

# SELECT BOARD Meeting Agenda

## 6:00 p.m. September 28, 2021

### In Person and Via Zoom

### Powers Hall

This meeting is a hybrid meeting of in person and zoom. To listen and view this meeting on a phone, computer, laptop, or tablet, download the “Zoom Cloud Meeting” app in any app store or at [www.zoom.us](https://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:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82014186576?pwd=ak5vMo1jRVR1MGhGQ1RyNWtjTVBiQT09> Passcode: 600992

Or One tap mobile: US: +13017158592,,82014186576#

Or Telephone: Dial: US: +1 301 715 8592

Webinar ID: 820 1418 6576

|    |      |                                                                                                                                                                                                                                                                                                                               |
|----|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | 6:00 | Public Hearing: Aboveground Fuel Storage 305 Cedar Street <ul style="list-style-type: none"> <li>Dennis Condon, Fire Chief (Zoom)</li> <li>Dan Klasnick, Attorney (Zoom)</li> </ul>                                                                                                                                           |
| 2. | 6:00 | Public Hearing: Dangerous Dog Continuation                                                                                                                                                                                                                                                                                    |
| 3. | 6:10 | Public Hearing: Outdoor Dining <ul style="list-style-type: none"> <li>Katie King, Assistant Town Manager/Director of Operations</li> <li>Amy Haelsen, Economic Development Manager</li> </ul>                                                                                                                                 |
| 4. | 6:25 | COVID-19 Update & Schools Reopening <ul style="list-style-type: none"> <li>Timothy McDonald, Director of Health and Human Services</li> <li>Dan Gutekanst, Superintendent of Schools</li> </ul>                                                                                                                               |
| 5. | 6:50 | Town Manager <ul style="list-style-type: none"> <li>ARPA Update</li> <li>Climate Action Plan Committee</li> <li>Transportation Planning and Review Committee</li> <li>Sira Naturals Agreement</li> <li>Public Participation in Meetings Policy</li> <li>Positions on Warrant Articles</li> <li>Town Manager Report</li> </ul> |
| 6. | 7:20 | Board Discussion <ul style="list-style-type: none"> <li>Train Horn Noise and Quiet Zone Planning</li> <li>Code of Conduct</li> <li>Select Board Composition</li> <li>Committee Reports</li> </ul>                                                                                                                             |

## APPOINTMENTS

|    |                 |  |
|----|-----------------|--|
| 1. | No appointments |  |
|----|-----------------|--|

## CONSENT AGENDA      \*=Backup attached

| 1.*                                       | Approve minutes of September 14, 2021 (Open session)                                                                                                                                                                                                                         |                                      |            |                 |                                           |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------|-----------------|-------------------------------------------|
| 2.                                        | Accept the following donation made to the Needham Community Revitalization Trust Fund: \$5000 from the Heffernan Family.                                                                                                                                                     |                                      |            |                 |                                           |
| 3.*                                       | <b>Ratify</b> a One Day Special License for Paula Jacobson of the Charles River YMCA who hosted the YMCA Gratitude Gala on Saturday, September 25, 2021. The event was held at Green's Field, 6-10PM. Needham Police approved this event.                                    |                                      |            |                 |                                           |
| 4.*                                       | Approve a request from Ryan Marshall Race Coordinator for The Jog for Joy 5K to hold the road race in Needham. The event is scheduled for December 5, 2021. The route of the race has been approved by the following departments: DPW, Police, Fire and Park and Recreation. |                                      |            |                 |                                           |
| 5.                                        | Approve the Drug Take Back Day by the Needham Police Department and Needham Public Health to be held on Saturday, October 23, 2021, 10am-2pm on Garrity Way.                                                                                                                 |                                      |            |                 |                                           |
| 6.*                                       | Approve a 20B Exemption for Barbara Singer who is an employee of the Needham Public Schools to engage in work with the Needham Public Health Department as an on-call Public Health Nurse.                                                                                   |                                      |            |                 |                                           |
| 7.*                                       | Approve and sign Water & Sewer Abatement #1310                                                                                                                                                                                                                               |                                      |            |                 |                                           |
| 8.                                        | Grant permission for the following residents to hold block parties:                                                                                                                                                                                                          |                                      |            |                 |                                           |
| Name                                      | Address                                                                                                                                                                                                                                                                      | Party Location                       | Party Date | Party Rain Date | Party Time                                |
| <b>Ratify</b> – Kathryn Malpocher         | 115 Grant St.                                                                                                                                                                                                                                                                | Grant St. between Kimball & Junction | 9/17/21    | N/A             | 5:30pm-7:30pm                             |
| <b>Ratify</b> - Caitrin Lynch             | 40 Melrose Ave                                                                                                                                                                                                                                                               | 57 Upland Road                       | 9/26/21    | N/A             | 4pm-6pm                                   |
| Jaimie Scranton Pomerantz                 | 53 Glendoon Rd                                                                                                                                                                                                                                                               | Glendoon Road                        | 10/2/21    | 10/3/21         | 2pm-9pm                                   |
| <b>Previous approved</b> – Julie O'Connor | 89 Stockdale Road                                                                                                                                                                                                                                                            | 42-89 Stockdale                      | 10/2/21    | 10/3/21         | <b>Time change</b> from 12-5pm to 3pm-7pm |
| Nancy Wilson                              | 25 Helen Road                                                                                                                                                                                                                                                                | Helen Road                           | 10/3/21    | 10/2/21         | 4pm-6:30pm                                |
| Susan Pouliot                             | 54 Eaton Road                                                                                                                                                                                                                                                                | 54 Eaton Road                        | 10/23/21   | 10/24/21        | 4pm-10pm                                  |
| Kate Martin                               | 82 Gayland Rd                                                                                                                                                                                                                                                                | Gayland Road                         | 10/23/21   | 10/24/21        | 2pm-7pm                                   |
|                                           |                                                                                                                                                                                                                                                                              |                                      |            |                 |                                           |



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

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**MEETING DATE: 9/28/2021**

|                     |                                                                                         |
|---------------------|-----------------------------------------------------------------------------------------|
| <b>Agenda Item</b>  | Public Hearing: Application for a License to Store Fuel Aboveground at 350 Cedar Street |
| <b>Presenter(s)</b> | Dennis Condon, Fire Chief<br>Dan Klasnick, Attorney                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>ATC Watertown LLC has made an application in accordance with the provisions of Chapter 148 of the Massachusetts General Laws for a license to install a 300Kw backup power generator with associated 1,592-gallon diesel-gallon tank on the property of 350 Cedar Street, Needham.</p> <p>Section 4.3 of the Town of Needham General By-laws states that any amount of liquid petroleum gas in excess of 500 gallons on a property requires a license issued by the Select Board.</p> |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p><b>Suggested Motion:</b> That the Select Board vote to approve and authorize the Chair to sign a license for ATC Watertown LLC to install a 300Kw backup power generator with associated 1,592-gallon diesel-gallon tank on the property of 350 Cedar Street, Needham.</p>                                                                                                                                                                                                            |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>BACK UP INFORMATION ATTACHED</b>               |
| <ol style="list-style-type: none"><li>1. Application / License Form / Map</li><li>2. Legal Notice</li><li>3. Certified Abutters List</li><li>4. General By-Law 4.3</li><li>5. Procedures for Filing Applications for Storage of Flammable and Combustible Fluids</li></ol>                                                                                                                                                                                                               |                                                   |

**Daniel D. Klasnick**

*Licensed in Massachusetts, New Hampshire and New York*

Desk: (781) 873-0021 - Mobile: (774) 249-2814

dklasnick@dkl-legal.com

September 17, 2021

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

**Re: ATC Watertown LLC – Application For Fuel Storage License  
350 Cedar Street, Needham, MA**

Dear Select Board Members:

The Application for License to store/use combustibles and flammables for a 300 Kw backup power generator with associated 1,592-gallon diesel tank at the referenced property is scheduled for review at the Select Board's regularly scheduled meeting on September 28, 2021.

ATC Watertown LLC proposes to install a 300Kw Generac SD300 diesel powered emergency generator that will be located on a proposed concrete pad (7' x 27') on the property. This proposal is an upgrade to an existing 100kW generator that is currently installed on the property. Because of increased HVAC loading in Building 4 at 350 Cedar Street, the existing 100Kw generator is not sufficient to provide backup power. Upon the installation of the 300Kw generator the 100Kw will be removed from the property. The generator will be integrated into the existing electrical infrastructure at the site. The generator will be used for back-up power only in the event of an emergency. The diesel fuel tank is an approximately 1592-gallon sub-based fuel tank, UL 142 listed and doubled walled for containment. The approximate tank dimensions are 24.5'L x 3'W x 3'-6"H. The proposed tank will sit on the concrete slab.

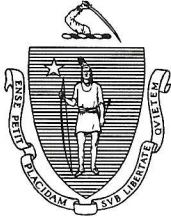
ATC will operate the generator in compliance with all federal and state regulations, standards and mandates. The proposed installation of the replacement backup generator will be designed in compliance with all applicable town bylaws, federal and state regulations, including the state building code.

The replacement of the backup generator at 350 Cedar Street will ensure continuing operation of ATC's facility during power outages. The replacement of the generator will operate as an integral part of the operations at the property that includes broadcast towers for major radio and television stations with existing buildings that serve as broadcasting centers. The broadcasting centers are essential to the function of station operations.

If you need any further information to assist in the review, please don't hesitate to contact me. Thank you.

Very truly yours,  
DUVAL & KLASNICK LLC  


By: Daniel D. Klasnick  
Attorney at Law



FP-002A  
(Rev. 1.1.2015)

*The Commonwealth of Massachusetts*  
*City/Town of* Needham

**Application For License**

Massachusetts General Law, Chapter 148 §13

☒ New License    ☐ Amended License

GIS Coordinates

\_\_\_\_\_  
LAT.

\_\_\_\_\_  
LONG.

\_\_\_\_\_  
License Number

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

Location of Land: 350 Cedar Street, Needham Heights, MA 02494

Number, Street and Assessor's Map and Parcel ID

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

Owner of Land: ATC Watertown LLC

Address of Land Owner: 10 Presidential Way - HazMat Compliance, Woburn, MA 01801

Use and Occupancy of Buildings and Structures: Telecommunications Facility

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

N/A

Attach a copy of the current license

**Flammable and Combustible Liquids, Flammable Gases and Solids**

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

| PRODUCT NAME   | CLASS                | MAXIMUM QUANTITY | UNITS<br>gal., lbs,<br>cubic feet<br>Gallons | CONTAINER<br>UST, AST, IBC,<br>drums<br>AST (Belly Tank) |
|----------------|----------------------|------------------|----------------------------------------------|----------------------------------------------------------|
| Diesel Fuel #2 | Class II Combustible | 1592             |                                              |                                                          |
|                |                      |                  |                                              |                                                          |
|                |                      |                  |                                              |                                                          |
|                |                      |                  |                                              |                                                          |
|                |                      |                  |                                              |                                                          |
|                |                      |                  |                                              |                                                          |

Total quantity of all flammable liquids to be stored: 0

Total quantity of all combustible liquids to be stored: 1592

Total quantity of all flammable gases to be stored: 0

Total quantity of all flammable solids to be stored: 0

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

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

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

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

- ❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: \_\_\_\_\_

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

Total aggregate quantity of all LP-gas to be stored: \_\_\_\_\_

**Fireworks** (Complete this section for the storage of fireworks)

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

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

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

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

Total aggregate quantity of all classes of fireworks to be stored: \_\_\_\_\_

**Explosives** (Complete this section for the storage of explosives)

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

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

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

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

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

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

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

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

Signature [Signature] Date 8-9-21 Name Shawn Lanier  
Vice President - Legal

SIGN HERE

*Fire Department Use Only*

I, \_\_\_\_\_, Head of the \_\_\_\_\_ Fire Department endorse this application with my

☐ Approval ☐ Disapproval

Signature of Head of the Fire Department \_\_\_\_\_

Date \_\_\_\_\_

Recommendations: \_\_\_\_\_

**SITE NAME:**  
**BOSTON T1 MA (NEEDHAM HEIGHTS) - BUILDING #4**

**SCOPE OF WORK:**  
**ADD NEW HOUSE GENERATOR**

**SITE NUMBER:**  
**282685**

**SITE ADDRESS:**  
**350 CEDAR STREET  
NEEDHAM, MA 02494  
(NORFOLK COUNTY)  
N42°18'37.19" , W71°14'11.69"**

**SCOPE OF WORK:**

**SITE NUMBER:**

282685

**SITE ADDRESS:**

**350 CEDAR STREET  
NEEDHAM, MA 02494  
(NORFOLK COUNTY)**

**N42°18'37.19", W71°14'11.69"**

| INDEX OF SHEETS |                                          |     |
|-----------------|------------------------------------------|-----|
| NO.             | SHEET TITLE                              | REV |
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| C-4             | EXISTING ELECTRICAL ROOM LAYOUT          | 2   |
| C-5             | PROPOSED ELECTRICAL ROOM LAYOUT          | 2   |
| S-1             | CONCRETE SLAB DETAIL                     | 2   |
| S-2             | CONCRETE PAD STUB UP LOCATION            | 2   |
| S-3             | UNDERGROUND CONDUIT(S) TRENCH DETAIL     | 2   |
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| E-5             | PROPOSED ELECTRICAL ROOM ROUTING         | 2   |
| E-6             | EXISTING PANEL SCHEDULES                 | 2   |

[illegible]

**CONSTRUCTION MANAGER:**  
NAME AMERICAN TOWER CORPORATION  
CONTACT JEFFREY D. JOHNSON, P.E.  
PHONE (972) 999-8900  
EMAIL JEFFREY.JOHNSON@AMERICANTOWER.COM

## ENGINEERING FIRM PROJECT MANAGER:

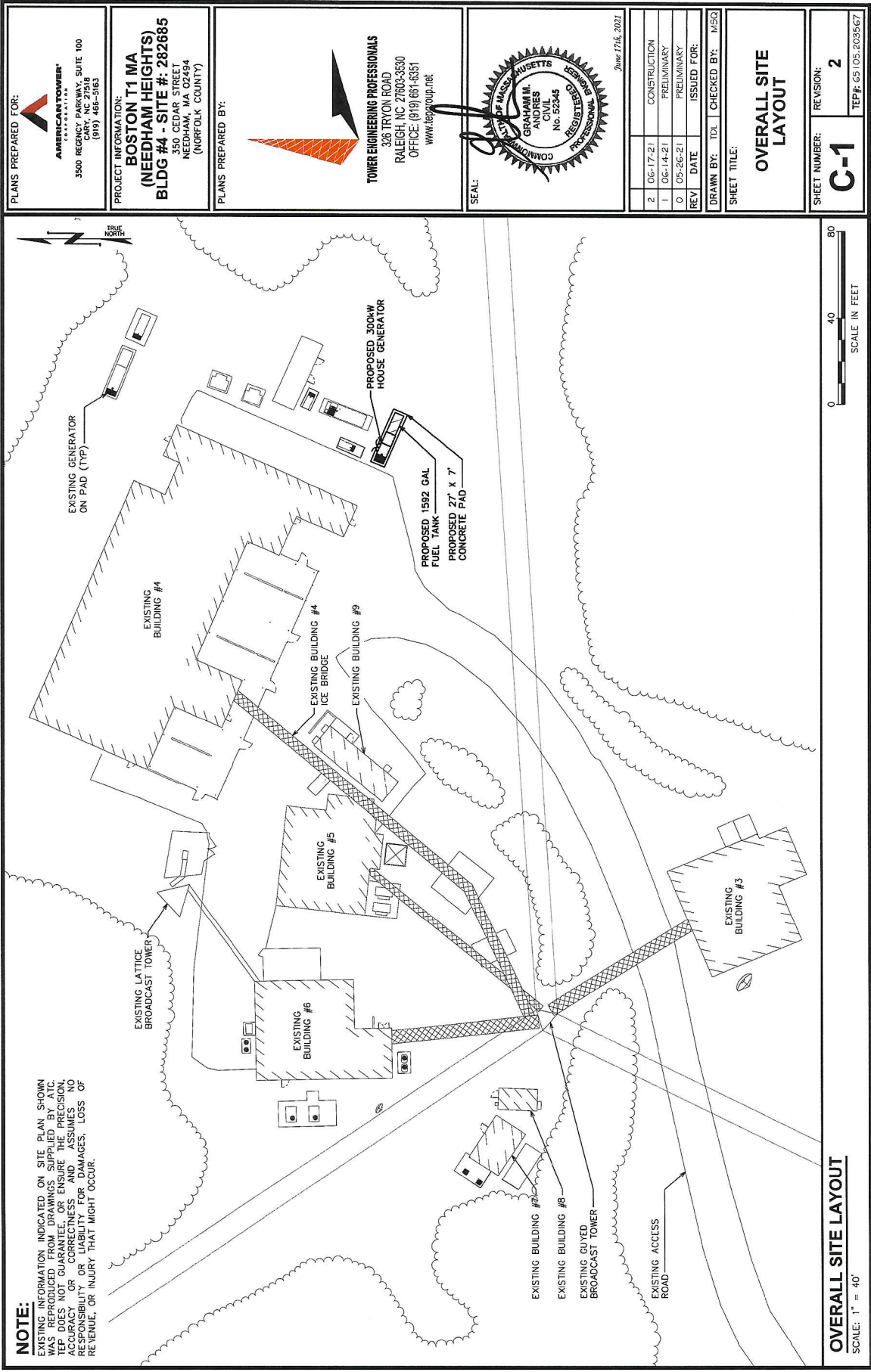
NAME TOWER ENGINEERING PROFESSIONALS, INC.  
ADDRESS 326 TRYON ROAD  
CITY, STATE, ZIP RALEIGH, NC 27603  
CONTACT MARK S. QUAKENBUSH, P.E.  
PHONE (919) 703-4135  
EMAIL MQUAKENBUSH@TEPGROUP.NET

## ENGINEER OF RECORD:

NAME  
ADDRESS  
CITY, STATE, ZIP  
CONTACT  
PHONE

TOWER ENGINEERING PROFESSIONALS, INC.  
326 TRYON ROAD  
RALEIGH, NC 27603  
GRAHAM M. ANDRES, P.E.  
(919) 661-6351

| PLANS PREPARED FOR:<br><br><br><b>AMERICAN TOWER®</b><br>3500 REGENCY PARK, STE 100<br>CARY, NC 27518<br>(919) 468-5163 | PROJECT INFORMATION:<br><br><b>BOSTON T1 MA<br/>(NEEDHAM HEIGHTS)<br/>BLDG #4 - SITE #: 282685</b><br><br>350 CEDAR STREET<br>NEEDHAM, MA 02494<br>(NORFOLK COUNTY) | PLANS PREPARED BY:<br><br><br><b>TOWER ENGINEERING PROFESSIONALS</b><br>326 TRYON ROAD<br>RALEIGH, NC 27603-5063<br>OFFICE: (919) 861-6351<br><a href="http://www.tepgroup.net">www.tepgroup.net</a> | SEAL:<br><br> | June 17th, 2021<br><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">REV.</th> <th style="width: 10%;">DATE</th> <th style="width: 80%;">ISSUED FOR:</th> </tr> <tr> <td>2</td> <td>06-17-21</td> <td>CONSTRUCTION</td> </tr> <tr> <td>1</td> <td>06-14-21</td> <td>PRELIMINARY</td> </tr> <tr> <td>0</td> <td>05-26-21</td> <td>PRELIMINARY</td> </tr> <tr> <td></td> <td></td> <td>ISSUED FOR:</td> </tr> </table> | REV. | DATE | ISSUED FOR: | 2 | 06-17-21 | CONSTRUCTION | 1 | 06-14-21 | PRELIMINARY | 0 | 05-26-21 | PRELIMINARY |  |  | ISSUED FOR: | DRAWN BY: TDL    CHECKED BY: ---<br><br>SHEET TITLE:<br><br><h2 style="text-align: center; margin: 0;">TITLE SHEET</h2> | SHEET NUMBER:<br><br><h1 style="text-align: center; margin: 0;">T-1</h1> | REVISION:<br><br><div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center; font-size: 2em; font-weight: bold;">2</div> | TEP #: 65105-203567 |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|-------------|---|----------|--------------|---|----------|-------------|---|----------|-------------|--|--|-------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| REV.                                                                                                                    | DATE                                                                                                                                                                | ISSUED FOR:                                                                                                                                                                                          |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |      |             |   |          |              |   |          |             |   |          |             |  |  |             |                                                                                                                         |                                                                          |                                                                                                                                                                                                            |                     |
| 2                                                                                                                       | 06-17-21                                                                                                                                                            | CONSTRUCTION                                                                                                                                                                                         |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |      |             |   |          |              |   |          |             |   |          |             |  |  |             |                                                                                                                         |                                                                          |                                                                                                                                                                                                            |                     |
| 1                                                                                                                       | 06-14-21                                                                                                                                                            | PRELIMINARY                                                                                                                                                                                          |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |      |             |   |          |              |   |          |             |   |          |             |  |  |             |                                                                                                                         |                                                                          |                                                                                                                                                                                                            |                     |
| 0                                                                                                                       | 05-26-21                                                                                                                                                            | PRELIMINARY                                                                                                                                                                                          |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |      |             |   |          |              |   |          |             |   |          |             |  |  |             |                                                                                                                         |                                                                          |                                                                                                                                                                                                            |                     |
|                                                                                                                         |                                                                                                                                                                     | ISSUED FOR:                                                                                                                                                                                          |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |      |             |   |          |              |   |          |             |   |          |             |  |  |             |                                                                                                                         |                                                                          |                                                                                                                                                                                                            |                     |



**NOTE:**  
EXISTING INFORMATION INDICATED ON SITE PLAN SHOWN  
WAS REPRODUCED FROM DRAWINGS SUPPLIED BY ATC.  
TEP DOES NOT GUARANTEE, OR ENSURE THE PRECISION,  
ACCURACY, OR CORRECTNESS AND ASSUMES NO  
LIABILITY FOR ANY ERRORS, OMISSIONS, LOSSES OF  
REVENUE, OR INJURY THAT MIGHT OCCUR.

PLANS PREPARED FOR:

**AMERICAN TOWER**  
3500 REGENCY PARKWAY, SUITE 100  
CARY, NC 27518  
(919) 486-5163

PROJECT INFORMATION:

**BOSTON T1 MA  
(NEEDHAM HEIGHTS)  
BLDG #4 - SITE #: 282685**  
350 CEDAR STREET  
NEEDHAM, MA 02494  
(NORFOLK COUNTY)

PLANS PREPARED BY:

**TOWER ENGINEERING PROFESSIONALS**  
326 TRYON ROAD  
RALEIGH, NC 27603-3630  
OFFICE: (919) 681-6351  
www.tepgroup.net

SEAL:

**STATE OF MASSACHUSETTS**  
**COMMONWEALTH**  
**REGISTERED PROFESSIONAL**  
**GRAHAM M. ANDRES**  
**CIVIL ENGINEER**  
**No. 52345**

June 17th, 2021

|     |          |              |
|-----|----------|--------------|
| 2   | 06-17-21 | CONSTRUCTION |
| 1   | 06-14-21 | PRELIMINARY  |
| 0   | 05-26-21 | PRELIMINARY  |
| REV | DATE     | ISSUED FOR:  |

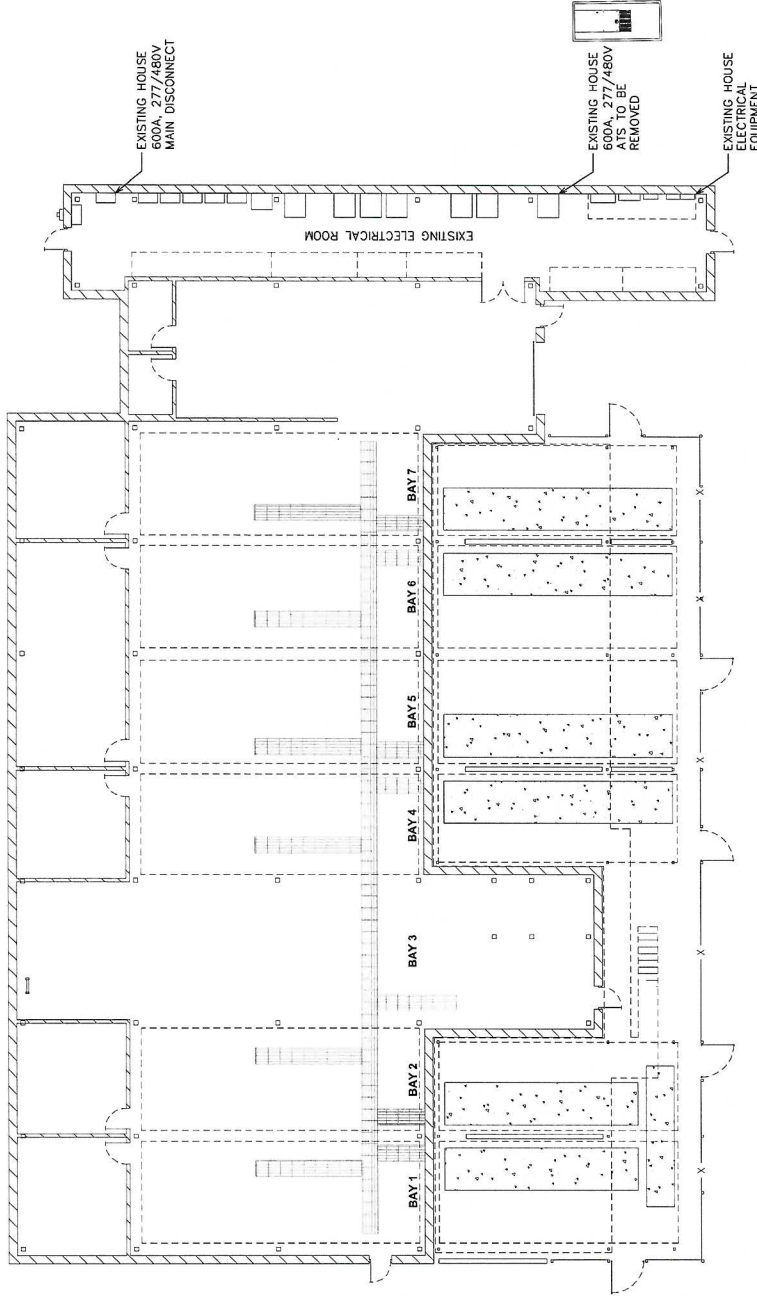
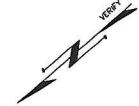
DRAWN BY: TDL CHECKED BY: M5Q  
SHEET TITLE:

**OVERALL SITE LAYOUT**

SHEET NUMBER: **C-1** REVISION: **2**  
TEP #: 65105-203567

**NOTE:**

WFXT MOVED IN TO BAY 6 IN PHASE 1. SEE PLANS  
BY TEP DATED SEPTEMBER 4, 2018 FOR DETAILS.



|                                                                                                                                                                                                                                                           |          |              |          |              |   |          |             |   |          |             |     |      |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|----------|--------------|---|----------|-------------|---|----------|-------------|-----|------|-------------|
| <b>PLANS PREPARED FOR:</b><br><br><b>AMERICAN POWER</b><br>3500 REGENCY PARKWAY, SUITE 100<br>CARY, NC 27518<br>(919) 486-5163                                                                                                                            |          |              |          |              |   |          |             |   |          |             |     |      |             |
| <b>PROJECT INFORMATION:</b><br><b>BOSTON T1 MA</b><br><b>(NEEDHAM HEIGHTS)</b><br><b>BLDG #4 - SITE #: 282685</b><br>350 CEDAR STREET<br>NEEDHAM, MA 02494<br>(NORFOLK COUNTY)                                                                            |          |              |          |              |   |          |             |   |          |             |     |      |             |
| <b>PLANS PREPARED BY:</b><br><br><b>TOWER ENGINEERING PROFESSIONALS</b><br>326 TRYON ROAD<br>RALEIGH, NC 27603-3530<br>OFFICE: (919) 661-6351<br>www.tepgroup.net                                                                                         |          |              |          |              |   |          |             |   |          |             |     |      |             |
| <b>SEAL:</b><br><br>June 17th, 2021                                                                                                                                                                                                                       |          |              |          |              |   |          |             |   |          |             |     |      |             |
| <table border="1"><tr><td>2</td><td>06-17-21</td><td>CONSTRUCTION</td></tr><tr><td>1</td><td>06-14-21</td><td>PRELIMINARY</td></tr><tr><td>0</td><td>05-26-21</td><td>PRELIMINARY</td></tr><tr><td>REV</td><td>DATE</td><td>ISSUED FOR:</td></tr></table> |          | 2            | 06-17-21 | CONSTRUCTION | 1 | 06-14-21 | PRELIMINARY | 0 | 05-26-21 | PRELIMINARY | REV | DATE | ISSUED FOR: |
| 2                                                                                                                                                                                                                                                         | 06-17-21 | CONSTRUCTION |          |              |   |          |             |   |          |             |     |      |             |
| 1                                                                                                                                                                                                                                                         | 06-14-21 | PRELIMINARY  |          |              |   |          |             |   |          |             |     |      |             |
| 0                                                                                                                                                                                                                                                         | 05-26-21 | PRELIMINARY  |          |              |   |          |             |   |          |             |     |      |             |
| REV                                                                                                                                                                                                                                                       | DATE     | ISSUED FOR:  |          |              |   |          |             |   |          |             |     |      |             |
| <b>DRAWN BY:</b> TDL <b>CHECKED BY:</b> M5Q<br><b>SHEET TITLE:</b>                                                                                                                                                                                        |          |              |          |              |   |          |             |   |          |             |     |      |             |
| <b>EXISTING BUILDING 4 LAYOUT</b>                                                                                                                                                                                                                         |          |              |          |              |   |          |             |   |          |             |     |      |             |
| <b>SHEET NUMBER:</b> <b>C-2</b> <b>REVISION:</b> 2<br>TEP# 65105-203567                                                                                                                                                                                   |          |              |          |              |   |          |             |   |          |             |     |      |             |

PLANS PREPARED FOR:



3500 REGENCY PARKWAY, SUITE 100  
CARY, NC 27518  
(919) 486-5163

PROJECT INFORMATION:

**BOSTON T1 MA  
(NEEDHAM HEIGHTS)  
BLDG #4 - SITE #: 282685**  
350 CEDAR STREET  
NEEDHAM, MA 02494  
(NORFOLK COUNTY)

PLANS PREPARED BY:



**TOWER ENGINEERING PROFESSIONALS**  
326 TRYON ROAD  
RALEIGH, NC 27603-3530  
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www.teppro.com

SEAL:



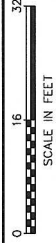
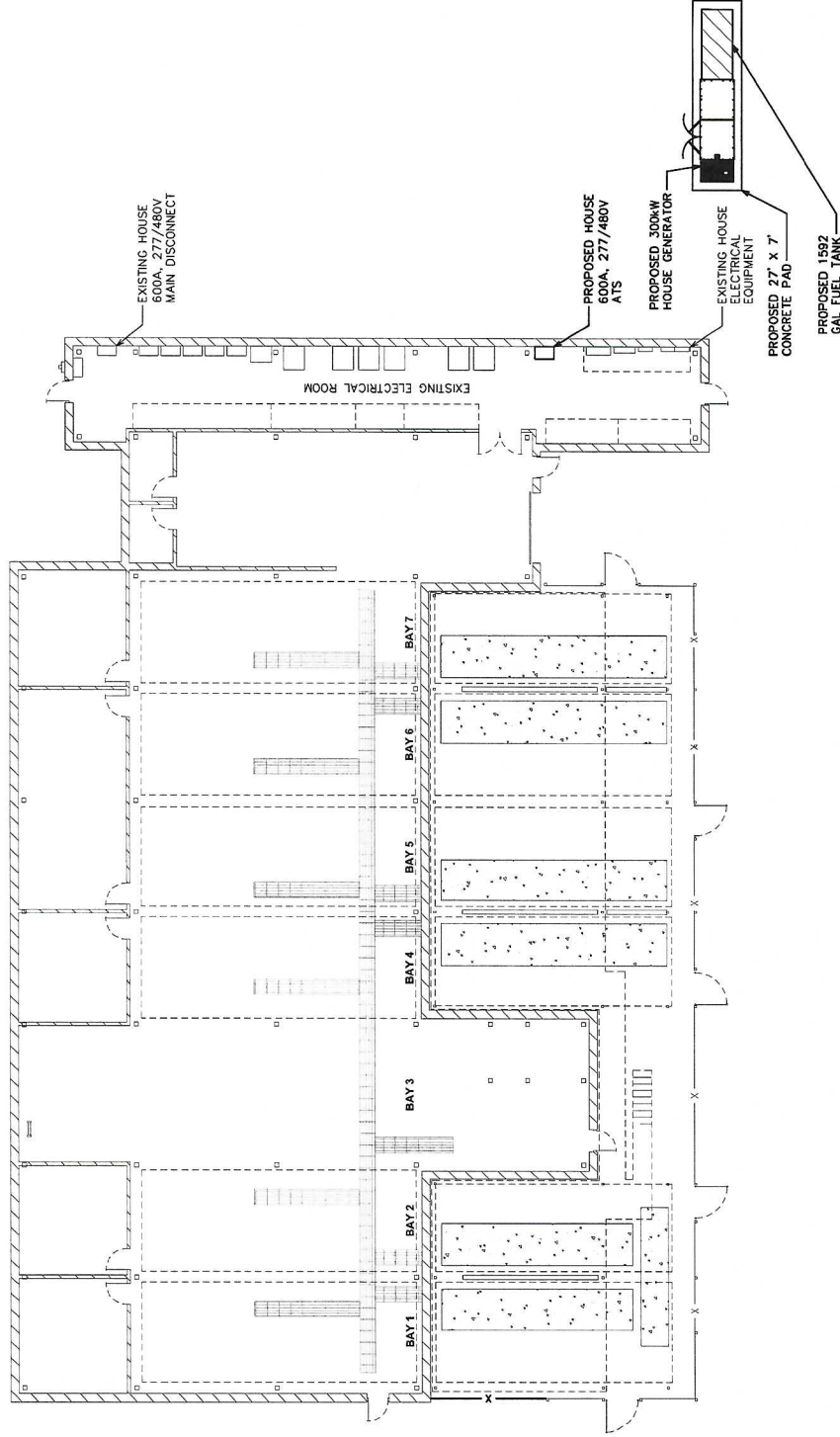
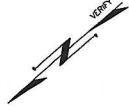
June 17th, 2021

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| 2   | 06-17-21 | CONSTRUCTION |
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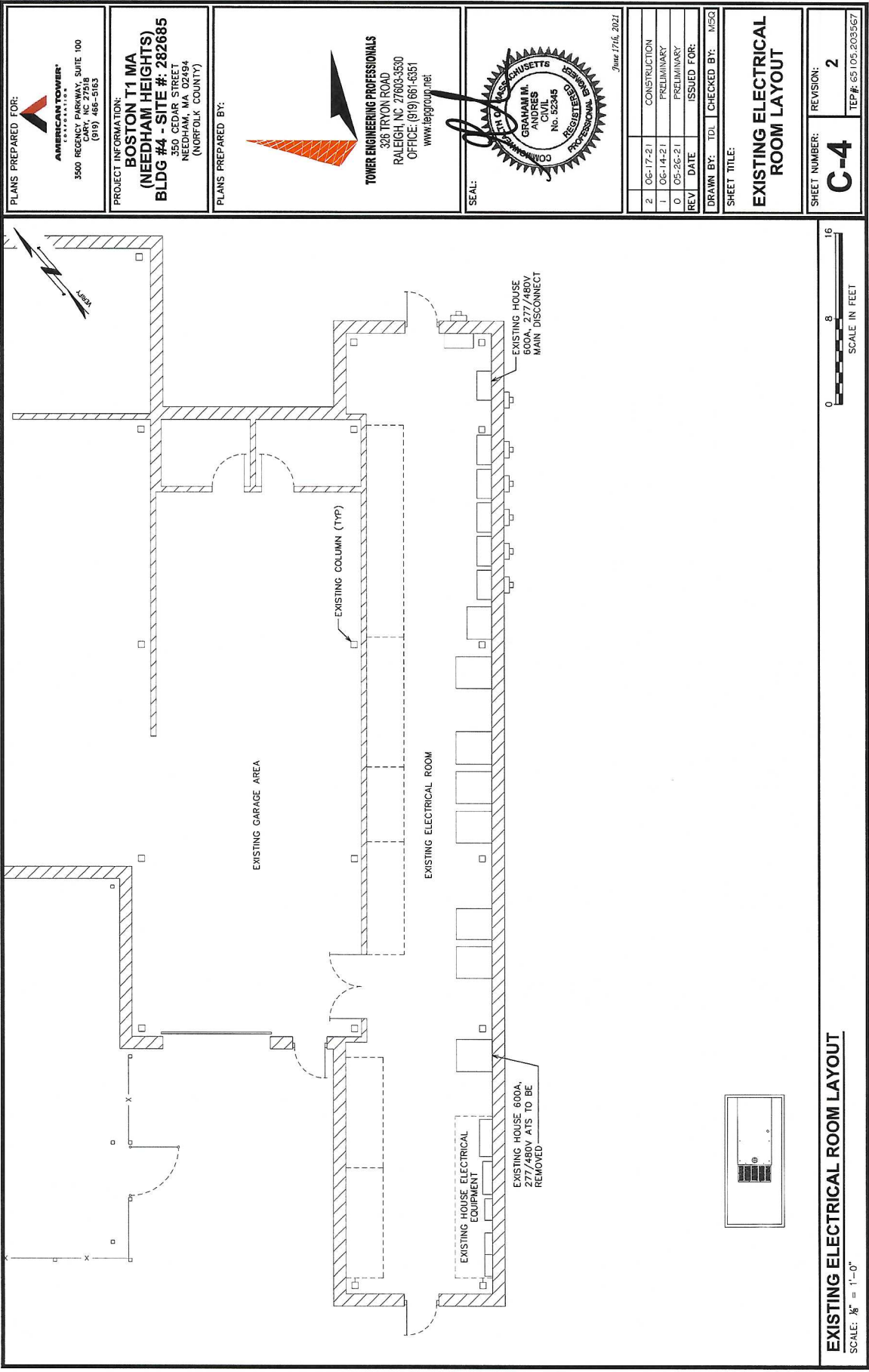
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CHECKED BY: MSG  
SHEET TITLE:

**PROPOSED  
BUILDING 4  
LAYOUT**

SHEET NUMBER: **C-3**  
REVISION: **2**  
TEP #: 65105-203567



**PROPOSED BUILDING 4 LAYOUT**  
SCALE: 1/8" = 1'-0"



PLANS PREPARED FOR:  
**AMERICAN TOWER**  
3500 REGENCY PARKWAY, SUITE 100  
CARY, NC 27518  
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BLDG #4 - SITE #: 282685**  
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June 17th, 2021

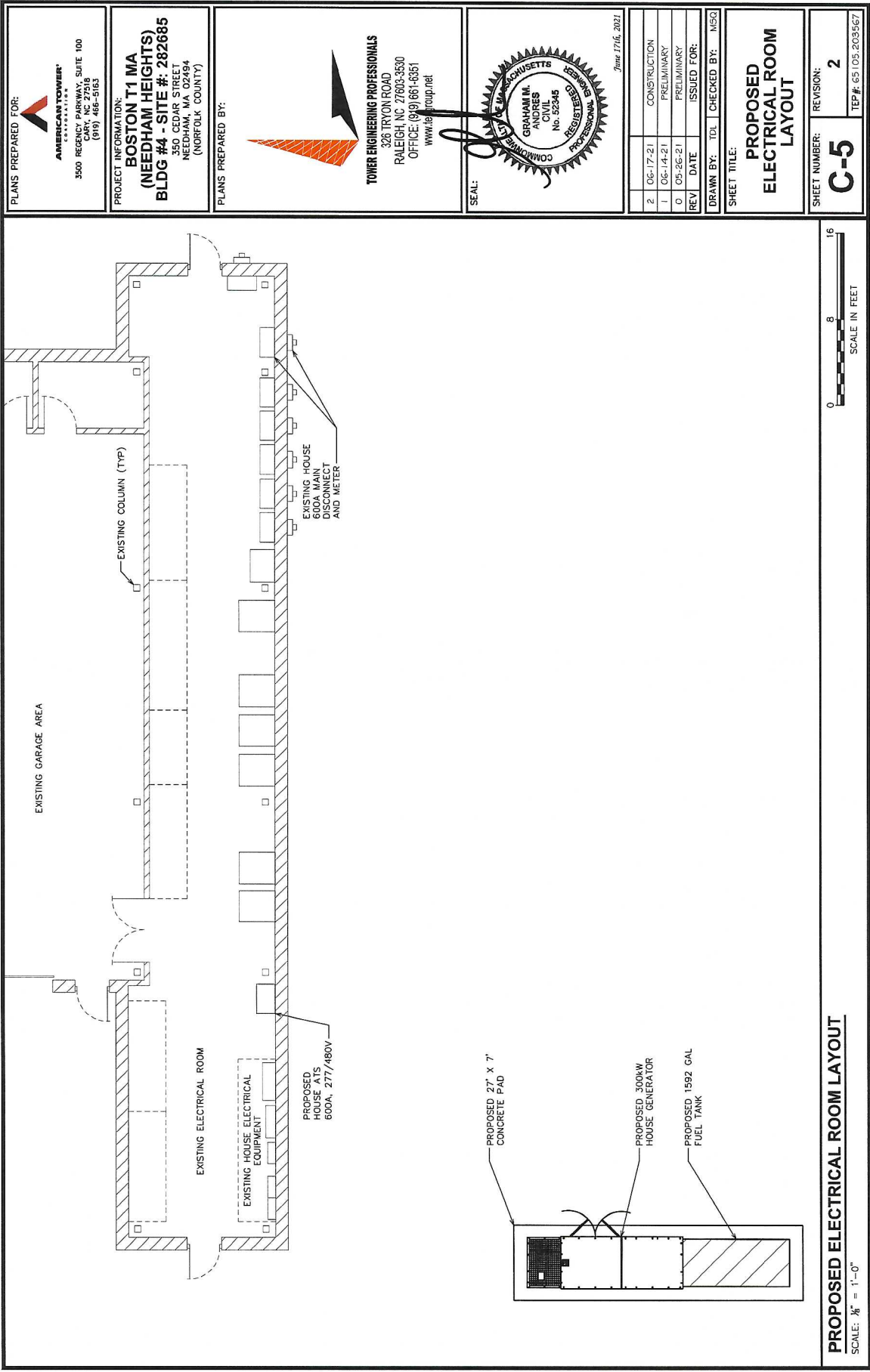
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| REV | DATE     | ISSUED FOR:  |

DRAWN BY: TDL  
CHECKED BY: M5Q

SHEET TITLE:  
**EXISTING ELECTRICAL  
ROOM LAYOUT**

SHEET NUMBER: **C-4**  
REVISION: **2**  
TEP#: 65105.203567

**EXISTING ELECTRICAL ROOM LAYOUT**  
SCALE: 1/8" = 1'-0"



PLANS PREPARED FOR:  
**AMERICAN TOWER**  
3500 REGENCY PARKWAY, SUITE 100  
CARY, NC 27518  
(919) 466-5163

PROJECT INFORMATION:  
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(NEEDHAM HEIGHTS)  
BLDG #4 - SITE #: 282685**  
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SHEET TITLE:  
**PROPOSED  
ELECTRICAL ROOM  
LAYOUT**

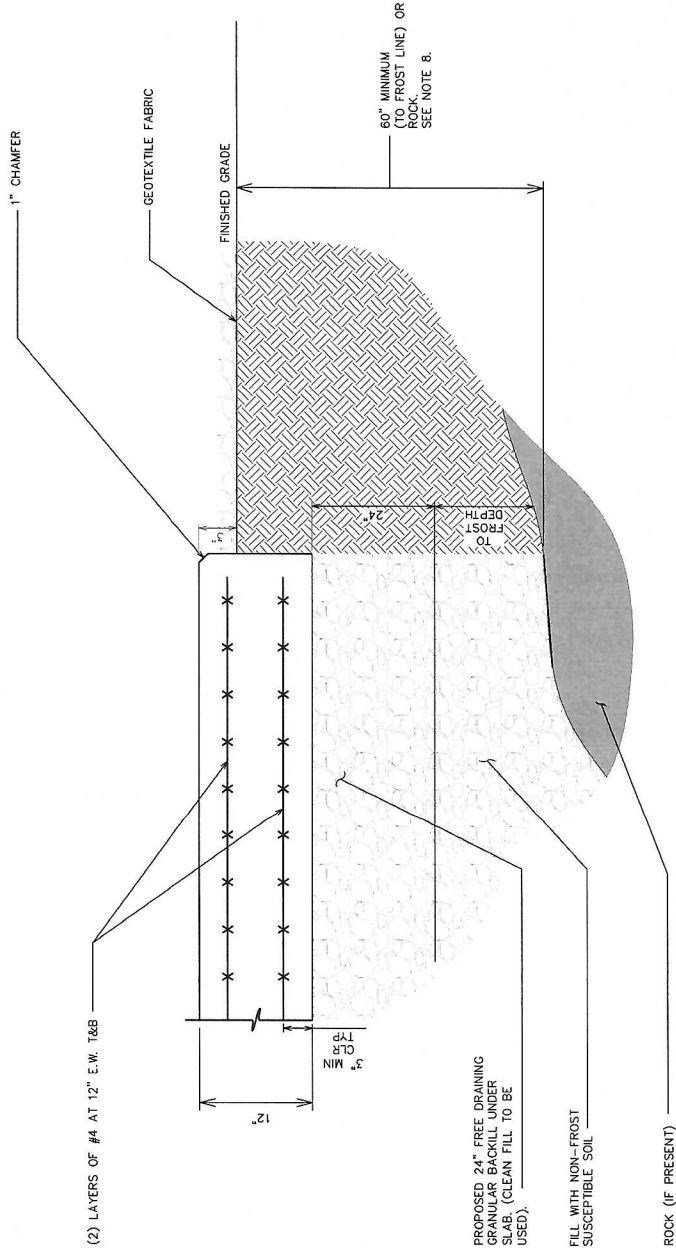
SHEET NUMBER:  
**C-5**  
REVISION:  
**2**  
TEP # 65105.203567

**FOUNDATION NOTES:**

1. FOUNDATION DESIGN BASED ON 2,000 PSF SOIL BEARING CAPACITY.
2. CONCRETE SHALL BE 4,000 PSI.
3. ALL BACKFILL SHALL BE THOROUGHLY COMPACTED TO A MINIMUM OF 95% DENSITY USING THE MODIFIED PROCTOR METHOD.
4. SURFACE OF FINISHED SLAB SHALL BE LEVEL AND FLAT WITHIN  $\frac{1}{4}$ " PRIOR TO LAYING OUT FOUNDATION.
5. CONTRACTOR SHALL VERIFY WITH MANUFACTURER ACTUAL DIMENSIONS OF EQUIPMENT.
6. CONCRETE SHALL BE PLACED AND FINISHED IN ACCORDANCE WITH ACI 318-11.
7. IF ROCK IS FOUND ABOVE MINIMUM FROST DEPTH REQUIREMENT, CONTRACTOR MAY POUR CONCRETE DIRECTLY ONTO ROCK.

**SPECIAL INSPECTOR NOTES:**

1. THE CONTRACTOR WILL RETAIN A THIRD PARTY SPECIAL INSPECTOR TO PERFORM THE FOLLOWING SPECIAL INSPECTIONS PRIOR TO PROCEEDING WITH THE CONSTRUCTION OF THE FOUNDATION:
  - A. THE SPECIAL INSPECTOR WILL VERIFY THE SPACING OF 2,000 PSF OR NOTIFY TEP OF DEFICIENCIES; MONITOR BACKFILL & COMPACTION UNDERNEATH SLAB.
  - B. THE SPECIAL INSPECTOR WILL CONFIRM THE FORM WORK AND REINFORCING FOR THE PAD MATCHES THE DESIGN SHOWN IN THE PLAN PRIOR TO THE CONCRETE POUR; ANY DEFICIENCIES MUST BE COMMUNICATED TO ATC, BOM, AND TEP.
  - C. THE SPECIAL INSPECTOR WILL COLLECT SAMPLES (CYLINDERS) OF THE CONCRETE ON THE FOUNDATION. THE SPECIAL INSPECTOR MUST PROVIDE A WRITTEN REPORT OF THE BREAK TEST STRENGTH TO CONFIRM SLAB MEETS THE 4,000 PSI REQUIREMENT.



**CONCRETE SLAB DETAIL**

SCALE: 1" = 1'

PLANS PREPARED FOR:

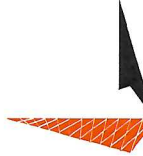


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(919) 466-5163

PROJECT INFORMATION:

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350 CEDAR STREET  
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SHEET TITLE:

**CONCRETE SLAB  
DETAIL**

SHEET NUMBER:

**S-1**

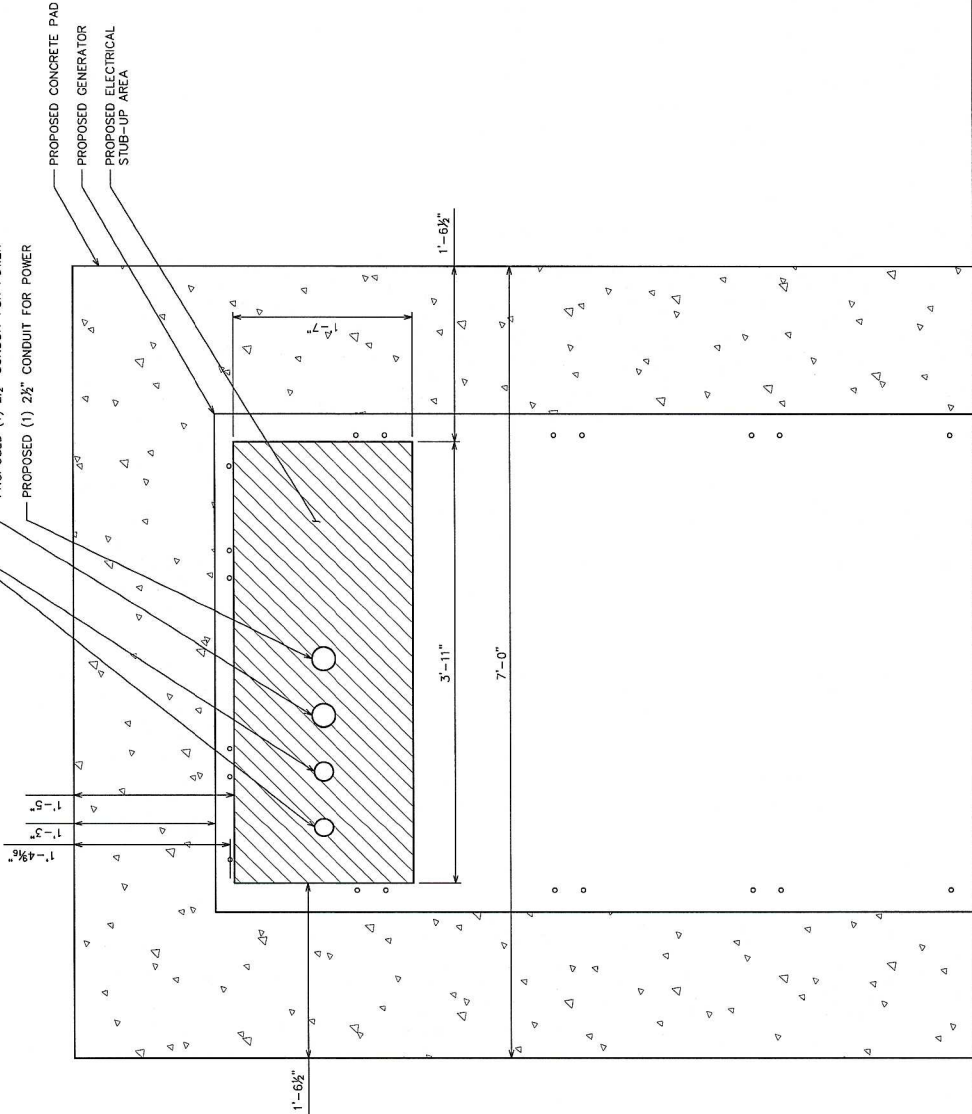
REVISION:

**2**

TEP# 65105-203567

**NOTE:**  
CONTRACTOR TO CONFIRM ALL DIMENSIONS SHOWN WITH  
FINAL GENERATOR TANK DESIGN DRAWINGS

PROPOSED (2) 1" CONDUITS GEN BLOCK  
HEATER AND BATTERY CHARGER. (1) 1"  
CONDUIT FOR COMMUNICATIONS AND  
MONITORING.  
PROPOSED (1) 2 1/2" CONDUIT FOR POWER  
PROPOSED (1) 2 1/2" CONDUIT FOR POWER



**CONCRETE PAD STUB UP LOCATION**

SCALE: 1" = 1'

0 1 2  
SCALE IN FEET

PLANS PREPARED FOR:

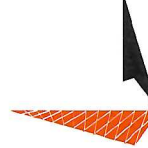


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(919) 466-5163

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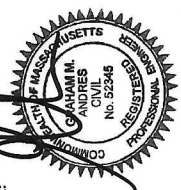
**BOSTON T1 MA  
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SHEET TITLE:

**CONCRETE SLAB  
STUB UP LOCATION**

SHEET NUMBER:

**S-2**

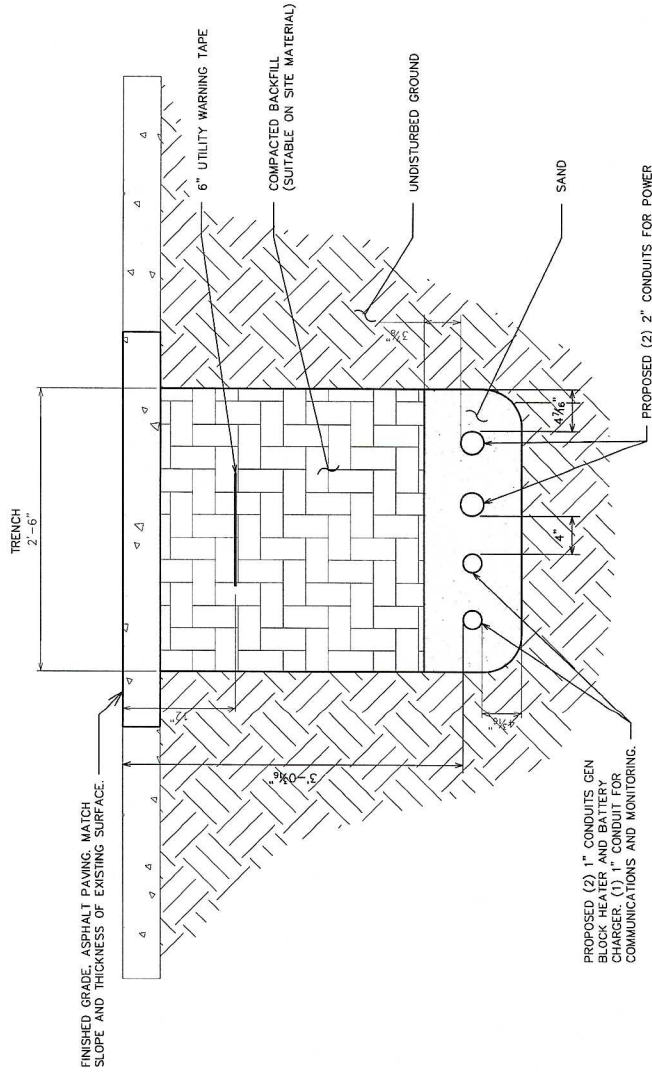
REVISION:

2

TEP# 65105-203567

**NOTE:**

1. ACTUAL SEPARATION OF CONDUITS TO BE DETERMINED BY SITE SPECIFIC REQUIREMENTS.
2. PROVIDE PVC CONDUIT BELOW GRADE EXCEPT AS NOTED BELOW.
3. PROVIDE RGS CONDUIT AND ELBOWS AT STUB UP LOCATIONS (I.E. SERVICE POLES, EQUIPMENT, ETC.)
4. PROVIDE RGS CONDUIT FOR INSTALLATIONS BELOW PARKING LOTS AND ROADWAYS.



**UNDERGROUND CONDUIT(S) TRENCH DETAIL**

SCALE: 1" = 1'

PLANS PREPARED FOR:



AMERICAN TOWER  
3500 REGENCY PARKWAY, SUITE 100  
CARY, NC 27518  
(919) 466-5163

PROJECT INFORMATION:

**BOSTON T1 MA  
(NEEDHAM HEIGHTS)  
BLDG #4 - SITE #: 282685**  
350 OAK STREET  
NEEDHAM, MA 02464  
(NORFOLK COUNTY)

PLANS PREPARED BY:



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SHEET TITLE:

**UNDERGROUND  
CONDUIT(S) TRENCH  
DETAIL**

SHEET NUMBER:

**S-3**

REVISION:

**2**

TEP#: 65105-209367

SCOPE:

1. PROVIDE LABOR, MATERIALS, INSPECTION, AND TESTING TO PROVIDE CODE COMPLIANCE FOR ELECTRIC, TELEPHONE, AND GROUNDING/LIGHTNING SYSTEMS.

CODES:

1. THE INSTALLATION SHALL COMPLY WITH APPLICABLE LAWS AND CODES. THESE INCLUDE BUT ARE NOT LIMITED TO THE LATEST ADOPTED EDITIONS OF:
- A. THE NATIONAL ELECTRICAL SAFETY CODE
  - B. THE NATIONAL ELECTRICAL CODE
  - C. REGULATIONS OF THE SERVING UTILITY COMPANY
  - D. LOCAL AND STATE AMENDMENTS
  - E. THE INTERNATIONAL ELECTRIC CODE - IEC (WHERE APPLICABLE)

2. PERMITS REQUIRED SHALL BE OBTAINED BY THE CONTRACTOR.

3. AFTER COMPLETION AND FINAL INSPECTION OF THE WORK, THE OWNER SHALL BE FURNISHED A CERTIFICATE OF COMPLETION AND APPROVAL.

TESTING:

1. UPON COMPLETION OF THE INSTALLATION, OPERATE AND ADJUST THE EQUIPMENT AND SYSTEMS TO MEET SPECIFIED PERFORMANCE REQUIREMENTS. THE TESTING SHALL BE DONE BY QUALIFIED PERSONNEL.

GUARANTEE:

1. IN ADDITION TO THE GUARANTEE OF THE EQUIPMENT BY THE MANUFACTURER, EACH PIECE OF EQUIPMENT SHALL BE GUARANTEED BY THE CONTRACTOR FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF COMPLETION OF THE WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR OR REPLACEMENT OF ANY EQUIPMENT DEFECTIVE DURING A PERIOD OF ONE (1) YEAR FROM FINAL ACCEPTANCE OF THE WORK BY THE OWNER AND WITHOUT EXPENSE TO THE OWNER.

2. THE WARRANTIES, CERTIFICATES & GUARANTEES FURNISHED BY THE MANUFACTURERS SHALL BE TURNED OVER TO THE OWNER.

UTILITY CO-ORDINATION:

1. CONTRACTOR SHALL COORDINATE WORK WITH THE POWER AND TELEPHONE COMPANIES AND SHALL COMPLY WITH THE SERVICE REQUIREMENTS OF EACH UTILITY COMPANY.

EXAMINATION OF SITE:

1. PRIOR TO BEGINNING WORK, THE CONTRACTOR SHALL VISIT THE SITE OF THE JOB AND SHALL FAMILIARIZE HIMSELF WITH THE EXISTING CONDITIONS AND SURROUNDINGS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES, STRUCTURES, AND OTHER FEATURES OF THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES, STRUCTURES, AND OTHER FEATURES OF THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES, STRUCTURES, AND OTHER FEATURES OF THE SITE.

CUTTING, PATCHING AND EXCAVATION:

1. COORDINATION OF SLEEVES, CHASES, ETC., BETWEEN SUBCONTRACTORS WILL BE REQUIRED PRIOR TO THE BEGINNING OF WORK. CUTTING AND PATCHING OF WALLS, PARTITIONS, FLOORS, AND CEILINGS IN CONCRETE, WOOD, STEEL OR MASONRY SHALL BE DONE AS PROVIDED ON THE DRAWINGS.

2. NECESSARY EXCAVATIONS AND BACKFILLING INCIDENTAL TO THE ELECTRICAL WORK SHALL BE PROVIDED BY THE ELECTRICAL CONTRACTOR UNLESS SPECIFICALLY NOTED OTHERWISE ON THE DRAWING.

3. SEAL PENETRATIONS THROUGH RATED WALLS, FLOORS, ETC., WITH APPROVED METHOD AS LISTED BY UL.

RACEWAYS / CONDUITS GENERAL:

1. CONDUITS SHALL BE INSTALLED IN LISTED RACEWAYS. CONDUIT SHALL BE RIGID STEEL, EMT, OR PVC. CONDUITS SHALL BE INSTALLED IN LISTED RACEWAYS. CONDUIT SHALL BE RIGID STEEL, EMT, OR PVC. CONDUITS SHALL BE INSTALLED IN LISTED RACEWAYS. CONDUIT SHALL BE RIGID STEEL, EMT, OR PVC.

2. EXTERIOR RACEWAYS AND GROUNDING SLEEVES SHALL BE SEALED AT POINTS OF ENTRANCE AND EXIT. THE RACEWAY SYSTEM SHALL BE BONDED PER NEC.

EXTERIOR CONDUIT:

1. EXPOSED CONDUIT SHALL BE NEATLY INSTALLED AND RUN PARALLEL OR PERPENDICULAR TO STRUCTURAL ELEMENTS, SUPPORTS AND MOUNTING HARDWARE SHALL BE HOT DIPPED GALVANIZED STEEL.

2. THE CONDUIT SHALL BE RIGID STEEL AT GRADE TRANSITIONS OR WHERE EXPOSED TO DAMAGE.

3. UNDERGROUND CONDUITS SHALL BE RIGID STEEL, SCH40 PVC, OR SCH80 PVC AS INDICATED ON THE DRAWINGS.

4. BURIAL DEPTH OF CONDUITS SHALL BE AS REQUIRED BY CODE FOR EACH SPECIFIC CONDUIT TYPE AND APPLICATION, BUT SHALL NOT BE LESS THAN THE FROST DEPTH AT THE SITE.

5. CONDUIT ROUTES ARE SCHEMATIC. CONTRACTOR SHALL FIELD VERIFY ROUTES BEFORE BID. COORDINATE ROUTE WITH WIRELESS CARRIER AND/OR BUILDING OWNER.

INTERIOR CONDUIT:

1. CONCEALED CONDUIT IN WALLS OR INTERIOR SPACES ABOVE GRADE MAY BE EMT OR PVC.

2. CONDUIT RUNS SHALL USE APPROVED COUPLINGS AND CONNECTORS. PROVIDE INSULATED BUSHING FOR ALL CONDUIT TERMINATIONS. CONDUIT RUNS IN A WET LOCATION SHALL HAVE WATERPROOF FITTINGS.

3. PROVIDE SUPPORTS FOR CONDUITS IN ACCORDANCE WITH NEC REQUIREMENTS. CONDUITS SHALL BE SIZED AS REQUIRED BY NEC.

EQUIPMENT:

1. DISCONNECT SWITCHES SHALL BE SERVICE ENTRANCE RATED, HEAVY DUTY TYPE.
2. CONTRACTOR SHALL VERIFY MAXIMUM AVAILABLE FAULT CURRENT AND COORDINATE INSTALLATION WITH THE LOCAL UTILITY BEFORE STARTING WORK. CONTRACTOR WILL VERIFY THAT EXISTING CIRCUIT BREAKERS ARE RATED FOR MORE THAN AVAILABLE FAULT CURRENT AND REPLACE AS NECESSARY.
3. NEW CIRCUIT BREAKERS SHALL BE RATED TO WITHSTAND THE MAXIMUM AVAILABLE FAULT CURRENT AS DETERMINED BY THE LOCAL UTILITY.

CONDUCTORS:

1. FURNISH AND INSTALL CONDUCTORS SPECIFIED IN THE DRAWINGS. CONDUCTORS SHALL BE COPPER AND SHALL HAVE TYPE THIN (MIN) (75° C) INSULATION, RATED FOR 600 VOLTS.
2. THE USE OF ALUMINUM CONDUCTORS SHALL BE LIMITED TO THE SERVICE FEEDERS INSTALLED BY THE UTILITY.
3. CONDUCTORS SHALL BE PROVIDED AND INSTALLED AS FOLLOWS:
- A. MINIMUM WIRE SIZE SHALL BE #12 AWG.
  - B. CONDUCTORS SIZE #8 AND LARGER SHALL BE STRANDED. CONDUCTORS SIZED #10 AND #12 MAY BE SOLID OR STRANDED.
  - C. CONNECTION FOR #10 AWG #12 AWG SHALL BE BY TWISTING TIGHT AND INSTALLING INSULATED PRESSURE OR WIRE NUT CONNECTIONS.
  - D. CONNECTION FOR #8 AWG AND LARGER SHALL BE BY USE OF STEEL CRIMP-ON SLEEVES WITH NYLON INSULATOR.
4. CONDUCTORS SHALL BE COLOR CODED IN ACCORDANCE WITH NEC STANDARDS.

UL COMPLIANCE:

1. ELECTRICAL MATERIALS, DEVICES, CONDUCTORS, APPLIANCES, AND EQUIPMENT SHALL BE LABELED/LISTED BY UL OR ACCEPTED BY JURISDICTION (I.E., LOCAL COUNTY OR STATE) APPROVED THIRD PARTY TESTING AGENCY.

GROUNDING:

1. ELECTRICAL NEUTRALS, RACEWAYS AND NON-CURRENT CARRYING PARTS OF ELECTRICAL EQUIPMENT AND ASSOCIATED ENCLOSURES SHALL BE GROUNDED IN ACCORDANCE WITH NEC ARTICLE 250. THIS SHALL INCLUDE NEUTRAL CONDUCTORS, CONDUITS, SUPPORTS, CABINETS, BOXES, GROUND BUSES, ETC. THE NEUTRAL CONDUCTOR FOR EACH SYSTEM SHALL BE GROUNDED AT A SINGLE POINT.
2. PROVIDE GROUND CONDUCTOR IN RACEWAYS PER NEC.
3. PROVIDE BONDING AND GROUND TO MEET NFPA 780 - "LIGHTNING PROTECTION" AS A MINIMUM.
4. PROVIDE GROUNDING SYSTEM AS INDICATED ON THE DRAWINGS, AS REQUIRED BY THE NATIONAL ELECTRICAL CODE, RADIO EQUIPMENT MANUFACTURERS, AND MOTOROLA R56 (AS APPLICABLE).

ABBREVIATIONS AND LEGEND

|      |                                 |       |                                  |
|------|---------------------------------|-------|----------------------------------|
| A    | - AMPERE                        | PNLBD | - PANELBOARD                     |
| AFG  | - ABOVE FINISHED GRADE          | PVC   | - RIGID NON-METALLIC CONDUIT     |
| ATS  | - AUTOMATIC TRANSFER SWITCH     | RGS   | - RIGID GALVANIZED STEEL CONDUIT |
| AWG  | - AMERICAN WIRE GAUGE           | SW    | - SWITCH                         |
| BCW  | - BARE COPPER WIRE              | TGB   | - TOWER GROUND BAR               |
| BFG  | - BELOW FINISHED GRADE          | UL    | - UNDERWRITERS LABORATORIES      |
| BKR  | - BREAKER                       | V     | - VOLTAGE                        |
| C    | - CONDUIT                       | W     | - WATTS                          |
| CKT  | - CIRCUIT                       | XTMR  | - TRANSFORMER                    |
| DISC | - DISCONNECT                    | XTMR  | - TRANSMITTER                    |
| EGR  | - EXTERNAL GROUND RING          |       |                                  |
| EMT  | - ELECTRIC METALLIC TUBING      |       |                                  |
| FSC  | - FLEXIBLE STEEL CONDUIT        |       |                                  |
| GEN  | - GENERATOR                     |       |                                  |
| GPS  | - GLOBAL POSITIONING SYSTEM     |       |                                  |
| GRD  | - GROUND                        |       |                                  |
| ICB  | - ISOLATED GROUND BAR           |       |                                  |
| ICR  | - INTERIOR GROUND RING (HALO)   |       |                                  |
| KW   | - KILOWATTS                     |       |                                  |
| NEC  | - NATIONAL ELECTRIC CODE        |       |                                  |
| PCS  | - PERSONAL COMMUNICATION SYSTEM |       |                                  |
| PH   | - PHASE                         |       |                                  |
| PNL  | - PANEL                         |       |                                  |

|             |                                             |
|-------------|---------------------------------------------|
| -----E----- | UNDERGROUND ELECTRICAL CONDUIT              |
| -----T----- | UNDERGROUND TELEPHONE CONDUIT               |
| ⏏           | KILOWATT-HOUR METER                         |
| ⏏           | UNDERGROUND BONDING AND GROUNDING CONDUCTOR |
| ⊘           | GROUND ROD                                  |
| ●           | CADWELD                                     |
| ⊠           | GROUND ROD WITH INSPECTION WELL             |

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SEAL:



June 17th, 2021

DRAWN BY: TDL

06-17-21

06-14-21

05-26-21

DATE

CONSTRUCTION

PRELIMINARY

ISSUED FOR:

CHECKED BY: MGO

SHEET TITLE:

ELECTRICAL NOTES

SHEET NUMBER:

E-1

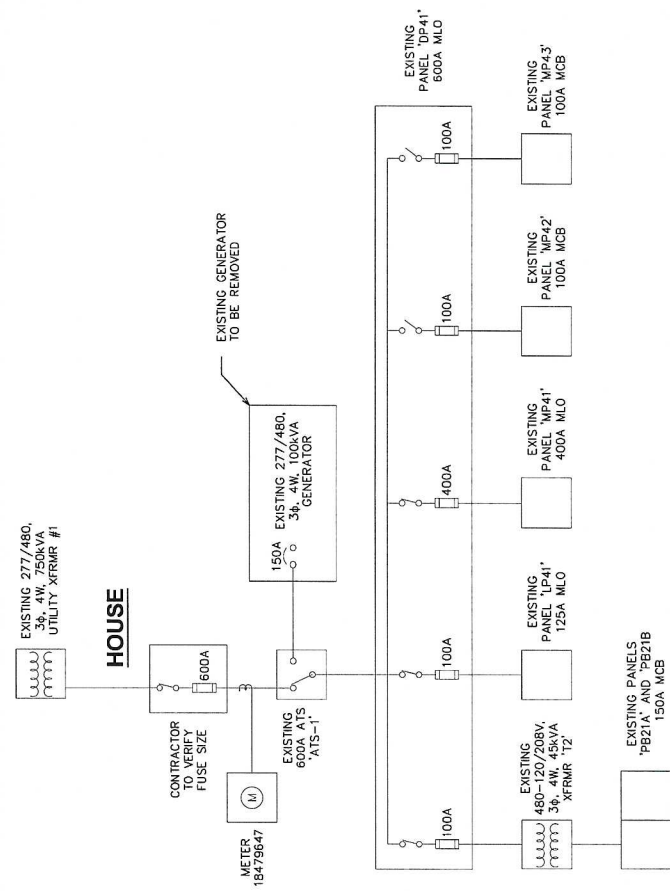
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TEP# 651 05-203567

**NOTE:**

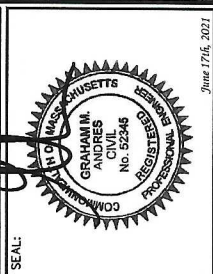
THE RATING OF THE SERVICE DISCONNECT IS DEPENDENT ON THE RATING OF THE INSTALLED FUSES WHICH IS NOT KNOWN. THE CONTRACTOR WILL VERIFY THAT THE CORRECT RATING OF FUSE IS CURRENTLY INSTALLED FOR ALL EQUIPMENT.



PLANS PREPARED FOR:  
**AMERICAN TOWER**  
3500 REGENCY PARKWAY, SUITE 100  
CARY, NC 27518  
(919) 466-5163

PROJECT INFORMATION:  
**BOSTON T1 MA  
(NEEDHAM HEIGHTS)  
BLDG #4 - SITE #: 282685**  
350 CEDAR STREET  
NEEDHAM, MA 02494  
(NORFOLK COUNTY)

PLANS PREPARED BY:  
**TONER ENGINEERING PROFESSIONALS**  
326 TRYON ROAD  
RALEIGH, NC 27603-3530  
OFFICE: (919) 661-6351  
www.tepprop.net

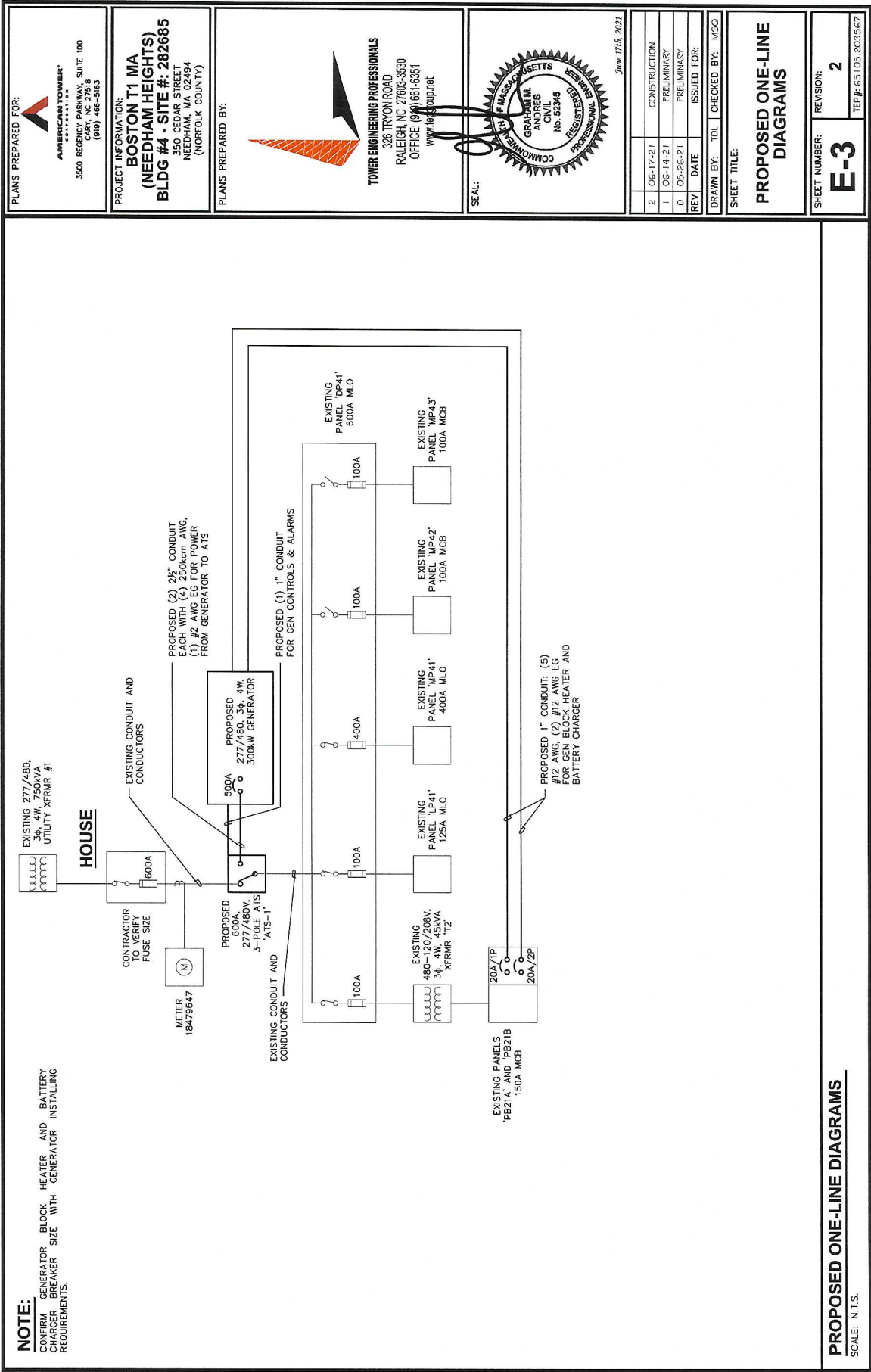


|     |          |              |
|-----|----------|--------------|
| 2   | 06-17-21 | CONSTRUCTION |
| 1   | 06-14-21 | PRELIMINARY  |
| 0   | 05-26-21 | PRELIMINARY  |
| REV | DATE     | ISSUED FOR:  |

DRAWN BY: TDL CHECKED BY: MGO  
SHEET TITLE:  
**EXISTING ONE-LINE  
DIAGRAMS**

SHEET NUMBER:  
**E-2**  
REVISION:  
**2**  
TEP #: 65105-203567

**EXISTING ONE-LINE DIAGRAMS**  
SCALE: N.T.S.



PLANS PREPARED FOR:

**ARMED & DANGEROUS**

3500 REGENCY PARKWAY, SUITE 100  
CARY, NC 27518  
(919) 466-5163

PROJECT INFORMATION:

**BOSTON T1 MA  
(NEEDHAM HEIGHTS)  
BLDG #4 - SITE #: 282685**

350 CEDAR STREET  
NEEDHAM, MA 02494  
(NORFOLK COUNTY)

PLANS PREPARED BY:

**TOWER ENGINEERING PROFESSIONALS**

328 TRYON ROAD  
RALEIGH, NC 27603-3530  
OFFICE (919) 861-6351  
www.towereng.com

SEAL:

**COMMONWEALTH OF MASSACHUSETTS**  
**REGISTERED PROFESSIONAL**  
**GRANT M. ANDRES**  
CIVIL  
No. 53349  
EXPIRATION DATE 06-30-2021

June 17th, 2021

|     |          |              |
|-----|----------|--------------|
| 2   | 06-17-21 | CONSTRUCTION |
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| REV | DATE     | ISSUED FOR:  |

DRAWN BY: TDL CHECKED BY: MSO  
SHEET TITLE:

**PROPOSED ONE-LINE  
DIAGRAMS**

SHEET NUMBER: **E-3**

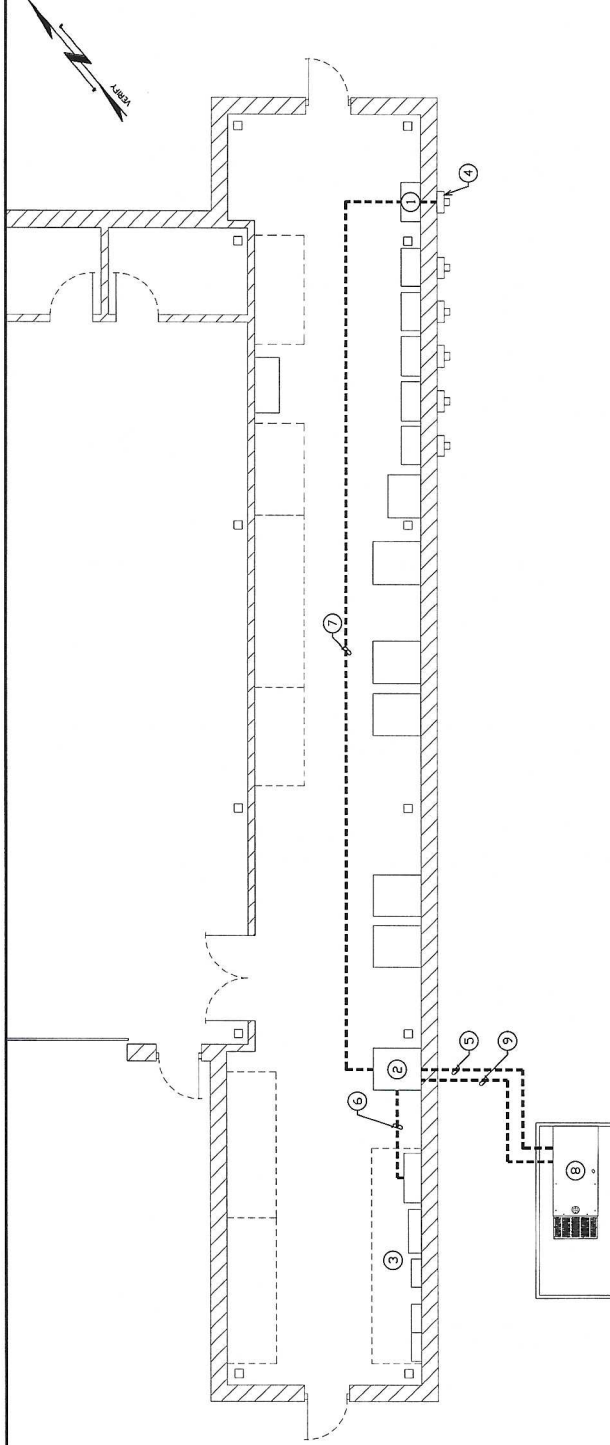
REVISION: **2**

TEP# CS105-203567

**PROPOSED ONE-LINE DIAGRAMS**  
SCALE: N.T.S.

**DRAWING NOTES:**

- 1 EXISTING HOUSE SERVICE ENTRANCE DISCONNECT, 600A, 277/480V, 3Ø, 4W
- 2 EXISTING HOUSE 'ATS-1' 600A, 277/480V, 3Ø, 4W ATS
- 3 EXISTING HOUSE POWER EQUIPMENT. SEE SHEET E-2 FOR ONE-LINE DIAGRAM.
- 4 EXISTING HOUSE CT-STYLE METER
- 5 EXISTING FEED TO HOUSE GENERATOR
- 6 EXISTING HOUSE 'ATS-1' TO DP-41
- 7 EXISTING HOUSE SERVICE ENTRANCE DISCONNECT TO 'ATS-1'
- 8 EXISTING HOUSE GENERATOR, 277/480V, 3Ø, 4W, 100KVA
- 9 EXISTING COMMUNICATIONS CONDUIT



**EXISTING ELECTRICAL ROOM ROUTING**

SCALE: 1/8" = 1'-0"



PLANS PREPARED FOR:



PROJECT INFORMATION:

**BOSTON T1 MA  
(NEEDHAM HEIGHTS)  
BLDG #4 - SITE #: 282685**  
350 CEDAR STREET  
NEEDHAM, MA 02494  
(NORFOLK COUNTY)

PLANS PREPARED BY:



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326 TRYON ROAD  
RALEIGH, NC 27603-3530  
OFFICE (919) 661-6351  
www.tepp.com

SEAL:



June 17th, 2021

|     |          |              |
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| 0   | 05-26-21 | PRELIMINARY  |
| REV | DATE     | ISSUED FOR:  |

DRAWN BY: TDL CHECKED BY: MSQ

SHEET TITLE:

**EXISTING ELECTRICAL  
ROOM ROUTING**

SHEET NUMBER:

**E-4**

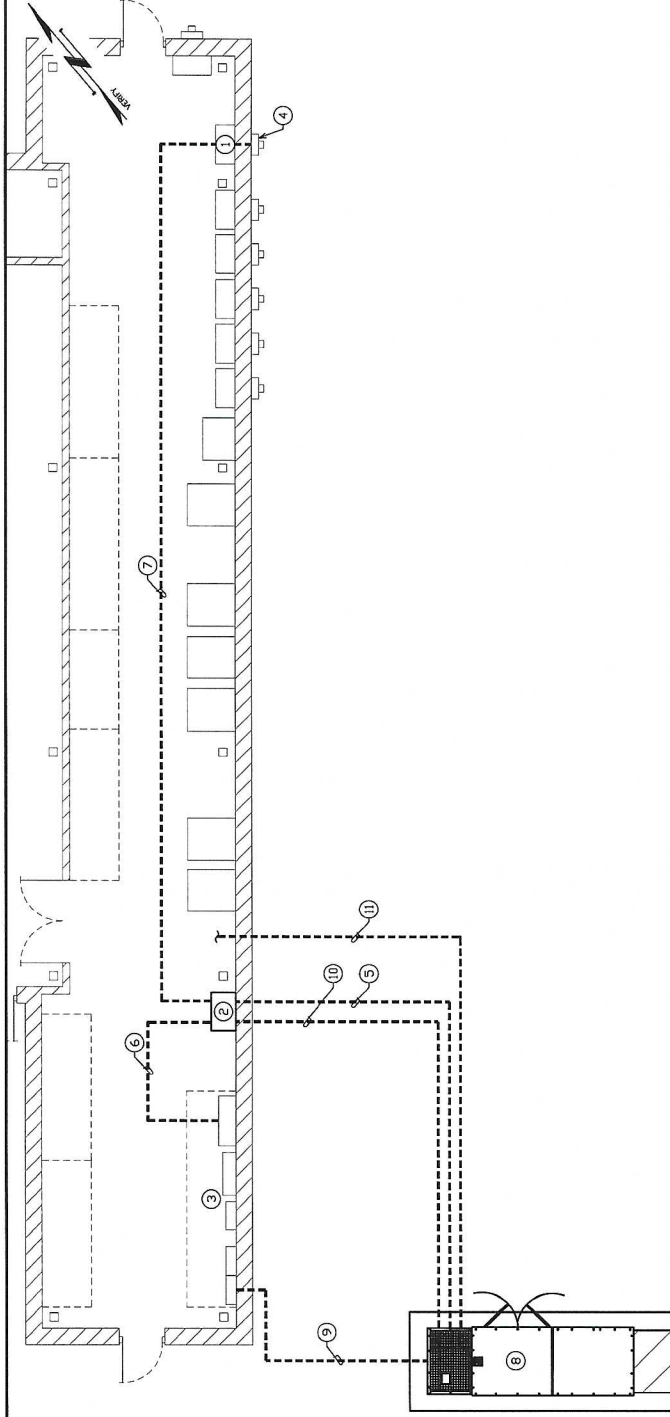
REVISION:

2

TEP# 65105-203567

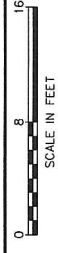
**DRAWING NOTES:**

- (1) EXISTING HOUSE SERVICE ENTRANCE DISCONNECT, 600A, 277/480V, 3ø, 4W
- (2) PROPOSED HOUSE 'ATS-1' ATS
- (3) EXISTING HOUSE POWER EQUIPMENT. SEE SHEET E-2 FOR ONE-LINE DIAGRAM.
- (4) EXISTING HOUSE CT-STYLE METER
- (5) PROPOSED (2) 2½" CONDUIT FEED TO HOUSE GENERATOR
- (6) EXISTING HOUSE 'ATS-1' TO DP-41
- (7) EXISTING HOUSE SERVICE ENTRANCE DISCONNECT TO 'ATS-1'
- (8) PROPOSED HOUSE GENERATOR, 277/480V, 3ø, 4W, 300kVA
- (9) PROPOSED (1) 1" CONDUIT FOR GENERATOR HEATER & BATTERY CHARGER FROM PB21-B TO GENERATOR.
- (10) EXISTING COMMUNICATIONS CONDUIT
- (11) PROPOSED COMMUNICATIONS CONDUIT FOR MONITORING DEVICE



**PROPOSED ELECTRICAL ROOM ROUTING**

SCALE: ⅛" = 1'-0"



PLANS PREPARED FOR:



PROJECT INFORMATION:

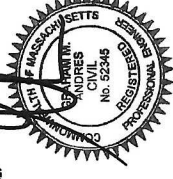
**BOSTON T1 MA  
(NEEDHAM HEIGHTS)  
BLDG #4 - SITE #: 282685**  
350 CEDAR STREET  
NEEDHAM, MA 02494  
(NORFOLK COUNTY)

PLANS PREPARED BY:



**TOWER ENGINEERING PROFESSIONALS**  
328 TRYON ROAD  
RALEIGH, NC 27603-3530  
OFFICE: (919) 861-6351  
www.tepgrp.net

SEAL:



June 17th, 2021

|     |          |              |
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| 2   | 06-17-21 | CONSTRUCTION |
| 1   | 06-14-21 | PRELIMINARY  |
| 0   | 05-26-21 | PRELIMINARY  |
| REV | DATE     | ISSUED FOR:  |

DRAWN BY: TDL CHECKED BY: MSQ

SHEET TITLE:

**PROPOSED  
ELECTRICAL ROOM  
ROUTING**

SHEET NUMBER: REVISION:

**E-5**

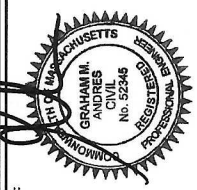
2

TEP#: 65105.203567

PLANS PREPARED FOR:  
  
3500 REGENCY PARKWAY, SUITE 100  
CARY, NC 27518  
(919) 486-5163

PROJECT INFORMATION:  
**BOSTON T1 MA  
(NEEDHAM HEIGHTS)  
BLDG #4 - SITE #: 282685**  
350 CEDAR STREET  
NEEDHAM, MA 02494  
(NORFOLK COUNTY)

PLANS PREPARED BY:  
  
**TOWER ENGINEERING PROFESSIONALS**  
326 TRYON ROAD  
RALEIGH, NC 27603-3530  
OFFICE: (919) 861-6351  
www.tepp.com

SEAL:  
  
June 17th, 2021

|     |          |              |
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| REV | DATE     | ISSUED FOR:  |

DRAWN BY: TDL    CHECKED BY: MSQ  
SHEET TITLE:  
**HOUSE PANEL SCHEDULE**

SHEET NUMBER: **E-6**    REVISION: **2**  
TEP #: 65105.203567

EXISTING 'DP-41' HOUSE PANEL SCHEDULE

277/480 VOLTS  
3 PHASE

4 WIRE  
SURFACE MOUNTED

600A, 3 POLE  
MAIN BREAKER

| NO. | LOAD SERVED | AMP /<br>POLE | COND. | GND | 0A<br>VA | 0B<br>VA | 0C<br>VA | AMP /<br>POLE | LOAD SERVED | NO. |
|-----|-------------|---------------|-------|-----|----------|----------|----------|---------------|-------------|-----|
| 1   |             |               |       |     |          |          |          |               |             | 2   |
| 3   | MP-42       | 100/3         | -     | -   | 39960    | -        | -        | 100/3         | LP-41       | 4   |
| 5   |             |               |       |     | -        | -        | 39960    |               |             | 6   |
| 7   |             |               |       |     | 32186    | -        | -        |               |             | 8   |
| 9   | MP-43       | 100/3         | -     | -   | -        | -        | -        | 100/3         | T2          | 10  |
| 11  |             |               |       |     | -        | -        | 32186    |               |             | 12  |
| 13  |             |               |       |     | 26064    | -        | -        |               |             | 14  |
| 15  | MP-41       | 400/3         | -     | -   | -        | -        | 26064    |               |             | 16  |
| 17  |             |               |       |     | -        | -        | 26064    |               |             | 18  |

CONNECTED LOADS  
PHASE A: 98210  
PHASE B: 98210  
PHASE C: 98210  
PEAK: 98210  
DEMAND: 354  
DEMAND (LOAD): 443

NOTE:  
PEAK 98210VAH IS ESTIMATED FROM PAST UTILITY  
BILLS

HOUSE PANEL SCHEDULE  
SCALE: N.T.S.

NOTE:

THE CONTRACTOR WILL CONFIRM THAT THE COMBINED EXISTING LOAD ON PANELS PB21-A AND PB21-B DOES NOT EXCEED THE AVAILABLE CAPACITY OF THE PANELS. IF CORRECTIVE ACTION IF THE PANEL LOAD MAY REASONABLY EXCEED 105A.

EXISTING 'PB21-A' HOUSE PANEL SCHEDULE

| 120/208 VOLTS 3 PHASE |                       |            |       |     |       |       |       |     |       | 4 WIRE SURFACE MOUNTED |                         | 150A, 3 POLE MAIN BREAKER |       |
|-----------------------|-----------------------|------------|-------|-----|-------|-------|-------|-----|-------|------------------------|-------------------------|---------------------------|-------|
| NO.                   | LOAD SERVED           | AMP / POLE | COND. | GND | ØA VA | ØB VA | ØC VA | GND | COND. | AMP / POLE             | LOAD SERVED             | LOAD SERVED               | NO.   |
| 1                     | FPB-1                 | 20/2       | -     | -   | 3840  | -     | -     | -   | -     | 20/2                   | FPB-4                   | 4                         | 2     |
| 3                     |                       |            |       |     |       |       |       |     |       |                        |                         |                           | 4     |
| 5                     | FPB-2                 | 20/2       | -     | -   | 3840  | -     | -     | -   | -     | 20/2                   | FPB-5                   | 6                         | 6     |
| 7                     |                       |            |       |     |       |       |       |     |       |                        |                         |                           | 8     |
| 9                     | FPB-3                 | 20/2       | -     | -   | 3840  | -     | -     | -   | -     | 20/2                   | FPB-6                   | 10                        | 10    |
| 11                    |                       |            |       |     |       |       |       |     |       |                        |                         |                           | 12    |
| 13                    | EF-3 REST ROOM        | 20/1       | -     | -   | 3840  | -     | -     | -   | -     | 20/2                   | WATER HEATER            | 14                        | 14    |
| 15                    | ROOFTOP RECEPTACLES   | 20/1       | -     | -   |       |       |       |     |       | 20/2                   |                         | 16                        | 16    |
| 17                    |                       |            |       |     |       |       |       |     |       |                        |                         |                           | 18    |
| 19                    | S.P.A.R.E. (OFF)      | 20/3       | -     | -   |       |       |       |     |       | 20/1                   | STORAGE RM RECEPT       | 20                        | 20    |
| 21                    |                       |            |       |     |       |       |       |     |       | 20/1                   | WGBH GEN ELECT BOX      | 22                        | 22    |
| 23                    | X-MITTER RECEPTACLE   | 20/1       | -     | -   | 360   | -     | -     | -   | -     | 20/1                   | X-MITTER AREA RECEPT    | 24                        | 24    |
| 25                    | SERVICE AREA RECEPT   | 20/1       | -     | -   | 360   | -     | -     | -   | -     | 20/1                   | ELECT ROOM RECEPTACLE   | 26                        | 26    |
| 27                    | SERV/STOR AREA RECEPT | 20/1       | -     | -   | 360   | -     | -     | -   | -     | 20/1                   | FIRE ALARM CONTROL PNL  | 30                        | 30    |
| 29                    | EXTERIOR RECEPTACLE   | 20/1       | -     | -   | 280   | -     | -     | -   | -     | 20/1                   | HOUSE GEN ALARM PANEL   | 32                        | 32    |
| 31                    | RESTROOM RECEPTACLE   | 20/1       | -     | -   | 280   | -     | -     | -   | -     | 20/1                   | EQUIP PLTFRM RECEPTACLE | 34                        | 34    |
| 33                    | EXTERIOR LIGHTING     | 20/1       | -     | -   | 680   | -     | -     | -   | -     | 20/1                   | WGBH SHOP RECEPTACLE    | 35                        | 35    |
| 35                    | EXTERIOR LIGHTING     | 20/1       | -     | -   | 2100  | -     | -     | -   | -     | 20/1                   | WGBH SHOP RECEPTACLE    | 38                        | 38    |
| 37                    | CONTRACTOR C2         | 20/1       | -     | -   | 280   | -     | -     | -   | -     | 20/1                   | WGBH SHOP RECEPTACLE    | 40                        | 40    |
| 39                    | EF 1&2 CONTROL DKT    | 20/1       | -     | -   | 360   | -     | -     | -   | -     | 20/1                   | WGBH SHOP RECEPTACLE    | 42                        | 42    |
| 41                    | WGBH SHOP RECEPTACLE  | 20/1       | -     | -   |       |       |       |     |       |                        |                         |                           |       |
| CONNECTED LOADS       |                       |            |       |     |       |       |       |     |       |                        |                         |                           |       |
| PHASE A:              |                       |            |       |     |       |       |       |     |       |                        |                         |                           | 16180 |
| PHASE B:              |                       |            |       |     |       |       |       |     |       |                        |                         |                           | 13020 |
| PHASE C:              |                       |            |       |     |       |       |       |     |       |                        |                         |                           | 9540  |
| PEAK:                 |                       |            |       |     |       |       |       |     |       |                        |                         |                           | 16180 |
| DEMAND:               |                       |            |       |     |       |       |       |     |       |                        |                         |                           | 134   |
| DEMAND (x125%):       |                       |            |       |     |       |       |       |     |       |                        |                         |                           | 167   |

EXISTING 'PB21-B' HOUSE PANEL SCHEDULE

| 120/208 VOLTS 3 PHASE |                                    |            |       |     |       |       |       |     |       | 4 WIRE SURFACE MOUNTED |                       | 150A, 3 POLE MAIN BREAKER |       |
|-----------------------|------------------------------------|------------|-------|-----|-------|-------|-------|-----|-------|------------------------|-----------------------|---------------------------|-------|
| NO.                   | LOAD SERVED                        | AMP / POLE | COND. | GND | ØA VA | ØB VA | ØC VA | GND | COND. | AMP / POLE             | LOAD SERVED           | LOAD SERVED               | NO.   |
| 43                    | WGBH SHOP RECEPTACLE               | 20/1       | -     | -   | 360   | -     | -     | -   | -     | 20/1                   | WGBH SHOP RECEPTACLE  | 44                        | 44    |
| 45                    | WGBH SHOP RECEPTACLE               | 20/1       | -     | -   | 360   | -     | -     | -   | -     | 20/1                   | WGBH SHOP RECEPTACLE  | 46                        | 46    |
| 47                    | WGBH SHOP RECEPTACLE               | 20/1       | -     | -   | 360   | -     | -     | -   | -     | 20/1                   | WGBH SHOP RECEPTACLE  | 48                        | 48    |
| 49                    | WGBH SHOP RECEPTACLE               | 20/1       | -     | -   | 360   | -     | -     | -   | -     | 20/1                   | WGBH SHOP RECEPTACLE  | 50                        | 50    |
| 51                    | WGBH SHOP RECEPTACLE               | 20/1       | -     | -   | 360   | -     | -     | -   | -     | 20/1                   | WGBH SHOP RECEPTACLE  | 52                        | 52    |
| 53                    | SAT PIG TAIL BOTTOM OF PANEL (OFF) | 50/2       | -     | -   | 180   | -     | -     | -   | -     | 20/1                   | WGBH SHOP RECEPTACLE  | 54                        | 54    |
| 55                    | WGBH DEDICATED RECEPT              | 20/1       | -     | -   |       |       |       |     |       | 20/1                   | WGBH SHOP RECEPTACLE  | 56                        | 56    |
| 57                    | WGBH DEDICATED RECEPT              | 20/1       | -     | -   |       |       |       |     |       | 20/1                   | WGBH SHOP RECEPTACLE  | 58                        | 58    |
| 59                    | WGBH DEDICATED RECEPT              | 20/1       | -     | -   |       |       |       |     |       | 20/1                   | WGBH DEDICATED RECEPT | 60                        | 60    |
| 61                    | WGBH DEDICATED RECEPT              | 20/1       | -     | -   |       |       |       |     |       | 50/2                   | SPARE                 | 62                        | 62    |
| 63                    | GEN HEATER/BATT CHGR               | 20/1       | -     | -   | 320   | -     | -     | -   | -     | 20/1                   | WGBH BATT CHARGER     | 64                        | 64    |
| 65                    |                                    |            |       |     |       |       |       |     |       |                        |                       |                           | 66    |
| 67                    | SPARE                              | 100/3      | -     | -   |       |       |       |     |       | 60/2                   | HOUSE SUBPANEL 1A     | 70                        | 70    |
| 69                    |                                    |            |       |     |       |       |       |     |       |                        |                       |                           | 72    |
| 71                    | GEN BLOCK HEATER                   | 20/2       | -     | -   | 1500  | -     | -     | -   | -     |                        | EMPTY                 | 74                        | 74    |
| 73                    |                                    |            |       |     |       |       |       |     |       |                        | EMPTY                 | 76                        | 76    |
| 75                    | GEN BAT CHARGER                    | 20/1       | -     | -   | 1200  | -     | -     | -   | -     |                        | EMPTY                 | 78                        | 78    |
| 77                    | EMPTY                              | -          | -     | -   | -     | -     | -     | -   | -     |                        | EMPTY                 | 80                        | 80    |
| 79                    | EMPTY                              | -          | -     | -   | -     | -     | -     | -   | -     |                        | EMPTY                 | 82                        | 82    |
| 81                    | EMPTY                              | -          | -     | -   | -     | -     | -     | -   | -     |                        | EMPTY                 | 84                        | 84    |
| 83                    | EMPTY                              | -          | -     | -   | -     | -     | -     | -   | -     |                        | EMPTY                 | 86                        | 86    |
| CONNECTED LOADS       |                                    |            |       |     |       |       |       |     |       |                        |                       |                           |       |
| PHASE A:              |                                    |            |       |     |       |       |       |     |       |                        |                       |                           | 10080 |
| PHASE B:              |                                    |            |       |     |       |       |       |     |       |                        |                       |                           | 9780  |
| PHASE C:              |                                    |            |       |     |       |       |       |     |       |                        |                       |                           | 6060  |
| PEAK:                 |                                    |            |       |     |       |       |       |     |       |                        |                       |                           | 10080 |
| DEMAND:               |                                    |            |       |     |       |       |       |     |       |                        |                       |                           | 84    |
| DEMAND (x125%):       |                                    |            |       |     |       |       |       |     |       |                        |                       |                           | 105   |

PLANS PREPARED FOR:

**AMERICAN TOWER**  
3500 REGENCY PARKWAY, SUITE 100  
CARY, NC 27516  
(919) 466-5163

PROJECT INFORMATION:

**BOSTON T1 MA  
(NEEDHAM HEIGHTS)  
BLDG #4 - SITE # 282685**  
350 GERRARD ST. S.  
NEEDHAM, MA 02464  
(NORFOLK COUNTY)

PLANS PREPARED BY:

**TOWER ENGINEERING PROFESSIONALS**  
328 TRYON ROAD  
RALEIGH, NC 27603-3530  
OFFICE: (919) 661-6351  
WWW.TOWERENG.COM

SEAL:

**COMMONWEALTH OF MASSACHUSETTS**  
**REGISTERED PROFESSIONAL**  
**GRAHAM M. ANDRES**  
CIVIL  
No. 52345

June 17th, 2021

|                 |          |              |
|-----------------|----------|--------------|
| 2               | 06-17-21 | CONSTRUCTION |
| 1               | 06-14-21 | PRELIMINARY  |
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| REV             | DATE     | ISSUED FOR:  |
| DRAWN BY: TDL   |          |              |
| CHECKED BY: MSG |          |              |

SHEET TITLE:

**HOUSE PANEL  
SCHEDULE**

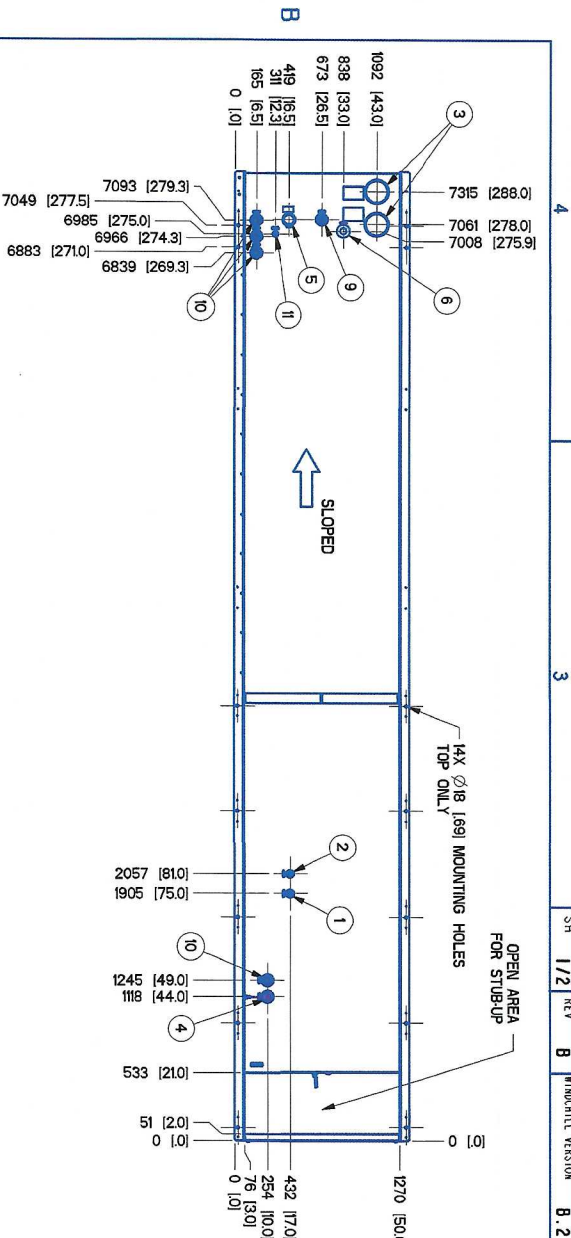
SHEET NUMBER: **E-7**

REVISION: **2**

TEP #: 65105.203567

HOUSE PANEL SCHEDULE

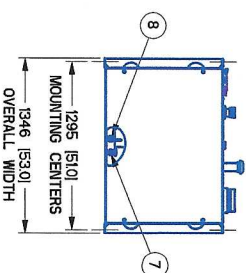
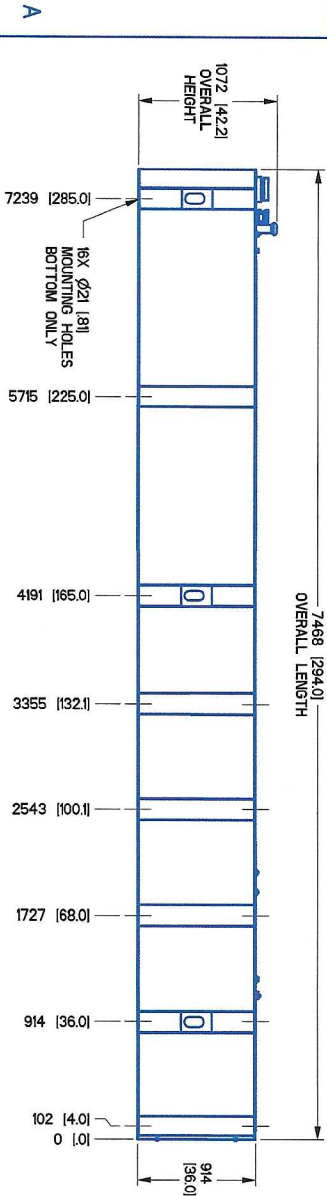
SCALE: N.T.S.



| ITEM # | TANK FITTING       | FUNCTION            |
|--------|--------------------|---------------------|
| 1      | 1/2" NPT COUPLING  | FUEL SUPPLY         |
| 2      | 1/2" NPT COUPLING  | FUEL RETURN         |
| 3      | 6" NPT WELD FLANGE | EMERGENCY VENT      |
| 4      | FUEL SENSOR        | FUEL LEVEL          |
| 5      | 2" NPT WELD FLANGE | FUEL FILL           |
| 6      | 2" NPT WELD FLANGE | VENT                |
| 7      | 1/2" NPT FITTING   | DRAIN               |
| 8      | 1/2" NPT FITTING   | LEAK DETECTOR       |
| 9      | 2" NPT WELD FLANGE | VISUAL FUEL LEVEL   |
| 10     | 2" NPT WELD FLANGE | SPARE, CUSTOMER USE |
| 11     | 3/8" NPT FITTING   | SPARE, DRAIN BACK   |

|                      |                     |
|----------------------|---------------------|
| TANK P/N             | A0000284035         |
| TOTAL TANK CAPACITY  | 6492 ltr (1715 gal) |
| USABLE TANK CAPACITY | 6025 ltr (1592 gal) |
| DRY WEIGHT           | 2168 kg (4779 lbs)  |

TANK IS UL-142 AND ULCS-601 LISTED



DRAWING CREATED FROM PRO/ENGINEER 3D FILE. ECO MODIFICATION TO BE APPLIED TO SOLID MODEL ONLY.

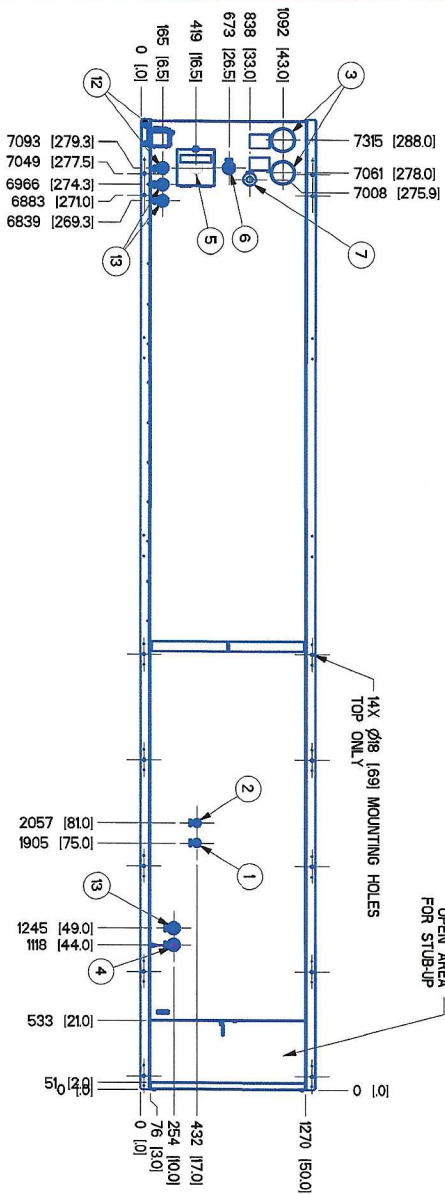
NOTE:  
1. MOUNTING BOLTS/STUDS FOR BASETANK TO MOUNTING SURFACE SHALL BE 625-11 GRADE 5 (USE STANDARD SAE TORQUE SPECS).  
2. DIMENSIONS ARE IN MILLIMETERS (INCHES).

# INSTALLATION DRAWING

GENERAL: TANKER SYSTEMS, INC. THE COPYRIGHT OF THIS DRAWING IS RESERVED BY TANKER SYSTEMS, INC. FOR THE YEAR 2019. ALL RIGHTS ARE RESERVED. TANKER SYSTEMS, INC. 10000 WILSON AVENUE, SUITE 100, WILSON, CA 94094-1000. © TANKER SYSTEMS, INC. 2019.

ELECTRONICALLY APPROVED  
JANIS WINDHILL

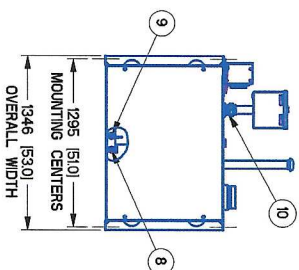
|                                       |          |                        |             |
|---------------------------------------|----------|------------------------|-------------|
| TITLE                                 |          | BASETANK               |             |
| 1715 GALLON TOTAL/1592 GALLON USEABLE |          | EXTERNAL FILL AND VENT |             |
| F-GROUP                               |          |                        |             |
| ISSUE DATE:                           | 07/25/19 | DWG NO                 | A0000334650 |
| SIZE                                  | CAGE NO  | WT-KG                  | REV         |
| B                                     | N/A      |                        | B           |
| SCALE 0.030                           |          | SHEET 1 of 2           |             |



| ITEM # | TANK FITTING       | FUNCTION:                     |
|--------|--------------------|-------------------------------|
| 1      | 1/2" NPT COUPLING  | FUEL SUPPLY                   |
| 2      | 1/2" NPT COUPLING  | FUEL RETURN                   |
| 3      | 6" NPT WELD FLANGE | EMERGENCY VENT                |
| 4      | FUEL SENSOR        | FUEL LEVEL                    |
| 5      | 2" NPT WELD FLANGE | FUEL FILL                     |
| 6      | 2" NPT WELD FLANGE | VISUAL FUEL LEVEL             |
| 7      | 2" NPT WELD FLANGE | VENT                          |
| 8      | 1/2" NPT FITTING   | DRAIN                         |
| 9      |                    | LEAK DETECTOR                 |
| 10     | 2" NPT WELD FLANGE | OVERFILL PREVENTION VALVE     |
| 11     | 2" NPT WELD FLANGE | 5 GALLON SPILL/FILL           |
| 12     | 2" NPT WELD FLANGE | 90° FILL ALARM PANEL & SENSOR |
| 13     | 2" NPT WELD FLANGE | SPARE, CUSTOMER USE           |

|                      |                      |
|----------------------|----------------------|
| TANK P/N             | A0000378108          |
| TOTAL TANK CAPACITY  | 6492 ltr (1715 gal)  |
| USABLE TANK CAPACITY | 61025 ltr (1592 gal) |
| DRY WEIGHT           | 2168 kg (4779 lbs)   |

TANK IS UL-142 AND ULC-S601 LISTED  
TANK IS WASHINGTON STATE COMPLIANT



**DRAWING CREATED FROM PRO/ENGINEER 3D FILE. ECO MODIFICATION TO BE APPLIED TO SOLID MODEL ONLY.**

# INSTALLATION DRAWING

NOTE:  
1. MOUNTING BOLTS/STUDS FOR BASETANK TO MOUNTING SURFACE SHALL BE .625"-11 GRADE 5, (USE STANDARD SAE TORQUE SPECS).  
2. DIMENSIONS ARE IN MILLIMETERS (INCHES).

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ELECTRONICALLY APPROVED  
INSIDE WINDCHILL

|                                       |         |              |        |
|---------------------------------------|---------|--------------|--------|
| TITLE                                 |         | BASETANK     |        |
| 1715 GALLON TOTAL/1522 GALLON USEABLE |         |              |        |
| WASHINGTON STATE COMPLIANT            |         |              |        |
| F-6ROOF                               |         |              |        |
| ISSUE DATE: 01/23/19                  |         |              |        |
| SIZE                                  | CAGE NO | DWG NO       | REV    |
| B                                     | N/A     | A00003334650 | B      |
| SCALE 0.30/30                         | WT-ING  | 1.594 SHEET  | 2 of 2 |

**SD300 | 10.3 | 300 kW**  
INDUSTRIAL DIESEL GENERATOR SET  
EPA Certified Stationary Emergency

**GENERAC** | INDUSTRIAL  
POWER

**Standby Power Rating**  
300 kW, 375 kVA, 60 Hz

**Prime Power Rating\***  
270 kW, 338 kVA, 60 Hz



\*Built in the USA using domestic and foreign parts

\*EPA Certified Prime ratings are not available in the US or its Territories

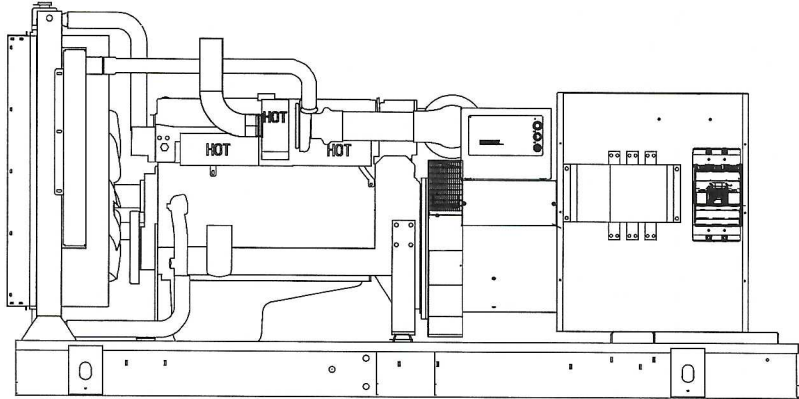


Image used for illustration purposes only

## Codes and Standards

Generac products are designed to the following standards:



UL2200, UL508, UL142, UL489



NFPA 37, 70, 99, 110



NEC700, 701, 702, 708



ISO 3046, 7637, 8528, 9001



NEMA ICS10, MG1, 250, ICS6, AB1



American National Standards Institute

ANSI C62.41



IBC 2009, CBC 2010, IBC 2012,  
ASCE 7-05, ASCE 7-10,  
ICC-ES AC-156 (2012)

## Powering Ahead

For over 50 years, Generac has provided innovative design and superior manufacturing.

Generac ensures superior quality by designing and manufacturing most of its generator components, including alternators, enclosures and base tanks, control systems and communications software.

Generac gensets utilize a wide variety of options, configurations and arrangements, allowing us to meet the standby power needs of practically every application.

Generac searched globally to ensure the most reliable engines power our generators. We choose only engines that have already been proven in heavy-duty industrial applications under adverse conditions.

Generac is committed to ensuring our customers' service support continues after their generator purchase.

# SD300 | 10.3L | 300 kW

## INDUSTRIAL DIESEL GENERATOR SET

EPA Certified Stationary Emergency

**GENERAC®** | **INDUSTRIAL**  
POWER

### STANDARD FEATURES

#### ENGINE SYSTEM

- Oil Drain Extension
- Heavy Duty Air Cleaner
- Fan Guard
- Stainless Steel Flexible Exhaust Connection
- Factory Filled Oil & Coolant
- Radiator Duct Adapter (Open Set Only)

#### Fuel System

- Fuel Lockoff Solenoid
- Primary Fuel Filter

#### Cooling System

- Closed Coolant Recovery System
- UV/Ozone Resistant Hoses
- Factory-Installed Radiator
- Radiator Drain Extension
- 50/50 Ethylene Glycol Antifreeze
- 120 VAC Coolant Heater

#### Electrical System

- Battery Charging Alternator
- Battery Cables
- Battery Tray
- Rubber-Booted Engine Electrical Connections
- Solenoid Activated Starter Motor

#### ALTERNATOR SYSTEM

- GENprotect™
- 12 Leads (3-Phase, Non 600V)
- Class H Insulation Material
- Vented Rotor
- 2/3 Pitch
- Skewed Stator
- Auxiliary Voltage Regulator Power Winding
- Permanent Magnet Excitation
- Sealed Bearing
- Automated Manufacturing (Winding, Insertion, Lacing, Varnishing)
- Rotor Dynamically Spin Balanced
- Amortisseur Winding
- Full Load Capacity Alternator
- Protective Thermal Switch

#### GENERATOR SET

- Internal Genset Vibration Isolation
- Separation of Circuits - High/Low Voltage
- Separation of Circuits - Multiple Breakers
- Wrapped Exhaust Piping
- Standard Factory Testing
- 2 Year Limited Warranty (Standby Rated Units)
- 1 Year Limited Warranty (Prime Rated Units)
- Silencer Mounted in the Discharge Hood (Enclosed Only)

#### ENCLOSURE (if selected)

- Rust-Proof Fasteners with Nylon Washers to Protect Finish
- High Performance Sound-Absorbing Material (Sound Attenuation Enclosures)
- Gasketed Doors
- Stamped Air-Intake Louvers
- Upward Facing Discharge Hoods (Radiator and Exhaust)
- Stainless Steel Lift Off Door Hinges
- Stainless Steel Lockable Handles
- Rhino Coat™ - Textured Polyester Powder Coat Paint

#### TANKS (if selected)

- UL 142
- Double Wall
- Vents
- Sloped Top
- Sloped Bottom
- Factory Pressure Tested (2 psi)
- Rupture Basin Alarm
- Fuel Level
- Check Valve In Supply and Return Lines
- Rhino Coat™ - Textured Polyester Powder Coat Paint
- Stainless Steel Hardware

#### CONTROL SYSTEM



#### Digital H Control Panel- Dual 4x20 Display

##### Program Functions

- Programmable Crank Limiter
- 7-Day Programmable Exerciser
- Special Applications Programmable Logic Controller
- RS-232/485 Communications
- 3 Phase Sensing Digital Voltage Regulator
- 2-Wire Start Capability
- Date/Time Fault History (Event Log)
- Isochronous Governor Control
- Waterproof/Sealed Connectors

- Audible Alarms and Shutdowns
- Not in Auto (Flashing Light)
- Auto/Off/Manual Switch
- E-Stop (Red Mushroom-Type)
- NFPA110 Level I and II (Programmable)
- Customizable Alarms, Warnings, and Events
- Modbus® protocol
- Predictive Maintenance Algorithm
- Sealed Boards
- Password Parameter Adjustment Protection
- Single Point Ground
- 16 Channel Remote Trending
- 0.2msec High Speed Remote Trending
- Alarm Information Automatically Annunciated on the Display

##### Full System Status Display

- Power Output (kW)
- Power Factor
- kW Hours, Total & Last Run
- Real/Reactive/Apparent Power
- All Phase AC Voltage
- All Phase Currents

- Oil Pressure
- Coolant Temperature
- Coolant Level
- Engine Speed
- Battery Voltage
- Frequency

##### Alarms and Warnings

- Oil Pressure
- Coolant Temperature
- Coolant Level
- Engine Overspeed
- Battery Voltage
- Alarms & Warnings Time and Date Stamped
- Snap Shots of Key Operation Parameters During Alarms & Warnings
- Alarms and Warnings Spelled Out (No Alarm Codes)

**SD300 | 10.3 | 300 kW**  
**INDUSTRIAL DIESEL GENERATOR SET**  
EPA Certified Stationary Emergency



**CONFIGURABLE OPTIONS**

**ENGINE SYSTEM**

- Oil Make-Up System
- Oil Heater
- Critical Exhaust Silencer

**FUEL SYSTEM**

- Flexible Fuel Lines
- Primary Fuel Filter

**ELECTRICAL SYSTEM**

- 10A UL Battery Charger
- Battery Warmer

**ALTERNATOR SYSTEM**

- Alternator Upsizing
- Anti-Condensation Heater
- Tropical Coating

**CIRCUIT BREAKER OPTIONS**

- Main Line Circuit Breaker
- 2nd Main Line Circuit Breaker
- Shunt Trip and Auxiliary Contact
- Electronic Trip Breakers

**GENERATOR SET**

- GenLink® Communications Software (English Only)
- Extended Factory Testing
- IBC Seismic Certification
- 8 Position Load Center
- 2 Year Extended Warranty
- 5 Year Warranty
- 5 Year Extended Warranty
- 7 Year Extended Warranty
- 10 Year Extended Warranty

**ENCLOSURE**

- Standard Enclosure
- Level 1 Sound Attenuation
- Level 2 Sound Attenuation
- Steel Enclosure
- Aluminum Enclosure
- Up to 200 MPH Wind Load Rating\*
- AC/DC Enclosure Lighting Kit
- 12 VDC Enclosure Light Kit
- 120 VAC Enclosure Light Kit

**CONTROL SYSTEM**

- NFPA 110 Compliant 21-Light Remote Annunciator
- Remote Relay Assembly (8 or 16)
- Oil Temperature Sender with Indication Alarm
- Remote E-Stop (Break Glass-Type, Surface Mount)
- Remote E-Stop (Red Mushroom-Type, Surface Mount)
- Remote E-Stop (Red Mushroom-Type, Flush Mount)
- Remote Communication - Modem
- Remote Communication - Ethernet
- 10A Run Relay
- Ground Fault Indication and Protection Functions

**TANKS (SIZE ON LAST PAGE)**

- Electric Fuel Level
- Mechanical Fuel Level
- 8" Fill Extension
- 13" Fill Extension
- 19" Fill Extension

**ENGINEERED OPTIONS**

**ENGINE SYSTEM**

- Coolant Heater Ball Valves
- Fluid Containment Pan

**CONTROL SYSTEM**

- Spare Inputs (x4) / Outputs (x4)
- Battery Disconnect Switch

**ALTERNATOR SYSTEM**

- 3rd Breaker System

**GENERATOR SET**

- Special Testing

**ENCLOSURE**

- Motorized Dampers

**TANKS**

- Overfill Protection Valve
- UL2085 Tank
- ULC S-601 Tank
- Special Fuel Tanks
- Vent Extensions

**RATING DEFINITIONS**

Standby - Applicable for a varying emergency load for the duration of a utility power outage with no overload capability.

Prime - Applicable for supplying power to a varying load in lieu of utility for an unlimited amount of running time. A 10% overload capacity is available for 1 out of every 12 hours. The Prime Power option is only available on International applications. Power ratings in accordance with ISO 8528-1, Second Edition.

\*Consult factory for availability

**SD300 | 10.3L | 300 kW**  
**INDUSTRIAL DIESEL GENERATOR SET**  
EPA Certified Stationary Emergency

**GENERAC®** | **INDUSTRIAL**  
**POWER**

**APPLICATION AND ENGINEERING DATA**

**ENGINE SPECIFICATIONS**

**General**

|                           |                          |
|---------------------------|--------------------------|
| Make                      | Iveco/FPT                |
| EPA Emissions Compliance  | Stationary Emergency     |
| EPA Emissions Reference   | See Emission Data Sheet  |
| Cylinder #                | 6                        |
| Type                      | In-Line                  |
| Displacement - L (cu. in) | 10.3 (628.54)            |
| Bore - mm (in)            | 125 (4.92)               |
| Stroke - mm (in)          | 140 (5.51)               |
| Compression Ratio         | 16.5:1                   |
| Intake Air Method         | Turbocharged/Aftercooled |
| Cylinder Head             | 4-Valve                  |
| Piston Type               | Aluminum                 |
| Crankshaft Type           | Dropped Forged Steel     |

**Engine Governing**

|                                     |                        |
|-------------------------------------|------------------------|
| Governor                            | Electronic Isochronous |
| Frequency Regulation (Steady State) | ±0.25%                 |

**Lubrication System**

|                              |            |
|------------------------------|------------|
| Oil Pump Type                | Gear       |
| Oil Filter Type              | Full Flow  |
| Crankcase Capacity - L (qts) | 30 (31.68) |

**Cooling System**

|                        |                         |
|------------------------|-------------------------|
| Cooling System Type    | Closed Recovery         |
| Water Pump Type        | Pre-Lubed, Self Sealing |
| Fan Type               | Pusher                  |
| Fan Speed (rpm)        | 2250                    |
| Fan Diameter - mm (in) | 762 (30.0)              |

**Fuel System**

|                             |                              |
|-----------------------------|------------------------------|
| Fuel Type                   | Ultra Low Sulfur Diesel Fuel |
| Fuel Specifications         | ASTM                         |
| Fuel Filtering (microns)    | 5                            |
| Fuel Inject Pump Make       | Electronic                   |
| Fuel Pump Type              | Engine Driven Gear           |
| Injector Type               | Common Rail                  |
| Engine Type                 | Direct Injection             |
| Fuel Supply Line - mm (in.) | 12.7 (0.5) NPT               |
| Fuel Return Line - mm (in.) | 12.7 (0.5) NPT               |

**Engine Electrical System**

|                            |                              |
|----------------------------|------------------------------|
| System Voltage             | 24 VDC                       |
| Battery Charger Alternator | Std                          |
| Battery Size               | See Battery Index 0161970SBY |
| Battery Voltage            | 12 VDC                       |
| Ground Polarity            | Negative                     |

**ALTERNATOR SPECIFICATIONS**

|                                     |                |
|-------------------------------------|----------------|
| Standard Model                      | 520 mm Generac |
| Poles                               | 4              |
| Field Type                          | Revolving      |
| Insulation Class - Rotor            | H              |
| Insulation Class - Stator           | H              |
| Total Harmonic Distortion           | <5%            |
| Telephone Interference Factor (TIF) | < 50           |

|                                    |                             |
|------------------------------------|-----------------------------|
| Standard Excitation                | Permanent Magnet Excitation |
| Bearings                           | Single Sealed Cartridge     |
| Coupling                           | Direct, Flexible Disc       |
| Prototype Short Circuit Test       | Yes                         |
| Voltage Regulator Type             | Digital                     |
| Number of Sensed Phases            | All                         |
| Regulation Accuracy (Steady State) | ±0.25%                      |

**SD300 | 10.3 | 300 kW**  
**INDUSTRIAL DIESEL GENERATOR SET**  
 EPA Certified Stationary Emergency



**OPERATING DATA**

**POWER RATINGS**

|                                |        | Standby    | Prime               |
|--------------------------------|--------|------------|---------------------|
| Three-Phase 120/208 VAC @0.8pf | 300 kW | Amps: 1041 | 270 kW<br>Amps: 937 |
| Three-Phase 120/240 VAC @0.8pf | 300 kW | Amps: 902  | 270 kW<br>Amps: 812 |
| Three-Phase 277/480 VAC @0.8pf | 300 kW | Amps: 451  | 270 kW<br>Amps: 406 |
| Three-Phase 346/600 VAC @0.8pf | 300 kW | Amps: 361  | 270 kW<br>Amps: 325 |

**STARTING CAPABILITIES (sKVA)**

**sKVA vs. Voltage Dip**

| 480 VAC    |     |     |     |     |      |      |      | 208/240 VAC |     |     |     |     |      |      |      |
|------------|-----|-----|-----|-----|------|------|------|-------------|-----|-----|-----|-----|------|------|------|
| Alternator | kW  | 10% | 15% | 20% | 25%  | 30%  | 35%  | Alternator  | kW  | 10% | 15% | 20% | 25%  | 30%  | 35%  |
| Standard   | 350 | 383 | 575 | 767 | 958  | 1150 | 1342 | Standard    | 350 | 280 | 410 | 535 | 640  | 770  | 900  |
| Upsize 1   | 400 | 387 | 581 | 775 | 968  | 1162 | 1356 | Upsize 1    | 400 | 210 | 350 | 500 | 680  | 875  | 1100 |
| Upsize 2   | 500 | 457 | 686 | 914 | 1143 | 1371 | 1600 | Upsize 2    | 450 | 345 | 570 | 835 | 1100 | 1460 | 1710 |

**FUEL CONSUMPTION RATES\***

| Fuel Pump Lift- ft (m)                                     |  | Diesel - gal/hr (l/hr) |             |             |
|------------------------------------------------------------|--|------------------------|-------------|-------------|
| 3 (1)                                                      |  | Percent Load           | Standby     | Prime       |
| Total Fuel Pump Flow (Combustion + Return) - gal/hr (l/hr) |  | 25%                    | 7.6 (28.7)  | 6.9 (26.1)  |
| 31 (117)                                                   |  | 50%                    | 12.6 (47.7) | 11.6 (43.9) |
|                                                            |  | 75%                    | 17.4 (65.9) | 15.8 (59.8) |
|                                                            |  | 100%                   | 22.1 (83.7) | 19.9 (75.3) |

\* Fuel supply installation must accommodate fuel consumption rates at 100% load.

**COOLING**

|                               |                     | Standby      | Prime        |
|-------------------------------|---------------------|--------------|--------------|
| Coolant Flow per Minute       | gal/min (l/min)     | 95 (360)     | 95 (360)     |
| Coolant System Capacity       | gal (l)             | 16.6 (63)    | 16.6 (63)    |
| Heat Rejection to Coolant     | BTU/hr              | 814,783      | 733,673      |
| Inlet Air                     | cfm (m³/hr)         | 14,505 (411) | 14,505 (411) |
| Maximum Radiator Backpressure | in H <sub>2</sub> O | 0.5          | 0.5          |

**COMBUSTION AIR REQUIREMENTS**

|                                  | Standby     | Prime       |
|----------------------------------|-------------|-------------|
| Flow at Rated Power cfm (m³/min) | 850 (24.07) | 765 (21.67) |

**ENGINE**

|                          |        | Standby | Prime |
|--------------------------|--------|---------|-------|
| Rated Engine Speed       | rpm    | 1800    | 1800  |
| Horsepower at Rated kW** | hp     | 480     | 432   |
| Piston Speed             | ft/min | 1654    | 1654  |
| BMEP                     | psi    | 336     | 302   |

**EXHAUST**

|                                             |              | Standby     | Prime       |
|---------------------------------------------|--------------|-------------|-------------|
| Exhaust Flow (Rated Output)                 | cfm (m³/min) | 2240 (63.4) | 2016 (57.1) |
| Max. Backpressure (Post Silencer)           | in Hg (Kpa)  | 1.5 (5.1)   | 1.5 (5.1)   |
| Exhaust Temp (Rated Output - Post Silencer) | °F (°C)      | 1020 (549)  | 918 (492)   |
| Exhaust Outlet Size (Open Set)              | mm (in)      | 101.6 (4)   | 101.6 (4)   |

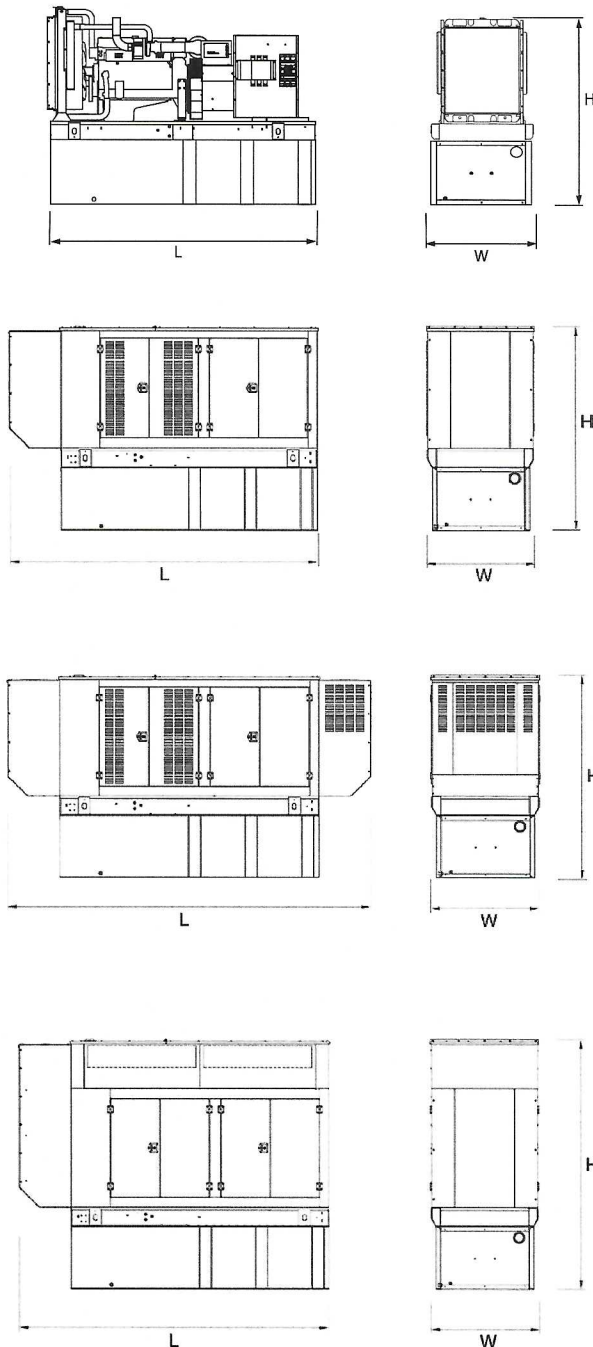
\*\* Refer to "Emissions Data Sheet" for maximum bHP for EPA and SCAQMD permitting purposes.

Deration – Operational characteristics consider maximum ambient conditions. Derate factors may apply under atypical site conditions. Please consult a Generac Power Systems Industrial Dealer for additional details. All performance ratings in accordance with ISO3046, BS5514, ISO8528 and DIN6271 standards.

**SD300 | 10.3L | 300 kW**  
**INDUSTRIAL DIESEL GENERATOR SET**  
 EPA Certified Stationary Emergency

**GENERAC®** | **INDUSTRIAL POWER**

**DIMENSIONS AND WEIGHTS\***



\* All measurements are approximate and for estimation purposes only.

**OPEN SET (Includes Exhaust Flex)**

| Run Time<br>Hours | Usable<br>Capacity<br>Gal (L) | L x W x H in (mm)                   | Weight lbs (kg) |
|-------------------|-------------------------------|-------------------------------------|-----------------|
| No Tank           | -                             | 136 (3454) x 58 (1473) x 68 (1727)  | 5816 (2638)     |
| 8                 | 183 (693)                     | 136 (3454) x 58 (1473) x 81 (2057)  | 6764 (3068)     |
| 20                | 438 (1659)                    | 136 (3454) x 58 (1473) x 93 (2362)  | 7076 (3210)     |
| 31                | 693 (2624)                    | 136 (3454) x 58 (1473) x 105 (2667) | 7379 (3347)     |
| 43                | 946 (3518)                    | 208 (5283) x 58 (1473) x 108 (2743) | 8841 (4010)     |
| 60                | 1325 (5015)                   | 278 (7061) x 58 (1473) x 108 (2743) | 9856 (4471)     |

**STANDARD ENCLOSURE**

| Run Time<br>Hours | Usable<br>Capacity Gal<br>(L) | L x W x H in (mm)                   | Weight lbs (kg) |              |
|-------------------|-------------------------------|-------------------------------------|-----------------|--------------|
|                   |                               |                                     | Steel           | Aluminum     |
| No Tank           | -                             | 175 (4445) x 58 (1473) x 78 (1981)  |                 |              |
| 8                 | 183 (693)                     | 175 (4445) x 58 (1473) x 91 (2311)  |                 |              |
| 20                | 438 (1659)                    | 175 (4445) x 58 (1473) x 103 (2616) | 1295<br>(588)   | 501<br>(227) |
| 31                | 693 (2624)                    | 175 (4445) x 58 (1473) x 115 (2921) |                 |              |
| 43                | 946 (3518)                    | 208 (5283) x 58 (1473) x 118 (2997) |                 |              |
| 60                | 1325 (5015)                   | 278 (7061) x 58 (1473) x 118 (2997) |                 |              |

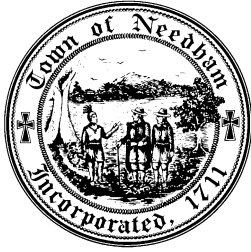
**LEVEL 1 ACOUSTIC ENCLOSURE**

| Run Time<br>Hours | Usable<br>Capacity Gal<br>(L) | L x W x H in (mm)                   | Weight lbs (kg) |              |
|-------------------|-------------------------------|-------------------------------------|-----------------|--------------|
|                   |                               |                                     | Steel           | Aluminum     |
| No Tank           | -                             | 200 (5080) x 58 (1473) x 78 (1981)  |                 |              |
| 8                 | 183 (693)                     | 200 (5080) x 58 (1473) x 91 (2311)  |                 |              |
| 20                | 438 (1659)                    | 200 (5080) x 58 (1473) x 103 (2616) | 1470<br>(667)   | 935<br>(425) |
| 31                | 693 (2624)                    | 200 (5080) x 58 (1473) x 115 (2921) |                 |              |
| 43                | 946 (3518)                    | 234 (5944) x 58 (1473) x 118 (2997) |                 |              |
| 60                | 1325 (5015)                   | 304 (7722) x 58 (1473) x 118 (2997) |                 |              |

**LEVEL 2 ACOUSTIC ENCLOSURE**

| Run Time<br>Hours | Usable<br>Capacity Gal<br>(L) | L x W x H in (mm)                         | Weight lbs (kg) |               |
|-------------------|-------------------------------|-------------------------------------------|-----------------|---------------|
|                   |                               |                                           | Steel           | Aluminum      |
| No Tank           | -                             | 180.6 (4588) x 57.6 (1463) x 107.2 (2724) |                 |               |
| 8                 | 183 (693)                     | 180.6 (4588) x 57.6 (1463) x 120 (3048)   |                 |               |
| 20                | 438 (1659)                    | 180.6 (4588) x 57.6 (1463) x 132 (3353)   | 2515<br>(1141)  | 1131<br>(514) |
| 31                | 693 (2624)                    | 180.6 (4588) x 57.6 (1463) x 144 (3658)   |                 |               |
| 43                | 946 (3518)                    | 208 (5283) x 57.6 (1463) x 148 (3759)     |                 |               |
| 60                | 1325 (5015)                   | 278 (7061) x 57.6 (1463) x 146 (3708)     |                 |               |

Specification characteristics may change without notice. Dimensions and weights are for preliminary purposes only. Please consult a Generac Power Systems Industrial Dealer for detailed installation drawings.



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

**Select Board  
Notice of Aboveground Fuel Tank**

Public Notice is hereby given that ATC Watertown LLC, has made an application in accordance with the provisions of Chapter 148 of the Massachusetts General Laws, for a license to install 1,562 Gallons Diesel Fuel tank aboveground at 350 Cedar Street, Needham, MA 02494.

Upon said application it is hereby ORDERED: That a Public Hearing be held at the office of the Select Board, Town Hall, 1471 Highland Avenue, Needham, MA, Tuesday, September 28, 2021 at 6:00 pm, in person and via Zoom at which time all persons interested may appear and be heard.

*Use this link below to join the webinar:*

<https://us02web.zoom.us/j/82014186576?pwd=ak5vM01jRVVR1MGhGQ1RyNWtjTVBiQT09> Passcode: 600992

*Or One tap mobile:*

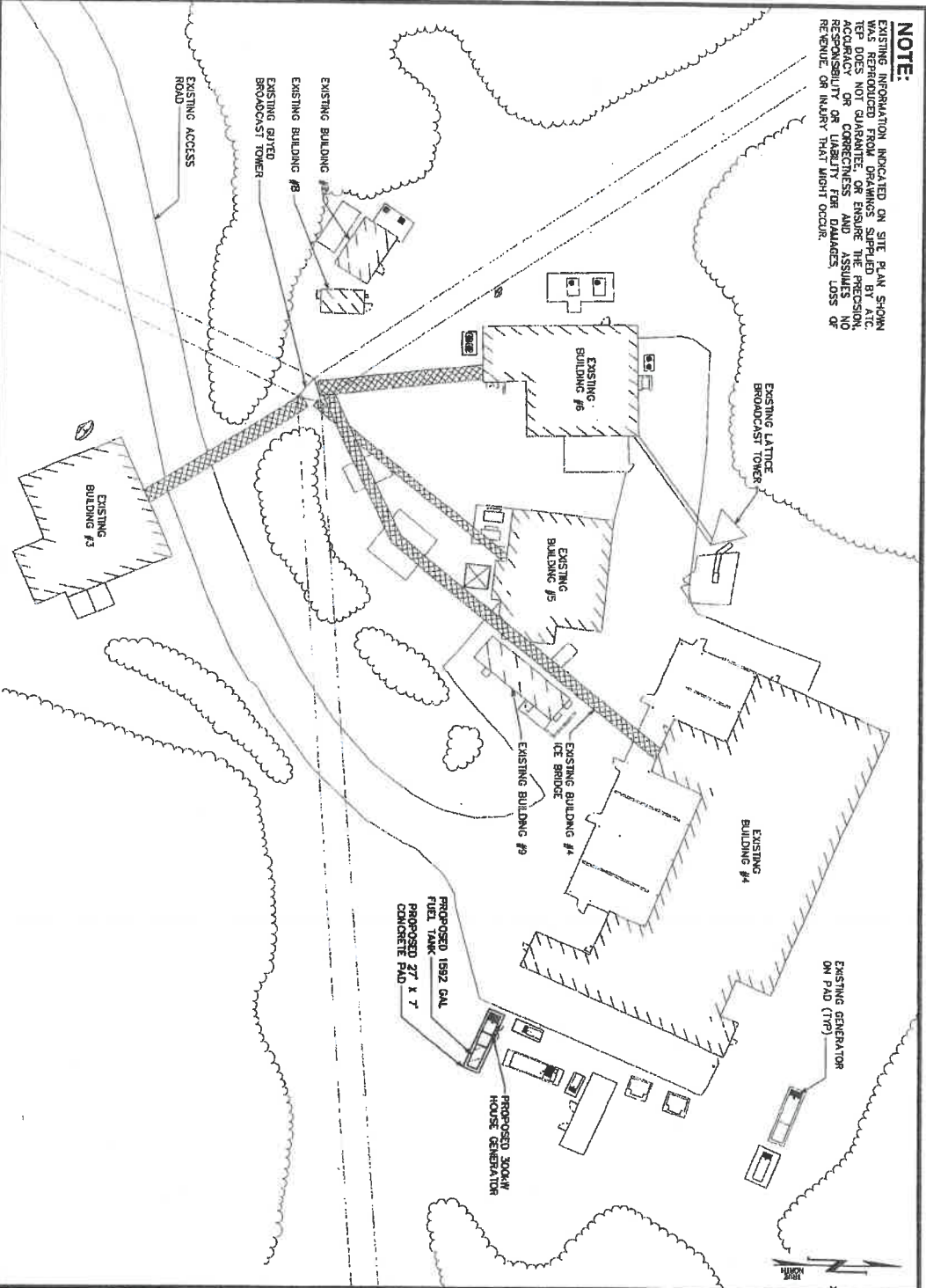
US: +13017158592,,82014186576#

Matthew D. Borrelli  
Marianne Cooley  
Lakshmi Balachandra  
Daniel P. Matthews  
Marcus Nelson

Select Board

Dated: September 14, 2021

**NOTE:**  
EXISTING INFORMATION INDICATED ON SITE PLAN SHOWN WAS REPRODUCED FROM DRAWINGS SUBMITTED BY THE CLIENT. THE ENGINEER HAS CONDUCTED VISUAL VERIFICATION OF THE INFORMATION AND HAS FOUND IT TO BE ACCURATE. THE ENGINEER DOES NOT GUARANTEE, OR ASSURE THE PRECISION, ACCURACY OR CORRECTNESS AND ASSUMES NO RESPONSIBILITY OR LIABILITY FOR DAMAGES, LOSS OF REVENUE OR INJURY THAT MIGHT OCCUR.



# **OVERALL SITE LAYOUT**

SCALE: 1" = 40'

PLANS PREPARED FOR:

**AMERICAN PROFESSIONAL**  
5500 REDBURY PARKWAY, SUITE 100  
CARY, NC 27518  
(919) 465-7853

**PROJECT INFORMATION:**  
**BOSTON T1 MA**  
**(NEEDHAM HEIGHTS)**  
**BLDG #4 - SITE #: 282685**  
350 CEDAR STREET  
NEEDHAM, MA 02464  
(NORFOLK COUNTY)

PLANS PREPARED BY:

**TURNER ENGINEERING PROFESSIONALS**  
326 TRITON ROAD  
RALEIGH, NC 27603-3530  
OFFICE: (919) 851-5331  
WWW.TEP-PA.COM

SCALE:



June 17th, 2021

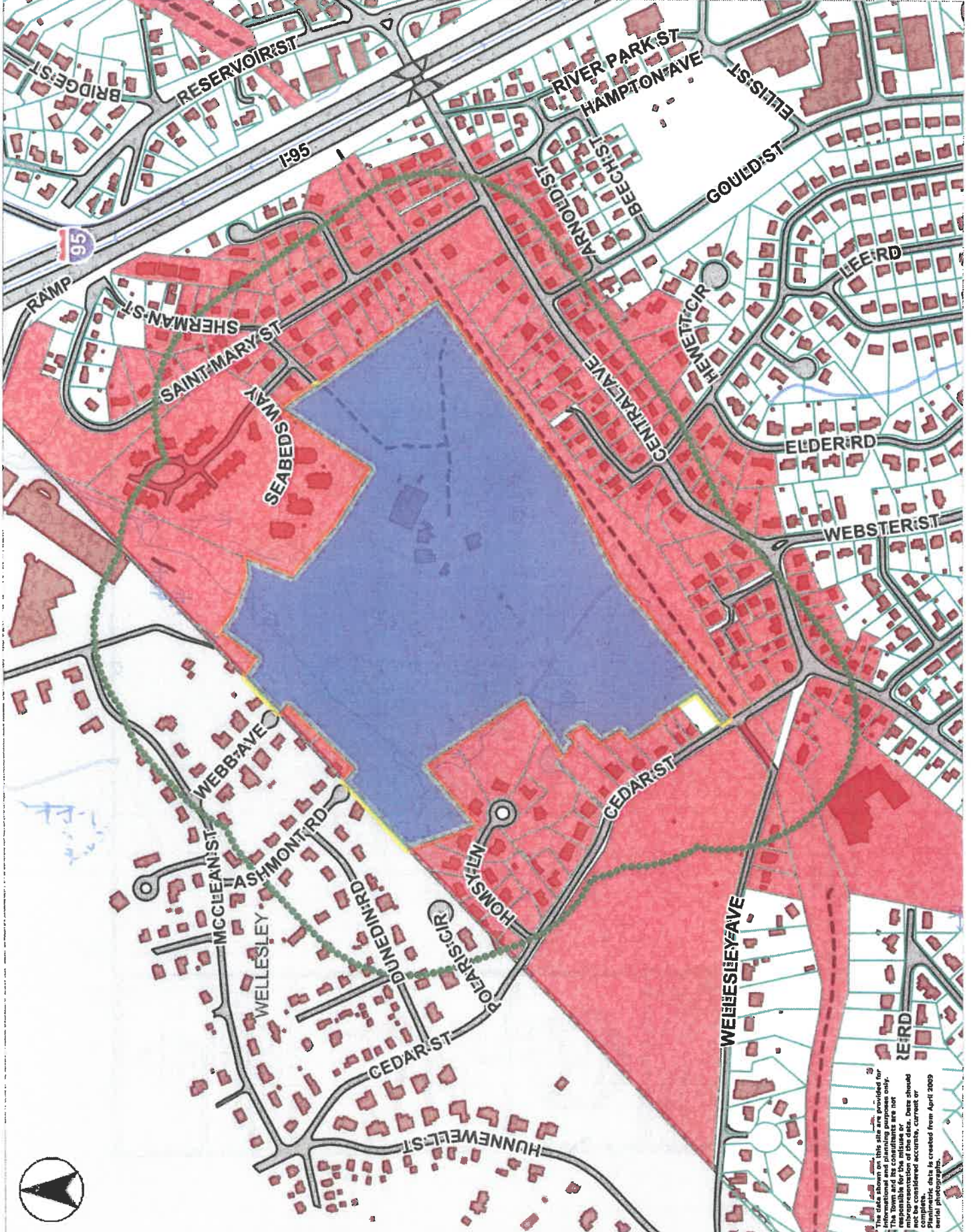
| REV       | DATE     | ISSUED FOR       |
|-----------|----------|------------------|
| 2         | 06-17-21 | CONSTRUCTION     |
| 1         | 05-14-21 | PRELIMINARY      |
| 0         | 05-26-21 | PRELIMINARY      |
| REV       | DATE     | ISSUED FOR       |
| DRAWN BY: | TD       | CHECKED BY: M593 |

## **OVERALL SITE LAYOUT**

| SHEET NUMBER:      | REVISION: |
|--------------------|-----------|
| <b>C-1</b>         | <b>2</b>  |
| TERR 651.05.200967 |           |



- Parcels
- Painted Lines
- Crosswalk
- Parking Line
- Sports Lines
- Court Striping
- Field Striping
- Fences
- Golf Course
- Hedge
- Railroad Track
- Trail
- Building
- Docks And Piers
- Swimming Pool
- Bridge
- Sidewalk
- Exterior Stairway
- Driveways
- Paved Driveway
- Unpaved Driveway
- Roads
- Paved Road
- Unpaved Road
- Parking Lots
- Paved Parking Lot
- Unpaved Parking Lot
- Electric
- Electrical Box
- Electrical Substation
- Sports Areas
- Baseball
- Baseball Infield
- Basketball and Tennis
- Bleacher
- Golf Bunker
- Golf Fairway, Green, and Tee
- Playground
- Track and Field
- Wetlands
- MA Highways
- Interstate
- US Highway
- Numbered Routes
- Town Boundary
- Abutting Towns
- Abutting Towns Mask
- Road Centerlines
- Waterbody
- Streams And Drainage Ditch



The data shown on this site are provided for informational and planning purposes only. The data is not intended to be used for any other purpose and the user is responsible for the misuse or misrepresentation of the data. Data should be used in conjunction with other data and is not a substitute for a professional survey or map. Planning data is created from April 2009 aerial photography.

# 350 CEDAR STREET 300 FEET

| OWNER NAME 1                                                      | OWNER NAME 2                                                    | MAILING ADDRESS                      | CITY            | ST       | ZIP              | PARCEL ID       | PROPERTY ADDRESS |
|-------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------|-----------------|----------|------------------|-----------------|------------------|
| MDC/WATER DIVISION                                                | C/O MA DEPT. OF CONSERVATION                                    | 251 CAUSEWAY ST STE 600              | BOSTON          | MA 02114 | 1990810003300000 | 0 RESERVOIR ST  |                  |
| ZHU, WEN JUN &<br>JHA, SANJEEV                                    | HUANG, XIAOMIN                                                  | 89 ST MARY ST<br>88 ST MARY ST       | NEEDHAM HTS     | MA 02494 | 1990830000700000 | 89 ST MARY ST   |                  |
| LIU, HUACHUNG                                                     | LIU, FUCHUEN                                                    | 5 EVERGREEN RD                       | NEEDHAM         | MA 02494 | 1990830000800000 | 88 ST MARY ST   |                  |
| LONG, FRANCES A                                                   | C/O LONG, RICHARD A.                                            | 17 EVERGREEN RD                      | NEEDHAM         | MA 02494 | 1990830000900000 | 5 EVERGREEN RD  |                  |
| NEEDHAM HOUSING AUTHORITY                                         |                                                                 | 28 CAPT ROBERT COOK DR               | NEEDHAM         | MA 02494 | 1990830001100000 | 17 EVERGREEN RD |                  |
| SUN LIFE ASSURANCE COMPANY OF CANADA                              |                                                                 | ONE SUN LIFE EXECUTIVE PARK          | WELLESLEY HILLS | MA 02481 | 1990830004000000 | 0 ST MARY ST    |                  |
| WEN, GUICHAO &<br>ZIKORUS, WALTER G                               | LIU, GUI PING                                                   | 100 DEARBORN ST<br>0 ST MARY         | WELLESLEY       | MA 02481 | 1990830004200000 | 0 ECHO RD       |                  |
| SHIN, JUSTIN H. &<br>ZARETSKY, ALEXANDER &                        | SHIN, NICOLE<br>ZARETSKY, ALLA                                  | 101 ST MARY ST<br>52 SHERMAN ST      | NEEDHAM         | MA 02494 | 1990830004400000 | 101 ST MARY ST  |                  |
| SUTTER, THOMAS EDWARD &<br>KOTSIOS, STEPHEN J. &                  | SUTTER, CATRIONA ANN CRAWLEY<br>KOTSIOS, FRANY G.               | 73 ST MARY ST<br>5 ST MARY ST        | NEEDHAM HTS     | MA 02494 | 1990840000600000 | 52 SHERMAN ST   |                  |
| DODSON, MATTHEW JAMES &<br>MILLER, PATRICIA A                     | DODSON, JESSICA WALLACE<br>C/O MILLER, GLEN TR.                 | 11 ST MARY ST<br>21 ST MARY ST       | NEEDHAM         | MA 02494 | 1990840002700000 | 73 ST MARY ST   |                  |
| KHAN, SAKIB &<br>BARBIERI, CHRISTOPHER A. &                       | ALI, NADAA<br>BARBIERI, KARLA A.                                | 35 ST MARY ST<br>47 ST MARY ST       | NEEDHAM HTS     | MA 02494 | 1990840003000000 | 35 ST MARY ST   |                  |
| PACKER, DAVID &<br>LAD, DEVDAT &                                  | NATHANSON, NATALIE<br>KOTWAL, DHANASHREE                        | 53 ST. MARY ST<br>63 ST MARY ST      | NEEDHAM HTS     | MA 02494 | 1990840003200000 | 53 ST MARY ST   |                  |
| LAGOON, VITALY &<br>DIMATTEO, ANTHONY J. & WANDA TRS.             | LAGOON, ALLA<br>DIMATTEO FAMILY IRREVOCABLE TRUST               | 6 EVERGREEN RD<br>12 EVERGREEN RD    | NEEDHAM         | MA 02494 | 1990840003400000 | 63 ST MARY ST   |                  |
| HENEGHAN, PETER J. &<br>FEINSTEIN, BORIS L. &                     | HENEGHAN, MARY A.<br>ARZOU/MAHIAN, HELEN                        | 18 EVERGREEN RD<br>58 ST MARY ST     | NEEDHAM HTS     | MA 02494 | 1990840003500000 | 12 EVERGREEN RD |                  |
| NANDIWADA, DEEPTI S.<br>DIFINO, SHARON                            |                                                                 | 52 SAINT MARY ST<br>46 ST MARY ST    | NEEDHAM HTS     | MA 02494 | 1990840003700000 | 58 ST MARY ST   |                  |
| CAVALLARO, CLEMENT J<br>KING, JEAN T.                             | C/O ANNESE, RICHARD L. TR.<br>SEWER DEPT--PUMPING STA           | 40 SAINT MARY ST<br>34 ST MARY ST    | NEEDHAM HTS     | MA 02494 | 1990840004000000 | 46 ST MARY ST   |                  |
| TOWN OF NEEDHAM<br>LAFACE, KEITH M. &                             | LAFACE, JENNIFER R.<br>MULHERN, MARY P                          | 10 ESTEY RD<br>1471 HIGHLAND AVE     | BILLERICA       | MA 01822 | 1990840004200000 | 30 ST MARY ST   |                  |
| MULHERN, EDWARD J +<br>NGUYEN, DUC T. &                           | HOANG, VY D.<br>LIU, ZIYING                                     | 143 CENTRAL AVE<br>153 CENTRAL AVE   | NEEDHAM HTS     | MA 02492 | 1990840004300000 | 20 ST MARY ST   |                  |
| WANG, ZIQIANG &<br>THOMPSON, WILLIAM A., JR. &                    | THOMPSON, NANCY ANN<br>C/O CENTRAL SQUARE SD, LLC               | 161 CENTRAL AVE<br>165 CENTRAL AVE   | NEEDHAM         | MA 02494 | 1990840004400000 | 137 CENTRAL AVE |                  |
| NARDELLA, NANCY D. & THOLL, SANDRA L.<br>SORRENTINO, FRANK J. TR. | FRANK J. SORRENTINO 2018 TRUST<br>LINDA M SORRENTINO 2018 TRUST | 26 MORSES POND RD<br>177 CENTRAL AVE | NEEDHAM HTS     | MA 02494 | 1990840004500000 | 143 CENTRAL AVE |                  |
| SORRENTINO, LINDA M. TR.<br>KATSNELSON, DAVID &                   | KATSNELSON, ANNA<br>GOUGOULIAS, HELEN                           | 177 CENTRAL AVE<br>43 PARKLAND RD    | NEEDHAM         | MA 02494 | 1990840004600000 | 153 CENTRAL AVE |                  |
| GOUGOULIAS, GUS +<br>WATRAS, STEVEN T &                           | WATRAS, JEAN M<br>C/O GOPAL, MURUGAIYAN ET AL                   | 191 CENTRAL AVE<br>38 PARKLAND RD    | NEEDHAM HTS     | MA 02494 | 1990840004700000 | 161 CENTRAL AVE |                  |
| KIM, STEVEN & AN, SU<br>RUSKIN, MARC N.                           | C/O PALM, BRIAN T. TR.<br>POPE, MARY                            | 31 PARKLAND RD<br>30 PARKLAND RD     | NEEDHAM HTS     | MA 02494 | 1990840004800000 | 165 CENTRAL AVE |                  |
| PALM, BRIAN T. TR.<br>ELLIOT, MATTHEW &                           |                                                                 | 25 PARKLAND RD<br>24 PARKLAND RD     | NEEDHAM HTS     | MA 02494 | 1990840004900000 | 171 CENTRAL AVE |                  |

Certified under Mass. General Laws and Needham Zoning By-Law, BE ADVISED due to circumstances beyond our control, the abutting zones are correct but owner information and addressee may not be. The Needham Board of Assessors.

[illegible]

Certified under Mass. General Laws and Needham Zoning By-Law, BE ADVISED due to circumstances beyond our control, the abutting zones are correct but owner information and addressee may not be. The Needham Board of Assessors, \_\_\_\_\_

# 350 CEDAR STREET 300 FEET

| OWNER NAME 1                         | OWNER NAME 2                        | MAILING ADDRESS | CITY            | ST | ZIP   | PARCEL ID        | PROPERTY ADDRESS |
|--------------------------------------|-------------------------------------|-----------------|-----------------|----|-------|------------------|------------------|
| BAILEY, JAMES C. &                   | BAILEY, CHRISTINA                   | 268 CEDAR ST    | NEEDHAM HTS,    | MA | 02494 | 1992270002200000 | 0 HOMSY LN       |
| MILLER, JOSEPH L + PATRICIA A        | C/O LOONEY, NANCY                   | 28 WOLFSON RD   | SOUTH YARMOUTH- | MA | 02664 | 1992270002500000 | 0 CEDAR ST       |
| NISSSEN, SUZANNE FIERING &           | NISSSEN, KRISTOPHER K.              | 16 HOMSY LN     | NEEDHAM         | MA | 02494 | 1992270002600000 | 16 HOMSY LN      |
| AGRANAT, DAVID R. &                  | AGRANAT, CAROL B.                   | 26 HOMSY LN     | NEEDHAM HTS     | MA | 02494 | 1992270002700000 | 26 HOMSY LN      |
| VELDE, KARL K. &                     | VELDE, RONIT A                      | 40 HOMSY LN     | NEEDHAM         | MA | 02494 | 1992270002800000 | 40 HOMSY LN      |
| WYAN-CHING MIMI LEE &                | SOMAN, SALL                         | 48 HOMSY LN.    | NEEDHAM         | MA | 02494 | 1992270002900000 | 48 HOMSY LN      |
| GARF, LEE &                          | GARF, JENNIFER T.                   | 52 HOMSY LN     | NEEDHAM HTS     | MA | 02494 | 1992270003000000 | 52 HOMSY LN      |
| TULU, VIBHA JAIN &                   | TULU, SHORAB                        | 51 HOMSY LN     | NEEDHAM HTS     | MA | 02494 | 1992270003100000 | 45 HOMSY LN      |
| ROTHMAN, EMILY F. TR.                | EMILY F. ROTHMAN REVOCABLE TRUST    | 45 HOMSY LN     | NEEDHAM         | MA | 02494 | 1992270003200000 | 45 HOMSY LN      |
| ROSENBAUM, JAMES E. & HILLARY M.     | ROSENBAUM FAMILY 2015 TRUST         | 35 HOMSY LN     | NEEDHAM         | MA | 02494 | 1992270003300000 | 35 HOMSY LN      |
| QUELER, SIDNEY F. &                  | QUELER, TERRI L.                    | 29 HOMSY LN     | NEEDHAM         | MA | 02494 | 1992270003500000 | 19 HOMSY LN      |
| GOLDBERG, JOEL E. &                  | GOLDBERG, HILARY J.                 | 19 HOMSY LN     | NEEDHAM         | MA | 02494 | 1992270003700000 | 25 HOMSY LN      |
| TESSICINI, GERALDINE M. TR. &        | ROCHON, BARBARA S. TR.              | 25 HOMSY LN     | NEEDHAM         | MA | 02494 | 1992270003800000 | 294 CEDAR ST     |
| GLASER, ALAN I. &                    | GLASER, LISA S.                     | 294 CEDAR ST    | NEEDHAM HTS     | MA | 02494 | 1992270003900000 | 0 CEDAR ST       |
| BAILEY, JAMES C. &                   | BAILEY, CHRISTINA M.                | 268 CEDAR ST    | NEEDHAM         | MA | 02494 | 1992270004000000 | 5 HOMSY LN       |
| PERNIA, SALVADOR A. DETRIZIO & ET AL | C/O SAPHIRE, DOUGLAS A. & RACHEL R. | 5 HOMSY LN      | NEEDHAM         | MA | 02494 | 1992270004100000 | 11 HOMSY LANE    |
| SIMPSON, DENISE E. & JAMES A., TRS   | 163 COTTAGE STREET NOMINEE TRUST    | 11 HOMSY LANE   | NEEDHAM         | MA | 02494 | 1992270004200000 |                  |



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

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

## **SECTION 4.2 PUBLIC CARRIAGES AND TAXIS**

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

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

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

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

## **SECTION 4.3 FEES, REGISTRATION APPLICABLE TO FLAMMABLES**

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

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

#### **Class A: (all types)**

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

#### **Class B Fuel: (all types)**

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

#### **Class C Fluids (all types)**

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

#### Automobiles

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

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

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

#### 4.3.3 Permit Fees

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

### SECTION 4.4 GENERAL

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

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

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

## **Town of Needham**

### **Procedures for filing Applications for Storage of Flammable & Combustible Fluids**

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

#### **I. Definition of *license, permit, registration***

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

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

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

classification for the storage of the flammable product.

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

### **III. The Public Hearing Process for issuance of a License**

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

than the Thursday before the scheduled Public Hearing:

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

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

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

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

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



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

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**MEETING DATE: 9/28/2021**

|                     |                                        |
|---------------------|----------------------------------------|
| <b>Agenda Item</b>  | Public Hearing – Dangerous Dog Hearing |
| <b>Presenter(s)</b> | Christina Santamaria, Dog Owner        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>On September 14, 2021 the Select Board held a dangerous dog hearing in accordance with MGL c. 140 Section 157 and Town By-Law 3.7.5 on a complaint about a dog by the name of “Duke” residing at 83 Old Farm Road in Needham.</p> <p>The Board continued the hearing until September 28, 2021, imposing conditions on the owner of the dog during the interim period. The owner will report back to the Board the status of the dog.</p> |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p><i>Suggested Motion:</i> That the Board take the following action _____.</p>                                                                                                                                                                                                                                                                                                                                                             |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>BACK UP INFORMATION ATTACHED</b>               |
| <p>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                   |



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

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**MEETING DATE: 09/28/2021**

|                     |                                                                                                        |
|---------------------|--------------------------------------------------------------------------------------------------------|
| <b>Agenda Item</b>  | Public Hearing: Outdoor Dining Policy                                                                  |
| <b>Presenter(s)</b> | Katie King, Assistant Town Manager/Director of Operations<br>Amy Haelsen, Economic Development Manager |

|                                                                                                                                                       |                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                             | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| Staff will discuss feedback the Town has received from residents and the business community regarding the Select Board's draft Outdoor Dining Policy. |                                                   |
| <b>2.</b>                                                                                                                                             | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <i>Suggested Motion:</i> That the Board vote to adopt the Outdoor Dining Licenses policy.                                                             |                                                   |
| <b>3.</b>                                                                                                                                             | <b>BACK UP INFORMATION ATTACHED</b>               |
| (a) Outdoor Dining Policy Draft                                                                                                                       |                                                   |

## Town of Needham Select Board

|                       |                           |
|-----------------------|---------------------------|
| <b>Policy Number:</b> | SB-LIC-016                |
| <b>Policy:</b>        | Outdoor Dining Licenses   |
| <b>Date Approved:</b> |                           |
| <b>Date Revised:</b>  |                           |
| <b>Approved:</b>      | _____ Chair, Select Board |

### Section 1. Purpose

The purpose of this policy is to establish a process and application criteria for licensing local businesses to use public rights-of-way, public parking lots, on-street parking spaces, sidewalks and/or other Town-owned property for outdoor dining. The Select Board will consider these guiding principles for outdoor dining:

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

### Section 2. Policy

- 2.1 No outdoor restaurant seating shall be permitted within the public right-of-way, public sidewalks and/or on public property unless the Select Board authorizes the placement of temporary outdoor seating.
- 2.2 Under Zoning Bylaw Section 6.9, the Select Board may authorize the placement of seasonal, temporary outdoor seating including but not limited to tables, chairs, serving equipment, planters, and umbrellas, within the public way and on public property, for eat-in restaurants during normal hours of operation, provided that:
  - 2.2.1 The Select Board holds a public hearing and deems 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, is adequately provided for;

- 2.2.2 The seating is within the public sidewalk abutting the front, rear, or side of the restaurant's owned or leased property or on a public way or on other public property abutting the front, rear, or side of the restaurant's owned or leased property;
- 2.2.3 Such use is clearly related to the restaurant conducted inside the principal building;
- 2.2.4 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;
- 2.2.5 Such use does not obstruct or otherwise interfere with visibility at intersections;
- 2.2.6 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; and
- 2.2.7 The application and proposed plans adhere to all health, safety, access, and operational requirements established by the Town, as outlined in Appendix A: Outdoor Dining Requirements. The Town Manager is authorized to update these requirements, as needed, and will ensure the application form reflects any changes.
- 2.3 Items 2.2.1, 2.2.2 and 2.2.3 shall not apply during special town-wide festivals or events during the year as designated by the Select Board.
- 2.4 A restaurant applying for outdoor seating must possess a Common Victuallers License.
- 2.5 Operation of outdoor restaurant seating areas is only permitted when the main place of business is open.
- 2.6 Two or more restaurants may apply jointly for a shared outdoor seating area, subject to all requirements that apply to individual applicants.
- 2.7 The Board may not approve more than 3 public parking spaces for any single applicant. The three spaces include any area taken by concrete safety barriers.

- 2.8 If an applicant is requesting the use of a designated handicap parking space for outdoor dining, the Board may not approve unless a suitable alternative location for handicap parking is identified.
- 2.9 The outdoor dining season shall be April 1 - October 31. The Select Board may authorize seasonal temporary outdoor seating under Zoning Bylaw Section 6.9.2 (b) earlier than April 1 and later than October 31 of each year. Consideration shall be given to snow removal operations, roadway and sidewalk construction schedules, and other needs of the Town.
- 2.10 Outdoor dining licenses must be renewed annually. For those applications seeking a renewal from the prior year, the Town Manager will determine whether a public hearing is required, taking into consideration any compliance issues, resident or abutter complaints, and safety concerns in the prior year. Renewals will be reviewed subject to the criteria above and to the operational needs of the Town, including but not limited to anticipated roadway or sidewalk construction, potential changes in use of the public property, and changes in the Town's overall parking infrastructure.
- 2.11 An application for outdoor seating on public property that increases the restaurant's overall seating capacity by more than thirty percent (30%) must receive approval by the Special Permit Granting Authority that granted the special permit allowing the use of the premises as a restaurant (either the Planning Board or the Zoning Board of Appeals), before the Select Board will review the outdoor dining application.
- 2.12 If an applicant currently has a liquor license that allows consumption on premises and intends to extend that service to the Outdoor Seating area, the applicant must file an Alcoholic Beverages Control Commission's Alteration of Premises form with the Select Board.
- 2.13 Applicants must provide a certificate of liability insurance covering the approved outdoor dining area and naming the Town of Needham as an additionally insured party in the amount of \$500,000/\$1 million.
- 2.14 Permission to use Town land does not modify or amend any applicable state or local rules, requirements, permits, licenses or approvals. To the extent that modifications of any existing permits, licenses or approvals may be necessary, they should be separately applied for by the applicant.
- 2.15 Permission to use Town land may be modified or terminated by the Town, in its sole discretion, at any time. Upon termination, the restaurant shall be responsible for removing all of its property from the designated area.

### **Section 3. Procedures**

- 3.1 The applicant shall file an application for outdoor dining on the form prescribed by the Town of Needham and submit requisite plans, photographs, and information.
- 3.2 The application and related plans that are submitted must adhere to all health, safety, and access requirements established by the Town, as outlined in this policy and in Appendix A: Outdoor Dining Requirements.
- 3.3 Applicants must provide a certificate of liability insurance covering the approved outdoor dining area and naming the Town of Needham as an additionally insured party in the amount of \$500,000/\$1 million.
- 3.4 Upon receipt of an application, the Town Manager or their designee, will review the application for completeness, request any missing documentation, and circulate the completed application to relevant Town departments for review and comments.
  - 3.4.1 An application for outdoor seating on public property that increases the restaurant's overall seating capacity by more than thirty percent (30%) must receive approval by the Special Permit Granting Authority that granted the special permit allowing the use of the premises as a restaurant (either the Planning Board or the Zoning Board of Appeals), before the Select Board will review the outdoor dining application.
  - 3.4.2 If an applicant currently has a liquor license that allows consumption on premises and intends to extend that service to the outdoor seating area, the applicant must file an Alcoholic Beverages Control Commission's Alteration of Premises form with the Select Board.
  - 3.4.3 Applicants are encouraged to apply in late fall/early winter prior to the next outdoor dining season. Applicants may need approval from multiple local boards including the Select Board, Planning Board, and/or Zoning Board of Appeals depending on the specifics of the application. Applicants with liquor licenses will also require approval from the Alcoholic Beverages Control Commission, after local approval is received. While the Town will work diligently to process applications, applicants are not guaranteed a decision by April 1.
- 3.5 The Office of the Town Manager will notify the applicant and all owners of property within a 300-foot radius of the premises to be licensed of any public hearing via certified mail, at least seven (7) days prior to the scheduled hearing date.
- 3.6 Applicants that are approved by the Board will be required to sign a license agreement with the Town of Needham for the use of the public right of way.
- 3.7 Approved applicants may be required to obtain additional permits, subject to the specific furniture and accessories proposed for outdoor dining. Tents and outdoor structures with roofs require a permit from the Building Department. Outdoor

electrical wiring and lighting require an electrical permit from the Building Department. Outdoor heaters require a permit from the Fire Department.

- 3.8 Applicants with outdoor seating approved in on-street parking spaces or in a parking lot must coordinate with the Department of Public Works for the placement of concrete jersey barriers, before outdoor dining furniture can be installed or used.
- 3.9 Outdoor dining licenses must be renewed annually. The Select Board will determine whether a public hearing is required for renewal, taking into consideration any compliance issues, resident or abutter complaints, and safety concerns in the prior year. Renewals will be reviewed subject to the criteria above and to the operational needs of the Town, including but not limited to anticipated roadway or sidewalk construction, potential changes in use of the public property, and changes in the Town's overall parking infrastructure.

#### **Section 4. Fees**

- 4.1 There shall be an annual application fee of \$25, which will be waived if a restaurant submits an outdoor dining application when applying for or renewing their Common Victualler license.
- 4.2 There shall be an additional annual licensing fee for all approved applications for the sole use of public space for outdoor dining at the rate of \$250 per public parking space and \$100 for the use of the sidewalk.

#### **Section 5. Exceptions**

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

## **Appendix A. Outdoor Dining Requirements**

All outdoor dining applications will be reviewed by the relevant Town Department(s) to ensure compliance with the following requirements:

### **Public Safety & Accessibility**

1. The plan submitted must show that a minimum width of 48" (or as otherwise prescribed by law) is maintained and unobstructed from the sidewalk or entrances into the building or any other designated walkways or pedestrian paths. The table and chairs must be placed within the outdoor seating area in such a manner as to allow free and safe passage of pedestrian traffic.
2. The outdoor seating arrangement may not obstruct or interfere with visibility at any street intersection and must not impede Police or Fire access.
3. The outdoor seating arrangement may not obstruct any fire exit, fire escape or other required ingress or egress.
4. The outdoor seating area must be accessible to people with disabilities and the applicant must at all times comply with all applicable laws, ordinances and regulations concerning accessibility and non-discrimination in the providing of services.
5. Outdoor seating placed on sidewalks or in outdoor areas should maintain a 36" clear path between and around all tables and chairs.
6. Seating placed near or adjacent to public ways or parking lots that vehicles can pull up to or travel by must have crash protection, such as concrete barriers.

### **Public Health**

7. All entrances and exit doors through the kitchen used by food service personnel and customers must be screened and provided with air curtains meeting National Sanitation Foundation standards. All windows or openings through the kitchen used for the transfer of food must also be screened and provided with air curtains. (If your entrance and exit or service opening to the outdoor seating area is through the kitchen, you must get Health Department approval.)
8. All food must be prepared inside the facility's kitchen and kept inside until served. No food may be prepared outside.
9. A system for washing down the outside seating area must be provided.
10. Food service personnel may not serve patrons beyond the outdoor seating area as shown on the plan approved by the licensing authority.
11. Food service personnel must constantly police the outdoor seating area for waste paper, garbage and other trash. Covered trash receptacles should be provided and must be emptied as needed to prevent overflowing. They must also be emptied at the end of each evening's service.
12. If dumpsters are located near these proposed seating areas, need to ensure that areas around dumpsters are clean and sanitary, and no public health nuisance issues with odors or attraction of pests exist.
13. During the operating hours and thereafter, strict clean-up practices must be adhered to. Food service personnel must clear up after each patron and remove all trash and dirty dishes.

14. Outside food handlers must have easy access to handwash sinks and cleaning cloths. Facilities for preparation and disposal of sanitizing solutions must be accessible.
15. Outdoor seating areas shall be considered as part of the restaurant and shall comply with Board of Health regulations, including a prohibition of smoking in seasonal outdoor dining areas and only service animals being allowed in those same areas.
16. Pets not allowed in outdoor seating areas. Only service animals are permitted.

#### **Furniture, Fixtures, Lighting & Heating**

17. Tents and outdoor structures with roofs will require a permit from the Building Department.
18. Electrical wiring and lighting for outdoor seating will require an electrical permit from the Building Department.
19. Outdoor heaters require a permit from the Fire Department.
20. The applicant shall be responsible for the maintenance and upkeep of the public right-of-way used for the outdoor seating area and the replacement of damaged public property, including brick pavers. No furniture or furnishings may be permanently attached by any means to the public sidewalk or any other public property.
21. Planters may be used to provide added visual interest and create a more attractive and welcoming atmosphere. Planters may not be used to define the area of outdoor seating where the service of alcohol is involved.
22. If a patio is constructed, the patio or other ground surface must be constructed of material readily cleanable and not susceptible to dust, mud or debris. (Brick, bluestone, tile, and concrete are examples of acceptable materials.)
23. Outdoor dining furniture and fixtures must be maintained in good visual appearance and in clean condition. Table tops must be easily cleanable and durable and maintained in a clean and sanitary condition.
24. Umbrellas may be used but must be, when extended, at least 7 feet above the sidewalk or patio level and contained within the outdoor seating area. Umbrellas should be closed when the restaurant is not open for business.
25. Furniture and fixtures must be removed or safely secured when inclement weather is forecasted.
26. At the end of each outdoor dining season, all furniture, umbrellas, and trash receptacles must be removed.
27. All outdoor seating, furnishings and obstructions must be removed from November 1 through and including March 31, unless you have received written approval from the Town of Needham extending your outdoor dining license beyond April 1 - October 31.
28. Electrical or lighting used in or around outdoor seating needs to be UL listed for outdoor continuous use, such as power outlets, lighting and cords or cables. Exterior feeds for lighting or power should not be laid on the ground and installed overhead without code compliant cable and supporting hardware. Electrical wiring for lighting and power shall require a permit and inspection, this work shall be installed by a licensed electrician.
29. Tents, membrane structures and their accessories such as sidewalls, drops, tarpaulins, floor coverings, bunting and combustible decorations shall be certified by an approved testing laboratory meeting the design criteria of NFPA 701. Each Membrane structure or tent shall have a permanently affixed label bearing the size, fabric, and material type, testing agency and standard that fabric was tested under.

30. Portable fire extinguishers are required for each tent or membrane structure.
31. Open or exposed flame or other devices emitting flame, fire or heat or any other flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structure while open to the public unless approved by the Fire Code Official.
32. LP Gas containers shall be located on the outside. Containers of 500 gallons or less shall have a minimum separation distance of 10 feet between the container and the structure. Storage of over 500 gallons shall have a minimum distance of 25 feet between the container and the structure.
33. Portable LP Gas containers, piping, valves, and fittings located outside and are being used to fuel equipment inside the tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be in an approved location. Portable LP Gas containers shall be securely fastened in place to prevent unauthorized movement.

#### **Licensing Authority**

34. A restaurant requesting outdoor seating must possess a Common Victuallers License.
35. The outdoor seating area must be clearly related to the restaurant conducted in the principal building.
36. Operation of outdoor restaurant seating areas is permitted only when the main place of business is open.
37. If an applicant currently has an alcoholic license and intends to extend that service to the Outdoor Seating area, it must file an Alteration of Premises ABCC form with the Select Board.



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

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**MEETING DATE: 9/28/2021**

|                     |                                                                                                                |
|---------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item</b>  | COVID-19 Update & Schools Reopening                                                                            |
| <b>Presenter(s)</b> | Timothy McDonald, Director of Health & Human Services<br>Dan Gutekanst, Superintendent, Needham Public Schools |

|                                                                                                                                                                                                       |                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                             | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| The Director of Health & Human Services and Superintendent of Schools will provide an update to the Board regarding COVID-19 and the reopening plans being implemented for the 2020-2021 school year. |                                                   |
| <b>2.</b>                                                                                                                                                                                             | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| None.                                                                                                                                                                                                 |                                                   |
| <b>3.</b>                                                                                                                                                                                             | <b>BACK UP INFORMATION ATTACHED</b>               |
| a. COVID-19 data ( <i>forthcoming</i> )<br>b. Reopening of Schools Slides                                                                                                                             |                                                   |



# Opening of School UPDATE

Needham Select Board  
September 28, 2021





**Healthy. Safe. Open for Learning.**

- Continuing our commitment to health and safety
- Responding to the academic, social, emotional, and mental health needs of our students
- Building on our efforts to ensure equity and inclusion for all students



***Pollard students ready to learn!***

# Logistics

- **Transportation** — Accommodated families' transportation needs; no wait list; new routes; still fine-tuning schedules
- **Nutrition Services** — Free meals for all students; optimizing space during lunch & sanitizing tables/spaces
- **Tents** — Installation during week of September 13th to provide additional space for classes, lunch & activities at Mitchell, Sunita Williams, High Rock, Pollard, and NHS





# Health & Safety is the Priority!

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- Keeping our students and staff in school & safe, maintaining health protocols, and reducing health risks remain key priorities and commitments.
- Joint Committee on Health & Safety and school-based health committees continuing to meet, monitor health data, report on compliance with health measures (e.g., mask wearing), and explore issues/concerns
- Transparency of data: COVID-19 [Dashboard](#) on district website; [Public Health data](#) (See most recent update to Joint Health & Safety Committee)
- DESE Testing Program and [Family Consent to Testing](#);
- **IMPORTANT: Partnership with families on Attestation & COVID Testing**
  - [Daily Symptoms Check](#) – Ruvna health screening (text or email)
  - [DESE Test & Stay in lieu of quarantine](#) – run by CIC Health; preparing for launch



# Health & Safety: COVID Testing

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In partnership with the Department of Elementary and Secondary Education (DESE), our contractor, CIC Health and students, staff, and families, we are introducing COVID testing in our schools. The testing program has three components:

- **Test and Stay** Asymptomatic unvaccinated close contacts in school are tested with the Binax Now Antigen test and if negative, return to class.
- **Symptomatic Testing** Students or staff with symptoms during the school day are tested with the Binax Now Antigen test and, if negative, returned to class.
- **COVID Safety Checks** Students and staff participate in weekly and pooled surveillance testing.

# Health & Safety: COVID Testing

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In partnership with the Department of Elementary and Secondary Education (DESE), our contractor, CIC Health and students, staff, and families, we are introducing COVID testing in our schools. The testing program has three components:

- **Test and Stay** Asymptomatic unvaccinated close contacts in school are tested with the Binax Now Antigen test and if negative, return to class.
- **Symptomatic Testing** Students who develop symptoms during the school day are tested with the Binax Now Antigen test. If negative, returned to class.
- **COVID Safety Checks** Students are tested with the Binax Now Antigen test and pooled surveillance testing.

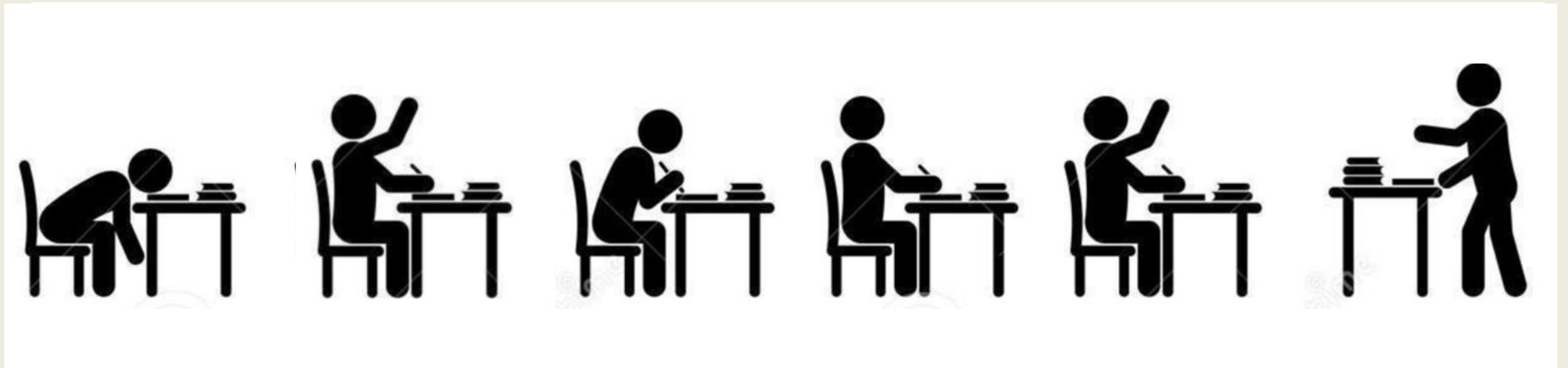
**At this time, we are only implementing the Test & Stay component.**

# Health & Safety: COVID Testing

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## How does Test and Stay work?

- If a positive student case is identified. . .

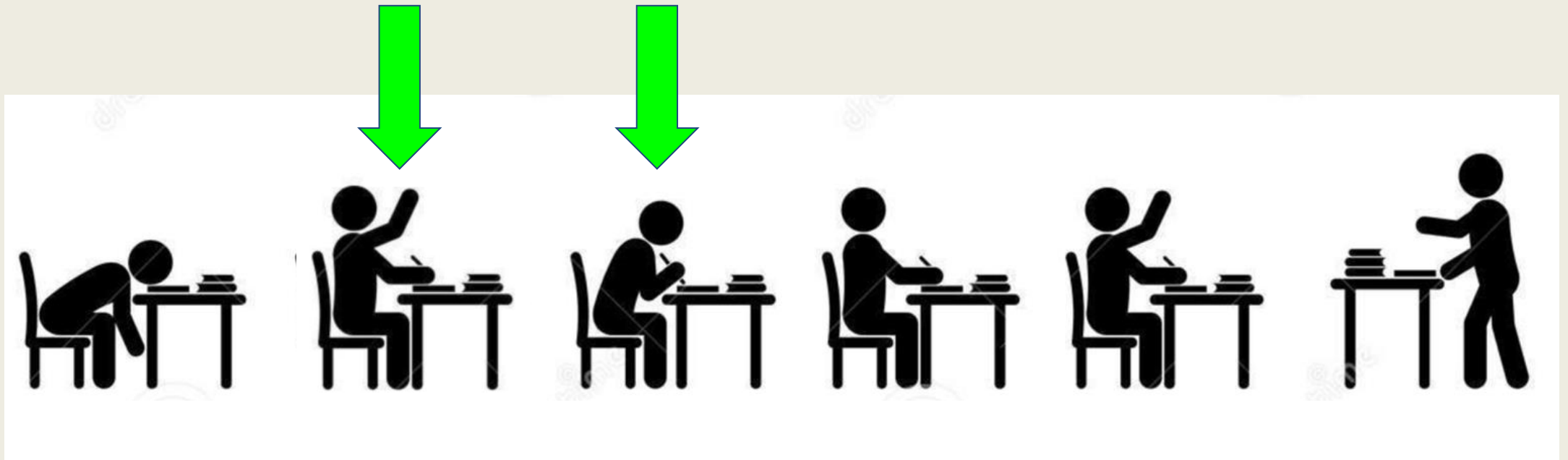


# Health & Safety: COVID Testing

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## How does Test and Stay work?

- If a positive student case is identified, **then contact tracing identifies close contacts in school.**



# Health & Safety: COVID Testing

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## How does Test and Stay work?

- Those close contacts who are unvaccinated get tested in school for at least five days . . .

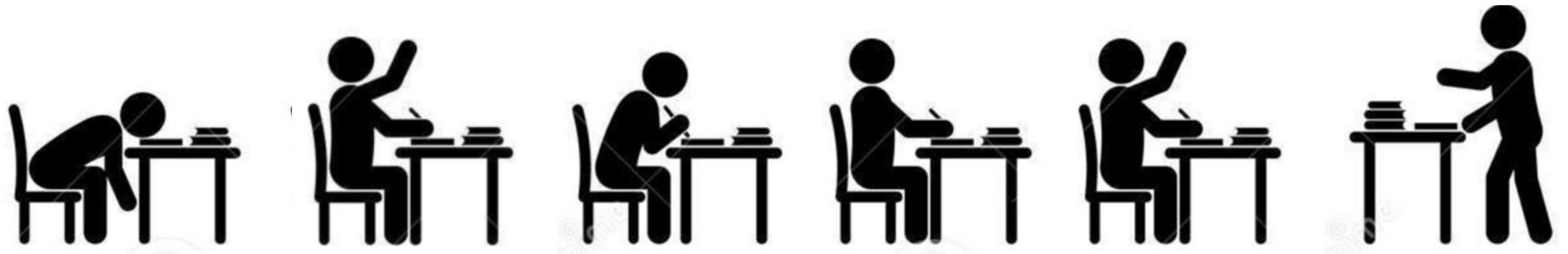


# Health & Safety: COVID Testing

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## How does Test and Stay work?

- Those close contacts who are unvaccinated get tested in school for at least five days **and remain in school activities as long as they are asymptomatic.**



# Health & Safety: COVID Testing

## How does Test and Stay work?

- Students involved in the Test and Stay program are not allowed to participate in out of school program activities until quarantine period ends.

### Full participation!

School sponsored...  
Athletics  
Fine & Performing Arts  
NEDP  
Needham Community Education



### No participation.

*for example...*

Play dates  
Youth sports leagues  
Religious instruction  
Parties  
Scouting  
Dance  
Gymnastics



# Health & Safety: Test & Stay

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**Since Test & Stay program launched on 9/14:**

- In Grades Preschool - 6
  - **8** individuals quarantined
  - **92** individuals participate in Test & Stay and remain in school
- In Grades 7 - 12
  - **1** individual quarantined
  - **7** individuals participate in Test & Stay and remain in school



# Health & Safety: Surveillance Testing

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**Why has the district decided not to participate in the COVID Safety Check (surveillance testing) at this time? The Joint Committee on Health & Safety continues to discuss the efficacy of surveillance testing. Thus far we have concluded:**

- Needham has low case rate, low positivity (1.43%) & high vaccination rate.
- Running down false positives (projected to exceed the true positive rate) and doing re-testing on contaminated samples takes time and resources.
- Weekly PCR has limited benefits; multiple testing weekly is expensive and logistically impractical in the K-12 setting.
- Focusing our resources on Attestation and Test and Stay should do more to keep students safe and in school at this time.
- We continue to study this and are considering the possibility of Preschool-6th grade surveillance testing because that population has not been vaccinated.



**Healthy. Safe. Open for Learning.**



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

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**MEETING DATE: 9/28/2021**

|                     |                                     |
|---------------------|-------------------------------------|
| <b>Agenda Item</b>  | American Rescue Plan Funding (ARPA) |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager      |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>The Select Board adopted several goals related to use of ARPA funding. The Town Manager will discuss the following categories of spending and will seek input from the Board:</p> <ul style="list-style-type: none"><li>• Economic Development including grants for small businesses, Project Pop-up extension, support for public art, support for public music and arts festivals, Needham business promotional and marketing support program, etc. <b>(\$500,000)</b></li><li>• Public Health, including Epidemiologist, contact tracers and a Public Health Nurse <b>(\$210,000)</b> appropriated at the August 17, 2021 Select Board meeting),</li><li>• Mental and behavioral health services for youth, families and seniors, including a clinician, contracts for mental health experts, community education, and part-time staff for outreach, program and service delivery <b>(\$200,000)</b>.</li><li>• Other COVID-related expenses <b>(\$100,000)</b></li><li>• Technology to support hybrid meetings and other accommodations associated with the pandemic <b>(\$175,000)</b></li><li>• Local Infrastructure (Water, Sewer and other as appropriate) <b>(\$8,000,000, approximately)</b></li></ul> |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| Discussion Only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>BACK UP INFORMATION ATTACHED</b>               |
| None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                   |



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

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

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**MEETING DATE: 9/28/2021**

|                     |                                |
|---------------------|--------------------------------|
| <b>Agenda Item</b>  | Climate Action Plan Committee  |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager |

|                                                                                                                                                                                                              |                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                    | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>The Select Board adopted a goal to “Create a Climate Action Plan.” The Town Manager will recommend that the Board approve the committee charge and composition for the Climate Action Plan Committee.</p> |                                                   |
| <b>2.</b>                                                                                                                                                                                                    | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p>Suggested Motion: That the Board approve the committee charge and composition for the Climate Action Plan Committee.</p>                                                                                  |                                                   |
| <b>3.</b>                                                                                                                                                                                                    | <b>BACK UP INFORMATION ATTACHED</b>               |
| <p>a. Climate Action Plan Committee Charge and Composition</p>                                                                                                                                               |                                                   |

# Town of Needham

## Climate Action Plan Committee

### COMMITTEE CHARGE

|                            |                                                          |
|----------------------------|----------------------------------------------------------|
| Type:                      | Ad Hoc                                                   |
| Legal Reference:           | Select Board Goals                                       |
| Appointing Authority:      | Select Board                                             |
| Number of Voting Members:  | Nine (9)                                                 |
| Term of Appointment        | Two (2) years                                            |
| Special Municipal Employee | Yes                                                      |
| Staff Support              | Town Manager/Designee, Director of Public Works/Designee |

| Members | Year Appointed | Term Expiration |
|---------|----------------|-----------------|
|         |                |                 |
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|         |                |                 |

**Composition:** Nine (9) voting members:

- Two (2) current Select Board Members\*
- One (1) current Conservation Commission Member
- One (1) current Planning Board Member
- Five (5) residents, some of whom shall have experience with one or more of the following areas: net zero energy building; energy efficient retrofits; climate change mitigation/advocacy/research; clean energy practice/policy/infrastructure; community choice energy; green infrastructure for climate adaptation; sustainable transportation;

sustainable farming and forestry; waste reduction; and environmental or climate justice, and other relevant areas.

**Purpose:**

Climate Action Plan Committee (CAPC) shall guide the Town in developing a plan that meets or exceeds the State's climate mitigation and resilience goals. The Committee will make recommendations to the Select Board on approval of a Climate Action Plan (CAP), and may be asked to continue to serve as an advisory committee to oversee the implementation of the CAP.

**Charge:** The CAPC shall:

- 1) Review the Town's climate-related data (GHG inventory, energy consumption, vulnerability assessments, hazard mitigation plans, etc.).
- 2) Seek guidance and establish a program to create a GHG inventory for the entire Town of Needham including pass through traffic, residential, commercial, and municipal.
- 3) Recommend for adoption to the Select Board long-term climate action goals that focus on reducing greenhouse gas [GHG] emissions and building resilience within and across the Town's residential, commercial, and municipal sectors, including roadmaps of steps to achieve goals.
- 4) Recommend for adoption to the Select Board target dates, benchmarks and/or annual/interannual climate mitigation goals to achieve climate action goals.
- 5) Plan and prioritize cross-sector efforts to reduce Town's GHG emissions and build climate resilience.
- 6) Recommend to the Select Board programs and policies to implement GHG reduction goals and climate resilience planning in such areas as, but not limited to:
  - a. Energy, including reduction, source, and generation;
  - b. Built environment including permitting, zoning, siting and code for new construction and renovations for municipal, school, commercial, industrial, and residential structures;
  - c. Transportation systems;
  - d. Land use;
  - e. Water, Sewer & Stormwater;
  - f. Waste management;
  - g. Infrastructure; and
  - h. Open space, agriculture and forestry.
- 7) Develop a Climate Action Plan for the Select Board's review and approval that includes:
  - a. Definition of the climate action goals for each decade through 2050, with a focus on the next decade;
  - b. Strategic options and incentives that seek to overcome barriers to implementation of climate action goals;
  - c. Recommendations for any structural changes, resource, or staffing recommendations that would assist in implementation;

- d. Actions to protect environmental justice communities from disproportionate effects of climate change;
- e. Recommendations for implementing the plan across all sectors of the Town;
- f. Measures that assist in tracking and reporting Town's progress towards fulfilling climate action goals; and
- g. Funding opportunities the Town should consider.

**Reports:** The CAPC shall report at least semi-annually to the Select Board on the following:

- Progress towards climate action goals;
- Measures taken to reduce emissions and build resilience;
- Evaluation of the effectiveness and implementation of these measures;
- Funding needed to enable initiatives recommended by the CAPC; and
- Community education and engagement.

**Charge Adopted:** September 28, 2021 **Charge Revised:**

**SME Status Voted:** September 28, 2021

\* Per M.G.L. Ch. 268A Sec. 1(n), the Select Board Members serving on CAPC cannot claim SME status, even though the CAPC, as an entity, is designated as such.



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

---

**MEETING DATE: 9/28/2021**

|                     |                                            |
|---------------------|--------------------------------------------|
| <b>Agenda Item</b>  | Transportation Planning & Review Committee |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager             |

|                                                                                                                                                                                                                                                                                                                                                     |                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                                                                                                                           | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>The Select Board adopted a goal to “Evaluate the role and composition of the TMAC, Transportation Committee, Rail Trail Advisory Committee and Complete Streets Committee.” The Town Manager will present a draft committee charge and composition for a Transportation Planning &amp; Review Committee for the Board to review and discuss.</p> |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                                           | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p>Discussion Only.</p>                                                                                                                                                                                                                                                                                                                             |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                                                                                                                           | <b>BACK UP INFORMATION ATTACHED</b>               |
| <p>a. Draft Transportation Planning &amp; Review Committee Charge &amp; Composition</p>                                                                                                                                                                                                                                                             |                                                   |

## Town of Needham Transportation Planning & Review Committee (TRPC)

### COMMITTEE CHARGE

|                            |                                                                                                                 |
|----------------------------|-----------------------------------------------------------------------------------------------------------------|
| Type:                      | Ad Hoc                                                                                                          |
| Legal Reference:           | Select Board Goals                                                                                              |
| Appointing Authority:      | Select Board                                                                                                    |
| Number of Voting Members:  | Nine (9)                                                                                                        |
| Term of Appointment        | Six (6) months                                                                                                  |
| Special Municipal Employee | Yes                                                                                                             |
| Staff Support              | Town Manager/Designee, Director of Public Works/Designee, Director of Planning & Community Development/Designee |

| Members | Year Appointed | Term Expiration |
|---------|----------------|-----------------|
|         |                |                 |
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**Composition:** Nine (9) voting members:

- Two (2) current Select Board Members\*
- One (1) current member of the Transportation Committee
- One (1) current member of the Rail Trail Advisory Committee
- One (1) current member of the Traffic Management Advisory Committee

- One (1) representative appointed by the Planning Board
- The Town's Designated Representative to the MBTA Advisory Board
- The Town's Designated Representative to the Regional Transportation Advisory Council
- The Town Moderator or Designated Representative

**Purpose:**

The Transportation Planning & Review Committee (TPRC) shall guide the Town evaluating the existing structure in place for transportation planning and make recommendations to the Select Board.

**Charge:** The TPRC shall:

- 1) Review the Town's existing committee structure including the Transportation Committee, Traffic Management Advisory Committee, and Rail Trail Advisory Committee, and identify areas of need not presently covered like Complete Streets.
- 2) Recommend for adoption to the Select Board and/or Town Meeting a new committee structure, if appropriate.
- 3) If a new committee structure is recommended, the TPRC will recommend a charge and composition for any structure that is proposed.

**Charge Adopted:** [DATE] **Charge Revised:**

**SME Status Voted:** TBD

\*Per M.G.L. Ch. 268A Sec. 1(n), the Select Board Members serving on TPRC cannot claim SME status, even though the TPRC Committee, as an entity, is designated as such.



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

---

**MEETING DATE: 9/28/2021**

|                     |                                                                       |
|---------------------|-----------------------------------------------------------------------|
| <b>Agenda Item</b>  | Registered Marijuana Dispensary Community Benefit Agreement Amendment |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager                                        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>The Town Manager will recommend that the Board approve an amendment to the Community Benefit Agreement originally signed with Sage Cannabis, Inc. in 2016. The document outlines the agreement between the Town and Sira Naturals d/b/a Ayr related to the Registered Marijuana Dispensary on Franklin Street. The amendments include:</p> <ul style="list-style-type: none"><li>• A change in the legal name of the entity;</li><li>• A change in the individual to whom notices are to be provided for the entity; and</li><li>• A change in the audit methodology and associated payment and reconciliation dates.</li></ul> |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p><i>Suggested Motion:</i> That the Board vote to approve and sign the Amendment to Community Benefit Agreement Between the Town of Needham and Sira Naturals, Inc. D/B/A Ayr. (F/K/A Sage Cannabis, Inc.).</p>                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>BACK UP INFORMATION ATTACHED</b>               |
| <ol style="list-style-type: none"><li>a. Amendment to Community Benefit Agreement Between the Town of Needham and Sira Naturals, Inc. D/B/A Ayr. (F/K/A Sage Cannabis, Inc.).</li><li>b. Community Benefit Agreement dated June 14, 2016.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                |                                                   |

**AMENDMENT TO COMMUNITY BENEFIT AGREEMENT  
BETWEEN THE TOWN OF NEEDHAM AND SIRA NATURALS, INC. d/b/a Ayr.  
(f/k/a SAGE CANNABIS, INC.)**

WHEREAS, the Town of Needham (the “Town”) and Sage Cannabis, Inc. are parties to the Community Benefit Agreement dated June 14, 2016; and

WHEREAS Sage Cannabis, Inc. has changed its name to Sira Naturals, Inc., and also wishes to designate a new point of contact for purposes of Section 11 of the Community Benefit Agreement and update certain provisions.

NOW THEREFORE, in consideration of the provisions contained in the Community Benefit Agreement and this amendment thereto, the parties hereby amend the Community Benefit Agreement specifically as follows:

1. All references in the Community Benefit Agreement to Sage Cannabis, Inc. and/or Operator shall henceforth be construed as referring to Sira Naturals, Inc. d/b/a Ayr, and Sira Naturals, Inc. d/b/a Ayr expressly agrees that it is subject to all of the terms and conditions contained therein.

2. For purposes of Section 11 of the Community Benefit Agreement, the contact for Operator is:

Dwan Packnett, Vice President Government Relations & Community Investment  
Sira Naturals, Inc. d/b/a Ayr  
300 Trade Center, Suite 7750  
Woburn, MA 01801

3. Section 1 Annual Payments is amended by deleting subsection (c) in its entirety, and inserting in its place the following:

(c) Each Annual Payment shall be paid to the Town not later than May 15 following the calendar year. To the extent the Annual Payment is to be made before the Operator has submitted its audited financial records and certification of gross sales as required by section 2(a), said payment shall be based on a gross sales draft estimate and shall be subject to reconciliation not later than June 15.

4. Section 2 Financial Records and Audit Rights of Town, subsection (a) shall be amended by deleting the date “March 15” and inserting in place the date “May 15”.

Except as specifically noted above, all remaining terms of the Community Benefit Agreement shall remain unamended and in full force and effect.

IN WITNESS WHEREOF, the Parties to this Agreement have hereunto set their hands and seals on this \_\_\_\_ day of \_\_\_\_\_, 2021.

TOWN OF NEEDHAM

OPERATOR

Select Board

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Matthew Borrelli, Chair

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Dwan Packnett, Vice President  
Government Relations & Community Investment  
Sira Naturals, Inc. d/b/a Ayr

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Marianne B. Cooley, Vice Chair

---

Lakshmi Balachandra, Clerk

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Marcus A. Nelson

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Needham Town Manager

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## TOWN OF NEEDHAM

TOWN HALL  
1471 Highland Avenue  
Needham, MA 02492-2669

Office of the  
BOARD OF SELECTMEN

TEL: (781) 455-7500

FAX: (781) 449-4569

TDD: (781) 455-7558

June 14, 2016

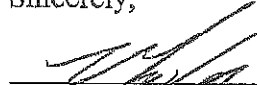
Department of Public Health  
Medical Use of Marijuana Program  
RMD Applications  
99 Chauncy Street, 11th Floor  
Boston, MA 02111

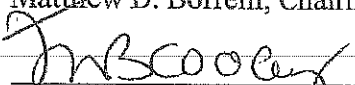
To Whom it May Concern:

By virtue of a vote taken at a duly noticed meeting held on June 14, 2016, the Needham Board of Selectmen does hereby provide a letter of non-opposition for Sage Cannabis, Inc. of Milford Massachusetts to operate a Registered Marijuana Dispensary in the Town of Needham at 29 – 37 Franklin Street.

The Needham Board of Selectmen has verified with the appropriate local officials that the proposed RMD facility is located in a zoning district that allows such use by right or pursuant to local permitting.

Sincerely,

  
Matthew D. Borrelli, Chairman

  
Marianne B. Cooley, Vice Chairman

  
Daniel P. Matthews, Clerk

  
John A. Bulian

  
Maurice P. Handel

SELECTMEN OF NEEDHAM

## COMMUNITY BENEFIT AGREEMENT

THIS COMMUNITY BENEFIT AGREEMENT (this "Agreement") is entered into this 14<sup>th</sup> day of June by and between the TOWN OF NEEDHAM, a Massachusetts municipal corporation with a principal address of 1471 Highland Avenue, Needham, MA 02492 (the "Town"), and Sage Cannabis, Inc., a Massachusetts nonprofit corporation with a principal address of 13 Commercial Way, Milford, MA 01757 (the "Operator").

WHEREAS, the Operator wishes to locate a Registered Marijuana Dispensary dispensing facility ("RMD") at 29-37 Franklin Street, Needham (the "Facility") in accordance with regulations issued by the Massachusetts Department of Public Health ("DPH"); and

WHEREAS, the Operator intends to provide certain benefits to the Town by way of gift or grant in the event that it receives a Final Certificate of Registration to operate an RMD in Needham by DPH, and all local approvals, permits and licenses;

NOW THEREFORE, in consideration of the provisions of this Agreement, the Operator offers and the Town accepts this Agreement and the Operator and the Town agree as follows:

### 1. Annual Payments

- (a) The Operator agrees to make a donation to the Town, in the amounts and under the terms provided herein for the purposes of addressing any impacts of the RMD facility on the Town and on municipal programs, services, personnel, and facilities. The funds shall be used at the Town's sole discretion.
- (b) The Operator shall pay to the Town an "Annual Payment", which shall be the greater of the "Minimum Payment" or the "Percentage of Gross Sales", as set forth below:

| Calendar Year        | Minimum Payment                                                        | Percentage of Gross Sales |
|----------------------|------------------------------------------------------------------------|---------------------------|
| 2016                 | \$50,000                                                               | 3.0% of Gross Sales       |
| 2017                 | \$100,000                                                              | 3.0% of Gross Sales       |
| 2018                 | \$100,000                                                              | 3.0% of Gross Sales       |
| 2019                 | \$100,000                                                              | 3.00% of Gross Sales      |
| All Subsequent Years | 2.5% more than the prior year's Minimum Payment, on a cumulative basis | 3.00% of Gross Sales      |

For the purposes of this Agreement, "gross sales" shall mean the total gross sales revenue from all products sold by the Operator in Needham.

- (c) Each Annual Payment shall be paid to the Town not later than April 1 following the calendar year. For example, the payment for calendar year 2016 shall be due not later than April 1, 2017.

(d) Subject to the provisions of Section 8 of this Agreement, the Operator shall be bound by the Minimum Payment and the Percentage of Gross Sales attributable to each calendar year set forth above regardless of the year in which the RMD commences operations.

(e) If the Operator is granted the certificates and approvals described in paragraph 8 of this Agreement, the Operator agrees to give 100% of the Needham RMDs Surplus Revenue, as defined below, back to the Town and as more particularly described in the next sentence. The Operator shall make a donation to the Town of 50% of such Surplus Revenue directly to the Town's General Fund to be used in furtherance of Sage's nonprofit purpose for the benefit of registered qualifying patients as required by 105 CMR 725.100(A), and 50% of such Surplus Revenue to local charities to be decided upon by mutual agreement of the Town's Board of Selectmen and the Operator's Board of Directors.

As used in this Agreement, the term "Surplus Revenue" shall mean, with respect to any fiscal period, cash receipts of medicated product sales by the Operator's Needham Dispensary location only, less the sum of the following to the extent paid or set aside by the Operator: (a) all principal and interest payments on indebtedness of the Operator and all other sums paid to all present and future lenders; (b) all expenditures incurred in connection with the operation of the Operator's business related to the Needham RMD and to the Needham RMD's proportionate share of the Milford production facility; (c) all capital expenditures, including physical plant and equipment related to the Needham RMD and to the Needham RMD's proportionate share of the Milford production facility; (d) all applicable local, state and federal taxes related to the Needham RMD and to the Needham RMD's proportionate share of the Milford production facility; and (e) such reserves as the Operator deems reasonably necessary for operation of the Operator's business and/or to satisfy any requirements of the Operator's contractual counterparties, related to the Needham RMD and to the Needham RMD's proportionate share of the Milford production facility.

In the event the Town and the Operator cannot agree as to the amounts due the Town and/or the appropriate designation of local charities under this agreement, the parties agree to submit their dispute to the American Arbitration Association for mediation. Either of the parties can initiate this procedure by giving notice to the other that they have reached an impasse and if they do not agree to the amounts due within 30 days thereof, either party may submit the dispute to the Boston office of the American Arbitration Association for mediation. The fees of the American Arbitration Association and the mediator shall be paid one half by each party.

(f) In the event that the Operator enters into a community benefit agreement with another municipality in the Commonwealth of Massachusetts that contains financial terms that are superior to what the Operator agrees to provide the Town pursuant to this Agreement,

then the parties shall reopen this Agreement and negotiate an amendment resulting in financial benefits to the Town equivalent or superior to those provided to the other municipality.

- (g) The provisions of this Agreement shall be applicable as long as the Operator operates a RMD dispensing facility in the Town, pursuant to a license issued by DPH.

## **2. Financial Records and Audit Rights of Town**

- (a) The Operator shall submit independently audited financial records to the Town not later than March 15 of each calendar year, with a certification of the gross sales for the respective year, for the purpose of determining whether the Annual Payment shall be the applicable Minimum Payment or the Percentage of Gross Sales, and for determining the amount of surplus revenue to be distributed under Section 1(e).
- (c) If required by the DPH, all financial records submitted to the Town shall be simultaneously submitted to DPH by the Operator, subject to patient confidentiality requirements. The Operator shall also submit to the Town copies of any additional financial records that the Operator must submit to DPH.
- (d) The Operator shall maintain its books, financial records, and other compilations of data pertaining to the requirements of this Agreement in accordance with standard accounting practices and any applicable regulations or guidelines of the DPH. All records shall be kept for a period of at least seven (7) years.
- (e) During the term of this Agreement and for three (3) years following termination of this Agreement, the Town shall have the right to examine, audit and copy (at its sole cost and expense) those parts of the Operator's books and financial records which relate to the determination of the required Annual Payment and to the Operator's compliance with this Agreement. Such examinations may be made upon not less than thirty (30) days prior written notice from the Town and shall occur only during normal business hours at such place where said books, financial records and accounts are maintained. The Town's examination, copying or audit of such records shall be conducted in such manner as not to interfere with the Operator's normal business activities.

## **3. Purpose of Annual Payment**

The Town may use the proceeds of each annual payment in its sole and absolute discretion.

## **4. Property Taxes**

- (a) At all times during the term of this Agreement, property, both real and personal, owned or operated by the Operator shall be treated as taxable, and all applicable real estate and personal property taxes for that property shall be paid either directly by the Operator or by its landlord, and the Operator shall not challenge the taxability of such property and shall not submit an application for any statutory exemption from such taxes.

- (b) Notwithstanding Section 4(a): (i) if real or personal property owned or operated by the Operator is determined to be exempt for taxation or partially exempt, or (ii) if the value of such property is abated with the effect of reducing or eliminating the tax which would otherwise be paid if assessed at full value, then the Operator shall pay to the Town an amount which when added to the taxes, if any, paid on such property, shall be equal to the taxes which would have been payable on such property at full assessed value and at the otherwise applicable tax rate, if there had been no abatement or exemption. The payment described in this Section 4(b) shall be in addition to the payments made by the Operator under Section 1 of this Agreement.

**5. Sales Taxes**

The Town reserves the right to collect sales taxes, or similar transactional taxes, from the Operator, in the event that such collections are authorized by law during the term of this Agreement. The payment of any such taxes described in this Section shall be in addition to the payments made by the Operator under Section 1 and Section 4 of this Agreement.

**6. Security & Operations**

- (a) The Operator shall maintain a cooperative relationship with the Needham Police Department, including but not limited to attending periodic meetings to review operational concerns, cooperation in investigations, and communication to the Needham Police Department of any suspicious activities at or in the RMD location. In addition the operator will make the same video feeds and records that are available to the DPH available to the Needham Police Department. The Operator agrees to have at least two security personnel on duty at all times that the facility is open for business.
- (b) The Operator agrees to limit sales to one ounce or less per customer per visit, if allowed by DPH.
- (c) All visits will be by appointment.
- (d) The Operator agrees to consult with Board of Selectmen at a public meeting prior to initial and replacement hiring of manager of RMD facility.

**7. Termination**

This Agreement shall terminate at the time that either of the following occurs:

- (a) the Town notifies the Operator of the Town's termination of this Agreement; or
- (b) the Operator ceases to operate a RMD in Needham. In the case of a relocation out of the Town, an adjustment of funds due to the Town hereunder shall be calculated based upon the period of occupation of the RMD dispensing facility within the Town, but in no event

*June*

shall the Town be responsible for the return of any funds already provided to it by the Operator.

**8. Registration Contingency**

The obligations of the Operator and the Town recited herein are specifically contingent upon the Operator's obtaining 1. a Final Certificate of Registration to operate a RMD dispensing facility in the Town from the DPH; and 2. the Operator's receipt of any and all necessary local approvals to locate, occupy, and operate a RMD dispensing facility in the Town.

**9. Compliance with Legal Requirements**

The Operator shall comply with all laws, rules, regulations and orders applicable to the operation of an RMD, including the bylaws and regulations of the Town, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the operation of an RMD. This Agreement does not affect, limit, or control the authority of Town boards, commissions, and departments to carry out their respective powers and duties to decide upon and to issue, or deny, applicable permits and other approvals under the statutes and regulations of the Commonwealth, the General and Zoning By-laws of the Town, or applicable regulations of those boards, commissions, and departments, or to enforce said statutes, By-laws, and regulations. The Town, by entering into this Agreement, is not thereby required or obligated to issue such permits and approvals as may be necessary for the RMD dispensing facility to operate in the Town, or to refrain from enforcement action against the Operator and/or its RMD dispensing facility for violation of the terms of said permits and approvals or said statutes, By-laws, and regulations

**10. Recreational Use of Marijuana Waiver Provision**

By signing this Agreement, Sage hereby agrees to waive any rights it has or may have in the future to sell adult-use marijuana in the Town of Needham without first obtaining approval from the Town of Needham Board of Selectmen (the "Board").

**11. Notices**

Any and all notices, or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth below or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service, or if sent by private overnight or other delivery service, when deposited with such delivery service.

For the Town:

Town Manager  
1471 Highland Avenue  
Needham, MA 02492



For the Operator:

Michael Dundas, Chief Executive Officer  
Sage Cannabis, Inc.  
13 Commercial Way  
Milford, MA 01757

**12. Binding Effect**

This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the Town nor the Operator shall assign or transfer any interest in the Agreement without the written consent of the other.

**13. Waiver**

The obligations and conditions set forth in this Agreement may be waived only by means of a written document signed by the party waiving such obligation or condition. Forbearance or indulgence by a party shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that party under this Agreement or applicable law. No waiver of any breach or default shall constitute or be deemed evidence of a waiver of any subsequent breach or default.

**14. Amendment**

This Agreement may only be amended by a written document duly executed by both of the Parties. No modification or waiver of any provision of this Agreement shall be valid unless duly authorized as an amendment hereof and duly executed by the Town and the Operator.

**15. Headings**

The article, section, and paragraph headings in this Agreement are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.

**16. Severability**

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality, or unenforceability shall not affect any other provisions of this Agreement, or affect the application of such provision to any other circumstances, and this Agreement shall be construed and enforced as if such invalid, illegal or unenforceable provision were not contained in this Agreement.

**17. Governing Law**



This Agreement shall be governed by and construed in accordance with the substantive law of the Commonwealth of Massachusetts, without regard to the conflicts of laws provisions thereof.

**18. Entire Agreement**

This Agreement, including all documents incorporated by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

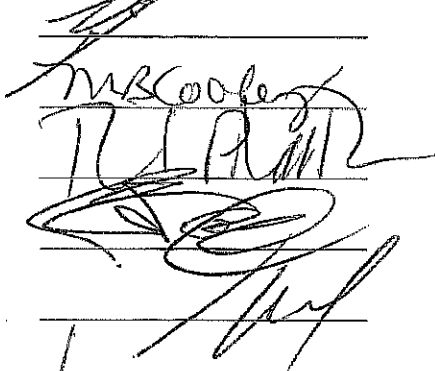
**19. Counterparts**

This Agreement may be signed in any number of counterparts all of which taken together, shall constitute one and the same instrument, and any party hereto may execute this Agreement by signing one or more counterparts.

IN WITNESS WHEREOF, the Parties to this Agreement have hereunto set their hands and seals on the day and year first above written.

TOWN OF NEEDHAM

Board of Selectmen

The image shows four handwritten signatures, each written over a horizontal line. The signatures are in dark ink and vary in style, with some being more cursive and others more blocky.

Needham Town Manager

The image shows a single handwritten signature in dark ink, written over a horizontal line. The signature is cursive and appears to be "Kate [unclear]".

OPERATOR

The image shows a handwritten signature in dark ink, written over a horizontal line. The signature is cursive and appears to be "Michael Dundas".

Michael Dundas, CEO  
Sage Cannabis, Inc.

A small, circular, handwritten mark or stamp located in the bottom right corner of the page. It appears to be a stylized "S" or a similar symbol.



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

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**MEETING DATE: 9/28/2021**

|                     |                                         |
|---------------------|-----------------------------------------|
| <b>Agenda Item</b>  | Public Participation in Meetings Policy |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager          |

|                                                                                                                                                                                                                   |                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                         | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>The Select Board adopted a goal to “create a public comment component at Select Board meetings as part of the formal agenda.” The Town Manager will present a draft policy for consideration by the Board.</p> |                                                   |
| <b>2.</b>                                                                                                                                                                                                         | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p>Discussion Only.</p>                                                                                                                                                                                           |                                                   |
| <b>3.</b>                                                                                                                                                                                                         | <b>BACK UP INFORMATION ATTACHED</b>               |
| <p>a. Draft Policy on Public Participation in Meetings</p>                                                                                                                                                        |                                                   |

## Select Board

|                       |                                  |
|-----------------------|----------------------------------|
| <b>Policy Number:</b> | SB-ADMIN-006                     |
| <b>Policy:</b>        | Public Participation in Meetings |
| <b>Date Approved:</b> |                                  |
| <b>Date Revised:</b>  |                                  |
| <b>Approved:</b>      | _____ Chair, Select Board        |

### **Policy:**

In accordance with state law, all meetings of the Select Board, its subcommittees, and its advisory committees shall be open to the public, except for Executive Sessions. While the law grants the public the right only to observe public meetings, the Board recognizes that meetings may provide an important opportunity for the Board to hear the viewpoints of residents, business owners, and others who visit our community.

### **Public Comment Period**

The Select Board may provide a period during meetings, generally not to exceed ten minutes, for public statements or comments. This “Public Comment Period” is a forum limited to only comments on subject matters within the scope of the Select Board’s authority. Those who wish to speak during the Public Comment Period are encouraged to inform the Office of the Town Manager in advance, by telephone, e-mail, or in person, by the end of the business day prior to the meeting. Such advance notice is not mandatory to speak but is helpful and, during the Public Comment Period, the Chair will recognize first those who have communicated in advance their desire to speak. If time allows, other individuals wishing to speak will be recognized in an order determined at the discretion of the Chair.

### **Rules for Public Comments**

1. All public comments are to be addressed to the Chair.
2. Persons making public comments must identify themselves by name and city or town of residence.
3. Comments may be either oral or written; if written, seven hard copies should be provided for the Select Board, or alternatively, a copy provided by email to [selectboard@needhamma.gov](mailto:selectboard@needhamma.gov) two business days before the noticed meeting.
4. Speakers will have three minutes to speak.
5. The Public Comment Period shall be a form limited only to comments on matters that are within the scope of the Select Board’s authority.
6. As the time allotted to public comments is limited, large groups addressing the same topic are encouraged to consolidate their remarks and/or select a single spokesperson.
7. The Chair will not interrupt speakers who have been recognized to speak, except to terminate speech that is not Constitutionally protected because it constitutes a threat, incites others to imminent lawless conduct, is sexually explicit, is in excess of the three

minutes allotted for each speaker, or concerns a matter outside the scope of the Select Board's authority.

8. The Board shall not be required to respond to any public comments and shall generally refrain from asking questions or commenting on public comments, other than to ask questions of clarification.

### **Select Board Members' Role in Public Comment Period**

The Public Comment Period is not a time for debate or response by Select Board members. Comments made during the Public Comment Period do not necessarily reflect the views or the positions of the Select Board.

### **Communications to and from Select Board Members**

Speaking during the Public Comment Period is only one means of communicating with the members of the Select Board. Members of the public are encouraged to ask questions of or express opinions to the Board by U.S. mail, e-mail, or by phone. Emailing [selectboard@needhamma.gov](mailto:selectboard@needhamma.gov) will reach all five members. Whether received through the Public Comment Period or other methods, the Chair may summarize questions and answers of general interest at the start of a future Select Board meeting and/or may include some matters on the agenda of a future meeting. Other matters may be referred to the Town Manager for administrative response.



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

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**MEETING DATE: 9/28/2021**

|                     |                                |
|---------------------|--------------------------------|
| <b>Agenda Item</b>  | Positions on Warrant Articles  |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager |

|                                                                                                                                    |                                                   |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                          | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>The Board will review articles on the Special Town Meeting Warrant.</p>                                                         |                                                   |
| <b>2.</b>                                                                                                                          | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p><i>Suggested Motion:</i> That the Board vote to support (not to support) article _____ in the Special Town Meeting Warrant.</p> |                                                   |
| <b>3.</b>                                                                                                                          | <b>BACK UP INFORMATION ATTACHED</b>               |
| <p>a. Special Town Meeting Warrant DRAFT dated September 24, 2021<br/>b. Status of Articles as of 9.24.2021</p>                    |                                                   |

# TOWN OF NEEDHAM



## SPECIAL TOWN MEETING WARRANT

MONDAY, OCTOBER 25, 2021

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

DRAFT 9.24.2021

Additional information on particular warrant articles will be made available from time to time at [www.needhamma.gov/townmeeting](http://www.needhamma.gov/townmeeting) during the weeks leading up to the Special Town Meeting.

## COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on:

**MONDAY, THE TWENTY FIFTH DAY OF OCTOBER 2021**

At 7:30 in the afternoon, then and there to act upon the following articles:

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### FINANCE ARTICLES

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#### **ARTICLE 1:      AMEND THE FY2022 SEWER ENTERPRISE FUND BUDGET**

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2022 Sewer Enterprise Fund adopted under Article 21 of the May 1, 2021 Special Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

| <u>Line Item</u> | <u>Appropriation</u> | <u>Changing From</u> | <u>Changing To</u> |
|------------------|----------------------|----------------------|--------------------|
| 201A             | Salary & Wages       | \$1,029,212          | \$1,041,733        |
| 201D             | MWRA Assessment      | \$6,662,310          | \$6,614,690        |

or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information: This article provides funding for the salary and wage increase for Sewer Enterprise personnel approved at the May 1, 2021 Special Town Meeting in the amount of \$12,521 and reduces the MWRA Assessment by \$47,620 based on the final assessment issued by the Massachusetts Water Resources Authority after the original amount was approved. The net change to the budget is a reduction of \$35,099.*

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#### **ARTICLE 2:      AMEND THE FY2022 WATER ENTERPRISE FUND BUDGET**

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2022 Water Enterprise Fund adopted under Article 22 of the May 1, 2021 Special Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

| <u>Line Item</u> | <u>Appropriation</u> | <u>Changing From</u> | <u>Changing To</u> |
|------------------|----------------------|----------------------|--------------------|
| 301A             | Salary & Wages       | \$1,413,248          | \$1,457,409        |
| 301D             | MWRA Assessment      | \$1,677,742          | \$1,670,433        |

or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information: This article provides funding for the salary and wage increase for Water Enterprise personnel approved at the May 1, 2021 Special Town Meeting in the amount of \$44,161 and reduces the MWRA Assessment by \$7,309 based on the final assessment issued by the Massachusetts Water Resources Authority after the original amount was approved. The net change to the budget is an increase of \$36,852.*

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### **ARTICLE 3:      APPROPRIATE TRANSPORTATION IMPROVEMENT FEES**

To see if the Town will vote to appropriate funds from the Commonwealth Transportation Infrastructure Fund in the amount of \$7,603.90 for the purpose of transportation infrastructure improvements, said sum to be spent under the direction of the Town Manager; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information: Chapter 187 of the Acts of 2016 established a Commonwealth Transportation Infrastructure Fund. Each Transportation Network Company (such as Uber and Lyft) is assessed \$0.20 per ride to fund transportation improvements. One-half of the amount received from the Fund is to be distributed proportionately to each city and town based on the number of rides that originated in that city or town. The distributed funds must be used to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town. Funding for Transportation Improvements in FY2022 will be allocated to pedestrian and bicycle safety initiatives unless circumstances require otherwise.*

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## **ZONING ARTICLES**

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### **ARTICLE 4:      AMEND THE 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. Outdoor Seating, Subsection 6.9.1, Applicability, 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. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, 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. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, 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. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, 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. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, 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. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, 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;”

- (g) 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. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, 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. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, 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. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, 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.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE 5:     **AMEND ZONING BY-LAW – CHESTNUT STREET BUSINESS DISTRICT FRONT SETBACK****

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

1. Amend Section 4.4.4, Front Setback, by replacing in the first sentence of the first paragraph the word “a” with the word “the” and by capitalizing the term “business district” to read as follows (new language underlined):

“In the Business District, there shall be a minimum front setback of ten (10) feet for all lots zoned in the Business District prior to April 14, 1952 and of twenty (20) feet for all lots changed to the Business District thereafter. The setback area shall be kept open and landscaped with grass or other plant materials; such area shall be unpaved except for walks and driveways, as defined in Section 4.4.5. Regulations relative to parking setbacks are governed by Section 5.1.”

2. Amend Section 4.4.4, Front Setback, by revising the second paragraph to read as follows (new language underlined):

“In the Chestnut Street Business District, there shall be a minimum front setback of ten (10) feet for all buildings except along both sides of Chestnut Street where there shall be a front setback of twenty (20) feet for all buildings. The landscaping treatment for the setback area shall be consistent with the Chestnut Street Landscape Design Recommendations (April 1988) on file in the office of the Planning Board. No parking shall be allowed in this setback area. Parking shall be on the side or in the back of the building.”

Or take any other action relative thereto.

INSERTED BY: Planning Board  
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

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**CAPITAL ARTICLES**

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**ARTICLE 6:     **APPROPRIATE FOR RIDGE HILL BUILDINGS DEMOLITION****

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$650,666 for the purpose of the demolition and removal of buildings at Ridge Hill Reservation, to be spent under the direction of the Permanent Public Building Committee and Town Manager and to meet this appropriation that \$231,000 be raised from the Tax Levy, that \$48,426 be transferred from Article 41 of the 2015 Annual Town Meeting, that \$15,000 be transferred from Article 43 of the 2016 Annual Town Meeting, that \$86,000 be transferred from Article 44 of the 2017 Annual Town Meeting, that \$26,805 be transferred from Article 41 of the 2017 Annual Town Meeting, that \$155,000 be transferred from Article 32 of the 2018 Annual Town Meeting, that \$37,315 be transferred from Article 5 of the May 14, 2018 Special Town Meeting, and that \$50,570 be transferred from Article 37 of the 2019 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Select Board  
FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information:* Two of the three buildings at Ridge Hill are in advanced stages of disrepair and pose potential health and safety risks to the public. In 2019, Town Meeting approved \$25,000 in feasibility funding for the demolition of the buildings. This request would fund the demolition of the Ridge Hill Manor House and Garage at 463 Charles River Street. The existing barn structure is excluded from this scope. The Manor House and garage have hazardous building materials within the existing structures. These materials must be professionally handled, abated, and disposed of as part of the demolition project per federal and state regulations. The demolition scope of work also includes removal of an underground fuel storage tank (UST) at the garage; complete removal of all building elements, foundations, portions of the exterior paved areas and utilities associated with the subject structures and stabilization; and restoration of the site following demolition.

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**ARTICLE 7: APPROPRIATE FOR EMERY GROVER BUILDING DESIGN**

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$1,475,000 for engineering and design of renovation of and addition to of the Emery Grover Building and associated grounds, including the temporary use of the Hillside School as swing space and the creation of off-site parking at the Stephen Palmer Building, as well as costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board  
FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information:* This article provides funds for the detailed design of a project to fully renovate the Emery Grover School Administration Building at its present location on Highland Avenue. The design also plans for the temporary use of the Hillside Elementary School as swing space for school administration personnel during construction, as well as creation of potential additional, off-site parking at the Stephen Palmer Building. This 21,108 GSF renovation project includes the following scope elements: historic renovation of the Emery Grover exterior (façade); renovation and modernization of the interior spaces; and minor modifications to the Hillside School. The proposed project modifies that originally described by BH+A Architects in the June 2020 Emery Grover Feasibility Study, which is available for review on the School Department's website. The revised concept reduces the original building scope by approximately one third from 34,717 GSF to generally fit within the building's existing envelope. It eliminates the 50 foot by 100 foot, three-story 18,415 GSF addition that was originally proposed for the rear of the building, reflects a more efficient use of interior spaces (such as the use of shared spaces and common work areas), and relocates the educational technology/head end room function to other school buildings.

The total cost of the revised project is estimated at \$20-21 million, which includes approximately \$3 million to make the Hillside school ready for temporary occupancy by school administration staff while the Emery Grover is under construction. Although BH+A estimated that approximately 85% of the project could be

eligible for Community Preservation Act (CPA) funding, the anticipated contribution from CPA funded debt will be based upon guidance from the Community Preservation Committee. If approved by Town Meeting, the remainder of the project cost is anticipated to come from debt repaid by the General Fund within the levy limit (no debt exclusion.) The anticipated Town Meeting funding schedule is for an October 2021 Special Town Meeting request for detailed design, followed by a May 2022 Annual Town Meeting request for construction funds for both the Hillside improvements and the Emery Grover renovation. The Hillside updates are expected to take six months and the Emery Grover construction is anticipated to take between 18-20 months.

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**ARTICLE 8:        APPROPRIATE FOR SOLAR INSTALLATION AT JACK COGSWELL BUILDING**

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

| <u>Project</u>                | <u>Town Meeting</u> | <u>Article</u> | <u>Authorized</u> | <u>Rescind</u> |
|-------------------------------|---------------------|----------------|-------------------|----------------|
| Public Works Storage Facility | 2018 ATM            | 35             | \$7,615,000       | \$2,200,000    |
|                               |                     |                |                   |                |
| Total                         |                     |                |                   | \$2,200,000    |

And further to raise, and/or transfer and appropriate the sum of \$750,000 for engineering, design, and construction of a solar facility at the Public Works Storage Facility/Jack Cogswell Building as well as costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; that the Select Board, Town Manager and any other appropriate Town officials are authorized to enter into any lease, power purchase or other agreements that may be necessary in their judgment to develop this solar facility in conjunction with a third party vendor; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

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**RESERVE ARTICLES**

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**ARTICLE 9:        APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND**

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$674,900 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this

appropriation that said sum be transferred from Article 38 of the 2019 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* Article 38 of the 2019 Annual Town Meeting funded the replacement of the synthetic turf fields and associated improvements at Memorial Field and DeFazio Complex, and the project was completed under-budget. Town Meeting action is required to return the unspent funds to the Athletic Facility Improvement Fund. Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park. The balance in the fund as of June 30, 2021 was \$270,203.

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## GENERAL ARTICLES

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### **ARTICLE 10**

### **HOME RULE PETITION TO ADJUST THE NUMBER OF OFF- PREMISES ALCOHOL LICENSES**

To see if the Town will vote to authorize the Select Board to petition the General Court for special legislation authorizing said Board, as the local licensing authority, to issue licenses for the sale of all alcoholic beverages not to be drunk on the premises and the sale of wine and malt beverages not to be drunk on the premises under section 15 of chapter 138 of the General Laws up to the maximum number of such licenses authorized by section 17 of said chapter 138, as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approve amendments to the bill before enactment by the General Court; and provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

AN ACT AUTHORIZING THE TOWN OF NEEDHAM TO GRANT LICENSES FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES AND WINE AND MALT BEVERAGES NOT TO BE DRUNK ON THE PREMISES AS PROVIDED IN SECTION 17 OF CHAPTER 138 OF THE GENERAL LAWS.

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

SECTION 1. The Select Board of the Town of Needham shall cause to be placed on the ballot at a regular or special election the following question:

“Shall the licensing authority in the town of Needham be authorized to grant licenses for both the sale of all alcoholic beverages in packages not to be drunk on the premises and the sale of wine and

malt beverages in packages not to be drunk on the premises in amounts up to the maximum number of such licenses authorized by section 17 of chapter 138 of the General Laws?"

Below the ballot question shall appear a fair and concise summary of the ballot question prepared by the town counsel and approved by the select board.

If a majority of the votes cast in answer to that question is in the affirmative, the licensing authority of the town of Needham shall, notwithstanding anything contained in chapter 207 of the Acts of 2012 to the contrary, or in section 11 of chapter 138 of the General Laws, be authorized to issue licenses for both the sale of all alcoholic beverages not to be drunk on the premises and for the sale of wine and malt beverages not to be drunk on the premises under section 15 of chapter 138 of the General Laws in amounts up to the maximum number of such licenses authorized by section 17 of said chapter 138.

SECTION 2. This act shall take effect upon its passage.

Or to take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information: Sale of alcohol in package stores in Needham was authorized by a Special Act. Chapter 207 of the Acts of 2012 allows the Town to issue a total of eight (8) Section 15 off-premises liquor licenses. Of those eight (8) licenses, no more than six (6) licenses may be for the service of all alcoholic beverages. The proposed warrant article seeks to permit the Town to issue Section 15 licenses in the number and type provided in G.L. c.138, s.17, which allows the Town to grant one (1) all alcoholic beverages license for each population unit of five thousand or additional fraction thereof, and one (1) license for the sale of wines or malt beverages only or both for each population unit of five thousand or fraction thereof. Needham's population is listed as 32,091 in the 2020 census. Thus, under the quota system, the Town would have seven (7) all alcohol licenses and seven (7) wine and malt only package store licenses based on the "additional fraction thereof" language in Section 17. The proposed Home Rule Petition requires approval of the Legislature, the Governor, and the voters of the Town to enact the change.*

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**ARTICLE 11:      A RESOLUTION CONCERNING DECLARATION OF CLIMATE AND ECOLOGICAL EMERGENCY**

Whereas, Needham Town Meeting recognizes that we are in a Climate and Ecological Emergency that threatens our town, state, nation and all of humanity;

And Whereas, Needham Town Meeting believes that a mobilization to meet this challenge is imperative to stabilize the climate, remedy environmental harms which disproportionately hurt environmental justice communities, create clean-energy jobs, and improve human lives;

And Whereas, in recent years, the Town of Needham has demonstrated a commitment to reducing greenhouse gas emissions and protecting our environment by: constructing LEED Certified buildings such as the Sunita Williams Elementary School and the Needham Free Library, including EV charging stations at Sunita Williams and at Needham Public Works, implementing large solar installations at the Town Recycling and Transfer Station, passing the Stretch Building Code and becoming a Green Community,

committing to pesticide and herbicide-free maintenance of town trees and parks, and currently preparing a town-wide Climate Action Plan to further lower the town's carbon footprint.

And Whereas, Town Meeting recommends that Needham join over 2,000 governments globally that have declared a climate emergency, an emergency primarily driven by human activities, most significantly the burning of fossil fuels and the destruction of forests and other carbon sinks, resulting in rising global temperatures and loss of biodiversity.

And Whereas, a warming planet poses serious risks to human health, and safety and economic security, as evidenced by recent extreme weather events including droughts, forest fires, and floods, rising sea levels, ocean acidification, soil erosion, and mass species extinctions around the globe. Massachusetts is already experiencing flooding from storms and rising sea levels, droughts, increased transmission of tick-borne illnesses, record-breaking heat waves, and loss of biodiversity, such as bird and pollinator populations.

Be It Resolved, that this day, in recognition of the urgent need to mobilize, Needham's Town Meeting goes on record as recommending that the Town of Needham, acting through the Select Board, declare a Climate and Ecological Emergency. Once declared, Town Meeting recommends that the Select Board consider taking further action including:

- Communicating to all town departments, businesses, and residents the critical need to achieve net-zero greenhouse gas emissions as soon as is fiscally and technologically possible;
- Developing policies that protect Needham's trees, forests, and open spaces because they draw carbon from the atmosphere, and provide life-sustaining food and shelter to other species;
- Prioritizing projects that reduce the town's greenhouse gas emissions and biodiversity loss;
- Ensuring that the town pursues an equitable and just transition to a zero-greenhouse gas future.

Town Meeting calls on state and federal elected officials to initiate a Climate Emergency mobilization and provide appropriate legislative, regulatory, and financial support to municipalities to implement local climate emergency initiatives. Town Meeting requests that the Town Clerk send notice of this resolution to the Office of the Governor of the Commonwealth of Massachusetts and Needham's state and federal legislators.

INSERTED BY: Rebecca Phillips, et. al.

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

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**ARTICLE 12:      A NON-BINDING RESOLUTION CONCERNING THE AMENDMENT OF  
THE CURRENT ACCESSORY DWELLING UNITS (ADUS) BY-LAW**

Whereas Needham Town Meeting recognizes that the town is experiencing increasing challenges in providing potential or existing residents a range of affordable options to purchase or rent a home in Needham;

And Whereas, one of the biggest challenges to home-buying and renting in Needham is an increasingly narrow range of housing choices due to the trend to replace older, smaller homes with ever-growing new homes, the average size of which has doubled between 1980 to 2020 from 2,200 SF to 4,400 SF;

And Whereas, this economic trend continues to make Needham increasingly less affordable, creating economic challenges for potential new residents and residents who wish to stay;

And Whereas, the increasing lack of affordability and housing choice creates more challenges for a more diverse Needham community;

And Whereas, as a result of recent trends in Needham and across the region, there is not enough of a range in housing choices at the affordable end that offer smaller unit sizes with more affordable purchase or rental costs for young adults or families or existing, mostly senior, residents;

And Whereas, in 2019, Needham introduced ADUs to the town by-laws but instituted them with residency restrictions that allow use only for a “caregiver”, “family,” or “owner” which has resulted in approximately eight approved ADUs in the past 18 months;

And Whereas, a 2018 white paper written by Amy Dain for the Pioneer Institute, presenting a survey of all of the towns offering ADUs, (approximately half with residency restrictions and the rest without), indicated that the total annual number of ADUs built was uniformly very modest (mostly single-digit), and that towns without restrictions saw only about a 50% increase in the number of ADUs built annually, which means Needham would have about three (3) more ADU applications a year.

Be It Resolved, that this day, in recognition of the urgent need to create more affordable housing choices, Needham’s Town Meeting goes on record as recommending that the Town of Needham, acting through the Select Board, declare making more Affordable Housing Choices a Priority. Once declared, Town Meeting recommends that the Select Board consider taking further action including:

- Communicating to all town departments, businesses, and residents the critical need to address the lack of affordable housing choices currently in our town.
- Recommend that the Planning Board address possible remedies to the housing challenges through both the newly formed Affordable Housing Study Committee and revisions to the zoning by-laws to allow more affordable housing choices including multi-family and other smaller-sized options, like ADUs, that would expand the opportunities for potential and existing residents.
- Prioritize that the Planning Board, for Annual Town Meeting 2022, address an amendment to the current by-law (Section 3.15 – Accessory Dwelling Units [ADUs])
- Acknowledge that the Needham Health Department and the Council on Aging were critical endorsers of the concept of an ADU by-law that would provide to seniors the opportunity to have live-in assistance at their homes or, alternatively, the economic benefit of potential rental income. The current by-law, established in 2019, accomplished only half of that goal; it restricts use of ADUs to live-in assistance, and does not allow use of an ADU as a rental property.
- Encourage the Planning Board to remove the residency restriction in the above by-law, for just “caregiver”, “family” and “owner”, and allow the ADUs to be available to anyone as a more affordable housing choice in the marketplace, given that they would provide a very modest, but important, smaller housing option (850 SF maximum) across our predominantly single-family zoned town.
- Acknowledge that the economic benefit provided by ADUs expands the housing opportunities for seniors and other residents to remain in their homes, and for potential newcomers to join the Needham community.

INSERTED BY: Oscar Mertz, et. al.

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

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And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

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

Given into our hands at Needham aforesaid this 14<sup>th</sup> day of September 2021.

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

***Select Board of Needham***

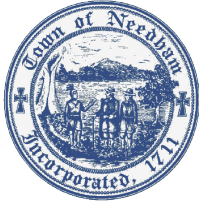
A TRUE COPY

Attest:

Constable:

Status of Articles 9.24.2021

| #  | Article                                                              | Status | BOS<br>Position | FC<br>Position | BOS            | FC          | CPC | Planning |
|----|----------------------------------------------------------------------|--------|-----------------|----------------|----------------|-------------|-----|----------|
| 1  | Amend FY22 Sewer Enterprise Budget                                   |        |                 |                | L. Balachandra | J. Connelly |     |          |
| 2  | Amend FY22 Water Enterprise Budget                                   |        |                 |                | L. Balachandra | J. Connelly |     |          |
| 3  | Appropriate Transportation Improvement Fees                          |        |                 |                | L. Balachandra | B. Coffman  |     |          |
| 4  | Amend Zoning By-law Outdoor Dining                                   |        |                 |                | M. Cooley      | C. Fachetti |     |          |
| 5  | Amend Zoning By-law Chestnut Business District Front Setback         |        |                 |                | M. Nelson      | D. Reilly   |     |          |
| 6  | Appropriate for Ridge Hill Buildings Demolition                      |        |                 |                | M. Borrelli    | R. Lunetta  |     |          |
| 7  | Appropriate for Emery Grover Design                                  |        |                 |                | M. Cooley      | J. Levy     |     |          |
| 8  | Appropriate for Solar Installation at Jack Cogswell Storage Building |        |                 |                | M. Borrelli    | J. Levy     |     |          |
| 9  | Appropriate to Athletic Improvement Fund                             |        |                 |                | M. Nelson      | T. Jacob    |     |          |
| 10 | Home Rule Petition –Off Premises Alcohol Licenses                    |        |                 |                | D. Matthews    | J. Healy    |     |          |
| 11 | Citizens Petition – Climate Resolution                               |        |                 |                | D. Matthews    | J. Levy     |     |          |
| 12 | Citizens Petition – Housing Resolution                               |        |                 |                | D. Matthews    | J. Levy     |     |          |



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

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**MEETING DATE: 09/28/2021**

|                     |                                |
|---------------------|--------------------------------|
| <b>Agenda Item</b>  | Town Manager's Report          |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager |

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



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

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**MEETING DATE: 9/28/2021**

|                     |                                          |
|---------------------|------------------------------------------|
| <b>Agenda Item</b>  | Train Horn Noise and Quiet Zone Planning |
| <b>Presenter(s)</b> | Board Discussion                         |

|                                                                                                                                                                                                                                               |                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                     | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>The Select Board adopted a goal to seek funding for noise reduction/quiet zoning feasibility &amp; design. The Board will discuss next steps in the process of applying for and funding grade crossing improvements and related costs.</p> |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                     | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p>Discussion Only.</p>                                                                                                                                                                                                                       |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                     | <b>BACK UP INFORMATION ATTACHED</b>               |
| <p>None</p>                                                                                                                                                                                                                                   |                                                   |



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

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**MEETING DATE: 9/28/2021**

|                     |                  |
|---------------------|------------------|
| <b>Agenda Item</b>  | Code of Conduct  |
| <b>Presenter(s)</b> | Board Discussion |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>The Select Board voted to adopt a goal to “Develop a Select Board/Committee Code of Conduct – Policy Manual.” The Board will discuss items that should be included in the Code of Conduct/Policy Manual document, such as:</p> <ul style="list-style-type: none"><li>• Preparation for meetings</li><li>• Conduct at meetings/decorum</li><li>• Speaking individually or on behalf of the Board</li><li>• Role of the Board and Board members and officers</li><li>• Use of technology</li><li>• Confidentiality</li><li>• Role of the Board in relation to Town Administration/staff</li><li>• Use of Town Counsel</li><li>• Compliance with Town Policy and State law</li><li>• Attendance at Events</li></ul> |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p>Discussion Only.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>BACK UP INFORMATION ATTACHED</b>               |
| <p>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                   |



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

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**MEETING DATE: 9/28/2021**

|                     |                          |
|---------------------|--------------------------|
| <b>Agenda Item</b>  | Select Board Composition |
| <b>Presenter(s)</b> | Board Discussion         |

|                                                                                                                                           |                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                 | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| The Select Board will discuss the next steps related to the composition of the Board due to the resignation of Lakshmi Balachandra.       |                                                   |
| <b>2.</b>                                                                                                                                 | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| Discussion Only.                                                                                                                          |                                                   |
| <b>3.</b>                                                                                                                                 | <b>BACK UP INFORMATION ATTACHED</b>               |
| a. Massachusetts General Law: Part I, Title VII, Chapter 41, Section 10<br>( <i>Failure to Elect; Procedure to Fill Vacancy; Notice</i> ) |                                                   |

|                   |                                                       |
|-------------------|-------------------------------------------------------|
| <b>Part I</b>     | ADMINISTRATION OF THE GOVERNMENT                      |
| <b>Title VII</b>  | CITIES, TOWNS AND DISTRICTS                           |
| <b>Chapter 41</b> | OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS |
| <b>Section 10</b> | FAILURE TO ELECT; PROCEDURE TO FILL VACANCY; NOTICE   |

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Section 10. If there is a failure at an election to choose a town officer, except a selectman, or if a person chosen shall not accept such office, or if a vacancy shall occur, the town may at any meeting elect a person to such office.

If, at an election of town officers for which official ballots are used, there is a failure to elect a town officer, he may be elected at an adjourned or succeeding meeting; and ballots shall be prepared and furnished for such meeting, containing the nominations already made and such as may subsequently be made for the office.

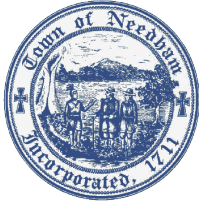
The proceedings in such election and the qualifications of a person to be elected or appointed in case of failure to elect, refusal to accept or vacancy shall be the same as in an original election.

If there is a failure to elect or a vacancy occurs in the office of selectman, the remaining selectmen or selectman may call a special election to fill the vacancy and shall call such election upon the request in writing of two hundred registered voters of the town, or twenty per cent of the total

number of registered voters of the town, whichever number is the lesser; provided, that such request is filed with them or him not less than one hundred days prior to the date of the next annual election.

If there is a resignation of a town officer creating a vacancy at some later time certain, and such resignation is filed with the town clerk in accordance with the provisions of section one hundred and nine, said town clerk shall certify a vacancy shall occur at the later time certain and the board of selectmen may call a special election as provided in this section; provided, however, that no such election may be held prior to the effective date of the resignation creating such vacancy.

No election shall be held for any office pursuant to this section unless the selectmen file with the town clerk notice of an election for such office not less than fifteen days before the last day to submit nomination papers to the registrars of voters for certification, before the election or any preceding primary, caucus, or preliminary election.



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

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**MEETING DATE: 9/28/2021**

|                     |                   |
|---------------------|-------------------|
| <b>Agenda Item</b>  | Committee Reports |
| <b>Presenter(s)</b> | Board Discussion  |

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

**Town of Needham  
Select Board  
Minutes for Tuesday, September 14, 2021  
Needham Town Hall  
Powers Hall  
and  
Via ZOOM  
<https://us02web.zoom.us/j/84366515233>**

- 6:00 p.m.      Call to Order:  
A meeting of the Select Board was convened by Chair Matthew D. Borrelli. Those present were Marianne Cooley, Daniel P. Matthews, and Town Manager Kate Fitzpatrick. Lakshmi Balachandra attended by Zoom. Marcus Nelson joined the Board at 6:20 p.m. Ivria Glass Fried, Town Counsel, Katie King, ATM/Operations, Myles Tucker, Support Services Manager, Kristin Scoble, Administrative Specialist, and Mary Hunt, Recording Secretary were also in attendance.
- 6:00 p.m.      Public Hearing: Aboveground Fuel Storage  
Darren Germain, Eastern Propane & Oil, Dennis Condon, Fire Chief, and Barry Nectow, Needham Pool and Racquet Club discussed with the Board an application in accordance with provisions of Chapter 148 of Massachusetts General Laws for a license to install (2) 1,000 gallon above ground propane fuel tanks on the property located at 1545 Central Avenue, Needham. It was clarified the request is for (2) 1,000 gallon above ground propane tanks, however the amount of propane totals 1,600 gallons as each tank will hold 800 gallons of propane.
- Mr. Borrelli stated while he is a member of the Needham Pool and Racket Club, he filed a disclosure with the Town Clerk and conferred with Town Counsel, noting there is no conflict of interest for him to hold tonight's public hearing.
- Chief Condon stated the application is in order.
- Mr. Borelli invited public comment.
- Fred Sewall, 1554 Central Avenue questioned the number of gallons each tank holds and why propane is preferred when a gas line is available. He also noted the map he was given is not clear.
- Mr. Nectow stated there is no gas line into the property and expense is a factor.
- Motion by Mr. Matthews that the Select Board vote to approve and authorize the Chair to sign a license for Eastern Propane & Oil to install (2) 1,000-gallon above ground fuel tanks on the property located at 1554 Central Avenue, Needham.**
- Second: Ms. Cooley. Approved 3-1 by roll call vote. Ms. Balachandra voted no.**

Mr. Borrelli asked for comments from the Board.

Ms. Balachandra said she is concerned about climate change, suggesting green energy should be considered.

Mr. Matthews commented that big installations are usually for industrial purposes, noting Needham's safety standards are beyond state standards. He said he believes the installation is safe and is standard infrastructure based on current technology and procedures. He acknowledged Ms. Balachandra's point, and that the Town is exploring different ways of providing for its long term energy requirements.

Ms. Cooley noted the Town is working on a "spec sheet" of safety facts for residents, acknowledging concerns of some residents. Ms. Cooley said Ms. Balachandra's point about fossil fuel is valid and is hopeful the new Climate Task Force will consider it. She noted the question of green alternative energy sources will require vetting with the community because, as noted by Ms. Balachandra, there is the implication of an additional burden on taxpayers.

6:20 p.m.

Public Hearing: Application for a Transfer of All Alcoholic License

Cory Wilk, Attorney and Shawn Rodriquenz, Proposed Manager spoke with the Board regarding an application from Needham Lending Company LLC, d/b/a Sheraton Needham Hotel for the transfer of an Innholder (Hotel) All Alcoholic Beverages Liquor License to be operated at 100 Cabot Street, Needham. The Sheraton Needham Hotel is also requesting approval of a management agreement with SSH Needham LLC., the appointment of Shawn Rodriquenz as manager on record and the pledge of the license in favor of Customers Bank.

Mr. Rodriquenz explained his work experience includes holding 4 alcohol licenses in Massachusetts and has never had an infraction. He said he is TIPS certified.

Ivria Glass Fried, Town Counsel stated all paperwork appears in order.

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

**Motion by Mr. Matthews the Board approve the section 12 All Alcohol Hotel Liquor License transfer application submitted by Needham Lending Company, LLC d/b/a Sheraton Needham Hotel including the approval of management agreement with SSH Needham LLC the appointment of Shawn Rodriquenz as manager of record and the pledge of license in favor of Customers Bank.**

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

Mr. Matthews told Mr. Rodriquenz that he wants him to succeed, but public safety is critical. He reminded Mr. Rodriquenz that he is personally responsible and liable for everything related to the service of alcohol.

6:25 p.m. Appointments and Consent Agenda:  
**Motion by Ms. Cooley that the Select Board vote to approve the Appointments and Consent Agenda as presented.**

#### **APPOINTMENTS**

- 1. No Appointments were made at this meeting.**

#### **CONSENT AGENDA \*=Backup attached**

- 1.\* Approve minutes of August 17, 2021 (Open Session)**
- 2.\* Approve a request from Christopher George Race Coordinator for The BIGGSteps Toward Cancer Prevention 5K to hold the road race in Needham. The event is scheduled for November 14, 2021 with a rain date of November 21, 2021. The route of the race has been approved by the following departments: DPW, Police, Fire and Park and Recreation.**
- 3.\* RATIFY a request from Angela Phinney Race Coordinator for the 34th Annual BikeA-Thon, Bikes Not Bombs to hold a Needham. The event passed through Needham on Saturday, September 12. The route of the race was approved by the following departments: DPW, Police, Fire and Park and Recreation.**
- 4.\* Approve a request from Needham Open Studios to hold an Art exhibit on Saturday, September 18, 2021 (Rain date September 25), located on Chapel Street.**
- 5.\* Approve a One Day Special License for William Christophe Kent of Needham Knights of Columbus who is hosting a Music Bingo event on Friday, September 24, 2021, 6:45-11:00PM. The event will be held at the Needham Knights of Columbus. The Police Department approved this event.**
- 6.\* Approve a One Day Special License for Anne -Marie Bajwa of Charles River Center 5K Run/ 1Mile who is hosting the 5K Run/ 1 mile walk and after-party on Sunday, September 26, 2021, 11:00am. The event will be held at the Charles River Center. The Police Department approved this event.**
- 7.\* Approve and sign Water & Sewer Abatement #1309**
- 8.\* Approve request from The Revitalization Trust Fund for permission to display new Dine/Shop banners in the downtown area.**
- 9. Accept the following donation made to Needham Park & Recreation of four picnic tables from the James Pub & Provisions. Total value of the four tables \$1,200.**
- 10. Grant permission for the following residents to hold block parties:**

| Name                        | Address         | Party Location                     | Party Date | Party Rain Date | Party Time     |
|-----------------------------|-----------------|------------------------------------|------------|-----------------|----------------|
| Ratify –<br>Kristen Morrill | 22 Glen Terrace | Glenwood Road                      | 9/11       | 9/12            | 3:30pm- 8:30pm |
| Ratify –<br>Liz Lawlor      | 76 Howland St.  | Pleasant Street/<br>Howland Street | 9/11       | 9/12            | 4pm-7pm        |
| Ratify –                    |                 |                                    |            |                 |                |

|                                        |                             |                           |             |             |                      |
|----------------------------------------|-----------------------------|---------------------------|-------------|-------------|----------------------|
| <b>Dale McCarthy</b>                   | <b>72 Stevens Road</b>      | <b>Steven's Road</b>      | <b>9/12</b> | <b>9/19</b> | <b>4pm-8pm</b>       |
| <b>Ratify –</b>                        |                             |                           |             |             |                      |
| <b>Aly Donohue</b>                     | <b>58 Mayo Ave.</b>         | <b>Mayo Avenue</b>        | <b>9/12</b> | <b>9/19</b> | <b>2:30pm-5:00pm</b> |
| <b>Thomas Epolito</b>                  | <b>32 Bennington Street</b> | <b>Bennington St.</b>     | <b>9/18</b> | <b>N/A</b>  | <b>12pm -11:59pm</b> |
| <b>Mary Sprogel</b>                    | <b>176 Wilshire Park</b>    | <b>Wilshire Park</b>      | <b>9/25</b> | <b>9/26</b> | <b>10am -6pm</b>     |
| <b>Megan Dwyer &amp; Cathy Quinlin</b> | <b>31/9 Hazelton Avenue</b> | <b>Hazelton Avenue</b>    | <b>9/25</b> | <b>9/26</b> | <b>3pm -6pm</b>      |
| <b>Amy Hurley</b>                      | <b>154 South St.</b>        | <b>Needhamdale Street</b> | <b>9/19</b> | <b>N/A</b>  | <b>4pm -8pm</b>      |

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

6:25 p.m.

Public Hearing: Dangerous Dog Hearing

Mr. Borrelli acknowledged a dangerous dog hearing is an emotional issue on both sides. He stated the hearing tonight, requested by Police Chief John Schlittler on August 30, 2021, is pursuant to MGL c. 140 Section 157 and Town By-Law 3.7.5 on a complaint about a dog by the name of "Duke" residing at 83 Old Farm Road, Needham. Police Chief John Schlittler and Christina Santamaria, dog owner, appeared before the Board. Mr. Borrelli said under the law the Select Board, as hearing authority, shall investigate the complaint including an examination under oath of the complainant, Chief Schlittler. Mr. Borrelli asked Chief Schlittler to stand, raise his right hand, and attest that he will swear that the testimony he is about to give is the truth, the whole truth, and nothing but the truth. Chief Schlittler swore under oath that the testimony he is about to give is the truth, the whole truth, and nothing but the truth.

Mr. Borrelli summarized the Select Board's authority under MGL c. 140 section 157 and the Town By-Laws, along with remedies as stated in MGL c. 140 section 157 in the event the Board finds the dog to be a dangerous or nuisance dog. He noted, per the law, the Select Board cannot order the dog to be removed from Needham.

Chief Schlittler summarized both incident reports filed with the Needham Police Department. He commented that the unprovoked attacks pose a safety threat to the neighborhood.

Mr. Borrelli asked for questions from the Board.

Discussion ensued on the Board's potential course of action based on recommendations from Chief Schlittler.

Christina Santamaria, dog owner, 83 Old Farm Road gave her testimony, stating that while she would like to keep Duke in her family, she has decided to re-home

him, noting his history will require more effort to find a new home. Ms. Santamaria commented on efforts to muzzle, walk, reinforce fencing, leash, camera's in her yard, and padlocks on her doors, noting the chance of Duke getting out have been significantly minimized. Ms. Santamaria said several neighbors have written letters expressing support for Duke. She listed 10 organizations she has contacted to re-home Duke, stating seven said they could not take the dog and that she is waiting to hear from the remaining three. She said the issue has divided her neighborhood and understands safety is a priority. She asked the Select Board for more time to re-home Duke.

Mr. Borrelli invited public comments.

Roberta Redpath, 75 Old Farm Road read a statement of instances leading up to when she was attacked by Duke. She said the attack has caused her anxiety and depression and she is fearful for her family, her dog, visitors, and is unable to enjoy her yard. She indicted multiple neighbors who have said the dog has been aggressive and potentially bitten up to seven times. She commented it will likely take a miracle to find someone willing to take on the challenge and liability of caring for the dog. Ms. Redpath said it is sad, and perhaps humanely putting the dog down is really the only solution in this case to prevent another attack. Ms. Redpath asked if more time is afforded Ms. Santamaria, then what sort of protection is the Town willing to offer her family and residents of Old Farm Road?

Nancy Yablonski, 82 Old Farm Road read a statement of her experience of being bitten, as well as a threatening incident her pregnant daughter-in-law had with the dog. She said she had not told Ms. Santamaria of the incident involving her daughter-in-law because, at the time, she was unaware that the dog had also threatened Roberta.

Jenna Walker, 58 Longacre Road said she knows Duke and has not seen any instances of aggression. She said if precautions are taken, she sees no reason why Ms. Santamaria could not be afforded more time to find a suitable solution for re-homing Duke.

Chester Yablonksi, 82 Old Farm Road thanked Chief Schlittler for his accurate description. He stated that while he had not been bitten by Duke, he had an incident where Duke charged him, barked aggressively, and followed him into his garage. He said two younger children from the Santamaria home tried to call and restrain Duke, to no avail. Mr. Yablonski said this incident was one of many times both of Ms. Santamaria's dogs were unleashed and it is a blatant disregard for the Town's leash laws.

Sean Shaughnessy, 89 Old Farm Road said the issue has divided and damaged relationships in the neighborhood and it is the owner's responsibility to control and leash the dogs. He said things cannot be allowed to continue, and something should be done within days, not weeks.

Maureen Thompson, 67 Old Farm Road said she supports Roberta Redpath and Nancy Yablonski. She said there are elderly residents on the street, and she shudders to think of the danger they face if attacked. Ms. Thompson said she and her husband are very fond of the Santamaria family, but immediate, responsible, and necessary action by Ms. Santamaria or the Town must be taken to remove the dog from the neighborhood. Ms. Thompson said serious liability exists should another incident occur.

Claire Immediato, 304 Hunting Road, sister of Ms. Redpath said when she visits her sister, the dogs lunge at the fence. She empathized with the Santamaria family, but said not all dogs can be saved. She said years ago her family had a similar situation and had to surrender their dog.

Jonathn Braley, 68 Old Farm Road concurred with Mr. Shaughnessy's comments saying that with every 'no' response from shelters that Ms. Santamaria receives for re-homing Duke, the risk to the neighborhood increases. He said quick action is necessary to remove the dog.

Mr. Borrelli closed the public hearing and asked for Board discussion.

Mr. Nelson asked about the number of walks and whether it is possible to keep the dogs inside the home, except for walks.

Ms. Santamaria said she can take the dog outside less often.

Ms. Cooley asked Ms. Santamaria, how long has she been trying to re-home Duke? When does she expect to hear from the remaining organizations?

Ms. Santamaria said she expects to hear in the next few days and anticipates the dog will be re-homed and not return to the neighborhood.

Mr. Matthews said the peace and safety of the neighborhood needs to be protected and the dog must leave the neighborhood promptly. He said people love their dogs, but some dogs have serious reactive problems in some people and situations. Mr. Matthews said dog owners have the responsibility to do whatever needs to be done to protect the neighbors. He said if an owner fails in their responsibility, the Town has an obligation act. Mr. Matthews said he is troubled why it took so long to recognize the seriousness of the situation and instances of non-responsiveness by Ms. Santamaria. He said it is "not fun to have someone make a claim against your insurance, but that is between the claimant and the insurance company, not you." He said the situation is serious and if people need to "jump through hoops" it only makes matters worse. He said Needham is a town of neighbors, who shouldn't have to come to a hearing to speak. Mr. Matthews said he hopes Ms. Santamaria takes this into consideration and does what she is supposed to do.

Mr. Borrelli said a continuance of the hearing is in order, concurring with the neighbors it needs to be short. He said for the neighborhood to heal, the dog must be rehomed.

Ms. Balachandra concurred with Mr. Matthews, and that the situation is sad and unfortunate. She said the issue is public safety and needs to be over for the neighborhood.

Ms. Cooley clarified Ms. Santamaria anticipates hearing from the remaining organizations within a couple days and that she expects the situation to be resolved within days, not weeks. She said she supports a quick resolution. However, Ms. Cooley said if a quick resolution is not found by Ms. Santamaria, then a different resolution must be found, unfortunately.

Mr. Borrelli suggested restrictions including leashing the dog outside, minimal time spent outdoors, mandatory muzzling the dog, and adult supervision of the dog at all times when the dog is outside.

Ms. Santamaria agreed to the restrictions.

Chief Schlittler stated as long as the restrictions are clear to Ms. Santamaria for the neighbors to remain safe, he is comfortable.

Ms. Cooley said she is hopeful that if Ms. Santamaria does not hear the response, she is seeking from the remaining re-homing agencies, that she will be responsible to make the decision that needs to be made for the sake of the neighborhood.

**Motion by Mr. Nelson that the Select Board continue this public hearing to September 28, 2021, at 6 p.m., with the voluntary conditions agreed to by Ms. Santamaria which include leashing and muzzling her dog at all times, minimal time spent outdoors and only when her dog needs to relieve himself, and adult supervision at all times.**

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

Mr. Borrelli stated the record for this public hearing will remain open until September 28, 2021 for additional public comment to be made.

7:33 p.m.

Emery Grover Project:

Dan Gutekanst, Superintendent of Schools, Connie Barr, School Committee Chair, and members of the School Committee provided information about the School Committee's request for funding for engineering and design related to the Emery Grover Building.

Ms. Balachandra asked to discuss the COVID-19 situation in the schools.

Mr. Borrelli commented he did not want to go out of order and said Ms. Balachandra's concerns would be addressed at the proper time.

Dr. Gutekanst thanked the Town for getting the schools ready for the September opening, noting many employees helped make the schools ready for the children. He said he is speaking tonight to advocate for support of the Select Board at the upcoming Special Town Meeting for design funds needed for the Needham Public Schools. He said it is time for Town Meeting to make a decision about the need for a conveniently located, efficient, publicly accessible, and safe workspace for a staff that provides resources for planning and teaching, operations and services, and leadership and governance for the schools and community. He said these functions are critical to serve the community and its learners. Dr. Gutekanst said the School Committee decided the best path forward is to support the need for design funds to renovate the existing Emery Grover building to meet these critical service needs. He referred to the renovation update. He noted the School Committee's attendance tonight is to answer questions from the Select Board, noting the project remains a work in progress as new information continues to be gathered, including cost estimates. He commented it is important for the Select Board, School Committee, Finance Committee, and Town Meeting to have the most up to date information necessary to move forward in a positive way on October 25, 2021 at the Special Town Meeting because it is time. Dr. Gutekanst said the School Committee is eager to partner with the Select Board to finally move forward. He commented he and the School Committee are eager to answer any questions about the project and the key critical services provided in the Needham Public Schools.

Mr. Borrelli said he and Ms. Cooley are members of the Facilities Finance Working Group, along with members of the School Committee. He said the topic, in the short term, has been discussed for months, noting a reduction in both the scope and cost of the project from \$20.6 million to \$20 million. He commented on CPA funding. Mr. Borrelli said the project has been on the Town's capital plan "for a long time," noting the Police and Fire, Memorial Park, and the Sunita Williams School were completed before the school administration building. Mr. Borrelli asked for questions from the Select Board.

Mr. Nelson commented on leasing space, asking if costs have decreased during the pandemic?

Dr. Gutekanst said a 2020 study indicated space available at the PTC Corporation however, he said, the space is no longer available. Dr. Gutekanst said additional information was requested within the last month, but there have been no replies.

Ms. Balachandra referred to COVID testing protocols offered by the state. She commented that the new 'Test and Stay' protocol is not operational, asking when will it be available? She said there has been very little communication regarding COVID safety and the unvaccinated population.

Dr. Gutekanst said he was not asked to come to the Select Board to discuss the COVID pandemic, noting the school committee just discussed the situation and shared information with the community. He said he wanted to focus on the agenda topic.

Mr. Borrelli told Ms. Balachandra the school committee came prepared to answer questions on the Emery Grover building project. He asked Dr. Gutekanst what is the proper forum for Ms. Balachandra to get her questions answered?

Dr. Gutekanst said any family with questions can reach out to him or any member of the school committee, encouraging folks to send questions to [schoolcommittee@needham.k12.ma.us](mailto:schoolcommittee@needham.k12.ma.us) or [dan\\_gutekanst@needham.k12.ma.us](mailto:dan_gutekanst@needham.k12.ma.us). Dr. Gutekanst said it is the responsibility of the school committee members to hold him accountable, which they have done. He offered to prepare and discuss the school safety protocols at a future Select Board meeting, reiterating he is not prepared tonight for that discussion.

Mr. Borrelli agreed with Dr. Gutekanst, saying the Health Department will also present information at that time. Mr. Borrelli asked Ms. Balachandra for any questions she had regarding the Emery Grover project.

Ms. Balachandra asked why the school administration staff need to be located at Emery Grover?

Dr. Gutekanst said Ms. Balachandra's question is a very good one, acknowledging the process of studying this topic over the last few years while also considering other potential available options in Town. He said, unfortunately very few spaces or parcels of land are available or accessible. He noted the Hillside School could be a possibility, however there are costs to renovate the space and significant costs to remediate the environmental issue underground. Dr. Gutekanst said the reality for the families who need access to school administration services is that the Emery Grover location is convenient, accessible by public transportation, in the center of Town near Town Hall, and generally accessible to all of the schools. He said the goal is to do something that is smart, efficient, affordable, and accessible for the Town. Dr. Gutekanst said if other good, actionable ideas come forward between now and Town Meeting, that would be great. He said the time is now to finally make a decision, and the Highland Avenue location works best for families, community, and staff.

Discussion ensued on the location and lack of available options. Dr. Gutekanst pointed out that the Emery Grover building has very limited use to other groups due to constraints, citing the benefits of a historical renovation, and potentially including CPA funding.

Ms. Cooley pointed out people must keep in mind that the Town looked at the costs to renovate the Hillside School, ultimately making the decision to build the new

Sunita Williams School. She said the Hillside site is only now being used for very short term purposes, which will end approximately 16 months from now.

Dr. Gutekanst pointed out the cost to renovate the Hillside School 10 years ago has escalated and in today's dollars would be \$16-\$18 million, not including significant remediation costs associated with the environmental issue. He also said renovating the Hillside School would not include CPA funds.

Discussion ensued on changes to the project, including a reduction in square footage.

Mr. Nelson asked when will the Massachusetts School Building Authority open the Statement of Interest period for cities and towns to apply for funding, particularly with regard to the Pollard and Mitchell schools? He asked, what will happen if Needham's application for funding is denied? And, does moving forward with the Emery Grover project affect the timeline for the Mitchell and Pollard schools?

Dr. Gutekanst said he anticipates the MSBA will open the annual Statement of Interest period in late winter 2022 and close it in the spring 2022. Dr. Gutekanst explained the process for funding the Mitchell and Pollard schools is on a parallel track with the Emery Grover project, but they are two different projects with two different funding sources.

Ms. Balachandra commented on the number of staff located at the Emery Grover building, suggesting Hillside School or Memorial Park as a possibility. She said the investment per person is \$400,000-\$500,000 for staff to be located at the Emery Grover building. She said she does not understand why an RFP would not have been answered and who it was sent to, as office space is available in light of the pandemic.

Dr. Gutekanst commented that leased space has been explored and asked anyone in Town who may have space conveniently located, accessible, safe, efficient, and affordable to let him know. He noted a cost benefit analysis would be required to find out whether the Town wants to "sink" money into lease space rather than owning the building.

Mr. Borrelli said he does not see investing in leased space a viable option. He said having control of the building, not having a landlord, particularly during the pandemic when HVAC upgrades were necessary would have been a nightmare. He said Town control and not sinking money into rent is a wise use of funds.

Dr. Gutekanst reiterated he does not believe equating the number of people in the building and the cost of the project is the right metric. He concurred the Emery Grover project is an expense, along with many other needs of the community. He said if Ms. Balachandra's metric is going to be used, then it's better to use \$20 million divided by the 5,900 students plus 1,000 staff who will all benefit from the

resources in planning, operations, services, leadership, and governance that occur in the Emery Grover building.

Ms. Cooley pointed out Ms. Gulati, Assistant Superintendent called the real estate brokers expressing Needham's interest in leasing when trying to figure out possibilities for lease space. She commented on discussions she has heard about working remotely, noting that because teaching and learning is in person; staff are also in person. She concluded the in-person model is expected and applies to Needham Public Schools. She said having administrative staff on site, who are working with staff that are teaching face to face with students is important and expected.

Dr. Gutekanst reiterated that a consultant was hired who will present a report in the coming weeks with the purpose of looking at education and educational operations in the 21st century. He said the goal of the consultant is to research and make recommendations regarding planning and to consider whether there are different ways to work.

Discussion ensued on the size of Needham schools. Dr. Gutekanst said Needham does not build big schools. Ms. Cooley reiterated the MSBA will not allow cities and towns to build schools more than 10% of their enrollment forecast. Dr. Gutekanst said the MSBA will also not allow administration or operations space to be part of the building program, nor does Needham have any appropriately sized site. Discussion also included constructing energy efficient buildings and available options should the article not pass at Town Meeting.

Ms. Balachandra commented on forecasting enrollment, noting school enrollment is anticipated to grow even more. She spoke about the idea of renovating Pollard Middle School to include administrative space. She acknowledged the importance of having a great work space, but said her confusion is that administrative space is being entangled with the Emery Grover building, when there might be a way to have great administrative space at another location.

Mr. Matthews reiterated full advertising for lease space did not receive any response. He commented on the notion that the plan has been rushed or that the administration is being prioritized ahead of school needs, saying that is not the case. He noted if good use of the building is to be had in the way townspeople wanted it to be 30 or 40 years ago when identifying Emery Grover as a historic resource, then the time to get to work is now. Mr. Matthews said administration has been put at the bottom of the list for decades. He concurred with Dr. Gutekanst in that the Emery Grover building provides central services for thousands of children and families in the public education system. Mr. Matthews clarified the request for money is for design funds and is satisfied and convinced it is time for Town Meeting to make a decision.

Ms. Balachandra commented that things change. She said studies and analysis have been done based on prior market conditions that simply do not exist anymore. She said no one would argue that the school administration needs really good space, but the proposed project is expensive and only serves office capacity. She concurred the utility value has run out and it is time to move, however disagreed with Dr. Gutekanst in that the project is about the building. She said it seems unconscionable, in the midst of a pandemic, to invest in a static building project which includes a \$1.5 million study.

Mr. Borrelli invited comments from the School Committee.

Connie Barr, School Committee chair said the project has been in process for a long time and carefully thought out. She said the Town must be able to serve its families, reiterating the many reasons why now is the time to move forward with the project.

Andrea Longo-Carter, School Committee member thanked Ms. Barr for her comments and commended Dr. Gutekanst for his superb job shepherding the process. She said this is her 7th year on the school committee and this project has been studied many times over, guided by colleagues from the PPBC. Ms. Longo-Carter reiterated the problem is that school administration is not meeting the needs of the school system or the community. Ms. Longo-Carter said she takes offense at some of the comments made by a member of the Select Board continuously bringing up the issue of lease space and the notion that things have changed, and times are different. She said Dr. Gutekanst and Ms. Gulati have asked for information on lease space and have received no response. She commented the School Committee has tried to come up with a solution other than the Emery Grover building and nothing has surfaced in over 10 years, reiterating now is the time and the project cannot be pushed off any longer. She urged everyone, including Town Meeting members to finally address the problem of not having appropriate space to address the needs of the school's system and community.

Liz Lee, School Committee member acknowledged her passion for educational equity. She said the Emery Grover building is currently an educational equity issue, noting Needham Public Schools face incredibly important and critical work moving forward to address educational inequities. She noted one piece of the puzzle is to have school administration housed in a space where the administration can functionally do the important work. She said it can not be assumed that all parents of students have the same needs and desires for their children. She noted all parents do not have Internet or cars and must have face to face contact to deal with complicated situations faced by their children. Ms. Lee concluded Emery Grover offers the location and space to be able to meet the needs of families whose voices are not typically heard in town government or on Facebook. She asked for a vote in support of the Emery Grover project.

Mr. Borrelli stated an email was received from former school committee members Heidi Black and Susan Neckes supporting the Emery Grover project, noting the

school path and the Emery Grover project are not mutually exclusive. He stated the next step is for the Select Board to vote at an upcoming meeting. He thanked the School Committee for their time in discussing the issue.

Dr. Gutekanst reiterated his willingness to speak with the Select Board, in conjunction with Tim McDonald, Director/Health and Human Services, regarding safety in schools.

8:30 p.m. Jack Cogswell Building Solar Project:  
Stuart Chandler, Chair, PPBC, Hank Haff, Senior Project Manager, and Beth Greenblatt, Beacon Integrated Solutions outlined for the Select Board the status of the proposal to install solar panels on the roof of the Jack Cogswell Building. The project may require an article on the Special Town Meeting Warrant for October.

Mr. Chandler said as the PPBC is charged with delivering construction of buildings in Needham and tries to do their best, saying he believes the PPBC has done the job exceptionally well. He said when there are opportunities to take advantage or do one step greater within the scope, that is the goal. However, when a project is not really within the scope or a large enough item, the PPBC must make sure there is consensus in Town, as is in the case with the Jack Cogswell solar project. He noted the goal is to make all buildings solar ready, within the confines of the budget. Mr. Chandler said there is an opportunity now to put a solar array on the Jack Cogswell Building, requiring a choice of funding.

A PowerPoint presentation prepared by Beacon Integrated Solutions dated September 14, 2021 was viewed. Discussion ensued on the best approach for funding and 4 potential options available to move forward with the project.

Ms. Greenblat highlighted the various options and rates for the Town to borrow, in consultation with Dave Davison, as well as the evaluation of 2 pricing options and the benefits/savings to other Needham accounts.

Discussion ensued on various funding scenarios.

The Board thanked the presenters for the information.

8:52 p.m. Director of Public Works:  
Carys Lustig, DPW Director spoke with the Select Board regarding the Traffic Management Advisory Committee's receipt of a request from the residents of the Oakland Avenue area asking that Oakland Avenue be designated a stopped street at Highland Avenue. The TMAC recommended that Oakland Avenue be designated a stopped street at the intersection of Highland Avenue.

**Motion by Mr. Matthews that the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS21-09-14 requiring Oakland Avenue**

**westbound be designated as a stopped street at the intersection of Highland Avenue.**

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

8:55 p.m.

Outdoor Dining Policy:

Katie King, Assistant Town Manager/Director of Operations spoke with the Select Board regarding the Planning Board's proposed amendment to Zoning By-Law Section 6.9 to be placed on the warrant for the October 25, 2021 Special Town Meeting. This amendment would give the Select Board discretion to approve the use of public parking spaces for outdoor dining and discretion to allow outdoor dining on public property before April 1 or after October 31.

Ms. King reviewed outdoor dining policy pre-COVID, as well as policy during the pandemic. She commented on the more than 1,200 respondents from a public survey indicating 97% said YES to continuing outdoor dining in Needham beyond April 1, 2022, as well as feedback and questions from the public. Ms. King discussed the Town's 2-pronged approach to outdoor dining including an update to Zoning By-Law 6.9 and the adoption of Select Board policy.

Discussion ensued on the key components of the Select Board draft policy, including criteria, seasonality, caps for parking spaces, fees, accessibility, safety, and community input. The outdoor application process and next steps were also discussed. Ms. King said public comment is encouraged until after the Select Board's next meeting on September 28, 2021.

Mr. Borrelli suggested a public hearing be held at the next Select Board meeting tailored to the actual policy under consideration.

Ms. Cooley suggested the time of the next Select Board meeting is not ideal for restaurant owners who serve dinner and want to attend meetings. It was noted Amy Haelsen, Director, Economic Development is working hard on relationships she has with local establishments to gather feedback.

Ms. Balachandra echoed comments of Ms. Cooley, saying she was thrilled the policy was being considered.

Mr. Matthews said it is clear from an economic point of view the value of public spaces is way more than permit fees. He said it makes sense for current health reasons to have the policy, but things change, and other factors must be considered. He said he hopes people can be flexible in the future.

The Board thanked Ms. King for her work and the work done by Ms. Cooley and Ms. Balachandra.

9:13 p.m.

Town Manager:

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

1. Accept & Refer Zoning

**Motion by Mr. Matthews that the Select Board vote to accept the proposed zoning article titled Amend Zoning By-Law - Chestnut Street Business District Front Setback, for referral to the Planning Board for its review, hearing, and report.**

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

2. Committee Charge & Composition - Climate Action Plan

Ms. Fitzpatrick reminded the Board of its goal to “create a Climate Action Plan.” She presented a draft committee charge and composition for a Climate Action Plan Committee for the Board to review and discuss. She suggested the Board offer her their feedback and that she would make any changes necessary before the next Select Board meeting on September 28, 2021.

Mr. Borrelli said the impact from this new committee will be far-reaching and great in many areas. He said he is hopeful to have many applicants because it will affect many areas in Needham.

3. Close Special Town Meeting Warrant

Ms. Fitzpatrick reviewed changes to the draft Special Town Meeting Warrant and asked the Board to close the warrant for the October 25, 2021 Special Town Meeting.

**Motion by Mr. Matthews that the Board vote to close the warrant for the October 25, 2021 Special Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel and/or Bond Counsel.**

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

4. Town Manager Report

Ms. Fitzpatrick reported after seven years of planning & construction the Eversource West Roxbury - Needham Reliability Project is coming to an end, noting repaving, loaming, and seeding has begun. She said EMF testing was completed and a report is anticipated soon. She commented the externally driven project took an enormous amount of time from many Town departments.

9:23 p.m. Board Discussion:

1. Town Manager Evaluation

Mr. Borrelli thanked Ms. Cooley for compiling responses to the Town Manager Evaluation.

Ms. Cooley thanked the Board members for their input. She reviewed items including key competencies, unplanned actions/achievements, learning and development plans, and overall evaluation. She stated Ms. Fitzpatrick is one of the very best Town Managers in the state of Massachusetts and the Town is grateful

for her hard work, tremendous dedication, and care she gives to Needham. She thanked Ms. Fitzpatrick for her strong leadership and results.

**Motion by Mr. Matthews that the Board vote to approve the Town Manager Consensus Evaluation Overview Document dated September 10, 2021.**

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

Mr. Borrelli said it has been a grueling year and Ms. Fitzpatrick's leadership made things as easy as it could have been. He said the Town is at the forefront of so many initiatives, that other towns look to Needham's example as their guide. He thanked Ms. Fitzpatrick for her work.

Ms. Fitzpatrick thanked the nearly 400 employees who work for Needham, noting many have had the hardest year of their professional lives. She thanked everyone for showing up every day and for their commitment to Needham.

2. Committee Reports

No Committee Reports were made.

9:30 p.m. Adjourn:

**Motion by Mr. Matthews that the Select Board vote to adjourn the Select Board meeting of Tuesday, September 14, 2021.**

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

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

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

The next Select Board meeting is scheduled for Tuesday, September 28, 2021.

☒ \$25.00 PA 9.3.21 CASH  
☒ Flyer  
☐ TIPS

**ONE DAY SPECIAL LICENSE**  
**TOWN OF NEEDHAM SELECT BOARD**  
**EVENT INFORMATION SHEET**  
*(Please complete and attach event flyer or other information.)*

|                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                               |           |                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------|
| Event Manager Name<br>(Name that will appear on license)                                                                                                                                                                                                                                                                                                                                                                 | Paula Jacobson                                                                                                                                                                |           |                                                    |
| Event Manager Address                                                                                                                                                                                                                                                                                                                                                                                                    | 66 Fairview St. Westwood 02090                                                                                                                                                |           |                                                    |
| Event Manager Phone Number                                                                                                                                                                                                                                                                                                                                                                                               | 617-877-8228                                                                                                                                                                  |           |                                                    |
| Organization Representing<br>(if applicable)                                                                                                                                                                                                                                                                                                                                                                             | Charles River YMCA                                                                                                                                                            |           |                                                    |
| Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.                                                                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> For profit<br><input type="checkbox"/> Proof of non-profit status is attached<br>Form of Proof: _____ |           |                                                    |
| Name of Event                                                                                                                                                                                                                                                                                                                                                                                                            | YMCA Gratitude Gala                                                                                                                                                           |           |                                                    |
| Date of Event                                                                                                                                                                                                                                                                                                                                                                                                            | September 25, 2021                                                                                                                                                            |           |                                                    |
| License is for Sale of:                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                               |           |                                                    |
| <input type="checkbox"/> Wines & Malt Beverages Only<br><input checked="" type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)                                                                                                                                                                                                                                                                         |                                                                                                                                                                               |           |                                                    |
| Requested Time for Liquor License                                                                                                                                                                                                                                                                                                                                                                                        | FROM:                                                                                                                                                                         |           | TO:                                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                               | 6 PM      | 10 PM                                              |
| Are tickets being sold in advance for this event?                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> YES                                                                                                                                       | \$ 75-100 | /per ticket <input type="checkbox"/> NO            |
| Is there an admission fee for this event?                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> YES                                                                                                                                                  | \$        | /per ticket <input checked="" type="checkbox"/> NO |
| Are you using dues collected to purchase alcohol for this event?                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> YES                                                                                                                                                  |           | <input checked="" type="checkbox"/> NO             |
| How many people are you expecting at this event?                                                                                                                                                                                                                                                                                                                                                                         | 150-200 (Max)                                                                                                                                                                 |           |                                                    |
| Name & address of event location. Please attach proof of permission to use this facility.                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                               |           |                                                    |
| Green's Field                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                               |           |                                                    |
| Who will be serving the alcohol to your guests?                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                               |           |                                                    |
| Tips certified bar tender via "A La Esch"                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                               |           |                                                    |
| Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).                                                                                                                          |                                                                                                                                                                               |           |                                                    |
| Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.                                                                                                                               |                                                                                                                                                                               |           |                                                    |
| will go to the bar to receive a drink. BAR will be open from 6:30-7:30, then again from 8:30-10 PM.                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                               |           |                                                    |
| <input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-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:                                              |
| Paula Jacobson                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                               |           | 9/1/21                                             |

THE CHARLES RIVER YMCA

# GRATITUDE ON THE GREEN



Join us for an outdoor evening in support of the Y and in shared appreciation for our community.

Food Trucks, Music, Open Bar, Raffle

**SATURDAY, SEPTEMBER 25, 2021**

**6:30 - 10 PM ON GREENE'S FIELD  
863 GREAT PLAIN AVE  
NEEDHAM, MA 02492**

<https://YGRATITUDEGALA.givesmart.com>

**Tickets are \$100 | Register before  
September 1 and save 25% (\$75)!**

**Dress: Festive Attire and Comfortable Shoes**

**NB** NeedhamBank™



## Kristin Scoble

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**From:** Paula Jacobson <PJacobson@ymcaboston.org>  
**Sent:** Friday, September 10, 2021 5:38 PM  
**To:** Kristin Scoble  
**Cc:** Julie Richmond  
**Subject:** RE: YMCA Invitation

Hi Kristin,

Here are the bar tenders Tips Certifications for Chris Riegel and Alison Hamilton.

Thank you!

Paula



**eTIPS On Premise 3.0**

**CERTIFIED**

**Issued: 7/30/2019**

**Expires: 7/30/2022**

**ID#: 5153812**

**Christopher A Riegel  
Simcha  
370 S Main St  
Sharon, MA 02067-1818**

**For service visit us online at [www.gettips.com](http://www.gettips.com)**



**eTIPS On Premise 3.1**

**CERTIFIED**

**Issued: 6/3/2021**

**Expires: 6/3/2024**

**ID#: 5483548**

**Alison Veronic Hamilton  
9 Nathaniel Guild Rd  
Sharon, MA 02067-2846**

**For service visit us online at [www.gettips.com](http://www.gettips.com)**

**From:** Kristin Scoble <[kscoble@needhamma.gov](mailto:kscoble@needhamma.gov)>  
**Sent:** Thursday, September 9, 2021 2:09 PM  
**To:** Paula Jacobson <[PJacobson@ymcaboston.org](mailto:PJacobson@ymcaboston.org)>  
**Subject:** RE: YMCA Invitation

Hi Paula,

Any luck with the TIPS certifications?

Thank you!

**From:** Paula Jacobson <[PJacobson@ymcaboston.org](mailto:PJacobson@ymcaboston.org)>  
**Sent:** Friday, September 3, 2021 1:07 PM  
**To:** Kristin Scoble <[kscoble@needhamma.gov](mailto:kscoble@needhamma.gov)>  
**Subject:** YMCA Invitation

Hello Kristin,

Thank you for your help. I've reached out to the owner and requested the tips certs right away. Please find our invitation attached and let me know if you have any questions.

Gratefully,

Paula



BAR Food Truck

open

50.00 ft

100.00 ft

179.30 ft

150.00 ft

Food Truck



**Permit: SM202109252102**

**PERMIT DETAILS**

**Event Host: Charles River YMCA**

**Outdoor Gratitude Gala**

**Date: Saturday, September 25, 2021**

**Time: 1:00 pm – 11:30 pm**

**Location: Greene's Field Multipurpose and  
60' Diamond**

**Group Limit: 200 people max**

This permit must be on site during the entire event

**Approved by: Stacey Mulroy**



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

2021 SEP 16 PM 12:36

**INTERNAL USE ONLY**

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

**TYPE OF EVENT:** (check all that apply)

☒ **RUN** ☐ **WALK** ☐ **BICYCLE** ☐ **MOTORCYCLE**

**Name of Event:**

The Jog for Joy

**Name of Organization:**

Highrock Church MetroWest

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

**If yes, name of Town and date:**

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

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

**with minor revision**

**Organization Mailing Address:**

754 Greendale Ave, Needham

☒ **Organization is Not-for-Profit**

**Organization Billing Address (if Police Detail is required):**

14 Mill St., Arlington, MA

**Primary Contact:**

Ryan Marshall

**Contact Title:**

Pastor & Race Director

**Contact Address:**

35 Rockland St., Natick MA

**Contact Phone (Day):**

**Contact Phone (Cell):**

614-961-9447

**Contact Email:**

ryanm@highrock.org

|                                                                                                                                                                                                                                                                                                |                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Event Date(s):</b><br><br>December 5 2021                                                                                                                                                                                                                                                   | <b>Date Expected to be in Needham:</b>                                                                                                                            |
| <b>Earliest Time Expected in Needham:</b><br><br>10:00am                                                                                                                                                                                                                                       | <b>Latest Time Expected in Needham:</b><br><br>4:00pm                                                                                                             |
| <b>Number of Expected Participants:</b><br><br>250                                                                                                                                                                                                                                             | <b>Number of Expected Spectators at Peak Time:</b> 50                                                                                                             |
| <b>Are participants charged a fee?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Proceeds go to Needham Youth & Family Services                                                                                                                                      |                                                                                                                                                                   |
| <b>Estimated Number of Vehicles:</b><br><br>50                                                                                                                                                                                                                                                 | <b>What type of Parking is required:</b><br><br>Highrock Church lot, street.                                                                                      |
| <b>Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:</b><br><br>Parking at Highrock Church for Start/Finish and Greendale street parking. Participants will park up to an hour before and after the event start and finish. |                                                                                                                                                                   |
| <b>Are event organizers available to meet with members of the Town to plan event?</b><br><br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                               | <b>Do event organizers foresee the need for any road closures (subject to police review)?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| <b>What will be done in case of inclement weather?</b><br>Race organizers will make a decision to cancel if lightning storms immanent or black ice is probable.                                                                                                                                |                                                                                                                                                                   |
| <b>Will neighborhoods be impacted by parking and traffic?</b><br>Minimal parking effect, racers will impact travel                                                                                                                                                                             |                                                                                                                                                                   |
| <b>What activities are planned for the start of the race (if in Needham)?</b><br>Registration station, announcements, brief address by Race Director                                                                                                                                           |                                                                                                                                                                   |
| <b>What activities are planned for the end of the race (if in Needham)?</b><br>Outdoor social gathering with rehydration, warming tent, music, and photo booth.                                                                                                                                |                                                                                                                                                                   |

|                                                                                                                                                                 |                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>What facilities are needed for the start of the race (if in Needham)?</b><br>Bathrooms at <sup>&lt;church&gt;</sup> Highrock and possibility of portapotties |                                                                                                    |
| <b>What facilities are needed for the end of the race (if in Needham)?</b><br>Same                                                                              |                                                                                                    |
| <b>Once the event begins, how long will it take to complete the event?</b><br>4 hours                                                                           |                                                                                                    |
| <b>Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?</b>                                   | We would like to place our own branded signs at the start/finish and each mile marker.             |
| <b>Will volunteers be placed along the route?</b>                                                                                                               | yes, at each turn as well as roving cyclists.                                                      |
| <b>Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.</b>                                               | PA system for announcements and DJ music                                                           |
| <b>Will there be any food served? (contact Needham Health Dept: <del>781-455-7500 x262</del> 781-455-7940 x 220</b>                                             | bananas, energy bars, water, hot choc, soup. our kitchen is certified.                             |
| <b>Will portable toilets be used? List locations.</b>                                                                                                           | If deemed necessary, in our parking lot. We will have restrooms open for participants on race day. |
| <b>Will hydration stops be set up along route? If yes, please include these on route plan.</b>                                                                  | no                                                                                                 |
| <b>If the event takes place after dark, what is the plan to meet lighting needs?</b>                                                                            |                                                                                                    |
| <b>What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?</b>                      | Medical tent located at start/finish with volunteer nurse on hand                                  |
| <b>Does the event take place during commuter times?</b>                                                                                                         | No                                                                                                 |
| <b>Is school in session during the event? Will school drop off or pick up be impacted by the event?</b>                                                         | No                                                                                                 |
| <b>Are businesses open during the time of the event?</b>                                                                                                        | Some                                                                                               |
| <b>Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)</b>                                         | Businesses along Great Plain Ave by Hersey MBTA station may have slight impact                     |

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

Race start time is planned to minimize impact on Grace Lutheran Church (12:15pm race start)

***What is the plan to handle trash?***

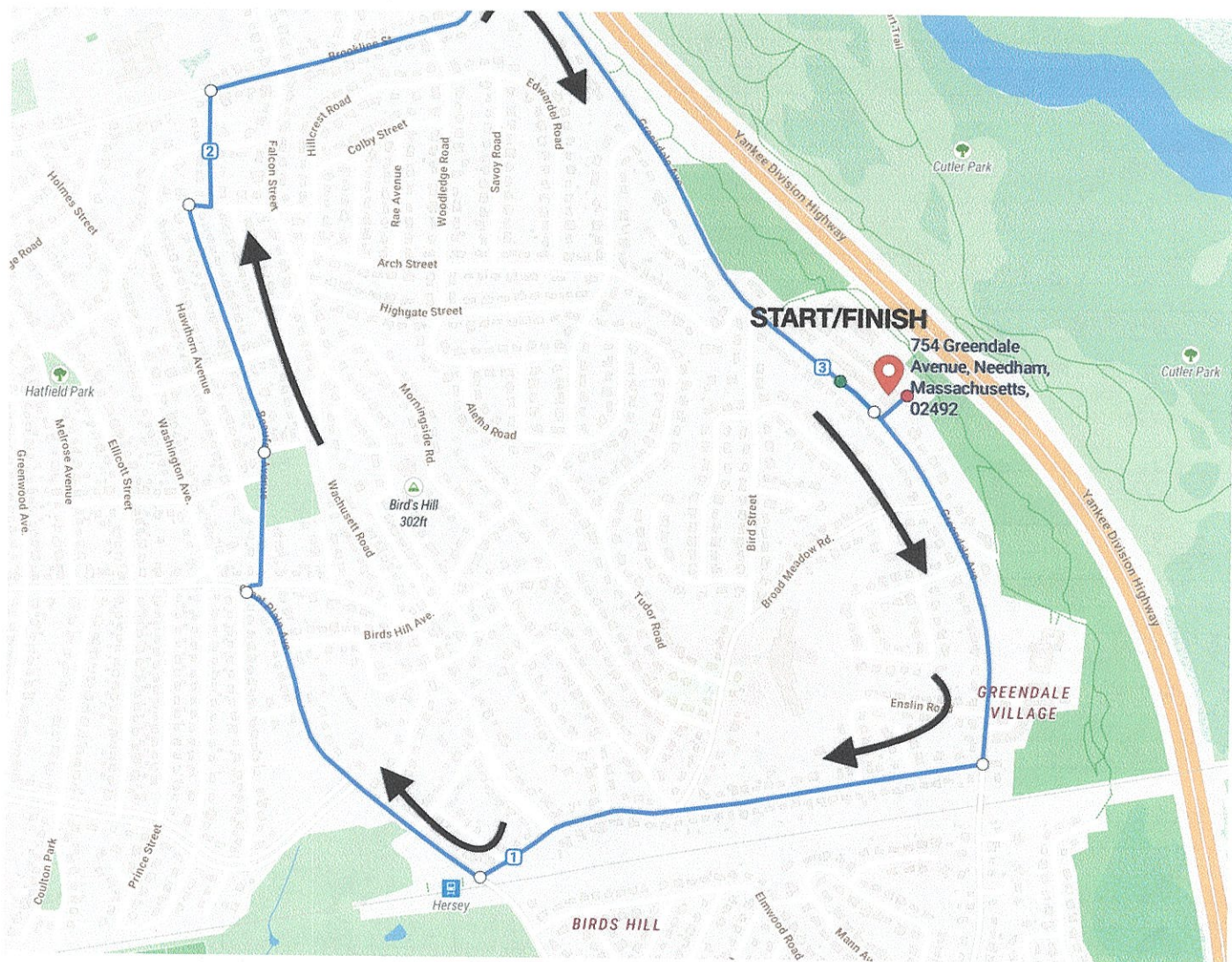
Trash barrels will be placed at the start/finish, as well as each mile marker along the route. Volunteers will monitor trash along the route and a final sweep will be done after the race.

***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.***



**Start along 754 Greendale Ave**  
**Head south of Greendale**  
**Right onto Grosvenor**  
**Cross and merge onto Broad Meadow (left)**  
**Right onto Great Plain Ave**  
**Right onto Beaufort**  
**Right onto Bond**  
**Left onto Bancroft**  
**Right onto Brookline**  
**Right onto Greendale**  
**Cross from Southbound Greendale into Parking Lot (with Police Detail)**  
**Finish IN 754 Greendale Parking Lot.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/15/2021

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. 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 rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                     |                                             |                                      |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------|
| <b>PRODUCER</b><br>Emery & Webb, Inc.<br>989 Main Street<br>Fishkill, NY 12524                      | <b>CONTACT NAME</b>                         |                                      |
|                                                                                                     | <b>PHONE (A/C, No, Ext):</b> (845) 896-6727 | <b>FAX (A/C, No):</b> (845) 896-6877 |
| <b>INSURED</b><br><br>Highrock Covenant Church - Arlington<br>14 Mill Street<br>Arlington, MA 02476 | <b>E-MAIL ADDRESS:</b>                      |                                      |
|                                                                                                     | <b>INSURER(S) AFFORDING COVERAGE</b>        |                                      |
|                                                                                                     | <b>INSURER A : GuideOne Mutual</b>          |                                      |
|                                                                                                     | <b>NAIC #</b>                               |                                      |
|                                                                                                     | <b>INSURER B :</b>                          |                                      |
|                                                                                                     | <b>INSURER C :</b>                          |                                      |
| <b>INSURER D :</b>                                                                                  |                                             |                                      |
| <b>INSURER E :</b>                                                                                  |                                             |                                      |
| <b>INSURER F :</b>                                                                                  |                                             |                                      |

**COVERAGES****CERTIFICATE 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 PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                              | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                     |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                                                                                                             |           |          | 1432320       | 9/15/2021               | 9/15/2022               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 15,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 3,000,000<br>PRODUCTS - COM/OP AGG \$ 3,000,000 |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER:                                                                                                                 |           |          |               |                         |                         |                                                                                                                                                                                                                                            |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY              |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                                            |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$                                                                                                    |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$                                                                                                                                                                                                         |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N<br>If yes, describe under DESCRIPTION OF OPERATIONS below |           | N/A      |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                           |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate is issued as proof of General Liability with regards to the road run on December 5,2021

**CERTIFICATE HOLDER****CANCELLATION**

|                                                            |                                                                                                                                                                |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Town of Needham<br>1471 Highland Ave.<br>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. |
|                                                            | AUTHORIZED REPRESENTATIVE<br>                                              |

**DISCLOSURE BY MUNICIPAL EMPLOYEE  
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT  
AS REQUIRED BY G. L. c. 268A, § 20(b)**

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                   | <b>MUNICIPAL EMPLOYEE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Name of municipal employee:                                                                                                       | Barbara Singer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Title/ Position                                                                                                                   | Needham Public School Nurse/Mentor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Fill in this box if it applies to you.</b>                                                                                     | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Agency/ Department                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Agency Address                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Office phone:                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Office e-mail:                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                   | Check one: <input type="checkbox"/> Elected                      or <input checked="" type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Starting date as a municipal employee.                                                                                            | July 2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>BOX # 1</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b><br><br><b>Write an X beside your financial interest.</b> | <b>ELECTED MUNICIPAL EMPLOYEE</b><br><br>I am an <b>elected municipal employee</b> .<br><br><input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b><br><input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.<br><br><b>My financial interest in a municipal contract is:</b><br><br><input type="checkbox"/> I have a non-elected, compensated municipal employee position.<br><input type="checkbox"/> A municipal agency has a contract with me.<br><br><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.<br><br><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular. |
| <b>BOX # 2</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b>                                                          | <b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b><br><br>I am a <b>non-elected municipal employee</b> .<br><br><input type="checkbox"/> <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Write an X beside your financial interest.</b></p>           | <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p><input checked="" type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>Name and address of municipal agency that made the contract</p> | <p>Needham Public Health<br/>178 Rosemary St<br/>Needham, MA 02494</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Please put in an X to confirm these facts.</b></p>           | <p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>                    | <p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>On-call Public Health Nurse</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>                    | <p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is your financial interest In the municipal contract?    | - Please explain the financial interest and include the dollar amount if you know it.<br><br>\$31.00/hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Date when you acquired a financial interest                   | 09/23/21                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| What is the financial interest of your immediate family?      | - Please explain the financial interest and include the dollar amount if you know it.<br><br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Date when your immediate family acquired a financial interest | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Write an X to confirm each statement.                         | <p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p>___ The services will be provided outside my normal working hours as a municipal employee.</p> <p>___ The services are not required as part of my regular duties as a municipal employee.</p> <p>___ For these services, I will be compensated for not more than 500 hours during a calendar year.</p> |
| Employee signature:                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Date:                                                         | 09/23/21                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

**Attach additional pages if necessary.**

**NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.**

**SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.**

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

|                   |                                                                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>                                                                                                                                                                                                                                                    |
| Name:             | Timothy McDonald                                                                                                                                                                                                                                                                                       |
| Title/ Position   | Director of Health and Human Services                                                                                                                                                                                                                                                                  |
| Municipal Agency: | Town of Needham - Health and Human Services                                                                                                                                                                                                                                                            |
| Agency Address:   | Needham Public Health 178 Rosemary St Needham, MA 02494                                                                                                                                                                                                                                                |
| Office Phone:     | 781-455-7940                                                                                                                                                                                                                                                                                           |
|                   | <b>CERTIFICATION</b>                                                                                                                                                                                                                                                                                   |
|                   | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties. |
| Signature:        | <i>Timothy Muir McDonald</i>                                                                                                                                                                                                                                                                           |
| Date:             | 9/23/2021                                                                                                                                                                                                                                                                                              |

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,  
BOARD OF SELECTMEN OR TOWN COUNCIL**

|                 |                                                                                                                                                                                                             |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 | <b>INFORMATION ABOUT APPROVING BODY</b>                                                                                                                                                                     |
| Name:           |                                                                                                                                                                                                             |
| Title/ Position |                                                                                                                                                                                                             |
| Agency Address: |                                                                                                                                                                                                             |
| Office Phone:   |                                                                                                                                                                                                             |
|                 | <b>APPROVAL</b>                                                                                                                                                                                             |
|                 | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved. |
| Signature:      | On behalf of the Council or Board, I sign this approval.                                                                                                                                                    |
| Date:           |                                                                                                                                                                                                             |

**Attach additional pages if necessary.  
File disclosure, Certification and Approval with the city or town clerk.**



September 22, 2021

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

Dear Chair Matthew Borrelli and Select Board members,

The purpose of this letter is to request your approval for me to hold more than one appointed position with the Town.

The multiple appointed positions that I wish to hold are:

1. Substitute Nurse for the School Department
2. On-Call Public Health Nurse for the Needham Public Health Division

I seek approval to accept the position of On-Call Public Health Nurse with the Public Health Division. I was selected for this position because my skill set, including my knowledge of how the Needham Public Health Division functions. I know how the Division works based on my work with this department through the School Department. The Public Health Division and head School Department nurse would often collaborate their efforts.

There will be no conflicts with my existing work for the School Department. My work for the Needham Public Health Division will occur outside of normal business hours and will be of limited frequency. On average, I will work ten hours bi-weekly in the Needham Public Health Division during the flu and covid-19 vaccine clinics.

Thank you for considering my request.

Sincerely,

Barbara Singer  
Needham Public School Department

CC: *Town Clerk, Theodora Eaton*  
*Tiffany Zike, Assistant Director of Public Health*

**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

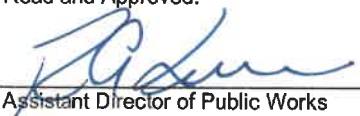
WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

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:              | -\$103.05 |
| Water Irrigation:         | \$0.00    |
| Water Admin Fees          | \$0.00    |
| Sewer Sales:              | -\$297.33 |
| Transfer Station Charges: | \$0.00    |
| Total Abatement:          | -\$400.38 |

Order #: 1310

Read and Approved:

 9/23/21  
Assistant Director of Public Works

\_\_\_\_\_  
For the Select Board

9/28/21

Carys Lustig  
Director of Public Works

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

| Prepared |                  |            | Customer | Location | Street | Irrigation | Domestic  | Sewer     | Total     | Reason | Corrected |
|----------|------------------|------------|----------|----------|--------|------------|-----------|-----------|-----------|--------|-----------|
| By:      | Last Name        | First Name | ID#      | ID#      | Number |            |           |           |           |        | Last Read |
| JO       | Council on Aging | (1)        |          |          |        | \$0.00     | -\$103.05 | -\$297.33 | -\$400.38 | COA    | N         |

**Total:**       -\$400.38

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.

|                                                                                            |
|--------------------------------------------------------------------------------------------|
| <b>Legend:</b>                                                                             |
| 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                                                                     |