

SELECT BOARD
6:00 p.m. February 9, 2021
Needham Town Hall
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>.

	5:15	Executive Session Exception 3 Collective Bargaining
1.	6:00	COVID-19 Pandemic Update • Tim McDonald, Director of Health & Human Services • Tiffany Zike, Assistant Director of Public Health
2.	6:20	FY2020 Financial Audit Presentation • Melanson (Independent Auditors), Alina Korsak • David Davison, Assistant Town Manager/Director of Finance
3.	6:50	N2025 Presentation • Marianne Cooley
4.	6:55	Director of Public Works • Electric Vehicle Charging Stations
5.	7:00	Town Manager • Close Special Town Meeting Warrant • Town Manager Report
6.	7:15	Board Discussion • NUARI Vision Statement • Committee Reports

APPOINTMENTS

1.	Patrick Wrenn	Property Tax Assistance Committee (<i>term expires 6/30/2024</i>)
2.	Patrick Wrenn	Taxation Aid Committee (<i>term expires 6/30/2024</i>)
3.	Helen Newton	Property Tax Assistance Committee (<i>term expires 6/30/2024</i>)

CONSENT AGENDA *=Backup attached

1.	Accept a \$2,000 donation made to the Needham Health Division's Traveling Meals Program from the Darshana Thakore Family Fund.
2.*	Support Youth Services' "Needham Unplugged" for the month of March 2021 including its annual no-meeting night/no-homework night which will be held on Thursday, March 11, 2021.
3.*	Approve open session minutes of January 26, 2021 and March 20, 2020.
4.	Accept a \$250 donation made to Needham Youth & Family Services from the Patrick & Patricia Forde Memorial Fund. The monies will be used towards future programs in the Youth & Family Services Department.
5.*	Water and Sewer Abatement Order #1303.



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

MEETING DATE: 2/9/2021

Agenda Item	COVID-19 Update
Presenter(s)	Timothy McDonald, Director of Health & Human Services Tiffany Zike, Assistant Director of Public Health

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. McDonald and Ms. Zike will provide an update to the Board regarding COVID-19.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only	
3.	BACK UP INFORMATION ATTACHED
a. COVID Data Slides for 2.01.2021	



Joint Health and Safety Committee

Weekly Update

February 1, 2021

Three metrics inform when we should reopen/close schools

1. **Average Daily Cases** in Needham and surrounding areas

Needham has a 43.5 cases/100k average that is trending down

2. **Positivity Rates** (14-day average) below 5% using state, county, and relative rate of change in the average:

Needham's rate is 3.06% and trending down

3. **NSP Health & Safety Protocols Adherence** including prevalence of student mask wearing, social distancing, hygiene/hand washing and meeting standards for proper ventilation of schools and classrooms.

Local, County, and State Level Data published 1/28/21

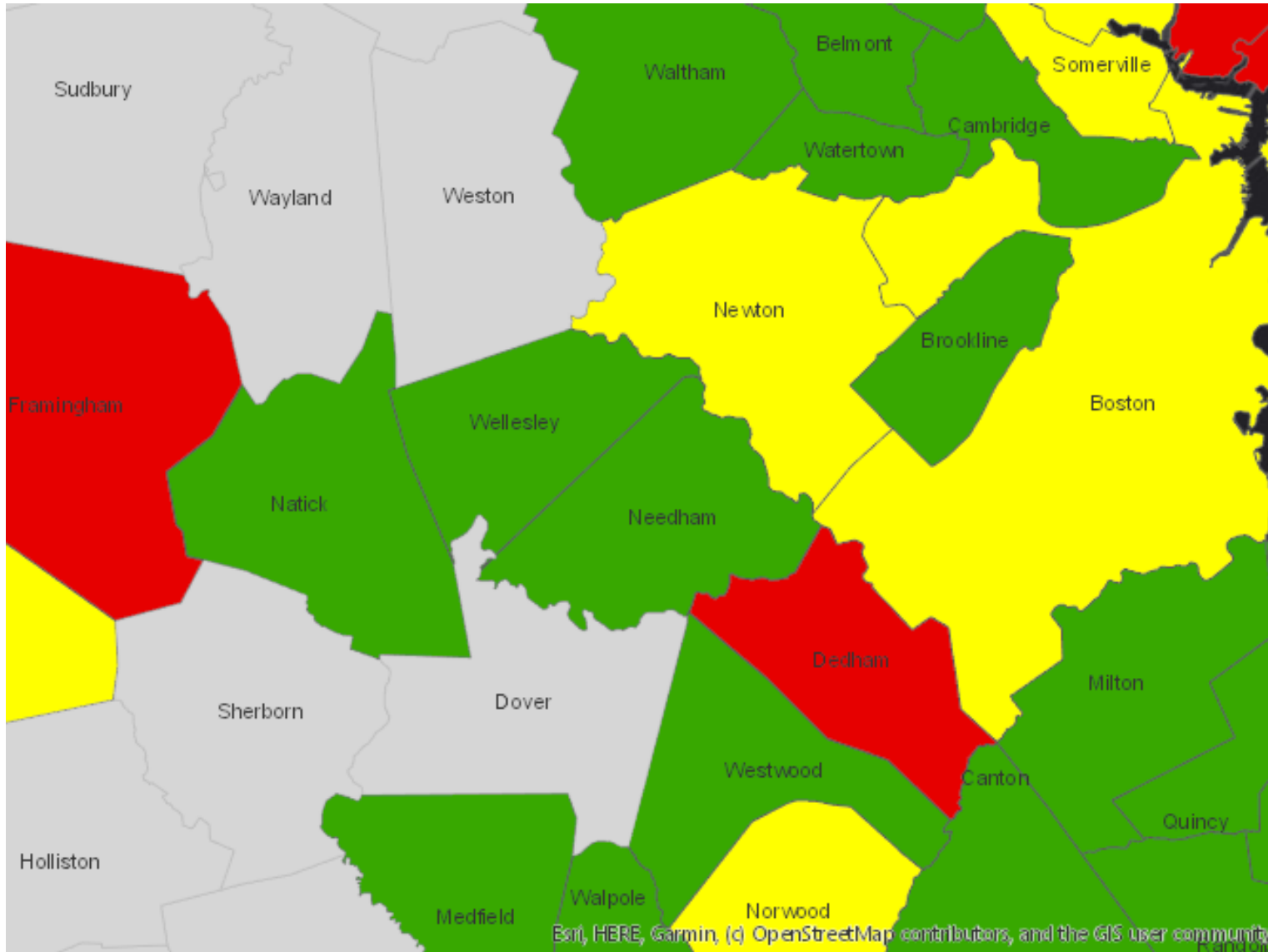
Data from 1/10 to 1/23

Area and Risk Level		Avg. Daily Incident Rate per 100K <i>(last 14 days)</i>	Percent Positive Tests <i>(last 14 days)</i>
Massachusetts	●	59.4 ↘	5.51% ↘
Needham	●	43.5 ↘	3.06% ↘
Middlesex County	●	47.3 ↘	4.12% ↘
Framingham	●	48.8 ↘	5.25% ↘
Newton	●	30.1 ↘	2.33% ↘
Norfolk County	●	57.6 ↘	5.41% ↘
Dedham	●	73.5 ↗	6.66% ↗
Norwood	●	75.8 ↗	6.85% ↗
Suffolk County	●	64.0 ↘	3.88% ↘
Boston	●	57.2 ↘	3.23% ↘

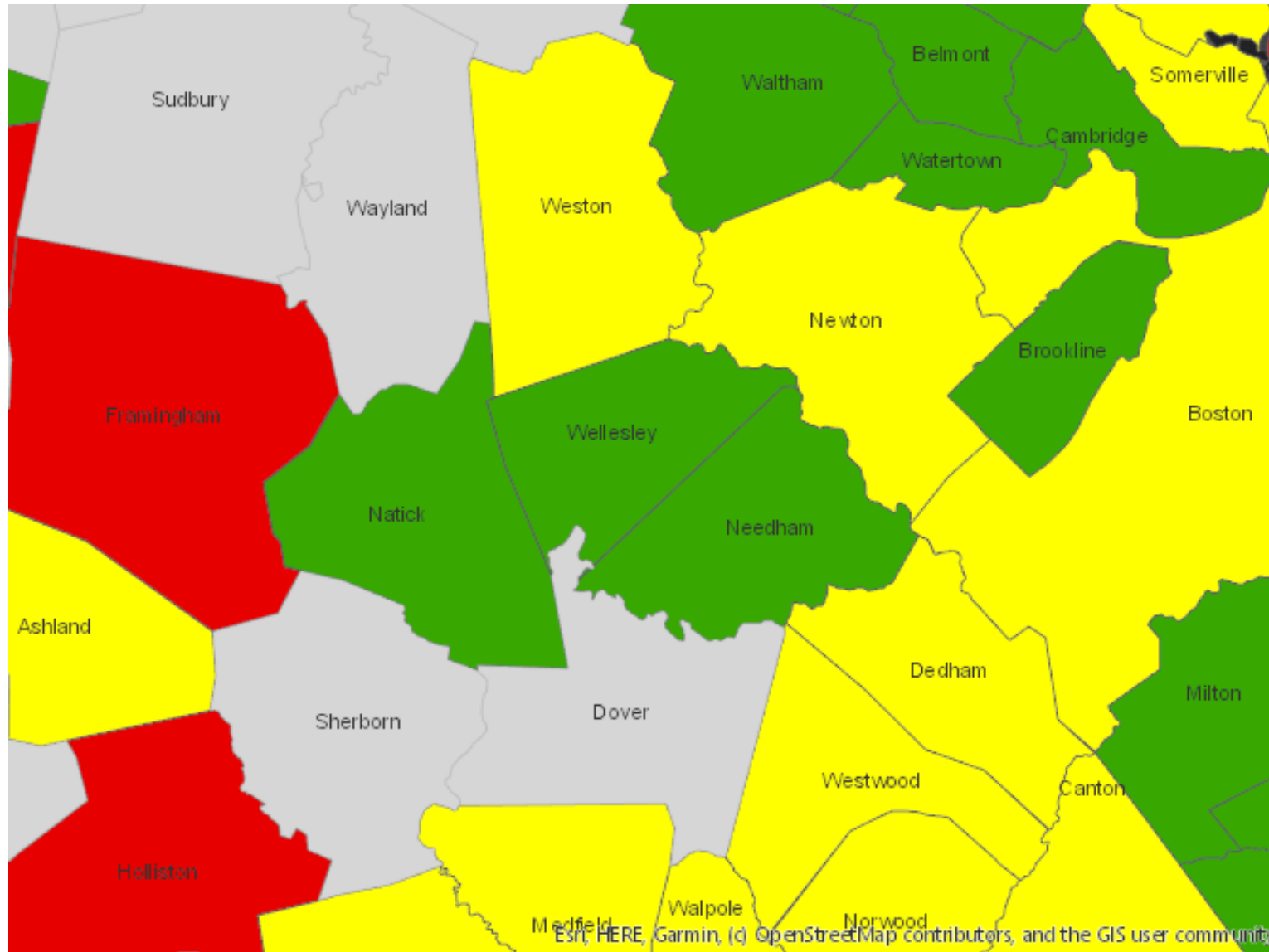
New State Criteria for Community Risk, effective 11/6/20

Group	Population		
	Under 10K	10K-50K	Over 50K
Grey	Less than or equal to 10 total cases	Less than or equal to 10 total cases	Less than or equal to 15 total cases
Green	Less than or equal to 15 total cases	<10 avg cases/100k AND >10 total cases	<10 avg cases/100k AND >15 total cases
Yellow	Less than or equal to 25 total cases	≥10 avg cases/100k OR ≥5% pos rate	≥10 avg cases/100k OR ≥ 4% pos rate
Red	More than 25 total cases	≥10 avg cases/100k AND ≥5% pos rate	≥10 avg cases/100k AND ≥4% pos rate

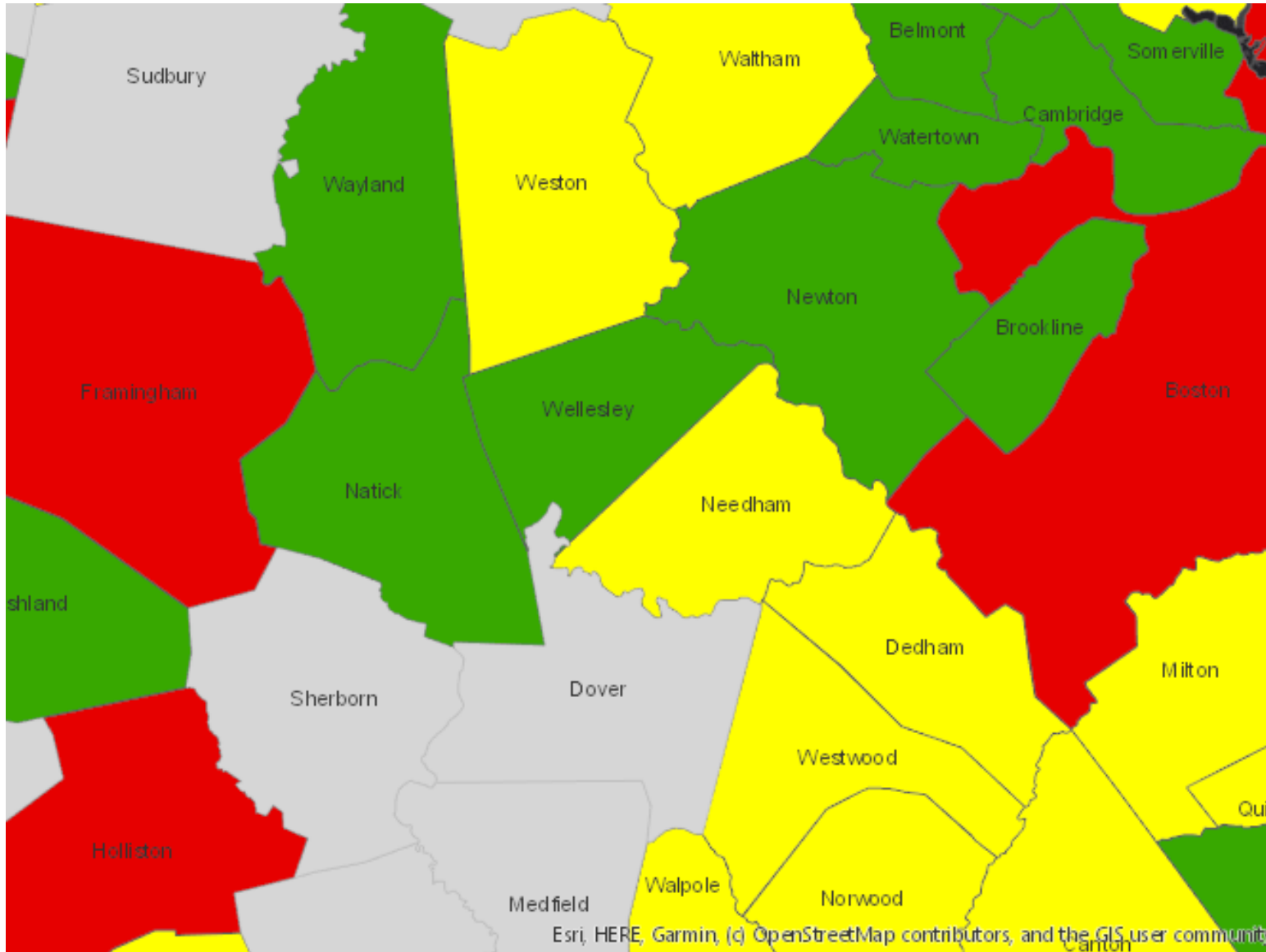
At a Glance – Needham and Surrounding Areas – Data Published 9/16/20



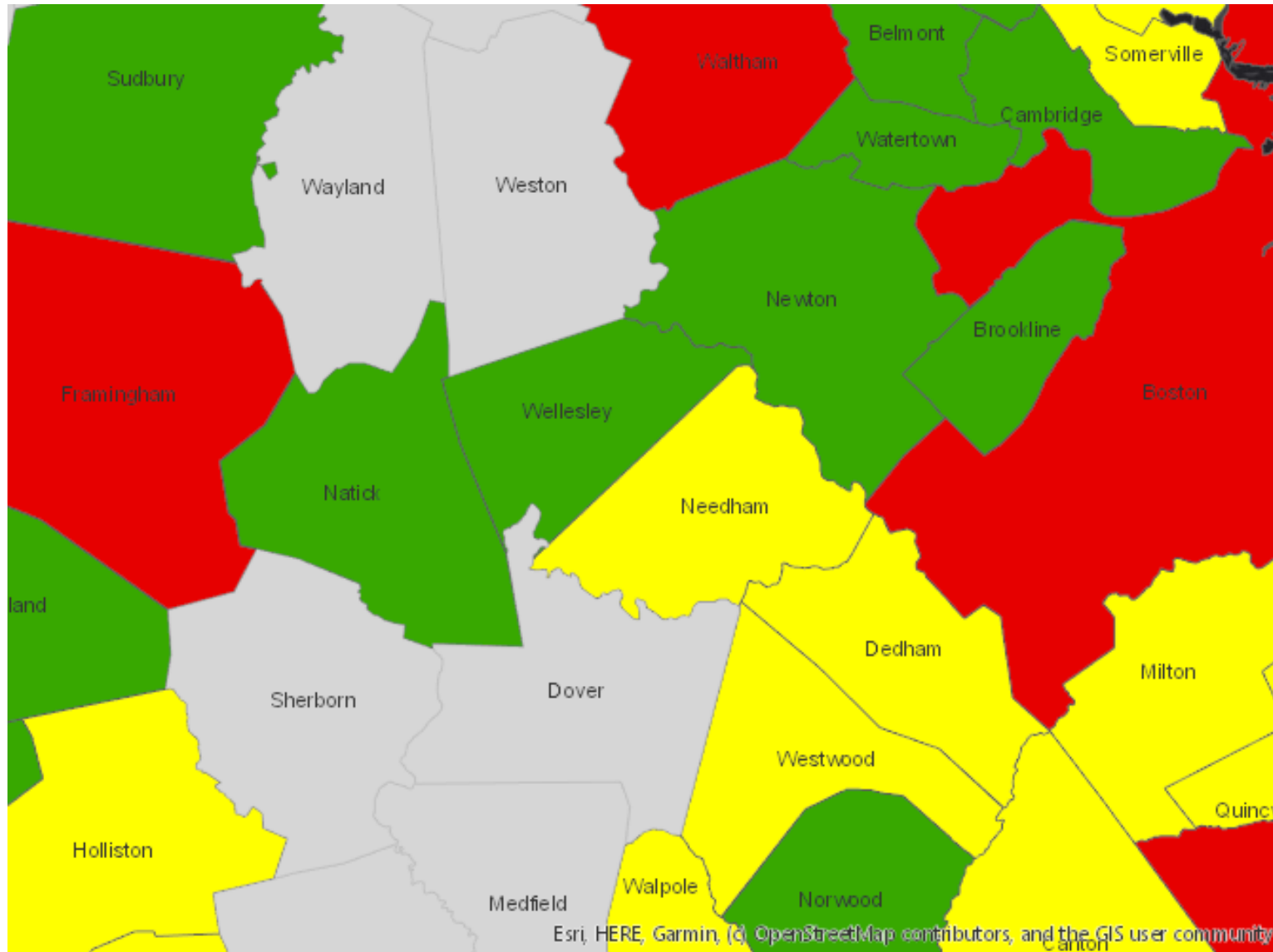
At a Glance – Needham and Surrounding Areas – Data Published 9/23/20



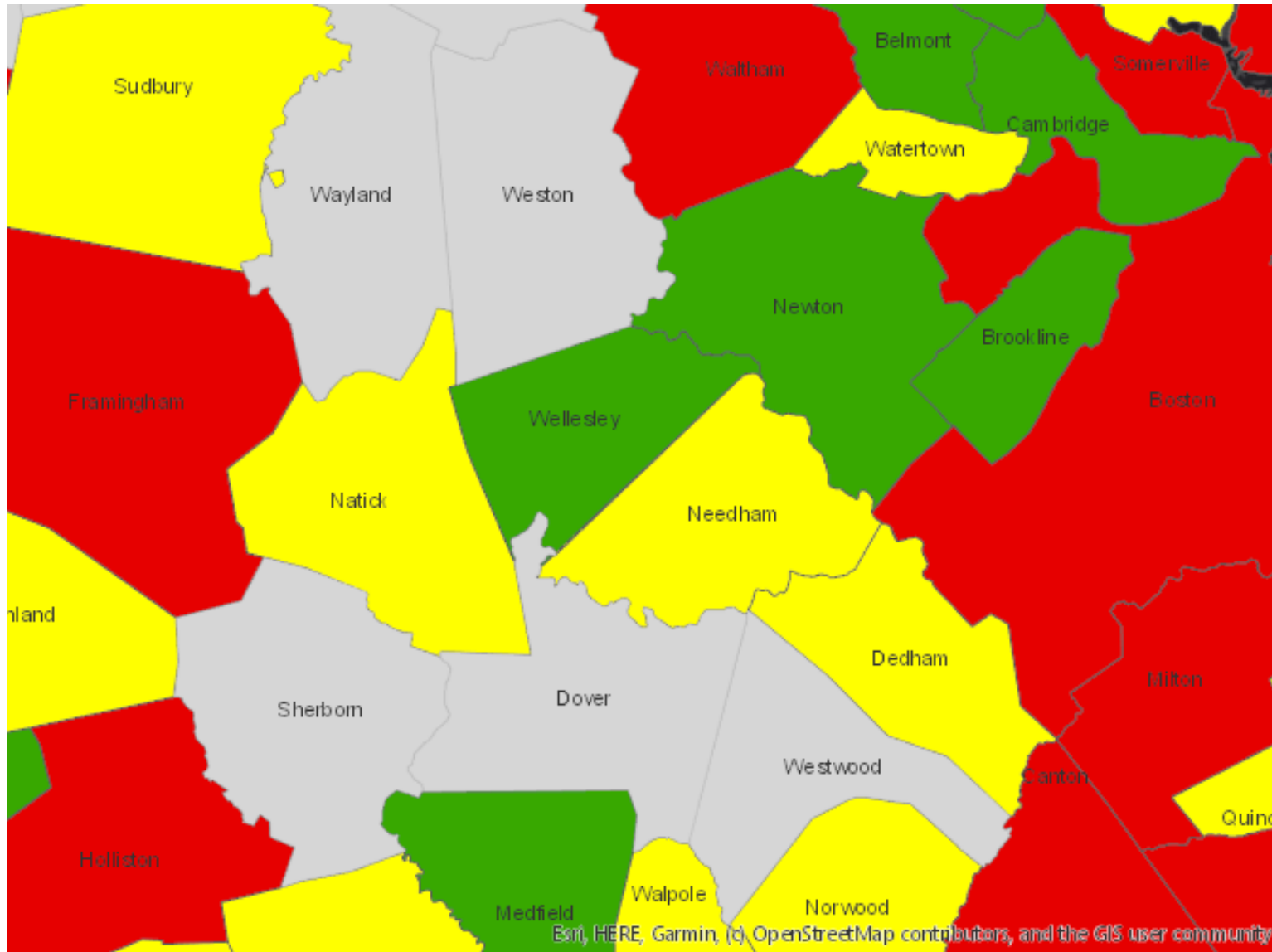
At a Glance – Needham and Surrounding Areas – Data Published 9/30/20



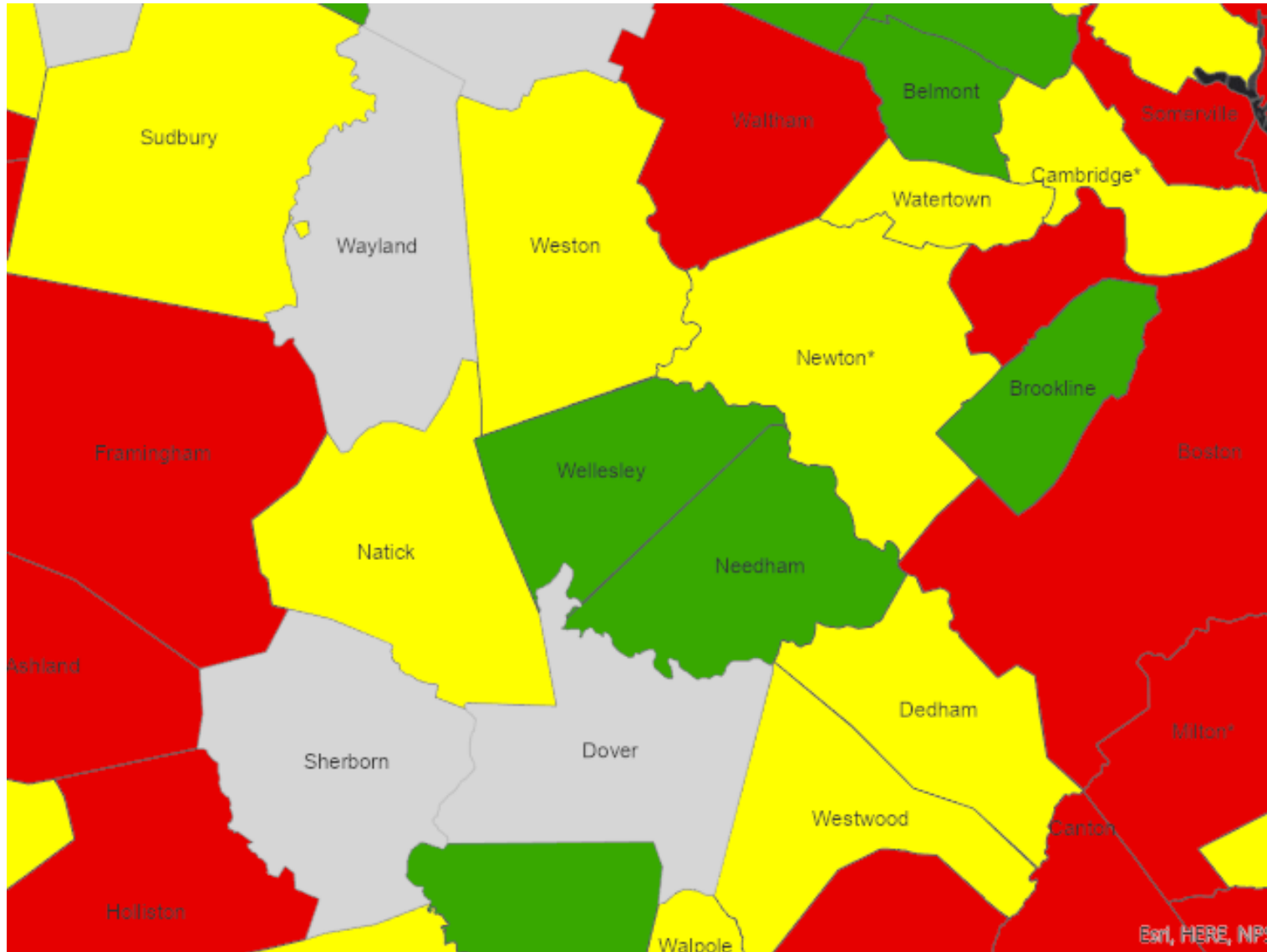
At a Glance – Needham and Surrounding Areas – Data Published 10/07/20



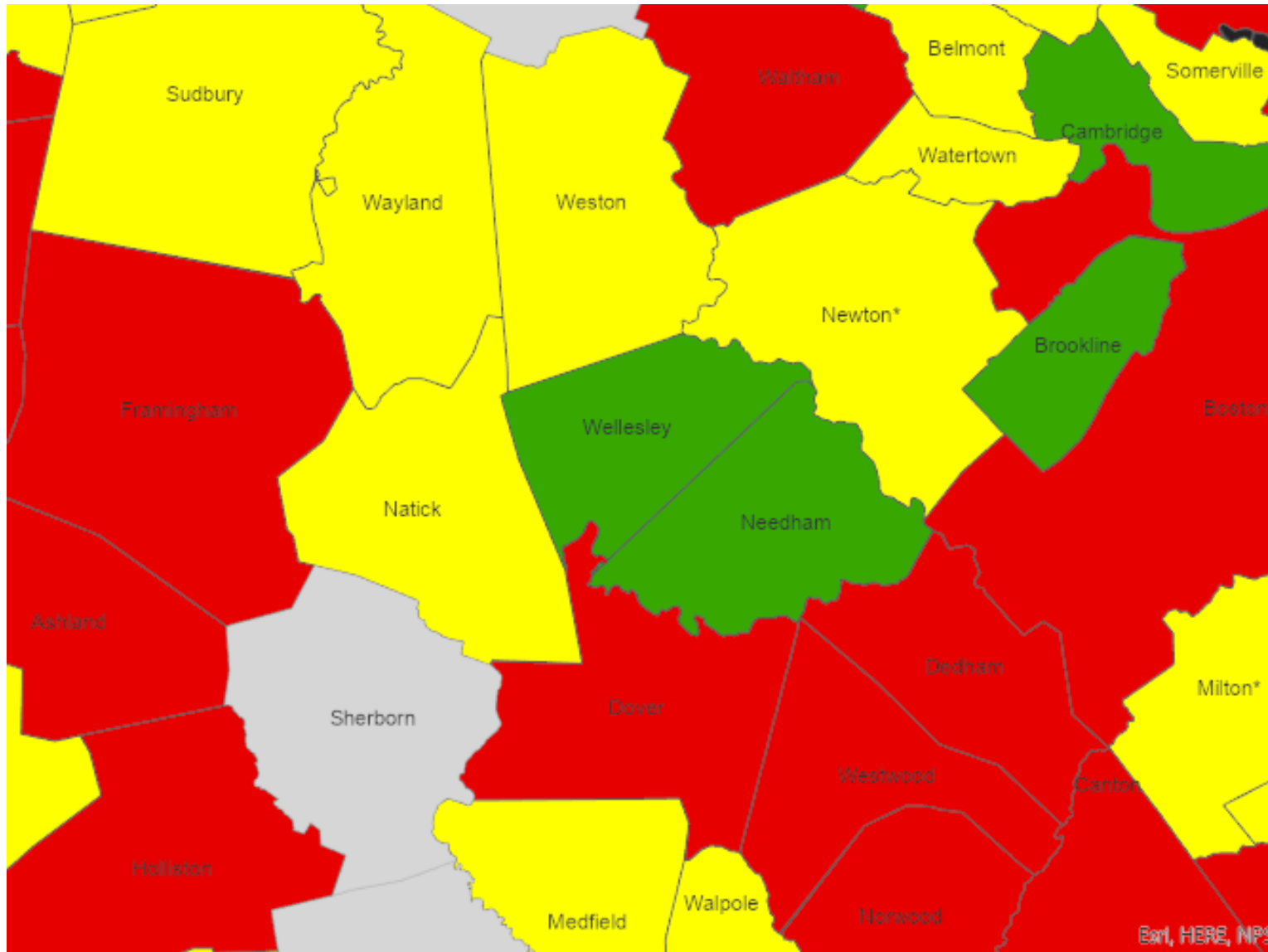
At a Glance – Needham and Surrounding Areas – Data Published 10/14/20



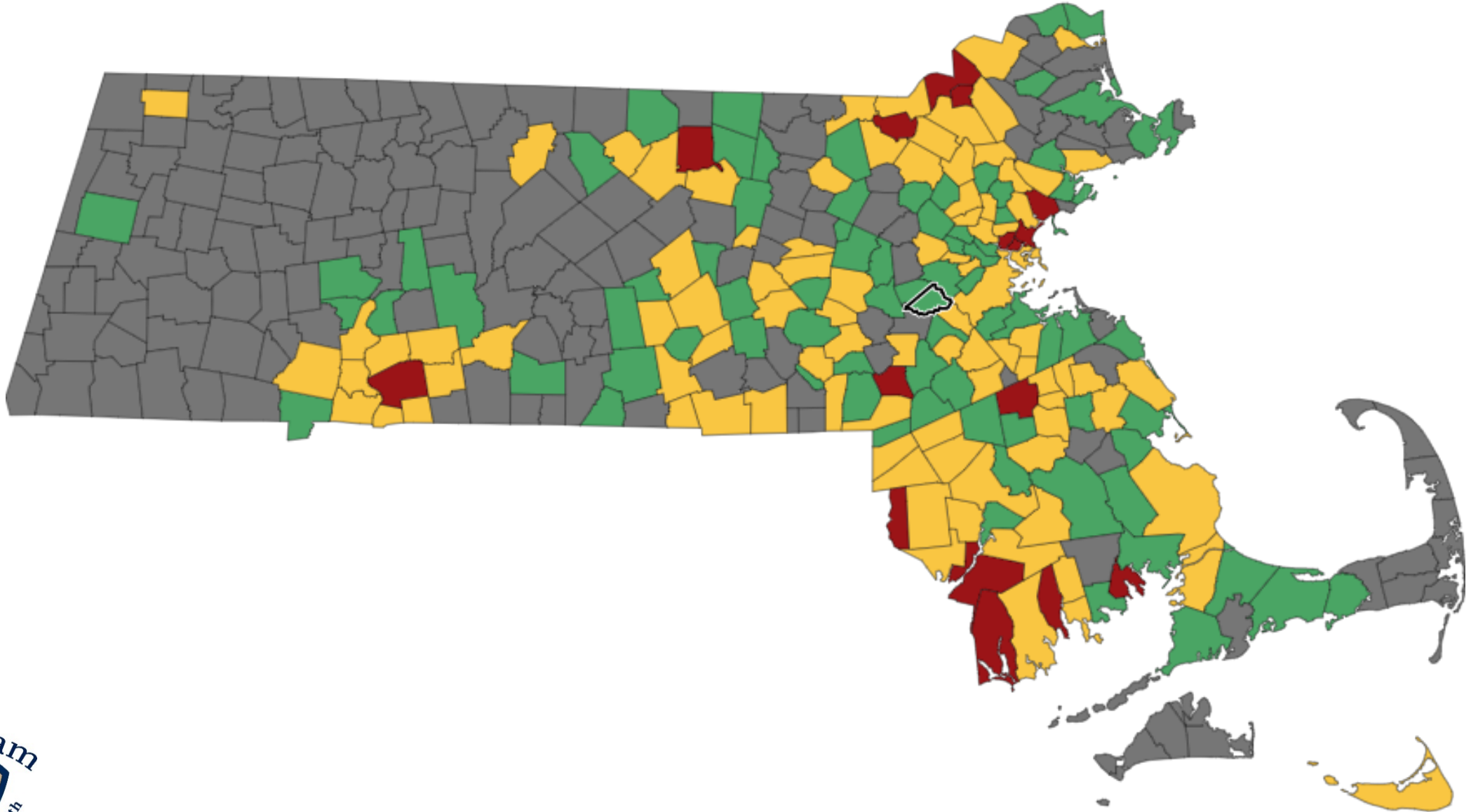
At a Glance – Needham and Surrounding Areas – Data Published 10/22/20



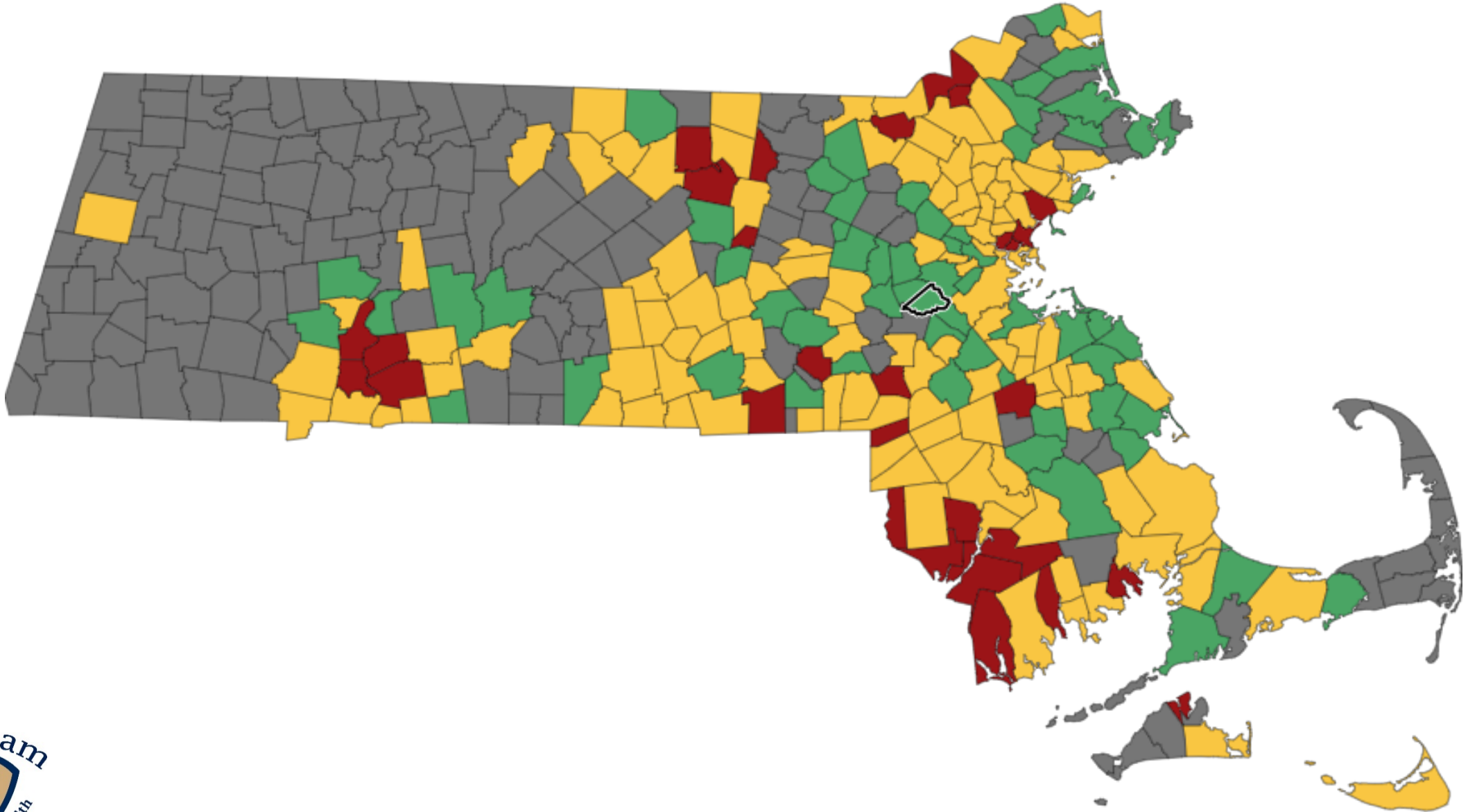
At a Glance – Needham and Surrounding Areas – Data Published 10/29/20



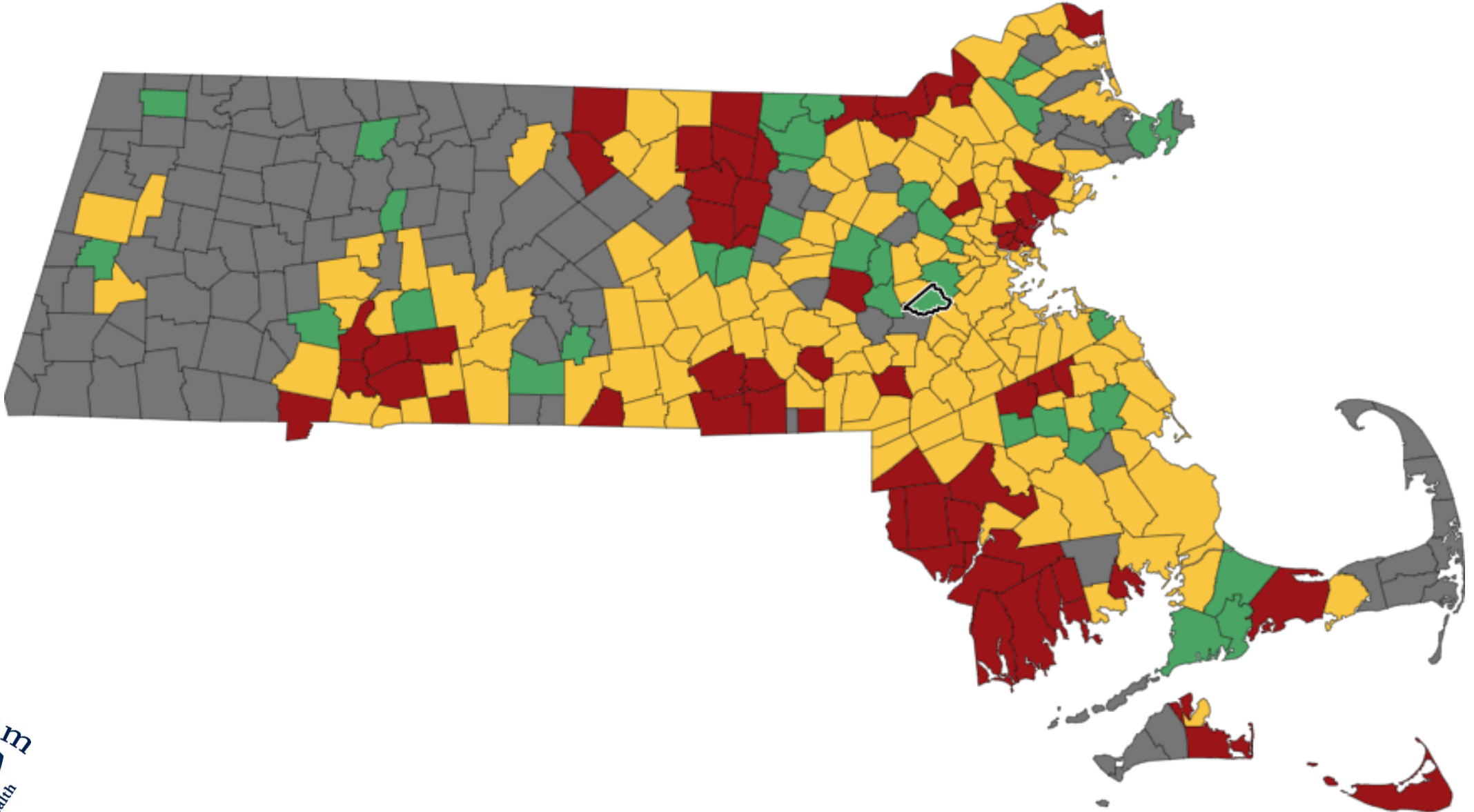
Statewide Risk Map– Data Published 11/5/20 (drawn from 10/18 to 10/31)



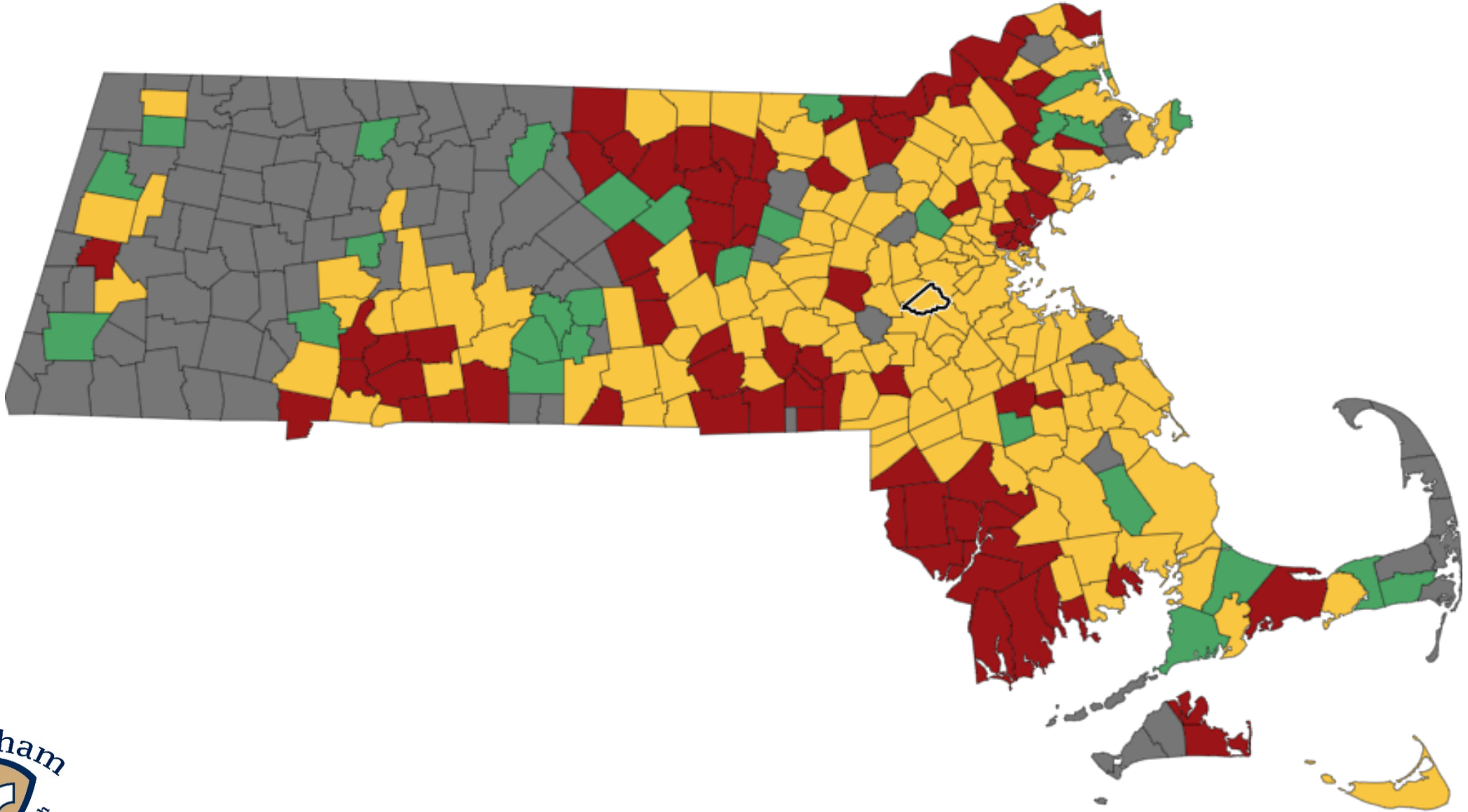
Statewide Risk Map– Data Published 11/12/20 (drawn from 10/25 to 11/07)



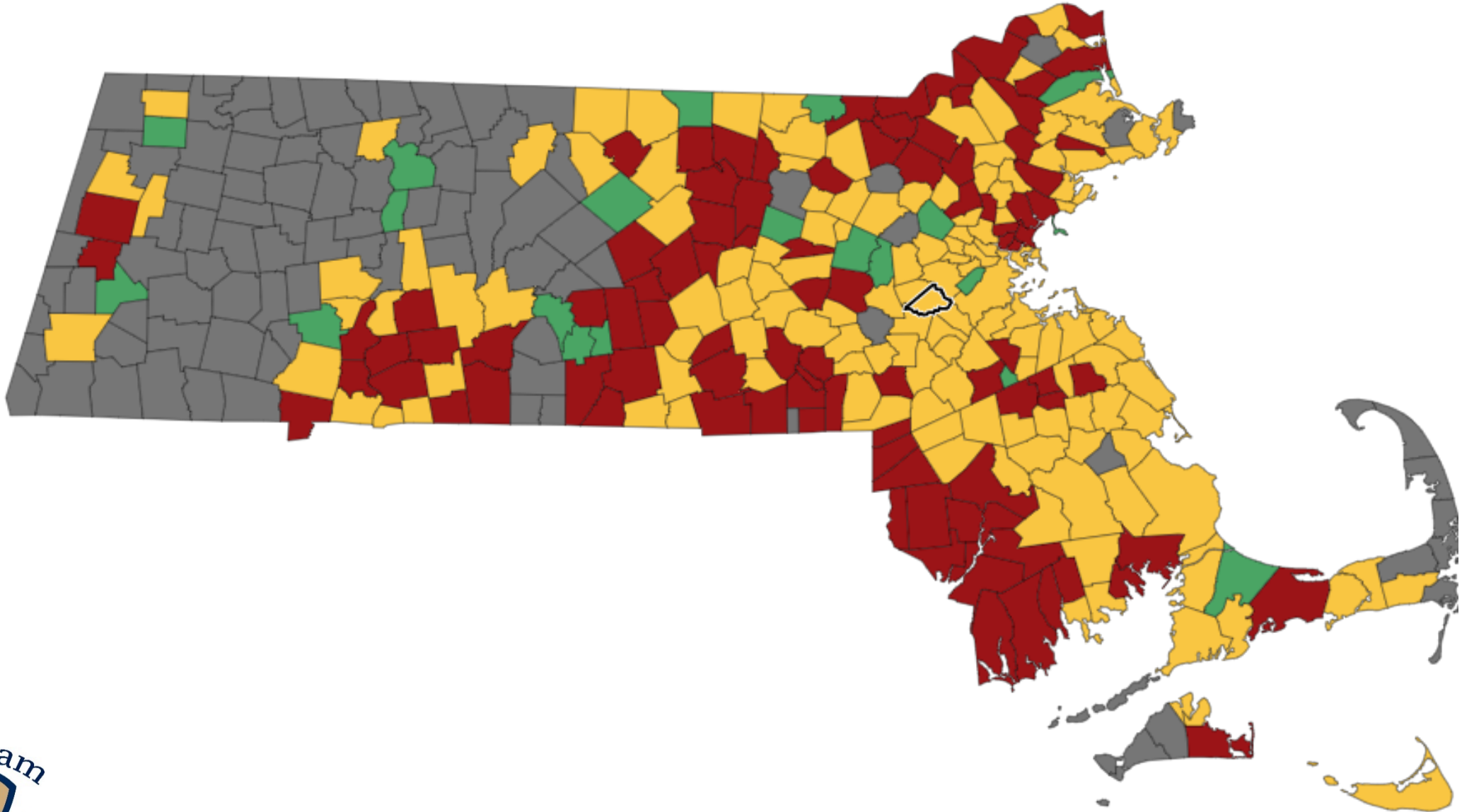
Statewide Risk Map– Data Published 11/19/20 (drawn from 11/01 to 11/14)



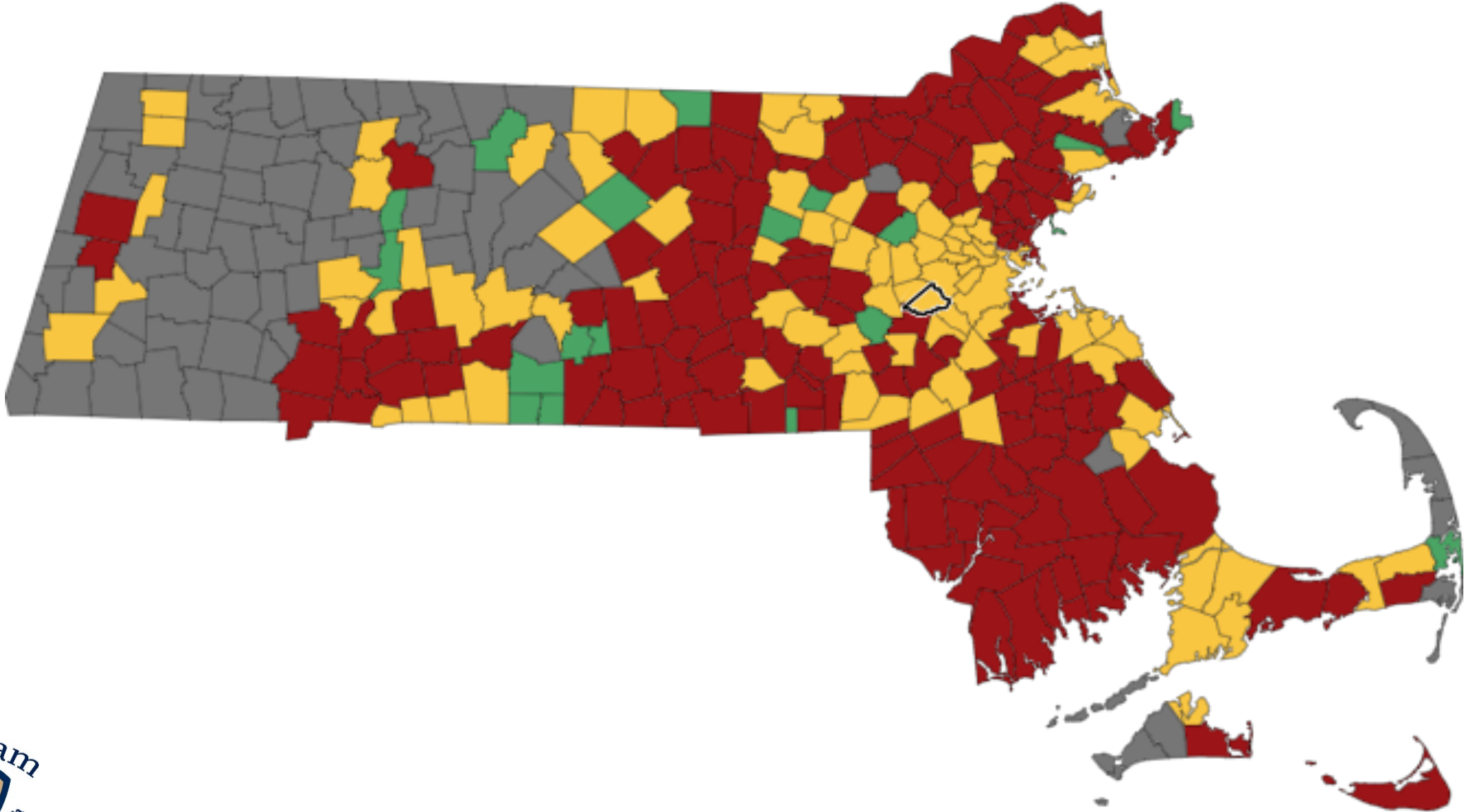
Statewide Risk Map– Data Published 11/26/20 (drawn from 11/08 to 11/21)



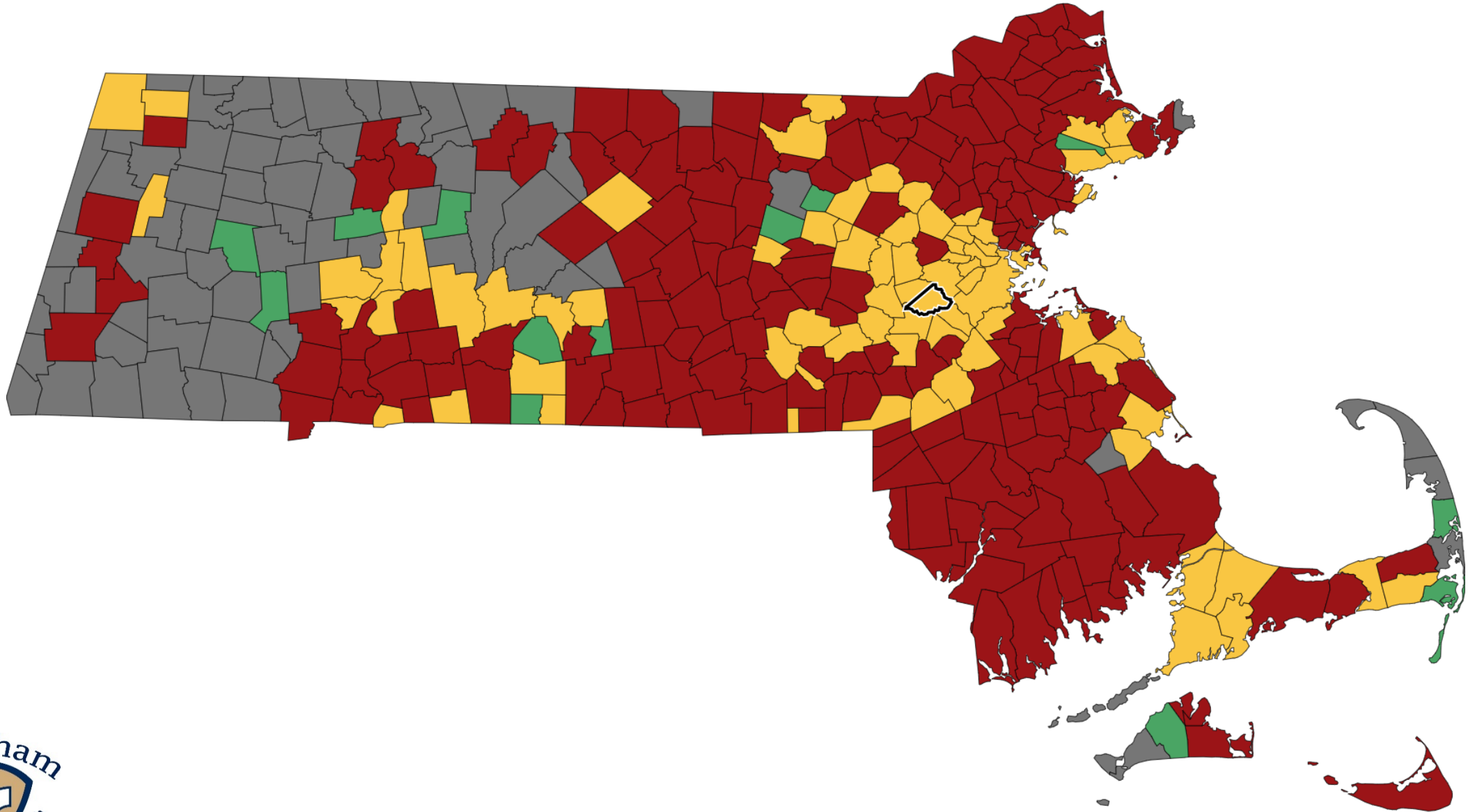
Statewide Risk Map– Data Published 12/03/20 (drawn from 11/15 to 11/28)



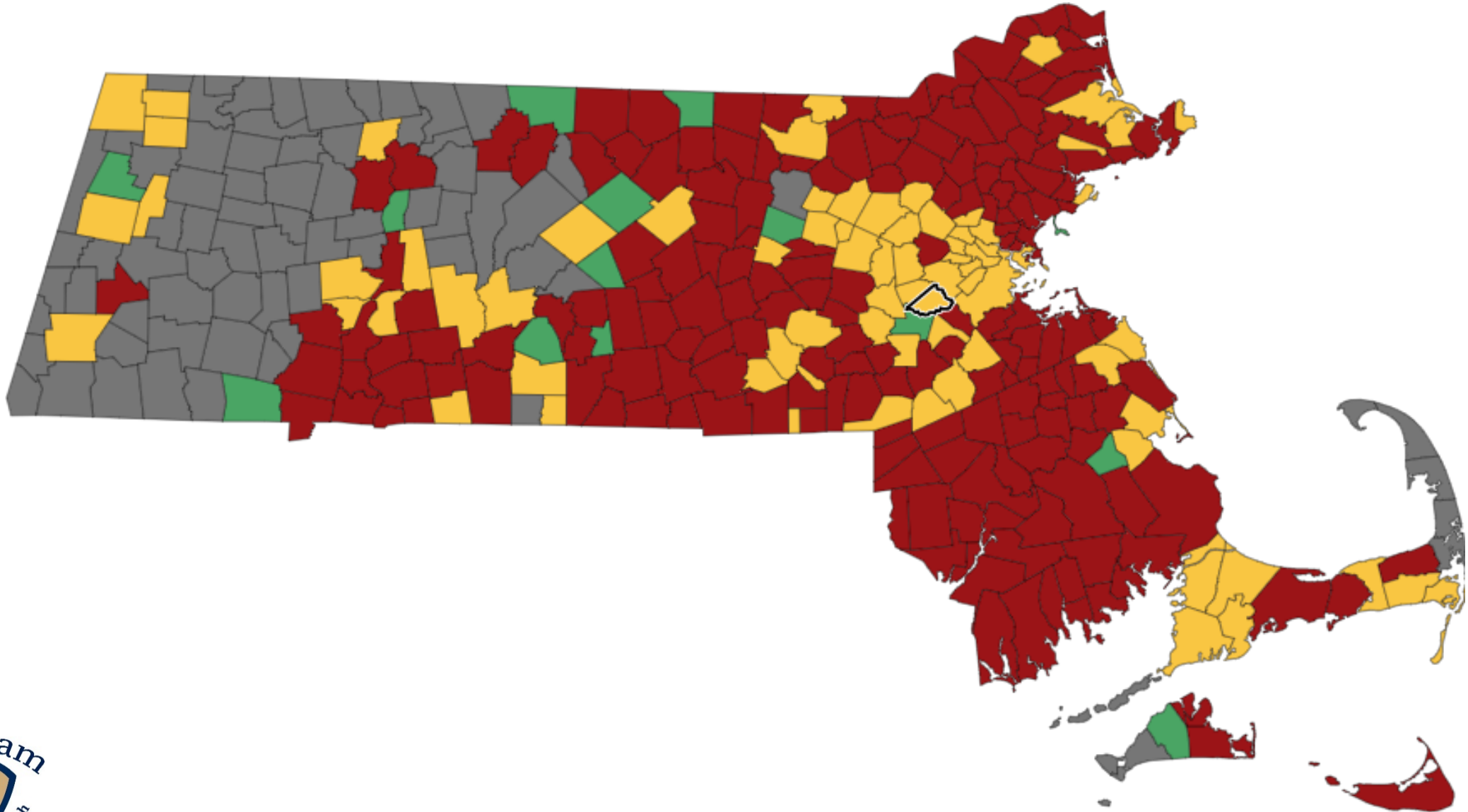
Statewide Risk Map– Data Published 12/10/20 (drawn from 11/22 to 12/05)



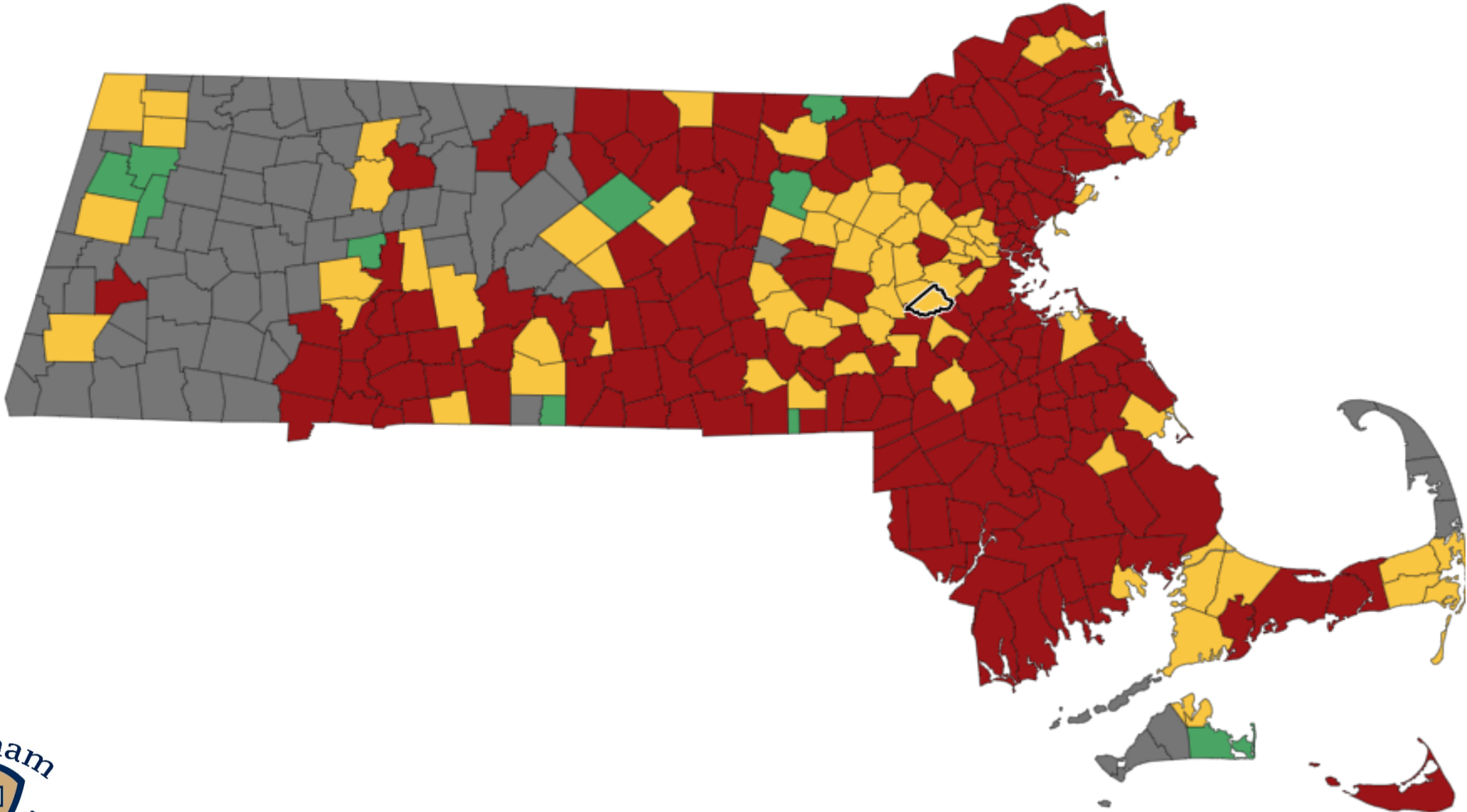
Statewide Risk Map– Data Published 12/17/20 (drawn from 11/29 to 12/12)



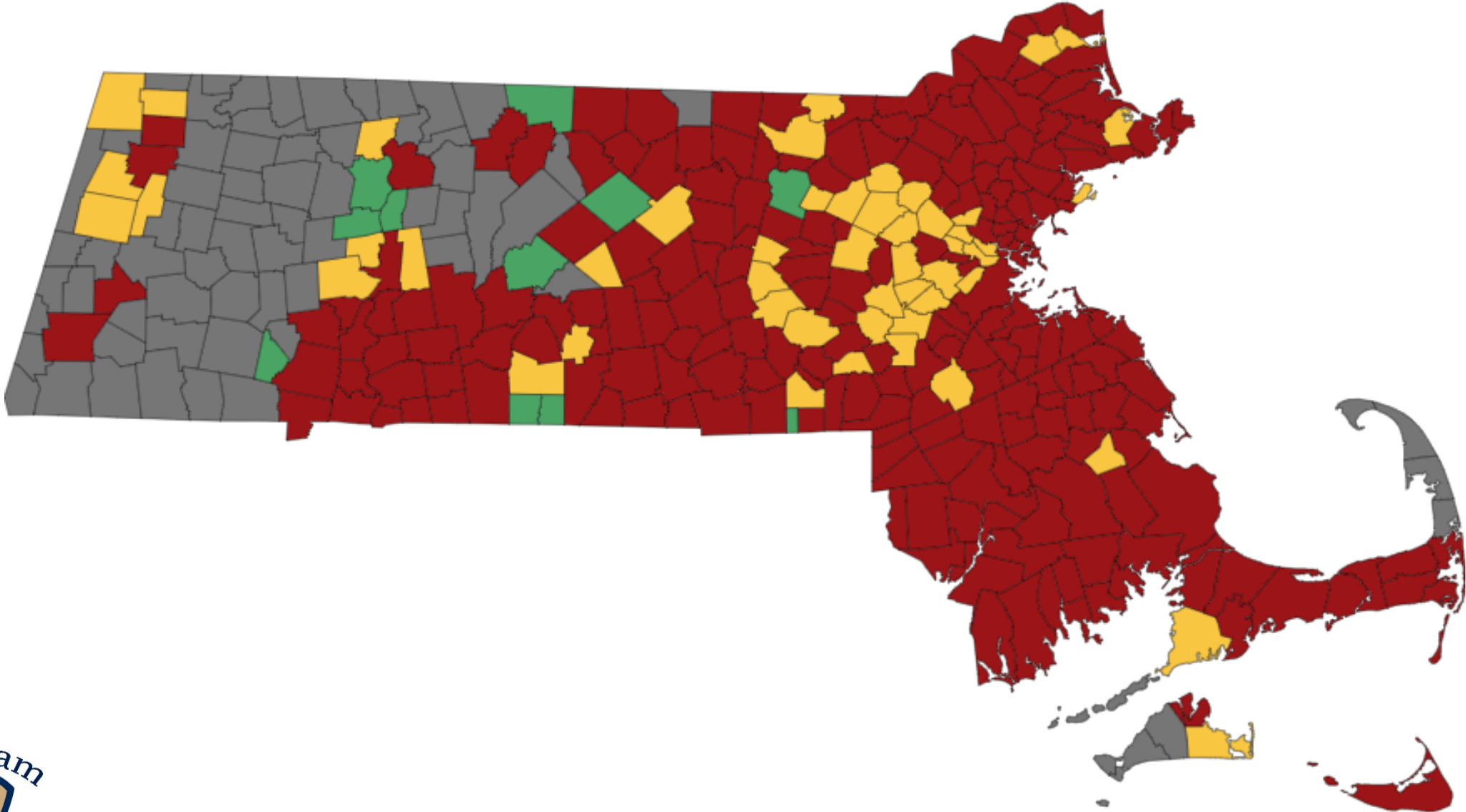
Statewide Risk Map– Data Published 12/24/20 (drawn from 12/06 to 12/19)



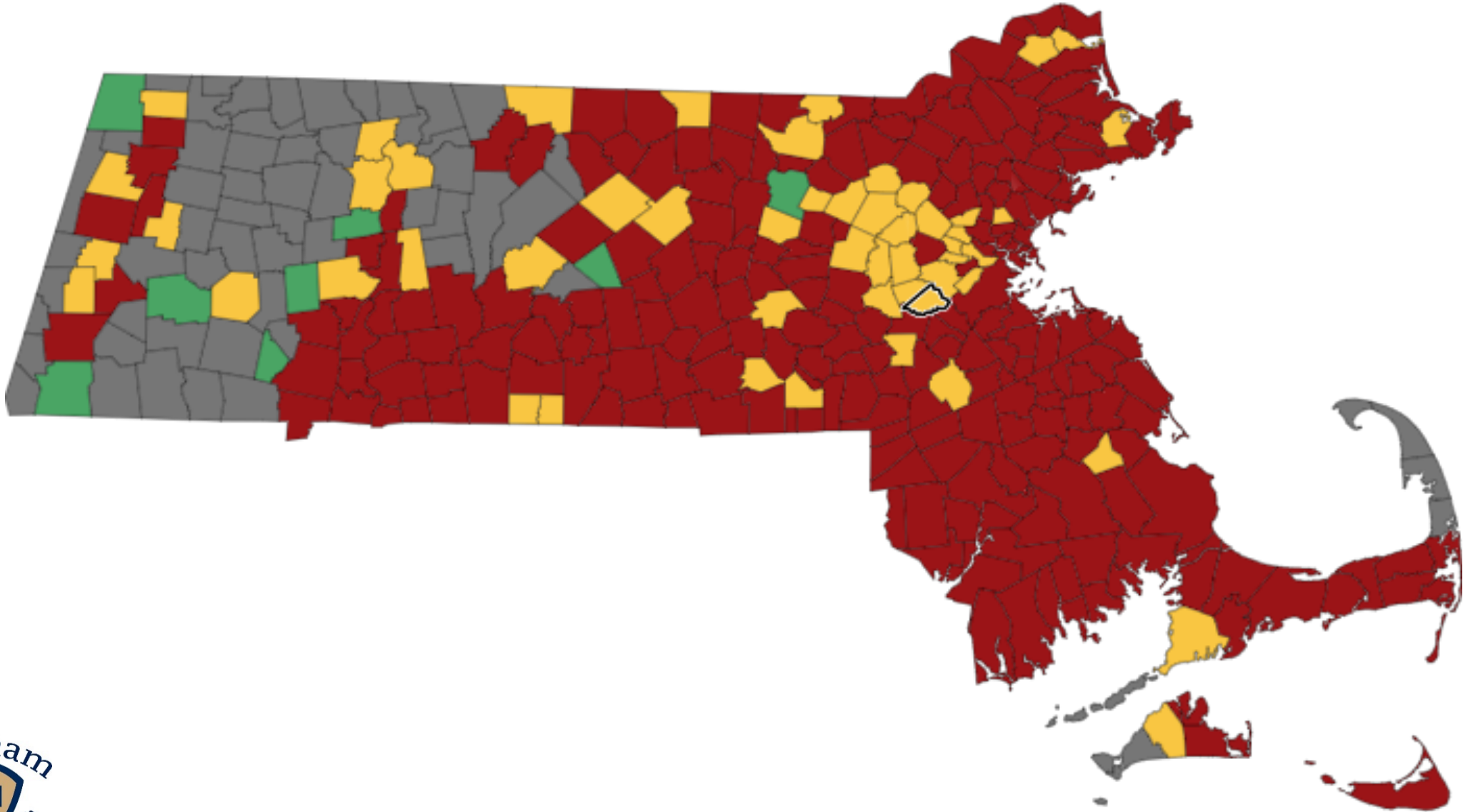
Statewide Risk Map– Data Published 12/31/20 (drawn from 12/13 to 12/26)



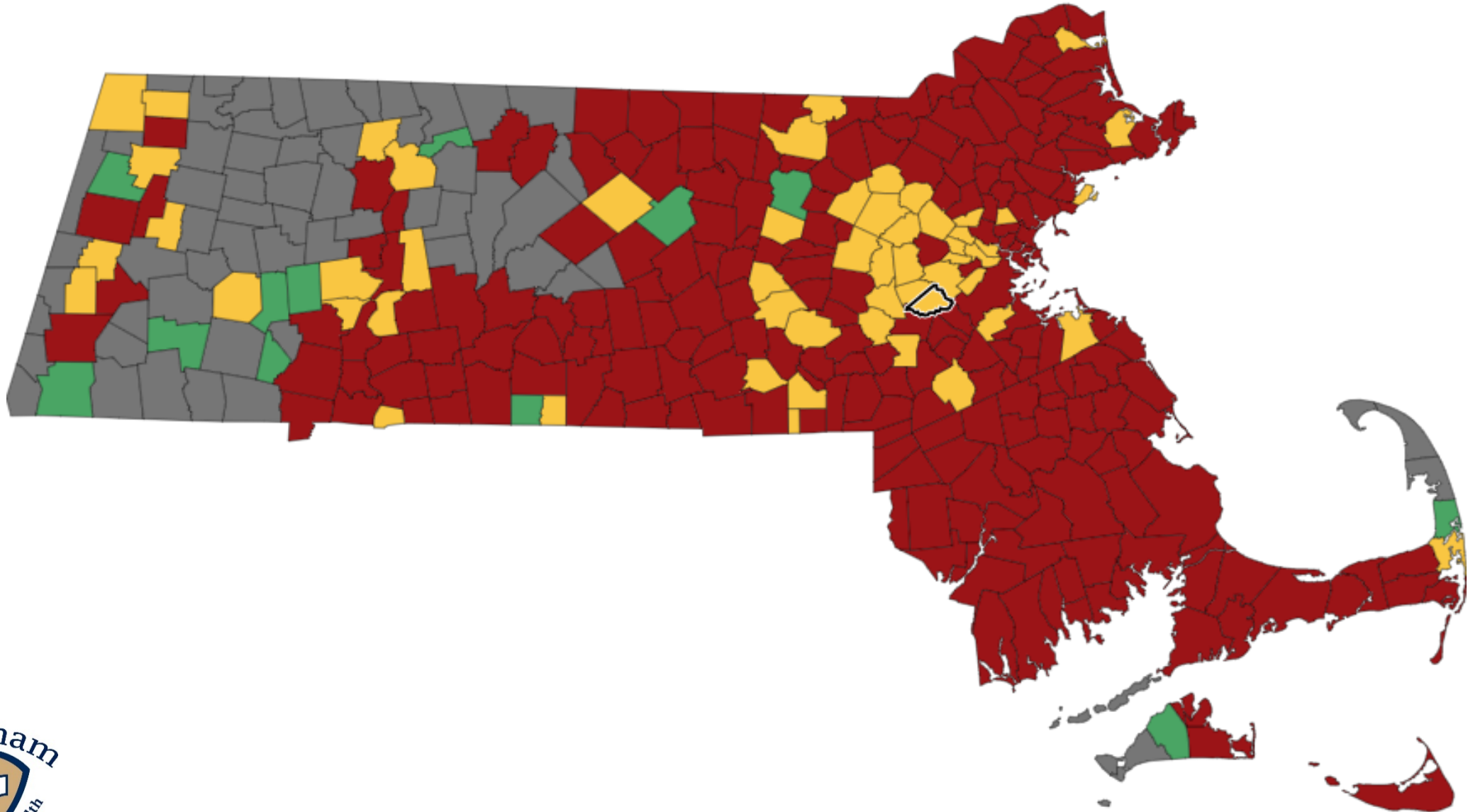
Statewide Risk Map– Data Published 1/7/21 (drawn from 12/20 to 1/2)



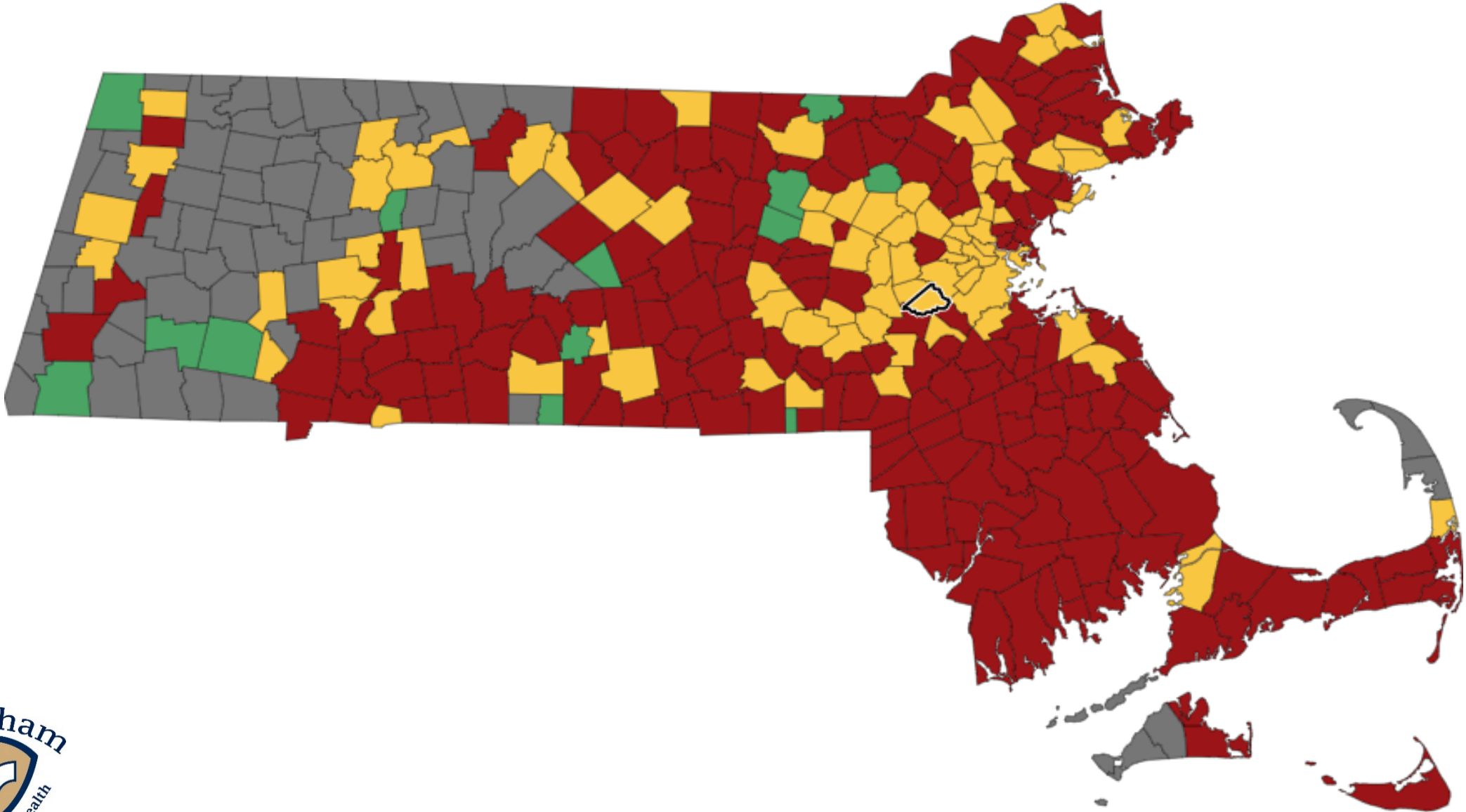
Statewide Risk Map– Data Published 1/14/21 (drawn from 12/27 to 1/9)



Statewide Risk Map– Data Published 1/21/21 (drawn from 1/03 to 1/16)

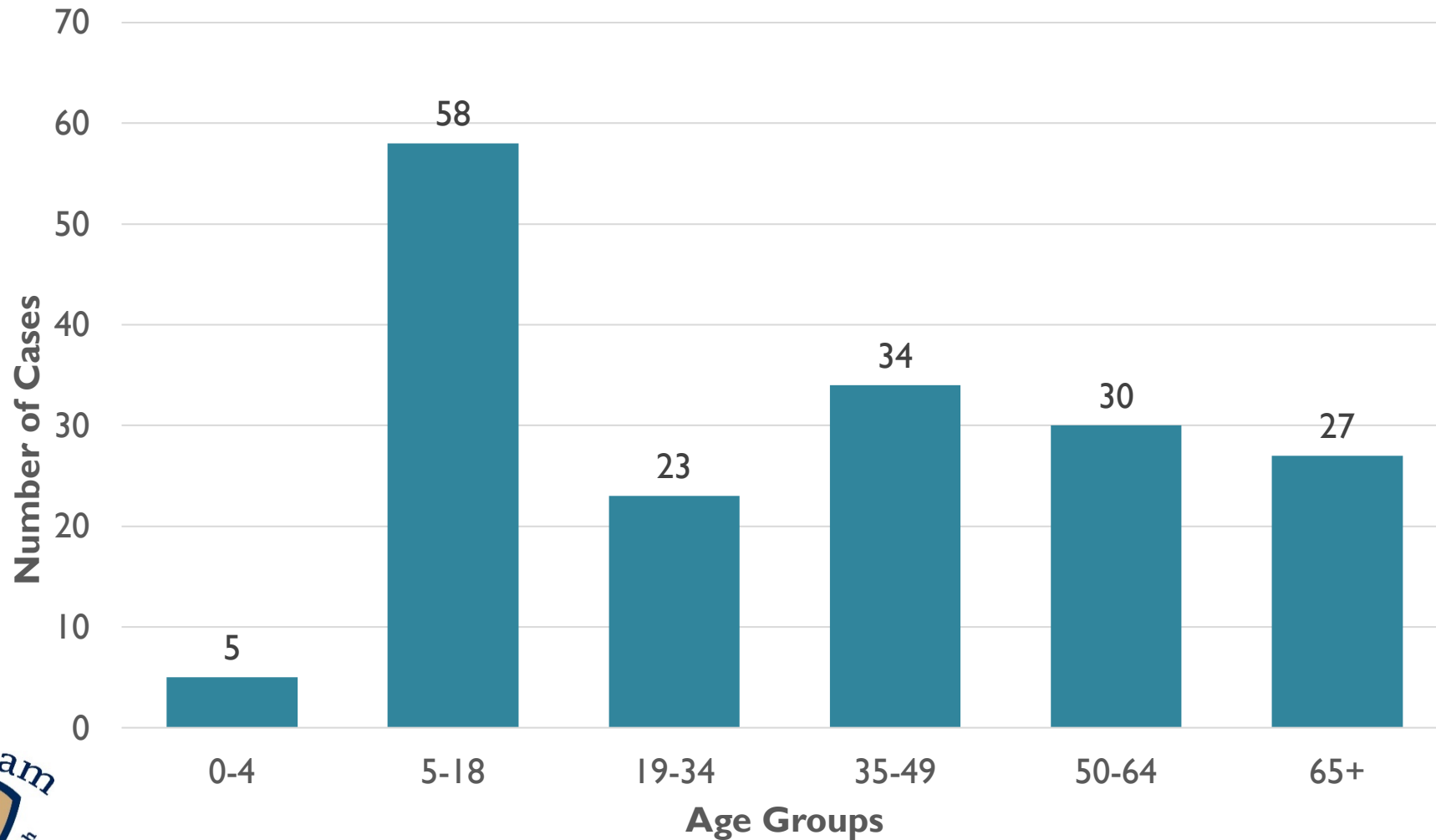


Statewide Risk Map– Data Published 1/28/21 (drawn from 1/10 to 1/23)



Needham Confirmed Cases, January 10-23

Data published 1/28/21



Total cases in
two-week
period

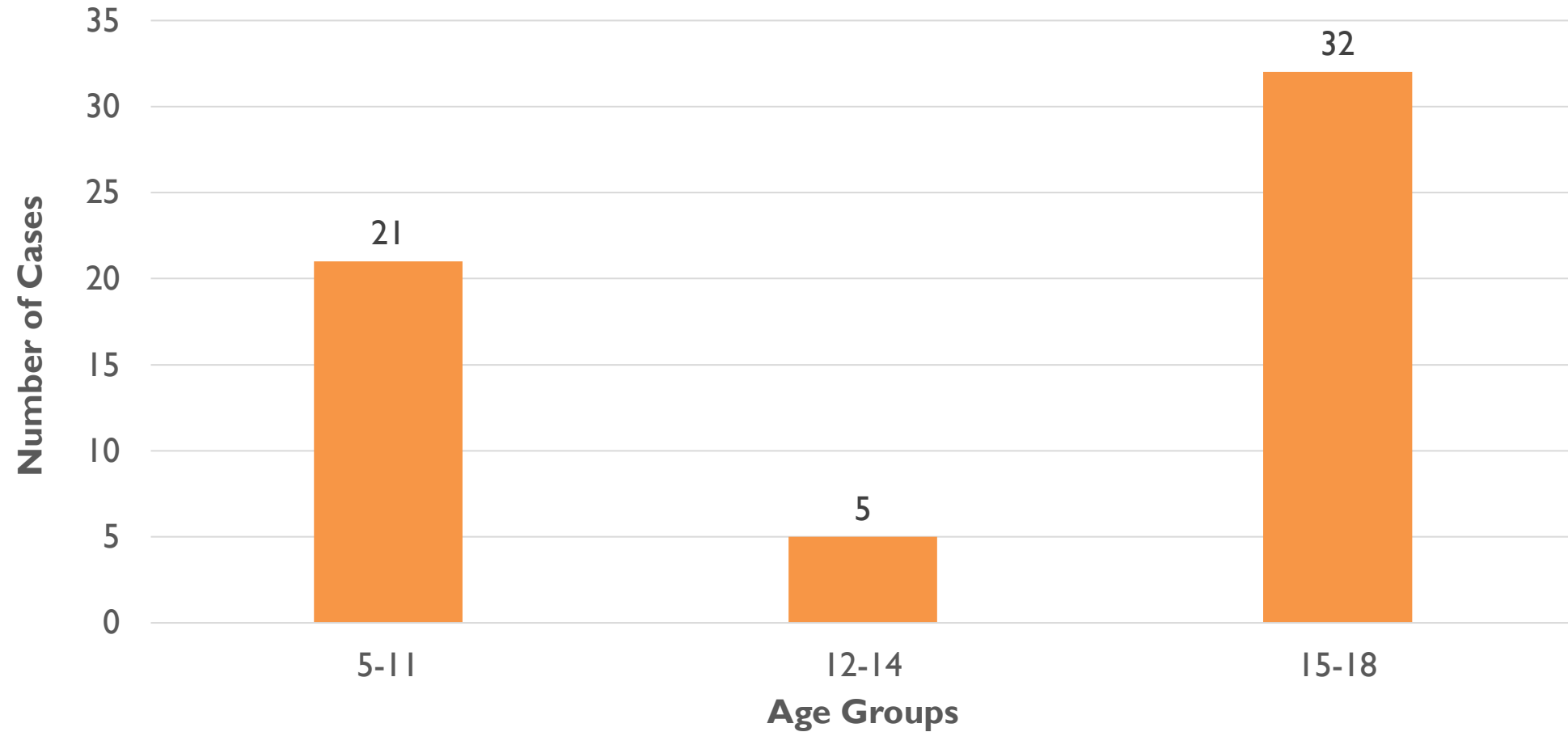
177 ▼



Prevent. Promote. Protect.

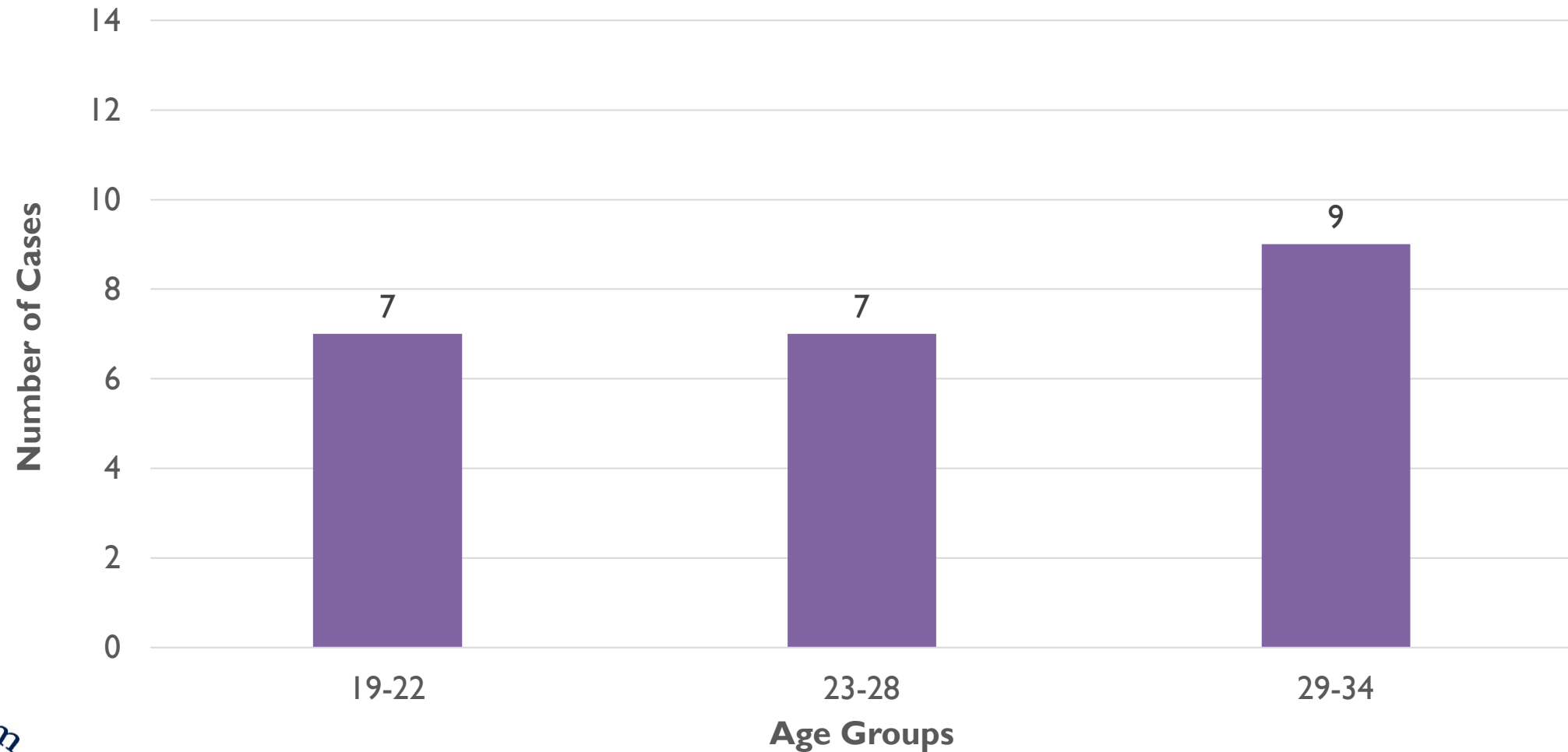
Cases in Children, January 10-23

Data published 1/28/21



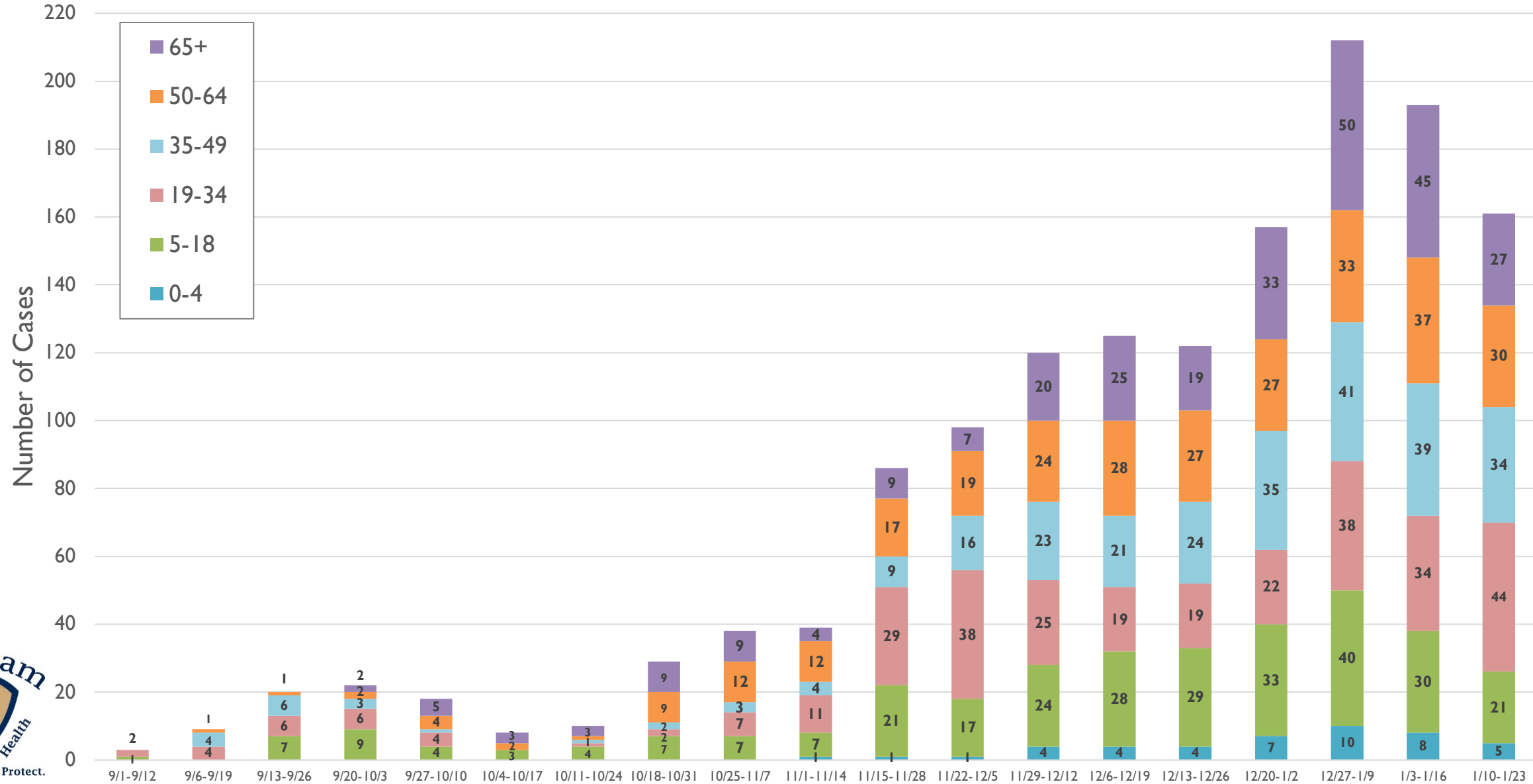
Cases in Young Adults, January 10-23

Data published 1/28/21



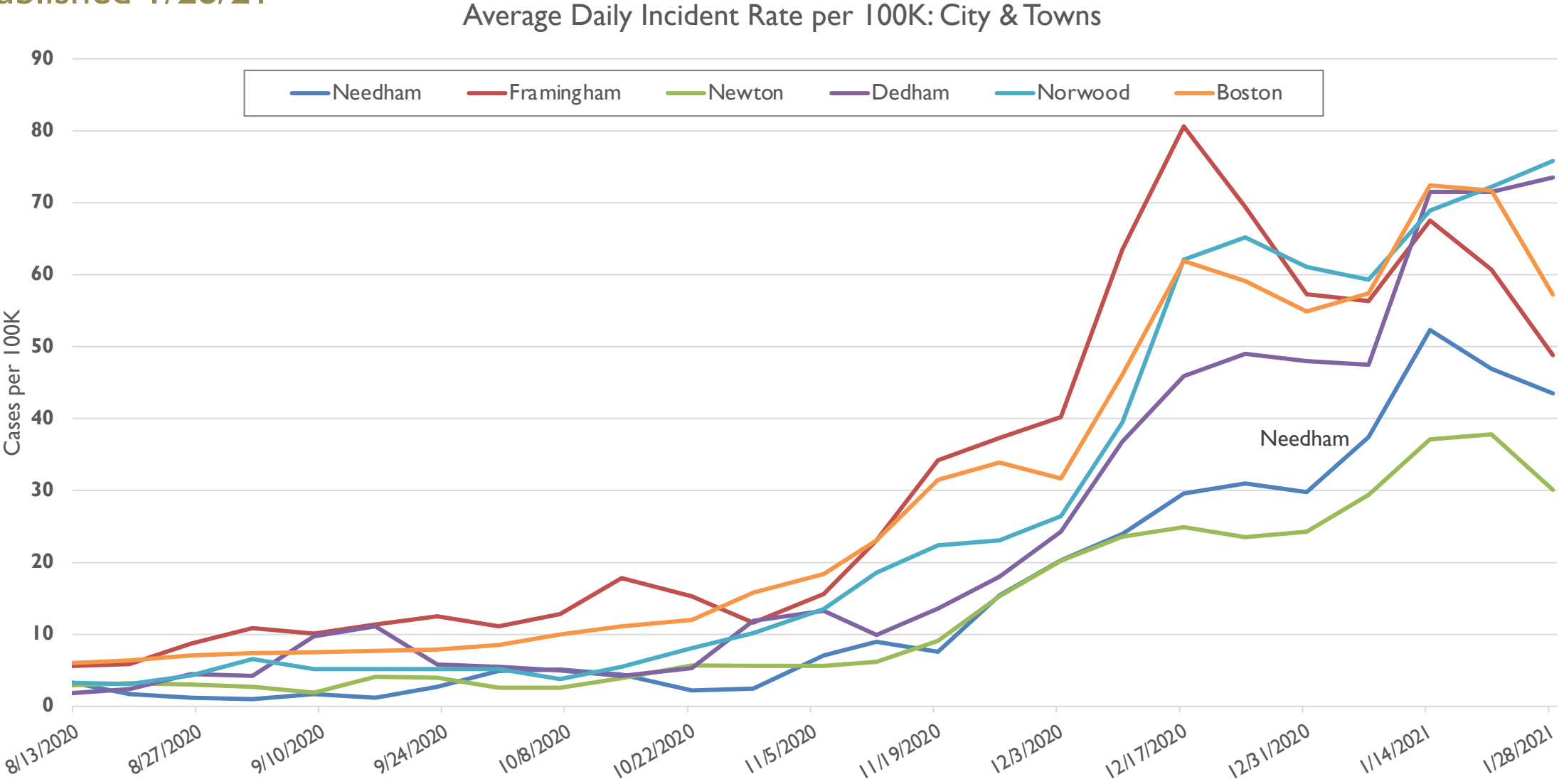
Age Breakdown: Academic Year To Date

Data published 1/28/21



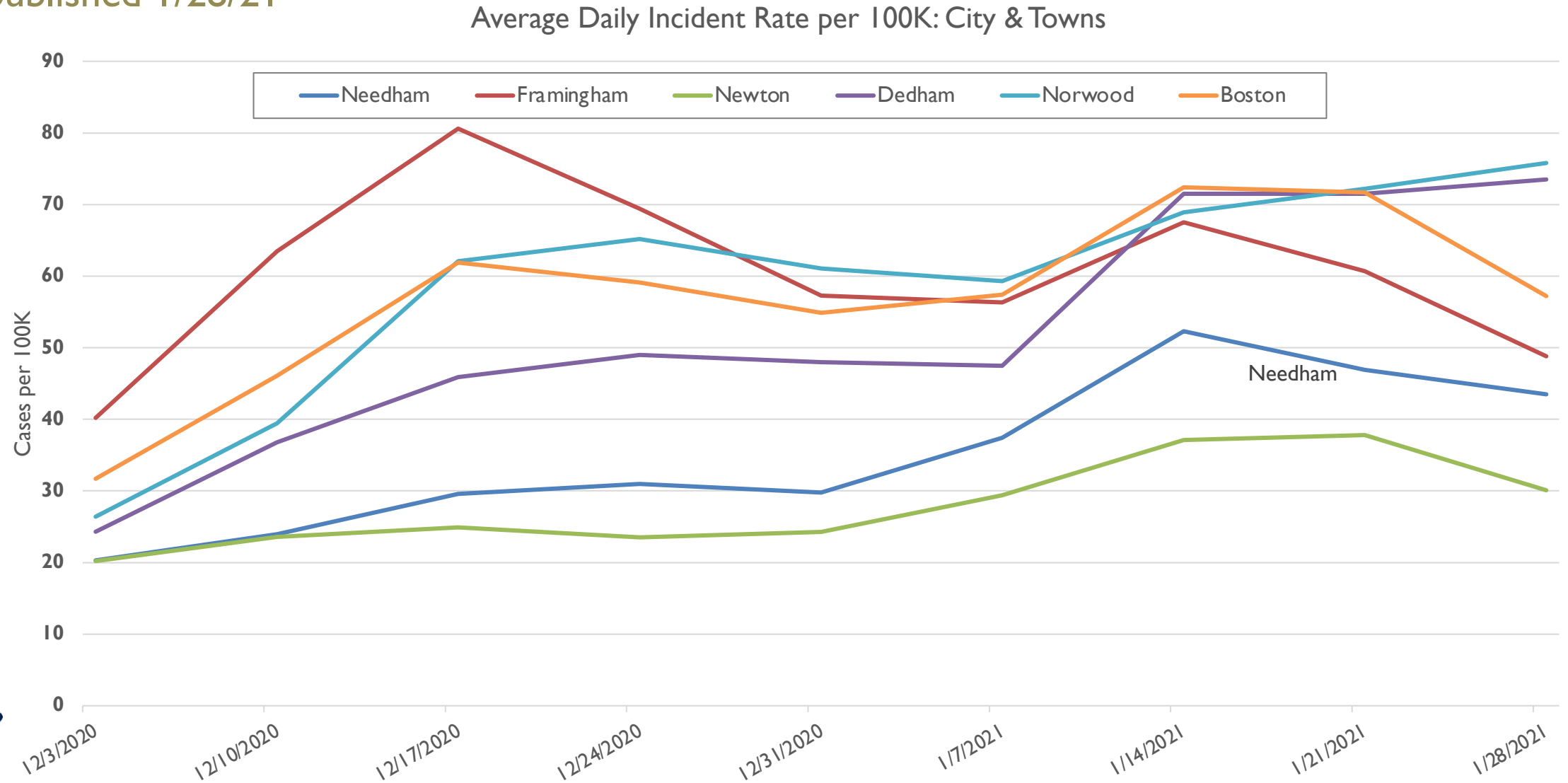
Average Daily Cases per 100K

Data published 1/28/21



Average Daily Cases per 100K, Dec & Jan

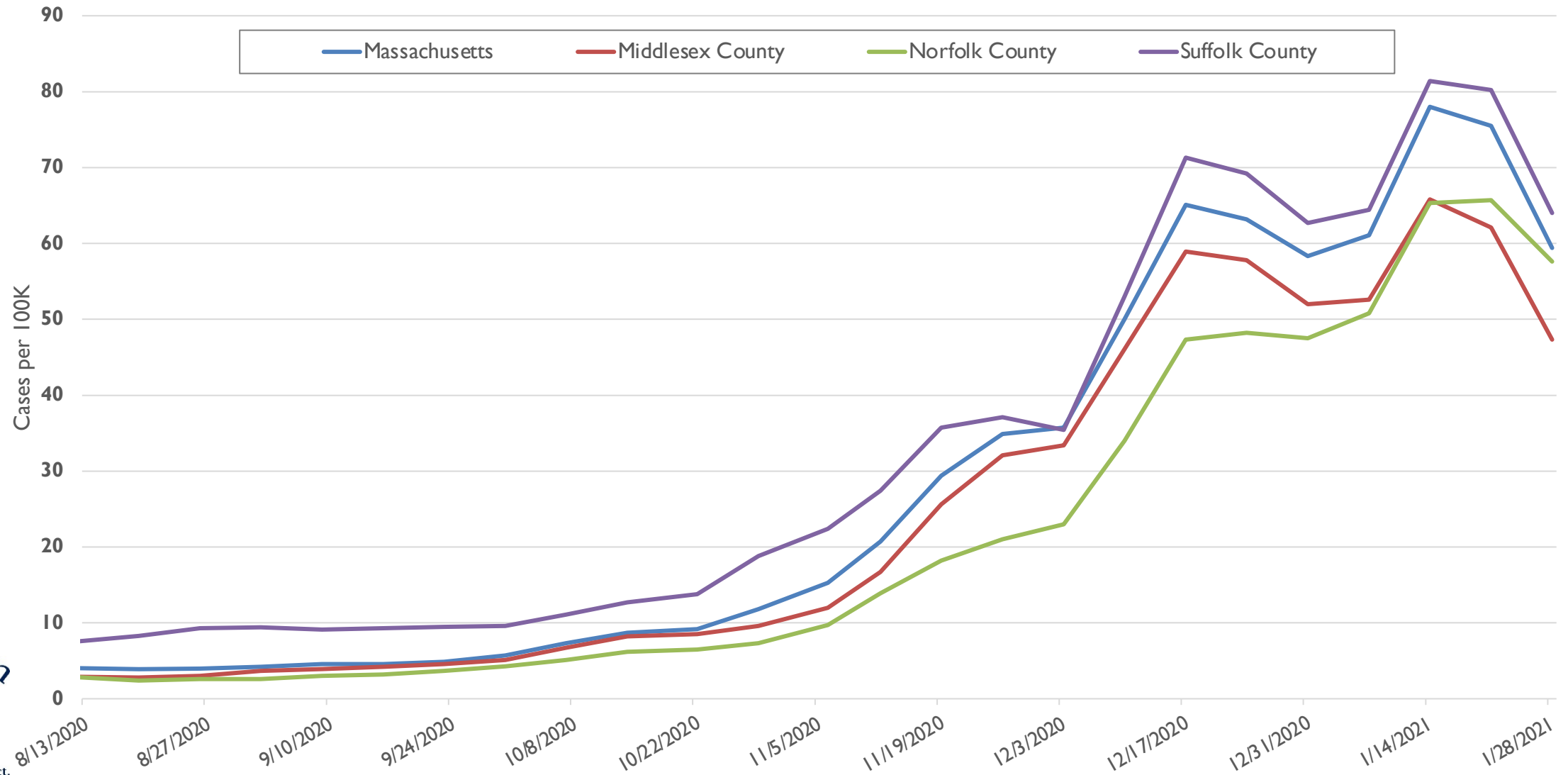
Data published 1/28/21



Average Daily Cases per 100K

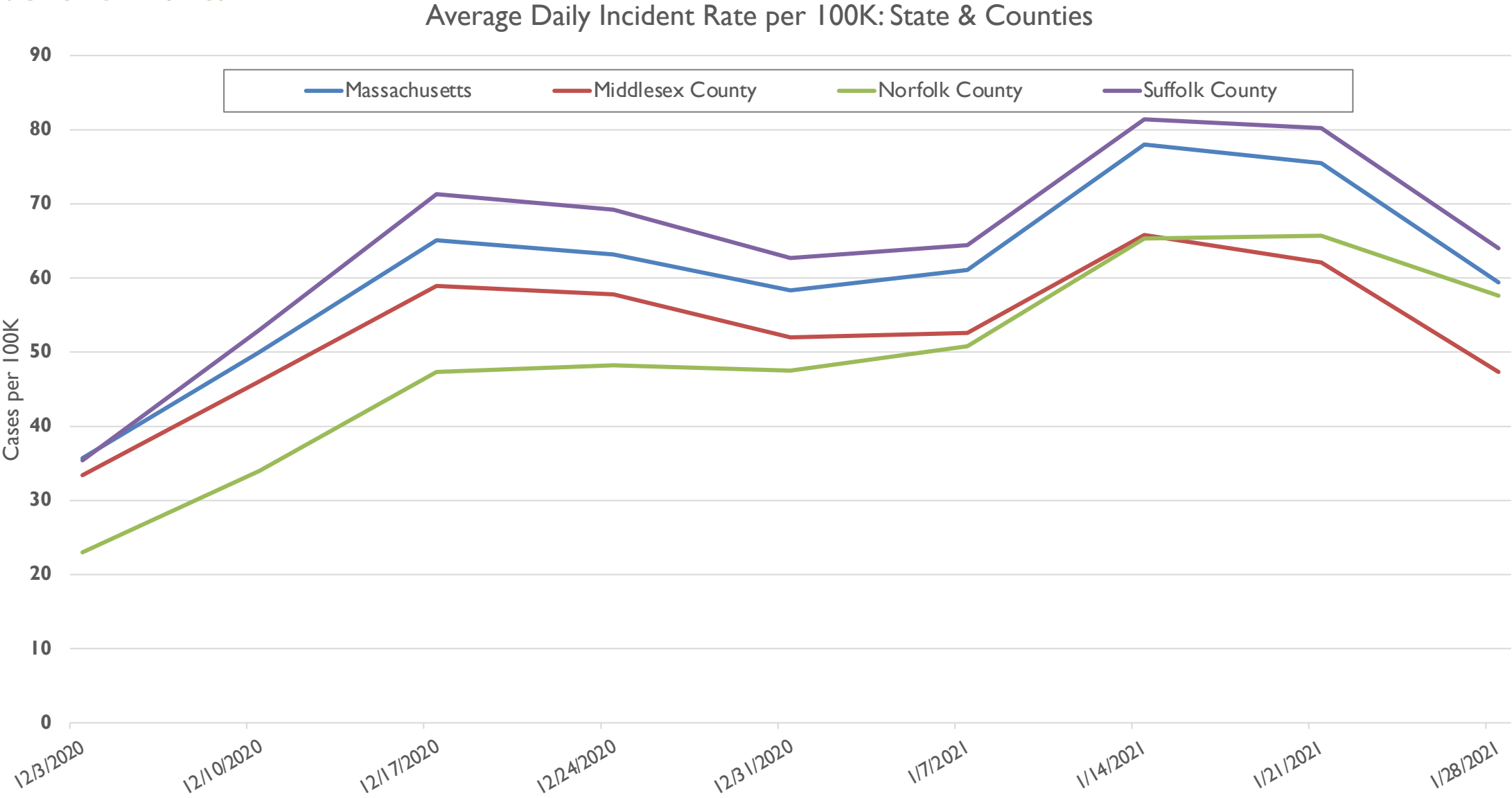
Data published 1/28/21

Average Daily Incident Rate per 100K: State & Counties



Average Daily Cases per 100K

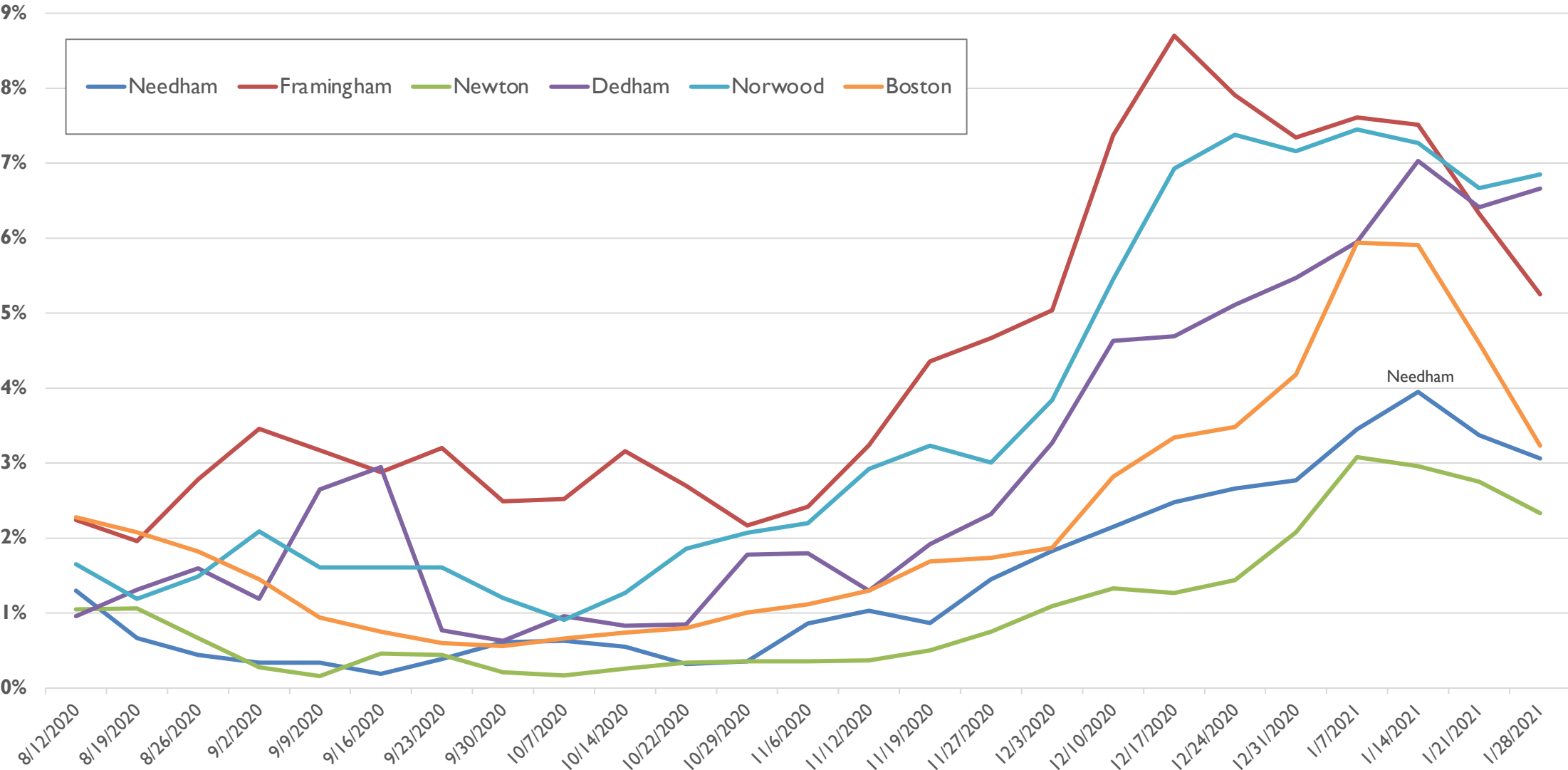
Data published 1/28/21



State Calculated Positive Testing Rate

Data published 1/28/21

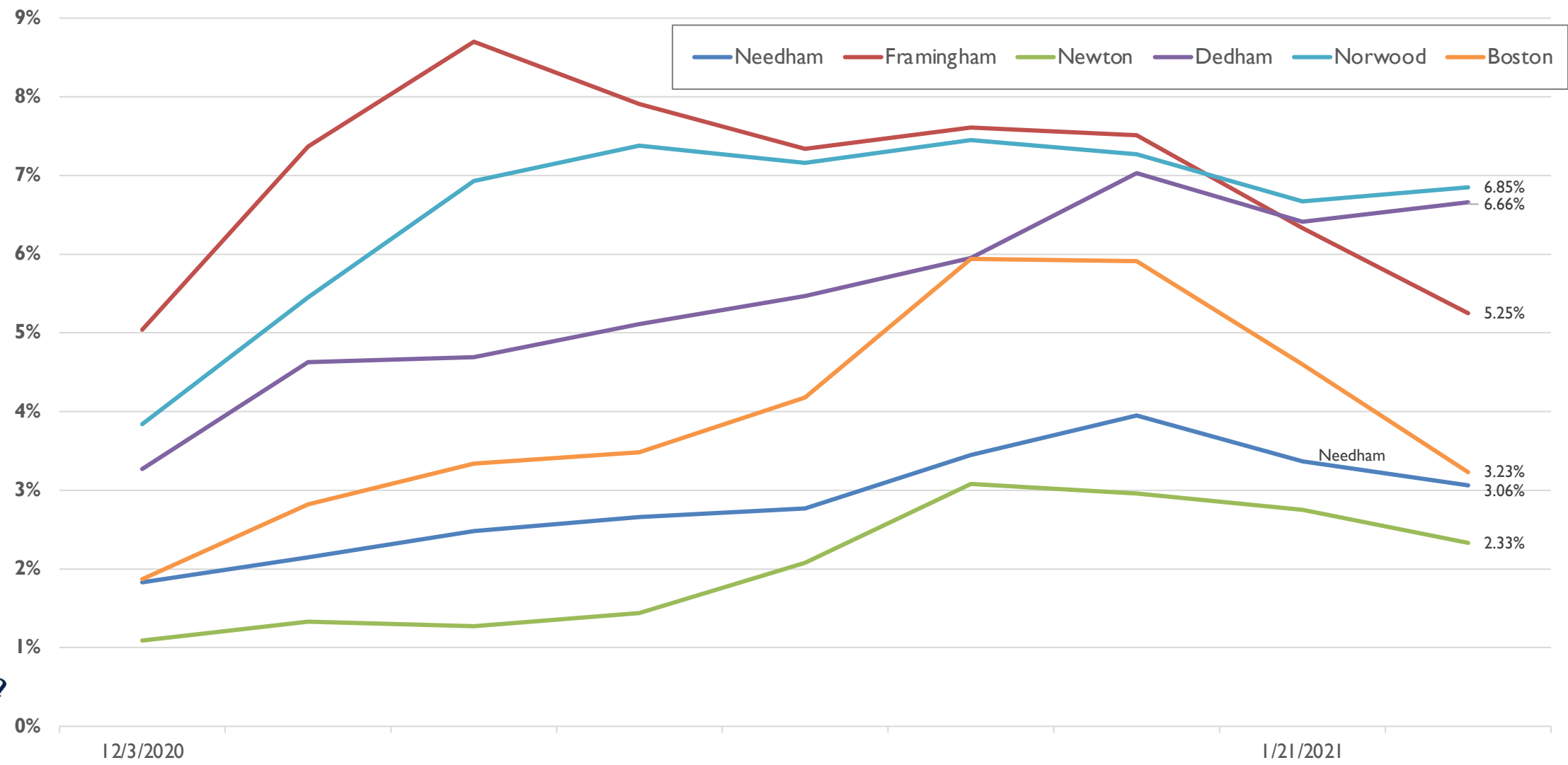
Percent Positive: City & Towns



State Calculated Positive Testing Rate

Data published 1/28/21

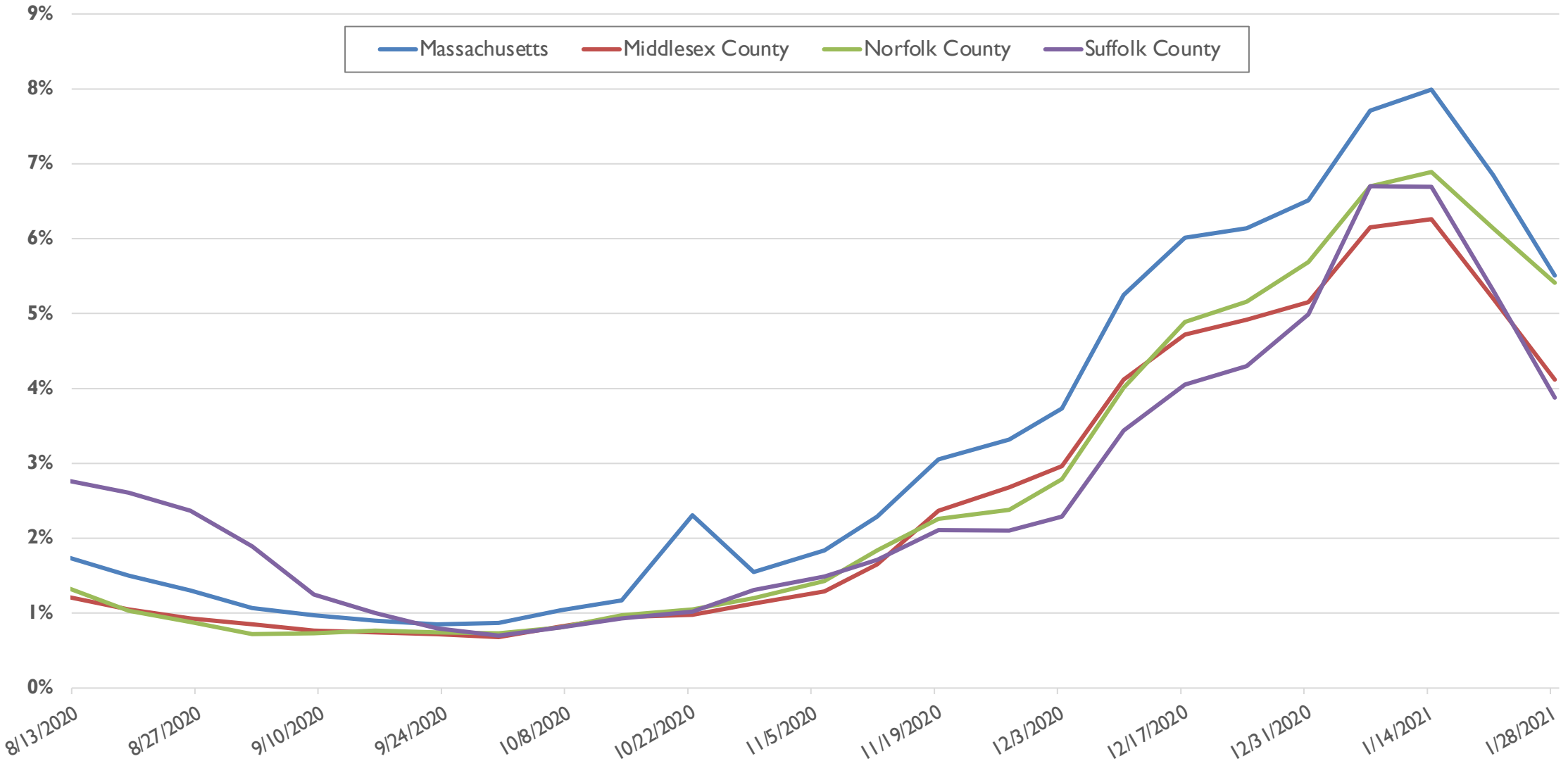
Percent Positive: City & Towns



State Calculated Positive Testing Rate

Data published 1/28/21

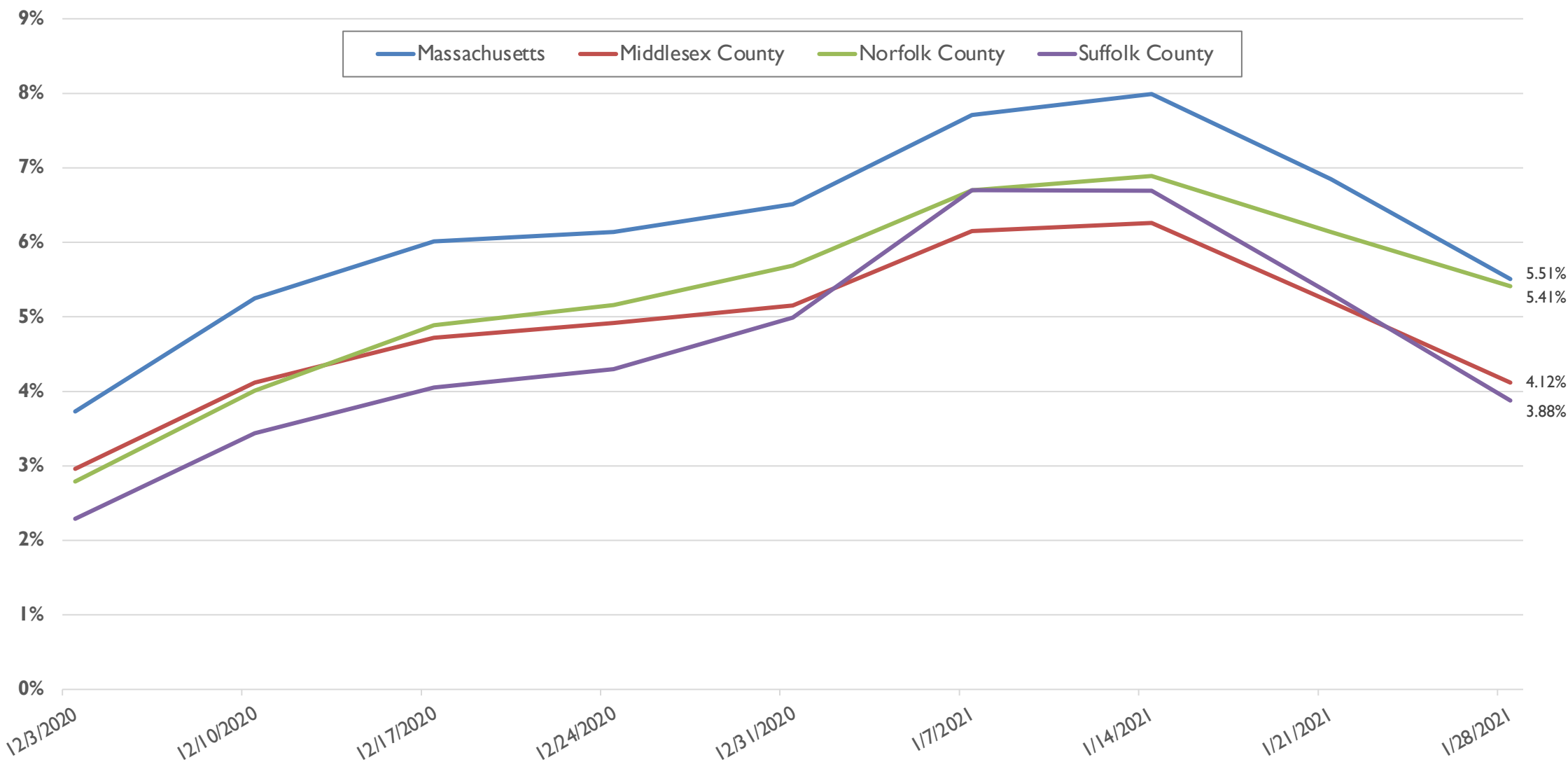
Percent Positive: Statewide and by county



State Calculated Positive Testing Rate

Data published 1/28/21

Percent Positive: Statewide and by county

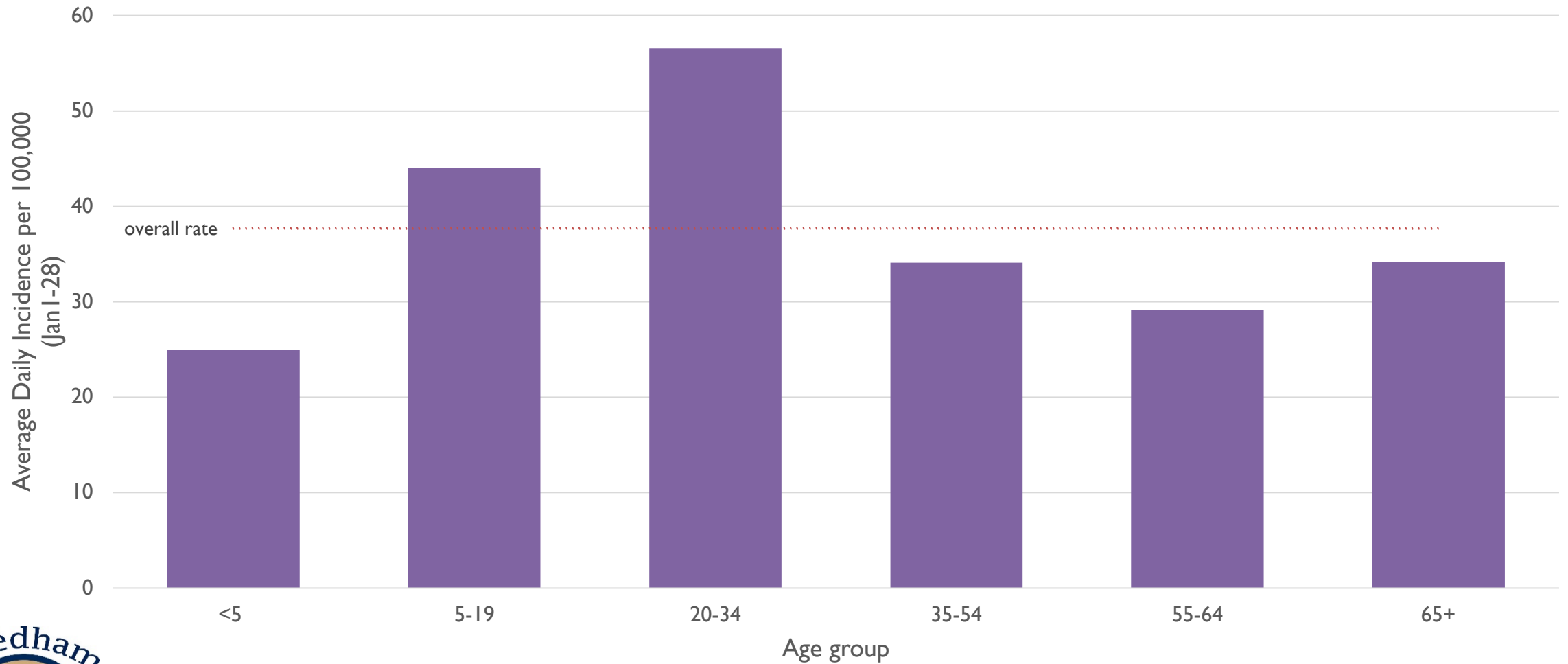


Age Group	% of Population	% of Cases*	Average Daily Age-Specific Incidence Rate per 100,000 people (last 28 days)
<5 years	5.1%	3.4%	24.99
5-19 years	24.1%	28.1%	43.99
5-9 years	8.2%	5.5%	25.45
10-14 years	8.5%	6.7%	29.98
15-19 years	7.5%	15.9%	79.95
20-34 years	10.4%	15.6%	56.57
35-54 years	28.1%	25.4%	34.09
55-64 years	13.4%	10.4%	29.15
65+ years	18.9%	17.1%	34.20
65-74 years	10.5%	7.6%	27.47
74-84 years	5.4%	5.2%	36.18
85+ years	3.0%	4.3%	54.35
All	100%	100%	37.71

* 327 confirmed cases, Jan 1-28

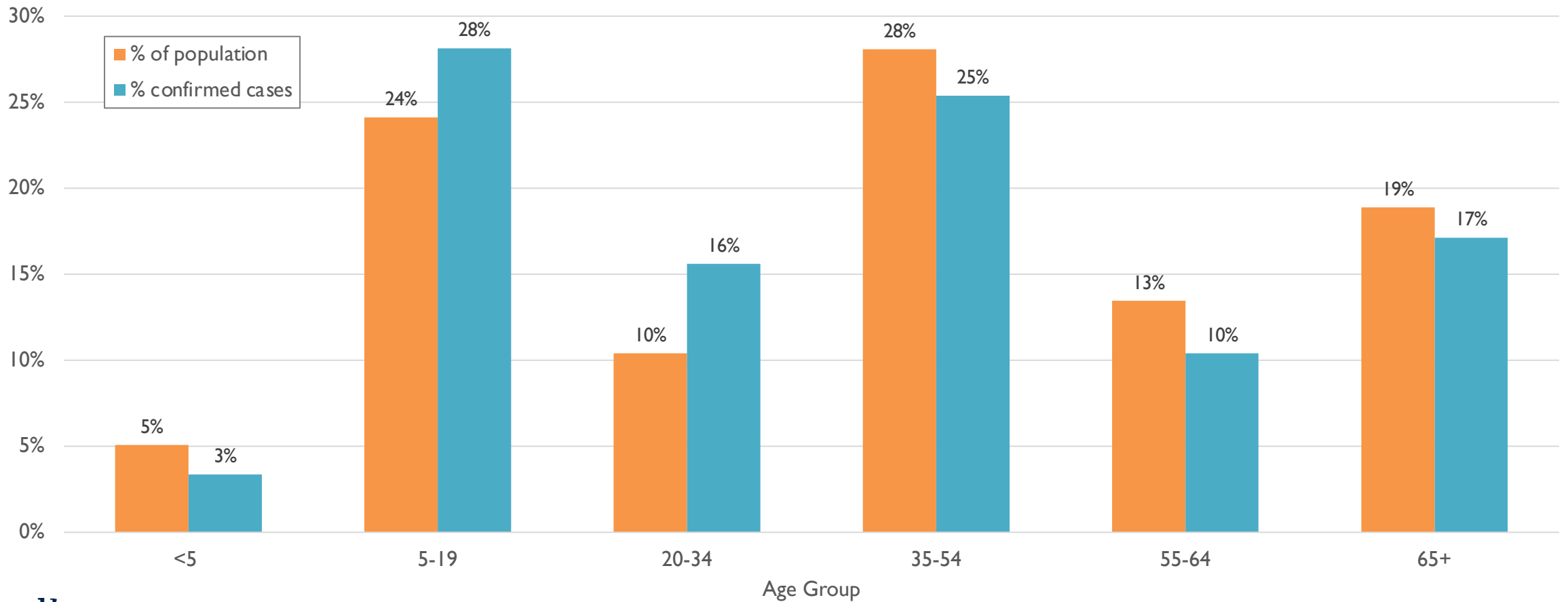
Age-specific incidence rate

Average daily cases per 100,000 in January to date



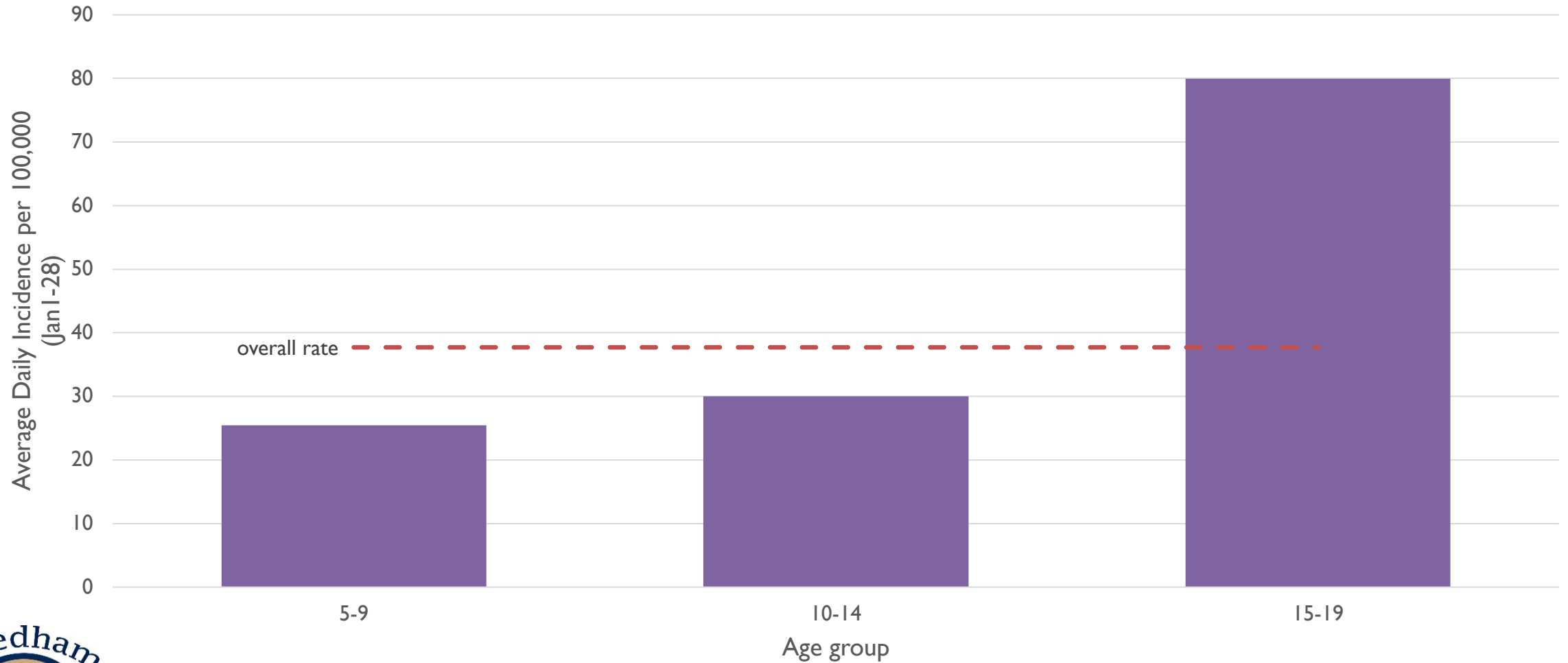
Needham Confirmed Cases, January 1-28

Comparison of town population and age distribution of cases



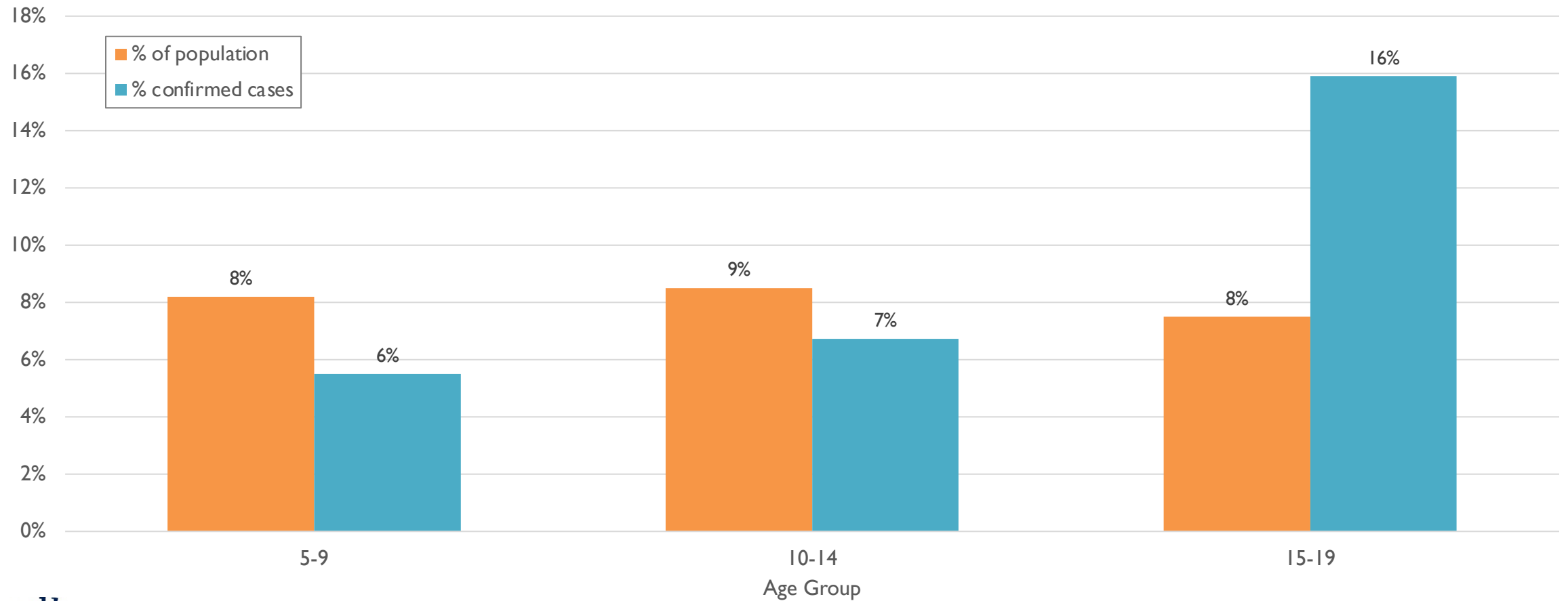
Age-specific incidence rate: <20 years

Average daily cases per 100,000 in January to date



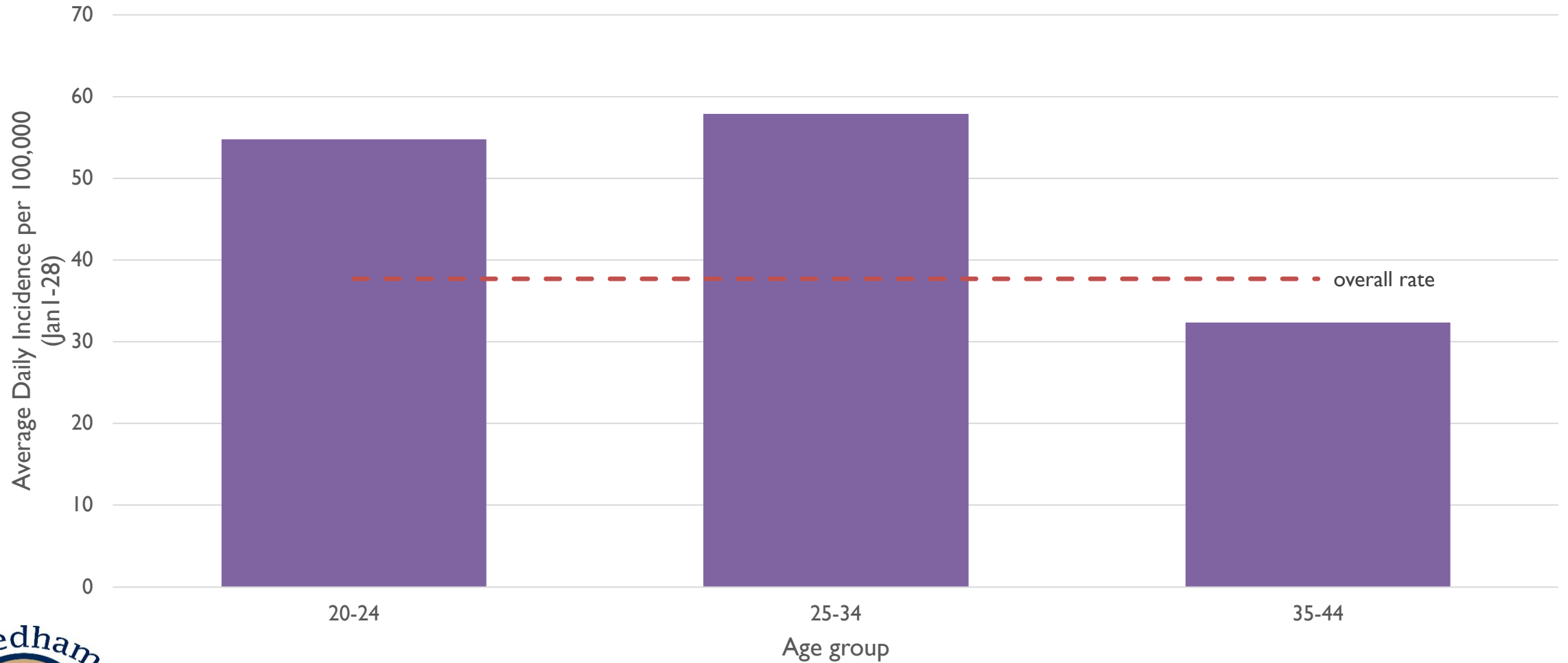
Needham Confirmed Cases, <20 years

Comparison of town population and age distribution of cases, January 1-28



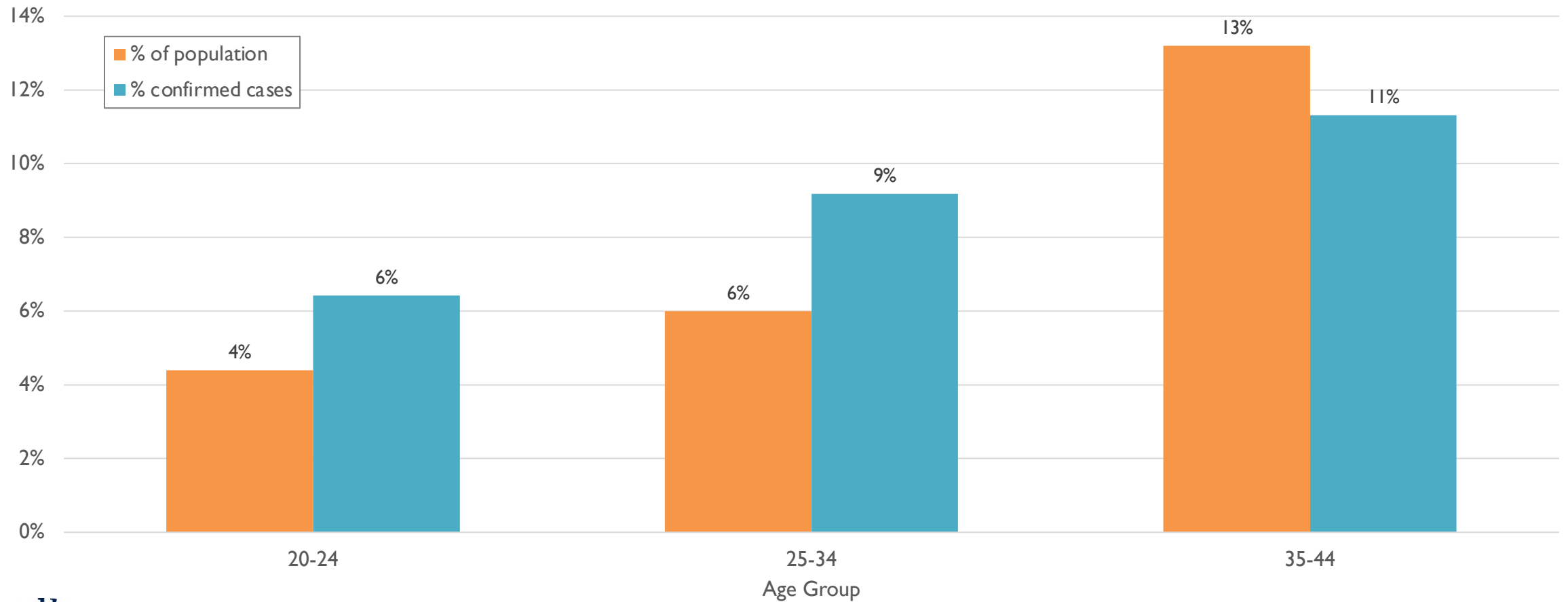
Age-specific incidence rate: Adults

Average daily cases per 100,000 in January to date



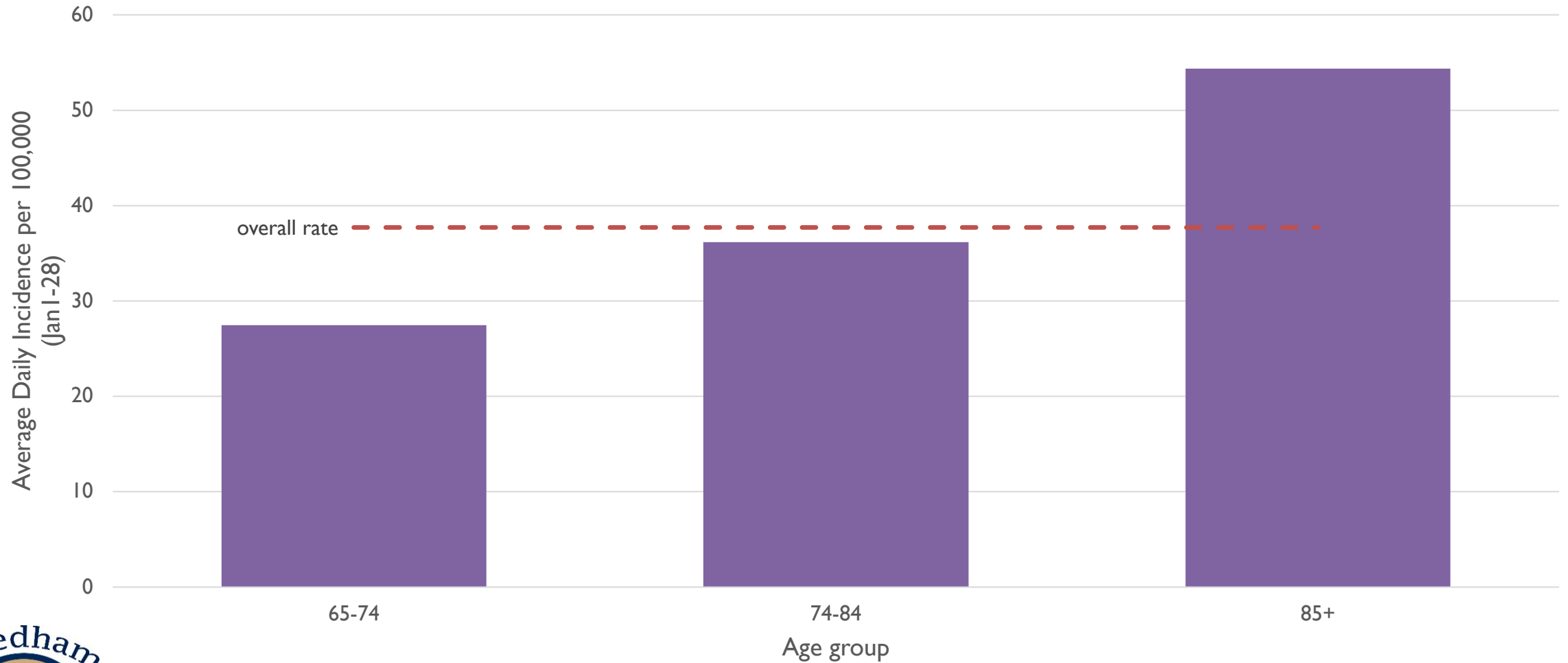
Needham Confirmed Cases, Adults

Comparison of town population and age distribution of cases, January 1-28



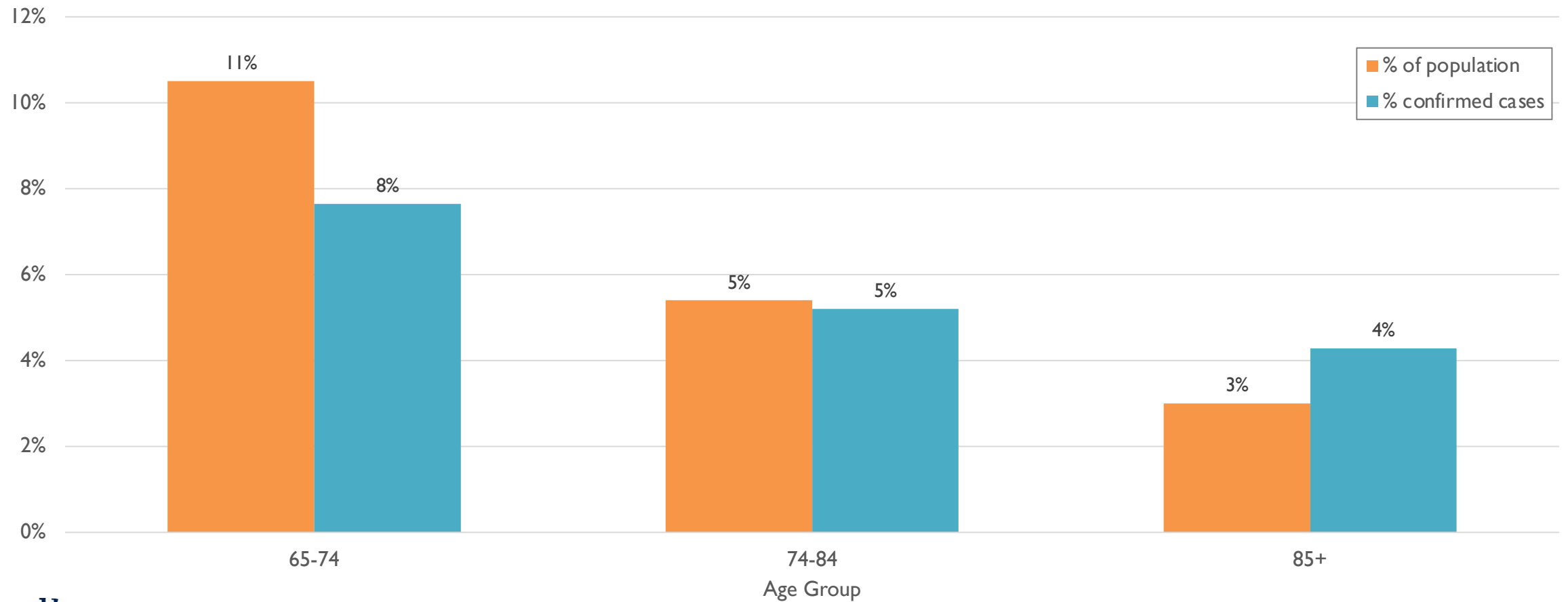
Age-specific incidence rate: 65+ years

Average daily cases per 100,000 in January to date



Needham Confirmed Cases, 65+ years

Comparison of town population and age distribution of cases, January 1-28





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

MEETING DATE: 02/09/2021

Agenda Item	FY2020 Financial Audit
Presenter(s)	Melanson (Independent Auditors) - Alina Korsak David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Representatives of the audit firm Melanson will update the Board as to their recently completed audit of the Town's general purpose financial statements for fiscal year 2020 and their recommendations.	
2.	VOTE REQUIRED BY SELECT BOARD
No Vote Required	
3.	BACK UP INFORMATION ATTACHED
1. Memo from Assistant Town Manager/Director of Finance 2. Melanson Governance Letter 3. FY2020 Audit available online at https://www.needhamma.gov/DocumentCenter/View/22854/Needham-MA-FS20---Final 4. FY2020 Management Letter (previously provided)	

Memo

To: Members of the Select Board
From: David Davison, Assistant Town Manager/Director of Finance
CC: Kate Fitzpatrick, Town Manager; Daniel E. Gutekanst, Superintendent of Schools; Anne Gulati, Assistant Superintendent for Finance and Operations; Evelyn Poness, Treasurer/Collector; Michelle Vaillancourt, Town Accountant
Date: January 28, 2021
Re: Fiscal Year 2020 Annual Audit

FY2020 Audit

The independent audit firm Melanson has completed its audit of the Town's Financial Statements for the fiscal year ended June 30, 2020. Representatives from the firm are scheduled to meet with the Board via ZOOM on Tuesday, February 9, 2021. The Board will be provided an overview of the audit process and MHC's comments regarding their recommendations to management. We will be available to address questions that the Board may have.

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

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



January 7, 2021

Select Board
Town of Needham
1471 Highland Avenue
Needham, Massachusetts 02492

Dear Select Board:

We have audited the financial statements of the Town of Needham, Massachusetts (the Town) as of and for the year ended June 30, 2020, and have issued our report thereon dated January 7, 2021. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Town of Needham, Massachusetts solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Merrimack, New Hampshire
Andover, Massachusetts
Greenfield, Massachusetts
Ellsworth, Maine

800.282.2440 | melansoncpas.com



We have provided our findings noted during our audit in a separate letter to you dated January 7, 2021.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team and others in our firm have complied with all relevant ethical requirements regarding independence. Safeguards that have been applied to eliminate threats to independence or reduce them to an acceptable level include annual certification by all firm staff of independence, or when circumstances changes during the year.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Town is included in the notes to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the year ended June 30, 2020. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

- Net pension liability and related deferred outflows and inflows.
- Net OPEB liability and related deferred outflows and inflows.
- Estimated lives and depreciation methods for depreciable assets.



- Allowance for uncollectible receivables.
- Landfill post-closure costs.
- Unbilled water and sewer receivables.
- Fair value of investments.

Management's estimate of the above are based on various criteria. We evaluated the key factors and assumptions used to develop these estimates and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. We noted not particularly sensitive disclosures affecting the Town's financial statements.

Identified or Suspected Fraud

We have not identified or have obtained information that indicates that fraud may have occurred.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

As an added service to the Town, we assisted in compiling the government-wide financial statements, including consolidating various funds into governmental activities, converting to the accrual basis of accounting, and recording all long-term assets, long-term liabilities, and net position classifications. This consolidation and conversion process was based on information from the Town's accounting records.

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There were no uncorrected



financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and each applicable opinion unit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. There were no material misstatements that we identified as a result of our audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Town's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in their letter dated January 7, 2021.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Town, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Town's auditors.

Other Information in Documents Containing Audited Financial Statements

Pursuant to professional standards, our responsibility as auditors for other information in documents containing the Town's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such



standards, we have read the information (if applicable) and considered whether such information, or the manner of its presentation, was materially inconsistent with the presentation in the financial statements.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the governing body and management of the Town and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Merrimack, New Hampshire



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

MEETING DATE: 2/9/2021

Agenda Item	Needham 2025 Project
Presenter(s)	Marianne Cooley

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Ms. Cooley will brief the Board on the Needham 2025 Final Report and addenda.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only	
3.	BACK UP INFORMATION ATTACHED
a. Needham 2025 Final Report and Addenda b. Needham 2025 PowerPoint Presentation to follow under separate cover	

Needham 2025

Commercial and Residential Growth Impact Study

Final

Submitted to:
Town of Needham, MA

Prepared by
URBAN PARTNERS
123 S. Broad Street, Suite 2042
Philadelphia, PA 19109

June 30, 2020

TABLE OF CONTENTS

1. Study Background.....	Page 2
2. Demographic Trends.....	Page 3
• Population & Households.....	Page 3
• Age Distribution	Page 5
• Educational Attainment	Page 6
• Household Income	Page 6
• Current Housing Characteristics.....	Page 7
• Home Sales.....	Page 10
3. Economic Trends.....	Page 11
4. Land Use and Zoning.....	Page 15
• Structure of the Town	Page 15
• Redevelopment & Revitalization Efforts.....	Page 16
• Teardowns in Single Family Neighborhoods	Page 18
• Accessory Dwelling Units.....	Page 19
• Neighboring Towns.....	Page 20
5. Water, Sewer and Drains	Page 21
• Drinking Water.....	Page 21
• Stormwater Runoff & Management	Page 22
• Wastewater & Sewer	Page 23
6. Traffic and Mobility.....	Page 25
• Roadway Network	Page 25
• Existing Traffic and Parking Conditions.....	Page 26
• Multimodal Transportation	Page 30
7. Technology and Community Growth	Page 34
• Needham’s IT Capabilities.....	Page 35
• 5G Wireless Technology	Page 35
• 5G Infrastructure & Municipalities	Page 36
• Small Cells & Public Safety	Page 37
• 5G in the Boston Region & Needham.....	Page 37
8. Population Estimate and Forecast.....	Page 39
9. School Facilities	Page 41
• Current Capacity	Page 41
• Forecasts and Facility Needs through 2025-26 School Year	Page 42
• Forecasts and Facility Needs from the 2026-27 to 2033-34 School Years.....	Page 44
• Overview and Priority Needs	Page 45

1. STUDY BACKGROUND

In order to gain a better understanding of the impact of commercial and residential growth on the Town's infrastructure, the Town of Needham commissioned the Needham 2025 study to assess growth impacts on traffic, transportation, water, sewer, drains, roads and bridges, technology, and school facilities; and to identify options for managing that impact. In 2019, the Town of Needham retained Urban Partners, assisted by NV5, as a consultant to complete the Needham 2025 study.

This report is a summary of preliminary findings for demographic/economic trends; land use and zoning; water and sewer systems; traffic and mobility; and technology and community growth impacts. The last two sections are comprised of a population estimate and forecast, followed by the resulting impact on public school facilities.



Figure 1: Aerial view of Downtown Needham looking northeast

2. DEMOGRAPHIC TRENDS

Population & Households

Needham's population reported in the U.S. Census Bureau's 2013-2017 American Community Survey 5-Year Estimates (2017 ACS) is 30,429. From 2000 to 2017, Needham's population grew by 5.3%, compared to 6.8% for Norfolk County and 8.7% for the Boston Region (Table 1).

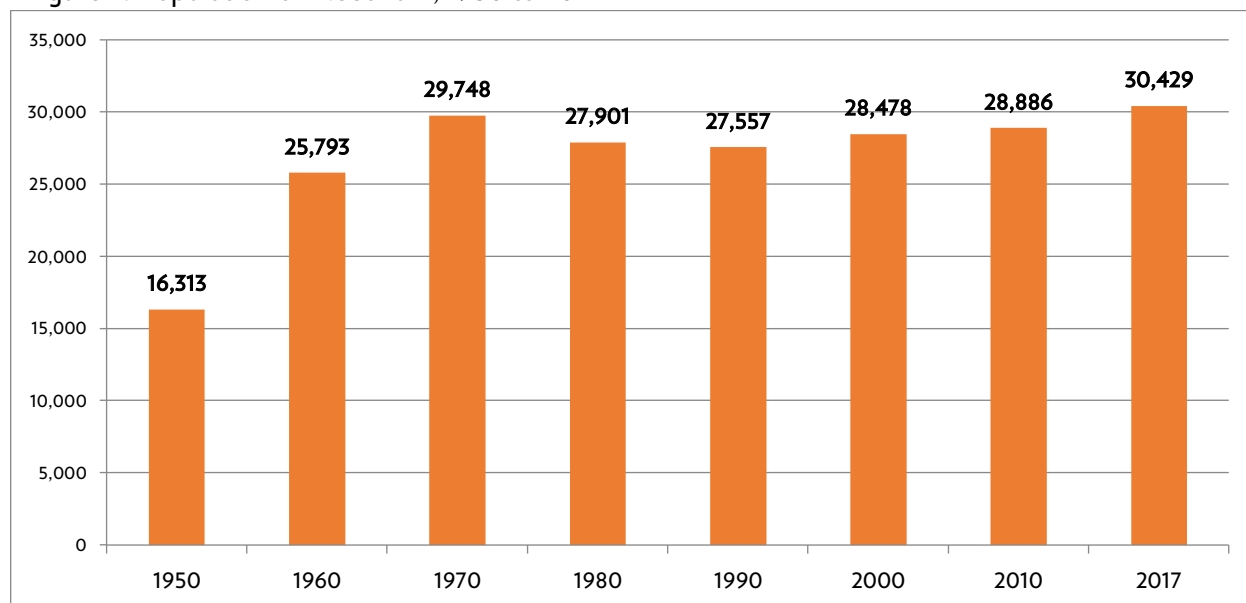
Table 1: Population Trends, 2000-2017

	2000 Census	2010 ACS	2017 ACS	% Growth (2000-2017)
Town of Needham	28,911	28,683	30,429	5.3%
Norfolk County	650,308	662,077	694,389	6.8%
Boston-Cambridge-Newton Metro Area	4,391,344	4,489,250	4,771,936	8.7%

Source: U.S. Census Bureau

As presented in a document called *Demographic, Economic and Housing Profiles* prepared by Needham Department of Planning and Community Development, Needham's rapid growth period was from 1950 to 1970 when it doubled in population. In the ensuing decades, the Town's population has experienced small fluctuations (Figure 2):

Figure 2: Population of Needham, 1950 to 2017



Source: U.S. Census Bureau, Needham Planning Department

There was an increase in the total number of households in Needham between 2000 and 2017, but at a much slower rate (0.4%) than the rate of population increase. The County and the Region, in comparison, experienced significant growth in households during this period, with 5.4% and 7.4% growth, respectively (Table 2 on the following page)

Table 2: Household Trends, 2000-2017

	2000 Census	2010 ACS	2017 ACS	% Growth (2000-2017)
Town of Needham	10,612	10,373	10,652	0.4%
Norfolk County	248,827	255,180	262,324	5.4%
Boston-Cambridge-Newton Metro Area	1,679,659	1,735,175	1,804,136	7.4%

Source: U.S. Census Bureau

According to the U.S. Census Bureau, the average household size for Needham has been on a steady increase since 2000. In 2017, Needham's average household size was 2.77 persons per household, compared to 2.58 for Norfolk County (Table 3).

Table 3: Average Household Size, 2000-2017

	2000 Census	2010 ACS	2017 ACS	% Change (2000-2017)
Town of Needham				
All Households	2.63	2.67	2.77	5.3%
Owner Households	2.82	2.85	3.00	6.4%
Renter Households	1.84	1.80	1.67	-9.2%
Norfolk County				
All Households	2.54	2.52	2.58	1.6%
Owner Households	2.80	2.74	2.80	0.0%
Renter Households	1.96	2.01	2.06	5.1%

Source: U.S. Census Bureau

Compared to the County, a smaller proportion of Needham residents are in non-family households (9.1% compared to 16.7%). There are approximately 900 Needham residents living in group quarters (or 3.0% of total population), compared to 2.6% for the County (Table 4)¹.

Table 4: Population by Household Type, 2017

	Town of Needham	Norfolk County
Total Population	30,429	694,389
In Households	29,525	676,032
In Households (% of Total)	97.0%	97.4%
In Family Households (% of Households)	90.9%	83.3%
In Non-Family Households (% of Households)	9.1%	16.7%
In Group Quarters (% of Total)	3.0%	2.6%

Source: U.S. Census Bureau

¹ The Census Bureau classifies all people not living in housing units (house, apartment, mobile home, rented rooms) as living in **Group Quarters**, of which there are two types: 1) Institutional, such as correctional facilities, nursing homes, or mental hospitals; and 2) Non-Institutional, such as college dormitories, military barracks, group homes, missions, or shelters.

Age Distribution

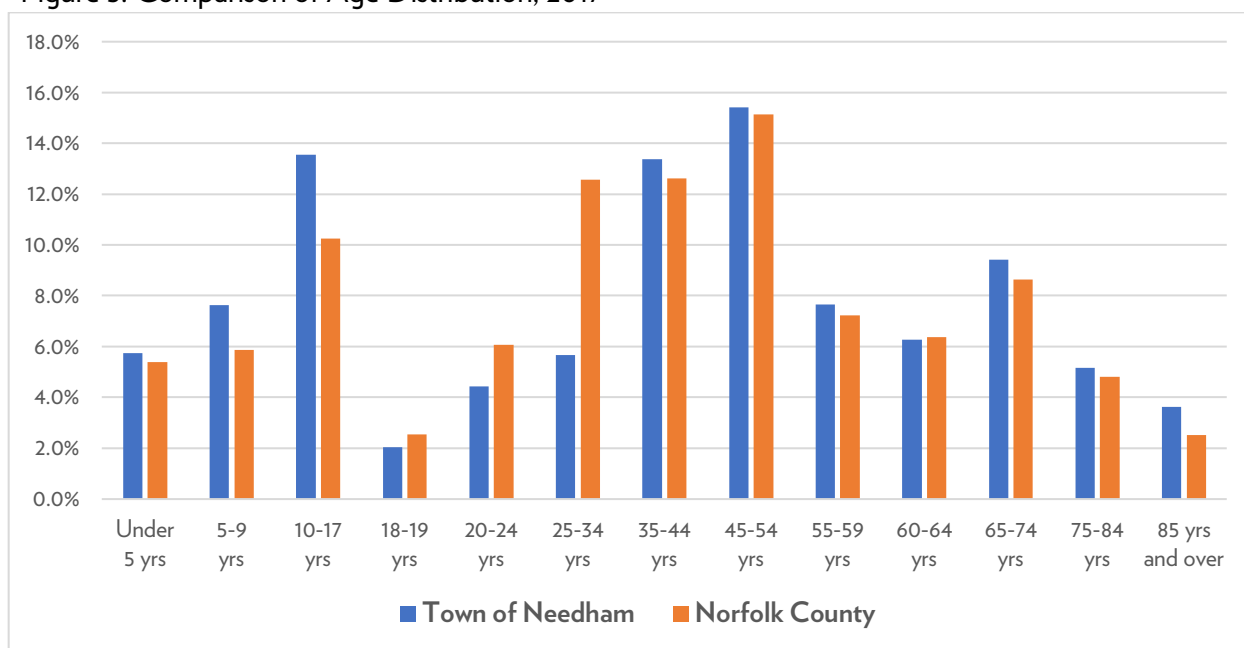
Table 5 and Figure 3 compare the age distribution patterns in Needham to the County. First, in Needham, school-age children between 5 to 17 years-of-age represent 21.2% of the total population, which is much higher than the percentage for the County (16.1%). Second, Needham has a very low percentage of 25 to 34-year-olds (5.7% compared to 12.6% for the County). Lastly, the proportion of senior citizens (65 years-of-age or older) in Needham is 18.2% compared to 15.9% for the County.

Table 5: Distribution of Age, 2010-2017

	Town of Needham 2010	Town of Needham 2017	Norfolk County 2010	Norfolk County 2017
Under 5 years	6.6%	5.7%	5.7%	5.4%
5 to 9 years	8.3%	7.6%	6.4%	5.9%
10 to 17 years	12.5%	13.5%	10.8%	10.3%
18 to 19 years	2.8%	2.0%	2.4%	2.6%
20 to 24 years	3.6%	4.4%	5.7%	6.1%
25 to 34 years	5.8%	5.7%	11.6%	12.6%
35 to 44 years	15.1%	13.4%	14.9%	12.6%
45 to 54 years	16.2%	15.4%	16.2%	15.1%
55 to 59 years	6.8%	7.7%	6.7%	7.2%
60 to 64 years	5.4%	6.3%	5.3%	6.4%
65 to 74 years	7.3%	9.4%	6.8%	8.6%
75 to 84 years	5.6%	5.2%	5.2%	4.8%
85 years and over	4.0%	3.6%	2.3%	2.5%

Source: U.S. Census Bureau

Figure 3: Comparison of Age Distribution, 2017



Source: U.S. Census Bureau, Urban Partners

Educational Attainment

Table 6 shows the high level of educational attainment for Needham residents. According to the 2017 ACS, 78.9% of Needham residents 25 years-and-older have some type of college degrees, compared to 59.9% for the County. More than two-out-of-five Needham residents 25 years-and-older have graduate or professional degrees (42.7% compared to 24.0% for the County).

Table 6: Educational Attainment (25yrs and over), 2010-2017

	Town of Needham 2010	Town of Needham 2017	Norfolk County 2010	Norfolk County 2017
Population 25 years and over	18,969	20,270	456,151	485,216
Less than 9th grade	1.1%	0.7%	2.8%	2.7%
9th to 12th grade, no diploma	1.9%	1.6%	4.1%	3.4%
High school graduate (includes equivalency)	10.6%	11.4%	22.9%	20.0%
Some college, no degree	9.1%	7.4%	14.8%	13.9%
Associate's degree	6.3%	4.3%	7.9%	7.4%
Bachelor's degree	31.8%	31.9%	26.5%	28.5%
Graduate or professional degree	39.1%	42.7%	20.9%	24.0%

Source: U.S. Census Bureau

Household Income

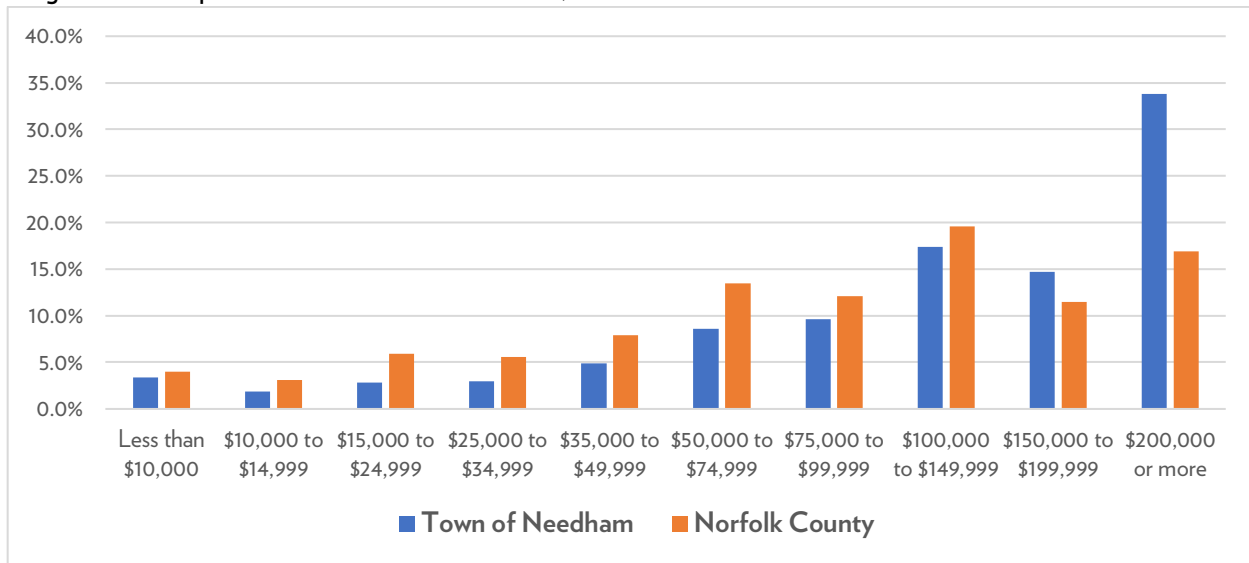
The high levels of household income for Needham residents generally correlate with high educational attainment levels illustrated below in Table 7 and Figure 4. The median household income for Needham is \$141,690, compared to \$95,668 for the County. More than a third (33.8%) of Needham households earn more than \$200,000 per year.

Table 7: Household Income, 2010-2017

	Town of Needham 2010	Town of Needham 2017	Norfolk County 2010	Norfolk County 2017
Less than \$10,000	2.9%	3.4%	4.7%	4.0%
\$10,000 to \$14,999	3.7%	1.9%	3.7%	3.1%
\$15,000 to \$24,999	4.8%	2.8%	6.7%	5.9%
\$25,000 to \$34,999	3.4%	3.0%	6.1%	5.6%
\$35,000 to \$49,999	4.6%	4.9%	9.6%	7.9%
\$50,000 to \$74,999	12.8%	8.6%	15.7%	13.5%
\$75,000 to \$99,999	9.4%	9.6%	13.7%	12.1%
\$100,000 to \$149,999	19.5%	17.4%	19.3%	19.6%
\$150,000 to \$199,999	10.9%	14.7%	9.4%	11.5%
\$200,000 or more	27.9%	33.8%	11.2%	16.9%
Median Household Income	\$114,365	\$141,690	\$81,027	\$95,668

Source: U.S. Census Bureau

Figure 4: Comparison of Household Income, 2017



Source: U.S. Census Bureau, Urban Partners

Current Housing Characteristics

The number of housing units in Needham grew by 117 units (or 1.1%) between 2000 and 2017. The vacancy rate increased from 2.2% in 2000 to 3.9% in 2010, then dropped slightly to 2.9% in 2017. The rate of homeownership experienced a slight increase, going from 80.9% in 2000 to 82.6% in 2017 (Table 8)².

Table 8: Housing Occupancy and Tenure, 2000-2017

	Housing Units 2000 Census		Housing Units 2010 ACS		Housing Units 2017 ACS		% Change 2000-2017
		(%)		(%)		(%)	
Total housing units	10,846	-	10,781	-	10,963	-	1.1%
- Occupied units	10,612	97.8%	10,373	96.2%	10,652	97.2%	0.4%
- Vacant units	234	2.2%	408	3.9%	311	2.9%	32.9%
Owner occupied	8,587	80.9%	8,607	83.0%	8,799	82.6%	2.5%
Renter occupied	2,025	19.1%	1,766	17.0%	1,853	17.4%	-8.5%

Source: U.S. Census Bureau

Table 9 shown on the following page is a detailed breakdown of the Age of Housing Stock for Needham based on tenure. It shows that 56.6% of all housing units in the Town were built before 1960. The U.S. Census Bureau also reports that owner-occupied homes are older than renter-occupied homes (62.0% of the homeowner housing were built 1960 or earlier, compared to 31.2% of rental homes).

² The U.S. Census Bureau's 5-Year American Community Survey is based on annual survey data collected over a 5-year period, and therefore they describe the average characteristic for that period. The most accurate and up-to-date data on the Town's housing stock comes from Needham's Department of Planning and Community Development which is documented on pages 8-10.

Table 9: Age of Housing Stock by Tenure

	All Units	%	Owner Occupied	%	Renter Occupied	%
All Units	10,652	-	8,799	-	1,853	-
Built 2014 or later	137	1.3%	137	1.6%	0	0.0%
Built 2010 to 2013	383	3.6%	203	2.3%	180	9.7%
Built 2000 to 2009	932	8.7%	772	8.8%	160	8.6%
Built 1990 to 1999	535	5.0%	402	4.6%	133	7.2%
Built 1980 to 1989	837	7.9%	524	6.0%	313	16.9%
Built 1970 to 1979	603	5.7%	378	4.3%	225	12.1%
Built 1960 to 1969	1,192	11.2%	928	10.5%	264	14.2%
Built 1950 to 1959	2,158	20.3%	1,982	22.5%	176	9.5%
Built 1940 to 1949	1,316	12.4%	1,108	12.6%	208	11.2%
Built 1939 or earlier	2,559	24.0%	2,365	26.9%	194	10.5%

Source: U.S. Census Bureau

The majority of homes (81.0%) in Needham are one-unit structures (both attached and detached types). According to the 2017 ACS, 94.1% of the homeowners live in residential structures with just one unit. Renter households are more evenly distributed in terms of units in structure, with the largest number of renters (528 households, or 28.5% of all rental units) living in structures with 50+ units (Table 10)

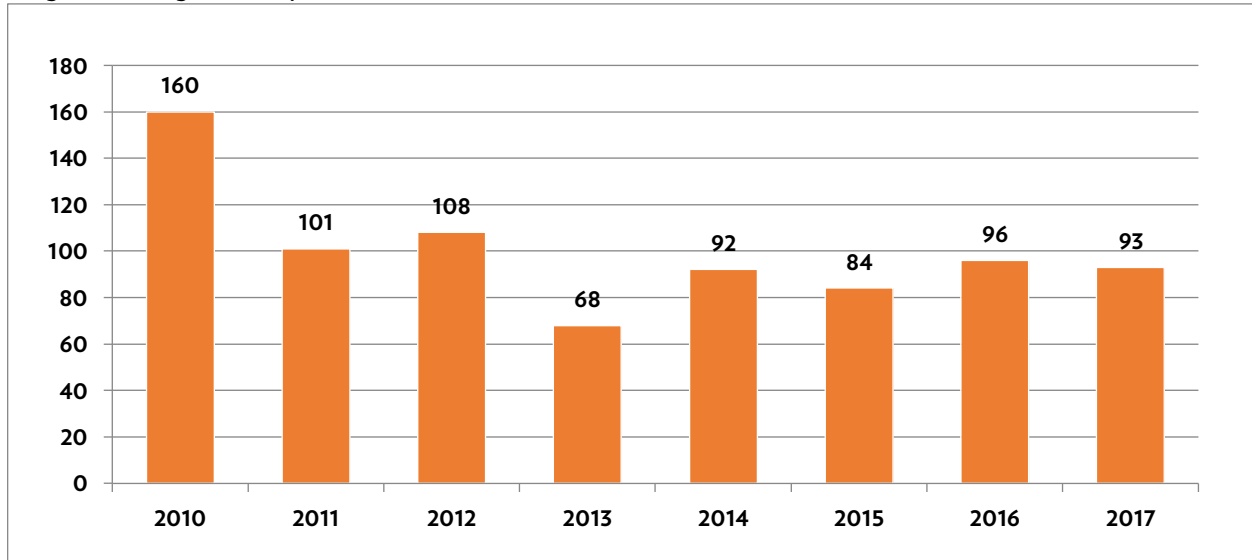
Table 10: Units in Structure by Tenure

	All Units	%	Owner Occupied	%	Renter Occupied	%
All Units	10,652	-	8,799	-	1,853	-
1 Unit, detached	8,222	77.2%	7,951	90.4%	271	14.6%
1 Unit, attached	401	3.8%	328	3.7%	73	3.9%
2 Units	443	4.2%	176	2.0%	267	14.4%
3 or 4 Units	217	2.0%	51	0.6%	166	9.0%
5 to 9 Units	218	2.0%	46	0.5%	172	9.3%
10 to 19 Units	150	1.4%	0	0.0%	150	8.1%
20 to 49 Units	327	3.1%	101	1.1%	226	12.2%
50 Units or more	674	6.3%	146	1.7%	528	28.5%
Mobile Home	-	-	-	-	-	-
Boat, RV, Van, etc.	-	-	-	-	-	-

Source: U.S. Census Bureau

The most accurate and up-to-date data on the Town's housing stock comes from Needham's Department of Planning and Community Development which documented a total of 706 net new housing units from 2010 to 2017. First of all, the Town saw an average of 100 so-called teardowns annually during this period (generally homes being demolished for purpose of rebuilding larger homes on the same lot, see Figure 5 and Figure 6 on the following page).

Figure 5: Single-Family Residential Demolitions or Relocations in Needham



Source: U.S. Census Bureau, Needham Planning Department

Figure 6: Case Study of Tear Down-Reconstruction Activity, 89 Bird Street



Table 11 details a total of 706 total net new units, comprising of 40 net new single-family and two-family homes (factoring demolitions and replacement homes) and 666 new units in the following multi-family developments:

- Independent living units at The Residences of Wingate: 12 units (2013)
- Mixed-use property at 50 Dedham Avenue: 10 units (2014)
- Greendale Village 40B homes: 20 units (2014)
- Webster Street Green 40B homes: 10 units (2014)

- Independent living units at One Wingate Way: 52 units (2016)
- The Kendrick: 390 units (2017)
- Modera Needham: 136 units (2017)
- Sunrise Terrace subdivision: 6 units (2017)
- Rockwood Lane subdivision: 22 units (2017)
- Belle Lane subdivision: 8 units (2017)

Table 11: Net New Residential Units, 2010-2017

Year	Net New Single-Family/ Duplex Units	New Units in Multi-Family Structures	Total Net New Units
2010	6	-	6
2011	6	-	6
2012	8	-	8
2013	-5	12	7
2014	12	40	52
2015	3	-	3
2016	9	52	61
2017	1	562	563
Total	40	666	706

Source: Needham Building Department, Needham Department of Planning and Community Development

Home Sales

According to *Realquest*, which is a comprehensive real estate database service that was utilized for report, there were 374 home sales in Needham within the last 12 months. Sale prices ranged from \$225,400 to \$3.125 million, with a median price of \$1.1 million. In terms of average sale price per square foot (SF) of living space, the median price was \$451.26 per SF. Of the 374 home sales, 26 were new homes built in 2018. The sale prices for these new homes ranged from \$1.085 million to \$3.089 million, with a median price of \$1.69 million (Figure 7).

Figure 7: Highest Priced New Home Sales, 2018-19

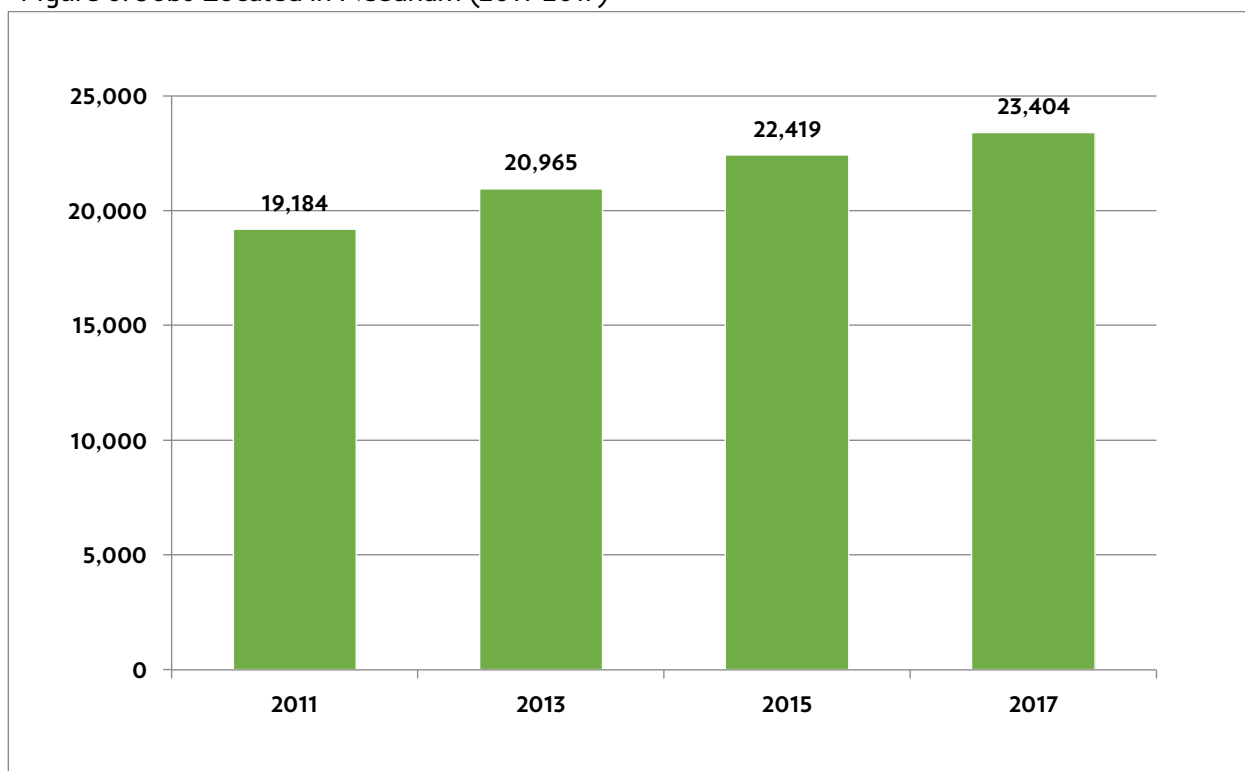
		
3XX Grove Street \$3.089 million (\$455.13/SF) 7-bed, 8 bath (6,787 SF)	1XX Fair Oaks Park \$2.95 million (\$479.44/SF) 5-bed, 7 bath (6,153 SF)	X Fair Oaks Park \$2.525 million (\$383.10/SF) 7-bed, 7.5 bath (6,591 SF)

Source: Realquest, Zillow, Urban Partners

3. ECONOMIC TRENDS

According to the U.S. Census Bureau's *OnTheMap* application, which uses employer payroll tax information to geo-locate jobs within a defined area, Needham has experienced a steady increase in jobs from 2011 to 2017. In 2011 Needham was home to 19,184 jobs, and in 2017 the number of jobs increased to 23,404 jobs, equivalent to an increase of 22.0% (see Figure 8).

Figure 8: Jobs Located in Needham (2011-2017)



Source: U.S. Census Bureau

The most significant employment trend for Needham during this time period has been the increase of jobs in the *Health Care and Social Assistance* sector, which experienced a growth of 1,933 positions (equivalent to a 51.8% increase). The *Administration & Support, Waste Management and Remediation* sector also experienced significant growth, adding 1,034 jobs during this period (95.7% increase).

The *Professional, Scientific, and Technical Services*, which is comprised of some of the highest paying jobs, shed 305 jobs from 2011 to 2015 (8.8% decrease, see Table 12 on the following page).

Table 12: Jobs Located in Needham by Industrial Sectors, 2011-2017

	Jobs in 2017	% of All Jobs 2017	Jobs in 2011	% of All Jobs 2011	Change 2011-17
Health Care and Social Assistance	5,668	24.2%	3,735	19.5%	1,933
Professional, Scientific, and Technical Services	3,176	13.6%	3,481	18.1%	-305
Admin & Support, Waste Management/Remed.	2,114	9.0%	1,080	5.6%	1,034
Educational Services	1,792	7.7%	1,421	7.4%	371
Accommodation and Food Services	1,614	6.9%	1,084	5.7%	530
Retail Trade	1,287	5.5%	1,328	6.9%	-41
Information	1,148	4.9%	1,077	5.6%	71
Finance and Insurance	1,093	4.7%	1,022	5.3%	71
Wholesale Trade	1,018	4.3%	794	4.1%	224
Manufacturing	980	4.2%	1,052	5.5%	-72
Other Services (excluding Public Administration)	866	3.7%	987	5.1%	-121
Construction	758	3.2%	694	3.6%	64
Management of Companies and Enterprises	558	2.4%	565	2.9%	-7
Public Administration	413	1.8%	244	1.3%	169
Real Estate and Rental and Leasing	383	1.6%	310	1.6%	73
All other sectors	536	2.3%	310	1.6%	226
Total	23,404		19,184		4,220

Source: U.S. Census Bureau

The *OnTheMap* application reports that the largest segment of workers employed in Needham live in Boston (13.6% in 2017), followed by those who stay within the Town for work (7.3%. See Table 13).

Table 13: Where Needham Workers Live 2011-2017

	Jobs in 2017	% of All Jobs 2017	Jobs in 2011	% of All Jobs 2011	Change 2011-17
Boston	3,172	13.6%	2,440	12.7%	732
Needham	1,706	7.3%	1,643	8.6%	63
Newton	819	3.5%	788	4.1%	31
Framingham	552	2.4%	475	2.5%	77
Waltham	505	2.2%	454	2.4%	51
Dedham	495	2.1%	349	1.8%	146
Norwood	442	1.9%	312	1.6%	130
Quincy	394	1.7%	340	1.8%	54
Brockton	369	1.6%	252	1.3%	117
Cambridge	344	1.5%	233	1.2%	111
All Other Locations	14,606	62.4%	11,898	62.0%	2,708
Total	23,404	100%	19,184	100%	4,220

Source: U.S. Census Bureau

According to the *OnTheMap* application, there were a total of 14,886 employed residents of Needham in 2017, an increase of 1,595 (12.0%) from 2011. *Health Care and Social Assistance*; *Professional, Scientific, and Technical Services*; and *Educational Services* remained the top three sectors in which Needham residents were employed (17.2%, 15.2%, and 12.7% employed, respectively. See Table 14).

Table 14: Employed Residents of Needham by Notable Industrial Sectors, 2011-2017

	Workers in 2017	% of All Workers 2017	Workers in 2011	% of All Workers 2011	Change 2011-17
Health Care and Social Assistance	2,564	17.2%	2,228	16.8%	336
Professional, Scientific, and Technical Services	2,260	15.2%	1,825	13.7%	435
Educational Services	1,892	12.7%	1,695	12.8%	197
Finance and Insurance	1,215	8.2%	1,289	9.7%	-74
Retail Trade	1,018	6.8%	943	7.1%	75
Accommodation and Food Services	861	5.8%	723	5.4%	138
Information	692	4.6%	568	4.3%	124
Admin & Support, Waste Management/Remed.	670	4.5%	557	4.2%	113
Manufacturing	556	3.7%	598	4.5%	-42
Other Services (excluding Public Administration)	506	3.4%	547	4.1%	-41
Public Administration	476	3.2%	405	3.0%	71
Management of Companies and Enterprises	475	3.2%	393	3.0%	82
Wholesale Trade	472	3.2%	527	4.0%	-55
Construction	406	2.7%	343	2.6%	63
All other sectors	823	5.5%	650	4.9%	173
Total	14,886		13,291		1,595

Source: U.S. Census Bureau

The *OnTheMap* application reports that the largest segment of employed Needham residents commute to Boston for work (30.4% in 2017), followed by those who stay within the Town for work (11.5%. See Table 15).

Table 15: Commuting Destination for Employed Needham Residents, 2002-2017

	Jobs in 2017	% of All Jobs 2017	Jobs in 2011	% of All Jobs 2011	Change 2011-17
Boston	4,527	30.4%	3,978	29.9%	549
Needham	1,706	11.5%	1,643	12.4%	63
Newton	1,058	7.1%	1,042	7.8%	16
Cambridge	762	5.1%	616	4.6%	146
Waltham	588	4.0%	485	3.6%	103
Wellesley	399	2.7%	435	3.3%	-36
Framingham	263	1.8%	276	2.1%	-13
Burlington	251	1.7%	243	1.8%	8
Brookline	225	1.5%	271	2.0%	-46
Dedham	214	1.4%	191	1.4%	23
All other locations	4,893	32.9%	4,111	30.9%	782

Source: U.S. Census Bureau

Shown in Table 16 below is a comparison of Needham's In-Area Employment Efficiency, or the percentage of jobs in the Town filled by Needham residents, to other notable communities in Norfolk County. In 2017, the average In-Area Employment Efficiency for the twelve Norfolk County communities examined below were 11.4%. Needham's 7.3% was second lowest, with only Dedham reporting higher rates of out-commuting.

Table 16: In-Area Employment Efficiency, Largest Cities and Towns in Norfolk County

	Jobs in 2017	Jobs Filled by Residents in 2017	In-Area Employment Efficiency 2017
Quincy	50,028	7,753	15.5%
Braintree	30,294	2,677	8.8%
Norwood	24,207	2,351	9.7%
Needham	23,404	1,706	7.3%
Brookline	19,482	1,958	10.1%
Dedham	19,024	1,377	7.2%
Wellesley	18,472	1,377	7.5%
Weymouth	17,761	2,976	16.8%
Stoughton	16,745	1,842	11.0%
Franklin	15,944	2,249	14.1%
Randolph	9,490	1,170	12.3%
Milton	6,857	1,175	17.1%
Average	20,976	2,384	11.4%

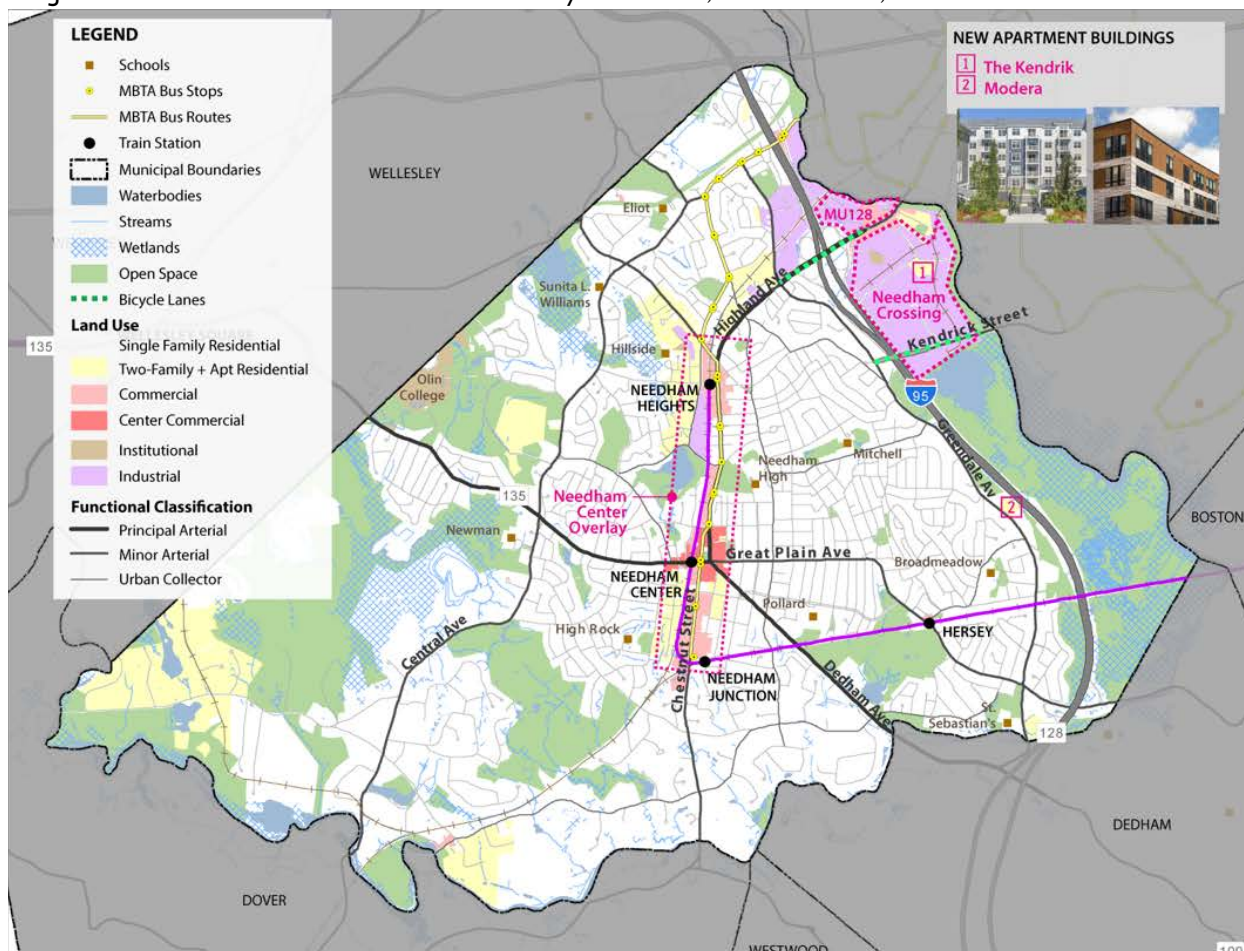
Source: U.S. Census Bureau

4. LAND USE AND ZONING

Structure of the Town

The Town of Needham is approximately 13 square miles in area, bordered by Wellesley to the northwest, Newton to the east, Dover to the southwest, and Dedham to the southeast (see map of Town's structure below in Figure 9). The main north/south spine of the town is comprised of Chestnut Street and Dedham Avenue, which change into Chapel Street and Highland Avenue, respectively, and eventually merge into Highland Avenue at the intersection of May Street. This commercial spine is approximately two blocks wide at the south end, where the hospital is located, and then becomes three blocks wide north of Great Plain Avenue before tapering down to two blocks and then one block wide (see Figure 10 on the following page). The commuter rail runs along the western side of this spine with three stations located along it and a fourth at Great Plain Avenue. Great Plain Avenue crosses Chestnut Street/Chapel Street and Dedham Ave/Highland Ave. This area is the “heart” of town. The Town Common is located on the north side of Great Plain Avenue between Chapel Street and Highland Avenue.

Figure 9: Structure of the Town as Framed by its Streets, Rail Corridor, Land Uses



I-95 passes through the eastern portion of the town. It passes over wetlands and forested area in the eastern section of town and is not much consequence to the town's structure except its likely influence in the location of industrial land uses in proximity to the highway and at the interchanges, where cars enter at or exit onto Highland Avenue. The parcel data used to create the map has not yet been updated to reflect the transitioning of land uses in the Needham Crossing District from transitioning from industrial uses to a mix of commercial and residential uses. With the exception of the spine and the I-95 corridor, the town is primarily residential and single-family in nature, with some areas containing two-family houses and apartments.

Redevelopment & Revitalization Efforts

The Town launched three initiatives as part of an on-going effort to foster redevelopment and economic revitalization.

Needham Crossing District - The Town established Needham Crossing (formerly the New England Business Center) to attract companies to locate in a modern, connected, mixed-use urban layout that embraces contemporary architecture and urban design. The 2002 and 2011 rezoning of this area reflects the Town's vision of an urban, real, ready, flexible and accessible modern environment. The district is already home to of several technology businesses such as TripAdvisor and the life science company Verastem. Contributing significantly to the mixed-use environment, the Kendrick with 390 units of high quality apartments was completed in 2017.



Figure 10: Map showing the block structure of Needham Center and environs.

NBCUniversal recently opened a \$125 million, 160,000 square foot facility in Needham Crossing. The new building, which houses more than 400 employees, includes a full multimedia production facility with six control rooms, six broadcast studios, and a podcasting studio. It also includes many amenities for employees, including kitchens, a fitness facility, a nursing room for new mothers, outdoor courtyards, and a doctor-on-demand room for telemedicine appointments. The company also offers a shuttle service between its facility and the Newton Highlands Green Line station and the commuter rail station in Needham Heights.

The Town implemented a tax increment finance program that will provide NBCUniversal with approximately \$2.1 million in property tax relief over 10 years, while the Town will collect an equivalent or higher amount in personal property taxes from satellites, cameras, computers and other high-tech equipment. The agreement includes the creation of a collaborative media space in its building.



Figure 11: NBCUniversal Facilities in Needham.

Additionally, Boston Children's Hospital recently presented interest in developing a pediatric ambulatory surgical center in Needham. The facility would include an innovation lab and educational training center and a number of clinical and therapeutic services. The facility is projected to employ 400 people. A draft zoning bylaw amendment has been written. The hospital plans to develop a new parking garage for this facility.

Most recently, co-working provider Workbar has announced plans to bring to coworking to the N2 Innovation District. It anticipates being able to accommodate 150 people in its 17,000 sq. ft. space at space at 117 Kendrick Street, with a full capacity of 450.

Investments in redesigning and reconstructing roadway infrastructure have been made to accommodate growth in this district. This includes new interchanges at Kendrick Street and Highland Avenue along with widening of roads and new traffic signals. The upgraded infrastructure will support up to 3 million square feet of new development with visibility on and access from/to Route 128.



Figure 12: TripAdvisor Building

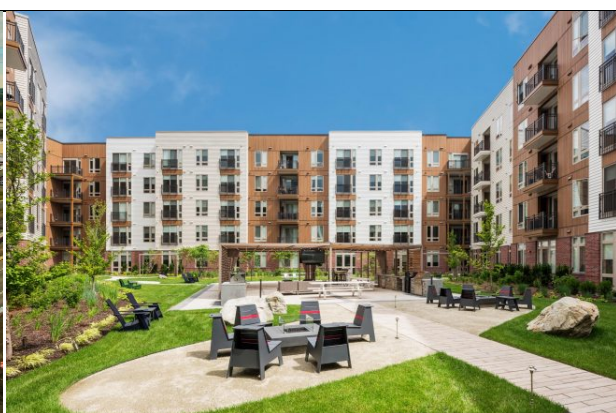


Figure 13: Interior Courtyard at the Kendrick

It is important to mention the broader N2 Innovation District initiative that is taking place in conjunction with Needham Crossing. The N2 Innovation District is a partnership between the City of Newton, Town of Needham, the Newton-Needham Regional Chamber, area real estate holders and local businesses. This initiative aims to create an urban innovation district. Companies such as Coachup, Empow, Boston Ballet, Examity and StopShop have expanded or moved into the area. Existing businesses that have expanded include SharkNinja, NBC Universal, CyberArk and Karyopharm. Candel Therapeutics, a biotech company that just closed a \$22.5 million “C” round of financing, recently announced it will move from another part of Newton into the N2 Innovation District, citing the location and facilities as conducive to a culture of innovation and creativity.

Mixed Use 128 - the MUOD is an overlay district superimposed on the Mixed Use-128 and the abutting Highland Commercial-128 District. This district can be accessed from Highland Avenue, which forms the southern border of the district. It consists of a collection of smaller industrial businesses than those in Needham Crossing. The MUOD allows for residential development of up to 250 units with a maximum height of 84 feet by special permit.

Across I-95 from the MUOD is a site that is currently home to a car dealership. The site is currently zoned for industrial uses. A proposal to rezone the site to Highway Commercial 1 in order to facilitate future redevelopment initially did not pass but is being re-evaluated.

Needham Center Overlay - the purposes of the Needham Center Overlay District are to encourage redevelopment of existing properties and infill development of an appropriate scale, density, mix of uses and design for a suburban downtown, substantially as set forth in the Needham Center Development Plan (2009), and to establish sub-districts in which to achieve these purposes in a manner compatible with surrounding areas; to create and sustain a vibrant, walkable downtown area; and to create opportunities for housing within walking distance of goods and services, public transportation, and the civic life of the town. Toward these ends, development in the Needham Center Overlay District is permitted to exceed the density and dimensional requirements that normally apply in the underlying zoning district(s) if the development complies with the design guidelines and all other requirements.

Teardowns in Single Family Neighborhoods

In 2016, in response to concerns expressed by Needham residents as to the impact new or expanded homes are having on the character of the surrounding residential neighborhood, the Needham Planning Board appointed the Large House Review Study Committee to develop recommendations on how best to ensure that new residential construction in the Single Residence B and General Residence Districts will complement existing buildings, settings and neighborhood character. The Committee also explored how the updating and

upgrading of structures in such neighborhoods can and should be done, while at the same time conserving the neighborhood's distinctive qualities as changes occur.

The demolition of older, smaller, and less expensive houses has become the principal source of lots for the construction of new single-family houses. More than 300 building permits for single-family houses were issued between January 2008 and January 2013. The 289 replacement houses, constructed on lots where an existing house has been torn down, accounted for 92% of new house construction over the past 5 years. The remaining 8% was allocated to infill construction at 6% and to subdivision construction at 3%. Needham has transitioned to a place where the majority of its new single-family home construction is derived from tear downs driven by market demand and the unavailability of infill and subdivision lots.

After significant research, the Large House Review Study Committee proposed a number of zoning revisions including modifying setbacks, changing definitions, increasing maximum lot coverage and instituting floor area ratio (FAR) into the regulations.

It is worth investigating whether the Large House Review Study Committee has tracked the number of bedrooms added in the Town through the development of new, larger houses created after the demolishing of an older, smaller house.

Accessory Dwelling Units

To provide additional living options for seniors, a zoning bylaw for accessory dwelling units (ADUs) was recently approved. The bylaw defines an accessory dwelling unit as “an apartment in a single-family detached dwelling that is a second, self-contained dwelling unit and a complete, separate housekeeping unit containing provisions for living, sleeping, cooking and eating. This unit shall be subordinate in size to the principal dwelling unit on a lot and shall be constructed to maintain the appearance and essential character of the single-family dwelling.” Among the provisions of the bylaw are the following:

- Occupancy of the unit that is not owner-occupied shall be limited to a member of the owner’s family or a caregiver and such caregiver’s family; provided that occupancy of the principal dwelling unit and the ADU combined shall be limited to five persons who are not family of the owner.
- The size of any ADU is limited to 850 square feet of living space and one bedroom.
- The ADU must be located in the primary structure, not in an accessory building.

Neighboring Towns

Forces outside of Needham can certainly influence land use, development, and residential choices in in Needham. The growth of employment opportunities in the N2 Innovation District (not to mention the apartment development that has taken place in the Needham Crossing District) could increase demand for housing in Needham, as could any expansion of employment in neighboring towns.

5. WATER, SEWER AND DRAINS

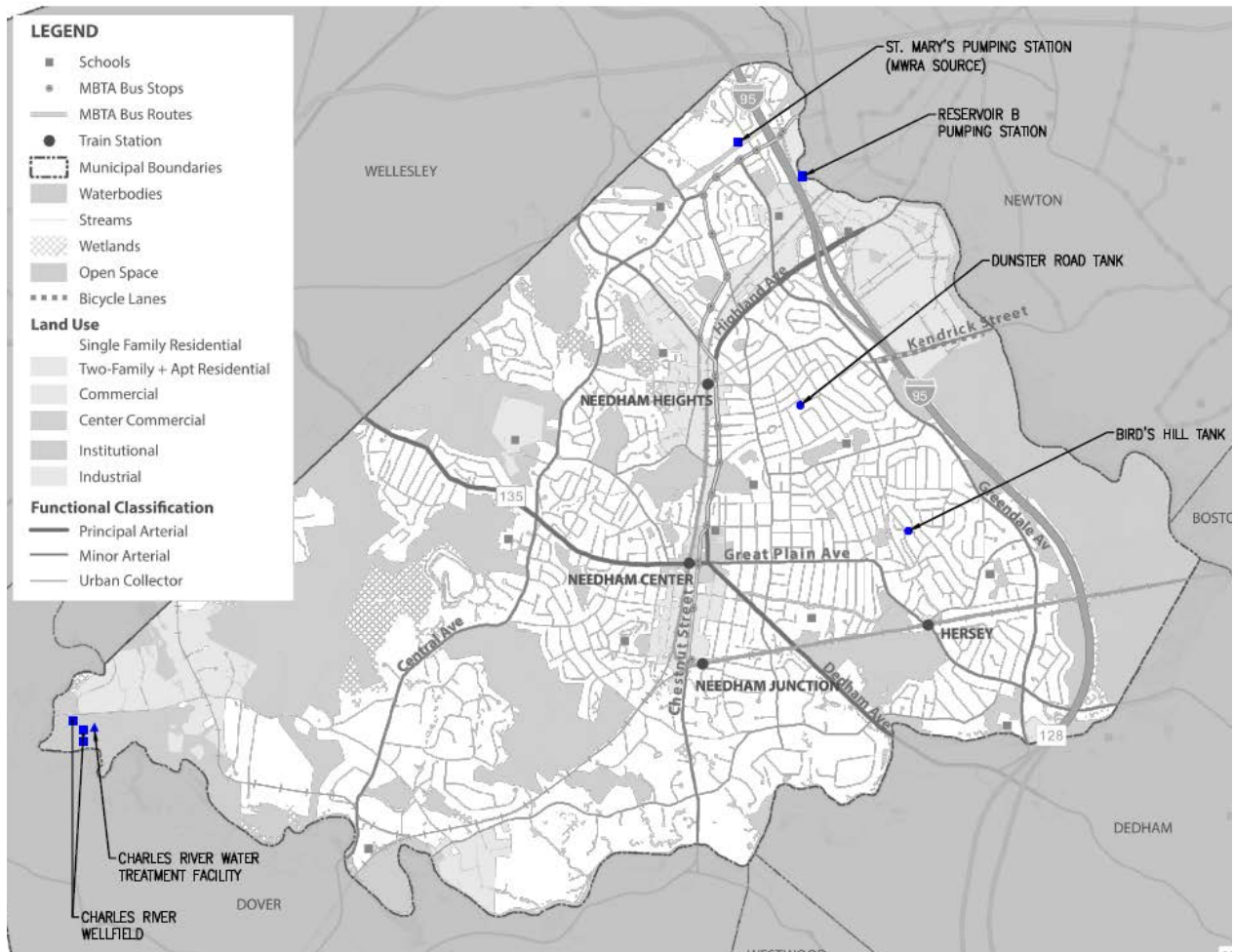
Drinking Water

The average daily water consumption in Needham is 3.58 mgd (2018) and is met with two different potable water sources. Approximately 80-90% of the water is drawn from three gravel packed wells (Charles River Wellfield) in southeast Needham and treated at the Charles River Water Treatment Facility. When the facility was built in 1999, each well was also upgraded and a standby power generator was installed to maintain operations during power outages. The Department of Environmental Protection (DEP) has registered an average of 2.63 mgd to be drawn from the Charles River. Any additional water demand is met by Needham's secondary water supply from a State Agency, the Massachusetts Water Resources Association (MWRA). A 36" diameter MWRA pipe runs water from a surface reservoir supply through MWRA's MetroWest Tunnel in Weston to the St. Mary's booster pumping station in north Needham. Modifications to the St. Mary's pumping station were completed in 2016 and it was built for a 25 year horizon capacity according to the Department of Public Works. Water demand is higher during summer months and during emergency fire events and the agreement with the MWRA allows Needham to withdraw up to 12.5 mgd. The MWRA meters Needham's water consumption and has reported it as stable. There are no capacity issues at this time. Two water tanks with a combined storage of 4 million gallons service residents in Needham. The Dunster Road Standpipe and Bird's Hill Tank were constructed in 1950 and 1972 respectively and are located in central/southeast Needham. There are homes located within 100 feet of both storage tanks.

The Town currently has 135 miles of street water mains with 10,300 service connections and 1,245 fire hydrants. A 10" or greater diameter transmission piping system links the two water sources and the two tanks to areas of the Town with high water demand. Residential areas are supplied by distribution pipes of 6" or 8" in diameter. Pressure in the system typically ranges between 20 psi and 110 psi. However, homes in close proximity to the tanks have experienced pressure lower than the state minimum (20 psi). As a result, some have installed individual pressure boosters.

According to a report prepared by CDM in 1999, pipes installed after 1946 were cement-lined, comprising 68% of the all existing pipes. More than 7.5 miles of water main were installed prior to 1900. The Department of Public Works (DPW) repairs several water main breaks annually. The Town has an ongoing water system rehabilitation program through which it has replaced multiple outdated mains over the past decade. The Town also performs annual water main flushing and regularly scheduled testing of water quality.

Figure 14: Major Water Utility Infrastructure



Stormwater Runoff & Management

Needham is located in the Charles River Drainage Basin and is comprised of four major drainage areas. Two of the areas discharge directly to the Charles River while the other two discharge indirectly to the Charles River via tributary waters through Wellesley. These sub watersheds were mapped by BETA Group, Inc. using Global Positioning System (GPS) and geographic information systems (GIS) in 2002 and again in 2019 for Needham's Stormwater Management Plan. Currently there are 4,225 catch basins, 1,392 drainage manholes and 295 discharges. DPW conducts annual cleanings of every Town-owned catch basin. DPW's Water and Sewer Division is also responsible for maintaining pipes, catch basins, and manholes. With a limited number of staff, DPW works efficiently to keep up with maintenance.

Needham's Water and Sewer District administers storm drain maintenance, which is in compliance with the National Pollution Discharge Elimination System (NPDES) program. In October of 2018, the Town of Needham adopted a Stormwater By-Law to prevent the pollution

of Needham's wetlands and waters from stormwater runoff. This By-Law covers everything from the construction of single-family homes to all major developments.

BETA also modeled and identified eleven areas at risk for flooding during major storm events. Since these findings, new multi-unit developments and larger residential redevelopments have been built in Needham since these findings and are placing more stress on the Town's drainage system.

Needham's Capital Improvement Plan also identified necessary storm drainage repairs to culverts. Deteriorating retaining walls and silt build up on brooks has led to affected water flow, loss of abutting property and, in some cases, basement flooding.

Wastewater & Sewer

DPW's Water, Sewer and Drain Division owns, operates and maintains 130 miles of gravity sanitary sewer pipe and 9 sewage pumping stations. The Reservoir B pumping station serving the Needham Crossarea was reconstructed in 2012. DPW reports that the development area is expanding more quickly than anticipated. The pumping station could be a limiting factor to the actual 25-year growth horizon; 1.5 million square feet of the 2.5 million square feet have already been allotted after three years. The Lake Drive pump is also in need of repairs. The pumps discharge to the MRWA Treatment Facility at Deer Island as there is no wastewater treatment facility in Needham. There is no current contractual limit on the amount of wastewater that Needham can send to Deer Island.

The MRWA has two flow meters that record the total waste from the town and the current average daily flow is 4.25 mgd. Sewage flow from Needham is collected by the Wellesley Extension of the MWRA which also services the Framingham Extension Sewer, Dedham and Wellesley.

In 1984, a State Order was put in place to mandate the removal of Inflow and Infiltration (I&I) from state sewers. Needham is now nearing the end of its necessary repairs. In 2017, BETA Group, Inc. released two Inflow & Infiltration (I&I) investigations and reports. TV inspections, manhole inspections and metering were conducted from 2014 to 2016. BETA's findings concluded that infiltration upwards of 690,000 gpd was present and that only 50% could be removed through rehabilitation. I&I projects have since been funded in town areas 2, 16, 21, 22, 24 and 26 among others. Approximately \$1.2 million dollars has been allocated to seal, line and/or replace parts of the sewer system where Infiltration has been identified. As of October 7, 2019, a contractor has been deployed to complete the necessary work. The DPW reports that the town has plans to address Inflow over the next 10 years.

Overall, the current sewer system is reliable and can accommodate development on either side of I-95. One known location identified as potentially limiting factor to future growth is the interceptor sewer on Route 128 (I-95 Corridor) between Kendrick Street and Highland Street.

6. TRAFFIC AND MOBILITY

The following is a brief overview of existing traffic and parking conditions in the Town of Needham. The Town is located approximately 10 miles southwest of Boston. Interstate 95 (also known as Route 128) runs in the north and south directions along eastern edge of Needham, which include highway entrance and exit ramps at Highland Avenue, Kendrick Street (new as of 2019), and Great Plain Avenue. Needham is also served by four Massachusetts Bay Transportation Authority (MBTA) Commuter Rail stations which connects the Town of Needham to South Station in Boston. As Needham is anticipating a significant amount of private development within and adjacent to the Town, there is a need to assess the combined effect of multiple new developments and general population growth on traffic and parking demand on the roadway network, as well as if the existing roadways could accommodate the anticipated combined demand. The following section is a summary of tasks performed to assess existing conditions.

Roadway Network

Highland Avenue is a north-south primary arterial extending from Needham Center and continuing north into Newton over the Charles River, with a major interchange at I-95/Route 128 and access to the north side of Needham Crossing. Highland Avenue generally accommodates one travel lane in each direction with left turn bays at several intersections between Great Plain Avenue and Utica Road, while between Utica Road and 2nd Avenue Highland Avenue accommodates two travel lanes in each direction likely due to the increased traffic demand at the I-95/Route 128 interchange. Parking is permitted intermittently south of Rosemary Street, but otherwise is prohibited. The MBTA B59 bus route runs along Highland Avenue between Chestnut Street and Hunnewell Street.

Chestnut Street is a north south minor arterial starting from Highland Avenue (in Needham Center) extending south in the neighboring Town of Dover. Chestnut Street accommodates one travel lane in each direction with turn bays provided for both directions of traffic at Oak Street, School Street, and Great Plain Avenue. Parking is generally not permitted along Chestnut Street. The MBTA 59 bus route runs along Chestnut Street from Highland Avenue to Junction Street.

Great Plain Avenue is an east-west minor arterial extending across the Town of Needham from the neighboring towns of Wellesley in the northwest to Dedham in the southeast. Great Plain Avenue generally accommodates one travel lane in each direction with no parking permitted, with the exception of a few block stretch in Needham Center between Pickering Street and Washburn Avenue, where two travel lanes and parking on both sides are provided. Great Plain Avenue coincides with State Route 135 from the border of neighboring town Wellesley to Dedham Avenue.

Dedham Avenue is a northwest-southeast primary arterial extending from Great Plain Avenue in the north to the neighboring town of Dedham in the south, and is part of State Route 135. Dedham Avenue serves one travel lane in each direction with parking generally not permitted along the roadway, with the exception of a five spaces located close to Great Plain Avenue in Needham Center.

Hunting Road, Greendale Avenue, and Gould Street are a continuous set of roadways which are classified as a north-south minor arterial, extending from Central Avenue in the north to the neighboring town of Dedham in the south. These set of roadways run parallel and adjacent to I-95/Route 128 throughout Needham. All three roadways generally accommodate one travel lane in each direction with parking generally not permitted along the roadway.

Central Avenue is a north-south minor arterial extending across the Town of Needham from the neighboring community of Newton in the east to the town of Dover in the west. Central Avenue generally accommodates one travel lane in each direction with no parking permitted. The MBTA 59 bus route runs along Central Avenue between the Newton city line and Webster Street.

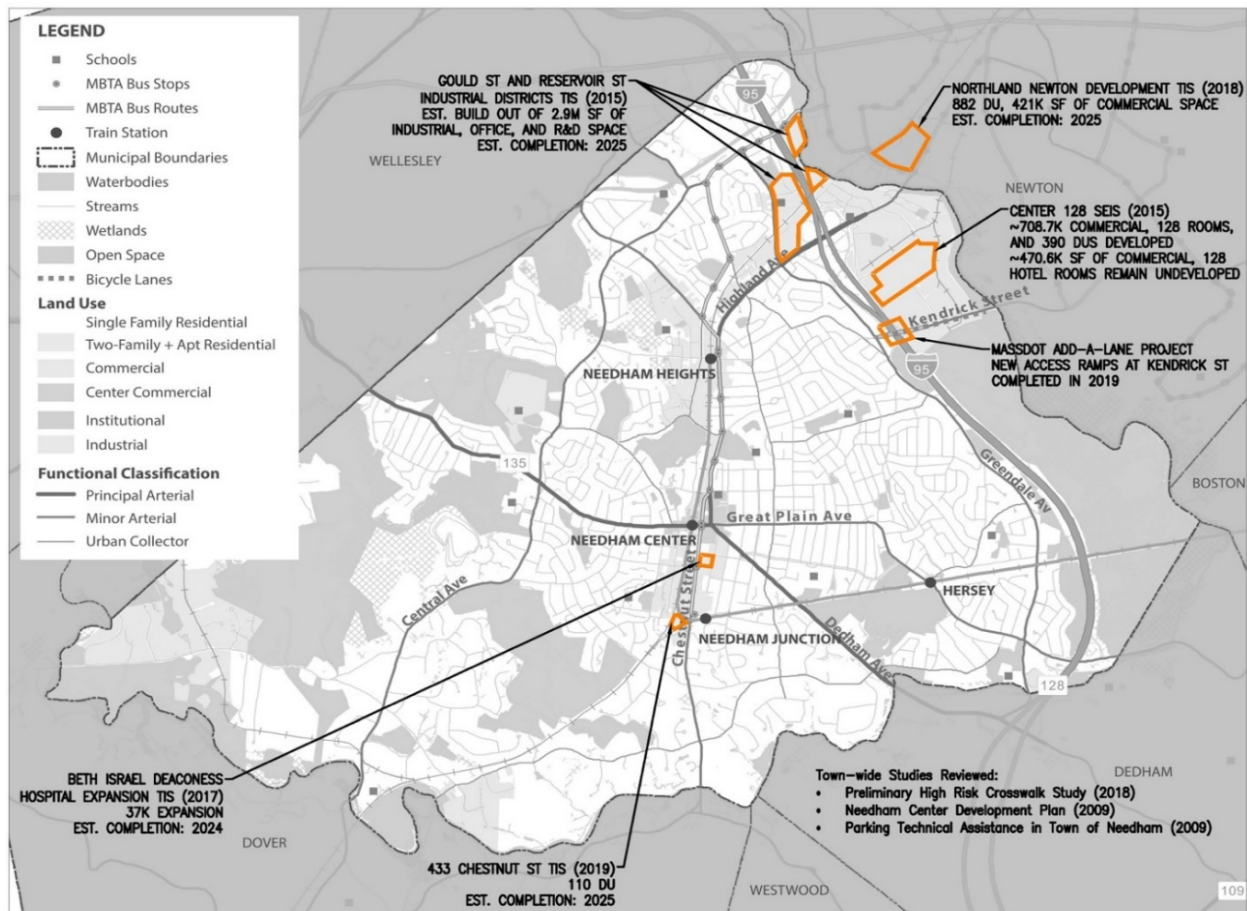
Existing Traffic and Parking Conditions

As no new data would be collected as part of this study, several traffic studies completed in recent years were provided by the Town of Needham to provide documentation on existing conditions in the study area. The following recent traffic studies were reviewed to obtain peak hour traffic volumes along arterial roadways in Needham, as well as identify developments that are anticipated to be completed before the year 2025. These studies are listed below and shown on a map on Figure 15. Studies reviewed were completed between 2009 and 2018, while many of the private development traffic impact studies (TIS) were completed in the last three years, and are anticipated to be completed prior to the year 2025.

- Northland Newton Development TIS (2018)
 - Mixed-Use Development of 882 dwelling units (DUs) and 421,000 sf of commercial space with an estimated completion date of 2025
- Gould Street and Reservoir Street Industrial Districts TIS (2015)
 - Estimated development of 2.9 million sf of industrial, office, and research and design space, with an assumed redevelopment completion date of 2025
- Center 128 Supplemental Environmental Impact Statement (SEIS) (2015)
 - Large Mixed Use development anticipated to be completed by 2019, however, only a portion has been completed as of 9/2019
 - Approximately 708,7000 sf of commercial, 390 DUs and 128 hotel rooms has been completed

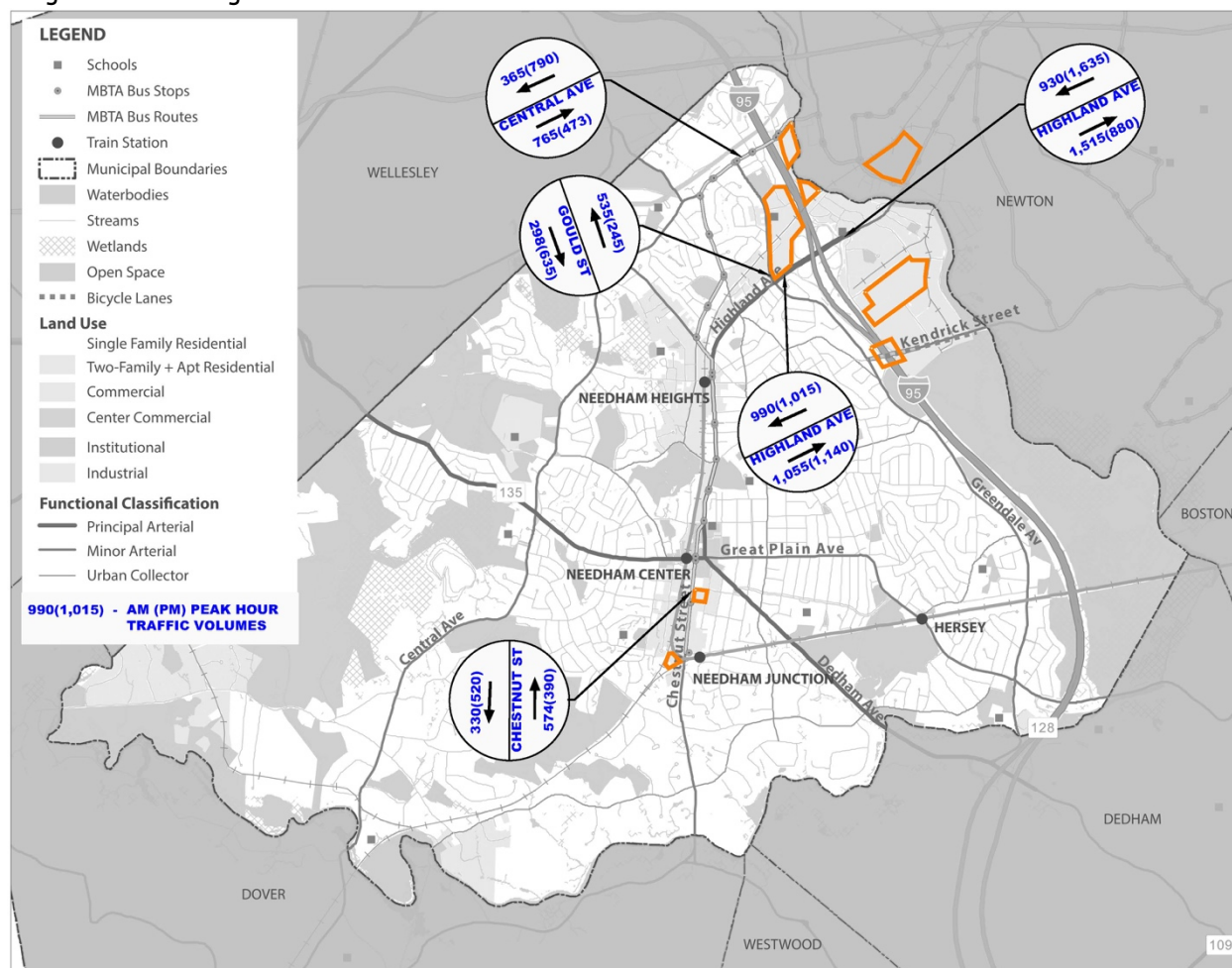
- Approximately 470,600 sf of commercial and 128 hotel rooms have yet to be developed
- Beth Israel Deaconess Hospital Expansion TIS (2017)
 - 37,000 sf expansion of existing hospital estimated to be completed by 2024
- 433 Chestnut Street TIS (2019)
 - 110 dwelling unit residential development which was ultimately not granted approval at Town Meeting.
- Preliminary High Risk Crosswalk Study (2018)
 - Pedestrian safety audit of 11 mid-block crossings
- Needham Center Development Plan (2009)
 - Comprehensive plan to guide public and private development in Needham Center including a market analysis, zoning and land use assessment, and traffic, pedestrian, and parking assessment among other topics
- Parking Technical Assistance in the Town of Needham (2009)
 - Study on parking management in Needham Center including recommendations to manage on-street and off-street parking

Figure 15: Recent Traffic and Parking Studies Reviewed



In addition, existing traffic volumes extracted from the above reports are shown on Figure 16, to provide a general idea of peak hour traffic volumes experienced by roadways in the Town of Needham. It should be noted that the MASS DOT Add-A-Lane project recently completed construction on new access ramps to Kendrick Street from I-95/Route 128 in 2019. Therefore, some of existing condition traffic volumes may not be representative of the most current conditions, especially for traffic volumes included in the Center 128 SEIS along Kendrick Street.

Figure 16: Existing Peak Hour Traffic Volume Data Extracted from Reviewed Studies



Although there have not been any recent parking utilization studies in Needham (within the past three years), the Parking Technical Assistance Report from 2009 described what appears to be available on-street and off-street parking supply in town centers, but not necessarily at the specific locations parking is desired depending on the time of day. According to a parking utilization survey conducted by the Town in 2014, parking lots adjacent to commuter railroad stations were utilized at or near capacity after the morning peak period during a typical weekday.

Beyond a review of the traffic studies discussed previously, stakeholder interviews were conducted with town officials from the Needham Department of Public Works, the Needham Transportation Committee, and the Needham Traffic Management Advisory Committee. Based on discussions with these town officials, it was determined that two of the issues concerning many Needham residents are traffic speeds and pedestrian safety, as a recent accident resulting in two fatalities has engaged the community to push the town for safer streets. In addition, residents living on roadways adjacent to the commuter railroad stations as well as high schools are concerned that spill over parking demand is utilizing on-street parking near their homes.

Lastly, an assessment of commuter mode choice trends was performed for census tracts located in the Town of Needham. U.S. Census and American Community Survey data contains historical information regarding mode choice, average vehicle occupancy for commuting periods, as well as average automobile ownership. The table below presents this information, which is from the 2000 Census and 5-year estimate data from the American Community Survey. The following is provided to aid in identifying trends in travel patterns over time, and guide what may be anticipated in the future.

Table 17: Journey to Work Mode Choice, Vehicle Occupancy, and Auto Ownership Data (2000-17)

Mode Choice	2000 Census	2006-2010 ACS	2010-2014 ACS	2013-2017 ACS
Auto	78.4%	79.1%	79.0%	77.4%
Taxi	0.2%	0.0%	0.0%	0.1%
Railroad	10.3%	8.9%	9.8%	9.7%
Bus	1.0%	0.3%	0.8%	0.9%
Bike	0.4%	0.6%	0.4%	0.6%
Walk	2.4%	3.5%	1.9%	2.5%
Work From Home	6.8%	7.3%	7.7%	8.7%
Other	0.5%	0.3%	0.4%	0.1%
Total	100.0%	100.0%	100.0%	100.0%
Average Vehicle Occupancy (Traveling To Work)	-	1.03	1.05	1.04
Vehicles Per Household (Owners)	1.93	1.95	2.04	2.08
Vehicles Per Household (Renters)	1.14	1.02	1.14	1.09
Vehicles Per Household (All)	1.78	1.79	1.88	1.91

Source: U.S. Census Bureau

The table above reveals the following observations and trends:

- Automobile is the predominate mode to travel to and from work, followed by commuter railroad and working from home.
- Mode choice percentages and average vehicle occupancy has remained fairly consistent over time from 2000 to the latest ACS 2013-2017 estimates.

- Percent of automobile usage has slightly dropped to 77.4 percent in the latest 2013-2017 ACS compared to data sets from the previous years.
- Work from Home (Telecommuting) has slightly increased over time, from 6.8 percent in the 2000 Census to 8.7 percent in the latest ACS estimates.
- Vehicle ownership per household for homeowners has slightly increased over time from 1.93 in the 2000 Census to 2.08 in the latest ACS estimates, with a similar increase for vehicles per household for both owners and renters from 1.78 in the 2000 Census to 1.91 in the latest ACS estimates.

Multimodal Transportation

The Town adopted a Complete Streets policy in 2018. This is an important step because it is an official recognition by the Town that pedestrians of all age and abilities, bicycles, buses, cars, vans, and trucks are all legitimate users of streets within the Town and deserve safe facilities where appropriate. The policy requires that the Town incorporate Complete Streets design recommendations into all transportation infrastructure and street design projects.

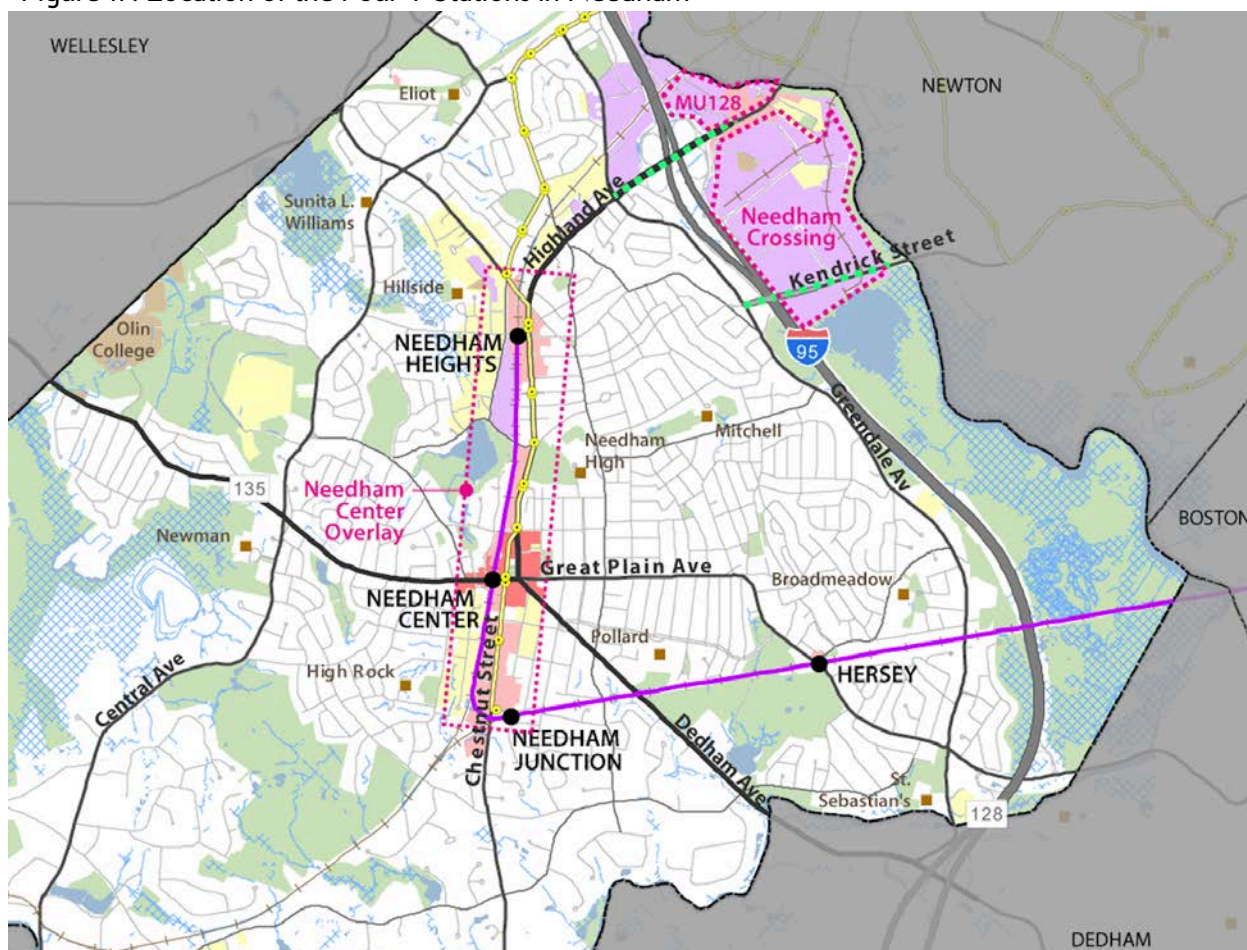
The Town currently has two sections of bicycle lanes applied during improvements made to Highland Avenue and Kendrick Street, which serve Needham Crossing. There is currently no formal bicycle facilities plan that would extend facilities to connect to these bicycle lanes. The Metropolitan Area Planning Council (MAPC) produced a 2007 Regional Bicycle Plan. The plan suggests criteria specific to bicycle projects and contains a listing of priority projects and programs to guide state, regional, and local action.

Despite the lack of a formal bicycle facilities network in Needham, Lime Bike introduced in 2018 dock-less bike sharing to Needham and 15 other cities and towns in Metro Boston. The initial plan called for the introduction of 100 bicycles in Needham. According to the data from 2019, Lime Bike was utilized in Needham by 543 riders taking a total of 1,941 trips, with a median distance per trip of 0.8 miles. The total miles traveled was just over 2,000. In January 2020, Lime Bike announced that its contract with the MAPC to provide dock-less bikes to Needham and other communities in the region will not be renewed. Currently there are no plans for other bike sharing operators to service Needham.

In 2008, the Town published the Needham Trails Plan that aims to create a unified trail system that links conservation and recreation land within the town and to adjacent towns, and encourages and informs residents of its use. A multi-use path was recently constructed in Needham through the Bay Colony Rail Trail Project, which aims to convert an unused rail line between Needham and Medfield into a multi-use path. The 1.7-mile section of trail extends from the Needham Town Forest to Red Wing Bay. The trail does not connect to Chestnut Street, which could provide access to the Needham Junction train station.

With respect to transit, Figure 17 on the following page shows the location of the four MBTA Commuter Rail train stations in Needham that provide service to Boston's South Station along with MBTA Bus Service through Bus Route 59, which connects Watertown Square in Watertown with Needham via Newtonville. The bus routes currently do not travel directly to or through Needham Crossing, nor are there any light rail or commuter rail stations within walking distance (1/4-mile). The Eliot and Newton Highlands stations on the Green Line are the nearest T stations, each about 2 miles from the center of the area. Needham Heights is the closest commuter rail station, located 1.5 miles from the center. MBTA bus routes 59 and 52 serve portions of the area and provide connections to rail.

Figure 17: Location of the Four T Stations in Needham



In 2013, MAPC collaborated with the Town of Needham and the City of Newton to develop a concept of operations for providing a transit service on an unused MBTA rail right-of-way (ROW) in order to explore its use as shuttle service to serve future growth and economic development in Needham Crossing and Needham Street in Newton. MAPC consulted with the 128 Business Council to explore the possibility of a rapid shuttle service in conjunction with bicycle and/or pedestrian uses that could provide connections to transit and other trails

in the area. The resulting Needham/Newton Rail Right-of-Way Transit Concept study estimated that only a 5 or 10 minute savings of time would be achieved. It also estimated only a modest increase in business shuttle ridership, despite the considerable capital costs required to address the roadway and ROW access ramp needs.

Though public transit options do exist for workers that commute into and out of Needham, most people drive alone to work. According to the 2017 ACS, 77.4% of employed Needham residents commute by private automobiles and 92.2% of those individuals drive alone.

As for workers that commute from other communities including Boston, Needham joins other suburban employment centers in absorbing a large number of reverse commuters. The Boston Region Metropolitan Planning Organization released the report *Reverse Commute Areas Analysis* in September 2019 to analyze the reverse commuting trend from Boston to work locations in the suburbs. The report cites the U.S. Census Bureau's data that indicates more than 15% of all commuting trips in the region are reverse commutes, but relatively few of these trips are made by transit. The report features Needham as one of several case studies. The report highlights several significant statistics on reverse commuting to Needham:

- Of the 16,548 jobs in Needham held by residents of the Boston region, 2,972 (18 percent) were held by Boston residents and 2,731 (just over 16 percent) were held by residents of other core cities and towns.³
- According to the American Community Survey, no more than 13% of work trips from Boston to Needham were made by transit.

In an effort to reduce the impact of private automobiles coming into Needham, and to encourage the use of public transit, the 128 Business Council operates the Needham Shuttle between the Newton Highlands T Station and seven companies located in or near the Needham Crossing area, running during morning and afternoon commuting hours. It is available to employees and tenants of member companies at no charge, and charges a fare of \$4.00 per ride for non-members. In 2018, this shuttle carried an average of 50 weekday outbound AM peak passengers, according to the Boston Region MPO report.

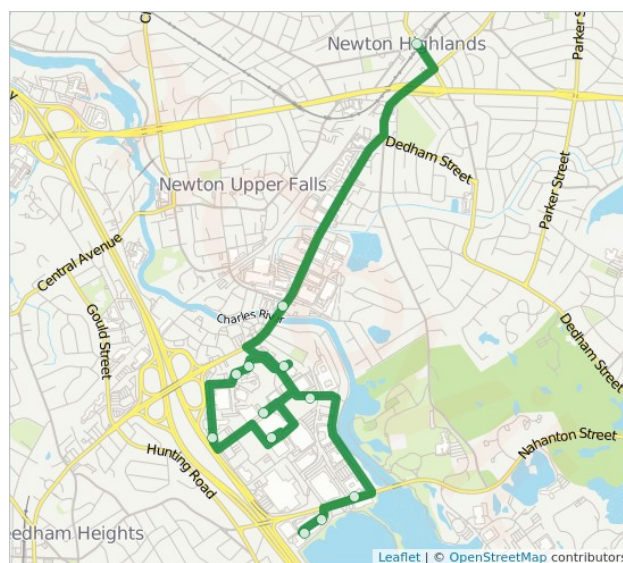


Figure 18: Needham Shuttle Bus Route Map

³ Urban Partners' analysis of the OntheMap application indicates 13.6% (3,172) of all jobs in Needham (total of 23,404 in 2017) are held by Boston residents.

In an interview with Urban Partners, an official with TripAdvisor surmised that most of its 1,000 employees drive to work. Though the Needham headquarters campus is equipped with many in-house amenities, including a cafeteria and fitness center, that encourage workers to stay in the building and thus resulting in minimal mid-day traffic impact, TripAdvisor has made efforts to encourage public transit usage. The company operates its own private shuttle, and a possible shuttle servicing Wells Avenue Office Park is currently under discussion.

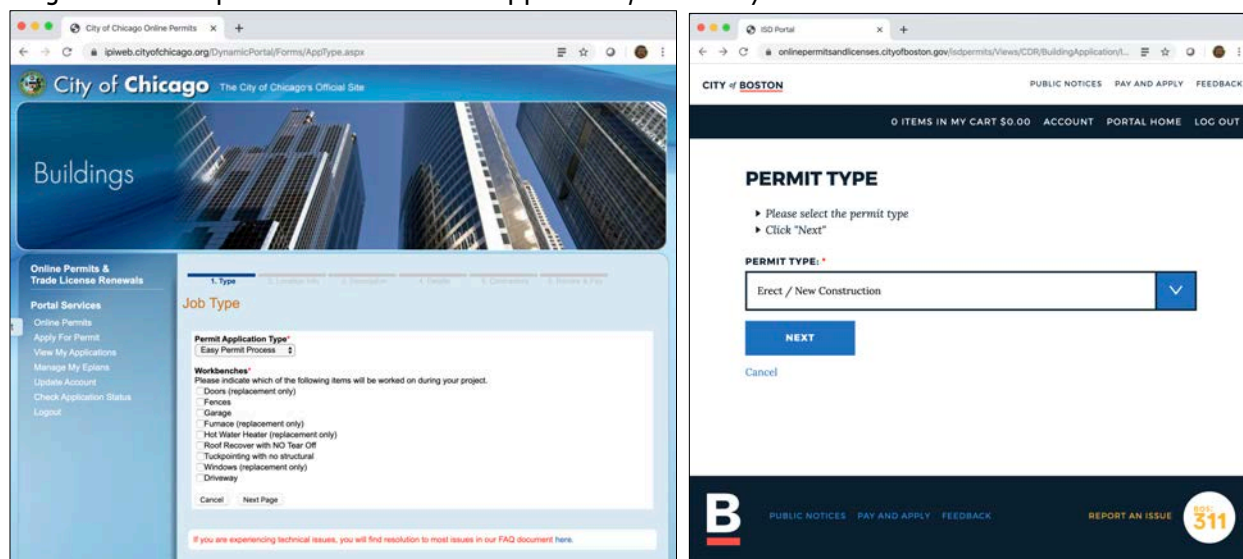
As an incremental step toward further alleviating rush hour traffic, the Boston Region MPO report recommends an expanded bike-share program in Newton that could provide an additional option for travel between Newton Highlands Station and the densest employment areas in Needham. Additionally, in conversations with Urban Partners, various Needham area community stakeholders have expressed interest in pooling resources to expand the shuttle service as opposed to each company running its own service.

7. TECHNOLOGY AND COMMUNITY GROWTH

There are several technologies that Needham might consider as its population grows through new residential developments and its local economy and workforce expands through new commercial development, especially within Needham Crossing.

A growing community with significant real estate development can benefit from implementing online permitting systems (see examples in Figure 19). Such systems allow online entry and submittal of online building permit applications in addition to attachments—such as building plans, photos and specifications. Once reviewed by a building inspector, the completed applications can be forwarded to the other departments that are required to sign off on a permit request. Online permitting systems can offer convenience for customers because they can submit applications through the Internet as opposed to visiting the office in-person during business hours. This, in turn, allows Town staff to focus on other critical duties such as reviews and inspections.

Figure 19: Examples of Online Permit Application/Review Systems



Source: City of Chicago, City of Boston

Technology is also frequently utilized for monitoring sewer systems. CCTV inspections provide video and images of the interior of sewer lines and also monitor continuous flow at certain locations. The Town of Needham contracted with a firm that performed an extensive Sewer Inflow/Infiltration Investigation Program. Services included CCTV inspections which were performed on over 160,000 linear feet of sewer line in selected sewer subareas located throughout the town. Detailed inspection reports were generated using WinCan Software and were provided in both hard copy and DVD format.

Technology holds the potential for managing the increase in traffic from growth and also for reducing motor vehicle emissions. App-based car-sharing, ride-hailing, and bike-sharing services are already changing travel habits, especially in urbanized areas. On-demand and scheduled micro-transit services along with autonomous shuttles are appearing on campuses and as pilot projects in some communities. Cities are starting to utilize technology integrated into traffic management systems to monitor traffic flow and make signaling and other types of adjustments to reduce traffic jams and optimize travel patterns. Such technology also allows cities to collect data and track trends over time.

Needham's IT Capabilities

Needham's Information Technology Center (ITC) has a staff of six that provide the following services: Administration and Finance, User Services and Desktop Support, Network Services, Information Systems for Town Departments, Public Safety, Database Services, Enterprise Support Applications, Voice and Office Services. The goal of the ITC is to maintain a stable, up-to-date network and end-user environment that enables and enhances user productivity. While large cities and counties tend to get most of the attention for their utilization of technology and data for municipal operations and management, smaller communities are also increasingly deploying technology as well. With an ITC department in place, Needham has the professional staff in place to evaluate hardware and software applications that have the potential to enhance efficiencies and data collection as the Town continues to develop and grow in population.

5G Wireless Technology

5G represents the next step in the evolution of wireless telecommunications. The following timeline depicts the evolution of wireless telecommunications technology since the 1980s:

- 1G. 1980s: Phone calls
- 2G. 1992: Phone calls, text messaging
- 3G. 2001: Phone calls, text messaging, Internet browsing
- 4G. 2012: Phone calls, text messaging, Internet browsing, video streaming (increased bandwidth, 10x faster speeds, LTE)
- 5G. 2020: Phone calls, text messaging, Internet browsing, video streaming, "Smart City" technology (5-20x faster speeds than 4G, greater reliability, 100% coverage, 1,000x bandwidth, 1 millisecond latency, or response time)

5G offers up to 20 times faster speeds than 4G, increased responsiveness, and the ability to connect with more devices at once than older generations. These advances would enable new and emerging technologies, marketed under the "Smart City" moniker, such as automated vehicles and sensors that monitor and manage municipal systems such as water supply and traffic operations. For the average resident, 5G could improve telecommuting by enabling

faster Internet tasks such as online sales and file sharing, especially when accessing or working on company servers.

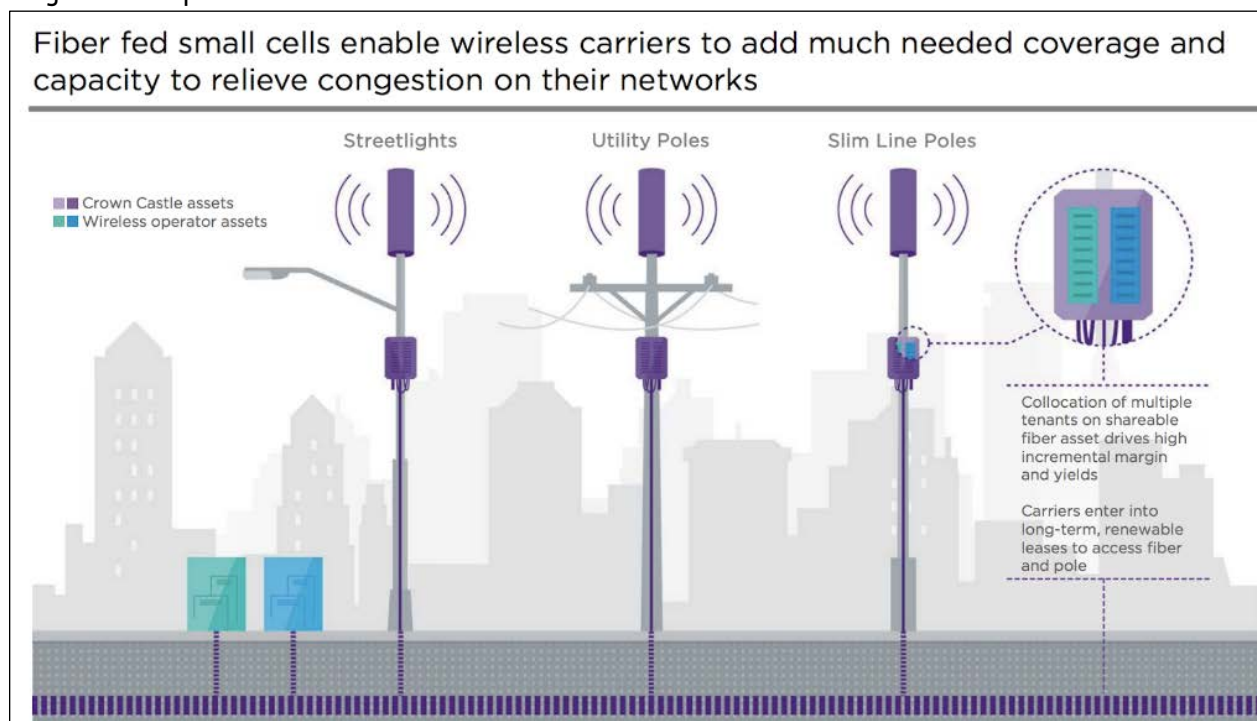
5G Infrastructure & Municipalities

5G's high-band spectrum does not penetrate objects well and tends to have shallow coverage areas. Therefore, it requires small antenna systems to be installed in frequent intervals and close to one another—approximately 600 feet apart. By law, small cell facilities are allowed in the public right-of-way just like other utilities.

In September 2018, the FCC adopted the Declaratory Ruling and Third Report and Order, which limits the ability of municipalities to regulate 5G infrastructure and, thereby, facilitates wireless providers' efforts to install 5G infrastructure. With the new FCC rules, municipalities face tighter deadlines to approve or reject the installation of 5G equipment and also are limited in the amount that they can charge companies for installing equipment in public rights-of-way.

Concerned about the appearance and frequency of 5G infrastructure within their communities, several cities such as Washington, DC and Aspen, CO have developed design guidelines for small cell infrastructure.

Figure 20: Explanation of Small Cells



To protect community character, the City of Aspen, CO is proactively developing standards for small cell installation in the public right-of-way. Aspen reports that it has some control over the appearance of poles and distances between them, so it recently amended its land use code with [design guidelines](#) for small cell facilities. Aspen also recognizes the benefits of 5G, noting that mobile networks can be more reliable in mountainous areas than phone connections and that small cells can enhance emergency services and early warning systems for natural disasters.

Washington, DC, believes that 5G coverage and connectivity are drivers for the economic growth, the innovation of businesses, and the education of its residents. The District developed streamlined processes and [design guidelines](#) for the installation of small cells.

Small Cells & Public Safety

Besides the impact of small cell infrastructure on community character, many communities are also concerned about the potential health consequences of wireless radiation and hope to prevent or slow the deployment of 5G infrastructure within their boundaries. The Commonwealth of Massachusetts Legislature is currently in the process of reviewing a bill that would create a commission to study the environmental and health effects of evolving 5G technology.

Another concern is cybersecurity. Brookings reports in a July 9, 2019 article titled “5G in five (not so easy) pieces” that the security of 5G is an ecosystem that must be protected in its whole.”

The report continues: “The supply chain that makes up 5G runs the gamut from radio networks, to the integrated chipsets in that network, and the devices that will use the network (not just phones, but also billions of IoT devices). Each device has their own component parts supply chain that introduces risk. And, of course, the services that ride the new network are themselves vulnerable.” Unfortunately, the FCC has scaled back policies on cybersecurity for 5G.

5G in the Boston Region & Needham

All four major mobile carriers currently have some form of 5G wireless, but it has only been deployed in several cities and requires special phones. More widespread deployment will take several years. This year, Verizon deployed a 5G Ultra Wideband cellular network in parts of Boston. This 5G service area is concentrated in Fenway along Brookline Avenue and near Beth Israel Hospital. It will also be available around Fenway Park, Emmanuel College, Northeastern University, Simmons College and Harvard Medical School.

One company located in Needham Crossing is involved in many industry conversations about future applications of 5G. Bigbelly produces “smart,” sensor-equipped waste and recycling containers that communicate real-time status to collection crews. They are cloud-connected and come with a web-based platform that provides information on waste operations. Bigbelly has developed a platform for the public right-of-way that utilizes public waste receptacles to host technology, applications, and equipment, which the company says could ease logistics and declutter streetscapes.

5G has applications in healthcare also, which could be of interest to the Town because Needham has a large and likely growing medical sector. Rush System for Health, an academic health system in Chicago, is on track to become one of the first hospitals to deploy 5G. Working with AT&T to install 5G into parts of the hospital, Rush will use 5G to connect applications, devices, robotics, and people to streamline hospital operations. It will also explore internet-connected mobile devices in technology-driven therapies such as telehealth. 5G would make transferring and downloading CT scans and MRIs, which are typically very large files, many times faster. In terms of direct clinical impacts in healthcare 5G would enable robot-assisted tele-surgery. Some analysts believe that 5G would be more affordable to hospitals because they would not need to upgrade their existing wired infrastructure, which can be costly.

From a municipal regulation standpoint, *§6.7 Wireless Communications Facilities* of Needham’s bylaws are in place “to minimize the adverse visual effect of wireless communication equipment towers, facilities and devices, by providing safeguards for the general public, by avoiding potential damage to adjacent properties, by maximizing the use of existing towers and buildings, by concealing new equipment within or on existing towers or buildings, and by encouraging co-location of equipment to accommodate the needs of wireless communication in order to reduce the number of towers needed to service the community.”

In Needham, Verizon proposed to install a micro-cell antenna next to a school, but ultimately denied its petition due to lack of demonstrated need.

8. POPULATION ESTIMATE AND FORECAST

In this section, we show the preliminary population forecast for 2020 and 2025. This analysis is informed by the 2010 Decennial Census and the 2017 ACS (5-year estimate).⁴ Examining the demographic changes from 2010 to 2017, it's evident that there's been a direct impact from the Charles River Landing development, as well as the senior/independent living projects at the Wingate Residences and the North Hill Retirement Community.

Utilizing the standard cohort survival projection method and adjusting for migration patterns for different age groups, we estimate that Needham's population in 2020 will be **31,250** (2.7% increase from the reported population figure in the 2017 ACS. See Table 18). We assume that the Kendrick and the Modera developments will be fully occupied by 2020 and will add approximately 1,000 residents combined.

Table 18: Population Estimates & Forecast Through 2025

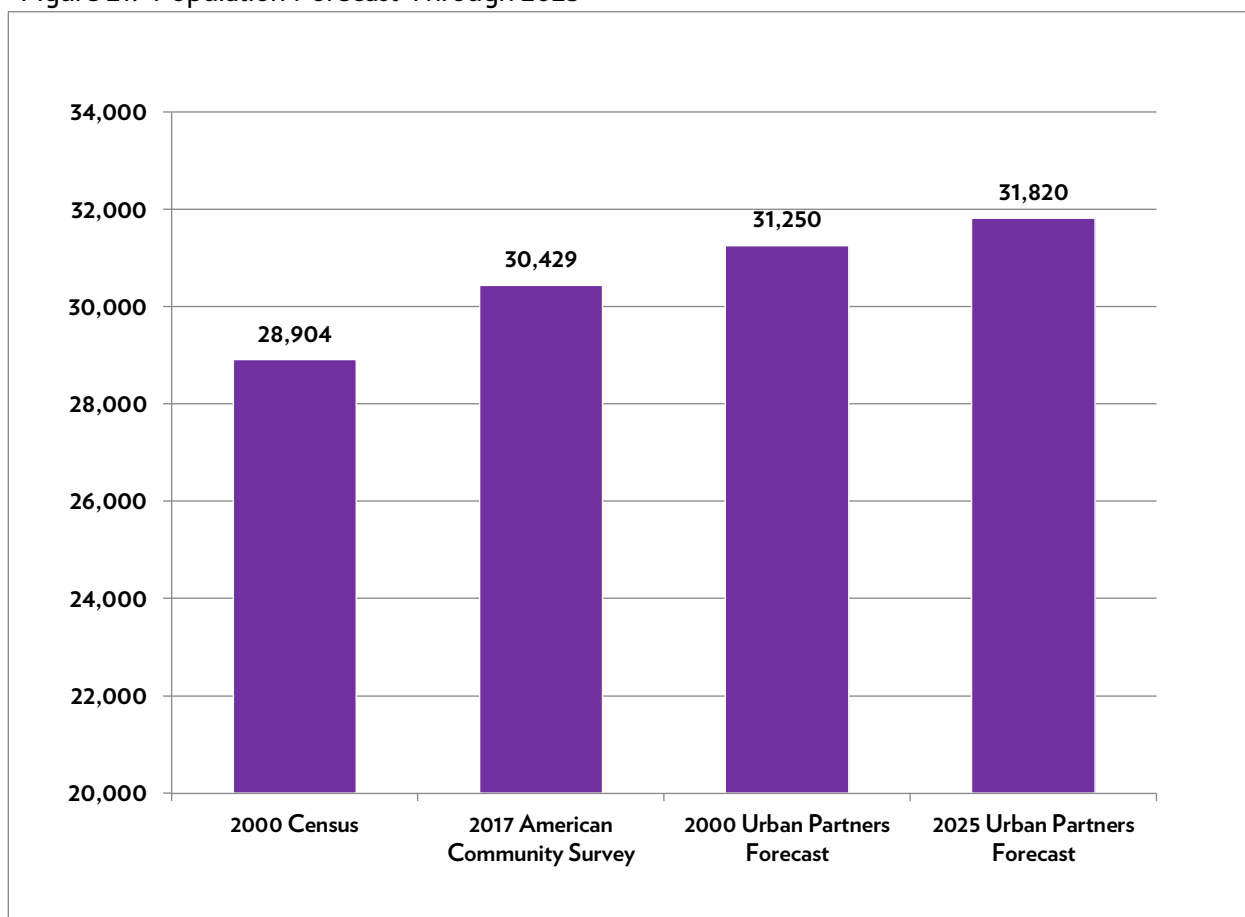
Age Group	2010 Census	American Community Survey 2013-2017	Urban Partners Forecast 2020	Urban Partners Forecast 2025
Under 5 years	1,871	1,749	1,790	1,820
5 to 9 years	2,488	2,324	2,390	2,420
10 to 14 years	2,467	2,484	2,370	2,410
15 to 19 years	1,863	2,256	1,940	1,910
20 to 24 years	981	1,346	1,270	1,100
25 to 29 years	713	704	1,160	1,010
30 to 34 years	979	1,019	1,200	1,640
35 to 39 years	1,755	1,856	1,670	1,750
40 to 44 years	2,293	2,214	2,110	1,770
45 to 49 years	2,523	2,151	2,260	2,150
50 to 54 years	2,419	2,538	2,100	2,230
55 to 59 years	2,045	2,334	2,420	2,050
60 to 64 years	1,801	1,911	2,210	2,330
65 to 69 years	1,185	1,571	1,870	2,070
70 to 74 years	874	1,292	1,400	1,670
75 to 79 years	830	850	1,180	1,270
80 to 84 years	776	723	790	1,100
85 years and over	1,041	1,107	1,120	1,120
Total	28,904	30,429	31,250	31,820

Source: U.S. Census Bureau

⁴ The population and housing unit data for the 2010 Decennial Census are based on a sample size of 100% of the households whereas the 2017 ACS 5-Year Estimates are based on a sample size of approximately 1 out of 8 addresses. It is problematic to assume 100% reliability in ACS data due to the small sampling size. Based on the timing of the Charles River Landing project, the growth in senior residents within the census block groups where the age-restricted housing units are located, and anecdotal evidence of sale of homes from empty nester households to buyers in middle-age households (34 to 45 years of age) suggest that ACS data may be reasonable accurate for this analysis.

Continuing with the cohort survival projection and adjustments for migration patterns by age groups, we estimate that Needham's population in 2025 will be **31,820**. At the time of this report, there is no current proposal being considered by the Town, but for the purpose of this forecast we assume that the 250-unit residential development in the Mixed-Use 128 Overlay District will have been completed by 2025. We estimate that the 250-unit project will generate 450 additional residents.

Figure 21: Population Forecast Through 2025



Source: U.S. Census Bureau, Urban Partners

9. SCHOOL FACILITIES

Current Capacity

Table 19 shows the current physical capacity of Needham Schools. These capacities include space for 44 students at Mitchell and 200 at Pollard housed in modular classrooms.

Table 19. Physical Capacity, Needham Public Schools

	Grades	Current Capacity	2019-20 Enrollment	Current Available Capacity
Broadmeadow Elementary	K-5	544	549	-5
Eliot Elementary	K-5	408	413	-5
Williams Elementary	K-5	444	518	-74
Mitchell Elementary	K-5	430	481	-51
Newman Elementary	K-5	682	634	48
High Rock Elementary	6	477	503	-26
Pollard Middle School	7-8	1,058	903	155
Needham High School	9-12	1,800	1,675	125

Source: Needham Public Schools

- **Elementary Schools** - As of September 2019, 2019-20 student enrollment in most of the elementary schools as well as High Rock School (6th Grade) exceeded design capacity. Only Newman School has any excess current capacity; in the aggregate current enrollment from K through sixth grade exceeds capacity by 113 students.

In an effort to accommodate the need for general classroom space, there have been conversions of specialty classrooms and administrative space to general classroom use. The current deficit of 113 spaces is in addition to these conversions. From the Needham Public Schools' perspective, this has negatively impacted their efforts to maintain quality education—lack of space is their biggest constraint:

- Needed staff cannot be added because of the tight facility situation;
- “Core” administrative, dining, service area is undersized for most schools;
- There is little or no room for specialized programs—music, art, foreign languages, technology, therapeutic programming.

A capacity analysis performed by Dore & Whittier architects in February 2018 identified a classroom deficit at the Broadmeadow, Eliot, and Mitchell schools. This classroom deficit is despite the conversion of administrative and specialty space noted above. The study recommended the construction of two modular classrooms at Mitchell (completed in September 2019), the addition of six modular classrooms at Eliot School, and the conversion of a technology room to a classroom at both the Eliot and Broadmeadow

Schools. The projects at Broadmeadow and Eliot School currently are identified in the FY20-25 Capital Improvement Plan:

- Eliot Modular Classrooms: Sept '23 (FY24)
- Broadmeadow Tech Room Conversion: Sept '22 (FY23)
- Eliot Tech Room Conversion: Sept '21 (FY22)

- **Grades 7-8 (Pollard School)** - Pollard has a nominal capacity of 858 students in regular classrooms and 200 in the modular classrooms, for a total capacity of 1,058 students. However, the actual capacity of the school is viewed as less since classroom and core spaces at Pollard are undersized relative to current standards of the Massachusetts School Building Authority (MSBA). Pollard was designed for 45 classrooms, varying from 723 SF to 907 SF; current MSBA standards for junior high/middle school regular classrooms are 850 SF to 950 SF. Pollard's science classrooms range in size from 539 SF to 1,011 SF--below the MSBA's 1,200 SF standard.

Other undersized spaces include: lack of spectator space in the gym, few special education spaces, administrative space at only 1,400 SF (40% below the MSBA standard of 2,400 SF), and shortage of storage, prep space, meeting rooms, and specialized space for meetings, small groups, or pull out instruction.

In addition, the modular classrooms housing 200 students will reach the end of their 20-year useful life in 2022 and require replacement.

- **Needham High School** - Needham High School was recently expanded to add both cafeteria and classroom space to accommodate the larger projected enrollments. This expansion, completed in September 2018, added a new ten-classroom wing at the Webster Street entry to the school. Capacity has been increased to 1,800 students.
- **Other Current Facility Issues** - Needham Schools have an overall lack of space for training and professional development. In performing arts, they lack adequate venues (including parking) as well as adequate rehearsal space. There is also a shortage of adequate playgrounds at the schools.

All these issues are being considered in a now-underway Master Plan process, which will be completed by June 2020.

Forecasts and Facility Needs through 2025-26 School Year

McKibben Demographics has prepared demographic and enrollment forecasts for Needham Public Schools through the 2033-34 school year. Two scenarios were prepared: the "Best" Scenario assumes that all currently approved development proposals in Needham are constructed by 2032; the "High" Scenario assumes these proposals are constructed by 2032 and that an additional 250 multi-family housing units will be constructed in the "Overlay"

project area by 2033, but not before the 2025-26 school year. The “Overlay” project area is served by Eliot School. Therefore, by the 2025-26 school year, both the “Best” and “High” Scenarios yield the same estimated number of students.

Needham Public Schools compared the McKibben enrollment forecast for 2019-20 with the actual enrollment in September 2019. This comparison found actual overall school enrollment to be only 0.3% less than the McKibben forecast; however, elementary school enrollment was 38 students (1.4%) less than the forecast:

- 18 fewer students at Broadmeadow
- 11 more students at Eliot
- 4 fewer students at Williams
- 22 fewer students at Mitchell
- 5 fewer students at Newman

Table 20 compares these McKibben enrollment forecasts with the capacity of individual schools assuming the scheduled modifications to Broadmeadow and Eliot occur.

Table 20. Physical Capacity Comparison Based on McKibben Forecasts

	Capacity with Anticipated Changes	Forecast Peak Enrollment thru 2026 (Highest Enrollment Year)	Capacity Available at Peak Enrollment thru 2026	Expected 2025-26 Enrollment	Capacity Available for 2025-26
Broadmeadow Elementary	566	616	-50	598	-32
Eliot Elementary	562	419	143	419	143
Williams Elementary	444	535	-91	512	-68
Mitchell Elementary	430	503	-73	476	-46
Newman Elementary	682	650	32	615	67
High Rock Elementary	477	504	-27	479	-2
Pollard Middle School	1,058	941	117	941	117
Needham High School	1,800	1,820	-20	1,820	-20

Source: Needham Public Schools

Most elementary schools will face space deficits during this period, but these deficits will be declining by the 2025-26 year. On the other hand, with the anticipated addition of seven classrooms, Eliot will have surplus capacity by the end of this period in anticipation of enrollment increases after 2025-26 due to development in the Overlay District. If, as appears possible, development in the Overlay District occurs during the 2020-2025 period rather than later as anticipated by McKibben, then some of this added capacity at Eliot will be utilized before 2025-26.

Forecast high school enrollment will grow by 145 students through 2025-26, utilizing the current surplus space for 125 students and creating a modest deficit of 20 spaces.

As noted in the population forecast section of this report, American Community Survey data from 2013-2017 and the anticipation that the Overlay District development will be completed by 2025 suggest that Needham's population in 2025 will exceed the McKibben forecasts by about 2,800. 450 of this 2,800- person increment results from accelerating the impact of the Overlay District to the pre-2025 period. The remaining 2,350 includes population increments in two demographic segments: older households that have no or little impact on school enrollment and apartment dwellers (Modera, Kendrick) that yield very modest increments in school-age population. We should also note that the McKibben forecasts assume 80 school-age children in the Overlay District developments, while the population forecast section of this report utilizes typical factors for the mix of multi-family housing found in developments such as the Kendrick, which yields 44 school-age children for the 250 Overlay District units.

In short, other than the deficit of 20 spaces at the High School, there is nothing in the forecast period through the 2025-26 school year that suggests additional facility needs beyond those already apparent in current school operations. This conclusion assumes that the current plans to add classrooms at Broadmeadow and, especially, Eliot are implemented.

Forecasts and Facility Needs from the 2026-27 to 2033-34 School Years:

The McKibben Demographics demographic and enrollment forecasts for 2026-2034 indicate that only Eliot, Pollard, and Needham High can anticipate enrollments higher than those for 2025-26. Eliot, in particular, will be impacted by growth of multi-family housing in the Kendrick development and in the Overlay District (see Table 21).

Overall gaps in capacity will decline during this period, though Needham High School will face increasing demands for space through the 2030-31 school year. These short-term pressures (in the 2025 to 2034 period) on the High School suggest projected enrollment exceeding capacity by as much as 71 students. This peak excess demand may be even larger in the 2030-2032 period—perhaps as many as 80 students—if Overlay District development occurs in the 2020 to 2025 period.

Table 21: Physical Capacity Comparison Based on McKibben Forecasts

	Capacity with Anticipated 2020-25 Changes	"High" Forecast Peak Enrollment 2026-34 Period	Capacity Available at Peak Enrollment thru 2034	Expected 2033-34 Enrollment ("High")	Capacity Available for 2033-34
Broadmeadow Elementary	566	590	-24	546	20
Eliot Elementary	562	492	70	478	84
Williams Elementary	444	508	-64	490	-46
Mitchell Elementary	430	472	-42	444	-14
Newman Elementary	682	608	74	577	105
High Rock Elementary	477	474	3	464	13
Pollard Middle School	1,058	954	104	926	132
Needham High School	1,800	1,871	-71	1,838	-38

Source: Needham Public Schools

Overview and Priority Needs

Throughout the forecast period, overall school enrollment (excluding Pre K) is anticipated to remain very flat—growing from 5,676 currently to 5,890 in 2025-26, peaking at 5,877 in 2027-28, and declining to 5,763 by 2033-34. As a result, current priority concerns will remain the key facility needs of the Public Schools from now to 2033-34. These concerns include:

- The need to ease generally tight facilities;
- The undersized “core” administrative, dining, and service areas at almost all schools;
- Little or no room for specialized programs;
- The obsolete size of Pollard classroom spaces; and
- The need (by 2024) to house 376 students (6% to 7% of total enrollment) in modular classrooms.

As noted above, all these issues are being considered in a now-underway Master Plan process. Given these enrollment forecasts, resolving these current concerns will also likely deal with priority issues for the next fifteen years.

One scenario being considered by Public Schools officials—both to deal with these facility issues and to create a better quality organization of education within the overall system—is to reconstruct Pollard School as a true 6-8 middle school. This new facility would free up High Rock School as another elementary school, which, with refinements to attendance boundaries, would ease physical constraints at all current elementary schools.

We should also note that there may be potential for the Public Schools to accommodate some additional housing growth in the Needham community, particularly if those developments are multi-family complexes similar to the Modera, Kendrick, and Overlay District developments. Developments coming on line in 2028 or later would generate incremental school demand after the currently anticipated peak for elementary and middle schools in 2027-28. This potential may be enlarged if the potential middle school reconstruction/reorganization occurs. As a general rule-of-thumb, 100 new multi-family units could result, on average, in an enrollment increase of 17 students, with 3 or 4 of those new students in the High School.

ADDENDUM 1: GATEWAY PROJECT CASE STUDIES

This technical memorandum provides case studies of recent and proposed developments along highway interchanges in communities of similar type and size as Needham. These case studies are intended to help the Town, Needham residents, and other stakeholders consider the values and preferences that should shape the overall form, function, and program of the redevelopment of the highway interchange areas within Needham, including the Muzi Ford/Channel 5 site and the 128 Mixed-Use District.

Figure 1: Muzi Ford/Channel 5 Site and the 128 Mixed-Use District



The four case studies feature the following types of development schemes:

- Grocery-Anchored Retail Promenade,
- Mixed-Use Suburban Campus,
- Lifestyle Town Centers, and
- Downtown Square

Case Study 1: Grocery-Anchored Retail Promenade

Location	Concord, New Hampshire (near Exit 17 off of I-93)
Name / Developer	Concord Crossing II / Interchange Development, LLC
Status	Awaiting approval
Area of Site	42 acres
Site Program	<u>Phase 1:</u> an 80,775 SF Market Basket store with an attached 22,000 SF retail space, and a new 12,000 SF New Hampshire Liquor and Wine Outlet. <u>Phase 2:</u> seven more pad sites housing retail shops, restaurants, a bank, medical offices, and a wireless communications facility. <u>Phase 3:</u> a new industrial parcel to accommodate a 45,000-60,000 SF distribution/warehouse/manufacturing facility.

Figure 2: Site Plan & Illustrated Graphics (Concord Crossing II)



Figure 3: Rendering of Proposed Liquor & Wine Outlet



Figure 4: Rendering of Proposed Grocery Store



Design Features and Other Attributes

- Modified suburban layout with accommodations for pedestrians. Emphasis on providing parking around each pad site. Buildings along the primary driveway entrance along Whitney Road are located along the sidewalk with a modest, landscaped setback.
- A pedestrian entrance from Whitney Road features continues as promenade and extends almost halfway into the site.
- Grocery store is fronted by a massive parking lot.
- Renderings indicate some interesting architectural features on buildings.
- Includes a new two-lane roundabout at Hoit Rd. (Rte. 4) and Whitney Rd.

Case Study 2: Mixed-Use Suburban Campus

Location	Wrentham, Massachusetts (near Exit 14 off of I-495)
Name / Developer	Ledgeview Way / Ryan Development, LLC
Status	Under construction
Area of Site	53 acres
Site Program	160-room Marriott Springhill Suites / TownePlace Suites; 240 apartments; assisted living facility; Class-A office; 2 full service restaurants; consumer retail

Figure 5: Site Plan & Illustrative Graphics (Ledgeview Way)



Figure 6: Full-Service Restaurant



Figure 7: Retail Building



Design Features and Other Attributes

- Suburban, auto-oriented form consisting mostly of one to three-story buildings.
- Well-landscaped, featuring tree-lined streets, open lawn areas, a decorative roundabout, and detention basins doubling as ponds.

Case Study 3: Lifestyle Town Center 1

Location	Ridgefield Park, New Jersey (interchange at nexus of I-95, I-80, and Route 46)
Name / Developer	Skymark Town Center / Skymark Development Co.
Status	Under construction
Area of Site	53 acres
Site Program	212,400 SF retail center 59,500 SF main street retail in town center 1,182 residential units in town center 300-room hotel / conference center 342 “luxury” residential units 4,000 parking spaces

Figure 8: Site Plan & Illustrative Graphics (Skymark Town Center)



Figure 1: Axonometric Sketch



Figure 2: Rendering of Mixed-Use Environment



Design Features and Other Attributes

- A suburban, auto-oriented, big box “lifestyle center” with a more pedestrian-focused high-end residential “town center” across the street. Anchored by a 300-room hotel.
- Located along the Overpeck Creek next to bald eagle habitat area.
- NJ Transit bus routes travel along I-96 and Route 46. Currently no information available on any modifications of these routes to serve the project.

Study 4: Lifestyle Town Center 2

Location	Dedham, Massachusetts (near Exit 15, Route 128)
Name / Developer	Legacy Place / WS Development Co.
Status	Completed 2009
Area of Site	45 acres
Site Program	5 buildings varying in height from 1 to 3 stories containing retail space, plus surface parking. One building includes a parking structure containing 1,350 parking spaces.

Figure 9: Aerial Photograph (Legacy Place)

Figure 10:



Figure 11: Photo of Cinema (Prellwitz Chilinski Associates, Inc.)



Figure 12: Photo of Retail Stores (WS Development Co.)



Design Features and Other Attributes

- Design details focused entirely on the inward-facing facades and streetscape; no intention to create visual impact on motorists on adjacent highways and streets.
- Car-oriented design of internal circulation.
- Streetscape amenities (ornamental lighting, benches, seating areas, and trees) along internal sidewalks and medians.
- Located near the Dedham Corp. Center/128 T station. An apartment complex is located between the station and the mall. There is a road that connects the complex with the mall. There does not appear to be any bus transit access to the mall.

Case Study 4: Downtown Square

Location	Newton, Massachusetts (0.5 mile away from Exit 19, Route 128)
Name / Developer	Northland Needham St / Northland Development
Status	Predevelopment Phase. Plan approved by City Council in 2019
Area of Site	23 acres
Site Program	14 buildings varying in height from 3 to 8 stories with a total of 800 housing units (including 140 affordable units), 180,000 SF of office space and 115,000 SF of commercial space.

Figure 13: Site Plan & Illustrative Graphics (Northland)

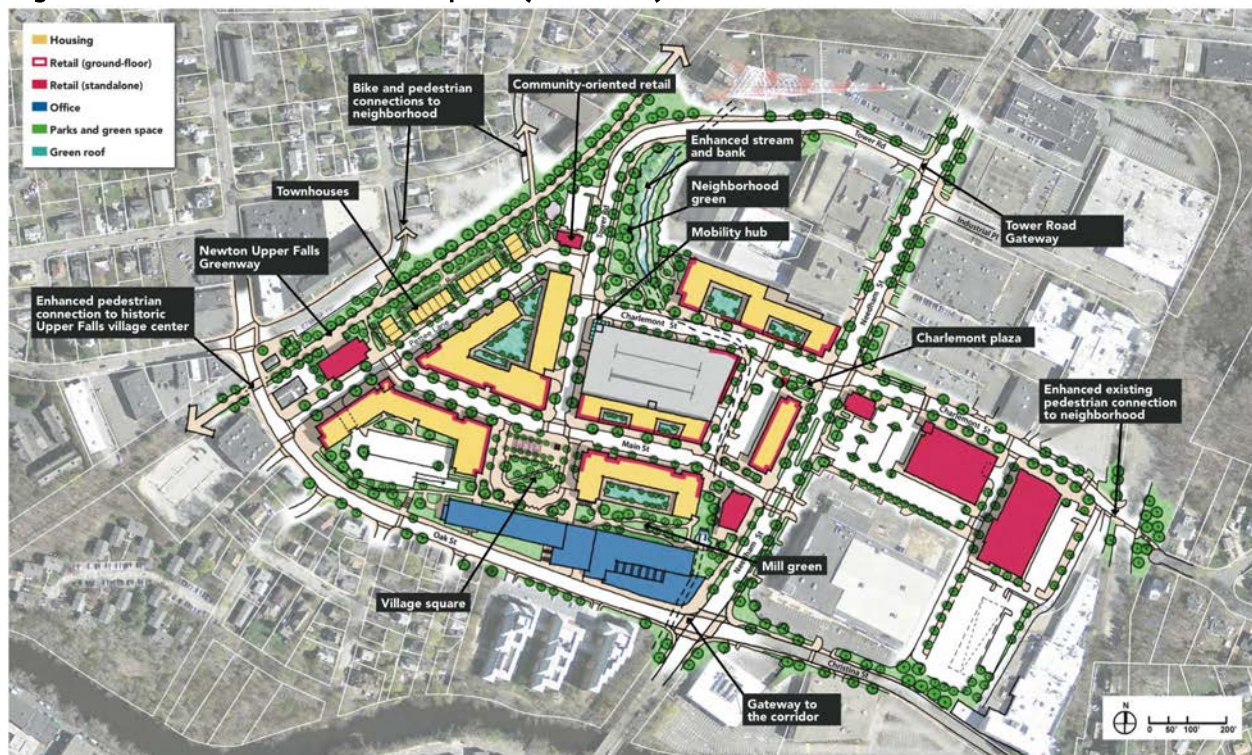


Figure 14: Axonometric Sketch



Figure 15: "Village Square"



Design Features and Other Attributes

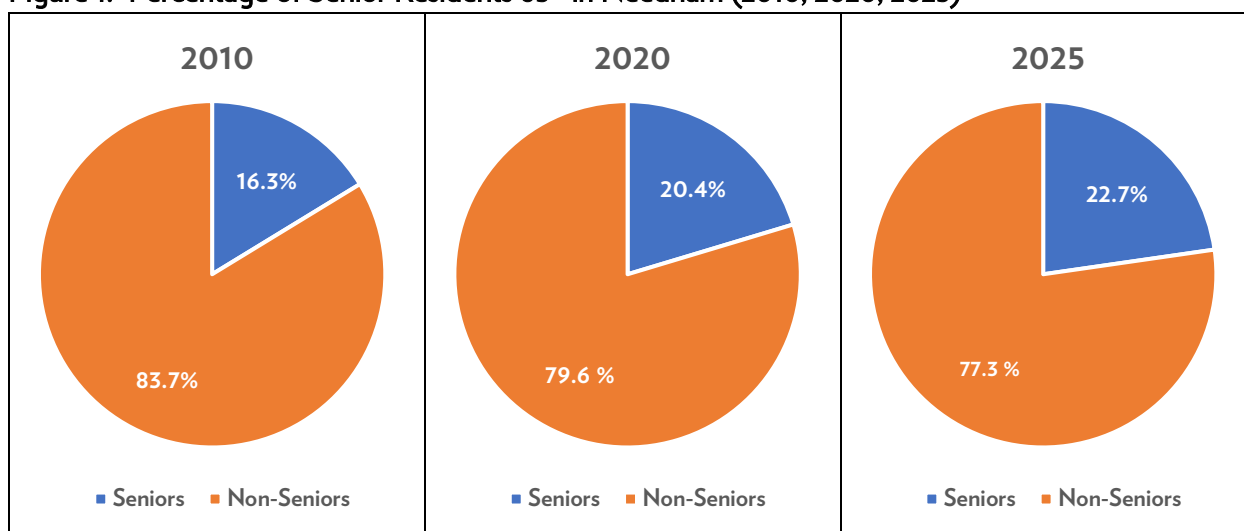
- Urban, pedestrian-oriented form: a new “mini-downtown” with a central green.
- Significant residential component, including affordable units.
- Environmentally sustainable emphasis through a sustainability plan.
- MBTA bus routes travel along Oak Street and Needham Street and will likely be integrated into the project at the “mobility hub” indicated on the site plan. The Upper Falls Greenway runs along the northern side of the site.

ADDENDUM 2: SENIOR HOUSING IN NEEDHAM

Aging Population

Harvard University's Joint Center for Housing Studies projects that the U.S. population aged 65 and over is expected to grow from 48 million in 2015 to 79 million in 2035—as the number of households headed by someone in that age group will represent one out of three American households. The so-called Silver Tsunami has already arrived in Needham and will continue to grow in the coming years. In 2010, there were 4,706 seniors 65 years-of-age and older (representing 16.3% of the Town's total population). In 2020, Urban Partners estimates that 6,360 residents are 65+ (20.4% of the total). By 2025, a total of 7,230 seniors 65+ (22.7% of the total) will reside in Needham¹ (Figure 1).

Figure 1: Percentage of Senior Residents 65+ in Needham (2010, 2020, 2025)



In addition to healthcare and social services, one of the most significant impacts associated with the aging population is the shifting housing needs for older residents. The availability of suitable housing units that are ideally situated to services and equipped with senior-friendly features/amenities are crucial to retaining empty nesters and retirees in a local community. Moreover, the lack of suitable housing units for older population may result in disruptions in the usual process of larger single-family homes changing hands from empty nesters to younger families with school-aged children.

Senior Housing Types

When discussing senior housing, it is important to distinguish the various types of homes that serve different housing needs of older residents. Each segment—though all serving the senior population—is designed for different stages in the wide spectrum of older residents. The following summary is provided by familydoctor.com, which is an online publication from the American Academy of Family Physicians (Figure 2 shown on the following page).

¹ The estimate of Needham's senior population for 2020 and 2025 is based on the population forecasts completed by Urban Partners in the Needham 2025 Study.

Figure 2: Types of Senior Living Communities

Active Adult Communities Active adult communities are neighborhoods made for older adults. They can be made up of houses or townhouses. Or they may include apartments, condos, or mobile homes. In most communities, adults have to be 55 years of age or older to live there. Residents are fully independent. They have no trouble living on their own. They take care of themselves and manage their homes. This option allows active and able older adults to live on their own but near each other. Many of these communities offer a range of social, recreational, and educational activities.	Independent Living Communities Independent living communities are known as retirement communities or retirement homes. Older adults can rent or buy their own units in one of these places. Meals often are included in retirement homes. Housekeeping, laundry, and transportation may be available, as well. Most residents can take care of themselves. They don't need help with daily tasks, such as bathing, getting dressed, or taking medicine. This option may be a good fit for older adults who feel lonely living alone. Residents enjoy community living with others. They are fairly active and independent but enjoy services such as housekeeping and prepared meals.
Assisted Living Residences Assisted living residences are similar to independent living communities. However, they also offer personal care services to residents in need. These may include bathing, getting dressed, or taking medicine. Some residences include special units for people who have early- to middle-stage dementia. This option might be a good fit for older adults who are somewhat active but need help with daily tasks.	Nursing Homes Nursing homes are also known as skilled nursing or extended care facilities. They provide services as well as medical care. Nursing homes are staffed with nurses and other health professionals 24 hours a day. Some older adults stay here temporarily. This could be to recover from a fall, health condition, or surgery. Other adults may need to stay long-term. This option is for people who need 24-hour personal and medical care. This type of care often can't be provided at home or in another senior living facility. Medicare and/or Medicaid cover some nursing home services.
Continuing Care Retirement Communities Continuing care retirement communities meet the needs of a lot of older adults. They feature a variety of residences on a large campus. Residents can choose independent living, assisted living, or nursing home services. As their needs change over time, they can move to a residence that offers more assistance or medical care. This option can work for many older adults. It lets them benefit from services right away while planning for their future. These communities allow older adults to live in one place for the rest of their lives. This is the most expensive of all senior living options. Residents must be able to sign a contract and pay for services now, to be used at a later date.	Income-Restricted Senior Apartments Income-restricted senior apartments serve low- and moderate-income seniors whose annual household incomes fall under a predetermined limit for the region. The two most common senior housing assistance programs are the Section 202 Supportive Housing for the Elderly Program and the Low-Income Housing Tax Credit (LIHTC) program—both administered by the U.S. Department of Housing and Urban Development (HUD). Many of these communities provide in-house social services and programming but typically do not provide professional nursing or medical care within the facility.

For the purpose of this discussion, we will focus on active adult communities that are restricted to residents 55 years-of-age or older. These homes are targeted to seniors who are fully independent and do not require on-site personal/healthcare services. Active adult communities can take the form of single-family detached homes or multi-family communities such as condominiums, townhomes, and apartments. Successful developments of this type share these common characteristics:

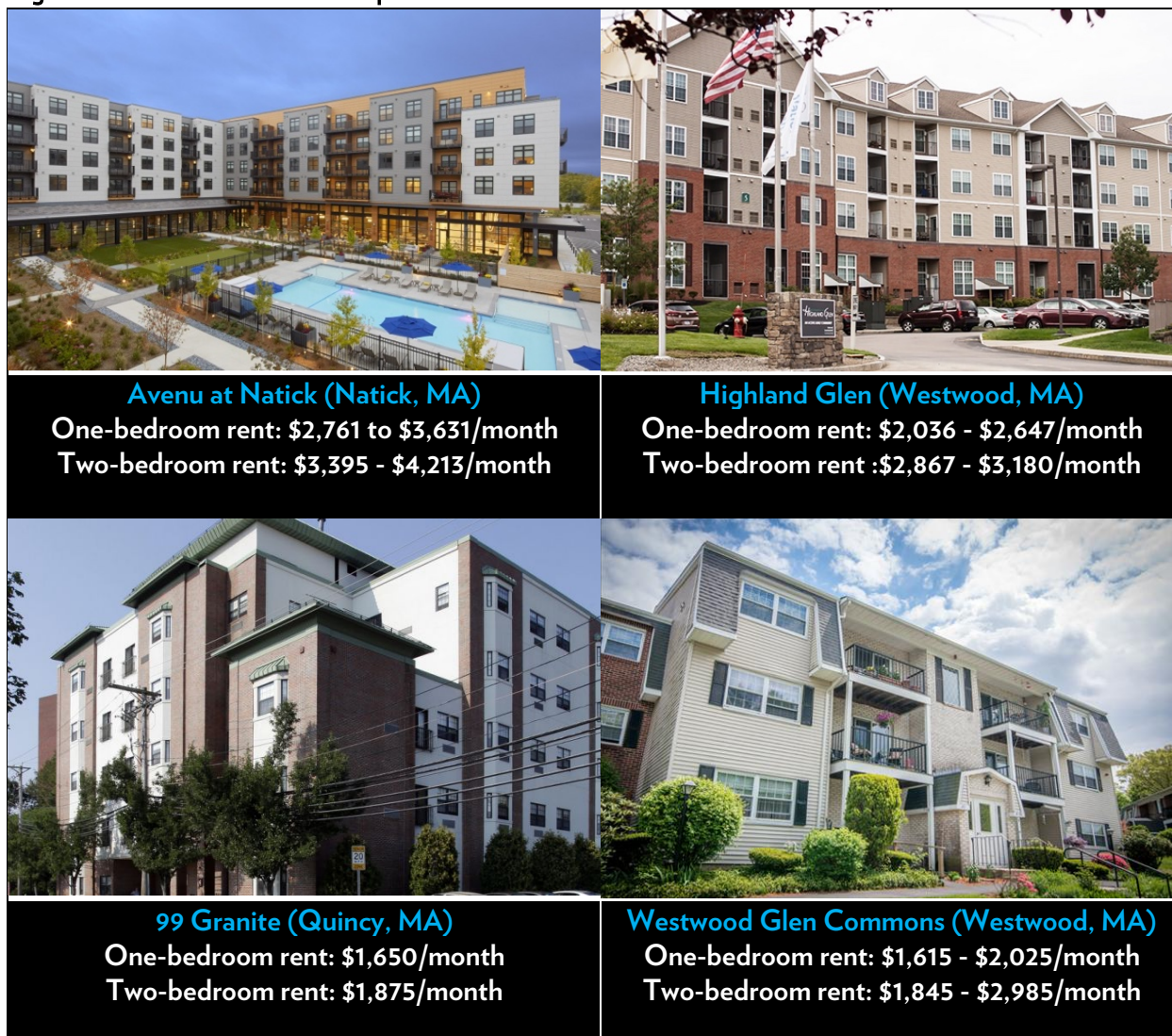
- **Reduced maintenance** – Active adult communities provide low-maintenance living arrangements for seniors that wish to avoid the financial and physical burden of home maintenance. Common area maintenance arrangements typically cover regular lawn/landscaping services, snow removal, and cleaning.
- **Walking distance to services & amenities** – Seniors living in active adult communities typically do not have physical limitations, but studies have shown that older households tend to give up driving as they age. Many active adult communities are located in town centers or other neighborhoods that allow older residents to walk to services (such as stores and restaurants), recreational activities, and social gatherings. For developments located farther away from town centers, good access to public transportation or supplemental transit service such as shuttles can be part of the mobility solution—though there are barriers for seniors taking full advantage of transit services (e.g., lack of accessibility, safety perceptions, and inadequate service routes).
- **Design to accommodate future physical challenges** – Though presently free of physical disabilities, individuals transitioning from traditional single-family houses into active adult communities are cognizant of future challenges that may arise as they age. The placement of primary bedrooms on the ground floor is perceived as the most important feature that promote aging in place in active adult communities.
- **Health and fitness centers** – Some of the best active adult communities provide well-appointed clubhouses that feature fitness centers, indoor/outdoor pools, yoga and dance studios, and multiple sports courts (e.g., tennis, pickleball, basketball) so that residents can stay physically fit without traveling far away from home.

Examples of Active Adult Communities in Greater Boston

There are active adult communities located in the Greater Boston area that serve as examples of different segments of age-restricted senior housing communities. The following are examples of active adult apartments for rent:

- Avenu at Natick (62+ yrs): located in Natick, MA; total of 164 units
- Highland Glen (55+ yrs): located in Westwood, MA; total of 102 units
- 99 Granite (50+ yrs): located in Quincy, MA; total of 52 units
- Westwood Glen Commons (55+ yrs): located in Westwood, MA; total of 102 units (see Figure 3 on the following pages)

Figure 3: Active Adult Rental Apartment Communities in Greater Boston



The following are local examples of active adult (55+) condominiums and townhomes for sale:

- Highcrest at Meadow Walk (Sudbury, MA)
- Pennington Crossing (Walpole, MA)
- Brooksmont (Holliston, MA)
- The Trails in Hopkinton (Hopkinton, MA)
- The Homes at 45 (Westwood, MA)
- Wellesley Hollow Condominium (Wellesley, MA) (see Figure 4 on the following page)

Figure 4: Active Adult Condominiums and Townhomes Communities in Greater Boston



Highcrest at Meadow Walk (Sudbury, MA)
One-bedroom price: \$405,000



Pennington Crossing (Walpole, MA)
One-bedroom price: \$352,000 - \$379,000
Two-bedroom price: \$453,000 to \$602,000



Wellesley Hollow (Wellesley, MA)
No sales in last 2 years



Brooksmont (Holliston, MA)
Two bedroom: \$470,000 - \$510,000



The Trails in Hopkinton (Hopkinton, MA)
Pricing information not available



The Homes at 45 (Westwood, MA)
Two-bedroom \$970,000 - \$1.09 million

Emerging Trends

As following are three emerging trends that will shape the active adult housing market in the coming years as increasing numbers of Baby Boomers are heading into retirement:

1. Lifestyle amenities: Apartment complexes that may have in the past narrowly defined its target residents as young working professionals are gaining popularity with the 55+ residents as well. No-maintenance living, as well as resort-style amenities such as clubhouses, coworking/business centers, fitness centers and yoga/dance studios, sports courts, and social gathering areas are just as popular with 55+ resident as young working professionals (Figure 5).

Figure 5: The Kendrick by Toll Brothers

Though the newly built Kendrick is not an age-restricted active adult community, the complex is frequently profiled in many senior living publications and online listing sites as senior-friendly housing. The Kendrick features many luxurious lifestyle amenities:



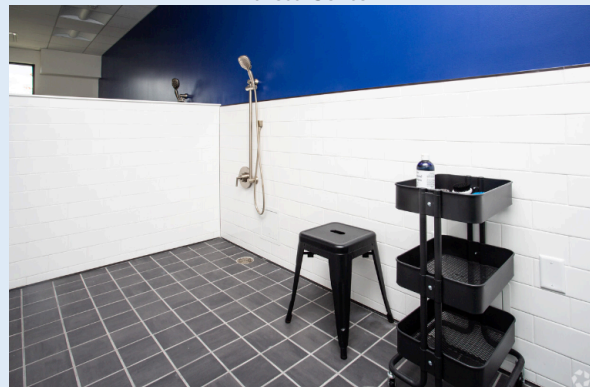
Clubhouse



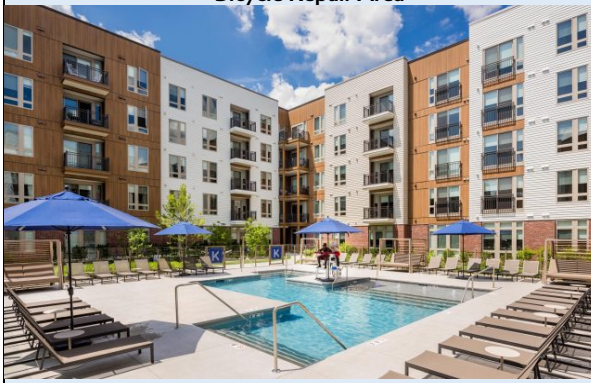
Fitness Center



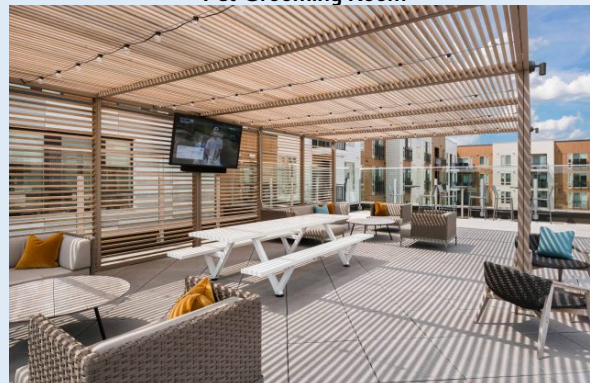
Bicycle Repair Area



Pet Grooming Room



Outdoor Pool



Poolside Lounge Area

2. **Proximity to medical facilities:** Many new active adult communities are located in close proximity to medical facilities, providing residents with convenient access to healthcare services. The two newer active adult communities featured below are within walking distance from major medical complexes:

Figure 6: Active Adult Rental Apartment Communities in Greater Boston



3. **Denser development:** In high cost communities, land is limited and very expensive. Denser housing types such as townhouses and condominiums offer the home builder a greater return on investment, which increases new development potential in a given community. Most condominium and apartment units offer a single-level living usually serviced by elevators, but some in the marketplace do not like living immediately adjacent to neighbors on all sides. Townhouses offer more privacy compared to condominiums and apartments, but the vertical design on multiple floors are challenging design aspects. The emerging trend in active adult townhouse design—particularly in Northern Virginia—is providing private elevators for each unit. Birchwood at Brambleton, located in Loudon County, Virginia, is an active adult townhouse community that comes with elevators as standard features in every home (see Figure 6-7).

Figure 6: Interior Floor Plan for 2 Adjoining Units, Birchwood at Brambleton (Brambleton, VA)

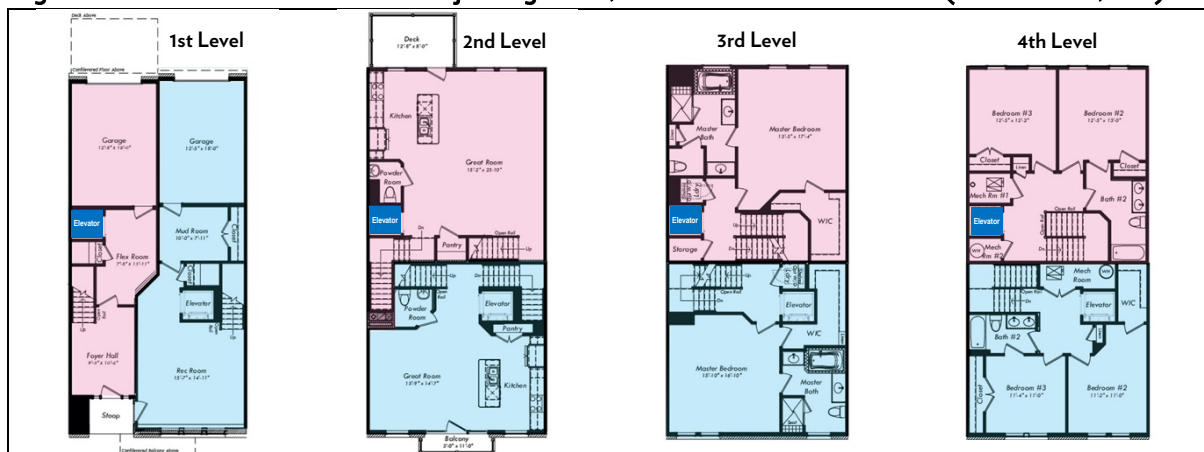


Figure 7: Exterior Elevation, Current Sale Price, Birchwood at Brambleton (Brambleton, VA)



EDISON

PRICED From \$459,990

Sq. Ft.: 2,100

Beds: 3

Full/Half Baths: 2.5

BRADLEY

PRICED From \$479,990

Sq. Ft.: 2,300

Beds: 3

Full/Half Baths: 2.5

Other 55+ townhome communities with private elevators include:

- The Ashford (Alexandria, VA)
- The Crest (Alexandria, VA)
- Walhaven at Kingstowne (Franconia, VA)
- The Bellaire (Brookhaven, GA)
- Madison Crossing at Birch Hill (Old Bridge, NJ)

Encouraging the Development of Active Adult Communities in Needham

The following are pragmatic strategies that the Town can utilize to incentivize and encourage the development of active adult communities in Needham.

- **Strategy #1:** conduct a zoning assessment of whether it is possible by right to produce age restricted housing at an economically feasible scale. The study area can be limited to pedestrian-oriented areas such as Needham Center, Needham Heights, Chestnut Street

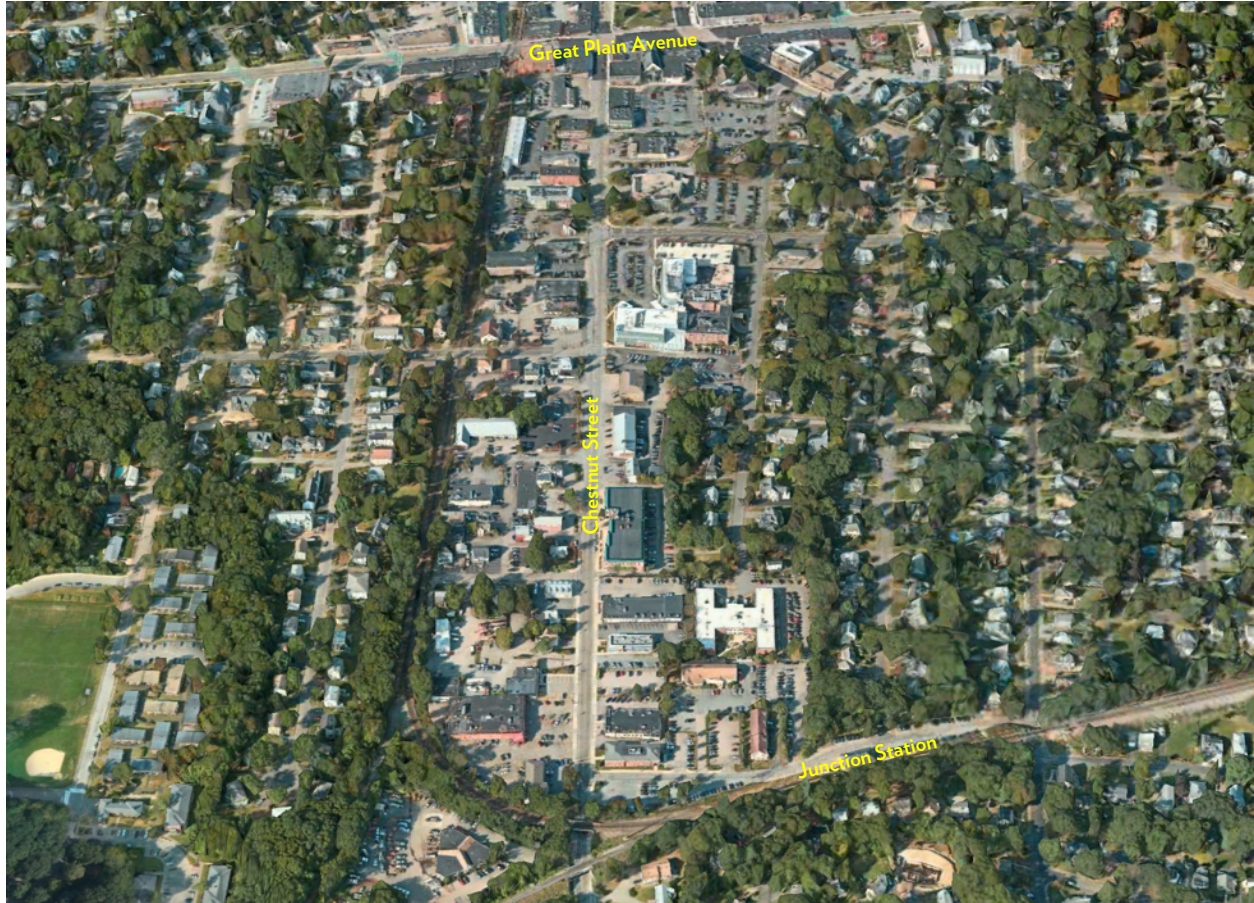
Corridor, and the 128 Mixed-Use District (anticipating future development patterns). If the assessment concludes that by-right development of such homes is not economically viable, the Town should consider potential zoning modifications to boost those opportunities.

- **Strategy #2** – conduct a site potential assessment to determine whether there are sites of sufficient scale and proximity to services to be competitive for the active adult segment; then assess what would be necessary to assemble reasonable sites.
- **Strategy #3** – cultivate relationships with residential developers building active adult communities in the Greater Boston region to gauge interest in Needham. The list of developers will likely include larger companies such as Toll Brothers, National Development, and Pulte Homes, as well as smaller home builders that may have higher risk tolerance and lower profit requirements than national corporations.

ADDENDUM 3: LOWER CHESTNUT ST DEVELOPMENT

In 2009, the Town of Needham completed the Needham Center Development Plan for the purpose of providing a cohesive vision and comprehensive plan for Needham Center and to unlock the area's potential. The revitalization of the Lower Chestnut Street area—namely the Chestnut Street corridor south of Great Plain Avenue and north of the MBTA Junction Station—is an important component of the overall Needham Center vision.

Figure 1: Aerial Photo of Lower Chestnut Street Area



The Plan detailed the Village Concept that called for “diverse, mixed-use districts combining residential, commercial and civic uses in a compact area” and proposed new zoning regulations to “encourage massing that helps define the street edge and that serves as a backdrop to the streetscape.” With notable exceptions—including Beth Israel Deaconess Hospital’s new facilities, the new Needham Public Safety building, and a new mixed-use building at 15-17 Oak Street—most of the under-developed areas identified in the Plan have yet to fulfill their full potential in the decade that followed the plan’s adoption.

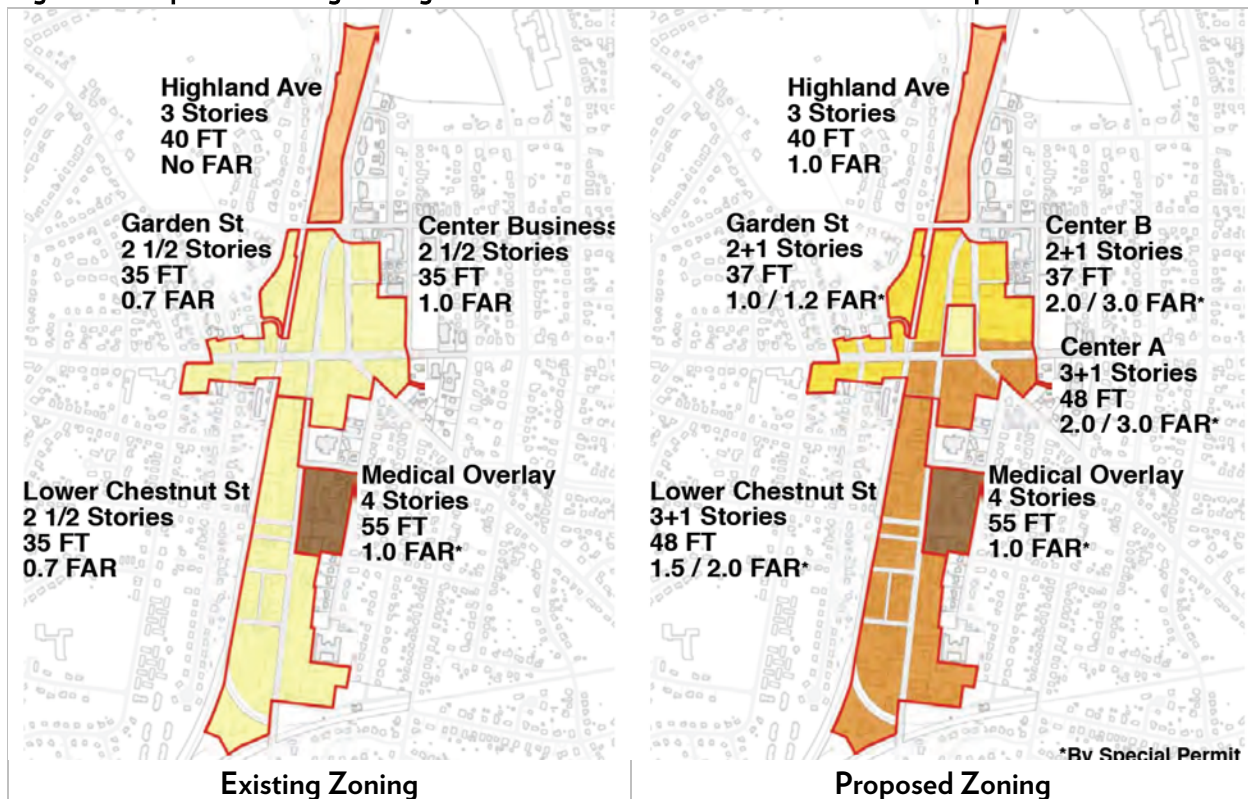
The purpose of this exercise is to illustrate redevelopment projects—at a conceptual level and mostly within the confines of current zoning—that are economically feasible and will enhance the look and feel of the corridor. For this analysis, the impact of adding residential units on Needham’s 40B compliance was not factored into the redevelopment feasibility analysis.

Zoning Changes

The Needham Center Development Plan proposed key zoning changes to the Lower Chestnut Street area that were subsequently approved by the Town. They include:

- Allows four-story buildings with frontage on Chestnut Street (with a 45° sloped roof or a 12-foot setback on the fourth floor).
- Increase minimum lot size from 10,000 SF to 15,000 SF to encourage parcel assembly.
- Increase minimum frontage from 80 feet to 100 feet to reduce the number of curb cuts.
- Increase maximum Floor Area Ratio from 0.70 to 1.5, or 2.0 by special permit.

Figure 2: Proposed Zoning Changes Outlined in the Needham Center Development Plan



Alternative Redevelopment Sites

The Urban Partners team examined alternative redevelopment scenarios for the following five sites along the Lower Chestnut Street area.

#	Address	Owner	Current Use
1	37 Chestnut St	SDS	Copley Motorcars
2	53 & 73 Chestnut St	Brett, LLC; LEVLEE, LLC	Needham Garden Center; BID Hospital Rehab Center; BID Hospital Purchasing & Shipping
3	237 Chestnut St & 83 Chestnut Pl	BID Hospital, John Malone	BID Hospital parking, Needham Dance Theatre; Holly Cleaners
4	355 & 377 Chestnut St	Needham Oil Company; Laurence Linse	Salem Five Bank; Hercules Cleaners; Roche Bros.
5	Junction Station	MBTA	Junction Station parking

NEEDHAM CENTER

NEEDHAM JUNCTION

1 37 Chestnut St

2 53 & 73 Chestnut St

3 237 Chestnut St & 33 Chestnut Pl
(plus portions of rear yards: 20, 30 & 40 Freeman Pl)

4 377 & 355 Chestnut Street

5 MBTA Needham Junction Station Parcel

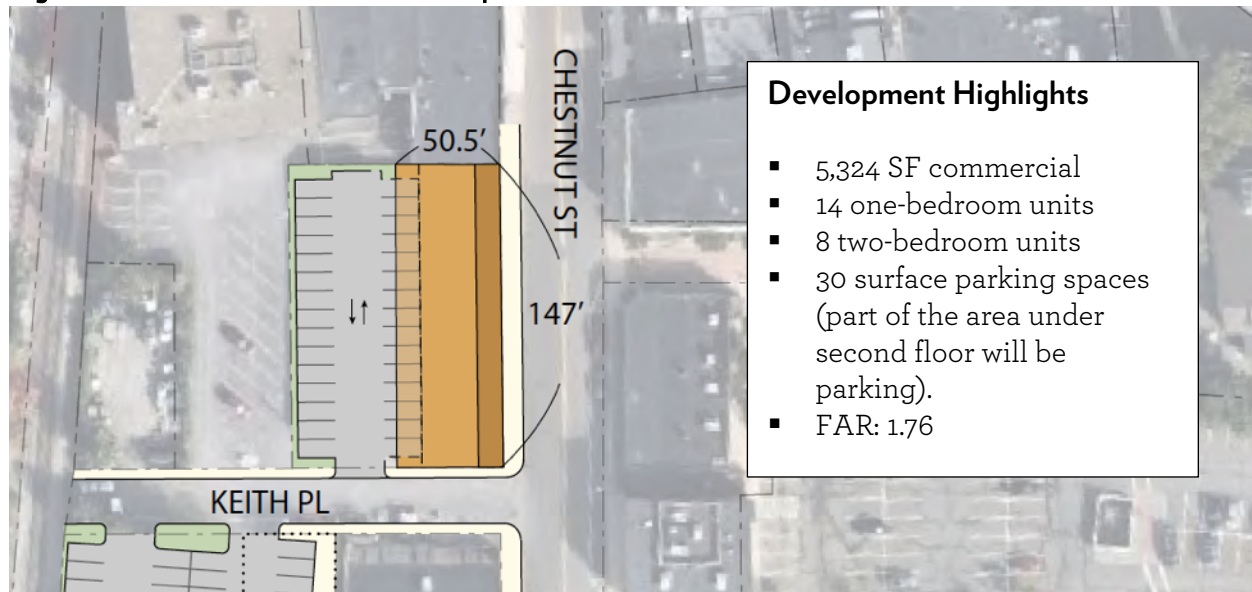
0 125 250 500 Feet

Site #1: 37 Chestnut Street

Figure 4 illustrates an alternative development concept for 37 Chestnut Street:

- Demolish existing structure and construct a four-story building.
- Ground floor: commercial.
- Second & third floors: apartments.
- Fourth floor: apartments with a 12 foot setback on Chestnut Street.

Figure 4: 37 Chestnut Street Redevelopment Scenario



Development Budget (37 Chestnut Street)

<u>Budget Item</u>	<u>Amount</u>
Acquisition	\$1,200,000
Construction	
Parking/Site Improvements	\$275,000
Apartment Construction (20,782 SF @ \$200/SF)	\$4,155,000
Commercial Construction (5,324 SF @ \$150/SF)	\$800,000
Lobby Construction (500 SF @ \$170/SF)	\$85,000
Contingency (10%)	\$530,000
Architecture & Engineering (7%)	\$410,000
Other Professional Fees	\$105,000
Carry/Insurance/Construction Interest/Development Fee	\$985,000
Parking In-Lieu Fee (21 Spaces)	\$135,000
Total Development Cost	\$8,680,000

Sources of Funding (37 Chestnut Street)

▪ First Mortgage	\$7,050,000
▪ Owner's Equity	\$1,630,000
Total	\$8,680,000

Income & Expense Pro Forma (37 Chestnut Street)

	Year 1	Year 2	Year 3	Year 4	Year 5
<u>Revenue</u>					
One-bedroom income (@ \$2,000/mo)	\$336,000	\$349,440	\$363,418	\$377,954	\$393,072
Two-bedroom income (@ \$2,500/mo)	\$240,000	\$249,600	\$259,584	\$269,967	\$280,766
Commercial income (5,324 SF @ \$32/SF)	\$170,000	\$176,800	\$183,872	\$191,227	\$198,876
Commercial tenant tax reimbursement	<u>\$29,200</u>	<u>\$30,368</u>	<u>\$31,583</u>	<u>\$32,847</u>	<u>\$34,160</u>
Gross Potential Revenue	\$775,200	\$806,208	\$838,457	\$871,995	\$906,875
Less Vacancy	-\$136,200	-\$32,500	-\$33,799	-\$35,150	-\$36,555
Gross Effective Income	\$639,000	\$773,708	\$804,658	\$836,845	\$870,320
<u>Operating Expenses</u>					
Maintenance & operations residential	\$88,000	\$91,520	\$95,181	\$98,988	\$102,948
Unreimbursed maintenance & operations commercial	\$21,300	\$22,152	\$23,038	\$23,960	\$24,918
Real Estate Taxes	<u>\$79,400</u>	<u>\$82,576</u>	<u>\$85,879</u>	<u>\$89,314</u>	<u>\$92,887</u>
Total Expenses	\$188,700	\$196,248	\$204,098	\$212,262	\$220,752
<u>Net Operating Income</u>	\$450,300	\$577,460	\$600,560	\$624,583	\$649,568
<u>Debt Service</u>					
First Mortgage Debt Service (4.25%/30 Years)	\$420,200	\$420,200	\$420,200	\$420,200	\$420,200
<u>Cash Flow</u>	\$30,100	\$157,260	\$180,360	\$204,383	\$229,368
<u>Return on \$1.63 million equity</u>	1.85%	9.65%	11.07%	12.54%	14.07%

Assumptions	
-	Number of one-bedroom apartments: 14
-	Number of two-bedroom apartments: 8
-	Average residential vacancy rate: 3% (15% in year 1)
-	Average commercial vacancy rate: 7% (25% in year 1)
-	Maintenance & operations residential cost: \$4,000/unit
-	Unreimbursed maintenance & operations commercial: \$4/SF

Feasibility Notes (37 Chestnut Street)

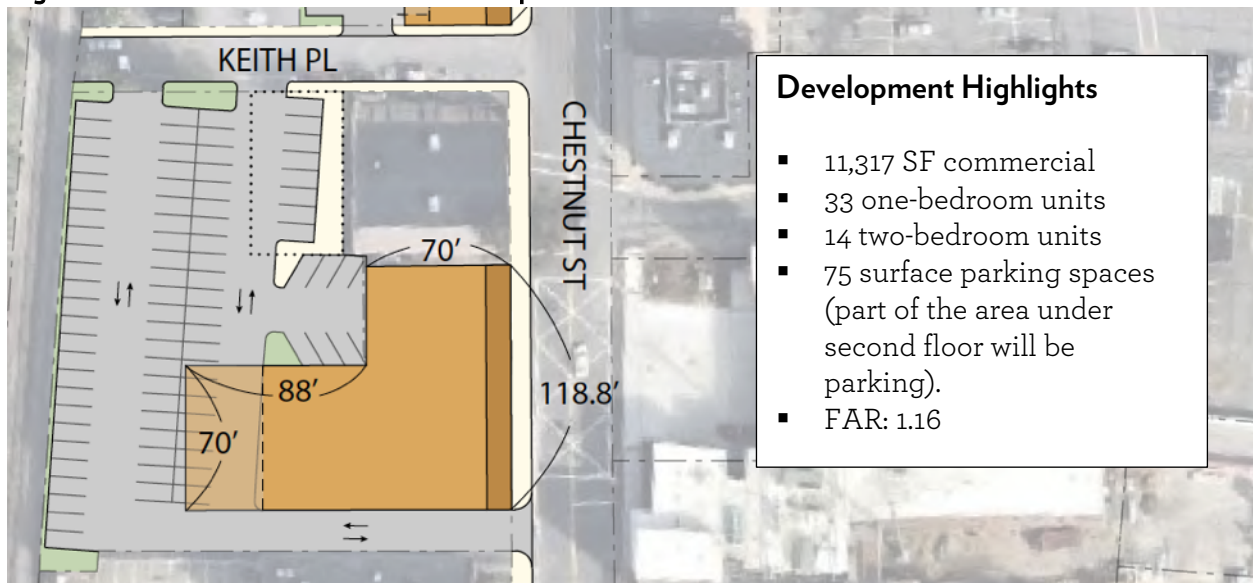
- Based on the assumptions above, the redevelopment scenario is economically feasible—though the anticipated returns on investment may not be sufficient to stimulate development interest in the near term.
- The redevelopment prospects could be improved with off-street parking standard adjustments. Specifically, reducing the parking requirement for 1-bedroom units to 1 parking space (currently 1.5 per unit) and permitting shared parking considerations for 30% of residential spaces to be counted for joint use by commercial users will reduce the fee in-lieu of parking by \$105,000 (\$30,000 instead of \$135,000).

Site #2: 53-73 Chestnut Street

Figure 5 illustrates an alternative development concept for 53-73 Chestnut Street:

- Relocate the side lot of Needham Garden Center to be behind the building (see dotted line).
- Demolish two other buildings on the site (both of which are occupied by BID Hospital).
- Construct a new, L-shaped mixed-use building.
- Ground floor: new space for BID Rehabilitation Center and BID Purchasing & Shipping.
- Second & third floors: apartments.
- Fourth floor: apartments with a 12 foot setback on Chestnut Street.

Figure 5: 53-73 Chestnut Street Redevelopment Scenario



Development Budget (53-73 Chestnut Street)

Budget Item	Amount
Acquisition + Land Swap	\$2,700,000
Construction	
Demolition	\$200,000
Parking/Site Improvements	\$585,000
Apartment Construction (42,015 SF @ \$200/SF)	\$8,400,000
Commercial Construction (11,317 SF @ \$150/SF)	\$1,700,000
Lobby Construction (500 SF @ \$170/SF)	\$85,000
Contingency (10%)	\$1,075,000
Architecture & Engineering (7%)	\$830,000
Other Professional Fees	\$205,000
Carry/Insurance/Construction Interest/Development Fee	\$2,065,000
Parking In-Lieu Fee (33 Spaces)	\$255,000
Total Development Cost	\$18,100,000

Sources of Funding (53-73 Chestnut Street)

▪ First Mortgage	\$14,820,000
▪ Owner's Equity	<u>\$ 3,280,000</u>
Total	\$18,100,000

Income & Expense Pro Forma (53-73 Chestnut Street)

	Year 1	Year 2	Year 3	Year 4	Year 5
<u>Revenue</u>					
One-bedroom income (@ \$2,000/mo)	\$790,000	\$821,600	\$854,464	\$888,643	\$924,188
Two-bedroom income (@ \$2,500/mo)	\$420,000	\$436,800	\$454,272	\$472,443	\$491,341
Commercial income (11,317 SF @ \$32/SF)	\$360,000	\$374,400	\$389,376	\$404,951	\$421,149
Commercial tenant tax reimbursement	<u>\$60,000</u>	<u>\$62,400</u>	<u>\$64,896</u>	<u>\$67,492</u>	<u>\$70,192</u>
Gross Potential Revenue	\$1,630,000	\$1,695,200	\$1,763,008	\$1,833,529	\$1,906,870
Less Vacancy	-\$286,000	-\$68,000	-\$70,733	-\$73,576	-\$76,532
Gross Effective Income	\$1,344,000	\$1,627,200	\$1,692,275	\$1,759,953	\$1,830,338
<u>Operating Expenses</u>					
Maintenance & operations residential	\$188,000	\$195,520	\$203,341	\$211,474	\$219,933
Unreimbursed maintenance & operations commercial	\$45,000	\$46,800	\$48,672	\$50,619	\$52,644
Real Estate Taxes	<u>\$165,000</u>	<u>\$171,600</u>	<u>\$178,464</u>	<u>\$185,602</u>	<u>\$193,027</u>
Total Expenses	\$398,000	\$413,920	\$430,477	\$447,696	\$465,604
<u>Net Operating Income</u>	\$946,000	\$1,213,280	\$1,261,799	\$1,312,257	\$1,364,735
<u>Debt Service</u>					
First Mortgage Debt Service (4.25%/30 Years)	\$883,300	\$883,300	\$883,300	\$883,300	\$883,300
<u>Cash Flow</u>	\$62,700	\$329,980	\$378,499	\$428,957	\$481,435
<u>Return on \$3.28 million equity</u>	1.91%	10.06%	11.54%	13.08%	14.68%

<u>Assumptions</u>
- Number of one-bedroom apartments: 33
- Number of two-bedroom apartments: 14
- Average residential vacancy rate: 3% (15% in year 1)
- Average commercial vacancy rate: 7% (25% in year 1)
- Maintenance & operations residential cost: \$4,000/unit
- Unreimbursed maintenance & operations commercial: \$4/SF

Feasibility Notes (53-73 Chestnut Street)

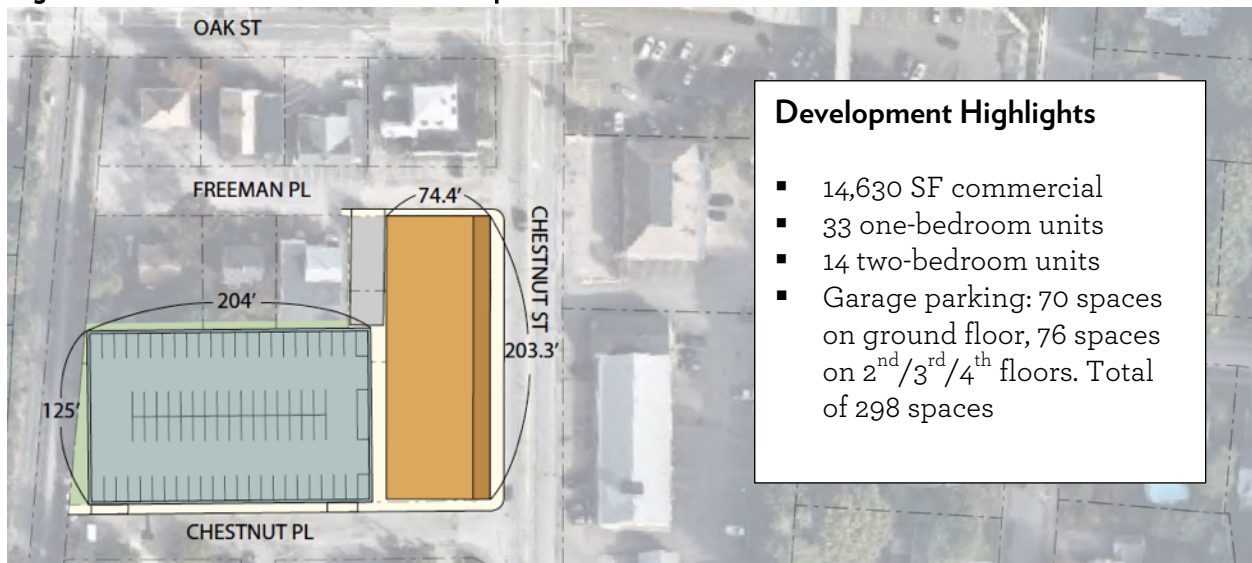
- Based on the assumptions above, the redevelopment scenario is economically feasible—though the anticipated returns on investment may not be sufficient to stimulate development interest in the near term.
- If the parking requirements are modified (1-bedroom units reduced to 1 space per unit and a shared parking arrangement for residential-commercial users permitted at 30%), the fee in-lieu of parking will be eliminated, and thus improving the redevelopment prospects at this site.

Site #3: 237 Chestnut Street

Figure 6 illustrates an alternative development concept for 237 Chestnut Street:

- Demolish existing building (currently: Holly Cleaners and Needham Dance Theatre).
- Develop new mixed-use building with ground floor commercial (relocate Holly Cleaners and Needham Dance Theatre into this space and add medical offices).
- Second & third floors: apartments.
- Fourth floor: apartments with a 12 foot setback on Chestnut Street.
- Parking garage for BID Hospital and new development (298 spaces on 4 levels).

Figure 6: 237 Chestnut Street Redevelopment Scenario



Development Budget (237 Chestnut Street)

Budget Item	Amount
Acquisition	\$-
Construction	
Site Improvements	\$435,000
Apartment Construction (42,950 SF @ \$200/SF)	\$8,590,000
Commercial Construction (14,630 SF @ \$150/SF)	\$2,195,000
Lobby Construction (500 SF @ \$170/SF)	\$85,000
Contingency (10%)	\$1,130,000
Architecture & Engineering (7%)	\$870,000
Other Professional Fees	\$220,000
Carry/Insurance/Construction Interest/Development Fee	\$1,740,000
Total Development Cost	\$15,265,000

Sources of Funding (237 Chestnut Street)

First Mortgage	\$12,690,000
Owner's Equity	\$ 2,575,000
Total	\$15,265,000

Income & Expense Pro Forma (237 Chestnut Street)

	Year 1	Year 2	Year 3	Year 4	Year 5
<u>Revenue</u>					
One-bedroom income (@ \$2,000/mo)	\$790,000	\$821,600	\$854,464	\$888,643	\$924,188
Two-bedroom income (@ \$2,500/mo)	\$420,000	\$436,800	\$454,272	\$472,443	\$491,341
Commercial income (14,630 SF @ \$32/SF)	\$470,000	\$488,800	\$508,352	\$528,686	\$549,834
Commercial tenant tax reimbursement	<u>\$63,000</u>	<u>\$65,520</u>	<u>\$68,141</u>	<u>\$70,866</u>	<u>\$73,701</u>
Gross Potential Revenue	\$1,743,000	\$1,812,720	\$1,885,229	\$1,960,638	\$2,039,063
Less Vacancy	-\$315,000	-\$77,000	-\$80,063	-\$83,247	-\$86,559
Gross Effective Income	\$1,428,000	\$1,735,719	\$1,805,166	\$1,877,391	\$1,952,504
<u>Operating Expenses</u>					
Maintenance & operations residential	\$190,000	\$197,600	\$205,504	\$213,724	\$222,273
Unreimbursed maintenance & operations commercial	\$60,000	\$62,400	\$64,896	\$67,492	\$70,192
Ground Lease	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Parking Lease from Garage	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000
Real Estate Taxes	<u>\$145,000</u>	<u>\$150,800</u>	<u>\$156,832</u>	<u>\$163,105</u>	<u>\$169,629</u>
Total Expenses	\$705,000	\$720,800	\$737,232	\$754,321	\$772,094
<u>Net Operating Income</u>	\$723,000	\$1,014,920	\$1,067,934	\$1,123,069	\$1,180,410
<u>Debt Service</u>					
First Mortgage Debt Service (4.25%/30 Years)	\$756,300	\$756,300	\$756,300	\$756,300	\$756,300
<u>Cash Flow</u>	-\$33,300	\$258,620	\$311,634	\$366,769	\$424,110
<u>Return on \$2.575 million equity</u>	-1.29%	10.04%	12.10%	14.24%	16.47%

Assumptions

- Number of one-bedroom apartments: 33
- Number of two-bedroom apartments: 14
- Average residential vacancy rate: 3% (15% in year 1)
- Average commercial vacancy rate: 7% (25% in year 1)
- Maintenance & operations residential cost: \$4,000/unit
- Unreimbursed maintenance & operations commercial: \$4/SF
- Ground lease payment for 237 Chestnut: 6% of market value
- Parking lease payment for BID Garage: \$175/month per space

Feasibility Notes (237 Chestnut Street)

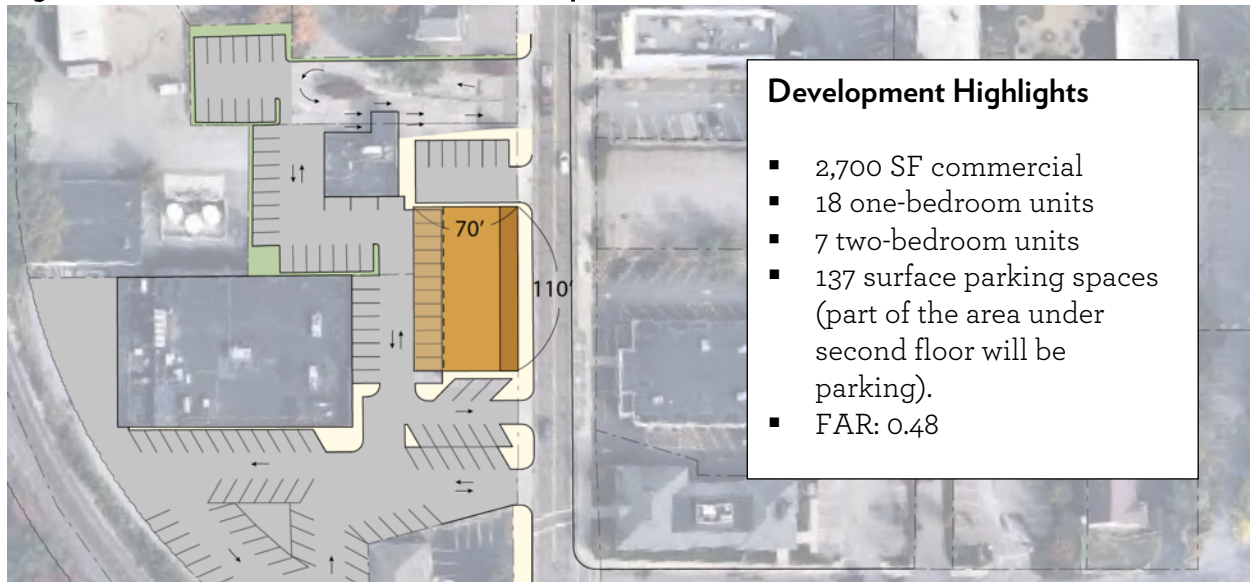
- Based on the assumptions above, the redevelopment scenario is economically feasible.
- The development cost for BID Hospital to build the garage is not reflected in the above pro-forma analysis. In order to build the garage, BID will need to acquire 33 Chestnut Pl and portions of the backyards of 20 30, and 40 Freeman Pl to accommodate the minimum garage width of 125 feet. The construction cost is estimated at approximately \$35,000 per space.
- In addition to accommodating staff/visitor parking in the garage, BID Hospital will receive on-going cash benefits from the mixed-use development (ground lease payment of \$150,000 and parking space lease payment of \$160,000).

Site #4: 355 & 377 Chestnut Street

Figure 7 illustrates an alternative development concept for 355 & 377 Chestnut Street:

- Demolish the southern half of 355 Chestnut (retain Salem Five Bank, relocate Hercules Cleaners). Acquire a portion of Roche Brothers parking lot along Chestnut Street frontage.
- Develop new four-story mixed-use building with ground floor commercial.
- Second & third floors: apartments.
- Fourth floor: apartments with a 12 foot setback on Chestnut Street.

Figure 7: 355 & 377 Chestnut Street Redevelopment Scenario



Development Budget (355 & 377 Chestnut Street)

Budget Item	Amount
Acquisition (portion of Roche Bro. Parking Lot)	\$500,000
Construction	
Demolition	\$50,000
Parking/Site Improvements	\$280,000
Apartment Construction (42,015 SF @ \$200/SF)	\$4,355,000
Commercial Construction (11,317 SF @ \$150/SF)	\$750,000
Lobby Construction (500 SF @ \$170/SF)	\$85,000
Contingency (10%)	\$545,000
Architecture & Engineering (7%)	\$420,000
Other Professional Fees	\$105,000
Carry/Insurance/Construction Interest/Development Fee	\$920,000
Total Development Cost	\$8,010,000

Sources of Funding (355 & 377 Chestnut Street)

▪ First Mortgage	\$ 6,800,000
▪ Owner's Equity	\$ 1,210,000
Total	\$ 8,010,000

Income & Expense Pro Forma (355 & 377 Chestnut Street)

	Year 1	Year 2	Year 3	Year 4	Year 5
<u>Revenue</u>					
One-bedroom income (@ \$2,000/mo)	\$430,000	\$447,200	\$465,088	\$483,692	\$503,039
Two-bedroom income (@ \$2,500/mo)	\$210,000	\$218,400	\$227,136	\$236,221	\$245,670
Commercial income (2,700 SF @ \$32/SF)	\$85,000	\$88,400	\$91,936	\$95,613	\$99,438
Commercial tenant tax reimbursement	<u>\$14,000</u>	<u>\$14,560</u>	<u>\$15,142</u>	<u>\$15,748</u>	<u>\$16,378</u>
Gross Potential Revenue	\$739,000	\$768,560	\$799,302	\$831,274	\$864,525
Less Vacancy	-\$121,000	-\$27,000	-\$28,087	-\$29,218	-\$30,393
Gross Effective Income	\$618,000	\$741,560	\$771,215	\$802,057	\$834,132
<u>Operating Expenses</u>					
Maintenance & operations residential	\$100,000	\$104,000	\$108,160	\$112,486	\$116,986
Unreimbursed maintenance & operations commercial	\$11,000	\$11,440	\$11,898	\$12,374	\$12,868
Real Estate Taxes	<u>\$67,000</u>	<u>\$69,680</u>	<u>\$72,467</u>	<u>\$75,365</u>	<u>\$78,380</u>
Total Expenses	\$178,000	\$185,120	\$192,524	\$200,225	\$208,234
<u>Net Operating Income</u>	\$440,000	\$556,440	\$578,691	\$601,831	\$625,898
<u>Debt Service</u>					
First Mortgage Debt Service (4.25%/30 Years)	\$405,300	\$405,300	\$405,300	\$405,300	\$405,300
<u>Cash Flow</u>	\$34,700	\$151,140	\$173,391	\$196,531	\$220,598
<u>Return on \$2.575 million equity</u>	2.87%	12.49%	14.33%	16.24%	18.23%

<u>Assumptions</u>
- Number of one-bedroom apartments: 18
- Number of two-bedroom apartments: 7
- Average residential vacancy rate: 3% (15% in year 1)
- Average commercial vacancy rate: 7% (25% in year 1)
- Maintenance & operations residential cost: \$4,000/unit
- Unreimbursed maintenance & operations commercial: \$4/SF

Feasibility Notes (355 & 377 Chestnut Street)

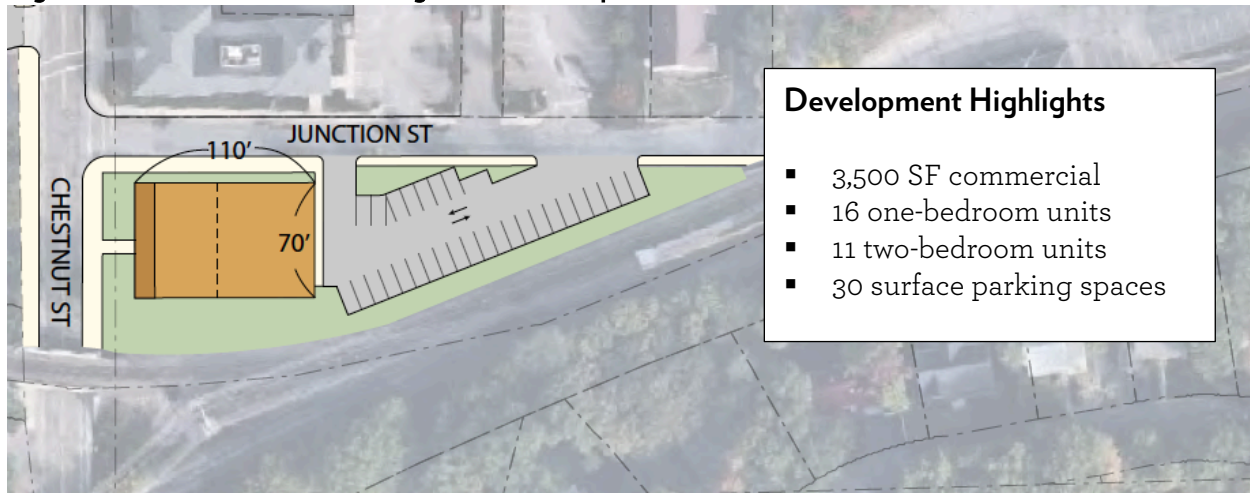
- Based on the assumptions above, the redevelopment scenario is economically feasible.
- The above scenario assumes the participation of the current owner of 355 Chestnut Street, Needham Oil Company, as an incremental investment.
- Project feasibility will be enhanced by reducing parking standards (both a reduction of 1-bedroom units and a shared parking considerations).

Site #5: Junction Station Parking Lot Site

Figure 8 illustrates an alternative development concept for the Junction Station parking lot:

- Relocate bus turnaround to deeper into the site.
- Build a four-story mixed-use building.
- Ground floor: professional medical office space.
- Second & third floors: apartments.
- Fourth floor: apartments with a 12 foot setback on Chestnut Street.

Figure 8: Junction Station Parking Lot Redevelopment Scenario



Development Budget (Junction Station Parking Lot)

Budget Item	Amount
Acquisition	\$-
Construction	
Parking/Site Improvements	\$305,000
Apartment Construction (26,460 SF @ \$200/SF)	\$5,290,000
Commercial Construction (3,500 SF @ \$150/SF)	\$525,000
Contingency (10%)	\$610,000
Architecture & Engineering (7%)	\$470,000
Other Professional Fees	\$120,000
Carry/Insurance/Construction Interest/Development Fee	\$940,000
Total Development Cost	\$8,260,000

Sources of Funding (Junction Station Parking Lot)

▪ First Mortgage	\$6,820,000
▪ Owner's Equity	\$1,440,000
Total	\$8,680,000

Income & Expense Pro Forma (Junction Station Parking Lot)

	Year 1	Year 2	Year 3	Year 4	Year 5
<u>Revenue</u>					
One-bedroom income (@ \$2,000/mo)	\$384,000	\$399,360	\$415,334	\$431,948	\$449,226
Two-bedroom income (@ \$2,500/mo)	\$330,000	\$343,200	\$356,928	\$371,205	\$386,053
Commercial income (3,500 SF @ \$32/SF)	\$110,000	\$114,400	\$118,976	\$123,735	\$128,684
Commercial tenant tax reimbursement	<u>\$16,000</u>	<u>\$16,640</u>	<u>\$17,306</u>	<u>\$17,998</u>	<u>\$18,718</u>
Gross Potential Revenue	\$840,000	\$873,600	\$908,544	\$944,886	\$982,681
Less Vacancy	-\$138,600	-\$31,500	-\$32,758	-\$34,066	-\$35,427
Gross Effective Income	\$701,400	\$842,100	\$875,787	\$910,820	\$947,255
<u>Operating Expenses</u>					
Maintenance & operations residential	\$110,000	\$114,400	\$118,976	\$123,735	\$128,684
Unreimbursed maintenance & operations commercial	\$14,000	\$14,560	\$15,142	\$15,748	\$16,378
Ground Lease	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Parking Lease from MBTA Lots	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Real Estate Taxes	<u>\$70,000</u>	<u>\$72,800</u>	<u>\$75,712</u>	<u>\$78,741</u>	<u>\$81,890</u>
Total Expenses	\$279,000	\$286,760	\$294,831	\$303,224	\$311,953
<u>Net Operating Income</u>	\$422,400	\$555,340	\$580,956	\$607,596	\$635,302
<u>Debt Service</u>					
First Mortgage Debt Service (4.25%/30 Years)	\$406,700	\$406,700	\$406,700	\$406,700	\$406,700
<u>Cash Flow</u>	\$15,700	\$148,640	\$174,256	\$200,896	\$228,602
<u>Return on \$1.44 million equity</u>	1.09%	10.32%	12.10%	13.95%	15.88%

Assumptions

- Number of one-bedroom apartments: 16
- Number of two-bedroom apartments: 11
- Average residential vacancy rate: 3% (15% in year 1)
- Commercial rents: \$32/SF
- Average commercial vacancy rate: 7% (25% in year 1)
- Maintenance & operations residential cost: \$4,000/unit
- Unreimbursed maintenance & operations commercial: \$4/SF

Feasibility Notes (Junction Station Parking Lot)

- Based on the assumptions above, the redevelopment scenario is economically feasible.
- Assumption is that MBTA will retain ownership of the lot and grant a ground lease for the project for an annual payment of \$60,000.
- Additionally, MBTA will receive payment for leasing 30 parking spaces (\$25,000 per year).
- The turnaround for the 59 bus will need to be relocated deeper into the site.
- Commuter parking spaces will need to be relocated deeper into the site.
- Project feasibility will be enhanced by reducing parking standards (both a reduction of 1-bedroom units and a shared parking considerations).

Representative Photos of Four-Story Mixed-Use Developments

The following are photo renderings of mixed-use projects in other communities that fit the size and scale of development projects envisioned in the above redevelopment analysis.



A mixed-use project proposed in Jamaica Plain section of Boston.



A mixed-use project proposed in Minneapolis



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

MEETING DATE: 2/9/2

Agenda Item	Elective Vehicle Charging Stations
Presenter(s)	Carys Lustig, Interim Director of Public Works

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Town presently has seven electric vehicle charging stations at DPW (1) and Williams School (6) that are available to Town vehicle and public use. There are grant opportunities and future changes in the vehicle market that make increasing the number of charging stations valuable to the Town. DPW is proposing to start phasing in more charging stations at public buildings and parking lots.
2.	VOTE REQUIRED BY SELECT BOARD
	<i>Discussion Only</i>
3.	BACK UP INFORMATION ATTACHED
	• MasseVIP Workplace and Fleet (WPF) Charging Program Requirements • Massachusetts Electric Vehicle Incentive Program (MasseVIP) Frequently Asked Questions • Picture of Town Chargers



MassEVIP Workplace and Fleet (WPF) Charging Program Requirements

The Massachusetts Department of Environmental Protection (MassDEP) Massachusetts Electric Vehicle Incentive Program (MassEVIP) Workplace and Fleet (WPF) Charging Program provides incentive funding to employers in the Commonwealth to cover a portion of the cost of electric vehicle (EV) charging stations. **You are not eligible for funding if you order the EV charging station before you receive an approval letter from MassDEP.**

INCENTIVE FUNDING DETAILS

EV Charging Station Type	Incentive Amount	Maximum Allowed Incentive Amount
Level 1 or Level 2	Up to 60% of EV charging station equipment for National Grid and Eversource program participants Up to 60% of EV charging station equipment and installation for all others	\$50,000 per street address

- \$2,500,000 is being allocated to this program.
- Applications for funding will be considered on a **FIRST-COME, FIRST-SERVED** basis until program funds are exhausted.
- Projects funded through the WPF Program must meet the requirements set out in this document.
- The applicant must commit to providing funds, either directly from the applicant or another source, to cover the remaining cost of the EV charging station and installation, and all of the operating and maintenance costs for a full consecutive three years after charging station is operational.
- Funding from multiple MassDEP EVIP programs cannot be combined for a single EV charging station (i.e., Workplace and Fleet Charging Program funding cannot be combined with Public Access Charging Program funding, Multi-Unit Dwelling and Educational Campus Charging Program funding or Direct Current Fast Charging Program funding).
- WPF funding combined with funding from other sources must not exceed 100% of the costs paid for items listed as Costs Covered in Tables A and B, below.
- MassDEP will not fund installation costs for projects funded through the National Grid¹ or Eversource² EV charging station programs.
- MassDEP reserves the right to ensure equitable distribution of MassEVIP funding geographically across the Commonwealth and among eligible applicants.
- MassDEP reserves the right to recover any funding provided to the applicant and/or pursue any other legal actions deemed appropriate if MassDEP determines that the applicant did not provide complete and accurate information or fails to meet the requirements or intent of the program.

¹ <https://www.nationalgridus.com/MA-Business/Energy-Saving-Programs/Electric-Vehicle-Charging-Station-Program>

² <https://www.eversource.com/content/ema-c/residential/save-money-energy/explore-alternatives/electric-vehicles/charging-stations>



MassEVIP Workplace and Fleet (WPF) Charging Program Requirements

- MassDEP reserves the right to grant only a portion of the maximum allowable funds per project. Submittal of an application does not guarantee funding.

Table A: Eligible Costs - National Grid and Eversource Program Participants

Costs COVERED include:	Costs NOT COVERED include:
• A console wired into the electrical supply • A cable and connector to plug into the EV • Cable management strategy (e.g., coil, retractable, etc.) • Mounting, either pedestal or wall. Pedestal: hard-wired to a permanent pole or box. Wall: hard-wired to a wall and typically includes a mounting plate. • Separate payment module • Shipping/Freight for “Costs Covered”	• Upgrading electric supply • Land/parking space purchase or lease • Software subscription • Warranty • Taxes • Internet connection or cell signal • Planning or permitting for the project • Construction costs related to installation (including ADA EV parking space) • Signage and pavement painting • Shipping/Freight for “Costs Not Covered” • Bollards, curbs, wheel stops, setbacks, bumper guards • Electricity consumption and demand charges • Preventative and corrective maintenance on EV charging station • Others as determined by MassDEP

Table B: Eligible Costs – Applicants Not Participating in the National Grid and Eversource Programs

Costs COVERED include:	Costs NOT COVERED include:
• A console wired into the electrical supply • A cable and connector to plug into the EV • Cable management strategy (e.g., coil, retractable, etc.) • Mounting, either pedestal or wall. Pedestal: hard-wired to a permanent pole or box. Wall: hard-wired to a wall and typically includes a mounting plate. • Separate payment module • Upgrading electric supply • Construction costs related to installation (including ADA EV parking space) • Signage and pavement painting • Shipping/Freight for “Costs Covered”	• Land/parking space purchase or lease • Software subscription • Warranty • Taxes • Internet connection or cell signal • Planning or permitting for the project • Shipping/Freight for “Costs Not Covered” • Bollards, curbs, wheel stops, setbacks, bumper guards • Electricity consumption and demand charges • Preventative and corrective maintenance on EV charging station • Others as determined by MassDEP

EV CHARGING STATION REQUIREMENTS

- Hard-wired Level 1 or Level 2 EV charging station.
- Certified to UL (Underwriters Laboratories, Inc.) standards by a Nationally Recognized Testing Laboratory (NRTL).
- Able to charge EVs produced by multiple manufacturers.



MassEVIP Workplace and Fleet (WPF) Charging Program Requirements

- For charging stations that are equipped to accept payment, they must enable the payment option for all EV drivers without restrictions based on network membership or subscription (e.g., allow credit card payment without login).
- Must be a new EV charging station, not ordered until after approval letter is received from MassDEP. Stations that are resold, rebuilt, rented, leased, received from warranty insurance claims, or obtained as a gift or a prize, or new parts installed in existing stations, are not eligible.
- Energy Star certification is recommended for chosen EV charging station.

ELIGIBLE ENTITIES & LOCATION REQUIREMENTS

- Public, non-profit or private employers in Massachusetts are eligible to apply and receive funding for EV charging stations intended for use by employees' personal vehicles.
- Private and non-profit light duty fleet owners with at least 15 employees in Massachusetts are eligible to apply and receive funding for EV charging stations intended for use by fleet vehicles.
- Municipality, public university and college, and state agency light duty fleet owners in Massachusetts are eligible to apply and receive funding for EV charging stations intended for use by fleet vehicles.
- Applicant must have evidence of ownership of the location identified in application or evidence that installation is allowed on the property (e.g., written permission of owner and/or pertinent language in lease, license agreement, or easement, etc.), and provide such evidence to MassDEP upon request.
- Location must not be a residence. Residential properties are ineligible regardless of their ownership.
- For EV charging stations intended for use by employees' personal vehicles:
 - There must be 15 or more employees on site at the location identified in the application.
 - The applicant must allow practical access to, and use of, EV charging station by all employees at the location identified in the application, as documented in writing. Upon request by MassDEP, applicant must provide such written documentation.
- For EV charging stations intended for use by fleet vehicles:
 - The EV charging stations must be installed in an area that is owned or controlled by the applicant and is reserved for applicant-owned EV use only.
 - Applicant must commit to having at least one EV in their fleet that will be able to use the fleet charging station.
- For each port installed, one parking space must be designated for plug-in electric vehicle use only and marked clearly through permanent, visible signage. The grant recipient must actively enforce this requirement. Applicant is encouraged to paint the pavement to indicate the parking space is designated for EVs.
- EV charging station location shall be designed to protect the EV charging station from physical damage. Measures may include curbs, wheel stops, setbacks, bumper guards, and bollards.
- The charging station parking space and area around the charging station must be maintained, including snow removal and general cleaning.





MassEVIP Workplace and Fleet (WPF) Charging Program Requirements

GENERAL PROGRAM REQUIREMENTS

- For new construction locations, install and operate the EV charging station within 24 months of the effective date of the contract with MassDEP.
- For existing locations, install and operate the EV charging station within 6 months of the effective date of the contract with MassDEP.
- Operate and maintain the EV charging station for three full consecutive years after the date the charging station is operational.
- Collect EV station usage data for three full consecutive years after the date the charging station is operational, and provide to MassDEP upon request.
- If the EV charging station is available for public use, register it on the United States Department of Energy's (DOE) Alternative Fuels Data Center Station Locator http://www.afdc.energy.gov/fuels/electricity_locations.html. Applicants are also encouraged to submit the location to other EV charging websites such as www.PlugShare.com.
- Market the EV charging station to employees, visitors and general public (if applicable) via various strategies, for example: ride and drive events; education on the proper operation of the EV charging station; flyers; internal/external newsletters and webpages; emails; etc.

ACCESSIBILITY

- This section only applies to EV charging stations intended for use by employees' personal vehicles that are funded through the WPF program.
- If, after reviewing this section, you have additional questions related to accessibility obligations, please contact Mr. Jeffrey Dougan, Assistant Director at the Massachusetts Office on Disability, for assistance with these requirements. He can be reached at jeff.dougan@mass.gov.
- Applicants who are required to provide handicapped accessible parking spaces in their parking area as required by the 1991 or 2010 Americans with Disabilities Act Architectural Design Standards and/or the rules and regulations of the Massachusetts Architectural Access Board (521 CMR) must meet the accessibility requirements for EV charging spaces as provided in this section.
- EV charging stations intended for use by employees' personal vehicles that are funded through the WPF program must have at least 5% of the site's EV charging spaces, but not less than one such space, be accessible to persons with disabilities. If 5% calculates to a fraction, round the value up to the next whole number. This requirement is per parking area and is based on new plus existing EV charging spaces.

For example:

- A parking facility with 20 EV charging spaces or fewer requires at least 1 accessible EV charging space.
- A parking facility with 21 to 40 EV charging spaces requires at least 2 accessible EV charging spaces.
- Accessible EV charging spaces can share an access aisle with new or existing accessible parking spaces.
- Accessible EV charging spaces may be used by any employees and must not be reserved for employees with disabilities. Therefore, do not install markings or signage restricting the space to ADA accessibility only.



MasseVIP Workplace and Fleet (WPF) Charging Program Requirements

- The following technical specifications are provided as guidelines to assist in the selection of equipment and design options made to comply with the [Massachusetts Architectural Access Board's rules and regulations \(521 CMR\)](#) and/or the [2010 ADA Design Standards](#)

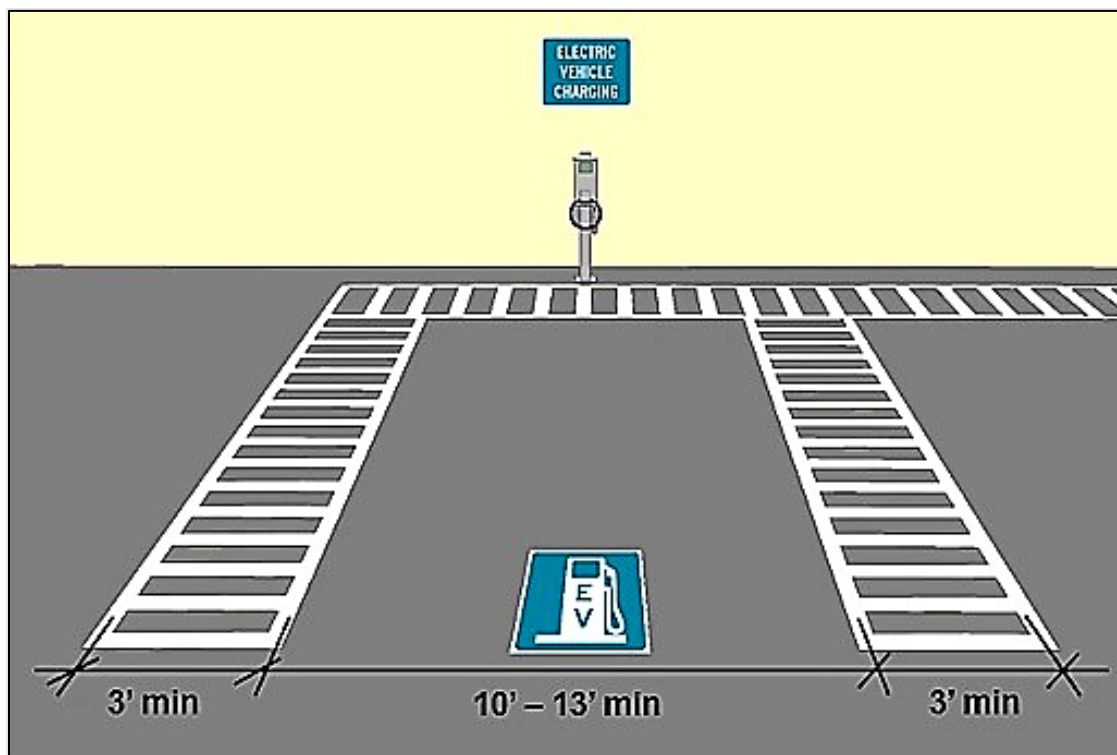
Off-Street and Perpendicular On-Street Accessible EV Charging Space Requirements

Such spaces must include:

- A parking space and striped access aisle(s) with a combined minimum width of 16'.** Striped access aisles may be placed on one side or on both sides of the parking space. See examples 1 & 2 below. Note, the examples are not the only design options available and are meant as suggestions only. The spacing suggestions from examples 1 and 2 are summarized in the following table:

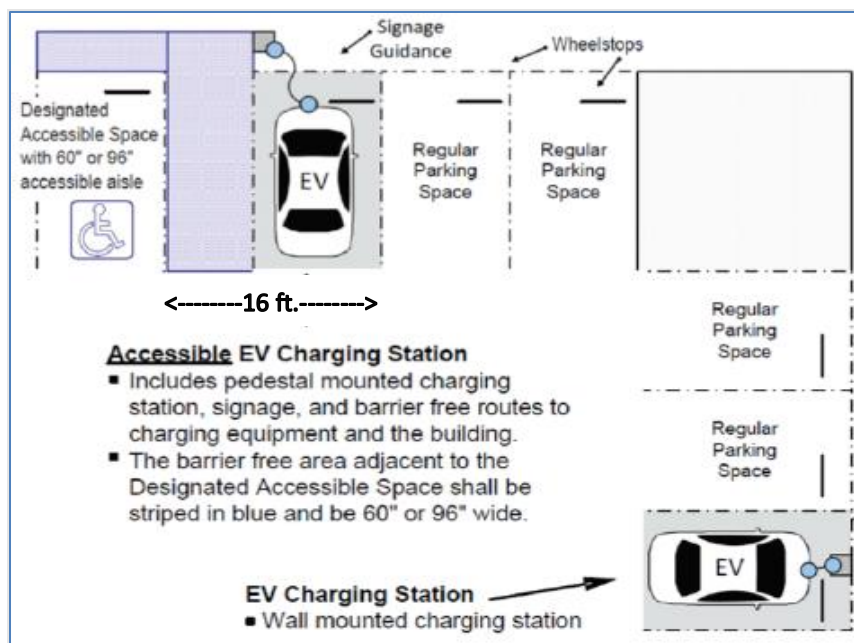
Left aisle width	EV charging space width	Right aisle width	Total width
3'	10'	3'	16'
3'	13'	3'	19'
5'	11'	0'	16'
0'	11'	5'	16'
8'	8'	0'	16'
0'	8'	8'	16'

- Parking spaces and striped access aisles on a slope no greater than 1:50 (2%). This is measured in both directions.
- A minimum 8' 2" vertical clearance along the vehicular route to the accessible EV charging space.



Example 1: From [US Access Board Guidance](#)

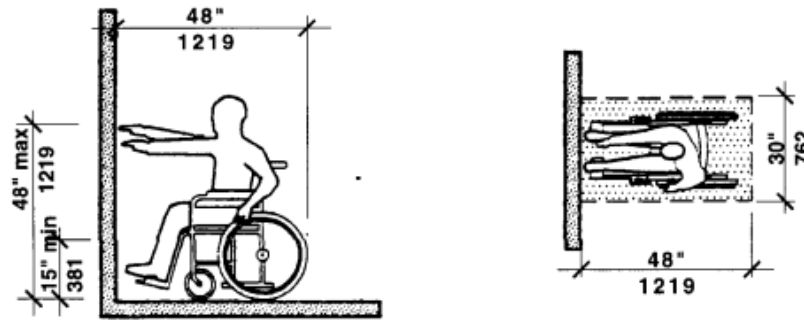
MassEVIP Workplace and Fleet (WPF) Charging Program Requirements



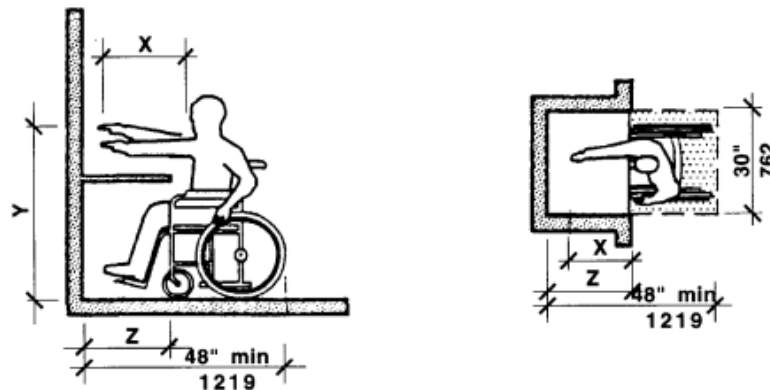
Example 2: Derived from [US Department of Energy Guidance](#)

Accessible Route and Controls
There must be a sufficient path of travel to the EV charging station so that someone can exit their vehicle, access the EV charging station, return to their vehicle and get to their destination.
The width of the accessible routes must be a minimum of 48 inches. This includes the "departure" area from the EV charging station area to the building entrance(s).
There must be a clear space in front of the EV charging station of at least 30 inches x 48 inches.
The cross slope of the accessible route must be no steeper than 1:50 (2%).
If the striped access aisles of the accessible EV charging station space abuts a sidewalk, there must be a curb cut to access the connecting sidewalk or route.
At the controls of the EV charging station there must be a level landing (1:50/2%) measured in all directions.
Per 521 CMR 39.5 , the highest operable part of controls, dispensers, receptacles, and other operable equipment shall be placed within at least one of the reach ranges specified in 521 CMR 6.5 , Forward Reach and 521 CMR 6.6 , Side Reach. If on a platform, the measurement is from the ground itself, not the platform level.
Forward Reach: If the clear floor space only allows forward approach to the EV charging station, the maximum high forward reach allowed is 48 inches and minimum low forward reach is 15 inches. See Example 3 below for forward reach drawing and reach and clearances if the forward reach is over an obstruction.
Side Reach: If the clear floor space allows parallel approach to the EV charging station, the maximum high side reach allowed is 54 inches and the low side reach is no less than 9 inches above the floor. See Example 4 below for side reach drawing and reach and clearances if the side reach is over an obstruction.
Controls and operating mechanisms shall be operable with one hand and shall not require pinching, or twisting of the wrist.

MasseVIP Workplace and Fleet (WPF) Charging Program Requirements



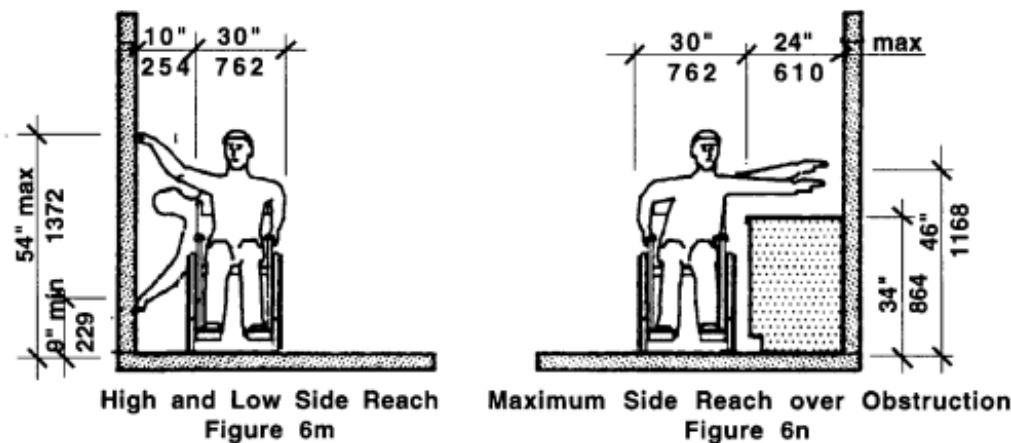
High Forward Reach Limit
Figure 6k



NOTE: X shall be less than or equal to 25" (635 mm). Z shall be greater than X.
When X is less than 20" (508 mm), then Y shall be 48" (1219 mm) max.
When X is 20" to 25" (508 to 635 mm), then Y shall be 44" (1118 mm) max.

Maximum Forward Reach over an Obstruction
Figure 6l

Example 3: From [521 CMR 6.00: Forward Reach](#)



Example 4: From [521 CMR 6.00: Side Reach](#)



MassEVIP Workplace and Fleet (WPF) Charging Program Requirements

APPLICATION PROCESS

Applications will be processed on a **FIRST-COME, FIRST-SERVED** basis until all available funding is expended or the incentive solicitation is terminated.

- Interested applicants must complete the online application form at https://massgov.formstack.com/forms/massevip_wpf_20 and submit it (with attachments) to MassDEP.
- MassDEP will review the application for eligibility and completeness and will notify the applicant of the outcome of such review.
- Upon review of a completed application, and subsequent favorable determination of incentive award, MassDEP will issue an Approval Letter and the contract documents within 30 days of receiving the application.
- The required contract documents are:
 - *Commonwealth of Massachusetts - Standard Contract Form*; and
 - *Commonwealth Terms and Conditions*; and
 - *Contractor Authorized Signatory Listing*; and
 - *MA-W-9 Request for Taxpayer Identification Number and Certification*; and
 - An End-User Agreement.

The contract documents are posted at <https://www.mass.gov/lists/osd-forms#contract-forms-and-attachments-for-all-goods-and-services->.

- Applicant, now a Grantee, will have 30 days to return the signed contract documents to MassDEP.
- MassDEP will countersign the contract documents and return to Grantee within 10 days.
- From the effective date of the contract documents with MassDEP, Grantee will have **6 months** for existing locations and **24 months** for new construction to complete the charging station acquisition, installation, and make the charging station operational.
- Grantee will coordinate the delivery and installation of the charging station directly with the vendor.
- Grantee must submit updates on its project implementation schedule upon request.

PAYMENT PROCESS

- Upon the charging station being made operational, Grantee must submit a payment packet including, without limitation:
 - Completed payment request form, which will be provided with the returned contract documents; and
 - Final itemized invoices for the charging stations and installation; and
 - Proof of installation, including pictures of the installed and operational charging stations.
- MassDEP will direct the grant to Grantee or charging station vendor, as indicated by Grantee on the payment request form. It may take up to 45 days for the funds to be released.

Massachusetts Electric Vehicle Incentive Program (MassEVIP)

Frequently Asked Questions

General Program Details

What does funding cover? Funding is available for EV charging station hardware at all locations. Projects that are not participating in utility make-ready programs can receive funding for installation as well as EV charging station hardware. See program requirements documents for more detail about eligible costs. Grants will cover between 60% and 100% of eligible costs. Program funding, combined with funding from other sources, must not exceed 100% of the costs paid for items listed in the “Costs Covered” tables in each program’s requirements document. See the matrix of EVIP programs for more information.

Is funding available for single family residential electric vehicle (EV) charging station installations? No, single family residential EV charging stations are not covered by MassEVIP. Residents of certain communities with municipal electric providers may be eligible for funding for EV charging stations under a separate program, see <https://www.munihelps.org/ev-charger-incentive/> for details.

How quickly does MassDEP expect the program funds to be spent? It is difficult to estimate how quickly funds will be spent.

Is a quote for the project costs required as part of the application? Yes, a quote is required in order to be approved for funding.

Can one entity submit applications for multiple MassEVIP programs? Yes; however, funding from multiple MassEVIP programs cannot be combined for a single EV charging station.

Can a prior MassEVIP participant apply to install more EV charging stations at the same location? Yes, but funding from each MassEVIP program cannot exceed \$50,000 per street address.

Is an extension available for the 12 month (for existing sites)/24 month (for new construction sites) project completion deadline? If so, how does one apply for the extension? Yes, but an extension is not guaranteed. Applicants should not apply relying on an extension, they should apply once they are actually able to complete the project within 12 months/24 months, as applicable. Details for how to apply for an extension will be included in the end-user agreement for projects selected for funding.

Can a MassEVIP participant charge a fee to use the EV charging station? Yes.

Are private and non-profit entities and federal agencies eligible to apply for MassEVIP funding? Yes, private and non-profit entities and federal agencies are eligible to apply under all programs, except for the Fleets program which is for public agencies only.

Massachusetts Electric Vehicle Incentive Program (MassEVIP)

Frequently Asked Questions

Is the funding guaranteed for the amount that is approved? Final grant payments are based on the lesser of the approved amount or the applicable percentage of eligible costs from final invoices reflecting actual project costs. If final project costs are less than originally estimated, the final grant amount will be adjusted down accordingly. For example, if a project was awarded \$600 (60%) based on a charging station that was quoted to cost \$1,000 but ended up costing \$800, the final grant payment would be reduced to \$480. Payment cannot exceed the original grant amount, so if final project costs are higher than originally estimated, grantees will receive the originally awarded amount. For example, if in the scenario above the charging station ended up costing \$1,200 rather than \$1,000, the final grant payment would still be \$600.

Is there a mailing list for notification of future program changes and opportunities? Yes, email contact information to MassEVIP.MassDEP@mass.gov.

Can MassEVIP funding be combined with Green Communities funding for an EV charging station? No, funding from MassEVIP cannot be combined with funding from Green Communities for a single EV charging station.

Can a MassEVIP participant approved under the prior MassEVIP Workplace Charging or MassEVIP Multi-Unit Dwelling programs apply for installation costs? Yes, as long as the project has not yet requested payment from MassDEP. Contact MassEVIP.MassDEP@mass.gov to discuss specific projects.

Does a fleet applicant still have to purchase two EVs in order to qualify for an EV charging station? No, stand-alone EV charging stations are available for fleet usage under the new Workplace & Fleet Program. See more details at: <https://www.mass.gov/how-to/apply-for-massevip-workplace-fleet-charging-incentives>

EV Charging Station Specifics

Does MassEVIP require “smart” EV charging stations? No.

Is a Direct Current Fast Charging (DCFC) EV charging station eligible for funding through any of the MassEVIP programs? Funding for DCFC EV charging stations is only available through the MassEVIP Direct Current Fast Charging (DCFC) Program. See more details at: <https://www.mass.gov/how-to/apply-for-massevip-direct-current-fast-charging-incentives>

If a DC Fast Charging EV charging station can simultaneously charge multiple vehicles, can the project receive \$50,000 per vehicle that can be charged? Yes. For the purposes of the MassEVIP DCFC Program, a charging station is considered a unit that can charge a single vehicle. An installation is eligible for up to \$50,000 per port on a station when such ports can provide DC Fast Charging simultaneously. For example, a dual-port DCFC installation that can simultaneously fast-charge two vehicles would be eligible for up to \$100,000. Having both

Massachusetts Electric Vehicle Incentive Program (MassEVIP)

Frequently Asked Questions

CHAdeMO and SAE CCS connectors that can only be used one at a time does not meet the requirement to be able to simultaneously fast-charge.

Are recently installed EV charging stations eligible for funding? No, MassEVIP requires EV charging stations to be ordered only after an approval letter is received from MassDEP.

Does MassEVIP have an approved vendor list? No. Massachusetts municipalities, public universities and colleges, and state agencies must conduct their own procurement or use vendors on state contract VEH102 - Advanced Vehicle Technology Equipment, Supplies and Services, see: <https://www.mass.gov/media/1133201>. Other applicants can choose any vendor.

Would installing new EV charging stations to replace older models at an existing charging location be eligible for funding? Yes.

Accessibility

What triggers the accessibility requirements? If the applicant is already required to provide handicapped accessible parking spaces in the parking area where the MassEVIP-funded EV charging station is to be installed, under the Americans with Disabilities Act (ADA) or Massachusetts Architectural Access Board regulations (at 521 CMR), then the applicant must meet the accessibility requirements as provided in the MassEVIP “Requirements” documents posted on the MassEVIP application webpages. In other words, if ADA requirements already apply to the area in question, then MassEVIP accessibility requirements are triggered. Applicants applying for charging stations for use by fleet vehicles through the MassEVIP Workplace and Fleet program are not subject to the MassEVIP accessibility requirements.

Can the requirement that at least 5% of a site’s EV charging spaces be accessible to persons with disabilities be met by converting an existing handicapped accessible parking spot?

EV charging stations funded by MassEVIP must be designated for EVs only, including handicapped accessible EV charging spaces, and must not be reserved for persons with disabilities. The applicant may choose at the applicant’s own expense to convert existing handicapped accessible spaces to accessible EV charging spaces to meet the required 5% minimum. In determining whether or not to allow the converted handicapped space to be used by all electric vehicles, the applicant must ensure that a converted handicapped accessible space not cause the facility to no longer be in compliance with the 1991 or 2010 Americans with Disabilities Act Architectural Design Standards and/or the rules and regulations of the Massachusetts Architectural Access Board (521 CMR). If you have additional questions related to accessibility obligations, please contact Mr. Jeffrey Dougan, Assistant Director at the Massachusetts Office on Disability, for assistance with these requirements. He can be reached at: jeff.dougan@mass.gov.

Massachusetts Electric Vehicle Incentive Program (MassEVIP) Frequently Asked Questions

Are any of the costs of engineering, plans, restriping, grading, or ramps for the new accessible parking space considered to be “eligible costs” under MassEVIP? Yes, if installation costs are being covered through MassEVIP, costs associated with creating the accessible EV parking space are eligible. If installation costs are not being covered through MassEVIP, costs associated with creating the accessible EV parking space are not eligible.

What are the ADA handicapped accessibility requirements for a particular location? The applicant should check with the relevant municipal building board/department or the Massachusetts Office on Disability (<https://www.mass.gov/orgs/massachusetts-office-on-disability>).

What accessible parking information needs to be submitted with the MassEVIP application? No documentation is required with the application; however, the applicant will have to certify and provide proof (such as pictures) of having met the accessibility requirements when requesting payment.

Is an exception available for the accessibility requirement? How can an applicant request an exception? No, but applicants can contact MassDEP or Jeff Dougan (jeff.dougan@mass.gov) at the Massachusetts Office on Disability to discuss the design of the accessible EV parking space, which may be acceptable even if different from the examples provided in the “Requirements” documents posted on the MassEVIP application webpages.

What is an example of an accessible parking space that meets the MassEVIP accessibility requirements?



Massachusetts Electric Vehicle Incentive Program (MassEVIP) Frequently Asked Questions

Utility Make-Ready Programs and MassEVIP

How are MassEVIP and the National Grid and Eversource make-ready programs being coordinated? Applications for MassEVIP, National Grid and Eversource programs are separate and need to be submitted independently to the appropriate entity. Program requirements and timelines are distinct. The make-ready program webpages are:

- National Grid make-ready program: <https://www.nationalgridus.com/MA-Business/Energy-Saving-Programs/Electric-Vehicle-Charging-Station-Program>
- Eversource make-ready program: <https://www.eversource.com/content/ema-c/residential/save-money-energy/explore-alternatives/electric-vehicles/charging-stations>

Can MassEVIP funding be combined with the National Grid and Eversource make-ready funding? Yes, but utility make-ready program participants cannot apply for installation funding from MassEVIP as well, and under no circumstances can combined funding exceed 100% of project costs.





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

MEETING DATE: 2/9/2021

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will recommend that the Board vote to close the warrant for the 2021 Annual Town Meeting.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to close the warrant for the 2021 Annual Town Meeting.	
3.	BACK UP INFORMATION ATTACHED
a. Draft 2021 Annual Town Meeting Warrant/2.5.2021	

TOWN OF NEEDHAM



2021 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 13, 2021

Business Meeting: **May 3, 2021 7:30 P.M.**

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL
1471 HIGHLAND AVENUE

DRAFT 2.5.2021

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

**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 13, 2021
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

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

on TUESDAY, THE THIRTEENTH DAY OF APRIL 2021

from seven o'clock in the forenoon, until 8:00 o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in the **Needham Town Hall on Monday May 3, 2021 at 7:30 p.m. in the afternoon**, then and there to act upon the following articles:

Warrant for the Annual Town Meeting

Monday, May 3, 2021 at 7:30 p.m. at Needham Town Hall

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

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

HUMAN RESOURCE ARTICLES

ARTICLE X: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2021, as required by Massachusetts General Laws, Chapter 41, Section 108:

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

(1)

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

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

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

ARTICLE X: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM INDEPENDENT TOWN WORKERS

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Town Workers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2022; or take any other action relative thereto.

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

Article Information:

ARTICLE X: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM INDEPENDENT PUBLIC EMPLOYEES ASSOCIATION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Public Employees Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the

Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2022; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

ARTICLE X: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM FIRE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Fire Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2021; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

ARTICLE X: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Police Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2021; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

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

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Police Superior Officers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2021; or take any other action relative thereto.

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

Article Information:

FINANCE ARTICLES

ARTICLE X: APPROPRIATE FOR NEEDHAM UNITE AGAINST RACISM INITIATIVE

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

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: *The Property Tax Assistance Program provides assistance to elderly and disabled taxpayers in need. This appropriation complements donations by private parties to the "Voluntary Tax Relief Program" authorized by statute. The goal of the Select Board is to set a target annual appropriation for the Property Tax Assistance Program equal to the amount of private contributions to the voluntary program during the preceding fiscal year. The voluntary fund received \$16,945.01 in fiscal year 2020.*

ARTICLE X: APPROPRIATE FOR COMPENSATED ABSENCES FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$125,000 for the purpose of funding the Compensated Absences Fund, to be spent under the direction of the Town Manager, and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

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

ARTICLE X: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

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

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR SMALL REPAIR GRANT PROGRAM

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

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR TOWN NETWORK AND INTERNET CONTROL ANALYSIS AND REPORTING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$75,000 for the purpose of funding equipment, software and implementation services for analysis and reporting on the Town's network and system activities, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: *The request is for hardware, software, and services for implementation to monitor, control, analyze, and report on the data traffic that currently takes place across the local area network as well as incoming and outgoing traffic from the internet. The hardware and software would be used by the Information Technology Center to provide information on the current activity across the network as well as maintain historic data for analyzing past events for identifying trends or comparing week by week*

activity. This information can be used to improve the performance, security and general management of the Town's network by monitoring use activity, applications, files, and connections using processes such as bandwidth monitoring, network traffic analysis, application traffic alerting, advanced application recognition, and internal traffic intrusion detection that would help determine where vulnerabilities may exist. There is an increased need for better cyber security protection from both internal and external elements across all levels of industry and how to better defend from attacks.

ARTICLE X: APPROPRIATE FOR PLANNING CONSULTING ASSISTANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$60,000 for the purpose of funding planning consulting assistance, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Planning and Community Development Department is requesting funding for professional and technical assistance in support of planning and zoning initiatives, development applications, land use regulations, and related activities. Planning consulting assistance funds would be used to conduct build-out, traffic, and fiscal impact analyses of zoning initiatives that the Planning Board is studying. In addition, funds would be used to help the Department research and advise appropriate Town boards when presented with complex development projects requiring advanced technical input.

ARTICLE X: APPROPRIATE FOR PUBLIC HEALTH CONSULTING ASSISTANCE

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: There have recently been several large-scale utility projects which have raised community concern due to possible environmental health impacts, such as the Eversource underground utility project and Verizon Small Cell proposals. There is limited ability to anticipate such projects, and no ability to require utilities to pay for outside experts. Having the resources necessary to understand and respond to new and emerging environmental health challenges in Needham is a high priority of the Select Board and Board of Health.

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

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

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This Article request is for funds to comply with the National Pollutant Discharge Elimination System (NPDES) permit. Needham is subject to a Total Maximum Daily Load (TMDL) requirement for phosphorus and pathogens. All stormwater discharges from urbanized areas must reduce the amount of phosphorus discharging to waterbodies and the tributaries thereto by 45% and pathogens must be eliminated and/or reduced to the maximum extent practicable through the use of enhanced structural and non-structural Best Management Practices (BMPs). This funding will be sought on an annual basis to inspect and evaluate all BMPs Town-wide, clean and inspect brooks and culverts, rehabilitate and/or replace catch basin and drainpipes, and respond to findings from CCTV inspections. This maintenance work will be performed in conjunction with the capital funding project request included in the General Fund Cash Capital Article.

ARTICLE X: APPROPRIATE FOR COVID-RELATED EXPENSES

To see if the Town will vote to raise and/or transfer and appropriate a sum for the purpose of funding expenses related to the COVID-19 pandemic, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR FLEET REFURBISHMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$150,000 for the purpose of funding a fleet refurbishment program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR ROSEMARY DAM DECOMMISSIONING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$30,000 for the purpose of funding the Rosemary Dam recommissioning project, to be spent under the direction of the Town manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE THE FY2022 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of \$3,527,570, from Overlay Surplus in the amount of \$100,000, from amounts Reserved for Debt Exclusion Offsets in the amount of \$71,176, and \$1,021,397 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

ARTICLE: X: APPROPRIATE THE FY2022 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2022, under the provisions of M.G.L. Chapter 44, Section 53F ½:

and to meet this appropriation that \$XX be raised from Sewer Enterprise Fund receipts, and that \$XX be transferred from Sewer Enterprise Fund Retained Earnings, and that \$526,368 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE THE FY2022 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2022, under the provisions of M.G.L. Chapter 44, Section 53F ½:

and to meet this appropriation that said sum be raised from Water Enterprise Fund receipts; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2022 beginning on July 1, 2021 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2021 Spending Limit
Home Composting	Department of Public Works	\$3,000
Immunization Program	Health and Human Services Department	\$25,000
Memorial Park Activities	Memorial Park Trustees	\$4,100
Needham Transportation	Health and Human Services Department	\$60,000
Public Facility Use	Department of Public Works	\$250,000
School Transportation	School Committee	\$819,000
Traveling Meals	Health and Human Services Department	\$75,000
Tree Replacement	Department of Public Works	\$25,000
Water Conservation	Department of Public Works	\$10,000
Youth Services Programs	Health and Human Services Department	\$25,000
Aging Services Programs	Health and Human Services Department	\$90,000

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

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

with the approval of the Select Board and Finance Committee should the revolving activity exceed the spending limit, but only until the next Annual Town Meeting.

ARTICLE X: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The preliminary Chapter 90 allocation to be spent in FY2022 is XX. Unless circumstances require otherwise, this Chapter 90 allocation will be directed to the design and construction of the next phase of the downtown design improvement project.

ZONING / LAND USE ARTICLES

ARTICLE X: AMEND ZONING BY-LAW –HIGHWAY COMMERCIAL 1

To see if the Town will vote to amend the Needham Zoning Bylaw as follows:
Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

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

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

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

So much of said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor's Map No. 58 being bounded and described as follows: Beginning at a point on the northeasterly side of Hunting Road at the northwesterly end of Parcel 73 on Needham Assessor's Map No. 66; thence running southeasterly along the southwesterly side of the State Circumferential Highway a distance of 1,792.15 feet to Kendrick Street; thence running westerly and northwesterly along the northerly side of Kendrick Street, 328.72 feet to Hunting Road; thence running northwesterly along the northeasterly line of Hunting Road, 1,359.60 feet, to the point of beginning.

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

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

Or take any other action relative thereto.

INSERTED BY: Select Board on behalf of Bruno DiFazio, et al
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article describes the geographical area proposed to be placed in the Single Residence B Zoning District. The affected area consists of 23 separate parcels of land, containing, in total, approximately 360,892 square feet of land, located between the Circumferential Highway (Route 128) and Hunting Road, starting at the property known and numbered 176 Hunting Road and continuing to Cheney Street. The affected area is currently located within the Single Residence A zoning district. The Planning Board's recommendation on the article will be made at Town Meeting.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE X: APPROPRIATE FOR EMERY GROVER RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate a sum for the; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR PRESERVATION OF TOWN MARRIAGE RECORDS

To see if the Town will vote to raise and/or transfer and appropriate a sum for; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR TOWN COMMON HISTORIC REDESIGN

To see if the Town will vote to raise and/or transfer and appropriate a sum for; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR FISHER STREET TRAILHEAD - CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate a sum for; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR RESURFACE SYNTHETIC TRACK AT DEFAZIO

To see if the Town will vote to raise and/or transfer and appropriate a sum for; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR MCLEOD FIELD RENOVATION

To see if the Town will vote to raise and/or transfer and appropriate a sum for; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR TRAIL IDENTIFICATION - DESIGN

To see if the Town will vote to raise and/or transfer and appropriate a sum for; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR WALKER POND IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate a sum for; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR TOWN RESERVOIR SEDIMENT REMOVAL

To see if the Town will vote to raise and/or transfer and appropriate a sum for; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE TO COMMUNITY PRESERVATION FUND

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

Appropriations:

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

Reserves:

B. Community Preservation Fund Annual Reserve \$

C. Community Housing Reserve	\$
D. Historic Resources Reserve	\$
E. Open Space Reserve	\$

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

CAPITAL ARTICLES

ARTICLE X: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$4,055,544 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: RESCIND DEBT AUTHORIZATION

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Total				

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost-saving measures, and/or favorable bids.

ARTICLE X: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,639,000 for the Public Works Infrastructure Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$X1,073,860 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,016,634 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR PARCEL ACQUISITION

To see if the Town will vote to authorize the Select Board to acquire by purchase or eminent domain pursuant to G.L. c. 79, for general municipal and/or school purposes, the fee interest in a parcel, together with any structures, improvements, and trees thereon, shown on Needham Town Assessors Map _ as Parcel __, for a sum, or for any other fair market value that may be determined by a certified land appraiser retained by the Town to conduct an independent appraisal of the property and, further, to appropriate and raise by borrowing in accordance with G.L. c. 44, §7(1) or pursuant to any other enabling authority, a sum of money

to pay all costs associated with of the aforesaid acquisition, to be spent under the direction of the Town Manager; and that any premium received by the Town upon the sale of any bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR PUBLIC SAFETY BUILDINGS CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$X in order to pay costs of engineering and design services for the reconstruction and/or construction of the Public Safety Building and Fire Station #2, as well as the costs of reconstructing and/or constructing each of such facilities, and all other costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR WATER SERVICE CONNECTIONS

To see if the Town will vote to raise, appropriate and/or transfer the sum of \$1,000,000 for Water Service Connections, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Section 1 of M.G.L. Chapter 29C, that to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under M.G.L. Chapter 44, Section 7, M.G.L. Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to M.G.L. Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Select Board and Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved

by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

TOWN RESERVE ARTICLES

ARTICLE X: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$30,815 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE TO WORKERS COMPENSATION FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum o \$337,000 to the Workers Compensation Fund, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

GENERAL ARTICLES & CITIZENS PETITIONS

ARTICLE X: STORMWATER STABILIZATION FUND

To see if the Town will vote to establish a Stormwater Stabilization Fund in accordance with the fourth paragraph of M.G.L. Chapter 40, Section 5 which allows the dedication, without further appropriation, of 100% of the Community Stormwater Mitigation Assessments collected into the fund for stormwater maintenance, repair, and improvement program, effective for fiscal year 2022 beginning on July 1, 2021; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation: The Select Board is considering a proposal to establish a stormwater stabilization fund as a repository for funds raised to address the capital costs associated with compliance with the National Pollutant Discharge Elimination System (NPDES) program. The Board will consider implementation of a Community Stormwater Mitigation Assessment that would apply to all parcels that have impervious cover, including residential, commercial, non-for-profit and tax-exempt properties. Monies collected as part of the mitigation assessment would be deposited directly into the Stormwater Stabilization Fund to be used for NPDES compliance only. The Select Board will hold a hearing prior to making a decision on whether to implement a Community Stormwater Mitigation Assessment and, if so, what the proposed assessment would be.

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

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation: The 2016 Municipal Modernization Act added a paragraph to M.G.L. c. 41 Section 111F to allow cities and towns to establish and appropriate amounts to a special injury leave indemnity fund for payment of injury leave compensation or medical bills incurred for public safety personnel. The monies in the special fund may be expended, with the approval of the chief executive officer and without further appropriation, for such expenses. Any balance in the fund shall carry over from year to year, unless specific amounts are released to the general fund by the chief executive officer upon a finding that the amounts released are not immediately necessary for the purpose of the fund, and not required for expenses in the foreseeable future.

ARTICLE X: FOSTER CARE TRANSPORTATION REIMBURSEMENT

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

INSERTED BY: School Committee

FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation: Under the Every Student Succeeds Act (ESSA), children in foster care are required to remain in their School of Origin as long as it is deemed to be in the best interest of the child. The School of Origin is responsible for funding the cost of transporting the foster care child to and from school. The

Executive Office of Health and Human Services (EOHHS), in a partnership with the Department of Children and Families (DCF) and the Department of Elementary and Secondary Education (DESE), has developed a methodology that could reimburse a share of these transportation costs through Title IV-E, a section of the Social Security Act administered by DCF that provides federal reimbursement to states for services provided to children in foster care and other child welfare services. This voluntary program allows Local Education Authorities (LEAs) such as the Needham Public Schools to report their eligible transportation expenditures for children in foster care to the state to be claimed for federal reimbursement. It is estimated that LEAs will receive about 20% of reported costs in reimbursement. Reimbursement for transportation expenditures covered by any other federal funding source is not allowable (e.g., special education, homeless, Title I, etc.), even if that transportation is for a child in foster care, in order to avoid potential duplication of claiming.

The aforementioned agencies (DCF, EOHHS and DESE) have developed a voluntary, supplemental foster care transportation reimbursement program under the authority of M.G.L. Ch. 44 s. 70. Under this statute, a city or town, by vote of its town meeting, town council or city council, and with the approval of the selectmen, town manager or mayor, can authorize the LEA to enter into contracts to seek federal reimbursement for activities being carried out by the municipality, and to provide that payments for services under such contracts be made from the reimbursements or revenues recovered as a result of the services performed, without appropriation of such revenues. If authorized, Needham could begin submit claims in FY22 for the foster care transportation expenses it has incurred in FY21. (Although federal rules allow for a maximum of eight quarters of claiming, the DESE program will process claims for the prior fiscal year only.) Although anticipated FY21 expenditures are small (\$945, which would yield a reimbursement of approximately \$189 @ 20% in the first year of implementation), expenditures vary from year to year on a case-specific basis. FY20 expenditures totaled \$14,960, for instance, which could have yielded a potential reimbursement of \$2,992 had this program been implemented in the current year. At present, the payments received under this program would be received by the General Fund.

ARTICLE X: SPECIAL EDUCATION STABILIZATION FUND

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

INSERTED BY: School Committee

FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation: M.G.L. Chapter 40, s. 13 E, as authorized by Section 24 of Chapter 218 of the Acts of 2016, provides for the establishment of a Special Education Stabilization fund. Although special education expenses are normally paid from the school operating budget, these expenses can increase unexpectedly by hundreds of thousands of dollars to meet Individualized Educational Plan requirements or changing student needs. A special education reserve fund would provide a transparent and manageable way to address extraordinary and unanticipated increases in special education, tuition and transportation, that otherwise could not be met by existing operational resources. Under the law, a school district, by a majority vote of both the school committee and the legislative body, may establish and appropriate (or transfer) money to a reserve fund to be utilized in upcoming fiscal years, to pay, without further appropriation, for unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation. The balance in such reserve fund is limited to two per cent of the annual net school spending of the school district. Additionally, funds in the reserve fund can only be expended or transferred out after a majority vote of both the School Committee and Select Board. Once the fund is established, the Department of Elementary and Secondary Education allows the School Committee to include a separate

line item within its annual budget request to appropriate monies into the stabilization fund. Alternatively, Town Meeting could take separate action to appropriate funds to the SPED Reserve Fund, by majority vote. The School Department desires to create such a fund to provide a source of funding for extraordinary, unbudgeted increases in special education costs, including out of district tuitions and transportation. The balance in the fund would be built up gradually over time, via annual appropriations to the fund. The proposed first year contribution to the fund would be made in FY2023, as part of the Town's regular budgeting process.

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

To see if the Town will vote to insert a new paragraph at the end of Section 1.14 of the General By-Laws as follows: “The Town Clerk is authorized to assign appropriate numbers or letters to by-law sections, subsections, paragraphs and subparagraphs where none are approved by Town Meeting; and if such numbering or lettering is approved by Town Meeting, to make non-substantive editorial revisions to the same to ensure consistent and appropriate sequencing and numbering; and to make non-substantive editorial revisions to references regarding such numbering or lettering as contained within the by-laws to ensure accuracy and conformity;” or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation: Amendments to the General By-laws of the Town of Needham often include the insertion of new sections and the re-numbering of existing sections. On occasion, the number or lettering included in an approved amendment is inconsistent with the existing By-laws. If approved, this article will authorize the Town Clerk to make non-substantive corrections to ensure that the By-law number and lettering system is accurate.

ARTICLE X: NEEDHAM UNITE AGAINST RACISM RESOLUTION

To see if the Town will vote to adopt the following resolution:

Or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation:

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

To Amend the General Bylaws as Follows:

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

Section 2.5.1.1

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

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

2. Section 8.2.2.7.1

Enforcement of Section 2.5.1 of the General Bylaws

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

Fine Schedule:

First Offense - \$50

Second Offense - \$100

Third Offense - \$200

Fourth and Subsequent Offenses - \$300

INSERTED BY: Select Board on behalf of Joseph L. Leghorn, et. al.

FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation: This petition, if enacted, would regulate the storage of curbside household waste receptacles other than the period 9:00 p.m. the day before and 9:00 p.m. the day of trash pick-up.

ARTICLE X: OMNIBUS

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

INSERTED BY: Select Board

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

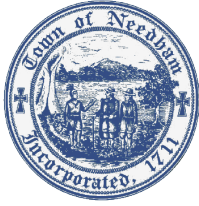
Hereof fail not and make do return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 9th day of February 2021.

Maurice P. Handel, Chair
Matthew D. Borrelli, Vice Chair
Marianne B. Cooley, Clerk
Daniel P. Matthews, Member
John A. Bulian, Member

Select Board of Needham

A true copy,
ATTEST _____ 2021
Constable (month) (day)



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

MEETING DATE: 02/09/2021

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

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

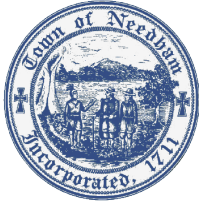


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 2/9/2021

Agenda Item	Needham Unite Against Racism Initiative
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Ms. Cooley and Mr. Borrelli will recommend that the Select Board vote to adopt the vision statement and guiding principles recommended by the NUARI Working Group at its meeting on Monday, February 8th.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Select Board vote to adopt the vision statement and guiding principles as recommended by the NUARI working group.	
3.	BACK UP INFORMATION ATTACHED
a. Final vision statement and guiding principles to be forwarded after the NUARI working group meeting.	



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

MEETING DATE: 02/09/2021

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	



NEEDHAM YOUTH & FAMILY SERVICES

1471 Highland Avenue - Town Hall
Needham, MA 02492
Phone: 781-455-7500 Fax: 781-453-2522
Needhamyouth@needhamma.gov
www.needhamma.gov/youth

January 22, 2021

Town of Needham, Select Board
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

Dear Chair Maurice Handel, Vice Chair Matthew Borrelli, and Select Board Members,

This coming March, Needham Youth & Family Services will be continuing a project entitled "Needham Unplugged." In short, Needham Unplugged is an awareness campaign and a reminder that there is more to life than what is on the other side of a plug. This program has been a great way for families and friends to reconnect without the use of technology. The program has attracted interest and has been extremely successful both within Needham and beyond --- in fact, up to 20 communities such as Belmont, Northborough, and Newton have replicated our program in their community. We think this year, more than any other year, it is important to focus on ways to unplug and connect with others.

As in past years, the 2021 version of Needham Unplugged includes a NO Homework Night for Needham Public School students, and this will be observed on Thursday, March 11th.

In an effort to engage the entire community in this, I am asking that the Select Board as well as all Town of Needham Boards/Committees be a part of this special day by not scheduling any meetings on Thursday, March 11th, 2021. If we can all work together, we can make March 11th a day of connection, family time, and a symbol of the need to put our hectic lives aside for a moment.

Thank you in advance for your attention to this matter, and I look forward to hearing from you.

Sincerely,

Sara Shine, Director
Youth & Family Services

Cc: Kate Fitzpatrick, Town Manager

Town of Needham
Select Board
Minutes for Tuesday, January 26, 2021
<https://us02web.zoom.us/j/83012497485>

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 Chairman Maurice Handel. In addition to the Select Board, Kate Fitzpatrick, Town Manager, Dave Davison, ATM/Finance, and Katie King ATM/Operations were in attendance. Recording Secretary Mary Hunt joined the meeting at 6:00 p.m.

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 that 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.

Motion by Mr. Bulian that this meeting be continued to the Select Board's next scheduled meeting on Tuesday, February 9, 2021, if a technical problem develops that makes it impossible for the Select Board to conduct the meeting in this format.

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

6:01 p.m. Close Public Hearing: Change of Control of RCN TELECOM SERVICES OF MA, LLC.

Mr. Handel said the purpose of this public hearing is to close the January 12th public hearing which was held to consider and receive public input regarding the FCC Form 394 transfer request received by the Town on December 2, 2020. Form 394 seeks the Select Board's approval for a change of control of the Cable Television Franchisee, RCN Telecom Services of MA, LLC, from Radiate Holdings, LP to Stonepeak Associates, IV LLC. The public hearing was held open until January 19th to receive responses to questions from Radiate/RCN/Stonepeak and to receive any input from the public. He noted receipt of answers from Radiate/RCN/Stonepeak to questions made by the Town, and that there were no public comments. Mr. Handel said the Select Board will meet again on February 23, 2021 to render its decision.

6:02 p.m. Town Manager:
Kate Fitzpatrick, Town Manager spoke with the Board regarding three items:

1. Budget Presentation

Ms. Fitzpatrick presented the proposed annual balanced budget for FY2022. She commented the budget is titled “Uncertainty in the Now Normal.” She spoke of racial equity and continuing efforts to address uncertainties due to the pandemic, as well as the Town’s priorities guiding development of the budget. A PowerPoint presentation was viewed where Ms. Fitzpatrick referred to “Overall General Fund Balance Summary,” noting revenue is up 4.9% over FY2021. She commented the only category with increased revenue is estimated property taxes, all other categories are expecting a reduction at this point of the budget cycle. She noted a major reason for the balanced budget in such a difficult period is because major spending categories (i.e. municipal departments, public schools, and town wide expenses) are all below the historical revenue estimated targets. Ms. Fitzpatrick commented COVID-19 expenses are to be funded by Federal & State Grants and Town Reserves. Discussion ensued on Budget Drivers: Enrollment, Employee Benefits, and Staffing, as well as Balanced Budget Highlights, Enterprise Funds, and items Beyond the Operating Budget. She asked the Select Board to approve the proposed budget.

Mr. Bulian commented on decreased school enrollment. He asked about vacancies in the downtown and the effect on commercial property taxes. He also asked about Needham’s share of Chapter 70 funding. Mr. Davison commented on Chapter 70 funds, noting a greater share is anticipated due to full day kindergarten. He said it is unknown at this time whether the Commonwealth will hold communities harmless, relative to the changes in school enrollment this past year. He said many districts are making the case to use figures from the prior year, given the unique nature of enrollment for this year. Mr. Davison commented construction in Needham remains strong, residential property continues to appreciate, and people continue to purchase homes in town. He said core commercial value areas (i.e. Needham Crossing) are going well due to NBC Universal and TripAdvisor. Mr. Davison anticipates no material change in the share of commercial tax levy in FY2022.

Mr. Borrelli commented on Needham’s sustainable budget. He said he supports building maintenance and is optimistic on state aid. He asked about health department expenses, as well as school expenses and warrant articles. Mr. Borrelli asked consideration to be given for a fund to help restaurants recoup some of their losses. Ms. Fitzpatrick commented on Health and Human Services expenses and funds necessary for setting up vaccination clinics. Ms. Fitzpatrick commented on the School Department budget, which excludes running a hybrid school, changes in busing, and a fully remote academy, noting all of those expenses have been moved to a warrant article. Ms. Fitzpatrick said more thought could be given to reimbursing restaurants for their expenses.

Mr. Matthews said the proposed budget has been carefully crafted at a complex and challenging time. He thanked Ms. Fitzpatrick.

Ms. Cooley said she is grateful the level of concern for the budget is less than a year ago but remains cautious.

Mr. Handel said the budget “reflects the bones” of a well-managed town and maintains a good quality of life for its residents. He thanked Ms. Fitzpatrick and Mr. Davison for their work.

Motion by Mr. Bulian that the Select Board vote to recommend approval of the Town Manager’s Proposed Annual Budget for FY2022.
Second: Mr. Borrelli. Unanimously approved 5-0 by roll call vote.

6:46 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. **Property Tax Assistance Committee** Jonathan Robbins (term expires 6/30/2024)
2. **Taxation Aid Committee** Jonathan Robbins (term expires 6/30/2022)

Consent Agenda:

1. **Approve Open Session minutes of November 10, 2020, and January 12, 2021 and Executive Session minutes of December 22, 2020.**
2. **Accept the following donation made to the Vietnam Veterans Memorial Maintenance Donation Fund: \$100 from Sherry Joyce.**
3. **Accept a \$133.97 donation made to the Needham Health Division’s Gift of Warmth program from the First Baptist Church in Needham.**
4. **Accept a \$100 donation made to the Needham Health Division’s Domestic Violence Action Committee from Ann MacFate, a Needham resident.**
5. **Accept a \$300 donation made to the Needham Health Division’s Traveling Meals Program from Amy Sherman, a Canton resident.**

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

2. Temporary Vaccination Location in Needham Crossing

Ms. Fitzpatrick recommended the Select Board support a temporary emergency dispensing site in Needham Crossing. She noted Needham will receive approximately 100 doses of the COVID vaccine per week, which is significantly lower than anticipated. She noted Needham has the infrastructure and is poised to distribute the vaccine once more becomes available.

Motion by Mr. Bulian that the Select Board vote to ask the Board of Health to determine whether a temporary emergency dispensing site for COVID-19 vaccine at a location in Needham Crossing is an urgent local public health need to prevent the spread of the virus and to support Governor Baker’s declaration of a State of Emergency.

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

3. Town Manager's Report

Katie King, ATM/Operations reported on the Emergency Rental Assistance Program, saying 30 applications have been received overall, with 16 approved and enrolled in the program. She said of the 16 enrolled households, the apartments house 34 Needham residents, nine of whom are children and 6 units being occupied by residents 55 or older. She said 62% of the households are white, 19% are black, one household self identifies as Asian, and one as Latino. Ms. King commented on bedroom type, noting the average rent paid is just under \$2,000/month, with the average assistance provided being \$962/month for 3 months. The total expenditure for the town is \$46,188.

Ms. Fitzpatrick commented on the Ridge Hill Demolition Project, noting the project team has identified ways to bring costs lower. She said more will be known when the Town Meeting Warrant is to be closed.

Ms. Fitzpatrick reported three Needham police officers retired this week. She recognized and thanked David Eldridge, Carl Harmon, and Tom McNiff for their service.

Ms. Fitzpatrick reported on a new initiative targeting youth to think about the need to wear a facemask to protect their family, friends, and neighbors. A short video was viewed. She said 2,000 masks with the Needham logo are being distributed this week, asking people to post on social media who they are wearing the mask for to the hashtag #needhammaskchallenge.

7:00 p.m.

Board Discussion:

1. Committee Reports - Needham Unite Against Racism (NUARI)

Ms. Cooley reported 60 people attended (by Zoom) NUARI's public hearing last night to gather feedback on its vision, guiding principles, and practices. Additional public comment may be made on the NUARI website or by email. Ms. Cooley said, in general, the vision was well received. She said after the public hearing the committee discussed an article on white fragility, agreeing more discussion is necessary on terms such as white fragility, white supremacy, and white privilege, noting the terms must be well defined so people understand the context in which they fit. She commented on racial stamina. Ms. Cooley discussed the committee schedule and what can be accomplished leading up to Town Meeting in the spring. She noted the importance of getting through the basic pillars, before setting the work plan for year two. Ms. Cooley thanked the attendees and looks forward to having a vision statement to bring to the Select Board at its February 9, 2021 meeting.

Mr. Borrelli said Ms. Cooley's summary of the meeting was excellent. He said comments were received both supportive of what the committee is doing, as well as some comments of hesitation. Mr. Borrelli said his hesitation regards how to use

some terms and labels, which could be offensive. He said sometimes the labeling, in certain contexts (i.e. from the Town or its leadership), can have an unintended effect. Mr. Borrelli said it is important to be careful moving forward to get the correct language, without the finger pointing or debate. He concluded the goal is to move forward, not to debate terminology and what it means to some people and what it means to other people. He concluded it is important to keep in mind some labeling could have a detrimental effect.

Mr. Matthews said the work is not easy, but necessary in order to bring as much of the community along in the process. He agreed with Mr. Borrelli, also saying the goal is to include a lot of voices that haven't been able to get to the table" in the past. He said there is a real window of opportunity to make progress on the issue. Mr. Matthews said he is hopeful a vision statement can be approved and adopted by the Select Board.

2. Committee Reports - Other

Mr. Matthews commented on the Massachusetts Municipal Conference held this past weekend, noting several programs focused on race equity and inclusion in public policy. He commented on a new police reform bill, saying it will need additional work. Mr. Matthews said one program focused on the workplace in the COVID era, noting the workplace changes over the last year have created an endemic condition, of varying degrees, of people under stress, anxiety, and depression. Mr. Matthews said people must remain patient and persistent for a few more months.

Ms. Cooley said people are making choices, working from home, working 24 hours a day because everything is now remote. She said it is not fair to say to Town Hall that people are not working. She said everyone is trying to balance things from wherever they are located, acknowledging tax dollars are at work even though people cannot see or get into Town Hall. Ms. Cooley concluded people are still able to get personal business done.

Mr. Borrelli said people are much more isolated and not interacting with colleagues while working from home. He said the situation adds to the level of stress, thanking Mr. Matthews for bringing up the topic.

7:10 p.m.

Adjourn:

Motion by Mr. Bulian that the Select Board vote to adjourn the Select Board meeting on Tuesday, January 26, 2021.

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
Select Board
Minutes for March 20, 2020
Needham Town Hall
Powers Hall**

3:00 p.m. A special live televised meeting of the Select Board was convened by Chair John A. Bulian. Those present were Maurice P. Handel, Matthew D. Borrelli, Daniel P. Matthews, Kate Fitzpatrick, Town Manager, and David Davison, Assistant Town Manager. Marianne B. Cooley, Select Board member, Denise Garlick, State Representative, and Rob Partridge, Board of Health participated by phone. Recording Secretary Mary Hunt joined the meeting via Facebook.

Ms. Fitzpatrick commented a lot has happened since meeting last Friday, March 13, 2020. She said Needham has set up its emergency operations center at the Rosemary Recreation Complex to make sure information is conveyed to the public and to plan for the emergency.

Health & Human Services & Emergency Management COVID-19 Presentation

Tim McDonald, Director of Public Health noted the practice of social distancing and that listening by phone are Tiffany Zike, Public Health Nurse and Rebecca Ping, Emergency Management Administrator. He said the pandemic is a fluid situation, and information is different from his presentation last Friday. He said a federal disaster declaration has been made by President Trump. He explained the virus is a respiratory illness spread by droplets, noting while the virus is not airborne, being in close proximity to someone with COVID-19 for a period of time makes it more likely to spread, and droplets are spread by coughing or sneezing. He said the number of cases are comparatively low in children, but the elderly and people with certain medical conditions including heart and lung disease, and diabetes are considered high risk. He said pregnant women are also considered high risk based on recommendations from the Centers for Disease Control. He reiterated the incubation period is 2-14 days, noting people are contagious before they are symptomatic. Mr. McDonald said Governor Baker activated the National Guard this morning and a State of Emergency last week. He explained the emergency orders statewide include no on-premise consumption of food or alcohol (only take out service by restaurants), no gatherings above 25 people, and closure of daycares. Mr. McDonald said 328 cases are in Massachusetts, 52 in Norfolk County. He said 7 counties in the state show evidence of community spread, noting it is a cause of concern. Mr. McDonald said town buildings have been closed (with only emergency staff in the buildings), schools, parks, playgrounds, and daycares have also closed. He commented Needham has three cases of COVID-19, less than surrounding communities. He stressed he does not want people to have a false sense of security when hearing only three cases are in Needham. He said people must think in broader terms and know the risk remains high. He stated it is believed the number is off by “orders of magnitude,” and there are people in Needham that

have COVID-19 and may be spreading it. He reiterated social distancing is of paramount importance and people should cancel any playdates, only interact with family members, and modify shopping behavior. He suggested people who know a senior citizen talk by phone and ask to do their grocery and pharmacy shopping as a way of helping during this anxious time. Mr. McDonald said Needham is operating at “Level 4” (suspend non-essential town services) noting the Town and staff are adapting. He said Needham has opened its emergency operations center, and is fortunate to have Rebecca Ping, a full time Emergency Operations Administrator, Tiffany Zike, Public Health Nurse, and Cyndi Roy Gonzales, Public Information Officer. Mr. McDonald said daily updates can be found at needhamma.gov/health, along with guidance from the CDC and Mass. Public Health. He encouraged residents to enroll in “Alert Needham” by texting the word Needham to 67283. Mr. McDonald showed a PowerPoint slide “How Needham is Helping Those in Need,” speaking about the CATH, Community Council food programs, Shine on Needham, Youth Volunteer Program, and the Medical Reserve Corp. He noted the significant shortage of supplies to test for COVID-19 is of concern, stating the number of confirmed cases in the community does not represent the full burden of illness. He stressed people must take social distancing very seriously.

Mr. Bulian asked how many tests have been conducted in Needham and the life span of the virus? He asked about the virus on mail delivered to home.

Mr. McDonald said there is no reliable number on how many people have been tested in Needham and that testing is still “ramping up.” He said information is developing, suggesting the life span varies dramatically on different surfaces. He asked people to continually clean and disinfect surfaces. Mr. McDonald implored people to wash hands and use sanitizer immediately after any activity.

Mr. Matthews reiterated people get the virus when they touch their face after touching something with a droplet. He said the number one thing people should do is to wash hands.

Mr. Handel asked about identifying potential clinical space, i.e. hotels, vacant Avery Manor, schools?

Ms. Fitzpatrick said discussion with the hospital is occurring regarding use of hotels and Avery Manor. She indicated a plan is in place to use Town facilities when the hospital is ready to set up screening. Mr. McDonald said police and DPW will also help with traffic.

Mr. Handel said testing is not generally available, and until it is, numbers are relatively meaningless. He implored people to be careful and remain vigilant.

Mr. Bulian said the number of cases is from the State information.

Mr. Borrelli expressed appreciation for all the work being done on behalf of the community. He commented on the economic effect on local businesses. He said he understands Mr. McDonald's point completely, referring to the number of cases in Needham. He said town officials did not want to be misleading by giving an inaccurate number and said people should act as if the number is high. He asked residents not to hoard supermarket items as it is not fair to anyone. He spoke about delivery to people over 60 years of age and the need to keep a distance and wash hands immediately. He asked if the timeline has changed, either longer or shorter? Mr. McDonald said the question will be easier to answer once the testing lag in Massachusetts is somewhat resolved. He said people must understand the challenge, knowing daily life has changed and social distancing will be here for a while, weeks or possibly months.

Ms. Cooley reiterated people need to stay home, and to the extent the curve can be flattened it means everyone will be home longer, which she said is a good thing in many ways.

Representative Denise Garlick thanked the health department for their extraordinary work and expressed her confidence in the all town departments. She said she agrees with comments and is trying to model her own behavior.

Kathleen Ward Brown, Board of Health reiterated residents should not have a false sense of security as the number of cases will rise dramatically.

Dr. Partridge pointed out the medical community has been told that by next week there should be a significant ramp up in testing capability, possibly 3,000 patients a day. He recognized that with more testing will come more positive and negative results. He said the number of cases will increase due to the spread of the virus and more testing. He concluded saying people should continue what they are doing in order to flatten the curve.

Ms. Fitzpatrick said Town officials are not focusing much beyond next week because things are changing fast. She said the plan will continue with the EOC open, essential services, limited staff, while also looking long term to figure out how to continue essential services, as well as add services. She asked the Select Board to approve the Declaration of the State of Emergency, which would make funds tied to a declaration available and help to inform the community about the serious situation. She said under the Town Charter, the Select Board has a role in supervising civil defense and declaring emergencies.

Declaration of State of Emergency

Mr. Handel read the Declaration of State of Emergency.

Motion by Mr. Handel that the Select Board sign and approve the Declaration of State of Emergency in the Town of Needham effectively immediately March

20, 2020, remaining in effect until notice is given pursuant to the judgement of the Select Board that a State of Emergency no longer exists.

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

Preliminary Discussion of Upcoming Events

Mr. Davison reiterated that the response to the event will be week by week. He commented on costs incurred to the Town, noting there are some local resources to deal with the immediacy, noting money is available from the snow budget due to the mild winter. He said he expects FEMA and MEMA will also make funds available to reimburse expenses the community may incur. He said key department budgets are being monitored to ensure if issues arise, and a game plan will be enacted, specifically related to public health, police, fire, and emergency management. He told the Board all incurred expenses related to the event are being tracked, so it will be quicker to respond when the opportunity arises to seek funds from the federal government. Mr. Davison said as weeks go on, planning for next year will be monitored, noting certain revenue sources will be hard hit as a result of the closure of various businesses. He anticipates that when things return to normal, some of the revenue streams will improve. Mr. Davison commented on services the Town is providing electronically, such as permitting so that when in a position to respond, it can do so quickly.

Ms. Fitzpatrick commented the state senate will take up a bill, likely next week, to provide flexibility with elections.

Tedi Eaton, Town Clerk said several surrounding towns have received a court order to change the date of their election. She said the state senate will vote on Monday, March 23, 2020 allowing cities and towns to change or postpone elections. Ms. Eaton said she prefers to wait to see what the state senate does before seeking a court order. She commented on voting by absentee ballot and early voting

Ms. Fitzpatrick said the regularly scheduled Select Board meeting is on Tuesday, March 24, 2020.

Mr. Bulian commented on the loss of two prominent community members who passed away. He said Greg Condon, a current member of the Zoning Board of Appeals passed away last week and Dave DiCicco, a current member of the Park and Rec Commission passed away this week. He extended condolences to the families on behalf of the Select Board.

Mr. Matthews pointed out Town staff are working trying to accomplish routine business as well as deal with the extraordinary events. He said he hopes people understand and asked the public to think about the need for prompt action, suggesting people use good judgement when contacting staff in any department. He said everyone is trying their best and asked residents for patience. He concluded saying “we can get through this together.”

3:45 p.m.

Adjourn:

Motion by Mr. Handel that the Select Board vote to adjourn the Select Board meeting on Friday, March 20, 2020.

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

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

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

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

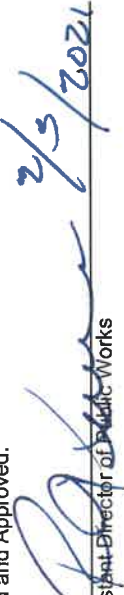
WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

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:	-\$35.03
Water Irrigation:	-\$150.66
Water Admin Fees	\$0.00
Sewer Sales:	-\$32.71
Transfer Station Charges:	\$0.00
Total Abatement:	-\$218.40

Order #: 1303

Read and Approved:


Assistant Director of Public Works

For the Select Board

2/9/21

Carys Lustig 2/5/2021
Interim Director of Public Works

Town of Needham
Water Sewer Billing System
Adjustment Form

Prepared By:		Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
DB	BROWN	MICHAEL S		3809	16294	11	WILLOW STREET	\$0.00	-\$35.03	-\$32.71	-\$67.74	ACC	N
DB	GOLD	EVAN & AMY		43631	14190	84	NARDONE ROAD	-\$150.66	\$0.00	\$0.00	-\$150.66	ACC	N
Total:											-\$218.40		

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