

BOARD OF SELECTMEN
October 8, 2013
Needham Town Hall
Agenda

	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
	7:00	Proclamation – William T. Burke
1.	7:00	Public Hearing- NSTAR <ul style="list-style-type: none"> • Old Farm Road
2.	7:00	Public Hearing- Comcast <ul style="list-style-type: none"> • 20 Chestnut Street
3.	7:00	Public Hearing- Shade Tree Removal (Laurel Drive) <ul style="list-style-type: none"> • Ed Olsen, Parks & Forestry Superintendent
4.	7:00	Change of Manager- Not Your Average Joe's <ul style="list-style-type: none"> • Michelle O'Brien, Proposed Manager
5.	7:15	ICMA Voice of the People Awards <ul style="list-style-type: none"> • Chief Phil Droney • Chief Paul Buckley • Town Manager Kate Fitzpatrick
6.	7:20	Emergency Preparedness <ul style="list-style-type: none"> • Christopher Coleman, Assistant ATM/Director of Operations • Paul Buckley, Fire Chief • Phil Droney, Police Chief • Janice Berns, Director of Public Health • Richard Merson, Director of Public Works
7.	7:35	DPW- Sign Notice of Traffic Regulation – Dawson Drive <ul style="list-style-type: none"> • Rick Merson, Director of DPW
8.	7:40	CPC Consultation <ul style="list-style-type: none"> • Janet Bernardo, Chair, CPC • Lita Young, Vice Chair, CPC • Patty Carey, Director of Park and Recreation
9.	7:50	Town Manager <ul style="list-style-type: none"> • Food Truck Policy • Dog License Fees • Capital Improvement Policies • Outdoor Non-essential Water Use Restriction Update • Update Special Town Meeting Warrant and Positions on Warrant Articles
10.	8:30	Board Discussion <ul style="list-style-type: none"> • Committee Reports
11.	8:35	Executive Session Exception 3

APPOINTMENTS

1.	New Years Needham Committee	David Ecsedy (term expires 6/30/2014)
2.	Facility Working Group	Moe Handel (term expires 6/30/15) John Connelly (term expires 6/30/15) Matt Toolan (term expires 6/30/15) George Kent (term expires 6/30/15) Heidi Black (term expires 6/30/15)

CONSENT AGENDA *=**Backup attached**

1.*	Approve rain date of November 10, 2013 for the Community Center of Needham to host its community-wide luminary event on the Town Common. Permission to hold the event on November 3, 2013 was granted at the BOS May 14, 2013 meeting.
2.	Accept the following donation made to the Needham Off-Leash Dog Area gift account: \$50 from Donnie Cotton; \$107 from Laurie Levine; \$50 from Bethan Brome; \$500 from Chestnut St Animal Hospital; \$100 from Barbara Lynch; \$50 from Brenda Metzler; \$50 from Franklin & Bonnie Gold; \$50 from Judith Dein.
3.	Accept a \$250 donation made to the Needham Health Department's Domestic Violence Action Committee from Christine & Peter Kenney, of Needham.
4.	Accept a \$250 donation made to the Needham Health Department's Gift of Warmth fund from The First Baptist Church in Needham.
5.	Accept the following donations made to New Years Needham: \$250 from Brookline Bank; \$250 from Petrini Corp; \$1,000 from Beth Israel Deaconess; \$100 from You do it Electronics.
6.	Accept the following donations made to the Needham Community Revitalization Trust Fund: The Needham Business Association, \$500; Needham Cares, \$210 for a bench in memory of Town Meeting Member Jane Howard.
7.*	Approve a One Day Special All Alcoholic Beverages license request from Andrew Bartlett of St. Sebastian's School to hold an Alumni Dinner event on October 10, 2013 from 6:00 p.m. to 10:00 p.m. in Ward Hall at St. Sebastian's School, 1191 Greendale Avenue, Needham.
8.*	Water & Sewer Abatement, Order #1169.
9.*	Approve minutes from August 28, 2013, September 10, 2013, September 17, 2013, & October 1, 2013 Open Session meetings, and July 16, 2013, August 28, 2013, September 10, 2013 and September 17, 2013 Executive Session meeting minutes.
10.*	Ratify a request from Mike Chinitz, of the Kid's PMC to ride a portion of their event through Needham, which was held on Sunday, September 29, 2013 from 8:45 a.m. to 11:00 a.m. The ride was approved by the following departments: Police, Fire, DPW, and Park and Recreation.
11.*	Approve a request from the Needham Running Club to hold its annual road race on Wednesday, January 1, 2014 from 6:00 a.m. to 1:00 p.m. The route has been approved by the following departments: DPW, Police, Fire and Park and Recreation.
12.	Accept the following donations made to the Needham Public Library during the period July 1, 2013 – September 30, 2013: The Needham Lions Club donated \$500.00 to the library for the purchase of large print books; Diana Conroy made a donation to the library in memory of Alma Treen (\$100.00); The Needham Channel and the Needham Historical Society gave the library two copies of their DVD, <i>The</i>

Millen-Faber Gang (\$30.00); Yoshie Gordon gave the library \$20.00 to purchase a new book; Needham resident Kathy Walsh gave the library a copy of her new book, *Preacher Kid: A Story from the Heartland* (\$7.95); Dave McGuire donated a copy of *N.C. Wyeth* by Kate Jennings (\$25.00); Tom Mulhern gave the library four new office chairs (\$280); Catherine Parnell donated a copy of *Float* by JoeAnn Hart in memory of Jacqueline Blake Roper (\$17.95); The following people have made donations to the library in memory of Margaret Wellington: Jacqueline Fitzpatrick (\$10.00), and Jean M. Cleary (\$25.00); Debra Steel gave the library two copies of Tish Rabe's book, *If I Ran the Dog Show* (\$17.98); Clark Taylor gave the library a copy of his book, *Seeds of Freedom: Liberating Education in Guatemala* (\$108.00); Jackie Lundell donated a copy of Wanda Brunstetter's book, *Bishop's Daughter*, in memory of Shirley Young (\$10.99).

13. Approve request from the Town Clerk's Office for a 20(b) exemption to allow Mary Hunt, Board of Selectmen Recording Secretary, to work as a part time general office worker in the Town Clerk's office. Disclosure statements for Ms. Hunt are on file with the Town Clerk's office.

14.* Approve One Day Special License application from the Newton Needham Chamber of Commerce to serve wine and beer at its N2 Innovation Corridor Meeting to be held at Digital Realty, 105 Cabot Street, Needham, MA from 5pm to 8pm on October 23, 2013.

15. Grant permission for the following residents to hold a Block Party:

Name	Address	Party Location	Party Date	Party Rain date	Time
Bill Gallagher	48 Hawthorn Ave	Hawthorn Ave & Sargent St	10/12/2013	10/13/2013	3-8pm
Ratify Bill Hurley	94 Prince St	Prince St between houses 2 & 100	10/6/2013		3-7pm
James Rochford	74 Rolling Lane	Rolling Lane	10/12/2013	10/13/2013	1-6pm
Ratify Anne & Fred Curtis	53 Mayo Ave	Mayo Avenue	9/22/13		4-8pm
Ratify Lisa Kaplan	8 Bonwood Rd	Bonwood Rd	9/28/2013	10/5/2013	2-5pm
Ratify Tanya Rogers	215 Garden St	Dead end of Garden St	10/5/2013	10/6/2013	4-7pm
Ratify Stacey Keenan	30 North Hill Avenue	Fuller Brook	10/5/2013		3-8pm
Ratify Elisabeth Meyi	73 Berkshire Road	Berkshire Rd	10/6/2013		4-7pm
Ratify Kelly Allen	103 Sylvan Road	Harding Road	9/29/2013		3-6pm
Valerie St. Peters	15 Fairfield	Fairfield St	10/31/2013		4-9pm

Ratify Erica Bond	159 Warren ST	Warren St between Dedham and Great Plain	10/5/2013	10/6/2013	4-7pm
Ratify Mandy Mulliez	99 Wellesley Ave (planting tree @ 112 Hunnewell St.	Taylor St from Hunnewell to Grasmere closed from 5:30-6:30	9/27/2013		5:30-6:30
Maureen Kirshy	44 Dogwood Lane	End of Dogwood Lane	10/19/2013		4-7pm

PROCLAMATION

- WHEREAS:** William T. "Bill" Burke, was born in his parents home on Maple Street in Hyde Park on October 21, 1923; and
- WHEREAS:** Bill earned a HAM Radio Operator's license at the age of 10, which he continues to use today to assist victims of natural and other disasters; and
- WHEREAS:** Bill put his radio skills to good work in the Army, where he served in the 4025th Signal Service Group Detachment 1 as radio operator from April 16, 1943 to January 23, 1946. Bill provided valuable assistance to General MacArthur, and was assigned to Brigadier General Romulo for the invasion of Luzon; and
- WHEREAS:** Bill was an expert gunner and sharpshooter. He was awarded ribbons for the battle campaigns of New Guinea, the Southern Philippines, and Luzon; and
- WHEREAS:** Bill received numerous medals – the most prestigious being the Philippine Liberation Ribbon with two bronze stars, the Asiatic/Pacific Theatre Campaign Ribbon and the Victory Medal. He also received medals for the American Theatre Campaign and for good conduct; and
- WHEREAS:** Bill married Therese E. Reilly of Dorchester. They moved to Needham in 1961 and together raised four children – Marie, Rynn, William, and Robert; and
- WHEREAS:** Bill's post Army career included research, weather and communications with the Air Force and Lincoln Labs, primarily working out of Hansom Air Force Base; and
- WHEREAS:** Bill Burke was politically active, and remains involved with the VFW in Needham.

NOW THEREFORE, BE IT RESOLVED that the Board of Selectmen hereby declares October 21, 2013, William T. Burke day in the Town of Needham, in recognition of his meritorious service during World War II and the many accomplishments during his life. We accord him hearty congratulations on his 90th birthday and best wishes for the many years ahead.

Signed the 8th day of October 2013

Daniel P. Matthews, Chairman

John A. Bulian, Vice Chairman

Maurice P. Handel, Clerk

Matthew D. Borrelli

Marianne B. Cooley



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

MEETING DATE: 10/8/2013

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>NSTAR requests permission to install approximately 12 feet of conduit at Pole 345/11 on Old Farm Road, Needham. This work is necessary to provide new underground electric service for a new home at 49 Old Farm 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 12 feet of conduit at Pole 345/11 on Old Farm Road, Needham. This work is necessary to provide new underground electric service for a new home at 49 Old Farm 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

September 20, 2013



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

RE: #49 Old Farm Road
Needham, MA
W.O. #1956564

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 12'± feet of conduit @ pole 345/11 on Old Farm Road, Needham.

This work is necessary to provide new underground electric service for new home to #49 Old Farm 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
Proceed
Thyler, Engr-DPW
9/27/13
OK R.P. Merson
9/27/13 - DPW Director

**PETITION OF NSTAR ELECTRIC COMPANY FOR LOCATION FOR
CONDUITS
AND MANHOLES**

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

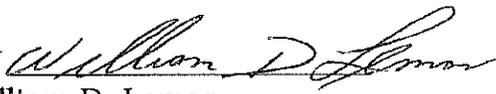
Respectfully represents **NSTAR Electric Company** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated September 18, 2013**, and filed herewith, under the following public way or ways of said Town:

Old Farm Road - Northeasterly @ pole 345/11 approximately 47'± feet southeast of Longacre Road a distance of about 12'± feet - conduit

(WO.1956564)

NSTAR ELECTRIC COMPANY

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 20th day of September 2013

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2013

**ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM**

WHEREAS, **NSTAR ELECTRIC COMPANY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Old Farm Road - Northeasterly @ pole 345/11 approximately 47'± feet southeast of Longacre Road a distance of about 12'± feet - conduit

(1956564)

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

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis, Dated September 18, 2013** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

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

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2013 at _____ in said Town.

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

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2013 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter. Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on October 8, 2013** upon petition of NSTAR dated **September 20, 2013** to install approximately 12 feet of conduit at Pole 345/11 on Old Farm Road, Needham. This work is necessary to provide underground electric service for a new home at 49 Old Farm 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

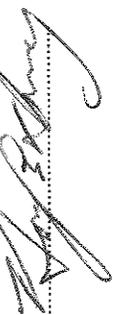
BOARD OF SELECTMEN

Dated: September 30, 2013

49 OLD FARM ROAD

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>		
					<u>OWNER CITY</u>	<u>State</u>	<u>OWNER ZIP</u>
199/008.0-0010-0000.0	67	OLD FARM RD	THOMPSON, CARL A., JR, TR & THOMPSON, MAUREEN A., TR	67 OLD FARM RD	NEEDHAM	MA	02492
199/008.0-0011-0000.0	59	OLD FARM RD	KELLY, RICHARD F. & KELLY, JUDY G.	59 OLD FARM RD	NEEDHAM	MA	02492
199/008.0-0012-0000.0	49	OLD FARM RD	MAZZARESE, ROBERT A. & MAZZARESE, GAIL R.	49 OLD FARM RD	NEEDHAM	MA	02492
199/008.0-0013-0000.0	39	OLD FARM RD	WHITE, JEREMIAH A. & WHITE, DIANE M.	39 OLD FARM RD	NEEDHAM	MA	02492
199/008.0-0022-0000.0	38	OLD FARM RD	GILLENWATERS, JOEL A., TR & KUMIN, CYNTHIA L., TR	38 OLD FARM RD	NEEDHAM	MA	02492
199/008.0-0023-0000.0	47	LONGACRE RD	MARKHUS, ROGER C., TR THE ROGER C. MARKHUS REVOCABLE TRUS	47 LONGACRE RD	NEEDHAM	MA	02492
199/008.0-0037-0000.0	68	OLD FARM RD	BRALEY, JONATHAN P. & BRALEY, LYNNE M.	68 OLD FARM RD	NEEDHAM	MA	02492

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





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

MEETING DATE: 10/8/2013

Agenda Item	Public Hearing – COMCAST for Chestnut Street
Presenter(s)	Manuel Furtado, COMCAST Project Coordinator

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>COMCAST requests permission to install approximately 81' of 3" PVC within sidewalk/roadway from existing vault as pictured on Chestnut Street: continuing across Chestnut Street, approximately 81' to corner of private property (20 Chestnut Street) as seen in attached drawing.</p> <p>The Department of Public Works has approved this petition, based on COMCAST'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 COMCAST to install approximately 81' of 3" PVC within sidewalk/roadway from existing vault as pictured on Chestnut Street: continuing across Chestnut Street, approximately 81' to corner of private property (20 Chestnut Street) as seen in attached drawing.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>(Describe backup below)</p> <ul style="list-style-type: none"> a. Petition b. Order c. Petition Plan d. Notice Sent to Abutters e. List of Abutters 			

RECEIVED

2013 SEP 18 AM 9:53

ADMINISTRATION OFFICE
PUBLIC WORKS DEPARTMENT
TOWN OF NEEDHAM

PETITION OF COMCAST CABLE INC. FOR COMMUNICATION CABLE INSTALLATION

Town of Needham / Board of Selectman:-

Comcast Corporation hereby respectfully requests your consent to the locations of Distribution cable hereinafter described for the transmission and distribution of communication signals in and under the following public streets, lanes, highways, and places of the **Town of Needham** and of the conduit, equipment, governed manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said distribution cables and accomplish the objective of said company: and the digging up and opening the ground to lay or place same: **20 Chestnut St.**

To install Approximately 81' of 3" PVC within sidewalk/Roadway from Existing Vault as Pictured on Chestnut Street: continuing across Chestnut Street Approximately 81' to corner of private property (20 Chestnut Street) As described in Attached Drawings.

Submitted is a set of plans of said communications infrastructure.

DATE September 17, 2013

BY MANUEL FURTADO

Manuel Furtado

Permit Representative

OK to
Proceed
9/25/13
OK R.P. Nelson
9/27/13 DPW Director

ORDER FOR COMMUNICATIONS PLACEMENT OF CONDUIT

Town of Needham / Board of Selectmen:

IT IS HEREBY ORDERED that the locations of said communications additions of the Comcast Communications structure in and under the public streets, lanes, highways, and places of the **Town of Needham** substantially as described in the petition dated 9/17/13 attached hereto and hereby made a part hereof, and of the conduit, equipment, manholes, and other structure, fixtures, and appurtenances designed or intended to protect or operate said distribution cables and/or accomplish the objectives of the said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and **APPROVED**.

The said Comcast Corporation shall comply with all applicable provisions of law and ordinances of the **Town of Needham** applicable to the enjoyment of said locations and rights.

Dated this _____ day of _____, 20_____.

I hereby certify that the foregoing order was duly adopted by the _____ of the town of Needham, MA on the _____ day of _____ 20_____.

BY _____

TITLE

RETURN ORIGINAL TO THE PERMIT SECTION

COMCAST CORP.

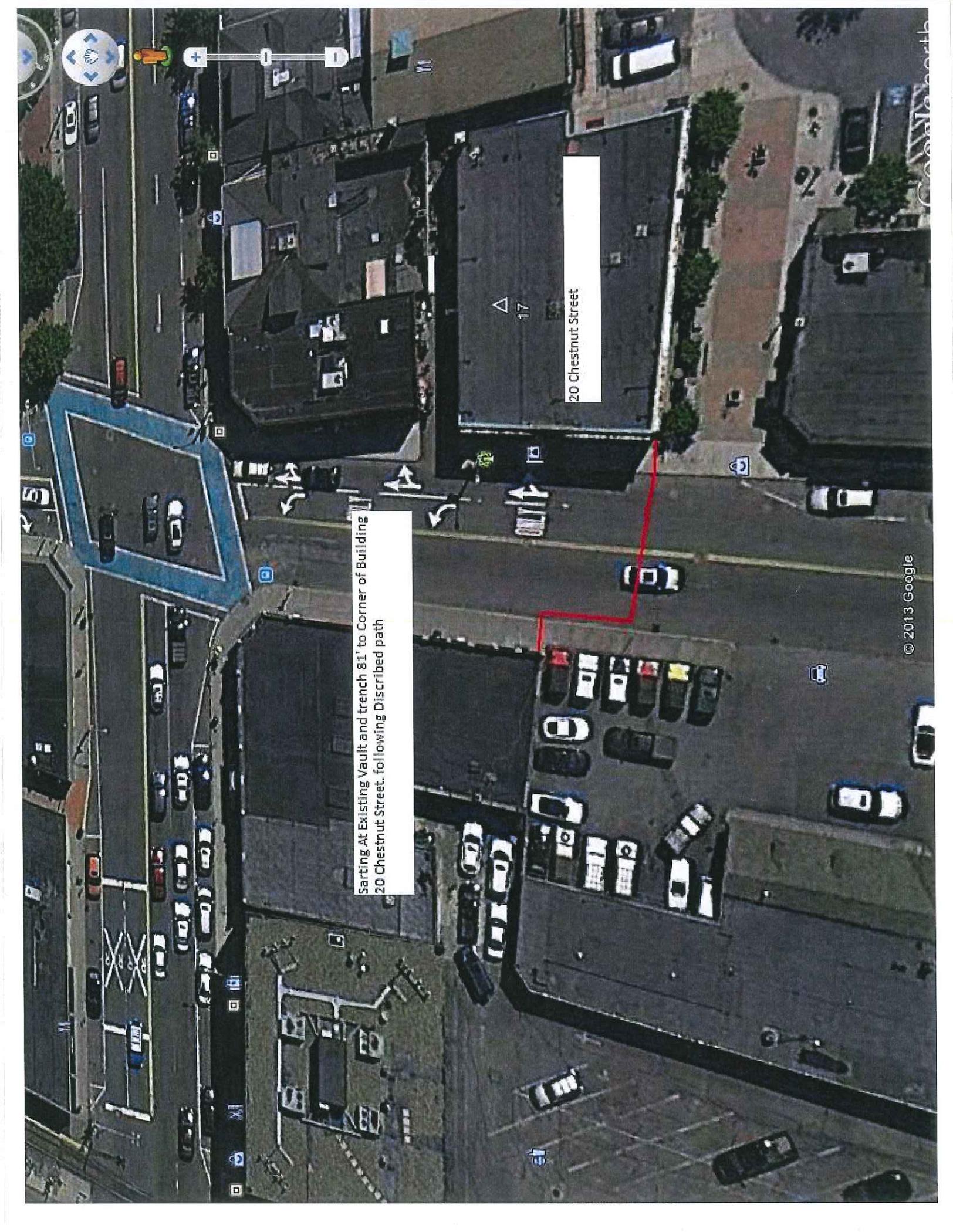
440 Myles Standish Blvd, Taunton, MA. 02780

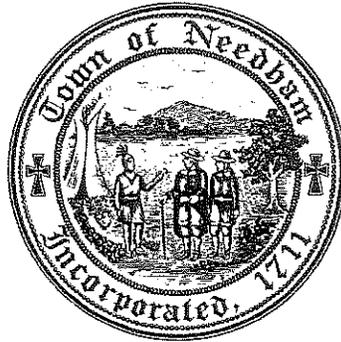
RETAIN DUPLICATE FOR YOUR RECORDS

Starting At Existing Vault and trench 81' to Corner of Building
20 Chestnut Street, following Discribed path

20 Chestnut Street

17





**NOTICE
To the Record**

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on October 8, 2013** upon petition of COMCAST dated **September 17, 2013** to install approximately 81' of 3" PVC within sidewalk/roadway from Existing Vault as pictured on Chestnut Street: continuing across Chestnut Street approximately 81' to the corner of private property (20 Chestnut Street) as described in the attached drawing. A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact COMCAST Project Coordinator, Manuel Furtado at (508) 884-2362.

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

BOARD OF SELECTMEN

Dated: September 30, 2013

20 CHESTNUT 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>
199/047.0-0058-0000.0	0	CHESTNUT ST	TOWN OF NEEDHAM PARKING LOT	1471 HIGHLAND AVE	NEEDHAM	MA	02492
199/047.0-0059-0000.0	30	CHESTNUT ST	GREYMONT, ALFRED TR ALFRED W, GREYMONT REVOCABLE TRUST	PO BOX 149	TUFTONBORO	NH	03816
199/047.0-0065-0000.0	18	CHESTNUT ST	FIRST OF MANY, LLC	P.O. BOX 281	NATICK	MA	01760
199/047.0-0067-0000.0	1004	GREAT PLAIN AVE	KATZ, JEFFREY A. & GARY M., TRUSTEES AJ REALTY TRUST	1004 GREAT PLAIN AVE	NEEDHAM	MA	02492
199/047.0-0068-0000.0	1016	GREAT PLAIN AVE	SULLIVAN, JAMES M, TRUSTEE. 1016 GREAT PLAIN AVE TRUST	PO BOX 850918	BRAINTREE	MA	02185-0918
199/047.0-0069-0000.0	37	CHESTNUT ST	SALAMONE, DOUGLAS G. & DUNN, SELENE, T I SHEPARD LN SALAMONE, DONALD A & DUNN SELENE		MEDFIELD	MA	02052

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

AGENDA FACT SHEET for 10/08/13

Agenda Item: 7:00 pm Public Hearing for the removal of one (1) Public Shade Tree at 72 Laurel Drive

Presenter: Edward Olsen, Tree Warden / Parks & Forestry Superintendent

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED: Anthony Borrelli is requesting permission to have one Public Shade Tree removed. Mr Borrelli, is proposing to construct a driveway as part of a home renovation located at 72 Laurel Drive. The construction of the driveway would impact one 19-inch Sugar maple on the town property at the right side of the driveway. The Tree Warden does not object to the removal of the tree requested, but recommends the tree be removed at Mr. Borrelli’s expense and \$100.00 be paid to the Town of Needham for future tree planting.

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

Under M.G.L. Ch 87, Requires a Vote by the Board of Selectmen

Suggested Motions:

- 1. “That the Board vote to approve and sign the Public Shade Tree Hearing form for the removal of one 19-inch Sugar maple tree in front of 72 Laurel Drive.”
2. “That the Board vote to approve the sum of \$100.00 be paid to the Town of Needham for future tree planting”

3. BACK UP INFORMATION ATTACHED:

- 1. Legal Ad published in Needham Times, issues 9/26/13, 10/03/13
2. List of Notified Abutters
3. Public Shade Tree Hearing Approval Form
4. Request Letter from Mr. Borrelli to E. Olsen dated 9/10/13
5. Approval Letter from Tree Warden E. Olsen to B.O.S. dated 10/03/13

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

- a. Town Manager Yes No NA
b. Town Counsel Yes No NA
c. Finance Director Yes No NA
d. Town Accountant Yes No NA

Staff use: Disposition by BOS:
Action taken: Present on future Agenda:
Refer to/Inform: Report back to BOS by:

Needham Times Paper
Legal Ad
9/26/13

DPW/72 LAUREL DR
LEGAL NOTICE
TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

NOTICE is hereby given that Anthony Borrelli of 72 Laurel Drive has petitioned for the removal of one (1) PUBLIC SHADE TREE at 72 Laurel Drive on the right front of the existing driveway.

SPECIES
Sugar Maple

DIAMETER
19 inches

CONDITION
Good

Permission is respectfully requested to remove one (1) Public Shade Tree.

A PUBLIC HEARING will be held in the Office of the Board of Selectmen, Town Hall, 1471 Highland Ave. Needham, Massachusetts at 7:00 P.M. Tuesday, the 8th day of October, 2013, at which time and place all interested persons may appear and be heard.

Needham Board of Selectmen

AD#13007235
Needham Times 9/26, 10/3/13

Needham Times Paper
Legal Ad
10/3/13

DPW/72 LAUREL DR
LEGAL NOTICE
TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

NOTICE is hereby given that Anthony Borrelli of 72 Laurel Drive has petitioned for the removal of one (1) PUBLIC SHADE TREE at 72 Laurel Drive on the right front of the existing driveway.

SPECIES
Sugar Maple

DIAMETER
19 inches

CONDITION
Good

Permission is respectfully requested to remove one (1) Public Shade Tree.

A PUBLIC HEARING will be held in the Office of the Board of Selectmen, Town Hall, 1471 Highland Ave, Needham, Massachusetts at 7:00 P.M. Tuesday, the 8th day of October, 2013, at which time and place all interested persons may appear and be heard.

Needham Board of Selectmen

AD: 1009/2013
Needham Times 9/26, 10/3/13

72 LAUREL DR

<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>
199/037.0-0032-0000.0	61	LAUREL DR	O'CONNELL, BRIAN A. & O'CONNELL, MICHELE D.	61 LAUREL DR	NEEDHAM	MA	02492
199/037.0-0033-0000.0	69	LAUREL DR	AVILA, JUAN M. + AVILA, THALIA B.	69 LAUREL DR	NEEDHAM	MA	02492
199/037.0-0034-0000.0	75	LAUREL DR	ANDERSON, HOPE S. & POPE, CAROLYN S., TR HOPEA REALTY TRUST	75 LAUREL DR	NEEDHAM	MA	02492
199/037.0-0039-0000.0	76	LAUREL DR	O'REILLY, WILLIAM TREVOR & O'REILLY, BROOKE ALEXANDER	76 LAUREL DR	NEEDHAM	MA	02492
199/037.0-0040-0000.0	72	LAUREL DR	GRAINGER, JEFFREY B. & ERIC P. & GRAINGER, NEIL S.	72 LAUREL DR	NEEDHAM	MA	02492
199/037.0-0041-0000.0	66	LAUREL DR	MEROLA, ALFRED + GIOVANNA M., TRS., MEROLA REALTY TRUST	66 LAUREL DR	NEEDHAM	MA	02492

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





**Town of Needham-DPW
Parks and Forestry Division**

500 Dedham Ave.
Needham, MA 02492
781-455-7550, ext. 316

ABUTTER'S NOTICE

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

NOTICE is hereby given that Anthony Borrelli of 72 Laurel Drive has petitioned for the removal of one (1)

PUBLIC SHADE TREE

as follows: At 72 Laurel Drive on the right front of the property

<u>SPECIES</u>	<u>DIAMETER</u>	<u>CONDITION</u>
<u>Sugar Maple</u>	<u>19 inches</u>	<u>Good</u>

Permission is respectfully requested to remove one (1) Public Shade Tree.

A PUBLIC HEARING will be held in the Office of the Board of Selectmen, Town Hall, Needham, Massachusetts at 7:00 P.M., Tuesday the 08th day of October, 2013, at which time and place all interested persons may appear and be heard.

If you have any questions, please call Edward Olsen at 781-455-7550 ext 316.

From: Anthony Borrelli [ambcorp@hotmail.com]
Sent: Tuesday, September 10, 2013 3:34 PM
To: Edward Olsen
Subject: Tree removal 72 Laurel Drive Needham MA
Mr. Edward J. Olsen
Town of Needham
Superintendent, Parks and Forestry Division

Dear Mr. Olsen, thank you for meeting with me on August 9th, 2013. As you can see from the plans we reviewed together for the new home I will be building at 72 Laurel Drive there is one tree which is in the proposed driveway entrance. This lot has 72 feet of frontage and the proposed home is 48 feet wide. The minimum sideline setback is ten feet, leaving no adjustment to move the home. Therefore I am requesting the tree to be removed.

In advance, thank you for any consideration you may afford me.

You can contact me at ambcorp@hotmail.com, or my phone number 508-561-9558.

Sincerely, Tony Borrelli
6 Stratford Lane
Franklin Massachusetts
02038



Town of Needham-DPW
Parks and Forestry Division

500 Dedham Ave.
Needham, MA 02492
781-455-7550, ext. 316

October 03, 2013

Board of Selectmen
Town Hall
Needham, MA 02492

RE: TREE REMOVAL AT 72 Laurel Dr.

Dear Members of the Board:

Anthony Borrelli of 72 Laurel Drive has petitioned for the removal of one Sugar Maple located on Town Property. Mr. Borrelli is constructing a new driveway as part of a home renovation. The construction of the driveway would impact a Sugar Maple on the Town property. The tree is located within the Town layout on the grass berm between the sidewalk and roadway. Since I found the tree in good condition, not a hazard to the public a Public Shade Tree Hearing is required.

I feel Mr. Borrelli is justified in his request seeking permission to remove this tree. Also, the location of the tree does not fall within the Town's present tree planting guidelines, which recommend a tree be planted at least 10 feet from a driveway.

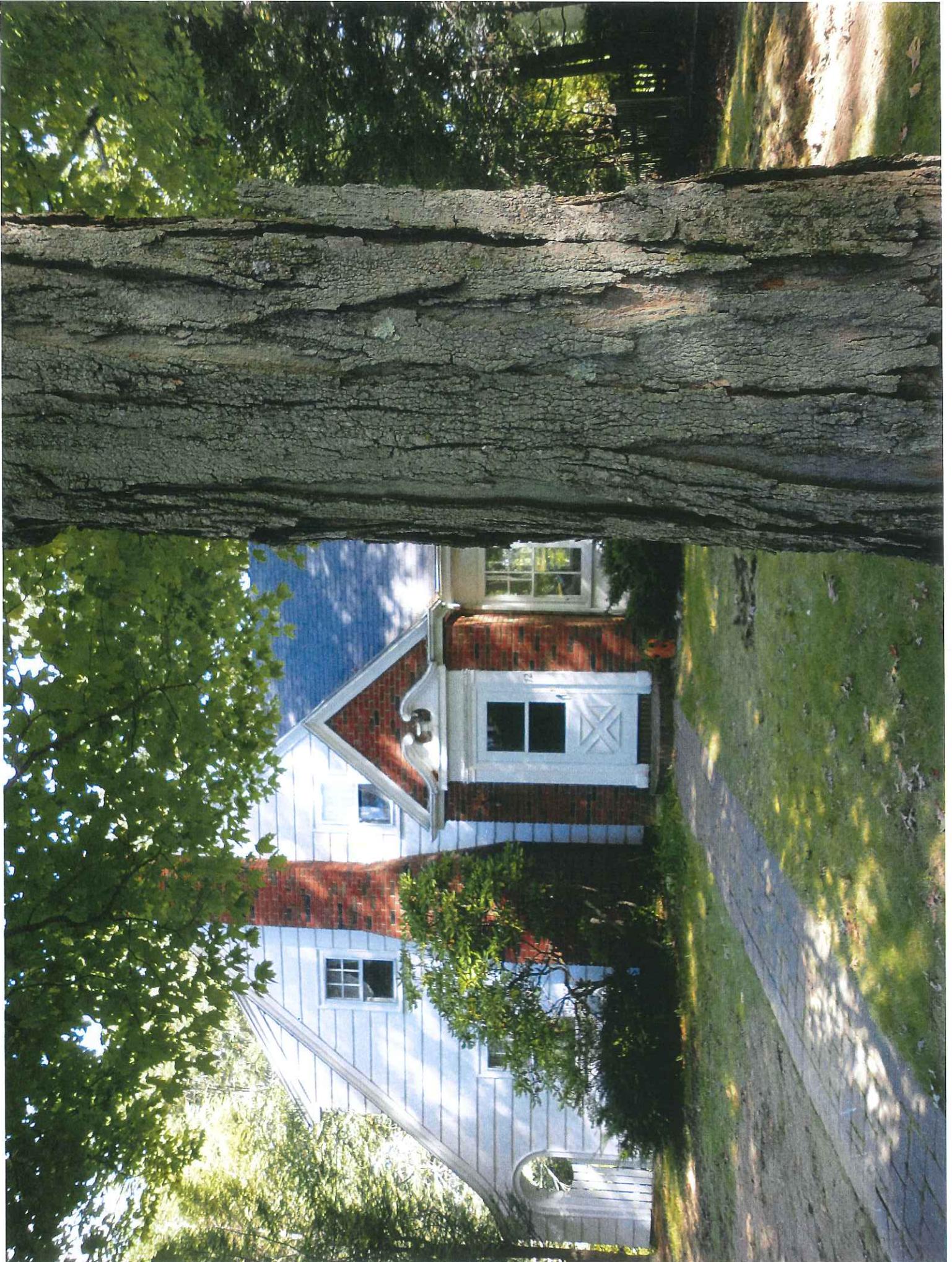
In keeping with previous Town policy on the removal of live trees, and in accordance with Massachusetts General Laws Chapter 87 Section 3, and after public hearing, I recommend granting permission for the removal of the 18 -inch Sugar Maple. I further recommend that this tree is removed at the owner's expense by a contractor approved by the Town Of Needham. In addition I further recommend that there be some sum of money paid to the Town Of Needham for future tree planting. At the most recent tree hearings the amount has been \$100 per tree removal.

There is adequate space for a tree replacement at this location.

Sincerely,

Edward J. Olsen
Tree Warden / Superintendent, Parks and Forestry Division







OCONNELL, BRIAN A. &
OCONNELL, MICHELE D.
61 LAUREL DR
NEEDHAM MA 02492

AVILA, JUAN M. +
AVILA, THALIA B.
69 LAUREL DR
NEEDHAM MA 02492

ANDERSON, HOPE S. & POPE, CAROLYN S., TR
HOPEA REALTY TRUST
75 LAUREL DR
NEEDHAM MA 02492

O'REILLY, WILLIAM TREVOR &
OREILLY, BROOKE ALEXANDER
76 LAUREL DR
NEEDHAM MA 02492

GRAINGER, JEFFREY B. & ERIC P. &
GRAINGER, NEIL S.
72 LAUREL DR
NEEDHAM MA 02492

MEROLA, ALFRED + GIOVANNA M., TRS.,
MEROLA REALTY TRUST
66 LAUREL DR
NEEDHAM MA 02492



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

MEETING DATE: 10/8/2013

Agenda Item	Change of Manager, Not Your Average Joe's Restaurant
Presenter(s)	Michelle O'Brien, Proposed Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>Not Your Average Joe's Restaurant, 109 Chapel Street, has requested a change in manager. Our review indicates that Ms. O'Brien meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p>Suggested Motion: <i>Move that the Board of Selectmen approve and sign an application for a Change in Manager to Michelle O'Brien for Not Your Average Joe's Restaurant, 109 Chapel Street, Needham and to forward this application to the ABCC for approval.</i></p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<ol style="list-style-type: none"> 1. Cover Letter 2. Petition for Change of License 3. Personal Information Form 4. Manager Application 5. Serve Safe Certificate 6. Not Your Average Joe's vote of Board of Directors 7. Copies of checks for payment of associated processing fees 			



151 Campanelli Drive
Middleboro, MA 02346
Direct Dial: (774) 213-2949
Fax: (774) 213-2899
Email: ccarlson@nyajoes.com

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

2013 SEP 24 P 1: 15

Christine Carlson
Licensing Department

September 23, 2013

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

Dear Board Members:

Not Your Average Joe's, Inc. would like to respectfully request a change of manager to the Liquor License for our location at 109 Chapel Street, Needham, MA, to Michele O'Brien, as Louis Capodilupo has left our company.

Enclosed find the following:

- The ABCC required online forms
- Copy of Ms. O'Brien's Birth Certificate as required by the ABCC
- Check in the amount of \$200 payable to the ABCC
- Vote of the Corporate Board appointing new manager
- Copy of Ms. O'Brien's ServSafe Alcohol Certification
- Check in the amount of \$100.00 payable to the Town of Needham for the Change of Manager processing fee

Please contact me with the next available date for an appearance before the Board of Selectmen.

Thank you, in advance, for your assistance and please contact me should you require any additional information.

Sincerely,

Christine Carlson
Licensing Department
Not Your Average Joe's
774-213-2949 p
774-213-2899 f
ccarlson@nyajoes.com



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

PETITION FOR CHANGE OF LICENSE

077000002

ABCC License Number

Needham

City/Town

The licensee **Not Your Average Joe's, Inc.** respectfully petitions the Licensing Authorities to approve the following transactions:

- Change of Manager
- Alteration of Premises
- Pledge of License/Stock
- Cordial & Liqueurs
- Change of Corporate Name/DBA
- Change of Location
- Change of License Type (\$12 ONLY, e.g. "club" to "restaurant")

Change of Manager

Last-Approved Manager:

Requested New Manager:

Pledge of License /Stock

Loan Principal Amount: \$ Interest Rate:

Payment Term: Lender:

Change of Corporate Name/DBA

Last-Approved Corporate Name/DBA:

Requested New Corporate Name/DBA:

Change of License Type

Last-Approved License Type:

Requested New License Type:

Alteration of Premises: (must fill out attached financial information form)

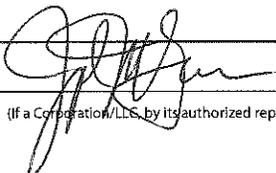
Description of Alteration:

Change of Location: (must fill out attached financial information form)

Last-Approved Location:

Requested New Location:

Signature of Licensee


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

Date Signed



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	Not Your Average Joe's, Inc	B. Business Name (dba)	Not Your Average Joe's	
C. Address	109 Chapel Street	D. ABCC License Number (If existing licensee)	077000002	
E. City/Town	Needham	State	MA	Zip Code 02492
F. Phone Number of Premise		G. EIN of License	04-3461276	

2. PERSONAL INFORMATION:

A. Individual Name	Michele O'Brien	B. Home Phone Number	[REDACTED]	
C. Address	11 Dayton Road			
D. City/Town	Scituate	State	MA	Zip Code 02066
E. Social Security Number	[REDACTED]	F. Date of Birth	[REDACTED]	
G. Place of Employment	Not Your Average Joe's, Inc. 151 Campanelli Drive, Suite C, Middleboro, MA 02346			

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

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 Michele O'Brien Date 8/14/2013

Title General Manager (If Corporation/LLC Representative)



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

MANAGER APPLICATION

All proposed managers are required to complete a Personal Information Form, and attach a copy of the corporate vote authorizing this action and appointing a manager.

1. LICENSEE INFORMATION:

Legal Name of Licensee: Business Name (dba):

Address:

City/Town: State: Zip Code:

ABCC License Number: Phone Number of Premise:
 (If existing licensee)

2. MANAGER INFORMATION:

A. Name: B. Cell Phone Number:

C. List the number of hours per week you will spend on the licensed premises:

3. CITIZENSHIP INFORMATION:

A. Are you a U.S. Citizen: Yes No B. Date of Naturalization: C. Court of Naturalization:

(Submit proof of citizenship and/or naturalization such as U.S. Passport, Voter's Certificate, Birth Certificate or Naturalization Papers)

4. BACKGROUND INFORMATION:

A. Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages? Yes No

If yes, please describe:

B. Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled? Yes No

If yes, please describe:

C. Have you ever been the Manager of Record of a license that was issued by this Commission? Yes No

If yes, please describe:

D. Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):

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

Additional Space

Please note which question you are using this space for.

4D _ Employment for Michele O'Brien

December 2000 - October 2011

Not Your Average Joe's

151 Campanelli Drive

Suite C

Middleboro, MA 02346

774-213-2800

Manager - Various locations

October 2011 - October 2012

Baystate Athletic Club

28 Driftway

Scituate, MA 02066

781-545-2249

December 2012 - Present

Not Your Average Joe's

151 Campanelli Drive

Suite C

Middleboro, MA 02346

774-213-2800

Manager

Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,

Paul Hineman
Executive Vice President, National Restaurant Association

In Alaska you must laminate your card for it to be valid.



ID NO. 429206

CARD NO. 9826273

ServSafe Alcohol[®] ADVANCED CERTIFICATE

MICHELE OBRIEN

Card expires three years from the date of the examination. Local laws apply.

DATE OF EXAMINATION
3/10/2013

Student Name	MICHELE OBRIEN	Perfect Point Score	Your Point Score
Class Number	1229532	Alcohol and the Body	5
Exam Date	3/10/2013	Alcohol Law	12
Expiration Date	3/10/2016	Assessing Intoxication	12
		Checking IDs	12
Overall Point Score	49	Handling Difficult Situations	8
Overall % Score	81		
Passing % Score	80		
Status	PASSED		

NOTE: You can access your score and certification information anytime at ServSafe.com with the class number provided on this form.

Please make a copy of your ServSafe Alcohol Certificate blue card for your records. Replacement copies can be obtained for a fee by completing the Certificate and Score Release Request Form available at ServSafe.com

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at 1-800-551-6233 or 1-800-551-6234

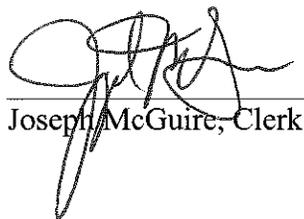


**NOT YOUR AVERAGE JOE'S, INC.
CLERK'S CERTIFICATE**

I, **Joseph McGuire, Clerk of Not Your Average Joe's, Inc.**, a Delaware corporation authorized to do business in the Commonwealth of Massachusetts (the "Corporation") having a usual place of business in Middleboro, Massachusetts, hereby certify that I have custody of its corporate record, and that the following is a true copy of a vote passed by the Board of Directors with a resolution that was adopted as follows:

RESOLVED: That the manager of the Needham, MA restaurant for the purpose of the Company's liquor license is changed from Louis Capodilupo to Michele O'Brien.

IN WITNESS WHEREOF, I hereunto subscribe my name as Clerk this 6th day of September, 2013.



Joseph McGuire, Clerk

184057

184057

Not Your Average Joe's, Inc.

VENDOR ID	NAME	PAYMENT NUMBER	CHECK DATE	AMOUNT PAID	DISCOUNT	WRITE-OFF	NET
NEED 0000000382954	TOWN OF NEEDHAM CHANGE OF MANAGER	0000000069037	8/29/2013	\$100.00	\$0.00	\$0.00	\$100.00
00000069037	184057	8/29/2013	\$100.00	\$0.00	\$0.00	\$100.00	

COMMENT

REMARKS FOR THE PURCHASER: THE ABOVE CHECK IS BEING DEPOSITED TO THE ABOVE ACCOUNT.

NOT YOUR AVERAGE JOE'S INC.
 151 CAMPANELLI DRIVE, SUITE C
 MIDDLEBORO, MA 02346

CITIZENS BANK
 MASSACHUSETTS

184057

5-7017/2110

DATE

8/29/2013

AMOUNT

\$100.00

PAY TO THE ORDER OF

One Hundred Dollars and 00 Cents

TOWN OF NEEDHAM
 1471 HIGHLAND AVENUE

NEEDHAM MA 02492

Carly Kelley
 AUTHORIZED SIGNATURE

SECURITY FEATURES INCLUDED. DETAILS ON BACK.

⑈ 184057 ⑈ ⑆ 21070175⑆ 1304852625⑈

184056

184056

Not Your Average Joe's, Inc.		PAYMENT NUMBER		CHECK DATE	
VENDOR ID		0000000069036		8/29/2013	
ALCOHOLIC BEVERAGES CONTROL CO		AMOUNT		AMOUNT PAID	
YOUR VOUCHER NUMBER	YOUR VOUCHER NUMBER	DATE	AMOUNT	DISCOUNT	WRITE-OFF
0000000382953	CHANGE OF MANAGER	8/28/2013	\$200.00	\$0.00	\$0.00
			\$200.00	\$0.00	\$200.00
00000069036			184056	8/29/2013	\$200.00
COMMENT					

THIS CHECK IS THE PROPERTY OF CITIZENS BANK. IT IS LOAN COLLATERAL. IT IS NOT TO BE REDEEMED OR CASHED AT ANY OTHER BANK.

NOT YOUR AVERAGE JOE'S INC.

151 CAMPANELLI DRIVE, SUITE C
MIDDLEBORO, MA 02346

CITIZENS BANK
MASSACHUSETTS

5-70172110

DATE

8/29/2013

AMOUNT

\$200.00

PAY TO THE ORDER OF
Two Hundred Dollars and 00 Cents

ALCOHOLIC BEVERAGES CONTROL CO

Kathy Kelley
AUTHORIZED SIGNATURE

SECURITY FEATURES INCLUDED. DETAILS ON BACK.

⑈ 184056 ⑈ ⑈ 210701751 ⑈ 1304852625 ⑈



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

MEETING DATE: 10/8/2013

Agenda Item	International City Management Association Voice of the People Award
Presenter(s)	Kate Fitzpatrick, Town Manager Phil Droney, Police Chief Paul Buckley, Fire Chief

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<p>At the International City Management Association (ICMA) Annual Conference in Boston last month, the Town was awarded its third "Voice of the People" award for excellence in police services, fire services, and ambulance or emergency medical services. The award is based on the responses of residents in the bi-annual citizen survey conducted by the Town, and we have been recognized on all three occasions that we have completed the survey process.</p> <p>The award is announced each year to jurisdictions with the highest rated services according to a representative sample of its own residents. Communities receiving the Voice of the People Award for Excellence had a service quality rating that was in the top three among all eligible jurisdictions in 2012. To qualify for this award these communities also had to be in the top ten percent among over 500 jurisdictions in the NRC database of citizen surveys.</p> <p>In the Town's 2012 survey, residents rated police, fire and EMS services as excellent or good 94%, 98% and 98% of the time, respectively. The other jurisdictions that received the Voice of the People Award for Excellence in 2013 include: Ashland, OR, Davidson, NC, Decatur, GA, Dublin, OH, El Cerrito, CA, Highland Park, IL, Hudson, OH, Laguna Beach, CA, Surprise, AZ, Suwanee, GA, and Williamsburg, VA. Because the conference was in Boston, Chief Droney and Chief Buckley were able to accept the award personally.</p> <p>The National Citizen Survey is a tool that enables local governments to gather high-value citizen data to inform budgeting, goal setting, performance measurement, and program planning at a low cost.</p>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a.			

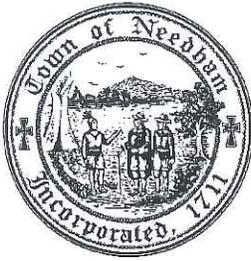


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 10/08/2013

Agenda Item	Needham's Emergency Preparedness Efforts
Presenter(s)	Christopher Coleman, Assistant Town Manager/Director of Operations Dr. Janice Berns, Director of Public Health Paul Buckley, Fire Chief Phil Droney, Chief of Police Richard Merson, Director of Public Works

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>Mr. Coleman, Dr. Berns, Chief Buckley, Chief Droney, and Mr. Merson will update the Board on the Town's emergency preparedness efforts and highlight a public service announcement created to raise awareness of National Emergency Preparedness Month.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>10-3-2013 memorandum from Christopher Coleman, Assistant Town Manager/Director of Operations to Kate Fitzpatrick, Town Manager.</p>			



TOWN OF NEEDHAM
NORFOLK COUNTY MASSACHUSETTS

NEEDHAM TOWN HALL
1471 Highland Avenue
Needham, MA 02492
TEL: 781-455-7500
FAX: 781-449-4569
TDD: 781-455-7558

Christopher T. Coleman
Assistant Town Manager/
Director of Operations

E-mail: ccoleman@needhamma.gov
Web Site: www.needhamma.gov

To: Kate Fitzpatrick, Town Manager

From: Christopher Coleman, Assistant Town Manager/Director of Operations

Date: October 3, 2013

RE: Update on Needham's Emergency Preparedness Efforts

The month of September was designated by the Federal Government as National Emergency Preparedness Month. We thought it would be a good opportunity to update you and the Board of Selectmen on the emergency preparedness efforts and plans that are currently in place. In addition, we would like to show a short public service announcement from Dr. Janice Berns and Fire Chief Paul Buckley who are the co-chairs of the Needham's Local Emergency Planning Committee.

Like other communities, Needham has been faced with its share of emergencies (e.g. Tropical Storm Irene, snow and other weather-related emergencies, gas line eruptions, bank robberies). In these cases and many others, the Town has been quick to restore the community to normal conditions as soon as humanly possible.

Through the efforts of many staff and citizen volunteers, the Town of Needham has been aggressively training, preparing and communicating in different ways to improve our emergency response. We are fortunate in Needham to have volunteers from the community, such as hospital employees, medical professionals, the business community, the Needham Channel, parents and residents, who play a role in our emergency preparedness planning and action.

At the Board of Selectmen's Tuesday, October 8, 2013 meeting I will be joined by Dr. Janice Berns, Director of Public Health, Fire Chief Paul Buckley, Chief of Police Phil Droney and Richard Merson the Director of Public Works who will briefly update the Board on on-going emergency preparation efforts.



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

MEETING DATE: 10/8/2013

Agenda Item	Sign Notice of Traffic Regulation – Dawson Drive
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<p>The Traffic Management Advisory Committee (TMAC) received a petition from the residents of Broad Meadow Road and Dawson Drive asking that a 2 hour parking zone be established to prevent all-day parking on both sides of Dawson Drive from Broad Meadow Road to Dunbarton Road. The TMAC recommended that a 2 hour parking zone be established on both sides of Dawson Drive near Broad Meadow Road.</p>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	<u>X</u> YES	_ NO
	<p><i>Suggested Motion:</i></p> <p><i>“That the Board vote to approve and sign the Notice of Traffic Regulation Permit #P13-10-08 for Dawson Drive, Time Limited in Designated Places, Both sides from Broad Meadow Road to Dunbarton Road –2 Hour Parking 9:00 A.M. to 3:00 P.M. Monday through Friday”</i></p>		
3.	BACK UP INFORMATION ATTACHED	<u>X</u> YES	_ NO
	<p>(Describe backup below)</p> <p>1. Copy of Traffic Regulation P13-10-08</p>		

TOWN OF NEEDHAM
BOARD OF SELECTMEN

NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Board of Selectmen of the Town of Needham, it is hereby

VOTED: That the Town of Needham Traffic Rules and Regulations adopted by the Board of Selectmen February 14, 1989 and subsequent amendments thereto be and are hereby further amended as follows:

By adding to Schedule I – PARKING of Article V, Section 5-6, the following:

TIME LIMITED IN DESIGNATED PLACES

DAWSON DRIVE – Both sides from Broad Meadow Road to Dunbarton Road, TIME- 2 Hours, 9 AM to 3 PM, Monday - Friday, Permit P13-10-08.

BOARD OF SELECTMEN

Permit No. P13-10-08

Date of Passage _____

Attest of Town Clerk _____

DVD



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

MEETING DATE: 10/8/2013

Agenda Item	Community Preservation Committee - Proposals Under Review
Presenter(s)	Janet Bernardo, CPC Chair Lita Young, CPC Vice Chair Patty Carey, Director of Park and Recreation

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Ms. Bernardo, Ms. Young and Ms. Carey will provide an update on the two projects currently under review by the Community Preservation Committee for the November 4, 2013 Special Town Meeting. They will answer any questions and consult with the Board on each of the projects.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Update only.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Community Preservation Projects Under Review			

CPC USE ONLY:
Application # **FY2014 - 2**
Qualifies: _____
Does not qualify: _____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
c/o Park & Recreation Department
Public Services Administration Building
500 Dedham Avenue, Needham, MA 02492
www.needhamma.gov/CPC

1. **Applicant:** Board of Selectmen/Town Manager **Submission Date:** 9/3/13

2. **Applicant's Address, Phone Number and Email:** 3. **Purpose:**
(Please select all that apply)

1471 Highland Ave Avenue
Needham, MA 02492

Contact Name: Kate Fitzpatrick

- Open Space**
 Community Housing
 Historic Preservation
 Recreation

4. **Project Name:** Rail Trail Insurance

5. **Project Location/Address/Ownership (Control):**

The leased railroad right-of-way between Chestnut Street/Needham Junction and the Needham/Dover line (Charles River).

6. **Amount Requested:** **\$ 45,000**

The Town is eligible to apply for a grant through the Commonwealth that would reimburse the CPC for 50% of the final cost.

7. **Estimated Total Project Cost (If Different):** \$

8. **Critical Dates: (If Applicable) November, 2013**

The Town will seek authorization to lease the right of way at the November Special Town Meeting.

CPC USE ONLY: Application # FY2014 – 2 Qualifies: _____ Does not qualify: _____

Project Name: Rail Trail Insurance

9. Project Summary: In 100 words or less provide a brief summary of the project:

The Town Manager is negotiating a 99 year lease agreement with the MBTA for use of an unused rail right-of-way to be used as a shared use recreation trail from Needham Junction to the Needham/Dover Town line. The Town has coordinated the study of this project with the non-profit Bay Colony Rail Trail Association (BCRTA). As part of the lease agreement, the MBTA requires the Town to purchase a one-time environmental insurance policy that covers a 5 year period. The Commonwealth of Massachusetts has a grant program that would reimburse the Town for 50% of the purchase price, all of which would be returned to the CPA Fund, along with any unspent funds.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

The rail trail will create a wide, level-surfaced path for use by residents of all ages. Subject to negotiations with the MBTA, the trail will start at Chestnut Street or at Rock Street. The trail will connect residents to trail systems at the Town Forest, Farley Pond property, MA Division of Conservation and Recreation's Red Wing Bay, and Trustees of Reservation's Charles River Peninsula. BCRTA is in the early stages of raising funds for the creation of the trail. BCRTA has indicated that a full campaign will be most successful once the Town holds the lease.

Note: This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
 c/o Park & Recreation Department
 1471 Highland Avenue, Town Hall
 Needham, MA 02492
www.needhamma.gov/CPC

1. Applicant: Town of Needham Conservation Commission **Submission Date:** July 31, 2013

2. Applicant's Address, Phone Number and Email: **3. Purpose:**
(Please select all that apply)

_____ PSAB 500 Dedham Avenue Needham, MA
 _____ Phone: 781.455.7550 x248
 _____ Email: pbarry@needhamma.gov
Contact Name: Patricia Barry

- Open Space
- Community Housing
- Historic Preservation
- Recreation**

4. Project Name: Ridge Hill Reservation Swamp Trail Boardwalk Replacement & Charles River Trail Bridge Replacement Project

5. Project Location/Address/Ownership (Control):

Ridge Hill Reservation
 463 Charles River Street
 Assessors Map 306 Parcel 1

6. Amount Requested: **\$183,219**

7. Estimated Total Project Cost (If Different): **\$298,719**

(\$100,000 from the Conservation Commission Conservation Trust Fund will be used towards the construction costs & \$15,500 of previously approved CPA funding)

Please note that the design, permitting and construction of this project were already approved by the CPC in the amount of \$58,000. \$38,000 has been expended on design and permitting including soil borings. Design changed to extend boardwalk for full length of the trail, and a different design of the structure was selected to minimize damage to the wetland in accordance with both state and local regulations. It is anticipated that an additional \$4,500 may be required for construction oversight and Architectural Access Board variance leaving \$15,500 of the originally approved \$58,000 towards construction costs. The Conservation Commission is now requesting the remaining funding for the full trail construction.

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

- continued -

8. **Critical Dates:** *(If Applicable)* The Conservation Commission anticipates a January 2014 commencement of the construction procurement process, selection of a construction contractor in the Spring 2014 and construction in Summer 2014. It is crucial to start construction at the end of the summer when the water table is the lowest for the most practicable, least intrusive and cost effective installation of the Swamp Trail Boardwalk and Charles River Trail Bridge.

Project Name: Ridge Hill Reservation Swamp Trail Boardwalk Replacement & Charles River Trail Bridge Replacement Project

9. **Project Summary: In 100 words or less provide a brief summary of the project:**

The Swamp Trail is a critical link in the Ridge Hill Reservation trail network that extends across a forested wetland, and is the only connection between the east and west trails. In order to cross the wettest part of the swamp, the Swamp Trail is elevated on a boardwalk. The Charles River Trail extends from Charles River Street to the Charles River, and crosses a brook that contains a small bridge. These structures were constructed more than 20 years ago, and have failed due to decay, and need to be replaced in order to maintain public access. In accordance with the Trails Master Plan the proposed project would reconstruct the boardwalk and bridge to maintain these trail connections and the public's enjoyment of the Reservation.

10. **Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.**

The Ridge Hill Reservation Trail system contains 350 acres of open field, pine & mixed hardwood forest, swampland and two eskers (long, narrow ridges formed by glacial rivers) that provide a place for people to enjoy Needham's natural resources by walking, running, hiking, nature study, horseback riding, cross country skiing and snowshoeing allowing year round access to activities that promote public health. Specifically, the Swamp Trail and the Charles River Trail are as much a resource for traveling as they are a destination for exercise, having fun, exploring nature, and observing the natural environment and their reconstruction is critical to maintaining the existing trail network at Ridge Hill Reservation.

Note: *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

REPORT

for

TOWN OF NEEDHAM
RIDGE HILL RESERVATION
SWAMP TRAIL BOARDWALK
CHARLES RIVER BRIDGE

Prepared For:
Town of Needham, Massachusetts



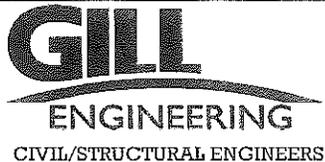
Construction Cost Estimate

July, 2013

Prepared by:

GILL
ENGINEERING

200 Highland Avenue
Needham, MA 02494



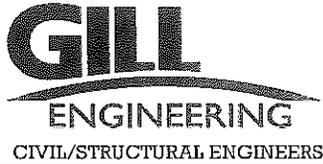
CLIENT	TOWN OF NEEDHAM, MA	PAGE	1 of 5
PROJECT	RIDGE HILL BOARDWALK	CALC BY	SEK
BRIDGE #	SWAMP TRAIL, CHARLES RIVER	CHECK BY	PDM
SUBJECT	COST ESTIMATE	DATE	7/29/2013

**TOWN OF NEEDHAM
SWAMP TRAIL BOARDWALK AND CHARLES RIVER BRIDGE
CONSTRUCTION COST ESTIMATE - SUMMARY**

ITEMS	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
191. DRIVE SAMPLE BORINGS	100	LF	\$ 50	\$ 5,000
193. MOBILIZATION AND DISMANTLING OF BORING EQUIPMENT	1	LS	\$ 5,000	\$ 5,000
697. SEDIMENTATION FENCE	1971.32	LF	\$ 3	\$ 5,914
767.8 STRAW BALES FOR EROSION CONTROL	492.83	EA	\$ 13	\$ 6,407
748.01 MOBILIZATION	1	LS	\$ 12,000	\$ 12,000
748.02 MATERIAL TRANSPORT & STAGING	1	LS	\$ 9,000	\$ 9,000
949.01 HELICAL PILE FOUNDATIONS	1740	FT	\$ 55	\$ 95,700
949.02 SHALLOW PILE FOUNDATIONS	22	EA	\$ 575	\$ 12,650
955.011 TIMBER BOARDWALK WITH CURB - 3 FT WIDE	2400	SF	\$ 34.00	\$ 81,600
955.012 TIMBER BOARDWALK WITH CURB - 4 FT WIDE	670	SF	\$ 32.00	\$ 21,440
955.013 TIMBER BOARDWALK WITH CURB - 5 FT WIDE	90	SF	\$ 56.00	\$ 5,040
				\$ 259,751
		CONTINGENCY @	15%	\$ 38,963
		TOTAL PROJECT COST		\$ 298,713

NOTES:

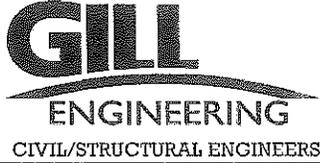
1. COSTS FOR SELECTIVE CLEARING AND TREE TRIMMING HAS NOT BEEN INCLUDED. IT IS UNDERSTOOD THAT THIS WORK WILL BE PERFORMED BY THE TOWN OF NEEDHAM.
2. IT HAS BEEN ASSUMED THAT WETLANDS RESTORATION WILL NOT BE NECESSARY, AND NO COSTS HAVE BEEN INCLUDED IN THIS ESTIMATE.
3. IT IS ASSUMED THAT NO EQUIPMENT WILL BE USED WITHIN THE WETLANDS. ALL CONSTRUCTION MATERIALS WILL BE DELIVERED TO ONE END OR THE OTHER VIA ATV, THEN CARRIED MANUALLY ON FOOT INTO THE WETLAND. ALL CONSTRUCTION WILL BE PERFORMED USING HANDHELD TOOLS AND EQUIPMENT.



CLIENT	TOWN OF NEEDHAM, MA	PAGE	2 of 5
PROJECT	RIDGE HILL BOARDWALK	CALC BY	SEK
BRIDGE #	SWAMP TRAIL, CHARLES RIVER	CHECK BY	PDM
SUBJECT	COST ESTIMATE	DATE	7/29/2013

TOWN OF NEEDHAM
 SWAMP TRAIL BOARDWALK AND CHARLES RIVER BRIDGE
 CONSTRUCTION COST ESTIMATE - QUANTITY ESTIMATE

955.01 TIMBER BRDWLK WITH CURB - 3 FT WIDE				949.02 SHLLW	949.01 HELICAL ANCHOR FOUNDATIONS				
SPAN	WIDTH	LENGTH	AREA	NO. OF FNDS	NO. OF VERT PILES	LG/VERT PILE (FT)	TOTAL VERT PILE LG (FT)	NO. OF INCL PILES	LG OF INCL PILES (FT)
11	3	13.6	41		2	15	30		
12	3	18	54		2	10	20	1	12
13	3	18	54		2	15	30		
14	3	15.2	46		2	15	30	1	17
15	3	17.83	53		2	15	30	1	17
16	3	18	54		2	15	30		
17	3	14.25	43		2	15	30	1	17
18	3	18	54		2	15	30		
19	3	11.65	35		2	10	20		
20	3	18	54		2	10	20	1	12
21	3	18	54		2	10	20		
22	3	17.4	52		2	13	26	1	15
23	3	14.85	45		2	15	30	1	17
24	3	14.85	45		2	12	24	1	14
25	3	10.27	31		2	9	18		
26	3	10.66	32		2	9	18		
27	3	18	54		2	10	20		
28	3	13.58	41		2	10	20		
29	3	13.58	41		2	10	20		
30	3	13.08	39		2	10	20	1	12
31	3	15.77	47		2	11	22		
32	3	15.67	47		2	11	22		
33	3	15.53	47		2	11	22	1	13
34	3	14.96	45		2	12	24		
35	3	14.96	45		2	11	22	1	13
36	3	15.29	46		2	10	20	1	12
37	3	15.29	46		2	9	18		
38	3	15.29	46		2	9	18	1	10
39	3	17.96	54		2	8	16		
40	3	17.53	53		2	9	18	1	10
41	3	13.87	42		2	10	20		
42	3	13.87	42		2	11	22	1	13
43	3	15.12	45		2	12	24		
44	3	15.12	45		2	13	26	1	15
45	3	18	54		2	14	28		
46	3	6.39	19		2	15	30		
47	3	18	54		2	15	30	2	17
48	3	17.39	52		2	15	30		
49	3	17.21	52		2	15	30	1	17
50	3	10.31	31		2	15	30		
51	3	10.31	31		2	15	30		
52	3	17.95	54		2	15	30	1	17



CLIENT	TOWN OF NEEDHAM, MA	PAGE	3 of 5
PROJECT	RIDGE HILL BOARDWALK	CALC BY	SEK
BRIDGE #	SWAMP TRAIL, CHARLES RIVER	CHECK BY	PDM
SUBJECT	COST ESTIMATE	DATE	7/29/2013

TOWN OF NEEDHAM
 SWAMP TRAIL BOARDWALK AND CHARLES RIVER BRIDGE
 CONSTRUCTION COST ESTIMATE - QUANTITY ESTIMATE

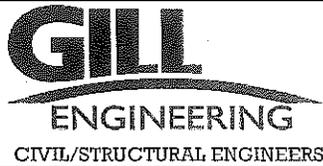
53	3	18	54		2	14	28	1	16
54	3	18	54		2	14	28	1	16
55	3	18	54		2	13	26		
56	3	13.99	42		2	12	24		
57	3	13.99	42		2	11	22	1	13
58	3	18	54		2	10	20	2	12
59	3	9.92	30		2	10	20		
60	3	9.92	30		2	10	20	1	12
61	3	16.28	49		2	10	20		
62	3	12.49	37		2	10	20	1	12
63	3	12.98	39		4	10	40		
TOTAL 955.01			2400				1286		350

955.02 TIMBER BRDWLK WITH CURB - 4 FT WIDE				949.02 SHLLW	949.01 HELICAL ANCHOR FOUNDATIONS				
SPAN	WIDTH	LENGTH	AREA	NO. OF FNDS	NO. OF VERT PILES	LG/VERT PILE (FT)	TOTAL VERT PILE LG (FT)	NO. OF INCL PILES	LG OF INCL PILES (FT)
1	4	18	72	2					
2	4	18	72	2					
3	4	18	72	2					
4	4	18	72	2					
5	4	18	72	4					
6	4	17	68	2					
7	4	17	68	2				1	12
8	4	13.5	54		2	11	22		
9	4	13	52		2	13	26		
10	4	17	68		2	15	30	1	12
TOTAL ITEM 955.02			670	18			78		24

955.03 TIMBER BRDWLK WITH CURB - 5 FT WIDE				949.02 SHLLW	949.01 HELICAL ANCHOR FOUNDATIONS				
SPAN	WIDTH	LENGTH	AREA	NO. OF FNDS	NO. OF VERT PILES	LG/VERT PILE (FT)	TOTAL VERT PILE LG (FT)	NO. OF INCL PILES	LG OF INCL PILES (FT)
CH RIV	5	18	90	4					
TOTAL ITEM 955.03			90	4					

102. SELECTIVE CLEARING AND THINNING					
	WIDTH	LENGTH	AREA SF	AREA ACRES	
3 FEET WIDTH	7	800.16	5601.12	0.1286	
4 FEET WIDTH	8	167.5	1340	0.0308	
5 FEET WIDTH	9	18	162	0.0037	
TOTAL ITEM 101			985.66	1502	0.0345

NOTE: SELECTIVE CLEARING AND TREE TRIMMING - NOT INCLUDED, TO BE PERFORMED BY TOWN OF NEEDHAM



CLIENT	TOWN OF NEEDHAM, MA	PAGE	4 of 5
PROJECT	RIDGE HILL BOARDWALK	CALC BY	SEK
BRIDGE #	SWAMP TRAIL, CHARLES RIVER	CHECK BY	PDM
SUBJECT	COST ESTIMATE	DATE	7/29/2013

TOWN OF NEEDHAM
 SWAMP TRAIL BOARDWALK AND CHARLES RIVER BRIDGE
 CONSTRUCTION COST ESTIMATE - UNIT PRICE JUSTIFICATION

FROM WEIGHTED AVERAGE UNIT PRICES

102.	SELECTIVE CLEARING AND THINNING	\$ 9,000	ACRE
191.	DRIVE SAMPLE BORINGS	\$ 50	FT
193.	MOBILIZATION AND DISMANTLING OF BOR	\$ 5,000	LS
697.	SEDIMENTATION FENCE	\$ 3	FT
767.8	STRAW BALES FOR EROSION CONTROL	\$ 13	EA

748.01 MOBILIZATION

TOTAL PROJECT COST APPROX	\$ 400,000
MOBILIZATION AT	3%
TOTAL LS	\$ 12,000

748.02 MATERIAL TRANSPORT & STAGING

NO. OF SPANS	64	SPANS
PRODUCTION RATE	4	SPANS / WK
PROJECT DURATION	16	WEEKS

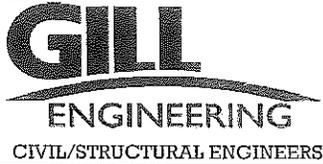
	\$/WEEK	COST
BOBCAT RENTAL	\$300	\$4,800
1 LABORER	\$240	\$3,840
TOTAL LS		\$8,640
USE		\$9,000

949.01 HELICAL PILE FOUNDATIONS

ALEWIFE BROOK GREENWAY BOARDWALK BIDS				UNIT PRICE			TOTAL PRICE			
		QTY	UNIT	OFFICE	LOW BID	AVG 2 - 5	OFFICE	LOW BID	AVG 2 - 5	
656.03	SQ SHAFT	6,069	FT	24.00	20.00	17.00	145,656	121,380	103,173	
656.04	PIPE RISER	1,190	FT	41.00	21.00	17.25	48,790	24,990	20,528	
656.05	SQ SHAFT	2,408	FT	31.00	29.00	23.50	74,648	69,832	56,588	
656.06	SQ SHAFT	5,622	FT	38.00	34.00	32.88	213,636	191,148	184,851	
656.07	SQ SHAFT	970	FT	53.00	31.00	25.00	51,410	30,070	24,250	
656.08	SQ SHAFT	1	FT	58.00	120.00	31.50	58	120	32	
656.09	BRACKET	50	EA	64.00	54.00	65.25	3,200	2,700	3,263	
656.10	BRACKET	352	EA	52.00	49.00	65.25	18,304	17,248	22,968	
656.11	ANGLE BRACK	282	EA	70.00	72.00	65.25	19,740	20,304	18,401	
656.12	ANGLE BRACK	47	EA	115.00	72.00	65.25	5,405	3,384	3,067	
656.13	MOB	1	LS	27,000.00	14,000.00	7,600.00	27,000	14,000	7,600	
656.14	PILE LD TEST	5	EA	10,000.00	4,500.00	3,362.50	50,000	22,500	16,813	
TOTAL LG		16,260	FT				657,847	517,676	461,532	
							PRICE / FOOT \$	40.46	\$ 31.84	\$ 28.38
								SAY	\$ 32.00	
							PREMIUM FOR DIFFICULT SITE		50%	
							PREMIUM FOR SMALLER QUANTITY		10%	
									\$ 52.80	
							USE		\$ 55.00	

949.02 SHALLOW PILE FOUNDATIONS

FOUNDATION MATERIALS (EA)	\$ 450
2-man crew per day	\$ 1,000
Assumed production per day	8
TOTAL COST PER EACH	\$575.00



CLIENT	TOWN OF NEEDHAM, MA	PAGE	5 of 5
PROJECT	RIDGE HILL BOARDWALK	CALC BY	SEK
BRIDGE #	SWAMP TRAIL, CHARLES RIVER	CHECK BY	PDM
SUBJECT	COST ESTIMATE	DATE	7/29/2013

TOWN OF NEEDHAM
 SWAMP TRAIL BOARDWALK AND CHARLES RIVER BRIDGE
 CONSTRUCTION COST ESTIMATE - UNIT PRICE JUSTIFICATION

955.011 TIMBER BOARDWALK WITH CURB - 3 FT WIDE

	NO.	WIDTH	THICKNESS	LENGTH	VOLUME SF	VOLUME BF
JOISTS	6	2	12	216	31104	216.00
BEAM	2	2	12	5	240	1.67
CURB	2	4	4	216	6912	48.00
DECKING	9	2	6	48	5184	36.00

TOTAL BF 301.67
 COST/FMB \$ 8.00
 JOIST HANGERS \$ 30.00
 TOTAL COST PER 18' SPAN \$ 2,443.33
 AREA PER 18' SPAN 72.00
 COST/SF \$ 34.00

955.012 TIMBER BOARDWALK WITH CURB - 4 FT WIDE

	NO.	WIDTH	THICKNESS	LENGTH	VOLUME SF	VOLUME BF
JOISTS	7	2	12	216	36288	252.00
BEAM	2	2	12	5	240	1.67
CURB	2	4	4	216	6912	48.00
DECKING	9	2	6	60	6480	45.00

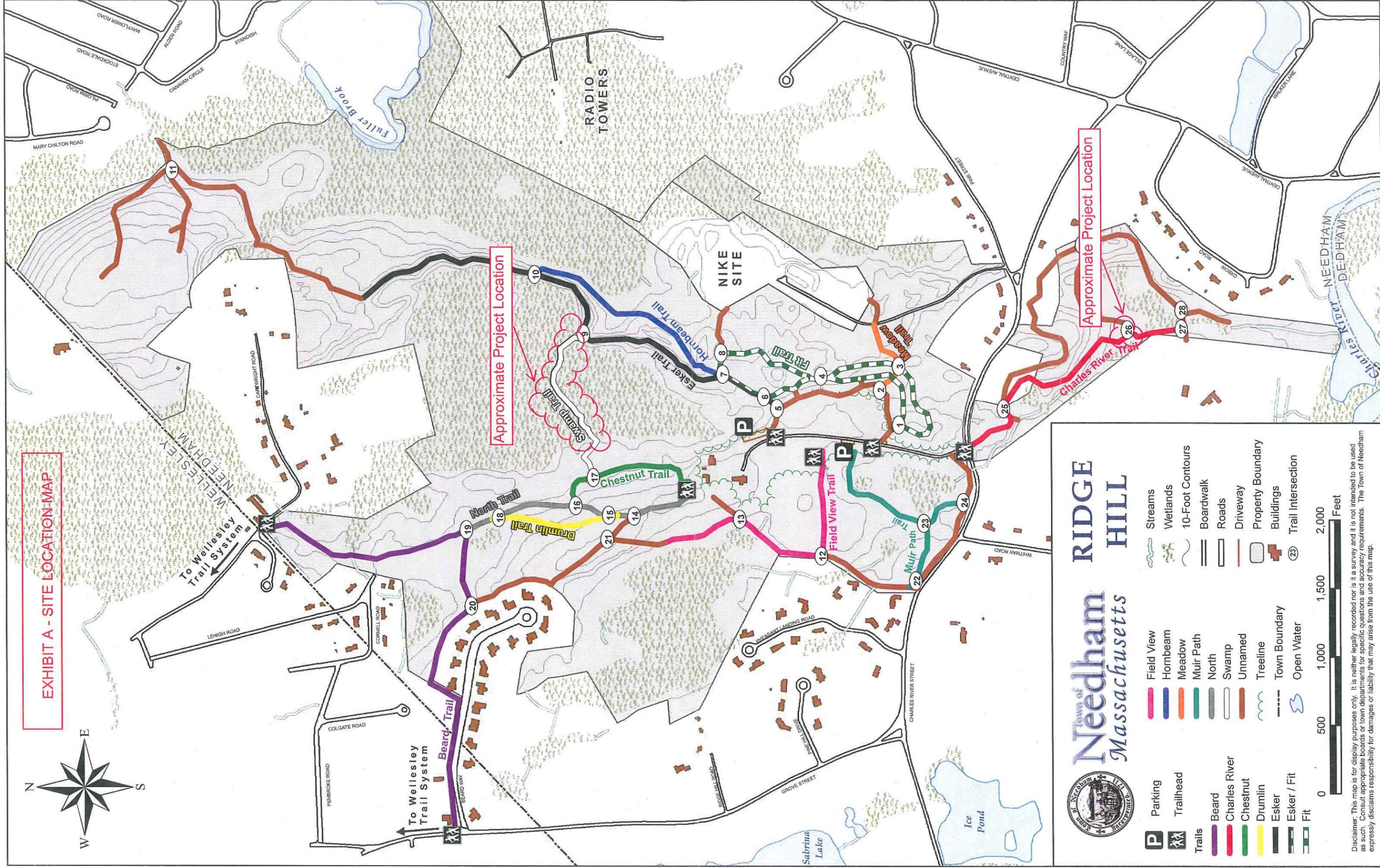
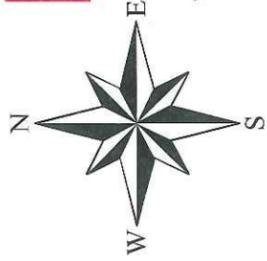
TOTAL BF 346.67
 COST/FMB \$ 8.00
 JOIST HANGERS \$ 30.00
 TOTAL COST PER 18' SPAN \$ 2,803.33
 AREA PER 18' SPAN 90.00
 COST/SF \$ 32.00

955.013 TIMBER BOARDWALK WITH CURB - 5 FT WIDE

	NO.	W	T	LENGTH	VOLUME	FMB
JOISTS	7	2	12	216	36288	252.0
BEAM	2	2	12	5	240	1.7
CURB	2	4	4	216	6912	48.0
DECKING	9	2	6	60	6480	45.0
TOP RAIL	2	2	6	216	5184	36.0
RAIL	8	2	4	216	13824	96.0
RAIL POST	6	6	6	60	12960	90.0

568.7
 COST/FMB \$ 8.00
 JOIST HANGERS \$ 30.00
 RAIL ATTACHMENTS \$ 450.00
 TOTAL COST PER 18' SPAN \$ 5,029.33
 AREA PER 18' SPAN 90.00
 COST/SF \$ 56.00

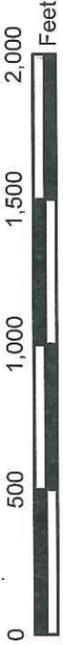
EXHIBIT A - SITE LOCATION MAP



**Town of Needham
Massachusetts**

**RIDGE
HILL**

- | | | |
|---------------------|------------------|--------------------|
| P Parking | Field View Trail | Streams |
| XX Trailhead | Hornbeam Trail | Wetlands |
| Trails | Meadow Trail | 10-Foot Contours |
| Beard Trail | Muir Path | Boardwalk |
| Charles River | North | Roads |
| Chestnut | Swamp | Driveway |
| Drumlin | Unnamed | Property Boundary |
| Esker | Treeline | Buildings |
| Esker / Fit | Town Boundary | Trail Intersection |
| Fit | Open Water | |



Disclaimer: This map is for display purposes only. It is neither legally recorded nor is it a survey and it is not intended to be used as such. Consult appropriate boards or town departments for specific questions and accuracy requirements. The Town of Needham expressly disclaims responsibility for damages or liability that may arise from the use of this map.



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

MEETING DATE: 10/8/2013

Agenda Item	Regulation of Mobile Food Trucks
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Board held a hearing on the proposed regulation of food trucks in the Town of Needham on September 10, 2013. The Town Manager will recommend that the Board vote to adopt the policy "Regulation of Food Trucks" with an effective date of January 1, 2014. Applications for food truck permits would be accepted as of December 1, 2013 for calendar year 2014.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	<i>Suggested Motion:</i> That the Board vote to adopt and authorize the chair to sign the Regulation of Food Trucks Policy dated October 8, 2013.		
3.	BACK UP INFORMATION ATTACHED	YES	NO
	a. Policy: Regulation of Food Trucks dated 10.8.2013		

Board of Selectmen

Policy Number:	BOS-LIC-013
Policy:	Regulation of Food Trucks
Date Approved:	October 8, 2013
Date Revised:	
Approved:	_____ Chairman, Board of Selectman

Section 1: Definitions

Food Truck - A readily movable trailer or motorized wheeled vehicle, currently registered with the Massachusetts Division of Motor Vehicles, designed and equipped to cook, prepare, and serve food.

Section 2: Authorized Locations and Restrictions for Food Truck Sales in or on Designated Public Right of Way Areas

- 2.1 Food trucks may be located in public right of way areas which are underserved by “brick and mortar” restaurant facilities (hereafter “traditional restaurant facilities”) during the period April 1 to November 30 on Mondays through Fridays from 7:00 a.m. to 8:00 p.m. A food truck may not be located in or on any portion of a designated public right of way when and where such location would prevent the safe use of the public right of way by motor vehicles, pedestrians, and/or customers. The vending location shall not otherwise interfere with the movement of motor vehicles in the area.
- 2.2 Commercial areas listed in Appendix 1 are those identified as presently underserved by traditional restaurant facilities. The Board of Selectmen, in consultation with the Planning Board, shall have authority under this Policy to review and modify the areas deemed underserved by traditional restaurant facilities. The current locations identified for use by food trucks within the public right of way are listed in Appendix 2. The Board of Selectman may authorize additional locations within the underserved areas. The Board of Selectmen reserves the right to modify any of the areas listed in Appendix 1 or locations listed in Appendix 2 as needed.
- 2.3 Food trucks shall comply with applicable provisions of the Town of Needham General By-laws with respect to locations near schools and recreation facilities.
- 2.4 Food trucks must be positioned at least 200 feet from the customer entrance of a traditional restaurant, unless the food truck vendor provides documentation that the restaurant owner supports a closer proximity.

- 2.5 Food trucks shall be positioned on designated right of way areas and shall not block drive entrances, exits, access to loading and/or service areas, or emergency access and fire lanes. Food trucks must also be positioned at least 20 feet away from fire hydrants, any fire department connection, driveway entrances, alleys, and handicapped parking spaces.
- 2.6 Each year, the Board of Selectmen shall establish an open period from December 1 to January 30 of the following year for applications to operate a food truck in public right of way areas. Should the number of applicants exceed available locations within the public right of way, then the Town Manager will create an equitable distribution of available locations among qualified applicants. If locations are available after the close of the open period and after issuance to those applicants who applied during the open period, then applicants may apply after the open period but any permits issued will be on a first come first served basis.
- 2.7 Food Truck vendors shall comply with all local, county and state tax regulations, including but not limited to retail sales applicable to food and beverages.

Section 3: Public Safety and Nuisance Prevention

- 3.1 Food truck vendors must obtain requisite licenses or permits for operation from the Needham Health Department, Police Department, Fire Department, and Board of Selectmen.
- 3.2 Temporary connections to potable water are prohibited. All plumbing and electrical connections shall be accordance with the State Building Code.
- 3.3 Grease must be contained and disposed of in accordance with State Sanitary Code.
- 3.4 Grey water must be contained and disposed of in accordance with State Sanitary Code.
- 3.5 Food trucks must have the following fire extinguisher on board during hours of operation: one 15 lb. multipurpose subject to the determination of the Fire Chief or his designee.
- 3.6 Food trucks may not operate as a drive-in/drive-up/drive-through operation. All service must be walk-up by customers.
- 3.7 Trash and recycling receptacles shall be provided for customers and trash and recyclables shall be removed from the site daily.
- 3.8 If a food truck is proposed to operate after dark, the vendor must provide appropriate lighting.
- 3.9 No signage shall be allowed other than signs permanently attached to the motor vehicle and a portable menu sign no more than 9 square feet in display area on the ground in the customer waiting area.

- 3.10 No food truck shall make or cause to be made any unreasonable or excessive noise or odor.
- 3.11 No food truck shall set up tables, chairs, umbrellas or similar facilities (except standing counters and tables without chairs or stools).

Section 4: Permitting

- 4.1 A food truck will be licensed by the Town's Health Department and Fire Department before issuance or renewal of the Food Truck Permit from the Board of Selectmen, which must be prominently displayed on the truck.
- 4.2 A fee in the amount of \$1000.00 for a five day a week seasonal Permit shall be paid upon issuance of the Food Truck Permit. Such fee shall be subject to prorating based on the number of days per week licensed.
- 4.3 Food truck vendors must obtain requisite insurance, bonding and workers compensation as required from time to time by the Board of Selectmen.
- 4.4 Food Truck vendors must obtain a Massachusetts Hawker and Peddler License (issued through the Police Department).
- 4.5 The Board of Selectmen may waive any conditions or requirements of this Policy if the Board determines such to be in the best interests of the Community.
- 4.6 Violation of any of the provisions of this Section may result in revocation of the permits and licenses issued to the vendor to operate in Needham.

Section 5: Exceptions (Food Truck Permits not Required)

With the exception of food safety and hawker and peddler requirements, if applicable, this policy shall not apply to canteen or coffee trucks that move from place to place and are stationary for no more than thirty minutes at a time or ice cream trucks which move from place to place and are stationary for no more than ten minutes. Further, this policy is not applicable to special one-day events on public property authorized by the Town.

APPENDIX 1

Underserved Commercial Areas

1. New England Business Center
2. Mixed Use-128
3. Industrial 1

APPENDIX 2

Locations Presently Approved for Food Trucks

The current locations identified for use by food trucks within the public right of ways areas are: Second Avenue across the street from Charles River Landing, First Avenue across the street from 40 A Street (which location may be revisited once construction begins at 400 First Avenue), and Cabot Place once all construction projects have been completed on the street.



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

MEETING DATE: 10/8/2013

Agenda Item	Dog License Fees
Presenter(s)	Kate Fitzpatrick, Town Manager Tedi Eaton, Town Clerk

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED																				
<p>The Town Clerk and the Town Manager recommend that the Board of Selectmen increase dog licensing fees in 2014. Based on survey information and modifications to local dog regulations in State law, the Town Clerk has updated her proposed fee structure. The dog license fees were last updated in 1991.</p> <p>We further recommend that a portion of the increased fees be allocated to Town Departments responsible for maintenance and oversight of the proposed off-leash dog recreation area. Based on the historical number of licenses sold, we expect the total increase in FY2014 to be approximately \$28,000.</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="border-bottom: 1px solid black;"></th> <th style="border-bottom: 1px solid black; text-align: center;">Existing Fees</th> <th style="border-bottom: 1px solid black; text-align: center;">Proposed Fees</th> </tr> </thead> <tbody> <tr> <td>Male/Female Dogs</td> <td style="text-align: center;">\$15</td> <td style="text-align: center;">\$25</td> </tr> <tr> <td>Neutered/Spayed Dogs</td> <td style="text-align: center;">\$10</td> <td style="text-align: center;">\$20</td> </tr> <tr> <td>Kennel (1 – 4 Dogs)</td> <td style="text-align: center;">\$25</td> <td style="text-align: center;">\$50</td> </tr> <tr> <td>Kennel (5 – 10 Dogs)</td> <td style="text-align: center;">\$50</td> <td style="text-align: center;">\$75</td> </tr> <tr> <td>Kennel (over 10 Dogs)</td> <td style="text-align: center;">\$100</td> <td style="text-align: center;">\$150</td> </tr> </tbody> </table>					Existing Fees	Proposed Fees	Male/Female Dogs	\$15	\$25	Neutered/Spayed Dogs	\$10	\$20	Kennel (1 – 4 Dogs)	\$25	\$50	Kennel (5 – 10 Dogs)	\$50	\$75	Kennel (over 10 Dogs)	\$100	\$150
	Existing Fees	Proposed Fees																			
Male/Female Dogs	\$15	\$25																			
Neutered/Spayed Dogs	\$10	\$20																			
Kennel (1 – 4 Dogs)	\$25	\$50																			
Kennel (5 – 10 Dogs)	\$50	\$75																			
Kennel (over 10 Dogs)	\$100	\$150																			
1	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO																		
<p><i>Suggested Motion:</i> that the Board of Selectmen vote to adopt the proposed Dog License Fee Schedule for calendar year 2014.</p>																					
3.	BACK UP INFORMATION ATTACHED	YES	NO																		
<p>a. Letter from Theodora Eaton, Town Clerk dated September 13, 2013</p>																					



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

Theodora K. Eaton, MMC
Town Clerk

September 13, 2013

Kate Fitzpatrick, Town Manager
Board of Selectmen
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Kate and Members of the Board of Selectmen:

With a view to increasing our dog license fees beginning in 2014, I had conducted a survey request for dog license fees from the various communities within Massachusetts in 2012 and have updated that request within the passed couple of weeks. Initially, we heard from 64 communities and I proceeded to compile the results which are listed on the second page of this letter. I then sent out the survey results to the Mass Town Clerks' Association and received 23 additional responses. The results of the survey are listed on page 2 of this letter.

My initial recommendation was as follows:

Current Fees.....		Proposed Fees #1	
For Male/Female Dogs:	\$ 15	For Male/Female Dogs:	\$ 20
For Neutered/Spayed Dogs:	\$ 10	For Neutered/Spayed Dogs:	\$ 15
Kennel (1 – 4 dogs):	\$ 25	Kennel (1 – 4 dogs):	\$ 50
Kennel (5 – 10 dogs):	\$ 50	Kennel (5 – 10 dogs):	\$ 75
Kennel (over 10 dogs):	\$100	Kennel (over 10 dogs):	\$150

However, the new Animal Control Law, Chapter 193 of the Acts of 2012, has amended multiple sections of the regulations. The late fee set by state statute is now \$50. Needham is currently charging a late fee of \$50. Also, the last time Needham increased the dog licensing fees was in 1991. I see multiple towns increasing the dog license fees and have seen a jump from 2012 to the present time. I believe this trend will continue.

Thus with the proposed dog park and additional costs associated maintenance, my recommendation would be to approve the Proposed Fees #2 listed below. Included with the letter is a comparison of revenue from the current 2013 dog license fees to the proposed 2014 dog license fees:

.... or Proposed Fees #2

For Male/Female Dogs:	\$ 25
For Neutered/Spayed Dogs:	\$ 20
Kennel (1 – 4 dogs):	\$ 50
Kennel (5 – 10 dogs):	\$ 75
Kennel (over 10 dogs):	\$150

Here are the results from the initial 62 communities:

For Male/Female Dogs:

1 community charges	\$37
2 communities charge	\$30
6 communities charge	\$25
1 communities charges	\$23
24 communities charge	\$20
2 communities charge	\$16
12 communities charge	\$15
2 communities charge	\$12
10 communities charge	\$10
1 community charges	\$ 6
1 community charges	\$ 5

For Neutered/Spayed Dogs:

5 communities charges	\$20
16 communities charge	\$15
3 communities charge	\$12
1 community charges	\$11
20 communities charge	\$10
2 communities charge	\$ 7
4 communities charge	\$ 6
4 communities charge	\$ 5
1 community charges	\$ 4
1 community charges	\$ 3

Kennels (1 - 4 Dogs):

1 community charges	\$75
3 communities charge	\$60
1 community charges	\$50
1 community charges	\$23
2 communities charge	\$45
1 communities charge	\$40
1 communities charge	\$35
1 communities charge	\$30
2 communities charge	\$25
2 communities charge	\$10

Kennels (over 10 Dogs):

1 community charges	\$300
1 community charges	\$250
1 community charges	\$200
1 community charges	\$175
1 community charges	\$150
1 community charges	\$125
4 communities charge	\$100
1 community charges	\$ 75
2 communities charge	\$ 50

Kennels (5 - 10 Dogs):

3 communities charge	\$150
1 community charges	\$100
1 community charges	\$75
1 community charges	\$65
2 communities charge	\$60
4 communities charge	\$50
2 communities charge	\$25

If I can answer any questions, please don't hesitate to contact me.

Sincerely,



Theodora K. Eaton, MMC
Town Clerk

**2013 Town Clerk Dog Survey
Revenue Comparison
September 19, 2013**

2013 DOG LICENSES	# OF TAGS SOLD	\$ \$ OF TAGS	TOTAL FOR THE YEAR 2013	2014 DOG LICENSES WITH INCREASE "A"	# OF TAGS SOLD	\$ \$ OF TAGS	WHAT THE TOTAL WOULD BE WITH INCREASE	2014 DOG LICENSES WITH INCREASE "B"	# OF TAGS SOLD	\$ \$ OF TAGS	WHAT THE TOTAL WOULD BE WITH INCREASE
Male & Female	145	\$15 each	\$2,175	Male & Female	145	\$20 each	\$2,900	Male & Female	145	\$25 each	\$3,625
Spayed & Neutered	2552	\$10 each	\$25,520	Spayed & Neutered	2552	\$15 each	\$38,280	Spayed & Neutered	2552	\$20 each	\$51,040
K / 1-4 Dogs	43	\$25 each	\$1,075	K / 1-4 Dogs	43	\$50 each	\$2,150	K / 1-4 Dogs	43	\$50 each	\$2,150
K / 5-10 Dogs	8	\$50 each	\$400	K / 5-10 Dogs	8	\$75 each	\$600	K / 5-10 Dogs	8	\$75 each	\$600
K / Over 10 Dogs	0	\$100 each	0	K / Over 10 Dogs	0	\$150 each	0	K / Over 10 Dogs	0	\$150 each	0
TOTAL			\$29,170	TOTAL			\$43,930	TOTAL			\$57,415



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

MEETING DATE: 10/8/2013

Agenda Item	Capital Improvement Policies
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<p>The Town Manager will recommend a revision to the Town's Capital Improvement Policies which are included in the annual five-year Capital Improvement Plan. The revision includes:</p> <ol style="list-style-type: none"> 1. Inclusion of the Athletic Facility Improvement Fund that was authorized at the 2012 Annual Town Meeting; and 2. Inclusion of FY2014 funding targets. These are the targets that were presented to the 2012 Annual Town Meeting. 		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	<p><i>Suggested Motion:</i> That the Board vote to approve the revised Capital Improvement Policies dated October 8, 2013.</p>		
3.	BACK UP INFORMATION ATTACHED	YES	NO
	<p>a. Capital Improvement Policies Revised October 8, 2013</p>		

CAPITAL IMPROVEMENT POLICIES

A. General Provisions

1. Capital items for the purpose of this Capital Improvement Plan shall be defined as follows:
 - Items requiring an expenditure of at least \$25,000 and having a useful life of more than five years.
 - Projects consisting of real property acquisitions, construction, capital asset improvements, long-life capital equipment, or major maintenance/repair of and existing capital item, as distinguished from a normal operating expenditure.
 - Items obtained under a long-term lease.
2. Town departments will submit spending requests that provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment.
3. All assets will be maintained at a level that protects capital investment and minimizes maintenance and replacement costs.
4. All equipment replacement needs for the coming five years will be projected and the projection will be updated each year.
5. Future operating and maintenance costs for all new capital facilities will be fully costed out.

B. Capital Improvement Fund (CIF)

1. In accordance with the provisions of M.G.L. c. 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a General Fund Cash Capital Equipment and Facility Improvement Fund hereinafter referred to as the Capital Improvement Fund or CIF (Article 58/2004 ATM). The purpose of the CIF is to allow the Town to reserve funds to use for general fund cash capital.
2. Appropriations from the CIF are restricted to the following items for which the Town may borrow for a period of five years or more: the acquisition of new equipment; the replacement of existing equipment; and building and facility improvements which cost less than \$250,000.
3. Only General Fund capital items that have been identified in the CIP for a period of three (3) years or more, and that have been recommended in the Capital Improvement Plan for the current year, are eligible for funding from the CIF.
4. The CIF may be used to pay for recurring equipment replacement needs that have been identified in the CIP and funded in at least three (3) of the five (5) immediately preceding fiscal years.
5. Appropriations into the CIF and interest earnings on the Fund become part of the Fund.

Note: The FY2014 CIF funding target is \$750,000.

C. Capital Facility Fund (CFF)

1. In accordance with the provisions of M.G.L. c. 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a Capital Facility Fund (Article 10/2007 ATM). The purpose of this Fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities.
2. For the purpose of the Fund, the term "capital facility" shall refer to any building or structure which is located on Town property and is under the jurisdiction of the Town Manager.
3. The term "building or structure " shall include, but not be limited to, any Town-owned building, structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town
4. Appropriations into the CFF and interest earnings on the Fund become part of the Fund.

Note: The FY2014 CFF funding target is \$1,500,000.

D. Athletic Facility Improvement Fund (AFIF)

1. In accordance with the provisions of M.G.L. c. 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established an Athletic Facility Improvement Fund under Article 39 of the 2012 Annual Town Meeting. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, reconstruction, or construction of athletic facilities.
2. For the purpose of the fund, the term "athletic facility" shall refer to any Town-owned building, structure, pool, synthetic and natural grass turf playing field or ball diamond, and associated grounds and parking areas whose primary purpose is for organized athletic events for Needham children, adults and public school teams.

Note: The FY2014 AFIF funding target is \$900,000.

Approved May 1991; Revised December 20, 2005; Revised May 11, 2010; Revised October 8, 2013.



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

MEETING DATE: 10/8/2013

Agenda Item	Outdoor Non-essential Water Use Restriction Update
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<p>The Town Manager will update the Board on the non-essential outdoor water use restriction, and will discuss proposals for complying with requirements in the Town's Water Withdrawal Permit. The Town must file a Residential Gallons per Capita Day (RGPCD) Plan, and must report to the DEP the Board's intent with respect to water use restrictions for calendar year 2014.</p>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	<p><i>Discussion Only.</i></p>		
3.	BACK UP INFORMATION ATTACHED	YES	NO
	<p>a. Draft 2014 Residential Gallons Per Capita Day (RGPCD) Plan.</p>		

2014 Residential Gallons Per Capita Day (RGPCD) Plan

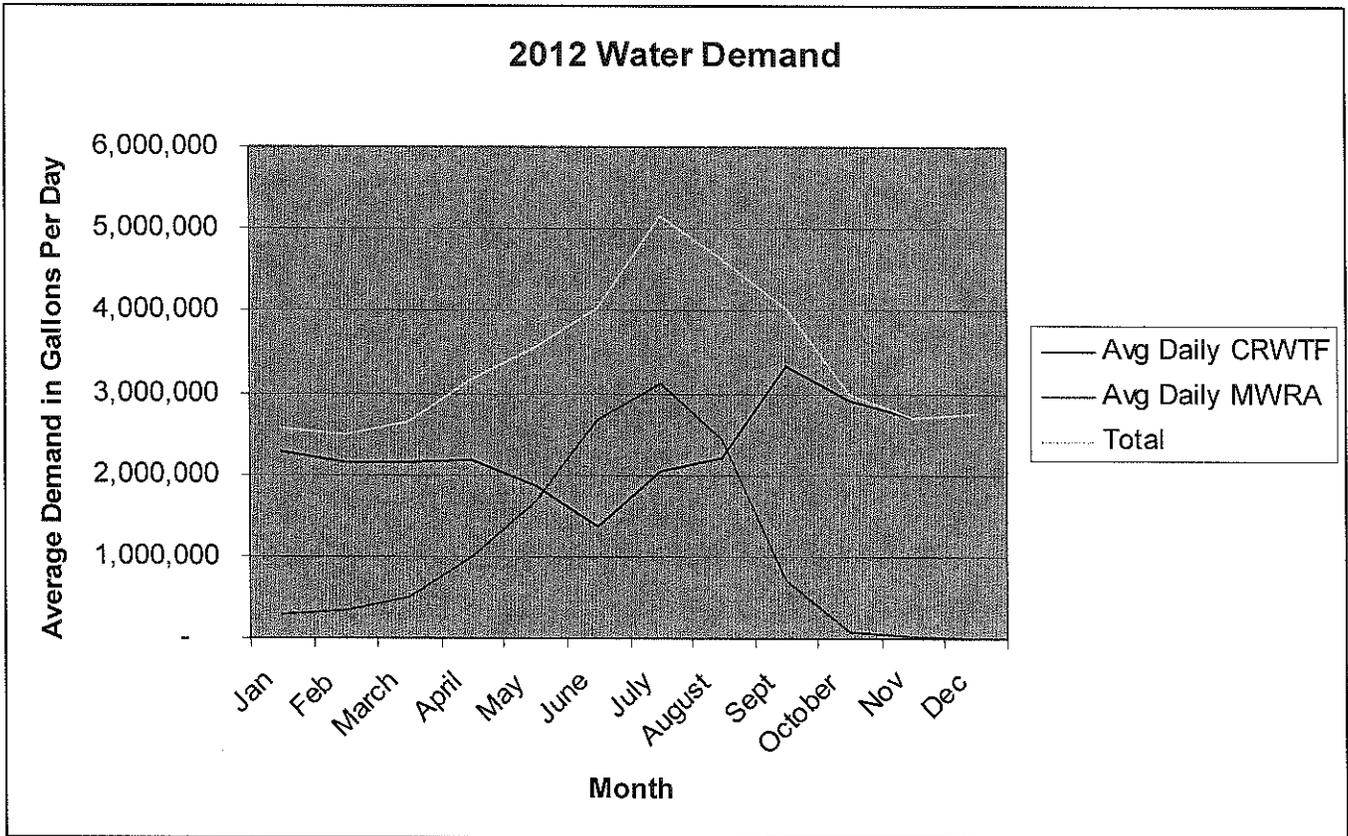
SECTION A: ACTION TAKEN IN THE PRIOR YEAR TO MEET THE PERFORMANCE STANDARD

The following actions were taken during the prior calendar year to meet the performance standard:

1. Needham provided information promoting water conservation in the Town's Annual Consumer Confidence Report and on the Town's website.
2. The Town mailed indoor and outdoor water conservation pamphlets to all customers in the first quarter of the 2012 billing cycle.
3. DPW staff provided a water cycle/conservation lecture to 3rd grade students at the Hillside school in October, 2012.
4. The Town has adopted an increasing block rate structure as a tool to encourage water conservation.
5. The Town complies with the State Plumbing Code and requires that all new construction include water saving devices and low water use appliances.
6. The Town has implemented monthly billing for commercial accounts and a quarterly billing cycle for residents.
7. The Town implemented nonessential outdoor water restrictions on June 26, 2013. Notice of the restriction, including measures to encourage water conservation, was mailed to all water customers in July, 2013.
8. A postcard seeking the assistance of all residents in reducing water use was mailed to all households in August, 2013 (copy attached).

SECTION B: ANALYSIS FOR CAUSE OF FAILURE TO MEET THE PERFORMANCE STANDARD

Based on water demand use patterns, it appears that outdoor watering accounts for the Town's failure to meet the 65 RGPCD performance standard (see charts below). In 2012, residential usage from October through March was 29 gallons per person per day, increasing to 107 gallons from June to September. Efforts to limit seasonal water use will have an impact on the Town's ability to achieve the performance standard. It is important to note that, during period of high total water demand (May through August), withdrawals from the Charles River Wellfield, which is subject to the Water Withdrawal Permit, actually decreased.



2012 Residential Water Consumption

	<u>Total Gallons</u>	<u>RGPCD</u>
Total Residential/Multi-Family Consumption	787,766,672	68
Residential Consumption October - March	166,949,860	29
Residential Consumption April - September	620,816,812	107

SECTION C: DESCRIPTION AND SCHEDULE OF PROPOSED COMPLIANCE ACTIONS

The following is a description and schedule of the actions that the Town of Needham will take in order to comply with the performance standard.

1. The Town will institute a program to provide customers with water saving devices (faucet aerators and low flow shower heads) free of charge by [DATE.] Information about the availability of such devices will be mailed to every ratepayer on an annual basis. Information will also be included on the Town's website, and the program will be promoted through Facebook and Twitter. Information about no-cost water saving devices will also be provided at public events at which DPW staff participate, such as the Touch the Truck Day, Harvest Fair, and Street Fair.
2. The Board of Selectmen will propose an amendment to the Town's General By-laws at the May 2014 Annual Town Meeting to require the installation of soil moisture sensors on new automatic irrigation systems and will encourage their installation on existing systems.
3. If the proposed amendment to the Town's General By-laws does not pass, this RGPCD Plan may need to be amended, with Department approval, to provide for further actions, if the performance standard is not met for calendar year 2014.

SECTION D: ANALYSIS OF PROPOSED COMPLIANCE ACTIONS

It is anticipated that the above steps, combined with the newly adopted restrictions on non-essential outdoor watering will reduce the average demand for water from June through September. Reducing the summer demand for water will reduce the Town's RGPCD. However, implementation of this plan is not expected to have any impact on the Town's RGPCD before calendar year 2014.



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

MEETING DATE: 10/8/2013

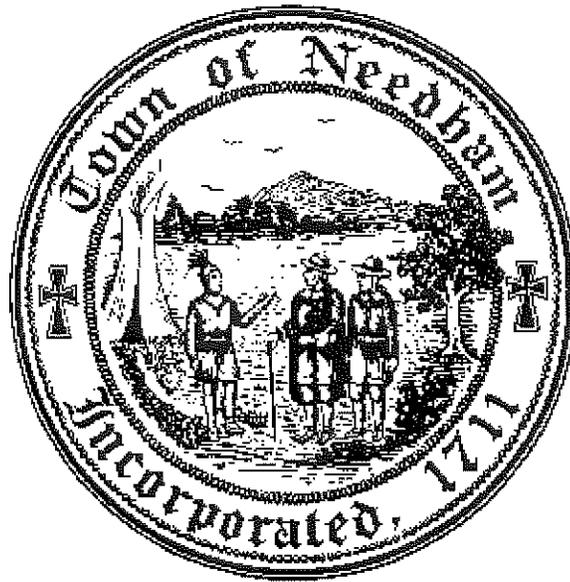
Agenda Item	Update Special Town Meeting Warrant & Positions on Warrant Articles
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>The Town Manager will recommend several revisions to the Special Town Meeting Warrant, including: inclusion of the Athletic Facility Improvement Fund article, an increase in the term of the lease for a solar array from 20 to 25 years, actual amounts for rescission of debt, the requested amount for the Mitchell modular classrooms, the requested amount for the DPW garage service lift at \$110,000, the elimination of the Wireless Municipal Master Fire Box from the cash capital article (deferred to May), actual amounts in the operating budget amendment including an appropriation to the OPEB line item, and a revised by-law amendment relative to water restriction declarations.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p><i>Suggested Motion:</i> That the Board vote to approve the revisions to the warrant to the November 4, 2013 Special Town Meeting Warrant, subject to technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel.</p> <p>That the Board vote to support (not to support) article _____ in the Special Town Meeting Warrant.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>a. Draft Special Town Meeting Warrant (10/4/13) b. Status of Articles (10/4/13)</p>			

DRAFT 10.04.13

SPECIAL TOWN MEETING

WARRANT



TOWN OF NEEDHAM

MONDAY, NOVEMBER 4, 2013

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

NEEDHAM

DRAFT 10.4.13

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

**November 4, 2013 Special Town Meeting Warrant
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Article 5: Appropriate For Solar Facility Development Expenses	
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Article 14: Home Rule Petition– Sale of All Alcoholic Beverages in Restaurants with Fewer Than 100 Seats	
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- Article 21: Amend the FY2014 Sewer Enterprise Fund Budget.....
- Article 22: Amend the FY2014 Water Enterprise Fund Budget.....
- Article 23: Appropriate to Athletic Facility Improvement Fund.....

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Town Hall:

MONDAY, THE FOURTH DAY OF NOVEMBER, 2013

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

CAPITAL FACILITY ARTICLES

ARTICLE 1: APPROPRIATE FOR MODULAR CLASSROOMS AT MITCHELL SCHOOL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,729,276 for engineering, design, construction, and associated improvements for modular classrooms at the Mitchell School, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Mitchell School is the oldest elementary school in Needham. Constructed in 1950, the building has undergone several additions over the past 50 years, but is in need of significant renovation and/or reconstruction to address the current overcrowded conditions, rectify building deficiencies, and modernize the learning environment. A Statement of Interest has been filed with the Massachusetts School Building Authority (MSBA) to begin a construction process at this school. However, since the Hillside School has been selected as the first priority for renovation, it could be eight or more years before a Mitchell renovation project could be completed. This article requests funds to address the immediate need for additional classroom space at the school by installing four modular classrooms on site for the 2014/15 school year. The free standing classrooms (including toilets) would be located on the west side of the school facing Brookline Street.

ARTICLE 2: APPROPRIATE FOR FEASIBILITY STUDY / HILLSIDE SCHOOL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$650,000 for feasibility, design and engineering services related to the renovation and/or reconstruction of the Hillside School located at 28 Glen Gary Road and shown as Lot 01 on the Needham Assessors Map numbered 102, to be spent under the direction of the Town Manager/Permanent Public Building Committee, and to meet this appropriation that \$650,000 be transferred from Free Cash; that the Town acknowledges that the Massachusetts School Building Authority’s (“MSBA”) grant program is a non-entitlement, discretionary program based on need, as

determined by the MSBA, and any costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town, or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Constructed in 1960, the Hillside Elementary School has undergone both addition and renovation (with modular classrooms) over the past 40 years, but is in need of renovation or replacement to address building deficiencies and modernize the learning environment. The Needham Public Schools has filed a Statement of Interest with the Massachusetts School Building Authority (MSBA), which is the first step in the process of requesting state reimbursement for construction project. This article requests funds to begin a feasibility study of the project, in the event that Needham receives an invitation from MSBA to begin the capital planning process. By appropriating these funds in November (in advance of MSBA approval), Needham could proceed immediately to feasibility upon selection, instead of waiting until the Annual Town Meeting in May to begin this process. The early start would provide additional planning time and greater flexibility within the proposed schedule, that will be helpful in addressing Hillside School site issues and other complicating factors. Under the proposed schedule, a new Hillside School would open in September, 2019. Appropriation of these funds in no way guarantees that MSBA will approve the project. Additionally, these project funds would not be spent unless Needham receives an invitation from MSBA to conduct the feasibility study.

SOLAR ARTICLES

ARTICLE 3: AMEND ZONING BY-LAW – LARGE-SCALE GROUND-MOUNTED SOLAR PHOTOVOLTAIC INSTALLATION OVERLAY DISTRICT

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

(a) In Section 2.1, Classes of Districts, by adding a new Overlay District designation category as follows:

“LGSPI- Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District”

(b) In Section 3, Use Regulations, by inserting a new Subsection 3.13, Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, to read as follows:

“3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District

3.13.1 Purpose of District

The purpose of this bylaw is to regulate Large-Scale Ground-Mounted Solar Photovoltaic Installations in an established district(s) where they are allowed. The bylaw provides standards for the placement, design, construction, operation, monitoring, modification and removal of such installations. The standards aim to address public safety, minimize impacts on scenic, natural and historic resources and to provide financial assurance for the eventual decommissioning of such installations. The provisions set forth in this section shall apply to the construction, operation, maintenance and/or repair, and or modification and/or removal of Large-Scale Ground-Mounted Solar Photovoltaic Installations.

3.13.2 Scope of Authority

The Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District shall be considered as overlying other use districts established by this By-Law. Within the Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, the requirements of the underlying district continue to apply except as may be specifically superseded herein. The scope of authority of this Section 3.13 applies to Large-Scale Ground-Mounted Solar Photovoltaic Installations proposed to be constructed after the effective date of this section. This section also applies to physical modifications that materially alter the type, configuration, or size of these installations or related equipment.

3.13.3 Definitions

Designated Location: The locations permitted shall be within the Large-Scale Ground-Mounted Solar Photovoltaic Overlay District, hereinafter referred to as “the Overlay”.

Large-Scale Ground-Mounted Solar Photovoltaic Installation: A solar photovoltaic system, including ancillary structures, that is structurally mounted on the ground and is not roof-mounted and has a minimum nameplate capacity of 250kW DC.

Rated Nameplate Capacity: The maximum rated output of electric power production of the Photovoltaic system in Direct Current (DC).

3.13.4 Allowed Uses

The following uses are allowed by right:

- (a) All uses permissible and as regulated within the underlying district.
- (b) A Large-Scale Ground-Mounted Solar Photovoltaic Installation.

3.13.5 Special Permit Uses

All uses permitted by special permit in the underlying district at that location may be allowed upon the issuance of a special permit by the designated Special Permit Granting Authority under such conditions as the Board may require.

3.13.6 General Requirements

The following requirements are common to all solar photovoltaic installations to be sited in the Overlay.

3.13.6.1 **Compliance with Laws, Ordinances and Regulations:** The construction and operation of all Large-Scale Ground-Mounted Solar Photovoltaic Installations shall be in compliance with all applicable local, state and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings, structures and fixtures forming part of a Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be constructed in accordance with the State Building Code.

3.13.6.2 **Building Permit and Building Inspection:** No Large-Scale Ground-Mounted Solar Photovoltaic

Installation shall be constructed, installed or modified as provided in this section without first obtaining a building permit.

3.13.6.3 Site Plan Review: Large-Scale Ground-Mounted Solar Photovoltaic Installations shall undergo Major Project Site Plan Review by the Planning Board as described in Section 7.4 of the By-Law prior to construction, installation or modification as provided in this section. Application requirements for Site Plan Review shall be as provided below:

- (a) General: All plans and maps shall be prepared, stamped and signed by a Professional Engineer or Professional Land Surveyor licensed to practice in Massachusetts.
- (b) Required Documents: Pursuant to the Site Plan Review process, the project proponent shall provide the following documents in addition to those required under Section 7.4 of the By-Law.
 - 1) A site plan showing:
 - i. Property lines and physical features, including roads, for the project site;
 - ii. Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening of vegetation or structures;
 - iii. Blueprints or drawings of the solar photovoltaic system signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts showing the proposed layout of the system and any potential shading from nearby structures.
 - iv. One or three line electrical diagram detailing the solar photovoltaic installation, associated components, and electrical interconnection methods, with all National electrical Code compliant disconnects and overcurrent devices;
 - v. Documentation of the major system components to be used, including the PV panels, mounting system, inverter, and associated electrical components. The site plan shall include containment fencing line, power lines and poles, and site access routes.
 - vi. Name, address and contact information for proposed system installer;
 - vii. Name, address, phone number and signature of the project proponent, as well as all co-proponents or property owners, if any.
 - viii. The name, contact information and signature of any agents representing the project proponent.
 - 2) Documentation of actual or prospective control of the project site and access thereto (see also Section 3.13.6.4);
 - 3) An operation and maintenance plan (see also Section 3.13.6.5);
 - 4) Zoning district designation for the parcel(s) comprising the site;
 - 5) Proof of liability insurance;
 - 6) Description of financial surety that satisfies Section 3.13.6.13.The Planning Board may waive documentary requirements as it deems appropriate.

3.13.6.4 Site Control: The project proponent shall submit documentation of actual or prospective control of the project site and access thereto sufficient to allow for construction and operation of the proposed solar photovoltaic installation.

3.13.6.5 Operation & Maintenance Plan: The project proponent shall submit a plan for the operation and maintenance of the Large-Scale Ground-Mounted Solar Photovoltaic Installation, which shall

include measures for maintaining safe access to the installation, storm water controls, as well as general procedures for operational maintenance of the installation.

3.13.6.6 Utility Notification: No Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be constructed until evidence has been given to the Planning Board that the utility company that operates the electrical grid where the installation is to be located has been informed of the solar photovoltaic installation owner's or operator's intent to install an interconnected generator and an interconnection agreement and power purchase agreement (where appropriate) has been signed by the utility. Off-grid systems shall be exempt from this requirement.

3.13.6.7 Dimension, Density and Parking Requirements

For Large-Scale Ground-Mounted Solar Photovoltaic Installations, front, side and rear setbacks shall be as follows:

- (a) Minimum Lot Area: 20 acres;
- (b) Minimum Front Setback: 50 feet;
- (c) Minimum Side Setback: 50 feet from the property line of residentially used property;
- (d) Minimum Rear Setback: 50 feet;
- (e) Maximum Lot Coverage: 50%;
- (f) Separation Distance: No separation distance is required between structures for ground mounted solar photovoltaic panels;
- (g) Height: Height shall be determined by each individual panel measured to the grade level beneath that panel and shall not exceed 25 feet;
- (h) Transition Areas: As long as the setbacks noted above are respected no further "Transition Area" (per Section 4.2.8) is required. No planting is required within the transition area if the abutting property is controlled by the Town of Needham and/ or plantings are constrained by capped landfill requirements;
- (i) Parking Requirement: No additional parking is required for this use as long as there is no full-time on-site system operator required following installation of the Large-Scale Ground-Mounted Solar Photovoltaic Installation.

3.13.6.8 Design Standards

- (a) Lighting. Lighting shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Where feasible, lighting of the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution.
- (b) Signage. A sign for the Large-Scale Ground-Mounted Solar Photovoltaic Installation consistent with the Town's sign bylaw shall be required to identify the owner and provide the business name for the company (ies) that own and operate the installation, their business address, the name of a contact person, and a 24-hour emergency contact phone number.
- (c) Utility Connections. Reasonable efforts, as determined by the Planning Board, shall be made to place cabling and utility connections from the Large-Scale Ground-Mounted Solar Photovoltaic Installation underground, depending on appropriate soil conditions, shape, ledge, wetland resources, and topography of the site and any requirements of the utility provider.

- (d) Conditions. All appurtenant structures, including but not limited to, equipment shelters, storage facilities, transformers, and substations, shall be architecturally compatible with each other. Whenever reasonable, structures shall be screened from view by vegetation and/or joined and clustered to avoid adverse visual impacts. Methods such as the use of landscaping, natural features and fencing may be utilized.
- (e) Fencing. A security fence shall be installed along or proximate to the perimeter of the system and shall be maintained for the lifetime of the system.

3.13.6.9 Safety and Environmental Standards

- (a) Emergency Services. The Large-Scale Ground-Mounted Solar Photovoltaic Installation owner or operator shall provide a copy of the project summary, electrical schematic, and site plan to the Needham Fire Chief. The owner or operator shall cooperate with local emergency services in developing an emergency response plan. The plan shall assure adequate access and staging for emergency services. All means of shutting down the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be clearly marked. The owner or operator shall identify a responsible person for public inquiries throughout the life of the installation.
- (b) Land Clearing, Soil Erosion and Habitat Impacts. Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the Large-Scale Ground-Mounted Solar Photovoltaic Installation and in accordance with applicable laws, regulations, and bylaws.

3.13.6.10 Maintenance: The Large-Scale Ground-Mounted Solar Photovoltaic Installation owner or operator shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security and safety measures. Site access for the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be maintained to a level acceptable to the Needham Fire Chief and Emergency Medical Services. The owner or operator shall be responsible for the cost of maintaining the solar photovoltaic installation and any access road(s), unless accepted as a public way.

3.13.6.11 Modifications: All material modifications to a Large-Scale Ground-Mounted Solar Photovoltaic Installation made after issuance of the required building permit shall require approval by the Planning Board.

3.13.6.12 Abandonment or Decommissioning

- (a) Removal Requirements. Any Large-Scale Ground-Mounted Solar Photovoltaic Installation which has reached the end of its useful life or has been abandoned consistent with Section 3.13.6.12 (b) of this bylaw shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:
 - i. Physical removal of all solar photovoltaic installations, structures, equipment, security barriers and transmission lines from the site.

- ii. Disposal of all solid and hazardous waste shall be in accordance with local, state, and federal regulations.
- iii. Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Board may allow the owner or operator to leave existing vegetation or designated below-grade foundations in place in order to minimize erosion and disruption to vegetation.

(b) Abandonment: Absent notice to the Planning Board as provided above of a proposed date of decommissioning or written notice requesting an extension due to extenuating circumstances, the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be considered abandoned when it fails to operate or its operations are discontinued for more than one year without the written consent of the Planning Board; or if the Building Inspector has determined that the installation is a hazard to public safety and the conditions have not been corrected within six (6) months.

The Town retains the right, after the receipt of an appropriate court order to enter and remove an abandoned or hazardous Large-Scale Ground-Mounted Solar Photovoltaic Installation that is not removed by the property owner within six (6) months from the date of abandonment, as described above, or the proposed date of decommissioning. As a condition of approval, an applicant shall agree to allow entry to remove an abandoned installation. The costs for the removal will be charged to the property owner in accordance with the provisions of M.G.L. 139, Section 3A as a tax lien on the property.

3.13.6.13 Financial Surety: Proponents of Large-Scale Ground-Mounted Solar Photovoltaic projects shall provide a form of surety, either through escrow account, bond or otherwise, to cover the cost of removal in the event the town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Planning Board. Such surety will not be required for municipally- or state owned systems, but may be required for privately-owned systems even if located upon municipally-owned land. The project proponent shall submit a fully inclusive estimate of costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.”

or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 4: AMEND ZONING BY-LAW – MAP CHANGE TO LARGE-SCALE GROUND-MOUNTED SOLAR PHOTOVOLTAIC INSTALLATION OVERLAY DISTRICT

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

- (a) Place in the Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District all that land

now zoned Single Residence A and commonly known as the Town of Needham landfill and lying in the area bounded and described as follows:

“Beginning at a point on the northerly sideline of Central Avenue, thence running N55°-25'-16"W a distance of 59.67 feet to a point, thence running N55°-42'-46"W a distance of 71.12 feet to a point, thence N58°-27'-06"W a distance of 112.06 feet to a point, thence N56°-16'-06"W a distance of 296.96 feet to a point, thence S00°-21'-59"W a distance of 42.02 feet to a point, thence S49°-16'-14"W a distance of 279.44 feet to a point, thence S75°-42'-34"W a distance of 187.24 feet to a point, thence S56°-16'-24"W a distance of 46.41 feet to a point, thence S41°-45'-34"W a distance of 50.01 feet to a point, thence S46°-22'-54"W a distance of 131.13 feet to a point, thence N82°-50'-34"W a distance of 228.42 feet to a point, thence N29°-35'-24"E a distance of 866.68 feet to a point, thence N14°-53'-20"W a distance of 1216.6± feet to a point in the centerline of Fuller Brook, thence by the said centerline of Fuller Brook northeasterly to a point (a tie of N62°-30'-33"E a distance of 1009.94 feet), thence S37°-39'-21"E a distance of 719.43 feet to a point, thence S36°-38'-47" E a distance of 88.71 feet to a point, thence S38°-48'-02"E a distance of 115.27 feet to a point, thence S38°-59'-47"E a distance of 152.44 feet to a point, thence S30°-32'-19" E a distance of 290.44 feet to a point, thence S24°-48'-14"E a distance of 24.80 feet to a point, thence S09°-13'-39"E a distance of 34.19 feet to a point, thence S63°-32'-06"E a distance of 97.36 feet to a point, thence S36°-34'-38"E a distance of 234.40 feet to a point, thence S50°-42'-20"E a distance of 77.07 feet to a point, thence N54°-20'-46"E a distance of 19.05 feet to a point, thence N82°-49'-47"E a distance of 11.46 feet to a point, thence S76°-10'-08"E a distance of 31.72 feet to a point, thence S57°-15'-20"E a distance of 35.66 feet to a point, thence S53°-33'-52"E a distance of 15.31 feet to a point, thence S57°-38'-03"E a distance of 36.67 feet to a point, thence S58°-29'-44"E a distance of 181.83 feet to a point, thence S28°-44'-00"W a distance of 310.59 feet to a point, thence S59°-05'-55"E a distance of 275.42 feet to a point on the northerly sideline of Central Avenue, thence by said sideline and a curve to the right, with a radius of 500.00 feet, an length of 419.84 feet to a point, thence N88°-49'-18"W a distance of 233.98 feet to a point, thence by a curve to the left, with a radius of 804.73 feet, a length of 238.48 feet to a point, thence S74°-11'-57"W a distance of 348.85 feet to a point, thence by a curve with a radius of 894.54 feet, a length of 84.00 feet to the point of beginning.”

or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 5: APPROPRIATE FOR SOLAR FACILITY DEVELOPMENT EXPENSES

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$15,000 for development expenses related to the siting of solar facilities within the Town, including costs and expenses relating to contract negotiation, independent electrical inspection, and certain owner engineer and consultant related costs, to be spent under the direction of the Town Manager, and to meet this appropriation that \$11,498 be transferred from Article 62 of the 2000 Annual Town Meeting, and that \$3,502 be transferred from Article 45 of the 2003 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 6: AMEND GENERAL BY-LAW TYPE AND LENGTH OF CONTACTS & LEASES/SOLAR FACILITIES

To see if the Town will vote to amend Section 2.1.3 of the General By-laws by inserting at the end of the section the following:

“Lease of Public Lands and/or buildings for the installation of solar photovoltaic facilities for electric generation 30 [YEARS]

Purchase of power (or net metering credits) from solar photovoltaic facilities installed on land leased or licensed from the Town. . . . 20 [YEARS]”

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 7: AUTHORIZE LEASE OF LAND FOR GROUND MOUNTED SOLAR PHOTOVOLTAIC INSTALLATION

To see if the Town will vote to authorize the Town Manager, in the name and behalf of the Town, to execute a lease for [12]+/- acres of land constituting the capped landfill and other rooftop or land areas at the Recycling and Transfer Station, at 1421 Central Ave owned by the Town, to be leased by a commercial solar developer for installation and operation of solar photovoltaic facilities for electric generation, for periods of up to 25 years upon such terms and conditions as determined by the Town Manager including an Energy Services Management Agreement (“EMSA”); or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE 8: AUTHORIZE PILOT FOR GROUND MOUNTED SOLAR PHOTOVOLTAIC
INSTALLATION**

To see if the Town will vote, pursuant to the provisions of G.L. c.59, §38H, to authorize the Town Manager to negotiate and enter into a payment in lieu of tax agreement with the lessee/operator of the solar photovoltaic energy generating facility to be developed at the Needham RTS property, located at 1421 Central Ave., upon such terms and conditions as the Town Manager shall deem to be in the best interest of the Town, or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

RAIL TRAIL ARTICLES

**ARTICLE 9: AUTHORIZE LEASE OF MBTA PROPERTY FOR SHARED USE
RECREATION TRAIL**

To see if the Town will vote to authorize the Town Manager, in the name and behalf of the Town, to execute a lease for all or any portion of the land, premises, easements, and rights-of-way in the railroad right-of-way from Needham Junction to the Dover Town Line, for the purpose of laying out an improved shared use rail trail and related facilities and improvements, and providing access to the rail trail area for construction, maintenance and repair purposes and for all other purposes for which rail trails are now or hereafter may be used in the Commonwealth, for a period up to 99 years, upon such terms and conditions as determined by the Town Manager; or take any other action relative thereto.

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

Article Information:

ARTICLE 10: APPROPRIATE RAIL TRAIL INSURANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$45,000 for the purchase of environmental insurance related to the lease of the railroad right of way for rail trail purposes, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Community Preservation General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purchase of environmental insurance is a requirement of the proposed lease agreement between the Town and the MBTA for the use of the railroad right-of-way for a shared use recreation trail. The insurance coverage would be in place during the initial construction of the path. The request for funds is for the full estimated cost of the insurance for a five-year period. The Town will apply for a State grant that may reimburse the CPA Fund for 50% of the cost of the insurance.

GENERAL ARTICLES

ARTICLE 11: AMEND GENERAL BY-LAW – PUBLIC CONSUMPTION OF MARIJUANA

To see if the Town will vote to amend the General By-laws by inserting a new section 3.1.10 as follows:

“3.1.10. Use of Marijuana No person shall possess or consume marijuana (or tetrahydrocannabinol, as defined in G.L. c. 94C, 1, as amended) within the limits of any park, playground, public land or public building owned or under the control of the Town of Needham, nor shall any person consume marijuana, as previously defined, on any public way or any way to which the public has a right of access as invitees or licenses, including any person in a motor vehicle in, on or upon any public way or any way to which the public has said right of access, within the limits of the Town of Needham; and no person shall consume marijuana, as previously defined, in, on or upon any private land or place without the consent of the owner or persons in control of such private land or place. Nothing in this bylaw shall authorize any possession, cultivation, transport, distribution, sale or use of marijuana otherwise prohibited by law. All marijuana being used in violation of Sub-section 3.1.10 may be seized and held until final adjudication of the charge against any such person or persons has been made by the court.” and re-numbering following sections accordingly; and by inserting a new Section J under Section 8.2.2.4 as follows: “J Public Consumption of Marijuana (Sub-section 3.1.10) Fine Schedule: \$50 per offense” and re-lettering all following sections accordingly, or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Information

ARTICLE 12: AMEND GENERAL BY-LAW/MUNICIPAL WATER SUPPLY

To see if the Town will vote to amend its General By-laws by deleting section 2.2.5.5 and inserting in place thereof the following:

2.2.5.5 Municipal Water Supply

2.2.5.5.1 Applicability

This section pertains to residences and commercial property and industry served by the Town's water system.

2.2.5.5.2 Implementation of a Mandatory Non-essential Outdoor Water Use Restriction The Board of Selectmen or its designee shall have authority to implement a mandatory non-essential outdoor water use restriction in an effort to promote water conservation and to ensure compliance with the Water Management Act.

2.2.5.5.3 Backflow Prevention on Automatic Irrigation Systems All automatic irrigation systems connected to the municipal water system in the Town shall be protected from backflow events by the installation of a backflow prevention device approved by the Director of Public Works.

And amend Section 8.2.2.8 (A) of the General By-laws by deleting the words "fine schedule \$50 per offense" and inserting in place thereof the words

"First violation: Written Warning
Second violation (issued within the same calendar year): \$50
Third violation (issued within the same a calendar year): \$200
Fourth and subsequent violations (issued within the same calendar): \$300
Each day of violation shall constitute a separate offense."

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 13: AUTHORIZE TAKING OF REAL PROPERTY

To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain a portion of land from 280 Hillside Avenue, Needham, for the purposes of maintaining a side walk as part of the public way known as Hillside Avenue; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 14: HOME RULE PETITION- SALE OF ALL ALCOHOLIC BEVERAGES IN RESTAURANTS WITH FEWER THAN 100 SEATS

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, in compliance

with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows. The General Court may make clerical or editorial changes of form only to the bill, unless the Town Manager approves in writing amendments to the bill before enactment by the General Court. The Town Manager is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

“An act authorizing the Town of Needham to grant certain establishments licenses for the sale of all alcoholic beverages to be drunk on the premise.”

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by authority of same, as follows:

SECTION 1. Notwithstanding any general or special law to the contrary, the licensing authority of the town of Needham may issue to restaurants with seating capacities of less than 100 people licenses for the sale of all alcoholic beverages to be drunk on the premises.

SECTION 2. Notwithstanding [section 11 of chapter 138](#) of the General Laws as to the time and manner of voting on the question, this act shall be submitted for its acceptance to the qualified voters of the town of Needham at state election or an annual or special town election following the effective date of this act in the form of the following question:-

"Shall an act passed by the general court in the year 2013, entitled 'An Act authorizing the town of Needham to grant certain establishments licenses for the sale of all alcoholic beverages to be drunk on the premises', be accepted?"

If a majority of the votes cast in answer to the question is in the affirmative, this act shall take effect in the town of Needham, but not otherwise.

Except as otherwise provided herein, such licenses shall be subject to the provisions of said chapter 138.

Below the ballot question shall appear a fair and concise summary of the ballot question prepared by the town counsel and approved by the board of selectmen.

SECTION 3. This act shall take effect upon its passage.

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

COMMUNITY PRESERVATION ARTICLES

ARTICLE 15: APPROPRIATE FOR RIDGE HILL RESERVATION SWAMP TRAIL BOARDWALK CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate \$183,219 for design, permitting and construction of the Ridge Hill Reservation Swamp Trail Boardwalk, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum to be transferred from the Community Preservation General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article not be Adopted

Article Information: The Conservation Commission has requested \$183,219 in construction funding for this project to supplement prior CPA funding for design and permitting. The Conservation Commission will also allocate approximately \$100,000 in dedicated conservation funds to complete the construction. The Swamp Trail links several trails within Ridge Hill Reservation and is the only connection between the east and west trails. This project would replace the elevated boardwalk through the wettest part of the swamp. The Charles River Trail extends from Charles River Street to the Charles River. This project would replace the bridge that crosses over a brook.

CAPITAL ARTICLES

ARTICLE 16: RESCIND DEBT AUTHORIZATIONS

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

<u>Project</u>	<u>Town Meeting</u>	<u>Article</u>	<u>Authorized</u>	<u>Rescind</u>
Pollard School Roof Repair	2010 STM (N)	10	\$3,500,000	\$410,369
Booth Street	2011 ATM	41	\$125,000	\$22,000
Ridge Hill Repairs	2005 ATM	31	\$126,875	\$104,600
Total				

or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount

rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids.

ARTICLE 17: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate \$1,543,081 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

General Fund	Description	Recommended	Amendment
General Government	Election Equipment	\$ 85,000	
General Government	Network Hardware Servers & Switches	\$ 30,000	
Public Facilities	Core Fleet	\$ 33,600	
Public Facilities	Energy Efficiency Upgrade Improvements	\$ 113,078	
Public Facilities	Facilities Maintenance Program	\$ 33,581	
Public Facilities	Portable Generator	\$ 61,250	
Public Safety	Core Fleet (Building)	\$ 45,042	
Public Safety	Core Fleet (Fire)	\$ 49,200	
Public Schools	Furniture & Equipment	\$ 79,250	
Public Schools	School Copier Replacement	\$ 59,620	
Public Schools	Technology	\$ 223,751	
Public Works	Core Fleet	\$ 387,000	
Public Works	Two Way Radio Upgrade	\$ 27,509	
Public Works	Small Specialty Equipment	\$ 104,900	
Public Works	Snow & Ice Equipment	\$ 210,300	
	Total Appropriation	\$ 1,583,081	

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article contains those cash capital items deferred from the 2013 Annual Town Meeting.

Election Equipment The purpose of replacing the Accuvote Electronic Voting System is to update and replace the Town's current voting system purchased in 1994. These machines and the black plastic ballot boxes that hold the machines are currently 19 years old and are beginning to require more and more frequent repairs. There are currently 11 Accuvote machines – one for each of the ten precincts plus one spare

machine. Both the read heads and scanner cannot be upgraded due to the age of the equipment. The new Accuvote Voting Machines will have more features. The ballot boxes will be smaller making storage more convenient and accessibility at the polls will be easier. Absentee voters will no longer require special marking pens in order to vote thus making voting easier. Within the next few years, all the machines will be handicapped accessible. The new DS200 Voting Machine is the next generation Optical Scan voting equipment. This voting machine will have a paper ballot and the memory cards have been replaced with memory sticks. Approval of new equipment by the Elections Division of the Secretary of the Commonwealth is required, and has not yet been granted.

Network Hardware Servers and Switches The fiscal year 2014 funding request for network servers and switches will support the replacement of older servers, spam filter, virus firewall, and internet filtering, and also the replacement of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches are better able to take advantage of the Town's fiber and will increase the speed of data within the Town's fiber network. Older servers, both application and data, will be replaced with newer, faster, and more energy efficient servers and attached storage configured for virtualization of hardware and software. Not replacing or updating this equipment can affect Town wide access to email, financial applications, Internet, and data.

Public Facilities Core Fleet The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicle scheduled to be replaced in FY2014 is a 2001 Ford F250 Pick-Up Truck with a cab that is primarily used by the Town's carpenter. The current vehicle has an odometer reading of over sixty thousand miles and is due for replacement as it is currently beyond its useful life.

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
702	PFD	2001	Ford 250 Pick up With Cab	Same	71,897	\$33,600

Energy Efficiency Upgrade Improvements The Town conducted an engineering study for energy upgrades in 10 key buildings in the summer of 2011. The results of this study revealed that if the Town makes an initial investment in selected and recommended energy upgrades, the cost of these upgrades will pay for themselves within 10 years. FY2014 funding is planned for some of the more involved projects at the Eliot and Broadmeadow Schools, which will upgrade the already modern buildings and improve their energy usage. Some of these items include retro-commissioning the HVAC system at Broadmeadow, installing motion sensors for the lighting at Broadmeadow, installing timers on the roof top exhaust fans in both buildings, and converting the lighting to more energy efficient lighting in both buildings.

Public Facilities Maintenance Program This request funds annual maintenance of public buildings throughout the Town and School Department including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades. The portion of FY2014 funding that was approved in the ATM (\$432,169 of the \$465,750 request) was used for duct cleaning at the C & D Buildings of the High School, asbestos abatement at the Mitchell School, flooring replacement at the Broadmeadow School, and xeriscaping at the High School, and water fountain replacement at the Pollard School. Also, with the natural gas line installation on Brookline Street and the replacement of the Pollard boilers, the Department converted the existing Mitchell School boilers to natural gas using remaining parts from the old Pollard boilers. The remaining portion of FY14 funding request will be used for additional

maintenance that was planned for FY14 including addressing flooding issues at the Hillside School as well as containment of fuel oil, and accessible routes to and from the building at the Pollard School.

Portable Generator *It has been determined by emergency planning personnel that the new Senior Center will be a location for use as a respite shelter for residents during power outages. This request will fund the purchase of a 100kW portable generator that can be temporarily installed at the Senior Center to ensure comfort and safety to those occupying the site. The Center has been designed to accommodate the use of an external, portable generator.*

Building Department Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. The FY2014 – 2018 Capital Plan included a recommendation for the replacement of Unit #456, a 2002 Ford Taurus Sedan, with a Ford Hybrid Escape. Since that time, the Department has experienced a reduction in the availability of Unit#454 due to the number of repairs. As a result, the Building Commissioner has evaluated the previous request, and proposes the elimination of the request for a Ford Escape, and the replacement of two Ford Taurus vehicles (units 456 and 454) with Ford Fusion vehicles. The MPG for the Fusion is a combined 28 MPG.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
456	Building	2002	Ford Taurus	Ford Fusion	74,510	\$22,521
454	Building	2005	Ford Taurus	Ford Fusion	54,575	\$22,521

Fire Department Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. This request is to replace a 2004 Ford pick-up truck with a utility body. The truck functions primarily as a brush fire truck, but has many other uses. In the winter months, the modular brush unit and water tank is removed, and the truck is used to transport materials and emergency equipment. This vehicle is also used to tow fire department rescue boats, the hazardous materials trailer, the firefighting foam trailer, the mass decontamination trailer, and the Health Department Emergency Dispensing Trailer.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
C-6	Fire	2004	Pick-up with Utility Body	Same	29,560	\$49,200

School Furniture, Musical Instruments, Fitness Equipment and Graphic Arts Equipment

Musical Equipment

The purpose of this program is to replace musical instruments, especially large string instruments and pianos, which are over 25 years old. After decades of heavy use, many of the School Department’s string instruments are no longer usable or repairable. The older pianos, while still usable, are costly to repair and maintain. The Department is in the ninth year of the replacement cycle, and continues to see major improvement in the quality of musical instruments available for student use. Funding in the final year of the replacement cycle (FY2014, for \$15,000) would replace the grand piano in the Newman School Auditorium. The Department intends to change the replacement program to an expansion program due to population growth in fiscal years 2015 – 2018 and beyond.

School Furniture

This purpose of this program is to continue the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. At the end of FY14, all furniture in poor condition will have been replaced at these schools. Beginning FY15, the replacement cycle funding will be used to replace furniture in fair condition at these schools. Unless circumstances dictate otherwise, the FY2014 funding (of \$41,600) is planned for the Newman School.

Fitness Equipment

The Needham High School renovation project budget included a large amount of fitness equipment for student use, which will need to be replaced as the components age and the equipment reaches the end of its useful life. In addition, the Pollard Middle School owned a number of strength circuit machines, which will need to be replaced on a regular basis going forward. The manufacturer's estimated life cycle is five (5) years for treadmills, six (6) years for cross trainers, eight (8) years for recumbent and upright bicycles, 23 years for rowing machines, and 25 years for circuit training equipment. The Department's request is based on a longer replacement cycle of: five to seven (5 – 7) for treadmills, nine (9) years for cross trainers, eight (8) years for recumbent bikes, 12 years for upright bikes, 19-20 years for rowing machines and 11-16 years for circuit training equipment. Unless circumstances dictate otherwise, the FY2014 funding (of \$14,380) is planned for three spinning bikes and one treadmill.

High School Graphics Production Room

This program continues the equipment replacement cycle for equipment used in the Graphics Production Center at Needham High School. This program provides convenient and cost effective graphic arts services to the school community, as well as hands-on training for students in the field of professional graphics and printing production. Unless circumstances dictate otherwise, the FY2014 funding (of \$8,270) is intended for purchase of a vinyl cutter – heavy duty, a thermal transfer press, a flash dryer, and a paper jogging machine.

School Copiers Photocopiers are used throughout the District by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework, exams, teaching packets, etc. Currently, the School Department owns 44 copiers and 4 RISO duplicating machines. Copier replacement is planned on a lifecycle basis, using information about actual usage and the manufacturer's total estimated capacity. A seven-year maximum duty cycle is assumed for most machines. Copiers that are heavily used are replaced more frequently, while copiers that are more lightly used are replaced at year seven or beyond, or when replacement parts are difficult to obtain and the cost of maintaining the equipment becomes prohibitive. Copiers are routinely redeployed around the District as needed, to match anticipated use with copier capacity. The requested funding for FY14 (\$59,620) will replace eight copiers/RISO machines.

School Technology

Interactive Whiteboard Technology

This program funds the purchase and installation of whiteboard technology in the Needham schools. Unless circumstances dictate otherwise, the FY14 funding request (of \$22,600) is planned for Broadmeadow, Mitchell and Pollard. The overall number of whiteboard to be installed at Pollard and Broadmeadow has increased due to room reallocation at Broadmeadow and the use of the modular classrooms at Pollard.

School Department NPS 1:1 initiative

This program continues the initiative to introduce tablet technology on a 1:1 basis at Pollard, High Rock and Needham High School. The FY14 request expands the program to all Grade Eight students during the 2013/14 school year and purchases tablet devices for the remaining Pollard Grade Eight teachers. It also prepares for the expansion to Grade Seven and Needham High School in 2014/15 by installing additional wireless access points at Pollard and Needham High School and purchasing tablet devices for teachers at Grade Seven and at Needham High. Since \$132,000 of the \$145,000 total funding request was awarded at May 2013 Annual Town Meeting, the November Special Town Meeting funding request is for the remaining funds (\$13,000) to implement the FY14 plan.

Technology Innovation

In the past years, the School Technology Request has included funding for computer replacements, interactive whiteboards and most recently, 1:1 tablet technology. The focus on technology replacement does not allow school staff to evaluate and experiment with emerging technologies that might foster student learning and achievement. The purpose of this request is to support experimentation on a small scale, which will be useful for assessment and for building staff capacity. Specifically, the FY14 request (for \$25,000) is for the purchase of eReaders, such as Kindles and Nooks for use in school libraries and for the purchase of iPads for experimentation at the elementary school.

Technology Replacement

The FY14 technology replacement request will replace 313 teacher, administrator, student, lab and laptop computers, which have reached or are functioning beyond the end of their seven-year lifecycle. Of these, 124 computers are for teachers and administrators throughout the District. Another 163 computers are lab and classroom computers at Eliot, Hillside, Newman, Pollard and the High school. The majority of the computers are being purchased will be deployed at the High School. FY14 represents the second year of the anticipated five-year time frame to replace the High School computers. The request also includes the replacement of four school-based servers, the High School Foreign Language lab server and five district data servers housed at the Educational Technology Center. These servers have been running 24/7 for three or four years and will be re-purposed to less critical functions for two and three years respectively. Additionally, this request will replace eight UPS batteries that support critical servers throughout the District and 47 printers, and will provide funds to analyze the impact of the recent conversion to Apple's new operating system, Lion, on the hundreds of software packages owned by the District. Since \$278,049 of the \$441,200 total funding request was awarded at May 2013 Annual Town Meeting, the November Special Town Meeting funding request is for the remaining funds (\$163,151) to implement the FY14 plan.

DPW Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2014 include:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
65	Parks & Forestry	2008	4WD F350 Pick-up Truck	Same	48,900	\$51,900
66	Highway	2007	One Ton Dump Truck	Same	51,500	\$78,300
6	Highway	2000	Six Wheel Dump Truck	Same	41,300	\$178,400

72	Parks & Forestry	2007	One Ton Dump Truck	Same	47,800	\$78,400
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Two-Way Radio Upgrade Effective January 2013, the Federal Communications Commission has mandated that all existing licensees must convert their wideband (25kHz systems) radio systems to narrowband (12.5kHz). The majority of the two-way radios installed in DPW vehicles have been converted to radios that are capable of functioning on narrowband. This proposal would provide for the purchase of ten two-way radios to be installed in vehicles that have radios that do not presently comply with the narrowband requirement and are not up for replacement. An additional six radios will be purchased to provide the DPW Garage with replacement narrowband compliant two-way radios should any of the existing radios fail. Twelve portable radios and chargers will be purchased to be used during snow and emergency events. Additionally, base radios for the first floor of the PSAB and portable radios for Public Facilities and Building Department Staff are included in this request.

Small Specialty Equipment This program provides funding to purchase new and replace existing Public Works specialty equipment. This equipment is critical for the efficient operation of the Department's maintenance programs. The purchase of this equipment will increase productivity and expand the use of maintenance dollars. Unless circumstances require otherwise, the equipment scheduled to be replaced in FY2014 includes:

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
186	Parks & Forestry	1963	Leaf Collector	Same	N/A	\$25,900
303	Parks & Forestry	1985	Tractor	Same	N/A	\$74,900
356	Parks & Forestry	1985	Aerator	Same	N/A	\$30,000

Snow and Ice Equipment This request will provide funding for equipment used primarily in the Snow and Ice Program. Unless circumstances require otherwise, the vehicles and equipment proposed for replacement in FY2014 are as follows:

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
6A	Highway	2000	Material Spreader	Same	N/A	\$32,200
116	Highway	1998	Sidewalk Tractor (Track)	Same	N/A	\$169,300
66A	Highway	2006	Material Spreader	Same	N/A	\$8,800

ARTICLE 18: APPROPRIATE FOR DPW GARAGE VEHICLE SERVICE LIFT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$110,000 for a DPW Garage vehicle service lift, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum to be transferred from Free Cash; or take any other action relative thereto.

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

Article Information:

ARTICLE 19: APPROPRIATE FOR PROPERTY ACQUISITION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,458,000 for the acquisition of real property known as 66-70 Chestnut Street, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

FINANCIAL ARTICLES

ARTICLE 20: AMEND THE FY2014 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Operating Budget adopted under Article 9 of the May 2013 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From:</u>	<u>Changing To:</u>
4	Retiree Insurance & Insurance Liability Fund	\$4,727,462	\$5,035,139
6	Debt Service	\$12,108,851	\$12,197,287
10	Reserve Fund	\$1,373,243	\$1,448,243

And further, that the appropriation be partially funded by a transfer from amounts reserved for debt exclusion offsets in the amount of \$83,803, and from Free Cash in the amount of \$382,677; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE 21: AMEND THE FY2014 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Sewer Enterprise Fund Budget adopted under Article 11 of the May 2013 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From:</u>	<u>Changing To:</u>
201D	MWRA Assessment	\$5,403,053	\$5,423,810

and to meet this appropriation that \$20,757 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

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

Article Information: The final MWRA Sewer Assessment slightly higher than the preliminary estimate provided to the Town prior to the 2013 Annual Town Meeting. The additional \$20,757 is proposed for transfer from retained earnings.

ARTICLE 22: AMEND THE FY2014 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Water Enterprise Fund Budget adopted under Article 12 of the May 2013 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From:</u>	<u>Changing To:</u>
301D	MWRA Assessment	\$1,273,404	\$1,271,018

or take any other action relative thereto.

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

Article Information: The final MWRA Water Assessment was slightly lower than the preliminary estimate provided to the Town prior to the 2013 Annual Town Meeting. No further appropriation is necessary as the budget is being reduced.

TOWN RESERVE ARTICLES

ARTICLE 23: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$566,530 to the Athletic Facility Improvement Fund, as provided under Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2012 Annual Town Meeting authorized the creation of an athletic facility stabilization fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities, particularly Memorial and DeFazio, which were renovated as part of a remarkable public/private partnership at a cost of more than \$7 million.

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

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

Given into our hands at Needham aforesaid this 17th day of September 2013.

DANIEL P. MATTHEWS, Chairman
JOHN A. BULIAN, Vice Chairman
MAURICE P. HANDEL, Clerk
MATTHEW D. BORRELLI
MARIANNE B. COOLEY

Selectmen of Needham

A TRUE COPY

Attest:

Constable:

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

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

ATTN: SPECIAL TOWN MEETING WARRANT

November 4, 2013 Special Town Meeting Status of Articles - 10.4.2013

Article	Title	Status	BOS Rec.	FC Rec.	BOS Member	FC Member
1	Appropriate for Modular Classrooms/Mitchell				Marianne	
2	Appropriate for Feasibility Study/Hillside				Marianne	
3	Amend Zoning By-law/Solar				Matt	
4	Amend Zoning By-law/Solar Map				Matt	
5	Appropriate for Solar Expenses				Matt	
6	Amend General By-law/Length of Contracts				Matt	
7	Authorize Lease of Land/Solar				Matt	
8	Authorize Solar PILOT				Matt	
9	Authorize Lease of Railroad ROW		Adopt		John	
10	Appropriate for Rail Trail Insurance/CPA		Adopt		John	
11	Amend General By-law/Public Consumption		No position		Dan	
12	Amend General By-law/Municipal Water Supply				Dan	
13	Authorize Taking of Real Property		Adopt		Moe	
14	Home Rule Petition/Alcoholic Beverages <100		Adopt		Dan	
15	Appropriate for Boardwalk/CPA		Not adopt		Marianne	
16	Rescind Debt Authorizations				Marianne	
17	Appropriate for General Fund Cash Capital		Adopt		Moe	
18	Appropriate for DPW Garage Vehicle Service Lift		Adopt		Marianne	
19	Appropriate for Property Acquisition		Adopt		Moe	
20	Amend the FY2014 Operating Budget		Adopt		John	
21	Amend the FY2014 Sewer Enterprise Fund Budget				John	
22	Amend the FY2014 Water Enterprise Fund Budget				John	
23	Appropriate to Athletic Facility Improvement Fund		Adopt			



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

MEETING DATE: 10/08/2013

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		

✓ Police ✓ DPW
✓ Fire ✓ P+R

To: The Selectman of the Town of Needham
Date: February 25, 2013
From: The Community Center of Needham Board of Directors

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2013 FEB 26 A 9:22

We are requesting that you consider allowing us permission to use the Town Green to host a community-wide luminary event on Sunday evening, November 3, 2013. We would like to begin setting up at 12:00 noon; the event will take place between 4:00 – 7:00 p.m. and clean up will be finished by 8:30 p.m.

The event would be similar to the Luminary Stroll 2013 and include entertainment for all ages as well as snacks and beverages. Last year we worked with Fire and Police and no incidents occurred.

We are hoping to work with the NBA once again to promote the event and encourage local businesses to stay open for shopping opportunities. This will be decided by individual businesses.

We would also like to request a rain date in case of inclement weather – please let us know if the following Sunday evening, November 10, would work?

We thank you for your consideration and look forward to your response.

Sincerely,

Katy Dirks
Vice President, Community Center of Needham
617-947-7837 (cell)
tm.g.dirks@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)	Andrew Bartlett		
Event Manager Address	1191 Greendale Avenue		
Event Manager Phone Number	781-247-0121		
Organization Representing (if applicable)	St- Sebastian's School		
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	Alumni Dinner		
Date of Event	10-10-13		
License is for Sale of:	<input type="checkbox"/> Wines & Malt Beverages Only <input checked="" type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM: 6:00	TO: 10:00	
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES	\$ 30 /per ticket	<input type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES	\$ /per ticket	<input checked="" type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
How many people are you expecting at this event?	75		
Name & address of event location. Please attach proof of permission to use this facility.	Ward Hall		
Who will be serving the alcohol to your guests?	Bartenders from Sage Dining.		
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).	Sage Dining		
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.	Bartenders will serve drinks to guests at the bar.		
<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:	Andrew Bartlett		Date: 9/18/13

WARD HALL
ALUMNI DINNER

Sample

Podium
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BAR

[]

TIPS On Premise SSN: XXX-XX-XXXX
Issued: 3/12/2013 Expires: 3/2/2016
ID#: 3422647 D.O.B.: XXXXXXXXX

NICOLE PHILLIPS
13 W End Ave
Middleboro, MA 02346-1920

For service visit us online at www.gettips.com
Michael Marcantonio, 64

TIPS On Premise SSN: XXX-XX-XXXX
Issued: 3/12/2013 Expires: 3/2/2016
ID#: 3422642 D.O.B.: XXXXXXXXX

BRIANNA L ALBERT
13 W End Ave
Middleboro, MA 02346-1920

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Michael Marcantonio, 64

TIPS On Premise SSN: XXX-XX-XXXX
Issued: 3/12/2013 Expires: 3/2/2016
ID#: 3422643 D.O.B.: XXXXXXXXX

CHIARA PHILLIPS
13 W End Ave
Middleboro, MA 02346-1920

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Michael Marcantonio, 64

TIPS On Premise SSN: XXX-XX-XXXX
Issued: 3/12/2013 Expires: 3/2/2016
ID#: 3422644 D.O.B.: XXXXXXXXX

JENNIFER L PETTEY
13 W End Ave
Middleboro, MA 02346-1920

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Michael Marcantonio, 64

TIPS On Premise SSN: XXX-XX-XXXX
Issued: 3/12/2013 Expires: 3/2/2016
ID#: 3422639 D.O.B.: XXXXXXXXX

DEBORAH G CARLINO
13 W End Ave
Middleboro, MA 02346-1920

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Michael Marcantonio, 64

TIPS On Premise SSN: XXX-XX-XXXX
Issued: 3/12/2013 Expires: 3/2/2016
ID#: 3422640 D.O.B.: XXXXXXXXX

MICHAEL E RAYNER
13 W End Ave
Middleboro, MA 02346-1920

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Michael Marcantonio, 64

TIPS On Premise SSN: XXX-XX-XXXX
Issued: 3/12/2013 Expires: 3/2/2016
ID#: 3422641 D.O.B.: XXXXXXXXX

ALLISON J PICKERING
13 W End Ave
Middleboro, MA 02346-1920

For service visit us online at www.gettips.com
Michael Marcantonio, 64

TIPS On Premise SSN: XXX-XX-XXXX
Issued: 3/12/2013 Expires: 3/2/2016
ID#: 3422638 D.O.B.: XXXXXXXXX

NICOLE M RILEY
13 W End Ave
Middleboro, MA 02346-1920

For service visit us online at www.gettips.com
Michael Marcantonio, 64

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

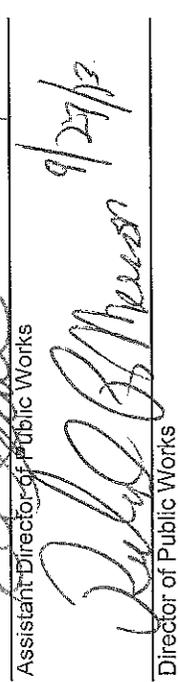
WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	-\$317.25
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$748.35
Transfer Station Charges:	\$0.00
Total Abatement:	-\$1,065.60

Order #: 1169

Read and Approved: 10/4/2013


Assistant Director of Public Works


Director of Public Works

For the Board of Selectmen

Date: 10/8/2013

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

Prepared By: JO Health Dept & Council on Aging (3)

First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
					\$0.00	-\$317.25	-\$748.35	-\$1,065.60	COA	N

Total: -\$1,065.60

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

BOARD OF SELECTMEN

* MINUTES *

August 28, 2013

5:00 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. Maurice Handel, Mr. Matthew Borrelli, Ms. Marianne Cooley, Town Manager Kate Fitzpatrick, Assistant Town Manager Christopher Coleman, and Special Counsel Jay Talerman.

Motion: Mr. Bulian moved that the Board of Selectmen vote to enter into Executive Session under 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, not to return to open session prior to adjournment. The Chair so declared. **Second:** Mr. Borrelli. Mr. Matthews polled the Board. **Unanimously approved 5-0.**

Note: the meeting was adjourned at 5:50 p.m.

**Town of Needham
Board of Selectmen
Minutes for September 10, 2013
Needham Town Hall**

- 6:45 p.m. Informal Meeting with Citizens:
Anna Yu and Richard Fleck, 34 Hazel Lane spoke with the Board concerning water run-off from Greendale Avenue onto Hazel Lane during heavy rain events. They said the Hazel Lane cul-de-sac and their property flooded during the storm over Labor Day weekend, and asked if the Town could remedy the situation. They suggested installation of an outflow pipe for water run-off.
- 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, Marianne Cooley, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.
- A moment of silence was observed to remember Donna Vigliano, Public Health Nurse, who passed away on September 9, 2013.
- 7:03 p.m. Introduction of Police Officers:
Phil Droney, Chief of Police appeared before the Board to introduce newly appointed police officers Jason Hasenfus, Matthew Biellik, and Ryan O'Leary. Chief Droney gave a brief background of each officer and said they are all lifelong residents of the Town, having attended Needham Public Schools. The Board congratulated Officer Hasenfus, Officer Biellik, and Officer O'Leary on their appointments and welcomed them to the service of the Town.
- 7:10 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Board of Selectmen vote to accept the Appointments and Consent Agenda as presented.

APPOINTMENTS

1. **New Year's Needham Committee Christopher Cox (term expires 6/30/2014)**
2. **User Agency Representative to Anthony DelGaizo
the PPBC for the Garage Bays**

CONSENT AGENDA

1. **Accept the following donations made to the Needham Off-Leash Dog Area gift account: \$50 from Michelle Herlihy; \$100 from Susan Glickman; \$100 from Donald Fucs.**
2. **Accept the following donations made to New Year's Needham: \$500 from Sheraton Needham Hotel; \$3,000 from Roche Brothers; \$100 from Chestnut Street Animal Hospital.**

3. **Accept the following donation made to the Needham Community Revitalization Trust Fund from the following resident: Michael A. Heffernan, \$200.**
4. **Approve and sign Ambulance Abatement due to hardship for account #115981 for \$545 which has been submitted by the Fire Department.**
5. **Accept a \$10,000 donation made to the Needham Park and Recreation Commission from the Needham Soccer Club for Field Improvements.**
6. **Accept the following donations made to the Needham Park and Recreation Commission:**
 - \$950 from Parent Talk for Children's Theatre;**
 - \$500 from the Norfolk Lodge for the Nashoba Valley Ski/Snowboard Program;**
 - \$238 in donations collected at Arts in the Parks.**
7. **Accept a \$25 donation made to Needham Youth Services from Mr. Brendan Counihan, a Needham resident for its Single Parent Support Group Program.**
8. **Approve applications for a 2013 Weekday Entertainment license and a 2013 Sunday Entertainment license from Aaron M. Krug of 3 Squares, located at 669 Highland Avenue, Needham.**
9. **Approve a request from Darren Bean, President of Warrior Thunder Foundation, to have a portion of its motorcycle ride go through Needham on Saturday, September 14, 2013 at 12:00 p.m. The route of the motorcycle ride has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.**
10. **Water & Sewer Abatement Order #1167**
11. **Approve request from Park and Recreation Commission to host their annual "Spooky Walk" on Saturday, October 19th, 2013 which commences on Town Common at 10:45am, with a rain date for Saturday, October 26th, 2013.**
12. **Grant permission for the following residents to hold a Block Party:**

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

7:12 p.m.

Regulation of Mobile Food Trucks:

Ms. Fitzpatrick gave a brief statement saying food trucks are becoming increasingly popular in urban environments and the Town has decided it would be helpful to vendors and patrons to develop regulations for this type of business. She reviewed the draft regulations and asked the Board to consider the proposed limitation of the location of food trucks in underserved districts such as Business Center/Needham Crossing area, Mixed Use Route 128/Wexford Street area, and Industrial 1/Muzi Ford area. Ms. Fitzpatrick said vendor parking, signage, health regulations, and fees should be considered. Ms. Fitzpatrick said public comment has been received indicating comment that food trucks may provide a benefit for athletic teams who may not want to staff vending areas, rendering the 1,000 foot regulation as problematic. She noted correspondence from Patty Carey, Director of Park and Recreation indicating a desire to maintain the 1,000 ft. regulation. Ms. Fitzpatrick

also noted communication about “grandfathering” food truck operations not currently in the underserved districts.

Mr. Matthews opened the public hearing.

Karen Waller, Center Cafe asked if the Town will receive the 3/4 of 1% sales tax or will it go to the Town of incorporation. She asked for the Board’s definition of underserved.

Kathryn Van Auken, Mobil representative, 1111 Great Plain Avenue supports the regulations and asked the Board to consider downtown businesses that are currently paying rent. She said there is a food truck currently selling the same products as the Mobil store, parked in front of the Mobil station. She said the food truck sits within an intersection right-of-way and its patrons are often on Mobil property. She asked the Board to consider where it allows food trucks.

Diane Wang, Gari Japanese Restaurant, 1019 Great Plain Avenue said her first-hand experience at her restaurant in Brookline indicates a 10% reduction in sales when food trucks are in the area. She said she knows allowing food trucks will affect brick and mortar businesses. She asked the Board to consider a traffic study.

Michael Andelman, 12 Edwardel Road said Needham Crossing is a great location for food trucks as it serves an area, without competing with restaurants. He said it would be extremely unfair to put food trucks anywhere in Needham and restaurants would be hurt. He asked the Board to consider restaurants, meals tax, and employees in brick and mortar establishments. He encourages the Board to consider non-traditional locations where there aren’t any restaurants.

Eric Wagner, owner Dog Gone Ron’s, located in front of the Mobil Gas station, 1111 Great Plain Avenue asked if there is any room for his business due to the regulations. He said he has been at the location for ten years.

Laurie Janowski, said she can’t buy a hot dog anywhere else and feels the “Hot Dog Man” doesn’t bother anyone or any restaurants at his location.

Ron Stoloff, 48 Linden Street, owner Blue Ribbon BBQ, located in Newton and Arlington, and a food truck on Second Avenue, Needham said he understands the concerns of brick and mortar restaurants. He said the Board should consider the uniqueness of the product and other restaurants. He asked about the five day restriction and feels business owners should be allowed to operate on weekends. He feels food trucks should be allowed to operate on private property. He asked who determines what is an underserved location.

Terri Beal, Captain Marden’s appreciated the comments made by Devra Bailin, Director of Economic Development concerning catering trucks. She asked the Board to consider changing the by-law to allow food trucks on private property.

Greg Reibman, President, Newton-Needham Chamber of Commerce thanked the Board for their thoughtful process in considering the issue of food trucks. He noted the City of Newton has not yet made a decision regarding food trucks, and is currently discussing the issue. He cautioned the Board to avoid considering the type of food served as a criteria for authorizing food trucks.

Karen Waller, Center Cafe suggested “grandfathering” food trucks like the hot dog vendor or find a way to move the business to an area that will not offend anyone.

Mr. Matthews closed the public hearing and asked for Board comment.

Mr. Borrelli concurred extending the hours of operation to include weekends, especially considering the permit fee of \$1,000. He also suggested extending the time limit placed on canteen and coffee trucks that move from place to place and are stationary to 1 hour from 30 minutes. He said he hopes the Town will consider options for the hot dog vendor and feels it would be a shame to lose the business.

Mr. Handel concurred with Mr. Borrelli. He commented it is important businesses have the ability to cater events. He noted it is important to recognize the scale of the activity and history in a given area. He noted there are certain ways to “grandfather” a previously existing activity, like the hot dog vendor.

Mrs. Cooley commented it may make sense to explore the possibility of food trucks partnering with groups selling concessions at DeFazio Park.

Mr. Bulian said he is comfortable with the draft regulations, but that he must support the brick and mortar establishments. He said brick and mortar establishments put in hundreds of thousands of dollars to fix up their restaurants, pay rent, pay real estate taxes, and employ many workers. He said they are the “backbone” of the Town and the business community. He said he believes there is a way the Town can have a food truck policy in underserved areas, but that he is mindful of future development of the business center. He said the Town depends on commercial real estate tax revenues to offset residential property taxes. He agreed to move forward with the regulation of food trucks policy at this time, but cautioned the business community is a huge part of the Town.

Mr. Matthews said the record will remain open for one week to receive additional written comment. He said there are issues that require review and said the question of fairly treating existing business is hard when adopting new policies. He thanked everyone for attending the meeting and giving their opinion.

The Board recessed for two minutes.

8:00 p.m. DPW/Park & Recreation Project Update:

Richard Merson, DPW Director appeared before the Board to discuss the major construction projects underway in the Town. He commented on the new Reservoir B Sewer Pump Station, the Salt Shed currently under construction at the RTS, St. Mary's Water Pump Station in the final design process, DPW Garage Building, and the Lincoln Street/School Street Parking Lots which he said will be under construction by the end of this calendar year. He noted it has been a very active year and he is pleased with the progress.

Ms. Fitzpatrick added that the excavation of Greene's Field is underway.

Mr. Handel commented on the Labor Day rainstorm and asked if there was anything the Town can do about the extreme situations in some neighborhoods. Mr. Merson said the Town is developing a database of addresses reporting problems during the storm and investigating maintenance issues that may have caused some flooding. He reported, to date, the drainage system did not experience any problems and worked at maximum capacity. He said site visits will be scheduled with homeowners and neighbors to further investigate and identify opportunities for improvement that may be warranted in the future. Ms. Fitzpatrick said results of the evaluation and suggested remedies will be reported to the Board.

8:10 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with 6 items to discuss:

1. Declaration of Restrictive Covenants & Grant of Restriction/1135 Webster Street
Roy Cramer, Attorney discussed the Planning Board's request that the Board of Selectman accept and execute a Declaration of Restrictive Covenants and Grant of Restriction with Southfield Associates for a new subdivision at 1135 Webster Street. He said the documents were required by the Planning Board as a condition of the Board's approval of the subdivision. Mr. Cramer also noted that the Grant of Restriction provides for a 15 foot landscaping buffer around the subdivision and the Declaration of Restrictive Covenants sets forth the responsibilities of the homeowners association after occupancy.

Motion by Mr. Handel that the Board of Selectmen vote to accept and authorize the Chairman to sign on its behalf a Declaration of Restrictive Covenants by Southfield Associates to the Town of Needham; and that the Board of Selectmen vote to accept and authorize the Chairman to sign on its behalf a Grant of Restriction by Southfield Associates to the Town of Needham.

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

2. Accept and Refer Zoning Amendment

Ms. Fitzpatrick told the Board the Planning Board voted to place two zoning articles on the Special Town Meeting Warrant to facilitate the solar photovoltaic installation at the RTS. She said in accordance with State law, the Board has 14

days to accept the proposed amendment and refer the amendment back to the Planning Board for its review, hearing, and report.

Mr. Borrelli said it would be helpful if the Solar Committee gave an update on its progress. Ms. Fitzpatrick said the Committee is scheduled to give an update in October.

**Motion by Mr. Borrelli that the Board vote to accept and refer the following proposed zoning articles: Amend Zoning By-law: Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District; and Map Change to Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District to the Planning Board for review, public hearing, and report.
Second: Mr. Bulian. Unanimously approved 5-0.**

3. Community Preservation Project

Ms. Fitzpatrick recommended the Board approve a CPA project application for the November 4, 2013 Special Town Meeting. She said as part of the proposed lease agreement between the Town and the MBTA, the Town must purchase a one-time environmental insurance policy that covers a 5 year period. Ms. Fitzpatrick noted the Commonwealth of Massachusetts has a grant program that may reimburse the Town for 50% of the purchase price, all of which would be returned to the CPA Fund, along with any unspent funds. She said the expected total cost of the insurance (prior to any reimbursement) is approximately \$45,000.

Motion by Mr. Bulian that the Board vote to endorse an application to be filed for Community Preservation funding for the purchase of environmental insurance.

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

4. Open Special Town Meeting Warrant

Ms. Fitzpatrick asked the Board to open the warrant for the November 4, 2013 Special Town Meeting. She noted the warrant is scheduled to be closed on September 17, 2013.

Motion by Mr. Bulian that the Board vote to open the warrant for the meeting to be held on November 4, 2013 at the Needham Town Hall.

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

5. Fiscal Year 2015-2019 Pro Forma Budget

David Davison, Assistant Town Manager/Finance provided the Board with an overview of the five year, pro forma budget analysis for fiscal years 2015-2019. Mr. Davison presented the Selectmen with the "Town of Needham General Fund Revenue and Expense FY2015-FY2019 Pro Forma" and reviewed Revenues, Property Taxes and Local Receipts, and State Aid, as well as other items. He noted stronger property tax growth in FY2015 and FY2016 than in other years, due to expected development in Needham Crossing.

The Board noted the amount of work put into the presentation and thanked Mr. Davison for his effort.

6. Town Manager Report

Ms. Fitzpatrick reported the Attorney General has approved the medical marijuana moratorium approved by Town Meeting. She said the Massachusetts Department of Health completed phase 1 of the process in which it identified the county, but not the specific community for a Registered Marijuana Dispensary. She said the Department of Health will release the names of the applicants moving on to phase 2 as early as September 15th

8:35 p.m. Board Discussion:

1. Committee Reports

No Reports were made.

8:40 p.m. Executive Session - Exception 3 (potential litigation):

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

Exception 3 - To discuss strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares. Not to return to open session prior to adjournment.

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

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 was adjourned at 9:40 p.m.

**Town of Needham
Board of Selectmen
Minutes for September 17, 2013
Needham Town Hall**

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

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Daniel P. Matthews. Those present were John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Maryanne Cooley, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Public Hearing - Verizon and NSTAR Petition for Cedar Street:
Penny Kane, Verizon and NSTAR Representative appeared before the Board requesting permission to relocate one Pole #8 at 308 Cedar Street in order for the homeowner to install a new driveway. The Department of Public Works has approved this petition, based on Verizon and 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.

Mr. Matthews invited public comment. No comments were made.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Verizon and NSTAR to install one Pole #8 at 308 Cedar Street. In order for the owner of 308 Cedar Street to install a new driveway, the pole needs to be removed from its original location.

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

7:02 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented:

APPOINTMENTS

- 1. Golf Course Advisory Committee: Steven Carlson (term expires 6/30/2016)**

CONSENT AGENDA *=Backup attached

- 1. Accept the following donation made to the Needham Off-Leash Dog Area gift account: \$50 from Monica & Bob Foley; \$25 from Colleen Beacham; \$50 from Michael Sinert & Erica Frank.**
- 2. Accept the following donation made to New Year's Needham: \$ 1,000 from the Needham Women's Club.**
- 3. 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 September 17, 2013 to October 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.

- 4.* Approve new Board of Selectmen Town Hall Art Exhibits Policy, BOS-DIS-004.
- 5.* Approve technical amendment to vote of September 10, 2013 for COMCAST grant of location. Wording used in motion contained NSTAR rather than COMCAST. All else remains same. Public hearing was advertised correctly.
- 6.* Approve minutes from August 20, 2013 (Executive and Open Sessions).
- 7.* Approve a Special One Day Wines & Malt Beverages Only license for Steve Volante of Volante Farms to hold a Food Sol Reception on October 24, 2013 from 6:00 p.m. to 10:00 p.m. at Volante Farms, 292 Forest Street.
8. Approve request from the Needham Business Association to hold Annual Blue Tree Ceremony on Saturday, November 30, 2013 at 4:30 p.m. in Avery Square and Blue Tree festivities at the Town Common at 5:00 p.m. Approval also includes use of Garrity Way from 1:00 p.m. to 5:00 p.m.
9. Approve request from the Needham Business Association to have "meter-free" parking in Needham Center and Needham Heights from November 30, 2013 January 1, 2014.
- 10.* Water & Sewer Abatement Order #1168.
11. Grant permission for the following residents to hold a Block Party:

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

7:03 p.m. Appointment of Park & Recreation Commissioner:
Mike Retsky, Chairman, Cynthia Chaston, Vice-Chairman, and Dave DiCicco, appeared before the Board to discuss the current vacancy on the Park & Recreation Commission.

Mr. Bulian said he and Mr. Retsky met with candidates for the vacant position on the Park & Recreation Commission, and jointly recommend Mr. Matt Toolan to fill the vacancy until the April 2014 election.

Motion by Mr. Bulian that the Board of Selectmen and Park and Recreation Commissioners vote to appoint Matt Toolan to fill the vacancy on the Park and Recreation Commission through April 8, 2014.

Second: Mr. Borrelli. Unanimously approved 8-0.

7:05 p.m. Public Hearing - Rail Trail:
Kate Fitzpatrick, Town Manager outlined procedural requirements for leasing the railroad right of way from the MBTA.

Tad Staley and Kathleen Phelps, Bay Colony Rail Trail Association appeared before the Board outlining a proposal for the first phase of the construction of a

shared use recreation trail from Needham Junction/High Rock Street to the Dover Town Line (Charles River).

Mr. Staley presented a brief PowerPoint presentation titled "A Rail Trail in Needham, September 2013" and discussed a prospective timeline of the first phase of construction and funding for the project.

Mr. Matthews acknowledged the work by Mr. Staley, Ms. Phelps, and the Rail Trail Committee, and thanked them for their efforts.

Mr. Matthews invited public comment.

Fatemeh Haghighatjoo, 61 Evelyn Road is concerned a rail trail behind her property will impact her privacy and affect her children playing in her backyard. She commented on the possibility of garbage along the trail and home valuations.

Mr. Matthews explained the northern section of the trail behind Ms. Haghighatjoo's property is not part of the project. The project includes only the southern route, from Needham Junction to the Dover line.

Mike Giancioppo, 11 Charles River Street asked if the Town will spray the area for ticks and said he is concerned about the impact a fence would have on wildlife.

Demetry Gorenburg, 178 Richardson Drive is supportive of the trail and said it would be an amenity for children in the area. He noted he is a member of the BCRT Board, and commented many abutters in his neighborhood are excited about the project.

John Bonavia, 39 Bradford Street said he is impressed with the work of the Committee. He suggested use of public transportation continues to increase and wondered whether removing the rails would be a mistake. He noted the possibility of trains running from Medfield to Needham Junction in the future.

Resident, Charles River Street asked what is the ultimate length of the trail?

Gabe Fried, 136 Stratford Road said he fully supports the project and feels the Town should pay for the trail. He said the benefit to property values is not trivial.

Floyd Alwon, 1125 South Street supports the project, but as an abutter he is concerned with change to the area. He said people must trust the project will be good for the Town and improve the quality of life. He asked whether port-a-potties will be included as part of the project. He is also concerned with wildlife in the area.

James Goldstein, 40 Coolidge Avenue supports the project and believes it will be a wonderful amenity to the Town. He commented research indicates enhanced

property values due to rail trails. He acknowledged Mr. Bonavia's comments about increased public transportation, and suggested a rail trail could increase MBTA ridership as people may bike from Medfield or Dover to Needham Junction.

Ms. Phelps noted a "bike share" program at Needham Junction and at Medfield as a future possibility.

John Negoshian, 1101 South Street, abutter, acknowledged he originally had doubts about the project but is supportive. He said the project must be done right; including a fully paved trail, trash cans, and police patrol. He feels the Town should fund the project.

Evie Shollings, Fisher Street said she does not support the project and feels a space will be created for people to hang out and do things they should not be doing.

Ed Kim, 82 Gayland Road supports the project and said the path is a great amenity for the Town. He commented he considered paying a premium to live in Wellesley because of the biking amenities of the Town.

Mike Retsky, 121 Laurel Drive, Park and Recreation Commission, Chairman stated support for the project. He thanked Mr. Staley and Ms. Phelps for their time and effort on the project.

Calvin Cole, 107 Edwardel Road supports the project, but was disappointed to hear the trail is suitable for trail and hybrid bicycles, but not for road bikes.

Mr. Matthews closed the public hearing and asked for comments from the Board.

Mr. Borrelli commented he is concerned with the investment of money and the final plan. He suggested funding maintenance and fencing up front, before installing the trail.

Mr. Matthews noted several issues need to be worked out with abutters. He said contact information for Bay Colony Rail Trail is on the Town's website, and that the next step in the process is consideration of two articles at the Special Town Meeting beginning November 4, 2013. Mr. Matthews thanked everyone for their attendance and participation.

8:25 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with 2 items to discuss:

1. Proposed Charge/Facility Working Group

Ms. Fitzpatrick recommended a charge and composition of a Facility Working Group to provide advice and input to the Permanent Public Building Committee and the Board of Selectmen in the development of an updated facility master plan. She noted the updated plan was funded at the 2013 Annual Town Meeting.

Motion by Mr. Bulian that the Board of Selectmen vote to approve the charge and composition of the Facility Working Group.

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

2. Close Special Town Meeting Warrant

Ms. Fitzpatrick noted modifications to the warrant including a proposed deviation from the traditional method for organizing the articles, the postponement of two articles to the May 2014 Special Town Meeting, the addition of an article for a new lift at the DPW, and an article for a “friendly taking” of property on the sidewalk at the new senior center. She recommended the Board close the warrant for the November 4, 2013 Special Town Meeting.

Motion by Mr. Bulian that the Board approve and close the November 4, 2013 Special Town Meeting Warrant as presented by the Town Manager subject to minor technical corrections to be made by the Town Manager, Town Counsel, and Bond Counsel.

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

Mr. Matthews noted the possibility Town Meeting may require more than one evening for discussion and suggested Wednesday, November 6, 2013, if necessary. He said choosing a date is ultimately made by vote of Town Meeting, but thought it important to discuss with other boards and committees, so people can plan accordingly.

8:35 p.m. Board Discussion:

1. Committee Reports

No Reports were made.

8:35 p.m. Executive Session - Exception 3 (potential litigation):

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. Not to return to open session prior to adjournment.

Second: Mr. Borrelli. Mr. Matthews polled the Board. Unanimously approved 5-0.

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 was adjourned at 9:20.

BOARD OF SELECTMEN

* MINUTES *

October 1, 2013

8:00 a.m. A special meeting of the Board of Selectmen was convened by Chairman Daniel Matthews at the Newton City Hall. Present were, Mr. John Bulian, Mr. Maurice Handel, Mr. Matthew Borrelli, Ms. Marianne Cooley, Town Manager Kate Fitzpatrick, Newton Mayor Setti Warren, Newton Chief Administrative Officer Bob Rooney, and Newton Needham Chamber Director Greg Reibman.

8:00 a.m. The Board members and Mayor Warren discussed items of common interest including the unused rail corridor that runs from Needham over the Highway and the Charles River into Newton, the Highland Avenue/Needham Street corridor, the importance of Needham Street, Wells Avenue and Needham Crossing as the economic engine of the two communities and the region, and possibilities for collaborating on economic development initiatives. Mr. Reibman introduced the N² Innovation Corridor initiative. Mr. Rooney discussed the opportunity for Needham and Newton to collaborate in an economic target area.

The Board members and the Mayor agreed to meet on a regular basis and that a meeting will be scheduled in Needham later in the year.

8:45 a.m. **Motion: Mr. Bulian moved that the Board approve the Consent Agenda – to vote to reduce the membership composition of the Solar Energy Exploratory Committee from seven members to five members. Mr. Borrelli seconded the motion. Unanimous: 5-0.**

Motion: Mr. Bulian moved that the meeting be adjourned. Mr. Borrelli seconded the motion. Unanimous: 5-0.

----- Original message -----

From: Mike Chinitz <mlc@rose-law.net>

Date: 09/26/2013 6:32 PM (GMT-05:00)

To:

nathan.sanders@yahoo.com, goldberg.s.david@gmail.com, jeffbikemd@gmail.com, faronson@PBL.COM, [jeffhil
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lo@aol.com), mccarronjohn@gmail.com, xxpfmxx@gmail.com, ellenfreer@gmail.com, karenrednor@comcast.net,
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Cc: Cindy Yee <cindy.yee@verizon.net>, Michele Rosenthal

<michelerosenthal@verizon.net>, mayfchiu22@gmail.com, jordanaalford@gmail.com, lgershkowitz@gmail.com
, Matthew Forbes <MForbes@needhamma.gov>, jbabcock@newtonma.gov, Sarah Mercurio
<sarahmerc@pmc.org>, "Farina's (contactus@farinas.com)" <contactus@farinas.com>

Subject: Kid's PMC Chaperone Instructions and safety details.

Steve Branfman and I, as well as our Kid's PMC event Chairs Cindy Yee and Michele Rosenthal, all thank you for volunteering to be chaperones for one of the two road rides this year.

- A. The routes are attached to this email.
- B. Right now there are about 15 teen riders for the Dover Loop and about 25 riders for the shorter Needham neighborhood loop. Numbers will change with last minute drop outs and walk in registrations.
- C. **The Basic Logistics:**

- 1) All Teen Ride Chaperones should meet at 180 Wells Ave site at 7:30 am where we will review the ride details and Steve Branfman and I will give final instructions. We will also assign you to groups. We know that most Chaperones want to ride the longer ride. This will not be possible. Bear in mind that the longer ride is slow going. **There will be a group ride for the Chaperones after the event and that is when we can ride at a faster pace. We hope that you will join us.**
- 2) We can really use your help (and the help of your spouses or significant others or teen aged kids) to set up the site as early as 6 am. There are many tables, chairs, tents, etc. to unload and set up; food and water to unload and organize; cones to set up; signs to post, etc. Bottom line—There is lots to do in a short time frame. **One inducement to arrive early is Free Coffee and Muffins....**
- 3) The road rides will begin at 8:45. The kids will be sent off in 1-2 minute intervals in groups of no more than 8 with two adult riders; one as the leader, one as the sweeper.
- 4) Steve Branfman, Ron Jacobs, and another rider or two to be selected by Steve will ride ahead, sweeping the course and helping with busy intersection crossings.
- 5) The pace will be slow (don't expect an average pace greater than 12-13 on the Dover loop) with all groups remaining in the order in which they left Wells Ave. There will be no passing. There will be no double breasted riding. The kids on the Dover loop ride will leave the Charles River School in the same groups that they arrived in, but not necessarily in the same order.
- 6) We ask that all group leaders (front or "pole" position) help his/her group through all intersections to assure safety. All traffic rules will be enforced. Traffic will not be stopped for the riders.
- 7) There will be two physicians on the road. Thank you Docs Rednor and Linder.
- 8) Only designated adult chaperones will be allowed to ride the Dover loop. Parents may ride the shorter 8 mile road ride.
- 9) The Charles River School will be hosting the rest stop with refreshments, bathrooms, etc.

Ride Details

*All adult riders must carry cell phones!!

*Safety is the key. Pay particular attention to intersections and crossing RR tracks.

*Obey all traffic rules.

*Ride in single file. No exceptions.

*Encourage the kids to ride at least one full bike length behind the next rider. Most of these kids ride hybrids and mountain bikes.

*Use customary cyclist's signals for road hazards, pedestrians, etc.

*Pace the ride slowly; 10-13mph. If the kids can handle a faster speed you will know it. Ride accordingly.

*No passing within the group.

*Groups are not to pass the group ahead at any time. If you see yourself approaching the group ahead, slow your pace to restore distance between the groups. If a group catches up to another group while they are waiting at an intersection, the first group to arrive is the first to proceed. Wait for distance to open before the second group departs even if this means waiting for the next cycle of traffic light.

Staging at Wells Ave

The teens will roll out first proceeding to the Teen Ride staging area at 2 Wells Ave.

Groups will be formed at the staging area. Kid's names will be recorded on paper and given to the group leader. Name tags will be fixed to each rider's back, and an emergency cell no. will be on the sticker. The stickers will also be color coded for each group's color.

Each group will have a color. This color will be marked on each rider's sticker. This will facilitate the organization of groups leaving the Charles River School.

Intersections

Approach and negotiate intersections with extreme care and caution. Do not try and "make the light." Stop fully at all stop signs. Be sure the group is intact and cross the intersection only if it is safe for the entire group to cross.

When approaching a left turn, the sweep rider must be the first to signal, look behind, and steer to the inside of the lane. After positioning on the inside, signal the leader and riders

“Clear to go.” It is then up to the leader to proceed in making the turn only when it is clear for the entire group to turn.

Arrival and Departure at the Charles River School

Upon arrival at the school, identify a location to store your bikes and announce a meeting time at that spot 15 minutes after your arrival.

Mike and Steve will be waiting at the exit of the school.

Take attendance of your group, roll out to the exit, check in with us, and depart for Wells Ave. only after checking again that all of your riders are present.

Groups need not leave the Charles River School in the order in which they arrived but the riders must leave in the group that they were assigned to.

In case of a mechanical

The entire group will pull well off the road to a safe spot.

The group will stay together for the duration of the mechanical.

If the mechanical is minor (flat tire, dropped chain, etc.) and you can do the repair, go ahead and take care of it.

Upon completion of the repair carefully reenter the road and continue the ride.

In case of an accident, injury, or medical issue

If a serious accident occurs immediately call 911. Docs Rednor and Linder will give ride Chaperone’s their cell nos. too.

If the situation does not require 911 call Docs Rednor and Linder first, then call Mike or Steve. Mike’s No. is 617-908-9528; Steve’s is 617-447-3500.

Keep the group together until the situation is assessed, and the doctor makes a decision as to the seriousness of the situation and whether the child can continue on the ride.

After the assessment is made carefully assemble your group and continue the ride.

Please email me and Steve if you have any questions. Best. Mike and Steve.

Michael L. Chinitz
Rose, Chinitz & Rose
One Beacon Street, 23rd Floor
Boston, MA 02108
Tel: (617) 536-0040
Fax: (617) 536-4400
Cell: (617) 908-9528
www.rose-law.net
Business and Employment Litigation

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Police ✓ DPW ✓
 Fire ✓ PFR ✓

RECEIVED

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

2013 SEP 25 A 8:37

Name of Organization: Needham Running Club	
Organization Mailing Address: 48 Hawthorn Ave Needham, MA 02492	
Primary Contact: Bill Gallagher	Contact Title: President
Contact Address: 48 Hawthorn Ave Needham, MA 02492	
Contact Phone (Day): 781-589-7849	Contact Phone (Cell): 781-589-7849
Contact Email: Bill.Gall3@gmail.com	
Event Date(s): January 1, 2014	Date Expected to be in Needham: Jan 1, 2014
Earliest Time Expected in Needham: 6 am	Latest Time Expected in Needham: 1 pm
Number of Expected Participants: 600	Number of Expected Spectators at Peak Time: 60
Is event for-profit or not-for-profit?	Are participants charged a fee? \$20 + \$25 on race day 5 in advance

Estimated Number of Vehicles: <i>0 from us, 2 police details</i>	What type of Parking is needed: <i>on street / has not been a problem in the past.</i>
Are event organizers available to meet with members of the Town to plan event? <i>yes, Bill Gallagher 781-589-7849 Bill.Gall3@gmail.com</i>	
What will be done in case of inclement weather? <i>if blizzard we have a cancellation plan.</i>	
Are there other events that take place at the same time as this one, just before or just after this event? <i>no 11/11/14 is on a Wednesday</i>	
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: <i>most people show up between 9:30^{am} + leave by 12:30^{pm} + park around the YMCA + for over 5 yrs no one has complained about parking.</i>	
Will neighborhoods be impacted by parking and traffic? <i>just 1 block of Warren St. We have been working w/ them + they will have 3 large cheering sections @ this yr's race.</i>	
What activities are planned for the start of the race (if in Needham)? <i>just announcements, signing, start</i>	
What activities are planned for the end of the race (if in Needham)? <i>announcements + awards</i>	
What facilities are needed for the start of the race (if in Needham)? <i>YMCA pool building will have registration + bathrooms</i>	
What facilities are needed for the end of the race (if in Needham)? <i>nothing</i>	
Once the event begins, how long will it take to complete the event? <i>1.5 hrs including awards</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?	- the only signs we have are 3 mile markers
Will volunteers be placed along the route?	yes, @ each turn. We'll work w/ the police.
Will you be using a sound system? If yes, please describe where and when it will be used.	@ the start of the race + end of race @ the YMCA pool building.
Will there be any food served?	bagels + water
Will portable toilets be used?	no
Will hydration stops be set up along route? If yes, please include these on route plan.	no
If the event takes place after dark, what is the plan to meet lighting needs?	during the day
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	we have a medical plan + we follow the USATF medical requirements. We have 2 docs + 2 nurses from 9-1pm manning the med tent.
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?	not a lot of any
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?	yes no
What is the plan to handle trash?	we take all of it home.
Please attach event route map, include map and text of route.	



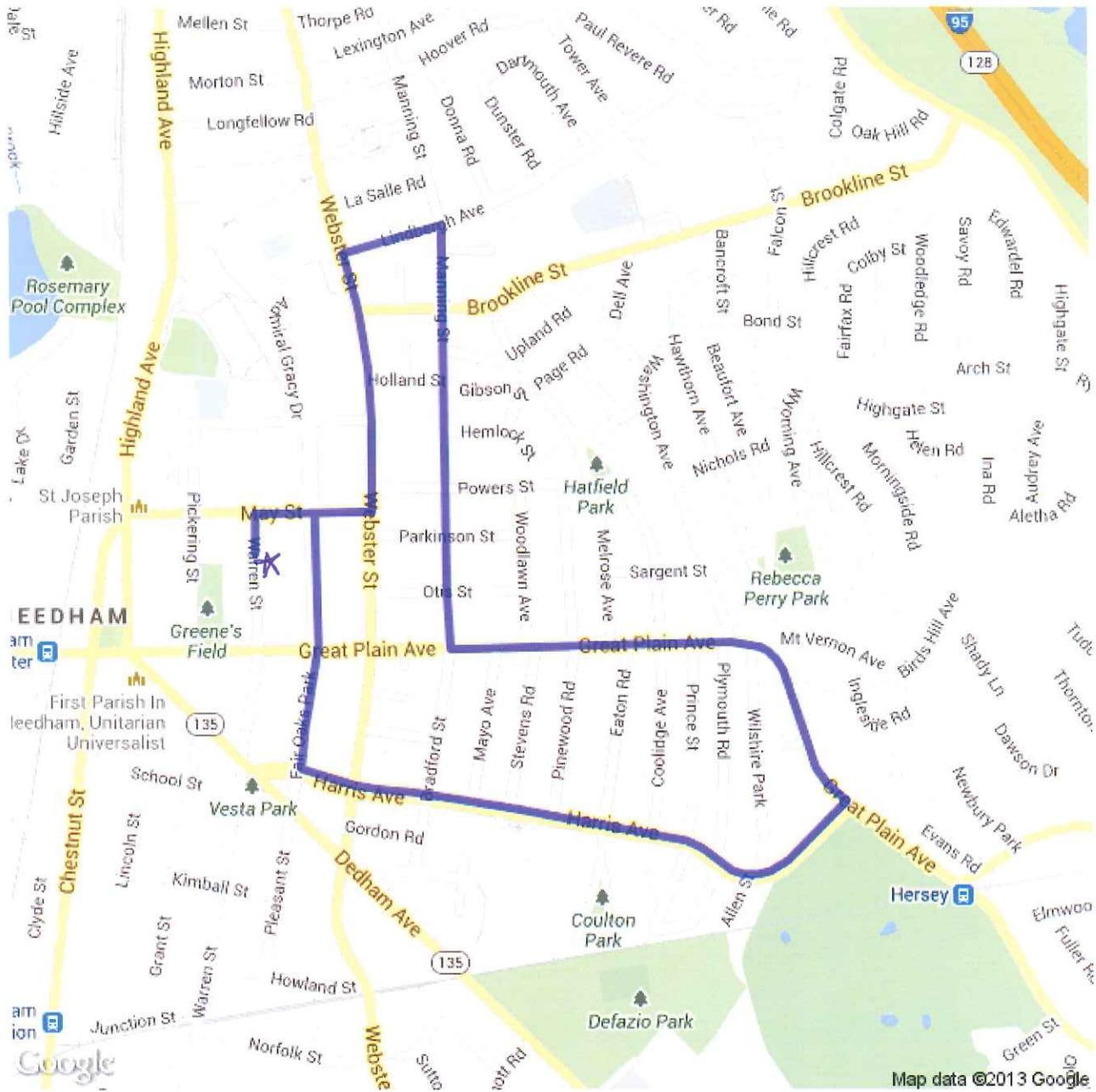
2013 Needham New Years 5K

Location: Needham, MA

Mileage: 3.1 miles

Description: This is the 2013 Needham New Years Day 5k Course route. Registration is located at the Needham YMCA 863 Great Plain Ave and the race starts at 73 Warren Ave which is around the corner from the YMCA. Register at RunNeedham dot com

 [Click here to send to printer](#)



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)	Greg Reibman 2013 OCT -4 A 10:49
Event Manager Address	281 Needham St Newton 02468
Event Manager Phone Number	617 244 1688
Organization Representing (if applicable)	Newton Needham Chamber of Commerce
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>W-9 form</u>
Name of Event	NZ Corridor Meetup
Date of Event	Oct 23 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: <u>5 pm</u> TO: <u>8 pm</u>	
Are tickets being sold in advance for this event? <input type="checkbox"/> YES \$ /per ticket <input checked="" type="checkbox"/> NO	
Is there an admission fee for this event? <input type="checkbox"/> YES \$ /per ticket <input checked="" type="checkbox"/> NO	
Are you using dues collected to purchase alcohol for this event? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
How many people are you expecting at this event? <u>100 to 200</u>	
Name & address of event location. Please attach proof of permission to use this facility. <u>Digital Reality Cabot St, Needham</u>	
Who will be serving the alcohol to your guests? <u>Certified tip servers / Bakers Best 150 Gould St Needham MA</u>	
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). <u>All of Bakers Best bartenders and lead servers have been certified. Once specific employees have been assigned to this event they will provide names and certificates.</u>	
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. <u>Attendees will be given 1-2 drink tickets at registration. Tickets Redeemable for drinks. Added tickets will be sold for \$5 per drink at separate table redeemable at bar.</u>	
<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: <u>10/4/13</u>



Newton Needham
Chamber of Commerce

bridging business • bridging communities

**2013
SPONSORSHIP
OPPORTUNITY**

Newton-Needham Innovation Corridor Meetup

Here's your opportunity to capture the attention of business executives and entrepreneurs from Newton, Needham and across the state as we launch a campaign to promote the I-95 Newton-Needham corridor as a destination for technology companies, start-ups and other innovators.

Why Newton-Needham?

The Newton-Needham area is already home to more than 150 companies in the high tech/innovation sector and continues to grow — in a way we're promoting a trend that's already begun. But with rising rents and growing congestion in Kendall Square and downtown Boston we know that more innovators are looking for alternatives. The Newton-Needham area has been identified by the Patrick Administration and by international technology corporations such as TripAdvisor and PTC as a desirable and viable alternative, especially given infrastructure enhancements slated to happen across the corridor, including:

- New lane construction and bridge enhancements on I-95
- Better access to existing office parks through a new Kendrick Street exit off I-95
- Improvements to the Needham St/ Highland Ave. corridor, including widening, bridge improvements and new signals.
- Designation of the New England Business Center as an economic target area in Needham.
- The City of Newton is presently updating its master plan to promote economic development opportunities.

Who is behind this meetup?

The idea for the meetup sprung from a conversation between Newton Mayor Setti Warren and Greg Bialecki, Secretary of Housing and Economic Development, under Gov. Deval Patrick. The steering committee is co-chaired by Devra Bailin, Economic Development Director for the Town of Needham; Candace Havens, Director of Planning and Development for the City of Newton; Geoff Kravitz, Deputy Chief of Staff for Office of Housing and Economic Development; and Greg Reibman, President of the Newton-Needham Chamber.

So what exactly is happening on Oct. 23?

We're throwing a party, bringing together and showcasing many of the established companies, start-ups and innovators that have chosen to locate in the corridor or may be considering moving here. There will be a short presentation with guest speakers from the public and private sectors. But the real focus will be on networking as we discuss the benefits, opportunities and challenges of doing business in the region.

Where and when is the meetup?

Wednesday Oct. 23 2013, 5-7 p.m.

Digital Realty 105 Cabot Street, Needham, MA

Anticipated attendance: More than 100 business innovators and civic leaders

How can I get involved?

Digital Realty has graciously donated its Needham facility for the meeting. We are now seeking food and drink sponsors for the event. Sponsors will be visible before, during and after the event, including on a webpage touting the corridor. To learn how you can help contact Lise Elcock at the Chamber at 617-244-1864 or lcock@nnchamber.com

Newton-Needham Innovation Corridor Meetup Sponsorship opportunities

Premier Underwriter - \$2,500

- Exclusive lead sponsor limited to one company per business category.
- Your brand will be front and center on all marketing and promotional events before, during and after the event
 - *Press releases, invitations, program, e-mail blasts to invitees and attendees*
- LED projection of your logo at the event and on tabletop signs.
- Prime logo placement (with hyperlink) for one year a new website touting the benefits of the Newton-Needham Innovation Corridor.
- Special recognition during the event and in InBusiness, the Newton-Needham Chamber's newspaper (circulated to 2,000 area business and civic leaders).
- Opportunity to distribute a handout or gift to all attendees

Sponsor - \$1,000

- Logo placement on all event promotion
 - *Press releases, invitations, event program, e-mail blasts to invitees and attendees*
- LED projection of your logo at the event.
- Logo placement (with hyperlink) for one year on a new website touting the benefits of the Newton-Needham Innovation Corridor.
- Recognition during the event and in "InBusiness, the Newton-Needham Chamber's newspaper (circulated to 2,000 area business and civic leaders).
- Opportunity to distribute a handout or gift to all attendees

Friend: \$500

Recognition in program and at event as a meet up supporter of the Newton-Needham Innovation Corridor.