

Select Board Meeting Agenda

6:00 p.m. November 23, 2021

Powers Hall & via ZOOM

To listen and view this hybrid meeting on a phone, computer, laptop, or tablet, download the “Zoom Cloud Meeting” app in any app store or at www.zoom.us. At the above date and time, click on “Join a Meeting” and enter the meeting or click the link below to join the webinar:

<https://us02web.zoom.us/j/85665097504?pwd=MkcrQ2NEazJlbnFuem1Bc2o0ZDhwUT09> Passcode: 260655

Or One tap mobile :US: +16465588656,,85665097504#

Webinar ID: 856 6509 7504

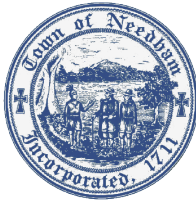
	6:00 p.m.	Public Comment Period Citizens are encouraged to inform the Office of the Town Manager in advance via email (OTM@needhamma.gov), telephone (781) 455-7500 extension 204, or in person by the end of the business day prior to the meeting of their intent to participate in the public comment period. The Chair will first recognize those who have communicated in advance their desire to speak for up to three minutes. If time allows, others wishing to speak will be recognized in an order determined by the Chair for up to three minutes. The Board’s policy on public participation in meetings can be found here .
1.	6:00	Public Hearing: Eversource Grant of Location: 3 Frances Street • Joanne Callender, Eversource Representative (Zoom)
2.	6:00	Public Hearing: Change of Manager – Needham Golf Club • Geoffrey Piva, Proposed Manager (Zoom)
3.	6:10	Director of Public Works • Sign Notice Traffic Regulation – Chapel Street
4.	6:15	League of Women Voters Study of Needham’s Elected Town Boards and Officers • Carol Patey, Chair, Needham League of Women Voters • Karen Price, Former Chair, Needham League of Women Voters
5.	6:45	ARPA Economic Development Proposals • Katie King, Assistant Town Manager/Director of Operations • Amy Haelsen, Economic Development Manager
6.	7:00	Joint Meeting with Planning Board • Paul Alpert, Chair • Members of the Planning Board (Hybrid)
7.	7:45	Town Manager • Town Manager Report
8.	7:50	Board Discussion • Committee Reports

APPOINTMENTS

Barry Dulong & Kate Fitzpatrick	PPBC User Representative, Ridge Hill Demolition Project
Victor Seidel	Needham Golf Course Advisory Committee, Term Exp. 6/30/2024
Corinne Rhode & Dennis Zhang	Needham Committee for Arts and Culture, Terms Exp. 6/30/2024

CONSENT AGENDA *=Backup attached

1.	Accept a \$250 donation from the First Baptist Church in Needham for the Youth & Family Services, Crisis Support Donation Fund.
2.	Accept a \$700 donation from Beth Israel Deaconess Hospital – Needham for the Youth & Family Services Department, Foundation for Hospital Art, project.
3.	Accept a \$400 donation from the Temple Aliyah for the Needham Youth & Family Services Department, Mental Health First Aid program.
4.	Authorize the designation of Michelle Vaillancourt as “creator” and Kate Fitzpatrick as “certifier” for the Norfolk County ARPA Grant Program.
5.	Approval of application for a new Taxi Services, GoGreenAirportExpress LLC to conduct business in Needham.
6.*	Approve and sign Water & Sewer Abatement #1313



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

MEETING DATE: 11/23/2021

Agenda Item	Public Hearing: Eversource Grant of Location: 3 Frances Street
Presenter(s)	Joanne Callender, Eversource Representative (Zoom)

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately 13 feet of conduit in Frances Street. This work is necessary to provide electrical service to 3 Frances Street, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Select Board approve and sign a petition from Eversource Energy to install approximately 13 feet of conduit in Frances Street.	
3.	BACK UP INFORMATION ATTACHED
a. DPW Review Sheet b. Letter of Application c. Petition d. Order e. Petition Plan f. Notice Sent to Abutters g. List of Abutters	

**TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT**

P.O. Box 920364 NEEDHAM, Ma. 02492 Telephone: (781) 455-7550
www.needhamma.gov/dpw

TO: Kristin Scoble, Select Board Office
FROM: Judy Laffey, DPW Office
DATE:
RE:

For Select Board Meeting of

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 11-9-21

REVIEWER: R.W.G.

SITE LOCATION: #3 FRANCES ST.

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

☒ A Sidewalk/Grass Strip Crossing Only

okay to proceed
Peer Review tar

☐ B Work Within Paved Road Perpendicular Crossing

Peer Review _____

☐ C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway

Peer Review _____ Div. Head Review _____

☐ D Other

Peer Review _____ Div. Head Review _____

☒ Petition Plan Consistent with Field Review

☐ Old Pole Removed N/A

☒ Diameter of Conduit 3"

☐ Cables Transferred to New Pole N/A

☒ Depth of Conduit

☒ New Riser on Pole NO

☒ Utility Conflicts

☒ Visible Trench Patch across Road/Sidewalk No

☒ Crossing Perpendicular to Road

☒ Abutters List Complete

☒ Public Road

☒ Photos Included

☒ Double Pole N/A

Department Head _____

COMMENTS:

NO TRENCH PATCH, NO RISER ON POLE AS OF YET



200 Calvary Street
Waltham, Ma 02453

November 8, 2021

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Frances Street
Needham, MA
W.O# 6027671

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 13 feet of conduit in Frances Street.

The reason for this work is to provide electric service to 3 Frances Street.

If you have any further questions, contact Joanne Callender at (781) 314-5054. Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

Richard M. Schifone

Richard M. Schifone, Supervisor
Rights and Permits

RMS/jc
Attachments

**PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY
FOR LOCATION FOR CONDUITS AND MANHOLES**

To the **Select Board** of the Town of **NEEDHAM** Massachusetts:

Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **T. Thibault, dated October 29, 2021**, and filed herewith, under the following public way or ways of said Town:

**Frances Street - Northwesternly from pole 302/1, at High Rock Street,
a distance of about 13 ± feet of conduit**

W.O.# 6027671

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

By: Richard M. Schifone
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 8th day of November

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2021

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

**Frances Street - Northwesternly from pole 302/1, at High Rock Street,
a distance of about 13 ± feet of conduit**

W.O.# 6027671

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **T. Thibault, dated October 29, 2021** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	
3	_____	
4	_____	
5	_____	

Select Board
the Town of
NEEDHAM

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2021 at _____ in said Town.

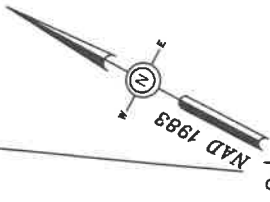
1	_____	
2	_____	
3	_____	
4	_____	
5	_____	

Select Board
the Town of
NEEDHAM

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2021 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of **NEEDHAM**, Massachusetts



APPROX. PT.
OF PICKUP

3 FRANCES ST.

CUSTOMER TO INSTALL
1 - 3" PVC PIPE
SCHEDULE 40, NO CONCRETE
SECTION - 1, FIGURE - 1

HIGH ROCK ST

APPROX. RIGHT OF WAY(R.O.W.)

302/2

APPROX. EDGE OF PAVEMENT(EOP)

FRANCES ST

EOP

R.O.W.

6 FRANCES ST.

R.O.W.

EOP

302/1

R.O.W.

EOP

R.O.W.

EOP

31/52

SECTION - 1

STREET SURFACE

APPROX. DEPTH
2'-6"

SECTION OF PROPOSED LINE
1-IRON PIPE OR
1-PVC CONDUIT (SCH.40)
OR 1-FIBRE DUCT

FIGURE - 1

C#

Ward #

Work Order # 6027671

Surveyed by: N/A

Research by: JC

Plotted by: SJ

Proposed Structures: TL

Approved: T THIBAUT

P#

IF THE INFORMATION CONTAINED HEREIN IS TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS PREPARED, THE USER SHALL BE RESPONSIBLE FOR OBTAINING NECESSARY PERMISSIONS FROM THE APPROPRIATE AGENCIES. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS PREPARED. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS PREPARED. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS PREPARED.



SCALE IN FEET

NSTAR EVERSOURCE
ELECTRIC
d/b/a
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of FRANCES STREET

NEEDHAM

Showing PROPOSED CUSTOMER CONDUIT LOCATION

MASS. LAW
REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

Scale 1"=20'

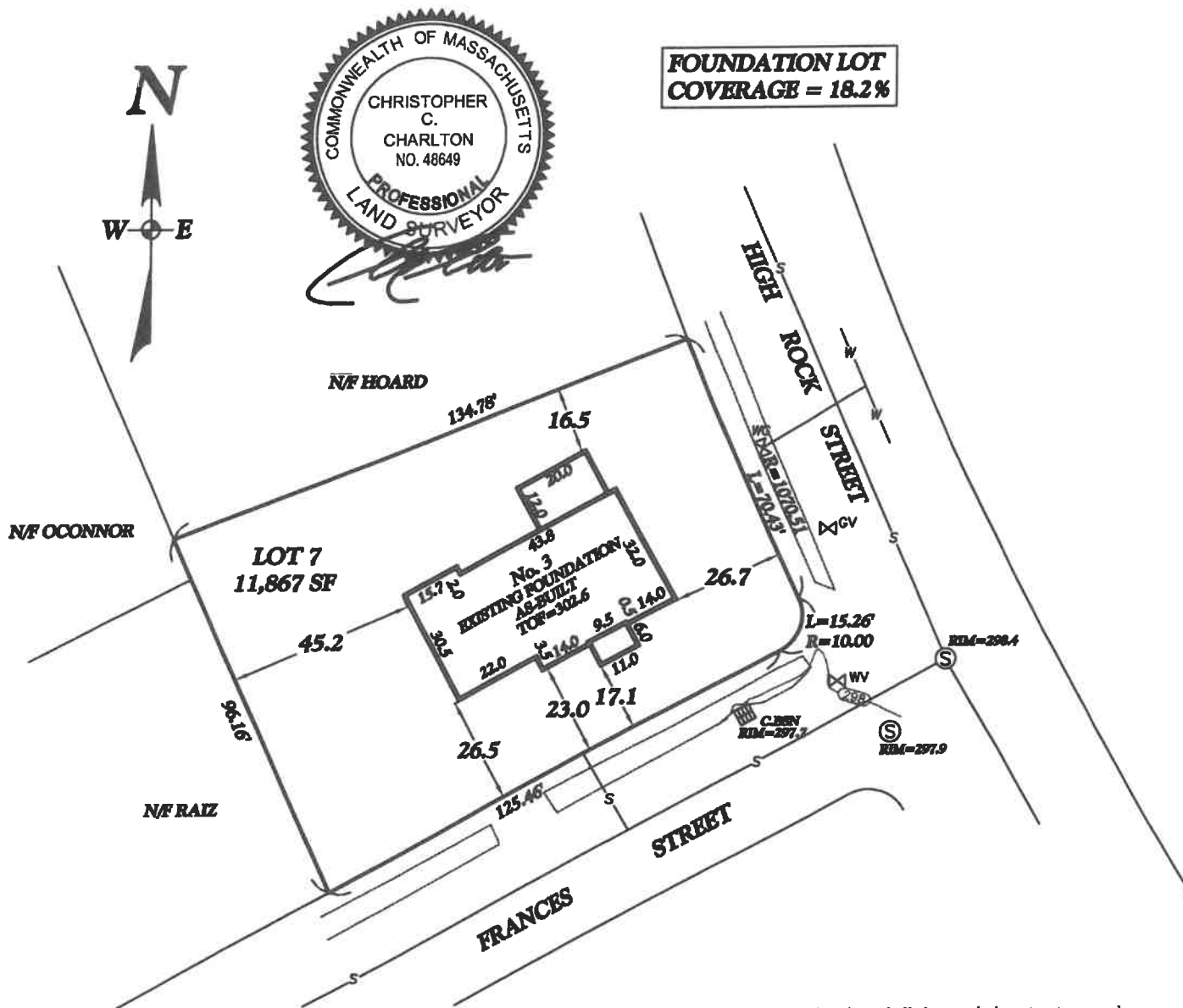
Date October 29, 2021

SHEET 1 of 1

Building Inspection Department

Building Permit No. _____ Zoning District **SR-B**
 Lot Area **11,867 S.F.** Address **No. 3 FRANCES STREET**
 Owner _____ Builder _____

40' Scale



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

hereby certify that the information provided on this plan is accurately shown and correct as indicated.
The above is subscribed to and executed by me this 7th day of SEPTEMBER 20 21
Name CHRISTOPHER C. CHARLTON Registered Land Surveyor No. 48649
Address 105 BEAVER STREET City FRANKLIN State MA Zip 02038 Tel. No. (508) 528-2528
Approved _____ Director of Public Works Date _____
Approved _____ Building Inspector Date _____

TOWN OF NEEDHAM, MASSACHUSETTS

Building Inspection Department

Assessor's Map & Parcel No. MAP NO. 137, PARCEL 8

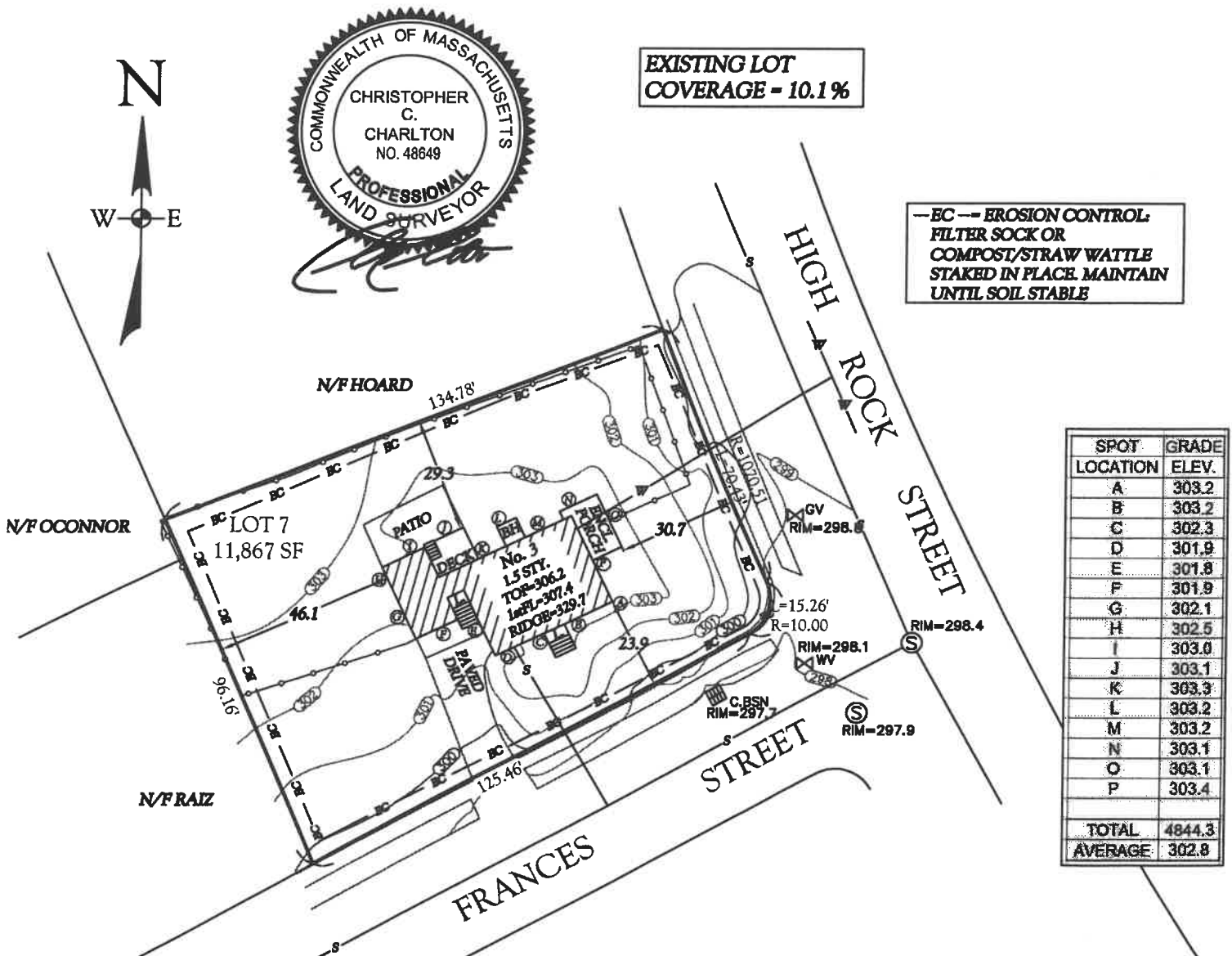
Building Permit No. _____ Zoning District SR-B

Lot Area 11,867 S.F. Address No. 3 FRANCES STREET

Owner _____ Builder _____

EXISTING CONDITIONS PLOT PLAN

40' Scale



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

*Accessory structures may require a separate building permit — See Building Code)

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

The above is subscribed to and executed by me this 20th day of AUGUST 2020.

Name CHRISTOPHER C. CHARLTON Registered Land Surveyor No. 48649

Address 105 BEAVER STREET City FRANKLIN State MA Zip 02038 Tel. No. (508) 528-2528

Approved _____ Director of Public Works Date _____

Approved _____ Building Inspector Date _____

HOUSE CONNECTION

APP. NO. 1659 NO. 3 *Frances* ST. OWNER *Gerald J. Casey*
 ESTIMATE COST 168.42 DATE Nov 18, 1947

Length to St. Line 20'

St. Line to B'l'd'g 27'

Total Length 47'

Depth at Main 8'

" " St. Line 3'6"

" " B'l'd'g 5'6"

Ave. Depth

Kind of Soil *Hardpan & Water*

Ledge

Depth of Gr. Water

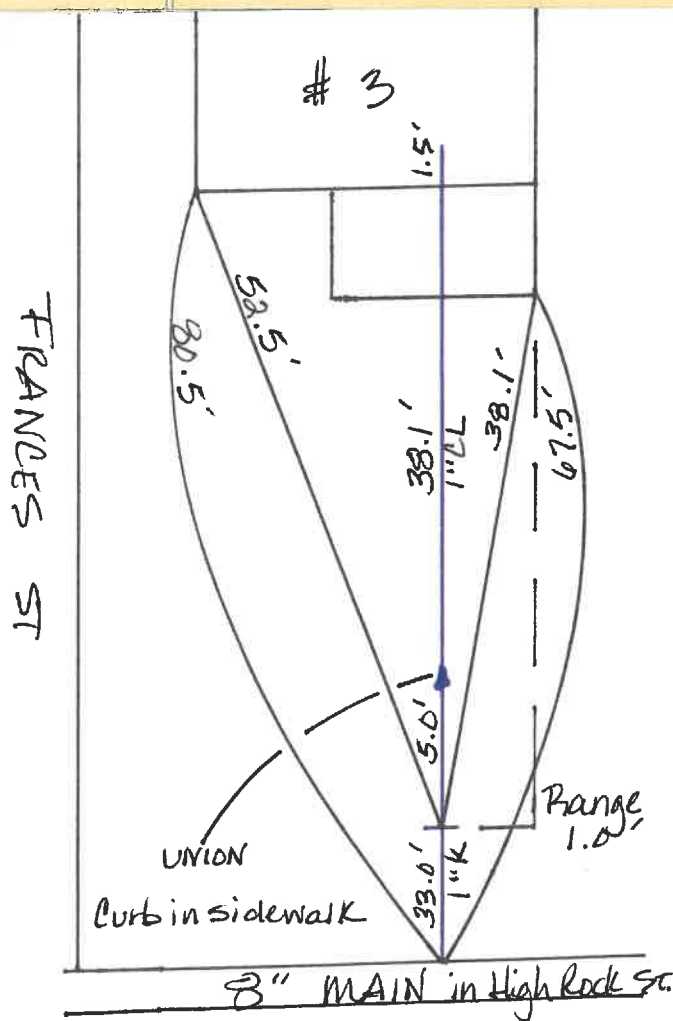
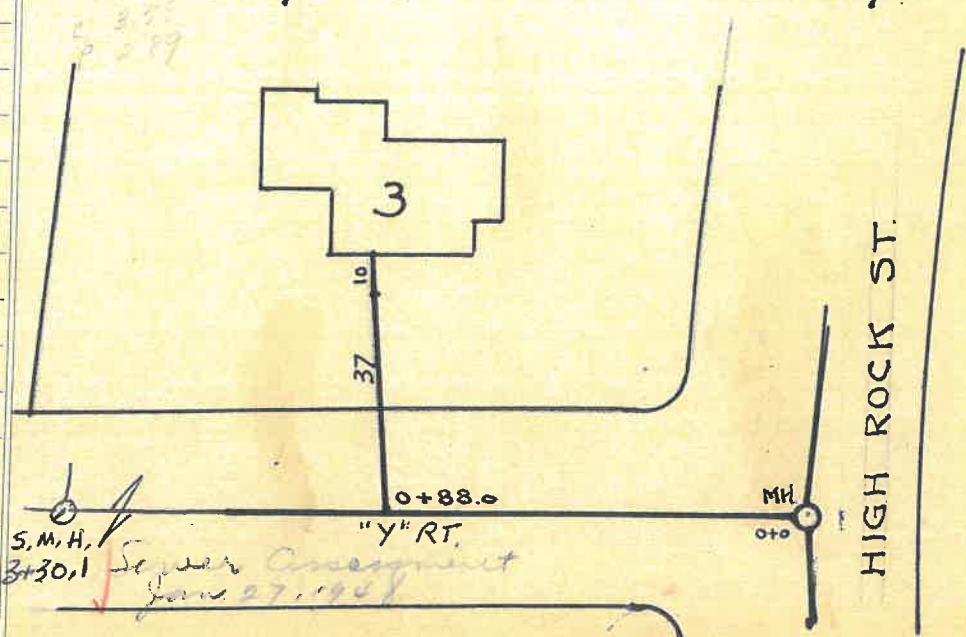
Work Started *Nov 14, 1947*" Finished *Nov 18, 1947*

Plumbing Conn.

P. S. 4

PLAN NO. 145

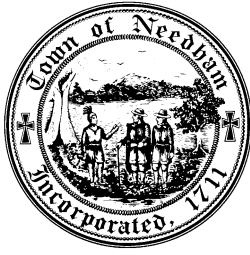
LOT NO. 7



FRANCE ST.







NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:00 p.m. on November 23, 2021** upon petition of Eversource Energy dated **November 8, 2021** to install approximately 13 feet of conduit in Frances Street. This work is necessary to provide underground electric service to 3 Frances Street, Needham MA.

A public hearing is required, and abutters should be notified.

If you have any questions regarding this petition, please contact Joanne Callender, Eversource Energy representative at (781) 314-5054.

Matthew D. Borrelli
Marianne B. Cooley
Marcus A. Nelson
Daniel P. Matthews

SELECT BOARD

Select Board Meeting will be Hybrid, November 23, 2021. In person at Town Hall, Powers Hall, 1471 Highland Ave and via Zoom: Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85665097504?pwd=MkcrQ2NEazJIbmFuem1Bc200ZDhwUT09> Passcode: 260655

Or One tap mobile : US: +16465588656,,85665097504#

Or Telephone: Dial US: +1 646 558 8656

Webinar ID: 856 6509 7504

Dated: November 12, 2021

3 FRANCES STREET

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/137.0-0007-0000.0	HOARD, LINDA J		452 HIGH ROCK ST	NEEDHAM	MA	02492-
199/138.0-0050-0000.0	SULLIVAN, DANIEL &	FLEISHMAN-SULLIVAN, HEATHER	443 HIGH ROCK ST	NEEDHAM	MA	02492-
199/137.0-0008-0000.0	EMMANOULIDIS, YIANNIS &	EMMANOULIDIS, MICHELLE	3 FRANCES ST	NEEDHAM	MA	02492-
199/137.0-0009-0000.0	RAIZ, GREGORY L. &	RAIZ, KATHRYN F	50 BARRETT ST	NEEDHAM	MA	02492-
199/137.0-0058-0000.0	BELL-ROSSI, COURTNEY JANE TR.	STEPHEN M BELL 2020 TRUST	6 FRANCES ST	NEEDHAM	MA	02492-
199/137.0-0010-0000.0	OCONNOR, KATHLEEN M		44 BARRETT ST	NEEDHAM	MA	02492-
199/137.0-0057-0000.0	FOX, DAVID C &	FOX, MICHELLE E	18 FRANCES ST	NEEDHAM	MA	02492-
199/138.0-0049-0000.0	437 HIGH ROCK LLC		945 GREAT PLAIN AVE STE 18	NEEDHAM	MA	02492-
199/138.0-0053-0000.0	NEWTON, HELENT		449 HIGH ROCK ST	NEEDHAM	MA	02492-

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



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

MEETING DATE: 11/23/2021

Agenda Item	Public Hearing: Change of Manager – Needham Golf Club
Presenter(s)	Geoffrey Piva, Proposed Manager (Zoom)

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Needham Golf Club, 49 Green Street, has submitted an application for a change in manager. Our review indicates that Mr. Piva meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol. The requisite filing materials appear to be in order.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motion: <i>Move that the Select Board, as Liquor Licensing Authority, approve and sign an application for a Change in Manager to Geoffrey Piva for Needham Golf Club, 49 Green Street, Needham and to forward this application to the ABCC for approval.</i>	
3.	BACK UP INFORMATION ATTACHED
1. Amendment Application for a Change of Manager 2. Corporate Vote 3. Applicant Statement 4. Licensing Authority Certification All other documents related to these transactions are on file in the Office of the Town Manager.	



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

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

AMENDMENT-Change of Manager

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

2021 NOV 12 A 11:05

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL
LICENSING AUTHORITY.**

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](https://www.abcc.com)

**PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE
PAYMENT RECEIPT**

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

00006-CL-0770

ENTITY/ LICENSEE NAME

The Needham Golf Club, Inc.

ADDRESS

49 Green Street

CITY/TOWN

Needham

STATE

MA

ZIP CODE

02492

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| ☐ New License | ☐ Change of Location | ☐ Change of Class (i.e. Annual / Seasonal) | ☐ Change Corporate Structure (i.e. Corp / LLC) |
| ☐ Transfer of License | ☐ Alteration of Licensed Premises | ☐ Change of License Type (i.e. club / restaurant) | ☐ Pledge of Collateral (i.e. License/Stock) |
| ☒ Change of Manager | ☐ Change Corporate Name | ☐ Change of Category (i.e. All Alcohol/Wine, Malt) | ☐ Management/Operating Agreement |
| ☐ Change of Officers/
Directors/LLC Managers | ☐ Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | ☐ Issuance/Transfer of Stock/New Stockholder | ☐ Change of Hours |
| | | ☐ Other <input type="text"/> | ☐ Change of DBA |

**THE LOCAL LICENSING AUTHORITY MUST MAIL THIS
TRANSMITTAL FORM ALONG WITH
COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:**

**Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358**



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

AMENDMENT-Change of Manager

☒ **Change of License Manager**

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
The Needham Golf Club, Inc	Needham	00006-CL-0770

2. APPLICATION CONTACT

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

Name	Title	Email	Phone
Geoffrey Piva	General Manager	gpiva@needhamgolfclub.com	781.444.5548

3A. MANAGER INFORMATION

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

Proposed Manager Name	Geoffrey Piva	Date of Birth	SSN
Residential Address			
Email	gpiva@needhamgolfclub.com	Phone	781.444.5548
Please indicate how many hours per week you intend to be on the licensed premises	50	Last-Approved License Manager	Michael Moffett

3B. CITIZENSHIP/BACKGROUND INFORMATION

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

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

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

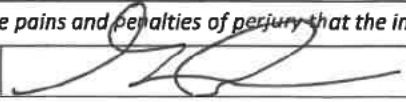
Start Date	End Date	Position	Employer	Supervisor Name
01/01/2021	10/04/2021	General Manager	Andover Country Club	Jackie Riddle
04/01/2015	12/31/2020	General Manager	Lanam Club	Gregory Serrao

3D. PRIOR DISCIPLINARY ACTION

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

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

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

Manager's Signature  Date 11/10/21

ENTITY VOTE

The Board of Directors or LLC Managers of

The Needham Golf Club inc.

Entity Name

duly voted to apply to the Licensing Authority of

Needham

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

10/19/2021

Date of Meeting

For the following transactions (Check all that apply):

☒ Change of Manager

☐ Other

"VOTED: To authorize

Geoffrey Piva

Name of Person

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

"VOTED: To appoint

Geoffrey Piva

Name of Liquor License Manager

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

A true copy attest,

For Corporations ONLY

A true copy attest,



Corporate Officer /LLC Manager Signature

Corporation Clerk's Signature

Geoffrey Piva

(Print Name)

(Print Name)

APPLICANT'S STATEMENT

I, Geoffrey Piva the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager
Authorized Signatory
of Needham Golf Club Inc
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:



Date: 11/10/21

Title:

General Manager



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission

☐ For Reconsideration

LICENSING AUTHORITY CERTIFICATION

NEEDHAM

City /Town

00006-CL-0770

ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

The license applicant petitions the Licensing Authorities to approve the following transactions:

- | | | | |
|--|---|---|---|
| ☐ New License | ☐ Change of Location | ☐ Change of Class (i.e. Annual / Seasonal) | ☐ Change Corporate Structure (i.e. Corp / LLC) |
| ☐ Transfer of License | ☐ Alteration of Licensed Premises | ☐ Change of License Type (i.e. club / restaurant) | ☐ Pledge of Collateral (i.e. License/Stock) |
| ☒ Change of Manager | ☐ Change Corporate Name | ☐ Change of Category (i.e. All Alcohol/Wine, Malt) | ☐ Management/Operating Agreement |
| ☐ Change of Officers/
Directors/LLC Managers | ☐ Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | ☐ Issuance/Transfer of Stock/New Stockholder | ☐ Change of Hours |
| | ☐ Other <input type="text"/> | ☐ Change of DBA | |

APPLICANT INFORMATION

Name of Licensee	NEEDHAM GOLF CLUB		DBA	
Street Address	49 GREEN STREET		Zip Code	02492
Manager	GEOFFREY PIVA		Granted under Special Legislation?	Yes ☐ No ☒
\$12 Club	Annual	All Alcoholic Beverages	If Yes, Chapter	
Type (i.e. restaurant, package store)	Class (Annual or Seasonal)	Category (i.e. Wines and Malts / All Alcohol)	of the Acts of (year)	

DESCRIPTION OF PREMISES

Complete description of the licensed premises

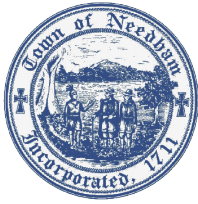
CONSISTS OF GRILL ROOM AND BAR SEATING FOR 83 PATRONS, FUNCTION ROOM, SERVICE BAR, AND EXTERIOR DECK ON 2ND FLOOR WITH SEATING FOR 221 PATRONS.

LOCAL LICENSING AUTHORITY INFORMATION

Application filed with the LLA:	Date	11/12/2021	Time	10:00 AM
Advertised	Yes ☐ No ☒	Date Published	Publication	
Abutters Notified:	Yes ☐ No ☒	Date of Notice		
Date APPROVED by LLA	11/23/2021	Decision of the LLA	Approves this Application	
Additional remarks or conditions (E.g. Days and hours)				
For Transfers ONLY:				
Seller License Number:		Seller Name:		

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
Ralph Sacramone
Executive Director



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

MEETING DATE: 11/23/2021

Agenda Item	Sign Notice of Traffic Regulation – Chapel Street
Presenter(s)	Carys Lustig, DPW Director (Zoom)

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The signalized intersection of May Street, Chapel Street at Highland Avenue has a right turn way from Chapel Street onto Highland Ave. This right turn meets the traffic warrants to require a designated yield regulation.	
2.	VOTE REQUIRED BY SELECT BOARD
<u>Suggested Motion:</u> That the Board vote to approve and sign the Notice of Traffic Regulation Permit #Y21-11-23 requiring that Chapel Street right turn road eastbound be designated as a yield street at the intersection of Highland Avenue.	
3.	BACK UP INFORMATION ATTACHED
1. Copy of Traffic Regulation Y21-11-23 2. Diagram of Stop Sign Location	

TOWN OF NEEDHAM
SELECT BOARD

NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Select Board of the Town of
Needham, it is hereby

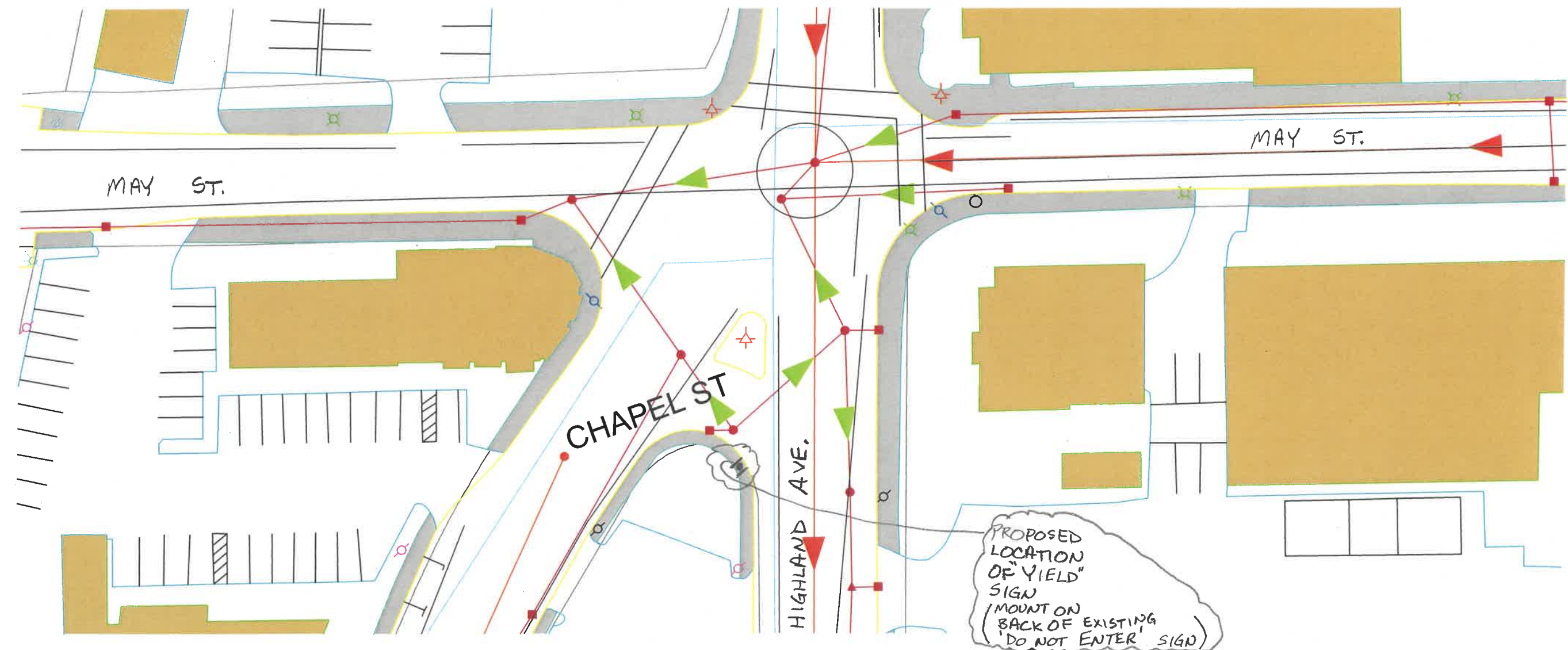
VOTED: In accordance with the provisions of Chapter 89, Section 9 of the General
Laws, the following street is designated as a yield street at the intersection
and in the direction indicated:

Eastbound drivers on CHAPEL STREET Right Turn Road at the
intersection of HIGHLAND AVENUE

SELECT BOARD
Permit No. Y21-11-23

Date of Passage _____

Attest of Town Clerk _____





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

MEETING DATE: November 23, 2021

Agenda Item	League of Women Voters Study of Needham's Elected Town Boards and Officers
Presenter(s)	Carol Patey, Chair, Needham League of Women Voters Karen Price, Former Chair, Needham League of Women Voters

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Ms. Patey and Ms. Price will present the Board with the findings of the Needham League of Women Voters Study of Elected Town Boards and Officers.	
2.	VOTE REQUIRED BY SELECT BOARD
n/a	
3.	BACK UP INFORMATION ATTACHED
a. League of Women Voters Study of Needham's Elected Town Boards and Officers Rev. November 10, 2021	

Study of Needham's Elected Town Boards and Officers Rev. November 10, 2021

Table of Contents

Sections

- 1 Introduction to the Study
- 2 Study Methods and Position Statement
- 3 Needham Government
- 4 Composition of Needham's Elected Boards
- 5 Needham Election History
- 6 Consensus Questions

Appendices

- A. Elected Town Officers (not included)
B. Elected Town Boards (not included)
C. Laws Governing Elected Town Boards (included)

Study Committee: Carol Patey, Chair, Carol Alper, Heidi Frail, Elizabeth Handler, Joe Leghorn, Jeanne McKnight, Eileen Mullen, Karen Price, Elin Soderholm, Janis Soma, Sally Toran, Susan Welby



Word Cloud of all of the words in the May 1, 2021, Special Town Meeting Warrant. The size of the word illustrates how frequently the word is used throughout the Warrant.

Section 1: Introduction to the Study

At its May 28, 2020, Annual Meeting, members of the League of Women Voters of Needham (LWVN) approved a motion to conduct “a new study of elected town boards and offices.” The goal of the study was to make an objective assessment of the elected boards and offices in order to educate ourselves and the public and to consider changes that could be made to improve the work of the boards and offices.

Our study was motivated in part by the knowledge that Needham has made several changes over the years to increase efficiency in government. In 1934, the town changed from an Open Town Meeting to a Representative Town Meeting. In 1982, LWV-Needham took a position (based on a study) that the Finance Committee and the Personnel Board should be appointed, not elected. The town subsequently made these changes. In 2005, the town moved to a Town Manager form of government, which, in addition to other changes, resulted in significant changes in the roles of many of our elected boards.

The League of Women Voters of Needham is addressing this topic out of an interest in our town’s government. The town may consider changes sometime in the future, and the League will be ready with our positions obtained after careful study and the input of our membership through the consensus questions in this document.

An interim report of study progress was presented to LWVN members at our Program Planning Meeting on January 14, 2021. The Study Guide was prepared during April, the consensus meeting was held May 20, and at our June 7, 2021 Annual Meeting, the LWVN membership voted to approve the position statement.

This report primarily presents information available prior to the April 2021 Town Election, with updates noted in some areas. For the purposes of this study, we use “elected board” to refer to the ten elected boards, committees, and commissions, and “elected officer” to refer to the four town-wide elected individuals. We collectively refer to the board members and officers as “elected officials.”

Section 2: Study Methods and Position Statement

We formed a study committee comprised of 12 League members. The Study Committee conducted the following research:

- Compared Needham’s elected boards to those in similar Massachusetts towns
- Reviewed statutory governance of boards and offices
- Analyzed board and office election history for the past 30 years
- Interviewed elected officials, and others

We requested interviews with elected officials in office on January 15, 2021, which included 49 members of elected boards (note: there were 50 positions, but one unfilled vacancy) and the four elected officers. We interviewed 45 of the 53 individuals from January 15 through April 30. We had excellent participation from the elected officers and eight of the ten boards, but only interviewed one member of the Board of Assessors and one member of the Trustees of Memorial Park.

A League of Women Voters study concludes with a consensus meeting open to all League members. For this study, after completing its research, the study committee developed a series of consensus questions (Section 6). At the consensus meeting, the committee presented its research and introduced each consensus question. The result could be yes, no, or no consensus. The study committee presented “yes” and “no” arguments, and attendees discussed the issues and attempted to reach consensus on the

answer. The outcome of the consensus meeting led to League positions (below), which are the basis for League action and advocacy.

Addition to LWV-Needham Local Positions

Summary: Support using the town website and resources to assist town residents interested in volunteering on a town board, running for an elected position, learning who is running for office, making board meetings more accessible to board members and residents, and providing a means to contact local elected officials and Town Meeting Members other than mailing addresses.

Support appointing rather than electing Town Clerk, Constables, Board of Assessors, Trustees of Memorial Park, Commissioners of Trust Funds. Support the town undertaking a full review of all elected officers and elected and appointed boards.

Specific Positions:

1. Support providing information on the town website that helps residents decide whether they are suitable candidates for elected boards and other positions.
2. Support providing a web portal for the various options for residents interested in getting involved in town government.
3. During the town election season, support posting on the town website up-to-date information on 1) who has taken out nomination papers for a town election, 2) who has taken out and returned papers for a town election, and 3) who the final candidates are.
4. Support the town ensuring that openings in town offices that will be on an upcoming ballot are widely publicized, including to organizations involving people of diverse age, race, gender, and socio-economic status.
5. Support encouraging boards to consider ways to involve additional residents in order to develop a pipeline for future board membership.
6. With regard to meetings of town boards, support:
 - Allowing board members to join an in-person meeting or hearing remotely and fully participate in the discussion and voting.
 - Making all board meetings and hearings available on cable TV, via videoconferencing, or other platforms, in real-time, for the public to observe and making video recordings of all board meetings or hearings be available for viewing afterward.

Do not support remote-only meetings and hearings.

7. Support providing contact information in addition to mailing address on the town website for all elected board members and Town Meeting Members.
8. Support appointing rather than electing the following elected boards and officers:
 - Town Clerk, by the Town Manager
 - Constables
 - Board of Assessors
 - Trustees of Memorial Park
 - Commissioners of Trust Funds

Do not support appointing other elected boards.

9. Support the town undertaking a full review of all elected officers and elected and appointed boards. Such a review might include, but would not be limited to, manner of selection; current relevance of the mission, role, composition, and/or other factors; need for new boards; term limits for appointed boards; and rules governing rotation of chairs.

Section 3: Needham Government

According to the US Census Bureau estimate (2019), Needham has a population of 31,388 (now 32,091 per decennial 2020 census). The legislative body of the town is Representative Town Meeting, which consists of 240 Town Meeting Members elected for 3-year terms within ten precincts (1/3 per year) plus up to 14 at-large Members. The Select Board is the executive body, consisting of five members elected for 3-year terms, town-wide. The Select Board appoints the Town Manager, who serves as the Chief Executive Officer of the town.

Needham has been described as having a divided executive and volunteer-based town government. There are ten elected town boards with 50 members (49 elected; Needham Housing Authority, at the time of our study, included one appointed member; now 2) and four elected town officers. Town elections are held annually on the second Tuesday in April. Select Board members hold the only paid elected board positions; the Chair receives \$1,800 annually and other members \$1,500.

In addition to the elected boards, there are 29 town boards and committees whose members are appointed by the Select Board, Town Moderator, or an appointing authority. This number does not include ad hoc committees, working groups, task forces, or committees appointed by other town boards. These 29 boards involve about 150 unpaid volunteers in town government (source: 2019 Needham Annual Report, page 138).

There are four elected officers: Town Clerk, Town Moderator, and two Constables. The Town Clerk is paid a full-time salary of \$110,634 annually (source: 2021 ATM warrant), Constables are paid for work completed, and the Moderator is not paid.

Table 3.1. Needham Elected Boards and Officers

Boards	No.	Term	Primary Responsibility¹
Select Board	5	3y	Serve as executive branch of Needham government
Board of Assessors	3	3y	Administer state laws pertaining to ad valorem taxation
Board of Health	5	3y	Oversee the work of the Public Health Division
Commissioners of Trust Funds	3	3y	Oversee investment and disbursement of Needham's trust funds
Needham Housing Authority	5	5y	Administer state and federal programs for affordable and low-income housing. One member appointed by DHCD. In the future one tenant member appointed by Select Board.
Park and Recreation Commission	5	3y	Provide recreation programming and leisure services
Planning Board	5	5y	Guide the physical growth and development of Needham
School Committee	7	3y	Oversee Superintendent, set policy, establish budget, other statutory responsibilities
Trustees of Memorial Park	5	3y	Honor Needhamites who died in battle
Trustees of Public Library	7	3y	Oversee the work of the Needham Public Library
Officers			
Constables	2	3y	Serve warrants as needed
Moderator	1	3y	Preside over Town Meeting
Town Clerk	1	3y	Manage elections, town records, many other functions

¹See Appendix B (not included) for details on each board and officer. Source: 2019 Needham Annual Town Report and other town documents. Note: Trustees of Mem Park, Constables, from other sources.

Section 4: Composition of Needham Elected Boards

As the study committee conducted its interviews, we asked each board member to self-report age, “race you identify as,” “gender you identify as,” precinct, and length of time on the board. If a board member did not respond to our request for an interview, the Annual Street listing and personal communication was used to complete Table 4.1. Figure 4.1 shows where in Needham the 49 board members live.

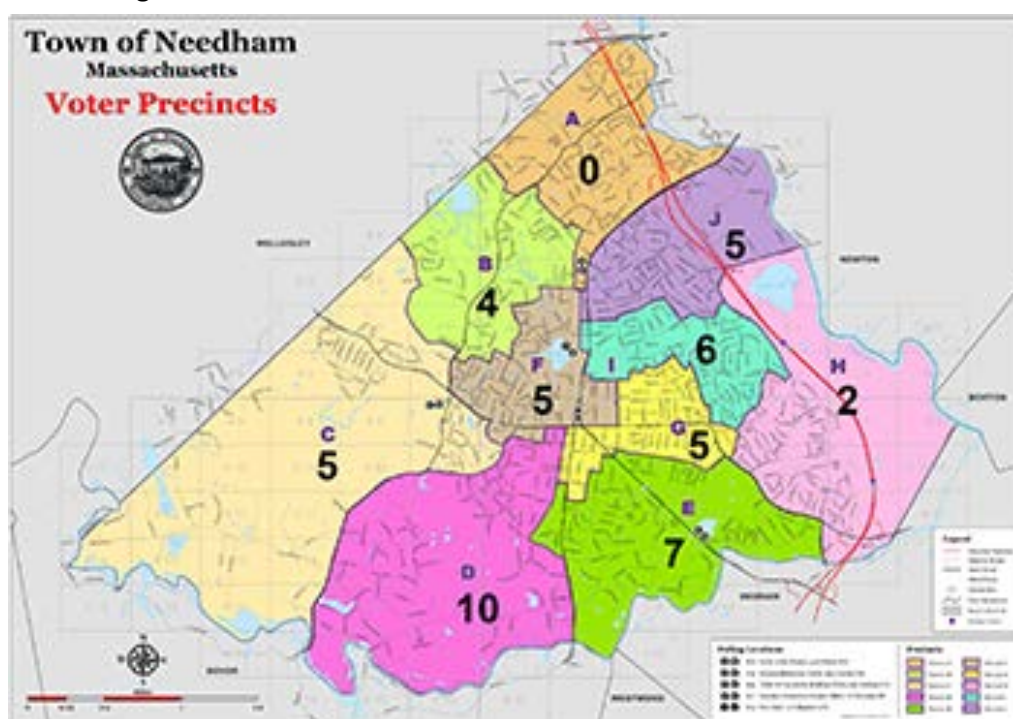
**Table 4.1. Summary of Elected Board Composition
(as of March 1, 2021)**

Board	Age Average (range)	Race	Gender	Years on Board Average (range)
Select Board	64.2 (45-78)	All White	1F, 4M	14.4 (8-26)
Assessors	59.3 (45-71)	All White	3M	2.3 (1-4)
School Committee	57.6 (46-71)	All White	4F, 3M	10.0 (4-18)
Memorial Park Trustees	70.8 (52-85)	All White	4M	18.8 (6-30+)
Library Trustees	62.3 (36-75)	6 White, 1 BIPOC	3F, 4M	9.5 (1-45)
Board of Health	56.2 (40-78)	4 White, 1 BIPOC	2F, 3M	9.4 (2-25)
Planning Board	65.6 (46-75)	All White	1F, 4M	9.6 (1-15)
Housing Authority	71.8 (54-82)	All White	3F, 2M	4.0 (1-11)
Comm. Trust Funds	60.7 (40-83)	All White	3M	9.7 (3-14)
Park and Recreation	53.8 (42-66)	All White	2F, 3M	7.8 (1-9)
All board members	62.1 (40-85)	47 White, 2 BIPOC	16F, 33M	9.7 (1-45)

Table 4.1 Notes: After the April 2021 Town election the number of people of color increased by 3, so the total is 44 White, 5 BIPOC. The number of females increased by 2, so the total is 18 female and 31 male.

For the members who were not interviewed we used other sources to determine the information. (BIPOC = Black, Indigenous and People of Color)

Figure 4.1. Precincts Where the 49 Elected Board Members Reside



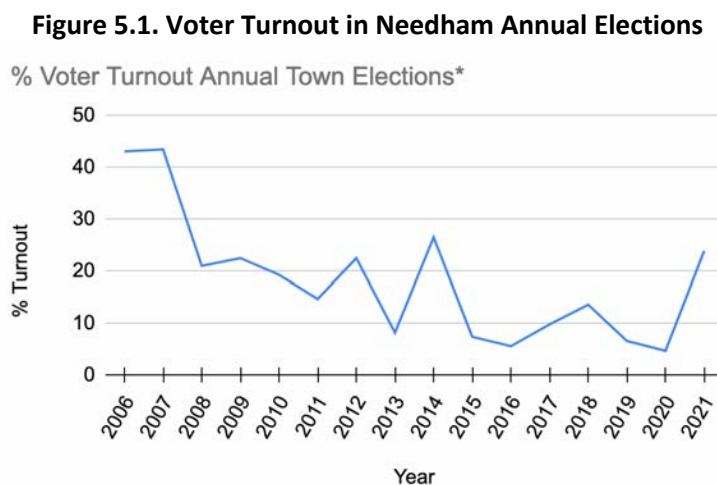
Section 5: Needham Election History

The study committee looked at the elections from the past 30 years in order to assess voter turnout, number of contested races, and board turnover. These may be used to help draw conclusions about awareness of town government and voter interest and participation in voting and elected town boards.

Figures 5.1 and 5.2 were updated following the April 2021 Town Election.

Figure 5.1 plots the percent of registered voters that voted in the annual election over the past 17 years, which can be used to assess voter interest in town elections. Voter turnout has declined over time, with turnout below 10% in six of the past eight years. Turnout in local elections varies depending on what is on the ballot. Based on past observations, voter turnout in Needham is influenced by these factors:

- Override(s) of Proposition 2 1/2 that would result in an increase in property taxes (2006, 2007, 2014). Note: In recent years the town has coupled override votes with state elections in November rather than town elections (e.g., High Rock operations, Sunita Williams School, Police/Fire Stations).
- Other ballot questions on topics such as allowing liquor stores in Needham (also 2014)
- Whether there are contested local races, which positions are contested, and the candidates' get-out-the-vote efforts (as in 2021).

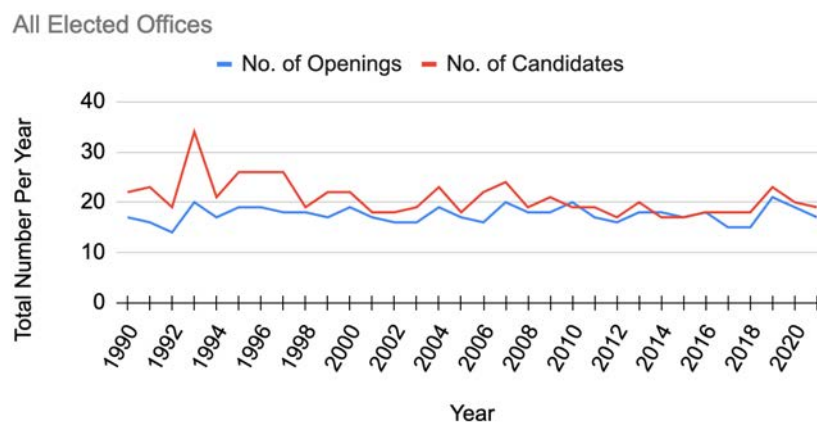


Source: Needham Annual Reports 2007-2019; Town Clerk personal communication 2020 and 2021.

Figures 5.2 and 5.3 look at numbers of candidates in the annual town election over time. Figure 5.2 gives a picture of contested races over time. The red line shows the number of candidates and the blue line the number of seats available. A smaller space between the two lines indicates fewer contested races. If the blue line goes above the red line (as in 2010 and 2014), there were not enough candidates for available seats.

These figures were created for the 13 boards and officers and compiled in Appendices for reference (not included, but available).

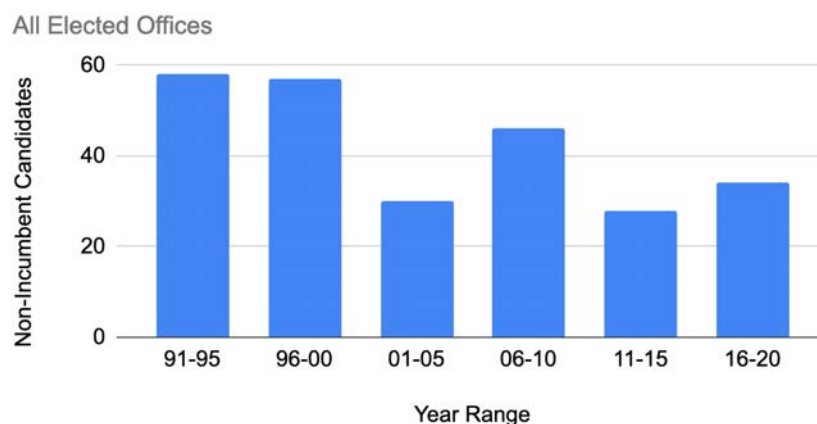
Figure 5.2. Number of Candidates and Seats Available on Annual Town Election Ballots Over Time



Source: LWV-Needham Voter Guides, 1990-2021

Figure 5.3 uses the number of non-incumbents as a surrogate for board turnover. Each bar totals the number of non-incumbent candidates in 5-year periods. In the 1990s there was more turnover in board membership compared with more recent years.

Figure 5.3. Number of Non-Incumbent Candidates on Annual Town Election Ballots Over Time



Source: LWV-Needham Voter Guides, 1990-2020.

Appendix B (not included, available on request) shows the graphs for Figures 5.2 and 5.3 for each of the individual boards and officials.

Section 6: Consensus Questions

Question 1: Running for Office in Needham Summary

Needham relies on a large number of volunteers to set and sometimes implement policy for many aspects of its town government. About 200 residents of Needham serve on various boards and contribute their time, effort, and expertise to overseeing operations of the town. Except for Select Board members, who are paid \$1,500 each or \$1,800 for the Chair per year, elected and appointed board members are unpaid. A steady supply of interested and willing residents is key to ensuring that residents run for and fill town board openings.

QUESTION 1A. Should information that helps residents decide whether they are suitable candidates for elected boards and other positions be available on the town website?

Many town residents are not familiar with the town elected boards and their responsibilities, and at present no one location can provide that information. The Town Clerk's page on the town's website does list the openings for local elections; however, to get an understanding of the boards' roles and expertise needed, an individual would need to search the town's by-laws, the annual report, and individual boards' webpages. Information on the approximate time commitment is not available on the town's website, other than meeting times. While reaching out to current board members could provide further information, several boards do not have members' contact information other than their mailing addresses. (Town website: <http://www.needhamma.gov/>)

QUESTION 1B. If a resident is interested in getting involved in town government, should there be a web portal for learning about the various options?

The Town Clerk's page on the town website identifies what positions will be on an April local election ballot, e.g., "One Member of Planning Board for Five Years" (<http://www.needhamma.gov/77/Town-Clerk>). Further information on many of these boards' roles can be found throughout the website, such as on webpages for each board and in the annual report. Some information, such as particular skills that are needed and the time commitment required is not included on the website.

QUESTION 1C. Should the town website contain information on 1) who has taken out nomination papers for a town election, 2) who has taken out and returned papers for a town election, and 3) who the final candidates are?

Currently, if one wishes to know if (and how many) incumbents or non-incumbent candidates have taken out or returned nomination papers, one must check the paper-based listing kept by the Town Clerk at Town Hall. This information is not provided on the town website. For those citizens deciding whether to run for offices or boards, or even for Town Meeting, this information helps them decide whether to spend time seeking the 50 signatures to run (10 for Town Meeting) and then campaigning for the office. This information is available on some other towns' websites. For example, Walpole's site includes the name and street address of potential candidates by board, dates nomination papers were pulled, dates they were returned, and whether the papers were certified. (https://www.walpole-ma.gov/sites/g/files/vyh1f1381/f/uploads/2021_town_wide_candidates_9.pdf)

Question 2: Composition of Town Boards

Summary

As the study group interviewed elected board members, we asked about how they became involved and steps they took to encourage others to serve on their committees. Officials often commented that they became interested in participating when encouraged by current board members and when serving for related groups, such as town task forces, school parent-teacher councils, the VFW (e.g., for Memorial Field trustees), sports organizations (e.g., for Park & Recreation), and civic groups. In some cases, individuals were initially appointed to fill vacated out-of-cycle seats and then ran in the next election. Each board has a process for filling such vacancies, which usually involves the Select Board soliciting applications and then, along with the board with the vacancy, interviewing and selecting the appointee. Clearly, while there are various pathways to serving on boards, information to connect people to potential openings and get them involved at all levels of town government increases the chances of being considered for appointments and personally seeking a more active role.

QUESTION 2A. Should boards consider ways to involve additional residents in order to develop a pipeline for future board membership?

Needham residents have expertise in a wide array of fields, but some people are unable to serve on boards due to the time commitment and, in some cases, criteria for serving. For example, the School Committee already involves students too young to be elected as part of an advisory committee. Boards can form study committees to help with decision-making on new initiatives. Involving additional people can provide a “user” or “beneficiary” perspective for the committee.

In addition to providing an off-board perspective, being in this role can introduce interested residents to the role of serving on elected and appointed boards. To the public, town government may be a vague concept, especially for people coming from other areas of the country and other countries; such involvement helps open government to the interested individuals and give them exposure to town boards.

QUESTION 2B. Should the town ensure that openings in town offices that will be on an upcoming ballot are widely publicized, including to town organizations involving people of diverse age, race, gender, and socio-economic status?

The study group’s analysis of members on boards when we did our study indicated that 47 of 49 board members were white (96%), although in the April 2021 election, three additional BIPOC were elected, making the total board membership 90% (44 of 49) white. Needham’s population is 85% white (US Census, as of July 1, 2019). The US Census also shows the following Needham data:

- Asian alone (i.e., not mixed with another race): 8.9%
- Hispanic or Latino: 3.2%
- Black or African American, alone: 2.9%
- Two or more races: 2.4%

With regard to age and gender, board members averaged 62 years old and ranged from 36 to 85, and men outnumbered women by about 2 to 1, with three boards having no women.

In March, the Select Board adopted the NUARI Vision Statement, Guiding Principles, and Intentional Practices. These state “We will work to identify and change current policies, procedures, practices, and cultural norms in Needham that prevent meaningful access to opportunities.” Involvement and input to town policies through boards must be encouraged to accomplish this.

Regarding age, board members noted during our interviews that serving on boards requires significant time that is hard to find for adults with family and work responsibilities. Often it is not until family duties subside that individuals are willing to serve on boards, given the time required to prepare for and attend

meetings and meet with town staff and constituents. A few boards tend to draw parents of young children due to parents' interest in education (School Committee) and town activities (Park and Recreation).

Question 3: Board use of remote meeting options

Summary

Since March 2020, meetings of Needham's town boards have been conducted by videoconference on Zoom, with board members and key staff able to speak, and anyone interested able to listen and watch. For public hearings, the public has been able to "raise a hand" and have voices heard by the boards. As with pre-pandemic hearings, involvement by the public has been as small as one or two people in a shade tree public hearing to an hour of public testimony related to a Planning Board's zoning proposal.

During our consensus meeting we discussed the questions listed below regarding public meetings. We realize that state law will dictate much of what will be allowed, and the laws and local options are evolving as the pandemic winds down.

The movement to all virtual meetings and hearings was made out of necessity but has introduced some positive as well as negative implications. Zoom meetings offer increased convenience and attendance access for board members and the public, and enable the public to watch proceedings more easily or view them afterward on the town's YouTube channel.

Far more meetings have been available to the public without leaving home than was the case previously, when only Select Board, School Committee, and Zoning Board of Appeals meetings were routinely available through the Needham Channel. However, communication may be less clear when board members and those speaking to them are not in the same room, resulting in less in-person interaction that "has been stressful and damaging in many ways," as characterized by one Select Board member.

Undoubtedly, for some participants, virtual meetings have been more convenient, such as for parents of young children, those who may have been traveling for work, or consultants or town staff who are only participating in a short portion of a meeting and therefore do not need to drive to and from a meeting. Decisions will need to be made by town officials on what policies are appropriate in this regard, and what is gained and lost through use of remotely accessible meetings.

- **QUESTION 3A. Should *board meetings* continue to be conducted exclusively remotely?**
- **QUESTION 3B. Should *board hearings* continue to be conducted exclusively remotely?**
- **QUESTION 3C. Should board members be allowed to join an in-person meeting or hearing remotely and fully participate in the discussion and voting?**
- **QUESTION 3D. Should all board meetings or hearings be available on cable TV, via videoconferencing, or other platforms, *in real-time*, for the public to observe but not participate?**
- **QUESTION 3E. Should video recordings of all board meetings or hearings be available *after* meetings?**

Question 4: Contacting elected officials

Summary

The ability to contact town elected officials, particularly through either email or phone, is important to ensure that those interested in communicating with them can do so expeditiously.

QUESTION 4A. Should contact information, in addition to mailing address, be provided for all elected board members and elected officials on the town website?

The Needham town website includes names and mailing addresses for all elected board members and officials but does not include email addresses or phone numbers for many of them:

- Select Board – Web page includes members’ personal phone numbers and a general link to email them; presumably, staff in town hall will relay the message to the Board member(s).
- Planning Board - Has a general link to email its members but does not include phone numbers. This goes to a staff member in the Planning Department.
- School Committee - Includes members’ personal phone numbers and individual emails provided on the Needham schools’ domain.
- Housing Authority - Includes a link to email the authority but not individual emails; it is not clear if that is to contact individual members or Housing Authority staff.
- Remaining six boards - Only names and mailing addresses are on the website.
- Town Clerk - Contact information provided to reach her by email or phone at her office.
- Moderator – Only name and mailing address are on the website.
- Constables - Only name and mailing address are on the website.

In addition, information on board members was not always current. For example, a member of the Trustees of Memorial Park who resigned in December 2020 was still listed as a member as of April 2021 and his replacement was not listed.

QUESTION 4B. Should contact information in addition to mailing address be provided for Town Meeting Members on the town website?

While it was not within the scope of our study, our study group noted that only names and mailing addresses—not emails or phone numbers—for Town Meeting Members are included on the town website, which diminishes the accessibility of Town Meeting Members to their constituents. When Town Meeting Members are elected, the Town Clerk requests their email addresses “for Town Meeting Mailings” but these are not available to the public.

Although the study group did not do a comprehensive analysis of comparable towns, we found some town websites that listed email address and/or phone number.

In the past a Needham telephone directory was distributed, and it was generally easy to obtain a Town Meeting Member’s phone number, but the printed phone book is no longer available, and many people do not have or use a landline anymore.

Update: efforts are underway to provide access to Town Meeting Members through email and/or phone numbers (summer/fall 2021).

Questions 5A – 5I: Appointing officers and boards rather than electing

Summary

There are ten elected boards in Needham and four elected officers, created in an earlier era of town government when Needham had a smaller population, a smaller budget, and fewer town staff. Should some of these boards or officers be appointed?

Our study committee interviewed every willing elected board member and elected officer, looked at whether other towns elect or appoint the boards Needham elects, and studied the mission and operations of each board. We also looked at the Needham's election history over the past 32 years.

In addition, we determined whether 16 "similar" towns elected or appointed the boards and offices that are elected in Needham (Table 6.1).

Our research into laws governing boards revealed that most boards can be converted from elected to appointed through a change to the Town Charter and subsequent approval by the legislature. In the case of the School Committee, a special act of the legislature would be required, and the Select Board and Housing Authority Board must be elected. So, we have eliminated Select Board, Housing Authority and School Committee from this question. We also eliminated Town Moderator from this question because all other towns we researched elect their Moderators and because the Moderator leads an elected legislative body.

Table 6.1: Needham Boards and Officers Elected or Appointed in Similar Towns

Town				Needham Boards							Offices	
Town	Pop. (2019)	Town Mtg.	Town Mgr/Admr	Asses-sors	Health	Trust Fund	P+R	Plan-ning	Li-brary	Mem. Park	Clerk	Consta-bles
Arlington	45,531	R	TM	E	A		A	A	A		E	
Belmont	26,116	R	TA	E	E		A	A	E		E	A
Brookline	59,121	R	TA	A	None		A	A	E		E	E
Canton	23,805	O	TA	E	E		A	E	E		E	A
Dedham	25,219	R	TM	E	E	E	E	E	E		E	
Lexington	33,132	R	TM	A	A	A	A	E	A		A	A
Medfield	12,955	O	TA	E	A	E	E	E	E		E	A
Milton	27,593	R	TA	E	E		E	E	E		E	E
Natick	36,050	R	TA	E	E		E	E	E		E	E
Needham	31,388	R	TM	E	E	E	E	E	E	E	E	E
Norwood	29,725	R	TM	A	E		None	E	E		A	A+E
Walpole	25,200	R	TA	E	A	A	A	E	E		A	A
Wayland	13,835	O	TA	E	E	E	E	E	E		E	A
Wellesley	28,670	R	ED	E	E		E	E	E		E	A
Weston	12,124	O	TM	E	E	E	E	E	E		A	A
Westwood	16,400	O	TA	E	A		A	E	E		E	A
Winchester	22,799	R	TM	E	E	A	A	E	E		A	A
Total E				14	11	5	8	14	15	1	12	5
Total A				3	5	3	8	3	2	0	5	11
Total None/Unk					1	9	1			16		2

Notes: A=Appointed; E=Elected; O=Open Town Meeting; R=Representative Town Meeting; TA= Town Administrator; TM=Town Manager; ED=Executive Director. A blank in a cell indicates that we could not find a board with the same responsibility as the Needham board in that town. "None" indicates confirmation that none exists (for the more common boards). Population from US Census Bureau 2019 estimates <https://www.census.gov/data/datasets/time-series/demo/popest/2010s-total-cities-and-towns.html#tables>.

Based on interviews with Select Board members, we learned that residents are more likely to apply to be appointed to an elected board position that is open due to a mid-term vacancy, rather than to become a candidate for the position in an election. Reasons may include a lack of desire to campaign, unwanted public scrutiny, possibility of losing, and need for fundraising and associated paperwork. A potential candidate may want to wait for an incumbent to decide not to seek re-election before running for office. Select Board members observed that many current members of elected boards were originally filled by appointment.

In this study we do not address who would make the appointments, except in the case of Town Clerk.

Lastly, some of our interviewees have suggested some of these boards might be eliminated entirely. This possibility is not within the scope of our study. The issue of whether there is a need for any new, additional boards also came up in our interviews. Both of these issues could be part of a town-wide review described in Question 6.

Note: Consensus meeting attendees were encouraged to refer to Appendices A and B for details on the officers and boards, their election history, and interview summaries. These lengthy Appendices have not been included with this revision (November 2021).

QUESTION 5A. Should the Town Clerk be appointed by the Town Manager?

The Town Clerk is the only full-time, elected department head in town government. The Town Clerk has many statutory duties dictated by the state, listed in Appendix A. Needham has had the same Town Clerk for 40 years, and there has been no contested election for this position in all that time.

The Massachusetts Town Clerk's Association in 2009 asked its members to present pros and cons of elected and appointed Town Clerks; the responses are in Table 6.2 (obtained through personal communication with a retired Concord Town Clerk).

Table 6.2 Pros and Cons of Elected and Appointed Town Clerks (from MTCA members)

ELECTED	APPOINTED
PRO	PRO
• Accountable to voters—not influenced by the politics of the day • Independent and autonomous—not beholden to anyone but the taxpayers • Make your own schedule—as many or as few hours to do the job so that the office runs as smoothly as possible • Voters can find at home 24/7—feel indebted to voters • Provides a good sense of the pulse of the community because you live there and have conducted meet & greet sessions with voters during campaign • Impartial and non-partisan • If not performing, then won't get re-elected	• Technically challenging position—applicants can be screened and selected based on qualifications • Position is part of management team in decision making—not autonomous—recognized as an integral part of senior management • Position subject to performance review process and town-wide goal setting • Position part of Town compensation system—professionally classified with qualifications and job specifications enumerated • Individual required to maintain professional qualifications and technical skills, which is facilitated by management
CON	CON
• On own fighting for salary, raises, benefits • Risk that someone will get elected based on personality or popularity, and could be under qualified or ill prepared for the position—voters subjective in their decision-making • Operates in isolation—not part of town's management team—considered autonomous • Only requirements are the individual be a resident and a registered voter—position too complex for such a low threshold • Voters are not in a position to effectively supervise & evaluate performance	• Harder to get rid of low performer • The more positions that are removed from the electorate, the fewer voters will show up to vote for local elections • Potential of “being directed” by Town Manager/Administrator or Selectmen to do something that is not in the best interest of the community

The table comparing Needham to similar towns (Table 6.1) shows 5 of the 17 (29%) appoint Town Clerks. When we looked at Town Clerks among all Massachusetts towns with *populations over 25,000*, 15 of the 31 towns (48%) had an appointed Town Clerk. (Table A1, next page, inserted from Appendix A)

Table A1: Appointed Town Clerks for Towns with population > 25,000

Rank	Town	Population (2019)	Clerk Appt (1=yes)
1	Plymouth	61,528	1
2	Brookline	59,121	0
3	Arlington	45,531	0
4	Billerica	43,367	0
5	Shrewsbury	38,526	1
6	Andover	36,356	1
7	Natick	36,050	0
8	Chelmsford	35,391	1
9	Dartmouth	34,188	0
10	Lexington	33,132	1
11	Dracut	31,634	1
12	Needham	31,388	0
13	North Andover	31,188	1
14	Tewksbury	31,178	0
15	Falmouth	30,993	0
16	Norwood	29,725	1
17	Milford	29,101	0
18	Stoughton	28,915	1
19	Wellesley	28,670	0
20	Burlington	28,627	0
21	Saugus	28,361	0
22	Milton	27,593	0
23	Danvers	27,549	1
24	Wakefield	27,045	1
25	Belmont	26,116	0
26	Marshfield	25,967	0
27	Middleborough	25,463	1
28	Reading	25,400	1
29	Dedham	25,219	0
30	Walpole	25,200	1
31	Easton	25,105	1
			15 (48%)

Source: Review of individual town websites or personal communication with local Town Clerk, if not otherwise available. Population: <https://www.census.gov/data/datasets/time-series/demo/popest/2010s-total-cities-and-towns.html#tables>

Note: This table does not include the 11 MA “towns” of over 25,000 that have a city form of government but wish to be known as “The Town of” and have a “Town Clerk.” Eight of these 11 appoint their Town Clerks. It also does not include other cities, which are more likely to have appointed City Clerks.

QUESTION 5B. Should the Constables be appointed?

Constables “shall serve all warrants and other processes directed to them by the selectmen of their town for notifying town meetings or for other purposes.” (M.G.L. c. 41, Section 94)

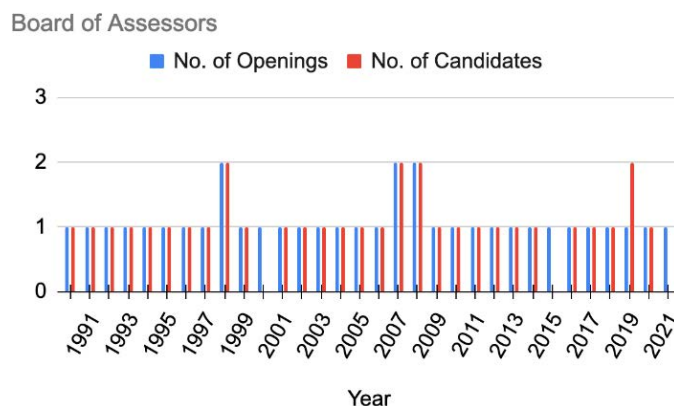
Members of our study committee interviewed both current constables and determined the specific roles of Constables. There are two constables who serve 3-year terms.

QUESTION 5C. Should the Board of Assessors be appointed?

The Board of Assessors is responsible for the administration of a wide range of state laws pertaining to ad valorem taxation. This includes valuation of all real estate and personal property, as well as the administration of the Massachusetts state motor vehicle excise tax. It is a 3-person board with 3-year terms.

Since 1990, the ballot had no candidates for open positions three times, in 2000, 2015, and 2021, and had only one contested election, in 2019 (Figure 6.1).

Figure 6.1. Board of Assessors Election History



QUESTION 5D. Should the Trustees of Memorial Park be appointed?

The board’s mission is to build and maintain memorials to honor Needhamites who died in battle, from the Revolutionary War through present day. The board is responsible for the Rules & Regulations of Use and for booking use of the Field House and Memorial Park.

MA general law describes a board responsible for overseeing war memorials. In Needham the scope is expanded to include oversight of the field house, athletic fields, gardens, and community-use signs, although other town departments schedule the fields and the signs.

Trustees are elected to 3-year terms. The membership includes three veterans, two non-veterans, and the Chair of the Select Board.

QUESTION 5E. Should the Trustees of the Needham Library be appointed?

The board defines its mission as that of the Library: “The Needham Free Public Library provides access to materials, resources and information in its endeavor to expand minds, celebrate diversity, embrace differences, and build community.”

This board has seven members, making it one of the two largest boards in town (School Committee is the other). It is primarily focused on policy and strategic planning. In addition to this elected board, the Friends of the Needham Library and the Needham Library Foundation support the library.

QUESTION 5F. Should the Board of Health be appointed?

The Board of Health and the Public Health Department (part of Health and Human Services) have the goals to prevent and control the spread of disease, address environmental issues, promote healthy

lifestyles, and protect the public health and social well-being of all Needham's residents, especially the most vulnerable.

The Board of Health has broad authority to set regulations and policies that govern businesses and residents. This board expanded from three to five members in 2019. In 2012 there was no candidate on the ballot and the position was chosen through write-in.

QUESTION 5G. Should the Planning Board be appointed?

The Planning Board has broad statutory responsibilities to guide the physical growth and development of Needham in a coordinated and comprehensive manner, primarily through the creation and modification of zoning bylaws.

The decisions of the Planning Board impact town residents and neighborhoods, businesses, town revenue, and many other areas. It is a 5-member board elected to 5-year terms.

QUESTION 5H. Should the Commissioners of Trust Funds be appointed?

The mission of the Commissioners of Trust Funds is twofold: 1) prudent investment of Needham's various Trust Funds, using a long-term horizon, and 2) prudent disbursement of Trust Funds in a manner consistent with the donor's wishes. A third goal is to increase the number of assets that are overseen, and to prudently grow those assets.

Currently two of the three members of this board were originally appointed (and subsequently elected) due to vacancies. We found that five of the seventeen similar towns elect this type of board.

QUESTION 5I. Should the Park and Recreation Commission be appointed?

This board ensures that the town provides balanced, year-round recreation programming and leisure services for all ages. Its jurisdiction includes town athletic fields, other large parcels of land and the Rosemary Pool Complex. It is a 5-member board elected to 3-year terms.

Question 6: A Systematic Review

QUESTION 6A: Should the town undertake a full review of all elected officers and elected and appointed boards?

Based on our research and consensus results, the League may want to take a position to advocate for a full review of town boards and officers. Such a review might include, but would not be limited to, manner of selection; current relevance of the mission, role, composition, and/or other factors; need for new boards; term limits for appointed boards; and rules governing rotation of chairs.

Appendix C: Laws Governing Needham Elected Town Boards

Jeanne McKnight did a review of the state laws and local regulations for each of the boards and offices, based on available information from state and town websites.

APPENDIX C League of Women Voters of Needham Study of Needham's Elected Boards and Officers
LEGAL ANALYSIS ELECTED TOWN OFFICERS (May 10, 2021)

Elected Town Officers	Charter Provisions	MGL Provisions	By-law Provisions	Change to Appointed
School Committee	§17 - 3, 5, 6, 7 or 9 members; 3-year terms	c.41, §§1&1B; c.43B, §20 (3 or more members elected for a term of not more than 3 years)	§1.9.1 (b) 7 members for 3-year terms	Special Act of Legislature, and for consistency, Charter
Moderator	§18 - 3-year term	c.39, §14 (election for 1-year term)	§1.9.1 (c) 3-year term	Charter
Town Clerk	§19(i) - 1-year (or longer) term	c.41, §1	§1.9.1 (d) 3-year term	Charter
Park and Recreation Commission	§19(ii) - 3 or 5 members; 3-year terms; also see §32 providing for duties	c.45, §2 (3 or 5 park commissioners elected for such term of office as the town prescribes); c.45, §14 (playgrounds & recreation facilities may also be under control of park commissioners)	§1.9.1 (e) 5 members for 3-year terms	Charter
Constable	§19(iii) - at least 1 for 3-year term, unless Town provides for appointment	c.41, §1 (1 or more elected for a term of 1 or more years unless the Town by vote provides for appointment - see c.41, §91A)	§1.9.1 (f) 2 constables elected for 3-year terms	By-law
Board of Assessors	§19(iv) - 1, 3 or 5 members; 3-year terms; 1/3± elected annually, unless Town provides for appointment	c.41, §1 (1 or more elected for a term of not more than 3 years); c.41, §24 (in towns, 3 or 5 elected, or appointed as otherwise provided by §§21, 25, 26, for a term of 3 years, 1/3± each year)	§1.9.1 (g) 3 members elected for 3-year terms	By-law

APPENDIX C League of Women Voters of Needham Study of Needham's Elected Boards and Officers
LEGAL ANALYSIS ELECTED TOWN OFFICERS (May 10, 2021)

Elected Town Officers	Charter Provisions	MGL Provisions	By-law Provisions	Change to Appointed
Board of Health	§19(v) - 5 members; 3-year terms	c.41, §1 (3 or more for a term of 1 or more years if the town provides for such board; otherwise the selectmen shall act as a board of health)	§1.9.1 (k) 5 members for 3-year terms	By-law
Planning Board	§19(vi) - 5, 7 or 9 members, elected pursuant to G.L. c.41, §81A; also see §35 providing for 5-year terms	c.41, §81A (5-9 members elected, or appointed as TMTG may determine, for terms of 3-5 years as determined by TMTG)	§1.9.1 (l) 5 members for 5-year terms	Charter
Library Trustees	§19(vii) - 7 trustees; 3-year terms; 1/3± elected annually	c.78, §10 (towns may elect any number of trustees, divisible by 3, one-third to be elected annually for a 3-year term)	§1.9.1 (i) 7 members for 3-year terms	Charter
Housing Authority	§19(viii) - 4 members elected for 5-year terms	c.121B, §§3&5 (Authorities have 5 members, 3 elected by the town for 5-year terms, 1 member appointed by the MA Dept. of Housing and Community Development, 1 tenant member appointed by the Select Board)	§1.9.1 (m) 4 members for 5-year terms	Special Act of Legislature and, for consistency, Charter
Memorial Park Trustees	§19(ix) - 3 or 5 trustees; 3-year terms; also see §33	c.41, §105 provides for election of 5 commissioners, 3 war veterans/2 not veterans, for 3-year terms	§1.9.1 (j) 5 trustees for 3-year terms	Charter
Commissioners of Trust Funds	§21(iii) as provided in General Laws	c.41, §45 (3 members elected for 3-year terms)	§1.9.1 (h) 3 commissioners for 3-year terms	Charter



**Study of Needham's Elected
Town Boards and Offices**
Select Board Nov 23, 2021

League of Women Voters Study Process

Identify an area to study and define scope

Approve by vote of membership

Form Committee to research and report

Reach consensus on key questions

Prepare position statement based on consensus

Approve by vote of membership

Advocate for positions

Study of Needham's Elected Town Boards and Offices

Scope: Educate ourselves about and objectively assess Needham's elected boards and offices and recommend changes if warranted.

An overall look at all elected boards and officers, not aimed at individuals

Sept. 2020-June 2021; 12 team members

Research

Research Phase

Reviewed websites from Needham and similar towns regarding running for office and contact information for elected board members and town offices

Interviewed 4 elected officers and 41 of 49 members of the 10 elected boards

Analyzed ballots from 1990 to 2021

Compared elected boards and offices to other towns

3 additional interviews with former officials in other towns

Reviewed state law and Needham charter and by-laws

Research: Interviews

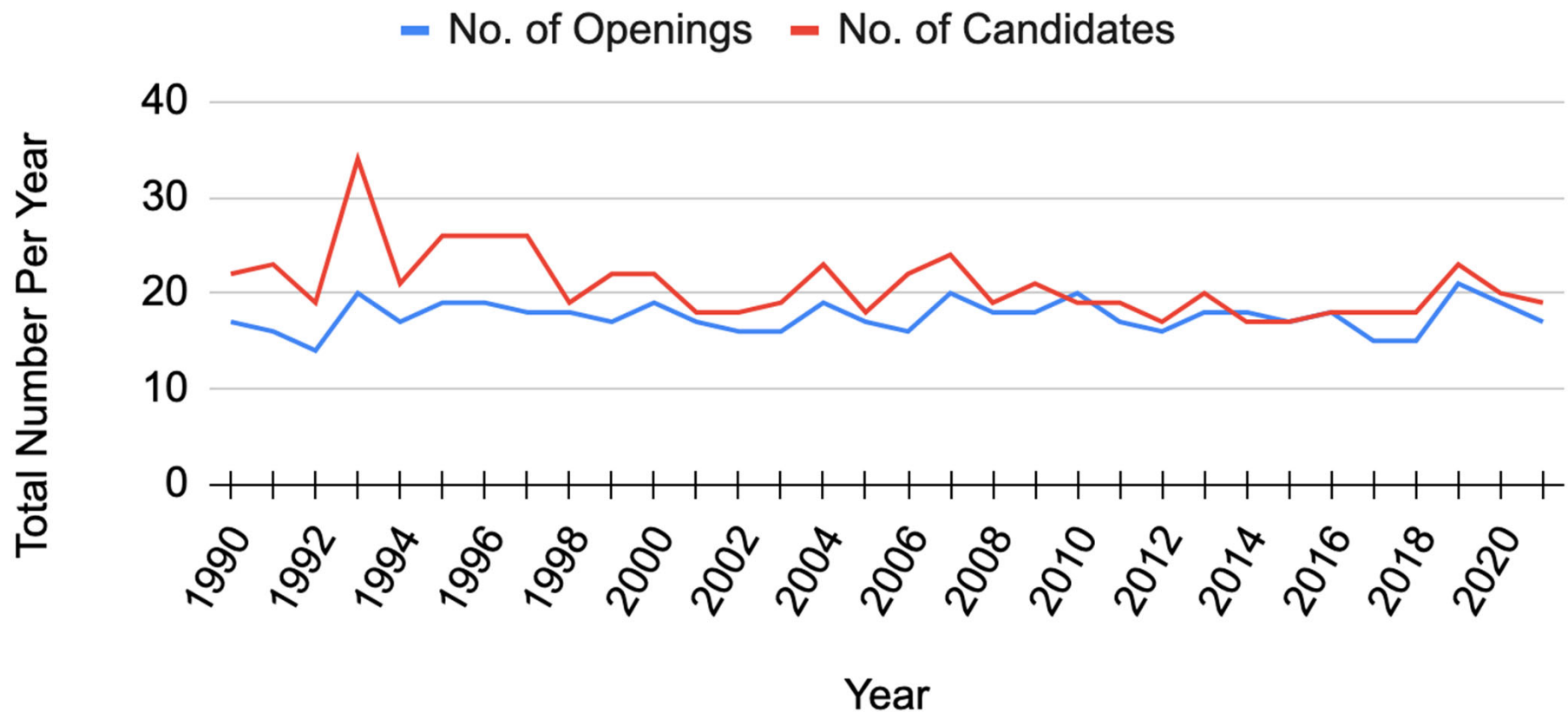
Interviewed members of elected boards, and elected officers (45 of 53) about:

- Demographics of current members
- Helpful experience/expertise for position
- Time commitment needed
- Typical number of terms served; need for term limits
- Recruitment of members; ways to attract candidates
- Ways to diversify board members
- Views on appointing vs. electing members
- Ways to improve effectiveness/efficiency of boards

Research: Election Analysis

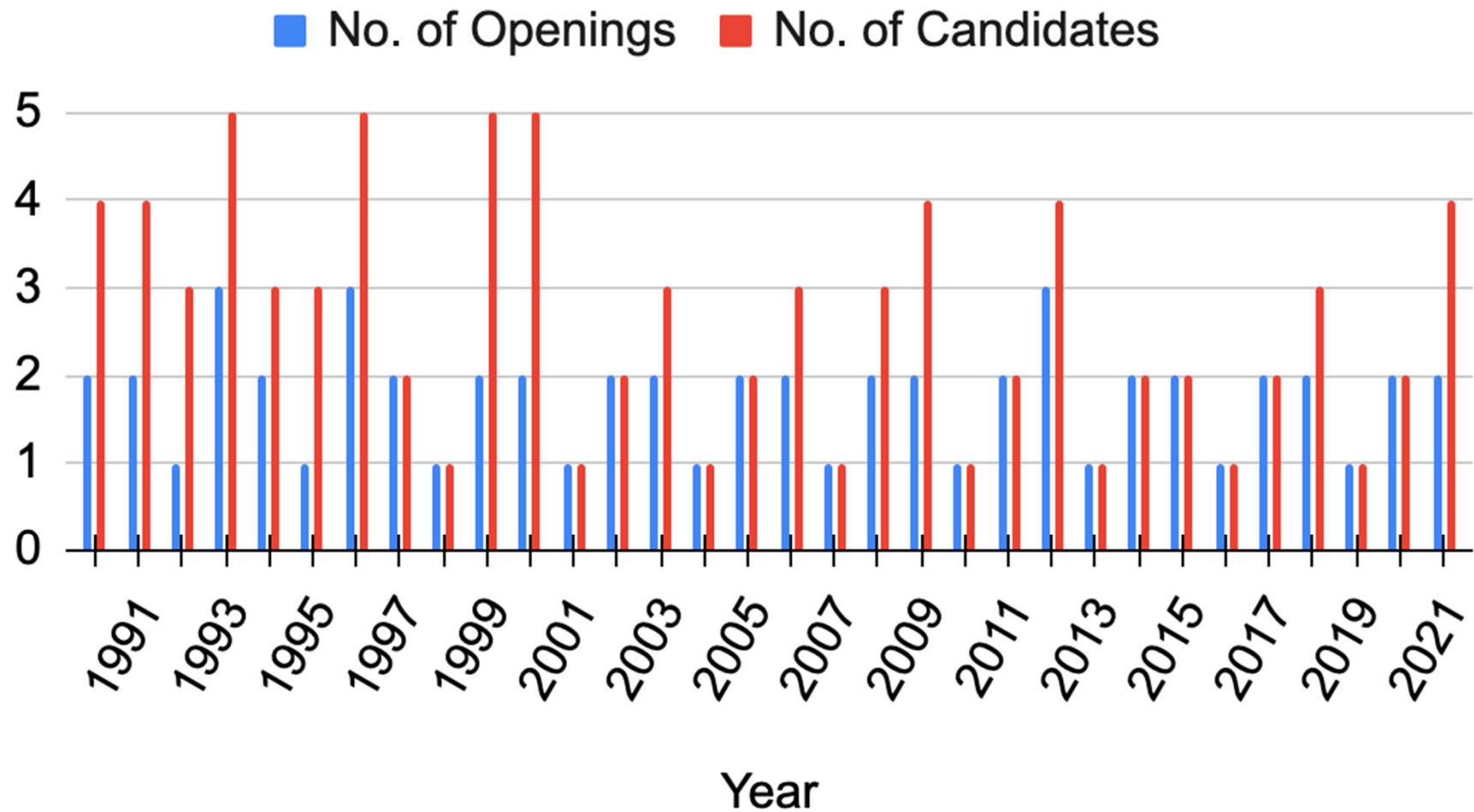
Obtained candidate information from LWVN Voter Guides from 1990 through 2021 (updated after April 2021)

All Elected Offices



Research: Election Analysis

Select Board



Research: Similar Towns

List of 16 “similar” towns

See list on page 12

Reviewed websites, some phone calls or emails

- Reviewed candidate information during spring election season
- Reviewed contact information for representative TM Members
- Searched for elected boards and offices
- Reviewed presence of contact information and how presented

Research: Legal Analysis of Elected Town Officers (May 2021)

Reviewed charter, by-laws, MGL (Appendix C)

- Select Board must be elected
- School Committee and Housing Authority require special act of legislature to change to appointed
- For others, change to by-laws and/or charter, Town Meeting vote, and approval of voters (MGL c.41, Sec 1B)

Changes Since Our Study

April 2021 Election

Two vacancies filled (Memorial Park)

Another vacancy emerged (Select Board)

NUARI statements released

2020 decennial census released

Website redesign ongoing

Consensus and Positions

LWVN Summary Position (Approved June 2021)

Support using the town website and resources to assist town residents interested in volunteering on a town board, running for an elected position, learning who is running for office, making board meetings more accessible to board members and residents and providing a means to contact local elected officials and Town Meeting Members other than mailing addresses.

Support appointing rather than electing Town Clerk, Constables, Board of Assessors, Trustees of Memorial Park, Commissioners of Trust Funds. Support the town undertaking a full review of all elected officers and elected and appointed boards.

1

Running for Office in Needham

Running for Office in Needham

Support providing information on the town website that helps residents decide whether they are suitable candidates for elected boards and other positions.

Support providing a web portal for the various options for residents interested in getting involved in town government.

During the town election season, support posting on the town website up-to-date information on 1) who has taken out nomination papers for a town election, 2) who has taken out and returned papers for a town election, and 3) who the final candidates are.

2

Composition of Town Boards

Board Composition (Table 4.1, p5)

As of March 1, 2021

- 96% White (92% today)
- Average Age: 62
- Gender: Men outnumber women nearly 2 to 1, with three boards having no women members
- Average years on board 9.7, ranging from 1 to 45

Composition of Town Boards

Support the town ensuring that openings in town offices that will be on an upcoming ballot are widely publicized, including to organizations involving people of diverse age, race, gender and socio-economic status.

Support encouraging boards to consider ways to involve additional residents in order to develop a pipeline for future board membership.

Term Limits for Elected Boards and Offices

Not part of consensus questions, but part of interviews

Of 41 board members: 11 in favor, 27 against, 3 neutral/mixed

Boards with highest in favor:

- School Committee (4/7)
- Select Board (2/4)
- Library Trustees (3/7)

If there were term limits should be after 2 or more terms.

3

Board Use of Remote Meeting Options

Board Use of Remote Meeting Options

With regard to meetings of town boards, support:

Allowing board members to join an in-person meeting or hearing remotely and fully participate in the discussion and voting.

Making all board meetings and hearings available on cable TV via videoconferencing, or other platforms, in real-time, for the public to observe and making video recordings of all board meetings or hearings be available for viewing afterward.

Do not support remote-only meetings and hearings.

4

Contacting Elected Officials

Contacting Elected Officials

Support providing contact information in addition to mailing address on the town website for all elected board members and Town Meeting Members.

5

Appointing Officers and Boards Rather than Electing

New League Position

support appointing rather than electing the following elected boards and offices:

- Town Clerk (by the Town Manager)
 - Constables
 - Board of Assessors
 - Trustees of Memorial Park
 - Commissioners of Trust Funds
- do not support appointing other elected boards.

Boards and Offices Considered

Town Clerk

Constables

Board of Assessors

Trustees of Memorial Park

Trustees of Needham Library

Board of Health

Planning Board

Commissioners of Trust Funds

Park and Recreation Commission

Why Appoint Rather Than Elect?

- Fewer positions on the ballot allows voters to focus on those most relevant to residents
- Difficulty finding people willing to run; most positions are uncontested
- Potential board volunteers are more willing to apply for appointed position rather than run in an election.
- Appointing may ensure
 - Better qualified person for the job
 - Greater emphasis on diversity, equity and inclusion

Research: Similar Towns (Table 6.1 p12)

	Asses -sors	Health	Trust Fund	P+R	Plan- ning	Li- brary	Mem. Park	Town Clerk	Cons ble
ected	14	11	5	8	14	15	1	12	5
ot'ed	3	5	3	8	3	2	0	5	11
ne/Unk		1	9	1			16		2

Town Clerk

Table 6.1, p12: 5/17 (29%) similar towns appointed

Table A1, p15: 15/31 (48%) towns with population > 25,000

Most cities have appointed Clerks

p14 Pros and Cons: Town Clerks Association informal survey in 20

The size of Needham, the increased complexity of the job, the lac
of performance evaluation, were some reasons for our conclusion

Nationwide, greater scrutiny of elections and election officials

Constables

2 individuals elected for 3-year terms

Serve warrants and other processes for notifying town meetings or other purposes

16 regional towns: 10 Appoint / 3 Elect / 1 both / 2 unknown

Constables perform administrative, quasi law enforcement roles

Difficult to understand what they do, virtually no presence on town website, of little interest to voters

Board of Assessors

3 members, 3-year term

Responsible for administration of wide range of state laws

16 regional towns: 3 Appoint / 13 Elect

Qualified appointed staff have taken on most board tasks

Most Needham voters are not aware of this board

In 2021 no candidate on the ballot; write-in won with 233 write-in votes; 4% of voters

Trustees of Memorial Park

5 trustees (3 veterans/2 non-veterans) plus Select Board Chair
3-year term

Build and maintain memorials to honor Needhamites who died
in battle; Rules and Regulations for Memorial Park and Field
House

16 regional towns: None have a similar elected board

No members responded to request for an interview. Eventually
reached one.

Diminishing number of veterans willing run for elected board

Commissioners of Trust Funds

3 members, 3-year term

Prudent Investment and proper disbursement of Needham's Trust Funds

Commission does not set policy, establish goals, etc.

16 regional towns: 3 Appoint / 4 Elect / 9 Unknown

2 of 3 current board members indicated this board could be appointed

6

A Systematic Review

Detailed Positions

Support the town undertaking a full review of all elected officers and elected and appointed boards.

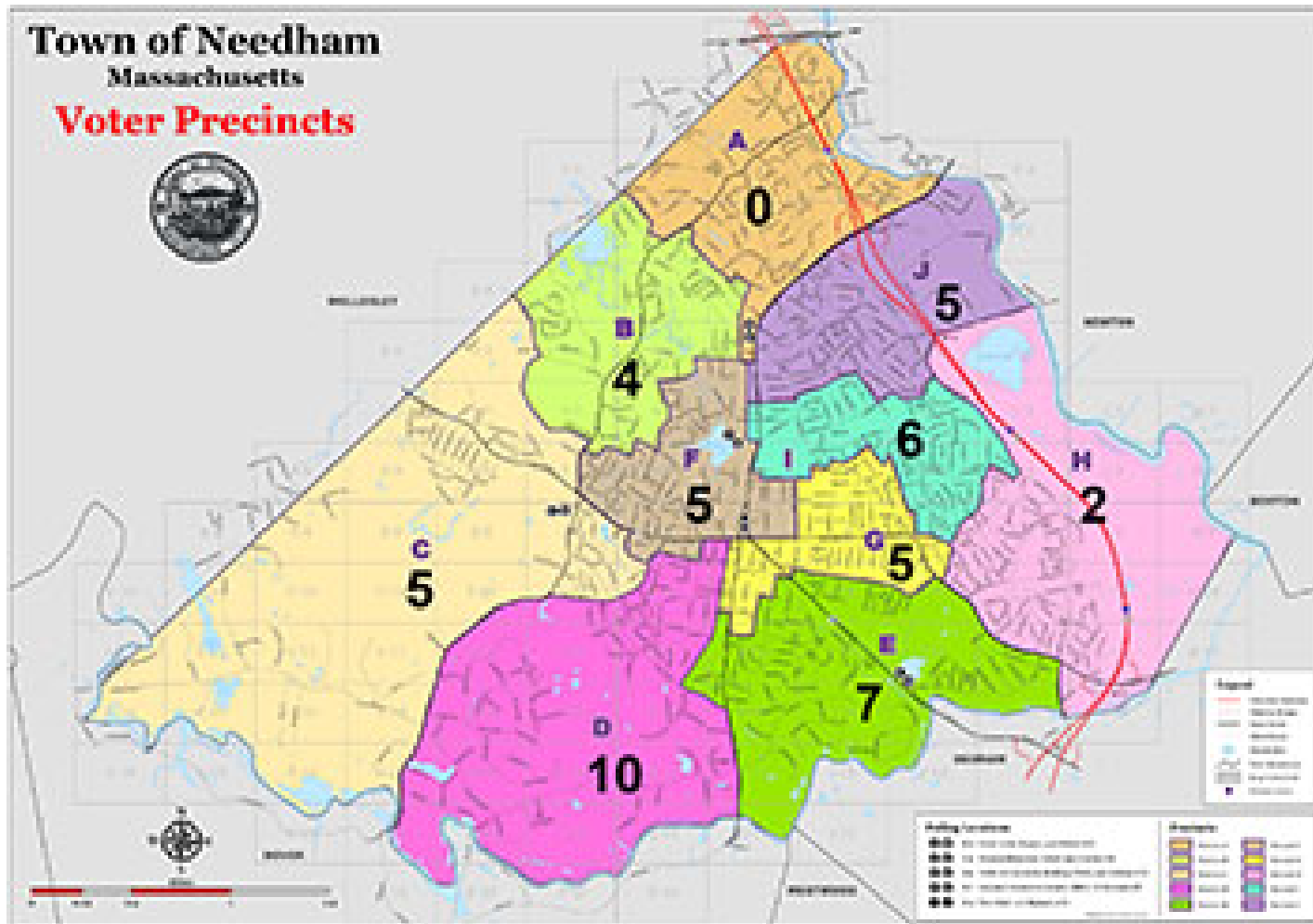
Such a review might include, but would not be limited to, manner of selection; current relevance of the mission, role, composition, and/or other factors; term limits; and rules governing rotation of chairs.



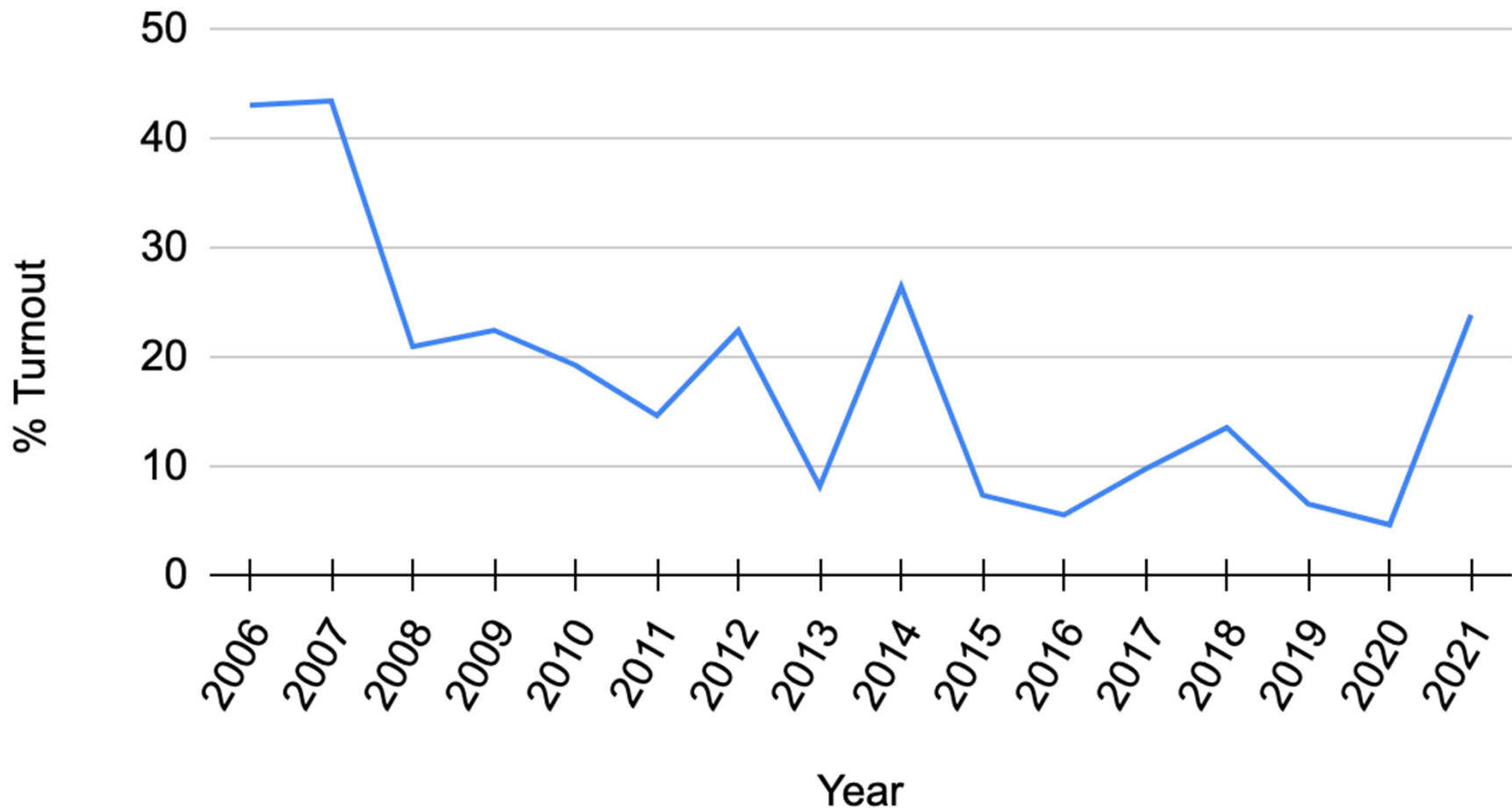
Thank you!

Additional slides if needed

Geographic Distribution 49 Elected Board Members as of Mar 1, 2021

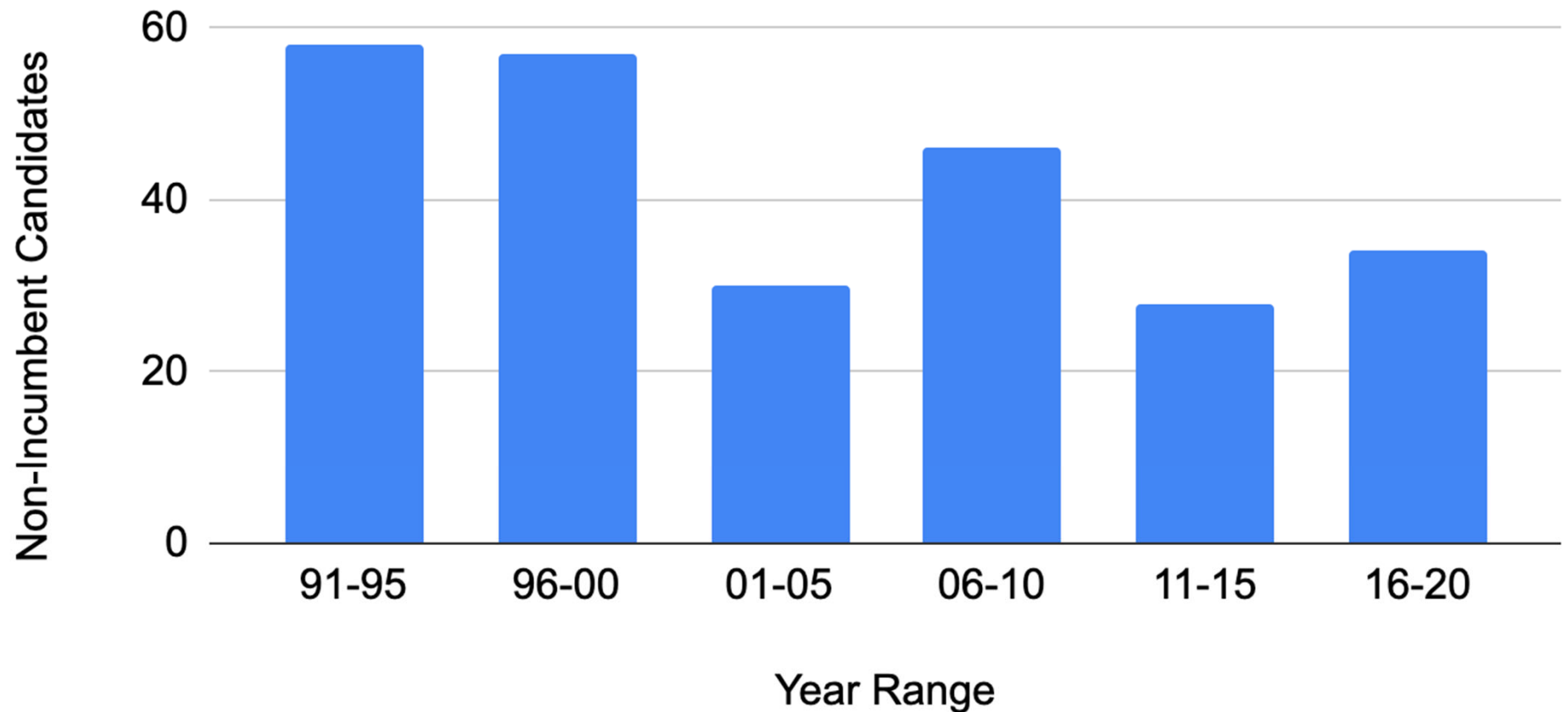


% Voter Turnout Annual Town Elections*



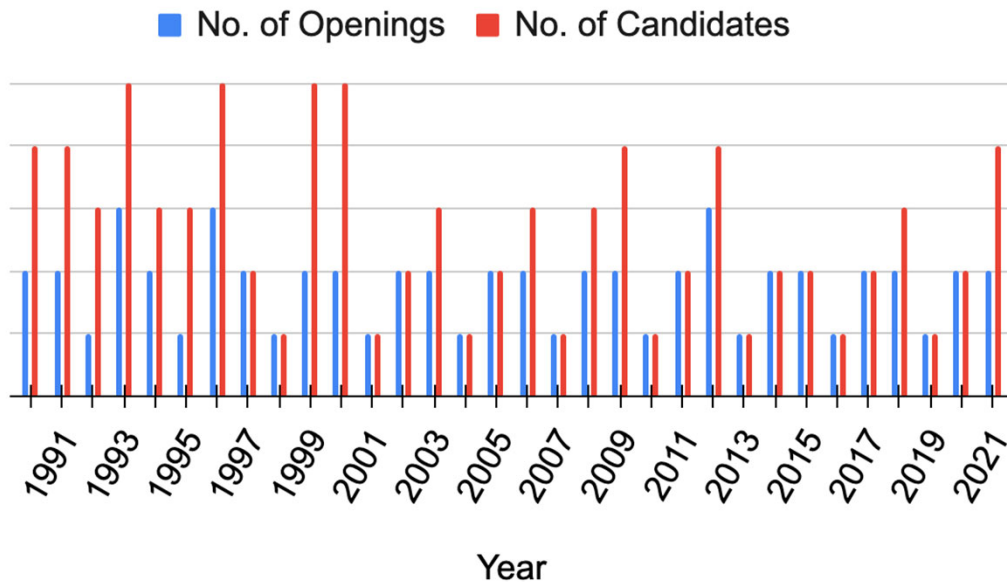
Number of Non-Incumbent Candidates 5-Year Groups

All Elected Offices

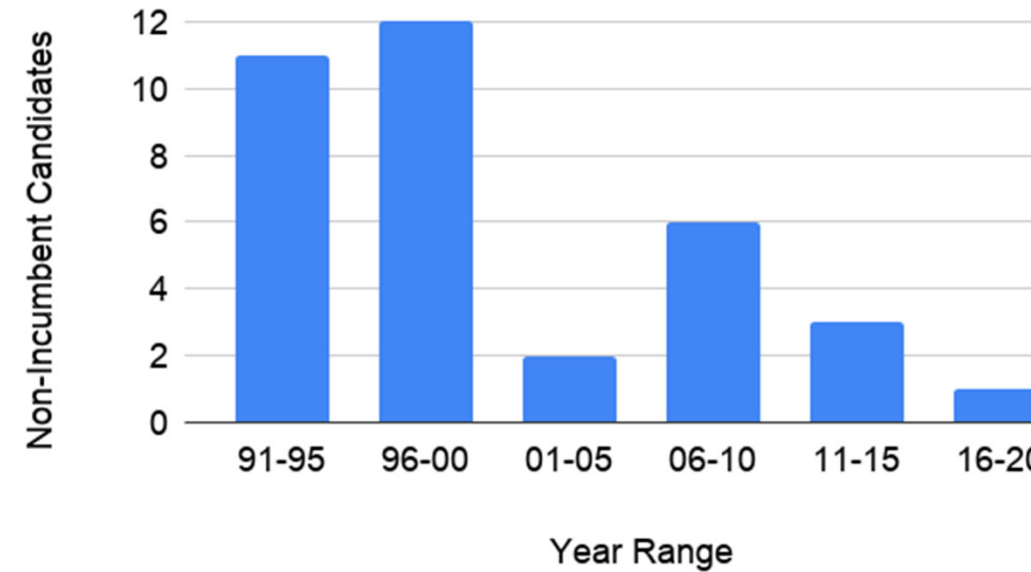


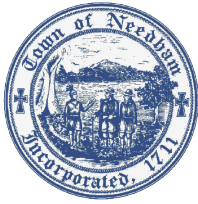
Election Analysis Select Board

Select Board



Select Board





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

MEETING DATE: 11/23/2021

Agenda Item	ARPA Economic Development Proposals
Presenter(s)	Katie King, Assistant Town Manager/Director of Operations Amy Haelsen, Economic Development Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Assistant Town Manager and Economic Development Manager will make a recommendation to the Board for the use of American Rescue Plan Act (ARPA) funds to support economic development initiatives as part of the Town's ongoing response to the COVID-19 pandemic. These recommendations include a small business grant program and investments in public art.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Discussion only.</i> <i>Suggested motion for next meeting:</i> That the Board vote to approve \$300,000 in ARPA funds for a small business grant program and \$20,000 in ARPA funds to support public art.	
3.	BACK UP INFORMATION ATTACHED
a. ARPA Economic Development Proposal Memo	



To: Needham Select Board
From: Amy Haelsen, Economic Development Manager
CC: Kate Fitzpatrick, Town Manager; Katie King, Assistant Town Manager/Director of Operations; Dave Davison, Assistant Town Manager/Director of Finance
Date: November 15, 2021
Re: ARPA Funding Recommendations – Economic Development

1. **Grants for Small Businesses** –ARPA funds may be used by Needham businesses to mitigate financial hardship resulting from the public health emergency such as declines in revenues or impacts of periods of business closure. The program will provide small business owners grants up to \$10,000, depending on size, to use in one or more of the following ways:
 - **Job Incentive Program** - the objective would be to help local businesses address ongoing staffing challenges by allowing them to offer financial incentives to recruit new employees or retain existing ones. We would provide the funds directly to the businesses to give to the employees:
 - Unemployed and underemployed individuals who take a job (20 or more hours weekly) with a Needham employer will qualify for a \$500 cash hiring bonus after 12 weeks on the job. Once the new employee remains employed with the same business for an additional 12 weeks, they'll qualify for a second \$500 cash bonus.
 - Individuals who have been employed by a Needham business for a minimum of 6 months and work 20 or more hours a week are eligible for a “pandemic bonus” of up to \$500 cash for their loyalty to the business and may qualify for a second \$500 cash bonus if they remain employed for an additional 12 weeks.

Employees do not need to be Needham residents. Employers must have a physical brick and mortar location in Needham.
 - **COVID Prevention** - PPE, costs related to adopting safer operating procedures to prevent the spread of COVID-19 including:
 - **Outdoor Dining** – restaurants can utilize the funding to create outdoor dining spaces or enhance/improve their existing outdoor dining spaces to make them ADA compliant or to purchase furniture, decking, heat lamps, umbrellas, tents, awnings, or lighting.
 - **Digital Adaptation** – businesses interested in creating or improving their digital presence through online sales or ordering, creating QR codes for in-person ordering, encouraging touchless transactions at point-of-sale, improving or developing a website or smartphone app, or placing online ads may use the funding to do so.

- **Operating Costs** – businesses may use the funding to offset payroll and benefits costs, expenses related to retaining or hiring/training employees, as well as for mortgage, rent, utilities, and inventory.

Program Eligibility:

To qualify, a Needham business must have:

1. fewer than thirty-five (35) employees
2. less than \$1,500,000 in annual revenue, and
3. registered with, in good standing with, and operating in, the Town of Needham (excluding chains but franchises allowed; franchise being defined as a business whereby the owner licenses its operations—along with its products, branding, and knowledge—in exchange for a franchise fee).
4. Must be able to show a negative financial impact due to the COVID-19 pandemic.

\$2,500 RELIEF GRANT

- 1-5 Employees (incl. owner)
- Less than \$250,000 in annual gross revenue
- Business owner must provide proof of Needham business address (as indicated by a signed lease or home office documentation)
- Business and business owner must be in good standing with the Town of Needham
- Business must provide a copy of its 2019 and 2020 tax returns or audited financial statements
- Business must provide proof of payroll (if applicable)

\$5,000 RELIEF GRANT

- 1-15 Employees (incl. owner)
- Less than \$750,000 in Annual gross Revenue
- Business owner must provide proof of Needham business address (as indicated by a signed lease or home office documentation)
- Business and business owner must be in good standing with the Town of Needham
- Business must provide a copy of its 2019 and 2020 tax returns or audited financial statements
- Business must provide proof of payroll

\$10,000 RELIEF GRANT

- 1-35 employees (incl. owner)
- Less than \$1,500,000 in Annual gross Revenue
- Business owner must provide proof of Needham business address (as indicated by a signed lease or home office documentation)
- Business and business owner must be in good standing with the Town of Needham
- Business must provide a copy of its 2019 and 2020 tax returns or audited financial statements
- Business must provide proof of payroll

Funds may not be used to reimburse a business for expenditures that were incurred prior to the application date.

Priority will be given to businesses that applied for CARES Act funding last year and didn't receive it due to lack of available funding (PPP, EIDL, Restaurant Revitalization Fund).

Here are some hypothetical grant scenarios to illustrate the reach of a \$300,000 investment.

	\$100k	\$200k	\$300k
1-5 emp/\$2,500 grant	10 grants = \$25,000	10 grants = \$25,000	15 grants = \$35,000
1-15 emp/\$5,000 grant	5 grants = \$25,000	15 grants = \$75,000	25 grants = \$125,000
1-35 emp/\$10,000 grant	5 grants = \$50,000	10 grants = \$100,000	14 grants = \$140,000

Funding Recommendation: \$300,000

- 2. Public Art** – there are 2 locations that the Needham Council for Arts and Culture have been pursuing for the installation of a mural in town. Both locations are in prominent locations in commercial areas on Highland Avenue and are privately owned. A mural would help local artists who have been underemployed since the start of the pandemic.

Funding Recommendation: \$20,000 (\$10,000 per mural)

Total Funding Request: \$320,000



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

MEETING DATE: November 23, 2021

Agenda Item	Joint Meeting with the Planning Board
Presenter(s)	Paul S. Alpert, Chair Adam Block, Vice Chair Natasha Espada, Member Martin Jacobs, Member (Zoom) Jeanne McKnight, Member Lee Newman, Director of Planning & Community Development (Zoom)

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Members of the Planning Board and the Director of Planning & Community Development will participate in a joint discussion regarding: • Zoning to allow brewery uses • Tree preservation strategies	
2.	VOTE REQUIRED BY SELECT BOARD
n/a	
3.	BACK UP INFORMATION ATTACHED
a. Brewery Memo b. Tree Preservation Strategies Memo	

To: Select Board and Planning Board Members
From: Amy Haelsen, Economic Development Manager
Date: November 15, 2021
Re: Breweries



Background

In the Fall of 2020, I was contacted by a gentleman who was interested in opening a brewery at a vacant property located in the Mixed-Use 128 District where he could brew craft beer, have on-site consumption of the beer as well as conduct retail sales of the beer and branded merchandise. He was also seeking to have live programming (music, trivia nights, etc.) and allow for food trucks and/or an outside catering company to provide food for patrons. The current zoning in Needham does not allow for all of these uses at one location.

Breweries in Massachusetts

Following this inquiry, I began to research breweries throughout the state and the zoning regulations in the towns and cities in which they were located. There are currently 210 operating breweries across the Commonwealth including brewpubs, farm-breweries, and manufacturers. Of these, 174 are open to the public and 170 have tap rooms where visitors can order a pint or flight onsite. Another 20 new breweries are expected to open by the end of 2021 and there are an additional 10 plus more breweries in the planning stages.

Why a brewery in Needham?

- Breweries continue to rise in popularity and according to the Massachusetts Brewers Guild, there is no indication that the market will be oversaturated with them anytime soon.
- They are a destination business and help draw visitors from a wide geographic area which will benefit other local businesses
- A brewery would add to the diversity of our business inventory and sends a message that we are a town that is welcoming to new/unique business types
- A brewery would help infuse new energy into a commercial or industrial area in town
- A brewery would potentially generate thousands of dollars in meals tax for the Town
- There are currently no breweries located in the surrounding communities of Newton, Dedham, Wellesley, Dover, Sherborn

Where in town should a brewery be located?

Based on the research I have done, for a brewery to manufacture and sell beer on the same site, they will need a minimum of 3,000 square feet. High ceilings, proper venting, access to high-pressure water and proper drainage are also features that are highly sought after when choosing a site for a brewery. In Needham, these types of properties are most prevalent in the following Use Districts: Mixed-Use 128, Industrial, Industrial-1,

Highland Commercial-128, and New England Business Center. Generally speaking, these locations would also allow for more parking and flexibility for multiple uses.

How other towns handle zoning for breweries

Cambridge recently changed its retail zoning to allow “craft manufacturing” of both beverages and food, which includes breweries. It’s allowed by right in four zoning districts and by special permit in five zoning districts. Anything over 10,000 SF would be considered light manufacturing.

Natick added microbreweries/wineries/cideries/distilleries with accessory indoor/outdoor dining space to their allowed/permitted uses. They are allowed by right in more highway-oriented commercial areas and by special permit in downtown and industrial districts.

Medfield approved two breweries in its Industrial Extensive zoning district under a ‘manufacturing’ special permit as well as an ‘establishment selling food’ special permit. They also have a brewery in a business zone which includes a brewery, tap room and a retail store. They have food trucks come to the parking lot which are permitted separately by site plan approval from the planning board because they are in a plaza with shared parking.

Norwood allowed two breweries by special permit under the use ‘food processing, bottling or packaging’ which is allowed in four of their zoning districts which are light manufacturing and industrial.

Steps to obtain licensing to brew on site

To open a brewery in Massachusetts, the business entity must first seek federal approval from the Alcohol and Tobacco Tax and Trade Bureau (ATTTB) to manufacture alcohol. After this federal permit is obtained, the business must then apply to the state for a brewer’s license through the Massachusetts Alcoholic Beverages Control Commission (ABCC). On the ABCC’s license application, the business must indicate the physical address where the brewery will be located so a site needs to be selected before they can even apply for a license. After the business has obtained a license from the ATTTB and the ABCC they can then apply for a pouring license from the Town of Needham.

It would be prudent for the Town to amend its zoning bylaws now as a prospective brewery can’t seek federal and state licensing to operate a brewery until a site has been selected. These licensing authorities require proof that the zoning at the site allows for such use.

Issues to consider

- Is this a use which the Town wishes to pursue? If the answer is affirmative, in which zoning districts should it be permitted and under what zoning regulatory framework (i.e. by right or by special permit) should it be administered?
- In response to an inquiry as to whether or not the Select Board can issue a pouring license to a brewery if it is outsourcing the food service to a third-party (i.e. food trucks) Town Counsel determined that the Select Board has the statutory authority to issue a Farmer Series Pouring Permit to allow a brewery to sell alcohol for on-premises consumption. However, he added that if the Board is inclined to support this new use, it should amend its regulations before issuing a license, for the purposes of consistency.

MEMORANDUM

TO: Select Board Members and Planning Board Members
CC: Kate Fitzpatrick, Town Manager,
Dave Davison, Assistant Town Manager/Director of Finance
FROM: Katie King, Assistant Town Manager/Director of Operations
SUBJECT: Tree Preservation Strategies
DATE: November 16, 2021

Recently, staff from the Town Manager's Office, Planning & Community Development, Conservation, Department of Public Works, and the Building Department convened to summarize the work the Town has undertaken relative to tree preservation strategies and options for next steps.

Prior Work

In 2016, the Town established a working group focused on tree preservation strategies, comprised of two members of the Planning Board, two members of the Select Board, the Building Commissioner, the DPW Superintendent of Parks and Forestry, the Conservation Director, and the Assistant Town Planner. The group discussed the challenges of preserving trees in Needham, particularly spurred by the construction and expansion of residential homes, reviewed bylaws in comparable towns, and sought input from subject matter experts. In 2017, the working group drafted a proposed General Bylaw, largely modeled from Wellesley's. The bylaw details which trees are to be protected on private property (and the rules and regulations detailed protection measures to be followed, including canopy and root zone protection), mitigation requirements if protected trees are removed through the planting of new trees or making a financial contribution to a Town Tree Fund, and the process by which the Building Department would implement this bylaw. The working group presented the proposal with the recognition that some challenges and questions remained unresolved:

- Will this bylaw effectively preserve existing trees? While the intent of the bylaw is to encourage the preservation of the private tree canopy, it is anticipated that many property owners, particularly on smaller lots, will choose mitigation (i.e., planting of replacement trees or contributing into a Town Tree Fund) rather than maintaining all or some of the existing trees. Does this outcome adequately satisfy the Town's goals?
- If the outcome of the bylaw is largely a more robust Town Tree Fund, is there a less bureaucratic way to achieve this? The Town did not (and still does not) have the staff resources to implement or enforce this new bylaw. A simplified alternative process for property owners and staff may be a more effective option.

There was not a consensus to move forward with the draft bylaw at that time.

Potential Alternatives/Additional Research

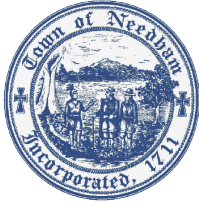
- Meet with other communities to discuss their tree preservation strategies since 2017 and any pros/cons they have experienced.
- Explore alternative fee options to fund a Town Tree Fund related to building and/or demolition mitigation.

- Revisit draft bylaw and identify opportunities to simplify and/or tailor to scenarios where tree removal is most egregious.
- Create a budget estimate for resources/staff needed to implement the draft bylaw.
- Consider strengthening existing Conservation Bylaw to protect trees in wetland areas.
- Create a Town Tree Committee to review where trees are needed, set priorities for plantings and preservation, review grievances between neighbors if there is a loss of canopy, track progress, raise awareness in the community about the benefits of tree preservation.
- Review implications of tree preservation strategies on development and vice versa. The original proposal was generated on a parallel track to the Large House Review Study Committee, given the inherent tradeoffs between lot and building size, setback requirements and tree preservation.

Next Steps

We would appreciate guidance from the Select Board and Planning Board regarding **if tree preservation strategies are a priority to be reconsidered and if yes, who should undertake the next steps:**

1. Request that Town staff do additional work and report back to the Boards with updated recommendations.
2. Reconvene/reconstitute the Tree Preservation Working Group.
3. Refer this topic to the Climate Action Plan Committee. It is anticipated that this Committee may not be able to commit the time necessary to do a deep dive on tree preservation due to the wide array of topics they will need to cover. This option would likely defer action on tree preservation strategies until 2023, once the Climate Action Plan is completed.

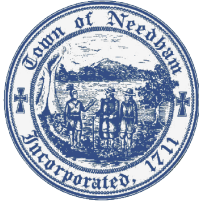


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 11/23/2021

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

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



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

MEETING DATE: 11/23/2021

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

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

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

Prepared			Customer	Location	Street	Street Name	Irrigation	Domestic	Sewer	Total	Reason	Corrected
By:	Last Name	First Name	ID#	ID#	Number		Water	Water				Last Read
DB	Kenney	Keith	43793	1080	21	Parkvale Road	-\$788.79	\$0.00	\$0.00	-\$788.79	ACC	N

Total: -\$788.79

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

Legend:

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

**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:	\$0.00
Water Irrigation:	-\$788.79
Water Admin Fees	\$0.00
Sewer Sales:	\$0.00
Transfer Station Charges:	\$0.00
Total Abatement:	-\$788.79

Order #: 1313

Read and Approved:

Robert Lewis 11/15/2021

Assistant Director of Public Works

For the Select Board

11/23/21

Carys Lustig

Director of Public Works