

BOARD OF SELECTMEN

February 11, 2014

Needham Town Hall

Agenda

	6:45	<p>Informal Meeting with Citizens</p> <p><i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i></p>
1.	7:00	Proclamation Village Club 100 th Anniversary
2.	7:00	Needham Goes Red Proclamation
3.	7:05	<p>Introduce Director of Conservation</p> <ul style="list-style-type: none"> • Christopher Coleman, Assistant Town Manager • Lee Newman, Director of Planning & Community Development
4.	7:10	<p>9/11 Memorial</p> <ul style="list-style-type: none"> • Cindy Chaston, Joe O'Brien, Mark McCullough
5.	7:20	<p>Sign By-law Revision – Electronic Billboards</p> <ul style="list-style-type: none"> • Roy Cramer, Esq.
6.	7:30	<p>Town Manager</p> <ul style="list-style-type: none"> • Town Manager Update
7.	7:40	<p>Board Discussion</p> <ul style="list-style-type: none"> • Medical Marijuana Zoning • Zoning Provisions Relating to Residential Construction • Committee Reports

CONSENT AGENDA *=Backup attached

1.	Accept the following donation made to the Community Revitalization Trust Fund from: \$50 from Anisa Mehdi & Peter Zimmermann
2.*	Approve a request from Michelle Harris, of PLGA Foundation d/b/a A Kids' Brain Tumor Cure, to ride a portion of its "Geared Up for Kids 2014" bike ride through Needham. The bike ride will be starting and ending at PTC, 140 Kendrick Street. Riders will take a right out of the parking lot and proceed into Newton where the ride will primarily take place. A Needham Police detail has been hired for the Needham portion of the event.
3.	Grant permission for the Needham Business Association to use the Town Common and surrounding area for its Street Fair on Saturday, June 7, 2014. Permission includes: utilizing the parking lot behind Town Hall for pony rides and for two portable toilets; closing Chapel Street from corner of Great Plain Avenue to the Chapel Street parking lot for food court and booths; NBA member business to have items for sale on sidewalk in front of their own stores; a trolley ride that will run from Highland Avenue by the Town Common and loop back around the town to the Town

	Common; and any changes as recommended by the Needham Police Department.
4.	Grant permission for free meter parking in the downtown area on Saturday, June 7, 2014 so that residents may enjoy the Street Fair.
5.	Accept the following donations made to the Off Leash Dog Area Account : \$ 100 from Anthony Trase; \$ 50 from Tamara & George Takoudes; \$ 25 from Dana & Mark Braun; \$ 100 from Carol & Edward De Lemos; \$ 100 from Mark & Brenda Curran; \$ 50 from Adam & Jane Brand; \$ 50 from Shanna Deng; \$ 50 from Holle & Allen Forbes; \$ 100 from Kathleen & Burr Johnson; \$ 2,000 from an anonymous donor; \$ 10 from Tracy Belval; \$ 50 from Susan & Marc Wexler; \$ 50 from Timothy and Donna Mulrenan
6.	Accept a \$25 donation made to Needham Youth Services from Robert and Mira Spiegel of Needham. The monies are to be used to sponsor Needham Youth Services "Sibshops" program.
7.	Accept a \$250 donation made to Needham Youth Services from the Patrick C. Forde Memorial Fund. The monies are to be used to sponsor Needham Youth Services Patrick C. Forde "Good Person" program.
8.*	Approve a Special One Day Wines and Malt Beverages License for Carol Stento of the Needham Women's Club to host its Grand Wine Tasting event on April 6, 2014 from 3:00 p.m. to 6:00 p.m. The event will be held in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.
9.*	Approve a Special One Day Wines and Malt Beverages License for Sheila Eisenstadt of the Broadmeadow PTC to host its Spring Thing event on April 4, 2014 from 6:00 p.m. to 12:00 a.m. The event will be held in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.
10.*	Approve minutes from January 14, 2014, (open), January 28, 2014 (open), and January 14, 2014 (Executive Session) minutes,
11.*	Water & Sewer Abatement Order #1174
12.*	Approve a Special One Day All Alcoholic Beverages License for Stephen Pitocchelli of the Village Club to hold its 100 th Anniversary event on February 15, 2014 from 7:00 p.m. to 12:00 p.m. The event will be held at the Village Club, 83 Morton Street, Needham.
13.*	Approve a Special One Day All Alcoholic Beverages License for Stephen Pitocchelli of the Village Club to host a Survivor Premiere Party on February 26, 2014 from 8:00 p.m. to 11:00 p.m. The event will be held at the Village Club, 83 Morton Street, Needham.
14.	Accept the following donations made to the Park and Recreation Commission: Items donated by Needham resident Caren Carpenter- 124 hard/soft cover children's books, 5 puzzles, 9 games, and 7 sets of arts and craft supplies to be used at children's programs. The value is approximately \$500; and tennis equipment and nets valued at \$675 from the United States Tennis Association equipment grant program. The equipment will be used at youth tennis programs.

PROCLAMATION

WHEREAS: Founded on February 20, 1914 by members of the William Carter family, the Village Club is Needham's oldest social and civil organization; and

WHEREAS: Organized as a means for business and community leaders to socialize and organize civil and charitable events, the Village Club is a non-partisan organization; and

WHEREAS: Its first meeting venue was in the old Highland Building (the current home of Starbucks coffee). The Club grew and moved to the Carter Annex (the site of the original Town Library), eventually purchasing the property at 83 Morton Street in 1953 where it remains today; and

WHEREAS: The Village Club has been involved with the improvement of many Town assets such as Memorial Park, Greene's Field, and DeFazio Park; and

WHEREAS: The Village Club boasts many famous members, including William Carter (Carter Industries and Carter Methodist Church), Mario "Mike" DeFazio (for whom DeFazio Park is named), Philip Claxton (Town Park & Recreation Director/High School Athletic Director for whom Claxton Field is named), John Cusick, Town Parks and Forestry Superintendent (for whom Cusick Field is named), and Asa Small (for whom the baseball diamond at DeFazio Park is named); and

WHEREAS: For decades the Village Club has hosted the annual Needham High School Sports Banquet and continues to host many community events including youth sports banquets and fundraisers. The Club provides scholarships to Needham students. Recently the Village Club teamed up with the Booster Club to sell Christmas trees as a Booster Club Fundraiser and provides charitable work to the Little League and to the Boy Scouts;

NOW, THEREFORE, BE IT RESOLVED that the Needham Board of Selectmen, hereby congratulates the Village Club for its 100 years of service to the residents of the Town of Needham.

Signed this 11th day of February 2014

Daniel P. Matthews, Chairman

John A. Bulian, Vice Chairman

Maurice P. Handel, Clerk

Matthew D. Borrelli

Marianne B. Cooley

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

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

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

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

NOW, THEREFORE, in observance of the 10th National Wear Red Day, the Board of Selectmen hereby proclaims Friday, February 14, 2014 to be "WEAR RED DAY" in Needham.

Signed this 11th day of February 2014

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: 2/11/2014

Agenda Item	Introduction of Director of Conservation
Presenter(s)	Christopher Coleman, Assistant Town Manager/Operations Lee Newman, Director of Planning & Community Development

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	Mr. Coleman and Ms. Newman will introduce newly appointed Director of Conservation Matt Varrell.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	a. Resume for Matt Varrell.		



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

MEETING DATE: 2/11/2014

Agenda Item	9/11 Memorial
Presenter(s)	Cindy Chaston, Joe O'Brien, & Mark McCullough, 9/11 Memorial Committee

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>Ms. Chaston, Detective O'Brien, and Firefighter McCullough will present their concept for a memorial dedicated to the response of Fire and Police personnel on September 11, 2001.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p><i>In accordance with Board policy, the Board will vote on any request for naming or placement of a memorial no sooner than the next regularly scheduled meeting, after allowing a period of time for public comment.</i></p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>(Describe backup below)</p> <ul style="list-style-type: none">a. Board of Selectmen policy on Naming of Facilities and Placement of Memorialsb. 9/11 Memorial Concept Plan			

Town of Needham Board of Selectmen

Policy Number:	BOS-DIS-003
Policy:	Naming of Facilities and Placement of Materials
Date Approved:	April 13, 2005
Date Revised:	May 11, 2010
Approved:	_____ Chairman, Board of Selectman

Policy:

1. The Board of Selectmen is responsible for the naming (or renaming) of any facilities located on parcels of land under the jurisdiction of the Board. A facility is defined as a building, portion of a building, driveway, intersection, walkway, or other parcel or portion of a parcel of land and places or natural features contained therein. Once a facility has been named, renaming will be approved only in extraordinary circumstances.
2. The Board of Selectmen is responsible for approval of the placement of memorial objects, artwork, signs or other fixtures on parcels of land under the jurisdiction of the Board. Examples include, but are not limited to, plaques, memorial or ornamental signs, sculptures, banners, benches, trees or other plantings, fountains, detached structures, and walls.

Procedure:

1. A proposal to name a facility must be submitted in writing to the Board of Selectmen and must include a summary outlining the merits of the proposal. The proponent or his or her designee will present the request to the Board of Selectmen at a regularly scheduled meeting. The Board will vote on the proposal no sooner than the next regularly scheduled meeting, after allowing a period of time for public comment. The Board of Selectmen may appoint a committee to assist with its review of any proposal.
2. A proposal for the placement of a memorial object, piece of artwork, sign, or other fixture must be submitted in writing to the Board of Selectmen and must include a summary outlining the merits of the proposal. The Board will vote on the proposal at a regularly scheduled meeting.
3. The Board of Selectmen shall review existing facility names to avoid duplication, confusing similarity or inappropriateness.
4. Approval of the placement of a memorial object, artwork, sign or other fixture will only be made after a determination by the Board of Selectmen that the proposal will not: limit physical access to the site; endanger the peace or safety of the public; interfere with any utility or access thereto; be limited by unacceptable special restrictions, conditions or covenants; or create a significant budgetary obligation on the Town for which no provision has been made.

5. Donation of funds, memorial objects, artwork, signs, fixtures, or in-kind services must be formally accepted by the Board of Selectmen in accordance with Massachusetts General Laws.
6. Requests for naming of facilities or placement of memorials on land not under the jurisdiction of the Board will be referred to the appropriate Board.



911 MEMORIAL



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

MEETING DATE: 2/11/2014

Agenda Item	Proposed Sign By-law Revision – Electronic Billboards
Presenter(s)	Roy Cramer, Esq.

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	On behalf of his client Logan Communications, Attorney Cramer will outline a proposal for amending the Town's sign by-law to allow for electronic billboards in Needham along the Interstate Highway.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	a. Letter from Roy Cramer with proposed by-law amendment dated February 7, 2014		

FRIEZE CRAMER ROSEN & HUBER LLP
C O U N S E L L O R S A T L A W

60 WALNUT STREET, WELLESLEY, MASSACHUSETTS 02481
781-943-4000 • FAX 781-943-4040

ROY A. CRAMER
781-943-4030
RAC@128LAW.COM

February 7, 2014

kfitzpatrick@needhamma.gov
Kate Fitzpatrick, Town Manager
1471 Highland Avenue
Needham, MA 02492

Needham Board of Selectmen
Needham Town Hall
1471 Highland Avenue
Needham, MA 02491

Re: Electronic Billboards

Dear Kate and Members of the Board of Selectmen:

I represent Logan Communications, a family business with over 30 years in the outdoor advertising industry; more specifically, they own and operate billboards. After a comprehensive pilot program, lengthy review and public comment, the State regulations regarding outdoor advertising (700 CMR 3.00 et seq.) were amended to allow electronic billboards. These digital billboards are advertising signs where a static advertising or message changes at set intervals so that multiple advertisers can share the same sign space. They do not contain flashing or moving elements.

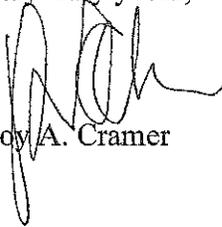
My client is interested in installing a digital billboard that is visible to motorists on Route 128 (I-95). The first step to accomplish that goal is the amending of the Needham Sign By-Law to authorize electronic billboards. I enclose the proposed amendments to the Needham Sign By-Law to allow electronic billboards and am hopeful that you will agree that to do so is in the Town's best interests. My client and I would like this proposal to be placed on the Spring, 2014 Town Meeting Warrant and have the Board of Selectmen sponsor this warrant article. We would like to meet with the Selectmen at its February 11, 2014, meeting to discuss the matter in more detail. I have met with or spoken to the Selectmen about electronic billboards, including the restrictions contained in the By-Law (as well as in State regulations) the "impact fee" that has been required by some towns in connection with the permitting process and related issues. Due to the upcoming deadline for matters to be placed on the Spring 2014 Warrant, my

Kate Fitzpatrick
Board of Selectmen
February 7, 2014
Page 2

client and I would also be happy to meet with the Town Manager, the Chairman and Vice-Chairman of the Selectmen at its weekly Thursday morning meeting.

Thank you for your cooperation.

Very truly yours,

A handwritten signature in black ink, appearing to read "Roy A. Cramer". The signature is fluid and cursive, with a large initial "R" and "C".

Roy A. Cramer

copy to: Richard Goldberg (rgoldberg@logancom.com)
Andrew Goldberg (andrew@logancom.com)

PROPOSED AMENDMENTS TO
NEEDHAM SIGN-BY-LAW
TO ALLOW ELECTRONIC BILLBOARDS

1. To amend Section 5.2 of the Sign By-Law (“Definitions”) by adding the following at the end of the section:

Electronic Billboard: A billboard that changes its message or copy at intervals by programmable electronic, digital, or mechanical processes or remote control.

Mass DOT: shall mean the Massachusetts Department of Transportation, a body politic and corporate established pursuant to Massachusetts General Laws Chapter 6C.

State Billboard Regulations: shall mean 700 CMR 3.00: Control and Restrictions of Billboards, Signs and Other Advertising Devices or its successor.

2. To amend Section 5.3 of the Sign By-Law (“Administration”) as follows:
 - (a) By adding to the first sentence of Section 5.3.1 the following: “Except for Electronic Billboards governed, reviewed and approved by the Board of Selectmen pursuant to Section 5.7, in which case the term “Board” shall mean the Board of Selectmen, and not the Design Review Board, the”, so that it reads in pertinent part: “Except for Electronic Billboards governed, reviewed and approved by the Board of Selectmen pursuant to Section 5.7, in which case the term “Board” shall mean the Board of Selectmen and not the Design Review Board, the review of all sign permit applications, and requests for special permits shall be performed by the Design Review Board (herein referred to as the “Board”), as further defined in Section 7.7 of the Needham Zoning By-Law.”
 - (b) By deleting the first sentence of Section 5.3.4 in its entirety and replacing it with the following: “If an applicant wishes to obtain a permit for a sign that does not comply with this article, (except for a special permit for an electronic billboard) he shall apply to the Design Review Board for a Special Permit from the requirements of this article in accordance with the procedure established under sub-section 5.3.3 of this article. In the case of a request for a special permit for an Electronic Billboard, he shall apply to the Board of Selectmen for a special permit in accordance with the procedure established under Section 5.3.4 of this article.”
 - (c) By adding to the end of Section 5.3.4 the following: “Simultaneously with the filing for a special permit to the Board of Selectmen for an Electronic

Billboard, the applicant shall file five copies of the permit application, including five copies of all application materials, with the Design Review Board. The Design Review Board may review requests for special permits for Electronic Billboards and shall, within fourteen days of the receipt of the application materials, transmit its advisory recommendations regarding the design of the Electronic Billboard to the Board of Selectmen, the Building Inspector and the applicant.”

3. To amend the Sign By-Law by adding a new Section 5.7:

Section 5.7 Electronic Billboard Permits

Section 5.7.1 General Regulations

Electronic Billboard Permits shall be allowed in the Town of Needham only under the following terms and circumstances:

- (a) Electronic Billboards may be placed only within areas of Needham that are not Residential Zoning Districts, as set forth in Section 2.1 of the Town of Needham Zoning By-Law.
- (b) Electronic Billboard shall be oriented for visibility from Route 128 (I-95).
- (c) No Electronic Billboard can be placed within one thousand (1,000) linear feet of an existing Electronic Billboard along the same side of the interstate highway layout.
- (d) Electronic Billboards may only be Permanent Freestanding Signs. No portable billboards shall be permitted.
- (e) No Electronic Billboard shall extend more than 50 feet above the base of said free-standing sign at ground level. Said 50 feet shall be computed by drawing a horizontal line from the top of the Electronic Billboard to the top of the pole supporting said Electronic Billboard and measuring from that point to the point where the support pole meets the ground. If the support pole is located on a slope, the distance shall be measured from the highest elevation where the support pole meets the ground.
- (f) Electronic Billboards may be v-shaped to afford visibility to both the northbound and southbound lanes of Route 128 (I-95).
- (g) Electronic Billboards shall not be revolving.
- (h) The maximum square footage of the display face of an Electronic Billboard shall be 672 square feet. Frames, aprons, catwalks, safety

apparatus and other appurtenances shall be excluded from maximum square footage.

Section 5.7.2 Special Permit

Electronic Billboards shall be governed, reviewed and approved by the Board of Selectmen. Electronic Billboards shall be allowed by special permit, but only if the proposed Electronic Billboard meets all of the Electronic Billboard Design Guidelines set forth herein. The Special Permit finding set forth in Section 5.3.4 of this By-Law that “owing to physical peculiarities of the specific location, literal enforcement of the terms of this article would result in substantial hardship to the applicant, or substantial detriment to the vicinity, and that such a Special Permit will be consistent with the stated objectives of this article” shall not be applicable to Electronic Billboards, but a Special Permit shall be granted only if the Board finds that the Electronic Billboards Design Criteria set forth in Section 5.7.3 are met. Notwithstanding the provisions of Section 5.3.4, Electronic Billboards shall be transferable.

Section 5.7.3 Electronic Billboards Design Criteria

The criteria of Section 5.3.5 of this By-Law (Design Guidelines) shall not be applicable to Electronic Billboards, but the following Design Guidelines shall apply. Electronic Billboards shall only be allowed if the Applicant satisfies the following Electronic Billboards Design Guidelines:

- (a) The specific site is an appropriate location for the proposed Electronic Billboard and the design and layout complies with the standards and requirements set forth in this Section 5.7.3.
- (b) Adequate and appropriate facilities will be provided for the proper operation of the Electronic Billboard.
- (c) The Electronic Billboard shall not create a material visual impact to any residential district in the Town of Needham.
- (d) The Electronic Billboard shall be permanently affixed to a main support structure. No portable billboards shall be permitted.
- (e) No sexually oriented or sexually provocative advertising or messages shall be permitted.
- (f) Exposed back of billboards, poles and other support structures must be painted in a color and finished so as to present an attractive and finished appearance.

5.7.5 Prohibitions

The provisions of Section 5.4 (“Prohibitions”) shall not be applicable to Electronic Billboards, but the following prohibitions shall be applicable.

5.7.4.1 Illumination

- (a) Electronic Billboards shall use automatic level controls to regulate light levels, and shall comply with the brightness standards set forth in the State Billboard Regulations.
- (b) No illumination shall be permitted which casts glare onto any residentially used premises or onto any portion of public way so as to create a traffic hazard.

5.7.4.2 Location

- (a) No Electronic Billboard shall be erected at the intersection of any streets or of a street and driveway in such a manner as to obstruct free and clear vision; or at any location where by reason of its position, shape or color, it may interfere with, or obstruct the view of, or be confused with any authorized traffic sign, signal or device.

5.7.4.3 Type

- (a) The following types of billboards are prohibited:
 - (i) Animated, projected, moving or giving the illusion of movement (including any moving parts), scrolling, flashing, revolving, blinking, and intermittently illuminated signs, beacons (or any light directed at any location other than the sign itself), searchlights, pennants, and inflatable signs, including balloons;
 - (ii) Billboards with physical movements of any kind;
 - (iii) Changeable copy or message billboards that change at intervals greater/faster than those set forth in State Billboard Regulations.
 - (iv) Tri-vision billboards;
 - (v) Video billboards or billboards that otherwise give the illusion of video or moving images;

- (vi) Billboards with sound;
 - (vii) Billboards with pyrotechnics; and
 - (viii) Billboards which by reason of position, wording, illustration, size, shape or color obstruct, impair, obscure, interfere with the view of, or may be confused with any traffic control signal or device or which may otherwise obstruct or interfere with traffic.
- (b) A v-shaped Electronic Billboard consisting of two single-faced billboards to afford visibility to both north and southbound traffic shall be permitted, provided that only one face shall be visible from each direction of travel.

5.7.5 Number of Billboards on Individual Lot

The approval of an Electronic Billboard as provided in this Section 5.7 shall be in addition to any billboard that would otherwise be permitted pursuant to this By-Law, including but not limited to Section 5.5.

5.7.7 Impact Fee Agreement

The granting of an Electronic Billboard shall be contingent upon the execution of a mutually satisfactory Impact Fee Agreement between the Applicant and the Town of Needham. The impact fee may include monetary compensation, dedicated advertising/public service announcement time for the Town of Needham, or a combination of both

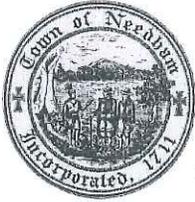


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 2/11/2014

Agenda Item	Town Manager Report
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	At this time, the Town Manager will update the Board on issues not covered on agenda, as needed.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	(Describe backup below) none		



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

MEETING DATE: 2/11/2014

Agenda Item	Medical Marijuana Zoning
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Board will discuss zoning for medical marijuana dispensaries and the information presented at the Planning Board hearing on February 4 th .		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	The Board may wish to provide additional comment to the Planning Board during the comment period.		
3.	BACK UP INFORMATION ATTACHED	YES	NO
	(Describe backup below)		
	a. Proposed Zoning Requirements for RMDs PowerPoint, 2/4/2014		

Proposed Zoning Requirements
For Registered Marijuana Dispensaries
(RMDs)

Needham, Massachusetts
Planning Board Public Hearing
Tuesday, February 4, 2014

Background

- November 2012: State ballot initiative passed
- January 2013: Needham Moratorium proposed
- January 2013: State law in effect
- May 2013: Needham moratorium adopted
- May 2013: State regulations promulgated
- December 2013: Needham zoning proposed
- February 2014: Planning Board public hearing

105 CMR: Department of Public Health

105 CMR 725.000: IMPLEMENTATION OF AN ACT FOR THE HUMANITARIAN MEDICAL USE OF MARIJUANA

- 725.001: Purpose
- 725.002: Scope
- 725.003: Authority
- 725.004: Definitions
- 725.005: Registration of Certifying Physicians
- 725.010: Certifying Physician's Certification of a Debilitating Medical Condition for a Qualifying Patient
 - 725.015: Registration of Qualifying Patients
 - 725.020: Registration of Personal Caregivers
 - 725.025: Responsibilities of Personal Caregivers
 - 725.030: Registration of Dispensary Agents
 - 725.035: Hardship Cultivation Registration
 - 725.100: Registration of Registered Marijuana Dispensaries
 - 725.105: Operational Requirements for Registered Marijuana Dispensaries
 - 725.110: Security Requirements for Registered Marijuana Dispensaries
 - 725.200: Confidentiality
 - 725.300: Inspection of Registered Marijuana Dispensaries
 - 725.305: Deficiency Statements
 - 725.310: Plan of Correction
 - 725.400: Registered Marijuana Dispensary: Grounds for Denial of Initial Application for Registration
 - 725.405: Registered Marijuana Dispensary Registration: Grounds for Denial of Renewal Applications and Revocation
 - 725.410: Void Registered Marijuana Dispensary Registration
 - 725.415: Registered Marijuana Dispensary Registration: Limitation of Sales by Registered Marijuana Dispensaries
 - 725.420: Denial of a Registration Card or Hardship Cultivation Registration
 - 725.425: Revocation of a Registration Card or Hardship Cultivation Registration
 - 725.430: Revocation of a Certifying Physician Registration
 - 725.435: Void Certifying Physician Registration
 - 725.440: Void Registration Cards
 - 725.445: Summary Cease and Desist Order and Quarantine Order
 - 725.450: Summary Suspension Order
 - 725.500: Administrative Review: Non-Selection of a Registered Marijuana Dispensary's Application for Initial Registration
 - 725.505: Hearings
 - 725.510: Effect of Denial or Revocation of Registered Marijuana Dispensary Registration, Revocation of Dispensary Agent Registration, and Surrender of a Registration
 - 725.600: Municipal Requirements
 - 725.650: Non-Conflict with Other Law
 - 725.700: Waivers
 - 725.800: Severability

What is an RMD in Massachusetts?

Medical Marijuana Treatment Center means a **not-for-profit** entity registered under 105 CMR 725.100, to be known as a **registered marijuana dispensary (RMD)**, that acquires, cultivates, possesses, processes (including development of related products such as edible **MIPs**, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. **Unless otherwise specified, RMD refers to the site(s) of dispensing, cultivation, and preparation of marijuana.**

(“MIP” = Marijuana-Infused Product)

Who can obtain medical marijuana?

Qualifying Patient means a Massachusetts resident 18 years of age or older who has been diagnosed by a Massachusetts licensed certifying physician as **having a debilitating medical condition**, or a Massachusetts resident under 18 years of age who has been diagnosed by two Massachusetts licensed certifying physicians, at least one of whom is a board-certified pediatrician or board-certified pediatric subspecialist, as having a debilitating medical condition that is also a life-limiting illness, subject to 105 CMR 725.010(J).

... A certifying physician may issue a written certification only for a qualifying patient with whom the physician has a **bona fide physician-patient relationship**.

Who can obtain medical marijuana?

Personal Caregiver means a person, registered by the Department, who is at least 21 years old, who has agreed to assist with a registered qualifying patient's medical use of marijuana, and is not the registered qualifying patient's certifying physician. An employee of a hospice provider, nursing, or medical facility or a visiting nurse, personal care attendant, or home health aide providing care to a qualifying patient may serve as a personal caregiver, including to patients under 18 years of age as a second caregiver.

... [with some exceptions,] **an individual may not serve as a personal caregiver for more than one registered qualifying patient at one time.**

Hardship Cultivation

A qualifying patient registered with the Department pursuant to 105 CMR 725.015 may apply for a **hardship cultivation registration** if such patient can demonstrate that his or her access to a RMD is limited by:

- (1) Verified financial hardship; or
- (2) Physical incapacity to access reasonable transportation, as demonstrated by an inability to use public transportation or drive oneself, lack of a personal caregiver with a reliable source of transportation, and lack of a RMD that will deliver marijuana to the patient's or personal caregiver's primary address; or
- (3) **Lack of a RMD within a reasonable distance of the patient's residence and lack of a RMD that will deliver marijuana to the patient's or personal caregiver's primary address.**

How will an RMD operate?

RMD

Cultivate
Process
Dispense

60 day supply
(up to 10 oz)

Direct on-site sale

-or-

Home Delivery

Registered
Qualifying
Patients

RMDs and Patients (or Caregivers) are all registered with Mass. DPH

How will an RMD operate?

RMD

Cultivation
site



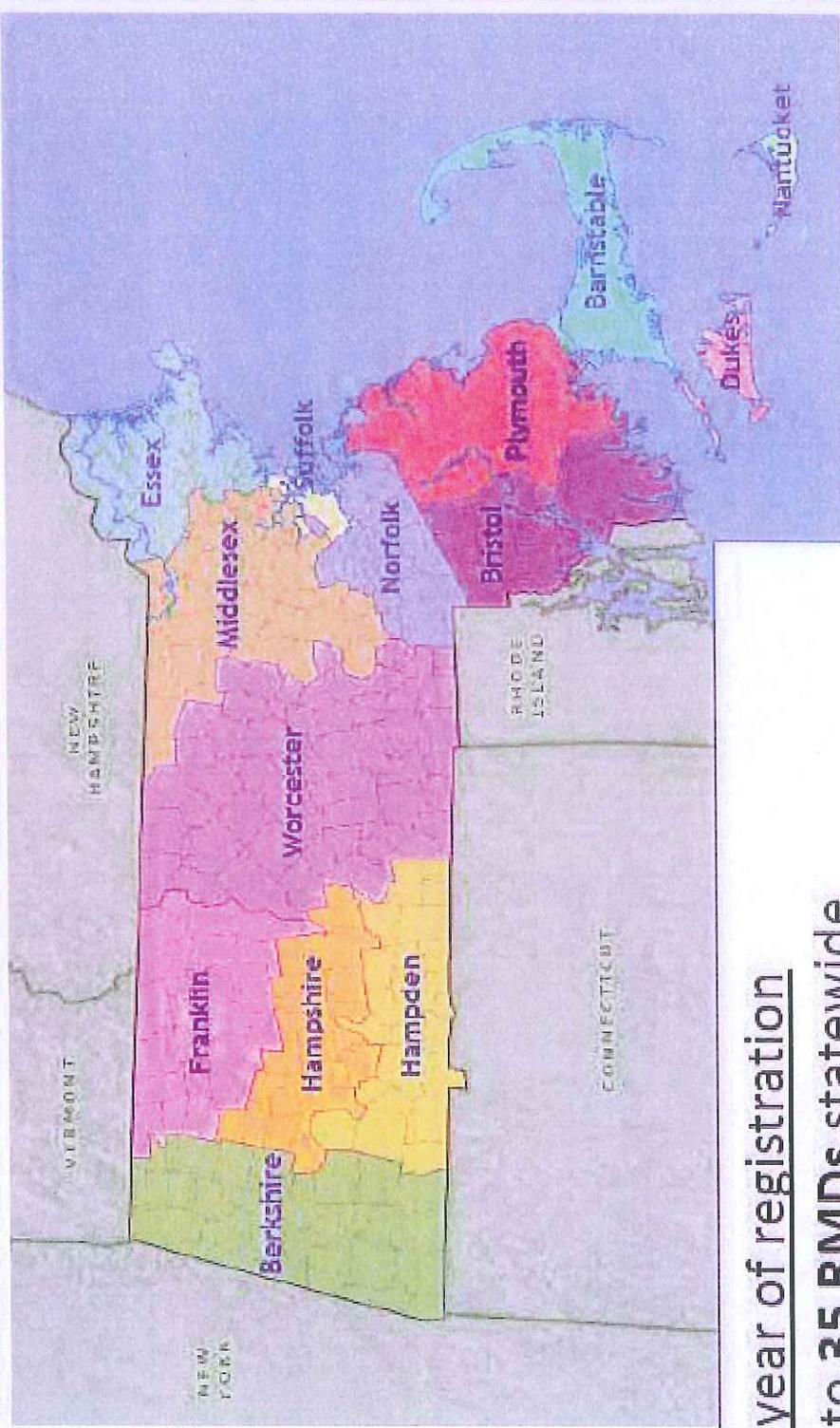
Dispensing
site



Registered
Qualifying
Patients

RMD can have separate sites
Processing can occur at either site,
but not both

Where will RMDs be located in the State?



First year of registration

- Up to **35 RMDs** statewide
- Up to **5** (and at least one) **per county**
- No more than one in any city/town

Whom will an RMD serve?

Service Areas

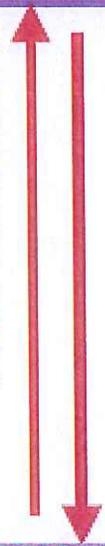
- Each RMD will serve **multiple communities**
- Each RMD might serve a general population of about 200,000-300,000 (some more, some less)
- Actual range will depend on how RMDs are distributed

Patient Trips

- **≤ 1% of general population** will be patients (state estimate)
- At least 6 trips per patient per year
- Each RMD could have 50+ trips per day

What might an RMD look like?

Secure product loading/unloading
Video surveillance



RMD Facility (Dispensing Only)

Secure product storage
(limited access and 24-hour video surveillance)

Dispensing area

Registered qualifying patients only
Product samples only
Educational materials/programs
(not for consumption)

Signage

Registered Company
Name and Logo ONLY



Controlled patient entry/exit
Video surveillance

Parking
Video
Surveillance



What might an RMD look like?

- **No** use of words “marijuana,” “cannabis,” or other “colloquial terms”
- **No** images of marijuana or related paraphernalia
- **No** information about products or pricing on signage
- **No** products visible from outside the RMD
- **No** consumption of marijuana on the premises (except for demonstration/education)

How will RMDs be approved?

Competitive Application Process with Mass. DPH:

Phase 1 Application

- Information about organization, principals
- Demonstration of sufficient capital

Phase 2 Application

- Business plan
- Staffing Information
- Cultivation, processing and dispensing sites
- Evidence of local support

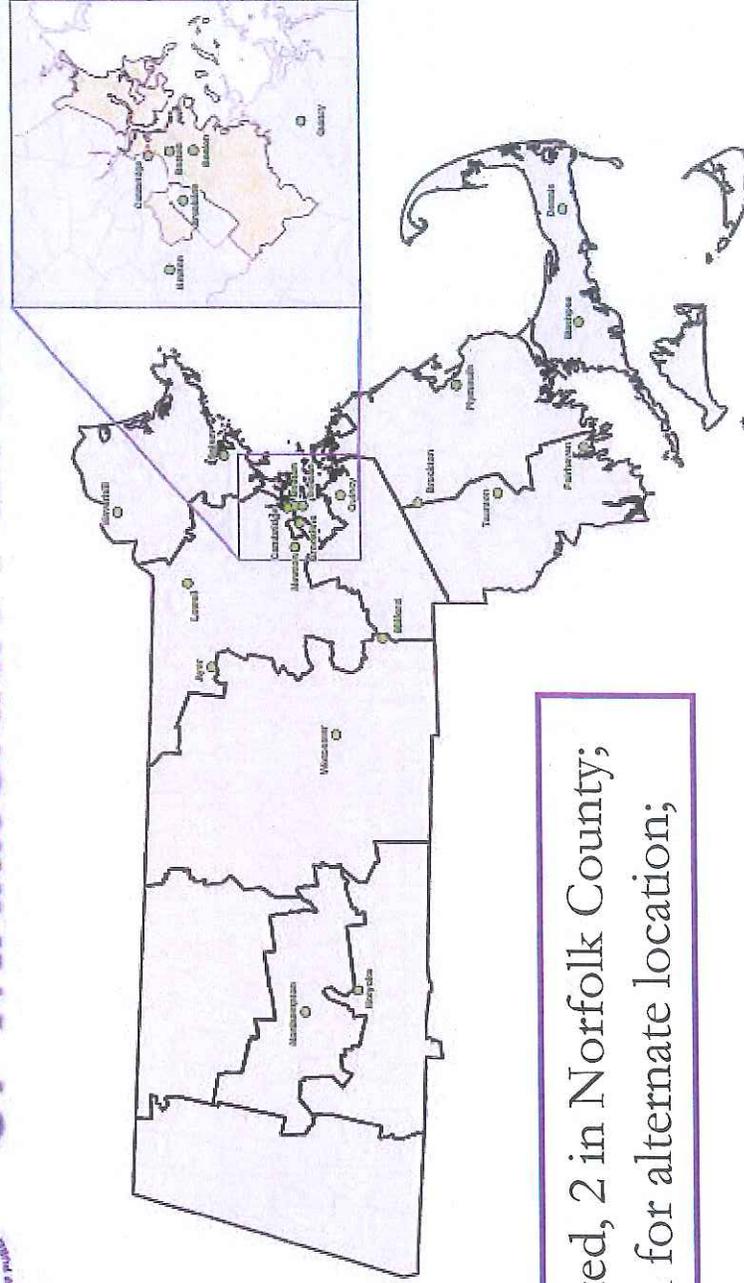
How will RMDs be approved?

Process Stage	Timeframe	Statewide	Norfolk County
Phase 1 Application	August 2 – August 22	181 total applications	12 total applications
Phase 2 Application	October 7 – November 22	100 applications advanced	10 applications advanced
Final Selection	January 31, 2014	Up to 35 will be selected	Up to 5 will be selected

Approved RMD locations



MASSACHUSETTS MEDICAL USE OF MARIJUANA PROGRAM



20 selected, 2 in Norfolk County;
6 invited for alternate location;

Ensuring patient access and safety

What authority do cities/towns have?

- Local regulations are allowed so long as they do not conflict with the state law or regulations
- Towns cannot ban RMDs outright (AG)
- Many cities/towns have moratoria (into 2014)
- Some cities/towns have adopted zoning, mostly for industrial or “adult-oriented” districts

What are the local restrictions on location?

A RMD shall comply with all local requirements regarding siting, provided however that **if no local requirements exist**, a RMD shall not be sited within a radius of five hundred feet of a school, daycare center; or any facility in which children commonly congregate.

The 500 foot distance under this section is measured in a straight line from the nearest point of the facility in question to the nearest point of the proposed RMD.

Zoning Proposal for RMDs in Needham

1. Define RMD consistent with state definition
(Section 1.3)
2. Establish Medical Marijuana Overlay Zoning
& District Locations (Section 3.14)
3. Delete (or modify) interim regulations
(Section 8)

Medical Marijuana Overlay Districts -
Proposed Section 3.14

3.14.1 Purpose

3.14.2 Scope of Authority

3.14.3 Establishment of Districts

3.14.4 Requirements

3.14.5 Special Permit Application Requirements

3.14.6 Special Permit Criteria

3.14.1 Purpose

to provide for the limited establishment of Registered Marijuana Dispensaries as they are authorized pursuant to state regulations...

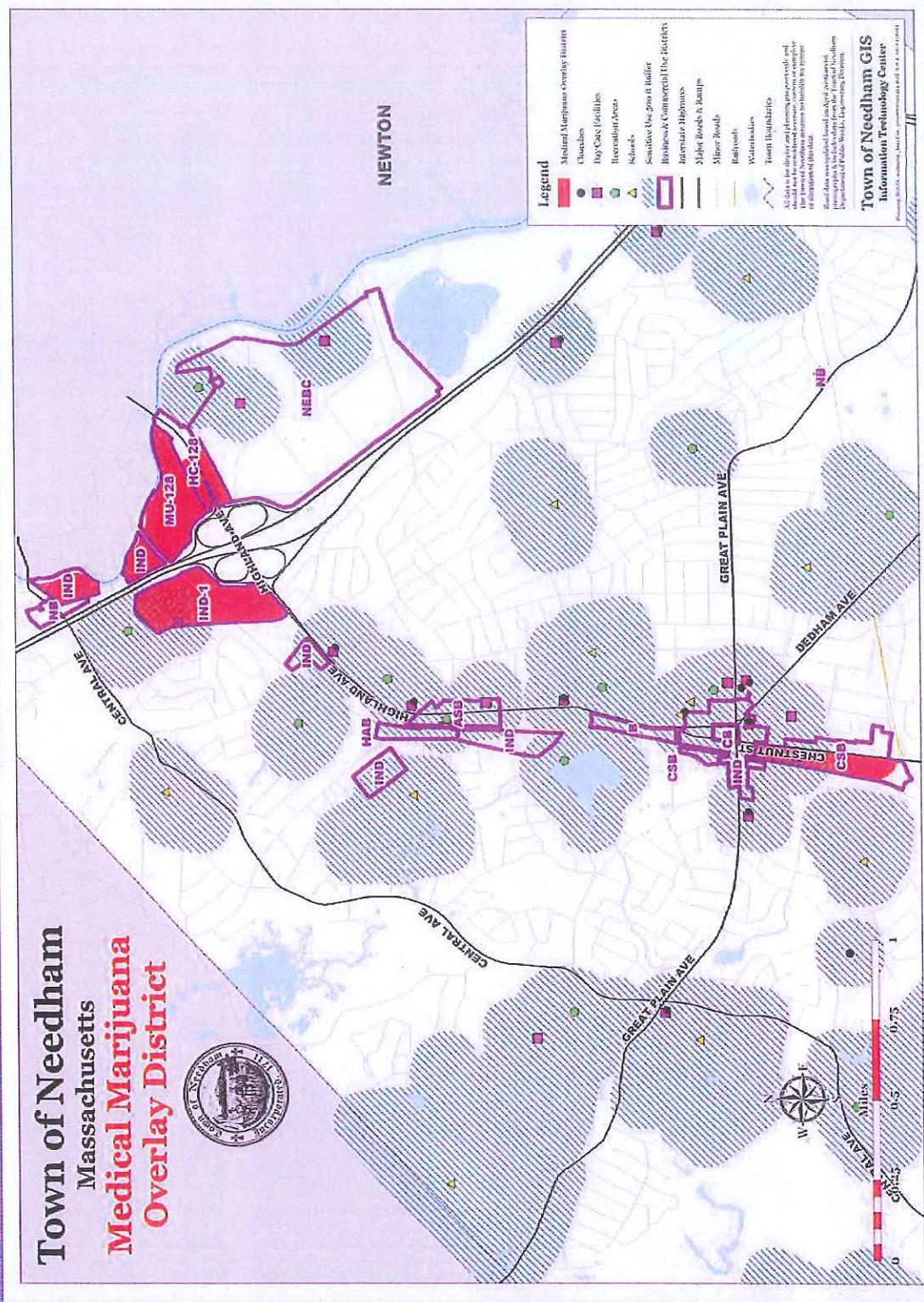
to permit them where there is access to regional roadways and public transportation...

where they may be readily monitored by law enforcement for health and public safety purposes...

and where they will not impact the character of residential neighborhoods and business districts...

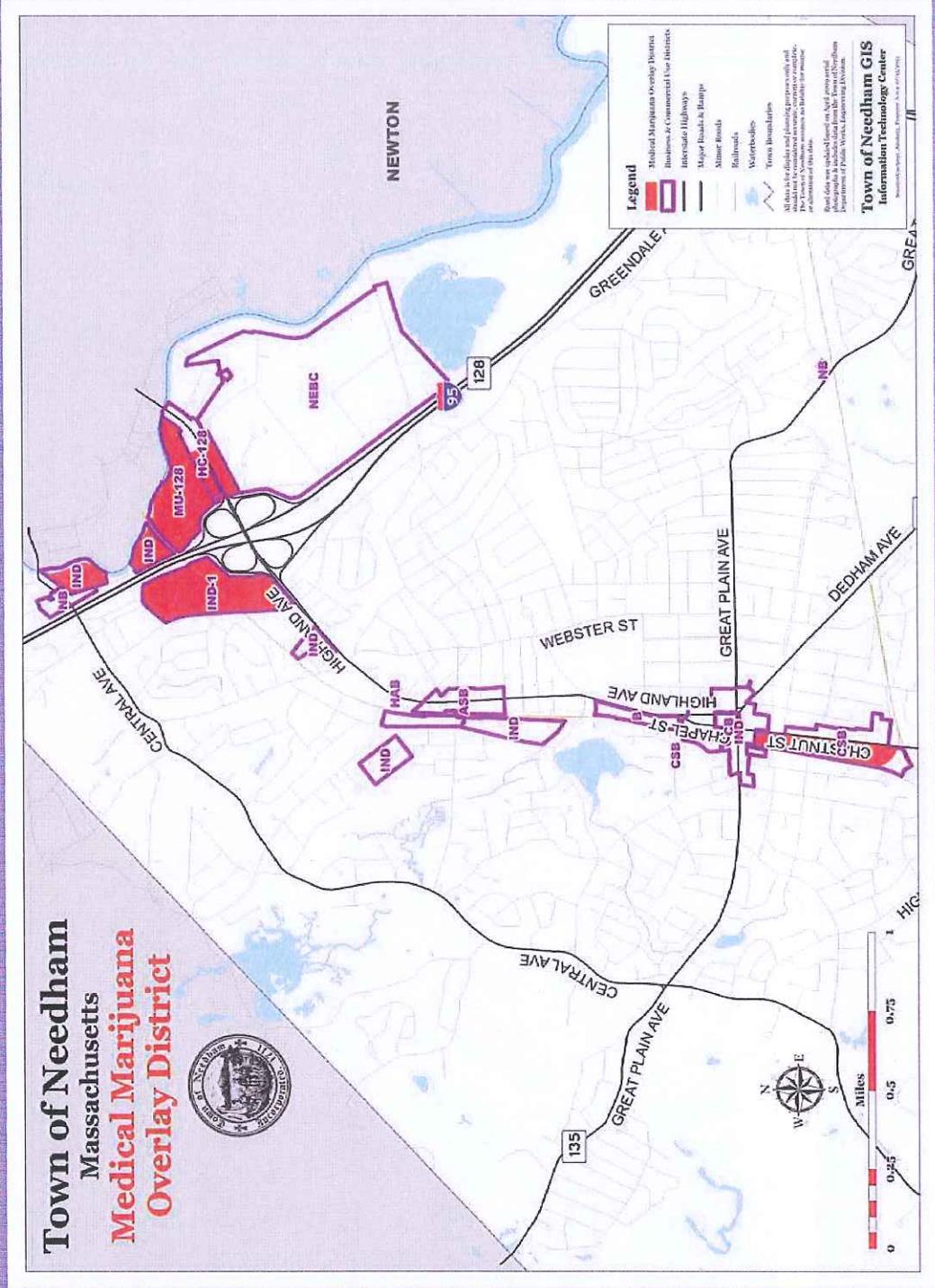
3.14.3 Establishment of Districts / Map Change

Town of Needham Massachusetts Medical Marijuana Overlay District



3.14.3 Establishment of Districts

Proposed Medical Marijuana Overlay Districts



3.14.4 Requirements

1. Use allowed by special permit only, granted through the Planning Board
2. Must be properly registered with state
3. Special permit not valid if registration revoked
4. Must be in a building
5. Must meet district dimensional requirements
6. Required parking and loading established by Planning Board
7. Signage must conform to Article 5

3.14.5 Application Requirements

1. Narrative description of operation
2. Map of service area
3. Transportation analysis
4. Location/context map
5. Site plan
6. Building elevations and signage
7. Registration materials

3.14.6 Special Permit Criteria

Planning Board Criteria:

- a) Need for service within area
- b) Away from schools, daycare centers, preschools, or afterschool facilities or facilities in which children commonly congregate (**500 ft or PB may modify**)
- c) Convenient, safe, secure access/egress
- d) Traffic impacts
- e) Security / shielding of loading, refuse, service areas
- f) Compatibility with nearby buildings

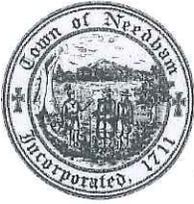
Interim Regulations (Current Section 8)

- Intent is to provide clarity
- *Current Expiration:* March 1, 2014

Delete and replace interim regulations

-Or-

Modify so that period extends to December 31, 2014



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

MEETING DATE: 2/11/2014

Agenda Item	Zoning Provisions Relating to Residential Construction
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Board will review its goal of evaluating zoning provisions relating to residential construction, and the discussion on this subject with the Planning Board in December, 2013.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	(Describe backup below)		



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

MEETING DATE: 02/11/2014

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		



RECEIVED
 TOWN OF NEEDHAM
 BOARD OF SELECTMEN
 2014 JAN -9 P 3:24

Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

DPW Police
 Fire OTM
 Park & Rec Paid

TYPE OF EVENT: (check all that apply)		<input type="checkbox"/> RUN	<input type="checkbox"/> WALK	<input checked="" type="checkbox"/> BICYCLE
Name of Event: Geared Up For Kids		Name of Organization: A Kids' Brain Tumor Cure (PLGA Foundation)		
Organization Mailing Address: 98 Random Farms Drive Chappaqua, NY 10514			<input checked="" type="checkbox"/> Organization is Not-for-Profit	
Primary Contact: Michelle Harris		Contact Title: Managing Partner, Plum Productions		
Contact Address: <input type="text"/>				
Contact Phone (Day): <input type="text"/>		Contact Phone (Cell): <input type="text"/>		
Contact Email: Michelle@PlumProductionsInc.com				
Event Date(s): May 18, 2014		Date Expected to be in Needham: May 18, 2014		
Earliest Time Expected in Needham: 9am		Latest Time Expected in Needham: 12pm		
Number of Expected Participants: 500		Number of Expected Spectators at Peak Time: 100 spectators, 9am-10:30am		
Are participants charged a fee?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
Estimated Number of Vehicles: 200		What type of Parking is needed: We use parking garages at Cutler Park/140 Kendrick St.		

Are event organizers available to meet with members of the Town to plan event?

Yes

What will be done in case of inclement weather?

The ride portion of the event will be cancelled and the festival will take place in the gym and cafeteria at Needham High School (pending permit approval).

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:

Participants park at Cutler Park/140 Kendrick Street lots including the PTC Parking Garage. Spectators mostly live on route and watch from their property.

Will neighborhoods be impacted by parking and traffic?

Riders will be passing through various neighborhoods at a staggered rate between 10am and 12pm. Roads will never be blocked or impassable.

What activities are planned for the start of the race (if in Needham)?

Start line at Cutler Park. Breakfast is served and a family fun festival is held after the race.

What activities are planned for the end of the race (if in Needham)?

Finish line at Cutler Park. Lunch is served and a family fun festival is held after the race.

What facilities are needed for the start of the race (if in Needham)?

N/A – Booked through DCR and Boston Properties. Would need police details for route.

What facilities are needed for the end of the race (if in Needham)?

N/A – Booked through DCR and Boston Properties. Would need police details for route.

Once the event begins, how long will it take to complete the event?

Ride runs from 9am – 12pm

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?

No, all signage will be provided by the charity.

Will volunteers be placed along the route?

Yes. Adult spotters and trained bike marshals will be along the route.

Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.

Yes, at Cutler park for announcements and short speaking program/presentation and music. The sound system is provided by New England Showtime Productions (licensed and insured).

Will there be any food served? (contact Needham Health Dept: 781-455-7500

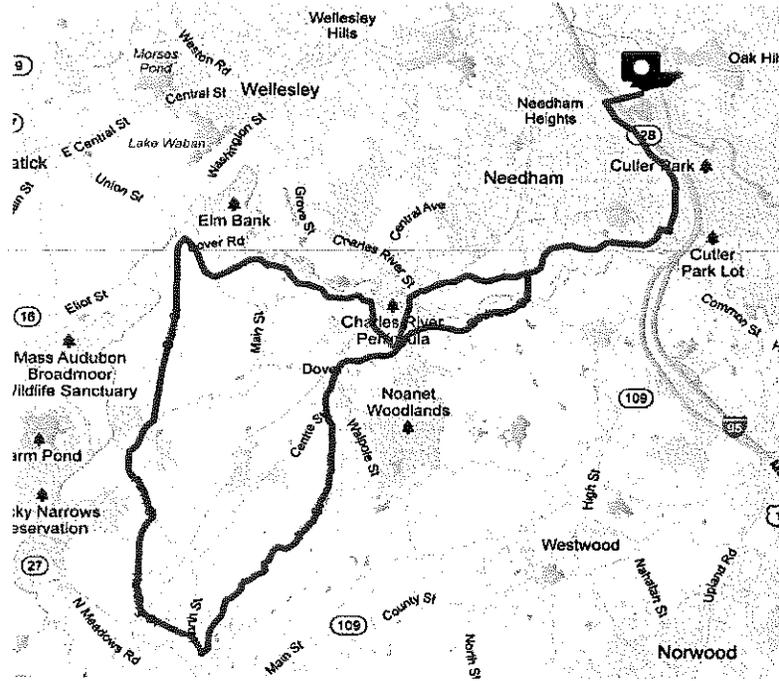
Yes, donated breakfast and BBQ lunch provided by

x262)	B.Good at Cutler Park.
Will portable toilets be used? List locations	Yes, portable toilets will be provided by licensed and Insured company and will placed on Boston Properties grounds. Permit will be acquired from Needham Board of Health.
Will hydration stops be set up along route? If yes, please include these on route plan.	Yes. One water stop will be set up on dead end at James Street. (Residents participate in the event)
If the event takes place after dark, what is the plan to meet lighting needs?	No
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	First Aid tent at Start/Finish line, spotters on route, SAG Wagons patrol each leg of the ride, adult marshalls on bikes along the route, and one EMS ambulance is at the finish line for the day.
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?	No
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. The proposed route does pass by the Grace Lutheran Church on Greendale Ave.
What is the plan to handle trash?	Managed through DCR and Boston Properties.

Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- **event route map (include map and text route, parking plan, volunteer placement)**
- **application fee**
- **certificate of insurance**

START	Start Line at 140 Kendrick Street	
.05mi	Turn Left on to Kendrick Street	POLICE DETAIL
.47mi	Sharp Left on to Greendale Ave	POLICE DETAIL
1.34mi	Continue on Greendale toward Rybury Hillway	
2.34mi	Turn right onto Great Plain Ave	
	(Please ride in coned off safety lane)	
2.48mi	Continue on Great Plain Ave toward Fairfield Street	
3.25mi	Turn left onto Harri ve Ave	POLICE DETAIL
3.95mi	Turn right onto Bradford Street	
4.05mi	Cross over Great Plain Ave	POLICE DETAIL
	Continue onto Manning Street	
4.50mi	Waterstop ON RIGHT at James Ave	
4.97mi	Turn right onto High Street	
5.13mi	High Street turns into Greendale Ave	
5.53mi	Take a slight Left onto Kendrick Street	POLICE DETAIL
5.94mi	Turn left onto 3rd Ave	POLICE DETAIL
	(This is the first of two laps)	
6.22mi	Turn left onto B Street	
6.25mi	Continue on B Street toward 1st Ave	
6.42mi	Continue on 1st Ave	
6.84mi	Turn right onto A Street	
7.3mi	Turn right onto 2nd Ave	
7.59mi	Turn right onto 4th Ave	
8.01mi	Turn right onto Kendrick Street	
	(Please ride in coned off safety lane)	
8.2mi	Turn right onto 3rd Ave	
	(Second and FINAL Lap)	
8.45mi	Turn left onto B Street toward 1st Ave	
8.64mi	Continue on 1st Ave	
9.07mi	Turn right onto A Street	
9.52mi	Turn right onto 2nd Ave	
9.81mi	Turn right onto 4th Ave	
10.23mi	Turn right onto Kendrick Street	
	(Please ride in coned off safety lane)	
10.43mi	Turn left at 140 Kendrick Street to FINISH LINE	



-  Sharp LEFT on Greendale Ave toward Highgate St 1.33 mi (+0.31 mi)
-  RIGHT on Great Plain Ave toward South St 2.75 mi (+0.3 mi)
-  LEFT on South St toward Needhamdale Rd 3.05 mi (+0.52 mi)
-  Head west on South St toward High Rock St 4.22 mi (+0.28 mi)
-  Bear RIGHT on Cross St toward Centre St 6.92 mi (+0.27 mi)
-  Bear RIGHT on Centre St toward Claybrook Rd 7.19 mi (+0.23 mi)
-  LEFT on Claybrook Rd toward Cullen Rd 7.86 mi (+0.41 mi)
-  RIGHT on Pleasant St S toward Lookout Farm 9.71 mi (+0.46 mi)
-  LEFT on Glen St toward Phillips Pond Rd 10.8 mi (+0.28 mi)
-  RIGHT on Farm St toward Bridge St 12.57 mi (+0.31 mi)



	Slight RIGHT onto Junction St	14.02 mi (+0.2 mi)
	Head south on Harding St/Junction St toward Evergreen Way Continue to follow Harding St	14.22 mi (+0.3 mi)
	Head south on Harding St toward Longmeadow Rd	14.52 mi (+0.61 mi)
	LEFT on Pine St toward Summer St	15.99 mi (+0.33 mi)
	RIGHT on Centre St	19.93 mi (+0.29 mi)
	Head northeast on Centre St toward Dedham St	20.5 mi (+0.58 mi)
	Slight RIGHT on Dedham St	21.09 mi (+0.45 mi)
	Head northeast on Dedham St toward Cross St	21.53 mi (+0.57 mi)
	Head northeast on Dedham St toward Chestnut St	22.84 mi (+0.26 mi)
	Continue on Chestnut St toward Southfield Ct	23.1 mi (+0.26 mi)
	RIGHT on South St	23.76 mi (+0.24 mi)
	RIGHT on Great Plain Ave toward Greendale Ave	25.33 mi (+0.39 mi)
	LEFT on Greendale Ave toward Kenney St	26.28 mi (+0.56 mi)
	Head northwest on Greendale Ave toward Highgate St	26.84 mi (+0.27 mi)
	RIGHT on Kendrick St	27.5 mi (+0.12 mi)
	Destination	27.38 mi

PLEASE CALL 617-872-2850 IF YOU GET LOST OR NEED ASSISTANCE

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

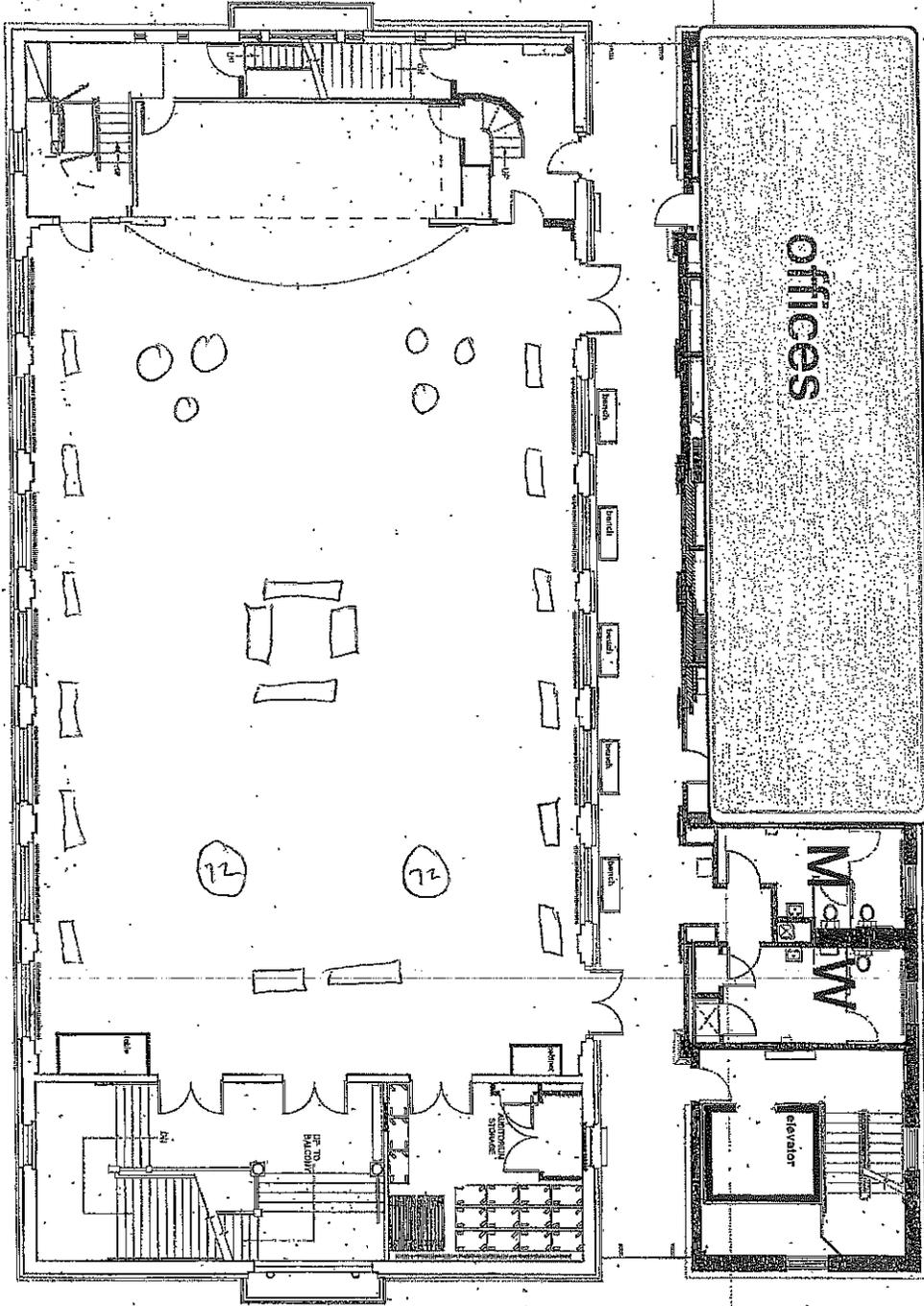
Event Manager Name (Name that will appear on license)	Needham Women's Club
Event Manager Address	PO Box 920583, Needham, MA. 02492
Event Manager Phone Number	508-380-5784 (Carol Stento)
Organization Representing (if applicable)	
Is the organization (if applicable) you are representing non-profit? If 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: _____
Name of Event	Needham Grand Wine Tasting
Date of Event	4-6-2014
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: 3pm TO: 6pm
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 30 /per ticket <input type="checkbox"/> NO <i>prior to events</i>
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES \$ 40 /per ticket <input type="checkbox"/> NO <i>day of the event</i>
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?	Maximum Capacity of Powers Hall
Name & address of event location. Please attach proof of permission to use this facility.	Power Hall
Who will be serving the alcohol to your guests?	Needham Center Fine Wines Wine distributors - suppliers of
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).	N/A - This is a tasting event
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.	Attendees will have the opportunity to taste various wines from different distributors who will be at tables scattered throughout Powers Hall
<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:	Carol G. Stento
Date:	11/1/2014

**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)	Sheila Eisenstadt		
Event Manager Address	91 Fairfield St. Needham		
Event Manager Phone Number	617 833 0203		
Organization Representing (if applicable)	Parent Teacher Committee - Broadmead		
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	Spring Thing		
Date of Event	April 4, 2014		
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: 4/4/14 6am	TO: 4/4/14 12am	
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES	\$ 35 /per ticket	<input type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES	\$ /per ticket	<input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input checked="" type="checkbox"/> YES yes		<input checked="" type="checkbox"/> NO 3
How many people are you expecting at this event?	200		
Name & address of event location. Please attach proof of permission to use this facility.	Powers Hall, Town Hall Needham MA		
Who will be serving the alcohol to your guests?	John Neiri Bartending Service.		
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).	<p><i>please note that TIPS certifications expire 4/5/2013. Contacted John Neiri and they are in the process of re-certifying.</i></p>		
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.	Bartender will serve alcohol from 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:	[Signature]		Date: 1/28/14

CHAPEL STREET

**James Hugh Powers Hall
Needham Town Hall**



- Furniture Available:
- (24) 60"x30" tables
 - (12) 72"x30" folding tables
 - (8) 96"x30" tables
 - 350 audience chair

18 = 4' table

HIGHLAND AVENUE

Chairs:
Hall floor can accommodate 330 chairs with center aisle.

Balcony:
seats 90
not available for events with alcohol.

Dimensions for hall and stage contained in online regulations.

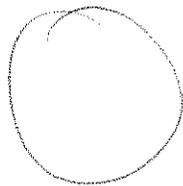
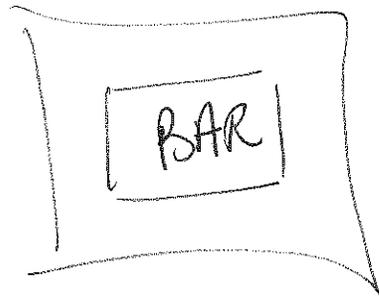
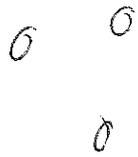
Drawing scale will only be accurate when printed on 11x17" paper at 100%.

NEEDHAM TOWN HALL
Needham, Massachusetts

Drawing Number:
Scale: 3/8"=1'-0"

SKF-2

Stage



RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

This is your Official TIPS® Certification Card.
Carry it with you as evidence of your skills and knowledge in the responsible sale and consumption of alcohol.

Congratulations!

By successfully completing the TIPS (Training for Intervention Procedures) program, you have taken your place in the forefront of a nationwide movement to reduce the tragedies resulting from the misuse of alcohol. We value your participation in the TIPS program.

You will help to provide a safer environment for your patrons, peers and/or leagues by using the techniques you have learned and taking a positive approach towards alcohol use.

If you have any information you think would enhance the TIPS program, or we can assist you in any way, please contact us at 703-524-1200. Thank you for your dedication to the responsible sale and consumption of alcohol.

Sincerely,



Adam F. Chafetz
President, HCI

IMPORTANT: Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.

	On Premise	SSN:	XXX-XX-XXXX
Issued:	4/14/2011	Expires:	4/5/2014
ID#:	2979033	D.O.B.:	XX/XX/XXXX
JOHN NERI 109 Cambridge Tpke Lincoln, MA 01773-1913			
For service visit us online at www.gettips.com Martin D'Apolito, 16823			

	On Premise	SSN:	XXX-XX-XXXX
Issued:	4/14/2011	Expires:	4/5/2014
ID#:	2979032	D.O.B.:	XX/XX/XXXX
SEAN NERI 109 Cambridge Tpke Lincoln, MA 01773-1913			
For service visit us online at www.gettips.com Martin D'Apolito, 16823			

**Town of Needham
Board of Selectmen
Minutes for January 14, 2014
Powers Hall**

6:45 p.m. Informal Meeting with Citizens:
Leo Sullivan, Global Companies spoke with the Board asking to make a presentation to the Town for the Community Choice Aggregation program, designed by the State, to allow lower electric power rates for residents and businesses.

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Vice 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.

7:00 p.m. Representative Denise Garlick:
State Representative Garlick appeared before the Board advising that the State has appropriated \$70,000 for the rail trail project. She said this is very good news and she was pleased to work on the project along with Tad Staley of the Bay Colony Rail Trail.

Mr. Matthews thanked Ms. Garlick for her work in obtaining the funds. He noted the funds were previously appropriated but tied to approvals in Medfield and Dover, which have not yet taken place. He said he is appreciative of the extra effort made by Ms. Garlick in securing the funds.

Ms. Garlick said she is hopeful the Needham Bike Trail will serve as inspiration for Medfield and Dover.

7:05 p.m. Public Hearing - NSTAR Petition for Woodbine Circle:
Maureen Carroll, NSTAR representative appeared before the Board requesting permission to install approximately 5 feet of conduit at Pole #391/9 on Woodbine Circle. She told the Board this work is necessary to provide electric service to a new home at 88 Woodbine Circle.

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

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 5 feet of conduit at Pole 391/9 on Woodbine Circle, Needham. This work is necessary to provide electric service for a new home at 88 Woodbine Circle, Needham.
Second: Mr. Bulian. Unanimously approved 5-0.

7:06 p.m. Public Hearing - NSTAR Petition for 30 Webster Street:

Maureen Carroll, NSTAR representative appeared before the Board requesting permission to install approximately 9 feet of conduit at Pole 2/5 on Webster Street. She said this work is necessary to provide electric service for Building #1 and include 4 residential units at 30 Webster Street, Needham.

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

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 9 feet of conduit at Pole 2/5 on Webster Street, Needham. This work is necessary to provide electric service for Building #1 and include 4 residential units at 30 Webster Street, Needham.

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

7:07 p.m. Public Hearing - NSTAR Petition for 34 Webster Street:
Maureen Carroll, NSTAR representative appeared before the Board requesting permission to install approximately 38 feet of conduit at Pole 2/4 on Webster Street, Needham. Ms. Carroll said this work is necessary to provide electric service for Building #2 and include 4 residential units at 34 Webster Street, Needham.

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

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 38 feet of conduit at Pole 2/4 on Webster Street, Needham. This work is necessary to provide electric service for Building #2 and include 4 residential units at 34 Webster Street, Needham.

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

7:08 p.m. Public Hearing - Proposed Parking Meter Rates and Permit Parking Fees:

Kate Fitzpatrick, Town Manager and Dave Davison, Assistant Town Manager/Finance appeared before the Board regarding proposed parking meter rates, permit parking fees and the installation of additional parking meters in the downtown and Heights areas. Ms. Fitzpatrick said the Town has made a concerted effort to expand the availability of permit parking with its purchase of several lots along Lincoln and School Streets. She indicated the Town has incurred debt to purchase and construct the expanded parking, and increased its maintenance efforts on all the lots. She said the proposed increase in Permit Parking Rates is to offset the costs and would be phased-in over three years. Ms. Fitzpatrick said the current \$75 rate would be increased to \$125 for the May 2014 renewal, to \$165 for the May 2015, and to \$200 for the May 2016 renewal.

Mr. Davison discussed the proposed increase in Parking Meter Rates saying the new meter rates serve to: 1) discourage long-term parking along the street, 2) encourage turnover of the on-street parking spaces, 3) make enforcement easier, and 4) help to defray some of the costs associated with public parking. He said

new meters will allow for shorter time increments to be purchased as well as acceptance of multiple coins. Mr. Davison said the proposal is to set the rate at \$0.25 (quarter) for thirty minutes, \$0.10 (dime) for ten minutes, and \$0.05 (nickel) for 5 minutes.

A Powerpoint presentation was viewed showing maps of several areas of Town and included current and proposed locations of parking meters.

Mr. Matthews asked the current hours of operation for parking meters.

Mr. Davison said parking meter hours are currently Monday – Thursday, and Saturday from 8 a.m. - 6 p.m., and Friday from 8 a.m. - 8 p.m. He said parking meters are not in operation on Sundays and holidays.

Mr. Matthews invited public comment.

Tom Jacob, 67 Clarke Road indicated he is a member of the Downtown Streetscape Committee and the Council of Economic Advisors. He commented the overwhelming sentiment from members of the Council of Economic Advisors is that raising the parking meter fees is not shopper friendly. He said it is not the cost of the fee, but rather the nuisance of finding the change to fill the meter. He said the rate should remain at sixty minutes per quarter, twenty minutes per dime, and ten minutes per nickel. He noted if the goal is to turn over parking spaces more frequently, he fails to see how it would be accomplished by raising the rates. He said changing the time limit from two hours to one hour would be a better solution. He noted the Town allows for free two hour parking during the holidays to encourage shopping, and said it is counterintuitive to raise fees as it would not encourage shopping in the downtown. He asked the Board of Selectmen delay any changes until the Streetscape Committee has made its recommendations. He also said he feels raising the fee for permit parking may encourage employees to park on the street, rather than to purchase a permit.

Ms. Fitzpatrick said one of the reasons the Town has metered parking is to ensure turnover of parking spaces. She also noted fees associated with having parking meters include maintenance, staff, and DPW costs.

Janice Flynn, 47 Mellen Street said she is not opposed to changes in the parking meter structure, but is concerned with congestion at the Trader Joe's parking lot. She said many people are already opting to park on Mellen Street. She said adding parking meters on Mellen Street will only encourage shoppers to park on Mellen Street in front of the homes. She asked the Board reconsider placing parking meters on Mellen Street.

The Board agreed there must be a better solution than installing parking meters on Mellen Street.

Mr. Bulian said parking meter hours be consistent, suggesting Monday - Saturday 8:00 a.m. to 6:00 p.m.

Mr. Matthews agreed parking meter hours should be consistent. He said the Town has invested in new parking to help the downtown area, and suggested it is reasonable to ask people using parking space to contribute to the cost. He noted the Board is not scheduled to make its decision until its meeting on January 28, 2014. He invited written comment from residents.

7:50 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. Artie Crocker Facility Master Plan Working Group (term expires 6/30/2015)

CONSENT AGENDA

1. Approve Minutes from November 12, 2013 (Executive Session), November 19, 2013 (Open Meeting and Executive Session), December 10, 2013 (Open Meeting), and December 17, 2013 (Open Meeting and Executive Session).
2. Accept the following donations made to the Needham Health Department's Domestic Violence Action Committee: \$250 from Shahin Soli Sagafi; and \$200 from Mary Clare Siegel.
3. Accept a \$250 donation made to the Needham Park and Recreation Commission from Anonymous Content, LLC for any project at DeFazio Park.
4. Accept the following donations made to the Needham Off-Leash Dog Area gift account: \$25 from Jay & Susan Kaplan, \$50 from Helene Presskreischer; \$500 from Michelle Feinberg; \$100 from Roscoe Oberle; \$50 from Jodi Block; \$100 from Leslie Nelken; \$100 from Gary & Carol Crossen; \$25 from Angela Cox; \$100 from Lisa Tanzer; \$25 from Peter Fox; and \$500 from Heidi Fischer, MD.
5. Accept the following donations made to the Needham Health Department's Gift of Warmth fund: \$150 from Mr. Andrew N. Thoresen of the First Baptist Church in Needham; \$1,500 from St. Joseph Parish; and \$800 from Christ Church Episcopal Needham.
6. Accept the following donations made to the Needham Community Revitalization Trust Fund from the following residents: \$200 from Carol & Edward De Lemos; \$200 from Maryruth & Richard Perras; \$25 from Andrea &

Douglas Rae.

7. Approve a Special One Day Wines & Malt Beverages License for Michael Fraini of the Knights of Columbus to hold a Super Bowl Party on Sunday, February 2, 2013 from 4:00 p.m. to 10:00 p.m. The event will be held at the Knights of Columbus, 1211 Highland Avenue, Needham.

8. Approve two Special One Day Wine & Malt Beverage Licenses for Steve Volante of Volante Farms to hold winter cooking classes on January 25, 2013 and February 8, 2013 from 6:00 p.m. to 9:00 p.m. The classes will be held at Volante Farms, 292 Forest Street, Needham.

9. Accept the following donations made to the Needham Public Library during the period October 1, 2013 through January 8, 2014: Received donations from the following in memory of Margaret M. Wellington: Nancy A. Kostelega (\$25.00), Wellesley Centers for Women (\$50.00), Ellen & Dean Lewis (\$100.00); Dennis Sullivan gave the library a copy of his book, Senior and Boomers Guide to Health Care Reform and Avoiding Nursing Home Poverty (\$14.95); Edwin Harwood donated a copy of Stephen King's new book, Doctor Sleep (\$30.00); Cathy Collishaw donated \$25.00 in memory of Marguerite Farrell; Kathi Seifert donated \$100.00 in memory of Bertha Marram; Drew Winkler made a donation in honor of Jacob Smith (\$15.00); Sharon Slayton Howell gave the library a copy of her newest book of poems, Words Far-Reaching (\$20.00);

Needham Author Tamar Ossowski gave the library two copies of her new book, Left: A Novel (25.00 each); Former Needham resident and Needham High School Graduate Steven P. Marini gave the library a copy of his new book, Aberration (\$14.99); Ron and Lois Sockol donated \$20.00 to the library in memory of Barbara Popper; Ray and Maureen Sleight and Family donated a copy of Shel Silverstein's book, The Giving Tree in memory of James L. Galvin, Jr. and Eleanor M. Galvin (\$19.99); Familias Latinas de Needham gave the library nine children's books in Spanish (\$76.00); Anne Kinsman and Margaret Diefenderfer donated \$25.00 to the library, in memory of Bruce Nagler; Shirley Pratt gave the library a copy of her book, Don't Wait to be Rescued (\$8.50); Edwin Harwood donated a copy of Preston and Child's new book, White Fire (\$27.00); Margaret and Don Gray gave the Children's Room three large bags of Legos (Priceless); Gail Eckberg sent the library a check for \$42.50, commission from the sale of a painting that was exhibited in the library.

10. Approve a Special One Day Wine & Malt Beverages License for Steve Volante of Volante Farms to hold a Winter Beer Dinner on Thursday, February 27, 2014 from 6:00 p.m. to 9:00 p.m. This event will be held at Volante Farms, 292 Forest Street, Needham.

11. Approve a Special One Day Wine & Malt Beverages License for Gloria Gries of the Needham Historical Society to hold its Winter Social event on Saturday, February 1, 2014 from 7:00 p.m. to 11:00 p.m. This event will be held in Powers Hall at Town Hall, 1471 Highland Avenue, Needham.

12. Upon the recommendation of the Assistant Town Manager/Director of Finance, approve an increase in the mileage reimbursement rate for employee's use of personal vehicles from 48.5 cents to 56 cents effective January 1, 2014.

13. Vote to designate David Davison, Assistant Town Manager/Finance, as the Town's designated voting delegate for the MIIA and MIIA Property and Casualty Board elections at the MMA Annual Meeting on January 25, 2014.

14. Water & Sewer Abatement Order #1172

Second: Ms. Cooley. Unanimously approved 5-0.

7:50 p.m. Town Manager:

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

1. Declaration of Restrictive Covenant and Agreements - Belle Lane
Mr. Roy Cramer, Attorney appeared before the Board to discuss Belle Lane, an 8 lot sub-division approved in 2010. He said there are several easements relating to the sub-division including a Declaration of Restrictive Covenants, Grant of Water Easement, Grant of Pedestrian Access Easement and Boat Landing Easement, Grant of Emergency Access Easement and Water Easement, and Emergency Access Easement Agreement.

Motion by Mr. Bulian that the Board of Selectmen vote to accept and authorize the Chairman to execute a Declaration of Restrictive Covenants by Belle Lane Realty Trust, Grant of Water Easement by Belle Lane Realty Trust, Grant of Pedestrian Access Easement and Boat Landing Easement by Belle Lane Realty Trust, Grant of Emergency Access Easement and Water Easement by 155 Whitman Road Realty Trust and the Belle Lane Homeowners Trust, and Emergency Access Easement Agreement by Belle Lane Realty Trust and the Belle Lane Homeowners Trust to the Town of Needham.

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

2. Open Annual Town Meeting Warrant

Ms. Fitzpatrick told the Board it is scheduled to open the warrant for the May 2014 Annual Town Meeting. She said the warrant is scheduled to be closed on February 25, 2014.

Motion by Mr. Borrelli that the Board vote to open the warrant for the 2014 Annual Town Meeting.

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

3. Budget Consultation & Budget Priorities

Ms. Fitzpatrick reviewed with the Board the "Proposed Board of Selectmen Statement of FY2015 Operating Budget Priorities" dated January 14, 2014.

Motion by Mr. Handel that the Board vote to adopt a statement on operating budget priorities for fiscal year 2015.

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

7:55 p.m. Board Discussion:

1. MMA Resolutions

The Board discussed resolutions to be presented at the MMA Annual Business Meeting to be held on January 25, 2014. Mr. Matthews said he would be in attendance to vote on behalf of the Board of Selectmen.

Motion by Mr. Handel that the Board vote to endorse and authorize the Chairman to cast a vote in favor of Proposed Resolution ensuring a Strong Partnership Between Cities and Towns and the Commonwealth for Fiscal 2015 and beyond.

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

Motion by Mr. Handel that the Board vote to endorse and authorize the Chairman to cast a vote in favor of Proposed Resolution Ensuring a Strong and Productive Role for Cities, Towns, and Community Residents to Promote and Ensure Effective Land Use and Housing Policies.

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

Motion by Mr. Handel that the Board vote to endorse and authorize the Chairman to cast a vote in favor of Proposed Resolution on the Urgent Need to Ensure Sustainability for Other Post Employment Benefit Costs.

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

2. Committee Reports

Mr. Handel reported the Facilities Working Group began its work and the Board will hear from the group in the coming year.

Mr. Matthews recognized the New Years Needham Committee. He thanked all the members, especially Artie Crocker and Suzanne Saevitz for their efforts in leading the Committee. He said he received many wonderful comments from residents.

8:00 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

litigating position of the public body and the chair so declares. Not to return to open session prior to adjournment.

Second: Mr. Handel. 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.needham.gov/Archive.aspx?AMID=99&Type=&ADID=>

Please note the meeting adjourned at 8:25 p.m.

**Town of Needham
Board of Selectmen
Minutes for January 28, 2014
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, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt. Marianne Cooley arrived at 7:25 p.m.

7:00 p.m. Public Hearing - NSTAR Petition for Elder Road:
Maureen Carroll, NSTAR representative appeared before the Board requesting permission to install approximately 10 feet of conduit at Pole 309/8 on Elder Road, Needham. Ms. Carroll said this work is necessary to provide underground electric service for Building #3 and includes two residential units at 38 Webster Street, Needham.

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

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 10 feet of conduit at Pole 309/8 on Elder Road, Needham. This work is necessary to provide underground electric service for Building #3 and includes two residential units at 38 Webster Street, Needham.

Second: Mr. Handel. Unanimously approved 4-0.

7:01 p.m. Introduction of Fire Deputy Chief:
Paul Buckley, Fire Chief appeared before the Board to introduce newly appointed Fire Deputy Chief Dennis Condon. Chief Buckley gave a brief background on Deputy Chief Condon's experience, and said it is always exciting to come before the Board of Selectmen with new hires and promotions. Chief Buckley said he has great confidence in Fire Deputy Chief Condon's abilities as a member of Needham's fire command staff.

The Board congratulated Fire Deputy Chief Condon on his promotion, and Chief Buckley presented Fire Deputy Chief Condon with a new Chief badge.

7:08 p.m. Town Manager:
1. FY2015 Balanced Budget Presentation:
Kate Fitzpatrick, Town Manager and Dave Davison, ATM/Finance appeared before the Board to present the proposed annual balanced budget for FY2015.

Ms. Fitzpatrick commented on the budget priorities established by the Board, which serve as a key guideline in the evaluation of departmental spending requests. She said the primary goal of the Board of Selectmen in consideration of the FY2015 operating budget is the maintenance and optimization of existing Town services. She noted the Board also set priorities mindful of the availability of revenue for appropriation including initiatives that contribute to sustainability, long-term economic vitality, support the stewardship of open space, and contribute to the appearance of the Town. Ms. Fitzpatrick commented on fiscal discipline, noting the Town works within recurring revenues and does not rely on one-time revenue to fund operations. Ms. Fitzpatrick said Needham is a desirable community based on the many visible improvements completed by the Town over the last five years and the high property values. Ms. Fitzpatrick commented on the financial forecast including local receipts, state aid, town-wide expenses, and the strong level of building activity. Ms. Fitzpatrick commented on budget drivers, noting an increase of 209 students since 2009/10 school year. She said a comparison of school enrollment in Needham with other communities will be researched to find what might be causing the changes, both increases and decreases. Ms. Fitzpatrick discussed salary lines and head count. She commented the School Committee is voting tonight on its final budget recommendation of \$56,584,838.

Ms. Fitzpatrick commented on the RTS, noting a committee was formed in 2012 by the Board of Selectmen to evaluate options relative to the sustainability of the RTS. She said the Committee provided a report to the Board and recommends a new financing method for the RTS. Ms. Fitzpatrick proposes elimination of the sticker fee, and expanded access of the RTS to all residents to participate in the yard waste, recycling, and waste ban programs. Ms. Fitzpatrick said in order to expand access at the RTS, expenses will need to be reduced including a reduction in operating hours. Dave Davison commented the proposal will take effect on April 1, 2015.

Ms. Fitzpatrick highlighted changes made to the submitted budget, referring to FY2015 Changes to General Fund Operating Budget Requests, Table 1.11 and changes made to the Enterprise Fund Operating Budget, Table 1.12. Ms. Fitzpatrick commented on Other Financial Warrant Articles including the replacement of the Blue Tree in conjunction with the redesign of the Town Common, property tax program, and allocation for the Athletic Facility Stabilization Fund.

Mr. Bulian said the RTS proposal is great and encourages residents to use the facility.

Mr. Handel asked about declining local receipts. He also said he is asked by many constituents what portion of the town-wide budget, not allocated to the school budget, supports school activities.

Mr. Borrelli commented on investment in parks and forestry, the playground, and the substance abuse manager. He said the RTS proposal is very good for all residents. He asked about the supplemental school budget.

Mr. Matthews commented there is some discussion about the School Committee possibly making a request for an operating override.

Ms. Cooley asked about water conservation and the pricing structure in the budget. She commented she is very pleased with the RTS proposal.

Mr. Matthews suggested the Board of Selectmen vote to recommend approval of the RTS proposal.

Motion by Mr. Bulian that the Board of Selectmen vote to recommend approval of the Town Manager's RTS Sustainability Proposal as presented. Second: Mr. Borrelli. Unanimously approved 5-0.

8:05 p.m.

Parking Permit Fees & Parking Meter Locations and Fees:

Kate Fitzpatrick, Town Manager reminded the Board of its public hearing on January 14, 2014 regarding the proposed meter rates, permit parking fees and the installation of additional parking meters in Needham Heights. She made the following recommendations:

1. Increase Annual Permit Parking Rates as follows:
\$125 2014
\$165 2015
\$200 2016
2. Set New Parking Meter Rates as follows:
\$.25 (quarter) for thirty minutes
\$.10 (dime) for ten minutes
\$.05 (nickel) for five minutes
3. Establish hours of operation for meters as follows:
Monday through Saturday (excluding Federal and State holidays) 8:00 a.m. to 6:00 p.m.
4. Authorize installation of new meters at the following locations:
 - Highland Avenue from Mark Lee Road to Hunnewell St. (3)
 - Mark Lee Rd. from Parking Lot to Hunnewell St. (3)
 - West Street from Highland Ave. to Hunnewell St. (10 maximum)
 - Avery Square (3)

Motion by Mr. Bulian that the Board of Selectmen vote to set the annual permit parking rates and parking meter rates in accordance with the proposed schedule, to establish hours of operation for meters at Monday through

Saturday 8:00 a.m. to 6:00 p.m. (excluding Federal and State Holidays) and to approve the installation of new parking meters in accordance to the proposed schedule.

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

8:12 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: No appointments were made at this meeting.

CONSENT AGENDA:

1. 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 December 17, 2013 to February 14, 2014: 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.
2. Approve a Special One Day Wines & Malt Beverages License for William Dermody of the Needham Exchange Club to hold its monthly meeting on February 20, 2014 from 6:00 p.m. to 9:30 p.m. The meeting will be held at The Center at the Heights, 300 Hillside Avenue, Needham.
3. Accept the following donations made to the Needham Off-Leash Dog Area gift account: \$10 from Colleen Stiriti; \$10 from William Okerman; \$25 from Amy & Howard Goldman; \$750 from Needham Women's Club.
4. Accept the following donation made to the Needham Community Revitalization Trust Fund from the following residents: \$150 from Adrienne Smith & Mark Gluesing.
5. Water and Sewer Abatement Order #1173
6. Approve a Special One Day Wines & Malt Beverages License for Steve Volante of Volante Farms to host a Grand Wine Tasting on March 8, 2014 from 12:00 p.m. to 5:00 p.m. The event will be held at Volante Farms, 292 Forest Street, Needham.
7. Approve a Special One Day Wines & Malt Beverages License for Steve Volante of Volante Farms to host a Grand Beer Tasting on March 22, 2014 from 12:00 p.m. to 5:00 p.m. The event will be held at Volante Farms, 292 Forest Street, Needham.
8. Accept a \$300 donation made to the Needham Cultural Council from the Needham Running Club.

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

8:12 p.m. Board Discussion:
1. Noise Regulation
The Board discussed a possible revision to the noise regulation contained in the General By-laws for residential construction activity. Mr. Borrelli suggested restricting construction activity on Sundays and holidays.

Mr. Handel agreed with Mr. Borrelli, but suggested holding a public hearing to determine any possible unintended consequences.

Mr. Matthews noted many homeowners pull their own building permit, and suggested Saturday and Sunday may be their only time to work on their home. He asked Ms. Fitzpatrick to confer with the building inspector to see how other towns handle the issue.

Mr. Bulian suggested reviewing the fine schedule.

2. Committee Reports

Mr. Matthews reported a legislative committee is holding a hearing on January 29, 2014 on House Bill #3851. He said the bill was filed by State Representative Garlick which seeks to maintain and/or widen the green buffer space between Route 128 and Greendale Avenue. He noted Mr. Borrelli and Ms. Fitzpatrick will attend the hearing in support of the bill. Mr. Matthews suggested the Board formally vote to endorse HB#3851.

**Motion by Mr. Handel that the Board of Selectmen vote to support House Bill #3851: An Act Establishing Highway Buffer Zone in the Town of Needham.
Second: Mr. Borrelli. Unanimously approved 5-0.**

Mr. Matthews reported all members of the Board of Selectmen attended the Massachusetts Municipal Association Convention and annual meeting in Boston over the weekend of January 24-25, 2014. He noted Ms. Fitzpatrick served as President of the MMA, and he thanked her for her service over the last year.

8:25 p.m.

Adjourn:

**Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of January 28, 2014.
Second: Mr. Borrelli. Unanimously approved 5-0.**

Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

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

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

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

Water Sales:	-\$41.45
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$83.65
Transfer Station Charges:	\$0.00
Total Abatement:	-\$125.10

Order #: 1174

Read and Approved:  2/7/14
2/7/2014
Assistant Director of Public Works


Director of Public Works

For the Board of Selectmen

Date: 2/11/14

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

Prepared By: DB Lissy

Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
Lissy	David	24313	2410	63	Birds Hill Avenue	\$0.00	-\$41.45	-\$83.65	-\$125.10	ACC	N

\$0.00

\$0.00

Total: -\$125.10

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:

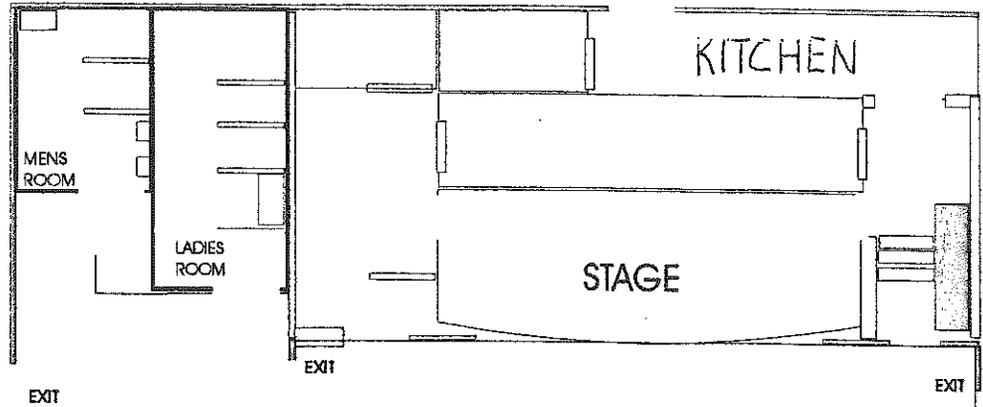
- O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
- TWNI = Town Project caused damage to private property
- EC = Extenuating Circumstances
- Equip = Equipment Malfunction
- UEW = Unexplained water loss
- ACC = Accidental Water Loss
- BP = Billing Period beyond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

pd. \$ 75 cash 2/11

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

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

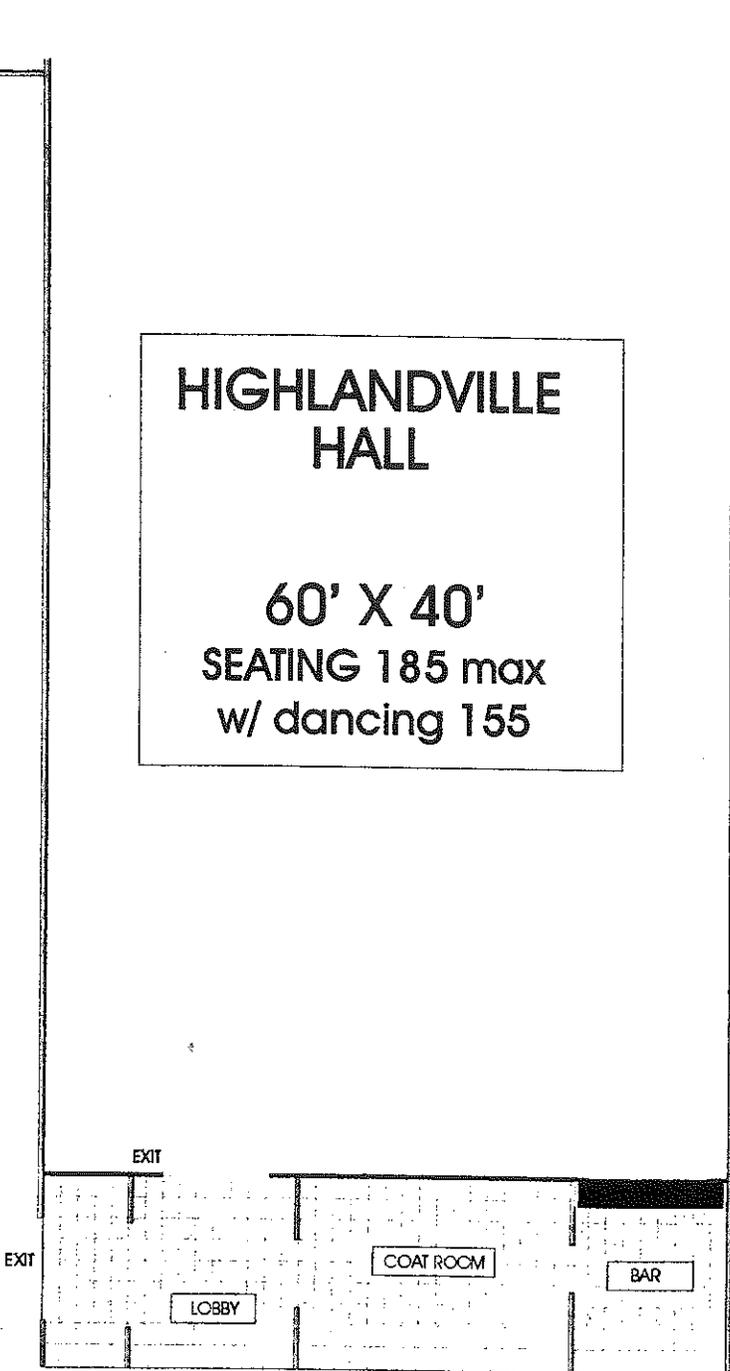
Event Manager Name (Name that will appear on license)	Stephen P. Tacchallo		
Event Manager Address	83 Montauk St		
Event Manager Phone Number	781-727-1838		
Organization Representing (if applicable)	Village Club		
Is the organization (if applicable) you are representing non-profit? If so, please attach 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: <u>on file</u>		
Name of Event	100th Anniversary		
Date of Event	2-15-14		
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:	TO:	
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES	\$ 40.00 /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 type="checkbox"/> YES		<input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	150		
Name & address of event location. Please attach proof of permission to use this facility.			
83 MONTAUK ST Needham			
Who will be serving the alcohol to your guests?			
Matt Lanna Bob Marks			
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).			
on file			
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.			
<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:
Stephen P. Tacchallo			2/11/14



The Village Club
HIGHLANDVILLE HALL
Needham, Ma

**HIGHLANDVILLE
HALL**

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



[Print](#) [Main Menu](#)

Do not click Back-Space to leave this window

Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 2.0
For coursework completed on October 23, 2013
provided by Health Communications, Inc.
is hereby granted to:

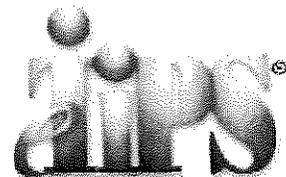
Robert Mearls

Certification to be sent to:

29a Oak St
Needham MA, 02492-2130 USA



HEALTH COMMUNICATIONS, INC.



This document is not proof of TIPS certification. It also notifies you that you have completed the course. Valid certification documents will be forwarded to you.



eTIPS On Premise 2.0 SSN: XXX-XX-XXXX

Issued:

10/1/2011

Expires:

10/1/2014

ID#:

3089985

D.O.B.:

XX/XX/XXXX

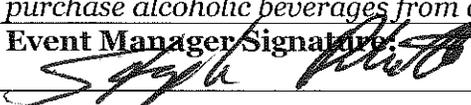
Matthew Lanen
The Village Club
63 Morton St
Needham Heights, MA 02494-1203

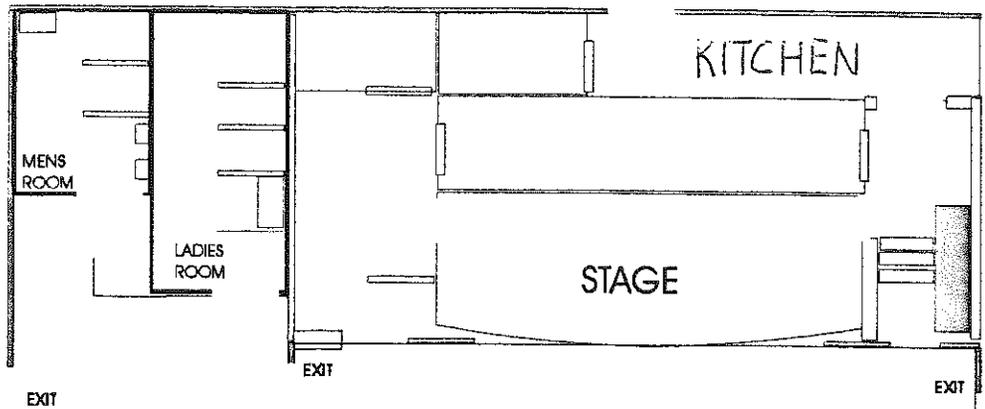
For service visit us online at www.gettips.com

pd. \$25 cash 2/17/14

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

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

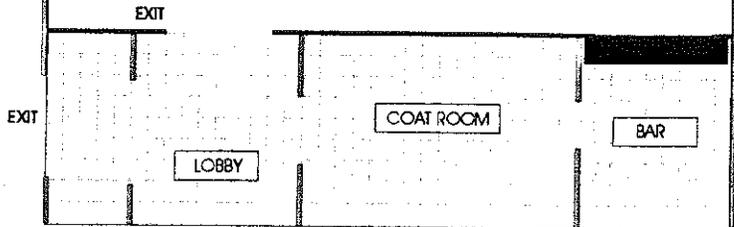
Event Manager Name (Name that will appear on license)	Stephen P. Tocchelli		
Event Manager Address	83 Munton St		
Event Manager Phone Number	781-727-1838		
Organization Representing (if applicable)	Village Clubs		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit <input checked="" type="checkbox"/> For Profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Survivor Premiere Party		
Date of Event	2/26/14 2-26-14		
License is for Sale of:	<input checked="" type="checkbox"/> Wines & Malt Beverages Only <input checked="" type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM:	TO:	
	8:00 pm	11:30 pm	
Are tickets being sold in advance for this event?	<input type="checkbox"/> YES \$	/per ticket	<input checked="" type="checkbox"/> NO
Is there an admission fee for this event?	<input 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?	200		
Name & address of event location. Please attach proof of permission to use this facility.	83 Munton St - Village Clubs		
Who will be serving the alcohol to your guests?	Maurice, Robert Atack		
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).	on file		
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.	Purchase from Bar Floor plan on file		
<input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature			Date: 1/31/14



The Village Club
HIGHLANDVILLE HALL
Needham, Ma

**HIGHLANDVILLE
HALL**

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





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D.O.B.:

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Matthew Lanen
The Village Club
83 Morton St
Needham Heights, MA 02494-1203

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