

BOARD OF SELECTMEN
April 9, 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	<p>Board Reorganization</p>
2.	7:00	<p>Introduce Fire Lieutenants</p> <ul style="list-style-type: none"> • Paul Buckley, Fire Chief
3.	7:00	<p>Public Hearing: Grant of Location NSTAR- Dogwood Lane</p> <ul style="list-style-type: none"> • Chris Cosby, NSTAR representative
4.	7:00	<p>Public Hearing: Grant of Location NSTAR- Chestnut Street to Carey Road</p> <ul style="list-style-type: none"> • Chris Cosby, NSTAR representative
5.	7:20	<p>Babson College Scholarships</p> <ul style="list-style-type: none"> • Melissa Shaak, Director of Financial Aid
6.	7:30	<p>Zoning Presentation</p> <ul style="list-style-type: none"> • Lee Newman, Director of Planning & Community Development • Martin Jacobs, Elizabeth Grimes – Planning Board
7.	7:45	<p>Solar Lease & Agreement</p> <ul style="list-style-type: none"> • Hank Haff, Project Manager, PFD • Ann Dorfman, Superintendent of RTS • Beth Greenblatt, Beacon Integrated Solutions
8.	8:00	<p>Town Manager</p> <ul style="list-style-type: none"> • State Sewer Rate Relief • Accept and Refer Zoning Amendment • Water Restriction Update • Close Special Town Meeting Warrant • Positions on Warrant Articles
9.	8:30	<p>Board Discussion</p> <ul style="list-style-type: none"> • Town Manager Performance Evaluation Policy Revision • Minuteman Regional Agreement • Committee Reports
10.	8:45	<p>Executive Session (Exception 3)</p>

APPOINTMENTS

1.	Cultural Council	Mary Murphy Hensley (term expires 6/30/2017) Ronald Lowry (term expires 6/30/2017) Kristen Mazzocchi (term expires 6/30/2017) Elise Miller (term expires 6/30/2017)
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CONSENT AGENDA *=**Backup attached**

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 April 17, 2014 to May 17, 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.*	Ratify a request from Seana Gaherin of Project Hope to hold its "Run for the Nun" run/walk in Needham on April 6, 2013. The route was approved by the following departments: Police, Fire, DPW & Park and Recreation.
3.*	Approve minutes from March 18, 2014 (open), March 25, 2014 (open), March 11, 2014 (Executive) and March 25, 2014 (Executive).
4.	Accept a \$700 donation from Middlesex Savings Bank made to the Needham Park and Recreation Commission to be used for the 2014 Arts in the Parks concert series.
5.	Accept the following donation made to the Needham Off Leash Dog Area account: \$256.23 from the Highland Animal Hospital, Inc.
6.*	Ratify a Special One Day Wines & Malt Beverages License for Jamie Gutner, Executive Director of the Council on Aging, to hold its Dedication Ceremony event on Sunday, April 6, 2014 from 2:00 p.m. to 4:00 p.m. The event will be held at the Center at the Heights, 300 Hillside Avenue, Needham.
7*	Water & Sewer Abatement Order 1178

NEEDHAM BOARD OF SELECTMEN RE-ORGANIZATION MEETING FOR APRIL 9, 2014

1. Town Clerk swears in the Elected Officials.
2. Chairman calls for nominations for the re-organization of the Board of Selectmen.

Chairman: _____

Vice Chairman: _____

Secretary/Clerk: _____

3. Members now change to new seating arrangement.
4. The Board of Selectmen regular meeting schedule for the year.

May 13, 2014	*September 10, 2014	December 9, 2014	March 10, 2015
May 27, 2014	September 23, 2014	December 23, 2014	March 24, 2015
June 10, 2014	October 14, 2014	January 13, 2015	*April 8, 2015
June 24, 2014	October 28, 2014	January 27, 2015	April 21, 2015
July 29, 2014	*November 12, 2014	February 10, 2015	* Wednesday
August 19, 2014	November 25, 2014	February 24, 2015	

5. Committee Secretary for Board of Selectmen: Sandy Cincotta

6. Recording Secretary for Board of Selectmen: Mary Hunt



**Town of Needham Board of Selectmen
(1950 - 2014)**

1988-89	H. Phillip Garrity, Jr.	Sally B. Davis	John D. Marr, Jr.	Marcia M. Carleton	David F. Edridge, Jr.	1988-89
1989-90						1989-90
1990-91	H. Phillip Garrity, Jr.	Sally B. Davis	John D. Marr, Jr.	Marcia M. Carleton	David F. Edridge, Jr.	1990-91
1991-92				Ted Owens		1991-92
1992-93	H. Phillip Garrity, Jr.	Sally B. Davis	John D. Marr, Jr.		David F. Edridge, Jr.	1992-93
1993-94				Ted Owens	William M. Powers	1993-94
1994-95	Daniel P. Matthews	John H. Cogswell	John D. Marr, Jr.			1994-95
1995-96				Ted Owens		1995-96
1996-97	Daniel P. Matthews	John H. Cogswell	John D. Marr, Jr.			1996-97
1997-98				Ted Owens	William M. Powers	1997-98
1998-99	Daniel P. Matthews	John H. Cogswell	Gerald A. Wasserman			1998-99
1999-00						1999-00
2000-01	Daniel P. Matthews	John H. Cogswell	Gerald A. Wasserman	Colleen Schaller	William M. Powers	2000-01
2001-02						2001-02
2002-03	Daniel P. Matthews	John H. Cogswell	Gerald A. Wasserman			2002-03
2003-04				James G. Healy	John A. Bulian	2003-04
2004-05	Daniel P. Matthews	John H. Cogswell	Gerald A. Wasserman			2004-05
2005-06				James G. Healy	John A. Bulian	2005-06
2006-07	Daniel P. Matthews	John H. Cogswell	Gerald A. Wasserman			2006-07
2007-08				James G. Healy	John A. Bulian	2007-08
2008-09	Daniel P. Matthews	Denise C. Garlick	Gerald A. Wasserman			2008-09
2009-10						2009-10
2010-11	Daniel P. Matthews	James G. Healy	Gerald A. Wasserman	Maurice P. Handel	John A. Bulian	2010-11
2011-12						2011-12
2012-13	Daniel P. Matthews	Matthew D. Borrelli	Gerald A. Wasserman			2012-13
2013-14			Marianne B. Cooley			2013-14
2014-15	Daniel P. Matthews	Matthew D. Borrelli		Maurice P. Handel	John A. Bulian	2014-15
2015-16						2015-16
2016-17	Daniel P. Matthews	Matthew D. Borrelli	Marianne B. Cooley			2016-17
2017-18						2017-18
2018-19						2018-19
2019-20						2019-20



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

MEETING DATE: 4/9/2014

Agenda Item	Introduction of Fire Lieutenants
Presenter(s)	Paul Buckley, Fire Chief

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	Chief Buckley will introduce newly promoted Fire Lieutenants Brian Stark and Jeff Cote.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	a. Resumes for Lieutenant Stark and Lieutenant Cote.		



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

MEETING DATE: 04/09/2014

Agenda Item	Public Hearing – NSTAR Petition for Dogwood Lane
Presenter(s)	Chris Cosby, NSTAR

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<p>NSTAR requests permission to install approximately 9 feet of conduit at Pole 351/7 on Dogwood Lane, Needham. This work is necessary to provide underground electric service for a new home at 39 Dogwood Lane, Needham.</p> <p>The Department of Public Works has approved this petition, based on NSTAR's commitment to adhere to regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.</p>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	<p><u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 9 feet of conduit at Pole 351/7 on Dogwood Lane, Needham. This work is necessary to provide underground electric service for a new home at 39 Dogwood Lane, Needham.</p>		
3.	BACK UP INFORMATION ATTACHED	YES	NO
	<p>(Describe backup below)</p> <ul style="list-style-type: none"> a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters 		



200 Calvary Street
Waltham, Massachusetts 02453



March 12, 2014

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

RE: **Dogwood Lane
Needham, MA
W.O. #1985424**

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR Electric Company for the purpose of obtaining a Grant of Location to install approximately 9'± feet of conduit at pole 351/7 on Dogwood Lane, Needham.

This work is necessary to provide underground electric service for new home @ #39 Dogwood Lane.

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

Sincerely,

William D. Lemos-Supervisor
Rights & Permits

WDL/aw
Attachments

OK to
proceed
Mr. Asst. Engr.
3/24/14
OK R.P. Pearson
DPW Director
3/24/14

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

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

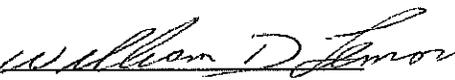
Respectfully represents **NSTAR Electric Company** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated March 6, 2014**, and filed herewith, under the following public way or ways of said Town:

Dogwood Lane - Southwesterly @ pole 351/7 approximately 500'± feet
east of Fairfield Street a distance of about 9'± feet - conduit

(WO. 1985424)

NSTAR ELECTRIC COMPANY

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 12th day of March 2014

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2014

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

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

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

Dogwood Lane - Southwesterly @ pole 351/7 approximately 500± feet
east of Fairfield Street a distance of about 9± feet - conduit

(WO. 1985424)

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

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis, Dated March 6, 2013** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

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

CERTIFICATE

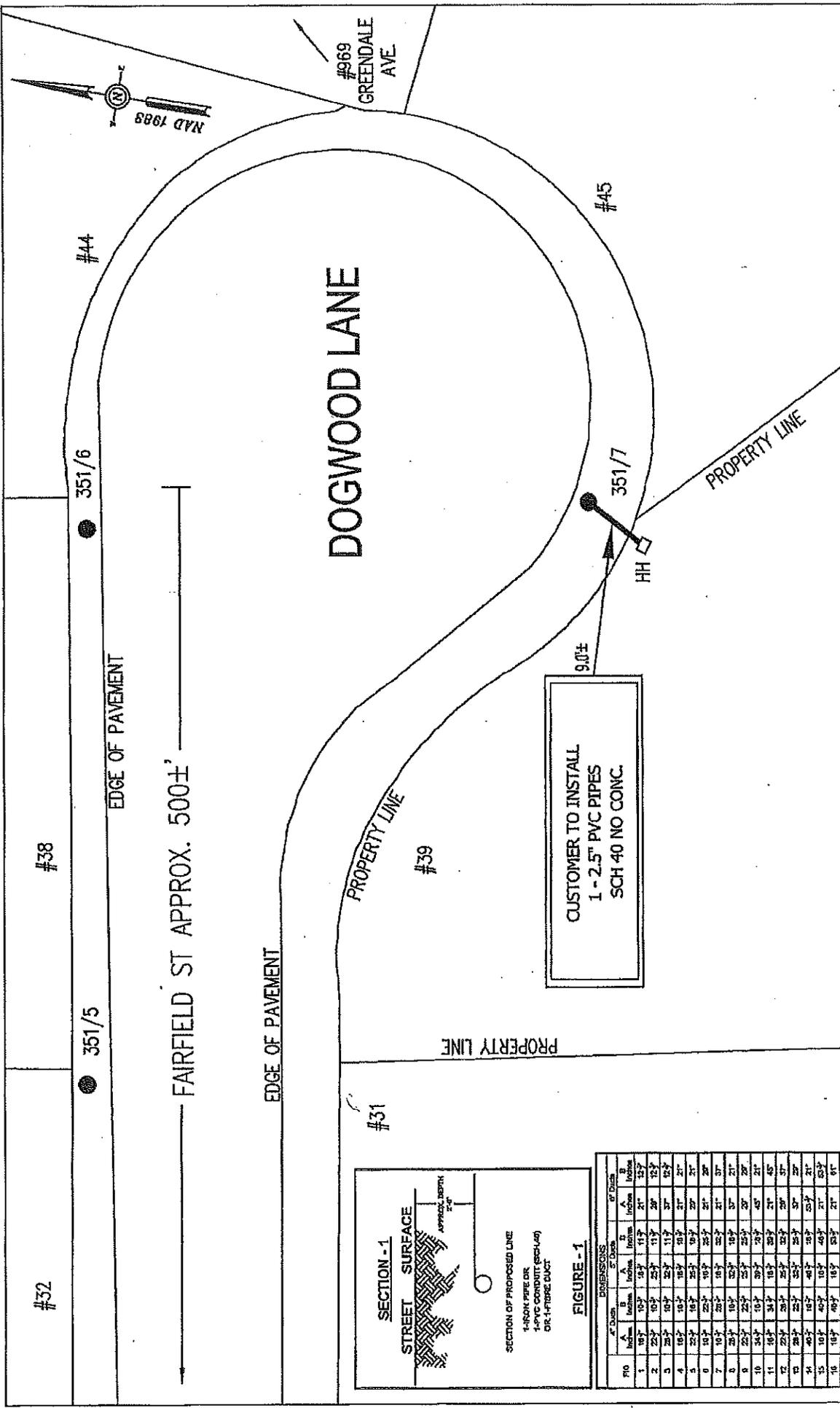
We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven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

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

CERTIFICATE

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

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



NSSTAR ELECTRIC
 A Northeast Utilities Company
 1185 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Ward # _____
 Work Order # 1985424
 Surveyed by: _____
 Research by: SC
 Plotted by: PDR
 Proposed Structures: PDM
 Approved: A DEBENEDICTIS
 P# _____

Plan of DOGWOOD LANE, NEEDHAM
 Showing PROPOSED CONDUIT LOCATION
 Scale 1"=20'
 Date MARCH 6, 2014
 SHEET 1 of 1

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP YOU AGREE THAT NO WARRANTY IS MADE BY NSSTAR ELECTRIC OR ANY OF ITS AFFILIATES, AGENTS, OFFICERS, EMPLOYEES, SUBSIDIARIES, CONTRACTORS OR AGENTS SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT. TO THE MAXIMUM EXTENT ALLOWED BY LAW YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD NSSTAR ELECTRIC & GAS CORPORATION HARMLESS FROM ANY SUCH LOSS OR INJURY. THE INFORMATION DOES NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW
 REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

0 20 40
 SCALE IN FEET

DIMENSIONS		IN FEET		IN METERS	
NO.	DESCRIPTION	LENGTH	WIDTH	LENGTH	WIDTH
1	18" x 18" x 18"	11.7'	21"	3.57	0.53
2	22" x 18" x 18"	11.3'	20"	3.44	0.51
3	22" x 18" x 18"	11.3'	20"	3.44	0.51
4	18" x 18" x 18"	11.7'	21"	3.57	0.53
5	22" x 18" x 18"	11.3'	20"	3.44	0.51
6	22" x 18" x 18"	11.3'	20"	3.44	0.51
7	18" x 18" x 18"	11.7'	21"	3.57	0.53
8	22" x 18" x 18"	11.3'	20"	3.44	0.51
9	22" x 18" x 18"	11.3'	20"	3.44	0.51
10	18" x 18" x 18"	11.7'	21"	3.57	0.53
11	18" x 18" x 18"	11.7'	21"	3.57	0.53
12	22" x 18" x 18"	11.3'	20"	3.44	0.51
13	22" x 18" x 18"	11.3'	20"	3.44	0.51
14	18" x 18" x 18"	11.7'	21"	3.57	0.53
15	18" x 18" x 18"	11.7'	21"	3.57	0.53
16	18" x 18" x 18"	11.7'	21"	3.57	0.53

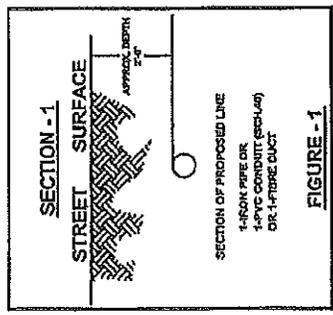


FIGURE - 1

DIMENSIONS		IN FEET		IN METERS	
NO.	DESCRIPTION	LENGTH	WIDTH	LENGTH	WIDTH
1	18" x 18" x 18"	11.7'	21"	3.57	0.53
2	22" x 18" x 18"	11.3'	20"	3.44	0.51
3	22" x 18" x 18"	11.3'	20"	3.44	0.51
4	18" x 18" x 18"	11.7'	21"	3.57	0.53
5	22" x 18" x 18"	11.3'	20"	3.44	0.51
6	22" x 18" x 18"	11.3'	20"	3.44	0.51
7	18" x 18" x 18"	11.7'	21"	3.57	0.53
8	22" x 18" x 18"	11.3'	20"	3.44	0.51
9	22" x 18" x 18"	11.3'	20"	3.44	0.51
10	18" x 18" x 18"	11.7'	21"	3.57	0.53
11	18" x 18" x 18"	11.7'	21"	3.57	0.53
12	22" x 18" x 18"	11.3'	20"	3.44	0.51
13	22" x 18" x 18"	11.3'	20"	3.44	0.51
14	18" x 18" x 18"	11.7'	21"	3.57	0.53
15	18" x 18" x 18"	11.7'	21"	3.57	0.53
16	18" x 18" x 18"	11.7'	21"	3.57	0.53



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on April 9, 2014** upon petition of NSTAR dated **March 12, 2014** to install approximately 9 feet of conduit at Pole 351/7 on Dogwood Lane, Needham. This work is necessary to provide electric service for a new home at 39 Dogwood Lane, Needham. A public hearing is required and abutters should be notified.

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

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

BOARD OF SELECTMEN

Dated: March 25, 2014

39 DOGWOOD LANE

<u>PARCEL ID</u>	<u>St.No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>	
					<u>OWNER CITY</u>	<u>State</u>
					NEEDHAM	MA
199/004.0-0055-0000.0	31	DOGWOOD LN	KAPADIA, ANWAR M. C/O HILLCREST DEVELOPMENT INC.	70 HILLCREST RD	NEEDHAM	MA
199/004.0-0056-0000.0	39	DOGWOOD LN	SHIMER, SHELDON JR. & JEAN C/O NORTH RIDGE BUILDERS INC.	14 SIMPSON RD	WELLESLEY	MA
199/004.0-0057-0000.0	45	DOGWOOD LN	FLINN, THOMAS J III & FLINN, CELINE M. C/O MRR PROPERTIES LLC	97 CHAPEL ST SUITE 3	NEEDHAM	MA
199/004.0-0059-0001.0	969	GREENDALE AVE	FORTE, MICHAEL A + FORTE, DAVID	P O BOX 1243	CONCORD	MA
199/004.0-0060-0000.0	44	DOGWOOD LN	KIRSHY, DENNIS JR. & KIRSHY, MAUREEN	44 DOGWOOD LN	NEEDHAM	MA
199/004.0-0061-0000.0	38	DOGWOOD LN	ENOS, EDWARD L. & JUNE RAYMOND C/O SOLL, JACQUELINE & ENOS, PAUL TRS.	38 DOGWOOD LN	NEEDHAM	MA
199/004.0-0062-0000.0	32	DOGWOOD LN	BURDIN, ANTHONY A. & SEREDA, ANNA	32 DOGWOOD LN	NEEDHAM	MA

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





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

MEETING DATE: 04/09/2014

Agenda Item	Public Hearing – NSTAR Petition for Chestnut Street, School Street, Dedham Avenue, Fair Oaks Park, Kingsbury Street, Webster Street, Brookline Street, Lindbergh Avenue, Rosemary Street, and Cary Road
Presenter(s)	Chris Cosby, NSTAR

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
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NSTAR requests permission to install approximately 7,109 feet of conduit and install nineteen new manholes #29766, 29767, 29768, 29769, 29770, 29771, 29772, 29773, 29774, 29775, 29776, 29777, 29778, 29779, 29780, 29781, 29806, 29807, 29808 in Chestnut Street, School Street, Dedham Avenue, Fair Oaks Park, Kingsbury Street, Webster Street, Brookline Street, Lindbergh Avenue, Rosemary Street, and Cary Road, Needham. The conduit and manhole system is being installed in order to relieve the demand on NSTAR's existing circuits in this area. This new system will increase NSTAR's electric capacity and will provide improved reliability. There is also a need to accommodate the demand for electricity for the Industrial Park area near First Avenue. Significant demand is projected for this area within the next several years due to expansion and new construction of the Center 128 Development.

The Department of Public Works has approved this petition, based on NSTAR's commitment to adhere to regulation that **all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.**

2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
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Suggested Motion:

Move that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 7,109 feet of conduit and install nineteen new manholes #29766, 29767, 29768, 29769, 29770, 29771, 29772, 29773, 29774, 29775, 29776, 29777, 29778, 29779, 29780, 29781, 29806, 29807, 29808 in Chestnut Street, School Street, Dedham Avenue, Fair Oaks Park, Kingsbury Street, Webster Street, Brookline Street, Lindbergh Avenue, Rosemary Street, and Cary Road, Needham.

3.	BACK UP INFORMATION ATTACHED	YES	NO
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(Describe backup below)

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



200 Calvary Street
Waltham, Massachusetts 02453

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

2014 MAR -6 A 11:57

March 6, 2014

C: DPW 3/6/14

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

RE: **Chestnut St., School St., Dedham Ave Fair Oaks Park, Kingsbury St., Webster St., Brookline St., Lindburgh St., Rosemary St., Carey St. Rd . Needham, MA W.O. #1953598**

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR Electric Company for the purpose of obtaining a Grant of Location to install approximately 7,109'± feet conduit, and install nineteen (19) new manholes #29766,29767,29768,29769,29770,29771,29772,29773,29774,29775,29776, 29777,29778,29779,29780,29781,29806,29807,29808 in Chestnut St., School St, Dedham Ave, Fair Oaks Park, Kingsbury St., Webster St., Brookline St., Lindburgh St., Rosemary St., Carey Rd. Needham.

The conduit and manhole system is being installed in order to relieve the demand on Nstar's existing circuits in this area. This new system will increase Nstar's electric capacity and will provide improved reliability. There is also a need to accommodate the demand for electricity for the Industrial Park area near First Avenue. Significant demand is projected for this area within the next several years due to expansion and new construction of the Center 128 Development.

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

Sincerely,

William D Lemos
William D. Lemos
Rights & Permits Supervisor

OK to
proceed
TM, asst. Engr.
3/24/14
OK R.P. Merson
DPW Director
3/24/14

WDM/amw
Attachments

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

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

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Revised March 4, 2014**, and filed herewith, under the following public way or ways of said Town:

**Chestnut Street, School Street, Dedham Ave, Fair Oaks Park, Ave,
Kingsbury Street, Webster Street Brookline Street, Lindburgh Street,
Rosemary Street, Carey Rd -**

See Attachment A

(WO.# 1953598)

NSTAR ELECTRIC COMPANY

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 5th day of March 2014

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2014

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

TO the **BOARD OF SELECTMEN** of the Town of **NEEDHAM**, Massachusetts:

WO. # 1953598

Attachment A

- Chestnut Street - Northerly from manhole #26055 approximately 225'± feet south of School Street a distance of about 259'± feet - conduit
- School Street - At and easterly from Chestnut Street a distance of about 1,290 '± feet - conduit, Install four (4) new manholes # 29766, 29767, 29768 ,29769,
- Dedham Ave - At and easterly from School Street a distance of about 125'± feet – Conduit
- Fair Oaks Park - At and northerly from Dedham Ave a distance of about 2,514'± feet – conduit Install nine (9) new manholes # 29770,29771,29772,29773, 29774, 29775, 29776, 29777, 29778
- Kingsbury Street - At and easterly from Fair Oaks Park a distance of about 390'± feet – conduit Install one (1) new manhole #29779
- Webster Street - At and northerly from Kingsbury Street a distance of about 2,106'± feet – conduit Install five (5) new manholes #29780, 29781, 29806, 29807, 29808
- Brookline Street - At and northeasterly from Webster Street a distance of about 20'± feet - conduit
- Lind^eburgh^{Ave} Street - At and easterly from Webster Street a distance of about 130'± feet - conduit
- Rosemary Street - At and westerly from Webster Street a distance of about 135'± feet - conduit
- Carey Road - At and westerly from Webster Street a distance of about 140'± feet – conduit

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

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

**Chestnut Street., School Street., Dedham Ave., Fair Oaks Park,
Kingsbury Street, Webster Street, Brookline Street,
Lindburgh Street, Rosemary Street, Carey Rd.**

Attachment B
(WO. 1953598)

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

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis, Revised March 4, 2014** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1 _____
2 _____
3 _____
4 _____
5 _____

Board of Selectmen
the Town of
NEEDHAM

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: -after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2014 at _____ in said Town.

1 _____
2 _____
3 _____
4 _____
5 _____

Board of Selectmen
the Town of
NEEDHAM

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2014 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter. Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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

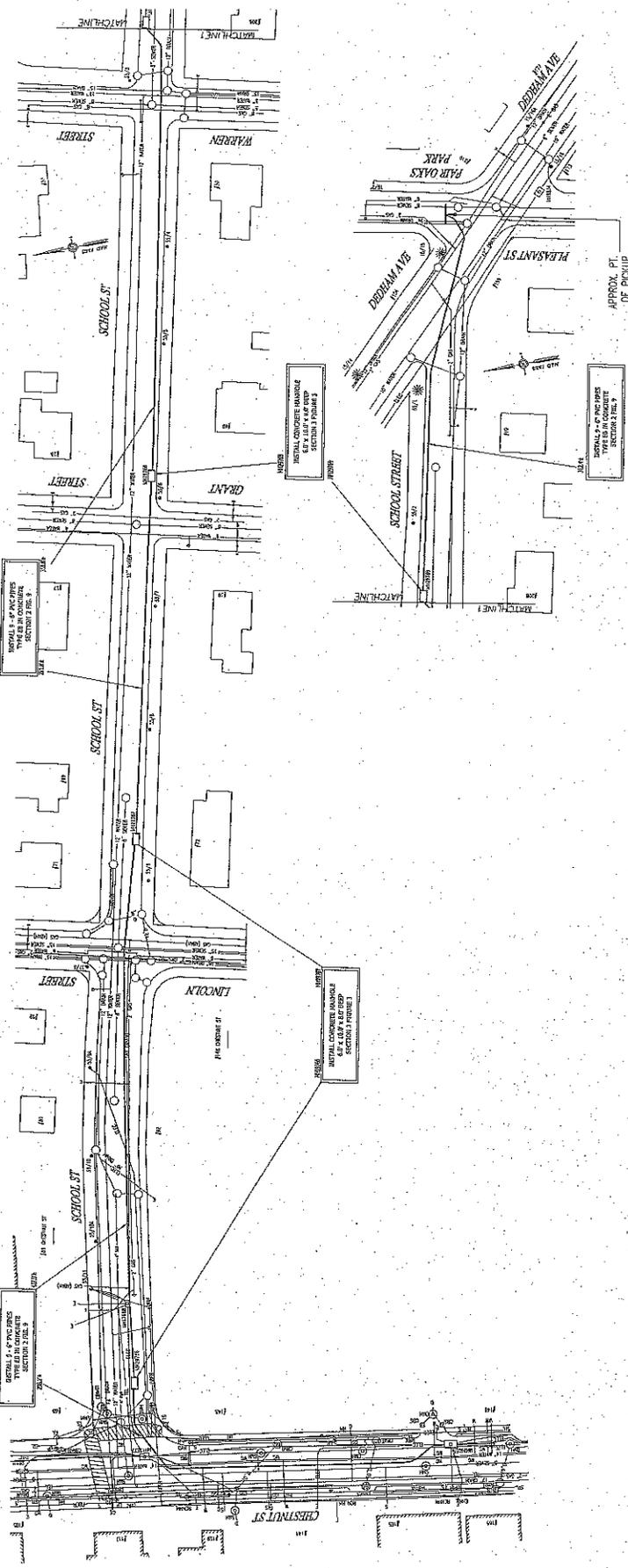
ORDER FOR LOCATION FOR CONDUITS AND MANHOLES

TOWN OF NEEDHAM

WO.# 1953598

Attachment B

- Chestnut Street - Northerly from manhole #26055 approximately 225'± feet south of School Street a distance of about 259'± feet - conduit
- School Street - At and easterly from Chestnut Street a distance of about 1,290 '± feet - conduit, Install four (4) new manholes # 29766, 29767, 29768, 29769,
- Dedham Ave - At and easterly from School Street a distance of about 125'± feet - Conduit
- Fair Oaks Park - At and northerly from Dedham Ave a distance of about 2,514'± feet - conduit Install nine (9) new manholes #29770, 29771, 29772, 29773, 29774, 29775, 29776, 29777, 29778
- Kingsbury Street - At and easterly from Fair Oaks Park a distance of about 390'± feet - conduit Install one (1) new manhole #29779
- Webster Street - At and northerly from Kingsbury Street a distance of about 2,106'± feet - conduit Install five (5) new manholes #29780, 29781, 29806, 29807, 29808
- Brookline Street - At and northeasterly from Webster Street a distance of about 20'± feet - conduit
- Lindburgh^{Ave.} Street - At and easterly from Webster Street a distance of about 130'± feet - conduit
- Rosemary Street - At and westerly from Webster a distance of about 135'± feet - conduit
- Carey Road - At and westerly from Webster Street a distance of about 140'± feet - conduit



MANHOLE # 1000000000
TYPE 1 TO CONCRETE
SECTION 3 FIGURE 3

MANHOLE # 1000000000
TYPE 1 TO CONCRETE
SECTION 3 FIGURE 3

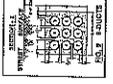
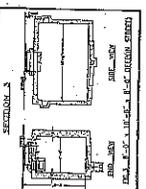
MANHOLE # 1000000000
TYPE 1 TO CONCRETE
SECTION 3 FIGURE 3

MANHOLE # 1000000000
TYPE 1 TO CONCRETE
SECTION 3 FIGURE 3

MANHOLE # 1000000000
TYPE 1 TO CONCRETE
SECTION 3 FIGURE 3

MANHOLE # 1000000000
TYPE 1 TO CONCRETE
SECTION 3 FIGURE 3

APPROX. PT.
OF PICKUP



NSTAR ELECTRIC
A National Grid Company
1155 MASSACHUSETTS AVE. GORCHESTER, MASS. 02123

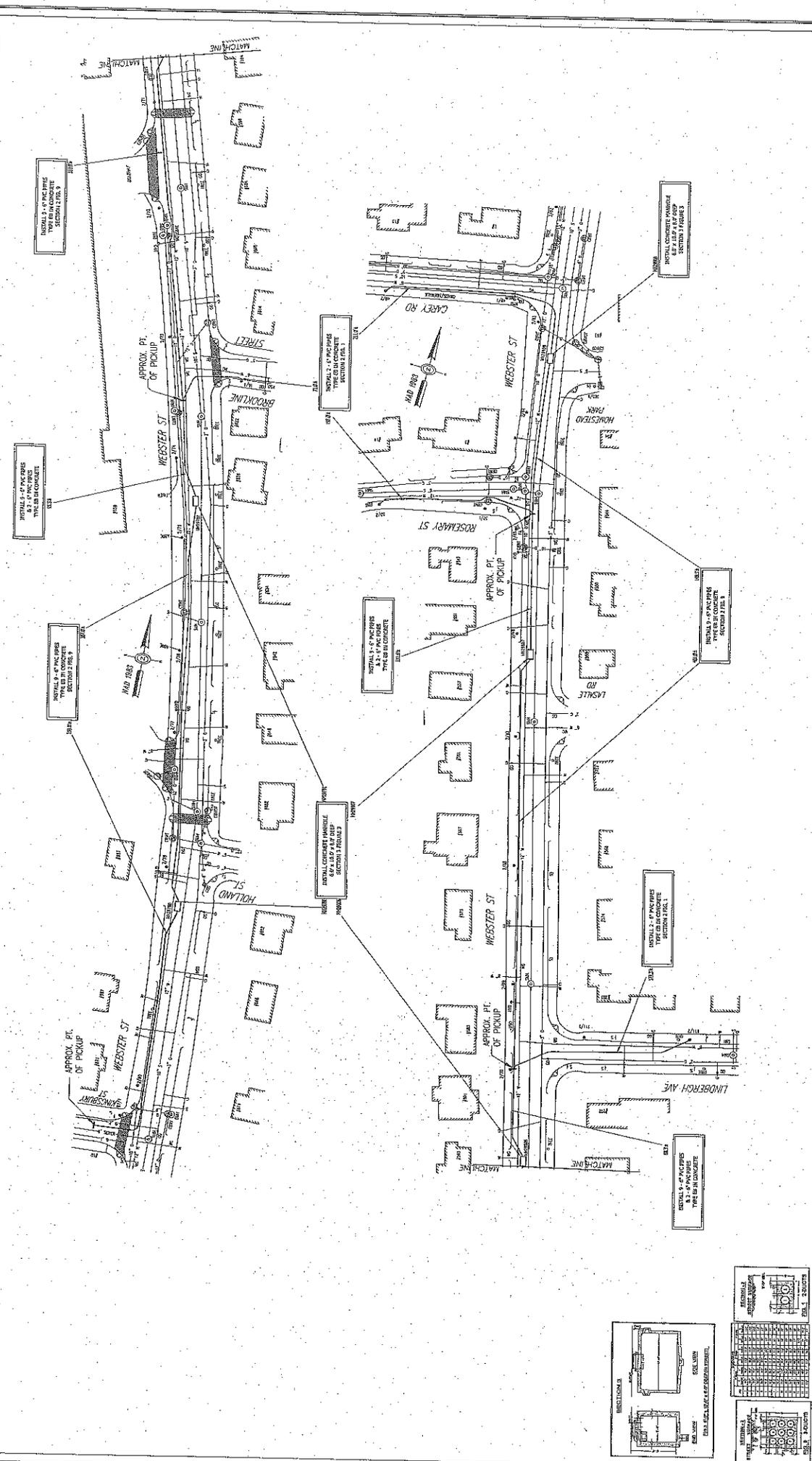
Plan of SCHOOL STREET, DEDHAM STREET, & FAIR OAKS PARK
Showing PROPOSED MANHOLE AND CONDUIT LOCATIONS

REV. 2/1/2014
Scale 1"=40'
Date FEBRUARY 23, 2014

CH 713-13
Work Order # 1953388
Surveyed by:
Research by:
Plotted by: JN
Proposed Structures: PMH
Approved: A. DEBENEDECTIS
PK

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS PLAN, YOU AGREE THAT NO WARRANTY, EXPRESS OR IMPLIED, IS MADE BY NSTAR ELECTRIC FOR THE INFORMATION CONTAINED HEREIN. THE INFORMATION IS PROVIDED AS IS AND WITHOUT WARRANTY OF ANY KIND, INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. YOU AGREE TO HOLD NSTAR ELECTRIC HARMLESS FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING OUT OF OR RESULTING FROM YOUR USE OF THE INFORMATION CONTAINED HEREIN. THE INFORMATION IS PROVIDED FOR YOUR INFORMATION ONLY AND DOES NOT CONSTITUTE AN OFFER OF ANY SERVICE OR PRODUCT. YOU AGREE TO HOLD NSTAR ELECTRIC HARMLESS FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING OUT OF OR RESULTING FROM YOUR USE OF THE INFORMATION CONTAINED HEREIN.

MASS. LAW
REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY AN INDIVIDUAL. CALL LOG-SUPPORT 1-800-344-7293



ASTAR ELECTRIC
 1155 WASHINGTON STREET, WILMINGTON, MASS. 01975
 1155 WASHINGTON STREET, WILMINGTON, MASS. 01975
 Plan of WEBSTER STREET, KINGSBURY ST. - CAREY RD., NEEDHAM & CAREY RD., ROSEMARY ST, LINDBERGH AVE. & BROOKLINE ST.
 Showing PROPOSED VAUGHAN & CONDUIT LOCATIONS
 Date FEBRUARY 25, 2014
 Scale 1"=40'
 Sheet 3 of 3

CA# 213-13
 Work Order # 1953588
 Surveyed by: LM/JF
 Research by: SC
 Plotted by: JF
 Prepared Structures: PDM
 Approver: A. DEBENEKIS
 P#

BY THE USE OF THE INFORMATION CONTAINED IN THIS PLAN YOU AGREE THAT AN INSURANCE POLICY COVERING THE RISK OF DAMAGE TO THE PROPERTY SHOWN ON THIS PLAN IS NECESSARY. THE INFORMATION CONTAINED HEREIN IS FOR INFORMATION ONLY AND DOES NOT CONSTITUTE A CONTRACT. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED AS A BASIS FOR ANY OTHER ACTION. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED AS A BASIS FOR ANY OTHER ACTION. THE INFORMATION CONTAINED HEREIN IS NOT TO BE USED AS A BASIS FOR ANY OTHER ACTION.

MASS. LAW
 REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-800-485-5223

SCALE IN FEET
 0 10 20

DETAILS
 SECTION 1
 SECTION 2
 SECTION 3
 SECTION 4

DETAILS
 SECTION 1
 SECTION 2
 SECTION 3
 SECTION 4

DETAILS
 SECTION 1
 SECTION 2
 SECTION 3
 SECTION 4



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on April 9, 2014** upon petition of NSTAR dated **March 5, 2014** to install approximately 7,109 feet of conduit and install nineteen new manholes #29766, 29767, 29768, 29769, 29770, 29771, 29772, 29773, 29774, 29775, 29776, 29777, 29778, 29779, 29780, 29781, 29806, 29807, 29808 in Chestnut Street, School Street, Dedham Avenue, Fair Oaks Park, Kingsbury Street, Webster Street, Brookline Street, Lindbergh Avenue, Rosemary Street, and Cary Road, Needham.

The conduit and manhole system is being installed in order to relieve the demand on NSTAR's existing circuits in this area. This new system will increase NSTAR's electric capacity and will provide improved reliability. There is also a need to accommodate the demand for electricity for the Industrial Park area near First Avenue. Significant demand is projected for this area within the next several years due to expansion and new construction of the Center 128 Development.

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

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

BOARD OF SELECTMEN

Dated: March 26, 2014

2/16

CHESTNUT STREET TO CAREY ROAD

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>OWNER CITY</u>	<u>Mailing Address State</u>	<u>OWNER ZIP</u>
199/040.0-0002-0000.0	810	GREAT PLAIN AVE	WEBB, ROBERT D. JR. & WEBB, MARY M.	810 GREAT PLAIN AVE	NEEDHAM	MA	02492
199/040.0-0004-0000.0	144	FAIR OAKS PK	WAGNER, STEPHEN K. + WAGNER, CHARLOTTE G.	144 FAIR OAKS PK	NEEDHAM	MA	02492
199/040.0-0005-0000.0	150	FAIR OAKS PK	SALAMONE, CONCETTA A. TRS THE CONCETTA A. SALAMONE TRUST	150 FAIR OAKS PK	NEEDHAM	MA	02492
199/040.0-0006-0000.0	156	FAIR OAKS PK	CAREY, THOMAS K & MCELROY, KATHERINE C/O PASCO-ANDERSON, JAMES & MINDY	156 FAIR OAKS PARK	NEEDHAM	MA	02492
199/040.0-0007-0000.0	162	FAIR OAKS PK	DERMODY, ROBERT J.	162 FAIR OAKS PARK	NEEDHAM	MA	02494
199/040.0-0008-0000.0	166	FAIR OAKS PK	BLOCK, RICHARD L. & BLOCK, JODI B.	166 FAIR OAKS PK	NEEDHAM	MA	02192
199/040.0-0009-0000.0	172	FAIR OAKS PK	DELANEY, KEVIN B TR C/O AUFFERMANN, PAUL J. & KRISTIN E. TRS	172 FAIR OAKS PARK	NEEDHAM	MA	02492
199/040.0-0010-0000.0	178	FAIR OAKS PK	BOYNTON, CHARLES L, III, TR & CONANT-BOYNTON, LECA A., TR	178 FAIR OAKS PK	NEEDHAM	MA	02492
199/040.0-0012-0000.0	198	FAIR OAKS PK	O'NEIL, PETER J. & HOPKINS, JEANNE M.	198 FAIR OAKS PK	NEEDHAM	MA	02492
199/040.0-0013-0000.0	204	FAIR OAKS PK	KIRK, PENELOPE W., TR & SCHEIDELER, EDWARD C., TR	204 FAIR OAKS PK	NEEDHAM	MA	02492
199/040.0-0014-0000.0	208	FAIR OAKS PK	RYAN, DIANE M.	208 FAIR OAKS PK	NEEDHAM	MA	02492
199/040.0-0015-0000.0	210	FAIR OAKS PK	SMYSER, ROBERT W. & SMYSER, BRIDGET M.	210 FAIR OAKS PK	NEEDHAM	MA	02492
199/040.0-0022-0000.0	173	DEDHAM AVE	MERCHANT, JOHN	173 DEDHAM AVE	NEEDHAM	MA	02492
199/040.0-0024-0000.0	11	PLEASANT ST	CROWLEY, BRENDAN J & VASSALLO, LISA M	11 PLEASANT ST	NEEDHAM	MA	02492
199/040.0-0025-0000.0	159	DEDHAM AVE	KINNE, CLIFTON B + DOROTHY L, TRS. THE ONE HUNDRED FIFTY-NINE DEDHAM AV	159 DEDHAM AVE	NEEDHAM	MA	02492
199/040.0-0026-0000.0	10	SCHOOL ST	DELGADO, HENRY PATRICK	10 SCHOOL ST	NEEDHAM	MA	02492

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>		
					<u>OWNER</u>	<u>CITY</u>	<u>State</u>
199/040.0-0027-0000.0	154	DEDHAM AVE	RUBIN, JOSEPH H & RUBIN, MEREDITH G	154 DEDHAM AVE	NEEDHAM	MA	02492
199/040.0-0028-0000.0	335	HARRIS AVE	VALLACE, PAUL M. & VALLACE, MARIA	335 HARRIS AVE	NEEDHAM	MA	02492
199/040.0-0029-0000.0	177	FAIR OAKS PK	CONWAY, MATTHEW J & CONWAY, CARYN A.O.	177 FAIR OAKS PK	NEEDHAM	MA	02492
199/040.0-0030-0000.0	165	FAIR OAKS PK	YANDOW, JULIE H	165 FAIR OAKS PK	NEEDHAM	MA	02492
199/040.0-0031-0000.0	0	FAIR OAKS PK	BUCKLEY, JEROME C. JR., TRUSTEE JRB REALTY TRUST	155 FAIR OAKS PK	NEEDHAM	MA	02492
199/040.0-0032-0000.0	155	FAIR OAKS PK	BUCKLEY, PATRICIA B., TR. 155 FAIR OAKS PARK NOMINEE REALTY TRU	155 FAIR OAKS PK	NEEDHAM	MA	02492
199/040.0-0033-0000.0	149	FAIR OAKS PK	PRINN, MICHAEL J + PRINN, SANDRA L	149 FAIR OAKS PK	NEEDHAM	MA	02492
199/040.0-0034-0000.0	143	FAIR OAKS PK	ZIDLE, ROBERT S + ZIDLE, JANICE M	143 FAIR OAKS PK	NEEDHAM	MA	02492
199/040.0-0035-0000.0	131	FAIR OAKS PK	CORCORAN, GERALD P CORCORAN, MARY F	131 FAIR OAKS PK	NEEDHAM	MA	02492
199/040.0-0046-0000.0	0	DEDHAM AVE	TOWN OF NEEDHAM	1471 HIGHLAND AVE	NEEDHAM	MA	02492
199/040.0-0047-0000.0	208	WARREN ST	VINLUAN, AMELIA & VINLUAN, ROBERTO	208 WARREN ST	NEEDHAM	MA	02492
199/040.0-0054-0000.0	30	SCHOOL ST	WHEARTY, THOMAS JOHN JR & WHEARTY, ANNE O'KANE TRS	30 SCHOOL ST	NEEDHAM	MA	02492
199/040.0-0055-0000.0	33	SCHOOL ST	PAULSON, WILLIAM J. & RAGLAND, JULIA	33 SCHOOL STREET	NEEDHAM	MA	02492
199/040.0-0070-0000.0	28	GRANT ST	DONALDSON, ROBERT DOUGLAS + DONALDSON, RUTH ANN K	28 GRANT ST	NEEDHAM	MA	02492
199/040.0-0071-0000.0	40	GRANT ST	SIDELL, RICHARD S + SIDELL, CHARLOTTE B	40 GRANT ST	NEEDHAM	MA	02492
199/047.0-0015-0000.0	27	GRANT ST	MCENERNY, MARYCLARE, TRUSTEE	27 GRANT ST	NEEDHAM	MA	02492
199/047.0-0016-0000.0	39	GRANT ST	MCSHERRY, ANDREW J. & MCSHERRY, CHERYL L.	39 GRANT STREET	NEEDHAM	MA	02492
199/047.0-0031-0000.0	72	SCHOOL ST	72 SCHOOL STREET LLC	PO BOX 59	NATICK	MA	01760

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>OWNER CITY</u>	<u>State</u>	<u>OWNER ZIP</u>
199/047.0-0032-0000.0	69	SCHOOL ST	LAFAYER, LESLIE G.+ LAFAYER, PAMELA M.	93 WEST LONG POND ROAD	PLYMOUTH	MA	02360
199/047.0-0033-0000.0	71	SCHOOL ST	LOMBARD, DAVID W., TR. LOMBARD NOMINEE TRUST	44 COLONIAL RD	NEEDHAM	MA	02492
199/047.0-0055-0000.0	148	CHESTNUT ST	DEACONESS-GLOVER HOSPITAL CORPORATI	148 CHESTNUT ST	NEEDHAM	MA	02492
199/047.0-0056-0000.0	88	CHESTNUT ST	TOWN OF NEEDHAM POLICE & FIRE STATION	1471 HIGHLAND AVE	NEEDHAM	MA	02492
199/047.0-0076-0000.0	105	CHESTNUT ST	CHESTNUT GREEN CONDOMINIUM MASTER DEED	105 CHESTNUT ST	NEEDHAM	MA	02492
199/047.0-0076-0010.0	105	CHESTNUT ST	RAFFOL, KENNETH J., TR & TREEFUL, JILL B., TR	105 CHESTNUT ST, UNIT 10	NEEDHAM	MA	02492
199/047.0-0076-0011.0	105	CHESTNUT ST	RAFFOL, KENNETH J., TR & TREEFUL, JILL, TR	105 CHESTNUT STREET, UNIT 11	NEEDHAM	MA	02492
199/047.0-0076-0012.0	105	CHESTNUT ST	RAFFOL, KENNETH J., TR & TREEFUL, JILL B TR	105 CHESTNUT ST UNIT 12	NEEDHAM	MA	02492
199/047.0-0076-0014.0	105	CHESTNUT ST	STORMBERG, DAVID L	105 CHESTNUT ST, UNIT 14	NEEDHAM	MA	02492
199/047.0-0076-0015.0	105	CHESTNUT ST	RAFFOL, KENNETH J, TR & TREEFUL, JILL B., TR	105 CHESTNUT ST, UNIT 15	NEEDHAM	MA	02492
199/047.0-0076-0016.0	105	CHESTNUT ST	ALPERT LAW LLC	105 CHESTNUT ST, UNIT 17	NEEDHAM	MA	02492
199/047.0-0076-0017.0	105	CHESTNUT ST	ALPERT, HEIDI B.	105 CHESTNUT ST	NEEDHAM	MA	02492
199/047.0-0076-0021.0	105	CHESTNUT ST	HELM, ROBERT W., TR. SIPPICAN NOMINEE TRUST	37 HOLMES STREET	MARION	MA	02738-1673
199/047.0-0076-0022.0	105	CHESTNUT ST	LONG, CHARLES W.	105 CHESTNUT ST, UNIT 22	NEEDHAM	MA	02492
199/047.0-0076-0023.0	105	CHESTNUT ST	HELM, ROBERT W., TR. SIPPICAN NOMINEE TRUST	37 HOLMES STREET	MARION	MA	02738-1673
199/047.0-0076-0024.0	105	CHESTNUT ST	WEITZMAN, SIMON, TR. WEITZMAN MEDICAL REALTY TRUST	105 CHESTNUT ST	NEEDHAM	MA	02492
199/047.0-0076-0025.0	105	CHESTNUT ST	MAGIER, MARC J., TRUSTEE, SAMJAKE REALTY TRUST	105 CHESTNUT ST	NEEDHAM	MA	02494
199/047.0-0076-0026.0	105	CHESTNUT ST	WEITZMAN, SIMON L, TRS WEITZMAN MEDICAL REALTY TRUST	105 CHESTNUT ST	NEEDHAM	MA	02492

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>		
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199/047.0-0076-0027.0	105	CHESTNUT ST	RICKER, GEORGE R. + DEANNA P., TRUSTEES LINDSEY REALTY TRUST	105 CHESTNUT ST UNIT 27	NEEDHAM	MA	02492
199/047.0-0076-0028.0	105	CHESTNUT ST	BORRELLI, MATTHEW C/O NEEDHAM ENTERPRISES LLC	1175 GREAT PLAIN AVE	NEEDHAM	MA	02492
199/047.0-0076-0031.0	105	CHESTNUT ST	KISTLER, LAWRENCE & BALDWIN, JOHN S.	105 CHESTNUT ST UNIT 31	NEEDHAM	MA	02492
199/047.0-0076-0032.0	105	CHESTNUT ST	BONANNO, JOSEPH J., SAVINO, THOMAS E. & C/O BONANNO, SAVINO, & DAVIES	105 CHESTNUT ST UNIT 32	NEEDHAM	MA	02492
199/047.0-0076-0033.0	105	CHESTNUT ST	BONANNO, JOSEPH J.; SAVINO, THOMAS E.; DAVIES, TIMOTHY B.; TRS. BSD REALTY TRU	105 CHESTNUT ST, UNIT 32	NEEDHAM	MA	02492
199/047.0-0076-0034.0	105	CHESTNUT ST	BONANNO, JOSEPH J. & SAVINO, THOMAS DAVIES, TIMOTHY B, TRS	105 CHESTNUT ST UNIT 34	NEEDHAM	MA	02492
199/047.0-0076-0035.0	105	CHESTNUT ST	O'DEA, JOHN J. & LOWENSTEIN, JANICE & ADAM	105 CHESTNUT ST UNIT 21	NEEDHAM	MA	02492
199/047.0-0076-0036.0	105	CHESTNUT ST	ROMAN, EDWARD C., TRUSTEE ROMAN REALTY TRUST	105 CHESTNUT ST UNIT 36	NEEDHAM	MA	02492
199/047.0-0076-0037.0	105	CHESTNUT ST	WELLING, ROBERT S. & MAURINE S., TRS. C/O NATARAJAN, SOUNDARYA & SHASTRU,	105 CHESTNUT ST	NEEDHAM	MA	02492
199/047.0-0076-0038.0	105	CHESTNUT ST	TODOROV, OTTO	105 CHESTNUT ST #35	NEEDHAM	MA	02492
199/047.0-0077-0000.0	117	CHESTNUT ST	BECKER, JEFFREY A.	25 ALGONQUIAN DRIVE	SOUTH NATICK	MA	01760
199/047.0-0078-0000.0	129	CHESTNUT ST	FITCHBURG FEDERAL SAVINGS & LOAN ASSOCIATION	130 WHALON ST	FITCHBURG	MA	01420
199/047.0-0079-0000.0	141	CHESTNUT ST	NEW OPPORTUNITY, LLC	141 CHESTNUT ST	NEEDHAM	MA	02492
199/047.0-0080-0000.0	165	CHESTNUT ST	GRANVILLE INVESTMENTS, LLC	167 CHESTNUT ST	NEEDHAM	MA	02492
199/047.0-0084-0000.0	173	CHESTNUT ST	173 CHESTNUT STREET LLC	12 EATON RD	NEEDHAM	MA	02492
199/049.0-0003-0000.0	686	WEBSTER ST	KANE, JAMES R. & KANE, SALLY ANN	686 WEBSTER ST	NEEDHAM	MA	02492
199/049.0-0069-0000.0	10	KINGSBURY ST	HARRINGTON, JOHN M. & HARRINGTON, JOANNE L.	10 KINGSBURY ST	NEEDHAM	MA	02492
199/049.0-0070-0000.0	4	FAIR OAKS PK	BASSETT, MARTHA A. & UDELSON, JAMES E.	4 FAIR OAKS PK	NEEDHAM	MA	02492

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199/049.0-0071-0000.0	24	FAIR OAKS PK	RASHAP, IRA + RASHAP, NANCY	24 FAIR OAKS PK	NEEDHAM	MA	02492
199/049.0-0073-0000.0	25	MAY ST	WALTON, BRUCE H. + WALTON, NANCY B.M.	25 MAY ST	NEEDHAM	MA	02492
199/049.0-0074-0000.0	24	MAY ST	HARKINS, THOMAS M. & HARKINS, BARBARA COVENEY	24 MAY ST	NEEDHAM	MA	02492
199/049.0-0075-0000.0	58	FAIR OAKS PK	SUTTON, BRUCE & MCLAUGHLIN, SARAH	58 FAIR OAKS PK	NEEDHAM	MA	02492
199/049.0-0077-0000.0	64	FAIR OAKS PK	HAYES, WILLIAM T. & HAYES, ELIZABETH ANN	64 FAIR OAKS PK	NEEDHAM	MA	02492
199/049.0-0078-0000.0	72	FAIR OAKS PK	RUSSELL, FRANCES G., TR	72 FAIR OAKS PK	NEEDHAM	MA	02492
199/049.0-0079-0000.0	76	FAIR OAKS PK	DANEHY, KEVIN R. & DANEHY, PATRICIA M.	76 FAIR OAKS PK	NEEDHAM	MA	02492
199/049.0-0080-0000.0	84	FAIR OAKS PK	SQUIRE, ROGER N., III & SQUIRE, QUINBY Y	84 FAIR OAKS PK	NEEDHAM	MA	02494
199/049.0-0081-0000.0	90	FAIR OAKS PK	LARKIN, ROBERT F. JR. & LARKIN, LEE REGAN	90 FAIR OAKS PK	NEEDHAM	MA	02492
199/049.0-0082-0000.0	96	FAIR OAKS PK	GREEN, THOMAS H., III + KAY, FREDIE DJANE	96 FAIR OAKS PARK	NEEDHAM	MA	02492
199/049.0-0083-0000.0	102	FAIR OAKS PK	CONNOLLY, BRIAN D. & CONNOLLY, NICOLE	102 FAIR OAKS PK	NEEDHAM	MA	02492
199/049.0-0085-0000.0	118	FAIR OAKS PK	ALVA, SANDEEP	118 FAIR OAKS PK	NEEDHAM	MA	02492
199/049.0-0086-0000.0	8	FAIR OAKS PK	GOSS, DAVID M. & GOSS, HEATHER M.	8 FAIR OAKS PK	NEEDHAM	MA	02492
199/049.0-0087-0000.0	16	FAIR OAKS PK	JOSEPH, JONATHAN P & JOSEPH, CHRISTINA R	16 FAIR OAKS PARK	NEEDHAM	MA	02492
199/050.0-0059-0000.0	53	FAIR OAKS PK	PIER, WILLIAM M. & ROMANELLI-PIERI, LYNN	53 FAIR OAKS PK	NEEDHAM	MA	02492
199/050.0-0060-0000.0	61	FAIR OAKS PK	MAHLER, THELMA C.	61 FAIR OAKS PK	NEEDHAM	MA	02492
199/050.0-0061-0000.0	67	FAIR OAKS PK	LASSITER, RUTH W.	67 FAIR OAKS PK	NEEDHAM	MA	02492
199/050.0-0062-0000.0	71	FAIR OAKS PK	WANDS, MICHAEL P & WANDS, LINDSAY K	71 FAIR OAKS PK	NEEDHAM	MA	02492

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>		
					<u>OWNER CITY</u>	<u>State</u>	<u>OWNER ZIP</u>
199/050.0-0063-0000.0	79	FAIR OAKS PK	SHEA, MICHAEL J. + SHEA, MARY ELLEN	79 FAIR OAKS PARK	NEEDHAM	MA	02492
199/050.0-0064-0000.0	83	FAIR OAKS PK	DUGGAN, BARBARA RIDGE	83 FAIR OAKS PK	NEEDHAM	MA	02492
199/050.0-0065-0000.0	89	FAIR OAKS PK	BRETT, JAMES A. & KATHLEEN D. C/O VACCA, RALPH N. & FIONA B.	89 FAIR OAKS PARK	NEEDHAM	MA	02492
199/050.0-0066-0000.0	95	FAIR OAKS PK	CARE, STEPHEN & CAREY JEANNE	95 FAIR OAKS PK	NEEDHAM	MA	02492
199/050.0-0067-0000.0	101	FAIR OAKS PK	LANDE, DIANE L.	101 FAIR OAKS PK	NEEDHAM	MA	02492
199/050.0-0068-0000.0	107	FAIR OAKS PK	WALLACE, JOSEPH L. & WALLACE, PHYLLIS	168 HARRIS AVE	NEEDHAM	MA	02492
199/050.0-0070-0000.0	115	FAIR OAKS PK	SCHOLL, CRAIG & SCHOLL, REBECCA KELLER	115 FAIR OAKS PK	NEEDHAM	MA	02492
199/053.0-0033-0000.0	7	FAIR OAKS PK	SIMON, AVIS JANE	7 FAIR OAKS PK	NEEDHAM	MA	02492
199/053.0-0034-0000.0	19	FAIR OAKS PK	BELLINGER, DAVID C. & BELLINGER, JULIA A. MATTHEWS	19 FAIR OAKS PK	NEEDHAM	MA	02492
199/053.0-0036-0000.0	25	FAIR OAKS PK	HEARN, ROBERT J.	25 FAIR OAKS PK	NEEDHAM	MA	02492
199/053.0-0041-0000.0	31	FAIR OAKS PK	PETROVICH, GORICA D. & COGEN, JEFFREY P.	31 FAIR OAKS PARK	NEEDHAM	MA	02492
199/053.0-0042-0000.0	37	FAIR OAKS PK	CAINE, MICHAEL E.	37 FAIR OAKS PARK	NEEDHAM	MA	02492
199/053.0-0043-0000.0	37	MAY ST	PIETZ, JON F. & CAROL R. C/O KUECHLER, KEVIN B. & GIANCOLA, PAUL	37 MAY ST	NEEDHAM	MA	02492
199/226.0-0014-0000.0	15	KINGSBURY ST	GILBRETH, JEFFREY B. & GILBRETH, VANESSA D	15 KINGSBURY ST	NEEDHAM	MA	02492
199/226.0-0015-0000.0	23	KINGSBURY ST	MILLER, STEPHEN V.+ MILLER, LINDA C.	23 KINGSBURY ST	NEEDHAM	MA	02492
199/226.0-0016-0000.0	33	KINGSBURY ST	DESROCHES, JOAN C & DESROCHES, EDWARD R	33 KINGSBURY ST	NEEDHAM	MA	02492

PARCEL ID

199/226.0-0017-0000.0

St No.

43

Street

KINGSBURY ST

Owner Names

CANTOR, MARIA &
CANTOR, ARTHUR

Owner Address

43 KINGSBURY ST

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



Mailing Address

OWNER CITY

NEEDHAM

State

MA

OWNER ZIP

02492

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>OWNER CITY</u>	<u>State</u>	<u>OWNER ZIP</u>
199/051.0-0001-0000.0	1471	HIGHLAND AVE	TOWN OF NEEDHAM TOWN HALL	1471 HIGHLAND AVE	NEEDHAM	MA	02492
199/051.0-0010-0000.0	1013	GREAT PLAIN AVE	HEFFERNAN, MICHAEL A. & HEFFERNAN, ELIZABETH A., TRS.	99 WHITMAN RD	NEEDHAM	MA	02492
199/051.0-0011-0000.0	1027	GREAT PLAIN AVE	THOMAS, DINA & THOMAS, TRIANTOS	198 CURVE ST	DEDHAM	MA	02026
199/051.0-0084-0000.0	0	GREAT PLAIN AVE	MBTA	10 PARK PLAZA	BOSTON	MA	02116
199/051.0-0087-0000.0	1025	GREAT PLAIN AVE	FAN, CHING TA & MEILING	16 CURVE STREET	NEEDHAM	MA	02492
199/054.0-0020-0000.0	674	WEBSTER ST	DIXON, GLENN S. & ELERI J. C/O DIRKS, DAVID & KATY M.	674 WEBSTER ST	NEEDHAM	MA	02492
199/054.0-0021-0000.0	666	WEBSTER ST	FORTIER, ANNELISE	666 WEBSTER ST	NEEDHAM	MA	02492
199/054.0-0022-0000.0	662	WEBSTER ST	MCKENDALL, MARY ANNE	662 WEBSTER ST	NEEDHAM	MA	02492
199/054.0-0062-0000.0	652	WEBSTER ST	LAMBERT, HAROLD T, JR. WEBSTER STREET TRUST	32 THORPE RD	NEEDHAM	MA	02494
199/054.0-0063-0000.0	646	WEBSTER ST	LAMPEDECCHIO, MARNETTO A. JR. & LAMPEDECCHIO, LYNN A.	646 WEBSTER ST	NEEDHAM,	MA	02492
199/054.0-0064-0000.0	642	WEBSTER ST	BARR, BARBARA M. TR & ANDERSON, SHEILA A TR, BMB FAMILY TRU	642 WEBSTER ST	NEEDHAM	MA	02492
199/054.0-0065-0000.0	634	WEBSTER ST	MANN, JOSEPH P JR + MANN, DEBRA	14 WINSLOW ROAD	NEEDHAM	MA	02492
199/054.0-0106-0000.0	354	BROOKLINE ST	BROOKLINE STREET DEVELOPMENT LLC C/O ZUCKERMANN, WILLIAM & LIN , SHIRLEY	354 BROOKLINE ST	NEEDHAM	MA	02492
199/054.0-0107-0000.0	628	WEBSTER ST	MARTINEZ, ANTONIO & ORTEGA & ORTEGA, MARIA CORONEL	628 WEBSTER ST	NEEDHAM	MA	02492
199/054.0-0108-0000.0	622	WEBSTER ST	ZAVAL, PETER & ZAVAL, JESSICA J	622 WEBSTER ST	NEEDHAM	MA	02492
199/055.0-0065-0000.0	189	LINDBERGH AVE	PALMER, MICHAEL J. & PALMER, LAUREL B.	189 LINDBERGH AVE	NEEDHAM HTS	MA	02494
199/055.0-0066-0000.0	193	LINDBERGH AVE	SLAWSBY, ALEXANDER & VELEY, KARA C	193 LINDBERGH AVE	NEEDHAM HTS	MA	02494
199/055.0-0067-0000.0	194	LINDBERGH AVE	MCLOUGHLIN, JAMES JR. & AMY M. C/O ELITE HOME BUILDERS LLC	6 MCINTOSH CT	WESTBORO	MA	01580

<u>PARCEL_ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>		
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199/055.0-0068-0000.0	190	LINDBERGH AVE	GARRON, WILLIAM A. & GARRON, DARLENE C.	190 LINDBERGH AVE	NEEDHAM	MA	02494 ✓
199/055.0-0087-0000.0	349	BROOKLINE ST	MAHONEY, WILLIAM D. & MAHONEY, MARY M.	349 BROOKLINE ST	NEEDHAM	MA	02492 ✓
199/055.0-0088-0000.0	614	WEBSTER ST	GILBERT, BRODY N. & GILBERT, JODIE.	614 WEBSTER ST	NEEDHAM HTS	MA	02494 ✓
199/055.0-0089-0000.0	608	WEBSTER ST	HUNT, PAUL F. & HUNT, CAROL A.	608 WEBSTER ST	NEEDHAM HTS	MA	02494 ✓
199/055.0-0090-0000.0	604	WEBSTER ST	FINKLESTEIN, SETH P. C/O FINKLESTEIN, SETH P. TR.	604 WEBSTER ST	NEEDHAM	MA	02492 ✓
199/055.0-0091-0000.0	598	WEBSTER ST	ALDERSON, CHRISTOPHER J & SAMPSON, BETH M.	598 WEBSTER ST	NEEDHAM	MA	02494 ✓
199/055.0-0092-0000.0	594	WEBSTER ST	BEARD, MICHAEL L. & BEARD, BARBARA BECKMAN	594 WEBSTER ST	NEEDHAM HTS	MA	02494 ✓
199/055.0-0093-0000.0	202	LINDBERGH AVE	COFIELD, JULIE F & COFIELD, JOSEPH E	202 LINDBERGH AVE	NEEDHAM HTS	MA	02494 ✓
199/055.0-0094-0000.0	203	LINDBERGH AVE	ATKINS, GERALD P & ATKINS, MAUREEN R	203 LINDBERGH AVE	NEEDHAM HTS	MA	02494 ✓
199/055.0-0095-0000.0	574	WEBSTER ST	MILLER, MICHAEL & JENSEN, DOROTHY ELIZABETH	574 WEBSTER ST	NEEDHAM	MA	02494 ✓
199/055.0-0096-0000.0	568	WEBSTER ST	HARK, MICHAEL	568 WEBSTER ST	NEEDHAM HTS	MA	02494 ✓
199/055.0-0097-0000.0	562	WEBSTER ST	MACGINNIS, OLAMAE J	562 WEBSTER ST	NEEDHAM HTS	MA	02494 ✓
199/055.0-0098-0000.0	556	WEBSTER ST	SHAW, ALLAN R.	556 WEBSTER ST	NEEDHAM HTS	MA	02494 ✓
199/055.0-0099-0000.0	550	WEBSTER ST	BOLINGER, EUGENE R. & BOLINGER, SHARON M.	550 WEBSTER ST	NEEDHAM	MA	02494 ✓
199/061.0-0022-0000.0	544	WEBSTER ST	MCKENNEY, KEVIN B. & MCKENNEY, KATHERINE G.	544 WEBSTER ST	NEEDHAM	MA	02494 ✓
199/061.0-0023-0000.0	54	HOMESTEAD PK	SCHNEIER, ADAM B. & SCHNEIER, JENNIFER	54 HOMESTEAD PK	NEEDHAM	MA	02492 ✓
199/061.0-0024-0000.0	53	HOMESTEAD PK	AMORUSO, ALFRED P & AMORUSO, ESTELLE P	7101 WOLFLIN AVE-APT.512	AMARILLO	TX	79106 ✓
199/061.0-0025-0000.0	520	WEBSTER ST	BIAGINI, WILLIAM & BIAGINI, SUSAN	520 WEBSTER ST	NEEDHAM	MA	02492 ✓

		<u>Mailing Address</u>		
<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>
				<u>CITY</u>
				<u>State</u>
				<u>ZIP</u>
199/061.0-0026-0000.0	514	WEBSTER ST	BERG, MICHAEL B. & LIN, LINDA	NEEDHAM HTS MA 02494 ✓
199/062.0-0001-0000.0	3	ROSEMARY ST	HANDEL, MAURICE P. & HANDEL, ELIZABETH	NEEDHAM MA 02494 ✓
199/062.0-0002-0000.0	11	ROSEMARY ST	COLLYER, PHILLIP W. & MARFISE, SUSAN L.	NEEDHAM HTS MA 02494 ✓
199/062.0-0003-0000.0	17	ROSEMARY ST	FINSON, LORENZ J & FIELDS, CARMEN M	NEEDHAM HTS MA 02494 ✓
199/062.0-0025-0000.0	3	CAREY RD	COFFMAN, ROBERT B. & WEINSTEIN, ANNE W.	NEEDHAM HTS MA 02494 ✓
199/062.0-0026-0000.0	4	LONGFELLOW RD	DONNELLAN, MARIE E.	NEEDHAM HTS MA 02494 ✓
199/062.0-0028-0000.0	13	CAREY RD	HERMAN, MICHAEL F. & HERMAN, SUSAN R.	NEEDHAM HTS MA 02494 ✓
199/062.0-0029-0000.0	17	CAREY RD	PICKETT, JOHN W & ANNE B. C/O PICKETT, ANNE B TR.	NEEDHAM MA 02494 ✓
199/226.0-0001-0000.0	547	WEBSTER ST	BLOOM, LAURENCE J & PEARL, STEPHANIE M	NEEDHAM MA 02492 ✓
199/226.0-0002-0000.0	551	WEBSTER ST	JOHNSON, ROLAND G. & JOHNSON, MARJORIE E. C.	NEEDHAM HTS MA 02494 ✓
199/226.0-0003-0000.0	557	WEBSTER ST	GLENNON, MICHAEL R. & GLENNON, JANET D.	NEEDHAM HTS MA 02494 ✓
199/226.0-0004-0000.0	561	WEBSTER ST	POLANSKY, ROBERT D. & DEBRA G. C/O SHAW, EMILY S. & TIM	NEEDHAM HTS MA 02494 ✓
199/226.0-0005-0000.0	567	WEBSTER ST	DUDLEY, JAMES G. & DUDLEY, ELLEN W.	NEEDHAM HTS MA 02494 ✓
199/226.0-0006-0000.0	573	WEBSTER ST	ZIADY, ERIC J. C/O PIRALKOVA, MOMCHIL & ANNA	NEEDHAM MA 02492 ✓
199/226.0-0007-0000.0	583	WEBSTER ST	TAN, HOK TJE & CHOU, YU MEI	NEEDHAM MA 02494 ✓
199/226.0-0008-0000.0	591	WEBSTER ST	DINNEEN, JOSEPH F. III	NEEDHAM MA 02492 ✓
199/226.0-0009-0000.0	595	WEBSTER ST	SILVA, MARIYA & SILVA, AZACIPH	NEEDHAM HTS MA 02494 ✓
199/226.0-0010-0000.0	609	WEBSTER ST	TOWN OF NEEDHAM SCHOOL DEPT--NEEDHAM HIGH SCHOOL	NEEDHAM MA 02492 ✓

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					<u>OWNER CITY</u>	<u>State</u>	<u>OWNER ZIP</u>
199/226.0-0011-0000.0	657	WEBSTER ST	NEWCOMB, DAVID W. & NEWCOMB, KATHLEEN	657 WEBSTER ST	NEEDHAM	MA	02492 ✓
199/226.0-0012-0000.0	667	WEBSTER ST	ANDERER, BARRY M. & ANDERER, ELLEN M.	667 WEBSTER ST	NEEDHAM	MA	02492 ✓
199/226.0-0013-0000.0	673	WEBSTER ST	GOODMAN, DANIEL M & JENNINGS, AUBREY M	673 WEBSTER ST	NEEDHAM	MA	02492 ✓
199/226.0-0034-0000.0	18	ROSEMARY ST	SALAMONE, PAUL A SALAMONE, MARYELLEN	18 ROSEMARY ST	NEEDHAM HTS	MA	02494 ✓
199/226.0-0035-0000.0	24	ROSEMARY ST	GOLDBERG, MICHAEL A & GOLDBERG, REBECCA	24 ROSEMARY ST	NEEDHAM HTS	MA	02494 ✓

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




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

MEETING DATE: 4/9/2014

Agenda Item	Babson College Scholarships
Presenter(s)	Melissa Shaak, Director of Financial Aid, Babson College

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED												
	<p>The Board of Selectmen awards scholarships to local residents from a fund made available to the Town from Babson College. The number of scholarships and their size is determined by the Board of Selectmen and the Financial Aid Office of Babson College. Melissa Shaak and John Bulian met recently and reviewed all the applications.</p>												
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO										
	<p><i>Suggested Motion:</i> That the Board of Selectmen votes to award the Town of Needham Babson Scholarships to the following applicants:</p> <table style="margin-left: 40px;"> <tr> <td>Matthew Leskanic</td> <td>Current sophomore</td> </tr> <tr> <td>Julia Salamone</td> <td>Current sophomore</td> </tr> <tr> <td>Nicholas Wong</td> <td>Current junior</td> </tr> <tr> <td>Marissa Goldstein</td> <td>Current Two Year MBA Student</td> </tr> <tr> <td>Zachary Kohl</td> <td>Enrolling in undergraduate program Sept 2014</td> </tr> </table>			Matthew Leskanic	Current sophomore	Julia Salamone	Current sophomore	Nicholas Wong	Current junior	Marissa Goldstein	Current Two Year MBA Student	Zachary Kohl	Enrolling in undergraduate program Sept 2014
Matthew Leskanic	Current sophomore												
Julia Salamone	Current sophomore												
Nicholas Wong	Current junior												
Marissa Goldstein	Current Two Year MBA Student												
Zachary Kohl	Enrolling in undergraduate program Sept 2014												
3.	BACK UP INFORMATION ATTACHED	YES	NO										
	<p>a. Listing of Awards (confidential)</p>												



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

MEETING DATE: 4/9/2014

Agenda Item	Zoning Presentation
Presenter(s)	Lee Newman, Director of Planning & Community Development Marty Jacobs, Planning Board Elizabeth Grimes, Planning Board

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	Ms. Newman, Mr. Jacobs and Ms. Grimes will outline the six zoning articles contained on the warrant for the 2014 Annual Town Meeting and the one article proposed for inclusion on the May 12, 2014 Special Town Meeting warrant.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO



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

MEETING DATE: 4/9/2014

Agenda Item	Solar Lease & Agreement
Presenter(s)	Hank Haff, Project Manager, Public Facilities Ann Dorfman, Superintendent Recycling & Transfer Station Beth Greenblatt, Beacon Integrated Solutions

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	Mr. Haff, Ms. Dorfman and Ms. Greenblatt will update the Board on the Solar Project.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	a.		



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

MEETING DATE: 04/09/2014

Agenda Item	State Sewer Rate Relief
Presenter(s)	David Davison, Assistant Town Manager/Finance Evelyn Poness, Town Treasurer/Collector

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>At its August 20, 2013 meeting, the Board approved and signed an application to apply for sewer rate relief from the Commonwealth of Massachusetts. The rate relief is offered to communities that have made sewer infrastructure improvements which were financed by debt. The State has distributed \$1,766 to the Town of Needham for this purpose. Our recommendation is a flat per household credit. The credit would be applied only to residential accounts that have sewer service.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	(YES)	NO
<p><i>Suggested Motion:</i> That the Board approve a one-time flat sewer rate credit of \$0.13 per residential account billed during the fourth quarter of FY2014 to reflect the State sewer rate relief money that was received from the Commonwealth.</p>			
3.	BACK UP INFORMATION	YES	(NO)

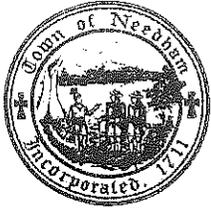


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 4/9/2014

Agenda Item	Accept and Refer Zoning Amendment
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<p>The Planning Board voted to place one additional article on the warrant for the May 12, 2014 Special Town Meeting: Amend Zoning By-law – Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District. In accordance with State law, the Board has 14 days to accept the proposed amendment and refer the amendment back to the Planning Board for its review, hearing, and report. The Board’s action in this matter is not discretionary.</p>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	<p><i>Suggested Motion:</i> That the Board vote to accept the proposed zoning amendment and to refer the proposed amendment to the Planning Board for review, public hearing, and report.</p>		
3.	BACK UP INFORMATION ATTACHED	YES	NO
	<ul style="list-style-type: none"> a. Letter from Lee Newman, Director of Planning & Community Development dated April 1, 2014 b. Proposed Warrant article c. M.G.L. c. 40A Section 5 		



TOWN OF NEEDHAM, MA

PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

500 Dedham Ave
Needham, MA 02492
781-455-7500

PLANNING

April 1, 2014

Ms. Kate Fitzpatrick
Town Manager
Town Hall
Needham, MA 02492

Re: Zoning Articles for 2014 Special Town Meeting

Dear Kate:

The Planning Board at its meeting of April 1, 2014 voted to place the following article on the warrant for the May 2014 Special Town Meeting: (1) Amend Zoning By-Law - Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District. Accordingly, please find the above-named article as approved by the Board for inclusion in the warrant of the 2014 Special Town Meeting.

As you know, the Board of Selectmen will need to accept the article and to then forward it to the Planning Board for review, public hearing and report. Please have the Selectmen act on the enclosed article at their next meeting of Wednesday, April 9, 2014, so that the Planning Board can meet its statutory obligations. The Planning Board plans to schedule the public hearing on the article for Tuesday, April 29, 2014.

Should you have any questions regarding this matter, please feel free to contact me directly.

Very truly yours,

NEEDHAM PLANNING BOARD

Lee Newman
Director of Planning and Community Development

cc: Planning Board

Enclosure

**ARTICLE 1: AMEND ZONING BY-LAW - LARGE-SCALE GROUND- MOUNTED
SOLAR PHOTOVOLTAIC INSTALLATION OVERLAY DISTRICT**

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

- (a) In Section 3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, Subsection 3.13.6.3, Site Plan Review, paragraph (b)1)V, by adding the words “ if applicable,” in the second sentence between the words “line,” and “power” so that the sentence now reads as follows: (new language underlined):

“The site plan shall include containment fencing line, if applicable, power lines and poles, and site access routes.”

- (b) In Section 3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, Subsection 3.13.6.8, Design Standards, paragraph (e) Fencing, by deleting the sentence and replacing it with the following sentence:

“In the discretion of the Planning Board, a security fence may be installed along or proximate to the perimeter of the system and any such fencing installed shall be maintained for the lifetime of the system.”

Or take any other action relative thereto.



Print

PART I ADMINISTRATION OF THE GOVERNMENT**TITLE VII** CITIES, TOWNS AND DISTRICTS**CHAPTER 40A** ZONING**Section 5** Adoption or change of zoning ordinances or by-laws; procedure

Section 5. Zoning ordinances or by-laws may be adopted and from time to time changed by amendment, addition or repeal, but only in the manner hereinafter provided. Adoption or change of zoning ordinances or by-laws may be initiated by the submission to the city council or board of selectmen of a proposed zoning ordinance or by-law by a city council, a board of selectmen, a board of appeals, by an individual owning land to be affected by change or adoption, by request of registered voters of a town pursuant to section ten of chapter thirty-nine, by ten registered voters in a city, by a planning board, by a regional planning agency or by other methods provided by municipal charter. The board of selectmen or city council shall within fourteen days of receipt of such zoning ordinance or by-law submit it to the planning board for review.

No zoning ordinance or by-law or amendment thereto shall be adopted until after the planning board in a city or town, and the city council or a committee designated or appointed for the purpose by said council has each held a public hearing thereon, together or separately, at which interested persons shall be given an opportunity to be heard. Said public hearing shall be held within sixty-five days after the proposed zoning ordinance or by-law is submitted to the planning board by the city council or selectmen or if there is none, within sixty-five days after the proposed zoning ordinance or by-law is submitted to the city council or selectmen. Notice of the time and place of such public hearing, of the subject matter, sufficient for identification, and of the place where texts and maps thereof may be inspected shall be published in a newspaper of general circulation in the city or town once in each of two successive weeks, the first publication to be not less than fourteen days before the day of said hearing, and by posting such notice in a conspicuous place in the city or town hall for a period of not less than fourteen days before the day of said hearing. Notice of said hearing shall also be sent by mail, postage prepaid to the department of housing and community development, the regional planning agency, if any, and to the planning board of each abutting city and town. The department of housing and community development, the regional planning agency, the planning boards of all abutting cities and towns and nonresident property owners who may not have received notice by mail as specified in this section may grant a waiver of notice or submit an affidavit of actual notice to the city or town clerk prior to town meeting or city council action on a proposed zoning ordinance, by-law or change thereto. Zoning ordinances or by-laws may provide that a separate, conspicuous statement shall be included

with property tax bills sent to nonresident property owners, stating that notice of such hearings under this chapter shall be sent by mail, postage prepaid, to any such owner who files an annual request for such notice with the city or town clerk no later than January first, and pays a reasonable fee established by such ordinance or by-law. In cases involving boundary, density or use changes within a district, notice shall be sent to any such nonresident property owner who has filed such a request with the city or town clerk and whose property lies in the district where the change is sought. No defect in the form of any notice under this chapter shall invalidate any zoning ordinances or by-laws unless such defect is found to be misleading.

Prior to the adoption of any zoning ordinance or by-law or amendment thereto which seeks to further regulate matters established by section forty of chapter one hundred and thirty-one or regulations authorized thereunder relative to agricultural and aquacultural practices, the city or town clerk shall, no later than seven days prior to the city council's or town meeting's public hearing relative to the adoption of said new or amended zoning ordinances or by-laws, give notice of the said proposed zoning ordinances or by-laws to the farmland advisory board established pursuant to section forty of chapter one hundred and thirty-one.

No vote to adopt any such proposed ordinance or by-law or amendment thereto shall be taken until a report with recommendations by a planning board has been submitted to the town meeting or city council, or twenty-one days after said hearing has elapsed without submission of such report. After such notice, hearing and report, or after twenty-one days shall have elapsed after such hearing without submission of such report, a city council or town meeting may adopt, reject, or amend and adopt any such proposed ordinance or by-law. If a city council fails to vote to adopt any proposed ordinance within ninety days after the city council hearing or if a town meeting fails to vote to adopt any proposed by-law within six months after the planning board hearing, no action shall be taken thereon until after a subsequent public hearing is held with notice and report as provided.

No zoning ordinance or by-law or amendment thereto shall be adopted or changed except by a two-thirds vote of all the members of the town council, or of the city council where there is a commission form of government or a single branch, or of each branch where there are two branches, or by a two-thirds vote of a town meeting; provided, however, that if in a city or town with a council of fewer than twenty-five members there is filed with the clerk prior to final action by the council a written protest against such change, stating the reasons duly signed by owners of twenty per cent or more of the area of the land proposed to be included in such change or of the area of the land immediately adjacent extending three hundred feet therefrom, no such change of any such ordinance shall be adopted except by a three-fourths vote of all members.

No proposed zoning ordinance or by-law which has been unfavorably acted upon by a city council or town meeting shall be considered by the city council or town meeting within two years after the date of such unfavorable action unless the adoption of such proposed ordinance or by-law is recommended in the final report of the planning board.

When zoning by-laws or amendments thereto are submitted to the attorney general for approval as required by section thirty-two of chapter forty, he shall also be furnished with a statement which may be prepared by the planning board explaining the by-laws or amendments proposed, which statement may be accompanied by explanatory maps or plans.

The effective date of the adoption or amendment of any zoning ordinance or by-law shall be the date on which such adoption or amendment was voted upon by a city council or town meeting; if in towns, publication in a town bulletin or pamphlet and posting is subsequently made or publication in a newspaper pursuant to section thirty-two of chapter forty. If, in a town, said by-law is subsequently disapproved, in whole or in part, by the attorney general, the previous zoning by-law, to the extent that such previous zoning by-law was changed by the disapproved by-law or portion thereof, shall be deemed to have been in effect from the date of such vote. In a municipality which is not required to submit zoning ordinances to the attorney general for approval pursuant to section thirty-two of chapter forty, the effective date of such ordinance or amendment shall be the date passed by the city council and signed by the mayor or, as otherwise provided by ordinance or charter; provided, however, that such ordinance or amendment shall subsequently be forwarded by the city clerk to the office of the attorney general.

A true copy of the zoning ordinance or by-law with any amendments thereto shall be kept on file available for inspection in the office of the clerk of such city or town.

No claim of invalidity of any zoning ordinance or by-law arising out of any possible defect in the procedure of adoption or amendment shall be made in any legal proceedings and no state, regional, county or municipal officer shall refuse, deny or revoke any permit, approval or certificate because of any such claim of invalidity unless legal action is commenced within the time period specified in sections thirty-two and thirty-two A of chapter forty and notice specifying the court, parties, invalidity claimed, and date of filing is filed together with a copy of the petition with the town or city clerk within seven days after commencement of the action.



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

MEETING DATE: 4/9/2014

Agenda Item	Water Restriction Update
Presenter(s)	Kate Fitzpatrick, Town Manager Rick Merson, Director of Public Works

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Town Manager and Mr. Merson will provide the Board with a status of the Town's water use in calendar year 2013, the 2014 water restriction, and proposals contained in the 2014 Annual Town Meeting Warrant relative to water conservation.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO



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

MEETING DATE: 4/9/2014

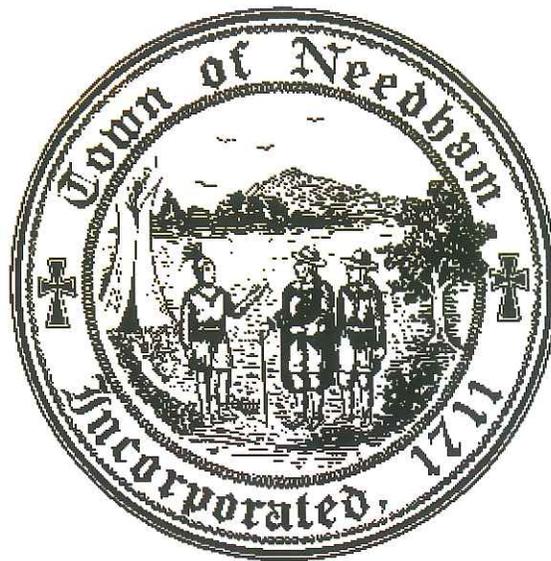
Agenda Item	Close Special Town Meeting Warrant
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Town Manager will recommend that the Board vote to close the warrant for the May 12, 2014 Special Town Meeting.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	<i>Suggested Motion:</i> That the Board vote to close the warrant for the May 12, 2014 Special Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel.		
3.	BACK UP INFORMATION ATTACHED	YES	NO
	a. Draft Warrant dated April 4, 2014		

4.4.2014

SPECIAL TOWN MEETING

WARRANT



TOWN OF NEEDHAM

MONDAY, MAY 12, 2014

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

NEEDHAM

DRAFT

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

4.4.2014

**May 12, 2014 Special Town Meeting Warrant
Table of Contents**

	PAGE
Article 1 Appropriate for Payment of Unpaid Bills of Prior Years.....	
Article 2 Amend the FY2014 Operating Budget	
Article 3 Amend the FY2014 RTS Enterprise Fund Budget	
Article 4 Amend the FY2014 Sewer Enterprise Fund Budget	
Article 5 Amend the FY2014 Water Enterprise Fund Budget	
Article 6 Amend Zoning By-Law: Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District	
Article 7 Appropriate to Capital Improvement Fund.....	
Article 8 Appropriate to Capital Facility Fund	

DRAFT

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

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

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

MONDAY, THE TWELVETH DAY OF MAY, 2014

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

ARTICLE 1: APPROPRIATE FOR PAYMENT OF UNPAID BILLS OF PRIOR YEARS

To see if the Town will vote to raise and/or transfer and appropriate \$XXXX for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham, as follows, XXXXXXXXXXXXXXXXXXXX, or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: State law requires Town Meeting action in order for the Town to make payment for bills received after the close of the fiscal year.

ARTICLE 2: AMEND THE FY2014 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Operating Budget adopted under Article 9 of the May 2013 Annual Town Meeting and amended under Article 3 of the November 4, 2013 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From:</u>	<u>Changing To:</u>
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or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 3: AMEND THE FY2014 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 RTS Enterprise Fund Budget adopted under Article 10 of the May 2013 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From:</u>	<u>Changing To:</u>
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or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 4: AMEND THE FY2014 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Sewer Enterprise Fund Budget adopted under Article 11 of the May 2013 Annual Town Meeting and amended under Article 4 of the November 4, 2013 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From:</u>	<u>Changing To:</u>
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or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 5: AMEND THE FY2014 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Water Enterprise Fund Budget adopted under Article 12 of the May 2013 Annual Town Meeting and amended under Article 5 of the November 4, 2013 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From:</u>	<u>Changing To:</u>
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or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 6: AMEND ZONING BY-LAW: LARGE-SCALE GROUND-MOUNTED SOLAR PHOTOVOLTAIC INSTALLATION OVERLAY DISTRICT

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

- (a) In Section 3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, Subsection 3.13.6.3, Site Plan Review, paragraph (b)1)V, by adding the words “ if applicable,” in the second sentence between the words “line,” and “power” so that the sentence now reads as follows: (new language underlined):

“The site plan shall include containment fencing line, if applicable, power lines and poles, and site access routes.”

- (b) In Section 3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, Subsection 3.13.6.8, Design Standards, paragraph (e) Fencing, by deleting the sentence and replacing it with the following sentence:

“In the discretion of the Planning Board, a security fence may be installed along or proximate to the perimeter of the system and any such fencing installed shall be maintained for the lifetime of the system.”

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS:

Article Explanation:

ARTICLE 7: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Improvement Fund, as provided under M.G.L., Ch. 40, Sec. 5B as recently amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: *Under Article 58 of the May 2004 Annual Town Meeting, the Town voted to establish the General Fund Cash Capital Equipment and Facility Improvement Fund for the purpose of setting aside funds for future capital investment. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry.*

ARTICLE 8: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund as provided under the provisions of M.G.L. Chapter 40, Section 5B as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: *Established at the 2007 Annual Town meeting, this fund is intended to be part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities.*

.

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

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

Given into our hands at Needham aforesaid this 9th day of April 2014.

[INSERT BOS NAMES]

Selectmen of Needham

A TRUE COPY

Attest:

Constable:

DRAFT

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

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

ATTN: SPECIAL TOWN MEETING WARRANT

DRAFT



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

MEETING DATE: 4/9/2014

Agenda Item	Positions on Warrant Articles
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board will review articles contained in the Annual Town Meeting Warrant.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p><i>Suggested Motion:</i> That the Board vote to support (not to support) article _____ in the Annual Town Meeting Warrant.</p> <p>That the Board vote to support (not to support) article _____ in the Special Town Meeting Warrant.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>a. Status of Articles (4.4.14)</p> <p>b. Draft Annual Town Meeting Warrant 4.4.14</p>			

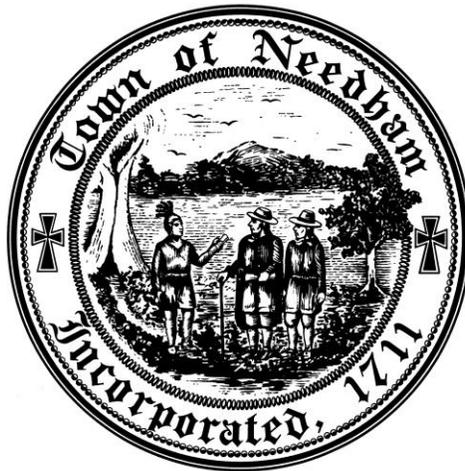
2014 Annual Town Meeting Status of Articles April 4, 2014

Article	Title	Status	BOS Rec.	FC Rec.	BOS Member	FC Member
5	Establish Elected Officials' Salaries			Adopt		
6	Collective Bargaining Agreement ITWA			RATM		
7	Collective Bargaining Agreement NPEA DPW			RATM		
8	Accept Chap 73, Acts of 1986			Adopt		
9	Property Tax Assistance Program			Adopt		
10	Blue Tree Replacement			Adopt		
11	FY2015 GF Operating Budget			Adopt		
12	FY2015 RTS Enterprise Fund Budget			Adopt		
13	FY2015 Sewer Enterprise Fund Budget			Adopt		
14	FY2015 Water Enterprise Fund Budget			Adopt		
15	Continue Dept Revolving Funds			Adopt		
16	Estab. Revolving Fund - Water Conservation			Adopt		
17	Expend State Funds for Public Ways			No position		
18	Zoning- Medical Marijuana Overlay District			No position		
19	Zoning- Map Change to Medical Marijuana Overlay Dist			No position		
20	Zoning - Interim Regs for Medical Marijuana Uses			No position		
21	Zoning - Site Plan Review			Adopt		
22	Zoning - Off-Street Parking Requirements			Adopt		
23	Zoning - Indoor Athletic Facilities/Industrial Dist			Adopt		
24	By-Law - Bows and Arrows			No position		
25	By-Law - Private Ways			Adopt		
26	Gen By-Law - Sign By-Law			No position		
27	Gen By-Law - Municipal Water Supply			Adopt		
28	Gen By-Law - Sign By-Law (Electronic Billboards)			To be Withdrawn		
29	Accept M.G.L. c. 59 s. 5N - Veterans Prop Tax Program			Adopt		
30	Amend District Agreement, Minuteman Reg School			Adopt		
31	CPA: Ridge Hill Boardwalk and Bridge Replacement			Adopt		
32	CPA: Town Common Historic Re-design			Adopt		
33	CPA: Memorial Park Improvements			Adopt		
34	CPA: Vital Records Preservation			Adopt		
35	CPA: Approp. to Comm. Preserv Fund			Adopt		
36	Rescind Debt Authorizations			Adopt		
37	General Fund Cash Capital			Adopt		
38	Pub. Works Infrastructure Program			Adopt		
39	Central Ave./Eliot St Bridge Design			Adopt		
40	RTS Enterpr. Fund Cash Capital			Adopt		
41	Sewer Enterpr. Fund Cash Capital			Adopt		
42	Water Enterpr. Fund Cash Capital			Adopt		
43	Athletic Facility Fund			Adopt		
44	Capital Improvement Fund			RATM		
45	Capital Facility Fund			RATM		
46	Omnibus					

TOWN OF NEEDHAM

MASSACHUSETTS

2014 Annual Town Meeting Warrant



Election: Tuesday, April 8, 2014

Business Meeting at 7:30 p.m. on Monday, May 5, 2014

At the James Hugh Powers Hall, Needham Town Hall

DRAFT

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

Article	Description	Inserted By	Page
1	Annual Town Election		
2	Ballot Question – Grant Licenses for the Sale of All Alcohol		
3	Ballot Question – General Override: School Department		
4	Committee and Officer Reports	Board of Selectmen	
HUMAN RESOURCES ARTICLES			
5	Establish Elected Officials’ Salaries	Personnel Board	
6	Fund Collective Bargaining Agreement - ITWA	Board of Selectmen	
7	Fund Collective Bargaining Agreement – NIPEA/DPW	Board of Selectmen	
FINANCE ARTICLES			
8	Accept Chapter 73, Section 4 of the Acts of 1986	Board of Selectmen	
9	Appropriate for Needham Property Tax Assistance Program	Board of Selectmen	
10	Appropriate for Blue Tree Replacement	Board of Selectmen	
11	Appropriate the FY2015 Operating Budget	Finance Committee	
12	Appropriate the FY2015 RTS Enterprise Fund Budget	Board of Selectmen & Finance Committee	
13	Appropriate the FY2015 Sewer Enterprise Fund Budget	Board of Selectmen & Finance Committee	
14	Appropriate the FY2015 Water Enterprise Fund Budget	Board of Selectmen & Finance Committee	
15	Continue Departmental Revolving Funds	Board of Selectmen	
16	Establish Revolving Fund – Water Conservation	Board of Selectmen	
17	Authorization to Expend State Funds for Public Ways	Board of Selectmen	
ZONING / LAND USE ARTICLES			
18	Amend Zoning By-law: Medical Marijuana Overlay District	Planning Board	
19	Amend Zoning By-Law – Map Change to Medical Marijuana Overlay District	Planning Board	
20	Amend Zoning By-Law – Interim Regulations for Medical Marijuana Uses	Planning Board	
21	Amend Zoning By-Law – Site Plan Review	Planning Board	
22	Amend Zoning By-Law – Off-Street Parking Requirements	Planning Board	
23	Amend Zoning By-Law – Indoor Athletic or Exercise Facilities in an Industrial and Industrial -1 District	Planning Board	
GENERAL ARTICLES / CITIZENS’ PETITIONS / COMMITTEE ARTICLES			
24	Amend General By-Law – Bows and Arrows	Board of Selectmen	
25	Amend General By-Law – Private Ways	Board of Selectmen	
26	Amend General By-Law – Sign By-Law	Board of Selectmen	
27	Amend General By-Law – Municipal Water Supply	Board of Selectmen	
28	Amend General By-Law – Sign By-Law (Electronic Billboard)	Board of Selectmen	

Article	Description	Inserted By	Page
29	Accept the Provisions of M.G.L. c. 59 Section 5N – Veterans	Board of Selectmen	
30	Amend District Agreement – Minuteman Regional School	Board of Selectmen	
COMMUNITY PRESERVATION ACT ARTICLES			
31	Appropriate for Ridge Hill Boardwalk & Bridge Replacement	Community Preservation Committee	
32	Appropriate for Town Common Historic Re-design	Community Preservation Committee	
33	Appropriate for Memorial Park Improvements	Community Preservation Committee	
34	Appropriate for Vital Records Preservation	Community Preservation Committee	
35	Appropriate to Community Preservation Fund	Community Preservation Committee	
CAPITAL ARTICLES			
36	Rescind Debt Authorizations	Board of Selectmen	
37	Appropriate for General Fund Cash Capital	Board of Selectmen	
38	Appropriate for Public Works Infrastructure Program	Board of Selectmen	
39	Appropriate for Central Avenue/Eliot Street Bridge Design	Board of Selectmen	
40	Appropriate for RTS Enterprise Fund Cash Capital	Board of Selectmen	
41	Appropriate for Sewer Enterprise Fund Cash Capital	Board of Selectmen	
42	Appropriate for Water Enterprise Fund Cash Capital	Board of Selectmen	
TOWN RESERVE ARTICLES			
43	Appropriate to Athletic Facility Improvement Fund	Board of Selectmen	
44	Appropriate to Capital Improvement Fund	Board of Selectmen	
45	Appropriate to Capital Facility Fund	Board of Selectmen	
46	Omnibus	Board of Selectmen	

**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 8, 2014
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

To either of the constables in the Town of Needham in said County. Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	The Center at the Heights
Precinct B	-	The Center at the Heights
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Broadmeadow School - Performance Center
Precinct F	-	Needham High School – Gymnasium
Precinct G	-	Needham High School – Gymnasium
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, THE EIGHTH DAY OF APRIL, 2014

from seven o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

- One Moderator for One Year;
- Two Selectmen for Three Years;
- One Assessor for Three Years;
- Two Members of School Committee for Three Years;
- One Member of School Committee for Two Years;
- One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
- Three Trustees of Needham Public Library for Three Years;
- One Member of Board of Health for Three Years;
- One Member of Planning Board for Five Years;
- One Member of Needham Housing Authority for Five Years;
- One Commissioner of Trust Funds for Three Years;
- One Member of Park and Recreation Commission for Three Years;
- Two Constables for Three Years.
- Eight Town Meeting Members from Precinct A for Three Years;
- Eight Town Meeting Members from Precinct B for Three Years;
- One Town Meeting Member from Precinct B for Two Years;
- Eight Town Meeting Members from Precinct C for Three Years;
- Eight Town Meeting Members from Precinct D for Three Years;

One Town Meeting Member from Precinct D for Two Years;
Eight Town Meeting Members from Precinct E for Three Years;
Eight Town Meeting Members from Precinct F for Three Years;
One Town Meeting Member from Precinct F for One Year;
Eight Town Meeting Members from Precinct G for Three Years;
Eight Town Meeting Members from Precinct H for Three Years;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years.

ARTICLE 2: **BALLOT QUESTION**

To submit the following question upon the official ballot to the voters of the Town:

QUESTION 1: BALLOT QUESTION: Authorizing the Town to Grant Certain Licenses for the Sale of All Alcoholic Beverages to be Drunk on the premises.

“Shall the Town of Needham, acting through its licensing authority, be granted the authority to issue licenses for the sale of all alcoholic beverages to be drunk on the premises to restaurants with a seating capacity of fewer than 100 persons?”

Summary: Acceptance of this act by the voters of the Town of Needham will authorize its Board of Selectmen to issue licenses for the sale and serving of all alcoholic beverages by restaurants with a seating capacity of less than 100 persons to be consumed on the premises. All other provisions of General Laws, Chapter 138 (Alcoholic Liquors) shall apply to the sale and serving of alcoholic beverages by restaurants with a seating capacity of less than 100 persons."

ARTICLE 3: **BALLOT QUESTON**

To submit the following question upon the official ballot to the voters of the Town:

QUESTION 2: GENERAL OVERRIDE: SCHOOL DEPARTMENT

“Shall the Town of Needham be allowed to assess an additional \$1,548,410 in real estate and personal property taxes for the purpose of funding operating expenses for the Public Schools for the fiscal year beginning July first, two thousand fourteen?”

Warrant for the Annual Town Meeting

Monday, May 5, 2014 at 7:30 p.m. at Needham Town Hall

ARTICLE 4: **COMMITTEE AND OFFICER REPORTS**

To hear and act on the reports of Town Officers and Committees.

HUMAN RESOURCE ARTICLES

ARTICLE 5: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2014, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$71,522
Town Clerk with 6 years of service in that position	\$88,414 (1)
Selectmen, Chairman	\$1,800
Selectman, Others	\$1,500

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$5,304, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed \$47,484. The annual salary of \$88,414 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$9,011. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$12,616; or take any other action relative thereto.

INSERTED BY: Personnel Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

Article Information: In accordance with M.G.L. Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977.

ARTICLE 6: FUND COLLECTIVE BARGAINING AGREEMENT – ITWA

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Town Workers Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2015; or take any

other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

ARTICLE 7: FUND COLLECTIVE BARGAINING AGREEMENT – NIPEA/DPW

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Public Employees' Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2015; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

FINANCE ARTICLES

ARTICLE 8: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986

To see if the Town will vote to accept, for fiscal year 2014 the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 100% for each eligible exemption; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Section 5 of Chapter 59 of the General Laws: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid on the preceding year, except through the application of General Laws, Chapter 58, Section 8A or Chapter 59, Section 5,

clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2014, the cumulative increase above the statutory limit was 99%.

ARTICLE 9: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$13,805 for the purpose of funding the Needham Property Tax Assistance Program, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of \$25,000 (2008 dollars). The voluntary fund received \$13,805 in fiscal year 2013.

ARTICLE 10: APPROPRIATE FOR BLUE TREE REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$35,000 for replacement of the Blue Tree, to be spent under the direction of the Town Manager and transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to provide funding for the replacement of the historic Blue Tree in the Town Common. The Town's Tree Warden is recommending that it be replaced with a large tree to carry on the Town's long holiday tradition. The plan is to relocate a 12 to 16 inch caliper, 30 foot tall Maple tree. The current Blue Tree is a 30 inch caliper, 70 foot tall Sugar Maple tree.

ARTICLE 11: APPROPRIATE THE FY2015 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of \$40,000, from Free Cash in the amount of \$1,650,088, from the overlay surplus in the amount of \$500,000, from amounts reserved for debt exclusion offsets in the amount of \$105,026, and \$475,763 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and

further that the Town Manager is authorized to expend from line item 4 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as Shown on Pages X - X

ARTICLE 12: APPROPRIATE THE FY2015 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2015, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Town of Needham
RTS Enterprise**

Line #	Description	FY2013		FY2014		FY2015		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
101A	Salary & Wages	\$592,415	9.0	\$666,915	9.0	\$710,556	10.0	
101B	Expenses	\$1,109,085		\$1,221,816		\$1,225,721		
101C	Operating Capital	\$36,850		\$60,000		\$81,000		
101D	Debt Service	\$149,563		\$150,000		\$150,000		
102	Reserve Fund	Transfers Only		\$25,000		\$25,000		
TOTAL		\$1,887,913	9.0	\$2,123,731	9.0	\$2,192,277	10.0	
FY2015 Budget Percentage Change from FY2014 Budget							3.2%	

and further to meet this appropriation that \$1,420,000 be raised from the tax levy and transferred to the RTS Enterprise Fund; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town of Needham provides residents with recycling and waste disposal services at the Town’s Recycling Center and Transfer Station (RTS). The RTS is a residential drop-off facility with a two-tier pay-per-throw program. To use the RTS, residents must purchase an annual sticker and special bags for their non-recyclable trash. These fees combined cover some of the costs for operating the RTS. The RTS is one of the most utilized facilities within the Town - approximately 75% of Needham residents directly utilize the facility. The majority of the remaining 25% of Needham residents utilize the RTS through subscription hauler services. The RTS also provides disposal and recycling services for many Town departments along with material processing and snow dump services for the Department of Public Works. In addition, the RTS maintains agreements with various municipalities for

wood waste processing services and material screening services. The RTS also provides a variety of other specialty recycling options for residents such as books, clothing, and many others.

The recommended operating budget for FY2015 is \$2,192,277 or \$68,546 (3.2%) more than the FY2014 budget. The change is attributable to an increase of \$43,641 in salary and wages (6.5%), a, increase of \$3,905 in non-personnel related costs (0.3%), an increase of \$21,000 in operating capital (35%), and no change in the debt service and reserve fund lines.

The FY2015 budget plan includes increases in staffing and operating capital, and a fundamental change in the financing of the facility – the “RTS sustainability proposal.” At the time of the printing of the warrant, the Town and the DPW union had not yet finalized a successor collective bargaining agreement for FY2015. Therefore, any funding required for that Agreement will be presented at a subsequent Town Meeting. The budget includes funding for an Assistant Superintendent for RTS (\$63,507), to align the Division’s level of supervision with other DPW divisions, and to allow the Superintendent to be available on a Monday through Friday schedule and focus on management and administrative issues. The new Assistant Superintendent will focus on operations and customer service at the heavily used facility. The budget also incorporates an annual “roll-off” unit replacement into the operating budget (\$16,000). These units have previously been included in the capital improvement plan. The overtime budget has been reduced by \$30,000 to partially fund the new position and to support the proposed change in financing.

In 2012, the Board of Selectmen created an RTS “Super Committee” to evaluate options relative to the financial sustainability of the RTS. In February, 2013 the Committee provided its report to the Board and made three key recommendations: that management evaluate the hours of operation of the RTS for use by the general public and determine if changes would have a meaningful impact on sustainability; that management similarly review the planned overtime model; and that management evaluate the fee schedule. In its report, the Committee opined that since the facility has been relying on non-recurring revenue to support operations, unless adjustments are made to increase revenue and decrease expenses, the RTS will not be sustainable. The Committee also noted that there is a justification for contribution from the tax levy because the facility benefits the Town as an overall benefit to the common good.

The recommended budget includes a higher contribution from the General Fund to replace the sticker fee and serve, along with pay-to-throw bags sales and other rubbish disposal fees and miscellaneous revenue, as the funding sources to support and operate the Recycling and Transfer Station Enterprise Fund. Direct financing of the facility through the tax levy expands access to the facility and recognizes the “public good” aspect of many of the recycling, yard waste, and waste ban item disposal services. The budget will provide a greater level of predictability and stability for the RTS operation. Mindful of the recommendations of the “Super Committee,” the Town will continue to evaluate whether a reduction of the hours that the facility is open and available for use by the public is necessary and prudent.

The change in personnel expense line reflects the addition of one FTE for the department. At the time of the printing of the warrant, the Town was still engaged in collective bargaining with the DPW union. When the parties reach an agreement for FY2015, a supplemental funding request will be made at a Special Town Meeting. Eight of the ten positions in the RTS are members of the NIPEA union. The increase in the expense line is for higher communication related expenses and supplies and the last of a three year phase-in to fully fund the rock crushing and material processing contracted services. Most of the increase was lessened by reductions in the hauling and disposing of municipal solid waste. The operating capital increase of \$21,000 is for the inclusion of the \$16,000 for the purchase of two roll-off containers and a \$5,000 increase in the cost to purchase an open top trailer.

Debt service is level funded at \$150,000 and supports the debt capacity requirements to continue the current RTS operations. The reserve fund is level dollar as well for FY 2015.

The RTS also reimburses the General Fund for costs incurred and paid by the general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs.

ARTICLE 13: APPROPRIATE THE FY2015 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2015, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Town of Needham
Sewer Enterprise**

Line #	Description	FY2013		FY2014		FY2015		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$893,432	12.0	\$931,141	12.0	\$939,465	12.0	
201B	Expenses	\$437,388		\$369,945		\$352,958		
201C	Capital Outlay	\$21,830		\$25,000		\$25,000		
201D	MWRA Assessment	\$5,381,187		\$5,423,810		\$5,468,475		
201E	Debt Service	\$1,377,289		\$1,500,000		\$1,500,000		
202	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$8,111,126	12.0	\$8,284,896	12.0	\$8,320,898	12.0	
FY2015 Budget Percentage Change from FY2014 Budget							0.4%	

and further to meet this appropriation that \$463,430 be raised from the tax levy and transferred to the Sewer Enterprise Fund, and \$308,000 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

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

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 130 miles of collector and interceptor sewers, 6,500 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA

system. Personnel maintain and operate 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout town. Stormwater and associated discharges are now considered by the federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment.

The operating budget of \$8,320,898 for FY2015 is \$36,002 (0.4%) more than the current FY2014 budget. As previously mentioned, the Sewer Enterprise Fund budget includes the costs of the drains program because the daily work is performed by Enterprise Fund staff and operationally it is more effective to budget and monitor this work through the Sewer Enterprise Fund budget. However, the costs not associated with Sewer operations are funded by taxation and not by Sewer use fees. The table below provides a breakout between the sewer operations and the drains program to compare the budget change in the two operations from the current year.

Budget Line	FY2015 Sewer Operations	FY2015 Drains Program	FY2015 Recommended Budget	FY2014 Sewer Operations	FY2014 Drains Program	Current FY2014 Sewer Budget
Salary & Wages	\$602,580	\$336,885	\$939,465	\$597,015	\$334,126	\$931,141
Expenses	\$226,413	\$126,545	\$352,958	\$235,135	\$134,810	\$369,945
Capital Outlay	\$25,000	\$0	\$25,000	\$25,000	\$0	\$25,000
MWRA Assessment	\$5,468,475	\$0	\$5,468,475	\$5,423,810	\$0	\$5,423,810
Debt Service	\$1,500,000	\$0	\$1,500,000	\$1,500,000	\$0	\$1,500,000
Reserve Fund	\$35,000	\$0	\$35,000	\$35,000	\$0	\$35,000
Total	\$7,857,468	\$463,430	\$8,320,898	\$7,815,960	\$468,936	\$8,284,896
	FY2015 Sewer Operations \$ Change	FY2015 Drains Operations \$ Change	FY2015 Sewer Enterprise \$ Change	FY2015 Sewer Operations % Change	FY2015 Drains Operations % Change	FY2015 Sewer Enterprise % Change
Salary & Wages	\$5,565	\$2,759	\$8,324	0.9%	0.8%	0.9%
Expenses	-\$8,722	-\$8,265	-\$16,987	-3.7%	-6.1%	-4.6%
Capital Outlay	\$0	\$0	\$0	0.0%		0.0%
MWRA Assessment	\$44,665	\$0	\$44,665	0.8%		0.8%
Debt Service	\$0	\$0	\$0	0.0%		0.0%
Reserve Fund	\$0	\$0	\$0	0.0%		0.0%
Total	\$41,508	-\$5,506	\$36,002	0.5%	-1.2%	0.4%

The overall operating budget for FY2015 is \$36,002 more than the current FY2014 budget, representing an increase of 0.4%. The FY2015 Sewer operations portion of the budget is \$41,508 higher, an increase of 0.5% over the current year. Effectively, the increase in the FY2015 budget is due to the MWRA assessment. The preliminary assessment for FY2015 is \$44,665 more than the current appropriation. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor. The FY2015 drains operations portion of the budget is \$5,506 less than the current year or a reduction of 1.2%.

The salary and wages line is \$939,465 for FY2015 which is an increase of \$8,324 or 0.9%. The sewer division has 12 FTE's, of which 11 are members of the NIPEA union. The Town and the DPW union have not yet finalized a successor collective bargaining agreement for FY2015 and therefore any funding required will be presented at a subsequent Town Meeting. There is no increase in the number of funded positions. The expense line is \$352,958 which is \$16,987 less (or 4.6%) than the current year. Most of this decrease is related to a lower three year average in energy use and a decrease in pump rental costs

because the Town purchased an extra pump. Rental costs have been reduced by \$6,000 and energy costs were reduced by \$12,463 - these reductions were offset by a total increase of \$1,476 in three expense lines: professional and technical training (\$450), vehicle supplies (\$26), and street sweeping related costs (\$1,000). As mentioned previously, the preliminary MWRA sewer assessment is \$44,665 more than the current budget. The operating capital line is level dollar at \$25,000 for FY2015. This line is used to purchase equipment such as sewer pumps and small power equipment. The sewer debt service budget line is also level dollar at \$1,500,000 for FY2015 and is based on approved projects, and is in keeping with the overall sewer capital infrastructure-funding plan for long term investments. The reserve fund is level dollar for FY2015. The budget plan for FY2015 includes the use of \$308,000 from sewer retained earnings. The \$463,430 to be transferred from the tax levy is to pay for drains-related programs. This is a reduction of \$5,506 from the current year funding.

The Sewer Enterprise Fund also reimburses the general fund for costs incurred and paid by General Fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the cost of the sewer operations and the general fund payment supports the drains program.

ARTICLE 14: APPROPRIATE THE FY2015 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2015, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Town of Needham
Water Enterprise**

Line #	Description	FY2013		FY2014		FY2015		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$938,387	16.0	\$1,048,593	16.0	\$1,053,177	16.0	
301B	Expenses	\$1,022,501		\$1,047,350		\$1,079,548		
301C	Capital Outlay	\$49,002		\$31,500		\$40,200		
301D	MWRA Assessment	\$964,345		\$1,271,018		\$1,194,022		
301E	Debt Service	\$1,255,780		\$1,550,000		\$1,550,000		
302	Reserve Fund	Transfers Only		\$75,000		\$75,000		
TOTAL		\$4,230,015	16.0	\$5,023,461	16.0	\$4,991,947	16.0	
FY2015 Budget Percentage Change from FY2014 Budget							-0.6%	

and further to meet this appropriation that \$432,000 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field which is able to produce up to 4.6 million gallons of water per day (the Town is registered for approximately 4.0 million gallons of water per day). The current water withdrawal permit from the Department of Environmental Protection (DEP) allows approximately 2.9 million gallons of water per day to be pumped. The Charles River Well Field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 135 miles of water mains, 1,166 public hydrants, 3,400 water gate valves, and 9,800 water service connections. This system supports approximately 14,100 installed meters.

The overall operating budget for FY2015 is \$31,514 or 0.6% less than the FY2014 budget. This decrease is due to a reduction in the MWRA assessment for the Town's water use. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2015 water assessment is based on CY2013 water use. The Town's use of MWRA water was down approximately 18% from the prior year. The preliminary water assessment for FY2015 is \$1,194,022 - a decrease of \$76,996 (6.1%) from the current FY2014 budget. The final assessment from the MWRA is not expected until the end of the State budget process.

Water Production *	2011	2012	2013
Water Production	1,170.5	1,243.7	1,267.8
Water Production from MWRA	306.9	393.0	354.8
Water Production from Town Wells	863.6	850.7	913.0
Percentage from MWRA	26.2%	31.6%	28.0%
*millions of gallons			
Water meters replaced	1,018	1,072	945
Percentage of the total number of water meters	7.2%	7.6%	6.7%

The salary and wage expense line shows an increase of \$4,584 (0.4%) over the FY2014 budget. The Enterprise Fund has 16 FTE's of which 13 are unionized. Twelve employees are members of the NIPEA union and one employee is a member of the ITWA union. At the time of the printing of the warrant, the Town had not reached agreement with either the NIPEA or the ITWA unions. When the parties reach an agreement for FY2015, a supplemental funding request will be made at a Special Town Meeting. There is no increase in the number of funded positions.

The Water Enterprise Fund expense line is \$32,198 higher than the current budget, or 3.1% more. The increase is attributable to funding of a water conservation promotion effort (\$20,625) and energy efficiency related improvements (\$20,000). The water conservation effort is one step being taken by the

Town to address the Massachusetts Department of Environmental Protection requirements to lower water consumption. The goal is to reduce the Town's residential gallon per capita day (RGPCD) water consumption to 65 gallons per day or lower. If this goal is not reached, the Town may be subject to additional water restrictions. Another part of the water conservation effort is the creation of a revolving fund for the sale of water conservation device. The program would involve the purchase and sale of items such as rain barrels, moisture sensors, and other related water saving devices to be available for purchase by residents. The \$20,000 will pay for the replacement of windows at the Charles River Water Treatment Facility with windows that reduce heat loss. The present windows are single-pane and inefficient at reducing heat loss which increases both the use and cost of energy. Upgrading to thermal pane windows will prove to be a worthwhile investment in helping with the Town's effort to conserve energy. The cost of these two recommendations is offset in part with reductions in price of drinking water chemicals and reduction in vehicle expenses.

The operating capital has been increased by \$8,700 or 27.6% from the FY2014 budget. The additional funds are intended for small diameter water main work near Marshall Road and Dartmouth Road. The balance of the operating capital expense line is for items that are typically needed to respond to an urgent situation such as a replacement of a water hydrant, larger water main and gate parts, or other low dollar time-sensitive repairs. Debt service is level funded at \$1,550,000, which is based on approved projects, and is in keeping with the overall water capital infrastructure-funding plan for long term investments. The water reserve fund is level dollar for FY2015. The FY2015 budget plan includes the use of \$432,000 in water retained earnings.

The Water Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

ARTICLE 15: CONTINUE DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to authorize and continue revolving funds for certain Town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2014:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2015 Budget
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	\$4,100
Local Transportation	Council on Aging Director	MBTA, Grants, Program Receipts	Transportation program for COA	\$60,000
Yard Waste Processing Program	DPW Director	Town and Participating Communities	Multi-Community yard waste processing program	\$75,000
Home Composting Bin Account	DPW Director	Sale of Bins	Purchase of additional home composting bins	\$3,000

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2015 Budget
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to youth service and community programs	\$25,000
Traveling Meals Program	Health Director	Program Receipts	Costs related to Traveling meals	\$75,000
Immunization Fund	Health Director	Program Receipts	Costs associated with immunization and educational programs	\$25,000
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and other District-wide transportation	\$819,000
Facility Activity Use	Director of Facility Operations	Fee-Based Facility Use	Community Facility Use	\$250,000

or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information and Summary of M.G.L., Chapter 44, Section 53E ½: A revolving fund established under the provisions of M.G.L., Chapter 44, Section 53E ½ must be authorized annually by vote of the Town Meeting. The fund shall be credited only with the departmental receipts received in connection with the programs supported by such revolving fund, and expenditures may be made from the revolving fund without further appropriation, subject to the provisions of Section 53E ½. The Annual Town Meeting authorization for each revolving fund shall specify: (1) the programs and purposes for which the revolving fund may be expended; (2) the departmental receipts which shall be credited to the revolving fund; (3) the board, department or officer authorized to expend from such fund; and (4) a limit on the amount which may be expended from such fund in the ensuing year. In any fiscal year, the Board of Selectmen and the Finance Committee may approve an increase in the amount to be spent from the revolving fund, but in no event shall any agency, board, department or officer be authorized to expend in any one fiscal year more than one percent of the amount raised by the Town by taxation in the most recent fiscal year for which a tax rate has been certified pursuant to M.G.L., Chapter 59, Section 23.

ARTICLE 16: ESTABLISH REVOLVING FUND – WATER CONSERVATION

To see if the Town will vote to authorize a revolving fund for the Department of Public Works under MGL Chapter 44 Section 53E1/2, that may be spent by the Director of Public Works without further appropriation during fiscal year 2015 for the purposes of paying expenses related to water conservation devices. The Water Conservation Revolving Fund is to be credited with all proceeds from the sale by the

Town of water conservation devices, and the Director of Public Works may spend \$10,000 in revolving fund monies; or take any other action thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to establish a new revolving fund for the purchase and sale of water-saving devices such as rain barrels and moisture sensors to assist residents in conserving water and complying with non-essential outdoor water restrictions.

ARTICLE 17: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Highway Department; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required in order for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. At the time of the printing of the warrant, the FY2015 award amounts had not been released.

ZONING / LAND USE ARTICLES

ARTICLE 18: AMEND ZONING BY-LAW – MEDICAL MARIJUANA OVERLAY DISTRICT

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

- (a) Amend Section 1.3 Definitions, by adding the following term and definition in the appropriate alphabetical location as follows:

“Marijuana Dispensary, Registered: Registered Marijuana Dispensary, also known as RMD or Medical Marijuana Treatment Center, shall mean an establishment properly registered with the Massachusetts Department of Public Health under 105 CMR 725.100 that acquires, cultivates, possesses, processes (including development of related products such as edible marijuana infused products, 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.”

- (b) Amend Section 2.1 Classes of Districts, by adding the following term and abbreviation under the subsection Overlay:

“MM – Medical Marijuana Overlay”

- (c) Amend Section 3 Use Regulations, by adding a new Subsection 3.14, Medical Marijuana Overlay District, to read as follows:

“3.14 Medical Marijuana Overlay District

3.14.1 Purpose of District

The purpose of the Medical Marijuana Overlay District is to provide for the limited establishment of Registered Marijuana Dispensaries as they are authorized pursuant to state regulations set forth at 105 CMR 725.000, Implementation of an Act for the Humanitarian Medical Use of Marijuana. Given that Registered Marijuana Dispensaries shall be limited in number and strictly regulated by the Massachusetts Department of Public Health, these zoning regulations intend 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.

3.14.2 Scope of Authority

The Medical Marijuana Overlay District shall be considered as overlying other use districts established by this By-Law. Within the Medical Marijuana Overlay District, the requirements of the underlying district continue to apply except as may be specifically superseded herein. The scope of authority of this Section 3.14 applies to Registered Marijuana Dispensaries proposed to be constructed after the effective date of this section.

3.14.3 Establishment

The locations permitted shall be within the Medical Marijuana Overlay District.

3.14.4 Requirements

3.14.4.1 Use. Notwithstanding the use limitations of the underlying zoning district or any other overlay zoning district, a Registered Marijuana Dispensary shall be allowed within the Medical Marijuana Overlay District upon the granting of a special permit by the Planning Board, subject to the requirements set forth in this Section.

3.14.4.2 Registration. All permitted Registered Marijuana Dispensaries shall be properly registered with the Massachusetts Department of Public Health pursuant to 105 CMR 725.100 and shall comply with all applicable state and local public health regulations and all other applicable state and local laws, rules and regulations at all times. No Building Permit or Certificate of Occupancy shall be issued for a Registered Marijuana Dispensary that is not properly registered with the Massachusetts Department of Public Health.

3.14.4.3 Limitation of Approval. A special permit authorizing the establishment of a Registered Marijuana Dispensary shall be valid only for the registered entity to which the special permit was issued, and only for the site on which the Registered Marijuana Dispensary has been authorized

by special permit. If the registration for a Registered Marijuana Dispensary has been revoked, transferred to another controlling entity, or relocated to a different site within the Medical Marijuana Overlay Districts, a new special permit shall be required prior to issuance of a Certificate of Occupancy.

3.14.4.4 Building. A Registered Marijuana Dispensary shall be located only in a permanent building and not within any mobile facility. All sales shall be conducted either within the building or by home deliveries to qualified clients pursuant to applicable state and local regulations.

3.14.4.5 Dimensional Requirements. Except where it is explicitly stated otherwise in this Section 3.14, a Registered Marijuana Dispensary shall conform to the dimensional requirements applicable within the underlying zoning district in which the facility is to be located.

3.14.4.6 Parking and Loading. Notwithstanding anything to the contrary in Section 5.1.2 of this By-Law, the required number of parking spaces for a Registered Marijuana Dispensary shall be determined by the Planning Board based on the expected parking needs of occupants, users, guests, or employees of the proposed business, with said determination to be based on the ITE Parking Generation Manual, 2nd Edition, or an alternative technical source determined by the Planning Board to be equally or more applicable. At least one loading bay shall be provided and may not be shared with any other use; however, the Planning Board may require a greater number of loading bays if it finds that one loading bay shall not be sufficient. Except as set forth above, all parking and loading facilities shall conform to the design requirements set forth in Section 5.1.3.

3.14.4.7 Signage. All signage shall conform to the requirements of 105 CMR 725.105(L) and to the requirements of Article 5 of the Town of Needham General By-Laws. No graphics, symbols or images of marijuana or related paraphernalia shall be displayed or made clearly visible from the exterior of a Registered Marijuana Dispensary. The Planning Board may impose additional restrictions on signage to mitigate impact on the immediate neighborhood.

3.14.5 Application Requirements

In addition to the procedural and application requirements of Section 7.4 and Section 7.5.2 of the By-Law, an application for special permit shall include, at a minimum, the following information:

3.14.5.1 Description of Activities: A narrative providing information about the type and scale of all activities that will take place on the proposed site, including but not limited to cultivating and processing of marijuana or marijuana infused products (MIPs), on-site sales, off-site deliveries, distribution of educational materials, and other programs or activities.

3.14.5.2 Service Area: A map and narrative describing the area proposed to be served by the Registered Marijuana Dispensary and the anticipated number of clients that will be served within that area. This description shall indicate where any other Registered Marijuana Dispensaries exist or have been proposed within the expected service area.

3.14.5.3 Transportation Analysis: A quantitative analysis, prepared by a qualified transportation specialist acceptable to the Planning Board, modeling the expected origin and frequency of client and employee trips to the site, the expected modes of transportation used by clients and employees, and the frequency and scale of deliveries to and from the site.

3.14.5.4 Context Map: A map depicting all properties and land uses within a one thousand-foot (1,000') radius of the project site, whether such uses are located in Needham or within surrounding communities, including but not limited to all educational uses, daycare, preschool and afterschool programs.

3.14.5.5 Registration Materials: Copies of registration materials issued by the Massachusetts Department of Public Health and any materials submitted to the Massachusetts Department of Public Health for the purpose of seeking registration, to confirm that all information provided to the Planning Board is consistent with the information provided to the Massachusetts Department of Public Health.

3.14.5.6 Special Permit Criteria. In granting a special permit for a Registered Marijuana Dispensary, in addition to the general criteria for issuance of a special permit as set forth in Section 7.4 and Section 7.5.2 of this By-Law, the Planning Board shall find that the following criteria are met:

- (a) The Registered Marijuana Dispensary is located to serve an area that currently does not have reasonable access to medical marijuana, or if it is proposed to serve an area that is already served by other Registered Marijuana Dispensaries, it has been established by the Massachusetts Department of Public Health that supplemental service is needed.
 - (b) The site is located at least five hundred feet distant from a public or private elementary school, middle school, or secondary school, or a municipal park or playground, or if not located at such a distance, it is determined by the Planning Board to be sufficiently buffered from such facilities such that its users will not be adversely impacted by the operation of the Registered Marijuana Dispensary. The distance under this section is measured in a straight line from the nearest point of the property line of the protected use identified in this section to the nearest point of the proposed Registered Marijuana Dispensary.
 - (c) The Registered Marijuana Dispensary is not located in a building that contains a licensed daycare center, or any facility providing educational, recreational or social programs or activities attended primarily by children enrolled with such facility.
 - (d) The site is designed such that it provides convenient, safe and secure access and egress for clients and employees arriving to and leaving from the site whether driving, bicycling, walking or using public transportation.
 - (e) Traffic generated by client trips, employee trips, and deliveries to and from the Registered Marijuana Dispensary shall not create a significant adverse impact on nearby residential uses.
 - (f) Loading, refuse and service areas are designed to be secure and shielded from abutting uses.
 - (g) The building and site have been designed to be compatible with other buildings in the area and to mitigate any negative aesthetic impacts that might result from required security measures and restrictions on visibility into the building's interior."
- (d) Amend Section 8 Interim Regulations for Medical Marijuana Uses, by deleting the Section in its entirety.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Information: Article 18, in combination with Article 19, proposes to create the Medical Marijuana Overlay District. Article 18 lays out the regulatory framework for the new overlay district while Article 19 describes its geographic boundaries. The Medical Marijuana Overlay District would include all land located in the Mixed Use-128 (MU-128) District and the portion of the Highland Commercial-128 (HC-128) District located north of Highland Avenue and west of Second Avenue.

Medical Marijuana in Massachusetts

In November, 2012, Massachusetts voters approved a Law for the Humanitarian Medical Use of Marijuana, which permits the use of marijuana or marijuana-infused products (MIPs, such as foods or tinctures) by patients with certain debilitating and/or terminal illnesses with their doctor's certification.

The law specified that the Massachusetts Department of Public Health would be responsible for promulgating regulations to implement the law, and would be responsible for registering up to 35 Medical Marijuana Treatment Centers (also known as Registered Marijuana Dispensaries, or RMDs) within the state during the first year of implementation, with at least one but no more than five located in each county. In future years, the Massachusetts Department of Public Health may register more RMDs if the number is found insufficient to meet patients' needs. The Massachusetts Department of Public Health will also register qualifying patients.

In May, 2013, the Public Health Council approved regulations presented by the Massachusetts Department of Public Health with regard to the certification and administration of medical marijuana (105 CMR 725.000). According to the Massachusetts regulations, a Registered Marijuana Dispensary (RMD) is a not-for-profit entity that cultivates, prepares, and dispenses marijuana or MIPs only to qualifying patients or their caregivers. RMDs, qualifying patients and caregivers must be registered with the Massachusetts Department of Public Health.

In Massachusetts, an RMD must cultivate, prepare and dispense marijuana and MIPs in a vertically-integrated way. RMDs may not buy or sell marijuana amongst each other, except in unusual circumstances. However, an RMD may operate on two different sites, with cultivation occurring at one location and dispensing occurring at the other. Also, a single corporate entity may control up to three RMDs in the state which may share a cultivation site.

The state regulations are comprehensive, and serve two primary purposes, 1) to strictly control the distribution of the drug so that only those with a legitimate medical reason have access, and 2) to avoid promotion of the use of marijuana outside of medicinal purposes. The regulations permit local regulatory oversight so long as it does not conflict or interfere with the state regulations. Some of the state regulations that are most pertinent to local planning and zoning considerations are summarized below:

- Access Limitations: Only registered qualifying patients and their registered caregivers are permitted to enter an RMD. Identification will be checked upon entry. Moreover, products may not be visible to passersby outside the RMD, and within the RMD only samples may be displayed in locked cases.*
- Branding and Signage: Only the registered name and logo of the RMD are allowed to be displayed. Signage may not include any graphic representations of marijuana or paraphernalia, the word marijuana or any colloquial terms for marijuana, medical symbols, or any information about products or pricing.*

- *Security: All marijuana must be stored in a secure, locked area within the RMD that is accessible only to designated employees. Perimeter alarms are required along with 24-hour video surveillance of all access and egress points and parking areas. Security lighting is required around the perimeter and any trees, bushes or other foliage must not allow for hiding places.*
- *Deliveries: An RMD may offer home delivery. However, all marijuana must be transported in an unmarked vehicle with a locked storage compartment that is part of the vehicle and must be operated by at least two dispensary agents. Although it is not specifically required in the regulations, an RMD offering deliveries may need an enclosed loading/unloading area to ensure proper security.*
- *Supply: An RMD is allowed only to dispense up to a 60-day supply of marijuana or MIPs to a registered qualifying patient, and must limit its total supply on-hand to reflect the projected needs of its patients.*
- *Accessory Activities: An RMD may only sell marijuana, MIPs and vaporizers, but no other marijuana-related paraphernalia. An RMD may distribute patient education materials as required, but may not sell or distribute any promotional or other items. No consumption of marijuana is allowed on the premises, except for the purpose of demonstrating proper use of vaporizers. No other unrelated activities are allowed to occur within the RMD.*
- *Siting: According to the state regulations, an RMD must be sited at least 500 feet from a school, daycare center, or any facility in which children commonly congregate if no local siting regulations exist.*

Regulatory Oversight in Needham

Before the Law for the Humanitarian Medical Use of Marijuana took effect in January, 2013, Needham (along with many other municipalities) enacted a zoning moratorium on the establishment of medical marijuana dispensaries, to allow for time to review the state regulations and consider local regulations that fit within the statewide framework. In March, 2013, the state Attorney General issued legal opinions to towns that had enacted a moratorium or a complete ban on marijuana dispensaries (Burlington and Wakefield, respectively). In summary, these opinions concluded that a temporary moratorium and reasonable zoning restrictions were appropriate, but that marijuana dispensaries could not be completely banned from a municipality.

While the Needham moratorium has been in effect, representatives from various Town departments and Boards, including the Planning and Community Development Department, Health Department, Legal Department, Police Department, Building Department, Town Manager's office, Board of Selectmen and Planning Board have met to review the statewide regulations and to discuss local regulatory approaches. The expectation for Needham is that land use characteristics such as location, parking and urban design would be controlled through the zoning by-law with the operational aspects of RMDs controlled through Town regulations to be enforced locally in addition to state public health regulations.

Land Use Considerations

The zoning approach recommended by the Planning Board follows the lead of the state law and regulations by treating RMDs as regional service providers with a limited, specialized function and a client base that will be spread across a large service area. The following land use topics were considered by the Board:

- *Use Compatibility. As a business use, RMDs would not be considered appropriate for residential neighborhoods. Compatibility with neighborhood-scale retail districts is also an issue because, unlike neighborhood-serving retail stores, they would serve a select, regional clientele and not the*

neighborhood as a whole. Also, the security requirements may conflict with the pedestrian-friendly storefront character that is carefully cultivated in many retail areas.

- Transportation. Because of their regional nature, it is important to consider access to public transportation as well as regional roadways, since clients may travel from areas without access to public transportation or may otherwise need to use a car. Locations that would bring excess auto traffic to smaller residential streets should be discouraged. Availability of parking is also an issue. For RMDs that make deliveries, the potential for secure loading facilities may also be a factor.*
- Public Safety. The Police Department has expressed the importance of being able to effectively respond to emergency calls at or near an RMD site. Therefore, isolated areas without convenient street access should be avoided.*
- Urban Design. The access and security requirements for RMDs have the potential to create a streetfront that is visually unfriendly to pedestrians or a design that is out of character with surrounding uses. This concern could be mitigated through careful urban design, and therefore binding design review should be considered as an appropriate measure.*
- Distance from Child-Oriented Facilities. The Board found it prudent to adhere to the statewide standard of a 500-foot buffer from schools, municipal parks and playgrounds. The "default" state regulations would, however apply that 500 foot buffer zone not only to schools but also to daycare centers and "any facility in which children commonly congregate." The Board did not recommend such language in recognition of the fact that -if the state language were adopted without modification - the location of multiple daycare centers and facilities providing programs for children throughout the overlay district would effectively prohibit RMDs in the Town. At the same time the Board did recommend that RMDs not be located in the actual building where a licensed daycare center is located or where a facility providing educational, recreational or social programs for children is located.*

Proposed Zoning Amendment

Based on the above considerations, the zoning amendment contained in Articles 18 and 19 takes the following approach: 1) identifies the overlay districts in which the RMD use will be allowed; 2) establishes that the use will only be allowed by special permit from the Planning Board; 3) describes the submittal requirements to be included in an RMD application; and 4) establishes the special permit criteria unique to this use that will be utilized in the review of a given proposal.

- Overlay District Location. The amendment limits RMDs to the Mixed Use-128 (MU-128) District and the portion of the Highland Commercial-128 (HC-128) District located north of Highland Avenue and west of Second Avenue, since they are commercial districts with access to the regional roadway network. The noted districts also contain many sites that have the potential for on-site parking and loading and are adequately distanced from schools and other child-oriented facilities.*
- Special Permit Requirement. Given the still unknown aspects of these facilities and a desire for close review, the amendment proposes to permit the RMD use by special permit from the Planning Board. The special permit requirement would allow for meaningful review of design and transportation impacts, as well as a greater level of oversight and assurance that an RMD will be operated in a manner that is consistent with the intent of the zoning and other regulations.*
- Submittal Requirements. There are a number of additional submittal requirements proposed for RMDs in order to allow for the necessary review of a given proposal in the special permit process. These include: 1) a description of proposed activities on the site; 2) a service area map; 3) a transportation impacts analysis; 4) a context map (allowing analysis of nearby land uses and potential impacts); and 5)*

copies of registration materials issued by the Department of Public Health as well as copies of any application materials submitted.

• *Special Permit Criteria. The special permit criteria as contained in the amendment are intended to reinforce the requirements of the Massachusetts Department of Public Health regulations and advance local interests with regard to the possible impacts of a RMD. To that end, these criteria include consideration of the dispersal of these facilities based on anticipated demand, compatibility with the surrounding area, access to regional transportation facilities, environmental impacts on abutters, overall urban design and consideration of security and law enforcement issues as well as the standard special permit criteria currently provided in Sections 7.4 and 7.5.2 of the Needham Zoning By-Law. Additionally, a 500-foot buffer from a public or private elementary school, middle school, or secondary school, or a municipal park or playground is established with the Planning Board having the option to reduce this 500 foot buffer in circumstances where existing conditions provide a sufficient buffer and/or the proposed RMD use will not have a negative impact on neighboring land uses. Furthermore, the RMD use is prohibited in a building that contains a licensed daycare center, or any facility providing educational, recreational or social programs or activities attended primarily by children enrolled with such facility. Finally, the special permit is specifically identified as being non-transferable and only valid for a permitted RMD while its permit remains valid with the Massachusetts Department of Public Health.*

ARTICLE 19: AMEND ZONING BY-LAW – MAP CHANGE TO MEDICAL MARIJUANA OVERLAY DISTRICT

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

- (a) Place in the Medical Marijuana Overlay District all that land described under Article 3, paragraph 2 of the March 25, 2002 Special Town Meeting, superimposing that district over the existing Mixed Use 128 District (MU-128), said description being as follows:

“Beginning at the point of intersection of the easterly sideline of the Circumferential State Highway Layout of 1953, and the centerline of the MBTA right-of-way thence running northeasterly by said centerline to a point with its intersection with the centerline of the Charles River, thence turning and running southeasterly by the centerline of the Charles River to its intersection with a line 100 ft. northerly and parallel to the northerly sideline of Highland Avenue, thence turning and running westerly by said parallel line to its intersection with the westerly most sideline of Highland Circle, thence turning and running by said centerline northwesterly and westerly to the point of intersection with a line 200 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running westerly by said parallel line to a point of intersection with the easterly lot line of Lot 2, as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running southerly by said lot line to a point, thence turning and running westerly by the southerly lot line of Lot 2 to the point of intersection with the easterly sideline of Brook Road thence continuing in the same direction of said lot line to the intersection of the line of the end of Brook Road at the easterly sideline of the Circumferential Highway Layout of 1953, thence northerly by said Highway Layout to the point of beginning.”

- (b) Place in the Medical Marijuana Overlay District a portion of the Highland Commercial -128 District (HC-128) located north of Highland Avenue, superimposing that district over the portion of the Highland Commercial -128 District (HC-128) bounded and described as follows:

“Beginning at the point of intersection of the centerline of Highland Avenue and the easterly sideline of the Circumferential State Highway Layout of 1953, known as Route 128 (Interstate Route 95); thence running northerly along said sideline of the Circumferential State Highway to the point of intersection of said Circumferential Highway and the westerly projection of the southerly lot line at the end line of Brook Road of Lot 2 as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running easterly by said projection and said southerly lot line of Lot 2 to a point, thence turning and running northerly by the easterly lot line of Lot 2 to a point of intersection with a line 200 ft. from a parallel to the northerly sideline of Highland Avenue, thence running easterly by said line 200 ft. to a point of intersection on the lot line of Lot B as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 789 of 1998, thence running southeasterly by said lot line to the intersection of the centerline of Highland Avenue, thence running by said center line westerly to the point of beginning.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Information: This article describes the geographical boundaries of the new Medical Marijuana Overlay District. The Medical Marijuana Overlay District would include all land located in the Mixed Use-128 (MU-128) District. The Mixed Use-128 (MU-128) District is bounded by Route 128 to the west, the rear lot lines of properties on Highland Avenue to the south, the Charles River to the east, and the elevated rail line to the north. Also included in the Medical Marijuana Overlay District is the portion of the Highland Commercial-128 (HC-128) District located north of Highland Avenue and west of Second Avenue. The affected portion of the Highland Commercial-128 District includes all properties fronting on the north side of Highland Avenue between Route 128 and Second Avenue. The district boundary typically follows the rear lot lines of properties along the north side of Highland Avenue to a depth of 200 feet.

ARTICLE 20: AMEND ZONING BY-LAW - INTERIM REGULATIONS FOR MEDICAL MARIJUANA USES

To see if the Town will vote to amend the Zoning By-Law, Section 8, Interim Regulations for Medical Marijuana Uses, Subsection 8.6, Expiration, by revising the paragraph, so that the entire subsection shall now read as follows: (new language underlined):

“8.6 Expiration

This Section 8 shall be effective through December 30, 2014.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Information: This article seeks to amend the Town's Zoning By-law so as to extend the interim moratorium on the location of medical marijuana facilities in the Town of Needham from March 1, 2014 until December 31, 2014. If it is determined through the Town Meeting process that the zoning proposed under Articles 18 and 19 above should not be adopted at this time, this amendment would retain all of the existing zoning text except for the March 1, 2014 expiration date. This would result in December 31, 2014 being the final expiration date, and would allow additional time to develop an alternative proposal.

ARTICLE 21: AMEND ZONING BY-LAW – SITE PLAN REVIEW

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

- (a) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by deleting the phrase “or any construction project which changes an exterior façade” from the first sentence of the fifth paragraph and by further deleting the last sentence thereof which reads “(For purposes of this section, façade change shall not include provision of awnings nor the replacement of windows and doors provided such items conform with the design standards as articulated in the ‘Town of Needham, Design Guidelines for the Business District’, dated August 15, 1985.)” so that the entire paragraph shall now read as follows:

“In the Center Business District, a **MAJOR PROJECT** is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.2 of this By-Law and which results in an increase in the number of required parking or loading spaces.”

- (b) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by adding the underlined language at the end of the twelfth paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

“In the Center Business District, a **MINOR PROJECT** is any construction project which involves a change in the exterior façade of a building and the project is not a Major Project as defined by this By-Law. Notwithstanding any provision of this Section 7.4 requiring site plan approval by the Planning Board, any construction project which only involves a change in the exterior façade of a building shall be subject to review by and approval of the Design Review Board. Any person aggrieved by a decision of the Design Review Board may seek de novo review of the façade change from the Planning Board, which may approve or disapprove the façade change, by filing an application with the Planning Board within ten (10) days of the Design Review Board’s filing of its decision with the Building Inspector. At least seven days prior to the Planning Board’s meeting scheduled to review the application (see next sentence), if the aggrieved party is the original applicant, said original applicant shall post a Planning Board approved form of notice of the meeting in a publicly visible location upon the subject building and place a copy of said approved form of notice in a local paper. Within twenty (20) days of receipt of the application, the Planning Board shall hold a meeting, to which the original applicant shall be invited, for the purpose of conducting a review of the proposed façade changes. Within fifteen (15) days of the meeting, the Planning Board shall issue its decision and deliver copies of

same to the applicant, the Design Review Board and the Building Inspector.”

- (c) Amend Section 7.4 Site Plan Review, Subsection 7.4.3, Requirements, by revising the first sentence of the third paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

“**MINOR PROJECTS** – In the case of a minor project not requiring a special permit from the Board of Appeals and except as provided otherwise in Section 7.4.2 for a minor project that only involves a change in the exterior façade of a building in the Center Business District, the Planning Board shall conduct the Site Plan Review and issue a report to the applicant with a copy of said report to the Building Inspector within thirty-five (35) days from the date of filing of the Site Plan. Failure of the Board to issue said report within the 35 days shall be construed as satisfying this section.”

- (d) Amend Section 7.7 Design Review, Subsection 7.7.2, Design Review Board, Subparagraph 7.7.2.2, Authority and Specific Powers, by revising the first paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

“The Design Review Board shall review requests for site plan review and approval submitted in accordance with Section 7.4 Site Plan Review and requests for special permits in accordance with Section 4.2.5 Planned Residential Development and Section 4.2.4 Flexible Development and, for a minor project that only involves a change in the exterior façade of a building in the Center Business District, shall review and may approve such façade change.”

- (e) Amend Section 7.7 Design Review, Subsection 7.7.2, Design Review Board, Subparagraph 7.7.2.2, Authority and Specific Powers, by adding a new sentence at the end of the fourth paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

“It shall evaluate such requests based on Subsection 7.7.4 Design Criteria below. Its findings and recommendations, along with any suggested restrictions and conditions, shall be transmitted to the applicant and Planning Board, acting as a special permit granting authority for “Major Projects” under Site Plan Review, Planned Residential Developments and Flexible Developments. Such advisory reports of the Design Review Board shall be transmitted to the Building Inspector and applicant in all other instances as described in the two paragraphs above for “Minor Projects” under Site Plan Review, building permits in all non-residential districts, and sign permits. For a minor project that only involves a change in the exterior of a building in the Center Business District, the Design Review Board shall be the review and approval entity for such façade changes.”

- (f) Amend Section 7.7 Design Review, Subsection 7.7.3, Procedure, by inserting immediately above the paragraph that reads “In the case of a Special Permit for Site Plan Review...” a new third paragraph to read as follows:

“In connection with the Design Review Board’s authority to review and approve exterior façade changes in the Center Business District pursuant to Section 7.4.2, an application shall be submitted to the Design Review Board. At least seven days prior to the Design Review Board meeting scheduled to review the application (see next sentence), the applicant shall post a Planning Board approved form of notice of the meeting in a publicly visible location upon the subject building and place a copy of said approved form of notice in a local paper. Within twenty (20) days of receipt of the application, the Design Review Board shall hold a meeting, to which

the applicant shall be invited, for the purpose of conducting a review of the proposed exterior façade changes. Within fifteen (15) days of the meeting, the Design Review Board shall issue its decision and deliver copies of same to the applicant, the Planning Board and the Building Inspector.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Information: In the summer of 2012, the Downtown Subcommittee of the Council of Economic Advisors (“CEA”), a committee established by the Board of Selectmen to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses, began discussions with landlords, tenants, and practicing attorneys permitting projects in the downtown area regarding issues affecting downtown development. As a result of those discussions, the Subcommittee reviewed existing zoning and permitting processes and outlined proposed streamlining initiatives. Subsequently, the CEA made streamlining the permitting processes one of its three priorities and reached out to the Planning Board to begin effectuating the initiatives.

The proposed amendment to Section 7 would make the Design Review Board the review and approval authority for exterior façade modification only projects in the Center Business District. (That board presently reviews such changes in other districts without Planning Board oversight.) Rather than going through a formal site plan review process with the Planning Board, under the amendment, an applicant desiring only to change its exterior façade would bring its project to the Design Review Board via a much more expedited and simple process. The amendment preserves review by the Planning Board but only in cases where a party aggrieved by the Design Review Board’s decision appeals. In such cases of appeal, the Planning Board has de novo review powers. This amendment creates a simplified and expeditious process, which is consistent with streamlining goals.

ARTICLE 22: AMEND ZONING BY-LAW – OFF-STREET PARKING REQUIREMENTS

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

- (a) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.1, General Provisions, by adding the underlined language at the end of the paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

“Paved off-street parking spaces shall be provided for all uses and structures (excluding single and two family structures) as described in Section 5.1.2 in accordance with the provisions of this Section. No change of a structure or use from a use or uses as described in the categories of Section 5.1.2 to another such category that requires additional off-street parking shall be made unless in accordance with Sections 5.1.2 and 5.1.3 for the entire use of structure. Notwithstanding the above, a change of an existing structure or use from a use or uses as described in the categories of Section 5.1.2 to another such category that requires additional off-street parking of 9 or fewer spaces in the Center Business, Chestnut Street Business or Avery Square Business Districts or 3 or fewer spaces in all other Commercial and Industrial Districts may proceed without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the

parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required. The special permit or waiver requirements of this Section 5.1 shall not apply to any project which does not trigger the thresholds set forth in the preceding sentence. This Section shall apply to the cumulative total of all additions and changes in use from May 15, 1985.”

- (b) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.3, Mixed Uses, by inserting a new second sentence and by deleting the word “additions” from the last sentence of the paragraph and substituting the phrase “changes or conversions in use”, so that the entire paragraph shall now read as follows: (new language underlined):

“No change or conversion of a use in a mixed use structure to a use which requires additional off-street parking shall be permitted unless off-street parking is provided in accordance with Sections 5.1.2 and 5.1.3 for the entire structure or said change or conversion does not exceed 1,000 square feet or 5 percent of the total building floor area, whichever is greater. Furthermore, a change or conversion of a use in a mixed use structure to a use or uses which require off-street parking of 9 or fewer spaces may proceed in the Center Business, Chestnut Street Business or Avery Square Business Districts without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required; and a change or conversion of a use in a mixed use structure to a use or uses which require off-street parking of 3 or fewer spaces may proceed in all other Commercial and Industrial Districts without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required. The special permit or waiver requirements of this Section 5.1 shall not apply to any project which does not trigger the thresholds set forth in the two preceding sentences. This Section shall apply to the cumulative total of all changes or conversions in use from May 15, 1985.”

- (c) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.4, Exception, by adding a new paragraph at the end of the section to read as follows:

“If a parking lot is required to be brought into compliance with federal and/or state law mandating creation, restriping, regrading or reconstruction of a handicapped accessible parking space or spaces, then no relief or waivers from this Section 5.1 need be sought to implement state or federal law.”

- (d) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.7, Applicability for Parking Area, by revising the first sentence of the paragraph, so that the entire first sentence shall now read as follows: (new language underlined):

“Except as provided or excepted by Sections 5.1.1.1, 5.1.1.3 and 5.1.1.4, the construction, enlargement, or alteration of a parking area containing 5 or more spaces shall adhere to all of the requirements of Section 5.1.3 Parking Plan and Design Requirements, unless strict adherence to the requirements of Section 5.1.3 is waived by a special permit granted by the Board of Appeals under the provisions of Subsection 5.1.1.5.”

- (e) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by revising the first sentence of the fifth paragraph, so that the entire first sentence shall now read as follows: (new language underlined):

“In the Center Business District, a **MAJOR PROJECT** is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.2 of this By-Law and which results in an increase in the number of required parking spaces by 10 or more new off-street parking spaces or which results in an increase in the required number of loading spaces; or any project which results in the construction of any additional off-street parking spaces; or any project which results in any new curb- or driveway-cut.”

- (f) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by revising the sixth paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

“In the Neighborhood Business District, a **MAJOR PROJECT**, is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.3 of this By-Law and which results in an increase in the number of required parking spaces by 4 or more new off-street parking spaces or which results in an increase in the required number of loading spaces; or any project which results in the construction of any additional off-street parking space; or any project which results in any new curb- or driveway-cut.”

- (g) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by deleting the word “creation” from the eleventh paragraph and substituting the phrase “construction of a new parking lot or expansion of an existing lot and the addition”, so that the entire paragraph shall now read as follows: (new language underlined):

“In a Business, Avery Square Business, or Hillside Avenue Business District, a **MINOR PROJECT** is any project which results in the construction of a new parking lot or expansion of an existing lot and the addition of from 1 to 9 new off-street parking spaces – and the project cannot be defined as a Major Project.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Information: In the summer of 2012, the Downtown Subcommittee of the Council of Economic Advisors (“CEA”), a committee established by the Board of Selectmen to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses, began discussions with landlords, tenants, and practicing attorneys permitting projects in the downtown area regarding issues affecting development. As a result of those discussions, the Subcommittee reviewed existing zoning and permitting processes and outlined proposed streamlining initiatives. Subsequently, the CEA made streamlining the permitting processes one of its three priorities and reached out to the Planning Board to begin effectuating the initiatives.

The proposed amendment to Section 5 would create a threshold under which projects would not require

waiver or other permitting to go forward. Under the amendment to Section 5.1.1.1. General Provisions, in the Center Business, Chestnut Street Business and Avery Square Business Districts, where public parking lots exist to serve the area, a change of an existing structure or change of use which results in an increased parking demand of 9 or fewer spaces may proceed without requiring additional special permit relief or waivers from the Off-Street Parking requirements of Sections 5.1.2 (specifying the number of spaces based on use) and 5.1.3 (specifying the parking lot design requirements) unless the lot is not compliant with handicapped parking [Section 5.1.3(c)], general driveway opening requirements [first sentence of Section 5.1.3(d)], location [Section 5.1.3(m), i.e., the parking is not on site or within the distance specified] and/or bicycle racks [Section 5.1.3(n)]. In all other Commercial and Industrial Districts, where public parking lots do not presently exist to serve the area, a change of an existing structure or change of use which results in an increased parking demand of 3 or fewer spaces may proceed without requiring additional special permit relief or waivers from the Off-Street Parking requirements of Sections 5.1.2 (specifying the number of spaces based on use) and 5.1.3 (specifying the parking lot design requirements) unless the lot is not compliant with handicapped parking [Section 5.1.3(c)], general driveway opening requirements [first sentence of Section 5.1.3(d)], location [Section 5.1.3(m), i.e., the parking is not on site or within the distance specified] and/or bicycle racks [Section 5.1.3(n)]. In both circumstances, the increase in the parking demand is cumulative of all additions or changes in use from May 15, 1985, a date expressed in the existing By-Law. The threshold set forth is also made applicable to changes or conversions of use in a mixed use structure through identical changes to Section 5.1.1.3.

The amendment creates an additional exception from the Off-Street Parking Requirements of Section 5.1 by adding a new paragraph to Section 5.1.1.4 which provides that, if a parking lot is required to be brought into compliance with handicap accessible parking by creating, restriping, regrading or reconstructing such spaces, then no relief or waivers under Section 5.1 are required.

Consistent with the changes in Section 5.1, the Amendment also redefines the trigger for a Major Site Plan in the Center Business District in Section 7.4.2 by creating a threshold for a project which increases the number of parking spaces required to 10 or more, increases the number of loading spaces, results in a new curb or driveway-cut or constructs actual off-street parking spaces. Without the amendment, all projects which increased the number of parking spaces required triggered Major Site Plan review in the District.

Similarly and consistent with the changes in Section 5.1, the Amendment also redefines the trigger for a Major Site Plan in the Neighborhood Business District in Section 7.4.2 by creating a threshold for a project which increases the number of parking spaces required to 4 or more, increases the number of loading spaces, results in a new curb or driveway-cut or constructs actual off-street parking spaces. Without the amendment, all projects which increased the number of parking spaces required triggered Major Site Plan review in the District.

This amendment expedites the process for projects falling under the newly established thresholds and is, accordingly, consistent with streamlining goals.

ARTICLE 23: AMEND ZONING BY-LAW – INDOOR ATHLETIC OR EXERCISE FACILITIES IN AN INDUSTRIAL AND INDUSTRIAL-1 DISTRICT

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

In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial-1 Districts, by inserting immediately below the row that reads “Personal fitness service establishment; where there is insufficient off-street parking on-site to serve all land uses located thereon in adherence with the requirements of Section 5.1.2 but where it can be demonstrated that the hours, or days, of peak parking for the uses are sufficiently different that a lower total will provide adequately for all uses or activities served by the parking lot” a new entry, which shall read as follows:

<u>Use</u>	<u>RRC</u> <u>SRA</u>	<u>SRB</u>	<u>GR</u>	<u>A-1,2</u> <u>&3</u>	<u>I</u>	<u>IND</u>	<u>IND-</u> <u>1</u>
Indoor Athletic or Exercise Facilities	N	N	N	N	N	SP*	SP

*Applies only to Industrial Districts any portion of which is located within 150 feet of the Route 128 boundary, otherwise N.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Explanation: This article would authorize Indoor Athletic or Exercise Facilities in the Industrial-1 District and select portions of the Industrial District by special permit. Specifically, the area of the Industrial District where the use would be permitted by special permit is any portion of said district located within 150 feet of the Route 128 boundary. Presently the use is permitted by special permit in Needham’s New England Business Center, Highland Commerical-128, and Mixed Use-128 districts.

Indoor Athletic or Exercise Facilities are defined within the zoning by-law as a commercial facility which as its primary purpose provides facilities for individual physical health activities, such as aerobic exercise, running and jogging, use of exercise equipment, saunas, showers, massage rooms and lockers. Such establishments are operated as a business even if open only to members and their guests on a membership basis and to the public at large paying a daily admission fee. All facilities must be contained within the building.

GENERAL ARTICLES / CITIZENS’ PETITIONS / COMMITTEE ARTICLES

ARTICLE 24: AMEND GENERAL BY-LAW – BOWS AND ARROWS

To see if the Town will vote to amend Section 3.1.12 of the Town’s General Bylaws by changing the descriptive title of the paragraph to “Bows and Arrows”; by inserting in the first clause after the word “shall” the words “possess or”; and by inserting in the second clause after the word “other” the word “public”; or take any other action thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Information: The 2012 Annual Town Meeting amended the General By-laws to include limits on hunting by bow and arrow. The intent of this article is to extend the bow and arrow hunting restriction to possession of bows and arrows on Town property, as enforcement agents are not always able to witness the actual discharge of the weapon. This provision will help ensure that there is no hunting by bow and arrow on Town property without the consent of the Board of Selectmen, and no hunting on private property without the consent of the property owner.

ARTICLE 25: AMEND GENERAL BY-LAW – PRIVATE WAYS

To see if the Town will vote to amend the Town's General By-laws by deleting Section 2.2.5.6 and inserting in place thereof the following:

“ 2.2.5.6 Private Ways

2.2.5.6.1 Snow and Ice Removal. The Town may remove snow and ice from such private ways within its limits for emergency vehicle access in accordance with Massachusetts General Laws and in accordance with regulations or policies issued by the Board of Selectmen. Such snow and ice removal may be limited to those private ways maintained in an acceptable condition and in accordance with standards determined by the Director of Public Works.

2.2.5.6.2 Barricades. Barricades installed on private ways that serve to deter prompt and appropriate emergency access shall be removed on order of the Fire Chief.

2.2.5.6.3 Temporary Repairs. The Town may perform temporary repairs to private ways if such repairs are determined by the Director of Public Works to be required for public necessity, in accordance with regulations or policies issued by the Board of Selectmen.

Said repairs shall be considered necessary to abate the immediate hazard caused by the defect and shall not be considered as maintenance of the private way nor shall the way be considered a public way. Drainage shall not be included as part of any such repairs, and the private way need not have been open to public use prior to the repairs being made.

Abutters to the private way may petition the Town to perform temporary repairs. In such cases, fifty one percent of the abutters to the private way must petition the Director of Public Works for the repairs to be made by the Town. Upon receipt of a petition and a determination of the necessity of such repairs, the Town shall provide the petitioners with a statement of the cost of such repairs. Within seven (7) days of receipt of the statement of cost, the petitioners shall be entitled to withdraw the petition. Unless the petition is withdrawn, the Town shall promptly make the repairs and the petitioners shall thereafter reimburse the Town for the cost of the repairs, if the repairs exceed \$300. The reimbursement amount shall be equal to the petitioner's pro rata share of the cost of repairs based on the ratio that each petitioner's frontage bears to the total frontage of the petitioners on the private way. Betterment charges will not be assessed for such repairs.

If the cost of repairs does not exceed \$300, no reimbursement will be required.

The Town shall not be liable for any damage to private property caused by such repairs, except as otherwise provided by law. “

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town adopted a Private Ways By-Law in 2008 to provide for temporary repairs and snow and ice removal by the Town on private ways, which include roads which the public may have a right to use, but which are privately owned and not accepted as town streets. The temporary repairs provision is intended to be for work deemed minimally necessary to abate an immediate hazard.

In approving the By-law, the Attorney General noted that the By-law did not address some of the provisions of M.G.L. Chapter 40, Section 6N, which is the statute that allows the Town to perform temporary repairs on private ways. The Attorney General suggested that the By-law be amended to include additional provisions relating to drainage, abutter petition, limit of liability, prior use of the private way, and cash deposit requirements.

A proposed amendment of the By-law, as 2013 ATM Article 26, was submitted to Town Meeting last year, and after question and debate, referred back to the Board of Selectmen. This article is intended to revise the By-law to address both the Attorney General's recommendations and concerns raised in the 2013 ATM discussion.

The revision adds language shown above, beginning at “Drainage shall not...” to the existing By-law text. The revision would provide that drainage work is not part of the authorized repairs, establish an abutter petition process, provide that the Town shall not be liable for any damages to private property caused by such repairs, except as otherwise provided by law, state that the private way need not have been open to public use prior to the repairs being made, and provide that cash deposits not be required under the petition process, but that petitioners reimburse the town if costs are over \$300.

ARTICLE 26: AMEND GENERAL BY-LAW – SIGN BY-LAW

To see if the Town will vote to amend the Town's General By-Laws as follows:

1. Amend Section 5.3 ADMINISTRATION by deleting the second and third paragraphs in **Section 5.3.2 Issuance of Permits** and inserting in place thereof the following second and third paragraphs:

“Applicants shall file a permit application accompanied by a photograph of the facade to which the sign is to be attached, or the area of intended location if unattached, and two prints of scale drawings of the sign and supporting structure showing placement thereon; the applicant shall also file five copies of the permit application, including five copies of all application materials, with the Design Review Board. (See Section 7.7 Design Review, of the Zoning By-Law.) If an applicant requires guidance as to whether any special permits are required or knows that such permit or permits are required, the applicant may file his application with the Building Inspector. If the Building Inspector finds that the proposed sign is in all respects in conformance with this

article, he shall within 35 days of filing instruct the applicant to file the application directly to the Design Review Board.

The Design Review Board shall review requests for sign permits submitted and shall, within thirty-five (35) days of the receipt of the application materials, transmit its advisory recommendations regarding the design of the sign to the Building Inspector and the applicant. No sign permit shall be issued by the Building Inspector within this thirty-five (35) day period unless said recommendations are sooner received. If approved by the Design Review Board, the Building Inspector shall issue a sign permit within 45 days of the filing of the application.”

2. Amend Section 5.4 **GENERAL REGULATIONS** by inserting in **Section 5.4.2.2 Location** in subsection d) the word “one” after the word “except” and before the word “perpendicular” and by deleting the word “sign” at the end of the first sentence after the word “businesses” so that the first sentence shall read:

“No sign shall extend above or beyond the end of the wall to which it is attached, nor overhang a street or sidewalk by more than the thickness (up to 12”) of a flat wall sign: except one perpendicular sign, blade, or projecting sign (hereinafter “projecting sign”) is allowed by right, even if it is a second sign, provided it does not, in the opinion of the Board, materially obstruct neighboring signs or businesses, of four (4) feet from the wall and a minimum of eight (8) feet above the sidewalk.”

3. Amend Section 5.5 **PERMITTED SIGNS** by deleting under Subsection 5.5.3.4 **Temporary**, the word “Temporary” after the words “Except as provided in Section 5.4.2.3d), temporary”;
4. Amend Section **5.4.2.3 Type**, subsection d) by inserting the words “or white” in the second line between the words “black” and “colored frame.”

Or take any action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Information: The 2013 Annual Town Meeting voted to amend the Town’s sign by-law. When the revision was incorporated into the General By-laws, several formatting and typographical errors were discovered which are proposed for correction under this article.

ARTICLE 27: AMEND GENERAL BY-LAW – MUNICIPAL WATER SUPPLY

To see if the Town will vote to amend the Needham General By-Laws Section 2.2.5.5, Municipal Water Supply, by inserting a new section 2.2.5.5.4 as follows:

“2.2.5.5.4 Soil Moisture Sensors Installation of new automatic lawn irrigation systems connected to the municipal water supply in the Town of Needham shall be equipped with a soil moisture sensor approved by the Department of Public Works. Existing automatic lawn irrigation systems connected to the municipal water supply are also encouraged to be equipped with approved soil moisture sensors. The Department of Public Works shall maintain a list of approved moisture sensors.”

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

Article Information:

ARTICLE 28: AMEND GENERAL BY-LAW – SIGN BY-LAW

To see if the Town will vote to amend the Town’s General By-Laws as follows:

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” and deleting the word “The” at the beginning of the first sentence, 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.

5.7.4 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.

5.7.6 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.”

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article would amend the Town’s Sign By-law to allow electronic billboards in certain areas in Needham along Route 128. This article was inserted in the warrant by the Board of Selectmen at the request of private proponents. The article proponents have met with the Design Review Board, the Planning Board, and the Board of Selectmen, who held a public hearing on the matter on March 18th. At the time of the printing of the warrant, it was expected that this article will be withdrawn.

ARTICLE 29: ACCEPT THE PROVISIONS OF MGL CHAPTER 59 SECTION 5N – VETERANS’ PROPERTY TAX PROGRAM

To see if the Town will vote to accept the provisions of MGL Chapter 59, Section 5N for the purposes of establishing a veteran’s property tax program; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Acceptance of M.G.L. c. 59 Section 5N allows the town to establish a property tax work-off program for veterans, similar to the Town’s Senior Corps program. If adopted, eligible veterans will have the opportunity to earn up to \$1,000 which is applied to their property tax bill, subject to regulations adopted by the Board of Selectmen. Funding for the program comes from the Overlay Account.

ARTICLE 30: AMEND DISTRICT AGREEMENT – MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

To see if the Town will vote, consistent with Section VII of the existing “Agreement With Respect to the Establishment of a Technical and Vocational Regional School District” for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on March 11, 2014 and which have been submitted as a restated “Regional Agreement” bearing the date of March 11, 2014 to the Board of Selectmen of each member town; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article would approve revision of the Minuteman Regional Vocational School District Agreement. The proposed amendments would implement a number of changes intended to help the agreement work better for the district and its member communities.

Revision of the agreement is one element of an effort to encourage support for a major renovation or replacement project for the school. The current facility, built in the early 1970's, is structurally sound, but has serious building systems and capital maintenance issues, does not meet current code and architectural standards, and cannot optimally support Minuteman's vocational education program. Feasibility studies for the Capital Project are now in progress in coordination with the Massachusetts School Building Authority (MSBA).

Ratification of the revised Agreement requires Town Meeting approval in all sixteen member communities.

The recommended changes to the District Agreement have been requested by the Minuteman School Committee based on the work of a study committee with representation from district towns. Principal features include:

- 1. A revised formula for sharing capital costs among member communities. The new formula includes factors for each community's enrollment at Minuteman, relative community ability to pay, and a minimum share for each community. The current formula is entirely based on enrollment.*
- 2. Reducing volatility in assessments by using a four year rolling average for enrollment based charges, which are currently based on the most recent year only.*
- 3. Partially weighted voting on the Minuteman School Committee based on each community's enrollment at Minuteman. The present agreement provides for one vote per town, even though some towns have much larger numbers of students at Minuteman and, even under the new agreement, will continue to carry a much higher percentage of the costs.*
- 4. Appointment of Minuteman School Committee members by the boards of selectmen of the sending communities (or the mayor, in the case of a city), unless the town provides otherwise by bylaw or charter. It is hoped that moving to executive branch appointments, instead of moderators' appointments, will improve accountability of the District to the member communities.*
- 5. A more workable process for dissenting communities to withdraw from the district. The revised agreement would allow a town to withdraw from the District by town meeting vote on reasonable notice, subject to an obligation to pay its share of outstanding capital, and with approval from the State Education Commissioner, unless at least half of the other members' legislative bodies vote to disapprove. The current agreement requires an affirmative vote by every member town to allow a community to withdraw.*

These changes are intended to improve governance and cost sharing and facilitate realignment of the district before a decision has to be made on bonding the Capital Project, which will require approval of all member town meetings or a district-wide referendum.

Needham's number of students at Minuteman is in the median range among member communities. The new agreement will have relatively minimal near term impact for Needham in terms of operating assessments or district participation. But going forward revision to the Regional Agreement is seen as critical to the Capital Project effort.

If the Capital Project is not approved, the District will face difficult challenges operating and maintaining its existing facility at a higher cost and without MSBA assistance. All district communities will share those costs.

Additional information, including copies of the current agreement, proposed agreement, and text and summaries of the changes, are posted with the article information on the town website, www.needhamma.gov.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 31: **APPROPRIATE FOR RIDGE HILL BOARDWALK AND BRIDGE REPLACEMENT**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$213,219 for the replacement of the Swamp Trail Boardwalk and Charles River Trail Bridge, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Conservation Commission is requesting funding to construct a boardwalk and a bridge on two trails at Ridge Hill Reservation. This is a project that has been under review for several years, and received design funds from the CPC. The Fuller Trail, formerly known as the Swamp Trail, had a boardwalk constructed in the 1970's which deteriorated and needed to be removed. The Fuller Trail connects the two major trail systems at Ridge Hill – the eastern trail system known as the Esker Trail and the western trail system known as the Chestnut Trail. The Fuller Trail is approximately 1,000 feet, all within wetlands and swamps. The low level boardwalk would re-create the trail system. Across Charles River Street is the Charles River Trail that brings visitors to the river. A small bridge needs to be replaced on this trail. The Conservation Fund will contribute \$100,000 to the full cost of the project with CPA funding bearing approximately 2/3rds of the cost. The project is ready for construction, with all design and permits completed.

ARTICLE 32: **APPROPRIATE FOR TOWN COMMON HISTORIC REDESIGN**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$20,000 for historic redesign of the Town Common, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article will allow the Town to hire a landscape architect to review the current conditions of trees, hardscape and landscape. The designer will work with Town officials to re-design the Town Common to reflect its historic nature, provide opportunities for community gatherings, and provide a landscape that enhances its uses as well as protect its historic character. This project will be coordinated with the Downtown Streetscape project.

ARTICLE 33: APPROPRIATE FOR MEMORIAL PARK IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$35,000 for soil and related improvements design at Memorial Park, to be spent under the direction of the Town Manager, said sum to be transferred from the 2014 General Reserve; or take any other action relative thereto.

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

Article Information: This article will fund design work associated with Memorial Park improvements. The current drainage system at Memorial Park has sufficient capacity for typical storms, but is not able to capture the flow of water in severe storms. Additional drainage components and improvements to the soil conditions will help alleviate flooding concerns. Both aspects of the project will improve safety conditions for the athletes on natural turf. Construction funds will be requested at a later time.

ARTICLE 34: APPROPRIATE FOR VITAL RECORDS PRESERVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$52,500 for the preservation of vital records, to be spent under the direction of the Town Manager, said sum to be transferred from the Historic Reserve; or take any other action relative thereto.

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

Article Information: The Town Clerk is requesting funding for the preservation of some of the Town's vital records dating from the 18th and 19th centuries. All subsequent documents have already been preserved. The records will be restored, de-acidified, and bound into volumes. Information will also be provided in electronic format.

ARTICLE 35: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to M.G.L. Chapter 44B from the estimated FY2015 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee \$82,000

Reserves:

B. Community Preservation Fund Annual Reserve \$1,272,117
C. Community Housing Reserve \$258,000
D. Historic Resources Reserve \$0
E. Open Space Reserve \$258,000

or take any other action relative thereto.

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

Article Information:

CAPITAL ARTICLES

ARTICLE 36: RESCIND DEBT AUTHORIZATIONS

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

<u>Project</u>	<u>Town Meeting</u>	<u>Article</u>	<u>Authorized</u>	<u>Rescind</u>
Warren Street Water System Rehabilitation	May 2005 ATM	54	\$913,500	\$30,000
Wastewater Pump Station Great Plain	May 2008 ATM	45	\$770,000	\$17,800
Total				\$47,800

or take any other action relative thereto.

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

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids.

ARTICLE 37: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate \$2,467,260 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto:

General Fund	Description	Recommended	Amendment
Finance	Network Hardware, Servers & Switches	\$ 30,000	
Finance	Technology Systems & Upgrades	\$ 100,000	
Finance	Public Safety Dispatch System	\$ 244,615	
Public Safety	Wireless Radio Master Fire Box System	\$ 164,000	
Public Safety	Fire Alarm Cables	\$ 60,000	
Public Schools	School Copier Replacement	\$ 30,320	
Public Schools	Furniture, Instruments & Equipment	\$ 81,680	
Public Schools	School Technology	\$ 679,325	
Public Works	Large Format Scanner	\$ 33,000	
Public Works	Small Speciality Equipment - Mowers	\$ 29,797	
Public Works	Drain System Improvements	\$ 80,000	
Public Works	Drain System Repairs	\$ 76,000	
Public Facilities	Maintenance Program	\$ 482,000	
Fleet/Building	Core Fleet	\$ 61,660	
Fleet/DPW	Core Fleet	\$ 100,910	
Fleet/ DPW	Snow & Ice Equipment	\$ -	
Fleet/DPW	Specialized Equipment	\$ -	
Fleet/Fire	Specialized Equipment/Ambulance	\$ 186,607	
Fleet/Public Facilities	Core Fleet	\$ 27,346	
	Total Appropriation	\$ 2,467,260	

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

Article Information:

NETWORK HARDWARE SERVERS AND SWITCHES *The request is to replace older servers, both application and data, with newer, faster, and more energy efficient models including hardware to install virtualization software. Funding will also support the replacement of the spam filter, virus firewall, and internet filtering, and of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches are better able to take advantage of the Town's fiber and increase the speed of data within the Town's fiber network. Not replacing or updating this equipment may have a negative effect on email, financial applications, internet access, data accessibility, and backups between the Town's datacenters.*

TECHNOLOGY SYSTEMS AND APPLICATIONS UPGRADE *This funding will support an update for the Town's Geographic Information System (GIS) including planimetric data and imagery. A Geographic Information System (GIS) is a system of hardware and software used for storage, retrieval, mapping, and analysis of geographic data. The GIS update will add changes and updates that have taken place throughout Needham and adjacent communities within 1000' feet of the Town's boundary between the spring 2009 flight and a proposed 2015 flight. The flight will also improve imagery to help in analysis of land use and development throughout Needham. The project will include updating infrastructure data (water, sewer, drain) as well as changes to the parcel data. The current data from the*

spring 2009 and any subsequent updates will be incorporated into the Town's public web GIS site. Because many departments, such as Engineering, Water & Sewer, Planning, Conservation and other Town and School Departments use the GIS data on a regular basis, it is important to have up to date data so these departments can plan, analyze, and display an accurate representation of the land base and infrastructure.

PUBLIC SAFETY COMPUTER-AIDED DISPATCH SYSTEM *This request is to replace the current Computer Aided Dispatch (CAD) application with an application that is designed to be run on an Intel style server. The current CAD application has been used by the Needham Police and Fire Departments since 1994 - initially installed on an IBM A/S 400 and currently operating on an IBM iSeries Blade Server that is nearing its end of life. The operating system is increasingly difficult to maintain in-house, and the style and interface of the current application - commonly known as "green screen" - makes it difficult for users to transition from standard windows based interfaces. It will be helpful for the Needham Police and Fire Departments to have an application that is widely used by other Public Safety agencies throughout the Commonwealth, to leverage local knowledge to help them use the application more effectively.*

WIRELESS MUNICIPAL RADIO MASTER FIRE BOX SYSTEM *The long-term plan is to eliminate the older style fire alarm master boxes and install wireless radio master box systems where needed. All pole mounted fire alarm boxes (222) would be permanently removed. Building master boxes (129) would be replaced with radio box transmitters. The 129 master boxes are privately owned, and property owners pay the Town an annual monitoring fee of \$480. Privately owned buildings would not be required to change over to the new municipal system if they chose to use their own private alarm company. The aspects of the project include acquisition of the head-end equipment to be located within the fire dispatch center, and purchase and installation of radio boxes for 28 Town buildings. With this new system, the fire dispatch center will be capable of monitoring alarms, troubles, security/intrusion, and any other alarm or status that uses a contact closure. Once the wireless system is complete, the Fire Department will evaluate the continued need for staffing and equipment in the Fire Alarm Division.*

FIRE ALARM CABLE REPLACEMENT *This project is a companion to the wireless municipal radio master fire box system project. This request is to fund the replacement of all municipal fire alarm cables which cross Route 128 (I-95) during the construction of the "Add-A-Lane" project as it progresses through Needham. While the project will be conducted through Town appropriation, the costs may be reimbursed by the Commonwealth of Massachusetts. The cables being replaced are part of the municipal fire alarm system which provides service to all of the neighborhoods (both residential and commercial), and many of the buildings on the east side of Route 128. All of the cables that need to be replaced are either on the Kendrick Street Bridge or the Highland Avenue Bridge. If the wireless municipal radio master fire box system is installed prior to the construction phase of the Add-a-Lane project in these two areas, replacement of the cables will not be necessary and the funds will be available for repurposing.*

SCHOOL COPIER REPLACEMENT *Photocopiers are located in all of the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently, the School Department owns 48 copiers. Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers that are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum duty life is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis*

assumes that copiers are re-deployed around the District, as needed, to match copier use with equipment capacity. The requested funding will support the replacement of five (5) copy machines.

SCHOOL FURNITURE, MUSICAL INSTRUMENTS, & FITNESS, PRODUCTION & GRAPHIC ARTS EQUIPMENT

Musical Equipment – In FY2005, Town Meeting allocated funds to begin a ten-year replacement cycle for old and heavily used school musical instruments, including band and orchestra instruments, as well as pianos. The plan, which ended in FY2014, has significantly improved the quality of musical instruments used by students. Beginning with FY2015, the focus of this request is shifted from inventory replacement to inventory expansion, particularly at the middle and high schools, where enrollment is growing and students need the larger-sized instruments in the brass and string families. The need for additional instruments to meet enrollment growth is compounded by several other factors. Since students are prohibited from transporting large instruments on school buses, there is a need to provide additional instruments for classroom use, particularly cellos, basses, and large wind and percussion instruments. Additionally, there is a need to provide upright acoustic pianos in all music rooms, practice rooms and performance facilities, to enable choral groups to have proper accompaniments and to allow small student ensembles. Unless circumstances dictate otherwise, fiscal year 2015 funding will support the acquisition of additional upright pianos for High School practice rooms, and expand the inventory of bass violins/cellos and low brass at the Pollard School, High Rock School and Needham High School.

School Furniture - This purpose of this program is to continue the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. By FY2015, all furniture in poor condition will have been replaced at these schools.

Fitness Equipment - The Needham High School renovation project budget included a large amount of fitness equipment for student use, which will need to be replaced as the components age and the equipment reaches the end of its useful life. In addition, the Pollard Middle School owned a number of strength circuit machines, which will need to be replaced on a regular basis going forward. The manufacturer's estimated life cycle is five (5) years for treadmills, six (6) years for cross trainers, eight (8) years for recumbent and upright bicycles, 23 years for rowing machines, and 25 years for circuit training equipment. The Department's request is based on a longer replacement cycle of: five to seven (5 – 7) for treadmills, nine (9) years for cross trainers, eight (8) years for recumbent bikes, 12 years for upright bikes, 19-20 years for rowing machines and 11-16 years for circuit training equipment. Unless circumstances dictate otherwise, the FY2015 funding is planned for three spinning bikes and one treadmill.

Production Center - This request is to purchase a replacement mail meter and folder/stuffer/insert machine for the Needham Public Schools Production Office. The existing folder/stuffer/insert machine was purchased in 2004 and is nearing the end of its useful life, after a decade of heavy use.

High School Graphics Production Room - This program continues the equipment replacement cycle for equipment used in the Graphics Production Center at Needham High School. This program provides convenient and cost effective service, and also provides hands-on educational training in the field of professional graphics and printing production for students. Unless circumstances dictate otherwise, the FY2015 funding is intended for purchase of a high capacity large print photo printer and a binder/spireler.

INTERACTIVE WHITEBOARD TECHNOLOGY, 1:1 INITIATIVE, TECHNOLOGY INOVATION, AND TECHNOLOGY REPLACEMENT

Interactive Whiteboard Technology - This program funds the purchase and installation of whiteboard technology in the Needham schools.

School Department NPS 1:1 Initiative - This project continues the initiative begun in FY2013 to introduce tablet technology on a 1:1 basis at Pollard, High Rock and Needham High Schools. A portion of this funding will support the purchase of devices for Pollard students who are unable to provide their own devices. Funding also includes devices for secondary level teachers, the purchase of AppleCare+, and completes the preparation of the High Rock infrastructure to support 1:1.

Technology Innovation - The requested funding will support structured technology experimentation to help the Schools better identify and prepare for use and deployment of technology.

Technology Replacement – This request is for funding to continue the School Department’s regular replacement cycle for technology devices, including computers, printers, and servers. The FY2015 request includes the replacement of 300 teacher, administrator, student, lab and laptop computers, which have reached or are functioning beyond the end of their seven-year lifecycle. A total of 39 of these computers are for teachers and administrators throughout the District. Another 261 are lab and classroom computers at Hillside, Mitchell, Newman, Pollard and the High School. The majority of the computers being purchased will be deployed at the High School. FY2015 represents the third year of the anticipated five-year timeframe to replace the High School computers. FY2015 costs also include additional hardware infrastructure to expand Internet Bandwidth, additional network infrastructure and servers at the Emery Grover School Administration Building, and replacement of failing SMART Boards and LCD projectors at District schools.

LARGE FORMAT SCANNER This submission is for the purchase of a large format multi purpose color scanner/printer/copier that will allow the Engineering Division to replace and upgrade the existing large format monochrome scanner/printer/copier. The existing large format Monochrome scanner/copier/printer was purchased in FY2008 and has been used extensively by the Department of Public Works, Department of Public Facilities, Planning Department, Department of Public Health, and other departments as needed to reproduce and to electronically store large format plans and posters. The amount of use of the existing monochrome scanner/copier/printer has increased over the last several years. Parts have become worn down requiring more frequent replacement and services to keep the equipment operational; this machine has been down between 8 and 12 days over the last 2- years, impacting the Department’s ability to serve the public. This request is also for a color machine, because there have been increasing requests for the Engineering Division to produce full size color plans. The new large format multi purpose color scanner/printer/copier will serve as a backup plotter for the Engineering Division in case the Plotter purchased in 2005 requires work, and will be capable of making multiple color copies/scanned images for all departments that the Engineering Division supports.

GENERAL FUND SMALL SPECIALTY EQUIPMENT

Unit	Division	Year	Existing Description	Request Description	Hours	Cost
340	Parks & Forestry	2008	Mower	Same	580	\$8,114
352	Parks & Forestry	2008	Mower	Same	533	\$21,683

DRAIN SYSTEM IMPROVEMENTS – WATER QUALITY In 2003, the Environmental Protection Agency (EPA) issued a National Pollutant Discharge Elimination System (NPDES) Permit to the Town to upgrade the quality of the water discharged to the Charles River. A renewal permit is overdue and is expected in the current fiscal year. In compliance with the permit, the Town has completed a number of

projects to improve stormwater discharge with a variety of methods at the Public Library, High School, Chestnut Street, High Rock School, and Lake Drive. This project will fund a watershed management plan. The Town is divided into four distinct watersheds. The goal of the plan is for the identification of sub-watersheds so that the Town can target different water quality treatment strategies depending on the conditions of each sub-region. The development of the plan will also identify the Town's storm drain capacity. Recent severe weather events, such as the Labor Day, 2013 storm, have highlighted the need for investment in a variety of strategies to reduce the incidence of flooding that creates both inconvenience and property damage for property owners and the Town.

DRAIN SYSTEM REPAIRS This request is to fund design, engineering and wetlands consulting to replace ten feet of pipe underneath a culvert on Edgewater Drive. This pipe is particularly problematic - it is over 100 years of age, and is plugged-up and degraded beyond remediation. This pipe is presently supporting two sewage pipes, one that is in service, and one that was abandoned in place. The drainage pipe and one of the active sewage pipes are all uncovered due to erosion and the drainage pipe is providing the structural foundation for the sewage pipes. Should the drainage pipe be compromised, it will subject the sewage pipes it supports to failure. This replacement includes extensive wetland consulting and permitting which is a major factor in the cost of this project. Additionally, this drainage pipe needs to be constructed under the existing sewage pipes adding to the difficulty of this replacement. This repair will resolve drainage issues in the area that have resulted in flooding of the abutters of the brook, and will ensure the structural stability of the adjacent sewage pipes. It is expected that the cost of construction will be in the range of \$90,000.

PUBLIC FACILITIES MAINTENANCE PROGRAM This project supports the annual maintenance of public buildings throughout the Town including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances dictate otherwise, fiscal year 2015 funding is proposed for duct cleaning at the High Rock School, Mitchell School, and Public Services Administration Building, asbestos abatement at the Pollard School, flooring replacement at the Eliot School, xeriscaping at Needham High School, and wood floor refinishing in various school buildings. Minor adjustments to the site configuration at the Pollard School are also planned.

CORE FLEET REPLACEMENT

Unit	Division	Year	Existing Description	Request Description	Miles	Cost
453	Building	2005	Ford Taurus	Ford Fusion	58,943	\$30,830
455	Building	2006	Ford Taurus	Ford Fusion	55,684	\$30,830

CORE FLEET REPLACEMENT

Unit	Division	Year	Existing Description	Request Description	Miles	Cost
41	Parks & Forestry	2009	Ford F-350	Same	39,876	\$50,723
50	Parks & Forestry	2008	Ford F-150	Ford F-350	30,066	\$50,187

FLEET REPLACEMENT - SPECIALIZED EQUIPMENT

Unit	Division	Year	Existing Description	Request Description	Miles/Hours	Cost
R2	Fire	2005	Ford/Osage Ambulance	Same	51,400/8,050	\$186,607

CORE FLEET REPLACEMENT

Unit	Division	Year	Existing Description	Request Description	Miles	Cost
704	Public Facilities	2005	Ford E250 Cargo Van	Same	69,677	\$27,346

ARTICLE 38: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$800,000 for improvements and repairs to the Town’s infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

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

Article Information:

STREET RESURFACING This purpose of this program is to improve the structural and surface integrity of the Town’s miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work, such as asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings and signs.

TRAFFIC SIGNAL & INTERSECTION IMPROVEMENTS This program funds traffic signal and intersection improvements, and new traffic signal installations.

COMBINED SIDEWALK PROGRAM This Program funding addresses the failing network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town’s sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps.

STORM DRAIN CAPACITY IMPROVEMENTS This program provides funding to improve roadway drainage capacity. The Town has identified and prioritized a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. These measures include installation of additional storm drains, and storm drain replacement, extension, and capacity increases.

BROOKS AND CULVERTS – REPAIR AND MAINTENANCE *This repair and maintenance program was developed to address flooded and poor draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms.*

Unless circumstances dictate otherwise, fiscal year 2015 funding will be directed to street resurfacing, sidewalk improvements, and storm drain capacity improvements.

ARTICLE 39: APPROPRIATE FOR CENTRAL AVENUE/ELLIOT STREET BRIDGE DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$900,000 for engineering and design for the reconstruction or repair of the Central Avenue/Elliot Street bridge, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: In the spring of 2013, this bridge was identified by the Commonwealth as having structural deficiencies. Upon receiving this information, the Town of Needham and the City of Newton engaged a structural engineer to further evaluate the bridge. A report by the structural engineer was completed in the late summer of 2013 and indicates that further monitoring is necessary to determine what action needs to be taken with this bridge. The Town of Needham has engaged a consultant to monitor the bridge for a period of six months to determine the extent of the structural deficiency. It is possible that if the result of that monitoring indicates that the bridge is in need of major repair or replacement, the Town will need to perform engineering and design services in the summer of 2014, with construction to follow, in order to ensure the safety of this bridge. The budgetary figure indicated for design and engineering is based on the most costly option for repair/replacement, should both communities choose to take that option.

ARTICLE 40: APPROPRIATE FOR RTS ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$321,095 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and that said sum be transferred from RTS Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Fleet	Large Specialty Equipment	\$ 215,316	
RTS	Message Boards	\$ 30,000	
RTS	Transfer Station Office Trailer	\$ 75,779	
	Total Appropriation	\$ 321,095	

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

Article Information:

FLEET REPLACEMENT - SPECIALTY EQUIPMENT

Unit	Division	Year	Existing Description	Request Description	Hours	Cost
93	RTS	2004	Screeener	Same	4,370	\$215,316

MESSAGE BOARD Currently the Public Works Department has three mobile message boards that are used for large construction projects. These message boards are removed from construction projects and relocated to various sites in Town when requested for non-construction notifications to residents and commuters. The existing message boards are difficult to maneuver, time consuming to program, and are often unavailable for non-emergency notices. This request will support a pilot program of permanently installed message boards to be used to communicate with residents in their cars and on the streets. These message boards will have the capacity to be programmed remotely and simultaneously from a Town work station or a laptop, and will help to eliminate competition for the current message boards.

TRANSFER STATION OFFICE TRAILER The current working conditions for staff in the main office at the RTS are sub-standard. The supervisor's office is isolated from day-to-day operations and staff activity, making supervision and oversight challenging. The proximity of the main office to the tipping floor results in odors from transfer station building migrating into the office area, and the air filtration system in the main office is inadequate and incapable of ameliorating the odor problem. The facility has inadequate space for the office and customer reception area (current total combined space for both functions is 169 square feet) neither of which is ADA accessible. The plumbing in the staff restroom occasionally freezes in the winter, and restroom conditions are poor and not ADA compliant. This proposal is for the purchase and installation of a temporary 12' x 44' office trailer, to be situated to the Northeast of the transfer station building. The trailer will immediately improve working and operation conditions and will be placed so that it will not interfere with, and can be used during, future expansion of the transfer station building. The trailer will provide an improved customer reception area, improved office areas, and an ADA compliant restroom. The cost estimate includes the purchase price and setup costs for the trailer, and electrical, sewer, and water tie-ins. An evaluation of the entire facility will be conducted as part of the on-going facility master planning process. The acquisition of a trailer is a measure designed to immediately improve the working conditions of staff and enhance the user experience for the public.

ARTICLE 41: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$398,000 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Sewer	Sewer Alarm System Upgrade	\$ 258,000	
Sewer	Pump Station Improvements	\$ 90,000	
Sewer	Service Connections	\$ 50,000	
	Total Appropriation	\$ 398,000	

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

SEWER ALARM SYSTEM UPGRADE *The Sewer Alarm system upgrade includes the implementation of a Supervisory Control & Data Acquisition (SCADA) System. The Town's Sewer SCADA system will collect data from various sensors from all of the sewer lift stations that will enable operators to efficiently manage and control the operations of the station from a central or remote location. The upgraded alarm system will provide dispatchers with more details about the type of alarm, which will enable them to better prepare the call person when responding. A request for the funding a study for the sewer alarm upgrade was approved at the May 2012 Annual Town Meeting and was completed in the fall of 2012.*

SEWER PUMP STATION IMPROVEMENTS *This project will fund the replacement of a programmable logic controller (PLC) at the West Street Sewer Pump Station. The PLC receives input data from various sensors that is used for the automation of electromechanical processes within the pump station. The PLC also stores historical data. The station is currently operating with a back-up controller that is basic in design. It controls the on/off operations of the pump only. The controller does not record data (flows and alarms) and there is no digital display of the operations (wet well level, mode of operations, etc.). Replacement of the non-functioning PLC is an essential component of the SCADA system proposed for funding in FY2015.*

SEWER SERVICE CONNECTIONS *There are approximately 100 homes with access to sewer that are not connected to the Sewer System because the owner has chosen not to connect. The purpose of this request is to provide the lateral sewer line from the sewer main to the property line so that homeowners can connect should they choose to, or should their septic system fail. The lateral sewer lined are planned to be installed prior to road reconstruction/paving projects. The cost for these service installations are not typically included in road construction estimates, and, in the case of Chapter 90 Projects, the costs are not eligible for reimbursement.*

ARTICLE 42: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$729,050 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Water Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Water	Filter Media Replacement	\$ 238,050	
Water	Water Supply Development	\$ 200,000	
Water	System Rehabilitation Program	\$ 91,000	
Water	Service Connections	\$ 200,000	
	Total Appropriation	\$ 729,050	

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

FILTER MEDIA REPLACEMENT *The filter media greensand is used for manganese removal at the Charles River Water Treatment Facility. Greensand must be replaced frequently and requires additional potassium inputs. A new product, Greensand Plus, is a synthetic alternative to natural greensand that can withstand wider variations in operating conditions and has an extended life. Further, Greensand Plus does not require additional potassium inputs. The Town completed the first of four conversions to Greensand Plus in FY2013. The second conversion was approved for FY2014. The greensand lasts for approximately 15 years so the next scheduled replacement is scheduled for FY2028. This request is for the final two years of conversion, and includes an allocation for repairing the exposed screen – a factor that was encountered in the first year of conversion. Replacing the media in two of the filters simultaneously will be more cost effective in terms of set up time and quicker avoidance of the need for potassium additives.*

WATER SUPPLY DEVELOPMENT DESIGN *In April 2013 the Town redeveloped Well #3 and restored the yield of the well to approximately one third of its original capacity. The original capacity of the well was 50 gallons per foot, and the redevelopment enabled the well to achieve up to 18 gallons per foot. Prior to the redevelopment, the yield of the well was 5 gallons per foot. Since this last redevelopment in April 2013, the well is already showing signs of losing capacity, and is pumping 15 gallons per foot as of September 2013. This well is the least productive of the three wells. While the Department originally proposed the development of a fourth well, the current request is to support the replacement of Well #3. The funding proposed for fiscal year 2015 will support the design and engineering of a replacement well, with a request for construction funding planned for fiscal year 2016.*

WATER SYSTEM REHABILITATION PROGRAM *Under the Water System Rehabilitation Program, the Town's water infrastructure is continually analyzed to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town's water infrastructure are 75+ years old and approaching the end their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Fiscal year 2015 funding is planned for the engineering and design of a new eight inch pipe from Pleasant Street/Howland Street to Dedham Avenue(1,160 linear feet) and engineering and design of a new eight inch water pipe from Norfolk Street/Warren Street to Webster Street (1,300 linear feet).*

SERVICE CONNECTIONS *The purpose of this program is to remove old iron pipe water services that contain lead from the water distribution system. Old iron and lead water services are replaced prior to road reconstruction/paving projects. If the water service connections are not replaced, an element of the subsurface infrastructure is susceptible to failure before the useful life of the reconstructed roadway has been realized. The FY2015 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule.*

TOWN RESERVE ARTICLES

ARTICLE 43: **APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND**

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$40,695 to the Athletic Facility Improvement Fund, as provided under Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2012 Annual Town Meeting authorized the creation of an athletic facility stabilization fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities, particularly Memorial and DeFazio. The March 31, 2014 balance in the fund was \$900,809.

ARTICLE 44: **APPROPRIATE TO CAPITAL IMPROVEMENT FUND**

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Improvement Fund, as provided under M.G.L., Ch. 40, Sec. 5B as recently amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Explanation: Under Article 58 of the May 2004 Annual Town Meeting, the Town voted to establish the General Fund Cash Capital Equipment and Facility Improvement Fund for the purpose of setting aside funds for future capital investment. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The March 31, 2014 balance in the fund was \$649,886.

ARTICLE 45: **APPROPRIATE TO CAPITAL FACILITY FUND**

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund as provided under the provisions of M.G.L. Chapter 40, Section 5B as amended by Section 14 of Chapter 46

of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Established at the 2007 Annual Town meeting, this fund is intended to be part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. The March 31, 2014 balance in the fund was \$1,295,268.

ARTICLE 46: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

Draft 4.4.2014

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

Given under our hands at Needham aforesaid this 25th day of February, 2014

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

Selectmen of Needham

a true copy
ATTEST

DRAFT



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

MEETING DATE: 4/9/2014

Agenda Item	Town Manager Performance Evaluation Policy Revision
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Board will discuss proposed revisions to the Town Manager Performance Evaluation Policy.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	<i>Suggested Motion:</i> That the Board vote to Amend the Town Manager Evaluation Policy as proposed.		
3.	BACK UP INFORMATION ATTACHED	YES	NO
	(Describe backup below) a. Town Manager Evaluation Policy		

Town of Needham
Board of Selectmen

Policy Number: BOS-PERS-004

Policy: Town Manager Evaluation

Date Approved: December 21, 2010

Date Revised: April 9, 2014

Approved: _____ Chairman, Board of Selectman

POLICY AND PURPOSE

The purpose of this evaluation instrument is to formally appraise the Town Manager's performance on an annual basis. The document allows the Board of Selectmen to assess the Town Manager's performance in management practices and in the accomplishment of goals. Through the evaluation procedure, Board members will recognize strengths, offer positive feedback, and suggest any areas that require corrective action.

Individual performance evaluation forms prepared by members of the Board of Selectmen are considered work product/personal documents, and shall not be publicly released. The only document to be released will be an overview document, compiling the scores and comments, prepared by the Chair or his or her designee.

PROCEDURE

1. The period of evaluation is July 1 through June 30.
2. The Town Manager will submit a narrative self-evaluation including a report on goal achievement. A copy of the report and a blank evaluation form will be distributed to each Board member.
2. Board members will complete their evaluations forms and give them to the Chairman by a date set by the Chairman.
3. The Chairman or his or her designee will compile scores from individual evaluation forms and develop a consensus overview document.
4. The Chairman will give the individually completed performance evaluation forms to the Director of Human Resources who will place them in the Town Manager's personnel file.
5. Board members may meet individually with the Town Manager to discuss aspects of the performance review document.

Selectman:

**Town of Needham
Town Manager Performance Evaluation Form**

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space.

Rating Scale (1-5)

Unsatisfactory (1)

The Manager's work performance is inadequate and inferior to the standards of performance required for the position.

Improvement Needed (2)

The Manager's work performance does not consistently meet the standards of the position.

Meets Expectations (3)

The Manager's work performance consistently meets the standards of the position.

Exceeds Expectations (4)

The Manager's work performance is frequently or consistently above the level of a satisfactory employee.

Excellent/Highly Comendable (5)

The Manager's work performance is consistently excellent when compared to the standards of the job.

1. Personal Characteristics: Exhibits honest and ethical behavior; acts in a fair and equitable manner; effectively deals with unforeseen issue and problems; shows resilience by maintaining energy and motivation despite constant demands. Responds well to stressful situations. displays creativity, innovation, flexibility and appropriate risk taking.	Board Member Suggestions & Comments	Rank
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<p>2. Professionalism: Is fully knowledgeable and committed to the field of local government management; seeks to enhance skills and abilities through educational opportunities; actively participates in professional municipal management organizations; encourages staff training and development.</p>	<p>Board Member Suggestions & Comments</p>	<p>Rating</p>
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<p>3. Public Relations/Communications: Projects a positive image in the community; is reasonably open and available to the public and responsive to citizen complaints or requests; communicates effectively to the media; keeps the citizenry informed of current issues in Town government; Maintains good communications with the business community. Supports and recognizes the efforts of volunteer citizens and groups. Maintains effective communications with state and federal elected representatives, other communities, state agencies, and municipal organizations.</p>	<p>Board Member Suggestions & Comments</p>	<p>Rating</p>
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<p>4. Board Support/ Relations Offers professional advice to the board, including appropriate alternatives and recommendations, based upon thorough study and analysis; implements policy matters and other directives adopted by the Board of Selectmen; keeps Board members informed of issues and activities in Town government and in the community; listens and understands Selectmen concerns; maintains a professional working relationship with the Board, promoting a climate of mutual respect and trust.</p>	<p>Board Member Suggestions & Comments</p>	<p>Rating</p>
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<p>5. Organizational Leadership/Personnel Management: Provides leadership, motivation and support within the organization; effectively delegates tasks and assignments; builds and motivates a team, providing direction and monitoring/adjusting performance as required. assures selection for employment of the best-qualified personnel; assures systematic performance evaluation of staff in the organization; establishes high standard of performance for all managers; recognizes, develops, and utilizes their leadership abilities; effectively leads collective bargaining efforts with unions, keeping the Board informed on progress; strives to maintain good staff morale and maintains open, honest and professional relationships with staff.</p>	<p>Board Member Suggestions & Comments</p>	<p>Rating</p>
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<p>6. Financial Management Prepares a timely and realistic annual budget proposal in a manner that promotes full understanding of issues and needs; employs sound fiscal management practices for the development of the operating and capital budget recommendations; effectively monitors and controls budget expenditures; provides complete and accurate financial information to facilitate budget deliberations; creatively manages available resources to increase productivity and efficiency; develops and maintains a long-term financial plan for the Town;</p>	<p>Board Member Suggestions & Comments</p>	<p>Rating</p>
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<p>7. Planning and Organization Creates and facilitates an environment for long-range and strategic planning; identifies opportunities to improve productivity, innovation,</p>	<p>Board Member Suggestions & Comments</p>	<p>Rating</p>
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<p>staff development and cost efficiencies; develops proposals for cost effective reorganization of Town operations; establishes appropriate goals and objectives for performance.</p>	
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<p>8. Achievement of Goals Shows appropriate progress to the year's goals as indicated on the attached self-evaluation.</p>	<p>Board Member Suggestions & Comments</p>	<p>Rating</p>
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<p>OVERALL RATING</p>	<p>Board Member Suggestions & Comments</p>	<p>Rating</p>
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This document is based in part on policies of the towns of Ashland, Sudbury, and Natick Massachusetts

**Town Manager Performance Evaluation Form
Acknowledgement of Receipt**

This is to acknowledge the fact that the performance review was conducted by the Board of Selectmen in accordance with the procedures and that the Town Manager has received the overview document with the compilation of scores.

BOARD OF SELECTMEN

Date: _____

TOWN MANAGER

Date: _____



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

MEETING DATE: 4/9/2014

Agenda Item	Minuteman Regional Agreement
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board will discuss the proposed revision of the Minuteman Regional School Agreement and consider a proposed resolution.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motion: <i>Resolved: That in the event of ratification of the revised the Minuteman Regional Vocational School District agreement as approved by the Regional School Committee on March 11, 2014, and in the event of notice of desire to withdraw by one or more members of the District given within one year of the effective date of the revised Agreement, the Board of Selectmen will not place a warrant article disapproving such withdrawal in a Town Meeting warrant, unless required by law, and will oppose such a disapproval article or motion in any event.</i>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Memo from Dan Matthews dated 4/4/2014			

To: Board of Selectmen, Town Manager
From: Dan Matthews, Selectman
Re: Minuteman Regional School District Agreement - Proposed Resolution
Date: April 4, 2014

In working on ratification of the proposed revised Minuteman Regional School District Agreement, it has become apparent that some towns considering *approving the new agreement* in order to be able to *withdraw from the district* are concerned that once the agreement is approved, other towns may object to their withdrawal.

Under the new agreement, blocking a withdrawal would require an affirmative "no" vote by each of eight town meetings (half of the district members). Although boards of selectmen cannot bind their town meetings, the board as warrant committee could decline to put such an article in the warrant unless required by law, as in a citizens petition, and could commit to oppose a blocking vote in any case.

As background, in drafting the new agreement, the municipal representatives on the Agreement Study recommended that towns have a *unilateral* right to withdraw from the district (subject to reasonable notice and payment of outstanding capital shares). Waiving exercise of the blocking provisions in this instance would allay community concerns in the ratification process.

In that context, this is to recommend that the boards of selectmen of each of the member towns, including those considering withdrawing from the district, consider voting a resolution in substantially the following form:

Resolved: That in the event of ratification of the revised the Minuteman Regional Vocational School District agreement as approved by the Regional School Committee on March 11, 2014, and in the event of notice of desire to withdraw by one or more members of the District given within one year of the effective date of the revised Agreement, the Board of Selectmen will not place a warrant article disapproving such withdrawal in a Town Meeting warrant, unless required by law, and will oppose such a disapproval article or motion in any event.



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

MEETING DATE: 04/09/2014

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		



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 checked="" type="checkbox"/> RUN <input checked="" type="checkbox"/> WALK <input type="checkbox"/> BICYCLE	
Name of Event: Run for the Nun	Name of Organization: Seana Gaherin ~ Project Hope
Organization Mailing Address: 344 Elliot Street, Newton MA. 02464	Organization is Not-for-Profit <input checked="" type="checkbox"/>
Primary Contact: Seana Gaherin	Contact Title:
Contact Address: Same as above.	
Contact Phone (Day): 617-527-6271	Contact Phone (Cell): 617-775-7014
Contact Email: sgaherin@aol.com	
Event Date(s): April 6, 2014	Date Expected to be in Needham: April 6, 2014
Earliest Time Expected in Needham: 10:10 am	Latest Time Expected in Needham: 11:00 am
Number of Expected Participants: 200	Number of Expected Spectators at Peak Time: 25
Are participants charged a fee? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Estimated Number of Vehicles: 2	What type of Parking is needed: none

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

yes.

What will be done in case of inclement weather?

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

Mills Falls lot at cross of Chestnut and Elliot Street, Newton MA.

Will neighborhoods be impacted by parking and traffic?

no.

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

Registration and greeting.

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

none.

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

clock

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

none

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

one hour

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

yes please

Will volunteers be placed along the route?

yes

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

only at start.

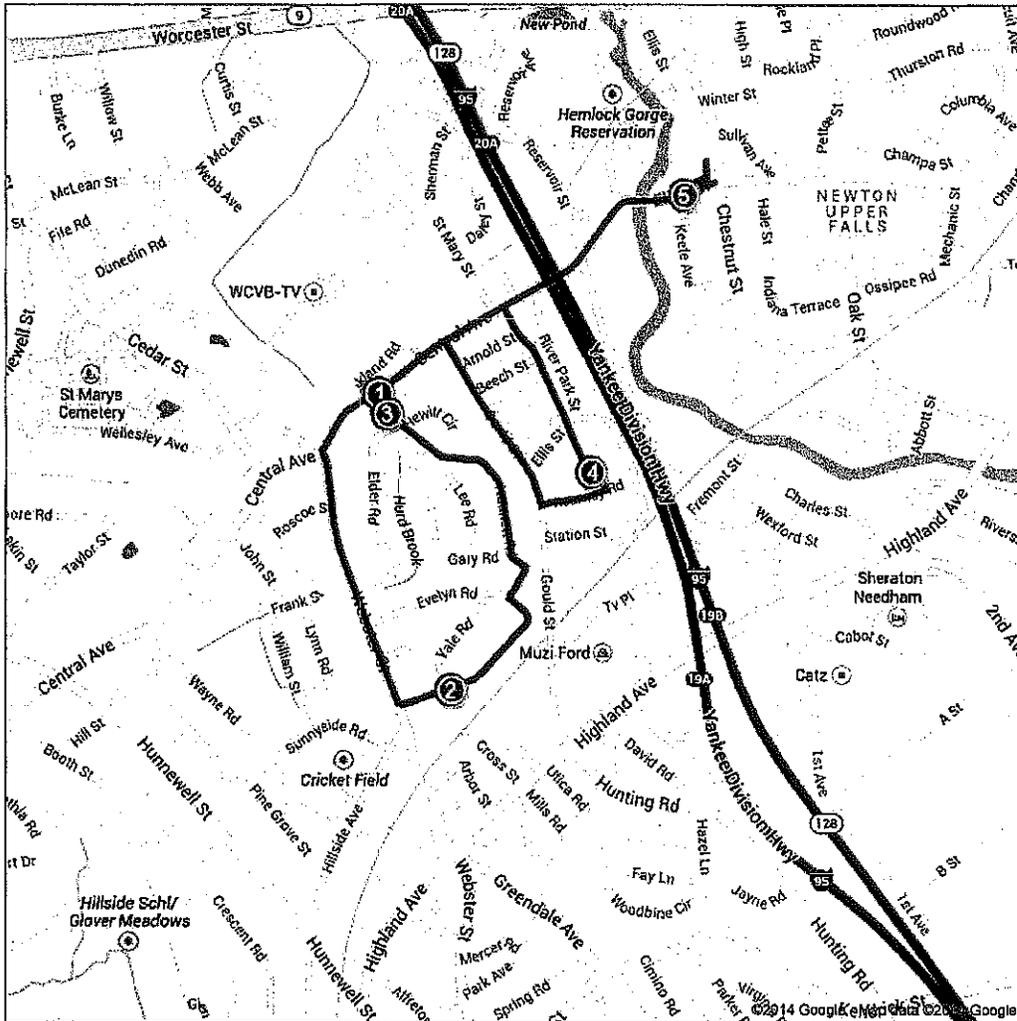
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)

none

Will portable toilets be used? List locations

none

Will hydration stops be set up along route? If yes, please include these on route plan.	yes at 1.5 mark
If the event takes place after dark, what is the plan to meet lighting needs?	n/a
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	EMT on duty
Does the event take place during commuter times?	
Is school in session during the event? Will school drop off or pick up be impacted by the event?	n/a
Are businesses open during the time of the event?	n/a
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	n/a
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	n/a
What is the plan to handle trash?	Bins on route and a post clean up crew provided by race committee.
<p>Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:</p> <ul style="list-style-type: none"> • event route map (include map and text route, parking plan, volunteer placement) • application fee • certificate of insurance 	

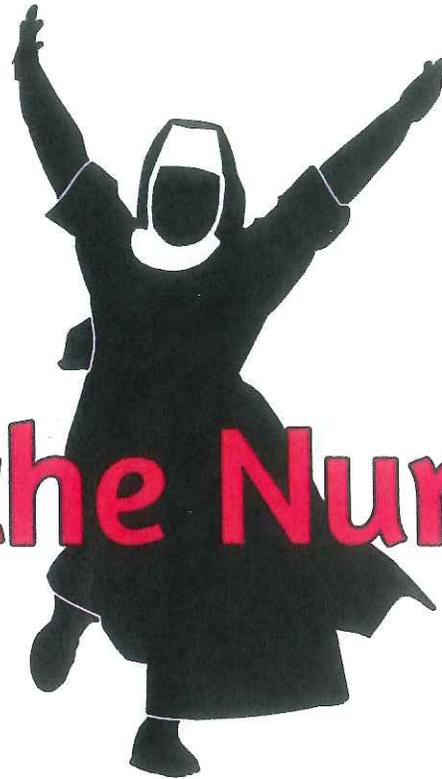


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The content displayed below and overlaid onto this map is provided by a third party, and Google is not responsible for it. Information y
enter below may become available to the third party.

MapMyFitness.com

- Run for the Nun - 2014
- Custom Markers
- Distance Markers
 - Distance: 1
 - Distance: 2
 - Distance: 3
 - Distance: 4
 - Distance: 5
- Route

SAVE THE DATE!



Run for the Nun

Sunday, April 6, 2014

5k run/walk

Please join Anna Tayoto, Seana Gaherin, Lindsey Reghitto, and Irena Jani, on Sunday, April 6, 2014 to "run for the nun" in support of the 2014 Project Hope Marathon Team!

More information to follow

<http://www.prohope.org/>

HOPE TO SEE YOU THERE!

**Town of Needham
Board of Selectmen
Minutes for March 18, 2014
Selectmen's Chamber
Needham Town Hall**

6:45 p.m. Informal Meeting with Citizens:
Thomas Crimlisk, 4 Memorial Circle spoke with the Board about his concern for a broken sidewalk on Highland Avenue near the High School. He also asked if the Town could take care of trees encroaching on his property.

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

7:00 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. Traffic Management Advisory Committee | Stephen Delisi (term expires 6/30/2015) |
| 2. Council of Economic Advisors | Richard Putprush (term expires 6/30/2016) |

CONSENT AGENDA

1. **Approve 2014 Mobile Food Truck license for Blue Ribbon Barbecue, Inc. Catering. All required forms have been completed and are on file.**

7:00 p.m. Public Hearing - Electronic Billboards:
Mr. Matthews stated the Board of Selectmen will hold a public hearing regarding a proposed amendment to the Town's by-laws that would allow electronic billboards to be erected along property that abuts the Needham stretch of Route 128/Route 95. He said there is an article on the May Annual Town Meeting warrant to amend the Town's by-law for inclusion of electronic billboards in Section 5.2 of the sign by-law. Mr. Matthews said both favorable and unfavorable comments have been received from residents, as well as an email from the Needham Business Association supporting the proposed by-law change. He noted the record will remain open for two weeks to receive written comment from other boards and committees.

Roy Cramer, Attorney and Andrew Goldberg, Logan Communications appeared before the Board to discuss the proposed amendment. Mr. Cramer said the State authorized electronic billboards last year when it put final regulations in place. He said electronic billboards are safe, efficient, and will have a positive impact on Needham, including increased revenue and the ability for public service announcements. He noted the proposed by-law amendment has been written

narrowly and restrictively, explaining billboards are allowed only in commercial zoning districts along the Route 128 corridor. Mr. Cramer explained the features and advantages of using an electronic billboard. He said electronic billboards are not a distraction to drivers and have height, spacing, and location limitations. Mr. Cramer noted the MBTA is exempt from local control, and while it has no plans to erect a billboard at this time, the Town would have no authority regarding potential revenue or public service announcements. A map and photos were shown indicating potential areas where billboards could be located along Route 128. Mr. Cramer said the Council of Economic Advisors and the Needham Business Association have voted in favor of the amending the sign by-law. He stated the Planning Board, Design Review Board, and the Finance Committee will discuss the issue at their next meeting.

Mr. Matthews invited public comment.

Claire Fusaro, 57 Brookline Street said she was surprised to see the public hearing notice and said the greenway entrance into Needham along Route 128 is beautiful and makes a nice statement about the Town. She commented she remembers the effort by Lady Bird Johnson to beautify America by removing billboards along highways across the country. She said billboards are a bad idea for the neighborhoods that abut Route 128. Ms. Fusaro asked if there was a limit to the number of potential billboards. She asked why is the Town is rushing to include the item at May 2014 Town Meeting, and feels the issue could be vetted more. Ms. Fusaro said she is not convinced the MBTA would site a billboard in Needham and said the Town could counter a proposal. She asked the Board of Selectmen consider withdrawing the Article before Town Meeting.

Larry Cohen, 77 Warren Street agreed with the comments made by Ms. Fusaro. He said the efforts by Lady Bird Johnson continue in the organization called "Scenic Massachusetts" formed several months ago to address concerns of the proliferation of electronic billboards. He noted current litigation in federal court testing State regulations, and said that may be a reason for the Town to slow down and wait for the results of the case. Mr. Cohen asked for a night time rendering of the roadway, and feels electronic billboards will be most problematic at night. He commented the Town may want to consider limiting the hours of operation, transferability of ownership, and imposition of fines for any wrongdoing in connection with the billboard.

Felix Taranto, owner of property where billboard would be located, said he is excited about the advertisement opportunity for shops, restaurants, and small businesses in Needham, as well as for Amber Alerts. He is in favor of electronic billboards.

Adriano Verano, 32 Henderson Street said electronic billboards are a great opportunity for businesses in Needham. He commented he likes that billboards and

signs that are allowed along Route 128, and not in the middle of Town. He noted the potential revenue would also be good for Needham.

Scott Muldoon, 83 Fair Oaks Park said he is unclear of the benefit to Needham and asked about potential revenue. He commented Needham takes pride in its environment moving toward becoming more “green” and said it is an image that makes him proud. Mr. Muldoon said the use electronic billboards are a bad statement for what Needham represents.

Mr. Cramer responded to some of the points made by residents saying even though there is about 6 miles of highway in Needham, only about 1.0 mile is available for using electronic billboards. He said realistically there would not be more than 2 or 3 sites available for electronic billboards. He stated the anticipated annual revenue for the Town is approximately \$50,000, with increases negotiated every 5 years by the Board of Selectmen. He noted the advocacy group “Scenic Massachusetts” and commented that while the group does not like billboards, their opinion is respected. However, the State’s pilot program on billboards was favorable and includes regulations. He noted the Board of Selectmen, as special permit granting authority, will be required to look at each proposed location and deem it appropriate or not.

Mr. Matthews commented on potential sites, and asked what right does the Board of Selectmen have to say, as a matter of esthetics, that a location is good or not?

Mr. Cramer pointed out Section 5.7.3 of the proposed amended by-law includes electronic billboard design criteria.

Ms. Cooley asked for names of towns closest to Needham that have billboards.

Mr. Goldberg said there are 2 billboards in Westboro on Route 9.

Mr. Borrelli commented on the amended by-law preempting the MBTA from erecting a billboard. He asked if the 2 or 3 potential billboard sites include the possibility of the MBTA construction of a billboard. Mr. Borrelli asked about the impact fee agreement associated with the billboard.

Mr. Goldberg said construction of a billboard by Needham cancels the ability of the MBTA to construct a billboard.

Mr. Handel said he has no position yet, but said he is concerned it would be a major step forward for the Town, and whether the billboard is electronic or not should not matter. He said he is concerned with the way the by-law is written as it gives the Board of Selectmen special permitting authority, but feels the kind of special permit required falls under the Design Review Board or Planning Board. He said the Board of Selectmen typically do not make esthetic decisions. He also said a decision should not be made based on the fact the Town will receive revenue, but whether or not there should be a change to the look of Route 128.

Mr. Borrelli said he voted against putting the issue on the Annual Town Meeting warrant, and commented he feels there are too many questions still to be answered.

Mr. Bulian said he has not made a decision yet and wants to hear from the Finance Committee, the Planning Board, and the Design Review Board. He said more feedback is necessary from other Boards and the public.

Mr. Cramer made final comments and thanked the Board of Selectmen for their time.

Mr. Matthews closed the public hearing and said the Board of Selectmen will take the matter under advisement with additional written and formal comments from the Design Review Board and the Planning Board.

8:00 p.m.

Adjourn:

Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of March 18, 2014.

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

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

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

**Town of Needham
Board of Selectmen
Minutes for March 25, 2014
Selectmen's Chamber
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, Marianne B. Cooley, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Introduction of Fire Captain:
Paul Buckley, Fire Chief appeared before the Board to introduce newly appointed Fire Captain John Krawiecki. Chief Buckley said Captain Krawiecki is a lifelong resident of Needham, and gave a brief background of his 37 years of experience with the Needham Fire Department. Chief Buckley said he has great confidence in Fire Captain Krawiecki's knowledge and experience, and is very proud to introduce him to the Board of Selectmen.

The Board congratulated Captain Krawiecki on his promotion and wished him the best in his new position.

7:03 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. **Water / Sewer Rate Structure Committee Steven Rosenstock (term expires 6/30/17)**

CONSENT AGENDA

1. **Accept the following donations made to the Needham Park and Recreation Commission for its Arts in Parks Concert Series: \$600 from Louise Condon Realty and \$600 from Dedham Savings Bank.**
2. **Accept the following donations made to the Needham Off Leash Dog Area account: \$50 from Regina Pyle; \$50 from Risa Weinrit; \$15 from Andrew Miller; \$250 from Laura Spitz; \$ 10 from Jessica Weis; \$100 from Gail Cohen; \$ 250 from Toni Gillis; \$100 from Ronnie Schauer; \$100 from Christel Morley; \$100 from Heather Finnegan; \$50 from Wendy Decker; \$100 from Lee Larkin; \$100 from Sarah Ragland; \$50 from Patricia Trebino.**
3. **Approve a Special One Day All Alcoholic Beverages License for Stephen Pitocchelli of the Village Club to hold a Boston Marathon Fundraiser on**

March 28, 2014 from 5:00 p.m. to 12:00 a.m. The event will be held at the Village Club, 83 Morton Street, Needham.

- 4. Approve a Special One Day All Alcoholic Beverages License for Stephen Pitocchelli of the Village Club to host a Retirement Party on April 26, 2014 from 2:00 p.m. to 12:00 a.m. The event will be held at the Village Club, 83 Morton Street, Needham.**
- 5. Approve a Special One Day All Alcoholic Beverages License for Stephen Pitocchelli of the Village Club to hold a Scholarship Dance on May 3, 2014 from 6:00 p.m. to 12:00 a.m. The event will be held at the Village Club, 83 Morton Street, Needham.**
- 6. Approve a Special One Day All Alcoholic Beverages License for Nicole Cunningham of the Real Estate Bar Association for Massachusetts, Inc. to hold its Women's Networking Reception on April 3, 2014 from 5:00 p.m. to 8:00 p.m. The event will be held at the Needham Historical Society, 1147 Central Avenue, Needham.**
- 7. Water & Sewer Abatement Order #1177**
- 8. Accept a \$700 donation made to Needham Youth Services from the Needham Community Council. The monies are to be used to sponsor Needham Youth Services Project Van program.**

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

7:05 p.m.

Department of Public Works:

Richard Merson, DPW Director appeared before the Board with two traffic regulations to discuss:

1. Notice of Meter Traffic Regulation - Avery Square

Mr. Merson said new regulations are proposed for metered parking spaces in front of the Post Office, and at Avery Square.

Motion by the Mr. Bulian that the Board vote to approve and sign the Notice of Traffic Regulation Permit #P14-03-25 creating a meter parking regulation HIGHLAND AVENUE - East side from a point 125 feet north of Mark Lee Road to Hunnewell Street; and at AVERY SQUARE - North side from HIGHLAND AVENUE to a point 120 feet west of HIGHLAND AVENUE.

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

2. Notice of Experimental Special Permit Parking Regulation - Ellis Street at Mills Road

Mr. Merson said the PPBC has requested and the Park and Recreation Commission has approved temporary parking for construction vehicles on Ellis Street at Mills Field. He stated this temporary regulation will allow parking for up to twelve vehicles; twelve parking spots will remain for users of the park, and noted the regulations are intended on being renewed every thirty days for the next eighteen months until the Saint Mary's Pump Station construction is completed.

Motion by Mr. Handel that the Board vote to approve the Experimental Traffic Regulation in accordance with the Needham Traffic Rules and Regulations Section 3-6 for Ellis Street; Twelve Special Permit Parking Spots, special permit placard required 6:00 AM to 3:30 PM Monday through Friday in the location as shown on the attached sketch.

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

Mr. Matthews noted tonight's meeting is being tape recorded consistent with the open meeting law, as well as being televised.

7:08 p.m.

Town Manager:

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

1. Open Special Town Meeting Warrant

Ms. Fitzpatrick recommended that the Board vote to open the warrant for the May 12, 2014 Special Town Meeting. She noted the warrant is scheduled to be closed on April 9, 2014.

Motion by Mr. Bulian that the Board vote to open the warrant for the May 12, 2014 Special Town Meeting.

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

2. Update Annual Town Meeting Warrant

Ms. Fitzpatrick updated the Board on the status of the Annual Town Meeting Warrant. She said there were several things of note for the Boards' action, including a proposed revision to the soil moisture sensor by-law as part of the residential gallons/capita/day plan filed with the DEP. Ms. Fitzpatrick commented on a technical correction to the Private Ways by-law, which includes the entire Private Ways by-law in the motion. She also noted six zoning articles approved by the Planning Board are incorporated into the warrant. She said both the Community Preservation Committee and the Finance Committee will hold their scheduled meetings tomorrow night, and will make final recommendations if necessary. She commented the Director of Community Planning and Development and the Planning Board Chairman have been invited to the next Board of Selectmen meeting scheduled for Wednesday, April 9, 2014 to discuss zoning articles. She asked the Board let her know if they would like presentations on any additional articles.

Motion by Mr. Handel that the Board vote to approve the revision to the 2014 Annual Town Meeting Warrant, subject to technical corrections to be made by the Town Manager, Town Counsel, and Bond Counsel.

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

Ms. Fitzpatrick noted she met with representatives from the League of Women Voters who advised precinct meetings will be held on Monday, April 28, 2014.

7:13 p.m. Board Discussion:

1. Committee Reports

Mr. Matthews reported the Needham Minuteman High School Committee continues work on a new agreement concerning town participation and reconfiguring the district so that the school can move forward with its badly needed renovation project.

Mr. Matthews noted this is the last meeting before the Town election on April 8, 2014 and acknowledged his time serving as Chairman. He thanked everyone for their help throughout the year.

7:18 p.m. Executive Session - Exception 3 (potential litigation):

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

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

Not to return to open session prior to adjournment.

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

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

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

Note: The meeting adjourned at 9:00 p.m.

**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)	JAMIE BREWSTER GUTNER		
Event Manager Address	300 HILLSIDE AVE		
Event Manager Phone Number	781-455-7555 or 781-258-6333		
Organization Representing (if applicable)	NEEDHAM COUNCIL ON AGING		
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: MUNICIPAL		
Name of Event	DEDICATION		
Date of Event	APRIL 6, 2014		
License is for Sale of:	<input type="checkbox"/> Wines & Malt Beverages Only <input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM: 2 pm	TO: 4 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.			
Who will be serving the alcohol to your guests? MATT CHINO			
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). Attendees will walk up to wine table (staffed by tips art) to get wine (only). Matt will check IDs, if necessary. INVITATION ONLY. not open to public			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan. GUESTS WILL NOT BE PURCHASING ALCOHOL. MATT CHINO WILL BE PREPARING.			
<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:	Jamie Brewer Gutner		Date: 4/4/14

PARKING

RECEPTION

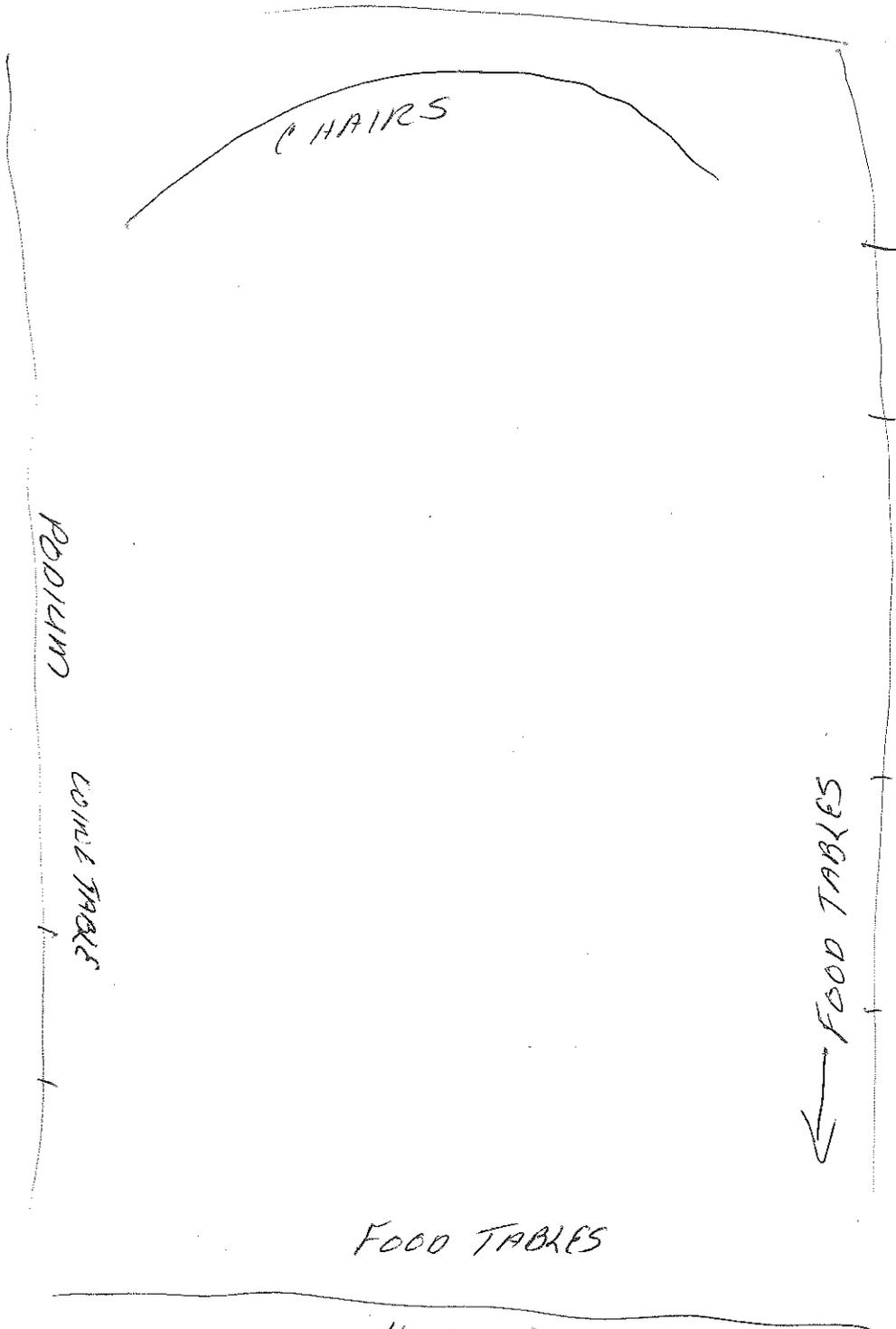
CONSOLE TABLE

CHAIRS

← FOOD TABLES

FOOD TABLES

KITCHEN



THE CENTER AT THE HEIGHTS



Dedication Ceremony

April 6, 2014

SPECIAL THANKS

Friends of Needham Elderly:

Pat White
Jan Dorsey
Elizabeth Rosa
Isabelle Avedikian
Betsy Tedoldi
Judi Finkle

Jay Kaplan
Sylvia Shuman
Carol Dittmore
Stephen Cadigan
Jackie Julian-Martin
Nancy Wetherell

Council on Aging Advisory Board:

Adele Chang
Jack Donna
Rachel Mahar

Ann DerMarderosian
Marjorie Gaultitz

Council on Aging Staff:

LaTanya Steele
Joan Definis
Dorene Nemeth
Clif Holbrook
Michael O'Toole
Yustil Mejia

Barbara Falla
Penny Gordon
Kathy Worthach
Fred Bowen
Dylan Copley
Mario Clavell

Council on Aging Board of Directors:

Carol de Lemos, *Co-Chair*
Colleen Schaller, *Co-Chair*

Scott Brightman
Edward Cosgrove
Dan Goldberg
Eilene Kleiman
Lianne Relich

Roma Jean Brown
Phyllis Fanger
Susanne Hughes
Andrea Rae
Mary Elizabeth Weadock

ACKNOWLEDGEMENTS

PROGRAM OF EVENTS

Board of Selectmen:

Daniel Matthews, *Chairman*
Matthew Borrelli
John Bulian
Marianne Cooley
Maurice Handel
Denise Garlick
James Healy
Jerry Wasserman
John (Jack) Cogswell

Town Manager:

Kate Fitzpatrick

Building Committee:

George Kent, *Chair*
Stuart Chandler
Natasha Espada
John Keene
Paul Salamone
Roy Schifilliti
Irwin Silverstein
Jamie B. Gutner, Executive Director COA
Colleen F. Schaller, Council on Aging

Architect:

Bargmann Hendrie + Archetype, Inc.,
Joel Bargmann-Principal, Deborah Robinson,
Thomas Scarlata, Susan Spaulding

Project Manager:

Steve Popper, Phaldie Taliep

General Contractor:

Colantonio

Senior Center Exploratory Committee:

James Healy, *Co-Chair*
Denise Garlick, *Co-Chair*
Matthew Borrelli
Marianne Cooley
Lawrence Cummings
Carol de Lemos
Maurice Handel
Jay Kaplan
Lianne Reich
Colleen Schaller
Mary Elizabeth Weadock

RIBBON CUTTING

Daniel Matthews, *Chair Board of Selectmen*
James Healy, *Co-Chair SCEC*
Denise Garlick, *Co-Chair SCEC*
George Kent, *Chair PPBC*
Kate Fitzpatrick, *Town Manager*

WELCOME

Jamie Brenner Gutner, *Executive Director - COA*

Executive Office of Elder Affairs:

Ann Hartstein, *Secretary of Elder Affairs*
Emmett Schmarsow, *Program Manager for Council
on Aging and Senior Centers*

DONOR PRESENTATION

Isabelle Avedikian - *Friends of Needham Elderly*
Needham Bank
Representative Denise Garlick
Dedham Savings Charitable Foundation

CLOSING REMARKS

Carol de Lemos, *Co-Chair COA Board of Directors*
Colleen Schaller, *Co-Chair COA Board of Directors*

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:	-\$213.40
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$344.90
Transfer Station Charges:	\$0.00
Total Abatement:	-\$558.30

Order #: 1178

Read and Approved: 4/4/14


Assistant Director of Public Works


Director of Public Works

For the Board of Selectmen

Date: 4/9/14

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

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Order #: 1178

Read and Approved: 4/4/14


Assistant Director of Public Works


Director of Public Works

For the Board of Selectmen

Date: 4/9/14