

BOARD OF SELECTMEN
August 20, 2013
Needham Town Hall
Revised Agenda

	6:30	Executive Session Exception 3
1.	7:00	Public Hearing – New Officer/Director, Transfer of Stock, New Stockholder and Issuance of Stock: Bertucci’s Restaurant Corporation
2.	7:10	Joint Meeting with School Committee <ul style="list-style-type: none"> • Appointment of School Committee Member
3.	8:00	Public Hearings NSTAR <ul style="list-style-type: none"> • Ardmore Road • Hunting Road
4.	8:00	Public Hearing Verizon and NSTAR <ul style="list-style-type: none"> • Hazelton Street
5.	8:00	Public Hearing COMCAST <ul style="list-style-type: none"> • Kendrick Street
6.	8:00	Public Hearing – Transfer of Liquor License/Manager Banyan Tree LLC d/b/a The Rice Barn <ul style="list-style-type: none"> • Roy Cramer, Attorney • Charlermpol Intha, Manager
7.	8:15	Joint Meeting with Board of Assessors <ul style="list-style-type: none"> • Appointment of Assessor
8.	8:30	Town Manager <ul style="list-style-type: none"> • Call for Special Town Meeting • Determination of Unique Status 66-70 Chestnut • Analysis of Impediments to Fair Housing Choice • Medical Marijuana Zoning • Sewer Rate Relief Application
9.	8:45	Board Discussion <ul style="list-style-type: none"> • Adopt FY2014 – FY2015 Goals • Committee Reports
10.	9:00	Executive Session Exception 3

APPOINTMENTS

1.	New Years Needham Committee	Walter McDonough (term expires 6/30/14)
2.	PPBC User Agency Representative (Facility Master Plan)	Kate Fitzpatrick Maurice Handel
3.	Historical Commission	Jeffrey Heller (term expires 6/30/2015)
4.	Election Workers 2013 – 2014	See attached list

CONSENT AGENDA *=Backup attached

1.	Accept \$325 donation made to Needham Youth Services from the Rotary Club of
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	Needham. The monies will be used to help fund the Single Parent Support Group.
2.	Accept the following donation made to the Needham Community Revitalization Trust Fund from the following residents: Bruce and Holly Johnstone, \$500.
3.	Accept the following donations made to the Needham Off-Leash Dog Area gift account: \$15 from Kelly McPherson; \$50 from Kristen Thorup; \$300 from Needham Bank; \$60 from Lorna Koppel; \$100 from PTC Inc.; \$50 from Marlene Connelly; \$500 from Patricia Rivers; \$50 from John & Janet Bulian; \$500 from Steven D. Spitz; \$100 from Katrina Kipp; \$50 from Erica Bond; \$75 from James Griffin; \$50 from Mary Blunt; \$75 from Judith Pike; \$25 from Wendy Shulman; \$50 from Isabelle & Bill DeBear; \$200 from Dmitry Gorenburg; \$20 from Faith Crisley on behalf of Kathleen Crisley; \$100 from Jodi Feeney; and \$25 from Kathleen Kent \$400 from The Wilson family-Wilson Cleaning Services; \$50 from Century Bank; \$50 from Alan Stern.
4.	Accept the following donation made to New Year's Needham: \$500 from Copley Motorcars Corporation; and \$500 from Dedham Institute for Savings.
5.	Accept a \$100 donation made to the Needham Fire Department's Student Awareness of Fire Education program from Mr. and Mrs. Paul Kennedy.
6.*	Approve a request from Amy Perna of The Walker School to have a "Walk/Run for Walker" event on Sunday, September 29, 2013 from 10:30 a.m. to 11:00 a.m. Walkers/Runners will participate in either a one mile or three mile walk/run through town. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.
7.	Approve and sign Ambulance Abatement due to hardship for account #11036 for \$83.02 which has been submitted by the Fire Department.
8.*	Approve a One Day Special Wines & Malt Beverages license for Mary Grace Summergrad, of Needham Community Education to hold a wine & cheese tasting class on October 3, 2013 from 7:00 p.m. to 10:00 p.m. at the Needham Historical Society, 1147 Central Avenue, Needham.
9.	Approve continuation of the experimental Traffic Regulation in accordance with the Needham Traffic Rules and Regulations Section 3-6 for Great Plain Avenue for the period August 18, 2013 to September 16, 2013: one Handicap Parking spot, and one 15 minute Parking spot, in front of the former Eaton Square Right of Way adjacent to MBTA Right of Way.
10.	Accept donation made to the Needham Police Department in the amount of \$36.00 from Lindsay Oberman of Waban, MA. The donation is for a child safety seat installation.
11.*	Ratify a request from Allan Eyden, Road Coordinator for the Pan Mass Challenge, to have a portion of its ride to go through Needham. The event was scheduled for August 3, 2013 and August 4, 2013 starting at 7:00 a.m. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.
12.*	Approve a Special One Day Wine & Malt Beverages license from John Grugan of the Charles River Center to provide wine and malt beverages at the 5K race to be held on October 6, 2013 from 12:00 p.m. to 3:00 p.m. at the Charles River Center, 59 E. Militia Heights Road, Needham.
13.*	Approve road race event form from Maria McTernan of The Charles River Center, to hold its 5K race and 1 mile walk in Needham on October 6, 2013 from 7:00 a.m. to 3:00 p.m. The route of the race has been approved by the following departments:

	DPW, Police, Fire and Park and Recreation.					
14*	Approve road race event form from Christopher George of the Sean Biggs Memorial Foundation, to hold its 5K race in Needham on November 10, 2013 from 8:00 a.m. to 11:00 a.m. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.					
15.*	Approve a Special One Day Wines & Malt Beverages license from Nancy Wright for the Needham Business Association/ Needham Merchants Association to hold "A Chair To Remember II" auction event on Saturday, September 21, 2013 from 6:30 p.m. to 9:30 p.m. at Powers Hall located in Town Hall, 1471 Highland Avenue, Needham.					
16.	Accept an \$18 donation made to the Needham Police Department for a child safety seat installation from Stephanie Pearl of Needham.					
17.*	Approve minutes from July 16, 2013 and August 9, 2013.					
18.*	Water & Sewer Abatement, Order #1166.					
19.*	Approve request for bicycles in the Ride 2 Recovery event to pass through Needham on September 8, 2013 on Great Plain Avenue and Chestnut Street between 10:10 am and 10:20 am. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.					
20.	Grant permission for the following residents to hold a Block Party:					
	Name	Address	Party Location	Party Date	Party Rain Date	Time
	Marian Slavin	291 Nehoiden St	Glendoon Road	9/28/2013	9/29/2013	3-11pm 3-10pm
	Alison Rivers	332 Hillcrest Rd	Rae Ave	9/7/2013	9/8/2013	3-10pm
	Dawn Ellis	94 Mayflower Rd	Mayflower Rd	9/7/2013	9/8/2013	4-8pm
	Cindy Fionda Osgood	27 Laurel Dr	Lower Laurel Dr	9/7/2013	9/8/2013	4-8pm 4-7:30pm
	Stephanie Wallace	81 Gary Road	Hewitt Circle	9/8/2013	9/22/2013	3-8pm
	Sheila Sullivan	69 Whiting Way	Whiting Way	9/21/2013	9/22/2013	3-10pm 3-8pm
	Lisa Madkins	15 Bobsled Drive	On Booth St at the end of Bobsled Dr	9/7/2013	9/8/2013	1-6pm
	Maureen Rossi	65 Douglas Rd	Douglas Rd	9/28/2013		4-8pm
	Susan Koslow	84 Elmwood Rd	Elmwood Rd and Fuller Road	9/7/2013	9/8/2013	4-10pm
	Beata Fernandez	7 Woodledge Rd	Corner of Woodledge and Highgate, to corner of Highgate Rd to Audrey	9/21/2013	9/22/2013	4-8pm
	Sue Pouliot	54 Eaton Rd	Eaton Rd	9/21/2013	9/22/2013	4-10pm
	Jessica Srinivas	93 Hillside Avenue	Pine Grove St between Hillside and Lester	9/7/2013		4-7:30pm
	Lani Nicholson	76 Plymouth Rd	Plymouth Road between Great Plain & Harris	9/15/2013	9/22/2013	3-7pm



Theodora K. Eaton, MMC
Town Clerk

TOWN OF NEEDHAM

Office of the Town Clerk

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7500 x216

Fax (781) 449-1246

Email: teaton@town.needham.ma.us

August 9, 2013

Mr. Daniel Matthews, Chairman
Board of Selectman
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Matthews:

Under M.G.L. chapter 54, section 12, I am enclosing a list of Election Workers recommended for appointment for 2013-2014.

If you have any question, please don't hesitate to contact me.

Sincerely,

Theodora K. Eaton, MMC
Town Clerk

Election Workers August 2013 - August 2014

Party	Last Name	First Name	St # Street Name
U	Abbott	Susan	60 Otis Street
U	Alperin	Vera	31 Hollow Ridge Rd
U	Armstrong	Hallie	168 Paul Revere Road
U	Atkinson	Jennifer	40 Mellen Street
U	Attridge	Paul H	59 Powers St
U	Attridge	Pauline M	59 Powers St
U	Avedikian	Isabel	148 Valley Road
U	Belkin	Elaine J.	24 Dogwood Lane
U	Belval	Josephine	1208 Greendale Ave #221
U	Bird	Alma M	49 Whiting Way
U	Blomberg	Stephen E.	310 Harris Avenue
D	Brain	Anne	25 Ridgeway Avenue
D	Burns	Moy T.	563 Chestnut Street
D	Buttrick	Madeline	35 Morton St
U	Candlen	Frances P	17 Emerson Place
U	Casey	Maryjane M.	75 Savoy Road
U	Cavicchio	Clelia M.	43 George Aggott Road
U	Cence	Carlo D.	89 Norwich Road
D	Cherot	Diana P.	345 Harris Avenue
U	Connolly	Caroline	14 Tower Avenue
U	Connolly	Katherine	14 Tower Avenue
D	Connolly	Susan K.	14 Tower Avenue
U	Connolly	Jean M.	88 Gayland Road
U	Cummings	Lawrence R.	27 South Street
D	Cusack	Barbara J	41 Curve Street
U	D'Addesio	Kathryn L.	110 Linden Street

Party	Last Name	First Name	St # Street Name
	Darrell	Nicholas	11 Coolidge Avenue
U	DiCicco	Anthony	24 Mellen Street
	Dixon	Sydney	674 Webster Street
U	Dlugasch	Carole	160 Country Way
U	Doherty	Philip E	122 Tudor Road
R	Downs	Robert A	51 Virginia Road
D	Duncan	Susan	1250 Great Plain Avenue
U	Ecsedy	David	20 Holland Terrace
U	Everts	Katherine	41 Pinewood Road
D	Fanger	Ariel	47 William Street
D	Fanger	Phyllis S	865 Central Avenue #0502
U	Flaherty	Catherine A	23 Newbury Park
U	Flanagan	Judith	36 Brentwood Cir
D	Freedman	Laurence	211 Garden Street
U	Garrison	Edith	300 Second Avenue #1128
D	Giuditta	Grace Barbara	17 Birch Street
D	Graham	Monica	17 High Street
R	Guiney	Irene J.	757 Highland Ave #325N
D	Haggerty	Mary E.	184 Linden Street Apt A
U	Hantman	Rachel	92 Hillside Avenue
U	Haratsis	Titina	77 Wayne Road
D	Harris	Marjorie R.	38 Ridgeway Avenue
U	Harris	Marilyn	104 Bird Street
D	Hart	Elizabeth	154 Hillside Avenue #1
U	Hart	Samuel	154 Hillside Avenue #1
U	Haskell	Eleanor B.	173 Stratford Road
U	Hines	Betsy K.	135 Lindbergh Avenue
U	Holland	Catherine	117 Fairfield Street

Party	Last Name	First Name	St # Street Name
R	Hollembaek	Marilyn P.	299 Manning Street
U	Hylen	Ellen P.	20 Thurston Lane
U	Kelly	Kathleen M.	883 Greendale Avenue
	Lancaster	Brett	84 Morningside Road
U	Larsen	Robert Y.	150 Tudor Road
R	Loderick	Kenneth J.	63 Whiting Way
U	MacFarland	Rhonda N.	122 Harris Avenue
D	Macrina	Mary L.	68 Page Road
R	Mang	Rae A.	19 Southfield Court
U	Marks	George	22 Lewis St
U	Marks	Lois	22 Lewis St
U	Mather	Marcia	179 Paul Revere Rd
D	Mays	Phyllis M.	141 Chestnut Street #303
U	McCann	Maureen	43 North Hill Avenue
R	McCarthy	William	1210 Greendale Ave #324
D	McGinnis	Barbara	155 Fisher Street
D	McGinnis	Tracy G.	155 Fisher Street
U	McKernan	Mary B.	96 Plymouth Road
R	McKernan	Frank	96 Plymouth Road
D	Mecagni	Eileen A.	173 Valley Road
U	Melick	Phyllis K.	508 Great Plain Ave
U	Mercer	Elizabeth	67 Mayo Avenue
R	Milligan	John F	25 Blacksmith Drive
U	Morrison	Joy R.	865 Central Ave, C403
	Nikom	Bella	115 Wellesley Avenue
U	Oakes	Joan B.	9 Grant Street
U	Ogilvie	Judith S.	47 Powers Street
R	Peckham	Ford H.	26 Lawton Road

Party	Last Name	First Name	St # Street Name
U	Piligian	Dorothy	381 Hillcrest Road
R	Prinz	Sandra E.	411 Cartwright Road
D	Reddington	Rosemary	199 Tudor Road
U	Reddington	Joseph	199 Tudor Road
D	Regan	Mary T.	83 Pickering Street #205
U	Richardson	Elizabeth S.	109 Arch Street
D	Richmond	Erica	77 Dawson Drive
D	Ridill	Nancy E.	102 Lindbergh Avenue
U	Roman	Josephine A.	136 Valley Road
D	Rudolph	Sara	143 Highgate Street
	Seltzer	Lara	154 Hillcrest Road
U	Shah	Kalpana M.	168 Linden Street, Apt B
U	Slattery	Jean	12 Dunbarton Road
D	Smith	Debra	101 Pine Grove St
U	Smookler	Arlene	174 Pine Grove St
R	Story	Joan T.	28 Perry Drive
D	Taggart	Michael	14 Gibson Street
U	Tedoldi	M. Kathleen	68 High Street
R	Tedoldi	Betsy	68 High Street
U	Tedoldi	William J.	68 High Street
U	Tirrell	Joan M.	389 Manning Street
U	Toran	Sarah A.	945 Central Avenue
U	Toto	Cynthia E.	94 Gayland Road
U	Totten	Thomas	370 Central Avenue
U	Tucker	Marjorie	77 Lindbergh Avenue
U	Wade	Mackenzie	29 Thorpe Road
U	Wegner	Kenneth W.	27 Dartmouth Ave
U	Wegner	Ruth	27 Dartmouth Ave

Party	Last Name	First Name	St # Street Name
R	West	Alan R.	1098 Webster Street
R	West	Myra W.	1098 Webster Street
U	White	Gladys	1775 Central Ave
D	Woodward	Natalie S.	757 Highland Avenue 221N
U	Yanofsky	Helaine	111 High Rock Street
U	Zwible	Joan C.	700 Webster Street



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

MEETING DATE: 8/20/2013

Agenda Item	Public Hearing – New Officer/Director, Transfer of Stock, New Stockholder and Issuance of Stock: Bertucci’s Restaurant Corporation
Presenter(s)	Demakis Law Offices, PC

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<p>Bertucci’s Restaurant, 1257 Highland Avenue, has requested approval for a New Officer/Director, Issuance of Stock, New Stockholder and Transfer of Stock with regard to an alcoholic beverage restaurant license. This request affects 35 municipalities across the state where Bertucci’s Restaurants hold liquor licenses. The Alcoholic Beverage Control Commission (ABCC) has reviewed and accepted copies of the following documents and instruments: 1) Petition for Transfer of Ownership; 2) Personal Information Form; 3) Application; 4) Vote of the Board of Directors; and 5) Documents outlying the finances of the transaction. The ABCC has sent a letter requesting that the local licensing authority approve, sign and forward the Form 43 to them for approval.</p>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	<p><i>Suggested Motion:</i> That the Board vote to approve and sign Form 43 for a New Officer/Director, Issuance of Stock, New Stockholder and Transfer of Stock at Bertucci’s Restaurant, 1257 Highland Avenue and to forward this application to the ABCC for approval.</p>		
3.	BACK UP INFORMATION ATTACHED	YES	NO
	<ol style="list-style-type: none"> 1. Form 43 2. Petition for Transfer of Ownership 3. Application for Retail Alcoholic Beverage License 4. Applicant’s Statement 5. Personal Information Form 6. Letter dated 6/27/2013 from Demakus Law Offices 7. Letter dated 6/24/2013 from Alcoholic Beverages Control Commission 		



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

For Reconsideration

FORM 43
MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

077000015

Needham

ABCC License Number

City/Town

Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> New License | <input checked="" type="checkbox"/> New Officer/Director | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> Change Corporate Name |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Seasonal to Annual |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Alteration of Licensed Premises | <input checked="" type="checkbox"/> Transfer of Stock | <input type="checkbox"/> Change of License Type |
| <input type="checkbox"/> Cordials/Liqueurs Permit | <input checked="" type="checkbox"/> Issuance of Stock | <input checked="" type="checkbox"/> New Stockholder | <input type="checkbox"/> Other <input type="text"/> |
| <input type="checkbox"/> 6-Day to 7-Day License | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Wine & Malt to All Alcohol | |

Name of Licensee Bertucci's Restaurant Corp.

EIN of Licensee 04-2844750

D/B/A Bertucci's Brick Oven Ristorante

Manager Letiana Yin-Tate

ADDRESS: 1257 Highland Road

CITY/TOWN: Needham

STATE MA

ZIP CODE 02492

Annual

All Alcohol

Restaurant

Annual or Seasonal

Category: (All Alcohol- Wine & Malt Wine, Malt & Cordials)

Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Complete Description of Licensed Premises:

5968 square feet single story building with one entrance, one front egress and one rear exit.

Application Filed:

Date & Time

Advertised:

Date & Attach Publication

Abutters Notified: Yes No

Contact Person for Transaction Joseph H. Devlin, Esq./Demakis Law Offices

Phone: 781-595-3311 ext. 105

ADDRESS: 56 Central Avenue

CITY/TOWN: Lynn

STATE MA

ZIP CODE 01901

Remarks: EIN of Seller: n/a Pledge to:

The Local Licensing Authorities
 By:

Alcoholic Beverages Control Commission
 Ralph Sacramone
 Executive Director

ABCC Remarks:



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

PETITION FOR TRANSFER OF OWNERSHIP

002400063

Amherst

ABCC License Number

City/Town

The licensee Bertucci's Restaurant Corp. and the proposed transferee Bertucci's Restaurant Corp. respectfully petition the Licensing Authorities to approve the following transfer of ownership.

Is the PRESENT licensee a Corporation/LLC duly registered under the laws of the Commonwealth of Massachusetts?

Yes No If YES, please list the officers, directors and stockholders, their residences, and shares owned by each.

Name	Title	Address	Stock or % Owned
David G. Lloyd	CEO, President, Director	21 Garden Road, Wellesley, MA 02581	0%
Brian P. Connell	CFO, Treasurer, Secretary	3 Patriot Lane, Whitman, MA 02382	0%
Bryan K. Schwanke	Assistant Secretary	930 Union Street, Duxbury, MA 02332	0%
Bertucci's Inc.	Stockholder	155 Otis Street, Northborough, MA 01532	100%

Is the PROPOSED transferee a Corporation/LLC, duly registered under the laws of the Commonwealth of Massachusetts?

Yes No If YES, please list the officers, directors and stockholders, their residences, and shares owned by each.

TO: (Place an * before the name of each DIRECTOR/LLC Manager.)

Name	Title	Address	Stock or % Owned
William Thomas Freeman	CEO, President, Director	344 Long Cove Trail, Salem, SC 29676	0%
Brian P. Connell	CFO, Treasurer, Secretary	3 Patriot Lane, Whitman, MA 02382	0%
Bryan K. Schwanke	Assistant Secretary	930 Union Street, Duxbury, MA 02332	0%
Bertucci's Inc.	Stockholder	155 Otis Street, Northborough, MA 01532	100%
See Exhibit A for additional	structure.		

The above named proposed transferee hereby joins in this petition for transfer of said license.

SIGNATURE OF LAST-APPROVED LICENSEE:

[Signature]

(If a Corporation/LLC, by its authorized representative)

Date Signed

5/21/13

SIGNATURE OF PROPOSED TRANSFEREE:

[Signature]

APPLICATION FOR RETAIL ALCOHOLIC BEVERAGE LICENSE

City/Town

Needham

1. LICENSEE INFORMATION:

A. Legal Name/Entity of Applicant:(Corporation, LLC or Individual) Bertucci's Restaurant Corp.

B. Business Name (if different) : Bertucci's Brick Oven Ristorante

C. Manager of Record: Letiana Yin-Tate

D. ABCC License Number (for existing licenses only) : 077000015

E. Address of Licensed Premises: 1257 Highland Avenue

City/Town: Needham

State: MA

Zip: 02492

F. Business Phone: 781-449-3777

G. Cell Phone:

H. Email: swoodin@bertuccis.com

I. Website: www.bertuccis.com

J. Mailing address (if different from E.): 155 Otis Street

City/Town: Northborough

State: MA

Zip: 01532

2. TRANSACTION:

- New License New Officer/Director Transfer of Stock Issuance of Stock Pledge of Stock
 Transfer of License New Stockholder Management/Operating Agreement Pledge of License

The following transactions must be processed as new licenses:

- Seasonal to Annual (6) Day to (7)-Day License Wine & Malt to All Alcohol

IMPORTANT ATTACHMENTS (1): The applicant must attach a vote of the entity authorizing all requested transactions, including the appointment of a Manager of Record or principal representative.

3. TYPE OF LICENSE:

- §12 Restaurant §12 Hotel §12 Club §12 Veterans Club
 §12 General On-Premises §12 Tavern (No Sundays) §15 Package Store

4. LICENSE CATEGORY:

- All Alcoholic Beverages Wine & Malt Beverages Only Wine or Malt Only
 Wine & Malt Beverages with Cordials/Liqueurs Permit

5. LICENSE CLASS:

- Annual Seasonal

6. CONTACT PERSON CONCERNING THIS APPLICATION (ATTORNEY IF APPLICABLE)

NAME: Joseph H. Devlin, Esq.
ADDRESS: 56 Central Avenue
CITY/TOWN: Lynn STATE: MA ZIP CODE: 01901
CONTACT PHONE NUMBER: 781-595-3311 FAX NUMBER: 781-592-4990
EMAIL: jdevlin@demakislaw.com

7. DESCRIPTION OF PREMISES:

Please provide a complete description of the premises to be licensed. Please note that this must be identical to the description on the Form 43.

6678 square feet of space in a regional mall with one kitchen, one bar, 3 dining rooms. One main entrance and one rear exit.

Total Square Footage: 6678 (list: 5968) Number of Entrances: 1 Number of Exits: 1
Occupancy Number: 141 Seating Capacity: 130

IMPORTANT ATTACHMENTS (2): The applicant must attach a floor plan with dimensions and square footage for each floor & room.

8. OCCUPANCY OF PREMISES:

By what right does the applicant have possession and/or legal occupancy of the premises? Final Lease

IMPORTANT ATTACHMENTS (3): The applicant must submit a copy of the final lease or documents evidencing a legal right to occupy the premises.

Other:

Landlord is a(n): Please Select Other:

Name: Maloomian Properties Phone: (781) 444-8798

Address: 1329 Highland Avenue City/Town: Needham State: MA Zip: 02192

Initial Lease Term: Beginning Date 07/01/2002 Ending Date 06/30/2017

Renewal Term: 3 Options/Extensions at: 5 Years Each

Rent: \$185,688.00 Per Year Rent: \$15,474.00 Per Month

Do the terms of the lease or other arrangement require payments to the Landlord based on a percentage of the alcohol sales?
Yes No

IMPORTANT ATTACHMENTS(4):

- 1. If yes, the Landlord is deemed a person or entity with a financial or beneficial interest in this license. Each individual with an ownership interest with the Landlord must be disclosed in §10 and must submit a completed Personal Information Form attached to this application.
- 2. Entity formation documents for the Landlord entity must accompany the application to confirm the individuals disclosed.
- 3. If the principals of the applicant corporation or LLC have created a separate corporation or LLC to hold the real estate, the applicant must still provide a lease between the two entities.

9. LICENSE STRUCTURE:

The Applicant is a(n):

Other :

If the applicant is a Corporation or LLC, complete the following:

Date of Incorporation/Organization:

State of Incorporation/Organization:

Is the Corporation publicly traded? Yes No

10. INTERESTS IN THIS LICENSE:

List all individuals involved in the entity (e.g. corporate stockholders, directors, officers and LLC members and managers) and any person or entity with a direct or indirect, beneficial or financial interest in this license (e.g. landlord with a percentage rent based on alcohol sales).

IMPORTANT ATTACHMENTS (5):

A. All individuals or entities listed below are required to complete a Personal Information Form.

B. All shareholders, LLC members or other individuals with any ownership in this license must complete a COR1 Release Form.

Name	All Titles and Positions	Specific # of Stock or % Owned	Other Beneficial Interest
William Thomas Freeman	CEO, President, Director	None	
Brian P. Connell	CFO, Treasurer, Secretary	None	
Bryan K. Schwanke	Assistant Secretary	None	
Bertucci's Inc.	Stockholder	100%	
See Exhibit A for additional structure.			

*If additional space is needed, please use last page.

11. EXISTING INTEREST IN OTHER LICENSES:

Does any individual listed in §10 have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes No If yes, list said interest below:

Name	License Type	Licensee Name & Address
Bryan K. Schwanke	<input type="text" value="\$12 Restaurant"/>	Schwanke Bros. Inc., 789 Quincy Shore Dr., Wollaston, MA 02170
See Exhibit B	<input type="text" value="Please Select"/>	
	<input type="text" value="Please Select"/>	

*If additional space is needed, please use last page.

12. PREVIOUSLY HELD INTERESTS IN OTHER LICENSES:

Has any individual listed in §10 who has a direct or indirect beneficial interest in this license ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes No If yes, list said interest below:

Name	Licensee Name & Address	Date	Reason Terminated
See Exhibit C			Please Select
			Please Select
			Please Select

13. DISCLOSURE OF LICENSE DISCIPLINARY ACTION:

Have any of the disclosed licenses to sell alcoholic beverages listed in §11 and/or §12 ever been suspended, revoked or cancelled? Yes No If yes, list said interest below:

Date	License	Reason of Suspension, Revocation or Cancellation
See Exhibit C		

14. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR A (§15) PACKAGE STORE LICENSE ONLY :

A.) For Individual(s):

1. Are you a U.S. Citizen? Yes No
2. Are you a Massachusetts Residents? Yes No

B.) For Corporation(s) and LLC(s) :

1. Are all Directors/LLC Managers U.S. Citizens? Yes No
2. Are a majority of Directors/LLC Managers Massachusetts Residents? Yes No
3. Is the License Manager or Principal Representative a U.S. Citizen?

C.) Shareholder(s), Member(s), Director(s) and Officer(s):

- 1.. Are all Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old? Yes No

15. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR (§12) RESTAURANT, HOTEL, CLUB, GENERAL ON PREMISE, TAVERN, VETERANS CLUB LICENSE ONLY:

A.) For Individual(s):

1. Are you a U.S. Citizen? Yes No

B.) For Corporation(s) and LLC(s) :

1. Are a majority of Directors/LLC Managers **NOT** U.S. Citizen(s)? Yes No
2. Is the License Manager or Principal Representative a U.S. Citizen? Yes No

C.) Shareholder(s), Member(s), Director(s) and Officer(s):

- 1.. Are all Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old? Yes No

16. COSTS ASSOCIATED WITH LICENSE TRANSACTION:

A. Purchase Price for Real Property:	\$0.00
B. Purchase Price for Business Assets:	\$0.00
C. Costs of Renovations/Construction:	\$0.00
D. Initial Start-Up Costs:	\$0.00
E. Purchase Price for Inventory:	\$0.00
F. Other: (Specify)	\$7,631,714.52
G: TOTAL COST	\$7,631,714.52
H. TOTAL CASH	\$7,631,714.52
I. TOTAL AMOUNT FINANCED	\$0.00

IMPORTANT ATTACHMENTS (6): Submit any and all records, documents and affidavits including loan agreements that explain the source(s) of money for this transaction. Sources of cash must include a minimum of three (3) months of bank statements.

The amounts listed in subsections (H) and (I) must total the amount reflected in (G).

17. PROVIDE A DETAILED EXPLANATION OF THE FORM(S) AND SOURCE(S) OF FUNDING FOR THE COSTS IDENTIFIED IN §17 (INCLUDE LOANS, MORTGAGES, LINES OF CREDIT, NOTES, PERSONAL FUNDS, GIFTS):

The buyer is assuming all the existing debt and loan obligations of the company, totaling \$7,631,713.52, which is the actual purchase price for the transaction. However, to make the stock purchase transaction binding, the consideration for all the stock was set at \$1.00. See the debt assignment and assumption agreements included in the application package.

*If additional space is needed, please use last page.

18. LIST EACH LENDER AND LOAN AMOUNT(S) FROM WHICH "TOTAL AMOUNT FINANCED" NOTED IN SUB-SECTIONS 17(I) WILL DERIVE:

Name	Dollar Amount	Type of Financing

*If additional space is needed, please use last page.

B. Does any individual or entity listed in §19 as a source of financing have a direct or indirect, beneficial or financial interest in this license or any other license(s) granted under Chapter 138? Yes No

If yes, please describe:

19. PLEDGE: (i.e. COLLATERAL FOR A LOAN)

A.) Is the applicant seeking approval to pledge the license? Yes No

1. If yes, to whom:

2. Amount of Loan: 3. Interest Rate: 4. Length of Note:

5. Terms of Loan :

B.) If a corporation, is the applicant seeking approval to pledge any of the corporate stock? Yes No

1. If yes, to whom:

2. Number of Shares:

C.) Is the applicant pledging the inventory? Yes No

If yes, to whom:

IMPORTANT ATTACHMENTS (7): If you are applying for a pledge, submit the pledge agreement, the promissory note and a vote of the Corporation/LLC approving the pledge.

20. CONSTRUCTION OF PREMISES:

Are the premises being remodeled, redecorated or constructed in any way? If YES, please provide a description of the work being performed on the premises: Yes No

21. ANTICIPATED OPENING DATE:

**IF ALL OF THE INFORMATION AND
ATTACHMENTS ARE NOT COMPLETE
THE APPLICATION WILL BE
RETURNED**

APPLICANT'S STATEMENT

I, Brian P. Connell the sole proprietor; partner; corporate principal; LLC/LLP member

of Bertucci's Restaurant Corp., hereby submit this application for stock transfer (hereinafter the

"Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application Information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature:



Date:

5/21/13

Title:

CFO



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Bertucci's Restaurant Corp.	B. Business Name (dba)	Bertucci's Brick Oven Ristorante
C. Address	51 East Pleasant Street	D. ABCC License Number (If existing licensee)	002400063
E. City/Town	Amherst	State	MA Zip Code 01002
F. Phone Number of Premise	(413) 549-1900	G. EIN of License	04-2844750

2. PERSONAL INFORMATION:

A. Individual Name	William Thomas Freeman	B. Home Phone Number	(864) 412-2105
C. Address	344 Long Cove Trail		
D. City/Town	Salem	State	SC Zip Code 29676
E. Social Security Number	[REDACTED]	F. Date of Birth	01/04/1960
G. Place of Employment	Bertucci's Restaurant Corp.		

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime? Yes No

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

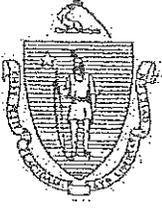
Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

I am the Chief Financial Officer, President, and Director of the applicant corporation.

IMPORTANT ATTACHMENTS (3): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.
 *If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature		Date	5/22/13
Title	CEO, President, Director (If Corporation/LLC Representative)		



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Bertucci's Restaurant Corp.	B. Business Name (dba)	Bertucci's Brick Oven Ristorante
C. Address	51 East Pleasant Street	D. ABCC License Number (If existing licensee)	002400063
E. City/Town	Amherst	State	MA
		Zip Code	01002
F. Phone Number of Premise	(413) 549-1900	G. EIN of License	04-2844750

2. PERSONAL INFORMATION:

A. Individual Name	Brian P. Connell	B. Home Phone Number	(781) 447-8353
C. Address	3 Patriot Lane		
D. City/Town	Whitman	State	MA
		Zip Code	02382
E. Social Security Number	[REDACTED]	F. Date of Birth	09/02/1958
G. Place of Employment	Bertucci's Restaurant Corp.		

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime? Yes No

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

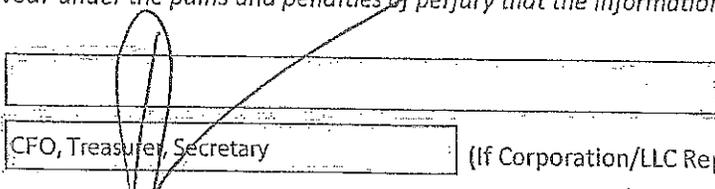
4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

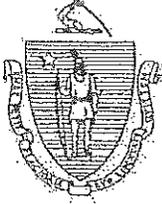
None. I am the Chief Financial Officer, Treasurer, and Secretary of the applicant corporation.

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.
 *If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature  Date 5/21/13

Title CFO, Treasurer, Secretary (If Corporation/LLC Representative)



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Bertucci's Restaurant Corp.	B. Business Name (dba)	Bertucci's Brick Oven Ristorante
C. Address	51 East Pleasant Street	D. ABCC License Number (If existing licensee)	002400063
E. City/Town	Amherst	State	MA Zip Code 01002
F. Phone Number of Premise	(413) 549-1900	G. EIN of License	04-2844750

2. PERSONAL INFORMATION:

A. Individual Name	Bryan K. Schwanke	B. Home Phone Number	(781) 837-7727
C. Address	930 Union Street		
D. City/Town	Duxbury	State	MA Zip Code 02332
E. Social Security Number	[REDACTED]	F. Date of Birth	11/12/1961
G. Place of Employment	Bertucci's Restaurant Corp.		

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime? Yes No

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

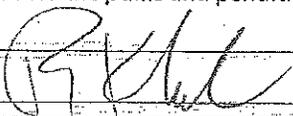
4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

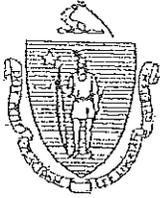
None. I am the Assistant Secretary of the applicant corporation.

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.
 *If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature:  Date: 5/21/13

Title: Assistant Secretary (If Corporation/LLC Representative)



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Bertucci's Restaurant Corp.	B. Business Name (dba)	Bertucci's Brick Oven Ristorante		
C. Address	51 East Pleasant Street	D. ABCC License Number (If existing licensee)	002400063		
E. City/Town	Amherst	State	MA	Zip Code	01002
F. Phone Number of Premise	(413) 549-1900	G. EIN of License	04-2844750		

2. PERSONAL INFORMATION:

A. Individual Name	Raehan Mustafa Qureshi	B. Home Phone Number	(415) 314-0587 (c)		
C. Address	320 N. Oakhurst Drive Apt. 107				
D. City/Town	Beverly Hills	State	CA	Zip Code	90210
E. Social Security Number	[REDACTED]	F. Date of Birth	05/06/1983		
G. Place of Employment	Bertucci's Holdings, LLC.				

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime? Yes No

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

I am an officer/manager of upper-tier ownership entities.

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.
*If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature		Date	6/4/13
Title		(If Corporation/LLC Representative)	

ACKNOWLEDGMENT

State of: California

County of: Los Angeles

On June 4, 2013, before me, Jessie Estrada, Notary Public
(name and title of the officer)

personally appeared Raehan M. Qureshi

who proved to me on the basis of satisfactory evidence to be the person (s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity (ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal



Jessie Estrada

Signature of Notary Public

(seal)



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee B. Business Name (dba)

C. Address D. ABCC License Number (If existing licensee)

E. City/Town State Zip Code

F. Phone Number of Premise G. EIN of License

2. PERSONAL INFORMATION:

A. Individual Name B. Home Phone Number

C. Address

D. City/Town State Zip Code

E. Social Security Number F. Date of Birth

G. Place of Employment

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime? Yes No

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.
 *If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature Date

Title (If Corporation/LLC Representative)

ACKNOWLEDGMENT

State of: California

County of: Los Angeles

On May 23, 2013, before me, Jessie Estrada, Notary Public
(name and title of the officer)

personally appeared Brian T. Stewart

who proved to me on the basis of satisfactory evidence to be the person (s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity (ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

Jessie Estrada

Signature of Notary Public



(seal)



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Bertucci's Restaurant Corp.	B. Business Name (dba)	Bertucci's Brick Oven Ristorante
C. Address	51 East Pleasant Street	D. ABCC License Number (If existing licensee)	002400063
E. City/Town	Amherst	State	MA
		Zip Code	01002
F. Phone Number of Premise	(413) 549-1900	G. EIN of License	04-2844750

2. PERSONAL INFORMATION:

A. Individual Name	Terrance Arthur Smith	B. Home Phone Number	(239) 848-5633
C. Address	12626 Grandezza Circle		
D. City/Town	Estero	State	FL
		Zip Code	33928
E. Social Security Number	[REDACTED]	F. Date of Birth	03/09/1946
G. Place of Employment	Bertucci's Holdings, LLC		

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime? Yes No

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

I am a Director and Manager of upper-tier ownership entities.

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.
 *If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature Terrance Arthur Smith Date 5/31/13
 Title Manager/Director (If Corporation/LLC Representative)



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Bertucci's Restaurant Corp.	B. Business Name (dba)	Bertucci's Brick Oven Ristorante
C. Address	51 East Pleasant Street	D. ABCC License Number (If existing licensee)	002400063
E. City/Town	Amherst	State	MA
		Zip Code	01002
F. Phone Number of Premise	(413) 549-1900	G. EIN of License	04-2844750

2. PERSONAL INFORMATION:

A. Individual Name	Christopher Paul Elliott	B. Home Phone Number	
C. Address	1906 Floresta View Drive		
D. City/Town	Tampa	State	FL
		Zip Code	33618
E. Social Security Number	[REDACTED]	F. Date of Birth	04/02/1954
G. Place of Employment	Bertucci's Holdings, LLC.		

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime? Yes No

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

I am a director and manager of upper-tier ownership entities.

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.
 *If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate.

Signature: Christopher P. Elliott Date: May 31st 2013
 Title: Manager/Director (If Corporation/LLC Representative)

DEMAKIS LAW OFFICES, P. C.

GREGORY C. DEMAKIS
THOMAS C. DEMAKIS

SANDOR RABKIN
JOSEPH H. DEVLIN*
*Also Admitted in N.H.

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

2013 JUL -1 A 9:05

56 CENTRAL AVENUE
NEEDHAM, MASSACHUSETTS 01901

TEL. (781) 595-3311
FAX (781) 592-4990
www.demakislaw.com

June 27, 2013

Selectman's Office
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

Re: Application of Bertucci's Restaurant Corp. – change of officer and director, stock transfer and stock issuance with regard to 41 Massachusetts locations with alcoholic beverages licenses

Dear Sir or Madam:

Per the letter you have received from the Massachusetts Alcoholic Beverages Commission (the "ABCC"), a copy of which is also enclosed, Bertucci's Restaurant Corp. (the "Licensee") has applied for a change of officer and director, and stock transfer and issuance, relative to their Massachusetts locations, as a result of a change in ownership in upper-tier entities. The transaction involves both of the parent company's restaurant concepts ("Bertucci's" and "Zovens"), and includes over 90 restaurants in ten states. The transaction will not result in any change to the manager, operation or physical structure of the individual restaurant in your municipality, other than in the normal course of business, and the company has endeavored to make sure all manager changes were heard prior to this application.

With regard to the liquor licenses in Massachusetts, the Licensee submitted the applications to the ABCC through the "Inverted Approval Process", and the ABCC has reviewed and investigated the applications and found that the transactions requested are in compliance with M.G.L. Chapter 138. Per the letter sent by the ABCC, you will not be required to send back any other forms, documents or information in connection with the application other than the Form 43 and advertisement from your community. PLEASE NOTE: public notice via a newspaper advertisement is required, and the ABCC will need to receive a copy of the advertisement and the approved Form 43 from your community.

Enclosed please find the following documents relative to the transaction for your records:

1. Letter from Ralph Sacramone, Executive Director of the Alcohol Beverage Control Commission (the "ABCC").
2. Monetary Transmittal Form and copy of filing fee.
3. Form 43 (for reference or use).
4. Petition for Transfer of Ownership.
4. Retail alcoholic beverages application.
5. Personal Information Forms of officers and directors (and copies of any manager changes which may have been recently submitted to you) .
6. Exhibit Package.

We would appreciate you putting this on your next available meeting schedule. We will be calling shortly hereafter to follow-up and see if you need us to attend the meeting, though we are anticipating from past experience that many communities will not.

We look forward to speaking and working with you again. If you should have any questions with regard to this application, please feel free to call Mariel Cabot or Doreen Marquis at extensions 100 and 111, respectively.

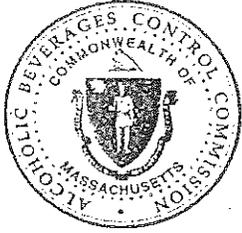
Thank you very much for your time and cooperation.

Very truly yours,



Joseph H. Devlin

JHD/mc
Enclosures



The Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
Boston, Massachusetts 02114

Steven Grossman
Treasurer and Receiver General

Kim J. Gainsboro, Esq.
Chairman

June 24, 2011

LOCAL BOARDS

Amherst, Andover, Beverly, Boston, Braintree, Brockton, Cambridge, Canton, Chelmsford, Framingham, Hingham, Holliston, Lexington, Longmeadow, Mansfield, Marlboro, Medford, Needham, Newton, North Andover, North Attleboro, Norwood, Peabody, Plymouth, Randolph, Reading, Shrewsbury, Swampscott, Taunton, Waltham, Watland, Wellesley, Westboro, West Springfield, and Woburn

The Commission has received a request from Bertucci's Restaurant Corp. for a New Officer / Director and Transfer of Stock as will a New Stockholder with Issuance of Stock in the above-noted cities and towns.

Due to the magnitude of these transactions, the Commission has received the information and documents provided by the licensee. The review was to determine whether the contemplated transaction is consistent with the provisions of M.G.L. c. 138. Based upon our review, we are satisfied that the transaction is consistent with the purposes of the law and would not result in the individual corporate licenses being deemed to be out of compliance with the applicable statute. Accordingly, this letter sets forth our recommended procedure for the processing of these applications.

Arrangements have been made for the Corporation to pay all of the \$200 application fees directly to the Commission. Therefore, no fee needs to be collected.

The Commission has reviewed and accepted copies of the following documents and instruments:

1. Petition for Transfer of Ownership
2. Personal Information From
3. Application
4. Vote of the Board of Directors
5. Documents outlying the finances of the transaction

Where there will be no change of existing managers, the Commission will not require that a Manager Form be completed, nor will the Commission require background information on the managers as such information should already be on file.

The applicant will contact you directly for processing the application. Please forward to the Commission the Form 43. The Commission will require no other forms, documents or information in connection with these applications. Should you or your town/city solicitor have any questions or require information or assistance, please contact Investigator Jack Carey at (617) 727-3040, extension 736.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ralph Sacramone', with a long horizontal flourish extending to the right.

Ralph Sacramone
Executive Director

Cc: Ted Mahony, Chief Investigator
Pat Krueger, Licensing Coordinator
Gregory C. Demakis, Esq.
Joseph H. Devlin, Esq.



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

MEETING DATE: 8/20/2013

Agenda Item	Appointment of School Committee Member
Presenter(s)	Joint Meeting with the Needham School Committee

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>A subcommittee of the Board of Selectmen and School Committee interviewed nine candidates for the current vacancy and recommends three candidates for interview:</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p><i>Suggested Motion:</i> That the Board of Selectmen and Needham School Committee vote to appoint _____ to fill the vacancy on the Committee through April 8, 2014.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<ul style="list-style-type: none"> a. Notice of Vacancy from the Town Clerk dated June 28, 2013 b. Resumes for candidates c. Appointment slip 			



Theodora K. Eaton, MMC
Town Clerk

TOWN OF NEEDHAM

Office of the Town Clerk

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7500 x216

Fax (781) 449-1246

Email: teaton@town.needham.ma.us

RECEIVED
TOWN OF NEEDHAM
OFFICE OF SELECTMEN
2013 JUL -3 P 3:26

June 28, 2013

Board of Selectmen and
School Committee
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Members of the Board of Selectmen and School Committee:

I have received a letter of resignation from School Committee member Marianne B. Cooley effective June 28, 2013.

Once again, I would like to outline the methodology for filling a vacancy on an elected board under Massachusetts General Laws Chapter 41, Section 11, Subsection 81A:

“The remaining members (School Committee) write to the Selectmen, within one month of the vacancy, informing them of the vacancy. Then, the Selectmen, with the remaining members of the School Committee, after one week’s public notice, fill the vacancy by roll call vote. If the remaining members do not inform the Selectmen within one month, the Selectmen fill the vacancy by themselves. In either case, a majority vote of all the officials eligible to vote is required to select a replacement. Whoever is selected must be a registered voter in the town and perform the duties of the office until the next Annual Town Election or until another person is qualified.”

If you have any questions, please don’t hesitate to contact me.

Sincerely,

Theodora K. Eaton, MMC,
Town Clerk

Cc: Kate Fitzpatrick, Town Manager
Dan Gutekanst, Supt of Schools



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

MEETING DATE: 8/20/2013

Agenda Item	Public Hearing – NSTAR Petition for Ardmore Road
Presenter(s)	Maureen Carroll, NSTAR

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>NSTAR requests permission to install approximately 9 feet of conduit at Pole 328/1 on Ardmore Road, Needham. This work is necessary to provide underground electric service for a new house at 8 Ardmore Road, Needham.</p> <p>The Department of Public Works has approved this petition, based on NSTAR's commitment to adhere to regulation that 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.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p>Suggested Motion: Move that the Board of Selectmen approve and sign petition from NSTAR to install approximately 9 feet of conduit at Pole 328/1 on Ardmore Road, Needham. This work is necessary to provide underground electric service for a new house at 8 Ardmore Road, Needham.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>(Describe backup below)</p> <ul style="list-style-type: none"> a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters 			



200 Calvary Street
Waltham, Massachusetts 02453

July 11, 2013

Board of Selectmen
Town Hall
1471 Highland Ave
Needham, MA 02192

RE: ^{#8} Ardmore Road
Needham, MA
W.O. #1945175

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR Electric Company for the purpose of obtaining a Grant of Location to install approximately 9'± feet of conduit at pole 328/1 on Ardmore Road, Needham.

This work is necessary to provide underground electric service for New home @ #8 Ardmore Road.

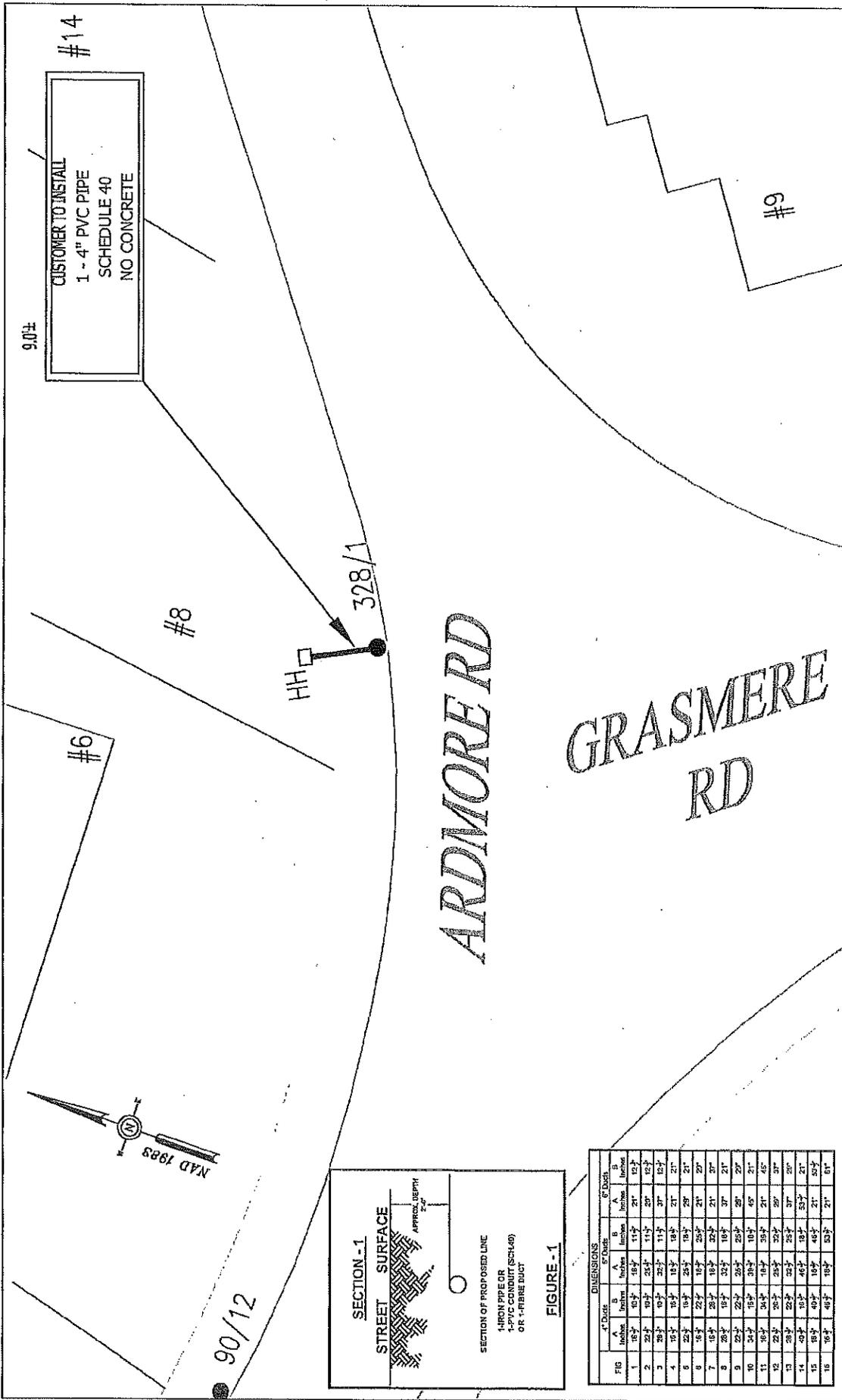
Your prompt attention to this matter is appreciated. If you have any questions please call Maureen Carroll at (617) 369-6421.

Sincerely,

William D. Lemos-Supervisor
Rights & Permits

WDL/aw
Attachments

OK to
power
TMM - Engr.
8/1/13
OK R.P. O'Donnell
PPW 8/2/13



CUSTOMER TO INSTALL
1 - 4" PVC PIPE
SCHEDULE 40
NO CONCRETE

9.0'±

#14

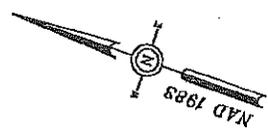
#8

328/1

#9

ARDMORE RD

GRASMERE RD



90/12

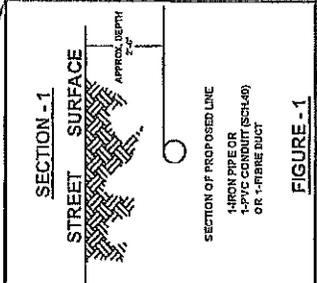
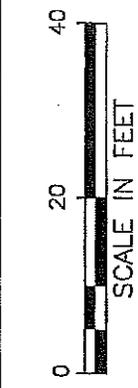


FIGURE - 1

FIG	DIMENSIONS			
	4" Dia	6" Dia	6" Dia	6" Dia
	A Inches	B Inches	A Inches	B Inches
1	16.5"	10.5"	11.5"	21"
2	22.5"	10.5"	11.5"	21"
3	28.5"	10.5"	11.5"	21"
4	34.5"	10.5"	11.5"	21"
5	40.5"	10.5"	11.5"	21"
6	46.5"	10.5"	11.5"	21"
7	52.5"	10.5"	11.5"	21"
8	58.5"	10.5"	11.5"	21"
9	64.5"	10.5"	11.5"	21"
10	70.5"	10.5"	11.5"	21"
11	76.5"	10.5"	11.5"	21"
12	82.5"	10.5"	11.5"	21"
13	88.5"	10.5"	11.5"	21"
14	94.5"	10.5"	11.5"	21"
15	100.5"	10.5"	11.5"	21"
16	106.5"	10.5"	11.5"	21"



SCALE IN FEET

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP YOU AGREE THAT NO WARRANTY OF ANY KIND IS MADE BY THE ENGINEER, NEITHER THE ENGINEER, NEITHER NSTAR ELECTRIC & GAS CORPORATION NOR ITS AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT. TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD NSTAR ELECTRIC & GAS CORPORATION HARMLESS FROM ANY SUCH LOSS OR INJURY. THE INFORMATION DOES NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE, AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO ADAPT THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES

C#	Ward #
Work Order # 1945175	
Surveyed by: N/A	
Research by: SC	
Plotted by: JM	
Proposed Structures: PDM	
Approved: A DEBENEDICTIS	
Scale 1"=20'	Date 7/3/2013
	1 of 1

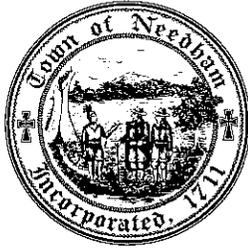


A Northstar Utilities Company
1100 MASSACHUSETTS AVE. DORCHESTER, MASS. 02122

Plan of ARDMORE ROAD, NEEDHAM

@ GRASMERE ROAD

Showing PROPOSED CONDUIT LOCATION



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on August 20, 2013** upon petition of NSTAR dated **July 11, 2013** to install approximately 9 feet of conduit at Pole 328/1 on Ardmore Road, Needham. This work is necessary to provide underground electric service for a new home at 8 Ardmore Road, Needham. A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact NSTAR representative, Maureen Carroll at 617-369-6421.

Daniel P. Matthews
John A. Bulian
Maurice P. Handel
Matthew D. Borrelli
Marianne Cooley

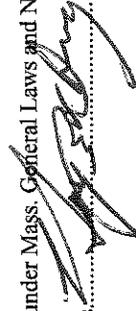
BOARD OF SELECTMEN

Dated: August 5, 2013

8 ARDMORE RD

<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>
199/106.0-0028-0000.0	2	ARDMORE RD	MELTON, GREGORY N. & MELTON, MARY L.	2 ARDMORE RD	NEEDHAM HTS	MA	02494
199/106.0-0029-0000.0	0	ARDMORE RD	BERMAN, ARTHUR E.	94 HUNNEWELL ST	WELLESLEY	MA	02482
199/106.0-0030-0000.0	6	ARDMORE RD	SNYDER, MARK D. + OLSHEVER, DEBRA N.	6 ARDMORE ROAD	NEEDHAM	MA	02494
199/106.0-0031-0000.0	8	ARDMORE RD	GOLDBERG, SYLVIA R. C/O LENHART RYAN	8 ARDMORE RD	NEEDHAM HTS	MA	02494
199/106.0-0032-0000.0	14	ARDMORE RD	KEENE, JOHN J. JR. & KEENE, DEBORAH J.	14 ARDMORE RD	NEEDHAM	MA	02494
199/106.0-0050-0000.0	9	ARDMORE RD	SHAPIRO, STEVEN L. & SHAPIRO, MARIE MOORE	9 ARDMORE RD	NEEDHAM HTS	MA	02494
199/107.0-0034-0000.0	8	HUNNEWELL ST	MEINCKE, WILLIAM J. & MEINCKE, RUTH C.	8 HUNNEWELL ST	NEEDHAM HTS	MA	02494
199/107.0-0056-0000.0	7	ARDMORE RD	GOLD, STEVEN B. & GOLD, PAMELA J.	7 ARDMORE ROAD	NEEDHAM	MA	02494

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





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

MEETING DATE: 8/20/2013

Agenda Item	Public Hearing – NSTAR Petition for Hunting Road
Presenter(s)	Maureen Carroll, NSTAR

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

NSTAR requests permission to relocate one (1) new pole 84/1 Hunting Road, Needham. This work is being done in conjunction with the Mass DOT reconstruction of the Kendrick Street Bridge which runs over and across Route 128.

The Department of Public Works has approved this petition, based on NSTAR's commitment to adhere to regulation that **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.**

2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
-----------	--	------------	-----------

Suggested Motion:

Move that the Board of Selectmen approve and sign petition from NSTAR to relocate one (1) new pole 84/1 Hunting Road, Needham. This work is being done in conjunction with the Mass DOT reconstruction of the Kendrick Street Bridge which runs over and across Route 128.

3.	BACK UP INFORMATION ATTACHED	YES	NO
-----------	-------------------------------------	------------	-----------

(Describe backup below)

- a. Letter of Application
- b. Petition
- c. Order
- d. Petition Plan
- e. Notice Sent to Abutters
- f. List of Abutters



200 Calvary Street
Waltham, Massachusetts 02453

July 3, 2013

Board of Selectmen
Town Hall
1471 Highland Ave
Needham, MA 02192

#304
RE: Hunting Road
Needham, MA
W.O. #1904204

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR Electric Company for the purpose of obtaining a Grant of Location to relocate one (1) new pole 84/1 Hunting Road, Needham.

This work is being done in conjunction with the Mass DOT reconstruction of the Kendrick Street Bridge which runs over and across Route 128.

If you have any further questions, contact Maureen Carroll @ (617) 369-6421.
Your prompt attention to this matter would be greatly appreciated.

Sincerely,

William D. Lemos, Supervisor
Rights & Permits

WDL/amw
Attachments

OK to proceed
TJM, enge.
8/1/13
OK R.P. Lemos
DPW 8/2/13

**PETITION OF NSTAR ELECTRIC COMPANY
FOR ALTERATION OF LOCATION FOR EXISTING POLES**

Town of **NEEDHAM**, Massachusetts

Respectfully represent **NSTAR ELECTRIC COMPANY** subject to Chapter 166 of the General Laws (Ter. Ed.), that they have heretofore received a grant of joint or identical location for, and have erected or constructed, a line consisting of wires, poles and such other fixtures as may be necessary to sustain or protect the wires of the line, upon, along and across the public way or ways hereinafter specified, and that it is desirable that the location of certain of said poles be altered.

WHEREFORE, your petitioners pray that after due notice and hearing as provided by law the Board of Selectmen may by Order grant an alteration in the location of said existing poles so that hereafter said poles, together with such other fixtures as may be necessary to sustain or protect the wires of the line, shall be located, substantially as shown on the plan made by **A. Debeneditis**, Revised **June 25, 2013**, and filed herewith upon, along and across the following public way or ways of said Town:

Hunting Road - Easterly side approximately 55' feet northwest of Greendale Ave

Install One (1) new pole 84/1

(WO. 1904204)

Your petitioner agrees to reserve space for one crossarm at a suitable point on each of said poles for the telephone, fire and police signal wires owned by the Town and used for municipal purposes.

NSTAR ELECTRIC COMPANY

By 
William D. Lemos, Supervisor
Rights & Permits

Dated this 3rd day July 2013

Town of **NEEDHAM**, Massachusetts.

Received and filed _____

NEEDHAM Board of Selectmen

BECo Form X5424 (518-14A)

S:\SHARED\CHARGE\BASELINES\NEE\KENDRICK.dwg

#296

#304

(OLD)
NSTAR
84/1

#342

JO/TEL
91/29

(NEW)
NSTAR
84/1

PROPERTY LINE

70'

EDGE OF ROAD

79'

HUNTING RD

JO/TEL
24/41

GREENDALE AVE

0 20 40

SCALE IN FEET

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC & GAS CORPORATION NOR ITS AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT. TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION HEREON TO WAIVE ANY SUCH LOSS OR INJURY. THE INFORMATION DOES NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE, AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSIGNED FOR THE ACCURACY OF THE INFORMATION. OTHER EXPRESSED OR IMPLIED WARRANTIES ARE HEREBY EXPRESSLY WAIVED. INFORMATION OR USE OF THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

Proposed pole locations shown thus	⊕
Pole locations to be abandoned, shown thus	○
Proposed Anchor Guy shown thus	—
Proposed Hip Guy shown thus	—
Proposed Underground location shown thus	—
Proposed Push Brace shown thus	⊕
Existing Pole location shown thus	●

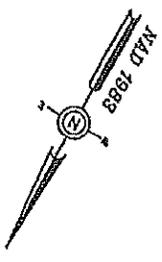
C#	
Ward #	
Work Order #	1904204
Surveyed by:	LM/MR
Research by:	SC
Plotted by:	JMF
Proposed Structures:	NA
Approved:	A DEBENEDICTIS
P#	



A Northeast Utilities Company
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Plan of HUNTING RD, NEEDHAM

Showing PROPOSED POLE RELOCATION

Scale 1"=20'
SHEET 1 of 1
Date JUNE 12, 2013
REVISED 6/25/13





NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on August 20, 2013** upon petition of NSTAR dated **July 3, 2013** to relocate one (1) new pole 84/1 Hunting Road, Needham. This work is being done in conjunction with the Mass DOT reconstruction of the Kendrick Street Bridge which runs over and across Route 128. A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact NSTAR representative, Maureen Carroll at 617-369-6421.

Daniel P. Matthews
John A. Bulian
Maurice P. Handel
Matthew D. Borrelli
Marianne Cooley

BOARD OF SELECTMEN

Dated: August 5, 2013

304 HUNTING 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>OWNER ZIP</u>
199/058.0-0004-0000.0	342	GREENDALE AVE	GETZEK, KRISTOPHER D & GETZIK, ERIKA M	342 GREENDALE AVE	NEEDHAM	02494
199/058.0-0005-0000.0	343	GREENDALE AVE	RANI, PRAMILA & AGRAWAL, ADITYA	343 GREENDALE AVE	NEEDHAM	02494
199/058.0-0006-0000.0	351	GREENDALE AVE	PORRECA, PATRICIA E TR & PORRECA, PONALD P. TR.	351 GREENDALE AVE	NEEDHAM HTS	02494
199/058.0-0017-0000.0	337	GREENDALE AVE	KEYES, WALTER F & KEYES, MARY ANN	337 GREENDALE AVE	NEEDHAM HTS	02494
199/058.0-0018-0000.0	304	HUNTING RD	IMMEDIATO, CLAIRE-SHERRY	P O BOX 824	NEEDHAM HTS	02494
199/058.0-0019-0000.0	296	HUNTING RD	WHITE, PHYLLIS L.	296 HUNTING RD	NEEDHAM HTS	02494
199/058.0-0031-0000.0	324	GREENDALE AVE	CONNOLLY, TIMOTHY P. & CONNOLLY, DEBORAH E.	324 GREENDALE AVE	NEEDHAM	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**

MEETING DATE: 8/20/2013

Agenda Item	Public Hearing – COMCAST for Kendrick Street
Presenter(s)	David Cavanaugh, COMCAST Project Coordinator

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<p>COMCAST requests permission to extend a 24ct indoor/outdoor rated fiber cable from riser pole #35/25 located on Kendrick Street, located approximately 2,750 feet SE of 80 B Street, cross northerly over Kendrick Street towards the corner of 3rd Avenue, continue around the corner and cross 3rd Avenue to the west side of the road and continue north on 3rd Avenue on the west side of the road towards the intersection of B street, turn west for an additional 855 feet and turn north crossing B street and continue onto property at the new Residence Inn located on B Street. COMCAST will install several flush mount vaults along the route. This work is necessary to extend COMCAST services to the new Residence Inn. The installation of the vaults along the route is to provide future COMCAST service to area businesses.</p> <p>The Department of Public Works has approved this petition, based on NSTAR's commitment to adhere to regulation that 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.</p>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	<p>Suggested Motion: Move that the Board of Selectmen approve and sign petition from NSTAR to extend a 24ct indoor/outdoor rated fiber cable from riser pole #35/25 located on Kendrick Street, located approximately 2,750 feet SE of 80 B Street, cross northerly over Kendrick Street towards the corner of 3rd Avenue, continue around the corner and cross 3rd Avenue to the west side of the road and continue north on 3rd Avenue on the west side of the road towards the intersection of B street, turn west for an additional 855 feet and turn north crossing B street and continue onto property at the new Residence Inn located on B Street. COMCAST will install several flush mount vaults along the route. This work is necessary to extend COMCAST services to the new Residence Inn. The installation of the vaults along the route is to provide future COMCAST service to area businesses. A public hearing is required and abutters should be notified.</p>		
3.	BACK UP INFORMATION ATTACHED	YES	NO
	<p>(Describe backup below)</p> <ul style="list-style-type: none"> a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters 		

David Cavanaugh
Contract Project Coordinator



Comcast Cable Communications, Inc
Cell: 603.276.0381
david_cavanaugh@cable.comcast.com

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

2013 AUG -2 P 2:30

Petition for Conduit Location -- 80 B St.

To the Town of Needham Board of Selectmen, Needham Massachusetts

Comcast of New England request permission to lay and maintain underground conduits and vaults with wires, cable and fiber to be placed therein, under the surface of the following public way or private ways:

Comcast proposes to extend a 24ct indoor /outdoor rated fiber cable from the existing Riser Pole (The Riser) P# 35/25 located on Kendrick Street located approximately 2,750ft southeast of 80 B Street (The Property). Comcast will dig a 12" wide X 24" deep trench from the Riser heading 265ft west and cross northerly over Kendrick Street towards the corner of 3rd Ave, continue 140ft around the corner of 3rd Ave and cross 3rd Ave to the west side of the road. The trench will continue north on 3rd Ave on the west side of the road 1200ft towards the intersection of B Street, turn west for an additional 855ft and turn north crossing B Street and continue onto customers property towards the customer provided vault located on the west side of the property 65ft. One (1) 4" conduit will be installed into the trench by Comcast and the trench will be backfilled and restored to original condition using commercially reasonable materials and efforts and in compliance with town of Needham requirements. Mirra Company Inc will be the contractor performing the work and will post bond with the town accordingly. (TMP) Traffic management plan will be the usage of Needham Police Detail officers.

Also for permission to lay and maintain underground conduits, manholes, vaults, cables fiber optic communication lines in the above or intersecting public ways for purposes of making connections with such poles and buildings as it desire for distributing purposes.

Plan Marked: 2013-311-342 Date: 8/1/2013

Showing location of conduit to be constructed is filed herewith.

Comcast of New England

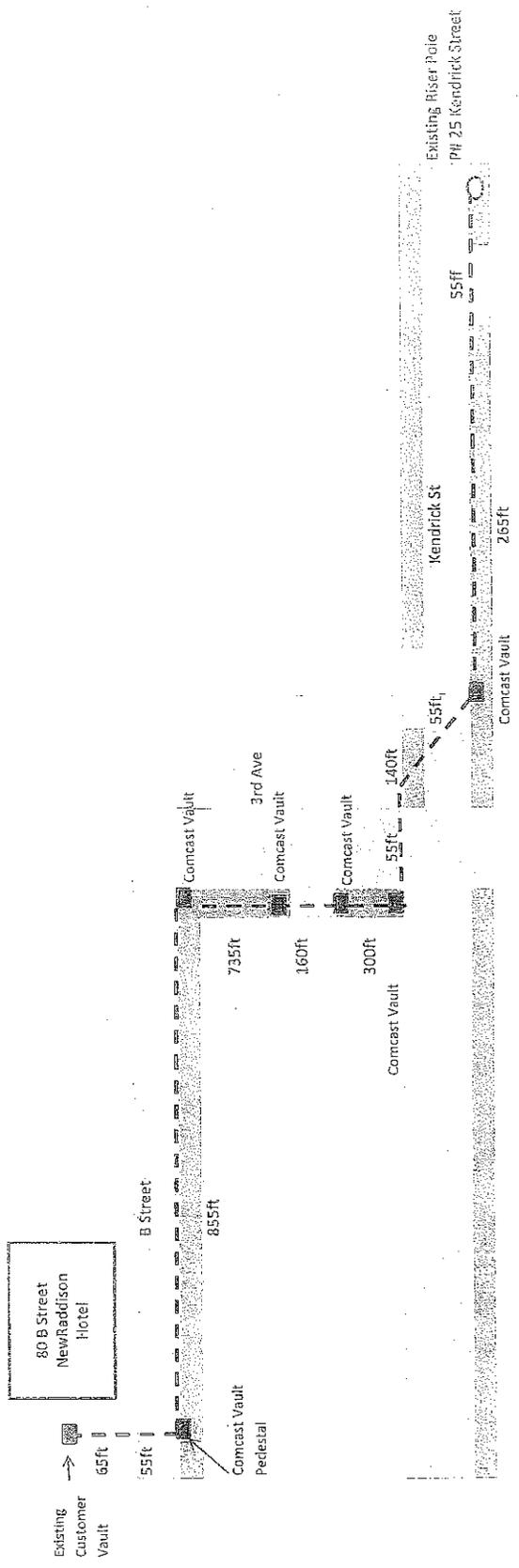
By David A Cavanaugh

Title Contract Project Coordinator

OK to Proceed
TMP, Eng.
8/12/13
DPW Director

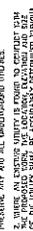
Proposes Scope of work to extend Comcast services to 80 B Street, Needham Ma

Comcast proposes to extend a 24ct indoor /outdoor rated fiber cable from the existing Riser Pole (The Riser) P# 35/25 located on Kendrick Street located approximately 2,750ft southeast of 80 B Street (The Property). Comcast will dig a 12" wide X 24" deep trench from the Riser heading 265ft west and cross northerly over Kendrick Street towards the corner of 3rd Ave, continue 140ft around the corner of 3rd Ave and cross 3rd Ave to the west side of the road. The trench will continue north on 3rd Ave on the west side of the road 1200ft towards the intersection of B Street, turn west for an additional 855ft and turn north crossing B Street and continue onto customers property towards the customer provided vault located on the west side of the property 65ft. One (1) 4" conduit will be installed into the trench by Comcast and the trench will be backfilled and restored to original condition using commercially reasonable materials and efforts. Comcast will install several flush mount vaults along the route. Comcast will pull the fiber cable through the newly installed conduit and enter the property via the existing customer provided 4" conduit into the first floor Demark Room (Currently under construction). Comcast will mount a 1RU FDP into an assumed customer provided rack (Not Yet Constructed) Comcast will splice, terminate and test the fiber accordingly..

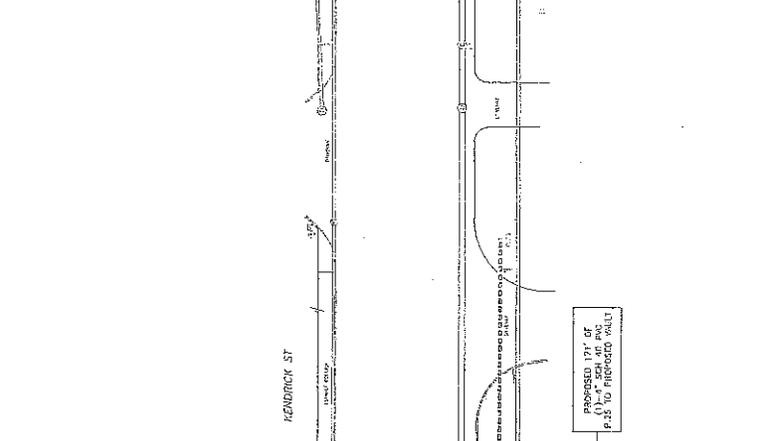


GENERAL NOTES:

1. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE INDICATED BY THE DASHED LINES. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES BY EXCAVATION PRIOR TO BEGINNING WORK. ALL UTILITIES SHOULD BE MARKED BY THE CONTRACTOR WITH RED SPRAY PAINT AND ALL UNDERGROUND UTILITIES SHOULD BE MARKED WITH RED SPRAY PAINT.
2. WHEN AN EXISTING UTILITY IS FOUND TO BE IN CONFLICT WITH THE PROPOSED WORK, THE CONTRACTOR SHALL NOTIFY THE UTILITY OWNER AND THE ENGINEER PRIOR TO BEGINNING WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS AND AGREEMENTS FROM THE UTILITY OWNERS FOR THE RELOCATION OR PROTECTION OF ALL UTILITIES.
3. THE CONTRACTOR SHALL MAINTAIN A SEPARATION OF 18 INCHES BETWEEN EXISTING UNDERGROUND UTILITIES AND THE PROPOSED WORK.
4. ALL EXCAVATIONS SHALL BE PROTECTED BY SHIELDING AND BRACING TO PREVENT COLLAPSE. ALL EXCAVATIONS SHALL BE PROTECTED BY SHIELDING AND BRACING TO PREVENT COLLAPSE.
5. THE CONTRACTOR SHALL NOT REMOVE PUBLIC UTILITY SIGNS.
6. THE CONTRACTOR SHALL MAINTAIN THE ORIGINAL SURFACE OF THE GROUND AT ALL TIMES.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RAINFALL DRAINAGE AND EROSION CONTROL MEASURES. ALL EXCAVATIONS SHALL BE PROTECTED BY SHIELDING AND BRACING TO PREVENT COLLAPSE.
8. OTHER EXISTING UTILITIES (ELECTRIC, TELEPHONE, GAS, WATER, SINK, AND SEWER) SHALL BE PROTECTED BY SHIELDING AND BRACING TO PREVENT COLLAPSE.
9. THE CONTRACTOR SHALL MAINTAIN THE ORIGINAL SURFACE OF THE GROUND AT ALL TIMES.
10. THE CONTRACTOR SHALL DEPOSE ALL EXCAVATED MATERIALS IN A MANNER THAT DOES NOT OBSTRUCT TRAFFIC OR VIOLATE ANY CITY, STATE, OR FEDERAL REGULATIONS.
11. THE CONTRACTOR SHALL MAINTAIN THE ORIGINAL SURFACE OF THE GROUND AT ALL TIMES.
12. THE CONTRACTOR SHALL REPLACE ALL EXCAVATED MATERIALS IN A MANNER THAT DOES NOT OBSTRUCT TRAFFIC OR VIOLATE ANY CITY, STATE, OR FEDERAL REGULATIONS.



PROPOSED 17" OF P-25 TO PROPOSED WALL



5 SET SHEET 2

LEGEND

1	ELECTRIC CABLE	2	SEWER LINE
3	WATER PIPE	4	SEWER MANHOLE
5	WATER MANHOLE	6	SEWER MANHOLE
7	SEWER MANHOLE	8	SEWER MANHOLE
9	SEWER MANHOLE	10	SEWER MANHOLE
11	SEWER MANHOLE	12	SEWER MANHOLE
13	SEWER MANHOLE	14	SEWER MANHOLE
15	SEWER MANHOLE	16	SEWER MANHOLE
17	SEWER MANHOLE	18	SEWER MANHOLE
19	SEWER MANHOLE	20	SEWER MANHOLE
21	SEWER MANHOLE	22	SEWER MANHOLE
23	SEWER MANHOLE	24	SEWER MANHOLE
25	SEWER MANHOLE	26	SEWER MANHOLE
27	SEWER MANHOLE	28	SEWER MANHOLE
29	SEWER MANHOLE	30	SEWER MANHOLE
31	SEWER MANHOLE	32	SEWER MANHOLE
33	SEWER MANHOLE	34	SEWER MANHOLE
35	SEWER MANHOLE	36	SEWER MANHOLE
37	SEWER MANHOLE	38	SEWER MANHOLE
39	SEWER MANHOLE	40	SEWER MANHOLE
41	SEWER MANHOLE	42	SEWER MANHOLE
43	SEWER MANHOLE	44	SEWER MANHOLE
45	SEWER MANHOLE	46	SEWER MANHOLE
47	SEWER MANHOLE	48	SEWER MANHOLE
49	SEWER MANHOLE	50	SEWER MANHOLE
51	SEWER MANHOLE	52	SEWER MANHOLE
53	SEWER MANHOLE	54	SEWER MANHOLE
55	SEWER MANHOLE	56	SEWER MANHOLE
57	SEWER MANHOLE	58	SEWER MANHOLE
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1" = 20 FEET

0 20 40 60 80

ALL UTILITY AS-BUILT PLANS REQUESTED ON OR BEFORE 07/27/23
ELECTRIC, WATER (MENDOCINO), SEWER (SRO) NOT RECEIVED AT TIME OF PLAN ISSUE

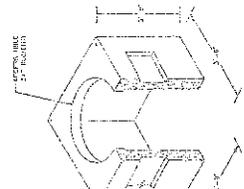
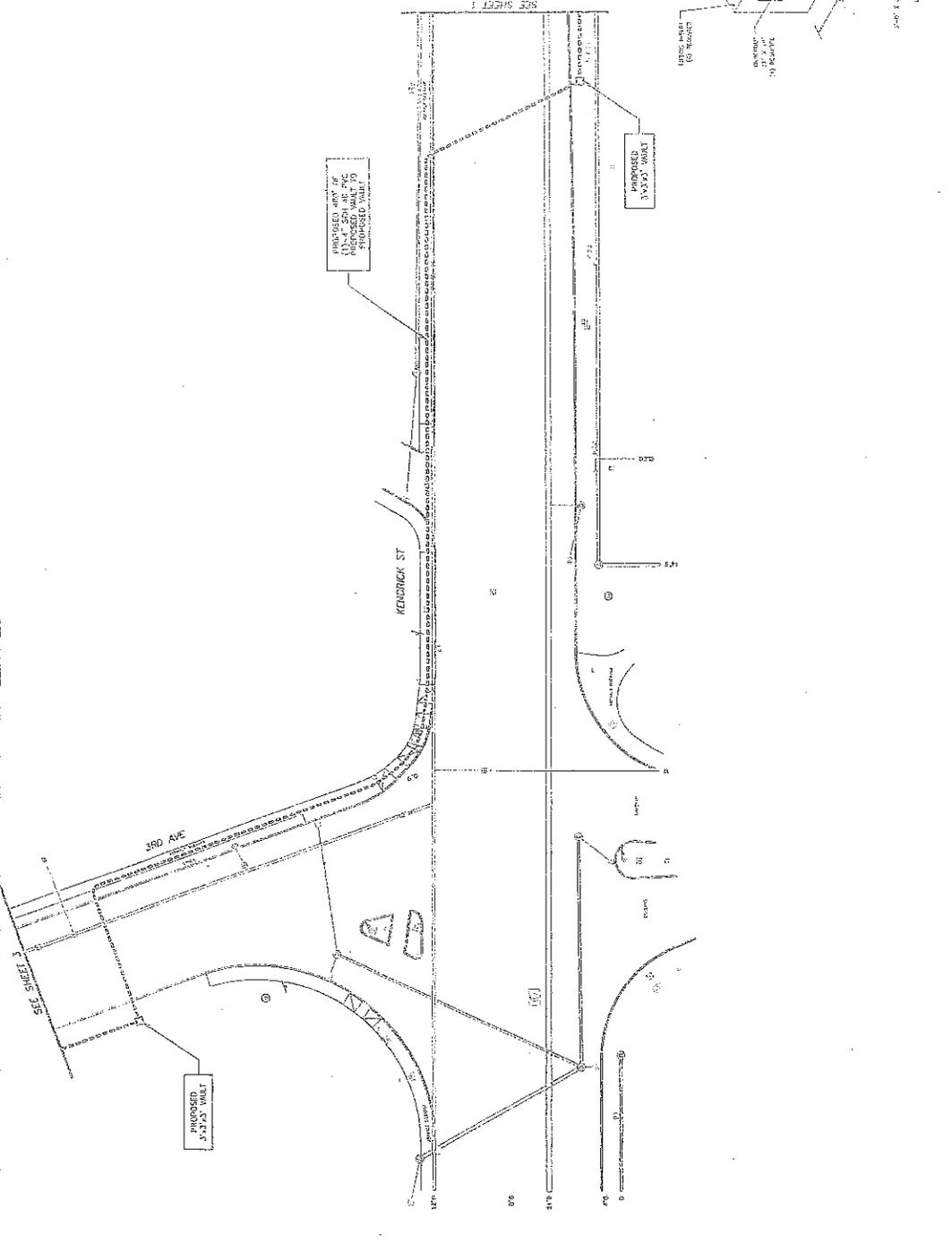
CURRENT ROAD CONDITIONS:
SURFACE: ASPHALT
CURBS: CONCRETE
DRAINAGE: COMPLETE

CALL BEFORE YOU DIG
UNDISCOVERED SERVICE ALERT
1-800-4-A-DIG
1-800-4-ADIG

800 ST. HELENIAH
CONTRACT - POND'S POND
SHEET NO. 1 OF 3
SCALE: 1"=20'
DATE: 07/23/23

US CONCRETE
CONCRETE PRODUCTS CORPORATION
CONCRETE PRODUCTS CORPORATION
CONCRETE PRODUCTS CORPORATION

- GENERAL NOTES**
1. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN BY DASHED LINES AND ARE NOT NECESSARILY ACCURATE. THE CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. ANY UTILITIES NOT SHOWN ON THESE PLANS SHALL BE LOCATED BY THE CONTRACTOR AT HIS OWN RISK AND EXPENSE.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF WASHINGTON AND THE DISTRICT OF COLUMBIA. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF WASHINGTON AND THE DISTRICT OF COLUMBIA.
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NOT TO SCALE
 ALL DIMENSIONS ARE IN FEET
 UNLESS OTHERWISE SPECIFIED

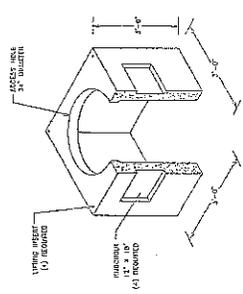
DATE	DESCRIPTION	BY	CHKD

LEGEND (Symbol) CONCRETE (Symbol) REINFORCED CONCRETE (Symbol) METAL PIPE (Symbol) PLASTIC PIPE (Symbol) DUCTILE IRON PIPE (Symbol) GALVANIZED IRON PIPE (Symbol) STEEL PIPE (Symbol) COPPER PIPE (Symbol) ALUMINUM PIPE (Symbol) BRASS PIPE (Symbol) LEAD PIPE (Symbol) CAST IRON PIPE (Symbol) PRECAST CONCRETE (Symbol) CAST IN PLACE CONCRETE (Symbol) GROUT (Symbol) SAND (Symbol) GRAVEL (Symbol) ASPHALT (Symbol) BITUMASTO (Symbol) PAINT (Symbol) FINISH (Symbol) EXISTING (Symbol) PROPOSED		PROJECT NO. 17-3 SHEET NO. 17-3-1 DATE 8/17/13
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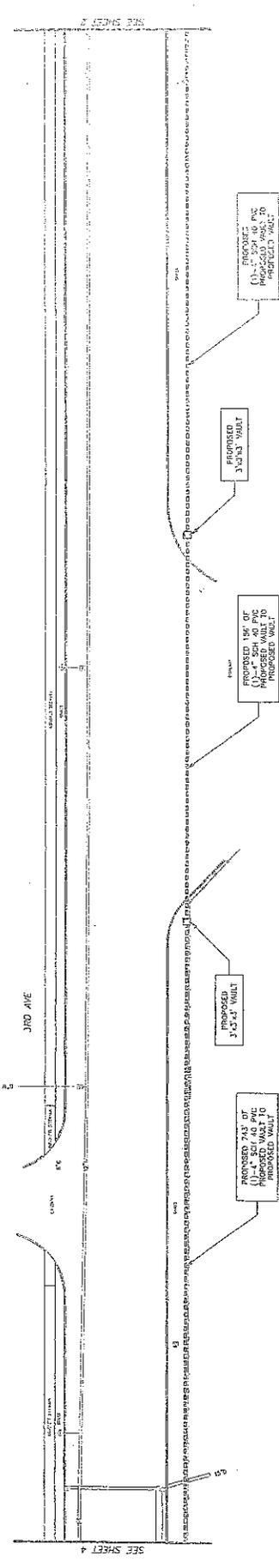
ALL UTILITIES AS BUILT PLANS REQUESTED ON OR BEFORE 07/17/13 ELECTRIC, WATER (KENDRICK), SEWER (AND) NOT RECEIVED AT TIME OF PLAN ISSUE	CURRENT ROAD CONDITIONS: PAVED: ASPHALT CURB: CONCRETE SIDEWALK: CONCRETE
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NOTE: EXISTING UTILITIES SHOWN ARE APPROXIMATE AND CONTRACTOR SHALL VERIFY LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. CALL BEFORE YOU DIG UNDERGROUND SERVICE ALERT 1-800-4-A-SAFE 800-425-5273 WWW.1-800-4SAFE.COM	PROJECT NO. 17-3 SHEET NO. 17-3-1 DATE 8/17/13
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- GENERAL NOTES**
1. THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN BY DASHED LINES. THE LOCATION OF ALL UTILITIES IS APPROXIMATE. THE CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AGENCIES PRIOR TO CONSTRUCTION.
 2. THERE ARE EXISTING UTILITIES BELOW TO BE MAINTAINED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AGENCIES PRIOR TO CONSTRUCTION.
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 6. ALL UTILITIES SHALL BE MAINTAINED AND PROTECTED AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AGENCIES PRIOR TO CONSTRUCTION.
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 10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AGENCIES PRIOR TO CONSTRUCTION.
 11. ALL EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AGENCIES PRIOR TO CONSTRUCTION.
 12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AGENCIES PRIOR TO CONSTRUCTION.



3'-0" x 3'-0" x 4'-0" IN. MANHOLE WALLS 6' DEEP
 LOOK FOR REINFORCING BARS
 LOOK FOR REINFORCING BARS



PROPOSED 7.5' DIA. MANHOLE
 (1) 4\"/>

PROPOSED 3' x 2' MANHOLE

PROPOSED 14\"/>

PROPOSED 3' x 2' MANHOLE

PROPOSED 7.5' DIA. MANHOLE
 (1) 4\"/>

PROJECT NO. 19-01-001-001
 SHEET NO. 1 OF 3
 DATE: 07/17/13

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR PERMIT	07/17/13	XXX
2	ISSUED FOR CONSTRUCTION	07/17/13	XXX

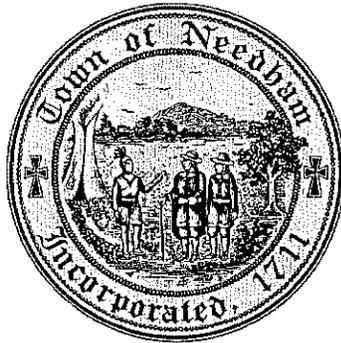
NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR PERMIT	07/17/13	XXX
2	ISSUED FOR CONSTRUCTION	07/17/13	XXX

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR PERMIT	07/17/13	XXX
2	ISSUED FOR CONSTRUCTION	07/17/13	XXX

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR PERMIT	07/17/13	XXX
2	ISSUED FOR CONSTRUCTION	07/17/13	XXX

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR PERMIT	07/17/13	XXX
2	ISSUED FOR CONSTRUCTION	07/17/13	XXX

SEE SHEET 4



**NOTICE
To the Record**

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on August 20, 2013** upon petition of COMCAST dated **August 1, 2013** to extend a 24ct indoor/outdoor rated fiber cable from riser pole #35/25 located on Kendrick Street, located approximately 2,750 feet SE of 80 B Street, cross northerly over Kendrick Street towards the corner of 3rd Avenue, continue around the corner and cross 3rd Avenue to the west side of the road and continue north on 3rd Avenue on the west side of the road towards the intersection of B street, turn west for an additional 855 feet and turn north crossing B street and continue onto property at the new Residence Inn located on B Street. COMCAST will install several flush mount vaults along the route. This work is necessary to extend COMCAST services to the new Residence Inn. The installation of the vaults along the route is to provide future COMCAST service to area businesses. A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact COMCAST project coordinator David Cavanaugh at (603) 276-0361.

Daniel P. Matthews
John A. Bulian
Maurice P. Handel
Matthew D. Borrelli
Marianne B. Cooley

BOARD OF SELECTMEN

Dated: August 13, 2013

80 B STREET

<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>	
199/001.0-9999-9999.0	0	ROUTE 128	COMMONWEALTH OF MASSACHUSETTS DEPT. OF PUBLIC WORKS - MDC	10 PARK PLAZA	BOSTON	MA	02116
199/300.0-0001-0000.0	140	KENDRICK ST	BP 140 KENDRICK STREET PROPERTY LLC C/O BOSTON PROPERTIES, INC	800 BOYLSTON ST. STE 1900	BOSTON	MA	02199-8103
199/300.0-0004-0000.0	60	KENDRICK ST	COM REALTY CORPORATION	P.O. BOX 514	NEEDHAM	MA	02494-0004
199/300.0-0006-0000.0	63	KENDRICK ST	155 FOURTH, LLC, TRUSTEE C/O BLUESTONE MANAGEMENT SVCS	100 WELLS AVE - SUITE 200	NEWTON	MA	02459
199/300.0-0011-0000.0	151	THIRD AVE	NEEDHAM EXPRESS LIMITED PARTNERSHIP C/O DANAC LLC	5404 WISCONSIN AVE	CHEVY CHASE	MD	20815
199/300.0-0012-0000.0	117	KENDRICK ST	INTERCONTINENTAL FUND III, 117 KENDRICK STREET LLC	1270 SOLDIERS FIELD RD	BOSTON	MA	02135
199/300.0-0013-0000.0	0	KENDRICK ST	NORMANDY GAP-V DEVELOPMENT NEEDHAM, LLC	53 MAPLE AVE	MORRISTOWN	NJ	07960
199/300.0-0014-0000.0	9	B ST	COCA COLA REFRESHMENTS C/O PROPERTY TAX DEPT	PO BOX 4440	BRANDON	FL	33509-4440
199/300.0-0017-0000.0	156	B ST	GENERAL DYNAMICS C4 SYSTEMS INC GENERAL DYNAMICS NETWORK SYSTEMS IN	77 A STREET - BLDG. 24	NEEDHAM	MA	02494
199/300.0-0018-0000.0	189	B ST	GENERAL DYNAMICS C4 SYSTEMS INC GENERAL DYNAMICS NETWORK SYSTEMS IN	77 A STREET	NEEDHAM	MA	02494
199/300.0-0019-0000.0	0	A ST	GENERAL DYNAMICS C4 SYSTEMS INC GENERAL DYNAMICS NETWORK SYSTEMS	77 A ST	NEEDHAM HTS	MA	02494
199/300.0-0027-0000.0	77	A ST	GENERAL DYNAMICS C4 SYSTEMS, INC. GENERAL DYNAMICS NETWORK SYSTEMS, I	77 A STREET - BLDG. 24	NEEDHAM	MA	02494
199/300.0-0028-0000.0	37	A ST	NORMANDY GAP-V DEVELOPMENT NEEDHAM LLC	53 MAPLE AVE	MORRISTOWN	NJ	07960-5219
199/300.0-0030-0000.0	300	FIRST AVE	300 FIRST AVE REALTY LLC	60 WELLS AVE SUITE 100	NEWTON	MA	02459

PARCEL ID

199/300.0-0072-0000.0

St No.

0

Street

FOURTH AVE

Owner Names

BLAKELEY, LINNELL ET AL, TRS
C/O BLAKELEY INVESTMENT CO

Owner Address

1 INTERNATIONAL PLACE STE 3250

OWNER CITY

BOSTON

State

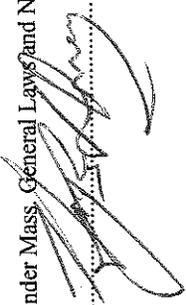
MA

OWNER ZIP

02110

Mailing Address

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.....



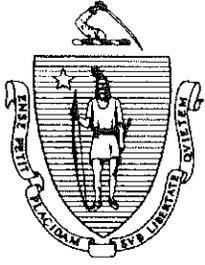


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 6/26/2013

Agenda Item	Public Hearing – Transfer of Liquor License/Manager Banyan Tree, LLC d/b/a The Rice Barn
Presenter(s)	Roy Cramer, Attorney Chalernpol Intha, proposed Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>Attorney Roy Cramer and Chalernpol Intha, Manager, appeared before the Board on June 26, 2013 requesting a a transfer of License from Banyan Tree, LLC d/b/a The Rice Barn to Zucchini Gold, LLC d/b/a The Rice Barn, a 102 seat restaurant located at 1037 Great Plain Avenue, Needham. The Board approved this transfer on that date. However, a clerical error was made by not filing a legal notice in the newspaper prior to this hearing, thus rendering the meeting on 6/26/13 not a public hearing. This public hearing is to allow an opportunity for the public to speak regarding the Transfer.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p><i>Suggested Motion:</i> Move that a.) the Board vote to approve and forward to the ABCC petition for transfer from Banyan Tree, LLC d/b/a The Rice Barn to Zucchini Gold, LLC d/b/a The Rice Barn; and b.) grant a waiver of Town of Needham Regulation for the Sale of Alcoholic Beverages section 6.6.4.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>(Describe backup below)</p> <ol style="list-style-type: none"> 1. Form 43 2. Notice of Public Hearing in Needham Times, July 25, 2013 <p><i>Copy of original application is on file in Town Manager's Office and will be available for this meeting. Original application is with ABCC.</i></p>			



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

For Reconsideration

FORM 43
 MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

77000012

ABCC License Number

Needham

City/Town

08/20/2013

Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> Change Corporate Name |
| <input checked="" type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Seasonal to Annual |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Transfer of Stock | <input type="checkbox"/> Change of License Type |
| <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input type="checkbox"/> Other <input type="text"/> |
| <input type="checkbox"/> 6-Day to 7-Day License | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Wine & Malt to All Alcohol | |

Name of Licensee EIN of Licensee

D/B/A Manager

ADDRESS: CITY/TOWN: STATE: ZIP CODE:

Annual or Seasonal Category: (All Alcohol- Wine & Malt Wine, Malt & Cordials) Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Complete Description of Licensed Premises:

Application Filed: Advertised: Abutters Notified: Yes No

Date & Time Date & Attach Publication

Licensee Contact Person for Transaction Phone:

ADDRESS: CITY/TOWN: STATE: ZIP CODE:

Remarks:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
 Ralph Sacramone
 Executive Director

ABCC Remarks:

1037 GREAT PLAIN AVENUE
LEGAL NOTICE
TOWN OF NEEDHAM
Application for a Transfer of an All
Alcoholic Liquor License

Notice is hereby given pursuant to Massachusetts General Laws, Chapter 138, that Zucchini Gold, LLC d/b/a The Rice Barn, Chalempol Intha, Manager, has applied for the transfer of a license to sell alcoholic beverages of the following kind: All Alcoholic beverages as a Restaurant at 1037 Great Plain Avenue. The premise has 3,000 sq. ft., including a kitchen area of approximately 1,000 sq. ft. and one take out station. There is a service bar area adjacent to the take-out station. The dining area will provide seating capacity for 102 patrons. There is one entrance at the front of the building on Great Plain Avenue and one emergency exit at the rear of the building.

IT IS ORDERED that a public hearing be held for said application at the office of the Board of Selectmen acting as the Needham Licensing Authority located in the Town Hall, 1471 Highland Avenue on the 20th day of August 2013 at 8:00 o'clock p.m.

Board of Selectmen
Licensing Board for the Town of Needham
July 25, 2013

AD#12976055
Needham Times 7/25/13



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

MEETING DATE: 8/20/2013

Agenda Item	Appointment of Assessor
Presenter(s)	Joint Meeting with the Needham Board of Assessors

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	A subcommittee of the Board of Selectmen and Board of Assessors interviewed candidates for the current vacancy and recommends the appointment of Kurt Ochalla.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	<i>Suggested Motion:</i> That the Board of Selectmen and Needham Board of Assessors vote to appoint Kurt Ochalla to fill the vacancy on the Committee through April 8, 2014.		
3.	BACK UP INFORMATION ATTACHED	YES	NO
	a. Notice of Vacancy from the Town Clerk dated June 26, 2013 b. Resumes for Kurt Ochalla c. Appointment slip		



TOWN OF NEEDHAM

Office of the Town Clerk

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7500 x216

Fax (781) 449-1246

Email: teaton@town.needham.ma.us

*Cc: BOS
→ 14*

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

2013 JUN 26 P 1:03

DONE

6/28/13

Theodora K. Eaton, MMC
Town Clerk

June 26, 2013

Board of Selectmen and
Board of Assessors
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Members of the Board of Selectmen and Board of Assessors:

I have received a letter of resignation from the Assessor Kevin J. Foley effective as of June 18, 2013.

Once again, I would like to outline the methodology for filling a vacancy on an elected board under Massachusetts General Laws Chapter 41, Section 11, Subsection 81A:

“The remaining members Board of Assessors) write to the Selectmen, within one month of the vacancy, informing them of the vacancy. Then, the Selectmen, with the remaining members of the Board of Assessors, after one week’s public notice, fill the vacancy by roll call vote. If the remaining members do not inform the Selectmen within one month, the Selectmen fill the vacancy by themselves. In either case, a majority vote of all the officials eligible to vote is required to select a replacement. Whoever is selected must be a registered voter in the town and perform the duties of the office until the next Annual Town Election or until another person is qualified.”

If you have any questions, please don’t hesitate to contact me.

Sincerely,

Theodora K. Eaton, MMC,
Town Clerk

Cc: Kate Fitzpatrick, Town Manager
Chip Davis, Administrative Assessor
David Davison, Finance Director



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

MEETING DATE: 8/20/2013

Agenda Item	Call for Special Town Meeting
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>The Town Manager will recommend that the Board of Selectmen call for a Special Town Meeting to be held on November 4, 2013. The Board is scheduled to open the warrant for the Special Town Meeting on September 10th.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p><i>Suggested Motion:</i> That the Board of Selectmen vote to call for a Special Town Meeting to be held on November 4, 2013 at the Needham Town Hall.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>a. Preliminary List of Warrant Articles</p>			

November 4, 2013
Special Town Meeting
Preliminary List of Warrant Articles
8.16.13

1. Amend Zoning By-law – Solar Overlay District
2. Amend General By-law Type and Length of Contracts & Leases (solar)
3. Authorize Lease of Land for Solar Array
4. Authorize Lease of MBTA Property for Rail Trail
5. Appropriate for Solar Committee Expenses
6. Home Rule Petition – Sale of Alcohol in Restaurants with fewer than 100 Seats
7. Appropriate for General Fund Cash Capital
8. Amend General By-law – Public Consumption of Marijuana
9. Amend General By-law – Private Ways
10. Appropriate for Property Acquisition
11. Appropriate for CPA/Trail
12. Appropriate for CPA/Rail Trail Insurance
13. Amend Sign By-law (technical correction)
14. Amend General By-law/Non-essential Outdoor Water Use Restrictions
15. Amend Zoning By-law
16. Appropriate for Hillside School Feasibility
17. Appropriate for Mitchell School Modular Classrooms
18. Amend the FY2014 Operating Budget
19. Amend the FY2014 Enterprise Fund Budgets
20. Appropriate for CPA Projects



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

MEETING DATE: 8/20/2013

Agenda Item	Determination of Unique Status/66 – 70 Chestnut Street
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>The Town is contemplating the acquisition of 66 – 70 Chestnut Street for municipal use. The parcel is immediately adjacent to the Police and Fire Station, and the Chestnut Street parking lot. In accordance with M.G.L. c. 30B, a public procurement process is not required if the Board of Selectmen determines that advertising will not benefit the Town's interest because of the unique qualities of the parcel.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p><i>Suggested Motion:</i> That the Board vote to determine that in the case of the proposed acquisition of 66 – 70 Chestnut Street, advertising will not benefit the Town's interest because of the unique qualities of the location of the property needed. This determination is made on the basis that the property abuts the Chestnut Street municipal parking lot and the Police and Fire Station.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>(Describe backup below)</p> <ul style="list-style-type: none"> a. M.G.L. c. 30B Section 16 b. Parcel Map 			



PART I ADMINISTRATION OF THE GOVERNMENT
(Chapters 1 through 182)

TITLE III LAWS RELATING TO STATE OFFICERS

CHAPTER 30B UNIFORM PROCUREMENT ACT

Section 16 Real property; disposition or acquisition

Section 16. (a) If a governmental body duly authorized by general or special law to engage in such transaction determines that it shall rent, convey, or otherwise dispose of real property, the governmental body shall declare the property available for disposition and shall specify the restrictions, if any, that it will place on the subsequent use of the property.

(b) The governmental body shall determine the value of the property through procedures customarily accepted by the appraising profession as valid.

(c) A governmental body shall solicit proposals prior to:

(1) acquiring by purchase or rental real property or an interest therein from any person at a cost exceeding twenty-five thousand dollars; or

(2) disposing of, by sale or rental to any person, real property or any interest therein, determined in accordance with paragraph (b) to exceed twenty-five thousand dollars in value.

(d) The governmental body shall place an advertisement inviting the submission of proposals in a newspaper with a circulation in the locality sufficient to inform the people of the affected locality. The governmental body shall publish the advertisement at least once a week for two consecutive weeks. The last publication shall occur at least eight days preceding the day for opening proposals. The advertisement shall specify the geographical area, terms and requirements of the proposed transaction, and the time and place for the submission of proposals. In the case of the acquisition or disposition of more than twenty-five hundred square feet of real property, the governmental body shall also cause such advertisement to be published, at least thirty days before the opening of proposals, in the central register published by the state secretary pursuant to section twenty A of chapter nine.

(e) The governmental body may shorten or waive the advertising requirement if:

(1) the governmental body determines that an emergency exists and the time required to comply with the requirements would endanger the health or safety of the people or their

property; provided, however, that the governmental body shall state the reasons for declaring the emergency in the central register at the earliest opportunity; or

(2) in the case of a proposed acquisition, the governmental body determines in writing that advertising will not benefit the governmental body's interest because of the unique qualities or location of the property needed. The determination shall specify the manner in which the property proposed for acquisition satisfies the unique requirements. The governmental body shall publish the determination and the reasons for the determination, along with the names of the parties having a beneficial interest in the property pursuant to section forty J of chapter seven, the location and size of the property, and the proposed purchase price or rental terms, in the central register not less than thirty days before the governmental body executes a binding agreement to acquire the property.

(f) Proposals shall be opened publicly at the time and place designated in the advertisement. The governmental body shall submit the name of the person selected as party to a real property transaction, and the amount of the transaction, to the state secretary for publication in the central register.

(g) If the governmental body decides to dispose of property at a price less than the value as determined pursuant to paragraph (b), the governmental body shall publish notice of its decision in the central register, explaining the reasons for its decision and disclosing the difference between such value and the price to be received.

(h) This section shall not apply to the rental of residential property to qualified tenants by a housing authority or a community development authority.

(i) Acquisitions or dispositions of real property or any interest therein pursuant to this section between governmental bodies and the federal government, the commonwealth or any of its political subdivisions or another state or political subdivision thereof shall be subject to subsections (a), (b) and (g).

- Parcels
- Towers
 - Satellite Dish
 - Tower
 - Tower Anchor
- Printed Lines
 - Town Boundary
 - Crosswalk
 - Parking Line
- Spots/Lines
 - Court Striping
 - Field Striping
 - Railroad Track
 - Trail
 - Streams and Drainage Ditches
 - Road Centerlines
 - Abutting Towns
 - Bridge
- Roads
 - Paved Road
 - Unpaved Road
 - Building
 - Swimming Pool
 - Decks & Patios
- Driveways
 - Paved Driveway
 - Unpaved Driveway
- Parking Lots
 - Paved Parking Lot
 - Unpaved Parking Lot
- Sidewalks
 - Sidewalk
 - Exterior Stairway
- Sports Areas
 - Baseball
 - Baseball Infield
 - Basketball and Tennis
 - Bleacher
 - Golf Bunker
 - Golf Fairway, Green, Tee
 - Playground
 - Track and Field
- Terrain
 - Terrain
 - Wetlands
 - Waterbody



The data shown on this site are provided for information and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data. Data should not be considered accurate, current or complete. Planimetric data is created from April 2009 aerial photographs.



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

MEETING DATE: 8/20/2013

Agenda Item	Analysis of Impediments to Fair Housing Choice
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>In the spring of 2008, the Board of Selectmen had several discussions and a public hearing about the concepts to be included in the Analysis of Impediments to Fair Housing Choice Report that is a requirement of the Town's participation in the HOME Program. At its meeting on August 12, 2008 the Board of Selectmen voted to endorse the plan. As a condition of continued participation in the HOME program and eligibility for use of funds, the Town must now update its plan.</p> <p>The Town Manager will recommend that the board of Selectmen endorse the updated Analysis of Impediments to Fair Housing Choice Plan dated August 20, 2013. The 2008 plan has been updated to include new US Census data and actions that have been taken since 2008.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p><i>Suggested Motion:</i> That the Board of Selectmen vote to endorse the Town of Needham Analysis of Impediments to Fair Housing Choice dated August 20, 2013.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>(Describe backup below)</p> <ul style="list-style-type: none"> a. Analysis of Impediments to Fair Housing Choice Plan dated August 20, 2013 b. Analysis of Impediments to Fair Housing Choice Plan dated August 20, 2013 showing changes from 2008 plan. 			

Introduction

In 1968 the U.S. Congress passed the Fair Housing Act to end housing discrimination based on race, color, national origin, religion and sex (“protected classes”). The Act was amended in 1988 to include protection against discrimination on the basis of “handicap” or “disability” and familial status, which means the presence or anticipated presence of children under 18 in a household. In addition, Massachusetts Fair Housing Law (G.L. Chapter 151B) prohibits discrimination based on marital status, sexual orientation, veteran status, blindness, age (anyone over 40 years old¹), ancestry, source of income (receiving welfare or some other public assistance and/or having a housing subsidy) hearing impairment, or possession of a seeing-eye or hearing-ear dog.

Fair housing requirements for local governments which receive funding from HUD include the following:

- the development, every three to five years, of an Analysis of Impediments to Fair Housing Choice;
- actions or plans to overcome the effects of the identified impediments; and
- maintenance of records to support the Fair Housing Plan.

The Town of Needham has produced this Analysis of Impediments to Fair Housing Choice (AI) to identify impediments that may exist in Town. The AI is intended to review the opportunities and barriers associated with a person’s ability to choose a place to live.

Fair Housing Choice is defined by HUD as “the ability of all persons, regardless of race, color, religion, sex, disability, familial status or national origin to have available to them the same housing choices.” Impediments to fair housing choice include” any actions, omissions or decisions, which have the effect of restricting housing choices or the availability of housing choice on the basis of being a member of these protected classes.”

This AI includes an assessment of the availability of affordable, accessible housing in a range of unit sizes, and identifies possible problem areas in Town that relate to Fair Housing Choice. The AI concludes with specific objectives for improving opportunities for Fair Housing Choice.

This Analysis of Impediments is a review of local regulations affecting the location, availability, and accessibility of housing, as well as programs, policies, and practices (both public and private) that affect housing choice. Sources of information include census data, Home Mortgage Disclosure Act (HMDA) data as reported in several studies, Needham Zoning By-law, Needham’s Affordable Housing Plan, and other data from Town departments. A focus group was formed that met twice to brainstorm about fair

¹ As stated in Massachusetts General law Chapter 151B, “The term “age” unless a different meaning clearly appears from the context, includes any duration of time since an individual’s birth of greater than forty years” as found at <http://www.mass.gov/legis/laws/mgl/151b-1.htm>.

housing in Town and to provide feedback. The report is divided into several sections, as specified by HUD in its "Recommended Table of Contents."

Methodology

This report is an update of a 2008 report prepared by the Planning Department. No specific funding was sought or provided. Several focus groups were conducted as part of the original report preparation process to facilitate communication between individuals representing housing, public services, and stakeholder organizations, including Jamie Gutner, Council on Aging; Rich Gatto, Needham Opportunities Inc.; Terence Noonan, Needham Housing Authority; Peg Plansky, Needham Housing Authority; Louise Condon, Condon Realty; Tim McCleary, Habitat for Humanity; Martin Jacobs, Planning Board; Pastor Carolyn Edge, Clergy; Karen Pierce, Commission on Disabilities. In addition, Research was conducted by the Planning Department, and a list of fair housing complaints was obtained from both the Massachusetts Commission Against Discrimination (MCAD) as well as the Fair Housing Center of Greater Boston. A public presentation and a formal public hearing to the Board of Selectmen were held to obtain public input on the report. (See Appendix A for work plan.)

Conclusions

Based on available data, this report concludes that although there are rare instances of alleged or actual discrimination as reported to the Fair Housing Center of Greater Boston and the Massachusetts Commission Against Discrimination (MCAD), no patterns of overt discrimination can be identified. However, the high cost of housing and lack of land available for new development limits opportunities and choices. While the Community Preservation Fund is an important financial resource for the development of community housing, State and Federal support of housing development is non-existent. Moreover, the fact that the Town of Needham is not racially diverse in and of itself tends to limit housing choice.

Finally, there are several policies and practices in the Town of Needham that may have the effect of restricting housing choice for those belonging to a protected class, such as:

- Land use policies and zoning that can limit the quantity of non-single family housing and the availability of developable land to achieve fair housing;
- Lack of education and outreach on fair housing laws that may affect fair housing access;
- Lack of accessible, affordable housing that may affect fair housing access; and
- Lack of accessibility to public buildings and amenities that may limit fair housing access.

Overcoming impediments to fair housing choice in Needham will rely on increased educational efforts and continued investment of human and financial resources in the development of new housing options.

Jurisdictional Background Data

Population Characteristics

In sum, the Town of Needham is an affluent, predominantly White community whose labor force participants tend to be management professionals. The Town has a higher than average population of both school age children and senior citizens, and the vast majority of households live in single family, detached homes.

The population of the Town in 2010 was 28,886, approximately the same as the 2000 population (25 fewer people) and approximately 1,329 more people than the 1,990 population of 27,557. Families represent 75.4% of households in the Town, and the average household size is 2.72 – higher than both Norfolk County and Massachusetts as a whole.

**Summary of Demographic and Economic Characteristics for
Needham, Norfolk County and Massachusetts**

Demographic Characteristics	Needham	Norfolk County	Massachusetts
Total population	28,886	670,850	6,547,629
Population density per sq. mile	2,293	1,679	835
% Minority residents	9.2%	17.7%	19.6%
% 18 years or less	28.2%	22.7%	21.7%
% 18 to 24 years	5.3%	8.1%	4.6%
% 25 to 34 years	5.9%	11.8%	18.6%
% 35 to 44 years	14.0%	13.9%	13.6%
% 45 to 54 years	17.1%	16.4%	15.5%
% 55 to 64 years	13.3%	12.6%	12.3%
% 65 years or more	16.3%	14.5%	13.8%
Median age	43.0 years	40.7 years	39.1 years
% Family households	75.4%	65.5%	63.0%
% Married couples w/ children	35.0%	24.2%	
% Single-person households	21.8%	27.6%	28.7%
Average household size	2.72 persons	2.53 persons	2.48 persons
Median household income*	\$118,037	\$81,889	\$62,859
% Individuals in poverty*	3.2%	6.2%	11.6%
% earning less than \$25,000/ \$35,000 *	10.8%/14.3%	15.6%/22.2%	21.5%/29.7%
% earning more than \$100,000*	59.2%	41.8%	30.2%

Sources: Data for the above table is derived, for the most part, from 2010 census figures (full counts, not estimates). Asterisks (*) note estimates from the U.S. Census Bureau's American Community Survey (ACS), 2009-2011 for Needham and 2011 for county and state data.

Persons age 55 or older accounted for approximately 29.6% of the population, indicating that seniors represent a substantial portion of Needham's housing market. The number of people age 25 to 34 (the age group that includes the bulk of entry-level workers and those typically beginning their own families), represented 5.9% of the population, less than both Norfolk County and Massachusetts.

The population remains predominantly White/Caucasian, representing almost 91% of the population in 2010 (down slightly from 95% in 2000 and 97% in 1990).

Of the population under 18 years of age, 1.8% reported some type of disability. Of the bracket of the typical working force in Needham – ages 18 to 64 – 4.8% reported having a disability. Of the population 65 years of age or older, 1,281 or 29.6% reported some type of disability. The levels of claimed disabilities in Needham are lower than for the state; the figures nevertheless show a need for special needs housing, accessible housing and support services.

Population Five Years and Over with Disabilities for Needham and the State, 2011

Age	Needham		Massachusetts	
	#	%	#	%
Under 18	149	1.8	63,423	4.5
18 to 64 years	767	4.8	373,361	8.8
65 years and over	1,281	29.6	300,964	34.1
Total	2,197	7.7	737,748	11.3

Source: U.S. Census Bureau, American Community Survey, 2009-2011 estimates for Needham and one-year estimates for 2011 for the state.

The table below demonstrates the significant increase in affluence that the Town of Needham experienced from 1989 through 2011. The median household income increased 48.87% (\$60,357 to \$118,037) from 1989 to 2011. Of particular note is the increase in households earning more than \$100,000, representing 21.6% of the households in 1989, 44.7% of the households in 1999 and 59.2% of the households in 2011. There has also been a decrease in households reporting income levels on the other end of the income scale, with 17.1%, or 1,759 households earning less than \$25,000 in 1989, compared to 11.4% or 1,203 households in this income range in 1999. This figure did not change much, however, from 1999 to 2011 when 1,131 or 10.8% of households earned less than \$25,000.

Household Income Distribution, 1989 to 2011

Income Range	1989		1999		2011	
	#	%	#	%	#	%
Under \$10,000	647	6.3	464	4.4	535	5.1
10,000-24,999	1,112	10.8	739	7.0	596	5.7
25,000-34,999	886	8.6	698	6.6	366	3.5
35,000-49,999	1,434	14.0	909	8.6	509	4.9
50,000-74,999	2,350	22.9	1,668	15.7	1,127	10.8

75,000-99,999	1,618	15.8	1,389	13.1	1,129	10.8
100,000-149,999	1,271	12.4	2,158	20.4	1,960	18.8
150,000 +	948	9.2	2,570	24.3	4,212	40.4
Total	10,266	100.0	10,595	100.0	10,434	100.0
Median income	\$60,357		\$88,079		\$118,037	

Source: U.S. Census Bureau, Census 1990 and 2000 Summary File 3, and American Community Survey 2009-2011.

As the following table indicates, the absolute numbers and percentages of those in poverty in Needham across all major categories decreased between 1989 and 1999. However, poverty in Needham increased from 1999 to 2011, especially among seniors.

Poverty Status, 1989 to 2011

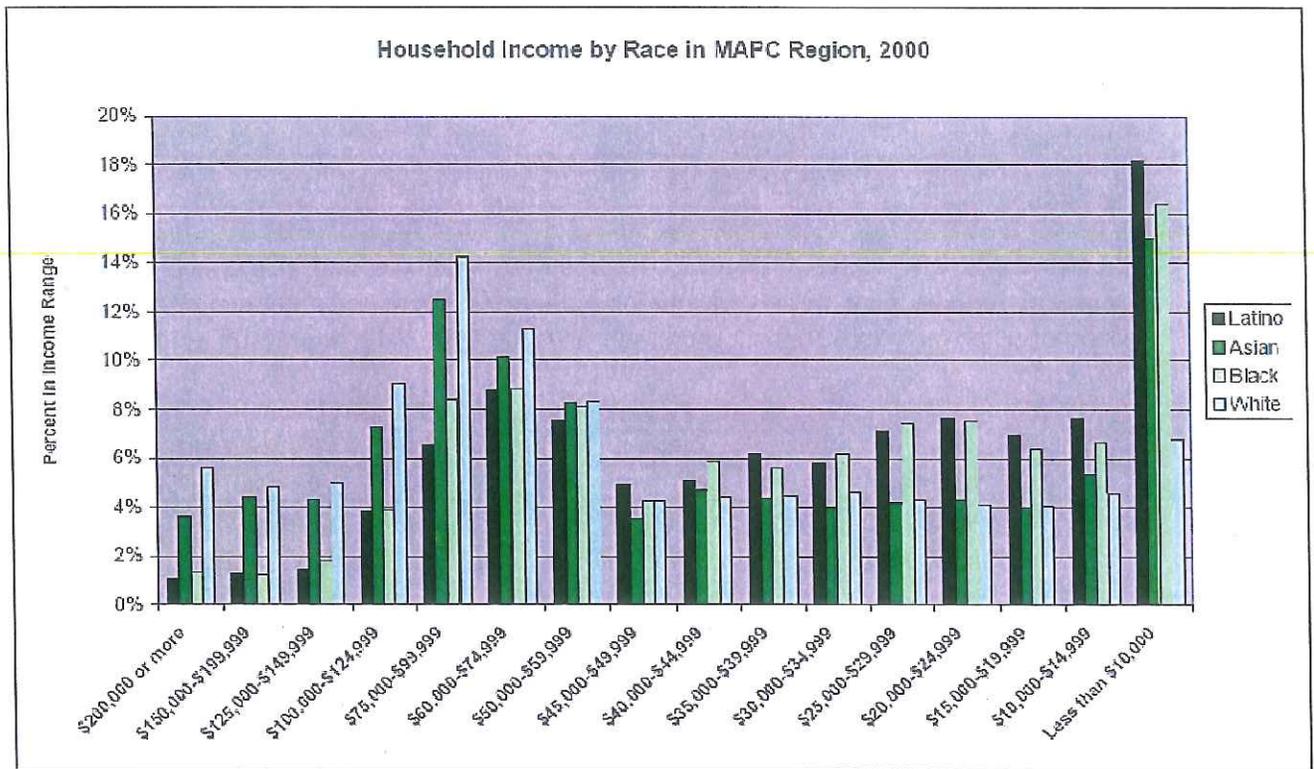
	1989		1999		2011	
	#	%	#	%	#	%
Individuals Below Poverty *	896	3.3	705	2.5	924	3.2
Families **	140	1.8	121	1.6	148	1.9
Individuals 65 and Over***	42	0.9	36	0.7	362	7.7

Sources: U.S. Census Bureau, Census 1990 and 2000 Summary File 3 and American Community Survey 2009-2011 Estimates.

* Percentage of total population ** Percentage of all families *** Percentage of all individuals age 65+

The following table shows household income by race in the MAPC² region in 2000. White/Caucasian households are represented more frequently in the higher income levels than are Latino or Black households. Likewise, Black and Latino households represent a higher percentage of the lower income levels. Fifteen percent or more of Latino, Black and Asian households earn less than \$10,000, well below the federal definition of poverty.

² The Metropolitan Area Planning Council (MAPC) is a regional planning agency representing 101 cities and towns in the Greater Boston area and the complete listing can be found on their website www.mapc.org.



Source: Mapc.org

Needham residents in the labor market are predominately classified as “management, business, science and arts occupations” category, followed by “sales and office occupations.”

Worker Occupation, 2010

Occupation	Percent of Workforce in Needham	Percent of Workforce in Massachusetts
Management, business, science and arts occupations	65.1	43.1
Service Occupations	8.8	16.8
Sales and Office Occupations	21.7	23.9
Natural Resources, construction, and maintenance occupations	2.6	7.2
Production, transportation, and material moving occupations	1.8	9.0

Source: United States Census 2010

Needham's unemployment rate is below the rate of the County and the Commonwealth.

Labor Force and Unemployment Data April 2013

Month & Year	Needham Labor Force	Needham Employed	Needham Unemployed	Needham Unemployment Rate	Norfolk County Unemployment Rate	Massachusetts Unemployment Rate
April 2013	14,397	13,823	574	4.0%	5.3%	6.3%

Source: Massachusetts Executive Office of Labor and Workforce Development

Housing Characteristics

There are 11,122 total housing units in the Town of Needham as of 2010, up only slightly from 10,846 units in 2000 and from 10,405 units in 1990. In 2010, the Town had 10,341 occupied housing units (93% of the total housing units), and of these 8,642 were owner-occupied and 1,699 were rental units.

Housing Occupancy, 1990 to 2010

	1990		2000		2010	
	#	%	#	%	#	%
Total # Housing Units	10,405	100.0	10,846	100.0	11,122	100.0
Occupied Units *	10,160	97.6	10,612	97.8	10,341	93.0
Total Vacant Units*	245	2.4	234	2.2	781	7.0
Occupied Owner Units **	8,097	79.7	8,587	80.9	8,642	83.6
Occupied Rental Units **	2,063	20.3	2,025	19.1	1,699	16.4
Average Household Size/ Owner Occupied Unit	2.83 persons		2.82 persons		2.88 persons	
Average Household Size/ Renter Occupied Unit	2.02 persons		1.84 persons		1.90 persons	

Source: U.S. Census Bureau, Census 1990, 2000 and 2010

* Percentage of all housing units ** Percentage of occupied housing units

There were 781 units that were listed in the census as vacant in 2010, representing 7% of the total housing stock, up from 234 (2.2%) in 2000. Any level of vacancy below 5% typically represents an extremely tight housing market and near complete occupancy.

Most of the housing units in Needham are in single-family detached structures (77.8%), with 3.2% in single-family attached dwellings. Another 6.4% of the units are in small, multi-family structures of two to four units, and 2.6% are located in larger multi-family structures of between 5 and 9 units. Units in large structures of ten units or more represent 9.4% of the housing stock. The following table includes a comparison of this data with the 1990 and 2000 statistics.

Units by Type of Structure, 1990 to 2011

Type of Structure	1990		2000		2011	
	#	%	#	%	#	%
1-unit detached	8,185	78.7	8,333	76.8	8,391	77.8
1-unit attached	237	2.3	317	2.9	350	3.2
2 to 4 units	800	7.7	813	7.5	710	6.4
5 to 9 units	225	2.2	187	1.7	284	2.6
10+ units	901	8.7	1,177	10.9	1,049	9.4
Other	57	0.5	19	0.2	0	0.0
Total	10,405	100.0	10,846	100.0	11,122	100.0

Source: U.S. Census Bureau, Census 1990 and 2000 Summary File 3 and the American Community Survey 2009-2011 estimates.

The median number of rooms per housing unit was 7.3 indicating that the average home had three to four bedrooms. The great majority, 78.2%, had six rooms or more, with only 7.5% with three rooms or less and almost a third (30%) with 9 rooms or more.

Number of Rooms Per Unit, 2011

Number of Rooms Per Unit	Needham		County	State
	#	%	%	%
1 Room	154	1.4	1.9	2.6
2 Rooms	99	0.9	2.6	2.8
3 Rooms	561	5.2	11.7	10.5
4 Rooms	844	7.8	13.8	15.6
5 Rooms	690	6.4	12.1	18.5
6 Rooms	1,616	15.0	15.5	17.6
7 Rooms	1,734	16.1	14.9	12.3
8 Rooms	1,846	17.1	11.4	8.9
9 or More Rooms	3,240	30.0	16.2	11.3
Total	10,784	100.0	100.0	100.0
Median (Rooms)	7.3 Rooms		6.0 Rooms	5.5 Rooms

Source: U.S. Census Bureau, 2009-2011 American Community Survey

Age of Housing Stock

In 1971 the Massachusetts Lead Law was established, prohibiting use of lead paint. Properties built prior to this date most likely contain lead paint, unless they have undergone a de-leading process. Almost two-thirds of the housing stock, 6,850 units or 61.6%, was built prior to 1960 with 2,950 units or 26.5% of housing units constructed prior to 1939. This relatively high level of older homes suggests the likely existence of lead-based paint in Needham.

The Department of Housing and Urban Development estimates that 90% of structures built prior to 1940, 80% of structures built between 1940 and 1959, and 62% of structures built between 1960 and 1979, contain lead based paint. For Needham, it is estimated that

this would translate to a total of 7,204 units that likely contain lead paint.³ The Lead Law prohibits landlords from renting units to families with children under the age of six if there is the presence of lead paint hazards. Fair Housing Law takes this issue further by requiring a landlord to de-lead a property, rather than refusing to rent to a family with young children, since family status is a protected class. Anecdotal evidence suggests that not all landlords are aware of this law, and some who are aware may attempt to rent to families without children or with older children to avoid the expense of de-leading. This issue can introduce an added challenge to families with children looking for housing.

Housing Units in 2010 by Year Structure Was Built

Time Period	#	%
3/2000 to approx. 3/2010	276	2.5
1990 to 2000	441	4.0
1980 to 1989	1,250	11.2
1970 to 1979	757	6.8
1960 to 1969	1,548	13.9
1940 to 1959	3,900	35.1
1939 or earlier	2,950	26.5
Total	11,122	100.0

Source: U.S. Census Bureau, Census 1990, 2000 and 2010.

During the most recent screening done by the Massachusetts Childhood Lead Poisoning Prevention Program in Fiscal Year (FY) 2012, there were no incidences of blood lead levels in children in Needham even though 41% of the homes the children live in were old enough to potentially have lead in them. There were no cases in the previous five FYs either. This screening suggests that lead poisoning has not been a problem in Needham in recent years.

Over the last two decades, the median house sales price in Needham has increased dramatically, more than doubling from 1992 to 2002. Though the most recent years showed only a slight decrease in single family homes, the average condominium price in Needham fell well below its peak in 2005.

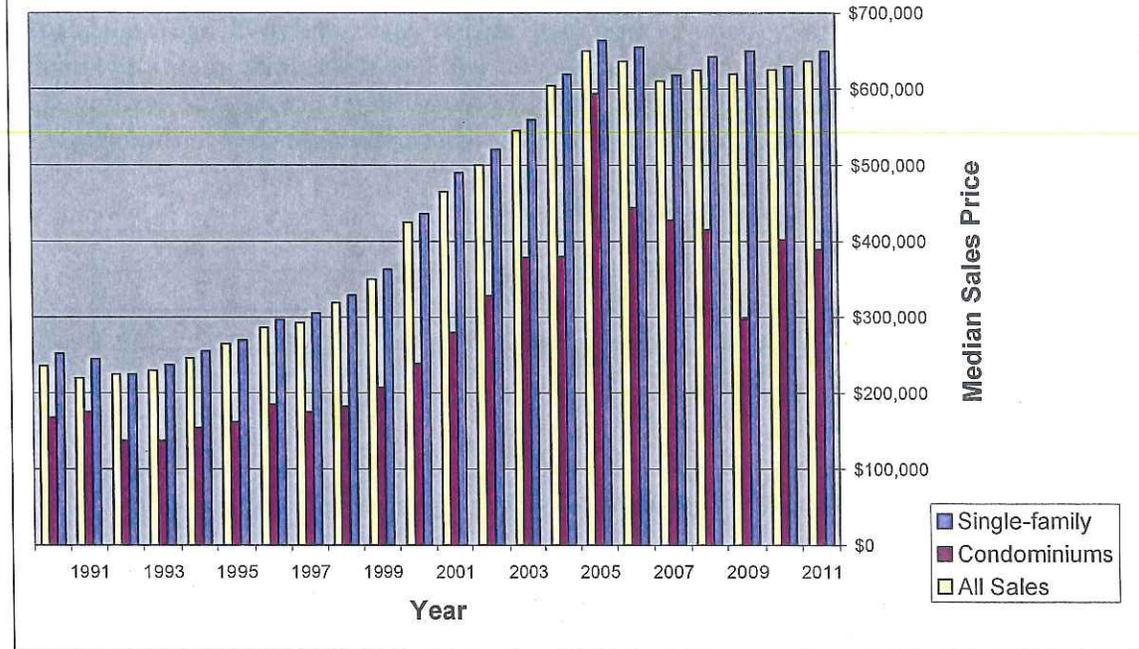
³ 2,950 (units built prior to 1940 in Needham) x .9 (90% of structures built during this time as estimated by HUD) = 2,655

3,900 (units built between 1940 and 1959 in Needham) x .8 (80% of structures built during this time as estimated by HUD) = 3,120

2,305 (units built between 1960 and 1979 in Needham) x .62 (62% of structures built during this time as estimated by HUD) = 1,429.1

2,655+3,120+1,429.1=7,204.1

Median House Sales Price, Needham 1999-2011



Source: The Warren Group

The Median monthly rent paid in Needham estimated for the period of 2007-2011 was \$1,380. More than half of all renters, 64.1%, pay \$1,000 or more in rent per month, up from 55% in 2000. 39.5% of renters pay 35% or more of their household income towards their rent.

Renter Costs

	#	%
Occupied Units paying rent	1,622	100.0
GROSS RENT		
Less than \$200	37	2.3
\$200 to \$299	112	6.9
\$300 to \$499	267	16.5
\$500 to \$749	81	5.0
\$750 to \$999	84	5.2
\$1,000 to \$1,499	304	18.7
\$1,500 or more	737	45.4
No cash rent	124	(X)
Median (dollars)	1,380	(X)
GROSS RENT AS A PERCENTAGE OF HOUSEHOLD INCOME		
Less than 15 percent	285	19.6
15 to 19.9 percent	97	6.0
20 to 24.9 percent	97	6.0
25 to 29.9 percent	406	25
30 to 34.9 percent	97	6.0
35 percent or more	640	39.5
Not computed	124	(X)

Source: U.S. Census Bureau, 2007-2011 American Community Survey

The estimated Median amount of monthly mortgage and owner costs in Needham estimated for the period of 2007-2011 was \$3,191, up from \$2,077 in 2000. More than half of all homeowners, 83.2%, pay \$1,000 or more in housing costs (mortgage, utilities, property tax) per month, up from 67.1% in 2000. 24.2 % of homeowners pay 35% or more of their household income towards their rent, up from 14.9% in 2000.

Mortgage Costs

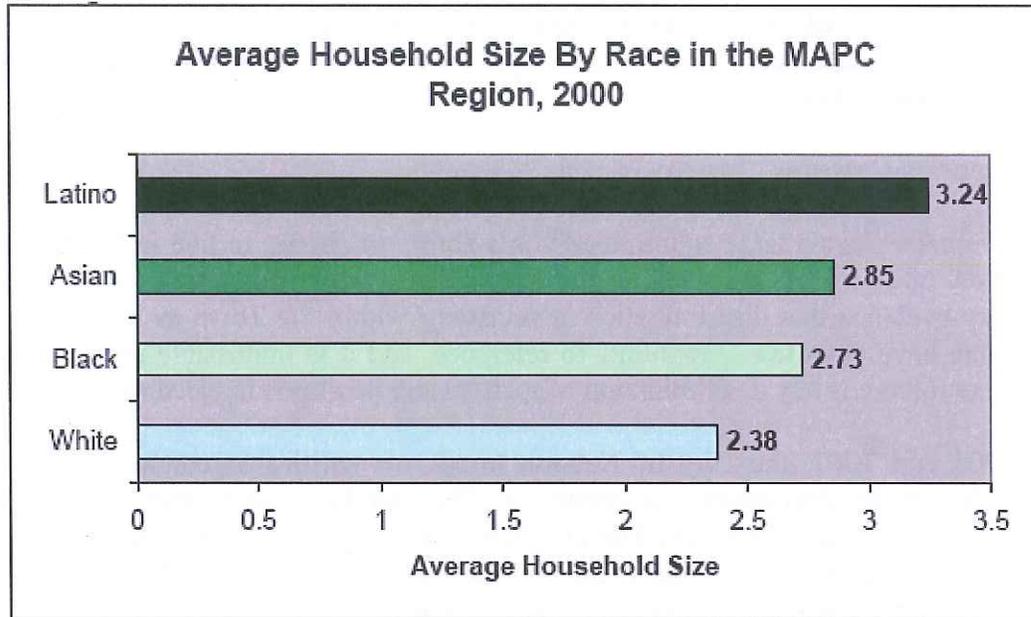
Mortgage Status And Selected Monthly Owner Costs	#	%
With a mortgage	6,344	73.7
Less than \$300	0	0.0
\$300 to \$499	0	0.0
\$500 to \$699	11	0.2
\$700 to \$999	146	2.3
\$1,000 to \$1,499	281	4.4
\$1,500 to \$1,999	626	9.9
\$2,000 or more	5,280	83.2
Median (dollars)	3,191	(X)
Not mortgaged	2,260	26.3
Median (dollars)	957	(X)
Selected Monthly Owner Costs As A Percentage of Household Income In 1999		
Less than 20 percent	2,392	38.1
20 to 24.9 percent	1,116	17.8
25 to 29.9 percent	704	11.2
30 to 34.9 percent	544	8.7
35 percent or more	1,515	24.2
Not computed	73	(X)

Source: U.S. Census Bureau, 2007-2011 American Community Survey

Affordable Housing

In sum, the household incomes of many minority group families in the MAPC region cannot support market rate housing in the Town of Needham. The group meeting the highest housing need category (30% of the Area Median Income, or AMI) is over-represented by Black and Latino families. These two groups are also over-represented in the 50% AMI group. This data does not exist specific to Needham; however, the regional data does provide the context in which Needham operates.

Latino and Black households also tend to have larger families than White/Caucasian families in the MAPC region, as is evident in the following table.



Source: www.mapc.org

The affordable housing stock in Needham is weighted towards one and two bedroom units. There is a shortage of units that have more than two bedrooms. For example, the Housing Authority (Needham’s primary affordable housing provider) operates 316 units, of which 206 are one bedroom. A new development in Needham called Charles River Landing includes 350 units, 88 of which are affordable. Of these, 63 units are one bedroom, 25 units are two bedrooms and no three or more bedroom units are provided. This may tend to disproportionately affect minorities because in the MAPC region, those groups have larger families. For a comprehensive inventory of Needham’s Affordable Housing, please see Appendix B.

There is also a demonstrated need for affordable, accessible housing, recognizing that disabilities can be income-limiting. For example, of the population age 18 to 64, 767 or 4.8% claimed a disability. Of the population 65 years of age or older, 1,281 or 29.6% reported some type of disability.

Evaluation of Jurisdiction’s Current Fair Housing Legal Status

Fair Housing Complaints

The Fair Housing Center of Greater Boston received a total of two Fair Housing complaints or inquiries occurring within the Town of Needham. One was in 2006 and involved allegations of discrimination by a private property manager on the basis of source of income (Section 8). The other was in 2007 and involved allegations of discrimination by a private landlord and neighbor on the basis of the caller’s disability. Between 1996 and 2008⁴, MCAD received 20 housing related complaints that occurred

⁴ MCAD has been contacted for more recent figures but at this time, has not responded.

within Needham, all of which, except one, have been closed. No fair housing discrimination suits have been filed by the Department of Justice or private plaintiffs. There are no trends to note.

Other Fair housing Concerns

Though economics plays a large role in a person's ability to choose to live in Needham, there are likely other factors involved, as the report, *More than Money* states. Needham does not have evidence that discrimination is occurring within the Town as it relates to housing. There have been few complaints to reference, and it is impossible to tell from the complaints if there is any discrimination of realtors and landlords in Needham.

Between 2005 and 2007, the City of Newton hired two entities to conduct tests to determine whether discrimination was occurring: The Fair Housing Center of Greater Boston (the Fair Housing Center) and The Disability Law Center, Inc. The Fair Housing Center conducted tests to see if discrimination occurred in Newton on the basis of race, national origin, family status and source of income. They conducted testing in both the rental and sales areas. In the rental testing, overall, the results showed discrimination in 11 of the 24 paired tests conducted, which is 45.8% of the paired tests. The report states that three out of six real estate agencies demonstrated evidence of discrimination based on race; four out of six demonstrated evidence based on national origin (two of these were Latin Americans, two were Caribbean Americans); two out of six showed evidence of discrimination on the basis of familial status; and two out of six real estate agencies showed discrimination on the basis of Section 8 Housing voucher (source of income). According to the report, the sales tests found discrimination in four of ten tests, three revealed evidence of discrimination based on race or national origin.⁵ The Disability Law Center, Inc. also performed testing for Newton. Their tests found evidence of discrimination in 25 of the 52 tests conducted, or 48%.⁶

Because a thorough investigation of fair housing practices of realtors and landlords in Needham has not been done, it cannot be conclusively determined based on experience in Newton whether comparable behavior is occurring in Needham. In order for Needham to understand whether or not housing discrimination occurs within its own boundaries, testing would have to be done locally. This may be an area for future consideration.⁷

⁵ For the methodology and more detailed results of the study, please see <http://www.newtonma.gov/gov/planning/hcd/fthbp/reports.asp> or contact the City of Newton.

⁶ For the full study, please see <http://www.newtonma.gov/civicax/filebank/documents/46407>

⁷ In 2008, the Fair Housing Center charged \$750 per test for rental and public housing testing, and to ensure accuracy, they recommend a minimum of 10 tests. For sales and mortgage testing, the cost was higher. Updated fees for 2013 have not been solicited. The Disability Law Center Inc. has also not been solicited. Grants do exist to cover these costs.

Identification of Impediments to Fair Housing Choice

Zoning and Site Selection

Both the focus groups conducted in preparation of the 2008 AI and the 2007 Affordable Housing Plan identified regulatory barriers to meeting the fair housing needs in Needham.

The first regulatory barrier identified is the limited extent of multi-family zoning. Multi-family units tend to be smaller in size and are seen as benefitting elderly or disabled people who may not necessarily be interested in a large single family home with multiple floors. There is a near-absence of developable vacant land that is zoned to permit multi-family housing or two-family dwellings. Actual development of multi-family housing generally occurs as redevelopment of already developed sites, through rezoning by town meeting, or through a Chapter 40B override of applicable zoning.

Needham has several Apartment Districts which provide a range of allowable densities up to 18 units per acre. These districts are clearly designed for “garden apartment” configurations. More modern approaches, such as Neo-Traditional Design⁸, would be difficult given the combinations of setback, frontage, height and FAR rules.

The lack of provision in the Zoning By-law for accessory dwellings presents another regulatory barrier. Two-family dwellings are allowed by right either as initial construction or by conversion of a single-family dwelling throughout the General Residence District as well as in the Apartment Districts and certain business districts. In the majority of the Town’s land area, however, two-family dwellings are prohibited, and the Bylaw makes no mention of accessory dwellings, effectively making them a prohibited use in these areas.

Currently, there are few requirements or incentives existing for affordability in housing. The Town’s Downtown Study Committee proposed an Amendment to the Zoning By-Law requiring affordable units for new housing units built in the downtown districts under the new zoning districts. The proposal also provided incentives for including affordable units as a density bonus. Town Meeting approved this Amendment in May 2009. The Planning Board approved a project in July 2012 under this zoning that will provide for one affordable unit that has access to the bus and commuter rail. Such provisions could be considered elsewhere in Needham.

⁸ Neo-Traditional Design, also called New Urbanism refers to a planning principle that strives to create traditional neighborhoods in the form of more compact communities designed to encourage bicycling and walking for short trips by providing destinations close to home and work, and by providing sidewalks to create a pedestrian welcoming environment.

Neighborhood Revitalization, Municipal and Other Services, Employment-Housing-Transportation linkage

The Town of Needham is served by the Commuter Rail to Boston, which makes it a convenient location for residents employed within the Greater Boston area. The commuter rail line is available from Needham Heights, Needham Center, Needham Junction and Hersey. In addition to the Commuter Rail stations, the Massachusetts Bay Transit Authority (MBTA) services Needham with one bus route, the Number 59 that goes through Newton and into Watertown. According to the U.S. 2007-2011 American Community Survey, 1,304 individuals or 9.8% percent of Needham's workers 16 and older use public transportation to get to work.

Although Needham has the advantage of having four stops on the commuter rail system to Boston, there was some concern expressed in the focus groups that the transit is not easily accessible to disabled people as well as to elderly. Additionally, there is not an easy means to travel within the town by public transit. There is no internal bus or shuttle system.

Public Housing Authority

The Needham Housing Authority (NHA) operates 316 units of affordable housing including 198 one-bedroom units for seniors and disabled individuals of any age and 120 units for families and veterans. The Authority also maintains two staffed apartments that serve eight individuals with special needs and is assigned 120 Section 8 vouchers and certificates.

The NHA housing is categorized as follows:

Dev #	Type	Name	# of Units	Unit Type			
				1 BR	2 BR	3 BR	4 BR
65-1	Federal Family	Cooke's Bridge	30	0	5	20	5
65-2	Federal Elderly	Seabeds Way	46	46	0	0	0
Subtotal Federal			76	46	5	20	5
200-1	State Family	High Rock	80	0	43	37	0
667-1	State Elderly	Linden Street	32	32	0	0	0
667-2	State Elderly	Linden Street	40	40	0	0	0
667-3	State Elderly	Chambers	80	80	0	0	0
Subtotal State			232	152	43	37	0
689-1	State Special Need	Matthew's House	8	8	0	0	
Total			316	206	48	57	5

Source: The Needham Housing Authority

The Needham Housing Authority has 120 vouchers under the Federal Section 8 Voucher Program. Currently, NHA has a contract with the Dedham Housing Authority to administer this program. There is a considerable wait for these housing vouchers, with the MassNAHRO Centralized Wait list of 120,000 applicants from 88 participating housing authorities, including Needham's.

The Needham Housing Authority's service is well utilized and is sought-after. The Housing Authority has 559 applicants on its wait list for the family units including 359 applicants for two-bedroom units, 167 for three-bedrooms, and 33 for four-bedroom units. Waits for these units extend to three (3) to five (5) years. None of the units are handicapped accessible. In regards to the Needham Housing Authority's elderly/disabled units, there were 227 on the waitlist with waits of approximately six (6) months to a year.

Tenant Selection Procedures:

The Needham Housing Authority has different selection procedures for rental and homeownership. For High Rock Homes, their most recent project, the basic qualifications for homebuyers are:

- Be income eligible
- Be a first time homebuyer
- Do not have assets which exceed the limits
- Complete a homebuyer course

Once these qualifications are met, a person would fill out an application. At this time, they will be asked to provide documentation of the stated "Priorities" and "Preferences." The priority status is for those who are a veteran or who have completed a national service (such as the Peace Corps). Preferences are as follows:

- First Preference Pool: Displaced Resident of High Rock or Current Needham Public
- Housing Resident
- Second Preference Pool: Town of Needham Employee
- Third Preference Pool: Needham Connection, such as graduated from Needham High School, or parents live in Needham

All other applicants will be placed in the General Pool. More details on this procedure are found in Appendix C.

Sale of Subsidized Housing and Possible Displacement

In Needham's effort to produce new affordable housing units to meet the state's requirement (10% of year-round housing stock affordable to households earning at or below 80% of area median income), it is important that the town not lose ground on the affordable units it currently has in place, but ensure that these units are preserved as affordable as far into the future as possible. The Community Economic Development Assistance Corporation (CEDAC), maintains a list of those subsidized housing

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developments that are defined as “expiring use properties,” which are rental units built with federal and/or state subsidies for low- and moderate-income households that incorporate rental agreements to keep the apartments affordable over the long-term but not perpetually. CEDAC has identified eight expiring use developments in Needham that involve 116 subsidized units including: Greendale Residence, High Rock Homes, Highland Avenue/Charles River ARC project, Marked Tree Road, Nehoidan Glen, Webster Street II, Webster Street Residences and West Street Apartments. The Town has been in active discussions with property owners at Nehoidan Glen, who recognize their obligation to maintain affordability of the units since they were created by overriding local zoning (Zoning Board of Appeals of Wellesley vs., Ardmore Apartments). It will be important to monitor these projects and intervene if necessary to maintain affordability well into the future and insure that these units continue to count as part of the state’s Subsidized Housing Inventory.

Property Tax Policies

As provided by state law, the Needham Board of Assessors administers tax assistance programs for various eligible taxpayers. These programs provide varying levels of tax relief for qualifying, low-income elderly taxpayers, legally blind taxpayers, veterans, and taxpayers suffering a hardship. The Town recently voted to lower the interest rate charged for taxpayers to defer payment of property taxes from 8% to 4%. In FY2013, the following exemptions and abatements were processed: 120 Disabled Veterans’ exemptions in the amount of \$124,190.08; 2 Financial Hardship exemptions in the amount of \$1,552.85; 28 Seniors and Surviving Spouses in the amount of \$17,224.09; 17 Blind exemptions in the amount of \$14,213.04; 60 FY13 abatements in the amount of \$106,319.32; 21 Tax Deferrals were processed in the amount of \$124,930.55; 115 CPA surcharge exemptions approved for \$11,338.74; in addition to any Senior Work Abatements.

Planning and Zoning Boards

The Board of Appeals is a quasi-judicial body. The Board serves the community by hearing and making decisions on applications brought before the Board for special permits, variances, comprehensive permits, appeals of decisions of the Building Inspector, and renders its decisions by applying Massachusetts General Laws and the Town By-laws. 40B projects are seen through the Board. Three regular members are appointed by the Board of Selectmen for three years in such a manner that the term of one regular member shall expire each year. The Board of Selectmen appoints two associate members for a term of one year.

The Planning Board is charged with broad statutory responsibilities to guide the physical growth and development of Needham in a coordinated and comprehensive manner. More specifically, the Board is legally mandated to carry out certain provisions of the Subdivision Control Law (M.G.L., c. 41, s. 81K-81GG) and of the Zoning Act (M.G.L., c. 40A). The legal responsibilities of the Planning Board are found at the local level in the Subdivision Regulations and Procedural Rules of the Planning Board and in the Town’s

Zoning By-laws. Although Town Meeting must vote by two-thirds to accept any new Zoning changes, the Planning Board can recommend any changes. Cluster Developments and Residential Compounds are issued through this Board. Five members of the Planning Board are elected for five-year terms, so arranged that the term of not more than one member shall expire each year.

Building Codes (accessibility)

There are a myriad of access standard guidelines and regulations in the Fair Housing arena, although they are generally applicable to publicly subsidized housing and not to single family homes. The Massachusetts Architectural Access Board's (AAB) regulations are designed to provide full and free use of buildings and facilities so that persons with disabilities may have the education, employment, living and recreational opportunities necessary to be as self-sufficient as possible and to assume full responsibilities as citizens. The AAB requirements are triggered by any construction, renovation, remodeling, or alteration of a public building or facility, or a change in use of building from private to public. In addition, new construction of "Multiple dwellings" (considered to be either lodging facilities or residential facilities for hire, rent, lease, or sale containing three or more dwelling units in a building) must comply with AAB requirements. Most housing in Needham does not fall into this category.

Massachusetts General Law Chapter 151B, sec. 4⁹ explains that in the case of publicly assisted housing, multiple dwelling housing consisting of ten or more units, or contiguously located housing consisting of ten or more units, reasonable modification for disabled persons to enjoy the full premises shall be at the expense of the owner. Additionally, for housing not characterized by this description, discrimination on the basis of handicap shall include a refusal to permit or to make, at the expense of the handicapped person, reasonable modification of existing premises occupied or to be occupied by such person if such modification is necessary to afford such person full enjoyment of such premises.

The Fair Housing Act as amended in 1988 adds to other protected classes the protection against discrimination for handicapped or disabled persons. All covered multifamily dwellings consisting of four or more units designed and constructed after 1991 must include accessible design elements. Covered in these accessible features are locations of outlets and light switches, the layout of the house including wide doorways, and reinforcements in bathroom walls to allow later installation of grab bars.¹⁰

⁹ Massachusetts General Law Chp. 151B, sec. 4 is available at <http://www.mass.gov/legis/laws/mgl/151b-4.htm>

¹⁰ The Fair Housing Act Design Manual is available through HUD at <http://www.huduser.org/publications/destech/fairhousing.html>

Private Sector Lending Policies and Practices

Federal and Massachusetts Fair Housing law prohibits discrimination in all areas of housing transactions, including, but not limited to, rental, home sales, mortgage lending, home improvement, zoning bylaws, and advertising.

Racial and ethnic inequities in mortgage lending in the Boston area have been documented in two recent reports: *The Color of Money in Greater Boston: Patterns of Mortgage Lending and Residential Segregation at the Beginning of the New Century*, by Jim Campen, prepared for the Metro Boston Equity Initiative of the Harvard Civil Rights Project, and *Changing Patterns XIV: Mortgage Lending to Traditionally Underserved Borrowers & Neighborhoods in Greater Boston, 2008*, by Jim Campen, prepared for the Massachusetts Community and Banking Council (MCBC). These documents demonstrate the region's lending patterns. The papers' findings, drawing on Home Mortgage Disclosure Act (HMDA) data, conclude that recent mortgage lending in the region seems to maintain the disparity between white and non-white mortgagees.

The Color of Money in Greater Boston, states: "For lending in the Boston NECTA [Boston-Cambridge-Quincy Metropolitan New England City and Town Area] as a whole, findings include: (1) For home-purchase loan applications, the black denial rate of 18.3% was 2.57 times higher than the white rate of 7.1% and the Latino denial rate of 15.3% was 2.14 times higher. (2) These denial rate disparities cannot be explained by the fact that blacks and Latinos have, on average, lower incomes than whites; in fact, Black/White and Latino/White denial rate ratios tend to increase as incomes rise. (3) Black and Latino homeowners who refinanced their existing mortgages were over three times more likely to receive their loans from subprime lenders than were White borrowers. (4) These higher subprime loans shares cannot be explained by the lower income levels of Blacks and Latinos; indeed, the subprime loan share for *upper*-income blacks was more than twice as high as that for *low*-income whites." It would be helpful to the analysis of impediments to fair housing if the research in this area were to include other factors impacting lending, such as debt/equity ratios and credit history. No specific inference can be extrapolated to the Town of Needham from the conclusions of this report.

Changing Patterns XIV: Mortgage Lending to Traditionally Underserved Borrowers & Neighborhoods in Greater Boston, 2008 analyzes the MCBC's commitment to substantially increasing the provision of credit and banking services to low-income and minority communities within the City of Boston. The study contains data that examines loan applicants and loan denial ratios among minorities in communities throughout Massachusetts. The report gives data for individual municipalities, as well as for the state as a whole and for the MAPC region.

The report concluded that "prime lenders denied home-purchase loan applications by Blacks and Latinos about two and one-half times as often as they denied applications by

Whites; this was true in Boston, Greater Boston [defined in this report as the MAPC region], and statewide. In Greater Boston, for example, denial rates were 19% for Blacks, 17% for Latinos, and 7% for Whites. These denial rate disparities cannot be explained by the lower incomes of blacks and Latinos; when applicants are grouped into income categories, the denial rates for Blacks and Latinos are always well above the denial rate for Whites in the same income category.”

The report is prudent to mention that communities should not place too much value in the “denial rates of the individual communities, [and rather, the study should be considered on a regional basis]. This is because in many towns the number of black and Latino applications is very small. And when the number of applications is low, small changes in the number of denials can result in large changes in denial rates – and in the Black/White and Latino/White denial rate ratios.”

In 2006, prime lenders of first-lien home-purchase loans for owner-occupied homes in Needham granted all 23 Asian applications, 4 of 5 Black applications, all 4 Latino applications and 344 of 358 White applications. Proportionally, blacks were denied more often than whites; however, as the report stated, because there were so few applications from Blacks and Latinos in Needham, establishing a pattern or trend or asserting that there was discrimination cannot be demonstrated from the limited data.

First-Lien HOME-PURCHASE Loans for Owner-Occupied Homes, 2006

	Total Loans			High APR Loans		
	Total	White	Latino & Black	Total	White	Latino & Black
Needham	369	299	3	12	8	0
Newton	919	661	27	51	27	3

Source: Changing Patterns XIV: Mortgage Lending to Traditionally Underserved Borrowers & Neighborhoods in Greater Boston, 2008

Neither in Needham, nor its abutting community of Newton, was there an imbalanced number of Blacks or Latinos given High APR Loans. The MAPC region as a whole does exhibit this imbalance, but on the detailed level of a town by town basis, some of these patterns cannot be demonstrated.

Another report, *More than Money: The Spatial Mismatch Between Where Homeowners of Color in Metro Boston Can Afford to Live and Where They Actually Reside*, written in a collaboration between the Fair Housing Center of Greater Boston and the Massachusetts Community and Banking Council in 2004 concludes that mere financial affordability (while it might contribute) fails to entirely explain why people of color are not represented more in the suburban neighborhoods of Greater Boston. The report acknowledges that “African-American and Latino homebuyers do face greater affordability constraints on average,” but when the authors controlled for affordability, their study showed that other contributors must be at work. The study shows that

affordability is not the only factor affecting minorities' ability to choose where they live. Other possible factors are lending practices, realtor or landlord discrimination or housing advertisement that does not outreach to all populations. Additionally, the geographic location of where a person lives may well be affected by other personal choices. No specific explanation can be determined by this study as to where minorities live, except that affordability is not the only contributing factor.

A brief and unofficial examination of real estate advertising online and in the Needham Times did not show any sign of advertising discrimination.

Fair Housing Enforcement

As discussed earlier in this AI, the Massachusetts Commission Against Discrimination (MCAD) and the Fair Housing Center of Greater Boston have received few fair housing complaints from Needham residents in recent years. In Needham, there is currently no specific person or department or organization to take in fair housing complaints. The Health Department receives complaints by renters whose units may not be meeting certain health-related criteria, such as lack of heat. Upon the recommendation of the Town Manager, Chief of Police, or other official, the Human Rights Committee can help to evaluate, facilitate and education in the fair housing arena. Currently, people who feel their fair housing rights have been violated are directed to either the MACD or the Fair Housing Center of Greater Boston to assist them in dealing with the issue.

"Visitability" in Housing

Visitability means that: (1) at least one entrance is at grade (no step), approached by an accessible route, such as a sidewalk; (2) the entrance door and interior doors on the first floor have at least 32 inches of clear passage space; and (3) there is a bathroom on the first floor big enough to access in a wheelchair, and close the door. Visitability allows mobility-impaired residents to visit families and friends where this would not otherwise be possible. A visitable home also serves persons without disabilities (for example, a mother pushing a stroller, a person delivering large appliances, a person using a walker, etc.). One difference between "visitability" and "accessibility" is that accessibility requires that all features of a dwelling unit be made accessible for mobility-impaired persons. A visitable home provides less accessibility than an accessible home, and is meant to be those units not required to be accessible.

The Town of Needham does not have a written policy requiring visitability measures in new housing construction; however, its building code requirements provide for accessibility measures in new construction of commercial and multi-family homes, as directed by the AAB.

Assessment of Current Public and Private Fair Housing Programs and Activities in the Jurisdiction

West Metro HOME Consortium

Needham has already been participating in Fair Housing activities locally. As a member of the West Metro HOME Consortium, local realtors, landlords, municipal employees, tenants, have been invited to various trainings through Newton's Fair Housing Initiative Programs (FHIP) grant. The Consortium has also provided the Town with several different Fair Housing pamphlets, including "Your Fair Housing Rights: National Origin/Race/Families with Children/Public Assistance Recipients" in several languages, and "Landlords: Know the Law." The pamphlets are available in the Planning and Community Development Department.

Participation in the Consortium also provides the Town of Needham with funding for affordable housing. To date, the initial funding for High Rock Homes came from the HOME program and the commitment of those funds leveraged funding from other sources, which led to the eventual ability to complete the project. The Town is also working with the Charles River Center, a non-profit agency in Needham, that has been providing advocacy and programs for children and adults with developmental disabilities since 1956, to build a group home with 6 bedrooms (five bedrooms for residents, 1 bedroom for staff) using both HOME funds and Community Preservation Act funds. Both the Department of Developmental Services (DDS) and Massachusetts Commission for the Blind identify individuals each year (based on prioritization) who will need accessible housing. Many of them are young adults turning 22 who have already been living in residential schools because of significant medical and cognitive needs. Others are older adults who are still living at home with elderly parents.

Additionally, Needham community members were invited to participate in a series of educational trainings through the City of Newton's FHIP grant that funded educational opportunities for the HOME Consortium. The trainings included Landlord Trainings, Housing and Social Service Provider Trainings, Realtor Trainings, First Time Homebuyer Trainings, Property Manger Trainings, Lender and Mortgage Broker Trainings and Public Housing Authority Trainings. Two training sessions were held in Needham: October 24, 2007 (Realtor Training) and June 4, 2008 (Landlord & Public Housing Authority Training).

Community Preservation Act

The Community Preservation Act (CPA) was approved by voters in November 2004. The CPA is a tool to help communities preserve open space and historic sites, and create affordable housing and recreational facilities. Ten percent is the minimum that must be allocated to affordable housing, and since the inception of CPA in Needham, the total amount spent on housing is \$1,384,500.

Inclusionary zoning

Inclusionary zoning and incentives for affordable housing are included in the Downtown zoning, as approved by Town Meeting in 2009 and the Elder Services Zoning District adopted by Town Meeting in 2010. This inclusionary zoning requires that developers who create a certain number of housing units make a certain percentage of the units affordable.

At the 2009 Annual Town Meeting, the Town approved the Needham Center Overlay District, Chestnut Street Overlay District and Garden Street Overlay District to “encourage redevelopment of existing properties and infill development of an appropriate scale, density, mix of uses and design for a suburban downtown, substantially as set forth in the Needham Center Development Plan dated March 30, 2009, and to establish sub-districts in which to achieve these purposes in a manner compatible with surrounding areas; to create and sustain a vibrant, walkable downtown area; and to create opportunities for housing within walking distance of goods and services, public transportation, and the civic life of the town. The Overlay District includes the Center Business District and Chestnut Street District where the underlying zoning is still in effect with the new zoning providing alternatives to such requirements.

Mixed-use buildings with not more than five (5) dwelling units above the ground floor are permitted by-right with such properties with more units requiring a special permit as well as affordable housing equivalent to one (1) unit for properties with less than ten (10) units and 10% of all units for those with more than ten (10) units. At least half of these affordable units must be affordable to those earning at or below 50% AMI, the remaining units to be sold or rented to those with incomes of up to 100% AMI. Only one (1) parking space is required for the affordable one-bedroom units.

Further, at the 2010 Annual Town Meeting, the Town approved the Elder Services Zoning District “to encourage the establishment of housing and other facilities in close proximity to each other primarily serving individuals 55 years of age or older who wish to live in independent apartments with convenient access to supportive services, while minimizing potential adverse impacts upon nearby residential and other properties”.

The zoning effectively allows individuals to “age in place” in recognition that Needham residents are aging and their life expectancy is increasing as well, resulting in a greater need to provide different types of housing and supportive care for seniors. The area of the Overlay District includes approximately seven (7) acres on Highland Avenue, where the Wingate at Needham Nursing Home is located, and Gould Avenue.

A special permit is required for the allowed uses of Independent Living Apartments, Assisted Living and /or Alzheimer’s/Memory Loss Facilities and other uses allowed by special permit in the General Residence Zoning District. The new zoning also required that 10% of the Independent Living Apartments be affordable with one (1) unit

affordable for developments of less than ten (10) units. At least half of these units must be affordable to those earning at or below 50% AMI, the remainder to be sold or rented to those with incomes of up to 100% AMI.

Council on Aging

The Council on Aging serves Needham's 60 and over population and their families, by addressing diverse aspects of aging service interests, concerns and needs. The Council's mission is fulfilled by delivering programs and services in a variety of places, and wherever it is needed throughout the town. The Council on Aging also offers a variety of programs and services five days a week at the Stephen Palmer Senior Center (There is a new Senior Center currently under construction on Hillside Avenue). Some of the services and programs provided include, but are not limited to: outreach and counseling services (home visits and office visits available), advocacy, transportation, daily meals, information and referral, health benefits counseling, volunteer opportunities, health & wellness information and screening, creative and social classes, educational programs, special events and trips, drop-in center for socialization, and various learning opportunities.

These activities address fair housing by providing the aging population in Needham with assistance meeting their needs, so that housing difficulties (such as commuting around town and obtaining food, medicine and socialization) can be managed and they can remain residing in Needham.

Impediments and Proposed Strategies

Impediment #1: Land Use Policies and Zoning can limit the quantity of non-single family housing and the availability of developable land to achieve fair housing.

- Although nearly one half of Needham's land area is zoned for 10,000 square foot lots, apartment districts and districts that allow for multi-family housing are limited.
- Accessory apartments are not permitted.
- There is no "as-of-right" development option for affordable housing, making the permitting process more time-consuming and adding to the cost of development.
- Complexity of zoning and the process can be overwhelming for small scale non-profits wishing to develop affordable housing.
- There are few incentives and requirements for affordable housing in the zoning.

Actions/Ideas:

- The Commonwealth of Massachusetts' Analysis of Impediments plan states that "Land use regulations can be inclusive of minorities, disabled persons, and other groups that are disproportionately low income and/or disadvantaged in the housing market by increasing housing affordability (i.e. through infrastructure

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efficiency and housing density) and access to public transit, jobs, schools, hospitals, and by decreasing proximity to health and safety hazards.” This broad solution could serve as a framework for Needham to guide some decisions in Town to ensure inclusivity of all people.

- Inclusionary zoning and incentives for affordable housing are included in the Downtown zoning, as approved by Town Meeting in 2009 and the Elder Services Overlay District adopted in 2010. This inclusionary zoning requires that developers who create a certain number of housing units make a certain percentage of the units affordable. *(completed)*
- Allowing accessory apartments should be considered by the Planning Board, as noted in Needham’s Affordable Housing Plan, dated June 2007. Although they can be difficult to regulate, all abutting Towns to Needham allow some form of Accessory dwellings either through special permit or by right. Anecdotal evidence suggests that there are many illegal apartments of this type in Needham. *(long term)*
- The Planning Board should consider the recommendations regarding multifamily dwellings on page 60 of Needham’s Affordable Housing Plan, such as studying the possibility of including multifamily in the New England Business Center and mixed-use 128 Districts. *(long term)*
- Consider waiving fees for affordable housing developments. Consider creating a procedure that offers developers of affordable housing guidance through the zoning and the processes of Town. Consider assigning specific staff to provide this guidance. *(short term)*

Impediment #2: Lack of information, education and outreach on Fair Housing.

- There is a shortage of information in Needham of Fair Housing issues in general. Education for residents, employees, lenders, realtors and landlords has been minimal. Information that is available is often provided by sources that may not be objective.
- Without a greater understanding of Fair Housing issues, there can sometimes be neighborhood opposition to development of compact, dense and affordable development. This is an example of “NIMBYism” (Not In MY Backyard), a sentiment that can often be reduced with more information.
- There has not been any investigative testing or monitoring of real estate agencies, lenders, or landlords to determine if discrimination is occurring in Needham. This lack of information limits Needham’s ability to confirm compliance with Fair Housing practices.
- Although there are resources within the Town of Needham (as mentioned in the report, such as the committees and agencies that provide assistance), it is not always clear to people where these resources are and how to access the information they are seeking.
- There is no Town staff person devoted to Housing, making it difficult for the Town to perform outreach, coordination and monitoring of housing issues.

Actions/Ideas:

- Build a base of people who understand fair housing issues and want to work to make improvements. Create a network of people who support working on these issues. Ideally, the network would include people from various sectors of government and community. This could be in the form of a Task Force for Fair Housing. *(short term)*
- Education should also include Town of Needham employees, particularly those involved with land use. *(short term)*
- Education should come *before* a specific development is proposed for approval. There is a need for general education about Fair Housing Law and what some of the issues are. The education should include the fact that the Town has an Affordable Housing Plan and the Selectmen approved it. This effort could include presentations at clubs and houses of worship. *(short term)*
- Education should include the Town educating itself about the possibility of inequitable housing practices. A general assessment of activities in Needham should be performed, by looking at real estate and rental advertisements to ensure they abide by Fair Housing Law, conducting a survey or any other sort of actions that could aid in creating a better understanding of what possible fair housing practices are being violated. Some form of testing could be considered. *(long term)*
- The Task Force and the education effort should be a *continuing* endeavor. *(long term)*
- Identify staff resources to coordinate the efforts of outreach and monitoring of housing issues in Needham. Hire a housing staff person under the supervision of the Director of Planning and Community Development. *(staff person to be added in September 2013).*
- Continue the education effort that was started through Newton's FHIP grant of community stakeholders on Fair Housing laws, including lenders, landlords, tenants and others. Needham could consider applying for a similar grant *(long term)*

Impediment #3: Lack of accessible affordable housing & lack of affordable housing.

- Fair Housing Law requires that the availability of affordable accessible housing in Town be assessed. Seniors and disabled people, whose disabilities can be income-limiting, could benefit from affordable housing. Housing not only must be affordable, but accessible for these populations. Proximity to transportation or commercial areas is additionally helpful for these groups. Needham has many people, of all age groups, who consider themselves disabled; it is important that their housing needs are met.
- This report shows that affordability in housing disproportionately affects people in protected classes. Lack of affordable housing can create a barrier to entry into the Town of Needham.

- High costs of housing in Needham can inhibit low to moderate income individuals and families from moving into Needham or renters to stay in Needham.
- The Housing Authority's waiting list illustrates the need for affordable housing in Town.
- High cost of land in Needham can deter developers from building affordable housing because the profit margin would be marginal.

Actions/Ideas:

- Needham can boast completion of a development called Charles River Landing. This development has 350 rental units. It began through a "friendly" Chapter 40B process with the Town and as such jointly submitted an application to the state's Department of Housing and Community Development (DHCD) to participate in the Local Initiative Program (LIP)¹¹. While 25% of the units (88 units in total) will be affordable to low- and moderate-income households earning at or below 80% of area median income, all of the units can be counted as part of the state's Subsidized Housing Inventory and Needham's affordable housing stock will increase from 4.61% of its year-round housing to 7.86%, bringing it considerably closer to the 10% goal.

The project site is located on Second Avenue at the outer edge of the New England Business Center, adjacent to a residential neighborhood and overlooking the Charles River. The parcel contains 7.9 acres and will promote a number of smart growth principles as it is served by existing infrastructure, is located in proximity to town services, transportation and employment, promotes higher density housing and includes affordable housing.

Most of the units are directed to non-families as they have no more than two bedrooms. The affordable units are distributed among all apartment types, and 70% of the units can be reserved for those living or working in Needham.

This is an example of the kind of project that improves the availability of affordable housing in Town quickly. It is a model of a good partnership between the Town and the developer, and of creative use of funding sources. This type of development will not be able to be replicated often, if ever again, due to a lack of developable land, but the model is nevertheless useful. When future affordable housing is created, it would be useful to consider the impact of three or four bedroom units. (*long term*)

- Continue to utilize HOME funds & CPA funds for the development of affordable housing. The initial funding for High Rock Homes leveraged funding from other sources, which led to the eventual ability to complete the project. Home funds and

¹¹ From www.mass.gov: "The Local Initiative Program (LIP) seeks to stimulate the production of affordable housing opportunities by fostering cooperation between municipalities and housing developers. The program provides technical assistance to developers and municipalities seeking to develop housing that serves households at or below 80% of the area median income within mixed-income (market and affordable) housing developments."

CPA funds are also being contributed to the Charles River Center group home that will be constructed. This project will create five bedrooms for adults with developmental disabilities. (*short term*)

- There are possibilities of funds to create affordable housing that the Town could consider. One fund option could be that when developers tear down small houses to put up large ones, they will be required to contribute to a fund that will create affordable housing. Another option would be a Housing Trust Fund. Both of these ideas and any other housing fund ideas should be studied further, but may be a key answer in providing funding for this needed housing. (*long term*).
- Other opportunities are spelled out in the Affordable Housing Plan.

Impediment #4: Lack of accessibility.

- Elevators are lacking in many town buildings and affordable housing developments, e.g. Linden Chambers and Town Hall. This makes it difficult for some members of this community to access certain resources in Town. Livability for this population decreases when daily activities are difficult or impossible. Communities that have more accessible Town Buildings provide an easier environment for some people to live in.
- Accessibility is required in new construction, but many of the buildings in Needham are older construction that do not have these features.
- Although there are some transportation options, it is not always easily accessible for disabled persons.
- There is no easy way for people to move within the Town by public transit.

Actions/Ideas:

- The concept of “visitability” (as explained earlier in this AI) should be incorporated into the goals of new housing and development. Requiring these types of elements would not be feasible, nor would it be reasonable; however understanding visitability could help future developments meet the needs of some of the Town’s constituents. (*long term*)
- The issue of accessibility, especially as it relates to the current infrastructure, is an issue that cannot be fixed easily and quickly. It will require long term solutions and planning. For this reason, this AI cannot attempt to come up with the answers; however there are some actions that could be explored. New construction will contain the necessary AAB requirements; however, as time passes, it would benefit the Town to consider how it would be possible to fund the additions of accessible features to existing Town buildings. Discussions with the MBTA to ensure accessibility on all bus and rail routes might help surface this issue and possible solutions. (*long term*)

Appendix A

The following dates depict important events in the work of the original AI:

- January 9, 2008
West Metro HOME Consortium Meeting with Training Session on writing an AI led by the Fair Housing Center of Greater Boston
- March 19, 2008
Landlord Fair Housing Training hosted by Newton and the West Metro HOME Consortium
- March 21, 2008
Focus Group meeting: brainstorm possible Impediments to Fair Housing Choice in Needham
- April 1, 2008
Brief presentation to the Needham Planning Board to explain the project.
- April 17, 2008
Second Focus Group meeting: brainstorm possible solutions or strategies to address impediments.
- April 29, 2008
Presentation to Board of Selectmen
- August 12, 2008
Public Hearing Analysis of Impediments to Fair Housing Choice with the Board of Selectmen

Appendix B

Subsidized Housing Inventory – the information below comes directly from the Needham Housing Needs Assessment prepared by Karen Sunnarborg in 2013.

The Table below summarizes those units that are included in the Subsidized Housing Inventory (SHI) and thus meet all of the state’s requirements of affordability.

Needham’s Subsidized Housing Inventory (SHI), January 2013

<u>Project Name</u>	<u># SHI Units</u>	<u>Project Type/ Subsidizing Agency</u>	<u>Use of a Comp Permit</u>	<u>Affordability Expiration D</u>
Cook’s Bridge (Captain Robert Cook Drive and Seabeds Way)*	76	Rental/HUD	No	Perpetuity
High Rock Estates*	80	Rental/DHCD (will be HUD)	No	Perpetuity
138-158 Linden Street*	32	Rental/DHCD	No	Perpetuity
168-188 Linden Street*	40	Rental/DHCD	No	Perpetuity
15-42 Chambers Street*	80	Rental/DHCD	No	Perpetuity
Matthews House/ 1415 Great Plain Ave.*/**	8	Rental/DHCD	No	Perpetuity
Highland Ave./Charles River ARC **	6	Rental/HUD and EOHHS	No	2038
Marked Tree Corp. **	4	Rental/HUD and EOHHS	No	2038
Nehoidan Glen	61	Rental/MassHousing	Yes	Perpetuity
Webster Street II/929 Webster **	4	Rental/HUD	No	2037
Webster Street II/299 Webster **	6	Rental/HUD	No	2037
West Street Apartments **	6	Rental/HUD	No	2043
Junction Place	2	Ownership/DHCD and FHLBI	Yes	Perpetuity
Garden Street	2	Ownership/FHLBB	Yes	Perpetuity
High Cliff Estates	3	Ownership/FHLBB	Yes	Perpetuity
Chestnut Hollow	6	Rental/DHCD and HUD	No	2021
Suites at Needham	2	Ownership/MassHousing	Yes	Perpetuity
Charles River Landing	350	Rental/DHCD	Yes	Perpetuity
DDS Group Homes **	69	Special Needs Rental/DDS	No	NA
<u>TOTAL</u>	837	725 rentals, 103 special needs rentals, 9 ownership	420 40B units	

Source: Massachusetts Department of Housing and Community Development, January 3, 2013

* Needham Housing Authority units

** Special needs units

Of the 837 units that are considered affordable by the state, 316 or 37.8% are owned and managed by the Needham Housing Authority (NHA) including 198 one-bedroom units for seniors and disabled individuals of any age and 120 units for families and veterans.

The Authority also maintains two staffed apartments that serve eight (8) individuals with special needs. These projects are as follows:

- *High Rock Estates*
State Chapter 200 funding (the Housing Authority is in the process of federalizing this property)
Single-family housing for families
80 units (43 three-bedroom units and 37 two-bedroom units)

The Needham Housing Authority redeveloped this property by replacing 20 single-family units with two-family structures.

- *Linden Chambers*
State Chapter 667 funding, mixed elderly-disabled housing
152 one-bedroom units
- *Matthews House*
State Chapter 689 funding for special needs housing
8-bed group home
- *Captain Robert Cook Drive*
Federally-financed
Single-family housing for families
30 units (5 two-bedroom units, 20 three-bedroom units and 5 four-bedroom units)
- *Seabeds Way*
Federally-financed
Mixed elderly, disabled singles housing
46 one-bedroom units

The Housing Authority has 559 applicants on its wait list for the family units including 359 applicants for two-bedroom units, 167 for three-bedrooms, and 33 for four-bedroom units. Waits for these units extend to three (3) to five (5) years. None of the units are handicapped accessible. In regard to the NHA's elderly/disabled units, there were 227 on the waitlist with waits of approximately six (6) months to a year.

In addition to Matthews House, Needham has five (5) other special needs housing facilities that altogether total 26 additional affordable housing units (including the Highland Avenue ARC project, Marked Tree Road, 299 and 929 Webster Street, and West Street Apartments) as well as 69 units in group homes for state Department of Developmental Services (DDS) clients scattered throughout town.

Needham also has seven (7) other projects that are a part of its SHI (with the exception of the Habitat for Humanity house on Bancroft Street that should be added) and include an

additional 165 actual affordable units (total of 427 units that can be counted in the SHI) that have been produced by private, for profit or non-profit developers including:

- Nehoidan Glen
1035 Central Avenue
Comprehensive Permit granted in 1976 and subsequent amendments were issued through June 2011.
Total Rental Units: 61 Affordable Units: 61

This development is for low-income seniors.

- Chestnut Hollow
141 Chestnut Street
Variance granted in October 2000 by the Board of Appeals
Special Permit granted in December 2000 by the Planning Board
Total Rental Units: 28 Affordable Units: 6

Chestnut Hollow involved the major renovation project of an existing non-conforming building, formerly the Hamilton House nursing home, for conversion into apartments for seniors. The development was processed through a Special Permit and variances and also involved project-based Section 8 vouchers for the six (6) affordable units. There are 12 two-bedroom units, 15 one-bedroom units, and one (1) studio unit.

- Junction Place Townhouses
32 Junction Place
Comprehensive Permit granted in October 2000
Total Condominium Units: 5 Affordable Units: 2

Junction Place is a condominium project comprised of five (5) attached townhouse units, approved by the Town for construction in November of 2001 through a comprehensive permit. The property contains approximately 11,200 square feet of land, previously occupied by a small vacant two-story office building, a garage and parking area on the edge of a commercial district and a short walk to the train station. All five (5) of the townhouses were sold at below market prices to eligible families through a lottery system. Two (2) of the homes were sold for \$165,000 to families earning up to 80% of the area median income with the remaining three (3) sold for \$310,000 to families earning up to 150% of the area median income.

- *High Cliff Estates*
199 St. Mary Street
Comprehensive Permit granted April 2002
Total Condominium Units: 12 Affordable Units: 3

The High Cliff Estates project is a townhouse condominium development with 12 total three-bedroom condominium units in four (4) buildings and with three (3) of the condominiums sold as affordable, selling for between \$105,000 and \$137,500. The market rate units sold for \$447,000 to \$582,300.

- *Garden Street*
207-213 Garden Street

Comprehensive Permit granted March 2002

Total Condominium Units: 6 Affordable Units: 2

The Garden Street project is a condominium development with six (6) total three-bedroom units, two (2) of which are affordable. The development was approved by the Town in March of 2002, and was subject to an appeal filed by an abutter to the property that was subsequently settled. The property contains approximately 27,132 square feet of land. Although within a single-family district, the property is located directly across the street from a business zone, a short walk to the center of Needham and public transportation. The two (2) affordable units sold for \$160,000 with the market rate units priced between \$525,000 and \$759,000.

- *Suites at Needham*

797 Highland Avenue

Comprehensive Permit granted in 2006

Total Units: 8 Affordable Units: 2

The development includes eight (8) townhouses, two (2) of which are affordable. The project is located on Highland Avenue, only a short walk to the MBTA station.

- *Charles River Landing*

300 Second Avenue

Comprehensive Permit granted in 2007

Total Units: 350 Affordable Units: 88 (but all count as part of the SHI)

The Town of Needham entered into an agreement with the developer, Cabot, Cabot & Forbes, to build 350 rental units through a “friendly” Chapter 40B process through the state’s Local Initiative Program (LIP). The project is located at the outer edge of the New England Business Center, adjacent to a residential neighborhood and overlooking the Charles River. The parcel contains 7.9 acres and promotes a number of smart growth principles as it is served by existing infrastructure; is located in proximity to Town services, transportation and employment; promotes higher density housing; and includes affordable housing. About two-thirds of the units have one-bedrooms, the remainder with two-bedrooms.

- *Bancroft/Brookline Habitat for Humanity House*
5 Bancroft Street
Total Units: 1 Affordable Units: 1

This parcel was owned by the Town of Needham, which issued a Request for Proposals to secure a developer to build an affordable home on the site. Habitat for Humanity was the winning respondent and built a single-family house on the lot for a first-time homebuyer. This house is not currently on the SHI but is eligible for inclusion.

The Dedham Housing Authority administers *rental subsidies* for Needham and is assigned 120 Section 8 vouchers. These rental subsidies are provided to qualifying households renting units in the private housing market, filling the gap between an established market rent – the Fair Market Rent (FMR) – and a portion of the household’s income. Based on the high cost of housing in Needham, the Housing Authority has been able to apply up to 110% of the FMR levels for its maximum rent. Preference is granted to applicants who reside or are employed in Needham. Applicants must also have incomes within 50% of area median income, \$44,050 for a family of three (3) based on 2012 income levels. There is a considerable wait for these housing vouchers, with the MassNAHRO Centralized Wait List of 120,000 applicants from 88 participating housing authorities, including Needham’s.

Pending Projects

There are a number of other projects that are planned to include affordable units including the following:

- *Craftsman Village/21 High Street*
The initial developer, Hemark Realty Trust, filed the comprehensive permit application in 2003, and proposed building twelve three-bedroom condominium units, three (3) to be affordable, on an about 27,000 square foot lot within walking distance to public transportation. The ZBA approved six (6) units but the developer was unwilling to go below eight (8) and appealed the decision to the state’s Housing Appeal Committee. The project is finally moving forward with a new developer, Craftsman Village LLC, with a total of six (6) units including two (2) affordable ones. The market units are being sold for \$609,000. There were 14 eligible applicants for the affordable units included in the lottery that was conducted in 2012, including one (1) Needham resident and nine (9) minority applicants.
- *The Charles River Center*
The Charles River Center, also know as the Charles River Association for Retarded Citizens (ARC), proposes to construct a group residence at 1285 South Street that is configured as a single-story structure providing a home for five (5) people with significant physical and cognitive disabilities, completely handicapped-accessible. Individuals moving into this home will receive 24/7

staffing and comprehensive nursing care. The home will fulfill or exceed all architectural barrier regulations and will include spacious corridors, roll-in showers, safety and emergency systems, accessible entries and appliances, etc. The Town allocated \$280,000 in HOME Program funding to support development financing.

- *Gould Street Senior Housing*

Pursuant to a zoning change to create an Elder Services Zoning District, approved by Town Meeting in 2010, and Special Permit approval of the Needham Planning Board in 2011, the developer of Wingate at Needham Nursing Home has the go-ahead to build a senior housing facility on Gould Street next to its Nursing Home at 589 Highland Avenue. The building will include 91 total units – 12 Independent Living Apartment units (13 bedrooms), 42 Assisted Living units, and 37 Assisted Living units specializing in Alzheimer's and other memory loss related conditions. The project will also include two (2) affordable units, eligible for inclusion in the Subsidized Housing Inventory (SHI), one (1) reserved for those who live or work in Needham.

- *36-58 Dedham Avenue*

Through the rezoning of Needham Center through a Center Business Overlay District that was approved by Town Meeting in 2009, as well as Special Permit approval by the Planning Board in 2012, the developer, MMM Property LLC, has obtained the necessary approvals to construct a new three + one story mixed-use building on Dedham Street. The property will contain ten (10) residential units, including one (1) affordable unit, as well as two (2) first-floor retail units.

- *28 Webster Street*

The developer, Webster Street Green, LLC, was issued a comprehensive permit in November 2005, which was appealed, amended, and recently issued an extension through the Housing Appeals Committee. The ZBA also recently granted the developers an amendment, and the project is scheduled to begin construction soon on ten (10) units, two (2) of which will be affordable.

- *540 Hunnewell Street*

The developer, High Cliff Estates, Inc., proposed three (3) units, one (1) of which would be affordable, on a small 6,673 square foot lot that is within walking distance to the commuter rail. The developer filed the comprehensive permit in March 2006, and the ZBA issued the permit in 2007. The developer has not acted on the permit to date.

Appendix C

The following describes the eligibility requirements for homebuyers at High Rock Homes.

Homebuyer must meet the Basic Qualifications. Buyers of affordable townhouse condominiums at High Rock Homes must be:

- Income eligible. There are three tiers of affordability based upon the area’s median income (AMI) as follows:

Household Size	Tier 1 - 60% of Median	Tier 2 - 80% of Median	Tier 3 -110% of Median
1 person	\$36,060	\$46,300	\$66,110
2 person	\$41,160	\$52,950	\$75,460
3 person	\$46,320	\$59,550	\$84,920
4 person	\$51,480	\$66,150	\$94,380
5 person	\$55,620	\$71,450	\$101,970
6 person	\$59,700	\$76,750	\$109,450
# of Units Available at This Tier	2	12	6

Income limits as of February 13, 2008, published by HUD.

- First Time Homebuyers. Applicants must also be first-time homebuyers. First time homebuyers are those who do not currently own a home or who have not owned a home in the past three years. Displaced homebuyers do not have to be first time homebuyers, but must sell their current home or had to sell their home under the terms of a divorce decree, to be eligible to High Rock Homes Application Packet purchase a house in High Rock Homes and must adhere to the asset limits set below.
- Not Have Assets which Exceed Limits. The total gross household asset limitation is \$50,000. If one household member is over the age of 55 and the household currently owns property (to be sold for eligibility for this program), the total amount of allowable equity in the property is \$150,000. Therefore, the combined asset limitation for households over the age of 55 is \$200,000.
- Homebuyer Course. Each Buyer must complete a Homebuyer Course approved by MassHousing prior to closing on a unit. We would encourage applicants to complete the course as early in the process as possible.

Complete An Application. If you meet the basic qualifications, the next step is to complete the enclosed application. You can only submit one application per household. You will need to choose on your application both the income tier as well as the bedroom size. Please note the number of units available at each tier, especially the first tier which

has only two units available (one two bedroom and one three bedroom unit). An application will only be eligible for one affordability tier, the general pool, one other preference pool (if applicable), and one bedroom size. The preference pools are described in more detail below and in the General Information packet.

Please be certain to fill out your application completely and accurately, and provide the required documentation at the time of submission. If your application is not complete or documentation is missing, your application will not be considered and will not be placed on the waiting list.

Qualified, eligible applications received beginning June 2nd will be placed on a waiting list based upon affordability tier and preference pool by date and time, and shall be considered after the lottery selection list for qualified applicants meeting the minimum occupancy standard is exhausted.

At any time during the process, applicants may be asked to provide additional information in order to determine eligibility for the program. If you are notified that you have been selected to purchase a unit, you will be required to provide additional information and documentation prior to the time of the sale.

Please note that applicants if selected must be qualified at the time of application and must remain qualified throughout the process until the time of the sale of the unit.

Provide Documentation for Priority and Preferences. Since the High Rock Home program includes priorities and preferences, it is important for you to understand these priority and preferences and to provide the required documentation so you may qualify for them. The priority and preferences are:

- Priority: You can qualify for priority status if you are a veteran or have completed national service. Specifically, such status will be granted to an application that has a household member who:
 - Is a veteran as defined in clause Forty-third of section seven of chapter four of the Massachusetts General Laws, such person's spouse, surviving spouse, parent or other dependent of such person.
 - Has served in the Peace Corps, Americorp (including Americorp VISTA and Americorps NCCC), and who has successfully completed a full term of participation of at least 10 months.

- Preferences: Three groups qualify for preference as follows:
 - First Preference Pool – Displaced Resident of High Rock or Current Needham Public Housing Resident. First preference is being given to displaced residents of High Rock Homes or current Needham Public Housing residents. Verification will be provided by a High Rock Homes Application Packet lease or relocation agreement with Needham Housing Authority. Residents must be current in their rent and charges. Displaced residents of High Rock receive priority over other Needham Housing Authority residents in this pool.
 - Second Preference Pool – Town of Needham Employee.

Second preference is being given to employees of the Town of Needham including the Needham School Department who work at least twenty hours a week. Verification will be provided by a pay stub or a letter indicating a bona fide offer/acceptance of employment.

- Third Preference Pool – Needham Connection.

Third preference will be given to those applicants who qualify with a Needham Connection. This includes applicants who are current residents, community employees and those with other meaningful connections to Needham. Such connections include having (1) graduated from Needham High School; (2) parents live in Needham; (3) lived in Needham for over twelve months within the past 5 years; and/or (4) a child attending Needham Schools as a current METCO student. Various forms of verification will be accepted including census list, rent receipts, school records, pay stub depending upon the type of connection. See the General Information packet for more information.

- General Pool.

- All applicants are included in the General Pool whether or not they are also included in the First, Second or Third Preference Pool. Applicants in the General Pool is ranked after the all the Local Preference Pools.

Review of Application.

Once you have submitted a completed application, your application will be reviewed and qualified for the program. We will verify your information, and confirm your placement in an affordability tier and preference pool, and on the waiting list. We may contact you for more information as part of this process. Remember: An applicant will only be eligible for one affordability tier, general pool, one preference pool (if applicable), and one bedroom size. Once our review is complete, we will notify you in writing of your eligibility and which affordability tier and preference pool you qualify for. You will have seven days from this notice to notify us of any inaccuracies or errors in our determination. We will review any additional information you submit and update our determination as needed. Upon completion of this review, our determination of your eligibility will be final.

There is a different set of priorities for rental units at High Rock Estates. Please contact the Needham Housing Authority for the specifics.

Appendix D

As provided by state law, the Needham Board of Assessors administers tax assistance programs for various eligible taxpayers. These programs are summarized below.

**Tax Assistance Programs Offered by
The Commonwealth of Massachusetts
and the Town of Needham
Board of Assessors
781-455-7500 ext. 238**

A variety of exemptions are available to reduce property tax obligations for certain qualifying taxpayers. Because of the number and complexity of exemptions, the following table is intended only to give you a general idea of what is available. **If you have the slightest suspicion you may be eligible or have any questions, call the Assessors Office for details!**

Elderly Exemptions

Clause	Basic Qualifications	Maximum Income	Maximum Assets	Minimum Amount	Maximum Amount
17D	Age 70 or older	None	\$ 40,000	\$ 175.00	\$ 341.25
41C	Age 65 or older - single	20,000	\$ 40,000	\$ 500.00	\$ 975.00
41C	Age 65 or older - married	30,000	\$ 55,000	\$ 500.00	\$ 975.00

Veteran Exemptions

Clause	Basic Qualifications	Minimum Amount	Maximum Amount
22	10% Disability of Purple Heart	\$ 400.00	\$ 780.00
22A	Loss of foot, hand or eye	\$ 750.00	\$ 1,462.50
22B	Loss of two limbs or eyes	\$ 1,250.00	\$ 2,437.50
22C	Specially adapted housing	\$ 1,500.00	\$ 2,925.00
22E	100% Disability	\$ 1,000.00	\$ 1,950.00
22F	Paraplegic due to war injury	100%	

Others

Clause	Basic Qualifications	Maximum Income	Maximum Assets	Minimum Amount	Maximum Amount
37A	Legally blind	None	None	\$ 500.00	\$ 975.00
17D	Surviving spouse or orphaned minor child	None	40,000	\$ 175.00	\$ 341.25
42	Surviving spouse or orphaned Minor of Police Officer	None	None	100%	
18	Extreme Hardship	Varies	Varies		

Town of Needham
Analysis of Impediments to Fair Housing Choice, 2013

Introduction

In 1968 the U.S. Congress passed the Fair Housing Act to end housing discrimination based on race, color, national origin, religion and sex (“protected classes”). The Act was amended in 1988 to include protection against discrimination on the basis of “handicap” or “disability” and familial status, which means the presence or anticipated presence of children under 18 in a household. In addition, Massachusetts Fair Housing Law (G.L. Chapter 151B) prohibits discrimination based on marital status, sexual orientation, veteran status, blindness, age (anyone over 40 years old¹), ancestry, source of income (receiving welfare or some other public assistance and/or having a housing subsidy) hearing impairment, or possession of a seeing-eye or hearing-ear dog.

Fair housing requirements for local governments which receive funding from HUD include the following:

- the development, every three to five years, of an Analysis of Impediments to Fair Housing Choice;
- actions or plans to overcome the effects of the identified impediments; and
- maintenance of records to support the Fair Housing Plan.

The Town of Needham has produced this Analysis of Impediments to Fair Housing Choice (AI) to identify impediments that may exist in Town. The AI is intended to review the opportunities and barriers associated with a person’s ability to choose a place to live.

Fair Housing Choice is defined by HUD as “the ability of all persons, regardless of race, color, religion, sex, disability, familial status or national origin to have available to them the same housing choices.” Impediments to fair housing choice include” any actions, omissions or decisions, which have the effect of restricting housing choices or the availability of housing choice on the basis of being a member of these protected classes.”

This AI includes an assessment of the availability of affordable, accessible housing in a range of unit sizes, and identifies possible problem areas in Town that relate to Fair Housing Choice. The AI concludes with specific objectives for improving opportunities for Fair Housing Choice.

This Analysis of Impediments is a review of local regulations affecting the location, availability, and accessibility of housing, as well as programs, policies, and practices (both public and private) that affect housing choice. Sources of information include census data, Home Mortgage Disclosure Act (HMDA) data as reported in several studies, Needham Zoning By-law, Needham’s Affordable Housing Plan, and other data from Town departments. A focus group was formed that met twice to brainstorm about fair

¹ As stated in Massachusetts General law Chapter 151B, “The term “age” unless a different meaning clearly appears from the context, includes any duration of time since an individual’s birth of greater than forty years” as found at <http://www.mass.gov/legis/laws/mgl/151b-1.htm> .

housing in Town and to provide feedback. The report is divided into several sections, as specified by HUD in its "Recommended Table of Contents."

Methodology

This report is an update of a 2008 report was prepared by the Planning Department. No specific funding was sought or provided. Several focus groups were conducted as part of the original report preparation process to facilitate communication between individuals representing housing, public services, and stakeholder organizations, including Jamie Gutner, Council on Aging; Rich Gatto, Needham Opportunities Inc.; Terence Noonan, Needham Housing Authority; Peg Plansky, Needham Housing Authority; Louise Condon, Condon Realty; Tim McCleary, Habitat for Humanity; Martin Jacobs, Planning Board; Pastor Carolyn Edge, Clergy; Karen Pierce, Commission on Disabilities. In addition, Research was conducted by the Planning Department, and a list of fair housing complaints was obtained from both the Massachusetts Commission Against Discrimination (MCAD) as well as the Fair Housing Center of Greater Boston. A public presentation and a formal public hearing to the Board of Selectmen were held to obtain public input on the report. (See Appendix A for work plan.)

Conclusions

Based on available data, this report concludes that although there are rare instances of alleged or actual discrimination as reported to the Fair Housing Center of Greater Boston and the Massachusetts Commission Against Discrimination (MCAD), no patterns of overt discrimination can be identified. However, the high cost of housing and lack of land available for new development limits opportunities and choices. While the Community Preservation Fund is an important financial resource for the development of community housing, State and Federal support of housing development is non-existent. Moreover, the fact that the Town of Needham is not racially diverse in and of itself tends to limit housing choice.

Finally, there are several policies and practices in the Town of Needham that may have the effect of restricting housing choice for those belonging to a protected class, such as:

- Land use policies and zoning that can limit the quantity of non-single family housing and the availability of developable land to achieve fair housing;
- Lack of education and outreach on fair housing laws that may affect fair housing access;
- Lack of accessible, affordable housing that may affect fair housing access; and
- Lack of accessibility to public buildings and amenities that may limit fair housing access.

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Overcoming impediments to fair housing choice in Needham will rely on increased educational efforts and continued investment of human and financial resources in the development of new housing options.

Jurisdictional Background Data

Population Characteristics

In sum, the Town of Needham is an affluent, predominantly White community whose labor force participants tend to be management professionals. The Town has a higher than average population of both school age children and senior citizens, and the vast majority of households live in single family, detached homes.

The population of the Town in 2000-2010 was 28,911,886, approximately the same as the 2000 population (25 fewer people) or and approximately 5% higher 1,329 more people than the 1,990 population of 27,557. Families represent 73.375.4% of households in the Town, and the average household size is 2.63-72 - higher than both the City of Boston Norfolk County and Massachusetts as a whole.

**Summary of Demographic and Economic Characteristics for
Needham, Norfolk County and Massachusetts**

Demographic Characteristics	Needham	Norfolk County	Massachusetts
Total population	28,886	670,850	6,547,629
Population density per sq. mile	2,293	1,679	835
% Minority residents	9.2%	17.7%	19.6%
% 18 years or less	28.2%	22.7%	21.7%
% 18 to 24 years	5.3%	8.1%	4.6%
% 25 to 34 years	5.9%	11.8%	18.6%
% 35 to 44 years	14.0%	13.9%	13.6%
% 45 to 54 years	17.1%	16.4%	15.5%
% 55 to 64 years	13.3%	12.6%	12.3%
% 65 years or more	16.3%	14.5%	13.8%
Median age	43.0 years	40.7 years	39.1 years
% Family households	75.4%	65.5%	63.0%
% Married couples w/ children	35.0%	24.2%	
% Single-person households	21.8%	27.6%	28.7%
Average household size	2.72 persons	2.53 persons	2.48 persons
Median household income*	\$118,037	\$81,889	\$62,859
% Individuals in poverty*	3.2%	6.2%	11.6%
% earning less than \$25,000/ \$35,000 *	10.8%/14.3%	15.6%/22.2%	21.5%/29.7%
% earning more than \$100,000*	59.2%	41.8%	30.2%

Sources: Data for the above table is derived, for the most part, from 2010 census figures (full counts, not estimates). Asterisks (*) note estimates from the U.S. Census Bureau's American Community Survey (ACS), 2009-2011 for Needham and 2011 for county and state data.

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Comparative Population Statistics, 2000

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	Needham	Boston City	Massachusetts
Population	28,911	589,141	6,349,097
Households	10,612	239,528	2,443,580
Families	7,782	115,096	1,576,696
Average Household size	2.63	2.31	2.51
Percent Family Households	73.3 percent	48.1 percent	63.5 percent
Families with children <18	3,924	54,310	748,865
Percent Families with children <18	37 percent	22.7 percent	30.6 percent

Source: United States Census 2000

In comparison to both the City of Boston and the Commonwealth, Needham has a higher percentage of both children under the age of 18 and residents over the age of 62.

Population Age Composition, 2000

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	Needham	Boston City	Massachusetts
Total Population	28,911	589,141	6,349,097
Population under age 18	7,576	116,559	1,500,064
% of population under age 18	26.2 percent	19.78 percent	23.66 percent
Population over age 62	5,860	71,843	997,277
% of population over age 62	20.3 percent	12.2 percent	15.7 percent

Source: United States Census 2000

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Householders (heads of the household) Persons age 65-55 or older accounted for approximately 3029.6% of the occupied units population, indicating that seniors represent a substantial portion of Needham's housing market. Head of households in the 35-44 and 45-54 age ranges together comprised almost 46% of the householders. The number of householders people age 25 to 34 (the age group that includes the bulk of entry-level workers and those typically beginning their own families), totaled only 960, or 9.0% of all householders, represented 5.9% of the population, less than both Norfolk County and Massachusetts.

Age of Householder, 2000

Age Category	#	%
Less than 24 years	60	0.6
25-34 years	960	9.0
35-44 years	2,442	23.0
45-54 years	2,432	22.9
55-64 years	1,529	14.4
65+ years	3,189	30.1
	10,612	100.0

Source: United States Census 2000

The population remains predominantly White/Caucasian, representing almost 91% 95% of the population in 2000-2010 (down slightly from 95% in 2000 and 97% in 1990). Asian residents comprise 3.9% of the population, with Black and Hispanics individuals representing approximately 1% of total residents.

Minority Group Population

	1990		2000	
	#	%	#	%
Total Population	27,557	100	28,911	100
Minority Population*	833	3.0	1,499	5.2

Source: 1990 and 2000 United States Census
 *All non-White classifications

Of the population age 5 to 20 years old under 18 years of age, 41.8% reported some type of disability. Of the bracket of the typical working force in Needham – ages 21-18 to 64 – 8.54.8% reported having a disability. Of the population 65 years of age or older, 1,369 281 or 28.829.6% reported some type of disability. The levels of claimed disabilities in Needham are lower than for the state; the figures nevertheless show a need for special needs housing, accessible housing and support services.

Population Five Years and Over with Disabilities for Needham and the State, 2011

Age	Needham		Massachusetts	
	#	%	#	%
Under 18	149	1.8	63,423	4.5
18 to 64 years	767	4.8	373,361	8.8
65 years and over	1,281	29.6	300,964	34.1
Total	2,197	7.7	737,748	11.3

Source: U.S. Census Bureau, American Community Survey, 2009-2011 estimates for Needham and one-year estimates for 2011 for the state.

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Disability Status, 2000

Disability Status of the "Civilian Noninstitutionalized" Population		%
Population 5 to 20 years		4,388 100.0
With a disability		212 4.8
		- -

Population 21 to 64 years	10,383	100.0
With a disability	883	8.5
Percent employed	65.2	(X)
No disability	9,500	91.5
Percent employed	81.2	(X)

Source: United States Census 2000

The table below demonstrates the significant increase in affluence that the Town of Needham experienced from 1989 through 1999 and 2011. The median household income increased 4648.87% (\$60,357 to \$118,037) from 1989 to 2011. Of particular note is the increase in households earning more than \$100,000, representing 21.6% of the households in 1989, and 44.67% of the households in 1999 and 59.2% of the households in 2011. There has also been a decrease in households reporting income levels on the other end of the income scale, with 17.1%, or 1,759 households, earning less than \$25,000 in 1989, compared to 11.4% or 1,203 households in this income range in 1999. This figure did not change much, however, from 1999 to 2011 when 1,131 or 10.8% of households earned less than \$25,000.

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Household Income Distribution, 1989 to 2011

Income Range	1989		1999		2011	
	#	%	#	%	#	%
Under \$10,000	647	6.3	464	4.4	535	5.1
10,000-24,999	1,112	10.8	739	7.0	596	5.7
25,000-34,999	886	8.6	698	6.6	366	3.5
35,000-49,999	1,434	14.0	909	8.6	509	4.9
50,000-74,999	2,350	22.9	1,668	15.7	1,127	10.8
75,000-99,999	1,618	15.8	1,389	13.1	1,129	10.8
100,000-149,999	1,271	12.4	2,158	20.4	1,960	18.8
150,000 +	948	9.2	2,570	24.3	4,212	40.4
Total	10,266	100.0	10,595	100.0	10,434	100.0
Median income	\$60,357		\$88,079		\$118,037	

Source: U.S. Census Bureau, Census 1990 and 2000 Summary File 3, and American Community Survey 2009-2011.

Income Distribution - Households, 1989-1999

	1989		1999	
	#	%	#	%
Under \$10,000	647	6.3	464	4.4
10,000-14,999	339	3.3	246	2.3
15,000-24,999	773	7.5	493	4.7
25,000-34,999	886	8.6	698	6.6
35,000-49,999	1,434	14.0	909	8.6
50,000-74,999	2,350	22.9	1,668	15.7
75,000-99,999	1,618	15.8	1,389	13.1
100,000-149,999	1,271	12.4	2,158	20.4

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150,000 or more	948	9.2	2,570	24.3
Median income	\$60,357		\$88,079	

Source: 1990 and 2000 United States Census

As the following table indicates, the absolute numbers and percentages of those in poverty in Needham across all major categories decreased between 1989 and 1999. However, poverty in Needham increased from 1999 to 2011, especially among seniors.

Poverty Status, 1989-1999

Individuals below poverty level	896	3.3	705	2.5*
Families below Poverty level	140	1.8	121	1.6**
Female-headed hh's w/children	89	1.2	42	0.5**
Individuals 65 years +	250	0.9	201	0.7*

Source: 1990 and 2000 United States Census
 *Percentage of total population
 **Percentage of all families

Poverty Status, 1989 to 2011

	1989		1999		2011	
	#	%	#	%	#	%
Individuals Below Poverty *	896	3.3	705	2.5	924	3.2
Families **	140	1.8	121	1.6	148	1.9
Individuals 65 and Over***	42	0.9	36	0.7	362	7.7

Sources: U.S. Census Bureau, Census 1990 and 2000 Summary File 3 and American Community Survey 2009-2011 Estimates.
 * Percentage of total population ** Percentage of all families *** Percentage of all individuals age 65+

The following table shows household income by race in the MAPC² region in 2000. White/Caucasian households are represented more frequently in the higher income levels than are Latino or Black households. Likewise, Black and Latino households represent a

² The Metropolitan Area Planning Council (MAPC) is a regional planning agency representing 101 cities and towns in the Greater Boston area and the complete listing can be found on their website www.mapc.org.

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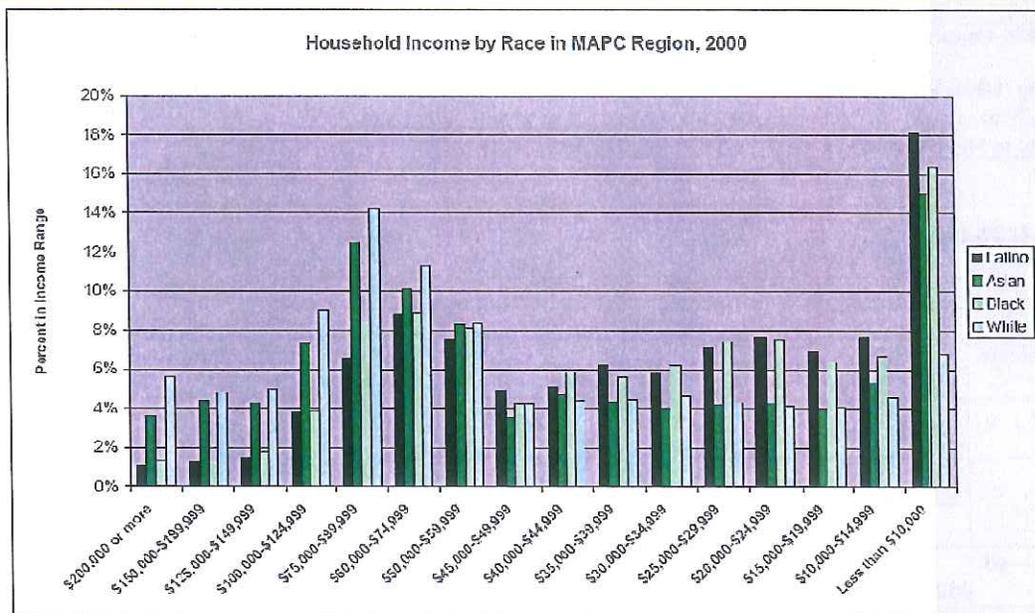
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higher percentage of the lower income levels. Fifteen percent or more of Latino, Black and Asian households earn less than \$10,000, well below the federal definition of poverty.



Source: Mapc.org

Needham residents in the labor market are predominately classified as “management, business, science and arts occupations, professional and related occupations” category, followed by “sales and office occupations.”

Worker Occupation, 2000-2010

Occupation	Percent of Workforce in Needham	Percent of Workforce in Massachusetts
Management, professional, and related business, science and arts occupations	63.865.1	41.143.1
Service Occupations	6.58.8	25.916.8
Sales and Office Occupations	22.521.7	14.123.9
Farming, Fishing and Forestry Occupations	0.1	11.3
Natural Resources, construction, extraction, and maintenance occupations	3.82.6	7.52
Production, transportation, and material moving occupations	3.41.8	0.29.0

Source: United States Census 2000-2010

Needham's unemployment rate is ~~has remained fairly constant and well below the rate in the state as a whole.~~ of the County and the Commonwealth.

Labor Force and Unemployment Data, 2006, 2007

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Month	Year	Labor Force	Employed	Unemployed	Needham Rate	Massachusetts Rate
July	2007	14,638	14,085	553	3.8	5.2
June	2007	14,648	14,072	576	3.9	5
May	2007	14,347	13,823	524	3.7	4.9
April	2007	14,209	13,806	403	2.8	4.4
March	2007	14,262	13,860	402	2.8	4.8
February	2007	14,243	13,742	501	3.5	5.8
January	2007	14,266	13,761	505	3.5	6
December	2006	14,427	13,960	467	3.2	4.9
November	2006	14,472	13,953	519	3.6	4.8
October	2006	14,374	13,883	491	3.4	4.5
September	2006	14,228	13,700	528	3.7	5
August	2006	14,432	13,926	506	3.5	4.9
July	2006	14,443	13,902	541	3.7	5.2

Labor Force and Unemployment Data April 2013

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Source: United States Census

Month & Year	Needham Labor Force	Needham Employed	Needham Unemployed	Needham Unemployment Rate	Norfolk County Unemployment Rate	Massachusetts Unemployment Rate
April 2013	14,397	13,823	574	4.0%	5.3%	6.3%

Source: Massachusetts Executive Office of Labor and Workforce Development

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Housing Characteristics

There are ~~11,122 total housing units~~ 10,846 total housing units in the Town of Needham as of ~~2000~~ 2010, up only slightly ~~from 10,846 units in 2000 (4.2%)~~ from and from 10,405 units in 1990. – In ~~2000~~ 2010, the Town had ~~10,612~~ 10,341 occupied housing units (93% of the total housing units), and of these ~~8,587~~ 8,642, ~~or 80.9%~~ were owner-occupied and

	62	0.6*	29	0.3*
Rental vacancy rate	385	3.7*	152	1.4*
Seasonal, recreational	42	0.4*	53	0.5*

Source: 1990 and 2000 United States Census

* Percentage of total housing units

** Percentage of occupied housing units

Most of the housing units in Needham are in single-family detached structures (7677.8%), with 293.2% in single-family attached dwellings. Another 756.4% of the units are in small, multi-family structures of two to four units, and 172.6% are located in larger multi-family structures of between 5 and 9 units. Units in large structures of ten units or more represent 10949.4% of the housing stock. There are also 19 mobile homes in Needham. The following table includes a comparison of this data with the 1990 and 2000 statistics.

Units by Type of Structure, 1990 to 2011

Type of Structure	1990		2000		2011	
	#	%	#	%	#	%
1-unit detached	8,185	78.7	8,333	76.8	8,391	77.8
1-unit attached	237	2.3	317	2.9	350	3.2
2 to 4 units	800	7.7	813	7.5	710	6.4
5 to 9 units	225	2.2	187	1.7	284	2.6
10+ units	901	8.7	1,177	10.9	1,049	9.4
Other	57	0.5	19	0.2	0	0.0
Total	10,405	100.0	10,846	100.0	11,122	100.0

Source: U.S. Census Bureau, Census 1990 and 2000 Summary File 3 and the American Community

Survey 2009-2011 estimates.

Units in Structure, 1990-2000

Type of Structure	1990	1990	2000	2000
	#	%	#	%
1-unit detached	8,185	78.7	8,333	76.8
1-unit attached	237	2.3	317	2.9
2 to 4 units	800	7.7	813	7.5
5 to 9 units	225	2.2	187	1.7
10 or more units	901	8.7	1,177	10.9
Mobile homes	57	0.5	19	0.2

Source: 1990 and 2000 United States Census

This comparison demonstrates a fairly similar distribution of structure sizes in Needham, but also a significant increase in units in larger structures, 276 units, that is counter to common perception of development in the suburbs. The median number of rooms per housing unit was 6.97.3 indicating that the average home had three to four bedrooms. The great majority, 73.878.2%, had six rooms or more, with only 10.67.5% with three

Town of Needham

Analysis of Impediments to Fair Housing Choice 201308

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rooms or less and almost a third (19.730%) with 9 rooms or more. Of the 10,612 occupied housing units, almost half of the occupants, 48.9%, moved into their units since 1990 indicating significant mobility in the housing market.

Number of Rooms Per Unit, 2011

Number of Rooms Per Unit	Needham		County	State
	#	%	%	%
1 Room	154	1.4	1.9	2.6
2 Rooms	99	0.9	2.6	2.8
3 Rooms	561	5.2	11.7	10.5
4 Rooms	844	7.8	13.8	15.6
5 Rooms	690	6.4	12.1	18.5
6 Rooms	1,616	15.0	15.5	17.6
7 Rooms	1,734	16.1	14.9	12.3
8 Rooms	1,846	17.1	11.4	8.9
9 or More Rooms	3,240	30.0	16.2	11.3
Total	10,784	100.0	100.0	100.0
Median (Rooms)	7.3 Rooms		6.0 Rooms	5.5 Rooms

Source: U.S. Census Bureau, 2009-2011 American Community Survey

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Age of Housing Stock

In 1971 the Massachusetts Lead Law was established, prohibiting use of lead paint. Properties built prior to this date most likely contain lead paint, unless they have undergone a de-leading process. Almost two-thirds of the housing stock, 6,850 units or 63.216%, was built prior to 1960 with 2,960-950 units or 27.226.5% of housing units constructed prior to 1939. This relatively high level of older homes suggests that the likely existence of lead-based paint in Needham.

The Department of Housing and Urban Development estimates that 90% of structures built prior to 1940, 80% of structures built between 1941-1940 and 1959, and 62% of structures built between 1960 and 1979, contain lead based paint. For Needham, it is estimated that this would translate to a total of 4,850-7,204.1 structures-units that likely contain lead paint.³ The Lead Law prohibits landlords from renting units to families with children under the age of six if there is the presence of lead paint hazards. Fair Housing Law takes this issue further by requiring a landlord to de-lead a property, rather than refusing to rent to a family with young children, since family status is a protected class. Anecdotal evidence suggests that not all landlords are aware of this law, and some who

³ 2,043-950 (structures-units built prior to 1940 in Needham) x .9 (90% of structures built during this time as estimated by HUD) = 1,800-2,655

2,607-3,900 (structures-units built between 1941-1940 and 1959 in Needham) x .8 (80% of structures built during this time as estimated by HUD) = 2,100-3,120

1,533-2,305 (structures-units built between 1960 and 1979 in Needham) x .62 (62% of structures built during this time as estimated by HUD) = 950-1,429.1

2,655+1,800+3,120-100+1,429.1 950=4,850-7,204.1

Town of Needham

Analysis of Impediments to Fair Housing Choice 201308

are aware may attempt to rent to families without children or with older children to avoid the expense of de-leading. This issue can introduce an added challenge to families with children looking for housing.

YEAR STRUCTURE BUILT		
1999 to March 2000	73	1.0
1995 to 1998	104	1.4
1990 to 1994	149	2.0
1980 to 1989	767	10.5
1970 to 1979	568	7.8
1960 to 1969	965	13.3
1940 to 1959	2,607	35.8
1939 or earlier	2,043	28.1

Source: United States Census 2000

Housing Units in 2010 by Year Structure Was Built

Time Period	#	%
3/2000 to approx. 3/2010	276	2.5
1990 to 2000	441	4.0
1980 to 1989	1,250	11.2
1970 to 1979	757	6.8
1960 to 1969	1,548	13.9
1940 to 1959	3,900	35.1
1939 or earlier	2,950	26.5
Total	11,122	100.0

Source: U.S. Census Bureau, Census 1990, 2000 and 2010.

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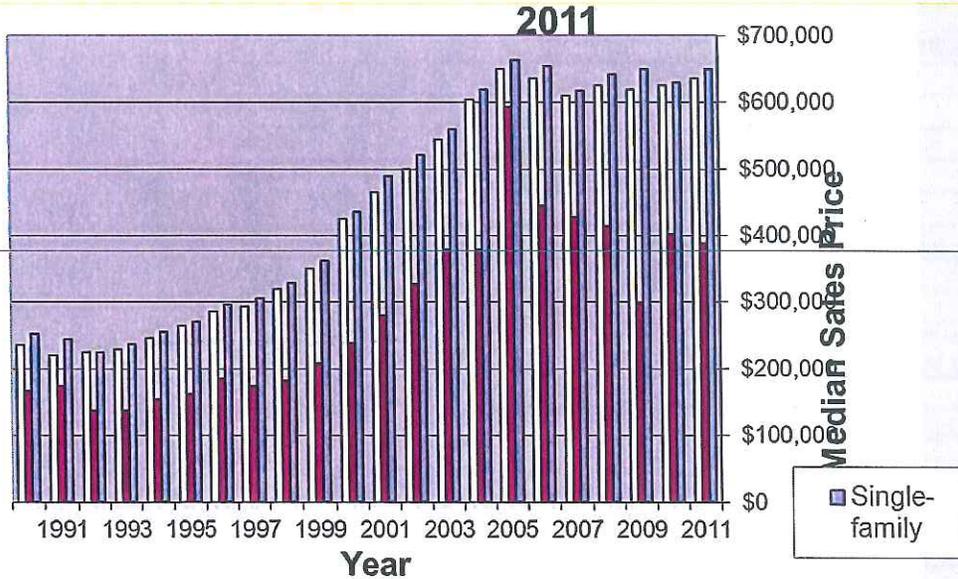
During the most recent screening done by the Massachusetts Childhood Lead Poisoning Prevention Program in Fiscal Year (FY) ~~2006~~2012, there were no incidences of blood lead levels in children in Needham even though 41% of the homes the children live in were old enough to potentially have lead in them. There were no cases in FY 2005; there was one incidence in FY 2004, and none in FY 2003 in the previous five FYs either. This screening suggests that lead poisoning has not been a problem in Needham in recent years.

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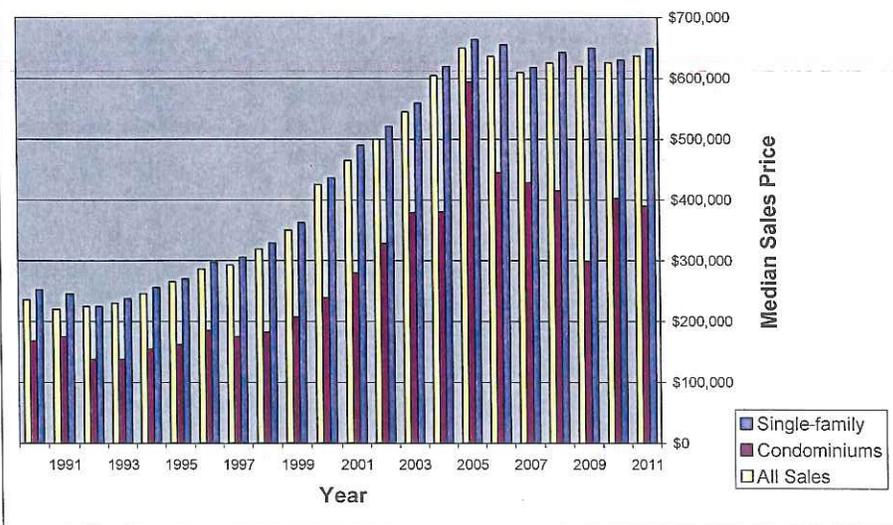
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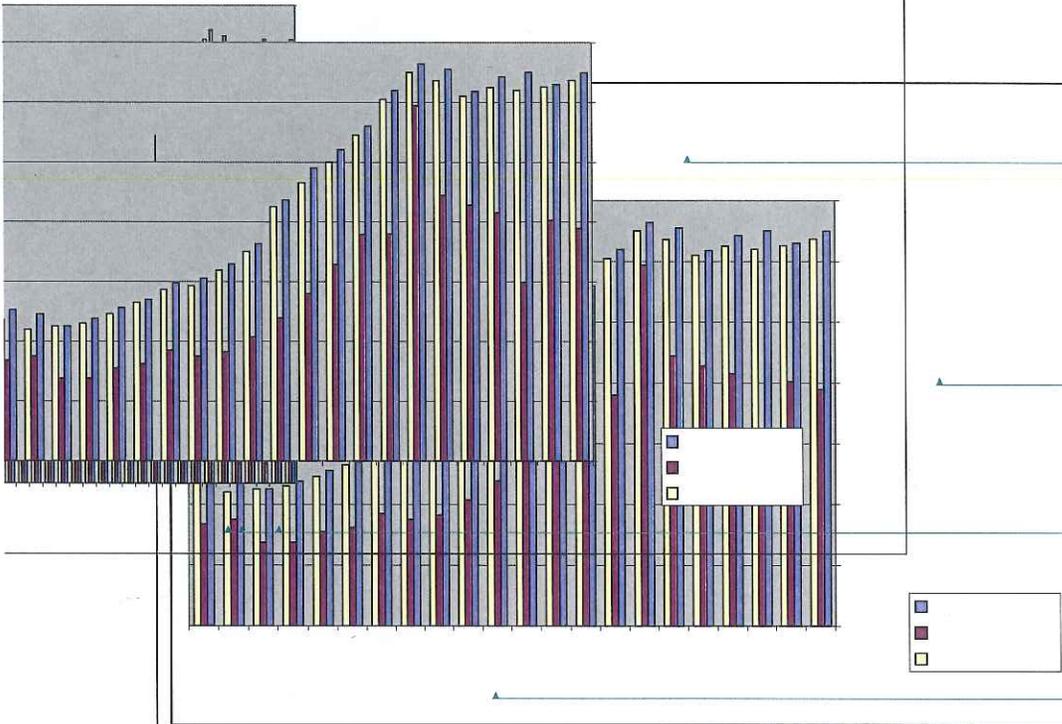
Over the last ~~two decades and a half~~, the median house sales price in Needham has increased dramatically, more than doubling from 1992 to 2002. Though the ~~past-most recent~~two years have showedn only a slight decrease in single family homes, the average condominium price in Needham ~~has fallen~~fell well below its peak in 2005 ~~and is now closer to 2003 and 2004 prices~~.

Median House Sales Price, Needham 1999-2011



Median House Sales Price, Needham 1999-2011

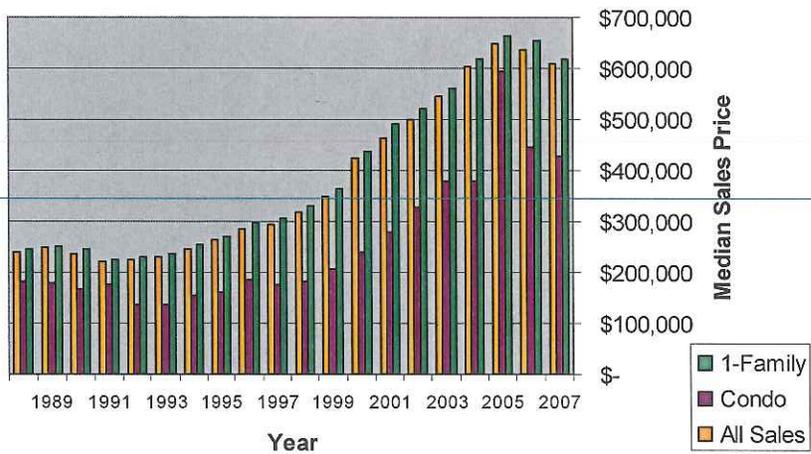




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Median House Sales Price, Needham 1998-2007



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Source: The Warren Group

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The Median monthly rent paid in Needham estimated for the period of 2007-2011 in 2000 was \$1,380.31. More than half of all renters, 55.64.1%, pay \$1,000 or more in rent

| per month, up from 55% in 2000. 4639.5% of renters pay 35% or more of their household income towards their rent.

Renter Costs

	#	%
Specified renter-occupied units Occupied Units paying rent	1,103,622	100.0
GROSS RENT		
Less than \$200	6737	6.12.3
\$200 to \$299	38112	3.46.9
\$300 to \$499	114267	10.316.5
\$500 to \$749	9481	8.55.0
\$750 to \$999	10784	9.75.2
\$1,000 to \$1,499	175304	15.918.7
\$1,500 or more	437737	39.645.4
No cash rent	71124	6.4(X)
Median (dollars)	1,331,380	(X)
GROSS RENT AS A PERCENTAGE OF HOUSEHOLD INCOME IN 1999		
Less than 15 percent	127285	11.519.6
15 to 19.9 percent	8197	7.36.0
20 to 24.9 percent	13897	12.56.0
25 to 29.9 percent	98406	8.925
30 to 34.9 percent	7997	7.26.0
35 percent or more	509640	46.139.5
Not computed	71124	6.4(X)

Source: U.S. Census Bureau, 2007-2011 American Community Survey
 Source: United States Census 2000

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The estimated Median amount of monthly mortgage and owner costs in Needham estimated for the period of 2007-2011 in 2000 was \$2,0773,191, up from \$2,077 in 2000. More than half of all homeowners, 67.1%-83.2%, pay \$1,000 or more in housing costs (mortgage, utilities, property tax) per month, up from 67.1% in 2000. 14.9%-24.2 % of homeowners pay 35% or more of their household income towards their rent, up from 14.9% in 2000.-

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Mortgage Costs

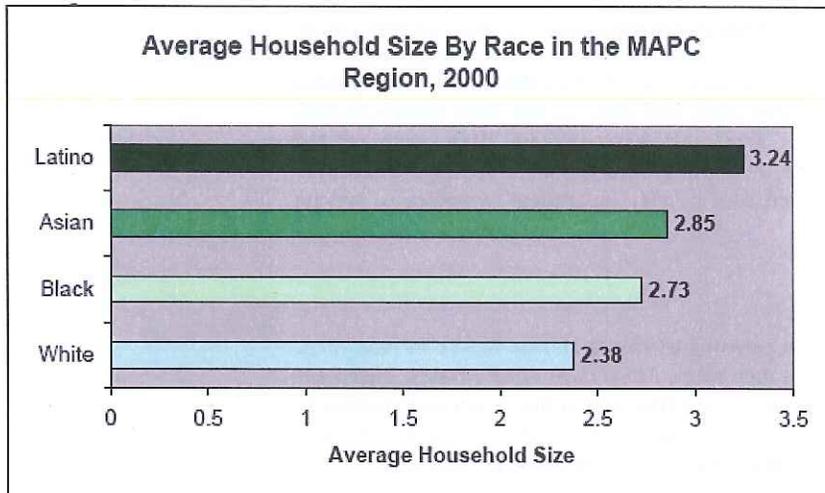
Mortgage Status And Selected Monthly Owner Costs	#	%
With a mortgage	3,956	73.7
Less than \$300	0	0.0
\$300 to \$499	200	4.0
\$500 to \$699	621	10.2
\$700 to \$999	1,871	34.2
\$1,000 to \$1,499	5,612	102.4
\$1,500 to \$1,999	10,062	184.9
\$2,000 or more	21,165	385.2
Median (dollars)	2,077	(X)
Not mortgaged	1,537	28.3
Median (dollars)	595	(X)
Selected Monthly Owner Costs As A Percentage of Household Income In 1999		
Less than 15-20 percent	2,145	39.1
15 to 19-20 to 24.9 percent	9,081	165.8
20 to 24-25 to 29.9 percent	8,537	155.1
25 to 29 percent 30 to 34.9 percent	4,455	81.8
30 to 34 percent	310	5.6
35 percent or more	816	14.9
Not computed	167	0.3(X)

Source: U.S. Census Bureau, 2007-2011 American Community Survey
 Source: United States Census 2000

Affordable Housing

In sum, the household incomes of many minority group families in the MAPC region cannot support market rate housing in the Town of Needham. The group meeting the highest housing need category (30% of the Area Median Income, or AMI) is over-represented by Black and Latino families. These two groups are also over-represented in the 50% AMI group. This data does not exist specific to Needham; however, the regional data does provide the context in which Needham operates.

Latino and Black households also tend to have larger families than White/Caucasian families in the MAPC region, as is evident in the following table.



Source: www.mapc.org

The affordable housing stock in Needham is weighted towards one and two bedroom units. There is a shortage of units that have more than two bedrooms. For example, the Housing Authority (Needham's primary affordable housing provider) operates 316 units, of which 206 are one bedroom. A new development in Needham called Charles River Landing ~~will have~~ includes 350 units, 88 of which ~~will be~~ are affordable. Of these, 63 units ~~will be~~ are one bedroom, 25 units ~~will be~~ are two bedrooms and ~~there will be~~ no three or more bedroom units ~~are provided~~. This may tend to disproportionately affect minorities because in the MAPC region, those groups have larger families. For a comprehensive inventory of Needham's Affordable Housing, please see Appendix B.

There is also a demonstrated need for affordable, accessible housing, recognizing that disabilities can be income-limiting. For example, of the population age ~~21-18~~ 18 to 64, ~~1,377,671~~ or ~~9.04~~ 8.8% claimed a disability. ~~Of this cohort, 66.2% was employed, indicating that approximately 465 residents of working age have a significant disability that likely required supportive services. Of the population 65 years of age or older, 1,281 or 29.6% reported some type of disability. The population 65 years of age or older, 1,369 individuals or 28.8%, claimed some type of disability.~~

Evaluation of Jurisdiction's Current Fair Housing Legal Status

Fair Housing Complaints

~~Between 2001 and 2007, the~~ The Fair Housing Center of Greater Boston received ~~currently show~~ a total of ~~four two~~ two Fair Housing complaints ~~or inquiries~~ occurring within the Town of Needham. ~~One was in 2006 and involved allegations of discrimination by a private property manager on the basis of source of income (Section 8). The other was in~~

~~2007 and involved allegations of discrimination by a private landlord and neighbor on the basis of the caller's disability. One of these was filed on the basis of disability, one on the basis of Source of Income, and two on an unknown basis. Needham's four complaints constituted 5.5% of all complaints between 2001 and 2007 in the West Metro HOME Consortium. Since ~~Between~~ 1996 and 2008⁴, MCAD received 20 housing related complaints that occurred within Needham, all of which, except one, have been closed. No fair housing discrimination suits have been filed by the Department of Justice or private plaintiffs. There are no trends to note.~~

Other Fair housing Concerns

Though economics plays a large role in a person's ability to choose to live in Needham, there are likely other factors involved, as the report, *More than Money* states. Needham does not have evidence that discrimination is occurring within the Town as it relates to housing. There have been few complaints to reference, and it is impossible to tell from the complaints if there is any discrimination of realtors and landlords in Needham.

~~Recently~~ Between 2005 and 2007, the City of Newton hired two ~~organizations-entities~~ to conduct tests to determine whether discrimination was occurring: The Fair Housing Center of Greater Boston (the Fair Housing Center) and The Disability Law Center, Inc. The Fair Housing Center of ~~Greater Boston~~ conducted tests to see if discrimination occurred in Newton on the basis of race, national origin, family status and source of income. They conducted testing in both the rental and sales areas. In the rental testing, overall, the results showed discrimination in 11 of the 24 paired tests conducted, which is 45.8% of the paired tests. The report states that three out of six real estate agencies demonstrated evidence of discrimination based on race; four out of six demonstrated evidence based on national origin (two of these were Latin Americans, two were Caribbean Americans); two out of six showed evidence of discrimination on the basis of familial status; and two out of six real estate agencies showed discrimination on the basis of Section 8 Housing voucher (source of income). According to the report, the sales tests found discrimination in four of ten tests, three revealed evidence of discrimination based on race or national origin.⁵ The Disability Law Center, Inc. also performed testing for Newton. Their tests found evidence of discrimination in 25 of the 52 tests conducted, or 48%.⁶

Because a thorough investigation of fair housing practices of realtors and landlords in Needham has not been done, it cannot be conclusively determined based on experience in Newton whether comparable behavior is occurring in Needham. In order for Needham to

⁴ MCAD has been contacted for more recent figures but at this time, has not responded.

⁵ For the methodology and more detailed results of the study, please find the report online at the following site: <http://www.ci.newton.ma.us/HousingDevelopment/Cover%20Page%20&%20Full%20Report.pdf> see <http://www.newtonma.gov/gov/planning/hcd/fthbp/reports.asp> or contact the City of Newton.

⁶ For the full study, please see <http://www.newtonma.gov/civicax/filebank/documents/46407>

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understand whether or not housing discrimination occurs within its own boundaries, testing would have to be done locally. This may be an area for future consideration.⁷

Identification of Impediments to Fair Housing Choice

Zoning and Site Selection

Both the focus groups conducted in preparation of the 2008 AI and the 2007 Affordable Housing Plan identified regulatory barriers to meeting the fair housing needs in Needham.

The first regulatory barrier identified is the limited extent of multi-family zoning. Multi-family units tend to be smaller in size and are seen as benefitting elderly or disabled people who may not necessarily be interested in a large single family home with multiple floors. There is a near-absence of developable vacant land that is zoned to permit multi-family housing or two-family dwellings. Actual development of multi-family housing generally occurs as redevelopment of already developed sites, through rezoning by town meeting, or through a Chapter 40B override of applicable zoning.

Needham has several Apartment Districts which provide a range of allowable densities up to 18 units per acre. These districts are clearly designed for “garden apartment” configurations. More modern approaches, such as Neo-Traditional Design⁸, would be difficult given the combinations of setback, frontage, height and FAR rules.

The lack of provision in the Zoning By-law for accessory dwellings presents another regulatory barrier. Two-family dwellings are allowed by right either as initial construction or by conversion of a single-family dwelling throughout the General Residence District as well as in the Apartment Districts and certain business districts. In the majority of the Town’s land area, however, two-family dwellings are prohibited, and

⁷ In 2008, the Fair Housing Center charged \$750 per test for rental and public housing testing, and to ensure accuracy, they recommend a minimum of 10 tests. For sales and mortgage testing, the cost was higher. Updated fees for 2013 have not been solicited. The Disability Law Center Inc. had not yet been reached at the time of publishing this report for their estimates has also not been solicited. Grants do exist to cover these costs.

⁸ Neo-Traditional Design, also called New Urbanism refers to a planning principle that strives to create traditional neighborhoods in the form of more compact communities designed to encourage bicycling and walking for short trips by providing destinations close to home and work, and by providing sidewalks to create a pedestrian welcoming environment.

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the Bylaw makes no mention of accessory dwellings, effectively making them a prohibited use in these areas.

Currently, ~~neither there are few requirements nor or incentives existing for affordability~~ in housing. The ~~proposed amendment to zoning under development by the~~ Town's Downtown ~~Design~~ Study Committee ~~would~~ proposed an Amendment to the Zoning By-Law ~~requirerequiring~~ and affordable ~~components~~ units for new housing units built in the downtown districts ~~under the new zoning districts~~. The proposal ~~would~~ also provided incentives for including affordable units as a density bonus. ~~If approved by the Town, this feature in the Zoning may help to encourage the development of affordable housing units in the downtown.~~ Town Meeting approved this Amendment in May 2009. The Planning Board approved a project in July 2012 under this zoning that will provide for one affordable unit that has access to the bus and commuter rail. Such provisions, ~~if approved and enacted,~~ could be considered elsewhere in Needham.

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Neighborhood Revitalization, Municipal and Other Services, Employment-Housing-Transportation linkage

The Town of Needham is served by the Commuter Rail to Boston, which makes it a convenient location for residents employed within the Greater Boston area. The commuter rail line is available from Needham Heights, Needham Center, Needham Junction and Hersey. In addition to the Commuter Rail stations, the Massachusetts Bay Transit Authority (MBTA) services Needham with one bus route, the Number 59 that goes through Newton and into Watertown. According to the U.S. 2007-2011 American Community Survey ~~Census 2000~~, 1,573-304 individuals or 41.59.8% percent of Needham's workers 16 and older use public transportation to get to work.

Although Needham has the advantage of having four stops on the commuter rail system to Boston, there was some concern expressed in the focus groups that the transit is not easily accessible to disabled people as well as to elderly. Additionally, there is not an easy means to travel within the town by public transit. There is no internal bus or shuttle system.

Public Housing Authority ~~(waiting for updated information from housing authority)~~

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~~As of 2008, T~~The Needham Housing Authority (NHA) operates 316 units of affordable housing including 198 one-bedroom units for seniors and disabled individuals of any age and 120 units for families and veterans. The Authority also maintains two staffed apartments that serve eight individuals with special needs and is assigned 120 Section 8 vouchers and certificates. ~~Additionally, the NHA is currently in the process of redeveloping 20 single family houses into 20 duplexes, creating 20 additional units to be sold as affordable condominiums to income eligible families.~~

The NHA housing is categorized as follows:

Dev #	Type	Name	# of Units	Unit Type			
				1 BR	2 BR	3 BR	4 BR
65-1	Federal Family	Cooke's Bridge	30	0	5	20	5
65-2	Federal Elderly	Seabeds Way	46	46	0	0	0
Subtotal Federal			76	46	5	20	5
200-1	State Family	High Rock	80	0	43	37	0
667-1	State Elderly	Linden Street	32	32	0	0	0
667-2	State Elderly	Linden Street	40	40	0	0	0
667-3	State Elderly	Chambers	80	80	0	0	0
Subtotal State			232	152	43	37	0
689-1	State Special Need	Matthew's House	8	8	0	0	
Total			316	206	48	57	5

Source: The Needham Housing Authority

The Needham Housing Authority has 120 vouchers under the Federal Section 8 Voucher Program. Currently, NHA has a contract with the Dedham Housing Authority to administer this program. There is a considerable wait for these housing vouchers, with the MassNAHRO Centralized Wait list of 120,000 applicants from 88 participating housing authorities, including Needham's.

The Needham Housing Authority's service is well utilized and is sought-after. The Housing Authority has 559 applicants on its wait list for the family units including 359 applicants for two-bedroom units, 167 for three-bedrooms, and 33 for four-bedroom units. Waits for these units extend to three (3) to five (5) years. None of the units are handicapped accessible. In regards to the Needham Housing Authority's elderly/disabled units, there were 227 on the waitlist with waits of approximately six (6) months to a year. They currently have a waiting list that totals 249 people. The waiting list breaks down as follows: for the State Housing there is a 101 person wait for the 2 bedrooms, and a 26 person wait for the 3 bedrooms; for Federal Housing, there is a 96 person wait for 2 bedrooms, a 22 person wait for 3 bedrooms, and a 4 person wait for 4 bedrooms.

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Tenant Selection Procedures:

The Needham Housing Authority has different selection procedures for rental and homeownership. For High Rock Homes, their most recent project, the basic qualifications for homebuyers are:

- Be income eligible
- Be a first time homebuyer
- Do not have assets which exceed the limits

- Complete a homebuyer course

Once these qualifications are met, a person would fill out an application. At this time, they will be asked to provide documentation of the stated “Priorities” and “Preferences.” The priority status is for those who are a veteran or who have completed a national service (such as the Peace Corps). Preferences are as follows:

- First Preference Pool: Displaced Resident of High Rock or Current Needham Public
- Housing Resident
- Second Preference Pool: Town of Needham Employee
- Third Preference Pool: Needham Connection, such as graduated from Needham High School, or parents live in Needham

All other applicants will be placed in the General Pool. More details on this procedure are found in Appendix C.

Sale of Subsidized Housing and Possible Displacement

In Needham’s effort to produce new affordable housing units to meet the state’s requirement (10% of year-round housing stock affordable to households earning at or below 80% of area median income), it is important that the town not lose ground on the affordable units it currently has in place, but ensure that these units are preserved as affordable as far into the future as possible. The Community Economic Development Assistance Corporation (CEDAC), maintains a list of those subsidized housing developments that are defined as “expiring use properties,” which are rental units built with federal and/or state subsidies for low- and moderate-income households that incorporate rental agreements to keep the apartments affordable over the long-term but not perpetually. CEDAC has identified ~~four~~ eight expiring use developments in Needham that involve ~~80~~ 116 subsidized units including: Greendale Residence, High Rock Homes, Highland Avenue/Charles River ARC project, Marked Tree Road, Nehoidan Glen, and Webster Street II, Webster Street Residences and West Street Apartments. The Town has been in active discussions with property owners at Nehoidan Glen, who recognize their obligation to maintain affordability of the units since they were created by overriding local zoning (Zoning Board of Appeals of Wellesley vs., Ardmore Apartments). It will be important to monitor these projects and intervene if necessary to maintain affordability well into the future and insure that these units continue to count as part of the state’s Subsidized Housing Inventory.

Property Tax Policies

As provided by state law, the Needham Board of Assessors administers tax assistance programs for various eligible taxpayers. These programs provide varying levels of tax relief for qualifying, low-income elderly taxpayers, legally blind taxpayers, veterans, and taxpayers suffering a hardship. The Town recently voted to lower the interest rate charged for taxpayers to defer payment of property taxes from 8% to 4%. In Fiscal Year

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2008 there were a total of 278 exemptions granted totaling \$327,555. Appendix D details these exemptions. In FY2013, the following exemptions and abatements were processed: 120 Disabled Veterans' exemptions in the amount of \$124,190.08; 2 Financial Hardship exemptions in the amount of \$1,552.85; 28 Seniors and Surviving Spouses in the amount of \$17,224.09; 17 Blind exemptions in the amount of \$14,213.04; 60 FY13 abatements in the amount of \$106,319.32; 21 Tax Deferrals were processed in the amount of \$124,930.55; 115 CPA surcharge exemptions approved for \$11,338.74; in addition to any Senior Work Abatements.

Planning and Zoning Boards

The Board of Appeals is a quasi-judicial body. The Board serves the community by hearing and making decisions on applications brought before the Board for special permits, variances, comprehensive permits, appeals of decisions of the Building Inspector, and renders its decisions by applying Massachusetts General Laws and the Town By-laws. 40B projects are seen through the Board. Three regular members are appointed by the Board of Selectmen for three years in such a manner that the term of one regular member shall expire each year. The Board of Selectmen appoints two associate members for a term of one year.

The Planning Board is charged with broad statutory responsibilities ~~under~~ to guide the physical growth and development of Needham in a coordinated and comprehensive manner. More specifically, the Board is legally mandated to carry out certain provisions of the Subdivision Control Law (M.G.L., c. 41, s. 81K-81GG) and of the Zoning Act (M.G.L., c. 40A). The legal responsibilities of the Planning Board are found at the local level in the Subdivision Regulations and Procedural Rules of the Planning Board and in the Town's Zoning By-laws. Although Town Meeting must vote by two-thirds to accept any new Zoning changes, the Planning Board can recommend any changes. Cluster Developments and Residential Compounds are issued through this Board. Five members of the Planning Board are elected for five-year terms, so arranged that the term of not more than one member shall expire each year.

Building Codes (accessibility)

There are a myriad of access standard guidelines and regulations in the Fair Housing arena, although they are generally applicable to publicly subsidized housing and not to single family homes. —The Massachusetts Architectural Access Board's (AAB) regulations are designed to provide full and free use of buildings and facilities so that persons with disabilities may have the education, employment, living and recreational opportunities necessary to be as self-sufficient as possible and to assume full responsibilities as citizens. The AAB requirements are triggered by any construction, renovation, remodeling, or alteration of a public building or facility, or a change in use of

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building from private to public. In addition, new construction of "Multiple dwellings" (considered to be either lodging facilities or residential facilities for hire, rent, lease, or sale containing three or more dwelling units in a building) must comply with AAB requirements. Most housing in Needham does not fall into this category.

Massachusetts General Law Chapter 151B, sec. 4⁹ explains that in the case of publicly assisted housing, multiple dwelling housing consisting of ten or more units, or contiguously located housing consisting of ten or more units, reasonable modification for disabled persons to enjoy the full premises shall be at the expense of the owner. Additionally, for housing not characterized by this description, discrimination on the basis of handicap shall include a refusal to permit or to make, at the expense of the handicapped person, reasonable modification of existing premises occupied or to be occupied by such person if such modification is necessary to afford such person full enjoyment of such premises.

The Fair Housing Act as amended in 1988 adds to other protected classes the protection against discrimination for handicapped or disabled persons. All covered multifamily dwellings consisting of four or more units designed and constructed after 1991 must include accessible design elements. Covered in these accessible features are locations of outlets and light switches, the layout of the house including wide doorways, and reinforcements in bathroom walls to allow later installation of grab bars.¹⁰

⁹ Massachusetts General Law Chp. 151B, sec. 4 is available at <http://www.mass.gov/legis/laws/mgl/151b-4.htm>

¹⁰ The Fair Housing Act Design Manual is available through HUD at <http://www.huduser.org/publications/destech/fairhousing.html>

Town of Needham

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Private Sector Lending Policies and Practices

Federal and Massachusetts Fair Housing law prohibits discrimination in all areas of housing transactions, including, but not limited to, rental, home sales, mortgage lending, home improvement, zoning bylaws, and advertising.

1 Racial and ethnic inequities in mortgage lending in the Boston area have been documented in two recent reports: *The Color of Money in Greater Boston: Patterns of Mortgage Lending and Residential Segregation at the Beginning of the New Century*, by Jim Campen, prepared for the Metro Boston Equity Initiative of the Harvard Civil Rights Project, and *Changing Patterns XIV: Mortgage Lending to Traditionally Underserved Borrowers & Neighborhoods in Greater Boston, 2008*, by Jim Campen, prepared for the Massachusetts Community and Banking Council (MCBC). These documents demonstrate the region's lending patterns. The papers' findings, drawing on Home Mortgage Disclosure Act (HMDA) data, conclude that recent mortgage lending in the region seems to maintain the disparity between white and non-white mortgagees.

The Color of Money in Greater Boston, states: "For lending in the Boston NECTA [Boston-Cambridge-Quincy Metropolitan New England City and Town Area] as a whole, findings include: (1) For home-purchase loan applications, the black denial rate of 18.3% was 2.57 times higher than the white rate of 7.1% and the Latino denial rate of 15.3% was 2.14 times higher. (2) These denial rate disparities cannot be explained by the fact that blacks and Latinos have, on average, lower incomes than whites; in fact, Black/White and Latino/White denial rate ratios tend to increase as incomes rise. (3) Black and Latino homeowners who refinanced their existing mortgages were over three times more likely to receive their loans from subprime lenders than were White borrowers. (4) These higher subprime loans shares cannot be explained by the lower income levels of Blacks and Latinos; indeed, the subprime loan share for *upper*-income blacks was more than twice as high as that for *low*-income whites." It would be helpful to the analysis of impediments to fair housing if the research in this area were to include other factors impacting lending, such as debt/equity ratios and credit history. No specific inference can be extrapolated to the Town of Needham from the conclusions of this report.

Changing Patterns XIV: Mortgage Lending to Traditionally Underserved Borrowers & Neighborhoods in Greater Boston, 2008 analyzes the MCBC's commitment to substantially increasing the provision of credit and banking services to low-income and minority communities within the City of Boston. The study contains data that examines loan applicants and loan denial ratios among minorities in communities throughout Massachusetts. The report gives data for individual municipalities, as well as for the state as a whole and for the MAPC region.

The report concluded that "prime lenders denied home-purchase loan applications by Blacks and Latinos about two and one-half times as often as they denied applications by

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Analysis of Impediments to Fair Housing Choice, 2008¹³

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Whites; this was true in Boston, Greater Boston [defined in this report as the MAPC region], and statewide. In Greater Boston, for example, denial rates were 19% for Blacks, 17% for Latinos, and 7% for Whites. These denial rate disparities cannot be explained by the lower incomes of blacks and Latinos; when applicants are grouped into income categories, the denial rates for Blacks and Latinos are always well above the denial rate for Whites in the same income category.”

The report is prudent to mention that communities should not place too much value in the “denial rates of the individual communities, [and rather, the study should be considered on a regional basis]. This is because in many towns the number of black and Latino applications is very small. And when the number of applications is low, small changes in the number of denials can result in large changes in denial rates – and in the Black/White and Latino/White denial rate ratios.”

In 2006, prime lenders of first-lien home-purchase loans for owner-occupied homes in Needham granted all 23 Asian applications, 4 of 5 Black applications, all 4 Latino applications and 344 of 358 White applications. Proportionally, blacks were denied more often than whites; however, as the report stated, because there were so few applications from Blacks and Latinos in Needham, establishing a pattern or trend or asserting that there was discrimination cannot be demonstrated from the limited data.

First-Lien HOME-PURCHASE Loans for Owner-Occupied Homes, 2006

	Total Loans			High APR Loans		
	Total	White	Latino & Black	Total	White	Latino & Black
Needham	369	299	3	12	8	0
Newton	919	661	27	51	27	3

Source: Changing Patterns XIV: Mortgage Lending to Traditionally Underserved Borrowers & Neighborhoods in Greater Boston, 2008

Neither in Needham, nor its abutting community of Newton, was there an imbalanced number of Blacks or Latinos given High APR Loans. The MAPC region as a whole does exhibit this imbalance, but on the detailed level of a town by town basis, some of these patterns cannot be demonstrated.

Another report, *More than Money: The Spatial Mismatch Between Where Homeowners of Color in Metro Boston Can Afford to Live and Where They Actually Reside*, written in a collaboration between the Fair Housing Center of Greater Boston and the Massachusetts Community and Banking Council in 2004 concludes that mere financial affordability (while it might contribute) fails to entirely explain why people of color are not represented more in the suburban neighborhoods of Greater Boston. The report acknowledges that “African-American and Latino homebuyers do face greater affordability constraints on average,” but when the authors controlled for affordability, their study showed that other contributors must be at work. The study shows that

affordability is not the only factor affecting minorities' ability to choose where they live. Other possible factors are lending practices, realtor or landlord discrimination or housing advertisement that does not outreach to all populations. Additionally, the geographic location of where a person lives may well be affected by other personal choices. No specific explanation can be determined by this study as to where minorities live, except that affordability is not the only contributing factor.

A brief and unofficial examination of real estate advertising online and in the Needham Times did not show any sign of advertising discrimination.

Fair Housing Enforcement

As discussed earlier in this AI, the Massachusetts Commission Against Discrimination (MCAD) and the Fair Housing Center of Greater Boston have received few fair housing complaints from Needham residents in ~~the past five~~ recent years. In Needham, there is currently no specific person or department or organization to take in fair housing complaints. The Health Department receives complaints by renters whose units may not be meeting certain health-related criteria, such as lack of heat. Upon the recommendation of the Town Manager, Chief of Police, or other official, the Human Rights Committee can help to evaluate, facilitate and education in the fair housing arena. Currently, people who feel their fair housing rights have been violated are directed to either the MACD or the Fair Housing Center of Greater Boston to assist them in dealing with the issue.

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"Visitability" in Housing

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Visitability means that: "(1) at least one entrance is at grade (no step), approached by an accessible route, such as a sidewalk; ~~and~~ (2) the entrance door and all interior doors on the first floor are at least 34 inches wide, ~~offering~~ have at least 32 inches of clear passage space; and (3) there is a bathroom on the first floor big enough to access in a wheelchair, and close the door. Visitability allows mobility-impaired residents to visit families and friends where this would not otherwise be possible. A visitable home also serves persons without disabilities (for example, a mother pushing a stroller, a person delivering large appliances, a person using a walker, etc.). One difference between "visitability" and "accessibility" is that accessibility requires that all features of a dwelling unit be made accessible for mobility-impaired persons. A visitable home provides less accessibility than an accessible home, and is meant to be those units not required to be accessible.

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The Town of Needham does not have a written policy requiring visitability measures in new housing construction; however, its building code requirements provide for accessibility measures in new construction of commercial and multi-family homes, as directed by the AAB.

Assessment of Current Public and Private Fair Housing Programs and Activities in the Jurisdiction

West Metro HOME Consortium

Needham has already been participating in Fair Housing activities locally. As a member of the West Metro HOME Consortium, local realtors, landlords, municipal employees, tenants, have been invited to various trainings through Newton's FHIP Fair Housing Initiative Programs (FHIP) grant ~~(as outlined in the calendar earlier in this AI)~~. The Consortium has also provided the Town with several different Fair Housing pamphlets, including "Your Fair Housing Rights: National Origin/Race/Families with Children/Public Assistance Recipients" in several languages, and "Landlords: Know the Law." The pamphlets are available in the Planning and Community Development Office ~~and also in the main lobby of Town Hall~~ Department.

Participation in the Consortium also provides the Town of Needham with funding for affordable housing. To date, the initial funding for High Rock Homes came from the HOME program and the commitment of those funds leveraged funding from other sources, which led to the eventual ability to complete the project. ~~There are other projects in the planning stages to pursue with future HOME funding. Currently, there is another property owned by the Housing Authority, on Yurick Road, that is under consideration for development of affordable housing. The Town is also working with the Charles River Center, a non-profit agency in Needham, that has been providing advocacy and programs for children and adults with developmental disabilities since 1956, to build a group home with 6 bedrooms (five bedrooms for residents, 1 bedroom for staff) using both HOME funds and Community Preservation Act funds. Both the Department of Developmental Services (DDS) and Massachusetts Commission for the Blind identify individuals each year (based on prioritization) who will need accessible housing. Many of them are young adults turning 22 who have already been living in residential schools because of significant medical and cognitive needs. Others are older adults who are still living at home with elderly parents.~~

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~~First time homebuyers in Needham also have an opportunity to qualify for American Dream Downpayment Initiative money (also through the HOME Consortium). Qualifying individuals can receive up to \$10,000 to aid in their initial down payment, a loan which is forgiven after five years of living in the home.~~

Additionally, Needham community members were invited to participate in a series of educational trainings through the City of Newton's Fair Housing Initiative Program ~~FHIP~~ grant that funded educational opportunities for the HOME Consortium. The trainings included Landlord Trainings, Housing and Social Service Provider Trainings, Realtor Trainings, First Time Homebuyer Trainings, Property Manger Trainings, Lender and Mortgage Broker Trainings and Public Housing Authority Trainings. Two training

sessions were held in Needham: October 24, 2007 (Realtor Training) and June 4, 2008 (Landlord & Public Housing Authority Training).

Community Preservation Act

The Community Preservation Act (CPA) was approved by voters in November 2004. The CPA is a tool to help communities preserve open space and historic sites, and create affordable housing and recreational facilities. Ten percent is the minimum that must be allocated to affordable housing, and Town Meeting has appropriated \$499,500 from the CPA fund for housing initiatives in Needham since the inception of CPA in Needham, the total amount spent on housing is \$1,384,500.

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Inclusionary zoning

~~Inclusionary zoning and incentives for affordable housing will be included in the new Downtown zoning, currently being studied as approved by Town Meeting in 2009 and the elder Services Zoning District adopted by Town Meeting in 2010. The new zoning will be presented to the Fall Town Meeting. This inclusionary zoning will require that developers who create a certain number of housing units make a certain percentage of the units affordable. The incentives will be that if a developer adds affordable units to the development, these units will not count towards total Floor Area Ratio (FAR), effectively providing a density bonus.~~

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At the 2009 Annual Town Meeting, the Town approved the Needham Center Overlay District, Chestnut Street Overlay District and Garden Street Overlay District to "encourage redevelopment of existing properties and infill development of an appropriate scale, density, mix of uses and design for a suburban downtown, substantially as set forth in the Needham Center Development Plan dated March 30, 2009, and to establish sub-districts in which to achieve these purposes in a manner compatible with surrounding areas; to create and sustain a vibrant, walkable downtown area; and to create opportunities for housing within walking distance of goods and services, public transportation, and the civic life of the town. The Overlay District includes the Center Business District and Chestnut Street District where the underlying zoning is still in effect with the new zoning providing alternatives to such requirements.

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Mixed-use buildings with not more than five (5) dwelling units above the ground floor are permitted by-right with such properties with more units requiring a special permit as well as affordable housing equivalent to one (1) unit for properties with less than ten (10) units and 10% of all units for those with more than ten (10) units. At least half of these affordable units must be affordable to those earning at or below 50% AMI, the remaining units to be sold or rented to those with incomes of up to 100% AMI. Only one (1) parking space is required for the affordable one-bedroom units.

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Further, at the 2010 Annual Town Meeting, the Town approved the Elder Services Zoning District “to encourage the establishment of housing and other facilities in close proximity to each other primarily serving individuals 55 years of age or older who wish to live in independent apartments with convenient access to supportive services, while minimizing potential adverse impacts upon nearby residential and other properties”.

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The zoning effectively allows individuals to “age in place” in recognition that Needham residents are aging and their life expectancy is increasing as well, resulting in a greater need to provide different types of housing and supportive care for seniors. The area of the Overlay District includes approximately seven (7) acres on Highland Avenue, where the Wingate at Needham Nursing Home is located, and Gould Avenue.

A special permit is required for the allowed uses of Independent Living Apartments, Assisted Living and /or Alzheimer’s/Memory Loss Facilities and other uses allowed by special permit in the General Residence Zoning District. The new zoning also required that 10% of the Independent Living Apartments be affordable with one (1) unit affordable for developments of less than ten (10) units. At least half of these units must be affordable to those earning at or below 50% AMI, the remainder to be sold or rented to those with incomes of up to 100% AMI.

If passed, inclusionary zoning will only be allowed in the Downtown Districts.

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Council on Aging

The Council on Aging serves Needham’s 60 and over population and their families, by addressing diverse aspects of aging service interests, concerns and needs. The Council’s mission is fulfilled by delivering programs and services in a variety of places, and wherever it is needed throughout the town. The Council on Aging also offers a variety of programs and services five days a week at the Stephen Palmer Senior Center (There is a new Senior Center currently under construction on Hillside Avenue). Some of the services and programs provided include, but are not limited to: outreach and counseling services (home visits and office visits available), advocacy, transportation, daily meals, information and referral, health benefits counseling, volunteer opportunities, health & wellness information and screening, creative and social classes, educational programs, special events and trips, drop-in center for socialization, and various learning opportunities.

These activities address fair housing by providing the aging population in Needham with assistance meeting their needs, so that housing difficulties (such as commuting around town and obtaining food, medicine and socialization) can be managed and they can remain residing in Needham.

Impediments and Proposed Strategies

Impediment #1: Land Use Policies and Zoning can limit the quantity of non-single family housing and the availability of developable land to achieve fair housing.

- Although nearly one half of Needham's land area is zoned for 10,000 square foot lots, apartment districts and districts that allow for multi-family housing are limited.
- Accessory apartments are not permitted.
- There is no "as-of-right" development option for affordable housing, making the permitting process more time-consuming and adding to the cost of development.
- Complexity of zoning and the process can be overwhelming for small scale non-profits wishing to develop affordable housing.
- There are ~~currently neither few~~ incentives ~~nor and~~ requirements for affordable housing in the zoning.

Actions/Ideas:

- The Commonwealth of Massachusetts' Analysis of Impediments plan states that "Land use regulations can be inclusive of minorities, disabled persons, and other groups that are disproportionately low income and/or disadvantaged in the housing market by increasing housing affordability (i.e. through infrastructure efficiency and housing density) and access to public transit, jobs, schools, hospitals, and by decreasing proximity to health and safety hazards." This broad solution could serve as a framework for Needham to guide some decisions in Town to ensure inclusivity of all people.
- Inclusionary zoning and incentives for affordable housing are included in the Downtown zoning, as approved by Town Meeting in 2009 and the Elder Services Overlay District adopted in 2010. —This inclusionary zoning requires that developers who create a certain number of housing units make a certain percentage of the units affordable. The incentives is that if a developer adds affordable units to the development, these units will not count towards total Floor Area Ratio (FAR), effectively providing a density bonus. Inclusionary zoning and incentives for affordable housing will be included in the proposed Downtown zoning that is likely to be presented to Town Meeting in the fall of 2008. The inclusionary zoning drafted into the proposed zoning will require that developers who create a certain number of housing units make a certain percentage of the units affordable. Incentives will be that if a developer adds affordable units to their development, they will not count towards total FAR—density bonus. (short term completed)
- Allowing accessory apartments should be considered by the Planning Board, as noted in Needham's Affordable Housing Plan, dated June 2007. Although they can be difficult to regulate, all abutting Towns to Needham allow some form of Accessory dwellings either through special permit or by right. Anecdotal evidence suggests that there are many illegal apartments of this type in Needham. (long term)

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Town of Needham
Analysis of Impediments to Fair Housing Choice, 2008¹³

- The Planning Board should consider the recommendations regarding multifamily dwellings on page 60 of Needham's Affordable Housing Plan, such as studying the possibility of including multifamily in the New England Business Center and mixed-use 128 Districts. (*long term*)
- Consider waiving fees for affordable housing developments. Consider creating a procedure that offers developers of affordable housing guidance through the zoning and the processes of Town. Consider assigning specific staff to provide this guidance. (*short term*)

Impediment #2: Lack of information, education and outreach on Fair Housing.

- There is a shortage of information in Needham of Fair Housing issues in general. Education for residents, employees, lenders, realtors and landlords has been minimal. Information that is available is often provided by sources that may not be objective.
- Without a greater understanding of Fair Housing issues, there can sometimes be neighborhood opposition to development of compact, dense and affordable development. This is an example of "NIMBYism" (Not In MY Backyard), a sentiment that can often be reduced with more information.
- There has not been any investigative testing or monitoring of real estate agencies, lenders, or landlords to determine if discrimination is occurring in Needham. This lack of information limits Needham's ability to confirm compliance with Fair Housing practices.
- Although there are resources within the Town of Needham (as mentioned in the report, such as the committees and agencies that provide assistance), it is not always clear to people where these resources are and how to access the information they are seeking.
- There is no Town staff person devoted to Housing, making it difficult for the Town to perform outreach, coordination and monitoring of housing issues.

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Actions/Ideas:

- Build a base of people who understand fair housing issues and want to work to make improvements. Create a network of people who support working on these issues. Ideally, the network would include people from various sectors of government and community. This could be in the form of a Task Force for Fair Housing. (*short term*)
- Education should also include Town of Needham employees, particularly those involved with land use. (*short term*)
- Education should come *before* a specific development is proposed for approval. There is a need for general education about Fair Housing Law and what some of the issues are. The education should include the fact that the Town has an Affordable Housing Plan and the Selectmen approved it. This effort could include presentations at clubs and houses of worship. (*short term*)

- Education should include the Town educating itself about the possibility of inequitable housing practices. A general assessment of activities in Needham should be performed, by looking at real estate and rental advertisements to ensure they abide by Fair Housing Law, conducting a survey or any other sort of actions that could aid in creating a better understanding of what possible fair housing practices are being violated. Some form of testing could be considered. *(long term)*
- The Task Force and the education effort should be a *continuing* endeavor. *(long term)*
- Identify staff resources to coordinate the efforts of outreach and monitoring of housing issues in Needham. Hire a housing staff person under the supervision of the Director of Planning and Community Development. *(staff person to be added in September 2013)short term)*
- Continue the education effort that was started through Newton's FHIP grant of community stakeholders on Fair Housing laws, including lenders, landlords, tenants and others. Needham could consider applying for a similar grant *(long term)*
- ~~Continue to work with Needham Opportunities Inc. (NOI) and help strengthen the organization. Needham Opportunities, Inc. was established in 1998 as a non-profit organization to develop affordable housing and job opportunities for Needham residents with low and moderate incomes. This organization serves as the Town's Community Housing Development Organization (CHDO) for activities funded through the HOME Program. The Town should continue to partner with NOI. *(short term and long term)*~~

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Impediment #3: Lack of accessible affordable housing & lack of affordable housing.

- Fair Housing Law requires that the availability of affordable accessible housing in Town be assessed. Seniors and disabled people, whose disabilities can be income-limiting, could benefit from affordable housing. Housing not only must be affordable, but accessible for these populations. Proximity to transportation or commercial areas is additionally helpful for these groups. Needham has many people, of all age groups, who consider themselves disabled; it is important that their housing needs are met.
- This report shows that affordability in housing disproportionately affects people in protected classes. Lack of affordable housing can create a barrier to entry into the Town of Needham.
- High costs of housing in Needham can inhibit low to moderate income individuals and families from moving into Needham or renters to stay in Needham.
- The Housing Authority's waiting list illustrates the need for affordable housing in Town.
- High cost of land in Needham can deter developers from building affordable housing because the profit margin would be marginal.

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Actions/Ideas:

- Needham can boast completion of a ~~a new~~ development called Charles River Landing ~~that is currently under construction~~. This development, ~~currently under construction~~, has 350 rental units. It began through a “friendly” Chapter 40B process with the Town and as such jointly submitted an application to the state’s Department of Housing and Community Development (DHCD) to participate in the Local Initiative Program (LIP)¹¹. While 25% of the units (88 units in total) will be affordable to low- and moderate-income households earning at or below 80% of area median income, all of the units can be counted as part of the state’s Subsidized Housing Inventory and Needham’s affordable housing stock will increase from 4.61% of its year-round housing to 7.86%, bringing it considerably closer to the 10% goal.

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The project site is located on Second Avenue at the outer edge of the New England Business Center, adjacent to a residential neighborhood and overlooking the Charles River. The parcel contains 7.9 acres and will promote a number of smart growth principles as it is served by existing infrastructure, is located in proximity to town services, transportation and employment, promotes higher density housing and includes affordable housing.

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Most of the units are directed to non-families as they have no more than two bedrooms. The affordable units are distributed among all apartment types, and 70% of the units can be reserved for those living or working in Needham.

This is an example of the kind of project that improves the availability of affordable housing in Town quickly. It is a model of a good partnership between the Town and the developer, and of creative use of funding sources. This type of development will not be able to be replicated often, if ever again, due to a lack of developable land, but the model is nevertheless useful. When future affordable housing is created, it would be useful to consider the impact of three or four bedroom units. *(long term)*

- Continue to utilize HOME ~~Funds~~ funds & CPA funds for the development of affordable housing. The initial funding for High Rock Homes leveraged funding from other sources, which led to the eventual ability to complete the project. Home funds and CPA funds are also being contributed to the Charles River Center group home that will be constructed. This project will create five bedrooms for adults with developmental disabilities. *(short term)*
- There are possibilities of funds to create affordable housing that the Town could consider. One fund option could be that when developers tear down small houses to put up large ones, they will be required to contribute to a fund that will create

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¹¹ From www.mass.gov: “The Local Initiative Program (LIP) seeks to stimulate the production of affordable housing opportunities by fostering cooperation between municipalities and housing developers. The program provides technical assistance to developers and municipalities seeking to develop housing that serves households at or below 80% of the area median income within mixed-income (market and affordable) housing developments.”

affordable housing. Another option would be a Housing Trust Fund. Both of these ideas and any other housing fund ideas should be studied further, but may be a key answer in providing funding for this needed housing. (*long term*).

- Other opportunities are spelled out in the Affordable Housing Plan.

Impediment #4: Lack of accessibility.

- Elevators are lacking in many town buildings and affordable housing developments, e.g. Linden Chambers and Town Hall. This makes it difficult for some members of this community to access certain resources in Town. Livability for this population decreases when daily activities are difficult or impossible. Communities that have more accessible Town Buildings provide an easier environment for some people to live in.
- Accessibility is required in new construction, but many of the buildings in Needham are older construction that do not have these features.
- Although there are some transportation options, it is not always easily accessible for disabled persons.
- There is no easy way for people to move within the Town by public transit.

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Actions/Ideas:

- The concept of “visitability” (as explained earlier in this AI) should be incorporated into the goals of new housing and development. Requiring these types of elements would not be feasible, nor would it be reasonable; however understanding visitability could help future developments meet the needs of some of the Town’s constituents. (*long term*)
- The issue of accessibility, especially as it relates to the current infrastructure, is an issue that cannot be fixed easily and quickly. It will require long term solutions and planning. For this reason, this AI cannot attempt to come up with the answers; however there are some actions that could be explored. New construction will contain the necessary AAB requirements; however, as time passes, it would benefit the Town to consider how it would be possible to fund the additions of accessible features to existing Town buildings. Discussions with the MBTA to ensure accessibility on all bus and rail routes might help surface this issue and possible solutions. (*long term*)

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Appendix A

The following dates depict important events in the work of the originalis-Plan AI:

- January 9, 2008
West Metro HOME Consortium Meeting with Training Session on writing an AI led by the Fair Housing Center of Greater Boston
- March 19, 2008
Landlord Fair Housing Training hosted by Newton and the West Metro HOME Consortium
- March 21, 2008
Focus Group meeting: brainstorm possible Impediments to Fair Housing Choice in Needham
- April 1, 2008
Brief presentation to the Needham Planning Board to explain the project.
- April 17, 2008
Second Focus Group meeting: brainstorm possible solutions or strategies to address impediments.
- April 29, 2008
Presentation to Board of Selectmen
- August 12, 2008
Public Hearing Analysis of Impediments to Fair Housing Choice with the Board of Selectmen

Town of Needham
Analysis of Impediments to Fair Housing Choice, 200813

Appendix B

Subsidized Housing Inventory – the information below comes directly from the Needham Housing Needs Assessment prepared by Karen Sunnarborg in 2013.

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The Table below summarizes those units that are included in the Subsidized Housing Inventory (SHI) and thus meet all of the state’s requirements of affordability.

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Needham’s Subsidized Housing Inventory (SHI), January 2013

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<u>Project Name</u>	<u># SHI Units</u>	<u>Project Type/ Subsidizing Agency</u>	<u>Use of a Comp Permit</u>	<u>Affordability Expiration D</u>
<u>Cook’s Bridge (Captain Robert Cook Drive and Seabeds Way)*</u>	76	<u>Rental/HUD</u>	No	<u>Perpetuity</u>
<u>High Rock Estates*</u>	80	<u>Rental/DHCD (will be HUD)</u>	No	<u>Perpetuity</u>
<u>138-158 Linden Street*</u>	32	<u>Rental/DHCD</u>	No	<u>Perpetuity</u>
<u>168-188 Linden Street*</u>	40	<u>Rental/DHCD</u>	No	<u>Perpetuity</u>
<u>15-42 Chambers Street*</u>	80	<u>Rental/DHCD</u>	No	<u>Perpetuity</u>
<u>Matthews House/ 1415 Great Plain Ave.*/**</u>	8	<u>Rental/DHCD</u>	No	<u>Perpetuity</u>
<u>Highland Ave./Charles River ARC **</u>	6	<u>Rental/HUD and EOHHS</u>	No	<u>2038</u>
<u>Marked Tree Corp. **</u>	4	<u>Rental/HUD and EOHHS</u>	No	<u>2038</u>
<u>Nehoidan Glen</u>	61	<u>Rental/MassHousing</u>	<u>Yes</u>	<u>Perpetuity</u>
<u>Webster Street II/929 Webster **</u>	4	<u>Rental/HUD</u>	No	<u>2037</u>
<u>Webster Street II/299 Webster **</u>	6	<u>Rental/HUD</u>	No	<u>2037</u>
<u>West Street Apartments **</u>	6	<u>Rental/HUD</u>	No	<u>2043</u>
<u>Junction Place</u>	2	<u>Ownership/DHCD and FHLBB</u>	<u>Yes</u>	<u>Perpetuity</u>
<u>Garden Street</u>	2	<u>Ownership/FHLBB</u>	<u>Yes</u>	<u>Perpetuity</u>
<u>High Cliff Estates</u>	3	<u>Ownership/FHLBB</u>	<u>Yes</u>	<u>Perpetuity</u>
<u>Chestnut Hollow</u>	6	<u>Rental/DHCD and HUD</u>	No	<u>2021</u>
<u>Suites at Needham</u>	2	<u>Ownership/MassHousing</u>	<u>Yes</u>	<u>Perpetuity</u>
<u>Charles River Landing</u>	350	<u>Rental/DHCD</u>	<u>Yes</u>	<u>Perpetuity</u>
<u>DDS Group Homes **</u>	69	<u>Special Needs Rental/DDS</u>	No	<u>NA</u>
<u>TOTAL</u>	<u>837</u>	<u>725 rentals, 103 special needs rentals, 9 ownership</u>	<u>420 40B units</u>	

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Source: Massachusetts Department of Housing and Community Development, January 3, 2013

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* Needham Housing Authority units

** Special needs units

Of the 837 units that are considered affordable by the state, 316 or 37.8% are owned and managed by the Needham Housing Authority (NHA) including 198 one-bedroom units for seniors and disabled individuals of any age and 120 units for families and veterans.

The Authority also maintains two staffed apartments that serve eight (8) individuals with special needs. These projects are as follows:

- High Rock Estates
State Chapter 200 funding (the Housing Authority is in the process of federalizing this property)
Single-family housing for families
80 units (43 three-bedroom units and 37 two-bedroom units)

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▲ The Needham Housing Authority redeveloped this property by replacing 20 single-family units with two-family structures.

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- Linden Chambers
State Chapter 667 funding, mixed elderly-disabled housing
152 one-bedroom units

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- Matthews House
State Chapter 689 funding for special needs housing
8-bed group home

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- Captain Robert Cook Drive
Federally-financed
Single-family housing for families
30 units (5 two-bedroom units, 20 three-bedroom units and 5 four-bedroom units)

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- Seabeds Way
Federally-financed
Mixed elderly, disabled singles housing
46 one-bedroom units

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▲ The Housing Authority has 559 applicants on its wait list for the family units including 359 applicants for two-bedroom units, 167 for three-bedrooms, and 33 for four-bedroom units. Waits for these units extend to three (3) to five (5) years. None of the units are handicapped accessible. In regard to the NHA's elderly/disabled units, there were 227 on the waitlist with waits of approximately six (6) months to a year.

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▲ In addition to Matthews House, Needham has five (5) other special needs housing facilities that altogether total 26 additional affordable housing units (including the Highland Avenue ARC project, Marked Tree Road, 299 and 929 Webster Street, and West Street Apartments) as well as 69 units in group homes for state Department of Developmental Services (DDS) clients scattered throughout town.

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▲ Needham also has seven (7) other projects that are a part of its SHI (with the exception of the Habitat for Humanity house on Bancroft Street that should be added) and include an

additional 165 actual affordable units (total of 427 units that can be counted in the SHI) that have been produced by private, for profit or non-profit developers including:

- Nehoidan Glen
1035 Central Avenue
Comprehensive Permit granted in 1976 and subsequent amendments were issued through June 2011.
Total Rental Units: 61 Affordable Units: 61

This development is for low-income seniors.

- Chestnut Hollow
141 Chestnut Street
Variance granted in October 2000 by the Board of Appeals
Special Permit granted in December 2000 by the Planning Board
Total Rental Units: 28 Affordable Units: 6

Chestnut Hollow involved the major renovation project of an existing non-conforming building, formerly the Hamilton House nursing home, for conversion into apartments for seniors. The development was processed through a Special Permit and variances and also involved project-based Section 8 vouchers for the six (6) affordable units. There are 12 two-bedroom units, 15 one-bedroom units, and one (1) studio unit.

- Junction Place Townhouses
32 Junction Place
Comprehensive Permit granted in October 2000
Total Condominium Units: 5 Affordable Units: 2

Junction Place is a condominium project comprised of five (5) attached townhouse units, approved by the Town for construction in November of 2001 through a comprehensive permit. The property contains approximately 11,200 square feet of land, previously occupied by a small vacant two-story office building, a garage and parking area on the edge of a commercial district and a short walk to the train station. All five (5) of the townhouses were sold at below market prices to eligible families through a lottery system. Two (2) of the homes were sold for \$165,000 to families earning up to 80% of the area median income with the remaining three (3) sold for \$310,000 to families earning up to 150% of the area median income.

- High Cliff Estates
199 St. Mary Street
Comprehensive Permit granted April 2002
Total Condominium Units: 12 Affordable Units: 3

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The High Cliff Estates project is a townhouse condominium development with 12 total three-bedroom condominium units in four (4) buildings and with three (3) of the condominiums sold as affordable, selling for between \$105,000 and \$137,500. The market rate units sold for \$447,000 to \$582,300.

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- Garden Street
207-213 Garden Street
Comprehensive Permit granted March 2002
Total Condominium Units: 6 Affordable Units: 2

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The Garden Street project is a condominium development with six (6) total three-bedroom units, two (2) of which are affordable. The development was approved by the Town in March of 2002, and was subject to an appeal filed by an abutter to the property that was subsequently settled. The property contains approximately 27,132 square feet of land. Although within a single-family district, the property is located directly across the street from a business zone, a short walk to the center of Needham and public transportation. The two (2) affordable units sold for \$160,000 with the market rate units priced between \$525,000 and \$759,000.

- Suites at Needham
797 Highland Avenue
Comprehensive Permit granted in 2006
Total Units: 8 Affordable Units: 2

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The development includes eight (8) townhouses, two (2) of which are affordable. The project is located on Highland Avenue, only a short walk to the MBTA station.

- Charles River Landing
300 Second Avenue
Comprehensive Permit granted in 2007
Total Units: 350 Affordable Units: 88 (but all count as part of the SHI)

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The Town of Needham entered into an agreement with the developer, Cabot Cabot & Forbes, to build 350 rental units through a "friendly" Chapter 40B process through the state's Local Initiative Program (LIP). The project is located at the outer edge of the New England Business Center, adjacent to a residential neighborhood and overlooking the Charles River. The parcel contains 7.9 acres and promotes a number of smart growth principles as it is served by existing infrastructure; is located in proximity to Town services, transportation and employment; promotes higher density housing; and includes affordable housing. About two-thirds of the units have one-bedrooms, the remainder with two-bedrooms.

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- Bancroft/Brookline Habitat for Humanity House
5 Bancroft Street
Total Units: 1 Affordable Units: 1

This parcel was owned by the Town of Needham, which issued a Request for Proposals to secure a developer to build an affordable home on the site. Habitat for Humanity was the winning respondent and built a single-family house on the lot for a first-time homebuyer. This house is not currently on the SHI but is eligible for inclusion.

The Dedham Housing Authority administers rental subsidies for Needham and is assigned 120 Section 8 vouchers. These rental subsidies are provided to qualifying households renting units in the private housing market, filling the gap between an established market rent – the Fair Market Rent (FMR) – and a portion of the household’s income. Based on the high cost of housing in Needham, the Housing Authority has been able to apply up to 110% of the FMR levels for its maximum rent. Preference is granted to applicants who reside or are employed in Needham. Applicants must also have incomes within 50% of area median income, \$44,050 for a family of three (3) based on 2012 income levels. There is a considerable wait for these housing vouchers, with the MassNAHRO Centralized Wait List of 120,000 applicants from 88 participating housing authorities, including Needham’s.

Pending Projects

There are a number of other projects that are planned to include affordable units including the following:

- Craftsman Village/21 High Street

The initial developer, Hemark Realty Trust, filed the comprehensive permit application in 2003, and proposed building twelve three-bedroom condominium units, three (3) to be affordable, on an about 27,000 square foot lot within walking distance to public transportation. The ZBA approved six (6) units but the developer was unwilling to go below eight (8) and appealed the decision to the state’s Housing Appeal Committee. The project is finally moving forward with a new developer, Craftsman Village LLC, with a total of six (6) units including two (2) affordable ones. The market units are being sold for \$609,000. There were 14 eligible applicants for the affordable units included in the lottery that was conducted in 2012, including one (1) Needham resident and nine (9) minority applicants.

- The Charles River Center

The Charles River Center, also know as the Charles River Association for Retarded Citizens (ARC), proposes to construct a group residence at 1285 South Street that is configured as a single-story structure providing a home for five (5) people with significant physical and cognitive disabilities, completely

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handicapped-accessible. Individuals moving into this home will receive 24/7 staffing and comprehensive nursing care. The home will fulfill or exceed all architectural barrier regulations and will include spacious corridors, roll-in showers, safety and emergency systems, accessible entries and appliances, etc. The Town allocated \$280,000 in HOME Program funding to support development financing.

• Gould Street Senior Housing

Pursuant to a zoning change to create an Elder Services Zoning District, approved by Town Meeting in 2010, and Special Permit approval of the Needham Planning Board in 2011, the developer of Wingate at Needham Nursing Home has the go-ahead to build a senior housing facility on Gould Street next to its Nursing Home at 589 Highland Avenue. The building will include 91 total units – 12 Independent Living Apartment units (13 bedrooms), 42 Assisted Living units, and 37 Assisted Living units specializing in Alzheimer’s and other memory loss related conditions. The project will also include two (2) affordable units, eligible for inclusion in the Subsidized Housing Inventory (SHI), one (1) reserved for those who live or work in Needham.

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• 36-58 Dedham Avenue

Through the rezoning of Needham Center through a Center Business Overlay District that was approved by Town Meeting in 2009, as well as Special Permit approval by the Planning Board in 2012, the developer, MMM Property LLC, has obtained the necessary approvals to construct a new three + one story mixed-use building on Dedham Street. The property will contain ten (10) residential units, including one (1) affordable unit, as well as two (2) first-floor retail units.

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• 28 Webster Street

The developer, Webster Street Green, LLC, was issued a comprehensive permit in November 2005, which was appealed, amended, and recently issued an extension through the Housing Appeals Committee. The ZBA also recently granted the developers an amendment, and the project is scheduled to begin construction soon on ten (10) units, two (2) of which will be affordable.

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~~198 200 Nehoidan Street~~

~~The developer of this comprehensive permit project, Nehoidan Knoll LLC, proposed eight (8) townhouse units, two (2) affordable, on about an acre site in 2004. The comprehensive permit was approved by the ZBA in 2005. The property abuts conservation/camp land and is within one half mile of Town Center and a commuter rail station.~~

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• 540 Hunnewell Street

The developer, High Cliff Estates, Inc., proposed three (3) units, one (1) of which would be affordable, on a small 6,673 square foot lot that is within walking distance to the commuter rail. The developer filed the comprehensive permit in

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March 2006, and the ZBA issued the permit in 2007. The developer has not acted on the permit to date.

1. Current Subsidized Housing Inventory

Of the 498 units that are considered affordable by the state, 316 or 63% are owned and managed by the Needham Housing Authority (NHA) including 198 one-bedroom units for seniors and disabled individuals of any age and 120 units for families and veterans. The Authority also maintains two staffed apartments that serve eight individuals with special needs and is assigned 120 Section 8 vouchers and certificates. These projects are as follows:

- *High Rock Estates*
State Chapter 200 funding
Single family housing
80 units (43 three-bedroom units and 37 two-bedroom units)
- *Linden Chambers*
State Chapter 667 funding mixed elderly disabled housing
152 one-bedroom units
- *Matthews House*
State Chapter 689 funding for special needs housing
8-bed group home
- *Captain Robert Cook Drive*
Federally-financed
Single family housing
30 units (5 two-bedroom units, 20 three-bedroom units and 5 four-bedroom units)
- *Seabeds Way*
Federally-financed
Mixed elderly disabled singles housing
46 one-bedroom units

In addition to Matthews House, Needham has five other special needs housing facilities that altogether total 26 additional affordable housing units as well as 82 units in group homes for Department of Mental Retardation clients scattered throughout town. Needham also has five other projects that are a part of its Subsidized Housing Inventory that include an additional 74 affordable units that have been produced by private, for-profit developers including:

- *Nehoidan Glen*
— 1035 Central Avenue

Town of Needham
Analysis of Impediments to Fair Housing Choice, 200813

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—Total Rental Units: 61 Affordable Units: 61

☐ Chestnut Hollow

141 Chestnut Street

Variance granted in October 2000 by the Board of Appeals

Special Permit granted in December 2000 by the Planning Board

—Total Rental Units: 28 Affordable Units: 6

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Chestnut Hollow is a privately financed project sponsored by a local developer in Needham, Jeff Roche. The proposal for Chestnut Hollow Apartments appeared before both the Planning Department and Zoning Board of Appeals as a major renovation project of an existing non-conforming building, formerly the Hamilton House nursing home, for conversion into apartments. The nursing home was originally constructed in 1961 and contained 80 beds but closed due to changes in the health care industry.

The Chestnut Hollow apartments are unique to Needham in that this renovation was not only an "all rental unit" development but also catered specifically to seniors. The six affordable units were designated for the elderly, aged 62 or older, with preference being given to those who currently lived in Needham or who had an affiliation with the town. Since Needham has a growing elderly population with many seniors interested in reducing their housing costs and property maintenance by downsizing, this project supported the needs of one of the town's most vulnerable populations.

In late December of 2000, developer Jeff Roche approached the Planning Department to request special permits for Site Plan Review, alteration, enlargement and reconstruction of a non-conforming structure and for waiving strict adherence to the off-street parking requirement. Prior to making his request for special permits, Mr. Roche successfully applied for the necessary variances from the Zoning Board of Appeals in October 2000. It is extremely rare for the Needham Zoning Board of Appeals to grant any variances. Mr. Roche also partnered with the Needham Housing Authority to secure Project based Section 8 Vouchers for the six affordable units.

The local action on the part of the Town was to grant all of the necessary special permits and variances so that this major renovation could be accomplished and the development of rental units geared toward seniors, including six affordable units, made possible. The end result is an attractive four-story apartment building with 28 units. There are 12 two-bedroom units, 15 one-bedroom units, and one studio unit. Six of the apartments will be affordable for a period of at least 20 years. The six affordable units are subsidized by the Needham Housing Authority under HUD's Section 8 guidelines with rent a percentage of the tenant's income. The project was completed and is fully occupied.

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☐ Junction Place Townhouses

32 Junction Place

Town of Needham

Analysis of Impediments to Fair Housing Choice, 2008¹³

Comprehensive Permit granted in October 2000 by the Board of Appeals
Total Condominium Units: 5 — Affordable Units: 2

Junction Place is a condominium project comprised of five attached townhouse units, approved by the Town for construction in November of 2001, through a comprehensive permit. The property is located at 32 Junction Place and contains approximately 11,200 square feet of land. The site was previously occupied by a small vacant two-story office building, a garage, asphalt parking area and driveway off Junction Street, located in an urban area on the edge of a commercial district, abutting a single family residential district. It is a short walk to the train station, shopping and the YMCA but removed from congestion because it is situated on side street and abuts a single family residence. The developer received its financing through the New England Fund Program of the Federal Home Loan Bank of Boston.

All five of the townhouses were sold at below market prices to eligible families through a lottery system. Two of the homes were sold for \$165,000 to families earning up to 80% of the area median income with the remaining three sold for \$310,000 to families earning up to 150% of the area median income. Each of the units contains approximately 1,512 square feet including 3 bedrooms, 2 ½ bathrooms, a laundry room with a washer and dryer, a one-car garage and an outside parking space. All of the units were conveyed subject to a deed rider, containing restrictions that limited affordability in perpetuity. The project has been completed and fully occupied.

□ St. Mary Street
199 St. Mary Street
Comprehensive Permit granted April 2002
Total Condominium Units: 12 — Affordable Units: 3

The St. Mary's Street project is a townhouse condominium development with 12 condominium units in four buildings of three dwelling units per building. The property is located at 199 St. Mary Street and is bounded by St. Mary Street and I-95/Route 128 to the north and by residential homes to the east, west and south. The site was previously improved with a single family home and was otherwise wooded and undeveloped.

The developer, R. Tucci Contracting Incorporated of Needham, received its financing through the New England Fund Program of the Federal Home Loan Bank of Boston. Three of the 12 condominiums were sold as affordable, selling for between \$105,000 and \$137,500, while the market rate units sold for between \$447,000 and \$582,300.

Nine of the units contain 2,016 square feet and three with 2,592 square feet, all including 3 bedrooms, 2 ½ bathrooms, a laundry room with a washer and dryer, an unfinished basement, a one-car garage and an outside parking space. All of the units will be conveyed subject to a deed rider, containing restrictions that limit affordability in perpetuity.

Town of Needham
Analysis of Impediments to Fair Housing Choice, 200813

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□ Browne-Whitney LCC
207-213 Garden Street
Comprehensive Permit granted March 2002
Total Condominium Units: 6 Affordable Units: 2

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The Brown-Whitney project is a condominium development with six units, two of which are affordable to low and moderate income families earning at or below 80% of area median income. The development was approved by the Town in March of 2002, and was subject to an appeal filed by an abutter to the property that was subsequently settled. The project is now completed and occupied. This development was also financed through the New England Fund Program of the Federal Home Loan Bank of Boston.

The property is located at 207-213 Garden Street and contains approximately 27,132 square feet of land. Although within a single family district, the property is located directly across the street from a business zone. Within 100-200 yards of the site there is a busy convenience store and delicatessen, and the site is a short walk to the center of Needham and public transportation.

Of the six condominiums, two affordable sold for \$160,000 with the market rate units priced at between \$525,000 and \$759,000. The units contain 3 bedrooms, 2 1/2 bathrooms, and a two-car garage and were conveyed subject to a deed rider containing restrictions that extend affordability in perpetuity.

2. Pending Subsidized Housing Inventory

There are two other projects where construction has begun, but units are not yet completed nor occupied. These projects include:

□ Additional Units at High-Roek Estates

The Needham Housing Authority will be increasing the number of units in their High Roek Estates development of 80 single family units by replacing 20 such units with 40 units in 20 two-family structures. The Town approved the necessary zoning to allow the development to move forward in 2001. The groundbreaking celebration occurred in January of 2008, and demolition and construction commenced shortly thereafter.

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□ Charles River Landing (300 Second Avenue)

The Town of Needham entered into an agreement with a developer to build 350 rental units through a "friendly" Chapter 40B process and as such jointly submitted an application to the state's Department of Housing and Community Development (DHCD) to participate in the Local Initiative Program (LIP). While 25% of the units will be affordable to low and moderate income households earning at or below 80% of area median income, involving 88 units, all of the units can be counted as part of the state's Subsidized Housing Inventory and Needham's affordable housing stock will increase

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from 4.61% of its year round housing to 7.86%, bringing it considerably closer to the 10% goal.

The project site is located on Second Avenue at the outer edge of the New England Business Center, adjacent to a residential neighborhood and overlooking the Charles River. The parcel contains 7.9 acres and will promote a number of smart growth principles as it is served by existing infrastructure, is located in proximity to town services, transportation and employment, promotes higher density housing and includes affordable housing.

Most of the units are directed to non-families as they have no more than two bedrooms. The affordable units are distributed among all apartment types, and 70% of the units can be reserved for those living or working in Needham.

The developer filed the comprehensive permit application in August of 2006, and received its comprehensive permit approval in late 2006 and began construction in 2007.

3. Proposed Projects

There is one additional proposed project that would result in one affordable house.

Baneroft/Brookline

This parcel is currently owned by the Town of Needham, which issued a Request for Proposals to secure a developer to build an affordable home on the site. Habitat for Humanity was the winning respondent and will build a single family house on the lot for a first time homebuyer.

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Appendix C

The following describes the eligibility requirements for homebuyers at High Rock Homes.

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Homebuyer must meet the Basic Qualifications. Buyers of affordable townhouse condominiums at High Rock Homes must be:

- Income eligible. There are three tiers of affordability based upon the area's median income (AMI) as follows:

Household Size	Tier 1 - 60% of Median	Tier 2 - 80% of Median	Tier 3 -110% of Median
1 person	\$36,060	\$46,300	\$66,110
2 person	\$41,160	\$52,950	\$75,460
3 person	\$46,320	\$59,550	\$84,920
4 person	\$51,480	\$66,150	\$94,380
5 person	\$55,620	\$71,450	\$101,970
6 person	\$59,700	\$76,750	\$109,450
# of Units Available at This Tier	2	12	6

Income limits as of February 13, 2008, published by HUD.

- **First Time Homebuyers.** Applicants must also be first-time homebuyers. First-time homebuyers are those who do not currently own a home or who have not owned a home in the past three years. Displaced homebuyers do not have to be first time homebuyers, but must sell their current home or had to sell their home under the terms of a divorce decree, to be eligible to High Rock Homes Application Packet purchase a house in High Rock Homes and must adhere to the asset limits set below.
- **Not Have Assets which Exceed Limits.** The total gross household asset limitation is \$50,000. If one household member is over the age of 55 and the household currently owns property (to be sold for eligibility for this program), the total amount of allowable equity in the property is \$150,000. Therefore, the combined asset limitation for households over the age of 55 is \$200,000.
- **Homebuyer Course.** Each Buyer must complete a Homebuyer Course approved by MassHousing prior to closing on a unit. We would encourage applicants to complete the course as early in the process as possible.

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Complete An Application. If you meet the basic qualifications, the next step is to complete the enclosed application. You can only submit one application per household. You will need to choose on your application both the income tier as well as the bedroom size. Please note the number of units available at each tier, especially the first tier which

has only two units available (one two bedroom and one three bedroom unit). An application will only be eligible for one affordability tier, the general pool, one other preference pool (if applicable), and one bedroom size. The preference pools are described in more detail below and in the General Information packet.

Please be certain to fill out your application completely and accurately, and provide the required documentation at the time of submission. If your application is not complete or documentation is missing, your application will not be considered and will not be placed on the waiting list.

Qualified, eligible applications received beginning June 2nd will be placed on a waiting list based upon affordability tier and preference pool by date and time, and shall be considered after the lottery selection list for qualified applicants meeting the minimum occupancy standard is exhausted.

At any time during the process, applicants may be asked to provide additional information in order to determine eligibility for the program. If you are notified that you have been selected to purchase a unit, you will be required to provide additional information and documentation prior to the time of the sale.

Please note that applicants if selected must be qualified at the time of application and must remain qualified throughout the process until the time of the sale of the unit.

Provide Documentation for Priority and Preferences. Since the High Rock Home program includes priorities and preferences, it is important for you to understand these priority and preferences and to provide the required documentation so you may qualify for them. The priority and preferences are:

- Priority: You can qualify for priority status if you are a veteran or have completed national service. Specifically, such status will be granted to an application that has a household member who:
 - Is a veteran as defined in clause Forty-third of section seven of chapter four of the Massachusetts General Laws, such person's spouse, surviving spouse, parent or other dependent of such person.
 - Has served in the Peace Corps, Americorp (including Americorp VISTA and Americorps NCCC), and who has successfully completed a full term of participation of at least 10 months.

- Preferences: Three groups qualify for preference as follows:
 - First Preference Pool – Displaced Resident of High Rock or Current Needham Public Housing Resident. First preference is being given to displaced residents of High Rock Homes or current Needham Public Housing residents. Verification will be provided by a High Rock Homes Application Packet lease or relocation agreement with Needham Housing Authority. Residents must be current in their rent and charges. Displaced residents of High Rock receive priority over other Needham Housing Authority residents in this pool.
 - Second Preference Pool – Town of Needham Employee.

Second preference is being given to employees of the Town of Needham including the Needham School Department who work at least twenty hours a week. Verification will be provided by a pay stub or a letter indicating a bona fide offer/acceptance of employment.

- o Third Preference Pool – Needham Connection.

Third preference will be given to those applicants who qualify with a Needham Connection. This includes applicants who are current residents, community employees and those with other meaningful connections to Needham. Such connections include having (1) graduated from Needham High School; (2) parents live in Needham; (3) lived in Needham for over twelve months within the past 5 years; and/or (4) a child attending Needham Schools as a current METCO student. Various forms of verification will be accepted including census list, rent receipts, school records, pay stub depending upon the type of connection. See the General Information packet for more information.

- General Pool.

- o All applicants are included in the General Pool whether or not they are also included in the First, Second or Third Preference Pool. Applicants in the General Pool is ranked after the all the Local Preference Pools.

Review of Application.

Once you have submitted a completed application, your application will be reviewed and qualified for the program. We will verify your information, and confirm your placement in an affordability tier and preference pool, and on the waiting list. We may contact you for more information as part of this process. Remember: An applicant will only be eligible for one affordability tier, general pool, one preference pool (if applicable), and one bedroom size. Once our review is complete, we will notify you in writing of your eligibility and which affordability tier and preference pool you qualify for. You will have seven days from this notice to notify us of any inaccuracies or errors in our determination. We will review any additional information you submit and update our determination as needed. Upon completion of this review, our determination of your eligibility will be final.

There is a different set of priorities for rental units at High Rock Estates. Please contact the Needham Housing Authority for the specifics.

Appendix D

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As provided by state law, the Needham Board of Assessors administers tax assistance programs for various eligible taxpayers. These programs are summarized below.

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Tax Assistance Programs Offered by
The Commonwealth of Massachusetts
and the Town of Needham
Board of Assessors
781-455-7500 ext. 238

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A variety of exemptions are available to reduce property tax obligations for certain qualifying taxpayers. Because of the number and complexity of exemptions, the following table is intended only to give you a general idea of what is available. If you have the slightest suspicion you may be eligible or have any questions, call the Assessors Office for details!

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Elderly Exemptions

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<u>Clause</u>	<u>Basic Qualifications</u>	<u>Maximum Income</u>	<u>Maximum Assets</u>	<u>Minimum Amount</u>	<u>Maximum Amount</u>
17D	Age 70 or older	None	\$ 40,000	\$ 175.00	\$ 341.25
41C	Age 65 or older - single	20,000	\$ 40,000	\$ 500.00	\$ 975.00
41C	Age 65 or older - married	30,000	\$ 55,000	\$ 500.00	\$ 975.00

Veteran Exemptions

<u>Clause</u>	<u>Basic Qualifications</u>	<u>Minimum Amount</u>	<u>Maximum Amount</u>
22	10% Disability of Purple Heart	\$ 400.00	\$ 780.00
22A	Loss of foot, hand or eye	\$ 750.00	\$ 1,462.50
22B	Loss of two limbs or eyes	\$ 1,250.00	\$ 2,437.50
22C	Specially adapted housing	\$ 1,500.00	\$ 2,925.00
22E	100% Disability	\$ 1,000.00	\$ 1,950.00
22F	Paraplegic due to war injury	100%	

Others

<u>Clause</u>	<u>Basic Qualifications</u>	<u>Maximum Income</u>	<u>Maximum Assets</u>	<u>Minimum Amount</u>	<u>Maximum Amount</u>
37A	Legally blind	None	None	\$ 500.00	\$ 975.00
17D	Surviving spouse or orphaned minor child	None	40,000	\$ 175.00	\$ 341.25
42	Surviving spouse or orphaned Minor of Police Officer	None	None	100%	
18	Extreme Hardship	Varies	Varies		

Town of Needham
Analysis of Impediments to Fair Housing Choice, 2008¹³

Clause 41C – Elderly

Eligibility requirements:

- Must be over 70 years of age as of 7/01/08 and
- Must have lived in Massachusetts for ten years and owned in the state for five (5) years and
- An income limit of \$13,000 if single and \$15,000 if married. (Income includes Wages, Social Security, all other pensions, interest from money in bank, stocks and bonds, money market certificates, and rent.)
- Assets that don't exceed \$28,000 if single and \$30,000 if married (Assets include bank accounts, value of stocks and bonds, savings certificates, real estate other than your primary residence.)

Upon approval, taxpayer is entitled to a minimum exemption of \$500.00.

Clause 17D

Eligibility requirements:

- Must be a surviving spouse, a surviving minor child OR must be 70 years of age as of 7/01/08.
- Must have owned and occupied the property for five years and
- Total assets (see list under 41C) of less than \$40,000.

Upon approval, a taxpayer is entitled to a minimum exemption of \$175.00.

Clause 41A Deferral

Eligibility requirements:

- Must be over 65 years of age as of 7/01/08 and
- Must have lived in Massachusetts for ten (10) years and owned property in the state for five years and
- Must have an income of less than \$40,000 per year.

Upon approval, the taxpayer is entitled to defer all or part of the property tax bill.

Legally Blind: Clause 37A

Eligibility requirements:

- Must own and occupy the property as 7/01/08 and
- Must be registered with the Massachusetts Commission for the Blind and be certified as legally blind by them as of July 1, 2008.

Upon approval, the taxpayer is entitled to a minimum exemption of \$500.00.

Veterans: Clause 22

To qualify, the taxpayer must be a veteran, or the surviving spouse of a veteran and:

- have a service connected disability of at least 10% or
- have been awarded the Purple Heart or
- be a veteran of the Spanish, Philippine or Chinese Expedition or
- have been awarded the Congressional Medal of Honor, Distinguished Service Cross, Air force Cross and Navy Cross or
- be the parents of a veteran who lost his/her life in service.

Amount of exemption varies depending on the circumstances.

Hardship: Clause 18

A taxpayer can apply for this exemption if they feel they cannot meet their real estate tax obligation due to age, infirmity and/or poverty. To qualify, the applicant must present evidence, to the Board of Assessors, which corroborates the individual's inability to pay the assessed tax.

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In Fiscal Year 2008 there were a total of 278 exemptions granted totaling \$327,555.16 that break out as follows:

- 27 exemptions under Clause 17D in the total amount of \$6,814.39
- 5 Hardship exemptions in the total amount of \$16,391.82
- 169 Veterans exemptions (including paraplegics and surviving spouses) in the total amount of \$140,415.95
- 27 Blind exemptions in the total amount of \$21,385.88
- 23 Elderly exemptions (under Clause 41C) in the total amount of \$18,972.85
- 26 Deferrals in the total amount of \$118,324.63
- 1 Surviving spouses of police officers/firefighters killed in the line of duty exemption in the total amount of \$5,249.64

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

MEETING DATE: 8/20/2013

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>At its July 16, 2013 meeting the Board of Selectmen held a hearing on medical marijuana zoning in order to inform its recommendation to the Planning Board. The intent of the medical marijuana moratorium approved by the 2013 Annual Town Meeting was to provide the Town with the opportunity to develop appropriate zoning provisions for the location and operating of registered marijuana dispensaries (RMDs) and cultivation facilities.</p> <p>Based on information presented at the hearing and review of the Massachusetts Department of Public Health regulations, the Town Manager will recommend that the Board of Selectman encourage the Planning Board to consider limiting RMDs to the Industrial, Industrial 1, and Mixed Use 128 business districts in the immediate vicinity of the Highland Avenue interchange of I-95 and on the north side of that interchange. This recommendation takes into account the traffic, access, and public safety concerns presented by the location of an RMD in Needham. Moreover, the 500 foot sensitive use restriction included in the MDPH regulations would virtually prohibit siting of RMDs in the business districts in Needham Center and Needham Heights.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p><i>Suggested Motion:</i> That the Board vote to encourage the Planning Board to consider limiting RMDs to the Industrial, Industrial 1, and Mixed Use 128 business districts in the immediate vicinity of the Highland Avenue interchange of I-95 and on the north side of that interchange.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>a. Sensitive Use Area Map (for illustration purposes only).</p>			

TOWN OF NEEDHAM Massachusetts Sensitive Use Areas



WELLESLEY

NEWTON

BOSTON

DEDHAM

DOVER

WESTWOOD



Legend

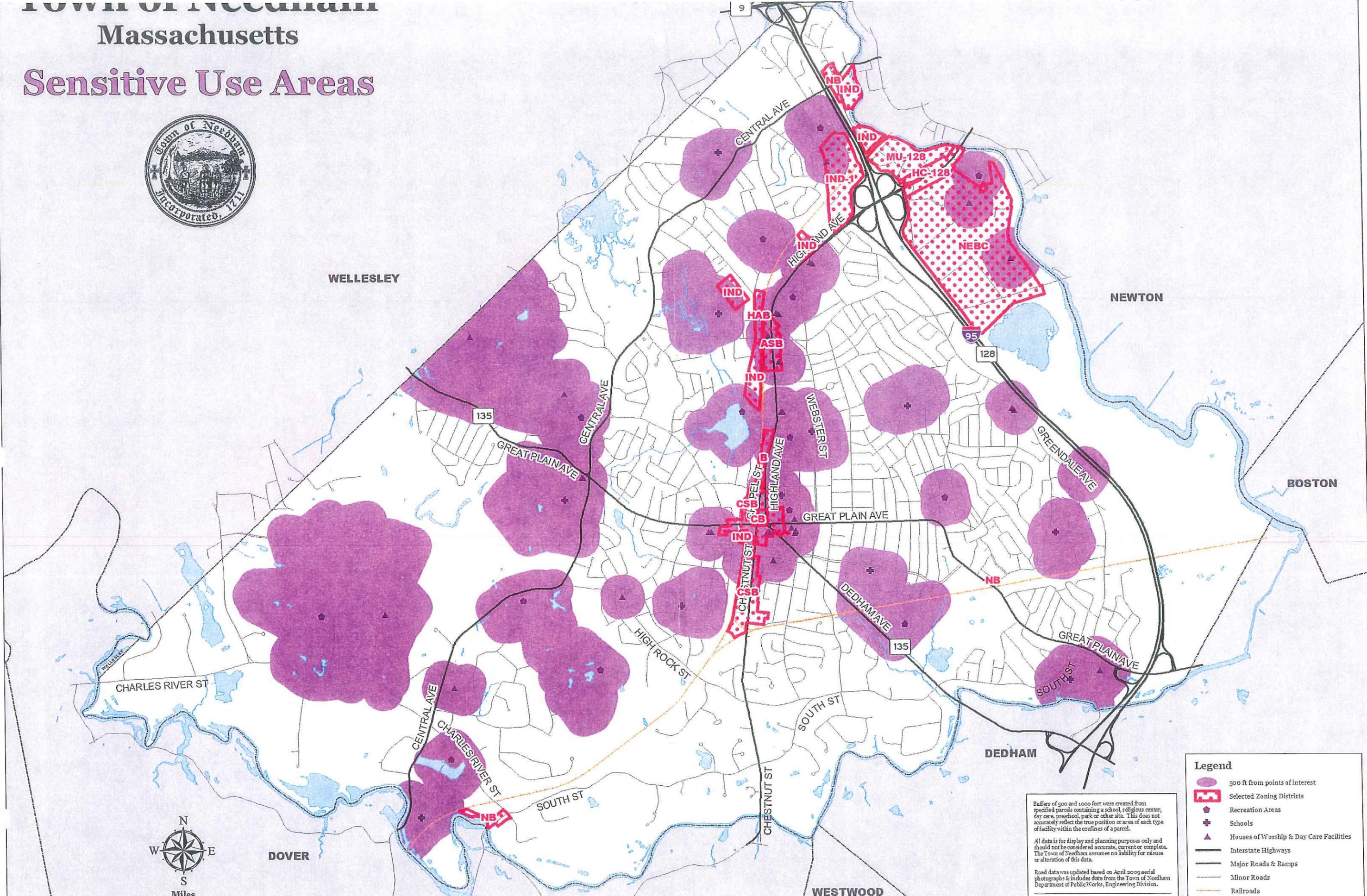
- 500 ft from points of interest
- Selected Zoning Districts
- Recreation Areas
- Schools
- Houses of Worship & Day Care Facilities
- Interstate Highways
- Major Roads & Ramps
- Minor Roads
- Railroads

Buffers of 500 and 1000 feet were created from specified parcels containing a school, religious center, day care, preschool, park or other site. This does not accurately reflect the true position or area of each type of facility within the confines of a parcel.

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.

Road data was updated based on April 2009 aerial photographs & includes data from the Town of Needham Department of Public Works, Engineering Division.

Town of Needham GIS





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

MEETING DATE: 08/20/2013

Agenda Item	Sewer Rate Relief Application
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manger/Finance Evelyn Poness, Town Treasurer/Collector

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	History of the State's sewer rate relief program and the steps required to apply for the funds. The Board will need to execute the application if the Board votes to apply for the funds.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	Suggested Motion: Move that the Board of Selectmen approve and execute the FY 2014 Sewer Rate Relief Application.		
3.	BACK UP INFORMATION ATTACHED	YES	NO
	(Describe backup below) a. Application will be brought to the meeting		



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

MEETING DATE: 8/20/2013

Agenda Item	Adopt FY2014 – FY2015 Goals
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board will discuss its goals for FY2014 – FY2015.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motion: that the Board vote to adopt its goals for FY2014 – FY2015 as shown on the attached document.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. FY2014 – FY2015 Board of Selectmen Proposed Goals			

FY2014-FY2015 Board of Selectmen Goals

Adopted: (Draft August 16, 2013)

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. Update the Facility Master Plan.
- b. Evaluate and make changes as necessary to polling locations.
- c. Improve the DPW Complex beginning with the construction of garage bays.

New initiatives

- a. Participate in the evaluation of capital facilities and Regional Agreement for Minuteman School.
- b. Evaluate targeted options for property acquisition.

2. 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.
- c. Improve the Needham Center streetscape and infrastructure.
- d. Complete the preferred renovation of Highland Avenue from Webster Street to the Charles River (State highway).
- e. Monitor implications of the add-a-lane project and assure that Needham's interests are addressed in the final design.
- f. Develop a consensus with Newton regarding transportation options along the Highland Avenue/Needham Street corridor.
- g. Evaluate options to address the issue of empty storefronts in Needham Center
- h. Develop a formal protocol for mobile food vendors.
- i. Encourage a review of the thresholds for site plan and special permit review, particularly in the downtown.

New Initiatives

- a. Develop a plan for strengthening relationships with businesses located in Needham.
- b. Recommend a Home Rule Petition allowing sale of all alcoholic beverages in restaurants with fewer than 100 seats.
- c. Initiate a collaborative planning effort with Wellesley and Newton.
- d. Explore "Pianos in the Park" concept.

3. Expand energy efficient and environmentally sound operations for the Town and its residents and businesses.

Continuing Strategies

- a. Pursue the siting of a solar installation at the RTS and review options for roof-top installations.
- b. Review and revise as necessary the Integrated Pest Management Policy.

New Initiatives

- a. Evaluate participation in the Solarize project.

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

Continuing Strategies

- a. Develop a shared use recreational rail trail from Needham Junction to the Dover line.
- b. Evaluate the impact of broadening the historical demolition delay By-law.
- c. Implement an off-leash dog area in Needham.
- d. Work with the Planning Board on zoning provisions relating to residential construction.
- e. Evaluate the need to regulate services offered in day spas.
- f. Preserve the Town's interests in the Needham Mews project.

New Initiatives

- a. Consider the merits of a tree removal by-law.
- b. Evaluate options for siting of digital billboards on Town property.
- c. Implement a bicycle and road race policy.
- d. Update the Town's Affordable Housing Plan
- e. Evaluate and make recommendations relative to Medical Marijuana zoning and public consumption provisions.
- f. Evaluate the status of paper roads in Needham.
- g. Evaluate the use of mobile information sign boards.
- h. Evaluate the charge of the Traffic Management Advisory Committee.

5. Maintain and enhance the Town's Financial Sustainability

Continuing Strategies

- a. Formalize fund targets for specialized stabilization policies.
- b. Evaluate options relative to the financial sustainability of the RTS.
- c. Review current approaches to financing playgrounds.

New Initiatives

- a. Explore options for increasing the amount of funds available for cash capital.

6. Evaluate Town Operations and Administration.

New Initiatives

- a. Evaluate the need for a board and committee handbook.
- b. Review the Town Manager Evaluation Policy.
- c. Consider a by-law to increase handicap parking fines.



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

MEETING DATE: 8/20/2013

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		



TOWN of NEEDHAM
MASSACHUSETTS

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

**Director of Economic Development
Public Facilities Administration Building
500 Dedham Avenue
Needham, MA 02492
781-455-7550 ext. 213**

MEMORANDUM

**TO: BOARD OF SELECTMEN
FROM: DEVRA G. BAILIN
DATE: JULY 18, 2013
RE: DISCOVER NEEDHAM LOCAL FIRST**

The Council of Economic Advisors established three priorities for 2013. Cognizant of the challenging economic environment facing downtown and other Needham merchants, restaurants, and businesses, the CEA established as a priority to expand the CEA's and the Town's activities to support the Discover Needham Local First campaign. That campaign, sponsored by the Needham Business Association, seeks to educate consumers about the significant benefits of purchasing goods and services from locally owned independent businesses and about the myriad of goods and services available right here in Needham.

By choosing to purchase goods and services from independent locally-owned businesses, one can have a profound impact on the local Needham economy because of the multiplier effect. With over 20,000 people in Needham 18 years and older, a 10% shift of even \$500 in expenditures comes to over \$1,000,000.00, which in turn represents over \$700,000 infused into our local economy. This is because, unlike a dollar spent at large chain stores or businesses outside Needham, 73 cents of each dollar spent at an independent locally-owned business stays in Needham (versus 43 cents of each dollar spent at a non-local business and 0 cents of each dollar spent outside Needham). Spending even a small percentage of one's consumer dollars here strengthens our local economy and forms a synergy which creates new jobs locally, generates economic growth within our community, inspires others to form new independent ventures, reduces our carbon footprint, and enhances our community generally.

There is a growing movement nationally, not only to shop locally (think Discover Needham Local First), but also to shift at least 10% of **all** purchases to locally-owned independent businesses. The movement and its impact on recovery was reflected in comments by Federal Reserve Chairman Ben Bernanke, who, at a Fed conference in Washington November 2011, stated: "Small businesses have played an important role in fueling past economic recoveries... We need to think carefully about how, in the current economic environment, our nation can best provide small businesses and entrepreneurs with the support they need to expand job opportunities." Needhamites can do so principally by shopping and

dining locally. Most new jobs are created by locally-owned independent businesses and those businesses invest in our community. Businesses in our Town Center, Avery Square, Neighborhood Business districts, and along Highland Avenue require comparatively little infrastructure improvements, so they add to our tax base and make efficient use of public services. They also reinvest in the community both by spending locally themselves and, as evidenced by all of the events sponsored by the local merchants, by making significant charitable and public contributions.

The ongoing collaboration among the Town, Needham Merchants Association, Needham Restaurant Association, and Needham Business Association resulted in very successful projects last year, including the Adirondack Chair event, Needham Gives Thanks, and the Holiday Stroll. This year the groups worked together on new events, including Go Red for Women heart program (February 14th), and Needham Open Studios (May 4 and 5—providing space for artists in downtown stores and businesses), and are working together on Needham Goes Pink for breast cancer (October with special fundraisers planned to benefit patients in financial need for services from the new BID-Needham Cancer Center related to breast health), and much more. The CEA intends to be an integral partner in these endeavors and provide support wherever it can. The CEA has already engaged volunteer interns to interview business owners and managers about their businesses in advance of the downtown marketing plan to be devised by Babson College students in the fall as part of the Management Consulting Field Experience program.

The CEA therefore requests that the Board of Selectmen consider a public statement in support of the Discover Needham Local First campaign and its value to the economic well-being of the Town and its businesses and residents.

Police ✓
 Fire ✓
 DPW ✓
 PR ✓*

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

Name of Organization: Walker
 (George H. and Irene L. Walker Home for Children, Inc.)

Organization Mailing Address: 1968 Central Avenue
 Needham, MA 02492

Primary Contact: Amy Perna

Contact Title: Annual Fund
 Manager

Contact Address: 1968 Central Avenue
 Needham, MA 02492

Contact Phone (Day): 781-292-2110

Contact Phone (Cell):
 781-898-8169

Contact Email: aperna@walkerschool.org

Event Date(s): Sunday, September 29,
 2013

Date Expected to be in Needham:
 Sunday, September 29, 2013

Earliest Time Expected in Needham:
 10:30AM

Latest Time Expected in Needham:
 11:30AM

Number of Expected Participants:
 500

**Number of Expected Spectators at Peak
 Time:** N/A

Is event for-profit or not-for-profit?
 not-for-profit

Are participants charged a fee? Yes
 Registration fee for runners
 Donations accepted for walkers

Estimated Number of Vehicles: 75-150	What type of Parking is needed: participants to use lot at DeFazio Park
Are event organizers available to meet with members of the Town to plan event? Yes	
What will be done in case of inclement weather? Rain or Shine Lightning/Unsafe Conditions = delayed start, possible postponement/cancellation	
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: Use of lot at DeFazio Park Police detail to be requested	
Will neighborhoods be impacted by parking and traffic? No	
What activities are planned for the start of the race (if in Needham)? Refreshments, raffles, games	
What activities are planned for the end of the race (if in Needham)? Food, raffles, games, entertainment	
What facilities are needed for the start of the race (if in Needham)? Carleton Pavilion, DeFazio Park, use requested and approved by Needham Park & Rec.	
What facilities are needed for the end of the race (if in Needham)? Carleton Pavilion, DeFazio Park, and Track use requested and approved	
Once the event begins, how long will it take to complete the event? Approximately 30 min - 1 hour or less on the routes and DeFazio use until 3pm	

<i>Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?</i>	Yes. Sign Plan submitted to Needham Park and Recreation Dept.
<i>Will volunteers be placed along the route?</i>	Yes
<i>Will you be using a sound system? If yes, please describe where and when it will be used.</i>	Yes, megaphone and microphone- cannot be heard outside of Pavilion area
<i>Will there be any food served?</i>	Yes, temporary food permit will be requested
<i>Will portable toilets be used?</i>	No
<i>Will hydration stops be set up along route? If yes, please include these on route plan.</i>	No
<i>If the event takes place after dark, what is the plan to meet lighting needs?</i>	N/A
<i>What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?</i>	Police details along the route, police involvement in route choice, all safety procedures to be followed. Walk committee member is RN and will have first aid station
<i>Does the event take place during commuter times?</i>	No
<i>Is school in session during the event? Will school drop off or pick up be impacted by the event?</i>	No
<i>Are businesses open during the time of the event?</i>	Yes
<i>Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)</i>	N/A, no negative impact
<i>Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?</i>	No
<i>What is the plan to handle trash?</i>	Volunteers will clean up. DPW will be contacted for recycle bin
<i>Please attach event route map, include map and text of route.</i>	

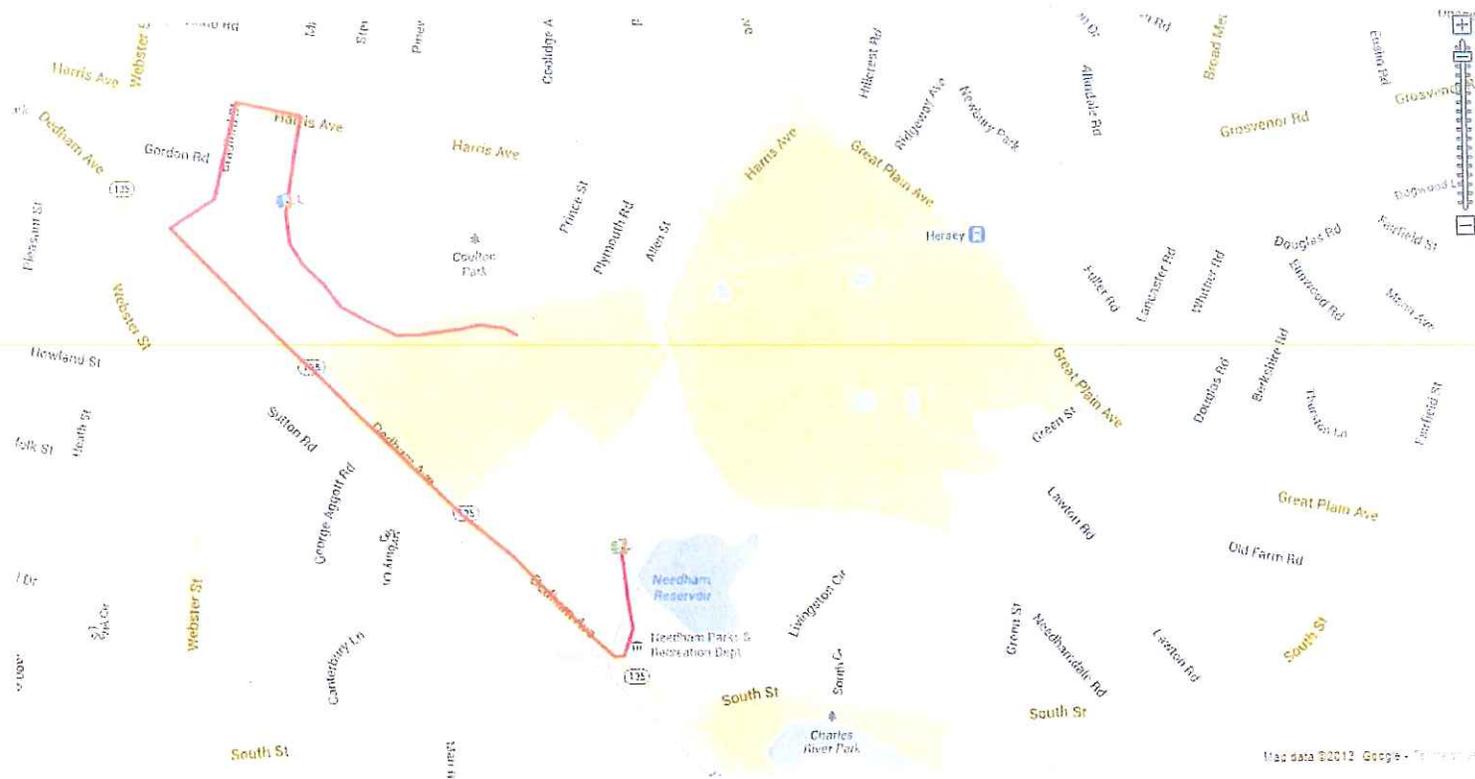


5K Fun Run

1. Exit to Dedham Ave. through DPW entrance/exit
2. Turn right onto Dedham Ave.
3. Turn right onto Bradford St.
4. Turn right onto Harris Ave.*
5. Turn right onto Great Plain Ave.
6. Turn right onto South Street
7. Turn right onto Dedham Ave.
8. Turn right into DPW entrance

*(A water stop may occur on either Harris Ave. or Great Plain Ave. w/ guidance from Police.)

Police details will be placed along route at the guidance of the Needham Police Department.
 Volunteers to direct runners will also be placed along route.



1-Mile Fun Walk

1. Exit to Dedham Ave. through DPW entrance/exit
2. Turn right onto Dedham Ave.
3. Turn right onto Bradford St.
4. Turn right onto Harris Ave.
5. Turn right Beside Pollard School
6. Staying on sidewalk, cut through rear of Pollard School
7. Staying within roped off area, walk through underpass and back to DeFazio*

*(This route is for walkers only. All playing fields will be avoided and walkers will only utilize areas that are roped off.)

Volunteers to direct walkers will also be placed along 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)	Marygrace Summergrad
Event Manager Address	62 Green St. Needham 02492
Event Manager Phone Number	(C) 339-225-0515 (W) 781-455-0400 x223
Organization Representing (if applicable)	Needham Community Education Needham Public Schools
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	Wine & Cheese Tasting at Needham Historical Society
Date of Event	10/3/13
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: 7pm TO: 10pm
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 69 /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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO <i>See above</i>
How many people are you expecting at this event?	attendees will each pay a \$15 pp wine fee 18
Name & address of event location. Please attach proof of permission to use this facility. Needham Historical Society 1147 Central Ave. Needham 02492	
Who will be serving the alcohol to your guests? Paul Malagrifa, certified wine educator	
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). Paul Malagrifa	
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. Attendees will be served small amounts of several wines as part of the wine-tasting portion of class. Cheeses will also be served + tasted.	
<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: 7/22/13



For Fall 2013 Term of Adult Education

The description for the Wine & Cheese Tasting Course at Needham Historical Society (to be included in the fall brochure mailed to all residents), and about Paul Malagrifa, the wine educator serving the wines:

Wine & Cheese Tasting at Needham Historical Society **NEW**
Brian Wasik, Owner of The Cheese Shop, and Paul Malagrifa, Certified Wine Educator, Instructors

The pairing of wine and cheese is a wonderful marriage, so join us for a relaxing, informative, and mouth-watering evening focused on the synergies created when truly great wine gets together with simply amazing cheese! Over the course of the evening, you will sample a wide array of artisanal/specialty cheeses with a slate of worthy wines, while also learning about the production and varieties of both cheeses and wine. A wine fee of \$15 per person is payable in class. *Note: We anticipate this being a very popular class – based on the number of requests we have had for it! We therefore advise faxing or calling in your registration for the best chance of getting in. Limited to 18.*

10622 \$69 (plus \$15 wine fee)

1 Thursday @ Needham Historical Society

1147 Central Ave. (in front of Newman Elementary School) 7:30-9:30pm

October 3

PAUL MALAGRIFA is a Certified Wine Educator who has been avidly pursuing his passion for wine for well over 20 years. A winemaking hobby begun in the 1980s spurred him to begin collecting and studying the wine making of others. Paul writes, teaches and lectures frequently on the topic of wine appreciation, and conducts regular wine education classes and seminars in the greater Boston area. His website www.musingsonthevine.com aims to share his passion about wine, strip away the mysteries surrounding wine, and provide a resource for those “who just want to be able to buy a decent wine to drink with dinner tonight”.

NOTE: Verification of Paul Malagrifa’s TIPS certification will be provided.



The Needham Historical Society, Inc.
1147 Central Avenue, Needham, MA 02492
781-455-8860 / www.needhamhistory.org

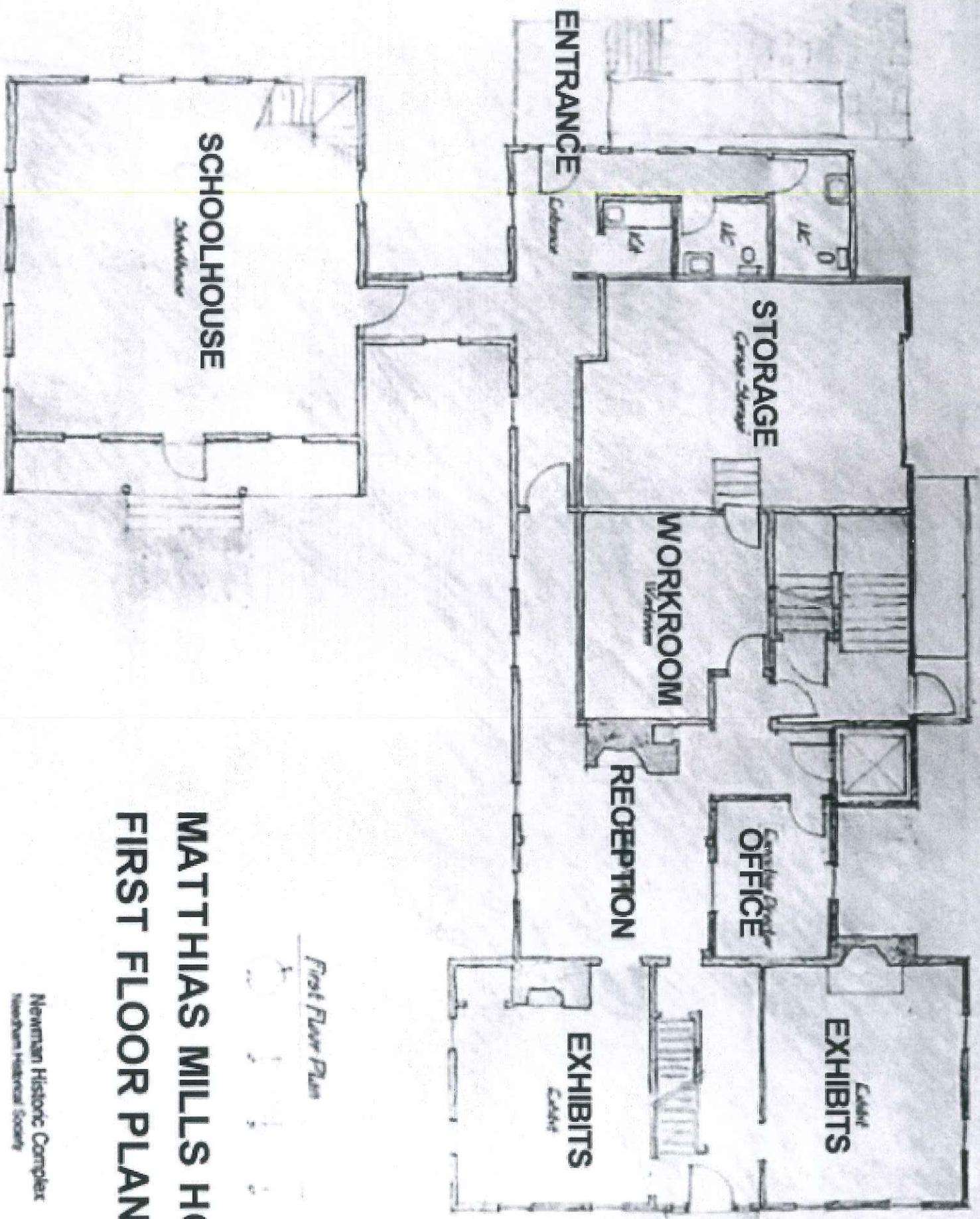
8 July 2013

Needham Board of Selectmen
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

I would like to confirm that Needham Community Education is renting our facility on October 3, 2013 for their Wine and Cheese Tasting class.

Sincerely,

Gloria Greis
Executive Director



**MATTHIAS MILLS HOUSE
FIRST FLOOR PLAN**

First Floor Plan

IMPORTANT: Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.



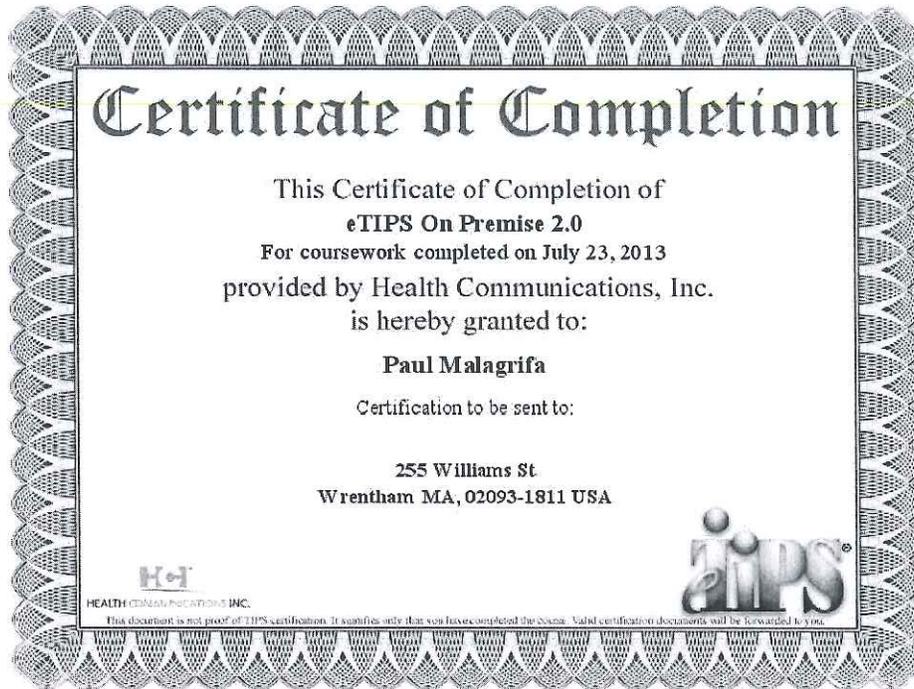
DeTIPS On Premise 2.0 SSN: XXX-XX-XXXX
Issued: 7/23/2013 Expires: 7/23/2016
ID#: 3530254 D.O.B.: XXXX/XXXX

Paul J Malagrifa
255 Williams St
Wrentham, MA 02093-1811

For service visit us online at www.gettips.com

Print Main Menu

Do not click Back-Space to leave this window



Fire ✓ DPW ✓
Police ✓ PAR ✓

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

Name of Organization: Pan-Massachusetts Challenge	
Organization Mailing Address: 77 4 th Ave Needham, MA 02494	
Primary Contact: Allan Eyden	Contact Title: Road Coordinator
Contact Address: 77 Fourth Avenue, Needham, MA02494	
Contact Phone (Day): 781-850-0502	Contact Phone (Cell): 339-222-1469
Contact Email: ajeyden@pmc.org	
Event Date(s): 8/3/13 - 8/4/13	Date Expected to be in Needham: both
Earliest Time Expected in Needham: 0700 (Sat) 0730 (Sun)	Latest Time Expected in Needham: 0800 (Sat and Sun)
Number of Expected Participants: 2,200	Number of Expected Spectators at Peak Time: NA
Is event for-profit or not-for-profit? not-for-profit	Are participants charged a fee? Yes, to register

Estimated Number of Vehicles: 8 support vehicles	What type of Parking is needed: none
Are event organizers available to meet with members of the Town to plan event? Yes. Police are consulted every year.	
What will be done in case of inclement weather? Event is held, rain or shine	
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: N/A	
Will neighborhoods be impacted by parking and traffic? By bike traffic for a short time, less than an hour	
What activities are planned for the start of the race (if in Needham)? N/A	
What activities are planned for the end of the race (if in Needham)? N/A	
What facilities are needed for the start of the race (if in Needham)? N/A	
What facilities are needed for the end of the race (if in Needham)? N/A	
Once the event begins, how long will it take to complete the event? less than an hour in Needham	

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	Arrows along the route
Will volunteers be placed along the route?	Yes, in support vehicles
Will you be using a sound system? If yes, please describe where and when it will be used.	No
Will there be any food served?	No
Will portable toilets be used?	No
Will hydration stops be set up along route? If yes, please include these on route plan.	None in Needham
If the event takes place after dark, what is the plan to meet lighting needs?	N/A
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Support vehicles, direct radio contact with public safety
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?	Few
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	No
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	Early AM
What is the plan to handle trash?	N/A
Please attach event route map, include map and text of route. Forest to Central to Pine to Chas. River St. / Police and Fire Notified	

TRAFFIC ALERT

Pan-Mass Challenge cyclists to ride through Needham

On Saturday, Aug. 3, and Sunday, Aug. 4, up to 5,500 cyclists will ride through the following towns in the 34th annual Pan-Mass Challenge:

Saturday, Aug. 3 -
PMC Route: Wellesley to

Dighton: **Between 7 a.m. and 7:35 a.m., riders will pass through Forest Street in Needham down to Central Avenue through to Pine Street and continue toward Charles River Street in Needham.**

Sunday, Aug. 4 - PMC Route: Bourne to Wellesley: Between 8:20 a.m. and 2 p.m., riders will pass through South Street in Needham and continue toward Charles River Street through to Central Avenue down to Great Plain Avenue in Needham.

Sunday, Aug. 4 - PMC Route: Wellesley Sunday Loop: Between 7:30 a.m. and 8:10 a.m., riders will pass through Forest Street in Needham onto Central Avenue down to Pine Street and continue toward Charles River Street in Needham; between 9:20 a.m. and 12:50 p.m., riders will pass through South Street in Needham onto Charles River Street through to Central Avenue and continue toward Great Plain Avenue in Needham.

PMC cyclists, from 36 states and eight countries, will join together to ride up to 190 miles, over one or two days, traveling through 46 towns across Massachusetts. Cyclists will be riding to raise \$38 million for the 34th annual PMC and to fund life-saving adult and pediatric patient care and cancer research at Dana-Farber Cancer Institute through the Jimmy Fund. Among the 5,500 riders, nearly 300 are cancer survivors or current patients.

Residents in these towns can support PMC cyclists by lining the streets to cheer them on and by refraining from driving along the PMC route during the times when cyclists are scheduled to ride.

For more information about the PMC, or to register to ride, visit pmc.org.

MEETINGS
Tuesday, Aug. 20

COMMUNITY SAFETY

Probation violation

On July 19, at approximately 7:45 p.m., police received information regarding a probation violation, said reports. At approximately 9:56 p.m., Norwood Police Department officials called Needham police stating that they had arrested someone in connection with a probation violation, said reports. The man was Donald McMullin, 58, 1070 Pleasant St., Norwood, arrested July 19, charged with probation violation, said reports.

Drunken woman

On July 21, at approximately 7:45 a.m., police were dispatched to a Central Avenue residence for a report of an unwanted woman who was intoxicated, said reports. During the investigation, the woman became combative during a field sobriety test and insisted on driving her car, said reports. Police took the woman into protective custody, said reports.

Tree branch falls

On July 19, at 4:53 p.m. a Pine Street resident reported that as he was driving on Central Avenue a tree branch fell and damaged his car, said reports. He was able to drive the car home and notify his insurance company, said reports.

Police smash car window, rescue child

On July 19, police responded to Lancaster Road for a report of a young child locked inside a car, said reports. After

NEW ENGLAND BULKHEAD

Clip 'n' Save For A Rainy Day!



10% SENIOR DISCOUNT

Replace that rotted leaking problem for Summer!

We can fit any size: flat or sloped foundations.

We do full digouts!

FREE ESTIMATES • 781-801-4900

MA LICENSED

Wellesley Antique Lighting & Repair



- Restoration & Sales of Antique Lighting
- Re-wiring of Lamps
- We Buy Old Lights
- Brass Polishing Service
- Crystal Chandelier Cleaning

NOW OFFERING IN HOME SERVICES

468 Washington Street, Wellesley
(formerly the Lighting Workshop)
781-239-1778

Open Tues -Fri 7:30-5:00 • Sat 8:30-4:30 Master Electrician Lic # A15427

BOSTON CONSIGNMENT

FURNISHINGS FROM THE FINEST HOMES

BUY. CONSIGN. ENJOY.

1950's Art, sailboats
Van Merlen original \$445.

Mitchell Gold chairs
Small, beige, comfy \$1050./2

Bureau, maple, vintage
42" wide \$345.

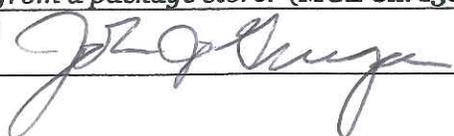
"The Cottage" of Concord
Cocktail Tray Table \$515.



Sheila Ryan Roy, Proprietor



**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)	John Grugan, President		
Event Manager Address	59 E. Militia Heights Rd Needham, MA 02492		
Event Manager Phone Number	781 972-1022		
Organization Representing (if applicable)	The Charles River Center		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> For profit <input checked="" type="checkbox"/> Proof of non-profit status is attached Form of Proof: <u>IRS 501(c)(3) documentation</u>		
Name of Event	Charles River Center 5K/1-Mile Walk		
Date of Event	Sunday, 10/10/2013		
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:	12:00 pm	TO: 3:00 pm
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 checked="" type="checkbox"/> YES \$	/per ticket	<input type="checkbox"/> NO
	#28/runner; #23/walker; \$15/youth under 12		
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?	500		
Name & address of event location. Please attach proof of permission to use this facility.	The Charles River Center 59 E. Militia Heights Rd. Needham, MA 02492		
Who will be serving the alcohol to your guests?	Members of Manson Carter Post American Legion (licensed)		
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.	Guests will be served alcohol. Alcohol will be served in front of the Merritt Building (side entrance).		
<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: 7/26/13



**If you can't run or walk,
you can still help!**

**Please visit
www.charlesrivercenterorace.com**

**to join our team of volunteers or
donate to The Charles River Center.**

The Charles River Center is a private, non-profit human service agency providing employment and job training, residential homes, therapeutic day programs, and recreational programs for children and adults with developmental disabilities and autism. Founded by a group of parents of children with special needs in 1956, the mission of the Charles River Center has always been to improve the quality of life by helping each individual with a developmental disability achieve his or her highest possible level of independence so that he or she can fully participate, benefit, and become a contributing member of the community.



The Charles River Center

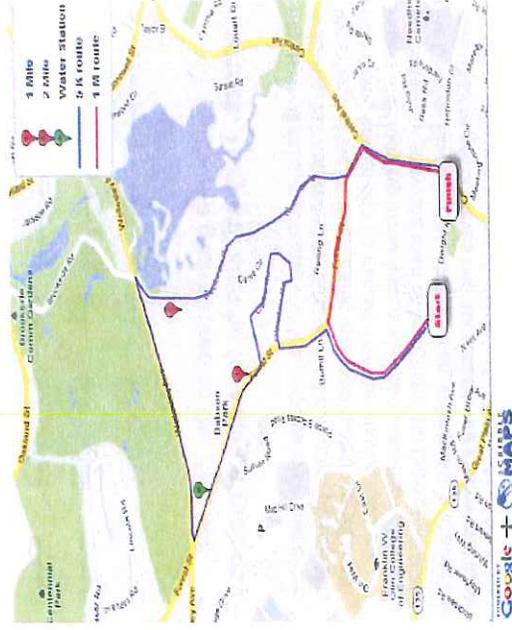
*Enhancing lives of children and adults with
developmental disabilities since 1956*



Sunday

October 6, 2013, 11:00am

**Paul D. Merritt Building
59 East Militia Heights Road**



**A fun and challenging course through
Needham and Wellesley to support a
great cause!**

www.charlesrivercenterorace.com

REGISTRATION INFORMATION:

Registration form must be postmarked on or before October 5, 2013

Name _____
 Email _____
 Address _____
 City _____
 State _____ Zip _____ Phone _____

(check one):

Adult Runner (12+) _____
 Adult Walker (12+) _____
 Youth (under 12) _____

T-shirt Size (unisex sizes) circle one: S M L XL

Additional participants:

Name	Runner	Walker	Youth	T-shirt Size
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

T-shirts are guaranteed to the first 300 entries. They will also be for sale on race day.

I assume all risks associated with the participation in this event including, but not limited to, falls, contact with other participants, the effects of the weather, traffic and road conditions, all such risks being known and appreciated by me. Having read this waiver and knowing these facts and in consideration of your accepting my entry, the town of Needham, the town of Wellesley, the Charles River Center, race officials, volunteers, and all sponsors, their representatives and successors are hereby and forever released from any and all claims or liabilities of any kind arising out of my participation in this event. I grant permission to all of the foregoing to use any photographs, motion pictures, recording, or any record of this event for any legitimate purpose.

Please circle, I have read and accept the waiver: Yes

(Signature)

PACKET AND PAYMENT INFORMATION:

Early Packet Pick-up:
 Saturday, October 5, 2013: 10:00 a.m.—2:00 p.m. at
 The Charles River Center

Adult runners (12+) \$28.00
 Adults walkers (12+) \$23.00
 Youth (under 12) \$15.00

Total Amount Enclosed: _____

Race Day:
 Sunday, October 6, 2013: 9:00 a.m.—10:30 a.m. at
 The Charles River Center
 (If you are going to register on race day, please come early!)

Adult runners (12+) \$33.00
 Adults walkers (12+) \$28.00
 Youth (under 12) \$15.00

Make Check or Money Order payable to:

The Charles River Center

Mail to:

The Charles River Center
 Paul D. Merritt Building
 59 East Militia Heights Road
 Needham, MA 02492

We accept the following credit cards:
 American Express, Discover, MasterCard, Visa

Card Number: _____
 Expiration Date: _____
 Print Name: _____
 Signature: _____

MORE INFORMATION:

- This is an all abilities welcome race. There is a 1 mile modified walk route for those who cannot run the course. Strollers and dogs welcome!
- Please join us at the Charles River Center for a post-race event with music, food and festivities.
- Please consider creating a race team or a fundraising page!
- Please visit www.charlesrivercenterroadrace.com for parking information.



Police ✓ DPW ✓
Fire ✓ P+R ✓

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

Name of Organization: The Charles River Center

Organization Mailing Address: 59 East Militia Heights, Needham, MA 02492

Primary Contact: Maria McTernan

Contact Title: Director of
Development

Contact Address: same

Contact Phone (Day): 781-972-1001

Contact Phone (Cell):
781-449-0202

Contact Email: mmcternan@charlesrivercenter.org

Event Date(s): October 6, 2013

Date Expected to be in Needham: same

Earliest Time Expected in Needham:
7:00 am to prepare for event

Latest Time Expected in Needham:
3:00 pm

Number of Expected Participants: 500

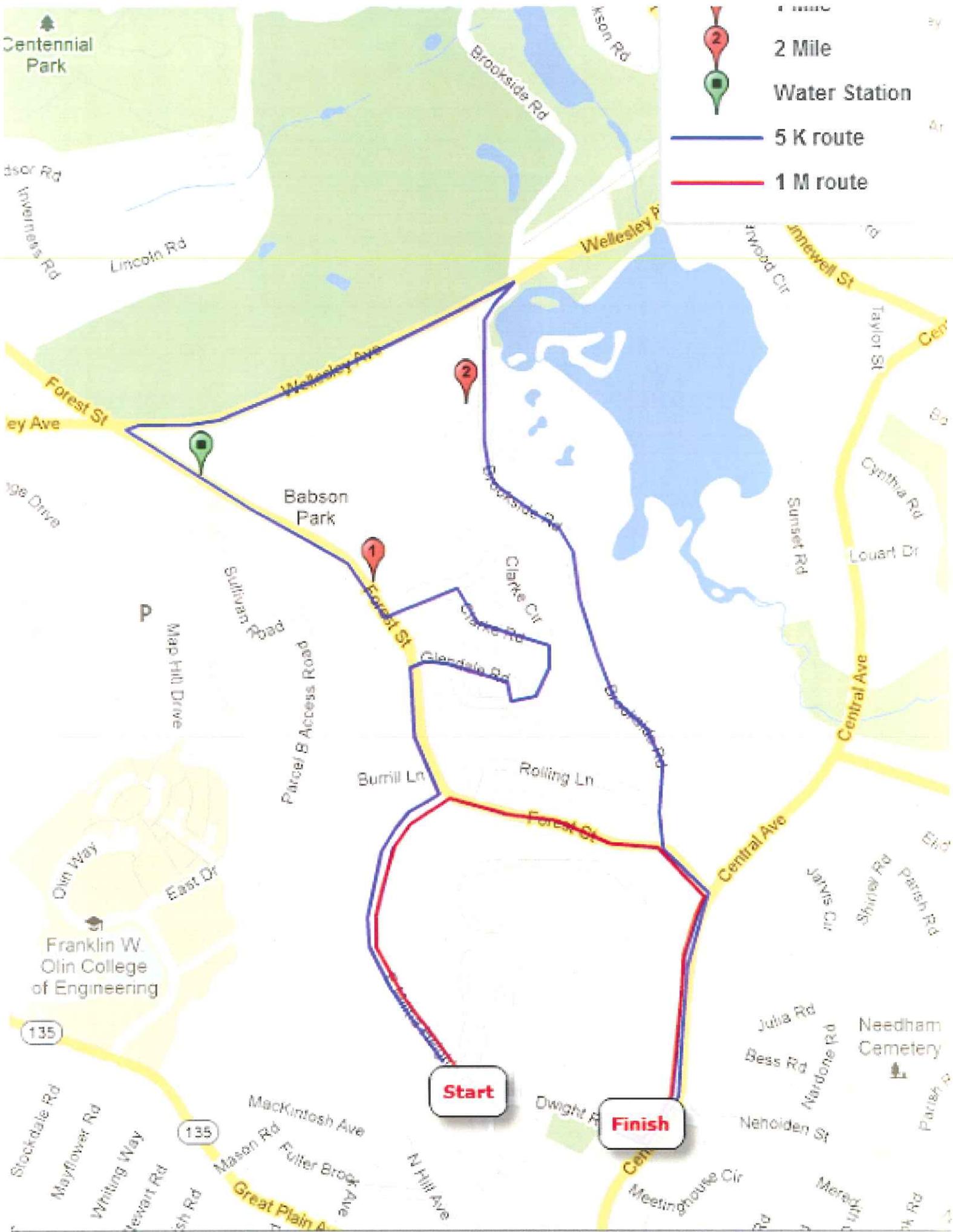
**Number of Expected Spectators at Peak
Time:** 50

Is event for-profit or not-for-profit?
not-for-profit

Are participants charged a fee? Yes

Estimated Number of Vehicles: 200	What type of Parking is needed: Newman School and Olin College lots will be used. CRC will transport participants.
Are event organizers available to meet with members of the Town to plan event? yes	
What will be done in case of inclement weather? No rain date planned	
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: CRC will accommodate parking for all those requiring handicap accessibility as well as volunteers. CRC will request parking use for participants from Olin College as well as the Town of Needham to use the Newman School lot.	
Will neighborhoods be impacted by parking and traffic? Moderate impact for a short time.	
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)? Food, drinks, music and presentations.	
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? Three hours	
Are signs requested to post at the start	no

<i>of the race? At the end of the race? Are signs requested for along the route?</i>	
<i>Will volunteers be placed along the route?</i>	yes
<i>Will you be using a sound system? If yes, please describe where and when it will be used.</i>	yes; in the CRC parking lot
<i>Will there be any food served?</i>	yes
<i>Will portable toilets be used?</i>	yes as well as indoor facilities
<i>Will hydration stops be set up along route? If yes, please include these on route plan.</i>	yes
<i>If the event takes place after dark, what is the plan to meet lighting needs?</i>	
<i>What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?</i>	CRC will secure police detail. CRC nursing staff will be present.
<i>Does the event take place during commuter times?</i>	no
<i>Is school in session during the event? Will school drop off or pick up be impacted by the event?</i>	no
<i>Are businesses open during the time of the event?</i>	yes
<i>Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)</i>	no
<i>Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?</i>	no
<i>What is the plan to handle trash?</i>	CRC will dispose of all trash.
<i>Please attach event route map, include map and text of route.</i>	



-  2 Mile
-  Water Station
-  5 K route
-  1 M route

Start

Finish

~~Number~~

Police ✓ P+R ✓
Fire ✓ DPW ✓

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

Name of Organization: Sean Biggs Memorial Foundation

Organization Mailing Address: Registered in Kansas as a 501(c)(3)
To have local office at One Liberty Square, 7th Floor
Boston, MA 02109

Primary Contact: Christopher D. George

Contact Title: Local Agent
c/o Chris George

Contact Address: 110 South St. Needham, MA 02492

Contact Phone (Day): 339-227-0083

Contact Phone (Cell): Same

Contact Email: george.christopher.d@gmail.com

Event Date(s): 11/10/13

Date Expected to be in Needham: Same

Earliest Time Expected in Needham: 8:00 a.m.

Latest Time Expected in Needham: 11:00 a.m.

Number of Expected Participants: 500

Number of Expected Spectators at Peak Time: 50

Is event for-profit or not-for-profit? not-for-profit

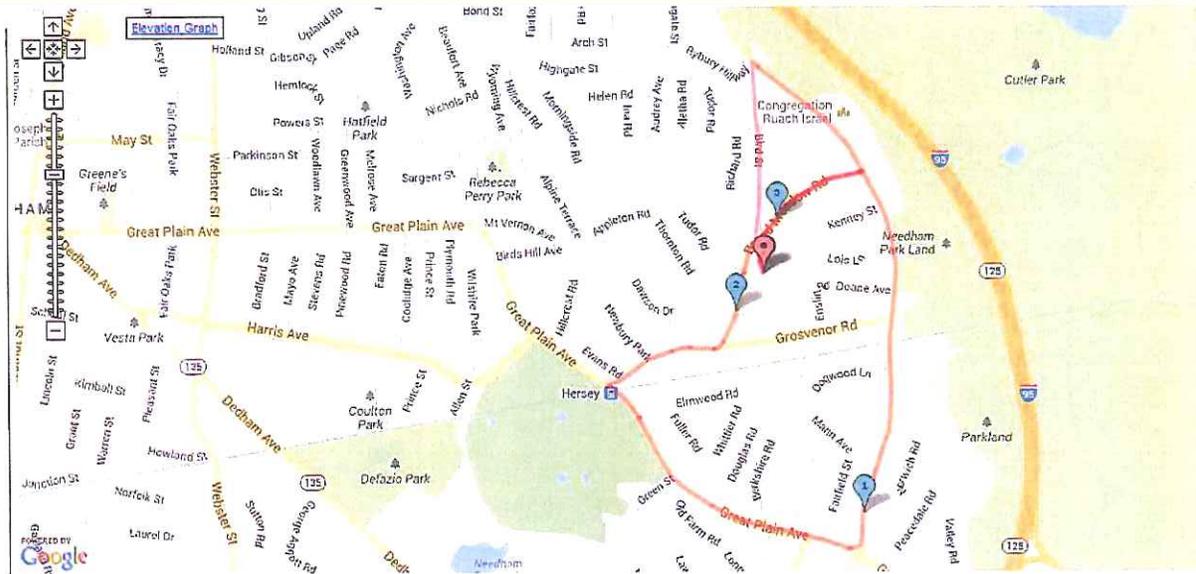
Are participants charged a fee? Yes

Estimated Number of Vehicles: ~200 tops	What type of Parking is needed: Broadmeadow School. and side streets.
Are event organizers available to meet with members of the Town to plan event? Absolutely	
What will be done in case of inclement weather? Reschedule - one week delay	
Are there other events that take place at the same time as this one, just before or just after this event? 2 events total age 5-12 kids run on ballfield 8:00 am 5k run 8:30 am (100m; 200m; 400m)	
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: we plan to utilize school parking and parking on <u>one side</u> of side streets nearby. Events will conclude by <u>9:30 am</u> on the roads	
Will neighborhoods be impacted by parking and traffic? We plan to send letters to the homes ^{yes, between 7:30 am - 9:30 am} along the course.	
What activities are planned for the start of the race (if in Needham)? Moment of Silence	
What activities are planned for the end of the race (if in Needham)? Awards Ceremony Silent Auction	
What facilities are needed for the start of the race (if in Needham)? Parking lot only	
What facilities are needed for the end of the race (if in Needham)? Same	
Once the event begins, how long will it take to complete the event? We anticipate leaving the property, after cleaning, at 11:00 am	

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	We will provide these
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.	Yes small speakers to announce the start & awards
Will there be any food served?	No.
Will portable toilets be used?	Yes
Will hydration stops be set up along route? If yes, please include these on route plan.	Probably not. * If the weather will be unseasonably warm then one will be created at the halfway point.
If the event takes place after dark, what is the plan to meet lighting needs?	N/A
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	EMT will be contracted Police detail will be coordinated through Lt. Forbes.
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?	Unlikely - the Route pass turns right on Broadmeadow off St. Platts. Dunkin' Donuts nearby
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	NO
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	NO
What is the plan to handle trash?	We will be responsible for full clean-up. Volunteers + Large Barrels
Please attach event route map, include map and text of route.	

Nikki –

Course is below:



I have spoken to Lieutenant Forbes and he has advised that the route looks good. Any changes that he might suggest would be minor, but for now he likes it. For a text description, the route begins in the Broadmeadow parking lot, leaves the school and continues on Broadmeadow toward Greendale, turning right onto Greendale. The route runs along Greendale until Great Plain Avenue, turning right. The route then continues along Great Plain until turning right onto Broadmeadow. The route stays on Broadmeadow until bearing left onto Bird Street near the school entrance. From there, runners turn right onto Greendale at the end of Bird, and then another right back up Broadmeadow. The race ends inside the parking lot.

We plan to place volunteers at: Broadmeadow entrance (1); Greendale & Broadmeadow (1); Great Plaine Ave and Greendale (1); Great Plain Ave and Broadmeadow (1); Grosvenor and Broadmeadow (1) and then Bird & Greendale (1).

For parking, we will ask people to park on side roads and not on main roads (Broadmeadow). The majority of the people will be in the neighborhood between 8 am and 9:30 am.

We are also working with various sports teams (Patriots, Red Sox, Bruins and Celtics) for them to donate memorabilia for a silent auction. All proceeds to benefit the Sean Biggs Memorial Foundation.

If there are any other questions, you can feel free to call my cell, e-mail me, or we can schedule a meeting to appear in person. I have cleared the route with the police, use of the school parking lot with the school administration, and filled out a permit with DPW for use of the ballfield to host kids' races.

Thank you again for all your help in making this a reality.

-Chris

339-227-0083

George.christopher.d@gmail.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)	Nancy Wright
Event Manager Address	117 Chapel Street, Needham
Event Manager Phone Number	781-449-7227
Organization Representing (if applicable)	Needham Business Assoc / merchants Needham Assoc.
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	"A Chair to Remember II"
Date of Event	September 21, 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: 6:30 pm TO: 9:30 pm
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 20 /per ticket <input type="checkbox"/> NO
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES \$ 20 /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?	356
Name & address of event location. Please attach proof of permission to use this facility.	James Powers Hall: Town Hall, Needham
Who will be serving the alcohol to your guests?	TIPS certified Steven Waller
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).	Steven Waller
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.	Tables will be set in hallway area. Drinks will be poured by bartender. N/C
<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: 8/7/13

Nancy Wright



TIPS On Premise 2.0

Issued: 9/9/2012

ID#: 3312010

SSN: XXX-XX-XXXX

Expires: 9/9/2015

D.O.B.: XX/XX/XXXX

STEVEN WALLER
Gibbous Moon, Inc
Po Box 723
Natick, MA 01760-0007

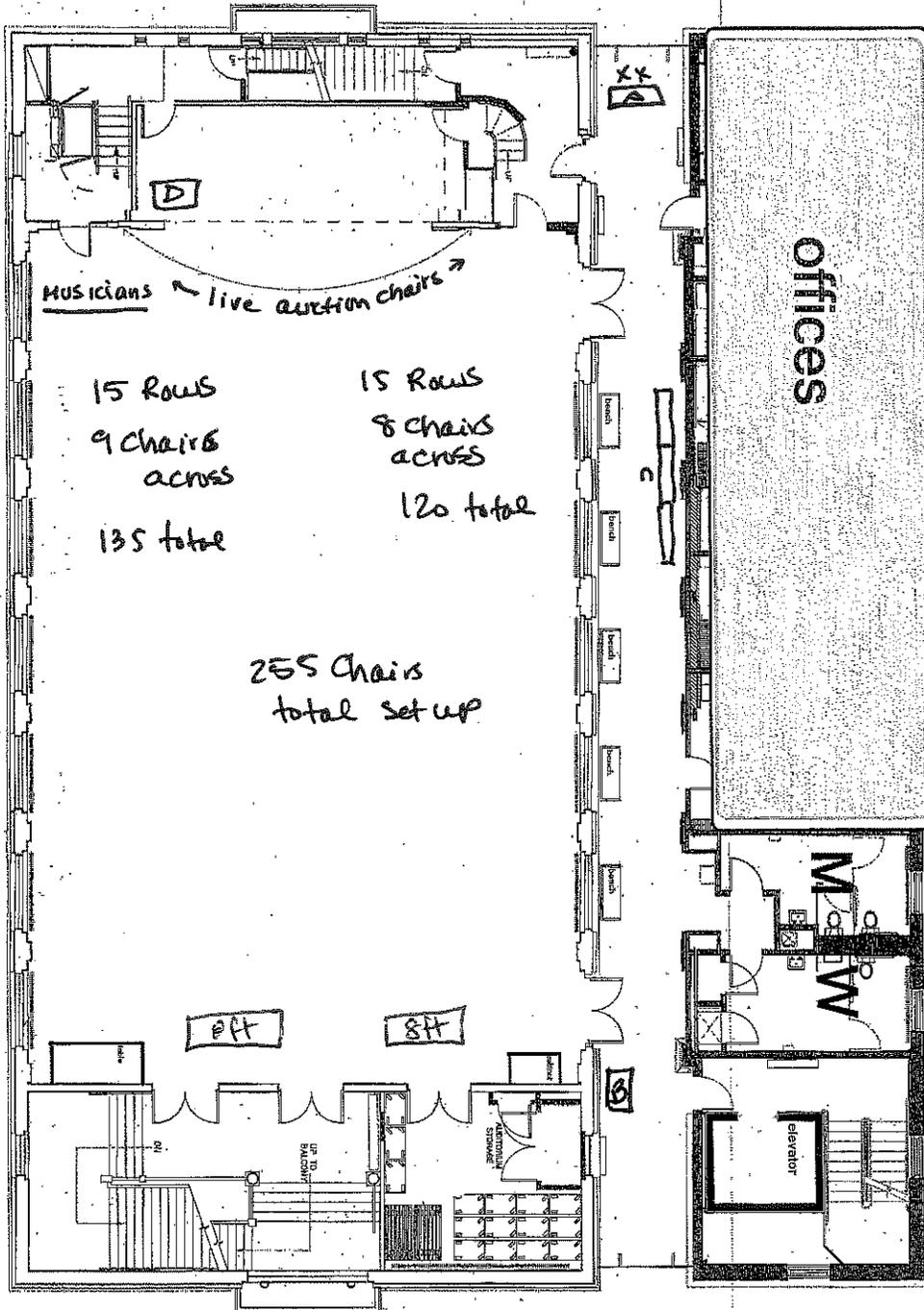
For service visit us online at www.gettips.com

A Chair To Remember II
September 21, 2013

- A = 6' Table + 2 Chairs
- B = 6' Table
- C = 6' Table (3) placed next to each other
Set 3' from wall
- D = Podium

CHAPEL STREET

James Hugh Powers Hall
Needham Town Hall



- Furniture Available:
- (24) 60"x30" tables
 - (12) 72"x30" folding tables
 - (8) 96"x30" tables
 - 350 audience chair

Please Provide extra trash barrels in corridor + back of hall.

Keep Chapel st Doors locked

HIGHLAND AVENUE

Chairs:
Hall floor can accommodate 330 chairs with center aisle.

Balcony:
seats 90 not available for events with alcohol.

Dimensions for hall and stage contained in online regulations.

Drawing scale will only be accurate when printed on 11"x17" paper at 100%.

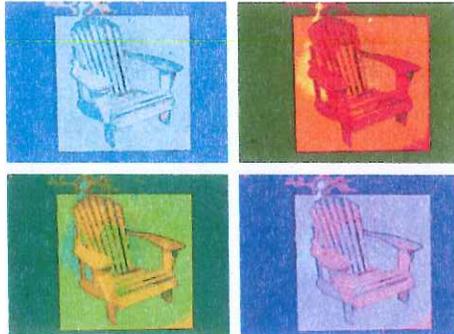
NEEDHAM TOWN HALL
Needham, Massachusetts

SKF-2

Drawing Number:

Scale: 3/8" = 1'-0"

Needham Merchants Association
Discover Needham
2013



A Chair to Remember II!

The Needham Merchants Association is pleased to present *"A Chair to Remember II"*!

Our first event in 2012 was so successful that we are once again bringing together Needham businesses and the creative arts community to collaborate to transform a variety of chairs into unique works of art. This year we are featuring Adirondack chairs (some with matching footrests), rocking chairs and vintage chairs - art you can sit in!

Each uniquely designed chair will be featured and prominently displayed at a sponsoring business throughout the summer and on September 21, 2013 the chairs will be for sale at a public auction at Needham Town Hall, with featured celebrity auctioneer, Bill Littlefield, host of NPR's "It's Only a Game!" Proceeds from the sale of the chairs will provide scholarships for Needham students and funds for town beautification projects.

We welcome your participation in this unique outdoor art project that will be enjoyed by residents and visitors to Needham as they shop, dine and enjoy all the opportunities our Town has to offer!

**Town of Needham
Board of Selectmen
Minutes for July 16, 2013
Needham Town Hall**

6:45 p.m. Informal Meeting with Citizens:
Thomas Crimlisk, 4 Memorial Circle, spoke with the Board concerning the sidewalk outside of the New Garden restaurant. Mr. Crimlisk told the Board he had taken a fall and asked the Highway Department to fix or remove a “re-bar” that was sticking out of the sidewalk. Mr. Crimlisk also told the Board about a branch hanging over the road on Oak Street.

Bonnie Ruggiero, 536 High Rock Street spoke with the Board about installing a new crosswalk on Highland Avenue from the high school to shops in the vicinity of Sudbury Farms.

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Daniel P. Matthews. Those present were John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt. Marianne Cooley was not present.

7:00 p.m. Public Hearing - NSTAR Petition for Chestnut Street:
Arletha Wade, NSTAR Representative appeared before the Board requesting permission to install approximately 266 feet of conduit at manhole #14974 Chestnut Street. She stated the work is necessary to allow NSTAR Electric to reroute some of the existing circuits that come out of NSTAR’s station at 461 Chestnut Street.

Motion by Mr. Bulian that the Board of Selectmen approve and sign petition from NSTAR to install approximately 266 feet of conduit at Manhole #14974 Chestnut Street, Needham. This work is necessary to allow NSTAR Electric to reroute some of the existing circuits that come out of NSTAR’s station at 461 Chestnut Street, Needham.

Second: Mr. Handel. Unanimously approved 4-0.

7:00 p.m. Consent Agenda:
Motion by Mr. Bulian that the Board of Selectmen vote to accept the Appointments and Consent Agenda as presented.

APPOINTMENTS

1. **Solid Waste Disposal/Recycling** Steven Rosenstock (term expires 6/30/2014)
Advisory(Ad Hoc Supercommittee)
2. **Conservation Commission** Arthur Crocker (term expires 6/30/2016)
3. **Norfolk County Advisory Board** Ted Owens (term expires 7/31/2014)

CONSENT AGENDA

- 1. Accept the following donations made to the Needham Public Library during the period May 9, 2013 – June 30, 2013: Lu-Ann Caron-Leslie gave the library a copy of Marc Maron’s new book, Attempting Normal (\$26.00); Randy Farlow donated a copy of his book, The Boats of C.H.W. Foster, to the library (\$30.00); Library Program Presenter Magician Ed the Wizard gave the library a copy of the book, Easy-To-Do Magic Tricks for Children (\$4.00); Additional gifts in memory of Shirley G. Muther: Linda & Bob Marsh (\$50.00), Jean & John Lucas (\$15.00), Maria B. Ryan (\$10.00), Fred & Pat Keyo (\$25.00), Susan & Jon Britt (\$75.00); The Needham Coalition for Suicide Prevention gave the library two copies of Craig Miller’s book, This Is How It Feels (\$28.00); Sam Stern donated an honorarium that he received for speaking at Congregation Agudat Achim (\$100.00); Linda Wilman donated the following:, DAR Patriot Index (3-volume set \$40.00), Mayflower Families Through Five Generations (3 volumes, \$50.00 each), Mayflower Quarterly (4 issues \$5.00 each); New England Ancestors, spring 2001 issue (\$5.00); The Needham High School Anime Club donated \$400.00 to the library; Cathy & Barbara Collishaw donated \$25.00 to the library in memory of Rose Rossi; Cathy Collishaw donated \$25.00 to the library in memory of James F. Dinell; Jeannine and Jasmin Dowling gave the library a copy of their new book, Heather, the Scared Tooth Fairy (\$7.00); Keith & Lynn McClelland donated a copy of Keith’s sister’s latest book, Thread and Buried (\$7.99); Edith Piper donated a copy of Carole Lazarus and Jennifer Berman’s book, Glorafilia: The Ultimate Needlepoint Collection (\$29.95); The library received a \$20,000.00 donation from a donor who wishes to remain anonymous; In honor of Dorothy Caulfield, the Needham Garden Club donated a copy of The Tropical Plants of R. Burle Marx by Harri Lorenzi (\$85.00); and JoAnn Miles donated \$25.00 in memory of Bertha Marram.**
- 2. Support Youth Services’ “Needham Unplugged” for the month of March including its annual no-meeting night which will be held on Thursday, March 13, 2014.**
- 3. Approve minutes from June 11, 2013, June 17, 2013 and June 26, 2013 Open meetings; and May 14, 2013, May 28, 2013, June 11, 2013, June 17, 2013, and June 26, 2013 Executive Session meetings.**
- 4. Accept the following donations made to the Needham Off-Leash Dog Park gift account: \$250 from Monica Graham; \$100 from Constance Royden; \$200 from Susan Mitchell & Mary Beth Hamel; \$50 from Jeannine James; \$50 from Gail Gormley; \$25 from Brian Murch; \$50 from Pat Brazill; \$50 from Eric & Kate Kapust; \$100 from Rich & Brenna Jones; \$25 from Peter Vakhutinsky; \$200 from Needham Wine & Spirits; \$50 from Dick & Judy Cooper.**
- 5. Approve a request from Greg Jundanian, of the Dedham Food Pantry, who is organizing a fundraiser bike ride to benefit food pantries in numerous communities including Needham, to have a portion of its ride to go through Needham. The event is scheduled for September 15, 2013 from 7:30 a.m. to 1:00 p.m. The route of the race has been approved by the following departments, DPW, Police, Fire, and Park and Recreation.**

6. Approve applications for calendar year 2013 Common Victualler License from:
 - * OLNH Ventures, Inc. d/b/a Orange Leaf Frozen Yogurt, located at 1185 Highland Avenue, Needham.
 - * Yo So Good Frozen Yogurt Café d/b/a Yo So Good, located at 33 Highland Avenue, Needham.
7. Water & Sewer Abatement, Order #1165
8. Approve to change the September 24, 2013 BOS meeting to September 17, 2013.
9. Grant permission for a fund-raising bicycle ride through Needham on September 27, 2013. The event, Braking Aids Ride, is a three-day bicycle ride to benefit Housing Works, a major AIDS service organization headquartered in New York City. Approximately 130 riders will pass through Needham between 6:15 a.m. and 9:00 a.m. Permission has been granted by the Conservation Commission to use Ridge Hill as a rest stop. The route of the race has been approved by the following departments, DPW, Police, Fire, and Park & Recreation. Approval is contingent upon receipt of required completed paperwork.
10. Accept donation of arts and crafts materials valued at \$200 made to the Needham Park and Recreation Commission from Ms. Diane Dinell Benson.
11. Approve continuation of the experimental Traffic Regulation in accordance with the Needham Traffic Rules and Regulations Section 3-6 for Great Plain Avenue for the period July 18, 2013 to August 17, 2013: one Handicap Parking spot, and one 15 minute Parking spot, in front of the former Eaton Square Right of Way adjacent to MBTA Right of Way.
12. 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 2014.
13. Grant permission for the following resident to hold a Block Party:

Name	Address	Party Location	Date	Rain Date	Time
Jeanie Martin	139 Plymouth Rd.	Plymouth Rd Ext.	9/7/2013	9/8/2013	1-7pm

Second: Mr. Borrelli. Unanimously approved 4-0.

7:02 p.m.

Non-essential Outdoor Water Use Restriction:

Mr. Matthews stated at its meeting on June 26, 2013, the Board of Selectmen voted to implement mandatory non-essential outdoor water use restrictions effective immediately and to continue until September 30, 2013. He stated that the Selectmen took this action following discussions with the State Department of Environmental Protection (DEP), in accordance with the Town's DEP Water Management Act Permit, and in keeping with regional water conservation efforts. Mr. Matthews noted the purpose of the hearing is to provide information and allow public comment regarding the Town's water management and non-essential outdoor water use restrictions.

Mr. Matthews opened the public hearing.

Mary Lou Thornburg, 64 Carey Road said she has no problem with the restriction however, she said it is inconvenient to set the control box for her automatic sprinkler system for the days the ban is in effect.

Kurt Wulff, 486 Grove Street commented there is currently no shortage of water. He said the goal of 65 gallons per day, per person seems to be an artificially low number, noting 25% of Massachusetts towns are above the target number. He said watering promotes the growth of plants which removes CO2 from the atmosphere and feels rationing should be saved for a more serious time.

Ellen Fine, Greendale Avenue stated she is in favor of a water restriction. She suggested the Town encourage residents capture rain in barrels and use different types of ground cover. She noted many Massachusetts towns already have water restrictions and feels this is an opportunity for Needham to re-examine its values and how land is used. She suggested a reduction in water rates for residents who do not use irrigation systems.

Woody Stalter, resident said he sees no reason for the restriction as there is no water shortage. He stated, philosophically, he does not like the government telling him when he can water his lawn. He said the restriction should also apply to businesses and the Town. He said he appreciates Mr. Matthews explanation of the situation.

Dean Coclin, 146 Livingston Circle stated he is amenable to the even/odd restriction during the week, but feels residents should be able to wash their car one day on the weekend.

David Escalante, 103 Woodledge Road suggested the Town's list of restrictions should be clarified. He commented the Town exempted itself from the restriction, and feels it is bad business for the Town to be able to water and place restrictions on residents. Mr. Escalante noted the Coke plant is the largest water user in Town. He stated he presumes the plant is exempt from water restrictions, but asked for clarification. Mr. Escalante asked if the water restriction is for residential and/or business properties. He said he does not understand why it is ok to water a lawn with a garden hose, but not ok to wash a car with a garden hose. He said homeowners should be able to choose whether to wash their car or water their lawn. Mr. Escalante said the water restriction will harm contractors who completed projects after June 1 and prior to September 30, as they will need to water new sod. He also said new seed will need water. He commented on water rates.

Mr. Matthews said the core rules affect residents and the ability to use irrigation systems. He noted other restrictions, and said if residents have any questions they may call the Town Manager's office or DPW for clarification. Mr. Matthews said the imposed rules are the absolute minimum standard, as instructed by the DEP. He said none of the rules voted by the Board of Selectmen are discretionary. Mr. Matthews noted the rules apply to residents, not businesses. He encouraged residents to set irrigation timers to run once per week. Mr. Matthews said the

biggest cost to running the Town's water and sewer system is not the water, but rather the capital expense for pipes and equipment for the water treatment plant and personnel. Mr. Matthews said residents are charged based on unit costs for the water they use, saying if fewer units are sold the charges will go up. He noted the contrarian outcome that many people who try to practice conservation as an economic measure find frustrating. He said the Town Manager, Finance Department, and Finance Committee will also consider options. He concurred the Coke plant is the largest water user, but commented the unit cost is what affects water rates, and that the plant enables the Town to have very low block rates for low water users.

Ms. Fitzpatrick noted information will be sent to homeowners this week. She confirmed the outdoor restriction applies to commercial entities for outdoor watering, but not to agriculture, golf courses, or commercial carwash use. Ms. Fitzpatrick commented on the block rate structure and said residents who use less water will pay less. Ms. Fitzpatrick noted if the community reaches its goal of 65 gallons per day, then the Town could have a seven day restricted schedule. She noted the Town is subject to the restriction, except for playing fields.

Alex Smith, resident commented he understands the Selectmen are in a difficult position. He asked who he could contact at the DEP.

Mr. Matthews suggested Mr. Smith contact Governor Deval Patrick.

Ellen Fine, Greendale Avenue said all residents should save water for the next generation. She suggested the DPW mow Town lawn high.

Mr. Bulian said conservation is a good thing, but there is not a shortage of water. He said he is not happy about this, but it must be done.

Mr. Borrelli said he is trouble by the restriction and will continue to discuss the issue with the DEP.

Mr. Handel said it is important for the Town to have control over its own restrictions and the best way to do that is to cooperate and meet the goal of 65 gallons per day, per resident. He thanked residents for the cooperation.

The Board took a one minute recess.

7:55 p.m.

Public Hearing - Public Consumption of Marijuana & Medical Marijuana Dispensaries:

Mr. Matthews said the 2013 Annual Town Meeting voted to refer a proposed by-law amendment - Marijuana Consumption on Public Property - back to the Board of Selectmen for further study. He said the Board is seeking input on a revised public consumption by-law proposal. Mr. Matthews also said the 2013 Annual Town

Meeting voted to 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 dispensaries and the cultivation of marijuana plants, until March 1, 2014. Mr. Matthews said the most important feature is the zoning aspect, with local zoning Boards having the authority to make appropriate regulations. He noted that the Board of Selectmen will ask the Planning Board to recommend to Town Meeting limiting dispensaries to business zones and the developed parts of Town, not the neighborhood business districts. He noted the configuration of Needham, along with a state regulation of a 500 ft. zone around child care facilities, schools, and parks limits available areas, except in the Needham Crossing/Industrial Center. Mr. Matthews commented on public consumption of marijuana, particularly recreational use, and whether or not there ought to be limits. He said the Board of Selectmen feels the rule should parallel the Town's Consumption of Alcohol rule, as introduced at Town Meeting. Mr. Matthews suggests that when discussing the consumption of marijuana on public property it makes sense, from the point of view of public safety, to have the same rules apply. He noted some statutes already have civil fines for non-medical marijuana use, and some have wondered why the Town would have an additional fine. He said the Selectmen do not view it as an extra fine, but rather an alternative requiring the public to comply with the rule. He said the Board will not make a decision tonight, but will take all comments under advisement and look to the Town Manager for recommendations at a later meeting.

Ms. Fitzpatrick commented on regulations for possession and consumption of marijuana on public property and said measures will regulate the use so that it will be prohibited at public parks and places. She noted public safety and public use of outdoor space, without exposure to marijuana. She said the rule mirrors the Consumption of Alcohol rule, and proposed a non-criminal fine of \$50 per offense. Ms. Fitzpatrick commented on dispensaries and showed a "sensitive use" map of the Town indicating how State regulations would affect locations from a zoning perspective. She asked Police Chief Phil Droney to comment on the Police Department's view of siting a dispensary.

Chief Droney commented on the map and regulations, noting the 500 ft. zone around child care facilities and churches, which limits the possible area to the industrial area. He said he favors the Gould Street area, but noted any area would have to have dual access and limited access to children. He said regulations must specify patrons not loiter in the area after purchasing marijuana. Chief Droney commented on the consumption by-law stating anyone should be able to enjoy a public park without being disturbed by smoke from marijuana.

Mr. Borrelli asked Chief Droney what his biggest concern regarding medical marijuana facility.

Chief Droney said he is concerned with crime, and for the officers who respond to incidents at the facility.

Mr. Matthews opened the public hearing.

Sam Bass Warner, 32 Emerson Road said the Planning Board has not met or made any decision. He asked for clarification of siting with regard to the state regulations on the "sensitive use" map.

Kim Marie Nicols, 12 Crescent Road is concerned with the possibility of a marijuana dispensary locating in the business district at the end of Crescent Road. She said the only access to the business district is through a residential area and it poses a significant safety issue for the neighborhood.

Carol Thomas, 36 Mayo Avenue suggests locating a dispensary at the cancer center at the Beth Israel Hospital so patients can have easy access to medicinal marijuana.

Erik Bailey, 64 Hillside Avenue is pleased with the proposed regulation decreasing the fine from \$200 to \$50. Mr. Bailey noted most public remarks have been about the effect of smoke on people, and he is concerned there is no allowance for the legal medical use of ingested marijuana on public space. He urged the Board of Selectmen to consider whether to allow for the legal use of medical marijuana on public space. He said, much like siting liquor stores, the Town can do a good job in siting a marijuana dispensary. He said siting a dispensary in Town can be done in a way that is respectful to everyone.

Holly Clarke, 1652 Central Avenue acknowledged some people are really sick and marijuana is the only pain reliever that will help them. She also acknowledged the challenge placed upon the police department. Ms. Clarke feels the proposal regarding consumption of marijuana is unnecessary and should be reconsidered. She commented current state laws make it illegal to consume or possess marijuana at home or in public, and subject to a \$100 fine. She said youth under the age of 18 are subject to the same laws, parents must be notified, and a drug awareness program must be completed. She noted a \$1000 fine is imposed if the youth fails to comply. Ms. Clarke said the current state law is sufficient to protect the public and urged the Board of Selectmen to reconsider presenting the proposal at Town Meeting.

Ellen Fine, Greendale Avenue said people are being stigmatized and suggested cigarette smoke is more hazardous to the public than someone ingesting a medicinal brownie in a public park. She concurred a dispensary should be located in the cancer center at the hospital.

Dennis Ozer, 34 William Street mentioned he is a cancer and transplant survivor, and noted he received his medical marijuana certificate from the state of Massachusetts. He said many people have a chronic illness and need access to medical marijuana. Mr. Ozer said Needham should be a model to other towns.

Jane Fogg, 15 Parkinson Street said it is a complicated matter. She said as a physician there is a place for medical marijuana in therapy, and there are ways to protect the public.

Mr. Matthews asked for comments from the Board.

Mr. Borrelli suggests the Town should start slowly and see how other towns handle the issue.

Mr. Handel said there is a difference between smoking vs. ingesting marijuana, and noted the Board must address the needs of people who use public parks.

Mr. Bulian noted the two issues, and said he is open to the zoning aspect. He said he needs more time to digest the information. Mr. Bulian asked for clarification of the fine for public consumption.

Mr. Handel commented it is in everyone's best interest to appropriately place dispensaries, acknowledged the one year moratorium, and suggested the Board move deliberately to resolve the issue in a timely way.

Mr. Matthews thanked the public for their comments. He said the Board will take the matter under advisement and look to the Town Manager for a recommendation on how to proceed regarding zoning and public consumption by-laws.

Mr. Matthews closed the public hearing and the Board took a one minute recess.

8:50 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with one item to discuss:

1. Town Manager's Report

Ms. Fitzpatrick reported the "Boston Strong Workout Marathon" that was held at the end of June at Gillette Stadium raised \$140,000 for the Boston One Fund. She noted and recognized several of the Town's public safety employees participated in the event.

8:53 p.m.

Board Discussion:

1. Committee Reports

No reports were made.

8:55 p.m.

Executive Session - Exception 3 (potential litigation) & Exception 6 (interest in real property)

Motion by Mr. Bulian 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. Handel. Mr. Matthews polled the Board. Unanimously approved 4-0.

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

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

Note: The meeting adjourned at 9:25 p.m.

Minutes
Board of Selectmen Meeting
August 9, 2013

- 12:30 p.m. A special meeting of the Board of Selectmen was convened by Chairman Daniel Matthews at the Needham Town Hall. Present were Mr. John Bulian, Mr. Moe Handel, Mr. Matt Borrelli, Ms. Marianne Cooley, Assistant Town Manager David Davison, and Town Manager Kate Fitzpatrick.
- 12:30 p.m. **Motion: Mr. Bulian moved the consent agenda: Upon the approval of the Town Engineer, that the Board approve the construction of a deck at 204 Central Avenue in the Town's sewer easement. The proposed deck will be 8.2 feet from the sewer pipe. The motion was seconded by Mr. Handel. Unanimous: 5-0.**
- 12:35 p.m. The Board discussed the fiscal year 2014/2015 goals and objectives including maximizing the use of Town assets and ensuring that Town and School services are housed in buildings that provide suitable and effective environments; maintaining and improving the vitality and economic success of the Town; working toward energy efficient and environmentally sound operations for the Town and its residents and businesses; maintaining and developing amenities that contribute to the desirability of Needham as a place to live and work; and maintaining and enhancing the Town's Financial Sustainability.
- 4:15 p.m. **Motion: Mr. Bulian moved that the meeting be adjourned. The motion was seconded by Mr. Borrelli. Unanimous: 5-0.**

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:	-\$576.70
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$3,169.25
Transfer Station Charges:	\$0.00
Total Abatement:	-\$3,745.95

Order #: 1166

Read and Approved: 8/16/2013

 8/14/2013

Assistant Director of Public Works



Director of Public Works

For the Board of Selectmen

Date: 8/20/2013

**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	Berlin	Ellen	31683	24736	37	Hamilton Place	\$0.00	\$0.00	-\$191.95	-\$191.95	ACC	N
DB	Maloomian	Laurence G. & Dennis W.	8257	6790	1329	Highland Avenue	\$0.00	\$0.00	-\$1,494.55	-\$1,494.55	ACC	N
DB	Marshak	Stephen	15783	11342	20	William Street	\$0.00	\$0.00	-\$484.95	-\$484.95	ACC	N
DB	Sternberg	Joel S.	23393	3072	501	Greendale Avenue	\$0.00	-\$47.95	\$0.00	-\$47.95	ACC	N
JO	Council on Aging	(5)					\$0.00	-\$528.75	-\$997.80	-\$1,526.55	COA	N

Total: -\$3,745.95

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



RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2013 AUG 15 P 1:11

Ride 2 Recovery c/o Fitness Challenge Foundation
23679 Calabasas Road #420
Calabasas, CA 91302

August 9, 2013

Dear Sandy Cincotta,

I am the Director of Logistics for a non-profit organization 501c(3) called Ride 2 Recovery. We organize outdoor cycling events that enable our nations injured veterans the ability to rehabilitate, both physically and mentally, from the agonies of war. Our next event is called the Minuteman Challenge (September 8th – September 15th, 2013), which begins in Boston and ends a week later in Philadelphia.

On September 8th, 200 injured veterans are planning to ride bicycles from Boston to Providence through the Town of Needham. I am contacting the Board of Selectmen to ask for permission to allow our veterans to ride through your jurisdiction and also to ask for the support of the Needham Police Department. The support of Law Enforcement Officers not only ensures the safety of the general public and our riders, it also boosts morale with our combat wounded veterans. We hope you will approve this request at your next meeting on August 20th, 2013.

In addition, we have already been contact with Lt. John Kraemer of the Needham Police Department.

We plan to ride the following streets: Great Plain Ave. and Chestnut St. between the hours of 10:10AM – 10:20AM.

Thanks in advance for your consideration!

Sincerely,

Christopher Swan
Director of Logistics, Ride 2 Recovery
chriss@ride2recovery.com
www.ride2recovery.com
(818) 888-7091 X5
(818) 613-7926 CELL



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

DPW Police
 Fire OTM
 Park & Rec Paid

TYPE OF EVENT: (check all that apply) <input type="checkbox"/> RUN <input type="checkbox"/> WALK <input checked="" type="checkbox"/> BICYCLE	
Name of Event: <i>Ride 2 Recovery Minuteman Challenge</i>	Name of Organization: <i>Ride 2 Recovery</i>
Organization Mailing Address: <i>23679 Calabasas Rd. #420, Calabasas, CA 91302</i>	<input checked="" type="checkbox"/> Organization is Not-for-Profit
Primary Contact: <i>Christopher Swan</i>	Contact Title: <i>Director of Logistics</i>
Contact Address: <i>23679 Calabasas Rd. #420, Calabasas, CA 91302</i>	
Contact Phone (Day): <i>(818) 888-7091 X5</i>	Contact Phone (Cell): <i>(818) 613-7926</i>
Contact Email: <i>ChrisS@Ride2Recovery.com</i>	
Event Date(s): <i>September 8th-14th, 2013</i>	Date Expected to be in Needham: <i>September 8th, 2013</i>
Earliest Time Expected in Needham: <i>Estimated arrival @ 10:10AM</i>	Latest Time Expected in Needham: <i>Estimated departure @ 10:20AM</i>
Number of Expected Participants: <i>200</i>	Number of Expected Spectators at Peak Time: <i>N/A</i>
Are participants charged a fee? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Estimated Number of Vehicles: <i>4 motorcycles & 10 vehicles</i>	What type of Parking is needed: <i>N/A</i>

Are event organizers available to meet with members of the Town to plan event?

Always available via telephone, but reside in California.

What will be done in case of inclement weather?

We continue riding regardless of weather; however, if there is lightning we will wait until the storm subsides.

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:

N/A

Will neighborhoods be impacted by parking and traffic?

There will be minimal impact of traffic conditions. Additionally we have requested support from the Needham Police Department to ensure the safety of the public and the safety of our riders.

What activities are planned for the start of the race (if in Needham)?

We will be riding through Needham for 3.4 miles into the Town of Dover

What activities are planned for the end of the race (if in Needham)?

We are a non-competitive ride, not a race.

What facilities are needed for the start of the race (if in Needham)?

N/A

What facilities are needed for the end of the race (if in Needham)?

N/A

Once the event begins, how long will it take to complete the event?

We will be in Needham for approx. 10 minutes.

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?

No

Will volunteers be placed along the route?

No

Will you be using a sound system? If yes, please describe where and when it will be used.

No

Will there be any food served?

No

Will portable toilets be used?

No

Will hydration stops be set up along route? If yes, please include these on route plan.

No, the support vehicles will have hydration available when needed.

<i>If the event takes place after dark, what is the plan to meet lighting needs?</i>	<i>N/A</i>
<i>What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?</i>	<i>We have medical personnel, EMT's, and RN's embedded within our group.</i>
<i>Does the event take place during commuter times?</i>	<i>Yes</i>
<i>Is school in session during the event? Will school drop off or pick up be impacted by the event?</i>	<i>No</i>
<i>Are businesses open during the time of the event?</i>	<i>Yes</i>
<i>Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)</i>	<i>No</i>
<i>Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?</i>	<i>No</i>
<i>What is the plan to handle trash?</i>	<i>N/A</i>
<p><i>Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:</i></p> <ul style="list-style-type: none"> <i>• event route map (include map and text route, parking plan, volunteer placement)</i> <i>• application fee</i> <i>• certificate of insurance</i> 	

PLAN YOUR OWN ROUTES

Join Ride with GPS and discover even more new routes and riding buddies. Print turn-by-turn cue sheets so you know where you are heading. And then, log your rides and watch your progress.

[SIGNUP NOW](#)

16 **MORE**

MINUTEMAN DAY ONE

Boston to Providence
Created Jun 04, 13

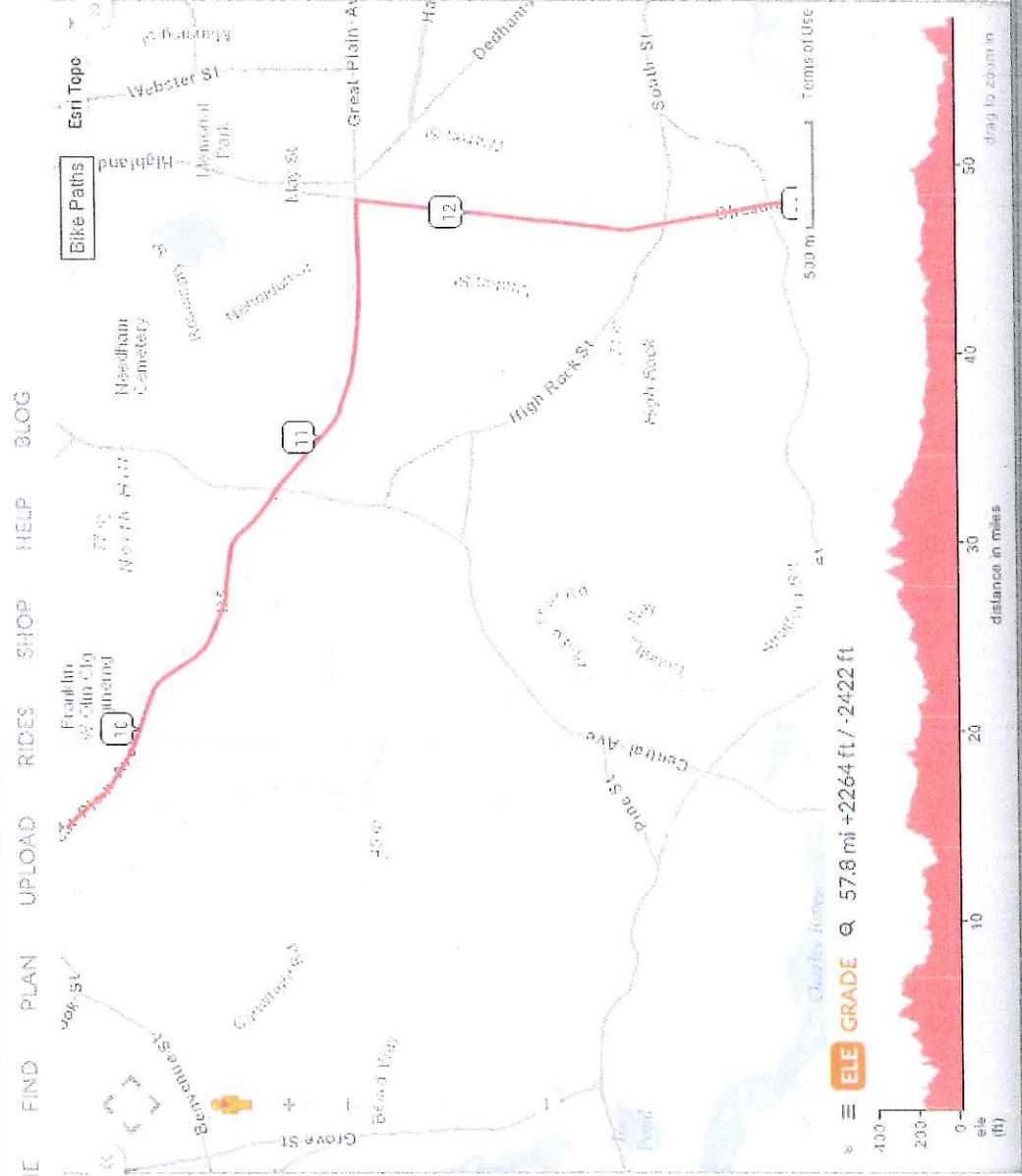
By: **Christopher Swan**

Started in: Waltham, MA, US

Distance: 57.8 mi

Elevation: +2264 / -2422 ft

Good Eats Cycling



- 9.0 mi
- 11.7 mi
- 13.2 mi
- 13.2 mi
- 13.3 mi
- 13.9 mi
- 15.2 mi
- 16.4 mi
- 19.8 mi
- 21.2 mi
- 22.8 mi
- 23.2 mi

- At the traffic circle, take the 2nd exit onto Great Plain Ave
- Turn right onto Chestnut St
- Continue onto Dedham St
- Turn left to stay on Dedham St
- Continue onto Westfield St
- Slight right onto Summer St
- Turn right onto MA-109 W/High St
- Turn left onto North St
- Continue onto Fisher St
- Turn right onto MA-1A S/Main St
- Turn left onto Common St