

SELECT BOARD Meeting **REVISED** Agenda

6:30 p.m. May 25, 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.

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Webinar ID: 831 4338 8012

	6:30	Certificate of Appreciation – Carol Boulris
1.	6:30	June is Pride Month Proclamation
1.a	6:30	Proclamation for Karen Price -League of Women Voters
2.	6:30	Hearing: Change of Manager – Bertucci's Restaurant Charles Franklin, Proposed Manager
3.	6:45	Needham Council for Arts & Culture Update - Amy Haelsen, Economic Development Manager - Charly Nanda, Chair NCAC
4.	7:00	Communications Update Cyndi Roy Gonzalez, Public Information Officer
5.	7:15	Expiration of State of Emergency Katie King, Assistant Town Manager/Director of Operations
6.	7:45	Town Manager Town Manager Report
7.	8:00	Board Discussion - Alcohol Licensing - Committee Reports

CONSENT AGENDA *=Backup attached

1.	Approve a proclamation declaring June 2021 as Pride Month in the Town of Needham.
2.	Accept the following donations made to the Needham Community Revitalization Trust Fund: \$300 from Needham Council for Arts & Culture and \$35 from Edward & Carol De Lemos.
3.	Accept the following donation made to the Needham Aging Services Donation

	Account: \$16,023.95 from Friends of the Center at the Heights.							
4.	Accept the following donation made to the Needham Park & Recreation Department for the Arts in the Parks and the Children’s Theatre Summer Series: \$600.00 from Louise Condon Realty.							
5.*	Approve a request from Ronit Velde, who has submitted a Road Event form, to hold its “Needham 5K Your Way – Girls on the Run 5K Run/Walk” on Sunday, June 6, 2021 from 8:00 a.m. to 10:30 a.m. Approvals for the route are pending from the DPW, Police, and Park and Recreation. Fire Department has approved.							
6.*	Approve a request from Aaron Sicotte, who has submitted a Road Event form, to hold its “NHS Class of 2021 Car Parade” on Saturday, June 5, 2021 from 8:00 a.m. to 11:30 a.m. Approvals for the route are pending from the DPW, Police, Fire and Park and Recreation Departments.							
7.*	Approve request from Jennifer Kenneway, who has submitted a Road Event form, for a walk to benefit Children’s Hospital. The walk is not an organized event, participants are to walk their own routes at their leisure – all on June 13, 2021. Police have approved.							
8.*	Approve application for Change of Corporate Name for Blue on Highland. This application comes at the request of the ABCC to update the name on this alcohol license to be in line with its Massachusetts Corporation filings paperwork.							
9.*	Approve and sign Water & Sewer Abatement #1306.							
10.*	Approve placement of Needham Community Farm sign at the Nike Site.							
11.*	Approve minutes of May 11, 2021.							
12.	Grant permission for the following residents to hold block parties:							
Name		Address		Party Location		Party Date	Party Rain Date	Party Time
Susan Benzie		18 Hollow Ridge Rd		Hollow Ridge Rd		6/12/21	6/19/21	4pm-10pm



Certificate Of Appreciation

From the
Town of Needham, Massachusetts
Select Board

Awarded to:

CAROL BOULRIS

In recognition of over 45 years of service to the Town of Needham, including 28 years as a Town Meeting Member, nine years as a School Committee member and 29 years as a member of the Historical Commission, serving as chair for 14 years. The Town thanks you for your many years of dedication, commitment and contributions to Needham.

Congratulations!

Signed this 25th day of May, 2021

Matthew D. Borrelli, Chair

Marianne B. Cooley, Vice-Chair

Lakshmi Balachandra, Clerk

Daniel P. Matthews

Marcus Nelson



TOWN OF NEEDHAM
Town Hall
1471 Highland Avenue
Needham, MA 02492-2669

Office of the
SELECT BOARD

TEL: (781) 455-7500
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TDD: (781) 455-7558

PROCLAMATION

- WHEREAS:** The Town of Needham strives to be a welcoming community and a good place to live; and
- WHEREAS:** Needham recognizes and values diversity of its residents and people everywhere; and
- WHEREAS:** Needham recognizes and values the contribution that each and every resident makes to work, improve recreation, and civic life in our Town; and
- WHEREAS:** LGBTQIA+ members of our Town are full and participating members of our community; and
- WHEREAS:** We all appreciate the rich tapestry of ethnic, cultural, racial, sex and gender identities of the residents of our Town; and
- WHEREAS:** LGBTQIA+ teens are at especially high risk of experiencing discrimination, mistreatment and even violence, and have increased suicide rates, and the Town is committed to ensure that they are safe, valued and supported;

NOW THEREFORE, be it resolved that June, 2021 be declared Pride Month in the Town of Needham and that all residents be encouraged to recognize and acknowledge the contributions of the LGBTQIA+ members of our community as we continue to advance the principles of liberty, equality and inclusivity for all.

Signed this 25th day of May 2021

Select Board of Needham

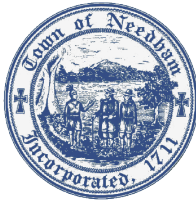
PROCLAMATION

- Whereas: Karen Price and her husband, Les Kalish, moved to Needham where they raised their son David. Karen served the Town of Needham in many capacities including as a Town Meeting Member for 24 years, on the Eliot School PTC, as an elected member of the Needham School Committee as a PPBC user representative for four facility projects, collaborated with Green Needham, championed Meatless Mondays and served on the Needham Area Immigration Justice Task Force; and
- Whereas: Karen Price joined the League of Women Voters of Needham in 2006, served as Secretary in 2008, was elected as President in 2009, and currently serves as Voter Service Chair; and
- Whereas: Karen Price represented the League of Women Voters of Needham at several League of Women Voters of the United States and League of Women Voters of Massachusetts conventions; completed three major local studies during her presidency including the residential zoning restudy, the community use of town buildings study, and the study of elected boards; and spearheaded the 75th anniversary League of Women Voters of Needham tea held at Powers Hall; and
- Whereas: Karen Price serves the League of Women Voters of Massachusetts as the Environment Committee Chair, as a field representative and liaison mentoring other Leagues, and as a member of the Communications Committee. Karen led the state study on the initiative and referendum process in Massachusetts, and cultivated the Needham High School League of Women Voters club; and
- Whereas: Karen Price runs candidate fora with precision, hosts Zoom webinars on climate and other topics, created a Zoom security primer for state leagues, and designed and maintains the League of Women Voters of Needham Website and Facebook pages; and
- Whereas: The League of Women Voters of Needham has 224 members and is the largest League in the state, and Karen Price has stepped down as president after 12 years;

NOW THEREFORE BE IT RESOLVED that the Needham Select Board and the citizens of Needham jointly express their appreciation for the collaborative, conscientious and creative service of Karen Price to the League of Women Voters of Needham.

Signed this 25th day of May 2021

Select Board of Needham



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

MEETING DATE: 5/25/2021

Agenda Item	Change of Manager – Bertucci’s Restaurant Corp.
Presenter(s)	Charles Franklin, Proposed Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Bertucci’s Restaurant Corp., 1257 Highland Avenue, has submitted an application for a change in manager. Our review indicates that Mr. Franklin meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol. However, Section 6.4 of the Select Board’s Regulations for the Sale of Alcoholic Beverages states: “No alcohol license will be issued to any applicant unless such applicant is the licensee named in a common victualler’s license and has operated a restaurant and function rooms for the twelve-month period immediately preceding the filing of an application. When deemed appropriate by the Select Board this provision may be waived.” Although Mr. Franklin has been serving as the Hospitality Manager at Bertucci’s for the last 6 years, he has not had a common victualler license in his name, therefore Mr. Franklin is seeking a waiver of this section. All other additional filing materials seem in order.
2.	VOTE REQUIRED BY SELECT BOARD
	Suggested Motion: <i>Move that the Select Board waive Section 6.4 of the Select Board’s Regulations for the Sale of Alcoholic beverages for Mr. Franklin and approve and sign the application for a Change in Manager to Stephen Sprague for Bertucci’s Restaurant Corp., 1257 Highland Avenue, Needham and to forward this application to the ABCC for approval.</i>
3.	BACK UP INFORMATION ATTACHED
	1. Amendment Application for a Change of Manager 2. Corporate Vote 3. Mr. Franklin’s resume All other documents related to these transactions are on file in the Town Manager’s Office.



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street, Boston, MA 02114
www.mass.gov/abcc

AMENDMENT-Change of Manager

☒ **Change of License Manager**

1. BUSINESS ENTITY INFORMATION

Entity Name Bertucci's Restaurants, LLC	Municipality Needham	ABCC License Number 04590-RS-0770
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2. APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name Chrissy Wills	Title Operations & Licensing Coo	Email licensing@bertuccis.com	Phone 508-351-2562
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3A. MANAGER INFORMATION

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name Charles Franklin	Date of Birth [REDACTED]	SSN [REDACTED]
Residential Address 59 Wilson Drive Framingham, Ma. 01702		
Email cafer62.cf@gmail.com	Phone [REDACTED]	
Please indicate how many hours per week you intend to be on the licensed premises 40+	Last-Approved License Manager Steve Sprague	

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen? ☒ Yes ☐ No *Manager must be U.S. citizen
If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.
Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No
If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
		See Resume attached		

3D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature: Charles A. Franklin Date: 4/8/21

CORPORATE VOTE

The Board of Directors or LLC Managers of Bertucci's Restaurants, LLC
Entity Name
duly voted to apply to the Licensing Authority of Needham and the
City/Town
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on Apr 5, 2021
Date of Meeting

For the following transactions (Check all that apply):

☒ Change of Manager

☐ Other

"VOTED: To authorize

Brian Connell

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint

Charles Franklin

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

Corporate Officer /LLC Manager Signature

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

CHARLES ADAM FRANKLIN

59 Wilson Drive Framingham, Ma 01702

cafer62.cf@gmail.com

OBJECTIVE:

In the role of General Manager, to lead by example and develop a great team through effective and ongoing communication without sacrificing or disregarding policies and procedures. To provide oversight and take responsibility for all aspects of the restaurant's success. To focus on quality, excellent service, and bottom-line results while maximizing the delivery of a superior customer experience building a strong return customer base. Helping to identify and advance business opportunities. To effectively contribute to the future success of the company.

EXPERIENCE:

Bertucci's

Needham, Ma

June 2015 - present

Hospitality manager

Responsibilities currently include:

Management of daily operations of restaurant with a staff of 25 – 30 employees.

Employee management focusing on customer quality including:

- Recruiting and hiring supervisors and associates
- Training
- Morale
- Scheduling
- Communications (organize and facilitate staff meetings)
- Personnel management and record keeping
- Performance review of staff through documented review process and on-going feedback

Day-to-day Operations

- Management of labor and food costs.
- Responsible for product inventory including forecasting, ordering, delivery, and supplier relations
- Preventative maintenance of equipment
- Assure proper levels of food quality and presentation, sanitization, safety, and security
- Manage customer acknowledgements and complaints successfully and strive to improve the customer experience
- Daily cash handling management and reconciliation
- Operate a variety of computer platforms and point-of-sale systems for business and administrative purposes

Implementation and management of Virtual Kitchen operation

PREVIOUS EXPERIENCE:

New England Soup Factory Brookline, Ma
Operations Manager

April 2012 – June 2015

Bruegger's Enterprises Framingham, Ma
General Manager

June 2005-July 2012

Panera Bread Framingham,
Assistant Store Manager Shrewsbury, Ma

August 1998 – April 2005

Rebecca's Café Boston, Ma
Store Assistant Manager

December 1995-August 1998

Sodexo, USA Waltham, MA
Floating Manager

May 1994-November 1995

McDonald's Framingham, MA
Supervisor

1985-1994

EDUCATION:

Johnson and Wales University Providence, RI
Bachelor's degree Hotel/Restaurant Management

1991

Newbury College Brookline, MA
Associates Degree Culinary Arts

1996

CERTIFICATES:

Tips Training
Serve Safe
Nutrition for the Food Service Manager
Certificate of Leadership

REFERENCES:

Available upon request



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

MEETING DATE: 05/25/2021

Agenda Item	Needham Council for Arts & Culture Update
Presenter(s)	Charly Nanda, NCAC Chair Amy Haelsen, Economic Development Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Needham Council for Arts and Culture Chair will present the recommended design “Save the Bees” by Emma Curry to be wrapped in vinyl on the utility box located at Great Plain Ave and Central Ave in Needham. The Chair and Economic Development Manager will give an update on other art initiatives throughout Needham’s business districts.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to approve the design and location for the Utility Art Box Project, as presented.	
3.	BACK UP INFORMATION ATTACHED
a. NCAC presentation	

Call for Needham High School Students



Needham Council for Arts and Culture

THE NEEDHAM COUNCIL FOR ARTS AND CULTURE ART BOX PROJECT FOCUSES ITS LAST INSTALLMENT ON CLIMATE CHANGE

The NCAC is looking for a high-quality piece of Public Art for our Art Box Project. The work of art will be printed on a vinyl wrap and installed on a traffic signal box sited at Great Plain and Central Aves. The work must be appropriate for the public realm and address the theme of climate change.

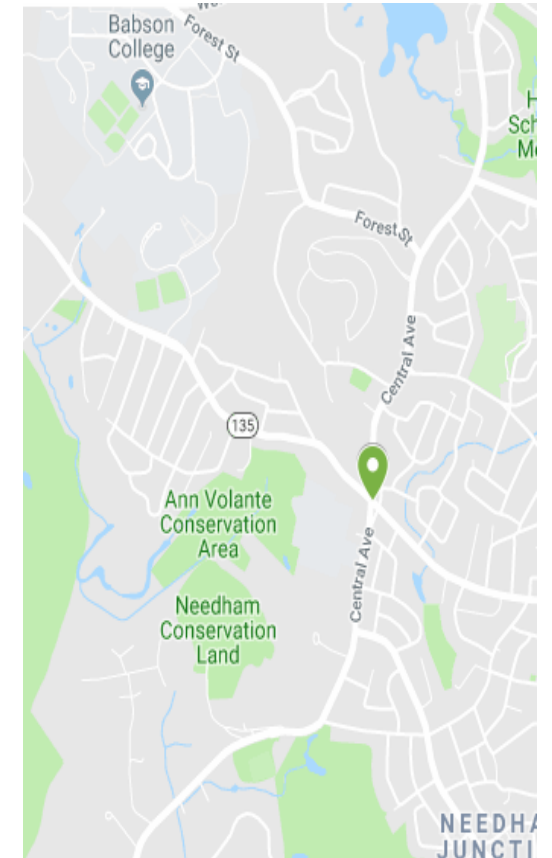
Example 1: Put a Bird on It. Honor Needham's beloved hometown birds like Rosie the eagle. Birds are a symbol of freedom inspiring community connection with over 30 species endangered in Massachusetts alone. This concept would address local ecology and biology with drawings of locally endangered birds.

Example 2: Water, Water, Everywhere. With water scarcity a major global concern this concept can visually address issues around natural resources or global warming. Digital images could show a changing landscapes over time.

Example 3: Nature or Nurture. How do we protect and mitigate damage done to our environment? This concept could use blueprints to imagine a way to heal the world through intelligent designs.



Utility box located at intersection of Great Plain Avenue and Central Avenue



Emma Curry's artwork "Save the Bees"
to be printed on vinyl wrap



Plaque Size 8.5" x 11" attached to side of utility box



NCAC
Needham Council for Arts and Culture

In collaboration with
the Town of Needham



STOREFRONTS NEEDHAM

"Infusing new energy into vacant storefronts
throughout Needham's business districts"

In partnership with
Needham Art Association
& Sullivan & Co. Real Estate



Scan for details

Needham Art Association display at 1502 Highland Ave.



Needham High School Senior Art Show at 32 Chestnut St.



Needham Open Studios Art Gallery at 36 Chestnut St.



Jersey barriers in front of Sweet Basil on Great Plain Ave.



Design for jersey barriers in front of
Pancho's Taqueria on Highland Ave.



Jersey barriers in front of
French Press Bakery & Café on Chapel St.





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

MEETING DATE: 5/25/2021

Agenda Item	Communications Update
Presenter(s)	Cyndi Roy Gonzalez, PIO

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Communications efforts planned for the next six months Priorities include: • Town Email Newsletter • Website Refresh • Public Communication Forums • Citizen Survey/Polling	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Discussion Only.</i>	
3.	BACK UP INFORMATION ATTACHED
a. Public Communications and Engagement Forums b. New and Updated Communications Tools	

Public Communications & Engagement Forums

The PIO will host a series of community communications and engagement forums to solicit ideas from the community about the information they would like to receive from the Town and the methods they use to access information. These forums will include general communications discussion as well as targeted discussions on the Town website and Town Meeting Member communications.

Wednesday, June 30, 2021- 6 pm

Topic: General Communications/Engagement Discussion

Description: Overview of current communications tools employed by the Town and a discussion of other kinds of information members of the community want to receive and the methods of communications they would like to use.

Wednesday, August 18, 2021– 6 pm

Topic: Website Visioning

Description: The Town will embark on a Website refresh in August, with an updated website to be launched in early 2022. This will be a discussion with the community about the current website features, new enhancements and priorities for information.

Wednesday, October 20, 2021 – 6 pm

Topic: Redesigned Website Feedback

Description: It is anticipated that the PIO will provide an update on the website refresh and solicit community input.

Wednesday, January 5, 2022 – 6 pm (Date subject to change based on website project management timeline)

Topic: New Website Implementation

Description: The PIO will present on the website, new features and answer questions.

Wednesday, March 16, 2022

Topic: Town Meeting Member Communications

Description: Town Meeting Members will be invited to a discussion about how best to communicate with the Town and their constituents. We'll look at examples from other Towns.

New & Updated Communications Tools

In addition to social media, news flashes and traditional media outreach methods, the Town is prioritizing the use of the following communications tools.

Website Refresh

The Town uses Civic Plus for its website. The Town is eligible for a refresh in December 2021 but will expedite the refresh beginning this August. Prior to the refresh, the Town will survey the community about current challenges and opportunities on the website.

Anticipated Start: August 9, 2021

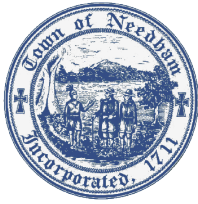
Anticipated Launch of New Site: Early 2022

Town Email Newsletter

The Town will launch an email newsletter the week of May 24th that includes news and updates from Town Departments. This will replace the Covid update and will include a wider selection of news and information. Community members will be able to subscribe to the email update to get it delivered directly to their inbox. The update will be sent out on a regular basis as there is information and updates to share.

Community Survey and Polling

The Town is planning to once again use The National Community Survey (NCS) to solicit information and feedback from residents. The NCS is developed and provided by National Research Center at Polco. In 2019 the National Research Center merged with Polco to create a high-quality suite of civic engagement tools. Now NRC provides local governments with the best survey research alongside innovative civic engagement capabilities. The Town will have access to a library of surveys, can send customized surveys and polls on a variety of topics and will have access to solid data and information on which to base decisions and make policy.



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

MEETING DATE: 05/25/2021

Agenda Item	Expiration of the COVID-19 State of Emergency
Presenter(s)	Katie King, Assistant Town Manager/Operations

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Staff will provide an overview on the local impact of Governor Baker's COVID-19 State of Emergency ending on June 15, 2021. This will include recommendations for potential Board actions relative to outdoor dining and transitioning public meetings out of the current all-remote structure.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Discussion only.</i>	
3.	BACK UP INFORMATION ATTACHED
a. SOE Outdoor Dining Implications b. Hybrid (In-Person & Remote) Public Meetings Memo	

State of Emergency Outdoor Dining Implications

Date	Policy	Potential Local Action	Potential State Action
June 15	Restaurants will lose the ability to sell "to-go" alcoholic beverages.		TBD. Legislative discussions are ongoing.
August 15	Liquor licensees that were approved for expanded patio/outdoor service under the expedited process allowed by the Governor's executive orders will revert back to their pre-pandemic status.	The ABCC is encouraging licensees that seek to continue patio/outdoor service after August 15, 2021, to apply in the ordinary course for an alteration of premises with their local licensing authorities. Recommendation that the Select Board consider options to expedite the local components of this process.	TBD. Legislative discussions are ongoing.
August 15	The temporary policies adopted by the Select Board and the Planning Board to allow outdoor seating and dining in public open spaces (such as sidewalks, parking lots and on-street parking spots) and suspending certain zoning requirements expire.	Recommendation that the Select Board and Planning Board extend those temporary policies until October 31, 2021. This is the end of Needham's outdoor dining season under our existing bylaw and provides time to recommend potential long-term changes at the Fall Town Meeting.	
August 15	Select Board temporary policy to allow the consumption of "to-go" alcohol purchases from restaurants on public property expires.	Recommendation that the Select Board make this policy permanent and apply to any alcoholic beverages.	

MEMORANDUM

TO: Select Board
CC: Kate Fitzpatrick, Town Manager; David Davison, Assistant Town Manager/Finance
FROM: Katie King, Assistant Town Manager/ Operations
SUBJECT: Hybrid (In-Person & Remote) Public Meetings Policy Framework
DATE: May 21, 2021

Background & Goals

On March 12, 2020 Governor Baker issued COVID-19 Order #1, suspending certain provisions of the Open Meeting Law to allow public bodies to meet remotely and provide remote-only access for the public. Since that time, the Town of Needham has asked all Boards & Committees (B&C) to host open meetings on the Zoom platform to ensure public access while we were unable to meet safely in-person.

Massachusetts and Needham continue to enter new phases of reopening as access to COVID-19 vaccinations increase and case rates decline. This document provides recommendations on how to transition Board and Committee meetings back to in-person or a hybrid of in-person and remote. Underpinning these recommendations are three main goals:

1. Protect the health and well-being of all meeting participants.
2. Fully comply with the Open Meeting Law (OML).
3. Maximize opportunities for public engagement and access.

Key Considerations

The following considerations inform what options the Town has in transitioning public meetings away from remote-only:

Legal

The Governor's COVID-19 Executive Order #1 has relieved public bodies of their statutory obligation to have a quorum in-person and to provide in-person public access. It expires with the State of Emergency. Unless there are legislative changes at the State level, **as of June 15, Board & Committee members must return in-person unless the Select Board votes to allow remote participation and the Town is required to provide in-person access for the public.**

If the Select Board voted to allow committee members to participate remotely, the Open Meeting Law still requires a quorum, including the chair, be in person and permits remote member participation "only if physical attendance would be unreasonably difficult". There are special considerations for Commissions on Disability and Retirement boards if the Select Board takes no action. (see 940 CMR 29)

The Governor and Legislature are actively discussing extending temporary relief or making permanent changes to the Open Meeting Law, but the final timing and details remain uncertain.

Technology

Technology and hardware, beyond our current use of Zoom, is required to run hybrid public meetings, to allow some people to be in-person and others remote. As of today, hybrid meetings are possible only

in Powers Hall, Select Board Chambers, the Broadmeadow Performance Center, and the Library Community Room *if* the Needham Channel is staffing/live streaming. With the existing technology, the Needham Channel can broadcast the meeting and be a panelist on the Town-run Zoom. The Charles River Room is not equipped to run hybrid meetings today. The Needham Channel has needed upgrades scheduled, with completion anticipated in early 2022. The Town would need to purchase and install equipment to make hybrid meetings possible in other rooms and for public meetings that the Needham Channel does not film.

Currently, the Needham Channel is scheduled to film the Select Board, School Committee, and ZBA. They are willing and able to do this, to allow for hybrid meetings, so long as there are no scheduling conflicts between the Boards and with two-weeks advanced notice to plan staff coverage.

Budget & Timing

Our IT Department explored options for how we could equip meeting rooms to allow the public to watch and/or participate in public meetings remotely and provided these estimates:

- Wall-mounted remote meeting IT units are estimated at \$9,106 each for hardware and installation. They are available and in stock now. Staff would need 4 weeks for procurement, ordering and installation with 2 days for training. Use would likely occur in waves as staff and Committee members are trained.
- Mobile cart units are estimated at \$6,747 each for hardware and installation. They are not in stock. Staff would need 2 weeks for procurement, 6 – 8 weeks for ordering and installation and 2 days for training.

We are getting cost and time estimates on a lower-tier option of a camera, tripod, and microphone. This would allow the public to watch remotely (via recording) but not participate remotely. We are also exploring conference call options to allow for audio-only public participation. No funding has been identified at this point.

Staffing

For hybrid options, three people are needed to “run” the meeting (one to support the in-person members and attendees, one to run the Zoom and hardware, one to take minutes). The minute-taker could be remote but the other two would need to be in person. Depending on the Board or Committee, this could be a combination of committee members and staff, who would need to be trained on how to run the technology.

Options & Recommendations

Group 1: Select Board (and Affordable Housing Trust), School Committee, Zoning Board of Appeals, and Planning Board. These are elected bodies that are currently streamed by the Needham Channel, with the recommendation of adding the Planning Board to their regular programming.

- June 1 - can transition to in-person participation only (Board members & public), remote viewing
- Mid-June - can transition to Board members in-person with hybrid public participation
- If Select Board votes to allow remote participation - can transition to hybrid participation for Board members and the public.

Recommendation: In mid-June, shift these boards to in-person for members with a hybrid option for public participation. This will require the support of each board, a practice run-through, and coordination with the Needham Channel. Remote participation of Board members would be subject to Select Board policy discussions.

Group 2: All other Boards & Committees.

- Can transition to entirely in-person starting June 1.
- Must transition to entirely in-person by June 15, but can remain entirely remote until then.
- Can shift to hybrid public participation or virtual viewing subject to the availability of financial resources, technology, and staff/member training. Remote participation of Board members would be subject to future Select Board policy discussions and these operational items.

Recommendation for Group 2: That the Select Board provide guidance to Boards & Committees on the options available to them and work on a staggered transition plan based on preferences and the availability of space, technology, and staff resources.

Scenario Summary & Decision Points

Scenario	Board & Committee Members	Public Access & Participation	Decision Points & Potential Select Board Action	Timeline
1	Remote.	Remote.	n/a	Ends on June 15 when SOE expires
2	Hybrid: remote & in-person	Remote.	n/a	Ends on June 15 when SOE expires
3	In-person.	Remote.	n/a	Ends on June 15 when SOE expires
4	Hybrid: remote & in-person	Hybrid: remote & in-person	Does the Board want to vote to allow committee members of any Town committee to participate remotely? Does the Board want the public to participate in-person only or also have a remote option?	If no vote before 6/15, all Board members must return in-person. Currently only have technology and staff support for Group 1 to be hybrid.
5	In-person.	Hybrid: remote & in-person	Does the Board want to make a recommendation to committees (especially Select Board-appointed) to adopt hybrid public participation when the technology is available?	Currently only have technology and staff support for Group 1 to be hybrid. Other interested committees would be phased in contingent on budget, technology, staff, and training.
6	In-person.	In-person.	n/a	Can begin June 1, must begin by June 15 for Group 2 committees

Implementation

- Discuss with Select Board.
- Share options and recommendations with other committees and determine what meeting format each prefers.
- Identify funding to allow IT to purchase technology needed to make rooms hybrid-ready.
- Coordinate schedules and room reservations to address any conflicts.
- Work with Building Managers and Building Maintenance to adjust meeting rooms to accommodate requests.
- Provide training and best practices to staff and committee members for running hybrid meetings. Do practice runs before going live.
- Issue pre/post surveys of committee members and residents to evaluate hybrid public meetings (now and over the next year).

All recommendations assume that the public health data supports the continued reduction of COVID-19 restrictions and thus, are subject to change. For any in-person meetings, all participants and attendees must comply with public health regulations.



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

MEETING DATE: 05/25/2021

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

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



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

MEETING DATE: 05/25/2021

Agenda Item	Alcohol Licensing
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will discuss the number of package store (Section 15) liquor licenses in the Town, and whether the Board should begin the process of seeking additional licenses.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Discussion Only.</i>	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Chapter 207 of the Acts of 2012 b. Section 15 Licenses in Needham c. Needham Quota for Liquor Licenses if Adopted Under MGL c. 138	

Acts (2012)

Chapter 207

AN ACT RELATIVE TO AUTHORIZING THE TOWN OF NEEDHAM TO AUTHORIZE THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Notwithstanding section 11 of chapter 138 of the General Laws or any other general or special law to the contrary, the board of selectmen of the town of Needham shall cause to be placed on the ballot at a regular or special election the following question:-
“Shall the licensing authority in the town of Needham be authorized to grant licenses for both the sale of all alcoholic beverages in packages not to be drunk on the premises and the sale of wine and malt beverages in packages not to be drunk on the premises?”

Below the ballot question shall appear a fair and concise summary of the ballot question prepared by the town counsel and approved by the board of selectmen. If a majority of the votes cast in answer to that question is in the affirmative, the town of Needham shall be taken to have authorized the granting of licenses for the sale of all alcoholic beverages not to be drunk on the premises and the sale of wine and malt beverages not to be drunk on the premises.

SECTION 2. The number of licenses shall be limited to 6. Beginning January 1, 2018 the number of licenses shall be limited to 8 but at no time shall there be in effect more than 6 licenses for the sale of all alcoholic beverages. The remaining licenses shall be limited to the sale of wines and malt beverages. The licensing authority may establish the days and hours during which the license may operate. Except as otherwise provided herein, such licenses shall be subject to the provisions of said chapter 138.

SECTION 3. This act shall take effect upon its passage.

Approved, August 3, 2012.

TOWN OF NEEDHAM ALCOHOLIC LICENSEES								
					AS OF May 11, 2021			
SECTION 15 - PACKAGE STORES - All Alcohol (Special Legislation, Home Rule no more than 6*) * Total All Alcohol & Wine and Malt Licenses cannot exceed 8, Total All Alcohol cannot exceed 6								
	License #	LLA; ABCC Approval	Restaurant	Manager	Formal Name	Type		Address
1	00036-PK-0770	2/5/2013	Bin Ends	John Haggarty	Innovative Distributing Concepts, LLC d/b/a Bin Ends	Package Store - All	Section 15	65 Crawford Street
2	00033-PK-0770	2/5/2013	Needham Ctr Wine & Spirits	Chris Lianos	Lianos Liquors, Inc. d/b/a Needham Center Wine & Spirits	Package Store - All	Section 15	1013 Great Plain Avenue
3	00031-PK-0770	2/5/2013	Needham Wine & Spirits	Mike O'Connell	Needham Wine & Spirits, LLC d/b/a Needham Wine & Spirits	Package Store - All	Section 15	1257 Highland Avenue
4	89042-PK-0770	4/12/2017; 5/8/2017	Reveler	Scott Linzmeyer	Reveler Beverage Company, LLC d/b/a Reveler Beverage	Package Store- All	Section 15	250 Chestnut Street
5	00032-PK-0770	2/5/2013	Vinodivino	Raphaello Keller Go	vinodivino 3, LLC d/b/a vinodivino	Package Store - All	Section 15	922 Highland Avenue
6		5/11/2021	Gordons Fine Wines	David Gordon	Gordons Fine Wines of Needham, Inc. d/b/a Gordon's Fine Wines	Package Store - All	Section 15	150 Gould Street
SECTION 15 - PACKAGE STORES - Wine & Malt* (Special Legislation, Home Rule*) * Total All Alcohol & Wine and Malt Licenses cannot exceed 8								
	License #	Approval	Restaurant	Manager	Formal Name	Type		Address
7	00030-PK-0770	2/5/2013	Volante Farms	Dave Volante	Volante Farms, Inc.	Package Store - Wine & Malt	Section 15	292 Central Avenue
8		4/27/2021	Needham General Store	Michael Kazlauskas	The Needham General Store	Package Store - Wine & Malt	Section 15	399 Great Plain Avenue



COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF THE STATE TREASURER

ALCOHOLIC BEVERAGES CONTROL COMMISSION

95 Fourth Street, Suite 3 Chelsea, MA 02150-2358

Jean M. Lorizio, Esq.

Commission Chairman

QUOTA BREAKDOWN

A of 5/18/2021

Town of: Needham (0770)

ANNUAL						
On Premise Retail			Exemption			
	Allowed	Total Issued	Special Leg	Vets Clubs	Farmer Series PP	Total Available in Quota
AB	30	23	0	0	0	7
WM	6	1	0	0	0	5
WMC		0	0	0	0	
Off Premise Retail			Exemption			
	Allowed	Total Issued	Special Leg	Vets Clubs	Farmer Series PP	Total Available in Quota
AB*	6	5	0	0	0	1
WM*	6	1	0	0	0	5
SEASONAL						
On Premise Retail			Exemption			
	Allowed	Total Issued	Special Leg	Vets Clubs	Farmer Series PP	Total Available in Quota
AB	0	0	0	0	0	0
WM	0	0	0	0	0	0
WMC		0	0	0	0	
Off Premise Retail			Exemption			
	Allowed	Total Issued	Special Leg	Vets Clubs	Farmer Series PP	Total Available in Quota
AB	0	0	0	0	0	0
WM	0	0	0	0	0	0

Annual	AB	SECTION 12
Club		3
Hotel/Innkeeper		2
Restaurant		18

Annual	WM	SECTION 12
Restaurant		1

SUPPLEMENTAL INFO FROM TOWN OF NEEDHAM

* Because of Needham's special statute (Ch 207 Acts of 2012) Needham is limited to 8 total off-premise retail licenses, with at no time shall there be in effect more than 6 such licenses for the sale of all alcoholic beverages.



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

MEETING DATE: 05/25/2021

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<i>Board members will report on the progress and / or activities of their Committee assignments.</i>	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
(Describe backup below)	
None	



Town of Needham, Massachusetts
Road Event Form

INTERNAL USE ONLY

DPW Police
Fire OTM
Park & Rec
PFD Paid

TYPE OF EVENT: (check all that apply)

☒ RUN ☒ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event: Girls on the Run End of Season 5K

Name of Organization:

Girls on the Run / Park & Rec

Event Date(s) and Rain Date if requesting: June 6th

Earliest Time Expected in Needham:

8:00

Latest Time Expected in Needham:

10:30

Has this event been conducted in other Towns in the past? ☒ YES ☐ NO

If yes, name of Town and date:

we usually host one big one for all teams in medford, but due to covid need smaller ones

Has this event been held in Needham in the past? ☐ YES ☒ NO

If yes, are you repeating the same route as in prior year(s)? ☐ YES ☐ NO

Organization Mailing Address:

89 South Street
Boston, MA 02111

☒ Organization is Not-for-Profit

Organization Billing Address (if Police Detail is required):

Ronit Velde
40 Homsey Ln, Needham, MA 02494

Primary Contact: Ronit Velde

Contact Title: GIOR
Site Liaison

Contact Address:

40 Homsey Ln Needham, MA 02494

Contact Phone (Day):

617 669 9744

Contact Phone (Cell):

617 669 9744

Once the event begins, how long will it take to complete the event?

1 hour for walks w/ staggered waves
5 min apart.

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?

Yes. woud like to use
blow up start sign &
place mile markers & arrows

Will volunteers be placed along the route?

Yes - As necessary

Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.

Yes - near start line
for warmup & ~~end~~ start

Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)

Bagged & packaged food
for girls to take home.

Will portable toilets be used? List locations.

Hope to have access
to school.

Will hydration stops be set up along route? If yes, please include these on route plan.

NO - girls w/ need own
H₂O due to COVID

If the event takes place after dark, what is the plan to meet lighting needs?

N/A

What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?

Will have First aid
& a nurse or doctor
on site.

Does the event take place during commuter times?

NO

Is school in session during the event? Will school drop off or pick up be impacted by the event?

NO

Are businesses open during the time of the event?

Maybe

Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)

NO

Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?

not sure

What is the plan to handle trash?

Group will remove
any trash & place
trash bags near start

Contact Email: ronitvelde@gmail.com

Number of Expected Participants:

250

Number of Expected Spectators at Peak

Time:

~~2500~~ 250

Are participants charged a fee?

☐ YES

☒ NO

affordable

Estimated Number of Vehicles:

75

What type of Parking is required:

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:

many Needham families can walk + carpool
Side streets. Pollard parking lots.

Are event organizers available to meet with members of the Town to plan event?

☒ YES

☐ NO

Do event organizers foresee the need for any road closures (subject to police review)?

☐ YES

☐ NO

maybe

What will be done in case of inclement weather?

light rain - continue to hold

Will neighborhoods be impacted by parking and traffic? brief parking

What activities are planned for the start of the race (if in Needham)?

Group warm up

What activities are planned for the end of the race (if in Needham)?

Post snack + photos. Very little -
will encourage folks to head out.

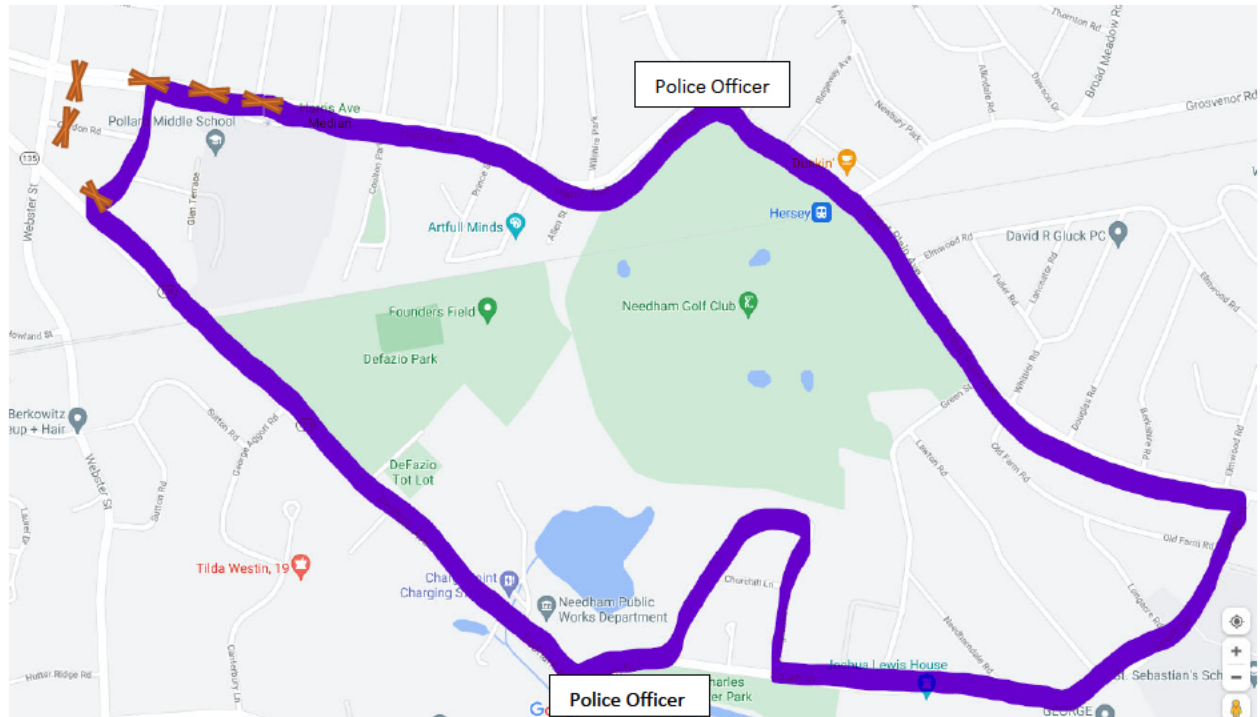
What facilities are needed for the start of the race (if in Needham)?

Bathroom access if possible.

What facilities are needed for the end of the race (if in Needham)?

Bathroom access if possible.

Girls on the Run, June 6th 2021



A Police Officer from the Shift will be stationed at Harris @ Great Plain Ave and South @ Dedham Ave to slow traffic for runners.

Barricades will be set-up at 8am to facilitate road closure for start/finish line:

Dedham @ Bradford

Webster @ Gordon

Webster @ Harris

In the Median of Harris @ Bradford, Harris @ Mayo, Harris @ Stevens

Girls on the Run Needham 5K Your Way, June 6th, 2021

As part of the Girls on the Run program, hosted through Needham Parks and Recreation, the season culminates in a celebratory 5K Your Way event. Due to the pandemic the Greater Boston council is unable to host its large 5K event with all of their teams across the region and have encouraged teams to host a site-based event for their girls and running buddies. This season, we have 7 teams. There are 3-4 coaches per team. Therefore, there are approximately 90 individuals including girls and coaches.

Each girl must have a running buddy (which can be a coach). For this event, we anticipate a maximum of 180-200 people running, jogging, or walking the course. We also would like to encourage families to cheer on the girls (spectators).

Ronit Velde, site liaison, for the Needham team and the Chief Operating Officer of Girls on the Run Greater Boston, will serve as the safety monitor and race director. She will monitor attendance and ensure the general public does not participate. Ronit has planned the Leprechaun 5K for the John Eliot School in a previous year and has project managed the council's large 5K event at the end of the season for the past two years. The other head coaches (5 individuals) will support the event and be responsible for their girls and their running buddies. We will be communicating with families prior to the event and before the start that a mask is required to participate in the event. Please see the detailed safety plan in the following pages of this document.

We will use a staggered start with 5 minutes between teams to ensure enough social distancing. Also we will ask girls to form a start line in the order of those who anticipate running the full distance, run/walk, and walk to minimize congestion at the start and passing.

The girls and coaches are registered for the event as part of their initial program registration. Running Buddies are required to register through the Girls on the Run Greater Boston registration form – see [Link](#).

We will post some signs to remind folks about social distancing and masks at the event.

We will have bagged food and individual water bottles for girls to take at the finish of the event. We will discourage eating until they are headed home.

Site-Based 5K Safety Plan

- **Needham 5K Your Way – Girls on the Run – June 6th 8am-10am**

- **Safety Monitor Ronit Velde/617-669-9744**

- **Safety Monitor (StarPower Squad):**

The Safety Monitor's main function is to take immediate action to overcome any safety-related incident, and report the existence of un-safe conditions and any safety-related incidents. The Safety Monitor will be stationed at the check-in table and will work in tandem with the Head Coach for the site to implement emergency procedures as outlined below.

- The safety monitor will have the first aid kit to be used for non-emergency injuries (e.g. skinned knees, small cuts and bruises).
- The safety monitor will have access to hand sanitizer, extra masks and gloves as needed.
- The safety monitor will manage/maintain all runner emergency information.
- We ask that all participants, spectators, coaches and volunteers wear masks when at the event to ensure everyone's safety. Although we recognize and welcome the new guidance from the CDC regarding mask use outdoors for those who are fully vaccinated, we will continue to require mask use at our events as an extra precaution.

- **Protocol in an emergency:**

- 911 should be the first call in the event of a medical or physical safety emergency
- Know the location of the AED device at your location (if there is one available)
- GOTR-Greater Boston staff should be alerted of any emergency or safety concern:
 - Ronit Velde, Chief Operating Officer (617-669-9744)
- Head Coach should be alerted of any emergency or safety concern:
 - Cyndi Roy Gonzalez- Head Coach GOTR Team A -
 - Caitlin Barret – Head Coach GOTR Team B
 - Roopal Patel – Head Coach GOTR Team C
 - Kim Kontrimas – Head Coach GOTR Team D&E
 - Talyor Welch – Head Coach HS Team A
 - Karen Tuttle – Head Coach HS Team B
- In an emergency, once all runners/volunteers are deemed safe, complete the attached Girls on the Run Greater Boston accident/incident form

- **Runner Emergency Information:**

- All runners (girls, coaches, running buddies) must complete a 5K registration form through Girls on the Run Greater Boston (in advance of the event).
- A pdf will be provided to the Safety Monitor and Head Coach prior to event date. This will include information on ALL girls, coaches and running buddies that have pre-registered.
- The safety monitor must have access to runner information on the day of the event.

- **Race Bibs:**

- Girls, coaches and running buddies will all receive a race bib at the event site, indicating that they are registered to run.
- Two race bibs per girl will be provided (one=girl, one=running buddy).

- **Severe Weather:** If an impending weather situation is apparent, the volunteer coaches in conjunction with the Safety Monitor and Needham town authorities shall make a

determination whether to hold, alter, postpone or cancel the events based on information obtained from the National Weather Service.

- The specific criteria used to delay or postpone the race shall be:
 - Lightning-If you can hear it or see it, clear it. Resume in 10 minutes after the last thunder or lightning. After a 30-minute delay the race is cancelled.
 - Heat-The race will be cancelled if the temperature at the start of the race is $> 90^{\circ}$ F.
- Additional information used to decide shall include, but not be limited to:
 - What time did the weather report come in?
 - What areas are affected?
 - How long will these areas be affected?
 - Is there a risk of potential danger to race participants, spectators, or volunteers?
- **Lost Child Protocol:**
 - If a child is on the course and becomes separated from their “buddy” runner they should be instructed to complete the race.
 - Volunteers at the finish line should direct lost children and parents to the check-in table.
 - The Safety Monitor will keep a log of lost children/parents. He/she will note the physical description of the child: name, gender, age, race, and description of clothing, anything else that would be helpful.
 - If a parent is reporting a lost child he/she should indicate, as specifically as possible, where the child was last seen.
 - In the event that a child is missing after the race has finished, please contact local authorities by dialing 911.
- **Dissemination of safety information:**
 - Runners will be emailed safety information prior to event date, this will include course layout, parking and Covid-19 protocols.
 - Safety information should also be posted at event site (at the check-in table).



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

☐ DPW ☐ Police
☐ Fire ☐ OTM
☐ Park & Rec
☐ PFD ☐ Health

TYPE OF EVENT: (check all that apply)

☐ RUN ☐ WALK ☐ BICYCLE ☐ MOTORCYCLE ☒ CAR PARADE

Name of Event:

NHS Class of 2021 Car Parade

Name of Organization:

Needham Public Schools, Needham High School

Event Date(s) and Rain Date if requesting:

Saturday, June 5, 2021

Earliest Time Expected in Needham:

9:00 am

Latest Time Expected in Needham:

11:30 am

Has this event been conducted in other Towns in the past? ☐ YES ☐ NO

If yes, name of Town and date:

Has this event been held in Needham in the past? ☒ YES ☐ NO

If yes, are you repeating the same route as in prior year(s)? ☒ YES ☐ NO

Organization Mailing Address:

Needham High School, 609 Webster St., Needham, MA 02494

☒ **Organization is Not-for-Profit**

Organization Billing Address (if Police Detail is required):

Primary Contact:

Aaron Sicotte

Contact Title:

Principal, Needham High School

Contact Address:

Needham High School, 609 Webster St., Needham, MA 02494

Contact Phone (Day):

781 455-0800 x22007

Contact Phone (Cell):

518 986-2064

Contact Email:

aaron_sicotte@needham.k12.ma.us

Number of Expected Participants:

400 graduates

Number of Expected Spectators at Peak

Time: approx. 250 at Needham High School

Are participants charged a fee?☐

YES

☒

NO

Estimated Number of Vehicles:

400

What type of Parking is required:**Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:**

Participants (vehicles) will meet at 140 Kendrick Street to line up for parade.
Majority of spectators will park at Needham High School's parking lots.

Are event organizers available to meet with members of the Town to plan event?☐

YES

☐

NO

Do event organizers foresee the need for any road closures (subject to police review)?☐

YES

☐

NO

What will be done in case of inclement weather?

N/A

Will neighborhoods be impacted by parking and traffic?

No

What activities are planned for the start of the race (if in Needham)?

N/A

What activities are planned for the end of the race (if in Needham)?

N/A

What facilities are needed for the start of the race (if in Needham)?

N/A

What facilities are needed for the end of the race (if in Needham)?

N/A

Once the event begins, how long will it take to complete the event?

1.5 hours

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?

N/A

Will volunteers be placed along the route?

N/A

Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.

N/A

Will there be any food served? (contact Needham Health Dept: 781-455-7940)

No

Will portable toilets be used? List locations.

No

Will hydration stops be set up along route? If yes, please include these on route plan.

No

If the event takes place after dark, what is the plan to meet lighting needs?

N/A

What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?

N/A

Does the event take place during commuter times?

No

Is school in session during the event? Will school drop off or pick up be impacted by the event?

No

Are businesses open during the time of the event?

Not in the area.

Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)

No

Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?

Yes.
No.

What is the plan to handle trash?

N/A



**Town of Needham, Massachusetts
Road Event Form**

INTERNAL USE ONLY

☐ DPW ☐ Police
☐ Fire ☐ OTM
☐ Park & Rec
☐ PFD ☐ Paid

TYPE OF EVENT: (check all that apply) ☐ RUN ☒ WALK ☐ BICYCLE ☐ MOTORCYCLE	
Name of Event: Team Mia	Name of Organization: Children's Hospital - Eversource Walk
Event Date(s) and Rain Date if requesting: Sunday, June 13, 2021	Earliest Time Expected in Needham: 11 am Latest Time Expected in Needham: 1 pm ?
Has this event been conducted in other Towns in the past? ☒ YES ☐ NO	If yes, name of Town and date: Boston every year annual June 12-13 weeks
Has this event been held in Needham in the past? ☐ YES ☒ NO	If yes, are you repeating the same route as in prior year(s)? ☐ YES ☒ NO
Organization Mailing Address:	☒ Organization is Not-for-Profit
Organization Billing Address (if Police Detail is required): Police detail is <u>not</u> required - the walk is virtual	
Primary Contact: Jennifer Kennedy	Contact Title: Event Coordinator
Contact Address: 19 Edward Rd Needham, MA 02492	
Contact Phone (Day): 781 706 6281	Contact Phone (Cell): 781 706 6281

Contact Email:

Jthenneway17@gmail.com

Number of Expected Participants:

20-60

Number of Expected Spectators at Peak
Time: 10-15?

Are participants charged a fee?

☐ YES

☒ NO

Estimated Number of Vehicles:

0

What type of Parking is required:

0

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:

0

Are event organizers available to meet
with members of the Town to plan event?

☒ YES

☐ NO

Do event organizers foresee the need for
any road closures (subject to police
review)?

☐ YES

☒ NO

What will be done in case of inclement weather?

run late or wear your gear

Will neighborhoods be impacted by parking and traffic?

no

What activities are planned for the start of the race (if in Needham)?

0

What activities are planned for the end of the race (if in Needham)?

0

What facilities are needed for the start of the race (if in Needham)?

0

What facilities are needed for the end of the race (if in Needham)?

0

Once the event begins, how long will it take to complete the event?

30-45 min walk

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?

yes

Will volunteers be placed along the route?

no

Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.

no

Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)

no

Will portable toilets be used? List locations.

no

Will hydration stops be set up along route? If yes, please include these on route plan.

no

If the event takes place after dark, what is the plan to meet lighting needs?

no

What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?

Ø

Does the event take place during commuter times?

Ø on Sunday, at one location

Is school in session during the event? Will school drop off or pick up be impacted by the event?

Ø

Are businesses open during the time of the event?

yes

Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)

no

Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?

no

What is the plan to handle trash?

should not have trash as food & drinks will not be served



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR AMENDMENT-Change of Business Entity Information

☒ **Change of Corporate Name**

☐ **Change of DBA**

- DOR Certificate of Good Standing (Req. for Chg of Corp Name only)
- DUA Certificate of Compliance (Req. for Chg of Corp Name only)
- Change of Corporate Name/DBA Application
- Vote of the Entity
- Payment Receipt (Req. for Chg of Corp Name only)
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

2021

☐ **Change of Corporate Structure**

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Corporate Structure Application
- Vote of the Entity
- Payment Receipt
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Blue on Highland, LLC	Needham	00020-RS-0770

Please provide a narrative overview of the transaction(s) being applied for.

Change of Corporate Name.

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Stephen Corcoran	Operations Manager	stcorcoran@gmail.com	978-852-9443

2. CHANGES TO BUSINESS ENTITY INFORMATION

2a. Change of Corporate Name

Last-Approved Corporate Name:

Mount Blue Two, LLC

Requested New Corporate Name:

Blue on Highland, LLC

2b. Change of DBA

Last-Approved DBA:

Requested New DBA:

2c. Change of Corporate Structure

LLC, Corporation, Sole Proprietor, etc

Last-Approved Corporate Structure

Requested New Corporate Structure

Signature:

Date: May 12, 2021

Title:

Operations Manager

CORPORATE VOTE

The Board of Directors or LLC Managers of

Blue on Highland, LLC

Entity Name

duly voted to apply to the Licensing Authority of

Needham

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

May 12, 2021

Date of Meeting

For the following transactions (Check all that apply):

☒ Change Corporate Name

☐ Change Corporate Structure (i.e. Corp / LLC)

☐ Change of DBA

☐ Other

"VOTED: To authorize

Stephen T. Corcoran

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

A true copy attest,

For Corporations ONLY

A true copy attest,

Thomas R. Walkley
Corporate Officer / LLC Manager Signature

Corporation Clerk's Signature

Thomas R. Walkley
(Print Name)

(Print Name)

Corporations Division

Business Entity Summary

ID Number: 000909971

Request certificate

New search

Summary for: BLUE ON HIGHLAND LLC

The exact name of the Domestic Limited Liability Company (LLC): BLUE ON HIGHLAND LLC

The name was changed from: MOUNT BLUE TWO LLC on 10-27-2006

Entity type: Domestic Limited Liability Company (LLC)

Identification Number: 000909971

Date of Organization in Massachusetts:
11-17-2005

Last date certain:

The location or address where the records are maintained (A PO box is not a valid location or address):

Address: 60 DEDHAM AVE SUITE 203

City or town, State, Zip code, Country: NEEDHAM, MA 02492 USA

The name and address of the Resident Agent:

Name: T. RODERICK WALKEY

Address: 60 DEDHAM AVE SUITE 203

City or town, State, Zip code, Country: NEEDHAM, MA 02492 USA

The name and business address of each Manager:

Title	Individual name	Address
MANAGER	T. RODERICK WALKEY	8 HAMLIN'S CROSSING DOVER, MA 02030 USA
MANAGER	T. RODERICK WALKEY	60 DEDHAM AVE SUITE 203 NEEDHAM, MA 02492 USA

In addition to the manager(s), the name and business address of the person(s) authorized to execute documents to be filed with the Corporations Division:

Title	Individual name	Address
SOC SIGNATORY	T. RODERICK WALKEY	60 DEDHAM AVE SUITE 203 NEEDHAM, MA 02492 USA
SOC SIGNATORY	T. RODERICK WALKEY	8 HAMLIN'S CROSSING DOVER, MA 02030 USA

The name and business address of the person(s) authorized to execute, acknowledge, deliver, and record any recordable instrument purporting to affect an interest in real property:

Title	Individual name	Address
REAL PROPERTY	T. RODERICK WALKEY	60 DEDHAM AVE SUITE 203 NEEDHAM, MA

REAL PROPERTY	T. RODERICK WALKEY	02492 USA 8 HAMLIN'S CROSSING DOVER, MA 02030 USA	
Consent	Confidential Data	Merger Allowed	Manufacturing
View filings for this business entity:			
ALL FILINGS Annual Report Annual Report - Professional Articles of Entity Conversion Certificate of Amendment			
View filings			
Comments or notes associated with this business entity:			

[New search](#)

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

DEPARTMENT OF PUBLIC WORKS

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

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

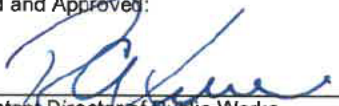
WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	-\$171.70
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$361.74
Transfer Station Charges:	\$0.00

Total Abatement: -\$533.44

Order #: 1306

Read and Approved:

 5/19/21

Assistant Director of Public Works

For the Select Board

5/25/21

Carys Lustig 5/19/21

Director of Public Works

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

Prepared				Customer	Location	Street	Irrigation	Domestic	Sewer	Total	Reason	Corrected
By:	Last Name	First Name	ID#	ID#	Number	Street Name						Last Read
DB	SHELLEY	GRACE ELIZABETH	21213	9116	107	GREENDALE AVENUE	\$0.00	-\$68.65	-\$64.41	-\$133.06	ACC	N
JO	Council on Aging (1)						\$0.00	-\$103.05	-\$297.33	-\$400.38	COA	N

Total: -\$533.44

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

Legend:
O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
TWN = Town Project caused damage to private property
EC = Extenuating Circumstances
Equip = Equipment Malfunction
UEW = Unexplained water loss
ACC = Accidental Water Loss
BP = Billing Period beyond 100 days
COA - Council on Aging

Needham Community Farm Sign Request

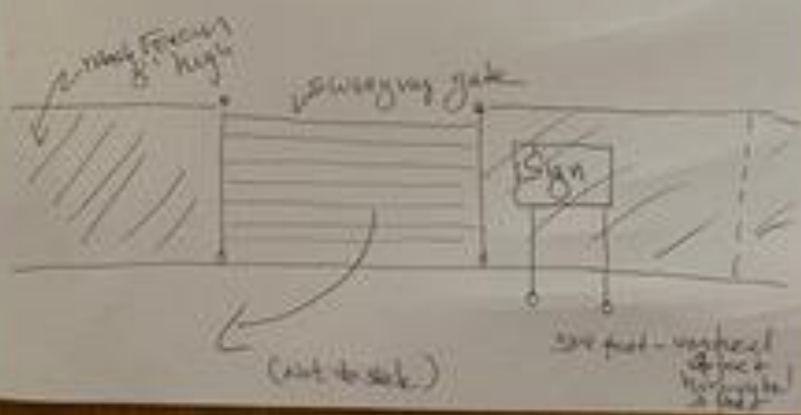
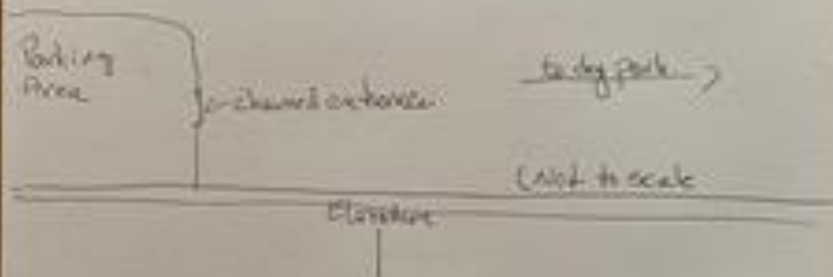
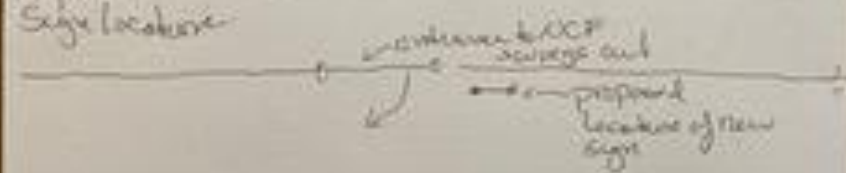
5.21.2021



(over)

NCP
Proposed
Sign Location

NCP Area (Aerial View)



**Town of Needham
Select Board
Minutes for Tuesday, May 11, 2021
<https://us02web.zoom.us/j/89093905788>**

- 6:00 p.m. Call to Order:
A meeting of the Select Board was convened by Chair Matthew Borrelli. Those present were Marianne B. Cooley, Daniel P. Matthews, Marcus Nelson, Lakshmi Balachandra, and Town Manager Kate Fitzpatrick. In addition to the Select Board, Dave Davison, ATM/Finance, Katie King, ATM/Operations, and Sandy Cincotta, Support Services Manager also participated. Recording Secretary Mary Hunt recorded the meeting remotely.
- Mr. Borrelli 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. Borrelli 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 Ms. Cooley that this meeting be continued to the Select Board's next scheduled meeting on Tuesday, May 25, 2021, if a technical problem develops that makes it impossible for the Select Board to conduct the meeting in this format.**
Second: Mr. Nelson. Unanimously approved 5-0 by roll call vote.
- 6:02 p.m. Public Works Proclamation Week:
Ms. Cooley read a proclamation recognizing the week of May 16th - May 22nd as National Public Works Week in the Town of Needham.
- Motion by Ms. Cooley that the Select Board do hereby proclaim the week of May 16th through May 22nd as NATIONAL PUBLIC WORKS WEEK in the Town of Needham and calls upon all citizens and civic organizations to acquaint themselves with the problems involved in providing our public works and to recognize the contributions which public works employees make every day to our health, safety, comfort, and quality of life.**
Second: Mr. Matthews. Unanimously approved 5-0 by roll call vote.
- 6:03 p.m. Public Hearing: Alteration of Premises Residence Inn, 80 B Street
Michael Gendrin, General Manager and Mark Newman, VP of Food & Beverages, Needham 365 Bev, LLC spoke with the Select Board regarding the hotel liquor

license for the Residence Inn located at 80 B Street, which currently includes as licensed premises approximately 5,340 sq. ft. on the first floor of the hotel consisting of bar and dining/lounge seating on the side; dining/function room in the rear; service and food prep areas in the center, and storage in the rear, with a total seating capacity of 150 patrons. Mr. Newman has submitted a license amendment to increase the licensed premises to include the hotel rooms and the market area – the market area would provide retail options for the hotel’s customers. A legal notice was advertised in the Needham Times on April 29, 2021 and abutters were notified, as required by the ABCC.

Discussion ensued on the hours of operation, all front desk employees being TIPS trained, and the type of alcoholic beverages to be sold (beer, wine, and canned cocktails).

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

Motion by Mr. Matthews that the Select Board vote to approve amendment for alteration of premises received from Needham 365 Bev, LLC d/b/a Residence Inn. If approved, vote to forward the approved Alcohol License application to the ABCC for its review and final approval.

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

6:04 p.m. Appointments and Consent Agenda:

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

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA *=Backup attached

- 1. Accept a \$8,000 donation made to the Needham Health Division’s Traveling Meals Program from Needham Community Council.**
- 2. Accept a \$5,000 donation made to the Substance Prevention Alliance of Needham from the Beth Israel Deaconess Hospital of Needham.**
- 3.* Approve Minutes of April 14, 2021 and May 3, 2021**
- 4. Authorize the display of pride banners provided by Needham resident Rebecca Young and others for the Chapel Street Banner Showcase Program in accordance with the Banner Policy dated March 23, 2021.**
- 5. Accept a donation from Sherwin Williams of paint and supplies for the painting of the jersey barriers that will be used in the outdoor dining parklets. The total value of their donation is \$1,500.**

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

6:05 p.m. Hearing – Change of Manager Needham Golf Club
Michael Moffett, Proposed Manager spoke with the Select Board regarding an application submitted by the Needham Golf Club, 49 Green Street for a change in manager. A review indicates Mr. Moffett meets the statutory requirements to serve

as a manager of a Club facility licensed to dispense alcohol. Rick Zimbone, Needham Golf Club president was present.

Mr. Moffett gave a brief background of his work experience in the food and beverage industry.

Mr. Matthews noted Mr. Moffett's background, saying the golf club is in a residential neighborhood and over service of alcohol to patrons cannot be an issue.

Mr. Moffett acknowledged Mr. Matthews saying all staff handling alcohol are TIPS trained and certified.

Motion by Mr. Matthews that the Select Board vote to approve the application for a Change in Manager to Michael Moffett for the Needham Golf Club, 49 Green Street. If approved, vote to forward this application to the ABCC for its review and final approval.

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

6:18 p.m. Public Hearing – Continuation Gordon's Fine Wines New Retail All Alcohol License – 150 Gould Street (continued from April 27, 2021)

Mr. Borrelli gave a brief history of granting liquor licenses and that the Town now has one All Alcohol License remaining. He commented on criteria over the years for issuing licenses including the business model and experience, the benefits to the Town, and the proposed location. Mr. Borrelli noted residents indicated they wanted the Town to move slowly when granting licenses, noting there are now niche businesses and developments that might cause residents to desire an increase in the number of licenses. Mr. Borrelli noted Volante Farms also submitted an application for a license, saying he is interested in the possibility of expanding the number of licenses so that they do not become such a valuable commodity.

David Gordon, Proposed Manager and Steven Miller, attorney, Miller, Quilty, and McDermott explained Gordon's Fine Wines has submitted an application for a new retail all alcohol license to be located at 150 Gould Street, noting the business will be a collaboration of two family businesses (Baker's Best and Gordon's Fine Wines).

Mr. Gordon gave a brief history of his family business, which was established in 1934. He clarified the business is not "big box," but rather an e-commerce business, noting this is an opportunity to keep 2 family owned businesses thriving. Discussion ensued on the facility, operations, delivery, marketing, "give backs" to the community, and consultative sales.

Mr. Borrelli asked the Select Board for questions.

Mr. Nelson commented on early deliveries, asking how traffic in the area of schools will be affected, and adjusting deliveries around events in Needham.

Mr. Gordon said most delivery vans will head toward Route 128, leave prior to school opening, and not routed near schools. He said distributors will be informed of events or construction, and deliveries will be adjusted.

Ms. Balachandra commented on the current space being used for alcohol distribution and asked about its partnership boxes with Baker's Best.

Mr. Gordon explained the use of the building, and that partnership boxes are independent, where Gordon's delivers the alcohol and Baker's Best delivers the food.

Ms. Cooley asked about the nature of the month to month lease.

Mr. Miller said if the project is approved the lease will be long term, and that the floor plan cannot be changed without approval of the Select Board. He noted approval is needed for everything.

Mr. Borrelli voiced concern about a distribution warehouse and whether the business will be "Needham centric."

Dave Volante, owner Volante Farms commented on its current wine and malt license received 2 ½ years ago, and his application for an All Alcohol License. He asked for Volante Farms to have the opportunity to make a presentation to the Select Board.

Carol Urwitz, 164 Greendale Avenue said Mr. Volante makes a good point, suggesting both businesses have valid points and should be considered for a license.

Mr. Borrelli closed the public hearing.

Mr. Borrelli asked the Select Board if it is interested in having Volante Farms make a presentation?

Ms. Balachandra suggested it behooves the Select Board to consider Gordon's application.

Mr. Nelson commented on Mr. Gordon's presentation and the scholarship for Needham students. He also asked about a portion of proceeds going to charity.

Mr. Gordon explained the scholarship is based on merit, and that he believes any great business must engage in the community.

Ms. Fitzpatrick noted the process to consider the application from Volante Farms is more involved due to current Select Board regulations for food stores.

Mr. Matthews commented he is unwilling to issue the last license unless the Town makes the decision to initiate increasing the quota. He noted once a license is issued it becomes “property,” noting new development could limit the Board's influence on economic growth in a positive way. He said he is interested in the discussion.

Mr. Borrelli commented on discussion from prior years, noting the possibility of developing the Muzi property. He said Gordon's Fine Wines is a terrific business, but he is concerned with the location and warehouse. He said Town Meeting could or could not approve increasing the quota. He said he is not convinced issuing the license to Gordon's is the best use for the last license, and would vote no.

Discussion ensued on “underserved” and “concept related” businesses, the benefits to Needham, and criteria.

Ms. Cooley said she is frustrated, noting two very good options are before the Board. She said it is time to resolve the restrictions on licenses put in place in 2012/13 so the Board can make sensible future decisions on alcohol licenses. She said she believes it is time to move to open up the licenses and is in favor of moving forward.

Ms. Balachandra said there is no reason not to move ahead in trying to obtain more licenses. She said it is not fair to hold up a business and that Gordon's model is differentiated. Ms. Balachandra said it is the responsibility of the Select Board to move forward.

Mr. Nelson concurred with Ms. Cooley and Ms. Balachandra, commenting it makes sense to push forward to obtain more licenses, noting there is no guarantee. He said the Board should not prohibit or limit a business from wanting to serve a community.

Mr. Matthews reiterated his view, however, he said if this is the last license to issue, Gordon's is a fine business with a good business model. He said his questions about a long-term lease and the ratio of the sales area have been answered, and that he will vote “yes.”

Motion by Ms. Balachandra that the Select Board vote to approve the application for a new All Alcohol Retail Package Store License under the Town of Needham Rules and Regulations Applicable to Package Stores for Gordon's Fine Wines of Needham, Inc., d/b/a Gordon's Fine Wine David Gordon, Manager. If approved, vote to forward the approved Alcohol License application to the ABCC for its review and final approval.

Second: Mr. Nelson. Approved 4-1. Mr. Borrelli voted nay.

Ms. Cooley said she looks forward to discussing a license for Volante Farms and changing regulations for the future.

Mr. Borrelli wished Mr. Gordon well in his collaboration with Baker's Best.

6:50 p.m.

Equal Justice in Needham Public Safety Report:

Smriti Rao, Rebecca Waber, and Vijay Fisch presented their report and answered questions for the Select Board.

Ms. Rao said if 2020 year has been about anything, it has been about revisiting assumptions about pandemics, politics, and the progress toward racial justice. She said in Needham revisiting assumptions about people who are black, indigenous, and people of color really feel safe in the community. She commented on the newly adopted NUARI vision statement "promises that people of color will feel safe, validated, and treated equitably with respect to public safety." Ms. Rao said it is a significant recognition that not everyone in Needham feels equally safe, noting it is now a promise made to residents, visitors, and employees of color. She said the promise will take work to fulfill, requiring openness and a willingness to question existing policies and structures of governance related to public safety. She said she, along with Ms. Waber and Mr. Fisch, represent a larger coalition of constituents who agree with NUARI that public safety is a priority. She said inspiration came from courageous students, employees, and residents of color in Needham who spoke about their experiences of feeling and being unsafe in Needham. Ms. Rao said after multiple inquiries to the Town Manager, it was realized there is no systematic data-based overview of public safety accessible to residents. Hence, she said, the creation of the public safety reports gathered through public record requests to the Needham Police Department. She concluded saying the reports came from a desire to learn more and fully engage in future Town decision making through conversation and community forums. She said the voice of the people must be taken seriously. Ms. Rao commented on the Town's Use of Force policy, saying she is so glad to have been invited to present the report tonight, as it begins the conversation. She commented on the Marvin Henry case, asking that the conversation tonight focus on the Equal Justice Needham: Public Safety Reports.

Ms. Waber commented on the public records request and the goal of understanding policing in Needham. She said the work of gathering information was done by residents with graduate degrees in research and reviewed by Northeastern University. She pointed out the questions asked were about people who are arrested, how many people are arrested, race, students, weapons, and training. Ms. Waber said the questions are basic and took the Police Department time to gather answers, noting most work was done manually. Ms. Waber said it was difficult for the police to answer the questions, suggesting it must be difficult for the department to monitor their own data and even more difficult for the oversight bodies. She noted transparency, oversight, and accountability are needed for a baseline. She commented on the policing policy of an Annual Bias Report, which she said has

not been done. Ms. Waber said the difficulties in having oversight and transparency is risky, referring to the number of handcuffing instances and the Marvin Henry case, noting it is better to have monitoring rather than being blindsided after the fact.

A snapshot of quantitative data was viewed, noting Needham is in line with national data. Ms. Rao commented on likelihoods involving Black and Hispanic police-civilian interaction vs. White police-civilian interaction. She said the more severe and consequential interactions are the ones that are the most disproportionate representation of Black and Hispanic people, noting the number of stops, citations, charges, arrests, and convictions are more likely. She said the data is indicative and needs regular and systematic exploration to form the basis for a longer, annual evaluation.

Ms. Waber highlighted points for inclusion in the discussion of reimaging public safety. She commented on possibly moving from an officer centric mindset to a community and safety centric mindset. Ms. Waber commented on mental health, handcuffing, training and de-escalation, and transparency, noting there is opportunity to answer many questions.

Mr. Fisch, Needham High School junior, spoke about his experience of police reform in Needham. He commented he had agreed for years that the police in Needham were unbiased, but after his research he found many of the national problems also apply in Needham. He commented on the Use of Force policy, union contracts, Campaign Zero, and his petition, which led to him joining the Equal Justice Needham committee. He commented on core issues of transparency, policies, accountability, the Massachusetts Police Reform bill, and beginning the process of accreditation by the Massachusetts Police Accreditation Commission. Mr. Fisch suggested a full audit would be welcomed. He said he is hopeful the Select Board and the Police Department will engage in open discourse with EJJN and the community about database recommendations.

Ms. Rao thanked the Select Board for the opportunity to make the presentation. She said the reason for the report is because people believe that Needham can be a safe and welcoming place for everyone.

Mr. Borrelli asked for comments from the Select Board.

Mr. Nelson asked when the last Annual Bias Report was completed?

Ms. Fitzpatrick said the police chief has been before the Select Board on multiple occasions to report on metrics based on race, but she is not aware of when a written report was completed.

Mr. Borrelli said the police chief spoke with NUARI regarding training.

Mr. Nelson said he would like to know when the last Annual Bias Report was completed.

Ms. Balachandra concurred with Mr. Nelson, asking for the last time the Annual Bias Report was completed. She asked about the Massachusetts Police Accreditation Commission and steps being taken toward accreditation? She asked what reporting does the Police Department provide the Select Board?

Ms. Rao commented on surrounding accredited communities and standards set by the Massachusetts Police Accreditation Commission, and ongoing discussions of those standards.

Mr. Borrelli said the police chief has been before the Select Board to discuss the work of the department and answer questions if there were concerns. He said up until a year or so ago the concerns were not there for some type of data driven analysis. Mr. Borrelli acknowledged embarking on different metrics to gather data to report back to the community. He said while it is new for many people, it is ultimately up to the police chief to answer to the Select Board on these issues.

Ms. Fitzpatrick said the police chief reports total data in the Town's Annual Report and that other data is included in the annual Citizen's Survey with respect to satisfaction regarding the Police Department and safety within the community.

Mr. Borrelli pointed out community satisfaction with the Police Department has been very high, noting the Citizen's Survey.

Ms. Cooley said prior police reports can be reviewed, saying the Select Board has heard regularly from the police chief since she joined the Board. Discussion has included work done with students, diversion program, and mental health challenges. She said many of the issues raised tonight are not completely unfamiliar but have sparked questions and the data will be useful. Ms. Cooley said it is easy for a town that shows up as one of the safest towns in America, with very high satisfaction from its citizens overall with the police force, to be on a certain track, but the answer is we are not perfect in all dimensions and clearly have some work to do. She discussed accreditation. Ms. Cooley said understanding police reform is a critical first step. She said there are many lenses to use in understanding the good and the bad.

Mr. Matthews said EJA has done a lot to mobilize people and has done good work. He commented on information, newsletters, and materials on the EJA website, referring to defunding the police, saying people here tonight believe policing in the United States, Massachusetts, and in Needham needs reappraisal and change. However, he said the Defund Police rhetoric makes the job harder, in his opinion. He said there is a cost in trying to improve a public service, but there must be a commitment to step up to get things right, and to give people certain expectations without being politically charged, while trying to have the hard conversations that

are necessary. Mr. Matthews noted EJM would like a presence in on-going discussions, saying the group has not yet incorporated or organized in any standard political model. He said it is problematic and difficult for Town agencies and the public to work with EJM, saying there is an absence in transparency in decision making. He suggested adopting a more conventional form of organization. Mr. Matthews concurred people can't assume since the state adopted the police reform bill that the discussion will end. He said while the bill is well-intentioned, it is loaded with many goals and objectives that may have unintended consequences. He said it is important for Needham to chart its own course while following the law. He said Needham has a good Police Department with people who work hard for the community, acknowledging it is not perfect as evidenced in the Tidwell Report. Mr. Matthews said he believes the police chief works hard and that the men and women of the department try to provide good service, are loyal, and take on hazards on behalf of residents. He said he hopes people remain mindful of that while trying to bring about change.

Mr. Borrelli concurred with Mr. Matthews' concluding comments, saying Needham has an exceptional police chief willing to engage and discuss the difficult issues. However, he is concerned that the negative information does not help, and that a lot of good can come from metrics that make sense to everyone. He cited the data and raw numbers in the report. Mr. Borrelli said as a Town there must be metrics that work and decipher what they say and make improvements. He said he is troubled with the defund police rhetoric on the EJM site, saying it is not beneficial when working toward a common goal.

Ms. Balachandra said the presenters came to present data on public safety and was not meant to be an investigation or indictment of EJM. She said based on comments, she is confused on the direction. Ms. Balachandra said she is involved with EJM and takes offense at some comments, as it was not the intent. She said the suggested action items should be discussed and that the Select Board should consider what it can do moving forward to serve the constituents and community.

Mr. Nelson said it is important to answer EJM questions before ending discussion.

Mr. Matthews said the topic is serious and his comments were intended to be constructive, noting the primary focus is on how to improve public safety. He said there is common ground such as race equity, which he would like to build on.

Mr. Borrelli said all comments tonight will be taken under advisement and that there will be further discussion.

Ms. Waber said the source of the information is the Needham Police Department, noting all the data is available for anyone to pursue and that she is willing to discuss any of the data. She acknowledged there is a lot of opinion, but the source of the data is Needham and is completely transparent. Ms. Waber said it is the job of the

Select Board and the Town to do the work of oversight, accountability, and transparency.

Mr. Borrelli questioned the data and discussion ensued on the jump in some percentages.

Ms. Rao said it is the job of the Select Board and police chief to dig into the data, as there may be some really useful information to learn. She said the questions must be asked. She commented EJM is a decentralized group of random residents who volunteer their time. Ms. Rao commented on data, the Tidwell Report, and the overlap of issues from the EJM report.

Mr. Borrelli said the data in the report, along with the Tidwell Report is taken under advisement to move forward. He said he appreciates the information and that the story is telling and gives an opportunity to answer some questions. He thanked the presenters for the information.

7:50 p.m.

Public Hearing: MBTA Weekend Commuter Rail Service

Mr. Borrelli gave a brief background of the MBTA schedule to and from Boston. He said in March 2020, during the Covid-19 pandemic, weekly service was reduced, and Saturday service was eliminated. He said the MBTA approached the Town asking about Saturday and Sunday service, offering 2 options for the Town to consider. He said many correspondences have been received about train noise and quiet zones, saying further discussion and a public hearing will occur at a later time. He said the focus of tonight's discussion is on Option 1 or Option 2 as offered by the MBTA.

Mr. Borrelli asked for input from the Select Board.

Ms. Balachandra said the news of opening up public transportation for the Town is exciting. She suggested future conversation concerning the possibility of overhead railways be explored, acknowledging her idea is somewhat futuristic.

Mr. Matthews said many of the emails indicated a desire for quiet zones. He said the issue is complicated with many federal safety considerations and policies. He said nobody would design urban architecture in the way Needham is laid out now, with 5 grade crossings within 1 mile. He said many things have changed, including commuting patterns, within the last year as many people are working at home or in a hybrid environment. He commented on affordable housing and many of the best locations identified are near trains. Mr. Matthews said discussion needs to be reopened on quiet zones and train horn noise.

Ms. Cooley said she is interested in hearing from the public on Option 1 or Option 2. She recognized in reading the comments that there is a split between each option, with no definitive answer. She suggested asking the MBTA to open their parking lot for free on the weekends if the train stops at Needham Junction. She also

commented the train is not just for residents, but many people rely on it to get to and from work.

Mr. Borrelli reviewed Option 1 and Option 2 in the Agenda Fact Sheet.

Nordo Nissi, 450 Chestnut Street said residents living near Needham Junction need more information from MBTA, i.e. if they plan to idle trains in the Junction area and where, timetable, and use of track to Dover. He noted idling trains in the Heights is an issue. He acknowledged the goal of the MBTA is to increase service but wondered if the track to Needham Heights is compatible with an increased service goal or if terminating trains at the Junction a test pilot in longer term MBTA plans. He suggested the Select Board get more information on how the MBTA plans on meeting increased service.

Ms. Fitzpatrick said railroad operations emailed her, saying trains would remain at the Junction station for approximately 16 minutes and not pull down the track. She said the MBTA has always maintained it needed to reserve the track to Dover to turn trains around.

Jay Spencer, owner French Press said he is happy to hear Sunday service is “on the table.” He said he supports Option 1 primarily driven by the fact that restaurants in Needham Center and the Heights need workers in on time to serve customers. He suggested a later evening train for people eating dinner after 8:00 p.m., and either a free morning or evening service for riders. He said income and equity must be considered for employees. He concluded train service is incredibly helpful as Needham is a dining destination.

Kunal Randery, 217 Hillside Avenue noted trains are virtually empty during peak hours, but he understands the need for service. He questioned the use of tax dollars and environmental impact (train noise, diesel exhaust). He said the bus option is less wasteful and would address the issues pointed out by the prior speaker. He said he would prefer Option 2.

Jeff Kaufman said he appreciates the value of the train to the quality of life in Needham. He pointed out if you lose the train it will not come back. He favors Option 1 and a well-developed system for workers that integrates with future development at the Muzi site. He said consideration should also be given to development on Oak Street.

Bruce Howell, 99 Maple Street commented on trains repositioning at 4:00 a.m. He is concerned Option 1 equals more noise and sleep disturbance seven days a week. He said he understands workers need to get to work and commented Needham Junction is not miles from Needham Center. Mr. Howell suggested coordinating Bus 59 with train arrivals on Saturday and Sunday.

Kim Marie Nichols, 12 Crescent Road said she strongly favors Option 1, noting access to trains is one reason she purchased a home in Needham. She commented on environmental concerns should the train terminate at Needham Junction surmising people will drive to the station adding traffic to roads. Ms. Nichols commented on economic equity and access, saying Needham Heights tends to have more subsidized apartments and elderly housing. She said many people do not drive or have a disability and must be able to walk to the Needham Heights and Needham Center stations.

Rebecca Keller-Scholl, 115 Fair Oaks Park, said she prefers Option 1, as the trains were a huge reason she moved to Needham from Dover 15 years ago. She said it was important for her children to access the trains on weekends to get to museums, games, and entertainment in the city. Ms. Keller said it is not easy for people to walk to Needham Junction, noting it is important for senior citizens to access trains from the senior center. She acknowledged the horn noise, noting she purchased her home knowing about the noise, but feels train access is more important. She said she favors expanding train service.

Jackie Scholl, 115 Fair Oaks Park noted the trains have been running to Needham Heights for 160 years and that everyone knows the train is there. He said he is happy about Sunday service, and that he will be able to get to the city to see his friends. Mr. Scholl noted there is a significant difference in the walk to Needham Center and Needham Junction. He said he prefers Option 1.

Betty Vogel, 160 Hillside Avenue asked if the trains at the Heights could stop at West Street, rather than pulling all the way up to the other side of the bridge, noting people now must walk the entire length to get to the ramp and on to the train. She asked why the change was made years ago to move trains past the bridge, rather than leave them at the station? She said much of the noise and idling would be eliminated. Ms. Vogel said she prefers Option 2 but understands the need for Option 1.

Molly Holm, 128 Garden Street said she commutes and understands all the reasons for public transportation. However, she said the noise pollution is harmful, detracts from property values, and impacts the quality of life. Ms. Holm said she is concerned 6:00 a.m. weekend trains are really 4:00 a.m. and not desirable. Ms. Holm said a better proposal needs to come forward, saying she prefers no weekend service until quiet zones can be established. Ms. Holm said her preference is Option 2 in the absence of other choices, noting it's unfortunate to have to choose between noise and public transportation.

Bjorn Steffansen, 11 Dunster Road said he travels everyday by train and it is a question of time before people return to taking the train. He said the issue is access and that noise is a different issue. He said he is concerned the "slippery slope" of reducing stations could lead to reduced weekday service. He said he prefers Option 1.

Tom Mungovan, 232 May Street said if weekend service is to be reinstated then “do it all,” noting he prefers Option 1. He said Option 2 does not make a lot of sense.

Daniel Peaceman, 140 Garden Street said if noise were not an issue nobody would be asking Option 1 or Option 2. He said if the horn noise were not so obnoxious, everyone would choose Option 1. He commented the mere fact people are being asked to choose between Option 1 or Option 2 demonstrates how bad the noise really is. He said he knew when he moved to Needham that the train would be loud, however trying to train a 3-month-old to sleep when a train is coming at 4:45a.m. is really hard. He said he favors Option 2; however, consideration should be given on how to move the trains into the 21 century with better access for all of Needham.

Hillary Rice, 115 Garden Street, prefers Option 2 saying the noise is excessive.

Dave Miller, 95 Dana Place said we’re trying to solve the wrong problem. He said the system needs to be updated and he strongly prefers Option 2. He said electrification should be considered.

Mattia Landone, 21 Crescent Road prefers Option 2, as he bought his house six months ago for access to the train but said he would prefer to drive to Needham Junction than to hear the trains on the weekends.

Matt Coen, 148 Plymouth Road said there are very few people riding the train after 7:00 p.m. He said she has spoken with the MBTA many times about the aggressive train noise. He said the noise is a serious issue and property values will be affected if it continues on the weekends.

Barbara Ryan, 17 Crescent Road said she has been a resident for 50 years, is used to the train noise, and likes it. She said she supports Option 1 and said it is convenient to board trains at West Street instead of Hunnewell Street, which is not conducive for people who handicapped. She said she does not have a car and could not get to Needham Junction.

Cynthia Lulcheva, 217 Hillside Avenue reiterated every train idles for half an hour and is a significant public health hazard. She said she is breathing in toxic fumes and very few people are riding the trains. Ms. Lulcheva said other modern options should be considered.

Michael Ruddy, 69 Melrose Avenue prefers Option 2 as the noise is obnoxious. He commented that Bus 59 will get people to Needham Heights just as quickly as the train. He said he rides the train regularly on the weekends, but not many people are using the service.

John Lucey, 261 Garden Street said more people will ride the train once the pandemic subsides. He said he favors Option 2. He said if the noise were not the problem, tonight's discussion would not be needed. Mr. Lucey said the train conductors have too much discretion in using the train horn.

Lars Unhjem, 56 Meadowbrook Road thanked the Board for the conversation. He said smart growth should be a priority, noting the issue is complicated. He said he supports Option 1.

Ismail Moumni, 389 Hillside Avenue concurred with the previous speaker saying the trains should be electrified and noise should be removed as much as possible. He commented he would not have a problem with service seven days a week, but in the current form (idling and horn noise) the quality of life is affected. He said the noise is affecting his work.

Mr. Borrelli closed the public hearing. He asked Ms. Fitzpatrick if a vote needed to be taken tonight, suggesting the many comments must be considered.

Ms. Fitzpatrick said the MBTA asked for a reply by May 14, 2021 and that they are looking to implement a new schedule in early July.

Mr. Borrelli suggested delaying the vote tonight in order to consider all comments.

Mr. Matthews pointed out the MBTA will make a decision based on other factors. He suggested Needham could weigh in now or ask for more time to decide.

Ms. Balachandra concurred with Mr. Matthews, suggesting the MBTA should provide answers to the resident's questions. She said an approval by the Town could come with conditions around idling, noise, etc.

Mr. Borrelli said the MBTA can make its decision with or without input from Needham. He said it does not hurt to ask the MBTA questions. He said if the public hearing is continued to the next Select Board meeting, additional comments can be emailed to the Select Board.

Ms. Cooley tallied the opinions, noting the Town is divided with a few more people favoring Option 2 over Option 1. She said people appreciate access to trains and was a factor in why they moved to Town. Ms. Cooley said she hopes the MBTA will restore service, noting it has been challenging to get answers.

Mr. Nelson concurred with the Board, saying it makes sense to get answers before making a decision. He said making a decision tonight would be a disservice to the community.

Mr. Borrelli concurred with Mr. Nelson. He noted 70 attendees took part in tonight's meeting.

9:00 p.m. Town Manager:

1. Town Manager Report

Ms. Fitzpatrick reminded the Board the Memorial Day services will take place on Monday, May 31, 2021. She said it will be a more traditional event than last year, but not to expect a full parade. She said more information will be available on the Town's website.

Ms. Fitzpatrick reported that Katie King, ATM/Operations has been working with the Exchange Club on trying to arrange a July 4th parade. She said the parade will probably be scaled down, but still exciting. Ms. Fitzpatrick said fireworks will not take place but will hopefully return in 2022.

Ms. Fitzpatrick suggested the Board watch the presentation on YouTube of Boston College students discussing their research with the Council of Economic Advisors on development possibilities in the mixed-use Route 128 area. She said the presentation is excellent, and that the YouTube channel can be found on the front page of the Town's website at the bottom.

Ms. Fitzpatrick recognized Town Moderator Michael Fee's nice comments about Ms. Sandy Cincotta who will retire at the end of June. She said it will be hard without Ms. Cincotta, but part of her legacy is the organizational binder Ms. Cincotta put together to assist her replacement.

9:02 p.m. Board Discussion:

1. NUARI Update

Ms. Cooley reported the next NUARI meeting will be held at the end of May.

2. Committee Reports

No Committee Reports were made.

9:03 p.m. Adjourn:

Motion by Ms. Cooley that the Select Board vote to adjourn the Select Board meeting of Tuesday, May 11, 2021.

Second: Mr. Nelson. 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=>