SELECT BOARD Meeting Agenda 5:15 p.m. July 20, 2021 VIA ZOOM

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

To listen and view this virtual meeting on a phone, computer, laptop, or tablet, download the "Zoom Cloud Meeting" app in any app store or at www.zoom.us. At the above date and time, click on "Join a Meeting" and enter the meeting or click the link below to join the webinar: https://uso2web.zoom.us/j/89630461352 Or call US: +13126266799.

	5:15	Executive Session Exception 3 – Litigation & Collective Bargaining
1.	6:00	Proclamation for India Day August 15, 2021
2	6:00	Proclamation for Purple Heart Day in Needham August 7, 2021
3.	6:05	Boston Children's Hospital Project Update (Via Zoom) • Michael Gillespie, VP Clinical Services, Boston Children's Hospital
		 Lisa Hogarty, SVP of Real Estate Planning and Development, Boston Children's Hospital
		 Joshua Greenberg, VP Government Relations, Boston Children's Hospital
4.	6:20	Hearing: Change of Manager Needham General Store
		Megan Pesce, Proposed manager (Via Zoom)
5.	6:30	Welcome Norfolk County Sheriff
		Patrick McDermott, Sheriff
6.	6:45	Director of Public Works • Proposed By-Law Addition to Prohibit Household Refuse in Public Containers
7.	7:00	Town Manager
		Accept and Refer Zoning
		Special Municipal Employee Designation
		• Review FY2021 – 2022 Goals
		Town Manager Report
8.	7:45	Board Discussion
"	''	Committee Reports
		- committee reports

APPOINTMENTS

1. None	
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CONSENT AGENDA *=Backup attached

SENT AGENDA *=Backup attached
Approve Minutes of June 22, 2021 (Open Session)
Authorize the consumption of alcohol, as defined by M.G.L. c. 138, Section 1, that has been sold in association with take-out service of food pursuant to Section 13 of c. 53 of the Acts of 2020, as amended by c. 20 of the Acts of 2021, at the Town Common, the Needham Heights Common/Avery Square, and Eaton Plaza under the provisions of Section 3.1.9 of the General By-laws of the Town until May 1, 2022.
Approve the utilization of two parking spots at meters #167 and #168, near 1037 Great Plain Avenue, for free, 10-minute parking until the conclusion of the Shared Streets parklet pilot.
Approve Common Victuallar Application from PM Story Corporation d/b/a Little Spoon 952 Great Plan Ave, Needham for remainder of 2021
Ratify a One Day Special License for Lindsay Martin of Needham Pool and Racquet Club who hosted its Beers, Bags and BBQ event on Friday, July 9, 2021 6:00-9:00pm. The event was held at Needham Pool & Racquet Club, 1550 Central Avenue, Needham. Police Department approved this event.
Approve a request from Jessica Rice Race Coordinator for Jog Your Memory 5k to hold a 5K Road Race in Needham. The event is scheduled for September 12, 2021 set-up starting at 6am, registration 8am and race to start at 9am. The route of the race has been approved by the following departments: DPW, Police, Fire and Park and Recreation.
Approve a request from Hilary Ryan with Charles River Center to hold a 5K Road Race in Needham. The event is scheduled for September 26, 2021 starting at 9am. The route of the race has been approved by the following departments: DPW, Police, Fire and Park and Recreation.
Approve a 2021 Weekday and Sunday Entertainment license for the Rotary Club of Needham who will be hosting a carnival July 22 – July 25, 2021
Approve India Independence Day to be held on the Town Common August 15, 2021 hosted by the Indian Community of Needham.
Accept the following donation made to the Needham Community Revitalization Trust Fund: \$2500 from Holly and Bruce Johnstone.
Approve and sign Water & Sewer Abatement #1307
Accept the following donations received by the Needham Public Library for the period of April 1, 2021 to June 20, 2021: Faith Crisley donated a copy of Micha Shalev's book, A Practical Guide for Alzheimer's & Dementia Caregivers (\$15.50); John and Megan Dwyer donated \$250 for the purchase of children's books and crafts; The following people made donations to the library in memory of Eleanor Gross: Barbara Cusack \$25.00, Stuart and Caroline Golder \$25.00, Jacqueline Duchin, Vanessa Robinson, and Amy Sherman \$160.00, Ann Egan \$25.00; The Needham Community Council gave the library \$360.00 for the purchase of child abuse prevention books; Marilyn Shesko gave the Friends of the Library several boxes of Greg's books. The Friends gave the library two items that were included with the books: A first-day of cancellation envelope that featured an N.C. Wyeth painting and a 1958 plan for a major library renovation. Both items were placed in the Archives collection. The library renovation was built and completed in the early 1960s. Donna and Thornton Kell donated funds to purchase an additional copy of <i>The Splendid and the Vile</i> by Erik Larson (\$32.00); Ann MacFate gave the

library \$250.00 for the purchase of large print books in memory of Irene MacFate; Frances S. Wolff sent the library a check for \$150.00, as a "thank you" for incredible service; The Eliot School Staff donated \$600.00 for the purchase of children's books in honor of retiring teacher Priscilla Fisch; Kristen Toohill donated \$75.00 for the purchase of audiobooks; Barbara Apstein made a \$100 donation in appreciation of the Needham librarians who worked extra hard to make books available during the 2020-21 Pandemic lockdown; John Russo donated \$50 for the purchase of new books.

- Accept the following donations received by Needham Youth & Family Services for 13.* the Crisis Support Donation Fund: Brian and Jane Weinstein \$100, Matthew and Deena Leibman \$50, Stacy Blasberg and Raymond Lovett \$50, Sandra Joan Shefelbine and Victor Seidel \$50, Stacy Marino and George Olson \$50, Ilan and Karen Barzilay \$100, Timothy and Catherine Dittmer \$50, Meredith and Andrea Lipman \$30, Hao Xing and Mengding Qian \$50, Kimberly Trudeau and Pedro Teixeira \$25, Matthew Noble and Emily Dill \$75, Erica Hitchings \$100, Wayne and Courtney Olson \$25, Kathryn Crowley \$25, Peter and Alexius Fisher \$50, Harry Schechter and Michelle Keefe \$50, Wilson and Kate Owens \$50, Joseph Duong \$50, Makenzie Wolf \$20, Jennifer and David Rutley \$30, Eric and Jennifer Trachtenberg \$50, Matthew and Katherine Frankel, \$50, Susan and John Lynch \$30, Jennifer Collings \$350, Hannah Gilbert and Jamie Pina \$25, John and Kaitlin Nagle \$100, David and Joanna Noon \$20, Alyssa and Matthew Kence \$50, Mark and Jessica Larochelle \$35, Angela and Zhou Jiang \$100, Dianne and Joseph Camozzi \$100, Michael and Andreia Stiffler \$50, Benjamin Davis and Kristen Morrill \$50, Amy and Adrian Chan \$50, Stacie Goddard and Paul Macdonald \$20, Adam Muzikant \$50, Morgan and Abigail Hays \$90, Emily Gaberman \$100
- 14. Accept a \$2,000 donation made to the Needham Health Division's Traveling Meals Program from an Anonymous Donor.

15. Grant permission for the following residents to hold block parties:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Ratify - Wm. Christopher Kent	8 James Ave.	James Ave.	7/3/21	N/A	4pm-11pm
Nicole Foster	38 Mayflower Rd	Mayflower Rd. between GPA & Alden Rd.	9/11/21	9/12/21	4pm-8pm
Liv Nash	200 Great Plain Ave.	38 Ellicot Street	9/12/21	N/A	2pm-4pm
Kim Marie Nicols	12 Crescent Road	Crescent Road, between West St & Union St.	9/26/21	N/A	3pm-7pm
Cindy Osgood	27 Laurel Drive	Lower Laurel	9/18/21	9/19/21	4pm-8pm



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 07/20/2021

Age	enda Item	Executive Session					
Pre	senter(s)						
1.	BRIEF DES	SCRIPTION OF TOPIC TO BE DISCUSSED					
Exce	ption 3: Poter	tial Litigation and Collective Bargaining					
2.	VOTE REQ	UIRED BY SELECT BOARD					
barg	aining or litiga	Exception 3: To discuss strategy with respect to collective ation, if an open meeting may have a detrimental effect on the ating position of the public body. and the chair so declares.					
3.	BACK UP INFORMATION ATTACHED						
(Des	scribe backu	p below)					
HOH	,						

PROCLAMATION

WHEREAS:	India is the largest free democratic country in the world, home of nearly a fifth of th world's population, and with exceptional beauty and rich cultural heritage; and	le						
WHEREAS:	The Indian independence movement was led by patriots including Mahatma Gandhi, Ran Laxmi Bai, Deshbandhu Das, Jawaharlal Nehru, Subhash Chandra Bose, Lala Lajpat Ra Lokmanya Tilak, Bhagat Singh, Maulana Azad, Raja Gopalachari, and Sardar Patel. On of their resistance methods was nonviolent protest, which became a model of civil right movements around the world, including the movement led by Martin Luther King, Jr. i the United States; and	i, ie ts						
WHEREAS:	On August 15, 1947, India regained independence from two hundred years of representation with civil disobedience and nonviolent protest. That movement because a new weapon to fight against inequality and injustice in the world; and							
WHEREAS:	The Constituent Assembly of India created a democratic constitution of its own, includin inspirations from the American constitution; and	g						
WHEREAS:	A youthful country celebrating its 75 th Independence Day, modern India has shown tremendous growth in education, health, agriculture, and technology since its independence; and							
WHEREAS:	India's Independence Day is celebrated by almost 1.4 billion people across the countr with flag-hoisting ceremonies, kite-flying, and parades; and	у						
WHEREAS:	India has the largest diaspora in the world, and over 36 million of Indian origin live in other countries, with over 4 million people of Indian origin living in the United States, over 100 thousand in Massachusetts, and hundreds in Needham, who contribute greatly to the social, economic, and civic health of our nation and our community; and							
WHERAS:	India is a composite civilization – an ancient nation extraordinarily unique as a cultural mosaic of people encompassing a prodigious diversity of ethnic groups, religions languages, customs, traditions, clothing, gastronomy, climatic conditions and natural resources, and yet presenting an underlying unity;	s,						
	Signed this 20 th day of July 2021							
Matthew D	D. Borrelli, Chair Marianne B. Cooley, Vice Chair							
Laksh	nmi Balachandra, Clerk Marcus A. Nelson							

Daniel P. Matthews

PROCLAMATION Purple Heart Community

WHEREAS, the people of the Town of Needham have great admiration and the utmost gratitude for the men and women who selflessly served their country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of the men and women from Needham who served in harm's way in the Armed Forces have been vital in maintaining the freedom and the way of life enjoyed by our citizens; and

WHEREAS, many of our citizens were awarded the Purple Heart for their sacrifice, having been wounded in action while engaged in combat; and

WHEREAS, the Purple Heart is the oldest American military decoration in present use and was initially created as The Badge of Military Merit on August 7, 1782 in Newburgh, New York by General George Washington. The award was made of purple cloth, shaped as a heart with the word "Merit" sewn upon it; and

WHEREAS, August 7 is nationally recognized as Purple Heart Appreciation Day;

NOW, THEREFORE, BE IT RESOLVED that the Select Board of the Town of Needham does hereby proclaim that Needham is a Purple Heart Community and that August 7th will be considered Purple Heart Day in Needham. The Select Board encourages residents and businesses to display the American Flag and recognize Purple Heart recipients on that day, honoring the service and sacrifice of our military personnel.

Signed this 20th day of June 2021

Matthew D. Borrelli, Chair
Marianne B. Cooley, Vice Chair
Lakshmi Balachandra, Clerk
Daniel P. Matthews
Marcus Nelson



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 07/20/2021

Agenda Item Children's Hospital Needham Update			
Presenter(s)	Michael Gillespie, VP Clinical Services, Boston Children's Hospital, Lisa Hogarty our SVP of Real Estate Planning and Development, Boston Children's Hospital		

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

Update on Boston Children's Hospital's planned pediatric ambulatory surgical and pediatric specialty care facility. Hospital leaders will provide an update on the state regulatory process and next steps in Needham.

2. VOTE REQUIRED BY SELECT BOARD

Informational Only.

3. BACK UP INFORMATION ATTACHED

Boston Children's Needham

Needham Select Board July 20, 2021



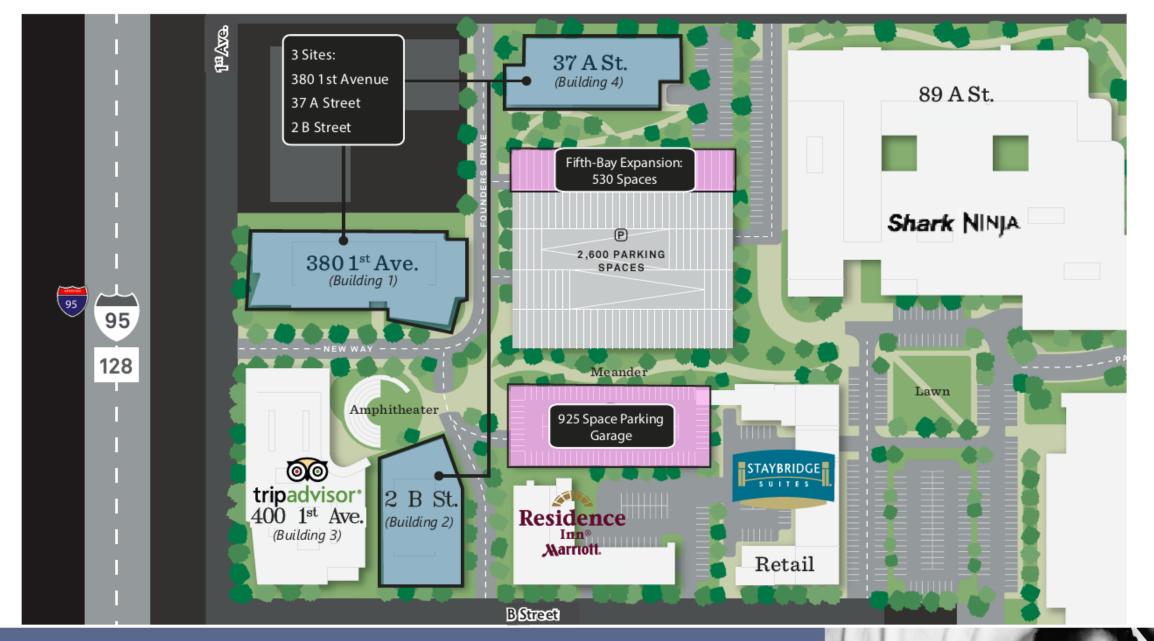


Investing in Children, Families and Communities

- Our ongoing commitment to improving the health and well-being of children throughout MA
- Our continuing efforts to provide <u>access to a full range of integrated pediatric care services</u> in convenient, lower-cost settings as close to home as possible
- Our facilities must benefit <u>patients</u>, <u>families and communities</u>
- Our desire to meet the steadily growing need for our services now and in the future
- We must be prepared to continue to meet the <u>unique needs of children</u>



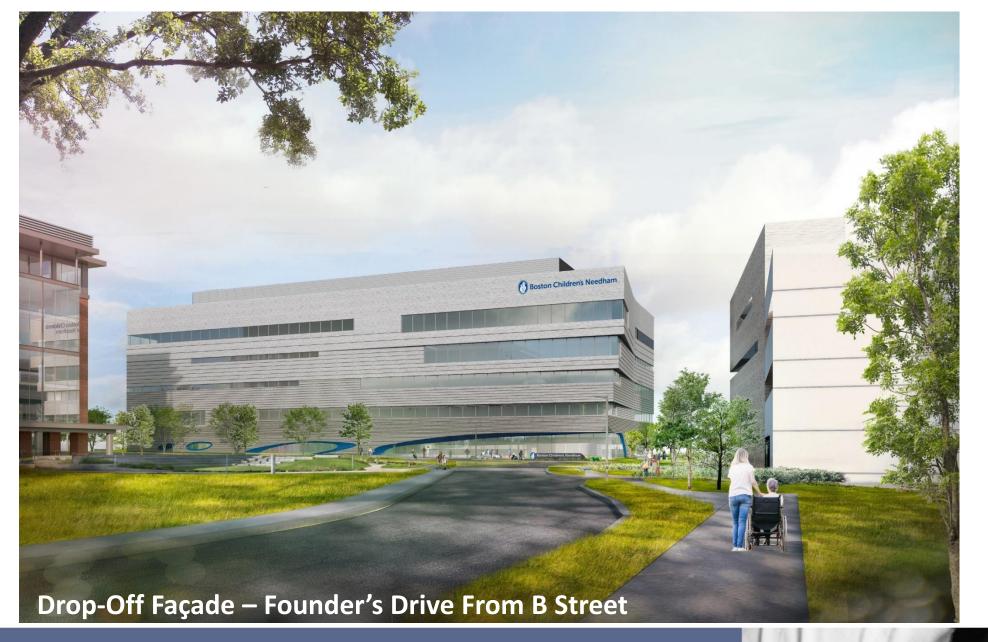




Boston Children's Needham

- > 224,000-square-foot Pediatric Medical Facility at 380 First Avenue
- ➤ New comprehensive ambulatory surgical center
 - Surgery, radiology, audiology and pediatric specialty clinical services, including gastroenterology, ophthalmology, otolaryngology and orthopedic surgery/sports medicine
 - Will serve children from across Massachusetts and create additional access at Longwood for urban patients





Town Engagement

- > August 2019 May 2020
 - Work with the Town develop zoning amendment
 - Allow Pediatric Medical Facility in the New England Business Center
 - Required parking for Pediatric Medical Facility
 - Peer Review of parking ratio and trip generation analysis
- June 2020 October 2020
 - Unanimous Town Meeting Approval
 - Zoning Amendment
 - Town Agreements
 - Development Review Team Meeting
 - Design Review Board Meeting
 - Special permit application for a Pediatric Medical Facility use in the New England Business Center district; amendments to existing special permit



Estimated timeline

- > March
 - > Ongoing outreach to state agencies and local stakeholders, patient and provider groups
- > April
 - > Final application preparation, including actuarial analysis
- > July
 - ➤ File DON application with Department of Public Health (DPH)
- ➤ Summer/Fall
 - > Proactive outreach to patient and provider groups, other constituencies to build support, answer questions
 - ➤ Hold public hearing(s), if required
 - > Respond to questions from DPH staff, support execution of independent cost analysis if requested
- > TBD
 - > DPH staff report issued
 - ➤ Public Health Council vote to approve or deny application





Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 7/20/2021

Agenda Item	Change of Manager – The Needham General Store
Presenter(s)	Megan Pesce, Proposed Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Needham General Store, 399 Great Plain Ave, has submitted an application for a change in manager to Ms. Megan Pesce. Our review indicates that Ms. Pesce meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol. This is not a public hearing.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: The Select Board approves application for a Change in Manager to Megan Pesce for The Needham General Store, 399 Great Plain Ave.

3. BACK UP INFORMATION ATTACHED

- 1. Amendment Application for a Change of Manager
- 2. Applicant's Statement
- 3. TIPS Certification
- 4. Vote of the Corporate Board

All other documents related to this transactions are on file in the Town Manager's Office.



Manager's Signature

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

AMENDMENT-Change of Manager

Change of License Manager

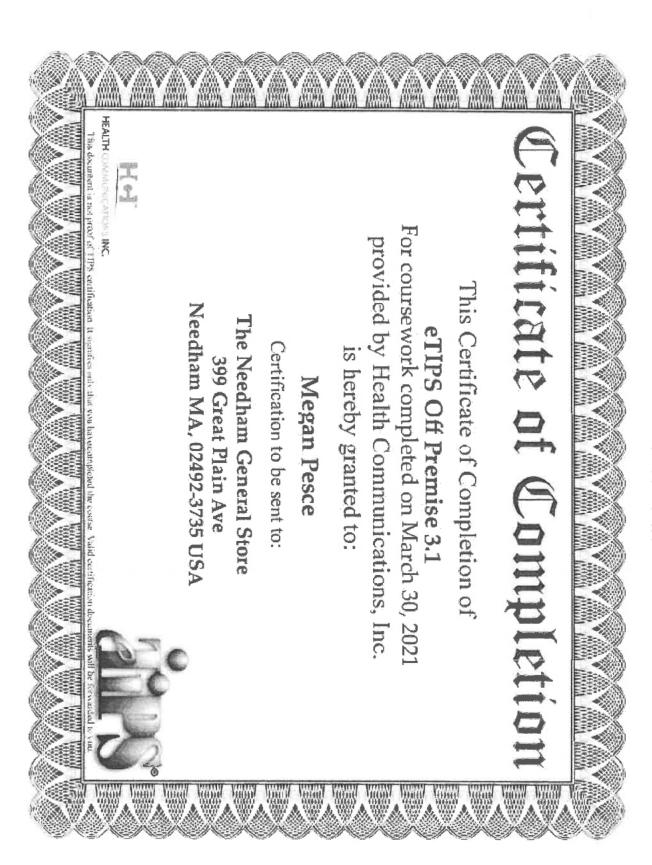
4/2/2021

Date

1. BUSINESS	ENITITY INIEC	DRMATI	ON							
1. BOSINESS	Entity Name				Municipality			A	ABCC License Number	
The Needham General Store LLC					Needham			90037-	90037-PK-0770	
2. APPLICATION	ON CONTAC	T								
			erson wh	o should	be contac	ted with Email	any questic	ons regarding t	his applica	ntion. Phone
Megan Pesce owner megan@acm					@acmdonuts	s.com		781-820-0151		
3A. MANAGE	RINFORMA	TION								
The individu	al that has k	een ap	pointed	to mana	ge and co	ntrol of t	he licensed	business and	premises.	
Proposed Mai	nager Name	Megan	Pesce				Date of Bir	th	SSN	
Residential A	ddress	299 Sim	non Willar	d Rd Cond	cord, MA 0	1742				
Email		megan	@acmdon	uts.com			Phoi	ne		
Please indicate you intend to				35	Last-Ap	proved Li	icense Mana	ger Michael Ka	zlauskas	
	one of the fo r been convi the table bel	ow and	attach an				ter's Certifica Yes	(- 110	ate or Natu	uralization Papers.
Date	М	unicipal	ity		Ch	arge			Dispos	ition
3C. EMPLOYI			_	. Attach a	additional	pages, if	necessary.	utilizing the fo	rmat belo	w
								attiizing tile to		pervisor Name
10/2019	current	Owner	r			Pac	ific Venture			none
08/2008	09/2019	Owner	r		Meg	jan Pesce	Interiors / M	K Design		none
3D. PRIOR DIS Have you held disciplinary ad	d a beneficia		16							hat was subject to ing the format below.
Date of Actio		ne of Lic		State	City	Reaso	n for suspen	sion, revocation	or cancella	ation
I hereby swear u	under the pain	s and per	nalties of pe	rjury that	the informa	tion I have	provided in th	is application is tr	ue and accur	rate:

APPLICANT'S STATEMENT

, Megar	Authorized Signatory the: sole proprietor; partner; corporate principal; LLC/LLP manager							
The A								
of	Needham General Store, LLC							
	Name of the Entity/Corporation							
	submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic ges Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.							
Applica	reby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the ation, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief, or submit the following to be true and accurate:							
(1)	I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;							
(2)	I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;							
(3)	I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;							
(4)	I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;							
(5)	I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;							
(6)	I understand that all statements and representations made become conditions of the license;							
(7)	I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;							
(8)	I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and							
(9)	I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.							
(10)	I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.							
	Signature: Muyer a. Resce Date: 16/4/2011							
	Title: LLC Manascr							



CORPORATE VOTE

The Board of	Directors of	or LLC Managers of	The Need	dham General Store, LLC		
The board of	Directors c	TEC IVIAIIAGEIS OF		Entity Name		
duly voted to	apply to th	ne Licensing Authori	ty of N	eedham	and the	
Commonwea	lth of Mass	eachusatte Alcahalic	Dougra	City/Town ges Control Commission on	06/04/2021	
Commonwea	iitii Oi iviass	achusetts Alcoholic	bevera	ges Control Commission on	Date of Meeting	g
For the following t Change o		(Check all that appl	ly):			
"VOTED: To a	authorize	Megan Pesce				
				Name of Person		
		ubmitted and to exe have the applicatio		n the Entity's behalf, any nec ed."	essary papers an	nd
"VOTED: To a	appoint	Megan Pesce				
		Na	ame of I	Liquor License Manager		
premises therein as	described i the license	n the license and au	thority way ha	or her with full authority and and control of the conduct of ave and exercise if it were a res."	of all business	
A true copy a	attest,			For Corporations ONLY A true copy attest,	Ĺ	
Corporate Of	<u>a Pu</u> ficer /LLC N	Aanager Signature		Corporation Clerk's Sig	nature	
Megan	A. Pesu	<u></u>		-		
(Print Name)				(Print Name)		



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 7/20/2021

Agenda Item	Welcome Norfolk County Sheriff
Presenter(s)	Patrick McDermott, Norfolk County Sheriff

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED The Board will welcome the new Norfolk County Sheriff, Patrick McDermott. 2. VOTE REQUIRED BY SELECT BOARD Discussion Only. 3. BACK UP INFORMATION ATTACHED a. Sheriff McDermott Bio

Sheriff Patrick W. McDermott Bio



Patrick McDermott was elected Norfolk County Sheriff in 2020.

Sheriff McDermott has a long history of public service in both government and non-profit work. Before being elected as Sheriff, he served for 18 years as the Norfolk County Register of Probate where he focused his attention on access to justice for Norfolk County residents with an emphasis on improving the lives of people impacted by opioid abuse, domestic violence, family strife, mental health issues within families, and helping people navigate adoption processes.

He has a proud record of public service, including three terms as Quincy City Councilor (1996-2002) focused on public safety, advocating for a greater commitment to community policing and improved emergency response capabilities as well as thriving and responsible economic development for his community. He served as a Legislative Aide for former State Representative Mike Bellotti (who later served as the Norfolk County Sheriff), State Representative John Rogers, and State Senator Michael Morrissey. He also served as the Executive Assistant to the Register of Deeds for Norfolk County.

In addition to his work in government, Sheriff McDermott is a dedicated community leader and volunteer. An accomplished lawyer, he is an active member of the Bar Association of Norfolk County where he served as its President from 2012 to 2013. He is an active member of the Greater Quincy Knights of Columbus, the Quincy Lodge of Elks, the Quincy Chamber of Commerce, the Massachusetts Bar Association, and the Quincy Rotary Club, having served as President 2019-20. Sheriff McDermott is also a committed 30-year rider in the Pan Mass Challenge which has raised millions of dollars for cancer research and treatment at the Dana Farber Cancer Institute in memory of his mother.

Sheriff McDermott is a graduate of the Boston Archdiocesan Choir School (St Paul's, Cambridge) BC High, Boston College, and Suffolk Law School. He lives in Quincy with his wife Tracy Wilson and their children Alana and Adam.



Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 7/20/2021

Agenda Item	Proposed By-Law Addition to Prohibit Disposal of Household Refuse in Public Containers
Presenter(s)	Carys Lustig, Director of Public Works

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

Ms. Lustig will provide background and suggested language for a By-Law change to prohibit the disposal of household refuse in public trashcans to reduce public litter and appropriately recover costs for household trash disposal.

2. VOTE REQUIRED BY SELECT BOARD

Discussion Only

3. BACK UP INFORMATION ATTACHED

a. Powerpoint presentation



Disposal of Household Trash in Public Containers

Needham Department of Public Works

Problem

- Litter in public parks, schools, and other areas around Town
- Full public trashcans
 - Program was developed with Monday, Wednesday, Friday pick-up
 - Supplement on Saturdays and Sundays due to high field usage and additional outdoor usage during pandemic
 - Supplement as needed on Tuesdays and Thursdays when bins are overfilled
- Concern over individuals disposing of household trash in public containers
 - To avoid Town's pay as you throw system. This fee provides for the cost of tipping waste disposed of and transfers it off of the general government (taxpayers).
 - When barrels are filled, there is insufficient space for trash generated on site, causing more public littering. It also makes wind blown trash more likely.
- To prevent the Town:
 - Seasonally removes barrels so they don't become filled with household trash;
 - Utilizes barrels with narrow tops to make it difficult to dispose of larger items or bags;
 - And if they can find contact information for the person disposing will proactively reach out and ask the resident to not become a repeat offender.



DRAFT Household Refuse Bylaw

Article X: AMEND GENERAL BY-LAWS

To see if the Town will vote to amend the General By-Laws by:

1. Adding a new Section 3.12, to read as follows:

Section 3.12 Household Refuse

No person shall deposit any household refuse or garbage in any receptacle maintained by the Town of Needham on public property.

and;

- 2. Adding a new Section 8.2.2.4.U, to read as follows:
 - U. Household Refuse (Section 3.12)

Fine Schedule:

\$200.00 per offense

and to re-number existing Sections 8.2.2.4.U and 8.2.2.4.V as Sections 8.2.2.4.V and 8.2.2.4.W, respectively, to accommodate the addition of new Section 8.2.2.4.U; or to take any other action relative thereto.

Other Action Items

- Conduct regular multi-departmental "trash talks" working group
 - Discuss programmatic and infrastructure solutions
- Budgetary proposals to add staff to clean up trash
- Discussion on increased pick-up schedule
- Deployment of BigBelly trashcans with strategic deployment in additional locations to optimize pick-up schedules





Select Board TOWN OF NEEDHAM AGENDA FACT SHEET

MEETING DATE: 7/20/2021

Agenda Item	Accept and Refer Zoning
Presenter(s)	Kate Fitzpatrick, Town Manager Katie King, Assistant Town Manager/Operations Cyndi Roy-Gonzalez, Public Information Officer

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Planning Board, at its meeting of July 14, 2021, voted to place the following article on the warrant for the October 25, 2021 Special Town Meeting: (1) Article 1: Amend Zoning By-Law — Outdoor Seating.

Under State law, the Select Board has 14 days to accept the proposed amendments and refer them to the Planning Board for its review, hearing, and report. The Board's action in this matter is not discretionary.

The Public Information Officer will also provide an update on the outdoor dining public survey.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Board vote to accept the proposed zoning article (1) Amend Zoning By-Law – Outdoor Seating for referral to the Planning Board for its review, hearing, and report.

3. BACK UP INFORMATION ATTACHED

- a. Transmittal Letter from Lee Newman
- b. Proposed Warrant Article 1
- c. Outdoor Dining Revisions redline
- d. Outdoor Dining Revisions clean
- e. M.G.L. c. 40A Section 5
- f. Outdoor Dining Public Survey Summary



July 14, 2021

Ms. Kate Fitzpatrick Town Manager Town Hall Needham, MA 02492

Re: Zoning Article for 2021 October Special Town Meeting

Dear Ms. Fitzpatrick:

The Planning Board, at its meeting of July 14, 2021, voted to place the following article on the warrant for the October 2021 Special Town Meeting: (1) Article 1: Outdoor Seating. Accordingly, please find the above-named article as approved by the Planning Board for inclusion in the warrant of the 2021 Special Town Meeting.

As you know, the Select Board will need to accept the article and to then forward it to the Planning Board for review, public hearing and report. Please have the Select Board act on the enclosed article at its next meeting of Tuesday, July 20, 2021, so that the Planning Board can meet its statutory obligations. The Planning Board plans to schedule the public hearing on the article for Wednesday, September 8, 2021.

Should you have any questions regarding this matter, please feel free to contact me directly.

Very truly yours,

NEEDHAM PLANNING BOARD

Lee Newman

Lee Newman
Director of Planning and Community Development

cc: Planning Board

Enclosure

ARTICLE 1: AMEND ZONING BY-LAW – OUTDOOR SEATING

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

- (a) Amend Section 6.9. <u>Outdoor Seating</u>, Subsection 6.9.1, <u>Applicability</u>, by (i) adding the word "eat-in" before the word "restaurants"; (ii) deleting the words "serving meals for consumption on the premises and at tables with service provided by waitress or waiter is" before the words "permitted under"; and (iii) adding the word "are" before the words "permitted under"; so that it reads as follows:
 - "Section 6.9.2 shall apply in any business district in which eat-in restaurants are permitted under Section 3.2.2 of this By-Law."
- (b) Amend the first sentence of Section 6.9. <u>Outdoor Seating</u>, Subsection 6.9.2, <u>Basic Requirements Seasonal Outdoor Seating</u>, by (i) adding the word "eat-in" before the word "restaurants"; (ii) deleting the words "serving meals for consumption on the premises and at tables with service provided by waitress or waiter" before the words "is permitted during; (iii) replacing the words "Section 7.4.4 and 7.4.6" with the words "Sections 7.4.4 and 7.4.6"; and (iv) replacing the words "Board of Selectmen" with the words "Select Board"; so that it reads as follows:
 - "Seasonal temporary (i.e. April through October) outdoor seating, including but not limited to tables, chairs, serving equipment, planters, and umbrellas, for eat-in restaurants is permitted during normal hours of operation, subject to minor project site plan review with waiver of all requirements of Sections 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board in the case of (a) below and the Select Board in the case of (b) below, provided that:"
- (c) Amend Section 6.9. <u>Outdoor Seating</u>, Subsection 6.9.2, <u>Basic Requirements Seasonal Outdoor Seating</u>, Subparagraph (a) by deleting the words ", licensed," so that it reads as follows:
 - "(a) It is within the front yard, rear yard, or side yard of the restaurant's owned or leased property, but only if said yard abuts a public right-of-way, public property, or other public uses, provided that:"
- (d) Amend Section 6.9. <u>Outdoor Seating</u>, Subsection 6.9.2, <u>Basic Requirements Seasonal Outdoor Seating</u>, Subparagraph (b) by (i) deleting the words "so long as there remains no less than forty-eight inches (48"), or as otherwise permitted by law, of unencumbered sidewalk width remaining"; (ii) deleting the word "alternatively" before the words "on a public way"; and (iii) adding the word "on" before the words "other public property"; so that it reads as follows:
 - "(b) It is within the public sidewalk abutting the front, rear, or side yard of the restaurant's owned or leased property or on a public way or on other public property

- abutting the front, rear, or side yard of the restaurant's owned or leased property, provided that:"
- (e) Amend Section 6.9. <u>Outdoor Seating</u>, Subsection 6.9.2, <u>Basic Requirements Seasonal Outdoor Seating</u>, Subparagraph (b) (i) by replacing the words "Board of Selectmen" with the words "Select Board", so that it reads as follows:
 - "(i) No temporary outdoor restaurant seating shall be permitted, unless the Select Board authorizes the placement of temporary outdoor seating within the public right-of-way, public sidewalks and/or on public property;"
- (f) Amend Section 6.9. <u>Outdoor Seating</u>, Subsection 6.9.2, <u>Basic Requirements Seasonal Outdoor Seating</u>, Subparagraph (b) (iii) by replacing the words "Board of Selectmen" with the words "Select Board", so that it reads as follows:
 - "(iii) A minimum width of forty-eight inches (48"), or as otherwise permitted by law, shall be continuously maintained and unobstructed for the sidewalk or entrance into the principal building, or any other designated sidewalks or pedestrian paths, as shown on the plan provided to the Select Board;"
- Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, Subparagraph (b) (iv) by (i) adding the words "shall not be authorized" after the words "Outdoor seating"; (ii) deleting the words "is prohibited" before the words "in designated or required landscape areas"; and (iii) by adding the words ", or in parking spaces located within a public way, except for good cause, and where the Select Board finds, after holding a public hearing, that pedestrian and vehicular circulation, the safety of restaurant patrons and the public, and parking for patrons of restaurants, retail establishments and service establishments in the vicinity of the outdoor seating, shall be adequately provided for;" at the end of the subparagraph so that it reads as follows:
 - "(iv) Outdoor seating shall not be authorized in designated or required landscaped areas, parking lots or drive aisles, or in parking spaces located within a public way, except for good cause, and where the Select Board finds, after holding a public hearing, that pedestrian and vehicular circulation, the safety of restaurant patrons and the public, and parking for patrons of restaurants, retail establishments and service establishments in the vicinity of the outdoor seating, shall be adequately provided for;"
- (h) Amend Section 6.9. <u>Outdoor Seating</u>, Subsection 6.9.2, <u>Basic Requirements Seasonal Outdoor Seating</u>, Subparagraph (b), by adding the following sentence at the end of the section:
 - "The Select Board may authorize seasonal temporary outdoor seating under this Section 6.9.2 (b) earlier than April 1 and later than October 31 of each year."

- (i) Amend Section 6.9. <u>Outdoor Seating</u>, Subsection 6.9.2, <u>Basic Requirements Seasonal Outdoor Seating</u>, by replacing the words "Board of Selectmen" with the words "Select Board", in the second paragraph of the section so that it reads as follows:
 - "Items (a)(i), (a)(iii), (a)(v) and (b)(ii), (b)(iv), and (b)(vi) shall not apply during special town-wide festivals or events during the year as designated by the Select Board."
- (j) Amend Section 6.9. <u>Outdoor Seating</u>, Subsection 6.9.2, <u>Basic Requirements Seasonal Outdoor Seating</u>, by deleting the last paragraph of the section and replacing it with the following paragraph to read as follows:
 - "Where there is authorization for the placement of seasonal temporary outdoor restaurant seating and where such seating could be interpreted to be an increase in the number of seats serving a restaurant, such seating shall not be counted toward the off-street parking or loading requirements, provided that (1) such seating remains seasonal and temporary; and (2) such seating does not increase capacity by more than thirty percent (30%) unless such increase is authorized by the Special Permit Granting Authority that granted the special permit allowing the use of the premises as a restaurant, with or without a hearing, as said Special Permit Granting Authority shall determine."

Or take any other action relative thereto.

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6.9 Outdoor Seating

6.9.1 Applicability

Section 6.9.2 shall apply in any business district in which <u>eat-in</u> restaurants <u>serving meals for consumption on the premises and at tables with service provided by waitress or waiter is <u>are permitted under Section 3.2.2</u> of this By-Law.</u>

6.9.2 Basic Requirements Seasonal Outdoor Seating

Seasonal temporary (i.e. April through October) outdoor seating, including but not limited to tables, chairs, serving equipment, planters, and umbrellas, for <u>eat-in</u> restaurants <u>serving meals for consumption on the premises and at tables with service provided by waitress or waiter is permitted during normal hours of operation, subject to minor project site plan review with waiver of all requirements of Sections 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board in the case of (a) below and the <u>Select Board Board of Selectmen</u> in the case of (b) below, provided that:</u>

- (a) It is within the front yard, rear yard, or side yard of the restaurant's owned, licensed, or leased property, but only if said yard abuts a public right-of-way, public property, or other public uses, provided that:
 - Such use is clearly related to the restaurant conducted inside the principal building;
 - (ii) A minimum width of forty-eight inches (48"), or as otherwise provided by law, shall be continuously maintained and unobstructed for the sidewalk or entrance into the principal building, or any other designated sidewalks or pedestrian paths, as shown on the plan provided to the Planning Board;
 - (iii) Outdoor seating is prohibited in designated or required landscaped areas, parking lots, or drive aisles;
 - (iv) Such use does not obstruct or otherwise interfere with visibility at intersections;
 - Except as otherwise provided in subsection (b), the outdoor seating must be on the same lot as the establishment; and;
 - (vi) During all operating hours and thereafter, the area of outdoor seating must be kept clean, including clearing of all tables and removal of all trash.
- (b) It is within the public sidewalk abutting the front, rear, or side yard of the restaurant's owned or leased property so long as there remains no less than forty eight inches (48"), or as otherwise permitted by law, of unencumbered sidewalk width remaining, or, alternatively,

on a public way or <u>on</u> other public property abutting the front, rear, or side yard of the restaurant's owned or leased property, provided that:

- (i) No temporary outdoor restaurant seating shall be permitted, unless the <u>Select Board Board of Selectman</u> authorizes the placement of temporary outdoor seating within the public right-of-way, public sidewalks and/or on public property;
- (ii) Such use is clearly related to the restaurant conducted inside the principal building;
- (iii) A minimum width of forty-eight inches (48"), or as otherwise permitted by law, shall be continuously maintained and unobstructed for the sidewalk or entrance into the principal building, or any other designated sidewalks or pedestrian paths, as shown on the plan provided to the Select Board Board of Selectmen;
- (iv) Outdoor seating shall not be authorizedis prohibited in designated or required landscaped areas, parking lots, or drive aisles, or in parking spaces located within a public way, except for good cause, and where the Select Board finds, after holding a public hearing, that pedestrian and vehicular circulation, the safety of restaurant patrons and the public, and parking for patrons of restaurants, retail establishments and service establishments in the vicinity of the outdoor seating, shall be adequately provided for;
- (v) Such use does not obstruct or otherwise interfere with visibility at intersections;
- (vi) The outdoor seating must be adjacent to the restaurant establishment and in front, to the rear, or to the side of, as the case may be, the front face of the restaurant's owned or leased property; and;
- (vii) During all operating hours and thereafter, the area of outdoor seating must be kept clean, including clearing of all tables and removal of all trash.

—The Select Board may authorize seasonal temporary outdoor seating under this Section 6.9.2 (b) earlier than April 1 and later than October 31 of each year.

Items (a)(i), (a)(iii), (a)(v) and (b)(ii), (b)(iv), and (b)(vi) shall not apply during special townwide festivals or events during the year as designated by the Select Board Board of Selectmen.

Where there is authorization for the placement of seasonal temporary outdoor restaurant seating and where such seating could be interpreted to be an increase in the number of seats serving a restaurant, such seating shall not be counted toward the off-street parking or loading requirements, so long asprovided that (1) theysuch seating remains seasonal and temporary; and (2) such seating does not increase capacity by more than thirty percent (30%) unless such increase is authorized by the Special Permit Granting Authority that granted the special permit allowing the use of the premises as a restaurant, with or without a hearing, as said Special Permit Granting Authority shall determine.

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6.9 Outdoor Seating

6.9.1 Applicability

Section 6.9.2 shall apply in any business district in which eat-in restaurants are permitted under Section 3.2.2 of this By-Law.

6.9.2 Basic Requirements Seasonal Outdoor Seating

Seasonal temporary (i.e. April through October) outdoor seating, including but not limited to tables, chairs, serving equipment, planters, and umbrellas, for eat-in restaurants is permitted during normal hours of operation, subject to minor project site plan review with waiver of all requirements of Sections 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board in the case of (a) below and the Select Board in the case of (b) below, provided that:

- (a) It is within the front yard, rear yard, or side yard of the restaurant's owned or leased property, but only if said yard abuts a public right-of-way, public property, or other public uses, provided that:
 - (i) Such use is clearly related to the restaurant conducted inside the principal building;
 - (ii) A minimum width of forty-eight inches (48"), or as otherwise provided by law, shall be continuously maintained and unobstructed for the sidewalk or entrance into the principal building, or any other designated sidewalks or pedestrian paths, as shown on the plan provided to the Planning Board;
 - (iii) Outdoor seating is prohibited in designated or required landscaped areas, parking lots, or drive aisles;
 - (iv) Such use does not obstruct or otherwise interfere with visibility at intersections;
 - (v) Except as otherwise provided in subsection (b), the outdoor seating must be on the same lot as the establishment; and;
 - (vi) During all operating hours and thereafter, the area of outdoor seating must be kept clean, including clearing of all tables and removal of all trash.
- (b) It is within the public sidewalk abutting the front, rear, or side yard of the restaurant's owned or leased property or on a public way or on other public property abutting the front, rear, or side yard of the restaurant's owned or leased property, provided that:
 - (i) No temporary outdoor restaurant seating shall be permitted, unless the Select Board authorizes the placement of temporary outdoor seating within the public right-of-way, public sidewalks and/or on public property;

- (ii) Such use is clearly related to the restaurant conducted inside the principal building;
- (iii) A minimum width of forty-eight inches (48"), or as otherwise permitted by law, shall be continuously maintained and unobstructed for the sidewalk or entrance into the principal building, or any other designated sidewalks or pedestrian paths, as shown on the plan provided to the Select Board;
- (iv) Outdoor seating shall not be authorized in designated or required landscaped areas, parking lots or drive aisles, or in parking spaces located within a public way, except for good cause, and where the Select Board finds, after holding a public hearing, that pedestrian and vehicular circulation, the safety of restaurant patrons and the public, and parking for patrons of restaurants, retail establishments and service establishments in the vicinity of the outdoor seating, shall be adequately provided for;
- (v) Such use does not obstruct or otherwise interfere with visibility at intersections;
- (vi) The outdoor seating must be adjacent to the restaurant establishment and in front, to the rear, or to the side of, as the case may be, the front face of the restaurant's owned or leased property; and;
- (vii) During all operating hours and thereafter, the area of outdoor seating must be kept clean, including clearing of all tables and removal of all trash.

The Select Board may authorize seasonal temporary outdoor seating under this Section 6.9.2 (b) earlier than April 1 and later than October 31 of each year.

Items (a)(i), (a)(iii), (a)(v) and (b)(ii), (b)(iv), and (b)(vi) shall not apply during special townwide festivals or events during the year as designated by the Select Board.

Where there is authorization for the placement of seasonal temporary outdoor restaurant seating and where such seating could be interpreted to be an increase in the number of seats serving a restaurant, such seating shall not be counted toward the off-street parking or loading requirements, provided that (1) such seating remains seasonal and temporary; and (2) such seating does not increase capacity by more than thirty percent (30%) unless such increase is authorized by the Special Permit Granting Authority that granted the special permit allowing the use of the premises as a restaurant, with or without a hearing, as said Special Permit Granting Authority shall determine.

Part I ADMINISTRATION OF THE GOVERNMENT

Title VII CITIES, TOWNS AND DISTRICTS

Chapter 40A ZONING

Section 5 ADOPTION OR CHANGE OF ZONING ORDINANCES OR BY-

LAWS; PROCEDURE

Section 5. Zoning ordinances or by-laws may be adopted and from time to time changed by amendment, addition or repeal, but only in the manner hereinafter provided. Adoption or change of zoning ordinances or by-laws may be initiated by the submission to the city council or board of selectmen of a proposed zoning ordinance or by-law by a city council, a board of selectmen, a board of appeals, by an individual owning land to be affected by change or adoption, by request of registered voters of a town pursuant to section ten of chapter thirty-nine, by ten registered voters in a city, by a planning board, by a regional planning agency or by other methods provided by municipal charter. The board of selectmen or city council shall within fourteen days of receipt of such zoning ordinance or by-law submit it to the planning board for review.

No zoning ordinance or by-law or amendment thereto shall be adopted until after the planning board in a city or town, and the city council or a committee designated or appointed for the purpose by said council has each held a public hearing thereon, together or separately, at which interested persons shall be given an opportunity to be heard. Said public hearing shall

be held within sixty-five days after the proposed zoning ordinance or bylaw is submitted to the planning board by the city council or selectmen or if there is none, within sixty-five days after the proposed zoning ordinance or by-law is submitted to the city council or selectmen. Notice of the time and place of such public hearing, of the subject matter, sufficient for identification, and of the place where texts and maps thereof may be inspected shall be published in a newspaper of general circulation in the city or town once in each of two successive weeks, the first publication to be not less than fourteen days before the day of said hearing, and by posting such notice in a conspicuous place in the city or town hall for a period of not less than fourteen days before the day of said hearing. Notice of said hearing shall also be sent by mail, postage prepaid to the department of housing and community development, the regional planning agency, if any, and to the planning board of each abutting city and town. The department of housing and community development, the regional planning agency, the planning boards of all abutting cities and towns and nonresident property owners who may not have received notice by mail as specified in this section may grant a waiver of notice or submit an affidavit of actual notice to the city or town clerk prior to town meeting or city council action on a proposed zoning ordinance, by-law or change thereto. Zoning ordinances or by-laws may provide that a separate, conspicuous statement shall be included with property tax bills sent to nonresident property owners, stating that notice of such hearings under this chapter shall be sent by mail, postage prepaid, to any such owner who files an annual request for such notice with the city or town clerk no later than January first, and pays a reasonable fee established by such ordinance or by-law. In cases involving boundary, density or use changes within a district, notice shall be sent to any such nonresident property owner who has filed such a request with the city or town clerk and whose property lies in the district where the change is

sought. No defect in the form of any notice under this chapter shall invalidate any zoning ordinances or by-laws unless such defect is found to be misleading.

Prior to the adoption of any zoning ordinance or by-law or amendment thereto which seeks to further regulate matters established by section forty of chapter one hundred and thirty-one or regulations authorized thereunder relative to agricultural and aquacultural practices, the city or town clerk shall, no later than seven days prior to the city council's or town meeting's public hearing relative to the adoption of said new or amended zoning ordinances or by-laws, give notice of the said proposed zoning ordinances or by-laws to the farmland advisory board established pursuant to section forty of chapter one hundred and thirty-one.

No vote to adopt any such proposed ordinance or by-law or amendment thereto shall be taken until a report with recommendations by a planning board has been submitted to the town meeting or city council, or twenty-one days after said hearing has elapsed without submission of such report. After such notice, hearing and report, or after twenty-one days shall have elapsed after such hearing without submission of such report, a city council or town meeting may adopt, reject, or amend and adopt any such proposed ordinance or by-law. If a city council fails to vote to adopt any proposed ordinance within ninety days after the city council hearing or if a town meeting fails to vote to adopt any proposed by-law within six months after the planning board hearing, no action shall be taken thereon until after a subsequent public hearing is held with notice and report as provided.

No zoning ordinance or by-law or amendment thereto shall be adopted or changed except by a two-thirds vote of all the members of the town council, or of the city council where there is a commission form of government or a single branch, or of each branch where there are two branches, or by a twothirds vote of a town meeting; provided, however, that if in a city or town with a council of fewer than twenty-five members there is filed with the clerk prior to final action by the council a written protest against such change, stating the reasons duly signed by owners of twenty per cent or more of the area of the land proposed to be included in such change or of the area of the land immediately adjacent extending three hundred feet therefrom, no such change of any such ordinance shall be adopted except by a three-fourths vote of all members.

No proposed zoning ordinance or by-law which has been unfavorably acted upon by a city council or town meeting shall be considered by the city council or town meeting within two years after the date of such unfavorable action unless the adoption of such proposed ordinance or by-law is recommended in the final report of the planning board.

When zoning by-laws or amendments thereto are submitted to the attorney general for approval as required by section thirty-two of chapter forty, he shall also be furnished with a statement which may be prepared by the planning board explaining the by-laws or amendments proposed, which statement may be accompanied by explanatory maps or plans.

The effective date of the adoption or amendment of any zoning ordinance or by-law shall be the date on which such adoption or amendment was voted upon by a city council or town meeting; if in towns, publication in a town bulletin or pamphlet and posting is subsequently made or publication in a newspaper pursuant to section thirty-two of chapter forty. If, in a town, said by-law is subsequently disapproved, in whole or in part, by the attorney general, the previous zoning by-law, to the extent that such previous zoning by-law was changed by the disapproved by-law or portion thereof, shall be deemed to have been in effect from the date of such vote. In a municipality which is not required to submit zoning ordinances to the

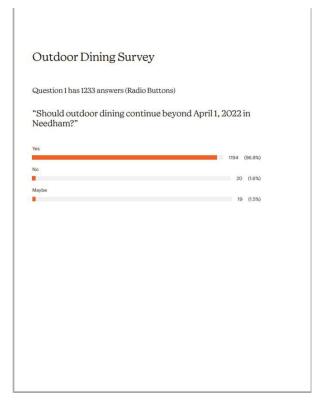
attorney general for approval pursuant to section thirty-two of chapter forty, the effective date of such ordinance or amendment shall be the date passed by the city council and signed by the mayor or, as otherwise provided by ordinance or charter; provided, however, that such ordinance or amendment shall subsequently be forwarded by the city clerk to the office of the attorney general.

A true copy of the zoning ordinance or by-law with any amendments thereto shall be kept on file available for inspection in the office of the clerk of such city or town.

No claim of invalidity of any zoning ordinance or by-law arising out of any possible defect in the procedure of adoption or amendment shall be made in any legal proceedings and no state, regional, county or municipal officer shall refuse, deny or revoke any permit, approval or certificate because of any such claim of invalidity unless legal action is commenced within the time period specified in sections thirty-two and thirty-two A of chapter forty and notice specifying the court, parties, invalidity claimed, and date of filing is filed together with a copy of the petition with the town or city clerk within seven days after commencement of the action.

OUTDOOR DINING SURVEY RESULTS

Total respondents as of 7/10/21



- 1. Should outdoor dining continue beyond April 1, 2022 in Needham?
 - a. Yes 1194
 - b. No 20
 - c. Maybe 19
- 2. <u>Do you have any feedback about the proposal to allow restaurants to apply for outdoor dining in public parking spaces?</u>

Categories of Feedback

- a. Supportive: People are supportive and are not overly concerned with parking or other issues. They believe it's good for the restaurants and neighboring businesses, creates a more vibrant community, makes eating out safer.
- b. **Safety:** People want to ensure there is safety from road traffic and that sidewalks are not blocked. Suggestions include widening sidewalks and prioritizing seating in parking lots rather than on-street parking spaces.
- c. **Fairness**: People want to ensure that there is fairness in the awarding of outdoor seating both to other restaurants and other businesses who rely on parking spaces.

- d. **Alternative Parking/Parking Awareness Campaign**: Suggestions included having the build a parking structure and doing a better job promoting the free parking available in the downtown lots with more visible signage.
- e. **Encourage Biking and Walking**: People suggested that the Town promote walking and biking to restaurants rather than making more parking available.
- f. **Make Outdooring Dining Aesthetically Pleasing**: People suggested that the Town ensure that outdoor dining spaces are attractive, including non-jersey barrier separators, painted jersey barriers, more string lights, etc.

3. <u>Do you have any questions about the proposal to allow restaurants to apply to have outdoor dining in public parking spaces?</u>

Categories of Questions

- **a.** Payment: Will restaurants be required to pay for use of space a rent or lease agreement?
- **b.** Time limited: Will there be outdoor dining seasons or year-round?
- c. Will the number of spaces a restaurant can use be limited to ensure fairness?
- **d.** Will the Town provide assistance to the restaurants to help them ensure safety or to help make outdoor space aesthetically pleasing?
- **e.** What criteria will determine whether a restaurant is approved or denied?
- **f.** Who will ensure the safety of diners in parking spaces?
- g. Will parking meter prices be affected?

4. In what order should the Town consider the Guiding Principles?

Answer: 1, 2, 3, 4

- 1. Create quality public spaces that contribute to people's health, happiness, and sense of connection to Needham and with each other.
- 2. Support small businesses through added vibrancy and engagement in our business districts.
- 3. Maintain safe and accessible sidewalk access for all users.
- 4. Balance the needs of other street activities, including adequate parking infrastructure.



MEETING DATE: 7/20/2021

Agenda Item Update to List of Special Municipal Employees	
Presenter(s) Kate Fitzpatrick, Town Manager	

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The State Guidance on special municipal employees states that the Town should file with the Ethics Commission a list of all local special municipal employees. ("A list of all the 'special municipal employee' positions should be on file at the town or city clerk's office. This list should also be filed with the Ethics Commission.")

As part of updating the list to be sent to the Ethics Commission, there are several suggested additions to the list of positions that may be classified as special municipal employees, and several suggested positions for which this status may now be rescinded.

The State Guidance also states that "[v]otes should be taken individually for each board or position being designated, expressly naming the positions being designated." This is not a requirement in M.G.L. c.268A, but for purposes of complying with the Guidance, separate votes are recommended for each position that will be designated as a special municipal employee for the first time.

2. VOTES REQUIRED BY SELECT BOARD

Suggested Motions:

- 1. That the Board vote to designate the position of Trustee of the Affordable Housing Trust as special municipal employee pursuant to General Laws Chapter 268A.
- 2. That the Board vote to designate the position of member of the Council of Economic Advisors as special municipal employee pursuant to General Laws Chapter 268A.
- 3. That the Board vote to designate the position of member of the Needham Council for Arts & Culture as special municipal employee pursuant to General Laws Chapter 268A.
- 4. That the Board vote to designate the position of member of the Needham Unite Against Racism Working Group as special municipal employee pursuant to General Laws Chapter 268A.



- 5. That the Board vote to designate the position of member of the Rail Trail Advisory Committee as special municipal employee pursuant to General Laws Chapter 268A.
- 6. That the Board vote to rescind special municipal employee designation for the following municipal employees, and for all those holding positions on the following Town entities:
 - Accessory Study Committee
 - Auxiliary Police Officer
 - Cable Television Advisory Board
 - Economic Development Advisory Committee
 - Emergency Management Volunteer
 - Facility Working Group
 - Field Study Committee
 - Fire Staffing Study Committee
 - Insurance Advisory Committee
 - Joint Regional Transportation Committee Representative
 - Korean War semicentennial Memorial Committee
 - Local Building Code Appeals Board
 - Local Emergency Planning Committee—Executive Committee
 - MWRA Advisory Board Alternate Member
 - New England Business Center Advisory Council
 - Norfolk County Advisory Board Alternative Representative
 - Open Space Recreation Plan Advisory Committee
 - Permitting By-laws, Regulations and Policies Committee
 - Planned Production Task Force
 - Property Tax Relief Study Committee
 - Special Police Officer
 - Stephen Palmer Future Planning Committee
 - Stephen Palmer Rent Review/Tenant Committee
 - Substitute Building Inspector
 - Substitute Plumbing Inspector
 - Substitute Wiring Inspector
 - Town Hall Display Committee
 - Trustee School Trust Fund
 - Youth Center Committee
- 7. That the Board vote to place a list of special municipal employees, updated in accordance with its prior votes taken during this meeting, on file with the Town Clerk and to deliver a copy to the State Ethics Commission.



BACK UP INFORMATION ATTACHED

- a. Updated Special Municipal Employee List, 7.20.2021b. Special Municipal Employee Information from the Ethics Commission

TOWN OF NEEDHAM

Special Municipal Employee Designation 7/20/2021

Accessory	Study	Committee
TICCCSSOI y	Diuuy	Committee

Affordable Housing Trust

Auxiliary Police Officer

Board of Appeals

Board of Assessors

Board of Health

Cable Television Advisory Board

Commission on Disabilities

Commissioners of Trust Funds

Community Preservation Committee

Conservation Commission

Council of Economic Advisors

Constables

Contributory Retirement Board

Council on Aging

Needham Council for Arts & Culture (Formally Cultural Council)

Design Review Board

Economic Development Advisory Committee

Emergency Management Volunteer

Facility Working Group

Field Study Committee

Finance Committee

Fire Staffing Study Committee

Future School Needs Committee

Golf Course Advisory Committee

Historical Commission

Housing Authority

Human Rights Committee

Insurance Advisory Committee

Joint Regional Transportation Committee Representative

Korean War Semicentennial Memorial Committee

Local Building Code Appeals Board

Local Emergency Planning Committee

MAPC Three Rivers Interlocal Council Member Representative

MBTA Advisory Board Representative

Metropolitan Area Planning Council Representative

Minuteman School Committee Representative

Moderator

MWRA Advisory Board Representative

MWRA Advisory Board Alternate Member

Needham Community. Revitalization Trust Fund

Needham Community Television Development Corporation

Needham Domestic Violence Action Committee

New England Business Center Advisory Council

Norfolk County Advisory Board Representative

Norfolk County Advisory Board Alternate Representative

Needham Unite Against Racism Working Group

Open Space Recreation Plan Advisory Committee

Park & Recreation Commission

Permanent Public Building Committee

Permitting By-laws, Regulations and Policies Committee

Personnel Board

Planned Production Task Force

Planning Board

Property Tax Assistance Committee

Property Tax Relief Study Committee

Rail Trail Advisory Committee

Regional Transportation Advisory Council Representative

Registrar of Voters

School Committee

Solid Waste Disposal/Recycling Advisory

Special Police Officer

Stephen Palmer Future Planning Committee

Stephen Palmer Rent Review/Tenant Committee

Subcommittee to Study Minuteman School

Substitute Building Inspector

Substitute Plumbing Inspector

Substitute Wiring Inspector

Taxation Aid Committee

Technology Advisory Board

Town Hall Display Committee

Traffic Management Advisory Committee

Transportation Committee

Trustee-School Trust Fund

Trustees of Memorial Park

Trustees of Public Library

Water/Sewer Rate Structure Committee

Youth Center Committee

Youth Commission

THE COMMONWEALTH OF MASSACHUSETTS STATE ETHICS COMMISSION

John W. McCormack State Office Building, Room 619 One Ashburton Place, Boston 02108 Telephone (617) 727-0060 Fax (617) 723-5851

"SPECIAL" MUNICIPAL EMPLOYEES

The conflict of interest law, G.L.c. 268A, covers all municipal officials and employees, whether elected or appointed, paid or unpaid, full-time or part-time. However, two section of the conflict law apply less restrictively to those part-time or unpaid municipal officials who have been designated as "special municipal employees".

"Special municipal employee" status can be assigned to certain municipal positions by a vote of the board of selectmen, board of alderman, town council or city council. Several specific municipal positions are automatically designated as "special" under the law. Your position is eligible to be designated as a "special municipal employee" position provided that:

- 1. you are not paid; or
- 2. you hold a part-time position which allows you to work at another job during normal working hours; or
- 3. you were not paid by the city or town for more than 800 working hours (approximately 20 weeks full-time) during the preceding 365 days.

It is the municipal *position* that is designated as having "special" status, not the individual. Therefore, all employees holding the same office or position must have the same classification as "special municipal employees". For instance, one member of a school committee cannot be classified as a "special" unless *all* members are similarly classified

The designation may be made by a formal vote of the board of selectmen, board of aldermen, town council or city council at any time. Votes should be taken individually for each board or position being designated – expressly naming the positions being designated. Once a position is designated as having "special" status, it remains a "special municipal employee" position unless and until the classification is rescinded. A list of all the "special municipal employee" positions should be on file at the town or city clerk's office. This list should also be filed with the Ethics Commission.

Under no circumstances may a mayor, city councilor, town councilor, alderman, or selectman in a town with a population of more than 10,000 be designated as a "special". However, in towns of 10,000 or less, selectmen are automatically considered "special" employees. Other municipal positions in towns with a population of less than 10,000 must still be designated as "special municipal employee" positions by the selectmen.

The Legislature may also designate certain positions to have "special municipal employee" status. For example, board members and part-time employees of local housing and redevelopment authorities are defined by law as "special municipal employees" and do not need to have local authorities approve their designations as "specials". (See G.L. c. 121B, § 7.)

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THE CONFLICT LAW IS LESS RESTRICTIVE FOR "SPECIALS"

Only two sections of the conflict of interest law apply less restrictively to "specials" – §§ 17 and 20. All other sections of the conflict law that govern regular municipal employees apply to "special municipal employees" in exactly the same way. See the *Summary of the Conflict Law for Municipal Managers* or the *Practical Guide to the Conflict Law for Municipal Employees* for information on your responsibilities under the law (these publications are available from the State Ethics Commission). Remember that even if you serve on an unpaid part-time board or commission, you are still considered a regular municipal employee, unless your position has been expressly designated as having "special municipal employee" status.

Section 17 – Acting on Behalf of Others

Section 17 generally prohibits municipal employees from representing a private party before municipal boards or departments. It also prohibits municipal employees from acting as agent (or attorney) for a private party in connection with any manner of direct and substantial interest to their city or town. Finally, it prohibits municipal employees from accepting pay or other compensation in connection with any matter of direct and substantial interest to their municipality.

However, if you are a "special municipal employee", you may:

- 1. represent private parties before municipal boards *other than your own*, provided that you have not officially participated in the matter and the matter is not now (and was not within the past year) within your official responsibility;
- 2. act as an agent for private parties in connection with the matter of interest to your city or town, *provided that* you have not participated in the matters as a municipal official, and that the matter is not (and has not been, during the past year) within your official responsibility; and
- 3. receive pay or other compensation in connection with matters involving your city or town, *provided that* you have not officially participated in the matters and they are not (and have not been, within the past year) within your official responsibility.

Example:

You are a Conservation Commissioner. The Commission has been given "special municipal employee" status. You are also an engineer in private practice in town.

You *may* be hired as site engineer and represent a private development company at a Planning Board hearing, as long as the hearing does not in any way involve Conservation Commission matters.

However, if the hearing is about a wetlands dispute, you could *not* represent the developer before the Planning Board because the matter is under your official responsibility as Conservation Commissioner.

Also, if you prepare site plans, blueprints, structural analyses or other professional documents, you may not allow the developer to submit those materials to the Conservation Commission (or to any other municipal boards, in connection with matters under the Conservation Commission's responsibility).

Also, you may *not* be *paid* for giving the developer advice about how to get his project approved by the Conservation Commission, or for any other activity related to the Conservation Commission process.

Note that the prohibition against "acting as agent" covers any type of activity that involves representing someone other than your city or town. Activities which can be considered "acting agent" include: serving as someone's spokesperson; making phone calls or writing letters; acting as a liaison; affixing professional seals or signing supporting documentation; and participating as an electrician; plumber or other contractor during municipal building inspections. For more information about § 17, request Advisory No. 13: Municipal Employees Acting as Agent from the State Ethics Commission.

Section 20 – Restrictions on Having an Interest in Contracts with your City or Town

Section 20 generally prohibits municipal employees from having a direct or indirect financial interest in a contract with their city or town. However, there are many exemptions in this section of the law. For instance, a municipal employee may own less than 1% of the stock of a company that does business with the municipality.

Also, a municipal employee may have a financial interest in a contract with a municipal department which is completely independent of the one where he works, *provided that* the contract has been publicly advertised or competitively bid, and the employee has filed a disclosure of his interest in the contract with the city or town clerk. Note that there are additional requirements for personal services contracts: contact your town counsel or city solicitor or the State Ethics Commission's Legal Division for more information.

However, if you are a "special municipal employee", you have two additional exemptions to § 20:

- 1. As a "special municipal employee", you may have a financial interest in a contract with a department which is completely independent of the one where you work, provided that you file a disclosure of your interest in the contract with the city or town clerk (there is no "public notice" or "competitive bid" requirement for this "special municipal employee" exemption).
- 2. As a "special municipal employee", you may even have a financial interest in a contract with your own department (or with a department which has overlapping jurisdiction with your department), provided that you file a disclosure of your interest in the contract with the city or town clerk and the board of selectmen, board of aldermen, town council or city council vote to grant you an exemption to § 20.

Example:

You are a member of the School Committee, which has been given "special municipal employee" status. You also own a hardware store in town.

You may sell light bulbs to the town's Department of Public Works, because Public Works is not under the jurisdiction of the School Committee; however, you must file a disclosure of your interest in the light bulb sales with the Town Clerk

You also may sell light bulbs to the School Department (which is under the School Committee's jurisdiction), but only if you file a disclosure of your interest in the light bulb sales with the Town Clerk *and* the Board of Selectmen vote to exempt your light bulb sales from the restrictions of § 20.

For more information about restrictions on holding an interest in municipal contracts, contact your city solicitor or town counsel or the Legal Division of the State Ethics Commission.

Section 20 – Restrictions on Holding Multiple Municipal Positions

Because the restrictions of § 20 also apply to employment contracts, municipal employees are generally prohibited from holding more than one municipal position. However, there are many exemptions to this general prohibition. If you are a municipal employee – regular *or* "special" – you may:

- 1. hold any number of *unpaid* positions, because you do not have a financial interest in any of the positions (however, if you hold even one paid appointed position, you must look for other exemptions);
- 2. hold any number of *elected* positions, whether paid or unpaid, because you serve in those positions by virtue of your election, rather than because of an appointment or employment contract (however, if you hold even one paid appointed position, you must look for other exemptions); and
- 3. in some instances, you may hold more than one paid appointed position, provided that the jobs are in separate departments (which do not have overlapping responsibilities) and all paid jobs have been publicly advertised. However, your board of selectmen, board of aldermen, town council or city council must vote to exempt you from §20, *and* there are also other requirements you must meet. For more information, request *Advisory No. 7: Multiple Office Holding* from the State Ethics Commission's Legal Division.

If you serve in a town with a population of less than 3,500, you may hold more than one position with the town if the board of selectmen formally approves the additional appointments

If you are a "special municipal employee", you may also:

- 1. hold any number of other "special municipal employee" positions, *provided that* the positions are with totally independent departments *and* you file a disclosure of your financial interest in all the positions with the city or town clerk;
- 2. hold any number of other "special municipal employee" positions, even if the departments' jurisdictions overlap, *provided that* you file a disclosure of your financial interest in all the positions with the city or town clerk, *and* the board of selectmen, board of alderman, town council or city council vote to exempt you from §20.

Example:

As a Cemetery Commissioner, you are a "special municipal employee".

You may also hold "special municipal employee" positions on the Board of Library Trustees and on the Waterways Commission, because the three positions are completely independent of each other. However, you must file a disclosure of your financial interest (e.g., stipends, *per diem* payments, salary) in the positions with the Town Clerk.

If you wish to hold a "special municipal employee" position with the Department of Public Works (which maintains buildings on the cemetery grounds) or as the town's Tree Warden (who cares for the trees on the cemetery grounds), you must file a disclosure of your financial interest in the positions with the Town Clerk, and the Board of Selectmen must vote to exempt you from §20.

For more information about holding more than one municipal position, request *Advisory No. 7: Multiple Office Holding* from the State Ethics Commission, or contact your town counsel or city solicitor or the State Ethics Commission's Legal Division.

* * *

The definition of "special municipal employee" can be found in Section 1(n) of the conflict of interest law (G.L. c. 268A). Note that town councils are empowered by G.L. c. 39, §1 to exercise all duties and powers of boards of aldermen.

* * *

Commission Fact Sheets are prepared and issued by the Public Education Division of the State Ethics Commission. They are intended to provide guidance to public officials and employees concerning practical applications of the conflict law. For further information, contact your town counsel or city solicitor, or the Legal Division of the State Ethics Commission.



MEETING DATE: 7/20/2021

Agenda Item	FY2021 – FY2022 Goals Update	
Presenter(s)	Kate Fitzpatrick, Town Manager	

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Town Manager will update the Board on the status of the FY2021 - 2022 goals prior to the Board goal setting process for FY2022 - 2023.

2. VOTE REQUIRED BY SELECT BOARD

Discussion Only.

3. BACK UP INFORMATION ATTACHED

(Describe backup below)

a. FY2021 - FY2022 Select Board Goals Update, 7/20/2021

Board of Selectmen/Town Manager FY2021 – FY2022 Select Board Goals Adopted Goals December 22, 2020

Board Goals

1. Temporary Goal – Manage the Town's Response to the Covid-19 Pandemic, including:

1. Temporary Goal – Manage the Town's Response to the Covid-19 Pandemic, including:		
Goal	Status	
Collaborating with the Needham Public Schools to open and keep the schools open if it is safe to do so, with a particular emphasis on the importance of supporting building maintenance and HVAC efforts and resources.	Town staff worked with the Schools and outside resources to increase air flow and sanitation services during the year. This was an intense effort that involved a significant amount of staff and financial resources. NPS opened to in-person learning in September 2020. The DPW is currently creating a plan to preserve this work into the future.	
Reviewing options for public meetings to be held in-person and in-person/Zoom hybrid models when safe to do so.	The Town collaborated with the Needham Channel to host hybrid meetings for the Select Board, School Committee, Planning Board, and ZBA starting in June. The IT Department is piloting technology this summer to support hybrid options for all Town Boards/Committees starting in Fall 2021.	
In collaboration with the Town Moderator, review options for holding the 2021 Annual Town Meeting.	Most articles were moved to a Special Town Meeting held on May 1, 2021 and the Annual Town Meeting was held on May 3, 2021 outside at the Memorial Park Parking Lot.	
In collaboration with the Council on Aging, Department of Health & Human Services and the Library Trustees, support the phased re-opening of those facilities when it is safe to do so.	The Library reopened on June 1. The CATH reopened on July 6 and will be phasing in programs and services throughout the summer.	
Prepare for re-opening of other Town facilities at the appropriate time.	Most Town offices were open for walk-in appointments as of June 1, 2020. All Town facilities (other than CATH) were fully open to the public on June 1, 2021.	
Provide support for local businesses and reimagine use of parking lots and public spaces for this purpose.	The Town expanded outdoor dining to public parking spots; allowed consumption of to-go alcohol on Town properties; added the tent, seating, and cornhole to the Town Common; added seating to Heights Common, Greene's Field, Eaton Plaza; piloted two grant-funded parklets on Great Plain Avenue; coordinated with local artists to paint jersey barriers around outside dining parklets and fill vacant storefronts with local art; secured a state grant to fund two pop-up shops in vacant retail spaces; provided free metered parking for FY2021; coordinated expanded hours for retailers for holiday season 2020; created 14 curbside pickup spots in Needham Center and Needham Heights with signage; partnered with the Chamber for "shop/eat local" messaging;	

	coordinated Small Business Saturday promotions/messaging last November; and increased the frequency of trash collection in the business districts.	
Monitor the impact of the pandemic on the Town budget.	The Town closed the FY2021 budget without recourse to additional appropriation for significant COVID-related expenses by reallocating funding and making use of State and Federal grants. The FY2022 balanced budget was adopted by Town Meeting and did not require extraordinary funding for this purpose, at least at this time.	
Ensure adequate staffing for the Town's pandemic response and protection of residents, with a particular focus on our most vulnerable populations.	Hired or redirected personnel to adequately staff the Town's pandemic response including 1.0 FTE Public Health Nurse focused on contact tracing; 0.52 FTE Epidemiologist; 1.0 FTE for additional part time contact tracers; 10 substitute and Per diem nurses for vaccination clinics; 0.52 FTE part-time Emergency Management Coordinator to assist with volunteer management and Medical Reserve Corps (MRC) training; added 125 members to our volunteer Medical Reserve Corps; re-directed two part-time Library staff members to answer phone voicemails and respond to calls; re-directed an existing nurse intern to assist with COVID in March – August 2020. In addition, staff in numerous departments shifted focus of staff to pandemic response, as needed.	
Prepare for community-wide Covid-19 vaccine distribution.	Between January 11 – June 9, Needham Public Health hosted 37 clinic days and administered 6,944 vaccinations to 3,540 people including homebound individuals and residents of over 200 cities and towns. HHS utilized 600 Medical Reserve Corps volunteers for a total 4,500 volunteer hours served. Many Town staff members volunteered to work in the clinics as well.	
2. Foster a productive dialogue about racism in Needham and produce actionable strategies to ensure Needham is a welcoming and inclusive community, and that all residents of Needham are safe and free from racism, discrimination and hate.		

Goal Status

Establish the Needham Unite Against Racism Initiative Working Group, ensuring that the work is informed by Black, Indigenous, and people of color (BIPOC), and others who have been marginalized due to their race or ethnicity.

The Select Board finalized the charge and appointed the NUARI Working Group Members in September 2020. NUARI met 2-3 times per month through May 2021 and members have committed to serving for a second year.

Review Town policies, programs, and practices and identify changes to address any that contribute to

NUARI prioritized areas of focus to advance racial equity including Boards & Committees, community

systemic racism, including specifically policing, housing, & education.	interactions, housing, policing, schools, and Town staffing. NUARI issued an interim report to Town Meeting with recommendations in each area.	
Reschedule Over Zero Needham Response/Resiliency Network Workshop.	Three workshops were held in November and December 2020. Based on feedback at the workshops, the event planning committee and Town officials developed a framework for a Rapid Response Network to be coordinated by a non-governmental agency. NDI is currently planning to manage the network and is seeking grant funding to support its work.	
Collect data on the experiences of those who live and work in Needham to inform future actions.	The Board held a listening session on July 21, 2020 and received a presentation from the Lived Experiences project on 10/27/2020.	
Consider establishing a discrimination complaint process.	Staff have been working with the Human Rights Committee on a draft discrimination complaint process. The HRC will present its concept plan to the Select Board this fall.	
Promote website pages that summarize all Board, Commission, and Committee vacancies and how to apply.	This objective will be incorporated into the on-going update of the Town's website.	
Act to diversify the candidate pool for Boards, Commissions and Committees.	The Committee Interest form is being updated to include voluntary self-identification data to help the Town track progress toward this goal. A meeting of board and committee chairs and prospective applicants will be scheduled this fall. The Office of the Town Manager will develop and implement a plan to circulate board and committee vacancy announcements to BIPOC communities.	
Work with the Human Rights Committee to review the charge, roles, and responsibilities of the Committee.	HRC elected a new chair and prioritized creating a discrimination complaint process and providing community education and engagement. Additional conversations regarding the HRC charge, roles, and responsibilities are ongoing.	
3. Maximize the use of Town assets and ensure that Town and School services are housed in buildings that		

3. Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.

Continuing Strategies Tier 1 Goal	Status
Determine the future use or disposition of Ridge Hill buildings.	Funding for the demolition of the Ridge Hill Buildings was deferred from the May Town Meeting. A working group of staff, a member of the Select Board and two members of the Finance Committee have met to discuss the specifics of the project, a recommendation will be provided to the Board in late summer/early fall.
Evaluate options for funding a DPW facility on Dedham Avenue.	This evaluation is part of the Facilities Financing Working Group discussions. The DPW will request funding for a feasibility study refresh to determine

	whether the project can be phased and include alternate locations.	
Continuing Strategies Tier 2 Goal	Status	
Conduct an environmental assessment to facilitate discussion about the future use of Ridge Hill/Nike.	The status of this project will be discussed by the Board in its FY2022-2023 goal setting process.	
Monitoring & Oversight Goal	Status	
Monitor Progress of Public Safety Building, Fire Station #2	The May 1, 2021 Special Town Meeting approved funding necessary to meet the funding gap created by a hazardous materials release and COVID-19 measures. Fire Station #2 is scheduled to open by the end of the calendar year, and the Police Station is scheduled to open in the first quarter of calendar year 2022.	
4. Ensure appropriate Regulation and Assessment	of, and Investment in Infrastructure.	
Continuing Strategies Tier 2		
Goal	Status	
Evaluate the feasibility of creating a shared use path from Needham Heights to Wexford Street.	This project will be considered by the Board in its overall transportation planning for FY2022-2023.	
Develop options for refreshing landscaping at public facilities.	This budget request was not funded due to competing priorities. The DPW is working with Building Design and Construction and the PPBC to ensure that future plantings are low maintenance and within the Department's ability to maintain.	
In conjunction with the Transportation Committee, review bus routes in Needham Crossing.	This project will be considered by the Board in its overall transportation planning for FY2022-2023.	
In conjunction with the MBTA, explore options for increasing commuter parking.	This project was deferred given the impact of the Pandemic on commuter parking. Efforts to expand commuter parking should be considered once additional data is available about commuting patterns in the future.	
Develop a plan for NPDES compliance including Stormwater Regulations and a Stormwater Stabilization Fund.	The Town has chosen not to pursue a stormwater regulation at this time and instead have relied on the stormwater bylaw for compliance with our NPDES permit. Planning for a Stormwater Stabilization Fund and associated fees will be restarted in FY2022.	
New Initiatives Goal	Status	
Work with utility companies to improve coordination of Town construction and utility improvements and expansion.	The DPE is working to develop clear contacts with utility companies, and to host meetings to identify shared goals and improve communication.	
Monitoring & Oversight Goal	Status	
In conjunction with the City of Newton and MassDOT, monitor progress toward the renovation of Highland Avenue from Webster Street to the Charles River.	The Compliance Coordinator has been assigned to monitor this work and has ensured appropriate communication as needed.	
3. Maintain and improve the vitality and economic success of the Town.		
Continuing Strategies Tier 1 Goal	Status	

In conjunction with the Planning Board, evaluate options for the redevelopment of the Industrial Zones along Route 128.	Town Meeting approved zoning amendments for the Highway Commercial 1 District at the May 2021 Annual Town Meeting.
Work with the CEA to develop priorities for economic development.	In February, the CEA adopted 2021 goals focused on small businesses, redevelopment/new business opportunities, cluster-based economic development, and the reconstitution of the CEA.
Continuing Strategies Tier 2 Goal	Status
In conjunction with the Planning Board, evaluate options for the redevelopment of Chestnut Street.	Select Board and Panning Board representatives held an initial meeting with BIDN on June 17, 2021 to discuss priorities and shared goals.
New Initiatives Goal	Status
Work to keep local businesses open and attract new businesses considering the pandemic.	The Town expanded outdoor dining to public parking spots; allowed consumption of to-go alcohol on Town properties; added the tent, seating, and cornhole to the Town Common; added seating to Heights Common, Greene's Field, Eaton Plaza; piloted 2 grant-funded parklets on Great Plain Ave; coordinated with local artists to paint jersey barriers around outside dining parklets and fill vacant storefronts with local art; secured a state grant to fund 2 pop-up shops in vacant retail spaces; provided free meter parking for FY21;.coordinated expanded hours for retailers for holiday season 2020; created 14 curbside pickup spots in Needham Center and Needham Heights with signage; partnered with the Chamber for "shop/eat local" messaging; coordinated Small Business Saturday promotions/messaging last November; and increased the frequency of trash collection.
6. Expand energy efficient and environmentally sound operations for the Town and its residents and	

6. Expand energy efficient and environmentally sound operations for the Town and its residents and businesses.

Continuing Initiatives Tier 2 Goal	Status
Develop a report of the Town's climate resiliency efforts and discuss next steps.	The Town Manager created an internal working group to develop recommendations for moving forward on this issue. The group will develop key principals and objectives and determine if additional funding is needed to meet those goals. This item will be presented to the Board in its FY2022-2023 goal setting process.
Evaluate options for solar installation in parking lots.	A student group at NHS and Green Needham have reached out to DPW for feedback. Volunteers and Town staff are evaluating the viability of the project. There are limitations on installation at the High School given the community fireworks celebration and other fire-related considerations.
New Initiatives Goal	Status

Explore the option of implementing an organics recycling program for the community.	This program launched with the NPS in January 2020, and then stalled due to COVID-19. The plan is to restart the School-based program and then develop a plan for organics drop-off at the RTS.
7. Maintain and develop amenities that contribute work.	to the desirability of Needham as a place to live and
Continuing Strategies Tier 1 Goal	Status
In conjunction with stakeholders develop an overall strategy for review of housing projects that are proposed.	A meeting with Select Board and Planning Board representatives will be scheduled this summer to discuss next steps.
Consider the merits of a tree preservation by-law.	Select Board and Planning Board representatives discussed a draft tree bylaw but recommended against moving forward, given the additional staff needed to implement and enforce it. The current recommendation is to consider an alternative mechanism to encourage property owners to maintain trees or fund new public shade trees.
Continuing Strategies Tier 2 Goal	Status
Evaluate ways to improve parking at the Needham Center Post Office, on Hillside Avenue, and at other locations.	This project was deferred during the Pandemic as parking needs changed dramatically. In a related matter, the USPS is upgrading its parking lot and improving the safety of the driveway. A small amount of the work on Great Plain Avenue will be completed by the Town as part of the Downtown Phase II construction project.
Work with the Park & Recreation Commission to create recreational opportunities in the downtown.	Passive recreational opportunities were offered via the tent, tables, and cornhole on the Common.
Establish fishing areas at ponds and on the Charles River.	The Boat launch project has begun. A working group selected a designer and is reviewing concept plans. A funding request for Community Preservation funding is planned.
Explore opportunities for increasing the amount and diversity of public art.	Staff partnered with the Needham Council for Arts and Culture, Community Revitalization Trust, and local artists to paint the outdoor dining barriers and provide art for vacant storefronts. Staff completed a community-driven mural project to cover graffiti along the Rail Trail with a second mural slated for the tunnel between DeFazio and the Pollard School.
In conjunction with the Park & Recreation Commission, evaluate options for creating a park ranger program.	This project will be considered during the FY2022-2023 goal setting process.
In conjunction with the Park & Recreation Commission, explore options for improving access to the Rosemary Camp property.	DPW demolished the old camp structures at Rosemary Lake. The project to install a new accessible dock and pavilion/shade structures is in progress.

Explore the possibility of sponsoring a summer beer garden event.	This project was deferred due to the Pandemic. There are options for partnering with a local civic organization to host such an event.
Monitoring & Oversight Goal	Status
Discuss multi-modal transportation on the greenway between Newton and Needham.	This project will be considered by the Board in its overall transportation planning for FY2022-2023.
8. Maintain and enhance the Town's Financial S	ustainability.
Continuing Strategies Tier 1 Goal	Status
Discuss the impact of annual tax levy increases.	The Select Board discussed the impact of tax levy increases on numerous occasions including at the 2020 tax classification hearing. The subject will be discussed again this summer in the context of the release of a facility financing plan proposal.
Evaluate local option means-tested senior property tax relief programs.	This project will be considered by the Board in its overall transportation planning for FY2022-2023.
9. Evaluate Town Operations and Administration	
Continuing Strategies Tier 1 Goal	Status
Develop and implement a policy guiding the use of banners.	At its meeting on 03/23/2021 the Select Board voted to adopt the Banner policy. The Town worked with members of the LGBTQIA+ community to create and install Needham Pride banners as part of the Chapel Street Banner Program.
The Board will establish a schedule of meeting with appointed and elected boards on a regular basis.	This project was deferred during the Pandemic. The Town Manager will propose a schedule of meetings for FY2022.
Continuing Strategies Tier 2 Goal	Status
Consider criteria for reviewing proposed zoning changes.	This project will be considered during the FY2022-2023 goal setting process.
The Board will meet regularly with community stakeholders.	This project will be considered during the FY2022-2023 goal setting process.
Review liquor license regulations with respect to compliance issues.	The Select Board revised the Town's Liquor License Regulations relative to compliance at its meeting on August 18, 2020.
New Initiatives Goal	Status
Discuss oversight and reports needed from public safety.	Police Chief Schlittler presented at the Select Board's June 8, 2021 meeting on the status of recommendations received from the NUARI Working Group, the Attorney Tidwell report, and the Equal Justice in Needham Public Safety Report. The Chief will report back on the status of recommendations in October.
Review the composition, structure and charge of two to three committees.	This project will be considered during the FY2022-2023 goal setting process.
Review operations and long-term service delivery model at the RTS.	The DPW is currently evaluating operations to determine what investment would be required to make

	it more effective and will provide a guideline for when critical decisions need to be made.			
In developing its statement of goals for the coming fiscal years, the Board identified initiatives that may be addressed in future years, and general guiding principles that guide the goal setting process. This list will continue to be updated and refined:				
Work with the Planning Board to consider a street naming policy.	This project will be considered during the FY2022-2023 goal setting process.			
Consider a plan for snow removal in the business districts.	DPW has convened an interdepartmental working group to review the Town's sidewalk snow removal routes with a goal to present recommendations in the fall of 2021. The winter of 2020/2021 was the first full year of the pilot program in the business district. The program is difficult to accomplish with internal staff and cannot be expanded in its current format. The new equipment used in was very successful.			
Evaluate the concept of constructing a hockey rink in a public/private partnership.	This project will be considered during the FY2022-2023 goal setting process.			
Evaluate options for locating alternative transportation options (e.g. ZipCar and bike share services) in Needham.	This project will be considered during the FY2022-2023 goal setting process.			

Guiding Principles

in Needham Center.

Evaluate options for locating information kiosks

- Targeted options for property acquisition will be explored.
- The Town will work to develop a consensus with Newton regarding transportation options along the Highland Avenue/Needham Street corridor.

vendors.

Staff have had preliminary conversations with kiosk

- Appropriate coordination of all the major road projects affecting the Town is a priority.
- Town policies and regulations will be reviewed and updated on a periodic basis.
- The Town will prioritize the reconstruction and repair of existing sidewalks before embarking on new sidewalk construction. The construction of new sidewalks will be offset by the removal of old, underused sidewalks.
- Opportunities to install community art will be explored.
- The Town should be an age friendly community.
- The number of pedestrian accidents is concerning and should be addressed.
- The Town will conduct a Capital Facility Summit on a regular biennial basis.
- Emergency preparation and planning is a high priority.
- Opportunities for departmental consolidation and efficiency improvement will be identified and implemented.
- Opportunities to enhance communication with the public will always be considered.
- Opportunities to collaborate on additional programs and services that will benefit Needham's veterans will be explored and implemented.

- Opportunities for streamlining the permitting process will be explored and implemented.
- Opportunities to expand the distribution of notices of public hearing will be explored and implemented.
- Opportunities to address trash concerns Town-wide will be explored and implemented.
- The Town will work to keep the pools at Rosemary Recreation Complex open for the longest period possible between Memorial Day and Labor Day.
- The Board will continue to review the policy implication of the allocation of liquor licenses.



MEETING DATE: 07/20/2021

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

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



MEETING DATE: 07/20/2021

Agenda Item	Committee Reports	
Presenter(s)	Board Discussion	

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

Town of Needham Select Board Minutes for Tuesday, June 22, 2021 Needham Town Hall Powers Hall and Via ZOOM

https://us02web.zoom.us/j/89093905788

6:02 p.m. Call to Order:

A meeting of the Select Board was convened by Chair Matthew Borrelli. Those present were Marianne Cooley, Daniel P. Matthews, Lakshmi Balachandra, Marcus Nelson, and Town Manager Kate Fitzpatrick. In addition to the Select Board, Dave Davison, ATM/Finance, Katie King, ATM/Operations, Sandy Cincotta, Support Services Manager, and Recording Secretary Mary Hunt were also in attendance.

Mr. Borrelli welcomed everyone back to Town Hall, saying it has been 15 months since the last in person meeting due to the pandemic. He took a moment to reflect on the past year and how it has affected the families and the Needham community.

Mr. Borrelli said tonight's meeting will include public comment, in person and remotely, for items listed on the agenda allowing for public comment. He noted the meeting is being broadcast on Zoom and by the Needham Channel, both on cable and streaming services. Mr. Borrelli said the agenda has been posted on the Town's website identifying how the public may join and all supporting documents used at this meeting are available at www.needhamma.gov.

6:03 p.m. Public Hearing: Eversource Grant of Location - Edgewater Drive Jacqueline Duffy, Eversource Energy representative, spoke with the Board regarding a request by the NSTAR Electric Company d/b/a Eversource Energy to install approximately 10 feet of conduit in Edgewater Lane. Ms. Duffy said this work is necessary to provide underground/overhead electric service to 250 Edgewater Drive.

Ms. Fitzpatrick said all paperwork is in order noting, however, the builder is in attendance to discuss the work performed in the public way, prior to receiving approval by the Select Board.

Mr. Marino, builder, explained he was unaware of the process for receiving approval and that this is the first home he is building in Needham.

Ms. Cooley explained the various reasons for receiving approval, noting sometime a neighbor may object to the work.

Ms. Fitzpatrick said the next steps will include meeting with Eversource representatives to understand the entire process and where the breakdown in communication may be happening.

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

Motion by Mr. Matthews that the Select Board approve and sign a petition from NSTAR Electric Company d/b/a Eversource Energy to install approximately 10 feet of conduit northerly from pole 402/23, approximately 541± feet east of Edgewater Drive. This work is necessary to provide underground/overhead electric service to 250 Edgewater Drive, Needham, MA.

Second: Ms. Cooley. Unanimously approved 5-0.

6:08 p.m. Appointments and Consent Agenda:

Motion by Mr. Matthews that the Select Board vote to approve the Appointments and Consent Agenda as presented, with the exception of item 1. Updated Special Municipal Employee Designation.

APPOINTMENTS

1. Liz Lee - NUARI Working Group (Term exp. 6/30/2022)

CONSENT AGENDA

- 1.* Approve Updated Special Municipal Employee Designation in accordance with M.G.L. c. 268A for submission to the Town Clerk and the State Ethics Commission.
- 2. Approve Minutes of June 8, 2021.
- 3. Approve release of Executive Session minutes for the period of June 2016 through June 2018 and a release of redacted material from minutes already approved from the period of January 2013 through October 2015.
- 4. Grant permission for the following residents to hold block parties:

Name	Address	Party	Party	Party	Party
		Location	Date	Rain Date	Time
Haril Pandya	43 Valley Road	43 Valley Road	10/16/2	1N/A	4pm-11pm
Daniel Burns	6 Louart Drive	Wildale Circle	9/11/21	9/12/21	4pm- 7 pm

Second: Mr. Nelson. Unanimously approved 5-0.

6:10 p.m. Public Hearing: All New Alcohol Restaurant License - PM Story Corp. d\b\a Little Spoon (952 Great Plain Avenue)

Mr. Apirak Chuenprapa, owner, and Apichat Chuenprapa, proposed manager spoke with the Board regarding an application for an All Alcoholic License for PM Story Corporation, d/b/a Little Spoon. Little Spoon is a new restaurant that will be located at 952 Great Plain Avenue. The restaurant will consist of 1,662 SF on the 1st floor and the 700 SF in the basement that will be used for prep area, office walkin cooler and freezer. Included on the first floor is a dining area, service bar and

kitchen. The restaurant will have a total seating capacity for 60 patrons. There is one entrance and two exits from the building. There are three houses of worship located within the 500' radius of proposed premises and M.G.L. Chapter 138 section 16C requires a vote of the Board after public hearing. No written comment was received by any of the houses of worship with respect to this hearing.

Mr. Matthews reminded Mr. Chuenprapa that as the proposed manager he is personally responsible and liable for everything having to do with the sale of alcohol at a restaurant, noting the location of the restaurant is across the street from a church. He said he wants Mr. Chuenprapa to be successful, but the rules for alcohol service are strict and must be followed.

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

Motion by Ms. Balachandra that the Select Board:

(A) approve the application for a new All Alcohol License under the Town of Needham Rules and Regulations Applicable To The Sale of Alcoholic Beverages in Restaurants for PM Story Corporation, d/b/a Little Spoon, Apichat Chuenprapa, Manager, and to forward the approved Alcohol License application to the ABCC for approval.

and

(B) determine that the premises are not detrimental to the educational and spiritual activities of the First Parish of Needham Unitarian Universalist, First Church of Christ Scientist and First Baptist Church.

Second: Mr. Nelson. Unanimously approved 5-0.

6:15 p.m. Needham Housing Authority:

Reg Foster, Chair, Needham Housing Authority spoke with the Select Board regarding new changes to G.L. c.121B, §1, §5 and §5A require at least one Commissioner on the Housing Authority Board be a tenant-commissioner appointed by the Select Board. A Housing Authority tenant was elected to the Board this past April and meets the requirements for the appointed tenant seat. The DHCD guidance on the new law allows for the situation wherein there is already an elected Commissioner who is an NHA tenant. In order to transition this seat from an elected seat to the "Town Appointed Tenant Board Member Seat," the Town will need to file for a Waiver Type 1 until the incumbent's term expires or the seat is vacated. In the absence of a waiver, the next seat on the NHA with an expiring term will automatically become the appointed tenant seat. According to the DHCD guidance, the NHA may request such a waiver where a person who is a tenant, or an adult authorized household member residing in a public housing in the Town, or a participant of a rental assistance program administered by the LHA is currently serving as an elected member or as a member who was appointed for the remainder

of a term. The availability of such waivers is not meant to imply that there may only be one member on the LHA Board who is a tenant, but rather to allow more time for LHAs that already have one or more tenants on the Board to transition to a Town Appointed Tenant Board Member. Waivers granted are valid for one year and may be renewed for one year at a time until the elected or appointed member who is identified in the waiver vacates the seat or until the expiration of that member's term.

Mr. Borrelli asked for questions or comments from the Board.

Mr. Nelson noted the current structure of the Housing Authority Board includes one tenant representative and asked if consideration has been given to having more than one tenant representative?

Mr. Foster said he does not believe there has ever been discussion of having more than one tenant representative.

Ms. Cooley noted it is always an option for more tenants to choose to run.

Discussion ensued on the composition of the Housing Authority Board.

Mr. Matthews explained the basic structure of a local Housing Authority Board is to have four locally elected people and one person appointed by the governor, who are all equal members. He noted state policy has been to encourage one tenant to be part of the board, noting that has not always been the case.

Discussion continued on the current balance of the Housing Authority Board, the possibility of having more than one tenant representative, the difficulties in finding candidates to fill vacancies, and different ways for people to be involved.

Mr. Borrelli said that further discussion on the makeup of the Housing Authority Board could occur at a future Select Board meeting, as there seem to be many questions to answer.

Mr. Foster invited anyone to attend Housing Authority Board meetings, as they are open to the public.

Mr. Matthews noted the Housing Authority is a volunteer policy making board, and has one of the most challenging roles in Town government. He noted tough management issues, tenant challenges, and that it is "basically a safety net of affordable housing," with a long waiting list. He said the question for tonight is whether or not to go from the current model of four elected members and one governor appointed member to three elected members, one governor appointed member, and one Select Board appointed member. Mr. Matthews said he is not saying one model is better than the other, but he is concerned that the work of the Housing Authority must get done and proceed forward with the best team. He said

at this time it seems to make sense to keep the current structure, but he understands the comments by Select Board members.

Motion by Ms. Cooley that the Select Board vote to support the Needham Housing Authority in seeking a waiver for Janice Bennett who was elected to the Needham Housing Authority Board on April 13, 2021 and whose term expires in April 2026, and who is a qualifying tenant of the Needham Housing Authority.

Second: Mr. Matthews. Unanimously approved 5-0.

6:40 p.m. Outdoor Dining Update:

Katie King, ATM/Operations told the Board of two updates on the outdoor dining plan, saying the state took action extending restaurants the ability to sell "to-go" alcohol until May 1, 2022. She noted the Select Board's temporary policy allowing alcohol consumption on certain properties, which she said expires August 15, 2021. Ms. King recommends, if the Select Board is interested in extending the policy, to add discussion to the Select Board's July agenda to not have a gap.

Ms. King said the state also took action to extend outdoor dining allowances in place during the state of emergency until April 1, 2022. She noted the Select Board and the Planning Board already voted to extend local policies to align with the state policy, noting all outdoor dining setups will extend through this season. Ms. King said the goal is to go to the fall Town Meeting with a revised policy framework for the future of outdoor dining. Ms. King proposed seeking input from the public on draft policy goals, as listed below, in the coming weeks.

- 1. Create quality public spaces that contribute to people's health, happiness, and sense of connection to Needham and with each other.
- 2. Support small businesses through added vibrancy and engagement in our business districts.
- 3. Maintain safe and accessible sidewalk access for all users.
- 4. Balance the needs of other street activities, including adequate parking infrastructure.

Mr. Borrelli said the outdoor dining has been a big hit, and the Select Board and Planning Board favor continuing the amenity with policy guidelines in place. He said carry-out alcohol is a larger discussion, saying he personally believes it will be extended post state of emergency, but more discussion is needed.

Ms. Cooley commented that public opinion favors continuing outdoor dining, but guidelines need to be put in place that Town Meeting can approve. She said there will be a larger discussion on carry-out alcohol. In addition, she noted that her conversation with Tim McDonald, Director/Health and Human Services indicates there have not been any issues as a result of the policies in place for over a year.

6:50 p.m. Remote Meeting Update:

Ms. King updated the Board, saying the legislature and governor acted, extending the suspension of the Open Meeting Law existing under the state of emergency. She stated all public bodies can remain entirely remote until April 1, 2022, if they so choose. Ms. King said meetings held on Zoom, in-person, or hybrid are legal. She noted however, the Town's technology remains in the same place and meetings held by the Select Board, Planning Board, Zoning Board of Appeals, and School Committee can be hybrid with existing technology and support of the Needham Channel. She said other committees and boards are being asked to decide whether to hold meetings either in person or on Zoom, until more technology options are available. Ms. King said feedback indicates most people would like to continue meetings remotely through the summer.

Mr. Borrelli thanked the Needham Channel for their efforts in making tonight's meeting possible.

Ms. Cooley asked Ms. King to update the Board as to what the Town is working on to have more capacity for hybrid board and committee meetings.

Ms. King said the Information Technology department has been considering different options to pilot on some of the more heavily used conference rooms, and will work throughout the summer to have more options available in the fall.

6:51 p.m. Town Manager:

Kate Fitzpatrick, Town Manager spoke with the Board regarding 1 item:

1. Town Manager Report

Ms. Fitzpatrick reported on federal ARPA funds available to cities and towns. She said the Town is looking at the application process and use of funds. She said as of now, Needham anticipates as much as \$3 million from the federal government and \$6 million from Norfolk County. She said goal setting discussions over the summer with other boards and committees will help identify uses. She said use of funds is both restrictive and very broad, but could include water/sewer, infrastructure, health initiatives, or to support businesses impacted by COVID. She said more information will be brought to the Select Board in July and August.

Ms. Fitzpatrick recognized the Health and Human Services department in collaboration with Trader Joe's, who packaged 2,400 bags of groceries during the pandemic. She said the program will phase out now that shops are reopening and clients can return to the Center at the Heights. She thanked all of the employees for their efforts during this difficult time.

6:57 p.m. Board Discussion:

1. Committee Reports

No Committee Reports were made.

2. Other Business

Mr. Borrelli recognized Ms. Sandy Cincotta who will retire at the end of the month. He thanked her for her decades of service to the Town as the "backbone" of the Town Manager's office and wished her all the best in her retirement.

A gift of appreciation from the Select Board was given to Ms. Cincotta.

Mr. Matthews said Ms. Cincotta deserves all the praise for her work in a very hectic department. He thanked her for all she has done for him and the Town.

Ms. Cooley said she is grateful to Ms. Cincotta for all of her help and that she will miss her.

Mr. Nelson said even though he has not known Ms. Cincotta for very long, she has always greeted him with a smile and thanked her for her help. He wished her the best of luck.

Ms. Balachandra echoed the comments of Mr. Nelson. She said she appreciates all Ms. Cincotta has done for the Town.

Ms. Fitzpatrick said she and Ms. Cincotta have worked closely together for years and it will be very hard making the transition. She invited folks to attend a 'send-off event' for Ms. Cincotta on Wednesday, June 30, 2021 at 11 a.m. on the Needham Town Common.

Ms. Cincotta thanked the Board and said it has been a pleasure serving the residents of Needham and the employees of the Town.

7:02 p.m. Executive Session: Exception 3 - Collective Bargaining or Litigation Motion by Mr. Matthews that the Select Board vote to enter into Executive Session.

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

Not to return to Open Session prior to adjournment.

Second: Ms. Cooley. 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

For Calendar Year: 2021



TOWN OF NEEDHAM

APPLICATION/ RENEWAL FOR A COMMON VICTUALLER LICENSE

The undersigned hereby applies for a Common Victualler License in accordance with the provisions of the Statutes relating thereto:

Name of Corporation: PM Story Corporation
Name of Establishment (d/b/a): Little spoon
If business is a Corporation / Corporate Name and Officers: PM Story Corporation / Apirak Chuenprapa
If business is not a Corporation, Name of Owner:
Email Address: M. chuen prapa@ gmail. dom
Address of Establishment: 952 Great Plain Ave Needham MA
Contact Person (name who will receive notices under this license): Apirak Chuenprapa
Mailing Address (of contact person), if different from Establishment:
796 Beacon St Newton MA 02459
Establishment's Days of Operation: Sun - Sat
Establishment's Hours of Operation: 11 AM ~ 10 PM
Married China
Telephone Number: 617-893-3516 Fax Number:
Signature of Owner: Date: 06 18 2621
(If corporation, signature of a duly authorized agent of the corporation)
A certificate of insurance showing evidence that the applicant has workers' compensation insurance must be included with this completed application. If you currently hold an alcoholic beverages license, you must provide a copy of a certificate of liquor liability insurance in the minimum amount of \$100,000/person/\$1,000,000 aggregate for personal injury and \$100,000 per occurrence for property damage before your alcoholic beverages license will
be renewed.
Pursuant to MGL Ch. 62C, Sec. 49A:
I certify under the penalties of perjury that I, to my best knowledge and belief, have read and am n compliance with the contents of M.G.L. Chapter 62C, Section 49A.
Signature of Applicant (Mandatory) By Corporate Officer (if applicable)
005-04-9434 06/18/2021
Either a Social Security Number Or Federal Identification Number Must Be Supplied Date (required)

Event Manager Name RECEIVED RECEIVED TOWN OF NEEDHAM SELECT DOARD ONE DAY SPECIAL LICENSE

	Lineary Martin for 2011 HALDS TO 2. 22			
Event Manager Name (Name that will appear on license)	Newton Pool and Paramet Club			
Event Manager Address				
Event Manager Phone Number	1550 central the woodloom MA			
	781-449-1393			
Organization Representing (if applicable)				
Is the organization (if applicable)	☐ Non-profit ☐ For profit			
you are representing non-profit? If so, please attach proof of non-profit	Proof of non-profit status is attached			
status.	Form of Proof:			
Name of Event	2 2			
Dete of Francis	beers, bogs, and BBQ			
Date of Event	July 9 2021			
License is for Sale of:	The state of the s			
Wines & Malt Beverages Only	61			
All Alcoholic Beverages (for no Requested Time for Liquor License	FROM: (TO: O = 0			
	600 700			
Are tickets being sold in advance for th	is event? YES \$ A /per ticket NO			
Is there an admission fee for this event	YES \$ /per ticket NO			
Are you using dues collected to purcha	se alcohol for this event? YES NO			
How many needle are you expecting at	this ment? and ticket processe			
How many people are you expecting at this event?				
Name & address of event location. Please attach proof of permission to use this facility.				
	d the Neodrem, MA			
Who will be serving the alcohol to your	guests? Break Briley			
Indiament Brown	& Co. LLC Winter Hill Breezing)			
Bartenders and/Or servers of alcohol, I	peer and/or wine must have completed in the past three			
below who will be serving alcohol, been	coholic beverages server-training program. Please state rand/or wine and attach proof of their training (certificate).			
Full Obering a	and Transportation + Delivery			
	Parmit Included			
Please use the space below to describe	the manner in which alcohol will be served to your guests.			
attach-floorplan (can be hand drawn)	ohol or will they need to purchase it from the bar?) Please of the event facility with liquor delivery plan.			
	erus wie and beer from			
descripted hors:	son-abdolic drinks will be delivered there			
☑ I understand that the alcohol purch	pased for this event must be purchased from a licensed			
wholesaler/importer, manufacturer, fa	rmer-winery, farmer-brewery or special permit holder and			
that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))				
Event Manager Signature:	Date: /			
Date: 6/aa/al				

Front Laur Cornhole Tournament Call through Bathroom

(Not to ocale)



Commonwealth of Massachusetts Office of the State Treasurer Alcoholic Beverages Control Commission

CATERER'S LICENSE

M.G.L. c. 138, § 12C

This License permits the following licensee to: (a) to sell and serve alcoholic beverages to be served and drunk on the premises where the licensee caters a private event that is not open to the public; and (b) to store, transport, sell and deliver alcoholic beverages in the ordinary course of the licensee's business:

Indignant Brewing Co LLC

328 Broadway Somerville, MA 02145 Approved by the Alcoholic Beverages Control Commission on June 02, 2021.

Jean Lorizio, Chairman

Jun M. Frigis

Crystal Matthews, Commissioner

Deborah Baglio, Commissioner

Denova a Baglio

License Number: CR-LIC-000170

Record Number: 2021-000001-CR-APP

THIS LICENSE WILL EXPIRE DECEMBER 31, 2021 UNLESS REVOKED OR CANCELLED DURING THIS PERIOD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS PLACE WHERE IT CAN BE EASILY READ



Commonwealth of Massachusetts Office of the State Treasurer Alcoholic Beverages Control Commission

TRANSPORTATION & DELIVERY PERMIT

M.G.L. c. 138, § 22

This Permit hereby authorizes the use of the following vehicle for transportation and delivery of alcoholic beverages:

Vehicle Plate Number

T10638

Related License:

INDIGNANT BREWING CO LLC ABCC License Number: CR-LIC-000170

License Type: Caterer

Approved by the Alcoholic Beverages Control Commission on June 02, 2021

Jean Lorizio Chairman

HAN M. Lingin

Crystal Matthews, Commissioner

Deborah Baglio, Commissioner

Johnson a Baglio

License Number: TR-LIC-009089

Record Number: 2021-00001-CR-APP

THIS PERMIT WILL EXPIRE DECEMBER 31, 2021 UNLESS REVOKED OR CANCELLED DURING THIS PERIOD

THIS PERMIT SHALL BE CARRIED IN THE VEHICLE AT ALL TIMES



Town of Needham, Massachusettso Road Event Form OF MEEDHAM

INTERNAL	USE	ONL	Ϋ́
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Road Event Fo	TIOWN OF MEEDHAM DPW Police SELECT BOARD Fire OTM
Perano de la companya del companya de la companya del companya de la companya de	2021 APR −2 A S: 27 Park & Rec Health
TYPE OF EVENT: (check all that apply) [X] RUN [X] WALK BICYCL	E 🗌 MOTORCYCLE 📋 CAR PARADE
Name of Event: Jog You Menory 5k Run / 1.5 mile Walk	Name of Organization: Joy Your Memory 5K, Inc.
Event Date(s) and Rain Date if requesting: Sunday Explomber 12, 2021 No Rain Date	Earliest Time Expected in Needham: but set up; 8 am registation an raw start Latest Time Expected in Needham: [I am all cleans complete
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?	If yes, are you repeating the same route as in prior year(s)? XYES NO
Organization Mailing Address: 56 Nichols Road Neidham MA OZ	Organization ⋈ is Not-for-Profit
Organization Billing Address (if Police De	tail is required):
Primary Contact: Jessica Riu	Contact Title: Co-founder / Race Director
the control of the co	
Contact Address: 56 Nichols Road Neidham Or	492
Contact Address: 56 Nichols Road Neidham Or Contact Phone (Day):	492 Contact Phone (Cell):

Number of Expected Participants: Onvan by in-paran W. hybrid (online timperan) 400 t 100 T	Number of Expected Spectators at Peak Time: 75-100
Are participants charged a fee?	KYES NO
Estimated Number of Vehicles:	What type of Parking is required: Front + Rear parking lots @ Mitchell Tide Arcets Climited to me side)
Describe Parking Plan, include where par length of time expected to be parked: Partupants will park in food t Greets between gam t 1140	buck of mitchell and on side
Are event organizers available to meet with members of the Town to plan event?	Do event organizers foresee the need for any road closures (subject to police review)? Burney along Brookling The Streets
What will be done in case of inclement we Registation will be held inside Mite will be notified by Jan on	cather? If dangeons weather participants
	ing and traffic? flyer in mailbox one week
before race informing them of	
What activities are planned for the start of Possible sponso tables + 1	of the race (if in Needham)?
What activities are planned for the start of	of the race (if in Needham)?
What activities are planned for the start of Possible sponso fables + 1 What activities are planned for the end of Awards activities, raffle (portable) food + Safety)	of the race (if in Needham)? The race (if in Needham)? motted), preparkaged food (permitted through

 $Contact\ Email:$

awards @ 10 am, cleanup concluded by
llan
No parking signs along Dell, Lindberg Tower + Melrose Lon one side of Arect)
Yes
Yes, music biginning a Bam and played throughout row
Yes preparliaged foods a bevery o
Yes front parking lot Chack right conver
Yes at 1.5 mi. mark on run route lacros from Broadmeador School) and 1/2 war though
N/A
Please see attached safety plan lincludes Covid protocols) and med ket will be on sit
No
M
Grau Christian and O+D
Danken @ Hosey; Graw Christian Church Lis notified by flye
Grace Christian on Greendale (will notify)
JC Timmuman provides dumpster delivered by Friday after close of school a removed before school Monday

Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- event route map (include map and text of route, parking plan, volunteer placement)
- application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)
- certificate of insurance

PLEASE NOTE:

For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.



Jog Your Memory 5K Run/1.5-Mile Walk

September 12, 2021 Safety Plan

Start – Finish: 187 Brookline St, Needham, MA 02492

We have met with the Needham Police Traffic Division, Dept of Public Works, the Director of Buildings and Grounds for the Needham School Department, and the Needham Police and Fire Departments. All coordinators in key locations will have at minimum a list of all cell phone numbers and names of key people. A volunteer orientation will be given with specific instructions for communication, traffic, and injury.

The course will have volunteers wearing bright orange vests at all turns on the course with additional signage at non-straightaway turns. Flyers will be distributed along the course the week prior to notify the neighbors. Lawn signs will line the front of Mitchell Elementary School on Brookline Ave and back of the school on High Street as well.

Parking will be managed by vest-clad volunteers, and Needham Police will put up No Parking signs along the back of the school to discourage participants from blocking the roads if parking outside of the lots.

The 8th Annual Jog Your Memory 5K Run/1.5-Mile Walk will begin registration on the blacktop courtyard at Mitchell Elementary School at 8:00 a.m. The race will start at 9:00 a.m. on the dropoff circle in front of the school with a police motorcycle leading the runners for the entire race. The police will close off perpendicular streets leading to Brookline Ave until the runners/walkers have passed and then they will encourage runners to stick to the right side of the road/on sidewalks for the remainder of the race since roads will not be closed.

5K Course:

The runners will proceed down Brookline Ave, and then turn right onto Greendale Ave where a police officer will be stationed. From there they will run down Greendale Ave until taking a right onto Bird St (a volunteer will be on the corner to direct runners). The runners will then proceed

		7

down Bird St, and will bear right onto Broad Meadow Rd (this is the 1.5 mile mark, where there will be a water station and volunteers directing runners to bear right). Runners will proceed down Broad Meadow Rd to Great Plain Ave. A policeman will be stationed at the end of Broad Meadow Road where it intersects with Great Plain Avenue. They will then turn right onto Great Plain Ave, and will travel down until they reach Melrose Ave – runners will take a right onto Melrose Ave (low traffic and there will be a sign directing runners to take a right, as well as a vest-clad volunteer). The runners will proceed up Melrose Ave, where they will take a right turn onto Brookline, heading up to the school. A police officer will be at the corner of Melrose Ave and Brookline Ave to direct runners and manage traffic. Runners will complete the race by making a hairpin left turn back to the dropoff circle where they exited to start the race.

1.5-Mile Walk:

After exiting the dropoff circle and taking a left onto Brookline Ave, walkers will proceed down Brookline Ave and then turn right onto Woodledge Road. From there they will walk down Woodledge Road until taking a right onto Colby St (a sign will be on the corner to direct walkers). Walkers will proceed down Colby Street before taking a left onto Hillcrest Road. Shortly thereafter, they will bear right onto Wyoming Ave, which will take them down a hill, bearing right onto a short stretch on Arden St (the street name change will not be apparent to walkers). At the end of the road, walkers will take a right onto Beaufort Ave. Beaufort Ave comes to an end, where walkers will take a right onto Bond St, and then their first left onto Bancroft St. Bancroft St brings walkers back up to Brookline Ave, where they will take a left onto Brookline Ave, and will finish the walk entering the dropoff circle that they exited at the start of the walk. We will have a lead walker, as well as a walker who will bring up the rear.

Following the race there will be prepackaged refreshments, a raffle drawing and an awards ceremony.

Jog Your Memory will have at least one doctor on site in a designated tent. All coordinators on the course will have the doctor's phone number for quick response if needed. Transportation onto the course will be provided by a "race" vehicle. The local Fire Department will have a rescue and fire truck in the area in case one is needed.

COVID Protocols: To be expanded upon as we get closer to race-day

Language to add to waivers:

As it applies to my participation in this race, I agree to abide by the Center for Disease Control (CDC)'s recommendations for the prevention of the spread of COVID-19 and attest to having read the CDC's guidance at: https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html. I also agree to abide by any COVID-19 distancing and other

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safety guidelines issued by the state, the community or by this race for my participation in this race.

Day-of Race:

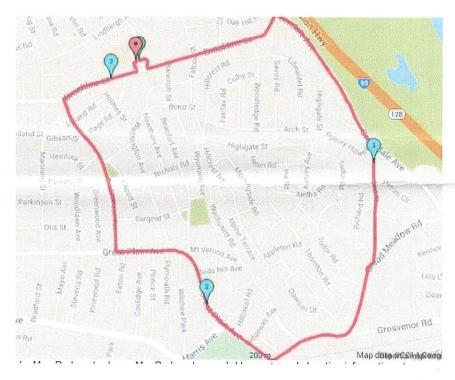
- Provide disposable adult and child-sized face coverings at registration
- Mark taped lines on pavement at registration tables marking where registrants should stand while waiting in line (possibly only allow registration to be done electronically)
- Hand sanitizing stations provided in multiple locations
- Start line spread out into Mitchell front parking lot to allow more distance between runners at start
- Running buffs required to be worn during race
- Runners strongly encouraged to being own water, but sealed bottled water will be provided race-day

Porta-Potties

- Provide sanitation options like hand wipes right outside each porta potty door.
- Ensure that each porta-potty is stocked with hand sanitizer.
- Talk to your vendor about the process of refilling sanitizer if it runs out.
- Lower the ratio of runners per porta-potty to limit lines and account for increased time for sanitization.
- Increase the physical footprint by adding some space between port-a-potties to keep lines spaced out. Cluster only a few porta-potties together.
- Provide hand sanitizer and hand-washing stations outside of each port-a-potty
- Keep a volunteer(s) on-site to monitor and restock supplies continuously.

		ņ

2021 5K Run Route



2021 1.5mi Walk Route



t © 2009-2017 by Map Pedometer. Use route and elevation information at your own risk. Use caution when following route. Route

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Town of Needham, Massachusetts Road Event Form

2021 MAY 25 A 8: 07

CK#271	\$25-
INTERNAL	USE ONLY
DPW Fire	Police OTM
Park & R	

TYPE OF EVENT: (check all that apply)				
RUN ☑ WALK ☐ BICYCLE ☐ MOTORCYCLE				
Name of Event: Name of Organization:				
Charles River Center 5K/1 Mile	Charles River Center			
Event Date(s) and Rain Date if requesting:	Earliest Time Expected in Needham:			
9/26/2021	Latest Time Expected in Needham:			
	12:00 pm			
Has this event been conducted in other Towns in the past? YES NO				
Has this event been held in Needham in the past? If yes, are you repeating the same route as in prior year(s)? YES \(\sumsymbol{\text{NO}} \)				
Organization Mailing Address: 59 E. Milina Heights Drive Needham, MA Not-for-Profit				
Organization Billing Address (if Police Detail is required): 59 E. Militia Heyntz Drive Needham, MA 02492				
Primary Contact:	Contact Title:			
Hilary Ryan VP, Development				
Contact Address:				
59 E. Militia Hughts Drive N	redham, MA 02492			
Contact Phone (Day):	Contact Phone (Cell):			
781-972-1030 617-835.6130				

Contact Email:	
hryan a charles river center. o	rg
Number of Expected Participants: $(\rho 0)$	Number of Expected Spectators at Peak Time: :00 AM
Are participants charged a fee?	YES NO
Estimated Number of Vehicles:	What type of Parking is required:
300	vehicle parking
Describe Parking Plan, include where parlength of time expected to be parked: requesting public facilities to parking lot between 8:00-	
Are event organizers available to meet with members of the Town to plan event?	Do event organizers foresee the need for any road closures (subject to police review)?
What will be done in case of inclement we The went will be canceled.	eather?
Will neighborhoods be impacted by park heighborhood adjacent to Chathacter to Chathacter	ing and traffic? Ves vles River and Aeighborhoods on
What activities are planned for the start Rate day registration and packe Charles River Center.	
What activities are planned for the end of Post rall fishvitus - including will occur at the Charles Bir	ig food, drink and Kids activities
What facilities are needed for the start o	
None	
What facilities are needed for the end of	the race (if in Needham)?
None	

Once the event begins, how long will it tak	e to complete the event?
p to 2 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?	Signage at both start and finish lines, as well as along race route (see route map)
Will volunteers be placed along the route?	Yes
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	Ves location - Charlo River Center 10:00 Am - 2:00 pm
Will there be any food served? (contact Needham Health Dept: 781-455-7500 (262)	Yes
Will portable toilets be used? List ocations.	Yes Charles River Center
Will hydration stops be set up along oute? If yes, please include these on oute plan.	Yes (see route map)
f the event takes place after dark, what s the plan to meet lighting needs?	NA
What safety measures are being made for participants and spectators? What are plans for handling first aid and nedical emergencies?	signage and cones along race route. first aid station located at fine line staffed by nuveing personne
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?	Yes
Does the route pass any business that night be impacted by the event? (e.g. funeral homes, markets, restaurants)	Yes - Volante Farms
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?	Charles River Center Volunteers will remove trash along the race route.

Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492;

- event route map (include map and text of route, parking plan, volunteer placement)
- application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)
- certificate of insurance

PLEASE NOTE:

For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.

Client#: 959861 CHARLRIV7

$ACORD_{"}$

USI Insurance Services LLC

PRODUCER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/21/2021

FAX (A/C. No): 781-376-5035

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

CONTACT NAME:

PHONE (A/C, No. Ext): 855 874-0123

12 Gill Street Suite 5500				E-MAIL ADDRESS:			
Woburn, MA 01801					INSURER(S) AF	FORDING COVERAGE	NAIC#
855 874-0123				INSURER A : Philadel	32204		
INSURED	_			INSURER B :			
Charles River Association	n for	Reta	rded	INSURER C :			
Citizens, Inc.				INSURER D :			
59 E. Militia Heights Driv				INSURER E :			
Needham, MA 02492-13	1			INSURER F:			
COVERAGES CE	RTIFIC	ATE	NUMBER:			REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PE INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TE EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						TO WHICH THIS LL THE TERMS,	
INSR LTR TYPE OF INSURANCE	INSR	SUBR WVD			POLICY EXP (MM/DD/YYYY)	LIMITS	3
A X COMMERCIAL GENERAL LIABILITY			PHPK2152010	07/01/2020	07/01/2021	EACH OCCURRENCE	<u>\$1,000,000</u>
CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	s100,000
	_					MED EXP (Any one person)	\$5,000
	_					PERSONAL & ADV INJURY	\$1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 3,000,000
POLICY PRO- JECT LOC						PRODUCTS - COMP/OP AGG	\$3,000,000
OTHER:							\$
A AUTOMOBILE LIABILITY			PHPK2152011	07/01/2020	07/01/2021	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
X ANY AUTO						BODILY INJURY (Per person)	S
OWNED SCHEDULED AUTOS						BODILY INJURY (Per accident)	S
X HIRED X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
X Drive Oth Car							\$
A X UMBRELLA LIAB X OCCUR			PHUB729038	07/01/2020	07/01/2021	EACH OCCURRENCE	\$10,000,000
EXCESS LIAB CLAIMS-MA	Ε					AGGREGATE	s10,000,000
DED X RETENTION \$10000							s
WORKERS COMPENSATION						PER OTH- STATUTE ER	
AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	¬					E.L. EACH ACCIDENT	\$
OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	J N/A					E.L. DISEASE - EA EMPLOYEE	s
If yes, describe under DESCRIPTION OF OPERATIONS below		1				E.L. DISEASE - POLICY LIMIT	
A Professional and		1	PHPK2152010	07/01/2020	07/01/2021		
Abuse Liability						3,000,000 Aggregate	
						Occurrence Form	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability policy includes an automatic Additional Insured endorsement that provides Additional Insured status to the Certificate Holder only when there is a written contract that requires such status.

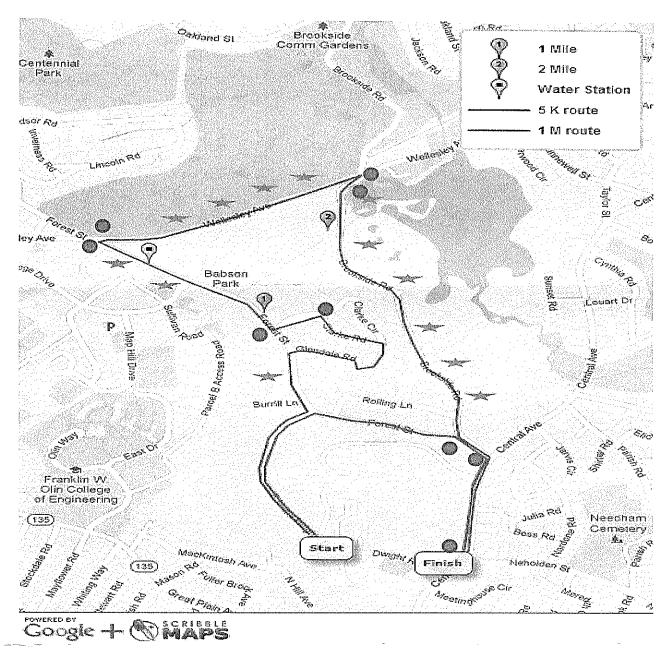
CERTIFICATE HOLDER	CANCELLATION
Town of Needham 1471 Highland Avenue Needham, MA 02492	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Needilaili, WA 02492	AUTHORIZED REPRESENTATIVE
,	Toda

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and the state of t		-	

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Charles River Center 5K Run/1Mile Walk Route Map



Caution Runners in the Road signs

Race course directional signs

For Calendar Year: 2021



Or Federal Identification Number

Must Be Supplied

TOWN OF NEEDHAM

APPLICATION FOR A WEEKDAY ENTERTAINMENT LICENSE

The undersigned hereby applies for a Weekday Entertainment License in accordance with the provisions of the statutes relating thereto: Name of Establishment: Rotary Club of Applicant (must be an individual): Ted Shaughnessy If Businesss is a Corporation / Corporate Name and Officers: If Business is not a Corporation, Name of Owner: Address of Establishment: Mailing Address: POBOX 92009 Telephone Number: 957-3461

Needham, MA 02482

Email Address: +edshaughnessy@ Fax Number: 455-9107 Describe the type of entertainment at your Establishment: Signature of Applicant: Date: A certificate of insurance showing evidence that the applicant has workers' compensation insurance must be included with this completed application. Pursuant to M.G.L. Ch. 62C, Sec. 49A: I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law. By Corporate Officer Signature of Applicant (Mandatory) (If applicable) Either a Social Security Number Date (required)

This License will not be issued unless this certification clause is signed by the applicant.

Application for License for Public Entertainment on Sunday

Hon. Matthew Borrelli Chairman of Board of Selectmen, Needham MA Dear Sir:
The undersigned, in accordance with chapter 136 of the General Laws, as amended, hereby requests a license for
Carnival at NHS 1/25/21 rides + grames (Insert Description of Entertainment)
in or on the property at No. High School parking lets Street on 2/25/2/, from 12 P.M. to 6 P.M.
The concert or entertainment above mentioned is to be in keeping with the character of the Lord's Day and not inconsistent with its due observance
Licensee or Rotary Clob of Needhan Ted Shoughnerry Authorized representative Ted Shaughnessy
Authorized representative Ved Shaughnessy Home Address, 298 Edge water Dr. Needham MA 02492
PROGRAM OF CONCERT OR ENTERTAINMENT

No.	Hame of Artists, Orchestra or other Entertainment	Description of Costame to be worm		
1	Coshing Anovemo	ents Cathival	NA	
			The second	

THIS APPLICATION AND PROGRAM MUST BE SIGNED BY THE LICENSEE OR AUTHORIZED REPRESENTATIVE OF ENTERTAINMENT TO BE HELD. NO CHANGE TO BE MADE IN THE PROGRAM WITHOUT PERMISSION OF THE AUTHORITIES GRANTING AND APPROVING THE LICENSE.

THE FEE OF DOLLARS TO ACCOMPANY THIS APPLICATION AND PROGRAM WHEN FOR-WARDED TO THE COMMISSIONER OF PUBLIC SAFETY FOR APPROVAL.



The Commonwealth of Massachusetts Department of Industrial Accidents Office of Investigations Lafayette City Center 2 Avenue de Lafayette, Boston, MA 02111-1750 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information	Please Print Legibly				
Business/Organization Name: Larry Cushing Ent. LTD					
Address: 196 Wildwood Street					
City/State/Zip: Wilmington, MA 01887	Phone #:(978) 658-3928				
Are you an employer? Check the appropriate box: 1. I am a employer with 25 employees (full and/ or part-time).* 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required] 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]* 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.] *Any applicant that checks box #1 must also fill out the section below showing the se	11. Health Care 12. Other Amusements their workers' compensation policy information.				
I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information. Insurance Company Name: Everest National Insurance Company Insurer's Address: 477 Martinsville Road					
City/State/Zip: Liberty Corner, NJ 07938 Policy # or Self-ins. Lic. #S1WC00595191 Attach a copy of the workers' compensation policy declaration					
Failure to secure coverage as required under § 25A of MGL c. 1 to \$1,500.00 and/or one-year imprisonment, as well as civil pens \$250.00 a day against the violator. Be advised that a copy of this the DIA for insurance coverage verification.	alties in the form of a STOP WORK ORDER and a fine of up to				
I do hereby certify, under the pains and penalties of perjury the Signature: (978) 658-3928 Phone #:	Date: July 9 21				
Official use only. Do not write in this area, to be completed	by city or town official.				
City or Town:P Issuing Authority (check one): 1Board of Health 2 Building Department 3 C 5 Selectmen's Office 6 Other	Permit/License #				
Contact Person:	Phone #:				

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY INFORMATION PAGE Policy No. SI8WC00595201 □New ⊠Renewal □ Reissue Rewrite Prior Policy No: SI8WC00595191 **EVEREST NATIONAL INSURANCE COMPANY (A stock company)** Account No: NCCI Carrier Code Number: 28312 477 Martinsville Road Liberty Corner, NJ 07938-0830 Telephone Number: 800-438-4375 Producer: SPECIALTY INS GROUP INC LARRY CUSHING ENTERPRISES LTD The Insured: Address: 11711 N MERIDIAN ST. **DBA CUSHING AMUSEMENTS SUITE 800 CARMEL IN 46032** Mailing address: 196 WILDWOOD STREET Sub-producer: **WILMINGTON, MA 01887** Address: ☐ Individual ☐ Partnership ☐ Corporation ☐ Joint Venture ☒ Other ☐ LIMITED LIABILITY COMPANY FEIN: 4-2714871 Other Workplaces not shown above: SEE EXTENSION OF INFORMATION PAGE - NAMED INSURED, IDENTIFICATION NUMBERS AND OTHER WORKPLACES SCHEDULE. The policy period is from 12/10/2020 to 12/10/2021 effective 12:01 a.m. Standard Time at the insured's mailing address. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of 3. the states listed here: MA ME NH NY RI VT Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A. The limits of our liability under Part Two are: Bodily Injury by Accident \$ 1,000,000 each accident Bodily Injury by Disease \$ 1,000,000 policy limit Bodily Injury by Disease \$ 1,000,000 each employee C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here: All states EXCEPT those listed in Item 3.A. of the Information Page and the following states: ND OH PR VI WA WY D. This policy includes these endorsements and schedules: SEE EXTENSION OF INFORMATION PAGE - SCHEDULE OF FORMS AND ENDORSEMENTS. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit. SEE EXTENSION OF INFORMATION PAGE- CLASSIFICATION SCHEDULE/PREMIUM ELEMENTS. Minimum Premium \$875 **Total Estimated Annual Premium** \$1,015 **Expense Constant** \$200 If Indicated below, interim adjustments of premium shall be made: Semi-annually Quarterly Monthly

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Countersigned by

Date

CSALAMONE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/8/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.

tł	SUBROGATION IS WAIVED, subjection is certificate does not confer rights	to the	cert	ificate holder in lieu of si	uch endorsement(s)).	require an endorsemer	ιτ. А	statement on
	DUCER				CONTACT NAME:				
Johnson, Kendall & Johnson, Inc. 109 Pheasant Run			PHONE (A/C, No, Ext): (215) \$	(A/C, No):	FAX (A/C, No): (215) 968-0973				
Nev	rtown, PA 18940				E-MAIL ADDRESS: info@jkj	.com			
					ins	SURER(S) AFFOI	RDING COVERAGE		NAIC#
					INSURER A : Everes	t National I	nsurance Company		10120
INSL	RED				INSURER B:				
LARRY CUSHING ENTERPRISES, LTD DBA:CUSHING AMUSEMENTS; ISLAND CONCESSIONS,LLC 196 Wildwood Street					INSURER C:				
					INSURER D :				
	Wilmington, MA 01887				INSURER E :				
					INSURER F:				
CO	VERAGES CER	RTIFIC	ATE	E NUMBER:			REVISION NUMBER:		
C	HIS IS TO CERTIFY THAT THE POLICI IDICATED. NOTWITHSTANDING ANY I ERTIFICATE MAY BE ISSUED OR MAY XCLUSIONS AND CONDITIONS OF SUCH	REQUI PER	REMI TAIN.	ENT, TERM OR CONDITIO . THE INSURANCE AFFOR	N OF ANY CONTRA DED BY THE POLIC	CT OR OTHER	R DOCUMENT WITH RESPI SED. HEREIN IS SUBJECT 1	ECT T	O WHICH THIS
INSR LTR		ADDL INSD			POLICY EFF (MM/DD/YYYY)	POLICY EXP	LIMIT	s	
A	X COMMERCIAL GENERAL LIABILITY	11100	1112		(MM/DD/1111)	(MINIODITITI)	EACH OCCURRENCE	\$	1,000,000
	CLAIMS-MADE X OCCUR			SI8ML01650-201	12/10/2020	12/10/2021	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	500,000
							MED EXP (Any one person)	\$	1,000,000
							PERSONAL & ADV INJURY	\$	5.000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$	
	X POLICY PRO- OTHER:						PRODUCTS - COMP/OP AGG	\$	1,000,000
Α	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	
	X ANY AUTO			SI8ML01650-201	12/10/2020	12/10/2021	BODILY INJURY (Per person)	\$	
	OWNED SCHEDULED AUTOS ONLY	SCHEDULED AUTOS				BODILY INJURY (Per accident)		1,000,000	
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$	
	AUTOG ONET						(i or accidenty	s	
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	\$	
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$	
	DED RETENTION\$						AGGICEGATE	\$	
Α	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER OTH- STATUTE ER	J	
				SI8WC00595-201	12/10/2020	12/10/2021	STATUTE ER E.L. EACH ACCIDENT	_	1,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A						\$	1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	10	1,000,000
	DESCRIPTION OF OFERATIONS BEIOW						E.L. DISEASE - POLICY LIMIT	\$.,,,,,,,,,
The	CRIPTION OF OPERATIONS / LOCATIONS / VEHIC Town of Needham, The Rotary Club of red where required by written contract	Need	ham,	Needham High School are	ule, may be attached if mo e named as Addition	re space is requir al Insureds w	red) ith respect to the operati	ons o	f the Named
CE	DTIEICATE HOLDED				CANCELLATION				
UE.	RTIFICATE HOLDER				CANCELLATION	-			
The Rotary Club of Needham PO Box 920009 Needham, MA 02492					N DATE TH	ESCRIBED POLICIES BE C EREOF, NOTICE WILL CY PROVISIONS.			
	,				AUTHORIZED REPRESENTATIVE				
	9				RM w Alele				



Town of Needham, Massachusetts Town Common Event Form

INTERNAL I	USE ONLY
DPW Fire	Police OTM

Name of Event:	Name of Organization:					
India Independence Day	ependence Day Indian Community of Needham					
Organization Mailing Address:	/ Organization Vicinity of Needing Organization Is Not-for-Profit					
Primary Contact:	Contact Title:					
Vipul Bhushon	Treasurer					
Contact Address:						
Contact Phone (Day):	Contact Phone (Cell):					
7813541387						
Contact Email: Vipul. bhushare ico need ham. org						
Event Date(s) and Rain date:	Event Time(s):					
August 15, 2021 12:00-12:40 (approximate)						
Number of Expected Participants: Number of Expected Spectators at Peak						
30. 10 Time: 507						
Are participants charged a fee?] YES ☑ NO					
Are event organizers available to meet with members of the Town to plan event? $ \mathcal{CS} $						
What will be done in case of inclement weather?						
Some vocal/instrumental performances may be eliminated. Flags display and national anthems will proceed.						
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked (include estimated number of vehicles):						
15-20 cars, in surrounding public parking						
	· · · · · · · · · · · · · · · · · · ·					

What activities are planned for the event? - Display Indian and American flags - Sing national anthems - Perform Vocal and/or instrumental music/cultural pieces
Describe electrical needs for event, and list specific requests. We will use use the sound system already planned for by the Farmers Market, in front of Town Hall.
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used. Yes, at top of steps of Town Hall building, at noon,
Will there be any food served? (contact Needham Health Dept: 781-455-4500 x262) Possible ice cream using an established ice cream truck vendor.
If the event takes place after dark, what is the plan to meet lighting needs?
Will portable toilets be used? List locations. ↑ a
What is the plan to handle trash? Existing trash bins for possible ice cream wrappers,
List additional information related to the success of your event. Good weather and turnout!
Please return the completed application and any attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492: • certificate of insurance

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:		-\$1,328.56
Water Irrigation:		\$1,525.88
Water Admin Fees		\$0.00
Sewer Sales:		-\$2,956.15
Transfer Station Charges:		\$0.00
	Total Abatement:	-\$2,758.83
Order #: 1307		
Read and Approved: Assistant Director of Public Works		
Carys Lustig 7/14/2		

For the Select Board

7/20/21

Town of Needham Water Sewer Billing System Adjustment Form

Prepare	d		Customer	Location	Street		Irrigation	Domestic				Corrected Last Read
By:	Last Name	First Name	ID#	ID#	Number	Street Name	Water	Water	Sewer	Total	Reason	Y/N
DB	FRIAR	ELIZABETH H	10081	6178	41	Greenwood Avenue	\$0.00	-\$10.44	-\$9.48	-\$19.92	ACC	N
DB	CHRISTIAN SCIE	NCE CHURCH	7257	19508	870	Great Plain Avenue	\$0.00	-\$76.50	-\$72.98	-\$149.48	ACC	N
DB	KAUFMAN	BARRY	43075	3364	136	Brookline Street	\$277.58	-\$206.70	-\$535.32	-\$464.44	EC	N
DB	GIANNACOPOUL	LOS JOHN	33333	18248	180	COUNTRY WAY	\$662.70	-\$542.36	-\$1,230.11	-\$1,109.77	EC	N
DB	ALTSHULER	YURY	33021	19110	57	Rosemary Street	\$585.60	-\$492.56	-\$1,108.26	-\$1,015.22	EC	N

Total: -\$2,758.83

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 YOUTH & FAMILY SERVICES

1471 Highland Avenue - Town Hall Needham, MA 02492 Phone: 781-455-7500 ext. 267 Needhamyouth@needhamma.gov www.needhamma.gov/youth

The Crisis Support Donation Fund was created as a way that individuals and families who are in crisis could be financially assisted. There are currently two community groups that meet in order to support the greater Needham Community, the Youth Resource Network (YRN) and the Community Crisis Intervention Team (CCIT). In both meetings, community partners get together to discuss crisis situations that have presented themselves and ways that the community can support the individuals or families. These supports range from mental health services, camp enrollment, YMCA memberships and other specific needs. Needs have a wide range depending on the situation - such as bikes to allow children to get to activities or appointments, a new stove to replace a broken one so the family can cook, fixing a broken fence so the yard is contained for the children or supplies for college students who many not be able to afford it. The purpose of this donation account is-to provide some financial support that can be used for families in need and will be presented during a YRN or CCIT meeting. These are individual and families who already have high needs based on the current crisis they are in and the hope is that this financial support may help mitigate other stressors. This fund in managed by Youth & Family Services.

Emily Gaberman, the Principle of Broadmeadow retired this past year. After 13 years as principal of the Broadmeadow Elementary School, she will be putting down her pencil and enjoying some well-earned relaxation. During all of her years at the school, Emily fought for and supported the needs of all students, from academic needs to social-emotional needs to financial needs. In order to continue her legacy of advocating for our students and to honor and celebrate her dedication to the Broadmeadow community, the Broadmeadow PTC collected donations in Emily's name for this Crisis Support fund. Over \$2,000 was collected by the Broadmeadow community which will be utilized for families in need. Youth & Family Services would like to thank Emily and the Broadmeadow PTC for initiating this important collection and brining attention to this very critical donation account.

Please accept the donations from the following individuals:

Brian and Jane Weinstein	100
Matthew and Deena Leibman	50
Stacy Blasberg and Raymond Lovett	50
Sandra Joan Shefelbine and Victor Seidel	50
Stacy Marino and George Olson	50
Ilan and Karen Barzilay	100
Timothy and Catherine Dittmer	50
Meredith and Andrea Lipman	30

Kimberly Trudeau and Pedro Teixeira25Matthew Noble and Emily Dill75Erica Hitchings100Wayne and Courtney Olson25Kathryn Crowley25Peter and Alexius Fisher50Harry Schechter and Michelle Keefe50Wilson and Kate Owens50Joseph Duong50Makenzie Wolf20Jennifer and David Rutley30Eric and Jennifer Trachtenberg50Matthew and Katherine Frankel50Susan and John Lynch30Jennifer Collings350Hannah Gilbert and Jamie Pina25
Erica Hitchings 100 Wayne and Courtney Olson 25 Kathryn Crowley 25 Peter and Alexius Fisher 50 Harry Schechter and Michelle Keefe 50 Wilson and Kate Owens 50 Joseph Duong 50 Makenzie Wolf 20 Jennifer and David Rutley 30 Eric and Jennifer Trachtenberg 50 Matthew and Katherine Frankel 50 Susan and John Lynch 30 Jennifer Collings 350
Wayne and Courtney Olson 25 Kathryn Crowley 25 Peter and Alexius Fisher 50 Harry Schechter and Michelle Keefe 50 Wilson and Kate Owens 50 Joseph Duong 50 Makenzie Wolf 20 Jennifer and David Rutley 30 Eric and Jennifer Trachtenberg 50 Matthew and Katherine Frankel 50 Susan and John Lynch 30 Jennifer Collings 350
Kathryn Crowley25Peter and Alexius Fisher50Harry Schechter and Michelle Keefe50Wilson and Kate Owens50Joseph Duong50Makenzie Wolf20Jennifer and David Rutley30Eric and Jennifer Trachtenberg50Matthew and Katherine Frankel50Susan and John Lynch30Jennifer Collings350
Peter and Alexius Fisher 50 Harry Schechter and Michelle Keefe 50 Wilson and Kate Owens 50 Joseph Duong 50 Makenzie Wolf 20 Jennifer and David Rutley 30 Eric and Jennifer Trachtenberg 50 Matthew and Katherine Frankel 50 Susan and John Lynch 30 Jennifer Collings 350
Harry Schechter and Michelle Keefe Wilson and Kate Owens Joseph Duong Makenzie Wolf Jennifer and David Rutley 30 Eric and Jennifer Trachtenberg Matthew and Katherine Frankel Susan and John Lynch Jennifer Collings 350
Wilson and Kate Owens 50 Joseph Duong 50 Makenzie Wolf 20 Jennifer and David Rutley 30 Eric and Jennifer Trachtenberg 50 Matthew and Katherine Frankel 50 Susan and John Lynch 30 Jennifer Collings 350
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Makenzie Wolf 20 Jennifer and David Rutley 30 Eric and Jennifer Trachtenberg 50 Matthew and Katherine Frankel 50 Susan and John Lynch 30 Jennifer Collings 350
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Matthew and Katherine Frankel 50 Susan and John Lynch 30 Jennifer Collings 350
Susan and John Lynch 30 Jennifer Collings 350
Jennifer Collings 350
Hannah Cilhart and Iamia Dina
naiman Gibert and Jamie Pina 25
John and Kaitlin Nagle 100
David and Joanna Noon 20
Alyssa and Matthew Kence 50
Mark and Jessica Larochelle 35
Angela and Zhou Jiang 100
Dianne and Joseph Camozzi 100
Michael and Andreia Stiffler 50
Benjamin Davis and Kristen Morrill 50
Amy and Adrian Chan 50
Stacie Goddard and Paul Macdonald 20
Adam Muzikant 50
Morgan and Abigail Hays 90

Sincerely,

Sara Shine, Director Needham Youth & Family Services