manager
5.	7:25	Property Tax Assistance Program Property Tax Assistance Committee & Taxation Aid Committee: - Elizabeth Handler, Chair - Committee Members- Paul Dawson, Jill Kahn, Helen Newton, Evelyn Poness, Rick Zimbone
6.	7:40	Town Manager - Minuteman School Update - Annual Town Meeting Warrant - Highway Commercial 1 Work Plan & Schedule
7.	8:00	Board Discussion Committee Reports

APPOINTMENTS

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CONSENT AGENDA *=Backup attached

1.	Approve a date change for the Jog Your memory 5K event to be held on September 13, 2020 instead of the originally approved date of September 20, 2020.
2.*	Approve open session minutes of December 13, 2019 and February 25, 2020.
3.	Accept the following donations made to the Needham Community Revitalization Trust Fund: \$1000 from New Year's Needham Inc and \$10 anonymous cash donation.
4.*	Approve a Road Event form from Melissa Lassonde of Needham Baseball and

	Softball, to hold its opening day parade in Needham on May 3, 2020 from 7:30 a.m. to 12:00 p.m. The route of the parade was approved by the following departments: DPW, Police, Fire, and Park and Recreation.				
5.*	Approve a One Day Special Wines & Malt Beverages License for Richard Lunetta, of the Needham Exchange Club, to host its Biannual Business Meeting on April 16, 2020 from 6:00 p.m. to 9:30 p.m. The event will be held in the Memorial Park Field House, 92 Rosemary Street, Needham.				
6.*	Approve a One Day Special Wines & Malt Beverages License for Sandra Robinson, of the Needham Community Council to host its Needham Community Council 90 th Open House event on Tuesday, March 31, 2020 from 5:00 p.m. to 9:00 p.m. The event will be held at the Needham History Center & Museum, 1147 Central Avenue, Needham, MA.				
7.	Accept a \$34.22 donation made to the Needham Health Division's Substance Prevention Alliance of Needham (SPAN) from the Farm Grill & Rotisserie in Newton, MA.				
8.	Accept the following donations made to Needham Youth & Family Services to be used towards future Youth & Family Services programs: \$25 from the Hulbert family; and \$25 from the Maffeo family.				
9.	Accept a \$50 donation made to Needham Youth & Family Services towards the Wearing Confidence: Girls Group program from the Fisch family.				
10.	Accept a \$850 donation made to Needham Youth & Family Services from the Needham Community Council. The money is to be used towards supplies for the Project VAN: Volunteers Around Needham program.				
11.*	Approve a One Day All Alcoholic Beverages License for Julie Richmond of the Charles River YMCA, to host its YMCA Giving Gala on March 21, 2020 from 6:30 p.m. to 11:00 p.m. The event will be held in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.				
12.*	Water & Sewer Abatement Order #1288.				
13.*	Accept \$15,200 gift from Children's Hospital for the purpose of funding a Parking and Trip Generation Evaluation for Children's Hospital, Founder's Park.				
14.	Grant permission for the following residents to hold block parties:				
	Name	Address	Party Location	Party Date	Party Rain Date
	Celia Carboni	42 Greenwood Ave.	Greenwood Ave.	7/18/20	7/19/20
					3pm-11pm

PROCLAMATION

WHEREAS: On March 6, 1930, 19 Needham neighbors came together at the MacGregor Instrument Company to create an agency to support residents during the difficult days of the Depression. The group who assembled unanimously approved the name “Needham Community Council” for this new venture; and

WHEREAS: Membership was comprised of one (1) representative from each organization in town devoted to social welfare with a stated purpose of creating a “focus for community spirit” to cement all organizations in the town in like work. Staffed by volunteers and serving a Needham community of 11,000 residents, the first elected president of the Board of Directors was Reverend Harry Kimble of the Congregational Church; and

WHEREAS: The first programs supported by the Council included a Red Cross Welfare Bureau and the creation of a Labor Exchange in Needham. An early need to address hunger in town was met by the distribution of 110 Thanksgiving and Christmas food baskets to Needham residents and the creation of the Council Food Pantry; and

WHEREAS: The Needham Community Council programs have always been and continue to be free to residents. The Council mission continues to meet the needs of Needham residents through ongoing programs: Food Pantry, Transportation Program, English as a Second Language tutoring program, Child Assault Prevention (CAP program) and many others; and

WHEREAS: The Council continues to fund all programs with volunteers, private fundraising and thrift shop sales, using no tax dollars. The Council also partners with many different Town agencies to provide services to residents.

NOW, THEREFORE, BE IT RESOLVED that the Needham Select Board hereby congratulates the Needham Community Council for its 90 years of service to the residents of the Town of Needham.

Signed this 10th day of March 2020

John A. Bulian, Chair

Maurice P. Handel, Vice Chair

Matthew D. Borrelli, Clerk

Marianne B. Cooley

Daniel P. Matthews

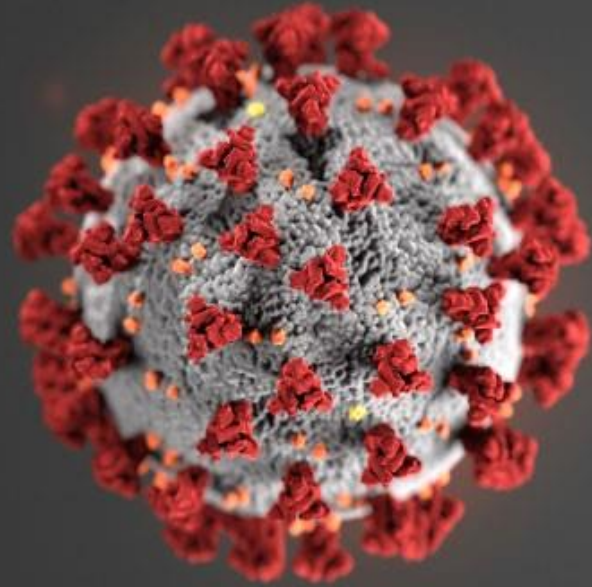


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 03/10/2020

Agenda Item	COVID -19 Public Health Update
Presenter(s)	Tiffany Zike, Rebecca Ping, & Tim McDonald

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Public Health will provide an update to the Board regarding COVID-19, including current guidance and discussion about the Town response plan.	
2.	VOTE REQUIRED BY SELECT BOARD
None	
3.	BACK UP INFORMATION ATTACHED
a) Printout of PowerPoint Presentation	



COVID
CORONAVIRUS
DISEASE
19



Prevent. Promote. Protect.

COVID-19

What is it & What we know:

- Information could change from day to day
- Respiratory Illness
- Spread by droplets
- Person to person spread
- Unknown contact transmission
- Low number of cases in children
- Elderly at greatest risk
- Incubation 2-14 days
- 221 cases (99 cases, 122 repatriated)
 - 10 death
- 719 quarantined cases in MA to date

Latest Guidance

MDPH/CDC

- Recommended 14-day quarantine for anyone returning from:
 - Italy
 - South Korea
 - Japan
 - China
 - Iran
- Public Health procedure after notification of quarantine
- LBOH will not be receiving travel info unless from China
- State Epi to approve testing
- Commercial testing available 3/6
- CDC start testing as many people as possible with priority to those with severe and hospitalized symptoms
 - MDPH current test only those: hospitalized, from China, contact with (+) case

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

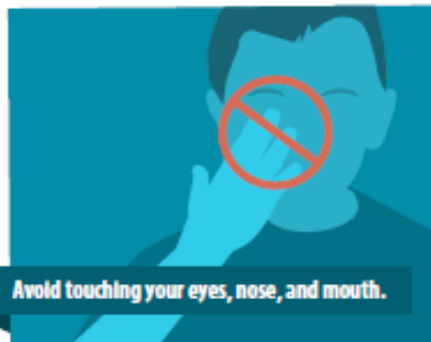
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue,
then throw the tissue
in the trash.



Avoid touching your eyes, nose, and mouth.



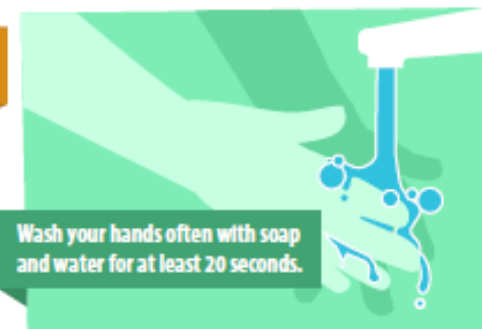
Clean and disinfect frequently
touched objects and surfaces.



Stay home when you are sick,
except to get medical care.



Wash your hands often with soap
and water for at least 20 seconds.



Public Health & Schools

Response & Coordination

- Daily updates with Director of Health Services
 - Disseminating info to partner schools
- Communication with Superintendent
- Case by Case discussion with private schools and daycares
- Education about disease prevention & infection control procedures
- Looking at cleaning procedures and updating SOPs

SOP for School Disinfection

- **Day** – increase use of disinfectant products with emphasis on door handles, railings, and other high touch surfaces in common areas and bathrooms.
- **Night** – increase use of disinfectant products with an emphasis on the same high touch areas **plus** classrooms.
- Will continue to seek the guidance of the Public Health Department

Public Health and Emergency Management

Prepare, Communicate, Respond

- CoVid-19 Emergency Response Plan
 - Incident Command Established
- Internal Communications
 - Established Emergency Management Group and communication procedures
 - Emergency Management Response Planning Meetings
- External Communications
 - Consistent and efficient messaging
 - Focused messaging

Anticipated Needs and Actions

- Alert Line
- Diversion of phone calls to email
- MRC activation
- Preparing for disruption of services
 - Updated CoOP plan

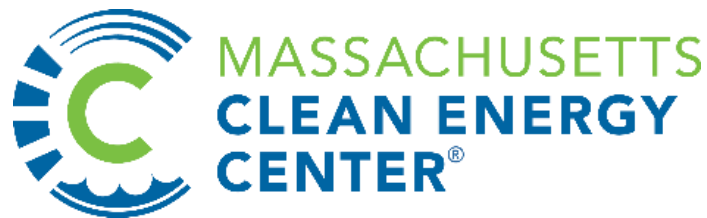
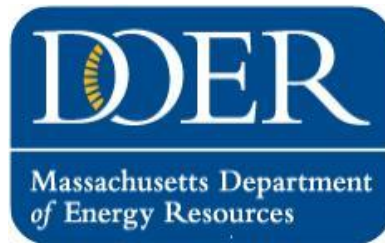
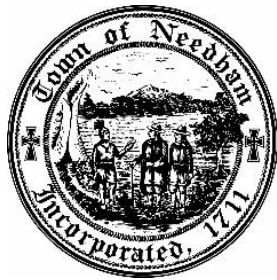


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 03/10/2020

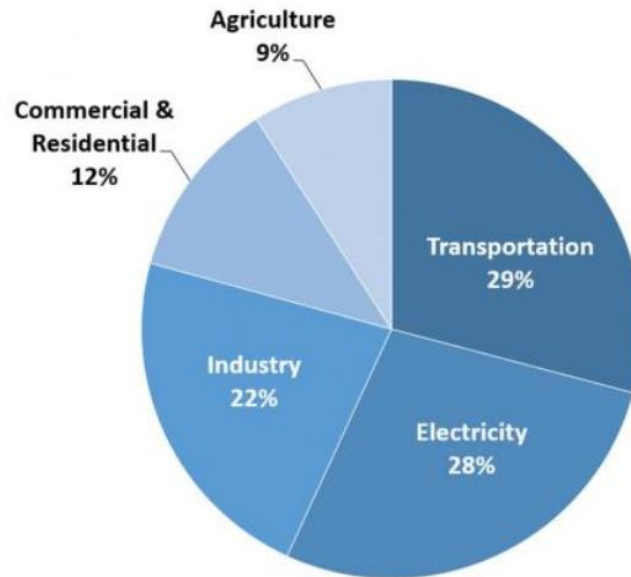
Agenda Item	Solarize Needham Update
Presenter(s)	Paul Dellaripa, Solarize Needham

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Members of the Solarize Needham initiative will update the Board on the status of the program.	
2.	VOTE REQUIRED BY SELECT BOARD
None	
3.	BACK UP INFORMATION ATTACHED
a) Printout of update presentation	



Why do what we are doing?

Total U.S. Greenhouse Gas Emissions
by Economic Sector in 2017



Total Emissions in 2017 = 6,457 [Million Metric Tons of CO₂ equivalent](#). Percentages may not add up to 100% due to independent rounding.



Why Solarize Needham Plus?

- Solar PV
 - Clean electricity at home
 - A cleaner grid – export unused electricity
- Air Source Heat Pumps
 - Reduce use of fossil fuels for heating & cooling
 - Large number of oil heat homes in Needham (~4,000)
- Drive Green
 - Replace gasoline with clean electric vehicles

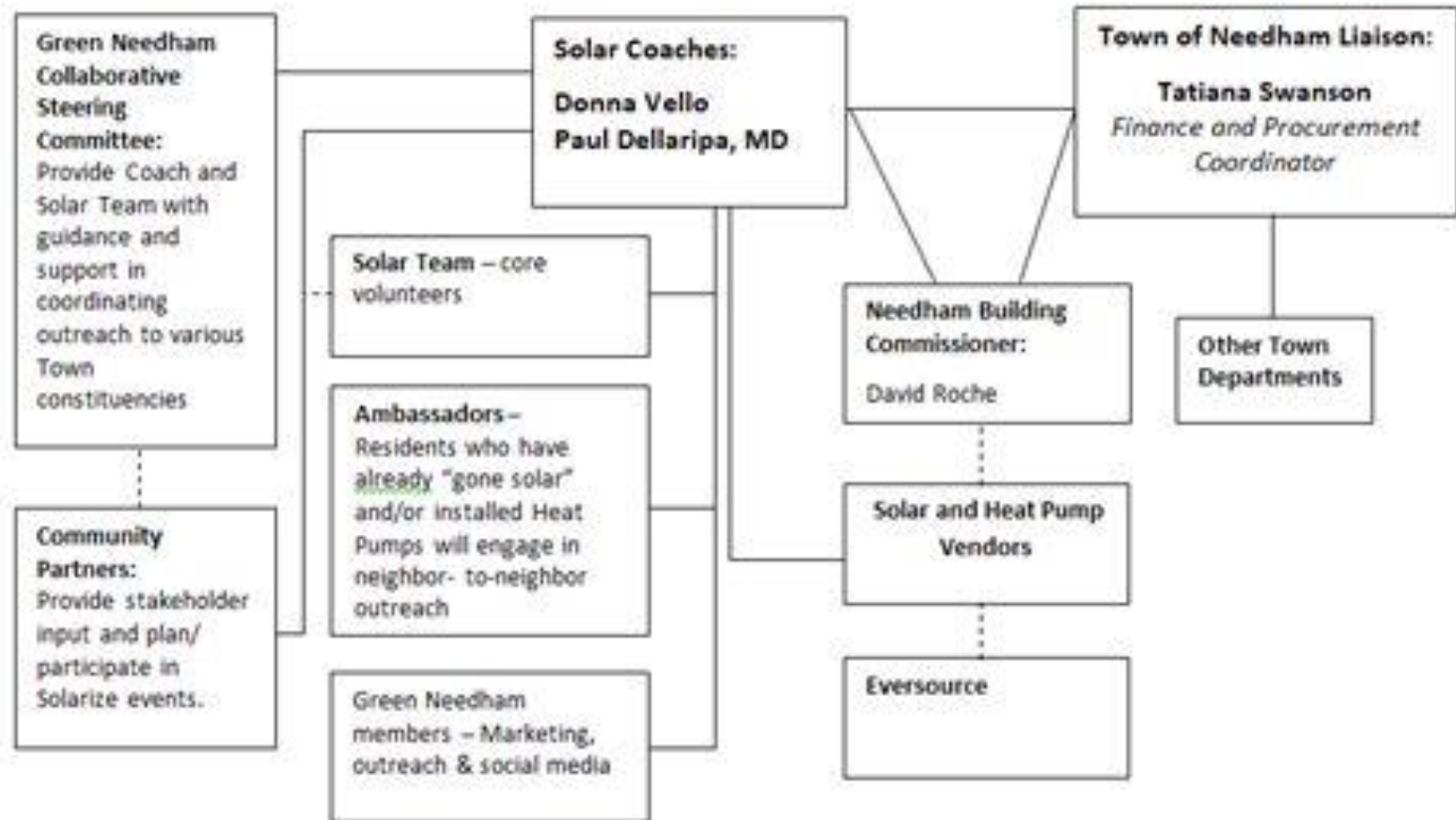


Setting the stage – targets and goals

- 2014 Solarize program – 100 installations
 - Comparable communities doing 2nd program – 1/3 of first round
- 2020 - 450 homes have solar PV
 - Looking at those homes, total potential perhaps another 450
- Stretch Goal – **100** PV systems in 6 month program
 - Identify 300 qualified and interested homeowners
 - Get 1/3 to install (based on successful programs)



Solarize Plus Needham Team



Marketing and Outreach Efforts

Events

- Meet the Installer, house parties, Harvest Fair, Green Energy House Tours, Businesses (Volante Farms & Vino de Vino), Houses of Worship (Temple Beth Shalom, Christ Episcopal Church)

Solar Ambassadors

- Personal Outreach, Door Tagging

Community Visibility

- Water bill insert, lawn signs, community signs, meter wrap, RTS, newspapers, Needham Channel, town-wide mailer

Direct Outreach to Community Organizations

- PTCs, Houses of Worship, NHS Environmental Club, others

Internet & Social Media



Green Needham & partner web sites, Facebook, Facebook advertising, Twitter



Where are we so far?

As of 3-3-20 – Solar PV

- 128 contacts
- 81 site visits
- 75 feasible sites
- 51 reviewed proposals
- 34 moving forward
- 14 awaiting decision



Challenges to meeting our goals

- Relatively short campaign
- Began late fall - just prior to holiday/winter season
- Awareness – homeowners have to hear about the program and that their homes are suitable for solar
- Engagement – making contact with qualified homeowners and motivating them to take action
- Additional challenges for heat pump program



Path to end of campaign

Our Solarize Plus program ends **April 30th**

Our aim is to motivate 150 additional homeowners whose homes are well-suited for Solar PV to request a proposal

by

Engaging them via friends & neighbors who have solar and via “influencers”



Looking to the future

- Significantly accelerating Needham's transition to renewable energy and reduction in GHG emissions is not a single event but an **ongoing process**.
- Programs like this create a **virtuous cycle** – citizen and municipal actions reinforce each other
- We need to work on a **larger scale across the community** – solar on Town buildings, net zero construction and consideration of other pro-active efforts to facilitate greater use of renewable energy
- **Promoting the new community norms that will drive change requires:**
 - Improved targeted messaging
 - Greater support from early adopters of renewable energy
 - Increased engagement by ***Town leadership***



Questions?



More information at greenneedham.org/solarizeplus

For the Solarize Plus Needham team:

- Paul Dellaripa, pfdellaripa@gmail.com
- Michael Greis, mgreis@comcast.net
- Donna Vello, donna.vello@gmail.com





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

MEETING DATE: 03/10/2020

Agenda Item	Cable License Renewal Process
Presenter(s)	Sandy Cincotta, Support Services Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Renewal licenses with all three cable television providers in Needham expire in calendar year 2022: RCN expires on 7/9/2022, Verizon expires on 8/14/2022, and Comcast expires on 12/17/2022. The Town has engaged Attorney Peter Epstein of Epstein and August, LLP to advise with the license renewal process. Needham has received renewal request letters from RCN and Verizon, and the letter from Comcast is expected to be received shortly. The Town will proceed with the cable television renewal process according to the formal procedures of Section 626 of the Cable Act.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion: Authorize the Town Manager to sign and send acknowledgement letters to RCN, Comcast and Verizon.</i>	
3.	BACK UP INFORMATION ATTACHED
a) Acknowledgement Letters to RCN and Verizon b) Letters received from RCN and Verizon c) Excerpt of Section 626 of the Cable Act d) Epstein & August Cable License Renewal Timeline	



TOWN OF NEEDHAM

TOWN HALL

1471 Highland Avenue
Needham, MA 02492-2669

Office of the
TOWN MANAGER

March 11, 2020

TEL: (781) 455-7500

FAX: (781) 453-2522

TDD: (781) 455-7558

By Certified Mail

Thomas K. Steel, Jr.
Vice President and Regulatory Counsel
RCN
956 Massachusetts Avenue
Arlington, MA 02476

RE: Needham, MA Cable Television Renewal Process

Dear Mr. Steel:

On behalf of the Select Board, statutory Issuing Authority for the Town of Needham, MA, I am responding to your letter, dated September 12, 2019, regarding the cable television renewal process in the Town of Needham. RCN's current Cable Television Renewal License in Needham expires on July 9, 2022. In accordance with your request, the Issuing Authority will be proceeding with the cable television renewal process in Needham according to the formal procedures of Section 626 of the Cable Act. To this end, ascertainment including, but not limited to, one or more public ascertainment hearings, will be commencing shortly.

Very Truly Yours,


Kate Fitzpatrick
Town Manager

cc: Select Board
Peter J. Epstein, Esquire

By Certified Mail; Return Receipt Requested: # _____



TOWN OF NEEDHAM

TOWN HALL

1471 Highland Avenue
Needham, MA 02492-2669

Office of the
TOWN MANAGER

TEL: (781) 455-7500
FAX: (781) 453-2522
TDD: (781) 455-7558

March 11, 2020

By Certified Mail

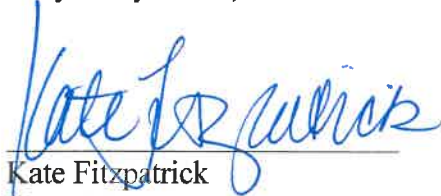
Pamela N. Goldstein
Associate General Counsel
Verizon Communications, Inc.
111 Main Street, 6th Floor
White Plains, New York 10601

RE: Needham, MA Cable Television Renewal Process

Dear Ms. Goldstein:

On behalf of the Select Board, statutory Issuing Authority for the Town of Needham, MA, I am responding to your letter, dated January 3, 2020, regarding the cable television renewal process in the Town of Needham. Verizon New England, Inc.'s current Cable Television Renewal License in Needham expires on August 14, 2022. In accordance with your request, the Issuing Authority will be proceeding with the cable television renewal process in Needham according to the formal procedures of Section 626 of the Cable Act. To this end, ascertainment including, but not limited to, one or more public ascertainment hearings, will be commencing shortly.

Very Truly Yours,



Kate Fitzpatrick
Town Manager

cc: Select Board
Peter J. Epstein, Esquire

By Certified Mail; Return Receipt Requested: # _____



956 Massachusetts Avenue | Needham, MA 02476 | rcn.com

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

2019 SEP 16 P 2:07

September 12, 2019

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02492

To the Board:

The years do go by and here we are at RCN coming to you for a second renewal of our cable television license. I note that RCN's cable television license is due to expire on July 10, 2022. We are within the thirty-six month window opened by federal law to begin the cable television license renewal process.

The Cable Communications Policy Act of 1984 (the "Act") encourages issuing authorities and cable operators to reach agreement on a renewal license at any time through an informal process of discussion. The Act also provides for commencement of a formal renewal process. In order to comply with these provisions, RCN requests that the Town of Needham begin renewal proceedings in accordance with the requirements of Section 626 (a) through (g) of the Act (47 U.S.C. section 546).

While I take these necessary steps to assert RCN's rights under federal law I fully expect that an informal process of good faith negotiations will lead to a mutually agreeable renewal of the cable television license. I look forward to meeting with you and your representatives in the future to discuss going forward toward renewal. If you have any questions please do not hesitate to contact me at 617-797-7788 or by e-mail at tom.steel@rcn.net.

Thank you for your consideration in this matter.

Very truly yours,


Thomas K. Steel, Jr.
Vice President and Regulatory Counsel

111 Main Street, 6th Floor
White Plains, NY 10601
(914) 821-9702
pamela.goldstein@verizon.com

Pamela N. Goldstein
Associate General Counsel

By U.S. Postal Service Certified Mail

January 3, 2020

Town of Needham
Town Hall
1471 Highland Avenue
Needham, MA 02492
Attention: Board of Selectmen

*Re: Cable Television License Renewal Notice Requesting Commencement of Formal
Renewal Proceedings under Section 626 of the Communications Act*

Dear Honorable Selectmen:

Verizon New England Inc. ("Verizon") appreciates the opportunity to provide competitive cable service in the Town of Needham (the "Town"). Our records indicate that the cable television renewal license granted by the Town and held by Verizon expires on August 14, 2022. Section 626 of the Communications Act of 1934, as amended, delineates formal procedures to be followed to renew cable television licenses that must be invoked 30 – 36 months prior to license expiration or certain protections may be lost. As we are now in that time frame, by way of this letter Verizon gives notice that it seeks renewal of its cable television renewal license and respectfully requests that the Town commence renewal proceedings pursuant to Section 626(a).

While Verizon seeks to preserve its rights under the formal renewal process, the Communications Act also authorizes franchise renewal through good faith, informal negotiations. Section 626(h) contemplates an alternative renewal process that also affords public notice and opportunity for comment but does not require strict adherence to the substantive and procedural requirements outlined in the statute. I have enclosed a copy of Section 626 of the Communications Act for your review. The informal approach may be mutually beneficial. With the understanding that proceeding in this manner will not waive any of the rights of the parties under the formal process, Verizon is agreeable to discussing the terms of a renewal agreement with the Town on an informal basis at a mutually convenient time.

Verizon is proud to serve the residents of Needham. We will contact you shortly to schedule a meeting to determine how best to proceed. We look forward to meeting with you and working with you on the license renewal.

Yours sincerely,



Pamela N. Goldstein
Associate General Counsel

Enclosure: Communications Act Section 626 (47 U.S.C. § 546)

cc: Town Counsel



Renewal Processes Under Cable Act

The procedures for renewing a cable franchise are governed primarily by federal law. See Section 626 of the Cable Communications Policy Act of 1984, [47 U.S.C. § 546](#). Under that Act, a franchising authority can follow either, or both, of two processes available for franchise renewal: a formal and an informal renewal process. Generally, a cable operator will ask the city to begin formal proceedings at the same time it asks the city to begin to negotiate informally. If informal negotiations fall through, a city and cable operator can then proceed through the formal renewal process.

The statutory and procedural standards for denial of renewal differ, depending on the procedure followed. While a franchising authority has great latitude in negotiating informally, a renewal request offered during formal proceedings can be denied only on one of four grounds established in the Act. The 1984 Act reflects Congress' notion that "a cable operator whose past performance and proposal for future performance meet the standards established by this section [will] be granted renewal," [H.R. Rep. No. 98-934, at 7](#) (1984). Nonetheless, the Act does not guarantee the operator renewal. A franchising authority which follows Cable Act procedures and develops an appropriate administrative record may deny renewal if the operator's service has been unsatisfactory in the past, or if the operator is unwilling (or unable) to promise to provide the services, facilities and equipment necessary to meet the future cable-related "needs and interests" of the community. Section 626, 47 U.S.C §546.

Informal Process

Section 626(h), 47 U.S.C. §546(h), provides that renewal can be requested by a cable operator at any time. The franchising authority may grant or deny a renewal request for any "legitimate reason" (consistent with state and local law) "after affording the public adequate notice and opportunity for comment." These procedures were included in the Cable Act to make it clear that a cable operator and a city could attempt to resolve franchise issues through informal negotiations.

Formal Process

Section 626(a)-(g), 47 U.S.C. §546(a)-(g), sets forth the "formal" renewal provisions of the Cable Act. Either the franchising authority (on its own initiative) or the cable operator (by submitting a written renewal notice to the city) can activate the process during the six-month period beginning three years before franchise expiration. If the operator does not submit a request to the city during this six-month window, the city is under no legal obligation to follow formal Cable Act procedures - unless the city has commenced a formal proceeding on its own initiative. In virtually all cases, operators ask cities to begin formal proceedings and at the same time also ask cities to negotiate informally.

This "two-track" process is contemplated by the Cable Act. A city faced with such a request must establish procedures which allow it to proceed on both tracks in a manner consistent with federal law or risk finding itself in court. The procedures for formal or

informal renewal proceedings should be devised so that the city is able to review the state of the current system, identify franchising goals, and develop strategies for achieving those goals. A city faced with a formal renewal request must take the following steps (even if the city is simultaneously negotiating with the cable operator informally):

- First, the city must begin a proceeding, no later than 6 months after a cable operator's renewal notice is submitted, to identify future cable-related community needs and interests and to review performance of the cable operator under the franchise. There is no specification of what constitutes the start of formal proceedings in federal law. Whenever proceedings are commenced, the public must be given notice and the opportunity to participate.
- Second, at any point following the completion of the public proceeding, the cable operator may submit a renewal proposal on its own initiative or in response to a request for renewal prepared by the city. The operator's renewal proposal "shall contain such material as the franchising authority may require." The franchising authority must provide "prompt public notice" that it has received the renewal proposal from the operator.
- Third, within four months of the submission of the cable operator's renewal proposal, the city must either (a) renew the franchise, or (b) issue a preliminary assessment that the franchise should not be renewed. In this four-month period, it is generally likely that a city and cable operator will attempt to resolve their differences to avoid an administrative hearing (which is the next required step).
- Fourth, if the city preliminarily decides the franchise should not be renewed, "at the request of the operator or on its [the city's] own initiative," the city is required to begin an administrative proceeding. The purpose of the proceeding is to consider whether:
 - 1. the cable operator has substantially complied with the material terms of the existing franchise and with applicable law;
 2. the quality of the operator's service has been reasonable in light of community needs;
 3. the operator has the requisite financial, legal and technical ability; and
 4. the operator's proposal is reasonable to meet the future cable-related community needs and interests, taking into account the cost of meeting such needs and interests.

A city can deny a request for renewal if it makes a finding adverse to the cable operator with respect to any one of the four listed factors. However, a decision not to renew cannot be based on past defects in performance if (a) the operator was not given notice and an opportunity to cure the defects, or (b) if the city has waived its right to object or has acquiesced in past failures to perform by failing to object after receiving written notice from the operator of a "failure or inability to cure."

The administrative proceeding must be conducted so that the cable operator has the opportunity to introduce evidence, require the production of evidence and question witnesses.

At the close of the administrative proceeding, the city must issue a written decision granting or denying renewal based on the record developed in the administrative proceeding. This written decision may consider only those four statutory factors that can form a basis for denial of renewal.

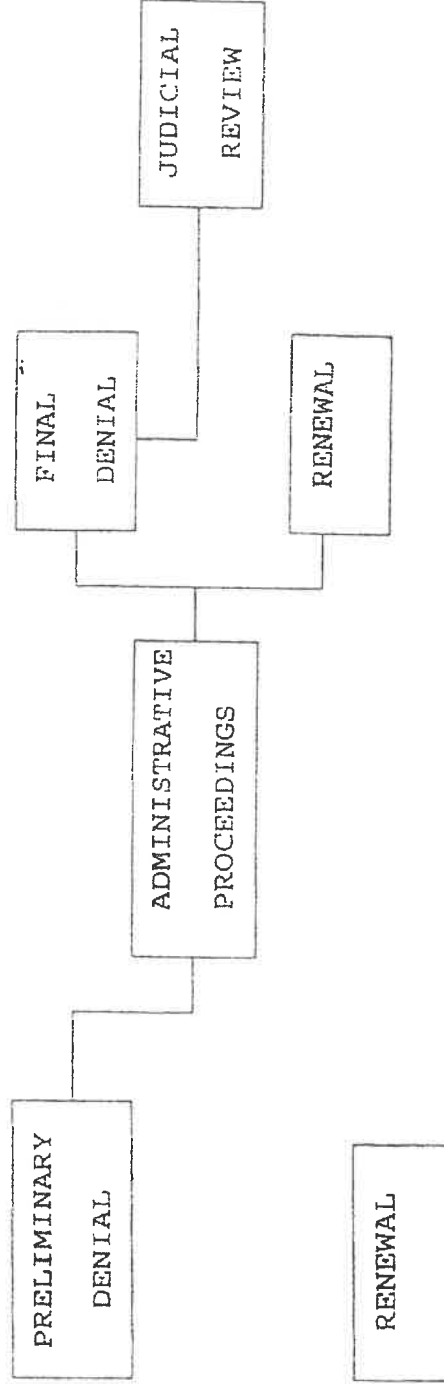
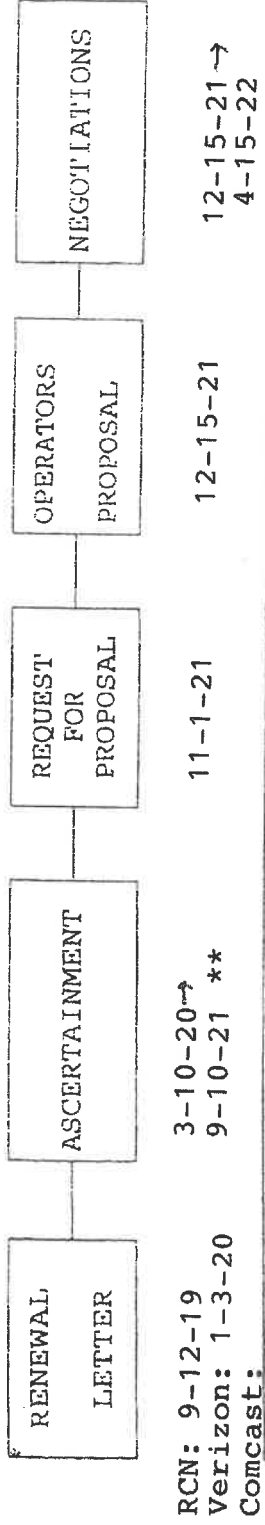
A cable operator can appeal a decision not to renew the franchise to federal or state court. The Cable Acts directs the reviewing court to grant "appropriate relief" if it finds (a) the franchising authority failed to comply with the procedural requirements of the Cable Acts (other than harmless error), or (b) the operator has demonstrated that the findings on which the franchising authority relied in denying renewal were "not supported by a preponderance of the evidence, based on the record" of the formal administrative proceedings. Section 626 (e), 47 U.S.C. § 546(e). A cable operator may commence an appeal within 120 days after receiving notice of the city's decision. Section 635(a), [47 U.S.C § 555\(a\)](#).

Excerpted from: *This article was edited and reviewed by [FindLaw Attorney Writers](#).*

EPSTEIN & AUGUST, LLP

Concentrating in cable, telecommunications & nonprofit law
William August & Peter Epstein, 617-951-9909

TOWN OF NEEDHAM



** Possible Hearing Dates: (1) 9-15-20
(2) 5-15-21



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

MEETING DATE: 03/10/2020

Agenda Item	Property Tax Assistance Program
Presenter(s)	Property Tax Assistance Committee & Taxation Aid Committee • Elizabeth Handler, Chair • Committee Members - Paul Dawson, Jill Kahn, Helen Newton, Evelyn Poness, Rick Zimbone

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The members of the Property Tax Assistance Committee and Taxation Aid Committee would like to discuss the FY2021 Property Tax Assistance Program with the Board.
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
	a) Letter to Select Board from Property Tax Aid to the Elderly and Disabled and Property Tax Assistance Committee dated February 3, 2020



**Property Tax Aid to the Elderly and Disabled
and Property Tax Assistance Committees**

February 3, 2020

Select Board Members:

Last year at this time, members of the Taxation Aid/Property Tax Assistance Committees appeared before the Select Board requesting an increase in the amount of funding in the warrant article designated for the Property Tax Assistance Program. At that meeting, the Select Board agreed to raise the appropriation from \$25,000 to \$37,000 for fiscal year 2020.

The Select Board also requested some background and statistical information to help evaluate the program moving forward. In response, the Committees offer the following data with respect to the funding from the Property Tax Assistance Program:

<u>Fiscal Year</u>	<u>Amount (\$) of Awards</u>	<u>Number of Awards</u>	<u>Average \$ per Award</u>
FY2017	\$22,022	18	\$1,233
FY2018	\$25,000	26	\$962
FY2019	\$25,000	39	\$641

The data with respect to the funding from the Voluntary Aid to the Elderly and Disabled Fund shows similar trends:

<u>Fiscal Year</u>	<u>Amount (\$) of Awards</u>	<u>Number of Awards</u>	<u>Average \$ per Award</u>
FY2017	\$11,100	18	\$617
FY2018	\$12,200	26	\$469
FY2019	\$13,500	39	\$346

As indicated in the tables above, the trend over the past three years is that for both programs, the number of awards has increased much faster than available funding, causing the average award amount to drop.

Last year, the focus of the Committees' activities was to increase awareness of the funds' availability and to increase the participation rate among eligible taxpayers. This year, the Committees' focus will be to expand the outreach to various community-based organizations, as well as to increase donations and funding to the Voluntary Aid program.

Mr. Matthews will be assisting the Committees to get this program off the ground with fliers, marketing materials and by creating a speaker program to help spread the word.

This fiscal year has created a need for further funding. The override for the new police and fire stations, coupled with across-the-board increases in the appraised value of land in town, has placed an even greater burden on those elderly and disabled who are living on fixed incomes in our Town. For these reasons, the Property Tax Assistance/Taxation Aid Committees respectfully request a further increase in the amount authorized in the warrant article from the \$37,000 approved last year, to \$50,000 for FY2021. The Committees would like the opportunity to meet and discuss this request with you at your convenience.

Thank you in advance for considering this request.

Elizabeth Handler, Chair

Paul Dawson

Jill Kahn

Helen Newton

Evelyn Poness

Rick Zimbone



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

MEETING DATE: 3/10/2020

Agenda Item	Minuteman School Update
Presenter(s)	David Davison, Assistant Town Manager/Finance Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Assistant Town Manager will update the Board on the opening of the new Minuteman Regional Technical Vocational High School.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Discussion Only.</i>	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Minuteman School October 1 Enrollment FY2008 – FY2020 b. Minuteman School FY2021 Budget Proposal	

*

	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21
OCT 1	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Acton	33	28	23	31	30	21	26	30	33	35	35	32	36	62
Arlington	150	135	131	115	139	139	165	152	120	121	115	119	142	187
Bolton	11	11	7	10	10	10	11	10	9	11	11	11	13	15
Concord	20	24	26	22	18	10	7	16	17	21	18	25	25	29
Dover	1	0	1	1	2	2	1	3	2	1	1	0	3	5
Lancaster	29	26	27	23	19	22	27	32	39	38	47	47	54	59
Lexington	67	81	79	89	68	65	52	42	52	55	52	52	62	74
Needham	18	19	17	26	34	27	35	24	25	21	20	21	24	31
Stow	40	25	25	29	23	26	22	19	13	16	16	19	36	40
Belmont	31	33	38	41	41	34	31	31	26	28	22	28	44**	34
Boxborough	12	13	14	16	8	6	5	5	7	4	6	6	6	3
Carlisle	7	8	8	5	7	9	12	8	5	4	2	2	3	3
Lincoln	4	2	3	4	4	4	6	6	11	8	11	10	8	8
Sudbury	11	13	10	18	11	18	22	25	25	22	19	11	14	7
Wayland	18	18	19	12	13	12	11	4	2	7	8	7	10	9
Weston	3	2	2	3	3	4	4	3	5	7	3	1	3	2
Total Member Towns	455	438	430	445	430	409	437	410	391	347	337	354	395	502
Withdrawing Towns										52	49	37	88	66
Non-Member Towns	245	260	250	309	355	340	356	332	277	219	182	125	119	90
TOTAL	700	698	680	754	785	749	793	742	668	618	568	516	602	658

*Occupancy of new school facility

**Not included in FY21 Reimbursement Calculations

***Projected Enrollment based CURRENT APPLICATIONS OF 230 8th Graders(175 In-district freshmen)

In-district until FY17

In-district FY18-FY20

In-district FY21 and Going Forward

February 4, 2020

Presented by:
Robert J. Gerardi, Jr. PhD
Director of Finance



MINUTEMAN
A REVOLUTION IN LEARNING

FY21 BUDGET PROPOSAL

“Managing Our Success”

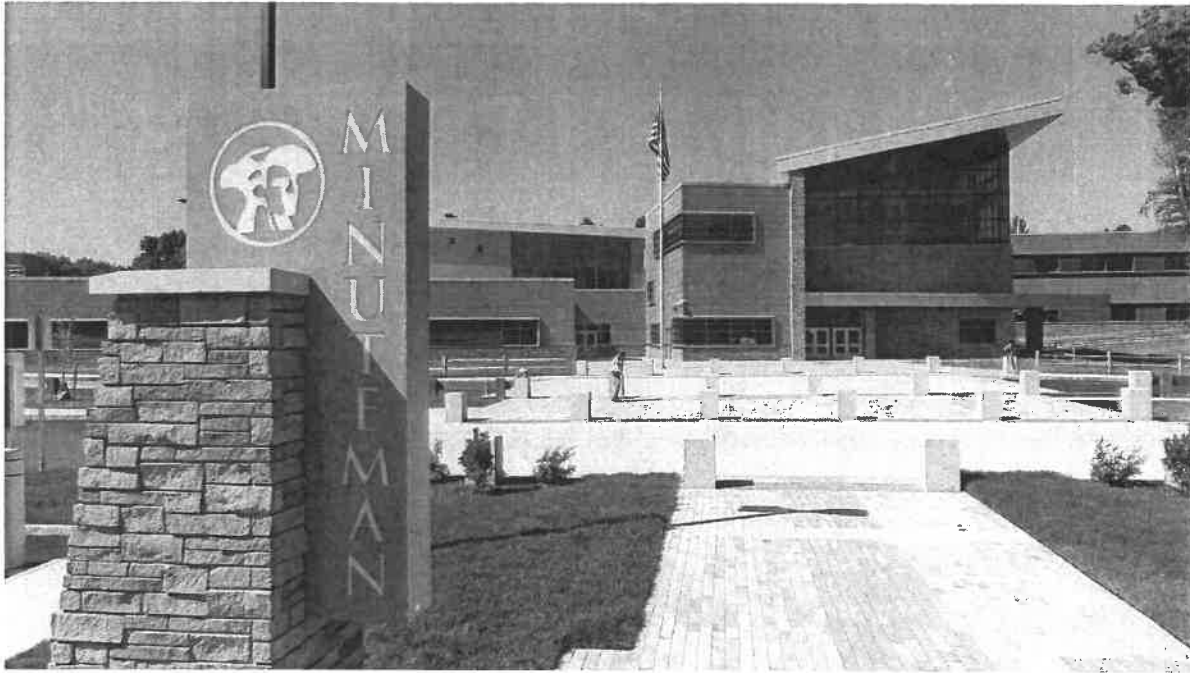
School Committee Public Hearing



A REVOLUTION IN LEARNING

Managing Our Success

Revolution In Learning: Inspirational Facility For Careers of Tomorrow



Fulfilled Expectations

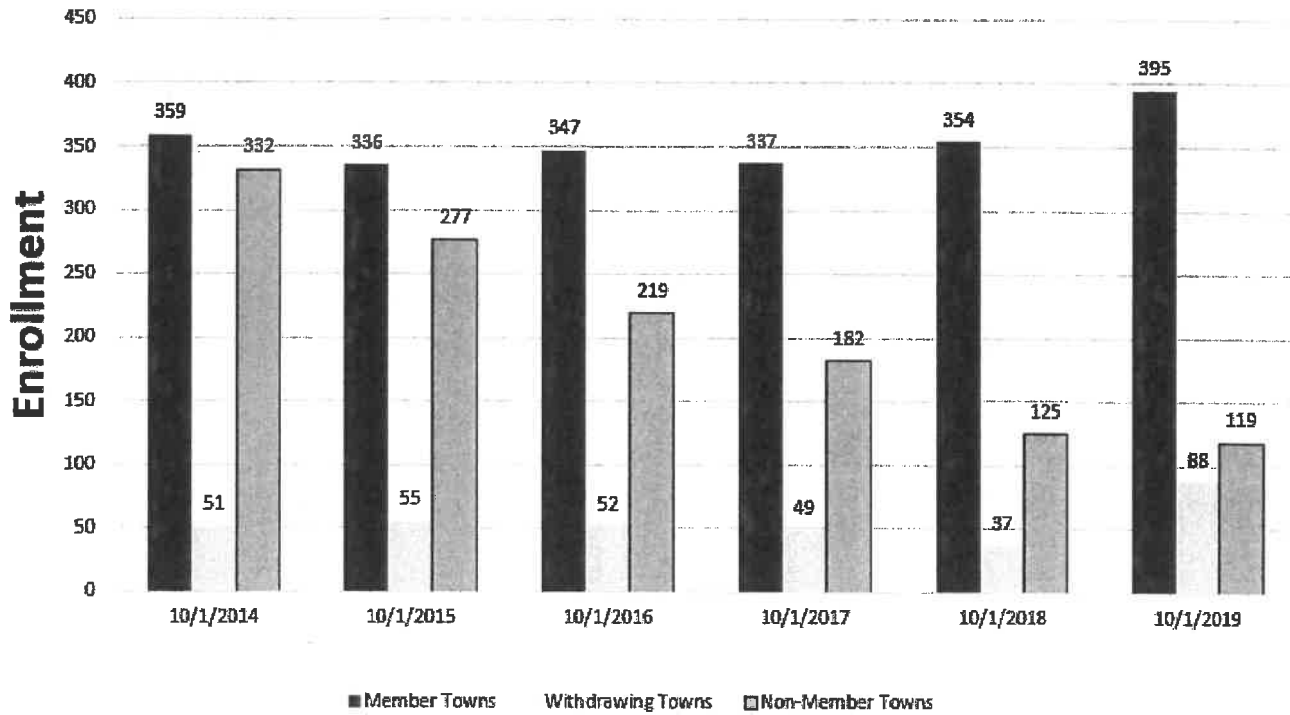
- The new Minuteman High School is leading the nation in high-quality career and technical education.
- After a five-year effort, Minuteman completed a **new regional agreement** in 2017.
- We opened the new building **1 year ahead of schedule** and **~\$1M under budget** in September 2019. This process took more than a decade and took numerous town meeting votes.

Fulfilled Expectations (Continued)

- We have **boosted enrollment tremendously** and anticipate accepting students only from in-district towns for next year.
- We received state approval to institute a **capital fee on non-district towns**, which will result in an additional ~\$900,000 for FY21.
- Gov. Baker signed House Bill 4503, which provides Minuteman the authority to lease portions of its property for **public-private, revenue-generating partnerships**.

Overall Enrollment

Staffing decreased by 19.5 FTE from FY15 to FY18 due to declining enrollments. FY19 and FY20 start an increasing enrollment trend.



*10/1/19 does not include Belmont as a member district for reimbursement calculations

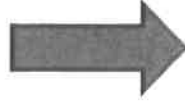
In District Total Applications

Recruitment Year	District Applications
2018-2019 October 2018 to September 2019 Freshmen Class of 2022	157
2019-2020 October 2019 to January 30, 2020 Freshmen Class of 2023	230

Increasing Enrollment

Then Vs. Now

Historically Under-Enrolled



Wait List Projected

- *Dramatic Increase:*
 - *157 Applications In 12 Months (Oct. 2018-Sept. 2019) Vs. 230 Applications In 3 Months (Oct. 2019-Jan. 30, 2020)*

Many Out-of-District Students



Zero Projected for FY23

- *33-45% Of Students Were Out-Of-District Per Year From 2006-2020*
- *Out-Of-District Students Will Decline From ~16% Now to 0% By FY23 (FY20: 16%, FY21: 7%, FY22: 4.5%)*

School Wide Goals 2020-2021

Deepen the Minuteman Academy Model using professional learning communities to:

1. Promote teacher leadership.
2. Provide a healthy, safe, supportive campus and culture.
3. Gather, share, and analyze data to improve student outcomes.
4. Using technology to enhance learning.
5. Integrate academic and CVTE curriculum maps.
6. Implement robust project-based learning within and between pathways.
7. Increase integration of literacy and math skills across all areas.



Class of 2019 Achievements

- 63% of Students Entered College
- 33% of Students Entered Career
- 3% of Students Entered Adv. Technical Training
- 100% Certification Rates in:
 - Early Education
 - Environmental Technology
 - Biotechnology
 - Horticulture
 - Health Assisting
- Colleges/Universities Include:
 - Carnegie Mellon
 - Boston University
 - Worcester Poly. Tech.
 - Norwich University
 - Gordon College
 - University of Mass. (Amherst, Boston, Dartmouth, Lowell)
 - Roger Williams University
 - And Many More!

New Programs to Meet 21st Century Needs

- **Multimedia Engineering**
 - Entertainment Technology: Video & Sound Production, Interactive and Broadcast Media, Technical Theatre
- **Advanced Manufacturing**
 - Computer-Aided Design and Manufacturing, Machine Operation, Production Control
- **Fall 2020: Veterinary Assisting**
 - Hands-On Experience With Animal Health Care

VIDEO: [WBZ-TV Story On The New Minuteman High School](#)

Challenges Now and Ahead

- The withdrawal of towns from the district means higher costs from in-district towns to pay for the new building and overall district expenses.
- Little to no out-of-district enrollment means reduced or non-existent capital fees from those communities.
- High enrollment creates waiting lists and more barriers for students desiring career technical education who live both in- and out-of-district.

Enrollment

- Continue to utilize the guiding strategies, events and social media/advertising.
- Implement school rebranding and improve marketing and website/social media presence
- Transparency in student selection in a new competitive environment for member districts
- Manage staffing impacts from increasing enrollment



Budget History

FISCAL YEAR	BUDGET			DIFFERENCE			%	
	Operating	Capital	Total	Operating	Capital	Total	Operating	Capital
2021	\$20,255,561	\$5,247,385	\$25,502,946	\$1,306,564	\$1,427,552	\$2,734,116	6.90%	37.37%
2020	\$18,948,997	\$3,819,833	\$22,768,830	\$835,380	\$773,310	\$1,608,690	4.61%	25.38%
2019*	\$18,113,617	\$3,046,523	\$21,160,140	\$542,311	\$1,618,350	\$2,160,661	3.09%	113.32%
2018	\$17,571,306	\$1,428,173	\$18,999,479	(\$882,518)	\$153,900	(\$728,618)	-4.78%	12.08%
2017	\$18,453,824	\$1,274,273	\$19,728,097	(\$1,266,124)	\$163,218	(\$1,102,906)	-6.42%	-6.42%
2016**	\$19,719,948	\$1,111,055	\$20,831,003	\$1,089,345	\$96,593	\$1,185,938	5.85%	5.85%
2015**	\$18,630,603	\$1,014,462	\$19,645,065	\$1,427,986	(\$330,019)	\$1,097,967	8.30%	8.30%
2014**	\$17,202,617	\$1,344,481	\$18,547,098	\$826,181	\$469,204	\$1,295,385	5.04%	53.61%



FY21 Belmont Withdrawal Impact

	Total Assessment WITH Belmont	Total Assessment WITHOUT Belmont	Difference
ACTON	\$ 1,529,748	\$ 1,683,273	\$ 153,525
ARLINGTON	\$ 5,752,403	\$ 6,333,634	\$ 581,231
BELMONT	\$ 1,620,057	\$ 46,262	\$ (1,573,795)
BOLTON	\$ 557,199	\$ 608,624	\$ 51,425
CONCORD	\$ 1,114,814	\$ 1,222,328	\$ 107,514
DOVER	\$ 139,541	\$ 146,146	\$ 6,605
LANCASTER	\$ 2,063,556	\$ 2,274,965	\$ 211,409
LEXINGTON	\$ 2,640,619	\$ 2,902,616	\$ 261,997
NEEDHAM	\$ 1,065,272	\$ 1,169,204	\$ 103,932
STOW	\$ 1,201,392	\$ 1,298,877	\$ 97,485

FY21 Budget

FY21 Budget – *Excluding School Project Debt Service*
\$20,255,561 - Increase of **6.46%** over FY20 Budget

Building Project – Debt Service

\$4,571,932 - Increase of **47.07%** over FY20 Budget

Seven of the nine member towns supporting the School Project voted to exempt the debt service from the limits of Proposition 2 ½

Member District Assessments

\$17,337,416 – Increase of **9.34%** over FY21 Budget

Assessments include Belmont withdrawal 6/30/2020

Staffing: FY20 to FY21 Change (Net 2.25 Increase)

New Positions:

- .5 FTE Vet Tech
- .5 FTE Mechatronics
- 1.0 FTE Multimedia
- 1.0 FTE Humanities
- 1.0 FTE ELL/Special Ed.
- 1.0 FTE Guidance/Coop

5.0 FTE Total Professional Staff Additions

Positions Eliminated:

- .5 FTE Co-op Coordinator
- .75 FTE Director position
- 1.5 FTE Assist Director position

2.75 FTE Total Administrative Reductions

FY21 Budget Drivers

- Budget drivers to be projected:
 - Health Insurance (8% increase)
 - Salary COLA/Lane Increases (CBA for MFA to be negotiated)
 - Staffing Totals (Considering increased enrollment)
 - Transportation Contract (IFB scheduled for March)
 - Security Services Contract (IFB Scheduled for February)
- Budget drivers with fixed costs:
 - \$180,000 for 1:1 (Due to increased enrollment)
 - \$68,368 for athletic services (mostly field rentals)

FY21 Budget

Major Increases by Function Code

- 1450 District Technology: \$120,428
- 3300 Regular Transportation: \$149,246
- 3510 Athletic Services: \$68,368
- 5200 & 5250 Health Insurance: \$441,379
- 8100 Dept. Service Prior Bonds: \$1,062,769
- 8600 Debt Service New Bond: \$414,783
- Contractual Obligations: \$496,132

Capital/Debt Service Allocation

Increase of 3rd Round \$12M Bond (2.5% Rate)

FY21 - Debt/Capital Allocation By Purpose				
Purpose	ESCO Lease-Prior to 12/10/2015	Capital/Leases	Sch. Proj. Debt	TOTAL FY21 DEBT/CAPITAL
Building Improvements (Maint. & Equip.)		5,000		5,000
Copier Leases		65,000		65,000
\$36M Const. Bond - Debt Service Due			2,010,731	2,010,731
\$46M Const. Bond - Debt Service Due			1,891,894	1,891,894
Principal & Interest Payment - ESCO Lease	520,453			520,453
Vehicle Replacement -Lease 2 Buses		-		-
\$5M - BANS			100,000	100,000
\$12M Const. Bond - Debt Service Due (est.)			569,307	569,307
Stabilization Fund		85,000		85,000
Capital Fee Revenue			(904,023)	(904,023)
Total - Debt & Capital	520,453	155,000	3,667,909	4,343,362

Non-Assessment Revenue

Increase Use of Current Year Tuition

Non-Assessment Revenue:					
CH. 70 Aid	2,092,403	2,095,633	3,230	0.15%	
CH. 71 Reg. Trans. Reimb.	832,392	977,179	144,787	17.39%	
Prior Year Tuition	3,047,131	3,048,695	1,564	0.05%	
Current Year Tuition	400,000	600,000	200,000	50.00%	
Certified E & D	540,000	540,000	-	0.00%	
Nonresident Capital Fee		904,023	904,023	0.00%	
Total Non-Assessment Revenue	6,911,926	8,165,530	1,253,604	18.14%	
Required Member Town Assessments	15,856,904	17,337,416	1,480,512	9.34%	



MINUTEMAN
A REVOLUTION IN LEARNING

Discussion

FY21 BUDGET PROPOSAL

A REVOLUTION IN LEARNING

FY20 Budget Expenditures By Function Code

ACCOUNT CODE	ACCOUNT DESCRIPTION	FY2018 ACTUAL	FY2019 BUDGET	FY2020 BUDGET	FY2021 PROPOSED	DIFFERENCE
1000	Administration	\$1,508,000	\$1,439,784	\$1,507,349	\$1,633,590	\$126,241
2000	Student Instructional Services	\$9,500,131	\$9,821,059	\$10,332,879	\$10,869,565	\$536,686
3000	Student Services	\$1,902,488	\$1,942,355	\$2,004,399	\$2,302,396	\$297,997
4000	Operation & Maintenance	\$1,773,420	\$1,795,722	\$1,747,498	\$1,680,185	(\$67,313)
5000	Insurance, Retirement, Leases	\$2,767,268	\$2,994,696	\$3,236,872	\$3,679,825	\$442,953
6000	Community Services	\$100,000	\$100,000	\$100,000	\$80,000	(\$20,000)
7000	Asset Acquisition & Improvement	\$272,623	\$410,360	\$205,000	\$155,000	(\$50,000)
8000	Debt Service	\$1,155,549	\$2,636,164	\$3,614,833	\$5,092,385	\$1,477,552
9000	Tuition Payments	\$20,000	\$20,000	\$20,000	\$10,000	(\$10,000)
GENERAL FUND		\$18,999,479	\$21,160,140	\$22,768,830	\$25,502,946	\$2,734,116



MINUTEMAN
A REVOLUTION IN LEARNING



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

MEETING DATE: 3/10/2020

Agenda Item	Annual Town Meeting Warrant
Presenter(s)	David Davison, Assistant Town Manager/Finance Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Assistant 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. 2020 Annual Town Meeting Warrant draft 3.6.2020	

TOWN OF NEEDHAM



2020 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 14, 2020

Business meeting: Monday, May 4, 2020

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Draft 3.6.2020

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

**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 14, 2020
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	The Center at the Heights
Precinct B	-	The Center at the Heights
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Public Services Administration Building
Precinct F	-	Rosemary Recreation Complex
Precinct G	-	Rosemary Recreation Complex
Precinct H	-	Public Services Administration Building
Precinct I	-	Town Hall
Precinct J	-	Town Hall

on TUESDAY, THE FOURTEENTH DAY OF APRIL 2020

from seven o'clock in the forenoon until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on Monday May 4, 2020 at 7:30 p.m. in the afternoon, then and there to act upon the following articles:

Warrant for the Annual Town Meeting

Monday, May 4, 2020 at 7:30 p.m. at Needham Town Hall

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

HUMAN RESOURCE ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2020, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	
Town Clerk with 6 years of service in that position	\$ (1)
Select Board, Chair	\$1,800
Select Board, Others	\$1,500

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$XXX, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed \$XX. The annual salary of \$XX includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$XX. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$XX; or take any other action relative thereto.

INSERTED BY: Personnel Board

FINANCE COMMITTEE RECOMMENDS THAT:

PERSONNEL BOARD RECOMMENDS THAT:

Article Information: In accordance with Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

The annual stipends for the members of the Select Board have remained unchanged since 1977.

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE UNION

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

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

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

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE SUPERIOR OFFICERS ASSOCIATION

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

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

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

ARTICLE 6: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM FIRE UNION

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

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

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

FINANCE ARTICLES

ARTICLE 7: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$25,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Property Tax Assistance Program provides assistance to elderly and disabled taxpayers in need. This appropriation complements donations by private parties to the "Voluntary Tax Relief Program" authorized by statute. The goal of the Select Board is to set a target annual appropriation for the Property Tax Assistance Program equal to the amount of private contributions to the voluntary program during the preceding fiscal year. The voluntary fund received \$11,006 in fiscal year 2019.

ARTICLE 8: APPROPRIATE FOR COMPENSATED ABSENCES FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$220,000 for the purpose of funding the Compensated Absences Fund, to be spent under the direction of the Town Manager, and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The purpose of this article is to fund the Town's employee sick and vacation leave liability. Upon retirement, certain employees are compensated for a portion of their unused sick leave. All employees are entitled to payment of unused vacation leave upon termination of Town service. The Town has been taking steps to reduce or eliminate sick leave buy-back programs for all classes of employees, although an unfunded liability remains.

ARTICLE 9: APPROPRIATE FOR TOWN-OWNED LAND SURVEYS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for a survey of Town-owned lands, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Over the past 300 years, the Town has acquired land that has never been surveyed. In recent years, when the Town has begun the design process for construction on such parcels, survey data has been unavailable or incorrect, resulting in delays and added cost to projects. This funding will allow the Town to conduct land surveys, including title research, field work, analysis, installation of bounds or markers, drafting work, and recording of completed plans. This is a multi-year program in the amount of \$100,000 per year. Unless circumstances dictate otherwise, FY2021 funding is proposed for XX.

ARTICLE 10: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$655,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This warrant article funds the annual maintenance of public buildings throughout the Town, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances require otherwise, the FY2021 program will fund duct cleaning at the Broadmeadow and Pollard Schools, wood floor refinishing at the High School, Mitchell School, Broadmeadow School, Newman School and Town Hall, floor replacement at the Newman School, carpet replacement in the media center at the Broadmeadow School, and office reconfiguration at the High School.

ARTICLE 11: APPROPRIATE FOR BILLING AND COLLECTION SOFTWARE APPLICATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,000,000 for the purpose of funding the billing and collection software application, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 12: APPROPRIATE FOR PLANNING CONSULTING ASSISTANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$60,000 for the purpose of funding planning consulting assistance, to be spent under the direction of the Town Manager, and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 13: APPROPRIATE FOR PARKING STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding a parking study, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 14: APPROPRIATE FOR PUBLIC HEALTH CONSULTING ASSISTANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding public health scientific experts and consultants, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE 15: APPROPRIATE FOR NATIONAL POLLUTANT DISCHARGE
ELIMINATION SYSTEM (NPDES) PERMIT COMPLIANCE**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$195,000 for the purpose of funding expenses related to National Pollution Discharge Elimination System (NPDES) permit compliance, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE 16: APPROPRIATE THE FY2021 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of \$1,498,471, from Overlay Surplus in the amount of \$475,000, from amounts Reserved for Debt Exclusion Offsets in the amount of \$96,057, and \$1,425,000 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as shown on pages XX

ARTICLE 17: APPROPRIATE THE FY2021 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2021, under the provisions of M.G.L. Chapter 44, Section 53F ½:

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	
FY 2021 Budget Percentage Change from FY 2020 Budget								3.3%

and to meet this appropriation that \$said sum be raised from Sewer Enterprise Fund receipts, and that \$544,698 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE 18: APPROPRIATE THE FY2021 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2021, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Water Enterprise
FY2021**

Line #	Description	FY2019 Expended	FTE	FY2020 Current Budget	FTE	FY2021 Recommended	FTE	Town Meeting Amendments
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; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE 19: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2021 beginning on July 1, 2020 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2020 Spending Limit
Home Composting	Department of Public Works	\$3,000
Immunization Program	Health and Human Services Department	\$25,000
Memorial Park Activities	Memorial Park Trustees	\$4,100
Needham Transportation	Health and Human Services Department	\$60,000
Public Facility Use	Department of Public Works	\$250,000
School Transportation	School Committee	\$819,000

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2020 Spending Limit
Traveling Meals	Health and Human Services Department	\$75,000
Tree Replacement	Department of Public Works	\$25,000
Water Conservation	Department of Public Works	\$10,000
Youth Services Programs	Health and Human Services Department	\$25,000
Aging Services Programs	Health and Human Services Department	\$90,000

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to set the annual spending limit for the various revolving funds that are established by Town By-Law in accordance with MGL Chapter 44 Section 53E1/2. The law requires that the Town Meeting shall, on or before July 1 of each fiscal year, vote on the limit for each revolving fund established under this law the total amount that may be expended during the fiscal year. The law provides also that the limit on the amount that may be spent from a revolving fund may be increased with the approval of the Select Board and Finance Committee should the revolving activity exceed the spending limit, but only until the next Annual Town Meeting.

ARTICLE 20: APPROPRIATE TRANSPORTATION IMPROVEMENT FEES

To see if the Town will vote to appropriate and transfer a sum from the Commonwealth Transportation Infrastructure Fund for the purpose of transportation infrastructure improvements, said sum to be spent under the direction of the Town Manager; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Chapter 187 of the Acts of 2016 established a Commonwealth Transportation Infrastructure Fund. Each Transportation Network Company (such as Uber and Lyft) is assessed \$0.20 per ride to fund transportation improvements. One-half of the amount received from the Fund is to be distributed proportionately to each city and town based on the number of rides that originated in that city or town. The distributed funds must be used to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town. Funding for Transportation Improvements in FY2021 will be allocated to complete streets safety initiatives.

ARTICLE 21: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Department of Transportation; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The preliminary FY2021 Chapter 90 allocation for the Town is \$X. Unless circumstances require otherwise, the FY2021 Chapter 90 allocation will be directed to the design and construction of the second phase of the downtown design improvement project.

ZONING / LAND USE ARTICLES

ARTICLE 22: CITIZEN’S PETITION/AMEND ZONING BY-LAW – PEDIATRIC MEDICAL FACILITY IN NEW ENGLAND BUSINESS CENTER DISTRICT

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

1. In Section 1.3 Definitions, by adding the following after the existing definition of “Hospital, Community” and before the existing definition of “Hotel or Motel”:

Hospital, Pediatric: A Hospital in which not less than three-quarters of its patients are Pediatric Patients as defined in 105 CMR 130.700 and which provides a broad range of ambulatory and inpatient services to children and young adults under the age of twenty-six (26).

2. In Section 1.3 Definitions, by adding the following after the existing definition of “Medical Clinic”, and before the existing definition of “Medical Laboratory”:

Medical Facility, Pediatric shall mean a facility with one or more of the following uses each primarily (not less than three-quarters) for children and young adults under the age of twenty-six (26), where, in each case, the uses are owned, operated or managed directly by a Pediatric Hospital or through a corporate affiliate controlled by a Pediatric Hospital (excluding any affiliate which is a hospital whose primary purpose is the provision of health care services to adults): (i) doctor’s offices, dentist’s offices, orthodontic services, psychiatric, psychological and other mental health services, imaging and laboratory services, sale, rental and repair of medical devices and equipment or other health care or health care services on an ambulatory or outpatient basis; (ii) professional, business or administrative office; (iii) a medical clinic or medical, surgical, psychiatric, dental, orthodontic, or psychologist group practices comprised of three or more such professionals; (iv) facility for the provision of testing, analytical, diagnostic, pharmaceutical or other health care support services, equipment or procedures; (v) Determination of Need Required Equipment or Determination of Need Required Services as each is defined in 105 CMR 100; (vi) cell generation, gene therapy, and infusion treatment; (vii) medical offices; (viii) diagnosis or medical, surgical,

restorative or other treatment that is rendered within said facility on an ambulatory or outpatient basis, including, without limitation, patient and retail pharmacy, physical, speech and occupational therapy, transitional care and rehabilitation respite, palliative care and behavioral medicine, specialty clinics, radiation oncology, alternative medicine treatment, mobile diagnostic services, meeting and conference facilities, stock rooms, laundries, staff and administrative office; (ix) accessory uses customarily conducted in coordination with any of the foregoing, including, without limitation, retail establishments, cafeteria, gift and coffee shops, indoor athletic exercise facility, and research laboratories.

3. In Section 3.2.4 Uses in the New England Business Center District, by adding a new subsection (j) to subsection 3.2.4.2 Uses Permitted by Special Permit, to read as follows:

(j) Medical Facility, Pediatric

4. In Section 5.1.2. Required Parking, by adding a new subsection (19), to read as follows:

(19) Medical Facility, Pediatric

One (1) parking space per 290 square feet of floor area

5. In Section 5.1.2. Required Parking, by renumbering existing subsection (19) “Mixed Uses” as subsection (20), and renumbering existing subsection (20) “Any use permitted by this Zoning By-Law” as a new subsection (21).

Or to take any other action relative thereto.

INSERTED BY: Robert T. Smart, Jr. et al
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 23: CITIZEN’S PETITION/AMEND ZONING BY-LAW – MAP CHANGE TO GENERAL RESIDENCE B ZONING DISTRICT

To see if the Town will vote to amend the Needham Zoning Bylaw by amending the Zoning Map as follows:

Place in the Single Residence B Zoning District (i) all that land now zoned Single Residence A bounded generally to the northwest by a point at the northwesterly end of Parcel 73 on Needham Assessor’s Map No. 66, to the northeast by the State Circumferential Highway, to the southeast by Kendrick Street, and to the northwest by Hunting Road; said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor’s Map No. 58; as well as (ii) all that land now zoned Single Residence A bounded generally to the northwest by Kendrick Street, to the northeast by the State Circumferential Highway, to the southeast by Cheney Street, and to the southwest by Hunting Road, said land comprising Parcels 1, 2, 3, 4, 18, 19, 20, 21, 22, 23 and 24 on said Map No. 58.

So much of said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor’s Map No. 58 being bounded and described as follows: Beginning at a point on the northeasterly side of Hunting Road at the northwesterly end of Parcel 73 on Needham Assessor’s Map No. 66; thence running southeasterly along the southwesterly side of the State

Circumferential Highway a distance of 1,792.15 feet to Kendrick Street; thence running westerly and northwesterly along the northerly side of Kendrick Street, 328.72 feet to Hunting Road; thence running northwesterly along the northeasterly line of Hunting Road, 1,359.60 feet, to the point of beginning.

And so much of said land comprising Parcels 1, 2, 3, 4, 18, 19, 20, 21, 22, 23 and 24 on Needham Assessor's Map No. 58 being bounded and described as follows: Beginning at a point on the southerly side of Kendrick Street, at the intersection with Hunting Road, thence running westerly 250.08 feet to the southwesterly side of the State Circumferential Highway; thence running generally southeasterly along the southwesterly side of the State Circumferential Highway a distance of 224.63 feet to Cheney Street; thence running southerly along the westerly line of Cheney Street a distance of 371.7 feet to the intersection with Hunting Road; thence running northwesterly along Hunting Road, a distance of 14.19 feet; thence running southerly by Hunting Road, along a curved line, a distance of 68.91 feet; thence running northwesterly along the northeasterly side of Hunting Road 444.24 feet; thence running along a curved line at the intersection of Hunting Road and Kendrick Street a distance of 95.20 to the point of beginning.

Be any or all of said measurements, more or less.

Or take any other action relative thereto.

INSERTED BY: Bruno DiFazio, et al
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 24: APPROPRIATE FOR FIRST BAPTIST CHURCH PRESERVATION AND RESTORATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$90,200 for the First Baptist Church Porch Preservation and Restoration Project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from CPA Fund Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 25: APPROPRIATE FOR FIRST PARISH CHURCH STEEPLE PRESERVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$75,00 for the First Parish Church Steeple Preservation, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from CPA Fund Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE 26: APPROPRIATE FOR NEEDHAM COMMUNITY FARM GROWING
BED EXPANSION**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$6,200 for the Needham Community Farm Growing Bed Expansion, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from CPA Fund Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 27: APPROPRIATE FOR TRAIL IDENTIFICATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$6,000 for trail identification design, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from CPA Fund Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE 28: APPROPRIATE FOR WALKER POND RESTORATION AND
PRESERVATION**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$211,300 for Walker Pond Restoration and Preservation, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from CPA Fund Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE 29: APPROPRIATE FOR CLAXTON FIELD LIGHTS AND SKIN
RENOVATION DESIGN**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$101,500 for Claxton Field lights and skin renovation design, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from CPA Fund Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE 30: APPROPRIATE FOR RESURFACING THE SYNTHETIC TRACK AT
DEFAZIO COMPLEX**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$160,000 for resurfacing the synthetic track at DeFazio Complex, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from CPA Fund Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 31: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2021 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee	\$82,000
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Reserves:

B. Community Preservation Fund Annual Reserve	\$179,691
C. Community Housing Reserve	\$334,615
D. Historic Resources Reserve	\$0
E. Open Space Reserve	\$334,615

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

CAPITAL ARTICLES

ARTICLE 32: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$4,083,601 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Community Services	Library Furniture	\$84,168	
Community Services	Library Space Planning	\$60,000	
Community Services	Library Technology	\$30,000	
DPW	DPW Boiler Replacement 470 Dedham Avenue	\$460,000	
DPW	NPDES Support Projects	\$770,500	
DPW	Specialty Equipment - Loader Mounted Snow Blower	\$192,000	
DPW	Traffic Improvements	\$50,000	
General Government	Multi-Function Printer Devices	\$35,600	
Multiple	Energy Efficiency Upgrade Improvements	\$100,000	
Multiple	Fleet Replacement Program	\$1,268,729	
Public Safety	Automated External Defibrillators Replacement	\$32,885	
Public Safety	Firearm Replacement	\$33,000	
Public Safety	Personal Protective Equipment	\$43,424	
Public Schools	Eliot School Technology Room Conversion	\$179,300	
Public Schools	Pollard School Locker Room Retrofit Design	\$60,000	
Public Schools	School Copier Replacement	\$62,420	
Public Schools	School Furniture/Musical Equipment	\$35,000	
Public Schools	School Technology	\$586,575	
		\$4,083,601	

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 33: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,415,000 for the Public Works Infrastructure Program, to be spent under the direction of the Town Manager, and to meet this appropriation that \$500,000 be transferred from Overlay Surplus and \$1,915,000 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE 34: APPROPRIATE FOR MITCHELL SCHOOL RESTROOM UPGRADES

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$676,700 for Mitchell School restroom upgrades, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE 35: APPROPRIATE FOR POLLARD SCHOOL AIR CONDITIONING SYSTEM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for design and engineering of the Pollard School Air Conditioning system, including any costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that \$86,660 be transferred from Free Cash, and that \$13,340 be transferred from Article 32 of the May 2018 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 36: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$318,088 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Sewer	Fleet Replacement Program	\$318,088	
		\$318,088	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE 37: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$43,002 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Fleet Replacement Program	\$43,002	
		\$43,002	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

TOWN RESERVE ARTICLES

ARTICLE 38: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$35,283 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park. The balance in the fund as of December 31, 2019 was \$268,028.

ARTICLE 39: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$111,268 to the Capital Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital item(s) at times when ordinary funding sources are limited or not available. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The recommended appropriation is equal to the amount that the Town received from the sale of surplus equipment during 2019. This was one of the sources identified to be contributed to the fund. The balance in the fund as of December 31, 2019 was \$1,088,719.

ARTICLE 40: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which

monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2007 Annual Town Meeting under Article 10 approved the creation of the Capital Facility Fund, as part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then-existing capital facilities. The balance in the fund as of December 31, 2019 was \$1,907,214.

GENERAL ARTICLES & CITIZENS PETITIONS

ARTICLE 41: 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 Community Stormwater Mitigation Assessments 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:

ARTICLE 42: ACCEPTANCE OF PROVISIONS OF M.G.L. CHAPTER 41 SECTION 111F – SPECIAL INJURY LEAVE INDEMNITY FUND

To see if the Town will vote to accept the fourth paragraph of M.G.L. Chapter 41, Section 111F to create a special fund to be known as the Injury Leave Indemnity Fund, to be expended by the Town Manager without further appropriation for payment of injury leave compensation or medical bills incurred under M.G.L. Chapter 41, Sections 111F or 100, to which appropriations may be made, and amounts received from insurance proceeds or restitution for injuries to firefighters or police officers shall be credited, provided further that said chief executive officer may, if the amounts therein are not immediately necessary or required in the foreseeable future, release specific amounts to the General Fund, or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation: The 2016 Municipal Modernization Act added a paragraph to M.G.L. c. 41 Section 111F to allow cities and towns to establish and appropriate amounts to a special injury leave indemnity fund for payment of injury leave compensation or medical bills incurred for public safety personnel. The monies in the special fund may be expended, with the approval of the chief executive officer and without

further appropriation, for such expenses. Any balance in the fund shall carry over from year to year, unless specific amounts are released to the general fund by the chief executive officer upon a finding that the amounts released are not immediately necessary for the purpose of the fund, and not required for expenses in the foreseeable future.

ARTICLE 43: FOSTER CARE TRANSPORTATION REIMBURSEMENT

To see if the Town will vote to authorize the Needham Public Schools to enter into contracts to seek federal reimbursement for foster care transportation activities being carried out by the Town, and to provide that payments for services under such contracts be made from the reimbursements or revenues recovered as a result of the services performed, without appropriation of such revenues, in accordance with the provisions of M.G.L. Ch. 44 s. 70; or take any other action relative thereto.

INSERTED BY: School Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation:

ARTICLE 44: SPECIAL EDUCATION STABILIZATION FUND

To see if the Town will vote to establish a Special Education Stabilization Fund in accordance with M.G.L. Chapter 40, s. 13 E; or take any other action relative thereto.

INSERTED BY: School Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation:

ARTICLE 45: AMEND GENERAL BY-LAW – AUTHORIZE TOWN CLERK TO ENSURE CONSISTENCY IN NUMBERING

To see if the Town will vote to insert a new paragraph at the end of Section 1.14 of the General By-Laws as follows:

The Town Clerk is authorized to assign appropriate numbers or letters to by-law sections, subsections, paragraphs and subparagraphs where none are approved by Town Meeting; and if such numbering or lettering is approved by Town Meeting, to make non-substantive editorial revisions to the same to ensure consistent and appropriate sequencing and numbering; and to make non-substantive editorial revisions to references regarding such numbering or lettering as contained within the by-laws to ensure accuracy and conformity; or take any other action relative thereto.

INSERTED BY: School Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation:

ARTICLE 46: CITIZENS' PETITION – STORAGE OF RECEPTACLES USED FOR HOUSEHOLD WASTE DISPOSAL PICKUP AT RESIDENTIAL PROPERTIES BY COMMERCIAL VENDORS

To Amend the General Bylaws as Follows:

1. To include, immediately following Section 2.5.1 of the General Bylaws;

Section 2.5.1.1

Storage of Receptacles Used for Household Waste Disposal Pickup at Residential Properties By Commercial Vendors: Except between the hours of 9:00 PM the day before and 9:00 PM on the day of household waste, hereinafter defined, disposal pickup by a commercial waste disposal vendor, hereinafter defined, any and all receptacles of any kind used for such purpose shall be stored at least thirty (30) feet from the abutting paved edge of all public ways or otherwise not visible from a public way within the Town of Needham. For purposes of this article, Household waste shall mean any house dirt, ashes or garbage, recycling or other refuse or garbage, or any grease or bones or any refuse substances from any residential dwelling house of any kind. Commercial waste disposal vendor, for purposes of this article, shall mean any entity whatsoever that, for hire, removes and transports household waste from any residential dwelling house of any kind in the Town of Needham.

To include, immediately following Section 8.2.2.7 of the General Bylaws;

2. Section 8.2.2.7.1

Enforcement of Section 2.5.1 of the General Bylaws

The Enforcement Agents for Section 2.5.1.1 of the General Bylaws: Health Director, Environmental Health Agent, or Chief of Police

Fine Schedule:

First Offense - \$50

Second Offense - \$100

Third Offense - \$200

Fourth and Subsequent Offenses - \$300

INSERTED BY: Joseph L. Leghorn, et. al.

FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation:

ARTICLE 47: CITIZENS' PETITION SEWER LINE EXTENSION

To see if the Town will vote to request to extend the sewer line through Walker Lane, as recommended by a Town commissioned report [ESS Group, December 2017], either through a sewer betterment program, as

described in part 4 section 28 of the town by-laws, or in any other way the town finds suitable. For this purpose, we request that the sewer betterment program be prioritized and funded as appropriate; or take any action related thereto.

Notes:

A sewer betterment program would require financial participation from the pond abutters benefitting from the sewer line, including but not limited to the homeowners on the road and the Town.

INSERTED BY: Rachel Achituv, et. al.

FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation:

ARTICLE 48: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Select Board

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

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

Given under our hands at Needham aforesaid this 11th day of February 2020.

Chair
Vice Chair
Clerk

Select Board of Needham

A true copy,
ATTEST _____ **2020**
 Constable **(month) (day)**
ATTEST _____ **2020**
 Constable **(month) (day)**



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

MEETING DATE: 3/10/2020

Agenda Item	Highway Commercial 1 Work Plan & Schedule
Presenter(s)	David Davison, Assistant Town Manager/Finance Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Assistant Town Manager will present a proposed work plan and schedule for advancing the Highway Commercial 1 zoning conversation. The Planning Board will discuss the work plan and schedule at its meeting on March 17th.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> The Board vote to endorse the assumptions, work plan and schedule for advancing the Highway Commercial 1 zoning proposal.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Proposed Highway Commercial 1 Work Plan & Schedule	

Highway Commercial 1 Zoning Work Plan

Assumptions

- This site is a gateway site for Needham, representing a unique value to the planning and image of the Town.
- The zoning will not include residential housing.
- The zoning will be limited to the Channel 5/Muzi site only
- We will start with the zoning previously drafted and amend it.
- The land use to be studied initially will be 1.35 FAR consisting of 50% standard office uses and 50% R&D uses, as well as ancillary retail. Grocery Stores or other large-scale retail will not be allowed. Additionally, up to two alternative land use and FAR profiles will be studied to arrive at the appropriate land use and FAR mix required to satisfy the initial goals described below.
- The initial goal is for the intersection at Highland and Gould and the intersection at Gould and Central to be better or at least not worse than the existing condition. Neighborhood traffic control options will be designed to reduce traffic intrusion into the Gould Street neighborhoods from the existing condition. Access to the MassDOT ramp system will be explored.

Plan

- We will engage a new consulting engineer to perform a full traffic study (GPI) by March.
- The Select Board and Planning Board will appoint an advisory group to help guide the process. Suggested participation includes a member of the Select Board, Planning Board, Finance Committee, Design Review Board, Council of Economic Advisors, Needham Heights Neighborhood Association, and one citizen at large.

Schedule

March 5, 2020	Engage engineering firm
March 10, 2020	Select Board to review Work Plan & Schedule
March 17, 2020	Planning Board to review Work Plan & Schedule
May 12, 2020	Initial meeting of Advisory Committee to introduce project
June 23, 2020	Traffic Study Complete Advisory Committee meeting to review traffic study Select Board and Planning Board discuss project at public meetings
July 2020	Select Board and Planning Board hold a joint meeting in July to review the traffic study and determine the urban design plan to develop into conceptual plans.



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

MEETING DATE: 03/10/2020

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	

**Minutes
Select Board Meeting
Center at the Heights
December 13, 2019**

1:00 p.m. A special meeting of the Select Board was convened by Chair John Bulian. Present were Moe Handel, Matthew Borrelli, Marianne Cooley, Daniel Matthews, Assistant Town Manager David Davison, and Town Manager Kate Fitzpatrick.

The Board discussed the fiscal year 2020/2021 proposed goals and objectives:

Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments. The Board asked the Town Manager to schedule a “blue sky” session on the proposed future uses of the Ridge Hill/Nike Site, as well as a walking tour of the area. The meeting will also include an update on the proposed demolition of structures at Ridge Hill. Ms. Fitzpatrick reported that the Cogswell Building is now in use. The Board discussed options for School Administration including the Emery Grover site and the Stephen Palmer site.

Ensure appropriate regulation and assessment of, and investment in infrastructure. Ms. Cooley updated the Board on the progress of the N2025 report. The Board agreed to hold a public hearing on stormwater fees prior to Town Meeting. Ms. Fitzpatrick told the Board that a public workshop would be scheduled on the Complete Streets Prioritization Plan.

Maintain and improve the vitality and economic success of the Town. The Board suggested that Ms. Fitzpatrick seek a Reserve Fund Transfer to obtain additional information on the Highway Commercial 1 zoning. Board members said they would like to move the zoning to May 2020 if the Planning Board is so inclined. Ms. Fitzpatrick updated the Board on the status of the Economic Development Director position and reported on the CEA’s priorities from a chairs meeting in October.

Expand energy efficient and environmentally sound operations for the Town and its residents and businesses. Ms. Fitzpatrick noted that the Town’s application for Green Community Status was submitted in late November.

Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work. The Board discussed the letter from the General Manager of the MBTA and determined that a Town-funded feasibility study for the Golf Club crossing elimination was not a priority. The Board agreed to hold a public discussion on the Quiet Zone issue and to take no further action on the matter. The Board agreed to pursue other issues such as idling and noise levels. Ms. Fitzpatrick said that a request for funding for community celebrations was included in the FY2021 budget request. The Board discussed the upcoming joint meeting with the Park & Recreation Commission. Ms. Fitzpatrick updated the Board on the small grant repair program.

Maintain and enhance the Town's Financial Sustainability. The Board discussed its budget priorities and agreed that a focus should be on building maintenance and asset preservation. The Board discussed the impact of capital projects on the tax levy, spending and revenue growth. Ms. Fitzpatrick said that she will work with Children's Hospital on an agreement for tax revenue if the zoning passes.

Evaluate Town Operations and Administration. The Board discussed options for ensuring liquor license requirements, and the need to schedule a meeting in the spring with the Board of Health. The Board discussed the meeting with Babson and the future of the Burrill Lane house. The Board discussed options for legal services, the role of the Personnel Board, and the need for a study on the mix of parking regulations in the business districts. Ms. Cooley asked the Board to revisit the concept of a tree by-law in the future.

4:10 p.m.

Motion: Mr. Matthews moved that the meeting be adjourned. Mr. Borrelli seconded the motion. Unanimous: 5-0.

**Town of Needham
Select Board
Minutes for February 25, 2020
Needham Town Hall
Powers Hall**

- 6:15 p.m. Executive Session: Cancelled.
- 6:45 p.m. Informal Meeting with Citizens: A resident spoke with the Board about establishing a “Quiet Zone” in Needham to eliminate the train horn from sounding when approaching grade crossings.
- 7:00 p.m. Call to Order:
A meeting of the Select Board was convened by Chairman John A. Bulian. Those present were Maurice P. Handel, Matthew D. Borrelli, Daniel P. Matthews, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt. Marianne B. Cooley was not present.
- 7:00 p.m. Introduce Director of Park & Recreation:
Kate Fitzpatrick, Town Manager introduced newly appointed Park & Recreation Director Stacey Mulroy, giving a brief background of Ms. Mulroy’s work experience over the last 20 years working with children, adolescents, adults, and seniors in the towns of Arlington and Lincoln, MA.
- Ms. Mulroy said she was excited for the opportunity to work in Needham.
- The Board welcomed Ms. Mulroy to the Town and wished her well in her new position.
- 7:03 p.m. Appointments and Consent Agenda:
Motion by Mr. Handel that the Board vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

1. **Design Review Board (alternate) Len Karan (term expires 6/30/2021)**

CONSENT AGENDA

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 8:30 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.

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

7:04 p.m. Community Stormwater Mitigation Assessments and Stabilization Fund: Dave Davison, Assistant Town Manager/Director of Finance and Richard Merson, Director of Public Works appeared before the Board to discuss the establishment of a Community Stormwater Mitigation Assessments and Stabilization Fund. He said a formal presentation to the Board for their consideration, along with a public hearing will be scheduled for a future meeting. Mr. Davison explained the background leading to a stormwater fee to provide partial funding for the Town's required investment to manage and maintain stormwater. Mr. Davison spoke about

the establishment of a working group charged with developing the fee structure to balance fairness to contributors, as well as a scale recognizing the cost the Town may incur due to runoff from properties.

Discussion ensued on how data was obtained, the amount impervious surface, water runoff into the public ways, and the proposed fee structure.

Mr. Handel asked if a homeowner had any incentive to contain runoff within their own property? Mr. Merson said there is no incentive, but from a practical perspective, capturing runoff would be the most difficult task at a significant cost to the homeowner.

Mr. Borrelli asked about how fee amounts will be applied over time? Mr. Davison said he does not foresee any need to change the fee in the first few years. He recommended a citizen's committee continually consider the fee structure. He noted the new fees would take effect on July 1, 2020.

Mr. Matthews said it makes sense to address the issue, which is a necessary and important part of municipal finance. He commented he does not believe the fee should be changed in the first few years, suggesting to move slowly to build public confidence that this is an appropriate way for the Town to address the issue.

Mr. Bulian asked if commercial properties would be assessed at a higher rate than residential? Mr. Davison referred to the scale and noted larger properties tend to be commercial. He said setting the lowest possible fee was the goal, noting surrounding communities have much higher fees. Mr. Bulian said he understands the reason for the fee but wants any assessment to be the most reasonable amount as homeowners continually face increasing real estate taxes.

Discussion ensued on building permits, commercial development, mitigating stormwater, and addressing capital costs.

The Board thanked Mr. Davison and Mr. Merson for the discussion and acknowledged members of the working committee who studied the issue.

7:22 p.m.

Town Manager:

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

1. Annual Town Meeting Warrant

Ms. Fitzpatrick updated the Board on changes to the Annual Town Meeting Warrant. She commented on updated budgets for the Water and Sewer Enterprise Funds. She said she does not expect any further changes to the warrant, and that various presentations to the Board will take place in March and April.

2. Town Manager Report

Ms. Fitzpatrick said the name of the RAVE Alert system has changed to Alert Needham, suggesting residents sign up for alerts on the mobile phone by texting NEEDHAM to 67283.

Ms. Fitzpatrick recognized Courtney Chaloff, coach of the Needham High School Girls Varsity Volleyball team who received the Positive Coaching Alliance award.

Ms. Fitzpatrick recognized “Officer Rocket,” a new therapy dog working in the Needham police department. She said the dog will spend most of its time providing emotional support to children within the schools. She said the Board will have an opportunity to meet Officer Rocket at a future Board meeting.

7:28 p.m. Board Discussion:

1. Quiet Zone Discussion

Mr. Bulian said discussion of a Quiet Zone in Needham has been ongoing for a number of years. He explained the item was placed on the Select Board agenda a few months ago but was rescheduled to tonight to allow more time for Board discussion. Mr. Bulian said no public comment will be heard tonight and that residents with comments or concerns should email or call the Select Board.

Ms. Fitzpatrick provided the Board with a brief summary of the meetings and work to-date on this topic, noting discussion goes back to 2008. She commented on a citizen’s petition brought to the 2009 Annual Town Meeting, a report developed by students at Northeastern University in 2013, a feasibility study completed and presented to the Town in 2016, discussions with the transportation committee, public meetings, a presentation/public hearing with the MBTA, and numerous discussions with the MBTA concerning grade crossing elimination. Ms. Fitzpatrick said the MBTA has been consistent in saying it will work with any city or town in establishing a quiet zone but does not recommend quiet zones as horns and whistles are safest in preventing accidents.

Mr. Handel said initially he believed something aggressive should be done about the noise from train horns and whistles, but that he has come to believe train personnel are legitimately concerned about safety. He suggested the Town should remain open to new ideas, but that it is not beneficial to actively pursue the issue after many years of not reaching a conclusion.

Mr. Borrelli commented on the amount of time spent discussing the issue. He said he spoke with a train conductor about a quiet zone in 2018. He said he was told of a couple of accidents on the railway and that the conductor would never support a quiet zone due to safety reasons. Mr. Borrelli commented on the cost to build and maintain infrastructure, and that some people like the sound of the train horn and some people do not. Mr. Borrelli said after multiple meetings with the MBTA about the whistle noise and grade crossings, it seems that no matter what is done, it is time to move on until a different approach comes forward. Mr. Borrelli said

staying vigilant and engaging with the MBTA on train idling and horn decibel level should continue to see if something can be done. He said safety is paramount, but it's time to move on, however keep the issue open for new ideas.

Mr. Matthews said establishing a quiet zone has been an active discussion for the Select Board for more than five years. He said the issue is complicated and a number of different options have been considered with public input. He suggested it is time for closure. Mr. Matthews reiterated discussion is about whether or not the Town should take action to establish a quiet zone to reduce the amount of horn noise from trains at grade crossings. He said train transportation is critical to Needham and a reason many residents live in town. Mr. Matthews acknowledged the noise and environmental impacts for residents living near the train line, as well as safety concerns. He said the Board tries to tend to all matters the best way it can, sometimes successfully solving the issue and sometimes not. Mr. Matthews reiterated from his point of view the key issues/obstacles to having a quiet zone are infrastructure changes at grade crossing, cost, and safety. He said for him the cost alone is not a dispositive issue, as many things are built or not built as decided by Town Meeting and the voters. He said his concern is the nature of the infrastructure which requires a lot of concrete and blocking equipment electronically controlled around grade crossings. He noted sometimes the system does not work, usually during severe weather, and that losing an intersection for any length of time would be a significant hardship, or worse, for the Town and must be avoided. Mr. Matthews said from his experience, the people who work on the railroad and drive the trains consider safety of paramount concern and would not testify in favor of a quiet zone in Needham. Mr. Matthews concluded population changes over time and people moving to town may have a different point of view, noting the issue could be revived in the future. He said while many options have been pursued in this case, he believes none of them are actionable at this time and it makes sense to close the subject so people don't think there is any ongoing study or action coming in the future.

Sally Greenhouse, resident, spoke out about the health and well-being of residents affected by the train horns. She said an investigation will take place on how the Select Board is taking a vote and denying public comment.

Mr. Matthews commented that the Select Board chair has worked within the open meeting law, and while not everyone may agree, people do have recourse to pursue other options. He said it helps to have an orderly procedure, to follow the rules, and have one person speak at a time.

Motion by Mr. Matthews that the Select Board vote to take no action at this time on implementing a quiet zone in Needham.

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

A resident asked the Board on the timing of the vote tonight and why there is no public comment, considering the matter has been open since 2017? Mr. Bulian

commented the transportation committee has been charged with looking at the use of the right-of-way and changing it to multi-modal use, which would eliminate the train horn and train idling. The resident said he is sensitive to some of the commentary but not all, and that good government is about tradeoffs. He said taking a vote with 48 hours' notice to aggrieved people is concerning. The resident said he wants to understand the hesitation of having a broader, fully informed discussion. He noted and said he understands the Board's desire to close a contentious issue, but to take a vote on such short notice knowing there are a substantial number of constituents interested in the topic is unfair. He said he appreciates the Board's time and public service.

Sally Greenhouse, resident, questioned how in touch the Board is with their constituents. She said she is "ripped" about having moved to Needham only to discover it was not one of cities or towns on the list of quiet zones. She said the Board has not listened with empathy to what the train horn's effects are on people's health and well-being. She commented on quiet zone communities. She commented on "hypothetical" safety issues compared to the actuality of living within 25 feet to ¼ mile of the disruptive train horns for people who are disabled, work from home, or full-time mothers. She said the investigation and tracking of tonight's meeting is very real, along with the hundreds of phone calls to politicians. She said friends must have compassion for people more vulnerable, suffering the health effects from a phenomenon in a community that can be remedied. She suggested the Board not move on, "press the pause button," and open the discussion up to residents.

2. Committee Reports

No Committee Reports were made.

8:15 p.m.

Adjourn:

Motion by Mr. Borrelli that the Select Board vote to adjourn the Select Board meeting of Tuesday, February 25, 2020.

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

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

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



✓ DPW

✓ Fire

✓ P+R

✓ Police

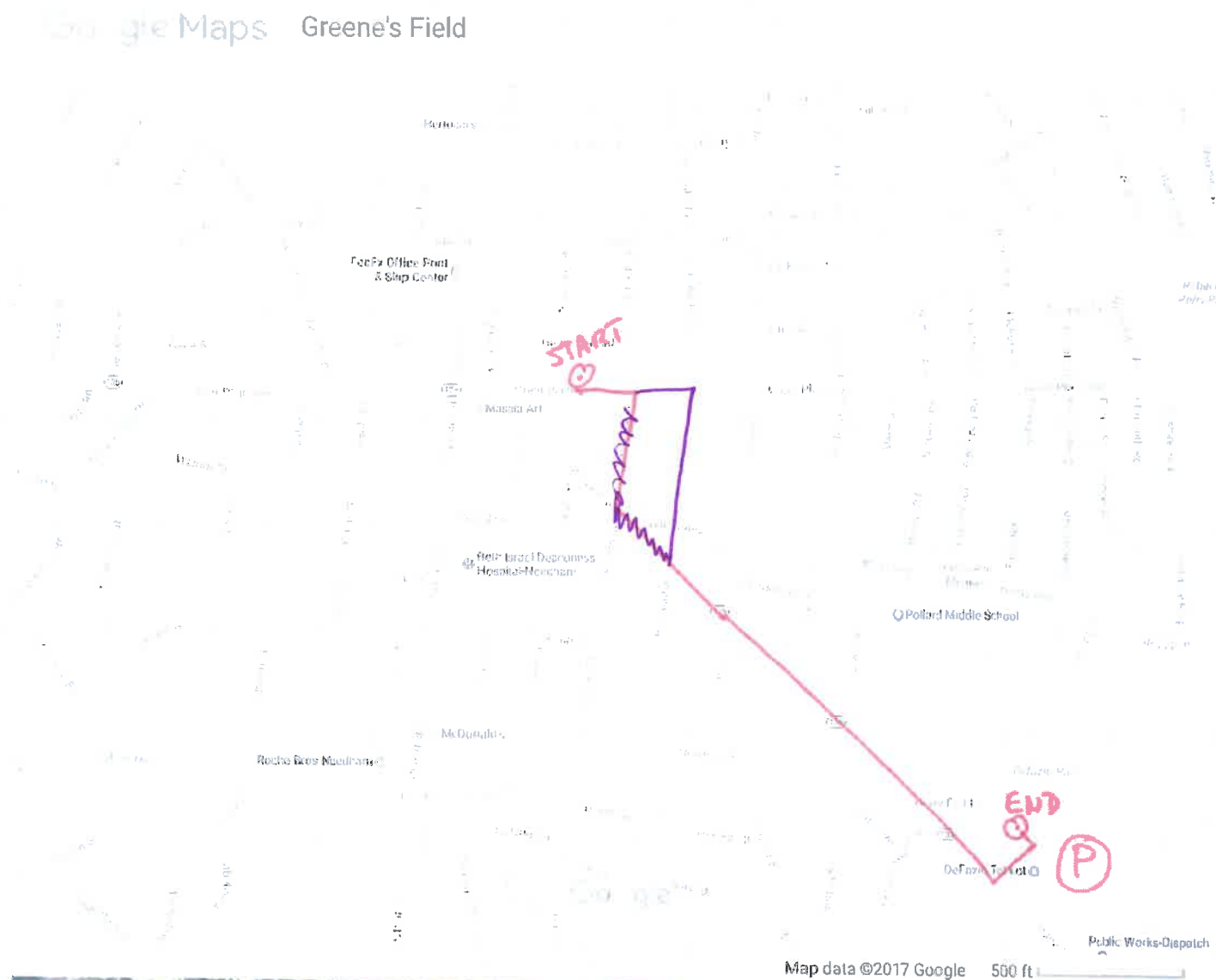
✓ OTM

✓ paid

TYPE OF EVENT: (check all that apply) ☐ RUN ☒ WALK ☐ BICYCLE	
Name of Event: Opening Day Parade	Name of Organization: Needham Baseball and Softball
Organization Mailing Address: Needham Baseball & Softball PO Box 920498 Needham, MA 02492	☒ Organization is Not-for-Profit
Primary Contact: Melissa Lassonde	Contact Title: Director of Special Events
Contact Address: 206 Maple Street, Needham, MA 02492	
Contact Phone (Day): same	Contact Phone (Cell): 781-664-8668
Contact Email: MGLasso2009@gmail.com	
Event Date(s): May 3, 2014	Date Expected to be in Needham: Same
Earliest Time Expected in Needham: 7:30 AM pictures at Greene's 10:30 AM parade participants arrive 11 AM parade begins	Latest Time Expected in Needham: 12 PM
Number of Expected Participants: 1000	Number of Expected Spectators at Peak Time: 1000
Are participants charged a fee? ☐ YES ☒ NO	
Estimated Number of Vehicles: 1 firetruck	What type of Parking is needed: none - De Fazio lot will be used

Are event organizers available to meet with members of the Town to plan event?	
Yes	
What will be done in case of inclement weather? Canceled	
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:	
Most people are dropped off at Greene's Field and Park at DeFazio Park where the parade ends.	
Will neighborhoods be impacted by parking and traffic?	
The route will be closed by police during the parade.	
What activities are planned for the start of the race (if in Needham)?	
None	
What activities are planned for the end of the race (if in Needham)?	
Opening Day festivities at DeFazio as approved by Park and Rec	
What facilities are needed for the start of the race (if in Needham)?	
None	
What facilities are needed for the end of the race (if in Needham)?	
DeFazio Pavillion - Small Field	
Once the event begins, how long will it take to complete the event?	
1 hour	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	No
Will volunteers be placed along the route?	They walk in the parade with kids
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	No

<i>Will hydration stops be set up along route? If yes, please include these on route plan.</i>	No
<i>If the event takes place after dark, what is the plan to meet lighting needs?</i>	No
<i>What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?</i>	The firetruck will accompany the parade.
<i>Does the event take place during commuter times?</i>	No
<i>Is school in session during the event? Will school drop off or pick up be impacted by the event?</i>	No
<i>Are businesses open during the time of the event?</i>	Not along route
<i>Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)</i>	Hillcrest Gardens is opposite start of parade.
<i>Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?</i>	Yes, two although they will not be needing to exit while the parade is passing them by.
<i>What is the plan to handle trash?</i>	Trash is not expected.
<i>Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:</i> <i>event route map (include map and text route, parking plan, volunteer placement)</i> <i>application fee</i> <i>certificate of insurance</i>	



Greene's Field

**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)	<i>Richard J. Luncetti</i>		
Event Manager Address	<i>182 Maple Tree Rd Needham, MA 02492</i>		
Event Manager Phone Number	<i>781.308.1680</i>		
Organization Representing (if applicable)	<i>Needham Exchange Club</i>		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	<i>91 Annual Business Meeting</i>		
Date of Event	<i>April 16, 2020</i>		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	<i>6:00 PM</i>	TO: <i>9:30 PM</i>
Are tickets being sold in advance for this event?	☐ YES	\$ /per ticket	☒ NO
Is there an admission fee for this event?	☐ YES	\$ /per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☒ YES	☐ NO	
How many people are you expecting at this event?	<i>50</i>		
Name & address of event location. Please attach proof of permission to use this facility.			
<i>Memorial Park Field House, ^{Rosemary} Hwy 3, Needham</i>			
Who will be serving the alcohol to your guests?			
<i>Malone Catering, Norfolk, MA</i>			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
<i>Martin Malone & Nathaniel Malone</i>			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
<i>Beer & wine will be served by the Malone Catering personnel referenced above</i>			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:	Date:		
<i>Richard J. Luncetti</i>	<i>2/28/2020</i>		

pd ck# 1042
3/5/2020

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

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

Event Manager Name (Name that will appear on license)	Sandra Robinson
Event Manager Address	1646 Great Plain Ave Needham, MA
Event Manager Phone Number	617-922-3482
Organization Representing (if applicable)	Needham Community Council
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: SOLCS Determination Letter
Name of Event	Needham Community Council 90th Open House
Date of Event	Tuesday, March 31, 2020
License is for Sale of:	☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)
Requested Time for Liquor License	FROM: 5:00 TO: 9:00
Are tickets being sold in advance for this event?	☒ YES \$ /per ticket ☐ NO RSVP
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
Name & address of event location. Please attach proof of permission to use this facility.	Needham History Center + Museum, 1147 Central Ave, Needham, MA
Who will be serving the alcohol to your guests?	Metro West + Culinary + Floral Group
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).	Carolyn Mole 91697
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.	Wine and beer will be served from a stationary bar
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))	
Event Manager Signature:	Sandra Robinson
Date:	3/5/20

19

02492



• NEEDHAM COMMUNITY COUNCIL •

90 YEARS OLD 90 YEARS YOUNG

CELEBRATING NINE DECADES OF
PEOPLE HELPING PEOPLE



YOU'RE INVITED

OPEN HOUSE
TUESDAY, MARCH 31ST
5:30 PM - 8:30 PM
NEEDHAM HISTORY CENTER & MUSEUM

Join us for the opening of our
90 Years Old / 90 Years Young
exhibit to commemorate and celebrate the past nine
decades in, and for, our community.

Needham Community Council
570 Hillside Avenue
Needham, MA 02494

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:	-\$302.58
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$674.49
Transfer Station Charges:	\$0.00
Total Abatement:	-\$977.07

Order #: 1288

Read and Approved:


Assistant Director of Public Works

3/6/2020


Director of Public Works

3/6/2020

For the Select Board

3/10/20

**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	Bean	Vicki	2703	4888	248	Harris Avenue	\$0.00	-\$14.90	-\$13.62	-\$28.52	ACC	N
DB	Weiner	Theodore	3137	5204	88	Pleasant Street	\$0.00	-\$287.68	-\$660.87	-\$948.55	ACC	N
Total:										-\$977.07		

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



TOWN OF NEEDHAM, MA

PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

500 Dedham Ave.
Needham, MA 02492

781-455-7550

PLANNING

March 4, 2020

Mr. Dave Davison
Assistant Town Manager
Town Hall
Needham, MA 02492

Re: Gift from Children's Hospital

Dear Mr. Davison:

Please find the attached letter from Robert T. Smart, Jr., Attorney representing Children's Hospital as well as a gift in the amount of \$15,200.00 in the form of Bank of America check No. 1019422057, dated March 2, 2020. Said gift is for the purpose of covering the cost of a Parking and Trip Generation Evolution for Children's Hospital, Founder's Park, as set forth in the February 27, 2020 Scope of Services. Please deposit the funds in the appropriate Town account and provide me with the assigned account number.

As you know, the Select Board will need to accept the gift before the work can begin. Please have the Select Board act on the acceptance of the gift at their next meeting of Tuesday, March 10, 2020.

Should you have any questions regarding this matter, please feel free to contact me directly.

Very truly yours,

NEEDHAM PLANNING BOARD

Lee Newman
Director of Planning and Community Development

cc: Kate Fitzpatrick, Town Manager ✓
Planning Board
Robert Smart, Jr.

Enclosure

ROBERT T. SMART, JR., ESQ.

ATTORNEY AT LAW

399 CHESTNUT STREET

NEEDHAM, MASSACHUSETTS 02492

TEL (781) 444-9344 FAX (781) 449-0242

E-MAIL bob@robertsmart.net WEBSITE www.robertsmart.net

E-Mail and By Hand
March 4, 2020

Lee Newman
Needham Planning Board
500 Dedham Avenue
Needham, MA 02492

Re: Children's Hospital

Dear Lee:

Enclosed herewith is a cashier's check in the amount of \$15,200.00, payable to "Town of Needham".

By this letter, Children's Hospital offers said check as a gift to the Town of Needham, for the purpose of covering the cost to the Town of a Parking and Trip Generation Evaluation For Children's Hospital, Founder's Park, as set forth in a February 27, 2020 Scope of Services, a copy of which is attached.

Please make appropriate arrangements with the Needham Select Board, so they will accept the gift. I understand that upon receipt of this letter and check, you will direct the consultant to begin the requested evaluation.

Very truly yours,



Robert T. Smart, Jr.

Cc: Children's Hospital

**Town of Needham, Massachusetts
Economic Development/Planning Department**

**Scope of Services
February 27, 2020**

**Parking and Trip Generation Evaluation and Fee for Boston Children's Hospital
Founders Park
Contract No. XXX
Attachment A**

A. PROJECT DESCRIPTION

Traffic engineering services to perform a Parking and Trip Generation Evaluation for the proposed Boston Children's Hospital (BCH) Pediatric Medical Facility at Founders Park (Center 128 West) in Needham. The proposed project consists of the following components totaling 452,000 square feet (SF):

- 380 1st Avenue – Pediatric Ambulatory Center (215,000 SF) & Office (20,000 SF)
- 37 A Street - Pediatric Ambulatory Center (36,000 SF) & Office (54,000 SF)
- 2 B Street - Office (127,000 SF)
- Total = 452,000 SF

Access to the three new buildings would be from 1st Avenue, A Street and B Street. An existing parking garage (Garage B) with 2,072 spaces has been constructed on the property. An addition of 528 spaces to Garage B and a new parking garage (Garage A) with 925 spaces have been approved for the site. 117 surface spaces have been approved. In total, 3,642 parking spaces have been approved for the Center 128 West property of which 857 are allocated to Center 128 East.

BCH is proposing to modify the current approved land use to a combination of pediatric medical facility and general office and accommodate all parking on-site.

B. SCOPE OF SERVICES

The CONSULTANT will provide the following services for the Parking and Trip and Generation Evaluation.

PARKING EVALUATION

Task 1 – Review Parking Demand Analysis. Review the parking demand analysis provided in the January 24, 2020 Memorandum by VHB. Identify parking demand rates for medical and office land use published in industry sources including Institute of Transportation Engineer's, Parking Generation. Compare industry parking rates to the those provided in the VHB January 24th Memorandum and SDEIR and FDEIR documents. Determine if general office land use is appropriate to use for a portion of the project to calculate parking demand, or if medical office use is more appropriate.

Compare parking rates to those provided in the Proposed Zoning Amendment for a Pediatric Medical Facility and the existing Medical Overlay District.

Task 2 – Memorandum. Summarize the results of the parking evaluation in a Memorandum and provide a conclusion as to the adequacy of the proposed parking supply to meet the parking demand of the proposed project.

Task 3 – Meeting. Attend one meeting to discuss the findings of the parking evaluation with the Planning Board.

Cost = \$5,500

TRIP GENERATION EVALUATION

Task 1- Trip Generation Update. Review the trip generation analysis provided in the January 24, 2020 Memorandum by VHB, which include trip generation for the proposed project based on the latest Institute of Transportation Engineers (ITE) Trip Generation Manual. Review utilized project land uses for medical office versus general office space for estimating trip generation. Evaluate the impact of these anticipated changes in traffic generation on actual existing traffic conditions attributable to the Founders Park development (based on information received as of February 26, 2020). Compare calculated trip generation to that provided in the VHB January 24th Memorandum and SDEIR and FEIR documents. Provide an opinion as to the appropriateness of the comparison of the proposed trip generation to currently existing traffic flows versus those identified in the EIR.

Cost = \$6,000

Task 2—Study Report. Summarize the results of the traffic generation evaluation in a Memorandum and provide a conclusion as to the adequacy of the analysis for purposes of determining, in connection with the proposed change in use, the impact of these anticipated changes in traffic generation on actual existing traffic conditions attributable to the Founders Park development (based on information received as of February 26, 2020).

Cost: \$2,200

Task 3—Meeting. Attend one meeting to discuss the findings of the parking evaluation with the Planning Board.

Cost: \$1,500

FEE

The fee for the above services is \$15,200. The draft memoranda will be completed and delivered to the Planning Board and to Children's Hospital no later than March 9, 2020.



Cashier's Check

No. 1019422057

Bank of America, N.A.
San Antonio, Texas

Deposit Services

318-006594

PQ

PAY TO THE ORDER OF
\$15,200.00
ONE FIFTEEN THOUSAND AND NO/100 DOLLARS

Valid after 90 days

3041/140

03/02/20

DATE

04:28:01 PM

PAY

Fifteen thousand two hundred dollars and zero cents

*****\$15,200.00*****

To The
Order Of

TOWN OF NEEDHAM

TRAFFIC STUDY

SR1-38178754171

VOID OVER \$15,200.00

AUTHORIZED SIGNATURE

Remitter: THE CHILDRENS HOSPITAL CORPORATION

⑈ 1019422057⑈ ⑆114000019⑆ 001641000744⑈

THE ORIGINAL DOCUMENT HAS A REFLECTIVE WATERMARK ON THE BACK. HOLD AT AN ANGLE TO VIEW WHEN CHECKING THE ENDORSEMENTS.