

BOARD OF SELECTMEN
March 8, 2011
Needham Public Services Administration Building
Agenda

	6:45	Informal Meeting with Citizens
1.	7:00	Public Hearing – Elimination of Commuter Parking at Needham Center Station
2.	7:30	Director of Public Works <ul style="list-style-type: none"> ▪ Charles River Well Replacement
3.	7:45	Town Manager <ul style="list-style-type: none"> ▪ Board of Selectmen Meeting Calendar ▪ Town Hall Update ▪ Special Town Meeting ▪ Annual Town Meeting ▪ Town Manager Report
4.	8:00	Board Discussion <ul style="list-style-type: none"> ▪ Committee Report
5.	8:15	Executive Session Exception 3

APPOINTMENTS

1.	Green Communities Study Committee	Joe Carroll (term expires 12/31/2011)
2.	Council of Economic Advisors	Peter Russell (term expires 6/30/2012) Martin Jacobs (term expires 6/30/2012)

CONSENT AGENDA * = Backup attached

1.*	Sign the Warrant for the Annual Town Election Warrant scheduled for April 12, 2011.
2.	Accept the following donations made to The Park and Recreation Commission for Arts in the Park: <ul style="list-style-type: none"> ▪ \$600 from the Exchange Club of Needham ▪ \$100 from the Needham Business Association
3.*	Approve a One Day Special All Alcoholic beverages license from Mendel Krinsky of Chabad Jewish Center to hold its event on Sunday, March 20, 2011 from 4:00 pm to 9:00 pm at The Village Club, 83 Morton Street, Needham.
4.	Accept the following donation made to the Needham Health Department's Gift of Warmth Fund: \$100 from Shahin S. Sagafi, 16 Surrey Lane, Needham.
5.*	Ratify a One Day Special All Alcoholic beverages license from Michael R. Despres of The Village Club Building Assoc. to hold "O'Malley's Wake" on Saturday, March 5, 2011 from 6:00 pm to 11:00 pm at The Village Club, 83 Morton Street, Needham.
6.	Accept the following donations made to the Needham Public Library for the period February 3, 2011 to March 3, 2011: Sgt. James Delaney, USMC (Ret.) gave the library a copy of Scott Brown's book, <i>Against All Odds</i> (\$27.99); Jeffrey Sneider donated the DVD, <i>An Inconvenient Truth: A Global Warning</i> , to the library (\$12.50); Anne Nydam gave the library a copy of her new children's book, <i>Amazing, Beguiling, Curious: 26</i>

Fascinating Creatures (\$12.00); Sally Powers donated a copy of *The History of the Rotary Club of Needham, Massachusetts, 1929 to 1979* by Dr. Walter G. Patterson to the Archives Collection; Michael and Martha Michalewich donated \$25.00 for a children's book to honor Natalie Harding's first birthday.

7.* Approve executive session minutes from February 8, 2011.

8.* Water & Sewer Abatement Order No. 1120

9.* Sign the three year (July 1, 2011 through June 30, 2014) Lease of Space documents between the Town and Needham Extended Day Program, Inc. for Before School and After School Structured Programs to be held at the Eliot Elementary School, the Broadmeadow Elementary School, the Mitchell Elementary School and the Newman Elementary School.

Board of Selectmen

AGENDA FACT SHEET for 3/8/2011

Agenda Item: **Public Hearing – Elimination of Commuter Parking at Needham Center Station**

Presenter(s): **Kate Fitzpatrick, Town Manager**

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Town and the MBTA have reached agreement on terms that will allow for municipal parking in Needham Center in spaces that had previously been reserved for commuter parking. The MBTA will continue to maintain the station in Needham Center as a neighborhood station. The Board will consider a proposal to convert the 36 parking spaces currently dedicated to commuter parking to both permit (for employees of local businesses) and 2 hour (commonly used for professional office visits, shopping and restaurants) parking.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

- a. Needham Center Parking Proposal PowerPoint
- b. Memo from Economic Development Director Devra Bailin entitled "Conversion of Commuter Parking to Permit and 2 Hour Parking" dated February 28, 2011
- c. Needham Center/Eaton Square Existing Conditions Plan, March 1, 2011

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	[no]	NA	_____
b.	Town Counsel	yes	[no]	NA	_____
c.	Finance Director	yes	[no]	NA	_____
d.	DPW _____	yes	[no]	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

Needham Center Parking

Proposed Conversion from Commuter Parking
to Permit and Retail Parking

March 8, 2011



Existing Conditions: Chestnut/Lincoln

- 4 HP
- 115 2-Hour
- 62 Buddy
- 16 Permit

Existing Conditions:

Chapel Street/Eaton Square

- 8 HP (Includes 2 MBTA HP)
- 34 MBTA
- 69 2-Hour
- 90 Permit
- 4 Metered



Existing Conditions: Dedham Avenue

- HP 4
- 2-Hour 20
- Permit 63



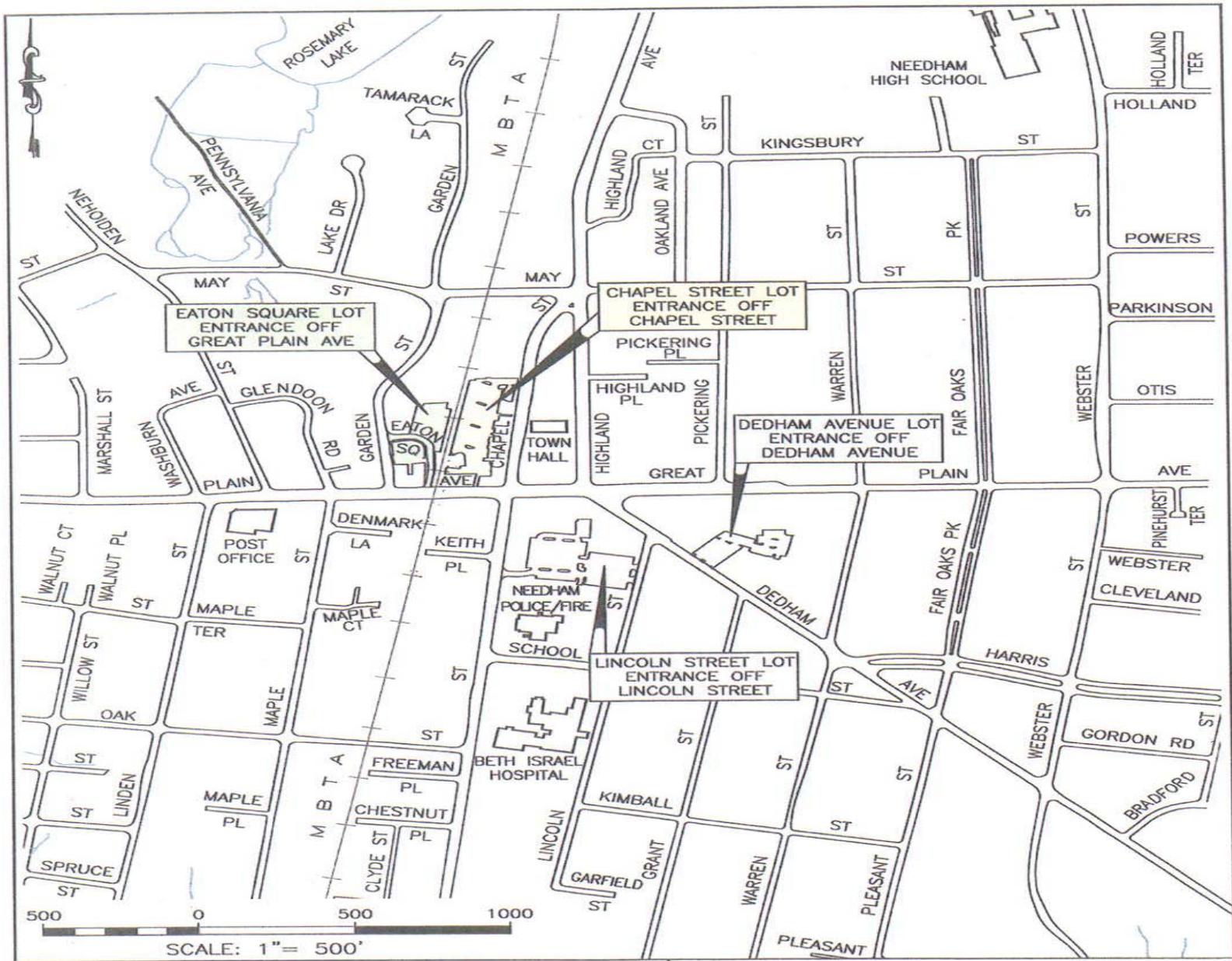
Permit Parking/Downtown

- 169 Parking Spaces in Needham Center, Eaton Square, Lincoln Street, and Dedham Avenue Lots
- 62 Buddy Parking Spaces in Lincoln Street Lot
- 406 permits issued in FY2010
- Permit fee is \$75 per year



Permit Parking/Downtown

- Permits may be purchased by any business located in Needham Square, defined as extending East to West from Pickering Street to Linden Street, and North to South from May Street to School Street
- There is no limit on the number of permits for full and part-time employees



PERMIT PARKING LOT LOCATIONS

SCALE: 1" = 500' DATE: APRIL 17, 2008

Prepared for: ENGINEERING DEPARTMENT
DEPARTMENT OF PUBLIC WORKS
NEEDHAM, MA 02492

NEEDHAM DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

470 Dedham Avenue, Needham, MA 02492
(781) 455-7538

Draft: TGS Check: TAR/ALD

Sheet 1 of 1 Dwg. No. PERMITPARKINGLOTLOCATIONS

Commuter Parking Lot Utilization

April, 2010 through January, 2011

- Lower Hersey (143) 43%
- Upper Hersey (175) 64%
- Junction (175) 84%
- Chapel/Eaton (36) 80%
- Avery (15) 80%
- Heights (229) 17%



Availability of Commuter Parking

	Total Commuter Spaces		
	Current	Interim Period	After Senior Center
Available	773	737	593
Used	400	400	400
Surplus	373	337	193
Utilization	52%	54%	67%



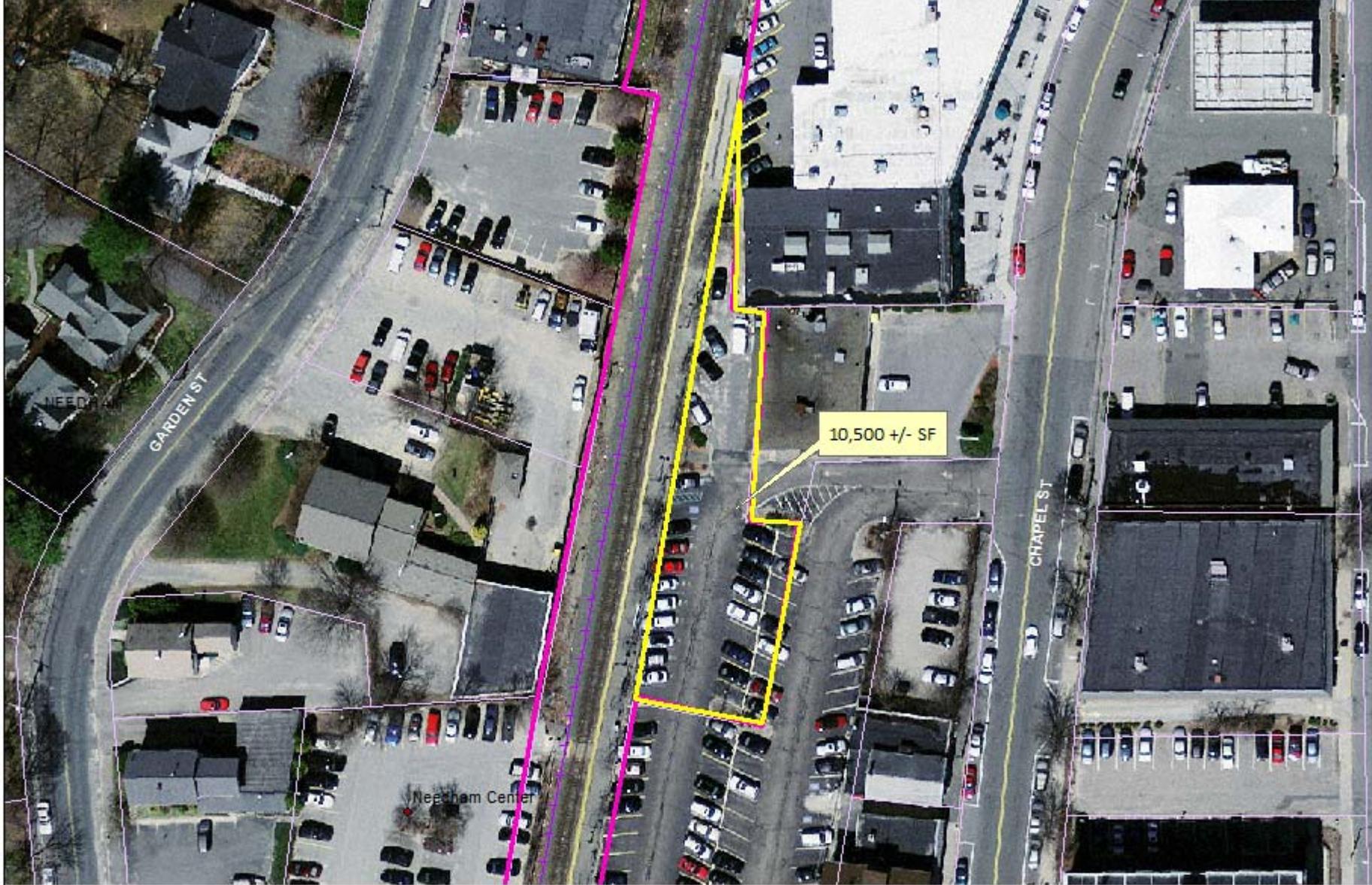
Existing Conditions/Needham Center

- ❑ 34 Commuter Parking Spaces
- ❑ 2 HP Commuter Parking Spaces
- ❑ 36 Total Spaces
- ❑ 9 Commuter Parking Spaces and 2 HP Commuter Spaces are located in the Needham Center Lot
- ❑ 25 Commuter Parking Spaces are located in Eaton Square

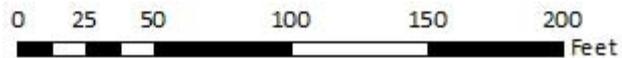


Needham Center Proposal

- 106 Permit (+16)
- 8 HP
- 87 2-Hour (+18)
- Eaton Square would be entirely permit parking except for the “driveway”



Needham Center Station Area
Needham, MA

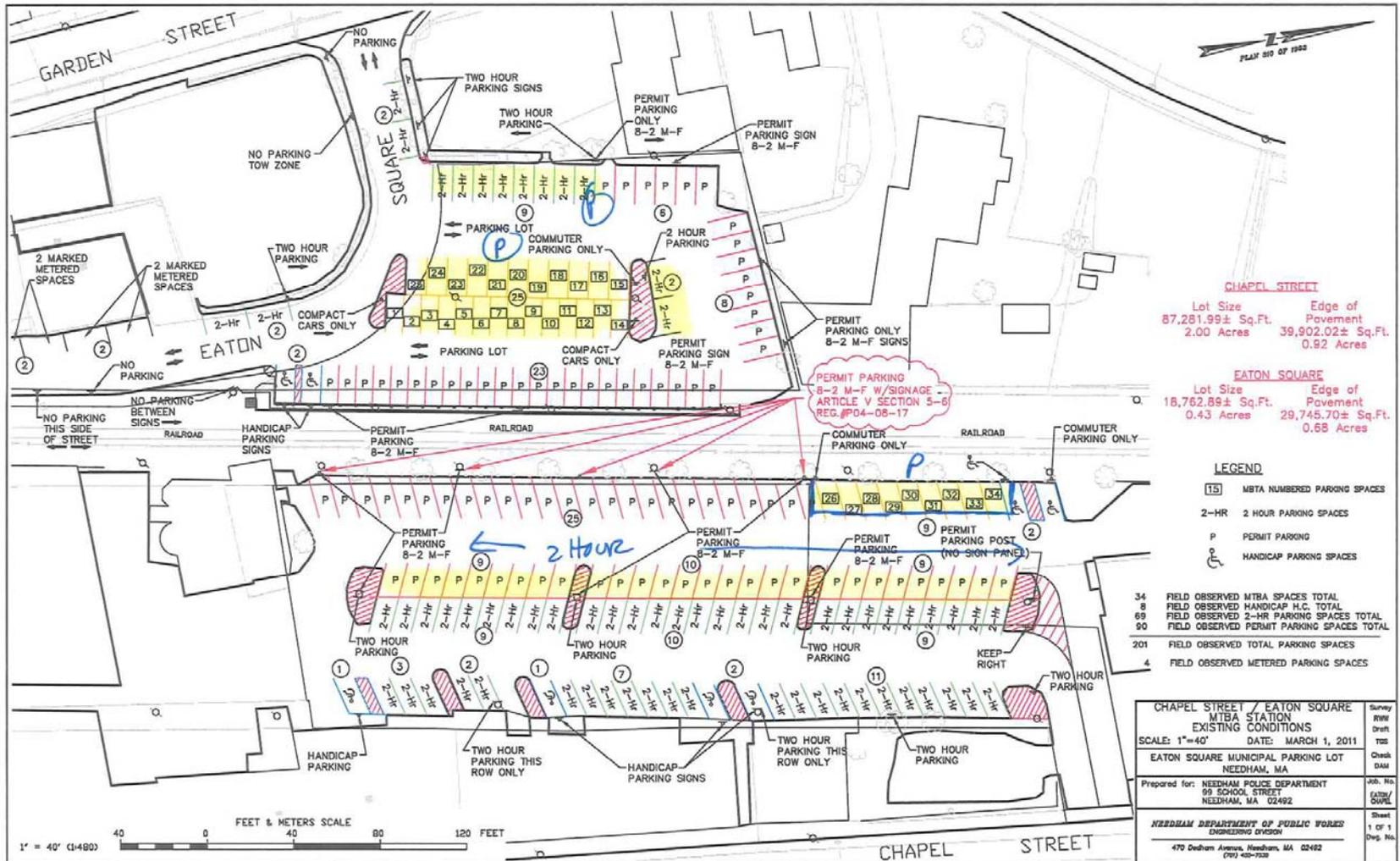


TR

Transit Hooply As

Basemapping: MassGIS
4/2008; NavTeq Street
MBTA Parcel L
December 6, 201

Needham Center Proposed Change





Town of Needham
Director of Economic Development
Planning and Development Department
500 Dedham Avenue
Public Services Administration Bldg
Needham, Massachusetts 02492
781-455-7500 x213

MEMORANDUM

To: Kate Fitzpatrick
From: Devra G. Bailin
Date: February 28, 2011
Re: Conversion of Commuter Parking to Permit and 2-Hour Parking

As my research confirmed, there is nothing unique about Needham's downtown parking situation. Indeed, it's arguably a universal condition in developed areas. "It is generally recognised that town centres depend on rapid turnover of parking to meet the demand for short-stay visits. It is therefore important to discourage long-term commuter parking in traditional town centres..." Parking Policy for Rutland, England.

1. **In general, parking should be available for surrounding uses.** This applies both to on-street parking and lots adjacent to downtown businesses. "Parking controls are necessary to assure that the on-street parking supply is used in a manner consistent with the adjacent land use and the demand for parking which accompanies that land use. For example, retail and commercial areas typically have many customers visiting for short periods of time. This means that the curbside parking near retail businesses should not be occupied by all day parkers; "turnover" of these parking spaces is needed to provide parking for numerous users throughout the day." Arlington, VA "On-Street Parking Policy". So, although "[t]he first priority customers of [the Town] for parking and parking management in public parking assets is the short-term patron trip; those who come repeatedly to shop, dine, recreate and be entertained (i.e., those who spend money) [and whose]...general profile [...] is short-term stays that result in a high turnover of parking in the district (emphasis in original)", any "plan should produce the best mix of parking to strategically serve all types of users (i.e., visitors, employees and residents)." Springfield Guiding Themes and Principles. In short, "the principles [should] encourage the use of parking resources to support economic development goals and effectively serve the diversity of 'customers' using the downtown." *Id.*
2. **Designating permit parking for employees discourages them from parking in preferred turnover parking spaces (i.e., prime spaces), including on-street parking and convenient parking lot spaces, and**

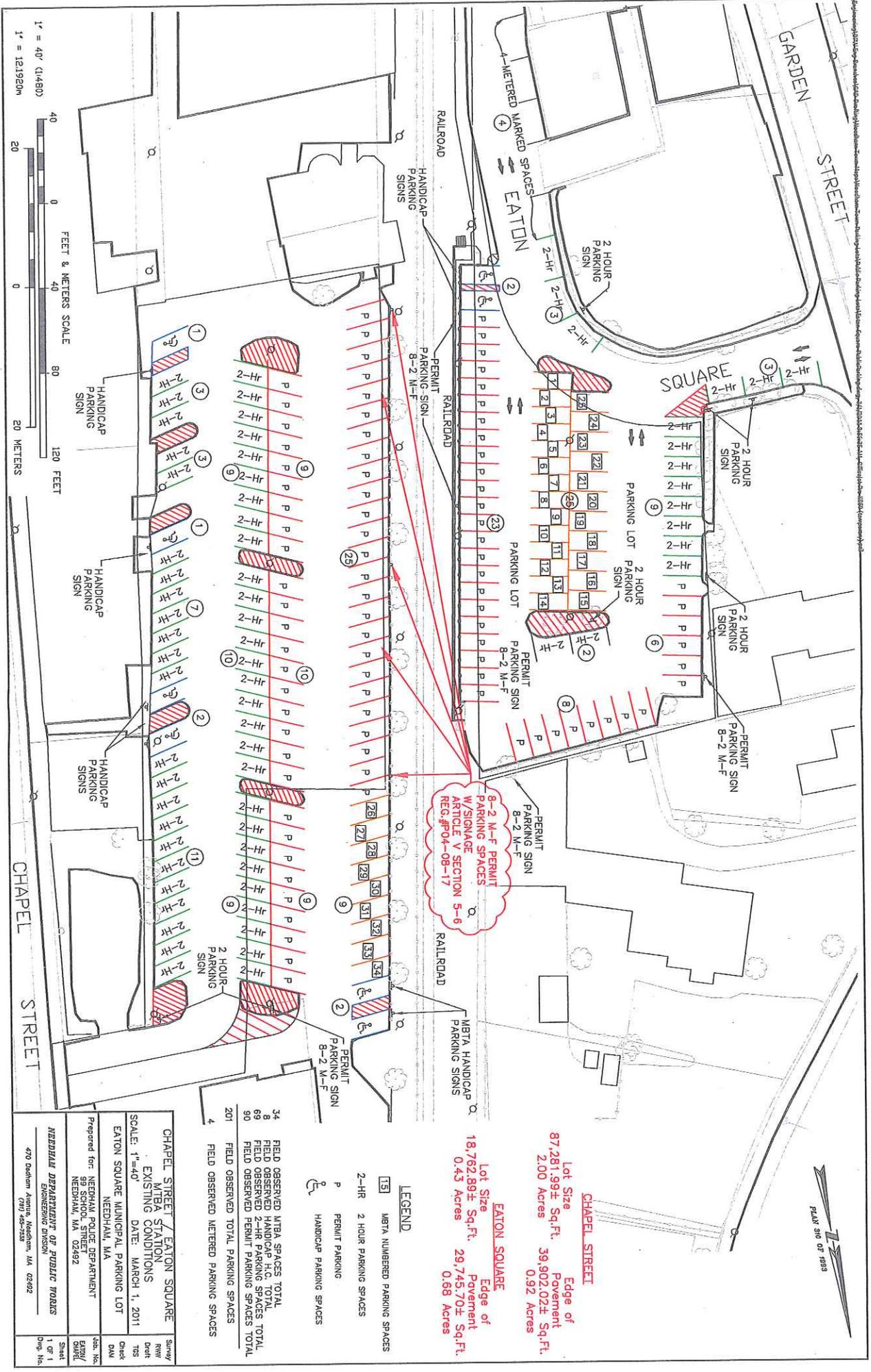
reduces wasted time and energy cruising for new space. “In many business districts, twice as many customers could park if turnover of on-street spaces was created through stronger enforcement and discouraging employees from parking in spaces that customers could be using.” City of Seattle Parking Study. When employees park in spaces designated for 2-hour parking, they must move their cars several times during the day. Providing sufficient designated parking for employees frees up prime parking spaces for customers and encourages parking just once. The reduced cruising by employees reduces carbon emissions (see Augusta Parking Study) and thousands of dollars in lost employee time (according to the Downtown Riverhead Parking Management Workshop, the 2-hour shuffle means an hour of lost employee time per day or \$6000.00 per year per employee).

3. **Boston-bound commuters, unlike all-day parkers who work in the Town center, do not (other than potentially early morning coffee/breakfast) frequent center businesses during the day.** Parking by staff and employees who actually work in the area provides a synergy that commuter parking does not. So, unlike commuters, who park all day and leave their vehicles to go elsewhere, staff and employees who park all day and work in the area, are potential customers of the surrounding businesses. By discouraging commuter parking, you can encourage retail, restaurant, and other businesses uses in the Center, especially where parking is scarce.
4. **Boston-bound commuter parking should be located in outlying areas, especially when such parking is available during the day.** Commuter parking is especially problematic where it is not outlying but in the middle of a business district that has limited parking. Where parking is available in outlying areas, there is no reason to crowd the center with all-day parkers who are going elsewhere. As many studies have noted, you must provide sufficient and affordable parking to meet downtown employee demand; you do not have to provide competing city-bound commuter parking in an area where parking is in high demand and that use further constrains the existing parking supply. Outlying parking is conveniently available in the Heights, the Junction and Hersey commuter rail stops. Given the limited public parking resources in the Center, you need to discourage all-day train commuter parking in order to encourage retail, restaurant and other businesses in our business district.
5. **Parking management services recognize the need to limit parking to those persons utilizing the surrounding business area.** “A common challenge facing landlords of commercial and retail properties is ensuring the parking spaces are being used by legitimate customers of the retail tenants. Impark offers a parking management solution that ensures prime parking spaces turn over frequently with valuable customers, while staff occupy less desirable spaces and unwanted commuter and other parkers are prevented from repeatedly using the parking facilities.” Impark (Minneapolis-St. Paul). Included in Impark’s management solutions are: appropriate ‘maximum stay’

time controlled zones; signage that clearly illustrates customer parking areas, time controls and a parking enforcement system; pay parking for ‘prime’ parking areas (e.g. in our Center on-street parking meters); and permit parking ensuring staff parking in designated areas.

6. **There is a negative impact on businesses when staff parking is not adequately addressed, just as there is a negative impact on them when insufficient customer parking is provided.** As the City of Moncton, New Brunswick, concluded in its Downtown Parking Study in 2006, “[f]rom a building owners [sic] perspective, if employees cannot find adequate parking, there is a risk that they will convince their employer (i.e. tenant) to move elsewhere. Similarly, it is difficult to lease a building where there is not sufficient parking for employees.” Thus, while retail customers and other downtown visitors require “parking that is easily accessed and close to the business they are going to”, employees need adequate parking so they do not take up those prime customer spaces. *Id.* The study noted that additional efficiencies in staff parking can be created by promoting car-pooling; creation and designation of preferential spaces for registered carpoolers, as well as reduced monthly permitting fees, were proposed.

7. **Conclusion.** As the Town of Winchester found, the vibrancy and economic health of their town center was threatened by congested parking. The Town found that heavily used and convenient core spaces lacked requisite turnover and availability. This was due because long-term spaces were taken up by early-arriving commuters and short-term spaces were taken by employees who “space hop”, leaving customers with only 30-minute parking spaces for all errands. Converting 36 train commuter spaces to a combination of permit parking for employees and 2-hour parking allows Needham to assure that our heavily used and convenient core spaces are being used by those who frequent the Center businesses. The removal of Boston-bound commuter spaces constitutes a step in the right direction in terms of alleviating parking congestion in the Center.



Lot Size
 87,281.99± Sq.Ft. Edge of
 2.00 Acres Government
 0.92 Acres Pavement
 0.68 Acres

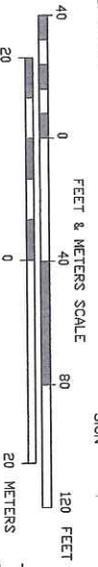
EATON SQUARE
 18,782.89± Sq.Ft. Edge of
 0.43 Acres Government
 0.68 Acres

LEGEND
 [15] MRTA NUMBERED PARKING SPACES
 2-HR 2 HOUR PARKING SPACES
 P PERMIT PARKING
 ♿ HANDICAP PARKING SPACES

34 FIELD OBSERVED MRTA SPACES TOTAL
 6 FIELD OBSERVED HANDICAP H.C. TOTAL
 69 FIELD OBSERVED 2-HR PARKING SPACES TOTAL
 90 FIELD OBSERVED PERMIT PARKING SPACES TOTAL
 201 FIELD OBSERVED TOTAL PARKING SPACES
 4 FIELD OBSERVED METERED PARKING SPACES

CHAPEL STREET / EATON SQUARE	Survey
MRTA STATION	Draft
EXISTING CONDITIONS	TDS
SCALE: 1"=40'	Date
EATON SQUARE MUNICIPAL PARKING LOT	Drawn
NEEDHAM, MA	Day
Prepared for: NEEDHAM POLICE DEPARTMENT	Jns. No.
99 SCHOOL STREET	ENTRY
NEEDHAM, MA 02462	DATE
NEEDHAM DEPARTMENT OF PUBLIC WORKS	Sheet
ENGINEERING DIVISION	1 of 1
470 Bedford Avenue, Needham, MA 02462	Dep. No.
(781) 455-2538	

1" = 40' (1:480)
 1" = 121.920m



Board of Selectmen

AGENDA FACT SHEET for 3/8/11

Agenda Item: 1. Charles River Well #1 Replacement

Presenter(s): Richard P. Merson, DPW Director

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The FY2011 Water Enterprise Fund budgeted a re-development (cleaning) of Well #1 in the Charles River Water Treatment Well Field. A contract for the re-development was bid, awarded and work began in early December 2010. Early in the process the well screen, which holds the soil back but allows the water to be drawn from the ground, collapsed and rendered the well un-useable. The DPW quickly began exploring alternatives for restoring the well and the capacity necessary to serve the Town. The attached memo and reports describes the options and recommendations. In order to restore capacity as quickly as possible, an Article has been placed on the March 14, 2011 Special Town Meeting Warrant.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES NO (circle one)

Suggested Motion: None

3. BACK UP INFORMATION ATTACHED:

1. Memo dated February 28, 2011, Well #1 Capacity Restoration
2. Consultant Report dated February 28, 2011
3. Supplemental Consultant Report dated March 1, 2011
4. Well #1 Re-Development Events, December 2010

4. SIGN OFF/APPROVAL REQUIRED: (circle one)

- | | | | | |
|---------------------|-----|----------------------------------|----|-------|
| a. Town Manager | Yes | <input checked="" type="radio"/> | NA | _____ |
| b. Town Counsel | Yes | <input checked="" type="radio"/> | NA | _____ |
| c. Finance Director | Yes | <input checked="" type="radio"/> | NA | _____ |
| d. Town Accountant | Yes | <input checked="" type="radio"/> | NA | _____ |

Staff use: Disposition by BOS:

Action taken: _____

Present on future Agenda: _____

Refer to/Inform: _____

Report back to BOS by: _____



TOWN OF NEEDHAM, MASSACHUSETTS PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Richard Merson
FROM: Vincent Roy and Louise Miller
DATE: February 28, 2011
RE: Well #1 Capacity Restoration

The Charles River Water Treatment Facility draws upon three wells to provide the Town with its drinking water. During winter months, the Town's water needs are met by the Charles River Water Treatment Facility. During summer months, the Town's water supply is supplemented with MWRA water pumped through the St. Mary's Pumping Station.

Well #1 was built in 1936 and is approximately 100 feet deep. A filtering screen lines the well removing particles from the water as the water is pumped to the Water Treatment Facility. Over time, the screen becomes coated with mineral deposits and particles. As part of the ordinary and necessary maintenance of the wells at the Charles River Water Treatment Facility, the screens are cleaned on an as-needed basis. During the cleaning this year, the screen in well #1 collapsed resulting in the accumulation of 55 feet of deposits in the well, rendering it unusable. Well #1 is the Town's top producing well. The Town has been supplementing its water production with MWRA supplied water since well #1 collapsed.

The Public Works Department retained engineering services to evaluate the options for restoring well #1's pumping capacity. Three scenarios were reviewed: repair of the existing well, repair of the existing well and drilling of a satellite well to supplement the existing well, and abandonment of well #1 and drilling of a new well. Based on the engineering report, we recommend that well #1 be abandoned. A replacement well will restore the capacity of the well whereas it is not known if the capacity of the well can be restored. The life expectancy of a new well is 50+ years. Even if it is restored, with or without a satellite well, well #1 is already 75 years old, with an uncertain continued life expectancy.

We looked at the costs of using MWRA to supplement the Town's drinking water supply while well #1 is not pumping and to determine the payback period for the different options to restore the well's pumping capacity. The cost of MWRA water is approximately 3.5 times the cost of the Town producing its own water. The cost effectiveness of the Town's water production points to restoring well #1 to its full capacity as early as feasible. If well #1 is not restored to capacity, the minimum cost to the Town would be approximately \$477,000 per year. The cost of replacing the well is estimated at \$600,000. The payback period is less than one and a half years, making the entire project very cost effective for the Town.

We also looked at the consequences of reduced pumping or no pumping of water from well #1. The Town's current Water Management Act Permit authorizes an average daily water treatment plant output of 2.94 million gallons per day based upon an annualized average. In addition, each well has its own maximum daily rate. Currently, the Town is drawing the maximum daily rate from wells #2 and #3. Well #1 has the greatest capacity and the highest allowed withdrawal limit. If well #1 is not restored to full capacity, the Town risks a reduction in the allowable average daily output at 1.87 million gallons per day. Once the daily output is reduced, restoring the output to current levels will be extremely difficult, time consuming, and may not occur. In addition, wells #2 and #3 should not be run continuously in the long-term.

History and Analysis of MWRA Water Usage and Water Charges

The table below shows Needham's actual MWRA water usage and the MWRA water charge. The water charge is billed on a fiscal year basis for the calendar year ending in the prior fiscal year.

	FY 06/CY 04	FY 07/CY 05	FY 08/CY 06	FY 09/CY 07	FY 10/CY 08	FY 11/CY 09
Projected Water Charge	\$351,877	\$398,634	\$424,759	\$459,732	\$478,234	\$524,316
Actual Water Charge	\$351,877	\$804,108	\$958,624	\$1,069,719	\$427,332	\$265,017
Actual Water Usage (prior calendar year) (in million gallons per day)	162.180	363.487	398.019	422.190	157.912	93.165

FY 12 (Calendar Year 10) Actual MWRA Water Usage was 213,184,000. The current Projected Water Assessment is \$605,448 for FY 12. The increase over the FY 11 Charge is due in part to loss of use of both Well #1 and Well #3 in November and December 2010. Well #3 is back in service as of February 2011.

If well #1 is not repaired, the Town will have to draw more water from the MWRA, resulting in a higher Water Charge. An analysis of the cost of MWRA water versus the cost of water produced by the Town reveals that the Town pays 3.62 times more for MWRA water than for Town produced water. Based on water production in Calendar Year 10 and assuming that the other two wells at the Water Treatment Facility pump to their maximum, the loss of Well #1 is expected to cost approximately \$477,105 annually. This assumption includes using water for the hydrant flushing program and some down time for maintenance of wells #2 and #3.

The payback period for replacement of the well will only be one and a half years with an expected useful life of 50 years. If, for any reason either of the other two wells are not pumping to full capacity, the additional cost due to loss of well #1 would increase, since there would be no back-up for wells being out of production.

Attached are the detailed tables with water usage data, consumption history, and cost analysis data.

Also attached is the Letter Report from CDM evaluating the options for Well #1.

Comparison and Evaluation of Options for Well #1

Goals:

- Restore the capacity of the well to maintain permitted levels for water production
- Reduce MWRA water supply reliance
 - Gain control over cost
 - Question of reliability of water supply in event of emergency
- Minimize maintenance costs of well in the long-term
 - Frequency and cost of rehabilitation
- Maximize life expectancy of well

Options:

Repair and Rehabilitation

- Refine existing well
 - Relining depth not assured
 - Capacity restoration at issue
 - Pump replacement cost increase
 - Maintenance more frequent and costly
 - Reconditioning affected by old screen
 - Well location within building
 - Complicates relining
 - Complicates maintenance
- Uncertainty of outcome
- Life expectancy unknown – 75 year old well
- No DEP review and approval
- Cost estimate \$353,000

Repair and Rehabilitation with Satellite Well

- Satellite well ensures capacity restoration
- Maintenance doubled
 - Same issue with old well
 - Two wells must be reconditioned
- Added utility costs
- Life expectancy of satellite – 50 years
- Long-term multiple satellites
- DEP review and approval required
- Cost of \$200,000 in addition \$353,000

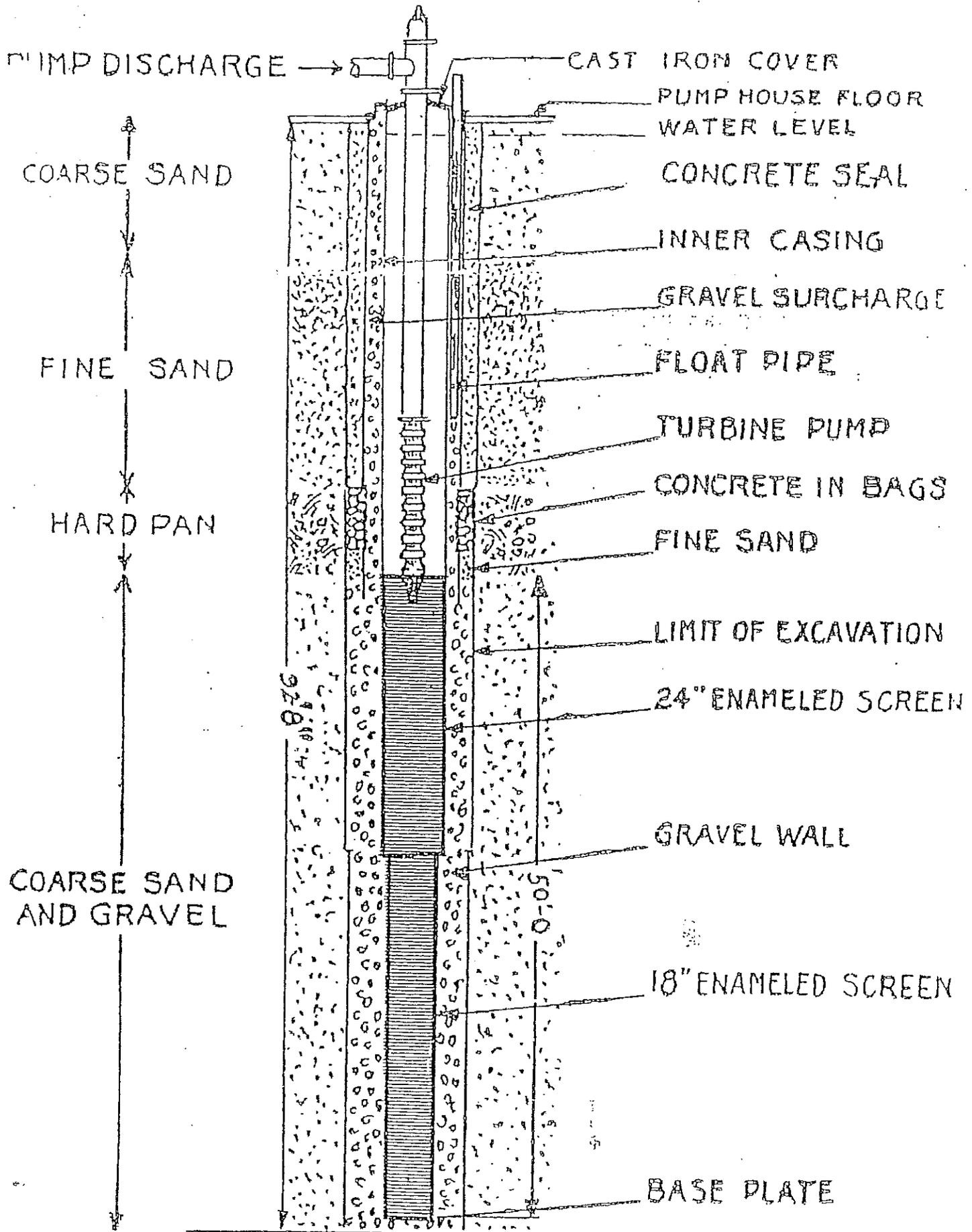
Replacement Well

- Ensures capacity restoration
- Maintenance advantage
 - Less frequent reconditioning required
 - Less costly reconditioning
- Life expectancy – 50+ years
- DEP review and approval required
- Cost estimate \$594,000

Conclusion:

Until the repair and rehabilitation of well #1 is underway, the production capacity of the repaired well is uncertain. If well #1's capacity is not fully restored, then a satellite well will need to be constructed. Given these uncertainties and the shortfalls of proceeding with the repair and rehabilitation of well #1, and given the equivalent cost of proceeding with the repair and rehabilitation of well #1 and construction of a satellite well, replacement of the well seems the best option. The advantages of building a new well in terms of maintenance and life expectancy also outweigh the cost savings of the repair and rehabilitation of well #1 with the construction of a satellite well.

REPAIRING MUCH OF THE DEPTHS MOST PART WAS MADE SOLID, AND



Waterworks Engineering" shows section through the famous Needham gravel packed wall



One Cambridge Place, 50 Hampshire Street
Cambridge, Massachusetts 02139
tel: +1 617 452-6000
fax: +1 617 452-8000

February 28, 2011

Mr. Vincent Roy
Water Superintendent
Public Works Building
470 Dedham Avenue
Needham, Massachusetts 02492

Subject: Letter Report - Evaluation of Options for Charles River Well #1
Town of Needham, Massachusetts

Dear Mr. Roy:

At the request of the Town of Needham, Camp Dresser & McKee Inc. (CDM) has evaluated two options for re-establishing use of the Charles River Well #1. This well was removed from service last fall for the purpose of well redevelopment. During the course of the redevelopment effort, the well's screen collapsed resulting in the rendering of the well inoperable. Two options have been considered relative to re-establishing the well's use: (1) rehabilitation of the existing well; or, (2) replacement by a new well with associated connection facilities.

CDM's efforts have focused on a technical assessment and development of a facility planning capital cost estimate for each option under consideration. We understand that an appropriation for the Town's preferred option will be put forward for Special Town Meeting approval.

The presentation of this letter report includes the following:

- Well Background: A discussion of the well's history, operations, location, and approvals;
- 2010 Well Redevelopment / Screen Collapse: Review of the recent redevelopment effort and screen collapse;
- Option 1 – Well Rehabilitation: Approach to in-place well rehabilitation, identification of associated issues, and capital cost;
- Option 2 – Well Replacement: Approach to well replacement, considerations, and capital cost; and,
- Conclusions and Recommendations.

Well Background

The Charles River Well #1 is part of a wellfield comprised of three wells that together produce up to 4.6 mgd. Water produced by the wellfield is treated at the Charles River Wellfield Water Treatment Facility. The wellfield is located in the south-westerly corner of

MJ01189.doc





Mr. Vincent Roy
February 28, 2011
Page 2

Needham, just south of Charles River Street and within an extensive groundwater aquifer associated with the Charles River.

Well #1 was placed into operation in 1937. The well is housed within Pump Station #2. The yield of Well #1 is 1,300 gpm (1.87 mgd). Details of the well construction are as follows:

- **Well Depth:** 100 feet.
- **Screen Length:** A total of 50 feet comprised of 25 feet of 18-inch diameter screen from 98 to 73 feet; and, 25 feet of 24-inch diameter screen from 73 to 48 feet; as measured from the upper floor of the pumping station. It should be noted that the well's construction with screens of different diameter is unusual and not a standard approach, thus complicating the potential for well rehabilitation.
- **Screen Type and Gravel-Pack:** Enamelled shutter screen surrounded by gravel-pack.
- **Casing:** 24-inch diameter steel casing from the top of the 24-inch screen (depth of 48 feet below the upper floor of the pumping station) to approximately 8 feet.
- **Stratigraphy:** The well construction log suggests that the well is screened in a coarse sand and gravel.

The reported stratigraphy is consistent with a high yielding formation which results in the high capacity of this well. This is also consistent with the extremely high specific capacity of this well as reported by Layne Christensen Company (Layne). Specific capacity is a measure of well yield based on the gallons per minute of water produced per foot of well drawdown observed during pumping (gpm/ft). At the time of installation in 1936, the well's specific capacity was reported as 263 gpm/ft. During well redevelopment work in 2005, Layne reported the specific capacity to be 316 gpm/ft. The specific capacity declined to 175 gpm/ft in 2009, a decline of 45 percent, justifying the need for well redevelopment which was initiated in fall 2010.

Permit History

The Town's *Water Management Act (WMA) Renewal Registration Statement for Verified Water Withdrawal* issued on December 31, 2007 by the Massachusetts Department of Environmental Protection (MassDEP), includes all three wells of the Charles River Wellfield. This registration covers the period from January 1, 2008 through December 31, 2017.

The Town also has a *WMA Water Withdrawal Permit* with a permit renewal issuance date of March 1, 2010 and expiration date of February 28, 2029. Under this Permit, the Charles River Well #1 has a maximum daily rate of 1.87 mgd. This represents the MassDEP's maximum authorized volume from this well on a daily basis. CDM recommends that the Town undertake any efforts necessary to maintain facilities to meet this volume, in order to avoid any potential future reduction in permit capacity.





Mr. Vincent Roy
February 28, 2011
Page 3

The Charles River Wellfield also has a MassDEP approved Zone II delineation. The Zone II approval was issued in 1990.

Pump Station Facilities

Pump Station No. 2, which serves Charles River Well No. 1, is a relatively large two floor station. The vertical turbine pump, motor control center (MCC) and instrumentation controls (i.e., SCADA) are housed on the first floor. There is a stairway to the basement level in which the mechanical facilities and well discharge line are located.

The vertical turbine pump operates on constant speed (design point: 1,300 gpm at 327 feet Total Dynamic Head) and is equipped with a 150 horsepower motor. The current pump was installed in about 1998 as part of the Water Treatment Facility construction. At that time, the well discharge line and related mechanical facilities were relocated/reinstalled in the basement of Pump Station No. 2. In addition, a new MCC was provided. CDM has not reviewed the condition of these existing facilities, but based on town input, their conditions are assumed to be adequate.

It should be noted that the pump station is not equipped with a hatchway in the ceiling for drill rig access to the well. A hatch is typically provided in well pumping stations to allow ease of drill rig access in order to pull the pump and perform well redevelopment. A hatch cannot easily or inexpensively be added, as a structural beam exists across the ceiling directly above the well. Consequently, pulling the pump and performing redevelopment is much more labor intensive than is typical for this type of maintenance. While a hoisting rope can be strung over the beam, all equipment must be manually carried in and out of the building in sections. This approach adds labor costs to typical pump/well maintenance procedures.

2010 Well Redevelopment / Screen Collapse

All production wells require periodic maintenance referred to as well rehabilitation or well redevelopment. The purpose of well redevelopment is to clean the well of any sediment buildup or mineral encrustation (i.e., iron and/or manganese) on the screen which can contribute to an increase in well drawdown and corresponding decline in yield. Such an increase in well drawdown and decline in yield results in a drop-off in the well's specific capacity. The specific capacity is therefore a measure of the well's efficiency of operation and provides an indication as to when well redevelopment is required.

Based on a review of Needham's records, the Town's standard practice is to periodically assess well specific capacity for the purpose of identifying the need for redevelopment. Typically, a subcontractor performs this assessment for the Town. The three wells comprising the Charles River Wellfield undergo this assessment at different frequencies based on operating history. Specifically, operations records indicate that specific capacity tends to decline more rapidly in Wells #2 and #3 which is likely due to the higher iron/manganese concentrations at these sources.





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The specific capacity at Charles River Well #1 is known to decline at a much slower rate. For this reason, an assessment of specific capacity was conducted in 2005 and again in 2009. The decline in specific capacity from 316 gpm/ft in 2005 to 175 gpm/ft in 2009 represented nearly a 45% decline, justifying the need for well redevelopment.

To address the recent decline in specific capacity, the Town contracted with Layne to perform well redevelopment of Charles River Well #1. Layne mobilized in the fall to conduct the redevelopment using the specified nitrogen borehole blast method. During the redevelopment efforts, Layne reports that the shutter screen failed at several locations which allowed the screen to fill with formation materials to a depth of approximately 56 feet below the upper pump station floor. The failure occurred so quickly that Layne did not have the opportunity to remove its redevelopment equipment (i.e., borehole blasting equipment) from the well. Subsequent attempts to remove the equipment were unsuccessful and the equipment remains in place. Layne has elected to delay further action on equipment removal until the Town decides its course of action relative to the well. Consequently, the well remains inoperable.

Prior to the redevelopment attempt, Layne pulled the pump. The pump currently remains at Layne's shop awaiting cleaning and inspection to determine if any repairs are required.

Option 1 – Well Rehabilitation

The first option under consideration for re-establishing Charles River Well No. 1 is to rehabilitate the existing well. This would involve relining the existing well with a smaller diameter casing and screen, cleaning the well of all sediment (i.e., redevelopment) and reinstalling the pump.

Rehabilitation of this well is complicated by the two different screen diameters in the well. Typically, a well can be relined with a single diameter casing and screen. However, in the case of the Charles River Well # 1, consideration must be given to the two screen diameters which would require relining using two smaller diameter casings and screens, assuming that the desired depths are reachable. This approach increases concerns relative to returning this well to its original 1,300 gpm capacity.

Layne provided the Town with a recommendation to reline the well to a depth of 73 feet below the upper level of the pump station. This would require installation of 18-inch casing within the existing well and a 25 foot section of 18-inch telescoping screen installed within the existing 24-inch diameter screen (from 48-73 feet below the upper level of the pump station). Using this approach, the existing 18-inch screen at the bottom of the well (73-98 feet) would be abandoned.

CDM has considered Layne's approach, but also recognizes the Town's goal of maintaining the 1,300 gpm maximum capacity approved in the WMA Permit. The Town must recognize that any well rehabilitation approach could potentially result in a lower capacity well. There





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is no possible way to predict the final capacity in advance of initiating the rehabilitation effort. Unknowns include the true nature of the formation material at the screened intervals, shutter screen condition, potential for the existing shutter screen to limit development capacity, and the possibility that Layne's tools cannot be removed or that the rehabilitated well cannot be properly made sediment free.

In an effort to conserve as much capacity as possible, CDM's recommendation is based upon the following:

- As much of the existing well's depth should be maintained as possible in order to maximize capacity. This will require an engineering specification that allows variability and decision making in the field based on the progress of the work and the field conditions encountered.
- Allowing such variability will increase the cost of well rehabilitation, recognizing that the goal is to maintain as much of the 1,300 gpm approved capacity as possible.
- It should be recognized that should the well not be returned to a 1,300 gpm capacity, there is the potential for a reduction in the future WMA renewal permit for this well. As this is undesirable, the alternative would be to construct in the future a small yielding satellite well to make up any difference in lost capacity. Associated connection facilities would also be required which would allow the satellite well to pump directly into Charles River Well No. 1. Obviously this approach would add significant capital costs as well as additional operation and maintenance costs in the future.
- In recognition of these issues, CDM concurs with Layne's approach but would design the rehabilitation to go further and allow for the potential relining of the lower 18-inch screen. Specifically, if the relining and sediment removal to a depth of 73 feet (top of existing 18-inch screen) is successful, provision should be provided in the specifications to continue the sediment removal efforts in the lower 25 foot section of existing 18-inch diameter screen (down to the well bottom of 98 feet). Assuming cleanout of sediment to the full 98-foot well depth, the lower 25 feet would be relined with a 14-inch diameter screen. The result could be a relined 98 foot well with 25 feet of 14-inch screen at the bottom, and 25 feet of 18-inch screen above. Depending upon the plumbness of the well, there is also the possibility of increasing the 18-inch screen diameter to 20-inch. However, this would have to be determined in the field during the course of the work.

In addition to the well rehabilitation effort, consideration must also be given to pump sizing. Currently, it remains unknown as to the condition of the existing thirteen year old pump and motor from Charles River Well No. 1. At some point, an evaluation of the pump condition will be necessary. It is hoped that the existing pump can be reused, with possibly only minor modification. However, if the well capacity cannot be returned to 1,300 gpm, there may be need for an engineering evaluation of the pump's efficiency relative to the newly relined well's rated capacity. This might result in the recommendation for a new pump.





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We also understand that the Town is converting all well operations from constant speed pumps to variable frequency drive (VFD). This is also desired for Charles River Well #1.

Based on the recommendations and assumptions above, CDM has developed an opinion of probable project cost for Option 1 – Well Rehabilitation as presented in Table 1. We recommend a planning level cost of \$352,700 should this option be selected by the Town.

Table 1
Option 1 – Well Rehabilitation
Opinion of Probable Project Cost

<i>Item</i>	<i>Estimated Cost</i>
Well Rehabilitation	\$106,400
- reline existing well to 98 feet depth	
- new 25 foot 18-inch screen from 48-73 feet	
- new 25 foot 14-inch screen from 73-98 feet	
- development of relined well	
- pump installation & final pump test	
Upgrade existing Motor Control Center (MCC) to Vertical Frequency Drive (VFD)	\$ 35,000
Allowance for new vertical turbine pump	\$ 40,000
Subtotal	\$181,400
Overhead & Profit (20%)	\$ 36,300
Subtotal	\$217,700
Contingency (35%)	\$ 76,200
Subtotal	\$293,900
Engineering & Implementation (20%)	\$ 58,800
TOTAL	\$352,700

Notes:

- Cost in February 2011 dollars.
- A higher contingency of 35% is assumed given numerous unknowns relative to well rehabilitation effort.
- Assumes that Layne equipment is removed from the well prior to bidding/construction and not part of this cost estimate.
- No facility modifications other than those indicated.
- No legal costs included.

In conclusion, it must be recognized that there is some risk in selecting Option 1. Although a design can be developed to maximize the well's yield at the conclusion of the redevelopment effort, it is not possible to predict what the final yield will be given the limitations of the existing well. A worst case scenario is that the full yield cannot be returned in full and the Town constructs a satellite well at a later date to make up the difference to the WMA permit amount of 1,300 gpm.

A satellite well would involve the construction of a small diameter well (8-inch or 12-inch) within a distance of 50 feet from Well #1. The satellite well would be equipped with a





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pump/motor, pitless well adapter, and connection facilities (i.e., water main, electric, instrumentation) to Pump Station No. 2. The satellite wells would pump and discharge into Well #1, as a means of increasing the Well #1 yield.

In addition, future redevelopment of a relined Charles River Well #1 will remain labor intensive and of higher cost given the lack of a ceiling hatch in Pump Station No. 2. Also contributing to the high redevelopment cost would be the presence of the new screen within the existing shutter screen, thereby increasing pumping/surging efforts. Consequently, redevelopment costs are expected to be 15-20% higher than those of a new well.

Option 2 – Well Replacement

As an alternative to well rehabilitation, the Town has the option of replacing the well. MassDEP Guidelines for Public Water Systems (MassDEP Guidelines) allows replacement wells to be installed within 50 feet of an existing well. Based on conversations with MassDEP-Boston and MassDEP-NERO, this would be the criteria applicable to a replacement for the Charles River Well #1.

The replacement well should be located south of Pumping Station No. 2, a further distance from Charles River Street and homes. Steps required for installation of a replacement well are as follows:

1. **2.5-inch Test Well Program:** Install up to two 2.5-inch test wells, each 100 feet deep. Perform a short-duration pumping test and sample to confirm quantity and quality. The purpose of this program is to select a location for the replacement production well.
2. **Replacement Well Proposal:** Prepare a replacement well proposal in accordance with Section 4.15.1 of the MassDEP Guidelines.
3. **MassDEP Approval of the Replacement Well Proposal:** Receipt of MassDEP's approval of the proposal allows well installation to proceed.
4. **Design, Installation and Pumping Test of the Replacement Well:** Proceed with replacement well installation and testing in accordance with MassDEP's approval of the proposal.
5. **New Source Approval:** Prepare a New Source Approval Report for the replacement well in accordance with Section 4.15.2 of the MassDEP Guidelines. This report must be submitted to MassDEP for approval.
6. **Design of Connection Facilities and MassDEP Approval:** MassDEP must be provided the opportunity to review and approve the connection facilities and well design prior to construction. In the case of the Charles River Well #1 replacement, CDM would recommend that this step be merged with Step 4, as there is minimal risk that a new well will provide sufficient yield. We have successfully merged these steps for other projects.





Mr. Vincent Roy
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7. *Construction of Connection Facilities:* Once approved, bidding and construction of new facilities may proceed. Again, this step could be merged successfully with that of Step 4.
8. *Activation of Facilities:* Once the New Source Approval permit is in place and the new facilities have been inspected and approved by MassDEP, the replacement well may be activated.

Other considerations in the well replacement project include the following:

- Based upon a review of the 1998 Charles River Water Treatment Facility record drawings, the replacement well and connection facilities are likely not subject to permitting under the Massachusetts Wetlands Protection Act. This would need to be confirmed during design efforts.
- Based on a review of the Massachusetts Natural Heritage Atlas (13th Edition, October 1, 2008), there are no identified endangered species habitats in the vicinity of the proposed work. Therefore, no permit compliance with the Massachusetts Endangered Species Act (MESA) is anticipated.
- As this is a replacement well, no permitting is required under the WMA, other than just substituting the replacement well reference for that of Charles River Well #1, assuming the same yield. This reference adjustment will be performed by MassDEP during a future WMA permit renewal.
- Any replacement wells could run the risk of having higher iron and manganese concentrations than the existing Charles River Well #1. To assess this possibility, the 2.5 inch test wells could be screened at several different intervals, pump tested and sampled. A final screened elevation could then be selected based on favorable water quantity and quality.

Facilities to comprise the replacement project include the following:

- New 24"x18" gravel packed production well to a depth of 100 feet. The well would be located adjacent to the favored 2.5-inch test well, and within 50 feet of Charles River Well #1.
- The new well would be equipped with a submersible pump and pitless well adapter.
- Connection facilities would include 12-inch ductile iron water main extending to Pump Station No. 2 and connecting to the existing well discharge piping. Reuse of all existing mechanical facilities in the pump station is anticipated.
- Electrical and instrumentation wiring would be extended from Pump Station No. 2 via buried conduits. Tie-ins would be to the existing facilities in the pumping station.
- At the Town's request, the facility upgrade would include a VFD unit.
- Site fencing around the replacement well with an access gate is to be included as part of the project.





Mr. Vincent Roy
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- We understand that any clearing, grubbing and or access road construction would be the responsibility of the Town.
- The existing Charles River Well #1 would be abandoned in place.

Based on the facility assumptions listed above, Table 2 provides an opinion of probable project cost for Option 2 – Well Replacement. We recommend a planning level cost of \$593,500 should this option be selected by the Town.

Table 2
Option 2 – Well Replacement
Opinion of Probable Project Cost

<i>Item</i>	<i>Estimated Cost</i>
2.5-inch Test Well Program - two wells; 100 feet depth each - short-duration pumping test	\$ 20,000
Replacement Well - Gravel-packed production well 24"x18" - 100 foot depth - 100 hours development - 48 hour pumping test and sampling	\$128,300
Pitless Unit & Submersible Pump	\$ 75,000
Abandon Existing Well	\$ 5,000
Connection Facilities - Water main - Mechanical piping modifications within pump station - Electrical/Instrumentation connection - Site fencing - Assumes clearing & road work by town (no cost included)	\$ 41,000
Upgrade existing Motor Control Center (MCC) to Vertical Frequency Drive (VFD)	<u>\$ 35,000</u>
Subtotal	\$304,300
Overhead & Profit (20%)	<u>\$ 60,900</u>
Subtotal	\$365,200
Contingency (25%)	<u>\$ 91,300</u>
Subtotal	\$456,500
Engineering & Implementation (30%)	<u>\$137,000</u>
TOTAL	\$593,500

Notes:

- Cost in February 2011 dollars.
- No facility modifications other than those indicated.
- Only permit anticipated is for new source from MassDEP.
- No legal costs included.





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Conclusions and Recommendations

In conclusion, Option 2 – Well Replacement is the most assured approach to re-establishing the Charles River Well #1 to a maximum capacity of 1,300 gpm. Rehabilitation of the existing well is certainly an option, but there is some inherent risk in not knowing if the 1,300 gpm capacity can be achieved until the project unfolds. The two screen diameters of existing Well #1 complicate the rehabilitation, as it is unknown if the full well depth can be relined. If the Town pursues rehabilitation and the final yield is less than 1,300 gpm, then there remains the opportunity to install a satellite well with connection facilities which would pump into the production well. Installation of a satellite well within 50 feet of the existing well would of course involve additional engineering, permitting and construction at a cost not presented herein. Future redevelopment of a relined Charles River Well #1 will remain labor intensive and of higher cost than redevelopment of a replacement well, due to the lack of a ceiling hatch in Pump Station No. 2.

For these reasons, CDM strongly recommends that the Town consider and implement Option 2 – Well Replacement. We believe this approach will provide the Town of Needham a reliable source for many years to come while helping to maximize yield and maintain the existing WMA Permit.

We appreciate the opportunity to provide this assessment to the Town. At your convenience, we remain available to meet and discuss our evaluation in further detail. As always, please call me at (617) 452-6532 if you have any questions or require additional information.

Very truly yours,

Andrew B. Miller, P.E.
Associate
Camp Dresser & McKee Inc.

cc: Louise Miller, Needham DPW
Adam Yanulis, CDM





One Cambridge Place, 50 Hampshire Street
Cambridge, Massachusetts 02139
tel: +1 617 452-6000
fax: +1 617 452-8000

March 1, 2011

Mr. Vincent Roy
Water Superintendent
Public Works Building
470 Dedham Avenue
Needham, Massachusetts 02492

Subject: Two Part Appropriation for Option 2 – Well Replacement
Charles River Well #1
Town of Needham, Massachusetts

Dear Mr. Roy:

Our correspondence of February 28, 2011 presented an evaluation of two options relative to re-establishing use of the Charles River Well #1. At your request, we have considered an alternate means for the Town of Needham (the Town) to pursue implementation of Option 2 – Well Replacement. This would require two appropriations by the Town, referred to herein as Part 1 and Part 2, and described as follows:

- **Part 1 – Test Wells, Permitting, Engineering and Implementation:** Project components under Part 1 would include 2.5-inch test well installations to select a replacement well location, and all engineering and permitting services inclusive of permitting, design, bidding, general services during construction and resident project representative.
- **Part 2 – Construction:** Project components under Part 2 would include the construction of all facilities including the replacement well, pitless unit, submersible pump, abandoning the existing Well #1, connection facilities and a Vertical Frequency drive (VFD) unit.

CDM's opinion of probable project cost for each of Parts 1 and 2 are summarized as follows.





Mr. Vincent Roy
March 1, 2011
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Option 2 - Well Replacement
Opinion of Probable Project Cost

Part 1 - Test Wells, Permitting, Engineering and Implementation

Item	Estimated Cost
2.5-inch Test Well Program	\$ 30,000
- two wells; 100 feet depth each	
- short-duration pumping test	
Engineering & Implementation	\$ 137,000
Contingency	\$ 20,000
TOTAL	\$187,000

Part 2 - Construction

Item	Estimated Cost
Replacement Well	\$128,300
- Gravel-packed production well 24"x18"	
- 100 foot depth	
- 100 hours development	
- 48 hour pumping test and sampling	
Pitless Unit & Submersible Pump	\$ 75,000
Abandon Existing Well	\$ 5,000
Connection Facilities	\$ 41,000
- Water main	
- Mechanical piping modifications within pump station	
- Electrical/Instrumentation connection	
- Site fencing	
- Assumes clearing & road work by town (no cost included)	
Upgrade existing Motor Control Center (MCC) to Vertical Frequency Drive (VFD)	\$ 35,000
Subtotal	\$284,300
Overhead & Profit (20%)	\$ 56,900
Subtotal	\$341,200
Contingency	\$ 65,300
TOTAL	\$406,500





Mr. Vincent Roy
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We believe this approach will meet the Town's objective of phasing the project, while at the same time allowing it to proactively move forward. As always, please call me at (617) 452-6532 if you have any questions or require additional information.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Andrew B. Miller'.

Andrew B. Miller, P.E.
Associate
Camp Dresser & McKee Inc.

cc: Louise Miller, Needham DPW
Adam Yanulis, CDM



Well # 1 Re-Development Events December, 2010

12/6/10 – Layne Christensen Contractor – Pretest on well to establish a baseline prior to Re-development.

12/7/10 - Disassemble pump, motor and remove pipe columns. Set up equipment for Bore-blasting. **Well # 2 shut off daily for 1 hr 10 min to prevent well from exceeding the daily withdrawal permit of 1.730 MGD per DEP.**

12/8/10 - 10:30AM Notified by Tom Williams well collapsed and equipment is submerged 5ft into the well of stone, pebbles etc. **Well Depth only at 55ft.**

12/9/10 - Layne (Tom Gould & Chris) attempting to get their equipment out of well with Nitrogen Gas – No Success!

12/13/10 – Meeting with Layne at DPW 10-11:15 (Tom Hydro & Tom Williams) to discuss alternative solutions for well-redevelopment. Re-lining well with new screen and casing, drilling an additional well within 50ft. Will attempt to remove bore-blast equip by with clam shell digger.

12/15/10 – Layne in at 8:30, breakdown equipment (Bore blast) set up equipment for clam shell digger. 2:00PM – Well still collapses when they extract material. NO SUCCESS. Next step install 20” casing around the well to block gravel around the collapsed well. Tom Hydro to provide quote.

12/16/10 – Layne picked up chemicals for well-redevelopment.

12/20/10 - Quote from Tom Hydro for new 20” liner screen labor & materials.

12/21/10 – Layne picked up Clam shell rig.

12/23/10 – Management met with Dave Davidson quote for well repair services needs to go out to bid.

1/4/11 - Meeting with CDM, Andy Miller, Adam Yonnlis, DPW staff to discuss options repair well, drill another well etc.

1/12/11- CDM requested data, pump records, observation wells pilot test records.

1/28/11 – CDM Site visit Well # 1 – Andy Miller

Board of Selectmen

AGENDA FACT SHEET for 3/8/2011

Agenda Item: Board of Selectmen Meeting Calendar

Presenter(s): Kate Fitzpatrick, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

I am recommending that the Board of Selectmen amend its April calendar due to the annual Town election and Passover.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Moved: That the Board of Selectmen amend its 2011 calendar by setting meetings for April 5th, 13th (Wednesday) and 26th.

3. BACK UP INFORMATION ATTACHED:

None

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Administrator	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

Prepared by kpf

Board of Selectmen

AGENDA FACT SHEET for 03/08/2011

Agenda Item: Town Hall Update

Presenter(s): Kate Fitzpatrick, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

At this time, the Town Manager will update the Board on the Town Hall renovation project.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

None

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

Board of Selectmen

AGENDA FACT SHEET for 3/8/2011

Agenda Item: Special Town Meeting Articles

Presenter(s): Kate Fitzpatrick, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Board will review articles contained in the March 14, 2011 Special Town Meeting Warrant.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: That the Board vote to support (not to support) Article 1 in the March 14, 2011 Special Town Meeting Warrant.

Suggested Motion: That the Board vote to support (not to support) Article 2 in the March 14, 2011 Special Town Meeting Warrant.

3. BACK UP INFORMATION ATTACHED:

- a. March 14, 2011 Special Town Meeting Warrant

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

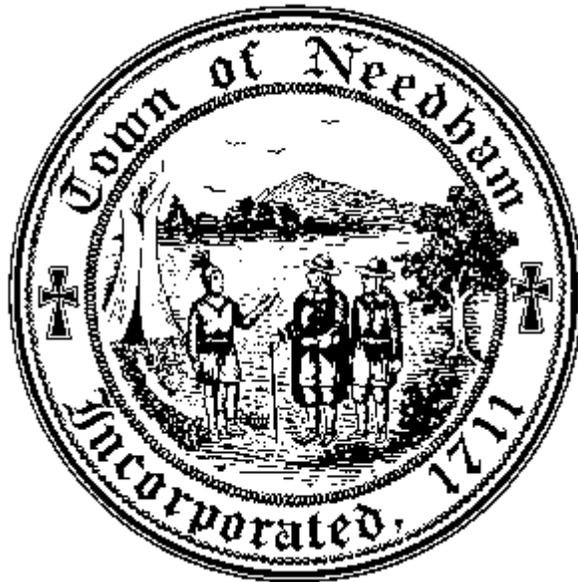
Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

SPECIAL TOWN MEETING

WARRANT



TOWN OF NEEDHAM

MONDAY, MARCH 14, 2011

7:30 P. M.

POLLARD MIDDLE SCHOOL

HARRIS AVENUE

NEEDHAM

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 and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Pollard Middle School:

MONDAY, THE FOURTEENTH OF MARCH, 2011

At seven-thirty in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: APPROPRIATE FOR PARKING AND ACCESS IMPROVEMENTS - POLLARD SCHOOL

To see if the Town will vote to raise and/or transfer and appropriate \$758,000 for design, engineering, and constructing parking and access improvements at the Pollard Middle School, to be spent under the direction of the Town Manager/Permanent Public Building Committee, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Chapter 44 of the General Laws or any other enabling authority; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article Be Adopted

Article Information: Several improvements are needed to the Pollard Middle School in order to accommodate the incoming Newman School students during the 2011/12 school year. Young students will be relocated to the Pollard modular classrooms while construction is taking place at the Newman School. The November 2010 Special Town Meeting appropriated \$357,000 for retrofitting the modular classrooms, and \$85,000 for continued development of traffic and parking options for the 2011/2012 school year.

This project would fund the design and construction of parking and access improvements including the creation of 36 temporary spaces on the existing tennis courts, with 33 additional spaces added along the proposed new access road from Dedham Avenue. This plan, in conjunction with existing parking elsewhere on site, will satisfy the expected demand, with the exception of 13 staff and visitor spaces which will continue both on the street and on the existing bus loop on Harris Avenue. The long term parking plan provides 37 new spaces (one additional space is added after the Newman children relocate), over what exists today. The 37 parking spaces, when combined other parking on-site, will provide adequate parking for existing teachers and staff without the need for on-street parking. The improvements for the additional parking and access road are anticipated to cost \$664,000 with the remainder allocated to upgrading the existing parking lot behind the school.

ARTICLE 2: RESTORATION OF CHARLES RIVER TREATMENT FACILITY WELL

To see if the Town will vote to raise and/or transfer and appropriate \$300,000 for design, engineering, restoration and improvements at the Town’s Charles River Water Treatment Facility Wells, to be spent

under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: The Charles River Water Treatment Facility draws upon three wells to provide the Town with its drinking water. In general, during winter months, the Town's water needs are met by the Charles River Water Treatment Facility. During summer months, the Town's water supply is supplemented with MWRA water pumped through the St. Mary's Pumping Station.

Well #1 was built in 1936 and is approximately 100 feet deep. A filtering screen lines the well removing particles from the water as the water is pumped to the Water Treatment Facility. Over time, the screen becomes coated with mineral deposits and particles. As part of the ordinary maintenance of the wells, the screens are cleaned on a three-year rotating basis, with one well cleaned every year. During the cleaning this year, the screen in well #1 collapsed resulting in the accumulation of 55 feet of deposits in the well, rendering it unusable. Well #1 is the Town's top producing well. The Town has been supplementing its water production with MWRA supplied water since well #1 collapsed.

The Public Works Department has retained engineering services to evaluate the options for restoring well #1's pumping capacity. Three options are being investigated: repair of the existing well, repair of the existing well and drilling of a satellite well to supplement the existing well, and abandonment of well #1 and drilling of a new well. The selected option will depend on the expected resulting pumping capacity, projected life expectancy, and time required for implementation.

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 under our hands at Needham aforesaid this 8th day of February, 2011.

John A. Bulian, Chairman
Denise C. Garlick, Vice Chairman
Gerald A. Wasserman, Clerk
Maurice P. Handel
Daniel P. Matthews

A TRUE COPY

Attest:

Constable:

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**Town Clerk's Office
Needham, MA 02492**

**First Class Mail
U.S. Postage Paid
Needham, MA
Permit No. 58224**

ATTN: SPECIAL TOWN MEETING WARRANT

Board of Selectmen

AGENDA FACT SHEET for 3/8/2011

Agenda Item: Annual Town Meeting Articles

Presenter(s): Kate Fitzpatrick, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Board will review the revised Annual Town Meeting Warrant.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

- a. Annual Town Meeting Warrant, March 4, 2011 Draft
- b. Status of Articles 3.4.2011

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

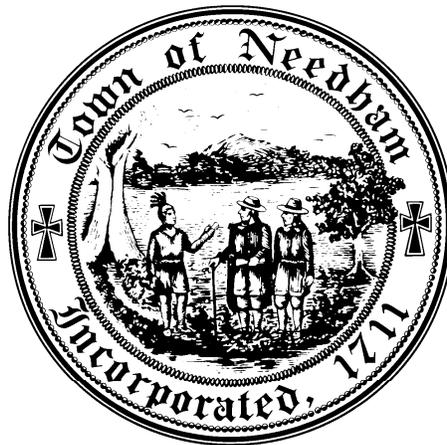
Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

TOWN OF NEEDHAM

MASSACHUSETTS

2011 Annual Town Meeting Warrant



ELECTION: Tuesday, April 12, 2011

Business Meeting at 7:30 P.M. on Monday, May 2, 2011

at the Newman Elementary School

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**2011 Annual Town Meeting Warrant
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**Town of Needham
Finance Committee
100th Annual Report
Fiscal Year 2012 Budget Recommendation
March 2011**

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Article Description	Inserted By	Page
Annual Town Election Committee and Officer Reports	Board of Selectmen	
ZONING/LAND USE ARTICLES		
Non-Betterment Street Acceptance – Farley Pond Lane	Board of Selectmen	
Layout of Great Plain Avenue	Board of Selectmen	
Technical Amendments for New England Business Center Highland Commercial-128 District, and Mixed Use- 128 Districts	Planning Board	
Use and Dimensional Amendments for New England Business Center, Highland Commercial-128, and Mixed Use-128 Districts	Planning Board	
Outdoor Seating and Street Furnishings	Planning Board	
Neighborhood Business District	Planning Board	
Corrective Zoning Amendments	Planning Board	
Establishment of Village Residential District	Planning Board	
Map Change to Village Residential District	Planning Board	
CITIZENS' PETITIONS		
Amend Zoning By-law / Needham Center Overlay District	Louis Wolfson et al	
Amend Zoning By-law / Farmers' Market	Jeffrey Friedman et al	
Amend Zoning By-law / Reconstruction of Two-Family Dwellings	George Guinta Jr. et al	
Amend Zoning By-law / Accessory Structures	Robert Lizza et al	
HUMAN RESOURCES ARTICLES		
Establish Elected Officials' Salaries	Personnel Board	
Fund Collective Bargaining Agreement – Needham Clerical Unit/Massachusetts Laborers' District Council	Board of Selectmen	
Fund Collective Bargaining Agreement – Public Works/ Massachusetts Laborers' District Council	Board of Selectmen	
Fund Collective Bargaining Agreement – Needham 911 Operators/ Massachusetts Laborers' District Council	Board of Selectmen	
Fund Collective Bargaining Agreement – Police Union	Board of Selectmen	
Fund Collective Bargaining Agreement – Police Superior Officers' Association	Board of Selectmen	
GENERAL ARTICLES		
Amend General By-law/Board of Health Regulations	Board of Health	
Adopt Stretch Energy Code	Board of Selectmen	

FINANCE ARTICLES

Transfer of Budgetary Fund Balance	Board of Selectmen
Accept Chapter 73, Section 4 of the Acts of 1986	Board of Selectmen
Appropriate for Senior Corps	Board of Selectmen
Appropriate for Needham Property Tax Assistance Program	Board of Selectmen
Appropriate the FY2012 Operating Budget	Finance Committee
Appropriate the FY2012 RTS Enterprise Fund Budget	Board of Selectmen & Finance Committee
Appropriate the FY2012 Sewer Enterprise Fund Budget	Board of Selectmen & Finance Committee
Appropriate the FY2012 Water Enterprise Fund Budget	Board of Selectmen & Finance Committee
Continue Departmental Revolving Funds	Board of Selectmen
Authorization to Expend State Funds for Public Ways	Board of Selectmen

COMMUNITY PRESERVATION ACT ARTICLES

(CPC=Community Preservation Committee)	
Appropriate for CPA Project – Home Energy Improvements	CPC
Appropriate for CPA Project – Redevelopment and Expansion of Linden/Chambers/High Rock Properties Feasibility Design	CPC
Appropriate for CPA Project – Preservation of Historic Documents	CPC
Appropriate to Community Preservation Fund	CPC

CAPITAL ARTICLES

Rescind Debt Authorizations	Board of Selectmen
Appropriate for General Fund Cash Capital	Board of Selectmen
Appropriate for Fire Engine	Board of Selectmen
Appropriate for Roof Repairs / Needham High School	Board of Selectmen
Appropriate for Public Works Infrastructure Program	Board of Selectmen
Appropriate for Feasibility Study of the Cricket Field Building	Board of Selectmen
Appropriate for Booth Street Reconstruction	Board of Selectmen
Appropriate for RTS Construction Equipment	Board of Selectmen
Appropriate for RTS Large Specialty Equipment	Board of Selectmen
Appropriate for Sewer Enterprise Fund Cash Capital	Board of Selectmen
Appropriate for Water Enterprise Fund Cash Capital	Board of Selectmen

TOWN RESERVE ARTICLES

Appropriate for Workers Compensation Reserve Fund	Board of Selectmen
Appropriate to Capital Improvement Fund	Board of Selectmen
Appropriate to Capital Facility Fund	Board of Selectmen
Appropriate to Stabilization Fund	Board of Selectmen & Finance Committee
Omnibus	Board of Selectmen

**Summary of Revenue
Placeholder**

**Summary of Expenditures
Placeholder**

**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 12, 2011
TOWN OF NEEDHAM
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 and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	Hillside School - Gymnasium
Precinct B	-	Hillside School - Gymnasium
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Pollard Middle School – Inner Space
Precinct F	-	Stephen Palmer Community Room
Precinct G	-	Broadmeadow School - Performance Center
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, THE TWELFTH DAY OF APRIL, 2011 from seven o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Warrant for the Annual Town Meeting

MONDAY, MAY 2, 2011 AT 7:30 P.M. AT NEWMAN ELEMENTARY SCHOOL

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

ZONING/LAND USE ARTICLES

ARTICLE X: NON-BETTERMENT STREET ACCEPTANCE – FARLEY POND LANE

To see if the Town will vote to accept the following streets or portions thereof, constructed by developers under the requirement of the Subdivision Control Law and as laid out by the Board of Selectmen in

accordance with plans on file with the Town Clerk, including the taking or acceptance of easements as shown on said plans: Farley Pond Lane; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE X: LAYOUT OF GREAT PLAIN AVENUE

To see if the Town will vote to accept the following streets or portions thereof, previously constructed and as laid out by the Board of Selectmen according to plans on file with the Town Clerk, including the taking or acceptance of easements as shown on said plan: A Portion of Great Plain Avenue; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE X: TECHNICAL AMENDMENTS FOR NEW ENGLAND BUSINESS CENTER, HIGHLAND COMMERCIAL-128 DISTRICT, AND MIXED USE-128

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

1. Amend Section 3.2.4, Uses in the New England Business Center, Subsection 3.2.4.1, Permitted Uses, as follows:
 - a. By adding to (f) at the beginning of the subsection: “Medical laboratory or”
 - b. By adding a new section: “(l) More than one building on a lot.”
 - c. By adding a new section: “(m) More than one use on a lot.”
2. Amend Section 3.2.5, Uses in the Highland Commercial-128 District, Subsection 3.2.5.1, Permitted Uses, as follows:
 - a. By adding to the beginning of the subsection (h): “Medical laboratory or”
 - b. By adding new section: “(j) More than one building on a lot.”
 - c. By adding new section: “(k) More than one use on a lot.”
3. Amend Section 3.2.6, Uses in the Mixed Use-128 District, Subsection 3.2.6.1, Permitted Uses, as follows:
 - a. By adding to the beginning of (j): “Medical laboratory or”
 - b. By adding new section: “(o) More than one building on a lot.”
 - c. By adding new section: “(p) More than one use on a lot.”

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: SCHEDULE OF USE REGULATIONS

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

1. In Section 3, Use Regulations, Subsection 3.1, Basic Requirements, by adding the following paragraph to the end of the section as follows:

“Notwithstanding the uses set forth in the Schedule of Use Regulations (Section 3.2), in all Industrial, Business, and/or Commercial zoning districts, including Mixed Use-128 the Planning Board may allow by right a use similar in intent and impact to a use authorized by the uses allowed by Section 3.2 as of right or by special permit a use similar in intent and impact to a use authorized by the uses allowed by Section 3.2 by special permit, which in the opinion of the Planning Board constitutes the same general use and is similar in intent and impact as one specifically authorized by the uses allowed by Section 3.2.”

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: OUTDOOR SEATING

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

1. In Section 3, Use Regulations, Subsection 3.1, Basic Requirements, by adding a new designation which shall read as follows:

“Y* allows for the use upon administrative review by the Planning Board or Board of Selectmen in accordance with Section 6.9”

2. 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 adding to Accessory Uses “Seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter” Y* in B, CSB, CB, and ASB.

3. In Section 6, Special Regulations, by inserting a new Subsection 6.9, Outdoor Seating, to read as follows:

“6.9. Outdoor Seating

6.9.1. Applicability

Section 6.9.2 shall apply in any business district in which restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter is permitted under Section 3.2.2 of this By-Law.

6.9.2 Basic Requirements Seasonal Outdoor Seating

Seasonal temporary outdoor seating, including but not limited to tables, chairs, serving equipment, planters, and umbrellas, for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter is permitted during normal hours of operation, subject to administrative review by the Planning Board in the case of (a) below and the Board of Selectmen in the case of (b) below, provided that:

- (a) It is within the front yard, rear yard, or side yard of the restaurant's owned, licensed, or leased property, but only if said yard abuts a public right-of-way, public property, or other public uses, provided that:
 - (i) Such use is clearly related to the restaurant conducted inside the principal building;
 - (ii) A minimum width of forty-two inches (42") shall be continuously maintained and unobstructed on the sidewalk or entrance into the principal building, or any other designated sidewalks or pedestrian paths, as shown on the plan provided to the Planning Board;
 - (iii) Outdoor seating is prohibited in designated or required landscaped areas, parking lots, or drive aisles;
 - (iv) Such use does not obstruct or otherwise interfere with visibility at intersections;
 - (v) Except as otherwise provided in subsection (b), the outdoor seating must be on the same lot as the establishment;
 - (vi) The Planning Board may impose such conditions on the use of the property as it deems necessary to protect the public interest; and;
 - (vii) At the close of business, the area of outdoor seating must be cleaned, including clearing of all tables and removal of all trash.

- (b) It is within the public sidewalk abutting the front, rear, or side yard of the restaurant's owned or leased property so long as there remains no less than forty-two inches (42") of unencumbered sidewalk width remaining, or, alternatively, on a public way or other public property abutting the front, rear, or side yard of the restaurant's owned or leased property, provided that:
 - (i) No temporary outdoor restaurant seating shall be permitted, unless the Board of Selectman authorizes the placement of temporary outdoor seating within the public right-of-way, public sidewalks and/or on public property;
 - (ii) Such use is clearly related to the restaurant conducted inside the principal building;
 - (iii) A minimum width of forty-two inches (42") shall be continuously maintained and unobstructed on the sidewalk or entrance into the principal building, or any other designated sidewalks or pedestrian paths, as shown on the plan provided to the Board of Selectmen;
 - (iv) Outdoor seating is prohibited in designated or required landscaped areas, parking lots, or drive aisles;
 - (v) Such use does not obstruct or otherwise interfere with visibility at intersections;
 - (vi) The outdoor seating must be adjacent to the restaurant establishment and in front, to the rear, or to the side of, as the case may be, the front face of the restaurant's owned or leased property;
 - (vii) The Board of Selectmen may impose such conditions on the use of public property as it deems necessary to protect the public interest; and;
 - (viii) At the close of business, the area of outdoor seating must be cleaned, including clearing of all tables and removal of all trash.

Items (a)(i), (a)(iii), (a)(iv) and (b)(ii), (b)(iv), and (b)(vi) shall not apply during special town-wide festivals or events during the year.

Where there is authorization for the placement of seasonal temporary outdoor restaurant seating and where such seating could be interpreted to be an increase in the number of seats serving a restaurant, such seating shall not be counted toward the off-street parking or loading requirements, so long as they remain seasonal and temporary and do not increase capacity by more than thirty percent (30%).”

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: NEIGHBORHOOD BUSINESS DISTRICT

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

1. Amend Section 3.2.3, Uses in the Neighborhood Business District, Subsection 3.2.3.1 Permitted Uses, as follows:
 - a. Delete in (j) the words: “provided such structure was in existence prior to December 31, 1992 and was previously used as a single-family detached dwelling”.
 - b. Delete in (k) the words: “provided such structure was in existence prior to December 31, 1992 and was previously used as a two-family detached dwelling” and add the words “provided they comply with the reconstruction provisions of Section 1.4.7.4.”
 - c. Amend (p) to read: “Beauty salon, day spay, barber shop, tailor, dressmaker, shoe repair, photographic processing, photocopying and reduction services but not commercial printing, provided the gross floor area so used does not exceed one thousand five hundred (1,500) square feet per establishment.”
 - d. Add “(v): Professional offices, not listed in (q), provided the gross floor area so used does not exceed one thousand five hundred (1,500) square feet per company.”
 - e. Add “(w): Offices for consumer sales and/or services totaling no more one thousand five hundred (1,500) square feet per company.”
 - f. Add “(x) General office uses, provided the gross floor area so used does not exceed one thousand five hundred (1,500) square feet per company.”
 - g. Add at the end of this section: “As to uses (l)-(x) above, all operations must be conducted entirely within an enclosed building. Storage of equipment and products outdoors during non-operating hours is prohibited. Commercial delivery and/or maintenance trucks must be parked during non-operating hours in a garage or in outdoor area not within the required setback for the principal building and shall be screened from the view of the abutting lots and street(s). If operations of the aforementioned uses are in whole or in part conducted outdoors during operating hours, such uses shall be deemed to be uses permitted by special permit pursuant to Section 3.2.3.2.”
2. Amend Section 3.2.3, Uses in the Neighborhood Business District, Subsection 3.2.3.2, Uses Permitted by Special Permits as follows:
 - a. Amend (c) to read: “Bank, provided the gross floor area so used does not exceed three thousand (3,000) square feet gross floor area per company.”

- b. Add (k): “Medical, dental or psychiatric office exceeding one thousand (1000) square feet gross floor area per company.”
- c. Add (l): “Professional offices, not listed in 3.2.3.1 (q), exceeding one thousand five hundred (1,500) square feet gross floor area per company.”
- d. Add “(m): Offices for consumer sales and/or services exceeding one thousand five hundred (1,500) square feet gross floor area per company.”
- e. Add (n): “General office uses exceeding one thousand five hundred (1,500) square feet gross floor area per company.”
- f. Add “(o): Uses (l)-(x) of Section 3.2.3.1 conducting operations in whole or in part outdoors during operating hours.”
- g. Add at end of this section: “Uses conducted in whole or in part outdoors during operating hours and/or storing equipment and product outdoors during non-operating hours shall be required to provide such screening and landscaping as deemed necessary by the SPGA to shield neighboring residential uses. Except for use (e), commercial delivery and/or maintenance trucks must be parked during non-operating hours in a garage or in outdoor area not within the required setback for the principal building and shall be screened from the view of the abutting lots and street(s).”

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: CORRECTIVE ZONING AMENDMENTS

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

1. Amend Section 4.1.5 Minimum Required Lot Width by replacing “4.5.1” with “4.6.1”.

The former section does not contain the minimum frontage requirements referenced; the latter does. The provision would read as follows: “Building lots in all zoning districts recorded or endorsed after January 9, 1986 shall be required to have a minimum lot width for a distance that extends from the front lot line throughout the building or structure not less than the applicable minimum frontage for the district in which said lot is located, as specified in Sections 4.2.1, 4.3.1, 4.4.1 and **4.6.1**; except, however, in the Single Residence A District such minimum required lot width shall be at least 120 feet.”

2. Amend Section 4.2.4 Flexible Development Consistent with the Subdivision Control Law (a) General by inserting the words “Rural Residence Conservation,” after “General Residence,” in the last sentence.

The Rural Residence Conservation districts should have been included in the flexible development provision and was inadvertently omitted.

3. Amend second sentence of footnote * in Section 4.3.1 Table of Regulations (applicable to Apartment Districts) by replacing “4.6.2” with “4.7.2”.

The former section relates to front and side setbacks in Industrial Districts; the latter to height limitation exceptions in, inter alia, Apartment Districts. The footnote would read: “See height limitation exceptions in Section **4.7.2**.” Section 4.7.2 is entitled “Height Limitation Exceptions in...Apartment...Districts”.

4. Amend Section 4.3.5 Setback for Other Uses in the Dimensional Regulations for Apartment Districts by replacing “4.6.4” with “4.7.1 and 4.7.3.”

Section 4.6.4 governs height limitations in Industrial Districts and is not applicable to the front, side and rear line setbacks referenced in 4.3.5 as relating to Apartment Districts. Section 4.7.1 provides Special Conditions relating to Specific Front Setbacks and Section 4.7.3 relates to minimum side line setbacks for a dwelling or institutional building within Apartment Districts. Section 4.3.5 would read: “Front, side, and rear line setbacks for any permitted building or structure, other than an apartment house (or a structure accessory thereto), shall be the same as required in Section 4.2.1 and **4.7.1 and 4.7.3.**”

5. Amend Section 4.4.2 (b) Maximum Building Bulk with respect to Dimensional Requirements in Commercial Districts by adding clarifying language after “4.4.5”: “, third paragraph, second sentence.”

4.4.2 (b) relates to maximum lot coverage and floor area ratio requirements in Center Business District. It refers back to Table 1 in subsection (a) and then references Section 4.4.5, which, relating as it does to driveway openings, is not apparently applicable. However, buried in the second sentence of the third paragraph is language permitting the Planning Board by special permit to increase the maximum floor area ratio if a shared driveway eliminates the need for an individual driveway in the Center Business District. Clarity would be afforded by amending this provision. Section 4.4.2(b) would thus read in relevant part: “Buildings and structures which are located on property in the Center Business District are not limited to the maximum lot coverage requirements in this Section 4.4.2 as specified in Table 1, but shall have a maximum floor area ratio of 1.0 or the floor area ratio in existence on January 1, 1990, whichever is greater. (See also Section 4.4.5, **third paragraph, second sentence**)”

6. Amend the By-Law by deleting all references in the By-Law to the “Industrial Park” from the captions, as well as from the text and the respective zone requirements.

The Industrial Park district no longer exists so all references to the zone and its specific requirements should be deleted, in particular:

1. Table of Contents: delete “and Industrial Park” from reference to 4.6 (p. 2)
2. Classes of Districts Section 2.1: delete “IND P – Industrial Park” (p.17)
3. Uses in Rural Residence-Conservation...Industrial Park Districts Section 3.2.1
 - Delete “ and Industrial Park” from caption of section and insert “and” between “Industrial” and “Industrial-1” (p. 23)
 - Delete “IND P” from first sentence in Section 3.2.1 and insert “and” between “IND” and “IND-1” (p. 23)
 - Delete “IND P” column in use table in Section 3.2.1 (pp. 23-34)
 - Delete footnotes (a) and (b) relating to uses in Industrial Park (pp 34-35)
4. Dimensional Regulations for Industrial and Industrial Park Districts Section 4.6
 - Delete “and Industrial Park” from caption of section (p. 139)
 - Delete “Industrial Park” from row in use table in Section 4.6.1 (p. 139)
 - Delete “or Industrial Park” from the first sentence in Section 4.6.3 (p. 139)
 - Delete “or industrial park” from the first sentence in Section 4.6.5 and insert “or” between “manufacturing” and “industrial” (p. 139)
5. Special Conditions Section 4.7
 - Delete “and Industrial Park” from caption of Section 4.7.2 and insert “and” between “Industrial” and “Industrial-1” (p. 141)
 - Delete “and Industrial Park” from the first sentence in Section 4.7.2 and insert “and” between “Industrial” and “Industrial-1” (p. 141)

Delete “or Industrial Park” from the first sentence in Section 4.7.3 and insert “or” between “Business” and “Industrial” (p. 141)

Delete “or Industrial Park” from the second sentence in Section 4.7.3 and insert “or” between “Business” and “Industrial” (p. 141)

6. Driveway Openings Section 5.1.3

Delete “Industrial Park” from the second sentence of subsection (d) (p.155)

Delete “or Industrial Park” from first sentence of subsection (j) and insert “or” between “Business” and “Industrial” (p. 156)

Delete “except however, in the Industrial Park District, if more than one lot is held in common ownership and devoted to parking for the same principal use or building, the interior lot lines are excluded from the rear and side setbacks” from third sentence of subsection (j) (p. 156)

7. Accessory Uses Section 6.1.2

Delete “and Industrial Park” from the first sentence in Section 6.1.2 and insert “and” between “Rural Residence--Conservation” and “Institutional” (p. 161)

8. Limited Heliports Section 6.5.1

Delete “and Industrial Park” from the first sentence in Section 6.5.1 (p. 164)

9. Building or Use Permit Section 7.2.5

Delete “Industrial Park District” from the first sentence of this section. (p. 183)

10. Authority and Specific Powers of Design Review Board Section 7.7.2.2

Delete “Industrial Park District” from second paragraph of this section (p. 195)

7. Further Amend Section 4.7.2 Height Limitation Exceptions in Business, Apartment, Industrial, Industrial-1 and Industrial Park Districts by replacing references to “Section 4.4.2 and 4.5.4” in the first paragraph with “Section 4.4.3 and 4.6.4” and replacing the reference to “Section 4.3.2” in the second paragraph with “Section 4.3.1”

This section, which relates to height limitation exceptions in various districts. Section 4.4.2 relates to maximum building bulk requirements, which is not applicable; Section 4.4.3 is the applicable height limitation provision. Section 4.5.4 does not exist; the appropriate reference is Section 4.6.4, the height limitation provision for industrial districts. Similarly, the height limitation provision applicable to Apartment districts is Section 4.3.1 not the referenced 4.3.2. The first sentence of the first paragraph should read in relevant part: “In Business... the limitation of height in feet in Section **4.4.3** and **4.6.4** shall not apply to towers, steeples...” The second paragraph should read in relevant part: In Apartment districts the limitation of height in feet in Section **4.3.1** shall not apply to the structures enumerated herein except...”

8. Amend Section 4.7.5 Reduction in Dimensional Regulations by Special Permit by correcting the reference in the second paragraph from “This Section 4.6.5” to “This Section 4.7.5”.

The reference in the second paragraph incorrectly refers to the section as 4.6.5 rather than 4.7.5. This paragraph should read: “This Section **4.7.5** shall apply only to buildings...”

9. Amend Section 4.10.4 Gould Street-Highland Avenue Buffer in the Dimensional Regulations for Industrial-1 District by replacing “4.6.1(e) and (f)” with “4.7.1 (b) and (c).”

This section refers back to special front building setback lines. Sections 4.6.1 (e) and (f) do not exist. The appropriate references are 4.7.1 (b) and (c). This sentence would read: “The special front building setback lines of 50 feet, as provided for in Subsections **4.7.1 (b) and (c)**, shall be landscaped vegetative buffer area in the Industrial-1 District.”

10. Amend Section 5.1.3 Driveway Openings by deleting Sections “4.5.6 and 4.7.3” and replace them with Sections “4.6.6 and 4.10.3”.

This section addresses driveway opening regulations in Business, Industrial and Industrial-1 Districts. While the first section referenced (4.4.5) does relate to driveway openings in Business Districts, the other two sections are mislabeled. Driveway openings in Industrial Districts are covered by Section 4.6.6 and driveway openings in Industrial-1 District are addressed in Section 4.10.3. The second sentence should read: “See Sections 4.4.5, **4.6.6, and 4.10.3** for Driveway Openings Regulations in Business, Industrial and Industrial-1 Districts.”

11. Amend Section 5.5 Signs by deleting “XIX” and inserting “5”.

The proper reference to the Needham Sign By-Law is no longer Article XIX but Article 5 of the General By-Laws. The sentence should read: “Signs within the Town are regulated and controlled by Article **5** of the Town’s General By-Laws.”

12. Amend Section 7.7.2.2 Authority and Specific Powers of the Design Review Board by inserting in the first sentence of the second paragraph between the words “Industrial District” and “Industrial-1 District” the words “Elder Services Zoning District”.

When this new zoning district was added, review by the Design Review Board through major site plan review for such projects was arguably included, this amendment would make this clear. The first sentence of the second paragraph should read in relevant part: “The Design Review Board shall review permit applications for all new structures and outdoor uses, exterior additions, exterior alterations and exterior changes in all areas zoned as a...Industrial District, **Elder Services Zoning District**, Industrial-1 District...”

13. Further amend Section 7.7.2.2 Authority and Specific Powers of the Design Review Board by deleting “XIX” and inserting “5” in the last sentence of the second paragraph.

The proper reference to the Needham Sign By-Law is no longer Article XIX but Article 5 of the General By-Laws. The sentence should read: “The Design Review Board shall also review requests for all sign permits, as required under Article **5** of the Needham General By-Laws.”

14. Amend Section 7.7.3 Procedure of the Design Review Board by deleting “XIX” and inserting “5” in the first sentence of the first paragraph.

The proper reference to the Needham Sign By-Law is no longer Article XIX but Article 5 of the General By-Laws. The sentence in relevant part should read: “An application for Design Review Board shall be submitted to the Design Review Board...(See ...Article **5** of the General By-Laws for application procedure for all sign permits.”

15. Amend Section 7.7.4 Design Criteria of the Design Review Board by deleting “XIX” and inserting “5” in the last sentence of this section.

The proper reference to the Needham Sign By-Law is no longer Article XIX but Article 5 of the General By-Laws. The sentence in relevant part should read: “In addition... the Design Review Board shall review requests for sign permits according to the design guidelines listed in Section 3.5 of Article **5** of the General By-Laws.”

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

CITIZENS' PETITIONS

ARTICLE X: **AMEND ZONING BY-LAW / NEEDHAM CENTER OVERLAY DISTRICT**

To amend the zoning by-laws section 3.8.4.2 Building height requirements in the Needham Center Overlay District section (a) to read as follows:

(a) In Sub-District A: The minimum building height shall be two stories and twenty-seven feet and the maximum building height shall be two and one-half stories and thirty-five feet as of right. By Special Permit from the Planning Board, the maximum height of a building may be increased up to the following limits: three stories and thirty-seven (37) feet as shown in the Design Guidelines under Subsection 3.8.8 below.

This would be striking out four stories and forty-eight (48) feet. Provided that the fourth story is contained under a pitched roof or recessed from the face of the building

To amend the zoning by-laws section 3.9.4.2 Building height requirements in the Lower Chestnut Street Overlay Center Overlay District section (a) to read as follows:

The maximum building height in the Lower Chestnut Street Overlay District shall be two and one-half stories and thirty-five feet as of right. For lots having the required minimum frontage on Chestnut Street, the Planning Board may grant a Special Permit for a maximum building height of three stories and thirty-seven feet as shown in the Design Guidelines under Section 3.9.8 below.

This would strike out four stories and forty-eight (48) feet, provided that the fourth story is located under a pitched roof or recessed from the face of the building.

INSERTED BY: Louis Wolfson, et al
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: **AMEND ZONING BY-LAW / FARMERS' MARKET**

INSERT NEW USE CATEGORY UNDER **AGRICULTURE** in Table 3.2.1 and Table 3.2.2:

Periodic outdoor sale, but not to exceed once a week, during the season from May 15 to November 30 by a non-profit corporation or organization operating a farmers market for the sale of edible farm products, farmer raised flowers, farmer raised plants, firewood, homemade preserves, homemade baked goods, homemade soaps, farm wool products, and similar products, including the outdoor display of such merchandise. Outdoor display and outdoor sales are permitted on existing parking spaces, provided that adequate parking and loading are maintained.

INSERT **SP** in all zoning districts in Table 3.2.1 and Table 3.2.2 for the above use

INSERTED BY: Jeffrey Friedman, et al
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: **AMEND ZONING BY-LAW / RECONSTRUCTION OF TWO-FAMILY DWELLINGS**

To see if the Town will vote to amend the Needham Zoning By-Law, Section 1.4.7.4 Reconstruction of Two-Family Dwellings Located in a Single Residence A, Single Residence B or Rural Residence-Conservation District Where the Use is Prohibited by adding the following language at the end thereof:

Notwithstanding the provisions of this section to the contrary, the Board of Appeals may allow reconstruction of a non-conforming two-family dwelling on a lot resulting in the construction of enclosed garage space servicing two cars per dwelling unit, provided the Board finds that the additional garage space:

- a. will not alter the character of the premises in which it is located,
- b. will not have a material adverse effect on the value of the land and buildings or structures in the neighborhood, or on the amenities thereof, and
- c. will be appropriate in scale and mass for the neighborhood, taking into consideration the size, number and location of proposed garage doors.

Or take any other action relative thereto.

INSERTED BY: George Guinta, Jr., et al
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: **AMEND GENERAL BY-LAW / ACCESSORY STRUCTURES**

To see if the Town will vote to amend the Needham Zoning By-Law, Section 4.2 Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.3, Minimum Side and Rear Line Setbacks: Accessory Structures, by adding a new sentence at the end of the paragraph, so that the entire subsection shall now read as follows: (new language underlined):

“No accessory building or structure, excepting fences, shall be constructed, altered or relocated so that any part thereof shall be less than ten (10) feet from any other building or structure or less than five feet from the side or rear lines of the lot on which such building or structure is located. Notwithstanding the

foregoing, an accessory pergola need not comply with the requirements of the preceding sentence but said pergola must comply with all dimensional setback requirements from abutting properties and from streets and ways. For purposes of this paragraph, “pergola” means an open frame structure consisting of colonnades or posts with a latticework roof designed to support climbing plants, either standing alone or attached to another building or structure.”

INSERTED BY: Robert Lizzo, et al
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

HUMAN RESOURCES ARTICLES

ARTICLE X: ESTABLISH ELECTED OFFICIALS’ SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2011, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	
Town Clerk with 6 years of service in that position	
Selectmen, Chairman	
Selectmen, Others	

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$XXX the accumulation of 15 days of non-occupational sick leave per fiscal year; and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32, in an amount not to exceed \$XXX. The annual salary of \$XXX includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$XXX. At the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$XXX; or take any other action relative thereto.

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

Article Information:

ARTICLE X: FUND COLLECTIVE BARGAINING AGREEMENT –INDEPENDENT TOWN WORKERS ASSOCIATION/MASSACHUSETTS LABORERS’DISTRICT COUNCIL

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Independent Town Workers Association/Massachusetts Laborers' District Council, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

**ARTICLE X: FUND COLLECTIVE BARGAINING AGREEMENT – PUBLIC WORKS/
MASSACHUSETTS LABORERS'DISTRICT COUNCIL**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Public Works/Massachusetts Laborers' District Council, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

**ARTICLE X: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM 911
OPERATORS/ MASSACHUSETTS LABORERS'DISTRICT COUNCIL**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham 911 Operators/Massachusetts Laborers' District Council, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

ARTICLE X: FUND COLLECTIVE BARGAINING AGREEMENT – POLICE UNION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Union, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

ARTICLE X: FUND COLLECTIVE BARGAINING AGREEMENT – POLICE SUPERIOR OFFICERS’ ASSOCIATION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Superior Officers’ Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

GENERAL ARTICLES

ARTICLE X: AMEND GENERAL BY-LAW / BOARD OF HEALTH REGULATIONS

To see if the Town will vote to amend Section 8.2 Enforcement by deleting subsection 8.2.2.7 Board of Health Regulations, sub-subsections A through F in their entirety and replacing them with a new sub-subsections A through F as follows;

- A. Regulation Affecting Smoking and the Sale and Distribution of Tobacco in Needham Article 1 Section 1.6 Retail Sale of Tobacco Products

Enforcement Agent: Health Director, Environmental Health Agent, or Public Health Nurse

Fine Schedule:

First Offense – Warning

Second Offense - \$100

Third Offense - \$200

Fourth and Subsequent Offenses - \$300

- B. Disposal of Refuse – Article 2

Enforcement Agent: Health Director, Environmental Health Agent, or Public Health Nurse

Fine Schedule:

First Offenses \$25 per offense

Subsequent Offenses \$100 per offense

- C. Control Of Public Nuisances – Article 3

Enforcement Agent: Health Director, Environmental Health Agent, or Public Health Nurse
Fine Schedule:
First and Subsequent Offenses up to \$300 per offense
Each day such violation continues shall constitute a separate offense

D. Well Drilling and Registration Regulations – Article 12

Enforcement Agent: Health Director, Environmental Health Agent, or Public Health Nurse
Fine Schedule:
First and Subsequent Offenses: \$300 fine

E. Regulation for Excavation And Trench Safety – Article 18

Enforcement Agent: Health Director, Environmental Health Agent, or Public Health Nurse
Fine Schedule:
First and Subsequent Offenses up to \$300 per offense
Each day such violation continues shall constitute a separate offense

F. All Other Board of Health Regulations

Enforcement Agent: Health Director, Environmental Health Agent, or Public Health Nurse
Fine Schedule:
First and Subsequent Offenses up to \$300 per offense
Each day such violation continues shall constitute a separate offense

Or take any other action relative thereto.

INSERTED BY: Board of Health
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: ADOPTION OF STRETCH ENERGY CODE

To see if the Town will vote to accept or to enact as a by-law the “Stretch Energy Code,” 780 CMR Appendix 120AA; or take another action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

FINANCE ARTICLES

ARTICLE X: **TRANSFER OF BUDGETARY FUND BALANCE**

To see if the Town will vote to transfer \$3,380,269 from the Budgetary Fund Balance Account (Free Cash) to meet, in part, appropriations made at this Town Meeting, and to authorize the Board of Assessors to use such sum as available funds to meet appropriations in its computation of the tax rate for the fiscal year 2012; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: **ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986**

To see if the Town will vote to accept, for fiscal year 2012, the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 90% for each eligible exemption; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: **APPROPRIATE FOR SENIOR CORPS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$15,000 for the purpose of funding the Senior Corps program, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: **APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$15,051 for the purpose of funding the Needham Property Tax Assistance Program, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
 FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE THE FY 2012 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of \$40,000, from the Overlay Surplus in the amount of \$500,000, \$45,802 from amounts reserved for debt exclusion offsets; and \$300,000 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 4 in order to meet expenses for post employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee
 FINANCE COMMITTEE RECOMMENDS THAT:

ARTICLE X: APPROPRIATE THE FY 2012 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2012, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
 RTS Enterprise
 FY 2012

Line #	Description	FY 2010		FY 2011		FY 2012		Town Meeting Amendments	
		Expended	FTE	Current Budget	FTE	Recommended	FTE		
101A	Personnel	\$ 624,377	9.0	\$ 635,125	9.0	\$ 639,479	9.0		
101B	Expenses	\$ 1,070,123		\$ 1,115,280		\$ 1,139,984			
101C	Operating Capital	\$ 39,209		\$ 58,000		\$ 43,000			
101D	Debt Service	\$ 149,051		\$ 150,000		\$ 150,000			
102	Reserve Fund	Transfers Only		\$ 45,000		\$ 25,000			
	TOTAL	\$ 1,882,760	9.0	\$ 2,003,405	9.0	\$ 1,997,463	9.0		
							FY 2012 Budget Percentage Change from FY 2011 Budget		-0.3%

and to meet this appropriation that \$547,673 be raised from the tax levy and transferred to the RTS Enterprise Fund, and \$200,000 be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
 FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE THE FY 2012 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2012, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
 Sewer Enterprise
 FY 2012

Line #	Description	FY 2010		FY 2011		FY 2012		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Personnel	\$ 658,119	9.2	\$ 629,896	9.2	\$ 881,180	12.0*	
201B	Expenses	\$ 281,535		\$ 273,354		\$ 468,764		
201C	Capital Outlay	\$ 72,000		\$ 25,000		\$ 25,000		
201D	MWRA Assessment	\$ 5,028,493		\$ 5,043,945		\$ 5,337,491		
201E	Debt Service	\$ 1,192,470		\$ 1,250,000		\$ 1,350,000		
202	Reserve Fund	Transfers Only		\$ 35,000		\$ 35,000		
TOTAL		\$ 7,232,617	9.2	\$ 7,257,195	9.2	\$ 8,097,435	12.0*	
FY 2012 Budget Percentage Change from FY 2011 Budget							11.6%	

and to meet this appropriation that 293,546 be transferred from Sewer Enterprise Fund retained earnings and that \$469,610 be raised from the tax levy and transferred to the Sewer Enterprise Fund, or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE X: APPROPRIATE THE FY 2012 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2012, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Town of Needham
Water Enterprise
FY 2012**

Line #	Description	FY 2010		FY 2011		FY 2012		Town Meeting Amendments	
		Expended	FTE	Current Budget	FTE	Recommended	FTE		
301A	Personnel	\$ 909,094	14.5	\$ 1,047,487	14.5	\$ 1,016,863	16.0*		
301B	Expenses	\$ 1,046,301		\$ 985,218		\$ 974,603			
301C	Capital Outlay	\$ -		\$ 20,000		\$ 55,000			
301D	MWRA Assessment	\$ 427,332		\$ 265,017		\$ 605,448			
301E	Debt Service	\$ 1,490,309		\$ 1,500,000		\$ 1,550,000			
302	Reserve Fund	Transfers Only		\$ 75,000		\$ 75,000			
TOTAL		\$ 3,873,036	14.5	\$ 3,892,722	14.5	\$ 4,276,914	16.0*		
FY 2012 Budget Percentage Change from FY 2011 Budget							9.9%		

or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE X: CONTINUE DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to authorize and continue revolving funds for certain Town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2011:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2012 Budget
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	\$4,100
Local Transportation	Council on Aging Director	MBTA, Grants, Program Receipts	Transportation program for COA	\$60,000
Yard Waste Processing Program	DPW Director	Town and Participating Communities	Multi-Community yard waste processing program	\$75,000
Home Composting Bin Account	DPW Director	Sale of Bins	Purchase of additional home composting bins	\$3,000
Senior Center Activities	Council on Aging Director	Program Receipts	Costs related to social programs for elderly	\$1,000

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2012 Budget
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to youth service and community programs	\$25,000
Traveling Meals Program	Health Director	Program Receipts	Costs related to Traveling meals	\$75,000
Immunization Fund	Health Director	Program Receipts	Costs associated with immunization and educational programs	\$25,000
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and other District-wide transportation	\$819,000

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information and Summary of M.G.L., Chapter 44, Section 53E 1/2:

ARTICLE X: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Highway Department; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE X: APPROPRIATE FOR CPA PROJECT – HOME ENERGY IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$140,000 for window and door replacement for three group homes, to be spent under the direction of the Town Manager, said sum to be raised from 2012 Community Preservation Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 31: APPROPRIATE FOR CPA PROJECT – REDEVELOPMENT AND EXPANSION OF LINDEN/CHAMBERS & /HIGH ROCK PROPERTIES – FEASIBILITY DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for feasibility and design for the redevelopment and expansion of Linden/Chambers/High Rock properties, to be spent under the direction of the Town Manager, said sum to raised from 2012 Community Preservation Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR CPA PROJECT – PRESERVATION OF HISTORIC DOCUMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$20,000 for preservation and conservation of historic documents, to be spent under the direction of the Town Manager, said sum to be raised from FY 2012 Community Preservation Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to M.G.L. Chapter 44B from the estimated FY 2012 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee \$82,000

Reserves:

B. Community Preservation Fund Annual Reserve \$1,131,200

C. Community Housing Reserve \$213,400

D. Historic Resources Reserve \$0
E. Open Space Reserve \$213,400

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

CAPITAL ARTICLES

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:

<u>Project</u>	<u>Town Meeting</u>	<u>Article</u>	<u>Authorized</u>	<u>Rescind</u>
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Total

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: **APPROPRIATE FOR GENERAL FUND CASH CAPITAL**

To see if the Town will vote to raise and/or transfer and appropriate a sum for General Fund Cash Capital, to be spent under the direction of the Town Manager, and raised from the tax levy; or take any other action relative thereto:

GF	Description	Recommended	Amendment
General Government	Network Services & Switches	\$30,000	
General Government	Document Record Management System	\$90,000	
Public Safety	Base Radio Station	\$112,496	
Public Schools	Copier Replacement	\$66,950	
Public Schools	Technology Replacement	\$349,100	
Public Schools	Furniture & Musical Equipment	\$52,750	
Public Works	Core Fleet Replacement	\$304,000	
Public Works	Construction Equipment	\$39,700	
Public Works	Large Speciality Equipment	\$139,000	
Public Works	Small Specialty Equipment	\$64,500	
Public Works	Snow & Ice Equipment	\$165,000	
Public Works	Salt Storage Shed Design	\$75,000	
Public Facilities	Core Fleet Replacement	\$25,000	
Public Facilities	Small Specialty Equipment	\$29,563	
Public Facilities	Facilities Maintenance Program	\$400,000	
Community Services	HP Transport Van	\$52,000	
Community Services	Playground Equipment	\$25,000	
Community Services	Library Technology Replacement	\$25,000	
Community Services	Athletic Facility Improvements	\$137,500	
	Total Appropriation	\$2,182,559	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR FIRE ENGINE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$400,000 for the purchase of a fire engine, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR ROOF REPAIRS/NEEDHAM HIGH SCHOOL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$320,000 for the repairs to the Needham High School roof, to be spent under the direction of the Town Manager, and to meet this

appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: **APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,100,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE X: **APPROPRIATE FOR FEASIBILITY STUDY OF THE CRICKET FIELD BUILDING**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$10,000 for a feasibility study of the Cricket Fieldhouse, to be spent under the direction of the Town Manager/Permanent Public Building Committee, and to meet this appropriation that \$10,000 be transferred from Article 37 of the 2004 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: **APPROPRIATE FOR BOOTH STREET RECONSTRUCTION**

To see if the Town will vote to raise and appropriate \$125,000 for the reconstruction of Booth Street from Central Avenue to 58 Booth Street, under the laws authorizing the assessment of betterments, to be spent under the direction of the Town Manager, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE X: APPROPRIATE FOR RTS CONSTRUCTION EQUIPMENT

To see if the Town will vote to raise and/or transfer and appropriate \$86,000 for RTS Construction Equipment, to be spent under the direction of the Town Manager, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE X: APPROPRIATE FOR RTS LARGE SPECIALTY EQUIPMENT

To see if the Town will vote to raise and/or transfer and appropriate \$152,000 for the purchase of a semi-tractor, said sum to be spent under the direction of the Town Manager, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE X: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate a sum for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Sewer	Core Fleet Replacement	\$65,000	_____
Sewer	Large Specialty Equipment	\$185,000	_____
Sewer	Sewer System Rehabilitation (I/I)	\$575,000	_____
	Total Appropriation	\$825,000	_____

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adotped

Article Information:

ARTICLE X: **APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL**

To see if the Town will vote to raise and/or transfer and appropriate a sum for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Water Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Water	Core Fleet Replacement	\$69,500	_____
Water	Filter Media Replacement	\$70,000	_____
Water	SCADA System Upgrade	\$40,000	_____
Water	Water System Rehabilitation	\$684,500	_____
	Total Appropriation	\$864,000	_____

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

TOWN RESERVE ARTICLES

ARTICLE X: **APPROPRIATE FOR WORKERS COMPENSATION RESERVE FUND**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$150,000 to the Workers Compensation Reserve Fund, said sum to be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: **APPROPRIATE TO CAPITAL IMPROVEMENT FUND**

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Improvement Fund, as provided under M.G.L. Chapter 40, Section 5B as recently amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: **APPROPRIATE TO CAPITAL FACILITY FUND**

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund as provided under the provisions of M.G.L. Chapter 40, Section 5B as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, to be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: **APPROPRIATE TO STABILIZATION FUND**

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Stabilization Fund, said sum to be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: **OMNIBUS**

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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 7 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 under our hands at Needham aforesaid this 8th day of February, 2011.

John A. Bulian, Chairman
Denise C. Garlick, Vice Chairman
Gerald A. Wasserman, Clerk
Maurice P. Handel
Daniel P. Matthews

Selectmen of Needham

a true copy
ATTEST:

2011 Annual Town Meeting Status of Articles

<u>Article</u>	<u>Title</u>	<u>Status</u>	<u>BOS Rec.</u>	<u>FC Rec.</u>	<u>BOS Member</u>	<u>FC Member</u>
	Non-Betterment Street Acceptance/Farly Pond Lane			Adopt		
	Layout of Great Plain Avenue			Adopt		
	Zoning/Technical Amendments					
	Zoning/Use and Dimensional Amendments					
	Zoning/Outdoor Seating					
	Zoning/Neighborhood Business District					
	Zoning/Corrective Amendments					
	Zoning/Village Residential District					
	Zoning/Village Residential District Map					
	Citizens' Petition/Needham Center Overlay District					
	Citizens' Petition/Farmers' Market					
	Citizens' Petition/Reconstruction of Two Family Dwellings					
	Citizens' Petition/Accessory Structures					
	Establish Elected Officials' Salaries					
	Fund Collective Bargaining/ITWA					
	Fund Collective Bargaining/Public Works					
	Fund Collective Bargaining/911 Operators					
	Fund Collective Bargaining/Police Union					
	Fund Collective Bargaining/Police Superior Officers					
	Health Regulations					
	Stretch Energy Code					
	Transfer Budgetary Fund Balance					
	Property Tax Exemptions c. 73					
	Senior Corps					
	Property Tax Assistance					
	Operating Budget					
	RTS Enterprise Fund Budget					
	Sewer Enterprise Fund Budget			Adopt		
	Water Enterprise Fund Budget			Adopt		
	Continue Revolving Funds					
	Authorize State Funds for Public Ways					
	CPA/Home Energy					
	CPA/Linden Chambers					
	CPA/Historic Documents					
	CPA Fund					
	Rescinding Debt					
	General Fund Cash Capital					
	Fire Engine					
	High School Roof					
	Public Works Infrastructure			Adopt		
	Cricket Field Building					
	Booth Street Reconstruction			Adopt		

	RTS Construction Equipment			Adopt		
	RTS Large Specialty Equipment			Adopt		
	Sewer Enterprise Cash Capital			Adopt		
	Water Enterprise Cash Capital			Adopt		
	Workers Comp Reserve					
	Capital Improvement Fund					
	Capital Facility Fund					
	Stabilization Fund					
	Omnibus					

Board of Selectmen

AGENDA FACT SHEET for 03/08/2011

Agenda Item: Town Manager Report

Presenter(s): Kate Fitzpatrick, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

At this time, the Town Manager will update the Board on issues not covered on agenda, as needed.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

None

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

Board of Selectmen

AGENDA FACT SHEET for 3/8/2011

Agenda Item: Committee Reports

Presenter(s): Board Discussion

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

Board members will report on the progress and / or activities of their Committee assignments.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

None

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 12, 2011
TOWN OF NEEDHAM
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 and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	Hillside School - Cafeteria
Precinct B	-	Hillside School - Cafeteria
Precinct C	-	Newman Elementary School - Gymnasium
Precinct D	-	Newman Elementary School - Gymnasium
Precinct E	-	Pollard Middle School – Inner Room
Precinct F	-	Stephen Palmer Community Room
Precinct G	-	Broadmeadow School - Performance Center
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, THE TWELFTH DAY OF APRIL, 2011

from forty-five minutes after six o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

One Moderator for One Year;
Two Selectmen for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials -- veteran) for Three Years;
Three Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Commissioner of Trust Funds for Three Years;
One Member of Park and Recreation Commission for Three Years;
Two Constables for Three Years;

Eight Town Meeting Members from Precinct A for Three Years;
Seven Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;
One Town Meeting Member from Precinct C for One Year;
Eight Town Meeting Members from Precinct D for Three Years;
One Town Meeting Member from Precinct D for One Year;
Eight Town Meeting Members from Precinct E for Three Years;
Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
One Town Meeting Member from Precinct G for Two Years
Eight Town Meeting Members from Precinct H for Three Years;
Nine Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years.

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 7 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 under our hands at Needham aforesaid this 8th day of March 2011.

JOHN A. BULIAN, *Chairman*
DENISE C. GARLICK, *Vice Chairman*
ERALD A. WASSERMAN, *Clerk*
MAURICE P. HANDEL
DANIEL P. MATTHEWS
Selectmen of Needham

A true copy,
ATTEST _____ 2010
Constable (month) (day)

02/08/2007 12:57 FAX

003/008

MEMO

ATT:

SANDY

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

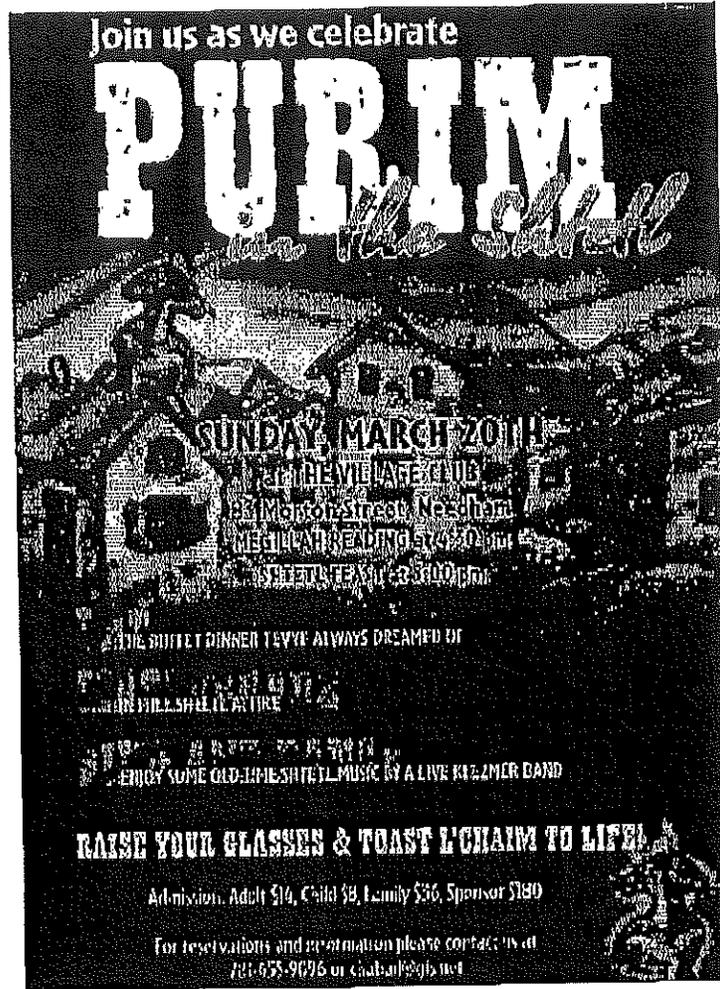
Event Manager Name (Name that will appear on license)	Mendel Krinsky
Organization Representing (if applicable)	Chabad Jewish Center
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached
Name of Event	PURIM IN THE SHITTEL
Date of Event	March 20, 2011 March 20, 2011
License is for Sale of:	<input type="checkbox"/> Wines & Malt Beverages Only <input checked="" type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)
Requested Time for Liquor License	FROM: 4:00 PM TO: 9:00 PM
Are tickets being sold for this event?	<input type="checkbox"/> YES \$ /per ticket <input checked="" type="checkbox"/> NO
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES \$ /per ticket <input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	100
Where is the event being held? Please attach proof of permission to use this facility.	THE VILLAGE CLUB
Who will be serving the alcohol to your guests?	Bob Parretti
Will these bartenders/servers have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program?	YES
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.	
Adult guests will be able to get free drinks	
<input type="checkbox"/> I have attached proof that the alcohol purchased for this event has been purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))	

MEMO

Join us as we celebrate

PURIM

in the style of



SUNDAY MARCH 2011!

at THE VILLAGER HUB
 84 Marston Street, Needham
 MEAL AND READING at 4:30pm
 SHEETS HEVRA at 8:00pm

• THE BUFFET DINNER LEVVE ALWAYS DREAMED OF
 • AN ORIGINAL SHUL FEATURE
 • ENJOY SOME OLD-TIME SHITTEL MUSIC BY A LIVE KIZMER BAND

RAISE YOUR GLASSES & TOAST L'CHAIM TO LIFE!

Admission: Adult \$14, Child \$8, Family \$36, Sponsor \$180

For reservations and information please contact us at
 781-655-9696 or chabad@chb.net

CERTIFICATION NUMBER:

67035

ALCOHOL INTERVENTION METHODS
CERTIFIES:

ROBERT H. PAPETTI

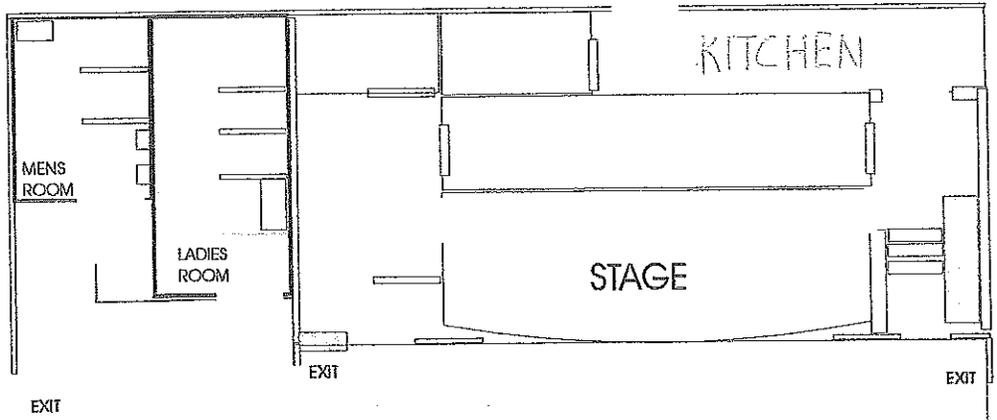
CAMPBELL TRENT
508-756-8542

EXPIRES:
APR 10 2013

**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**

(Please complete and attach event flyer or other information.)

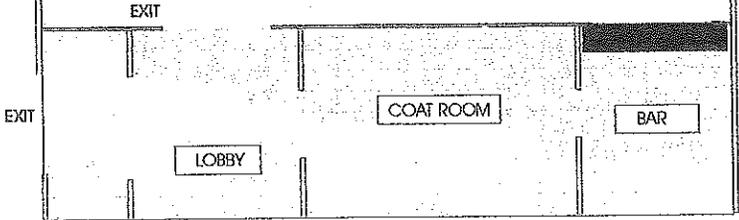
Event Manager Name (Name that will appear on license)	Michael R. Despres
Event Manager Address	
Event Manager Phone Number	
Organization Representing (if applicable)	Village Club Building Assoc
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit <input type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____
Name of Event	O'Malley's Wake
Date of Event	Saturday March 5 th 2011
License is for Sale of:	<input type="checkbox"/> Wines & Malt Beverages Only <input checked="" type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)
Requested Time for Liquor License	FROM: 6:00 PM TO: 11:00 PM
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 45. ⁰⁰ /per ticket <input type="checkbox"/> NO
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES \$ 45. ⁰⁰ /per ticket <input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	185
Name & address of event location. Please attach proof of permission to use this facility.	83 Morton St Needham / The Village Club Highlandville Hall
Who will be serving the alcohol to your guests?	Peter Klem Mike Despres (Members of the Village Club)
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).	Peter Klem Mike Despres
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.	Guests will need to purchase alcohol from the bar as pictured in floorplan.
<input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))	
Event Manager Signature:	_____ Date: 2/25/11



The Village Club
HIGHLANDVILLE HALL
Needham, Ma

**HIGHLANDVILLE
HALL**

60' X 40'
SEATING 185 max
w/ dancing 155





eTIPS On Premise 2.0SSN: XXX-XX-XXXX
Issued: 12/14/2010 Expires: 12/14/2013
ID#: 2916606 D.O.B.: XX/XX/XXXX

Michael Despres
The Village Club
73 Morton St
Needham, MA 02494-1203

For service visit us online at www.gettips.com

CERTIFICATION NUMBER: **67053**

ALCOHOL INTERVENTION METHODS

CERTIFIES:

Peter J. Klein

CAMPBELL TRENT
508-756-8542

APR 10 2013 EXPIRES:

THE WAKE

O'Malley,
Matty of Needham.
Beloved Husband
of Mrs. O'Malley.

Loving patron of bars across the country
leaving many unpaid bar tabs. Join us to
hear the eulogies of those that loved
him, and that he owed money to.

Come and laugh and
pay your respects:

OF MATTY O'MALLEY



Dinner and Comedy Show

WHEN: Saturday, March 5th

WHERE: Village Club –
83 Morton St.,
Needham, MA

TIME: Cocktail Hour starts at 6pm
Show starts at 7:30pm
Dinner served at 8pm

TICKETS: \$45 per person
(Dinner and COMEDY Show)
(Purchase a Table for 8-10)

CONTACT: Rob Giumetti
(781) 589-4435
Steve Pitocchelli
(781) 727-1838

Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR
(cc: TOWN COMPTROLLER)

WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	-\$1,199.35
Service Fees:	\$0.00
Water Service:	\$0.00
Sewer Sales:	-\$337.50
Transfer Station Charges:	\$0.00
Total Abatement:	-\$1,536.85

Order #: 1120

Read and Approved: 3/4/2011


DPW Office Manager


Director of Public Works

For the Board of Selectmen

Date: 3/8/2011

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

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
PC	HILL	NICK	31889	928	7	Needhamdale Rd	\$0.00	-\$79.20	-\$174.60	-\$253.80	OE	Y
PC	ARDINI	JOSEPH	3425	4516	86	SUTTON RD	\$0.00	-\$72.75	-\$162.90	-\$235.65	OE	Y
PC	FURASH	HAROLD	4451	17420	382	SOUTH ST	\$0.00	-\$125.75	\$0.00	-\$125.75	OE	Y
PC	GOFFI	ELIO	5245	18114	211	STRATFORD RD		-\$105.75		-\$105.75	COA	N
PC	JONASSON	CARL	25533	18620	1729	CENTRAL AVE		-\$251.50		-\$251.50	OE	Y
PC	SHAKER	JOSEPH	25617	18632	130	PINE ST		-\$564.40		-\$564.40	OE	Y

Total: -\$1,536.85

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

Legend:

- O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
- O.E. Error = Over estimation was issued
- Leak = Leak in house or at spicket that caused loss of water, with proof of repair
- O.E. = High estimation of consumption to have customer respond to meter upgrade/exchange request
- TWN = Town Project caused damage to private property
- Equip = Equipment Malfunction
- Prog. = Meters programmed incorrectly causing reverse billing of irrigation and domestic water
- UEW = Unexplained for water lost
- P.F. = Pool Fill
- Meter = Meters Crossed or entered into system incorrectly
- Billing = Steps were charged incorrectly
- COA = Council On Aging



NEEDHAM PUBLIC SCHOOLS

OFFICE OF FINANCIAL OPERATIONS

ANNE GULATI, DIRECTOR

1330 HIGHLAND AVENUE * NEEDHAM, MA 02492

781-455-0400 EXT. 206 * 781-455-0417 (FAX)

January 21, 2011

To: Dan Gutekanst, Superintendent

From: Anne Gulati, Director of Financial Operations

RE: Award Recommendation for Before School and After School Structured Program for Elementary Students

In November 2010, a Request for Proposals was issued for the provision of a before and after school structured program for elementary students, for a three (3) year period, beginning July 1, 2011 through June 30, 2014.

Proposals were received from three bidders: Needham Extended Day Program ("NEDP"), Springboard Education in America ("Springboard") and Alphabest Education, Inc. Alphabest was rejected for failing to meet the minimum criteria in the RFP (tuition amounts not included.) NEDP and Springboard were found to be responsive and responsible, and their non-price proposals were evaluated by a technical review committee consisting of Susan Bonaiuto, Christine Brumbach, and Connie Leonard. Each member of the Technical Review Committee evaluated the proposal individually, as well as a group.

The bid results are summarized in the table below:

	<u>Non-Price Specifications</u>	<u>Price (Revenue to Needham)</u>
Springboard	Advantageous	\$206,379.90
NEDP	Highly Advantageous	\$162,648.30

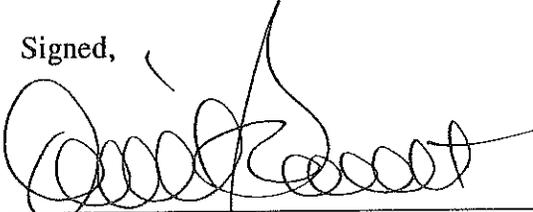
Although Springboard's proposal offers \$43,731.60 more revenue to Needham over three years, I recommend that the contract be awarded to Needham Extended Day Program (NEDP), based on the Highly Advantageous recommendation of the Technical Review Committee. The following elements of the Review Team's evaluation were particularly noteworthy:

1. NEDP has a positive prior reputation in Needham, with highly satisfied parents based on the results of their parent survey. The program has expanded to meet demand over time, has good staff retention and staff quality.
2. The NEDP program has extensive prior experience in delivering a curriculum rich in Social and Emotional Learning and Community Service Learning. The Springboard

Award Certification:

“Based on a review of the attached bid documents, I endorse the recommendation of the School Procurement Officer to award the bid for the provision of a before and after school structured program for elementary students to Needham Extended Day Program for a period of three (3) years, beginning July 1, 2011, extending through June 30, 2014. The total bid price is: \$54,216.10, per year, for a total for the 3 years of \$162,648.30.

Signed,



Dan Gutekanst, Superintendent

1/3/11

Date

* SAMPLE *

LEASE OF SPACE AT
THE ELIOT ELEMENTARY SCHOOL
BETWEEN THE TOWN OF NEEDHAM
And
NEEDHAM EXTENDED DAY PROGRAM, INC.

The Town of Needham, acting through its Town Manager, with the approval of the School Committee (hereinafter referred to as the TOWN), hereby enters into this Lease Agreement with Needham Extended Day Program, Inc., P.O. Box 920520, Needham, MA (hereinafter referred to as LESSEE) on this 15th day of February, 2011.

The TOWN shall lease space to the LESSEE at the Eliot Elementary School (the "Premises"), which is in Needham, Massachusetts, for the purpose of running a structured program for elementary school students there before and after school hours, according to the terms specified below.

I. SERVICES PROVIDED BY THE TOWN

- A. The TOWN agrees to provide the following spaces (identified on Exhibit A) to the LESSEE at the Eliot Elementary School, subject to any and all of the following restrictions:

Use of the following facilities, 7:30 a.m. to 8:35 a.m., and 2:30 p.m. to 6:00 p.m., Monday through Friday, except as noted.

- 1) Gymnasium
 - 2) Cafeteria and bathrooms just outside cafeteria
 - 3) Media Center
 - 4) Room 191 and bathrooms closest to this room
 - 5) Parking lot
 - 6) Playground outside of school
 - 7) Storage of materials in the janitor's closet.
- B. Utility, maintenance and custodial services provided by the TOWN
- 1) Heat, light and other utility services, but no telephone service.
 - 2) Regular maintenance and custodial services.

- C. LESSEE agrees to respectful use of the buildings; TOWN's expectation is that there will be no vandalism to property and bidder will provide that cleanup of extraordinary messes.
- II. The LESSEE shall only use these leased facilities for the purpose of providing before and after-school structured programs for elementary school students.
- III. LESSEE agrees that:
- A. LESSEE will not interfere with the TOWN's use of the premises.
 - B. The LESSEE shall supervise children who are attending its program on the Premises at all times, and LESSEE shall ensure that all such children are orderly when moving between areas leased to LESSEE.
 - C. LESSEE will ensure that children will not be allowed to wander throughout the building and food will be allowed only in assigned areas.
 - D. LESSEE shall comply with all applicable federal, state and local laws, regulations and ordinances, including without limitation, applicable licensing requirements.
 - E. LESSEE shall not assign this Lease Agreement or sublet the whole or any part of the leased premises.
 - F. LESSEE shall meet or exceed all criteria listed in the November 2010 Request for Proposal during the entire lease term (see below).

IV. LEASE TERM

- A. The lease term shall commence on July 1, 2011, and continue through June 30, 2014.
- B. It is the intent of the TOWN to allow LESSEE to remain in the Eliot School Building until the termination of this Lease Agreement, unless any of the following conditions arise:
 - 1) the Building, or a portion thereof, is taken by eminent domain;
 - 2) the Building, or a portion thereof, is damaged or destroyed by an act of God;
 - 3) mandated changes in law or regulation make it impossible to continue the Lease Agreement;
 - 4) the Building, or portion thereof, is determined by a majority of the Needham School Committee to be necessary to meet its educational responsibilities as defined in Mass. Gen. L. ch. 71; or

5) the LESSEE is in breach of the lease as referred to in Article X of this Agreement.

V. QUIET ENJOYMENT

- A. The TOWN hereby warrants and covenants that the LESSEE shall have peaceful and quiet use and possession of the Premises without hindrance or interruption on the part of the TOWN, or by any other person(s) for whose actions the TOWN is legally responsible, or by any person claiming by, through or under TOWN, except as herein provided.
- B. The TOWN reserves the right for itself and its agents to enter the Premises and the Building or any parts thereof at any time to make inspections, alterations, or additions in or to the Premises or the Building in connection with the planned renovation of the Premises and Building. The TOWN shall give LESSEE notice of such inspections, alterations and additions as soon as the TOWN has such information and in no event shall LESSEE be given less than twenty-four (24) hours notice. Notwithstanding the above, the TOWN may enter the Premises at any hour and without twenty-four (24) hour notice in the case of emergency affecting the Premises or Building.
- C. The exercise of these reserved rights by the TOWN shall not be deemed an eviction or disturbance of the LESSEE'S use and possession of the premises, nor a ground for abatement of any rent due hereunder, and it shall never render the Town liable in any manner to the LESSEE or any other person.

VI. RENT

- A. The rent for the period July 1, 2011, to June 30, 2014, shall be paid in four installments on the dates and amounts specified below. The Town of Needham shall not render invoices for the lease payments. The lease payments shall be calculated as follows:

Lease Payment Due Date	Lease Payment Amount
November 15	Total monthly student hours as of October 1, multiplied by three months (Sept - Nov), times contract rental rate of <u>\$.37</u> /per student hour.
January 15	Total monthly student hours as of October 1, multiplied by two months (Dec - Jan), times contract rental rate of <u>\$.37</u> /per student hour.
March 15	Total monthly student hours as of February 1, multiplied by two months (Feb - March), times contract rental rate of <u>\$.37</u> /per student hour.

June 5

Total monthly student hours as of February 1, multiplied by three months (Apr - June), times contract rental rate of \$.37/per student hour.

Total student enrollments are to be reported by Lessee per bid specifications. A student hour is defined as each full or partial hour a student is enrolled in the program.

- B. Failure to make any payment within ten days after it is due shall be considered a violation of this Lease Agreement.

VII. INSURANCE

- A. LESSEE agrees to purchase and maintain a general liability insurance policy in the amount of one million dollars (\$1,000,000) per person and two million dollars (\$2,000,000) per occurrence, annually during the lease period.
- B. LESSEE agrees to indemnify the TOWN and all of the TOWN's officers, agents and employees, including Needham Public Schools employees, and hold them harmless from any and all costs of defending any action arising from this Lease Agreement.
- B. At the time of execution of this Lease Agreement, the LESSEE shall file its Certificate of Insurance with the Director of Financial Operations and said certificate shall become Exhibit B of this Lease Agreement.

VIII. ASSUMPTION OF LOSS AND LIABILITY

- A. LESSEE agrees that it shall pay for all labor performed or furnished, all materials used or employed in the performance of work by LESSEE under this Lease Agreement, and all rent or hire of equipment employed by LESSEE in its work.
- B. During the term of the Lease Agreement, the LESSEE'S relationship to the TOWN shall be that of an independent organization. LESSEE shall have no capacity to involve or bind the TOWN in any contract nor to incur any liability on the part of the TOWN.
- C. LESSEE shall be responsible for any and all damages caused by clients, staff and/or visitors of the leased premises and contents, including acts of vandalism.

IX. NOTICE

All notices required to be given under this Agreement shall be given in writing and shall be effective upon receipt by hand delivery, U.S. mail or certified mail to:

The TOWN: Anne Gulati, Director of Financial Operations
Needham Public Schools
1330 Highland Avenue
Needham, MA 02492

The LESSEE: Leila Borowsky, Chair
 Needham Extended Day Program
 P.O. Box 920520
 Needham, MA 02492

X. ALTERATIONS AND RENOVATIONS

Any renovation or alteration to the building by LESSEE must be submitted to the Director of Municipal Building Maintenance Board and approved in advance in writing. The cost of any renovation or alteration will be at the expense of LESSEE. Upon termination of this Lease Agreement, the building must be restored to its original condition by LESSEE.

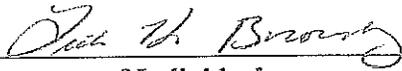
XI. REMEDIES OF THE TOWN

LESSEE agrees that if the TOWN at any time determines that the LESSEE has violated any of the provisions of this Lease Agreement, the TOWN shall terminate the Lease Agreement upon thirty (30) days notice to the LESSEE of such violation. The decision of the TOWN shall be final.

XII. CERTIFICATE OF COMPLIANCE WITH MASSACHUSETTS TAX LAWS

Pursuant to G.L., c. 62C, §49A, the undersigned, acting on behalf of the LESSEE, certifies under the pains and penalties of perjury, to the best of the undersigned's knowledge and belief, that the LESSOEE is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number



Signature of Individual
or Corporate Name

BY: _____
Corporate Officer (if applicable)

This is to certify that the funds have been appropriated by the Town of Needham for the purposes set forth in the Contract herein.
A/C#:

Town Accountant
Date:

This is to certify that this procurement was made on behalf of the Town of Needham in accordance with the requirements of M.G.L., Ch. 30B.



Procurement Officer
Date:

Approved As To Form:



David S. Tobin, Town Counsel
Town of Needham

Date: 2/25/11