SELECT BOARD Meeting Agenda
6:00 p.m. September 13, 2022
NEEDHAM TOWN HALL
SELECT BOARD CHAMBERS & ZOOM

Pursuant to Chapter 107 of the Acts of 2022, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public.

To listen and view this virtual meeting on a phone, computer, laptop, or tablet, download the "Zoom Cloud Meeting" app in any app store or at www.zoom.us. At the above date and time, click on "Join a Meeting" and enter the meeting or click the link below to join the webinar:
https://us02web.zoom.us/j/81400325207?pwd=ZURxR21ZSFREcEhQVE5UWVd2cjZnZz09
Passcode: 635881
One tap mobile: +16465588656,,81400325207#
Webinar ID: 814 0032 5207

Add Public Participation

	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**	Certificate of Appreciation – Evelyn Poness
2.	**6:00**	Public Hearing: Great of Location – 140 Kendrick Street • Chris Murray, Engineering Manager, GioMare Group, LLC(Zoom)
3.	**6:00**	Public Hearing: Great of Location – Williams Street • Richard Schifone, Supervisor, Rights & Permits • Jason Kaminsky, Eversource Engineer • Joanne Callender, Eversource Representative (Zoom)
4.	**6:30**	Sewer Betterment: Walker Lane • Thomas Ryder, Town Engineer
5.	**6:40**	DHCD Multi-Family Zoning Requirement for MBTA Communities • Katie King, Assistant Town Manager/Director of Operations
6.	**7:00**	Town Manager • Memorandum of Agreement – 100 West Street • Close Special Town Meeting Warrant • Town Manager Report

7.	**7:15**	Board Discussion • FY2023 – FY2024 Goals • Committee Reports
8.	**7:30**	Executive Session Exception 3

APPOINTMENTS

1.	No appointments

CONSENT AGENDA *=Backup attached

1.	Approve minutes of July 26, 2022 (executive session)
2.	Accept the following donation made to the Needham Community Revitalization Trust Fund: $1,500 from Needham Public Library.
3.*	Approve a One Day Special License for Hillary Ryan of the Charles River Center for Sunday, September 25, 2022. The event will be held at Charles River Center, 59 E. Militia Heights Drive, Needham. All documents are in order. Police Department has approved the event.
4.*	RATIFY a One Day Special License for Gloria Greis of the Needham Historical Society held on Wednesday, September 7, 2022. The event was held at the Memorial Park Field House, 92 Rosemary Street, Needham. All documents are in order. Memorial Trustees and Police Department approved the event.
5.*	Approve a One Day Special License for Paula Jacobson of the Charles River YMCA for Saturday, September 17, 2022. The event will be held at Greene's Field, 863 Great Plain Ave, Needham. All documents are in order. Park & Recreation Department and Police Department approved the event.
6.*	Approve the donation of the 2012 Ford E350 14 Passenger Van (formerly listed as unit 404) with a VIN of 1FDEE3FS3CDA55309 to the Needham Housing Authority.
7.*	In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt revisions to the classification plan (Schedule A).
8.*	Approve a request from The Revitalization Trust Fund to display five Plugged In Band Banner on Chapel Street the month of February.
9.*	Approve a request from the Revitalization Trust Fund to display NDI Strength in Diversity Banner/Needham Diversity Initiative on Chapel Street the month of October.
10.	Accept the following donations made to the Needham Free Public Library; $50 from Anita P. Olson in memory of Ruth Cunningham, $25 from Catherine and Barbara Collishaw in memory of Alfred R. Piccioli, $50 from Diane and David Herald in memory of Ruth Cunningham, $100 from Peggy Brannigan and Steve in memory of Ruth Cunningham, $100 gift card from Roche Bros. (Sudbury Farms) for the Adult Summer Reading program, and Fidelity Bank in Needham donated 4 Red Sox tickets for the Adult Summer Reading Program (approximate value of $480).

10.*	Approve partial road closure of Pickering Street (from Great Plain Ave to just before the entrance of the Walgreens Parking Lot) from 8:30a.m. to 4:00 p.m. during the Needham Harvest Fair on Sunday October 2, 2022.
11.	Grant permission for the following residents to hold block parties:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Ratify – Neeti Mehta	56 North Hill Avenue	Howe Road	9/10/22	9/11/22	3pm-8:30pm
Ratify – Molly Pomposelli	41 Lasalle Road	Lasalle Road	9/10/22	9/17/22	3pm-9pm
Ratify – Aly Donohue	58 Mayo Avenue	Mayo Avenue	9/11/22	N/A	2pm-6pm
Ratify - Marshall Fox	36 Melrose Avenue	Corner of Melrose Ave & Upland Road	9/11/22	9/18/22	4pm-6pm
Kathryn Malpocher	115 Grant Street	Corner of Grant & Kimball Street	9/16/22	N/A	5pm-8pm
Jodi Williams	48 Ardmore Road	84 Ardmore Road	9/17/22	9/18/22	2pm-6pm
Eric Kaplan	33 Elmwood Road	Elmwood Road between Fuller & Lancaster	9/17/22	9/18/22	4pm-8pm
Kate Deeley	61 Kenney Street	61 Kenney Street	9/17/22	9/18/22	3pm-11pm
Alex Orquiza	44 Bennington St	Bennington Street between Concord Street & Greendale Avenue	9/17/22	N/A	4pm-8pm
Sue Pouliot	54 Eaton Road	60 Eaton Road	9/17/22	N/A	4pm-8pm
Beth Champagne	37 Ware Road	56 Ware Road	9/17/22	N/A	3pm-7pm
Kim Marie Nicols	12 Crescent Road	12 Crescent Road	9/18/22	N/A	3pm-7pm
Maureen Callahan	67 Bradford Street	Cleveland Road	9/18/22	N/A	4:30pm-7pm
Denise Arrondo	21 Prince Street	Prince Street	9/24/22	9/26/22	5pm-8pm
Amy Hurley	130 South Street	Corner of Needhamdale Road & Greetn Street	9/25/22	10/2/22	4pm-8pm
Laura Raff	52 Wilshire Park	52/55 Wilshire Park	10/1/22	10/2/22	4pm-8pm
Jaimie Scranton Pomerantz	53 Glendoon Road	54 Glendoon Road	10/15/22	10/15/22	3pm-9pm
Liz Lawlor	76 Howland Street	Pleasasnt/Howland Street	10/16/22	10/23/22	4pm-7pm
Yakov Shapiro	208 Valley Road	208-211 Valley Road	10/29/22	10/30/2022	2pm-5pm

Certificate Of Appreciation

From The

Town of Needham, Massachusetts
Select Board

Awarded to:

EVELYN PONESS

In recognition of 43 years of service to the Town of Needham, including 35 years as Treasurer/Collector and as a member of the Needham Contributory Retirement Board. Your legacy will be felt by members of the Department, retirees, employees, and Town residents for years to come. Congratulations on your retirement!

Signed this 13th day of September 2022

_____
Marianne Cooley, Chair

_____
Marcus Nelson, Vice Chair

_____
Kevin Keane, Clerk

_____
Matthew Borrelli

_____
Heidi Frail

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 9/13/2022

Agenda Item	Public Hearing: Eversource Grant of Location: 140 Kendrick Street
Presenter(s)	Chris Murray, Engineering Manager, GioMare Group, LLC

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

TC Systems Inc (AT&T), Giomare Group requests permission to install approximately 457 feet of conduit in Kendrick Street. The purpose of this work is to install, maintaining and operating underground conduits to 140 Kendrick Street, Needham.

The Department of Public Works has approved this petition, based on TC Systems Inc, Giomare Group commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Select Board approve and sign a petition from TC Systems Inc, Giomare Group to install approximately 457 feet of conduit in Kendrick Street.

3.	**BACK UP INFORMATION ATTACHED**

a. DPW Review Sheet
b. Letter of Application
c. Petition
d. Order
e. Petition Plan
f. Notice Sent to Abutters
g. List of Abutters

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

NEEDHAM, MA 02492 Telephone: (781) 455-7550
www.needhamma.gov/dpw

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

For Select Board Meeting of

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: August 8, 2022 REVIEWER: R.A.W.W.

SITE LOCATION: 140 KENDRICK ST. UTILITY REQUESTING: AT&T

Conduit Work Area Description

A Sidewalk/Grass Strip Crossing Only Peer Review _____

(B) Work Within Paved Road Perpendicular Crossing Peer Review tar 8/8/22

C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway
Peer Review _____ Div. Head Review _____

D Other Peer Review _____ Div. Head Review _____

- ☑ Petition Plan Consistent with Field Review
- ☑ Diameter of Conduit 4"
- ☑ Depth of Conduit
- ☐ Utility Conflicts
- ☑ Crossing Perpendicular to Road
- ☑ Public Road
- ☐ Double Pole N/A
- ☐ Old Pole Removed N/A
- ☐ Cables Transferred to New Pole N/A
- ☐ New Riser on Pole No
- ☐ Visible Trench Patch across Road/Sidewalk No
- ☐ Abutters List Complete
- ☑ Photos Included

Department Head _____

COMMENTS:

No work in road as of yet, no markings. Utility conflicts- gas, traffic loop detectors. Also, portion of work is in the state-owned portion of Kendrick St. (west of Third Ave.)

Application is in order pending a Public hearing approval- Note: A portion of the proposed conduit is located in the State Layout. Permission from MassDOT will be required prior to installation. tar 9/8/22

GIOMARE GROUP, LLC

OSP PLANNING & ENGINEERING

August 4, 2022

Select Board
Town Hall
1471 Highland Ave
Needham, MA 02192

RE: TC Systems Inc (AT&T)
Petition for Grant of Location – Kendrick Street

Dear Members of the Board:

On behalf of TC Systems Inc, Giomare Group is hereby requesting a grant of location from the Town of Needham for the purpose of installing, maintaining and operating underground conduits, with the cables to be placed therein, under the surface of the following public way:

Kendrick Street, from utility pole #35/20 on Kendrick Street to utility pole #35/17 on Kendrick Street for a total distance of approximately +/-457'.

The conduit will be placed at an approximate depth of 36-inches and in accordance with the requirements of the City's Department of Public Works.

If you have any further questions, contact Chris Murray at (781) 605-5922.
Your prompt attention to this matter would be greatly appreciated.

Sincerely,

Chris Murray

Giomare Group, LLC
Chris Murray
Engineering Manager

ORDER FOR LOCATION OF CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **TC Systems Inc** has petitioned for permission to construct a line for the transmission of telecommunications under the public way or ways of the Town thereinafter specified, and notice has been given and a hearing held on said petition as provided by law.
It is ORDERED that **TC Systems Inc** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary cables therein under the following public way or ways of said Town:

Kendrick Street, from utility pole #35/20 on Kendrick Street to utility pole #35/17 on Kendrick Street for a total distance of approximately +/-457'.

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

1. Conduits and manholes shall be located as shown on the plan made by Giomare Group LLC, titled "TC SYSYEMS INC., 140 KENDRICK STREET, NEEDHAM MA DATED 1/05/2022". on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

1._____
2._____
3._____
4._____
5._____

Select Board
the Town of
NEEDHAM

CERTIFICATE

We hereby certify that the following Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of Real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2022 at _____ in said Town.

1._____
2._____
3._____
4._____
5._____

Select Board
the Town of
NEEDHAM

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **Needham,** Massachusetts, duly adopted on the _____ day of _____, 2022 and recorded with the records of the location Orders of said Town, Book_____, Page_____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter Ed) and any additions thereto or amendments thereof, as the same appear of record.

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

PETITION OF TC SYSTEMS INC FOR LOCATION OF CONDUITS AND MANHOLES

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

Respectfully represents TC Systems Inc, a provider of telecommunications services that it desires to construct a line for such transmission of under the public way or ways hereinafter specified.

WHEREFORE, your petitioner desires that, after due notice and hearing such as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary cables therein, said conduits and manholes to be located, substantially as shown on plans made by Giomare Group LLC, titled "TC SYSYEMS INC., 140 KENDRICK STREET, NEEDHAM MA DATED 1/05/2022".

MARCH 12, 2019" and filed herewith, under the following public way or ways of said town:

Kendrick Street, from utility pole #35/20 on Kendrick Street to utility pole #35/17 on Kendrick Street for a total distance of approximately +/-457'.

Giomare Group on behalf of TC Systems Inc

By: Chris Murray

Chris Murray

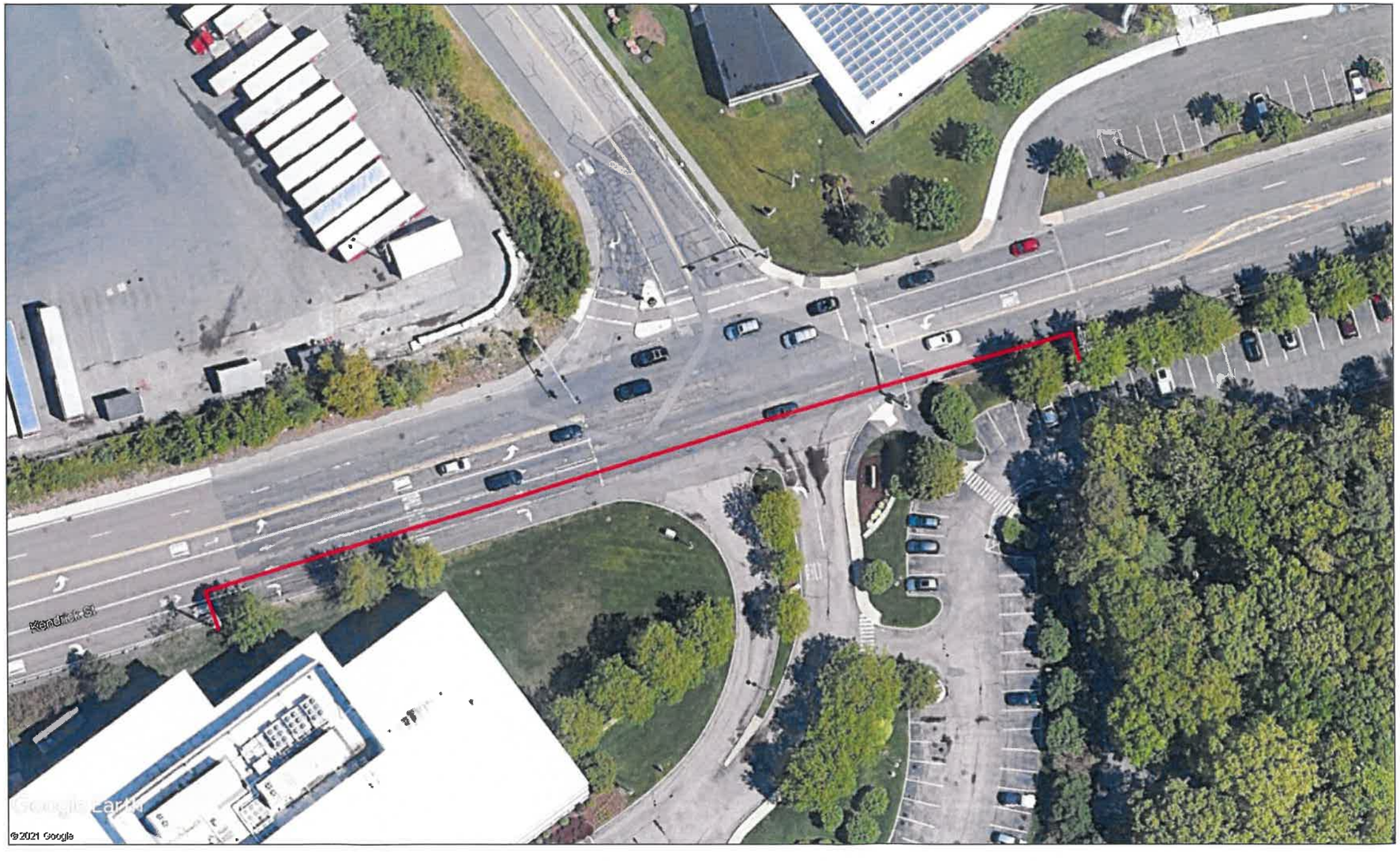
Engineering Manager

Dated this April 4, 2022

Town of **NEEDHAM** Massachusetts

Received and filed_____2022

PREPARED FOR
TC SYSTEMS, INC
140 KENDRICK ST.,
NEEDHAM, MASSACHUSETTS
DATED: 01/05/2022



PREPARED FOR

TC SYSTEMS, INC.

A Wholly Owned Subsidiary of at&t

157 Green Street, Suite 2
Foxboro, MA 02035

NO.	DATE	ENG DESIGN	DRAFTING	COMMENT
3				AS-BUILT
2				REVISION # 1
1	01/05/2022	GBD	PMK	ORIGINAL

GIOMARE GROUP, LLC

TELECOM CONSULTING & ENGINEERING

GIOMARE GROUP, LLC ENGINEER:
CUSTOMER NAME: AT&T
PROJECT NUMBER: PO3000014572
LOCATION: 140 KENDRICK ST
NEEDHAM, MA.
DRAWING NAME: 3RD ST & KENDRICK ST 04-11-22.dwg

CONFIDENTIAL/PROPRIETARY

LEGEND

LEGEND

B/P	BEANPOLE
STK/TK	STAKE/TACK
PK	PK NAIL
SB/DH	STONE BOUND/DRILL HOLE
FND	FOUND
N/F	NOW OR FORMERLY
W/	WITH
——— ———	FENCE(TYPE)
CLF	CHAIN LINK FENCE
═══	CURBING(TYPE)
BIT CONC	BITUMINOUS CONCRETE
GRAN	GRANITE
⊘ GP	GUARD POST (BOLLARD)
●	SIGN
○ PM	PM
□ GHH	GAS HANDHOLE
□ EHH	ELECTRIC HANDHOLE
○/□ HH	HANDHOLE
✳ LP	LIGHT POLE
Ⓓ DMH	DRAIN MANHOLE
□ CB	CATCH BASIN
○ GG	GAS GATE
Ⓒ CMH	CABLE TELEVISION MANHOLE
Ⓔ EMH	ELECTRIC MANHOLE
Ⓢ SMH	SEWER MANHOLE
ST STMH	STEAM MANHOLE
Ⓣ TMH	TELEPHONE MANHOLE
Ⓖ GMH	GAS MANHOLE
○ WG	WATER GATE
⊕ MW	MONITORING WELL
	HYDRANT
▭ BWW	BOSTON WATER WORKS HANDHOLE
⊠ TSCC	TRAFFIC SIGNAL CONTROL CABINET

UP	UTILITY POLE
TS	TRAFFIC SIGNAL
	TRAFFIC MAST ARM
□ MB	MAILBOX
4"D	DECIDUOUS TREE, 4 IN. DIA (TYPICAL)
	BICYCLE RACK
(ABAN)	ABANDONED
(R)	RECORD
CONC	CONCRETE
SW	SIDEWALK
HPFS MH	HIGH PRESSURE FIRE SERVICE MANHOLE
CIP	CAST IRON PIPE
PVC	POLYVINYL CHLORIDE
ELEC	ELECTRIC
HCAP	HANDICAP
LST	LANDSCAPE TIMBER
——— W ———	WATER LINE
——— ———	SEWER LINE
——— CATV ———	CABLE TELEVISION
——— ———	TELEPHONE LINE
——— ———	ELECTRIC LINE
——— D ———	DRAIN LINE
——— ———	GAS LINE
——— CS ———	COMBINED SEWER LINE
——— ST ———	STEAM LINE
——— L(3) ———	LEVEL(3)
——— RCN ———	RCN
——— MCI ———	MCI
——— MBTA ———	MASSACHUSETTS BAY TRANS AUTHORITY
— — — — — —	EDGE OF PAVEMENT
——— HPFS ———	HIGH PRESSURE FIRE SYSTEM
	PROPOSED CONDUIT

ASW	ASPHALT SIDEWALK
BIP	BLACK IRON PIPE
BSP	BLACK STEEL PIPE
CSW	CONCRETE SIDEWALK
EOP	EDGE OF PAVEMENT
EOTW	EDGE OF TRAVEL WAY
FOC	FACE OF CURB
HDPE	HIGH DENSITY POLYETHYLENE
HH	HANDHOLE
JB	JUNCTION BOX
MH	MANHOLE
MP	MILE POST
O/S	OFFSET
PVC	POLY VINYL CHLORIDE
RGS	RIGID GALVANIZED STEEL CONDUIT
ROW	RIGHT OF WAY
STA.	STATION

NOTES:

1. SUBSURFACE UTILITY LINES, AS SHOWN HEREON, WERE COMPILED ACCORDING TO AVAILABLE RECORD INFORMATION FROM THE REFERENCED COMPANIES AND PUBLIC AGENCIES, AND THEIR LOCATIONS ARE APPROXIMATE ONLY. ACTUAL LOCATIONS MUST BE DETERMINED IN THE FIELD. GIOMARE GROUP ASSUMES NO RESPONSIBILITY FOR DAMAGES INCURRED AS A RESULT OF UTILITIES OMITTED OR INACCURATELY SHOWN.
2. PROPERTY OWNERS AND PARCEL IDENTIFIERS ARE ACCORDING TO THE CITY OF CAMBRIDGE ASSESSORS ON-LINE PARCEL DATA, http://gis.cambridgema.gov/map/Viewer.aspx
3. ALL WORK CONFORMED TO CITY OF CAMBRIDGE SPECIFICATIONS, AS WELL AS, CONSTRUCTION DETAILS, INCLUDING MATERIALS AND CONSTRUCTION METHODS.
4. ALL SURFACE FEATURES WERE RESTORED TO PRE CONSTRUCTION CONDITIONS.



Call Before You Dig
1-888-DIG-SAFE

PREPARED FOR

TC SYSTEMS, INC.
A Wholly Owned Subsidiary of at&t
157 Green Street, Suite 2
Foxboro, MA 02035

CONTACTS

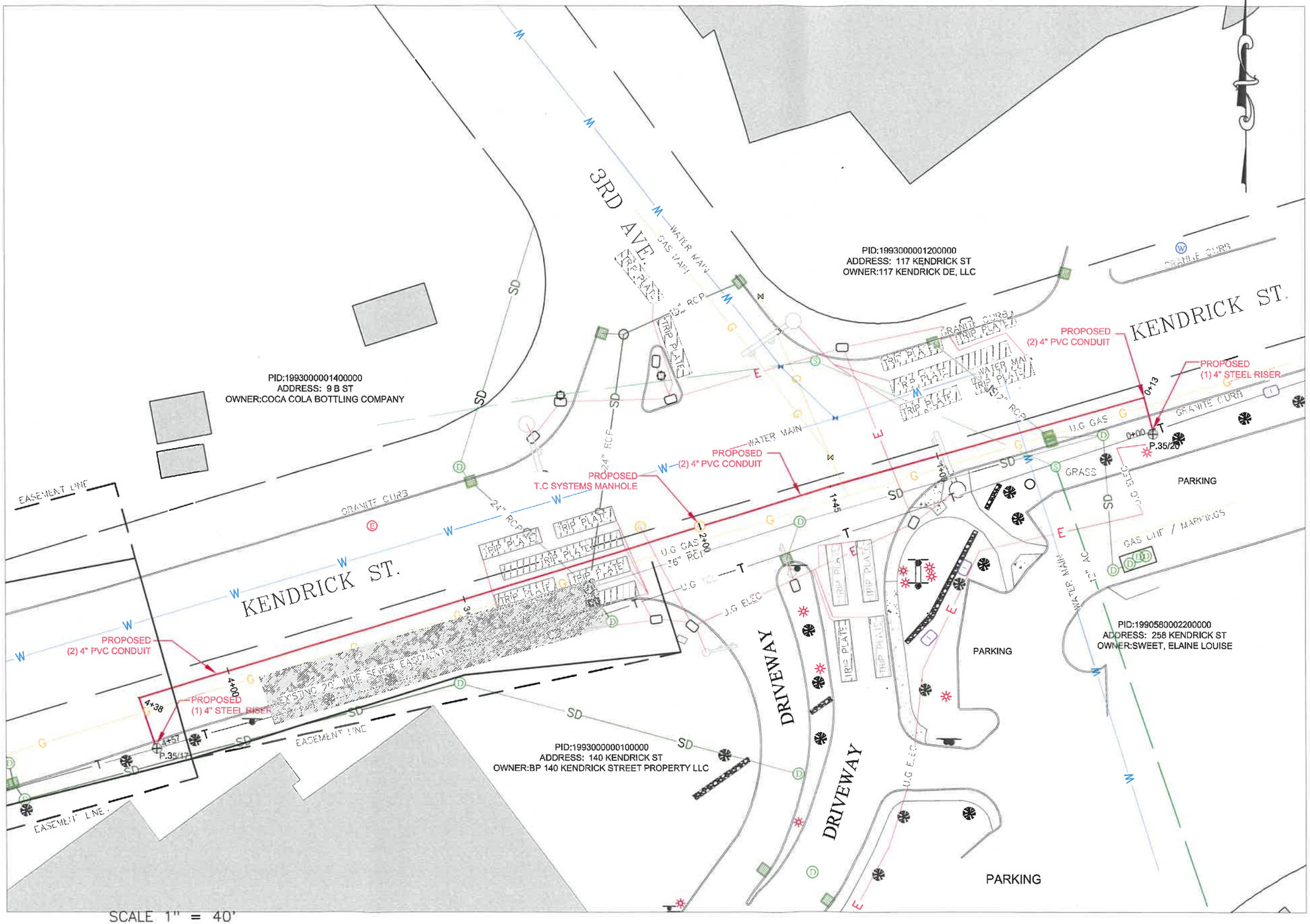
NAME: GREG DODIER
COMPANY: GIOMARE GROUP LLC
TITLE: OSP PROJECT MANAGER
PHONE: 603-834-9826

NO.	DATE	ENG DESIGN	DRAFTING	COMMENT
3				AS-BUILT
2				REVISION # 1
1	01/05/2022	GD	PMK	ORIGINAL

GIOMARE GROUP, LLC
TELECOM CONSULTING & ENGINEERING

GIOMARE GROUP, LLC ENGINEER:
CUSTOMER NAME: AT&T
PROJECT NUMBER: PO3000014572
LOCATION: 140 KENDRICK ST
NEEDHAM, MA.
DRAWING NAME: 3RD ST & KENDRICK ST 04-11-22.dwg

SITE LOCATION



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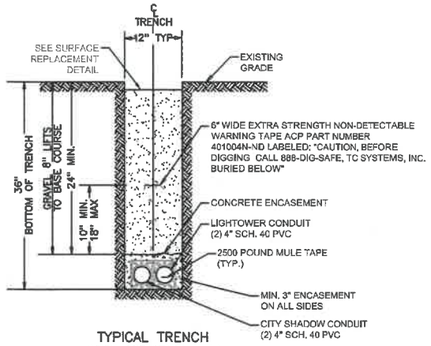
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GIOMARE GROUP, LLC

TELECOM CONSULTING & ENGINEERING

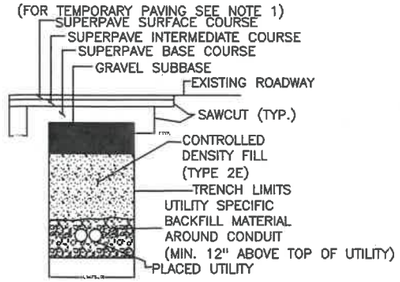
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CONSTRUCTION DETAIL



TYPICAL TRENCH ARRANGEMENT WITH LIGHTOWER & CONCRETE ENCASEMENT
DETAIL 'A'
N.T.S.

TRENCH SECTION
N.T.S
(FOR TEMPORARY PAVING SEE NOTE 1)



PAVEMENT NOTES*
PAVEMENT MIX DEPTH SHALL MATCH OR EXCEED THE EXISTING DEPTH OF HMA.

* 1.75" SUPERPAVE SURFACE COURSE 12.5 (SSC–12.5)

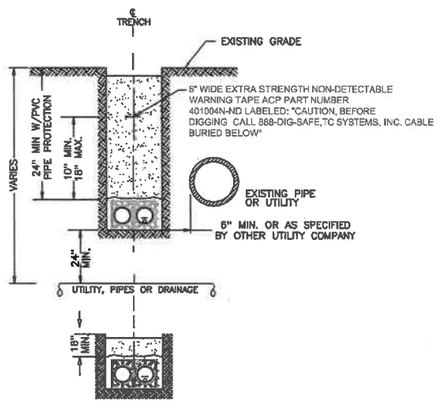
* 2.25" SUPERPAVE INTERMEDIATE COURES 19.0 (SIC–19.0)

* 3.5" SUPERPAVE BASE COURSE 37.5 (SBC – 37.5)

* TRENCHES ON FREEWAYS SHALL REQUIRE A PAVEMENT DESIGN TO BE SUBMITTED FOR APPROVAL

ALL HOT MIX ASPHALT SHALL BE PRODUCED WITH A WARM MIX ADDITIVE

TYPICAL TRENCH CROSSING AND PARALLEL PIPE
DETAIL 'C'
N.T.S.



TYPICAL TRENCH CROSSING AND PARALLEL PIPE
DETAIL 'B'
N.T.S.

NOTES:
1). IF A TEMPORARY PATCH IS TO BE USED, THE CDF SHALL BE PLACED TO THE ELEVATION OF THE ADJOINING SUBGRADE. THEN GRAVEL SHALL BE PLACED AND COMPACTED TO WITHIN 3 ½ INCHES OF THE FINISHED GRADE. THE LAST 3 ½ INCHES SHALL BE HOT MIX ASPHALT PLACED IN TWO LAYERS: 1 1/2" SURFACE COURSE OVER INTERMEDIATE COURSE.

2). MATERIAL WHICH MEETS THE SPECIFICATION FOR GRAVEL BORROW TYPE C (M1.03.0 TYPE C), PLACED AND COMPACTED IN LAYERS NO GREATER THAN 6", MAY BE USED IN PLACE OF THE CDF WITH APPROVAL FROM THE DISTRICT HIGHWAY DIRECTOR.

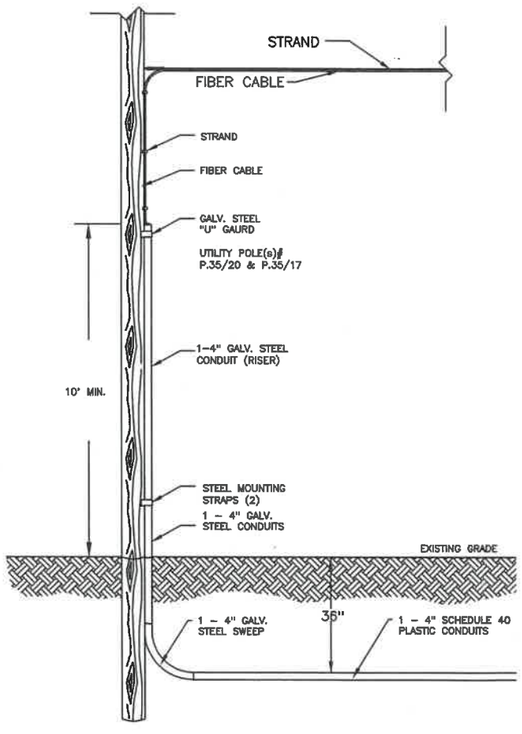
3). THE EXPOSED EDGES OF ALL LONGITUDINAL AND TRANSVERSE SAW CUT JOUINTS SHALL BE TREATED WITH HOT POURED RUBBERIZED ASPHALT JOINT SEALANT MEETING MASSDOT SPECIFICATIONS.

4). YELLOW METAL FOIL MARKING TAPE SHALL BE PLACED 18" OVER THE CONDUIT (METAL MARKING TAPE/WIRE SHOULD BE USED FOR NON–METALLIC CONDUIT.)

5). FOR ROADS WITH AN EXISTING CEMENT CONCRETE BASE, A REINFORCED, HIGH EARLY STRENGTH AIR ENTRAINED, CLASS "F" CEMENT SLAB SHALL BE CAST IN PLACE TO MEET THE EXISTING PAVEMENT. SPECIFIC JOINT DETAILS WITH THE EXISTING PAVEMENT SHALL BE APPROVED DEPENDENT ON THE EXISTING SITE CONDITIONS.

6). ALL TRENCH DIMENSIONS SHALL BE IN ACCORDANCE WITH SUB–SECTION 140.80 OF THE MASSDOT STANDARDS AND SPECIFICATIONS FOR HIGHWAYS AND BRIDGES.

7). SIC 19.0 MAY BE SUBSTITUED FOR SBC–37.5



TYPICAL UTILITY POLE RISER DETAIL
DETAIL "D" :
POLE(s)#
P.35/20 & P.35/17

PREPARED FOR

TC SYSTEMS, INC.
A Wholly Owned Subsidiary of at&t
157 Green Street, Suite 2
Foxboro, MA 02035

CONTACTS

NAME: GREG DODIER
COMPANY: GIOMARE GROUP LLC
TITLE: OSP PROJECT MANAGER
PHONE: 603-834-9826

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NO.	DATE	ENG DESIGN	DRAFTING	COMMENT
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GIOMARE GROUP, LLC
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NEEDHAM, MA.
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CONFIDENTIAL/PROPRIETARY

NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:00 p.m. on February 22, 2022,** upon petition of TC Systems Inc (AT&T) dated **August 4, 2022** to install approximately 457 feet of conduit in Kendrick Street. This purpose of this work to install, maintain and operating underground conduits.

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

If you have any questions regarding this petition, please contact Chris Murray, Engineering Manager, 781-605-5922.

Marianne B. Cooley
Marcus A. Nelson
Kevin Keane
Matthew D. Borrelli
Heidi Frail

SELECT BOARD

You are invited to a Zoom webinar.
https://us02web.zoom.us/j/81400325207?pwd=ZURxR21ZSFREcEhQVE5UWVd2cjZnZz09
Passcode: 635881
Webinar ID: 814 0032 5207

Dated: August 31, 2022

140 KENDRICK STREET

PARCEL ID	OWNER NAME 1	OWNER NAME 2	Street	CITY	ST	ZIP
199/058.0-0003-0000.0	BAKER, GARY &	BAKER, MIRIAM	35 CHENEY ST	NEEDHAM	MA	02494-
199/058.0-0001-0000.0	SHEA, MARTIN L &	SHEA, PATSY MURPHY	14 BOTANICA CT	BLUFFTON	SC	29909-
199/058.0-0023-0000.0	MAHONEY, DONNA M. +	MAHONEY, JOHN J	252 KENDRICK ST	NEEDHAM HTS	MA	02494-
199/058.0-0024-0000.0	COUPER, AUDREY		234 KENDRICK ST	NEEDHAM	MA	02494-
199/058.0-0002-0000.0	CORDOVA, ESTUARDO AGUILAR &	AGUILAR, LAURA K.	29 CHENEY ST	NEEDHAM	MA	02494-
199/058.0-0025-0000.0	MASS HIGHWAY DEPT		10 PARK PLAZA ROOM 6160	BOSTON	MA	02116-
199/300.0-0001-0000.0	BP 140 KENDRICK STREET PROPERTY LLC		800 BOYLSTON ST SUITE 1900	BOSTON	MA	02199-
199/300.0-0004-0000.0	COM REALTY CORPORATION		P.O. BOX 514	NEEDHAM	MA	02494-
199/300.0-0012-0000.0	117 KENDRICK DE, LLC	116 HUNTINGTON AVE STE 600	C/O BULLFINCH COMPANIES INC	BOSTON	MA	02116-
199/300.0-0002-0000.0	TOWN OF NEEDHAM	SEWER DEPT--PUMPING STA	1471 HIGHLAND AVE	NEEDHAM	MA	02492-
199/300.0-0006-0000.0	155 FOURTH, LLC, TRUSTEE		100 WELLS AVE - SUITE 200	NEWTON	MA	02459-
199/300.0-0014-0000.0	COCA COLA BOTTLING COMPANY OF	NEW ENGLAND INC	1 EXECUTIVE PARK DR. STE 330	BEDFORD	NH	03110-
199/300.0-0021-0000.0	METROPOLITAN DISTRICT COMMISSION		300 SECOND AVE	NEEDHAM	MA	02494-
199/301.0-0002-0000.0	METROPOLITAN DISTRICT COMMISSION	CUTLER PARK	20 SOMERSET ST	BOSTON	MA	02108-
199/057.0-0001-0000.0	TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492-

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

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 09/13/2022

Agenda Item	Public Hearing: Eversource Grant of Location: Frank Street, Lynn Road, Williams Street, Sunnyside Road
Presenter(s)	• Richard Schifone, Supervisor, Rights & Permits • Jason Kaminsky, Eversource Engineer • Joanne Callender, Eversource Representative (Zoom)

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

Eversource Energy requests permission to install approximately 219 feet of conduit between Frank Street, Lynn Road, Williams Street, and Sunnyside Road. The reason for this work is to replace faulted cable between pole 106/5 on Sunnyside and MH3833, and to upgrade the conduit and cable system to improve service reliability in the area. Eversource Energy is proposing a replacement of existing infrastructure including the removal of existing electrical lines that are placed directly in the ground on both public and private property. These lines will be replaced with underground conduit with electrical lines running through it. Eversource Energy is estimating construction to last approximately 10-12 weeks. The work will be done in phases: First the underground conduit infrastructure will be installed; second the cable will be installed in the conduit, followed up with the cut over of the underground electrical from the old system to the new.

The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Select Board approve and sign a petition from Eversource Energy to install approximately 219 feet of conduit between Frank Street, Lynn Road, Williams Street, and Sunnyside Road subject to the

conditions titled and dated; Grant of Location Conditions Williams Street Project, September 13,2022.	
3.	**BACK UP INFORMATION ATTACHED**

a. DPW Review Sheet
b. Letter of Application
c. Petition
d. Order
e. Petition Plan
f. Notice Sent to Abutters
g. List of Abutters
h. Grant of Location Conditions Williams Street Project, September 13, 2022

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

NEEDHAM, MA 02492 Telephone: (781) 455-7550
www.needhamma.gov/dpw

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

For Select Board Meeting of

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 7-27-22 REVIEWER: R.W.A.

SITE LOCATION: SUNNY SIDE RD. WILLIAM ST. FRANK ST. UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

A Sidewalk/Grass Strip Crossing Only Peer Review _____

B Work Within Paved Road Perpendicular Crossing Peer Review _____

C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway
Peer Review _____ Div. Head Review tar 8/19/22

D Other Peer Review _____ Div. Head Review _____

- ☑ Petition Plan Consistent with Field Review
- ☑ Diameter of Conduit 4"
- ☑ Depth of Conduit ? 4'
- ☑ Utility Conflicts WATCH
- ☐ Crossing Perpendicular to Road ?
- ☑ Public Road
- ☐ Double Pole N/A
- ☐ Old Pole Removed N/A
- ☐ Cables Transferred to New Pole N/A
- ☑ New Riser on Pole No
- ☑ Visible Trench Patch across Road/Sidewalk NO
- ☐ Abutters List Complete
- ☑ Photos Included

Department Head _____

COMMENTS:

QUESTIONS REGARDING UTILITY CROSSINGS: (4' DEPTH OF DUCT BANK) DRAIN, CATV, SEWER, WATER.

NO TRENCHING NO NEW RISERS ON POLES AS OF YET.

Application is in order pending a Public hearing approval- tar 9/1/22

EVERSOURCE ENERGY

180 Calvary Street
Waltham, Ma 02453

June 30, 2022

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Williams Street
Needham, MA
W.O.# 6286412/6286740

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 219 feet of conduit between Williams Street, Lynn Road and Sunnyside Road.

The reason for this work is to replace faulted cable between pole 106/5 on Sunnyside and MH 3833, and to upgrade the conduit and cable system in the area.

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

Very truly yours,

Richard M. Schifone
Richard M. Schifone, Supervisor
Rights and Permits

RMS/wls
Attachments

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** has petitioned for permission to construct a line for the tranmission of electricity for lighting, heating or power under the public way or ways of the Town thereinafter specified, and notice has been given and a hearing held on said petition as provided by law.
It is ORDERED that **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Frank Street - **Southwesterly from pole 476/1, 20 feet east of Lynn Road, install approximately 13 feet of conduit.**

Willams Street - **Southeasterly from private property at Lynn Road, install approximately 56 feet of conduit.**

Sunnyside Road - **Southwesterly from 106/4, 100 feet east of Williams Street, install approximately 142 feet of conduit.**

Northwesterly from pole 106/5, at Williams Street, install approximately 8 feet of conduit.

W.O.# 6286412/6286740

All construction work under this Order shall be in accordance with the following conditions:
1. Conduits and manholes shall be located as shown on the plan made by **T. Thibault, dated April 5, 2022** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

1 _____
2 _____ Select Board
3 _____ the Town of
4 _____ **NEEDHAM**
5 _____

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2022 at _____ in said Town.

1 _____
2 _____ Select Board
3 the Town of

4 _____ **NEEDHAM**

5 _____

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM,** Masssachusetts, duly adopted on the _____ day of _____, 2022 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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

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

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

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **T. Thibault, dated April 5, 2022** and filed herewith, under the following public way or ways of said Town:

Frank Street - **Southwesterly from pole 476/1, 20 feet east of Lynn Road, install approximately 13 feet of conduit.**

Willams Street - **Southeasterly from private property at Lynn Road, install approximately 56 feet of conduit.**

Sunnyside Road - **Southwesterly from 106/4, 100 feet east of Williams Street, install approximately 142 feet of conduit.**

Northwesterly from pole 106/5, at Williams Street, Install approximately 8 feet of conduit.

W.O.# 6286412/6286740

NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY

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

Dated this ___day of _____

Town of **NEEDHAM** Massachusetts

Received and filed _____2022

_____

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WILLIAM ST

APPROX. ROW

TEL CATV

8" WATER

4" GAS

30" DRAIN

PK

BSW

ECC

DWY

#7

#43

NAD 1983

INSTALL 4 - 4" PVC PIPES
SCHEDULE 40
NO CONCRETE 142'± 15' W 45' Deep

INSTALL 2 - 4" PVC PIPES
SCHEDULE 40
NO CONCRETE 3'± 8" W 4' D

INSTALL 2 - 4" PVC PIPES
SCHEDULE 40
NO CONCRETE 5'± 10" W 4' D

APPROX. PT. OF PICKUP

APPROX. ROW

GRASS

SBX #1

EOP

106/5

106/4

BSW

CONC. SW

CBS

GG

WG

GC

S

D

G

8" WATER

4" GAS

CBWT

EOP

BCB

GP

GUARD RAIL

GR

SUNNYSIDE RD

APPROVAL PLAN

LENGTH OF EXTENSION 219'±

SECTION - 2
STREET SURFACE

3'-0" MIN.

FIG. 1 2-DUCTS

SECTION - 2
STREET SURFACE

3'-0" MIN.

FIG. 4 4-DUCTS

DIMENSIONS						
	4" Ducts		5" Ducts		6" Ducts	
FIG	A Inches	B Inches	A Inches	B Inches	A Inches	B Inches
1A	10"	10"	11"	11"	12"	12"
1	16"	10"	18"	11"	21"	12"
2	22"	10"	25"	11"	29"	12"
3	28"	10"	32"	11"	37"	12"
4	16"	16"	18"	18"	21"	21"
5	22"	16"	25"	18"	29"	21"
6	16"	22"	18"	25"	21"	29"
7	16"	28"	18"	32"	21"	37"
8	28"	16"	32"	18"	37"	21"
9	22"	22"	25"	25"	29"	29"
10	34"	16"	39"	18"	45"	21"
11	16"	34"	18"	39"	21"	45"
12	22"	28"	25"	32"	29"	37"
13	28"	22"	32"	25"	37"	29"
14	40"	16"	46"	18"	53"	21"
15	16"	40"	18"	46"	21"	53"
16	16"	46"	18"	53"	21"	61"

NOTES:

THE LOCATION OF UNDERGROUND STRUCTURES ARE FROM PLANS AND RECORDS AND ARE APPROXIMATE ONLY. IN ADDITION, SURFACE FEATURES OF UTILITIES AND SERVICES LOCATED BY FIELD SURVEY ARE TIED-IN TO THEIR NEAREST MAIN SERVICE LINE IF NO RECORDS WERE AVAILABLE TO CONFIRM IT'S UNDERGROUND EXISTENCE.

ANY UNDERGROUND STRUCTURES NOT EVIDENT WERE REQUESTED, YET UNAVAILABLE AT THIS PRESENT TIME.

0 20 40

SCALE IN FEET

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

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION. EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

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

C# 62-22	NSTAR ELECTRIC d/b/a EVERSOURCE
Ward #	1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Work Order # 6286412/6286740	Plan of WILLIAM ST
Surveyed by: GC/BP	NEEDHAM
Research by: JC	Showing PROPOSED NEW SPLICE BOX & CONDUIT LOCATION
Plotted by: LM	
Proposed Structures: LM	
Approved: T THIBAULT	Scale 1"=20' Date APRIL 5, 2022
P#	SHEET 3 of 3


WILLIAM

\\nu.com\data\SharedData\SHARED-mmas-vf02\CIMAGE\BASELINS\NEE\NEE-WILLLIAA.dwg

LYNN RD

#4

#15

#7

NAD 1983

APPROX. PT. OF PICKUP

FMH

TMH

DWY

BSW

4"G

8" WATER

CATV

GC

ECC

CBS

12"D

WG

GG

CATV.

APPROX. ROW

X. ROW

WSO

CONC. SW

CATVHH

EHH

PK

SMH

8" SEWER

4" GAS

8" WATER

30" DRAIN

CBWT

EB

LP

TEL

BRICK DWY

BACK OF SIDEWALK

HYD

TMH

(NEW) PMH 3826

INSTALL 2 - 4" PVC PIPES
SCHEDULE 40
NO CONCRETE 56'± 15"S 45°D

WILLIAM ST

#26

#20

#16

NOTES:

THE LOCATION OF UNDERGROUND STRUCTURES ARE FROM PLANS AND RECORDS AND ARE APPROXIMATE ONLY. IN ADDITION, SURFACE FEATURES OF UTILITIES AND SERVICES LOCATED BY FIELD SURVEY ARE TIED-IN TO THEIR NEAREST MAIN SERVICE LINE IF NO RECORDS WERE AVAILABLE TO CONFIRM IT'S UNDERGROUND EXISTENCE.

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0 20 40

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C# 62-22	NSTAR ELECTRIC d/b/a EVERSOURCE
Ward #	1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Work Order # 6286412/6286740	Plan of WILLIAM ST
Surveyed by: GC/BP	NEEDHAM
Research by: JC	Showing PROPOSED NEW SPLICE BOX & CONDUIT LOCATION
Plotted by: LM	
Proposed Structures: LM	
Approved: T THIBAULT	Scale 1"=20' Date APRIL 5, 2022
P#	SHEET 2 of 3



\\nu.com\data\SharedData\SHARED-mmas-vf02\CIMAGE\BASELINS\NEE\NEE-WILLLIAA.dwg

INSTALL 2 - 4" PVC PIPES
SCHEDULE 40
NO CONCRETE 13'± 10'W 4'D

APPROX. PT. OF PICKUP

FRANK ST

LYNN RD

#67 #61 #55 #70 #62 #56

476/1 GUY CBWT CBS SMH LP WSO TMH PMH 3830 FA TCBHH EHH HYD CATVHH

8" SEWER EOP 8" WATER CATV ECC DWY 48" DRAIN BSW GC D S W WG G GG TEL DWY ECC EB WSO 4" GAS 4"G 8"W

2-CATVHH's

APPROX. ROW

SHEET1 SHEET1 SHEET1 SHEET2

NOTE: SEE SHEETS 1, 6 & 7 FOR CONDUIT LOCATIONS

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

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Ward #	1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Work Order # 6286412/6286740	*Plan of* PROPOSED NEW SPLICE BOX & CONDUIT LOCATION
Surveyed by: GC/BP	NEEDHAM
Research by: JC	Showing PROPOSED CONDUIT LOCATION
Plotted by: LM	
Proposed Structures: LM	
Approved: T THIBAULT	Scale 1"=20' Date APRIL 5, 2022
P#	SHEET 1 of 3



NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:00 p.m. on September 13, 2022, via Zoom and in person at Select Board Chambers, Town Hall, 1471 Highland Avenue, Needham, MA 02492** upon petition of Eversource Energy dated **June 30, 2022** to install approximately 219 feet of conduit between Frank Street, Lynn Road, Williams Street, and Sunnyside Road. The reason for this work is to replace faulted cable between pole 106/5 on Sunnyside and MH3833, and to upgrade the conduit and cable system to improve service reliability in the area. Eversource Energy is proposing a replacement of existing infrastructure including the removal of existing electrical lines that are placed directly in the ground on both public and private property. These lines will be replaced with underground conduit with electrical lines running through it. Eversource Energy is estimating construction to last approximately 10-12 weeks. The work will be done in phases: First the underground conduit infrastructure will be installed; second the cable will be installed in the conduit, followed up with the cut over of the underground electrical from the old system to the new.

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

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Marianne B. Cooley
Marcus A. Nelson
Kevin Keane
Matthew D. Borrelli
Heidi Frail

SELECT BOARD

You are invited to a Zoom webinar.
https://us02web.zoom.us/j/81400325207?pwd=ZURxR21ZSFREcEhQVE5UWVd2cjZnZz09
Passcode: 635881
Webinar ID: 814 0032 5207

Dated: August 31, 2022

WILLIAMS STREET
WO# 6286412 AND WO# 6286740

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/092.0-0070-0000.0	ARCIZET, CELINE &	LINCOU, THIERRY	45 JOHN ST	NEEDHAM	MA	02494-
199/093.0-0012-0020.0	GELLER, DAVID BRUCE &	GELLER, EMILY W	17 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0023.0	GOLDSTEIN, JEFFREY &	GOLDSTEIN, TRACEY	30 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0030.0	CHOI, PETER & KIM & MA, CHUN YAN TRS	77 WILLIAM STREET REALTY TRUST	77 WILLIAM ST.	NEEDHAM	MA	02494-
199/093.0-0012-0055.0	HOLLANDER, ERAN &	HOLLANDER, REBECCA	20 WILLIAMS ST	NEEDHAM	MA	02494-
199/092.0-0068-0000.0	BATRA, AJAY K. &	BATRA, URVASHI	57 FRANK ST	NEEDHAM	MA	02494-
199/093.0-0012-0015.0	BARRETT, STEVEN D. &	BARRETT, MARTHA COHEN	49 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0036.0	MILLER, MICHAEL S. &	MILLER,RACHEL B	33 WILLIAM ST	NEEDHAM HTS	MA	02494-
199/093.0-0012-0048.0	GOODMAN, DEBRA L. TR	ARTHUR LUNA REALTY TRUST	34 WILLIAM ST	NEEDHAM	MA	02494-
199/093.0-0012-0052.0	MEIXNER, ADAM &	SLOMON, MELANIE	58 WILLIAM ST	NEEDHAM	MA	02494-
199/093.0-0045-0000.0	MASSOURAS, PATRICIA &	MASSOURAS, ANGELO	11 WAYNE RD	NEEDHAM HTS	MA	02494-
199/094.0-0010-0000.0	FERNANDES, BRAD &	FERNANDES, AMANDA E	35 SUNNYSIDE RD	NEEDHAM	MA	02494-
199/093.0-0012-0016.0	ZUCKER, ROBIN L		41 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0038.0	PEARLSTEIN, ANDREW M. TR &	WASSERMAN, BARBARA E., TR	15 WILLIAM ST	NEEDHAM	MA	02494-
199/093.0-0012-0039.0	DIODATO, JOHN F &	DIODATO, DARLENE M	7 WILLIAM ST	NEEDHAM	MA	02494-
199/093.0-0012-0049.0	KAPLAN, ERICA C		40 WILLIAM ST	NEEDHAM	MA	02494-
199/094.0-0009-0000.0	RAVECH, ANDREW L		31 SUNNYSIDE AVE	NEEDHAM HTS	MA	02494-
199/092.0-0049-0000.0	ARCIZET, CELINE &	LINCOU, THIERRY	45 JOHN ST	NEEDHAM	MA	02494-
199/093.0-0012-0017.0	PRIZANT, MARK JAY &	PRIZANT, SUSAN E. WEINBERG	35 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0019.0	DAWOOD, SHUJA &	DAWOOD, OLIVIA	23 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0022.0	STEGER, ELLIOT F. &	MAGIER, RENE G	14 LYNN RD	NEEDHAM	MA	02492-
199/093.0-0012-0024.0	SIEGAL, PAUL B. &	KEENE, DEBRA H	36 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0029.0	NOYMER, MICHAEL +	NOYMER, CAROL SHAPIRO	70 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0031.0	CORKIN, LAUREN TR	71 WILLIAM STREET REALTY TRUST	71 WILLIAM ST	NEEDHAM	MA	02494-
199/093.0-0012-0032.0	GOLDFARB, JARED &	GOLDFARB, STEPHANIE	63 WILLIAM ST	NEEDHAM	MA	02494-
199/093.0-0012-0046.0	SHUKLA, RENU S. TR	THE RENU S. SHUKLA FAMILY TRUST	16 WILLIAM ST	NEEDHAM	MA	02494-
199/093.0-0041-0000.0	WILK, COREY &	WILK, KATHRYN	6 WAYNE RD	NEEDHAM	MA	02494-
199/094.0-0012-0000.0	TOWN OF NEEDHAM	PARK & REC--CRICKET FIELD	1471 HIGHLAND AVE	NEEDHAM	MA	02492-
199/092.0-0048-0000.0	FANONE, CARLO & BALCAZAR, ELSI		33 FRANK ST	NEEDHAM	MA	02494-
199/092.0-0069-0000.0	AMSDEN, DAVID K. TR	DAVID K. AMSDEN 2017 FAMILY TRUST	47 FRANK ST	NEEDHAM	MA	02492-
199/093.0-0012-0012.0	TANKEL, STEPHEN C. &	SHAPIRO, ROSE	67 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0018.0	MONAGHAN, JOHN J. &	MONAGHAN, JUDITH F	29 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0028.0	KASSIFF, AMIR &	KASSIFF, ESTHER	62 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0034.0	HOFFMAN, JOSHUA D. &	HOFFMAN, CASSANDRA	47 WILLIAM ST	NEEDHAM	MA	02494-
199/093.0-0012-0035.0	GOLDFINE, JOSHUA DAVID &	GOLDFINE, AMY M	41 WILLIAMS ST	NEEDHAM	MA	02494-
199/093.0-0012-0047.0	MARCUS, ALAN &	MARCUS, SHERYL C	26 WILLIAM ST	NEEDHAM	MA	02494-
199/093.0-0012-0051.0	GEISBERG, JOSEPH V. &	GEISBERG, MERILYN A	52 WILLIAM ST	NEEDHAM	MA	02494-

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

WILLIAMS STREET
WO# 6286412 AND WO# 6286740

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/093.0-0012-0053.0	OSHEROFF, ALAN R. +	OSHEROFF, DEBRA LEE	64 WILLIAM ST	NEEDHAM	MA	02494-
199/093.0-0012-0054.0	SINGAL, GABRIEL E. &	SCHLUSSEL, JENNIFER S	72 WILLIAM ST	NEEDHAM	MA	02494-
199/092.0-0030-0000.0	KELLY, LOIS L		61 HORACE ST	NEEDHAM HTS	MA	02494-
199/093.0-0012-0013.0	ZISES, JONATHAN &	ZISES, AMY	61 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0021.0	PUZIKOV, ALEXANDER V. &	PUZIKOV, INGA	11 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0026.0	BRYER, HALDON P &	BRYER, ARLENE C	50 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0027.0	FURMAN, HOWARD S. &	FURMAN, JACQUELYN S	56 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0014.0	RUBIN, KIM M		55 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0025.0	SELZER, MARTIN H.+	SELZER, DEBRA M	44 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0033.0	BANKER, JEFFREY D. &	BANKER, DONNA C	55 WILLIAM ST	NEEDHAM	MA	02494-
199/093.0-0012-0037.0	KAPLAN, PETER J. &	KAPLAN, JOYCE F	4 LYNN RD	NEEDHAM	MA	02494-
199/093.0-0012-0050.0	ALTMAN, STUART L. +	ALTMAN, SARA S	46 WILLIAM ST	NEEDHAM	MA	02494-
199/093.0-0040-0000.0	LIN, DOUGLAS I &	CONSTANTINO, MARY B.	3 WAYNE RD	NEEDHAM	MA	02492-
199/094.0-0035-0000.0	SHAPIRO, DANIEL A. +	SHAPIRO, DIANE C	43 SUNNYSIDE RD	NEEDHAM	MA	02494-

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

GRANT OF LOCATION CONDITIONS WILLIAMS STREET PROJECT

SEPTEMBER 13, 2022

It is hereby ordered, by the Select Board of the Town of Needham, pursuant to the petition of NStar Electric Company d/b/a Eversource Energy ("Eversource") for a grant of location for electric distribution lines to be installed under and within Frank Street, Williams Street, and Sunnyside Road (the "Project"), and pursuant to the Select Board's authority under Chapter 166, Sections 21 and 22 of the Massachusetts General Laws, that:

1. Eversource is hereby granted those rights and authorities necessary to install lines for the distribution of electric power, including the right and authority to open the public way;

2. Said grant shall include all rights and authorities necessary to install said electric lines and all related fixtures, facilities, structures, conduits, equipment, or other appurtenances, if the same are necessary to protect or operate said electric lines or to accomplish the objectives of the Project; and

3. NEP shall comply fully and completely with all conditions included with this Grant of Location, the Select Board having duly determined and found, based on evidence submitted to it and included in its record of public hearings for this Grant of Location, that full and complete compliance is necessary for the public's use of the Town's ways not to be incommoded, and for navigation not to be endangered or interrupted.

This Grant of Location is ordered only for those locations on, under, or otherwise within the layout of public ways within the Town of Needham. To the extent the Project requires the installation of electric lines and all related fixtures, facilities, structures, conduits, equipment, or other appurtenances, outside of said layouts, including within privately owned land, this Grant of Location shall not apply and Eversource must obtain all necessary rights and ownership interests from those individuals or entities with legal possession or control over such land.

DRAFT

Dated: September ___, 2022,

By the Town of Needham Select Board:

Marianne B. Cooley Chair	Marcus A. Nelson Vice Chair
Kevin Keane Clerk	Heidi Frail Member
Matthew Borrelli Member	

DRAFT

GRANT OF LOCATION CONDITIONS

Condition 1: Eversource[1] shall comply with all applicable Town of Needham bylaws, rules, and regulations.

Condition 2: Eversource shall comply with the "Dig Safe Law," Chapter 82, Sections 40 through and including 40E of the Massachusetts General Laws and the Department of Public Utilities regulations issued thereunder.

Condition 3: Eversource shall comply with the "Excavation and Trench Safety Law," Chapter 82A of the Massachusetts General Laws.

Condition 4: Eversource shall comply with all orders or decisions issued by the Town or any Town official pursuant to any bylaw, rule, or regulation, any Massachusetts statute or regulation, or any other legal authority authorizing said Town official to issue an order, including an order to Eversource directing a halt to Project work.

Condition 5: Eversource shall not commence work on the Project unless and until authorized to do so by a duly authorized representative of the Town's Department of Public Works.

Condition 6: Eversource has submitted plans with its petition for the Project, prepared by T. Thibault, dated April 5, 2022, not drawn to scale. Eversource is prohibited from installing any electric lines and all related fixtures, facilities, structures, conduits, equipment, or other appurtenances in connection with the Project in any location without first obtaining the written approval of a duly authorized representative of the Town's Department of Public Works for use of that location.

Condition 7: No later than the 90th day following energization of the Project's electrical lines, Eversource shall submit to the Department of Public Works as-built to-scale construction plans in the form and with the detail requested by a duly authorized representative of the Town's Department of Public Works.

Condition 8: Eversource shall conduct a "pre-construction video sweep" from the public way along the Project route to document pre-construction conditions. Eversource shall provide the Department of Public Works reasonable advance notice of the sweep and shall allow one or more Town officials to observe the sweep. Eversource shall provide a copy of the video to the Department of Public Works, and

[1] In these Conditions, "NEP" shall mean and include NEP and its contractors, subcontractors, or any other person or entity working on its behalf or at its direction.

DRAFT

it shall be a public record as defined by G.L. c.4 §7, cl.26, except as otherwise provided by law.

Condition 9: Eversource shall restore all public ways impacted by the Project to their pre-construction condition, including public and private utilities that may be impacted during the excavation or horizontal directional drilling work.

Condition 10: Eversource shall comply with the following work hours: 7:00 am - 3:30 pm. Deviations from said work hours shall only occur if approved by a duly authorized representative of the Department of Public Works.

Condition 11: Eversource shall not use any Town property as laydown, storage, or staging areas without first obtaining the written approval of a duly authorized representative of the Town's Department of Public Works for use of that location. The Town encourages Eversource to obtain express written permission from the owners of any private property to be used as laydown, storage, or staging areas.

Condition 12: Eversource shall mitigate the impacts of Project-related lighting on abutters, residents, and other persons and entities by lowering lighting levels and aiming lighting away from houses and other surrounding structures, toward the ground, to the extent that doing the same is feasible and consistent with workplace safety.

Condition 13: If a utility service connection to a residence, business, or other structure cannot be maintained in operation during Project construction activities, Eversource shall provide reasonable notice to all persons or entities affected by such outage. In the event an outage is planned or reasonably foreseeable more than seven (7) days in advance, reasonable notice shall mean that Eversource makes all reasonable efforts to provide actual notice to all affected persons or entities at least seven (7) days in advance of the outage. In the event an outage is not planned or is not reasonably foreseeable more than seven (7) days in advance, reasonable notice shall mean that Eversource makes all reasonable efforts to provide actual notice to all affected persons or entities as soon as possible. Upon providing reasonable notice, Eversource shall make all reasonable accommodations to minimize disruption to the affected persons and entities.

Condition 14: Eversource shall designate a Project liaison, who shall be available at any time Project-related construction is occurring, at a designated, direct dial telephone number to all Town officials and entities. Said Project liaison shall be knowledgeable concerning the Project and shall have sufficient authority to direct Project-related activities as may be necessary or appropriate to address emergencies or unforeseen circumstances.

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Condition 15: Eversource shall make reasonable efforts to maintain and ensure pedestrian access along the entire Project route during Project-related construction. Access shall include access as appropriate and required for persons with disabilities.

Condition 16: Eversource shall guarantee the continuing health of any newly planted replacement tree in connection with the Project and those subject to root cutting related to the Project, for a period of two (2) years from the date of planting. Should impacted trees die or become substantially impaired during this two-year period, as determined by Town, Eversource shall replace any impacted tree. This requirement shall be limited to a one-time replacement.

Condition 17: Eversource shall coordinate with the Department of Public Works and/or Police Chief to develop plans, procedures, and requirements for traffic management, barriers, trench plates, and other safety measures during construction.

Condition 18: Eversource shall have a detailed procedure for handling claims of damage to persons, vehicles or property of residents, visitors, business owners, or the Town itself as the result of Project construction activities. This procedure shall be provided to the Select Board in writing prior to the start of Project-related construction.

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Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 9/13/2022

Agenda Item	**Sign Sewer Betterment:** **Final Sewer Construction– Walker Lane**
Presenter(s)	Thomas Ryder, Town Engineer

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

Background:
The final construction of a 500-foot sewer main on Walker Lane is now completed and accepted. The attached Assessment Order provides the breakdown betterment assessments for each lot.

Betterment:
Section 27 of the Town Charter specifies that the portion of the cost for sewer systems paid by the town to be not less than one-fourth and no more than two-thirds of the whole cost. The existing uniform rate policy: Cost to be divided 1/3 town, and 2/3 abutters on both sides of road.

The last revised Sewer Assessment Rate approved at the October 4, 2020, Special Town Meeting, Article 8 provides the fixed uniform rate method at a rate of up to $60 per linear foot of frontage and $0.95 per square foot of accessible area within 100 feet of the street based on the Walker Lane sewer construction estimate.

Final Construction and cost:
In June 2022, all commitments to the construction of the Walker Lane Sewer extension were completed. The final cost of the project amounted to $108,384.61 which allows betterment savings to be past to the residents at a new fixed uniform rate:
$24.50 per linear foot of frontage plus $0.38 per square foot of area within 100 feet of the street.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion:

"That the Board vote to approve and sign the Sewer Assessment Order 594 for the Walker Lane Sewer Extension"

3. BACK UP INFORMATION ATTACHED

1. *Select Board Sewer Assessment Order 594*

TOWN OF NEEDHAM
SELECT BOARD
SEWER ASSESSMENT

Order No. _594_____

To the Assessors: Contained on two sheets

The Public Works Department of the Town of Needham has established and built common sewers in said town, a portion of which has been established and built in and through the following way:

Walker Lane -From Sta. 0+00 to sta. 5+00

And have determined that the betterments for this improvement shall be assessed upon the land which abuts on such street, or such way open to the public use which have not become public ways in which said sewers are located by a fixed uniform rate of twenty-four dollars and fifty cents ($24.50) per linear foot of frontage and thirty-eight (0.38) cents per square foot of the first one-hundred-foot depth of the lot.

The individual lots to be assessed are shown on a plan entitled, "Walker Lane Proposed Sewer Installation" consisting of one sheet dated June 30, 2020, revised September 9, 2020, prepared by Anthony DelGaizo, Town Engineer. Said assessment shall in no case be in excess of the Special Benefits or advantages received by said lot and being in accordance with the votes under Article 8 of the meeting of the Town of Needham held on October 4, 2020 and Article 32 of the Annual Town Meeting held on June 8, 2020.

Map/Lot	Owner	Address	Frontage (LF)	@$24.50	Area (sf)	@$0.38	Total
214/44	Anna Marie Angelucci & Franco Cedrone	67 Walker Lane	150	3,675.00	15,025	5,709.50	$9,384.50
214/43	Tal & Rachel Achituv	57 Walker Lane	150	3,675.00	14,856	5,645.28	$9,320.28

TOWN OF NEEDHAM
SELECT BOARD
SEWER ASSESSMENT

Continued from sheet 1

Map/Lot	Owner	Address	Frontage (LF)	@$24.50	Area (sf)	@$0.38	Total
214/42	John F. Kelly & Sarah C. Finn	43 Walker Lane	150	3,675.00	14,728	5,596.64	$9,271.64
214/41	Mikhail & Natalya Leshchiner	31 Walker Lane	150	3,675.00	14,877	5,653.26	$9,328.26

Select Board of Needham

_____
Marianne B. Cooley, Chair

_____
Marcus A. Nelson, Vice Chair

_____
Kevin Keane, Clerk

_____
Heidi Frail, Member

_____
Matthew Borrelli, Member

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 09/13/2022

Agenda Item	DHCD Multi-Family Zoning Requirement for MBTA Communities
Presenter(s)	Katie King, Assistant Town Manager/Director of Operations

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

The Assistant Town Manager will present an overview of the final state guidelines for multi-family housing zoning district requirements for MBTA communities.

2.	**VOTE REQUIRED BY SELECT BOARD**

Discussion only.

3.	**BACK UP INFORMATION ATTACHED**

a. Presentation - *9/9/2022*
b. Needham Zoning Map Half Mile from Transit
c. DHCD Compliance Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act - August 10, 2022

Multi-Family Zoning in MBTA Communities: Final DHCD Regulations

PRESENTATION TO NEEDHAM SELECT BOARD

SEPTEMBER 13, 2022

Chapter 358 of the Acts of 2020

- Requires each MBTA community to have “a zoning ordinance or by-law that provides for at least one district of reasonable size in which multi-family housing is permitted as of right.”
- The housing cannot have age-restrictions and must be suitable for families with children.
- The zoning must allow for at least 15 units per acre.
- The district must be within 0.5 miles from a commuter rail station, subway station, ferry terminal or bus station.
- Non-compliant communities will be ineligible to receive state funds from the Housing Choice Initiative, the Local Capital Projects Fund, and the MassWorks infrastructure program.
- The Mass. Department of Housing and Community Development (DHCD) is responsible for establishing guidelines for implementation and determining if communities are compliant.

DHCD Guidelines: As of Right

Multi-family housing must be allowed "as of right" under local zoning.

- Multi-family is defined as "a building with 3 or more residential dwelling units or 2 or more buildings on the same lot with more than 1 residential dwelling unit in each building."
- Requiring special permits for multi-family housing is prohibited.
- Site plan review is allowed to review certain items including zoning compliance, convenience and safety of pedestrian and vehicular movement within the site and on adjacent streets, impacts on the Town's resources including water supply and sewage collection, public safety concerns, and architectural design.

DHCD Guideline: Suitability for Families

Multi-family zoning districts must be suitable for families with children.

- Zoning cannot place age restrictions on the units.
- Zoning cannot limit or restrict the size of the units, number of bedrooms, size of the bedrooms, or the number of occupants.

DHCD Guidelines: Reasonable Size

Municipalities must have a multi-family zoning district of "reasonable size" meeting two thresholds: minimum unit capacity and minimum land area.

1) Minimum multi-family unit capacity

- A principle of DHCD's guidelines is that MBTA communities benefit from having transit stations and should provide the opportunity for multi-family housing development around these assets.
- The required "unit capacity" is a percentage of the total existing housing units in the municipality, determined by the type of MBTA community:
  - Rapid transit community = 25%
  - Commuter rail community = 15%*
  - Adjacent community = 10%
  - Adjacent small town = 5%

*Note: DHCD eliminated the "bus service" category from their draft guidelines. Under the final regulations, Needham is considered a commuter rail community. The town has 11,891 housing units.

Needham's minimum unit capacity of 15% is 1,784 units.

DHCD Guidelines: Reasonable Size

2) Minimum land area

- The multi-family zoning district for commuter rail communities must be 50 acres, or 1.5% of the total developable land in town, whichever is *less.*
- At least 25 acres of the district must be contiguous.
- Any portion of the district that is less than 5 contiguous acres will not count towards the minimum size requirement.
- The district should be of a neighborhood scale, not a single development site on which the municipality is willing to permit a particular project.

For Needham, the minimum land area is 50 acres. This is 4% of the 1,223 developable acres within 0.5 miles of the four commuter rail stations in town.

DHCD Guidelines: Minimum Gross Density

The district zoning must allow for an average of 15 units per acre to be built.

- A community can establish sub-districts within the multi-family zoning district that allow more than or fewer than 15 units per acre, as long as the density across the entire zoning district averages 15 units per acre.

- DHCD will **exclude** certain categories of land in the denominator of the density calculation (# units/acre) such as rivers, lakes, wetlands, and privately-owned land for "education of institutional uses such as a hospital…utility, museum, or private school, college or university."

- Other categories of land will be included in the denominator of the density calculation such as: developable land, public rights-of-way, private rights-of-way, and publicly-owned land used for recreational, civic, commercial, and other nonresidential uses.

DHCD Guidelines: Location of Districts

- The amount of developable land near transit determines what portion of a community's zoning district must be located within ½ mile of transit.
- Needham has 1,223 acres of developable land within ½ mile of a commuter rail station, so 90% of our multi-family zoning district must also be within ½ mile of a commuter rail station.
- This 90% requirement applies to acreage (minimum land area) and to unit capacity. **Needham's multi-family zoning district must include at least 45 acres and the ability to build 1,606 units within ½ mile of a commuter rail station.**
- Bus stops along the #59 MBTA bus line do not qualify as a "transit station."

Total developable area within ½ mile of a transit station (acres)	Portion of the zoning district that must be within ½ mile of a station
0 – 100	0%
101 – 250	20%
251 – 400	40%
401 – 600	50%
601 – 800	75%
801+	90%

DHCD Guidelines: Affordability

- There are no affordability requirements.

- Communities may choose to require that a certain % of housing units built meet specific affordability standards (inclusionary zoning), with some restrictions:
  - the affordable units must be eligible to be listed on DHCD's Subsidized Housing Inventory,
  - the zoning cannot require more than 10% of the units in a project to be affordable; and
  - the zoning cannot require income eligibility below 80% of area median income

- The percentage of affordable units required may exceed 10%, up to 20%, if:
  - the affordability requirement applicable in the multi-family zoning district predates the enactment of this law (January 2021), or
  - The community has an approved smart growth district under chapter 40R.

DHCD Guidelines: Other

- **There are no housing production requirements**. Compliance is based on updating local zoning.
- **Multi-family zoning districts may already be built-out**. A community doesn't "count" existing units towards their unit capacity. Instead, the community would determine how many multi-family units the zoning district would allow by right on that parcel if it were undeveloped.
- **Municipalities do not have to increase the capacity of existing water and wastewater infrastructure**. Communities are encouraged to consider infrastructure when planning their multi-family zoning district, but DHCD will not factor it in when determining compliance.
- **The zoning district can allow for mixed-use development but cannot require it**. Mixed use projects may be allowed as of right, as long as multi-family housing is separately allowed as of right.
- The zoning district can include **energy efficiency standards** for multi-family housing but they cannot be higher than the standards required of other uses (e.g. commercial, industrial, etc.).

DHCD Guidelines: Funding Implications

- Non-compliant municipalities will be ineligible for state funding listed on the following slide.
- The guidelines maintain broad discretion for state agencies to factor in compliance with this zoning requirement for additional funding sources in the future:
  - "Determination of compliance also may inform funding decisions by EOHED, DHCD, the MBTA and other state agencies which consider local housing policies when evaluation applications for discretionary grant programs, or making other discretionary funding decisions."
- A municipality's determination of compliance can be rescinded by DHCD if subsequent zoning amendments, by-laws or ordinances are adopted that materially alter the multi-family district.

Funding Implications

MassWorks: This is a competitive State grant program that offers the largest and most flexible source of capital funds for municipal infrastructure projects. Grants support projects that spur housing production, new jobs, or private development and range from $500,000 to $5 million. The Town received a $1.675M grant for 1st Avenue and anticipates applying to this program in he future.

Housing Choice Initiative: Needham was designated as a Housing Choice Community in 2022, giving the Town access to additional grant funds for planning and zoning initiatives and public infrastructure construction projects. Grant opportunities range from $25,000 - $250,000. Needham received a 5-year designation until 2027.

Local Capital Projects Fund: This fund was established to collect a percentage of one-time gaming licensing fees paid to the Massachusetts Gaming Commission. Needham has not applied for these funds to date and does not anticipate doing so in the future.

Timeline

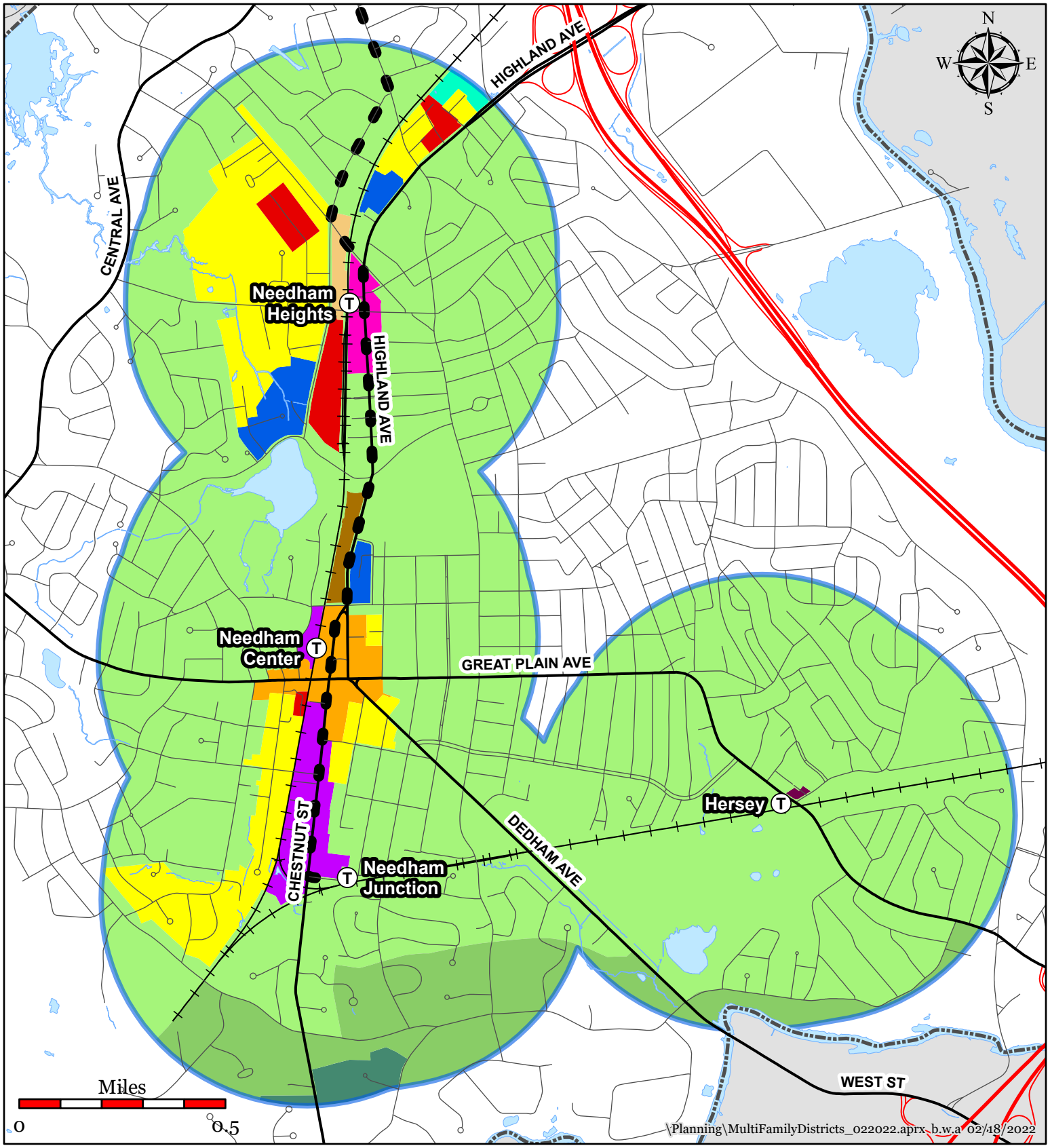
Date	Action
November 2022	DHCD makes a compliance model available to all communities. It will use local tax parcel data, MassGIS mapping, and a zoning checklist of other key dimensional and regulatory elements to assist municipalities in creating compliant districts.
January 31, 2023	Deadline to remain in interim compliance for 2023. Communities must submit a proposed action plan, including a timeline for any planning studies, community outreach activities, or other actions to create a compliant district.
2023 – 2024	DHCD staff will provide technical assistance and respond to inquiries about whether a proposed district complies, prior to going to Town Meeting. Inquiries must be submitted at least 90 days prior to any vote.
December 31, 2024	Deadline for Town Meeting to adopt a compliant multi-family zoning district.

Next Steps

- **October/November 2022:** The Housing Plan Working Group will present their draft housing plan to the Planning Board, Select Board, and the community before finalizing. This will include an analysis and recommendations around options for compliance with these state zoning requirements.

- **Late Fall/Early Winter:** Planning & Community Development staff will recommend a 2023 – 2024 workplan and timeline for compliance with the deadlines established by DHCD's final guidelines.

Use Districts Within 1/2 Mile of Rail Stations



- Commuter Rail Stations
- Interstate Highways
- Highway Ramps
- Major Roads
- Minor Roads
- MBTA Bus Route
- Railroads
- Town Boundaries
- Waterbodies
- 1/2 Mile From Commuter Rail Station

Zoning

- Apartment A-1
- Avery Square Business
- Center Business
- Business
- Chestnut Street Business
- Elder Services
- General Residence
- Hillside Avenue Business
- Industrial
- Neighborhood Business
- Rural Residence Conservation
- Single Residence A
- Single Residence B

Town of Needham GIS

Commonwealth of Massachusetts
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
Charles D. Baker, Governor ◆ Karyn E. Polito, Lt. Governor ◆ Jennifer D. Maddox, Undersecretary

Issue Date: August 10, 2022

Compliance Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act

1. Overview of Section 3A of the Zoning Act

Section 3A of the Zoning Act provides: *An MBTA community shall have a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right; provided, however, that such multi-family housing shall be without age restrictions and shall be suitable for families with children. For the purposes of this section, a district of reasonable size shall: (i) have a minimum gross density of 15 units per acre, subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code established pursuant to section 13 of chapter 21A; and (ii) be located not more than 0.5 miles from a commuter rail station, subway station, ferry terminal or bus station, if applicable.*

The purpose of Section 3A is to encourage the production of multi-family housing by requiring MBTA communities to adopt zoning districts where multi-family housing is allowed as of right, and that meet other requirements set forth in the statute.

The Department of Housing and Community Development, in consultation with the Massachusetts Bay Transportation Authority and the Massachusetts Department of Transportation, is required to promulgate guidelines to determine if an MBTA community is in compliance with Section 3A. DHCD promulgated preliminary guidance on January 29, 2021. DHCD updated that preliminary guidance on December 15, 2021, and on that same date issued draft guidelines for public comment. These final guidelines supersede all prior guidance and set forth how MBTA communities may achieve compliance with Section 3A.

2. Definitions

"Adjacent community" means an MBTA community that (i) has within its boundaries less than 100 acres of developable station area, and (ii) is not an adjacent small town.

"Adjacent small town" means an MBTA community that (i) has within its boundaries less than 100 acres of developable station area, and (ii) either has a population density of less than 500 persons per square mile, or a population of not more than 7,000 year-round residents as determined in the most recently published United States Decennial Census of Population and Housing.

"Affordable unit" means a multi-family housing unit that is subject to an affordable housing restriction with a term of no less than 30 years and eligible for inclusion on DHCD's Subsidized Housing Inventory.

"Age-restricted housing" means any housing unit encumbered by a title restriction requiring a minimum age for some or all occupants.

"As of right" means development that may proceed under a zoning ordinance or by-law without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.

"Bus station" means a location with a passenger platform and other fixed infrastructure serving as a point of embarkation for the MBTA Silver Line. Upon the request of an MBTA community, DHCD, in consultation with the MBTA, may determine that other locations qualify as a bus station if (i) such location has a sheltered platform or other fixed infrastructure serving a point of embarkation for a high-capacity MBTA bus line, and (ii) the area around such fixed infrastructure is highly suitable for multi-family housing.

"Commuter rail community" means an MBTA community that (i) does not meet the criteria for a rapid transit community, and (ii) has within its borders at least 100 acres of developable station area associated with one or more commuter rail stations.

"Commuter rail station" means any MBTA commuter rail station with year-round, rather than intermittent, seasonal, or event-based, service, including stations under construction and scheduled to being service before the end of 2023, but not including existing stations at which service will be terminated, or reduced below regular year-round service, before the end of 2023.

"Compliance model" means the model created by DHCD to determine compliance with Section 3A's reasonable size, gross density, and location requirements. The compliance model is described in further detail in Appendix 2.

"Determination of compliance" means a determination made by DHCD as to whether an MBTA community has a multi-family zoning district that complies with the requirements of Section 3A. A determination of compliance may be determination of interim compliance or a determination of district compliance, as described in section 9.

"Developable land" means land on which multi-family housing can be permitted and constructed. For purposes of these guidelines, developable land consists of: (i) all privately-owned land except lots or portions of lots that meet the definition of excluded land, and (ii) developable public land.

"Developable public land" means any publicly-owned land that (i) is used by a local housing authority; (ii) has been identified as a site for housing development in a housing production plan approved by DHCD; or (iii) has been designated by the public owner for disposition and redevelopment. Other publicly-owned land may qualify as developable public land if DHCD determines, at the request of an MBTA community and after consultation with the public owner, that such land is the location of obsolete structures or uses, or otherwise is suitable for conversion to

multi-family housing, and will be converted to or made available for multi-family housing within a reasonable period of time.

"Developable station area" means developable land that is within 0.5 miles of a transit station.

"DHCD" means the Department of Housing and Community Development.

"EOHED" means the Executive Office of Housing and Economic Development.

"Excluded land" means land areas on which it is not possible or practical to construct multi-family housing. For purposes of these guidelines, excluded land is defined by reference to the ownership, use codes, use restrictions, and hydrological characteristics in MassGIS and consists of the following:

(i) All publicly-owned land, except for lots or portions of lots determined to be developable public land.
(ii) All rivers, streams, lakes, ponds and other surface waterbodies.
(iii) All wetland resource areas, together with a buffer zone around wetlands and waterbodies equivalent to the minimum setback required by title 5 of the state environmental code.
(iv) Protected open space and recreational land that is legally protected in perpetuity (for example, land owned by a local land trust or subject to a conservation restriction), or that is likely to remain undeveloped due to functional or traditional use (for example, cemeteries).
(v) All public rights-of-way and private rights-of-way.
(vi) Privately-owned land on which development is prohibited to protect private or public water supplies, including, but not limited to, Zone I wellhead protection areas and Zone A surface water supply protection areas.
(vii) Privately-owned land used for educational or institutional uses such as a hospital, prison, electric, water, wastewater or other utility, museum, or private school, college or university.

"Ferry terminal" means the location where passengers embark and disembark from regular, year-round MBTA ferry service.

"Gross density" means a units-per-acre density measurement that includes land occupied by public rights-of-way and any recreational, civic, commercial, and other nonresidential uses.

"Housing suitable for families" means housing comprised of residential dwelling units that are not age-restricted housing, and for which there are no zoning restriction on the number of bedrooms, the size of bedrooms, or the number of occupants.

"Listed funding sources" means (i) the Housing Choice Initiative as described by the governor in a message to the general court dated December 11, 2017; (ii) the Local Capital Projects Fund established in section 2EEEE of chapter 29; and (iii) the MassWorks infrastructure program established in section 63 of chapter 23A.

“Lot” means an area of land with definite boundaries that is used or available for use as the site of a building or buildings.

“MassGIS data” means the comprehensive, statewide database of geospatial information and mapping functions maintained by the Commonwealth's Bureau of Geographic Information, within the Executive Office of Technology Services and Security, including the lot boundaries and use codes provided by municipalities.

“MBTA” means the Massachusetts Bay Transportation Authority.

“MBTA community” means a city or town that is: (i) one of the 51 cities and towns as defined in section 1 of chapter 161A; (ii) one of the 14 cities and towns as defined in said section 1 of said chapter 161A; (iii) other served communities as defined in said section 1 of said chapter 161A; or (iv) a municipality that has been added to the Massachusetts Bay Transportation Authority under section 6 of chapter 161A or in accordance with any special law relative to the area constituting the authority.

“Multi-family housing” means a building with 3 or more residential dwelling units or 2 or more buildings on the same lot with more than 1 residential dwelling unit in each building.

“Multi-family unit capacity” means an estimate of the total number of multi-family housing units that can be developed as of right within a multi-family zoning district, made in accordance with the requirements of section 5.b below.

“Multi-family zoning district” means a zoning district, including a base district or an overlay district, in which multi-family housing is allowed as of right; provided that the district shall be in a fixed location or locations, and shown on a map that is part of the zoning ordinance or by-law.

“One Stop Application” means the single application portal for the Community One Stop for Growth through which (i) the Executive Office of Housing and Economic Development considers requests for funding from the MassWorks infrastructure program; (ii) DHCD considers requests for funding from the Housing Choice Initiative, (iii) EOHED, DHCD and other state agencies consider requests for funding from other discretionary grant programs.

“Private rights-of-way” means land area within which private streets, roads and other ways have been laid out and maintained, to the extent such land areas can be reasonably identified by examination of available tax parcel data.

“Publicly-owned land” means (i) any land owned by the United States or a federal agency or authority; (ii) any land owned by the Commonwealth of Massachusetts or a state agency or authority; and (iii) any land owned by a municipality or municipal board or authority.

“Public rights-of-way” means land area within which public streets, roads and other ways have been laid out and maintained, to the extent such land areas can be reasonably identified by examination of available tax parcel data.

"Rapid transit community" means an MBTA community that has within its borders at least 100 acres of developable station area associated with one or more subway stations, or MBTA Silver Line bus rapid transit stations.

"Residential dwelling unit" means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

"Section 3A" means section 3A of the Zoning Act.

"Sensitive land" means developable land that, due to its soils, slope, hydrology, or other physical characteristics, has significant conservation values that could be impaired, or vulnerabilities that could be exacerbated, by the development of multi-family housing. It also includes locations where multi-family housing would be at increased risk of damage caused by flooding. Sensitive land includes, but is not limited to, wetland buffer zones extending beyond the title 5 setback area; land subject to flooding that is not a wetland resource area; priority habitat for rare or threatened species; DEP-approved wellhead protection areas in which development may be restricted, but is not prohibited (Zone II and interim wellhead protection areas); and land areas with prime agricultural soils that are in active agricultural use.

"Site plan review" means a process established by local ordinance or by-law by which a local board reviews, and potentially imposes conditions on, the appearance and layout of a specific project prior to the issuance of a building permit.

"Subway station" means any of the stops along the MBTA Red Line, Green Line, Orange Line, or Blue Line, including any extensions to such lines now under construction and scheduled to begin service before the end of 2023.

"Transit station" means an MBTA subway station, commuter rail station, ferry terminal or bus station.

"Transit station area" means the land area within 0.5 miles of a transit station.

"Zoning Act" means chapter 40A of the Massachusetts General Laws.

3. General Principles of Compliance

These compliance guidelines describe how an MBTA community can comply with the requirements of Section 3A. The guidelines specifically address:

- What it means to allow multi-family housing "as of right."
- The metrics that determine if a multi-family zoning district is "of reasonable size."
- How to determine if a multi-family zoning district has a minimum gross density of 15 units per acre, subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code.

- The meaning of Section 3A's mandate that "such multi-family housing shall be without age restrictions and shall be suitable for families with children."

- The extent to which MBTA communities have flexibility to choose the location of a multi-family zoning district.

The following general principles have informed the more specific compliance criteria that follow:

- MBTA communities with subway stations, commuter rail stations and other transit stations benefit from having these assets located within their boundaries and should provide opportunity for multi-family housing development around these assets. MBTA communities with no transit stations within their boundaries benefit from proximity to transit stations in nearby communities.

- The multi-family zoning districts required by Section 3A should encourage the development of multi-family housing projects of a scale, density and aesthetic that are compatible with existing surrounding uses, and minimize impacts to sensitive land.

- "Reasonable size" is a relative rather than an absolute determination. Because of the diversity of MBTA communities, a multi-family zoning district that is "reasonable" in one city or town may not be reasonable in another city or town.

- When possible, multi-family zoning districts should be in areas that have safe, accessible, and convenient access to transit stations for pedestrians and bicyclists.

4. Allowing Multi-Family Housing "As of Right"

To comply with Section 3A, a multi-family zoning district must allow multi-family housing "as of right," meaning that the construction and occupancy of multi-family housing is allowed in that district without the need for a special permit, variance, zoning amendment, waiver, or other discretionary approval. DHCD will determine whether zoning provisions allow for multi-family housing as of right consistent with the following guidelines.

a. Site plan review

The Zoning Act does not establish nor recognize site plan review as an independent method of regulating land use. However, the Massachusetts courts have recognized site plan review as a permissible regulatory tool, including for uses that are permitted as of right. The court decisions establish that when site plan review is required for a use permitted as of right, site plan review involves the regulation of a use and not its outright prohibition. The scope of review is therefore limited to imposing reasonable terms and conditions on the proposed use, consistent with applicable case law.[1] These guidelines similarly recognize that site plan review may be required for multi-

[1] *See, e.g., Y.D. Dugout, Inc. v. Board of Appeals of Canton*, 357 Mass. 25 (1970); *Prudential Insurance Co. of America v. Board of Appeals of Westwood*, 23 Mass. App. Ct. 278 (1986); *Osberg v. Planning Bd. of Sturbridge*, 44 Mass. App. Ct. 56, 59 (1997) (Planning Board "may impose reasonable terms and conditions on the proposed use, but it does not have discretionary power to deny the use").

family housing projects that are allowed as of right, within the parameters established by the applicable case law. Site plan approval may regulate matters such as vehicular access and circulation on a site, architectural design of a building, and screening of adjacent properties. Site plan review should not unreasonably delay a project nor impose conditions that make it infeasible or impractical to proceed with a project that is allowed as of right and complies with applicable dimensional regulations.

b. Affordability requirements

Section 3A does not include any express requirement or authorization for an MBTA community to require affordable units in a multi-family housing project that is allowed as of right. It is a common practice in many cities and towns to require affordable units in a multi-family project that requires a special permit, or as a condition for building at greater densities than the zoning otherwise would allow. These inclusionary zoning requirements serve the policy goal of increasing affordable housing production. If affordability requirements are excessive, however, they can make it economically infeasible to construct new multi-family housing.

For purposes of making compliance determinations with Section 3A, DHCD will consider an affordability requirement to be consistent with as of right zoning as long as: (i) any affordable units required by the zoning are eligible to be listed on DHCD's Subsidized Housing Inventory; (ii) the zoning requires not more than 10 percent of the units in a project to be affordable units; and (iii) the cap on the income of families or individuals who are eligible to occupy the affordable units is not less than 80 percent of area median income. Notwithstanding the foregoing, the percentage of units required to be affordable units may be up to, but not more than, 20 percent of the units in a project, only if (i) the affordability requirement applicable in the multi-family zoning district pre-dates the enactment of Section 3A and the MBTA community demonstrates to DHCD that the affordability requirement has not made and will not make multi-family housing production infeasible, or (ii) the multi-family zoning district requires DHCD review and approval as a smart growth district under chapter 40R, or under another zoning incentive program administered by DHCD.

c. *Other requirements that do not apply uniformly in the multi-family zoning district*

Zoning will not be deemed compliant with Section 3A's requirement that multi-family housing be allowed as of right if the zoning imposes requirements on multi-family housing that are not generally applicable to other uses. The following are examples of requirements that would be deemed to be inconsistent with "as of right" use: (i) a requirement that multi-family housing meet higher energy efficiency standards than other uses; (ii) a requirement that a multi-family use achieve a third party certification that is not required for other uses in the district; and (iii) a requirement that multi-family use must be combined with commercial or other uses on the same lot or as part of a single project. Mixed use projects may be allowed as of right in a multi-family zoning district, as long as multi-family housing is separately allowed as of right.

5. Determining "Reasonable Size"

In making determinations of "reasonable size," DHCD will take into consideration both the land area of the multi-family zoning district, and the multi-family zoning district's multi-family unit capacity.

a. *Minimum land area*

A zoning district is a specifically delineated land area with uniform regulations and requirements governing the use of land and the placement, spacing, and size of buildings. For purposes of compliance with Section 3A, a multi-family zoning district should be a neighborhood-scale district, not a single development site on which the municipality is willing to permit a particular multi-family project. DHCD will certify compliance with Section 3A only if an MBTA community's multi-family zoning district meets the minimum land area applicable to that MBTA community, if any, as set forth in Appendix 1. The minimum land area for each MBTA community has been determined as follows:

(i) In rapid transit communities, commuter rail communities, and adjacent communities, the minimum land area of the multi-family zoning district is 50 acres, or 1.5% of the developable land in an MBTA community, whichever is *less.* In certain cases, noted in Appendix 1, a smaller minimum land area applies.

(ii) In adjacent small towns, there is no minimum land area. In these communities, the multi-family zoning district may comprise as many or as few acres as the community determines is appropriate, as long as the district meets the applicable minimum multi-family unit capacity and the minimum gross density requirements.

In all cases, at least half of the multi-family zoning district land areas must comprise contiguous lots of land. No portion of the district that is less than 5 contiguous acres land will count toward the minimum size requirement. If the multi-family unit capacity and gross density requirements can be achieved in a district of fewer than 5 acres, then the district must consist entirely of contiguous lots.

b. *Minimum multi-family unit capacity*

A reasonably sized multi-family zoning district must also be able to accommodate a reasonable number of multi-family housing units as of right. For purposes of determinations of compliance with Section 3A, DHCD will consider a reasonable multi-family unit capacity for each MBTA community to be a specified percentage of the total number of housing units within the community, with the applicable percentage based on the type of transit service in the community, as shown on Table 1:

Table 1.

Category	**Percentage of total housing units**
Rapid transit community	25%
Commuter rail community	15%
Adjacent community	10%
Adjacent small town	5%

To be deemed in compliance with Section 3A, each MBTA community must have a multi-family zoning district with a multi-family unit capacity equal to or greater than the minimum unit capacity shown for it in Appendix 1. The minimum multi-family unit capacity for each MBTA community has been determined as follows:

(i) First, by multiplying the number of housing units in that community by 0.25, 0.15, 0.10, or .05 depending on the MBTA community category. For example, a rapid transit community with 7,500 housing units is required to have a multi-family zoning district with a multi-family unit capacity of 7,500 x 0.25 = 1,875 multi-family units. For purposes of these guidelines, the number of total housing units in each MBTA community has been established by reference to the most recently published United States Decennial Census of Population and Housing.

(ii) Second, when there is a minimum land area applicable to an MBTA community, by multiplying that minimum land area (up to 50 acres) by Section 3A's minimum gross density requirement of 15 units per acre. The product of that multiplication creates a floor on multi-family unit capacity. For example, an MBTA community with a minimum land area of 40 acres must have a district with a multi-family unit capacity of at least 600 (40 x 15) units.

(iii) The minimum unit capacity applicable to each MBTA community is *the greater of* the numbers resulting from steps (i) and (ii) above, but subject to the following limitation: In no case does the minimum multi-family unit capacity exceed 25% of the total housing units in that MBTA community.

Example: The minimum multi-family unit capacity for an adjacent community with 1,000 housing units and a minimum land area of 50 acres is determined as follows:(i) first, by multiplying 1,000 x .1 = 100 units; (ii) second, by multiplying 50 x 15 = 750 units;(iii) by taking the larger number, but adjusting that number down, if necessary, so that unit capacity is no more than 25% of 1,000 = 250 units. In this case, the adjustment in step (iii) results in a minimum unit capacity of 250 units.

c. *Methodology for determining a multi-family zoning district's multi-family unit capacity*

MBTA communities seeking a determination of compliance must use the DHCD compliance model to provide an estimate of the number of multi-family housing units that can be developed as of right within the multi-family zoning district. The multi-family unit capacity of an existing or proposed district shall be calculated using the unit capacity worksheet described in Appendix 2. This worksheet produces an estimate of a district's multi-family unit capacity using inputs such as the amount of developable land in the district, the dimensional requirements applicable to lots and buildings (including, for example, height limitations, lot coverage limitations, and maximum floor area ratio), and the parking space requirements applicable to multi-family uses.

Minimum unit capacity is a measure of whether a multi-family zoning district is of a reasonable size, not a requirement to produce housing units. Nothing in Section 3A or these guidelines should be interpreted as a mandate to construct a specified number of housing units, nor as a housing production target. Demonstrating compliance with the minimum multi-family unit capacity requires only that an MBTA community show that the zoning allows multi-family housing as of right and that a sufficient number of multi-family housing units could be added to or replace existing uses and structures over time—even though such additions or replacements may be unlikely to occur soon.

If an MBTA community has two or more zoning districts in which multi-family housing is allowed as of right, then two or more districts may be considered cumulatively to meet the minimum land area and minimum multi-family unit capacity requirements, as long as each district independently complies with Section 3A's other requirements.

d. *Water and wastewater infrastructure within the multi-family zoning district*

MBTA communities are encouraged to consider the availability of water and wastewater infrastructure when selecting the location of a new multi-family zoning district. But compliance with Section 3A does not require a municipality to install new water or wastewater infrastructure, or add to the capacity of existing infrastructure, to accommodate future multi-family housing production within the multi-family zoning district. In most cases, multi-family housing can be created using private septic and wastewater treatment systems that meet state environmental standards. Where public systems currently exist, but capacity is limited, private developers may be able to support the cost of necessary water and sewer extensions. While the zoning must allow for gross average density of at least 15 units per acre, there may be other legal or practical limitations, including lack of infrastructure or infrastructure capacity, that result in actual housing production at lower density than the zoning allows.

The multi-family unit capacity analysis does not need to take into consideration limitations on development resulting from existing water or wastewater infrastructure within the multi-family zoning district, or, in areas not served by public sewer, any applicable limitations under title 5 of the state environmental code. For purposes of the unit capacity analysis, it is assumed that housing developers will design projects that work within existing water and wastewater constraints, and that developers, the municipality, or the Commonwealth will provide funding for infrastructure upgrades as needed for individual projects.

6. Minimum Gross Density

Section 3A expressly requires that a multi-family zoning district—not just the individual lots of land within the district—must have a minimum gross density of 15 units per acre, subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code established pursuant to section 13 of chapter 21A. The Zoning Act defines "gross density" as "a units-per-acre density measurement that includes land occupied by public rights-of-way and any recreational, civic, commercial and other nonresidential uses."

a. *District-wide gross density*

To meet the district-wide gross density requirement, the dimensional restrictions and parking requirements for the multi-family zoning district must allow for a gross density of 15 units per acre of land within the district. By way of example, to meet that requirement for a 40-acre multi-family zoning district, the zoning must allow for at least 15 multi-family units per acre, or a total of at least 600 multi-family units.

For purposes of determining compliance with Section 3A's gross density requirement, the DHCD compliance model will not count in the denominator any excluded land located within the multi-family zoning district, except public rights-of-way, private rights-of-way, and publicly-owned land used for recreational, civic, commercial, and other nonresidential uses. This method of

calculating minimum gross density respects the Zoning Act's definition of gross density—"a units-per-acre density measurement that includes land occupied by public rights-of-way and any recreational, civic, commercial and other nonresidential uses"—while making it unnecessary to draw patchwork multi-family zoning districts that carve out wetlands and other types of excluded land that are not developed or developable.

b. *Achieving district-wide gross density by sub-districts*

Zoning ordinances and by-laws typically limit the unit density on individual lots. To comply with Section 3A's gross density requirement, an MBTA community may establish reasonable sub-districts within a multi-family zoning district, with different density limits for each sub-district, provided that the gross density for the district as a whole meets the statutory requirement of not less than 15 multi-family units per acre. DHCD will review sub-districts to ensure that the density allowed as of right in each sub-district is reasonable and not intended to frustrate the purpose of Section 3A by allowing projects of a such high density that they are not likely to be constructed.

c. *Wetland and septic considerations relating to density*

Section 3A provides that a district of reasonable size shall have a minimum gross density of 15 units per acre, "subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code established pursuant to section 13 of chapter 21A." This directive means that even though the zoning district must permit 15 units per acre as of right, any multi-family housing produced within the district is subject to, and must comply with, the state wetlands protection act and title 5 of the state environmental code—even if such compliance means a proposed project will be less dense than 15 units per acre.

7. Determining Suitability for Families with Children

Section 3A states that a compliant multi-family zoning district must allow multi-family housing as of right, and that "such multi-family housing shall be without age restrictions and shall be suitable for families with children." DHCD will deem a multi-family zoning district to comply with these requirements as long as the zoning does not require multi-family uses to include units with age restrictions, and does not limit or restrict the size of the units, cap the number of bedrooms, the size of bedrooms, or the number of occupants, or impose a minimum age of occupants. Limits, if any, on the size of units or number of bedrooms established by state law or regulation are not relevant to Section 3A or to determinations of compliance made pursuant to these guidelines.

8. Location of Districts

a. General rule for determining the applicability of Section 3A's location requirement

Section 3A states that a compliant multi-family zoning district shall "be located not more than 0.5 miles from a commuter rail station, subway station, ferry terminal or bus station, if applicable." When an MBTA community has only a small amount of transit station area within its boundaries, it may not be possible or practical to locate all of the multi-family zoning district within 0.5 miles of a transit station. Transit station area may not be a practical location for a multi-family zoning district if it does not include developable land where multi-family housing can actually be

constructed. Therefore, for purposes of determining compliance with Section 3A, DHCD will consider the statute's location requirement to be "applicable" to a particular MBTA community only if that community has within its borders at least 100 acres of developable station area. DHCD will require more or less of the multi-family zoning district to be located within transit station areas depending on how much total developable station area is in that community, as shown on Table 2:

Table 2.

Total developable station area within the MBTA community (acres)	**Portion of the multi-family zoning district that must be within a transit station area**
0-100	0%
101-250	20%
251-400	40%
401-600	50%
601-800	75%
801+	90%

The percentages specified in this table apply to both the minimum land area and the minimum multi-family unit capacity. For example, in an MBTA community that has a total of 500 acres of transit station area within its boundaries, a multi-family zoning district will comply with Section 3A's location requirement if at least 50 percent of the district's minimum land area is located within the transit station area, *and* at least 50 percent of the district's minimum multi-family unit capacity is located within the transit station area.

A community with transit station areas associated with more than one transit station may locate the multi-family zoning district in any of the transit station areas. For example, a rapid transit community with transit station area around a subway station in one part of town, and transit station area around a commuter rail station in another part of town, may locate its multi-family zoning district in either or both transit station areas.

b. MBTA communities with limited or no transit station area

When an MBTA community has less than 100 acres of developable station area within its boundaries, the MBTA community may locate the multi-family zoning district anywhere within its boundaries. To encourage transit-oriented multi-family housing consistent with the general intent of Section 3A, MBTA communities are encouraged to consider locating the multi-family zoning district in an area with reasonable access to a transit station based on existing street patterns, pedestrian connections, and bicycle lanes, or in an area that qualifies as an "eligible location" as defined in Chapter 40A—for example, near an existing downtown or village center, near a regional transit authority bus stop or line, or in a location with existing under-utilized facilities that can be redeveloped into new multi-family housing.

c. General guidance on district location applicable to all MBTA communities

When choosing the location of a new multi-family zoning district, every MBTA community should consider how much of a proposed district is sensitive land on which permitting requirements and other considerations could make it challenging or inadvisable to construct multi-family housing. For example, an MBTA community may want to avoid including in a multi-family zoning district

areas that are subject to flooding, or are known habitat for rare or threatened species, or have prime agricultural soils in active agricultural use.

9. Determinations of Compliance

Section 3A provides that any MBTA community that fails to comply with Section 3A's requirements will be ineligible for funding from any of the listed funding sources. DHCD will make determinations of compliance with Section 3A in accordance with these guidelines to inform state agency decisions on which MBTA communities are eligible to receive funding from the listed funding sources. Determinations of compliance also may inform funding decisions by EOHED, DHCD, the MBTA and other state agencies which consider local housing policies when evaluating applications for discretionary grant programs, or making other discretionary funding decisions.

DHCD interprets Section 3A as allowing every MBTA community a reasonable opportunity to enact zoning amendments as needed to come into compliance. Accordingly, DHCD will recognize both *interim* compliance, which means an MBTA community is taking active steps to enact a multi-family zoning district that complies with Section 3A, and *district* compliance, which is achieved when DHCD determines that an MBTA community has a multi-family zoning district that complies with Section 3A. The requirements for interim and district compliance are described in more detail below.

Table 3.

Transit Category (# of municipalities)	Deadline to Submit Action Plan	Deadline to Submit District Compliance Application
Rapid transit community (12)	January 31, 2023	December 31, 2023
Commuter rail community (71)	January 31, 2023	December 31, 2024
Adjacent community (58)	January 31, 2023	December 31, 2024
Adjacent small town (34)	January 31, 2023	December 31, 2025

a. Process to achieve interim compliance

Many MBTA communities do not currently have a multi-family zoning district of reasonable size that complies with the requirements of Section 3A. Prior to achieving district compliance (but no later than the deadlines set forth in Table 3), these MBTA communities can achieve interim compliance by taking the following affirmative steps towards the creation of a compliant multi-family zoning district.

i. *Creation and submission of an action plan.* An MBTA community seeking to achieve interim compliance must first submit an action plan on a form to be provided by DHCD. An MBTA community action plan must provide information about current zoning, past planning for multi-family housing, if any, and potential locations for a multi-family zoning district. The action plan also will require the MBTA community to establish a timeline for various actions needed to create a compliant multi-family zoning district.

ii. *DHCD approval of an action plan.* DHCD will review each submitted action plan for consistency with these guidelines, including but not limited to the timelines in

Table 3. If DHCD determines that the MBTA community's action plan is reasonable and will lead to district compliance in a timely manner, DHCD will issue a determination of interim compliance. DHCD may require modifications to a proposed action plan prior to approval.

iii. *Implementation of the action plan*. After DHCD approves an action plan and issues a determination of interim compliance, an MBTA community must diligently implement the action plan. DHCD may revoke a determination of interim compliance if an MBTA community has not made sufficient progress in implementing an approved action plan. DHCD and EOHED will review an MBTA community's progress in implementing its action plan prior to making an award of funds under the Housing Choice Initiative and Massworks infrastructure program.

iv. *Deadlines for submitting action plans*. To achieve interim compliance for grants made through the 2023 One Stop Application, action plans must be submitted by no later than January 31, 2023. An MBTA community that does not submit an action plan by that date may not receive a DHCD determination of interim compliance in time to receive an award of funds from the listed funding sources in 2023. An MBTA community that does not achieve interim compliance in time for the 2023 One Stop Application may submit an action plan to become eligible for a subsequent round of the One Stop Application, provided that an action plan must be submitted by no later than January 31 of the year in which the MBTA community seeks to establish grant eligibility; and provided further that no action plan may be submitted or approved after the applicable district compliance application deadline set forth in Table 3.

b. *Assistance for communities implementing an action plan.*

MBTA communities are encouraged to communicate as needed with DHCD staff throughout the process of implementing an action plan. DHCD will endeavor to respond to inquiries about whether a proposed multi-family zoning district complies with Section 3A prior to a vote by the municipal legislative body to create or modify such a district. Such requests shall be made on a form to be provided by DHCD and should be submitted at least 90 days prior to the vote of the legislative body.

c. Requests for determination of district compliance

When an MBTA community believes it has a multi-family zoning district that complies with Section 3A, it may request a determination of district compliance from DHCD. Such a request may be made for a multi-family zoning district that was in existence on the date that Section 3A became law, or for a multi-family zoning district that was created or amended after the enactment of Section 3A. In either case, such request shall be made on an application form required by DHCD and shall include, at a minimum, the following information. Municipalities will need to submit:

(i) A certified copy of the municipal zoning ordinance or by-law and zoning map, including all provisions that relate to uses and structures in the multi-family zoning district.
(ii) An estimate of multi-family unit capacity using the compliance model.

(iii) GIS shapefile for the multi-family zoning district.
(iv) In the case of a by-law enacted by a town, evidence that the clerk has submitted a copy of the adopted multi-family zoning district to the office of the Attorney General for approval as required by state law, or evidence of the Attorney General's approval.

After receipt of a request for determination of district compliance, DHCD will notify the requesting MBTA community within 30 days if additional information is required to process the request. Upon reviewing a complete application, DHCD will provide the MBTA community a written determination either stating that the existing multi-family zoning district complies with Section 3A, or identifying the reasons why the multi-family zoning district fails to comply with Section 3A and the steps that must be taken to achieve compliance. An MBTA community that has achieved interim compliance prior to requesting a determination of district compliance shall remain in interim compliance for the period during which a request for determination of district compliance, with all required information, is pending at DHCD.

10. Ongoing Obligations; Rescission of a Determination of Compliance

After receiving a determination of compliance, an MBTA community must notify DHCD in writing of any zoning amendment or proposed zoning amendment that affects the compliant multi-family zoning district, or any other by-law, ordinance, rule or regulation that limits the development of multi-family housing in the multi-family zoning district. DHCD may rescind a determination of district compliance, or require changes to a multi-family zoning district to remain in compliance, if DHCD determines that:

(i) The MBTA community submitted inaccurate information in its application for a determination of compliance;
(ii) The MBTA community failed to notify DHCD of a zoning amendment that affects the multi-family zoning district;
(iii) The MBTA community enacts or amends any by-law or ordinance, or other rule or regulation, that materially alters the minimum land area and/or the multi-family unit capacity in the multi-family zoning district;
(iv) A board, authority or official in the MBTA community does not issue permits, or otherwise acts or fails to act, to allow construction of a multi-family housing project that is allowed as of right in the multi-family zoning district;
(v) The MBTA community takes other action that causes the multi-family zoning district to no longer comply with Section 3A; or
(vi) An MBTA community with an approved multi-family zoning district has changed transit category as a result of a newly opened or decommissioned transit station, or the establishment of permanent, regular service at a transit station where there was formerly intermittent or event-based service.

11. Changes to MBTA Service

Section 3A applies to the 175 MBTA communities identified in section 1A of the Zoning Act and section 1 of chapter 161A of the General Laws. When MBTA service changes, the list of MBTA communities and/or the transit category assignments of those MBTA communities in Appendix 1 may change as well.

The transit category assignments identified in Appendix 1 of these guidelines reflect certain MBTA service changes that will result from new infrastructure now under construction in connection with the South Coast Rail and Green Line Extension projects. These service changes include the opening of new Green Line stations and commuter rail stations, as well as the elimination of regular commuter rail service at the Lakeville station. These changes are scheduled to take effect in all cases a year or more before any municipal district compliance deadline. Affected MBTA communities are noted in Appendix 1.

Municipalities that are not now identified as MBTA communities and may be identified as such in the future are not addressed in these guidelines or included in Appendix 1. New MBTA communities will be addressed with revisions to Appendix 1, and separate compliance timelines, in the future.

Future changes to Silver Line routes or stations may change district location requirements when expanded high-capacity service combined with new facilities creates a bus station where there was not one before. Changes to other bus routes, including the addition or elimination of bus stops or reductions or expansions of bus service levels, do not affect the transit categories assigned to MBTA communities and will not affect location requirements for multi-family zoning districts. Any future changes to MBTA transit service, transit routes and transit service levels are determined by the MBTA Board of Directors consistent with the MBTA's Service Delivery Policy.

List of Appendices:

Appendix 1: MBTA Community Categories and Requirements

Appendix 2: Compliance Methodology/Model

Appendix 1:

MBTA Community Categories and Requirements

Community	Community category	2020 Housing Units	Minimum multi-family unit capacity*	Minimum land area**	Developable station area***	% of district to be located in station area
Abington	Commuter Rail	6,811	1,022	50	307	40%
Acton	Commuter Rail	9,219	1,383	50	246	20%
Amesbury	Adjacent Community	7,889	789	50	-	0%
Andover	Commuter Rail	13,541	2,031	50	587	50%
Arlington	Adjacent Community	20,461	2,046	32	58	0%
Ashburnham	Adjacent Small Town	2,730	137	-	-	0%
Ashby	Adjacent Small Town	1,243	62	-	-	0%
Ashland	Commuter Rail	7,495	1,124	50	272	40%
Attleboro	Commuter Rail	19,097	2,865	50	467	50%
Auburn	Adjacent Community	6,999	750	50	-	0%
Ayer	Commuter Rail	3,807	750	50	284	40%
Bedford	Adjacent Community	5,444	750	50	-	0%
Bellingham	Adjacent Community	6,749	750	50	-	0%
Belmont	Commuter Rail	10,882	1,632	27	502	50%
Berkley	Adjacent Small Town	2,360	118	-	79	0%
Beverly	Commuter Rail	17,887	2,683	50	1,435	90%
Billerica	Commuter Rail	15,485	2,323	50	308	40%
Bourne	Adjacent Small Town	11,140	557	-	-	0%
Boxborough	Adjacent Small Town	2,362	118	-	-	0%
Boxford	Adjacent Small Town	2,818	141	-	-	0%
Braintree	Rapid Transit	15,077	3,769	50	485	50%
Bridgewater	Commuter Rail	9,342	1,401	50	181	20%
Brockton	Commuter Rail	37,304	5,596	50	995	90%
Brookline	Rapid Transit	27,961	6,990	41	1,349	90%

Community	Community category	2020 Housing Units	Minimum multi-family unit capacity*	Minimum land area**	Developable station area***	% of district to be located in station area
Burlington	Adjacent Community	10,431	1,043	50	-	0%
Cambridge	Rapid Transit	53,907	13,477	32	1,392	90%
Canton	Commuter Rail	9,930	1,490	50	451	50%
Carlisle	Adjacent Small Town	1,897	95	-	-	0%
Carver	Adjacent Small Town	4,701	235	-	-	0%
Chelmsford	Adjacent Community	14,769	1,477	50	-	0%
Chelsea	Rapid Transit	14,554	3,639	14	608	75%
Cohasset	Commuter Rail	3,341	638	43	241	20%
Concord	Commuter Rail	7,295	1,094	50	519	50%
Danvers	Adjacent Community	11,763	1,176	50	-	0%
Dedham	Commuter Rail	10,459	1,569	49	507	50%
Dover	Adjacent Small Town	2,046	102	-	-	0%
Dracut	Adjacent Community	12,325	1,233	50	-	0%
Duxbury	Adjacent Community	6,274	750	50	-	0%
East Bridgewater	Adjacent Community	5,211	750	50	-	0%
Easton	Adjacent Community	9,132	913	50	-	0%
Essex	Adjacent Small Town	1,662	83	-	-	0%
Everett	Rapid Transit	18,208	4,552	22	200	20%
Fitchburg	Commuter Rail	17,452	2,618	50	601	75%
Foxborough	Adjacent Community	7,682	768	50	-	0%
Framingham	Commuter Rail	29,033	4,355	50	270	40%
Franklin	Commuter Rail	12,551	1,883	50	643	75%
Freetown	Commuter Rail	3,485	750	50	346	40%
Georgetown	Adjacent Community	3,159	750	50	-	0%
Gloucester	Commuter Rail	15,133	2,270	50	430	50%
Grafton	Adjacent Community	7,760	776	50	82	0%
Groton	Adjacent Small Town	4,153	208	-	-	0%

Community	Community category	2020 Housing Units	Minimum multi-family unit capacity*	Minimum land area**	Developable station area***	% of district to be located in station area
Groveland	Adjacent Small Town	2,596	130	-	-	0%
Halifax	Commuter Rail	3,107	750	50	300	40%
Hamilton	Commuter Rail	2,925	731	49	184	20%
Hanover	Adjacent Community	5,268	750	50	-	0%
Hanson	Commuter Rail	3,960	750	50	218	20%
Harvard	Adjacent Small Town	2,251	113	-	-	0%
Haverhill	Commuter Rail	27,927	4,189	50	415	50%
Hingham	Commuter Rail	9,930	1,490	50	757	75%
Holbrook	Commuter Rail	4,414	662	41	170	20%
Holden	Adjacent Community	7,439	750	50	-	0%
Holliston	Adjacent Community	5,562	750	50	-	0%
Hopkinton	Adjacent Community	6,645	750	50	79	0%
Hull	Adjacent Community	5,856	586	7	34	0%
Ipswich	Commuter Rail	6,476	971	50	327	40%
Kingston	Commuter Rail	5,364	805	50	345	40%
Lakeville	Adjacent Small Town	4,624	231	-	30	0%
Lancaster	Adjacent Small Town	2,788	139	-	-	0%
Lawrence	Commuter Rail	30,008	4,501	39	271	40%
Leicester	Adjacent Small Town	4,371	219	-	-	0%
Leominster	Commuter Rail	18,732	2,810	50	340	40%
Lexington	Adjacent Community	12,310	1,231	50	-	0%
Lincoln	Commuter Rail	2,771	635	42	130	20%
Littleton	Commuter Rail	3,889	750	50	244	20%
Lowell	Commuter Rail	43,482	6,522	50	274	40%
Lunenburg	Adjacent Small Town	4,805	240	-	-	0%
Lynn	Commuter Rail	36,782	5,517	50	637	75%
Lynnfield	Adjacent Community	4,773	607	40	-	0%

Community	Community category	2020 Housing Units	Minimum multi-family unit capacity*	Minimum land area**	Developable station area***	% of district to be located in station area
Malden	Rapid Transit	27,721	6,930	31	484	50%
Manchester	Commuter Rail	2,433	559	37	305	40%
Mansfield	Commuter Rail	9,282	1,392	50	327	40%
Marblehead	Adjacent Community	8,965	897	27	-	0%
Marlborough	Adjacent Community	17,547	1,755	50	-	0%
Marshfield	Adjacent Community	11,575	1,158	50	-	0%
Maynard	Adjacent Community	4,741	474	21	-	0%
Medfield	Adjacent Community	4,450	750	50	-	0%
Medford	Rapid Transit	25,770	6,443	35	714	75%
Medway	Adjacent Community	4,826	750	50	-	0%
Melrose	Commuter Rail	12,614	1,892	25	774	75%
Merrimac	Adjacent Small Town	2,761	138	-	-	0%
Methuen	Adjacent Community	20,194	2,019	50	-	0%
Middleborough	Commuter Rail	9,808	1,471	50	260	40%
Middleton	Adjacent Community	3,359	750	50	-	0%
Millbury	Adjacent Community	5,987	750	50	-	0%
Millis	Adjacent Community	3,412	750	50	-	0%
Milton	Rapid Transit	9,844	2,461	50	404	50%
Nahant	Adjacent Small Town	1,680	84	-	-	0%
Natick	Commuter Rail	15,680	2,352	50	680	75%
Needham	Commuter Rail	11,891	1,784	50	1,223	90%
Newbury	Adjacent Small Town	3,072	154	-	69	0%
Newburyport	Commuter Rail	8,615	1,292	35	213	20%
Newton	Rapid Transit	33,320	8,330	50	2,833	90%
Norfolk	Commuter Rail	3,601	750	50	333	40%
North Andover	Adjacent Community	11,914	1,191	50	5	0%
North Attleborough	Adjacent Community	12,551	1,255	50	-	0%

Community	Community category	2020 Housing Units	Minimum multi-family unit capacity*	Minimum land area**	Developable station area***	% of district to be located in station area
North Reading	Adjacent Community	5,875	750	50	-	0%
Northborough	Adjacent Community	5,897	750	50	-	0%
Northbridge	Adjacent Community	6,691	750	50	-	0%
Norton	Adjacent Community	6,971	750	50	-	0%
Norwell	Adjacent Community	3,805	750	50	-	0%
Norwood	Commuter Rail	13,634	2,045	50	861	90%
Paxton	Adjacent Small Town	1,689	84	-	-	0%
Peabody	Adjacent Community	23,191	2,319	50	-	0%
Pembroke	Adjacent Community	7,007	750	50	-	0%
Plymouth	Adjacent Community	28,074	2,807	50	-	0%
Plympton	Adjacent Small Town	1,068	53	-	-	0%
Princeton	Adjacent Small Town	1,383	69	-	-	0%
Quincy	Rapid Transit	47,009	11,752	50	1,222	90%
Randolph	Commuter Rail	12,901	1,935	48	182	20%
Raynham	Adjacent Community	5,749	750	50	-	0%
Reading	Commuter Rail	9,952	1,493	43	343	40%
Rehoboth	Adjacent Small Town	4,611	231	-	-	0%
Revere	Rapid Transit	24,539	6,135	27	457	50%
Rochester	Adjacent Small Town	2,105	105	-	-	0%
Rockland	Adjacent Community	7,263	726	47	-	0%
Rockport	Commuter Rail	4,380	657	32	252	40%
Rowley	Commuter Rail	2,405	601	40	149	20%
Salem	Commuter Rail	20,349	3,052	41	266	40%
Salisbury	Adjacent Community	5,305	750	50	-	0%
Saugus	Adjacent Community	11,303	1,130	50	11	0%
Scituate	Commuter Rail	8,260	1,239	50	373	40%
Seekonk	Adjacent Community	6,057	750	50	-	0%

Community	Community category	2020 Housing Units	Minimum multi-family unit capacity*	Minimum land area**	Developable station area***	% of district to be located in station area
Sharon	Commuter Rail	6,581	987	50	261	40%
Sherborn	Adjacent Small Town	1,562	78	-	-	0%
Shirley	Commuter Rail	2,599	650	43	338	40%
Shrewsbury	Adjacent Community	14,966	1,497	50	52	0%
Somerville	Rapid Transit	36,269	9,067	24	1,314	90%
Southborough	Commuter Rail	3,763	750	50	167	20%
Sterling	Adjacent Small Town	3,117	156	-	-	0%
Stoneham	Adjacent Community	10,159	1,016	27	12	0%
Stoughton	Commuter Rail	11,739	1,761	50	317	40%
Stow	Adjacent Small Town	2,770	139	-	-	0%
Sudbury	Adjacent Community	6,556	750	50	-	0%
Sutton	Adjacent Small Town	3,612	181	-	-	0%
Swampscott	Commuter Rail	6,362	954	20	236	20%
Taunton	Commuter Rail	24,965	3,745	50	269	40%
Tewksbury	Adjacent Community	12,139	1,214	50	-	0%
Topsfield	Adjacent Small Town	2,358	118	-	-	0%
Townsend	Adjacent Small Town	3,566	178	-	-	0%
Tyngsborough	Adjacent Community	4,669	750	50	-	0%
Upton	Adjacent Small Town	2,995	150	-	-	0%
Wakefield	Commuter Rail	11,305	1,696	36	630	75%
Walpole	Commuter Rail	10,042	1,506	50	638	75%
Waltham	Commuter Rail	26,545	3,982	50	470	50%
Wareham	Adjacent Community	12,967	1,297	50	-	0%
Watertown	Adjacent Community	17,010	1,701	24	27	0%
Wayland	Adjacent Community	5,296	750	50	-	0%
Wellesley	Commuter Rail	9,282	1,392	50	921	90%
Wenham	Commuter Rail	1,460	365	24	111	20%

Community	Community category	2020 Housing Units	Minimum multi-family unit capacity*	Minimum land area**	Developable station area***	% of district to be located in station area
West Boylston	Adjacent Community	3,052	587	39	-	0%
West Bridgewater	Adjacent Small Town	2,898	145	-	-	0%
West Newbury	Adjacent Small Town	1,740	87	-	-	0%
Westborough	Commuter Rail	8,334	1,250	50	194	20%
Westford	Adjacent Community	9,237	924	50	-	0%
Westminster	Adjacent Small Town	3,301	165	-	30	0%
Weston	Commuter Rail	4,043	750	50	702	75%
Westwood	Commuter Rail	5,801	870	50	470	50%
Weymouth	Commuter Rail	25,419	3,813	50	713	75%
Whitman	Commuter Rail	5,984	898	37	242	20%
Wilmington	Commuter Rail	8,320	1,248	50	538	50%
Winchester	Commuter Rail	8,135	1,220	37	446	50%
Winthrop	Adjacent Community	8,821	882	12	14	0%
Woburn	Commuter Rail	17,540	2,631	50	702	75%
Worcester	Commuter Rail	84,281	12,642	50	290	40%
Wrentham	Adjacent Community	4,620	750	50	-	0%

* Minimum multi-family unit capacity for most communities will be based on the 2020 housing stock and the applicable percentage for that municipality's community type. In some cases, the minimum unit capacity is derived from an extrapolation of the required minimum land area multiplied by the statutory minimum gross density of 15 dwelling units per acre. In cases where the required unit capacity from these two methods would exceed 25% of the community's housing stock, the required unit capacity has instead been capped at that 25% level.

** Minimum land area is 50 acres for all communities in the rapid transit, commuter rail and adjacent community types. There is no minimum land area requirement for adjacent small towns. Where 50 acres exceeds 1.5% of the developable land area in a town, a cap has been instituted that sets minimum land area to 1.5% of developable land area in the town.

*** Developable station area is derived by taking the area of a half-mile circle around an MBTA commuter rail station, rapid transit station, or ferry terminal and removing any areas comprised of excluded land.

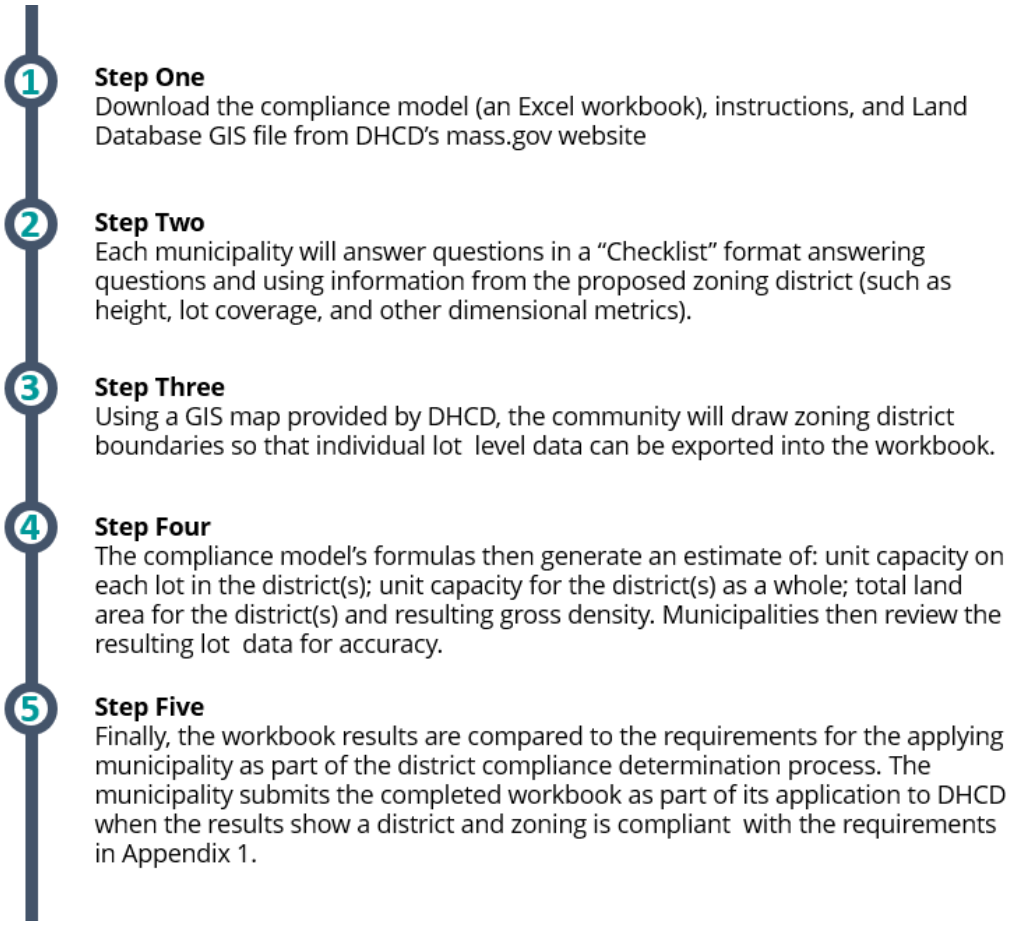
Appendix 2

Compliance Model Overview

The purpose of the compliance model is to ensure a consistent approach to measuring and evaluating multi-family zoning districts for compliance with Section 3A. The compliance model is intended to create a reasonable estimate of multi-family unit capacity of each multi-family zoning district. It is not intended to provide a precise determination of how many units may be developed on any individual lot or combination of lots.

The model uses geospatial tax parcel data from local assessors, compiled and hosted by MassGIS, to define lot boundaries and dimensions in each multi-family zoning district. The model also captures key dimensional and regulatory elements of the multi-family zoning district that impact multi-family unit capacity. The product of the compliance model is a Microsoft Excel workbook that must be submitted as part of a compliance application to DHCD. Consultant support is available at no cost to assist MBTA communities in meeting all the technical requirements of compliance.

The Compliance Modeling Process at a Glance:



Components of the Compliance Model

Land database

The compliance model includes geospatial parcel data for each MBTA community that identifies how much land area on each lot within a multi-family zoning district is developable land. Applicants will prepare this parcel data for the model's calculations by creating a shapefile for each district, measuring each district's land area, and exporting all lot records within the district's boundaries into an Excel or .csv file. These exported tables can then be pasted into the zoning review checklist and unit capacity estimator, described below.

Zoning review checklist and unit capacity estimator

To capture the data needed to estimate a district's multi-family unit capacity, municipalities will be required to complete a zoning review checklist. The checklist is of a series of questions and responses about allowed residential uses, parking requirements, dimensional restrictions (such as maximum building height and minimum open space), and other regulatory elements applicable in the district.

The unit capacity estimator uses the GIS exported lot information from the land database and the information entered into the zoning review checklist to calculate an estimate of the maximum number of multi-family residential units that could be constructed on each lot in each district as of right. It then aggregates the unit capacity estimates for each lot into an estimate of total unit capacity for each district. It also derives an estimate of the gross density for each district.

Case-Specific Refinements to the Compliance Model Inputs and Outputs

To ensure the integrity and reasonableness of each unit capacity estimate, DHCD may adjust the compliance model inputs and outputs as necessary to account for physical conditions or zoning restrictions not adequately captured by the compliance model. For example, DHCD may override the GIS data and change one or more lots from excluded land to developable land where a municipality demonstrates those lots meet the definition of developable land. DHCD may also adjust the unit capacity estimator's algorithm when it does not adequately account for an atypical zoning requirement or other local development restriction that will clearly impact unit capacity.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 09/13/2022

Agenda Item	Memorandum of Agreement – 100 West Street
Presenter(s)	Kate Fitzpatrick, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Town Manager will recommend that the Board approve and authorize the Town Manager to execute a Memorandum of Agreement between the Town and WELL Balfour Needham Landlord, LLC.

At its meeting on February 8, 2022, the Select Board discussed the proposal submitted by Attorney Evans Huber on behalf of Welltower, Inc. and Balfour Senior Living. Welltower and Balfour are proposing an amendment to the existing special permit for the project at 100 West Street by eliminating the independent living units.

On February 16, 2022 the Town Manager forwarded a letter to the Planning Board expressing the Board's disappointment in this development. The creation of independent living units for senior citizens, some of which were to be affordable, was the primary reason that the Select Board endorsed the zoning amendment approved by the October 4, 2020, Special Town Meeting.

In recognition of the fact that the inclusion of independent-living units (including nine affordable independent-living units) in the previously-permitted project was important to the Select Board and others in the Town, and to mitigate the other impacts that its proposed Project will have within Town, the Applicant has agreed to make a financial contribution to the Town of Needham in the amount of $1,900,000 for use by the Affordable Housing Trust, for Quiet Zone safety infrastructure improvements at the MBTA Commuter Rail West Street grade crossing, to support other local transportation safety initiatives, for improvements to the Needham Heights Common, and/or for any other lawful purpose.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Board approve and authorize the Town Manager to execute a Memorandum of Agreement between the Town and WELL Balfour Needham Landlord, LLC.

3. BACK UP INFORMATION ATTACHED

a. Letter to the Planning Board dated February 16, 2022
b. Memorandum of Agreement between the Town and WELL Balfour Needham Landlord, LLC.

TOWN OF NEEDHAM
TOWN HALL
Needham, MA 02492-2669

TEL: (781) 455-7500
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Office of the
TOWN MANAGER

TO:	Planning Board
FROM:	Kate Fitzpatrick, Town Manager
CC:	Select Board
	Katie King, Assistant Town Manager
	Dave Davison, Assistant Town Manager
	Lee Newman, Director of Planning & Community Development
RE:	100 West Street
DATE:	February 16, 2022

At its meeting on February 8, 2022, the Select Board discussed the proposal submitted by Attorney Evans Huber on behalf of Welltower, Inc. and Balfour Senior Living. Welltower and Balfour are proposing an amendment to the existing special permit for the project at 100 West Street by eliminating the independent living units.

Members of the Board expressed their disappointment in this development. The creation of independent living units for senior citizens, some of which were to be affordable, was the primary reason that the Select Board endorsed the zoning amendment approved by the October 4, 2020, Special Town Meeting.

Town Meeting members were informed that the developers, one of whom was Welltower, were planning a project that included 72 independent apartments (9 affordable), 55 assisted living apartments, and 28 memory care apartments. In their written materials, the developers noted that older residents in Needham do not have many choices if they want to rent an apartment with amenities in walkable locations. They also said that they had identified a large, qualified senior population to fill the independent living residences.

After presentations by the Planning Board and Select Board about the attractive project within walking distance to the train and the Center at the Heights, and the promised increased vibrancy that independent living would create along the Highland Avenue street edge, Town Meeting approved new zoning including additional height allowances than would ordinarily be allowed in Needham Heights.

The Select Board urges the Planning Board to challenge Welltower and Balfour to rethink their proposed amendment and to keep the independent living component portion of the project. This will serve a need that has been identified by the Planning Board, Select Board, and Town Meeting to create additional housing options for seniors and to create additional affordable units in Town.

If you have any questions or need additional information, please let me know.

MEMORANDUM OF AGREEMENT

This Agreement is entered into between the Town of Needham (the "Town"), acting by and through its Select Board and Town Manager, WELL Balfour Needham Landlord LLC, a Delaware limited liability company, formerly known as WELL LCB Needham Landlord LLC ("WELL Affiliate") with its principal address of 4500 Dorr Street, Toledo, OH 43615, and Welltower OP LLC, a Delaware limited liability company, formerly known as Welltower Inc. ("Welltower Parent") with its principal address at 4500 Dorr Street, Toledo, OH 43615, and HCRI Massachusetts Properties Trust II, a Massachusetts trust ("Property Owner", and together with WELL Affiliate and Welltower Parent, collectively, the "Welltower Parties") with a principal address of 4500 Dorr Street, Toledo OH, 43615. The Town, WELL Affiliate, Welltower Parent and Property Owner are referred to herein as the "Parties", and each a "Party".

RECITALS

WHEREAS at its October 4, 2020 Special Town Meeting, the Town adopted amendments to its Zoning By-Law intended to, among other things, allow for and encourage the development of independent living apartments within the Avery Square Overlay Zoning District ("ASOD"), and to require that a minimum percentage of all independent living apartments developed within the ASOD qualify as affordable units; and

WHEREAS on May 18, 2021, the Needham Planning Board issued Major Project Site Plan Special Permit No. 2021-01, which permit is recorded with the Norfolk Registry of Deeds in Book 39525, Page 70 (the "Special Permit"); and

WHEREAS the Special Permit was issued to WELL Affiliate, and stated that the project was a joint venture between Welltower Parent and LCB Senior Living LLC; and

WHEREAS the Special Permit concerns the real property within the Avery Square Business District; the ASOD, and the Residence B Zoning District located at 100-110 West Street, which contains approximately 4.3 acres and which is shown on Assessors' Map No. 63 as Parcel 37 (the "Property"); and

WHEREAS Property Owner is the record title holder of the Property pursuant to deed dated May 14, 2002 and recorded with the Norfolk Registry of Deeds in Book 16623, Page 7; and

WHEREAS Property Owner and WELL Affiliate are wholly owned subsidiaries of Welltower Parent, and pursuant to a certificate filed with the Massachusetts Secretary of the Commonwealth on July 6, 2022, WELL LCB Needham Landlord LLC changed its name to WELL Balfour Needham Landlord LLC; and

WHEREAS the Special Permit authorized the operation of a 155-unit facility at the Property containing 72 independent living apartment units, 55 regular assisted living apartment units, and 28 Alzheimer's-related assisted living units specializing in Alzheimer's and other memory-loss related conditions; and

WHEREAS the Special Permit required that nine (9) of the independent living apartments at the Property be affordable "local action units" within the meaning of the Department of Housing and Community Development's ("DHCD") Chapter 40B Guidelines, and that 70% of those affordable independent living apartments be local preference units, offered first to Needham residents or persons with a connection to the Town; and

WHEREAS the Special Permit provided that any change in the entity operating the facility (other than a change to an affiliated entity under common control with WELL Affiliate) would require written notice to the Planning Board with acknowledgment by the new proposed operator that they are bound by all terms and conditions contained in the decision; and

WHEREAS, Welltower Parent has represented to the Town that the business relationship between it and LCB Senior Living LLC has ended, and that those entities no longer intend to pursue the project authorized by the Special Permit issued on May 18, 2021; and

WHEREAS, Welltower Parent intends to enter into a business relationship with another manager of senior housing facilities, Balfour Senior Living ("Balfour"), and intends to develop the Property as a senior housing facility offering assisted living and Alzheimer's/memory care units, without any independent living apartments; and

WHEREAS, in furtherance of this business relationship, Welltower Parent and Balfour intend that an affiliate of WELL Affiliate hold the healthcare license and operate the Property; and

WHEREAS, in light of the proposed change in programming at the Property to a facility that will include assisted living and Alzheimer's/memory care units, but no independent living apartments, Welltower Affiliate has been instructed by the Planning Board to apply for a new Special Permit, rather than an amendment to the existing Special Permit; and

WHEREAS, it is contemplated that if and when the new Special Permit is granted, it will supersede the existing Special Permit issued on May 18, 2021; and

WHEREAS WELL Affiliate (the "Applicant") has applied to the Planning Board for a Special Permit to allow operation of the Property as a 155-unit facility consisting of (i)127 regular assisted living apartments and (ii) 28 Alzheimer's-related assisted living units specializing in Alzheimer's and other memory-loss related conditions (the "Project"), but containing no independent living apartments, affordable or otherwise; and

WHEREAS in light of the policy objectives memorialized in the zoning amendment adopted by the October 20, 2020 Special Town Meeting and the Town's senior- and affordable housing production goals, the Select Board has expressed serious concern regarding the fact that the current Project does not include the previously-permitted 72 independent living units, which would have included nine (9) affordable independent living units; and

WHEREAS in recognition of the fact that the inclusion of independent-living units (including nine affordable independent-living units) in the previously-permitted project was important to the Select Board and others in the Town, and to mitigate the other impacts

that its proposed Project will have within Town, the Applicant is prepared to make a financial contribution to the Town as set forth herein.

NOW THEREFORE, in consideration of the mutual commitments of the parties contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties, on behalf of themselves, their successors and assigns, hereby covenant and agree as follows:

1. Provided that (a) a Special Permit authorizing the Project substantially as currently proposed by the Applicant has been issued by the Planning Board and (b) no appeal of the Building Permit for the Project has been filed within thirty (30) days after its issuance, then either (i) within forty-five (45) days after the issuance of a Building Permit for the Project substantially as currently proposed by the Applicant or (ii) at a later time to be designated by the Town in writing to Applicant, the Applicant will pay to the Town a sum equal to One Million Nine Hundred Thousand Dollars ($1,900,000) (the "Mitigation Payment"). If an appeal of the Building Permit is filed, so long as the final resolution thereof does not result in a material change to the Building Permit as issued, then Applicant will pay to the Town the Mitigation Payment either (I) within thirty (30) days following such final resolution of any such appeal or (II) at a later time to be designated by the Town to Applicant in writing, so long as the final resolution of any such appeal has occurred. The Town may appropriate the Mitigation Payment for use by the Affordable Housing Trust, for Quiet Zone safety infrastructure improvements at the MBTA Commuter Rail West Street grade crossing, to support other local transportation safety initiatives, for improvements to the Needham Heights Common, and/or for any other lawful purpose in the discretion of the Town.

2. The Select Board shall support the current application for a Special Permit as currently proposed by the Applicant and described in the recitals section above. The Select Board shall, to the extent appropriate, cooperate with the Applicant and shall encourage other Town Boards and Departments to cooperate with the Applicant in issuing local and state permits and approvals required for the Project in a timely and expeditious manner, including, without limitation, the new Special Permit and any other approvals by the Planning Board, Conservation Commission, Department of Public Works or other Town Boards, Commissions and/or Departments.

3. The Welltower Parties shall be jointly and severally liable to the Town for all obligations attributed to the Applicant in this Agreement.

4. Nothing contained in this Agreement shall limit, control, or affect the authority of any other Town board, commission, department or official to carry out their respective powers and duties, or to decide upon and issue, deny, and/or condition applicable permits and other approvals within their jurisdiction.

5. All notices or requests concerning this Agreement shall be in writing, and addressed to the parties as follows:

Town:

Kate Fitzpatrick, Town Manager
Town of Needham
1471 Highland Avenue
Needham, MA 02492
Telephone: (781) 455-7500
Email: kfitzpatrick@needhamma.gov

with a copy to:

Christopher H. Heep
Miyares and Harrington LLP
40 Grove Street Suite 190
Wellesley, MA 02482
Telephone: (617) 489-1600
Email: cheep@miyares-harrington.com

The Welltower Parties:

Welltower OP LLC
4500 Dorr Street
Toledo, Ohio 43615

With a copy to

Evans Huber, Esq.
Frieze Cramer Rosen & Huber LLP
60 Walnut Street
Wellesley, MA 02481
Telephone 781-943-4000
Email: eh@128law.com

6. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

7 This Agreement sets forth the entire agreement of the Parties with respect to the subject matter thereto. The failure of any party to strictly enforce the provisions hereof shall not be construed as a waiver of any obligation hereunder. This Agreement may be modified only in a written instrument signed by all Parties. The Parties agree that this Agreement shall not run with the land, and therefore, shall not be recorded in the land records of the Property.

8. The Parties respectively represent and warrant that:

a. Each is duly organized and existing and in good standing, has the full power, authority and legal right to enter into and perform this Agreement, and the execution, delivery and performance hereof and thereof (i) will not violate any

judgment, order, law, bylaw or regulation, and (ii) do not conflict with, or constitute a default under, any agreement or instrument to which they are a party or by which either party may be bound or affected; and

b. This Agreement has bene duly authorized, executed and delivered; this Agreement constitutes legal, valid and binding obligations of each party, enforceable in accordance with its terms; there is no action, suit or proceeding pending or, to the knowledge of any party, threatened against or affecting either wherein an unfavorable decision, ruling or finding would materially adversely affect the performance of any obligations hereunder, except as otherwise specifically noted in this Agreement.

Executed this _____ day of _____, 2022.

WELL Balfour Needham Landlord LLC

_____
By:
Its: Authorized Signatory

Executed this _____ day of _____, 2022.

Welltower OP LLC

_____
By:
Its: Authorized Signatory

Executed this _____ day of _____, 2022.

HCRI Massachusetts Properties Trust II

_____
By:
Its: Authorized Signatory

Executed this _____ day of _____, 2022.

Town of Needham

_____
Kate Fitzpatrick, Town Manager

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 09/13/2022

Agenda Item	Close Special Town Meeting Warrant
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

The Town Manager will recommend that the Board vote to close the warrant for the October 24, 2022 Special Town Meeting.

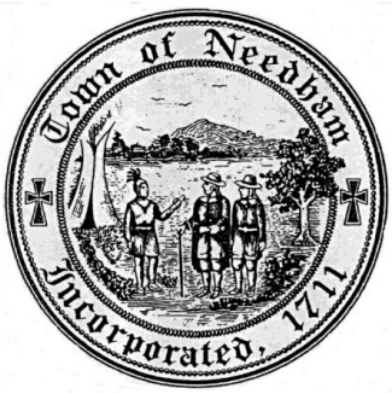
2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Board vote to close the warrant for the October 24, 2022 Special Town Meeting subject to minor technical corrections to be made by the Town Manager, Town Counsel, and Bond Counsel.

3.	**BACK UP INFORMATION ATTACHED**

a. October 24, 2022 Special Town Meeting Warrant Draft 09.09.2022
b. Castle Farm Press Release
c. Castle Farm Map

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

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MONDAY, OCTOBER 24, 2022

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

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

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

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

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

MONDAY, THE TWENTY FOURTH DAY OF OCTOBER 2022

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

HUMAN RESOURCE ARTICLES

ARTICLE X: FUND COLLECTIVE BARGAINING AGREEMENT – BUILDING CUSTODIAN & TRADES INDEPENDENT ASSOCIATION (BCTIA)

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Building Custodian and Trades Independent Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the fiscal year 2023 Classification, Performance, and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2023; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information: *At the time of the printing of the warrant, the parties had not reached agreement on this contract.*

FINANCE ARTICLES

ARTICLE X: AMEND THE FY2023 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2023 Operating Budget adopted under Article 10 of the 2022 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

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Line Item	Appropriation	Changing From	Changing To
2	Debt Service	$20,198,294	$20,366,317
4	Needham Electric, Light & Gas Program	$4,121,023	TBD

or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND THE FY2022 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2023 Sewer Enterprise Fund adopted under Article 11 of the 2022 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
201D	MWRA Assessment	$6,822,134	$6,760,857

or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND THE FY2023 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2023 Water Enterprise Fund adopted under Article 12 of the 2022 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
301A	Salary & Wages	$1,492,528	$1,503,306

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or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE TRANSPORTATION IMPROVEMENT FEES

To see if the Town will vote to appropriate funds from the Commonwealth Transportation Infrastructure Fund in the amount of $9,507.40 for the purpose of transportation infrastructure improvements, said sum to be spent under the direction of the Town Manager; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

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

ARTICLE XX: APPROPRIATE FOR NEEDHAM CLIMATE ACTION PLANNING

To see if the Town will vote to raise and/or transfer and appropriate the sum of $55,000 for the purpose of funding the development of a Climate Action Plan for the Town of Needham, 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.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This request would fund a consultant to work in partnership with the Climate Action Plan Committee (CAPC) to provide services related to the coordination and development of the Needham Climate Action Plan. The Select Board created the CAPC in 2022 with the following charge: "The CAPC shall guide the Town in developing a plan that meets or exceeds the State's climate mitigation and resilience goals. The Committee will make recommendations to the Select Board on approval of a Climate Action Plan (CAP), and may be asked to continue to

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serve as an advisory committee to oversee the implementation of the CAP." The nine-member committee has conducted regular meetings since April 2022, researched other peer community climate action plans, and has developed a draft outline plan. The plan will need to be expanded upon with greater community input and research. The consultant will provide technical expertise needed to validate the recommendations and finalize the Climate Action Plan.

ZONING ARTICLES

ARTICLE X: AMEND ZONING BY-LAW – SCHEDULE OF USE REGULATIONS BREW PUB AND MICROBREWERY

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

1. In Section 1.3 Definitions, by adding the following after the existing definition of "Basement" and before the existing definition of "Building (or part or parts thereof)":

   "Brew Pub – Eat-in restaurant, licensed under relevant local, state and federal statutes to produce and sell malt beverages at the location, whose primary business is the preparation and sale of food to be consumed on the premises, and whose accessory business is the production of malt beverages, including beer and ales, which may include packaging of such beverages and on-premises sale of such beverages for consumption on or off the premises. Malt beverages produced on the premises may be sold to other establishments in compliance with relevant state and federal statutes and regulations, but such sales shall not exceed 40 percent of the establishment's production capacity. Accessory outdoor dining and live indoor entertainment is allowed if otherwise permitted in the zoning district in which the brew pub is located, if and as permitted by its license."

2. In Section 1.3 Definitions, by adding the following after the existing definition of "Medical Services Building," and before the existing definition of "Mixed-Use Building":

   "Microbrewery - A facility, licensed under relevant local, state and federal statutes, for the production and packaging of malt beverages, including beer and ales, for retail sale and for consumption on or off the premises or wholesale distribution, with a capacity and production of not more than fifteen thousand (15,000) barrels per year (a barrel being equivalent to thirty-one (31) gallons), and which may include as an accessory use preparation and/or sale of food for on-premises consumption or for take-out. Any such facility may also provide samples limited in size, provided that such sampling is allowed under relevant local, state, and federal statutes, regulations and licenses issued thereunder. The facility may host marketing events, special events, and/or factory tours. The facility may include as an accessory use an eat-in or take-out restaurant that may include outdoor dining, which restaurant may occupy more than half of the area of the facility and may include live indoor entertainment if otherwise permitted in the zoning district in which the microbrewery is located, if and as permitted by its license."

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3. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by inserting immediately below the row that reads "medical clinic" a new entry, which shall read as follows:

"USE	B	CSB	CB	ASB	HAB
Brew Pub	SP	SP*	SP	SP	N"

*Applies only to the portion of the Chestnut Street Business District that is west of Chestnut Street and south of Keith Place, otherwise N.

4. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by inserting immediately below the row that reads "medical clinic" a new entry, which shall read as follows:

"USE	RRC SRA	SRB	GR	A-1,2 &3	I	IND	IND-1
Brew Pub	N	N	N	N	N	SP*	N
Microbrewery	N	N	N	N	N	SP**	SP"

*Applies only to the Industrial District any portion of which is located within 150 feet of the Arbor Street boundary and the Industrial District that is located east of Rte. 95/128, otherwise N.

**Applies only to the Industrial District that is located east of Rte. 95/128, otherwise N.

5. In Section 3.2.4 Uses in the New England Business Center District, Subsection 3.2.4.2 Uses Permitted by Special Permit, by adding a new paragraph (k) that states "Microbrewery, allowable only in the portion of the New England Business Center District located west and south of Second Avenue." and new paragraph (l) that states "Brew Pub, allowable only in the portion of the New England Business Center District located west and south of Second Avenue."
6. In Section 3.2.5, Uses in the Highland Commercial-128 District, Subsection 3.2.5.2, Uses Permitted by Special Permit, by adding a new paragraph (q) that states "Microbrewery, allowable only in the portion of the Highland Commercial-128 District located a) north of Highland Avenue and b) south of Highland Avenue and west of Second Avenue." and a new paragraph (r) that states "Brew Pub, allowable only in the portion of the Highland Commercial-128 District located a) north of Highland Avenue and b) south of Highland Avenue and west of Second Avenue." and by renumbering former paragraphs (q), (r) and (s) as paragraphs (s), (t) and (u) respectively.
7. In Section 3.2.6, Uses in the Mixed Use-128 District, Subsection 3.2.6.2, Uses Permitted by Special Permit, by adding a new paragraph (k) that states "Microbrewery" and a new paragraph

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(l) that states "Brew Pub" and by renumbering former paragraphs (k), (l) as paragraphs (m) and (n) respectively.

8. In Section 3.2.7 Uses in the Highway Commercial 1 District, Subsection 3.2.7.2 Uses Permitted by Special Permit, by adding a new paragraph (m) that states "Microbrewery" and a new paragraph (n) that states "Brew Pub" and by renumbering former paragraphs (m) and (n) as paragraphs (o) and (p) respectively.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This Article provides for the establishment of Brew Pubs and Microbreweries within Needham. The Needham Zoning By-Law does not currently have any provisions for Brew Pubs or Microbreweries and because the noted uses are not specifically identified as permissible, they are prohibited. Accordingly, the proposed zoning amendment seeks to introduce Brew Pubs and Microbreweries as permitted uses in Needham and takes the following approach: 1) defines the terms "Brew Pub" and "Microbrewery"; 2) identifies the zoning districts in which a Brew Pub and/or Microbrewery will be allowed; and 3) establishes that a Brew Pub and Microbrewery will only be allowed by special permit either from the Planning Board or the Zoning Board of Appeals.

Brew Pub Definition *A Brew Pub is a hybrid between a restaurant and a Microbrewery. It sells at least 60% of its beer on-site with significant food services. At a Brew Pub the beer is primarily brewed for sale in the restaurant. Brew Pubs may sell beer to go or distribute to some off-site destinations. Under the proposed amendment a Brew Pub is defined as an eat-in restaurant, licensed under relevant local, state and federal statutes to produce and sell malt beverages at the location, whose primary business is the preparation and sale of food to be consumed on the premises, and whose accessory business is the production of malt beverages, including beer and ales, which may include packaging of such beverages and on-premises sale of such beverages for consumption on or off the premises. Malt beverages produced on the premises, may be sold to other establishments in compliance with relevant state and federal statutes and regulations, but such sales shall not exceed 40 percent of the establishment's production capacity. Accessory outdoor dining and live indoor entertainment is allowed if otherwise permitted in the zoning district in which the brew pub is located, if and as permitted by its license.*

Microbrewery Definition A Microbrewery is a brewery that produces 15,000 barrels or less of beer per year. A Microbrewery completes its primary sales using one or more of the following approaches: (1) Three-tier system: The brewer sells to a wholesaler who sells to a retailer who sells to the consumer; (2) Two-tier system: The brewer acts as a wholesaler and sells to the retailer who sells to the consumer. (3) Direct Sales: The brewer sells directly to the consumer for on-site consumption and/or for carry-out. Under the proposed amendment a Microbrewery is defined as a facility, licensed under relevant local, state and federal statutes, for the production and packaging of malt beverages, including beer and ales, for retail sale and for consumption on or off the premises or wholesale distribution, with a capacity and production of not more than fifteen thousand (15,000) barrels per year, (a barrel being equivalent to thirty-one (31) gallons) and which may include as an accessory use preparation and/or sale of food for on-premises

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consumption or for take-out. In addition to service for on-site consumption, any such facility may also provide samples limited in size, provided that such sampling is allowed under relevant local, state, and federal statutes, regulations and licenses issued thereunder. The facility may include as an accessory use an eat-in or take-out restaurant that may include outdoor dining, which restaurant may occupy more than half of the area of the facility and may include live indoor entertainment if otherwise permitted in the zoning district in which the microbrewery is located, if and as permitted by its license.

District Location The amendment would permit a Brew Pub by special permit in the Business District, Center Business District, Avery Square Business District, portion of the Chestnut Street Business District located west of Chestnut Street and south of Keith Place, and the portion of the Industrial District located within 150 feet of the Arbor Street boundary. A Brew Pub and a Microbrewery would be permitted by special permit in the Mixed Use-128 District, Highway Commercial 1 District, portion of the New England Business Center District located west and south of Second Avenue, the portion of the Highland Commercial-128 District located a) north of Highland Avenue and b) south of Highland Avenue and west of Second Avenue, and the portion of the Industrial District located east of Rte. 95/128.

Special Permit Requirement Given the desire for close review, the amendment proposes to permit a Brew Pub and a Microbrewery by special permit from the Planning Board in circumstances where a Major Project Site Plan Review Special Permit is triggered and outside of those circumstances to name Zoning Board of Appeals as the special permit granting authority. The special permit requirement would allow for a meaningful review of design and transportation impacts, as well as a greater level of oversight and assurance that the facilities will be operated in a manner that is consistent with the intent of the zoning and other regulations.

CAPITAL ARTICLES

ARTICLE X: APPROPRIATE FOR RIDGE HILL BUILDINGS DEMOLITION SUPPLEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $225,000 for the purpose of the demolition and removal of buildings at Ridge Hill Reservation, to be spent under the direction of the Permanent Public Building Committee and Town Manager and to meet this appropriation that said sum be transferred from XXXX; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

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ARTICLE X: APPROPRIATE FOR EMERY GROVER RENOVATION SUPPLEMENT

To see if the Town will vote to appropriate a sum for the renovation of and addition to the Emery Grover Building and associated grounds, including the temporary use of the Hillside School as swing space, as well as costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that XXXX be transferred from XXXX and that the Treasurer, with the approval of the Select Board, is authorized to borrow $XXXX under M.G.L., Chapter 44, Section 7, M.G.L. Chapter 44B, or any other enabling authority; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: At the May 2022 Annual Town Meeting, Article 21 provided $19,400,000 of funds for the construction of the Emery Grover School Administration Building at its present location on Highland Avenue. That request included $1.8 million to make the Hillside School ready for temporary occupancy by school administration staff while the Emery Grover is under construction. The project will be funded primarily from debt repaid by the General Fund within the levy limit (no debt exclusion), plus $6,000,000 from Community Preservation Act (CPA) funding.

This 21,108 GSF renovation project includes the following scope elements: historic renovation of the Emery Grover exterior (façade); renovation and modernization of the interior spaces; and minor modifications to the Hillside School. The proposed project modifies that originally described by BH+A Architects in the June 2020 Emery Grover Feasibility Study, which is available for review on the School Department's website. The revised concept reduces the original building scope by approximately one third from 34,717 GSF to generally fit within the building's existing envelope. It eliminated the 50ft by 100ft , three-story 18,415 GSF addition that was originally proposed for the rear of the building, reflects a more efficient use of interior spaces (such as the use of shared spaces and common work areas), and relocates the educational technology/head end room function to other school buildings.

Since then, the total cost of this project has increased from $XXXX to $XXXX. This increase reflects the fact that rates of inflation are increasing rapidly in the U.S. and other developed economies, and that construction companies are feeling the effects — not only are essential materials and skilled labor significantly more expensive, but supply chain pressures and shortages have made it difficult to secure needed construction materials. The Hillside School updates are expected to take 8 months and the Emery Grover construction is anticipated to take 16 months.

ARTICLE X: APPROPRIATE FOR PROPERTY ACQUISITION

To see if the Town will vote (i) to authorize the Select Board to acquire, by purchase, gift, eminent domain or otherwise, certain real property identified as 0 Charles River Street containing 130,680 s.f +/- as shown on Assessors Map 304, Block 0004, a second parcel identified as 0 Charles River

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Street containing 130,680 s.f +/- as shown on Assessors Map 304, Block 0005, and a portion of a third parcel identified as 484 Charles River Street containing approximately 58.28 acres +/- as shown on Assessors Map 304, Block 0002 of which the Town would acquire approximately 28 acres +/-, and (ii) to appropriate $2,500,000 to pay costs of such acquisition, including the payment of all other costs incidental and related thereto, to be spent under the direction of the Town Manager, and that to meet this appropriation, $XXXX shall be raised from the tax levy, $XXXX shall be transferred from XXXX, and the Treasurer, with the approval of the Select Board, is authorized to borrow $XXXX under M.G.L., Chapter 44, Section 7(1); or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: RESCIND DEBT AUTHORIZATIONS

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

Project	Town Meeting	Article	Authorized	Rescind
Total				

or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost-saving measures, and/or favorable bids.

RESERVE ARTICLES

ARTICLE X: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

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To see if the Town will vote to raise, and/or transfer and appropriate the sum of $351,662 to the Capital Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital items at times when ordinary funding sources are limited or not available. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The balance in the fund as of July 31, 2022 was $1,102,238

GENERAL ARTICLES

ARTICLE X: AUTHORIZE COMMUNITY ENERGY AGGREGATION

To see if the Town will vote to grant the Select Board authority to research, develop and participate in a contract, or contracts, to aggregate the electricity load of the residents and businesses in the Town and for other related services, independently, or in joint action with other municipalities, retaining the right of individual residents and businesses to opt-out of the aggregation; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Community Electricity Aggregation (CEA) allows a city or town determine where its electricity comes from. In a CEA Program, a city or town contracts with an electricity supplier on behalf of residents and businesses. Most residents and businesses currently get electricity supply, referred to as basic service, from their electric utility (e.g. Eversource). Under state law, however, electric utility customers can choose an electricity supplier other than their utility. Eversource will continue to deliver the electricity, maintain poles and wires, and provide

other customer services. Customers still receive a single electricity bill. The municipality may also choose to source its electricity in a way that will create demand for new renewable energy to be built, and thereby lower greenhouse gas emissions. The Climate Action Plan Committee has identified a CEA as the single most impactful step that Needham can take in the immediate term to reduce greenhouse gas emissions. Needham can enter into an aggregation with no cash expenditure by the Town, and residents and businesses may opt out of the aggregation program at any time, at no cost. A vote of Town Meeting is required to enable the Town to start the process. Specific details about the structure of the plan will b e developed and communicated to the public.

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

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

Given into our hands at Needham aforesaid this 13th day of September 2022.

Marianne B. Cooley, Chair
Marcus A. Nelson, Vice Chair
Kevin Keane, Clerk
Matthew D. Borrelli, Member
Heidi Frail, Member

Select Board of Needham

A TRUE COPY
Attest:
Constable:

DRAFT 9.9.2022

Town of Needham, Massachusetts
Media Release

Office of the Town Manager
Town Hall, 1471 Highland Ave, Needham, MA 02492

FOR IMMEDIATE RELEASE
Friday, September 9, 2022

CONTACT
Cyndi Roy Gonzalez
Cell: 781-675-0394
Email: Croygonzalez@needhamma.gov

Town Proposes Purchasing 34 Acres of Open Space in a Once in a Generation Land Acquisition

NEEDHAM – Friday, September 9, 2022 – The Town of Needham today announced that it will ask Town Meeting members this October to authorize the purchase of 34.3 acres of open space in a partnership that would give the community unprecedented access to the Charles River, walking trails, and recreational opportunities for generations to come. This land, a portion of the Castle Farm Property owned by the Foster Estate, would cost the Town $2.5 million.

The Town's plan includes the purchase of two parcels of land totaling 6.3 acres along Charles River Street and an additional 28 acres of meadowland along the Charles River. Each of these parcels directly abuts the existing Ridge Hill Reservation which was acquired by the Town from the Fosters in 1981. The acquired land would allow for maintenance of the existing trail network (a portion of which travels across the to-be acquired parcels along Charles River Street), preserve the scenic road view for residents and passers-by, and significantly expand the Town's waterfront access to the Charles River.

"Open space is critical to the quality of life in Needham," said Select Board Chair Marianne Cooley. "It's space for our residents and visitors to play, to exercise, to explore and to just simply be in nature. The pandemic, in particular, has demonstrated just how important it is to have space for people to get outside, breathe fresh air and connect in safe and healthy ways. This partnership will allow the Town to provide more of this kind of space and to protect this land now and for generations to come through Town ownership."

Town leaders are working in collaboration with Northland Residential on the purchase of the entirety of the 64.16 acre-Castle Farm, a partnership critical to preserving 34 acres from development. Northland has proposed building a residential development on an approximately 14-acre parcel and setting aside an additional 14 acres to serve as an open space buffer/set back area from Whitman Road. In total, the envisioned partnership is projected to keep an estimated 48 acres, or 75 percent of the current property as open space, and prevents the kind of clear cutting of trees that could take place if the land was sold to a private developer for the construction of large, single-family homes on conventional lots.

Northland proposes to build a 70-unit high-quality age-directed clustered townhouse neighborhood that would include some affordable housing units. Northland is proposing the project as a Local Initiative

Project, also known as a “Friendly 40B”. This process provides an opportunity for input from the public and Town boards, and requires state and local approval of the project. The total cost of the parcels to be purchased by the Town and Northland is $21 million, $2.5 million of which would be Town funding.

“For over 50 years we have worked closely with landowners, conservation groups, municipalities and state environmental agencies to create, maintain and protect open space and conservation land, through the implementation of carefully designed and executed cluster developments,” said Jack Dawley, President and CEO of Northland Residential. “The envisioned land use plan simultaneously honors the lifelong environmental stewardship legacy of Henry and Barbara Foster, the conservation and land preservation objectives of the Town and the recognition of fair market value of land assets of this nature.”

The land purchase is contingent upon the execution of a signed Purchase and Sale Agreement, approval of Town Meeting, and a number of development-related milestones.

More information will be made available prior to Town Meeting on Monday, October 24, 2022. See attached map for more information.

###



CASTLE FARM PARCELS
OPEN SPACE CONCEPT PLAN

- TOWN OF NEEDHAM
- NORTHLAND RESIDENTIAL CORP

Legend:

- CASTLE FARM PARCELS
- RIDGE HILL RESERVATION
- SHARED BOUNDARY (EXISTING)

SCALE 100' 0' 200'

NORTH

- Note: This concept plan is based on public GIS data and aerial imagery and is for illustrative purposes only. (9/8/22)

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 9/13/2022

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

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

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 9/13/2022

Agenda Item	Select Board Goal Setting FY2023 - 2024
Presenter(s)	Board Discussion

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

The Board will discuss the FY2023 – 2024 Goals.

2.	**VOTE REQUIRED BY SELECT BOARD**

Discussion Only.

3.	**BACK UP INFORMATION ATTACHED**

a. FY2023-2024 Proposed Goals
b. FY2023 – 2024 Proposed Goals Highlighting Immediate High Resource Commitment

Select Board Goal Statement
Adopted _____

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.
- Works with stakeholders to manage the impact of the COVID-19 Pandemic on the Town of Needham.
- Supports the PPBC's recommended funding levels.

FY2023-2024 Initiatives	Description
1.1	Begin the Ridge Hill/Nike Assessment Phase 2 Project, including working with the Community Farm to decide on the long-term plan for the farm at the site as well as considering potential future uses of the site. (FY2024)
1.2	Work with the Planning Board on next steps related to the MBTA Community Housing Guidelines and the update to the Town's Affordable Housing Plan. Review updated demographics and impact on anticipated transit-oriented development and schools.
1.3	Evaluate RTS Service Delivery Model to Guide Long-term Investment and Review Operational Efficiencies in the Short-term.
1.4	Maintain/repair the barn at Ridge Hill.

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1.5	Identify funding for School Master Plan projects and participate in the planning process.
1.6	Work with stakeholders to secure funding for an arts and culture strategic plan.
1.7	Work with the Park & Recreation Commission, Conservation Commission and other stakeholders to set priorities for capital spending.;
1.7.1	Identify opportunities for expanded active and passive recreation facilities including but not limited to an action sports park and additional boat ramps.
1.7.2	Improve trailhead access to ensure clear and accessible access; consider creating a trails app. (FY2024)
1.8	Evaluate expansion of off-leash dog areas.
1.9	Evaluate next steps for use of the Stephen Palmer Building.
1.10	Upgrade Town Seal to improve graphic quality and historical accuracy. (FY2024)
1.11	Evaluate opportunities for undergrounding of electrical wires. (FY2024)
1.12	Review and implement an alternative service delivery method for weights and measures inspections.
1.13	Create a voluntary local historic district under Chapter 40C for the property of Moe Handel at 3 Rosemary Street, built by Jonathan and Jemima Kingsbury in 1779, the oldest house in 02494 and the 11th oldest in Needham.

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.
- Evaluates ways to increase minority and women-owned business participation in construction, building maintenance projects, and other Town programs.

FY2023-2024 Initiatives	Description
2.1	Evaluate Chestnut Street Redevelopment. (FY2024)
2.2	Evaluate Expansion of Snow Removal Efforts, including sidewalk plowing strategies. (FY2024)

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:

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- 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.

FY2023-2024 Initiatives	Description
3.1	Evaluate parking needs, options, types, and zoning in the Needham Center and Needham Heights business districts, 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, and construction.
3.4	Evaluate future use of the rail corridor between Dover and Newton.
3.4.1	Evaluate funding options for the Rail Trail extension from High Rock Street to Needham Junction.
3.4.2	Evaluate the feasibility of a shared use way between Needham Heights and the City of Newton.
3.5	Evaluate and make a final determination of the appropriate plan for Downtown Redesign Phase 2.
3.6	Prioritize funding for the Central Avenue/Centre Street Bridge.
3.7	Evaluate the feasibility of last mile in-Town transportation options (if earmark is not funded, explore funding sources).

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.
- Provides 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.
- Identifies and implements strategies to hire, support and retain diverse staff at every level of the organization; measures efforts and provides quarterly updates on progress.

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FY2023-2024 Initiatives	Description
4.1	Work with the Needham Golf Club to extend the lease of Town land to allow Club to finance improvements.
4.2	Explore the option of petitioning to rename Hemlock Gorge to "Nehoiden's Grant." (FY2024)
4.3	Identify ways to institutionalize community conversations around race, diversity, equity, and inclusion, to build relationships and a stronger understanding of different perspectives and lived experiences.
4.4	Make intentional efforts and identify creative ideas for community outreach to diversify the candidate pool for all appointed Boards and Committees; measure progress.
4.5	Explore benefits of creating a dedicated position for Diversity, Equity & Inclusion efforts.
4.6	Provide support to other Boards & Committees on how to apply NUARI principles to their work, including training opportunities and sample goals.
4.7	Conduct focus groups with BIPOC community members to identify strategies for ensuring that all members of the community feel welcome as outlined in the NUARI vision statement and guiding principles.
4.8	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.
4.9	Develop a plan for a community observance of Juneteenth.
4.10	Consider options for recognizing Indigenous People's Day and Columbus Day/Italian Heritage Day.
4.11	Implement Valor Act and consider aligning the administrative process for both the Valor Act and the Senior Corps programs.

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.

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- Prioritizes emergency planning and trainings for Town staff and the community to increase our collective preparedness and resilience.

FY2023-2024 Initiatives	Description
5.1	Actively monitor progress on the law enforcement recommendations that the Police Chief 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; work with all stakeholders to implement alternative recruitment and promotion systems for public safety employees.
5.3	Work with the Chief of Police on updating the annual reporting and evaluating the possibility of creating a quarterly status report.

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.
- Meets regularly with other boards and committees.
  Seeks input from other boards and the community during the annual goal setting process.

FY2023-2024 Initiatives	Description
6.1	Review the funding goal and use of all stabilization funds in conjunction with the Finance Committee and stakeholder boards and committees.
6.2	Support employee recruitment and retention initiatives.
6.3	Evaluate the possibility of developing a Community Master Plan. (FY2024)
6.4	Develop a Select Board/Committee code of conduct.

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6.5	Expand Select Board community engagement efforts and ensure continuation of the Town's communications staffing.
6.6	Collaborate with stakeholders on the development of short videos on how Town government works.
6.7	Update the Select Board's Appointment Protocol (BOS-ADMIN-003).
6.8	Review Elected/Appointed status.
6.9	Conduct a general governance review including the role of the Personnel Board.
6.10	Work with the Finance Committee to create a working group exploring the operating budget process and other finance-related issues.
6.11	Review and recodify the non-criminal disposition by-law.
6.12	Review and update alcohol regulations.
6.13	Complete formal appointment of Town Counsel.
6.14	Update policy governing use of public outdoor spaces under the jurisdiction of the Select Board (e.g. Town Common, Avery Square, Amity Path, etc.)

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.

FY2023-2024 Initiatives	Description
7.1	Develop a Climate Action Plan.
7.2	Identify parcel acquisition to comply with Land & Water Conservation Fund requirements.
7.3	Sponsor a tree summit.
7.4	Work with the Planning Board to explore zoning options to allow solar canopies on public and private property.
7.5	Evaluate regulations governing asbestos and lead protection/mitigation on knockdowns.
7.6	Review/establish electric vehicle charging rates.
7.7	Recommend community energy aggregation.
7.8	Evaluate adoption of net zero building code. (FY2024)
7.9	Begin development of sustainability guidelines for the construction and renovation of existing and future municipal buildings, and large commercial buildings.
7.10	Support and encourage improved access to equitable solar energy opportunities, including assessment, planning and funding.

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Select Board Goal Statement
Adopted _____
High Immediate Resource Commitment Indication

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FY2023-2024 Initiatives	Description
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6.4	Develop a Select Board/Committee code of conduct.

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6.9	Conduct a general governance review including the role of the Personnel Board.
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6.12	Review and update alcohol regulations.
6.13	Complete formal appointment of Town Counsel.
6.14	Update policy governing use of public outdoor spaces under the jurisdiction of the Select Board (e.g. Town Common, Avery Square, Amity Path, etc.)

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- 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.

FY2023-2024 Initiatives	Description
7.1	Develop a Climate Action Plan.
7.2	Identify parcel acquisition to comply with Land & Water Conservation Fund requirements.
7.3	Sponsor a tree summit.
7.4	Work with the Planning Board to explore zoning options to allow solar canopies on public and private property.
7.5	Evaluate regulations governing asbestos and lead protection/mitigation on knockdowns.
7.6	Review/establish electric vehicle charging rates.
7.7	Recommend community energy aggregation.
7.8	Evaluate adoption of net zero building code. (FY2024)
7.9	Begin development of sustainability guidelines for the construction and renovation of existing and future municipal buildings, and large commercial buildings.
7.10	Support and encourage improved access to equitable solar energy opportunities, including assessment, planning and funding.

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Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 9/13/2022

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: 9/13/2022

Agenda Item	Executive Session
Presenter(s)	

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
1.) Exception 3: Potential Litigation & Collective Bargaining	
2.	**VOTE REQUIRED BY SELECT BOARD**
Exception 3: 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. Not to return to Open Session prior to adjournment	
3.	**BACK UP INFORMATION ATTACHED**
None.	

Town of Needham, MA

09/09/2022

SLL-10001

One Day Special Liquor License

Status: Active

Date Created: Aug 29, 2022

Applicant

Hilary Ryan
hryan@charlesrivercenter.org
59 E. Militia Heights Drive
Needham, MA 02492
781-972-1030

Primary Location

59 EAST MILITIA HTS
Needham, MA 02492

Owner:

Charles River Center
59 E. Militia Heights Drive Needham, MA 02492

Internal Use Section (for use by Town Manager's Office)

Status (in process, approved, denied)

--

Conditions/Restrictions (If no restrictions, please enter "None".)

--

Comments

--

Date of Needham Select Board Approval

--

Event Manager Information

Event Manager's Name
Hilary Ryan

Event Manager's Email
hryan@charlesrivercenter.org

Event Manager's Mailing Address (street, town, state, zip)
59 E. Militia Heights Drive, Needham, MA 02492

Event Manager's Phone Number
781-972-1030

Contact Number During the Event
617-835-6130

Organization Information

Organization Name
Charles River Center

Is the organization for non-profit or for profit?
Non-Profit

Tax ID #
04-2393108

Event Information

Name of Event
Charles River Center 5k Run/1Mile Walk

Date of Event
09/25/2022

Details of Event
The course loops through the scenic backroads of Needham and Wellesley and ends with a festive after party at the Charles River Center with food, drinks, and fun.

Requested Start Time: Liquor License
12:00 pm

Requested End Time: Liquor License
3:00 pm

Hours of Event
4

Name of Event Location (i.e. example, Powers Hall, VFW)
Charles River Center

Event Location Address (street, town, state, zip)
59 E. Militia Heights Drive, Needham, MA 02492

Maximum Number of Expected People
600

Is Event Open to the Public
Yes

Are tickets being sold in advance for this event?
Yes

Advance ticket price
35

Is there an Admission fee?
Yes

Admission ticket price
35

Are you using dues collected to purchase alcohol for this event?
No

Is the license for a dining hall maintained by an incorporated educational institution authorized to grant degrees?
No

Alcohol

Non-Profit: License is for the Sale of:
Malt Only

Service of Alcohol plan
Guests will be served

Please attached floorplan (can be hand drawn) of the event facility with liquor delivery plan.

Bartenders/Servers

Bartender Name	Certificate Expiration Date
Matthew Ching	08/21/2025

Please Read

I agree
☑

Acknowledgement

I agree
☑

Digital Signature of Permit Applicant
Hilary Ryan
08/29/2022

Attachments

pdf HR ID.pdf
Uploaded by Hilary Ryan on Aug 29, 2022 at 4:15 pm

pdf AMB permission letter.pdf
Uploaded by Hilary Ryan on Aug 29, 2022 at 4:15 pm

pdf 2022 5K Flyer.pdf
Uploaded by Hilary Ryan on Aug 29, 2022 at 4:16 pm

pdf TIPs Certificate.pdf
Uploaded by Hilary Ryan on Aug 29, 2022 at 4:16 pm

pdf

liquor delivery plan with floor plan.pdf
Uploaded by Hilary Ryan on Aug 29, 2022 at 4:21 pm

History

Date	Activity
Aug 29, 2022 at 4:03 pm	Hilary Ryan started a draft of Record SLL-10001
Aug 29, 2022 at 4:05 pm	Hilary Ryan altered Record SLL-10001, changed ownerCity from "" to "Needham"
Aug 29, 2022 at 4:05 pm	Hilary Ryan altered Record SLL-10001, changed ownerEmail from "" to "hryan@charlesrivercenter.org"
Aug 29, 2022 at 4:05 pm	Hilary Ryan altered Record SLL-10001, changed ownerName from "" to "Charles River Center"
Aug 29, 2022 at 4:05 pm	Hilary Ryan altered Record SLL-10001, changed ownerPhoneNo from "" to "781-972-1000"
Aug 29, 2022 at 4:05 pm	Hilary Ryan altered Record SLL-10001, changed ownerPostalCode from "" to "02492"
Aug 29, 2022 at 4:05 pm	Hilary Ryan altered Record SLL-10001, changed ownerState from "" to "MA"
Aug 29, 2022 at 4:05 pm	Hilary Ryan altered Record SLL-10001, changed ownerStreetName from "" to "E. Militia Heights Drive"
Aug 29, 2022 at 4:05 pm	Hilary Ryan altered Record SLL-10001, changed ownerStreetNo from "" to "59 "
Aug 29, 2022 at 4:21 pm	Hilary Ryan submitted Record SLL-10001
Aug 29, 2022 at 4:21 pm	approval step Application Completion Reviewwas assigned to Kristin Scoble on Record SLL-10001
Aug 30, 2022 at 10:01 am	Kristin Scoble approved approval step Application Completion Review on Record SLL-10001
Aug 30, 2022 at 10:01 am	approval step Police Department Reviewwas assigned to John McGrath on Record SLL-10001
Aug 30, 2022 at 10:29 am	John McGrath approved approval step Police Department Review on Record SLL-10001
Aug 30, 2022 at 10:29 am	approval step Application Added to Select Board Consent Agendawas assigned to Kristin Scoble on Record SLL-10001
Aug 30, 2022 at 10:32 am	Kristin Scoble approved approval step Application Added to Select Board Consent Agenda on Record SLL-10001
Aug 30, 2022 at 10:32 am	approval step Outcome of Select Board meetingwas assigned to Kristin Scoble on Record SLL-10001

Timeline

Label	Status	Activated	Completed	Assig
Application Completion Review	Complete	Aug 29, 2022 at 4:21 pm	Aug 30, 2022 at 10:01 am	Kristi
Police Department Review	Complete	Aug 30, 2022 at 10:01 am	Aug 30, 2022 at 10:29 am	John
Application Added to Select Board Consent Agenda	Complete	Aug 30, 2022 at 10:29 am	Aug 30, 2022 at 10:32 am	Kristi
Outcome of Select Board meeting	Active	Aug 30, 2022 at 10:32 am	-	Kristi
Fee Review	Inactive	-	-	-
Print Review	Inactive	-	-	-
Issue One Day Special Liquor License	Inactive	-	-	-
Transmittal of Notice of Approval of Special License to Needham Police and ABCC	Inactive	-	-	-
Close Permit	Inactive	-	-	-

FUN

After-Party with

MUSIC FOOD FESTIVITIES!!

A beautiful, USATF-certified course through Needham and Wellesley to support a great cause!

To benefit the 950 children and adults with disabilities supported by the Charles River Center



Sunday, September 25, 2022
11:00 am
@Charles River Center
59 East Militia Heights Drive
Needham

Register at: *www.CharlesRiverCenterRoadRace.com*

5k run mi walk

CHARLES RIVER CENTER
ILLUMINATING THE POSSIBILITIES

CHARLES RIVER CENTER
ILLUMINATING THE POSSIBILITIES

Charles River Center
59 East Militia Heights Drive
Needham, MA 02492
Ph: 781-972-1000
Fx: 781-444-5146

4 Strathmore Road
Natick, MA 01760
Ph: 508-651-5900
Fx: 508-655-5913

www.charlesrivercenter.org

BOARD OF DIRECTORS:

Alice Taylor
Chair

Richard Zimbone
Vice Chair

Gilbert Cox, Jr.
Treasurer

Cynthia Chaston
Clerk

Anne-Marie Bajwa
Raymond Brassard
Joseph Breitfelder
William Day
Clare Dunsford
Jill Fadule
Nicole Gowe
Richard Lawless
Leslie Lockhart
Gerald McTernan
Richard Neckes
Philip V. Robey
John Timmerman
Walter Tobin

August 29, 2022

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

Dear Board of Select,

I give permission for the use of the Charles River Center's Paul Merritt Center and adjoining parking lot to be utilized for the Charles River Center 5k Run/1Mile Walk on Sunday, September 25, 2022.

Best Regards,

Anne-Marie Bajwa
President and CEO

An affiliated chapter of
The Arc.

Certificate of Completion

This Certificate of Completion of

eTIPS On Premise 3.1

For coursework completed on August 21, 2022
provided by Health Communications, Inc.
is hereby granted to:

Matthew Ching

Certification to be sent to:

PO Box 920750
Needham MA, 02492-0014 USA

HEALTH COMMUNICATIONS INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.

Town of Needham, MA

09/09/2022

SLL-10000

One Day Special Liquor License

Status: Active

Date Created: Aug 28, 2022

Applicant

Gloria Greis
g.greis@rcn.com
Needham History Center
1147 Central Avenue
Needham, MA 02492
781-455-8860

Primary Location

92 ROSEMARY ST
Needham, MA 02492

Owner:

Town of Needham
92 Rosemary Street Needham, MA 02492

Internal Use Section (for use by Town Manager's Office)

Status (in process, approved, denied)

--

Conditions/Restrictions (If no restrictions, please enter "None".)

--

Comments

--

Date of Needham Select Board Approval

--

Event Manager Information

Event Manager's Name
Gloria Greis

Event Manager's Email
g.greis@rcn.com

Event Manager's Mailing Address (street, town, state, zip)
1147 Central Avenue, Needham MA 02492

Event Manager's Phone Number
781-455-8860

Contact Number During the Event
781-640-2176

Organization Information

Organization Name
Needham History Center & Museum

Is the organization for non-profit or for profit?
Non-Profit

Tax ID #
04-2625310

Event Information

Name of Event
Annual Meeting and Dinner

Date of Event
09/07/2022

Details of Event
Annual Meeting and Dinner

Requested Start Time: Liquor License

Requested End Time: Liquor License

5:30 pm

9:30 pm

Hours of Event
6:00 - 9:00 pm

Name of Event Location (i.e. example, Powers Hall, VFW)
Memorial Park Fieldhouse

Event Location Address (street, town, state, zip)
92 Rosemary Street

Maximum Number of Expected People
60

Is Event Open to the Public
Yes

Are tickets being sold in advance for this event?
Yes

Advance ticket price
30

Is there an Admission fee?
No

Are you using dues collected to purchase alcohol for this event?
No

Is the license for a dining hall maintained by an incorporated educational institution authorized to grant degrees?
No

Alcohol

Non-Profit: License is for the Sale of:
Wines & Malt Beverages Only

Service of Alcohol plan
Guests will be served

Please attached floorplan (can be hand drawn) of the event facility with liquor delivery plan.

Bartenders/Servers

Bartender Name	Certificate Expiration Date
Gloria Greis	07/11/1959

Please Read

I agree
☑

Acknowledgement

I agree
☑

Digital Signature of Permit Applicant
Gloria Polizzotti Greis
08/28/2022

Attachments



GREIS GP license.jpg
Uploaded by Gloria Greis on Aug 28, 2022 at 5:58 pm

msg Memorial Park Request.msg
Uploaded by Kristin Scoble on Aug 31, 2022 at 3:59 pm

pdf AM invite 2022.pdf
Uploaded by Gloria Greis on Aug 28, 2022 at 5:59 pm

pdf eTIPS Concessions 3.0.pdf
Uploaded by Gloria Greis on Aug 28, 2022 at 5:59 pm



MemPk event floorplan and layout NHCM.jpg
Uploaded by Gloria Greis on Aug 28, 2022 at 6:10 pm

History

Date	Activity
Aug 28, 2022 at 5:47 pm	Gloria Greis started a draft of Record SLL-10000
Aug 28, 2022 at 5:51 pm	Gloria Greis altered Record SLL-10000, changed ownerCity from "" to "Needham"
Aug 28, 2022 at 5:51 pm	Gloria Greis altered Record SLL-10000, changed ownerEmail from "" to "NA"
Aug 28, 2022 at 5:51 pm	Gloria Greis altered Record SLL-10000, changed ownerName from "" to "Town of Needham"
Aug 28, 2022 at 5:51 pm	Gloria Greis altered Record SLL-10000, changed ownerPhoneNo from "" to "NA"
Aug 28, 2022 at 5:51 pm	Gloria Greis altered Record SLL-10000, changed ownerPostalCode from "" to "02492"
Aug 28, 2022 at 5:51 pm	Gloria Greis altered Record SLL-10000, changed ownerState from "" to "MA"
Aug 28, 2022 at 5:51 pm	Gloria Greis altered Record SLL-10000, changed ownerStreetName from "" to "Rosemary Street"
Aug 28, 2022 at 5:51 pm	Gloria Greis altered Record SLL-10000, changed ownerStreetNo from "" to "92"
Aug 28, 2022 at 5:51 pm	Gloria Greis altered Record SLL-10000, changed ownerUnit from "" to ""
Aug 28, 2022 at 6:11 pm	Gloria Greis submitted Record SLL-10000
Aug 28, 2022 at 6:11 pm	approval step Application Completion Reviewwas assigned to Louise Kempt on Record SLL-10000
Aug 30, 2022 at 12:16 pm	Louise Kempt unassigned approval step Application Completion Review from Louise Kempt on Record SLL-10000
Aug 30, 2022 at 3:10 pm	Kristin Scoble assigned approval step Application Completion Review to Kristin Scoble on Record SLL-10000
Aug 31, 2022 at 3:59 pm	Kristin Scoble approved approval step Application Completion Review on Record SLL-10000
Aug 31, 2022 at 3:59 pm	approval step Police Department Reviewwas assigned to John McGrath on Record SLL-10000
Sep 1, 2022 at 9:55 am	Kristin Scoble approved approval step Police Department Review on Record SLL-10000
Sep 1, 2022 at 9:55 am	approval step Application Added to Select Board Consent Agendawas assigned to Kristin Scoble on Record SLL-10000

Timeline

Label	Status	Activated	Completed	Assignee
Application Completion Review	Complete	Aug 28, 2022 at 6:11 pm	Aug 31, 2022 at 3:59 pm	Kristin S
Police Department Review	Complete	Aug 31, 2022 at 3:59 pm	Sep 1, 2022 at 9:55 am	John Mc
Application Added to Select Board Consent Agenda	Active	Sep 1, 2022 at 9:55 am	-	Kristin S
Outcome of Select Board meeting	Inactive	-	-	-
Fee Review	Inactive	-	-	-
Print Review	Inactive	-	-	-
Issue One Day Special Liquor License	Inactive	-	-	-
Transmittal of Notice of Approval of Special License to Needham Police and ABCC	Inactive	-	-	-
Close Permit	Inactive	-	-	-



HISTORY COMES ALIVE

(But Not in a Zombie Kind of Way)

The Needham History Center & Museum
Annual Meeting & Dinner

September 7, 6:00 – 9:00 pm at the Memorial Park Fieldhouse

Tickets: $30

Mail checks, payable to the Needham History Center, to
1147 Central Avenue, Needham, MA 02492
Or purchase online at www.needhamhistory.org/tickets

Meet friends and fellow members as you enjoy dinner, beer and wine. We will celebrate all you do here at the Society and welcome new members to our Board of Directors.

Featured Speaker: Kevin Keane

Although most of us know Kevin Keane as a member of the Needham Select Board, his mild-mannered alter ego is as a graphic designer with 30 years' experience in marketing and communication, graphics, and cartooning. Kevin also has a deep interest in history, and is a member of the History Center's Board of Directors. This past spring (after several COVID delays), he organized a walk from Needham to Arlington to retrace the steps of the Needham militia on April 19, 1775. Kevin will talk about how he presents history – with passion, with context, and above all, with humor.

Over →

Needham History Center & Museum

Report of the Nominating Committee (** signifies Candidate for Election)*

Officers, 2022 – 2023

*Steve Mock, *President*
*Steve Sauter, *Vice-President*
*David Drake, *Treasurer*
*Kathy D'Addesio, *Secretary*
Colleen Schaller, *Immediate Past President*

Directors, 2020 – 2023

Polly Attridge
Ed de Lemos
Mark Gluesing
Joe Hunter
Bill Mahoney
Sally Toran
*Mike Ryan
*Susan Welby

Directors, 2021 – 2024

Paula Caputo
Jon Davis
Kevin Keane
Lorri Lofvers
Fabienne Madsen
Jim Mahoney
Colleen Schaller

Directors, 2022 – 2025

*Ellen Barnes
*Rick Davis
*Paul Deeley
*Doug Gerth
*Moe Handel
*Tom Harkins
*Keith LaFace
*Marc Mandel

Trustees

*Paul Tillotson (2022-2025)
Mark Whalen (2020-2023)

Certificate of Completion

This Certificate of Completion of

eTIPS Concessions 3.0

For coursework completed on August 28, 2022
provided by Health Communications, Inc.
is hereby granted to:

Gloria Greis

Certification to be sent to:

Needham Historical Society
1147 Central Ave
Needham MA, 02492-1701 USA

HEALTH COMMUNICATIONS INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.

Town of Needham, MA

09/09/2022

SLL-10002

One Day Special Liquor License

Status: Active

Date Created: Sep 6, 2022

Applicant

Paula Jacobson
pjacobson@ymcaboston.org
863 Great Plain Ave
380 Chestnut street
Needham, MA 02492
6178778228

Primary Location

20 PICKERING ST
Needham, MA 02492

Owner:

Town of Needham

Internal Use Section (for use by Town Manager's Office)

Status (in process, approved, denied)

--

Conditions/Restrictions (If no restrictions, please enter "None".)

--

Comments

--

Date of Needham Select Board Approval

--

Event Manager Information

Event Manager's Name
Paula Jacobson

Event Manager's Email
pjacobson@ymcaboston.org

Event Manager's Mailing Address (street, town, state, zip)
863 Great Plain Ave

Event Manager's Phone Number
781-465-2584

Contact Number During the Event
617-877-8228

Organization Information

Organization Name
Charles River YMCA

Is the organization for non-profit or for profit?
Non-Profit

Tax ID #
04-2103551

Event Information

Name of Event
Charles River Giving Gala

Date of Event
09/17/2022

Details of Event
see attached flyer

Requested Start Time: Liquor License

Requested End Time: Liquor License

6:30 pm

9:45 pm

Hours of Event
6:30-10:00 PM

Name of Event Location (i.e. example, Powers Hall, VFW)
Greene's Field

Event Location Address (street, town, state, zip)
20 Pickering St

Maximum Number of Expected People
150

Is Event Open to the Public
No

Are tickets being sold in advance for this event?
Yes

Advance ticket price
100

Is there an Admission fee?
No

Are you using dues collected to purchase alcohol for this event?
No

Is the license for a dining hall maintained by an incorporated educational institution authorized to grant degrees?
No

Alcohol

Non-Profit: License is for the Sale of:
All Alcoholic Beverages

Service of Alcohol plan
Other

Service of Alcohol plan: Other
guests will be served at bar

Please attached floorplan (can be hand drawn) of the event facility with liquor delivery plan.

Bartenders/Servers

Bartender Name	Certificate Expiration Date
Judi Quagliaroli	09/05/2025

Please Read

I agree
☑

Acknowledgement

I agree
☑

Digital Signature of Permit Applicant
Paula Jacobson
09/06/2022

Attachments



pj license.jpg
Uploaded by Paula Jacobson on Sep 6, 2022 at 3:43 pm



Gala 2022 flyer snip.JPG
Uploaded by Paula Jacobson on Sep 6, 2022 at 3:34 pm



Copy Judi Quagliaroli Tips Certification.JPG
Uploaded by Paula Jacobson on Sep 6, 2022 at 3:35 pm



Gala floor plan 9.17.2022.jpg
Uploaded by Paula Jacobson on Sep 6, 2022 at 3:40 pm

History

Date	Activity
Sep 6, 2022 at 3:12 pm	Paula Jacobson started a draft of Record SLL-10002
Sep 6, 2022 at 3:15 pm	Paula Jacobson altered Record SLL-10002, changed ownerName from "" to "Town of Needham"
Sep 6, 2022 at 3:44 pm	Paula Jacobson submitted Record SLL-10002
Sep 6, 2022 at 3:44 pm	approval step Application Completion Reviewwas assigned to Kristin Scoble on Record SLL-10002
Sep 7, 2022 at 4:52 pm	Kristin Scoble approved approval step Application Completion Review on Record SLL-10002
Sep 7, 2022 at 4:52 pm	approval step Police Department Reviewwas assigned to John McGrath on Record SLL-10002
Sep 7, 2022 at 5:51 pm	John McGrath approved approval step Police Department Review on Record SLL-10002
Sep 7, 2022 at 5:51 pm	approval step Application Added to Select Board Consent Agendawas assigned to Kristin Scoble on Record SLL-10002

Timeline

Label	Status	Activated	Completed	Assignee
Application Completion Review	Complete	Sep 6, 2022 at 3:44 pm	Sep 7, 2022 at 4:52 pm	Kristin Sco
Police Department Review	Complete	Sep 7, 2022 at 4:52 pm	Sep 7, 2022 at 5:51 pm	John McGr
Application Added to Select Board Consent Agenda	Active	Sep 7, 2022 at 5:51 pm	-	Kristin Sco
Outcome of Select Board meeting	Inactive	-	-	-
Fee Review	Inactive	-	-	-
Print Review	Inactive	-	-	-
Issue One Day Special Liquor License	Inactive	-	-	-
Transmittal of Notice of Approval of Special License to Needham Police and ABCC	Inactive	-	-	-
Close Permit	Inactive	-	-	-

CHARLES RIVER YMCA GIVING GALA

KEEPING EACH OTHER STRONG

Saturday, September 17, 2022

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

Join us for a festive outdoor evening to celebrate the strength and flexibility of our community.

Food Trucks, Music, Open Bar, Raffle, Auction

Dress: Festive Attire and Comfortable Shoes

Tickets are $125 | $100 before September 1!

Presenting Sponsor
NB NeedhamBank
the Y

Certificate of Completion

This Certificate of Completion of

eTIPS Concessions 3.0

For coursework completed on September 5, 2022
provided by Health Communications, Inc.
is hereby granted to:

Judi Quagliaroli

Certification to be sent to:

41 Edgewater Dr
Needham MA, 02492-2709 USA

HEALTH COMMUNICATIONS INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.

CHARLES RIVER

30 x 60 FT TENT (IN TENT)

AUCTION

AUCTION

SCREEN

DJ

BAND

1 2 3 4 5 6 7 8

9 10 11 12 13 14 15 16

TREE

TREE

STAFF

BAR

ED PATH TO PICKERING

CHECK IN

EXSISTING TOWN TENT

GREAT PLAIN AVE

NEEDHAM PUBLIC HEALTH

Needham Public Health
Prevent. Promote. Protect.

Memorandum

To: Kate Fitzpatrick, Town Manager
CC: David Davison, Assistant Town Manager/Director of Finance
Kathleen King, Assistant Town Manager/Director of Operations
From: Timothy Muir McDonald, Director of Health and Human Services
Date: September 8, 2022
Re: Donation of Surplus Aging Services Division Van to Needham Housing Authority

---

The Health & Human Services Department requests Select Board approval to donate a surplus passenger van from the Aging Services Division's fleet to the Needham Housing Authority (NHA), which will utilize the van to support the needs of its residents.

The van, old unit #404, is a 2012 Ford E-350 Van which is no longer needed by the Town of Needham's Aging Services Division. The Aging Services Division currently operates (not including old unit #404) four newer vehicles[1] to support its programs and services for Needham's seniors. Those vehicles, the oldest of which is a 2017 Ford E-350 van, have been purchased with a combination of Town capital dollars, state funding earmarks from Representative Denise Garlick, and grants from the Massachusetts Department of Transportation and the MA Executive Office of Elder Affairs.

The NHA Board and interim Executive Director Steve Merritt have indicated their interest in receiving the van, and their belief that it will help support activities and services for NHA residents. The Needham Council on Aging and its chair, Colleen Schaller, are supportive of this requested donation.[2] Old Unit #404 was assessed by John Regan, DPW's Fleet Maintenance Superintendent, and determined to be in a fair working order. He and his team have done some maintenance and refurbishment of the vehicle in an effort to present the NHA with a vehicle in the best possible condition.

Please let me know if you have questions or concerns, or if I may provide additional information. And thank you for considering this request.

Sincerely,

Timothy Muir McDonald

Timothy Muir McDonald
Director of Health & Human Services, Town of Needham

---

[1] Including two large 14-passenger handicap-accessible vans, one medium-sized eight-passenger handicap-accessible van, and one small six-passenger van.
[2] Discussion and support vote occurred at Council on Aging meeting on 9/8/2022.

FISCAL YEAR 2023

SCHEDULE A

Effective July 1, 2022

Full-time and regular part-time position classifications with corresponding classification

Position Title	Grade/Class.	FLSA status
Administrative Analyst	6	exempt
Administrative Assistant	I-03	non-exempt
Administrative Specialist	I-05	non-exempt
Animal Control Officer	GF07	non-exempt
Applications Administrator	I-07	exempt
Arborist	N-5	non-exempt
Assistant Building Commissioner	10	exempt
Assistant Director of Aging Services/Counseling and Volunteers	11	exempt
Assistant Director of Aging Services/Programs and Transportation	10	exempt
Assistant Director of Assessing	9	exempt
Assistant Director of Human Resources	10	exempt
Assistant Director of Park & Recreation	11	exempt
Assistant Director of Public Health for Community & Environmental Health	11	exempt
Assistant Director of Public Health for Nursing & Behavioral Health	11	exempt
Assistant Director of Public Library	12	exempt
Assistant Director of Public Works/Building Maintenance	13	exempt
Assistant Director of Public Works/Operations	13	exempt
Assistant Superintendent	9	exempt
Assistant Town Accountant	9	exempt
Assistant Town Clerk	6	exempt
Assistant Town Engineer	11	exempt
Assistant Town Manager/Director of Finance	15	exempt
Assistant Town Manager/Director of Operations	15	exempt
Assistant Town Planner	7	exempt
Assistant Treasurer/Collector	9	exempt
AutoCAD Technician	GF04	non-exempt
Benefits Administrator	6	exempt
Building Commissioner	12	exempt

Position Title	Grade/Class.	FLSA status
Building Maintenance Manager	11	exempt
Building Maintenance Supervisor	9	exempt
Business Manager	11	exempt
Carpenter	BT-4	non-exempt
Chief Wastewater Operator	N-7	non-exempt
Children's Librarian	7	exempt
Children's Services Assistant	GT05	non-exempt
Civil Engineer	7	exempt
Clinician	I-07	exempt
Compliance Coordinator	6	exempt
Computer Operator	I-03	non-exempt
Conservation Manager	9	exempt
Conservation Specialist	I-06	non-exempt
Contract Administrator	8	exempt
Craftsworker (Building Maintenance)	BT-2	non-exempt
Craftsworker (DPW)	N-4	non-exempt
Custodian	BC-1	non-exempt
Deputy Fire Chief	F-4	non-exempt
Deputy Fire Chief, Operations	F-5	non-exempt
Deputy Police Chief	14	exempt
Director of Aging Services	13	exempt
Director of Assessing	12	exempt
Director of Design and Construction	13	exempt
Director of Health and Human Services	14	exempt
Director of Human Resources	14	exempt
Director of Management Information Systems	14	exempt
Director of Park and Recreation	12	exempt
Director of Planning and Community Development	13	exempt
Director of Public Library	14	exempt
Director of Public Works	15	exempt
Director of Youth and Family Services	12	exempt
Division Superintendent, Highway	12	exempt

Position Title	Grade/Class.	FLSA status
Division Superintendent, Parks and Forestry	12	exempt
Division Superintendent, Solid Waste/Recycling	12	exempt
Division Superintendent, Water/Sewer	12	exempt
Economic Development Manager	9	exempt
Electrician	BT-4	non-exempt
Emergency Management Administrator	11	exempt
EMS Administrator	EMS Administrator	non-exempt
Engineering Aide	GF02	non-exempt
Engineering Technician	GF05	non-exempt
Environmental Health Agent	I-07	non-exempt
Equipment Mechanic	N-5	non-exempt
Field Assessor	I-06	non-exempt
Finance Assistant	I-04	non-exempt
Fire Business Manager	9	exempt
Fire Captain	F-3	non-exempt
Fire Chief	Contract	exempt
Fire Inspector	Fire Inspector	non-exempt
Fire Lieutenant	F-2	non-exempt
Firefighter	F-1	non-exempt
Fleet Supervisor	10	exempt
GIS/Database Administrator	I-07	exempt
Heavy Motor Equipment Operator (HMEO)	N-4	non-exempt
Human Resources Assistant	GT05	non-exempt
HVAC Supervisor	9	exempt
HVAC Technician	BT-4	non-exempt
Inspector of Plumbing & Gas	GT07	non-exempt
Inspector of Wires	GT07	non-exempt
Laborer 2	N-2	non-exempt
Laborer 3	N-3	non-exempt
Library Assistant	GT03	non-exempt
Library Children's Supervisor	10	exempt
Library Circulation Supervisor	9	exempt

Position Title	Grade/Class.	FLSA status
Library Reference Supervisor	10	exempt
Library Technical Services Supervisor	10	exempt
Library Technology Specialist/Archivist	11	exempt
Local Building Inspector	GT06	non-exempt
Management Analyst	8	exempt
Master Mechanic	N-7	non-exempt
Network Manager	I-11	exempt
Office Assistant	I-02	non-exempt
Park Ranger	BC-1	non-exempt
Payroll Coordinator	I-06	non-exempt
Plumber	BT-4	non-exempt
Police Administrative Specialist	I-06	non-exempt
Police Chief	Contract	exempt
Police Lieutenant	P-3	non-exempt
Police Maintenance Assistant	GF03	non-exempt
Police Officer	P-1	non-exempt
Police Sergeant	P-2	non-exempt
Procurement Officer	9	exempt
Project Manager	10	exempt
Public Health Nurse	I-09	exempt
Public Information Officer	10	exempt
Public Safety Dispatch Supervisor	GF10	non-exempt
Public Safety Dispatcher	GF07	non-exempt
Public Works Inspector	N-6	non-exempt
Public Works Technician	N-5	non-exempt
Recreation Supervisor	I-08	non-exempt
Reference Librarian/Digital Media Specialist	7	exempt
Reference Librarian/Program Specialist	7	exempt
Reference Librarian/Young Adult	7	exempt
Retirement Administrator*	9	exempt
Retirement Assistant*	GT04	non-exempt
Scalehouse Attendant	N-4	non-exempt

Position Title	Grade/Class.	FLSA status
Senior Administrative Coordinator	I-07	non-exempt
Senior AutoCAD Technician	GF06	non-exempt
Senior Custodian 1	BC-2	non-exempt
Senior Custodian 2	BC-3	non-exempt
Senior Project Manager	12	exempt
SHINE Assistant Program Coordinator	GT07	non-exempt
SHINE Program Coordinator	GT08	non-exempt
Substance Use Prevention Program Coordinator	8	exempt
Support Services Manager	10	exempt
Survey Party Chief	GF06	non-exempt
Technical Services Assistant	GT03	non-exempt
Technology Support Technician	I-06	non-exempt
Town Accountant	12	exempt
Town Engineer	13	exempt
Town Manager	Contract	exempt
Town Treasurer and Tax Collector	12	exempt
Transportation Coordinator	GT06	non-exempt
Traveling Meals Coordinator	GT05	non-exempt
Warehouse Person	BT-1	non-exempt
Wastewater Operator	N-5	non-exempt
Water Treatment Facility Manager	10	exempt
Water Treatment Operator	N-5	non-exempt
Working Foreman	N-7	non-exempt
Zoning Specialist	GT06	non-exempt
*Needham Contributory Retirement Board position titles		

The Revitalization Trust Fund

Needham Community

09/06/2022

"It is only through reaching out,
that we are drawn together"tm

To: Kate Fitzpatrick-Town Manager
Needham Select Board

From: Paul Good-Chair
The Revitalization Trust Fund (NCRTF)

Re: Request for Approval of Banner

Dear Kate and the Select Board,

The Revitalization Trust Fund is requesting permission from the Town for acceptance of the following banner for use within the NCRTF/Chapel Street Banner Showcase Display program.

Plugged In Band Banner

Purpose: To raise awareness and encourage continued public support and participation.

This banner display has been reviewed and approved by the NCRTF and awaits your review.

The 5 banners are scheduled to run in February on Chapel Street.

Each banner has the same themed image on both sides.

The Chapel Street Banner Showcase program was developed to allow Needham non/not for profit organizations and Needham Town Government to affordably create greater public awareness of their work and events, as they serve Needham and beyond.

This program is managed by the NCRTF in conjunction with the Town Of Needham.

Thank you for your consideration.

Sincerely,

Paul A. Good
Founder/Chair
The Revitalization Trust Fund (NCRTF)
781-718-5552



BAND CLASSES

PRIVATE LESSONS

SUMMER CAMP

WORKSHOPS

www.pluggedinband.org

The Revitalization Trust Fund

Needham Community

09/06/2022

"It is only through reaching out,
that we are drawn together"tm

To: Kate Fitzpatrick-Town Manager
Needham Select Board

From: Paul Good-Chair
The Revitalization Trust Fund (NCRTF)

Re: Request for Approval of Banner

Dear Kate and the Select Board,

The Revitalization Trust Fund is requesting permission from the Town for acceptance of the following banner for use within the NCRTF/Chapel Street Banner Showcase Display program.

NDI Strength In Diversity Banner / Needham Diversity Initiative

Purpose: To raise awareness and encourage continued public support and participation.

This banner display has been reviewed and approved by the NCRTF and awaits your review.

The 5 banners are scheduled to run in October on Chapel Street.

Each banner has the same themed image on both sides.

The Chapel Street Banner Showcase program was developed to allow Needham non/not for profit organizations and Needham Town Government to affordably create greater public awareness of their work and events, as they serve Needham and beyond.

This program is managed by the NCRTF in conjunction with the Town Of Needham.

Thank you for your consideration.

Sincerely,

Paul A. Good
Founder/Chair
The Revitalization Trust Fund (NCRTF)
781-718-5552

Strength In Diversity

NEEDHAM
DIVERSITY
INITIATIVE

www.needhamdiversity.org

CHARLES RIVER
REGIONAL CHAMBER

Charles River Regional Chamber
117 Kendrick Street, Suite 300
Needham, MA 02494

September 6, 2022

Ms. Marianne Cooley
Chair, Select Board
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Chair Cooley,

On behalf of the Needham Business Alliance of the Charles River Regional Chamber, I am writing to request the Select Board's approval of a partial road closure of Pickering Street (from Great Plain Ave to just before the entrance of the Walgreens Parking Lot so it can remain open and accessible) from 8:30 a.m. to 4 p.m. during the Needham Harvest Fair on Sunday Oct. 2.

As the Town Common is currently under construction, this year's Harvest Fair will take place at Greene's Field in conjunction with the Needham Farmers Market (use of the space has been approved by Parks and Recreation.) The event will feature close to 100 business and nonprofit booths on Greene's Field. Closure of Pickering Street from Great Plain Ave to just before the Walgreens lot will allow for a pedestrian walk-through and set up of various children's activities that have always been a draw for the fair – like a fire ladder truck and police cruiser displays. We will secure a police detail to help support and direct traffic and pedestrians the day of the event.

The chamber, in conjunction with Economic Development Manager Amy Haelsen with support from various town depts., is committed to continuing the tradition of the Harvest Fair to support our local businesses and community organizations and provide a fun-filled and safe family event.

Should you need to contact me for additional information, I may be reached at (617) 916-9064. Thank you for your consideration of our request.

Sincerely,

Katherine Herer
VP, Operations
Charles River Regional Chamber
kherer@charlesriverchamber.com