

SELECT BOARD

6:00 p.m. March 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 or click the link below to join the webinar: <https://uso2web.zoom.us/j/83012497485>.

	5:00	Executive Session Exception 3 Collective Bargaining/Exception 6 Value of Real Property
1.	6:00	Certificates of Appreciation • Needham Garden Center • JC Timmerman, Inc.
2.	6:00	Public Hearing: Underground Flammables Storage • 40 Windsor Avenue
3.	6:00	Public Hearing: Underground Flammables Storage • 16 Petrini Circle
4.	6:10	Metrofire Mutual Aid Agreement • Dennis Condon, Fire Chief
5.	6:20	Consultation with Community Preservation Committee • Peter Pingitore, CPC Chair • Carys Lustig, Interim Director of Public Works & CPC Liaison
6.	7:00	Town Manager • Appointment of Director of Public Works • Close Special Town Meeting Warrant
7.	7:15	Board Discussion • NUARI Update • Committee Reports

APPOINTMENTS

1.	Katherine P. Jacques	Board of Registrars (term expires 6/30/2024)
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CONSENT AGENDA ***=Backup attached**

1.*	Approve revision to Contributory Insurance Rules to extend the Opt-Out Program until June 30, 2023 and update outdated language.
2.*	Approve the minutes of February 23, 2021 (Open Session)
3.*	Approve Water & Sewer Abatement #1304
4.	Accept the following donations made to the Needham Aging Services Donation Account: \$200 from Lee & Nancy Corbin; and \$25 from Patricia Wiggin.

**Certificate Of
Appreciation**

**From The
Town of Needham, Massachusetts
Select Board**

Awarded to:

**GARRETT GRAHAM
NEEDHAM GARDEN CENTER**

In recognition of 20 years of your ownership serving the residents of Needham. From the plants and gardening tools in your store, to the repair of lawnmowers and snowblowers in times of need, and for your willingness to step up during the current covid-19 crisis, you enhance the Town and our citizens lives. We wish you many more years of success in Needham. Congratulations!

Signed this 9th day of March, 2021

**Certificate Of
Appreciation**

**From The
Town of Needham, Massachusetts
Select Board**

Awarded to:

**JOHN TIMMERMAN
JC TIMMERMAN, INC.**

In recognition of over 33 years serving the residents of Needham. Your commitment to service, your generosity in donating your time and labor for numerous volunteer organizations, and your ability to continue your hard work during the current COVID-19 crisis has enhanced the Town and our citizens lives. We wish you many more years of continued success in Needham. Congratulations!

Signed this 9th day of March, 2021



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

MEETING DATE: 3/09/2021

Agenda Item	Public Hearing: Application for a License to Store Fuel Underground at 40 Windsor Avenue, Needham
Presenter(s)	Mike St. Pierre, Kerivan-Lane

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Kerivan-Lane has made an application in accordance with the provisions of Chapter 148 of the Massachusetts General Laws for a license to install a 1,000-gallon underground LP-Gas tank on the property located at 40 Windsor Avenue, Needham, MA 02492. Section 4.3 of the Town of Needham General By-laws states that any amount of liquid petroleum gas in excess of 500 gallons on a property requires a license issued by the Select Board.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Select Board vote to approve and authorize the Chairman to sign a license for Kerivan-Lane to install a 1,000 underground fuel tank on the property located at 40 Windsor Avenue, Needham, MA 02492.	
3.	BACK UP INFORMATION ATTACHED
1. Application / License Form / Map 2. Legal Notice 3. Certified Abutters List 4. General By-Law 4.3 5. Procedures for Filing Applications for Storage of Flammable and Combustible Fluids	



FP-002A
(Rev. 1.1.2015)

The Commonwealth of Massachusetts
City/Town of Needham

Application For License

Massachusetts General Law, Chapter 148 §13

☒ New License ☐ Amended License

GIS Coordinates

LAT.

LONG.

License Number

Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws of Massachusetts for a license to store flammables, combustibles or explosives on land in buildings or structures herein described.

Location of Land: 40 Windsor Ave, Needham MA 02492
Number, Street and Assessor's Map and Parcel ID

Attach a plot plan of the property indicating the location of property lines and all buildings or structures.

Owner of Land: Michael & Lindsay Jabbarwy

Address of Land Owner: Same

Use and Occupancy of Buildings and Structures: SF14 - living there after construction

If this is an application for amendment of an existing license, indicate date of original license and any subsequent amendments

Attach a copy of the current license

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases; see 527 CMR 1.00 Table 1.12.8.50; Attach additional pages if needed. All tanks and containers are considered full for the purposes of licensing and permitting.

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums
LP-Gas	2	1	1000 gallon	UST

Total quantity of all flammable liquids to be stored: _____

Total quantity of all combustible liquids to be stored: _____

Total quantity of all flammable gases to be stored: _____

Total quantity of all flammable solids to be stored: _____

LP-gas (Complete this section for the storage of LP-gas or propane)

Indicate the maximum quantity of LP-gas to be stored and the sizes and capacities of all storage containers. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: NA

List sizes and capacities of all aboveground containers used for storage: NA

❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: 1 - 1000 gallon

List sizes and capacities of all underground containers used for storage:

1 - 1000 gallon underground propane tank

Total aggregate quantity of all LP-gas to be stored: 1000 gallons

Fireworks (Complete this section for the storage of fireworks)

Indicate classes of fireworks to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.3G: _____ Type/class of magazine used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4G: _____ Type/class of magazine used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4: _____ Type/class of magazine used for storage: _____

Total aggregate quantity of all classes of fireworks to be stored: _____

Explosives (Complete this section for the storage of explosives)

Indicate classes of explosive to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.1: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.2: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.3: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.5: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.6: _____ Number of magazines used for storage: _____

I, Michael St. Pierre, hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

Signature [Signature] Date 1/27/2021 Name Michael St. Pierre

Fire Department Use Only

☒ Dennis Cooper, Head of the Needham Fire Department endorse this application with my

☒ Approval ☐ Disapproval

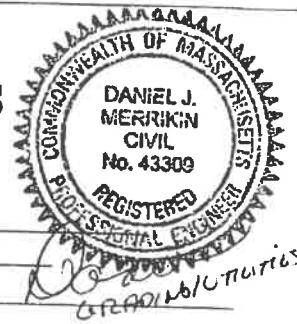
Signature of Head of the Fire Department

2-3-21
Date

Recommendations: _____

TOWN OF NEEDHAM, MASSACHUSETTS

Building Inspection Department



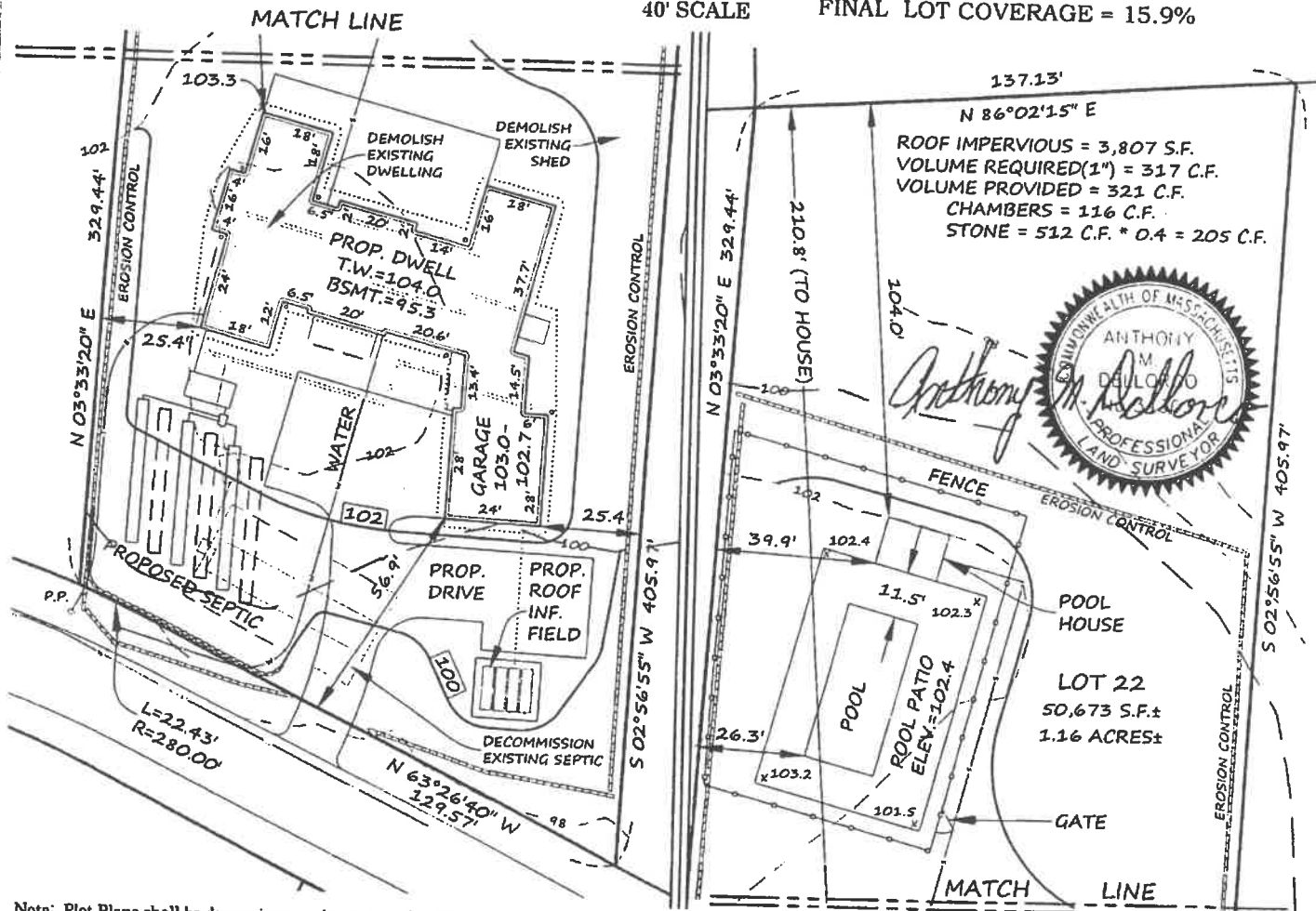
Building Permit No. _____ Assessor's Map & Parcel No. 199/211-54
 Lot Area 50,673 SF.± Zoning District SRA
 Address 40 WINDSOR AVE.
 Owner MICHAEL & LINDSAY JABBAWY Builder _____

PROPOSED PLOT PLAN / FOUNDATION AS BUILT / FINAL ASBUILT

CIRCLE ONE THAT APPLIES

40' SCALE

FINAL LOT COVERAGE = 15.9%

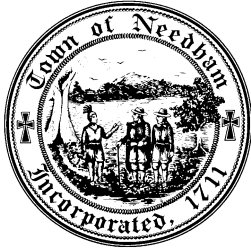


Note: Plot Plans shall be drawn in accordance with Sections 7.2.1 and 7.2.2 of the Zoning By-Laws for the Town of Needham. All plot plans shall show existing structures and public & private utilities, including water mains, sewers, drains, gaslines, ect. driveways, septic systems, wells, Flood Plain and Wetland Areas, lot dimensions, lot size, dimensions of proposed structures, sideline, front and rear offsets and setbacks distances, (measured to the face of structure) and elevation of top of foundations and garage floor. For new construction, lot coverage, building height calculations proposed grading and drainage of recharge structure. For pool permits, plot plan shall also show a fence surrounding pool with a gate, proposed pool and any accessory structures*, offsets from all structures and property lines, existing elevations at nearest house corners and pool corners, nearest storm drain catch basin (if any) and, sewage disposal system location in areas with no public sewer. (* Accessory structures may require a separate building permit. See Building Code)

PAGE 1 OF 2

I hereby certify that the information provided on this plan is accurately shown and correct as indicated.

The above is subscribed to and executed by me this 10th day of NOVEMBER 2020
 Name ANTHONY DELLORCO Registered land Surveyor No. 34303
 Address P.O. BOX 95 City MEDWAY State MA Zip 02053 Tel. No. 508-533-1644
 Approved _____ Director of Public Works Date _____
 Approved _____ Building Inspector Date _____



**LEGAL NOTICE
Town of Needham
Select Board
Public Hearing**

Public Notice is hereby given that Kerivan-Lane has made an application in accordance with the provisions of Chapter 148 of the Massachusetts General Laws, for a license to install (1) 1,000 gallon UG propane fuel tank underground at 40 Windsor Avenue, Needham, MA 02492.

Upon said application it is hereby ORDERED: That a Public Hearing be held via Zoom (<https://us02web.zoom.us/j/83012497485>) by the Needham Select Board, Tuesday, March 9, 2021 at 6:00 pm. All persons interested may log into the meeting and be heard by raising hands.

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

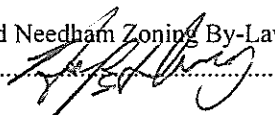
SELECT BOARD

Dated: the Needham Times, February 25, 2021

**40 WINDSOR ROAD
300 FEET**

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
BIBER, CONRAD H. +	BIBER, MARYANNE R.	120 STRATFORD RD	NEEDHAM	MA	02492	1992110004300000	120 STRATFORD RD
SNYDER, STEVEN P. &	SNYDER, TERRI W.	100 STRATFORD RD	NEEDHAM	MA	02492	1992110004400000	100 STRATFORD RD
EISENBERG, SAMANTHA F. &	EISENBERG, MATTHEW A.	88 STRATFORD RD	NEEDHAM	MA	02492	1992110004500000	88 STRATFORD RD
SAVIT, JEFFREY K. &	BARNET, LORI B.	1 WINDSOR RD	NEEDHAM	MA	02492	1992110004600000	1 WINDSOR RD
LEWIS, HARMON M. & TANZER, LISA	C/O WOLFSON, MICHAEL B. & KARI E.	29 WINDSOR RD	NEEDHAM	MA	02492	1992110004700000	29 WINDSOR RD
DRUMM, THOMAS S. TR.	THOMAS S. DRUMM 2016 REVOCABLE TRU	51 WINDSOR RD	NEEDHAM	MA	02492	1992110004800000	51 WINDSOR RD
FALAHEE, BRIAN P. &	FALAHEE, STEPHANIE M.	69 WINDSOR RD	NEEDHAM	MA	02492	1992110004900000	69 WINDSOR RD
MONAHAN, THOMAS F. &	MONAHAN, ELAINE K.	85 WINDSOR RD	NEEDHAM	MA	02492	1992110005000000	85 WINDSOR RD
OHEARN, CHARLES &	SOHN, JOONA	86 WINDSOR RD	NEEDHAM	MA	02492	1992110005100000	86 WINDSOR RD
FRIEZE, NANCY K.		70 WINDSOR RD	NEEDHAM	MA	02492	1992110005200000	70 WINDSOR RD
THOMPSON, CHRISTOPHER C. &	THOMPSON, KHRISTY J.	50 WINDSOR RD	NEEDHAM	MA	02492	1992110005300000	50 WINDSOR RD
MCGUINNESS, THOMAS P. & KATHLEEN	C/O JABBAWY, MICHAEL R. & LINDSAY	45 BANCROFT ST	NEEDHAM	MA	02492	1992110005400000	40 WINDSOR RD
LANGSNER, ALAN T. &	LANGSNER, KAREN B.	30 WINDSOR RD	NEEDHAM	MA	02492	1992110005500000	30 WINDSOR RD
GILLEN, MAXINE Z.		20 WINDSOR RD	NEEDHAM	MA	02492	1992110005600000	20 WINDSOR RD
ASHENFELTER, A. THOMPSON &	ASHENFELTER, SUSAN S.	34 STRATFORD RD	NEEDHAM	MA	02492	1992110005700000	34 STRATFORD RD
ROSEN, BENJAMIN D. &	ROSEN, ASHLEY B.	20 STRATFORD RD	NEEDHAM	MA	02492	1992110005800000	20 STRATFORD RD
WALLACK, EDWARD L. +	WALLACK, MARGO H.	8 STRATFORD RD	NEEDHAM	MA	02492	1992110005900000	8 STRATFORD RD
SOCKOL, ERIC D. &	SOCKOL, JUDITH R.	324 COUNTRY WAY	NEEDHAM	MA	02492	1992110006000000	324 COUNTRY WAY
TURK, JEFFREY C &	TURK, BARBARA	312 COUNTRY WAY	NEEDHAM	MA	02492	1992110006100000	312 COUNTRY WAY
CANTOR, REBECCA GOLDBERG &	CANTOR, MAXWELL	304 COUNTRY WAY	NEEDHAM	MA	02492	1992110006200000	304 COUNTRY WAY
FEINSTEIN, DAVID M. &	FEINSTEIN, JAN ROSEN	15 WHITE PINE RD	NEEDHAM	MA	02492	1992110006300000	15 WHITE PINE RD
SCHATZ, DAVID A. &	SCHATZ, PAULA B.	37 WHITE PINE RD	NEEDHAM	MA	02492	1992110006700000	37 WHITE PINE RD
BOY SCOUTS OF AMERICA/NEEDHAM SCOUTER'S	C/O JEANNE FLOITGRAF	80 GRANT ST	NEEDHAM	MA	02492	1993030001000000	0 HIGH ROCK WOODS

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



4.1.4 Failure to License. In addition to the requirement that a dog shall be duly licensed as required by law, the owner of a dog not licensed on or before April 30th in any year shall be subject to a fine of fifty dollars (\$50.00), in addition to the license fee, upon the complaint of the dog officer. The owner of any unspayed and unleashed female dog found by the dog officer roaming in season (heat) off the premises of the owner or keeper shall be subject to a fine of fifty dollars (\$50.00). Each such occasion shall constitute separate violations.

4.1.5 Fees. The fees for registering and licensing dogs of all types in the Town shall be established from time to time by vote of the Selectmen.

SECTION 4.2 PUBLIC CARRIAGES AND TAXIS

4.2.1 Licenses. The Board of Selectmen may license hackney carriages or motor vehicles for the conveyance of persons for hire from place to place within the Town and may revoke such licenses at their discretion. A record of all licenses so granted or revoked shall be kept by the Selectmen.

4.2.2 Penalties. No person shall set up, use or drive in the Town any unlicensed hackney carriage or motor vehicle for the conveyance of passengers for hire from place to place within the Town. Any person violating Section 4.2 shall be subject to a penalty not exceeding twenty dollars (\$20) for each offense.

4.2.3 Expiration and Fees. Licenses shall expire on the thirtieth day of April following the date of issuance, and shall not be transferred without the written consent of the Board of Selectmen. For each license the sum of ten dollars (\$10.00) shall be paid to the Town Treasurer for use by the Town. A license so granted shall become void if the applicant neglects or refuses to take out and pay for his license within ten days after notice that it has been granted.

4.2.4 Taxi Stands. The Selectmen may grant to the holder of a license under Section 4.2 a license to use a certain portion of a public way as a taxi stand for the solicitation of passengers for hire and no person shall use any portion of any public way for such purpose without such license. Any person who violates any of the provisions of Sub-section 4.2.4 shall be punished by a fine of not more than twenty dollars (\$20.00) for each offense.

SECTION 4.3 FEES, REGISTRATION APPLICABLE TO FLAMMABLES

4.3.1 Statutory Authority. Pursuant to the authority of M.G.L. Chapter 148, Sections 10A, 13, 38A and 39A, and the Needham Fire Code, there is hereby established a fee schedule for licenses granted by the Board of Selectmen, Annual Certificate of Registration filed with the Town Clerk and Permits granted by the Chief of the Fire Department as follows:

4.3.2 Licenses for the Storage of Flammables issued by the Board of Selectmen

Class A: (all types)

166	-	40,000 gallons .	.	.	\$50.00
40,001	-	80,000 gallons .	.	.	200.00
80,001	-	100,000 gallons .	.	.	300.00
100,001	-	500,000 gallons .	.	.	400.00
500,001	-	1,000,000 gallons.	.	.	500.00
over 1,000,000 gallons	.	.	.	.	800.00

Class B Fuel: (all types)

501	-	20,000 gallons .	.	.	50.00
20,001	-	40,000 gallons .	.	.	100.00
40,001	-	80,000 gallons .	.	.	200.00
80,001	-	100,000 gallons .	.	.	300.00
100,001	-	500,000 gallons .	.	.	400.00
500,001	-	1,000,000 gallons.	.	.	500.00
over 1,000,000 gallons	.	.	.	.	800.00

Class C Fluids (all types)

1,001	-	20,000 gallons	.	.	50.00
20,001	-	40,000 gallons	.	.	100.00
40,001	-	80,000 gallons	.	.	200.00
80,001	-	100,000 gallons	.	.	300.00
100,001	-	500,000 gallons	.	.	400.00
500,001	-	1,000,000 gallons	.	.	500.00
over 1,000,000 gallons	.	.	.	.	800.00
Flammable Solids 101 lbs and up	.	.	.	.	50.00
Flammable Gases (within a building)					
3,001 cubic ft. and up	.	.	.	.	50.00
Flammable Gases (outside a building)					
10,001 cubic ft. and up	.	.	.	.	50.00
Liquid Petroleum Gases					
500	-	1,000 gallons	.	.	50.00
over	-	1,001 gallons	.	.	100.00

Automobiles

The parking of four or more vehicles in a structure - two dollars (\$2.00) per vehicle, and not less than fifty dollars (\$50.00).

Advertising costs for a hearing by the Board of Selectmen for the issuance of a license for the storage of flammables shall be paid by the applicant.

The annual fees shall include the cost of the initial registration with the Town Clerk. The fee for each annual renewal registration with the Town Clerk shall be the amount herein specified for the original license as set forth above.

4.3.3 Permit Fees

Underground Storage Tank Removal	.	.	.	.	\$100.00
Underground Storage Tank Installation	.	.	.	.	100.00
Underground Gasoline Tank Removal	.	.	.	.	100.00
Underground Gasoline Tank Installation	.	.	.	.	100.00

SECTION 4.4 GENERAL

4.4.1 Denial, Revocation or Suspension for Failure to Pay Municipal Taxes.

4.4.1.1 The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve month period, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.

4.4.1.2 The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the licensing authority from the tax collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate whose owner has neglected or refused to pay local taxes, fees, assessments, betterments or any other municipal charges provided, however, that written notice is given to the party and the tax collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The tax collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license

Town of Needham

Procedures for filing Applications for Storage of Flammable & Combustible Fluids

Licenses, registrations and permits for the storage of flammable or combustible fluids are granted in accordance with Massachusetts General Law, Chapter 148 and the Board of Fire Prevention Regulations. Local licensing boards have the authority to issue licenses for storage and sale of flammable products. Applications for the storage of flammable and combustible fluids are available from the Needham Fire Department.

I. Definition of *license, permit, registration*

1. ***License*** is the permission by competent authority to do an act, which, without such permission, would be unlawful, a trespass, or a tort. A flammable or combustible storage license is applied for and granted by the local licensing authority. The license is granted to the land and not to an individual. Only one license may be issued to a parcel of land. This license may be amended to reflect changes in quantity, conditions or restrictions. The license may be revoked or suspended by the issuing authority. Records of application and public hearing information are maintained by the Board of Selectmen.
2. ***Registration*** is the acknowledgment by competent authority of the act of recording a formal or official record. A flammable or combustible storage registration is applied for annually at the Needham Town Clerk's Office by the holder or occupant of licensed land to inform the town that the license is still active and being exercised. A registration may be granted to an applicant who is handling a license. The registration attests to continued use of the license. Only one registration may be granted for each license. Record of registrations is maintained by the Needham Town Clerk.
3. ***Permit*** is a written authority or warrant, issued by a person in authority, empowering the grantee to do some act not forbidden by law but not allowable without such grant of authority. The law allows certain small quantities of flammable and combustibles to be kept or stored on the land without a license, but with a permit granted by the Needham Fire Chief.

II. The Application Process for Storage of Flammable and Combustible Fluids

1. Applications for a license or a permit are available at the Fire Department.
2. The Applicant must return the application to the Fire Department with a Plot Plan of the site indicating the area where the fuel is to be stored.
3. The Fire Inspector reviews the application and plot plan to determine whether the applicant requires a license or a permit. The Inspector will also determine the

classification for the storage of the flammable product.

4. When the Fire Inspector specifies the application requires a license a public hearing process is required.
5. The Fire Chief reviews and signs/approves the application. The application is forwarded to the Board of Selectmen.

III. The Public Hearing Process for issuance of a License

1. When an application is received at the Board of Selectmen's Office, the following procedure is followed.
 - a. The Selectmen's Office forwards the application to the Engineering Division for review/approval with respect to the location of utilities on the property. The Engineering Division will also identify the abutters and forward to the Assessor's Office for certification.
 - b. The licensing authority requests a certified abutters list from the Assessor's Office.
 - c. Following the receipt of the abutters list, a date for the public hearing is established [to be held at a scheduled Board of Selectmen's meeting]. The hearing must be scheduled a minimum of seven days after the advertisement of the public hearing.
 - d. The legal notice of the hearing is sent to a local newspaper with an explanation when to advertise and who to bill. The ad must run at least seven days prior to the date of the public hearing.
 - e. The applicant is sent a letter with the following enclosures: the certified abutters list, the legal notice and a copy of the letter sent to the local newspaper.
 - f. The applicant is responsible for obtaining copies of the legal advertisement for each of the individuals on the abutters list.
 - g. The applicant mails each abutter, via certified mail /return receipt, a copy of the legal notice (newspaper ad) not less than seven days prior to the hearing date.
 - h. The applicant is responsible for providing proof of payment for the legal notice to the Selectmen's office prior to the public hearing.
 - i. The applicant returns the following to the Licensing Authority no later

than the Thursday before the scheduled Public Hearing:

- 1) Copies of all Certified Return Receipt Slips sent to abutters.
 - 2) A receipt of payment for the advertisement.
- j. The applicant or his representative must attend the public hearing.
- k. The Licensing Authority will deny/grant the license at the public hearing. There may be restrictions imposed by the Licensing Authority at the time of the hearing.
- l. Upon approval of a license, the licensing authority will forward the license to the office of the town clerk.
- m. The town clerk will record the license. The fee for the license is paid to the town clerk.

Propane fuel storage licenses are granted with the following restrictions: 1) The petitioner agrees to contract for an annual gas appliance system check making sure that the entire propane system is checked for leaks; and further making sure that every element satisfies local regulations and industry standards. Evidence of such a systems check must be sent annually to the Needham Fire Department; and 2) The tank, with all its piping and equipment, and the system, when installed, will meet U.S., State and local code regulations, specifications and directives.

A fuel storage license is deemed a grant attached to the land and a certificate of registration must be filed annually on or before April 30th by the owner/occupant of the land who holds the license.

Attachments: Application for a License to Store a Flammable Product (Needham)
Application for License (State Fire Marshal)

April 20, 2001/rev. 2/27/04



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

MEETING DATE: 3/09/2021

Agenda Item	Public Hearing: Application for a License to Store Fuel Underground at 16 Petrini Circle, Needham
Presenter(s)	Mike St. Pierre, Kerivan-Lane

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Kerivan-Lane has made an application in accordance with the provisions of Chapter 148 of the Massachusetts General Laws for a license to install a 1,000-gallon underground LP-Gas tank on the property located at 16 Petrini Circle, Needham, MA 02492. Section 4.3 of the Town of Needham General By-laws states that any amount of liquid petroleum gas in excess of 500 gallons on a property requires a license issued by the Select Board.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Select Board vote to approve and authorize the Chairman to sign a license for Kerivan-Lane to install a 1,000 underground fuel tank on the property located at 16 Petrini Circle, Needham, MA 02492.	
3.	BACK UP INFORMATION ATTACHED
1. Application / License Form / Map 2. Legal Notice 3. Certified Abutters List 4. General By-Law 4.3 5. Procedures for Filing Applications for Storage of Flammable and Combustible Fluids	



FP-002A
(Rev. 1.1.2015)

The Commonwealth of Massachusetts
City/Town of Needham

Application For License

Massachusetts General Law, Chapter 148 §13

☒ New License ☐ Amended License

GIS Coordinates

LAT.

LONG.

License Number

Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws of Massachusetts for a license to store flammables, combustibles or explosives on land in buildings or structures herein described.

Location of Land: 16 Pettrini Circle, Needham MA 02492
Number, Street and Assessor's Map and Parcel ID

Attach a plot plan of the property indicating the location of property lines and all buildings or structures.

Owner of Land: Lana Lukatsky

Address of Land Owner: Same

Use and Occupancy of Buildings and Structures: 3Fit - living here after construction

If this is an application for amendment of an existing license, indicate date of original license and any subsequent amendments

Attach a copy of the current license

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases; see 527 CMR 1.00 Table 1.12.8.50; Attach additional pages if needed. All tanks and containers are considered full for the purposes of licensing and permitting.

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, Cubic feet	CONTAINER UST, AST, IBC, drums
LP-GAS	2	1	1000 gallon	UST

Total quantity of all flammable liquids to be stored: _____

Total quantity of all combustible liquids to be stored: _____

Total quantity of all flammable gases to be stored: _____

Total quantity of all flammable solids to be stored: _____

LP-gas (Complete this section for the storage of LP-gas or propane)

Indicate the maximum quantity of LP-gas to be stored and the sizes and capacities of all storage containers. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: NA

List sizes and capacities of all aboveground containers used for storage: NA

❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: 1 - 1000 gallon

List sizes and capacities of all underground containers used for storage: 1 - 1000 gallon underground propane tank

Total aggregate quantity of all LP-gas to be stored: 1000 gallons

Fireworks (Complete this section for the storage of fireworks)

Indicate classes of fireworks to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.3G: _____ Type/class of magazine used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4G: _____ Type/class of magazine used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4: _____ Type/class of magazine used for storage: _____

Total aggregate quantity of all classes of fireworks to be stored: _____

Explosives (Complete this section for the storage of explosives)

Indicate classes of explosive to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.1: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.2: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.3: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.5: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.6: _____ Number of magazines used for storage: _____

I, Michael St. Pierre, hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

Signature [Signature] Date 1/27/2021 Name Michael St. Pierre

Fire Department Use Only

I, Dennis Condon, Head of the Deerham Fire Department endorse this application with my

☒ Approval ☐ Disapproval

Signature of Head of the Fire Department

Date

2-3-21

Recommendations: _____

TOWN OF NEEDHAM, MASSACHUSETTS

BUILDING INSPECTION DEPARTMENT

Assessor's Map & Parcel No: Map 199, Parcel ID: 021.0-0006-0000.0

At No: 16 PETRINI CIRCLE

PROPOSED PLAN

SCALE= 1"= 40'

Lot Area: 14,756 S.F

Owner: Lana & Edward Lukatsky

Zoning District: SRB

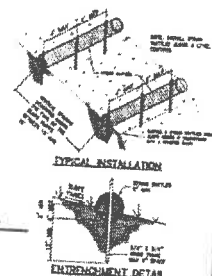
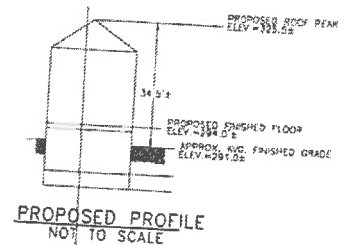
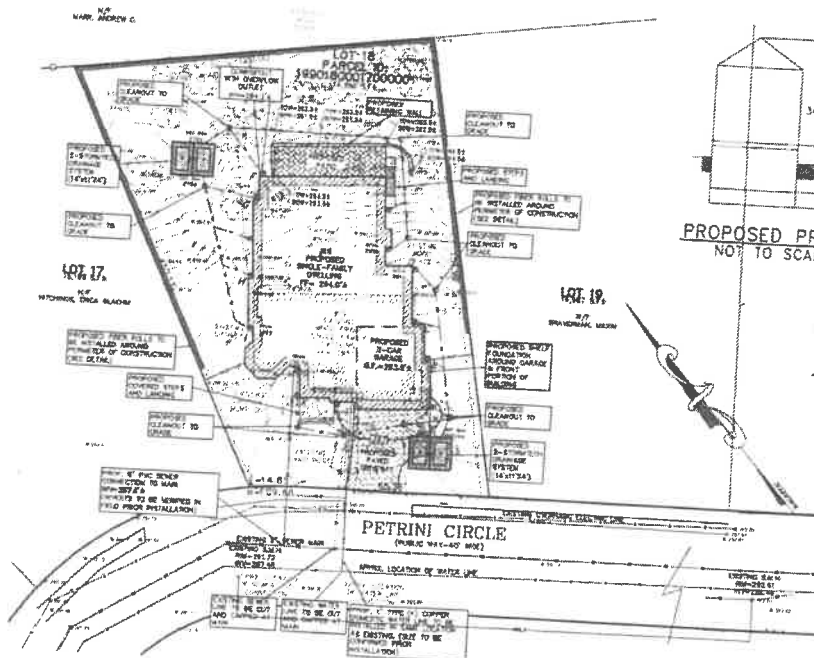
Building Permit No.
Builder:



EXISTING LOT COVERAGE, %	PROPOSED LOT COVERAGE, %
11.0	26.2

SPOT LOCATION	OLD ELEV.	PROP. ELEV.
A	293.8	293.5
B	293.5	293.5
C	293.4	293.4
D	292.2	292.2
E	285	285
F	284	284
G	287.0	287
H	290.0	290
I	290.5	290.5
J	291.8	291.8
K	292.7	292.7
L	293.5	293.6
TOTAL	3482.0	3482.1
AVERAGE	290.60	291.01

EXISTING LEGEND	
—	SEWER LINE
—	SEWER MANHOLE
—	WATER LINE
—	ONE LINE
—	UTILITY HOLE
—	ONE HOLE
—	OVERHEAD ELECTRIC SERVICE
—	WATER VALVE
—	GAS VALVE
—	POLE
—	CONTOUR LINE (HWP)
—	CONTOUR LINE (HWP)
—	SPOT GRADE
—	DRAIN MANHOLE
—	HYDRANT
—	NOTE



Note: Plot Plans shall be drawn in accordance with sections 7.2.1 and 7.2.2 of the Zoning By-Laws for the Town of Needham. All plot plans shall show existing structures and public utilities, including water mains, sewers, drains, gaslines, etc.; driveways, Flood Plain and Wetland Areas, lot dimensions, dimensions of proposed structures, sideline offsets and setback distances, (allowing for overhangs) and elevation of top of foundations and garage floor for new construction, elevation of lot corners at street line and existing and approved street grades shall be shown for grading along lot line bordering streetline. For pool permits, plot plans shall also show fence surrounding pool with a gate, proposed pool and accessory structures*, offsets from all structures and property lines, existing elevations at nearest house corners and pool corners, nearest storm drain catch basin (if any) and, sewage disposal system location in unsewered area.
(*Accessory structures may require a separate building permit- See Building Code)

I hereby certify that the information provided on this plan is accurately shown and correct as indicated.

The above is subscribed to and executed by me this: 20

day of: APRIL

2020

Name: PETER J. NOLAN

Registered Land Surveyer #: 49185

Address: 80 JEWETT STREET #2

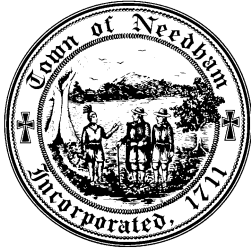
City: NEWTON State: MA Zip: 02458 Tel. No: 617-782-1533

Director of Public Works

Building Inspector

Date

Date



**LEGAL NOTICE
Town of Needham
Select Board
Public Hearing**

Public Notice is hereby given that Kerivan-Lane has made an application in accordance with the provisions of Chapter 148 of the Massachusetts General Laws, for a license to install (1) 1,000 gallon UG propane fuel tank underground at 16 Petrini Circle, Needham, MA 02492.

Upon said application it is hereby ORDERED: That a Public Hearing be held via Zoom (<https://us02web.zoom.us/j/83012497485>) by Needham Select Board, Tuesday, March 9, 2021 at 6:00 pm. All persons interested may log into the meeting and be heard by raising hands.

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

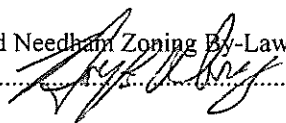
SELECT BOARD

Dated: the Needham Times, February 25, 2021

**16 PETRINI CIRCLE
300 FEET**

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
HERMAN, LORI B. TR.	THE LORI B. HERMAN TRUST	63 BIRD ST	NEEDHAM	MA	02492	1990170004600000	63 BIRD ST
BROSIUS, CLAIRE J. & J. ERIC TRS.	THE CLAIRE J. BROSIUS REVOCABLE TR	P.O. BOX 532	NEEDHAM	MA	02494	1990170004700000	53 BIRD ST
MCINTOSH, EVAN C. TR.	MCINTOSH FAMILY TRUST	64 BIRD ST	NEEDHAM	MA	02492	1990170004800000	64 BIRD ST
HERBERT, DANIEL E &	NECHASEK, SARA L.	70 BIRD ST	NEEDHAM	MA	02492	1990170004900000	70 BIRD ST
DOHERTY, JAMES E. & LAURA M. TRS.	JAMES E. DOHERTY LIVING TRUST	14 DE FRANCESCO CIR	NEEDHAM	MA	02492	1990170005100000	14 DE FRANCESCO CIR
MCMORROW, PATRICIA B.		22 DEFRANCESCO CIR	NEEDHAM	MA	02492	1990170005200000	22 DE FRANCESCO CIR
LAU, ALLEN C. & FRANCES M., TRS.	BIRD STREET REALTY TRUST	56 BIRD ST	NEEDHAM	MA	02492	1990180000100000	56 BIRD ST
JEYE, GREGORY E. &	JEYE, KATHLEEN M.	11 PETRINI CIR	NEEDHAM	MA	02492	1990180000200000	11 PETRINI CIR
MUZIKANT, ADAM &	WEINSTEIN, AMY	21 PETRINI CIR	NEEDHAM	MA	02492	1990180000300000	21 PETRINI CIR
LAU, TAK WING E.		27 PETRINI CIR	NEEDHAM	MA	02492	1990180000400000	27 PETRINI CIR
LEVITAN, CAROLYN S. &	LEVITAN, KURT H.	35 PETRINI CIR	NEEDHAM	MA	02492	1990180000500000	35 PETRINI CIR
MURSTEIN SHERYL K		41 PETRINI CIR	NEEDHAM	MA	02492	1990180000600000	41 PETRINI CIR
CROWLEY, EDWARD &	CROWLEY, KATHRYN	49 PETRINI CIR	NEEDHAM	MA	02492	1990180000700000	49 PETRINI CIR
FRASCATORE, KAREN M. TR.	MARIE FRASCATORE IRREVOCABLE TRUST	42 PETRINI CIR	NEEDHAM	MA	02492	1990180001200000	42 PETRINI CIR
RUBIN, DAVID B. &	RUBIN, MELISSA G.	36 PETRINI CIR	NEEDHAM	MA	02492	1990180001300000	36 PETRINI CIR
PILAT, DAVID N.	C/O PILAT, DAVID N. & HALL, KIMBERLY S	28 PETRINI CIR	NEEDHAM	MA	02492	1990180001400000	28 PETRINI CIR
BRAVERMAN, MAXIM &	BRAVERMAN, JULIA	22 PETRINI CIR	NEEDHAM	MA	02492	1990180001500000	22 PETRINI CIR
HARWOOD, PAULETTE F., TR	C/O LUKATSKY, EDWARD & LANA	16 PETRINI CIR	NEEDHAM	MA	02492	1990180001600000	16 PETRINI CIR
HITCHINGS, ERICA BLACHMAN &	HITCHINGS, SETH	12 PETRINI CIR	NEEDHAM	MA	02492	1990180001700000	12 PETRINI CIR
STEINBOK, VALERY +	STEINBOK, ZINAIDA	8 PETRINI CIR	NEEDHAM	MA	02492	1990180001800000	8 PETRINI CIR
KAO, SHYAN-YUAN &	CHEN, YAHUA	26 BIRD ST	NEEDHAM	MA	02492	1990180001900000	26 BIRD ST
OGLETREE, DAVID E. &	OGLETREE, JULIE M.	12 BIRD ST	NEEDHAM	MA	02492	1990180002000000	12 BIRD ST
SCHILLER, BENJAMIN &	SCHILLER, CARYN RENEE	693 GREENDALE AVENUE	NEEDHAM	MA	02492	1990180002100000	693 GREENDALE AVE
CONNELLY, PATRICIA MARY		701 GREENDALE AVE	NEEDHAM	MA	02492	1990180002200000	701 GREENDALE AVE
MCGRATH, KEVIN J		707 GREENDALE AVE	NEEDHAM	MA	02492	1990180002300000	707 GREENDALE AVE
MARK, ANDREW C. &	SMITH, MARK E.	715 GREENDALE AVE	NEEDHAM	MA	02492	1990180002400000	715 GREENDALE AVE
HOWELL, MATTHEW A. & ELIZABETH P.	HOWELL TRUST	721 GREENDALE AVE	NEEDHAM	MA	02492	1990180002500000	721 GREENDALE AVE
JIN, SHI &	XU, MINJIE	729 GREENDALE AVE	NEEDHAM	MA	02492	1990180002600000	729 GREENDALE AVE
FEDERICO, IDA		735 GREENDALE AVE	NEEDHAM	MA	02492	1990180002700000	735 GREENDALE AVE
BOLIO, JEANNE ELLEN		741 GREENDALE AVE	NEEDHAM	MA	02492	1990180002800000	741 GREENDALE AVE
SALVUCCI, DANIEL &	SALVUCCI, JOAN E	749 GREENDALE AVE	NEEDHAM	MA	02492	1990180002900000	749 GREENDALE AVE
CHOI, WILLIAM Y &	CHOI, BEVERLY Y	755 GREENDALE AVE	NEEDHAM	MA	02492	1990180003000000	755 GREENDALE AVE
GREENDALE AVENUE WORSHIP	CENTER, INC.	754 GREENDALE AVENUE	NEEDHAM	MA	02192-	1990180004100000	754 GREENDALE AVE
SHEIFFER, ROBERT &	SHEIFFER, ANDREA	50 PETRINI CIR	NEEDHAM	MA	02492	1990180004500000	50 PETRINI CIR
VALLONE, CHRISTOPHER L. &	VALLONE, NICOLE L.	30 BIRD ST	NEEDHAM	MA	02492	1990180004600000	30 BIRD ST
VALLONE, CHRISTOPHER L. &	VALLONE, NICOLE L.	30 BIRD ST	NEEDHAM	MA	02492	1990180004700000	0 BIRD ST
MCREF NEEDHAM LLC	C/O RYAN LLC	500 EAST BROWARD BLVD STE 1130	FT LAUDERDALE FL	33394	1990180004800000	700 GREENDALE AVE	
BLASOTTO, DENNIS F. &	BLASOTTO, DIANE M.	9 RICHARD RD	NEEDHAM	MA	02492	1990200006900000	9 RICHARD RD
ONUALLAIN, BRIAN &	SHAW, THOMASENA	41 BIRD ST	NEEDHAM	MA	02492	1990200007000000	41 BIRD ST
MA, TIESONG &	ZHAO, OUFEI	31 BIRD ST	NEEDHAM	MA	02492	1990200007100000	31 BIRD ST
FREGNI, FELIPE		19 BIRD ST	NEEDHAM	MA	02492	1990200007200000	19 BIRD ST
ROY, NICHOLAS G.D. &	ROY, KRISTINE M.	35 BIRD ST	NEEDHAM	MA	02492	1990200008500000	0 BIRD ST

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



4.1.4 Failure to License. In addition to the requirement that a dog shall be duly licensed as required by law, the owner of a dog not licensed on or before April 30th in any year shall be subject to a fine of fifty dollars (\$50.00), in addition to the license fee, upon the complaint of the dog officer. The owner of any unspayed and unleashed female dog found by the dog officer roaming in season (heat) off the premises of the owner or keeper shall be subject to a fine of fifty dollars (\$50.00). Each such occasion shall constitute separate violations.

4.1.5 Fees. The fees for registering and licensing dogs of all types in the Town shall be established from time to time by vote of the Selectmen.

SECTION 4.2 PUBLIC CARRIAGES AND TAXIS

4.2.1 Licenses. The Board of Selectmen may license hackney carriages or motor vehicles for the conveyance of persons for hire from place to place within the Town and may revoke such licenses at their discretion. A record of all licenses so granted or revoked shall be kept by the Selectmen.

4.2.2 Penalties. No person shall set up, use or drive in the Town any unlicensed hackney carriage or motor vehicle for the conveyance of passengers for hire from place to place within the Town. Any person violating Section 4.2 shall be subject to a penalty not exceeding twenty dollars (\$20) for each offense.

4.2.3 Expiration and Fees. Licenses shall expire on the thirtieth day of April following the date of issuance, and shall not be transferred without the written consent of the Board of Selectmen. For each license the sum of ten dollars (\$10.00) shall be paid to the Town Treasurer for use by the Town. A license so granted shall become void if the applicant neglects or refuses to take out and pay for his license within ten days after notice that it has been granted.

4.2.4 Taxi Stands. The Selectmen may grant to the holder of a license under Section 4.2 a license to use a certain portion of a public way as a taxi stand for the solicitation of passengers for hire and no person shall use any portion of any public way for such purpose without such license. Any person who violates any of the provisions of Sub-section 4.2.4 shall be punished by a fine of not more than twenty dollars (\$20.00) for each offense.

SECTION 4.3 FEES, REGISTRATION APPLICABLE TO FLAMMABLES

4.3.1 Statutory Authority. Pursuant to the authority of M.G.L. Chapter 148, Sections 10A, 13, 38A and 39A, and the Needham Fire Code, there is hereby established a fee schedule for licenses granted by the Board of Selectmen, Annual Certificate of Registration filed with the Town Clerk and Permits granted by the Chief of the Fire Department as follows:

4.3.2 Licenses for the Storage of Flammables issued by the Board of Selectmen

Class A: (all types)

166	-	40,000 gallons .	.	.	\$50.00
40,001	-	80,000 gallons .	.	.	200.00
80,001	-	100,000 gallons .	.	.	300.00
100,001	-	500,000 gallons .	.	.	400.00
500,001	-	1,000,000 gallons.	.	.	500.00
over 1,000,000 gallons	.	.	.	.	800.00

Class B Fuel: (all types)

501	-	20,000 gallons .	.	.	50.00
20,001	-	40,000 gallons .	.	.	100.00
40,001	-	80,000 gallons .	.	.	200.00
80,001	-	100,000 gallons .	.	.	300.00
100,001	-	500,000 gallons .	.	.	400.00
500,001	-	1,000,000 gallons.	.	.	500.00
over 1,000,000 gallons	.	.	.	.	800.00

Class C Fluids (all types)

1,001	-	20,000 gallons	.	.	50.00
20,001	-	40,000 gallons	.	.	100.00
40,001	-	80,000 gallons	.	.	200.00
80,001	-	100,000 gallons	.	.	300.00
100,001	-	500,000 gallons	.	.	400.00
500,001	-	1,000,000 gallons	.	.	500.00
over 1,000,000 gallons	.	.	.	.	800.00
Flammable Solids 101 lbs and up	.	.	.	.	50.00
Flammable Gases (within a building)					
3,001 cubic ft. and up	.	.	.	.	50.00
Flammable Gases (outside a building)					
10,001 cubic ft. and up	.	.	.	.	50.00
Liquid Petroleum Gases					
500	-	1,000 gallons	.	.	50.00
over	-	1,001 gallons	.	.	100.00

Automobiles

The parking of four or more vehicles in a structure - two dollars (\$2.00) per vehicle, and not less than fifty dollars (\$50.00).

Advertising costs for a hearing by the Board of Selectmen for the issuance of a license for the storage of flammables shall be paid by the applicant.

The annual fees shall include the cost of the initial registration with the Town Clerk. The fee for each annual renewal registration with the Town Clerk shall be the amount herein specified for the original license as set forth above.

4.3.3 Permit Fees

Underground Storage Tank Removal	.	.	.	.	\$100.00
Underground Storage Tank Installation	.	.	.	.	100.00
Underground Gasoline Tank Removal	.	.	.	.	100.00
Underground Gasoline Tank Installation	.	.	.	.	100.00

SECTION 4.4 GENERAL

4.4.1 Denial, Revocation or Suspension for Failure to Pay Municipal Taxes.

4.4.1.1 The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve month period, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.

4.4.1.2 The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the licensing authority from the tax collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate whose owner has neglected or refused to pay local taxes, fees, assessments, betterments or any other municipal charges provided, however, that written notice is given to the party and the tax collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The tax collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license

Town of Needham

Procedures for filing Applications for Storage of Flammable & Combustible Fluids

Licenses, registrations and permits for the storage of flammable or combustible fluids are granted in accordance with Massachusetts General Law, Chapter 148 and the Board of Fire Prevention Regulations. Local licensing boards have the authority to issue licenses for storage and sale of flammable products. Applications for the storage of flammable and combustible fluids are available from the Needham Fire Department.

I. Definition of *license, permit, registration*

1. ***License*** is the permission by competent authority to do an act, which, without such permission, would be unlawful, a trespass, or a tort. A flammable or combustible storage license is applied for and granted by the local licensing authority. The license is granted to the land and not to an individual. Only one license may be issued to a parcel of land. This license may be amended to reflect changes in quantity, conditions or restrictions. The license may be revoked or suspended by the issuing authority. Records of application and public hearing information are maintained by the Board of Selectmen.
2. ***Registration*** is the acknowledgment by competent authority of the act of recording a formal or official record. A flammable or combustible storage registration is applied for annually at the Needham Town Clerk's Office by the holder or occupant of licensed land to inform the town that the license is still active and being exercised. A registration may be granted to an applicant who is handling a license. The registration attests to continued use of the license. Only one registration may be granted for each license. Record of registrations is maintained by the Needham Town Clerk.
3. ***Permit*** is a written authority or warrant, issued by a person in authority, empowering the grantee to do some act not forbidden by law but not allowable without such grant of authority. The law allows certain small quantities of flammable and combustibles to be kept or stored on the land without a license, but with a permit granted by the Needham Fire Chief.

II. The Application Process for Storage of Flammable and Combustible Fluids

1. Applications for a license or a permit are available at the Fire Department.
2. The Applicant must return the application to the Fire Department with a Plot Plan of the site indicating the area where the fuel is to be stored.
3. The Fire Inspector reviews the application and plot plan to determine whether the applicant requires a license or a permit. The Inspector will also determine the

classification for the storage of the flammable product.

4. When the Fire Inspector specifies the application requires a license a public hearing process is required.
5. The Fire Chief reviews and signs/approves the application. The application is forwarded to the Board of Selectmen.

III. The Public Hearing Process for issuance of a License

1. When an application is received at the Board of Selectmen's Office, the following procedure is followed.
 - a. The Selectmen's Office forwards the application to the Engineering Division for review/approval with respect to the location of utilities on the property. The Engineering Division will also identify the abutters and forward to the Assessor's Office for certification.
 - b. The licensing authority requests a certified abutters list from the Assessor's Office.
 - c. Following the receipt of the abutters list, a date for the public hearing is established [to be held at a scheduled Board of Selectmen's meeting]. The hearing must be scheduled a minimum of seven days after the advertisement of the public hearing.
 - d. The legal notice of the hearing is sent to a local newspaper with an explanation when to advertise and who to bill. The ad must run at least seven days prior to the date of the public hearing.
 - e. The applicant is sent a letter with the following enclosures: the certified abutters list, the legal notice and a copy of the letter sent to the local newspaper.
 - f. The applicant is responsible for obtaining copies of the legal advertisement for each of the individuals on the abutters list.
 - g. The applicant mails each abutter, via certified mail /return receipt, a copy of the legal notice (newspaper ad) not less than seven days prior to the hearing date.
 - h. The applicant is responsible for providing proof of payment for the legal notice to the Selectmen's office prior to the public hearing.
 - i. The applicant returns the following to the Licensing Authority no later

than the Thursday before the scheduled Public Hearing:

- 1) Copies of all Certified Return Receipt Slips sent to abutters.
 - 2) A receipt of payment for the advertisement.
- j. The applicant or his representative must attend the public hearing.
- k. The Licensing Authority will deny/grant the license at the public hearing. There may be restrictions imposed by the Licensing Authority at the time of the hearing.
- l. Upon approval of a license, the licensing authority will forward the license to the office of the town clerk.
- m. The town clerk will record the license. The fee for the license is paid to the town clerk.

Propane fuel storage licenses are granted with the following restrictions: 1) The petitioner agrees to contract for an annual gas appliance system check making sure that the entire propane system is checked for leaks; and further making sure that every element satisfies local regulations and industry standards. Evidence of such a systems check must be sent annually to the Needham Fire Department; and 2) The tank, with all its piping and equipment, and the system, when installed, will meet U.S., State and local code regulations, specifications and directives.

A fuel storage license is deemed a grant attached to the land and a certificate of registration must be filed annually on or before April 30th by the owner/occupant of the land who holds the license.

Attachments: Application for a License to Store a Flammable Product (Needham)
Application for License (State Fire Marshal)

April 20, 2001/rev. 2/27/04



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

MEETING DATE: 3/9/2021

Agenda Item	Metrofire Mutual Aid Agreement
Presenter(s)	Dennis Condon, Fire Chief

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Fire Chief will discuss the Metrofire Mutual Aid program and ask that the Board vote to approve the agreement for a term beginning November 1, 2021. The current agreement was executed in 2001.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to approve the Metrofire Mutual Aid Agreement for Joint Fire, Rescue and/or Ambulance Service for the term beginning November 1, 2021, and to authorize the Town Manager to sign the agreement on behalf of the Board; and, further, to authorize the Needham Fire Department, including any ambulance or other EMS component, to go to the aid of another city, town, fire district or area under federal jurisdiction in this commonwealth or any adjoining state in extinguishing fires therein, or rendering any other emergency aid or performing any detail as ordered by the head of the fire department, or the Joint Base Cape Cod fire district and while in the performance of their duties in extending such aid the members of the Needham Fire Department shall have the same immunities and privileges as if performing the same within Needham.	
3.	BACK UP INFORMATION ATTACHED
a. Letter to Metrofire Chiefs dated February 19, 2021 b. Metrofire Mutual Aid Agreement	

Chief Richard DeLorie, Chairman
Wellesley Fire Department
475 Worcester St.
Wellesley, MA 02481
781-235-1300
rdelorie@wellesleyma.gov



Chief David L. Frizzell (Ret)
Executive Director
6 Arbor Lane
Woburn, MA 01801
O: 617-489-4846 C: 617-799-7867
metrofiredirector@gmail.com

Arlington
Belmont
Boston
Braintree
Brookline
Burlington
Cambridge
Chelsea
Dedham
Everett
Lexington
Lynn
Malden
Massport
Medford
Melrose
Milton
Needham
Newton
Quincy
Randolph
Reading
Revere
Saugus
Somerville
Stoneham
Wakefield
Waltham
Watertown
Wellesley
Weston
Weymouth
Winchester
Winthrop
Woburn

Metrofire Chiefs

February 19, 2021

RE: Renewal of the Metrofire Agreement

As you are aware, the current Metrofire Mutual Aid Agreement executed in November 2001 for a term of 20 years will expire on October 31, 2021. It will be your responsibility to have the new Mutual Aid Agreement Executed and returned to the Executive Director prior to July 1, 2021. Please review the steps required to properly execute the agreement as well as some important background information on Metrofire and the Mutual Aid Agreement.

Metrofire was formerly organized in 1981 as an association of fire departments in the Metropolitan Boston area to control mutual aid and to act as a common entity for improving the overall effectiveness of the fire service. For each community to be part of the agreement they must agree to provide mutual aid as well as receive it. The Metrofire service area covers roughly two million people in and around Metropolitan Boston and an area of over 351 square miles. It was recognized during its inception that no single urban community can totally rely on their own resources and therefore, mutual aid is necessary.

Currently, the 35 Metrofire member departments can provide up to 45 pumping engines, and 26 ladder trucks to one of its member communities for incident mitigation. The Metrofire member departments also offer up specialized resources such as heavy rescues, lighting plants, mobile air bottle filling equipment, brush fire equipment, and fire fighting foam resources that communities would not be able to fund and support at a local level.

The attached agreement has been reviewed by Metrofire legal counsel and has been streamlined to remove duplicate language already covered under State Law as well as allowing for the execution of this agreement in "counterpart." Each community will execute a separate agreement that in totality will represent agreements between all the 35 fire departments in Metrofire. The term of the new agreement will be for twenty years, expiring on October 31, 2041.

Recommended steps to execution of the Agreement.

1. Identify who in your community will be the appropriate "Executive Official" who will be executing this agreement. This person must have the legal statutory authority to enter into agreements on behalf of the community. In many cases this would be the Mayor, City Manager in a City, Town Manager or the Board of Selectmen (Select Board) by its chair acting on behalf of the whole Board, in a Town.
2. Arrange for the appropriate agenda or meeting where such vote(s), as may be required and can be made to execute the agreement and provide the required authorization under MGL Ch. 48 Sec. 59A. (Execution of the agreement and required vote for MGL Ch. 48 Sec. 59A may require action by two different entities. Plan accordingly).
3. Prepare the Mutual Aid Agreement by using the 2021 Metrofire Mutual Aid Agreement, which is a fillable PDF Form, by entering the following information:
 - a. Community Name
 - b. Executive Official Printed Name and Title
 - c. Head of Fire Department Printed Name
 - d. Dates.

(If you need assistance and you will supply the information, I can draft the document to be signed and send it back to you)

4. Print out at least one copy to be executed as an original and returned to Metrofire. Additional copies may be printed if your community wants to retain an original document.
5. In addition to the agreement execution, your community **must have authorized the Fire Department to provide Mutual Aid under Massachusetts General Law Chapter 48 Section 59A** (full language of MGL Ch. 48 Sec. 59A is included at the end of this letter). Many communities may have already conducted such a vote, but it is strongly recommended that the vote be updated. Many communities have reported that MGL Ch. 48 Sec. 59A was either "adopted" or "accepted" and that is not the appropriate or correct action as it does

not properly authorize the fire department to provide mutual aid. It is strongly recommended that a community authorize or reauthorize their fire department to provide mutual aid using the draft motion below:

"moved: to authorize the (Insert Name of Community) fire department, including any ambulance or other EMS component, to go to aid another city, town, fire district or area under federal jurisdiction in this commonwealth or in any adjoining state in extinguishing fires therein, or rendering any other emergency aid or performing any detail as ordered by the head of the fire department, or the Joint Base Cape Cod fire district and while in the performance of their duties in extending such aid the members of our departments shall have the same immunities and privileges as if performing the same within this municipality (or district)."

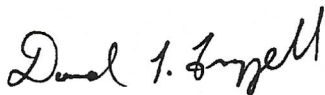
6. Mail an original executed agreement and a record of the actual motion and vote taken for the authorization or reauthorization to provide mutual aid under MGL Ch. 48 Sec 59A to the Metrofire Executive Director at:

Metrofire, Inc.
6 Arbor Lane
Woburn, MA 01801

7. Once all communities have executed the agreement, a single copy of the signature page of all the executed counterparts will be sent to the Head of the Fire Department.

If you have any questions, would like Chairman DeLorie and/or myself to speak with the Executive Official or appear at a meeting in your community, please feel free to contact one or both of us.

Yours Truly,



Chief David L. Frizzell (Ret)
Executive Director
Metrofire, Inc.



Chief Richard A. DeLorie
Chairman
Metrofire, Inc.

Massachusetts General Law Chapter 48 Section 59A: Aid to other municipalities; authorization; fire departments defined; payment for damages

Section 59A. Cities, towns and fire districts may, by ordinance or by-law, or by vote of the board of aldermen, selectmen or of the prudential committee or board exercising similar powers, authorize their respective fire departments to go to aid another city, town, fire district or area under federal jurisdiction in this commonwealth or in any adjoining state in extinguishing fires therein, or rendering any other emergency aid or performing any detail as ordered by the head of the fire department, or the Joint Base Cape Cod fire district and while in the performance of their duties in extending such aid the members of such departments shall have the same immunities and privileges as if performing the same within their respective cities, towns or districts. Any such ordinance, by-law or vote may authorize the head of the fire department to extend such aid, subject to such conditions and restrictions as may be prescribed therein. The words "fire departments" as used in this section shall mean lawfully organized fire fighting forces, however constituted.

During the course of rendering such aid to another municipality, the municipality rendering aid shall be responsible for the operation of its equipment and for any damage thereto, and, subject to the limitations of municipal liability, for personal injury sustained or caused by a member of its fire department, and for any payments which it is required to make to a member of said department or to his widow or other dependents on account of injuries or death, notwithstanding paragraph (b) of subdivision (4) of section seven of chapter thirty-two, unless such municipalities have a written agreement to the contrary.

METROFIRE
MUTUAL AID AGREEMENT
FOR JOINT FIRE, RESCUE, and/or AMBULANCE SERVICE

THIS AGREEMENT made and entered into as of the first (1st) Day of November 2021 between and among the parties signatory hereto.

WITNESSETH;

WHEREAS, it has been determined that the provision of fire, rescue, ambulance and other emergency service assistance across jurisdictional lines in emergencies will increase the ability to preserve the safety and welfare of the entire area; and

WHEREAS, Massachusetts General Law Chapter 48, Section 59A allows communities to authorize their fire departments to go to the aid of others for extinguishing fires, rendering other emergency assistance or performing any detail as ordered by the head of the fire department; and

WHEREAS, the parties to the agreement wish to continue as they have for decades to provide mutual aid fire, rescue, ambulance and other emergency service assistance.

NOW THEREFORE, the parties hereto do mutually agree as follows:

1. Declaration of Need for Expanded Mutual Aid

When a need for assistance in extinguishing fires or rendering any other emergency aid or performing any detail exists, the head of the fire department or his/her designee shall notify the Metrofire Control Center established by the Operational Plan appended to this Agreement of the need for assistance under this agreement.

2. Operational Plan

An Operational Plan has been produced to outline the exact procedure to be followed in responding to a request for assistance under this Agreement. The head of the fire department or his/her designee shall meet at least annually to review and, if necessary, to propose revisions to the Operational Plan. Any such revisions shall become effective upon approval of a majority of the Fire Department Chiefs (by whatever title) of the parties to this Agreement.

3. Governmental Immunity

(A) The services performed and the expenditures made under this Agreement shall be deemed for public governmental purposes and privileges, and immunities from liability, enjoyed by the local government within its boundaries shall extend to its participation under this agreement in rendering fire, rescue, ambulance and other emergency service outside its boundaries shall extend to its participation under this agreement in rendering fire, rescue, ambulance and other emergency service outside its boundaries to the extent the law provides.

(B) During the course of rendering mutual aid assistance as provided for by this Agreement, the municipality rendering such aid shall be responsible for the operation of its equipment and for any damage thereto, and subject to the limitations of the municipal liability, for personal injury sustained or caused by a member of its fire department, and for any payments which is required to make to a member of a said department or to his widow or other dependents on account of injuries or death, notwithstanding Paragraph (b) of Subdivision (4) of Section Seven of Chapter Thirty-two.

(C) Each party shall waive any and all claims against all other parties hereto, which may arise out of their activities while rendering aid under this Agreement outside their respective jurisdictions, to the extent that each party may legally waive such claims.

4. Employment Benefits

All the privileges, immunities from liability and exemptions for laws, ordinances, by-laws and regulations which the parties, firefighters, rescue or ambulance attendants, agents and employees of the parties have in their own jurisdiction shall extend to and be effective in, and while traveling to and from the jurisdiction in which they are giving assistance.

5. Direction of Assistance

The parties, firefighters, rescue or ambulance attendants, agents, and employees rendering assistance under this Agreement shall do so under the direction and control of the appropriate official designated by the jurisdiction requesting their aid.

6. Duration

The Agreement supersedes any and all mutual aid agreements previously entered into among the parties hereto and shall remain in effect for a period of twenty years from the date of the execution; provided it is understood and agreed that a party is not bound by the terms hereof unless and until said party as obtained the required authority as set forth in Section 59A of Chapter 48, and any conditions of such authorization are disclosed to all parties.

Any of the signatories to this Agreement may terminate their involvement in this Agreement, provided, that notice of such termination is first given to each other party to the Agreement at least sixty days prior to the date of termination. Any party which has terminated its involvement in this agreement as provided above, may resume participation at any time upon written notice duly authorized as required reaccepting this agreement.

This agreement may be signed in counterpart without the need for all parties to sign the same document.

Amendments to this Agreement shall be in writing and require the same authorization as required for initial execution by a signatory

**Community
Needham**

Executive Official Signature

Executive Official Printed Name

Kate Fitzpatrick

Executive Official Position Title

Town Manager

Date

Head of Fire Department Signature

Head of Fire Department Printed Name

Dennis Condon

Date

Metrofire Mutual Aid Agreement Fire Departments

Arlington	Malden	Somerville
Belmont	Massport	Stoneham
Boston	Medford	Wakefield
Braintree	Melrose	Waltham
Brookline	Milton	Watertown
Burlington	Needham	Wellesley
Cambridge	Newton	Weston
Chelsea	Quincy	Weymouth
Dedham	Randolph	Winchester
Everett	Reading	Winthrop
Lexington	Revere	Woburn
Lynn	Saugus	



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

MEETING DATE: 3/9/2021

Agenda Item	Community Preservation Committee - Proposals Under Review
Presenter(s)	Peter Pingitore, Chair CPC Carys Lustig, Interim Director of Public Works & CPC Liaison

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. Pingitore and Ms. Lustig will update the Board about the projects before the CPC for funding consideration this year.	
2.	VOTE REQUIRED BY SELECT BOARD
Update only.	
3.	BACK UP INFORMATION ATTACHED
a. Information on Projects Under Review	

CPC USE ONLY:
Application # FY22-01
Qualifies: _____
Does not qualify: _____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 4, 2020

**TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE**

www.needhamma.gov/CPC

Email Applications to:

Carys Lustig and Kristen Wright:

clustig@needhamma.gov & kwright@needhamma.gov

1. **Applicant:** Needham Public Schools **Submission Date:** 11/16/2020
2. **Applicant's Address, Phone Number and Email:**
Needham Public Schools
1330 Highland Avenue
Needham MA 02492
Contact Name: _____
3. **Purpose:**
(Please select all that apply)
☐ Open Space
☐ Community Housing
☒ Historic Preservation
☐ Recreation
4. **Project Name:** Emery Grover Renovation/ Addition Project - Option #3 (Rotated)
5. **Project Location/Address/Ownership (Control):**
1330 Highland Avenue, Needham MA 02492
Owned by: Town of Needham, School Committee
6. **Amount Requested:** \$1,475,130 (FY22)
7. **Estimated Total Project Cost (If Different):** \$\$27,095,258 (See attached)
8. **Critical Dates: (If Applicable)**
Schematic Design Appropriation May '21 ATM \$1,475,130
Town Vote to Fund Construction May '22 ATM \$26,380,128 (CPC Match Up to 49.2%)

- continued -

CPC USE ONLY:	
Application #	FY22-01
Qualifies:	_____
Does not qualify:	_____

Project Name: Emery Grover Renovation/ Addition Project - Option #3 (Rotated)

9. Project Summary: In 100 words or less provide a brief summary of the project:

The renovation of the Emery Grover School Administration Building at its present location, as described by BH+A Architects in the Emery Grover Feasibility Study (June 25, 2020.) This project includes the historic renovation of the building exterior, renovation and modernization of the interior, and the construction of a 30 foot, three story 18,415 GSF addition to the rear of the building. The orientation of the building would be rotated 90 degrees on the site to bring in natural light from the north, east and south walls. This project includes the temporary use of the Hillside Elementary School as swing space for school administration personnel during construction.

This project supports the Plan's historic preservation goal and meets all of the historic consideration factors: historic preservation, public benefit, restoration of functional use.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

Emery Grover is a building of historic significance to the Town of Needham. Constructed in 1897 as the Town's high school, it is the oldest public building in Needham and is listed in the National Register of Historic Places. Renovation of this historical landmark represents:

- * An opportunity to preserve an important piece of Town history.
- * An opportunity to preserve a Gateway Building into downtown.
- * An opportunity to engage in historic renovation of the Town Center.
- * One of few remaining opportunities for the historic preservation of a publicly-owned building.
- * The highest Historic Commission preservation priority.
- * A cost effective path to preservation - equal to demolition and a new building for current use.
- * The most assured path to historic preservation of this asset is a Town project; demolition likely if sold to a private developer.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*



Theodora K. Eaton, MMC
Town Clerk

TOWN OF NEEDHAM

Office of the Town Clerk

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7500 x216

Fax (781) 449-1246

Email: Teaton@needhamma.gov

November 30, 2020

COMMUNITY PRESERVATION COMMITTEE
FUNDING REQUEST
2020/2021

Dear Members of the Community Preservation Commission:

The Town Clerk's office is requesting funding for a project to help preserve the Town's Marriage Records by improving the way these records are maintained and accessed. The project, more fully defined in the Statements of Work provided by the vendors who will be providing the services under State Contract, includes the scanning, indexing, and processing of more than 16,000 Marriage Records as well as the uploading of them into Laserfiche, a Content Management system used in more than 45 communities in Massachusetts and more than 35,000 around the country.

The goal of the project is to protect the historical significance of the records by minimizing the number of times these records which are in bound volumes are physically handled by the Town's staff. Since these records will be digitized the need to access the paper documents will be dramatically reduced. In addition, the software will enable immediate access to the records—which will help to ensure a higher level of customer care for those who need this information—by reducing the amount of time needed to fulfill this task. The Laserfiche software will enable the Town to enter new Marriage Records directly into the program as well as other Town documents—including Births and Death Records.

If the members of the Community Preservation Commission have questions or feel this is not an appropriate request for funding under the CPC guidelines, please let me know and I will try to seek funding through the annual Town Clerk's budget for FY2022.

Thank you for your consideration.

Sincerely,

Theodora K. Eaton, MMC
Town Clerk

CPC USE ONLY:	
Application #	FY22-02
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 4, 2020

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
www.needhamma.gov/CPC
Email Applications to:
Carys Lustig and Kristen Wright:
clustig@needhamma.gov & kwright@needhamma.gov

1. **Applicant:** Theodora K. Eaton, MMC, Town Clerk **Submission Date:** December 4, 2020

2. **Applicant's Address, Phone Number and Email:**

Town Clerk's Office - Town Hall
(781) 455-7500 x 216
teaton@needhamma.gov
Contact Name:
Theodora K. Eaton,
3. **Purpose:**
(Please select all that apply)
 - ☐ Open Space
 - ☐ Community Housing
 - ☒ Historic Preservation
 - ☐ Recreation

4. **Project Name:** Preservation of Town of Needham Marriage Records
5. **Project Location/Address/Ownership (Control):**

Town of Needham - under control of Town Clerk's Office
Town Hall
1471 Highland Avenue
Needham, MA 02462
6. **Amount Requested:** \$ 25,000

7. **Estimated Total Project Cost (If Different):** \$

8. **Critical Dates: (If Applicable)**

- continued -

CPC USE ONLY:	
Application #	<u>FY22-02</u>
Qualifies:	_____
Does not qualify:	_____

Project Name: Preservation of Town of Needham Marriage Records

9. Project Summary: In 100 words or less provide a brief summary of the project:

The Town Clerk's Office has insured that all marriage certificates are preserved and bound since 1919, and has preserved the documents from 1711 to 1919 through Community Preservation funds.

This request is to scan and index the documents from the 1700's to 1970 (or later depending on the recommendation of the Needham Historical Commission), and upload onto a content management system. Companies under state contract will be contracted for this work, and an estimate has been received from one of the potential firms.

The Town Clerk has sought a recommendation from Needham Historic Commission Chair to review the historic significance of these documents.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

Though the marriage documents are bound and kept in the Town Clerk's vault at Town Hall, there is still danger to the preservation through the physical handling by Town staff, as well as the possibility of fire or flood. This project protects the historically significant documents.

The software will enable immediate access to the records which will help ensure a higher level of customer care for those who need the legal documents, reducing the amount of time needed to fulfill this task. The new software will allow staff to enter marriage records directly into the system.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

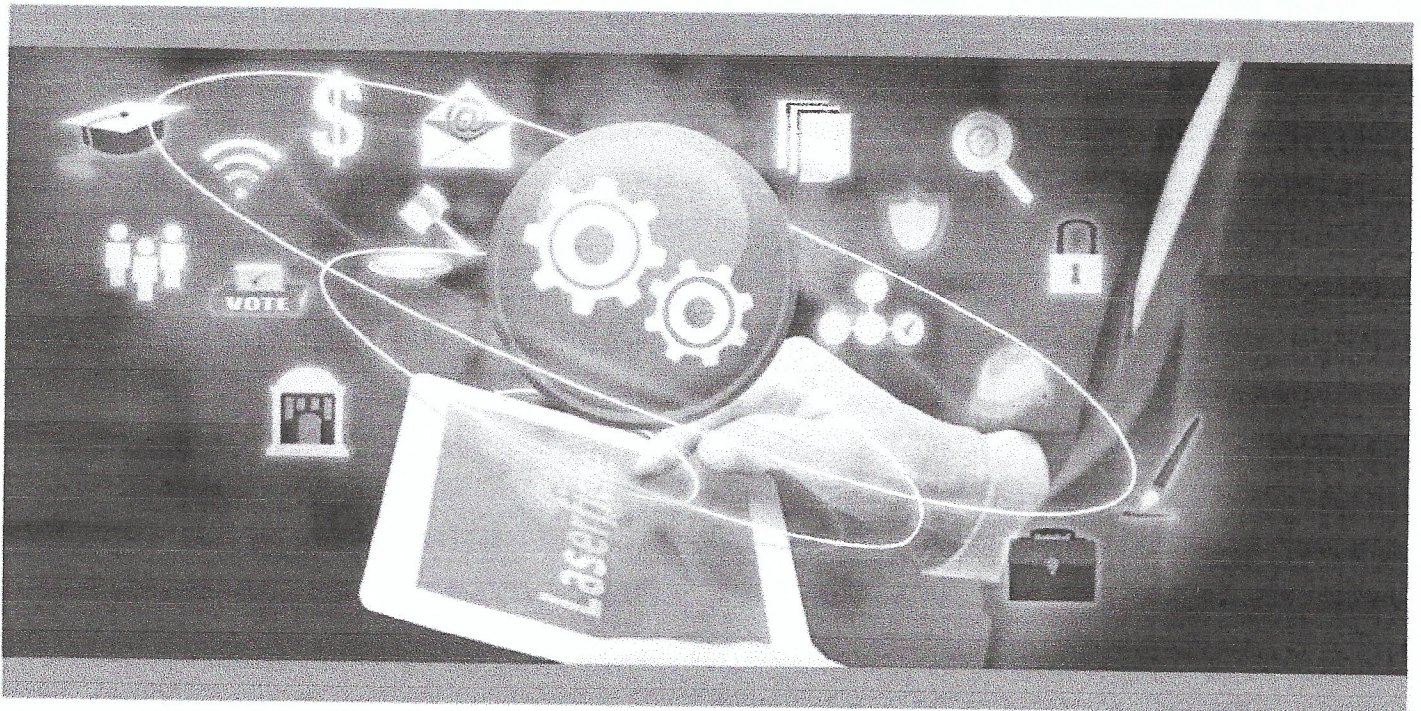
Town of Needham

Norfolk County

Enterprise Content Management System

November 20, 2020

Valid for 3 months



Bruce Cadman
Director of Sales

518-441-6496

BCadman@generalcode.com

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INTRODUCTION

RECOMMENDED SOLUTION

Based on the Town's current needs and looking to the Town's potential future uses of electronic content management, General Code recommends implementation of Laserfiche Avante.

Laserfiche Avante is a robust system that provides the flexibility to configure the system to your specific way of doing business without your having to "shoehorn" your processes to fit the mandates of a software solution. Laserfiche is also easily expanded – to different departments, different types of documents, and many other users in the future as you see other uses.

ABOUT GENERAL CODE

General Code provides a variety of information management solutions to more than 2,700 local governments, educational and commercial organizations throughout the United States. We set the standard for improving document management processes and are on the cutting edge of technology, providing new and reliable tools to our customers to better serve their clients. We pride ourselves in our level of experience, our technical knowledge in the industry and our focus on the customer.

General Code is a top 5 government reseller of Laserfiche in the United States, offering more than 14 years of experience, coupled with an industry-leading service, integration, training and helpdesk team.

With Laserfiche at the center of your Enterprise Content Management Solution, you get what nearly 30,000 other public and private organizations are already getting – the most powerful combination of electronic capture, storage and business process automation tools available today. We selected Laserfiche as our technology platform because of its open architecture, integration capabilities and the capacity to scale up as your demand for information sharing and access grows.

Every system designed and implemented by General Code fits your specific needs and requirements. Configuration of your Enterprise Content Management Solution to your situation reduces the time and additional resources required to "adjust" or "optimize" a one-dimensional system.

As a values-based company we adhere to the principles outlined in our "General Code." These guides for conduct are integral to building a comprehensive content management solution – one that leverages our 50+ years of service to public organizations and governments of all sizes.

Elements of our "code":

Digital information must be designed and implemented in ways that support the success of the entire organization.

Our content management solutions must run on a platform that we believe in.

The quality of our service and support determines the ultimate value of the solution we develop.

Our content management solutions are based on the practical—if there is a better way to do something we will design and implement it.

LASERFICHE AVANTE SYSTEM OVERVIEW

Today, successful organizations need more than document management; they need to optimize the decision-making process by getting the right content – whether structured or unstructured, paper or electronic, audio or video, photograph or e-mail – into the right hands at the right time.

Laserfiche Avante is a cutting-edge solution that combines comprehensive content management functionality with business process management (BPM) tools to both manage and process information – turning it into an asset that enables efficiency and smart decision making organization-wide. Laserfiche Avante provides all of the elements for today's comprehensive needs:

- **Document Imaging** – Converts paper documents or film into an electronic or digital format.
- **Document Management** – Manages documents (physical or digital) through their lifecycles.
- **Business Process Management** – Applies workflow technology to content-related processes in order to standardize and optimize them.
- **Integrative Middleware** – Provides many ways to interface with other business-specific applications to enable you to have one document repository that can be accessed from other applications and to enable “sharing” of data between other applications and Laserfiche.

The Laserfiche workflow engine gives you a platform to map, model and manage your business processes in order to obtain a better understanding of how to achieve your overall goals by:

- **Increasing productivity** by automating manual, repetitive processes.
- **Modeling, executing and managing business processes without writing code.**
- **Triggering workflows based on actions taken in Laserfiche or in 3rd party applications, such as CRM, GIS, ERP and more.**

Laserfiche Avante readily fits into your existing networked environment, without requiring custom programming or extensive hardware and software updates. Laserfiche is developed to support close integration with industry-standard operating systems and database management systems. See specifications in Appendix A for more detail.

Technology represents one of the most significant investments you make in your organization's success, and General Code and Laserfiche are committed to providing a comprehensive framework for delivering value quickly, easily and without the need to bring in expensive experts at every turn. General Code has seasoned professionals to guide you through the planning and implementation process and will be there to provide on-going support.

PRELIMINARY DOCUMENT MANAGEMENT PROJECT PLAN

- I. Upon finalization of the agreement, General Code's Project Manager will call you to review the Project Plan and discuss the following:
 - Designate the main contacts for the project from General Code and your organization
 - Discuss the proposed schedule and set dates
 - Determine any necessary hardware purchases, installation or configuration that must take place prior to the system installation, and set a date for completion of that work
 - Confirm availability of required personnel, equipment and facilities
 - Address any outstanding questions, concerns or issues
- II. The Initial Design and System Implementation Phase will include the following:
 - Installation and configuration of the main server components
 - Installation and configuration of the named user licenses, including Laserfiche client software, Snapshot Plug-In and E-mail functionality, as well as scanner configuration and testing, if applicable
 - Complete system testing of all installed components
 - A file structure review and creation of a hierarchical tree structure designed to maximize efficient use of the document management system
 - Discussion of file-naming conventions to be used in the document management system
 - Establishment of an initial set of templates (electronic index cards)
 - Configuration of users, groups and user rights (security)
 - Training for users
 - Administrator training for up to two (2) people who will be responsible for administration of the system

DESCRIPTION OF RECOMMENDED COMPONENTS

Laserfiche Avante™ Server Software	Laserfiche Avante MS SQL Express server software is a complete electronic content management solution with fully integrated business process management. Laserfiche Avante includes the Laserfiche Automated Workflow Module and other important business-process functionality “baked into” the core software. The Laserfiche Automated Workflow Module is a robust component that facilitates the flow of documents, auto-files and auto-names folders and documents and enforces time schedules, where desired, by providing e-mail reminders or notifications to backups or supervisors or by re-assigning documents to others’ folders. By automating processes, you can ensure that proper process is followed, and work can be distributed to users in an orderly and predetermined manner. Laserfiche’s robust security enables you to limit both access and functional rights of users. Your IT staff will appreciate the ability to set security by user or group, as well as the option to use Windows Authentication for single log-in. System administrators have access to the Laserfiche Administrator Console either in a client or a web format.
Named Users	Laserfiche named users have the ability to utilize all of the features of the software, including scanning, importing, file and volume management, search and retrieval, annotations, e-mail routing and workflow participation, as applicable and as security rights permit. Additional named user licensees can be added at any time, in any increment. SnapShot Functionality: The SnapShot functionality allows designated users the ability to “print” existing electronic files into the Laserfiche system directly and automatically convert them to Inalterable Laserfiche images rather than having to print them out and then scan them into the system. E-Mail Functionality: The E-Mail Plug-in allows users to send Laserfiche documents as e-mail attachments to anyone using a MAPI-compatible E-mail system. All or part of a document can be e-mailed; multiple files can be “zipped” into one e-mail; and you can choose the format in which the documents will be sent (e.g., PDF, TIFF, JPEG, etc.). Web Access: Laserfiche Web Access is a browser-based thin client offering virtually all of the document management capabilities of the thick client interface. Authorized users organization-wide can simultaneously access documents, whether they are accessing Laserfiche from their desks or a remote location. IT can add new

	users without installing software on individual workstations. Users access Laserfiche through a Web browser. Authorized users scan, index and otherwise manage documents with Web Access. Staff can also search, retrieve, create, move, rename and annotate documents from the Web, as well as participate in workflow processes. Web Access has real-time access to the Laserfiche repository, which means that information input into Laserfiche is instantly available to all users, whether connected directly to your server, or using Web Access. Also included with Web Access is the Laserfiche SharePoint integration. Laserfiche was the first electronic records management solution to obtain joint Department of Defense records management certification with SharePoint. Laserfiche Web Access also provides real-time access to your Laserfiche repository through the use of mobile devices. The Laserfiche iPad and iPhone apps provide impressive access, and Web Access Light is very useful for other tablets and mobile phones. Laserfiche mobile and Web Access Light are included with Web Access. Laserfiche Mobile/App is an app that lets you capture, upload, and securely access and work with documents in and outside your Laserfiche repository while on the go. You can review and submit forms from the app as well. You can browse for documents in a folder structure; search the entire repository or a specific folder; create, copy, move, rename, sign, download, print, and delete documents; modify document fields; view annotations; submit and approve forms; view and work with offline documents and forms; and start and view business processes. Additionally, you can add documents to your repository from other apps, the mobile device's gallery, or its camera. Gallery and camera images can be processed and enhanced for easier viewing. Laserfiche Forms Essentials comes with all Laserfiche Rio and Avante 10.2.1 installations and upgrades. All full named users can sign in to Laserfiche Forms, submit forms, access tasks, and perform any other action in Laserfiche Forms that their Laserfiche Forms security settings allow them (e.g., creating or administering business processes). These users are automatically retrieved from the Laserfiche Server and are managed on the System Security page in Laserfiche Forms. Forms Essentials Full Users have access to the core features necessary to design processes and forms. Essential Users also have access to the Operational Dashboard where they can view statistics on process in progress.
Laserfiche Forms Automation*	Laserfiche understands that forms are a key component of many organizational business processes. If the base ECM application is considered

<i>*limited to installation on one server</i> <i>optional</i>	the "engine," many consider automated forms the "transmission" that drives paperless business processes. Therefore, Laserfiche has designed forms automation solutions to help you integrate this key element into your overall ECM strategy: • PDF Forms Automation through Laserfiche Workflow. Built into the core Laserfiche Workflow are activities specifically designed around automating PDF forms. Some of these workflow/process activities include: retrieving values from a PDF form and storing them as tokens; pre-filling portions of a PDF form; verify PDF signatures, and more. • Laserfiche Forms Professional is a product that provides a solution for organizations to build web forms and manage their business processes. Laserfiche Forms has a drag and drop graphic user interface which allows business users to easily model their processes and design the forms associated with the process. The web based application provides out-of-the-box integration with the Laserfiche ECM suite, as well as the ability to automate complicated processes and integrate with external systems. You can set security levels to designate administrators or users for each process. Also, you can assign a form to a specific user or group, making team collaboration easy and secure. • Forms Portal expands the functionality in Laserfiche Forms to include publicly available forms that users can fill out anonymously. Without Forms Portal, users must sign in before filling out any forms. Forms Portal is licensed per instance, meaning you have a separate Forms Portal activation key in addition to your standard Forms activation key. If you have the Forms Portal, anybody can submit a form. Public users do not need to sign in to Forms or have a Laserfiche account.
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INVESTMENT DETAIL & OPTIONS

Hardware or any applicable taxes are not included in price, unless otherwise noted.

Line Item Description	Model #	Quantity	Unit Price	Total
Base Software				
Avante Server for SQL Express with Workflow	MSE10	1	\$1,500.00	\$1,500.00
Avante Named Full User with Snapshot, Web Access & Email	MNF16	10	\$600.00	\$6,000.00
Base Software Subtotal				\$7,500.00
Support				
LSAP Avante Server for SQL Express with Workflow	MSE10B	1	\$300.00	\$300.00
LSAP Avante Named Full User with Snapshot, Web Access & Email	MNF16B	10	\$120.00	\$1,200.00
Support Subtotal				\$1,500.00
Professional Services				
Laserfiche Install and Training On-Site Days		1.5	\$1,650.00	\$2,475.00
Laserfiche Project Management		1	\$300.00	\$300.00
Remote Services		1	\$500.00	\$500.00
Professional Services Subtotal				\$3,275.00
Grand Total				\$12,275.00

Anticipated annual LSAP fees after the included 1st year for the above configuration would be \$1,500.00

Note: This estimate is subject to change based upon the then-current support prices for that year.

Automated Workflow Module and Electronic Forms (software) is included with Laserfiche Avante. If/when the client wishes to implement Automated Workflow and Electronic Forms, there will be additional development, configuration and training time required. We will be happy to assess any Workflow implementation desires with you and provide any relevant fees at your request. (Fees will be based on the number and complexity of the desired workflows to be implemented.) These additional service fees would not apply until you are ready to implement this component.

Optional Components:

OPTIONAL COMPONENTS				
Add-Ons/Plug-Ins				
Avante Forms Portal Add-on	MPFRM	1	\$7,995.00	\$7,995.00
LSAP Avante Forms Portal Add-on	MPFRMB	1	\$1,599.00	\$1,599.00
Item Subtotal				\$9,594.00
Avante Forms	MFRM16	10	\$50.00	\$500.00
LSAP Avante Forms	MFRM16B	10	\$10.00	\$100.00
Item Subtotal				\$600.00
Public Access to Records				
GC Streamline Public Records Access Business Process Automation		1	\$7,370.00	\$7,370.00
Item Subtotal				\$7,370.00
SAP GC Streamline Public Records Access Business Process Automation	GCSL1_SAP	1	\$749.00	\$749.00
Item Subtotal				\$749.00

1. Adjustments to Performance Schedule; Rescheduling.

Adjustments to Schedule. Upon the mutual consent of the Town and General Code, the "Performance Schedule" may be changed or extended as outlined below.

Rescheduling. The Town must notify General Code, in writing, immediately upon learning or otherwise becoming aware, of any difficulties that may delay the delivery of services or deliverables. Such notification must identify the reason for the delay, as well as the anticipated period of delay.

Travel-related penalties incurred by General Code due to a change in the Installation / Training schedule by the Town may be charged directly to the Town unless the delay is a result of a state of emergency.

2. Contract Cancellation Policy.

If the Town chooses to cancel this contract, it must do so in writing. The Town will be billed for the following contract-related expenses incurred and services provided up to the receipt of written contract cancellation, including:

- Any and all travel-related expenses incurred by General Code,
- Any and all consultation, installation and training services performed by General Code,
- Any and all software-related expenses incurred by General Code as per the Laserfiche Software Return Policy.

3. Laserfiche Software Return Policy:

- Unopened and not activated products can be returned within 30 days from the date of purchase at no charge.*
- Unopened and not activated products returned between 31 days to 120 days from the date of purchase will incur a 15% restocking fee on the original purchase price.*
- There is no return of products over 120 days from the date of purchase.
- There is no return of products that have been opened or activated.

**Return Credit, less applicable charges, will only be given after Laserfiche receives a letter of confirmation that the software was not opened or activated.*

SOFTWARE ORDER, PAYMENT AND PERFORMANCE SCHEDULE

All software components will be ordered approximately three weeks prior to installation and shipped to customer. The software maintenance (annual support) will start 30 days after software order.

- \$9,000.00 of the project price shall be invoiced upon the order of the software and support
- \$3,275.00 of the project price shall be invoiced upon completion of the installation and training.

(Client please fill out) **Invoice for this Project to be sent to:**

Department: _____ **Contact Name:** _____

TOWN OF NEEDHAM, NORFOLK COUNTY, MASSACHUSETTS

By: _____ **In the Presence of:** _____

Title: _____ **Title:** _____

Date: _____ **Date:** _____

GENERAL CODE, CMS, LLC

By: _____ **In the Presence of:** _____

Title: _____ **Title:** _____

Date: _____ **Date:** _____

In order to authorize the project:

1. **Sign the Proposal**
2. **Fax or email the Authorization & Agreement Section only to: ICCCDS@generalcode.com • fax (585) 328-8189**
3. **Mail the signed Proposal to General Code at: 781 Elmgrove Road • Rochester, NY 14624**

Upon request General Code can sign and mail a copy of this agreement back to the Municipality for its records.

AUTHORIZATION & AGREEMENT

The Town of Needham, Massachusetts hereby agrees to the procedures outlined above, to General Code's Content Management Solutions Terms & Conditions and to the License Agreements for the software referred to above, all of which are available at <http://cms.generalcode.com/terms-conditions>, and are incorporated herein by reference, and authorizes General Code to proceed with the project.

Electronic Document Management Project

\$12,275.00

Estimated Annual support fee second year forward (LSAP): \$1,500.00

Note: This estimate is subject to change based upon the then-current support prices for that year.

Optional Components: Please check any optional component to be included:

- ☐ **State Contract Option (for the base project):** **\$613.75**
(For any options added to the base project, add 5% surcharge for State Contract option.)

Please process this agreement through a State Contract Option

Procurement of this contract will utilize a service for pricing and payment terms only. Upon receipt of General Code's signed agreement, a formal quote will be issued by servicing organization to the Town. The Town will issue a P.O. to said servicing organization, and all invoicing and payments will be conducted between this servicing organization and the Town. Delivery of products, installation, training and support will be conducted by General Code.

PLEASE NOTE:

If this option is not selected and included below, the Town is solely responsible for soliciting and obtaining respective quote(s) directly from the State Contract Vendors and providing General Code with a Purchase Order. If General Code is required to become involved in said solicitation process, an appropriate service fee will be imposed via Change Order.

- ☐ **Laserfiche Avante Forms Professional** **\$600.00**
LSAP (Second year forward): \$100.00
- ☐ **Laserfiche Avante Forms Portal (allows for Public Access)** **\$9,594.00**
LSAP (Second year forward): \$1,599.00
- ☐ **GC Streamline for Records Access** **\$8,119.00**
LSAP (Second year forward): \$749.00

Note: Forms and Forms Portal are required to implement the GC Streamline Records Access process

Electronic Document Management Solution: **\$12,275.00**

Optional Component(s), if selected: + \$

Estimated Total Investment: \$

APPENDIX B – INSTALLATION, TRAINING AND SUPPORT

Pre-Installation Teleconference and Technical Review

Prior to the on-site installation and training, one of General Code's technicians will work with your technical staff or consultant to review the hardware and other technical requirements and ensure that all hardware is ready for the installation. We will also work with your designated contact person to establish the agenda for the on-site days.

Customized, Hands-On Training

General Code provides practical hands-on training sessions to ensure that your users keep pace with "best practices" and that your Laserfiche system continues to provide your organization with the maximum efficiencies possible. Our training experts will come on-site to your facility and provide thorough training for your staff with manuals customized to your specific system and needs. Whether you are a new Laserfiche user or an existing user seeking refresher training, we pride ourselves on maintaining a team of trainers who can relate to users at any level of expertise.

Our standard Laserfiche user training covers the basic functions of the program and provides you with the necessary skills to put the system into immediate use. Based on the file organization and file naming structures that were determined by your organization, the training covers input, search and manipulation features using your documents to address file-organization and file-naming structures

Administrator Training covers the system administrative functions and typically takes place throughout the on-site sessions, as appropriate.

Laserfiche Software Assurance Plan (LSAP)

LSAP is renewable on an annual basis and was created to deliver critical program updates and provide on-going technical support for your Laserfiche document management system. With LSAP you will always be confident that you are receiving the very best performance and quality possible.

TECHNICAL SUPPORT

Technical Support covers all questions that might arise with your Laserfiche system should a technical issue arise. Technical Support covers the installation of software patches and minor upgrades, as appropriate.

The first line of technical support is via telephone, using our toll-free number (855-436-5500) or via e-mail at lfsupport@generalcode.com. With Basic LSAP service, technical support requests not immediately addressed will be acknowledged within 8 business hours, with the majority of response times within 2 hours. General Code's support technician will discuss the issue with you. If there are more detailed diagnostics needed, the technician will log into your system remotely, using the Internet. In this way, the technician can see what the user is seeing, do diagnostics, and generally remedy the situation remotely during this initial contact. In situations that require additional research or work by the technician, we will let you know what still needs to be done, along with a timeframe for getting back to you. You will also receive a Case number for future reference. By

APPENDIX A – RECOMMENDED SERVER/WORKSTATION SPECIFICATIONS

Please click on the below links to view current specifications:

[Laserfiche Avante Minimum Recommended Hardware Specs](#)

[Laserfiche Default Ports](#)

[Virtualization Considerations for Laserfiche](#)

providing remote diagnostics and remediation to our clients, we can provide you with quick resolution of your issues to keep you up and running.

SOFTWARE PATCHES AND UPGRADES:

In addition to receiving technical support, customers with a current LSAP contract will receive **critical program updates within the current version of Laserfiche**. This is extremely important because Laserfiche is continuously improved to be even more powerful and efficient. You will receive routine system updates released by the manufacturer after a period of additional General Code in-house testing, as applicable. These patches and software upgrades are available for download at our FTP site. Customers are given the option of applying the patches themselves or having one of our Laserfiche technicians apply the patch remotely.

There is no additional cost for the installation of minor software updates or patches (typically called 'point releases'). Major software updates (typically called 'version releases') may have associated service charges to install, upgrade, or to migrate your Laserfiche software to the new major release level. Related training on new functionality of the upgraded software may also have associated service charges. Any additional charges will be outlined and quoted to you in advance.

LASERFICHE OFF-HOURS SYSTEMS UPGRADES:

At times it is a requirement that Laserfiche systems upgrades are done during off hours or over the weekend to minimize operational interruptions. General Code is happy to work with our customers to accommodate these requirements. With changes in the law regarding payment of overtime for non-exempt helpdesk staff that are involved in doing work after hours or over the weekend, they must be paid overtime. General Code is going to begin charging a nominal fee for the off-hours work to cover this new expense. The charge will not exceed \$500.00 for the time involved.

Services covered under LSAP:

- Remote troubleshooting and repair to the best of our ability of any errors generated by Laserfiche
- Remote troubleshooting and repair to the best of our ability any Laserfiche functionality that is not working
- Provide and remotely apply minor patches/point releases on an as needed basis
- Respond to request calls within 8 business hours, if not immediately
- Provide technical support between the hours of 8:00 AM - 5:00 PM EST
- Provide access to all major and minor patches provided by Compulink Laserfiche
- Access to TIPS and FAQs on the General Code website
- User group meetings
- Access to Laserfiche's knowledgebase
- Regular newsletters - Laserfiche & The Decoder
- Access to webinars

Services not covered under LSAP:

- Training - New user or refresher training - either on-site or remote
- Repair of damaged databases
- Establishment of SQL maintenance plan
- Addition of custom features or functionality to the software
- Support or troubleshooting of third party software
- Faults or problems caused by unauthorized access to configuration information or changes to components by the user or a third party.
- Installation, Migration, Upgrading of software related to major software releases
- Problems or faults caused by use of the product outside its normal operating conditions.
- On-site technical support, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.
- On-site consulting or training, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.

Customer's Obligation:

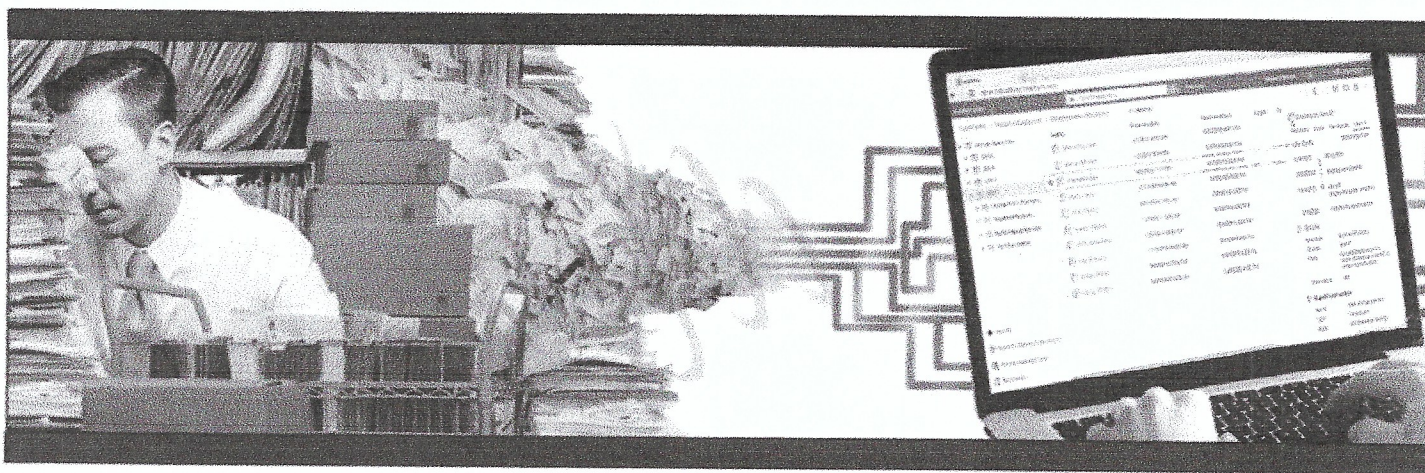
- To maintain appropriate backups of the Laserfiche database and associated files.
- To contact General Code prior to implementing significant network changes that has the potential to impact the Laserfiche system. Some examples are, operating system changes on either the server or PC, replacement of existing PCs or server(s), and changes in network configurations, such as server name, IP address or workgroup on PCs.
- To have Internet access on the Laserfiche server and all workstations where the Laserfiche client is installed and be willing to allow our Support Technicians remote access to the Customer's Laserfiche system via GoToAssist or other acceptable remote access tool.
- To designate an IT contact and to provide the name, phone number and e-mail address on the registration form.
- To describe technical issues completely in order to provide General Code's Support Technician sufficient information to be able to diagnose and reproduce the problem, including any identified error codes.

Town of Needham, MA

Marriage Books

November 23, 2020

Valid until 12-31-2020



Document Management Solution

Scanned Image Indexing and Processing Services

Bruce Cadman
Director of Sales
518-441-6496

BCadman@generalcode.com

DOCUMENT CONVERSION / PROJECT DELIVERABLES / INVESTMENT DETAIL

DOCUMENT CONVERSION PROJECT

Reference is made to the Document Scanning Proposal between Image Data Inc and Saratoga County, NY.

PROJECT DELIVERABLES

The following deliverables are included in your project pricing. As we do not have the proposal from our vendor partner, Image Data Inc, this price is based solely on the information /assumptions as set forth below.

- The document conversion services associated with the project will be performed by Image Data Inc.
- Upon completion of the scanning and indexing portion of the project by Image Data Inc, Image Data Inc will upload the image files to General Code.
- Once received from Image Data Inc, General Code will process the images and index data into Laserfiche Viewer format and upload same onto Laserfiche system, if owned.
- General Code is not responsible for the accuracy and quality of the images (e.g., black borders, skewed images, blurry images, non-legible images, etc.), index data or other errors on the scanning portion provided to General Code by Image Data Inc.
- One (1) copy of the Laserfiche Viewer formatted documents will be provided on removable media.

PROJECT MANAGEMENT AND OTHER SERVICES

- Our charge includes project management and assumes that all the documents contained in this project will be imaged and provided by Image Data Inc to General Code.
- Project Management will include job setup, creation of file structures and databases (as applicable) and Laserfiche Viewer containing images and data on removable media.
- Placement of the shipped documents in your repository will be performed as a courtesy service upon request.
- To schedule the placement of the documents, please contact Mike Rizzo at 855-GEN-CODE.

INVESTMENT DETAIL

Our price is based upon the information set forth above and is valid until 12-31-2020.

Town of Needham, MA - Marriage Books				
	Est. of Images	Est. of Documents	Unit Price	Extended Price
Document Keying/Indexing on selected documents for population of template fields, creation of document naming and folder structure.		93	n/a	n/a
Data Processing/Upload services on all records into Laserfiche, including applying templates and indexing to images, file naming and folder structure creation.	16,275		Flat Charge	\$ 700.00
OCR of Documents: Utilizing OCR processing on all documents to extract type-written text. OCR will only identify type-written characters printed from left-to-right on the page.	16,275		\$ 0.006	\$ 97.65
Delivery Fee per delivery for processing, copying, delivery and upload of backfile documents.		1	\$ 300.000	\$ 300.00
Project Management and other related services including job setup, creation of file structures and database (as applicable) and Laserfiche viewer containing images and data on removable media.				Included in per-image price
Total Indexing, Processing/Upload Pricing:				\$ 1,097.65

Document Indexing/Processing Specifications

Document Type / Description		Est. of images	Est. of Documents
Minute Books (93 Bound & Unbound)		16,275	93
Index Field(s)/Keying	Title		
Who is Keying/Indexing	Image Data		
Document Naming Convention	Title		
Document Organization (Folders)	Town Clerk/Vital Records/Marriages/Books/file		
Microfilm needed?	No		
Comments / Special Instructions			

AUTHORIZATION & AGREEMENT

Town of Needham, MA hereby agrees to the procedures outlined above, to General Code's Document Management Solution Terms & Conditions which are available at <http://cms.generalcode.com/terms-conditions> and are incorporated herein by reference as they apply to this proposal, and authorizes General Code to proceed with the project.

Processing/Uploading of Scanned Images into Laserfiche: \$1,097.65
SHI Option estimate an additional 6% \$65.86

Payment Schedule:

General Code will invoice for processing services upon shipment of each batch of the scanned documents.

Performance Schedule:

The project will be completed within 90 days of General Code's receipt from Image Data Inc of all materials necessary to complete the project.

(Client please fill out) Invoice for this Project to be sent to:

Department: _____ Contact Name: _____

TOWN OF NEEDHAM, MA

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

GENERAL CODE, CMS, LLC

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

In order to authorize the project:

1. Sign the Proposal
2. Fax or email the Authorization & Agreement Section only to: ICCCDS@generalcode.com • fax (585) 328-8189
3. Mail the signed Proposal to General Code at: 781 Elmgrave Road • Rochester, NY 14624

Town of Needham, MA

Upon request, General Code can mail a signed copy of this agreement back to the Municipality for its records.



**Document Scanning Proposal
For
Town of Needham, MA**

Submitted: November 20, 2020

**Submitted By: Laurie Green
Senior Account Executive
Image Data, Inc.
(518) 862-2740
lgreen@imgdata.com**

Statement of Services

Scope of Work

1.0 OBJECTIVE

The objective of this proposal is to provide preparation and book scanning for the Town of Needham's Marriage Books. The project will be converted in our Albany, New York production facility according to the requirements detailed in this Statement of Work.

Image Data Team will work closely with the designated representatives from the Town of Needham throughout the term of this project to provide for a smooth, timely, confidential and successful partnership.

2.0 SUMMARY OF CONTENTS

The following sections are included in this SOW:

- Production Contacts
- Pickup and Delivery
- Conversion Services
- Transmission of Images
- Post Scan Indexing
- Delivery and File Back-up
- Facility, Production and QC Overview
- Pricing Schedules

3.0 PRODUCTION CONTACTS

The conversion will be managed by a team consisting of the following Image Data individuals, who will be responsible for completion of production activities.

- | | |
|---|--------------------------|
| 1. Kara Heniges
(518) 862-2740 ext. 1030 | Operations Manager |
| 2. Ken Major
(518) 862-2740 ext. 1023 | Director of IT |
| 3. Laurie Green
(518) 862-2740 ext. 1021 | Senior Account Executive |

4.0 PROJECT PICKUP AND DELIVERY SCHEDULES

The Town of Needham will box all records for pick-up by driver and delivery to Image Data's production facility in Albany, or for shipment to Image Data. Shipment method, dates, schedules and volume of boxes to be determined.

Based upon the supplied image volumes, Image Data anticipates the production time on a typical pick-up to be 60 to 90 days from the date of pick-up.

5.0 DOCUMENT PREPARATION

Document preparation will be needed to remove staples, paperclips, sticky notes and documents from books prior to scanning and will be completed by IDI.

6.0 CONVERSION SERVICES

Documents will be scanned at 300 DPI to black and white, TIFF images. Image Data will provide a POC of the images and directory formats for approval by the Town of Needham prior to entering into production.

- Books are a mix of bound and un-bound
- Total of 93 books
- For bound books , do not cut spine
- 8 books have pages in plastic sleeves
- Do not scan attachments
- Nothing larger than 11x14
- Capture fronts only of pages, do not scan backs regardless of content
- All pages in plastic will be scanned in the plastic sleeve- (the images will be completely legible but may affect image sharpness)

Image Data is not able to improve the quality of a poor original. If poor quality originals are found, a "Best Image Available" document may be scanned prior to the original imaged document.

7.0 TRANSMISSION OF IMAGES

Data will be transmitted to General Code for upload into Laserfiche software. NOTE: Load fees into LF are not included in this proposal and will be provided separately by General Code.

8.0 POST-SCANNING INDEXING & ORGANIZING

IDI will index the images as follows:

- Title on front or spine of book

9.0 DELIVERY & FILE BACK-UP

Once the file organization naming and indexing is complete your electronic records are ready to be delivered to the Town. The files may be brought into your existing Laserfiche system or you can store the records on the provided Laserfiche Viewer

10.0 IMAGE RETRIEVALS DURING PRODUCTION

While the Records are at Image Data during production, a process will be determined for easy access to the images when requested. Requests by Authorized Representatives from the Town of Yorktown can be made via email and delivered via email, FTP, FedEx or UPS. The cost to would be \$17.00 per retrieval plus the imaging fee.

Retrieval: One record pulled from one file = one retrieval. All FedEx, USPS, UPS, or other ground service costs incurred are not part of this pricing structure and will be billed accordingly.

11.0 SERVICE LEVEL AND RETENTION

Documents will be returned to the Town of Needham once scanning is complete.

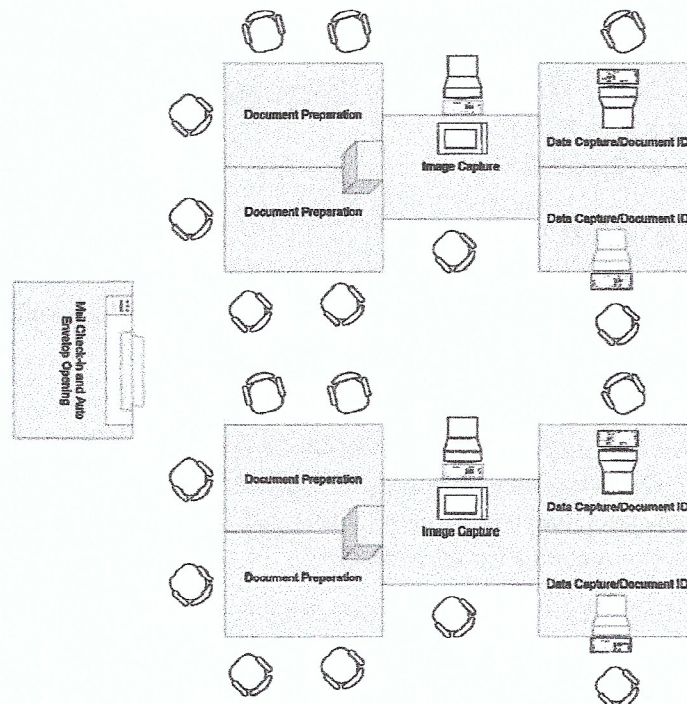
12.0 PRODUCTION AND QUALITY CONTROL (QC) OVERVIEW

Lean Sigma Cells

All IMAGE DATA centers operate in a Lean Sigma Cell design. This design ensures efficiency by eliminating delays in any work queue. Work is not stacked or bottlenecked with the possibility that errors may be contained in an over produced work station. With this workflow design, all elements are synchronized to maximize a daily throughput rate by balancing and managing workloads at each station of the cell. The error prone design of separating prep/imaging/index/document identification within different areas of the room is not utilized by Team IMAGE DATA. Errors are virtually eliminated by employees working side-by-side to ensure that process or product deficiencies are reported to the previous station. This flow enables the Lean Cell to find and correct deficiencies instantly, ensuring that the correction is made at the time of occurrence. In addition, our Lean Sigma work cells process the information in smaller batches, resulting in faster net throughput times. Fast processing times promote the turnaround times required and ensures quality assurance checks continue to be completed in conjunction with deliverable times. Team IMAGE DATA will create a lean cell for each unique task order under this agreement.

Lean Sigma continuously improves overall production and eliminates errors resulting in providing the Town of Needham higher quality images and data with the highest accuracy levels and at the same time lowering overall costs to our clients.

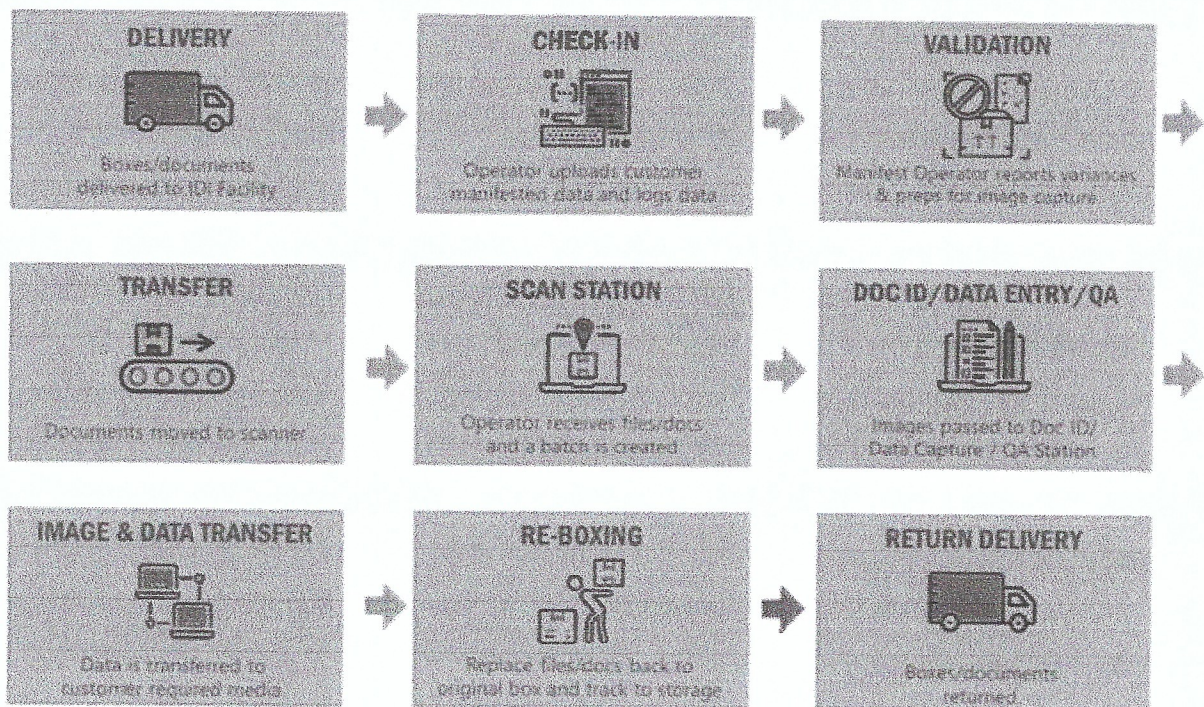
Sample Lean Cell Design



Production Planning and Process Control Activities

The Production phase commences with the transfer of project knowledge from Ramp up to production personnel through systematic training. A team of cross-functional personnel carries out the production activities. This team is dedicated to meet the customers' requirement in terms of quality, timeliness and other deliverables. The cross-functional team contains expertise for document preparation, conversion instruction, ramp up, software, and production planning activities.

The initial activity in the production phase is the creation of the project management/implementation plan that describes the quality objectives, the project deliverables, project schedules, resource requirements, training schedules, risk assessment, risk mitigation plans and individual responsibilities towards meeting the project targets and deliverables.



The following are examples of quality measures within the project:

Document Preparation - Paper Audit (If warranted)

- IDI will insert a "File Level" barcode sheet as well as "Document Type" barcode labels on the various document types within the file.
- Paper files will be audited to validate the document preparation process is complete and accurate prior to being sent to the scanning area.

Scanning – Attended Mode QC

- Scan in "Attended Mode" to assure that the best quality image is rendered
- Visually inspects each image as it is captured and interrupt scanning if any issues that comprise image quality are detected such as double feeds, folded corners, light images, dark images etc.
- While attended mode scanning is slower than unattended scanning, it provides the first line of image quality control and avoids re-scanning documents.
- IDI unitizes auto-blank page deletion when dropping the back side/page of a paper document with no content. This process is over 99% effective/accurate provided the backs are clean of smudges and darkened areas. With this process, backs with content will not be deleted but backs that have content, dark areas, or smudges will remain and be part of the image transfer stream.

Image Clean-up Processes

- Image processing includes de-skew, de-speckle, black border removal and crop.
- IDI utilizes state of the art production scanners and image processing technologies to render the best possible electronic document images comparable to the quality of the original documents.
- Set-up entails scanner adjustments to assure the accurate and complete capture of the documents.

Post Scan Automated QC

- QC steps are looking for a corrupt image, large image file size, etc.
- In addition other steps are typically introduced which may include:
- Manually review blank backs and delete.

Post Scan Visual QC

- After the automated QC has completed, a QC operator will perform visual QC of images and data prior to sending the batch to "Release". This is a random effort after all errors in the process have been corrected.

Workflow QC

- If discrepancies are found within a batch in any step of the conversion process, then the entire batch is directed to Quality Control Module and re-processed to correct identified issues.

Post Release QC

- An automated process is run against the batch to ensure all images and data have been written properly and none are corrupt.

TOWN OF NEEDHAM

Pricing Summary

Needham, MA Marriage Vitals-- Books		
Description	# Books/Units	Images
Marriage Records	93	16,275
One-time set-up		
Pick-up Return		

Note: Pricing is based on the document samples reviewed and outlined in this proposal. Other documents not described for these same and other departments may need review for valid pricing points.

IDI expects documents to be in orderly condition, not damaged by water or other contaminants, with easily identifiable index fields and light to medium prep of documents. If these conditions do not exist, boxes may be rejected, or price increase may apply.

Above is the complete list of services priced in this agreement. Other services required and not outlined in this enclosure should not be implied.

Pricing is based on the quantities listed in this proposal. If the images are more or less than 10% of the assumed quantities, the per-image price is subject to change based on the number of images actually submitted.

Authorization & Agreement

The Town of Needham hereby agrees to the procedures outlined above and authorizes Image Data to proceed with the project.

Note: pricing is based on the quantities listed in this proposal. If the images are more or less than 10% of the assumed quantities, the per-image price is subject to change based on the number of images actually submitted. Pricing is also based on site review and specifications included in this proposal.

In witness whereof, this agreement has been executed by a respective signatory of each party whose signature appears below and is on the date of this Agreement duly authorized by all necessary and required corporate action to execute this agreement.

Customer: Town of Needham
Address: 1471 Highland Ave.
Needham, MA 02492

Vendor: Image Data, Inc.
Address: 18 Petra Lane
Albany, New York 12205

Name: _____

Name: Laurie Green

Printed: _____

Printed: Laurie Green

Title: _____

Title: Senior Account Executive

Date: _____

Date: November 20, 2020



Pricing Proposal
Quotation #: 17707647
Created On: 9/10/2019
Valid Until: 12/17/2020

Town of Needham

Theodora Eaton

1471 Highland Ave.
Needham, MA 02492
United States
Phone: 781-455-7500
Fax:
Email: Teaton@needhamma.gov

Inside Account Manager

Josh Donnelly

290 Davidson Ave
Somerset, NJ 08873
Phone: 800-527-6389 EXT 555-xxxx
Fax:
Email: josh_donnelly@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Marriage Records Image Data, Inc. - Part#: Contract Name: Software Reseller Contract #: ITS58 Note: 93 Books/Units	16275	\$0.61	\$9,927.75
2 One-time set-up Image Data, Inc. - Part#: Contract Name: Software Reseller Contract #: ITS58	1	\$239.36	\$239.36
3 Pick-up Image Data, Inc. - Part#: Contract Name: Software Reseller Contract #: ITS58	1	\$452.13	\$452.13
4 Return Image Data, Inc. - Part#: Contract Name: Software Reseller Contract #: ITS58	1	\$452.13	\$452.13
5 Project Management SHI CONFIG - Part#: Contract Name: IT Project Services Contract #: ITS74	1	\$500.00	\$500.00
Total			\$11,571.37

Additional Comments

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts

please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

CPC USE ONLY:	
Application #	FY22-04
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 4, 2020

TOWN OF NEEDHAM COMMUNITY PRESERVATION COMMITTEE

www.needhamma.gov/CPC

Email Applications to:

Carys Lustig and Kristen Wright:

clustig@needhamma.gov & kwright@needhamma.gov

1. **Applicant:** Town Manager, DPW **Submission Date:** 12/01/2020

2. **Applicant's Address, Phone Number and Email:**

Needham DPW
500 Dedham Ave.
Needham, MA 02492

Contact Name:
Cecilia Simchak
3. **Purpose:**
(Please select all that apply)
 - ☒ Open Space
 - ☐ Community Housing
 - ☒ Historic Preservation
 - ☒ Recreation

4. **Project Name:** Town Common Historic Redesign and Beautification
5. **Project Location/Address/Ownership (Control):**
Needham Downtown Town Common, Town of Needham

6. **Amount Requested:** \$ 1,364,000

7. **Estimated Total Project Cost (If Different):** \$

8. **Critical Dates: (If Applicable)**

- continued -

CPC USE ONLY:	
Application #	FY22-04
Qualifies:	_____
Does not qualify:	_____

Project Name: Town Common Historic Redesign and Beautification

9. Project Summary: In 100 words or less provide a brief summary of the project:

The Town is seeking funding for construction services for the Town Common project. The area in this project includes the green space between the southern curb line of Garrity Way to the curb line of Great Plain Avenue to the south and from the curb lines of Chapel Street and Highland Avenue. Garrity Way and the parking area are not included in this project. The work here will integrate and connect to the recently constructed Phase 1 Needham Downtown Streetscape Project. The Town Common design project looked to design a Town Common space that maximizes the current usage of the space and integrates with the new downtown streetscape improvements. This design ensures historic preservation of the Town Common space, while providing for the functionality required in the 21st century including up-lighting, electrical capacity (outlets), sound, etc.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

The Town Common has long been used for a gathering spot for the community. Unfortunately, the space is showing signs of age. This has become more noticeable since the completion of the Downtown Streetscape Phase 1. This reconstruction will focus on making this space beautiful as well as functional.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

Capital Funding Request

Title	Town Common Historic Redesign and Beautification			Submitted by	PW Parks and Forestry		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	2022
Description							

The Town completed an internal design process for the Town Common and drafted a scope of service which includes improved hardscape, landscaping, amenities, tree plantings, and utility upgrades that are consistent with the historic nature of the Common and the new Downtown Streetscape Improvement Project.

Capital Request Detail							
Project Title	Town Common Historic Redesign and Beautification			Fiscal Year	2022	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$1,364,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$1,364,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							Yes
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No
Project Description and Considerations							

This project will install new sod, trees, plantings, low maintenance hardscape materials, and increase handicap accessibility. The pathways and landscaping will be adjusted to become more aesthetically pleasing and functionally enhanced. There will be increased electrical and sound capacity to accommodate Town-wide events. This request is for the funding for the construction phase of this project. The design phase was funded in FY2020.

Changes from Prior Year Submission

The increase in cost is due to an updated quote from the current design, now that the Town is further along in the design process.

Clarification of Questions

3. This project may be subject to Planning Board review.

6. This project is being evaluated for eligibility of Community Preservation Funds under the category of Historic Preservation.

13. The Town Manager's Office will be involved.

CPC USE ONLY:	
Application #	<u>FY22-05</u>
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 4, 2020

TOWN OF NEEDHAM COMMUNITY PRESERVATION COMMITTEE

www.needhamma.gov/CPC

Email Applications to:

Carys Lustig and Kristen Wright:

clustig@needhamma.gov & kwright@needhamma.gov

- Applicant:** Town Manager & Bay Colony Rail Trail Association (BCRTA) **Submission Date:** December 4, 2020
- Applicant's Address, Phone Number and Email:**
1471 Highland Ave., Needham, MA 02492
BCRTA, PO Box 920560, Needham, MA 02492
Contact Name:
 Kate Fitzpatrick-Town Manager; J Golstein-BCRTA
- Purpose:**
(Please select all that apply)
 - ☐ Open Space
 - ☐ Community Housing
 - ☐ Historic Preservation
 - ☒ Recreation
- Project Name:** Fisher St. Trailhead, Needham Rail Trail
- Project Location/Address/Ownership (Control):**
 Fisher Street at Rail Trail, across from MA DCR's Red Wing Bay
 MBTA ownership; Town holds 99 year lease for use of rail right-of-way for rail trail
- Amount Requested:** \$ 15,000
- Estimated Total Project Cost (If Different):** \$ 15,000
- Critical Dates: (If Applicable)**

- continued -

CPC USE ONLY:	
Application #	FY22-05
Qualifies:	_____
Does not qualify:	_____

Project Name: Fisher St. Trailhead, Needham Rail Trail

9. Project Summary: In 100 words or less provide a brief summary of the project:

Completed in 2016 through a joint effort of the BCRTA and the Town, the Needham Rail Trail is a recreational path from the Charles River near the Dover line to the Town Forest near High Rock St.

From trail conception, a trailhead at Fisher Street was envisioned comprising a stone driveway and parking area, a wooden guardrail, and landscaping. Due to budget constraints the trailhead was never constructed.

In 2019 the CPC provided a \$15,000 grant for design of the trailhead. Over the past year the project has evolved. With input from BCRTA and others, the Town Engineer produced the trailhead design internally. Thus, the design funds are being returned to the Town.

The Town now plans to construct the trailhead using DPW staff. The current \$15,000 request is for materials: (wood guardrail, asphalt for handicap parking, etc.) and would allow the Town to complete construction.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

The Needham Rail Trail addresses the expressed interest among Needham residents for having a variety of natural trails throughout the community. The Rail Trail's flat terrain makes it ideal for people of all ages and abilities. The proposed trailhead at Fisher Street will not only improve the accessibility of the Rail Trail, its proximity to Red Wing Bay and the Charles River Peninsula will make the area more of a destination for passive recreation. The Town and the Bay Colony Rail Trail Association will collaborate in finalizing trailhead signage and interpretive elements, making the trailhead a hub of recreational activities in the area.

In the future additional amenities may be added, such as a play area for young children and a storybook walk, modeled after the one on the Upper Charles Trail in Holliston.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

CPC USE ONLY:
Application # **FY22-06**

Qualifies: _____

Does not qualify: _____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 4, 2020

**TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE**

www.needhamma.gov/CPC

Email Applications to:

Carys Lustig and Kristen Wright:

clustig@needhamma.gov & kwright@needhamma.gov

1. **Applicant:** Town of Needham Public Works & Park and Recreation **Submission Date:** 12/01/2020
2. **Applicant's Address, Phone Number and Email:**

Needham DPW
500 Dedham Ave.
Needham, MA 02492
Contact Name:
Ed Olsen, Superintendent of Parks & Forestry
3. **Purpose:**
(Please select all that apply)

☐ Open Space
☐ Community Housing
☐ Historic Preservation
☒ Recreation
4. **Project Name:** Resurface Synthetic Track at DeFazio
5. **Project Location/Address/Ownership (Control):**

380 Dedham Ave.
Needham, MA 02492
6. **Amount Requested:** \$ 166,000
7. **Estimated Total Project Cost (If Different):** \$
8. **Critical Dates: (If Applicable)**

- continued -

CPC USE ONLY:	
Application #	<u>FY22-06</u>
Qualifies:	_____
Does not qualify:	_____

Project Name: Resurface Synthetic Track at DeFazio

9. Project Summary: In 100 words or less provide a brief summary of the project:

The Parks and Forestry Superintendent and a consultant evaluated the synthetic track at DeFazio and determined there was delamination. The track had a five year warranty. Track surfaces typically require a resurfacing after eight to ten years. The track is currently twelve years old and is showing signs of wear and tear typically associated with that age. Our installed present track system can extend its useful life to approximately 20 to 25 years if it is resurfaced mid life span. A surface, structural spray treatment or resurfacing, as is requested in this project, will negate the need for a premature and costly total replacement.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

This is the only track used by High School sports, community sports, and the general public. It is also lit for evening use by the community. Providing this proactive repair will extend the life of the track and reduce the need for a total replacement in the near future. The track is showing signs of wear and tear. If this continues much longer, the track will need to be replaced and not resurfaced.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

Capital Funding Request

Title	Athletic Facility Improvements			Submitted by	PW Parks and Forestry		
Request Type	Annual Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached
Description							

The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches, and miscellaneous equipment) for multi-use fields and ball diamonds.

Capital Request Detail

Project Title		Athletic Facility Improvements		Fiscal Year		2022		Request Status		Resubmitted	
Project Phase		Design/Engineering		Planning/Design		\$45,000		Construction		\$166,000	
Useful Life		More than 15 Years		Land				Construction Management		FF&E	
Primary Function		Culture and Leisure		Site Preparation				Equipment		Technology	
Budget Impact		May increase annual operating expenses by less than \$5,000		Project Cost Source		Hired Consultant		Project Cost		\$211,000	
Parameters										Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?										No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?										No	
3. Does this project require any permitting by any Town or State agency?										Yes	
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?										No	
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?										No	
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?										Yes	
7. Is this a request in response to a Court, Federal, or State order?										No	
8. Is this a request in response to a documented public health or safety condition?										No	
9. Is this a request to improve or make repairs to extend the useful life of a building?										No	
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?										No	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?										No	
12. Will any other department be required to provide assistance in order to complete the project?										Yes	
13. If funded, will this project increase the operating expense for any other department?										No	
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?										No	
Total New FTE's										0	
Project Description and Considerations											

McCloud Field Renovation: Design (\$45,000)

Since the field was renovated in 2009, there has been several drainage issues related to the 4' drain pipe that runs through the field. This has caused sink holes that require emergency repair for the field to be safely used. These sink holes appear after large rain events that wash out the materials from underneath the field.

Currently there are several methodologies that vary in terms of invasiveness and cost to address this issue that will be vetted out in the design. This will address both the 4' drain and the subsurface of the field that has been eroded by storm water events. The budget proposed is for one of the more invasive approaches to ensure there is sufficient funding to return the field to operation. This funding is for the design component of this project. The construction funding will be requested in FY2023.

Synthetic Track at DeFazio (\$166,000)

The Parks and Forestry Superintendent and a consultant evaluated the synthetic track at DeFazio and determined there was delamination. Basic maintenance, including this work, will be required to ensure that a total replacement isn't necessary. This request is to resurface the synthetic track.

Changes from Prior Year Submission:

The Athletic Facility Improvements Article was not funded at the Town Meeting in May 2020 but was approved at the Special Town Meeting in October 2020. Therefore, any construction projects originally scheduled for funding in FY2022 are pushed back to FY2023 to give the Department time to work on the design. The Synthetic Track at DeFazio project was not funded in FY2021 and is resubmitted here.

Capital Request Detail

Project Title

Athletic Facility Improvements

Fiscal Year

2022

Request Status

Resubmitted

Additional Description and ConsiderationsClarifications of Questions:

- 3. Conservation Commission permitting and Planning Board filing may be required.
- 6. All items except for Turf Fields are eligible for Community Preservation Funds.
- 12. The Department of Public Works will be partnering with Park and Recreation.

CPC USE ONLY:	
Application #	FY22-07
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 4, 2020

TOWN OF NEEDHAM COMMUNITY PRESERVATION COMMITTEE

www.needhamma.gov/CPC

Email Applications to:

Carys Lustig and Kristen Wright:

clustig@needhamma.gov & kwright@needhamma.gov

1. **Applicant:** Town of Needham Public Works and Park and Recreation **Submission Date:** 12/01/2020
2. **Applicant's Address, Phone Number and Email:**

Needham DPW
500 Dedham Ave.
Needham, MA 02492

Contact Name:
Ed Olsen, Superintendent of Parks & Forestry
3. **Purpose:**
(Please select all that apply)

☒	Open Space
☐	Community Housing
☐	Historic Preservation
☒	Recreation
4. **Project Name:** McLeod Field Renovation
5. **Project Location/Address/Ownership (Control):**
McLeod Field, Town of Needham
6. **Amount Requested:** \$ 45,000
7. **Estimated Total Project Cost (If Different):** \$
8. **Critical Dates: (If Applicable)**

- continued -

CPC USE ONLY:	
Application #	FY22-07
Qualifies:	_____
Does not qualify:	_____

Project Name: McLeod Field Renovation

9. Project Summary: In 100 words or less provide a brief summary of the project:

The outfield section of the baseball diamond has been plagued with sinkholes due to the 4' drain pipe that runs through the field. Following heavy rains, large holes appear throughout the outfield that require emergency repairs. These holes have varied in size. This funding is for the design work to look at the most appropriate method to address the 4' drain and the subsurface that has been eroded.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

McLeod Field is one of four 90' baseball fields in Town. This field is used to support the High School Athletics program in the Spring for Varsity, JV, and Freshman baseball games. Additionally, the field is used by Needham Little League in the evenings during the Spring and throughout the days in the Summer and Fall. Needham Soccer Club has also used this field to help support their annual Memorial Day soccer games. The sink holes make the upkeep of the field and consistent, safe use of the field difficult. Due to the sinkholes, many games have had to be canceled. By addressing these issues, the field will be in better shape for the community.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

Capital Funding Request

Title	Athletic Facility Improvements			Submitted by	PW Parks and Forestry		
Request Type	Annual Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached
Description							

The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches, and miscellaneous equipment) for multi-use fields and ball diamonds.

Capital Request Detail

Project Title	Athletic Facility Improvements			Fiscal Year	2022	Request Status	Resubmitted
Project Phase	Design/Engineering	Planning/Design	\$45,000	Construction	\$166,000	FF&E	
Useful Life	More than 15 Years	Land		Construction Management		Technology	
Primary Function	Culture and Leisure	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$211,000

Parameters

Response

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does this project require any permitting by any Town or State agency?	Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
7. Is this a request in response to a Court, Federal, or State order?	No
8. Is this a request in response to a documented public health or safety condition?	No
9. Is this a request to improve or make repairs to extend the useful life of a building?	No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
12. Will any other department be required to provide assistance in order to complete the project?	Yes
13. If funded, will this project increase the operating expense for any other department?	No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?	Total New FTE's 0 No

Project Description and Considerations

McCloud Field Renovation: Design (\$45,000)

Since the field was renovated in 2009, there has been several drainage issues related to the 4' drain pipe that runs through the field. This has caused sink holes that require emergency repair for the field to be safely used. These sink holes appear after large rain events that wash out the materials from underneath the field.

Currently there are several methodologies that vary in terms of invasiveness and cost to address this issue that will be vetted out in the design. This will address both the 4' drain and the subsurface of the field that has been eroded by storm water events. The budget proposed is for one of the more invasive approaches to ensure there is sufficient funding to return the field to operation. This funding is for the design component of this project. The construction funding will be requested in FY2023.

Synthetic Track at DeFazio (\$166,000)

The Parks and Forestry Superintendent and a consultant evaluated the synthetic track at DeFazio and determined there was delamination. Basic maintenance, including this work, will be required to ensure that a total replacement isn't necessary. This request is to resurface the synthetic track.

Changes from Prior Year Submission:

The Athletic Facility Improvements Article was not funded at the Town Meeting in May 2020 but was approved at the Special Town Meeting in October 2020. Therefore, any construction projects originally scheduled for funding in FY2022 are pushed back to FY2023 to give the Department time to work on the design. The Synthetic Track at DeFazio project was not funded in FY2021 and is resubmitted here.

Capital Request Detail

Project Title	Athletic Facility Improvements	Fiscal Year	2022	Request Status	Resubmitted
Additional Description and Considerations					

Clarifications of Questions:

- 3. Conservation Commission permitting and Planning Board filing may be required.
- 6. All items except for Turf Fields are eligible for Community Preservation Funds.
- 12. The Department of Public Works will be partnering with Park and Recreation.

CPC USE ONLY:	
Application #	<u>FY22-08</u>
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 4, 2020

TOWN OF NEEDHAM COMMUNITY PRESERVATION COMMITTEE

www.needhamma.gov/CPC

Email Applications to:

Carys Lustig and Kristen Wright:

clustig@needhamma.gov & kwright@needhamma.gov

- Applicant:** Town of Needham Conservation Commission
Submission Date: 12/4/2020
- Applicant's Address, Phone Number and Email:**
500 Dedham Avenue, Needham, MA 02492
781-455-7550 x 248
Anderson@Needhamma.gov
Contact Name:
Debbie Anderson, Director of Conservation
- Purpose:**
(Please select all that apply)
☒ Open Space
☐ Community Housing
☐ Historic Preservation
☒ Recreation
- Project Name:** Professional Design Services - Trail Identification
- Project Location/Address/Ownership (Control):**
Various trail locations throughout the Town under jurisdiction of the Conservation Commission, Park and Recreation Commission, School Committee and Select Board.
- Amount Requested:** \$ 6,000
- Estimated Total Project Cost (If Different):** \$ 6,000
- Critical Dates: (If Applicable)**

- continued -

CPC USE ONLY:	
Application #	FY22-08
Qualifies:	_____
Does not qualify:	_____

Project Name: Professional Design Services - Trail Identification

9. Project Summary: In 100 words or less provide a brief summary of the project:

This request looks to address a long-standing goal of the Conservation Commission and is identified as a priority in the Town of Needham - Trails Master Plan. If this request is funded, the Town of Needham would look to hire a pre-approved Design and Engineering Firm to help the Commission with the following goals:

1. Options for graphic presentation of standardized trail mapping.
2. Developing a system of identification signage for the trail heads and options for trail head information kiosks and directional signs including trail markers.

*Please see attached proposal from Tighe & Bond.

The proposal is for the design of a system of identification signage for the trail heads, information kiosks and directional signage including trail markers for these properties. We anticipate that we will come back before the CPC with a request for funds to implement these improvements later.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

The Conservation Commission, Park and Recreation Commission, School Committee, and Select Board, manage the Town's Open Space resources. There is an extensive trail network, established with guidance from the Needham Trails Master Plan, adopted in 2008. There are also a number of trail maps published for resident and visitor use. At the present time, each parcel with trails may have a separate, independently designed site indicating its name. Signs and trail markers are different at each location, if present at all.

The Town wishes to create a standardized "look and feel" of signage located at the various parcels including trail heads, trail markers and kiosks. Having cohesive, easy to follow, signage and markers, as well as, additional kiosks will encourage the public and visitors to enjoy our trails and all the properties have to offer.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

N-5001
October 23, 2019

Edward Olsen, Superintendent
Parks & Forestry Division
470 Dedham Avenue
Needham, MA 02492

**RE: Professional Design Services
Trail Mapping and Identification**

Dear Mr. Olsen,

In response to the Town's request, Tighe & Bond is pleased to submit this proposal to work with you and your staff to develop designs for standardized trail entrance signage, trail markers, and trailhead information kiosks.

Background

The Conservation Commission, along with the Division of Parks and Forestry, manage the Town's open space resources. There is an extensive trail network, established through the guidance of the Needham Trails Master Plan, adopted in 2008. There are also a number of trail maps published for resident and visitor use. The Town wishes to create a standardized "look and feel" for the maps and create a trail kiosk and trailhead theme to implement throughout the Town's properties.

Scope of Services

We have developed the following proposed Scope of Services based on our understanding of the project:

Task 1 – Trail System Branding

- 1.1 Tighe & Bond will attend a meeting of the Conservation Commission to discuss our approach to development of the vision for trail mapping and trailhead features. Prior to this meeting, we will visit the various sites to review existing conditions.
- 1.2 Using the trail maps already developed by the Town as a starting point, Tighe & Bond will develop up to three (3) options for graphic presentation of standardized trail mapping. These maps will be suitable for posting online and in paper format for brochures/trail guides and for posting at trail heads.
- 1.3 We will develop a system of identification signage for the trailheads and options for trailhead information kiosks and directional signage including trail markers.
- 1.4 Tighe & Bond will attend a second meeting of the Conservation Commission to review the options for trail graphics, kiosks, and trail markers, and select a preferred option for each.
- 1.5 Following selection of a preferred option, Tighe & Bond will create design standards for each element for the Town's use in implementation of the vision and replacement and renovation of facilities.

Assumptions

Detailed design and construction of trail markings and kiosks is not included in this proposal. Meetings and coordination will be as noted, and additional meetings may require an amendment to this agreement.

Schedule

We look forward to continuing our relationship with the Town by providing these services. We propose the following project schedule:

Preliminary meeting & site visit:	November 14, 2019
Presentation of alternatives:	December 12, 2019
Completion of design standard documents:	January 15, 2020

Budget

Tighe & Bond will perform these services for a lump sum fee of \$5,700, invoiced monthly based on percentage complete plus reimbursable expenses as incurred. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment.

Please forward a project agreement based on this proposal and our current Master Agreement for our review and signature.

Tighe & Bond will undertake the project upon receipt of an executed contract.

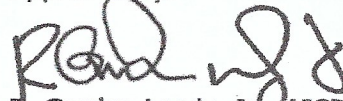
If you have any questions or require additional information, please contact Bradlee Mezquita at 603-433-8818, or Gordon Leedy at 603-294-9234. We look forward to assisting you with this project.

Very truly yours,

TIGHE & BOND, INC.


Bradlee L. Mezquita, PE, LEED AP
Vice President, Project Director

Approved by:


R. Gordon Leedy, Jr., AICP, RLA
Principal Landscape Architect

Acceptance:

On behalf of the Town of Needham, MA the scope, fee, and terms of this proposal are hereby accepted.

Authorized Representative

Date

CPC USE ONLY:	
Application #	<u>FY22-09</u>
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 4, 2020

TOWN OF NEEDHAM COMMUNITY PRESERVATION COMMITTEE

www.needhamma.gov/CPC

Email Applications to:

Carys Lustig and Kristen Wright:

clustig@needhamma.gov & kwright@needhamma.gov

1. **Applicant:** Town of Needham Public Works, Park and Recreation, and Walker Pond Watershed Association **Submission Date:** 12/01/2020

2. **Applicant's Address, Phone Number and Email:**

Needham DPW

500 Dedham Ave.

Needham, MA 02492

Contact Name:

Anthony DelGaizo, Town Engineer

3. **Purpose:**
(Please select all that apply)

- ☒ Open Space
☐ Community Housing
☐ Historic Preservation
☒ Recreation

4. **Project Name:** Walker Pond Improvement

5. **Project Location/Address/Ownership (Control):**

Walker Lane/Central Ave; Owned by the Town and the Walker Pond Watershed Association

6. **Amount Requested:** \$ 125,000

7. **Estimated Total Project Cost (If Different):** \$ \$481,000 (additional costs next year)

8. **Critical Dates: (If Applicable)**

- continued -

CPC USE ONLY:	
Application #	FY22-09
Qualifies:	_____
Does not qualify:	_____

Project Name: Walker Pond Improvement

9. Project Summary: In 100 words or less provide a brief summary of the project:

This funding is for Category 1 of the Walker Pond Improvements, which includes the installation of three 6 foot diameter drainage manholes, the installation of wildflowers, tall grass, and tree mixtures, the installation of a tree infiltration system designed by the Conservation Commission, and educational information, including pamphlets and signage. This work aims to improve the health of the pond, removing excessive aquatic vegetation. A study by ESS Group, Inc. found that "Walker Pond is covered with nuisance levels of native watermeal and duckweed" that needs to be removed.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

Walker Pond is an area of open space and recreation that Needham residents enjoy. The pond houses a variety of species of wildlife, including songbirds, nesting swans and ducks, herons, owls, turtles, and fish. The pond is a valuable resource for the community, allowing for fishing, birding, canoeing, and observing nature. Without remediation, the pond will not offer this resource to the community.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

Capital Funding Request

Title	Walker Pond Improvement			Submitted by	PW Engineering		
Request Type	Multiyear Funding Request	Capital Type	Land	Funding Request	See Attached	Funding Year	See Attached
Description							

Walker Pond is choked with excessive aquatic vegetation that needs to be removed for the health of the pond.

Capital Request Detail

Project Title	Walker Pond Improvement			Fiscal Year	2022	Request Status	New
Project Phase	Construction	Planning/Design		Construction	\$125,000	FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$125,000
Parameters							
							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?					Total New FTE's	0	No

Project Description and Considerations

In FY22, DPW will start category 1 of the Walker Pond Improvement Project, which involves an analysis of the contributory area providing runoff to the pond. This work will be designed in-house. Interruptions in the stormwater flow are being proposed through the introduction of 8 foot wide bands or strips of wildflowers and tall grasses, including certain tree types to encourage infiltration and stormwater quality improvements through nutrient uptake and soil activity. Work will include the installation of three 6 foot diameter drainage manholes and sumps in order to address sediment and litter removal. The tree infiltration system was designed by the Conservation Commission. Category 1 also includes educational information and pamphlets in the watershed area, catch basin disks, newspaper ads, and educational signage.

Item	Cost
Category 1 - Pilot Project	
Installation of 3 - 6ft Diameter Drainage Manholes	\$43,000
Installation of Wildflower/Tall Grass & Tree Mixtures on Town Property	\$36,000
Installation of Tree Infiltration System Designed by Conservation Commission	\$28,750
Educational Information/Pamphlets in Watershed Area, Catch Basin Disks, Newspaper Ads, & Educational Signage	\$17,250
Total	\$125,000

Capital Request Detail							
Project Title	Walker Pond Improvements			Fiscal Year	2023	Request Status	New
Project Phase	Construction	Planning/Design		Construction	\$356,000	FF&E	
Useful Life	More than 9 Years	Land		Construction Management		Technology	
Primary Function	Public Works	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Industry References		Project Cost	\$356,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							No
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
					Total New FTE's	0	No
Project Description and Considerations							

In FY23, DPW will start category 2, which involves the improvements to the Walker Pond waterbody. The Conservation Commission requested a report, which was conducted by ESS, that included recommendations to improve the health of the pond. The Conservation Commission recommended the hydro raking. Hydro raking is the mechanical removal of vegetative overgrowth. They tentatively recommended the application of chemicals, herbicides, and algicides to the pond, so the funding is included in this request, pending a Notice of Intent. Also needed are improvements to the outlet structure, including the overflow grate and wooden stop-log replacements.

Category 2 - Improvements to Walker Pond Waterbody	
Addition of Chemicals	\$150,000
Hydro Raking & Removal of Excessive Vegetation	\$125,500
Replacement of Overflow Grate and Wooden Stop Logs	\$51,500
Permitting and Meetings	\$29,000
Total	\$356,000

Clarification of Questions

3. Permits will be required from Conservation.

We, the undersigned owners and neighbors of Walker Pond, and as members of the Walker Pond Watershed Association, request the Town of Needham to clean up and preserve Walker Pond. In connection with that goal, we support the application of the Town of Needham to the Community Preservation Committee for funding.

Name	Street Address	Phone	Email	Owner?
Mark Ettinger				
MARK ETTINGER	19 WALKER LN, NEEDHAM	617 839 8033	NETTINGER@GMAIL.COM	Y
Elyse Park	19 Walker Ln, Needham, MA	617-678-5615	elysepark@yahoo.com	
Roy A CRAMER	1796 Central Ave, Needham, MA	617-974-3570	roycramer@rcn.com	
LOIS C. CAMBERG	1796 Central Ave, Needham, MA	781 864-5221	loisc@rcn.com	
JOHN F. DUNNING	1819 CENTRAL AVE, NEEDHAM	781-898-4603	JDUNNING64@GMAIL.COM	
Debbie Doherty	1843 Central Ave, Needham	781 856-4850	debbiedoherty@comcast.net	
Natalya Leshchiner	31 Walker Ln, Needham	781 444 0461	natalya@comcast.net	
Michael Leshchiner	31 Walker Ln, Needham, MA	781 444-0461	mlshchiner@yahoo.com	
Michelle	77 Walker Ln, Needham, MA	02452	781 444 7370	
John J. Kelly	43 Walker Ln		781 444 1860	
David L. Fink	43 Walker Lane, Needham		781 444 1860	

We, the undersigned owners and neighbors of Walker Pond, and as members of the Walker Pond Watershed Association, request the Town of Needham to clean up and preserve Walker Pond. In connection with that goal, we support the application of the Town of Needham to the Community Preservation Committee for funding.

Name	Street Address	Phone	Email	Owner?
DAVID NEUMAN Debra	34 Russell Rd.	415-637-9989	dneuman10@gmail.com	YES
Jim Murphy	1831 CENT. AVE	781 983-4924	TM1965@yahoo.com	YES
RANCO CEDRONE	67 WILLOW LANE, WEBSTER, MA 02492		francocedrone@Comcast.net	

We, the undersigned owners and neighbors of Walker Pond, and as members of the Walker Pond Watershed Association, request the Town of Needham to clean up and preserve Walker Pond. In connection with that goal, we support the application of the Town of Needham to the Community Preservation Committee for funding.

Name	Street Address	Phone	Email	Owner?
Philip Rice	12 Russell Rd	917 602 8083	PRICETREMAC.COM	Y
Megan Gilman	111 Walker Lane Needham	339 225 5819	mgilma@yahoo.com	Y
Daniel Gilman	111 Walker Lane	703-930-4897	dgilman@aol.com	Y
Genie Voloshin	92 Charles River	617-953-8777	gvoloshin@hotmail.com	Y
Lena Voloshin	92 Charles River	617-905-8555	lena.voloshin@gmail.com	Y
Dasha/Leo Solis	82 Charles River St.	617-3993000	Dashisolis@gmail.com	
Greg/Rene Register	89 Charles River St	203 960 0000	gregoryregister@icloud.com	Y
Andrew Krzens	121 Charles River St	214-716-7331	krzensm@gmail.com	
Angie Gillis	"	781-552-6622	"	
Christopher Wood	35 Russell Rd	781-444-9314	-	
Robert Wood	35 Russell Rd	781-306-1193	brckwd68@aol.com	
Barbara Hauschka	105 Walker Ln.	781-254-2048	barbhaus@comcast.net	alittle
Don Hauschka	105 Walker Ln	781-254-5049	"	"

We, the undersigned owners and neighbors of Walker Pond, and as members of the Walker Pond Watershed Association, request the Town of Needham to clean up and preserve Walker Pond. In connection with that goal, we support the application of the Town of Needham to the Community Preservation Committee for funding.

[illegible]

We, the undersigned owners and neighbors of Walker Pond, and as members of the Walker Pond Watershed Association, request the Town of Needham to clean up and preserve Walker Pond. In connection with that goal, we support the application of the Town of Needham to the Community Preservation Committee for funding.

Name	Street Address	Phone	Email	Comment
Eddie Michli	62 Charles Street	248 778-9045	emichli@yahoo.com	YS

We, the undersigned owners and neighbors of Walker Pond, and as members of the Walker Pond Watershed Association, request the Town of Needham to clean up and preserve Walker Pond. In connection with that goal, we support the application of the Town of Needham to the Community Preservation Committee for funding.

[illegible]

We, the undersigned owners and neighbors of Walker Pond, and as members of the Walker Pond Watershed Association, request the Town of Needham to clean up and preserve Walker Pond. In connection with that goal, we support the application of the Town of Needham to the Community Preservation Committee for funding.

Name	Street Address	Phone	Email	Owner?
F. R. Heinzmann Jr.	1810 Central Ave Needham, MA 02492	(781) 455-8032	Bbobby1@AOL.com	Yes

J. R. Heinzmann Jr.

Penny Rubinfeld Heinzmann	1810 Central Ave Needham, MA 02492	(781) 455-8032	penrubund@aol.com	Yes
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Penny Rubinfeld Heinzmann

Wade Davis	1820 Central Ave Needham, MA 02492	(781) 455-5062		
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We, the undersigned owners and neighbors of Walker Pond, and as members of the Walker Pond Watershed Association, request the Town of Needham to clean up and preserve Walker Pond. In connection with that goal, we support the application of the Town of Needham to the Community Preservation Committee for funding.

Name	Street Address	Phone	Email	Owner?
Rachel & Tal Achituv	57 Walker Lane	617-800-0123	rachelandtal@achituv.com	Yes

We, the undersigned owners and neighbors of Walker Pond, and as members of the Walker Pond Watershed Association, request the Town of Needham to clean up and preserve Walker Pond. In connection with that goal, we support the application of the Town of Needham to the Community Preservation Committee for funding.

Name	Street Address	Phone	Email	Owner?
IAN MICHELOW	210 CHARLES RIVER ST, NEEDHAM	857-363-0327	imichelow@lifespan.org	YES
MICHAELA MENDELSON				



CPC USE ONLY:	
Application #	<u>FY22-10</u>
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 4, 2020

TOWN OF NEEDHAM COMMUNITY PRESERVATION COMMITTEE

www.needhamma.gov/CPC

Email Applications to:

Carys Lustig and Kristen Wright:

clustig@needhamma.gov & kwright@needhamma.gov

- Applicant:** Town of Needham Public Works **Submission Date:** 12/01/2020
- Applicant's Address, Phone Number and Email:**
 Needham DPW
 500 Dedham Ave.
 Needham, MA 02492
Contact Name:
 Anthony DelGaizo, Town Engineer
- Purpose:**
 (Please select all that apply)
☒ Open Space
☐ Community Housing
☐ Historic Preservation
☐ Recreation
- Project Name:** Town Reservoir Sediment Removal
- Project Location/Address/Ownership (Control):**
 Town Reservoir, 500 Dedham Avenue, Town
- Amount Requested:** \$ 262,000
- Estimated Total Project Cost (If Different):** \$
- Critical Dates: (If Applicable)**

- continued -

CPC USE ONLY:	
Application #	<u>FY22-10</u>
Qualifies:	_____
Does not qualify:	_____

Project Name: Town Reservoir Sediment Removal

9. Project Summary: In 100 words or less provide a brief summary of the project:

The sediment at the bottom of the reservoir is impaired and must be addressed. This funding request is for the design to determine the best way to address the sediment.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

The reservoir discharges to Alder Brook, which is listed as a category 5 impaired water body, according to the National Pollutant Discharge Elimination System (NPDES), and is the worst rating. This project will improve the health of the reservoir and the brook.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

Capital Funding Request

Title	Drain System Improvement			Submitted by	Sewer Enterprise		
Request Type	Multiyear Funding Request	Capital Type	Infrastructure	Funding Request	See Attached	Funding Year	See Attached
Description							

The Town entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) to commence a Town-wide investigation of stormwater discharge to address the pollutants through stormwater into the Charles River Basin and other water bodies. Incorporated into this plan are improvements to the Stormwater Drainage System to upgrade the quality of the water discharged into the Charles River in Town. This request is to support action items identified in the MOU. In 2003, the EPA National Pollutant Discharge Elimination System (NPDES) Stormwater Drainage Permit took effect. It incorporated several requirements identified in the existing Town's MOU. In April 2016, the second permit issued by the EPA was submitted and went into effect July 1, 2018. This article addresses some of the requirements for NPDES.

Future Projects (prioritization pending analysis):

Walker Pond

Farley Pond

Forbes Pond

Sabrina Lake

Wildwood Pond

Sportsman's Pond

Capital Request Detail							
Project Title	Drain System Improvement			Fiscal Year	2022	Request Status	Existing
Project Phase	Design/Engineering	Planning/Design	\$262,000	Construction		FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Wastewater Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000		Project Cost Source	Hired Consultant		Project Cost	\$262,000
Parameters							
							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
Total New FTE's							0
Project Description and Considerations							

The Town Reservoir Sediment Removal

The sediment at the bottom of the reservoir is contaminated and must be removed. This is a category 5 impaired water body under NDPES. Category 5 is the worst rating a water body can receive from the EPA.

The Town will engage a designer to determine the best way to remove the sediment. This funding request is for the design phase of the project. The funding for the construction phase will be requested in FY2023.

Clarification of Questions

3. Conservation Commission, State, and Federal permitting may be required for dredging.

6. Yes, this is a project for which an Initial Eligibility Project Application may be filed with the Community Preservation Committee.

Capital Request Detail							
Project Title	Drain System Improvement			Fiscal Year	2023	Request Status	Existing
Project Phase	Construction	Planning/Design		Construction	\$2,070,000	FF&E	
Useful Life	More than 20 Years	Land		Construction Management		Technology	
Primary Function	Wastewater Resources	Site Preparation		Equipment		Other Expenses	
Budget Impact	May increase annual operating expenses by less than \$5,000			Project Cost Source	Hired Consultant	Project Cost	\$2,070,000
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
5. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
6. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
7. Is this a request in response to a Court, Federal, or State order?							No
8. Is this a request in response to a documented public health or safety condition?							No
9. Is this a request to improve or make repairs to extend the useful life of a building?							No
10. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
12. Will any other department be required to provide assistance in order to complete the project?							No
13. If funded, will this project increase the operating expense for any other department?							No
14. If funded, will additional permanent staff be required, and if so what is the total number of FTE's?							No
Total New FTE's							0
Project Description and Considerations							

The Town Reservoir Sediment Removal

The sediment at the bottom of the reservoir is contaminated and must be removed. This is a category 5 impaired water body under NDPES. Category 5 is the worst rating a water body can receive from the EPA.

The Town will engage a designer to determine the best way to remove the sediment. This funding request is for the construction phase of the project. The funding for the design phase was requested in FY2022.

Clarification of Questions

3. Conservation Commission, State, and Federal permitting may be required for dredging.

6. Yes, this is a project for which an Initial Eligibility Project Application may be filed with the Community Preservation Committee.



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

MEETING DATE: 3/9/2021

Agenda Item	Appointment of Director of Public Works
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will recommend that the Select Board vote to approve the appointment of Carys Lustig as Director of Public Works in accordance with Section 20 (c) of the Town Charter.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to approve the appointment of Carys Lustig as Director of Public Works in accordance with Section 20 (c) of the Town Charter.	
3.	BACK UP INFORMATION ATTACHED
a. Resume for Carys Lustig	

Carys Lustig

Versatile and passionate manager with over 12 years of experience in both operations and administrative roles within municipal environments searching for an opportunity to provide leadership within local government.

EXPERIENCE

Town of Needham, Department of Public Works— *Director of Finance and Administration for Public Services*

December 2017 - Present

As a member of the senior leadership team, provide financial and administrative leadership for the department in the areas of procurement, capital and operating budgeting, accounting, human resources administration, union contract administration, customer service, and general management.

Town of Needham – *Liaison to the Community Preservation Committee*

August 2017 - Present

Provide professional staff assistance and management to the appointed board responsible for evaluating applications and making recommendations at Town Meeting for funding approval.

Town of Needham – *Acting Director of Building Maintenance*

August 2016 - December 2017

In conjunction with responsibilities of the Supervisor of Administration, provided management for all building maintenance duties conducted within Town and School owned buildings.

Town of Needham, Department of Public Works – *Supervisor of Administration*

August 2012 - December 2017

Provided supervision for all administrative, financial, and customer service activities.

Town of Needham, Department of Public Facilities– *Administrative Analyst*

July 2008 - August 2012

Provided support to the Director of Public Facilities on all financial and administrative decisions.

Town of Needham – *Intern*

Intermittently from December 2005 - June 2008

EDUCATION

Suffolk University, Sawyer Business School, Boston, MA — *Master of Public Administration*

Goucher College, Baltimore, MD — *Bachelor of Arts, Political Science*

SKILLS

Complex problem solving

Team leadership in both formal and informal roles

Ability to follow through and close out projects

Customer service

PROFESSIONAL QUALIFICATIONS

Massachusetts Certified Public Purchasing Official

Leadership ICMA 2017–2019, International City Managers Association

Emerging Leadership Academy 2014–2015, American Public Works Association (APWA)

Certificate in Local Government Leadership & Management 2012, Massachusetts Municipal Association (MMA)

PROFESSIONAL EXPERIENCE

Leadership & Strategic Planning

- Implemented training program to respond to COVID-19 remote work.
- Developed valuable relationships across the Town of Needham.
- Demonstrated ability to identify and grow talent.
- Filled role of Planning Section Chief in Incident Command Response to Covid-19.
- Participated in collective bargaining process with two unions.
- Participated and took lead role in Town-wide employee engagement and solutions groups projects..
- Managed capital planning process for Public Works.
- Taken on multiple roles within the organization simultaneously to ensure continuity of operations.
- Worked with staff to create supportive work culture.
- Instituted training program for front line managers.

Community Engagement and Public Outreach

- Coordinated a socially distanced outdoor Town Meeting, the first in a 300 year history.
- Initiated a quick webpage change to respond to COVID-19 emergency.
- Scheduled, organized, facilitated, and presented at public meetings, conferences, and workshops.
- Worked with various community groups on Town projects.
- Established social media presence for the DPW.
- Created a pilot project to test out different LED lighting types, and collected feedback using a citizen survey to determine preferable lighting type.

Program Administration & Management

- Developed a Work From Home policy.
- Drafted the Town's Complete Streets policy for Select Board approval and managed consultant to develop prioritization plan.
- Managed streetlight LED conversion program.
- Set-up SchoolDude systems across multiple platforms,. implemented regional Commonwealth Connect utilizing SeeClickFix, and used PeopleGIS to establish several work flow systems.
- Provided oversight on building maintenance construction projects.
- Managed heating failures in elementary school with no school closure.

Procurement, Contract, & Financial Management

- Managed operating and capital budgets in a collaborative process.
- Managed all purchasings for horizontal construction and building maintenance.
- Created operating budget format that was adopted Town-wide.
- Established contracts for on-call service to reduce emergency procurements.

AWARDS

Public Works Manager of the Year Award, Administrative Management 2017, APWA

Young Leader Award, Public Sector 2016, New England APWA

PRESENTATIONS & PUBLICATIONS

Transportation Issues Pavement Management July 2017 - Massachusetts Municipal Managers Association (MMA) Monthly Meeting

Automation of Snow Operations Paperwork with Web-Based Tools May 2016 & November 2015 - APWA, NE Regional Conference & North American Snow Conference

New Technology in Pavement Management in Snow & Ice Operations January 2016, Panelist - MMA Annual Trade Show

Emerging Leaders are a presence at the 2015 Congress - APWA Reporter Magazine, November 2015, p. 44-45

Trends and Innovation in Public Works April 2015 - MMA Monthly Meeting



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

MEETING DATE: 3/9/2021

Agenda Item	Close Special 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 May 1, 2021 Special Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel and/or Bond Counsel.	
3.	BACK UP INFORMATION ATTACHED
a. Draft May 1, 2021 Special Town Meeting Warrant dated 3.5.2021 b. Draft 2021 Annual Town Meeting Warrant dated 3.5.2021	

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

SATURDAY, MAY 1, 2021

RAIN OR CONTINUATION DATES: SUNDAY May 2, 2021,

SATURDAY MAY 8, 2021, & SUNDAY MAY 9, 2021

1:00 P.M.

MEMORIAL PARK

92 ROSEMARY STREET

DRAFT 3.5.2021

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 the Special Town Meeting.

DRAFT 3.5.2021

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 the qualified Town Meeting Members of the Town of Needham to meet at Memorial Park on:

SATURDAY, THE FIRST DAY OF MAY 2021

At 1:00 in the afternoon, then and there to act upon the following articles:

HUMAN RESOURCE ARTICLES

**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: AMEND THE FY2021 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2021 Operating Budget adopted under Article 14 of the 2020 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>

or take any other action relative thereto.

INSERTED BY: Finance Committee
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 be Adopted

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 be Adopted

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: Affordable Housing Trust
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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 be Adopted

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 cybersecurity protection from both internal and external elements across all levels of industry in order 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:

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 PUBLIC INFORMATION OFFICER

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$196,326 for the purpose of continuing funding for the Public Information Officer position, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE X: APPROPRIATE FOR CLINICAL SUPPORT SERVICES FOR LAW ENFORCEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$45,000 for the purpose of funding clinical support services for law enforcement, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE 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 be Adopted

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 be Adopted

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 be Adopted

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:

**Sewer Enterprise
FY2022**

Line #	Description	FY2020		FY2021		FY2022		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$941,001	11.0	\$1,054,938	11.0	\$1,029,212	11.0	
201B	Expenses	\$339,977		\$462,447		\$513,076		
201C	Capital Outlay	\$38,414		\$45,000		\$51,000		
201D	MWRA Assessment	\$6,388,680		\$6,399,895		\$6,662,310		
201E	Debt Service	\$904,095		\$900,000		\$610,000		
202	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$8,612,167	11.0	\$8,897,280	11.0	\$8,900,598	11.0	
FY 2022 Budget Percentage Change from FY 2021 Budget							0.0%	

and to meet this appropriation that \$8,009,230 be raised from Sewer Enterprise Fund receipts, and that \$365,000 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 be Adopted

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:

Water Enterprise

FY2022

Line #	Description	FY2020		FY2021		FY2022		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$1,133,005	17.0	\$1,360,541	17.0	\$1,413,248	17.0	
301B	Expenses	\$1,164,739		\$1,269,070		\$1,294,764		
301C	Capital Outlay	\$15,000		\$15,000		\$40,000		
301D	MWRA Assessment	\$1,412,327		\$1,126,226		\$1,677,742		
301E	Debt Service	\$1,177,829		\$1,250,000		\$1,250,000		
302	Reserve Fund	Transfers Only		\$75,000		\$75,000		
TOTAL		\$4,902,900	17.0	\$5,095,837	17.0	\$5,750,754	17.0	
FY 2022 Budget Percentage Change from FY 2021 Budget							12.9%	

and to meet this appropriation that \$5,400,754 be raised from Water Enterprise Fund receipts and that \$350,000 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

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 \$907,577. Unless circumstances require otherwise, this Chapter 90 allocation will be directed to the design and construction of the next phase of the downtown infrastructure improvement project.

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 design and engineering and associated costs for the historic renovation of the Emery Grover Building, to be spent under the direction of the Town Manager and Permanent Public Building Committee, and to meet this appropriation that XXXXXX; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This request is for the renovation of the Emery Grover building at its present location, as described by BH+A Architects in the Emery Grover Feasibility Study (June 25, 2020). This project represents the historic renovation of the Emery Grover exterior, renovation and modernization of the interior, and the construction of a 30 foot, three-story 18,415 GSF addition attached to the rear of the building. The orientation of the building would be rotated 90 degrees on the site to bring in natural light from the north, east and south walls. The total number of parking spaces with the underground garage would be 66 spaces, between on-site (42) and off-site parking at the Stephen Palmer building. This project also includes the temporary use of the old Hillside Elementary School as swing space for school administration personnel during construction. This historic renovation project will be eligible for Community Preservation Act (CPA) funds as a local, state and national historic resource. BH+A Architects estimated that the project could be eligible for over 50% of the hard and soft project costs totaling about \$12.5 million dollars. While this should be considered a maximum eligible funding level for the Emery Grover Project, the Community Preservation Committee must look at many factors to determine the appropriate actual funding level, balancing requests for housing, open space and other historic preservation projects.

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 the historic preservation of Town Marriage Records, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be XXX; 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 & RENOVATION

To see if the Town will vote to raise and/or transfer and appropriate a sum for the historic redesign and renovation of the Town Common, to be spent under the Direction of the Town Manager, and to meet this appropriation that said funds be XXX; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Town completed an internal design process for the Town Common and drafted a scope of services which includes improved hardscape, landscaping, amenities, tree plantings, and utility upgrades that are consistent with the historic nature of the Common and the new Downtown Streetscape

Improvement Project. This project will install new sod, trees, plantings, low maintenance hardscape materials, and increase handicap accessibility. The pathways and landscaping will be adjusted to become more aesthetically pleasing and functionally enhanced. There will be increased electrical and sound capacity to accommodate Town-wide events. This request is for the funding for the construction phase of this project. The design phase was funded in FY2020.

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 the construction of the Fisher Street Trailhead, to be spent under the Direction of the Town Manager, and to meet this appropriation that said funds be transferred from XXX; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE X: APPROPRIATE FOR RESURFACING THE SYNTHETIC TRACK AT
 DEFAZIO**

To see if the Town will vote to raise and/or transfer and appropriate a sum for the resurfacing of the synthetic track at DeFazio Park, to be spent under the Direction of the Town Manager, and to meet this appropriation that said funds be transferred from XXX; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: *The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches, and miscellaneous equipment) for multi-use fields and ball diamonds. The Department engaged a consultant to evaluate the synthetic track at DeFazio Complex and identified some delamination. The track is presently under a fifteen-year warranty that will be expiring within the next five years. Basic maintenance, including the proposed resurfacing of the synthetic track, is required to ensure that a total replacement is not necessary.*

ARTICLE X: APPROPRIATE FOR MCLEOD FIELD RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate a sum for McCloud Field Renovation Design, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from XXX; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches, and miscellaneous equipment) for multi-use fields and ball diamonds. Since McCloud Field was renovated in 2009, there have been several drainage issues related to the 4' drainpipe that runs through the field. This has caused sink holes that require emergency repair for the field to be safely used. These sink holes appear after large rain events that wash out the materials from underneath the field. Currently there are several methodologies that vary in terms of invasiveness and cost to address this issue that will be vetted out in the design. This project will address both the 4' drain and the subsurface of the field that has been eroded by storm events. This funding is for the design component of this project. The construction funding will be requested in FY2023.

ARTICLE X: APPROPRIATE FOR TRAIL IDENTIFICATION - DESIGN

To see if the Town will vote to raise and/or transfer and appropriate a sum for Trail Identification Design, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from XXX; 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 Walker Pond Improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from XXX; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Walker Pond is choked with excessive aquatic vegetation that needs to be removed for the health of the pond. In FY2022, DPW will start category 1 of the Walker Pond Improvement Project, which involves an analysis of the contributory area providing runoff to the pond. This work will be designed in-house. Interruptions in the stormwater flow are being proposed through the introduction of eight-foot-wide bands or strips of wildflowers and tall grasses, including certain tree types to encourage infiltration and stormwater quality improvements through nutrient uptake and soil activity. Work will include the installation of three six-foot diameter drainage manholes and sumps in order to address sediment and litter removal. The tree infiltration system was designed by the Conservation Commission.

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 Town Reservoir Sediment Removal, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from XXX; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Town entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) to commence a Town-wide investigation of stormwater discharge to address the pollutants through stormwater into the Charles River Basin and other water bodies. Incorporated into this plan are improvements to the Stormwater Drainage System to upgrade the quality of the water discharged into the Charles River in Town. This request is to support action items identified in the MOU. In 2003, the EPA National Pollutant Discharge Elimination System (NPDES) Stormwater Drainage Permit took effect. It incorporated several requirements identified in the existing Town's MOU. In April 2016, the second permit issued by the EPA was submitted and went into effect July 1, 2018. This article addresses some of the requirements for NPDES. The sediment at the bottom of the reservoir is contaminated and must be removed. This is a category 5 impaired water body under NPDES. Category 5 is the worst rating a water body can receive from the EPA. The Town will engage a designer to determine the best way to remove the sediment. This funding request is for the design phase of the project. The funding for the construction phase will be requested in FY2023.

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:

Public Safety Mobile Devices

This request is for the replacement of laptops and tablets that are used in Needham Police and Fire Department Vehicles. The hardware communicates with the Public Safety CAD software as well as State and Federal websites and databases. The devices themselves are hardened devices for use in more intensive environments. The planned replacement cycle for these devices is six years, supplemented by State 911 Grant Funds when available.

Monitor/Defibrillator

A Physio LIFEPAK 15 is the Cardiac Monitor/Defibrillator used by Needham Fire on the front-line rescue units. The average life span for this equipment is estimated to be five years. The Department's current LIFEPAK units are two and seven years old respectively. Replacement units offer improved features not available in older units, such as the ability to monitor carbon monoxide in a patient, thereby enhancing diagnosis and treatment protocols. The addition of this piece of equipment will allow the Department to place the aging LIFEPAK on Rescue 3, which serves as a backup ambulance, where it would get limited use and extend its working life. Placement of the LIFEPAK on Rescue 3 will allow it to be upgraded from a basic life support vehicle to an advanced life support vehicle. Finally, having a third LIFEPAK would allow the Department to send other units out to be serviced while continuing operations, without having to borrow a unit from a neighboring town.

Self-Contained Breathing Apparatus

This request is to replace outdated self-contained breathing apparatus (SCBA) units to meet current standards. These units are essential pieces of equipment to maintain the life, safety and health of personnel as they work in fire and other emergency incidents where toxins exist. Much of the Department's equipment was purchased prior to 2012, is outdated by NFPA standards, and is either now or will soon be out of the range of serviceability.

Personal Protective Equipment

This request is to replace Personal Protective Equipment, PPE ("bunker gear") for 20% of all firefighting personnel on an annual basis, ensuring that the life span of the equipment does not exceed the 10-year guideline. Through this program, NFD has been able to ensure that all line personnel have two sets of PPE available, enabling them to clean one set of PPE after an incident while remaining in service for other emergencies. Properly maintaining PPE helps deliver the expected longevity of the equipment and reduces long term health risks faced by personnel. The PPE requested includes boots, helmets, gloves, hoods, firefighting pants and coat.

School Copier Replacement

School photocopiers are located in all the schools and the administration building and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, and teaching packets. Copier replacement is planned on a life-cycle basis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. The average life cycle is calculated at seven years, although planned replacement ages range from five to nine years, depending on use. It is important to replace machines regularly, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. The FY2022 request is to replace seven copiers in the following locations: Broadmeadow Room 162, Pollard Rooms 220 and 229, Pollard Classroom M7, and NHS Rooms 609, 503 and 408.

School Furniture

In FY2005 Town Meeting approved funding to begin the replacement of furniture in poor and fair condition throughout the School Department. By FY2015, all furniture in poor condition was replaced in the schools. The FY2022 request is allocated for new classroom furniture as needed for increased enrollment or replacement purposes.

School Technology

The School Department technology replacement program includes desktop computers, printers, classroom audio visual devices, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. This request of \$479,650 reflects the School Department's classroom technology standard and the decision in FY2017 to move devices with a lifespan of less than five years (Digital Learning Devices, or DLDs, and staff laptops) to the operating budget. The FY2022 request includes \$366,650 for hardware and \$113,000 for infrastructure replacement.

Broadmeadow School Technology Room Conversion

The School Committee implemented Full-Day Kindergarten in September 2019. Based on a feasibility study conducted by Dore & Whittier Architects (February 2018), several modifications to Needham buildings are needed to accommodate the projected number of classrooms needed over the next five years resulting from Full Day Kindergarten and projected enrollment growth. These modifications include the conversion of a technology lab at the Broadmeadow School to a classroom to open during School Year 2022/23.

Hillside School Boiler Installation Design

The Hillside School currently has two cast iron boilers to heat the building. Boiler #1 has a leak that needs to be repaired. The existing boilers were installed during the renovation in 1998 and have surpassed their 20-year life cycle. Due to the age of the boilers, many of the parts necessary for continued maintenance are no longer manufactured, so repairing the boilers is becoming increasingly difficult. While the building is no longer being used as a school, it is still in use as swing space. The boilers are necessary in order to prevent the building from freezing and causing major damage. This request is for the design phase of the project. Any salvageable parts will be kept, providing spare parts for boiler #2. Boiler #1 will be replaced with a high efficiency condensing boiler.

Pollard School Feasibility Study

The purpose of this study is to provide sufficient development of the School Committee's preferred option at Pollard School for the purpose of allowing the Town to make informed decisions about the

retrofit/replacement of systems and or building elements, until the renovation work can occur. It is anticipated that this study would entail a review of programming, layout and other factors that could support an eventual realization of the preferred renovation option and allow modifications within the current Pollard that would later be in concert with future plans. This request complements the projects proposed as part of a multi-project Strategic Plan to provide capacity at the elementary schools for enrollment growth, address overcrowding at the High Rock School and modernize the Mitchell Elementary and Pollard Middle Schools.

Auditorium Theatrical Sound and Lighting Systems Needs Assessment

This project is to conduct a needs assessment/feasibility study of upgrading the theatrical sound and lighting systems in the Pollard, Newman and Needham High School Auditoriums. These auditoriums are venues for student and community group productions. The theatrical equipment currently installed in these venues, however, is old and not adequate for contemporary musical or theatrical productions. Although some issues are unique to particular venues, some common deficiencies in the audio systems include: speakers, which are poorly placed, insufficient in number and/or non-functioning, thereby impairing the audience's ability to hear what is happening clearly on stage from all seats; sound boards, which are old (analog), partially non-functioning and/or not at a standard that is necessary for a modern musical or theatrical production; and amplification equipment (such as wireless receivers and microphones) that are insufficient in number and/or broken. The lighting systems include fixtures that are partially non-functioning, and uncoordinated with sound delivery. Although the need and vision for these spaces has not yet been fully assessed, school parents and community groups already have engaged in fundraising for equipment upgrades.

Permanent Message Boards

This request is for permanently installed message boards to communicate with residents. Currently the Public Works Department has mobile message boards that are used for large construction projects. These message boards are removed from construction projects and relocated to various sites in Town when requested for non-construction related notifications to residents and commuters. The existing message boards are difficult to maneuver, time consuming to program, and often not available for non-emergency notice. This project will alleviate competition for the current message boards. The new message boards will have the capacity to be programmed remotely. The plan is to fund one message board per year. Unless circumstances require otherwise, this funding would support a permanent message board near the intersection of Dedham Avenue and South Street.

Energy Efficiency Upgrade Improvements

This program supports on-going energy efficiency upgrades throughout Town and School buildings. Due to COVID-19, during FY2021 the Building Maintenance Division conducted a recommissioning of all School buildings throughout Town with the goal of increasing air flow in all occupied spaces, correcting controls, and making repairs to the mechanical systems. Many of the pieces of equipment were not designed with the intention of operating at this magnitude, therefore these systems will need to be reevaluated. This request is intended for a review of keeping the systems operating at the necessary level for increased air flow while also evaluating their energy consumption. These systems will need to be rebalanced with both goals in mind. Performing a review of these systems will lead to a list of recommended adjustments that will help inform the upcoming years' Energy Efficient Upgrades submissions.

RTS Property Improvements

This article will be used to fund improvements to the Recycling and Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve the facility function. The RTS composting operation is presently under a Conservation Commission Negative Determination of Applicability (NDA) resulting from adverse impacts to the wetlands from the compost operations. The NDA

calls for the mitigation of potential stormwater issues at the site. At the present time, untreated stormwater runoff is entering a perennial stream that feeds the wetlands abutting the composting operations. This project will also assist the Town in complying with its 2016 NPDES MS4 Permit. The plan is to grade and pave the existing dirt road behind the salt shed, which is the main access to the salt shed for deliveries and loading. This work will stabilize the road, preventing drainage and runoff problems and prevent erosion of soil into the wetlands adjacent to the RTS.

DPW Specialty Equipment

Specialty equipment fits the definition of capital but is not included in the fleet request because the equipment is not a registered vehicle. In FY2022, the DPW is requesting funding for a specialty mower for the Parks and Forestry Division. This small mower (Unit 334) performs a second cut on highly maintained baseball fields. It has floating cutting decks that provide a higher quality cut and playing surface. It also lessens the amount of scalping and mower damage to the field compared to the large area mowers. Since this machine has a lighter footprint than the large area mowers, it can cut fields even after heavy rains.

Library Technology

This capital request is for the three remaining years of a four-year Library Technology Plan. Year one was funded at the Annual Town Meeting held on June 8, 2020. Unless circumstances require otherwise, FY2022 funding is proposed for the replacement of 29 public computers (Adult 20; Young Adult 4; Children's 4, Community Room 1), and two self-check computers. The equipment was originally purchased in 2013.

Ridge Hill Building Demolition

The 2019 Annual Town Meeting approved \$50,000 in feasibility funding for the demolition of buildings at the Ridge Hill site. This request would fund the demolition of the Ridge Hill Manor House and Garage at 463 Charles River Street. The existing barn structure is excluded from this scope. Most of the Ridge Hill Reservation is under the jurisdiction of the Conservation Commission, with approximately three acres under the authority of the Select Board. The demolition scope of work includes hazardous materials abatement and disposal; removal of an underground fuel storage tank (UST) at the garage; complete removal of all building elements, foundations, portions of the exterior paved areas and utilities associated with the subject structures and stabilization; and restoration of the site following demolition.

General Fund Fleet Replacement Program

The Town's fleet replacement program was established in FY2015. The program includes a budget and schedule for the Town's rolling stock fleet of appropriately 220 vehicles, trailers, and large specialized attachments and the School Department fleet of 14 vans and buses. General purpose vehicles include pickup trucks, a variety of sedans, SUV's, vans, and police vehicles (87). They comprise approximately 39 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively interchangeable. The replacement of these vehicles can proceed on a regular schedule and should be part of the of the Town's recurring costs. The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet. Specialized, high value vehicles and snow and ice equipment comprise the other 38 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general-purpose vehicles but serve the unique purposes of specific departments or divisions. Included in this group are the high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned. Unless circumstances require otherwise, the proposed FY2022 fleet replacement schedule is as follows.

General Fund Core Fleet Replacement

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
712	Ford Econ Van E250	DPW Building Maintenance	2011	Utility Van Class 2	\$69,831
756	SUV Hybrid	DPW Building Maintenance	2010	SUV Hybrid	\$50,814
45	Ford E150 Van	DPW Engineering	2012	Utility Van	\$54,973
32	Ford F350	DPW Highway	2012	Work Truck Class 3 Pick-up	\$61,916
C-02	Chevy Tahoe	Fire Department	2016	Public Safety Response Vehicle	\$62,540
404	Ford #350 Van	Health & Human Services	2012	Large Passenger Van	\$90,050
Van 10	Toyota Sienna	School Department	2015	Passenger Van	\$51,419
Van 9	Toyota Sienna	School Department	2014	Passenger Van	\$51,419

General Fund Fleet Replacement – Specialized Equipment

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
10	International 7400	DPW Highway	2010	Heavy Duty Truck Class 8 Large Dump	\$284,119
39	Ford F550	DPW Highway	2012	Work Truck Class 5 Dump	\$94,210
R-03	Ford 450 Ambulance	Fire Department	2008	Ambulance	\$353,843

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: The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts.

Street Resurfacing

The Town has 279 lane miles of accepted road that require maintenance. The average lifecycle of a road is 15 to 20 years. Specialized surface treatments can be applied within this period to sustain or extend the lifecycle of the roadway based on usage. The Town targets 17 lane miles of road per year in order to resurface roads before they reach the end of their lifecycle. These roads are prioritized based on a pavement condition index (PCI). The Town targets roads with a PCI under 70 for resurfacing and specialized treatment, and a PCI under 60 for repair and renovation. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Installing a monolithic asphalt berm curb and/or granite curbing better defines

the edge of the road, improves drainage, and protects the shoulder from erosion. Target funding for street resurfacing in FY2022 is \$990,000.

Roadway Reconstruction

Road resurfacing may be the appropriate treatment to extend the useful life of a road, but conditions may require a total reconstruction of the road to address structural issues within the road including drainage, grading, and subsurface material construction. In deciding which roads are candidates for reconstruction, the department evaluates the sight distance, drainage, presence of handicap ramps, condition of sidewalks, subsurface utilities, public utility poles, and overhead utilities, as well as the physical condition of the road such as shape, foundation, and traffic volume. The roads proposed for reconstruction are deficient in one or more of the areas listed. No funding is allocated to the Roadway Reconstruction category in FY2022.

Sidewalk Program

This program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 130 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvement including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. Target funding for the sidewalk program in FY2022 is \$545,000.

Intersection Improvements

Traffic signals, intersections, and signage require upgrades and reevaluation as infrastructure ages, technology improves, and methods of transportation change. The intersection of Highland Avenue and West Street has aging traffic control infrastructure and can be unreliable. The signals have only one timer, which only allows for one traffic pattern regardless of the time of day. This work will include installing a new traffic signal system with modern technology that will better control the flow of traffic through the intersection, reducing back-ups of traffic. It will also follow the same aesthetic design principals as the downtown improvements. This intersection redesign will comply with complete streets principles. Target funding for intersection improvements is \$860,000.

Bridge Repairs

Surrounded on three sides by the Charles River, the Town jointly maintains several bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified several bridges that have some level of deficiency and has recommended future repairs. No funding is allocated to the bridge repair category in FY2022.

Storm Drain Capacity Improvements

The Stormwater Master Plan has identified several areas throughout Needham where improvements are required to resolve existing problems with flooding and illicit discharge. Since the issuance of the original Master Plan, numerous multi-unit developments have been built in the Town. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Unless circumstance require otherwise, FY2022 funding is targeted for Concord Street and Burnside Road. This project includes construction of a new drain that will be connected to the recently extended Greendale Avenue drain project to provide additional stormwater capacity. Target funding for storm drain capacity improvements is \$85,000 for the design phase of this project.

Brooks And Culverts

Aging drainage infrastructure including poorly draining brooks, streams, waterways, and culverts throughout the Town have been damaged by heavy rains/storms. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of usable

abutting property and flooded basements. The Town is requesting funding to hire a consultant to assist with a Master Plan to address deficiencies with the brooks and culverts. This would help to better comply with NPDES requirements. The brooks and culvert requests within the infrastructure article moving forward would be based upon the recommendations of the Master Plan. Target funding for brooks and culverts is \$159,000 in FY2022.

Guardrail

Many of the Town's guardrails are noncompliant and the department is preparing a plan to upgrade existing guardrails to make them both compliant and aesthetically pleasing. No funding is proposed for this category in FY2022.

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 \$1,700,000 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 Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Public safety Building project consists of the reconstruction of Fire Stations 1 and 2, and the Police Station. This capital request is for additional costs to the Public Safety project to account for unforeseen COVID-19 related expenses incurred to enable continuation of work to proceed, keeping the project within established timetables. In addition, soil contamination was found at Fire Station 2 while excavating foundations. In order to mitigate this situation and meet current environmental standards and regulations unforeseen costs were incurred. These costs were outside of predictability at the time of budget estimates and were not carried within the contingency line item that was identified for the project.

ARTICLE X: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate a sum 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:

Sewer Main Replacement/Greendale Avenue/Route 128

This article is to address the Greendale Avenue/Route 128 sewer interceptor from Cheney Street to Great Plain Avenue. The existing sewer line is deteriorating and in need of rehabilitation/replacement in order to remain functional. The plan is to replace or reline the 12,000 feet (2.25 miles) of 18-inch reinforced concrete gravity sewer main running through Town property along Greendale Avenue near Cheney Street towards Route 128, along the Route 128 right of way to Great Plain Avenue. This work will be on an interceptor sewer. An interceptor sewer is a trunk sewer that collects and conveys wastewater from numerous sewer lines. During the feasibility study, the Town discovered a blockage of the sewer main and two buried manholes that prevented the consultant from providing a complete inspection of the sewer main. This request is for DPW to complete the design and construction phases of the removal of the blockage, including updating the current MassDOT permit to allow for this work and CCTC investigations of the buried manholes. Additionally, the consultant will provide a contingency plan in case of complications or breakage due to the removal of the blockage. This work is necessary in order to continue with the replacement of the sewer main.

Sewer Fleet Replacement - Specialized Equipment

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
17	Ford F550 Dump	Sewer	2012	Work Class 5 Dump Truck	\$94,210
19	Int'l 7400 Dump	Sewer	2010	Heavy Duty Class 8 Dump Truck	\$284,119
29	Int'l 7400 Dump	Sewer	2008	Heavy Duty Class 8 Dump Truck	\$332,531

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:

Water Distribution System Improvements/Rosemary

In order to ensure a continual supply of water to the public, the Department of Public Works must partake in a rehabilitation program including maintenance, repair, and replacement of aging pipes. Replacement of water pipes is prioritized, taking into consideration the condition of the pipe, water break history, and adequacy of water flow to fire hydrants. There is a water main that is currently located under Rosemary Lake, making leaks difficult to detect and repairs difficult to conduct. The 8" water main under the lake will be removed and relocated to Rosemary Street. This request is for the construction phase of the project – the design was funded in FY2020.

Water Distribution System Improvements Design/South Street

In order to ensure a continual supply of water to the public, the Department of Public Works must partake in a rehabilitation program including maintenance, repair, and replacement of aging pipes. Replacement of water pipes is prioritized, taking into consideration the condition of the pipe, water break history, and adequacy of water flow to fire hydrants. This request is for the design of the replacement of the water main pipe on South Street between Charles River Street and Chestnut Street. It is past its useful life and has had numerous breaks in recent years.

Water Fleet Replacement – Core Fleet

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
40	Ford F350	Water	2012	Work Truck Class 4 Utility	\$78,745

Water Fleet Replacement – Specialized Equipment

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
30	Ford F550	Water	2012	Work Truck Class 5 Swap Body	\$135,452
25	Ford F450	Water	2012	Work Truck Class 5 Dump	\$92,437

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: There are old iron pipe water services that may need to be removed because they contain lead. There are approximately 800 services remaining to be replaced. The Town currently has in place water treatment practices that reduce the corrosion on lead components, as well as a rigorous testing program. Originally, this program was to replace any components containing lead prior to road repaving, but the Town is ahead of that schedule and continuing to remove any necessary components. The Town continues to target the removal of any services or components containing lead in reaction to the nationwide concerns over lead. Even as more services are replaced, the Town continues with their water treatment practices and testing. Once all lead is removed from the Town system, the Water Division will continue to provide corrosion control through water treatment practices because plumbing inside buildings may still The DPW continuously replaces water connections that may have components containing lead. Over the last ten-year period the Town has replaced 1,150 service connections. Previously, this request has been presented as an annual funding request of \$200,000 to replace water service connections throughout Town. Due to variability in years, the request has changed to be a \$1,000,000 request every four to five years to allow for continuous replacement as soon as possible

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 be Adopted

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to

another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park. The balance in the fund as of December 31, 2020 was \$270,031.

ARTICLE X: APPROPRIATE TO WORKERS COMPENSATION FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$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 be Adopted

Article Information: *The purpose of this request is to replenish the Workers' Compensation Fund which is the Town's reserve fund for paying workers' compensation claims of a prior year and for lump sum settlements up to the limit of the Town's reinsurance limit (for both School and General Government employees.) Typically, the source of funds for this account is any remaining balance in the workers compensation line item contained in the employee benefits and assessments budget. Due to increases in salaries and expenses over the past decade, and the resolution of several long-standing cases, the fund balance has been declining. The balance in the Reserve as of July 1, 2020 was \$763,248.*

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 be Adopted

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: No Position Taken

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.

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 March 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**

Constable

(month) (day)

2021

TOWN OF NEEDHAM



2021 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 13, 2021

Business Meeting: May 3, 2021

5:00 P.M.

MEMORIAL PARK (OUTSIDE)

92 ROSEMARY STREET

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 Memorial Park Parking Lot on Monday May 3, 2021 at 5:00 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 5:00 p.m. at Memorial Park Parking Lot

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

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

HUMAN RESOURCE ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

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

Town Clerk	\$74,419
Town Clerk with 6 years of service in that position	\$110,634 ⁽¹⁾
Select Board, Chair	\$1,800
Select Board, Others	\$1,500

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$8,851, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed \$71,775. The annual salary of \$110,634 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$11,489. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$16,085; or take any other action relative thereto.

INSERTED BY: Personnel Board

FINANCE COMMITTEE RECOMMENDS THAT:

PERSONNEL BOARD RECOMMENDS THAT:

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

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

FINANCE ARTICLES

ARTICLE 4: 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 be Adopted

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

ZONING / LAND USE ARTICLES

ARTICLE 5: AMEND ZONING BY-LAW – HIGHWAY COMMERCIAL 1 ZONING DISTRICT

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

1. Amend Section 2.1, Classes of Districts, by adding the following term and abbreviation under the subsection Industrial:

“HC-1 -- Highway Commercial 1”

2. Amend Section 3.2, Schedule of Use Regulations, by adding a new Section 3.2.7 as follows:

“3.2.7 Uses in the Highway Commercial 1 District

3.2.7.1 Permitted Uses

The following uses are permitted within the Highway Commercial 1 District as a matter of right:

- (a) Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.
- (b) Public parks and playgrounds, municipal buildings or uses.
- (c) Retail establishment (not including grocery stores) or combination of retail establishments serving the general public where each establishment contains less than 5,750 square feet of floor area and where all items for sale or rent are kept inside a building.
- (d) Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.
- (e) Craft, consumer or commercial service establishment dealing directly with the general public.
- (f) Laundry or dry cleaning pick-up station with processing done elsewhere.
- (g) Professional, business or administrative office, but not including any of the following: a medical clinic or Medical Services Building or medical, surgical, psychiatric, dental, orthodontic, or psychologist group practices comprised of three or more such professionals (hereinafter “Group Practices”) or physical therapy, alternative medicine practices, wellness treatments, including but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. “Professional” shall include professional medical, surgical, psychiatric, dental, orthodontic or psychologist practice by a group of two or fewer such professionals (“Non-group Practice”).
- (h) Bank or Credit Union.
- (i) Medical Laboratory or laboratory engaged in scientific research and development and/or experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.
- (j) Radio or television studio.
- (k) Light non-nuisance manufacturing, including, but not limited to, the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, fuses, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.
- (l) Telecommunications facility housed within a building.
- (m) Other customary and proper accessory uses incidental to lawful principal uses. Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor

project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Select Board in accordance with Section 6.9.

(n) More than one building on a lot.

(o) More than one use on a lot.

3.2.7.2 Uses Permitted By Special Permit

The following uses are permitted within the Highway Commercial 1 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as it may require:

(a) Light-rail train station.

(b) Adult day care facility.

(c) Private school, nursery, or kindergarten not otherwise classified under Section 3.2.7.1 (a).

(d) Retail establishment (not including grocery stores) or combination of retail establishments serving the general public where any establishment contains more than 5,750 but less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.

(e) Equipment rental service but not including any business that uses outside storage.

(f) Grocery store provided it does not exceed 10,000 sq. ft. of floor area.

(g) Eat-in or take-out restaurant or other eating establishment except that a lunch counter incidental to a primary use shall be permissible by right.

(h) Veterinary office and/or treatment facility and/or animal care facility, including but not limited to, the care, training, sitting and/or boarding of animals.

(i) Indoor athletic or exercise facility or personal fitness service establishment, which may include outdoor pool(s) associated with such facilities.

(j) External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.7.1(h) hereof.

(k) Group Practices as defined in Section 3.2.7.1(g) and alternative medicine practices, physical therapy, and wellness treatments facilities including, but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. Such uses may have customary and proper accessory uses incidental to the lawful principal uses, including but not limited to, pharmacies.

(l) Live performance theater, bowling alley, skating rink, billiard room, and similar commercial amusement or entertainment places.”

3. Amend Section 4.7.1, Specific Front Setbacks, by deleting the following provisions:

“(b) On the easterly side of Gould Street from Highland Avenue northerly to land of the New York, New Haven and Hartford Railroad Company, there shall be a fifty (50) foot building setback line;

(c) On the northerly side of Highland Avenue from Gould Street northeasterly to the property of the Commonwealth of Massachusetts, there shall be a fifty (50) foot building setback line.”

4. Amend Section 4, Dimensional Regulations, by adding a new Section 4.11 Dimensional Regulations for Highway Commercial Districts as follows:

“4.11 Dimensional Regulations for Highway Commercial Districts

4.11.1 Highway Commercial 1

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft.)	Front Setback (Ft.)	Side Setback (Ft.)	Rear Setback (Ft.)	Maximum Height (Ft.)	Maximum Stories	Maximum Lot Coverage	Floor Area Ratio
		(1)	(1) (3)	(1) (3)	(1)	(1)	(2) (4)	(5) (6)
20,000	100	5	10	10	56	4	65%	1.00

- (1) a. All buildings shall be limited to a height of 56 feet and four stories, except that buildings within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. and buildings within 200 feet of Gould Street shall be limited to a height of 35 feet and 2 ½ stories as-of-right. If the height of a building is increased above the height of 35 feet, the front setback shall be increased to 15 feet and the side and rear setbacks to 20 feet except that, along the MBTA right-of-way the side and rear yard setbacks shall be 10 feet.

b. By Special Permit from the Planning Board, the maximum height of a building may be increased to the following limits within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. and within 200 feet of Gould Street: 3 stories and 42 feet or 3 stories and 48 feet, provided the additional height is contained under a pitched roof or recessed from the face of the building in a manner approved by the Planning Board. By Special Permit from the Board, the maximum height of a building may be further increased to the following limits: 5 stories and 70 feet provided the building is not located within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. or within 200 feet of Gould Street. If the height of a building is increased above the height of 42 feet, or 48 feet if under a pitched roof or recessed as aforesaid, the front setback shall be increased to 15 feet and the side and rear setbacks to 20 feet except that, along the MBTA right-of-way the side and rear yard setbacks shall be 10 feet.

c. The line from which the setbacks from Highland Avenue shall be measured is that line which starts at the point of curvature on Highland Avenue at Gould Street marked by a stone bound/drill hole (SB/DH) and runs northeasterly N63°56'51"E by the Highland Avenue 1980 State Highway Alteration 361.46 feet to a stone bond/drill hole, then continues on the same northeasterly course an additional 330.54 feet for a total distance from the first mentioned bound of 700 feet. Reference is made to a plan entitled "Plan of Land Gould Street, Needham, MA", prepared by Andover Engineering, Inc., dated July 27, 2000, last revised September 20, 2001, recorded in the Norfolk County Registry of Deeds as Plan No. 564 of 2001, Plan Book 489.

d. Buildings and structures abutting Highland Avenue, Gould Street and/or the layout of Route 128/95 shall be set back at least 20 feet from said streets and said layout. Notwithstanding the location of any building and structures, a 20 foot landscaped, vegetative buffer area shall be required along the aforementioned street frontages and said layout in order to screen the development. Driveway openings, sidewalks, walkways and screened mechanical equipment shall be permitted in the buffer area.

e. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

f. For purposes of clarity, the required building setbacks and allowed envelopes (including setbacks) for allowance of additional height above 35' for the as-of right circumstance and 42'/48' for the special permit circumstance are shown on figures 1 and 2 below.

Figure 1:

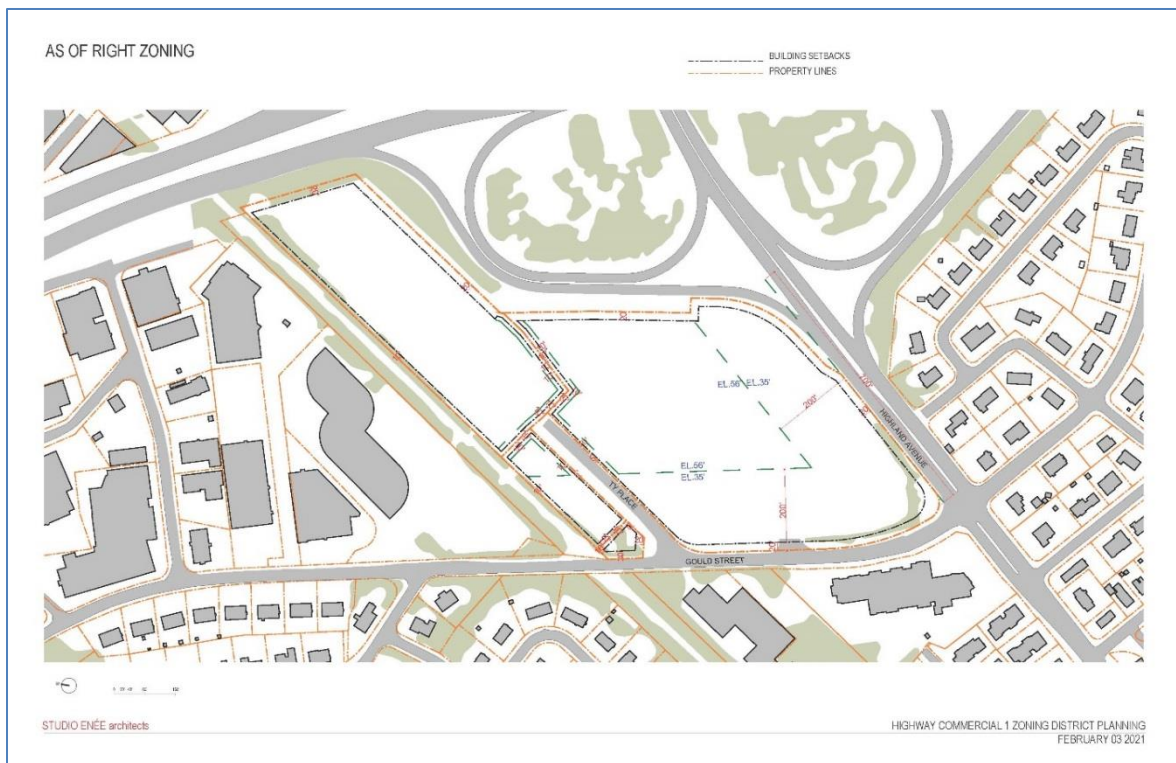
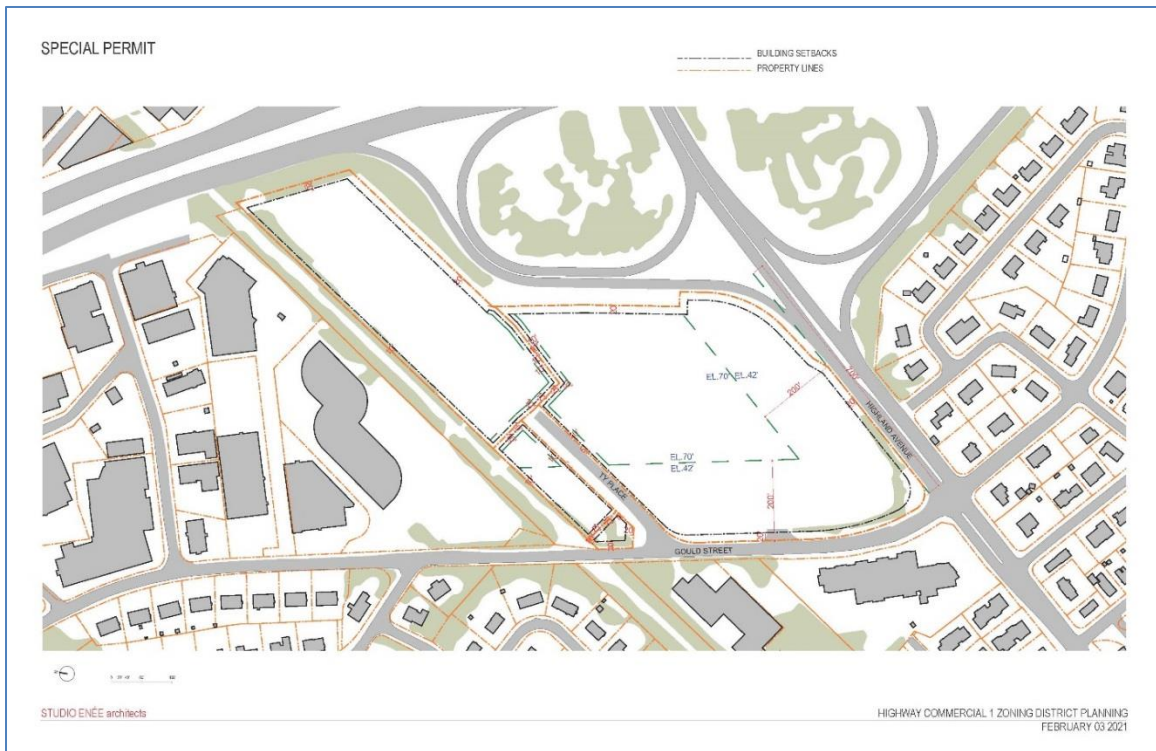


Figure 2:



- (2) Maximum lot coverage shall be 65% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet, the maximum lot coverage may be increased to 75%.
- (3) No side or rear yard setback is required for shared parking structures between adjoining properties, but only on one side of each lot, leaving the other side or rear yards open to provide access to the interior of the lot.
- (4) A minimum of 20% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas. Notwithstanding the preceding sentence, open space shall include pervious surfaces used for walkways and patios. (Pervious surfaces shall not preclude porous pavement, porous concrete, and/or other permeable pavers.)
- (5) A floor area ratio of up to 1.35 may be allowed by a special permit from the Planning Board. In granting such special permit, the Planning Board shall consider the following factors: the ability of the existing or proposed infrastructure to adequately service the proposed facility without negatively impacting existing uses or infrastructure, including but not limited to, water supply, drainage, sewage, natural gas, and electric services; impact on traffic conditions at the site, on adjacent streets, and in nearby neighborhoods, including, but not limited to, the adequacy of the roads and intersections to safely and effectively provide access and egress; the environmental impacts of the proposal; and the fiscal implications of the proposal to the Town. In granting a special permit, the Planning Board shall also consider any proposed mitigation measures and

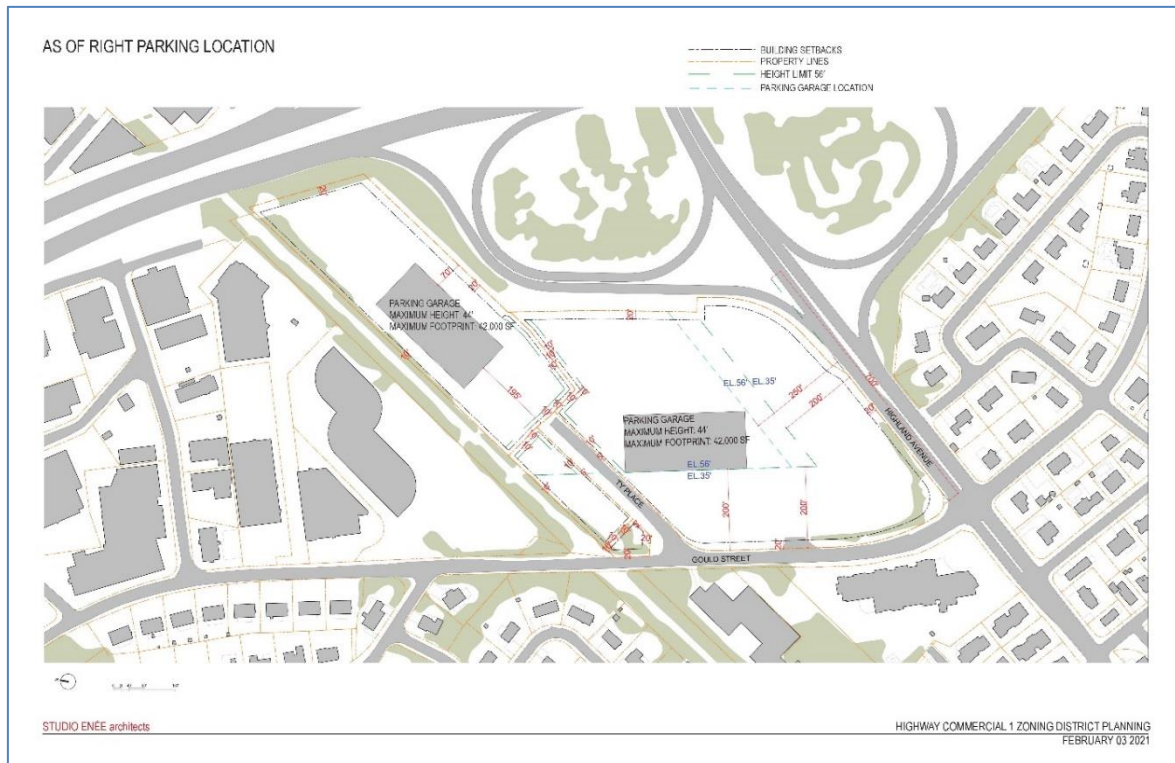
whether the proposed project's benefits to the Town outweigh the costs and adverse impacts, if any, to the Town.

- (6) The calculation of floor area in determining floor area ratio shall not include parking areas or structures.

4.11.2 Supplemental Dimensional Regulations

- (1) Parking structures shall be set back at least 100 feet from Highland Avenue and/or Gould Street.
- (2) Parking structures may have an active ground floor use, such as retail, office, institutional, or display. Structured parking must be located at least 20 feet from adjacent buildings, but may be attached to the building it is servicing if all fire and safety requirements are met.
- (3) Buildings abutting Highland Avenue and/or Gould Street must have a public entrance facing one street on which the building fronts. This requirement may be waived by special permit from the Planning Board for buildings abutting the 20-foot landscaped setback on Gould Street and Highland Avenue where the arrangements for pedestrian access are such that entrances facing these streets are not the best design option.
- (4) Maximum uninterrupted facade length shall be 200 feet.
- (5) Notwithstanding Section 3.2.7.1(m) and any other provision of this Section 4.11 to the contrary, a parking garage, even if it is for an as-of-right development, may not exceed 44 feet in height, may not have a building footprint in excess of 42,000 square feet and may not be located within 250 feet of Highland Avenue or the extension of the right-of-way line described in Section 4.11.1 (1) (c) or within 200 feet of Gould Street without the issuance of a special permit by the Planning Board. A parking garage for an as-of-right development may, however, be located within the area beyond said setbacks as-of-right if the parking garage is located easterly or northeasterly of said 200-foot or 250-foot setbacks. For purposes of clarity the height, coverage and location requirements for the as-of-right circumstance are shown on figure 3 below.

Figure 3



- (6) All setback, height, and bulk requirements applicable to this Section 4.11 are contained in this Section and no additional requirements occasioned by this district abutting Route 128/95's SRB district shall apply.

4.11.3 Special Permit Provision

The Planning Board may, by special permit, waive any or all dimensional requirements set forth above in this Section 4.11 (including sections 4.11.1 and 4.11.2), by relaxing each by up to a maximum percentage of 25% if it finds that, given the particular location and/or configuration of a project in relation to the surrounding neighborhood, such waivers are consistent with the public good, and that to grant such waiver(s) does not substantially derogate from the intent and purposes of the By-Law. This section does not authorize the Planning Board to waive the maximum height regulations, maximum story regulations, reduce the 20 foot landscaped buffer area requirement along Gould Street, Highland Avenue and the layout of Route 128/95, reduce the 100 foot garage setback requirement along Gould Street and Highland Avenue, or reduce the 20% open space requirement of Section 4.11.1(4), except as specifically provided in Section 4.11.1(1) for pitched or recessed roofs. (By way of example, a 15' front yard setback could be waived to 11.25' or the 20,000 sq. ft. minimum lot area could be waived to 15,000 sq. ft.)

4.11.4 Special Permit Requirements

In approving any special permit under this Section 4.11, the Planning Board shall consider the following design guidelines for development: (a) The proposed development should provide or contribute to providing pedestrian and neighborhood connections to surrounding properties, e.g., by creating inviting buildings or street edge, by creating shared publicly accessible green spaces, and/or by any other

methods deemed appropriate by the Planning Board; (b) Any parking structure should have a scale, finish and architectural design that is compatible with the new buildings and which blunts the impact of such structures on the site and on the neighborhood; (c) The proposed development should encourage creative design and mix of uses which create an appropriate aesthetic for this gateway to Needham, including but not limited to, possible use of multiple buildings to enhance the corner of Highland Avenue and Gould Street, possible development of a landscape feature or park on Gould Street or Highland Avenue, varied façade treatments, streetscape design, integrated physical design, and/or other elements deemed appropriate by the Planning Board; (d) The proposed development should promote site features and a layout which is conducive to the uses proposed; (e) the proposed development should incorporate as many green building standards as practical, given the type of building and proposed uses; and (f) The proposed development shall include participation in a transportation demand management program to be approved by the Planning Board as a traffic mitigation measure, including but not limited to, membership and participation in an integrated or coordinated shuttle program.”

5. Amend Section 5.1.3, Parking Plan and Design Requirements, by adding at the end of the second sentence of subsection (j) which reads “Such parking setback shall also be twenty (20) feet in an Industrial-1 District” the words “and Highway Commercial 1 District.”
6. Amend Section 7.2.5 of Section 7.2 Building or Use Permit, by adding after the words “Industrial-1 District,” in the first sentence, the words “Highway Commercial 1 District,”.
7. Amend Section 7.4.2 of Section 7.4 Site Plan Review, by adding in the first sentence of the last paragraph, the words “Highway Commercial 1 District,” after the words “Highland Commercial-128,”.
8. Amend Section 7.7.2.2, Authority and Specific Powers (of Design Review Board) by adding after the words “Industrial-1 District,” in the first sentence of the second paragraph, the words “Highway Commercial 1 District,”.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

ARTICLE 6: AMEND ZONING BY-LAW – HIGHWAY COMMERCIAL 1 ZONING DISTRICT SCHEDULE OF PERMITTED SPECIAL PERMIT USES

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

1. Amend Section 3.2.7 Uses in the Highway Commercial 1 District, Subsection 3.2.7.2 Uses Permitted By Special Permit, by adding a new paragraph (m) to read as follows:

“(m) Apartment or multi-family dwelling provided that (1) the proposed apartment or multi-family dwelling complies with the lot area per unit requirements for apartments in the A-1 district as detailed in Section 4.3, (2) no more than 240 dwelling units shall be permitted in the Highway Commercial 1 District, (3) at least 40% but not more than 70% of all dwelling units within any project shall be one-bedroom units, and (4) at least 12.5% of all dwelling units shall be Affordable Units as defined in Section 6.12.”

2. Amend Section 6.12, Affordable Housing, by revising the first paragraph to read as follows:
- “Any mixed-use building in the Neighborhood Business District (NB) with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-law. Any building in the Highway Commercial 1 District with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-law. The requirements detailed in paragraphs (a) thru (i) below shall apply to a development that includes affordable units in the Neighborhood Business District. The requirements detailed in paragraphs (a), (c), (d), (e), (f), (g), and (h) below shall apply to a development that includes affordable units in the Highway Commercial 1 District.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

ARTICLE 7: AMEND ZONING BY-LAW – MAP CHANGE TO HIGHWAY COMMERCIAL 1

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

Place in the Highway Commercial 1 District all that land now zoned Industrial-1 and lying between the Circumferential Highway, known as Route 128/95 and Gould Street and between the Massachusetts Bay Transit Authority (M.B.T.A.) right-of-way and Highland Avenue. Said land is bounded and described as follows:

Beginning at a stone bound on the northerly layout line of Highland Avenue at the intersection of Gould Street as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489; thence turning and running southwesterly, westerly and northwesterly along a radius of 44.00 feet a distance of 80.06 feet to a stone bound on the easterly sideline of Gould Street; thence running northwesterly, northerly, and northeasterly along a curve of radius of 505.00 feet of said sideline of Gould Street a distance of 254.17 feet to a point on the said easterly sideline of Gould Street; thence running N10°49'50"E a distance of 284.29 feet to a point on the said easterly sideline of Gould Street at the intersection of TV Place, a privately owned Right of Way; thence continuing N10°49'50"E a distance of 160.00 feet more or less to a stone bound as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I; thence continuing N10°49'50"E a distance of 84.82 feet to a stone bound located at the intersection of the easterly sideline of Gould Street and the southerly sideline of the M.B.T.A. Right of Way as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I; thence turning and running along said southerly M.B.T.A. Right of Way line northeasterly a distance of 1,219.55 feet as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I, 18430J and 18430H to a point at the intersection of the westerly sideline of the Route 128 Right of Way and said southerly sideline of the M.B.T.A. Right of Way; thence turning and running S4°25'46"E a distance of 292.00 feet to a stone bound as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430H; then turning and running southwesterly along the Route 128 Right of Way a distance of 484.61 feet to a point; thence turning and running S13°34'58"W a distance of 451.02 feet as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489 to a point; thence turning and running S76°26'41"E a distance of 35.56 feet to a point; thence turning and running S13°34'58"W a distance of 67.34 feet to a point; thence running southwesterly along a curve of radius 245.45 feet a distance of 136.59 feet to a point; thence running southwesterly along a curve of radius 248.02 feet a distance of 38.04 feet to a point; thence running southwesterly along a curve of radius 1180.00 feet a distance of 140.09 feet to a point; thence turning and running S42°43'47"W a distance of 42.52 feet to a stone bound located in the westerly sideline of the Route

128 Right of Way; thence turning and running S63°56'51"W a distance of 361.46 feet to the point of beginning.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Article X describes the geographical area proposed to be placed in the new Highway Commercial 1 zoning district. The affected area is generally bounded on the north by the Massachusetts Bay Transit Authority (M.B.T.A.) commuter railroad right-of-way, on the east by the Circumferential Highway, known as Route 128/95, on the south by Highland Avenue and on the west by Gould Street. The subject land is currently located in the Industrial-1 zoning district.

ARTICLE 8: 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.

ARTICLE 9: 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.

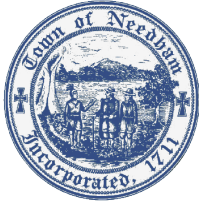
Hereof fail not and make do return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

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)

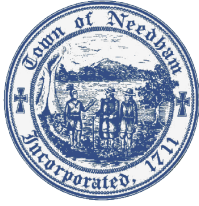


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 03/09/2021

Agenda Item	Committee Reports- Needham Unite Against Racism
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<i>Ms. Cooley will report on the progress of the Needham Unite Against Racism Working Group.</i>	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
(Describe backup below)	
None	



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

MEETING DATE: 03/09/2021

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	

Select Board

Policy Number:	SB-PERS-003
Policy:	Contributory Insurance Rules and Regulations
Date Approved: Date Revised:	October 13, 1998 May 11, 1999 March 24, 2009 December 4, 2012 May 2, 2017 March 20, 2018 March 12, 2019 March 9, 2021
Approved:	_____Chair, Select Board

Policy: The Town of Needham, acting by and through its duly elected Select Board , and in accordance with Section 14 of Chapter 32B of the General Laws of the Commonwealth of Massachusetts, does hereby adopt and establish the following rules and regulations governing certain eligibility and administrative guidelines for the Town's contributory insurance benefit offerings. The Select Board specifically reserves the right to add to, modify, and/or delete any and all provisions of these rules and regulations at any time.

Section 1. Divorced or Separated Spouses

In the event that a court of competent jurisdiction grants a judgment of divorce or of separate support, the divorced employee and his or her divorced/separated spouse may remain eligible for benefits under the Town's group insurance benefit program, in accordance with Section 9H of M.G.L.c. 32B, provided that each of the following conditions are met:

- (a) In the event that the employee/subscriber is not remarried:
 - 1. The Town must be provided with a court certified version of the judgment of divorce or of separate support, which mandates that the divorced/separated spouse of the Town employee/retiree remain on a Town-offered group insurance plan.
 - 2. The employee/retiree must maintain a family plan (or multiple individual plans, if over 65) covering him/herself and his or her divorced/separated spouse (and any qualified dependents, if applicable).
- (b) In the event that the employee/subscriber remarries and wishes to enroll his or her new spouse as a dependent under the Town's group insurance benefit program:

1. The Town must be provided with a court certified version of the judgment of divorce or of separate support, which mandates that the divorced/separated spouse of the Town employee/retiree remain on a Town-offered group insurance plan.
2. The Town shall have the right to require that the divorced or separated spouse enroll in a separate, individual policy, unless a rider to an employee's/retiree's family plan is authorized by the applicable insurance company.
3. The Town of Needham employee/retiree shall be responsible to pay the full monthly premium (100% of the premium) for the plan in which the divorced/separated spouse is enrolled, or 100% of any additional cost for a rider to the employee's family plan, if authorized by the applicable insurance company.
4. Such payments for the premium in which the divorced/separated spouse is enrolled shall be made by means of deducting the premium from the regular pay (or pension) of the eligible employee/retiree, and the employee/retiree shall be required to seek reimbursement from the divorced/separated spouse on his or her own accord. The Town Manager/designee reserves the right to waive this condition for extenuating circumstances. In the event that a waiver is granted, the divorced or separated spouse will be billed directly.

Section 2. Retiree Eligibility

Upon retirement, eligible individuals may participate in the Town's contributory group insurance program, to the extent allowed by the various insurance providers, and in accordance with Section 18 of M.G.L. c. 32B, provided that they otherwise qualify under M.G.L. c. 32B, and further provided that each of the following criteria applies:

- (a) The individual must have retired from service to the Town of Needham, and be receiving a retirement allowance in accordance with M.G.L. c. 32 from either the Town of Needham Contributory Retirement System or the State Teachers' Retirement System (except as specifically provided in M.G.L. c. 32B §9).
- (b) The individual was qualified and eligible to participate in the Town's group insurance program as an active employee of the Town of Needham.

Section 3. Part-time Teacher Eligibility

Part-time teachers classified as .5 FTE or greater shall be determined to be working 20 hours or more per week for the Town and shall therefore be considered employees in accordance with M.G.L. c. 32B section 1.

Section 4. Temporary and Seasonal Employee Eligibility

Temporary employees working 20 hours per week or more, whose service to the Town is expected to last six months or longer, shall be eligible for benefits in accordance with M.G.L. c. 32B. Seasonal employees whose service to the Town is expected to last less than six (6) months, regardless of the number of hours worked per week, shall be ineligible for benefits in accordance with M.G.L. c. 32B

Section 5. Compensated Part-time Elected Official Eligibility

Paid elected officials earning a minimum of \$1,000 per fiscal year shall be considered eligible for insurance in accordance with M.G.L. c. 32B Section 2. Nothing in the section shall affect the eligibility for insurance of elected officials who were receiving compensation in an amount less than \$1,000 as of the date of this policy.

Section 6. Retention of Insurance While on Unpaid Leave

- (a) Employees on designated family medical leave in accordance with the Family Medical Leave Act of 1993, as amended, shall be entitled to continue their insurance contribution during the term of the leave.
- (b) Employees who are on unpaid medical leave, which is not designated as family medical leave, shall be entitled to continue their insurance contribution rate during the period that the unpaid leave is determined to be medical leave by the Director of Human Resources.
- (c) Employees on approved, unpaid leave which has not been designated as FLMA or medical leave shall be eligible for insurance if they are on the payroll (i.e. receive wages) for at least one day per calendar month.
- (d) Employees on approved, unpaid leave which has not been designated as FMLA or medical leave, and who do not receive wages for at least one day per calendar month, shall be eligible to participate in a Town-offered health plan by paying 100% of the monthly premium for that calendar month.
- (e) Employees shall be eligible to continue their group insurance while on leave of absence for no longer than two consecutive calendar years, after which time they shall cease to be considered employees for group insurance purposes.

Section 7. Employee Termination

Employee premium contributions are made one month in advance of coverage. Upon termination, employee coverage will cease approximately one month from the date of separation from the payroll.

Section 8 Health Insurance Offerings

- (a) All subscribers electing health insurance through the Town effective July 1, 2018 must convert to the Benchmark or Qualified High Deductible Plans.
- (b) The Town will offer a voluntary Qualified High Deductible plan to all eligible subscribers. Active employees enrolled in the Qualified High Deductible plan will also be eligible to enroll in a Health Savings Account, as follows:

1. The Town will contribute an amount equal to 50% of the deductible to the Health Savings Account of active paid employees enrolled in any Qualified High Deductible plan offered by the Town, as long as the plan is offered by West Suburban Health Group, or for no less than five (5) years regardless of provider (the “Annual HSA Contribution”). Retirees are not eligible for the annual HSA contribution.
2. In fiscal years 2020 and beyond, the annual HSA contribution will be pro-rated and paid on a per pay period basis.

Section 9. Payment of Premiums

Any eligible subscriber who does not receive a paycheck or pension check in an amount sufficient to pay his or her required health insurance monthly premium will be billed directly for that amount. Failure to pay applicable premiums in the required timeframe will result in loss of insurance coverage.

Section 10: Employee Health Insurance Opt-Out Incentive Program

- (a) Active employees who have been covered as the insured under the Town's health insurance program for the past twenty-four (24) consecutive months may opt-out of Town coverage.
- (b) Employees choosing to opt-out of the Town's health insurance plan must sign and submit the Opt-out Form provided by the Town, certifying that the insured and any eligible spouses and dependents have enrolled in a health insurance plan elsewhere (excluding MassHealth).
- (c) Employees may enroll in the Opt-Out Incentive Program at any time during a fiscal year as long as they certify in writing that they will be receiving health insurance elsewhere (excluding MassHealth) as of the effective date specified. Employees may not retroactively opt-out of town coverage.
- (d) Employees who opt-out of Town coverage will be paid the amount of \$2,000 per full fiscal year for an individual plan and \$4,000 per full fiscal year for a family plan.
- (e) The Incentive amount will be pro-rated by month if an employee participates in the Opt-Out Program or re-enrolls in the Town's health insurance program during the plan year.
- (f) The Opt-Out Incentive will be paid via the employee's normal payroll cycle, less any required withholdings. Payments will not be made during unpaid periods. The amount of the reimbursement will be divided equally over the plan year, which runs from July 1 to June 30. The Opt-Out Incentive payment will not be added to the base pay for employees, will not be used in the computation of overtime, and will not be subject to retirement withholding.
- (g) Any employee who has opted-out of the Town's health insurance plan may re-enroll during the annual open-enrollment period, or within 30 days of a documented qualifying event, and the Opt-Out Incentive payment will cease.
- (h) An employee who changes from a family to individual plan, or vice versa will not be eligible to participate in the Opt-Out Program. An employee who switches coverage to a spouse or parent who is also employed by or retired from the Town, will not be eligible to participate in the Opt-Out Program.

- (i) The Opt-Out Incentive program will sunset on June 30, 2023 unless the Select Board votes to reauthorize the program.

**Town of Needham
Select Board
Minutes for Tuesday, February 23, 2021
<https://us02web.zoom.us/j/89093905788>**

5:45 p.m. Informal Meeting with Citizens:
No Informal Meeting with Citizens due to Affordable Housing Trust Meeting at 5:00 p.m.

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, March 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.

6:02 p.m. Needham Community Council Proclamation:
Ms. Cooley read a Proclamation and congratulated the Needham Community Council for its 90 years of service to the residents of the Town of Needham.

Motion by Ms. Cooley that the Needham Select Board congratulates the Needham Community Council for its 90 years of service to the residents of the Town of Needham.

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

6:04 p.m. Welcome Gilda Barabino, President, Olin College:
The Board welcomed Ms. Barabino, the new President of Olin College.

Ms. Barabino said she was excited for her work as President of Olin College, as well as being a part of the Needham community. She said she is looking forward to more and deeper connections with the community, saying it is important for an institution of higher learning to be part and give back to the community in which it resides. She said due to the pandemic, the college is continuing with a hybrid model of learning with much instruction being done remotely. She said she wants to find ways to transform higher education focusing on educating the whole person and making education more accessible and affordable. Ms. Barabino thanked the Select Board for the opportunity to lead Olin College and is happy to be part of the Needham community.

The Board noted Ms. Barabino's extraordinary qualifications and welcomed her as the second President of Olin College.

6:15 p.m.

Sale of Retail Alcoholic Beverages Proposal:

David Gordon, GordonsWine.com presented a proposal for a retail alcoholic Section 15 package store. Michael Baker, owner of Bakers Best was also present.

Mr. Gordon gave a brief PowerPoint presentation saying Gordon's was started in 1934 and is a 4th generation family business. Mr. Gordon said diverse business practices and e-commerce has allowed Gordon's to continue thriving to a point where more space is necessary to service customers the right way. He said his relationship with Michael Baker led him to an opportunity to occupy space within the same building as Baker's Best. He explained the space will be used to fulfill orders for delivery and for fine wine consultation.

Mr. Baker gave a brief history of Baker's Best, which began 37 years ago. He stated his business has steadily grown over the years, but since the pandemic most of his corporate catering business has evaporated. Mr. Baker said, at this point, the overhead is substantial, and he is having a difficult time utilizing his rental space. Mr. Baker said it would be a godsend for Gordon's to rent the space and a wonderful opportunity for both companies to share space.

Mr. Gordon explained various ways both Gordon's and Bakers Best will give back to the community.

Ms. Cooley said it was helpful to hear the proposal and the thoughtfulness about the relationship with the Town.

Mr. Bulian said the concept is different from other package stores, cutting edge, and forward thinking. He said he likes the idea.

Mr. Borrelli said this would be the last alcohol license Needham can issue, suggesting the Board consider increasing the number of licenses for concepts the Town feels is different from package stores. He said he is concerned in giving the last license at this time, especially during the COVID environment.

Mr. Matthews commented on Needham's last available alcohol license. He said there has been other expressions of interest in the license, noting his experience tells him the issue tends to be a highly politicized process. He noted Needham has had a cautious approach to issuing alcohol licenses, with a lot of community input, and that people have, generally, been satisfied with licenses issued on the package and pouring side. He commented on the possibility of asking the legislature for additional alcohol licenses. Mr. Matthews said it would take work at a time when people already have a lot "on their plate." He said he personally has reservations and is not anxious to issue the remaining license. He noted the Select Board is empowered to make the decision, but the decision is really for the community. Mr. Matthews said he appreciates Gordon's and Baker's Best coming before the Board to discuss the business plan on television for everyone to see, ahead of filing the application. Mr. Matthews said if a full hearing does occur, he will try to have an open mind. He concluded by saying discussion about licensing and quotas tonight is not a reflection on the quality of either Gordon's or Baker's Best, which he knows are some of the best in the field.

Mr. Handel said it would be a good idea for the Select Board to consider expanding the supply of all alcohol licenses to make the situation less difficult to navigate. He said he is open to hearing a formal proposal.

Ms. Cooley concurred, saying this proposal is different. She noted if more licenses were available, there are other proposals that would have also been acceptable for Needham. She said the Select Board should consider additional licenses.

Discussion ensued on the process for amending the number of alcohol licenses, and it was said the process could take up to a year

6:40 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: No Appointments were made at this meeting.

CONSENT AGENDA *=Backup attached

- 1. Accept the following donation made to the Vietnam Veterans Memorial Maintenance Donation Fund: \$50 from MarySue Cotton.**
- 2. Approve minutes of February 9, 2021 (open and executive session).**
- 3.* Approve and Sign Town Manager Contract Amendment.**
- 4. Accept the following donations made to the Needham Health Division's Gift of Warmth program: \$25 from the Blums, \$500 from Temple Beth Shalom, and \$300 from Mr. & Mrs. Bacon.**
- 5.* Support and ratify the individual member signatures on the FY2021 sewer rate relief application which was due to the Commonwealth by February 19,**

2021 and approve applying the proceeds of the grant, if any, as a credit against the sewer bill.

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

6:41 p.m.

Refunding Bonds:

David Davison, Assistant Town Manager/Director of Finance and Evelyn Poness, Town Treasurer & Tax Collector spoke with the Board and said the Town is working with Hilltop Securities to explore refunding (refinancing) bond options to lower the Town's debt service expenses on eligible outstanding debt.

Motion by Mr. Bulian that in order to save interest costs, the Treasurer is authorized to provide for the sale and issuance of bonds under G.L. c. 44, Section 21A, to refund all or any portion of the remaining principal of and redemption premium and interest on the Town's General Obligation Bonds dated June 1, 2009, June 15, 2010 and June 1, 2011 and that for this purpose the Treasurer is authorized to provide for the preparation and distribution of a Preliminary Official Statement; provided, however, that no bonds shall be issued under this vote unless and until the final interest rates and other terms of the refunding bonds are approved by the Board.

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

6:44 p.m.

Approve Transfer Request for Change of Control of RCN Telecom Services:

Ms. Fitzpatrick reminded the Board it held a public hearing on January 12, 2021 and closed it on January 26, 2021 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. Ms. Fitzpatrick noted no public input was received at the public hearing, nor in the two weeks following. She asked the Board to render a decision on the request.

Motion by Mr. Matthews that the Board vote to approve the FCC Form 394 transfer request for a change in control of the Cable Television Franchisee, RCN Telecom Services of MA, LLC from Radiate Holdings, LP to Stonepeak Associates, IV LLC.

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

Mr. Borrelli noted all questions have been satisfactorily answered.

Mr. Matthews commented on the different environment and ways of communicating these days, saying in most sectors corporate reorganization or business transactions would not be required to come before local public authorities for approval. He said RCN has followed the process and has been a good corporate citizen.

6:47p.m.

Town Manager:

Kate Fitzpatrick, Town Manager spoke with the Select Board regarding 4 items:

1. Accept & Refer Zoning

Ms. Fitzpatrick told the Board that the Planning Board, at its meeting on February 16, 2021 voted to place the following articles on the warrant for the 2021 Annual Town Meeting: (1) Amend Zoning By-Law - Highway Commercial 1 Zoning District; (2) Amend Zoning By-Law - Highway Commercial 1 Zoning District/Schedule of Permitted Special Permit Uses; and (3) Amend Zoning By - Law Map Change to Highway Commercial 1. She said under State law, the Select Board has 14 days to accept the proposed amendments and refer them to the Planning Board for its review, hearing, and report. The Board's action in this matter is not discretionary.

Ms. Fitzpatrick asked the Select Board to vote to accept the proposed zoning articles.

Motion by Mr. Matthews that the Board vote to accept the proposed zoning articles (1) Amend Zoning By-Law - Highway Commercial 1 Zoning District; (2) Amend Zoning By-Law Highway Commercial 1 Zoning District/Schedule of Permitted Special Permit Uses; and (3) Amend Zoning By-Law - Map Change to Highway Commercial 1 for referral to the Planning Board for its review, hearing, and report.

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

2. Set Annual Town Meeting Time and Location and Call for Special Town Meeting

Ms. Fitzpatrick recommended that the Board vote to set the location of the Annual Town Meeting at Memorial Park at 5:00 p.m. on Monday, May 3, 2021 and to update the Annual Town Meeting warrant. She recommended that the Board also call for a Special Town Meeting to be held on Saturday, May 1, 2021, and open the warrant for the meeting.

She noted Michael Fee, Town Moderator was consulted and said she is hopeful Town Meeting will resume in Powers Hall in the fall 2021. Ms. Fitzpatrick gave a brief update on articles in the warrant.

Motion by Ms. Cooley that the Board vote to change the location and time for the Annual Town Meeting to Monday, May 3, 2021 at 5:00 p.m. at the parking lot at Memorial Field; and to update the Annual Town Meeting Warrant, subject to minor technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel; and to call for a Special Town Meeting to be held on Saturday, May 1, 2021, and open the warrant for the meeting.

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

3. Police Department Enforcement Data

Ms. Fitzpatrick reminded the Board that during its goal setting process, the Board discussed oversight and reports needed from public safety. The Board subsequently asked to review data on arrests by race and gender, motor vehicle stops by race and gender, use of force by race and gender, and calls for service by priority.

She commented that additional conversation is needed to determine the baseline for analyzing data and how to evaluate and interpret success and trends, among other things. She said historical data, resource information and information on what other communities are doing is being gathered.

Mr. Handel commented the Select Board and every other Town Board should be committed to racial equity.

Mr. Borrelli said there are different ways to determine and interpret data, suggesting putting data in context and getting the correct baseline will really help the Town move forward.

Ms. Cooley concurred, saying the goal is to be transparent, but a lot of learning is necessary in understanding what the data means, how it is interpreted, and how it is used for the process of improvement. She commented there may be other items to monitor on a regular basis.

Mr. Handel concluded, in terms of racial equity, policing is only one aspect. He noted “it is a community issue affecting everything we do.”

4. COVID-19 Vaccination Planning

Ms. Fitzpatrick discussed the current status of vaccine planning in Needham and recommended that the Board submit a letter to the Governor in support of local Boards of Health retaining dispensation site status. She said a regional partnership is being explored in Norfolk County.

Motion by Mr. Bulian that the Board vote to approve and authorize the Chair to sign a letter to Governor Baker in support of the Board of Health’s status as a COVID-19 vaccination center.

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

7:12 p.m. Board Discussion:

1. NUARI Update

Ms. Cooley told the Board NUARI continues its work formulating its guiding principles. She said at last night’s meeting significant conversation continued aimed at increasing specificity and the kind of examples to provide guidance for people using guiding principles, and to be clear about the equitable lens for each area to use as they are considering their work and how those guiding principles apply. Ms. Cooley thanked Lee Newman and Karen Sunnarborg for developing a housing and zoning guide for NUARI, which she said is helpful and

comprehensive. Ms. Cooley commented housing efforts are spread across many departments and people. She said the survey was provided to NUARI members with an opportunity to discuss and ask questions. She said while there is absolutely intent interest from many people in Town with having more diversity in Needham, it will be critical that people of color living in Town are able to say to their friends who do not live in Needham that Needham is a great Town to live in. She said if people are not able to say that, then Needham will not change the diversity in town. Ms. Cooley said it will be the responsibility of everyone to dig deep to understand the issues and reflect on our own particular biases that we all have in many directions and how they inform the way that we think about different things so that we can be more generous with each other. Ms. Cooley concluded the work of NUARI is aimed at making Needham a great place for everybody to live and work.

2. Committee Reports

Ms. Cooley relayed a story about life after the pandemic and the desire by a second grader who told his mother that all he wants to do is go swimming at Rosemary Pool in the summer and the Needham Library in the winter.

7:17 p.m.

Adjourn:

Motion by Ms. Cooley that the Select Board vote to adjourn the Select Board meeting on Tuesday, February 23, 2021.

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

**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:	-\$784.05
Water Irrigation:	-\$867.36
Water Admin Fees	\$0.00
Sewer Sales:	-\$947.61
Transfer Station Charges:	\$0.00
Total Abatement:	-\$2,599.02

Order #: 1304

Read and Approved:


Assistant Director of Public Works

For the Select Board

3/9/21

Carys Lustig
Interim Director of Public Works

3/3/21

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

Prepared			Customer	Location	Street		Irrigation	Domestic				Corrected
By:	Last Name	First Name	ID#	ID#	Number	Street Name	Water	Water	Sewer	Total	Reason	Last Read Y/N
DB	CHAFFIN	RICHARD J	4721	17618	169	Fox Hill Road	-\$585.87	\$0.00	\$0.00	-\$585.87	ACC	N
DB	MURRAY	PETER	44181	18906	723	Charles River Street	\$0.00	-\$621.70	-\$594.18	-\$1,215.88	ACC	N
DB	FANG & YANG	ROGER & YU	32095	24274	21	Bridge Street	-\$281.49	\$0.00	\$0.00	-\$281.49	ACC	N
DB	SPOFFORD	MARJORIE S	18509	8998	21	Woodbine Circle	\$0.00	-\$59.30	-\$56.10	-\$115.40	ACC	N
JO	Council on Aging (1)						\$0.00	-\$103.05	-\$297.33	-\$400.38	COA	N

Total: -\$2,599.02

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