

Select Board Special Meeting Agenda

6:30 p.m. May 31, 2022

Needham Town Hall, Powers Hall

& Zoom

REVISED

Pursuant to Chapter 22 of the Acts of 2022, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public

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<https://us02web.zoom.us/j/81453983558?pwd=VUMwaW5VWml5dnc5K2VwV2xXV3RzQTO9>

Passcode: 117721

One tap mobile: +13126266799,,81453983558#

Webinar ID: 814 5398 3558

1.	6:30	Downtown Design Infrastructure/Streetscape Project - Edward Olsen, Acting Assistant Director of Public Works - Thomas Ryder, Town Engineer - Bob Mackie, BETA
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CONSENT AGENDA *=Backup attached

1.*	Approve a Special One Day All Alcohol License for Monique Goodrow-Trach of Needham Pool and Racquet Club to host “New Members Welcome Event”, Friday, June 3, 2022 from 5:00-10:00 PM. The event will be held at the Needham Pool and Racquet Club, 111 Richardson Drive.
2.	Ratify a Weekday Entertainment License for Eastern Bank for May 24, 2022
3.*	Approve a grant request application from the Needham Commission on Disabilities for an intensive learning center at the Pollard Middle School
4.	Accept the following donation made to the Needham Community Revitalization Trust Fund: \$100 from the Needham Diversity Initiative, Inc.
5.	Accept the following donation made to the Needham Health Division, Domestic Violence Action Committee (DVAC): \$2,000 from the Beth Israel Deaconess Hospital – Needham.
6.	Ratify acceptance of the following donation received by the Needham Public Library originally accepted at the Board’s May 24, 2022 meeting: Jan Drake donated two copies of her book, <i>Remember Me to All the Friends</i> (estimated value of \$60).



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

MEETING DATE: 5/31/2022

Agenda Item	Downtown Design Infrastructure/Streetscape Project
Presenter(s)	Edward Olsen, Acting Assistant Director of Public Works Thomas Ryder, Town Engineer Bob Mackie, BETA

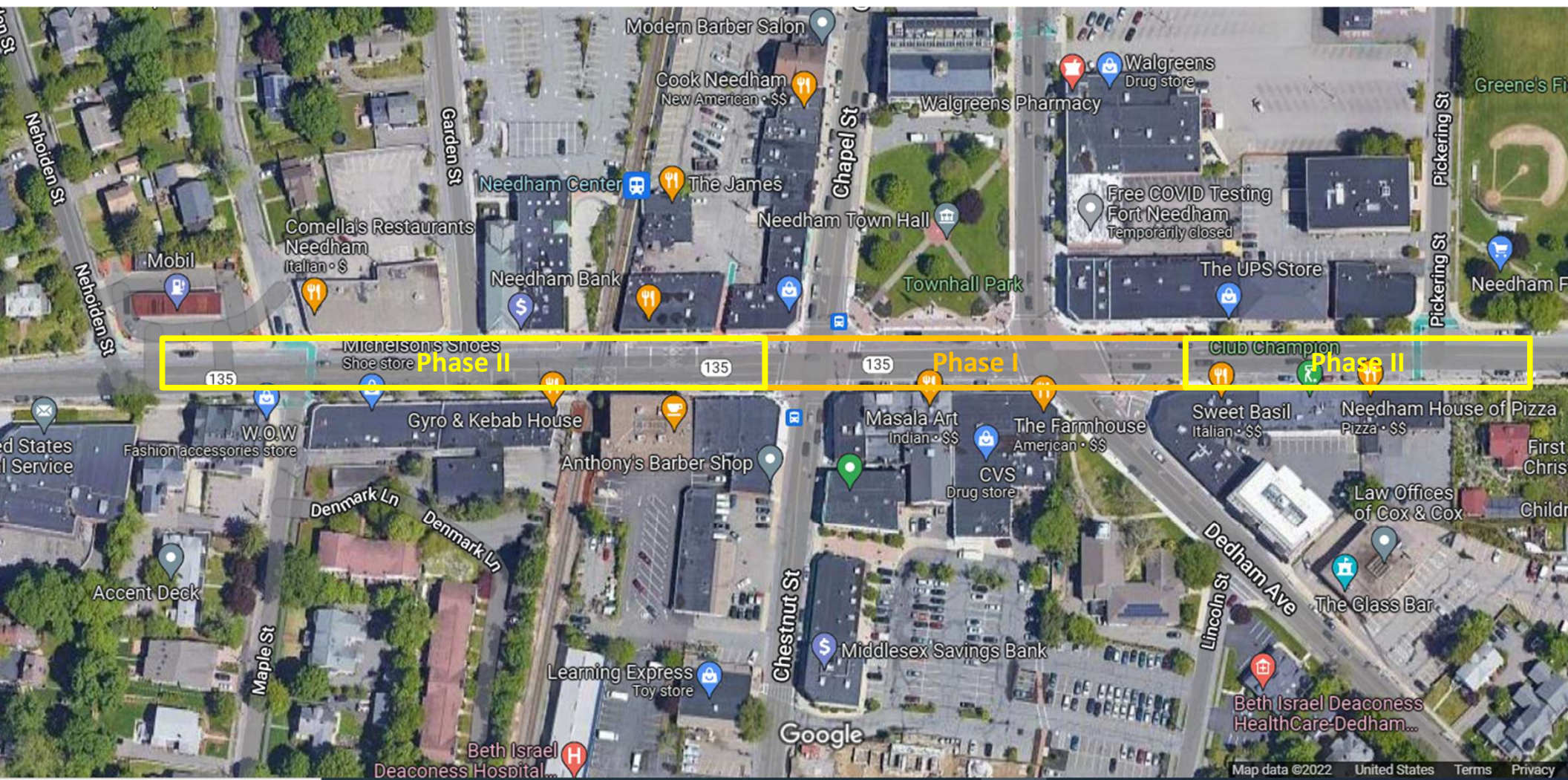
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
BETA will provide background and status of the project to the Board and community stakeholders. Stakeholders are encouraged to discuss the project and consider next steps. The Select Board will then consider public input. The purpose of the meeting is to discuss the project and potential next steps. Final decisions on any aspect of the project will not be made at this meeting.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion only.	
3.	BACK UP INFORMATION ATTACHED
1. Power Point presentation from BETA 2. Information Sheet from BETA	

Downtown Phase II

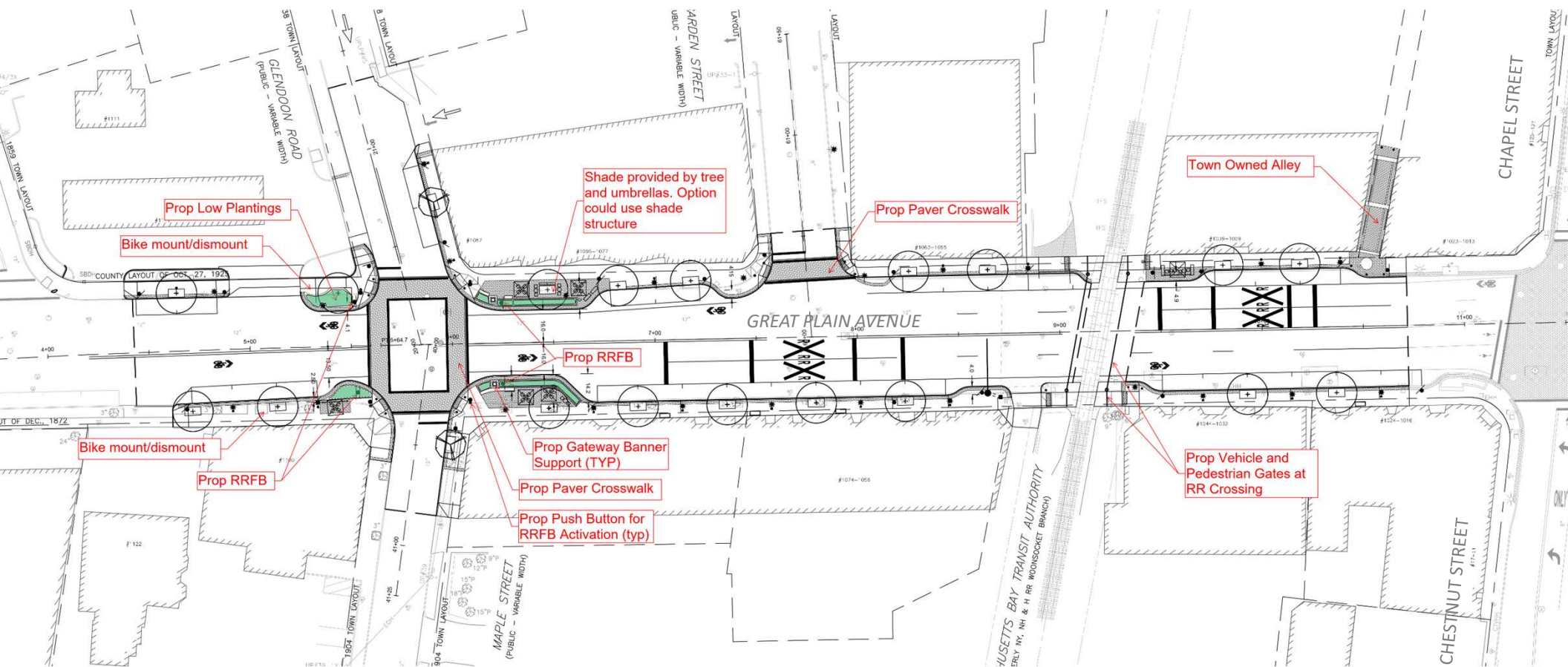
Needham, MA

May 31, 2022

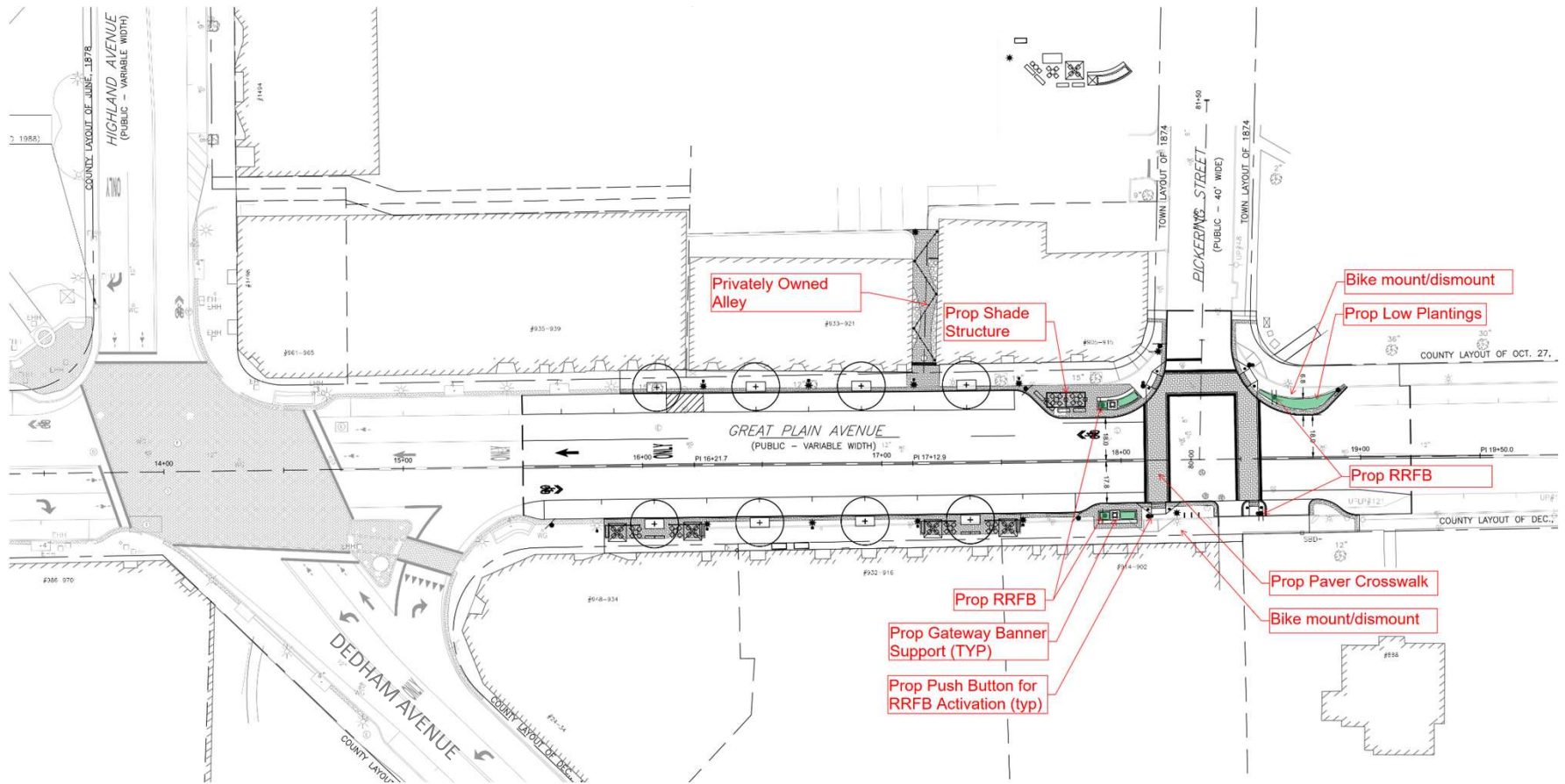




Great Plain Avenue – Phase I and II Project Limits



West of Common – Glendon Road/Maple Street to Chapel/Chestnut Street

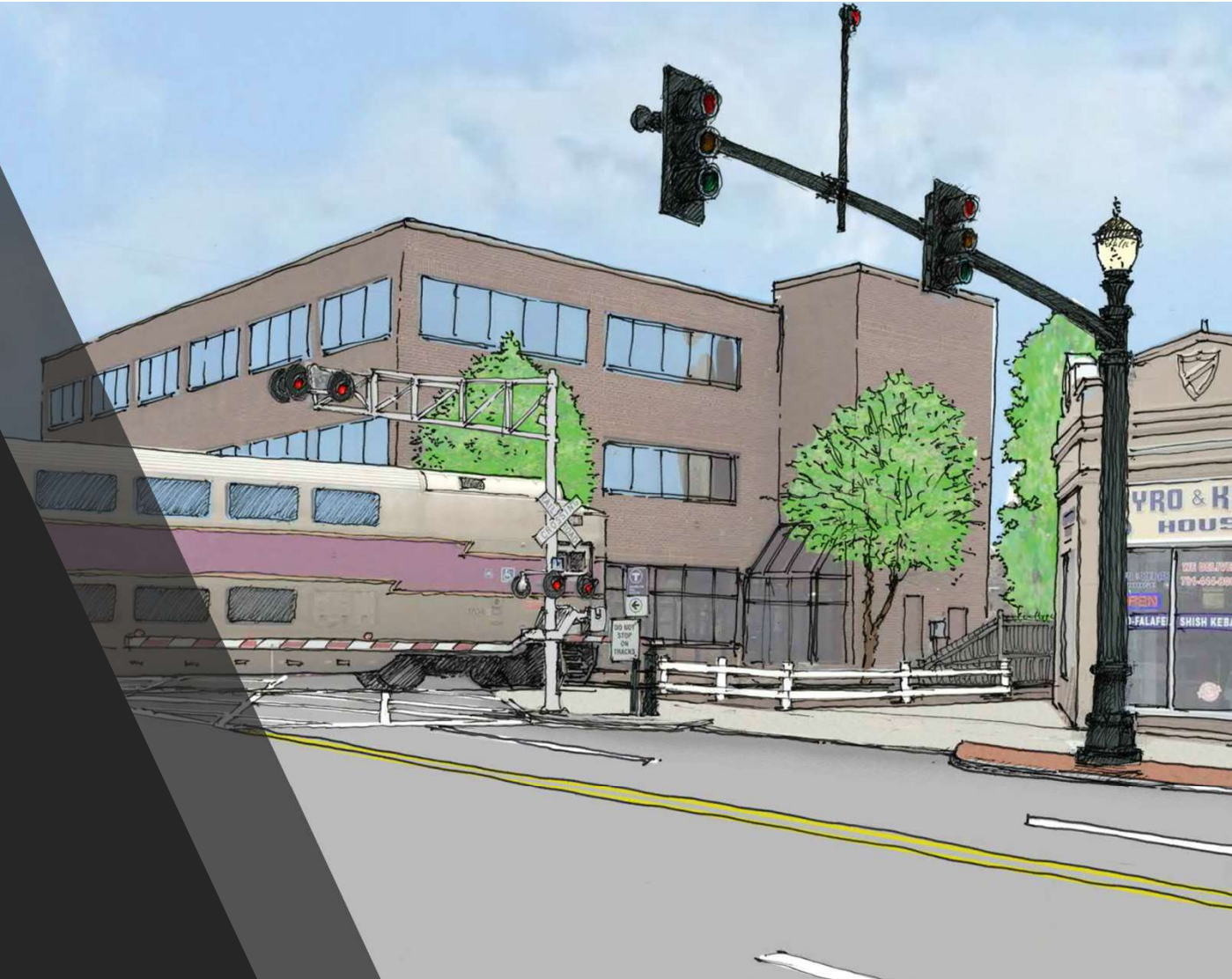


East of Common – Dedham/Highland Avenue to Pickering Street





Questions?



NEEDHAM DOWNTOWN PHASE II

PROJECT STATUS UPDATE

Date: 5/31/2022 - 6:30pm

Job No: 6191

Meeting Location: Powers Hall, Town Hall

History and Background

- Last Plan set provided is 50% dated July 2020. Last Select Board Meeting was September 2020 based on these plans.
- BETA received comments from the Town and provided updated renderings/sketches (9/2/21) and an updated Phase 2 Streetscape Plan (10/26/21). The revisions included:
 - Revised rectangular rapid flashing beacons (**RRFB**) and Gateway Tower locations
 - Added Bike Mount/Dismount to discourage bike traffic through downtown
 - Added Railroad Gates for vehicles and peds
 - Added bump outs and bollards at intersections for pedestrian safety
 - Minor low planting areas, narrow trees & shade structures
 - Current plan maximizes the balance of parking spaces vs street dining.

Project Points

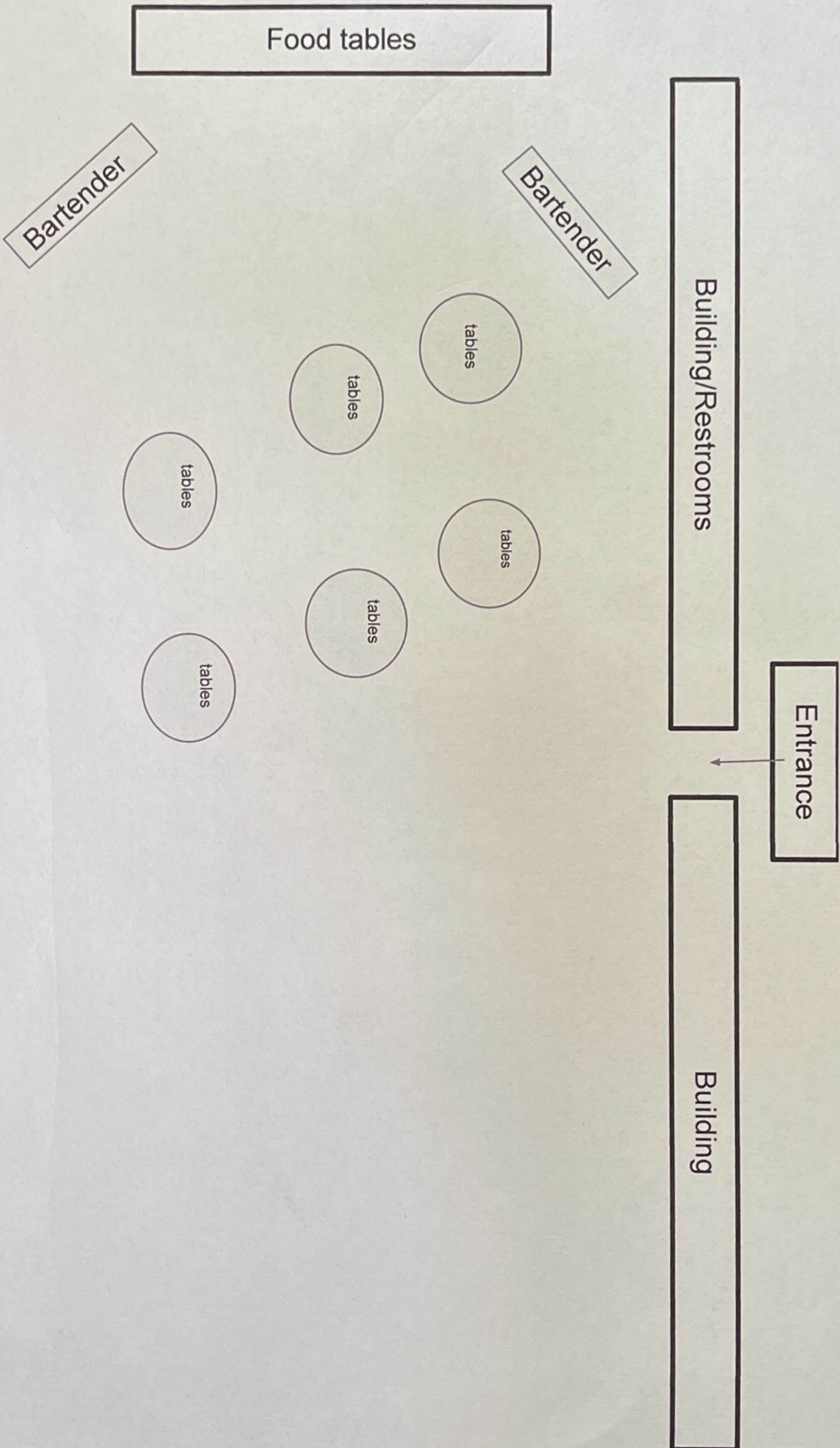
- Parking Spaces
 - Under the original 50% design (July 2020) four parking spaces were removed, with one additional space converted to an accessible space
 - Under updated Streetscape Plan (October 2021) nine parking spaces were removed
 - One space was designated as accessible under Phase 1 (none previously existed)
- On-street dining, sidewalk width, traffic lane balance should be based on current use, not past two years of COVID. Traffic counts taken after March 1st are valid again and are the new normal
- Proposed drainage improvements are minimum to modify existing structures and pipe to meet proposed roadway layout. No new drainage design or outfalls are anticipated at this time.
- No other utility work is anticipated at this time however existing underground infrastructure is being evaluated to determine whether upgrades should be included prior to finalizing the design.
- Original projected 50% design project cost has been updated to 2022 dollars. Order of magnitude cost is currently estimated at \$4.9 Million.

Ref:

O:\6100s\6191 - Needham - Downtown Phase 2\Correspondence\Prep for 5.31.22 Meeting\Downtown Ph2 Meeting 5.12.2022 BETA Agenda.docx

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

Event Manager Name (Name that will appear on license)	Monique Goodrow-Trach		
Event Manager Address	111 Richardson Drive, Needham		
Event Manager Phone Number	508-221-8394		
Organization Representing (if applicable)	Needham Pool + Racquet Club		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	New Member Welcome Event		
Date of Event	June 3, 2022		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	TO:	
	6/3/22 5pm	6/3/22 10pm	
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☒ YES	☐ NO	
How many people are you expecting at this event?	125-150		
Name & address of event location. Please attach proof of permission to use this facility.			
NPRC, 1545 Central Avenue, Needham			
Who will be serving the alcohol to your guests?			
Bartending Service: Boston's Best			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
www.bostonsbestbar.com. Used last year as well as previous years			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Guests will be served by bartenders only. No glass allowed. They will not need to purchase it.			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date:
Monique Goodrow-Trach			5/21/22



NEW MEMBER EVENT

Fresh start to summer!

**COME WELCOME
OUR NEW MEMBERS**

Friday, June 3

6-9pm

Adult Only

@reallygreatsite



NEEDHAM COMMISSION ON DISABILITIES

GRANT REQUEST APPLICATION

INTRODUCTION

The purpose of the Needham Commission on Disabilities (NCOD) is to advise municipal officials, public and private agencies, and advocate for individuals in order to ensure compliance with Federal, State and Local disability laws, particularly the Americans with Disabilities Act (ADA).

The Commission on Disabilities also provides grants which are generally funded through accrued handicap parking violation fines, making it possible for persons with disabilities to participate more fully in programs and activities within Needham.

These funds may be used for grants awarded to community-based organizations and programs, schools, to improve accessibility, and to provide services and equipment to better enable individuals with disabilities to function more successfully and independently in the community. Previous successful grants have included the purchase of Audio books for the Needham Free Public Library and specialty programs such as school performances by artists with disabilities.

Proposal for grants may be presented and submitted for consideration by contacting the Needham Commission on Disabilities at (781) 455-7500 x 280 or accessing the form online at <http://www.needhamma.gov/index.aspx?NID=1104> Completed grant proposals may be submitted anytime of the year, vetted through the NCOD and if initially approved, submitted to the Board of Selectmen for consent approval. The process from grant submission to funding award generally is 90-150 days.

ORGANIZATION INFORMATION

This form must be completed and submitted with your proposal narrative.

Name of requesting organization completing the grant application:

Needham Public Schools, Special Education Department

Contact person name and title: Patricia Mullen, Director of Special Education, Needham High School

Address	1330 Highland Avenue				
Town	Needham	State	MA	ZIP	
Phone	781-455-0800	E-mail Address	Patricia_mullen@needham.k12.ma.us		
Amount requested:	2212.06	Date grant funding is required:	September 1, 2022		

PROJECT NARRATIVE

Your proposal should address the following questions, as applicable.

1. Provide a brief description of the organization, services provided and total number of employees/volunteers.
2. If your request is for funding for a program and/or event, provide details about the program(s) for which you are requesting funding. Please include specifics, objectives, a description of activities, date(s) and time(s) of events, targeted audience, location, qualification of the presenter if applicable, and any other pertinent details of the event that may help the NCOD in its decision making process.
3. If your request is for funding for the purchase of equipment or some other physical item, please include purpose, professional documentation describing the item, model number, where the item will be purchased, price, shipping charges (if applicable) and any other information pertinent to the potential purchase which may help the NCOD in its decision making process.
4. Are there additional funding sources or applications sought to help defer the cost? If so, please provide the name of the organization(s), amount of award, and contact information.
5. How will this proposal objective enhance the lives of Needham residents with disabilities and support the mission of the NCOD.
6. Who at the organization will be involved in the oversight of the grant? How will the project be executed? Provide a timeline if appropriate. If this project is ongoing, how will it be supported in the future? If equipment is requested, please explain how ongoing maintenance will be supported and who will be the responsible party tasked with its maintenance.
7. How will this event or purchase be publicized to your target audience and the general public in Needham? How will the Needham Commission on Disabilities be recognized?
8. Provide a list of expenses which includes materials, fees, equipment, maintenance, transportation, consultants, if appropriate. Additional supporting documents may be requested.
9. The Commission may request an assessment of the success of the proposal, i.e. attendance, surveys, increased awareness, testimonials, audience evaluations, etc. Upon acceptance of funding, NCOD will provide a feedback form and date for a grant recipient to report to the Commission, post event or purchase.

part of the evaluation process, the requesting organization will be required to make a presentation before the Needham Commission on Disabilities at a regularly scheduled meeting, to be determined by the Commission.

The Commission reserves the right to request additional information or further clarification as needed, to aid in their decision making process.

SIGNATURES:

Grant Requestor: Patricia Mullen Printed Name: Patricia Mullen Date: April 26, 2022

NCOD Chairperson: _____ Printed Name: _____ Date: _____

Select Board: _____ Printed Name: _____ Date: _____

Proposal Narrative

The Needham Public School District has approximately 5700 students across grades preschool through post-graduate (up until age 22), with close to 900 students identified as having a disability and receiving services through an Individualized Education Program (IEP). Within the Student Support Services Department, Needham has a Special Education Administration team including a Preschool Director, High School Director, Executive Director, Out of District Coordinator, and seven building-based K-8 Special Education Coordinators. This administration team, along with Team Chairs and Special Education liaisons, is responsible for overseeing services and programming for all Needham students with disabilities.

The Needham Public School district is seeking funding through the NCOD grant to support the new Intensive Learning Center at Needham High School. This is a continuation of the ILC at the Pollard Middle School. The Intensive Learning Center (ILC) program is intended to support students with disabilities that include, but are not limited to, expressive and receptive language processing issues, developmental delays, intellectual impairments, autism spectrum disorder, and attention difficulties. These disabilities significantly impact the student's overall functioning. The ILC program provides a smaller, highly structured classroom environment based upon the principles of Applied Behavior Analysis, with a low stimulation environment with clear, consistent routines and specially designed behavioral programs. Student-to-staff ratios is low to ensure student safety and educational success. The program provides social, academic, pre-vocational, and recreational activities to enhance students' skills and allow increased success in all areas.

Through the budget process this year, we were successfully able to provide appropriate staffing for the ILC. We are fortunate to have a highly qualified special education teacher, teaching assistants, and a Board Certified Behavior Analyst to support the ILC. In addition, many of the students in the ILC receive related services such as speech and occupational therapy. We are specifically seeking grant funds to cover the cost of additional sensory materials to support this program. Please refer to the attached spreadsheet to see examples of the materials we need to purchase.

We believe that this grant application is closely aligned with the NCOD mission. The strength of Needham's in-district specialized programming allows students with a higher level of need to remain within the public schools and their home communities. This comports with the IDEAs (Individual with Disabilities Education Act) requirement that students be educated in the least restrictive environment. By having a strong Intensive Learning Center, we are able to better meet the needs of our students in the program and provide inclusive learning opportunities within the larger high school program. The students in this program can remain in in-district programming at the high school until the time they turn 22. The students in this program will enter our Post Graduate Program at the high school for ages 18 to 22.

ITEM	Vendor	Link	Price	Quantity	Total price
Dividers	WB Mason	https://www.wbmason.com/ProductDetail.aspx?ItemID=LXCRC LM7266ZMG&uom=EA&COID=&SearchID=503425049&ii=1	714.98	1 set of 3	714.98
Bean Bags	Lakeshore Learning	https://www.lakeshorelearning.com/products/classroom-furniture/chairs-seating/flex-space-teardrop-beanbag-seats/p/LC573	89.99	4	359.96
Yoga Balls	School Speciality	https://www.schoolspecialty.com/therapy-and-exercise-ball-010522	17.99	2	35.98
Yoga Mats	US Games	https://www.usgames.com/yoga-mat	21.99	4	87.96
senosry beads ball	S & S Worldwide	https://www.swww.com/item/sensory-bead-balls-1778	\$18.99	2 sets of 3	37.98
manipulative fidget discs	S & S Worldwide	https://www.swww.com/item/manipulative-fidget-discs	\$43.99	2 sets of 3	87.98
Mondo Spaghetti ball	S & S Worldwide	https://www.swww.com/item/mondo-spaghetti-ball-16	\$8.99	2	\$17.98
Puffer balls	S & S Worldwide	https://www.swww.com/item/puffer-balls-SL9167/	\$14.99	1 set of 6	\$14.99
Stretch armstrong	Amazon	https://www.amazon.com/figura-original-Stretch-Armstrong/dp/B01EV5FFOA/ref=sr_1_1?dchild=1&keywords=stretch+armstrong&qid=1589998874&sr=8-1	36.3	1	36.3
Soothing rain tube	School Speciality	https://www.schoolspecialty.com/rainstick-1004603	28.57	1	28.57
Light up balls	School Speciality	https://www.schoolspecialty.com/play-visions-light-up-molecule-ball-sensory-fidget-1592496	8.17	4	32.68
Theraputty	Lakeshore Learning	https://www.lakeshorelearning.com/products/sensory	27.99	4	111.96
Waterbeads	Lakeshore Learning	https://www.lakeshorelearning.com/products/sensory-exploration/sensory-play/magic-water-marbles/p/SE997	14.99	1	14.99
Body sock	Amazon	https://www.amazon.com/Premium-Sensory-Updated-Version-Height/dp/B071L3X4RC/ref=sr_1_6?dchild=1&keywords=body+sock&qid=1589990397&sr=8-6	31.95	1	31.95
Puzzles	Lakeshore Learning	https://www.lakeshorelearning.com/products/language	14.99	1	14.99
Puzzles	Lakeshore Learning	https://www.lakeshorelearning.com/products/puzzles	19.99	1	19.99
Puzzles	Lakeshore Learning	https://www.lakeshorelearning.com/products/puzzles	12.99	1	12.99

Puzzles	Lakeshore Learning	https://www.lakeshorelearning.com/products/social-s	14.99	1	14.99
Puzzles	Lakeshore Learning	https://www.lakeshorelearning.com/products/language	14.99	1	14.99
Puzzles	Lakeshore Learning	https://www.lakeshorelearning.com/products/puzzles	14.99	1	14.99
Puzzles	Lakeshore Learning	https://www.lakeshorelearning.com/products/puzzles	14.99	1	14.99
Puzzles	Lakeshore Learning	https://www.lakeshorelearning.com/products/puzzles	14.99	1	14.99
Puzzles	Lakeshore Learning	https://www.lakeshorelearning.com/products/puzzles	14.99	1	14.99
Slant Board		Amazon Link	29.95	4	119.8
Noise Reducing Headphones		amazon link	16.99	4	67.96
Large size legos					
Wobble Cushions	Amazon	https://www.amazon.com/Trideer-Inflated-Stability-F	18.89	3	56.67
Potholder Loom	Amazon	potholder	\$18	1	17.95
Rug Hook	Amazon	rug hook	\$19	1	18.99
Crafts- Mandala Kits	Amazon	crafts	\$13	1	12.99
Light Box For tracing and col	Amazon	light box	\$20	1	19.99
Stamp Pads	Amazon	stamp pads	\$12	1	11.99
Stamps	Amazon	stamps	\$12.00	1	11.99
Wooden Shapes for painting	Amazon	wooden shapes	\$9.00	1	8.99
Acrylic Paints	Amazon	acrylics	\$19.00	1	19.65
Model Magic clay	Crayola	model magic	\$40.00	1	39.99
Coloring Books	Amazon	coloring books	\$8	1	7.99
Color By Number Books	Amazon	coloring books 1	\$15	3	17.97
Color By Number Books	Amazon	coloring books 2	\$9	3	26.97
				Total	2212.06

Needham Commission on Disabilities

May 17, 2022

Rosemary Recreation Complex/Hillside Room /Virtual Zoom Meeting

Present:

Via Zoom: Jeanie Martin (Co-Chair), Carol Thomas (Co-Chair), Tatiana Swanson (Town Liaison), Babs Moss (Member), Debbi Heller (Member), Karen Morales (Member), Kelley Scolponeti (Police Department Liaison), Alexa Moore (Member), Felix Zemel (Member), Julie Muse-Fisher (School Department Liaison)

1. Co-chairperson's Report

Confirmed NCOD orientation set for May 24

5:30pm – 6:30pm

Zoom link to follow from Tatiana

Carol to re-distribute agenda to all. The meeting is mandatory for new members optional for other members.

Advocacy calls

1. A text message received by Tatiana from a landlord at Chestnut Hollow expressing concern about possible abuse by an aide. The caller was referred to Jeanie. Landlord expressed concern that a resident is experiencing physical and verbal abuse by an aide and reported hearing yelling, slapping and crying. The tenant has resided there for @ 12 years and the aide was a personal referral. Landlord's proposed solution to evict tenant, which members felt would not address the abuse sufficiently.

Jeanie thanked the caller for his concern and outreach, referred him to MetroWest Center and the Disabled Persons Protection Commission, and requested follow up. To date, Jeanie has not heard back from the landlord and will follow up.

Off Kelley will reach out to landlord and investigate, conduct a well-being check and search for any history of police reports. There is an elder abuse form with NPD that can be completed as needed.

2. Tatiana also received a call from a resident with severe allergies, who requested prior notification for noises, construction, street work. When work is not town-related (i.e. Eversource), notification is not possible. Resident requested that the town provide noise canceling headphones and requested the NCOD to advocate on her behalf. As stated on the NCOD website, grants for individuals are not supported with NCOD funding. Felix suggested bringing the question to the town's council/attorneys for final resolution, as this is a recurring request. Babs and Off Kelley suggested perhaps posting in "Be Kind Needham". Karen messaged the Be Kind group owner about addressing this type of private need.
3. A Needham resident and community volunteer in schools joined the call to share a concern in real-time. She had a conversation with an officer regarding a parking/accessibility concern related to the Needham Public Library, and he informed her of this meeting. The caller observed that people often park in the library parking lane, which blocks the only street level access to the building (no curb). NCOD has heard this concern previously and prior conversations with the library staff were unsuccessful in garnering additional signage. Carol will follow up with the library on this matter, recommending additional signage be placed in this area to help keep this lane clear. NCOD will follow up with resident.

Resident will contact Tatiana via email to request an additional agenda topic be added to the NCOD June agenda.

Upcoming events:

Community Access Monitor Training via Zoom on June 8 & 15 from 9am – 2pm. Jeanie, Babs and Tatiana have completed the training previously and highly recommend it. Recommended to get up to speed on evaluating buildings for accessibility. Registration form should be emailed to Ashley.Santana@mass.gov.

Regional COD meeting via Zoom on June 9 from 10am – 1pm

Hear from Executive Director of MOD, updates, initiatives, training and other topics. Jeanie plans to attend. Please reach out to Jeanie if members have topics they'd like to raise.

Update on NCOD open position and finalize plan for secretary

One woman saw the post and sent a direct message to Karen to request the application, but no applications have been received. Tatiana will send an email to the town manager's office requesting town leaders to share information about the opening within their networks.

Karen asked whether we should reach out to Charles River Association, Senior Center, or other groups in town who may know of interested participants and offered to do this outreach.

Julie also has a listserv of families who have IEPs in the district and offered to send a message out to them.

Vote for Alexa Moore to become NCOD Secretary was approved.

Need to update NCOD roster

Request for all members to email Jeanie their cell phone numbers for internal commission communications.

2. Review minutes of April 18, 2022 meeting

Minutes were accepted as submitted by those who attended the 4/18 meeting.

3. ADA Liaison Report

NCOD Budget

Following the recognition provided to former NCOD members, \$6.86 is remaining in the NCOD budget.

Update on ADA Self- Evaluation and Transition Plan

Health department awarded a grant and Tatiana participated in review of RPFs. Scope of services included an assessment of nearly every town space, including recreational facilities.

Health Department will be looking to NCOD for support in evaluating findings and the recommended corrective actions. Work must be completed by June 30th.

4. Updates

A. School Department – grant request

Julie received a grant request from NHS. The proposal to support a new Intensive Learning Center (ILC) at Needham High School was reviewed during the meeting. The program closely follows the ILC program at the Pollard School, which was previously funded by

NCOD. A grant request for \$2,212.06 to purchase mobility and sensory items for the ILC was unanimously approved.

B. HP Parking

Debbie reported that all open issues have been resolved.

C. Diversity Initiative

Nothing new to report, other than a new website being in development. Felix will be representing the NCOD in this initiative moving forward.

D. Local Emergency Planning Committee

Minutes from the last meeting have been forwarded for review.

5. Planning for the next meeting of NCOD – June 21, 2022

Meeting adjourned 6:48 p.m.

Respectfully submitted, Alexa Moore