

SELECT BOARD Meeting Agenda
6:00 p.m. January 11, 2022
POWERS HALL & ZOOM

REVISED

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 ID or click the link below to join the webinar:

<https://us02web.zoom.us/j/85028317857?pwd=QUR4MEF4SDVtMmRhZW1tUTQwN1J3UT09> Passcode: 561045

One tap mobile: US: +13017158592,85028317857#

Or Telephone: US: +1 301 715 8592

Webinar ID: 850 2831 7857

	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 .
1.	6:00	Dangerous Dog Hearing • Police Chief John Schlittler • Diana Rasoul, Dog Owner
2.	6:45	COVID Update • Daniel Gutekanst, Superintendent Needham Public Schools • Timothy McDonald, Director of Health and Human Services • Tiffany Zike, Assistant Director of Public Health
3.	7:05	American Rescue Plan Funding Reallocation Proposal • Dan Gutekanst, Superintendent of Schools • Kate Fitzpatrick, Town Manager
4.	7:15	Behavioral Health Update • Timothy McDonald, Director of Health & Human Services • Sara Shine, Director of Youth & Family Services
5.	7:30	Alcohol Hearing – Modification, Suspension or Revocation of Alcohol License – Poet King Restaurant Group, LLC d/b/a Hungry Coyote • Leona Leon, Manager (Zoom) • Matthew A. Saiia, Owner
6.	8:15	Town Manager • FY2023 Budget Consultation • Open Annual Town Meeting Warrant

7.	8:30	Board Discussion • Goal Statement Revision • Committee Reports
8.	8:45	Executive Session: Exceptions 3 (Collective Bargaining – Police & Fire Unions) & 6 (Purchase of Real Property)

APPOINTMENTS

1.	Marianne Cooley	Climate Action Plan Committee Term Exp. 6/30/2024
2.	Kevin Keane	Climate Action Plan Committee Term Exp. 6/30/2024
3.	Artie Crocker	Climate Action Plan Committee Term Exp. 6/30/2024
4.	Natasha Espada	Climate Action Plan Committee Term Exp. 6/30/2024
5.	Sandra Cincotta	Contributory Retirement Board Term Exp. 1/11/2025
6.	Paul Brown	Norfolk County Advisory Board Term Exp. 6/30/2024
7.	Marianne Cooley	Transportation Planning and Review Committee Term Exp. 6/30/2022
8.	Kevin Keane	Transportation Planning and Review Committee Term Exp. 6/30/2022
9.	Justin McCullen	Transportation Planning and Review Committee Term Exp. 6/30/2022
10.	Duncan Allen	Transportation Planning and Review Committee Term Exp. 6/30/2022
11.	David Montgomery	Transportation Planning and Review Committee Term Exp. 6/30/2022
12.	Robert Rossi	Transportation Planning and Review Committee Term Exp. 6/30/2022
13.	Nikolas Ligris	Zoning Board of Appeals Term Exp. 6/30/2023

CONSENT AGENDA *=Backup attached

1.*	Approve and Sign ARPA Grant Agreement Document between the Town of Needham and Norfolk County. Once the Grant Agreement is executed the Town may submit project applications to the County.
2.	Certify 2022 ABCC license renewal applications
3.	Accept the following donations made to the Needham Community Revitalization Trust Fund: \$250 from Ms. Maryruth Perras, \$3500 from the Sullivan and Company, Inc., and \$400 from Edward and Carol De Lemos.
4.	Accept the following donation made to the Needham Youth & Family Services Department: \$2,000 from Needham Flag Football to be used towards future programming.

5.*	Approve a request from John Hrones race coordinator for the Needham Track Club, Great Bear Run to hold a road race in Needham. The event is scheduled for Sunday, May 22, 2022, 10:30am. The event and route have been approved by the following departments: Fire, Police, DPW, Park & Recreation.
6.*	Approve a request from Christopher George race coordinator from the Sean D. Biggs Memorial Foundation, BIGGSteps 5K to hold a race in Needham. The event is scheduled for Sunday, November 13, 2022 rain date Sunday, November 20, 2022. The event and route have been approved by the following departments: Fire, Police, DPW, Park & Recreation.
7.*	Approve and sign Water & Sewer Abatement #1316
8.	Move that the application from Ruth E. Kenney for the deferral of water and sewer charges against the property 54 Hawthorn Ave, Needham is approved.
9.	Move that the application from Letafat Sabokrooh for the deferral of water and sewer charges against the property 105 Blake Street, Needham is approved.
10.*	Approve CY2022 mileage reimbursement rate



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

MEETING DATE: 1/11/2022

Agenda Item	Public Hearing – Dangerous Dog Hearing
Presenter(s)	John Schlittler, Police Chief Diana Rasoul-Agha, Dog Owner

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Chief Schlittler has requested that the Select Board hold a dangerous dog hearing in accordance with MGL c. 140 Section 157 and Town By-Law 3.7.5 on a complaint about two dogs by the name of “Maya” and “Axel” residing at 233 West Street in Needham.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion: That the Board take the following action_____.</i>	
3.	BACK UP INFORMATION ATTACHED
a. Notice of Public Hearing b. Police Report c. Neighbor Complaint	

Needham Police Department
Incident Report

Page: 1
01/04/2022

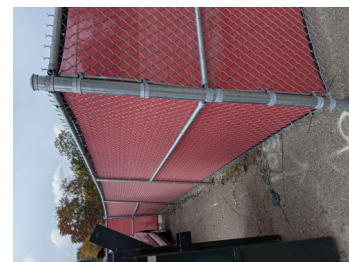
Incident #: 21NEE-1254-OF
Call #: 21-39595

Date/Time Reported: 10/16/2021 0849
Report Date/Time: 10/16/2021 0927
Status: No Crime Involved

Reporting Officer: Patrol Vincent Turco
Approving Officer: Sergeant Andrew Cray

Signature: _____

Signature: _____



#	INVOLVED	SEX	RACE	AGE	SSN	PHONE
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1	JESURUM, CAROLINE E [REDACTED]	F	W	[REDACTED]	[REDACTED]	[REDACTED]
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Military Active Duty: N
BODY: NOT AVAIL.
DOB: [REDACTED]
LICENSE NUMBER: MA [REDACTED]
COMPLEXION: NOT AVAIL.
PLACE OF BIRTH: NOT AVAIL.
ETHNICITY: NOT HISPANIC

[CONTACT INFORMATION]

2	ZEIDMAN, DENISE [REDACTED]	F	W	[REDACTED]	[REDACTED]	[REDACTED]
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Military Active Duty: N
BODY: NOT AVAIL.
DOB: [REDACTED]
LICENSE NUMBER: MA [REDACTED]
COMPLEXION: NOT AVAIL.
PLACE OF BIRTH: NOT AVAIL.
ETHNICITY: NOT HISPANIC

[CONTACT INFORMATION]

3	KMELNITSKY, VITALY [REDACTED]	M	W	[REDACTED]	[REDACTED]	[REDACTED]
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Military Active Duty: N
BODY: NOT AVAIL.
DOB: [REDACTED]
LICENSE NUMBER: NOT AVAIL.
COMPLEXION: NOT AVAIL.
PLACE OF BIRTH: NOT AVAIL.
ETHNICITY: NOT HISPANIC

Needham Police Department
Incident Report

Page: 2
01/04/2022

Incident #: 21NEE-1254-OF
Call #: 21-39595

#	INVOLVED	SEX RACE	AGE	SSN	PHONE
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[CONTACT INFORMATION]

Home Phone

(Primary)

#	EVENTS (S)
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LOCATION TYPE: School-Elementary/Secondary Zone: 4 B
FIRE STATION 2 / HILLSIDE SCHOOL
28 GLEN GARY RD
NEEDHAM MA 02492

1 Dog Call

NARRATIVE FOR PATROL VINCENT J TURCO

Ref: 21NEE-1254-OF

Entered: 10/16/2021 @ 0959 Entry ID: 3435
Modified: 10/16/2021 @ 1435 Modified ID: 8675
Approved: 10/16/2021 @ 1435 Approval ID: 8675

On 10/16/21 at approximately 8:50am Officer Broderick (assigned to a detail), Officer MacDonald (N571) and I (Officer Turco/N574) all responded to the playground at 28 Glen Gary Road, formerly the Hillside School, for a dog fight in progress. At the time of the fight all of three of us were present on the opposite side of the six foot high chain link fence in the parking lot behind the former school. At the time of the fight I could hear dogs barking and snarling at each other in addition to screaming. In an attempt to assist and intervene, Officer Broderick climbed the fence near the dumpster and jumped down onto the ground on the other side. Moments later I also jumped over the fence to assist Officer Broderick. On my left I observed a male party on the ground struggling with two large Alaskan malamute breed dogs. The dogs were barking and snarling at a small white terrier breed dog that was a few feet away. I also observed a female party with a small brown and white dog behind a playground structure. Officer Broderick appeared to have injured his ankle and was clearly in pain due to jumping over the fence and landing on the ground. At this point I informed dispatch to have NFD respond for Officer Broderick.

I confirmed with all dog owners that they were not injured and did not require medical attention. The white terrier, belonging to Caroline Jesarum, had a minor injury to it's back leg. The Alaskan malamutes, belonging to Vitaly Kmelnitsky, were not injured. I did notice that one of them had blood on it's mouth. The small brown and white dog, belonging to Denise Zeidman, was not involved in the fight and was uninjured. At that point I told Jesarum and Kmelnitsky to separate from each other. Kmelnitsky's dogs were now leashed, but not fully under his control. I told him to tie his dogs to the metal swing set as they were clearly still agitated and trying to go after Jesarum's dog.

All parties on scene acknowledged that their respective dogs were not on leashes at the time of the fight. I advised them that there was an active leash law in town. I collected all identifying information from the parties on scene, including information on their dogs, which is listed as follows:

1. Small white terrier, Philly tag #2369, [REDACTED] Carolyn Jesarum
2. Male and female Alaskan malamutes, Axel and Maya, not registered through The Town of Needham, [REDACTED] Vitaly Kmelnitsky
3. Small brown and white dog of unknown breed, Jenno not registered through The Town of Needham, [REDACTED] Denise Zeidman

Kmelnitsky was advised that his dogs were to be quarantined to his property until at least Monday (10/18) and that Officer Palmer would be following up with him. I also advised Zeidman and Jesarum that Officer Palmer would be following up with them as Zeidman's dog was unleashed and unregistered and Jesarum's dog was also unleashed. Officer Broderick was transported by NFD via ambulance to BI Needham for treatment of his ankle injury.

Sgt Cray notified Officer Palmer of the incident. Officer Palmer stated he would follow up with all parties when he returned to duty.

SUPPLEMENTAL NARRATIVE FOR PATROL AUSTIN J BRODERICK

Ref: 21NEE-1254-OF

Entered: 10/16/2021 @ 1303	Entry ID: 0709
Modified: 10/16/2021 @ 1432	Modified ID: 8675
Approved: 10/16/2021 @ 1435	Approval ID: 8675

On 10/16/2021 at approximately 8:50am I (Officer Broderick) had just arrived at 28 Glen Gary Road (Hillside Elementary School/Temporary Police Station) for my 9:00am Detail assignment at Temple Aliyah.

While I was in the parking lot of the temporary station, I heard the sound of dogs snarling and barking and the sounds of a struggle. I then heard the sound of a female party, who was later identified as Carolyn Jesarum, screaming. I ran towards the sound of the struggle and there was a chain link fence in between me and the sound of the struggle. The fence was approximately six feet tall and had a red cover, which prevented me from being able to see what was going on. I then climbed the fence and observed Ms. Jesarum laying on the ground screaming with a dog (Alaskan Malamute) on top of her and a smaller dog (White Terrier) under the Alaskan Malamute.

I thought that Ms. Jesarum was being bitten by the Alaskan Malamute and I feared for Ms. Jesarum's safety. I jumped the fence and when I landed I heard a loud popping sound come from my right ankle and immediately felt a shooting pain up my right leg. I then proceeded over to Ms. Jesarum and I began attempting to pull one of the Alaskan Malamutes off of her and that's when I was able to observe the Alaskan Malamute was biting the White Terrier and not her. I then observed Officer Turco (N574) had also jumped the fence and was standing near me. At this time the dog owners and I were able to separate the dogs.

I then sat down on the grass near the fence due to my ankle injury and I felt my right foot was tingling and going numb. Officer Turco and Sergeant Cray (N577) then began speaking with the involved parties and called for NFD to assess the involved parties. Officer MacDonald (N571) went to the temporary fire station located at 28 Glen Gary Road and guided NFD to the scene.

The involved parties refused medical treatment and I was then transported by NFD personnel to Beth Israel Hospital in Needham for treatment of my ankle injury.

SUPPLEMENTAL NARRATIVE FOR PATROL VINCENT J TURCO

Ref: 21NEE-1254-OF

Entered: 10/16/2021 @ 0939	Entry ID: 3435
Modified: 10/16/2021 @ 1428	Modified ID: 8675
Approved: 10/16/2021 @ 1435	Approval ID: 8675

On 10/16/21 at approximately 8:50am I responded to the Town of Needham Property on Glen Gary Road for a dog fight. All the dogs were separated and none of the dog owners were injured.

Needham Police Department
Incident Report

Page: 1
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Incident #: 21NEE-1492-OF
Call #: 21-46808

Date/Time Reported: 12/10/2021 0921
Report Date/Time: 12/10/2021 1052
Status: No Crime Involved

Reporting Officer: Patrol Matthew Palmer

Signature: _____

#	INVOLVED	SEX	RACE	AGE	SSN	PHONE
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1	RASOUL-AGHA, DIANA [REDACTED]	F	W	[REDACTED]	[REDACTED]	[REDACTED]
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Military Active Duty: N

BODY: NOT AVAIL.

DOB: [REDACTED]

LICENSE NUMBER: MA [REDACTED]

COMPLEXION: NOT AVAIL.

PLACE OF BIRTH: NOT AVAIL.

ETHNICITY: NOT HISPANIC

[CONTACT INFORMATION]

Home Phone (Primary) [REDACTED]
Work Phone (Primary) [REDACTED]

#	EVENTS (S)
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LOCATION TYPE: Government/Public Building Zone: 4 B
FIRE STATION 2 / HILLSIDE SCHOOL
28 GLEN GARY RD
NEEDHAM MA 02492

1 Dog Call

#	VICTIM(S)	SEX	RACE	AGE	SSN	PHONE
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1	MADKINS, LISA [REDACTED]	F	W	[REDACTED]	[REDACTED]	[REDACTED]
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DOB: [REDACTED]

ETHNICITY: Not of Hispanic Origin

RESIDENT STATUS: Resident

VICTIM CONNECTED TO OFFENSE NUMBER(S): 1

CONTACT INFORMATION:

Home Phone (Primary) [REDACTED]

NARRATIVE FOR PATROL MATTHEW E PALMER

Ref: 21NEE-1492-OF

Entered: 12/10/2021 @ 1117	Entry ID: 7439
Modified: 12/22/2021 @ 1234	Modified ID: 7543
Approved: 12/17/2021 @ 1228	Approval ID: 8710

On 12-10-21 at 9:21am I (AC1) traveling on Glen Gary Rd. towards West St. when I was stopped by a resident who informed me there was just a dog fight that had occurred.

He informed me that 2 Huskies had just attacked the dog that was on the sidewalk behind me with its owner. The 2 Huskies (Alaskan Malamutes) were in front of me with their owner. All dogs were under control at this time.

I first checked in with the owner of the victim dog Lisa Madkins. Lisa informed me her dog Max, a male cocka-poo was attacked by the 2 malamutes down the street and pointed at them. Lisa was visibly shaken and so was her dog. Lisa stated one of the malamutes was biting the rear legs of Max while the other malamute was biting at the collar and back of Max. Max was wearing a doggy coat that now had holes where the malamute bit him on the neck area. I asked Lisa if she had been bitten and she didnt believe so but, Had an injury to her right knee. Lisa had torn her pants and was bleeding from her right knee. It appeared to be an abrasion but couldn't see it very well. I advised Lisa to take her dog Max to her Veterinary clinic to have him checked out. I also advised Lisa due to past history with the 2 malamutes that I could confirm they were up to date on their rabies shots. Lisa advised me her husband was going to get their car and pick them up.

I asked Lisa if her dog Max was leashed at the time of the attack. She stated he was. I then asked if the malamutes were leashed and she stated they were not. The attack occurred at the end of the pathway where it enters the open field at the Hillside School.

I then walked over to Diana Rasoul and her dogs Maya and Axel. They are male (Axel) and female (Maya) Alaskan Malamutes. Both dogs were on a leash at this time and Diana stated they were at the time of the attack. Lisa was unsure of why they went after the other dog and asked if Max was ok. Diana stated her dogs tore the leashes out of her hands when they went after Max.

I informed Diana that her dogs are to be muzzled going forward when they are off her property. The Needham Town By-Law is 3.7.4 Restraint Of Dogs. I also informed Diana that her dogs are on a 10 day quarantine. Diana is also being cited for Town By-Law 3.7.1 Leash Law (Held firmly by keeper) 2nd Offense \$50 for each dog. I also informed her that if there is a third bite incident I would be setting up a hearing with the select board to determine if the dogs should be removed from the household. Diana understood what I had explained to her.

Prior to the completion of this report Lisa Madkins came into 88 Chestnut St. (Police Dispatch) to give me info that a witness Jay Cohen [REDACTED] had informed Lisa that he see' the 2 Malamutes off leash frequently. I called Cohen and left a message for him to call me back. I asked Lisa again if the dogs were on any leashes and she stated they deffinitely were not leashed nor were there any leashes attached to the dogs Maya and Axel.

Madkins also informed me she is looking into legal actions due to this incident. This dog bite incident is the second documented incident involving the same two dogs Axel and Maya (Alaskan Malamutes).

On 12-17-21 at apprx. 4:30pm I was on an unrelated dog call across the street from Lisa Madkins residence. Madkins came out to speak with me and see what was being done about her dog bite incident. I informed Madkins we were in the process of setting up a dangerous dog hearing with the select board. Madkins expressed interest in attending the hearing. Madkins also showed me photo's of her dog Max's injuries. Max had several bite punctures on his back legs and buttock. Max also had a few bites that needed to be stapled because they were larger and deeper wounds.

NARRATIVE FOR PATROL MATTHEW E PALMER

Ref: 21NEE-1492-OF

Entered: 12/10/2021 @ 1117	Entry ID: 7439
Modified: 12/22/2021 @ 1234	Modified ID: 7543
Approved: 12/17/2021 @ 1228	Approval ID: 8710

On 12-10-21 at 9:21am I (AC1) responded to a dog bite call in area of Glen Gary Rd. where 2 dogs attacked another dog. Citations and quarantines to be issued on the aggressor dogs. Matter is still under investigation.

Needham Police Department
Incident Report

Page: 1
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Incident #: 21NEE-1531-OF
Call #: 21-47570

Date/Time Reported: 12/16/2021 0851
Report Date/Time: 12/17/2021 1004
Status: No Crime Involved

Reporting Officer: Patrol Matthew Palmer

Signature: _____

#	INVOLVED	SEX	RACE	AGE	SSN	PHONE
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1	RASOUL-AGHA, DIANA [REDACTED]	F	W	[REDACTED]	[REDACTED]	
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Military Active Duty: N

BODY: NOT AVAIL.

DOB: [REDACTED]

LICENSE NUMBER: MA [REDACTED]

COMPLEXION: NOT AVAIL.

PLACE OF BIRTH: NOT AVAIL.

ETHNICITY: NOT HISPANIC

[CONTACT INFORMATION]

Home Phone (Primary) [REDACTED]
Work Phone (Primary) [REDACTED]

#	EVENTS (S)
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LOCATION TYPE: Residence/Home/Apt./Condo Zone: 4 B
233 WEST ST.
233 WEST ST
NEEDHAM MA 02492

1 Dog Call

#	VICTIM(S)	SEX	RACE	AGE	SSN	PHONE
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1	BROWN, SHIRA [REDACTED]	F	W	[REDACTED]	[REDACTED]	[REDACTED]
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DOB: NOT AVAIL

ETHNICITY: Not of Hispanic Origin

RESIDENT STATUS: Resident

VICTIM CONNECTED TO OFFENSE NUMBER(S): 1

CONTACT INFORMATION:

Home Phone (Primary) [REDACTED]

NARRATIVE FOR PATROL MATTHEW E PALMER

Ref: 21NEE-1531-OF

Entered: 12/17/2021 @ 1112	Entry ID: 7439
Modified: 12/22/2021 @ 1237	Modified ID: 7543
Approved: 12/17/2021 @ 1424	Approval ID: 8710

O 12-16-21 at 8:51am I (AC1) took a report of a Dog Bite incident that occurred on 12-15-21 at 7:30am in front of 233 West St.

Shira Brown reported to me that she and her dog Charlie, a male 7 month old Goldendoodle were walking on the right sidewalk of West St. headed towards Needham Heights. When Shira was passing 233 West St. she saw two dogs (Alaskan Malamutes Maya and Axel) exit the front door and came off the property, crossed West St. and began to attack her dog Charlie. Shira stated she started screaming for help. She stated she was afraid for her safety and the safety of her dog. The dogs owner exited the house and grabbed the dogs and secured them. (See attached statement from Shira Brown for her account of what occurred)

Shira brought her dog to Chestnut Street Animal Hospital for treatment. The wounds to the rear leg of Charlie were minor and were able to be cleaned and treated with antibiotics.

This is the 3rd documented Dog Bite incident involving these 2 dogs Maya and Axel. All three incidents have been violent and very upsetting to the dog owners.

Both dogs were currently under a 10 day quarantine due to the bite incident that occurred at the field at 28 Glen Gary Rd. on 12-10-21. Diana Rasoul informed me that her front door has an issue closing properly and latching. She stated her son had left on 12-15-21 around 7:30 and had forgotten something and went back in the house and didnt secure the door properly. Rasoul stated she had the new door on her deck but needed to be installed. The new door was visible on her porch. Rasoul is waiting for someone to install the new door.

Rasoul was issued updated 10 day quarantine orders. I also cited Rasoul for Town By-Law 3.7.2 Disturbing the Peace for each dog Maya and Axel. The regulation states No Person Shall Own or Keep Within the Town a Dog which Bites. This is the 3rd Dog By-Law violation this year and is a fine of \$50 for each dog. Cites and quarantine paperwork were given to Rasoul in hand on 12-16-21 at appx. 3:30pm.

Rasoul was informed that this incident being the 3rd incident would most likely result in a hearing with the select board to determine if she is going to be able to keep the dogs in Needham. I again informed Rasoul that when the quarantine is up and the dogs are healthy that they are to both be muzzled when off her property at 233 West St.

CASE SYNOPSIS FOR PATROL MATTHEW E PALMER

Ref: 21NEE-1531-OF

Entered: 12/17/2021 @ 1337	Entry ID: 7439
Modified: 12/17/2021 @ 1339	Modified ID: 7439
Approved: 12/17/2021 @ 1424	Approval ID: 8710

On 12-16-21 at 8:51am I (AC1) took a report of a dog bite that occurred near a West St. residence. Dogs were but on quarantine and owner cited for town by-law violations.



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

MEETING DATE: 1/11/2022

Agenda Item	COVID-19 Update
Presenter(s)	Timothy McDonald, Director of Health & Human Services Tiffany Zike, Assistant Director of Public Health Dan Gutekanst, Superintendent, Needham Public Schools

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Director of Health & Human Services, Assistant Director of Public Health and Superintendent of Schools will provide an update to the Board regarding COVID-19.	
2.	VOTE REQUIRED BY SELECT BOARD
None.	
3.	BACK UP INFORMATION ATTACHED
a. COVID-19 data	

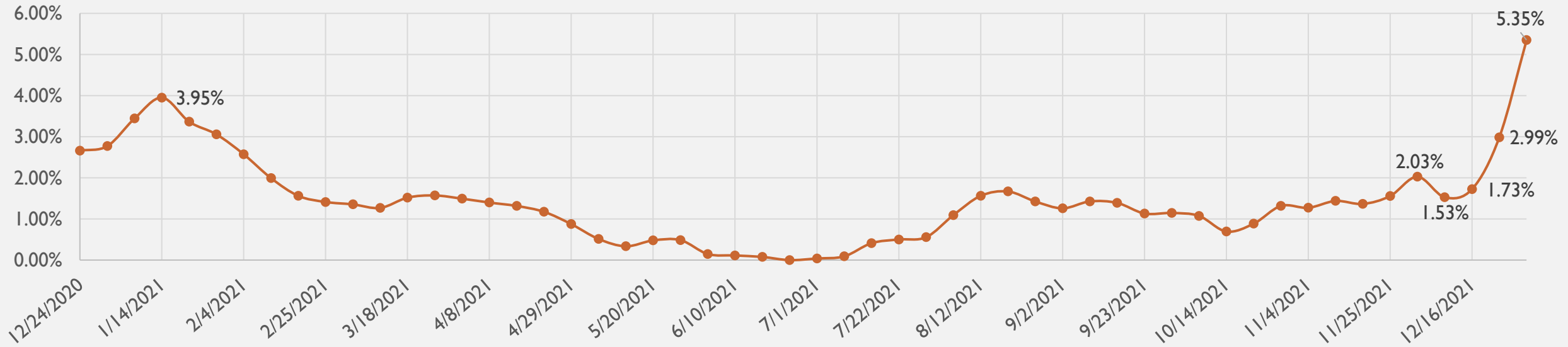
COVID-19 UPDATE

January 10th, 2022
Needham Public Health

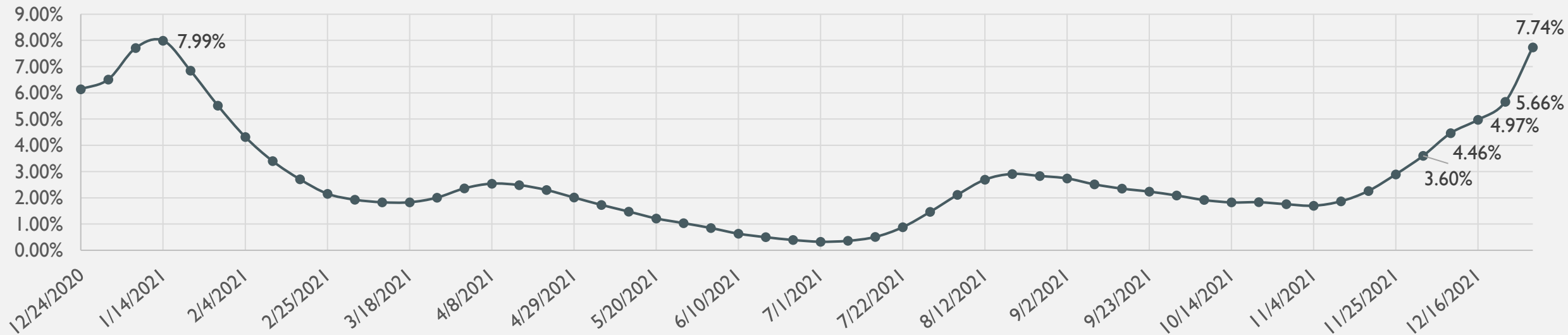
14-DAY AVERAGE PERCENT POSITIVITY

Needham Percent Positivity

Data as of 12/30/21



Massachusetts Percent Positivity

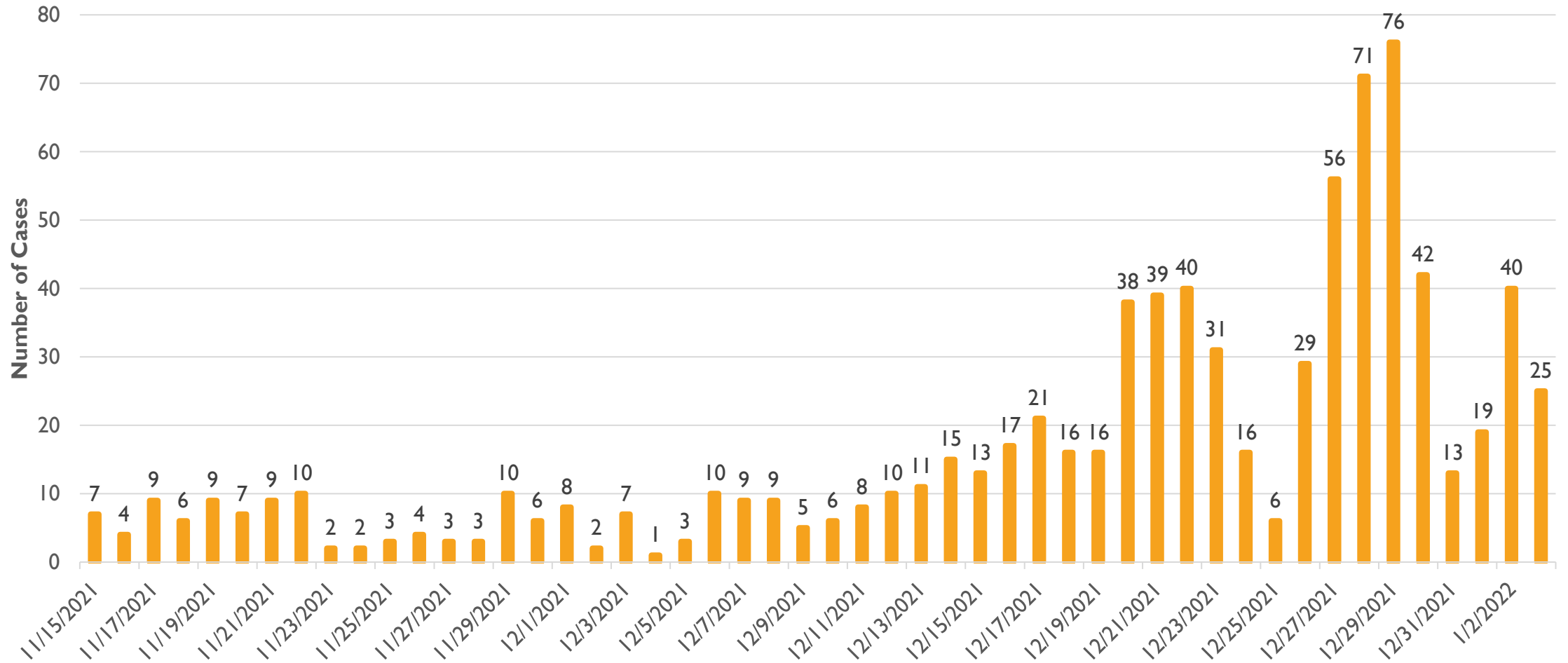


INCIDENCE RATE, PERCENT POSITIVITY, VACCINATION RATES

City/Town/ County	Avg. Daily Incidence Rate per 100K (last 14 days)	Percent Positive Tests (last 14 days)	Fully vaccinated individuals per capita	Individuals with booster doses per capita
Massachusetts	83.0 ↗	7.74% ↗	-	-
Needham	66.5 ↗	5.35% ↗	92%	51%
Middlesex County	73.7 ↗	5.99% ↗	-	-
Framingham	77.2 ↗	7.52% ↗	75%	28%
Newton 	56.7 ↗	3.32% ↗	86%	44%
Norfolk County	71.1 ↗	7.46% ↗	-	-
Brookline 	50.7 ↗	3.58% ↗	61%	32%
Dedham	56.3 ↗	6.25% ↗	72%	33%
Dover	72.3 ↗	6.42% ↗	>95%	50%
Norwood	81.2 ↗	8.99% ↗	77%	31%
Walpole	80.3 ↗	9.83% ↗	78%	34%
Wellesley	57.2 ↗	4.42% ↗	74%	39%
Westwood	71.5 ↗	7.44% ↗	89%	44%
Suffolk County	101.5 ↗	6.82% ↗	-	-
Boston 	101.3 ↗	6.47% ↗	68%	26%

Booster
information added
into state data!

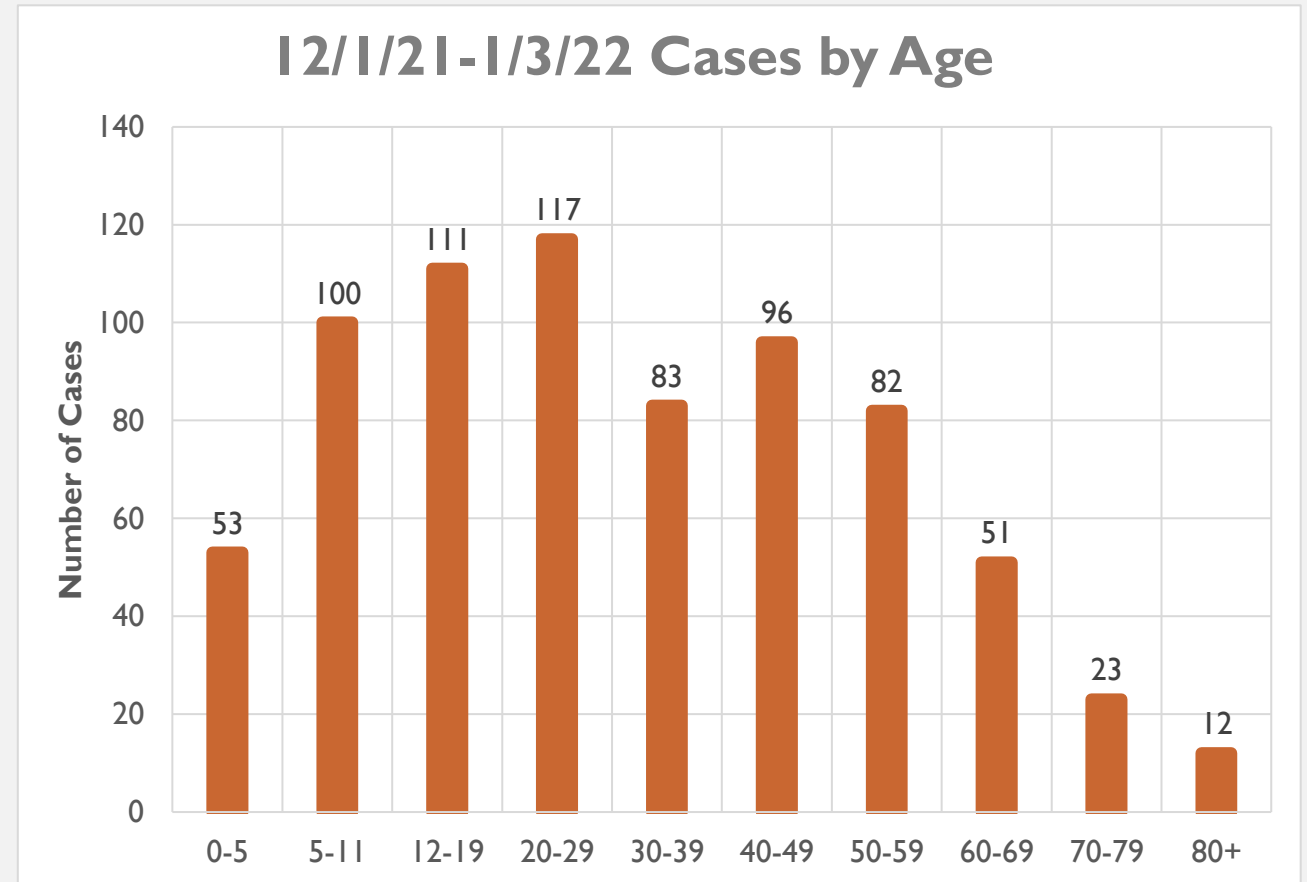
Needham Daily Case Numbers (11/15/21-1/3/22)



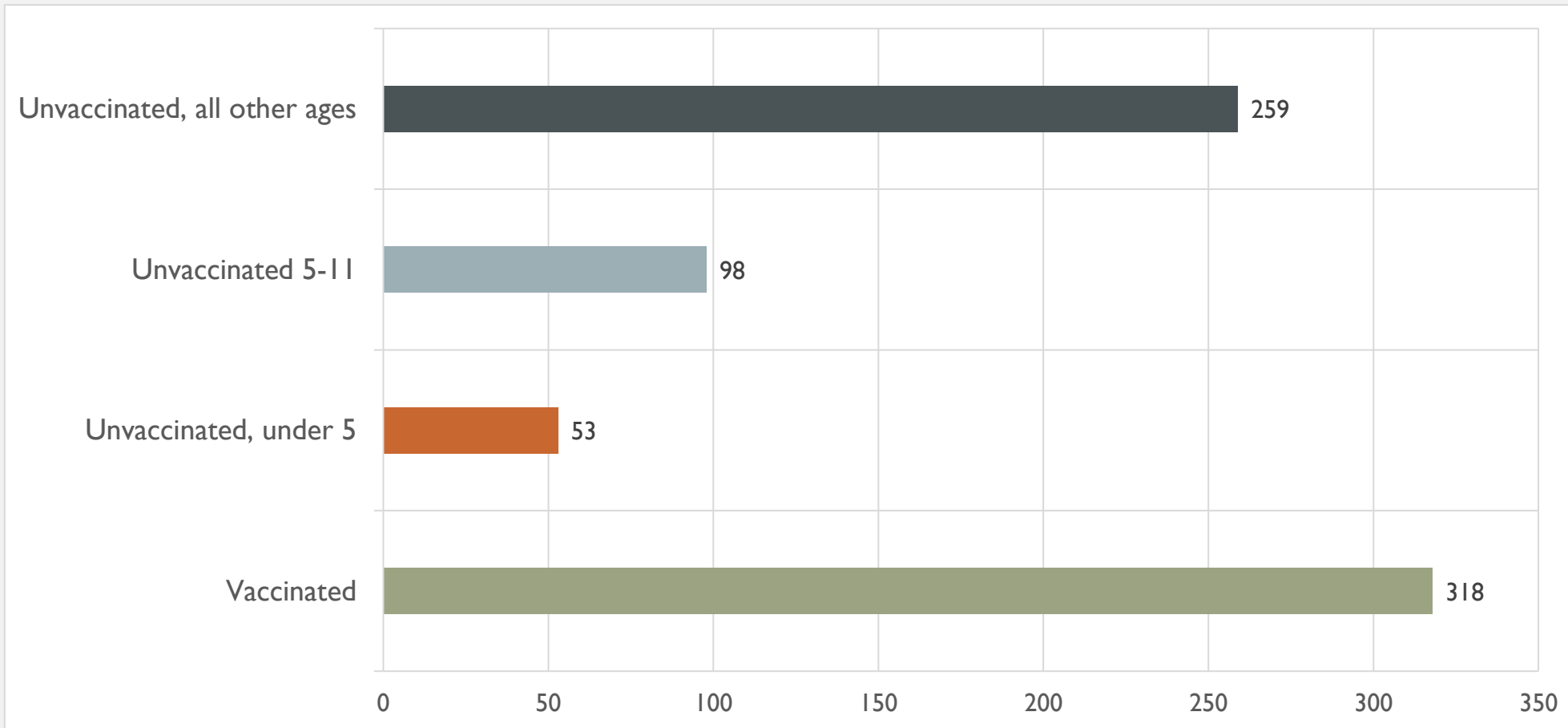
- Case numbers expected to increase for beginning of January as delayed test results come in
- NOTE: Does NOT include at-home tests

NEEDHAM: DECEMBER CASES BY AGE

728 December cases in MAVEN from 12/1-1/3
Average Age: **32.1 years**

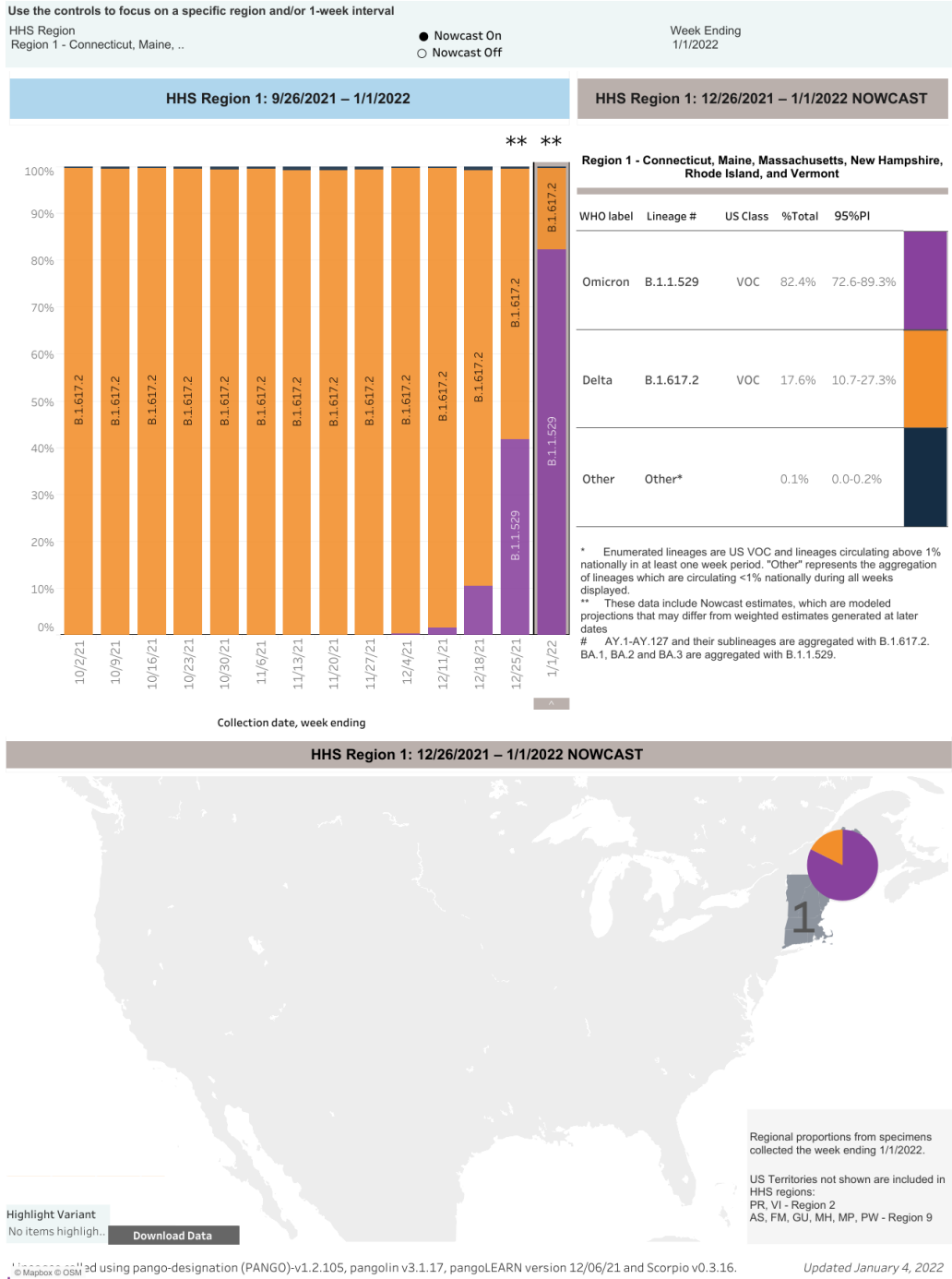


CASES BY VACCINATION STATUS (12/1/21-1/3/22)

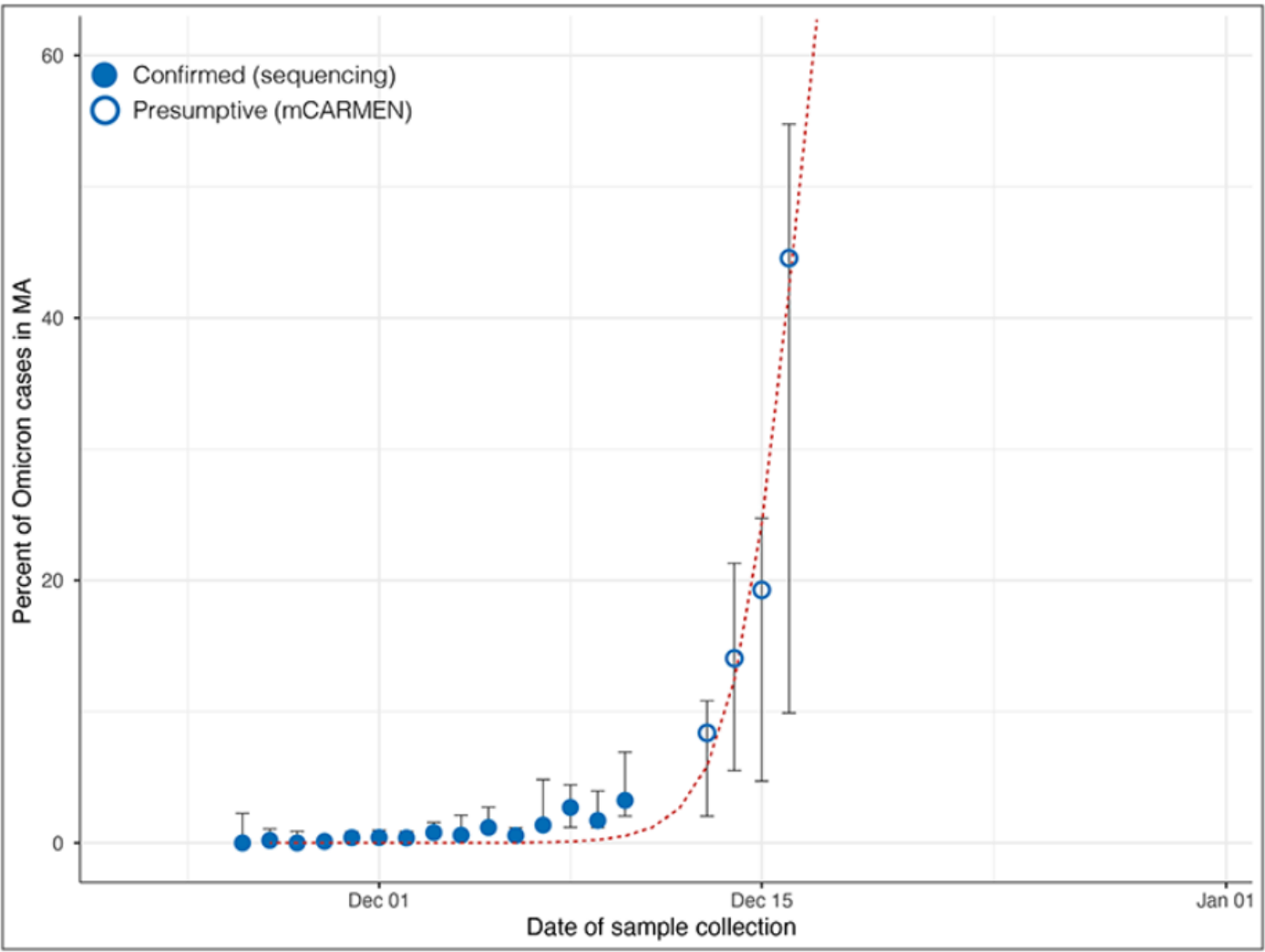


Rough calculation:
~2.5% of fully
vaccinated Needham
residents have been
infected

Caveat: Vaccination information not accurate in MAVEN, but too many cases to review individually in MIIS



MA CASES: SEQUENCING



Caption: Percent of Omicron cases in MA based on viral sequencing, mCARMEN, and extrapolation data.

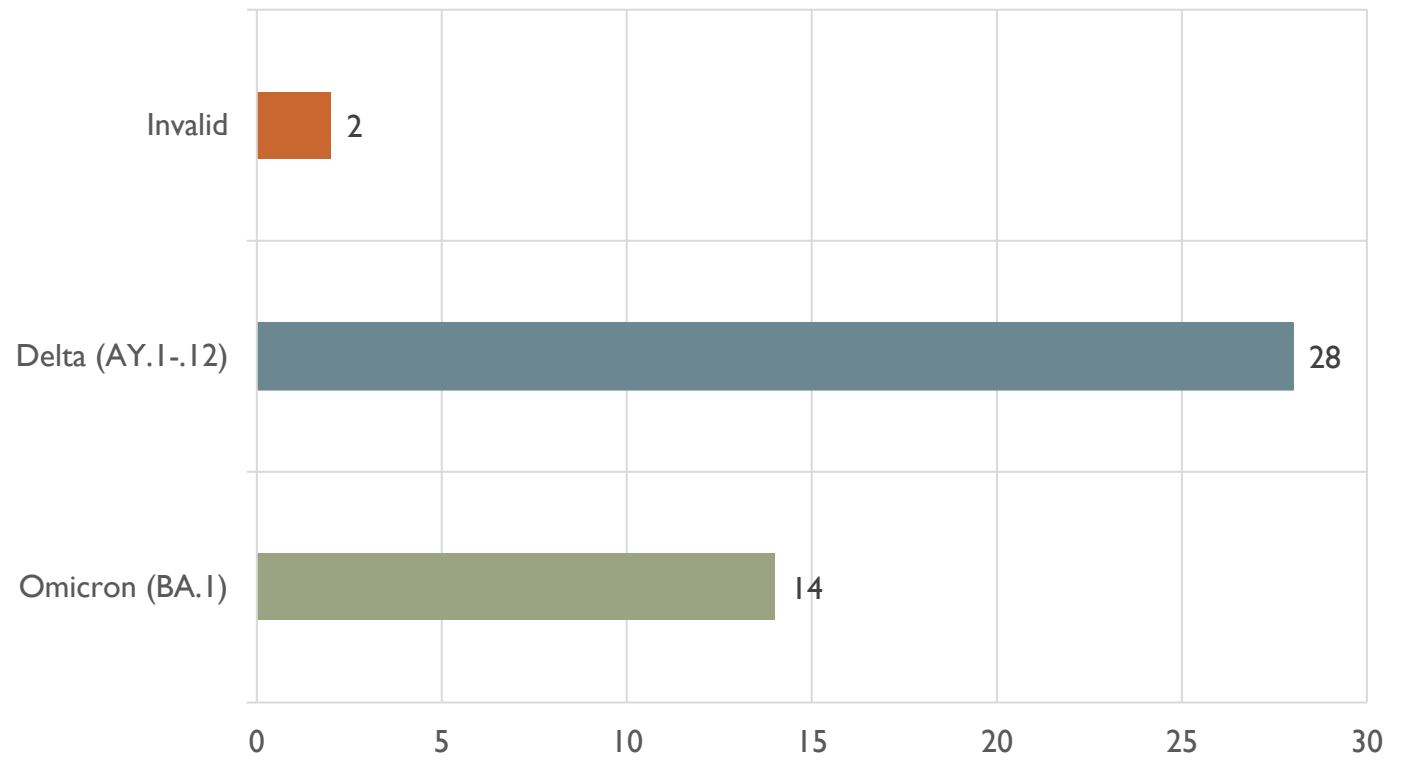
<https://covid.cdc.gov/covid-data-tracker/#additionalcoviddata>

<https://www.broadinstitute.org/news/tracking-omicron-variant-massachusetts>

NEEDHAM CASES: SEQUENCING

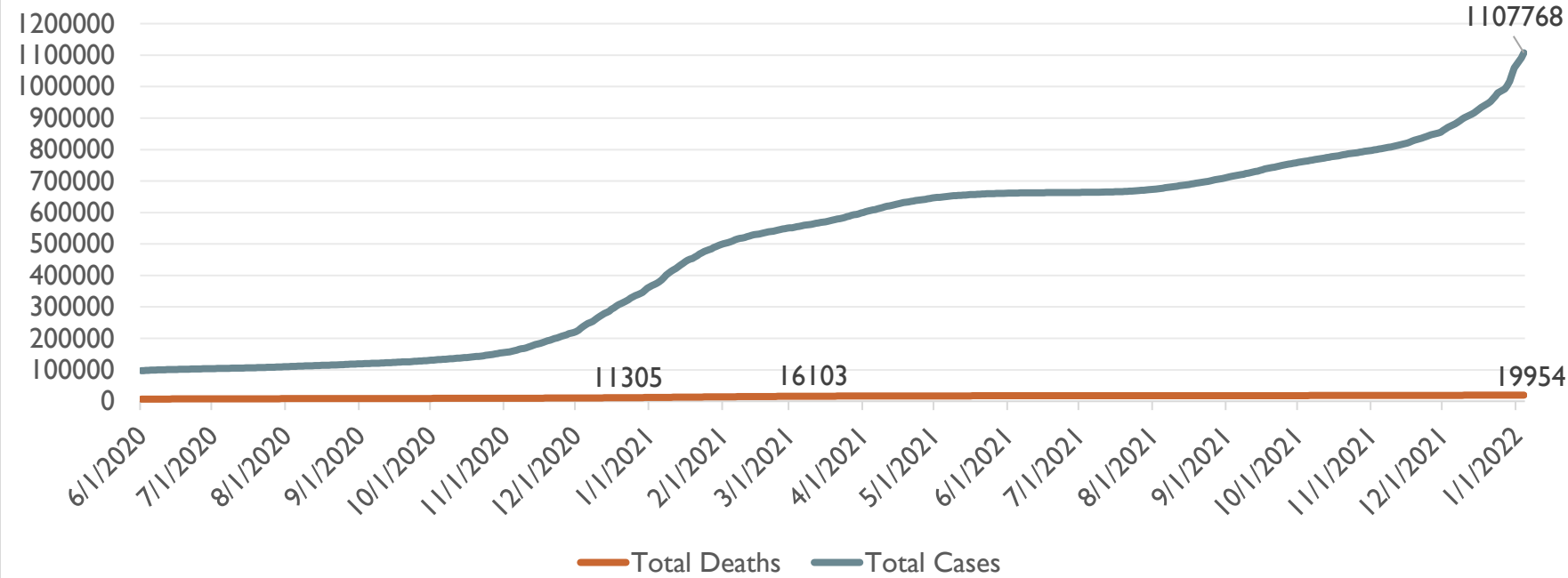
- 44/644 December cases were sequenced (6.8%)
 - Likely more to come, as sequencing results have long lag time
- 1st Omicron case on December 7th
 - Dec 16-31: 13/17 sequenced cases were Omicron
- MA says assume cases after December 25 are Omicron

Number of sequenced cases of each variant



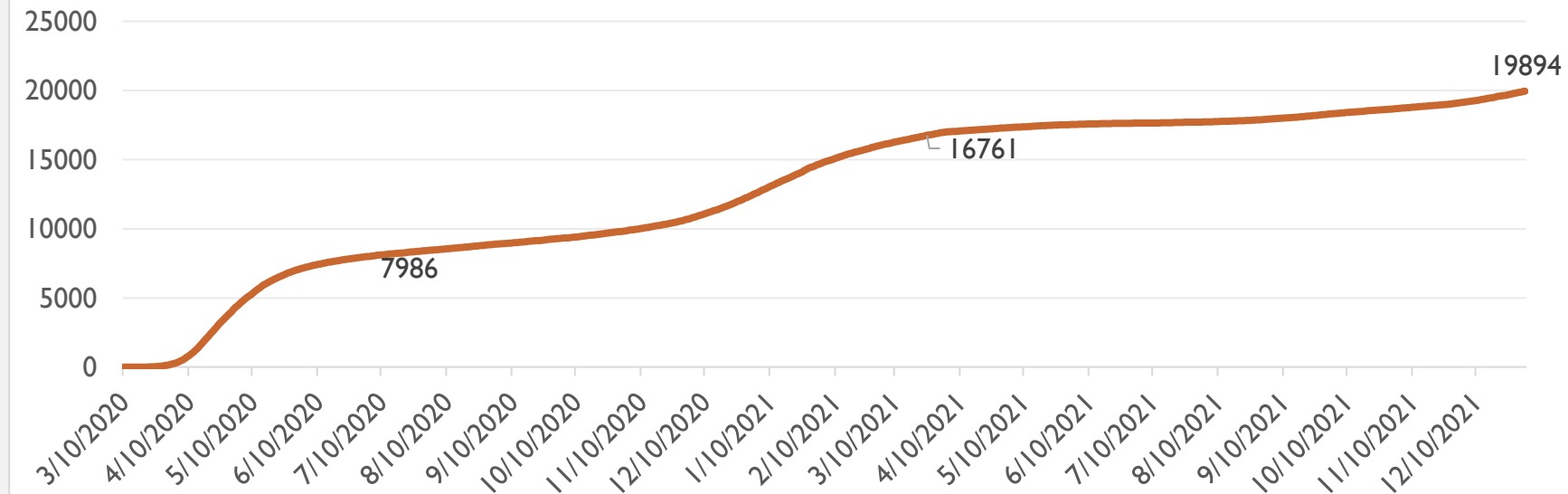
STATE TRENDS IN CASES AND HOSPITALIZATIONS

Total Cases vs Total Deaths



MA TOTAL
CASES VS TOTAL
DEATHS

MA total deaths

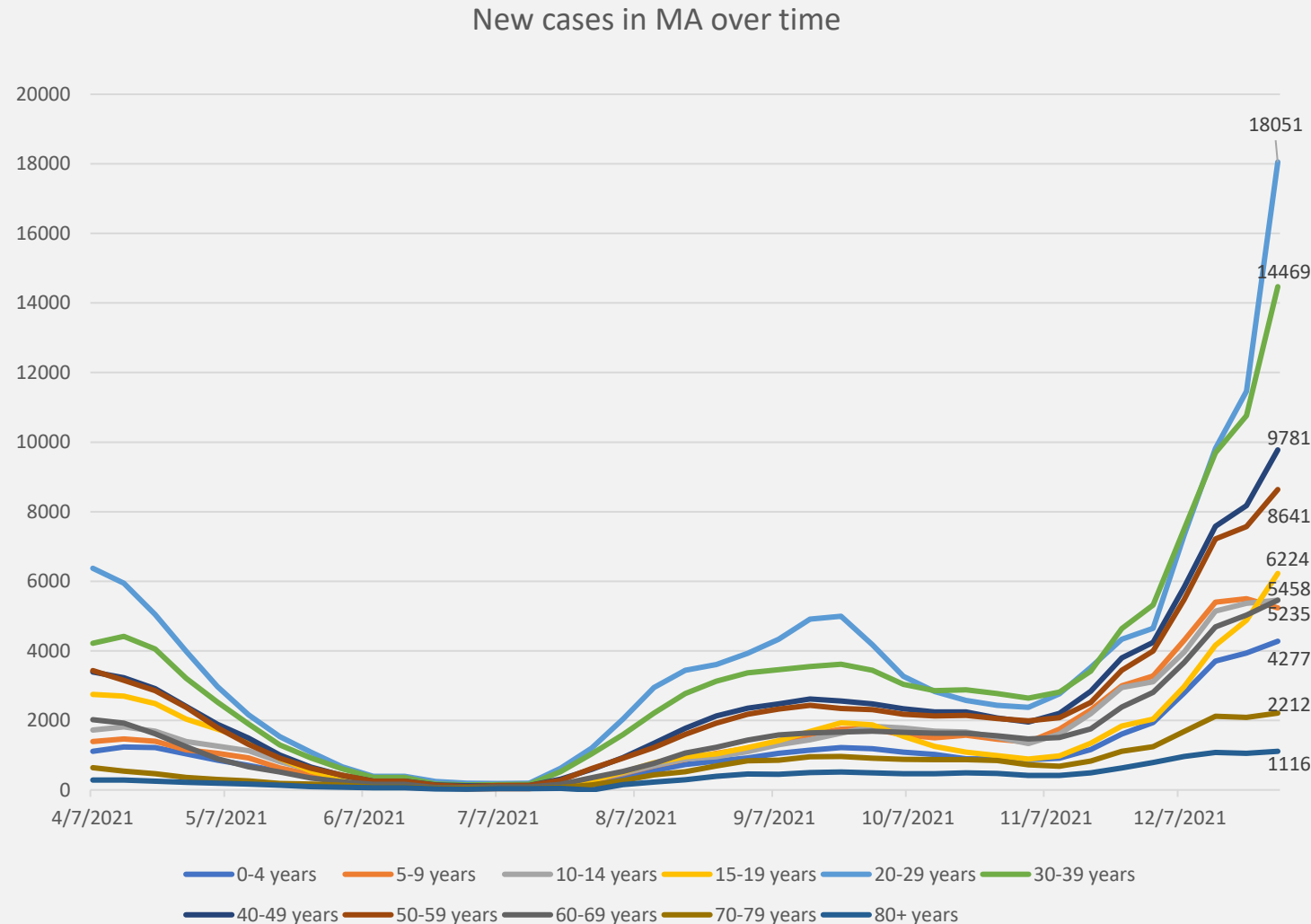


MASSACHUSETTS CASES BY AGE

Age Group	Most recent (12/12- 12/25/21)	1 year ago (12/13/- 12/26/20)
0-4	4227	9814*
5-9	5235	
10-14	5458	
15-19	6224	
20-29	18051	9907
30-39	14469	8822
40-49	9781	7895
50-59	8641	8695
60-69	5458	6156
70-79	2212	3121
80+	1116	2441

*Data previously aggregated into 0-19 years

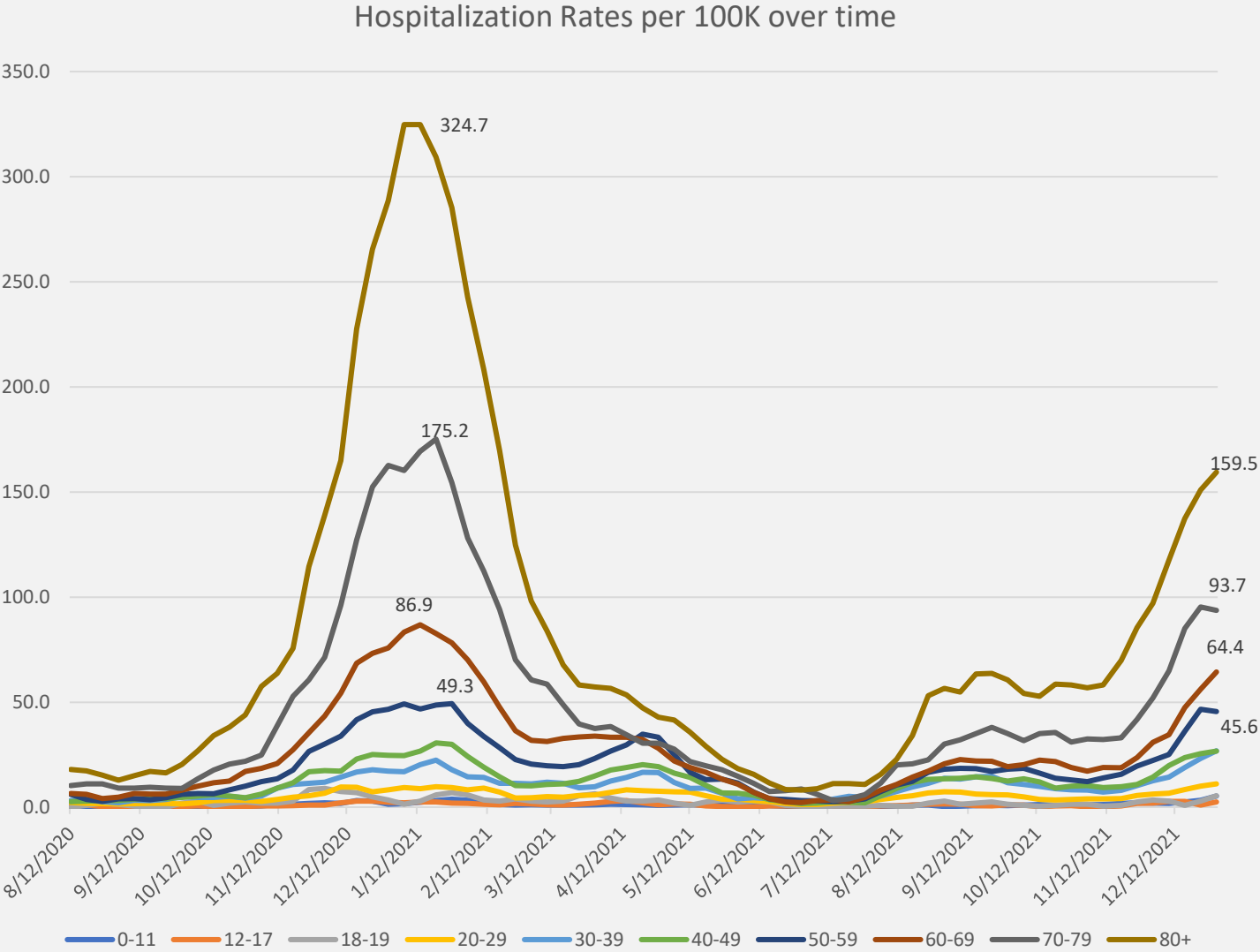
Data as of 12/30/21



Data from: <https://www.mass.gov/info-details/covid-19-response-reporting>

MA HOSPITALIZATION RATES (PER 100K) BY AGE

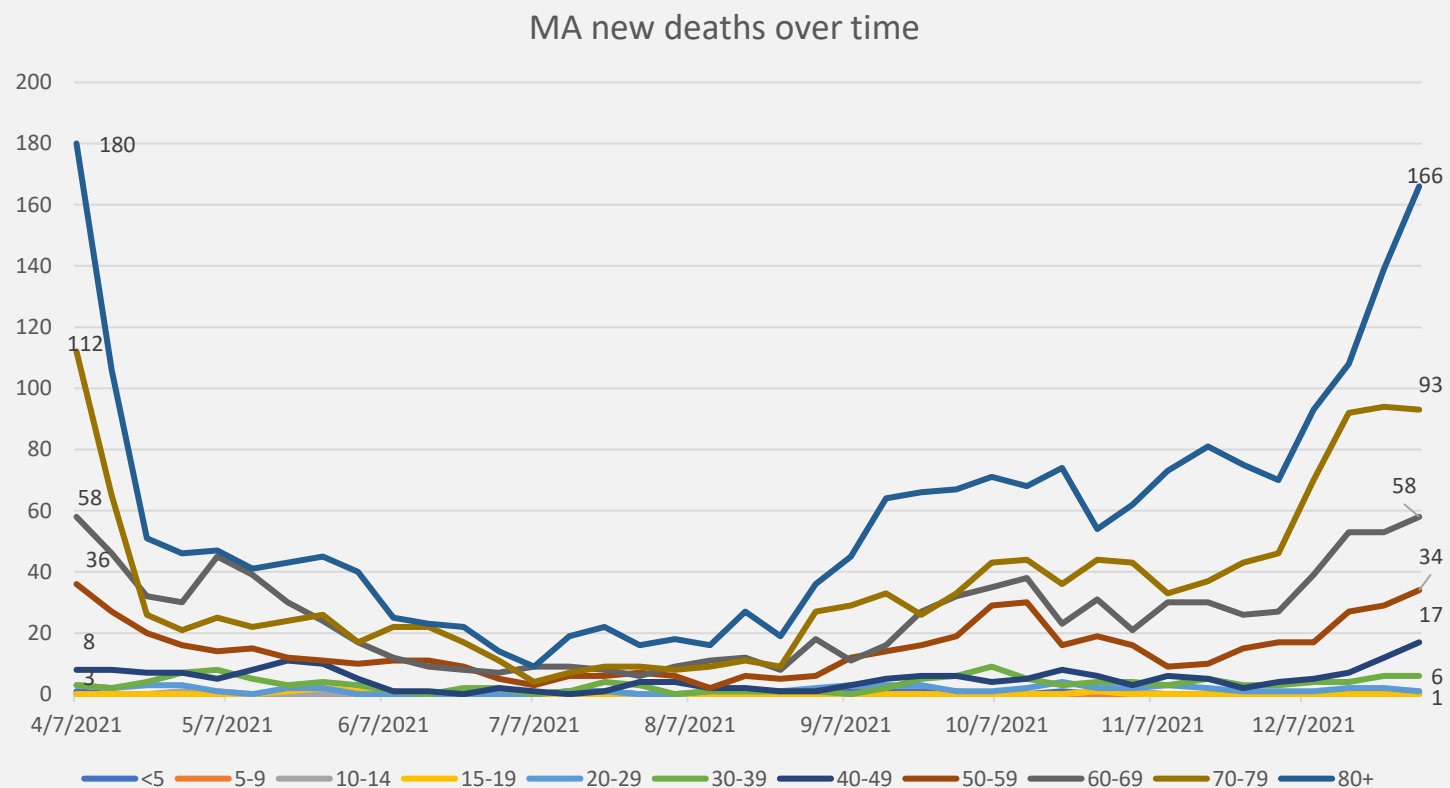
Age Group	Most recent (12/12- 12/25/21)	1 year ago (12/13/- 12/26/20)
0-11	5.4	1.5
12-17	2.6	2.4
18-19	5.5	3.5
20-29	11.1	8.4
30-39	26.9	17.2
40-49	26.7	24.7
50-59	45.6	46.6
60-69	64.4	75.8
70-79	93.7	162.6
80+	159.5	288.6
# hospitalizations	2573	3230



MA DEATHS BY AGE

Age Group	Most recent (12/12- 12/25/21)	1 year ago (12/13/- 12/26/20)
<5	0	0*
5-9	1	
10-14	0	
15-19	0	
20-29	1	5
30-39	6	5
40-49	17	9
50-59	34	37
60-69	58	78
70-79	93	187
80+	166	475

*Data previously aggregated into 0-19 years



Data as of 12/30/21

BREAKTHROUGH
CASES MA

COVID-19 Cases in Fully Vaccinated Individuals

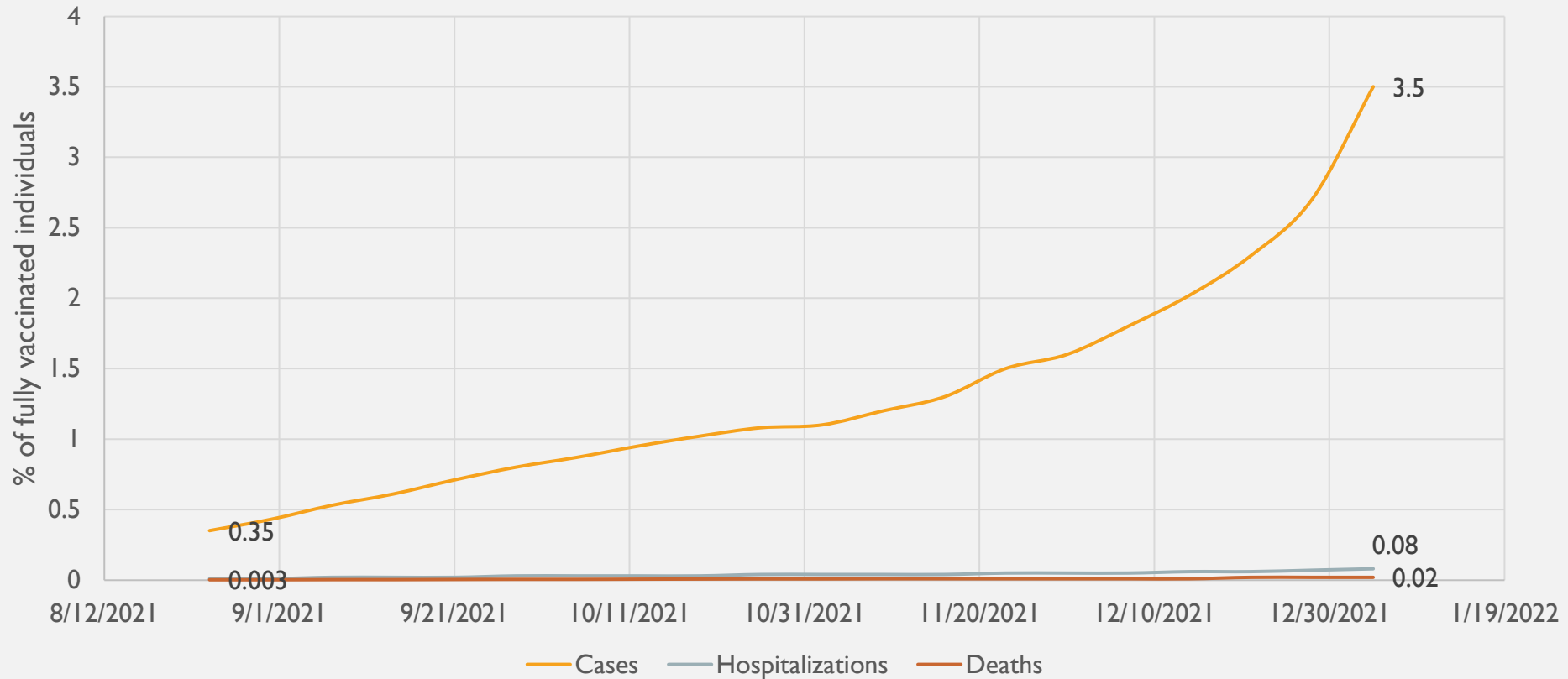
- COVID-19 cases in vaccinated people are counted as those who test positive more than 14 days after the final dose of vaccine*
- As of January 2, 2022 there were 5,090,635 fully vaccinated people and there were 179,594 cases in vaccinated people
- 3,909 of those 179,594 cases resulted in hospitalization and 942 cases resulted in death based on information reported to date

	Cumulative count through last week (reported 12/25)	Cumulative count through this week (reported 1/1)	% of All Fully Vaccinated Individuals*
Cases	134,565	179,594	3.5%
Hospitalizations among cases	3,539	3,909	0.08%
Deaths among cases	854	942	0.02%

Note: Identification of cases in vaccinated people relies on matching data between the system of record for cases and vaccinations. The number of cases in vaccinated people may be undercounted due to discrepancies in the names and dates of birth of individuals, resulting in an inability to match records across systems. Hospitalization data is likely also undercounted as identification and reporting of hospitalized cases relies on that information being obtainable by case investigators through patient interview.

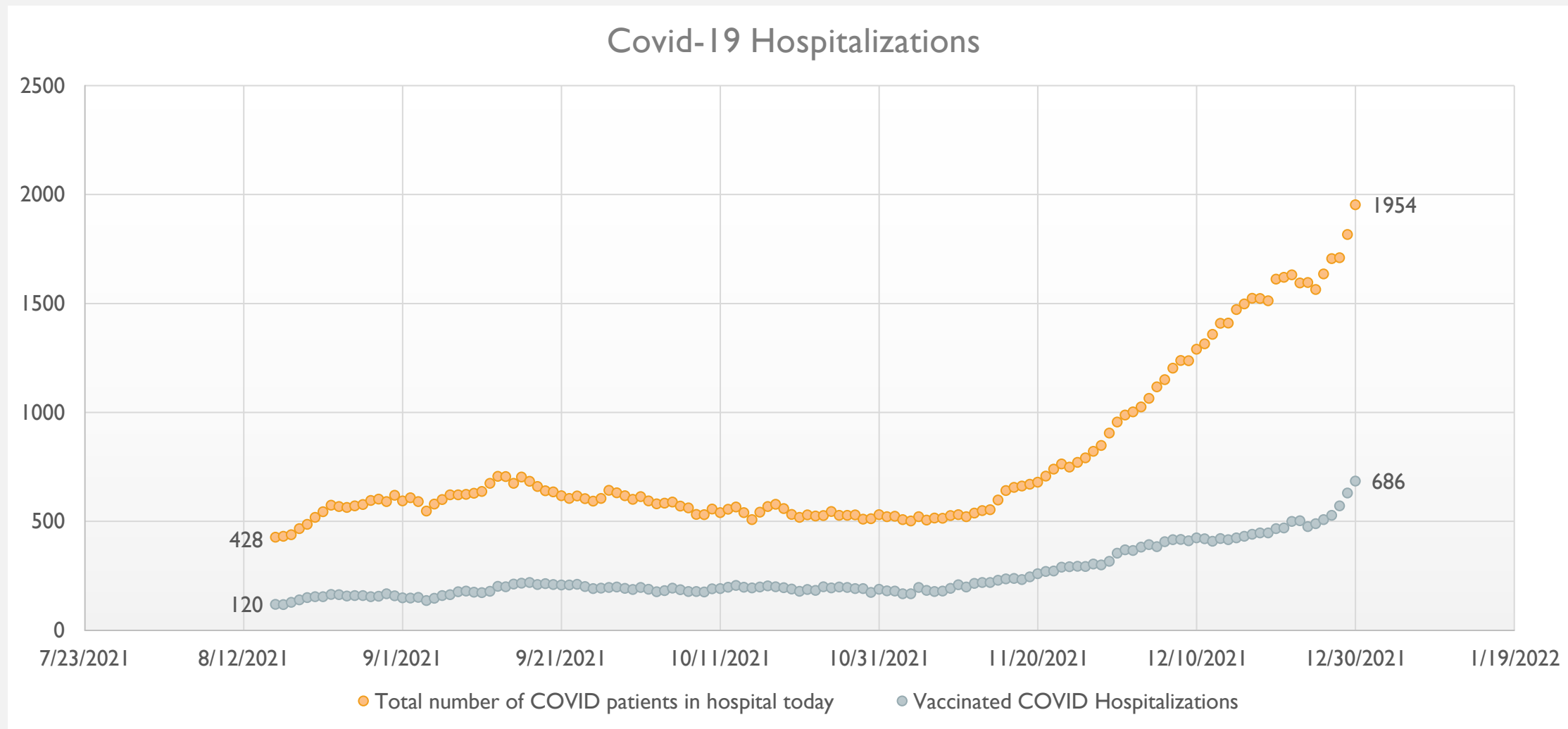
BREAKTHROUGH CASES, HOSPITALIZATIONS, DEATHS

Covid-19 cases in fully vaccinated individuals



- Percent of vaccinated individuals who become infected;
- Percent of cases in vaccinated cases which resulted in hospitalization or death

VACCINATED INDIVIDUALS IN HOSPITALS





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

MEETING DATE: 1/11/2022

Agenda Item	Initial American Rescue Plan Act Funding Reallocation Proposal
Presenter(s)	Kate Fitzpatrick, Town Manager Dan Gutekanst, Superintendent of Schools

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Superintendent and the Town Manager will discuss with the Board a proposal to purchase at-home COVID-19 testing kits for all staff and public-school students.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to approve a reallocation of American Rescue Plan Funding to provide for the acquisition of at-home COVID-19 testing kits for staff and students.	
3.	BACK UP INFORMATION ATTACHED
a. Initial American Rescue Plan Act Funding Reallocation Proposal 1/11/2022	

Initial American Rescue Plan Act Funding Proposal 1/11/2022
All items subject to on-going review by Town Counsel for eligibility

<u>Estimated Available ARPA Funding</u>	
Commonwealth:	\$3,285,327
County:	\$6,096,751
Less County Share:	(\$182,902)
Net County:	\$5,913,848
Total:	\$9,199,175

<u>Category</u>	<u>Description</u>	<u>Cost</u>	<u>Timeframe</u>
COVID-19 Direct Impact	Contact Tracers (one year)	60,000	Year 1 In-Process
	Epidemiologist (two years)	140,000	Year 1 In-Process
	Public Health Nurse (two years)	160,000	Year 1 In-Process
	Mental & Behavioral Health Staffing (two Years)	190,000	FY2022 & FY2023
	Mental & Behavioral Health Services (two Years)	190,000	FY2022 & FY2023
	School Test Kits	230,000	FY2022
	Other	100,000	FY2022 & FY2023
	Subtotal	1,070,000	
Technology Improvements	Support for Hybrid Meetings, Communications and Remote Work	175,000	FY2022
	Staffing Support for Technology Improvements	100,000	FY2022
	Subtotal	275,000	
Economic Development	Grant Program	300,000	FY2022 & FY2023
	Pop-up Program Expansion	115,000	FY2022 & FY2023
	Public Art	20,000	FY2022 & FY2023
	Music/Art Festivals	10,000	FY2022 & FY2023
	Business Center Marketing Support	20,000	FY2022 & FY2023
	Other	35,000	FY2022 & FY2023
	Subtotal	500,000	
Water/Sewer/Drains Infrastructure*	Temp Project Manager (four years)	500,000	FY2022 - FY2026
	Town Reservoir Clean-up Construction	2,070,000	FY2022 - FY2026
	Walker Pond Category 2 Construction	356,000	FY2022 & FY2023
	128 Sewer Interceptor Project Design		FY2022 - FY2026
	128 Sewer Interceptor Project Construction		FY2022 - FY2026
	South St Water Main Construction Construction		FY2022 - FY2026
	Allowance for Water/Sewer/Drains	4,428,175	FY2022 - FY2026
	Subtotal	7,354,175	
Grand Total		9,199,175	

* DPW Has Identified Several Additional Water/Sewer/Drain Contingency Projects



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

MEETING DATE: 1/11/2022

Agenda Item	Behavioral Health Update
Presenter(s)	Timothy McDonald, Director of Health & Human Services Sara Shine, Director of Youth and Family Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Department of Health and Human Services staff will update the Board on efforts to meet increasing mental and behavioral health needs across the community.	
2.	VOTE REQUIRED BY SELECT BOARD
None.	
3.	BACK UP INFORMATION ATTACHED
a. Youth & Family Services presentation	



Mental Health and COVID-19: Trends, Challenges and Strategy



@NeedhamYouthServices



@Needham_Youth



@NeedhamYouthServices

Clinical Services Provided

Individual Counseling

Family Counseling

Parent Consultation

Substance Misuse Awareness Program

Behavioral Intervention Program

Crisis Response

Programs offered by Y&FS:

ESTABLISHED PROGRAMING

- Group Programming
 - Coping skills groups for youth
 - Parent support programming
 - Lunch groups
 - Art therapy groups
- Youth Mental Health First Aid classes transitioned to online and increased offerings
- Volunteers Around Needham
- Peer Tutoring
- Peer Mentoring
- Cyber Wellness Workshops
- Programming in collaboration with the COA
- March Unplugged Calendar
- Awards (Patrick and Patricia Forde Good Person Memorial Award & Ray of Hope)

NEW PROGRAMING

- Community Rail Trail Mural Project
- Community wide trainings
 - Parenting During a Crisis
 - COVID -19 and the impact on Mental Health
- Helped to create a resource page for community members in need
- Various therapeutic groups focused on current events
- Racial equity work

Community Collaborations

- The Domestic Violence Action Committee (DVAC)
- The Substance Prevention alliance of Needham (SPAN)
- The Community Crisis Intervention Team (CCIT)
- The Youth Resource Network (YRN)
- The Internship Collaborative
- Youth Services Directors' meeting
- Community Health Resource Group
- Alliance for Safety and Wellness in the Greater Needham Community
- School Mental Health Group

MetroWest Adolescent Health Survey 2018

High School

- 32% of students found life to be very stressful during the 30 days prior to the survey
- 13% showed depressive symptoms during the 12 months prior to the survey
- 9% seriously considered suicide during the 12 months prior to the survey
- 2% attempted suicide
- 35% of students were concerned another student may hurt themselves

Middle School

- 14 % of students found life to be very stressful during the 30 days prior to the survey
- 9% showed depressive symptoms during the 12 months prior to the survey
- 10% seriously considered suicide (lifetime)
- 2% attempted suicide (lifetime)
- 33% of students were concerned another student may hurt themselves

Data

- The CDC released in a report that in the early months of 2021, visits to the ED for suspected suicide attempts increased by roughly 50% for adolescent girls compared to the same period in 2019
- The proportion of children's mental health related ED visits in 2020 increased 24% compared to 2019
- Suicidal ideation was 1.6x more likely in 2020 compared to 2019 when pandemic stressors were elevated
- Rates of suicidal ideation are highest among youth, especially LGBTQ+ youth. In September 2020, over half of 11–17 year-olds reported having thoughts of suicide or self harm
- People screening at risk for mental health conditions are struggling most with loneliness or isolation
- 50% of 12-25 years old who reported a major depressive episode within the previous year of the survey received treatment
- Suicide is now the second leading cause of death for 10–24year-old
- Suicide among 9–14year-olds was up 150% in recent 7 years
- 90% of youth suicides were untreated at time of death

Racial Mental Health Disparities

- Racial/ethnic minority youth with behavioral health issues are more readily referred to the juvenile justice system than to specialty primary care, compared with white youth.
- Lack of cultural understanding by health care providers may contribute to underdiagnosis and/or misdiagnosis of mental illness in people from racially/ethnically diverse populations.
- Only 1 in 3 African Americans who need mental health care receives it
- For children ages 5-12, African American males are dying by suicide at higher rates than any other racial/ethnic group
- Suicide deaths among black females aged 13-19 rose 182% between 2001-2017 (60% among black teen males during the same period)
- Latinx children and adolescents are at significant risk for mental health problems, in many cases greater risk than white children and are least likely to access mental health care (1 in 20 with a mental health disorder access treatment from a mental health specialist)
- Depression rates are more likely to be persistent with the BIPOC community
 - And yet they are less likely to receive guideline-consistent care, less frequently included in research and more likely to use emergency rooms or primary care vs mental health specialists

Barriers to Care

Factors affecting access to treatment by members of diverse ethnic/racial groups may include:

- Lack of insurance/underinsurance
- Mental illness stigma is often greater (it is a sign of moral and spiritual weakness)
- Lack of diversity among mental health care providers
- Lack of culturally competent providers
- Language barriers
- Distrust in the health care system
- Inadequate support for mental health services in safety net settings (uninsured, Medicaid, Health Insurance Coverage other vulnerable patients)
- Racism, bias and discrimination in treatment settings

Local Trends

An increase in acuity in both current clients and new referrals. There has been an increase in Eating Disorders, Substance Use, Anxiety, Depression, and Suicidal Ideation

A significant increase in Y&FS current waitlist – more “priority referrals” than the department has ever experienced

Impact of remote learning – academically falling behind – disengagement, disconnection, etc.

Socially impacted - loss of social connections, extracurricular activities/support

Decreased access to mental health services (during the pandemic less access to school counselors or in person counseling)

Response to COVID-19

- Y&FS significantly increased mental health services to reach a greater community need
 - Crisis calls doubled between March 2020 and March 2021 than previous years
 - Y&FS increased by increasing case loads and groups
 - Focus from just youth and families increased to any community member in need
 - Established various community connections to help provide support
 - Focus on community outreach and visibility
 - Increased our Youth Mental Health First Aid training so that more community members are trained at helping in times of mental health challenges/crisis situations
 - Focus on equity and helping all residents and students access needed services
 - Thanks to the donations from Needham Exchange Club and Needham Flag Football - All Y&FS staff members are attending additional trauma trainings and Y&FS is obtaining equipment for trauma specific interventions

Improving outcomes requires identifying those at risk and connecting them to resources

Strategies to improve youth mental health:

- Early screenings
- Referrals to professionals
- Access to treatment
- Complementary and emerging treatments

Strategies to prevent suicide:

- School education programs
- Crisis center hotlines
- Improve media portrayal
- Restrict access to lethal means
- Positive parent/adult relationships

ARPA Funds Request

- A full-time clinical staff member for a period of 24-30 months to help the current surge of referrals and an increase in intensive services due to acuity.
- Outside contracts with mental health experts to which Youth & Family Services would refer particularly acute cases (for example eating disorders or substance addiction).
- Funding to support enhanced community education and awareness on mental health topics.



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

MEETING DATE: 1/11/2022

Agenda Item	Public Hearing – Modification, Suspension or Revocation of Alcohol License - Poet King Restaurant Group, LLC d/b/a Hungry Coyote
Presenter(s)	Leona Leon Turano, Manager Poet King Restaurant Group, LLC d/b/a Hungry Coyote Matthew A. Saiia, Owner, Poet King Restaurant Group, LLC d/b/a Hungry Coyote

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will hold a public hearing on the possible modification, suspension or revocation of the alcoholic beverage license issued to Poet King Restaurant Group, LLC d/b/a Hungry Coyote.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> Suggested Motion to be provided under separate cover.	
3.	Back Up Information Attached
a. Notice of Hearing, M.G.L. C.138, §23 And §64 and 204 Cmr 2.05(2) And 204 Cmr 2.05(8) b. Notice of Hearing, M.G.L. C.140, §9 and Select Board Policies and Procedures For Common Victuallers Sections 2.1 And 3.2 c. Summary Suspension Order M.G.L. C.111, §30 and 105 Cmr 590.014(A) d. Notice of Hearing M.G.L. c. 138 §26 and §64	



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

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TOWN OF NEEDHAM

TOWN HALL
Needham, MA 02492-2669

Office of the
TOWN MANAGER

TEL: (781) 455-7500
FAX: (781) 449-4569

January 5, 2022

BY CERTIFIED MAIL (7021 0950 0000 5162 5199) RETURN RECEIPT REQUESTED

Leona Leon Turano, Manager
Poet King Restaurant Group, LLC d/b/a Hungry Coyote
838 Great Plain Avenue
Needham, MA 02492

**BY EMAIL (matt@poet-king.com) and
CERTIFIED MAIL (7021 0950 0000 5162 5212) RETURN RECEIPT REQUESTED**

Matthew A. Saiia, Owner
Poet King Restaurant Group, LLC d/b/a Hungry Coyote
838 Great Plain Avenue
Needham, MA 02492

NOTICE OF HEARING

M.G.L. c.140, §9 and

Select Board Policies and Procedures for Common Victuallers Sections 2.1 and 3.2

Dear Ms. Turano and/or Mr. Saiia:

You are hereby notified that a public hearing will be held by the Select Board as the Licensing Authority for the Town of Needham on Tuesday January 22, 2022 at 7:30p.m. in Powers Hall, Needham Town Hall, 1471 Highland Avenue, Needham MA 02492 to show cause why your Common Victualler License should not be suspended or revoked, and/or why fines should not be imposed, for violating M.G.L. c.140, §9 and Sections 2.1 and 3.2 of the Town of Needham Select Board's Policies and Regulations for Common Victuallers to wit: Failure to comply with the Summary Suspension Order of the Town of Needham Board of Health dated December 31, 2021.

This public hearing will be held pursuant to the provisions of M.G.L. c.140, §9. After the hearing, the Select Board may vote to modify, suspend or revoke your license and/or impose fines if it finds that there is satisfactory proof that a violation has occurred. You may appear on your own behalf and/or with your legal counsel and present witnesses.

For your information and review, a copy of the Summary Suspension Order is enclosed herewith.

Very truly yours,

Kate Fitzpatrick
Town Manager

Encl.



TOWN OF NEEDHAM

TOWN HALL
Needham, MA 02492-2669

Office of the
TOWN MANAGER

TEL: (781) 455-7500
FAX: (781) 449-4569

January 5, 2022

BY CERTIFIED MAIL (7021 0950 0000 5162 5202) RETURN RECEIPT REQUESTED

Leona Leon Turano, Manager
Poet King Restaurant Group, LLC d/b/a Hungry Coyote
838 Great Plain Avenue
Needham, MA 02492

BY EMAIL (matt@poet-king.com) and

CERTIFIED MAIL (7021 0950 0000 5162 5229) RETURN RECEIPT REQUESTED

Matthew A. Saiia, Owner
Poet King Restaurant Group, LLC d/b/a Hungry Coyote
838 Great Plain Avenue
Needham, MA 02492

**NOTICE OF HEARING
M.G.L. c.138, §23 and §64 and
204 CMR 2.05(2) and 204 CMR 2.05(8)**

Dear Ms. Turano and/or Mr. Saiia:

You are hereby notified that a public hearing will be held by the Select Board as the Licensing Authority for the Town of Needham on Tuesday January 22, 2022 at 7:30p.m. in Powers Hall, Needham Town Hall, 1471 Highland Avenue, Needham MA 02492 to show cause why your All Alcohol License should not be modified, suspended or revoked for violating M.G.L. c.138, §23 and §64, 205 CMR 2.05(2) and 204 CMR 2.05(8) to wit: Failure to comply with the Summary Suspension Order of the Town of Needham Board of Health dated December 31, 2021.

This public hearing will be held pursuant to the provisions of M.G.L. c.138, 23 and 64. After the hearing, the Select Board may vote to modify, suspend or revoke your license if it finds that there is satisfactory proof that a violation has occurred. You may appear on your own behalf and/or with your legal counsel and present witnesses.

For your information and review, a copy of the Summary Suspension Order is enclosed herewith.

Very truly yours,

Kate Fitzpatrick
Town Manager

Encl.



Needham Public Health Division

178 Rosemary St., Needham, MA 02494
www.needhamma.gov/health

781-455-7940 ext. 504
781-455-7922 (fax)



CERTIFIED MAIL #7016 3010 0001 0243 2615
RETURN RECEIPT REQUESTED

Francisco Mendez, Owner
Hungry Coyote
1185 Highland Avenue
Needham, MA 02492

CERTIFIED MAIL #7016 3010 0001 0243 2622
RETURN RECEIPT REQUESTED

Francisco Mendez, Owner
Hungry Coyote
24 Yurick Road
Needham, MA 02492

SUMMARY SUSPENSION ORDER
M.G.L. c.111, §30 and 105 CMR 590.014(A)

1. This Summary Suspension Order is issued to the Hungry Coyote restaurant located at 1185 Highland Avenue, Needham MA 02492 and to permit holder Francisco Mendez, 1185 Highland Avenue and/or 24 Yurick Road, Needham MA 02492.

2. The Town of Needham Board of Health's authorized agents have determined that an imminent health hazard exists at the Hungry Coyote restaurant located at 1185 Highland Avenue, which requires the immediate suspension of the food establishment permit.

3. This determination of an immediate health hazard is based on violations of the following provisions of the *2013 Federal Food Code* and *105 CMR 590- State Sanitary Code Chapter X - Minimum Sanitation Standards for Food Establishments*, each of which have been found by the Board of Health's authorized agents:

- **FC 2-103.11 (I) Duties of Person in Charge** - The person in charge shall ensure that employees are properly maintaining the temperatures of TCS foods during hot and cold holding through daily oversight of the employees' routine monitoring of food temperatures.
- **FC 2-103.11 (N) Duties of Person in Charge** - The person in charge shall ensure that employees are properly trained in food safety, including food allergy awareness, as it relates to their assigned duties.
- **FC 3-302.11 (A)(1) Raw Animal Foods Separated from RTE** - Food shall be protected from cross-contamination by: (1) Separating raw animal foods during storage preparation, holding and display from: (a) Raw RTE food including other raw animal food such as fish for sushi or molluscan shellfish or other raw RTE food such as fruits and vegetables, and (b) cooked RTE food.
- **FC 3-305.11 Food Storage** - Food shall be protected from contamination by storing food: in a clean dry location; where it is not exposed to splash, dust, or other contamination; and at least 6 inches off the floor.
- **FC 3-501.16 (A)(2) (B) Proper Cold Holding Temps** - Except during preparation, cooking, or cooling, or when time is used as the public health control as specified under section 3-501.19, and except as specified under paragraph (B) and in paragraph (C) of this section, TCS food shall be maintained at 41°F or less. Eggs that have not been treated to destroy all viable *Salmonellae* shall be stored in refrigerated equipment that maintains an ambient air temperature of 45°F or less.
- **FC 4-501.11 Good Repair and Proper Adjustment** - Equipment shall be maintained in a state of repair and condition that meets FDA requirements. Equipment components such as doors, seals, hinges,

fasteners, and kick plates shall be kept intact, tight, and adjusted in accordance with manufacturers specifications. Cutting or piercing parts of can openers shall be kept sharp to minimize the creation of metal fragments that can contaminate food when the container is opened.

- **105 CMR 590.011: (A) Anti-choking Procedures in Food Service Establishments -** (1) Pursuant to M.G.L. c. 94, § 305D, restaurants with a certain seating capacity are required to have one or more employees trained in a manual choke-saving procedure in accordance with 105 CMR 605.000: Approved Choke-saving Procedures. (2) Each food service establishment with a seating capacity that conforms with M.G.L. c. 94, § 305D shall: (a) Have on its premises, while food is being served, an employee trained in manual procedures approved by the Department to remove food lodged in a person's throat; and (b) Make adequate provision for insurance to cover employees trained in rendering such assistance.
 - **105 CMR 605.004:** Each restaurant having a seating capacity of 25 or more persons shall keep a list of those employees trained in approved manual procedures.

4. Based on the foregoing, it is hereby **ORDERED** that all operations of the Hungry Coyote shall **immediately cease and desist**.

5. The emergency closure of this establishment shall remain in effect until all conditions cited above are corrected, and the corrections have been confirmed by the Board of Health's authorized agent through inspection and other means as appropriate. Without limiting the steps that you must take in order to adequately correct this hazard, you are hereby required to:

- Meet all requirements contained in the Memorandum of Understanding (MOU) with the Needham Public Health Division dated December 3, 2021, including but not limited to, the items noted below:
 - At least two ServSafe Food Protection Manager Certificates must be submitted.
 - There must be at least one ServSafe Food Protection Manager on-site **at all hours** the establishment is operational.
 - The establishment must be deep-cleaned and cleaning logs must be implemented and submitted weekly.
 - Temperature logs must be implemented and submitted weekly.
 - Pest control must be contracted for services to be conducted every other week. Copies of these pest control reports must be submitted for review. (Copy of signed contract must be submitted.)
- Must start taking sanitizer concentration/pH testing paper logs to ensure proper sanitizer concentration is set up at 3-Bay sink. Logs will need to be submitted weekly.
- Choke Saver training must be conducted and a valid training certificate must be submitted.
- Food Allergy training must be completed and additional training certificates must be submitted for additional staff.
- Arrange for all cold-holding equipment on site to be assessed by a qualified outside food safety consultant and install new and/or additional cold-holding equipment as found to be necessary by the outside consultant for proper cold-holding storage.
- Ensure all food is stored properly, protected, and in the correct order.
- A new plan review of the establishment must be submitted Any new equipment spec sheets will need to be submitted for approval, OR if insufficient cold-holding equipment observed or if additional equipment cannot be accommodated on site, Menu items will need to be cut back in

order to ensure that sufficient refrigeration is provided on site to accommodate all Menu items listed. Newly revised Menu will need to be submitted for our review/approval.

- Need to ensure that your trained ServSafe Food Manager(s) is available on site during ALL hours of operation (including weekends) going forward to ensure proper food safety protocols are being practiced and consistently maintained on site. (Need a document in writing back from owner with staff schedules, along with copies of certs., which confirm this requirement.)
- All staff must be re-trained by a qualified food safety consultant on an ongoing basis (and all new hires must be similarly trained on an ongoing basis) and you must continue to hold frequent hands-on training of staff on proper food safety practices. Food safety audits and unannounced spot check inspections should be expected until the Public Health Division observes dramatic improvements on site. A copy of a signed food safety contract from a third-party consultant will need to be submitted to the Public Health Division. The Public Health Division must also receive copies of these audit inspection reports and training status updates from your consultant.
- All previously observed violations need to be corrected ASAP, i.e. all refrigeration gaskets replaced, sanitizer set up correctly, proper thawing practices need to be conducted, proper date-marking, proper calibration of thermometers, proper storage of raw food items (not mixing with ready-to-eat food items or storing raw above ready-to-eat foods), demonstrate food safety knowledge, need to ensure dumpsters on an increased pick-up schedule and areas around dumpsters are put on a more frequent cleaning schedule (need to be added to cleaning log), Bar area needs to be put on a more frequent cleaning schedule and noted on cleaning log, floor drains must be added to cleaning log and must be put on a routine cleaning schedule, need to verify proper cooling ice wands on site etc.

This Summary Suspension Order applies to the establishment's current contract to serve lunches for Saint Joseph's school.

You have the right to a hearing before the Board of Health, provided that you file a written request for a hearing within ten (10) days of receipt of this Summary Suspension Order. In the event of such a request, a hearing will be scheduled within three (3) business days after receipt of a written request. You also have the right to inspect and obtain copies of all relevant inspection reports, orders, notices, and other documentary information in the possession of the Board of Health, and the right to be represented at any hearing.

If you wish to request a hearing, a written request should be delivered to:

Tara Gurge, Assistant Public Health Director
Rosemary Recreation Complex
178 Rosemary Street
Needham, MA 02494

As stated above, this Summary Suspension Order is effective immediately; a written request for a hearing **does not** stay the effectiveness of this Order.

Please feel free to contact the Public Health Division if you have any questions on what is stated in this Summary Suspension Order. Assistant Public Health Director Tara Gurge can be reached at (781) 455-7940; Ext. 211 or via email Tgurge@needhamma.gov. You can also contact Diana Acosta, Environmental Health Agent, at (781) 455-7940; Ext. 220 or via email at DAcosta@needhamma.gov.

Issued this 31st day of December, 2021 by:



Tara E. Gurge, R.S., C.E.H.T., M.S.
Assistant Public Health Director
Needham Public Health Division
Rosemary Recreation Complex
178 Rosemary Street
Needham, MA 02494

cc: Timothy McDonald, Health and Human Services Director; Tiffany Zike, Assistant Public Health Director; Katie King, Assistant Town Manager; Christopher Heep, Needham Town Counsel; Diana Acosta, Environmental Health Agent; Monica Pancare, Environmental Health Agent



TOWN OF NEEDHAM
TOWN HALL
Needham, MA 02492-2669

Office of the
TOWN MANAGER

TEL: (781) 455-7500
FAX: (781) 449-4569

January 7, 2022

BY CERTIFIED MAIL (#7021 0950 0000 5162 5274) RETURN RECEIPT REQUESTED

Leona Leon Turano, Manager
Poet King Restaurant Group, LLC d/b/a Hungry Coyote
838 Great Plain Avenue
Needham, MA 02492

**BY EMAIL (matt@poet-king.com) and
CERTIFIED MAIL (#7021 0950 0000 5162 5281) RETURN RECEIPT REQUESTED**

Matthew A. Saiia, Owner
Poet King Restaurant Group, LLC d/b/a Hungry Coyote
838 Great Plain Avenue
Needham, MA 02492

**NOTICE OF HEARING
M.G.L. c.138, §23 and §64**

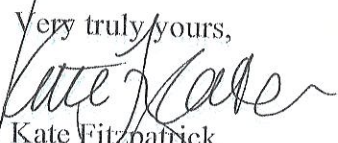
Dear Ms. Turano and/or Mr. Saiia:

You are hereby notified that a public hearing will be held by the Select Board as the Licensing Authority for the Town of Needham on Tuesday January 11, 2022 at 7:30 p.m. in Powers Hall, Needham Town Hall, 1471 Highland Avenue, Needham MA 02492 to show cause why your All Alcohol License should not be modified, suspended, or revoked for violating the terms of your license issued pursuant to M.G.L. c.138, §12, to wit, operating without a licensed manager and/or appointing a new licensed manager without the approval of the local licensing authority and the Alcoholic Beverages Control Commission, as required, and 204 CMR 2.01(8) to wit, submitting a renewal application for a license renewal that contains false statements.

This public hearing will be held pursuant to the provisions of M.G.L. c.138, §§23 and 64. After the hearing, the Select Board may vote to modify, suspend or revoke your license if it finds that there is satisfactory proof that a violation has occurred. You may appear on your own behalf and/or with your legal counsel and present witnesses.

This notice is in addition to the Notice of Hearing sent to you on January 5, 2022. This hearing and the hearing previously noted will be held at the same time.

Very truly yours,


Kate Fitzpatrick
Town Manager



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

MEETING DATE: 1/11/2022

Agenda Item	Budget Consultation
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will provide the Board with an update on Departmental Performance Improvement Budget Requests and Financial Warrant Articles.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion only.	
3.	BACK UP INFORMATION ATTACHED
a. FY2023 DSR4 & DSR5 Forms	

Performance Improvement Funding Request DSR4				
Department	Finance/Accounting		Fiscal Year	2023
Title	Student Intern 2		Priority	2
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage	.35	10,125.00		10,125.00
2. Expense		82.00	1,500.00	1,582.00
3. Operating Capital				
4. Department Total (1+2+3)	.35	10,207.00	1,500.00	11,707.00
5. Other Costs		782.00		782.00
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?				
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
All "YES" responses above must be explained in the narrative below				
Description and Explanation				
The accounting office is looking to hire summer help to keep the production of work under control during the end and beginning of the fiscal years. There are many steps that need to be accomplished when closing and opening fiscal years. There are also reconciliations and reports that are needed for the state and auditors. This request is for employment from May to August. If the funding is approved, the assistance of Human Resources Department to hire an individual annually is necessary, as well as ITC to set up the hired intern's technology and system access.				
V2023				

Performance Improvement Funding Request DSR4					
Department	Finance/Information Technology Center			Fiscal Year	2023
Title	Applications Administrator			Priority	1
DSR4					
Expenditure Classification	FTE	Frequency		Total Amount (A + B)	
		Recurring Amount (A)	One Time Only Amount (B)		
1. Salary and Wage	1.0	80,906.00			80,906.00
2. Expense		226.00			226.00
3. Operating Capital					
4. Department Total (1+2+3)		81,132.00			81,132.00
5. Other Costs		33,754.00			33,754.00
Budgetary Considerations				Yes	No
Does this request address a goal of the Select Board or other Board or Committee?					X
If yes, which Board or Committee?					
Has this request been submitted in the last three fiscal years and not funded?					X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?					X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X	
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?					X
Does the request support activities which produce revenue for the Town?				X	
If the request is not approved, will current Town revenues be negatively impacted?					X
Is there an increased exposure for the Town if the request is not approved?					X
Is specialized training or licensing required (beyond the initial purchase)?					X
Does this request address a documented health or safety issue?					X
All "YES" responses above must be explained in the narrative below					
Description and Explanation					
This request is to hire an additional Applications Administrator for the Information Technology Center to act in support of database and backend support of enterprise-wide applications as well as assist individual departments needing help procuring, implementing, or looking for services for applications to support those departments. The concept of having two Applications Administrators would be to have each Applications Administrator support specific enterprise applications such as Infinite Visions, ViewPoint Cloud Permitting, Kronos, the new replacement Revenue Application and share that knowledge between them, and then separately provide support to departments looking to add department specific application and then again share what knowledge they gathered from those requests. This would also be an opportunity to develop a consistent training regimen for those most used locally installed or remotely accessed products such as Office 365 and other supporting Microsoft products likes OneDrive and Teams, Citrix Workspace as well as basic computer skills and knowledge. This duplicity would help the Information Technology Center provide consistent support to the staff using these products during time off, sick time, or changes in staff specifically due to resignations limiting any delays to requests or support. The latter of these is cause for concern because if vacant the general and nuanced knowledge of software such as what was listed is lost with only the single Applications Administrator causing a very steep learning curve for anyone coming into the position, hindering any support for these applications.					

Performance Improvement Funding Request DSR4			
Department	Finance/Information Technology Center	Fiscal Year	2023
Title	Applications Administrator	Priority	1
The Town is purchasing a new billing and collection application that can be rolled out to multiple departments. This will inevitably increase the number calls for support by Town departments, and communications with the software providers. Timely issuance of bills and the processing of payments is critical, having the additional position will provide the support and knowledge needed to keep system interruptions to a minimum. The assistance of Human Resources will be necessary for the recruitment, hiring, and onboarding of the individual selected for the position.			
V2023			

Performance Improvement Funding Request DSR4				
Department	Planning and Community Development		Fiscal Year	2023
Title	Zoning Specialist: Increase in Hours		Priority	1
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage		\$9,021		\$9,021
2. Expense				
3. Operating Capital				
4. Department Total (1+2+3)		\$9,021		\$9,021
5. Other Costs				
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Board of Appeals		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
All "YES" responses above must be explained in the narrative below				
Description and Explanation				
On September 14, 2021 the Personnel Board approved the retitle and reclassification of the <i>Administrative Specialist</i> I-05 for the Zoning Board of Appeals (ZBA) to a <i>Zoning Specialist</i> GT-06 to adequately meet the professional and administrative demands of the ZBA. This request is to fund the expanded professional planning functions by 5 hours per week for a total of no more than 30 hours per week. Currently this sole staff to the ZBA is a 25-hour part-time position providing administrative support to the Zoning Board of Appeals, a five-member board which reviews approximately 25-30 Special Permits, Comprehensive Permits, Variances and Building Commissioner Appeals – ranging in complexity from multi-unit housing complexes to simple home additions – and collecting nearly \$10,000 in fees annually. The ZBA is one of three Needham Boards whose regular meetings are covered by the Needham Cable. The reclassified position will not only continue to provide administrative support under the 25-hours but will also provide professional planning functions which spill over the 25-hours. This includes: • Coordination and consultation, as part of the ZBA application technical review, with permitting departments, Boards and Commissions; facilitates communications between permitting department, board and applicant to ensure concerns raised are adequately addressed prior to the public hearing;				

Performance Improvement Funding Request DSR4			
Department	Planning and Community Development	Fiscal Year	2023
Title	Zoning Specialist: Increase in Hours	Priority	1
- Engages Town Counsel on behalf of ZBA request for legal counsel on matters before the Board or for legal consultation; - Attends monthly Planning Administrative Review meetings updating the Town's building construction team on ZBA projects; - Coordinates and conducts site visits to analyze and assess proposed conditions and acts as resource to the ZBA; - Works with permitting departments staff to verify compliance with ZBA conditions; reviews and authorizes ZBA compliance on the Building Department's electronic permitting system for building and occupancy reviews; - Responsible for updating and maintaining all ZBA official documents to reflect current Zoning By-Laws and ZBA Rules and Regulations. Drafts proposed revisions and newly created By-laws based on policy direction of the ZBA. (example: Accessory Dwelling Unit, Retaining Wall, Big-House Zoning Amendments); - Coordinates with Needham Cable's municipal producer to insure the successful broadcast to the ZBA, a most needed coordination during the Pandemic and hybrid periods. The Board of Appeals has made securing the above-described professional services a high priority as it implements its regulatory function. Accordingly, the Department of Planning and Community Development has requested an increase of 5 hours per week for the Zoning Specialist position so that the additional professional responsibilities envisioned for the position by the reclassification can be met.			
V2023			

Performance Improvement Funding Request DSR4				
Department	Police Department		Fiscal Year	FY 2023
Title	Law Enforcement Clinical Support		Priority	1
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage				
2. Expense		45,000		45,000
3. Operating Capital				
4. Department Total (1+2+3)		45,000		45,000
5. Other Costs				
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				x
If yes, which Board or Committee?				
Has this request been submitted in the last three fiscal years and not funded?				x
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				x
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				x
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				x
Does the request support activities which produce revenue for the Town?				x
If the request is not approved, will current Town revenues be negatively impacted?				x
Is there an increased exposure for the Town if the request is not approved?				x
Is specialized training or licensing required (beyond the initial purchase)?				x
Does this request address a documented health or safety issue?				x
All "YES" responses above must be explained in the narrative below				
Description and Explanation				
The Needham Police Department (NPD) proposes a regional collaboration with the Dedham Police Department (DPD) and Riverside Community Care (RCC - the regional Emergency Services Program provider as designated by the Massachusetts Department of Mental Health) to advance the towns' shared goal of supporting evidence-based, culturally competent, trauma-informed and holistic responses to individuals with mental illness, co-occurring substance use disorders and trauma histories who might otherwise become incarcerated. In the last year this program has been impactful not only for the community but has been a great resource for the department. Officer Forte along with the clinician have conducted more than 90 follow ups or contacts with individuals that are in crisis. These numbers do not take into consideration the time spent on phone calls or email which exceeded 750 hours in the last year. In the past most of these phone calls would be placed to dispatch to handle amidst their other duties within the dispatch center. Officer Forte's time spent with these individuals build trust and relieves patrol officers and dispatchers from having to respond by phone or in person. The proposed initiative is for a Law Enforcement Clinical Support (LECS) program to be shared between the two communities and collaboratively overseen by Needham Police Chief John				

Performance Improvement Funding Request DSR4			
Department	Police Department	Fiscal Year	FY 2023
Title	Law Enforcement Clinical Support	Priority	1
Schlittler and Dedham Police Chief Mike D'Entremont. A Master's level clinician assigned to this project would be an employee of Riverside Community Care, the state-designated emergency services provider. Needham and Dedham would enter into a shared services contract with Riverside if this request were approved. This initiative will significantly enhance each community's real-time response to calls from behavioral health-involved individuals with mental illness and/or co-occurring substance use disorders by initiating a co-response program that embeds an experienced clinical social worker with experience treating those struggling with addiction, into the departments to support police officers in addressing the region's increasingly complex behavioral health needs. The primary goal of this regional collaboration is to divert appropriate individuals from the criminal and juvenile justice systems prior to the point of arrest into appropriate community-based treatment services and other care options. Both communities are committed to this model and have already taken considerable steps toward enhancing the well-being of residents with behavioral health challenges and their families. Both communities' long-term goals for the project are to: • Enhance connections between local behavioral health, social and emergency service providers to improve communication and coordination between entities and fill in existing gaps in service. • Ensure responsible use of resources by obtaining appropriate behavioral health staff support and training for law enforcement such that roles and responsibilities within the departments are clear and well-articulated; and • Proactively reach individuals and families with behavioral health challenges to provide support and resources and prevent the need for a critical response, when possible. This project will allow the Needham and Dedham Police Departments to consistently provide safe, effective crisis response services to citizens with behavioral health challenges. It will also: • provide opportunities for increased collaboration and communication between NPD, DPD, RCC and other behavioral health providers; • increase the number of NPD and DPD officers and other first responders trained in new skills and intervention options that minimize the use of force through training in behavioral health topics; • increase the number and type of high-quality trainings available; • support NPD, DPD and other first responder departments in developing policies that increase safety and effectiveness when responding to persons with behavioral health challenges; and • ultimately divert greater numbers of such citizens from arrest, whenever possible. As a result of this project, NPD and DPD expect to see increases in the number of behavioral-health related calls that receive a co-response, as well as participation by the embedded social worker (ESW) in follow-up visits and wellness checks. Success will mean fewer such calls resulting in the use of force, arrest, physical injury to any first responders, and emergency room visits when that level of care is not indicated.			

Performance Improvement Funding Request DSR4			
Department	Police Department	Fiscal Year	FY 2023
Title	Law Enforcement Clinical Support	Priority	1
Additional results will include increased engagement and stronger relationships with project partners, including the development of formal partnerships and regular meetings/communication with local stakeholders to better meet the behavioral health needs of individuals and families in these communities. The LECS Clinician (LECSC) will work collaboratively with the Community Crisis Intervention Team (CCIT), Community Outreach Officer, local law enforcement, and the community. LECSC representative duties and responsibilities: 1. Provide flexible mobile or station-based intervention, counseling, assessment, triage, referral, and education to the community as requested by the police department. 2. Work collaboratively with the departments Community Outreach Officer and School Resource Officers as needed. 3. Meet with the family members of a struggling minor in the community at an agreed-up location, which may include school, home, or the library. 4. Assist with referrals for mental health treatment and support services. 5. Respond with law enforcement to calls requiring mental health support. 6. Outreach with community members to provide guidance in the development of safety plans. 7. Provide crisis evaluation and assistance to community members seeking substance abuse treatment.			
V2023			

Performance Improvement Funding Request DSR4				
Department	Fire		Fiscal Year	2023
Title	Enhanced Fire Records Management Software		Priority	1
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage				
2. Expense		20,000		20,000
3. Operating Capital				
4. Department Total (1+2+3)		20,000		20,000
5. Other Costs				
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?				
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
All "YES" responses above must be explained in the narrative below				
Description and Explanation				
This request is for a yearly subscription for enhanced fire records management software. This software we seek will allow us to better track equipment inventory, scheduling, training, personnel performance, communications, certifications, and licenses. In addition, this software will allow field personnel to receive real-time site-specific data in the field. Our current CAD and incident reporting software is effective for certain modalities, such as incident reporting and dispatching of apparatus from a desk top environment but lacks flexibility in the field and is limited when compared to more modern software packages used throughout the Fire Service. By taking advantage of a more robust cloud-based fire software service, we believe we will be better able to meet the ever increasing demands for data of our personnel and those who we serve.				
V2023				

Performance Improvement Funding Request DSR4				
Department	Department of Public Works – General Fund		Fiscal Year	2023
Title	Administrative Analyst		Priority	9
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage	1	80,106		80,106
2. Expense			2,500	2,500
3. Operating Capital				
4. Department Total (1+2+3)		80,106	2,500	82,606
5. Other Costs		33,645		33,645
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Select Board		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
<i>All "YES" responses above must be explained in the narrative below</i>				
Description and Explanation				
This request is for an Administrative Analyst for the Engineering Division. The Division currently has only one Contract Administrator that needs additional support. With the increased workload from the many projects and contracts that the Division has taken on, the Contract Administrator is limited in their capacity to supervise and manage all of them simultaneously. The Administrative Analyst would primarily assist the Contract Administrator in their duties, helping to develop and coordinate all of the non-operational components of the Division's responsibilities. These include preparing grant applications and budget requests, tracking advertisements, developing specifications, facilitating pre-bid meetings, site visits and bid openings, reviewing qualifications, drafting award notices, and managing design and construction contracts. The position would also support the Contract Administrator in coordinating pre-construction conferences, detour plans, and abutter notifications, tracking construction schedules and milestones, processing payment requisitions and change orders, monitoring compliance with contract documents, and administering project close-outs. The addition of an Administrative Analyst would reduce the demands on the Contract Administrator's time, allowing them to focus on their more specialized duties and increasing the capacity of the Division to execute and ensure the quality of their large number of assigned				

Performance Improvement Funding Request DSR4			
Department	Department of Public Works – General Fund	Fiscal Year	2023
Title	Administrative Analyst	Priority	9
projects. Responsibilities • Provide support in contract administration • Coordinate meetings with contractors, including pre-construction meetings, site visits, and close outs • Develop specifications for bids • Assist in the bidding process, following all procurement law • Oversee bid review and qualifications • Coordinate construction schedules • Process payment requisitions and change orders for projects • Monitor compliance with contract documents • Monitor contract status This request supports the Select Board goal 1: “Coordinates major infrastructure projects and communicates with impacted members of the Needham community”.			
			V2023

Performance Improvement Funding Request DSR4					
Department	Department of Public Works – General Fund		Fiscal Year	2023	
Title	Administrative Analyst		Priority	5	
DSR4					
Expenditure Classification	FTE	Frequency		Total Amount (A + B)	
		Recurring Amount (A)	One Time Only Amount (B)		
1. Salary and Wage	1	80,106		80,106	
2. Expense		650	5,000	5,650	
3. Operating Capital					
4. Department Total (1+2+3)	1	80,756	5,000	85,756	
5. Other Costs		33,645		33,645	
Budgetary Considerations				Yes	No
Does this request address a goal of the Select Board or other Board or Committee?				X	
If yes, which Board or Committee?		X			
Has this request been submitted in the last three fiscal years and not funded?				X	
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?					X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?					X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?					X
Does the request support activities which produce revenue for the Town?					X
If the request is not approved, will current Town revenues be negatively impacted?					X
Is there an increased exposure for the Town if the request is not approved?					X
Is specialized training or licensing required (beyond the initial purchase)?					X
Does this request address a documented health or safety issue?					X
All "YES" responses above must be explained in the narrative below					
Description and Explanation					
This request is for a new Administrative Analyst position within the Fleet Division. Currently, there are four mechanics and one master mechanic servicing over 200 vehicles. The costs of this position include salary (80,106), cell phone service (650), and a one time cost to set up office space (5,000). All mechanics are responsible for parts management at this time. Often, mechanics are taken away from performing mechanical tasks to place orders and receive parts. Fleet projects have been delayed due to parts availability. Parts management would be centralized under this new position, thus reducing lag time in placing orders. Centralizing these tasks will lead to better managed inventory controls and more opportunity to conduct research on best sourcing of products and supplies. The responsibilities and level of service from the Fleet Division have increased over time, including assistance with all fleet related issues within the DPW as well as other Town Departments. The vehicles serviced by the Fleet Division have become more sophisticated and require higher level of technical expertise. The Town's vehicle inventory has also become more diverse with multiple fuel types including gas, diesel, hybrids, and plug in electric vehicles, along with heavy construction and specialty equipment.					

**Performance Improvement Funding Request
DSR4**

Department	Department of Public Works – General Fund	Fiscal Year	2023
Title	Administrative Analyst	Priority	5

General Summary

The Administrative Analyst position is responsible for tracking and updating the Division's maintenance, parts, and fuel software systems to ensure efficiency, proper record keeping, and repair tracking for all Fleet assets and accessories. This position will monitor the Town's fuel depot product levels and coordinate deliveries to meet standard and seasonal demands. The Administrative Analyst will order necessary parts and service supplies to ensure schedules are maintained, will track all parts and service orders, process invoices, track Division spending, research cost efficient and appropriate parts, and track inventory. This position will coordinate annual State/DOT inspections to insure compliance and safe operating condition as well as coordinate and schedule preventative maintenance throughout the Town. Perform other duties as required.

Responsibilities

- Maintain vehicle, maintenance, repairs, parts, and fuel records utilizing the appropriate software to ensure accurate and required documentation.
- Facilitates the purchasing and maintenance of repair parts and shop supply inventories to meet scheduling demands.
- Utilize the Town's purchase order software to procure necessary material and services while working within approved budget funding.
- Prompt processing of vendor parts and services invoices.
- Manage the Town's fuel depot inventory levels and inspects fuel deliveries to verify accuracy and DEP protocols.
- Assists in managing the Department of Public Works pool vehicles.
- Maintain the Division's Safety Data Sheet (SDS) files.
- Research cost effective and appropriate purchasing options for the Division.

This request is in support of the Select Board goal that Needham "Models stewardship and sustainability of the Town's financial, human, information and physical assets."

Yes, this request has been previously submitted as a "Fleet Services and Parts Manager".

V2023

Performance Improvement Funding Request DSR4				
Department	Department of Public Works – Building Maintenance Division		Fiscal Year	2023
Title	Custodian		Priority	6
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage	1	57,248		57,248
2. Expense		800		800
3. Operating Capital				
4. Department Total (1+2+3)	1	58,048		58,048
5. Other Costs		31,967		31,967
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Select Board		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
<i>All "YES" responses above must be explained in the narrative below</i>				
Description and Explanation				
This request is for an additional Custodian position that would be considered a Float Custodian. The Float Custodian position consists of a staff member that is assigned to town or school buildings depending on the need. If a custodian is out on sick, personal, vacation, FMLA, or workers comp, a Float Custodian would allow for Building Maintenance to have a custodian who can fill in when needed. On average, Building Maintenance experiences around 6.57 custodial absences every day. This position would aid in relieving the workload of existing custodians and decrease the amount of overtime needed to properly upkeep the town and school buildings. Additionally, this will increase efficiency and allow for management to focus on other areas as opposed to spending significant time coordinating staffing. Lastly, we believe that this position will improve morale among custodial staff. As the square footage and number of buildings increases in Town, there becomes a need for additional custodial staff at any given time, on any given day, at any building. A Float Custodian would allow for the Division to have a custodian who can fill in when needed, backup buildings with custodial staff out, respond to emergency situations, and provide additional support to any building. This request includes the salary (55,848), and recurring cell phone and uniform costs (800). This position would address Goal #1 of the Select Board. This position will allow us to maintain buildings and infrastructure more effectively and efficiently.				

Performance Improvement Funding Request DSR4			
Department	Department of Public Works – Building Maintenance Division	Fiscal Year	2023
Title	Custodian	Priority	6
V2023			

Performance Improvement Funding Request DSR4					
Department	Department of Public Works – Recycling and Solid Waste Division		Fiscal Year	2023	
Title	RTS Overtime – Early Release Day		Priority	7	
DSR4					
Expenditure Classification	FTE	Frequency		Total Amount (A + B)	
		Recurring Amount (A)	One Time Only Amount (B)		
1. Salary and Wage	0	2,750		2,750	
2. Expense					
3. Operating Capital					
4. Department Total (1+2+3)	0	2,750		2,750	
5. Other Costs					
Budgetary Considerations				Yes	No
Does this request address a goal of the Select Board or other Board or Committee?				X	
If yes, which Board or Committee?		Select Board			
Has this request been submitted in the last three fiscal years and not funded?					X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?					X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?					X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?					X
Does the request support activities which produce revenue for the Town?					X
If the request is not approved, will current Town revenues be negatively impacted?					X
Is there an increased exposure for the Town if the request is not approved?					X
Is specialized training or licensing required (beyond the initial purchase)?					X
Does this request address a documented health or safety issue?					X
<i>All "YES" responses above must be explained in the narrative below</i>					
Description and Explanation					
This request is to add an overtime budget to accommodate extra trash created by early release days. Early release results in students congregating in public places, often eating food bought in local stores. These public spaces are primarily the Town Hall Common, Greene's Field, Memorial Field and Needham Heights. Trash is primarily left around these areas, or stacked atop overflowing barrels, necessitating RTS staff to empty overflowing barrels and clear litter throughout these areas. The trash collection service is necessary to ensure that the trash does not become a windblown nuisance and does not attract vermin to the public spaces. This overtime supplemental trash collection is performed by two RTS staff, and resources are devoted to ensuring every early release date is covered. This request does support the Select Board Goal 1.6: "Explore options for reducing amount of public litter including General By-law re: Household trash and Funding for trash removal efforts."					
V2023					

Performance Improvement Funding Request DSR4				
Department	Department of Public Works – Building Maintenance Division		Fiscal Year	FY2023
Title	HVAC Supervisor		Priority	4
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage	1	98,219		98,219
2. Expense		650	2,500	3,150
3. Operating Capital				
4. Department Total (1+2+3)		98,869	2,500	101,369
5. Other Costs		37,459		37,459
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Select Board		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
All "YES" responses above must be explained in the narrative below				
Description and Explanation				
This request is for a new HVAC Supervisor for the Building Maintenance Division. Currently, the Division has four HVAC technicians who report to the Building Maintenance Supervisors. As the square footage and number of buildings increases in Town, there becomes a need for additional trades staff. HVAC systems continually increase in complexity and require more programming and controls knowledge than previously. Additionally, COVID-19 has lead to a need for additional oversight for air quality control. An HVAC Supervisor would allow one primary point of contact for all HVAC needs, including oversight of in house HVAC technicians and outsourced HVAC contractors. This position would coordinate all HVAC technicians and contractors, triaging emergency calls, provide additional training, oversee the preventative maintenance program for HVAC equipment, and provide daily oversight and troubleshooting of the Building Management System. This request includes the salary (98,219), on time set up costs (2,500), recurring cell phone (650), and a vehicle stipend (3,000) Responsibilities • Oversee HVAC technicians and their workload • Coordinate outsourced HVAC contractors, scheduling and calling out repairs as				

Performance Improvement Funding Request DSR4			
Department	Department of Public Works – Building Maintenance Division	Fiscal Year	FY2023
Title	HVAC Supervisor	Priority	4
necessary • Oversee the HVAC preventative maintenance program • Provide daily oversight and troubleshooting of the Building Management System • Coordinate filter replacements • Generate HVAC work orders and oversee work order completion • Serve as liaison between School and Town buildings for all HVAC concerns • Oversee purchasing of any parts and equipment for HVAC repairs • Respond to emergency HVAC calls This position would address the Select Board goal 1: “Needham plans for and invests in safe, well-maintained and attractive buildings and infrastructure that accommodate a diverse set of community needs.”			
V2023			

Performance Improvement Funding Request DSR4				
Department	Department of Public Works – General Fund		Fiscal Year	2023
Title	High School Athletics Gameday Support OT		Priority	8
DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A) One Time Only Amount (B)		Total Amount (A + B)
1. Salary and Wage	0	4,461	0	4,461
2. Expense				
3. Operating Capital				
4. Department Total (1+2+3)		4,461	0	4,461
5. Other Costs				
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?				
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
All "YES" responses above must be explained in the narrative below				
Description and Explanation				
This request is to add a new type of overtime into the Parks & Forestry Division's budget to support High School Athletics gameday activities. This would fund twelve hours of field and event support per week for eight weeks a year. This overtime opportunity would be dedicated to High School game events with large crowds of spectators in the evenings and off hours, such as Senior Night and the Thanksgiving Day football game. Assigned staff would work to make sure the field is set up properly prior to these events, with any bollards, trash barrels, safety fencing or other necessary items in place. Additionally, Parks' staff would manage trash cleanup during and after the games. This would be done to ensure that the games run smoothly and safely, while minimizing the impact that the large crowds have on the field area. The Division has done this work to support athletics events for many years without formalizing a program and calling it out in their budget. As a result, they have lost time that would have been devoted to their core operational duties to carry out these responsibilities. The High School relies on Parks staff to cover this work because they lack the staff to do so themselves, and so an overtime program would provide a more secure and incentivized commitment.				

Performance Improvement Funding Request DSR4			
Department	Department of Public Works – General Fund	Fiscal Year	2023
Title	High School Athletics Gameday Support OT	Priority	8
			V2023

Performance Improvement Funding Request DSR4				
Department	Department of Public Works – General Fund		Fiscal Year	2023
Title	Laborer 3		Priority	2
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage	1	67,254		67,254
2. Expense		150		150
3. Operating Capital				
4. Department Total (1+2+3)	1	67,404		67,404
5. Other Costs		33,193		33,193
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Select Board		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
All "YES" responses above must be explained in the narrative below				
Description and Explanation				
This request is for a Laborer 3 for the Highway Division. The Highway Division presently operates with 10 union staff. With that staff, it maintains 260 lane miles of roadway, 140 linear miles of sidewalk and 246 miles of grass, curbing and parking lots. This expansive scope of work is accomplished by a combination of Town staff and contractors, but in recent years the Division has been unable to recruit and retain as many contractors as before, while also being unable to offset these losses with additional in-house staff. Currently, due to lack of staff, the Highway Division does not have the ability to deploy two full crews in the summer, when the majority of their work is scheduled. This results in inefficiencies such as being forced to use one unnecessarily large work crew or one full crew and one skeleton crew with a limited level of productivity. Adding more Laborers would enable the Division to assign multiple crews with their full capabilities to separate simultaneous projects. The Highway Division has also been identified by DPW as lacking an entry point onto the ladder to higher positions of responsibility, such as an HMEO. Creating a position for an additional Laborer would allow the Division to recruit and retain an entry-level pool of talent (for those without hoisting licenses, etc.) that could be developed into more specialized roles				

Performance Improvement Funding Request DSR4			
Department	Department of Public Works – General Fund	Fiscal Year	2023
Title	Laborer 3	Priority	2
as needed, such as a Craftworker. These higher-level positions are more difficult to fill externally than they are with those who already have experience working within the Division and for the Town. As an important added benefit, this additional staff person would support the Snow and Ice Program as well. During major events, the Town depends on all DPW staff, not just union employees, for snow removal operations. Even though union staff is limited in the amount of vacation they can take during the winter months, there is inevitably some absenteeism due to vacation or sick time. This staff person would be an additional CDL driver, which are vital during snow events. This is in support of the Select Board goal 2.3 “Evaluate Expansion of Snow Removal Efforts, including sidewalk plowing strategies.” The ability of the Snow & Ice Program to devote additional resources to keep the downtown sidewalks clear has been explored but has so far been hamstrung by a lack of staff and a large area of coverage that must be maintained for public safety. The additional Laborer would expand the capacity of the Division to clear snow from these central areas with high levels of pedestrian traffic.			
V2023			

Performance Improvement Funding Request DSR4				
Department	Department of Public Works – General Fund		Fiscal Year	2023
Title	Public Safety Weekend Cleaning OT		Priority	1
DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A) One Time Only Amount (B)		Total Amount (A + B)
1. Salary and Wage	0	17,332		17,332
2. Expense				
3. Operating Capital				
4. Department Total (1+2+3)	0	17,332		17,332
5. Other Costs				17,332
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Select Board		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
<i>All "YES" responses above must be explained in the narrative below</i>				
Description and Explanation				
This request is to add an overtime budget to accommodate weekend cleaning at the new Public Safety Building and Fire Station #2. During the COVID-19 pandemic, Building Maintenance had been providing enhanced cleaning at these locations, whereas they were previously not serviced on the weekends. In order to properly maintain these brand new buildings, custodial services are being added to the weekends. The new building is open 24 hours a day and 7 days a week, operating outside of normal business hours thus requiring staff to be on both day and night shifts. This position would address Goal #1 of the Select Board. This position will allow us to maintain buildings and infrastructure more effectively and efficiently.				
V2023				

Performance Improvement Funding Request DSR4				
Department	Department of Public Works – General Fund		Fiscal Year	2023
Title	Survey Party Chief		Priority	3
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage	1	80,106		80,106
2. Expense		2,650	5,000	7,650
3. Operating Capital			45,000	45,000
4. Department Total (1+2+3)		82,756	50,000	132,756
5. Other Costs		35,583		35,583
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Select Board		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
<i>All "YES" responses above must be explained in the narrative below</i>				
Description and Explanation				
This request is for an additional Survey Party Chief for the Engineering Division. Currently there are two Survey Party Chiefs, but with the increased workload from the many projects the Division has taken on, they are limited in their capacity to work on and supervise all of them simultaneously. To keep up with the demands on their time, the Division needs to expand their staff and their surveying and oversight capabilities. The Survey Party Chief would review land and topographic surveys and engineering projects to determine the personnel, equipment and materials required. They would train, schedule, and direct the activities of the survey party to ensure the accuracy and completeness of survey projects. Additionally, this position would provide assistance with research, the design of sewer and water lines, roads, parking lots, traffic lights, and grade crossings. Acting as a liaison between the Town, governmental agencies, and contractors, the Survey Party Chief would assist in preparing contracts and specifications as well as in inspecting construction work performed by Town personnel and outside contractors to ensure compliance with all applicable Town, state, and federal standards and regulations, such as ADA, wetlands, etc. The Survey Party Chief's duties are essential to the operations of the Engineering Division, and an additional position is necessary to support the Division's expanding responsibilities and				

Performance Improvement Funding Request DSR4			
Department	Department of Public Works – General Fund	Fiscal Year	2023
Title	Survey Party Chief	Priority	3
number of projects they are to manage. Yes, this request is in response to Select Board goal 3.4 – Evaluate Future Use of the Rail Corridor between Dover and Newton, and 3.5 Implement the Downtown Redesign Phase 2. Those projects are complicated, time-intensive, and will require additional surveying support and oversight that the Engineering Division's Survey Party Chiefs would otherwise be focusing on their backlog of other projects.			
V2023			

Performance Improvement Funding Request DSR4				
Department	Department of Public Works – General Fund		Fiscal Year	2023
Title	Sustainability Coordinator		Priority	0
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage	1	80,106		80,106
2. Expense		650	5,000	5,650
3. Operating Capital				
4. Department Total (1+2+3)	1	80,756	5,000	85,756
5. Other Costs		33,657	0	33,657
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Select Board		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
<i>All "YES" responses above must be explained in the narrative below</i>				
Description and Explanation				
This request is for a Sustainability Coordinator. The Town is seeking to fund this position in response to the Select Board's decision to develop a Climate Action Plan. The Sustainability Coordinator would help implement the action items from the forthcoming Climate Action Plan and would assist in coordinating any and all projects related to sustainability. The Sustainability Coordinator would be responsible for implementing programs and policies that focus on greenhouse gas reduction goals and climate resilience planning with regards to the following areas: • Energy, including reduction, source, and generation; • Built environment including permitting, zoning, siting and code for new construction and renovations for municipal, school, commercial, industrial, and residential structures; • Transportation systems; • Land use; • Water, Sewer, & Stormwater; • Waste management; • Infrastructure; and • Open space, agriculture, and forestry				

Performance Improvement Funding Request DSR4			
Department	Department of Public Works – General Fund	Fiscal Year	2023
Title	Sustainability Coordinator	Priority	0
In partnership with the Climate Action Plan Committee (CAPC), this position would oversee the development, prioritization, and implementation of the programs, plans, and policies necessary to work towards the Town's sustainability objectives. This would include the coordination of projects and policies focusing on: energy efficiency, waste reduction, water conservation, greenhouse gas reduction, climate adaptation, and resiliency projects across all Town and School departments, as well as in residential and commercial sectors. As part of their responsibilities, the Sustainability Coordinator would also oversee data analysis, including the collection of data related to sustainability throughout all sectors (Town, School, residential, and commercial), establishing goals, and measuring progress against key performance indicators. They would identify opportunities for sustainability-related funding (local, state, or private), and coordinate application processes and grant administration. This position would partner with other departments, committees, and boards to advance sustainability goals on any and all Town projects. Any analysis and progress updates would be reported on by the Sustainability Coordinator to the Town, the CAPC, any other boards and committees, and the public on a regular basis. This position may ultimately end up in another Department, but is being submitted under DPW for now. Yes, this request is in response to Select Board goal 7.1 – Develop a Climate Action Plan.			
			V2023

Performance Improvement Funding Request DSR4				
Department	Public Library		Fiscal Year	FY 2023
Title	Reference Librarian/Digital Communications Specialist		Priority	1
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage	1.0	\$62,283		\$62,283
2. Expense			\$3,260	\$3,260
3. Operating Capital				
4. Department Total (1+2+3)		\$62,638	\$3,260	\$65,543
5. Other Costs		\$32,319		
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Select Board & Library Trustees		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
All "YES" responses above must be explained in the narrative below				
Description and Explanation				
Addition of this full-time position would enhance the library's Mission to "provide access to materials, resources and information...to expand minds," as well as its Vision to "discover and share new ideas." It would add to the Select Board's goals of "[supporting] an environment for creativity, innovation, and entrepreneurship" and "[promoting] a well-educated skilled and diverse work force that meets employers' needs." With the advent of a new website, it is more important than ever to fill this position. The person would contribute to the library's website and manage the library's social networking platforms. In addition to providing standard reference service to the public, the person would enhance the library's online presence by providing guidance to forthcoming innovative technologies and user-focused web services. The person would be responsible for the library's digital initiatives and organization of online resources that would improve access to the collections, promote the library in the community, and enhance patrons' online experiences. The person would develop and implement a suite of technology programs that would expand the community's digital learning capabilities from basic competencies to advanced skills. The person would have the ability to translate new and emerging technologies into services that align with the library's Mission and Vision, as well as with community needs.				
V2023				

Performance Improvement Funding Request DSR4					
Department	Public Library			Fiscal Year	FY2023
Title	OCLC WorldCat			Priority	4
DSR4					
Expenditure Classification	FTE	Frequency		Total Amount (A + B)	
		Recurring Amount (A)	One Time Only Amount (B)		
1. Salary and Wage					
2. Expense		\$3,500		\$3,500	
3. Operating Capital					
4. Department Total (1+2+3)		\$3,500		\$3,500	
5. Other Costs					
Budgetary Considerations				Yes	No
Does this request address a goal of the Select Board or other Board or Committee?				X	
If yes, which Board or Committee?		Library Trustees			
Has this request been submitted in the last three fiscal years and not funded?				X	
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?					X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?					X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?					X
Does the request support activities which produce revenue for the Town?					X
If the request is not approved, will current Town revenues be negatively impacted?					X
Is there an increased exposure for the Town if the request is not approved?					X
Is specialized training or licensing required (beyond the initial purchase)?					X
Does this request address a documented health or safety issue?					X
All "YES" responses above must be explained in the narrative below					
Description and Explanation					
OCLC (Online Computer Library Center) is a "collective collection of the world's libraries, built through the contributions of librarians, expanded and enhanced through individual, regional, and national programs." It contains more than two billion records. Needham's Reference Department uses this database to find items that are not available locally that have been requested by patrons. The Needham Technical Services Department (formerly known as the Catalog Department) uses the database when cataloging items that are not found in the Minuteman Library Network. In order to add a record to the Minuteman database, local libraries are required to search through the OCLC database, find the item (99.9% success rate), and provide the item number, so that Minuteman may add the correct electronic record to its catalog. OCLC WorldCat is of particular use when cataloging World Language books. In answer to popular demand, Needham has been adding World Language books to its collection and plans to continue doing so. As OCLC WorldCat is an integral part of library operations, it should be added to the library's Town-appropriated budget, rather than continuing to depend on State Aid and/or Trust Funds for payment. World Language literature is an important part of the trustee diversity goals. OCLC records are frequently the only records to be found when cataloging these materials.					
V2023					

Performance Improvement Funding Request DSR4				
Department	Public Library		Fiscal Year	FY2023
Title	OverDrive Advantage		Priority	5
DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A) One Time Only Amount (B)		Total Amount (A + B)
1. Salary and Wage				
2. Expense		\$22,000		\$22,000
3. Operating Capital				
4. Department Total (1+2+3)		\$22,000		\$22,000
5. Other Costs				
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Select Board & Library Trustees		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
All "YES" responses above must be explained in the narrative below				
Description and Explanation				
Addition of this service to the library's budget would enhance the Select board's goals of: 1. Supporting an environment for creativity, innovation, and entrepreneurship 2. Cultivating a wide range of recreational, cultural, educational, civic, and social opportunities for all socioeconomic and age groups. A library that signs up for the OverDrive Advantage program is able to purchase additional copies of the books offered by the OverDrive program. A library would purchase additional electronic copies, if the library had a long reserve list of people waiting for the electronic copy. The extra copies that the library purchases are only available to Town residents of the purchasing library. In FY2021, the Friends and the library combined spent \$21,368 for Advantage program copies to fill customer demand. The charges are currently being paid by the library's State Aid account. The OverDrive Advantage program is an integral part of library service to the people of Needham and should be a part of the library's Town-appropriated budget. This request has been submitted for the past several years.				
V2023				

Performance Improvement Funding Request DSR4				
Department	Public Library		Fiscal Year	FY2023
Title	OverDrive Basic Subscription		Priority	3
DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A) One Time Only Amount (B)		Total Amount (A + B)
1. Salary and Wage				
2. Expense		\$33,000		\$33,000
3. Operating Capital				
4. Department Total (1+2+3)		\$33,000		\$33,000
5. Other Costs				
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Select Board & Library Trustees		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
All "YES" responses above must be explained in the narrative below				
Description and Explanation				
Addition of this service to the library's budget would enhance the Select Board's goals of: 1. Supporting an environment for creativity, innovation and entrepreneurship. 2. Cultivating a wide range of recreational, cultural, educational, civic, and social opportunities for all socioeconomic and age groups. The library trustees are committed to providing the services that its patrons demand. Use of the OverDrive downloading book and DVD service was incredibly important during the COVID time that the library's doors were closed (March 14, 2020 to May 31, 2021). While people made use of the curbside service, use of the library's electronic services increased dramatically. "Normal" usage before March 2020 hovered around 14% of total circulation. During the shutdown, usage increased to 29% of circulation for FY2021. When the library reopened its doors on June 1, 2021, electronic circulation dropped back to 17.6% of circulation and it has stayed at that point during the early months of FY2022. Usage has increased to the point where this service to the public should become a standard part of the library's budget. There are two components to OverDrive: (1) The basic charge for use of a basic library that contains a variety of books and films (new items are added every month) and (2) An additional charge plan for purchasing multiple copies of books currently in demand. This request is for				

Performance Improvement Funding Request DSR4			
Department	Public Library	Fiscal Year	FY2023
Title	OverDrive Basic Subscription	Priority	3
the basic charge which is currently being paid from the library's State Aid Account. This request has been submitted for the past several years. It is a basic library service and deserves to be part of the library's town-appropriated budget.			
V2023			

Performance Improvement Funding Request DSR4				
Department	Public Library		Fiscal Year	FY2023
Title	Public Library Page		Priority	6
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage	.5	\$14,415		\$14,415
2. Expense				
3. Operating Capital				
4. Department Total (1+2+3)		\$14,415		\$14,415
5. Other Costs		\$1,125		\$1,125
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Select Board & Library Trustees		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
All "YES" responses above must be explained in the narrative below				
Description and Explanation				
This supports the Select Board's goals of: 1. Supporting an environment for creativity, innovation, and entrepreneurship. 2. Cultivating a wide range of recreational cultural, educational, civic, and social opportunities for all socioeconomic and age groups. The incoming bins contain Needham materials that have been returned to other libraries in the State and materials that are being sent to Needham from other libraries to fill requests for Needham citizens. The outgoing bins contain Needham materials that are being sent to other libraries to fill requests and other libraries' materials that have been returned to Needham. In FY2021, 92,895 items were sent out to other libraries to fill requests, while Needham received 96,540 items to fill requests made by Needham residents. These 189,435 items represent one-half of the items in the delivery boxes; the other half is materials that were returned to Needham but belong to other libraries and Needham materials that were returned to other libraries. This position is currently being funded by the library's State Aid account.				

Performance Improvement Funding Request DSR4				
Department	Public Library		Fiscal Year	FY2023
Title	FT Administrative Assistant		Priority	2
DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A) One Time Only Amount (B)		Total Amount (A + B)
1. Salary and Wage	1.0	\$63,235		\$63,235
2. Expense				
3. Operating Capital				
4. Department Total (1+2+3)		\$63,235		\$63,235
5. Other Costs		\$32,389		
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Select Board		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
All "YES" responses above must be explained in the narrative below				
Description and Explanation				
Adoption of this full-time position would add to the Select Board's goals of [promoting] "a well-educated skilled and diverse work force that meets employers' needs." This position is currently a part-time 19-hour-a-week position. Several years ago the position was a full-time position. When the full-timer who occupied the position resigned, the library was asked if it could manage with a part-timer. The director said that was ok but to remember that doing so would increase the director's work. The person in this position administers the weekly payroll, and manages the department's purchase orders, prepares the invoices for payment, and tracks the budget spending for eight employees. In addition to relieving the library director of having to track Trust Fund expenses, budget processes, and personnel anniversary dates, a full-time person would be able to be involved in formulating the yearly budget. This becomes particularly important with a new library director beginning work on November 8, 2021. The Administrative Assistant would be able to assist the new person through the financial and personnel set up of the library, as well as increasing efficiency by centralizing the ordering of supplies for all departments.				
V2023				

Performance Improvement Funding Request DSR4				
Department	Park and Recreation		Fiscal Year	2023
Title	Outdoor Facilities Specialist (N3)		Priority	1
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage	2	134,508		134,508
2. Expense		2,150	2,200	4,350
3. Operating Capital				
4. Department Total (1+2+3)	2	136,658	2,200	138,858
5. Other Costs		66,386		66,386
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Select Board and Park and Recreation Commission		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
All "YES" responses above must be explained in the narrative below				
Description and Explanation				
The Outdoor Facilities Specialists (2) will be tasked with monitoring Needham's parks and open spaces, provide visitor support for park users, educate the public of pertinent rules and regulations, assist with daily maintenance and stewardship, and serve as a positive presence in the Town's parks, open spaces, and trails. The Park Ranger is responsible to: • Patrol park and recreation areas by vehicle, foot or other means to promote public safety, ensure park cleanliness, protect the Town's capital park assets and inform and educate patrons about the rules and regulations governing the use of Town parks and facilities. In addition to regular park visitors, this includes monitoring the programs and various permitted activities such as athletic groups and permitted parties. • Interact/engage with park visitors town-wide – provide visitor support and knowledge regarding Park/Town facilities and policies. May provide staff support at Parks events and programs. • Perform routine maintenance and care of facilities, grounds, pathways, picnic areas, and pavilions throughout the parks, open spaces, school grounds, public restrooms, porta-potties, and horticultural areas throughout the Town. • Perform trail maintenance and improvement projects in parks. • Reporting safety concerns, incidents, and maintenance needs to the department • Communicate and reporting issues to DPW including trash pick-ups and field				

Performance Improvement Funding Request DSR4			
Department	Park and Recreation	Fiscal Year	2023
Title	Outdoor Facilities Specialist (N3)	Priority	1
maintenance. • Interacting with the Town's work order system for asset management. • Other duties as assigned The funding of this position directly impacts and achieve a goal of both the Select Board and the Park & Recreation Commission. Assistance from Human Resources will be needed for benefits. This position will check in on proper permitting, or lack of, for our fields and outdoor spaces. If this position is not funded, the town will continue to struggle with the increased trash accumulation at our outdoor facilities as well as over-time for staff and costs associated with vendor-tasked maintenance. There has been a significant uptick in trash throughout town and as our facilities age, more and more maintenance is required. There could be potential exposure for the Town due to these concerns. Trash and unsafe facilities are documented health and safety concerns.			
			V2023

Performance Improvement Funding Request DSR4				
Department	Park and Recreation		Fiscal Year	FY2023
Title	Program Counselors (RS-1) (5) and Program Director (RS-3) (1)		Priority	2
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage		34,171		34,171
2. Expense				
3. Operating Capital				
4. Department Total (1+2+3)		34,171		34,171
5. Other Costs				
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Park and Recreation Commission		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
All "YES" responses above must be explained in the narrative below				
Description and Explanation				
The Summer Programs offered by the Park and Recreation Department offer affordable recreation options for families in and surrounding Needham. To better serve the community, and continue to meet community needs, additional counselors are required to maintain a safe ratio that is suggested by the state. These increases will be supported by the ability to accept more registrations to the Summer Programs and ultimately increase revenue earned for the Town. Furthermore, the Commission is striving to move to a Summer Camp platform which would have mandatory state ratio requirements and other operation personnel changes. The funding of this position directly impacts and achieves a goal of the Park & Recreation Commission. Additional staffing for programs was requested in FY2021. Yes, additional staffing will allow for increased capacity in our programs that will result in additional revenue for the Town. Yes, without additional staffing, the earned revenue will not increase.				
V2023				



**Special Financial Warrant Article Request
DSR5**

Title	Diversity, Equity, and Inclusion Program		
Fiscal Year	2023	Department	Office of the Town Manager
Funding Amount	\$100,000	Funding Source	General Fund

Article Information

Text of Proposed Article: "To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for the purpose of funding expenses related to a diversity, equity, and inclusion program in Town, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto."

The Select Board created the Needham Unite Against Racism Initiative (NUARI) and an associated working group in 2020. The working group drafted a race equity vision for Needham that was adopted by the Select Board and by a resolution of Town Meeting. In concert with the NUARI working group, the Select Board voted to pursue a number of specific initiatives over the coming several years, to include:

Identify and implement strategies to hire, support, and retain diverse staff at every level of the organization; measure efforts and provide annual updates on progress.
Continue to provide diversity, equity, and inclusion professional development opportunities for all staff geared towards deepening understanding and becoming culturally responsive, anti-racist, and anti-biased members of the Needham community.
Create a framework for how community members can effectively engage in conversations around race, diversity, equity, and inclusion, to build relationships and a stronger understanding of different perspectives and lived experiences.
Make intentional efforts and identify creative ideas for community outreach to diversify the candidate pool for all appointed Boards and Committees; measure progress.
Continue NUARI working group meetings for FY2022, reviewing and providing guidance on recommendations, and provide support to other Boards & Committees on how to apply NUARI principles to their work.
Encourage Needham non-profit organizations, civic groups, and businesses to adopt or endorse, as appropriate, the NUARI vision statement.
Include a question in the bi-annual Town survey to gauge residents' perceptions of how welcoming and inclusive the Needham community is.
Provide support to other Boards & Committees on how to apply NUARI principles to their work.
Work with the Human Rights Committee to develop a discrimination complaint process and provide forums where individuals feel comfortable discussing their concerns related to diversity, equity, and/or inclusion; consult with the HRC on their role and next steps.

The proposed warrant article will support a multi-year effort to find new and creative ways to implement these objectives, focused on training, development and implementation strategies for Town staff, and for helping government and civic organizations review their programs and services to determine where there may be opportunities for increased diversity, equity, and inclusion.

Disclosures	YES	NO
1. Was this request submitted last year?		X
2. Is this a recurring special financial warrant article?		X
3. Is this a matching grant funding request?		X
4. Is this a CPA funding request?		X

Special Financial Warrant Article Request DSR5			
Title	Diversity, Equity, and Inclusion Program		
5. Is this a revolving fund request?			X
6. Is this a pilot program request?		X	
7. Is this a study?			X
8. Is this a program that is planned to be in place for more than one year?		X	
9. Is this required by a court or other jurisdictional order?			X
10. Is this a personnel related request?			X
11. Is this a local option acceptance request?			X
12. Is this in support of a goal of a Board or Committee?		X	
<i>All "YES" responses must be explained Below</i>			
Disclosure Explanation			
6. Is this a pilot program request? Yes. The funding will support approximately two years of program implementation, which then can be evaluated and considered for extension or modification. 8. Is this a program that is planned to be in place for more than one year? Yes, the request is to be able to spend the funds over approximately two fiscal years. 12. Is this in support of a goal of a Board or Committee? Yes, this supports Select Board FY2022 – FY2023 Goal #4: Healthy and Socially Thriving - 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. Needham: • Cultivates a wide range of recreational, cultural, educational, civic and social opportunities for all socioeconomic and age groups. • Supports the physical and mental well-being of its community members. • Fosters inclusion, diversity and equity. Promotes the installation of art and opportunities for community-led art projects.			
V2023			

**Special Financial Warrant Article Request
DSR5**

Title	Needham Council for Arts and Culture Programs		
Fiscal Year	2023	Department	Office of the Town Manager
Funding Amount	\$25,000	Funding Source	General Fund

Article Information

Text of Proposed Article: "To see if the Town of Needham will vote to raise and/or transfer and appropriate the sum of \$25,000 for the purpose of funding expenses related to supporting community-based project and activities in the performing and visual arts, humanities, and interpretive sciences, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto."

The purpose of the Needham Council for Arts and Culture (NCAC) is to support community-based projects and activities in the performing and visual arts, humanities, and interpretive sciences to benefit the residents of Needham. The NCAC requests funding in the amount of \$25,000 to be used over the next three fiscal years to support local programming in Needham. The objective behind seeking multi-year funding is to allow the Council to implement longer term planning and have a bigger impact on the number of people its programming reaches. The request of \$25,000 is intended to match the anticipated amount the Massachusetts Cultural Council distributes to the Town annually, which was \$7,800 in 2021.

Supplementing the MCC's distribution with municipal funding would allow the NCAC to: (1) fund more of the grant requests received from local artists and community groups and (2) implement additional NCAC-led local programming, such as public art projects or a town-wide arts festival.

The NCAC funds projects and programs that support the cultural vitality of Needham. Individual grant requests typically range from \$150-\$750 and support individual artists and organizations that serve Needham residents young and old in local venues such as the Center at the Heights, Gorse Mills Studios, Needham Public Schools, Needham Public Library, Arlekin Players Theater, and Town Hall. Funding is dispersed directly to artists through the NCAC's program, which has received 450 grant requests since its inception in 1998. Due to limited funding, over 33% of grant requests have been denied, resulting in the majority of unfunded applicants reducing or canceling their programming. On average, the FY 2021 grants that were awarded were \$350.

All grants directly benefit the community through events, public art, and community art projects such as Arts in the Park, Needham Open Studios, New Years Needham, and Needham Diversity Initiative. Lectures, concerts, and performances such as these bring the community together. It is especially important, now more than ever, to nurture community connection and support those who have been disproportionately impacted by the pandemic.

Disclosures	YES	NO
1. Was this request submitted last year?		X
2. Is this a recurring special financial warrant article?		X
3. Is this a matching grant funding request?		X
4. Is this a CPA funding request?		X
5. Is this a revolving fund request?		X
6. Is this a pilot program request?	X	
7. Is this a study?		X
8. Is this a program that is planned to be in place for more than one year?	X	

Special Financial Warrant Article Request DSR5			
Title	Needham Council for Arts and Culture Programs		
9. Is this required by a court or other jurisdictional order?			X
10. Is this a personnel related request?			X
11. Is this a local option acceptance request?			X
12. Is this in support of a goal of a Board or Committee?		X	
<i>All "YES" responses must be explained Below</i>			
Disclosure Explanation			
6. Is this a pilot program request? Yes, this is the first time the NCAC is requesting municipal funding to support its mission and expand its reach. If approved, the Council will use its experience utilizing this warrant article to inform future budget requests. 8. Is this a program that is planned to be in place for more than one year? Yes, the request is to be able to spend the funds over 3 fiscal years. This will allow the NCAC to provide supplemental funding across multiple rounds of grant applications and do more long-term planning and implementation of community art projects and events. 12. Is this in support of a goal of a Board or Committee? Yes, this supports the charge of the NCAC, "to support community-based projects and activities in the performing and visual arts, humanities and interpretive sciences to benefit the residents of Needham." It also aligns with the Select Board's FY 2022 Goal #4 for Needham to be a healthy and socially thriving community that "promotes the installation of art and community-led art projects."			
V2023			

Special Financial Warrant Article Request DSR5			
Title	Parking Study		
Fiscal Year	2023	Department	Office of the Town Manager
Funding Amount	\$90,000	Funding Source	General Fund
Article Information			
Text of Proposed Article: "To see if the Town will vote to raise and/or transfer and appropriate the sum of \$90,000 for the purpose of funding expenses related to a study of parking in Town, to be spent under the direction of the Town Manager, and to meet this appropriation of that said sum be transferred from Free Cash; or take any other action relative thereto."			
This article request is for funds for a study of the parking in Needham Center. This area includes Great Plain Avenue from Linden Street to Warren Street, Chestnut Street from School Street to Great Plain Avenue, Chapel Street from Great Plain Avenue to May Street, and Highland Avenue from Great Plain Avenue to May Street. This study would review and create an inventory of all forms of public parking, including on-street and metered spaces as well as town-owned lots and do the same for all privately owned parking throughout the downtown, including MBTA owned lots. It would analyze the utilization of parking in that area throughout various times of day, including peak business hours, overnight, and weekends. The goal of the study is to inform the Select Board's decision-making with respect to Needham Center parking options, aligned with the new streetscape design, outdoor dining, and overall interest in more pedestrian-friendly amenities. Moreover, customer demand for payment options other than coins has increased as a result of the Pandemic.			
Disclosures		YES	NO
1. Was this request submitted last year?			X
2. Is this a recurring special financial warrant article?			X
3. Is this a matching grant funding request?			X
4. Is this a CPA funding request?			X
5. Is this a revolving fund request?			X
6. Is this a pilot program request?			X
7. Is this a study?		X	
8. Is this a program that is planned to be in place for more than one year?			X
9. Is this required by a court or other jurisdictional order?			X
10. Is this a personnel related request?			X
11. Is this a local option acceptance request?			X
12. Is this in support of a goal of a Board or Committee?		X	
All "YES" responses must be explained Below			
Disclosure Explanation			
7. This is a study. 12. This is in support of the Select Board Goal 3.1: Seek Funding for a Parking Study that will evaluate parking needs, options, and types in the business districts and identify technology to manage parking.			
V2023			

Special Financial Warrant Article Request DSR5			
Title	Small Repair Grant Program		
Fiscal Year	2023	Department	Planning & Community Development
Funding Amount	\$50,000.00	Funding Source	Tax Levy
Article Information			
The Small Repair Grant Program provides financial assistance to low-and moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons. Up to \$5,000 in grant funding is currently available per participant, and applications will be evaluated and prioritized based on the extent of the health and safety problems and the financial need of the applicants. Eligible applicants must be 60 years or older or have a disability with incomes at or below 80% of area median income. Grants are awarded during two funding rounds per year. This request seeks to provide funding for the program in the 2023 fiscal year. Program funding in the amount of \$50,000 was previously appropriated in the 2020 fiscal year and again in the 2022 fiscal year. Because CPA funding is restricted to housing improvements involving properties that were acquired or built with CPA assistance, funds from the General/Enterprise Fund have been used. Eligible work items include minor plumbing or electrical work, light carpentry, doorbell switches, window or door repairs or replacements, railing repairs, broken or clogged gutters or downspouts, step or porch improvements, work on locks, smoke/CO2 detectors, weather stripping, bathroom grab board, raised toilets, hand-held shower heads, among others. The Small Repair Grant Program responds to findings and recommendations in the Council on Aging and Needham Public Health Division's Assessment of Housing and Transit Options for Needham seniors which indicated that one of the major barriers to aging in place involves the costliness of modifying existing homes to increase accessibility. Repairs made during the Program's first two years of operations indicate that most repairs related to accessibility including walkway and railing improvements for example. Most repairs also involved work on the exterior of homes which is not surprising given the pandemic. Almost all of the grants involve the maximum amount available or \$4,000 for the first year and \$5,000 for the second. All of the funding from the 2020 fiscal year appropriation was encumbered with 13 initial participants, however, one participant dropped out due to limited capacity to follow through on the work and another ultimately did not require the full amount of the awarded grant. Consequently, almost \$6,000 was folded over to support 2022 fiscal year applicants. The first round of the 2022 fiscal year involved six qualifying participants with a total funding commitment of \$25,418. The second round of funding was launched in October 2021 with applications due by November 1, 2021. It is anticipated that the current 2022 fiscal year appropriation will be committed during the program's second round.			
Disclosures		YES	NO
1. Was this request submitted last year?		X	
2. Is this a recurring special financial warrant article?			X
3. Is this a matching grant funding request?			X
4. Is this a CPA funding request?			X
5. Is this a revolving fund request?			X
6. Is this a pilot program request?			X

Special Financial Warrant Article Request DSR5			
Title	Small Repair Grant Program		
7. Is this a study?			X
8. Is this a program that is planned to be in place for more than one year?	X		
9. Is this required by a court or other jurisdictional order?			X
10. Is this a personnel related request?			X
11. Is this a local option acceptance request?			X
12. Is this in support of a goal of a Board or Committee?	X		
<i>All "YES" responses must be explained Below</i>			
Disclosure Explanation			
The funding request responds to a Select Board principle that the Town be an age-friendly community.			
V2023			

Special Financial Warrant Article Request DSR5			
Title	Transportation Network Company – Transportation Improvements		
Fiscal Year	2023	Department	Department of Public Works – General Fund
Funding Amount	17,059.20	Funding Source	Commonwealth Transportation Infrastructure Enhancement Trust Fund - MassDOT
Article Information			
Text of Proposed Article: “To see if the Town will vote to appropriate funds from the Commonwealth Transportation Infrastructure Enhancement Trust Fund in the sum of \$17,059.20 for the purpose of infrastructure improvements, said sum to be spent under the direction of the Town Manager, and take any other action relative thereto.” The Transportation Network Companies (“TNCs”) in Massachusetts for the 2017 calendar year and the requirement of a \$0.20 per-ride assessment. St. 2016, c. 187, § 8. The Transportation Network Company Division (“Division”) of the Department of Public Utilities (“Department”), as the oversight authority for TNCs, has recently collected assessments from all TNCs and will be proportionately distributing the funds to municipalities. Chapter 187 of the Acts of 2016 established a Commonwealth Transportation Infrastructure Fund (“Fund”). St. 2016, c. 187, § 8(a). As required, each TNC has submitted to the Division the number of rides from the previous calendar year that originated within each city or town and a per-ride assessment of \$0.20, which has been credited to the Fund. St. 2016, c. 187, § 8(a). One-half (½) of the amount received from the Fund will be distributed proportionately to each city and town based on the number of rides that originated in that city or town. St. 2016, c. 187, § 8(c)(i). The distributed funds are special revenue. The funds must be used “to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town including, but not limited to, the complete streets program established in [G.L. c. 90I, § 1] and other programs that support alternative modes of transportation.” St. 2016, c. 187, § 8(c)(i). The exact amount will be determined as the time gets closer and is dependent on the Commonwealth.			
Disclosures		YES	NO
1. Was this request submitted last year?		X	
2. Is this a recurring special financial warrant article?		X	
3. Is this a matching grant funding request?			X
4. Is this a CPA funding request?			X
5. Is this a revolving fund request?			X
6. Is this a pilot program request?			X
7. Is this a study?			X
8. Is this a program that is planned to be in place for more than one year?		X	
9. Is this required by a court or other jurisdictional order?			X

Special Financial Warrant Article Request DSR5			
Title	Transportation Network Company – Transportation Improvements		
10. Is this a personnel related request?			X
11. Is this a local option acceptance request?			X
12. Is this in support of a goal of a Board or Committee?			X
<i>All "YES" responses must be explained Below</i>			
Disclosure Explanation			
1. This request was submitted last year. 2. This is a recurring special financial warrant article, as additional funds from the Commonwealth Transportation Infrastructure Enhancement Trust Fund may be available for the Town to spend in future years. 8. Yes, this program is planned to be in place for more than one year.			
			V2023

Special Financial Warrant Article Request DSR5			
Title	Facilities Maintenance Warrant Article		
Fiscal Year	2023	Department	Department of Public Works – General Fund
Funding Amount	1,000,000	Funding Source	General Fund
Article Information			
“To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,000,000 for the purpose of funding the Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$1,000,000 be transferred from Free Cash; or take any other action relative thereto.” The Facilities Maintenance Program includes annual maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and necessary upgrades. In 2020, the School Facilities Master Plan was released, indicating a number of major repairs in the school buildings. DPW is requesting \$1,000,000 to continue to address the recommended repairs in the Master Plan as well as the planned projects. Projects such as replacing the domestic hot water heaters for the Newman School, heat wheels replacement in the Newman School, floor replacement at the Newman, and AC Upgrades at the Mitchell. The continued increase in funding is also so we can address the projects originally scheduled for this article, including duct cleaning at the Newman School and Town Hall, carpet replacement at the Library, and wood floor refinishing at various school building. Additional projects will be identified as the time gets closer.			
Disclosures		YES	NO
1. Was this request submitted last year?		X	
2. Is this a recurring special financial warrant article?		X	
3. Is this a matching grant funding request?			X
4. Is this a CPA funding request?			X
5. Is this a revolving fund request?			X
6. Is this a pilot program request?			X
7. Is this a study?			X
8. Is this a program that is planned to be in place for more than one year?		X	
9. Is this required by a court or other jurisdictional order?			X
10. Is this a personnel related request?			X
11. Is this a local option acceptance request?			X
12. Is this in support of a goal of a Board or Committee?		X	
All “YES” responses must be explained Below			
Disclosure Explanation			
1. Yes, this request was submitting last year. 2. Yes, this is a recurring special financial warrant article to perform annual maintenance on public buildings throughout the Town. 8. Yes, this program will continue to be in place for more than one year as maintenance on public buildings will be necessary every year. However, the specific maintenance items completed under this request will occur in cycles, and as a result, will vary year to year. 12. Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.			
V2022			

Special Financial Warrant Article Request DSR5			
Title	NPDES Support		
Fiscal Year	2023	Department	Sewer Enterprise
Funding Amount	195,000	Funding Source	General Fund
Article Information			
Text of the Proposed Article: "To see if the Town will vote to raise and/or transfer and appropriate the sum of \$195,000 for the purpose of funding expenses related to National Pollution Discharge Elimination System (NPDES) permit compliance, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto." This Article request is for funds to comply with the National Pollutant Discharge Elimination System (NPDES) permit. Needham is subject to a Total Maximum Daily Load (TMDL) requirement for phosphorus and pathogens. The amount of phosphorus discharging to waterbodies and their tributaries from urbanized area stormwater must be reduced by 55%, and pathogens must be eliminated and/or reduced to the maximum extent practicable through the use of enhanced structural and non-structural methods known as "Best Management Practices (BMP)." This funding will be sought on an annual basis to inspect and evaluate all BMPs Town-wide, clean and inspect brooks and culverts, rehabilitate and/or replace catch basins and drainpipes, and respond to findings from CCTV inspections. This maintenance work will be performed in conjunction with the capital funding project request included in the General Fund Cash Capital Article.			
Disclosures		YES	NO
1. Was this request submitted last year?		X	
2. Is this a recurring special financial warrant article?		X	
3. Is this a matching grant funding request?			X
4. Is this a CPA funding request?			X
5. Is this a revolving fund request?			X
6. Is this a pilot program request?			X
7. Is this a study?			X
8. Is this a program that is planned to be in place for more than one year?		X	
9. Is this required by a court or other jurisdictional order?		X	
10. Is this a personnel related request?			X
11. Is this a local option acceptance request?			X
12. Is this in support of a goal of a Board or Committee?		X	
All "YES" responses must be explained Below			
Disclosure Explanation			
1. This request was submitted last year. 2. This is a recurring special financial warrant article. 8. This is a program planned to be in place for the upcoming years. 9. This request is in response to the NPDES permit. 12. This is in support of the Select Board's goal to develop a plan for NPDES compliance.			

Special Financial Warrant Article Request DSR5			
Title	Town Owned Land Surveys		
Fiscal Year	2023	Department	Department of Public Works – General Fund
Funding Amount	100,000	Funding Source	General Fund
Article Information			
Text of the Proposed Article: “To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for the purpose of funding the Town Owned Land Surveys, said sum to be spent under the direction of the Town Manager, and take any other action relative thereto.” The Town has acquired land over the years that has never been surveyed. In recent years, when the Town has done construction on a parcel that it has acquired, the survey has been incorrect, and this has created delays in the project. This request is to conduct surveys on land that the Town has acquired. This will reduce unnecessary expenses and assist in long range planning. The survey work would include performing research, field work, analysis, the installation of bounds or markers, drafting work and recording of the completed plan. The proposed amount of \$100,000 per year will support, on average, two surveys or one more complex survey. Top Priorities for Surveys • Wooded Area at Great Plain Ave & Harris Ave • Wooded Lot Northeast of Ridge Hill • Wooded Lot in front of 478 Charles River St • Hatfield Park • Vesta Park • Dedham Avenue Parking Lot • Wooded Area between May St and Glendoon Ave • Wooded Area at Birch St & West St • 567 Central Ave • 573 Central Ave • 597 Central Ave • 603 Central Ave			
Disclosures		YES	NO
1. Was this request submitted last year?		X	
2. Is this a recurring special financial warrant article?		X	
3. Is this a matching grant funding request?			X
4. Is this a CPA funding request?			X
5. Is this a revolving fund request?			X
6. Is this a pilot program request?			X
7. Is this a study?			X
8. Is this a program that is planned to be in place for more than one year?		X	
9. Is this required by a court or other jurisdictional order?			X
10. Is this a personnel related request?			X
11. Is this a local option acceptance request?			X
12. Is this in support of a goal of a Board or Committee?			X
All “YES” responses must be explained Below			
Disclosure Explanation			
1. Yes, this request was submitted last year.			

Special Financial Warrant Article Request DSR5	
Title	Town Owned Land Surveys
2. Yes, this is a recurring special financial warrant article. The Town has a backlog of surveys that need to be conducted, and this will take multiple years. 8. Yes, this is a multiple year program.	
V2023	

Special Financial Warrant Article Request DSR5			
Title	RTS Service Model Study		
Fiscal Year	2023	Department	Department of Public Works – General Fund
Funding Amount	50,000	Funding Source	General Fund
Article Information			
Text of Proposed Article: “To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding expenses related to a study of the Recycling and Transfer Station Service Model, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.” This article request is for funds for a study to evaluate trash and recycling options, including town wide pick up, drop off, or a combination of both. This study would evaluate what infrastructure is needed to implement all options, what the costs (both start up and annual) would be, what staffing would be needed, and a timeline. The study would research the residents' preferred method of trash removal. It would also look at what options there are for the Recycling and Transfer Station in each possible option.			
Disclosures		YES	NO
1. Was this request submitted last year?			X
2. Is this a recurring special financial warrant article?			X
3. Is this a matching grant funding request?			X
4. Is this a CPA funding request?			X
5. Is this a revolving fund request?			X
6. Is this a pilot program request?			X
7. Is this a study?		X	
8. Is this a program that is planned to be in place for more than one year?			X
9. Is this required by a court or other jurisdictional order?			X
10. Is this a personnel related request?			X
11. Is this a local option acceptance request?			X
12. Is this in support of a goal of a Board or Committee?		X	
All “YES” responses must be explained Below			
Disclosure Explanation			
7. This is a study. 12. This is in support of the Select Board goal 1.05: Evaluate RTS Service Delivery Model to Guide Long-Term Investment and Review Operational Efficiencies in the Short-Term.			
V2023			



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

MEETING DATE: 1/11/2022

Agenda Item	Open Annual Town Meeting Warrant
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board is scheduled to open the warrant for the 2022 Annual Town Meeting. The Warrant is scheduled to be closed on February 8th.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to open the warrant for the 2022 Annual Town Meeting.	
3.	BACK UP INFORMATION ATTACHED
a. Preliminary List of Warrant Articles, January 11, 2022	

**Preliminary List of Warrant Articles
2022 Annual Town Meeting
1.11.2022**

Annual Town Election
Committee and Officer Reports

Select Board

HUMAN RESOURCES ARTICLES

Establish Elected Officials' Salaries
Fund Collective Bargaining Agreement – Police Union
Fund Collective Bargaining Agreement – Police Superior Officers
Fund Collective Bargaining Agreement – Fire Union
Fund Collective Bargaining Agreement – DPW/NIPEA
Fund Collective Bargaining Agreement – BCTIA

Personnel Board
Select Board
Select Board
Select Board
Select Board
Select Board

FINANCE ARTICLES

Appropriate for Needham Property Tax Assistance Program
Appropriate for Compensated Absences
Appropriate for Facilities Maintenance Program
Appropriate for Small Repair Grant Program

Select Board
Select Board
Select Board
Affordable Housing
Trust

Appropriate for Diversity, Equity & Inclusion Program
Appropriate for Needham Council for Arts and Culture Programs
Appropriate for Parking Study
Appropriate for DPW Service Model Study
Appropriate for Town-owned Land Surveys
Appropriate for NPDES Support
Payment of an Unpaid Bill of a Prior Fiscal Year
Appropriate the FY2023 Operating Budget
Appropriate the FY2023 Sewer Enterprise Fund Budget

Select Board
Select Board
Select Board
Select Board
Select Board
Select Board
Select Board
Finance Committee
Select Board &
Finance Committee
Select Board &
Finance Committee

Continue Departmental Revolving Funds
Authorization to Expend State Funds for Public Ways
Appropriate for Transportation Improvements

Select Board
Select Board
Select Board

ZONING/LAND USE ARTICLES

Amend Zoning By-law –

Planning Board

COMMUNITY PRESERVATION ACT ARTICLES

Appropriate for CPA Project – NHA Asst. Executive Director
Appropriate for CPA Project – NHA Pre-development Linden Chambers
Appropriate for CPA Project – NHA Property Survey
Appropriate for CPA Project – NHA Purchase E. Militia Heights
Appropriate for CPA Project – Community Farm Growing Beds
Appropriate for CPA Project – Boat Launch
Appropriate for CPA Project – Claxton Field Improvements

CPC
CPC
CPC
CPC
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CPC

Appropriate for CPA Project – Cricket Field Building	CPC
Appropriate for CPA Project – High School Tennis Courts	CPC
Appropriate for CPA Project – Walker Pond	CPC
Appropriate for CPA Project – Emery Grover Construction`	CPC

CAPITAL ARTICLES

Appropriate for Hillside School Boiler Replacement	Select Board
Appropriate for Pollard School Locker Room Retrofit	Select Board
Appropriate for General Fund Cash Capital	Select Board
Appropriate for Public Works Infrastructure	Select Board
Appropriate for Centre Street Bridge Replacement	Select Board
Appropriate for Sewer Enterprise Fund Cash Capital	Select Board
Rescind Debt Authorizations	Select Board

TOWN RESERVE ARTICLES

Appropriate to Athletic Facility Improvement Fund	Select Board
Appropriate to Injury Leave Indemnity Fund	Select Board
Appropriate to Workers Compensation Fund	Select Board
Appropriate to Capital Improvement Fund	Select Board
Appropriate to Capital Facility Fund	Select Board
Appropriate to Debt Service Stabilization Fund	Select Board
Appropriate to Stabilization Fund	Select Board/ Finance Committee

GENERAL ARTICLES/ CITIZENS' PETITIONS/COMMITTEE ARTICLES

Street Acceptance – Hutter Ridge	Select Board
Establish a Stormwater Stabilization Fund	Select Board
Amend General By-Law – Committee Appointments	Select Board
Amend General By-Law – Housing Authority Composition	Select Board
Amend General By-Law – Household Trash Disposal	Select Board
Amend General By-Law – Snow and Ice on Sidewalk	Select Board
Adopt M.G. L. XX – Increase COLA Allowance	Retirement Board
Home Rule Petition – Amend Town Charter Committee Appointments	Select Board
Omnibus	Select Board



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

MEETING DATE: 1/11/2022

Agenda Item	Select Board Goal Review FY2022 - 2023
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will discuss the revised FY2022 – 2023 Goal statement.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote adopt the revised FY2022 – 2023 statement.	
3.	BACK UP INFORMATION ATTACHED
a. Select Board Goal Statement for FY2022- 2023 dated August 17, 2021, revised January 11, 2022	

Select Board Goal Statement
Adopted August 17, 2021
Revised January 11, 2022

PURPOSE

The purpose of the Select Board Goals is to effect positive change, set policy direction for Town government, and guide the development of the budget.

GOAL #1: Livable Needham plans for and invests in safe, well-maintained and attractive buildings and infrastructure that accommodate a diverse set of community needs. Needham:

- Promotes and sustains a secure, clean and attractive place to live, work and play.
- Provides a variety of housing types with a full range of affordability.
- Provides high-performing, reliable and affordable public infrastructure and Town services.
- Encourages and appropriately regulates sustainable development.
- Supports and enhances neighborhood livability and walkability for all members of the community.
- Coordinates with state and federal leaders to ensure access to safe, reliable and efficient public transit.
- Coordinates major infrastructure projects and communicates with impacted members of the Needham community.
- Prioritizes the reconstruction and repair of existing sidewalks before embarking on new sidewalk construction. The construction of new sidewalks will be offset by the removal of old, under-used sidewalks.
- Explores targeted opportunities for parcel acquisition.

FY2022-2023 Initiatives	Description
1.1	Seek Funding for Ridge Hill Building Demolition.
1.2	Begin the Ridge Hill/Nike Assessment Phase 2 Project, including working with the Community Farm to make a decision on the long-term plan for the farm at the site as well as considering potential future uses of the site.
1.3	Seek Funding for DPW Facility Refresh.
1.4	Participate on the Planning Board's Affordable Housing Study Committee.
1.5	Evaluate RTS Service Delivery Model to Guide Long-term Investment and Review Operational Efficiencies in the Short-term.
1.6	Explore options for reducing amount of public litter including General By-law re: Household trash & Funding for trash removal efforts.
1.7	Work with stakeholders to manage the impact of the COVID-19 Pandemic on the Town of Needham.
1.8	Seek Funding for School Administration Building.

1.9	Identify funding for School Master Plan projects & Participate in the Planning Process.
1.10	Review Cheney St. Zoning Referred by TM.
1.11	Evaluate use of ARPA Funding for Identified Infrastructure Projects.

GOAL #2: Economically Vital – Needham has the economic opportunities and resources for residents and businesses to thrive in our community. Needham:

- Supports an environment for creativity, innovation and entrepreneurship.
- Promotes a well-educated, skilled and diverse work force that meets employers' needs.
- Fosters a collaborative and resource-rich regional business climate.
- Attracts, sustains and retains a diverse mix of businesses, entrepreneurs and jobs that support the needs of all community members.
- Supports financial security, economic opportunity and social mobility for all.

FY2022-2023 Initiatives	Description
2.1	Evaluate Chestnut Street Redevelopment.
2.2	Identify Relief Programs for Small Businesses through ARPA Funding.
2.3	Evaluate Expansion of Snow Removal Efforts, including sidewalk plowing strategies.
2.4	Support Zoning Proposals for Outside Seating.
2.5	Develop & Implement Regulations Guiding Outdoor Seating.

GOAL #3: Accessible & Connected – Needham has a multi-modal transportation system that gets people where they want to go, when they want to get there, safely and cost-effectively. Needham:

- Offers and encourages a variety of safe, comfortable, affordable, reliable, convenient and clean mobility options.
- Supports a balanced transportation system that reflects effective land use, manages congestion and facilitates strong regional multimodal connections.
- Provides effective infrastructure and services that will encourage diverse populations to connect to nature and the larger community.
- Promotes transportation options to ensure we remain an age-friendly community.

FY2022-2023 Initiatives	Description
3.1	Seek Funding for a Parking Study that will evaluate parking needs, options, and types in the business districts and identify technology to manage parking.
3.2	Evaluate the role and composition of the TMAC, Transportation Committee, Rail Trail Advisory Committee and Complete Streets Committee.

3.3	Seek Funding for Noise Reduction/Quiet Zone Feasibility & Design.
3.4	Evaluate Future Use of the Rail Corridor between Dover and Newton.
3.5	Implement the Downtown Redesign Phase 2.

GOAL #4: Healthy and Socially Thriving – 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. Needham:

- Cultivates a wide range of recreational, cultural, educational, civic and social opportunities for all socioeconomic and age groups.
- Supports the physical and mental well-being of its community members.
- Fosters inclusion, diversity and equity.
- Promotes the installation of art and opportunities for community-led art projects.

FY20-2023 Initiatives	Description
4.1	Explore use of ARPA for public Art projects.
4.2	Seek additional funding and expand services for mental and behavioral health needs.
4.3	Identify and implement strategies to hire, support and retain diverse staff at every level of the organization; measure efforts and provide annual <u>quarterly</u> updates on progress.
4.4	Continue to provide diversity, equity and inclusion professional development opportunities for all staff geared towards deepening understanding and becoming culturally responsive, anti-racist, and anti-biased members of the Needham community.
4.5	Create a framework for how community members can effectively engage in conversations around race, diversity, equity, and inclusion, to build relationships and a stronger understanding of different perspectives and lived experiences.
4.6	Make intentional efforts and identify creative ideas for community outreach to diversify the candidate pool for all appointed Boards and Committees; measure progress.
4.7	Continue NUARI meetings for FY2022, reviewing and providing guidance on recommendations, and provide support to other Boards & Committees on how to apply NUARI principles to their work.
4.8	Encourage Needham non-profit organizations, civic groups, and businesses to adopt or endorse, as appropriate, the NUARI vision statement.
4.9	Include a question in the bi-annual Town survey to gauge residents' perceptions of how welcoming and inclusive the Needham community is.
4.10	Provide support to other Boards & Committees on how to apply NUARI principles to their work.

4.11	Work with the Human Rights Committee to develop a discrimination complaint process and provide forums where individuals feel comfortable discussing their concerns related to diversity, equity, and/or inclusion. Consult with the HRC on their role and next steps.
4.12	Gather information about appropriate acknowledgement of the history of slavery in Needham; ask HRC if this is something that they can take the lead on.
4.12	Develop a plan for use of ARPA funding to continue public health response to COVID-19.

GOAL #5: Safe – 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. Needham:

- Enforces the law while considering the needs of individuals and community values.
- Plans for and provides equitable, timely and effective services and responses to emergencies and natural disasters.
- Fosters a climate of safety for individuals in homes, businesses, neighborhoods, streets, sidewalks, bike lanes, schools and public places.
- Encourages shared responsibility, provides education on personal and community safety and fosters an environment that is welcoming and inclusive.
- Utilizes Complete Street principles to evaluate and prioritize pedestrian safety on our roadways.
- Prioritizes emergency planning and trainings for Town staff and the community to increase our collective preparedness and resilience.

FY2022-2023 Initiatives	Description
5.1	Actively monitor progress on the law enforcement recommendations that NPD Chief Schlittler presented to the Select Board on June 8, 2021.
5.2	Work with public safety unions to reach agreement on alternatives to the Civil Service system.

GOAL #6: Responsibly Governed – Needham provides excellent customer experience, responsibly manages the Town’s assets and makes data-driven decisions that are also informed by community engagement. Needham:

- Models stewardship and sustainability of the Town’s financial, human, information and physical assets.
- Supports strategic decision-making with opportunities for engagement and timely, reliable and accurate data and analysis.
- Enhances and facilitates transparency, accuracy, efficiency, effectiveness and quality customer service in all municipal business.

- Supports, develops and enhances relationships between the Town and community/regional partners.
 - Provides assurance of regulatory and policy compliance.
 - Reviews and updates Town policies and regulations.
 - Identifies opportunities for departmental consolidation and efficiency improvement.
 - Identifies opportunities for streamlining permitting processes.
- Provides open access to information, encourages innovation, enhances communication and promotes community engagement

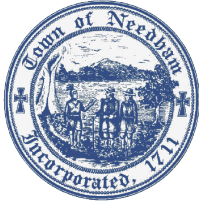
FY2022-2023 Initiatives	Description
6.1	Meet regularly with other boards and committees.
6.1.a	Meet with the Park & Recreation Commission to discuss, among other items, access to bathrooms at fields and playgrounds, consideration of creating a skate park, and upgrading tennis courts and playgrounds.
6.1.b	Meet with the Planning Board to discuss, among other items, zoning to allow brewery/pub uses and tree preservation strategies.
6.1.c	Meet with the League of Women Voters to discuss their recent study recommendation and the concept of term limits.
6.1.d	Meet with the School Committee to discuss, among other items, funding for school transportation and access to bathrooms at fields and playgrounds.
6.2	Expand the number of boards and committees that can host hybrid meetings by investing in technology and facility improvements (potentially ARPA funded).
6.3	Seek additional package store licenses by filing a Home Rule petition to match the State quota system.
6.4	Create a Public Comment Component at Select Board Meetings as part of the formal agenda.
6.5	Develop a Select Board orientation package.
6.6	Develop a Select Board/Committee code of conduct – policy manual.
6.7	Expand community engagement efforts including growing the newsletter distribution and implementing micro-polling and restoring the citizen satisfaction survey.
6.8	Update the Town website.
6.9	Renew all three cable franchise licenses.
6.10	Discuss Goal Setting Process for future years, building in time to seek input from other boards and the community.

GOAL #7: Environmentally Sustainable – 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. Needham:

- Maintains a sense of urgency around climate change.

- Promotes sustainability, including transitioning from fossil fuels to clean, renewable energy.
- Ensures the efficient use of natural resources.
- Protects and enhances the biodiversity and productivity of ecological systems.

FY2022-2023 Initiatives	Description
7.1	Develop a Climate Action Plan.
7.2	Identify parcel acquisition to comply with Land & Water Conservation Fund requirements.
7.3	Consider Tree preservation strategies.
<u>7.4</u>	<u>Update Appointment Protocol (BOS-ADMIN-003)</u>

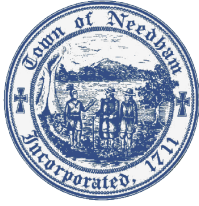


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/11/2022

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

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



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

MEETING DATE: 1/11/2022

Agenda Item	Executive Session
Presenter(s)	

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	1.) Exception 3: Collective Bargaining (Police & Fire Unions) 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

GRANT AGREEMENT (ARPA)

This Grant Agreement (this “Agreement”) is entered into by and between Norfolk County, Massachusetts (the “County”) and the Municipality listed in the application(s) attached hereto as Exhibit A (the “Grantee”), a political subdivision of The Commonwealth of Massachusetts (the “Commonwealth”) located within the territorial boundaries of the County (the “Grantee”).

WHEREAS, the County is the recipient of a grant (as more fully described in Exhibit A, the “ARPA Grant”) made available under the American Rescue Plan Act (“ARPA”) from the United States Treasury;

WHEREAS, the Grantee has submitted (and may in the future submit) to the County one or more applications for grants to be funded from the ARPA Grant (each application approved by the County and attached hereto from time to time in Exhibit A, an “Application”), and in reliance on the representations, certifications and warranties made by the Grantee herein and in the Applications, the County is (or will be) willing to provide one or more restricted grants in the Grant Amount identified in the applicable Application (each, a “Grant”) to the Grantee on the terms and conditions stated herein;

WHEREAS, the Grantee is willing to accept the Grant evidenced by each Application, and to thereby become a sub-recipient of the ARPA Grant, on the terms and conditions stated herein.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained, the parties agree and bind themselves as follows:

ARTICLE I - REPRESENTATIONS OF THE GRANTEE

Recognizing that the County is relying hereon, the Grantee represents, as of the date of this Agreement, as follows:

- (a) *Organization; Power, Etc.* The Grantee is a political subdivision of the Commonwealth located entirely within the geographic boundaries of the County with full legal right and power to authorize, execute, and deliver this Agreement, to receive each Grant, to undertake and implement the use of Grant funds described in each Application and to carry out and consummate all transactions contemplated by the foregoing (including without limitation the recordkeeping and reporting described herein);
- (b) *Authority.* The Grantee has duly and validly authorized the execution and delivery of this Agreement and has or will have so authorized the execution of each Application, and all approvals, consents, and other governmental or corporate proceedings necessary for the execution and delivery of the foregoing or required to make this Agreement the legally binding obligation of the Grantee that it purports to be, in accordance with its terms, have been obtained or made. The representatives of the Grantee executing this Agreement have all necessary power and authority to execute this Agreement and to bind the Grantee to the terms and conditions herein.
- (c) *No Litigation.* No action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, public board or body, other than as disclosed to the County in writing, is pending or, to the knowledge of the authorized representatives of the Grantee executing this Agreement, threatened (1) seeking to restrain or enjoin the execution and

delivery of this Agreement, or the undertaking of any Project (defined below) or (2) contesting or affecting the validity of this Agreement; and neither the corporate existence of the Grantee nor the title to office of any authorized representatives of the Grantee executing this Agreement, is being contested.

- (d) *No Conflicts.* The authorization, execution and delivery of this Agreement, and performance by the Grantee of each Project and of its obligations under this Agreement, will not constitute a breach of, or a default under, any law, ordinance, resolution, agreement, indenture or other instrument to which the Grantee is a party or by which it or any of its properties is bound.
- (e) *SAM Registration.* Grantee is registered with the System for Award Management (SAM) and confirms that the Data Universal Numbering System (DUNS) number listed in Exhibit A is the correct such number for the Grantee as of the date hereof.
- (f) *Binding Agreement.* This Agreement is, or when executed and delivered will be, the legal, valid, and binding obligation of the Grantee, enforceable in accordance with its terms, subject only to limitations on enforceability imposed in equity or by applicable bankruptcy, insolvency, reorganization, moratorium or similar laws affecting creditors' rights generally.
- (g) *Information Submitted.* All information, reports, and other documents and data submitted to the County in connection with this Agreement (including without limitation, the Application(s) attached hereto as of the date of execution and each other Application, if any, to be later attached and made a part hereof pursuant to the terms hereof) were, at the time the same were (or will be) furnished, and are, as of the date hereof (or will be as of the date the same are furnished), true, correct and complete in all material respects.
- (h) *Ratification.* By executing this Agreement, the Grantee (i) affirms and ratifies all statements, representations and warranties contained in all written documents that it has submitted to the County in connection with this Agreement (including, without limitation, the this Agreement and the Application(s) attached hereto as Exhibit A as of the date hereof) and (ii) agrees that on each date, if any, that an additional Application is attached hereto and made a part hereof, it will be deemed to have affirmed and ratified all such statements, representations and warranties (including, without limitation, those contained or provided in connection with such additional Application).

ARTICLE II - THE GRANT

2.1 Grant Amount The County agrees to make and the Grantee agrees to accept, on the terms and conditions stated in this Agreement, one or more Grants, in the Grant Amount(s) specified on the Application(s) attached as Exhibit A hereto. From and after the date hereof, the County may agree to make and the Grantee may agree to accept, on the terms and conditions stated herein, additional Grants pursuant to additional Applications in the Grant Amount stated in each such Application; in such event, such additional Applications will be attached hereto on Exhibit A and shall become a part of this Agreement.

2.2 Project and Schedule

- (a) *Grant Purpose.* Each Grant is being made solely to finance the project described in the applicable Application (each, a “Project”).
- (b) *Grant Expenditure Schedule.* The Grant will not pay any costs other than those incurred during the period from March 3, 2021 to June 30, 2024 (subject to extension in the sole discretion of the County, but not later than December 31, 2024). All Grant proceeds that remain unexpended as of June 30, 2024 (or such later date to which the County shall extend such deadline, in its sole discretion) shall be returned to the County promptly (and in any event within ten (10) business days thereafter).

2.3 Grant Award Package

In connection with the execution and delivery of this Agreement, each of the following conditions shall be satisfied (all documents, certificates and other evidence of such conditions are to be satisfactory to the County in its sole and absolute discretion).

- (a) *Executed Grant Agreement.* The County shall receive a duly executed original of this Agreement.
- (b) *Expiration of Offer.* Each Grant, and the obligation of the County to disburse such Grant, or any portion thereof, shall expire ninety (90) days from the date the Grantee was notified that the County had approved the applicable Application. The County, in its sole and absolute discretion, may approve one or more extensions to the expiration of the offer of any Grant.

ARTICLE III - AFFIRMATIVE COVENANTS

3.1 Use of Disbursements

The Grantee shall expend the Grant funds only for eligible costs of the Project as described in the applicable Application, subject to Article II hereof. The Grantee shall be responsible for compliance with, and shall comply in all material respects with, all applicable law and regulations, whether or not such law or regulations are expressly referenced herein.

3.2 Reporting and Compliance with Laws

The Grantee shall comply with all reporting requirements set forth in Schedule A hereto. In addition, the Grantee agrees that each Project shall be constructed or undertaken and each Grant shall be expended in full compliance with all applicable provisions of federal, state and local law and all

regulations thereunder. Without limiting the generality of the foregoing, the Grantee covenants to comply in all respects with all applicable law, regulation and rule regarding bidding, procurement, employment and anti-discrimination.

3.3 Additional Project Funding

The Grantee shall ensure that adequate funding is in place to complete each Project. In the event that any Grant, alone, is for any reason insufficient to complete the applicable Project, the Grantee will obtain or make available and apply other funds (including without limitation, by incurring loans or obtaining other grants) in an aggregate amount necessary to ensure completion of each such Project.

3.4 Recoupment and Costs

The Grantee acknowledges that it is responsible for compliance with this Agreement and all state and federal law and regulation applicable to the Grant(s) funding source and the Project. Breach of this Agreement and/or failure to comply with such law or regulation may result in all or a portion of the Grant(s) becoming subject to recoupment (including, without limitation, as described in each Application). If one or more Grant is subject to recoupment, the County will notify the Grantee in writing and the Grantee shall promptly, and in any event within 10 days of receiving such notice, return such Grant proceeds (including both any unexpended portion and funds equal to the portion expended) and any interest earnings thereon. In addition, Grantee shall be responsible for, and hereby agrees to prompt pay or reimburse the County for all costs incurred by the County, its employees, officers and agents (including without limitation, attorneys' fees) related to or arising out of such recoupment, including without limitation costs of any related investigation, audit and/or collection efforts.

3.5 Indemnification

To the fullest extent permitted by law, the Grantee agrees to indemnify and hold harmless the County and all of its employees, officers, and agents (collectively, "Indemnified Persons") from and against any and all losses, costs, damages, expenses, judgments, and liabilities of whatever nature (including, but not limited to, attorneys', accountants' and other professionals' fees and expenses, litigation and court costs and expenses, amounts paid in settlement and amounts paid to discharge judgments and amounts payable by an Indemnified Person relating to or arising out of (i) the actual or alleged failure of the Grantee to comply with the terms of this Agreement or with any other requirement or condition applicable to the federal grant with which any Grant is funded or (ii) the operation or undertaking of each Project; provided that no indemnification shall be required of an Indemnified Person to the extent such losses are determined by the final judgment of a court of competent jurisdiction to be the result of the gross negligence or willful misconduct of such Indemnified Person. Such indemnification includes, but is not limited to, costs arising from third-party claims.

The provisions of this Section shall survive the termination of this Agreement, and the obligations of the Grantee hereunder shall apply to losses or claims whether asserted prior to or after the termination of this Agreement. In the event of failure by the Grantee to observe the covenants, conditions and agreements contained in this Section, any Indemnified Person may take any action at law or in equity to collect amounts then due and thereafter to become due, or to enforce performance and observance of any obligation, agreement or covenant of the Grantee under this Section. The obligations of the Grantee under this Section shall not be affected by any assignment or other transfer by the County of its rights or interests under this Agreement and will continue to inure to the benefit of the Indemnified Persons after any such transfer. The provisions of this Section shall be cumulative with and in addition to any other agreement by the Grantee to indemnify any Indemnified Person.

3.6 SAM

The Grantee shall maintain an active SAM registration at all times while this Grant Agreement is in effect.

3.7 Recordkeeping.

The Grantee shall maintain accounts and records with respect to each Project and each Grant in accordance with generally accepted accounting principles as issued from time to time by the Governmental Accounting Standards Board (GASB). Grantee shall keep and maintain all financial records and supporting documentation related to the Project and each Grant for a period of seven years after all Grant proceeds have been expended or returned to the County. Wherever practicable, Grantee shall collect, transmit, and store such records in open and machine readable formats. Grantee agrees to make such records available to the County or the United States Treasury upon request, and to any other authorized oversight body, including but not limited to the Government Accountability Office (GAO), the Treasury's Office of Inspector General (OIG) and the Pandemic Relief Accountability Committee (PRAC). Grantee agrees to make such accounts and records available for on-site inspection during regular business hours of the Grantee and permit the County, the United States Treasury or any other such authorized oversight body to audit, examine, and reproduce such accounts and records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data, and other information relating to all matters covered by this agreement.

The Grantee shall permit the County or any party designated by it upon reasonable prior notice to the Grantee to examine, visit and inspect each Project and to inspect and, without limiting the generality of the previous paragraph, to make copies of any accounts, books and records of the Grantee pertaining to each Project and/or each Grant.

3.8 Single-Audit

The Grantee acknowledges that by accepting the Grant(s) it is a sub-recipient of federal financial assistance under the federal Single Audit Act of 1984, as amended (the "SAA"). The Grantee further acknowledges that to the extent it expends an aggregate of \$750,000 in federal awards (including, but not limited to the Grant(s)) in a fiscal year, it will be subject to an audit under the SAA and its implementing regulations at 2 CFR Part 200, Subpart F.

ARTICLE IV - TERMINATION AND REMEDIES

4.1 Termination

- (a) *Termination by the County.* The County, in its sole and absolute discretion, may terminate this Agreement or any one or more Grant hereunder:
 - (i) if the Grantee has breached any provision of this Agreement (including without limitation reporting requirements in Schedule A hereto) or has failed to comply with any applicable state or federal law or regulation applicable to any Project and/or any Grant; or
 - (ii) if any representation or warranty made by the Grantee in any Application, this Agreement, or any certification or other supporting documentation thereunder or

hereunder shall prove to have been incorrect in any material respect at the time made.

- (b) *Notice of Termination.* The County shall provide the Grantee with written notice of termination of the this Agreement or any one or more Grants, setting forth the reason(s) for termination. The termination of this Agreement or any one or more Grants shall be effective as of the date such notice of termination is sent by the County.
- (c) *Effect of Termination.* Upon termination of this Agreement or any Grant, the Grantee shall reimburse the County for all costs and disbursements of the Grant(s) terminated on a schedule to be negotiated in good faith between the County and the Grantee, but in no event more than 60 days from the date of such termination.

4.2 Term

This Agreement shall remain in effect until one of the following events has occurred:

- (a) The Grantee and the County replace this Agreement with another written agreement;
- (b) All of the Grantee's obligations under this Agreement have been discharged, including, without limitation, any obligation to reimburse the County for disbursements of the Grant(s); or
- (c) This Agreement has been terminated pursuant to the provisions of Section 4.1 hereof.

ARTICLE V - MISCELLANEOUS

5.1 Notices

All notices, requests and other communications provided for herein including, without limitation, any modifications of, or waivers, requests or consents under, this Agreement shall be given or made in writing and delivered, (i) in the case of the County, to Norfolk County, 614 High Street, Dedham, Massachusetts 02027-0310, Attention: Mr. John Cronin, County Director, and (ii) in the case of the Grantee, to the address specified in the most recent Application; or, as to either party, at such other address as shall be designated by such party in a notice to each other party. Unless otherwise provided herein, receipt of all such communications shall be deemed to have occurred when personally delivered or, in the case of a mailed notice, upon receipt, in each case given or addressed as provided for herein.

5.2 No Waiver

No failure or forbearance on the part of the County to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof nor shall any single or partial exercise by the County of any right hereunder preclude any other or further exercise thereof or the exercise of any other right. Conditions, covenants, duties and obligations contained in this Agreement may be waived only by written agreement between the parties.

5.3 Governing Law

This Agreement shall be construed under, and governed by, the laws of the Commonwealth. The Grantee agrees to bring any federal or state legal proceedings arising under this Agreement in which the

County is a party in a court of competent jurisdiction within the Commonwealth. This section shall not be construed to limit any other legal rights of the parties.

5.4 Successors and Assigns

This Agreement shall be binding upon and inure to the benefit of the Grantee and the County and their respective successors and assigns, except that the Grantee may not assign or transfer its rights or obligations hereunder without the prior written consent of the County.

5.5 Complete Agreement; Waivers and Amendments

All conditions, covenants, duties and obligations contained in the Agreement may be amended only through a written amendment signed by the Grantee and the County unless otherwise specified in this Agreement. At the date of execution hereof, one or more Applications are attached hereto as Exhibit A and made a part hereof. From time to time after the date hereof, the Grantee may apply for, and the Grantee may agree to make, additional Grants pursuant to additional Applications. In such event, such additional Applications shall be attached to and become a part of this Agreement. The parties understand and agree that this Agreement and all Applications attached hereto from time to time, which are expressly incorporated herein by reference, supersedes all other verbal and written agreements and negotiations by the parties regarding the matters contained herein.

5.6 Headings

The headings and sub-headings contained in the titling of this Agreement are intended to be used for convenience only and do not constitute part of this Agreement.

5.7 Severability

If any term, provision or condition, or any part thereof, of this Agreement shall for any reason be found or held invalid or unenforceable by any governmental agency or court of competent jurisdiction, such invalidity or unenforceability shall not affect the remainder of such term, provision or condition nor any other term, provision or condition, and this Agreement shall survive and be construed as if such invalid or unenforceable term, provision or condition had not been contained therein.

5.8 Schedules, Exhibits and Attachments; Counterparts; Electronic Signature

Each schedule, exhibit or other attachment hereto (including without limitation each Application attached (or to be attached as referenced in Section 5.5 hereof) as Exhibit A and referred to herein is an integral part of this Agreement. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original. Counterparts may be delivered via facsimile, electronic mail (including pdf or any electronic signature complying with the U.S. federal ESIGN Act of 2000 and related state law) or other transmission method and any counterpart so delivered shall be deemed to have been duly and validly delivered and be valid and effective for all purposes.

5.9 Further Assurances

Grantee agrees that it will, from time to time, execute, acknowledge, and deliver, or cause to be executed, acknowledged, and delivered, such further instruments as may reasonably be required for carrying out the intention or facilitating the performance of this Agreement.

5.10 Third-Party Beneficiaries

This Agreement is exclusively between the County and the Grantee, and does not nor is intended to create any privity of contract with any other party not a party hereto other than the Indemnified Persons, nor to imply a contract in law or fact. The County is not obligated to disburse grant funds on any contract, or otherwise, between the Grantee and any other party, nor intends to assume, at any time, direct obligations for payment for work, goods, or other performance under such contracts. The obligation to pay any amounts due under such contracts is solely the responsibility of the Grantee. Nothing herein, express or implied, is intended to, or shall confer upon, any other person any right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement between the County, the Grantee and the Indemnified Persons.

[Remainder of page intentionally left blank; signature page follows.]

IN WITNESS WHEREOF, the parties hereto have caused this Grant Agreement to be duly executed as of the latest date set forth below.

NORFOLK COUNTY, MASSACHUSETTS

By: _____
Name: John Cronin
Title: County Director

Date: _____

GRANTEE (as applicable)

TOWN OF _____,
as Grantee

CITY OF _____,
as Grantee

By a majority of its Board of Selectmen:

By its

Mayor/City Manager

and a majority of its City Council:

Date: _____

Date: _____

SCHEDULE A

Reporting Requirements

Event Reporting

The following events shall be reported promptly upon the occurrence thereof (and in any event with five business days of the occurrence thereof) to the County:

- (a) The inclusion of the Grantee, or any contractor or sub-recipient related to any Grant or any Project, or any employee, officer or other official of any of the foregoing, on any state or federal listing of debarred or suspended persons, or if any of such persons are proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any state or Federal department or agency.
- (b) Any criminal or civil litigation, or credible threat of such litigation, or investigation by any governmental entity of any of the persons listed in (a) for violations of state or Federal law involving fraud, bribery, misappropriation of funds, breaches of fiduciary duty or other actions bearing on the trustworthiness, credibility or responsibility of such person.

On Demand Reporting

The Grantee shall provide such other reporting relating to each Grant and each Project as the County shall reasonably request from time to time.

Scheduled Reporting

- (a) Quarterly Reporting. The Grantee shall provide quarterly reports as of the end of each fiscal quarter. Such reports shall be delivered to the County not later than the fifteenth (15) day following the end of the each fiscal quarter (i.e. January 15, April 15, July 15 and October 15) and shall contain:
 - a. The status of each Project (not started, in process, completed)
 - b. The amount of each Grant spent on the applicable Project during the quarter;
 - c. The cumulative total amount of each Grant funds spent on the applicable Project since inception;
 - d. The amount, if any, of each Grant that has been obligated for spending on the applicable Project that have not yet been expended;
 - e. A certification that, as of such reporting date and at all times since the previous reporting date (or if none, since the date of the Grant Agreement), the Grantee is and has been in full compliance with all terms of the Grant Agreement, including, without limitation, compliance with Title VI of the Civil Rights Act and all other applicable anti-discrimination laws (or a has delivered to the County in writing a full accounting of all instances on noncompliance); and
 - f. Such other items as the County shall reasonably request related to the Grant(s) and/or the Project(s)
- (b) Close Out Reporting. The Grantee shall provide a final close-out report after the final expenditure (or return to the County) of each Grant. Such report shall be delivered to the County not later than 60 days following the quarter in which such final expenditure (or return) occurred and shall contain all such items as are reasonably requested by the County or its agents.

EXHIBIT A

[copies of each final, approved
Application (Terms and Conditions)
to be attached]

Norfolk County, Massachusetts
American Rescue Plan Act
Funding Allocations

Municipality	Population*	Percentage of Population	Total Allocation	Phase I Allocation (25%)*
Avon	4,549	0.64%	\$ 857,082.22	\$ 214,270.56
Bellingham	17,270	2.44%	3,253,860.19	813,465.05
Braintree	37,190	5.26%	7,007,009.86	1,751,752.47
Brookline	59,121	8.36%	11,139,054.32	2,784,763.58
Canton	23,805	3.37%	4,485,126.91	1,121,281.73
Cohasset	8,548	1.21%	1,610,538.33	402,634.58
Dedham	25,219	3.57%	4,751,540.25	1,187,885.06
Dover	6,127	0.87%	1,154,394.98	288,598.75
Foxborough	18,399	2.60%	3,466,576.35	866,644.09
Franklin	34,087	4.82%	6,422,370.13	1,605,592.53
Holbrook	11,033	1.56%	2,078,739.98	519,684.99
Medfield	12,955	1.83%	2,440,866.17	610,216.54
Medway	13,479	1.91%	2,539,593.60	634,898.40
Millis	8,310	1.18%	1,565,696.48	391,424.12
Milton	27,593	3.90%	5,198,828.27	1,299,707.07
Needham	31,388	4.44%	5,913,848.50	1,478,462.12
Norfolk	12,003	1.70%	2,261,498.77	565,374.69
Norwood	29,725	4.21%	5,600,520.79	1,400,130.20
Plainville	9,293	1.31%	1,750,904.62	437,726.15
Quincy	94,470	13.37%	17,799,199.30	4,449,799.82
Randolph	34,362	4.86%	6,474,183.19	1,618,545.80
Sharon	18,895	2.67%	3,560,028.27	890,007.07
Stoughton	28,915	4.09%	5,447,907.78	1,361,976.94
Walpole	25,200	3.57%	4,747,960.44	1,186,990.11
Wellesley	28,670	4.06%	5,401,747.05	1,350,436.76
Westwood	16,400	2.32%	3,089,942.51	772,485.63
Weymouth	57,746	8.17%	10,879,989.02	2,719,997.25
Wrentham	12,023	1.70%	2,265,267.00	566,316.75
Sub-total	706,775	100%	133,164,275.26	33,291,068.82
Norfolk County			686,413.79	171,603.45
Administrative Costs			3,432,068.95	858,017.24
Total	706,775		\$ 137,282,758.00	\$ 34,320,689.50

* Allocation to Municipalities based on 2019 data obtained from the US Census Bureau

Fee paid 2021

Town of Needham, Massachusetts Road Event Form

SUNDAY

22
MAY 15, 2022

2021 NOV 24 A 11: 29

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☒ RUN

☒ WALK

☐ BICYCLE

☐ MOTORCYCLE

Name of Event: Great Bear Run

Name of Organization:
Needham Track Club

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

If yes, name of Town and date:

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

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

Organization Mailing Address:

Needham Track Club
53 Coulton Park
Needham MA 02492

☒ **Organization
is
Not-for-Profit**

Primary Contact: John Hrones

Contact Title: Director

Contact Address: 53 Coulton Park, Needham MA 02492

Contact Phone (Day) : 781-449-4954

Contact Phone (Cell) : 781-856-4088

Contact Email: needhamtrackclub@gmail.com

Event Date (s): Sunday, May 15, 2022	Date Expected to be in Needham : Sunday, May 15, 2022
Earliest Time Expected in Needham : set-up starts at 7:30 am; First race (5K) starts at 10:30 am	Latest Time Expected in Needham : children's 400K ends by 3:00 pm; clean-up should be complete by 3:30 pm
Number of Expected Participants : 750	Number of Expected Participants at Peak Time: 450 (may be lower)
Are participants charged a fee? ☐ YES ☐ NO	
Estimated Number of Vehicles : 175 (at peak) (may be lower)	What type of Parking is required?: Within walking distance of the Pollard School
Are event organizers available to meet with members of the Town to plan event: ☒ YES ☐ NO	Do event organizers foresee the need for any road closures (subject to police review)? ☒ YES ☐ NO
What will be done in case of inclement weather?: Registration and events for small children will be held inside Pollard School; Other events will be held outside	
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: Parking lots of Pollard will be utilized. Additional parking will be on streets between Harris and Great Plain per police instructions and appropriate signage.	
Will neighborhoods be impacted by parking and traffic?: Traffic is not expected to be a problem. Parking will be heavier than usual on the side streets. (Note – we have not had complaints in the past on the parking.)	
What activities are planned for the start of the race (if in Needham)? Event registration	
What activities are planned for the end of the race (if in Needham)? Short awards ceremony	
What facilities are needed for the start of the race: Pollard school and grounds (arrangements are being made with the school department)	

What facilities are needed for the end of the race: Pollard school and grounds (arrangements are being made with the school department)

Once the event begins, how long will it take to complete the event?: Set-up and registration takes place 7:30-10:30 am. The events take place from 10:30 am – 3 pm Clean-up takes place 3 – 3:30 pm

<i>Are signs requested to post at the start of the race? At the end of the race? Are signs requested along the route?</i>	On race day morning, small directional and informational signs are posted along the course. Signs are also posted at Pollard School. All signs are removed after race day afternoon.
<i>Will volunteers be placed along the route?</i>	Yes, road marshals are located where course turns or traffic is expected.
<i>Will you be using a sound system (includes music)? If yes, please describe where and when it will be used.</i>	Yes, it will at Pollard School (directed into the courtyard) from about 9:30 am – 2:00 pm
<i>Will there be any food be served (contact Needham Health Dept: 781-455-7500 x262)?</i>	Yes
<i>Will portable toilets be used? List locations</i>	Yes – being arranged with school department – behind auditorium wall
<i>Will hydration stops be set up along the route? If yes, please include these on route plan</i>	Yes – on Livingston Circle (may be subject to COVID restrictions)
<i>If the event takes place after dark, what is the plan to meet lighting needs?</i>	NA
<i>What safety measures are being made for participants and spectators? What are the plans for handling first aid and medical emergencies?</i>	We request that Harris Avenue be closed to through traffic (Bradford to Eaton) 9:45 am – 3 pm. (Bradford to Wilshire Park) 11:45 am – 1:30 pm) Hospital medical staff member will be at race. We will work with detail police officer to call in support as needed.
<i>Does the event take place during commuter times?</i>	No

<i>Is school in session during the event?</i>	No
<i>Is school in session during the event? Will school drop off or pick up be impacted by the event?</i>	No
<i>Are businesses open during the event?</i>	Several small businesses near Hersey train station
<i>Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)</i>	No
<i>Are there any churches/houses of worship located along the event route? Will church / house of worship services take place during the event?</i>	NA
<i>What is the plan to handle trash?</i>	Trash put in private dumpster located in front Pollard parking lot.
<i>Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham MA 02492</i> <i>• Event route map (include map and text of route, parking plan, volunteer placement)</i> <i>• Application fee (\$25 events that start and end in Needham, \$50 event passes through Needham)</i> <i>• Certificate of insurance</i>	
<i>PLEASE NOTE:</i> <i>For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.</i>	

Great Bear Run Course Routes

Event	Time	Course Route
5K	10:30 am	From Pollard School, go down Harris Avenue heading out of town, turn right on Great Plain, turn right on South Street, turn right on Livingston Circle, turn right on South Street, turn right on Dedham Avenue, turn right on Bradford Street, turn right on Harris Avenue finishing in front of Pollard School
1 Mile Run 1 Mile Walk/Run Prostate Walk	12:15 pm	From Pollard School, go down Harris Avenue heading out of town, turn right on Prince around the loop and right on Harris Avenue, take a U-turn on Harris Avenue (at Wilshire Park). Proceed on Harris Avenue toward town, take a U-turn on Harris Avenue (between Bradford and Webster Streets) and finish in front of Pollard School
Bearathon	1:00 pm	Takes place on Harris Avenue in front of Pollard School
100 Meter Run	1:30 pm	School side of Harris Avenue (between Bradford and Eaton)
200 Meter Run	2:00 pm	Both sides of Harris Avenue (between Stevens and Eaton roads)
400 Meter Run	2:15 pm	Both sides of Harris Avenue (between Bradford and Eaton roads)

Parking Plan

- Use parking lots in front and behind Pollard School
- Use side streets between Harris Ave & Great Plain (one side – per police signs)
- Use Harris Ave. (between Bradford Street and Dedham Ave.)
- Use side streets near Pollard (Coulton Park, Prince, Cook & Plymouth) as needed

NOTE: Since the event has not been held since 2019, we might expect lower numbers of participants, spectators, and cars than in previous years.



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☒ RUN ☐ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event:

Biggsteps 5k

Name of Organization:

Sean D. Biggs Memorial Foundation

Event Date(s) and Rain Date if requesting:

November 13, 2022

November 20, 2022

Earliest Time Expected in Needham:

6:00 am Setup

Latest Time Expected in Needham:

1:00 pm Breakdown

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

If yes, name of Town and date:

Kansas - annually since 2013

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

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

Organization Mailing Address:

99 Pond Ave #523 Brookline MA 02445

Organization is
☒ **Not-for-Profit**

Organization Billing Address (if Police Detail is required):

Same

Primary Contact:

Christopher George

Contact Title:

Race Director

Contact Address:

394 Cherry St. Newton MA 02465

Contact Phone (Day):

339-227-0083

Contact Phone (Cell):

339-227-0083

Contact Email:

george.christopher.d@gmail.com

Number of Expected Participants:

500

Number of Expected Spectators at Peak

Time:

100

Are participants charged a fee?



YES



NO

Estimated Number of Vehicles:

200-250

What type of Parking is required:

NHS lot

Memorial Field lot Side Streets

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

Participants will arrive in bulk at 8:30am. They will be directed to park in the high school lots. They will also be directed to the Memorial Field lot if needed. (I plan to apply for permission to use the MFLot with the Board of Trustees). These two lots should help cover all parking. Most runners will be gone by 11:30am.

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



YES



NO

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



YES



NO

What will be done in case of inclement weather?

Cancellation / Rain Date would be Nov. 20.

Will neighborhoods be impacted by parking and traffic?

Minimally. Roads impacted from 10:30am to 11:00am.

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

Announcements about traffic + safety.

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

All will be held in the NHS cafeteria.

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

NHS Cafeteria + Parking lots

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

Same.

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

Registration opens at 7:30. Mile walk (sidewalks) at 9:30am
 Start at 10:30am Awards at 11:30am. Cleared out by 1:00pm.

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

Barricades for closed roads.
 We post course signage + No Parking

Will volunteers be placed along the route?

Yes. Intersecting cross streets
 Turns + Mile Markers

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

Yes - Keith Levine sets up around 8am.

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

Bagels + Bananas - Separate Applications will be filed w/ sd. of Health.

Will portable toilets be used? List locations.

Yes - outside of the cafeteria

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

Yes - on Harris Ave.

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

N/A.

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

Police Details + Signs + Barricades + Volunteers w/ flags.

BI - Needham will have a med tent at the finish

Does the event take place during commuter times?

No

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

No

Are businesses open during the time of the event?

None along the course.

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

No

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

No - but I will contact nearby churches to notify them of the event.

What is the plan to handle trash?

We clean up after ourselves and hire a custodian.

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

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

PLEASE NOTE:

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

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

Prepared			Customer	Location	Street	Street Name	Irrigation	Domestic	Sewer	Total	Reason	Corrected
By:	Last Name	First Name	ID#	ID#	Number		Water	Water				Last Read
DB	CUMMINGS	SUSAN B	13455	1616	18	Enslin Road	\$0.00	-\$2,521.85	-\$12,851.10	-\$15,372.95	ACC	N

Total: -\$15,372.95

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:	-\$2,521.85
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$12,851.10
Transfer Station Charges:	\$0.00
 Total Abatement:	 -\$15,372.95

Order #: 1316

Read and Approved:

Robert A. Lewis
Assistant Director of Public Works

01/04/22

For the Select Board

1/11/22

Carys Lustig
Director of Public Works

MEMORANDUM

TO: SELECT BOARD

FROM: DAVID DAVISON, ASSISTANT TOWN MANAGER/DIRECTOR OF FINANCE

SUBJECT: VEHICLE EXPENSE REIMBURSEMENT

DATE: FRIDAY, JANUARY 7, 2022

CC: KATE FITZPATRICK, TOWN MANAGER; KATIE KING, ASSISTANT TOWN MANAGER/DIRECTOR OF OPERATIONS; CHUCK MURPHY-ROMBOLETTI, DIRECTOR OF HUMAN RESOURCES; MICHELLE VAILLANCOURT, TOWN ACCOUNTANT; ANNE GULATI, ASSISTANT SUPERINTENDENT FOR FINANCE AND OPERATIONS

The Town's Personnel Policy #509 under Section V (Procedures) Subsection A 2 states "When an employee is authorized to use a personal automobile for work-related travel, he or she shall be reimbursed at a rate established by the Board of Selectmen (Select Board) upon the recommendation of the Assistant Town Manager/Director of Finance." The purpose of this memo is to recommend to the Board that the rate should be adjusted.

The current rate for reimbursement to an employee for personal use of his/her automobile for Town business is 56 cents per mile. The mileage rate is intended to include the cost of fuel and oil, repairs, insurance, and general wear and tear on the automobile. The national organization, AAA does an annual report on the cost of operating a motor vehicle in U.S. Their report showed that the cost has increased from the prior year. The composite average cost was 64.4 cents per mile which compares to 63.7 cents per mile in 2020.

The table below from AAA data shows the average cost per mile for different vehicle types in 2019, 2020 and 2021. Two categories of vehicles that have been provided in prior reports (large sedans and minivans) have not been included by AAA because of the decline in popularity. Two new categories have been added (compact SUV's and midsize pickups) due to the increased popularity. Both vehicle types have a lower cost per mile than the two vehicle types that have been dropped. AAA's study reports that the cost for some types of vehicles has increased, but the cost for others has declined, and greatest contributor to the cost were higher insurance premiums (\$1,342 vs \$1,202 in 2020) and the cost of maintenance (9.6 cents per mile vs 9.1 cents in 2020). The cost of government fees and taxes (\$669 vs \$851 in 2020) and financing a new vehicle (\$712 vs \$819 in 2020) decreased during 2020.

AAA's report incorporates average cost for fuel, insurance, depreciation, maintenance, government fees (license, registration, taxes), and financing.

<i>Based on Driving 15,000 miles annually</i>	<i>Small Sedan</i>	<i>Medium Sedan</i>	<i>Compact SUV (FWD)</i>	<i>Hybrid Vehicle</i>	<i>SUV 4WD</i>	<i>Midsize Pickup</i>	<i>Composite Average</i>
<i>Cost Per Mile 2019</i>	47.4 cents	57.6 cents	N/A	51.6 cents	68.4 cents	N/A	61.9 cents
<i>Cost Per Mile 2020</i>	50.1 cents	58.2 cents	N/A	54.3 cents	66.9cents	N/A	63.7 cents
<i>Cost Per Mile 2021</i>	48.2 cents	62.4 cents	56.6 cents	60.1 cents	66.5cents	62.8 cents	64.4 cents

Although there may be many methods and sources to determine what is the cost of operating a motor vehicle, I continue to recommend that the rate be set based on the standard mileage rate (SMR) method used by the Internal Revenue Service which should prove to be the simplest method of accounting and probably the most often used to determine the cost to the employee for reimbursement purposes.

The IRS rate is based on an annual study of the fixed and variable costs of operating an automobile. The standard mileage rate for 2022 has been calculated at 58.5 cents per mile. This rate is based on information released by the IRS on December 17, 2021. Although individual costs will differ, fluctuations are inevitable; the IRS rate is readily accessible and updated on a schedule which the Town has and may continue to rely. Therefore, I recommend to the Board that it vote to change the rate from 56 cents to 58.5 cents per mile consistent with the rate determined by the IRS. The effective date for this reimbursement rate would be the date of approval by the Board.

I will be available should you have questions. Thank you.