

BOARD OF SELECTMEN
July 25, 2014
Needham Town Hall
Agenda

1.	12:30	Board Review of FY2014/2015 Goals
2.	1:30	Board Discussion of FY2015/2016 Goals
3.	3:30	Identification of Priority Projects

FY2014-FY2015 Board of Selectmen Goals

Adopted: *August 20, 2013*

1. **Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.**

Continuing Strategies

- Update the Facility Master Plan (**Include reference to specific projects? Include Financing Plan?**)
- ~~Evaluate and make changes as necessary to polling locations.~~
- ~~Improve the DPW Complex beginning with the construction of garage bays.~~
- Participate in the evaluation of capital facilities and Regional Agreement for Minuteman School.
- Evaluate targeted options for property acquisition.

2. **Maintain and improve the vitality and economic success of the Town.**

Continuing Strategies

- Further review the Needham Center Zoning.
- ~~Expand the amount and accessibility of surface parking in Needham Center.~~
- Improve the Needham Center streetscape and infrastructure.
- Complete the preferred renovation of Highland Avenue from Webster Street to the Charles River (State highway).
- Monitor implications of the add-a-lane project and assure that Needham's interests are addressed in the final design.
- Develop a consensus with Newton regarding transportation options along the Highland Avenue/Needham Street corridor.
- Evaluate options to address the issue of empty storefronts in Needham Center
- ~~Develop a formal protocol for mobile food vendors.~~
- Encourage a review of the thresholds for site plan and special permit review, particularly in the downtown.
- Develop a plan for strengthening relationships with businesses located in Needham.
- ~~Recommend a Home Rule Petition allowing sale of all alcoholic beverages in restaurants with fewer than 100 seats.~~
- Initiate a collaborative planning effort with Wellesley and Newton.
- ~~Explore "Pianos in the Park" concept.~~

3. **Expand energy efficient and environmentally sound operations for the Town and its residents and businesses.**

Continuing Strategies

- Pursue the siting of a solar installation at the RTS and review options for roof-top installations.
- ~~▪ Review and revise as necessary the Integrated Pest Management Policy.~~
- ~~▪ Evaluate participation in the Solarize project.~~

4. Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work.

Continuing Strategies

- Develop a shared use recreational rail trail from Needham Junction to the Dover line.
- Evaluate the impact of broadening the historical demolition delay By-law.
- ~~▪ Implement an off-leash dog area in Needham.~~
- Work with the Planning Board on zoning provisions relating to residential construction.
- Evaluate the need to regulate services offered in day spas.
- Preserve the Town's interests in the Needham Mews project.
- Consider the merits of a tree removal by-law.
- ~~▪ Evaluate options for siting of digital billboards on Town property.~~
- ~~▪ Implement a bicycle and road race policy.~~
- Update the Town's Affordable Housing Plan
- Evaluate and make recommendations relative to Medical Marijuana zoning and public consumption provisions.
- Evaluate the status of paper roads in Needham.
- ~~▪ Evaluate the use of mobile information sign boards.~~
- ~~▪ Evaluate the charge of the Traffic Management Advisory Committee.~~

5. Maintain and enhance the Town's Financial Sustainability

Continuing Strategies

- ~~▪ Formalize fund targets for specialized stabilization policies.~~
- ~~▪ Evaluate options relative to the financial sustainability of the RTS.~~
- Review current approaches to financing playgrounds.
- Explore options for increasing the amount of funds available for cash capital.

6. Evaluate Town Operations and Administration.

New Initiatives

- Evaluate the need for a board and committee handbook.
- ~~▪ Review the Town Manager Evaluation Policy.~~
- Consider a by-law to increase handicap parking fines.

Board Goals FY2015 – 2016
Items for Consideration
6.4.2014

- Review special stabilization fund targets, specifically the Athletic Facility Fund.
- Develop a bridge inventory including ownership, status, and projected capital improvement costs.
- Pursue efforts to improve drainage capacity and reduce incidence of flooding in Needham.
- Evaluate the Ridge Hill structures to develop short-term options for repurposing.
- Develop an inventory of memorial signs and plaques and a plan for cleaning and maintenance.
- Develop an inventory of American Flag locations with status and replacement methodology.
- Develop a plan for beautification and improvement at the RTS facility.
- Review municipal traffic signs for graffiti, reflectivity, etc. and make recommendations for replacement.
- Work with the Finance Committee and School Committee to review the iPad 1:1 program in accordance with the resolution adopted at the 2014 Town meeting.
- Evaluate the need for a task force to make recommendations for a growing trash problem throughout the Town.
- Evaluate the benefits of implementing municipal energy aggregation.
- Consider a General By-law amendment concerning the status of elected officials who have been indicted.
- Consider a General By-law amendment requiring locating public shade trees on plot plans prior to issuance of a building permit.
- Evaluate the options for placing utility infrastructure underground in the business districts.
- Evaluate the possibility partnering with local businesses to relocate and/or consolidate private dumpsters in municipal lots.
- Update and post Board of Selectmen policies.
- Explore the feasibility of implementing a permit parking program in Needham Heights.
- Develop a proposed financing plan for the renovation of Rosemary Pool.
- Evaluate the need for a revision to the General By-laws concerning snow removal in the business districts.
- Evaluate the concept of constructing a hockey rink in a public/private partnership.
- Evaluate the extent of socio-economic displacement that may or may not be occurring in Needham and decide whether or not there is a problem warranting the development of any local mitigation efforts. This would include a range of issues including “big house”

conversations and the ability of those on fixed or lower incomes to remain part of the community.

- Evaluate holiday hours for package stores.
- Evaluate zoning issues around Mixed Use 128 and the industrial zones on both sides of I95.
- Promote the availability of natural gas service for residents of the Town who want it.
- Evaluate the impact of converting the Town's water supply to an all-MWRA model.
- Develop a policy to promote the rotation of appointed board chairs.
- Encourage rotation of elected board chairs.
- Develop a proactive means of enforcement of Planning Board and ZBA Special Permits. (Encourage the Planning Board to rely on the Town's Inspectional Services Department rather than on rehearing minor applications for insignificant changes as a means of enforcement.)
- Expand the hours of operation of the Senior Center.
- Evaluate the health implications of open fire cooking in commercial areas.
- Coordinate with DCR to encourage access to Cutler Park.
- Establish fishing areas at ponds and on the Charles River.
- Outreach to Olin and Babson to discuss availability of land for lease.

**Examples of Senior Leadership Team On-Going Projects for
In Addition to Board Goals**

- Improvement of parking lot directional signage in Needham Center
- Completion of the Private Ways Policy
- Implementation of on-street parking on Garden Street
- Town Common Historic Redesign project implementation
- Develop and recommend local medical marijuana regulations
- Monitor MDL process
- Implement the Veterans' Tax Work Off Program
- Oversee education and enforcement of amended sign-by-law, particularly in the downtown area
- Develop recommendation for interim permit parking at 66-70 Chestnut Street
- Complete Road Event policy
- Participate in Minuteman School Inter-municipal Agreement Subcommittee
- Stephen Palmer and 66-70 Chestnut Street surplus equipment auction
- Facility financing plan
- FY16 – 20 pro forma
- Health and Human Services consolidation Plan
- Rail Trail implementation
- Collective bargaining ITWA, Police, Police Superiors, BCTIA
- Non-union pay and class study and recommendations
- Management pay and class study and recommendations
- Install Little Library Boxes.
- Develop and recommend Center at the Heights rental policy.
- Agreement with Needham Bank on a framework for the use of Eaton Square Plaza
- Complete Aqueduct Trail application
- Begin planning for license renewal at Library/Christ Episcopal Church
- Implement dog off-leash area
- Recruitment of Fire Chief, Director of Public Health, RTS Superintendent, Assistant RTS Superintendent, Assistant Director of Park & Recreation
- Complete transition of St. Joseph's employee parking from Emery Grover to Stephen Palmer lot
- Oversee Health Suite renovation and re-entry of Department staff
- Oversee solar installation project
- Update personnel policies

Department of Public Works
Master Project Schedule

Division	Project Title	Project Manager	Team Members	Stage	Contract Amount (Use Numbers Only)	Source of Funds	Total Appropriation / Budget / Estimate	Start Date	Estimated Completion Date	Current Status (% Complete)	Actual Expenditures to Date (Use Numbers Only)	Key Issues	Mission & Service Tie In
Highway	Crack Sealing	R. Hoyland	E. Lannigan	Plan	\$107550 (CO pending)	Winter Rapid Recovery Road Program (WRRRP) (\$60,594); Parking Meter Fund; Operating	\$107,550			90%	\$60,594	Determine Parking Meter Fund Contribution	Assuring Safe and Adequate Transportation Systems

	A	B	C	D	E	F	G	H	I	J	K	L
1	DPW Division	Project Title	Project Manager	Team Members	Stage	Contract Amount (Use Numbers Only)	Source of Funds	Start Date	Estimated Completion Date	Current Status (% Complete)	Actual Expenditures to Date (Use Numbers Only)	Key Issues
2	Public Facilities	Public Safety and Eliot Boiler Repairs	C. Laffey	W. Whisler, S. Maloney	Construction	\$19,132	Facilities Maintenance Warrant Art. ATM 5/2013	8/1/2014	9/30/2014	0%	\$0	Contract awarded to Atlantic Power Services, construction to begin
3	Public Facilities	Lighting Replacement RTS	C. Laffey	W. Whisler, S. Maloney	Construction	\$24,700	Facilities Maintenance War Art STM 11/13	3/1/2014	4/30/2014	0%	\$0	Contract awarded (YES), construction to begin (need to do a change order to extend expiration date)
4	Public Facilities	Duct Cleaning PSAB, Mitchell & High Rock	C. Laffey	W. Whisler, S. Maloney	Construction	\$125,000	Facilities Maintenance Warrant Art. ATM 5/2014	7/7/2014	9/1/2014	0%	\$0	Contract awarded to Air Duct Services, Mitchell work done
5	Public Facilities	Asbestos Abatement and flooring Pollard and Broadmeadow	C. Laffey	W. Whisler, S. Maloney	Construction	\$153,514	Facilities Maintenance Warrant Art. ATM 5/2014 & 5/2015	7/14/2014	9/1/2014	0%	\$0	Contract awarded to Air Quality Experts, construction to begin this week
6	Public Facilities	Broadmeadow Retro-Commissioning	C. Laffey	W. Whisler, S. Maloney	Design	\$35,248	Energy Efficiency Warrant Art. STM 11/13	7/7/2014	9/1/2014	0%	\$0	Firm selected - SED Associates, waiting for Town Manager approval
7	Public Facilities	Fire Station #2 Second Floor Windows (14 windows)	C. Laffey	W. Whisler, S. Maloney	Construction	\$17,000	Energy Efficiency Upgrades Warrant Art. STM 11/13	6/1/2014	7/31/2014	0%	\$0	Contract awarded to Suburban Glass, work to begin
8	Public Facilities	Generator Senior Center	C. Laffey	W. Whisler, S. Maloney	Construction	\$37,910	Capital FY 2014 STM 11/14	6/1/2014	8/1/2014	0%	\$0	Contract awarded to FM Generator, drawings for generator received
9	Public Facilities	NHS Concrete Stairs Replacement	C. Laffey	W. Whisler, S. Maloney	Construction	\$24,840	Facilities Maintenance Warrant Art. ATM 5/2014	7/15/2014	9/1/2014	0%	\$0	Contract awarded to Krishna Construction, construction to begin
10	Public Facilities	Reconstruction of Showers Fire Station 1	C. Laffey	W. Whisler, S. Maloney	Construction	\$53,900	Facilities Maintenance Warrant Art. ATM 5/2014	7/10/2014	9/1/2014	50%	\$0	Contract executed with APC, construction in progress

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11	Public Facilities	Installation of Monument at NHS	C. Laffey	W. Whisler, S. Maloney	Construction	\$28,067	Facilities Maintenance Warrant Art. ATM 5/2014	8/1/2014	9/1/2014	0%	\$0	Contract awarded, Suburban Glass to begin construction
12	Public Facilities	Core Fleet - Transit Van	C. Laffey	W. Whisler, S. Maloney	Construction	\$25,684	May 2014 ATM Capital - Core Fleet	7/25/2014	10/1/2014	0%	\$0	Confirming Agreement drafted with MHQ - waiting to send to vendor
13	Public Facilities	Wood Floor Refinishing Various Bldgs	C. Laffey	W. Whisler, S. Maloney	Construction	\$23,316	Facilities Maintenance Warrant Article AMT 5/2014	8/1/2014	9/1/2014	0%	\$0	Schedule for flooring work completed - work to begin in August