

# BOARD OF SELECTMEN

## June 26, 2012

### Needham Town Hall

## Agenda

	<b>6:45</b>	<p>Informal Meeting with Citizens</p> <p><i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i></p>
		Certificate of Appreciation – Trader Joe's
<b>1.</b>	<b>7:00</b>	Public Hearing NSTAR & Verizon- Damon Road
<b>2.</b>	<b>7:05</b>	<p>Salt Shed Feasibility Study Update</p> <ul style="list-style-type: none"> <li>• Steven Popper, Director Construction &amp; Renovation</li> <li>• James Fair, Weston &amp; Sampson</li> </ul>
<b>3.</b>	<b>7:30</b>	<p>Town Manager</p> <ul style="list-style-type: none"> <li>• Abatement of Ambulance Bills and Police Details and Revised Abatement Policy</li> <li>• St. Mary Street Non-Exclusive Permanent Easement/MWRA</li> <li>• Set Special Town Meeting Date</li> <li>• School Use Fees</li> </ul>
<b>4.</b>	<b>8:00</b>	<p>Board Discussion</p> <ul style="list-style-type: none"> <li>• Transportation Infrastructure Funding</li> <li>• Polling Locations</li> <li>• Board Goals FY2013 – FY2014</li> <li>• Committee Reports</li> </ul>
<b>5.</b>	<b>8:20</b>	Executive Session Exceptions 3 & 6

### APPOINTMENTS

1.	RTS Ad Hoc Super Committee	Richard Zimbone (term expires 12/31/12) Steve Rosenstock (term expires 12/31/12)
2.	Council on Aging	Ed Cosgrove (term expires 6/30/2014)
3.	New Years Needham Committee	Arthur Crocker (term expires 6/30/13) Kimberly McCollum (term expires 6/30/13) Louise Miller (term expires 6/30/13) Helen Newton (term expires 6/30/13) (Rabbi) Richard Nichol (term expires 6/30/13) Jonathan Yellin (term expires 6/30/13)
4.	Historical Commission	Jonathan Yellin (term expires 6/30/14)
5.	Design Review Board	Arthur Crocker (term expires 6/30/14)
6.	Conservation Commission	Stephen Farr (term expires 6/30/2015)
7.	Regional Transportation Advisory Council	David Montgomery (term expires 6/30/13)

**CONSENT AGENDA      \*=Backup attached**

1.	In accordance with Section 20B (5) of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt a classification and compensation plan for fiscal year 2013.					
2.	Accept \$525 donation made to the Needham Health Department's Coalition for Suicide Prevention from the Veterans of Foreign Wars. The money was raised at the Scotty Cusick Memorial Golf Tournament.					
3.	Approve request from the Public Health Department for a 20(b) exemption to allow Dawn O'Halloran and Catherine Murray, Kindergarten After School Program employee and Broadmeadow School Cafeteria Worker respectively, to work as packer/drivers for the summer Traveling Meals Program; and allow Nancy Milliken, Eliot School Kitchen Manager, to work as a back-up packer/driver for the summer Traveling Meals program. Disclosure statements for each staff member are on file with the Town Clerk's office.					
4.*	Approve a Special One Day Wines & Malt Beverages Only license from Kathryn Lozano of the Charles River YMCA to hold a "Friends of the Y" event on Thursday, July 5, 2012 from 6:30 p.m. to 7:30 p.m. at the Charles River YMCA, 863 Great Plain Avenue, Needham.					
5.*	Approve minutes from May 16, 2012, May 22, 2012, June 12, 2012 and Executive Session minutes from June 12, 2012.					
6.	Accept grant in the amount of \$5,500 made to the Newman Playground-A Cause for Play from Omni Spin Spinner/accessible playground equipment that was voted on and approved by the Needham Commission on Disabilities.					
7.	Accept the following donations made to the Needham Health Department's Domestic Violence Action Committee fund: \$100 from Copley Motorcars Corporation; \$100 from Bird's Hill Pharmacy; \$25 from Lynne R. Weinstein; \$10 from Amy Sharff; \$50 from The Marin Family; \$10 from Colin Coleman; and \$10 from Lois Duffy.					
8.	Grant permission for the following residents to hold a block party:					
	Name	Address	Party Location	Date	Rain Date	Time
	Beth McCarthy	19 Davenport Road	Mills Road/Davenport Rd	8/18/2012		3-11PM



**Certificate Of  
Appreciation**

From The  
**Town of Needham, Massachusetts**  
**Board of Selectmen**

Awarded to:

**TRADER JOE'S - NEEDHAM**

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**In recognition of its 15<sup>th</sup> anniversary in service to  
the residents of Needham. We look forward to many  
more years of receiving "Fearless Flyers" and  
tasting those delectable and tempting food samples.**

**Congratulations!**

*Signed this 26<sup>th</sup> day of June, 2012*

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**Board of Selectmen  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE: 6/26/2012**

<b>Agenda Item</b>	Public Hearing: Verizon and NSTAR Petition for Damon Road
<b>Presenter(s)</b>	Ellen Joy, Verizon and Maureen Carroll, NSTAR

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
<p>Verizon and NSTAR requests permission to install one pole on the northeasterly side of Damon Road, Needham. This work is necessary in order to reduce the span between poles 1 &amp; 2 bringing cables that are low to proper height.</p> <p>The Department of Public Works has approved this petition, based on Verizon and NSTAR's commitment to adhere to regulation that <b>all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.</b></p>			
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
<p><b><u>Suggested Motion:</u></b> Move that the Board of Selectmen approve and sign petition from Verizon and NSTAR to install one pole on the northeasterly side of Damon Road, Needham. This work is necessary in order to reduce the span between poles 1 &amp; 2 bringing cables that are low to proper height.</p>			
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>a. Letter of Application</li> <li>b. Petition</li> <li>c. Order</li> <li>d. Petition Plan</li> <li>e. Notice Sent to Abutters</li> <li>f. List of Abutters</li> </ul>			



125 High Street/Oliver Tower, Floor 6  
Boston, MA 02110

April 10, 2012



Chairman  
Board of Selectmen  
Town of Needham  
1471 Highland Avenue  
Needham, MA 02492  
10-18 Damon Rd.

Enclosed please find one joint petition (9AD6V1) from Verizon New England Inc. and Nstar Electric Company to install one pole on the northeasterly side of Damon Road in order to reduce the span between poles 1 & 2 bringing cables that are low to proper height.

Notice to abutters is required as well as a public hearing.

Sincerely,

Ellen M. Joy  
Verizon Right of Way Manager  
125 High Street, Oliver Tower, Floor 5  
Boston, MA 02110  
Phone: 617-743-4524  
Fax: 617-737-2771  
Email: [ellen.m.joy@verizon.com](mailto:ellen.m.joy@verizon.com)

OK  
to proceed  
TMM, Engr  
6/15/12  
OK R.P. Jensen  
DPW Director  
6/15/12

enc.

PETITION FOR NEW JOINT POLE LOCATIONS

April 10, 2012

To the Board of Selectmen  
of Needham, Massachusetts

VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC COMPANY request permission to locate poles, wires, cables and fixtures, including anchors, guys and other such necessary sustaining and protecting fixtures, along and across the following public way:

Damon Road

One (1) Pole

The petition proposes to install one jointly owned pole #387/1A on the northeasterly side of Damon Road between house numbers 10 and 18. This petition is necessary in order to reduce the span between poles 1 & 2 bringing cables that are low to proper height.

Wherefore they ask that they be granted a joint location for and permission to erect and maintain poles, wires and cables, together with anchors, guys and other such sustaining and protecting fixtures as they may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked-VERIZON No. 9AD6V1 dated 04/02/2012.

Also for permission to lay and maintain underground laterals, conduits, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles, conduits and buildings as each of said petitioners may desire for distributing purposes.

Your petitioners agree to reserve space for one crossarm at a suitable point on each of said poles for the fire and police telephone and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

VERIZON NEW ENGLAND INC.

By Ellen M. Jay  
Manager Rights of Way

Dated this 10<sup>th</sup> day of April, 2012.

NSTAR ELECTRIC

By William J. Lemay  
Supervisor Rights and Permits

Dated this 1<sup>st</sup> day of May, 2012.

**ORDER FOR JOINT POLE RELOCATION**

In Board of Selectmen of the Town of Needham, Massachusetts

Notice having been given and a public hearing held, as provided by law,  
**ORDERED:** That the VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC COMPANY be and they are hereby granted a joint relocation for and permission to erect and maintain poles and their respective wires and cables to be placed thereon, together with anchors, guys and other such sustaining and protecting fixtures as said Company may deem necessary, in the public way hereinafter referred to, as requested in petition of said Company dated the 10th day of April, 2012.

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

Poles shall be of sound timber, and reasonably straight, and shall be set substantially at the points indicated upon the plan marked-VERIZON No. 9AD6V1 dated 04/02/2012 - filed with said petition. There may be attached to said poles by said VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC wires and cables not to exceed the necessary amount of wires, cables and fixtures and all of said wires and cables shall be placed at a height of not less than 18 feet from the ground at highway crossings, and not less than 16 feet elsewhere.

The following are the public ways or parts of ways along which the poles above referred to may be erected and the number of poles which may be erected thereon under this order:

**Damon Road**

**One (1) Pole**

The petition proposes to install one jointly owned pole #387/1A on the northeasterly side of Damon Road between house numbers 10 and 18. This petition is necessary in order to reduce the span between poles 1 & 2 bringing cables that are low to proper height.

Also that permission be and hereby is granted to said Company to lay and maintain underground laterals, conduits, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles, conduits and buildings as each may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of Needham, Massachusetts, held on the \_\_\_\_\_ day of \_\_\_\_\_ 2012.

\_\_\_\_\_  
Clerk of Selectmen

We hereby certify that on \_\_\_\_\_ 2012, at \_\_\_\_\_ o'clock \_\_\_\_\_ m., at the \_\_\_\_\_ a public hearing was held on the petition of the VBRIZON NEW ENGLAND INC. and NSTAR ELECTRIC COMPANY for permission to erect the poles, wires, cables, fixtures and connections described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect poles, wires, cables, fixtures and connections under said order. And that thereupon said order was duly adopted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Selectmen of the Town of Needham, Massachusetts

**CERTIFICATE**

I hereby certify that the foregoing is a true copy of a joint location order and certificate of heating with notice adopted by the Board of Selectmen of the Town of Needham, Massachusetts, on the \_\_\_\_\_ day of \_\_\_\_\_ 2012, and recorded with the records of location orders of said Town, Book \_\_\_\_\_, Page \_\_\_\_\_. this certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

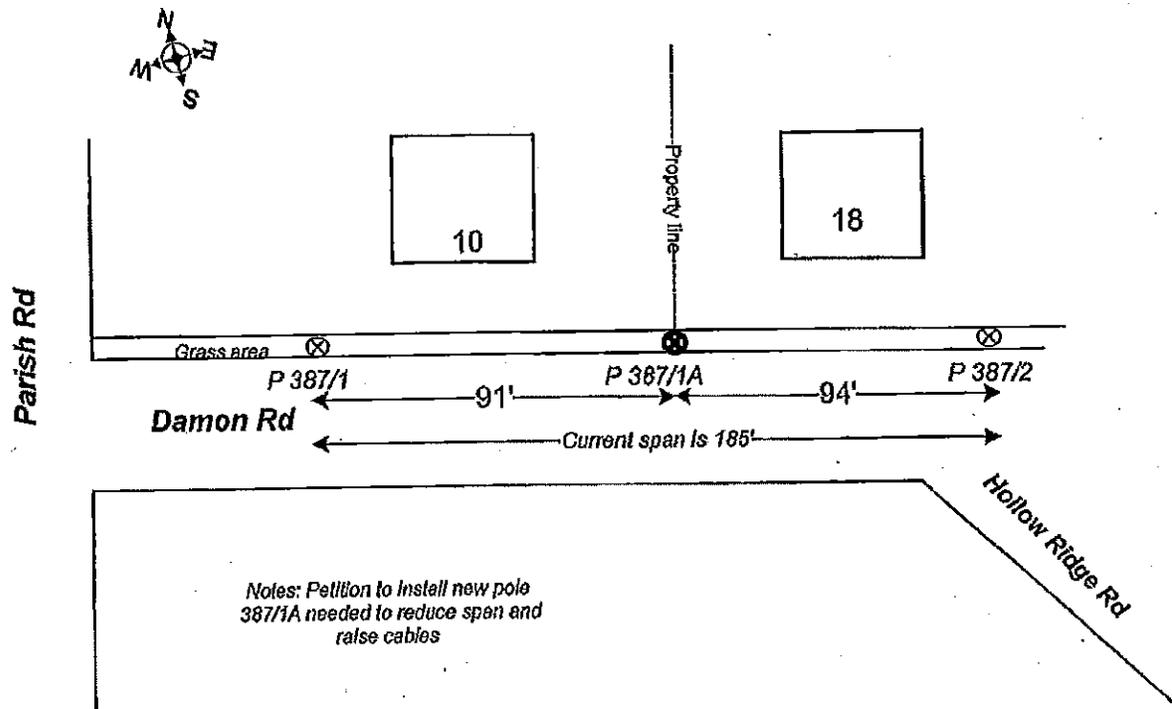
\_\_\_\_\_  
Town Clerk

**PETITION PLAN  
VERIZON NEW ENGLAND INC**

Municipality: NEEDHAM, Massachusetts No. 9AD6V1  
 Electric-Power Co.: NSTAR Date: 04/02/2012  
 Showing: Installing new pole 387/1A

**Proposed:** Install new pole 387/1A between #10 and #18 Damon Rd

**Purpose:** To reduce the span between poles 1 & 2 bringing cable that are too low to proper height.



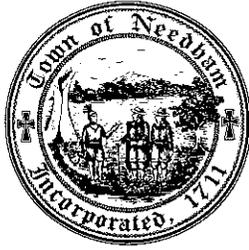
*Notes: Petition to install new pole 387/1A needed to reduce span and raise cables*

*Drawing Not To Scale  
All Distances Are Approximate*

Prepared By: Phillippe Desroses 781 849-6313      **LEGEND**      Checked By: \_\_\_\_\_

- |  |  |  |  |
|--|--|--|--|
|  | - Existing J.O. Pole to Remain*                            |  | - Proposed J.O. Pole Location*                     |
|  | - Existing Verizon N.E. Inc. S.O. Pole to Remain**         |  | - Proposed Verizon N.E. Inc. S.O. Pole Location**  |
|  | - Existing Verizon N.E. Inc. Location to be Held Jointly   |  | - Existing Power Co. Location to be Held Jointly   |
|  | - Existing Verizon N.E. Inc. Pole Location to be Abandoned |  | - Existing Power Co. Pole Location to be Abandoned |
|  | - Existing Verizon N.E. Inc. Manhole                       |  | - Existing J.O. Pole Location to be Abandoned*     |
|  | - Existing Verizon N.E. Inc. Buried Cable                  |  | - Proposed Verizon N.E. Inc. Manhole Location      |
|  | - Existing Verizon N.E. Inc. Conduit                       |  | - Proposed Verizon N.E. Inc. Conduit Location      |
|  |  |  | - Proposed Verizon N.E. Inc. Buried Cable Location |

\*J.O. Indicates Poles Jointly-Owned by Verizon N.E., Inc. & Power Co.  
 \*\*S.O. Indicates Poles Solely-Owned by Verizon N.E., Inc. or Power Co.



## NOTICE

To the Record

You are hereby notified that a joint public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on June 26, 2012** upon petition of Verizon and NSTAR dated April 10, 2012 to install one pole on the northeasterly side of Damon Road, Needham. This work is necessary to reduce the span between poles 1 & 2 bringing cables that are low to proper height. A public hearing is required and abutters should be notified.

Gerald A. Wasserman  
Daniel P. Matthews  
John A. Bulian  
Matthew D. Borrelli  
Maurice P. Handel

BOARD OF SELECTMEN

Dated: June 15, 2012

10-18 DAMON ROAD

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>		
					<u>OWNER CITY</u>	<u>State</u>	<u>OWNER ZIP</u>
199/123.0-0006-0000.0	24	DAMON RD	KAISER, DALE A.	24 DAMON RD	NEEDHAM HTS	MA	02494
199/123.0-0007-0000.0	18	DAMON RD	CLARK, PAUL J. TR PAUL J. CLARK 2003 REVOCABLE TRUST	18 DAMON RD	NEEDHAM HTS	MA	02494
199/123.0-0008-0000.0	10	DAMON RD	10 DAMON ROAD, LLC	20 BAZIN LANE	CANTON	MA	02021
199/123.0-0009-0000.0	106	PARISH RD	BORRELLI, STEPHEN & FELLERMAN, JO-ANNE C.	106 PARISH RD	NEEDHAM HTS	MA	02494
199/125.0-0026-0000.0	40	HOLLOW RIDGE RD	BROWN, JEFFREY C & ENGELHARDT, NANCY	40 HOLLOW RIDGE ROAD	NEEDHAM	MA	02494
199/125.0-0027-0000.0	114	PARISH RD	EDLIN, ARTHUR L & FLORENCE P C/O EDLIN, ULDINE & POMAKIS, PAUL	114 PARISH RD	NEEDHAM HTS	MA	02494

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



**Board of Selectmen  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE: 6/26/2012**

<b>Agenda Item</b>	Salt Shed Feasibility Study Update
<b>Presenter(s)</b>	Steve Popper, Director of Design and Construction James Fair, Weston & Sampson

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
Mr. Fair and Mr. Popper will update the Board on the progress of the salt shed relocation project.			
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<input type="checkbox"/> <b>YES</b>	<input checked="" type="checkbox"/> <b>NO</b>
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<input checked="" type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
<b>(Describe backup below)</b>			
a. Memo to James Fair dated June 14, 2012 re: Potential Environmental Scope of Work and Cost Estimate – Proposed Salt Shed – Town of Needham, Massachusetts			
b. Town of Needham New Salt Shed Project Status Update PPT			



Weston & Sampson Engineers, Inc.  
Five Centennial Drive  
Peabody, Massachusetts 01960-7985  
[www.westonandsampson.com](http://www.westonandsampson.com)  
Tel: (978)532-1900 Fax: (978)977-0100

*Innovative Solutions since 1899*

## MEMORANDUM

**TO:** James R. Fair P.E., Weston & Sampson Engineers, Inc.

**FROM:** Sean F. Healey, LSP Weston & Sampson Engineers, Inc.  
Prasanta K. Bhunia, LSP Weston & Sampson Engineers, Inc.

**DATE:** June 14, 2012

**SUBJECT:** **Potential Environmental Scope of Work and Cost Estimate  
Proposed Salt Shed - Town of Needham, Massachusetts.**

**WSE Project:** 2120140.A

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This memorandum provides a summary of the potential environmental scope of work and cost estimate in association with the construction of the proposed salt shed at the Recycling and Transfer Station facility at 1407 Central Avenue in Needham, Massachusetts (Site). The structure is proposed in the central portion of the Site, which is located immediately south of a closed municipal landfill. We understand that the proposed structure is a salt shed with an attached storage canopy and vehicle bay, with total combined footprint of approximately 14,300 square feet.

Based on a review of recent geotechnical investigations performed at the Site in the area of the proposed building footprint, we understand that fill material has been identified to a depth of at least 14 feet below grade surface (bgs). The fill material consists of sand fill containing variable amounts of gravel, occasional cobbles; and debris including concrete, bricks, dimensional lumber, metal, and plastic. Minor hydrocarbon odors were identified in the test pits excavated. In one soil boring (B-4), a strong hydrocarbon odor and high photoionization detector (PID) reading was identified. Soil samples were not collected for chemical analysis as part of the geotechnical investigations.

Because of the fill and hydrocarbon impacted soil identified, at this time we are assuming that the Site will be regulated under the Massachusetts Contingency Plan (MCP). However, testing of the soil will be required to confirm this assumption. Based on this assumption, and additional assumptions listed below, the following is a potential scope of work and cost estimate for managing the Site in accordance with the MCP as part of the proposed construction:



Weston & Sampson Engineers, Inc.  
 Five Centennial Drive  
 Peabody, Massachusetts 01960-7985  
[www.westonandsampson.com](http://www.westonandsampson.com)  
 Tel: (978)532-1900 Fax: (978)977-0100

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<u>Scope of Work</u>	<u>Cost Range</u>
<b>Initial Site Assessment / DEP Notification</b> <ul style="list-style-type: none"> <li>▪ Review of Site history and Site assessment of soil and groundwater in proposed construction area.</li> <li>▪ Preparation and submittal of Release Notification Form (RNF) to DEP.</li> </ul>	<b>\$15,000 to \$20,000</b>
<b>Additional Assessment and Report to DEP</b> <ul style="list-style-type: none"> <li>▪ Additional subsurface investigation.</li> <li>▪ Preparation and submittal of Phase I Report and Tier Classification to the DEP.</li> </ul>	<b>\$20,000 to \$30,000</b>
<b>Remedial Design and Preparation of Soil Management Plan, and Plans and Specifications</b> <ul style="list-style-type: none"> <li>▪ Prepare plans and specification for soil and groundwater management during construction and potential cover requirements.</li> </ul>	<b>\$15,000 to \$30,000</b>
<b>Construction Release Abatement Measure (RAM) Plan for Soil Management and Associated Reports to DEP</b> <ul style="list-style-type: none"> <li>▪ Preparation and submittal of RAM Plan for soil and groundwater management during construction activities.</li> <li>▪ Preparation of one RAM Status Report and one RAM Completion Report.</li> </ul>	<b>\$20,000 to \$30,000</b>
<b>Soil Management Oversight</b> <ul style="list-style-type: none"> <li>▪ On-site documentation of soil and groundwater management activities during construction.</li> </ul>	<b>\$25,000 to \$50,000</b>
<b>Soil Transportation and Disposal</b> <ul style="list-style-type: none"> <li>▪ Transportation and disposal of impacted soil generated during construction activities (assumes 1,000 to 3,000 tons to in-state lined landfills at \$50 ton).</li> </ul>	<b>\$50,000 to \$150,000</b>
<b>Other MCP Compliance Activities</b> <ul style="list-style-type: none"> <li>▪ Additional assessment (outside the salt shed footprint)</li> <li>▪ Preparation of Phase II, III, or IV Reports for submittal to DEP.</li> <li>▪ Preparation and submittal of Response Action Outcome (RAO) Statement and Activity and Use Limitation (AUL) in support of regulatory closure.</li> </ul>	<b>\$20,000 to \$ 80,000</b>
<b>Total Potential Cost Estimate</b>	<b>\$165,000 to \$390,000</b>



Weston & Sampson Engineers, Inc.  
Five Centennial Drive  
Peabody, Massachusetts 01960-7985  
[www.westonandsampson.com](http://www.westonandsampson.com)  
Tel: (978)532-1900 Fax: (978)977-0100

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### *ASSUMPTIONS*

- 1.) Site will be regulated under MCP.
- 2.) Soil management work will be completed within 6 months.
- 3.) Concentrations are not identified above MCP upper concentration limits (UCLs).
- 4.) On-site construction documentation of up to 20 hrs. per week for 6 months.
- 5.) Between 1,000 to 3,000 tons of soil disposal. Assumes app. 50% of soil can be reused on Site.
- 6.) Groundwater is not impacted and groundwater treatment will not be required.

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Town of Needham  
New Salt Shed Project  
Project Status Update

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Board of Selectmen Meeting  
June 26, 2012

## PPBC Meeting Status

- During the April 30<sup>th</sup> PPBC Meeting
  - Reviewed four sites:
    - Compost Area
    - Materials Handling Area
    - Eastern Site
    - Transfer Station “Seam Site”
  - Selected the Seam Site:
    - Lower cost
    - More efficient

## PPBC Meeting Status (cont.)

- Reviewed differences in High Arch Gambrel Structure vs. Fabric Structure
- High Arch Gambrel was selected as the preferred structure due to:
  - More durable/long lasting structure
  - Relatively small cost difference (about \$100K)
  - Better suited for side mounted canopies

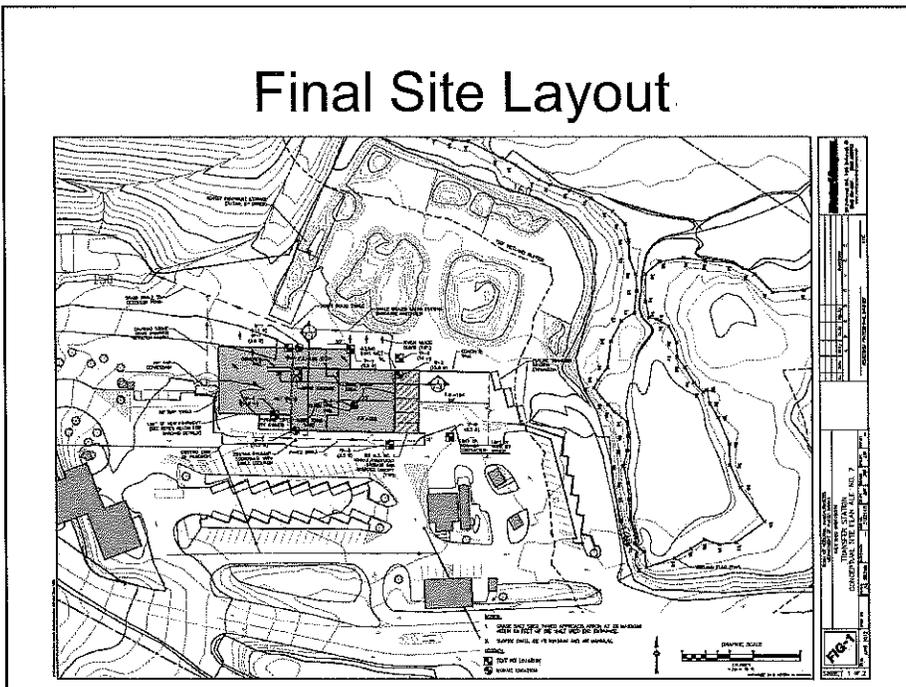
## PPBC Meeting Status (cont.)

- Total initial budget of about \$2.3M identified for full program, including:
  - Storage of about 5,000 tons of salt
  - 10,800 SF of Canopy Area
  - 800 SF Operations Building
- Tasked with identifying core program that would fit within \$1.5M budget

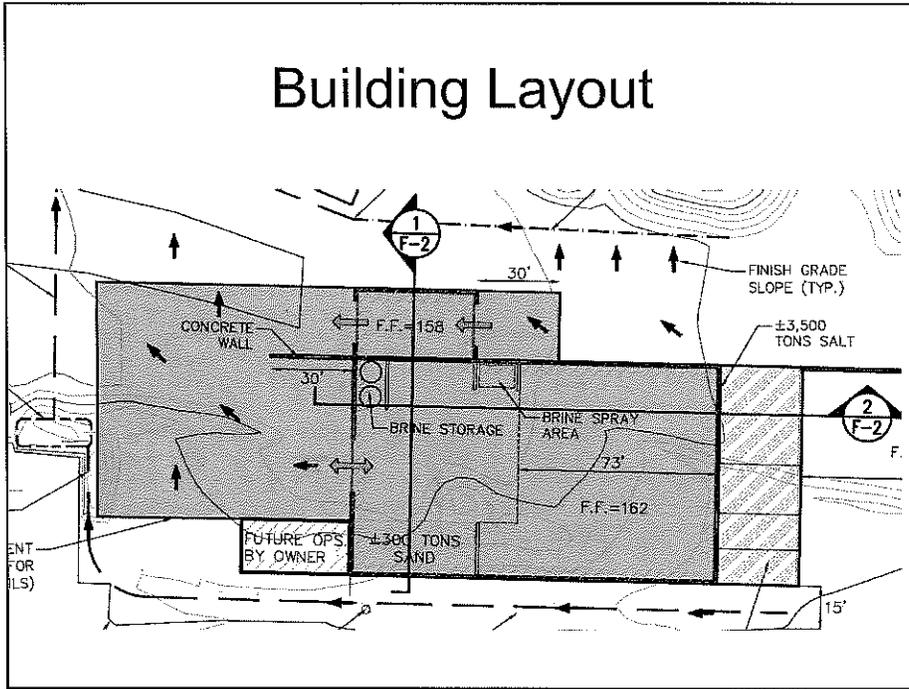
## Revised Program

- Working w/ design team - the following program was identified to fit within the \$1.5M budget:
  - Store 3,500 tons of salt (reduced from 5,000 tons)
  - Operations Building removed from the scope
  - Canopy area significantly reduced from 10,800 SF to 2,400 SF
  - Canopy listed as Bid Alt. No. 1

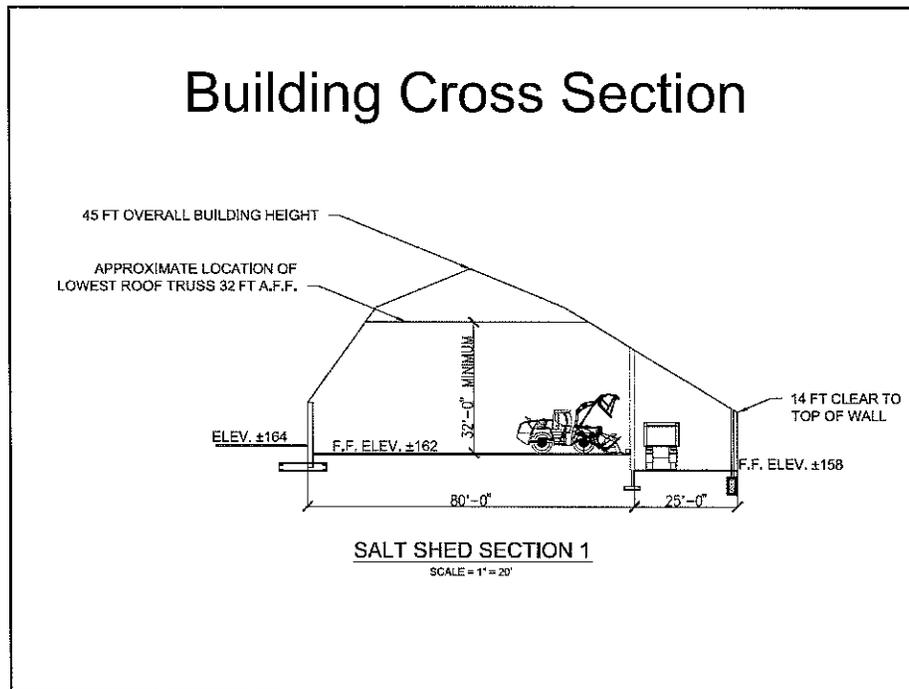
## Final Site Layout



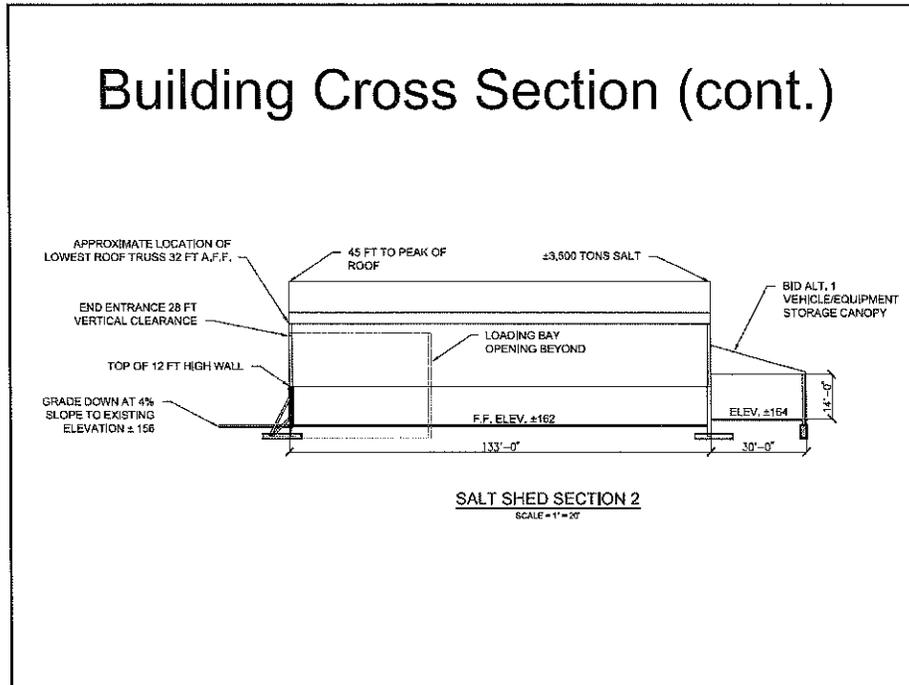
# Building Layout



# Building Cross Section



## Building Cross Section (cont.)



## Subsurface Investigation

- With footprint finalized test pits performed on May 24<sup>th</sup>
- The following was identified during test pitting:
  - Bedrock encountered at 6' – 8' below grade in southeast corner of proposed building
  - Non-native fill materials observed at depths ranging from 6' to over 14' in areas

## Test Pit Results (cont.)

- Encountered mostly soil fill
- Some misc. debris including:
  - Brick
  - Dimensional lumber
  - Ceramic tile
  - Pipe
  - Asphalt cuttings
  - Concrete
- Slight hydrocarbon odor



## Boring Results

- Drilled drive and wash borings on June 5<sup>th</sup>
- Bedrock encountered at depths ranging from 11' to 15'
- Petroleum odor identified at B-4 about 8' below grade
- Approx. reading of 2,000 PPM on a PID at B-4
- Indicates likely petroleum impacted soil



## Deep Foundation System Needed

- Initially assessed steel pile system due to presence of large boulders
  - Steel piles were cost prohibitive
  
- Rammed Aggregate Piers (RAP) more cost effective
  - Approx. cost of \$250K

## Potential Environmental Scope/Costs

Scope of Work	Cost Range
<b>Initial Site Assessment / DEP Notification</b> <ul style="list-style-type: none"> <li>▪ Review of Site history and Site assessment of soil and groundwater in proposed construction area.</li> <li>▪ Preparation and submittal of Release Notification Form (RNF) to DEP.</li> </ul>	\$15,000 to \$20,000
<b>Additional Assessment and Report to DEP</b> <ul style="list-style-type: none"> <li>▪ Additional subsurface investigation.</li> <li>▪ Preparation and submittal of Phase I Report and Tier Classification to the DEP.</li> </ul>	\$20,000 to \$30,000
<b>Remedial Design and Preparation of Soil Management Plan, and Plans and Specifications</b> <ul style="list-style-type: none"> <li>▪ Prepare plans and specification for soil and groundwater management during construction and potential cover requirements.</li> </ul>	\$15,000 to \$30,000
<b>Construction Related Abatement Measure (RAM) Plan for Soil Management and Associated Reports to DEP</b> <ul style="list-style-type: none"> <li>▪ Preparation and submittal of RAM Plan for soil and groundwater management during construction activities.</li> <li>▪ Preparation of one RAM Status Report and one RAM Completion Report.</li> </ul>	\$20,000 to \$30,000
<b>Soil Management Oversight</b> <ul style="list-style-type: none"> <li>▪ On-site documentation of soil and groundwater management activities during construction.</li> </ul>	\$25,000 to \$50,000
<b>Soil Transportation and Disposal</b> <ul style="list-style-type: none"> <li>▪ Transportation and disposal of impacted soil generated during construction activities (assumes 1,000 to 3,000 tons to in-state lined landfills at \$50/ton).</li> </ul>	\$50,000 to \$150,000
<b>Other MCF Compliance Activities</b> <ul style="list-style-type: none"> <li>▪ Additional assessment (outside the site used footprint)</li> <li>▪ Preparation of Phase II, III, or IV Reports for submittal to DEP.</li> <li>▪ Preparation and submittal of Response Action Outcome (RAO) Statement and Activity and Use Limitation (AUL) in support of regulatory closure.</li> </ul>	\$20,000 to \$ 80,000
<b>Total Potential Cost Estimate</b>	<b>\$165,000 to \$390,000</b>

## Project Cost Summary

- 3,500 ton salt shed blg. w/ site work: \$1,500,000
    - Assumes 10% contingency plus 3% escalation
  
  - Deep Foundation System (RAP): \$250,000
  
  - Environmental Remediation: \$165,000 - \$400,000
- Total: \$1,915,000 - \$2,150,000**

## Chapter 90 Funding

- Items likely covered
  - Main salt storage building, w/ drive through
  - Attached storage canopy
  
- Items possibly covered
  - Site development/pavement
  
- Items to be further assessed
  - Deep foundation and environmental remediation

## Next Steps

- Confirm Transfer Station “Seam Site”
- Finalize Schematic Design

## Schedule

- |  |                  |
|--|------------------|
| • Complete Schematic Design                | August 17, 2012  |
| • Town Meeting<br>– (Funding Appropriated) | October 29, 2012 |
| • Design Complete/Start Bidding            | April 2013       |
| • Start Construction                       | July 2013        |
| • Construction Complete                    | December 2013    |



**Board of Selectmen  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

**MEETING DATE: 06/26/2012**

<b>Agenda Item</b>	Abatement of Ambulance Bills and Police Details and Revised Abatement Policy
<b>Presenter(s)</b>	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manger/Finance Evelyn Poness, Town Treasurer/Collector

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
<p>We will present a list of dated police detail and ambulance receivables that are uncollectible for various reasons. The largest category is contractual allowances – this is the amount that the Town is <b>not allowed</b> to collect for contractual and regulatory reasons. We will discuss the changes that are being implemented relative to billing and collection methods for detail and ambulance services, and answer questions regarding the proposed revision to the Town’s Write Off of Charges policy. The changes will allow the Town to more efficiently address the Independent Auditor management comments.</p>			
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
<p>Suggested Motions:</p> <p>Move that the Board approve the recommendation to abate outstanding ambulance charges billed during the period of January 1, 2007 and December 31, 2010 totaling \$691,616.82 in accordance with the attached schedule in the amounts for the identified reasons.</p> <p>Move that the Board approve the recommendation to write-off outstanding police detail receivables billed prior to January 2012 and deemed uncollectible or billed in error, in the amount of \$86,596,31.</p> <p>Move that the Board approve the revised policy to Finance 2003-001, Write Off of Charges renamed Abatement and Write-Off of Committed Departmental Receivables, and authorize the Chair of the Board to sign attesting to the adoption of the policy.</p>			
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<b>YES</b>	<b>NO</b>
<p><b>(Describe backup below)</b></p> <ul style="list-style-type: none"> <li>a. Proposed Write-Off of Committed Departmental Receivables Policy</li> <li>b. Schedule of outstanding Ambulance charges to be abated</li> <li>c. Schedule of outstanding Police Detail receivables to be abated</li> </ul>			

<b>Board of Selectmen</b>
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<b>Policy Number:</b>	Finance 2003-001
<b>Policy:</b>	Abatement and Write-Off of Committed Departmental Receivables
<b>Date Approved:</b> <b>Date Revised:</b>	June 24, 2003 June 26, 2012
<b>Approved:</b>	Chairman, Board of Selectman

***Introduction:***

An effective asset management program includes activities that enable the Finance Department to accurately reflect the value of Town receivables and other assets and ensure that limited resources are not devoted to the recovery of uncollectible receivables. The timely identification of probable and estimable losses is an essential element in appropriately measuring the value of the Town's assets. Therefore, the write-off process is a critical component of the Town's financial management activities.

***Policy:***

The policy of the Town of Needham is that the collection of committed departmental charges may be written-off with advance approval of the Board of Selectmen and in accordance with the procedures established by the Finance Department of the Town. The department responsible for the collection of such charges shall provide a written request to the Assistant Town Manager/Director of Finance with an explanation as to why collection of the charge should be written-off. The Assistant Town Manager/Director of Finance shall make the determination as to whether the request should be considered by the Board of Selectmen, unless authority for such action is vested with another board, committee, department, or other authority. Charges written-off will be charged against the appropriate fund balance.

This policy also allows for administrative abatement of certain departmental receivables. Committed ambulance and emergency medical service charges that are uncollectible due to contractual allowances or restrictions will be deemed abated by administrative action. Committed departmental charges billed in error may be abated by administrative action. Administrative abatements, other than contractual allowances/restrictions, must be approved by the Town Manager in writing before the abatement is approved.

***Guidelines:***

A write-off of a charge does not cancel the debt. The Town may continue to attempt to collect the charge. Although a write-off disposes of the asset from an accounting perspective, it does not necessarily dispose of the receivable from a management perspective. The Town can concurrently write-off and close-out a receivable, or it can write off and retain a written-off (i.e.,

inactive) receivable for possible recovery action. Any amounts subsequently collected will be credited to the proper fund.

Any charge that has been abated shall be considered a final disposition of the charge.

For the purposes of this policy, the word “charge” or “charges” shall also include assessments, charges, fees, rates, and any applicable interest and /or penalties thereon.

The Finance Department establishes requirements for the periodic review and identification of department receivables deemed to be uncollectible. Such receivables may include ambulance services, service details, other custodial details, items outstanding for an extended period of time, delinquent balances held in suspense accounts, or un-reconciled items in the Town’s general ledger.

***Procedures:***

In accordance with this policy, the Assistant Town Manager/Director of Finance is authorized to establish, revise and update procedures for the submission of write-off or abatement of a charge. The Board of Selectmen will not act on any write-off or abatement request that has not been submitted in accordance with such procedures.

At least annually, departments must review and provide, if applicable an estimate of write-offs in a format as determined by the Finance Department, which is subject to review by the Assistant Town Manager/Director of Finance for consistency with the Policy and procedures.

Write-off recommendations must be made by the department manager in writing with the reason(s) for the recommendation to the Assistant Town Manager/Director of Finance upon the determination that the department and/or the treasurer/collector office, despite its best collection efforts, cannot collect the receivable. Such circumstances occur when:

- The receivable is legally without merit;
- The receivable cannot be substantiated by evidence;
- The cost of collection actions will exceed anticipated collection amounts;
- The debtor cannot be located;
- It is not possible to collect any substantial amount; or
- Statutory requirement(s) exists to terminate collection actions.

Write-offs may also be appropriate when:

- The general ledger and/or subsidiary record account balances are insupportable;  
or
- The auditors have identified the need to adjust the records (e.g., audit findings) and management has agreed with the auditors.

Write-offs occur after the Board of Selectmen has approved the write-off, and the Finance Department removes the corresponding amount of an uncollectible, un-reconciled, or unsubstantiated receivable from the Town's general ledger.

Abatements occur after the abatement has been approved and posted by the Finance Department against the accounts.

CONTRACTUAL ADJUSTMENTS FISCAL YEAR 2009 THROUGH MAY, 2012

As of June 22, 2012

Month	Patient	Blue Shield	Welfare	Workers Comp	Legal	Private Insurance	Medicare	Tufts Senior	Other	Total
July, 2008	634.00	2,256.17	941.50			188.55	5,258.72	608.92		9,887.86
August	847.11	1,368.21	1,677.54			382.44	2,495.18	765.85		7,536.33
September	761.00	2,127.14	2,310.58			1,278.26	3,824.18	1,313.25	16.72	11,631.13
October	520.00	2,509.00				869.81	3,616.91	239.32		7,755.04
November		3,250.97	874.15			560.16	4,196.91	823.28		9,705.47
December	1,016.18	3,578.23				1,279.05	6,533.79	1,277.46		13,684.71
January, 2009	1,141.41	2,084.76	4,717.03	533.92		808.94	4,390.68	247.02		13,923.76
February	1,966.86	2,654.76	238.73			521.57	3,890.84	(26.38)		9,246.38
March	3,704.54	3,821.31	2,857.12	792.70		3,148.28	6,968.01	1,788.37		23,080.33
April	150.88	1,712.79	980.00			571.31	3,540.52	87.52		7,043.02
May	1,623.76	4,164.08	858.32	800.68		2,658.70	10,780.30	1,885.63		22,771.47
June		8,820.48	1,270.88	665.47		3,400.39	3,251.47	2,472.93		19,881.62
<b>Fiscal Year 2009 Total</b>	<b>12,365.74</b>	<b>38,347.90</b>	<b>16,725.85</b>	<b>2,792.77</b>	<b>0.00</b>	<b>15,667.46</b>	<b>58,747.51</b>	<b>11,483.17</b>	<b>16.72</b>	<b>156,147.12</b>
July, 2009	(799.83)	1,460.96	1,956.97	738.00	45.00	1,133.43	4,967.66	1,048.89	154.00	10,705.08
August	89.92	6,313.97	1,707.77	550.74		78.01	5,319.66	494.87		14,554.94
September	301.22	2,489.72	1,325.65	313.99		888.39	3,056.10	647.31	60.50	9,082.88
October	156.21	4,694.08	694.84			1,404.06	6,888.44	1,587.66		15,425.29
November	4.37	1,280.88	1,054.52			1,372.27	3,574.89	261.81		7,548.74
December	691.92	2,301.76	1,124.51	1,236.82		545.80	3,551.94	297.80		9,750.55
January, 2010	451.48	3,761.63	663.51	287.87		1,006.86	4,372.47	410.86	128.00	11,082.68
February		1,838.20	588.57			35.23	2,369.46	592.18		5,423.64
March	906.76	5,711.92	2,366.31	287.87		1,493.16	12,655.41	1,363.79	59.00	24,844.22
April	100.35	5,904.37	1,483.62	314.01		3,033.97	9,034.03	1,511.15		21,381.50
May	161.53	2,394.71	637.41		(7.00)	1,794.75	7,942.50	628.89		13,552.79
June		2,575.65	354.34	287.87		1,487.81	5,722.47	828.94	362.50	11,619.58
<b>Fiscal Year 2010 Total</b>	<b>2,063.93</b>	<b>40,727.85</b>	<b>13,958.02</b>	<b>4,017.17</b>	<b>38.00</b>	<b>14,273.74</b>	<b>69,455.03</b>	<b>9,674.15</b>	<b>764.00</b>	<b>154,971.89</b>
July, 2010	984.85	3,034.60	3,525.51			1,341.38	7,015.34	55.92		15,957.60
August	952.48	2,186.08	10,780.72	749.72		309.41	5,499.64	804.90	166.50	21,449.45
September	347.04	5,505.78	2,848.81	175.95		1,956.21	6,251.01	441.85	129.50	17,656.15
October	4,070.14	4,436.08	3,733.68	287.87	287.87	2,198.68	9,031.89	2,049.44	234.00	26,329.65
November	594.72	410.68	427.92	287.87		1,389.42	1,654.23	149.28	93.86	5,007.98
December	115.89	1,993.79	558.41			671.91	1,693.63	206.61		5,240.24
January, 2011		1,184.61	100.56			286.87	3,128.34	347.95		5,048.33
February	1,113.36	4,017.36	2,249.15	382.48		2,176.66	15,732.70	2,450.70	371.00	28,493.41
March	551.77	3,464.94	5,494.37			2,114.39	5,913.30	1,466.58	133.00	19,138.35
April	184.42	2,328.56	917.71	575.74	26.00	2,428.74	10,670.02	2,000.26	196.50	19,327.95
May	411.68	3,909.68	2,934.59			1,894.72	5,887.78	1,458.84	50.00	16,547.29
June	(34.51)	3,769.80	1,775.06	326.21		1,325.43	8,771.74	1,409.06	229.00	17,571.79
<b>Fiscal Year 2011 Total</b>	<b>9,291.84</b>	<b>36,241.96</b>	<b>35,346.49</b>	<b>2,785.84</b>	<b>313.87</b>	<b>18,093.82</b>	<b>81,249.62</b>	<b>12,841.39</b>	<b>1,603.36</b>	<b>197,768.19</b>

**CONTRACTUAL ADJUSTMENTS FISCAL YEAR 2009 THROUGH MAY, 2012**  
As of June 22, 2012

Month	Patient	Blue Shield	Welfare	Workers Comp	Legal	Private Insurance	Medicare	Tufts Senior	Other	Total
July, 2011	157.68	2,267.78	3,686.99			1,304.38	6,452.22	940.98	161.50	14,971.53
August	1,312.46	2,145.40	828.17	287.87		2,288.07	7,161.61	737.03	229.50	14,990.11
September	862.53	3,081.72	1,355.13			1,718.30	5,869.31	2,109.07	269.50	15,265.56
October	12.83	1,885.37	1,090.60	587.81		820.54	6,497.58	2,154.86		13,049.59
November	379.53	3,406.72	3,817.93	299.94		2,043.19	7,322.97	1,324.00	178.90	18,773.18
December	621.29	2,259.96	387.70			2,054.61	4,493.59	1,476.40		11,293.55
January, 2012	1,412.42	2,655.80	3,952.96			704.43	8,420.99	931.02		18,077.62
February	482.81	4,306.28	1,550.62			1,441.16	5,844.51	1,376.14	219.50	15,221.02
March	958.91	2,658.68	2,298.78	287.87		1,739.81	11,866.25	393.32		20,203.62
April	856.07	1,883.40	1,476.78			1,329.04	9,836.52	1,514.38	365.50	17,261.69
May	491.42	2,215.12		575.74		1,908.13	479.72	525.65		6,195.78
June										0.00
<b>Fiscal Year 2012 Total</b>	<b>7,547.95</b>	<b>28,766.23</b>	<b>20,445.66</b>	<b>2,039.23</b>	<b>0.00</b>	<b>17,351.66</b>	<b>74,245.27</b>	<b>13,482.85</b>	<b>1,424.40</b>	<b>165,303.25</b>
<b>Other Amounts to be Written-Off</b>										<b>17,426.37</b>
<b>Grand Totals</b>	<b>31,269.46</b>	<b>144,083.94</b>	<b>86,476.02</b>	<b>11,635.01</b>	<b>351.87</b>	<b>65,386.68</b>	<b>283,697.43</b>	<b>47,481.56</b>	<b>3,808.48</b>	<b>691,616.82</b>

**POLICE DETAILS  
COLLECTOR OF TAXES  
PREPARED 6/22/2012**

CUST # TP NAME	FISCAL YEAR	BASE DETAIL	ADMIN FEES	PENALTY INTEREST	TOTAL	REASON FOR ABATEMENT
13517 ESM Corporation	2000	120.00			120.00	Unable to locate
13128 LoRusso Corporation		1,816.00	33.00	0.38	1,849.38	Unenforceable
13717 Merkert Enterprises		120.00			120.00	No longer an independent Co.
14148 Mike Wodeyla		170.00			170.00	unenforceable
<b>Total Fiscal Year 2000</b>		<b>2,226.00</b>	<b>33.00</b>	<b>0.38</b>	<b>2,259.38</b>	
14925 American Jewish Committee	2001	324.00			324.00	Letter returned addressee unknown
14820 Amtrack		516.50			516.50	Unenforceable
14772 Delorenzo Constructions		120.00		2.98	122.98	Unenforceable
14477 Northeast Line Construction Corp		1,800.00			1,800.00	Unenforceable
14656 Rizzo Associates		240.00			240.00	Unenforceable
<b>Total Fiscal Year 2001</b>		<b>3,000.50</b>		<b>2.98</b>	<b>3,003.48</b>	
14418 Alexander Capital Corp	2002	480.00		5.58	485.58	No record in Secty of State Unable to locate
15524 A T & T Broadband		916.00	10.68	8.38	935.06	This is not a part of A T & T it ws set up as a one time company and no longer exists.
13808 Greymont Excavating		1,584.00	56.16		1,640.16	dissolved
15606 I W Harding Construction Co		5,795.50	823.40	3.86	6,622.76	Corporate Settlement w/Town
<b>Total Fiscal Year 2002</b>		<b>8,775.50</b>	<b>890.24</b>	<b>17.82</b>	<b>9,683.56</b>	
16636 Advanced Modular Construction	2003	244.00			244.00	Dissolved
17022 Riley Allen Constructions		272.00			272.00	unable to locate
14047 Rocket Communications		11,718.00		26.08	11,744.08	Dissolved
16647 S&R Construction		680.00			680.00	No longer in business
16305 Welch Cort		770.00			770.00	unable to locate
<b>Total Fiscal Year 2003</b>		<b>13,684.00</b>	<b>0.00</b>	<b>26.08</b>	<b>13,710.08</b>	
13462 D. Clifford Constructioin	2004	2,421.30	210.50		2,631.80	Unenforceable
16312 Franchi Equipment		504.00	50.40	8.96	563.36	Unable to locate
17525 Higgins Elizabeth		152.00	15.20		167.20	Unable to locate
16870 Riverdale Excavating		1,168.00	89.60		1,257.60	No record, Unable to locate
<b>Total Fiscal Year 2004</b>		<b>4,245.30</b>	<b>365.70</b>	<b>8.96</b>	<b>4,619.96</b>	
17532 Alpert Deborah	2005	152.00	15.20		167.20	Unable to locate
18586 Busa-Harris Construction		304.00	30.40		334.40	No longer in business
18444 Rubinstein Realty		418.00	41.80		459.80	Unable to locate
18124 Tri State Signal		8,956.50	927.00		9,883.50	Chpt 90 ineligible
<b>Total Fiscal Year 2005</b>		<b>9,830.50</b>	<b>1,014.40</b>		<b>10,844.90</b>	
19299 Atlas Van Lines	2006	152.00	45.60		197.60	Unable to locate
18986 Bay State Piping		0.00	46.15		46.15	Admin fee town related work
19224 CR Construction		294.50	29.45		323.95	Company dissolved
19328 Hawkeye Construction		3,251.90	388.55		3,640.45	Dissolved
15663 Maverick Construction		1,208.00	82.80		1,290.80	Unable to locate
15855 Olin College		960.00	96.00		1,056.00	special circumstance
18368 Perdoni Brothers		304.00	60.80		364.80	Dissolved
19191 Paysnick Becky		252.00	25.20		277.20	Unable to locate
<b>Total Fiscal Year 2006</b>		<b>6,422.40</b>	<b>774.55</b>	<b>0.00</b>	<b>7,196.95</b>	
14510 Abedon Carol	2007	168.00	16.80		184.80	Unable to locate
19863 Coleman Construction		284.00	28.40		312.40	No such company on Secty State No longer in business
19935 G. Conway Inc		304.00	30.40		334.40	Company dissolved
19270 Great Plain Ventures		5,255.50	619.60		5,875.10	Company dissolved
16311 Musto Construction		456.00	108.30		564.30	Company dissolved
15386 North Star Communications		124.00	12.40		136.40	Unable to locate
19575 Paap Mary Lou		252.00	25.20		277.20	Unable to locate
14328 RCN		916.00	91.60		1,007.60	No response to communication
20208 Sexton Michael & Elinor		304.00	93.10		397.10	Unable to locate
<b>Tiotal Fiscal Year 2007</b>		<b>8,063.50</b>	<b>1,025.80</b>	<b>0.00</b>	<b>9,089.30</b>	

**POLICE DETAILS  
COLLECTOR OF TAXES  
PREPARED 6/22/2012**

CUST # TP. NAME	FISCAL YEAR	BASE DETAIL	ADMIN FEES	PENALTY INTEREST	TOTAL	REASON FOR ABATEMENT
19359 BETA Group	2008		2,720.00		2,720.00	Admin fees town related work
20740 Essex Builders Corporation		452.00	45.20		497.20	Unable to locate
20840 EST Associates		2,060.00	206.00		2,266.00	special circumstance
21059 GW Corporation		1,723.00	92.00		1,815.00	Not in Secty st data unable to locate
16902 Heritage Builders		1,198.00	185.80		1,383.80	No longer in business
21061 Northeast Pipe works			1,056.00		1,056.00	Admin fees town related work
20725 Riley Tree		160.00	16.00		176.00	special circumstance
21162 Woodall, Joe and Son		1,962.00	196.20		2,158.20	Unable to locate
<b>Total Fiscal Year 2008</b>		<b>7,555.00</b>	<b>4,517.20</b>	<b>0.00</b>	<b>12,072.20</b>	
19914 CEI Boston LLC	2009	210.00	21.00		231.00	unable to locate
21161 Cougler Construction, J		336.00			336.00	No longer in business
20741 Denapoli JW		3,182.00	318.20		3,500.20	No response to communication
17722 Lewis Tree		308.00	30.80		338.80	No response to communication
21243 NDL Corporation		0.00	68.80		68.80	Admin fees town related work
21182 Rezendes KR		336.00	33.60		369.60	Unable to locate
<b>Total Fiscal Year 2009</b>		<b>4,372.00</b>	<b>472.40</b>	<b>0.00</b>	<b>4,844.40</b>	
13642 Bevilaqua Paving	2010	483.00	36.70		519.70	letter returned addressee unknown
21884 Blume & Sons		1,176.00	117.60		1,293.60	addressee unknown
21907 Marchese and Sons		168.00	16.80		184.80	letter returned addressee unknown
15057 NEL Corporation			1,074.00		1,074.00	Unable to locate
18483 Republic ITC			72.80		72.80	admin fees while doing work for town
<b>Total Fiscal Year 2010</b>		<b>1,827.00</b>	<b>1,317.90</b>	<b>0.00</b>	<b>3,144.90</b>	
22767 Brox Industries	2011		33.60		33.60	under contract admin fees
20230 Metro Sign		140.00	14.00		154.00	Unable to locate
22289 MRC Contracting		168.00	16.80		184.80	Unable to locate
17923 PW Baker Construction		2,742.50	267.40		3,009.90	No longer in business
22650 Webman Richard		441.00	44.10		485.10	Unable to locate
<b>Total Fiscal Year 2011</b>		<b>3,491.50</b>	<b>375.90</b>	<b>0.00</b>	<b>3,867.40</b>	
22576 Northern Lights	2012	168.00	16.80		184.80	Unable to locate
23355 Road Safe			16.80		16.80	under contract no admin fees
672 Sheraton Needham Hotel		1,379.20	16.80		1,396.00	special circumstance
23075 Steadfast Construction		140.00	14.00		154.00	Unable to locate
21623 Watertown Real Estate		462.00	46.20		508.20	letter returned addressee unknown
<b>Total Fiscal Year 2012</b>		<b>2,149.20</b>	<b>110.60</b>	<b>0.00</b>	<b>2,259.80</b>	
<b>Grand Total</b>		<b>75,642.40</b>	<b>10,897.69</b>	<b>56.22</b>	<b>86,596.31</b>	



**Board of Selectmen  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE: 6/26/2012**

<b>Agenda Item</b>	St. Mary Street Non-Exclusive Permanent Easement/MWRA
<b>Presenter(s)</b>	Kate Fitzpatrick, Town Manager

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
<p>The November 2, 2009 Special Town Meeting approved an easement between the Town and the Massachusetts Water Resources Authority (MWRA) to allow the MWRA to maintain water pipes and controls connecting its existing water distribution system to the Town's water distribution system. The easement is located on Town property at the St. Mary Street pumping station.</p>			
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<input checked="" type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
<p>Suggested Motion: That the board vote to approve and sign the Non-Exclusive Permanent Easement to the Massachusetts Water Resources Authority.</p>			
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<input checked="" type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
<p><b>(Describe backup below)</b></p> <ul style="list-style-type: none"><li>a. Letter to Anthony DelGaizo from William Thosen dated June 19, 2012</li><li>b. Proposed Non-Exclusive Permanent Easement</li><li>c. Plan of Easement dated June 19, 2012</li></ul>			

June 19, 2012

Anthony L. DelGaizo, Town Engineer  
Public Services Administration Building  
500 Dedham Ave.  
Needham, MA 02492

Re: MWRA Easement  
St. Mary's Street Pump Station

Dear Mr. DelGaizo,

Please refer to our prior correspondence and meetings with you and Mr. David Tobin regarding the proposed easement at the St. Mary's Street Pump Station.

We understand that you and Mr. Tobin are in agreement regarding the proposed easement language and the general shape of the proposed easement.

Therefore, we are enclosing the easement description and draft easement plan for formal approval by the Board of Selectmen. Please refer to Article 5, Town Meeting dated 11/02/10 (copy enclosed).

Please let me know when the draft easement is approved by the Board of Selectmen. Then, I propose to have the surveyor redate and sign the easement plan. We then plan to record it. I will send you a copy of the signed, recorded easement.

Meanwhile, if you have any questions or concerns, please email me or call me at 617-305-5781.

Sincerely,

William A. Thoden, P.E.  
Program Manager

Encl: (1) Draft Easement Plan (2) Easement Description (3) Article 5

Cc: David Tobin  
James Atkinson

NON-EXCLUSIVE PERMANENT EASEMENT

Needham, MA

WHEREAS, the Town of Needham (hereinafter referred to as the "GRANTOR"), is the owner in fee simple of certain parcels of land located in the Town of Needham, County of Norfolk, Commonwealth of Massachusetts.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the GRANTOR, for itself, its successors and assigns, does hereby grant, bargain, sell and convey to the Massachusetts Water Resources Authority, a body politic and corporate established pursuant to Chapter 372 of the Acts of 1984, and its successors and assigns (hereinafter referred to as the "GRANTEE"), the Non-Exclusive Permanent Right and Easement shown as Parcel PE-A on a plan entitled "Plan of Easement in the Town of Needham, Massachusetts, Saint Mary Street" dated June 19, 2012, prepared by Geod Consulting, , Inc., to be recorded herewith.

The Non-Exclusive Permanent Right and Easement conveyed hereby being the right and easement, for water supply purposes, to permanently construct, inspect, repair, renew, replace, operate and forever maintain water supply pipelines, manholes and their appurtenances in, through and under Parcel PE-A. Said Non-Exclusive Permanent Right and Easement is conveyed subject to the rights of the GRANTOR and its heirs, successors and assigns, to the use of the land lying within said easement for all lawful purposes that do not interfere with the GRANTEE's utilities existing in the easement area at the time of the grant of this Non-Exclusive Permanent Right and Easement, and the rights granted hereunder, including but not limited to the right to inspect, repair, renew, replace, operate and forever maintain all existing utilities, buildings, structures and appurtenances and GRANTEE agrees not to interfere with GRANTOR's use for such lawful purposes.

Should either GRANTOR or GRANTEE desire to construct, install or place any utilities, buildings, structures and/or appurtenances within the easement area not existing or contemplated at the time of this grant of easement, that party shall notify the other party of its intent, provide to the other party plans and specification for such construction, installation or placement, and cooperate with the other party to perform such construction, installation and/or placement in a manner that does not interfere with the facilities of the other party that exist in the easement area at the time of said notice.

For the GRANTOR's title, see deed recorded with the Norfolk County Registry of Deeds in Book \_\_\_\_\_, Page \_\_\_\_\_.

Witness our hands and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Board of Selectmen  
Town of Needham

\_\_\_\_\_  
Chairman

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

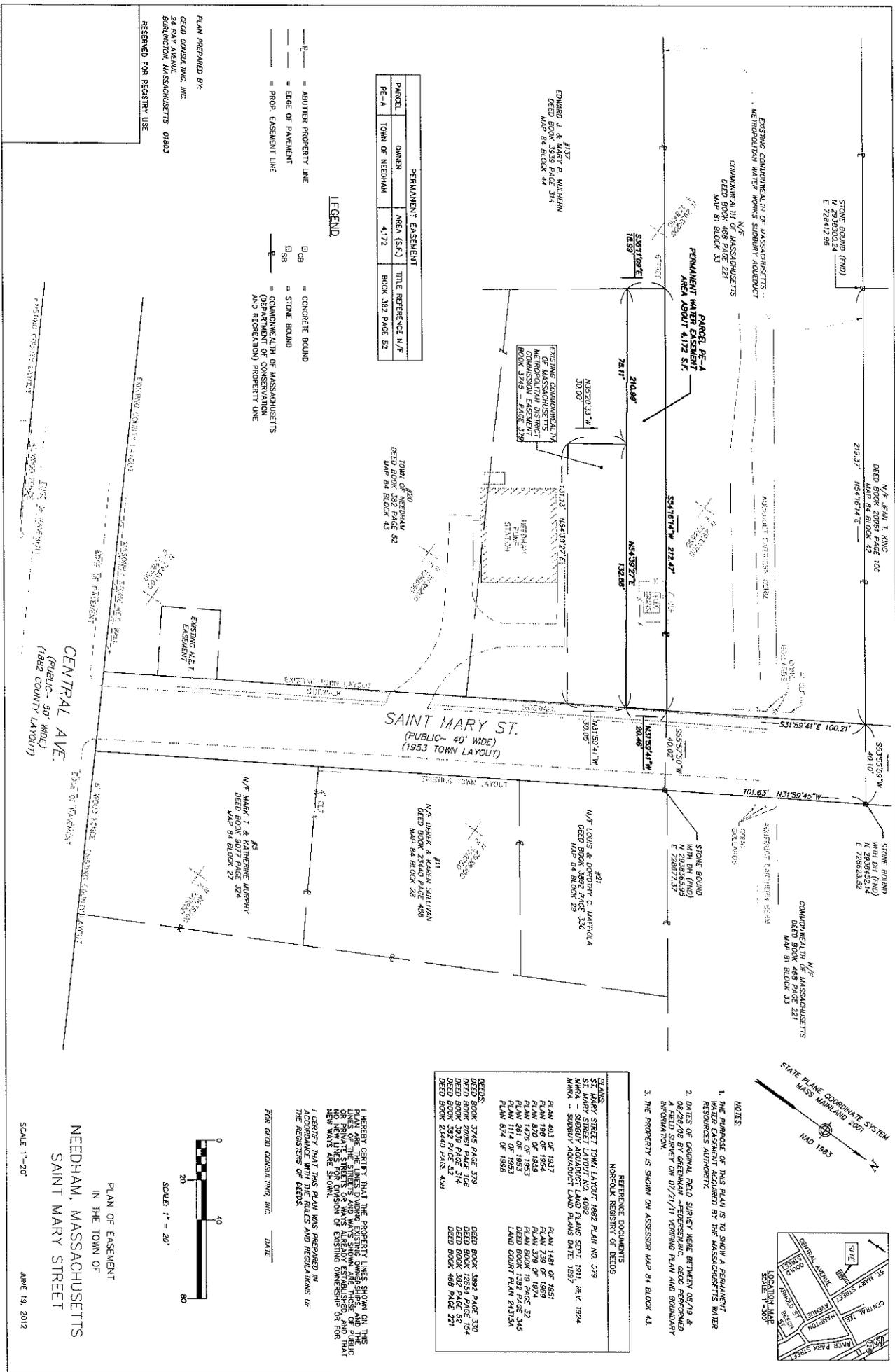
COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2012, before me, the undersigned notary public, personally appeared \_\_\_\_\_, on behalf of the Town of Needham and proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding document, and acknowledged to me that he signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Print Name:  
Notary Public

My Commission Expires:



PARCEL	OWNER	AREA (S.F.)	TITLE REFERENCE N/W
PE-A	TOWN OF NEEDHAM	4,172	BOOK 382 PAGE 52

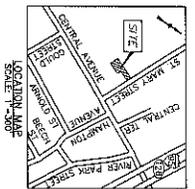
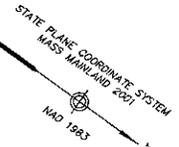
**LEGEND**

- = ABUTTER PROPERTY LINE
- = EDGE OF PAVEMENT
- = PROP. EASEMENT LINE
- = CONCRETE BOUND
- = STONE BOUND
- = COMMONWEALTH OF MASSACHUSETTS (DEPARTMENT OF CONSERVATION AND RECREATION) PROPERTY LINE

PLAN PREPARED BY:  
 GEO CONSULTING, INC.  
 24 RAY AVENUE  
 BIRMINGHAM, MASSACHUSETTS 01803  
 RESERVED FOR RESERVY USE

**CENTRAL AVE.**  
 (PUBLIC - 30' WIDE)  
 (1982 COUNTY LAYOUT)

**SAINT MARY ST.**  
 (PUBLIC - 40' WIDE)  
 (1953 TOWN LAYOUT)



- NOTES:**
1. THE PURPOSE OF THIS PLAN IS TO SHOW A PERMANENT WATER EASEMENT AS REQUESTED BY THE MASSACHUSETTS WATER RESOURCES AUTHORITY.
  2. DATES OF ORIGINAL FIELD SURVEY WERE BETWEEN 08/19 & 09/15/11. A FIELD SURVEY ON 07/21/11 KEEPING PLAN AND BOUNDARY INFORMATION.
  3. THE PROPERTY IS SHOWN ON ASSESSOR MAP 84 BLOCK 43.

DEEDS:	REFERENCE DOCUMENTS
DEED BOOK 3746 PAGE 379	TRANS. ST. MARY STREET TOWN LAYOUT 1892 PLAN NO. 579
DEED BOOK 2086 PAGE 106	ST. MARY STREET LAYOUT NO. 4092
DEED BOOK 1254 PAGE 134	MMA - SUBDIVISION LAYOUT AND PLANS SEPT. 1911, REV. 1924
DEED BOOK 489 PAGE 221	MMA - SUBDIVISION LAYOUT AND PLANS DATE 1893
DEED BOOK 2340 PAGE 458	PLAN 493 OF 1937
	PLAN 198 OF 1934
	PLAN 728 OF 1959
	PLAN 1476 OF 1953
	PLAN 281 OF 1953
	PLAN 1114 OF 1953
	PLAN 874 OF 1959
DEED BOOK 3882 PAGE 130	DEED BOOK 2086 PAGE 106
DEED BOOK 1254 PAGE 134	DEED BOOK 489 PAGE 221
DEED BOOK 382 PAGE 52	DEED BOOK 489 PAGE 221

I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE RESULT OF A SURVEY MADE BY ME OR UNDER MY SUPERVISION AND THAT THE LINES OF THE STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC RECORD OR PRIVATE STREETS OR WAYS AS SHOWN EARLIER OR THAT NEW WAYS ARE SHOWN AS A RESULT OF THIS SURVEY OR FOR INFORMATION.

I CERTIFY THAT THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTER OF DEEDS.

FOR GEO CONSULTING, INC. DATE



PLAN OF EASEMENT  
 IN THE TOWN OF  
 NEEDHAM, MASSACHUSETTS  
 SAINT MARY STREET

SCALE 1" = 20'  
 JUNE 19, 2012



**Board of Selectmen  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE:** 6/26/2012

<b>Agenda Item</b>	Special Town Meeting
<b>Presenter(s)</b>	Kate Fitzpatrick, Town Manager

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
<p>The Town Manager will request that the Board of Selectmen call for a Special Town Meeting for October 29, 2012. Because of the holiday observances and special elections that occur in November, if a second night of Town Meeting is required, it is likely to be held on Tuesday, October 30<sup>th</sup>.</p>			
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<input checked="" type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
<p>Suggested Motion: That the Board call for a Special Town Meeting to be held on Monday, October 29, 2012.</p>			
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<input type="checkbox"/> <b>YES</b>	<input checked="" type="checkbox"/> <b>NO</b>
<p><b>(Describe backup below)</b></p>			



**Board of Selectmen  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

**MEETING DATE: 6/26/2012**

<b>Agenda Item</b>	School Use Regulations
<b>Presenter(s)</b>	Kate Fitzpatrick, Town Manager

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>																										
<p>The Town Manager will outline for the Board the updated School Use Regulations and proposed fee schedule.</p>																											
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<input checked="" type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>																								
<p>Suggested Motion: That the Board of Selectmen vote to adopt a fee schedule for use of School Facilities as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Category</u></th> <th style="text-align: left;"><u>Current Rate</u></th> <th style="text-align: left;"><u>Proposed Rate</u></th> </tr> </thead> <tbody> <tr> <td>Full-size Gyms</td> <td>\$10 per hour</td> <td>\$13 per hour</td> </tr> <tr> <td>Small Gyms</td> <td>\$10 per hour</td> <td>\$11 per hour</td> </tr> <tr> <td>Auditorium</td> <td>\$100 per day</td> <td>\$100 per day</td> </tr> <tr> <td>Cafeteria</td> <td>\$100 per day</td> <td>\$100 per day</td> </tr> <tr> <td>Lecture Hall</td> <td>\$10 per hour</td> <td>\$10 per hour</td> </tr> <tr> <td>Media Center</td> <td>\$10 per hour</td> <td>\$10 per hour</td> </tr> <tr> <td>Parking Lot</td> <td>Reserved</td> <td>Reserved</td> </tr> </tbody> </table> <p>Note: Multi-week auditorium rentals are charged \$1 per ticket or the daily use charge for performances only, whichever is higher.</p>				<u>Category</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	Full-size Gyms	\$10 per hour	\$13 per hour	Small Gyms	\$10 per hour	\$11 per hour	Auditorium	\$100 per day	\$100 per day	Cafeteria	\$100 per day	\$100 per day	Lecture Hall	\$10 per hour	\$10 per hour	Media Center	\$10 per hour	\$10 per hour	Parking Lot	Reserved	Reserved
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Media Center	\$10 per hour	\$10 per hour																									
Parking Lot	Reserved	Reserved																									
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<input checked="" type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>																								
<p><b>(Describe backup below)</b></p> <ul style="list-style-type: none"> <li>a. School Use Regulation and Fee Proposal Memo to the Board of Selectmen dated June 15, 2012</li> <li>b. Updated Rules and Regulations for Use of School Facilities</li> <li>c. Fee Schedule Comparison</li> </ul>																											



## TOWN OF NEEDHAM

TOWN HALL  
1471 Highland Avenue  
Needham, MA 02492-2669

# DONE

6/15/12

Office of the  
TOWN MANAGER

TEL: (781) 455-7500  
FAX: (781) 453-2522  
TDD: (781) 455-7558

TO: Board of Selectmen  
FROM: Kate Fitzpatrick, Town Manager *Kate*  
CC: Dave Davison, Chris Coleman, Dan Gutekanst, Chip Laffey, Carys Lustig,  
Patty Carey  
DATE: June 15, 2012  
RE: School Use Regulations and Fee Proposal

In accordance with School Committee Policy, the Public Facilities Department is responsible for issuing permits for use of School facilities by community groups. Regulations were developed to implement the School Committee policy, and were last updated in 2004. Working with the School Department, we have revised the regulations to be consistent with the 2005 change in the Town's form of government, and with current practices. A draft version of the revised policy is attached for your information.

Consistent with increases in operating costs associated with rental of the facilities since 2004, and after review of fees charged in comparable communities, we are proposing a modest increase in the fee structure. The use fees will be presented to the Board of Selectmen at your meeting on June 26<sup>th</sup>. The proposal is as follows:

<u>Category</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
Full-size Gyms	\$10 per hour	\$13 per hour
Small Gyms	\$10 per hour	\$11 per hour
Auditorium	\$100 per day	\$100 per day
Cafeteria	\$100 per day	\$100 per day
Lecture Hall	\$10 per hour	\$10 per hour
Media Center	\$10 per hour	\$10 per hour
Parking Lot	Reserved	Reserved

Note: Multi-week auditorium rentals are charged \$1 per ticket or the daily use charge for performances only, whichever is higher.

In addition, rates charged for custodial and security details, audiovisual and technology details, and kitchen details have been increased to reflect current pay rates. The attached chart provides information about fees charged in comparable communities.

Key changes to the policy include:

- Existing practices (such as electronic submission of permit applications) have been formalized.

- Outdated dates, language, and references have been eliminated, and other housekeeping changes have been made.
- The concept of permitting parking lots has been included, although no regulations have yet been developed for this category and no fee is recommended at this time.
- A summer use of buildings summit for School and Park and Recreation uses has been established and will be held each December.
- The timeframe under which schools are permitted by PFD rather than the individual school principal has been changed from 5:00 p.m. to 6:00 p.m.
- Provisions have been included to ensure that School equipment is treated with appropriate care and, in the case of performance-quality audiovisual equipment, operated only by professionals.
- School and Town departments will be required to pay for a custodial detail on Sundays and Holidays.

Please let me know if you have any questions about this policy or the fee proposal.

**RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES**  
**Effective Date: July 1, 2012**

All authorized persons or organizations must comply with the following rules and regulations for use of School buildings in the Town of Needham. The Town reserves the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of the School buildings.

**A. SCHOOL COMMITTEE POLICIES**

1. Commercial Use of School Facilities Under School Committee Policy KGA, it is the policy of the Needham School Committee to refuse to authorize the use of its buildings, property, or facilities for any commercial purpose whose proceeds are not directed entirely to the benefit of the Town of Needham, other municipalities and government agencies, or a charitable organization - IRS Code 501 (c) (3) - carrying out legitimate educational or philanthropic purpose. Exceptions to this policy may only be made by a vote of the School Committee.
2. Public Conduct on School Property Under School Committee Policy KGB, it is the policy of the School Committee that buildings and property under jurisdiction of the Needham Public Schools shall provide, at all times, a safe and orderly environment for students, staff, parents, visitors, and other authorized users. No person, while on School property, shall willfully: injure, or threaten to injure, another person; damage the property of another or of the Schools; disrupt the orderly conduct of classes or of any other authorized School program or activity; interfere with the authorized activities of members of the School community (students, staff, committees, parent organizations, or other authorized groups/organizations;) enter upon School property for any unauthorized purpose; possess drugs, alcohol, or other illegal substances/articles; act in such a manner as to jeopardize the safety and/or security of persons or property.
3. Fundraising Activity Under School Committee policy DFC consolidated Policy on Grants, Gifts, and Solicitations, it is the policy of the School Committee that all fundraising activities for the benefit of Needham Public Schools be conducted in a lawful manner. Prior approval of the building Principal, or the Superintendent if more than one School is involved, will be required for any permit for fundraising activity. All proceeds from fundraising activities that benefit Needham Public Schools must follow the "Acceptance of Gifts and Grants" policy, and be accepted through a vote of the School Committee. School officials may prohibit any fundraising that is considered disruptive to the School environment.
4. Use by Religious Organizations School buildings may be leased or permitted to a religious organization for non-religious purposes on the same basis as those available to the general public.

**B. AUTHORIZATION**

1. The Needham School Committee authorizes the Department of Public Facilities/Operations to process appropriate permit requests for use of School buildings and parking lots, and to collect the designated fees.
2. The Director of Facility Operations will make the determination on the specific space available that is appropriate for the individual request.
3. In the event of a request that is non-routine in nature, the Director of Facility Operations will refer the request to the Superintendent of Schools for further action.
4. Requests for use of athletic fields and other outdoor areas, except parking lots, should be made to the Needham Park and Recreation Department.

**C. PERMIT PROCESS**

1. Applicant must be at least 21 years of age and a Needham resident or representative of an approved Needham organization.
2. Requests for permits must be submitted through the Town's online request system at <http://needhamma.gov/scheduling> either on paper or via the Town's website at the Public Facilities Department/Operations at least 10 working days in advance of the requested event. The Director of Facility Operations may waive this requirement at his or her discretion in unusual circumstances. Requests may not be made through custodians or other School personnel.
3. Scheduling priority will be given to groups in the following order:
  - 1) Needham Public Schools, including its Community Education Programs, Parent-Teacher Organizations, Booster Clubs, and other School-related clubs and organizations recognized by the Needham School Committee;
  - 2) Needham Park and Recreation Commission and other Town government departments/boards/committees;
  - 3) Needham non-profit organizations;
  - 4) All other groups that comply with Needham School Committee policies.
4. When a higher priority group requests a space that was originally requested by a lower priority group or when two different organizations in the same priority group request a space, the Department will facilitate a dialog between the organizations to find a workable solution. If no workable solution can be determined, priority will be given to the highest priority group, or if both groups are of the same priority level, the request will default to the group that submitted the request first.

5. In consultation with School Administration, the Director of Facility Operations will determine locations in buildings that are not available for permits, and time frames not available for permits. This information will be available on the Town's website.
6. Permits will be considered after July 1<sup>st</sup> for events being held during the School year and after March 31<sup>st</sup> for events being held during the summer.
7. Groups requesting multiple uses should submit full schedule requests based on the deadlines below:
  - 1) During the School Year:
    - Priority Group # 1 July 1<sup>st</sup>
    - Priority Group # 2 July 15<sup>th</sup>
    - Priority Group # 3 July 31<sup>st</sup>
    - Priority Group # 4 August 15<sup>th</sup>
  - 2) During the Summer Months
    - Priority Group # 1 February 1<sup>st</sup>
    - Priority Group # 2 April 15<sup>th</sup>
    - Priority Group # 3 May 1<sup>st</sup>
    - Priority Group # 4 May 15<sup>th</sup>
  - 3) Winter Priority Group # 3 & # 4 requests for Gym space from November – April will not be approved until the Winter Sports Summit Meeting is held in September.
  - 4) A summer use of buildings summit meeting will be held in December for the Priority #1 and Priority #2 users to discuss and coordinate summer building use with each other and Facility Operations staff.
8. Elections (local, state, federal) held in School buildings will take precedence over other activities and events for scheduling purposes. Special or unforeseen elections may supersede or “bump” previously scheduled permitted events.
9. Summer requests are rarely granted so that all Schools can be cleaned and repaired for fall use. Buildings may be taken off line to ensure cleanliness, so that routine maintenance can be performed, and to accommodate construction projects that are necessary to maintain the functionality of the buildings. Exceptions are provided for Community Education programs; teacher training, workshops and/or meetings; and Park and Recreation programs. It is expected that organizations that use the buildings over the summer will consolidate programs to allow for maintenance and energy savings. No organization will be permitted to use School facilities within two (2) weeks of the first day of School, with the exception of teacher training and workshops, so that all facilities can be cleaned prior to the start of the School year.
10. All permit requests with an anticipated attendance of over 50 people, or with special circumstances that warrant additional review will be forwarded to the Needham Police Department and Needham Fire Department. In some instances,

the Chief of Police and/or the Fire Chief will require a police detail and/or fire detail. Additional regulations concerning when a police detail and/or fire detail will be required are listed below.

11. The person submitting the permit request will be the primary contact for the program to be held under that permit. That person's acknowledgement of rules and regulations on the permit or submission of permit into the Town's online request system will signify understanding and acceptance of all rules and regulations, responsibility for payment of all designated fees, and the responsibility to ensure that all rules are followed by the participants in the program. Failure to follow regulations and/or make appropriate payments will affect permit requests by the individual's organization in the future.
12. A written notice of cancellation is due at least 24 hours prior to the scheduled use for weekday events, 48 hours prior to Saturday events, and 72 hours for Sunday or holiday events. Fax notices can be sent to (781) 453-2510 and emails can be sent to [Scheduling@NeedhamMa.gov](mailto:Scheduling@NeedhamMa.gov). Failure to provide written cancellation notice will require full payment of any fees required by the approved permit.
13. Permits may not be shared with other groups, without the written permission of the Director of Facility Operations.
14. A Certificate of Liability Insurance must be submitted to the Department of Public Facilities prior to the issuance of the final permit. General liability coverage shall be in the amount of at least \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury liability and \$1,000,000 per occurrence and \$2,000,000 aggregate for property damage liability.
15. Permits are facilitated through the Town's online request system. Copies will be emailed to all affected parties and information will be available on the Town's website.
16. Permits for private use, including but not limited to, parties, recitals, and other private uses, will not be authorized.
17. The Town retains the right to cancel permits without notice if all conditions are not met.

**D. USE FEE AND ON-DUTY STAFF CUSTODIAL FEES**

1. No custodial fee will be charged when there is a regularly scheduled custodian at the requested building and no services are requested. A fee will be charged when a custodian must be assigned for the permit or must provide services beyond opening and closing the facility. A custodian may be required when food will be available at the event, when there are special requirements for set-up and

breakdown, and when the event occurs outside the normal buildings hours. Additional circumstances exist where a custodian may also be required.

2. The on-duty staff and custodial fees are subject to change and are listed in Appendix C.
3. There is a four-hour minimum for custodial services, a minimum of 30 minutes reserved at the conclusion of the event for clean-up services. Time that is required to bring the spaces being occupied and used back to their previous state is billed to the applicant who used those spaces.
4. School and Town programs will not pay for a custodian on site to open and close the building if the event occurs on weekdays or Saturdays. It is expected that departments and School groups will work to concentrate their events in a single location at similar times to reduce the cost of coverage. If an event occurs on a Sunday or holiday, the same fee for a custodian that is charged to non-School or non-Town groups will apply.
5. The permit holder must sign the overtime sheet at the conclusion of the event, if a custodian was assigned to the event or was required to stay later than the buildings scheduled hours.
6. A use fee, to account for energy, additional maintenance, permitting, and other costs will be charged to all groups, except those sponsored by the Needham Public Schools, including athletics, Community Education, music, drama, parent-teacher organizations, municipal departments, boards, committees; and the League of Women Voters when holding events that provide information for municipal government. There is no automatic exemption provided to organizations that are raising funds for any of the above noted exempted groups. The use fee is set for individual Schools and individual spaces, and can be seen in Appendix D. The use fee is subject to change.
7. A permitted group must pay the use fee for each and every space used for each individual occurrence used in an individual day.

**E. SCHOOL USE OF BUILDINGS**

1. Outside of School hours, School program use of building space will be scheduled through the Public Facilities Department/Operations to avoid conflicts with other groups, to ensure custodial coverage, and to ensure enforcement of the rules and regulations. "Outside School Hours" shall include the hours before 6:30 am and after 6:00 p.m. on School days, all weekends, all holidays, and all School vacations, including summer vacation.
2. As listed in Section B, priority for use of School buildings is given to School programs. No non-School event will be scheduled before 6:00 p.m. when School

is in session without written approval of that School's Principal. No tours of facilities during School hours, for potential permit holders, will be conducted without the approval of the School's Principal.

3. All requests for use after 6:30 a.m. and prior to 6:00 p.m. will be scheduled by the building Principal. All such requests that extend beyond 6:00 p.m. will be scheduled in collaboration with the Public Facilities Department/Operations in order to avoid conflicts after 6:00 p.m.
4. The High School Athletic Director will submit schedules and be provided space for games and practice sessions at the High School, and other School buildings, as needed. All use of space must conform to the most current Massachusetts Interscholastic Athletic Association's (MIAA) rules and regulations. Individual coaches may not submit requests for practice space in addition to that requested by the Athletic Director. Programs not conducted under the auspices of the Athletic Director may not request facility space through the Athletic Director.
5. In the event of inclement weather, post-season participation, or emergency, the High School Athletic Director may reschedule a game within MIAA rules, superseding previously scheduled permits. The Athletic Director will inform the Public Facilities Department/Operations about all cancellations and make-up games at the earliest possible time, so that groups holding permits can be contacted and be given the opportunity to make alternate plans.
6. Fundraising events will require the permission of the building Principal, who will ensure that all legal requirements have been met, including but not limited to the School Committee Policy on Grants, Gifts and Solicitations; IRS rules; MIAA regulations; and State law.
7. If a School building is closed due to unforeseen circumstances, e.g. weather, or electrical/heating problems, permits will automatically be cancelled. The Public Facilities Department/Operations will attempt to alert the primary contact via email, if time allows, prior to the scheduled permit time. The cancellation of School events will be determined by the Superintendent of Schools, the cancellation of Town events will be determined by the Town Manager, and the cancellation of all other events will be determined by the Director of Facility Operations.

#### **F. CUSTODIANS**

1. A custodian on regular duty will not be available for service during the time of the rental, except in cases of emergency. The responsibility of a regularly scheduled custodian will be limited to opening/closing the facility. In the event that extra duties are needed, the group holding the permit will be charged for the custodian's time needed for the activity or to clean up the facility.

2. Under no circumstances shall a custodian, either on regular duty or assigned for a specific program, be responsible for supervision of participants before, during, or after an activity. Adequate and responsible adult supervision shall be provided at all activities involving youth, and said supervision must be present throughout the program. Entry into the facility will not be permitted until the responsible supervision is present, and at the conclusion, the supervisor must remain until the last participant has safely left School property.
3. The custodian will only provide access to spaces/equipment that are approved on the permit, and will not authorize any other space/equipment without approval of the Director of Facility Operations or his/her designee.
4. In the event that the services of a custodian are needed, a custodian will be assigned by the Director of Facility Operations or his/her designee, and may not be chosen by the permit holder.

**G. FIRE SAFETY REGULATIONS**

1. Open flames/smoke are not permitted in any School location. Use of matches, candles, incense, and pyrotechnics are strictly prohibited. Use of a smoke machine is also prohibited.
2. Each permit with an attendance of 50 or more, or that meets the conditions below, will be forwarded to the Needham Fire Department to insure compliance with the Massachusetts Board of Fire Prevention Regulations (527 CMR) and the Needham Board of Selectmen's Policy on Fire Details dated 10/28/03 to determine whether a Firefighter must be hired through the Needham Fire Department. It is the responsibility of the applicant to contact the Town's Fire Department to determine if a Fire Detail is necessary. The Firefighter's role will be to ensure that occupancy limits have not been exceeded; to monitor that all egress areas remain available for use and are marked; to check that all fire protection devices are working; to ensure that all fire codes are followed; to respond to any immediate fire emergency and evacuation; and to perform as first responder to any medical emergency.
3. In the event that a Firefighter must be hired, there is a four-hour minimum payment requirement.
4. A Fire Detail may be required for any event that fully utilizes a School kitchen or when stage/theatrical lights are in use.
5. Use of any equipment or material that is judged to potentially jeopardize fire safety will require a permit from the Needham Fire Department. The Fire official may require an inspection of decorative materials or installation of additional electric equipment prior to use. If additional electrical work is needed to provide

alternative stage or theatre lights and sound, an electrical permit is also required. Applications for electrical permits can be obtained at the Building Department.

6. In accordance with Massachusetts Board of Fire Prevention Regulations (527 CMR,) the room or facility occupancy capacity cannot be exceeded. Occupancy capacity is posted in each major area of assembly.
7. Emergency egress areas should be identified to all attendees at the beginning of each program or activity.

#### **H. POLICE SAFETY REGULATIONS**

1. Each permit with an attendance of 50 or more will be forwarded to the Needham Police Department for compliance with Massachusetts General Laws and local regulations to determine whether a Police Detail must be hired through the Needham Police Department. It is the responsibility of the applicant to contact the Town's Police Department to determine if a Police Detail is necessary. The Police Detail's role will be to provide security to the facility; ensure that vehicles are parked legally; and ensure that emergency vehicles have access to the facility. If a Firefighter is not present on site, the Police Detail will perform as a first responder in the event of an accident or injury.
2. In the event that a police detail must be hired, there is a four-hour minimum payment requirement.
3. In accordance with N.G.B.L. Section 3.1.9., no person shall possess or consume an alcoholic beverage within the limits of any park, playground, public land or public building owned or under the control of the Town of Needham, except with written permission of the appropriate controlling Town tribunal.
4. In accordance with MGL, Chapter 272, Section 40A, any person who gives, sells, delivers or has in his possession any alcoholic beverage in any Public School or any premises used for Public School purposes is subject to imprisonment or fine. MGL Chapter 272, Section 40A also authorizes the School Committee to grant permission to a public or non-profit organization using a Public School building during non-School hours to possess and sell alcoholic beverages, provided such organization is properly licensed under the provisions of MGL Chapter 138, Section 14. Information on one-day liquor licenses is available at the Office of the Town Manager, [otm@needhamma.gov](mailto:otm@needhamma.gov).
5. In accordance with MGL, Chapter 101, Section 22, no person, including licensed hawkers and peddlers, shall sell or offer to sell items within 1,000 feet of any School during hours that School is in session until one hour after closing of the Schools. No person shall sell or offer to sell items within 1,000 feet of any recreational area in organized use, including School grounds.

**I. BOARD OF HEALTH REGULATIONS**

1. Smoking is not permitted in any School building or on any School grounds, in accordance with MGL Chapter 71, Section 37H of the Education Reform Act of 1993 and Article 1 of the Needham Board of Health regulations.
2. A temporary food permit and license fee is required for any event that involves the sale or distribution of food, in accordance with Article 1 of the Needham Board of Health regulations.

**J. RAFFLE AND BAZAAR REGULATIONS**

1. A request for a permit must be submitted to the Needham Town Clerk's Office in order to hold a raffle or bazaar, according to MGL, Chapter 271. A raffle is defined as "an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes." A bazaar is defined as "a place maintained by the sponsoring organization for disposal by means of chance of one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed twenty-five dollars each." An example of a bazaar is a Las Vegas Night. There is a permit fee charged at time of application.
2. Any person wishing to hold an auction must apply for a permit through the Needham Town Clerk's Office, according to MGL, Chapter 100. A copy of the application will be reviewed by the Needham Police Chief and returned to the Town Clerk with a recommendation. There is a permit fee charged at time of application.

**K. USE OF GYMNASIUMS**

1. Hardball sports are not permitted in gymnasiums, for the protection of walls, lighting fixtures, and floor surfaces.
2. Food and beverages are not permitted in gymnasiums.
3. No tape may be added to the gymnasium floors or walls without the approval of the Director of Facility Operations or his/her designee.
4. Custodians may change the height of an adjustable basketball backboard, with the approval of the Director of Facility Operations and/or Director of Physical Education and Health. Permit holders may not change the backboard heights themselves. If the desired height is other than the standard height for that particular gym, the permit applicant must submit the desired heights in writing on the permit application. There is no guarantee that the request will be honored.

5. Appropriate athletic footwear is required on gymnasium floors. Black soled shoes, cleats, certain "street or dress" shoes and spiked heels can damage the floor surfaces. Care should be taken to remove sand and grit from the soles of shoes to lessen damage to floor surfaces.
6. The posted occupancy limit may not be exceeded.
7. Permit holders are responsible to ensure that any equipment authorized for use is used appropriately and returned to the appropriate storage area in an orderly manner at the conclusion of the program.

**L. USE OF AUDITORIUMS/PERFORMANCE CENTERS**

1. Food and beverages are not permitted in Auditoriums or Performance Centers.
2. Permit holders are responsible to pick up performance programs and other handouts at the conclusion of the event
3. The posted occupancy limit may not be exceeded.
4. Electrical permits are required for any change or addition to the current electrical system/units. This includes all stage and theatrical lighting, as well as sound systems. Applications for electrical permits are available at the Needham Building Department.
5. Performance level audio-visual equipment may only be operated by pre-qualified technicians.
- 6... School equipment located in the auditorium, including musical instruments, must not be used without prior approval.
- 7.. The permit request should include a request for length of time allowed to keep sets or scenery in place for performance, and this request will be reviewed by the building Principal and Director of Facility Operations. The final determination will be based on other known uses and needs for the space.

**M. USE OF PARKING LOTS - Reserved**

**N. USE OF KITCHENS**

1. If the permit request requires the use of a kitchen, the permit must be reviewed by the Director of School Food Services/designee to determine whether a member of the Food Services staff must be present during use. The School Food Services staff person would be responsible for insuring adherence to all health and safety regulations, supervision of proper use of the equipment; and supervision of clean-

- up. A fee will be charged in the event a School Food Services staff member must be on duty. The hourly fee is listed in Appendix A.
2. There is a four-hour minimum for Food Service staff on special duty.

**O. USE OF TECHNOLOGY AND AUDIO VISUAL EQUIPMENT**

1. If a permit request includes the use of televisions, microphones, VCR or DVD players, or any other type of technology and/or audiovisual equipment, the Director of Educational Technology/designee must approve the permit. A determination will be made on the availability of the equipment and on the need for an Educational Technology staff member to be present during use. In the event an Educational Technology staff person must be on duty, a fee will be charged to cover the cost of his/her time. The hourly fee is listed in Appendix A.
2. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.
3. There is a four-hour minimum for Educational Technology staff on special duty.

**P. ACCIDENTS AND DAMAGE TO BUILDINGS**

1. In the event of an accident during the time of the permit, the permit holder must complete an accident form and submit it to the Department of Public Facilities Operations must be completed within twenty-four hours of the event or on the first business day after the event.
2. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.
3. The permit holder is responsible for surveying the room(s) provided by the permit prior to use, and notifying the custodian immediately if there are any problems that could jeopardize the safety of any individual.
4. In the event that damage to the facility or equipment occurs, the custodian must be notified immediately. Permit holders may not make any repairs without the approval of the Director of Facility Operations or his/her designee.

**APPENDIX A: Regular Custodian Hours at Individual School as of 7/1/2012**

Listed hours are WEEKDAY HOURS for SCHOOL YEAR, excluding holidays, weekends and School vacations. During the summer and School vacations all Schools close at 4pm except for the Pollard and the High School which operate on normal hours all year long.

<b>Needham High School</b>	<b>7 AM – 11:30 PM</b>
<b>Pollard Middle School</b>	<b>7 AM – 11:30 PM</b>
<b>High Rock School</b>	<b>7 AM – 9:30 PM</b>
<b>Broadmeadow Elementary School</b>	<b>7 AM – 9:30 PM</b>
<b>Eliot Elementary School</b>	<b>7 AM – 9:30 PM</b>
<b>Hillside Elementary School</b>	<b>7 AM – 9:30 PM</b>
<b>Mitchell Elementary School</b>	<b>7 AM – 9:30 PM</b>
<b>Newman Elementary School</b>	<b>7 AM – 9:30 PM</b>

**APPENDIX B: HOLIDAY LIST**

Holidays where custodial staff will not be in the building are listed below. If the holiday falls on a Saturday, there will be no Custodian on duty on the Friday, and if the holiday falls on a Sunday, there will be no Custodian on duty on the Monday.

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Labor Day	Day after Thanksgiving
President's Day	Columbus Day	Independence Day
Patriot's Day	Veterans' Day	Christmas Day

**APPENDIX C: HOURLY RATES FOR ON-DUTY AND CUSTODIAL STAFF  
7/1/2012**

**Rates Subject to Change**

<u>Staff</u>	<u>Weekdays/Saturdays</u>	<u>Sundays/Holidays</u>
Custodian	\$38.00	\$50.00
Kitchen Staff	\$20.00	\$25.00
Technology Staff	\$50.00	\$50.00

## APPENDIX D: USE FEES

7/1/2012

### Gymnasiums USE FEE

Needham High School "A" Gym	\$13/per hour
Needham High School "B" Gym	\$13/per hour
Pollard "Blue" Gym	\$13/per hour
Pollard "Green" Gym	\$13/per hour
Broadmeadow Gym	\$13/per hour
Eliot Gym	\$13/per hour
Hillside Gym	\$11/per hour
Mitchell Gym	\$11/per hour
Newman Gym	\$11/per hour
High Rock Gym	\$11/per hour

### Auditoriums/Performance Centers

High School Auditorium	\$100/per use
Broadmeadow Performance Center	\$100/per use
Eliot Performance Center	\$100/per use
Pollard Auditorium	\$100/per use
Newman Auditorium	\$100/per use

*\*Large performance requiring more than 2 weeks rehearsal space will not be charged using the normal daily charge process, but will either be charged \$1 per ticket sold, or use daily charges for the dates of performance only, whichever is higher.*

### Cafeterias

High School Cafeteria	\$100/per use
Pollard Cafeteria	\$100/per use
High Rock Cafeteria	\$100/per use
Newman Cafeteria	\$100/per use
Broadmeadow Cafeteria	\$100/per use
Eliot Cafeteria	\$100/per use
Hillside Cafeteria	\$100/per use
Mitchell Cafeteria	\$100/per use

### Lecture Halls

Pollard Lecture Hall	\$10/per hour
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### Media Centers

Broadmeadow Media Center	\$10/per hour
Hillside Media Center	\$10/per hour
Mitchell Media Center	\$10/per hour
Eliot Media Center	\$10/per hour
Newman Media Center	\$10/per hour
Pollard Media Center	\$10/per hour
High Rock Media Center	\$10/per hour
High School Media Center	\$10/per hour

Parking Lot/Farmers' Market - reserved

USE OF SCHOOL FACILITIES FEE PROPOSAL  
6.15.12

Town	Gyms		Auditoriums		Cafeterias		Lecture Halls		Media Centers		Classrooms		Parking Lots		Comments	
<b>Wellesley</b>																
	<i>Wellesley Non-Profit</i>	\$10.00	per hour	\$10.00	per hour	\$10.00	per hour			\$10.00	per hour	\$10.00	per hour			*Provides discount for renting multiple rooms
	<i>Other Non-Profit</i>	\$65.00	per hour	\$75.00	per hour	\$65.00	per hour			\$65.00	per hour	\$50.00	per hour			
	<i>For Profit</i>	\$100.00	per hour	\$125.00	per hour	\$100.00	per hour			\$100.00	per hour	\$75.00	per hour			
<b>Natick</b>																
	<i>Town Dept. Weekdays</i>	\$5.00	per hour	\$5.00	per hour	\$5.00	per hour			\$5.00	per hour	\$5.00	per hour			*charges for Kitchens as well
	<i>Town Dept. Vacation, Sat &amp; Sun</i>	\$32.00	per hour	\$32.00	per hour	\$32.00	per hour			\$32.00	per hour	\$32.00	per hour			
	<i>Natick Non-Profits Weekdays</i>	\$10.00	per hour	\$10.00	per hour	\$10.00	per hour			\$10.00	per hour	\$10.00	per hour			
	<i>Natick Non-Profits Vacation, Sat &amp; Sun</i>	\$37.00	per hour	\$37.00	per hour	\$37.00	per hour			\$37.00	per hour	\$37.00	per hour			
	<i>Other Groups</i>	\$200.00	per hour	\$500.00	per hour	\$100.00	per hour			\$100.00	per hour	\$100.00	per hour			
<b>Dedham</b>																
	<i>Dedham Residents</i>	\$45.00	per hour	\$70.00	per hour	\$74.00	per hour					\$15.00	per hour			*charge \$30 for Elementary Gym and Aud and double for non-residents
	<i>Full Cost</i>	\$90.00	per hour	\$140.00	per hour	\$148.00	per hour					\$30.00	per hour			
<b>Franklin</b>																
	<i>All Non-Profit and Private Organizations</i>	\$40.00	per hour	\$120.00	per hour	\$40.00	per hour	\$30.00	per hour	\$35.00	per hour	\$25.00	per hour			*charges \$30/hour for small gym *\$10 extra for kitchen use. \$10 more for AC *\$45 for tech labs *policies very similar to our own
<b>Lexington</b>																
	<i>High School</i>	\$500.00	per day	\$500.00	per day	\$200.00	per day	\$400.00	per day	\$100.00	per day	\$100.00	per day	\$100.00	per day	*\$100 for 1st classroom and \$25 for additional, rental for 3 days or more discounted 50%
	<i>Middle School</i>	\$300.00	per day	\$400.00	per day	\$200.00	per day			\$100.00	per day	\$100.00	per day	\$100.00	per day	
	<i>Elementary</i>	\$300.00	per day		per day	\$200.00	per day			\$100.00	per day	\$100.00	per day	\$100.00	per day	
<b>Needham Present</b>																
	<i>All Non-Profit</i>	\$10.00	per hour	\$100.00	per day	\$100.00	per day	\$10.00	per hour	\$10.00	per hour					
<b>Needham Proposed</b>																
	<i>All Non-Profit</i>	\$13.00	per hour	\$100.00	per day	\$100.00	per day	\$10.00	per hour	\$10.00	per hour					*Elementary Gyms will be \$11.00 an hour *2 week aud. rentals will be \$1 charge per ticket or daily use charge for performance only, whichever is higher



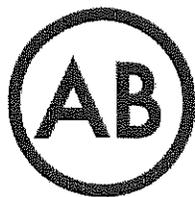
**Board of Selectmen  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE:** 6/26/2012

<b>Agenda Item</b>	Transportation Infrastructure Funding
<b>Presenter(s)</b>	Board Discussion

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
	The MBTA Advisory Board has requested that each member municipality consider adopting a resolution relative to transportation services and infrastructure. The Board will discuss the proposed resolution.		
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	<b>(Describe backup below)</b>		
	a. Letter from Paul Regan, Executive Director, MBTA Advisory Board dated May 29, 2012		
	b. MBTA Advisory Board Proposed Resolution		



# The MBTA Advisory Board

May 29, 2012

Dear MBTA Advisory Board Member Communities:

At a recent meeting of the MBTA Advisory Board, your representatives sought a way to be heard on the critical transportation issues facing Eastern Massachusetts. We agreed that by any objective measure transportation funding is inadequate and does not reflect the role and importance of roads, bridges and transit to cities and towns today. Despite news stories, editorials, conferences and actual protests in the streets, there has been little movement towards a real solution to our transportation woes.

We recently finished a process started by MassDOT to raise fares and cut service at the MBTA. Almost everyone agrees that the Regional Transit Authorities (RTA's) are underfunded and have been for years. There is a strong effort this year to better fund Chapter 90, but that funding will not make up for the years that communities could not afford to maintain their local roads and bridges. Finally, if you are a community that has tried to go through the Metropolitan Planning Organization (MPO) process, you know that only a fraction of the proposal submitted actually gets funding. Taken together, the signs are clear that there is a crisis in transportation and that the Massachusetts communities are bearing the brunt of it.

Your fellow members of the MBTA Advisory Board voted to ask each of our 175 members to consider a resolution calling on the governor and the Legislature to develop a comprehensive and long-term solution to the transportation crisis. Enclosed is a draft resolution that the MBTA Advisory Board is asking each Town Meeting, Board of Selectmen and City Council to consider. We are asking you to pass a version of this resolution between now and next November to keep attention focused on our transportation needs. Tell the Governor and the Legislature that Massachusetts Communities have roads and bridges to maintain, projects we need build and a reliable transit system to serve our citizens. Please pass your resolution and tell Beacon Hill to move past the gridlock.

Sincerely,

Paul Regan  
Executive Director

Enclosure

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177 TREMONT STREET, 4TH FLOOR BOSTON MASSACHUSETTS 02111

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PH 617.426.6054 FAX 617.451.2054  
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www.MBTAADVISORYBOARD.org pregan@mbtaadvisoryboard.org

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Draft Resolution Presented by the

## MBTA Advisory Board

& the 175 cities and town comprising the MBTA Service District

Whereas the transit, highway, road, bridge, and rail network of Eastern Massachusetts is an essential component for the economic activity of the Commonwealth, and all of New England, and

Whereas the funding to maintain, upgrade, and improve those components of the transportation infrastructure under the control of the Commonwealth those Massachusetts, and its authorities has been inadequate for over a decade, and

Whereas the funding to maintain, upgrade, and improve local transportation infrastructure under the control of this municipality, and other through the Chapter 90 program, MPO discretionary funding, and other sources has also been inadequate for over a decade, and

Whereas the citizens of this municipality have absorbed MBTA fare increases and reductions in MBTA services, as well as a general deterioration of the highways, roads, bridges, and sidewalks relied upon every days by millions of Massachusetts citizens, and

Whereas investing in transportation infrastructure is an investment in the people of this municipality, this region, this Commonwealth, and this nation, and

Now be it hereby resolved, that the people of this municipality call upon the Legislature and the Governor to immediately address the operating and capital maintenance issues negatively affecting the transportation infrastructure of this municipality, those of the Commonwealth of Massachusetts, and its Authorities.

Be it further resolved that the citizens of this municipality request that the Legislature and Governor act swiftly to devise a permanent and sustainable way to invest in the basic maintenance and operation of the transportation infrastructure of this state; so that it may act as a catalyst economic development, environmental stewardship, and the health and well being of all citizens of the Commonwealth of Massachusetts.



**Board of Selectmen  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE:** 6/26/2012

<b>Agenda Item</b>	Polling Locations
<b>Presenter(s)</b>	Board Discussion

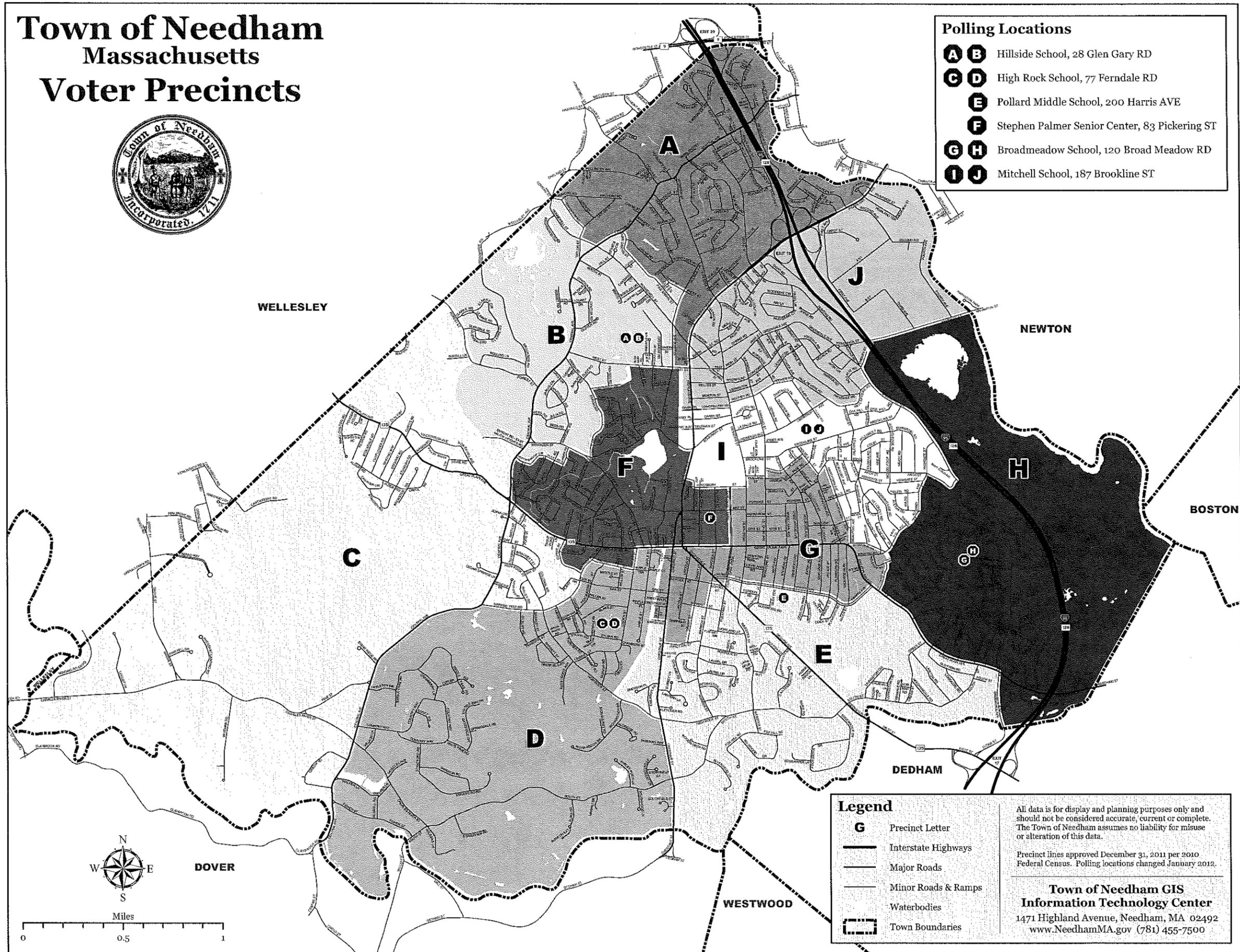
<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
<p>The Board will discuss the request of the Needham Public Schools to relocate the polling location for precincts A and B from the Hillside School, and the need to relocate the polling location for precinct F once the Senior Center at Stephen Palmer is no longer in operation. The polling location for precincts C &amp; D are proposed to relocate from High Rock back to Newman School once the construction is complete.</p>			
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<b>(Describe backup below)</b>			
a. Precinct Map			

# Town of Needham Massachusetts Voter Precincts



## Polling Locations

- A B** Hillside School, 28 Glen Gary RD
- C D** High Rock School, 77 Ferndale RD
- E** Pollard Middle School, 200 Harris AVE
- F** Stephen Palmer Senior Center, 83 Pickering ST
- G H** Broadmeadow School, 120 Broad Meadow RD
- I J** Mitchell School, 187 Brookline ST



## Legend

- G** Precinct Letter
- Interstate Highways
- Major Roads
- Minor Roads & Ramps
- Waterbodies
- Town Boundaries

All data is for display and planning purposes only and should not be considered accurate, current or complete. The Town of Needham assumes no liability for misuse or alteration of this data.

Precinct lines approved December 31, 2011 per 2010 Federal Census. Polling locations changed January 2012.

**Town of Needham GIS  
Information Technology Center**  
1471 Highland Avenue, Needham, MA 02492  
www.NeedhamMA.gov (781) 455-7500



**Board of Selectmen  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE:** 6/26/2012

<b>Agenda Item</b>	FY2013 – FY2014 Goals
<b>Presenter(s)</b>	Board Discussion

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
The Board will discuss the revised draft goals for FY2013 – 2014.			
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<b>(Describe backup below)</b>			
a. FY2013-FY2014 Board of Selectmen Proposed Goals dated 6.22.12			

**FY2013-FY2014 Board of Selectmen Proposed Goals**  
**Adopted \_\_\_\_\_**

**1. Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.**

**Continuing Strategies**

- a. Monitor construction of Senior Center with expected opening in fall, 2013
- b. Update the Facility Master Plan, including renovation or replacement of the Hillside and Mitchell Schools, identification of office space for School Administration, and determining appropriate reuse, if any, of the Stephen Palmer Senior Ctr. Emory Grover and the Ridge Hill buildings.\*

**New initiatives**

- a. Evaluate and make changes as necessary to polling locations.
- b. Improve the DPW Complex beginning with the construction of garage bays.
- c. Redevelop 59 Lincoln Street and 89 School Street for additional parking to support public safety operations.

**2. Continue efforts to maintain and improve the vitality and economic success of the Town.**

**Continuing Strategies**

- a. Further review the Needham Center Zoning\*
- b. Expand the amount and accessibility of surface parking in Needham Center, including restructuring the permit parking system, in Needham Center, evaluating "buddy parking," and reconfiguring the Lincoln Street lot with the acquisition of 37-39 Lincoln Street.
- c. Improve the Needham Center streetscape and infrastructure including traffic signals.
- d. Develop regulations for the retail sale of alcoholic beverages in Needham prior to submitting a ballot question.
- e. Improve the streetscape and infrastructure of the NEBC.
- f. Complete the preferred renovation of Highland Avenue from Webster Street to the Charles River (State highway).
- g. Monitor implications of the add-a-lane project and assure that Needham's interests are addressed in the final design.
- h. Develop a consensus with Newton regarding transportation options along the Highland Avenue/Needham Street corridor.

**New Initiatives**

- a. Review the Town's sign by-law\*
- b. Review the Town's by-laws relative to outdoor displays, furniture, etc.
- d. Evaluate options, including incentives, to address the issue of empty storefronts in Needham Center
- e. Evaluate the need to develop a formal protocol for mobile food vendors.
- f. Encourage a review of the thresholds for site plan and special permit review, particularly in the downtown.

**3. Continue working toward energy efficient and environmentally sound operations for both the Town and its residents and businesses.**

**Continuing Strategies**

- a. Complete fleet inventory and develop a policy for purchasing fuel efficient vehicles
- b. Evaluate the generation of power through alternative or renewable energy sources, including solar power.
- c. Review and revise as necessary the Integrated Pest Management Policy.

**New Initiatives**

- a. Adopt a plan based on EMG's, study for improving energy efficiency in town buildings.

**4. Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work.**

**Continuing Strategies**

- a. Replace the Greene's Field play structure.
- b. Develop a shared use recreational rail trail from Needham Junction to the Dover line.
- c. Evaluate the future of Rosemary Pool and its site, in cooperation with the Park and Recreation Commission.\*
- d. Evaluate the impact of broadening the historical demolition delay By-law.
- e. Review and make recommendations, as necessary, relative to the creation of an off-leash dog area in Needham.

**New Initiatives**

- a. Evaluate user fees and field maintenance fees in cooperation with the Park and Recreation Commission.\*
- b. Work with the Planning Board on re-evaluation of zoning provisions relating to residential construction.\*
- c. Develop a plan for recreation and open space improvements if proposed changes to the Community Preservation Act are approved.\*
- d. Develop a strategic plan for property acquisition including the financial impact and financial options.
- e. Oversee final cost certification of Charles River Landing project, participate in development of 40B guidelines, evaluate and make recommendations relative to 40B project proposals, review existing affordable housing units and ensure compliance with applicable laws and regulations.
- f. Evaluate and make recommendations, as necessary, relative to the future use of the NIKE site.
- g. Evaluate the need to regulate services offered in day spas.
- h. Implement amended hunting regulations.

**5. Maintain and enhance the Town's Financial Sustainability**

**New Initiatives**

- a. Review and amend as necessary the specialized stabilization policies; formalize fund targets.
- b. Review and amend as necessary the debt management policy with emphasis on the appropriate use of tax-levy supported ("3%") debt.
- c. Create a super committee to evaluate and make recommendations relative to the financial sustainability of the RTS.
- d. Implement a new financial software system for Town and School operations.
- e. Review current approaches to financing school playgrounds.

**6. Evaluate Town Operations and Administration.**

- a. Evaluate Open Meeting Attendance/Remote Participation Options
- b. Evaluate and Update the Town's Website to enhance the level of customer service

\* Much of the work of goals with an asterisk will be the responsibility of a Board or Committee other than the Board of Selectmen.



**Board of Selectmen  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE: 6/26/2012**

<b>Agenda Item</b>	Committee Reports
<b>Presenter(s)</b>	Board Discussion

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
	<i>Board members will report on the progress and / or activities of their Committee assignments.</i>		
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<b>YES</b>	<b>NO</b>
	<b>(Describe backup below)</b>		
	None		

**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)	Kathryn Lozano		
Event Manager Address	863 Great Plain Ave Needham, MA 02492		
Event Manager Phone Number	(781) 444-6400		
Organization Representing (if applicable)	Charles River YMCA		
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 Form of Proof: _____		
Name of Event	Friends of the Y		
Date of Event	July 5, 2012		
License is for Sale of:			
<input checked="" type="checkbox"/> Wines & Malt Beverages Only			
<input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	TO:	
	6:30p	7:30p	
Are tickets being sold in advance for this event?	<input type="checkbox"/> YES \$	/per ticket	<input checked="" type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES \$	/per ticket	<input checked="" 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?	50		
Name & address of event location. Please attach proof of permission to use this facility.			
Charles River YMCA 863 Great Plain Ave Needham, MA 02492			
Who will be serving the alcohol to your guests?			
K Lozano			
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).			
see attached.			
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.			
Will be served in Studio			
<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:
Kathryn Lozano			6/18/12



## CERTIFICATE OF COMPLETION

This is to Certify that

**Kathryn Lozano**

has met all training requirements and successfully completed the following course and/or exam.

**SureSell Responsible Alcohol Service Training**

June 18, 2012

  
Authorized Signature

Diversys Learning, Inc.  
1101 Arrow Point Drive, Suite 302  
Cedar Park, TX 78613  
SureSellNow.com



Proposed  
Alcohol  
Service

YMCA  
613 Great Plain Ave  
Needham, MA



You are specially  
invited to

# FRIENDS OF THE Y NIGHT



**Thursday, July 5**  
**6:30-7:30 P.M.**

**Charles River YMCA**  
**863 Great Plain Avenue**  
**Needham, MA 02492**

**Coffee, beer and wine, light  
refreshments will be served.**

**RSVP to Kathy Lozano**  
**781.444.6400**  
**KLozano@ymcaboston.org**

**[ymcaboston.org/charlesriver](http://ymcaboston.org/charlesriver)**



**IMPACT:** n. the impression made by an idea, cultural movement, social group. The effect or impression of one thing on another.

**THANK YOU** for the impact you made in your community past, present and future!

In recognition of your contributions to your community, please join us on July 5, 2012 for an informative session of how the Charles River Y is making a difference. As a volunteer led, charitable organization, our Y is responsive to the ever increasing needs of the community.

For over 65 years, the Charles River YMCA has served children, families, senior citizens and

other individuals in our community. We are committed to helping individuals live longer, healthier lives through affordable and accessible programs and activities.

In order to provide these life-changing services to those in need, we count on the involvement and generosity of our community including members, partners, volunteers and staff. The money we raise each year for our Annual Campaign is re-invested back into our community to offer financial assistance to those in need to come to the Y for swim lessons, cancer survivor programs, t-ball leagues, and so much more!

Last year the Charles River Y positively impacted the lives of over 1,000 local individuals and families by providing over \$140,000 in financial assistance with the funds raised through our Annual Campaign.

Please join us to meet others interested in making an impact and for an exciting update on our commitment to serve our community.

## BOARD OF SELECTMEN

### \* MINUTES \*

May 16, 2012

6:30 p.m. A special meeting of the Board of Selectmen was convened by Chairman Gerald Wasserman at the Needham Town Hall. Present were Mr. Daniel Matthews, Mr. John Bulian, Mr. Maurice Handel, Mr. Matthew Borrelli and Town Manager Kate Fitzpatrick.

6:30 p.m. Newman School Playground  
Ms. Holly Clarke addressed the Board seeking assistance in obtaining funding for the Newman School playground. She said that the fundraisers have raised approximately \$150,000 and the goal is \$250,000. She said that she feels the Town should contribute to the project.

Mr. Wasserman stated that the Town's contributing to a school playground would be a change in practice.

Ms. Louise Miller said that it is important that the playground be ready for the school's opening in the fall. She said that Newman is the Town's largest elementary school with a diverse population and that the Town should contribute. She said that she feels that it is unfair to burden those parents who happen to be at the school at the time of construction.

Mr. Bulian said that he is sympathetic to the need to have the playground constructed. He noted that the playground pieces can be added in phases. He said that his work on Greene's Field suggested that the playground could be built for closer to \$150,000.

Ms. Patty Carey, Director of Park and Recreation, said that while she hadn't met with the Committee, she had provided the fundraisers with guidance about the qualified vendors. She said that it is not necessary to provide full surfacing and that partial surfacing would be cheaper. She said that engineered fiber surfacing is ADA compliant.

Mr. Matthews suggested that the Superintendent and Town Manager evaluate the situation and make a recommendation.

Mr. David Tobin, Town Counsel said that if the project is funded by private means, no procurement is required but prevailing wage must be paid. If the Town contributes to the project, it is subject to the uniform procurement law.

Mr. Steve Popper, Director of Design and Construction, informed the Board that the fundraisers have asked the Newman School

contractor – Consigli – for a donation and that Consigli may perform the installation work. He said that the existing structure has been deemed unsafe, and must be relocated in the final site work component of the project.

Mr. Bulian said that in his view playgrounds should be provided for within the project budget – the burden should not be on the families.

Mr. Miller said there is a grey area with respect to the bidding laws and cautioned that additional Town involvement may eliminate the grey area and compel public procurement. She asked if the Town is willing to be a safety net in case the project cannot raise sufficient funds.

Mr. Handel said that he feels the Town should support playground construction, but that given the uncertainty and late hour of the request he cannot give an immediate answer.

Mr. Wasserman noted that a concrete answer cannot be provided until the project is vetted, but that all members are suggesting they want to help. He said that he agreed that the Town should revisit the question of playground funding.

Mr. Borrelli said that he is open to use of Town funds once proper planning is complete, and that there are a number of boards and committees that would need to be involved in the project.

7:20 p.m. **Motion: Mr. Bulian moved that the Board adjourn its meeting contemporaneously with the adjournment of Town Meeting. Mr. Borelli seconded the motion. Unanimous: 5-0.**

8:00 p.m. **Motion: Mr. Bulian moved that the Board voted to oppose Mr. Heller's motion to refer Article 31 – Appropriate for Property Acquisition. Mr. Borrelli seconded the motion. Unanimous: 5-0.**

Note: The Annual Town Meeting adjourned at 9:41 p.m.

**Town of Needham  
Board of Selectmen  
Minutes for May 22, 2012  
Needham Town Hall**

- 6:45 p.m. Informal Meeting with Citizens: No Activity.
- 7:00 p.m. Call to Order:  
A meeting of the Board of Selectmen was convened by Chairman Gerald A. Wasserman. Those present were Daniel P. Matthews, John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.
- 7:00 p.m. Proclamation – Arbor Day:  
Mr. Wasserman read a proclamation declaring the last Friday in April as Arbor Day in the Town of Needham.
- 7:00 p.m. Raymond F. Bosworth Awards for Excellence in Historic Preservation:  
Gloria Greis and Rick Hardy, Historical Commission, appeared before the Board to present the Raymond F. Bosworth Award for Excellence in Historic Preservation. The Award was presented to McGinley Kalsow and Associates for their work on the design and renovation of the Needham Town Hall; and Frank Shirley, Architects, and Barbara and Scott Jones, owners for the renovation of the Amos Fuller House, known as Hearthstone Farm (220 Nehoiden Street).
- 7:05 p.m. Consent Agenda and Appointments:  
**Motion by Mr. Bulian that the Board of Selectmen vote to accept the Consent Agenda as presented, excluding #13, the “Super Committee” item.**

**APPOINTMENTS**

**There are no appointments this meeting.**

**CONSENT AGENDA**

- 1. Approve a One Day Special Wines & Malt Beverages license for Missy Mahoney of Needham Pool & Racquet Club to hold its new member reception on Friday, June 15, 2012 from 6:00 p.m. to 9:00 p.m. at Needham Pool & Racquet Club, 1550 Central Avenue, Needham.**
- 2. Accept donation of two new 8’ x 12’ Nylon flags for the Needham Town Common and the Needham Heights Common in preparation for Memorial Day from the Norfolk Lodge, A.F & A.M.**
- 3. Accept \$315.00 in donations received for the Student Awareness of Fire Education program made in memory of David W. Jones from: Chromasonic TV, and Ms. Eleanor Denaro.**
- 4. Accept \$7,038.54 donation made to the Needham Revitalization Trust Fund from the Needham Women’s Club.**

5. Ratify and sign the 2012 Arbor Day Proclamation, which proclaims the last Friday in April as Arbor Day in the Town of Needham and encourages residents to support all efforts to protect our trees and woodlands for future generations to come.
6. Accept the following donations made to the Needham Public Library for the period February 9, 2012- May 16, 2012: Anne Nydam donated a copy of her latest book, *Kate and Sam and the Cheesemonster*, to the Children's Room (\$12.00); Father Daniel Kennedy Needham Knights of Columbus donated \$25.00 to the library for the purchase of a book on football; Barbara Milligan donated seven books (\$187.00); The Exchange Club of Needham gave the library \$300.00 to purchase books on bullying; The Needham Garden Club donated \$90.50 in memory of deceased members for the purchase of gardening books; The Boston Professional Hockey Association sent the library a copy of *Full 60+ to History: The Inside Story of the 2011 Stanley Cup Champion Boston Bruins* (\$50.00); and the Poness Family gave the library a copy of the book, *P.O.W: A Sailor's Story*, written by Ralph C. Poness and edited by Ralph J. Poness (\$16.95).
7. Accept the following donation made to the Needham Park and Recreation Commission: A Tennis Tutor Pro Lite battery operated tennis ball machine and blue ball hopper (valued at approximately \$540) for the Tennis Programs from Mrs. Pauline Haran.
8. Accept donation of 200 Hoodsie Ice Cream cups, and 200 spoons at a value of \$75.00 for the Memorial Day observation to be held on May 28, 2012 from Roche Brothers, Needham.
9. Accept 6' x 10' nylon American Flag to fly at Avery Square from Ted Shaughnessy.
10. Grant permission for the Community Center of Needham to hold a community-wide luminary event (meet and stroll) on Sunday, November 4, 2012 between 4:00pm and 7:00pm. Participants would gather first at the Town Common and the stroll would conclude back at Town Common. Organizers must work with Police Department on route development to ensure safety of participants and for minimal disruption in the downtown area.
11. Water and Sewer Abatement Order #1143.
12. Approve minutes from the following Selectmen meetings: April 24, 2012 (Executive Session), May 7, 2012, May 8, 2012, May 9, 2012, and May 14, 2012.
13. Approve the creation of an ad hoc "Super Committee" consisting of all five members of the Solid Waste Advisory Committee and two additional members with financial and management experience, to conduct a financial sustainability study of the Recycling & Transfer Station.
14. Approve a request from Meredith Beaton Starr of the Wellesley-Weston PMC Kids Ride to ride through the roads in Needham for its event to be held on Sunday, June 3, 2012 from 9:20 AM to 11:00 AM. The route that the riders will take through Needham has been approved by the following departments: DPW, Police, Fire and Park and Recreation.
15. Grant permission for the following residents to hold a block party:

Name	AddressParty	Location	Date	Rain Date	Time
Michael Fuchs	92 Grant Street	Grant St between Kimball & Junction in front of 92 Grant St.	6/22/2012	6/23/2012	5-9PM 4-8PM
Linda Farley	24 Birds Hill Avenue	Bottom of Birds Hill Avenue to 28 Birds Hill Avenue. Most of lower Birds Hill residents will be involved with event.	6/02/2012		1:30- 5:30PM
Deb Tormey	33 Lawton Avenue	Middle of the street to block off small length of the street	6/16/2012		3-10PM

**Second: Mr. Handel. Unanimously approved 5-0.**

**Motion by Mr. Borrelli that the Board of Selectmen approve the creation of an ad hoc “Super Committee” consisting of all five members of the Solid Waste Advisory Committee and two additional members with financial and management experience, to conduct a financial sustainability study of the Recycling & Transfer Station.**

**Second: Mr. Bulian. Unanimously approved 5-0.**

7:10 p.m.

Approaches to Downtown Streetscape Improvements:

Rick Merson, DPW Director and Tony Del Gaizo, Town Engineer appeared before the Board to discuss streetscape improvements in the downtown. Mr. Merson showed a sketch of Needham’s downtown and referred to the 1995 report entitled “Town of Needham Design Guidelines for the Business Districts”. He said as a result of the guidelines, several of the recommendations were incorporated into the recent reconstruction of Chapel Street and Chestnut Street areas. He said the DPW has developed a proposed phasing plan for review and discussed the approaches to streetscape improvements in the downtown area. The Board thanked Mr. Merson for the presentation.

7:25 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with 3 items to discuss.

1. Grant Cathodic Protection Easement-Algonquin Gas Transmission

Ms. Fitzpatrick reminded the Board of the November 8, 2010 Special Town Meeting vote to change the use of 18,764 square feet of land at Ridge Hill Reservation from conservation to municipal use for the purpose of installing and maintaining a cathodic protection system for a gas transmission line. She said Town Meeting also authorized the Conservation Commission and Board of Selectmen to grant and convey a cathodic protection easement within the land at

Ridge Hill Reservation for the purpose of installing and maintaining a cathodic protection system for a gas transmission line. She commented Special Town Meeting also voted to authorize a home rule petition to obtain Legislative approval for the change in use and granting of easement. She asked the Board to execute the grant of cathodic protection easement to Algonquin Gas Transmission LLC, as authorized by Chapter 164 of the Acts of 2011 of the General Court.

**Motion by Mr. Bulian that the Board of Selectmen execute the grant of cathodic protection easement Algonquin Gas Transmission, LLC, as authorized by Chapter 164 of the Acts of 2011 of the General Court.**

**Second: Mr. Matthews. Unanimously approved 5-0.**

2. Water Pollution Abatement Trust Loan

Dave Davison, ATM/Finance Director and Evelyn Poness, Treasurer appeared before the Board to review the low interest rate financing the Town has secured through the Massachusetts Water Pollution Abatement trust for the Reservoir B Sewer Pumping Station approved at the November 7, 2011 Special Town Meeting. He asked the Board to approve borrowing up to \$6,300,000 authorized by the Town through the Trust, execute the first Note with the Trust in the amount of \$6,300,000, and approve required actions by Town Officials.

**Motion A**

**Motion by Mr. Bulian that the Town shall issue a bond or bonds in an aggregate principal amount not to exceed \$6,300,000 (the "Bonds") pursuant to Chapters 29C and 44 of the General Laws and a vote of the Town passed November 7, 2011 (Article 15), which authorized a total borrowing of \$6,300,000 for construction of sewers and other water pollution control facilities (the "Project");**

**Second: Mr. Handel. Unanimously approved 5-0.**

**Motion B**

**Motion by Mr. Bulian that in anticipation of the issuance of the Bonds the Treasurer is authorized to issue an interim loan note or notes (the "Notes") from time to time in an aggregate principal amount not to exceed \$6,300,000;**

**Second: Mr. Handel. Unanimously approved 5-0.**

**Motion C**

**Motion by Mr. Bulian that each Bond or Note shall be issued as a single registered security, and sold to the Massachusetts Water Pollution Abatement Trust (the "Trust") at a price determined pursuant to the Loan Agreement;**

**Second: Mr. Handel. Unanimously approved 5-0.**

**Motion D**

**Motion by Mr. Bulian that the Treasurer is authorized to determine the date, the form, the maximum interest rate and the principal maturities of each Bond and Note, and to execute a Loan Agreement (or Agreements) with the Trust with respect to the sale of the Bonds and Notes, such date, form and maturities and the specific interest rate or rates of the Bonds and Notes to be approved by a majority of the Board of Selectmen and the Treasurer and evidenced by their execution of the Bonds or Notes;  
Second: Mr. Handel. Unanimously approved 5-0.**

**Motion E**

**Motion by Mr. Bulian that all action taken to date by the Town and its officers and agents to carry out the Project and its financing, including the execution of any loan commitment or agreement by the Treasurer, are hereby ratified, approved and confirmed; and  
Second: Mr. Handel. Unanimously approved 5-0.**

**Motion F**

**Motion by Mr. Bulian that the Treasurer and the other appropriate Town officials are each hereby authorized to take any and all actions necessary and convenient to carry out the provisions of this vote, including execution and delivery of the Loan Agreement(s) and the Project Regulatory Agreement(s) relating to the Project.  
Second: Mr. Handel. Unanimously approved 5-0.**

3. **Town Manager Report**

Ms. Fitzpatrick told the Board the new Inspector of Buildings, David Roche began working in Needham on May 21, 2012. She told the Board construction of the new senior center has generated several calls from citizens regarding the location of the building. She assured the Board and residents the new building is being built according to plan. She commented the audit for FY2012 begins next week, and that several items will be brought to the Board for consideration in June including fee abatements and police detail abatements. She reminded the Board of the Memorial Day observances next week and said complete information is available on the Town's website.

7:45 p.m. Board Discussion:  
Committee Reports  
No committee reports were made.

7:45 p.m. Adjourn:  
**Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of May 22, 2012.**

**Second: Mr. Borrelli. Unanimously approved 5-0.**

A list of all documents used at this Board of Selectmen meeting is available at:  
<http://www.needham.gov/Archive.aspx?AMID=99&Type=&ADID=>

**Town of Needham  
Board of Selectmen  
Minutes for June 12, 2012  
Needham Town Hall**

6:45 p.m. Informal Meeting with Citizens: No Activity.

7:00 p.m. Call to Order:

A meeting of the Board of Selectmen was convened by Chairman Gerald A. Wasserman. Those present were Daniel P. Matthews, John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

Certificate of Appreciation – Youth Center:

Mr. Wasserman read a Certificate of Appreciation awarded to Trish Lincoln for her work as Chairman of the Youth Center Committee and for her commitment to providing a safe, enjoyable environment for Needham’s middle school students to engage in social events. The Board congratulated Ms. Lincoln and thanked her for her work.

7:00 p.m. Public Hearing - NSTAR Petition for Parker Road:

Maureen Carroll, NSTAR representative appeared before the Board requesting permission to install approximately 5 feet of conduit at Pole 270/13 on Parker Road, Needham. This work is necessary to provide underground electric service for a new home at 119 Parker Road.

**Motion by Mr. Bulian that the Board of Selectmen approve and sign petition from NSTAR to install approximately 5 feet of conduit at Pole 270/13 on Parker Road, Needham. This work is necessary to provide underground electric service for a new home at 119 Parker Road.**

**Second: Mr. Handel. Unanimously approved 5-0.**

Ron Allman, 111 Parker Road, asked for clarification on the conduit being placed underground.

Consent Agenda:

**Motion by Mr. Bulian that the Board of Selectmen vote to accept the Consent Agenda and Appointments as presented.**

**APPOINTMENTS**

- |   |   |
|---|---|
| 1. PPBC User Agency Representatives<br>DPW Complex/Garage Bays    | Kate Fitzpatrick<br>Richard Merson                |
| 2. PPBC User Agency Representatives<br>St. Mary’s Pumping Station | Richard Merson<br>Anthony Del Gaizo               |
| 3. Golf Course Advisory Committee                                 | Mary Grace Summergrad<br>(term expires 6/30/2014) |

## **CONSENT AGENDA**

- 1. Approve a request from the Natick Rotary to hold a Tour de Natick bike event on Sunday, June 17, 2012. The Needham portion of the route involves only a short leg of the longer, 25 mile course which begins at 8:00 am. The section of the route going through Needham is from Charles River Street at the Dover line to South Street at the Dover line. The route that the riders will take through Needham has been approved by the following departments: DPW, Police, Fire and Park and Recreation.**
- 2. Accept the following donations made to the Needham Health Department's Domestic Violence Action Committee fund: \$20 from Judith Staszkesky; \$100 from Gary Levine; \$50 from Mr. & Mrs. Gary Levine; \$50 from Walter Collins, Briarwood Healthcare Nursing Center; and \$50 from Susan G. Findley.**
- 3. Approve a request from Barbara Riker, who is organizing a Motorcycle Benefit ride with all proceeds to be donated to the Cystic Fibrosis Foundation, to have a portion of its ride to go through Needham. The event is scheduled to be held on Sunday, September 16, 2012 with a rain date of September 23, 2012. The ride begins at noon at the VFW in Walpole. The route that the riders will take through Needham has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.**
- 4. Ratify a request from Sean Madsen of Bikes Not Bombs for its event that was held on June 3, 2012. It was a bike-a-thon event that had cyclists riding through a portion of Needham during the 40 mile route of the ride, as well as the return path of the 60 mile ride. The Needham portion of the route was approved by the DPW, Police, Fire and Park and Recreation departments.**
- 5. Accept the following donations made to Needham Youth Services this year to date, to enhance Youth Services overall programming: \$10 from Kathleen Ganz; \$30 from Margaret Galligan; \$25 from Brendan Counihan, Dedham; \$50 from Sam Graves; \$20 from Ray Lavella; \$30 from Lynne Franeschi; \$30 from Barbara Mason; \$25 from Claire Blum; \$20 from Nancy Lane; and \$50 from Lisa Cherbuliez.**
- 6. Accept a \$50 donation from Eliot Turransky of Needham Junction Ice Cream made to Needham Youth Services. The monies will be used towards helping the Employment Program.**
- 7. Disband the Youth Center Committee and the Green Communities Study Committee with thanks to the efforts and dedication of each committee's respective members.**
- 8. Accept \$13,996.85 donation made to the Council on Aging from the Friends of Needham Elderly. This donation represents its 20% commitment towards a van purchased via a Mobility Assistance Capital Grant through the Massachusetts Department of Transportation.**
- 9. Grant permission for a meter-free parking Saturday in the downtown area on Saturday, June 23, 2012 so that residents may enjoy the Needham Business Association's Annual Street Fair (rescheduled rain-date).**
- 10. Accept donation of 50 coupons for ice cream cones from Lizzie's Ice Cream for the Needham Youth Services Peer Tutors.**

11. Approve a Special One Day Wines & Malt Beverages license from Steve Volante of Volante Farms to hold a "Dinner in the Field" event on Thursday, July 19, 2012 from 6:00 p.m. to 11:00 p.m. at Volante Farms, 292 Forest Street, Needham.
12. Grant permission for the following residents to hold a block party:

Name	Address	Party Location	Date	Rain Date	Time
Melinda Young	24 Ellicott St	24 Ellicott St.	6/30/2012		1-9PM
Mary Jane McGill *ratify	97 Melrose Ave	Melrose Ave between # 97 & 103	6/02/2012	6/16/2012	3-8PM 4-7PM
Diane DerMarderosian	26 Greenwood Avenue	Greenwood Avenue	7/14/2012	7/15/2012	1-10PM
Julie Vanderklish *ratify	71 Ardmore Road	Corner Taylor & Ardmore	6/10/2012	6/13/2012	4-8PM 5-8PM
Barbara St. John	138 Fairfield Street	138 Fairfield	6/19/2012		2-5PM
Robert Klein *ratify	11 Andrea Circle	Andrea Circle	6/10/2012		12-4PM

**Second: Mr. Handel. Unanimously approved 5-0.**

7:05 p.m.

Energy Efficiency Upgrade Study:

Chip Laffey, Director of Facility Operations, Carys Lustig, PFD Administrative Analyst, and Kalyana Vadala, EMG appeared before the Board to discuss the Energy Efficiency Upgrade Study for 10 municipal buildings. Mr. Vadala showed a powerpoint presentation titled "Executive Summary & Energy Retrofit Report". He provided the Board with a summary of the project and the recommendations. Mr. Laffey commented based on the results of the study, the Public Facilities Department developed and submitted a five year energy upgrade capital plan that was approved at the 2012 Annual Town Meeting.

Mr. Wasserman commented the coming debate will be how proactive the Town wants to be on the issue. He said fossil fuel costs will play a role, as well as shortages. Mr. Wasserman said the Town may decide for environmental reasons and to be proactive against cost increases that some of the longer term paybacks be implemented rather than delayed, as money will be saved over time. Mr. Wasserman thanked Mr. Laffey, Ms. Lustig, and Mr. Vadala for the presentation.

7:25 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager, appeared before the Board with 3 items to discuss:

1. Approve Sale of Bonds and Notes

Dave Davison, ATM/Finance Director and Evelyn Pones, Town Treasurer/Collector reviewed the results of the bond sale with the Board and discussed the S&P rating. Mr. Davison asked the Board for its approval.

**Motion A**

**Motion by Mr. Bulian that the Board of Selectmen vote to approve that in order to reduce interest costs, the Treasurer is authorized to issue refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of the General Laws, or pursuant to any other enabling authority, to refund a portion of the Town’s (i) \$14,000,000 General Obligation School Bonds dated November 1, 2003 maturing on November 1 in the years 2014 through 2023, inclusive, and (ii) \$12,649,000 General Obligation Municipal Purpose Loan of 2004 Bonds dated December 1, 2004 maturing on December 1 in the years 2015 through 2019, inclusive, (together, the “Refunded Bonds”) and that the proceeds of any refunding bonds issued pursuant to this vote shall be used to pay the principal, redemption premium, if any, and interest on the Refunded Bonds and costs of issuance of the refunding bonds.**

**Second: Mr. Handel. Unanimously approved 5-0.**

**Motion B**

**Motion by Mr. Bulian that the Board of Selectmen vote to approve the sale of the \$10,995,000 General Obligation Refunding Bonds of the Town dated June 15, 2012 (the “Bonds”), to Janney Montgomery Scott LLC at the price of \$11,961,831.41 is hereby approved and confirmed. The Bonds shall be payable on November 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:**

<b>Year</b>	<b>Amount</b>	<b>Interest Rate</b>	<b>Year</b>	<b>Amount</b>	<b>Interest Rate</b>
2012	\$95,000	2.00%	2018	\$1,470,000	3.00%
2013	60,000	2.00%	2019	1,450,000	3.00%
2014	760,000	3.00%	2020	655,000	3.00%
2015	1,560,000	2.00%	2021	645,000	4.00%
2016	1,530,000	2.00%	2022	640,000	4.00%
2017	1,500,000	2.00%	2023	630,000	4.00%

**Second: Mr. Handel. Unanimously approved 5-0.**

**Motion C**

**Motion by Mr. Bulian that the Board of Selectmen vote to approve the sale of the Town’s (i) \$350,000 General Obligation Bond Anticipation Notes, Series A (Taxable) dated June 15, 2012 and payable June 29, 2012 and (ii) \$8,650,000 General Obligation Bond Anticipation Notes, Series B dated June 15, 2012 and payable October 15, 2012 (the “Notes”), at par and accrued interest, if any, plus the premiums indicated as follows:**

<b>Number</b>	<b>Denomination</b>	<b>Interest Rate</b>	<b>Premium</b>	<b>Purchaser</b>
1	\$350,000	0.50%	\$0.00	Century Subsidiary Investments Inc. III
2	\$8,650,000	0.75%	\$15,743.00	Eastern Bank

**Second: Mr. Handel. Unanimously approved 5-0.**

**Motion D**

**Motion by Mr. Bulian that the Board of Selectmen vote to approve that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 29, 2012, and a final Official Statement dated June 6, 2012 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.**

**Second: Mr. Handel. Unanimously approved 5-0.**

**Motion E**

**Motion by Mr. Bulian that the Board of Selectmen vote to approve that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 29, 2012, and a final Official Statement dated June 6, 2012, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.**

**Second: Mr. Handel. Unanimously approved 5-0.**

**Motion F**

**Motion by Mr. Bulian that the Board of Selectmen vote to authorize the execution and delivery of a Refunding Escrow Agreement to be dated June 15, 2012, between the Town and U.S. Bank National Association, as Refunding Escrow Agent.**

**Second: Mr. Handel. Unanimously approved 5-0.**

**Motion G**

**Motion by Mr. Bulian that the Board of Selectmen vote to approve that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver continuing and significant events disclosure undertakings in compliance with SEC Rule 15c2-12 in such forms as may be approved by bond counsel to the Town, which undertakings shall be incorporated by reference in the Bonds and Notes, as applicable, for the benefit of the holders of the Bonds and Notes from time to time.**

**Second: Mr. Handel. Unanimously approved 5-0.**

**Motion H**

**Motion by Mr. Bulian that the Board of Selectmen vote to authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and Notes.**

**Second: Mr. Handel. Unanimously approved 5-0.**

**Motion I**

**Motion by Mr. Bulian that the Board of Selectmen vote that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.**

**Second: Mr. Handel. Unanimously approved 5-0.**

2. **Accounting and Financial Software**

Mr. Davison updated the Board on the progress of the School/Town collaboration to replace the existing accounting and financial software in fiscal year 2013. He reminded the Board that starting last winter the Town began looking to acquire a new accounting and financial package. He said the current system has been in use for 20 years and while it has served the Town well over the years, it no longer does due to changes in technology, reporting and regulatory requirements, and needs to be upgraded. Mr. Davison said the Town conducted a procurement with six companies expressing interest in providing an accounting financial solution for the Town and submitting proposals. He said the final choice has been made and it is anticipated to take approximately 18 months to fully transition. He commented the Technology Advisory Board supported purchasing the product, the process the Town used to determine the best product, and funding for one additional staff position for implementation. The Finance Committee voted to support funding for the product and implementation.

Mr. Wasserman noted all Town boards are in agreement that this is the best solution. Mr. Wasserman thanked Mr. Davison for his presentation.

3. **BOS Goals Discussion**

The Board reviewed the draft goals for FY2013-2014. Mr. Wasserman asked for comment. Mr. Bulian suggested the Board should discuss polling locations, but said it may be premature until the Town settles the issue of either renovating or rebuilding both Hillside and Mitchell Schools. Mr. Handel commented the future of the Emory Grover building must be part of the goals. He also commented adding policy regarding construction of school playgrounds as part of school renovations should be considered. Mr. Handel suggested traffic signal efficiency should also be a goal. He suggested adding a goal to review the threshold for site

plans and special permitting in the downtown. Mr. Borrelli asked for presentations from the school committee so the Board can understand and be proactive during develop options for renovating or rebuilding Hillside and Mitchell Schools. He suggested forming a working group to consider zoning by-laws. He commented on residential teardowns, and feels there needs to be a balance between teardowns and new construction. Mr. Wasserman commented he would speak with the chairman of the school committee about arranging a time during the feasibility study of Hillside and Mitchell for a presentation on each project.

8:00 p.m. Board Discussion

1. Greendale Avenue Housing

Ms. Fitzpatrick told the Board of a proposed 10 unit condominium 40B housing project at 894 Greendale Avenue, currently known as "Greendale Village". She said the Massachusetts Housing Finance Agency is reviewing the application and asked the Board whether it had any comments during the review process. Ms. Fitzpatrick recommends the Board seek MassHousing approval for the project to be at 25% affordable.

Mr. Bulian said he is concerned the developer has not yet met with the neighbors, and that more details of the project are needed before comments can be made to Mass Housing. The Board agreed more time and information is needed.

Mr. Borrelli is concerned with the landscape and trees to buffer noise from Route 128. He asked the Town be more involved with monitoring the project.

Mr. Wasserman asked the Town Manager to write a letter to MassHousing based on discussion, including the unit ratio and ultimate size of the project.

**Motion by Mr. Handel that the Board authorize the Town Manager to forward a letter to MassHousing summarizing the comments of the Board and that the Board of Selectmen also send a letter to the developer requesting an early meeting with the neighbors before further action is taken.**

**Second: Mr. Bulian. Unanimously approved 5-0.**

2. Alcoholic Beverages Control Commission Review of Happy Hour Regulations

Mr. Wasserman said the state is considering lifting the ban on Happy Hour Regulations and asked if the Board wanted to submit comments to the ABCC during the review process. Mr. Handel commented he favors maintaining current restrictions. Mr. Bulian is opposed to changing regulations, especially in light of the Town's recent debate in allowing package stores.

**Motion by Mr. Matthews that the Board of Selectmen authorize the Town Manager to forward a letter to the ABCC summarizing the comments of the Board.**

**Second: Mr. Bulian. Unanimously approved 5-0.**

3. Committee Reports

Mr. Matthews said committee appointments are currently being sought for New Year's Needham and that approximately 11 volunteers are needed for the program. He commented most of the work takes place during September, October, and November. He asked residents interested in helping to plan the event to call or email the Board of Selectmen's office. Ms. Fitzpatrick said a pilot program is being funded by New Year's Needham to hire a staff person to handle many details of the event.

8:55 p.m.

Executive Session (Exception 3 & 6)

**Motion by Mr. Handel that the Board of Selectmen vote to enter into Executive Session.**

**Exception 3 – To discuss strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares; and**

**Exception 6 – To consider the purchase, exchange, lease, or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Not to return to open session prior to adjournment.**

**Second: Mr. Bulian. Mr. Wasserman polled the Board. Unanimously approved 5-0.**

**(The meeting adjourned at 9:30 pm.)**

A list of all documents used at this Board of Selectmen meeting are available at:

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