

SELECT BOARD Meeting Agenda

6:00 p.m. December 14, 2021

Powers Hall & 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:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85892782400?pwd=V3hVZEZHWWhovZS9FVm5QeE9TNFhMUT09> Passcode: 117907

Or One tap mobile: +13126266799,,85892782400#

Dial: +1 312 626 6799

Webinar ID: 858 9278 2400

1.	6:00	Swearing in new Select Board Member
2.	6:00	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 .
3.	6:00	Public Hearing: Eversource Grant of Location: 138 Richardson Drive Joanne Callender, Eversource Representative (Zoom)
4.	6:00	Public Hearing: Eversource Grant of Location: 55 Country Way Joanne Callender, Eversource Representative (Zoom)
5.	6:00	Public Hearing: Eversource Grant of Location: 203 Country Way Joanne Callender, Eversource Representative (Zoom)
6.	6:15	Introduce Department Managers - Katie King, Assistant Town Manager/Director of Operations - Carys Lustig, DPW Director - Kate Fitzpatrick, Town Manager
7.	6:30	Public Information Officer Update Website Refresh
8.	6:45	Perambulation of the Bounds - Carys Lustig, DPW Director - Thomas Ryder, Acting Town Engineer
9.	6:50	Town Manager - FY2023 Budget Priorities - FY2023 – FY2027 Capital Improvement Plan - Town Manager Report

10.	7:05	Board Discussion • Civil Rights Suit Update • Committee Reports
11.	7:10	Executive Session: Exceptions 3 (collective bargaining or litigation) & 6 (purchase of real property)

APPOINTMENTS

Rinaz Mala Mohamed	Needham Human Rights Committee, Term Exp. 6/30/2024
Emerson Ward	Needham Human Rights Committee, Term Exp. 6/30/2024

CONSENT AGENDA *=Backup attached

1.*	Approve minutes of November 9, 2021 (open session)
2.*	In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt the updated classification and compensation plan/Schedule C for part-time, temporary and seasonal employees effective January 1, 2022.
3.	Accept the following donation made to the Needham Community Revitalization Trust Fund: \$500 from Bradley and Nicole White.
4.	Accept a \$150 donation from Shahin Sagafi for Needham Health Department's, Gift of Warmth Program.
5.	Accept a \$250 donation from Maryclare Siegel for Needham Health Department's Gift of Warmth Program.
6.	Accept a \$50 donation from Maryclare Siegal for Needham Health Department's Traveling Meals Program.
7.	Accept a \$100 donation from Soderholm Trust for Needham Health Department's Gift of Warmth Program.
8.	Accept a \$100 donation from Ann MacFate for the Needham Health Department's Gift of Warmth Program.
9.*	RATIFY the updated Holiday House Tour Car Parade route from the Needham Women's Club. The updated route was approved by Needham Police Department and Fire Department.
10.	RATIFY Car Menorah Parade from the Chabad Jewish Center that took place on November 28, 2021.
11.*	Approve and sign Water & Sewer Abatement #1314
12.	Approve for calendar year 2022 requests for license renewals of Restaurant – All Alcoholic Licenses for each of the following establishments (subject to receipt of required completed paperwork): • Zucchini Gold, LLC d/b/a The Rice Barn • Bertucci's Restaurants, LLC d/b/a Bertucci's • Henry Hospitality Inc. d/b/a The James • Blue on Highland, LLC d/b/a Blue on Highland • New Garden, Inc. d/b/a New Garden Restaurant • TDRG Needham, Inc. d/b/a Cook Needham

	• Fusion Cuisine, Inc. d/b/a Gari • Sol Soul Family Foods, LLC d/b/a Hearth Pizzeria • SAI Restaurants, Inc. d/b/a Masala Art • Fu Yuan, Inc. d/b/a Fuji Steak House • Low and Zhang Co. d/b/a Mandarin Cuisine Locus • Eat Farmhouse LLC d/b/a The Farmhouse • Needham Food and Beverage LLC d/b/a The Heights • Capella LLC d/b/a Cappella • Spiga, LLC d/b/a Spiga • Latin-A Group LLC d/b/a Latina Kitchen and Bar • Poet King Restaurant Group LLC. d/b/a Hungry Coyote • Pancho's Taqueria Needham, LLC d/b/a Pancho's Taqueria
13.	Approve for calendar year 2022 request for license renewal of Restaurant – Wine and Malt Beverage License for the following establishment (subject to receipt of required completed paperwork): • French Press LLC d/b/a French Press Bakery & Café
14.	Approve for calendar year 2022 requests for license renewals of Package Stores- All Alcoholic Beverages for the following establishments (subject to receipt of required completed paperwork): • Innovative Distributing Concepts, LLC d/b/a Bin Ends • Lianos Liquors, LLC d/b/a Needham Center Wine & Spirits • Needham Wine & Spirits, LLC d/b/a Needham Wine & Spirits • Reveler Beverage Company, LLC d/b/a Reveler Beverage • vinodivino 3, LLC d/b/a vinodivino
15.	Approve for calendar year 2022 requests for license renewals of Package Stores- Wine and Malt Beverages for the following establishments (subject to receipt of required completed paperwork): • The Needham General Store, LLC • Volante Farms
16.	Approve for calendar year 2022 request for Innholder – All Alcoholic License Renewal for the following establishments (subject to receipt of required completed paperwork): • Needham 365 Bev, LLC. d/b/a Residence Inn • Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel
17.	Approve for calendar year 2022 requests for license renewals of Club – All Alcoholic Beverage Licenses for the following establishments (subject to receipt of required completed paperwork): • The Needham Golf Club • Village Club Building Assoc. Inc. • Lt. Manson Carter Post #2498 V.F.W. of U.S.
18.	Approve for calendar year 2022 requests for license renewals of Common Victualler Licenses for the following establishments (subject to receipt of required completed paperwork): • Bagels' Best, Inc. d/b/a Bagels' Best Café • Bertucci's Restaurants, LLC d/b/a Bertucci's • Beth Israel Deaconess – Glover Café • Blue on Highland, LLC d/b/a Blue on Highland

- C & D Management, Inc. d/b/a Brothers Pizza & Restaurant
- Coffee and Fresh Bagels Inc. d/b/a Café Fresh Bagel
- Capella LLC d/b/a Cappella
- Chef Mike's LLC d/b/a Chef Mike's
- North Hill Needham, Inc. d/b/a Central Avenue Café
- LPM Holding Co., Inc. d/b/a Epicurean Feast - Cutler Lake
- 1095, LLC d/b/a Comella's Restaurant
- TDRG Needham, Inc. d/b/a Cook Needham
- Your Other Oven, Inc. d/b/a Domino's Pizza
- Lin and Xie Corp. d/b/a Dragon Chef Restaurant
- ND Donuts d/b/a Dunkin'
- ND Donuts d/b/a Dunkin'
- ND Donuts d/b/a Dunkin'
- Eat Farmhouse, LLC d/b/a The Farmhouse
- French Press LLC d/b/a French Press Bakery & Café
- Select Group, Inc. d/b/a Fresco Restaurant
- Fu Yuan, Inc. d/b/a Fuji Steak House
- Fusion Cuisine d/b/a Gari
- 1056 Gyro and Kebab House Corp d/b/a Gyro and Kebab House
- Needham Food and Beverage LLC d/b/a The Heights
- Poet King Restaurant Group LLC. d/b/a Hungry Coyote
- Henry Hospitality Inc. d/b/a The James
- Three Sons, Inc. d/b/a Kosta's Pizza & Seafood
- Latin-A Group LLC d/b/a Latina Kitchen and Bar
- Low and Zhang Co. d/b/a Mandarin Cuisine Locus
- SAI Restaurants, Inc. d/b/a Masala Art
- McDonald's Restaurant – Needham
- D & L Enterprises, Inc. d/b/a Mighty Subs
- The Needham Golf Club, Inc.
- International Needham House of Pizza d/b/a Needham House of Pizza
- A New Leaf
- New Garden Inc. d/b/a New Garden Restaurant
- Select Pizza d/b/a Nicholas' Pizza
- PAN LLC. d/b/a Panella's Market & Deli
- Boston Bread LLC d/b/a Panera
- Pancho's Taqueria Needham, LLC d/b/a Pancho's Taqueria
- Needham 365 Bev. LLC d/b/a Residence Inn
- Zucchini Gold, LLC d/b/a The Rice Barn
- Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel
- Servente Bakery & Café Inc. d/b/a Servente Bakery & Café
- Spiga, LLC
- Starbucks Coffee Company
- Sol Soul Family Foods LLC d/b/a Hearth Pizzeria
- Subway of Needham LLC d/b/a Subway
- Yeat Inc. d/b/a Sweet Basil
- H & B Pizza, Inc. d/b/a Sweet Tomatoes Pizza
- Niki Corp. d/b/a Town House of Pizza

	• Treat LLC d/b/a Treat Cupcake Bar • Lt. Manson Carter Post 2498 V.F.W. of U.S. • Village Club Building Assoc. Inc. • Volante Farms • The Cookie Monstah, Co • PM Story Corp. d/b/a Little Spoon
19.	Approve for calendar year 2022 the following requests for Class I & Class II Used Car Dealer Licenses (subject to receipt of required completed paperwork): • Auto International Ltd.- Class II • Beth L Auto Sales – Class II • Center Automotive – Class II • Chestnut Motors - Class II • Copley Motorcars – Class II • Needham Service Center – Class II
20.	Approve for calendar year 2022 requests for various license renewals as detailed below for the following establishments (subject to receipt of required completed paperwork): • Needham 365 Bev., LLC d/b/a Residence Inn - Innkeeper • Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel – Innkeeper • Needham Food and Beverage, LLC d/b/a The Heights - Innkeeper • Olin College – Lodging License • Babson College – Lodging License • 7-Eleven – Special Permit (24 hr. retail sale of food) • Yeat Inc. d/b/a Sweet Basil – Special Permit (Carry In Beer/Wine) • Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel – Sunday Entertainment • Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel – Weekday Entertainment • SAI Restaurants, Inc. d/b/a Masala Art – Weekday Entertainment • SAI Restaurants, Inc. d/b/a Masala Art- Sunday Entertainment • Blue on Highland, LLC d/b/a Blue on Highland – Weekday Entertainment • Blue on Highland, LLC d/b/a Blue on Highland – Sunday Entertainment • New Garden Inc. d/b/a New Garden- Weekday Entertainment • Henry Hospitality Inc. d/b/a The James- Weekday Entertainment • Henry Hospitality Inc. d/b/a The James- Sunday Entertainment • Sol Soul Family Foods, LLC d/b/a Hearth Pizzeria – Weekday Entertainment • Sol Soul Family Foods, LLC d/b/a Hearth Pizzeria – Sunday Entertainment • Poet King Restaurant Group, LLC d/b/a Hungry Coyote – Weekday Entertainment • Zucchini Gold, LLC, d/b/a The Rice Barn – Weekday Entertainment



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

MEETING DATE: 12/14/2021

Agenda Item	Swearing in of new Select Board Member
Presenter(s)	Tedi Eaton, Town Clerk

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Clerk will swear in Kevin Keane as the new Select Board Member.	
2.	VOTE REQUIRED BY SELECT BOARD
None.	
3.	BACK UP INFORMATION ATTACHED
a. Select Board Membership 1950 - 2021	

**Town of Needham Board of Selectmen
(1950 - 2020)**

Spring Town Election						
1950-51			Edward J. Stewart	George M. Pond	Emery S. Doane	Three Selectmen
1951-52			Edward J. Stewart	George M. Pond	Emery S. Doane	elected each for
1952-53			Edward J. Stewart	George M. Pond	Frank E. Godfrey	one year term
1953-54			Edward J. Stewart	George M. Pond	Frank E. Godfrey	.
1954-55			Edward J. Stewart	Everett C. Cross	Philip F. Foss	.
1955-56			Edward J. Stewart	Everett C. Cross	Philip F. Foss	.
1956-57	Clarke H. Wertheim	Marian F. Keith	Edward J. Stewart			By vote of
1957-58				Everett C. Cross	Philip F. Foss	STM 11.14.1955,
1958-59						changed number of
1959-60	Clarke H. Wertheim	Marian F. Keith	Peter W. Carre			BOS from 3 to 5,
1960-61				J. Roland Ackroyd	Philip F. Foss	Effective 1956
1961-62						town election.
1962-63	Clarke H. Wertheim	Marian F. Keith	Peter W. Carre	J. Roland Ackroyd		
1963-64				Paul F. Saint	Philip F. Foss	
1964-65						
1965-66	Clarke H. Wertheim	Henry D. Hersey	Peter W. Carre			
1966-67				Paul F. Saint	Philip F. Foss	
1967-68						
1968-69	Richard M. Salamone	Henry D. Hersey	Peter W. Carre			1968-69
1969-70				Paul F. Saint	Philip F. Foss	1969-70
1970-71						1970-71
1971-72	Richard M. Salamone	Henry D. Hersey	Benedict Horowitz			1971-72
1972-73				John C. Hatch	H. Phillip Garrity, Jr.	1972-73
1973-74						1973-74
1974-75	Richard M. Salamone	Henry D. Hersey	Benedict Horowitz			1974-75
1975-76				E. Loretta Reynolds	H. Phillip Garrity, Jr.	1975-76
1976-77						1976-77
1977-78	Richard M. Salamone	Henry D. Hersey	Benedict Horowitz			1977-78
1978-79				E. Loretta Reynolds	Francis A. Faccetti	1978-79
1979-80						1979-80
1980-81	H. Phillip Garrity, Jr.	Henry D. Hersey	Norman P. Jacques			1980-81
1981-82				Marcia M. Carleton	Francis A. Faccetti	1981-82
1982-83						1982-83
1983-84	H. Phillip Garrity, Jr.	Henry D. Hersey	Norman P. Jacques			1983-84
1984-85				Marcia M. Carleton	Francis A. Faccetti	1984-85
1985-86						1985-86
1986-87		Sally B. Davis	Norman P. Jacques			1986-87
1987-88				Marcia M. Carleton	David F. Edridge, Jr.	1987-88

**Town of Needham Board of Selectmen
(1950 - 2020)**

1988-89	H. Phillip Garrity, Jr.	Sally B. Davis	John D. Marr, Jr.			1988-89
1989-90						1989-90
1990-91				Marcia M. Carleton	David F. Edridge, Jr.	1990-91
1991-92	H. Phillip Garrity, Jr.					1991-92
1992-93		Sally B. Davis	John D. Marr, Jr.	Marcia M. Carleton		1992-93
1993-94				Ted Owens	David F. Edridge, Jr.	1993-94
1994-95	H. Phillip Garrity, Jr.					1994-95
1995-96		Sally B. Davis	John D. Marr, Jr.		David F. Edridge, Jr.	1995-96
1996-97				Ted Owens	William M. Powers	1996-97
1997-98	Daniel P. Matthews					1997-98
1998-99		John H. Cogswell	John D. Marr, Jr.			1998-99
1999-00				Ted Owens	William M. Powers	1999-00
2000-01	Daniel P. Matthews					2000-01
2001-02		John H. Cogswell	Gerald A. Wasserman			2001-02
2002-03				Colleen Schaller	William M. Powers	2002-03
2003-04	Daniel P. Matthews					2003-04
2004-05		John H. Cogswell	Gerald A. Wasserman			2004-05
2005-06				James G. Healy	John A. Bulian	2005-06
2006-07	Daniel P. Matthews					2006-07
2007-08		John H. Cogswell	Gerald A. Wasserman			2007-08
2008-09				James G. Healy	John A. Bulian	2008-09
2009-10	Daniel P. Matthews					2009-10
2010-11		Denise C. Garlick	Gerald A. Wasserman			2010-11
2011-12		James G. Healy		Maurice P. Handel	John A. Bulian	2011-12
2012-13	Daniel P. Matthews		Gerald A. Wasserman			2012-13
2013-14		Matthew D. Borrelli	Marianne B. Cooley			2013-14
2014-15				Maurice P. Handel	John A. Bulian	2014-15
2015-16	Daniel P. Matthews					2015-16
2016-17		Matthew D. Borrelli	Marianne B. Cooley			2016-17
2017-18				Maurice P. Handel	John A. Bulian	2017-18
2018-19	Daniel P. Matthews					2018-19
2019-20		Matthew D. Borrelli	Marianne B. Cooley			2019-20
2020-21				Maurice P. Handel	John A. Bulian	2020-21
2021-22	Daniel P. Matthews			Lakshmi Balachandra		2021-22
2022-23		Matthew D. Borrelli	Marianne B. Cooley			2022-23
2023-24				Kevin Keane	Marcus Nelson	2023-24
2024-25						2024-25
2025-26						2025-26
2026-27						2026-27
2027-28						2027-28
2029-30						2029-30
2030-31						2030-31
2031-32						2031-32



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

MEETING DATE: 12/14/2021

Agenda Item	Public Hearing: Eversource Grant of Location: 138 Richardson Drive
Presenter(s)	Joanne Callender, Eversource Representative (Zoom)

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately 14 feet of conduit in Richardson Drive. This work is necessary to provide electrical service to 138 Richardson Drive, 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 14 feet of conduit in Richardson Drive.	
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: 11-16-21

REVIEWER: R.W.W.

SITE LOCATION: #138 RICHARDSON DR.

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

- | | |
|---|--|
| A Sidewalk/Grass Strip Crossing Only | Peer Review <u>tar</u> |
| 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
☒ Diameter of Conduit <u>4"</u>
☒ Depth of Conduit
☒ Utility Conflicts
☒ Crossing Perpendicular to Road
☒ Public Road
☐ Double Pole <u>N/A</u> | ☐ Old Pole Removed <u>N/A</u>
☐ Cables Transferred to New Pole <u>N/A</u>
☒ New Riser on Pole <u>no</u>
☒ Visible Trench Patch across Road/Sidewalk <u>No</u>
☒ Abutters List Complete
☒ Photos Included |
|---|---|

Department Head _____

COMMENTS:

okay to proceed
tar 12/6/21

No TRENCH, No NEW RISER ON POLE AS OF YET.
(ACROSS SIDEWALK).



200 Calvary Street
Waltham, Ma 02453

November 16, 2021

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Richardson Drive
Needham, MA
W.O# 5934882

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 14 feet of conduit in Richardson Drive.

The reason for this work is to provide electric service to 138 Richardson Drive.

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

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:

Richardson Drive - Southeasterly from pole 433/12, approximately 472 feet southwest of Stonehurst Road, install approximately 14 feet of conduit.

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 November 15, 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	_____	Select Board
4	_____	the Town of
5	_____	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	_____	Select Board
4	_____	the Town of
5	_____	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

**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 November 15, 2021**, and filed herewith, under the following public way or ways of said Town:

Richardson Drive - Southeasterly from pole 433/12, approximately 472 feet southwest of Stonehurst Road, install approximately 14 feet of conduit

W.O.# 5934882

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

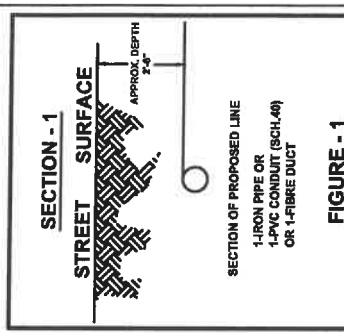
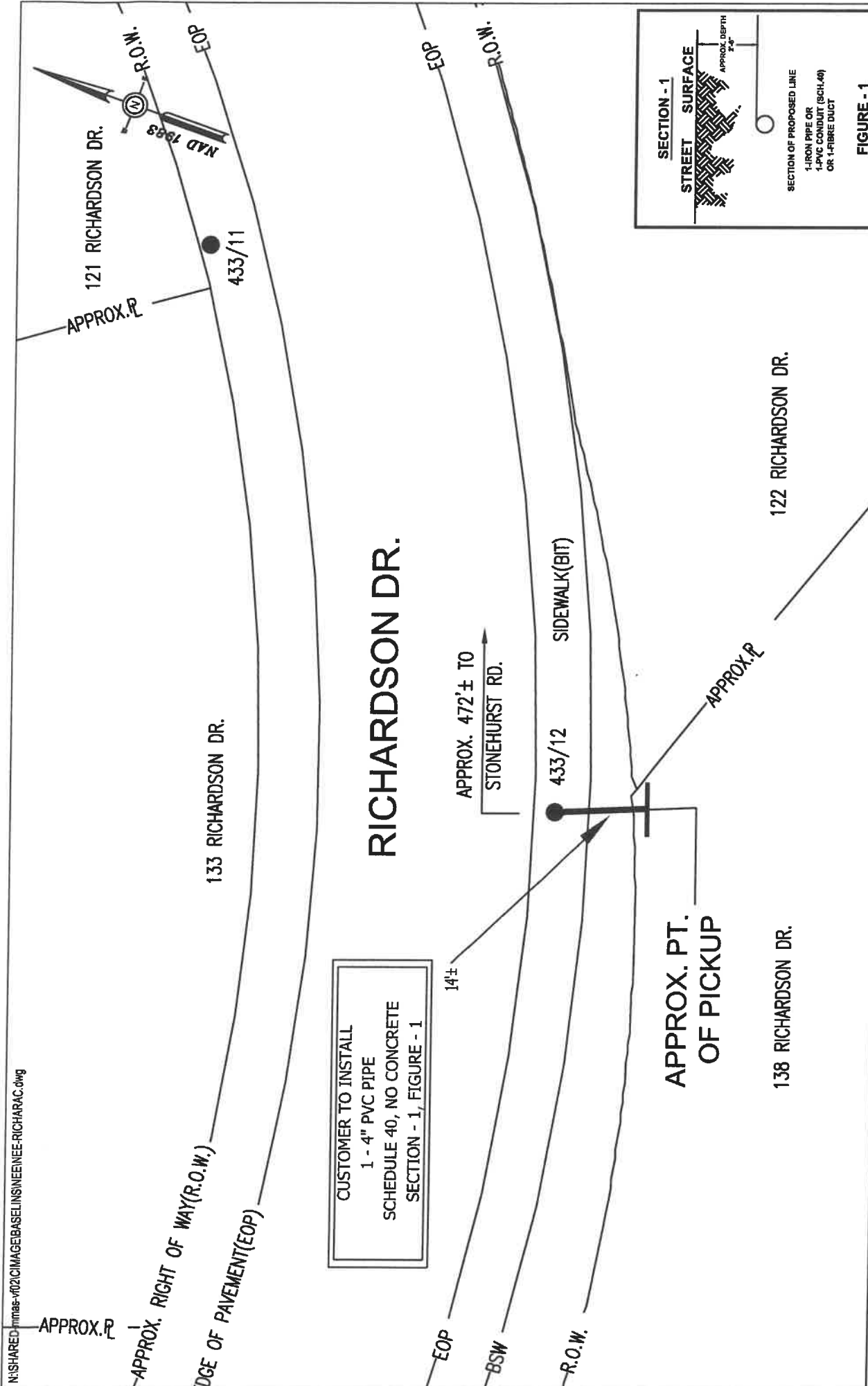
By: *Richard M. Schifone*

Richard M. Schifone, Supervisor
Rights & Permits

Dated this 8th day of November

Town of **NEEDHAM** Massachusetts

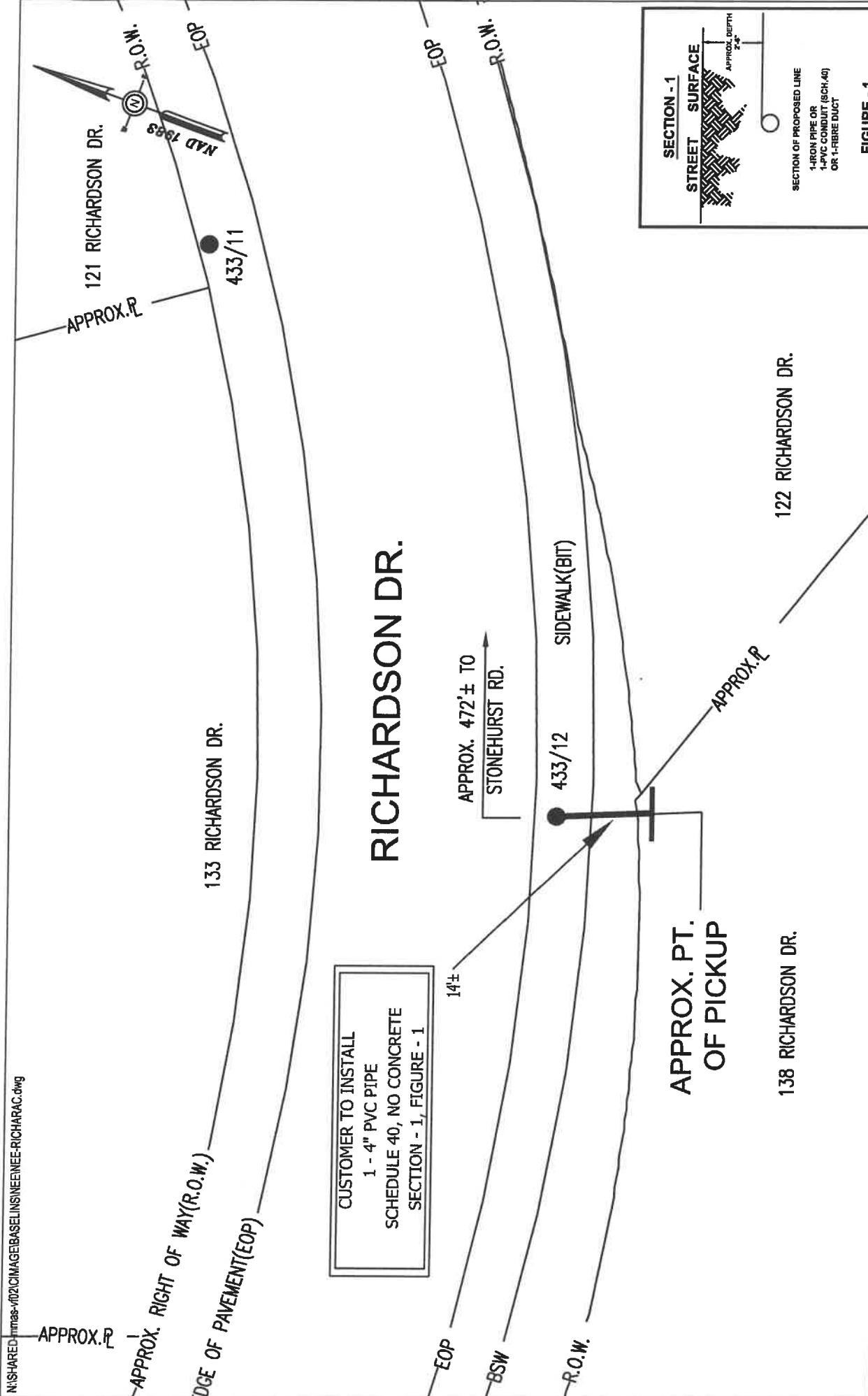
Received and filed _____ 2021



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Ward # Work Order # 5934682 Surveyed by: N/A Research by: JC Plotted by: SJ Proposed Structures: SJ Approved: T THIBAUT P#		NSTAR EVERSOURCE 1166 MASSACHUSETTS AVE. DORCHESTER, MASS. 02126 Plan of RICHARDSON DRIVE NEEDHAM Showing PROPOSED CUSTOMER CONDUIT LOCATION
Scale 1"=20' SHEET 1 of 1		Date November 15, 2021

1"=1' N





BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NISARG ELECTRIC COMPANY, NISARG GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NISARG ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY THE USE OF THIS INFORMATION, OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NISARG ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

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MASS. LAW.

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

考

Ward #

Work Order # 5934882

Surveyed by: N/A

Research by: JC

Plotted by: SJ

Proposed Structures: SJ

Approved: **T THIBAUT**

苦

ASTAR
ELECTRIC
EQUIPMENT
CORPORATION
EVERSOURCE

1185 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of RICHARDSON DRIVE

NEEDHAM

Showing PROPOSED CUSTOMER CONDUIT LOCATION

Scale	1"=20'	Date	November 15, 2021
-------	--------	------	-------------------

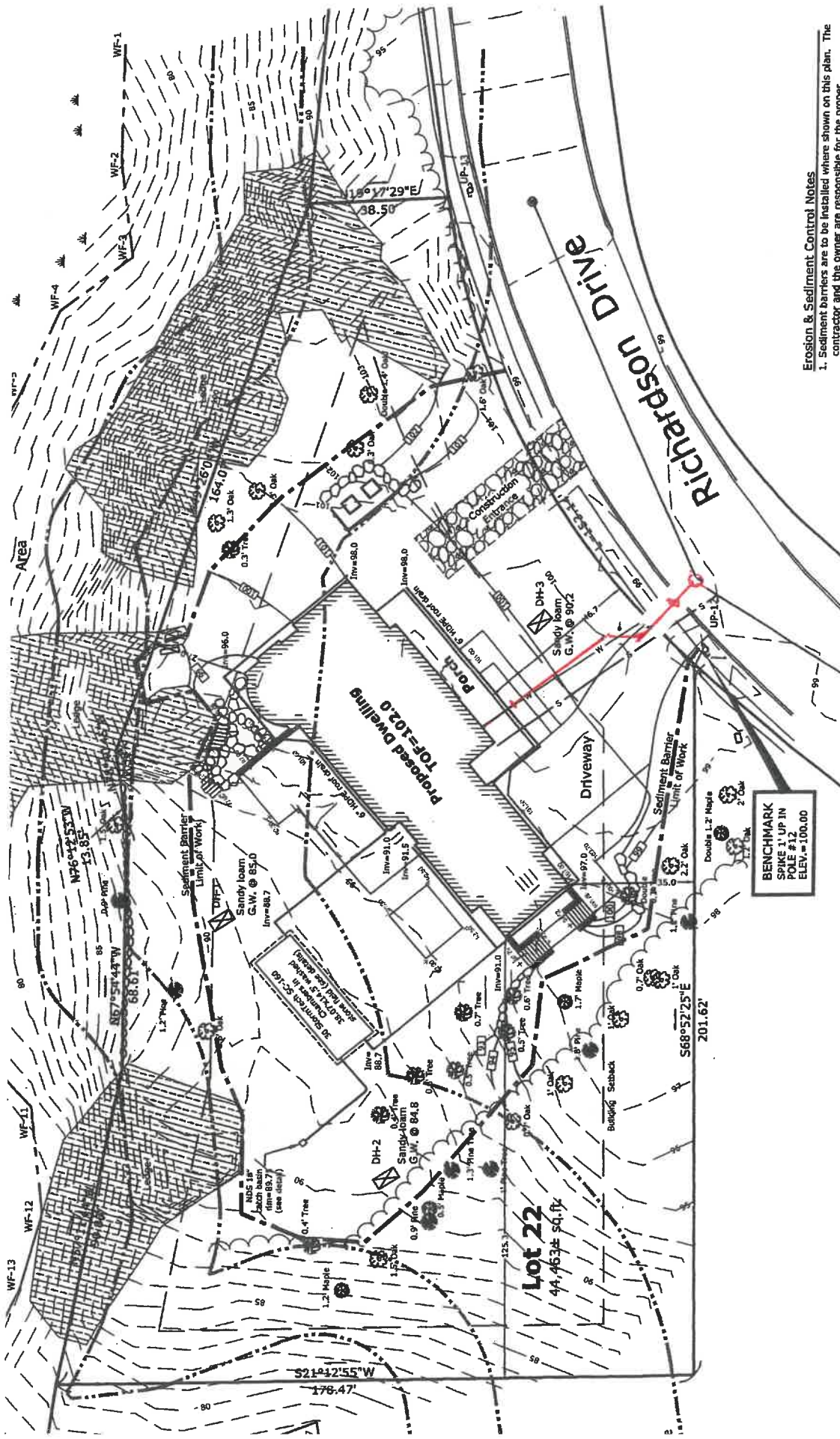
SHEET 1 of 1

FIGURE - 1

SECTION - 1

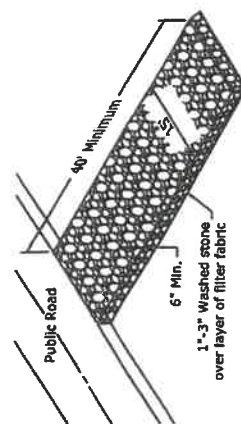


SECTION OF PROPOSED LINE
1-IRON PIPE OR
1-PVC CONDUIT (SCH.40)
OR 1-FIBRE DUCT



Erosion & Sediment Control Notes

1. Sediment barriers are to be installed where shown on this plan. The contractor and the owner are responsible for the proper maintenance of the sediment barriers and to identify and correct all sources of erosion. Extra sediment barrier materials are to be stored on site in order to quickly repair erosion prone areas. Periodic maintenance of the erosion control structures is required in order to insure the proper protection of the resource areas.
2. Rough grading and pavement construction are to be confined to areas as shown on these plans. Any stockpiled material that is subject to erosion shall be protected at its base on the down-slope side with a silt fence.
3. Temporary stabilization of disturbed areas is required to limit erosion toward abutting properties and public ways. All graded slopes are to be stabilized on a daily basis with special care taken to avoid routing rainfall through gullies toward the resource areas. Areas of erosion are to be repaired on a daily basis.
4. The contractor is to use proper judgment relative to construction practices during adverse weather conditions or periods of high groundwater. No work is to be performed near the wetland areas during periods of heavy rainfall. Inspection is required after more than 1/2" of rainfall in 24 hours.
5. All graded areas are to be loamed and seeded as soon as possible in order to insure the rapid stabilization of the erosion prone areas. A grass seed mixture of 20% Red Top, 60% Chewings Fescue and 20% Kentucky Bluegrass is recommended. "Hydroseed" with high fiber content.
6. The Sediment barriers shall remain in place until all upgradient areas have been stabilized.
7. During periods of heavy rainfall, it will be excused to experience

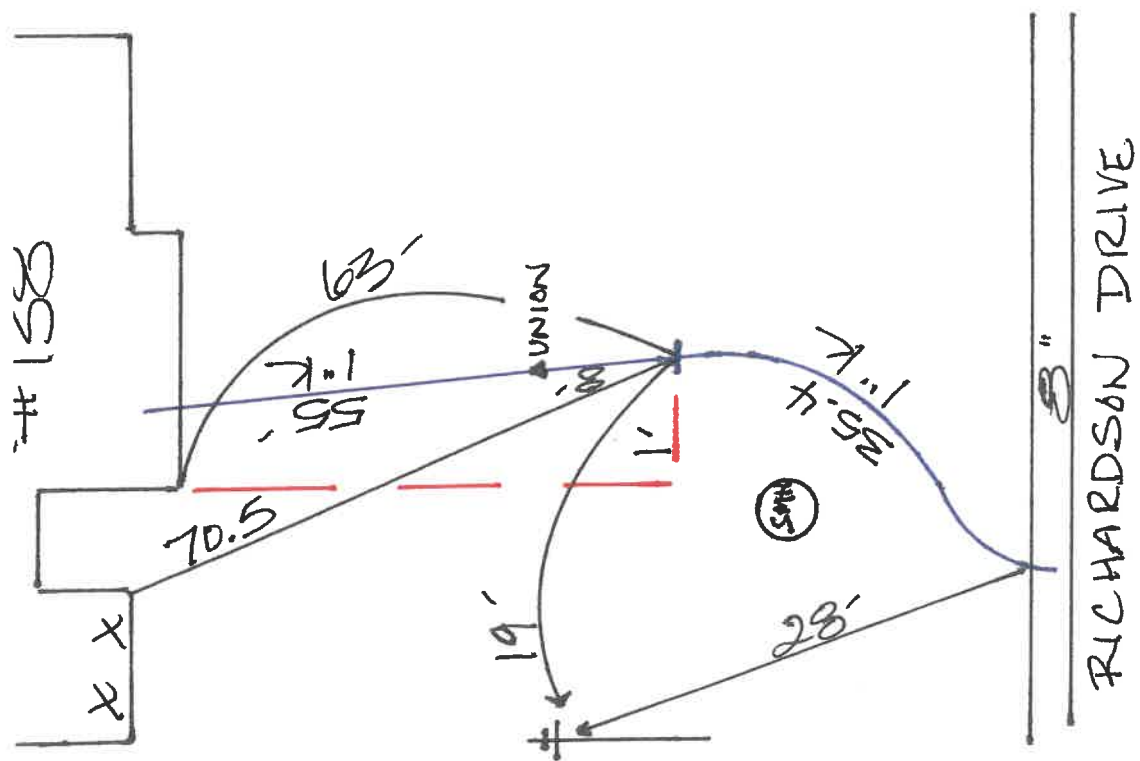


CONSTRUCTION ENTRANCE
40' TO A MINIMUM

12" DIA. COMPOST SOCK
W/ BIODEGRADABLE
MESH

GRADE

Q DETAIL



HOUSE CONNECTION

APP. NO. 21-10086

NO. 138 RICHARDSON DR.

ST. OWNER

ESTIMATE

COST

DATE 6-7-21

PLAN NO. 420

LOT NO. 22

Length to St. Line 25.0'

St. Line to Bldg. 48.0'

Total Length 73.0'

Depth at Main SMH IN 9.0' OUT 16.5'

" " St. Line 8.0'

" " Bldg. 9.0'

Ave. Depth

Kind of Soil HARD PAN

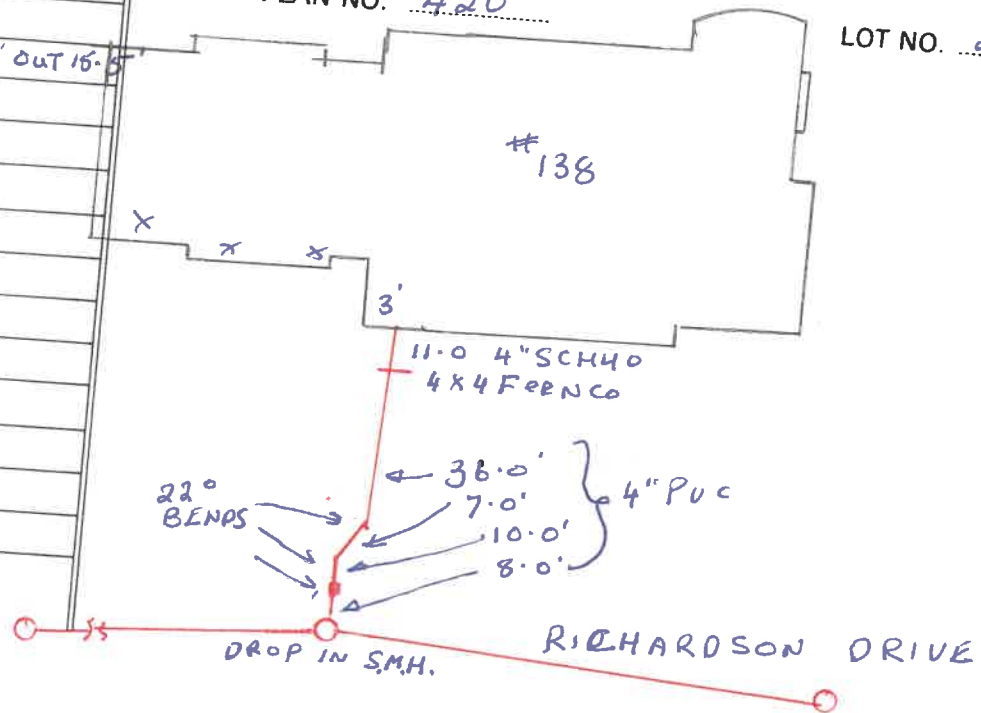
Ledge

Depth of Gr. Water

Work Started

" Finished

Plumbing Conn.

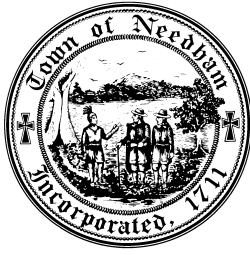


SSON DR. G.O.L. (POLE #433/12)



RICHARDSON DR. G.O.L. (POLE #433/12)





NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:00 p.m. on December 14, 2021** upon petition of Eversource Energy dated **November 16, 2021** to install approximately 14 feet of conduit in Richardson Drive. This work is necessary to provide underground electric service to 138 Richardson Drive, 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

UPDATED ZOOM LINK

You are invited to a Zoom webinar.

When: Dec 14, 2021 06:00 PM Eastern Time (US and Canada)

Topic: Select Board Meeting 12/14/2021

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85892782400?pwd=V3hVZEZHWWhovZS9FVm5QeE9TNFhMUT09> Passcode: 117907

Or One tap mobile: +13126266799,,85892782400#

Or Telephone: US: +1 312 626 6799

Webinar ID: 858 9278 2400

Dated: December 1, 2021

138 RICHARDSON DRIVE

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/206.0-0028-0000.0	SALEEMUDDIN, ASHRAF &	SALEEMUDDIN, SAMEERA	122 RICHARDSON DR	NEEDHAM	MA	02492.
199/206.0-0060-0000.0	ARMSTRONG, AMANDA M. &	SHARRAD, JEREMY T	133 RICHARDSON DR	NEEDHAM	MA	02492.
199/206.0-0059-0000.0	DILANIAN, DAVID M. TR		121 RICHARDSON DR	NEEDHAM	MA	02492.
199/206.0-0015-0000.0	TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492.
199/206.0-0027-0000.0	RUSSO, JOSHUA		138 RICHARDSON DR	NEEDHAM	MA	02492.
199/206.0-0026-0000.0	TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492.
199/206.0-0061-0000.0	CUTTER, NANCY S		149 RICHARDSON DR	NEEDHAM	MA	02492.

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





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

MEETING DATE: 12/14/2021

Agenda Item	Public Hearing: Eversource Grant of Location: 55 Country Way
Presenter(s)	Joanne Callender, Eversource Representative (Zoom)

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately 38 feet of conduit in Country Way. This work is necessary to provide electrical service to 55 Country Way, 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 38 feet of conduit in Country Way.	
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: _____

REVIEWER: R. W. W.

SITE LOCATION: #55 COUNTRY WAY

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

- | | |
|---|--|
| ☒ A Sidewalk/Grass Strip Crossing Only | Peer Review <u>tar</u> |
| ☐ 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
☒ Diameter of Conduit <u>3"</u>
☒ Depth of Conduit
☒ Utility Conflicts
☒ Crossing Perpendicular to Road
☒ Public Road
☐ Double Pole <u>N/A</u> | ☐ Old Pole Removed <u>N/A</u>
☒ Cables Transferred to New Pole <u>NO</u>
☒ New Riser on Pole <u>NO</u>
☒ Visible Trench Patch across Road/Sidewalk <u>NO</u>
☒ Abutters List Complete
☒ Photos Included |
|--|---|

Department Head _____

COMMENTS:

NO NEW TRENCH, NO RISER ON POLE okay to proceed
tar 12/6/21



200 Calvary Street
Waltham, Ma 02453

November 16, 2021

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Country Way
Needham, MA
W.O.# 6029250

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 38 feet of conduit in Country Way.

The reason for this work is to provide electric service to 55 Country Way.

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/wls
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 November 22, 2021**, and filed herewith, under the following public way or ways of said Town:

Country Way - Westerly from pole 344/7 approximately 314 feet east of Village Road, install approximately 38 feet of conduit.

W.O.# 6029250

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

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

Dated this 22nd 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:

Country Way - Westerly from pole 344/7 approximately 314 feet east of Village Road, install approximately 38 feet of conduit.

W.O.# 6029250

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 **November 22, 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**, Masssachusetts, 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. P

#56

#70

GRASS/CONC SW

APPROX. RIGHT OF WAY/BACK OF SIDEWALK

BIT CURB

COUNTRY WAY

APPROX. 314' TO
VILLAGE LANE

BIT CURB

GRASS/CONC SW

APPROX. RIGHT OF WAY/BACK OF SIDEWALK

APPROX. PT.
OF PICKUP

#55

#69

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

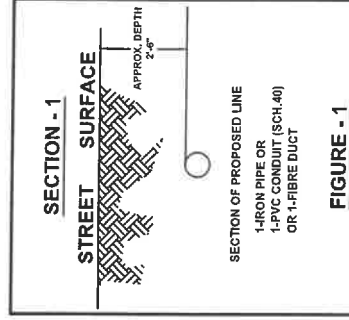


FIGURE - 1

FOR THE USE OF THE ENGINEER, THE INFORMATION CONTAINED HEREIN IS THE PROPERTY OF THE ENGINEER. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. NO PART OF THIS INFORMATION IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER. THE ENGINEER ASSUMES NO LIABILITY FOR ANY DAMAGE, LOSS, OR INJURY, INCLUDING CONSEQUENTIAL DAMAGES, ARISING FROM THE USE OF THIS INFORMATION, WHETHER OR NOT SUCH DAMAGE, LOSS, OR INJURY IS CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE ENGINEER. THE ENGINEER'S LIABILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT ONLY. THE ENGINEER DOES NOT WARRANT THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE ENGINEER'S LIABILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT ONLY. THE ENGINEER DOES NOT WARRANT THE ACCURACY OF THE INFORMATION CONTAINED HEREIN.



C#	
Ward #	
Work Order #	6029250
Surveyed by:	N/A
Research by:	JC
Plotted by:	JC
Proposed Structures:	
Approved:	T THIBAUT
P#	

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

Plan of COUNTRY WAY

NEEDHAM

Showing PROPOSED CUSTOMER CONDUIT

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 11/22/21
SHEET 1 of 1

N
1"=40'

#34

#50

#56

POLE
#34414

#70

#80

COUNTRY WAY

#11

VILLAGE LANE

#45

PROP.
DRIVE

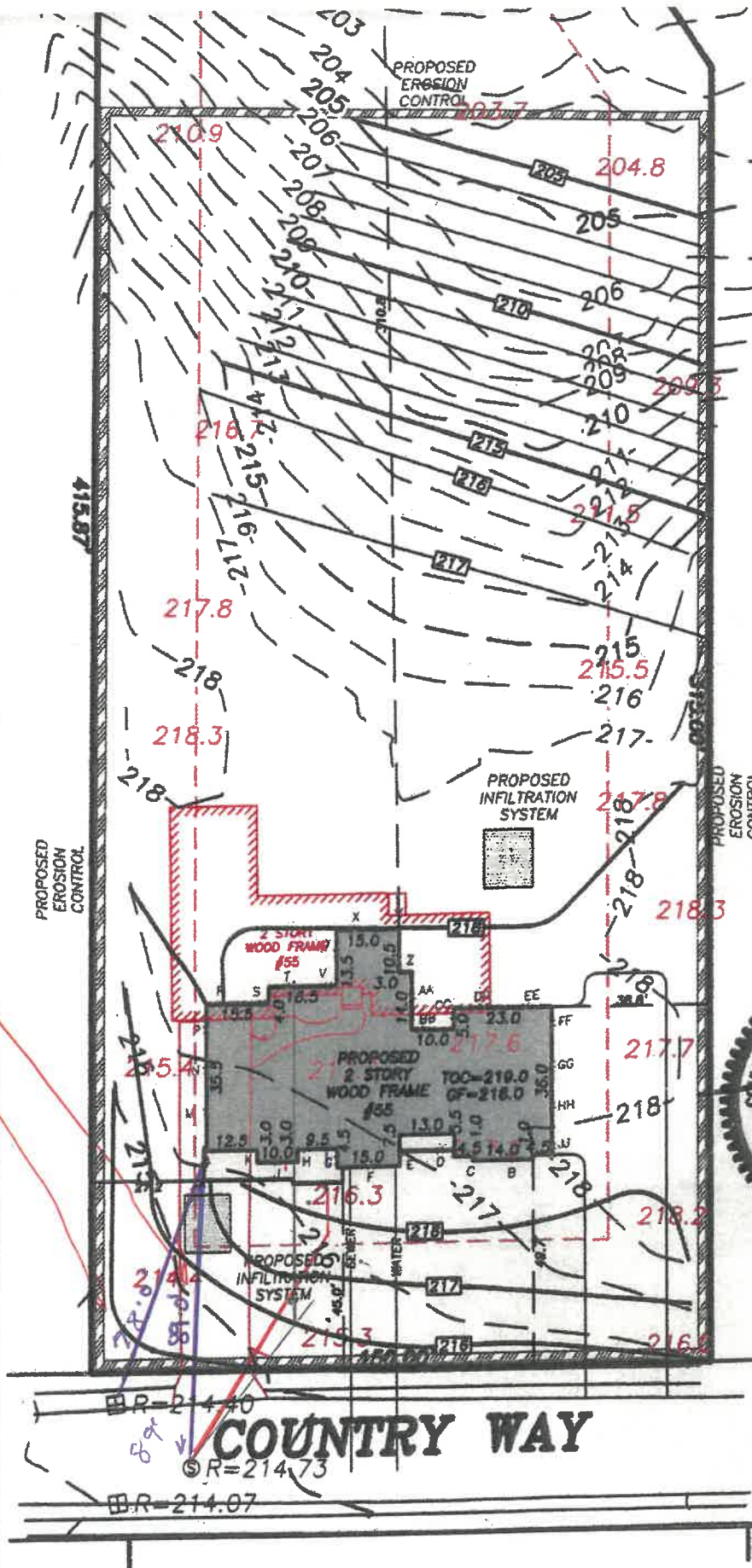
PROP. #55

#69

PROPOSED
3" CONDUIT
LOCATION

#81

JBN: NOTE THIS
HOUSE LOCATION
IS NOT RIGHT
SEEMS TO BE
20' + BACK



K	216.2	218
L	216.1	217
M	216.5	217
N	216.9	217
P	217.3	217
R	217.4	217
S	217.5	218
T	217.5	218
V	217.5	218
W	217.5	218
X	217.5	218
Y	217.5	218
Z	217.5	218
AA	217.5	218
BB	217.7	218
CC	217.5	218
DD	217.6	218
EE	217.7	218
FF	217.6	218
GG	217.5	218
HH	217.8	218
JJ	218.1	218



PIPE MANHOLE DIA. AND ELEV.
DETERMINED BY ENGINEER
(MAX. INLET = 12 INCHES)

INFLT.

ZONING INFORMATION: SINGLE RESIDENCE A (SRA)		
	REQUIRED	PROPOSED
MINIMUM LOT AREA	43,560 SF	58,576 SF SF.
MINIMUM LOT FRONTAGE	150 FEET	150.00 FEET
MINIMUM FRONT SETBACK	30 FEET	45.0 FEET
MINIMUM SIDE YARD	25 FEET*	27.2 FEET*
		38.8 FEET
MINIMUM REAR YARD	20 FEET	310.8 FEET
MAXIMUM BUILDING HEIGHT	35 FEET	34.88 FEET

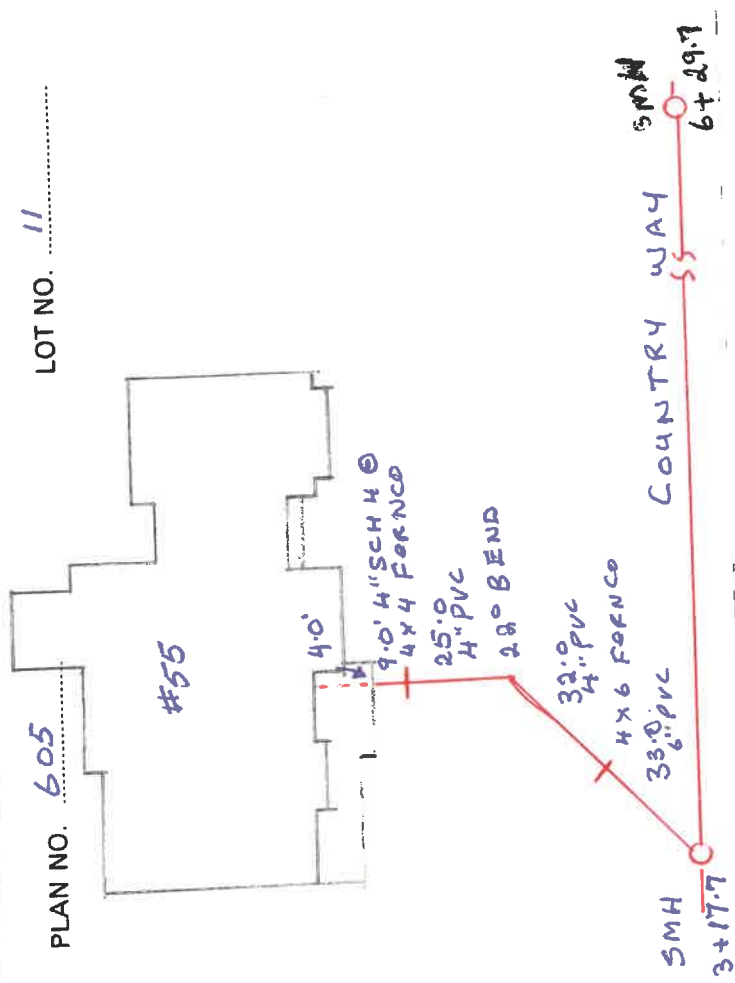
TOWN OF NEEDHAM PUBLIC WORKS DEPARTMENT

HOUSE CONNECTION

APP. NO. 21-10089 NO. 55 COUNTRY WAY ST. OWNER. DATE 6-25-21

ESTIMATE COST LOT NO. 11

Length to St. Line	32.0'
St. Line to Bldg.	67.0'
Total Length	99.0'
Depth at Main	8.6'
" " St. Line	8.0'
" " Bldg.	10.0
Ave. Depth	
Kind of Soil	SAND
Ledge	
Depth of Gr. Water	
Work Started	
" Finished	
Plumbing Conn.	



TOWN OF NEEDHAM, MASS.
Building Inspection Department

Sewer ☒
Water ☒
Drain ☒

Building Permit No. 6163 At No. 55 COUNTRY WAY
Area ADDITION (ROOMS) Setback of adjacent buildings ORIGINAL
Owner W.H. SCHUTMAAT Builder WOOD ASSOC. DATE PERMIT #1037

PLOT PLAN

To be drawn according to specifications set forth in Section VII-B, Zoning By-Laws of the Town of Needham.



I hereby certify that the existing and approved street grades, existing sewers, drains, gas and water mains are accurately shown on this plan and that the lot corners, dimensions, side line offsets and setback distances allowing for overhangs, elevation of the top of the foundation and garage floor, and elevations at lot corners on street line for grading along lot line bordering the street are correct as indicated on this plan and will conform to the completed construction.

The above is subscribed to and executed by me this 5 day of AUG 1965

C. T. Wright Civil Engineer or Surveyor

Approved in accordance with Sec. 4ai of the Building By-Laws August 9 1965
Date

Roger G. Calman Supt. of Public Works

Occupancy permit will not be issued until the conditions as to lines and grades and drainage facilities have been fully complied with.

APP. NO. **9935** NO 55 COUNTRY WAY

ESTIMATE

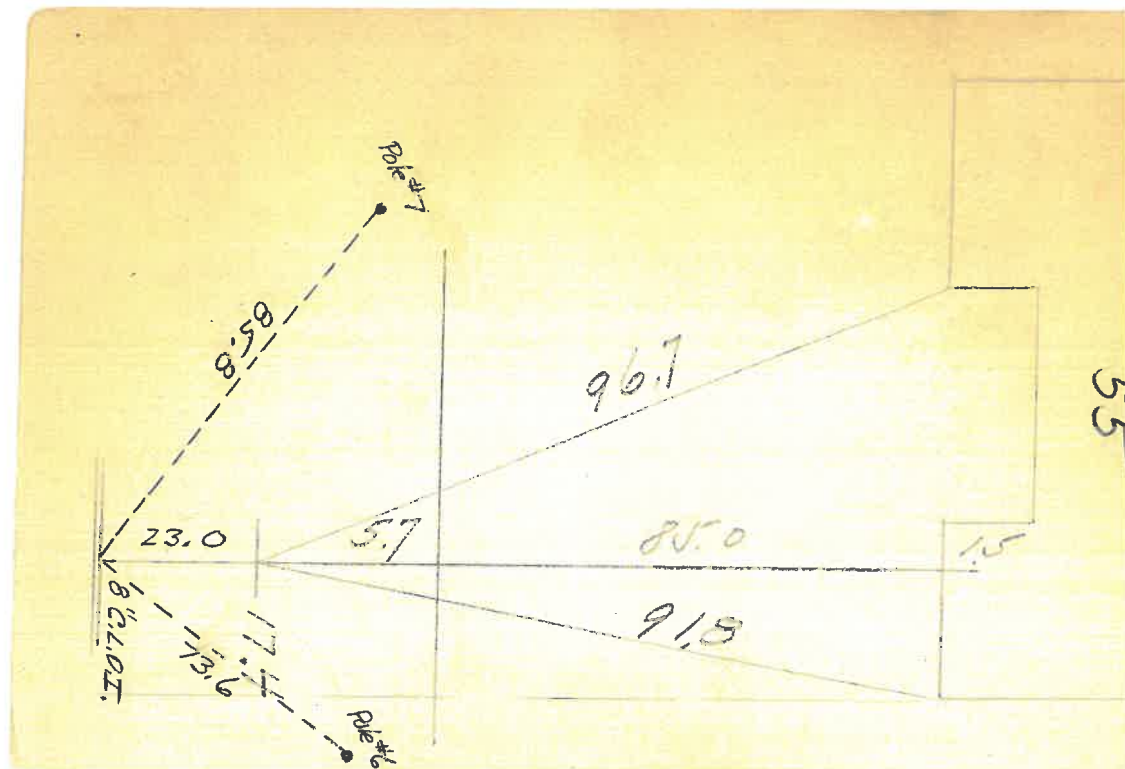
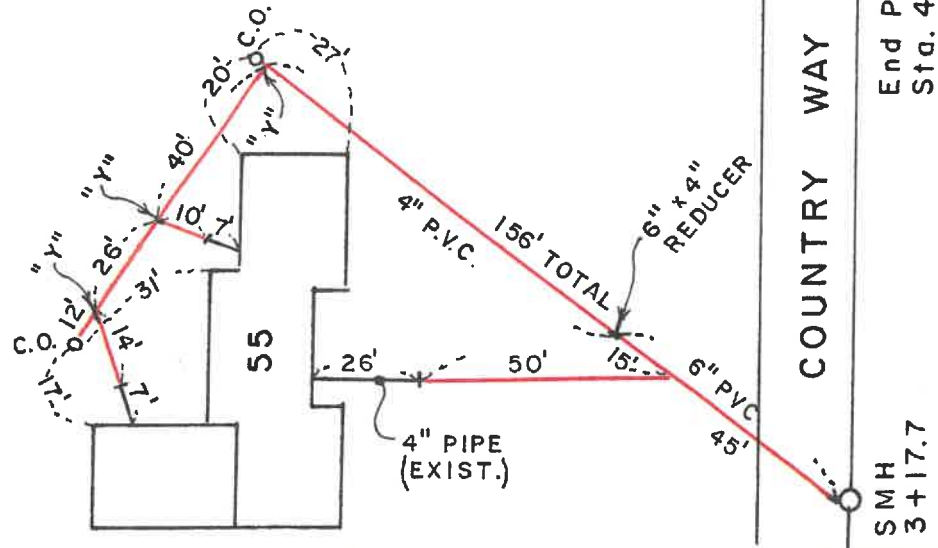
COST

DATE 10/2/97

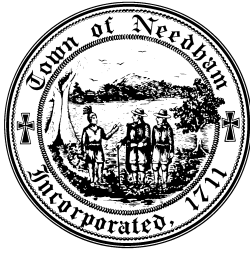
Length to St. Line	32'
St. Line to Bldg.	
Total Length	345'
Depth at Main	8.6'
" " St. Line	8'
" " Bldg.	1.6'
Ave. Depth	
Kind of Soil	
Ledge	
Depth of Gr. Water	
Work Started	9/30/97
" Finished	10/2/97
Plumbing Conn.	

PLAN NO. 605

LOT NO. 11







NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:00 p.m. on December 14, 2021** upon petition of Eversource Energy dated **November 16, 2021** to install approximately 38 feet of conduit in Country Way. This work is necessary to provide underground electric service to 55 Country Way, 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

You are invited to a Zoom webinar.
When: Dec 14, 2021 06:00 PM Eastern Time (US and Canada)
Topic: Select Board Meeting 12/14/2021

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/85892782400?pwd=V3hVZEZHWWhovZS9FVm5QeE9TNFhMUT09> Passcode: 117907
Or One tap mobile: US: +13126266799,,85892782400#
Or Telephone: US: +1 312 626 6799
Webinar ID: 858 9278 2400

Dated: November 29, 2021

55 COUNTRY WAY

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/213.0-0040-0000.0	BALLARD, EDWARD G. +	BALLARD, KATHRYN B	69 COUNTRY WAY NEEDHAM	MA	02492-	
199/213.0-0042-0000.0	CUTTER, MATTHEW &	CUTTER, DANA GOLDBERG	45 COUNTRY WAY NEEDHAM	MA	02492-	
199/213.0-0015-0000.0	HERMAN, ELLIOT B. &	HERMAN, KIMBERLY B	56 COUNTRY WAY NEEDHAM	MA	02492-	
199/213.0-0016-0000.0	SILETTO, JOSEPH &	SILETTO, GRETCHEN	70 COUNTRY WAY NEEDHAM	MA	02492-	
199/213.0-0043-0000.0	FOTIADES, MICHAEL J &	FOTIADES, JILL M	22 VILLAGE LN	NEEDHAM	MA	02492-
199/213.0-0041-0000.0	HURWITZ, PETER L. &	C/O BRENDON-MOTA LLC	55 COUNTRY WAY NEEDHAM	MA	02492-	
199/213.0-0047-0000.0	FOTIADES, MICHAEL J. &	FOTIADES, MICHAEL J	22 VILLAGE LN	NEEDHAM	MA	02492-
199/213.0-0014-0000.0	O'CONNOR, NICOLE M. TR.	NICOLE M. O'CONNOR REVOCABLE LIVING TRUST	50 COUNTRY WAY NEEDHAM	MA	02492-	

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



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

MEETING DATE: 12/14/2021

Agenda Item	Public Hearing: Eversource Grant of Location: 203 Country Way
Presenter(s)	Joanne Callender, Eversource Representative (Zoom)

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately 18 feet of conduit in Country Way. This work is necessary to provide electrical service to 203 Country Way, 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 18 feet of conduit in Country Way.	
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: _____

REVIEWER: R.W.W.

SITE LOCATION: #203 COUNTRY WAY

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

☒ A Sidewalk/Grass Strip Crossing Only

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 No

☒ 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:

okay to proceed
tar 12/6/21

No NEW TRENCH, No RISER ON POLE



200 Calvary Street
Waltham, Ma 02453

November 29, 2021

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Country Way
Needham, MA
W.O.# 6881458

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 18 feet of conduit in Country Way.

The reason for this work is to provide electric service to 203 Country Way.

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/wls
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 November 24, 2021**, and filed herewith, under the following public way or ways of said Town:

Country Way - **Southeasterly from pole 344/19, at Cranberry Lane, install approximately 19 feet of conduit to private property at 203 Country Way.**

W.O.# 6881458

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

By: *Richard M. Schifone*

Richard M. Schifone, Supervisor
Rights & Permits

Dated this 29th 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:

Country Way - Southeasterly from pole 344/19, at Cranberry Lane, install approximately 19 feet of conduit to private property at 203 Country Way.

W.O.# 6881458

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 November 24, 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.

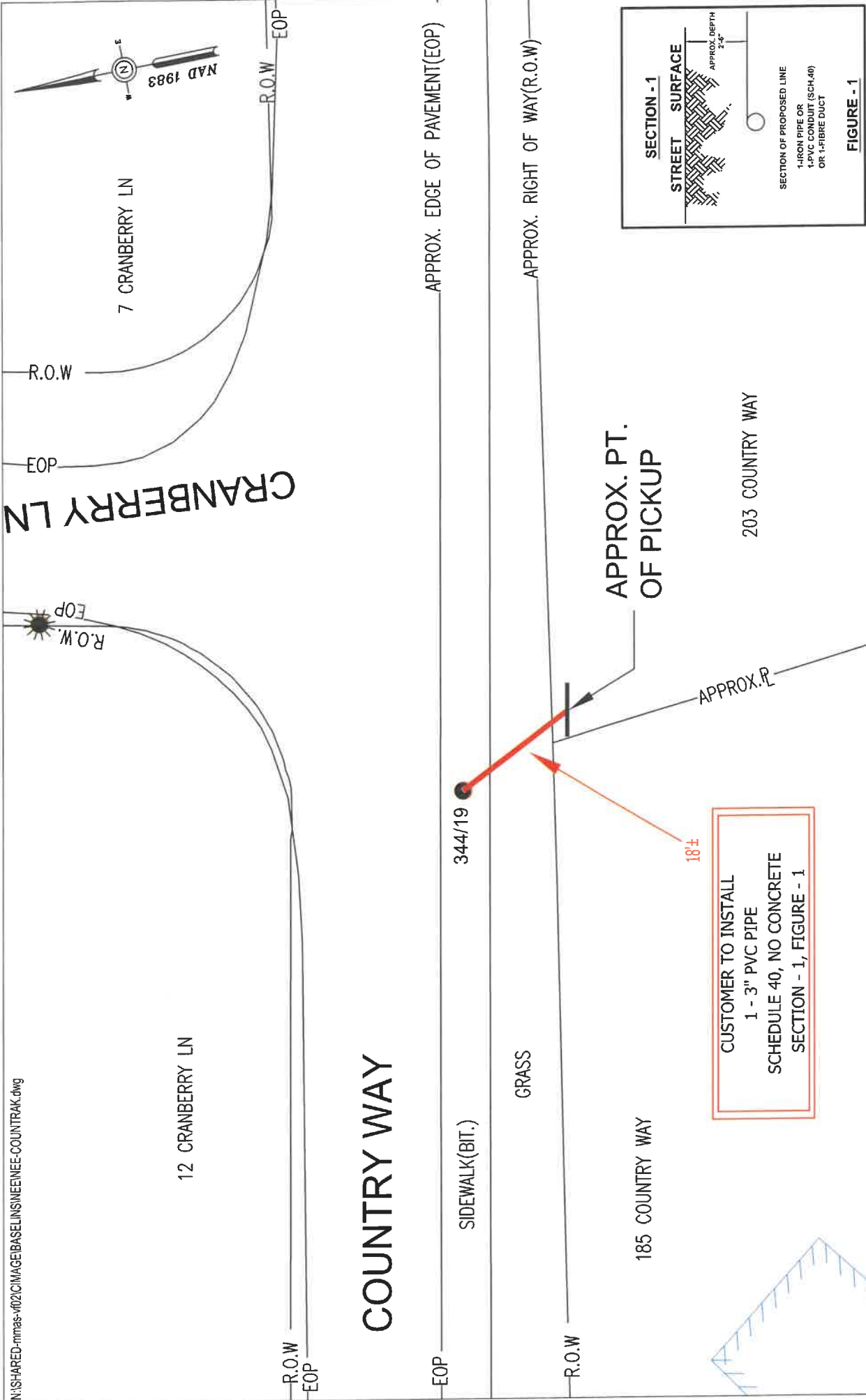
1	_____	
2	_____	
3	_____	
4	_____	
5	_____	

Select Board
the Town of
NEEDHAM

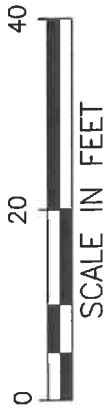
CERTIFICATE

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



THE INFORMATION ON THIS PLAN REPRESENTS A PROFESSIONAL ENGINEER'S BEST ESTIMATE OF THE FACTS AND CIRCUMSTANCES AT THE TIME OF THE PREPARATION OF THIS PLAN. IT IS NOT A GUARANTEE OF ACCURACY OR COMPLETENESS. THE USER OF THIS PLAN SHALL BE RESPONSIBLE FOR VERIFYING THE INFORMATION AND FOR THE PROPER USE OF THIS PLAN. THE ENGINEER ASSUMES NO LIABILITY FOR ANY DAMAGE OR INJURY TO PERSONS OR PROPERTY ARISING FROM THE USE OF THIS PLAN.



SCALE IN FEET

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

C#	
Ward #	
Work Order #	6881458
Surveyed by:	N/A
Research by:	JC
Plotted by:	SJ
Proposed Structures:	SJ
Approved:	T THIBAUT
P#	
Plan of COUNTRY WAY	
NEEDHAM	
Showing PROPOSED CUSTOMER CONDUIT LOCATION	
Scale	1"=20'
SHEET	1 of 1
Date	November 24, 2021

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

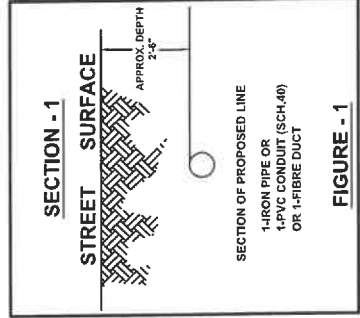
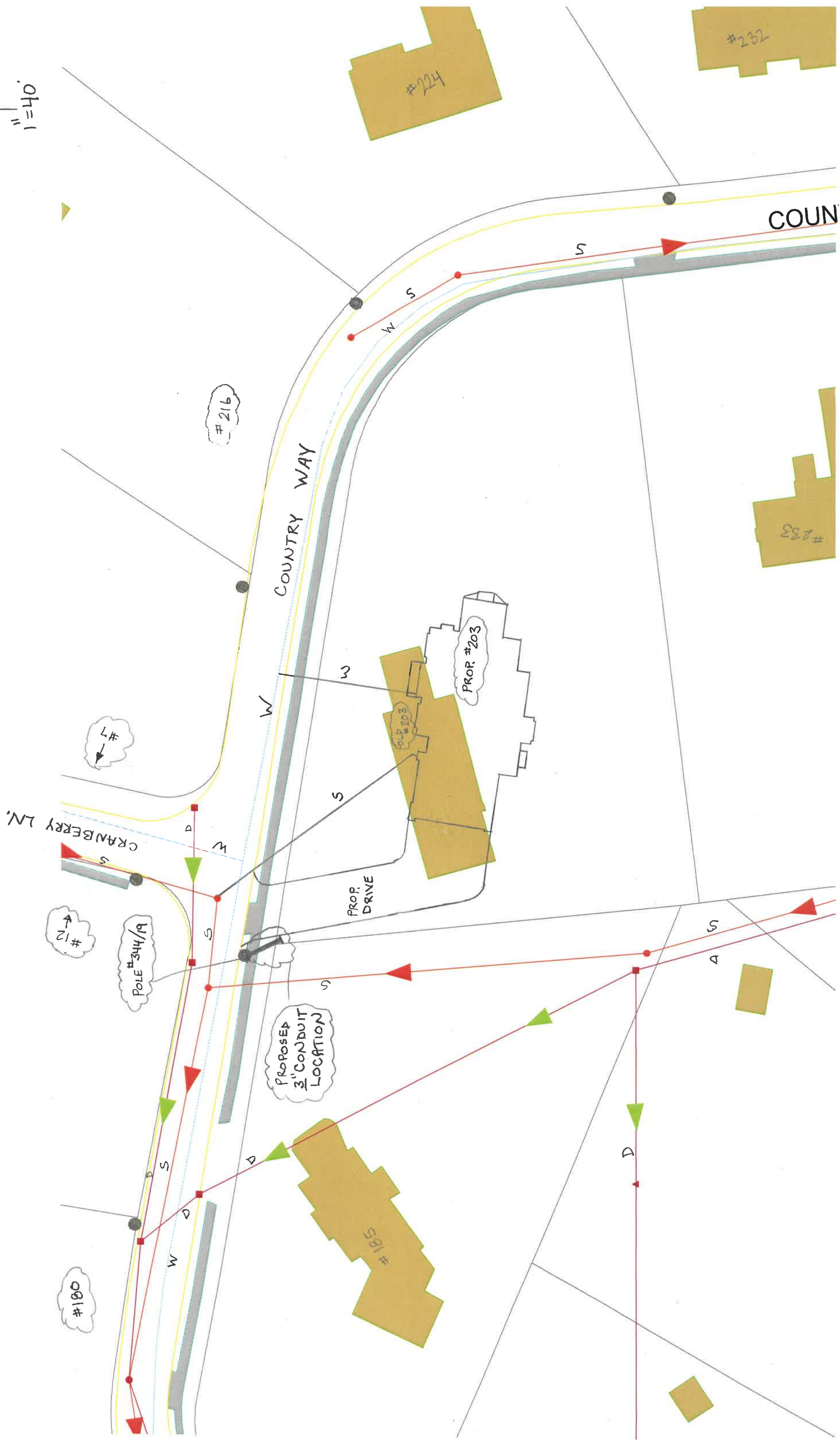


FIGURE - 1

1"=40'
N



TOWN OF NEEDHAM, MASSACHUSETTS

Building Inspection Department

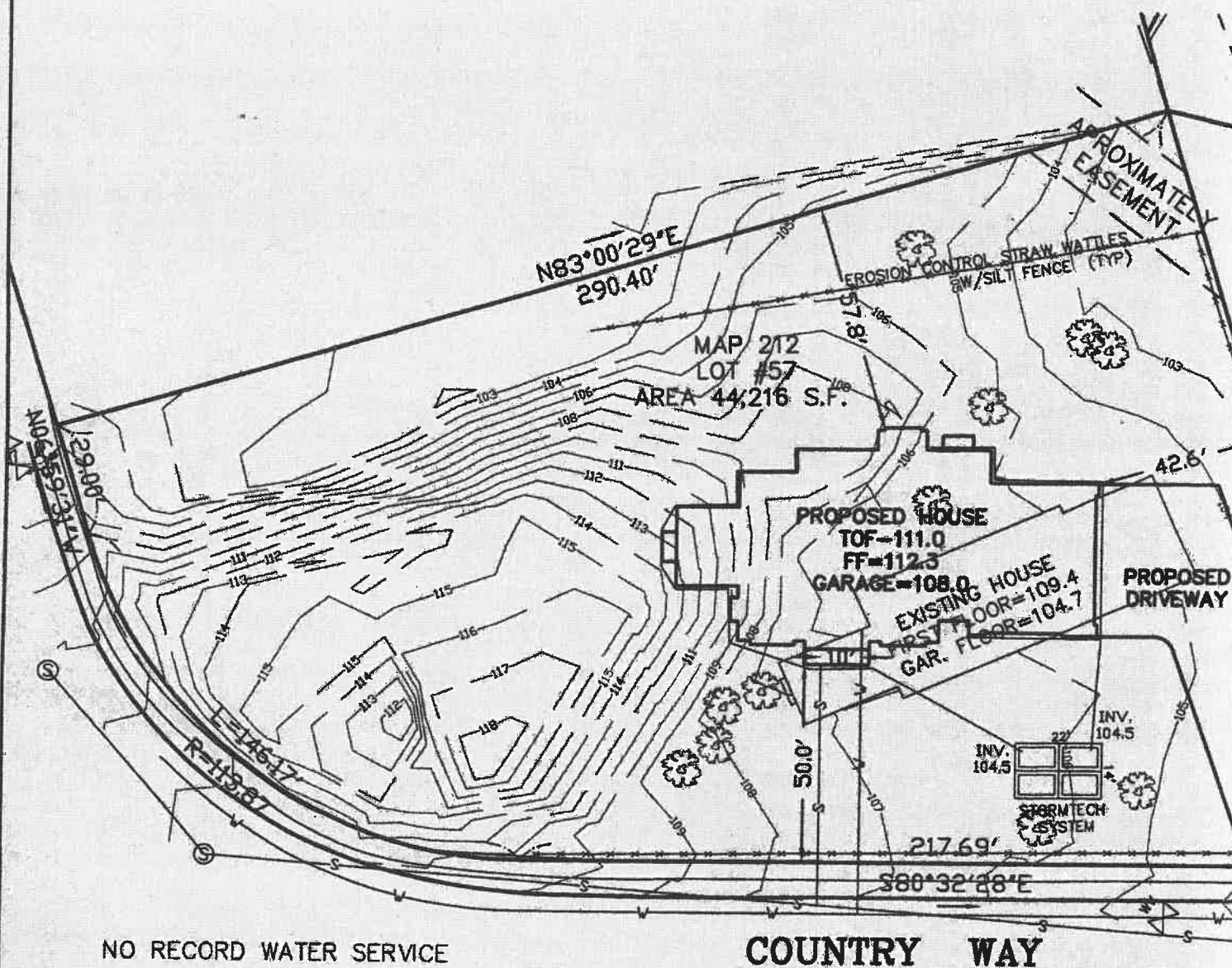
Assessor's Map & Parcel No. MAP 212 LOT 57

Building Permit No. _____ At No. 203 COUNTRY WAY

Lot Area 44,216 S.F. Zoning District SRA

Owner 203 COUNTRY WAY LLC Builder YEVGENIY VOLOSHIN

PROPOSED PLOT PLAN
40' Scale



PROPOSED LOT (C)
PROPOSED OPEN SPACE
PROPOSED HEIGHT

TOWN OF NEEDHAM PUBLIC WORKS DEPARTMENT HOUSE CONNECTION

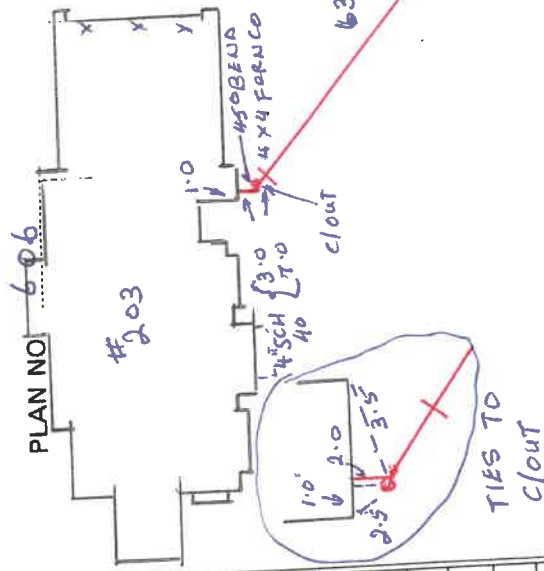
APP. NO. 21-10145 NO. 203 COUNTRY LANE ST. OWNER

DATE 8-10-21

ESTIMATE COST

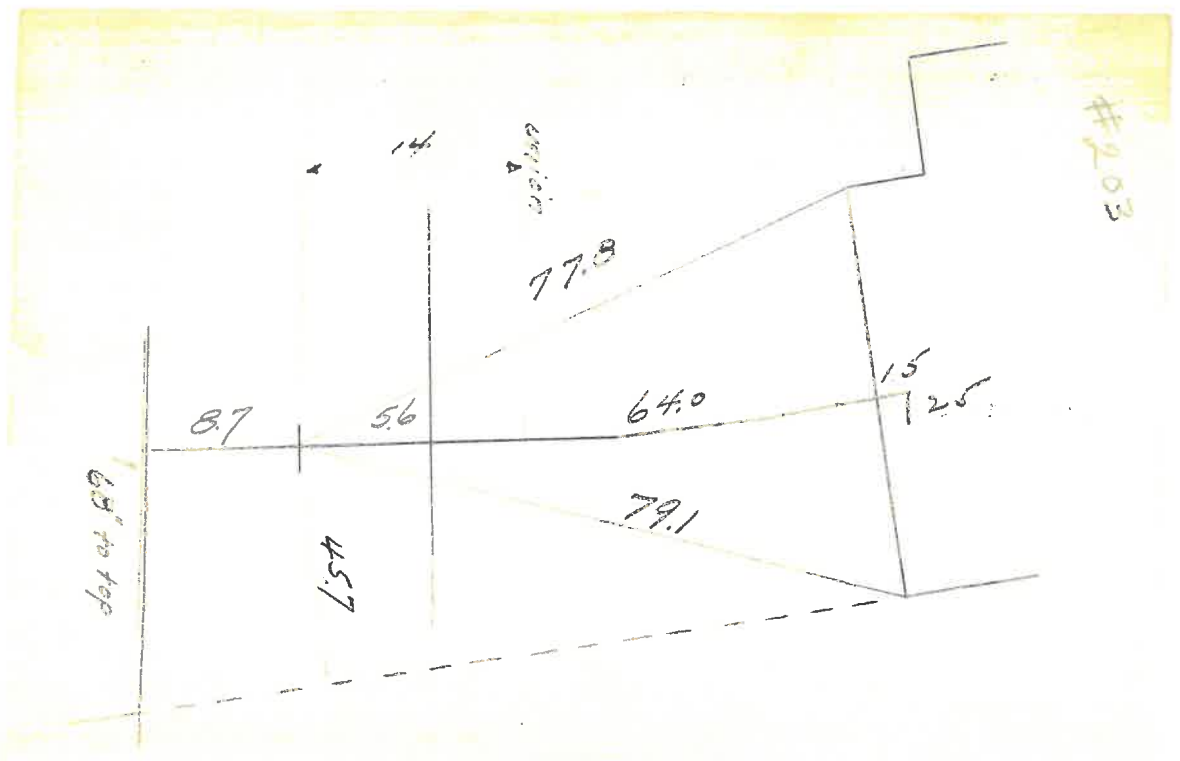
LOT NO. 13

Length to St. Line	30.0'
St. Line to Bldg.	69.0'
Total Length	99.0'
Depth at Main	7.0'
" " St. Line	6.5'
" " Bldg.	6.0'
Ave. Depth	
Kind of Soil	GRAVEL
Ledge	
Depth of Gr. Water	
Work Started	
" Finished	
Plumbing Conn.	



COUNTRY WAY

SMH 16+14.5
CRANBERRY
LANE
SMH 15+63



TOWN OF NEEDHAM PUB

HOUSE CO

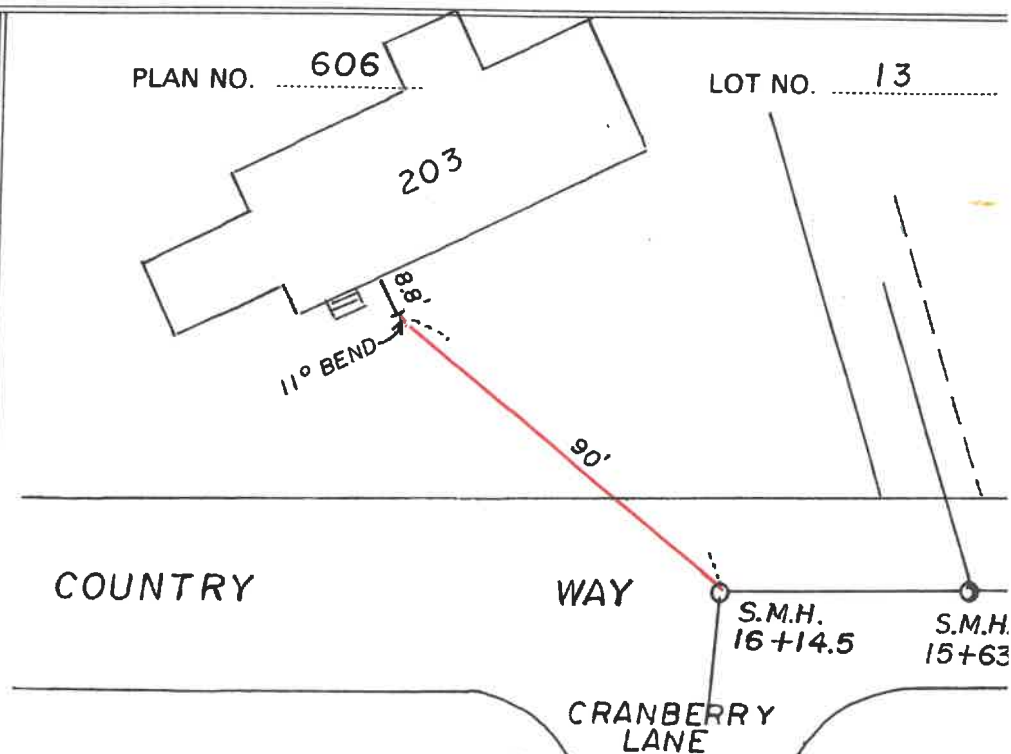
8-10-21 THIS CARD IS VOID
NEW HOUSE

APP. NO. 11,278 NO. 203 COUNTRY WAY

NEW CARD IN PROCESSING

ESTIMATE _____ COST _____ DATE 6/25/08

Length to St. Line	30.0'
St. Line to Bldg.	68.8'
Total Length	98.8'
Depth at Main	7.0'
" " St. Line	6.6'
" " Bldg.	2.8'
Ave. Depth	
Kind of Soil	Gravel
Ledge	
Depth of Gr. Water	
Work Started	
" Finished	
Plumbing Conn.	



7

0.8922

July 11, 1963

1

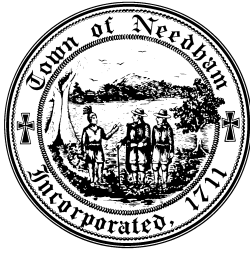
26-11-20

2019 MED

七

I hereby certify that the existing and approved street grades, existing sewers drains and water mains are approximately:





NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:00 p.m. on December 14, 2021** upon petition of Eversource Energy dated **November 29, 2021** to install approximately 18 feet of conduit in Country Way. This work is necessary to provide underground electric service to 203 Country Way, 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

You are invited to a Zoom webinar.
When: Dec 14, 2021 06:00 PM Eastern Time (US and Canada)
Topic: Select Board Meeting 12/14/2021

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/85892782400?pwd=V3hVZEZHWWhovZS9FVm5QeE9TNFhMUT09> Passcode: 117907
Or One tap mobile: US: +13126266799,,85892782400#
Or Telephone: US: +1 312 626 6799
Webinar ID: 858 9278 2400

Dated: December 1, 2021

203 COUNTRY WAY

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/213.0-0025-0000.0	MANDELBRAUT, IRINA	C/O ENGLANDER, EDWARD S. TR.	32 SCOTT RD	NEEDHAM	MA	02492-
199/213.0-0024-0000.0	WEINSTEIN, DENISA		24 SCOTT RD	NEEDHAM	MA	02492-
199/212.0-0055-0000.0	HEAD, DANIEL G. JR. &	HEAD, KAREN S	7 CRANBERRY LN	NEEDHAM	MA	02492-
199/212.0-0054-0000.0	SURR, FRED &	SURR, WENDY	216 COUNTRY WAY	NEEDHAM	MA	02492-
199/212.0-0052-0000.0	ROCHE, DANIEL F. TRUSTEE	THE EDR NOMINEE TRUST	232 COUNTRY WAY	NEEDHAM	MA	02492-
199/212.0-0053-0000.0	RAUCH, BETSY FACHER &	RAUCH, EVAN FACHER	224 COUNTRY WAY	NEEDHAM	MA	02492-
199/212.0-0056-0000.0	ABRAHAM, ANDREW M. TR. &	ABRAHAM, SUSAN B. TR	185 COUNTRY WAY	NEEDHAM	MA	02492-
199/212.0-0029-0000.0	TZOUROS, CLAIRE A		12 CRANBERRY LN	NEEDHAM	MA	02492-
199/212.0-0057-0000.0	TOWNSEND, LORIEL E. TR	C/O 203 COUNTRY WAY LLC	203 COUNTRY WAY	NEEDHAM	MA	02492-
199/212.0-0058-0000.0	PRADHAN, SURESH B. TR.	SBP REALTY TRUST	233 COUNTRY WAY	NEEDHAM	MA	02492-

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





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

MEETING DATE: 12/14/2021

Agenda Item	Introduce Department Managers
Presenter(s)	• Katie King, Assistant Town Manager/Director of Operations • Carys Lustig, DPW Director • Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Assistant Town Manager Katie King will introduce newly appointed Library Director Kim Hewitt. DPW Director Carys Lustig will introduce newly appointed Water & Sewer Superintendent Mike Retzky and Director of Administration & Finance, Public Services Cecilia Simchak. The Town Manager will introduce newly appointed Director of Human Resources Chuck Murphy-Romboletti.	
2.	VOTE REQUIRED BY SELECT BOARD
Introduction Only	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Resumes for Kim Hewitt, Mike Retzky, Cecilia Simchak, and Chuck Murphy-Romboletti.	

KIMBERLY HEWITT

EDUCATION

M.S. Library & Information
Science Simmons College,
Boston, MA May 2015,
GPA: 3.77

B.A. American Studies UMASS
Boston, Boston, MA

COMMITTEES

VP/President-elect, Mass
Library Association, May 2021

Co-chair, MLA Conference
Committee, June 2018-Present
Member, June 2016-June 2018

Founder & Chair, MLA
Leadership and Management
Section, June 2019- July 2020

PRESENTATIONS

"Transitioning into Middle
Management," at MLA 2019

"Listening to Citizens:
Launching a City-Wide Oral
History Project," at MLA 2017 &
NELA 2017

PROFESSIONAL DEVELOPMENT HIGHLIGHTS

New England Library Leadership
Symposium 2019 (NELLS)

Library Director Bootcamp
(ALA)

Finding Common Ground
(MBLC)

Basic Library Techniques:
Administration (MLS)

Public Library Administration
and Innovation for the 21st
Century (ALA)

Women Leading Government
(MMA)

WORK EXPERIENCE

Waltham Public Library

Circulation Department Head, 3/2018-Present

- Manage a department of 11 permanent employees at 3 public desks in an urban library setting
- Develop culture and policies in relation to the library's mission
- Ensure excellent customer service and consistent application of policies, procedures, and exceptions
- Wrote and implemented COVID reopening plans
- Participate on Equity Committee, selecting DEI firm for library training
- Developed the first Bus Pass Program in a public library in MA
- Coach and train staff from all departments year round
- Evaluate employee performance in annual reviews
- Implemented 1st library-wide scheduling software, creating the schedule templates for all permanent and substitute employees
- Schedule staff from 4 departments on 3 public desks
- Resolve patron issues both in person and via email/phone
- Facilitate staff projects and support professional development
- Created and oversee the library's Instagram account, train staff to contribute to social media, respond to patron interactions there
- Empower staff to handle challenging patron interactions
- Prepare departmental budget requests
- Report statistics for Annual Report Information Survey (ARIS)

Newton Free Library

Acting Asst. Supervisor of Public Services, 11/2017-3/2018

- Contribute to the management of the one of the busiest public libraries in the state
- Schedule over 40 employees using When-to-Work software
- Oversee service outcomes at public service desks
- Participate on hiring team for Library Assistants & Librarians
- Train staff on patron engagement and departmental procedures

Public Services Librarian, 3/2016-11/2017

- Selector of materials for Newton's General Fiction collection (secondary selector for Science Fiction, Mystery, Travel)
- Managed citywide oral history project, Newton Talks
- Secured \$5,000 for Newton Talks via successful grant proposal
- Managed Libguides for Newton Talks and Digital Newton
- Instructed technology classes at the library and the Newton Senior Center, over 76 sessions taught
- Recommended items for Digital Commonwealth digitization
- Curated Special Collections materials, assessed preservation needs developed procedures and operational standards
- Provided reader's advisory for Homebound patrons
- Cataloged Special Collections materials and interviews
- Assisted in coordination of Homebound delivery services

Senior Library Assistant, 2/2013-3/2016

- Created lists for circulation needs in Sierra ILS
- Developed monthly iPad course implemented in 2014
- Developed monthly Sci-Fi book group, June 2014-Feb 2017
- Managed Museum Pass program, maintained in Tixkeeper

Michael J. Retzky



EXPERIENCE:

Town of Needham

Needham, MA

January 2016 - Current

Building Design & Construction Department / Permanent Public Building Committee

Project / Construction Manager

- As the Town's (Owner's) Project Manager complete project oversight was performed for the following projects: Hillside School at Central Ave (Site Prep.), Hillside School at Central Ave (Demolition), Rosemary Recreation Complex, Memorial Park Field House, Mitchell Modular Classrooms (Art & Music), Feasibility Study and construction of the Public Safety Building & Fire Station #2 & Ridge Hill (Manor House & Garage) Demolition Study
- Coordinated and managed project design with the Architects, their sub-consultants and the user group representatives.
- Managed & coordinated all phases of Capital Improvement projects including designer selection RFQ/RFP/IFB, feasibility studies, design & construction phase process, design, and construction meetings, permitting coordination, project budgets, construction oversight through project completion and closeout.
- Responsible for coordination with the necessary town departments including DPW, Planning, Conservation, Building Inspection, Engineering, Health, Park & Recreation, School, Police, Fire and Town Hall.
- Responsible for coordinating and obtaining Certificates of Occupancy and Certificates of Compliance.
- Extensive coordination and communication with Eversource (Gas & Electric), Verizon, Comcast & RCN for utility disconnects and relocation/installs.

CDM Smith (Formally CDM)

Boston, MA

April 1986 – January 2016

Project / Construction Manager

- Responsible for managing all phases of the design and construction process.
- Perform project bid reviews, reference checks and recommendations to award contracts.
- Review and edit construction plans and specifications during design
- Participate in Value Engineering (VE) reviews
- Work with design team for project technical and constructability reviews.
- Manage, review, recommend approvals for project /contract pay applications
- Perform monthly project meetings and monitor project schedules.
- Manage and review contract shop drawings and project submittals
- Review potential project change orders and provide appropriate recommendations based on the contract documents

CDM Smith Project Experience

2011 – January 2016: Metropolitan District Commission (MDC), Hartford, CT

- Construction Program Manager with CDM Smith at the MDC for 10 separate CSO and SSO projects totaling approximately \$45 Million. Responsible for managing 6 field engineers and construction representatives.
- Provided daily coordination with all town departments including the Town Manager, Department of Public Works, Police Department, Fire Departments, School Transportation Department, Engineering Department, along with the public and private utility companies and local railroad company.
- Responsible for developing and delivering all project outreach and communication to the local affected communities.
- Attended, presented, and assisted at all the public informational meetings throughout the project duration.
- Interaction with the residents/homeowners and business owners affected by the construction or related construction activities.

2003 – 2011: Town of Tewksbury, MA – Sewer Expansion and Improvements Project

- Construction Manager/Lead Construction Representative for \$100 million utility improvements (Sewer/Water/Drain) project.
- Consisted of fifteen (15) separate contracts with multiple contractors. Project encompassed 90+ miles of road construction with 28 new sewer pump stations with numerous utility easements.
- Work was performed over a contiguous 8-year construction duration to complete the final sewer expansion on the remaining 46% of the town's sewer infrastructure.
- Coordinated pump station inspections, start-ups, and testing.
- Managed a staff of 2 to 5 resident engineers and construction representatives per contract totaling a rotating staff of 44 different resident engineers/inspectors including field administration support. Project was completed on time and within the revised budget.
- Responsible for constructability and design reviews for all the Tewksbury contracts including reviewing and editing the contract plans and specifications.
- Provided daily and long-term coordination with all town departments including the Town Manager, Department of Public Works, Police Department, Fire Departments, School Transportation Department, Engineering Department, Health Department along with the public and private utility companies and local railroad company.
- Daily interaction with the residents / homeowners and business owners affected by the construction or related construction activities.
- Attended, presented, and assisted at all public informational meetings throughout the project duration.
- Reviewed and approved monthly pay requisition requests for all contracts. Managed and coordinated all weekly project meetings and coordinated construction survey with our sub-consultant for the entire project.

Projects / Progressive experience with CDM Smith

- Wastewater Treatment Plant Nitrogen Removal Pilot project for the City of Attleboro, Massachusetts. Managed construction of this project with multiple trades from project start through training and project completion.

- Performed construction coordination/project management for numerous projects/clients including the City of Salem, MA (Water System Gate Valve Replacement Project) and MWRA Sewer Pump Station Improvements). Monitored construction contract costs and general services budgets.
- Provided services and repeat services to numerous municipalities including the Town of Danvers, MA, City of Methuen, MA, Town of Webster, MA, Town of Tewksbury, MA, Lynn Water and Sewer Commission, Lynn, MA, City of Salem, MA, Town of Milton, MA. and The Metropolitan District Commission in Hartford, CT.
- Managed and performed construction inspection on numerous CSO projects which included extensive sewer rehabilitation, including CIPP lining on large and small diameter sewer mains and services with sewer manhole rehabilitation.
- Progressive growth and promotions within the construction services department in my 29-year tenure.

**2007-2009 Needham Sports Council (Private Non-Profit) / Field of Dreams Committee
Needham, MA**

Volunteer Project Manager

- Performed volunteer PM duties for the field improvements and re-construction of DeFazio Fields and Memorial Park while maintaining my full-time work at CDM Smith.
- Monitored progress, approved monthly pay applications, attended progress meetings
- Coordinated and worked with various town departments including the Park and Recreation Dept. & P&R Commission, Parks and Forestry Dept., DPW, Engineering Dept., Building Inspection Department, Town Select Board and Town Manager.

**1977-1986 Perdoni Brothers, Inc., Utility, general site and building construction (Full and Part-time)
Natick-Wellesley, MA**

Laborer/Equipment Operator/Foreman

- Performed various duties ranging from laborer to foreman
- Equipment operator and truck driver
- Road construction and utility installation (Water/Sewer/Drain/Electrical /Telephone) for various local municipalities, private developers, and utility companies.
- Site excavation work performed for local schools, hospitals, and private developers

References provided upon request

EDUCATION:Wentworth Institute of Technology

Boston, MA

- B.S., Construction Management, 1997
- A.S., Civil Engineering Technology, 1984

Wellesley Senior High School

Wellesley, MA

- High School Diploma

CERTIFICATION / TRAINING:

- OSHA 10 Hour Construction Safety Training
- OSHA 40 Hour Hazardous Waste H&S Training
- OSHA Confined Space Entry Training
- OSHA 8 Hour Hazardous Waste Site Supervisory Training
- CDM Smith's (in-house) Project Management Training Program
- NASSCO: PACP, LACP, & MACP Certified
- MCPPO Program Classes:
 - Public Contracting Overview
 - Design and Construction Contracting
 - Recertification for School Project Designers and Owner's Project Managers
 - Currently enrolled in the Supplies and Services Contracting

VOLUNTEER BOARDS / INTERESTS:

- Needham Park and Recreation Commission – Local Town Elected Position (Former Vice-Chair & Chairman / Former Board Member)
- User Agency Representative on the Needham PPBC for the P&R Commission for the Cricket Field Building Feasibility Study (Past)
- Rail Trail Advisory Committee (Former Chairman)
- Needham Community Preservation Commission (Former Board Member)
- Needham Schools Athletic Advisory Council (Former Board Member)
- Needham Sports Council (Former Board Member)
- Needham Field of Dreams (Former Board Member)
- Needham Field Study Committee (Former Board Member)
- Needham Junior Football (Former Board Member/Vice-Chairman /Vice President)
- Former coach for numerous Needham youth sports groups: Needham Jr. Football, Needham Baseball, YMCA Youth Basketball and Soccer, St. Bart's Soccer, MetroWest Basketball League, St. Joe's Basketball, and the Needham Basketball Association

CECILIA SIMCHAK

EDUCATION:

NORTHEASTERN UNIVERSITY
BOSTON, MA

Masters of Science Degree in Law and Public Policy

UNIVERSITY OF ROCHESTER
ROCHESTER, NY

Bachelor of Arts Degree in Political Science and English Literature

EMPLOYMENT:

TOWN OF NEEDHAM: DEPARTMENT OF PUBLIC WORKS
NEEDHAM, MA

Administrative Analyst

November 2015 - Current

- Analyze, prepare, and track annual capital and operating budget for the Department of Works
- Compile public bid documents, draft specifications, track public bidding, receive bids, ensure compliance with procurement law, award contracts, and track contract progress including change orders and close out
- Provide contract management oversight, working with contractors on obtaining quotes, scheduling projects, and coordination throughout the project
- Provide project management and coordination on major projects including restroom renovations, gym floor replacements, flooring replacements, and boiler replacements
- Manage scheduling, change orders, contract documents, prevailing wage collection, invoicing, and project close out on major capital improvement projects
- Provide project tracking for the entire division and the many projects of various scope and size throughout the Town
- Track and analyze energy usage, reporting for energy efficiency renovations and improvements
- Track, analyze, and interpret work orders, used to determine work necessary in each building
- Code, invoice, and track invoices received for all parts ordered and work outsourced ensuring work is complete or received
- Track spending throughout the year to ensure Building Maintenance division remains within budget
- Ensure compliance with multiple union contracts for employees within the department
- Responsible for checking and approving payroll weekly, as well as ensuring salary spending remains within budget
- Work collaboratively with other Town employees on Standard Operating Procedures and policies for the Town
- Communicate with Town Manager and Finance Director regarding budget
- Manage SchoolDude software, which tracks permitting of spaces throughout the town, work order requests and completions, upcoming capital projects, and reporting of all data
- Provide review of real time data in the Building Management System
- Supervise other administrative staff in the office with regards to payroll, invoices, customer service, and permitting
- Member of International City Managers Association (ICMA)
- Associate Massachusetts Certification of Public Purchasing Officials (MCPPO) Certification

NEEDHAM HOUSING AUTHORITY
NEEDHAM, MA

Minute Taker

July 2018 – June 2019

- Attend monthly board meetings and take minutes
- Edit and revise as necessary prior to final submission
- Attend and take minutes for any other special board minutes

QUINCY YOUTHBUILD
QUINCY, MA

Case Manager/Counselor

September 2014 – November 2015

- Provide case management and counseling services to youth aged 16-24 enrolled in our YouthBuild program, focusing on keeping them enrolled in classes to obtain their high school equivalency degree and learn vital construction apprenticeship skills
- Connect with local schools, businesses, community programs, and correctional programs to recruit youth who have dropped out of high school
- Prepare lessons and teach youth life skills, including but not limited to budgeting, civic engagement, and job readiness skills

- Track and monitor students' accomplishments in the online state monitored system (MIS)
- Evaluate the needs and goals of each individual student and plan individual service plans to assist them in accomplishing their goals
- Responsible for all outside referrals necessary to help keep them on track

HILLSIDE CHILDREN'S CENTER

ROCHESTER, NY

ALTERNATIVES FOR INDEPENDENT YOUTH & EMERGENCY SERVICES

Employment Navigator

August 2012 – May 2014

- Provide case management with a focus on educational and employment opportunities for youth aged 17-21
- Connect with local jails and correctional facilities to provide counseling on educational and employment opportunities and run groups to connect and counsel with youth who are preparing to re-enter the community
- Collect local resources, including GED programs, work experience programs, occupational training, secondary education, work readiness workshops, and upcoming employment opportunities in order to make appropriate recommendations to youth
- Provide one on one assistance and training with job applications, resumes, interview skills, and work readiness skills
- Determine eligibility for Workforce Investment Act (WIA) enrollment, fill out appropriate paperwork, and make timely updates in One Stop Operating System (OSOS)
- Responsible for recruitment, eligibility, tracking, follow up, program planning, community connections, resources, and anything else necessary for the employment navigator program
- On call rotations – provide after hours and weekend emergency assistance and house checks for youth living independently in our transitional living program
- Run the drop-in center weekly, cooking meals for the youth, supervising youth, handing out hygiene products, and providing a safe place, after school.

AmeriCorps Member

September 2011-August 2012

- Case management, transitional living program house management, drop-in center and jail outreach
- Counsel for runaway and homeless adolescents, provide advocacy for education, employment, public assistance, parenting, and mental health
- Assist in planning and completing goals focused on independent living skills, housing, furthering education, obtaining mental health treatment, and obtaining employment
- Proficient at working with youth in crisis situations and providing them support to find safe and stable housing
- Efficient knowledge of community resources and navigating them
- One on one communication and group discussions with incarcerated youth
- Management of a transitional living program for youth – responsible for running group meetings, providing support for youth in transition towards independence, partnering intensively with youth to succeed at goals, and other daily interactions

Charles J. Murphy-Romboletti

Education

Master of Public Administration

Northeastern University, School of Public Policy and Urban Affairs, Boston, MA

Bachelor of Arts; *Major: Sociology; Minor: East Asian Studies*

Bates College, Lewiston, ME

Professional Experience

Town of Needham, Needham, MA

Apr. 2014 – current

Assistant Director of Human Resources

Jan. 2016 – current

- Board and Steering Committee member on the West Suburban Health Group, joint purchasing arrangement for group health insurance. Helped with coordination and communication of migration of the Town's health insurance plans from co-pay plans to High Deductible and Low Deductible options, resulting in 60% subscriber enrollment in High Deductible plan option. Helped bring on new or update various benefit offerings: Group Life Insurance, Term and Whole Life Insurance, Supplemental Accident and Disability Insurances, Dental Insurance and Vision insurance
- Helping facilitate Town-wide employee engagement initiative; working with consultant to execute strategies based on employee satisfaction survey, including building employee-led "solutions teams" of champions across departments; Worked with consultant to develop in-house Management Certificate training program.
- Helped write, update or draft various Personnel policies including: Hiring Policy, Remote Work Policy, Family and Medical Leave Policy, Education Reimbursement, Policy and others.
- Helped successfully advocate for new position of Benefits Administrator in HR office, developed job description, led recruitment, hired candidate and integrated new position into existing office operations.
- Undertaking town-wide, 130+ position classification and compensation study with Director; working with consultant to create an updated classification and compensation plan that is consistent, equitable and provides equal pay for equal work.
- Coordinating recruitment activities for open positions including screening application materials for MERs, conducting interviews, and assisting departments in hiring decisions, while upholding fair, consistent and thorough hiring practices.
- Triaging and facilitating investigations of employee relations matters, including sexual harassment, harassment of protected classes and workplace violence.

Human Resources Administrator

Jul. 2015 – Jan. 2016

- Administration of benefits budget including health, life, flexible spending, health savings account, dental, vision and voluntary insurances, unemployment, workers compensation/injured-on-duty program, for employees and retirees. Assisting Town Manager with forecasting and developing a recommended annual benefits budget (approx. \$16.5 million in FY21) and OPEB contributions (approx. \$7 million in FY21)
- Worked directly with employees, retirees, and benefits vendors to troubleshoot and solve benefits enrollment issues, all while maintaining a high level of customer service and professionally representing the office.
- Administering centralized town-wide workers compensation and public safety Injured-on-Duty program; working with third party administrator, legal counsel and departments to ensure timely, accurate administration of claims, constantly standardizing and streamlining processes across departments.
- Administering FMLA and leave process for the Town, ensuring division managers are adhering to consistent town-wide leave administration. including making contact with employees, explaining FMLA benefits and process, tracking progress and ensuring compliance in providing medical documentation.

Management Fellow

Apr. 2014 – Jul. 2015

- Lead, managed and facilitated committees of department managers to improve the Town's Performance Evaluation policy, Performance Measurement program and Employee Engagement strategy.
- Lead or participated in interviews during the recruitment process of several department manager and assistant manager level positions including Assistant Superintendent and Superintendent of the Recycling and Transfer Station, Assistant Director of Assessing, Director of Public Health, Fire Chief and others.
- Researched and analyzed data and information of comparable communities' collective bargaining agreements contracts for labor negotiations and compensation studies.
- Participated as part of various procurement review and selection teams including the hiring of a consultant for Fire Chief Assessment Center, Document Management software, administrator of employee flexible spending and health reimbursement accounts, third party administrator for workers compensation and injured on duty cases, and OPEB actuarial services.
- Attending annual budget hearings for various departments with the Town Manager, Assistant Town Manager of Finance and Assistant Town Manager of Operations.

Greater Holyoke Chamber of Commerce, Holyoke, MA

Dec. 2013 – Mar. 2013

Consultant - Website maintenance and development

Dukakis Center for Urban and Regional Policy, Boston, MA

Sept. 2013 – Mar. 2013

Work Study – Website maintenance and development

City of Holyoke, Holyoke, MA

June 2009 – Aug. 2013

Office of Planning & Economic Development

May 2011 – Aug. 2013

Development Specialist, Economic Development

- Developed and executed communication and outreach strategy for the Holyoke Redevelopment Authority's Urban Renewal Plan resulting in a 15-0 approval by the City Council
- Developed, wrote, distributed Office's first monthly e-newsletter; a member of the City's "web-team" in revising City website, Holyoke.org,
- Frequently presented to local and state committees and board including City Council, Planning Board, Redevelopment Authority, Conservation Commission, State Economic Assistance Coordinating Council. Provided general staff support to the Holyoke Redevelopment Authority, Holyoke Economic Development and Industrial Corporation, Mayor's Industrial Advisory Committee.

Office of Planning & Economic Development

Dec. 2009 – Apr. 2010

Head Clerk, Planning Department

- Communicated with and assisted residents, developers, City Officials and others with inquires relative to land-use planning, zoning and economic development activities,
- Prepared materials for staff and board members for Planning Board public meetings/hearings, transcribed minutes, scheduled joint hearings with City Council, in accordance with State Open Meeting Law
- Organized and streamlined official records of Planning Board and Department in accordance with State Public Records law.

Mayor's Office, Mayoral Aide

Sept. 2009 – Nov. 2009

Personnel Department, Administrative Aide, Part-Time

June 2009 – Aug. 2009

Professional Development

"Leadership ICMA" program, International City/County Managers Association (ICMA)

2017-2019

Completion of Capstone Project for the City of Georgetown, TX



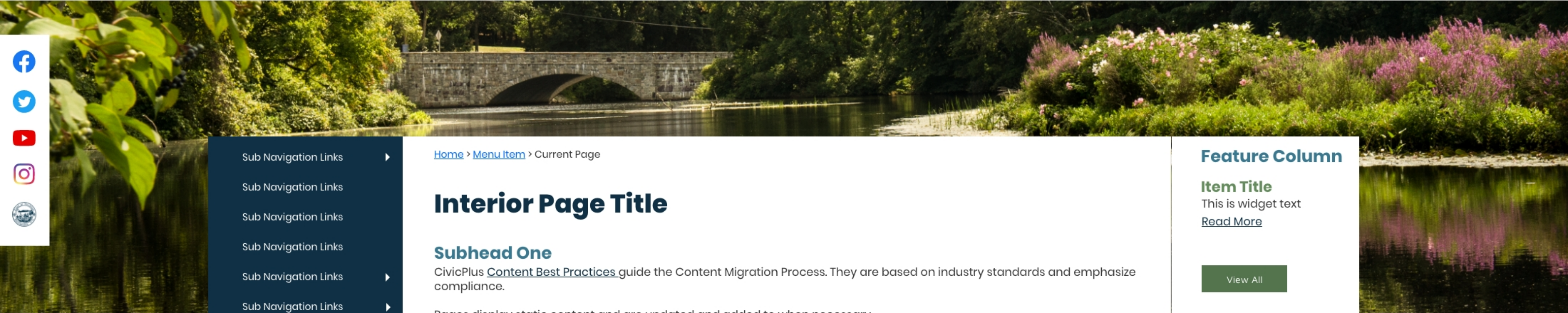
**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/14/2021

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town has been working with its vendor, Civic Plus, to redesign the website to make it more attractive, user-friendly and accessible. Cyndi will present the current draft of the new site for discussion.	
2.	VOTE REQUIRED BY SELECT BOARD
None.	
3.	BACK UP INFORMATION ATTACHED
a. Redesigned website draft images	





Sub Navigation Links ▶

Sub Navigation Links

Sub Navigation Links

Sub Navigation Links

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Sub Navigation Links ▶

Home > Menu Item > Current Page

Interior Page Title

Subhead One

CivicPlus Content Best Practices guide the Content Migration Process. They are based on industry standards and emphasize compliance.

Pages display static content and are updated and added to when necessary.

Subhead Two

Modules populate dynamic information that is linked throughout the site and related to the appropriate pages. Many modules have subscription options for your customers that allows them to subscribe to updates to the calendar, agendas, etc.

Information in Modules is generally brief and responsive to specific customer needs. This allows modules to be very specific: events for the calendar, alerts for the alert center, agendas in the agenda center and so on.

Modules are generally organized by category. Often administrative users are given access to specific categories that fit their role; permissions support this structure.

Active Tab

Inactive Tab

Feature Column

Item Title

This is widget text

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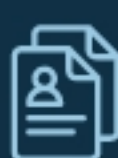




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Contact Us

1471 Highland Avenue
Needham, MA 02492
Phone: 781-455-7500

Frequently Asked Questions

How can I serve on a town board or commission?
How do I request public records from the Town?
Where can I register for parks and recreation programs?
How can I dispose of my recyclable materials?
Does the Town of Needham provide notary services?

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

MEETING DATE: 12/14/2021

Agenda Item	Approve and Sign Records, Witnessing the Perambulation of the Town Boundaries.
Presenter(s)	Carys Lustig, DPW Director Thomas Ryder, Acting Town Engineer

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
According to Chapter 42, Section 2 of the Massachusetts General Laws, “The boundary markers of every town shall be located, the marks thereon renewed, and the year located marked upon the face thereof which bears the letter of the town locating its boundary, once every five years, by at least two of the selectmen of the town or by two substitutes designated by them in writing. The marking shall be made with a paint or other suitable marking material. The proceedings shall be recorded with the town clerk and the board of selectmen of the town in writing signed under penalty of perjury setting forth which boundary marks were located, and those which were not located. A copy of such records shall also be sent, by registered letter, to the town clerk and the board of selectmen of any contiguous town.” Perambulation of the Town of Needham’s bounds was performed on November 6, 2021. The attached records complete the notification process to the neighboring towns.	
2.	VOTE REQUIRED BY SELECT BOARD
<u>Suggested Motion</u>: “To approve and sign the attached records that the Town boundary markers were witnessed during the perambulation which took place, November 6, 2021.”	
3.	BACK UP INFORMATION ATTACHED
a. Record Information of the Town boundary for signature (3-originals)	

December 14, 2021

PERAMBULATION OF NEEDHAM TOWN LINE – WELLESLEY

This is to certify that we, the Needham Select Board, have the 6th day of November 2021, perambulated the boundary lines between Needham and Wellesley and renewed the marks on the monuments at the following locations:

1. Off Charles River Street, Needham
- 1.A. Winding River Road
2. Grove Street
3. Cartwright Road
4. Great Plain Avenue
5. Forest Street
6. Brookside Road
7. Wellesley Avenue at Rosemary Brook
8. Wellesley Avenue, Wellesley
Hunnewell Street, Needham
9. Oakland Street, Wellesley
Wellesley Avenue, Needham
10. Cedar Street
11. Worcester Road (Route 9) and
Route 128 (Interstate 95) Interchange

Needham Select Board

December 14, 2021

PERAMBULATION OF NEEDHAM TOWN LINE – WESTWOOD

We, the undersigned, have perambulated the Town Line between Westwood and Needham and renewed the marks on the monuments.

The Town Line begins at the center of the Charles River at a point opposite a stone monument on the southeast bank of the Charles River that forms the corner between Dedham, Needham and Westwood, the monument being known as D-N-W Witness Mark and being on the line between Dedham and Westwood. Thence, southwesterly to a point at the center of the Charles River at a point opposite a stone monument being known as D-D Witness Mark and being on the line between Westwood and Dover. Said monument having been set at a time when the line was between Dover and Dedham prior to the date when Westwood was incorporated from Dedham.

This line was perambulated November 6, 2021.

Needham Select Board

December 14, 2021

PERAMBULATION OF NEEDHAM TOWN LINE – DOVER

We, the undersigned, have perambulated the Town Line between Dover and Needham and renewed the marks on the monuments.

The Town Line begins at the center of the Charles River at a point opposite a stone monument on the southeast bank of the Charles River that forms a corner between Dover, Needham and Westwood, the monument being known as D-D Witness Mark and being on the line between Dover and Westwood. Said monument having been set at a time when the line was between Dover and Dedham, prior to the date when Westwood was incorporated from Dedham.

This line was perambulated on November 6, 2021.

Needham Select Board

December 14, 2021

PERAMBULATION OF NEEDHAM TOWN LINE – DEDHAM

We, the undersigned, have perambulated the Town Line between Dedham and Needham and renewed the marks on the monuments.

The Town Line begins at the center of the Charles River at the corner between Boston, Dedham and Needham, opposite the mouth of the Long Ditch. Thence, following Long Ditch southwesterly to a stone monument within the M.D.C. Reservation, about 500 feet north of Needham Street, called D-N-1 Witness Mark. Thence, a slight angle still southwesterly about 720 feet to a stone monument called D-N-2 Witness Mark on the south side of Needham Street at the north bank of the Charles River. Thence, running generally westerly by the center of the Charles River to a point opposite a stone monument of the southeast bank of the Charles River to a corner between Dedham, Needham and Westwood, the monument being known as D-N-W Witness Mark and being on the line between Dedham and Westwood.

This line was perambulated on November 6, 2021.

Needham Select Board



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

MEETING DATE: 12/14/2021

Agenda Item	FY2023 Budget Priorities
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Director of Finance Katie King, Assistant Town Manager/Director of Operations

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will review proposed budget priorities for the FY2023 Operating and Capital Budgets with the Select Board.	
2.	VOTE REQUIRED BY SELECT BOARD
A vote on the Budget Priorities is scheduled for December 21, 2021.	
3.	BACK UP INFORMATION ATTACHED
a. Draft Budget Priorities for FY2023	

Select Board Budget Priorities for Fiscal Year 2023

Approved: [DATE]

The Select Board has adopted the following core budget priorities for general government operations. These priorities served as a key guideline in our evaluation of departmental spending requests.

1. Supporting items that contribute to the Town's recovery from the COVID-19 Pandemic.
2. Support for initiatives that ensure that Needham is a welcoming and inclusive community that fosters personal and community safety and ensures that all residents are secure and cared for during emergencies and natural disasters.
3. Supporting initiatives to ensure that Needham residents enjoy high levels of physical and mental well-being and abundant recreational, cultural and educational opportunities in an environment where human rights are respected, diversity is celebrated, and neighbors feel connected.
4. Supporting the renovation, reconstruction and/or preservation of the Town's capital assets in the most prudent, realistic, and efficient manner, including continued investment in buildings, infrastructure, and parks, along with the resources to support adequate staffing to accomplish this goal, particularly in Public Works and Park & Recreation.
5. Ensuring that Needham has the economic opportunities and resources for residents and businesses to thrive in our community.
6. Ensuring that Needham is a sustainable, thriving and equitable community that benefits from and supports clean energy; preserves and responsibly uses the earth's resources; and cares for ecosystems.
7. Creating or strengthening a multi-modal transportation system that gets people where they want to go, when they want to get there, safely and cost-effectively.
8. Support for initiatives that contribute to financial sustainability, including the maintenance of a debt service plan that balances capital needs with the Town's ability to pay, identification of alternative funding sources for traditional cash capital needs, evaluation of financing alternatives, and alignment of capital and maintenance needs with appropriate funding sources.
9. Achieving greater coordination and efficiency among Town departments and providing adequate resources to address identified service delivery and general administrative needs of the Town in a cost-effective manner.
10. Supporting excellent customer service, responsible management of the Town's assets, data-driven decision-making, and community engagement.
11. Maximizing resources within the limits of Proposition 2 ½ to avoid operating overrides.



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

MEETING DATE: 12/14/2021

Agenda Item	Preliminary FY2023 – FY2027 Capital Improvement Plan
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance Katie King, Assistant Town Manager/Operations

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will discuss with the Board the preliminary FY2023 – 2027 Capital Improvement Plan. A vote on the final plan is scheduled for December 21, 2021.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion only.	
3.	BACK UP INFORMATION ATTACHED
a. FY2023 – FY2027 Preliminary Tier I recommendations b. Capital Project Requests for Fiscal Years 2023 – 2027 provided previously (November 30, 2021 packet)	

FY2023 - FY2027 Preliminary Tier 1 Recommendations

FY2023 Capital Project Requests Preliminary Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Town Offices Replacement Furniture	P	Manager	General	1	25,000	25,000	25,000			2
GIS Technology Systems	P	ITC	General	1	120,000	120,000	120,000			4
Public Safety Mobile Devices	P	Police	Public Safety	1	50,000	50,000	50,000			5
Public Works Mobile Devices	P	Admin	Public Works	1	50,000	50,000	50,000			6
Personal Protective Equipment	M	Fire	Public Safety	1	53,174	53,174	53,174			17
School Copiers	RM	Schools	Schools	1	53,275	53,275	53,275			24
School Furniture	R	Schools	Schools	1	25,000	25,000	25,000			30
School Technology	RM	Schools	Schools	1	437,000	437,000	437,000			36
Renovate/Reconstruct Emery Grover Building at Highland Avenue Location (Option #3)	M	Schools	Schools	5	19,400,000	13,400,000		13,400,000		46
School Master Plan Financing & Scheduling Options	NBS	Schools	Schools	5	75,000				75,000	49
Public Works Facilities Improvements	PM	Public Works	Public Works	5	60,000				60,000	64
Roof Top Unit Replacement (Broadmeadow & Eliot Schools)	N	Schools	Schools	2	817,750	817,750	817,750			70
Center at the Heights Generator Installation	PM	COA	Community	2	27,000	27,000	27,000			75
Hillside School Boiler Installation	M	Bldg. Maint	General	2	275,000	275,000	275,000			92
Pollard School Locker Room Retrofit	MI	Schools	Schools	2	1,068,500				1,068,500	99
Centre Street Bridge Replacement	N	Highway	Transportation Network	3	1,650,000				1,650,000	105
Traffic Improvements	P	Engineering	Transportation Network	3	50,000	50,000	50,000			113

FY2023 - FY2027 Preliminary Tier 1 Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Public Works Infrastructure Program	M	Highway	Transportation Network	3	3,951,000	2,655,000	2,655,000		1,296,000	127
Athletic Facility Improvements (Claxton Field Lighting Installation and Softball Field Skin construction)	M	Parks	Community	3		817,000	817,000		(817,000)	140
Bigbelly Trash Receptacles	N	Solid Waste	Community	1	135,000				135,000	144
Recycling and Transfer Station Property Improvements (Tipping Pit Design)	M	Solid Waste	Public Works	3	47,500	47,500	47,500			146
Center at the Heights Space Utilization Study	PB	COA	Community	2	75,000	75,000	75,000			160
Library Space Study	P	Library	Community	2	60,000				60,000	164
Library Technology	P	Library	Community	1	26,280	26,280	26,280			166
Cricket Field Building Improvements	NM	Recreation	Community	2	50,000				50,000	171
High School Tennis Court Improvements Design	N	Recreation	Community	3	50,000	50,000	50,000			178
Open Space Acquisitions	PI	Recreation	Community	5	1,000,000				1,000,000	190
Addition to Fleet Work Truck Class 4	L	Parks	Public Works	4	83,638	83,638	83,638			226
Replace Unit 108 2011 Trackless Tractor	LS	Highway	Public Works	4	298,670	298,670	298,670			226
Replace Unit 5 2011 International 7400 Dump Truck	L	Solid Waste	Public Works	4	291,255	291,255	291,255			226
Replace Unit 59 2015 Steco Trailer	L	Solid Waste	Public Works	4	100,112	100,112	100,112			226
Replace Unit 700 2012 Ford Econ Van E250	C	Bldg. Maint	Public Works	4	71,547	71,547	71,547			226
Replace Unit 713 2012 Ford F450	L	Bldg. Maint	Public Works	4	86,168	86,168	86,168			226
Replace Unit Bus 2 2017 Blue Bird 202 School Bus	L	Schools	Schools	4	108,100	108,100	108,100			226

FY2023 - FY2027 Preliminary Tier 1 Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Replace Unit C-06 2015 Ford F350	C	Fire	Public Safety	4	84,845	84,845	84,845			226
TOTAL					30,755,814	20,178,314	6,778,314	13,400,000	4,577,500	
Community Preservation Fund										
Renovate/Reconstruct Emery Grover Building at Highland Avenue Location (Option #3)	M	Schools	Schools	5		6,000,000		6,000,000		46
Boat Launch Construction	P	Engineering	Community	3	285,000	285,000	285,000			102
Walker Pond Improvements	M	Parks	Community	3	356,000	356,000			356,000	119
Athletic Facility Improvements (Claxton Field Lighting Installation and Softball Field Skin construction)	M	Parks	Community	3	1,825,000	1,008,000	1,008,000		817,000	140
TOTAL					2,466,000	7,649,000	1,293,000	6,000,000	1,173,000	
Sewer Enterprise										
Sewer Main Greendale/Rte. 128 (Cheney to GPA)	M	Sewer	Utilities	3	1,110,000	1,110,000	610,000		500,000	208
Replace Unit 19 2010 International 7400 Series	L	Sewer	Utilities	4	291,255	291,255	291,255			226
TOTAL					1,401,255	1,401,255	901,255		500,000	
Water Enterprise										
TOTAL										
FY2023 Grand Total					34,623,069	29,228,569	8,972,569	19,400,000	6,250,500	

FY2023 - FY2027 Preliminary Tier 1 Recommendations

FY2024 Capital Project Requests Preliminary Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Town Building Switchings	P	ITC	General	1	90,000	90,000	90,000			7
Video Projection Equipment Rosemary Recreation Complex	P	HHS	Community	1	55,000	55,000	55,000			8
Wireless Hardware Infrastructure	P	ITC	General	1	175,000	175,000	175,000			9
Personal Protective Equipment	M	Fire	Public Safety	1	54,503	54,503	54,503			18
School Copiers	RM	Schools	Schools	1	75,241	75,241	75,241			25
School Furniture	R	Schools	Schools	1	25,000	25,000	25,000			31
School Technology	RM	Schools	Schools	1	460,750	460,750	460,750			38
Roof Top Unit Replacement (Broadmeadow & Eliot Schools)	N	Schools	Schools	2	5,250,000	5,250,000		5,250,000		72
Energy Efficiency Upgrade Improvements	P	Various	Utilities	2	100,000	100,000	100,000			78
Facility Assessment for Sustainable Building Management (Library)	P	Schools	Schools	2	50,000	50,000	50,000			89
Open Space Acquisitions	PI	Recreation	Community	5	1,000,000				1,000,000	91
Pollard School Air Conditioning Upgrade	MI	Schools	Schools	2	111,000				111,000	96
Central Ave/ Centre Street Bridge Replacement	N	Engineering	Transportation Network	3	10,820,000				10,820,000	107
Quiet Zone Safety Upgrades	N	Engineering	Transportation Network	3	1,340,000				1,340,000	110
Traffic Improvements	P	Engineering	Transportation Network	3	50,000	50,000	50,000			114
Fleet Refurbishment	PM	Fleet	Public Works	1	150,000				150,000	123
Public Works Infrastructure Program	M	Highway	Transportation Network	3	4,060,500	3,186,000	3,186,000		874,500	130

FY2023 - FY2027 Preliminary Tier 1 Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Athletic Facility Improvements (Fencing)	PM	Parks	Community	3	228,000	228,000	228,000			143
Recycling and Transfer Station Property Improvements (Tipping Pit)	N	Solid Waste	Public Works	3	160,000	160,000	160,000			147
Recycling and Transfer Station Property Improvements (Ventilation Repairs)	N	Solid Waste	Public Works	3	130,000	130,000	130,000			147
NPDES Support Projects	P	Engineering	Stormwater	3	712,000	712,000	712,000			152
Library Materials Handler	M	Library	Community	1	100,000				100,000	162
Library Technology	P	Library	Community	1	36,500	36,500	36,500			167
Cricket Field Building Improvements Design	PM	Recreation	Community	2	250,000				250,000	173
High School Tennis Court Improvements Construction	M	Recreation	Community	3	550,000	550,000	550,000			179
Public Playgrounds	M	Recreation	Community	3	30,000	30,000	30,000			184
Pool Beach Project Design	NI	Recreation	Community	2						187
Center at the Heights Generator Installation	PM	COA	Community	2	180,000	180,000	180,000			
Replace Unit 453 2016 Ford Focus	C	Building	Public Safety	4	41,865	41,865	41,865			228
Replace Unit 454 2014 Ford Fusion	C	Building	Public Safety	4	41,865	41,865	41,865			228
Replace Unit 455 2016 Ford Focus	C	Building	Public Safety	4	41,865	41,865	41,865			228
Replace Unit 456 1014 Ford Fusion	C	Building	Public Safety	4	41,865	41,865	41,865			228
Replace Unit 458 2014 Ford Explorer	C	Building	Public Safety	4	41,865	41,865	41,865			228
Replace Unit C01 2017 Ford Explorer	C	Fire	Public Safety	4	65,091	65,091	65,091			228

FY2023 - FY2027 Preliminary Tier 1 Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Replace Unit 9 2012 INTERNATIONAL 7400 Dump Truck	L	Highway	Public Works	4	232,330	232,330	232,330			228
Replace Unit Bus 1 2017 Blue Bird 202 School Bus	C	Schools	Schools	4	111,883	111,883	111,883			228
Replace Unit 124 Addco Mini Speciality Trailer		Highway	Public Works	4	37,695					228
Replace Unit 90 2016 Steco Trailer		Solid Waste	Public Works	4	86,251					228
Replace Unit R01 E450 Ambulance		Fire	Public Safety	4	375,698	375,698	375,698			228
Replace Unit L-01 2004 Sutphen Quint Ladder Truck	L	Fire	Public Safety	4	1,642,298	1,642,298		1,642,298		228
TOTAL				5	29,004,065	14,234,619	7,342,321	6,892,298	14,645,500	
Community Preservation Fund										
Athletic Facility Improvements (McCloud Field renovation construction)	M	Parks	Community	3	466,000	466,000	466,000			142
Drain System Improvements	M	Sewer	Stormwater	3	2,142,500				2,142,500	204
TOTAL					2,608,500	466,000	466,000		2,142,500	
Sewer Enterprise										
Replace Unit 103 2012 John Deere Backhoe	L	Sewer	Utilities	4	163,007	163,007	163,007			
Cooks Bridge Sewer Pump Station Design	M	Sewer	Utilities	3	369,500				369,500	201
TOTAL					532,507	163,007	163,007		369,500	

FY2023 - FY2027 Preliminary Tier 1 Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Water Enterprise										
Water Supply Development	S	Water	Utilities	3	480,500				480,500	222
Charles River Water Treatment Plant HVAC Upgrades Design	N	Water	Utilities	2	34,000	34,000	34,000			211
Water Distribution System Improvements (South Street - CR to Chestnut)	M	Water	Utilities	3	3,000,000	3,000,000		3,000,000		215
TOTAL					3,514,500	3,034,000	34,000	3,000,000	480,500	
FY2024 Grand Total					35,659,572	17,897,626	8,005,328	9,892,298	17,638,000	

FY2023 - FY2027 Preliminary Tier 1 Recommendations

FY2025 Capital Project Requests Preliminary Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Town Offices Replacement Furniture	P	Manager	General	1	25,000	25,000	25,000			3
Town Building Security and Traffic Cameras	PIS	Police	General	1	350,000				350,000	10
Data Center Servers	P	ITC	General	1	600,000	600,000	600,000			12
Personal Protective Equipment	M	Fire	Public Safety	1	55,865	55,865	55,865			19
School Copiers	RM	Schools	Schools	1	60,783	60,783	60,783			26
School Furniture	R	Schools	Schools	1	25,000	25,000	25,000			32
School Technology	RM	Schools	Schools	1	581,150	581,150	581,150			40
Energy Efficiency Upgrade Improvements	P	Various	Utilities	2	100,000	100,000	100,000			80
Facility Assessment for Sustainable Building Management (High Rock)	P	Schools	Schools	2	50,000	50,000	50,000			90
Pollard School Air Conditioning Upgrade	MI	Schools	Schools	2	1,246,140				1,246,140	97
Roof Replacement (High School)	NI	Schools	Schools	2						101
Quiet Zone Safety Upgrades	N	Engineering	Transportation Network	3	2,775,000				2,775,000	111
Traffic Improvements	P	Engineering	Transportation Network	3	50,000	50,000	50,000			115
Public Works Infrastructure Program	M	Highway	Transportation Network	3	3,883,000	3,448,000	3,448,000		435,000	132
NPDES Support Projects	P	Engineering	Stormwater	3	735,000	735,000	735,000			154
Athletic Fields Master Plan	MN	Recreation	Community	3	30,000				30,000	168
Cricket Field Building Improvements Construction	PM	Recreation	Community	2	1,500,000				1,500,000	175

FY2023 - FY2027 Preliminary Tier 1 Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Public Playgrounds	M	Recreation	Community	3	400,000				400,000	185
Pool Beach Project Construction	NI	Recreation	Community	2						188
Open Space Acquisitions	PI	Recreation	Community	5	1,000,000				1,000,000	192
Replace Unit 111 2013 Trackless Sidewalk Plow Tractor	LS	Highway	Public Works	4	212,396	212,396	212,396			230
Replace Unit 186 2010 Giant Leaf Vac Trailer	L	Parks	Public Works	4	34,177	34,177	34,177			230
Replace Unit 253 2010 Vermeer Stump Grinder	L	Parks	Public Works	4	70,750	70,750	70,750			230
Replace Unit 350 2010 John Deere Loader	L	Parks	Public Works	4	34,164	34,164	34,164			230
Replace Unit 61 2013 Genie Forklift	L	Solid Waste	Public Works	4	110,054	110,054	110,054			230
Replace Unit 66 Ford F550	L	Highway	Public Works	4	121,826	121,826	121,826			230
Replace Unit 701 2014 Ford F250	C	Bldg. Maint	Public Works	4	44,541	44,541	44,541			230
Replace Unit 72 2015 Ford F550 Chip Box	L	Parks	Public Works	4	111,846	111,846	111,846			230
Replace Unit 89 2017 Warren Trailer	L	Solid Waste	Public Works	4	90,860	90,860	90,860			230
Replace Unit 93 2015 McCloskey Brothers Trommel Screener	L	Solid Waste	Public Works	4	171,952	171,952	171,952			230
Replace Unit C-43 2017 Ford Escape	C	Fire	Public Safety	4	41,637	41,637	41,637			230
Replace Unit E-04 2005 E-One Cyclone II fire Truck	L	Fire	Public Safety	4	903,483	903,483		903,483		230
Replace Unit R-02 2017 Ford E450 Ambulance	L	Fire	Public Safety	4	388,847	388,847	388,847			230
Replace Unit Van 11 2018 Ford Transit Passenger Van	C	Schools	Schools	4	61,505	61,505	61,505			230
Replace Unit Van 12 2018 Ford Transit Passenger Van	C	Schools	Schools	4	61,505	61,505	61,505			230
TOTAL					15,926,481	8,190,341	7,286,858	903,483	7,736,140	

FY2023 - FY2027 Preliminary Tier 1 Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Community Preservation Fund										
TOTAL										
Sewer Enterprise										
Sewer Main Greendale/Rte. 128 (Cheney to GPA)	P	Sewer	Utilities	3	9,315,000	9,315,000	1,315,000	8,000,000		209
Replace Unit 168 2010 Gorman Utility Trailer	L	Sewer	Utilities	4	46,566	46,566	46,566			230
Sewer System Infiltration and Inflow	MI	Sewer	Utilities	3						206
TOTAL					9,361,566	9,361,566	1,361,566	8,000,000		
Water Enterprise										
Charles River Water Treatment Plant HVAC Upgrades Construction	N	Water	Utilities	2	378,000	378,000	378,000			212
Water Distribution System Improvements (Mills/Sachem) (Mayo Ave - Harris Ave to GPA)	M	Water	Utilities	3	46,500	46,500	46,500			216
Water Supply Development	S	Water	Utilities	3	1,400,000				1,400,000	223
TOTAL					1,824,500	424,500	424,500		1,400,000	
FY2025 Grand Total					27,112,547	17,976,407	9,072,924	8,903,483	9,136,140	

FY2023 - FY2027 Preliminary Tier 1 Recommendations

FY2026 Capital Project Requests Preliminary Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Data Center Servers	P	ITC	General	1	750,000	750,000	750,000			14
Personal Protective Equipment	M	Fire	Public Safety	1	57,262	57,262	57,262			20
School Copiers	RM	Schools	Schools	1	69,773	69,773	69,773			27
School Furniture	R	Schools	Schools	1	25,000	25,000	25,000			33
School Technology	RM	Schools	Schools	1	577,875	577,875	577,875			42
Energy Efficiency Upgrade Improvements	P	Various	Utilities	2	100,000	100,000	100,000			82
Traffic Improvements	P	Engineering	Transportation Network	3	50,000	50,000	50,000			116
Fleet Refurbishment	N	Fleet	Public Works	1	150,000				150,000	124
Public Works Infrastructure Program	M	Highway	Transportation Network	3	2,594,000	2,594,000	2,594,000			135
Recycling and Transfer Station Property Improvements (Building Roof Repairs)	M	Solid Waste	Public Works	3	275,000	275,000	275,000			148
Recycling and Transfer Station Property Improvements (Fabric Covered Storage for 100-Yard Trailers)	M	Solid Waste	Public Works	3	138,000	138,000	138,000			148
NPDES Support Projects	P	Engineering	Stormwater	3	760,000	760,000	760,000			156
Outdoor Basketball Courts	M	Recreation	Community	3	50,000	50,000	50,000			181
Open Space Acquisitions	PI	Recreation	Community	5	1,000,000				1,000,000	193
Replace Unit 116 2014 Prinoth Sidewalk Plow	LS	Highway	Public Works	4	252,953	252,953	252,953			232
Replace Unit 133 2001 John Deere Backhoe	L	Parks	Public Works	4	129,070	129,070	129,070			232

FY2023 - FY2027 Preliminary Tier 1 Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Replace Unit 41 2016 Ford F250 Truck	C	Parks	Public Works	4	54,092	54,092	54,092			232
Replace Unit 50 2016 Ford F250 Truck	C	Parks	Public Works	4	56,868	56,868	56,868			232
Replace Unit 63 2018 Steco Trailer	L	Solid Waste	Public Works	4	91,750	91,750	91,750			232
Replace Unit 703 2015 Ford Transit Van	C	Bldg. Maint	Public Works	4	39,688	39,688	39,688			232
Replace Unit 708 2016 Ford Transit Van	C	Bldg. Maint	Public Works	4	35,285	35,285	35,285			232
Replace Unit 73 2016 Ford F450 Truck	L	Parks	Public Works	4	94,428	94,428	94,428			232
Replace Unit 74 2016 Ford F450 Dump	L	Parks	Public Works	4	141,662	141,662	141,662			232
Replace Unit 75 2016 Ford F450 Truck	L	Parks	Public Works	4	94,428	94,428	94,428			232
Replace Unit 8 2014 International 7400	L	Highway	Public Works	4	246,304	246,304	246,304			232
Replace Unit Van 4 2019 Ford E150 Van	C	Schools	Schools	4	63,658	63,658	63,658			232
Replace Unit Van 5 2019 Ford E150 Van	C	Schools	Schools	4	63,658	63,658	63,658			232
TOTAL					7,960,754	6,810,754	6,810,754		1,150,000	
Community Preservation Fund										
TOTAL										

FY2023 - FY2027 Preliminary Tier 1 Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Sewer Enterprise										
Replace Unit 16 2014 Freightliner Box Truck	L	Sewer	Utilities	4	286,952	286,952	286,952			232
Cooks Bridge Sewer Pump Station Construction	M	Sewer	Utilities	3	3,606,500				3,606,500	202
TOTAL					286,952	286,952	286,952			
Water Enterprise										
Water Distribution System Improvements (Mills/Sachem) (Mayo Ave - Harris Ave to GPA)	M	Water	Utilities	3	450,000	450,000	450,000			217
Water Distribution System Improvements (Kingsbury Street - Oakland Ave to Webster)	N	Water	Utilities	3	116,500	116,500	116,500			218
Replace Unit 156 2011 Baker Robinson 10" Water Pump Trailer	L	Water	Utilities	4	140,872	140,872	140,872			232
Replace Unit 21 2016 Ford F250 Truck	C	Water	Utilities	4	52,541	52,541	52,541			232
TOTAL					759,913	759,913	759,913			
FY2026 Grand Total					9,007,619	7,857,619	7,857,619		1,150,000	

FY2023 - FY2027 Preliminary Tier 1 Recommendations

FY2027 Capital Project Requests Preliminary Tier One Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Personal Protective Equipment	N	Fire	Public Safety	1	58,693	58,693	58,693			21
School Copiers	RN	Schools	Schools	1	51,742	51,742	51,742			28
School Furniture	RN	Schools	Schools	1	25,000	25,000	25,000			34
School Technology	N	Schools	Schools	1	694,575	694,575	694,575			44
Broadmeadow Office Reconfiguration	N	Bldg. Maint	Schools	2						68
Energy Efficiency Upgrade Improvements	N	Various	Utilities	2	100,000	100,000	100,000			84
Traffic Improvements	N	Engineering	Transportation Network	3	50,000	50,000	50,000			117
Crane Replacement	NI	Solid Waste	Public Works	1						121
Public Works Infrastructure Program	N	Highway	Transportation Network	3	3,057,500	3,057,500	3,057,500			137
Recycling and Transfer Station Property Improvements (Building Siding Repair)	PM	Solid Waste	Public Works	3	705,000	705,000	705,000			150
Recycling and Transfer Station Property Improvements (Scale Extension)	PM	Solid Waste	Public Works	3	143,000	143,000	143,000			150
NPDES Support Projects	N	Engineering	Stormwater	3	787,250	787,250	787,250			158
Outdoor Basketball Courts	M	Recreation	Community	3	550,000	550,000	550,000			182
Open Space Acquisitions	NI	Recreation	Community	5	1,000,000				1,000,000	194
Action Sports Park Design	NI	Recreation	Community	3						198
Replace Unit 117 2015 Prinoth SW4S	LS	Highway	Public Works	4	252,413	252,413	252,413			234
Replace Unit 15 2017 Ford Explorer	C	Admin	Public Works	4	54,648	54,648	54,648			234

FY2023 - FY2027 Preliminary Tier 1 Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Replace Unit 336 2017 TORO Field mower	N	Parks	Public Works	4	154,438	154,438	154,438			234
Replace Unit 402 2017 Ford E350	N	X	Community	4	102,225	102,225	102,225			234
Replace Unit 457 2019 Nissan Rogue	C	Building	Public Safety	4	46,416	46,416	46,416			234
Replace Unit 58 2019 Spec Utility SW045	N	Solid Waste	Public Works	4	91,991	91,991	91,991			234
Replace Unit 6 2015 International 7400 Series	N	Highway	Public Works	4	293,968	293,968	293,968			234
Replace Unit 70 2017 FORD F550 DRWSUP	N	Parks	Public Works	4	94,042	94,042	94,042			234
Replace Unit 706 2017 Ford Econ T250	C	Bldg. Maint	Public Works	4	43,229	43,229	43,229			234
Replace Unit 71 2017 FORD F550 DRWSUP	N	Parks	Public Works	4	94,042	94,042	94,042			234
Replace Unit 80 2019 INTERNATIONAL 7300	N	Solid Waste	Public Works	4	250,969	250,969	250,969			234
Replace Unit Bus 14 2020 BLUE BIRD 303	N	Schools	Schools	4	124,047	124,047	124,047			234
Replace Unit Van 01 2020 FORD TRANSIT 150 AWD	C	Schools	Schools	4	65,886	65,886	65,886			234
Replace Unit Van 02 2020 FORD TRANSIT 150 AWD	C	Schools	Schools	4	65,886	65,886	65,886			234
TOTAL					8,956,960	7,956,960	7,956,960		1,000,000	
Community Preservation Fund										
TOTAL										
Sewer Enterprise										
TOTAL										

FY2023 - FY2027 Preliminary Tier 1 Recommendations

Title	Code*	Department	Function	Cat*	Department Request	Recommended Tier 1	Cash	Debt	TBD	Page
Water Enterprise										
Water Distribution System Improvements (Kingsbury Street - Oakland Ave to Webster)	M	Water	Utilities	3	526,500	526,500	526,500			219
Water Distribution System Improvements (Oakland Ave - May Street to Highland)	M	Water	Utilities	3	362,500	362,500	362,500			219
Replace Unit 157 2012 PP&P 6" WATER PUMP Trailer	L	Water	Utilities	4	59,180	59,180	59,180			234
Replace Unit 159 2012 PUMP UTILITY Trailer	L	Water	Utilities	4	59,180	59,180	59,180			234
Replace Unit 165 2012 TAYLOR Generator Trailer	L	Water	Utilities	4	67,530	67,530	67,530			234
Replace Unit 260 2009 Felling	L	Water	Utilities	4	38,974	38,974	38,974			234
TOTAL					1,113,864	1,113,864	1,113,864			
FY2027 Grand Total					10,070,824	9,070,824	9,070,824		1,000,000	

FY2023 - FY2027 Preliminary Tier 1 Recommendations

Code

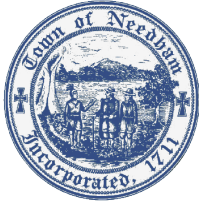
B = Funding may be considered under the operating budget/special warrant article
C = Core Fleet
D = Recommendation is deferred or on hold pending other actions
E = Emergency approval
F = Funded appropriation outside the capital plan
G = Request may not qualify as capital submission
L = Specialized Fleet Equipment
I = Project submission is incomplete or waiting additional information
M = Submission has been modified from previous submission
N = New submission with this CIP
P = Project request has appeared in previous CIP's
Q = Request does not qualify as a capital submission
R = Request is a regularly occurring capital expense
S = No recommendation; under study
U = Urgent request based on identified conditions

Cat (Category)

1 = Equipment or Technology
2 = Building or Facility
3 = Infrastructure
4 = Fleet
5 = Extraordinary

Truck Classification

Class 1 = Smallest Pick-up Trucks 6,000 lbs.
Class 2 = Full Size or 1/2 Ton Pick-up Trucks 6K to 10K lbs. (ex Ford F150 and F250)
Class 3 = Heavy Duty Pick-up Trucks 10K to 14K lbs. (ex Ford F350)
Class 4 = Medium Size Work Trucks 14K to 16K lbs. (ex Ford F450)
Class 5 = Medium Job Trucks 16K to 19.5K lbs. (ex Ford F550)
Class 6 = Medium to Large Trucks 19.5K to 26K (ex Ford F650)
Class 7 = Heavy Duty Trucks 26K to 33K (ex Ford F750) Requires Class B Commercial
Class 8 = Largest Heavy Duty Trucks 33K lbs. or more (specialized equipment)

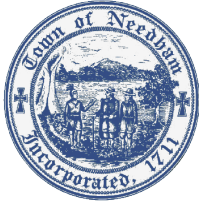


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/14/2021

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

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

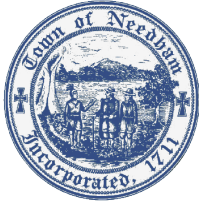


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/14/2021

Agenda Item	Civil Rights Suit Update
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Chair will provide an update on the status of the Civil Rights Lawsuit.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion only	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below)	
None	

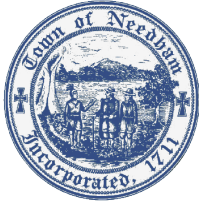


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/14/2021

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	



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

MEETING DATE: 12/14/2021

Agenda Item	Executive Session
Presenter(s)	

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	1.) Exception 3: Potential Litigation & Collective Bargaining 2.) Exception 6: Purchase, Exchange, Lease or Value of Real Property
2.	VOTE REQUIRED BY SELECT BOARD
	<u>Exception 3:</u> To discuss strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. <u>Exception 6:</u> To consider the purchase, exchange, lease, or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Not to return to Open Session prior to adjournment
3.	BACK UP INFORMATION ATTACHED
	none

**Town of Needham
Select Board
Minutes for Tuesday, November 9, 2021
Needham Town Hall
Powers Hall
and
Via ZOOM
<https://us02web.zoom.us/j/86921122312>**

- 6:00 p.m. Call to Order:
A meeting of the Select Board was convened by Chair Matthew D. Borrelli. Those present were Daniel P. Matthews, Marcus Nelson, and Town Manager Kate Fitzpatrick. Marianne Cooley attended via Zoom. Dave Davison, Assistant Town Manager/Finance, Katie King, Assistant Town Manager/Operations, Myles Tucker, Support Services Manager, Kristin Scoble, Administrative Specialist, and Mary Hunt, Recording Secretary were also in attendance.
- 6:00 p.m. Public Comment Period:
Marianne Epstein, 14 Elder Road spoke with the Board about the decision by the DPW to close the Swap Shop at the RTS during the winter season. She said while she has no affiliation with the Swap Shop, she knows many people would be affected by the decision. She noted people rely on the shop for income and as a source of holiday gift giving. She asked the decision for seasonal closure be reconsidered.
- Carys Lustig, Director of Public Works, noted previous discussions with the Select Board about snow removal and location of the Swap Shop. She said residents and volunteers passionate about the Swap Shop voiced concern about the December closure. Ms. Lustig said a decision, in consultation with the RTS Director and Swap Shop Volunteer Coordinator, has been made to extend the Swap Shop season through December 31, 2021 or until the first plowable snow event, whichever comes first.
- Mr. Borrelli said Ms. Lustig's suggestion to extend the season through December 31, 2021 or until the first plowable snow event is reasonable.
- 6:09 p.m. Veterans Day Proclamation:
Mr. Nelson read a Proclamation recognizing Thursday, November 11, 2021 as Veterans Day.
- Motion by Mr. Nelson that the Select Board of the Town of Needham do hereby recognize Thursday, November 11, 2021 as Veterans Day and ask the citizens of the Town to join in appropriate observance of those who have served, preserving the principles of justice, freedom, and democracy.
Second: Mr. Matthews. Unanimously approved 4-0 by roll call vote.**

Mr. Borrelli invited folks to attend Veterans Day observances to be held on Thursday, November 11, 2021 at 11 a.m. at Memorial Park.

6:11 p.m. Public Hearing: RCN Cable Television Contract Renewal
Tom Steel, RCN, Vice President & Regulatory Counsel and Bill August, Special Counsel spoke with the Board about the 10-year cable television renewal license with RCN Telecom Services of MA, LLC for the period of July 10, 2022 through July 9, 2023.

Mr. Borrelli read a statement noting tonight's public hearing is an opportunity for residents to comment on town needs, RCN's performance, and the proposed renewal license, prior to the Select Board taking final action to approve or deny the renewal proposal.

Mr. Steel made a brief statement regarding RCN and its cable partnership with the Town of Needham.

Mr. August summarized the Cable Television Renewal License - July 10, 2022 - July 9, 2032 document.

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

Motion by Mr. Matthews that the Select Board vote to find that the cable franchise renewal proposal of RCN Telecom Services of Massachusetts, LLC reasonably meets the franchise and cable-related renewal needs and interests of the public and Town; and finding that RCN's financial and technical qualifications and local programming channels, facilities, and services are reasonable to meet Town cable franchise needs, move that the Select Board, as Issuing Authority for the Town, vote to accept the renewal agreement with RCN Telecom Services of MA, LLC effective July 10, 2022 and execute renewal paperwork.

Second: Mr. Nelson. Unanimously approved 4-0 by roll call vote.

Mr. Matthews said the presentation, memorandum, and documentation are helpful. He commented Needham is very fortunate to have three cable television franchises, noting citizens are well served.

6:27 p.m. Public Hearing: Eversource Grant of Location - 631 South Street
Jacqueline Duffy, Eversource Energy representative requested permission to install approximately 8 feet of conduit in South Street. This work is necessary to provide underground service to 631 South Street, Needham.

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

Ms. Fitzpatrick indicated all paperwork is in order.

Motion by Mr. Matthews that the Select Board approve and sign a petition from Eversource Energy to install approximately 8 feet of conduit in South Street.

Second: Mr. Nelson. Unanimously approved 4-0 by roll call vote.

6:29 p.m. Public Hearing: Eversource Grant of Location - 475 Hillside Avenue
Jacqueline Duffy, Eversource Energy representative requested permission to install approximately 12 feet of conduit in Hillside Ave. This work is necessary to provide electric service to a new EV charging station at 475 Hillside Avenue, Needham.

Mr. Borrelli invited public comment.

Jeanne McKnight, 100 Rosemary Way, noted the charging station will be located on private property. She asked if the charging station will be available for public use?

Ms. Duffy said she doesn't know the answer to that question.

Mr. Borrelli said the Town will find out the answer to Ms. McKnight's question and let her know.

Motion by Mr. Matthews that the Select Board approve and sign a petition from Eversource Energy to install approximately 12 feet of conduit in Hillside Avenue.

Second: Ms. Cooley. Unanimously approved 4-0 by roll call vote.

Mr. Matthews reiterated the Town Manager will find the answer to Ms. McKnight's question, noting the Select Board's role is to question whether Eversource Energy should be allowed to bury the wire for the charging station within the public way. He acknowledged Ms. McKnight asked a very good question.

6:33 p.m. Joint Meeting with Park and Recreation Commission:
Cindy Chaston, Chair, Chris Gerstel, Vice-Chair, Dina Hannigan, Commissioner, Stacey Mulroy, Director of Park & Recreation, and Fabien Desrouleaux, Assistant Director of Park & Recreation spoke with the Select Board regarding five projects under consideration:

Existing Capital Projects: Boat Launch, Claxton Field, and DeFazio Track
Pickle Ball Court at Mills

Outdoor Facilities Specialist FY23 request, trash reduction strategy

Bathroom access at playgrounds and fields

Requests for Action Sports Complex

Discussion ensued on each project, notably trash on fields, portable and/or permanent bathroom access at playgrounds and fields, and the possibility of installing an action sports complex.

Ms. Chaston said there has been great demand for outdoor space, particularly the Town's parks and fields, since the start of the pandemic. She also commented on the potential difficulty in finding lifeguards for the 2022 summer season at the Rosemary Pool Complex.

The Select Board thanked the Park and Recreation Commission for the discussion.

7:07 p.m. Appointments and Consent Agenda:
Motion by Ms. Cooley that the Select Board vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA *=Backup attached

- 1.* Approve minutes of October 26, 2021 (open session)**
- 2. Accept an \$8,000 donation from the Needham Community Council for Needham Health & Human Services, Interface Referral Program.**
- 3. Accept a \$360 donation from the Temple Aliyah, Rabbi Perkins for the Youth & Family Services, Crisis Support Donation Fund.**
- 4. Accept a \$5,000 donation from the Library Foundation of Needham on behalf of the Ann MacFate Fund for the Visually Impaired.**
- 5. Accept a \$5,000 donation from the Friends of the Needham Public Library on behalf of the Ann MacFate Fund for the Visually Impaired.**
- 6. Accept a \$100 donation from Louise Bacon on behalf of the Ann MacFate Fund for the Visually Impaired.**
- 7. Accept a \$260 donation from multiple Town of Needham Staff on behalf of the Ann MacFate Fund for the Visually Impaired.**
- 8. Accept a \$1,000 donation from an Anonymous donor for Needham Public Health's Traveling Meals Program.**
- 9. Authorize free 2-hour meter parking during the dates of November 25, 2021 – January 1, 2022.**
- 10* Approve a request from Cynthia MacGowan coordinator for the Holiday House Tour Kick Off Car Parade to hold the parade in Needham on Sunday, December 12th, 2021, 5PM with a rain/snow date of Sunday, December 19th, 2021, 5PM. The route of the parade has been approved by the following departments: DPW, Police, Fire and Park & Recreation.**
- 11* Approve a request from Bard Fernandes race coordinator for the Needham Run Club New Year's Day 5K to hold the road race in Needham. The event is scheduled for Saturday, January 1, 2022, 9AM. The route of the parade has been approved by the following departments: DPW, Police, Fire and Park & Recreation.**
- 12* Approve a Common Victualler License for PM Story Corporation d/b/a Little Spoon for calendar year 2021.**
- 13* Approve and sign Water & Sewer Abatement #1312.**

Second: Mr. Matthews. Unanimously approved 4-0 by roll call vote.

7:08 p.m.

Community Preservation Plan Update:

Peter Pingitore, Chair, Community Preservation Committee and members of the Community Preservation Committee spoke with the Select Board as part of their process of reviewing and updating the Town of Needham Community Preservation Plan. It was noted the Plan was last updated in March 2014.

Mr. Pingatore said the purpose of meeting tonight is to follow up on his email dated August 4, 2021 to various stakeholders, noting the Community Preservation Committee is beginning the process of formally reviewing the Town of Needham Community Preservation Application and Process with the intention of making appropriate amendments to the Plan. He noted the Plan was adopted in 2005, revised in 2007 and amended in 2014. Mr. Pingatore gave a brief explanation saying the Community Preservation Act is a funding mechanism for participating towns to award grants to applicants to support affordable or community housing, preservation or restoration of historic resources, acquisition or preservation of open space, and restoration and investment in recreational resources.

Discussion ensued on the Plan's Statement of Need for the four funding areas and that the CPA is seeking guidance from applicable committee(s) and Town departments. Mr. Pingatore commented on updated analysis of resources and needs, goals for funding, and factors to consider in assessing funding requests, noting several projects coming up in the funding cycle.

Mr. Borrelli thanked the committee for their work, stating many projects in Town would not have been possible without the support and funds from the CPA. He commented on housing as a priority, as well Town Meeting's overwhelming vote supporting renovation of the Emery Grover building. He said more discussion is necessary.

Mr. Matthews said the documents are helpful and it is appropriate to update the Plan, based on the reasons stated. He commented one of the reasons voters approved raising their own taxes by joining the program was for state funding to match town tax dollars for some core projects, including the Town Hall historic renovation, which he said added a lot of value to Needham. Mr. Matthews commented that renovation of the Emery Grover building is a second instance, noting it a worthy priority for funding. He also commented on the Housing Authority Capital Plan, noting funding would benefit the Town's housing stock. Mr. Matthews noted the possibility of conservation property becoming available, in which reserve funds would be needed. He concluded saying core capital needs (Emery Grover, Housing Authority, and conservation properties) should be a priority when they qualify for CPC funding.

Discussion ensued on housing priorities, funding for community housing, the need to know how money will be spent.

Mr. Pingatore said an analysis was done on how CPC funds were spent during the 15 years since CPA inception. He commented that the Housing Authority is not part of Town government, therefore projects proposed by the Housing Authority cannot be bonded. He said that, in order to designate funds, a proposal to double the reserve fund to 22% from 10% per year, noting a year-to-year vote is required by Town Meeting. Discussion continued further regarding funded projections through 2026.

Ms. Cooley thanked the committee for their work and the thoughtful way, each year, of looking at all requests for funding. She commented on housing, understanding the strategic next steps, and how to best leverage CPC funds to do the most good.

Mr. Nelson asked whether the 22% earmarked for the Housing Authority reserve fund could fluctuate to reach the goal of \$5.5 million more quickly? He noted the potential for state funding.

Mr. Pingatore said the idea is for the program to continue for a number of years, but to be fair to the process the allocation is voted as a separate warrant article at the Annual Town Meeting. He commented the final decision comes from consultation with the Finance Committee, Select Board, and – ultimately – Town Meeting. He commented on financial projections through 2026. He noted the support, what can be done with the money, and how to fund the needs of the Housing Authority. Mr. Pingatore commented on funds being used to leverage additional funds to bring a bigger project to Needham, which he said is a great way to use CPC funds.

Mr. Matthews suggested reviewing a draft of the updated 2021 Plan.

Mr. Borrelli thanked members of the CPC for the discussion, reiterating the Select Board and CPC are on a parallel track. He said the Select Board will devise its list of needs and wants during its goal setting session.

7:45 p.m.

Director of Public Works:

Carys Lustig, Director of Public Works, told the Board that the DPW received a request from the residents of the Beaufort Avenue neighborhood area asking that, as part of the Beaufort Avenue Safety Zone, Arden Street be designated a stopped street at Beaufort Avenue.

Motion by Mr. Matthews that the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS21-11-09 requiring that Arden Street westbound be designated as a stopped street at the intersection of Beaufort Avenue.

Second: Mr. Nelson. Unanimously approved 4-0 by roll call vote.

7:47 p.m. Town Manager:
Ms. Fitzpatrick reported the Blue Tree Lighting will be held on Saturday, December 4, 2021 from 5pm-6pm on the Town Common. All are invited to attend.

She reminded residents that the Veterans Day Observance will be held at 11 am at Memorial Park on Thursday, November 11, 2021. She asked Select Board members who are attending to arrive by 10:45 a.m.

Mr. Fitzpatrick was happy to announce new Fire Station #2 at the corner of Highland Avenue and Webster Street opened yesterday, November 8, 2021. She commented on the amazing transformation on the corner, safety of staff, and preservation of fire equipment. She noted the 1,500-pound bell on loan from the historic commission that hangs in the foyer. She also commented the new Police Station is slated to open sometime in February 2022.

7:50 p.m. Board Discussion:
1. Committee Reports
No Committee Reports were made.

7:50 p.m. Adjourn:
Motion by Mr. Borrelli that the Select Board vote to adjourn the Select Board Meeting of Tuesday, November 9, 2021.
Second: Mr. Matthews. Unanimously approved 4-0 by roll call vote.

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

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

Town of Needham
Schedule C - Compensation Tables for Part-Time, Seasonal and Temporary Positions
Effective January 1, 2022

Title	Rate	*
Activity Instructor	\$80.00	*
Administrative/Office Support Specialist 1 (AOS1)	\$21.81	
Administrative/Office Support Specialist 2 (AOS2)	\$26.01	
Administrative/Office Support Specialist 3 (AOS3)	\$26.93	
Building Monitor 1	\$14.26	
Building Monitor 2	\$19.90	
Finance Committee Executive Secretary	\$41,744	
General Services Assistant (GSA)	\$14.26	
Parking Clerk	\$26.93	
Playground Maintenance Specialist	\$17.95	
Police Matron	\$21.81	
Professional/Technical Support Specialist 1 (PTS1)	\$28.44	
Professional/Technical Support Specialist 2 (PTS2)	\$32.74	
Professional/Technical Support Specialist 3 (PTS3)	\$41.06	
Program Support Assistant (PSA) 1	\$17.95	
Program Support Assistant (PSA) 2	\$23.70	
Program Support Assistant (PSA) 3	\$29.34	
Recording Secretary	\$21.81	
Senior Corps Participant	\$14.26	
Special Assignment Support (SAS)	\$80.00	*
Special Detail Worker 1	\$39.00	
Special Detail Worker 2	\$48.00	**
Substitute Inspector (Building, Plumbing, Gas, Wiring)	\$30.10	
Traffic Supervisor	\$21.81	
Van Driver - Year 1	\$19.01	
Van Driver - Year 2	\$20.06	
Van Driver - Year 3	\$21.12	

* Maximum Hourly Rate by Individual Agreement

** Based on Differential in Police Union CBA

Title	Annual
Care of Graves - Veterans Coordinator of Ceremonies	\$2,640
Registrar of Voters	\$636

Title	Per Hour*
Election Clerk	\$ 15.84
Election Inspector	\$ 14.26
Election Warden	\$ 15.84

*Rate set by the Select Board

Title	Per Event
Senior Trip Coordinator	\$158.40

Library

Title	Level	Year 1	Year 2	Year 3
Library Page	L01	\$14.52	\$14.95	\$15.41
Library Technical Services Assistant; Library Circulation Assistar	L02	\$19.01	\$19.58	\$20.17
Administrative/Office Support Specialist	L03	\$26.33	\$27.12	\$27.93
Children's Reference Librarian; Reference Librarian	L04	\$32.60	\$33.58	\$34.58

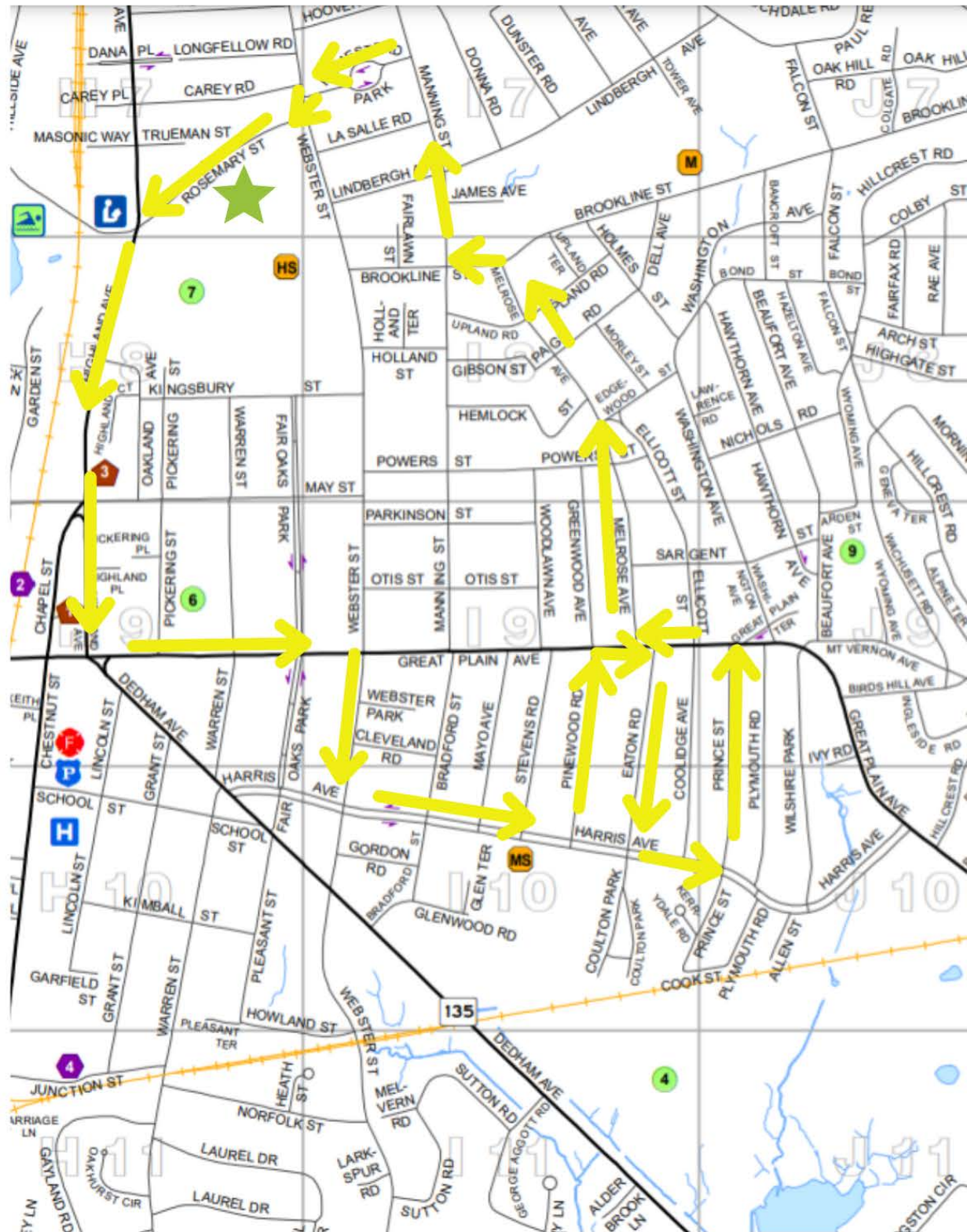
Seasonal/Temporary

Title	Level	1 Yr Exp	2 Yr Exp	3 Yr Exp	4 Yr Exp	5 Yr Exp	6 Yr Exp
Counselor; Booth & Maintenance Staff	PR01	\$15.00	\$15.45	\$15.91	\$16.39	\$16.88	\$17.39
Group Leader; Lifeguard (cert req)	PR02	\$16.00	\$16.48	\$16.97	\$17.48	\$18.01	\$18.55
Swim Coach	PR03	\$16.50	\$17.00	\$17.50	\$18.03	\$18.57	\$19.13
Site Supervisor, Specialist, AM/PM Care, Head Guard	PR04	\$17.50	\$18.03	\$18.57	\$19.12	\$19.70	\$20.29
Water Safety Instructor (WSI cert req)	PR05	\$18.00	\$18.54	\$19.10	\$19.67	\$20.26	\$20.87
Assistant Supervisor	PR06	\$19.00	\$19.57	\$20.16	\$20.76	\$21.38	\$22.03
Supervisor	PR07	\$21.00	\$21.63	\$22.28	\$22.95	\$23.64	\$24.34
Laborer/Trades Assistant	DPW01	\$14.26	\$14.78	\$15.23	\$15.68		
Student Intern	INT01	\$14.26	\$15.84	\$19.01	\$22.97		
Seasonal Driver Traveling Meals	HHS01	\$16.90	\$17.95	\$19.01			

Holiday House Tour Parade Route 2021

Memorial Field Parking Lot. Car staging.

Left on to Highland Avenue
Left on to Great Plain Avenue
Right on to Webster Street
Left on to Harris Avenue
Left on to Pinewood Road
Right on to Great Plain Avenue
Right on to Eaton Road
Left on to Harris Avenue
Left on to Prince Street
Left on to Great Plain Avenue
Right on to Melrose Avenue
Left on to Brookline Avenue
Left on to Manning Street
Left on to Homestead Street
Left on to Webster Street
Right on to Rosemary Street
Back to Memorial Field



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

Prepared			Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read
By:	Last Name	First Name										Y/N
DB	ROSEMARK	ROBERT M	6901	16954	34	CANAVAN CIRCLE	-\$81.24	\$0.00	\$0.00	-\$81.24	ACC	N
DB	2011 DERENZO	IRREV TRUST	9619	11906	297	HUNNEWELL STREET	\$0.00	-\$40.80	-\$38.40	-\$79.20	ACC	N
DB	SHERMAN	MASHA	36809	10260	166	Noanett Road	\$0.00	-\$42.65	-\$40.17	-\$82.82	EC	N
DB	DAHAN	URI M	20089	12750	17	WILDALE CIRCLE	\$0.00	-\$270.20	-\$257.88	-\$528.08	EC	N
Total:										-\$771.34		

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:	-\$353.65
Water Irrigation:	-\$81.24
Water Admin Fees	\$0.00
Sewer Sales:	-\$336.45
Transfer Station Charges:	\$0.00
 Total Abatement:	 -\$771.34

Order #: 1314

Read and Approved:

Robert A. Lewis 12/6/21

Assistant Director of Public Works

For the Select Board

12/14/21

Carys Lustig

Director of Public Works