

BOARD OF SELECTMEN
January 29, 2013
Needham Town Hall
Agenda

1.	7:00	Proclamation – American Heart Association’s Go Red For Women
2.	7:00	Town of Needham Chapter 40B Housing Guidelines <ul style="list-style-type: none"> • Lee Newman, Director of Planning & Development • Judi Barrett, Community Opportunities Group
3.	7:15	Town Manager <ul style="list-style-type: none"> • Zoning Amendment/Medical Marijuana • Budget Presentation
4.	8:00	Board Discussion <ul style="list-style-type: none"> • Retail Sale of Alcohol Hearing Process • Committee Reports

APPOINTMENTS

	None	
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CONSENT AGENDA *=Backup attached

1.*	Approve a Special One Day Wine & Malt Beverages license for Mike Fraini of the Needham Knights of Columbus to hold a Super Bowl party on Sunday, February, 3, 2013 from 4:00 p.m. to 10:00 p.m. at the Needham Knights of Columbus, 1211 Highland Avenue, Needham.
2.*	Approve a request from Becky Krechting for the AT Children’s Project to hold a road race on Sunday, April 7, 2013 from 7:00 a.m. to 12:30 p.m. in Needham. The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.
3.	Accept a \$300 donation made to the Needham Health Department’s Traveling Meals Program from Amy Sherman of Walpole, MA. This donation was made in memory of Frances Biagi.
4.*	Approve Special One Day Wine & Malt Beverages licenses for Steve Volante of Volante Farms to hold “Cooking Class with Chef Todd” on the following dates: February 16, 2013, February 23, 2013, March 9, 2013, and March 23, 2013 from 6:00 p.m. to 8:00 p.m. at Volante Farms, 292 Forest Street, Needham.
5.	That the Board authorize the chairman to sign a letter to Dr. Edward Bouquillon, Superintendent Minuteman School requesting that Marianne Cooley be appointed to serve on the Minuteman School Building Committee.
6.*	Water & Sewer Abatement Order #1156

WHEREAS, the American Heart Association's Go Red For Women® movement has been improving the health of women for 10 years - more than 627,000 women's lives have been saved, and 330 fewer women are dying every day; and

WHEREAS, heart disease is the number one killer of women, yet only one in five American women believes that heart disease is her greatest health threat. Cardiovascular diseases cause one in three women's deaths each year, killing approximately one woman every minute; and

WHEREAS, an estimated 43 million women in the U.S. are affected by cardiovascular diseases; and ninety percent of women have one or more risk factors for developing heart disease, and

WHEREAS, women are less likely to call 911 for themselves when experiencing symptoms of a heart attack than they are if someone else were having a heart attack;

NOW, THEREFORE, in observance of the 10th National Wear Red Day, the Board of Selectmen hereby proclaims Thursday, February 14, 2013 to be "WEAR RED DAY" in Needham.

Signed this 29th day of January 2013

Gerald A. Wasserman, Chairman

Daniel P. Matthew, Vice Chairman

John A. Bulian, Clerk

Maurice P. Handel

Mathew D. Borrelli



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

MEETING DATE: 1/29/2013

Agenda Item	Chapter 40B Guidelines
Presenter(s)	Lee Newman, Director of Planning & Community Development Judi Barrett, Community Opportunities Group

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<p>Lee Newman, Director of Planning & Community Development, and Judi Barrett, Consultant from Community Opportunities Group, will present the Town of Needham Chapter 40B Guidelines. The project was funded through CPA funds and was coordinated by the Planning & Community Development Department with assistance from a working group consisting of members from the Board of Appeals, Board of Selectmen, Planning Board, Housing Authority, Council of Aging and Design Review Board. Members of the working group met with stakeholders such as the Board of Selectmen, Planning Board, Board of Appeals, Finance Committee, School Committee, Council on Aging, Housing Authority, Conservation Commission, Design Review Board, Community Preservation Committee and Charles River Association Board, over the past two years and unanimously recommend the Chapter 40B Guidelines to the Board for its endorsement. Members of the working group will also be present to answer questions on the Chapter 40B Guidelines.</p>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	<p><i>Suggested Motion:</i> That the Board vote to endorse the Town of Needham Chapter 40B Guidelines dated October 30, 2012.</p>		
3.	BACK UP INFORMATION ATTACHED	YES	NO
	<p>a. Town of Needham Chapter 40B Guidelines dated October 30, 2012.</p>		

Town of Needham Chapter 40B Guidelines

I. INTRODUCTION

These Guidelines provide information about the Town of Needham's policies, procedures, and requirements for comprehensive permits under G.L. c. 40B, §§ 20-23 ("Chapter 40B"). In addition, the Guidelines are intended to advise the Zoning Board of Appeals (ZBA) and other Town boards and departments with a role in the development review process. Applicants planning to apply for a Chapter 40B comprehensive permit in Needham should review these Guidelines and meet with the Director of Planning and Community Development ("Planning Director") as early as possible *before* submitting a Project Eligibility (Site Approval) application to a housing subsidy program.

Note: the Town's guidelines are not a substitute for the statute, the Department of Housing and Community Development's (DHCD) Chapter 40B regulations (760 CMR 56.00), or the requirements and policies of affordable housing subsidy programs. It is the applicant's responsibility to comply with these and other applicable state requirements.

A. CHAPTER 40B

Enacted in 1969, Chapter 40B encourages the construction of low- and moderate-income housing (affordable housing). Under Chapter 40B, a Zoning Board of Appeals (ZBA) may grant a comprehensive permit for a housing development that meets the requirements of the statute and qualifies for funding from a state or federal housing subsidy program. A mixed-income development is considered eligible for a comprehensive permit if at least twenty-five percent of the units in it are affordable.¹

When less than ten percent of a community's housing is affordable as defined by Chapter 40B, the statute effectively supersedes many local regulations that would make it difficult for developers to build affordable housing. In a community that is subject to Chapter 40B, affordable housing developers may file a single (comprehensive permit) application with the ZBA in lieu of separate applications to other local boards. The ZBA may grant, grant with conditions, or deny the comprehensive permit. If the ZBA denies an application or grants a comprehensive permit with conditions that make the development uneconomic, the applicant may appeal to the State's Housing Appeals Committee (HAC), which has authority to overrule the ZBA. HAC decisions may be appealed to Superior Court.

¹ Rental developments may be eligible for a comprehensive permit if at least 20 percent of the apartments are affordable to very-low-income renters.

B. HOUSING CONDITIONS IN NEEDHAM

Needham is a maturely developed suburb of Boston. Its Census 2010 population of 28,886 consists primarily of people in family households, and most of its housing units are owner-occupied. Needham has relatively little rental housing, and the existing rental inventory offers a limited supply of affordable, suitable housing choices for families. According to the most recent American Community Survey (ACS) data (2005-2009), over half of all renters in Needham spend more on housing costs than the benchmark standard of 30 percent of monthly gross income. Furthermore, some 35 percent of the Town's renter households spend more than half of their monthly gross income on housing costs.²

Renters with High Housing Cost Burdens

Renters paying more than...	Massachusetts	Norfolk County	Needham	Boston Metro Area
30% monthly income	49.7%	47.6%	51.2%	49.5%
50% monthly income	24.8%	23.4%	34.7%	24.7%

Source: American Community Survey, 2005-2009 Estimates.

Census 2010 provides the following information regarding the number of housing units in Needham:

Needham Census Data	2000	2010
Housing Units	10,846	11,122
Housing Occupied Units	10,612	10,341

The increased number of non-housing occupied units may be related to temporary market conditions during the census period. Overall, there has been a slow increase in the number of housing units in recent years.

Almost 80 percent of Needham's total housing inventory was built prior to 1980, and 27.4 percent prior to 1939. Future housing growth in Needham will most likely be dominated by redevelopment of existing properties because there is relatively little vacant land left on which to build. It is challenging to provide for affordable housing in Needham due to the Town's limited vacant, developable land and high buildable lot values.

The Needham Affordable Housing Plan (June, 2007) outlines four important goals which are furthered by these Guidelines. They include:

² U.S. Bureau of the Census, American Community Survey (ACS) 2005-2009 Five-Year Estimates, B25070, "Gross Rent as a Percentage of Household Income." www.census.gov

- An overarching goal is to build a stronger and deeper community. The way in which housing efforts are carried out can help in bringing the community together in addressing a widely shared concern.
- A related goal is to remain a community having a broad socio-economic diversity shaped less by economic imperatives than by individual choices about the living environment. Achieving that goal entails meeting housing needs across the full range of incomes, promoting the diversity and stability of individuals and families living in Needham.
- A widely expressed goal is to have this community able to shape its own housing future, doing so with sensitivity to larger-than-local considerations but without loss of the Town's ability to guide development outcomes. A key objective in seeking to assure local control is to meet the subsidized housing standard set by Chapter 40B, which currently calls for 10 percent of all housing to benefit through long-term subsidies, as well as to meet annual affordable housing goals for communities above 10%.
- A related goal is to have assurance that new housing is appropriate to its location and context, which is made easier by achieving the above goals, but it requires more than that, including sensitively designed regulation and cooperative development and decision-making processes.³

II. POLICY STATEMENT

The Board of Selectmen has set a goal of having ten percent of Needham's housing units eligible for and counted on the Chapter 40B Subsidized Housing Inventory, consistent with the best interests of the Town. The benefits of this policy include advancing economic diversity for the community and protecting the Town's control of its own zoning.

While all 40B applications will be addressed individually according to applicable laws and regulations, the facts and circumstances of the individual case, input from public participation, and the sound exercise of discretion by the Town and other public agencies, developers and other affected parties are all encouraged to consider the factors set forth below in planning, review, development, and management of 40B properties.

³ *Needham Affordable Housing Plan*, 9.

III. REVIEW CONSIDERATIONS

PERMANENT AFFORDABILITY

Affordable housing in Needham should be permanently affordable, i.e., the affordability restriction should not lapse with the passage of time. Except in unique circumstances, all parties should expect this principle to apply to all Chapter 40B development in Needham.

PREFERENCE FOR RENTAL DEVELOPMENTS

The Town prefers rental developments over homeownership developments for two reasons: first, under current state policies, market units in mixed-income rental developments count towards the Town's Subsidized Housing Inventory, and second, the Town believes that rental housing provides greater affordability and flexibility than ownership units even when not specifically regulated as means-tested housing.

PROPERTY MANAGEMENT AND COMPLIANCE WITH AFFORDABILITY RESTRICTION

Rental housing developers must provide qualified, experienced, property management personnel, on-site in the case of large projects. In addition, they must demonstrate adequate capacity to comply with the project's affordable housing restriction, e.g., the income eligibility of tenants and monthly rent and utility charges consistent with limits imposed by the applicable housing subsidy program.

PERCENTAGE OF AFFORDABILITY

At least 25 percent and not more than 50 percent of the units in a comprehensive permit should be affordable. However, the Town is open to making 20 percent of the units affordable in a comprehensive permit rental development if the units are affordable to low-income (at or below 50 percent of area median income) tenants.

INCOME TARGETS

Rental developments should provide a continuum of affordability, such as units at 30 percent, 50 percent, 80 percent, and 110 percent of Area Median Income (AMI).

LOCATION; GENERAL

In general, the Town prefers that affordable housing be located near public transportation and retail services. In addition, the Town prefers affordable housing for families to be located near elementary schools, and affordable housing for seniors to be located near the Town's Senior Center. No section of Needham is precluded from affordable housing development.

LOCATION; SPECIFIC AREAS

The Town encourages affordable housing development in the New England Business Center, Highland Commercial – 128, Mixed Use – 128, and the adjacent Industrial District, located in the area North of Kendrick Street bounded by Kendrick Street, the Charles River, Central Avenue, and the Route 128 right of way. Additionally, the areas around Avery Square – specifically the Hillside Avenue Business District, Avery Square Business District and the adjacent Industrial District – the Center Business District and Chestnut Street Business District are appropriate areas, all as shown on the attached Priority Map. (See Priority Areas Map)

DESIGN

The Town recognizes that many factors determine appropriate design. The following points are general guidance for developers to consider in designing their projects. The Town understands that each project is different and that some of the following points may not apply in particular cases.

- **Make every reasonable effort to comply with local regulations.** Minimize the number and extent of waivers required for height, setback, or other requirements. Under Chapter 40B, waivers of local rules and regulations are not “automatic.” Rather, the Town’s responsibility is to consider waiving requirements that would make a project uneconomic to build. It is the applicant’s burden to demonstrate the need for each requested waiver.
- **Orient buildings toward the street wherever possible.** A portion of the project should continue the neighborhood street front. Orientation for other considerations such as solar access should also consider general site orientation to the street. Developers should choose design solutions that serve the interests of the site, sustainability, and preservation of the character of the neighborhood.
- **Pay attention to design elements found in the neighborhood, and make use of them where possible to help developments fit with the neighborhood.** The design should be as consistent as possible with the existing building frontage in scale and character. Use existing topography where possible to minimize the impacts of the massing of the new construction on adjacent properties.
- **Locate off-street parking to the side and rear of buildings.** This will help to ensure that buildings and landscaping, not parking, define views from the road.

DENSITY

In the single residence districts, the Town wants to limit affordable housing development to a density of eight to ten units per acre. Higher densities (up to twenty-four units per acre) in apartment-zoned parcels and sixteen units per acre in other zones will be considered. Densities exceeding twenty-four units per acre will be considered on an individual case basis in the Kendrick/Fremont area (see Specific Locations).

Density of Permitted Chapter 40B Developments in Needham (Sample)

Project name	Address	Number of units	Total area (acre)	Units/acre
Rental Prjject				
Charles River Landing	300 Second Avenue	350	7.94	44.1
Nehoiden Glen	1035, 45 & 55 Central Avenue	61	4.6	13.3
Condominium Project				
Suites of Needham	797 Highland	8	0.61	13.1
Craftsman Village	21 High Street	6	0.61	9.8
High Cliff Estates	199 St. Mary Street	12	1.46	8.2
Browne - Whitney Place	207-213 Garden St.	6	0.62	9.7
Junction Place	32 Junction Street	5	0.26	19.2

Source: Needham Planning Department

HISTORIC PRESERVATION

Preserve historically significant buildings and features. Buildings listed in the State Register of Historic Places or the Massachusetts Cultural Resources Inventory System (**MACRIS**) are presumed to be significant, but other buildings not listed may be significant as well. Developers should consult with the Needham Historical Commission if their site includes an existing older building *before* submitting a Project Eligibility application to MassHousing or another Subsidizing Agency. *[Insert Garden Street photo.]*



MIXED USE/VILLAGE DEVELOPMENT

Developers are encouraged to:

- Provide housing that is oriented to encourage and take advantage of public transportation.

- Reuse and redevelop existing buildings, e.g., older commercial, industrial, or institutional facilities, and
- Provide housing in mixed-use buildings, provided the location is zoned for compatible business uses.

ENVIRONMENTAL CONSIDERATIONS

- Use environmentally responsible design, whether Leadership in Energy and Environmental Design (LEED) certification or other generally accepted standards, taking steps to minimize adverse impacts on natural resources, conserve water and energy, use native plants, and use green building construction materials.
- Incorporate landscaping treatments that will help to blend the project with surrounding area, including retaining mature trees and existing vegetation where possible.
- Take active steps to protect nearby wetlands and other open space, including resource areas covered by the local wetlands bylaw even if not required by the Massachusetts Wetlands Protection Act.
- Minimize impervious surfaces.

NEIGHBORHOOD SUPPORT

Developers are encouraged to work with residents of affected neighborhoods. It is a favorable consideration for developers to address reasonable neighborhood concerns.

LOCAL PREFERENCE

To the maximum extent allowed by law, the Town wants local preference observed in tenant and buyer selection, including affordable housing lotteries. Local preference means:

- At least one member of the household currently lives in Needham;
- At least one member of the household works for the Town of Needham, or for a business or non-profit organization located in Needham; or
- The household includes at least one student attending the Needham Public Schools through the METCO Program.

State policies or other requirements may limit or preclude local preference for a specific development. However, the Town expects developers to advocate and make reasonable efforts to secure applicability of local preference for their projects.

OTHER PUBLIC BENEFITS

Provide other public benefits in addition to affordable housing, e.g., 1) pass-through easements to adjacent public properties and open space; 2) streetscape improvements; or 3) pedestrian linkages.

PROCEDURES

A. PRE-APPLICATION PHASE

When planning to apply for a comprehensive permit, an applicant should meet with Town staff and some of the Town boards at the earliest possible point in the planning process. These discussions should occur **before filing a Project Eligibility application** with MassHousing or another subsidizing agency. Many problems that occur during the permitting process can be reduced or avoided altogether if applicants take the time to consult with local officials and accommodate reasonable requests while a project is still at the conceptual stage. Furthermore, early consultation can help make local review of Project Eligibility applications much smoother.

KEY STEPS

- **Meet with the Planning Director** to discuss plans for the site. Ask about the site's history, the neighborhood, other recent developments and developments in the pipeline nearby, and issues that might cause concern for Town boards.
- **Meet with the Town's Development Review Team (DRT)**, and be open to input and guidance from Town staff. They have technical information that the applicant will need in order to plan the site and prepare for the meetings with Town boards. In addition to the Planning Director, the DRT includes the Assistant Town Manager/Operations, Building Inspector, Conservation Director, Economic Development Director, Public Works Director, Town Engineer, Highway Superintendent, Water and Sewer Superintendent, Police Chief, Fire Chief, and Health Department Director. A meeting with the DRT is an efficient way to obtain feedback about many aspects of the project without having to attend individual appointments with department heads.
- **Have a preliminary meeting with the Design Review Board (DRB)**. The degree to which proposed buildings fit with surrounding development will weigh heavily in how a comprehensive permit application is received in Needham. The DRB can help applicants explore possibilities for building design, landscaping treatments, exterior lighting, and so forth, depending on the site and the types of housing you intend to construct.
- **Have a preliminary meeting with the Conservation Commission** if the project will require approval under the state Wetlands Protection Act, G.L. c. 131, s. 40 and/or any waivers under the Needham Wetlands Bylaw. Chapter 40B developments that affect wetland resource areas usually require an Order of Conditions under G.L. c. 131, s. 40, but the local wetlands bylaw, like other local regulations, falls under the purview of the ZBA. It is in your interests to comply with the local wetlands bylaw because doing so may reduce the number of waivers you need in order to construct your project. You should not assume the ZBA will grant local wetlands bylaw waivers simply because you ask for them.

- **Meet with the Needham Historical Commission** if your project involves substantial alterations to or demolition of a historically significant building. (See Section III, Historic Preservation)
- Meetings with the DRB, the Conservation Commission, and other Town boards and committees are subject to the Open Meeting Law.
- The Town cannot require applicants to discuss the project with neighbors, but it is to the developers' advantage to do so as soon as possible - certainly before applying for a Project Eligibility letter (see below).

Pre-application consultations will not lead to any binding decisions. The purpose of the meetings is to give the applicant a chance to present the proposal for the property and to obtain information from the Town, and to give the Town a chance to learn about the proposed plans. If the ZBA is represented at any of these meetings, the ZBA member who participates will speak only as an individual, not in an official capacity as a ZBA member.

B. ELIGIBILITY TO APPLY FOR A COMPREHENSIVE PERMIT

The following prerequisites must be met by anyone applying for a Chapter 40B comprehensive permit:

- The applicant must have site control, such as a deed, purchase and sale agreement, or option to purchase;
- The applicant must be a public agency, non-profit organization, or limited dividend organization; and
- A housing subsidy program must have determined that the proposed project is fundable.

This third requirement means that developers have to obtain a pre-application eligibility letter from an agency that subsidizes low- or moderate-income housing. Doing so requires filing an application to a housing subsidy program. In most cases, MassHousing will be the housing subsidy agency that issues a **Project Eligibility** determination, but DHCD, the Massachusetts Housing Partnership (**MHP**), and MassDevelopment also subsidize low- or moderate-income housing and issue project eligibility letters. Furthermore, developers wishing to build under a Local Initiative Program (**LIP**) comprehensive permit must obtain a project eligibility determination from DHCD - with approval of the Needham Board of Selectmen.

Once an applicant submits a Project Eligibility application to MassHousing, the Board of Selectmen will be notified. MassHousing will request local comments within 30 days. In Needham, the Board of Selectmen seeks comments from Town departments and other Town boards, and compiles all comments received into a single submission to MassHousing.

Depending on the project (mainly the project's size, location, and density), the Board of Selectmen may convene a meeting with representatives of other Town departments and committees in order to facilitate a conversation about the proposed development. Applicants will be afforded an opportunity to be heard, and may be invited to make a presentation and respond to questions.

C. APPLICATION, REVIEW, AND DECISION PROCEDURES

This section of the Guidelines summarizes the key features of Needham's comprehensive permit process. In accordance with Chapter 40B, however, the ZBA has adopted **Comprehensive Permit Rules**. An applicant should review the ZBA's Rules (Appendix A). If there is a conflict between these Guidelines and the ZBA's Rules, the latter will control. An application will not be deemed received until all the information required by the ZBA Rules is provided and the required fee is paid.

WHAT DOES "7/14/30/15/15/30/180/40/20" MEAN?

- Within 7 days of the receipt of the comprehensive permit application, the ZBA must distribute copies of the application to all Town departments, boards, and committees with a role in the review process. In Needham, this means the Planning Board, Design Review Board, Conservation Commission, Board of Health, Public Works Department, and Board of Selectmen. (This is why pre-application meetings may be helpful both to the applicant and the participating Town officials.)
- Within 14 days of receipt of the comprehensive permit application, the public hearing must be advertised, with proper legal notice and proper notice to abutters. (Applicants will be responsible for the cost of publishing the legal notice and mailing the notice to abutters.)
- Within 30 days of receipt of a complete comprehensive application, the ZBA must open the public hearing unless the applicant grants permission in writing to hold the hearing at a later date.
- Within 15 days of opening the public hearing, the ZBA must determine whether it wants to deny an application on one or more of the grounds identified in DHCD's Chapter 40B regulations at 760 CMR 56.03(1), following procedures under 760 CMR 56.03(8). The ZBA must provide written notice to the applicant and to DHCD.
- Within 15 days of receiving the ZBA's notice, the applicant must file a written response with DHCD if she/he wants to challenge the ZBA's assertion that it can deny the application. The applicant must provide a copy of that response to the ZBA.
- Within 30 days of receiving the applicant's appeal, DHCD must issue a decision. DHCD's failure to issue a timely decision will result in a determination in favor of the ZBA.

- Unless the applicant provides written consent, the ZBA cannot extend the public hearing beyond 180 days of the initial hearing date. The 180 day limit assumes that the applicant will make timely submissions of materials reasonably requested by the ZBA.
- The ZBA must render a decision - a denial, approval, or approval with conditions - within 40 days of the closing of the public hearing, unless the applicant agrees in writing to an extension.
- If the ZBA denies the permit or approves the permit with unacceptable conditions or requirements, the applicant has the right to appeal to the Housing Appeals Committee within 20 days after the written decision has been filed with the Town Clerk. Similarly, any person aggrieved by the ZBA's issuance of a comprehensive permit may appeal in court within 20 days of the date that the decision is filed with the Town Clerk.

MANAGING THE PROCESS

- The ZBA requires enough information to understand the physical characteristics of the site, the health, safety, and welfare impacts of the project, and the impact on the neighborhood. The ZBA's minimum application requirements are designed to provide this information at the outset. A **complete comprehensive permit application** will help to minimize delays in the permitting process.
- The ZBA strongly encourages that applicants meet with the neighbors in advance of the first public hearing to explain the proposed project and receive input that will make the project more acceptable to the neighbors.
- In addition to considering the contents of an application, the ZBA may conduct a **site visit** in order to understand the site and neighborhood conditions, the proposed site plan and building design, and the location of abutters who will be most affected by the proposed development.
- Depending on the issues involved with the site or the proposed development plan, the ZBA may hire qualified **peer review consultants** to assist with the review process. The applicant will be responsible for paying the reasonable cost of these services. Needham has adopted the provisions of G.L. c. 44, s. 53G, so the applicant will be asked to deposit funds in an escrow account that the ZBA can use to pay the peer review consultants.
- The ZBA may ask the applicant to participate in **work sessions** in order to examine specific issues in a setting less formal than that of a public hearing. Work sessions are advisory; they do not constitute an extension of the public hearing. The sessions would be announced at the public hearing and posted as public meetings under the Open Meeting Law so that interested people can attend and observe. No substantive decisions can be made at work sessions, however. At the next public hearing, one of the attendees will provide the full ZBA with a report about matters discussed at the work sessions. The ZBA has the discretion to

hire a third party mediator to facilitate these meetings, to be paid for by the Applicant or through the use of a consultant with experience in Chapter 40B at no cost, through the Massachusetts Housing Partnership program.

- In its discretion, the ZBA may defer to the Town Manager to assemble a **mitigation team** or committee to negotiate with you for mitigation to address the impacts of your project on traffic, infrastructure, public facilities, or public services. At the conclusion of its work, the mitigation team will make recommendations to the ZBA for conditions to be incorporated in the comprehensive permit decision.
- If the applicant and the ZBA cannot reach agreement about project changes the ZBA has requested, the applicant will be asked to prove that the requested changes will make the project uneconomic. This means the applicant will need to submit a **development pro forma** for the ZBA's review, and the ZBA may decide to hire a peer review consultant to examine the pro forma and its assumptions.

THE ZBA'S DECISION

- The ZBA will close the public hearing when all relevant information has been received and all parties have had opportunity to present their issues. After closing the hearing, the ZBA will deliberate and reach a decision.
- The ZBA has three members and two associate members. One or more of the associate members may participate in the public hearing. The affirmative vote of two persons of a three person panel is required to render a decision. The panel to render a decision will normally be the three members of the ZBA. If any regular member has not attended all sessions of the public hearing or is otherwise unavailable, the Chairman will designate an associate member to serve on the panel to render a decision.
- The ZBA will review the waivers the applicant has requested in the application. The ZBA will normally grant waivers that will allow an affordable housing development to go forward, assuming the project's impacts can be mitigated in a manner that protects the Town and surrounding neighborhood. However, applicants should not assume that all of the requested waivers will be granted. The applicant has the burden to demonstrate that the waivers are essential for constructing the project.



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

MEETING DATE: 1/29/2013

Agenda Item	Zoning Amendment/Medical Marijuana
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>At its meeting on January 22nd, the Board voted to request that the Planning Board to develop an amendment to the Zoning By-law that would impose a moratorium on the location of medical marijuana facilities in the Town of Needham including but not limited to the operation of medical marijuana clinics and the cultivation of marijuana plants, until March 1, 2014. The Planning Board has voted not to initiate the moratorium. Accordingly, the Board of Selectmen may initiate the proposed zoning, and refer it to the Planning Board for review, public hearing and report.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p><i>Suggested Motion:</i> That the Board vote to initiate an amendment to the Zoning By-law to impose moratorium on the location of medical marijuana facilities in the Town of Needham including but not limited to the operation of medical marijuana clinics and the cultivation of marijuana plants, until March 1, 2014, and to refer the matter to the Planning Board for review, public hearing, and report.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>a. Proposed Zoning Moratorium b. City of Cambridge Petition Letter c. M.G.L. c. 40A Section 5</p>			

**ARTICLE 1 : AMEND ZONING BY-LAW- INTERIM REGULATIONS FOR
MEDICAL MARIJUANA USES**

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

- (a) By adding a new Section 8, Interim Regulations for Medical Marijuana Uses, to read as follows:

“8 Interim Regulations for Medical Marijuana Uses

8.1 Purpose

This section is intended to provide restrictions that will allow the Town adequate time to consider whether to allow facilities associated with the medical use of marijuana, to the extent that such facilities are permitted under state laws and regulations, and, if so, where and under what conditions. Given that a law permitting the medical use of marijuana in the Commonwealth of Massachusetts shall be in effect beginning January 1, 2013, and that the Massachusetts Department of Public Health has yet to promulgate the regulations by which facilities that produce or dispense medical marijuana shall be registered and administered, a restriction on the establishment of such facilities in Needham shall provide the opportunity to study their potential impacts on adjacent uses and on general public health, safety and welfare, and to develop zoning and other applicable regulations that appropriately address these considerations consistent with statewide regulations and permitting procedures.

8.2 Definition

A Medical Marijuana Treatment Center shall mean any medical marijuana treatment center, as defined under state law as a Massachusetts not-for-profit entity that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers, which is properly licensed and registered by the Massachusetts Department of Public Health pursuant to all applicable state laws and regulations.

8.3 Exclusion of other Marijuana Uses

Any establishment that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational

materials to qualifying patients or their personal caregivers shall not be permitted if such establishment has not been properly registered and licensed in accordance with applicable state and local laws and regulations, or is not operated as a not-for-profit entity, or otherwise fails to meet the definition of a Medical Marijuana Treatment Center.

8.4 Exclusion of Accessory Uses.

In no case shall the acquisition, cultivation, possession, processing, transference, transportation, sale, distribution, dispensing, or administration of marijuana, products containing or derived from marijuana, or related products be considered accessory to any use.

8.5 Interim Restriction

8.5.1 Medical Marijuana Treatment Centers shall not be permitted in any zoning district in Needham so long as this Section 8 is effective, as set forth in Section 8.6 below.

8.5.2 The cultivation, processing, sale, distribution and distribution of marijuana, products containing or derived from marijuana or related products shall not be permitted in any zoning district in Needham so long as this Section 8 is effective, as set forth in Section 8.6 below.

8.6 Expiration

This Section 8 shall be effective through March 1, 2014.

- (b) Amend the Table of Contents to add Section 8, Interim Regulations for Medical Marijuana Uses.

Or take any action relative thereto.

12.



CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager *Richard C. Rossi, Deputy City Manager*

795 Massachusetts Avenue, Cambridge, Massachusetts 02139

Voice: 617.349.4300 Fax: 617.349.4307 TTY: 617.349.4242 Web: www.cambridgema.gov

December 17, 2012

To the Honorable, the City Council:

The following information is submitted in response to Policy Order O-2 of December 3, 2012, relative to the impact the recently passed medical marijuana referendum might have on Cambridge and provide any suggested zoning or local ordinance changes relevant to this new law.

Background

An initiative petition titled "Law for the Humanitarian Medical Use of Marijuana" (Petition #11-11) was approved by Massachusetts voters during the November 6, 2012 general election. The law will take effect January 1, 2013.

The new law defines a "medical marijuana treatment center," as a Massachusetts not-for-profit entity, registered under this new law, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells distributes, dispenses or administers marijuana, products containing marijuana, related supplies or educational materials to qualifying patients or their personal caregivers. The new law enables the Massachusetts Department of Public Health (DPH) to register up to 35 such centers within the first year of enactment, with a minimum of one and a maximum of five located within each county. DPH is required to promulgate regulations for the registration and administration of such centers within 120 days of enactment, *i.e.*, by May 1, 2013.

Thus far, the production and distribution of marijuana for medical use has been legalized in 18 states and the District of Columbia. Laws and regulations vary state by state, but in some places, experience has shown that medical marijuana production and distribution facilities have resulted in negative land use impacts. In some more densely populated cities such as Los Angeles and Berkeley, CA, and Denver, CO, clusters of medical marijuana "dispensaries" have proliferated in commercial areas, where they have impacted surrounding uses by attracting criminal activity or causing a general public nuisance. Attempts to regulate such uses after they have already been established have often been unsuccessful.

Recommendations

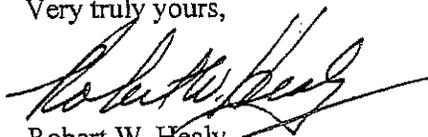
The history of legalized medical marijuana in the United States provides lessons that could help mitigate potential negative impacts of its implementation in Massachusetts in general and Cambridge in particular. However, given that the system for regulating medical marijuana treatment centers at the state level is not yet clear, and the City has not had the opportunity to study and discuss the public health, safety, general welfare and land use implications of the new law, it would be beneficial to establish an interim restriction on the establishment of such uses until the City can develop a rational framework for regulating these uses under the Cambridge Zoning Ordinance and through any other local regulations as may be appropriate. The

interim zoning amendment will allow the City's Public Health Department to review the state DPH's regulations once they are made available in the coming months. Also, this will provide time for City staff to take a closer look at recommended hygiene practices, communications strategies to area residents, and systems of accountability that should be put in place as the City weighs the options for the proposed medical marijuana treatment centers. A draft interim zoning amendment is attached for your consideration.

I recommend that the Public Safety Committee hold a meeting on the potential impacts on public health, safety and welfare the recently passed medical marijuana referendum might have on Cambridge. City staff will study and review potential impacts that may result from allowing medical marijuana treatment centers to be located in Cambridge, and will report on any such anticipated impacts at the Public Safety Committee meeting.

I further recommend that the attached proposed interim zoning amendment be referred to the Ordinance Committee, so that the proposed interim zoning amendment may be advertised prior to January 1 and hearings may be scheduled in accordance with Massachusetts Chapter 40A.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy", written over a horizontal line.

Robert W. Healy
City Manager

RWH/mec
Attachment

Proposed Zoning Amendment

Create the following new section in Article 11.000 – Special Regulations:

11.700 INTERIM REGULATIONS FOR MEDICAL MARIJUANA USES

- 11.701 Purpose.** This section is intended to provide restrictions that will allow the City adequate time to consider whether to allow facilities associated with the medical use of marijuana, to the extent that such facilities are permitted under state laws and regulations, and, if so, where and under what conditions. Given that a law permitting the medical use of marijuana in the Commonwealth of Massachusetts shall be in effect beginning January 1, 2013, and that the Massachusetts Department of Public Health has yet to promulgate the regulations by which facilities that produce or dispense medical marijuana shall be registered and administered, a restriction on the establishment of such facilities in Cambridge shall provide the opportunity to study their potential impacts on adjacent uses and on general public health, safety and welfare, and to develop zoning and other applicable regulations that appropriately address these considerations consistent with statewide regulations and permitting procedures.
- 11.702 Definition.** A Medical Marijuana Treatment Center shall mean any medical marijuana treatment center, as defined under state law as a Massachusetts not-for-profit entity that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers, which is properly licensed and registered by the Massachusetts Department of Public Health pursuant to all applicable state laws and regulations.
- 11.703 Exclusion of Other Marijuana Uses.** Any establishment that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers shall not be permitted if such establishment has not been properly registered and licensed in accordance with applicable state and local laws and regulations, or is not operated as a not-for-profit entity, or otherwise fails to meet the definition of a Medical Marijuana Treatment Center.
- 11.704 Exclusion of Accessory Uses.** In no case shall the acquisition, cultivation, possession, processing, transference, transportation, sale, distribution, dispensing, or administration of marijuana, products containing or derived from marijuana, or related products be considered accessory to any use.
- 11.705 Interim Restriction.** Medical Marijuana Treatment Centers shall not be permitted in any zoning district in the City of Cambridge so long as this Section 11.700 is effective, as set forth in Section 11.706 below. Use variances shall be strictly prohibited.
-



PART I ADMINISTRATION OF THE GOVERNMENT (Chapters 1 through 182)
TITLE VII CITIES, TOWNS AND DISTRICTS
CHAPTER 40A ZONING
Section 4 Uniform districts

Section 4. Any zoning ordinance or by-law which divides cities and towns into districts shall be uniform within the district for each class or kind of structures or uses permitted.

Districts shall be shown on a zoning map in a manner sufficient for identification. Such maps shall be part of zoning ordinances or by-laws. Assessors' or property plans may be used as the basis for zoning maps. If more than four sheets or plates are used for a zoning map, an index map showing districts in outline shall be part of the zoning map and of the zoning ordinance or by-law.



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

MEETING DATE: 1/29/2013

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Town Manager will present the proposed annual balanced budget for fiscal year 2014.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	a. FY2014 Proposed Annual Budget		



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

MEETING DATE: 1/29/2013

Agenda Item	Retail Sale of Alcohol Hearing Process
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Board will discuss the parameters for the retail sale of alcohol public hearings scheduled for Saturday, February 2, 2013 at 8:00 a.m. in the Broadmeadow School Performance Center.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO



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

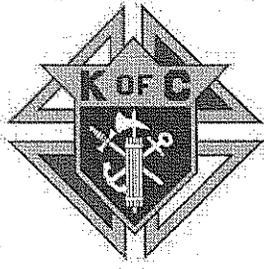
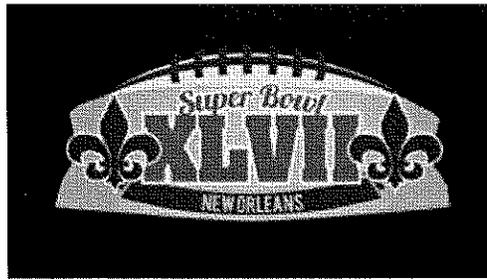
MEETING DATE: 01/29/2013

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

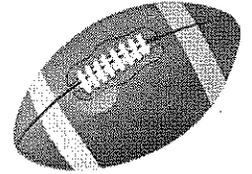
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<i>Board members will report on the progress and / or activities of their Committee assignments.</i>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	(Describe backup below)		
	None		

**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)	Mike Fraini
Event Manager Address	1211 Highland Ave Needham, MA 02492
Event Manager Phone Number	781-552-1169
Organization Representing (if applicable)	Fr. Daniel Kennedy Needham Knights of Columbus
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	Super Bowl Party
Date of Event	Sunday Feb 3, 2013
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: 4pm TO: 10pm
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 25 /per ticket <input type="checkbox"/> NO
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES \$ 25 /per ticket <input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
How many people are you expecting at this event?	100
Name & address of event location. Please attach proof of permission to use this facility.	Needham Knights of Columbus 1211 Highland Ave
Who will be serving the alcohol to your guests?	MATTHEW L. CHING
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).	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.	(See Attached)
<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:
<i>Michael Fraini</i>	January 22, 2013



SUPER SUNDAY FOOTBALL PARTY!



Father Daniel J. Kennedy
Needham K of C Council #1611
1211 Highland Ave. Needham, MA

Sunday February 3, 2013
Doors Open at 4pm

Come watch the game on all HD TV's!
\$25 Donation

All proceeds will benefit the Seminarian's that
our Council sponsors

For more information contact

Mike Fraini 781-552-1169 or
NeedhamKofC@Gmail.com



**Father Daniel J. Kennedy Needham
Knights of Columbus Council #1611
1211 Highland Avenue**

Floor Plan for February 3, 2013 (Super Bowl Party)

ENTRANCE

BAR

KITCHEN

RESTROOMS

VERIFICATION NUMBER:

67043

ALCOHOL INTERVENTION METHODS
CERTIFIES:

MATTHEW L CHING

CAMPBELL TRENT
508-756-8542

APR 10 2013

Police ✓
 Fire ✓
 DPW ✓
 P+R ✓

RECEIVED

Town of Needham, Massachusetts
 Road Race/Walk/Bicycling Event Form

2013 JAN - 7 P 4:25

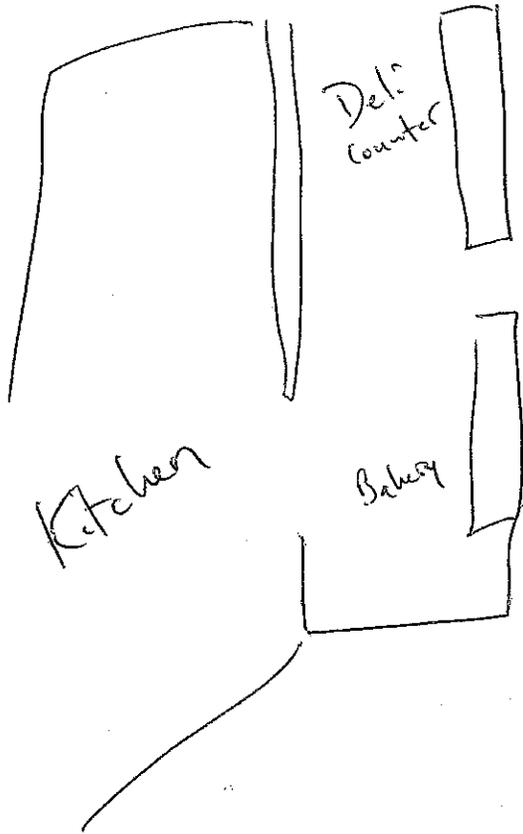
Name of Organization: AT childrens Project		In honor of resident Dan Julien	
Organization Mailing Address: 35 Glendoon Rd (local)		Atcp.org 5300 West Hillsboro Blvd #105 Coconut Creek FL 33073	
Primary Contact: Becky Krechting		Contact Title:	
Contact Address: 35 Glendoon Rd Needham Ma 02492			
Contact Phone (Day): 781 449 2920		Contact Phone (Cell): 781-258-0723	
Contact Email: Krechting@verizon.net			
Event Date(s): 4/7/12		Date Expected to be in Needham: 4/7/12	
Earliest Time Expected in Needham: 7 Am (race start 9)		Latest Time Expected in Needham: At the latest 1230 for clean up	
Number of Expected Participants: 300		Number of Expected Spectators at Peak Time: 200 along entire route maybe	
Is event for-profit or not-for-profit? not-for profit		Are participants charged a fee? yes	

Estimated Number of Vehicles: 50	What type of Parking is needed:
Are event organizers available to meet with members of the Town to plan event? Yes	
What will be done in case of inclement weather? tents up but still run	
Are there other events that take place at the same time as this one, just before or just after this event? NO	
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: along side streets	
Will neighborhoods be impacted by parking and traffic? Warren, Fair Oaks park & pickering	
What activities are planned for the start of the race (if in Needham)? None	
What activities are planned for the end of the race (if in Needham)? Medals for top finishers	
What facilities are needed for the start of the race (if in Needham)? None	
What facilities are needed for the end of the race (if in Needham)? None	
Once the event begins, how long will it take to complete the event? 1hr for the run - maybe three hrs total set up/race/end.	

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	Yes - start & finish
Will volunteers be placed along the route?	Yes
Will you be using a sound system? If yes, please describe where and when it will be used.	No - megaphone
Will there be any food served?	bannanas, bagels, water
Will portable toilets be used?	no
Will hydration stops be set up along route? If yes, please include these on route plan.	at 1 1/2 mile mark. GPA & Mt vernon
If the event takes place after dark, what is the plan to meet lighting needs?	\
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Police detail along rd. We hope to have an Emt on site
Does the event take place during commuter times?	NO
Is school in session during the event? Will school drop off or pick up be impacted by the event?	NO
Are businesses open during the time of the event?	Walgreens & other may but sunday morning so few
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	First Baptist is Closest to start & end
What is the plan to handle trash?	We will take away
Please attach event route map, include map and text of route.	

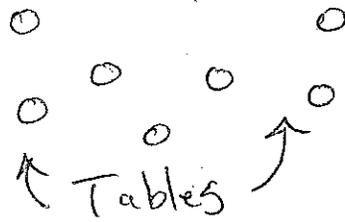
**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Steve Volante		
Event Manager Address	799 Central Ave, Needham MA		
Event Manager Phone Number	781-964-1821		
Organization Representing (if applicable)	Volante Farms		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit	<input checked="" type="checkbox"/> For profit	
	<input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Cooking Class with Chef Todd		
Date of Event	2/16/13		
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:	
	6pm	8pm	
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES	\$ 50-65 /per ticket	<input type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES	\$ /per ticket	<input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
How many people are you expecting at this event?	25		
Name & address of event location. Please attach proof of permission to use this facility.	Volante Farms, 292 Forest St, Needham 02492		
Who will be serving the alcohol to your guests?	Steve Volante (owner)		
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).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan. Guests will be served a small tasting glass of wine to pair with each of the three courses being demonstrated and served at the event.			
<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:	[Signature]		Date: 1/23/13



Exit

Todd (stage)



Wine Station

Wine will be served in pre portioned tasting amounts by 1 server with each course



TIPS On Premise 2.0 SSN: XXX-XX-XXXX

Issued: 7/31/2012 Expires: 7/31/2015

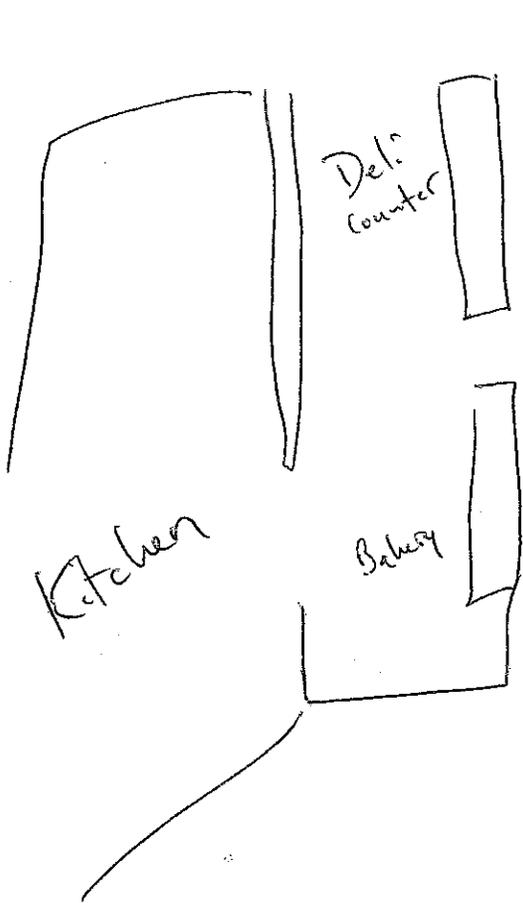
ID#: 3285670 D.O.B.: XXXX/XXXX

Steven Volante
Volante Farms
799 Central Ave
Needham, MA 02492-2013

For service visit us online at www.gettips.com

**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)	Steve Volante
Event Manager Address	799 Central Ave, Needham MA
Event Manager Phone Number	781-964-1821
Organization Representing (if applicable)	Volante Farms
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit <input checked="" type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____
Name of Event	Cooking Class with Chef Todd
Date of Event	2/23/13
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: 6pm TO: 8pm	
Are tickets being sold in advance for this event? <input checked="" type="checkbox"/> YES \$ 50-65 /per ticket <input type="checkbox"/> NO	
Is there an admission fee for this event? <input type="checkbox"/> YES \$ /per ticket <input type="checkbox"/> NO	
Are you using dues collected to purchase alcohol for this event? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
How many people are you expecting at this event? 25	
Name & address of event location. Please attach proof of permission to use this facility. Volante Farms, 292 Forest St, Needham 02492	
Who will be serving the alcohol to your guests? Steve Volante (owner)	
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).	
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan. Guests will be served a small tasting glass of wine to pair with each of the three cuisines being demonstrated and served at the event.	
<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: 1/23/13



Exit

Todd (stage)



Wine
Station

Wine will
be served
in pre portioned
tasting amounts by
1 server with each
course



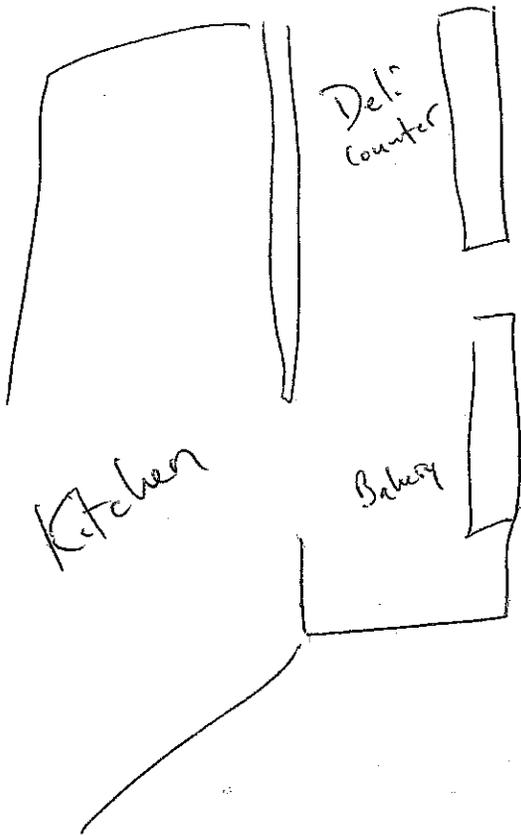
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ID#: 3285670 D.O.B.: XX/XX/XXXX

Steven Volante
Volante Farms
799 Central Ave
Needham, MA 02492-2013

For service visit us online at www.gettips.com

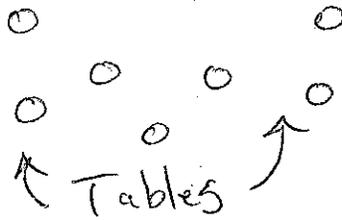
**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Steve Volante		
Event Manager Address	799 Central Ave, Needham MA		
Event Manager Phone Number	781-964-1821		
Organization Representing (if applicable)	Volante Farms		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit	<input checked="" type="checkbox"/> For profit	
	<input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Cooking Class with Chef Todd		
Date of Event	3/9/13		
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:
		6pm	8pm
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES	\$ 50-65 /per ticket	<input type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES	\$ /per ticket	<input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	25		
Name & address of event location. Please attach proof of permission to use this facility.	Volante Farms, 292 Forest St, Needham 02492		
Who will be serving the alcohol to your guests?	Steve Volante (owner)		
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).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan. Guests will be served a small tasting glass of wine to pair with each of the three courses being demonstrated and served at the event.			
<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:	[Signature]		Date: 1/23/13



Exit

Todd (stage)



Wine Station

Wine will
be served
in pre portioned
testing amounts by
1 server with each
course



TIPS On Premise 2.0 SSN: XXX-XX-XXXX

Issued: 7/31/2012

Expires: 7/31/2015

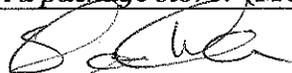
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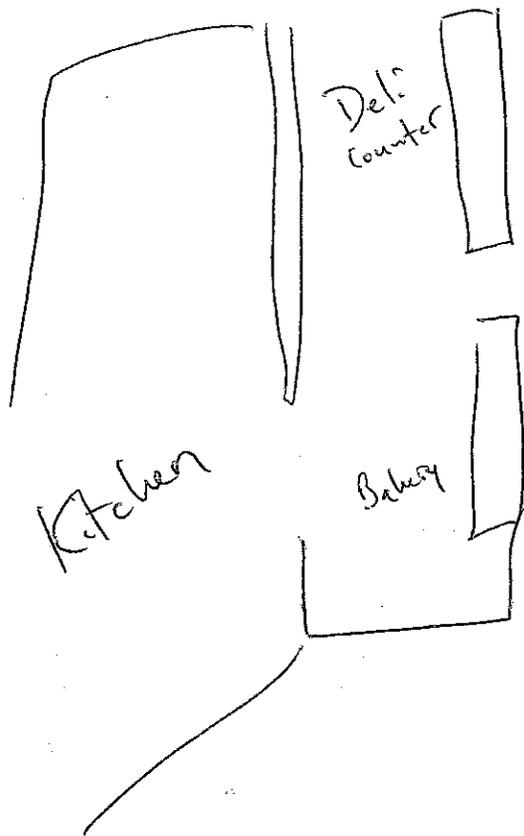
D.O.B.: XXXX/XXXX

Steven Volante
Volante Farms
799 Central Ave
Needham, MA 02492-2013

For service visit us online at www.gettips.com

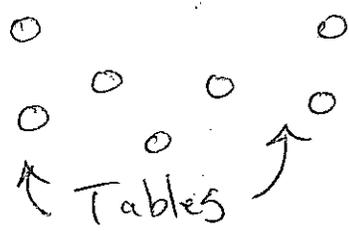
**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Stew Volante		
Event Manager Address	799 Central Ave Needham		
Event Manager Phone Number	781-964-1821		
Organization Representing (if applicable)	Volante Farms		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit	<input checked="" type="checkbox"/> For profit	
	<input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Cooking Class with Chef Todd		
Date of Event	3/23/13		
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:	6 pm	TO: 8 pm
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES	\$ 50-65	/per ticket <input type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES	\$	/per ticket <input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
How many people are you expecting at this event?	25		
Name & address of event location. Please attach proof of permission to use this facility.	Volante Farms 292 Forest St.		
Who will be serving the alcohol to your guests?	Stew Volante		
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).			
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.			
See first form			
<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: 12/24/13



Exit

Todd (stage)



Wine Station

Wine will be served in pre portioned tasting amounts by 1 server with each course



TIPS On Premise 2.0 SSN: XXX-XX-XXXX

Issued: 7/31/2012 Expires: 7/31/2015

ID#: 3285670 D.O.B.: XXX/XX/XXXX

Steven Volante
Volante Farms
799 Central Ave
Needham, MA 02492-2013

For service visit us online at www.gettips.com

Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR
cc: TOWN ACCOUNTANT, WATER AND SEWER SUPERINTENDENT

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

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

Water Sales:	-\$211.50
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$945.75
Transfer Station Charges:	\$0.00
Total Abatement:	-\$1,157.25

Order #: 1156

Read and Approved: 1/25/2013


Assistant Director of Public Works


Director of Public Works

For the Board of Selectmen

Date: 1/29/2013

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

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read
DB	c/o SLD	Forty A LLC	36197	19218	40	A Street	\$0.00	\$0.00	-\$337.65	-\$337.65	ACC	N
DB	Murphy	Mary Lou	14003	14982	71	Winfield St.	\$0.00	\$0.00	-\$109.20	-\$109.20	ACC	N
JO	Council on Aging	(2)					\$0.00	-\$211.50	-\$498.90	-\$710.40	COA	N

Total: -\$1,157.25

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

Legend:

- O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
- TWN = Town Project caused damage to private property
- EC = Extenuating Circumstances
- Equip = Equipment Malfunction
- UEW = Unexplained water loss
- ACC = Accidental Water Loss
- BP = Billing Period beyond 100 days
- COA = Council on Aging