SELECT BOARD Meeting Agenda 6:00 p.m. March 23, 2021 VIA ZOOM

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 89093905788 or click the link below to join the webinar: https://us02web.zoom.us/j/89093905788.

	5:30	Begin Open Session					
1.	5:30	Move to Executive session under Exception 6- Acquisition of Real Property.					
2.	6:00	Return to Open Session					
	6:00	Select Board Transition					
3.	6:15	Babson College Scholarships • Meredith Stover, Director of Financial Aid					
4.	6:30	Public Hearing – New Retail All Alcohol License for Gordons Fine Wines (to be continued to 4/27/21)					
5.	6:30	Solar Parking Canopies • Nicolette, Sophia, Alana & Christine, Environmental Action Club • Michael Greis & Ed Quinlan, Green Needham					
6.	6:45	Continuation Underground Fuel Public Hearings: 40 Windsor Avenue & 16 Petrini Circle • Michael St. Pierre, Kerivan-Lane					
7.	7:00	Public Safety Building Project					
8.	7:20	Town Manager • Annual and Special Town Meeting Warrants • Banner Policy • Town Manager Report					
9.	7:50	Board Discussion • NUARI Update • Committee Reports					

CONSENT AGENDA *=Backup attached

1.* Approve and Authorize the Town Manager to sign the Warrant for the Annual

	Town Election Tuesday April 13, 2021 for the board.				
2.*	Approve open session minutes from March 9, 2021 Select Board meeting.				
3.	Accept the following donation made to the Vietnam Veterans Memorial Maintenance Donation Fund: \$100 from the Needham History Center & Museum.				



Agenda Item

Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 03/23/2021

Executive Session

Pres	senter(s)	
1.	BRIEF DES	SCRIPTION OF TOPIC TO BE DISCUSSED
	Exception	6: Purchase, Exchange, Lease or Value of Real Property
2.	VOTE REQ	UIRED BY SELECT BOARD
prope	on the negot	To consider the purchase, exchange, lease, or value of real ir declares that an open meeting may have a detrimental iating position of the public body. onvene in open session at 6:00.
3.	BACK UP I	NFORMATION ATTACHED
(Des	cribe backu	p below)
none		



MEETING DATE: 3/23/2021

Agenda Item	Babson College Scholarships				
Presenter(s)	Meredith Stover, Babson College				

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Select Board awards scholarships to local residents from a fund made available to the Town from Babson College. The number of scholarships and their size is determined by the Select Board and the Financial Aid Office of Babson College. Meredith Stover, Director of Financial Aid at Babson College, and Board Chair Moe Handel remotely met recently and reviewed all the applications.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Select Board votes to award the Town of Needham Babson Scholarships to the following applicants:

Student:	Status:
Caponi, Emma	Rising senior
Colon Figueroa, Maria	Rising junior
Evans, James	Started Evening MBA program September 2020
London, Henry	Transfer student, started September 2020
Miloshi, Albina	UG admit for September 2021 via Early Action
Tsitsas, Constantinos	Rising sophomore

3. BACK UP INFORMATION ATTACHED

a. Listing of Awards (to be distributed under separate cover)



MEETING DATE: 03/23/2021

Agenda Item	Public Hearing New Retail All Alcohol License – Gordons Fine Wines			
Presenter(s)	David Gordon, Proposed Manager			

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

Gordons Fine Wines has submitted an application for a new retail all alcohol license to be located at 150 Gould Street. This hearing has been publicly noticed and abutter notifications have been sent. The Board will open and continue this hearing to its April 27, 2021 meeting in order to allow the new member(s) to the Board to hear and partake in the vote on the application. Mr. Gordon has agreed to the continuation date.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Board vote to continue public hearing to its meeting of April 27, 2021.

3. BACK UP INFORMATION ATTACHED

none



MEETING DATE: 03/23/2021

Agenda Item	Solar Parking Canopies			
Presenter(s)	Michael Greis, Green Needham Ed Quinlan, Green Needham Nicolette, Sophia, Alana & Christine – Environment Action Club, Needham High School			

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

Representatives from the Environment Action Club (EAC) at Needham High School will provide the Board with an introduction and overview of a solar parking canopy for potential installation at the High School or at Newman Elementary School. Mr. Greis and Mr. Quinlan from GreenNeedham will be available to answer questions.

2. VOTE REQUIRED BY SELECT BOARD

Discussion only

3. BACK UP INFORMATION ATTACHED

- a) Bringing Solar Canopies to Needham article from GreenNeedham website
- b) Informational presentation on Solar Canopies shown for the Needham School Committee



Green Needham

Bringing Solar Parking Canopies to Needham

You are here: Green Needham > Projects > Going Solar > Parking Canopies > Bringing Solar Parking Canopies to Needham

Parking lots are great locations for solar PV in a community like Needham. Like solar panels on schools and homes, solar parking canopies increase our supply of renewable energy, reduce our dependence on fossil fuels, support local jobs and contribute to Massachsusetts' statewide goal of net zero greenhouse gas emissions by 2050. But solar parking canopies have other benefits – like providing parking sheltered from rain, snow and the hot summer sun.

Those benefits explain why you're seeing solar canopies in so many places – from large commercial lots (REI in Framingahm and Logan Airport), to school parking lots in nearby communities (Lincoln-Sudbury, Natick & Wayland).

Early this year, the Needham High School Environmental Club met with Green Needham Chair Michael Greis to explore getting solar installed at Needham High School. While the building itself isn't a great candidate, the students were enthusiastic about the possibility of a solar canopy for the High School parking lot, an idea Green Needham first surfaced several years ago – and more recently suggested to them by Principal Aaron Sicotte.

Inspired by their commitment, **Green Needham has kicked off a project – with the Environmental Club in a lead role – to get a solar parking canopy installed at Needham High School**. Needham High School uses the most electricity of any town building. A solar parking canopy there could generate 25% or more of the building's electricity. The canopy could be installed by a developer using a Power Purchase Agreement (PPA) structure – similar to the one used for the RTS solar array – more quickly and without a capital expenditure by the Town.

The High School is not the only potential location for a solar canopy. A preliminary assessment indicated that the Newman School had potential nearly equivalent to that at

the High School. Our goal is for this project to lead to more – on other town-owned lots and – leading by example – at privately-owned lots.

The student team is already working to generate interest and support for the project in the wider community as well as at the High School. They've created this infographic and had a video (above) produced by classmates in the interdisciplinary Greater Boston Project class.

Please reach out to us at info@greenneedham.org with questions, expressions of support or if you'd like to help make solar parking canopies a reality in Needham. Watch for updates on our Solar Parking Canopies project page.



Solar Panels at NHS

EAC Leadership Team:
Nicolette- co president
Sophia- co president
Alana- secretary
Christine- treasurer

What we've done so far

Needham Ameresco Slides

Project Benefits

- · Meeting our commitment to be a more sustainable community
- Generates income with no capital outlay
- · increasing our use of renewable energy
- reducing our dependence on fossil fuels
- supporting Massachusetts jobs
- moving toward the statutory commitments of the Global Warming Solutions act and the committed goal of statewide net zero greenhouse gas emissions by 2050. A
- · public amenity, providing parking sheltered from rain, snow and heat.
- Can reduce environmentally damaging runoff by channeling rain and snow melt into the ground.
- Including EV charging would provide an additional public benefit and contribute toward decarbonizing transportation.
- Including energy storage in the project would deliver additional benefits, contributing to resilience and disaster preparedness.
- · Lead to additional projects to multiply benefits



Benefits

- The canopy would protect vehicles from inclement weather (ie: snow, rain, wind, heat, sun)
 - Shielding vehicles from snow and sun and rain
- Reduces polluted runoff by channeling rain and snow melt into the ground
- Redirects polluted runoff in groundwater; thus reducing expenses in purifying drinking water
- Looking into the future, having solar panels would be great
- Create massachusetts jobs
- Helps Needham meet its requirement as a Green Community



Annual Savings

- Wayland had annual savings of \$75,000
- Lexington had annual savings of \$180,000
- Ashland had annual savings of \$107,000





How it Affects Students

- Makes us feel proud to be a part of a community that cares about the environment and our future
- Will inspire the student body to care more about the environment
- Constant reminder of being environmentally cautious
- Will protect their cars from extreme weather conditions

Possible Locations

Needham High School:

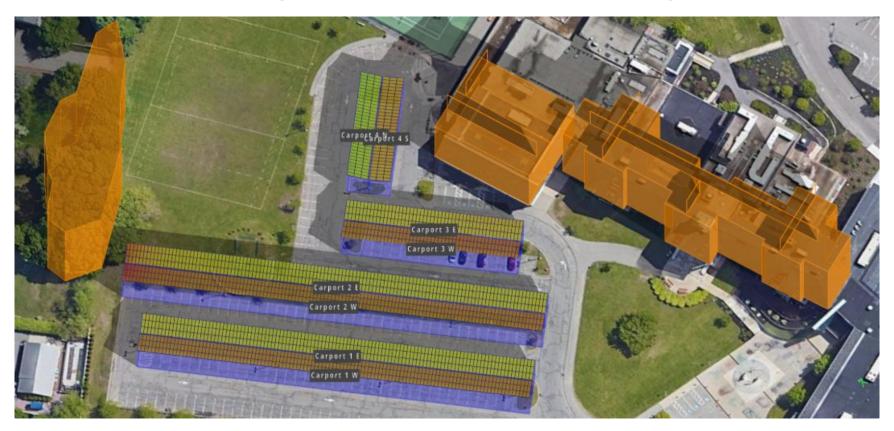
- Concern about fireworks
 - Possible debris falling on panels
- Concern about loss of parking space
- Canopy could generate 25% or more of the electricity used by the High School, the Town's largest user of electricity
- The energy generated could power 66,870,356 smartphones

Newman Middle School:

- No concerns at the moment
- Large enough lot

•

Needham High School Rendering



Newman Elementary School Rendering



Funding

This project is not going to take funds from the capital budget.

We will be funding this project similar to the RTS solar project, using a Power Purchase Agreement.

NHS Project Benefits: Environmental and Financial

- NHS Carport Project is estimated to be 618 kW-DC and produce 741,600 kWhs per year
- This will offset 532 Metric Tons of carbon per year which is equivalent to:







- NHS Carport project is estimated to save the Town \$15,000/year through utility bill savings and PILOTs
- · Benefits to town could increase significantly if:
 - · Additional sites are considered
 - Battery storage is added



Renewable energy is the future of energy. We'd like the School Committee's support in this project to help make Needham a leader in clean energy, and to continue to make our town better for future generations





MEETING DATE: 3/23/2021 Continued from: 3/09/2021

	Continued from 3/9/2021 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

3/23/2021: This public hearing is being continued in order for a plot plan identifying the location of installation on the property has been submitted. Location plot plan has been submitted and was sent to the two abutters who spoke at last hearing.

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 / Install Location 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

TOWN OF NEEDHAM, MASSACHUSETTS

Building Inspection Department

Assessor's Map & Parcel No. _____199/211-54
Building Permit No. _____ Zoning District ____ SRA

Lot Area _____50,673 SF.± Address ____40 WINDSOR AVE.

Owner MICHAEL & LINDSAY JABBAWY Builder ______ PROPOSED PLOT PLAN / FOUNDATION AS BUILT / FINAL ASBUILT

CIRLE ONE THAT APPLIES FINAL LOT COVERAGE = 15.9% 40' SCALE MATCH LINE 137.13 N 86°02'15" E DEMOLISH ROOF IMPERVIOUS = 3,807 S.F. DEMOLISH VOLUME REQUIRED(1") = 317 C.F. EXISTING SHED VOLUME PROVIDED = 321 C.F. DWELLING CHAMBERS = 116 C.F. 210.8' (TO HOUSE) STONE = 512 C.F. * 0.4 = 205 C.F. PROP. DWELL EROSION CONTROL T.W.=104.0 03°33'20" 03°33'20" 25.4 DELLORCO No 34303 2 > FENCE 405.97 PROP. PROP. POOL ROOF DRIVE HOUSE INF. 02°56'55" W **FIELD** LOT 22 CONTROL 50,673 S.F.± 1.16 ACRES± 26.3 R=280.00 DECOMMISSION EXISTING SEPTIC GATE MATCH

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 lso showa 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

DANIEL J. MERRIKIN

CIVIL No. 43309

I hereby certify	that the information provided on t	his plan is	s accurately shown and correct as indic	cated.	
The above is su	bscribed to and executed by me t	this	day of	MARCH	20_21
Name	ANTHONY DELLORCO		Registered land Surveyor	No.	34303
Address	P.O. BOX 95	City _	MEDWAYState MA Zip 02053	Tel. No.	508-533-1644
Approved			Director of Public Works	Date	
Approved			Building Inspector	Date	

TOWN OF NEEDHAM, MASSACHUSETTS

Building Inspection Department

Assessor's Map & Parcel No. _____199/211-54

Building Permit No. Zoning District SF

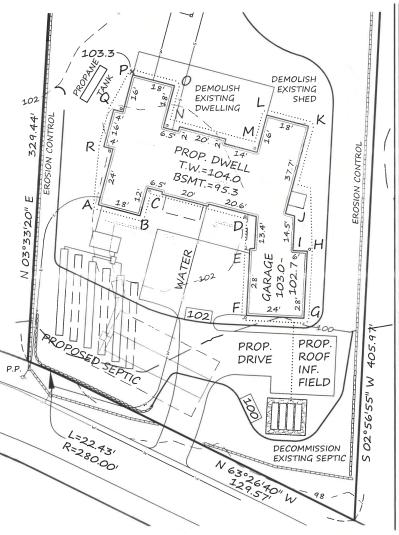
Lot Area _____50,673 SF.± ____ Address ____40 WINDSOR AVE.

Owner MICHAEL & LINDSAY JABBAWY Builder ______
PROPOSED PLOT PLAN / FOUNDATION AS BUILT / FINAL ASBUILT

CIRLE ONE THAT APPLIES
40' SCALE

FINAL LOT COVERAGE = 15.9%

MERRIKIN CIVIL No. 43309



BUILDING HEIGHT CALCULATIONS

LOCATION	LENGTH	EXIST. ELEV.	PROP. ELE
A-B	18'	102.3	103.3
B-C	12'	102.5	103.3
C-D	48.5'	102.3	103.3
D-E	15.4'	101.9	103.0
E-F	28'	101.0	102.6
F-G	24'	100.2	102.8
G-H	28'	100.5	102.8
H-I	6'	101.2	103.0
1-J	14.5'	101.1	103.3
J-K	41.7'	100.7	103.3
K-L	18'	100.4	103.3
L-M	16'	100.5	103.3
M-N	44'	101.3	103.3
N-0	18'	101.8	103.3
0-P	18'	101.7	103.3
P-Q	20'	101.9	103.3
Q-R	16'	102.0	103.3
R-A	28'	102.1	103.3

AVERAGE ELEV. = (SUM OF (LENGTH x ELEV. (EXIST. OR PROP.)))/TOTAL LENGTH AVERAGE EXISTING ELEVATION = 101.4 T.O.C. TO GRADE = 104.0-101.4 = 2.6' ALLOWABLE BUILDING = 35.0'-2.6' = 32.4'

AVERAGE PROPOSED ELEVATION = 103.2 T.O.C. TO GRADE = 104.0-103.2 = 0.8' ALLOWABLE BUILDING = 35.0'-0.8' = 34:2'

MAXIMUM ALLOWABLE STRUCTURE HEIGHT IS 32.4' ABOVE T.O.C.

THE PROPOSED DWELLING IS 27.9' TALL ABOVE T.O.C.

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 lso showa 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 2 OF 2

I hereby certify	that the information provided on t	his plan is	s accurately shown and correct as indi	cated.	
The above is sul	bscribed to and executed by me	this	day of	MARCH	20_21
Name	ANTHONY DELLORCO		Registered land Surveyor	No.	34303
Address	P.O. BOX 95	City _	MEDWAYState MA Zip 02053	Tel. No.	508-533-1644
Approved			Director of Public Works	Date	
Approved			Building Inspector	Date	

Kerivan Lane 40 Windsor Rd 1000 ug propane tank

Attached is the plot plan with the location of the 1000 gallon underground propane tank. Location will be left side of property.

Propane tank set back/requirements:

- -10 feet off property line
- -10 feet off buildable structure
- -10 feet away from source of ignition
- -Tank is set on a concrete pad and strapped down
- -cathodic protection (2 anode bags)
- -Clean sand will be on site for inspection and back filling after fire inspection is complete

Gas Line:

- -trench is minimum of 24 inches deep with 6 inches of clean sand
- -tracer wire and gas tape will be in trench
- -line will be put under pressure and inspected by town gas inspector
- -after inspection, the trench will be covered with clean sand

Questions from abutters:

- -Khristy Thompson- where is the water run off?
- water run off is not applicable for propane tank install. That would be a question for the town surveyor. Kerivan Lane is only responsible for setting propane tanks within NFPA 58 code



Excavation Guidelines for Underground Propane Tanks

Proper excavation is the essential first step in the proper installation of an underground tank. Improper excavation can jeopardize the installation and can potentially lead to a hazardous gas leak.

Warning: The installation of underground LP gas tanks is governed by the LP Gas Code (NFPA 58) and must always be done by a qualified professional. Installation of tanks by unqualified persons can potentially lead to a hazardous gas leak. Be sure to call Digsafe before digging: 888-DIG-SAFE (334-7233).

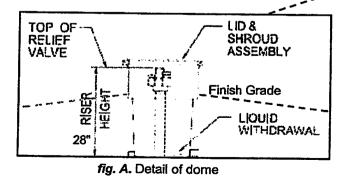
Tank Disconsister Class of the Control of the Contr		320 Gal.	500 Gal.	1000 Gal.			
		10' x 38" diameter	16' x 41" diameter				
Weight (approx.)	252 lb.	588 lb.	921 lb.	1731 lb.			
Hole Dimensions *	nensions * 9' 6" L x 4' W x 44" Deep 13' L x 4' 6" W x 52" Deep 14' L x 5' W x 5' 6" Deep		20' L x 5' 6" W x 5' 6" Deep				
Below the Tank-all sizes	Six inches of sand in the bottom of the hole .						
Prior to Back-filling	One 17 lb. Anode bag connected to tank. Place at least 2' away from tank and low in the hole. Pour 1 Same procedure - using 2 Anode bags.						
Back-fill **	Once tank is place and inspected by the local AHJ, if required, back-fill the entire hole with sand. Grade downward and away from housing dome. This prevents water from collecting and running into or standing around the housing dome.						

^{*} If a coricrete pad is required, depth of hole must be 6" deeper to accommodate a 6" concrete pad in the dimensions of the tank with 4 anchor eye bolts (one in each corner of the pad). Attach stainless steel or similar strapping from lifting lugs down to eye bolts.

Gas Line Trench Specifications: The trench for buried coated copper tubing or polyethylene pipe and tubing shall be installed with a minimum 12 in. of clean fill or sand. Do not backfill until inspected by the local AHJ, if required. The minimum cover shall be increased to 18 in. if external damage to the pipe or tubing from vehicles is likely to result. Tracer wire (required for PE pipe & tubing only) along with yellow caution tape (Caution Gas Line Buried Below) shall be properly installed by a qualified service technician.

Tank Dome - Half of the dome must be above the ground.

Grade downward and away from dome.



Tanks must be 10' (ten feet) from any building or property line.

SAND

A 6-inch base of sand in required on all underground tank installations.

* CONCRETE - if applicable See notes above.

Multi-valve &

regulator

28" high dome

^{**} Touch up any scratches or marks on tanks or lifting lugs with proper coating materials before back-filling.

Be sure to keep at least half of riser (dome) above ground. Marking the halfway point before back-filling is helpful, especially if finishing with op soil Filling in more than halfway can cause future water/freezing problems and must be avoided.



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



Total quantity of all flammable solids to be stored:

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 mad store fla	de in accordance with the immables, combustibles of	provisions of Chapter 148 of or explosives on land in buildi	the General Laws of Ma	ussachusetts for a license to
	•	AVE	ingo oi oildotatos ficielli	described.
Location of Land:	40 Windsor Number, Street a	nechum And Assessor's Map and Parcel ID	NA 02492	
		ocation of property lines and	_	
	9	Jabbawy		
Address of Land Owner	Same			
Use and Occupancy of I	Buildings and Structures:	SFH - living the	ere after const	ruchon
		ting license, indicate date of		
	Att	ach a copy of the current license		
		mmable Gases and Sol		
Attach additional pages if n	eeded. All tanks and cont	nd combustible liquids, solids ainers are considered full for MAXIMUM QUANTITY	the purposes of licensing UNITS gal., lbs,	container UST, AST, IBC,
10 (=	Λ	1	Cubic feet	drums
LP-Gas	<u> </u>		1000 gallon	ust
	ne ne ne ne			
		be stored:		,
rotal quantity of all II	ammadie gases to be	e stored:		

LP-gas (Complete this section for the storage of LP-gas	or propane)
Indicate the maximum quantity of LP-gas to be	e 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 I Proceed by	and capacities of all storage containers.
Maximum quantity (in gallons) of LP-gas to be stored List sizes and capacities of all above ground contains	red in aboveground containers:
	ers used for storage:
Maximum quantity (in gallons) of LP-gas to be store	ed in underground containers: 1 - 1000 gallon
1- 2000 gallon unsergons	s used for storage:
Total aggregate quantity of all LP-gas to be stored:	1000 gullons
Fireworks (Complete this section for the storage of fireworks	
Indicate classes of fireworks to be stored	·ks)
Maximum amount (in pounds) of Class 1.3G:	aximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50
Maximum amount (in pounds) of Class 1.4G:	Type/class of
* Maximum amount (in pounds) of Class 1.4: Total aggregate quantity of all classes of 5	Type/class of magazine used for storage:
desired quantity of an classes of fireworks t	O be stored·
Explosives (Complete this section for the storage of explosive	ves)
Indicate classes of explosive to be stored and max	imum 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:
the information contained herein is accurate and complete all materials stored pursuant to any license granted hereunclaws, codes, rules and regulations, including but not limited Code (527 CMR 1.00). I further acknowledge that the stora hereunder may not exceed the maximum quantity specified	I am authorized to make this application. I acknowledge that to the best of my knowledge and belief. I acknowledge that der must be stored or kept in accordance with all applicable it to Massachusetts Chapter 148, and the Massachusetts Fire age of any material specified in any license granted by the license. Name Michael St. Reme
Fire Department Use Only The Company of the Alexander of	Fire Department endorse this application with my
Approvel Disapproval	
Signature of Head of the Fire Department	2-3-2
Recommendations:	249

TOWN OF NEEDHAM, MASSACHUSETTS

Building Inspection Department

MERRIKIN CIVIL No. 43309 Assessor's Map & Parcel No. 199/211-54 Zoning District GRADINGIU HUTIUS Address 40 WINDSOR AVE.

Lot Area 50,673 SF.± Owner MICHAEL & LINDSAY JABBAWY

Building Permit No.

Builder

PROPOSED PLOT PLAN / FOUNDATION AS BUILT / FINAL ASBUILT CIRLE ONE THAT APPLIES

FINAL LOT COVERAGE = 15.9% 40' SCALE MATCH LINE 137.13 N 86°02'15" E ROOF IMPERVIOUS = 3,807 S.F. DEMOLISH EXISTING EXISTING DWELLING VOLUME REQUIRED(1") = 317 C.F. 329.44 VOLUME PROVIDED = 321 C.F. CHAMBERS = 116 C.F. STONE = 512 C.F. * 0.4 = 205 C.F. PROP. DWELL 03°33'20" > GARAGE FENCE 3 39.91 102 4 02,56'55" PROP PROP. 11.5 DRIVE ROOF POOL INF. 102.3 HOUSE FIELD 3 - PAT10 LEV.=102.4 56'55" LOT 22 50,673 S.F.± ROOL 020 1.16 ACRES± DECOMMISSION EXISTING SEPTIC ×103.2 GATE

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 iso shows 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

	bscribed to and executed by me	this	day of	NOVEMB	IER an ar
Name	ANTHONY DELLORCO		Registered land Surveyor		
Address	P.O. BOX 95	Oi.		No.	34303
Approved		City	MEDWAY State MA Zip 02053	Tel. No.	508-533-1644
-			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://uso2web.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	\$T	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	MΑ	02492	1992110005300000	50 WINDSOR RD
MCGUINNESS, THOMAS P. & KATHLEEN	C/O JABBAWY, MICHAEL R. & LINDSAY	45 BANCROFT \$T	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	O HIGH ROCK WOODS

- **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	7/ -	40,000 gallons		i e	. \$50.00
40,001	84	80,000 gallons			. 200.00
80,001	17 1	100,000 gallons			. 300.00
100,001	n a	500,000 gallons	•		. 400.00
500,001	25	1,000,000 gallons			. 500.00
over 1,000,0	000 gallons	1997 Si 3	•		. 800.00
Class B Fuel: (all typ	es)				
501	S (₩)	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	7 <u>-</u>	1,000,000 gallons			. 500.00
over 1,000,0	000 gallons	er er 26€00 (€0)	*	S• :	. 800.00

Class C Fluids (all types)

	1,001	_	20,000	gallor)	s.		50.00
	20,001	-	40,000	gallor (ıs .	_	100.00
	40,001	-	80,000) gallor	ns .		200.00
	80,001	-	100,00	0 gallo	ns .		300.00
	100,001	_	500,00	0 gallo	ns .		400.00
	500,001	_	1,000,00	00 gallo	ns.		500.00
	over 1,000,0	000 gallons					800.00
Flamma	able Solids 10	l lbs and up			•		50.00
Flamma	able Gases (w	rithin a buildin	10)				
1 1411111	3,001 cubic		· <i>5)</i> ·				50.00
Flamma	able Gases (o	utside a buildi	ng)				
	,	c ft. and up					50.00
Liquid	Petroleum Ga	ases					
1	500	_	1,000 ga	allons	_		50.00
	over	-	1,001 g				100.00
			, 0				

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.
- 1. 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



MEETING DATE: 3/23/2021 Continued from: 3/09/2021

	Continued from 3/9/2021 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

3/23/2021: This public hearing is being continued in order for a plot plan identifying the location of installation on the property has been submitted.

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

- Application / License Form / Map / Install Location 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

TOWN OF NEEDHAM, MASSACHUS

BUILDING INSPECTION DEPARTMENT

Assessor's Map & Parcel No: Map 199, Parcel ID: 021.0-0006-00(

At No: 16 PETRINI CIRCLE PROPOSED PLAN SCALE= 1"= 40'

Buildi

Builde

Lot Area: 14,756 S.F

Owner: Lana & Edward Lukatsky

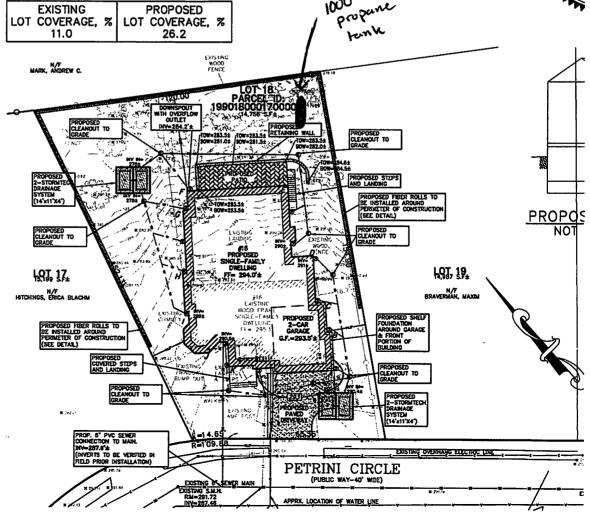
Zoning District:

SRB

//					
ı	1000 ub propane penk		PROPOSED	EXISTING	
-	 tonk	/	LOT COVERAGE, % 26.2	COVERAGE, %	LOT
	不够		EXISTING WOOD FENCE	MARK, ANDREW C.	MA
	ξ is	LOT 18 ARCEL ID		and, while t	=-

SPOT	OLD.	PROP.
LOCATION	ELEV.	ELEV.
A	293.6	293.5
В	293.5	293.5
С	293.4	293.4
D	292.2	292.2
E	285	285
F	284	284
G	287.0	287
H	290.0	290
	290.5	290.5
J	291.8	291.8
К	292.7	297.7
L	293.5	293.5
TOTAL	3487.2	3492.1
AVERAGE	290.60	291.01

EXIST	ING LEGEND
u	SEWER LINE
•	SEWER MANHOLE
v	WATER LINE
	CAS LINE
ė	UTILITY POLE
X	GAS VALVE
— E —	OVERHEAD ELECTRIC SERVICE
×	WATER VALVE
0	CATCH BASIN
	FENCE
503	CONTOUR LINE (MJR)
195	CONTOUR LINE (MNR)



Kerivan Lane 16 Petrini Cir 1000 ug propane tank

Attached is the plot plan with the location of the 1000 gallon underground propane tank. Location will be left side of property.

Propane tank set back/requirements:

- -10 feet off property line
- -10 feet off buildable structure
- -10 feet away from source of ignition
- -Tank is set on a concrete pad and strapped down
- -cathodic protection (2 anode bags)
- -Clean sand will be on site for inspection and back filling after fire inspection is complete

Gas Line:

- -trench is minimum of 24 inches deep with 6 inches of clean sand
- -tracer wire and gas tape will be in trench
- -line will be put under pressure and inspected by town gas inspector
- -after inspection, the trench will be covered with clean sand

٠



Excavation Guidelines for Underground Propane Tanks

Proper excavation is the essential first step in the proper installation of an underground tank. Improper excavation can jeopardize the installation and can potentially lead to a hazardous gas leak.

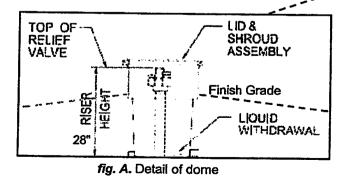
Warning: The installation of underground LP gas tanks is governed by the LP Gas Code (NFPA 58) and must always be done by a qualified professional. Installation of tanks by unqualified persons can potentially lead to a hazardous gas leak. Be sure to call Digsafe before digging: 888-DIG-SAFE (334-7233).

Tank Size	120 Gal.	320 Gal.	500 Gal.	1000 Gal.
Tank Dimensions	5' 6" x 24" diameter	9' x 32" diameter	10' x 38" diameter	16' x 41" diameter
Weight (approx.)	252 lb.	588 lb.	921 lb.	1731 lb.
Hole Dimensions *	9' 6" L x 4' W x 44" Deep	13' L x 4' 6" W x 52" Deep	14' L x 5' W x 5' 6" Deep	20' L x 5' 6" W x 5' 6" Deep
Below the Tank-all sizes				
Prior to Back-filling	One 17 lb. Anode bag connected gallon of water on bag and immed	Six inches of sand in the bottom of the hole. One 17 lb. Anode bag connected to tank. Place at least 2' away from tank and low in the hole. Pour 1 allon of water on bag and immediately cover with sand.		
Back-fill **	Using 2 Anode bags. Once tank is place and inspected by the local AHJ, if required, back-fill the entire hole with sand. Grade downward and away from housing dome. This prevents water from collecting and running into or standing around the housing dome.			

If a coricrete pad is required, depth of hole must be 6" deeper to accommodate a 6" concrete pad in the dimensions of the tank with 4 anchor eye bolts (one in each corner of the pad). Attach stainless steel or similar strapping from lifting lugs down to eye bolts.

Gas Line Trench Specifications: The trench for buried coated copper tubing or polyethylene pipe and tubing shall be installed with a minimum 12 in. of clean fill or sand. Do not backfill until inspected by the local AHJ, if required. The minimum cover shall be increased to 18 in. if external damage to the pipe or tubing from vehicles is likely to result. Tracer wire (required for PE pipe & tubing only) along with yellow caution tape (Caution Gas Line Buried Below) shall be properly installed by a qualified service technician.

Tank Dome - Half of the dome must be above the ground. Grade downward and away from dome.



6" minimum below finish grade SAND Tanks must be 10' (ten feet) from any building or property line. A 6-inch base of sand in required on all SAND underground tank installations. * CONCRETE - if applicable See notes above.

Multi-valve &

regulator

inside dome

28" high dome

^{**} Touch up any scratches or marks on tanks or lifting lugs with proper coating materials before back-filling. Be sure to keep at least half of riser (dome) above ground. Marking the halfway point before back-filling is helpful, especially if finishing with top soil Filling in more than halfway can cause future water/freezing problems and must be avoided.



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



(Rev. 1.1.2015)

The Commonwealth of Massachusett	t
City/ Town of Needham	

Application For License

Massachusetts General Law, Chapter 148 §13

(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 Petrini Circle Number, Street an	L, Nee Ihum MA C	५ ८४५३	
Owner of Land: Local Address of Land Owner Use and Occupancy of F	na Lukatsky Same Buildings and Structures: For amendment of an exist	SFIT - liveny Here and a	alter constru	him
	Atta	ich a copy of the current license		
Complete this section for the	e storage of flammable an	mmable Gases and Solind combustible liquids, solids, ainers are considered full for t	and gases; see 527 CM	
PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, Cubic feet	CONTAINER UST, AST, IBC, drums
LP-GAS	2	11	1000 gallon	
Total quantity of all f	lommoble liquide to	be stored:		
_	-	o be stored:		
- •	_	e stored:		
•	· ·	e stored:		
a vent daniered of are re	millianic bolias to b			

Indicate the maximum quantity of LP-gas to be stored and th (See 527 CMR 1.00 Table 1.12.8.50) Maximum quantity (in gallons) of LP-gas to be stored in abovegrous	
List sizes and capacities of all aboveground containers used for storage	_{те:}
* Maximum quantity (in gallons) of LP-gas to be stored in underground List sizes and capacities of all underground containers used for storage 1-1000 gallon was your propured Total aggregate quantity of all LP-gas to be stored:	e:
Fireworks (Complete this section for the storage of fireworks)	
Indicate classes of fireworks to be stored and maximum quan ❖ Maximum amount (in pounds) of Class 1.3G: Type/class	tity of each class. (See 527 CMR 1.00 Table 1.12.8.50) 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 quanti	ty 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. Pierro, hereby attest that I am authorise the information contained herein is accurate and complete to the best of all materials stored pursuant to any license granted hereunder must be a laws, codes, rules and regulations, including but not limited to Massach Code (527 CMR 1.00). I further acknowledge that the storage of any materials are many not exceed the maximum quantity specified by the licent Signature Date 1/37/2021 Name	tored or kept in accordance with all applicable usetts Chapter 148, and the Massachusetts Fire aterial specified in any license granted se.
Fire Department Use Only I,	Fire Department endorse this application with my $2 - 3 - 2$ Date
Recommendations:	

<u>LP-gas</u> (Complete this section for the storage of LP-gas or propane)

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 PROPOSED LOT COVERAGE, % 26.2 NAME ANDROVE OF

LOCATION	CLD ELEV	PROP.
- A	293 #	293.5
	293 5	293.5
C	290 4	290.4
D	292.3	292.2
E	255	285
F	284	284
G	267 0	287
Н	290.0	290
	290 3	790 b
1	291.4	291 8
K	292 /	717
t	293 5	283 8 ;
POTAL	3467.2	3492 1
VERAGE !	290 604	201.01



	and the state of t	The state of the s
	\$800 2000 7800000	Elono III
The second second	The state of the s	34 2/2
	1.00	PROPOSED PROFIED PLOOR
Jenny Stee		APPROX. N.G. FRANKE GRA
	SELUCIO WONE	994
Law road for	CLEWICH IN	PROPOSED PROFILE
HTCHNOCK DINCE GLADGE	SWOLF-FLORY O'WILLIAM A TO SALE'S	ST. 19.
1		The same
TALLED AND COMP.	MARKET AT THE STATE OF THE STAT	R
The latest of th	Cacaman and on Manager or	
- Table 1 10 10 10 10 10 10 10 10 10 10 10 10 1		DESAL NETALADON
TOTAL TO MAIN	-14.6	
THE TO SEE MINISTER IN		The state of the s
	office by the passes (resident war and passes) - resident war and passes of making the case and passes of making the case and passes of making the case of the ca	ENIBERCHENI DETAL
17	Control of the Argania	UNITED SEC.
1	* \$ EMSTAGE COLOR TO ME	A 97.0
	7 (ALL A 700)	

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 dimensions of proposed structures, sideline offsets and setback distances, (allowing for overhangs) and elevation at the corners at street line and existing and approved street grades shall be shown for grading along for for structures and property lines, existing elevations at nearest house corners and pool with a gate, proposed pool and accessory structures*, offsets from all (*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.

l	that the information provided on this p	lan ie a	COLUMN 6-1 1	
	The above is subscribed to and executed by me this:	rest to di	centately snown and correct as i	ndica
	Name: PETER J. NOLAN	20	day of: APR	

Name: PETER J. NOLAN day of: APRIL Address: 80 JEWETT STREET #2 Registered Land Surveyer #: 49185 City: NEWTON State: MA Zip: 02458 Tel. No: 617-782-1533

Director of Public Works Date ___ **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 16 Petrini Circle, Needham, MA 02492.

Upon said application it is hereby ORDERED: That a Public Hearing be held via Zoom (https://uso2web.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			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			1990180002600000	729 GREENDALE AVE
FEDERICO, IDA		735 GREENDALE AVE	NEEDHAM	MA	02492	1990180002700000	735 GREENDALE AVE
BOLIO, JEANNE ELLEN		741 GREENDALE AVE	NEEDHAM	МА	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			1990180003000000	755 GREENDALE AVE
GREENDALE AVENUE WORSHIP	CENTER, INC.	754 GREENDALE AVENUE	NEEDHAM			1990180004100000	754 GREENDALE AVE
SHEIFFER, ROBERT &	SHEIFFER, ANDREA	50 PETRINI CIR	NEEDHAM			1990180004500000	SO 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			1990180004700000	O BIRD ST
MCREF NEEDHAM LLC	C/O RYAN LLC	500 EAST BROWARD BLVD STE 1130	FT LAUDERDALE			1990180004800000	700 GREENDALE AVE
BLASOTTO, DENNIS F. &	BLASOTTO, DIANE M.	9 RICHARD RD	NEEDHAM			1990200006900000	9 RICHARD RD
ONUALLAIN, BRIAN &	SHAW, THOMASENA	41 BIRD ST	NEEDHAM			1990200007000000	41 BIRD ST
MA, TIESONG &	ZHAO, OUFEI	31 BIRD ST	NEEDHAM			1990200007100000	31 BIRD ST
FREGNI, FELIPE	,	19 BIRD ST	NEEDHAM			1990200007200000	19 BIRD ST
ROY, NICHOLAS G.D. &	ROY, KRISTINE M.	35 BIRD ST	NEEDHAM			1990200008500000	O BIRD ST

- **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	V <u>=</u>	40,000 gallons		i 9	. \$50.00
40,001	50 mil	80,000 gallons			. 200.00
80,001	78	100,000 gallons			. 300.00
100,001	10=	500,000 gallons			. 400.00
500,001	11 	1,000,000 gallons			. 500.00
over 1,000,	000 gallons	\$50 S	•	÷ 3	. 800.00
Class B Fuel: (all ty	pes)				
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	· <u>-</u>	1,000,000 gallons.			. 500.00
over 1,000,	,000 gallons	# 1#0 I	•	> a	. 800.00

Class C Fluids (all types)

	1,001	_	20,000	gallor)	ıs .		50.00
	20,001	-	40,000	gallor (ıs .		100.00
	40,001	-	80,000) gallor	ns .		200.00
	80,001	-	100,00	0 gallo	ns .		300.00
	100,001	_	500,00	0 gallo	ns .		400.00
	500,001	_	1,000,00	00 gallo	ns.		500.00
	over 1,000,0	000 gallons					800.00
Flamma	able Solids 10	l lbs and up			•		50.00
Flamma	able Gases (w	rithin a buildin	10)				
1 1411111	3,001 cubic		· <i>5)</i> ·				50.00
Flamma	able Gases (o	utside a buildi	ng)				
	,	c ft. and up					50.00
Liquid	Petroleum Ga	ases					
1	500	_	1,000 ga	allons			50.00
	over	-	1,001 g				100.00
			, 0				

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.
- 1. 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: 3/23/2021

Agenda Item	Public Safety Building Project
Presenter(s)	Stuart Chandler, PPBC Chair Steve Popper, Director of Design & Construction Ken Sargent, Public Safety Project Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

Mr. Chandler, Mr. Popper and Mr. Sargent will update the Board on the Public Safety Project and the supplemental funding request contained in the Special Town Meeting Warrant.

2. VOTE REQUIRED BY SELECT BOARD

Discussion Only

3. BACK UP INFORMATION ATTACHED

a. Town of Needham- Public Safety Complex Funding Synopsis - as of Feb 28, 2021

Town of Needham- Public Safety Complex Funding Synopsis - as of Feb 28th 2021

Contingency Summary		TOTALs	
ORIGINAL Budget	\$70,385,000.00		
Current Encumbered Budget (Approved COs &PSS):	\$70,384,700.74		
	Remaining budget	\$299.26	
Current Anticipated Cost Log (2/28/2021):	\$667,618.00		
Anticipated run rate @\$80,000/month Mar-Dec	\$800,000.00		
		-\$1,467,618.00	DECUISE
Anticipated Project Balanc	-\$1,467,318.74	REQUEST \$1,700,000	

The Public Safety project is showing a deficit balance and will face a stoppage if funds are not provided to the current budget

TO COMPLETE THE PROJECT, \$1.7m IS REQUESTED

- \$1.35m is required to address \$1.01M unforeseen contaminated soil cleanup & \$340k of Covid(*) incurred and anticipated expenditures
- O Complexity of the project continues to create uncertainty relative to project elements- conditions, unscoped change and project issues
- O Taking a conservative view on risk and key items to deliver the project as expected, the following items are noted in request:
 - Address up to \$80k run rate against contingency- Scope/Design/Field Conditions
 - ACL log item- Risk of Hillside definition 'return to original state', looking to mitigate with planning board
- The PPBC has discussed and is concerned with just funding the max \$80k run rate thus additional \$200k is requested for contingency balance. PPBC is concerned about the risk of shortfall and having to stop project for additional requests without the \$200k contingency.
- O Project team and PPBC continue to manage the project very tightly with regular ACL reviews and scrutiny of changes

(*) Note- Federal Covid reimbursements are outside of the project given the Federal process. Only the Town is reimbursed not the project. In addition, there is no clarity on the potential of reimbursement nor timing of a possible reimbursement



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 3/23/2021

Agenda Item	Annual and Special Town Meeting Warrants
Presenter(s)	Kate Fitzpatrick, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Town Manager will update the Board on the status of the Town Meeting Warrants and articles and will recommend that the Board approve final revisions to the Special Town Meeting Warrant.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Board vote to approve final revisions to the Special Town Meeting Warrant, subject to minor technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel.

3. BACK UP INFORMATION ATTACHED

- a. Draft May 1, 2021 Special Town Meeting Warrant dated 3.19.2021
- b. Draft 2021 Annual Town Meeting Warrant dated 3.19.2021
- c. Status of Warrant Articles

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

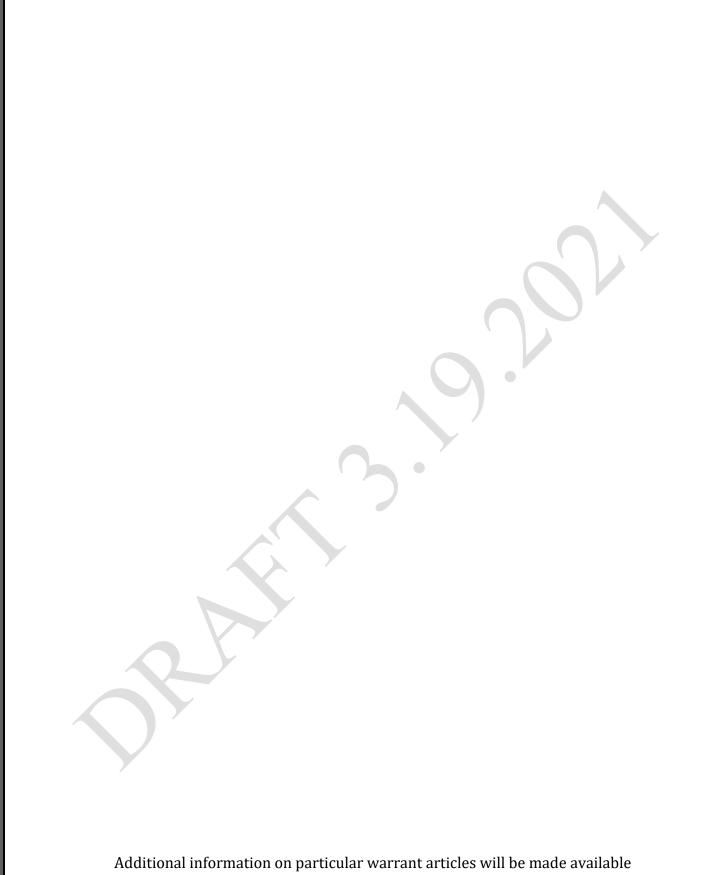
SATURDAY, MAY 1, 2021

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



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.

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 1: 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:

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

ARTICLE 2: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM

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.

INDEPENDENT PUBLIC EMPLOYEES ASSOCIATION

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: PERSONNEL BOARD RECOMMENDS THAT:

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

ARTICLE 3: 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:

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

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE UNION

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: PERSONNEL BOARD RECOMMENDS THAT:

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

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

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: PERSONNEL BOARD RECOMMENDS THAT:

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

FINANCE ARTICLES

ARTICLE 6: 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</u> <u>Item</u>	<u>Appropriation</u>	Changing From	Changing To
10	Reserve Fund	\$2,077,091	TBD
12A	Town Counsel Salary & Wage	\$75,140	\$0
12B	Town Counsel Expense	\$254,000	\$329,140
22A	DPW Salary & Wages	\$9,228,146	\$8,953,146
22B	DPW Expenses	\$7,037,810	\$7,312,810
28A	Park & Recreation Salary & Wages	\$805,365	\$755,365
28B	Park & Recreation Expenses	\$142,605	\$192,605

or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 7: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

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

<u>Article Information</u>: 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 8: 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 9: 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: This recurring warrant article funds the annual maintenance of public buildings throughout the Town and School department, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and upgrades. In CY2020, the School Facilities Master Plan was released, indicating several major repairs needed in the school buildings. Unless circumstances require otherwise, FY2022 funding will support upgrades to the Pollard and Mitchell schools, including structural repairs to the buildings, upgraded electrical service, upgraded heating systems, repairs to domestic hot water piping, installation of ADA compliant handrails, and replacement of ceiling tiles. Other projects include duct cleaning at the Eliot School, Library, and Hillside School, wood floor refinishing at various buildings, and public address system upgrades at the Mitchell School.

ARTICLE 10: 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: The Small Repair Grant Program provides financial assistance to low- and moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons. Up to \$5,000 in grant funding is available per participant, and applications will be evaluated and prioritized based on the extent of the health and safety problems and the financial need of the applicants. Eligible applicants must be 60 years or older or have a disability with incomes at or below 80% of area median income. Eligible work items include minor plumbing or electrical work, light carpentry, doorbell switches, window or door repairs or replacements, railing repairs, broken or clogged gutters or downspouts, step or porch improvements, work on locks, smoke/CO2 detectors, weather stripping, bathroom grab bars, raised toilets, hand-held shower heads, among others.

ARTICLE 11: 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 12: APPROPRIATE FOR PLANNING CONSULTING ASSISTANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$60,000 for the purpose of funding planning consulting assistance, to be spent under the direction of the Town Manager, and 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 are 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 13: 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: This funding would enable the Board of Health (BOH) to retain outside scientific experts and consultants to evaluate novel and emerging health issues about which the Board and the Public Health Division lack the necessary expertise. For example, this fund would allow for the retention of an outside expert to evaluate a proposed utility project that has unknown or uncertain environmental and health impacts, such as the Eversource Energy Reliability project. When there is a permit application process, the BOH has the ability (via regulation) to require applicants to pay an outside consultant fee so that the BOH may retain an independent expert to review the application and to advise the BOH. This funding request addresses the need to access expertise to evaluate community impact in instances when there is no public health division permit application.

ARTICLE 14: 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: This appropriation would allow the Town to continue to fund the Public Information Officer, a critical position for communicating with residents and businesses in Town. The PIO has been instrumental during the Covid-pandemic, creating a dedicated Covid website with up-to-date information; sending regular updates to the community through multiple channels; and working collaboratively with Needham Public Health to protect the health and safety of Needham residents. The PIO has also executed several targeted multi-media campaigns to encourage mask-wearing and vaccinations. In addition to Covid-related work, the PIO has worked closely with the Select Board and Town Manager as well as Town departments, boards and committees to inform and engage the community about important issues, and has increased citizen participation through online and social media efforts. The PIO has worked with the business community to promote local Needham businesses and help maintain a vibrant local economy. This funding will allow the PIO, in the coming two years, to re-design the Town website, making it more user-friendly and accessible; create a Town newsletter than can be accessed electronically and in print and continue to work to grow the Town's social media followers. The PIO will also continue to explore new and creative ways to reach Needham residents of all ages and increase citizen participation in Town government.

ARTICLE 15: 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: The Needham Police Department (NPD) proposes a regional collaboration with the Dedham Police Department (DPD) and Riverside Community Care (RCC - the regional Emergency Services Program provider as designated by the Massachusetts Department of Mental Health) to advance the towns' shared goal of supporting evidence-based, culturally competent, trauma-informed and holistic responses to individuals with mental illness, co-occurring substance use disorders and trauma histories who might otherwise become incarcerated. The Town would split the salary cost 50/50. All compensation and benefit costs associated with this position will be sole responsibility of Riverside Community Care. The proposed initiative is for a Law Enforcement Clinical Support (LECS) program to be shared between the two communities. A Master's level clinician assigned to this project would be an employee of Riverside Community Care, the state-designated emergency services provider. Needham and Dedham would enter into a shared services contract with Riverside if this request is approved

ARTICLE 16: 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 funding will allow the Town 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 17: 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: In FY2018, the Fleet Division implemented a refurbishment program for Fleet assets and related components. The goal of this program is to extend the life cycle of the vehicles, increase operational safety, and eventually reduce reactive maintenance. The funding requests are spread out to allow the Fleet Division time to plan multiple repairs at once, follow procurement practices, and have the work completed. Rehabilitation work includes corrosion abatement, treatment, and refinishing, replacing corroded chassis, air brake tanks or brake valves, rebuilding primary components, replacing suspension and brakes, and updating lighting and reflective striping.

ARTICLE 18: 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

<u>Article Information</u>: The Decommissioning of the dam will eliminate or reduce the frequent reporting, inspectional requirements, and the potential enforcement intended for high hazard dams. Decommissioning will include the preparation of engineering reports, plans, and studies of the Rosemary Lake embankment and the documentation needed for the Town to request a reclassification hearing with the Commonwealth.

ARTICLE 19: APPROPRIATE FOR PAYMENT OF UNPAID BILLS OF PRIOR YEARS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$5,135.94 for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham, said sum to be spent under the direction of the Town Manager, and that 407.28 be transferred from Free Cash, and that \$4,728.66 be transferred from Water Enterprise Retained Earnings; or take any other action relative thereto.

Department	Vendor	Description of Goods/Service	Fiscal Year	\$ Amount
DPW General Fund	Norwood Police Department	Police Detail	2020	\$ 407.28
DPW Water Enterprise Fund	Signet	Water Building Wiring Repair	2020	\$ 202.50

Department	Vendor	Description of Goods/Service	Fiscal Year	\$ Amount
DPW Water Enterprise Fund	Signet	Water Treatment Plant Access Control Repair	2020	\$ 280.51
DPW Water Enterprise Fund	Univar	Drinking Water Treatment Chemicals	2020	\$4,245.65
Total				\$5,135.94

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

<u>Article Information</u>: State law requires Town Meeting action for the Town to make payment for bills received after the close of the fiscal year or bills in excess of appropriation. The above bills were presented for payment after the close of FY2020.

ARTICLE 20: 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 be Adopted as shown on pages X - X.

ARTICLE: 21: 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	Town Meeting Amendments		
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			

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 22: 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	Town Meeting Amendments			
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											

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 23: 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 24: APPROPRIATE FOR EMERY GROVER RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate, or borrow \$1,475,000 for architectural design and engineering for the construction, and/or renovation of the Emery Grover Building, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that \$370,000 be transferred from CPA Free Cash; and that the Treasurer, with the approval of the Select Board, is authorized to borrow \$1,105,000 under Massachusetts General Laws 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 Laws 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: Community Preservation Committee & Select Board 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 25: APPROPRIATE FOR PRESERVATION OF TOWN MARRIAGE RECORDS

To see if the Town will vote to raise and/or transfer and appropriate \$25,000 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 transferred from the CPA 2021 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 26: APPROPRIATE FOR TOWN COMMON HISTORIC REDESIGN & RENOVATION

To see if the Town will vote to raise and/or transfer and appropriate \$1,364,000 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 \$1,000,000 be transferred from CPA Free Cash and \$364,000 be transferred from General Fund Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee & Select Board 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 27: APPROPRIATE FOR FISHER STREET TRAILHEAD - CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate \$15,000 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 the CPA 2021 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 28: APPROPRIATE FOR RESURFACING THE SYNTHETIC TRACK AT DEFAZIO

To see if the Town will vote to raise and/or transfer and appropriate \$166,000 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 the CPA 2021 General Reserve; 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 29: APPROPRIATE FOR MCLEOD FIELD RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate \$48,000 for McCloud Field Renovation Design, to be spent under the direction of the Town Manager, and to meet this appropriation that \$45,000 be transferred from the CPA 2021 General Reserve and \$3,000 be transferred from General Fund Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee & Select Board 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 30: APPROPRIATE FOR TRAIL IDENTIFICATION - DESIGN

To see if the Town will vote to raise and/or transfer and appropriate \$6,000 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 the CPA 2021 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 31: APPROPRIATE FOR TOWN RESERVOIR SEDIMENT REMOVAL

To see if the Town will vote to raise and/or transfer and appropriate \$262,000 for Town Reservoir Sediment Removal, to be spent under the direction of the Town Manager, and to meet this appropriation that \$175,000 be transferred from the Open Space Reserve and \$87,000 be transferred from General Fund Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee & Select Board 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 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.

ARTICLE 32: 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 FY2022 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	\$1,225,714
C. Community Housing Reserve	\$764,783
D. Historic Resources Reserve	\$
E. Open Space Reserve	\$382,391

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 33: APPROPRIATE TO COMMUNITY PRESERVATION FUND SUPPLEMENT

To see if the Town will vote to appropriate an additional sum pursuant to Massachusetts General Law Chapter 44B to set aside \$11,935 for future appropriation to the Community Housing Reserve and \$11,935 to the Open Space Reserve, and that to meet this appropriation that \$23,870 be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee FINANCE COMMITTEE RECOMMENDS THAT:

<u>Article Information</u>: During FY2020, the Town received additional State matching funds, and as a result the appropriations to the reserve categories were insufficient to satisfy the 10% requirement. This article ensures that the Community Housing Reserve and Open Space Reserve are funded at the legally required amount.

CAPITAL ARTICLES

ARTICLE 34: APPROPRIATE FOR WALKER POND IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate \$125,000 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 Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

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 contributary 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-footwide 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 35: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$3,958,653 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation

Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Public Safety	Public Safety Mobile Devices	\$50,000	
Public Safety	LIFEPAK 15 V4 Monitor/Defibrillator	\$30,577)
Public Safety	Self Contained Breathing Apparatus	\$192,120	
Public Safety	Personal Protective Equipment	\$43,358	
Public Schools	School Copiers School Copiers	\$61,264	
Public Schools	School Furniture	\$25,000	
Public Schools	School Technology	\$479,650	
Public Schools	Broadmeadow School Technology Room Conversion	\$213,100	
General Government	Hillside School Boiler Installation	\$16,000	
Public Schools	Pollard School Feasibility Study	\$280,000	
Public Schools	Auditorium Theatrical Sound & Lighting Systems Needs Assessment	\$60,000	
Public Works	Permanent Message Boards	\$56,000	
Multiple	Energy Efficiency Upgrade Improvements	\$100,000	
Public Works	Recycling and Transfer Station Property Improvements	\$480,000	
Public Works	Specialty Equipment Specialty Mower (334)	\$38,000	
Community Services	Library Technology	\$48,500	
General Government	Ridge Hill Building Demolition	\$650,000	
Multiple	Fleet Replacement Program	\$1,135,084	
		\$3,958,653	

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	DPW Building	2011	Utility Van Class 2	\$69,831
	E250	Maintenance		-	
756	SUV Hybrid	DPW Building	2010	SUV Hybrid	\$50,814
		Maintenance			
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	\$62,540
				Vehicle	
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	DPW Highway	2010	Heavy Duty Truck Class 8	\$284,119
	7400			Large Dump	
39	Ford F550	DPW Highway	2012	Work Truck Class 5 Dump	\$94,210
R-03	Ford 450	Fire Department	2008	Ambulance	\$353,843
	Ambulance	_			

ARTICLE 36: 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:

<u>Article Information</u>: 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 37: 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 38: APPROPRIATE FOR PUBLIC SAFETY BUILDINGS CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate, or borrow 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 Laws 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 Laws 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 39: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town vote to raise and/or transfer and appropriate the sum of \$332,531 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 raised from Sewer Enterprise Fund receipts; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Sewer	Fleet Replacement Program	\$332,531	
		\$332,531	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
29	Int'1 7400	Sewer	2008	Heavy Duty Class 8 Dump	\$332,531
	Dump			Truck	

ARTICLE 40: APPROPRIATE FOR SEWER MAIN REPLACEMENT

To see if the Town will vote to raise, appropriate and/or transfer, or borrow the sum of \$363,000 for sewer main replacement, 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 G.L. c. 29C, §1, that to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under G.L. c. 44, §7(1), G.L. c. 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 this amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to G.L. c. 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 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 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: 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.

·

ARTICLE 41: 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.

Group	Description	Recommended	Amendment
Water	Water Distribution System Improvements/Rosemary	\$460,000	
Water	Water Distribution System Improvements/South Street	\$250,000	
Water	Fleet Replacement Program	\$306,634	
		\$1,016,634	

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

<u>Water Fleet Replacement – Specialized Equipment</u>

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 42: APPROPRIATE FOR WATER SERVICE CONNECTIONS

To see if the Town will vote to raise, appropriate and/or transfer, or borrow 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 G.L. c. 29C, §1, that to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under G.L. c. 44, §8, G.L. c. 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 G.L. c. 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 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: 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 43: 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 44: 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 45: 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 46: 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 47: 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 48: 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

<u>Article Explanation:</u> 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 49: NEEDHAM UNITE AGAINST RACISM RESOLUTION

To see if the Town will adopt a Resolution on Racial Equity in the Town of Needham, as follows:

WHEREAS: The Select Board voted to create the Needham Unite Against Racism Initiative; and

WHEREAS: The Needham Unite Against Racism Working Group (NUARI) was charged with articulating a recommended vision for racial equity in Needham and guiding principles that will inform future actions; and

WHEREAS: The NUARI working Group voted a vision statement and guiding principles; and

WHEREAS: The Select Board recommends that the vision statement and guiding principles be presented to the Town Meeting in a non-binding resolution.

NOW THEREFOR BE IT RESOLVED THAT THE VISION OF THE TOWN IS THAT:

Needham will be a community free of racism, racial bias, prejudice and discrimination. Our residents, schools, businesses, organizations and government will work together to identify barriers to racial equity and create solutions, opportunities, resources and support for removing them.

- We will work collaboratively and democratically toward a just, equitable, antiracist community.
- We will work to identify and change current policies, procedures, practices, and cultural norms in Needham that prevent meaningful access to opportunities because of race.
- We will create opportunities for the community to confront unpleasant truths and seek solutions that always amplify values of racial equity.
- We will intentionally create spaces for respectful dialogue and difficult conversations toward racial amity.
- We will actively engage with those who feel the impact of racism most directly, seeking their input, guidance, and honoring the wisdom of their experience.
- We will commit as individuals to be intentional in our efforts to learn and practice anti-bias and antiracism, transforming our thinking, attitudes and behaviors.

AND FURTHER BE IT RESOLVED THAT THE TOWN ADOPTS THE FOLLOWING GUIDING PRINCIPLES IN SUPPORT OF THE VISION STATEMENT FOR RACIAL EQUITY IN THE TOWN OF NEEDHAM:

Racial equity in Needham means that the experiences of people of color are the same as those of the white majority – from day to day interactions, housing opportunities, interactions with the police and other first responders, employment, and educational opportunities, etc. On the path to racial equity...

- People of color will see others of color in leadership roles in government, business, the school system, and civic groups.
- Our community will have opportunities to learn a more complete version of American history and its relevance to today's challenges.
- Students in schools will experience equity with regard to all aspects of their education (e.g. placement. acknowledgement, recognition, engagement, discipline, curriculum and co-curricular involvement).
- People of color will feel safe, validated and treated equitably with respect to public safety (e.g. arrests, use of force, motor vehicle stops, traffic infractions, handcuffing, and criminal applications).
- People of color will feel safe, validated, included and treated equitably in all Town-related activities (e.g. town meeting/government, services and events).
- In the decision making process, the voices and experiences of people of color will be honored and respected as valid (e.g. equity in hiring, engagement and promotion, programs and events are inclusive and equity minded, intentional anti-bias efforts are employed in all considerations).
- All races will want to live here Needham will be a desirable community for everyone. The town will take proactive measures to support a more racially and economically diverse and inclusive population (e.g. housing access, mixed income and diversity of housing stock).

A healthy and equitable community recognizes the harm created by implicit bias, intolerance and racism and strives to embrace diversity and inclusion by using a racial equity lens to promote anti-racist behaviors and attitudes in all aspects of civic and inter-personal living.

We value lifelong/ongoing self and group learning and critical social analysis to acknowledge and to further understand the dominance of white culture and privilege throughout US history, and the importance of disrupting racial structures that perpetuate it.

Becoming anti-racist means that we must tackle our own implicit bias, intolerance and discriminatory lenses - thus, bringing about restorative justice, healing and reconciliation to truly bring together the community we live in.

All members of the community commit to engaging with good will and respect in order to repair and build healthy relationships.

Or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 50: 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:

<u>Article Explanation:</u> 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.

y

ARTICLE 51: 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 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			_ 202
	Constable	(month) (day)	

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



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:

Precinct A	-	Center at the Heights, 300 Hillside Ave.
Precinct B	-	Center at the Heights, 300 Hillside Ave.
Precinct C	-	Newman School, 1155 Central Ave. Gym
Precinct D	-	Newman School, 1155 Central Ave. Gym
Precinct E	-	Needham Golf Club, 49 Green Street
Precinct F	-	Rosemary Recreation Complex, 178 Rosemary St.
Precinct G	-	Rosemary Recreation Complex, 178 Rosemary St.
Precinct H	-	Needham Golf Club, 49 Green Street
Precinct I	-	Town Hall, 1471 Highland Ave., Powers Hall
Precinct J	-	Town Hall, 1471 Highland Ave., Powers Hall

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:

Two Members of the Select Board for Three Years;

One Assessor for Three Years:

Two Members of School Committee for Three Years;

One Trustee of Memorial Park (trustee of soldiers' memorials – Veteran) for Three Years;

One Trustee of Memorial Park (trustee of soldiers' memorials – Non-Veteran) for Three Years

Two Trustees of Needham Public Library for Three Years;

Two Members of Board of Health for Three Years;

One Member of Planning Board for Five Years;

One Commissioner of Trust Funds for Three Years;

One Member of Needham Housing Authority for Five Years;

Two Members of Park and Recreation Commission for Three Years.

Eight Town Meeting Members from Precinct A for Three Years;

Eight Town Meeting Members from Precinct B for Three Years;

Eight Town Meeting Members from Precinct C for Three Years;

Eight Town Meeting Members from Precinct D for Three Years;

Eight Town Meeting Members from Precinct E for Three Years; One Town Meeting Member from Precinct E for One Year; Eight Town Meeting Members from Precinct F for Three Years; Eight Town Meeting Members from Precinct G for Three Years; Eight Town Meeting Members from Precinct H for Three Years; One Town Meeting Member from Precinct I for Three Years; Eight Town Meeting Members from Precinct I for Three Years; Eight Town Meeting Members from Precinct J for Three Years;

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

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2021 Spending Limit
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, <u>Classes of Districts</u>, by adding the following term and abbreviation under the subsection Industrial:
 - "HC-1 -- Highway Commercial 1"
- 2. Amend Section 3.2, <u>Schedule of Use Regulations</u>, 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.
- (1) 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, <u>Dimensional Regulations</u>, by adding a new Section 4.11 <u>Dimensional Regulations</u> for <u>Highway Commercial Districts</u> as follows:
 - "4.11 <u>Dimensional Regulations for Highway Commercial Districts</u>

4.11.1 <u>Highway Commercial 1</u>

Minimum	Minimum	Front	Side	Rear	Maximum	Maximum	Maximum	Floor
Lot Area	Lot	Setback	Setback	Setback	Height	Stories	Lot	Area
(Sq. Ft.)	Frontage	(Ft.)	(Ft.)	(Ft.)	(Ft.)		Coverage	Ratio
	(Ft.)							
		(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:

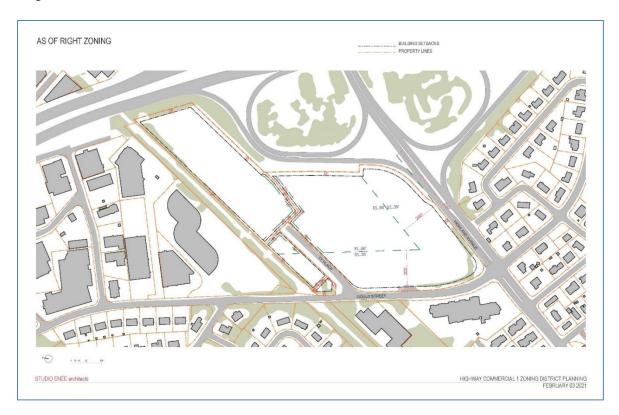
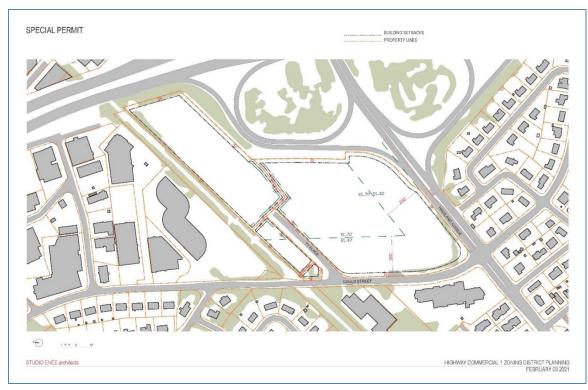


Figure 2



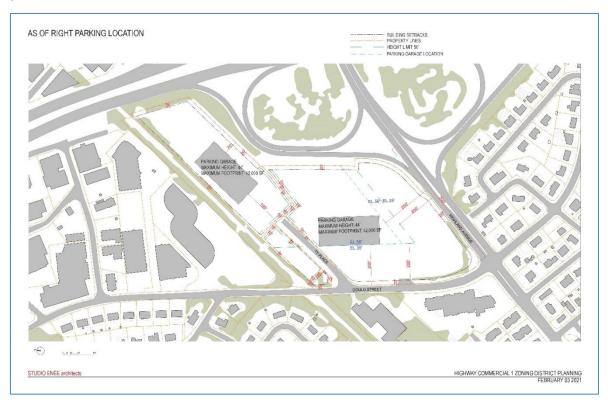
- (2) Maximum lot coverage shall be 65% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet, the maximum lot coverage may be 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-feet or 250-feet 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, <u>Parking Plan and Design Requirements</u>, 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 <u>Building or Use Permit</u>, 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 <u>Site Plan Review</u>, 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, <u>Authority and Specific Powers</u> (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 <u>Uses in the Highway Commercial 1 District</u>, Subsection 3.2.7.2 <u>Uses Permitted By Special Permit</u>, 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 \$13°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)	

TOWN MEETING

Status of Articles 3.19.2021

#	Article	Status	BOS Position	FC Position	BOS	FC	СРС	Planning
	SPECIAL TOWN MEETING							
1	Fund Collective Bargaining Agreement - Needham Independent Town Workers							
2	Fund Collective Bargaining Agreement – Needham Independent Public Employees Association							
3	Fund Collective Bargaining Agreement – Needham Fire Union							
4	Fund Collective Bargaining Agreement – Needham Police Union							
5	Fund Collective Bargaining Agreement – Needham Police Superior Officers Association							
6	Amend the FY2021 Operating Budget							
7	Appropriate for Needham Property Tax Assistance Program			Adopt				
8	Appropriate for Compensated Absences Fund			Adopt				
9	Appropriate for Public Facilities Maintenance Program							
10	Appropriate for Small Repair Grant Program			Adopt				
11	Appropriate for Town Network and Internet Control Analysis and Reporting			Adopt				
12	Appropriate for Planning Consulting Assistance							
13	Appropriate for Public Health Consulting Assistance							
14	Appropriate for Public Information Officer			Adopt				
15	Appropriate for Clinical Support Services for Law Enforcement			Adopt				
16	Appropriate for National Pollutant Discharge Elimination System (NPDES) Permit Compliance			Adopt				

TOWN MEETING

Status of Articles 3.19.2021

#	Article	Status	BOS Position	FC Position	BOS	FC	СРС	Planning
17	Appropriate for Fleet Refurbishment			Adopt				
18	Appropriate for Rosemary Dam Decommissioning			Adopt				
19	Appropriate for Payment of Unpaid Bills of Prior Years							
20	Appropriate the FY2022 Operating Budget			Adopt				
21	Appropriate the FY2022 Sewer Enterprise Fund Budget			Adopt				
22	Appropriate the FY2022 Water Enterprise Fund Budget			Adopt				
23	Authorization to Expend State Funds for Public Ways							
24	Appropriate for Emery Grover Renovation Design							
25	Appropriate for Preservation of Town Marriage Records							
26	Appropriate for Town Common Historic Redesign & Renovation							
27	Appropriate for Fisher Street Trailhead – Construction							
28	Appropriate for Resurfacing the Synthetic Track at DeFazio							
29	Appropriate for Mcleod Field Renovation Design							
30	Appropriate for Trail Identification - Design							
31	Appropriate for Walker Pond Improvements							
32	Appropriate for Town Reservoir Sediment Removal							
33	Appropriate to Community Preservation Fund							
34	Appropriate to Community Preservation Fund Supplement							
35	Appropriate for General Fund Cash Capital							

TOWN MEETING

Status of Articles 3.19.2021

#	Article	Status	BOS Position	FC Position	BOS	FC	CPC	Planning
36	Appropriate for Public Works Infrastructure							
37	Appropriate for Parcel Acquisition							
38	Appropriate for Public Safety Building Construction							
39	Appropriate for Sewer Enterprise Fund Cash Capital							
40	Appropriate for Sewer Main Replacement							
41	Appropriate for Water Enterprise Fund Cash Capital							
42	Appropriate for Water Service Connections							
43	Appropriate to Athletic Facility Improvement Fund			Adopt				
44	Appropriate to Workers Compensation Fund			Adopt				
45	Acceptance of Provisions of M.G.L. Chapter 41 Section 111f – Special Injury Leave Indemnity Fund			Adopt				
46	Foster Care Transportation Reimbursement							
47	Special Education Stabilization Fund							
48	Amend General By-Law – Authorize Town Clerk to Ensure Consistency in Numbering			No Position				
49	Needham Unite Against Racism Resolution							
50	Citizens' Petition – Storage of Receptacles Used for Household Waste Disposal Pickup at Residential Properties by Commercial Vendors							
51	Omnibus							
	ANNUAL TOWN MEETING							
3	Elected Officials Salaries							
4	Revolving Fund Limits			Adopt				

TOWN MEETING

Status of Articles 3.19.2021

#	Article	Status	BOS Position	FC Position	BOS	FC	СРС	Planning
5	Zoning/HC1							
6	Zoning/HC1							
7	Zoning/HC1							
8	Zoning/Citizens Petition							
9	Omnibus							



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 3/23/2021

Agenda Item	Banner Policy
Presenter(s)	Kate Fitzpatrick, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Town Manager will recommend that the Board vote to adopt a new banner policy for the Town.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Board vote to adopt and authorize the chair to sign the Banner Policy No. SB-DIS-005.

3. BACK UP INFORMATION ATTACHED

a. Banner Policy

Town of Needham Select Board

Policy Number:	SB-DIS-005
Policy:	Banner Policy
Date Approved:	March 23, 2021
Date Revised:	
Approved:	Chair, Select Board
Approveu.	chan, Select Board

Section 1. Definitions

<u>Needham Community Revitalization Trust Fund (NCRTF)</u> – The NCRTF is a Committee appointed by the Select Board. The Committee manages and helps fund the installation of banners (and poles) in conjunction with the Board and the Office of the Town Manager.

<u>Pole Banner</u> – A pole banner is defined as a piece of cloth bearing a symbol, logo, slogan or other message that is attached to a designated pole on both ends.

<u>Street Banner</u> – A street banner is defined as a piece of material bearing a symbol, logo, slogan or other message that is displayed across a public street by being affixed to designated poles or other sturdy mechanisms on either side of the street.

<u>Public Building Banner</u> – A building banner is defined as a piece of material bearing a symbol, logo, slogan, or other message that is affixed to a public building. Building banners are limited to extraordinary circumstances or emergency situations as set forth in Section 3.5 of this policy.

Section 2. Policy

It is the policy of the Town of Needham to allow the use of banners in the Chestnut Street, Needham Center and Needham Heights business districts as provided herein.

- 2.1 Banners may be authorized by the Select Board for Town purposes and for non-profit organizations with a substantial Needham connection, with a particular emphasis on the placement of banners that highlight positive attributes of the Town or publicize upcoming events. For purposes of this section a substantial Needham connection may include having a mailing address in Needham, having principals who live or are employed in Needham, having a demonstrated history of providing services or programs, or sponsoring events, that benefit Needham, etc.
- **2.2** Banners must be in compliance with all applicable Town By-laws and this Select Board Policy.

- **2.3** Banners may not be used for commercial advertising; provided, however, that the name and/or logo of a commercial sponsor of a public event to be held by a non-profit organization or the Town may appear on a banner.
- **2.4** Banners must comply with the banner design, installation, and maintenance guidelines as provided in the Banner Guidelines to be developed in conjunction with the NCRTF.

Section 3. Programs

- **3.1 Symbols of Pride Program** This includes approved banners, or the American Flag, to be installed on cobra head streetlight poles and period-styled, double-banner style streetlight poles along Great Plain Avenue, Chestnut Street, and Highland Avenue.
 - **3.1.1** All banner artwork must be reviewed and approved by the NCRTF and the Select Board to ensure that the design and specifications are appropriate for the program.
 - **3.1.2** The Symbols of Pride Program currently consists of 26 Cobra Head poles and 23 Period-styled pole locations.
 - **3.1.3** The American Flag will be on display for Patriot's Day, Memorial Day, Flag Day, Independence Day and Veterans' Day.
- **3.2 Chapel Street Banner Showcase Program** This program is designed to increase awareness of Municipal and Needham-based non-profit organizations, publicize events, and impart messages.
 - **3.2.1** Showcase banner designs should be "Evergreen" in nature (without a specific event time/or date) to maximize the value of their production costs over multiple years of display.
 - **3.2.2** This program consists of ten (10) designated period-style, double banner arm light poles on Chapel Street. These ten double poles along Chapel Street are configured to display 10 Anchor banners (non-rotating) and two Five Banner (rotating) cycles designed to allow for two different banners to be displayed at the same time.
 - **3.2.3** Showcase banners are limited to a 30-day period unless otherwise approved by the Select Board.

3.3 Street Banner Program – Reserved

- **3.4 Public Building Banner Program** The Select Board may approve the display of a building banner on the front of Town Hall or other municipal building under the jurisdiction of the Board, consistent with the policies set forth in Section 2.
 - **3.4.1** Public Building Banners will only be authorized in extraordinary circumstances or for emergency situations.

- **3.4.2** Public Building Banners are limited to a 30-day period unless otherwise approved by the Select Board.
- **3.4.3** Approval of Public Building Banners is limited to municipal uses only.

Section 4. Exceptions

The Select Board reserves the right to make exceptions to this policy if determines it is in the best interests of the Town to do so.



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 03/23/2021

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

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



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 3/23/2021

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

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

Ms. Cooley and Mr. Borrelli will recommend that the Select Board vote to adopt the vision statement, guiding principles, and intentional practices recommended by the NUARI Working Group.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Select Board vote to adopt the vision statement, guiding principles, and intentional practices recommended by the NUARI working group, and forward them to Needham boards and committees for their consideration and integration in their goals. The Working Group will take a final vote on Monday, March 22, 2021.

3. BACK UP INFORMATION ATTACHED

a. NUARI Vision Statement, Guiding Principles, and Intentional Practices final draft dated March 8, 2021

NUARI Draft Vision Statement, Guiding Principles, and Intentional Practices Revised (3/8/2021)

A racial Equity Statement for the town of Needham...

Needham will be a community free of racism, racial bias, prejudice and discrimination. Our residents, schools, businesses, organizations and government will work together to identify barriers to racial equity and create solutions, opportunities, resources and support for removing them.

- We will work collaboratively and democratically toward a just, equitable, antiracist community.
- We will work to identify and change current policies, procedures, practices, and cultural norms in Needham that prevent meaningful access to opportunities because of race.
- We will create opportunities for the community to confront unpleasant truths and seek solutions that always amplify values of racial equity.
- We will intentionally create spaces for respectful dialogue and difficult conversations toward racial amity.
- We will actively engage with those who feel the impact of racism most directly, seeking their input, guidance, and honoring the wisdom of their experience.
- We will commit as individuals to be intentional in our efforts to learn and practice anti-bias and antiracism, transforming our thinking, attitudes and behaviors.

Guiding Principles:

- 1. Racial equity in Needham means that the experiences of people of color are the same as those of the white majority from day to day interactions, housing opportunities, interactions with the police and other first responders, employment, and educational opportunities, etc. On the path to racial equity...
 - a. People of color will see others of color in leadership roles in government, business, the school system, and civic groups.
 - b. Our community will have opportunities to learn a more complete version of American history and its relevance to today's challenges.
 - c. Students in schools will experience equity with regard to all aspects of their education (e.g. placement. acknowledgement, recognition, engagement, discipline, curriculum and co-curricular involvement).
 - d. People of color will feel safe, validated and treated equitably with respect to public safety (e.g. arrests, use of force, motor vehicle stops, traffic infractions, handcuffing, and criminal applications).
 - e. People of color will feel safe, validated, included and treated equitably in all Town-related activities (e.g. town meeting/government, services and events).
 - f. In the decision making process, the voices and experiences of people of color will be honored and respected as valid (e.g. equity in hiring, engagement and promotion, programs and events are inclusive and equity minded, intentional anti-bias efforts are employed in all considerations).
 - g. All races will want to live here Needham will be a desirable community for everyone. The town will take proactive measures to support a more racially and economically diverse and inclusive population (e.g. housing access, mixed income and diversity of housing stock).
- 2. A healthy and equitable community recognizes the harm created by implicit bias, intolerance and racism and strives to embrace diversity and inclusion by using a racial equity lens to promote anti-racist behaviors and attitudes in all aspects of civic and inter-personal living.
- 3. We value lifelong/ongoing self and group learning and critical social analysis to acknowledge and to further understand the dominance of white culture and privilege throughout US history, and the importance of disrupting racial structures that perpetuate it.
- 4. Becoming anti-racist means that we must tackle our own implicit bias, intolerance and discriminatory lenses thus, bringing about restorative justice, healing and reconciliation to truly bring together the community we live in.
- 5. All members of the community commit to engaging with good will and respect in order to repair and build healthy relationships.

Supporting the following intentional practices will help Needham realize the vision for racial equity:

- Seek to increase interactions and create/cultivate friendships across and among the various groups
- Commit to self-education to have a better understanding of and be more informed about race, racism, racial equity, race amity, and race relations.
- Foster safe environments for, and listen to residents who are, directly affected by racism and racial inequities.
- Engage in meaningful and productive conversations on racial issues with town/community members.
- Support those services, materials, expertise, scholarships, and organizations that advocate for racial equity.
- Stand up, speak out, and act against racism and racial injustice.
- Encourage vision, transformation and advocacy anchored in democratic action.
- Encourage and build public understanding of the need to eliminate racial injustice.

NUARI Draft Vision Statement, Guiding Principles, and Intentional Practices Revised (3/8/2021)

Potential Glossary Examples:

https://www.racialequitytools.org/glossary

https://www.racialequitytools.org/glossary

https://www.theantiracisteducator.com/glossary



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 03/23/2021

Agenda Item	Committee Reports	Ī
Presenter(s)	Board Discussion	

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	rd members will report on the progress and / or activities of their mittee assignments.
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
(De	scribe backup below)
Non	e

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:

PRECINCT A: Center at the Heights, 300 Hillside Ave.

PRECINCT B: Center at the Heights, 300 Hillside Ave.

PRECINCT C: Newman School, 1155 Central Ave. Gym

PRECINCT D: Newman School, 1155 Central Ave. Gym

PRECINCT E: Needham Golf Club, 49 Green Street.

PRECINCT J: Town Hall, 1471 Highland Ave., Powers Hall

PRECINCT J: Town Hall, 1471 Highland Ave., Powers Hall

on TUESDAY, THE THIRTEENTH DAY OF APRIL 2021

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

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Two Members of the Select Board for Three Years;

One Assessor for Three Years;

Two Members of School Committee for Three Years;

One Trustee of Memorial Park (trustee of soldiers' memorials – Veteran) for Three Years:

One Trustee of Memorial Park (trustee of soldiers' memorials – Non-Veteran) for Three Years

Two Trustees of Needham Public Library for Three Years;

Two Members of Board of Health for Three Years;

One Member of Planning Board for Five Years;

One Commissioner of Trust Funds for Three Years;

One Member of Needham Housing Authority for Five Years;

Two Members of Park and Recreation Commission for Three Years.

Eight Town Meeting Members from Precinct A for Three Years;

Eight Town Meeting Members from Precinct B for Three Years;

Eight Town Meeting Members from Precinct C for Three Years;

Eight Town Meeting Members from Precinct D for Three Years;

Eight Town Meeting Members from Precinct E for Three Years;

One Town Meeting Member from Precinct E for One Year;

Eight Town Meeting Members from Precinct F for Three Years;

Eight Town Meeting Members from Precinct G for Three Years;

Eight Town Meeting Members from Precinct H for Three Years;

Eight Town Meeting Members from Precinct I for Three Years;

Eight Town Meeting Members from Precinct J for Three Years;

2021	Annual	Town	Election	Warrant
Page	2			

And you are hereby	directed to serve this	Warrant by posting	copies thereof	in not less than	n twenty public	places in said	l Town
at least 7 days befor	e 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 23rd 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,			2021
ATTEST			2021
	Constable	(month) (day)	

Town of Needham Select Board

Minutes for Tuesday, March 9, 2021

https://us02web.zoom.us/j/83012497485

5:00 p.m. Executive Session: Exception 3 - Collective Bargaining and Exception 6 - Value of Real Property

A meeting of the Select Board was convened by Chair Maurice P. Handel. Those present were Matthew D. Borrelli, Marianne B. Cooley, Daniel P. Matthews, John Bulian, and Town Manager Kate Fitzpatrick. Also attending were Dave Davison, ATM/Finance and Katie King ATM/Operations. Recording Secretary Mary Hunt joined the meeting at 6:00 p.m.

Motion by Mr. Handel that the Select Board vote to enter into Executive Session.

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

And

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

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

6:00 p.m. Call to Order:

The public portion of the Select Board meeting of March 9, 2021 was convened by Chairman Maurice Handel.

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

Motion by Mr. Bulian that this meeting be continued to the Select Board's next scheduled meeting on Tuesday, March 23, 2021, if a technical problem develops that makes it impossible for the Select Board to conduct the meeting in this format.

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

6:01 p.m. Certificates of Appreciation:

Certificates of Appreciation were read by Mr. Handel and Mr. Borrelli for the following Needham businesses:

1. Needham Garden Center - Garrett Graham

Motion by Mr. Handel 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 lawn mowers and snow blowers 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!

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

2. JC Timmerman, Inc. - John Timmerman

Motion by Mr. Borrelli 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!

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

6:02 p.m. Public Hearing: Underground Flammables Storage - 40 Windsor Avenue Mike St. Pierre, Kerivan-Lane and Dennis Condon, Fire Chief spoke with the Board regarding an application made by Kerivan-Lane for a license to install a 1,000 gallon underground LP-Gas tank on the property located at 40 Windsor Avenue, Needham.

Ms. Cincotta indicated all paperwork is in order.

Chief Condon said the fire department has approved the application.

Mr. Handel invited public comment.

Karen Langsner, 30 Windsor Road asked if the tank will be safe? She also noted the plot plan accompanying the notice she received in the mail does not show the location of the new tank on the property.

Mr. St. Pierre explained the safety protocols and state code for installing the tank.

Chief Condon said there are a number of gas tanks located on private property around Needham and the fire department inspects the tank prior to completion of the project.

Mr. St. Pierre said the builders have not decided where the tank will be placed, as it depends on the size to be used.

Khristy Thompson, 50 Windsor Road concurred with comments made by Ms. Langsner, adding she is concerned with placement of a tank and water run-off, noting there is a pool on the property in question.

Mr. Handel noted the issue, advising Mr. St. Pierre to inform abutters and the Select Board about questions raised by Ms. Thompson.

The Board agreed to defer making a decision until a completed plot plan is presented.

Motion by Mr. Bulian that the Select Board vote to continue Public Hearing: Underground Flammables Storage - 40 Windsor Avenue until March 23, 2021 and to correctly identify the address as 40 Windsor Road, Needham on the agenda fact sheet.

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

Ms. Cincotta told the Select Board the next application is a similar situation.

6:18 p.m. Public Hearing: Underground Flammables Storage - 16 Petrini Circle

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

Mr. Handel asked for a motion to continue the public hearing, indicating a decision will be made when a completed plot plan showing the location of the tank is presented.

Motion by Mr. Bulian that the Select Board vote to continue Public Hearing: Underground Flammables Storage - 16 Petrini Circle to March 23, 2021. Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.

6:20 p.m. Metrofire Mutual Aid Agreement:

Dennis Condon, Fire Chief discussed the Metrofire Mutual Aid program and asked the Board to approve and adopt the agreement for a term beginning November 1, 2021. He told the Board the current agreement was executed in 2001.

Motion by Mr. Bulian 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.

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

6:23 p.m. Appointment and Consent Agenda:

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

APPOINTMENTS

1. Katherine P. Jacques Board of Registrars (term expires 6/30/2024)

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.

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

6:24 p.m. Consultation with Community Preservation Committee:

Peter Pingitore, Chair CPC and Carys Lustig, Interim Director of Public Works & CPC Liaison spoke with the Board regarding projects before the CPC for funding consideration this year.

Mr. Pingitore commented on the following nine applications and 1 item concerning CPC financing related to increasing the reserve fund amount for the Community Housing Reserve account: Emery Grover Renovation/Addition Project - Option #3 (Rotated), Preservation of Town of Needham Marriage Records, Town Common Historic Redesign and Beautification, Fisher Street Trailhead, Needham Rail Trail, Resurface Synthetic Track at DeFazio, McLeod Field Renovation, Professional Design Services - Trail Identification, Walker Pond Improvement, and Town Reservoir Sediment Removal.

Brief discussion ensued on Preservation of Town of Needham Marriage Records and McLeod Field Renovation.

Also discussed was an appropriation increase to the Community Housing Reserve account. Mr. Pingitore said the CPC is proposing the contribution set aside for

Community Housing Restricted Funds Reserve Account be increased from 11% to 22%. He said the decision would be made annually and is the result of historic analysis of projects funded by the CPC. He noted it has been determined that open space and recreation use has accounted for 59% of all appropriations, historic use has accounted for 37%, and community housing has accounted for 4%. Mr. Pingitore said it would be appropriate to increase the amount, noting the current reserve amount in the Community Housing Reserve account is \$2,500,000 and roughly \$350,000 is appropriated to the account. He said increasing the amount to 22% would equal a \$700,000 contribution. Mr. Pingitore commented a working group will present a PowerPoint presentation at a public hearing on March 17, 2021.

Mr. Davison noted Town Meeting cannot change the amount, only vote "up or down." He commented on a state law requirement that at least 10% of funds be set aside for 3 statutory purposes (community housing, open space, and historic resources).

Mr. Borrelli commended the CPC for its aggressive move in their attempt to increase available funds for potential opportunities of affordable housing.

Ms. Cooley concurred with Mr. Borrelli, saying it is a smart move and a good investment in planning for the Town.

Mr. Matthews commented there may be some contention at Town Meeting, however the principal is to make the 20% commitment. Discussion ensued on the Needham Housing Authority and available federal funds. He said having the funds will allow for renovation, code compliance, and additional units on Housing Authority properties. Mr. Matthews commented on a meeting he attended in Newton where it was said "public housing is infrastructure." He thanked Mr. Pingitore and the CPC for its work.

7:10 p.m. Town Manager:

Kate Fitzpatrick, Town Manager spoke with the Board regarding 2 items:

1. Appointment of Director of Public Works

Ms. Fitzpatrick briefly explained Ms. Lustig's work experience with the Town over the last 15 years and said there is no better candidate for the Director of Public Works position. It was noted many employees including Rick Merson, former Director of Public Works, attended the Zoom meeting to wish Ms. Lustig the best as the new Director of Public Works. The Board congratulated Ms. Lustig and wished her the very best in her new position.

Motion by Mr. Bulian 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.

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

2. Close Special Town Meeting Warrant

Motion by Mr. Bulian 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.

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

Mr. Handel noted this is an unusual year in that the Special Town Meeting will precede the Annual Town Meeting on May 1, 2021 due to the pandemic.

Ms. Fitzpatrick told the Board Town Meeting members will receive communications on many items well in advance of the meeting on May 1, 2021.

7:23 p.m. Board Discussion:

1. NUARI Update

Ms. Cooley reported NUARI met last night discussing, in part, the Town's diversity, equity, and inclusion efforts through hiring managers. She said Rachel Glisper, Director of Human Resources and Alex McNeill, Assistant Superintendent/Human Resources attended the meeting to discuss their work for the Town and schools, and the partnership "Stronger Together." Ms. Cooley told the Board of a collaboration this summer with METCO, focusing on helping METCO students gain summer employment in Needham. She said the schools have hired 37 staff of color over the last couple years, noting it remains challenging as there has also been a loss of staff of color. She said the schools are trying to figure out how to retain staff at a time when other districts are also interested in the same staff. Ms. Cooley commented on posting time for positions available in the school system, saying the length of time has been extended to "cast a wider net." Ms. Cooley said discussion occurred regarding the question of "What would it be like to be a 'Portrait of a Needham Teacher' or 'Worker'?" She said work continued with Lisa Smith-McQueenie on the guiding principles and intentional practices, noting a completed draft of the practices has been developed, but not yet voted upon. She said a vote will take place on March 22, 2021, with a resolution to be brought to the Select Board and Town Meeting.

Mr. Handel thanked Ms. Cooley and Mr. Borrelli for their hard work.

2. Committee Reports

Ms. Cooley reported the committee on future school needs met last week, highlighting a conversation with demographer Jerry McKibben. Ms. Cooley commented on the reduced school enrollment this year of 221 students, predominantly in kindergarten and 1st grade. She said next year could be an unusual situation of larger numbers of students in kindergarten and small numbers of students in 1st grade, as a result of the pandemic. She said it will take a few years to get back to the 2019 school population figures. Discussion continued on school enrollment projections, real estate demand and lack of housing supply, and census figures for the Town.

7:35 p.m. Adjourn:

Motion by Mr. Bulian that the Select Board vote to adjourn the Select Board meeting of Tuesday, March 9, 2021.

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

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

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