

SELECT BOARD

6:00 p.m. November 10, 2020

Needham Town Hall

Revised Agenda

Under Governor Baker's emergency "Order Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, S20", issued March 12, 2020 and in effect until termination of the emergency, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public.

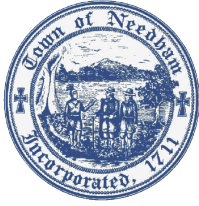
To listen and view this virtual meeting on a phone, computer, laptop, or tablet, download the "Zoom Cloud Meeting" app in any app store or at www.zoom.us. At the above date and time, click on "Join a Meeting" and enter the meeting 83012497485 or click the link below to join the webinar: <https://us02web.zoom.us/j/83012497485>.

	5:30	Executive Session Exception 6 – Acquisition of Real Property
1.	6:00	Veterans' Day Proclamation
2.	6:00	Public Hearing: CrownCastle Fiber Grant of Location -First Avenue Fred York, Phoenix Communications
3.	6:30 6:10	Director of Public Works - Sign Notice of Traffic Regulation- Mason Road - Sign Notice of Traffic Regulation- Bradford Street - Downtown Infrastructure Improvement ("Streetscape") Update - Town Common Improvement Update - LED Downtown Pilot
4.	7:15 7:00	Town Manager - Extend Authorization for Local Outdoor Dining Alcoholic Licensing Approval - Financial Update - Potential New Banner for Symbols of Pride Program
5.	7:30	Board Discussion Committee Reports

CONSENT AGENDA *=Backup attached

1.	Accept an \$180 donation made to the Needham Health Department's Gift of Warmth Program from First Baptist Church in Needham.
2.	Accept the following donations made to the Needham Community Revitalization Trust Fund: \$100 from Josephine Li-McLeod and \$50 from Maureen Callahan.
3.	Ratify the vote in the 2020 MPO election for the Town of Brookline for the At-

	Large Town seat, the City of Everett for the At-Large City seat, the City of Beverly for the North Shore Task Force sub-region seat, and the Town of Medway for the South West Advisory Planning Committee sub-region seat.
4.*	Approve open session minutes of October 13, 2020 and October 27, 2020, and executive session minutes of July 23, 2020, October 27, 2020 and November 3, 2020.
5.*	Water & Sewer Abatement Order #1298.
6.*	In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt a compensation plan for Schedule K for fiscal year 2021 that includes a 3% increase.



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

MEETING DATE: 11/10/2020

Agenda Item	Executive Session
Presenter(s)	

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Exception 6: Purchase, Exchange, Lease or Value of Real Property	
2.	VOTE REQUIRED BY SELECT BOARD
<u>Exception 6:</u> To consider the purchase, exchange, lease, or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. The Board will reconvene in open session at 6:00.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) none	

Proclamation

WHEREAS: On Veterans' Day our Nation comes together to honor our veterans and commemorate their legacy of service and sacrifice; and

WHEREAS: Needham residents have answered the call of duty in every war and expedition in our nation's history to ensure the security of our Country and its ideals; and

WHEREAS: Returning veterans contribute in important ways to the civic life of our Town; and

WHEREAS: Their service, performed with a sense of duty and honor, reflects great credit upon themselves and upon our community;

NOW THEREFORE, The Select Board of the Town of Needham do hereby recognize Wednesday, November 11, 2020 as Veterans' Day and ask the citizens of the Town to join in appropriate observance of those who have served, preserving the principles of justice, freedom and democracy.

Signed this 10th day of November 2020

Maurice P. Handel, Vice Chair

Matthew D. Borrelli, Vice Chair

Marianne B. Cooley, Clerk

Daniel P. Matthews

John A. Bulian



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

MEETING DATE: 11/10/2020

Agenda Item	Public Hearing: Grant of Location- First Avenue
Presenter(s)	Fred York, Phoenix Communications

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
CrownCastle LLC. requests permission to lay and maintain underground conduits and hand holes, with cables placed therein, under the surface of the following public way or ways: Install a manhole over the existing conduit and then place approximately 75' of mico conduit from the manhole to the building at 300 First Avenue, Needham. Phoenix Communications is their preferred contractor for this work and they have filed a bond with the Town of Needham for this construction. The Department of Public Works has approved this petition, based on Phoenix Communications' commitment to adhere to regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.	
2.	VOTE REQUIRED BY SELECT BOARD
<u>Suggested Motion:</u> Move that the Select Board approve and sign a petition from CrownCastle LLC. to install a manhole over the existing conduit and then place approximately 75' of mico conduit from the manhole to the building at 300 First Avenue, Needham.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. DPW Review Sheet b. Letter of Application c. Petition Plan d. Notice Sent to Abutters e. List of Abutters	

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

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

TO: Nikki Witham, Selectmen Office
FROM: Judy Laffey, DPW Office
DATE:
RE:

For Selectmen Meeting of
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 10-22-2020

REVIEWER: R. Saw.

SITE LOCATION: #300 FIRST AVENUE

UTILITY REQUESTING: PHOENIX COMMUNICATIONS

Conduit Work Area Description

☒ A Sidewalk/Grass Strip Crossing Only

Peer Review Okay to proceed

B Work Within Paved Road Perpendicular Crossing

Peer Review tar

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

Peer Review _____ Div. Head Review _____

D Other

Peer Review _____ Div. Head Review _____

- | | |
|---|--|
| ☒ Petition Plan Consistent with Field Review | ☐ Old Pole Removed. <u>N/A</u> |
| * ☒ Diameter of Conduit <u>3 MICRODUCTS (1/2" EACH)</u> | ☐ Cables Transferred to New Pole <u>N/A</u> |
| ☒ Depth of Conduit | ☐ New Riser on Pole <u>N/A</u> |
| w ☒ Utility Conflicts <u>WATER LINE NR. H/H/M.</u> | ☐ Visible Trench Patch across Road/Sidewalk <u>NO</u> |
| ☒ Crossing Perpendicular to Road | ☒ Abutters List Complete |
| ☒ Public Road | ☒ Photos Included |
| ☐ Double Pole <u>N/A</u> | |

Department Head _____

COMMENTS:

NO TRENCHING, NO MARKINGS AS YET. THEY HAVE AN UNUSUAL DUCT SIZE/ARRANGEMENT AS MENTIONED ABOVE. MANHOLE (HANDHOLE) LOCATION IS NEAR WATER LINE IN STREET, OTHER THIS LOOKS O.K.



Petition for Conduit Location
Town of Needham
Select Board

10-22-20

Crowncastle llc request permission to lay and maintain underground conduits and handholes, with cables placed therein, under the surface of the follow public way or ways:

In front of #300 First Ave we would place a manhole over our existing conduit .We would then place approx.75' of mico conduit from the manhole to building #300.

Construction is expected to be completed in two days. We will have 2 Needham Police Officer details onsite for traffic control and pedestrian travel. The trench will conform the Town of Needhams standards with 24" of cover along with the proper compaction. Phoenix Communications is our preferred contractor for this work. Phoenix has a bond on file with the town.

Please see enclosed plan Labeled #300 First Ave
Showing location of conduit to be constructed is filed herewith

Brent Valerian

Crowncastle Fiber
Project Manager
Brent.Valerian@crowncastle.com



PROPOSED CONDUIT AND MH PLACEMENT

**AT
300 FIRST AVENUE
IN THE
TOWN OF NEEDHAM, MA**

INDEX OF DRAWING

SHEET NO.	DESCRIPTION
01	- PETITION PLAN
02	- DETAILS

CONTRACTOR:

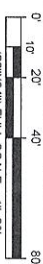


THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

1. THE CONTRACTOR SHALL MAINTAIN A SEPARATION OF 8 INCHES MIN. WHEN CROSSING EXISTING WATER FACILITIES.
2. THE CONTRACTOR SHALL MAKE ALL ARRANGEMENTS FOR THE ALTERNATE AND ADJUSTMENT OF GAS, ELECTRIC, TELEPHONE AND ANY OTHER PIPES UTILITIES BY THE UTILITY COMPANY.
3. THE CONTRACTOR SHALL NOT DISTURB PUBLIC TREES AND SHRUBS.
4. AREAS OUTSIDE THE LIMITS OF PROPOSED WORK DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED BY THE CONTRACTOR TO THEIR ORIGINAL CONDITION OR AS NEARBY TO THE OWNER.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR AND/OR PAYING FOR ALL EXPANSIONS IN SIDEWALKS AND STREETS DURING UNTIL PERMANENT RESURFACING IS COMPLETE.
6. JOINTS BETWEEN NEW BITUMINOUS CONCRETE ROADWAY PAVEMENT AND SAW CUT EXISTING PAVEMENT SHALL BE SEALED WITH BITUMEN GRADED.
7. THE CONTRACTOR SHALL PROTECT AND SUPPORT ALL EXISTING UTILITIES THAT BECOME EXPOSED DURING THE COURSE OF THE PROJECT. THE PROPOSED CONDUIT.
8. THE CONTRACTORS SHALL BE ABLE TO IDENTIFY THEREIN SPALLS, CRACK DEFECTS TO CORRECTED CONDITION AS REQUIRED BY THE LATEST STANDARDS OF THE MUNICIPAL TARPIC DEPARTMENT.
9. ALL EXISTING STREET, COUNTRY, CITY AND TOWN, COUNCIL AND PRIVATE PROPERTY LINES HAVE BEEN ESTABLISHED FROM AVAILABLE INFORMATION AND THEIR EXACT LOCATION NOW UNDISPUTED.
10. THE CONTRACTOR SHALL REPALE ALL PAVEMENT MARKINGS IN THEIR ENTIRETY THAT HAVE BEEN REMOVED OR DAMAGED BY THE CONTRACTOR'S OPERATIONS WITH SIMILAR COLOR AND SIZE OF THE EXISTING PAVING MATERIALS.



THE LOCATION OF UNDERGROUND OBJECTS SHOWN ARE NOT WARRANTED TO BE CORRECT.



NOTE: (11"x17") HALF SCALE: 1"= THE LOCATION OF UNDERGROUND OBJECTS SHOWN ARE NOT WARRANTED TO BE CORRECT.

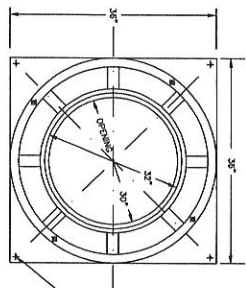
 PHOENIX CONSTRUCTION		PREPARED BY: PETTITON PLAN	
PROJECT NO:		TITLE:	
 CROWN CASTLE		350 FIRST AVENUE SECONDA, LA	
DRAWN BY: OP		LOCATION:	
DATE: 22002200		DESIGNED BY:	
PROJECT NO: 20-0000		BY:	
TRAIL: AC-SHOW			
SHEET #: 1 OF 1			

REVISION HISTORY	
REV#	DATE
1	----
2	----
3	----
4	----

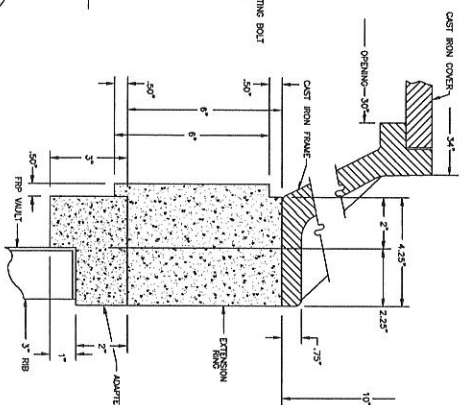
DESCRIPTION	
DESCRIPTION	DATE/ITER
PITTMAN PLAN	
300 WESTVIEW BLVD	
SHELTON, MA	
DRAWN BY:	DATE:
CHECKED BY:	DATE:
PROJECT #:	20-00000
SCALE:	AS SHOWN
SHEET #:	1 OF 1

RESTORE EXISTING CONDITIONS
SAND LAYER TO BE

TYPICAL DETAIL - A



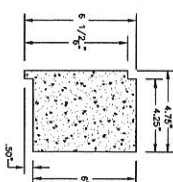
TYPICAL DETAIL - B



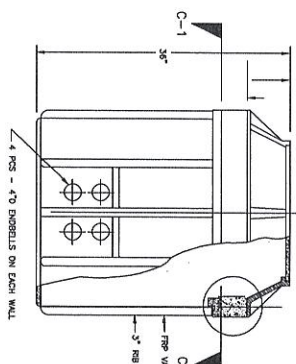
NOTES:

1. USE ARMORCASE POLYMER CONCRETE MANHOLE OR EQUIVALENT PER CITY STANDARDS

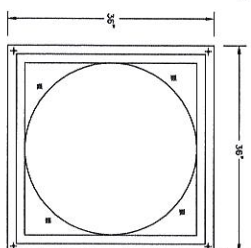
TYPICAL DETAIL - C-1



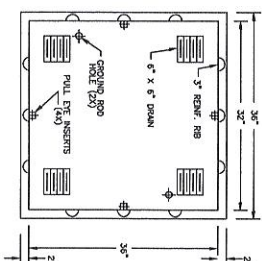
TYPICAL DETAIL - D



TYPICAL DETAIL - D-1



TYPICAL DETAIL - E



VEHICULAR SURFACE:
N.T.S.

N.T.S.

NOTES:
1) REFER TO MICROPRODUCT PRODUCT SPECIFICATIONS FOR ADDITIONAL INFORMATION REGARDING SUPPORTED AND UNSUPPORTED BEND RADIUS, WEIGHT & SAFE PULL LOAD AND OTHER PERTINENT PRODUCT INFORMATION.

① MICROTRENCH/ MICRODUCT INSTALLATION DETAIL
N.T.S.



**Know what's below.
Call before you dig.**

www.cbyd.com

DIGSAFE #XXXXXXXX

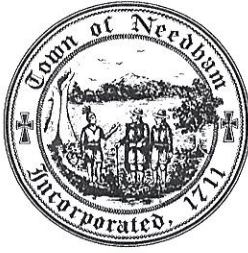
NOTE:
THE LOCATION OF UNDERGROUND
OBJECTS SHOWN ARE NOT
WARRANTED TO BE CORRECT.

PREPARED BY:		TITLE:	
1	NAME	1	DATE
2	---	2	---
3	---	3	---
4	---	4	---

RECEIVED BY: _____			
DEPARTMENT: _____			
1	NAME	2	DATE
2	---	3	---
3	---	4	---

DETAILS			
1	ISSUED BY:	2	DATE
3	ISSUED TO:	4	DATE
5	ISSUED FOR:	6	DATE
7	ISSUED BY:	8	DATE
9	ISSUED TO:	10	DATE
11	ISSUED FOR:	12	DATE
13	ISSUED BY:	14	DATE
15	ISSUED TO:	16	DATE
17	ISSUED FOR:	18	DATE
19	ISSUED BY:	20	DATE
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89	ISSUED FOR:	90	DATE
91	ISSUED BY:	92	DATE
93	ISSUED TO:	94	DATE
95	ISSUED FOR:	96	DATE
97	ISSUED BY:	98	DATE
99	ISSUED TO:	100	DATE





Under Governor Baker's emergency "Order Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, S20," issued March 12, 2020 and in effect until termination of the emergency, meeting of public bodies may be conducted virtually provided that adequate access is provided to the public.

The Select Board will hold this public hearing as part of its virtual meeting on Tuesday, November 10, 2020 at 6:00 p.m. No in-person meeting will take place at the Needham Town Hall, 1471 Highland Avenue, Needham, MA.

To listen, view and participate in this virtual meeting on your phone, computer, laptop, or tablet, download the "Zoom Cloud Meeting" app in any app store or at www.zoom.us. Zoom meeting ID information will be posted on the Select Board's agenda at www.needhamma.gov on November 6, 2020, alternatively you may call 781-455-7500 ext. 204.

NOTICE

To the Record

You are hereby notified that a virtual public hearing will be held **at 6:00 p.m. on November 10, 2020** upon petition of CrownCastle LLC. dated **October 22, 2020** to install a manhole over the existing conduit and then place approximately 75' of mico conduit from the manhole to building #300. Phoenix Communications is the preferred contractor for this work. Phoenix has filed a bond in the Town.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Fred York, Phoenix Communications at 508-438-0360 ext 224.

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

SELECT BOARD

Dated: October 2, 2020

300 FIRST AVENUE

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
SXC NEEDHAM INN LLC	C/O THE LIGHTHOUSE GROUP-S. WERNER	1985 CEDAR BRIDGE AVE STE 1	LAKEWOOD	NJ	08701	1993000002800010	80 B ST
NEEDHAM TRAVEL PROPERTY LLC	400 FIRST AVE	ATTN: NORMANDY REAL ESTATE ATTN: MS BOVA	NEEDHAM	MA	02494	1993000002800020	400 FIRST AVE
NORMANDY GAP-V DEVELOPMENT	NEEDHAM, LLC	53 MAPLE AVE	MORRISTOWN	NJ	07960	1993000002800030	360 FIRST AVE
NORMANDY GAP-V DEVELOPMENT	NEEDHAM, LLC	53 MAPLE AVE	MORRISTOWN	NJ	07960	1993000002800040	37 A ST
300 FIRST AVE REALTY LLC		180 WELLS AVE STE 100	NEWTON	MA	02459	1993000003000000	300 FIRST AVE
FIRST NEEDHAM DE, LLC		116 HUNTINGTON AVE STE 600	BOSTON	MA	02116	1993000003100000	250 FIRST AVE
FORTY A LIMITED PARTNERSHIP		P.O. BOX 95	WESTWOOD	MA	02090	1993000003200000	40 A ST

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




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

MEETING DATE: 11/10/2020

Agenda Item	Sign Notice of Traffic Regulation – Mason Road
Presenter(s)	Carys Lustig, Interim DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Traffic Management Advisory Committee (TMAC) received a request from the residents of the Mason Road area asking that Mason Road be designated a stopped street at Great Plain Avenue. The TMAC recommended that Mason Road be designated a stopped street at the intersection of Great Plain Avenue.
2.	VOTE REQUIRED BY SELECT BOARD
	<u><i>Suggested Motion:</i></u> <i>“That the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS20-11-10 requiring that Mason Road southbound be designated as a stopped street at the intersection of Great Plain Avenue”</i>
3.	BACK UP INFORMATION ATTACHED
	1. <i>Copy of Traffic Regulation SS20-11-10</i> 2. <i>Diagram of Stop Sign Location</i>

2020

TOWN OF NEEDHAM
SELECT BOARD

NOTICE OF TRAFFIC REGULATION

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

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

Southbound drivers on MASON ROAD at the intersection of
GREAT PLAIN AVENUE

SELECT BOARD

Permit No. SS20-11-10

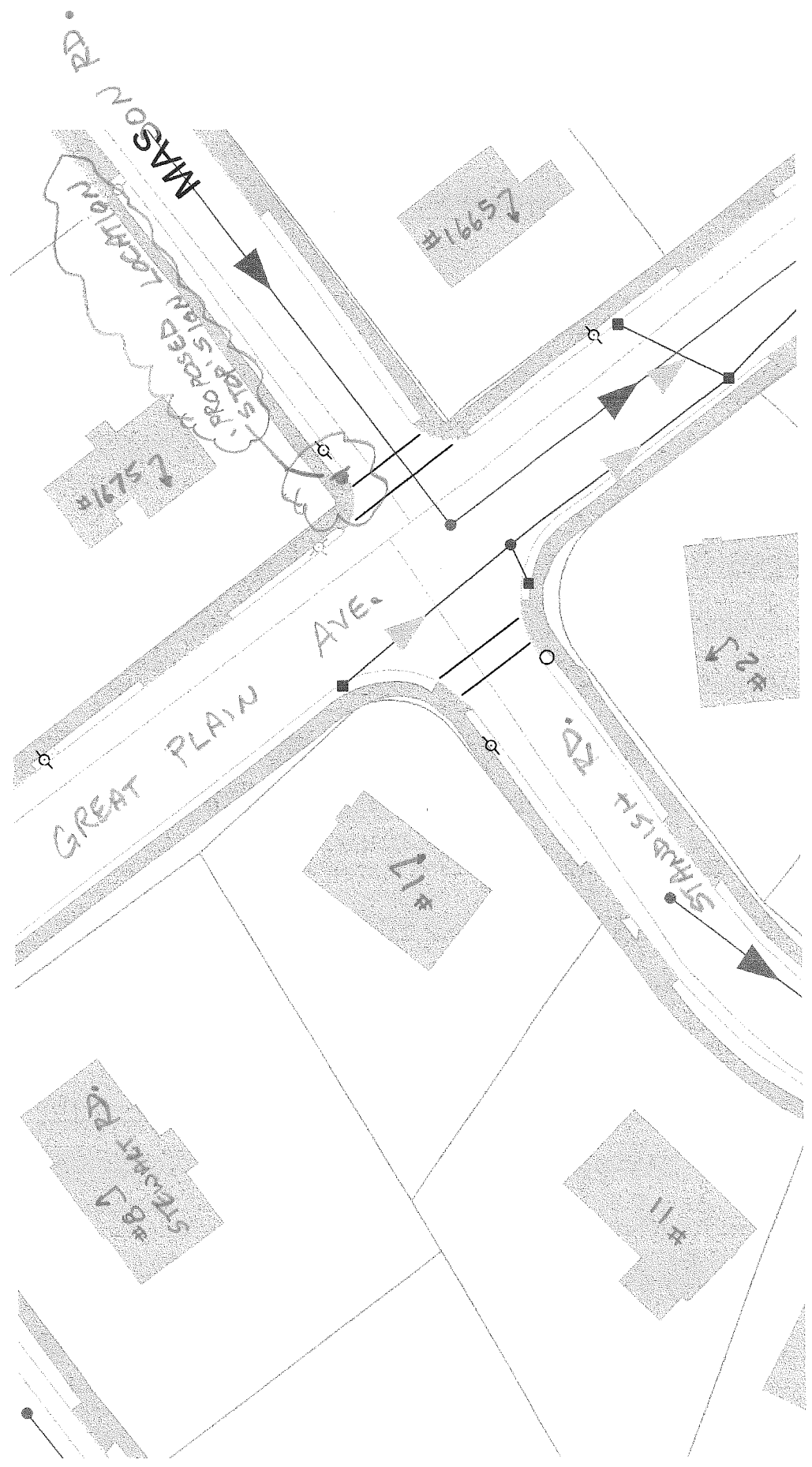
Date of Passage _____

Attest of Town Clerk _____

Trafficregmasterstop.doc

ADD

1"=40'
N





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

MEETING DATE: 11/10/2020

Agenda Item	Sign Notice of Traffic Regulation – Bradford Street
Presenter(s)	Carys Lustig, Interim DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Traffic Management Advisory Committee (TMAC) received a request from the residents of the Bradford Street area asking that Bradford Street be designated a stopped street at Dedham Avenue. The TMAC recommended that Bradford Street be designated a stopped street at the intersection of Dedham Avenue.
2.	VOTE REQUIRED BY SELECT BOARD
	<u><i>Suggested Motion:</i></u> <i>“That the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS20-11-10 requiring that Bradford Street southbound be designated as a stopped street at the intersection of Dedham Avenue”</i>
3.	BACK UP INFORMATION ATTACHED
	1. <i>Copy of Traffic Regulation SS20-11-10</i> 2. <i>Diagram of Stop sign Location</i>

SLD

TOWN OF NEEDHAM
SELECT BOARD

NOTICE OF TRAFFIC REGULATION

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

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

Southbound drivers on BRADFORD STREET at the intersection
of DEDHAM AVENUE

SELECT BOARD

Permit No. SS20-11-10

Date of Passage _____

Attest of Town Clerk _____

Trafficregmasterstop.doc

Handwritten signature

1"=40'
N





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

MEETING DATE: 11/10/2020

Agenda Item	Downtown Infrastructure Improvement (“Streetscape”) Update
Presenter(s)	Carys Lustig, Interim Director of Public Works, Anthony DelGaizo, Town Engineer, and Bob Mackie, Beta

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Ms. Lustig, Mr. DelGaizo, and Mr. Mackie will provide an update on the design process for the Town’s second phase of the downtown renovation project.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Discussion Only</i>	
3.	BACK UP INFORMATION ATTACHED
a. Downtown Streetscape Phase II	

Downtown Streetscape Phase II

NEEDHAM, MA

November 10, 2020



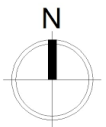
- Continue Phase I Streetscape and Chapel Street Design
- Keep access to business open during construction
- Construction mainly at night

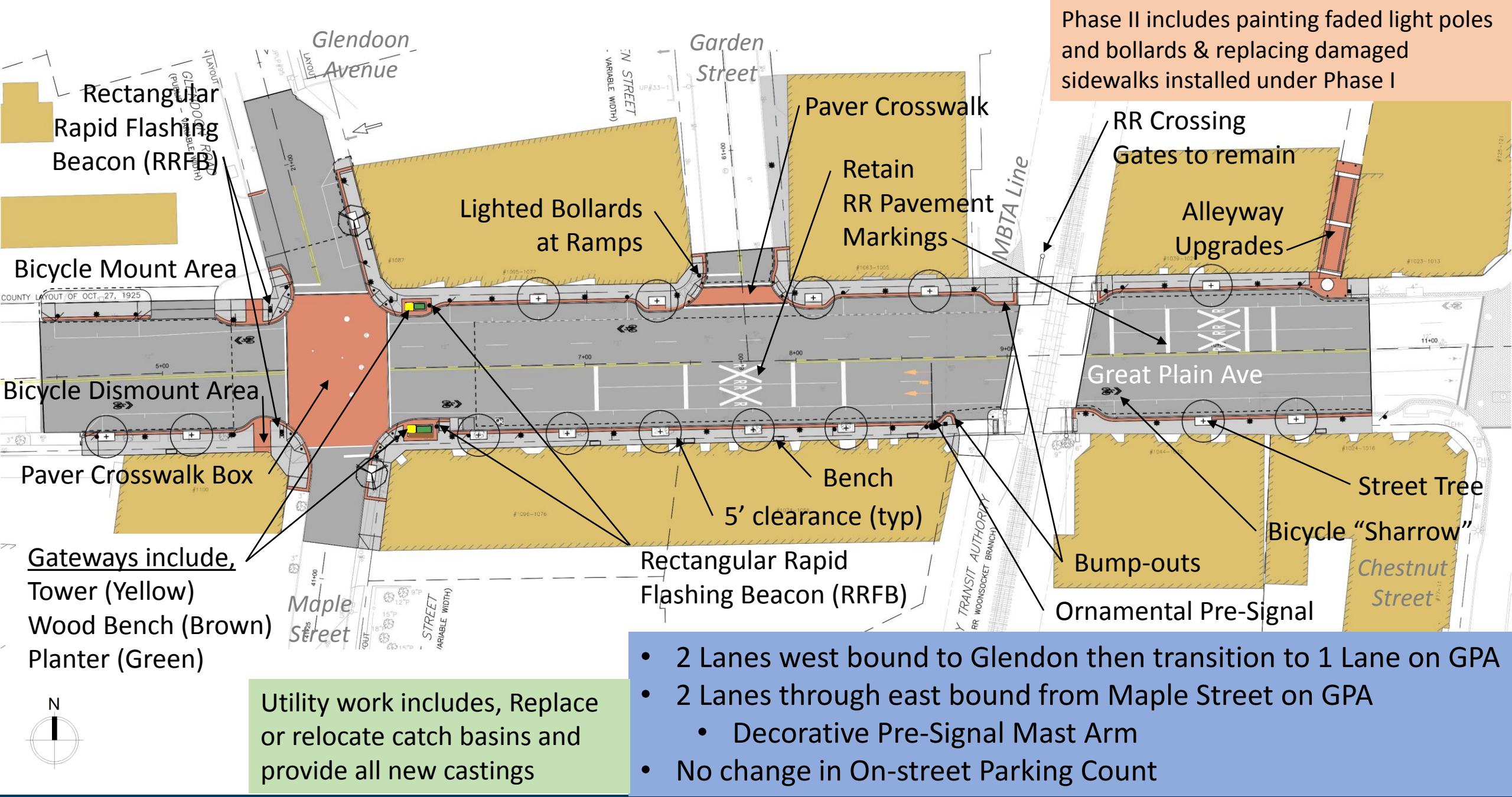


PHASE II – West Side

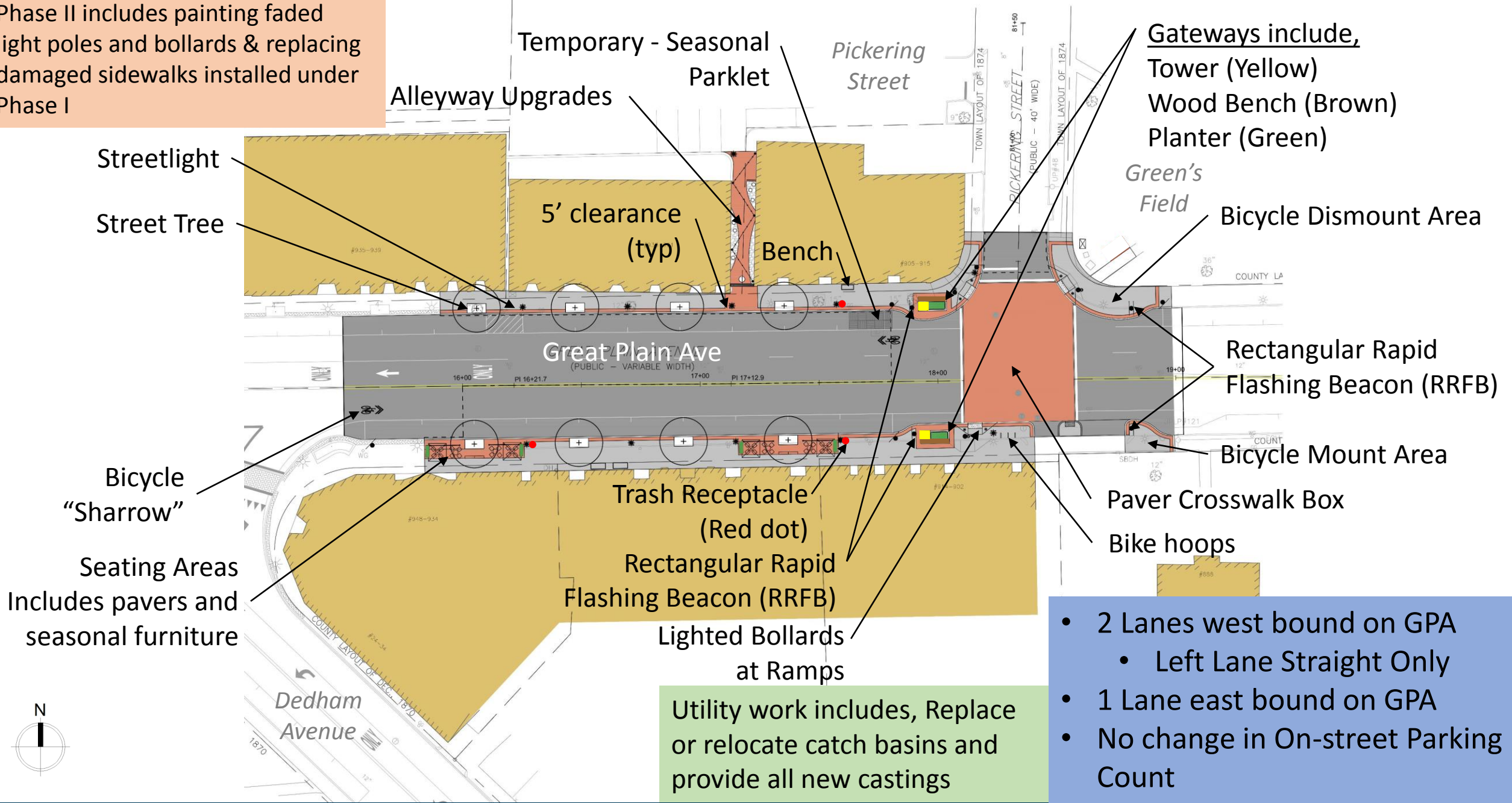
PHASE I

PHASE II – East Side



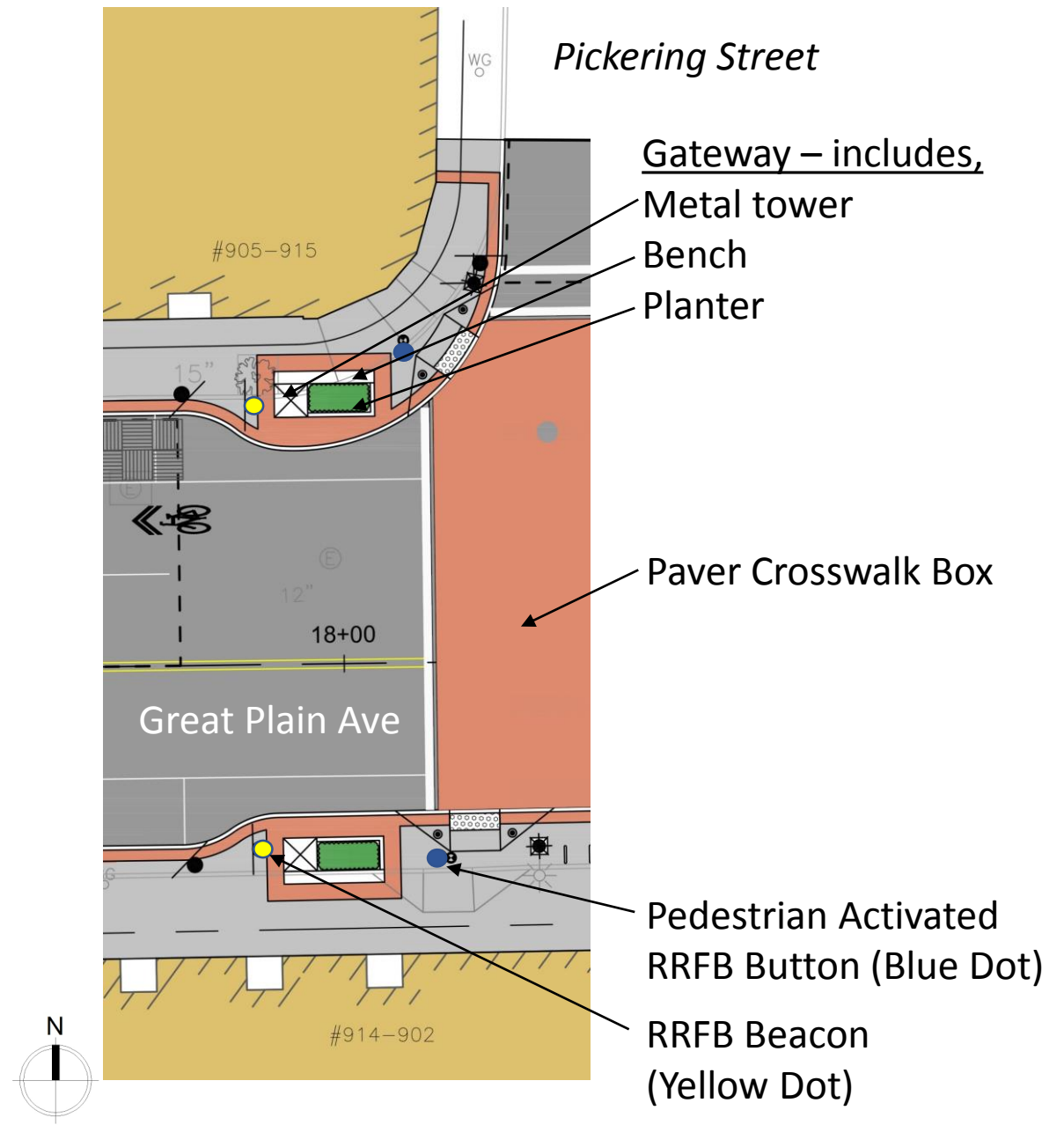
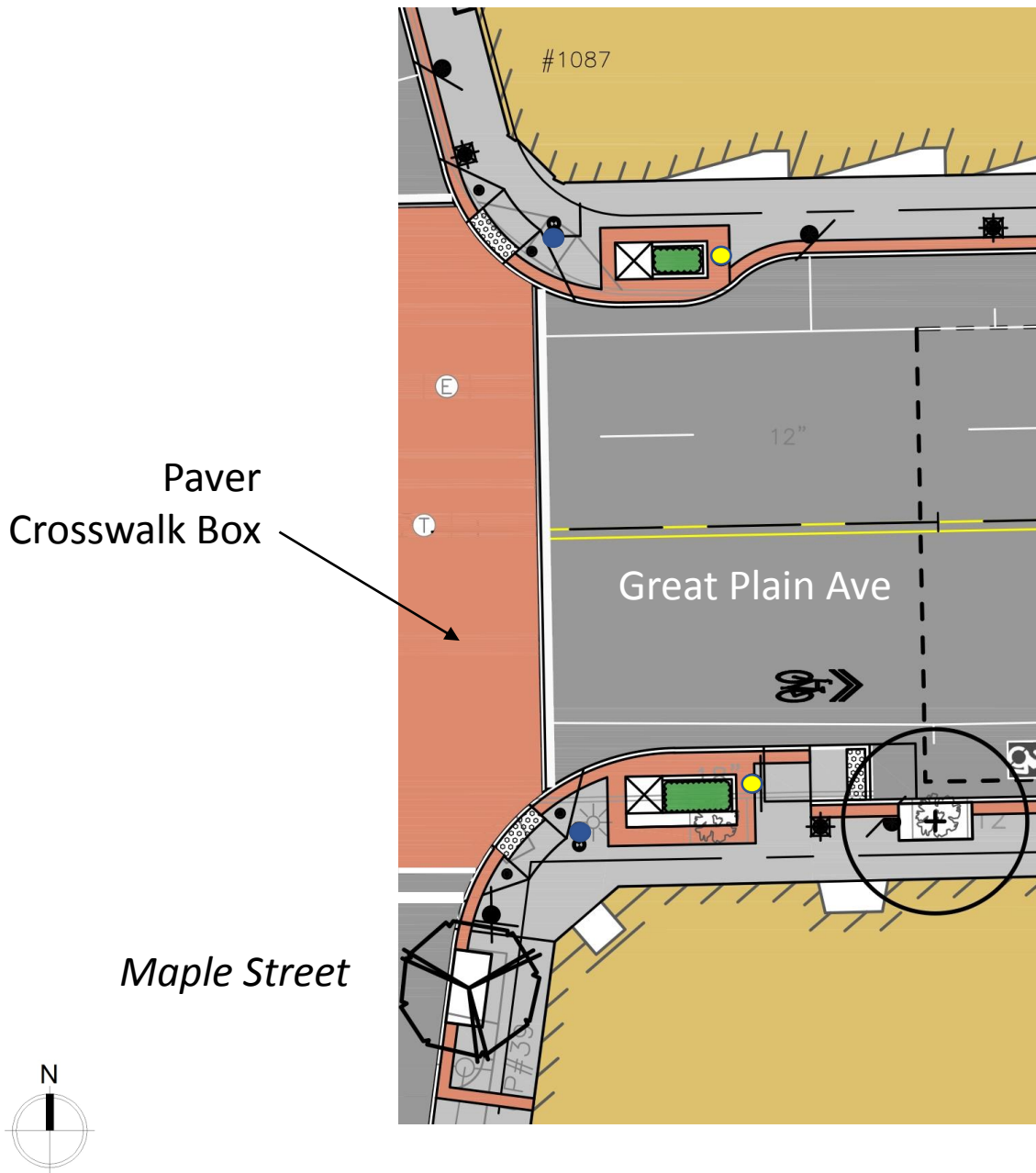


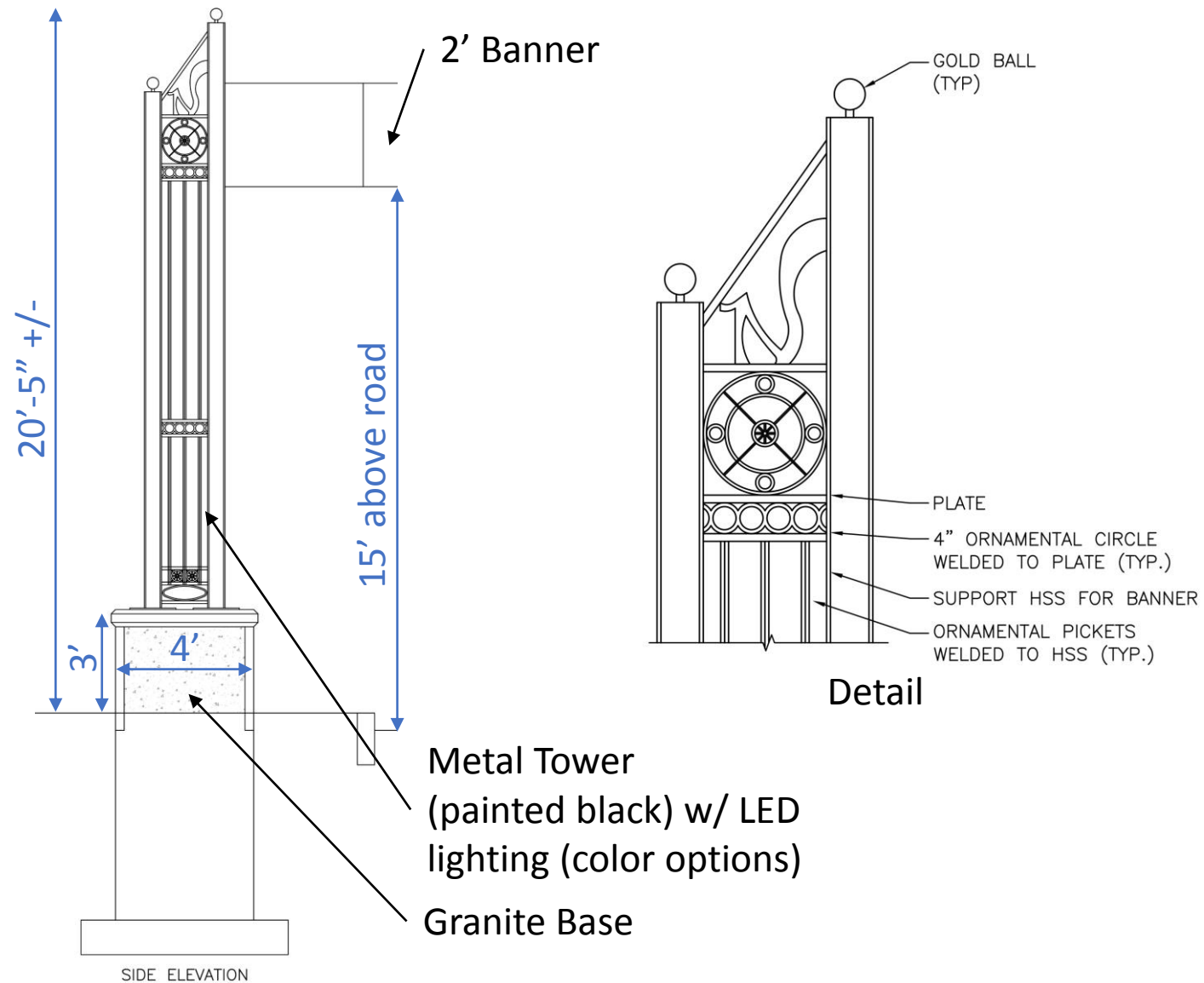
Phase II includes painting faded light poles and bollards & replacing damaged sidewalks installed under Phase I



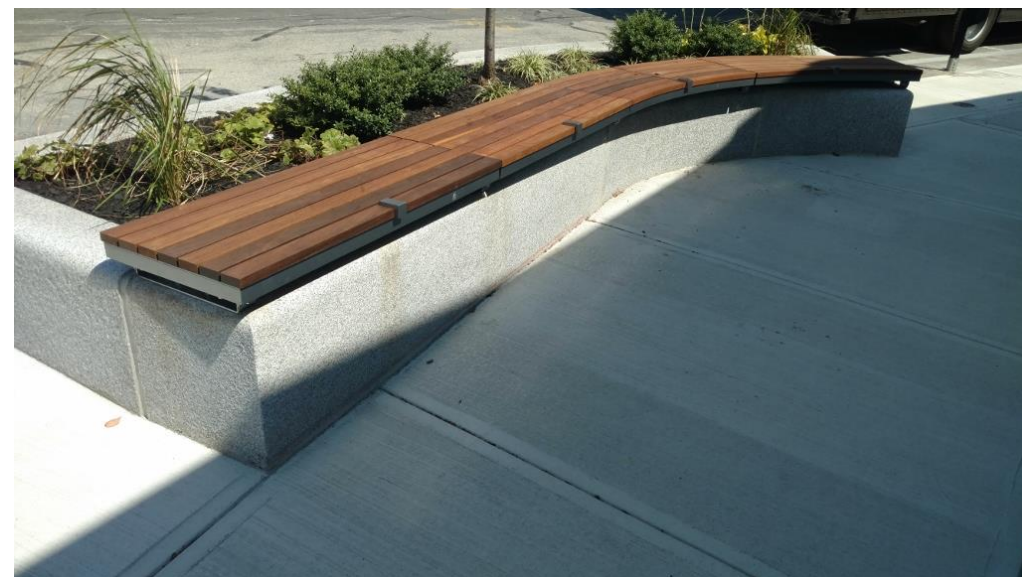
- 2 Lanes west bound on GPA
 - Left Lane Straight Only
- 1 Lane east bound on GPA
- No change in On-street Parking Count







Black Metal Columns on
Granite Base



Granite Planter & Wood Bench

Multiple lanes of traffic create challenges for pedestrians crossing at unsignalized locations.

RRFBs can make crosswalks and/or pedestrians more visible at a marked crosswalk.

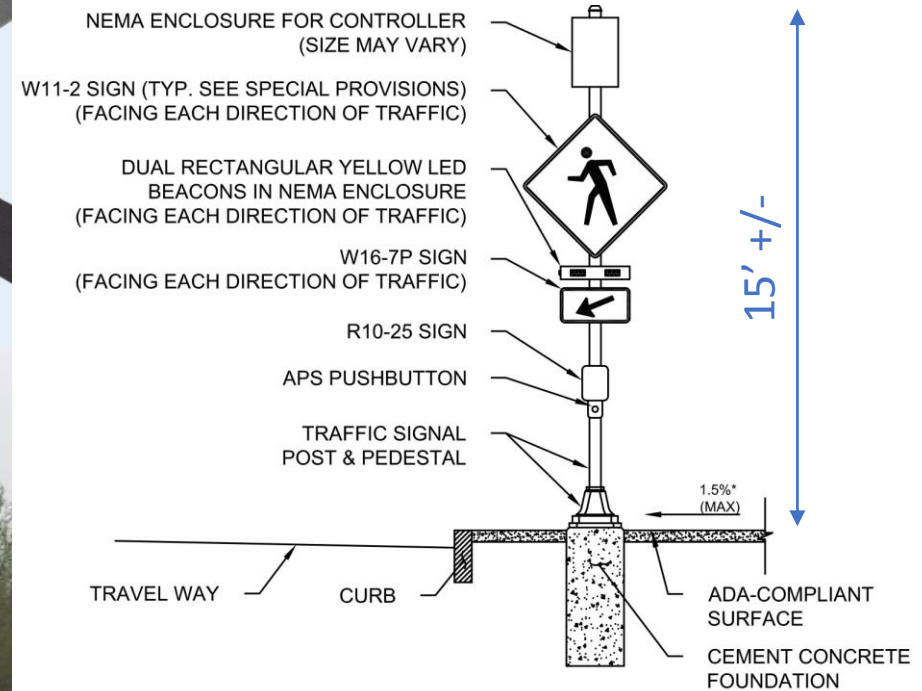
RRFBs can reduce pedestrian crashes by **47%**



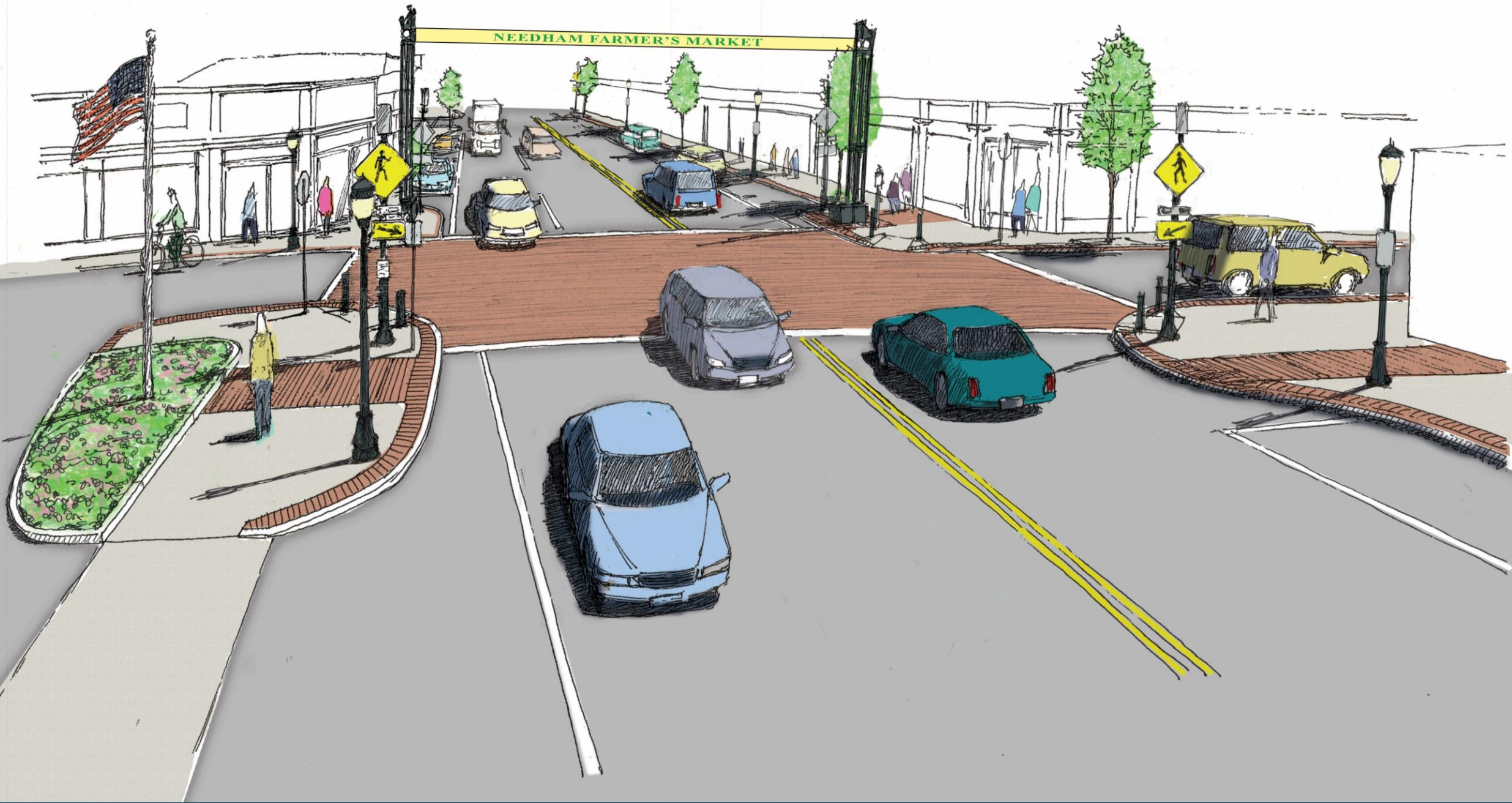
- FEATURES:**
- Enhanced warning improves motorist yielding
- OFTEN USED WITH:**
- Crosswalk visibility enhancements
 - Pedestrian refuge island
 - Advance STOP or YIELD markings and signs



Info at left from Federal Highway Administration, Center for Accelerating Innovation



Rectangular Rapid Flashing Beacon (RRFB)
on both sides of road and intersection

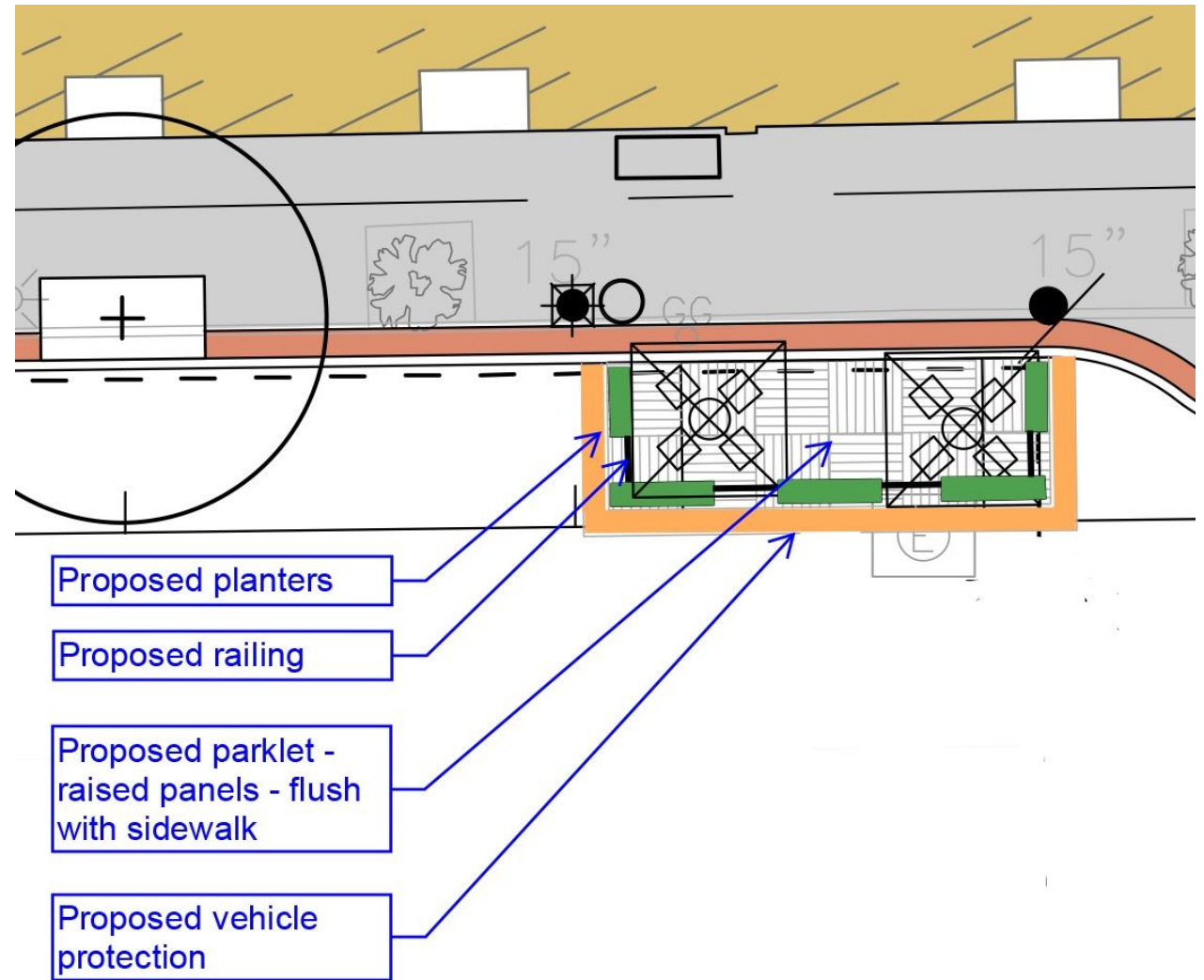




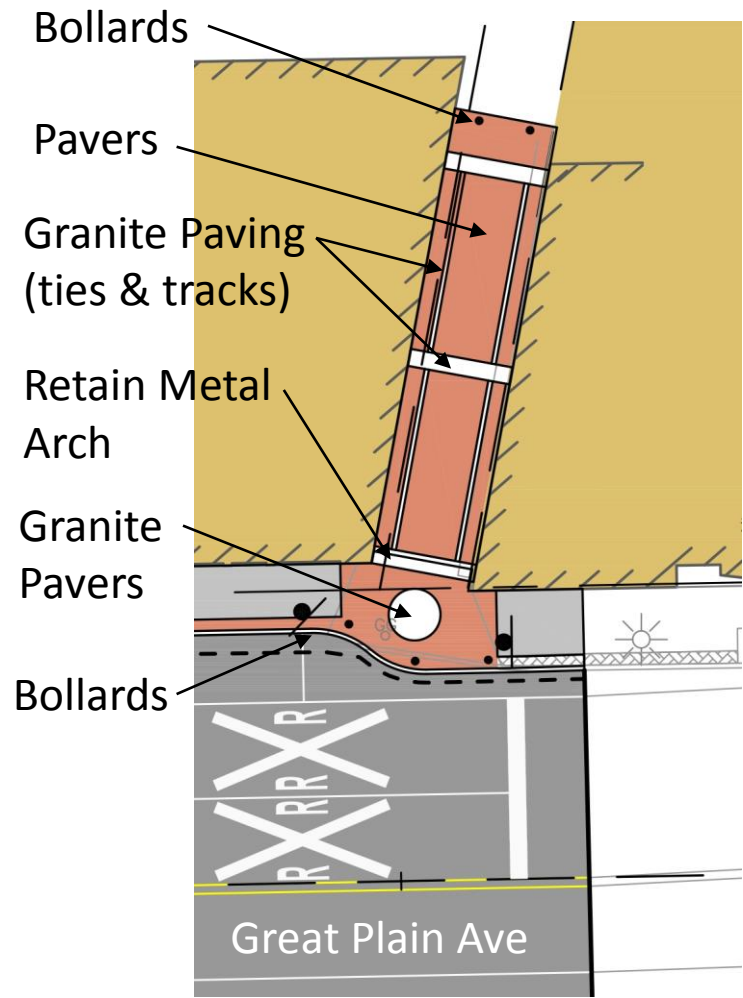


This is an example of a temporary, seasonal parklet in Lexington, MA. Sections of wood decking sit flush with the sidewalk to allow ADA access.

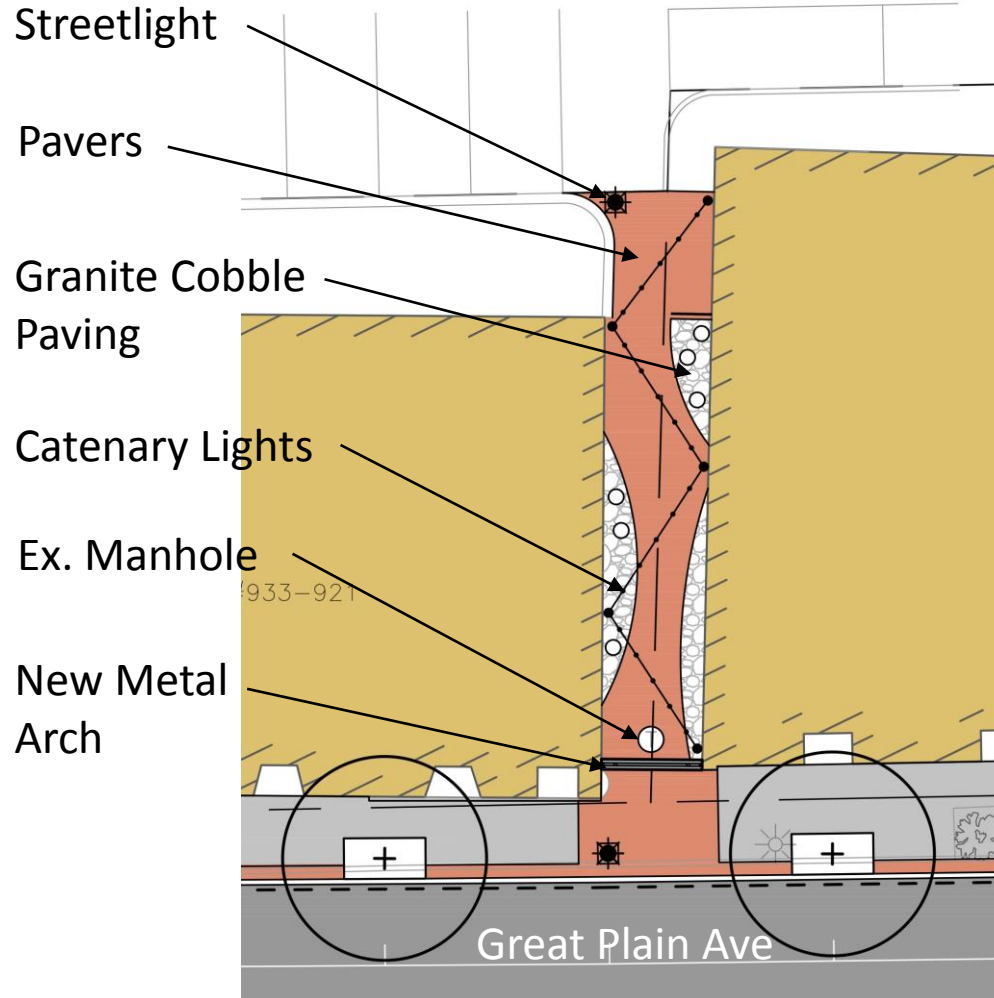
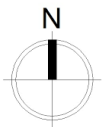
This parklet converted 2 parking spaces into parking for about 20 bicycles and seating for about 15 people. These numbers will reduce with current Social Distancing requirements.



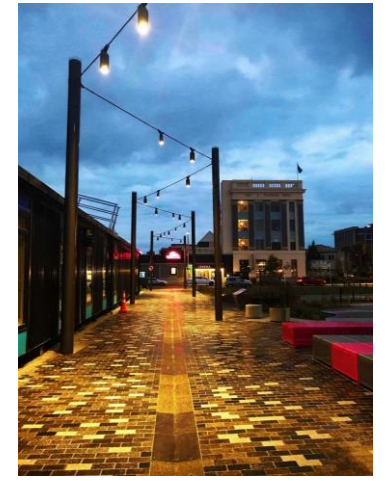
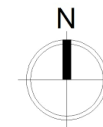
Conceptual Plan for the GPA Parklet



Plan View – West
(Town owned alley)



Plan View – East
(Private Property)



Catenary Lights on Poles



Concrete Pavers

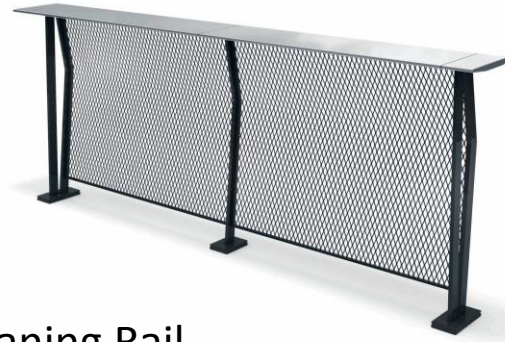


Granite Cobble Paving





Metal Panels



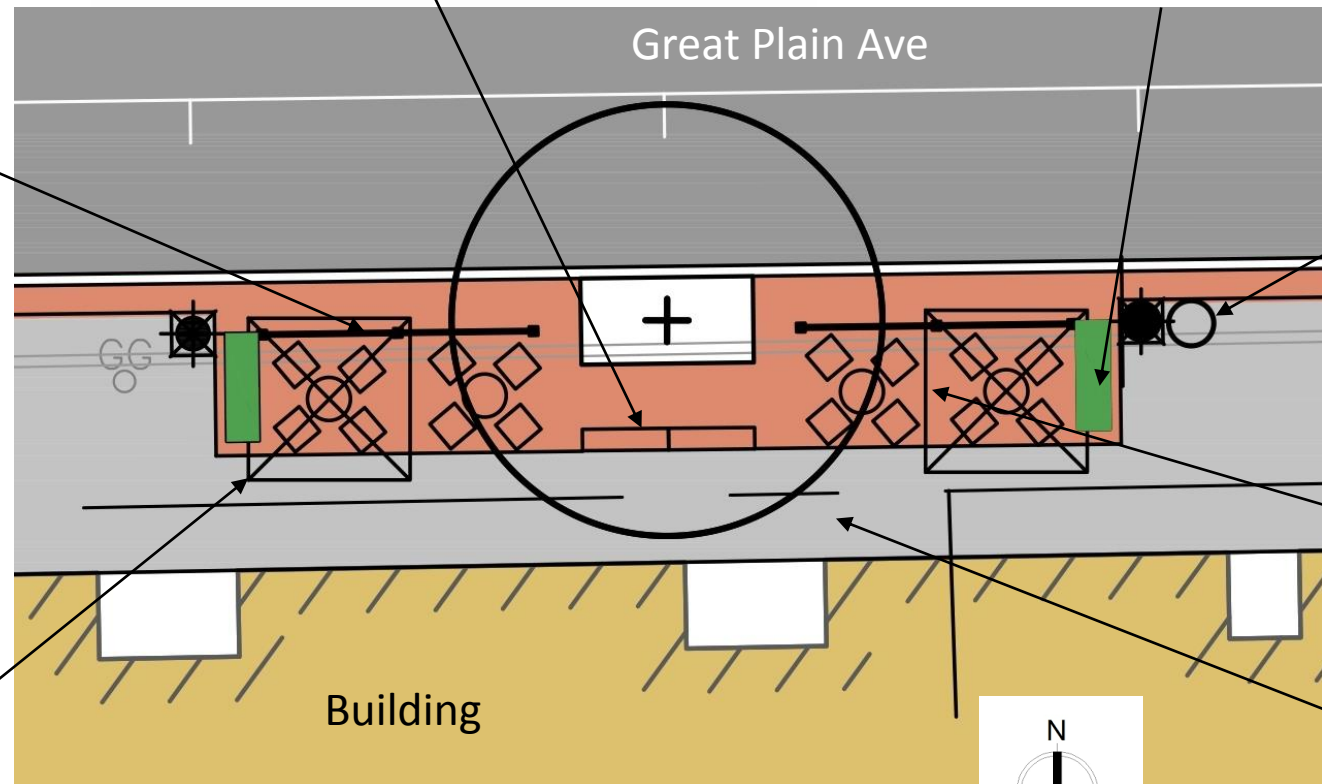
Leaning Rail



Metal Planters



Table, Chairs and Umbrella



Great Plain Ave

Trash
receptacle
(permanent)

Pavers

Concrete
Sidewalk

Building

Plan View



- | | |
|---------------------------|--------------|
| • Funding from Chapter 90 | July 2021 |
| • Bidding | 2 Months |
| • Construction | 12-18 Months |

- | | |
|--------------------|--------|
| • Anticipated Cost | \$4.4M |
|--------------------|--------|



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

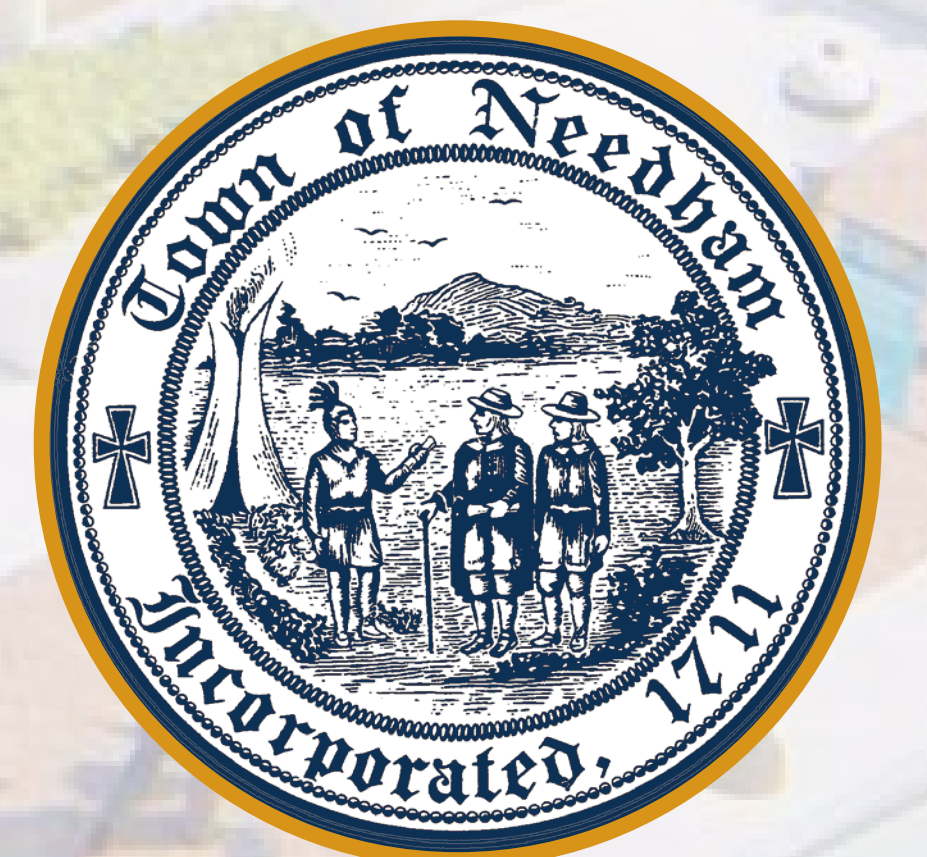
MEETING DATE: 11/10/2020

Agenda Item	Town Common Improvement Update
Presenter(s)	Carys Lustig, Interim Director of Public Works, Edward Olsen, Superintendent of Parks & Forestry, and Bob Mackie, Beta

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Ms. Lustig, Mr. Olsen, and Mr. Mackie will provide an update on the design process for the Town Common renovation.
2.	VOTE REQUIRED BY SELECT BOARD
	<i>Discussion Only</i>
3.	BACK UP INFORMATION ATTACHED
	a. Town Common Renovations – Draft Concept

Town Common Renovations Draft Concept

Needham, MA
November 10, 2020





Existing Conditions Plan

Town Common Renovations | Town of Needham

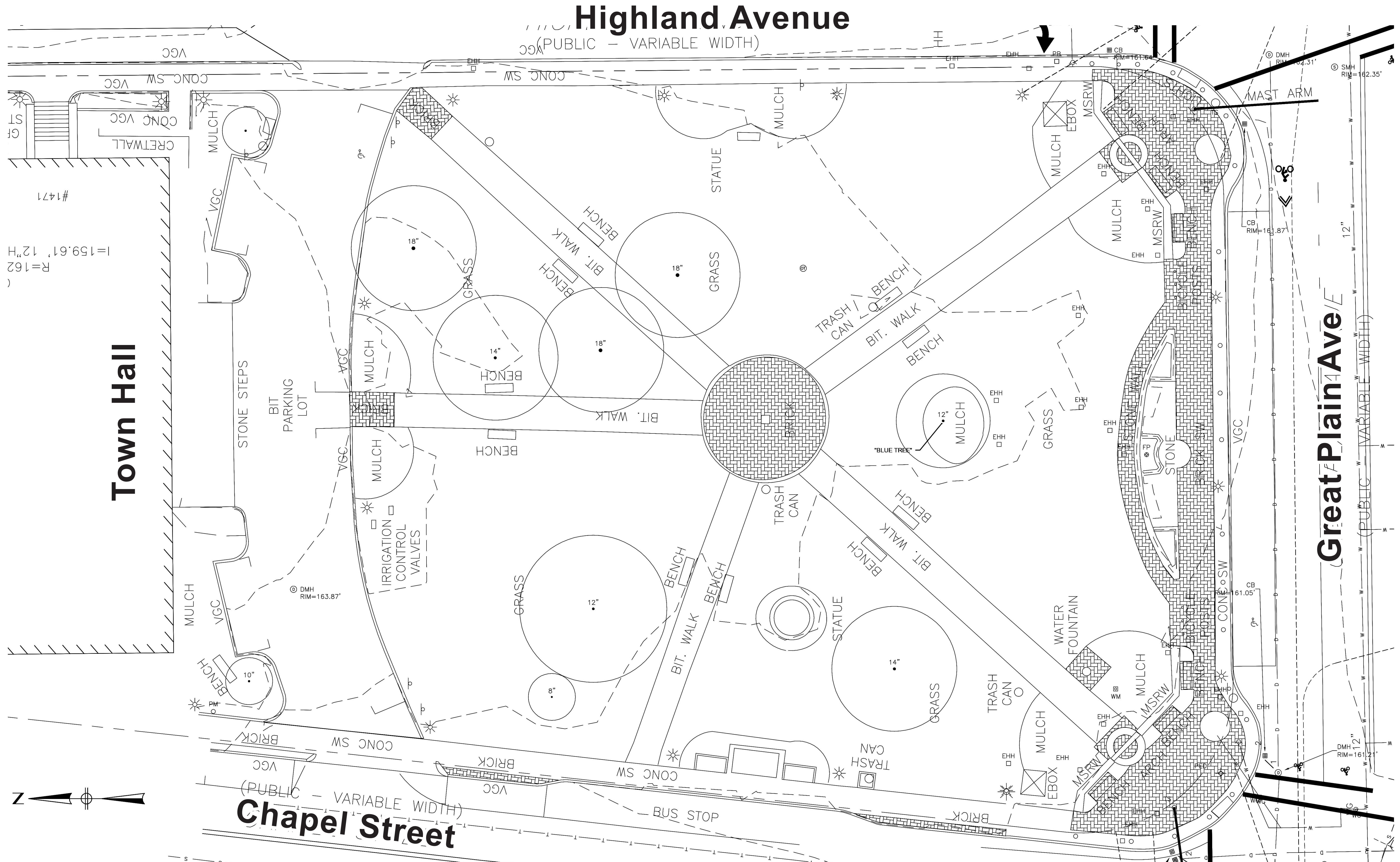
November 10, 2020

Needham, Massachusetts

Draft



2

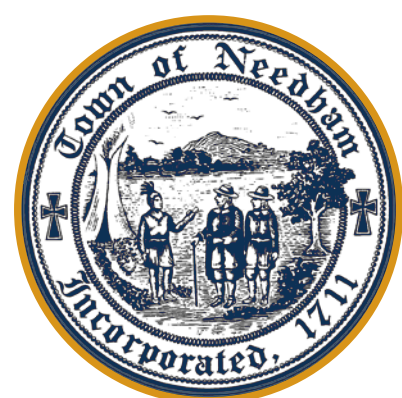


Town Hall

Great Plain Ave

Highland Avenue

Chapel Street



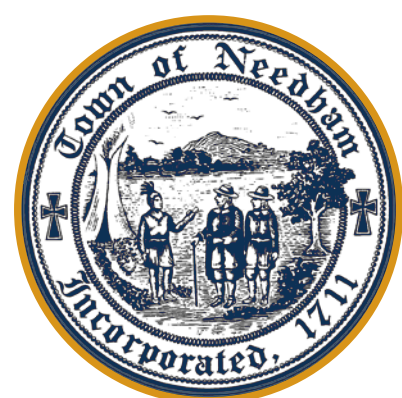
Concept Plan

Town Common Renovations | Town of Needham

November 10, 2020

Draft
Needham, Massachusetts





Concept Plan (Annotated)

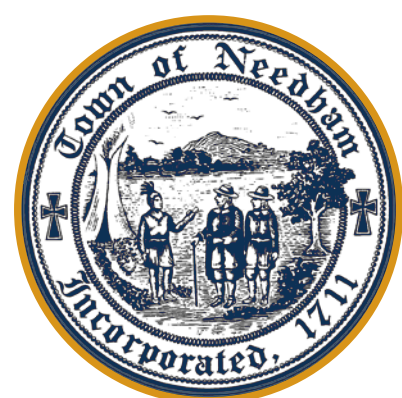
Town Common Renovations | Town of Needham

November 10, 2020

Needham, Massachusetts

Draft





Bird's Eye View of the Town Common

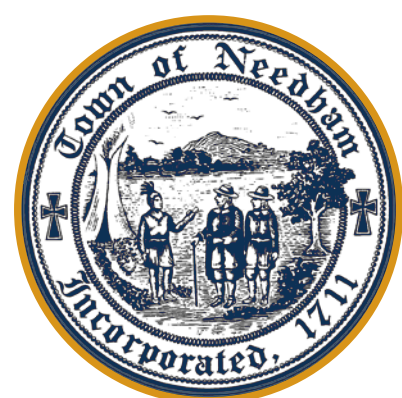
Town Common Renovations | Town of Needham

November 10, 2020

Draft
Needham, Massachusetts



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Perspective View Looking North Towards the Town Hall

Town Common Renovations | Town of Needham

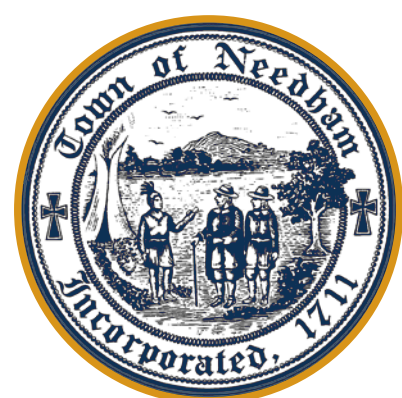
November 10, 2020

Draft

Needham, Massachusetts



6



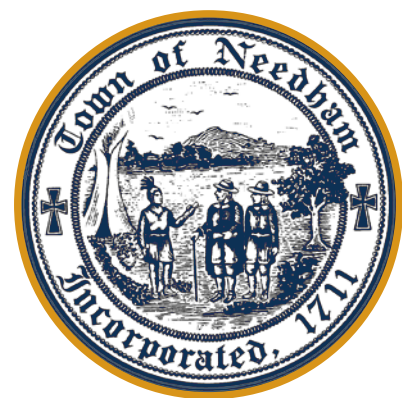
Perspective View from Seating Area Looking North

Town Common Renovations | Town of Needham

November 10, 2020

Draft
Needham, Massachusetts





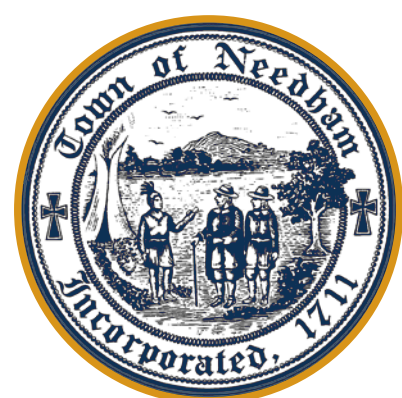
Perspective View Looking South from the Town Hall

Town Common Renovations | Town of Needham

November 10, 2020

Draft
Needham, Massachusetts





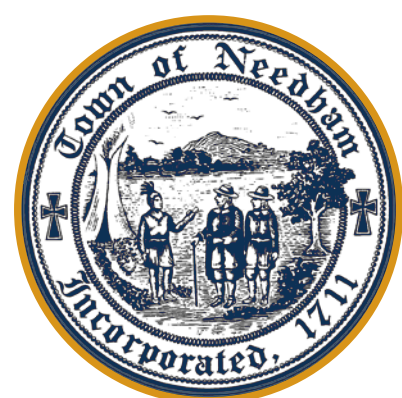
Perspective View from the Great Lawn Looking East

Town Common Renovations | Town of Needham

November 10, 2020

Draft
Needham, Massachusetts





Perspective View from the Western Gateway Looking East

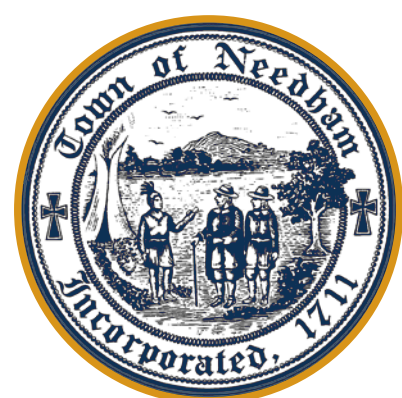
Town Common Renovations | Town of Needham

November 10, 2020

Draft
Needham, Massachusetts



10



Perspective View from the Circle of Peace Sculpture Looking West

Town Common Renovations | Town of Needham

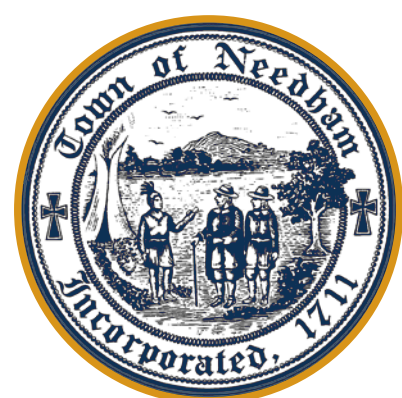
November 10, 2020

Needham, Massachusetts

Draft



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Perspective View from the Great Lawn Looking North

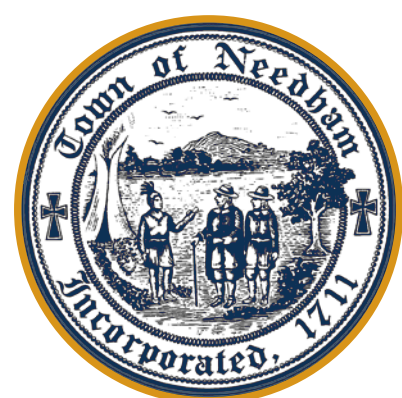
Town Common Renovations | Town of Needham

November 10, 2020

Draft
Needham, Massachusetts



12



Perspective View from the Great Lawn Looking North

Town Common Renovations | Town of Needham

November 10, 2020

Draft

Needham, Massachusetts



13



Bench



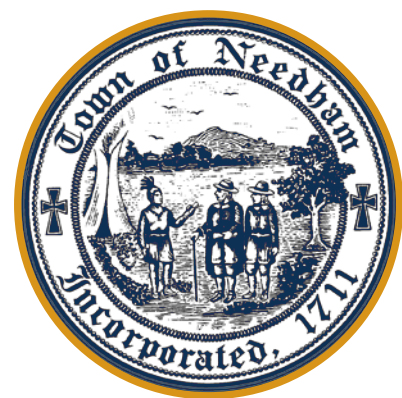
Table



Swing Bench



Litter Receptacle



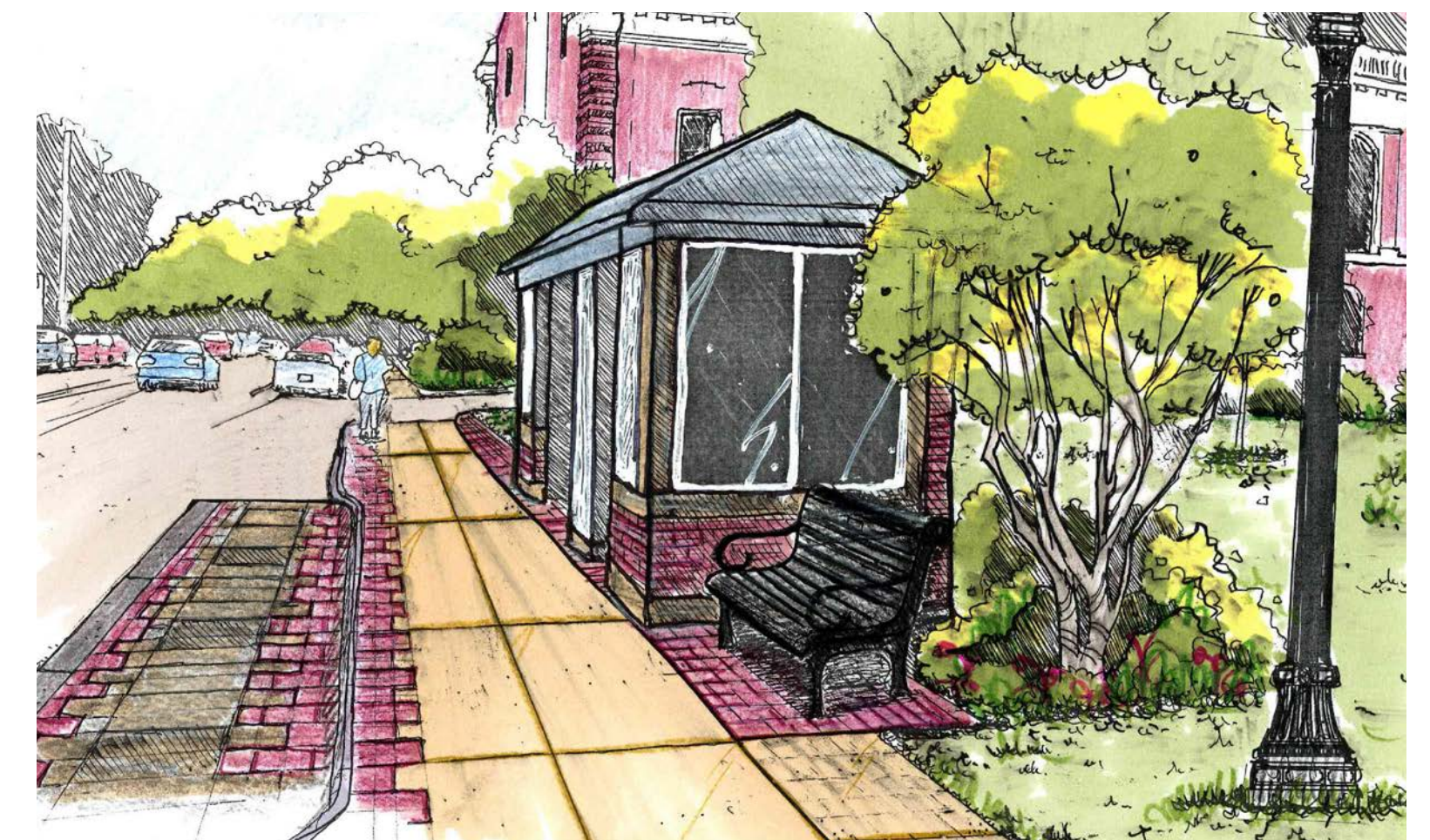
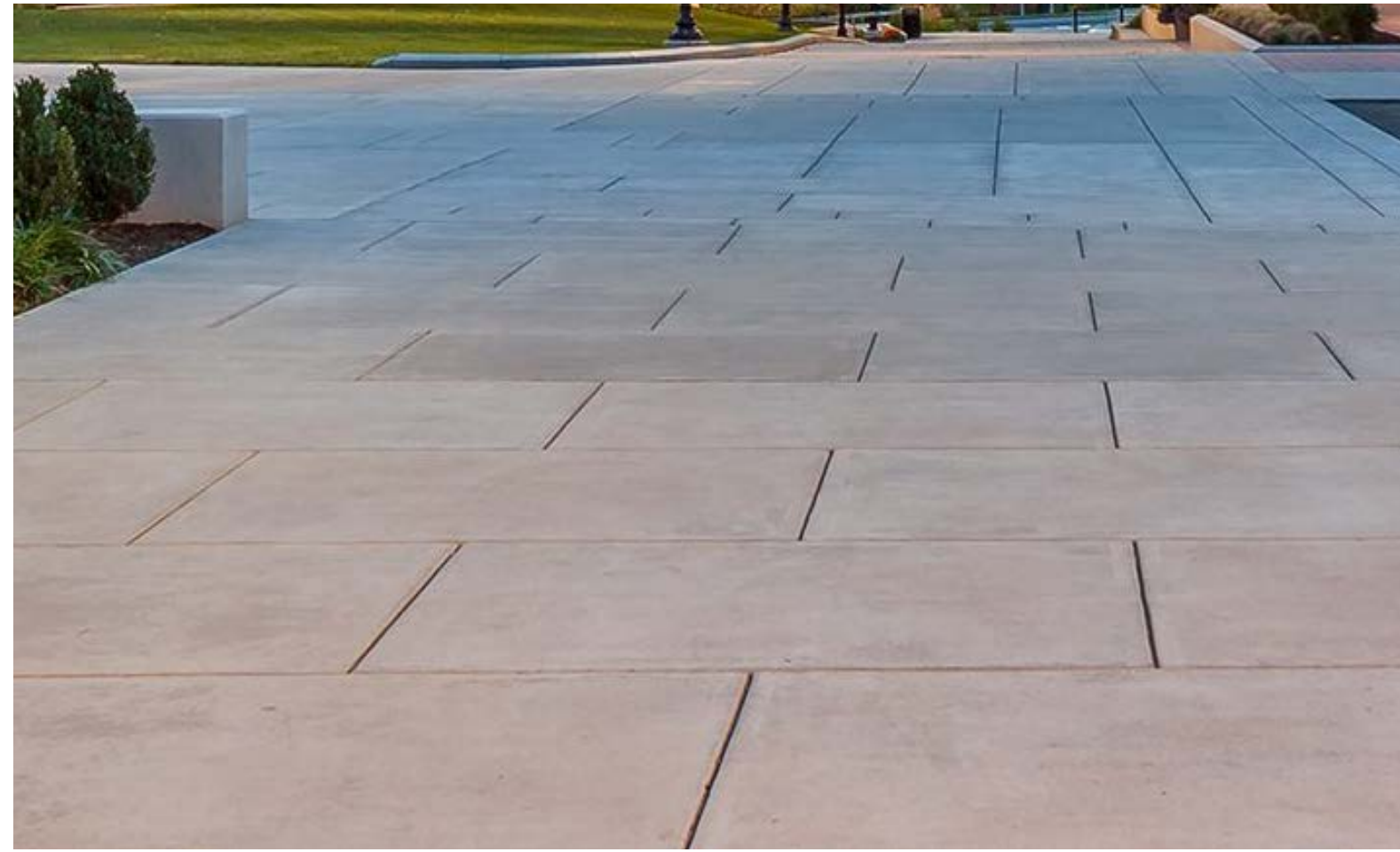
Project Elements

Town Common Renovations | Town of Needham

November 10, 2020

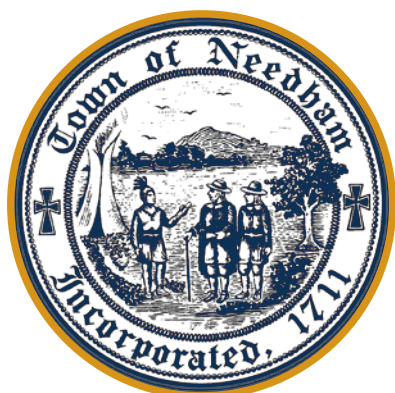
Draft
Needham, Massachusetts





Surface materials

Bus Shelter



Project Elements

Town Common Renovations | Town of Needham

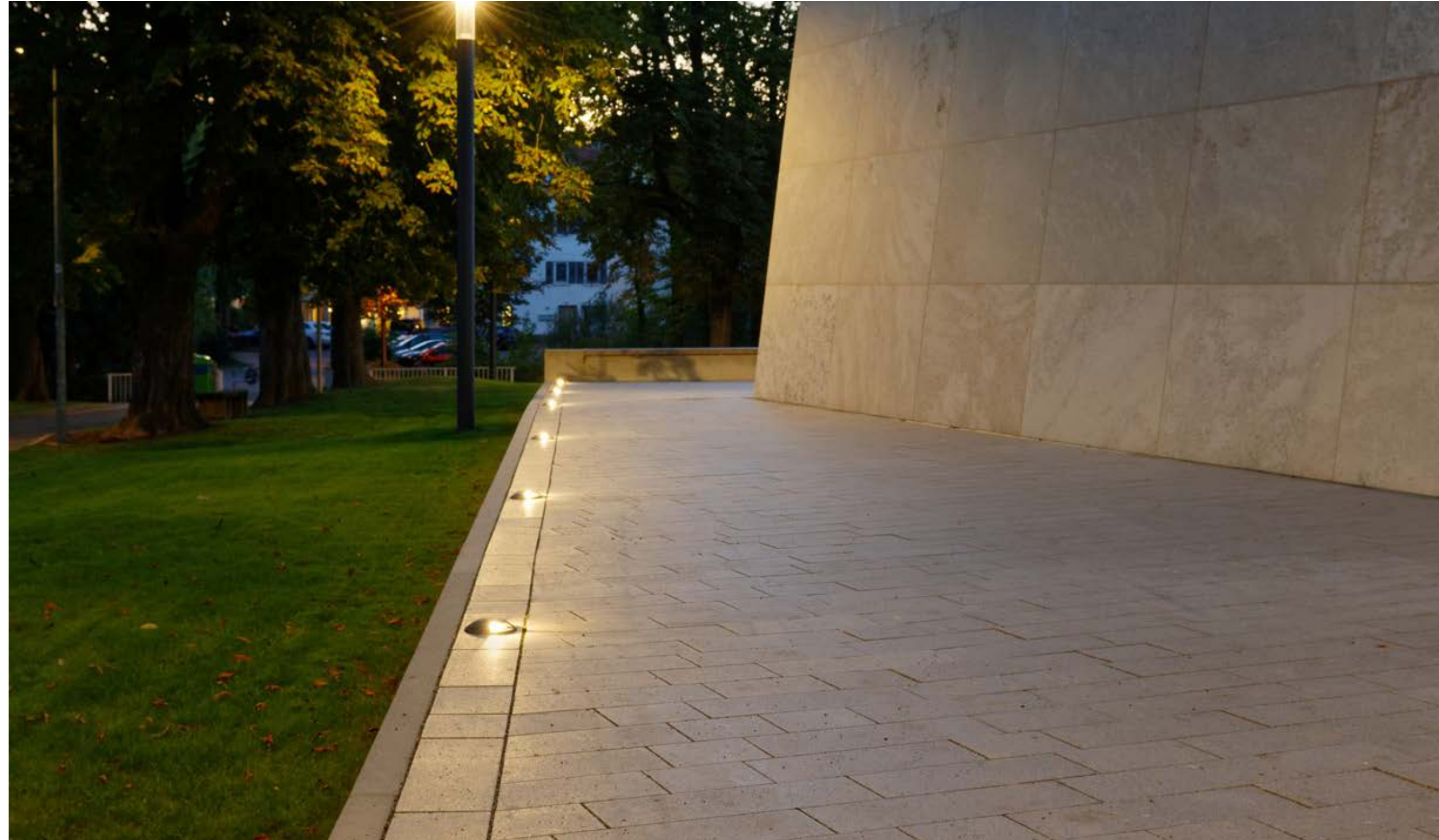
November 10, 2020

Needham, Massachusetts

Draft



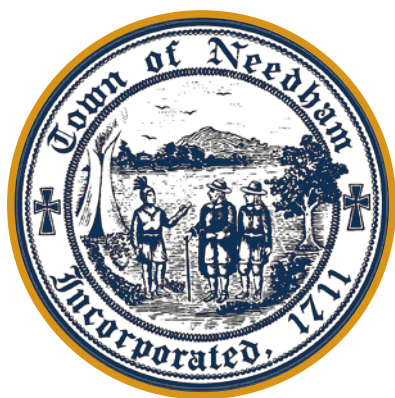
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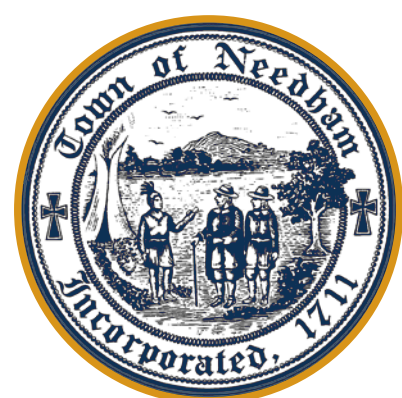


Path Uplight



**Building Uplights
(Color Changing for Holidays)**





Tree Species

Town Common Renovations | Town of Needham

November 10, 2020

Needham, Massachusetts

Draft



17



Acer rubrum 'October Glory'
October Glory Red Maple



Ulmus americana 'Valley Forge'
Valley Forge American Elm



Ulmus americana 'Princeton'
American Elm



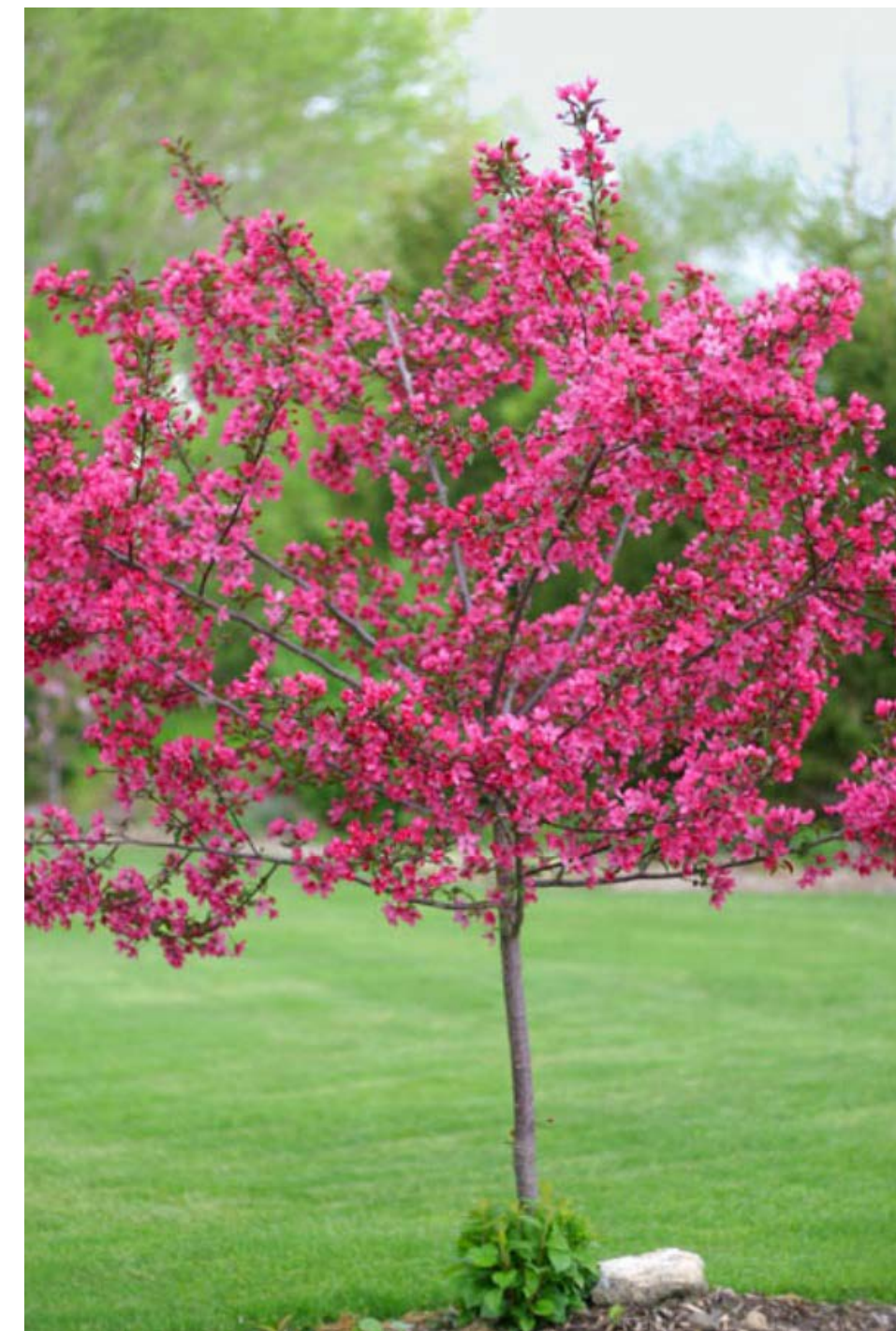
Ulmus parvifolia 'Allee'
Allee Chinese Elm



Liquidambar styraciflua 'Slender Silhouette'
Slender Silhouette Sweetgum



Zelkova serrata 'Musashino'
Musashino Japanese Zelkova



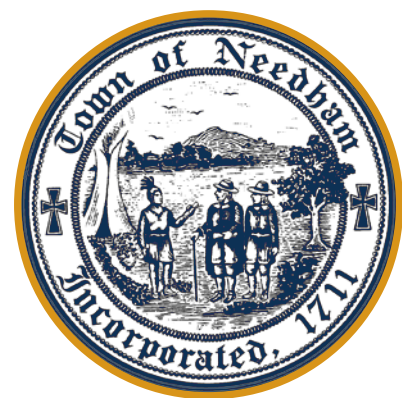
Malus 'Prairifire'
Prairifire Crabapple



Syringa reticulata 'Ivory Silk'
Japanese Tree Lilac



Chamaecyparis obtuse
Hinoki Falsecypress



Tree Species

Town Common Renovations | Town of Needham

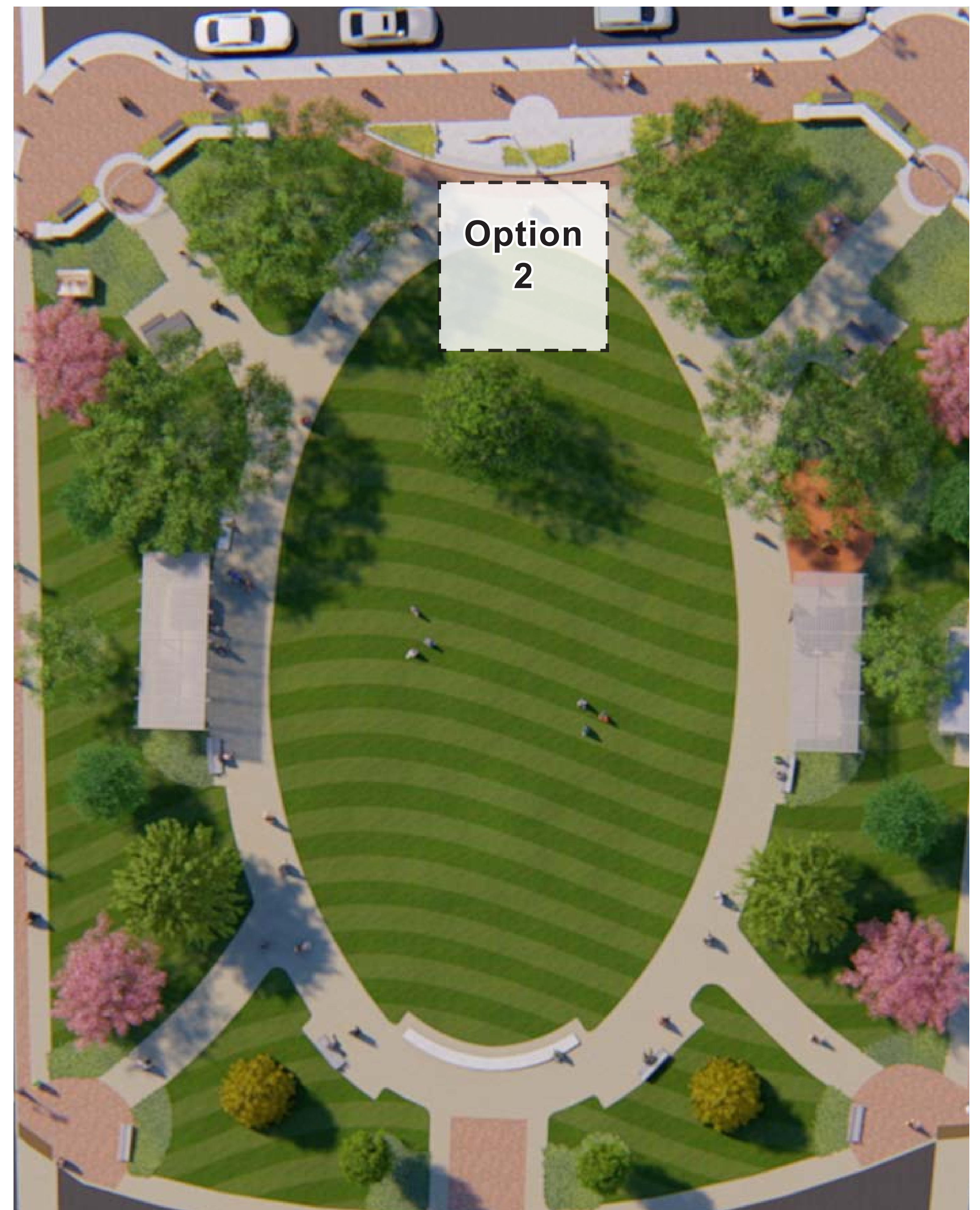
November 10, 2020

Draft
Needham, Massachusetts

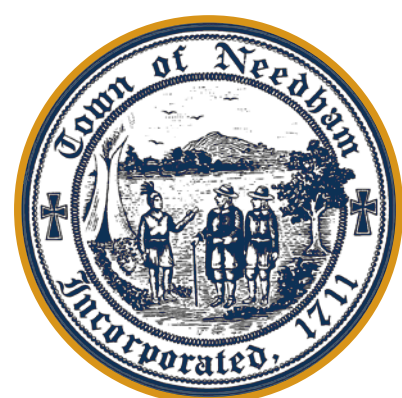




Option 1 - Town Hall End



Option 2 - Great Plains Avenue End



Tent Location Options

Town Common Renovations | Town of Needham

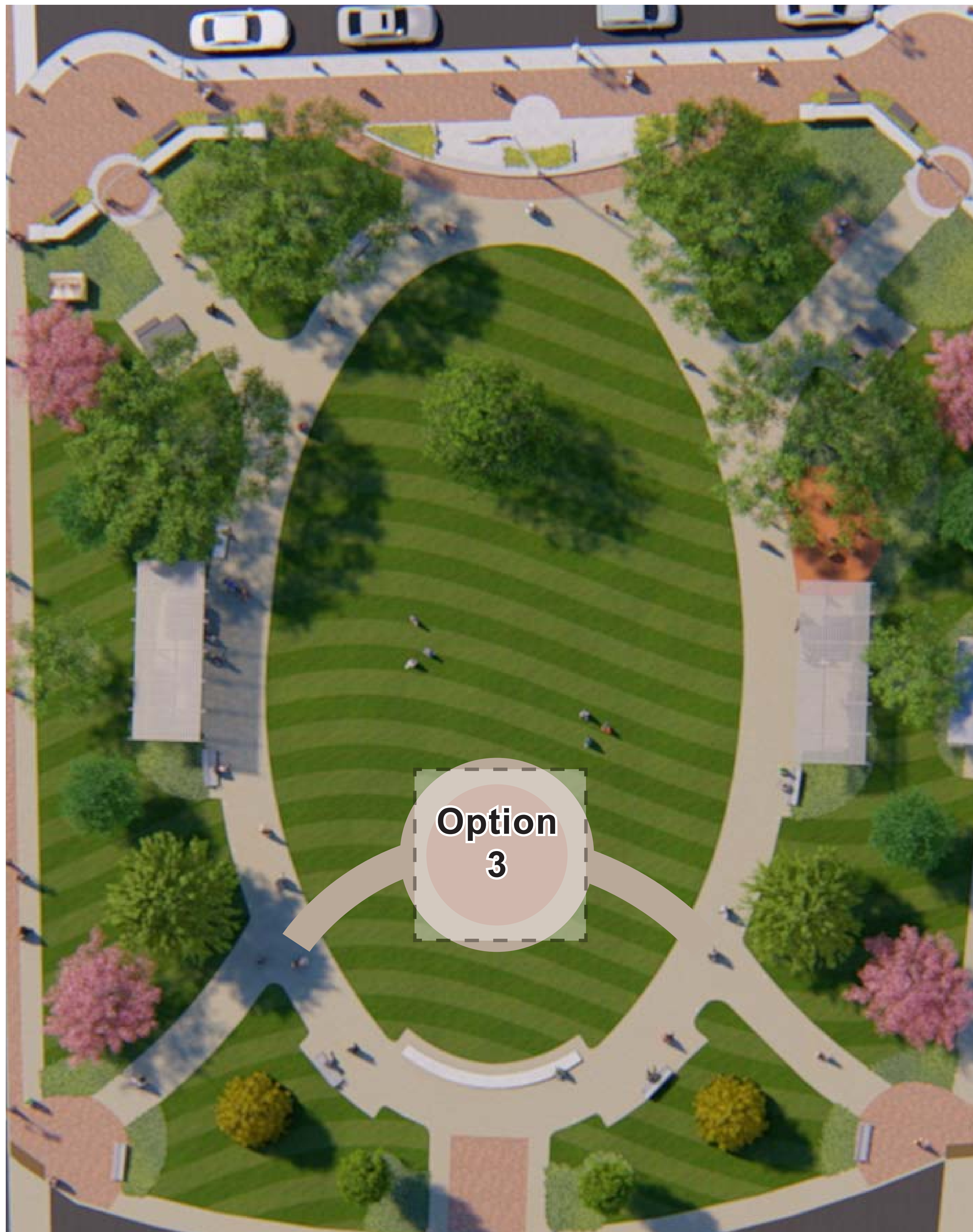
November 10, 2020

Needham, Massachusetts

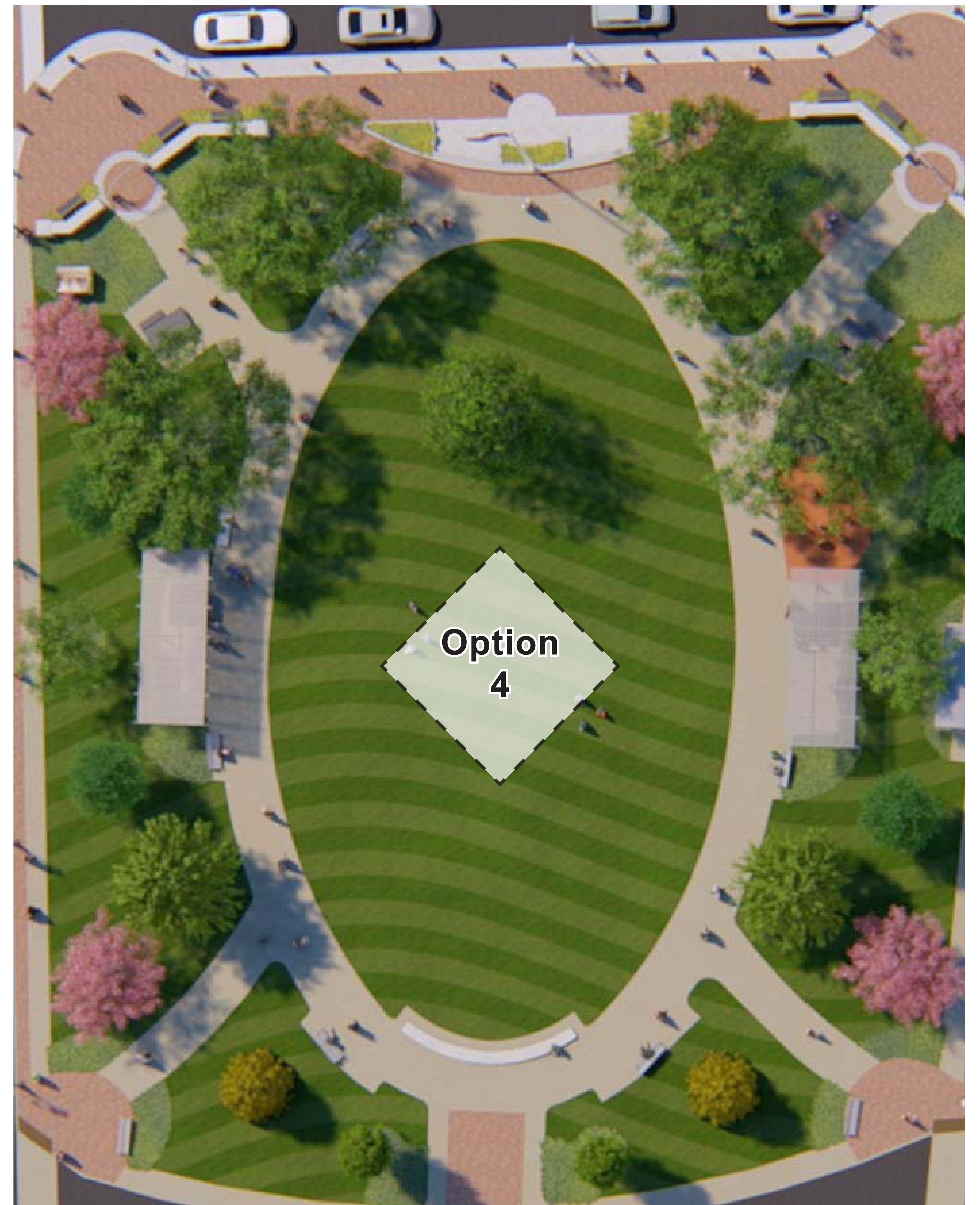
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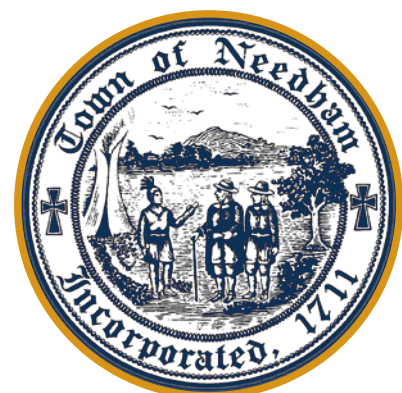
19



Option 3 - Blue Tree Counterpoint



Option 4 - Center of Lawn on a Diagonal



Tent Location Options

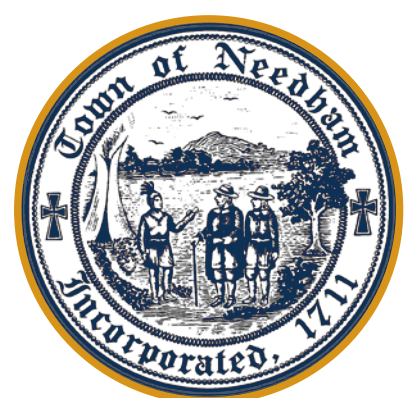
Town Common Renovations | Town of Needham

November 10, 2020

Draft
Needham, Massachusetts



20



Concept Alternative (Removal of Garrity's Way)

Town Common Renovations | Town of Needham

November 10, 2020

Draft
Needham, Massachusetts





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

MEETING DATE: 11/10/2020

Agenda Item	LED Downtown Lighting Update – Pilot
Presenter(s)	Carys Lustig, Interim Director of Public Works

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Ms. Lustig is requesting feedback on the decorative LED lights that were converted at Great Plain Ave and Pickering, and the new lights are installed in the Heights to determine if the DPW should future pursue additional conversions.
2.	VOTE REQUIRED BY SELECT BOARD
	<i>Discussion Only</i>
3.	BACK UP INFORMATION ATTACHED
	a. Pictures b. Map with LED light locations c. Conversion Fixture Details



PICKERING ST

STATE
LAW
TO
WITHIN
CROSSWALK





Location of post top fixture to retrofit with LED lamp - remove existing ballast
Great Plain Ave & Pickering Street, Needham, MA



HID LED 16.5W HO 277V

TITANIUM LED SERIES



PRO



Optional Lamp Extender

16.5W REPLACES



**50-70W
HID**

70% Energy Savings

\$72 Savings
per lamp*

- Direct line voltage 120-277V - Not compatible with ballasts
- Compact form factor - Ideal for bollards & post tops
- Exceptional efficacy 121 LPW in Cool White
- Frosted diffuser maintains low glare
- Optional lamp extender available for use in larger fixtures
- Suitable for use in totally enclosed fixtures



LM 79

LM 80

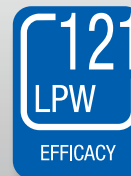
TM 21



40,000 H



UNIVERSAL



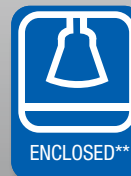
EFFICACY



WARRANTY



CRI (Ra)



ENCLOSED**

HID LED PRODUCT FEATURES

Suitable for Enclosed Fixtures



This HID LED lamp replaces a 50-70W HID and is suitable for use in enclosed fixtures. Its high lumen output and exceptional efficacy make it an ideal choice for bollard, post top and other outdoor applications. An optional lamp extender is also available for use in larger fixtures.

Omnidirectional Lighting

This HID LED emits 330° of uniform light and meets ENERGY STAR requirements. Its compact form factor and omnidirectional output provides a fuller distribution than other LED lamps.



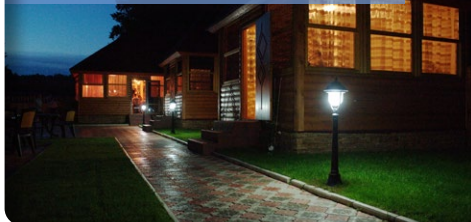
HID LED 16.5W HO 277V

TITANIUM LED SERIES



APPLICATIONS

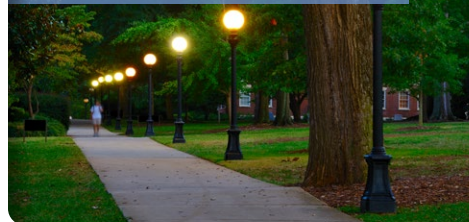
General Lighting



Bollard Lighting



Post Top Lighting



SPECIFICATIONS

Product Model	58238 16.5A21/830/277V	58239 16.5A21/840/277V	58240 16.5A21/850/277V
Type	HID LED	HID LED	HID LED
Base	E26	E26	E26
Power (W)	16.5	16.5	16.5
Voltage - Frequency	120-277V 50/60Hz	120-277V 50/60Hz	120-277V 50/60Hz
Color Temp. (ANSI)	Warm White 3000K	Cool White 4000K	Daylight 5000K
CRI (Ra) (typ.)	82	82	82
Typical lumens (lm)	2000	2000	2050
Efficacy (LPW)	121	121	124
Beam Angle	330°	330°	330°
Dimmable	No	No	No
Power Factor	0.9	0.9	0.9
Rated Lifetime - L70 (hrs.)	40,000	40,000	40,000
Dia. x MOL	2.55"x5.00" (65x127mm)	2.55"x5.00" (65x127mm)	2.55"x5.00" (65x127mm)
Weight (lb. / g)	0.50lb. / 227g	0.50lb. / 227g	0.50lb. / 227g

* Savings per lamp based on \$0.11 / kw energy cost, 12 hrs / day lamp usage, \$12 HID with 10,000-hr lifetime, \$35 LED with 40,000-hr lifetime

** Suitable for use in totally enclosed fixtures

*** Suitable for damp locations. Not for use where directly exposed to weather or water

Ref.#: DS180-A21-16.5W-277V-100217

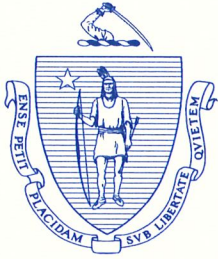


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 11/10/2020

Agenda Item	Extend Authorization for Local Outdoor Dining Alcoholic Licensing Approval
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
On September 10, 2020 Governor Baker issued Covid 19 Order 50 – Order Making Certain Phase III Adjustments. Included in this order is an extension of outdoor dining provisions, allowing the Local Licensing Authority to permit outdoor dining with alcohol for a period past November 1, 2020. On June 9, 2020 the Board authorized the Town Manager to grant all local approvals necessary to allow existing local businesses to utilize outdoor dining with alcohol until November 1st. On September 22, 2020, the Board extended this authorization to permit outdoor dining with alcohol through December 1st. To continue supporting Needham’s restaurants, it is requested that the Board extend this authorization until 60 days after Governor Bakers’ March 10,2020 Declaration of Emergency is rescinded.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> Consistent with Governor Baker’s Declaration of Emergency and to provide timely response to businesses seeking to remain open in the Town of Needham under occupancy and other operational limitations, the Select Board hereby extends the authorization granted to the Town Manager by its votes of June 9, 2020 and September 22, 2020 to grant all local approvals necessary to allow existing local businesses to utilize outdoor seating in parking lots, on-street parking spaces, sidewalks, landscaped yard areas or other appropriate locations to provide more space to serve patrons from December 1, 2020 until sixty days after the Declaration of Emergency is rescinded by the Governor, such authorization to remain subject to all the terms and conditions stated in the Board’s original vote.	
3.	BACK UP INFORMATION ATTACHED
(a) Governor Baker Covid 19 Order 50	



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

ORDER MAKING CERTAIN PHASE III ADJUSTMENTS

COVID-19 Order No. 50

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID-19”);

WHEREAS, on March 11, 2020, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization;

WHEREAS, the Federal Centers for Disease Control and Prevention (“CDC”) have advised that COVID-19 is spread mainly by person-to-person contact and that the best means of slowing the spread of the virus is through practicing social distancing and by minimizing personal contact with large groups and with environments where this potentially deadly virus may be transmitted including, in particular, spaces that present enhanced risks because of the large number of persons present or passing through the area who may spread the virus through respiratory activity or surface contacts;

WHEREAS, on March 23, 2020, in order to restrict all non-essential person-to-person contact, non-essential movement outside the home, and reduce opportunities for spreading the COVID-19 virus within the Commonwealth, I issued COVID-19 Order No. 13, which temporarily closed the brick-and-mortar premises of businesses and organizations that do not provide COVID-19 Essential Services;

WHEREAS, in response to gradual improvements in the public health data, on May 18, 2020, June 6, 2020, and July 2, 2020, I issued COVID-19 Orders No. 33, 37, and 43, respectively, which designated certain businesses and other organizations as Phase I, II, III, or IV

enterprises and initiated a progressive, phased plan for re-opening workplaces and other facilities across the Commonwealth;

WHEREAS, the Commonwealth has maintained a continuing trend of improvement in public health data during the phased re-opening of workplaces and other facilities, which permits continuing, gradual relaxation of restrictions on businesses and other organizations, provided that any adjustment can only be maintained or expanded on the basis of continuing improvements in the public health data;

WHEREAS, expanded opportunities for outdoor dining, as approved by local authorities, have provided valuable support to restaurants and a popular amenity to the public that should be permitted to continue during the state of emergency without interruption or undue complication;

WHEREAS, the CDC, the Department of Public Health, and other public health authorities continue to improve their understanding of how COVID-19 is spread, where the risk of spread is greatest, and how best to mitigate the risk of transmission which permits periodic adjustments to safety measures addressing commercial, recreational, and social activities; and

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise any and all authority over persons and property necessary or expedient for meeting a state of emergency, including but not limited to authority over assemblages in order to protect the health and safety of persons, variance of the terms and conditions of licenses, permits, and certificates of registration issued by the Commonwealth or by any of its agencies or political subdivisions, and regulation of the sale of articles of food and household articles;

NOW, THEREFORE, I hereby Order the following:

1. Extension of Outdoor Dining Provisions

Notwithstanding chapter 40A of the general laws, or any special permit, variance or other approval thereunder, or any other general or special law to the contrary, a city or town may approve requests for expansion of outdoor table service or extensions of earlier granted approvals, including a local licensing authority ("LLA") approving a request for a change in the description of licensed premises for the purpose of permitting outdoor alcohol service, until a date beyond November 1, 2020, as specified in this Section. For the purposes of this Order, "outdoor table service" shall mean restaurant service that includes food prepared on-site and under food permits issued by municipal authorities pursuant to 105 CMR 590.00 that is served to seated diners outside the restaurant building envelope, whether on a sidewalk, patio, deck, lawn, parking area, or other outdoor space.

Before approving any request made under this Order or extending a prior approval issued pursuant to Section 4 of COVID-19 Order No. 35, a city, town, or LLA may modify the scope of any prior approval issued pursuant to Section 4 of COVID-19 Order No. 35 as the city, town, or LLA deems proper and appropriate including, without limitation, modifying the terms of an earlier granted approval to address potential issues with snow removal, pedestrian traffic, or similar concerns.

The provisions of Section 4 of COVID-19 Order No. 35 shall apply to any request for an extension of an earlier granted approval or an expansion of outdoor table service or for approval of a change in the description of the licensed premises for the purpose of permitting outdoor alcohol service made pursuant to this Section except that (i) the definition of outdoor table service adopted in paragraph 1 of this Section shall apply; and (ii) such approvals may extend until the date specified below.

Any approval issued under this Section shall remain in effect until 60 days past the end of the state of emergency or such earlier date the city or town establishes in granting the approval, whichever is sooner, at which time any approval issued under this Section, including any amended license issued by an LLA as a result of this Order, shall automatically revert back to its status prior to any approval issued under either this Section or Section 4 of COVID-19 Order No. 35.

Any approval issued under Section 4 of COVID-19 Order No. 35 for expanded outdoor table service, including any amended license issued by an LLA changing the description of the licensed premises for the purpose of permitting outdoor alcohol service as a result of COVID-19 Order No. 35 shall remain in effect until November 1, 2020, unless the city or town approves a request to extend such approval pursuant to this Order or otherwise deems such approval automatically extended consistent with all other provisions of this Order.

2. Opening of Indoor and Outdoor Gaming Arcades

Effective at 12:01 am on September 17, 2020, indoor and outdoor gaming arcades may open their brick-and-mortar premises to workers, customers, and the public, and restaurants, indoor and outdoor recreational facilities, and other enterprises with gaming devices on their premises may permit these devices to be used by patrons. Schedule A to COVID-19 Order No. 43 is hereby amended, as attached, to reflect this adjustment.

The Director of the Department of Labor Standards (“DLS”) shall issue, subject to my approval, COVID-19 workplace safety rules to address the particular circumstances and operational needs of indoor and outdoor gaming arcades and other enterprises with gaming devices on their premises that are made available for use by patrons. These rules shall serve as “Sector-Specific Rules” for such activities and facilities as that term is defined in Section 4 of COVID-19 Order No. 43.

The provisions of Sections 4 and 5 of COVID-19 Order No. 43 (and Section 4 of COVID-19 Order No. 37 as incorporated in COVID-19 Order No. 43), which set requirements for compliance with generally applicable and Sector-Specific COVID-19 safety rules and mechanisms for enforcement for all Phase III enterprises shall apply to indoor and outdoor gaming arcades and other enterprises with gaming devices on their premises that are made available for use by patrons pursuant to this Order. Any penalty issued in an enforcement action shall be administered as provided in COVID-19 Order No. 48.

This Order is effective immediately and shall remain in effect until rescinded or until the state of emergency is ended, whichever occurs first.

Given in Boston at 2:15 AM/PM this
10th day of September, two thousand and
twenty



CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts

Schedule A to COVID-19 Order No. 43
as revised by COVID-19 Order No. 50, effective September 17, 2020

	All Phase I, II, III, and IV enterprises are required to comply with general and, where applicable, sector-specific COVID-19 workplace safety rules administered by DPL, DPH, EEA, and local boards of health. Workplace safety rules include a variety of mandatory context-specific COVID-19 safety measures such as occupancy limitations, operational modifications, social distancing rules, and specialized cleaning requirements.
Phase I	As specified in COVID-19 Order No. 33: • Businesses and other organizations providing products and services identified as “COVID-19 Essential Services” in COVID-19 Order No. 13 • Manufacturing • Construction • Places of Worship • Firearms retailers and shooting ranges • General Use Offices • Car Washes • Hair Salons and Barber Shops • Pet Groomers • Drive-In Movie Theaters • Laboratories • Certain Outdoor Recreational Facilities and Activities as specified in <u>Exhibit 1</u> to COVID-19 Order No. 33
Phase II	As specified in COVID-19 Order No. 37 and including specifically: • Retail Stores including stores in enclosed shopping malls • Restaurants providing seated food service prepared on-site and under retail food permits issued by municipal authorities pursuant to 105 CMR 590.000, including beer gardens/wineries/distilleries meeting these criteria ○ <u>Step 1</u>: outdoor table service ○ <u>Step 2</u>: indoor table service • Hotels, motels, inns, and other short-term lodgings (no events, functions, or meetings) • Limited organized youth and adult amateur sports activities and programs—no contact and no games or scrimmages, and indoor facilities limited to youth programs • Professional sports practice and training programs--no inter-team games and no admission for the public • Personal Services provided at a fixed place of business or at a client location ○ <u>Step 1</u>: Services involving no close personal contact (photography, window washers, individual tutoring, home cleaning, etc.) ○ <u>Step 2</u>: Services involving close personal contact (massage, nail salons, personal training for individuals or no more than 2 persons from same household, etc.) • Non-athletic instructional classes in arts/education/life skills for youths under 18 years of age in groups of fewer than 10 • Driving schools and flight schools • Outdoor historical spaces—no functions or gatherings and no guided tours • Funeral homes—increased capacity to permit 40% occupancy for one service at a time within the facility • Warehouses and distribution centers • Golf facilities including outdoor driving ranges • Other outdoor recreational facilities ○ pools, playgrounds and spray decks

	- mini golf, go karts, batting cages, climbing walls, ropes courses - Post-Secondary/Higher Ed/Vocational-Tech/Trade/Occupational Schools - for the limited purposes of permitting students to complete a degree, program, or prerequisite for employment, or other similar requirement for completion, for summer youth programming including athletic facilities, and any necessary supporting services - Day Camps including sports and arts camps - Public libraries
Phase III	<u>Step 1</u> - Post-Secondary/Higher Ed/Vocational-Tech/Trade/Occupational Schools—general operations - Casino gaming floors - Horse racing tracks and simulcast facilities - Indoor recreational and athletic facilities for general use (not limited to youth programs) - Fitness centers and health clubs including - cardio/weight rooms/locker rooms/inside facilities - fitness studios (yoga, barre, cross-fit, spin classes, general fitness studios) - indoor common areas - indoor swimming pools - indoor racquet courts and gymnasiums - locker rooms - excluding saunas, hot-tubs, steam rooms - Museums - Indoor historic spaces/sites - Aquariums - Outdoor theatres and other outdoor performance venues not designated as Phase IV enterprises - Movie theatres - Sightseeing and other organized tours (bus tours, duck tours, harbor cruises, whale watching) - Motion picture, television, and video streaming production - Fishing and hunting tournaments and other amateur or professional derbies - Outdoor event spaces used for gatherings and celebrations including those in parks, reservations, and other outdoor spaces not designated as Phase IV enterprises - Indoor event spaces such as meeting rooms, ballrooms, and private party rooms--only when used for functions or events permitted under Sector-Specific Rules for Indoor and Outdoor Events - Indoor non-athletic instructional classes in arts/education/life skills for persons 18 years or older - Indoor recreational activities with low potential for contact: batting cages, driving ranges, go karts, bowling alleys, rock-climbing walls - Indoor and outdoor gaming arcades and associated gaming devices [a] <u>Step 2</u> - Indoor performance venues used for live performances such as concert halls, theaters, and other indoor performance spaces not designated as Phase IV enterprises - Indoor recreational activities with greater potential for contact: laser tag, roller skating, trampolines, obstacle courses
Phase IV	- Amusement parks, theme parks, indoor or outdoor water parks and indoor or outdoor ball pits [a] - Saunas, hot-tubs, steam rooms at fitness centers, health clubs, and other facilities - Bars, dance clubs, and nightclubs—venues offering entertainment, beverages, or

	dancing and not providing seated food service prepared on-site and under retail food permits issued by municipal authorities pursuant to 105 CMR 590.000 • Beer gardens/breweries/wineries/distilleries not providing seated food service prepared on-site and under retail food permits issued by municipal authorities pursuant to 105 CMR 590.000 • Large capacity venues used for group or spectator sports, entertainment, business, and cultural events including ○ Stadiums, arenas, and ballparks ○ Dance floors ○ Exhibition and convention halls • Street festivals and parades and agricultural festivals • Road races and other large, outdoor organized amateur or professional group athletic events • Overnight camps (Summer 2021) This listing is subject to amendment.
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Note: Amendment from the version of Exhibit A adopted in COVID-19 Order No. 43 (July 2, 2020) designated by the marker “[a].”



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

MEETING DATE: 11/10/2020

Agenda Item	Financial Update
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. Davison will provide the Board with an update on COVID-19 cost projections as well as a preview of the FY2022 budget.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
None	



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

MEETING DATE: 11/10/2020

Agenda Item	Potential New Banner for Symbols of Pride Program
Presenter(s)	Kate Fitzpatrick, Town Manager

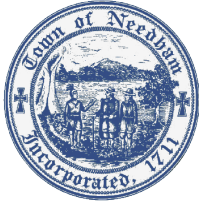
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
COVID19 has interrupted the banner rotation for the Symbols of Pride Program. To help keep people feeling positive and avoid not having the Town's residents and visitors feel bleak without any banners on display during the coming dark winter months, Paul Good is proposing a new banner to display during this period. It is entitled "One World Together" and would fly in the 26 locations from Needham Heights to around Needham Center on the tall Cobra Head poles, the same way New Year's Needham banners are usually displayed. Paul describes the banner as aspirational, non-denominational, and believes its message speaks to where we want to be. Paul is working on sponsorships for this banner; some ideas may be to utilize only one-half of the poles by hanging on alternate poles, thereby saving production costs.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion: That the Board vote to approve the inclusion of the "One World Together" banner into the Symbols of Pride Banner Program.</i>	
3.	BACK UP INFORMATION ATTACHED
a.) Rendition of "One World Together" Banner.	



One

World

Together



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

MEETING DATE: 11/10/2020

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	

Town of Needham
Select Board
Minutes for Tuesday, October 13, 2020
By Zoom Video Conference
<https://us02web.zoom.us/j/830124974485>

5:45 p.m. Informal Meeting with Citizens: No activity.

6:00 p.m. Call to Order:
A meeting of the Select Board was convened by Chair Maurice P. Handel. Those participating were Matthew D. Borrelli, Marianne B. Cooley, Daniel P. Matthews, John A. Bulian, Town Manager Kate Fitzpatrick, Dave Davison, ATM/Finance, Katie King, ATM/Operations, and Sandy Cincotta, Support Services Manager. Recording Secretary Mary Hunt recorded the meeting remotely.

Mr. Handel announced this open meeting is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020 due to the current state of emergency from the outbreak of the COVID-19 virus. He noted all public gatherings have been suspended as advised and directed by the Commonwealth. And, as such, suspending the requirement of the open meeting law to have all meetings in a public, accessible, physical location while encouraging and allowing members of all public bodies to participate remotely. Mr. Handel stated the meeting will include public comment and the Needham Select Board and all attendees are convening by Zoom, as posted on the Town's website identifying how the public may join. He said all supporting documents used at this meeting are available on the Town's website www.needhamma.gov.

6:01 p.m. Introduce Emergency Management Administrator:
Dennis Condon, Fire Chief introduced Michael Lethin, recently appointed Emergency Management Administrator. Chief Condon gave a brief overview of Mr. Lethin's work experience saying he is a current member of the Massachusetts Air National Guard and that he is a tremendous addition to Needham.

Mr. Lethin thanked Chief Condon for his kind words.

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

6:07 p.m. Public Hearings: Eversource Energy Grant of Locations
Maureen Carroll, Eversource Energy representative spoke with the Board regarding 2 requests for a grant of location.

1. Country Way

Ms. Fitzpatrick indicated all paperwork is in order.

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

Motion by Mr. Bulian that the Select Board approve and sign a petition from Eversource Energy to install approximately 9 feet of conduit in Country Way. This work is necessary to provide underground electric service to 7 Country Way, Needham.

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

2. Stockdale Road

Ms. Fitzpatrick indicated all paperwork is in order.

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

Motion by Mr. Bulian that the Select Board approve and sign a petition from Eversource Energy to install approximately 12 feet of conduit in Stockdale Road. This work is necessary to provide underground electric service to 31 Stockdale Road, Needham.

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

6:09 p.m. Appointments and Consent Agenda:

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

CONSENT AGENDA

1. **Accept a \$2,500 donation made to the Needham Heath Division's SPAN program from Beth Israel Deaconess Hospital – Needham Campus.**
2. **Sign the State Election Warrant scheduled for November 3, 2020.**
3. **Approve open session meeting minutes of September 8, 2020, September 22, 2020, September 29, 2020, and October 4, 2020.**
4. **Accept a donation of 100 Eclipse Injection Needles made to the Needham Health Department's Flu Clinic program from the Newton-Wellesley Hospital.**

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

6:11 p.m. Public Hearing: Needham Cable Television Public Joint Ascertainment Hearing - RCN, VERIZON AND COMCAST

Mr. Handel read a statement saying that in calendar year 2022, cable licenses for the three cable providers to the Town will expire: RCN - 7/9/2022; VERIZON - 8/14/2022; and COMCAST - 12/17/2022. He stated this public hearing is mandated by the renewal provisions of the Federal Cable Act. The Town is currently involved in the federally required ascertainment process. Mr. Handel noted the purpose of the hearing is to (i) identify future cable related community needs and interests, and (ii) review the performance of the three cable providers under their current respective licenses.

Mr. Handel encouraged the public to provide specific cable related testimony. He noted that while this is an ascertainment hearing on cable television matters, there are two related subjects in which the Select Board has no authority to regulate: rates charged by each provider for its services or commercial programming the providers choose to show on their respective cable systems.

Mr. Matthews commented on the 3 cable licensees, asking the Town Manager to outline the process going forward for the general public and how it will be guided by the Town.

Ms. Fitzpatrick said the ascertainment hearing is the beginning of the process in which to hear from the public and the providers, followed by input from legal counsel and the Needham Community Development Television Corporation. She said she is hopeful a successor license can be brought to the Board before the expiration dates in 2022.

Ms. Cincotta said a second ascertainment public hearing will be held in the spring 2021.

Discussion ensued on the process and how the Town can help better serve low income families with cable tv and internet service.

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

Mr. Handel asked for comment from RCN, Verizon, and Comcast. No comments were heard.

Mr. Handel closed the public hearing, saying the hearing will be held open for 14 days to receive additional testimony. He encouraged interested parties to submit written testimony on any renewal or cable related issue to the Select Board by October 27, 2020 by mail or email at www.needhamma.gov. He said questions can be directed to the Select Board's office at 781-455-7500.

6:30 p.m. Public Hearing: Small Cell Wireless Facility Policy

Mr. Handel gave a brief background saying that at its meeting on August 18, 2020, the Board discussed the draft policy for small cell wireless attachments in the Town's public ways. The draft policy, he said, was uploaded to the Town's website and public notice of this hearing was provided via Newsflash and by advertisement in the Needham Times. Mr. Handel said the Board will hear from the public, discuss any written comments received, and consider the adoption of this policy.

Mr. Handel invited public comment.

Michael Ruddy, 69 Melrose Avenue asked if there is a time limit, surmising FCC rulings are apt to change under a more sympathetic or environmentally friendly administration. He suggested it may be prudent to wait until a new administration

takes power, potentially in 2021. He asked about the Select Board's process in researching health issues and coordinating with the Board of Health, noting Dr. Epstein, Chair, Board of Health indicated at the last hearing that he was uncomfortable and that there needed to be greater insight into health issues. He asked how the Board's research factors into the placement of attachments at driveways, buildings, and schools.

Ms. Fitzpatrick said with respect to timing and the November national election, it is recommended something be "on the books." She said if there is another filing the Town wants to be prepared and that the policy of the Board can be amended at any time. Ms. Fitzpatrick said when presented in the past, the town has not had the authority of the rules supporting them, and that it is important to set the rules, so providers have an understanding. Ms. Fitzpatrick noted the coordination with the Board of Health, however pointed out the Town is not allowed to consider health impacts under current regulations. She said the Town is allowed to require applicants show emission standards are being met on a cumulative basis.

Discussion ensued on proposed attachment installation 180 feet from another if "technically feasible and not unduly burdensome." Ms. Fitzpatrick said her understanding from written testimony is that the words "technically feasible and not unduly burdensome" were recommended for deletion, noting it would be the Select Board's decision. Ms. Fitzpatrick said the words apply to all regulations, so the Town could be challenged if 180 feet is not possible. Also discussed was the restriction of cell attachments within 20 feet of a driveway. Ms. Fitzpatrick said there is concern for "presumptive denial" as Needham simply does not have the distance available on many densely populated streets to allow for a spacing of more than 20 feet, which would tend to discriminate towards certain neighborhoods versus other neighborhoods.

Mr. Borrelli said the goal of the regulations is to be as restricted as possible, but also stay within the confines of the law, so as not be challenged.

Mr. Matthews suggested holding the record open for two weeks to gather additional written comment from the public and Town Counsel feedback.

Mr. Handel invited public comment.

Sandor Vajda, 228 Brookline Street, professor of biomedical engineering said he has strong reservations about the close placement of wireless attachments to schools. Mr. Vajda said current regulations which regulate the intensity of radio frequency are extremely old (introduced in 1969). He said too much weakening of the regulations could lead to potential issues. Mr. Vajda said he considers close placement of the attachments to schools very important and will lead to tremendous opposition. He asked the Select Board to study whether 180 feet from a school is admissible or not.

Judy McIntyre, 83 Pickering Street asked if discussion took place about the safety of 5G and cell towers near homes and schools? Ms. McIntyre said she understands towns do not have jurisdiction over what is placed where in town. She said telecommunications companies are using outdated standards about EMFs.

Mr. Handel said there has been significant discussion about safety with residents and members of the Board of Health. Mr. Handel said without well thought out regulations, the town has much more limited authority to regulate towers/antennas, noting even with regulations there are significant constraints in regulating installations due to federal regulations that apply to the technology. Mr. Handel said the purpose of the regulations, from Needham's standpoint, is to protect the interests of the citizen's with respect to applications by providers and where antennas are placed. He said without regulations, Needham will have significantly less control of the process.

Ms. Cooley pointed out Needham is prohibited from objecting based on health due to federal regulations.

Discussion ensued on holding the record open, potential applications, and the standard of 180 feet from a school.

Michael Ruddy, 69 Melrose Avenue said he views the policy as "toothless" and does not see how it protects the interests of citizens. He said there is likely to be an administration in the coming months that is going to be less sympathetic to corporations like Verizon. He surmised the federal regulatory environment will change, and in the meantime, Needham will have a "fairly toothless policy" that does not address issues brought up over the last 18 months i.e., issues of safety, zoning, or appearance. He asked the Select Board what they think the policy brings to the table that is any better than the status quo? He said he fears it is unlikely that Town policy will ever be revisited in any reasonable amount of time if adopted now, despite the possibility of a change in the federal policy. Mr. Ruddy concluded the policy does not make him happy, and he can't imagine it makes anyone happy who attended the hearings 18 months ago. He suggested a "wait and see" approach.

Ms. Fitzpatrick explained the policy making available to the Board, citing examples of things the Town could not insist upon if the policy were not adopted, many of which were raised at the multiple public hearings and that are not within the health realm and could still affect residents. She said it is important to have those impacts on the record.

Mr. Handel assured Mr. Ruddy that if any meaningful change occurs at the federal level, the Town will look at ways to maximize its ability to regulate.

Emily Zaden, 50 Brookline Street asked where the 50-foot measurement came from, saying it seems too small a distance.

Ms. Fitzpatrick indicated 50 feet is the best practice to date and is in line with what other communities have done.

Mr. Handel closed the public hearing.

Motion by Mr. Matthews that the Select Board vote to close Public Hearing: Small Cell Wireless Facility Policy, subject to the record being held open for 7 days for additional written public input, comment, or recommendation from Town Counsel or the Town Manager.

Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.

7:06 p.m. KENO Hearings:

1. KENO Hearing: 7-Eleven 36044 - 173 Chestnut Street

Mr. Handel read a statement saying the Select Board received notice from the Massachusetts State Lottery Commission (MSLC) that the 7-Eleven located at 173 Chestnut Street has applied for a KENO license. Pursuant to M.G.L. c.10, §27A, the Lottery Commission must notify the Select Board of any KENO license applications it receives. Then the Select Board has an opportunity to submit any objection to those applications. According to the statute, any objection must be “in writing as a result of an official action” of the Board. In addition, the notice from the Lottery Commission indicates the Select Board should provide the applicant with an opportunity to appear and discuss their application. Mr. Handel indicated notice was provided to the owner of the 7-Eleven at 175 Chestnut Street, saying the applicant was not in attendance on the Zoom call. Mr. Handel said the Select Board, in the past, has objected to the issuance of KENO licenses based on several criteria:

- The location of a KENO license encourages an environment in which individuals will be congregating in convenience stores for gambling. This is particularly important during the COVID pandemic.
- There is a likelihood that any increase in parking demand will flow into adjacent residential areas.
- Many convenience stores are located on or near school walking routes, and many students use the stores for various purchases.

Mr. Handel suggested a motion to object the issuance of a KENO license to 7-Eleven 36044 located at 173 Chestnut Street and to authorize the Town Manager to submit the objection to the Massachusetts State Lottery Commission.

Motion by Mr. Bulian that the Select Board vote to object to the issuance of a KENO license to 7-Eleven 36044 located at 173 Chestnut Street and to authorize the Town Manager to submit the objection to the Massachusetts State Lottery Commission.

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

2. KENO Hearing: 7-Eleven 32485 - 845 Highland Avenue

Mr. Handel read a statement saying the Select Board received notice from the Massachusetts State Lottery Commission (MSLC) that the 7-Eleven located at 845 Highland Avenue has applied for a KENO license. Pursuant to M.G.L. c.10, §27A, the Lottery Commission must notify the Select Board of any KENO license applications it receives. Then the Select Board has an opportunity to submit any objection to those applications. According to the statute, any objection must be “in writing as a result of an official action” of the Board. In addition, the notice from the Lottery Commission indicates the Select Board should provide the applicant with an opportunity to appear and discuss their application. Mr. Handel indicated notice of this meeting was provided to the owner of the 7-Eleven at 845 Highland Avenue. Mr. Handel recognized Mr. Hiram Patel and asked him for comment.

Mr. Patel prefaced the discussion stating the application was actually submitted by the Massachusetts State Lottery Commission, noting the MSLC has an initiative to include KENO monitors at all retail lottery locations. He also highlighted a KENO monitor is not any more extravagant than what is already occurring at retail stores. He said the only difference if this KENO application is approved is that the MSLC would be allowed to install a lottery monitor in the store for patrons to check numbers in real time. Mr. Patel said patrons are already able to purchase tickets in the store and check numbers on their phones. He said he does not believe allowing a KENO monitor in the store would change traffic flow.

Mr. Matthews thanked Mr. Patel for the information, however at this time he is not willing to vote in support of allowing a monitor in the retail store.

Mr. Borrelli concurred.

Motion by Mr. Bulian that the Select Board vote to object to the issuance of a KENO license for the 7-Eleven 32485 located at 845 Highland Avenue and to authorize the Town Manager to submit a letter stating the Select Board’s objection to the Massachusetts State Lottery Commission.
Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.

7:19 p.m.

Traffic Markings - Complete Streets Update:

Carys Lustig, Director of Public Works and Rhain Hoyland, Superintendent of Highways provided the Board with an update on the Town’s Complete Street process.

Ms. Lustig said this years’ construction season provided an opportunity to implement Needham’s Complete Streets policy on 4 fairly visible and well-travelled roads. She said new markings have been developed, but physical changes to roads have not yet been made. Ms. Lustig said all roads slated for construction will be evaluated under the Complete Streets policy, with this year focusing on Hunting Road, Greendale Avenue, West Street, and Great Plain Avenue. As a standard policy, travel lanes will be reduced to 10 feet to provide for five-foot bike lanes, effectively slowing down traffic as there will be less room to drive. Ms.

Lustig said continental crosswalks have also been adopted. Ms. Lustig commented on the prioritization plan submitted in the spring 2020, noting a grant application will be submitted to the state's Complete Streets Program, which could provide up to \$400,000 to implement various projects.

Discussion ensued on the markings, bike lanes, and notifying abutters of changes.

Ms. Cooley commented on cars parking on Harris Avenue, suggesting a dedicated bike lane could run adjacent to the median. She also commented on Great Plain Avenue at Greene's Field and the possibility of a dedicated bike lane close to the sidewalk with street parking between the bike lane and road, that keeps the road a single lane until reaching the downtown. Ms. Cooley said she is concerned about pedestrian safety on Dedham Avenue from South Street toward Pollard Middle School, recognizing it is a state road with a higher speed. She pleaded with residents to use crosswalks and activate flashing lights when crossing streets, noting the town installed flashing lights for safety reasons.

Mr. Borrelli suggested further discussion on dedicated bike lanes before the consultant gets too far into its design.

Mr. Bulian said he supports the work being done to make all modes of transportation safer in Needham, but it will take time.

The Board thanked Ms. Lustig and Mr. Hoyland for the update.

7:40 p.m. Town Manager:

1. COVID Update

Katie King, ATM/Operations updated the Board saying the number of COVID-19 cases have been slowly increasing since September. She said Needham has spent two consecutive weeks in the "yellow," with approximately five daily cases/100,000 population. She said the town's positive testing rate remains fairly low at 0.63%, increasing slightly since mid-September. Ms. King commented on cases over the last two weeks, saying cases have been spread across the age spectrum, noting there is no one source, but rather social interaction. Ms. King said staff of the public health department doing contact tracing indicate that in some cases, people are no longer limiting their social activities. She said every social interaction outside the immediate family or living arrangement carries some risk of spreading the infection. On behalf of Tim McDonald, Director of the Board of Health, Ms. King reminded residents of their priorities and to recognize that every interaction comes with increased risk. Ms. King highlighted the town has provided information to the public on how to have a safe and healthy Halloween. Ms. King reminded residents to continue to wear masks and social distance.

Mr. Matthews reminded folks to spread out their interactions to keep numbers down, and to remain vigilant and use good judgement.

Ms. Cooley noted guidance on Halloween is on the town's website but reiterated the State of Massachusetts is not encouraging Halloween parties and gatherings, even though "trick or treating" is being encouraged.

2. Town Manager's Report

Ms. Fitzpatrick reported the "Dine Around Needham" will be held tomorrow October 14, 2020, with a potential to have one last event in November.

Ms. Fitzpatrick reported Needham Unites Against Racism Initiative (NUARI) is scheduled to have its inaugural meeting on October 20, 2020 by Zoom.

7:45 p.m. Board Discussion:

1. Special Town Meeting Recap

Mr. Handel thanked Ms. Fitzpatrick and Ms. Cincotta for their role in organizing a second successful Town Meeting held outside on October 4, 2020.

Ms. Cooley asked whether Town Meeting Members will be surveyed, saying several members indicated if Town Meeting were held outside again, they would not attend. She commented she is not sure if all Town Meeting Members are comfortable in an outside environment during a pandemic, noting the town may be faced with the same situation for the spring 2021 Town Meeting.

Mr. Bulian concurred that it is important to get Town Meeting Member feedback. He asked whether exploring a virtual Town Meeting would be wise or continue with an outdoor setting.

Discussion ensued on the obstacles with having a virtual Town Meeting, Town Meeting Member survey, and previously recorded presentations.

Mr. Borrelli said he would be reluctant to change to a virtual meeting, as the outside set up has worked very well.

Mr. Handel noted not many Town Meeting Members viewed the pre-recorded presentations on YouTube and members must be incentivized to watch and prepare for the meeting.

Mr. Matthews concurred on getting feedback from Town Meeting Members. He said it is important to include the moderator in discussions, and that it will be great to meet together all under one roof.

Mr. Bulian said the lack of views is not problematic. He suggested allowing Needham Cable Channel to broadcast the presentations a week prior to Town Meeting as a way to increase viewership of pre-recorded presentations.

Mr. Matthews commented Town Meeting Members need more lead time to have their questions answered. He also commented on future work on race equity and the Citizen's Petition presented to Town Meeting. He said he felt the discussion, as a Town Meeting Member and Select Board member, was very productive and helpful even though the initial recommendation by the Select Board was not adopted by Town Meeting. He thanked Ms. Cooley for her work on the issue. Mr. Matthews commented on the voluminous amount of documentation on the issue that is now posted on the Town's website. He concluded race equity will be a critical part of the Select Board's work this year and each year to come for the foreseeable future.

Mr. Handel said the Town is totally committed to tackling racism and that everyone has a role in solving the problem.

2. Committee Reports

Mr. Matthews reported he and Ms. Fitzpatrick have been working with the Diversity Initiative group in response to some incidents that happened, including an attempted arson, and how best to get information out to the community. He said a steering committee has been planning and inviting people to commit to three webinar dates of November 17, November 24, and December 1, 2020 in which an outside leadership team will discuss how to work on diversity in the community, build resilience, and develop a response network to address problems when they happen, and get statements out to community leaders.

8:10 p.m.

Adjourn:

Motion by Mr. Borrelli that the Select Board vote to adjourn the Select Board meeting of Tuesday, October 13, 2020.

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

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

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

**Town of Needham
Select Board
Minutes for Tuesday, October 27, 2020
By Zoom Video Conference
<https://us02web.zoom.us/j/83012497485>**

5:00 p.m. Executive Session: Exception 3 - Collective Bargaining & Exception 2 - Salaries for Non-Union Personnel

A meeting of the Select Board was convened by Chair Maurice P. Handel. Those present were Matthew D. Borrelli, Marianne B. Cooley, Daniel P. Matthews, John Bulian, and Town Manager Kate Fitzpatrick. Also attending were Dave Davison, ATM/Finance and Katie King ATM/Operations. Recording Secretary Mary Hunt joined the meeting at 5:45 p.m.

Motion by Ms. Cooley that the Select Board vote to enter into Executive Session.

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

and

Exception 2 - To conduct strategy sessions in preparations for negotiations with non-union personnel.

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

5:45 p.m. Informal Meeting with Citizens: No activity.

6:00 p.m. Call to Order:
The public portion of the Select Board meeting of October 27, 2020 was convened by Chairman Maurice Handel.

Mr. Handel announced this open meeting is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020 due to the current state of emergency from the outbreak of the COVID-19 virus. He noted all public gatherings have been suspended as advised and directed by the Commonwealth. And, as such, suspending the requirement of the open meeting law to have all meetings in a public, accessible, physical location while encouraging and allowing members of all public bodies to participate remotely. Mr. Handel stated the meeting will not include public comment and the Needham Select Board and all attendees are convening by Zoom, as posted on the Town's website identifying how the public may join. He said all supporting documents used at this meeting are available on the Town's website www.needhamma.gov.

6:00 p.m. Certificate of Appreciation for Hillcrest Gardens:
Mr. Handel read a Certificate of Appreciation recognizing Joe Quinnan of Hillcrest Gardens for his 38 years of service to the Town of Needham.

Motion by Mr. Bulian that the Select Board sign a Certificate of Appreciation recognizing Joe Quinnan - Hillcrest Gardens for providing outstanding products and service to the Town of Needham and its residents for over 38 years! A silent supporter to the Town, you have esthetically enhanced countless events and celebrations. We thank you for your contributions to the community and wish you success, good health and happiness in your next phase of life.

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

Mr. Handel expressed appreciation to Mr. Quinnan for his contribution of plants totaling approximately \$20,000 to the town for beautification.

The Board thanked Mr. Quinnan for his many contributions and wished him well in his next phase of life.

Mr. Quinnan thanked the Board for the incredible affection, kindness, and love shown over the years. He said he is grateful to the community and that he was privileged to work with so many wonderful people.

6:12 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Select Board vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

- 1. Council of Economic Advisors** Lise Elcock (term ends 6/30/2021)

CONSENT AGENDA

- 1. Water and Sewer Abatement Order #1297.**
- 2. Accept donation of various plants from Joe Quinnan, of Hillcrest Gardens to the Parks and Forestry Department of the DPW. The plants are valued at \$19,896.**
- 3. Ratify the authorization of two “shop/dine local” lawn signs to be placed around the Town Hall/Town Common and on the Avery Square Common.**
- 4. Approve request from Volante Farms to sell Wine and Malt beverages until 8:00 p.m. on Monday, November 23, 2020 and Tuesday, November 24, 2020.**

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

6:12 p.m. Uncontrollable Dog Hearing to be Cancelled:
Mr. Handel reminded the Board that at its meeting on September 22nd, the Select Board voted to continue this hearing due to the current health status of the animal.

He noted the Select Board received notice that the subject dog is deceased, and that the public hearing will therefore be cancelled without presentation of evidence.

6:13 p.m.

Rail Trail Mural Project:

Sara Shine, Director of Youth and Family Services presented a proposed mural project to cover up graffiti on a fence along the Bay Colony Rail Trail.

A PowerPoint presentation titled “Needham Bay Colony Rail Trail Mural Proposal” was viewed.

Ms. Shine explained the proposal, design elements, and showed renderings of the final product. She said she is hopeful to have the involvement of Needham’s youth and that the positive messaging of the mural will resonate with the community. Ms. Shine indicated the project will begin in a few weeks.

The Board thanked Ms. Shine for her work in spearheading the project.

Ms. Fitzpatrick pointed out a goal of the Select Board is to implement public art in appropriate locations and that the mural project is a great addition.

Motion by Mr. Bulian that the Select Board approve the mural project as proposed.

Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.

6:21 p.m.

Lived Experiences Project Presentation:

Anna Giraldo-Kerr and Nichole Argo Ben Itzhak, Co-Organizers, Lived Experiences Project presented the results of key findings from local stories of discrimination and bias collected by the Lived Experiences Project between July - August 2020.

Ms. Giraldo-Kerr explained the Lived Experiences Project began from an initial Facebook post and ensuing comments. She said 93 stories from 80 participants were gathered over two months-time, explaining how data was collected.

Ms. Argo Ben Itzhak explained the sample being reported is not representative of Needham’s marginalized communities, nor is it representative of the Town as a whole. She said the 7-week survey gathered initial information but may barely “scratch the surface” as many people are not active online, are fearful of contributing, or experience emotional pain when retelling their stories. She shared aggregate data and stories, asking the Select Board to listen to understand, not to try to solve the issue.

Ms. Giraldo-Kerr and Ms. Argo Ben Itzhak reported on the types of mistreatment reported and perceived causes of mistreatment, citing specific stories from participants. It was also noted that several stories in the sample survey emphasized positive behaviors and actions (by Needham police) in situations of potential bias.

Discussion ensued on the questions of how the incidents affected responders and what should have happened or could have happened. Ms. Argo Ben Itzhak told the Board the suggestions for change received from respondents focus on acknowledgement, awareness, training, community discussions, and policy change and norm signaling.

Ms. Giraldo-Kerr commented on the conclusions, and that racism and identity-based discrimination do exist in Needham. She highlighted that race was cited as the cause for discrimination, discrimination is programmatic and procedural in nature, and that microaggressions give the impression of a cultural element within the fabric of Needham.

Ms. Argo Ben Itzhak concluded further data collection is necessary for a fully representative report. She said this is an opportunity for Needham to bring stories forward by listening, acknowledging, and reflecting in order to repair the narrative so Needham can become the community it wants to be.

Mr. Handel said it is a challenge for people to see the world through the experiences of others. He said gaining an understanding is crucial and having the ability to be heard is very important.

Ms. Cooley clarified her understanding of the project, saying she initially thought the project would be in service to the Town's work, as laid out this summer. She said she now feels the project, as described, ran through the summer and is not going forward. She asked for clarification. Ms. Cooley said the stories are important.

Ms. Argo Ben Itzhak said the first report is a way to gain trust, however acknowledged there is a lot of work. She said while still fully committed to the project, resources and capabilities must be assessed. She said the next step would be to enter communities and ask for participation, requiring a lot of outreach.

Mr. Borrelli commented that Town policy is based on many things. He said one of the conclusions in the report is that there is systemic racism or that it is within the fabric of Needham. He asked to take a step back noting that if we want to start making these conclusions, we should have a valid survey that reaches more people to get a picture we can validate. Mr. Borrelli said there are two sides in any situation, cautioning he wants to make sure policies are based on concrete statistical data. Mr. Borrelli asked that positive stories also be shared.

Mr. Bulian agreed there are multiple fronts and the report is a start. He said he believes racism is everywhere and that it is cultural, going back to before the founding of the nation. He commented difficult changes will need to be made as a society, starting with education. He cautioned many adults, however, do not want to change.

Mr. Matthews said the timing of the stories is important and being an engaged listener is key. He said the environment is changing and we are determined to make progress. He commented it is important that the 30,000 Needham residents live and work together in ways that are better and fair for everyone.

Mr. Handel thanked the presenters for their work.

Ms. Cooley stated the stories allow patterns to be seen. She said it needs to be fixed, needs to change, and must change. However, she commented people must also understand there is no magic fix, and that all citizens need to feel successful in every way and be respected for their contributions.

The Board thanked Ms. Giraldo-Kerr and Ms. Argo Ben Itzhak for their presentation.

7:10 p.m.

Update COVID-19:

Tim McDonald, Director of Health and Human Services updated the Board on the status of the COVID-19 pandemic. He said Needham is “in the green,” however he said he is quite concerned about the trend in cases, noting seven clusters cases since September. Mr. McDonald stated the cases stem from team, recreational, or social activities. He said the state of Massachusetts has recently surpassed 1,000 cases per day, surmising the number of cases in Needham will put the town into the “yellow.” Mr. McDonald cautioned the number close contact cases in youth is concerning and that exposure is stemming from social and athletic events. He stated the average youth COVID-19 case has 15 or more contacts, which he said is a very high number. He implored people to prioritize and limit their activities, as every new activity is a risk. He suggested youth not play more than one sport this fall in order to reduce the spread of the disease.

Mr. Bulian asked if adult behaviors should be modified?

Mr. McDonald said spread is not entirely from youth, but many people are associating outside their family unit, which is a cause for concern, particularly with the colder months ahead.

Mr. Matthews suggested we would not be nearly as bad off if there were consistent national standards for people to follow, noting inconsistent and politicized policies are creating a situation that does not work. Mr. Matthews said a consistent message encouraging patience and persistence based on science is required. He thanked the many residents who are following the rules, noting people are getting worn down. Mr. Matthews said time is a big factor in many ways, imploring youth to participate in one sport per season this year to minimize exposure to the disease. He suggested adults also limit their activity for the foreseeable future, as we will all be better off in the long run.

Mr. Borrelli said it was a positive step by the state for youth hockey to be shut down. He said he has heard people complaining about the lack of testing and asked Mr. McDonald where people could go, outside of Needham, to be tested?

Mr. McDonald said testing information is on the Town's website. He said the best locations can be found on www.stopthespread.com, noting locations in Framingham and Marlborough. He said the lack of quick, readily available testing remains a challenge. Mr. McDonald commented Needham athletic teams have submitted COVID safety plans, which he said are very good, but cautioned each additional activity people do, no matter how well-managed, increases the risk.

Ms. Cooley asked for the testing "turnaround time." Mr. McDonald said two to three days is the norm, but there are outliers. He commented on protocols for Halloween trick or treating, encouraged small family groups, and asked folks wear one mask, not two masks. He suggested people who are concerned about exposure to leave the light off, and people who are handing out candy to use small Ziplock bags to lessen the chance for transmission.

Mr. Bulian commented on Thanksgiving and asked Mr. McDonald for thoughts on how people should navigate the holiday. Mr. McDonald said state guidance suggests people consider staying within their family unit. He said in many cases, getting together with extended family will not be appropriate, but people must balance their own risk. He said public announcements will occur after Halloween and Election Day.

Mr. Handel surmised he does not believe the youth of Needham understand how dangerous the situation is for people.

Ms. Fitzpatrick said Town staff is contact tracing, noting it is difficult and overwhelming for staff as the number of cases grow. She thanked town staff for all their hard work.

7:36 p.m.

Town Manager:

Kate Fitzpatrick spoke with the Board regarding 2 items:

1. Small Cell Wireless Facilities Policy

Ms. Fitzpatrick reminded the Board that at its last meeting a public hearing was held to gather input for the Small Cell Wireless Facilities policy, noting the record was held open for seven days. She said a few additional comments were received, which were very much in line with public sentiment heard at the hearing. She commented the main request was a desire to have a prohibition on the location of small cell wireless facilities from schools and homes. Ms. Fitzpatrick commented that clear guidance is best so that everyone knows the rules. She noted in many parts of Needham, a significant distance between homes and a pole is not achievable. She said, based on special counsel advice, it is recommended the Board adopt the policy presented at the Select Board meeting on October 13, 2020.

Motion by Mr. Bulian that the Select Board vote to adopt the Small Cell Wireless Facilities Policy.

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

2. Town Manager's Report

Ms. Fitzpatrick reported on the reactivation of the Emergency Operations Center, now meeting weekly, to be prepared for any problems that may occur. She said new staff are being trained as part of the EOC in order to have more depth and avoid burnout. She said Mr. McDonald is the Incident Commander, as the pandemic is a public health emergency.

Board Discussion:

1. Committee Reports

No Committee Reports were made.

7:40 p.m.

Adjourn:

Motion by Mr. Bulian that the Select Board vote to adjourn the Select Board meeting of Tuesday, October 27, 2020.

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

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

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

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

DEPARTMENT OF PUBLIC WORKS

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

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

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

Water Sales:	-\$103.05
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$297.33
Transfer Station Charges:	\$0.00
Total Abatement:	-\$400.38

Order #: 1298

Read and Approved:

Robert A. Lewis 11/4/2020
Assistant Director of Public Works

For the Select Board

11/10/20

Carys A. Lustig 11/5/2020
Interim Director of Public Works

Town of Needham
Water Sewer Billing System
Adjustment Form

Prepared			Customer	Location	Street	Irrigation	Domestic	Sewer	Total	Reason	Corrected
By:	Last Name	First Name	ID#	ID#	Number						Last Read
JO	Council on Aging (1)					\$0.00	-\$103.05	-\$297.33	-\$400.38	COA	N

Total: -\$400.38

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

Management Salary Schedule

Management Salary Schedule

Effective October 1, 2020 (FY21-FY22)

Grade	Minimum	Mid-Point	Maximum
K-29	\$139,759	\$156,525	\$173,291
K-28	\$131,713	\$147,512	\$163,311
K-27	\$123,667	\$138,512	\$153,356
K-26	\$115,672	\$129,549	\$143,425
K-25	\$107,626	\$120,548	\$133,469
K-24	\$99,580	\$111,535	\$123,489
K-23	\$91,560	\$102,547	\$113,533
K-22	\$83,514	\$93,533	\$103,552
K-21	\$72,770	\$81,490	\$90,210