

BOARD OF SELECTMEN
September 23, 2014
Needham Town Hall
Revised Agenda

	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Public Hearing- Lighttower Fiber Networks- A Street <ul style="list-style-type: none"> • Mark Vegnani, Firber Construction Engineer • Bill Conway, Axis Engineering Group
2.	7:00	Public Hearing-Comcast- B Street <ul style="list-style-type: none"> • Manuel Furtado, Comcast Corporation
3.	7:05	Representative Garlick
4.	7:30	Solar Update <ul style="list-style-type: none"> • Hank Haff and Beth Greenblatt
5.	7:45	DPW Director <ul style="list-style-type: none"> • Flooding Mitigation Update • Sign Notice of Traffic Regulation – Village Lane • Sign Notice of Traffic Regulation – Upland Road • Sign Notice of Traffic Regulation – Hawthorne Avenue
6.	8:00	Town Manager <ul style="list-style-type: none"> • Close Special Town Meeting Warrant • FY2015-2018 Collective Bargaining Agreements-ITWA
7.	8:15	Board Discussion <ul style="list-style-type: none"> • Committee Reports
8.	8:30	Executive Session Exception 2

CONSENT AGENDA *=Backup attached

1.	Accept a \$25 donation made to Needham Youth Services from Karen Frascatore, a Needham resident. The monies are to be used to sponsor Needham Youth Services Babysitting program.
2.*	Water and Sewer Abatement Order #1185
3.*	Approve a One Day Special All Alcoholic Beverages License for Ted Cormier, of the YMCA to host its YMCA Giving Gala on Saturday, November 1, 2014 from 6:00 p.m. to 11:30 p.m. This event will be held in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.
4.*	Approve a request from the Needham Running Club to hold its annual road race on Thursday, January 1, 2015 from 7:00 a.m. to 1:00 p.m. The route has been approved by the following departments: DPW, Police, Fire and Park and Recreation.

5.	Accept the following donation made to the Needham Community Revitalization Trust Fund: \$ 420 from Steve Schwede, Fastsigns of Needham.					
6.*	Approve Open Session Minutes from September 10, 2014.					
7.*	Approve a One Day Special All Alcoholic Beverages License for Andy Bartlett of St. Sebastian's School to host its Alumni Dinner on Thursday, October 23, 2014 from 6:00 p.m. to 10:00 p.m. Event is to be held in Ward Hall at St. Sebastian's School, 1191 Greendale Avenue, Needham.					
8.	Grant permission for the following residents to hold a Block Party:					
	Name	Address	Party Location	Party Date	Party Rain Date	Party Time
	Jill Cotter	15 Holland Street	Holland Street	10/5/2014		3-6 pm
	Liz Berkman	113 Melrose Avenue	Hatfield Park	9/27/2014	9/28/2014	1-5 pm
	Bill Gallagher	48 Hawthorn Avenue	48 Hawthorn Avenue	10/4/2014	10/5/2014	4-8 pm
	Rob Fish-ratify	22 Hewett Circle	Hewett Circle	9/14/2014		1-5 pm



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

MEETING DATE: 09/23/2014

Agenda Item	Public Hearing – Lightower Fiber Networks Petition for A Street
Presenter(s)	Mark Vegnani, Fiber Construction Engineer Bill Conway, Axis Engineering Group

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED								
	<p>Lightower Fiber Networks requests permission to install 217 feet of 4” PVC communication conduit and other supporting and protecting equipment from existing NSTAR MH#28548 on the north side of A Street to the building at 110 A Street. The conduit will be installed by Lightower and will serve to provide telecommunication service to the business at 110A Street from the Lightower network.</p> <p>The Department of Public Works has approved this petition, based on Lightower Fiber Networks 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 Lightower Fiber Networks to install 217 feet of 4” PVC communication conduit and other supporting and protecting equipment from existing NSTAR MH#28548 on the north side of A Street to the building at 110 A Street. The conduit will be installed by Lightower and will serve to provide telecommunication service to the business at 110A Street from the Lightower network.</p>								
3.	BACK UP INFORMATION ATTACHED	YES	NO						
	<p>(Describe backup below)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a. Letter of Application</td> <td style="width: 50%;">d. Notice Sent to Abutters</td> </tr> <tr> <td>b. Petition</td> <td>e. List of Abutters</td> </tr> <tr> <td>c. Petition Plan</td> <td></td> </tr> </table>			a. Letter of Application	d. Notice Sent to Abutters	b. Petition	e. List of Abutters	c. Petition Plan	
a. Letter of Application	d. Notice Sent to Abutters								
b. Petition	e. List of Abutters								
c. Petition Plan									



August 27, 2014

Board of Selectmen
Town of Needham
500 Dedham Avenue
Needham, MA 02492

RE: Grant of Location Fiber Optic Cable Installation
110 A Street, Needham, MA

Dear Member of the Board of Selectmen:

Lighttower Fiber Networks LLC respectfully submits the enclosed documents for proposed work at 110 A Street for review and approval by the Board of Selectmen. The project involves the installation of 217 feet of four (4) inch PVC communication conduit and other supporting and protecting equipment from existing NStar MH#28548 on the north side of A Street to the building at 110 A Street. The conduit will be installed by Lighttower and will serve to provide telecommunication service to the business at 110 A Street from the Lighttower network.

As requested by the Board, for consideration of the grant of location for the conduit placement, please find enclosed three (3) copies of the "Proposed Conduit Installation at 110 A Street, Needham, MA" for your review.

If you have any questions or concerns, please feel free to contact me at (508)-208-9117.

Regards,

Mark Vegnani

Mark Vegnani
Fiber Construction Engineer

C:DPW
8-27-14
ok to
proceed
Mr. Tom Rider
DPW Supv.
9/9/14
OK R.P. Merson
DPW Director
9/10/14

PETITION OF
LIGHTOWER FIBER NETWORKS LLC,
FOR LOCATION OF CONDUIT

_____,2014

To the Board of Slectmen of the Town of Needham, MA:

The undersigned respectfully petitions

That permission be granted to Lightower Fiber Networks, LLC of 80 Central Street, Boxborough, MA 01719, for lead company status to install approximately 217 feet of underground conduit, with necessary wires/cable therein, on the north side of A Street from NStar MHH#28548 to the building located at 110 A Street, Needham, MA. The proposed conduit installation is indicated on the attached plan "Proposed Conduit Installation at 110 A St. in Needham, MA" Said plan has been placed on file at the office of the Board of Selectmen. The purpose of the proposed installation is to provide utility service for the business located at 110 A Street.

LIGHTOWER FIBER NETWORKS,LLC

Petitioner: Mark Vegnani, Fiber Construction Engineer

Signature: _____

Address: 80 Central Street

Boxborough, MA 01719

Telephone: (508)-208-9117

Signature: _____

Board of Selectmen, Chair



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 September 23, 2014** upon petition of Lighttower Fiber Networks dated **August 27, 2014** to install 217 feet of 4" PVC communication conduit and other supporting and protecting equipment from existing NSTAR MH#28548 on the north side of A Street to the building at 110 A Street. The conduit will be installed by Lighttower and will serve to provide telecommunication service to the business at 110 A Street from the Lighttower network.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Mark Vegnani, Fiber Construction Engineer at 508-208-9117.

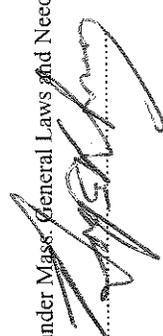
John A. Bulian
Maurice P. Handel
Matthew D. Borrelli
Marianne B. Cooley
Daniel P. Matthews

BOARD OF SELECTMEN

Dated: September 10, 2014

110 A STREET

<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>
199/300.0-0027-0000.0	77	A ST	GENERAL DYNAMICS C4 SYSTEMS, INC. GENERAL DYNAMICS NETWORK SYSTEMS, I	77 A STREET - BLDG. 24	NEEDHAM	MA	02494
199/300.0-0028-0000.0	37	A ST	NORMANDY GAP-V DEVELOPMENT NEEDHAM LLC	53 MAPLE AVE	MORRISTOWN	NJ	07960-5219
199/300.0-0032-0000.0	40	A ST	FORTY A LIMITED PARTNERSHIP	P.O. BOX 95	WESTWOOD	MA	02090
199/300.0-0033-0000.0	72	A ST	DIGITAL FIRST AVENUE, LLC	128 FIRST AVENUE	NEEDHAM	MA	02494
199/300.0-0033-0001.0	72	A ST	DIGITAL 128 FIRST AVENUE, LLC	128 FIRST AVENUE	NEEDHAM	MA	02494
199/300.0-0033-0002.0	128	FIRST AVE	PARTNERS HEALTHCARE SYSTEM, INC.	PRUDENTIAL TOWER 800 BOYLSTON	BOSTON	MA	02119
199/300.0-0034-0000.0	110	A ST	HATOUN, ANTOINE G, TRUSTEE THE INTEX REALTY TRUST	110 A STREET	NEEDHAM	MA	02494
199/300.0-0035-0000.0	130	A ST	130-150 A STREET, LLC C/O 150A#1 LIMITED PARTNERSHIP	C/O SMC PARTNERS LLC	WATERTOWN	MA	02472
199/300.0-0037-0000.0	206	A ST	ECLIPSE REALTY MANAGEMENT, LLC.	BOX 920757	NEEDHAM	MA	02492

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




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

MEETING DATE: 09/23/2014

Agenda Item	Public Hearing – Comcast Corporation Petition for B Street
Presenter(s)	Manuel Furtado, Comcast Corporation

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>Comcast Corporation requests permission to install approximately 220' of 3" PVC in grass from existing Vault located at 30 B Street to Private Property located at 9 B Street.</p> <p>The Department of Public Works has approved this petition, based on Comcast Corporations' commitment to adhere to regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p>Suggested Motion: Move that the Board of Selectmen approve and sign a petition from Comcast Corporation requests permission to install approximately 220' of 3" PVC in grass from existing Vault located at 30 B Street to Private Property located at 9 B Street.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>(Describe backup below)</p> <ul style="list-style-type: none"> a. Petition b. Petition Plan c. Notice Sent to Abutters d. List of Abutters 			

PETITION OF COMCAST CABLE INC. FOR COMMUNICATION CABLE INSTALLATION

Town of Needham / Board of Selectman:-

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

To install approximately 220' of 3" PVC in Grass from existing Vault located @ 30 B Street to Private Property described in Attached Drawings

Submitted is a set of plans of said communications infrastructure.

DATE 4 September 2014

BY _____

Manuel Furtado

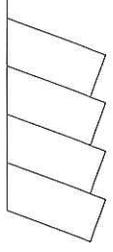
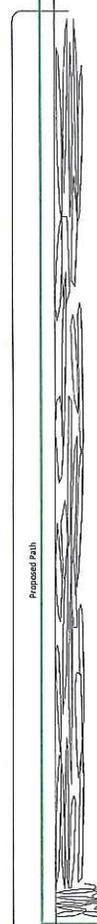
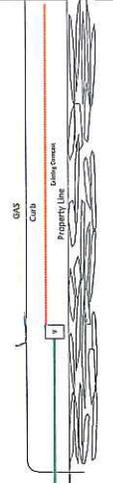
Permit Representative

OK to
Proceed
TM (Tom Ryder
DPW Eng.)
9/1/14
OK R. B. Dawson
DPW Director
9/11/14

#30 B St.

A Street

B Street



100' x 100' (20' x 20')
 100' x 100' (20' x 20')
 100' x 100' (20' x 20')
 100' x 100' (20' x 20')

Office
 345 W. 1st St.
 COCA SODA

#9 B St.

T 1.1
 DRAWING BY JMC
 DATE ISSUED 4/27/14
 SCALE NOTED N/A

SHEET TITLE
 TELECOMMUNICATIONS
 CONDUIT

PROJECT NAME
 200' x 100'
 COCA SODA PARK

REVISIONS
 No. Date Description

Standard Topology:



9 B St, Needham, MA 02494, USA

Existing vault

Vault

8 St

3rd Ave

4th Ave

Hunting Rd

Keenick St

Blue Heron Trail

Geney St

Rossiter Rd

Avonoir

Parker Rd

Starting @ Take off Pole @ 4th Street Overlash 990' of Trunk cable to Risor Pole
Continue UG in 4" pipe for 1910' to Existing Vault. Continue trenching for 608' To
Corner of Building And Place Vault. Core into building and run a RG-11 Cable to IT
room Located within 200' of Vault.

© 2014 Google

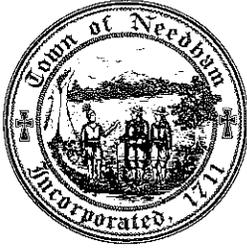
1995

Imagery Date: 8/24/2013

W elev 113 ft

eye alt 3390 ft

Google earth



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 September 23, 2014** upon petition of Comcast Corporation dated **September 4, 2014** to install approximately 220' of 3" PVC in grass from existing Vault located at 30 B Street to Private Property located at 9 B Street.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Manuel Furtado, Permit Representative at Comcast, (508) 884 2362.

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

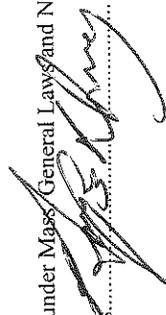
BOARD OF SELECTMEN

Dated: September 15, 2014

9 B Street

<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>
199/001.0-9999-9999.0	0	ROUTE 128	COMMONWEALTH OF MASSACHUSETTS DEPT. OF PUBLIC WORKS - MDC	10 PARK PLAZA	BOSTON	MA	02116
199/300.0-0011-0000.0	151	THIRD AVE	NEEDHAM EXPRESS LIMITED PARTNERSHIP C/O DANAC LLC	5404 WISCONSIN AVE	CHEVY CHASE	MD	20815
199/300.0-0012-0000.0	117	KENDRICK ST	INTERCONTINENTAL FUND III 117 KENDRICK STREET LLC	1270 SOLDIERS FIELD RD	BOSTON	MA	02135
199/300.0-0014-0000.0	9	B ST	COCA COLA REFRESHMENTS C/O PROPERTY TAX DEPT, NAT 11	PO BOX 1734	ATLANTA	GA	30301
199/300.0-0017-0000.0	156	B ST	GENERAL DYNAMICS C4 SYSTEMS INC GENERAL DYNAMICS NETWORK SYSTEMS IN	77 A STREET - BLDG. 24	NEEDHAM	MA	02494
199/300.0-0018-0000.0	189	B ST	GENERAL DYNAMICS C4 SYSTEMS INC GENERAL DYNAMICS NETWORK SYSTEMS IN	77 A STREET	NEEDHAM	MA	02494
199/300.0-0028-0000.0	37	A ST	NORMANDY GAP-V DEVELOPMENT NEEDHAM LLC	53 MAPLE AVE	MORRISTOWN	NJ	07960-5219
199/300.0-0072-0000.0	0	FOURTH AVE	BLAKELEY, LINNELL ET AL, TRS C/O BLAKELEY INVESTMENT CO	1 INTERNATIONAL PLACE STE 3250	BOSTON	MA	02110

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: 9/23/2014

Agenda Item	Legislative Update
Presenter(s)	Representative Denise Garlick

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Representative Garlick will update the Board as to Legislative accomplishments over the past year and provide a forecast for the year ahead.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			



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

MEETING DATE: 9/23/2014

Agenda Item	Solar Project
Presenter(s)	Hank Haff, Project Manager, Public Facilities Beth Greenblatt, Beacon Integrated Solutions

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	Mr. Haff 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



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

MEETING DATE: 9/23/2014

Agenda Item	DPW Flooding Mitigation Update
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPICS TO BE DISCUSSED	
	See attached Sept. 1, 2013 Flood Report Update.	
	<p>In addition, the FY15 CIP Public Works Infrastructure appropriation was increased from \$600K to \$800K. \$200K is dedicated for construction improvements to a portion of the Greendale Avenue storm water drainage system intended to provide flooding relief to the Woodbine Road/Hazel Lane & Concord Street/Burnside Road neighborhoods.</p> <p>The contract for the Watershed Management Plan Study is currently being assembled. The study will address water quality and related quantity issues throughout town. Water quantity issues will be addressed by increasing the amount of infiltration where soils are capable of accommodating storm water. The study will use the \$80K appropriated at the May 2014 Town Meeting.</p> <p>The FY16 CIP Public Works Infrastructure appropriation was reallocated to provide additional funding to address flooding areas identified following the 2013 Labor Day storms. Approximately \$500K of the \$1.2 million Public Works infrastructure funding is being proposed to address flooding.</p>	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
3.	BACK UP INFORMATION ATTACHED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO



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

(Describe backup below)

- a) Sept. 1, 2013 Storm Report Update.**
- b) Scheduled Repair Work from 9/1/13 Flooding Report.**
- c) Repairs made from 9/1/13 Flooding Report.**

Following the September 1st 2013 flash flood, initial interviews were conducted with the effected residents last fall, since then, the Department of Public Works has made attempts to improve the flooding conditions during these type of events at 23 different locations from the prioritized September 1st Flood Report. While some less involved work in category 1 was performed last fall, most of the category 1 and 2 work was performed during this past construction season.

To date, the Water & Sewer Division has video inspected more than 2,500 liner feet of drain pipe and over 50 catchbasins for structural integrity and obstructions. The Division has installed 28 new double catchbasin grates, 22 new curb inlets, and converted 4 drain manholes structures into catch basin structures. All this work is an attempt to increase the inlet area in which will allow stormwater to enter the catchbasin structures more efficiently.

As another attempt to make improvements to the surcharged drains on Grosvenor Road, the Water & Sewer Division increased storage capacity of the lower Broad Meadow school ball field by constructing a earth berm around the perimeter of the field to detain stormwater for a period of time while the stormwater drains into 3 new (4' x 4') drainage galleys adjacent to the earth berm. The galleys were installed with 2' of large trap rock surrounding the galleys allowing infiltration into the area of coarse gravel material, ideal for drainage.

Also, the Highway Division has raised the sidewalk on Concord Street from Burnside Road towards Bennington by adding two inches of asphalt to help prevent flooding at 40 Burnside Road.

Scheduled Repair Work from 9/1/13 Flooding Report

Drainage Grouping	St #	LOCATION	Scope	Scheduled Date	Original Capacity	Intake Capacity added
Central Ave	177	CENTRAL AVE	Water & Sewer. Step 1. Install 2 double catch basin grates and curb inlets. To be installed by contractor Sept 2014	Sep-14		
Central/ Jarvis	18-62	JARVIS CIR	Step 1. Engineering analysis of the grade for the interesection and further investigation analysis of the area Step 2. Highway Department to raise the grade on the apron			
Central/ Jarvis	81	NARDONE RD	Step 1. Engineering analysis of the grade for the interesection and further investigation analysis of the area Step 2. Highway Division work will be based on Engineering Analysis. Step 3. Engineering to perform sub-basin water shed analysis			
Central/ Jarvis	764	CENTRAL AVE	Engineering/ Survey the drainage system and propose improvements			
Central/ Jarvis	81-83	NARDONE RD	Step 1. Engineering analysis of the grade for the interesection and further investigation analysis of the area Step 2. Highway Division work will be based on Engineering Analysis. Step 3. Engineering to perform sub-basin water shed analysis			
Country Way	150	COUNTRY WAY	Step 1. Engineering Division to shoot grades apron, gutter and berm Step 2. Highway Department to raise apron 2 inches Step 3. Water and Sewer install double grate and curb inlet	Step 3 to be completed in Sept 2014		
Crawford St	57	CRAWFORD ST	Step 1. Engineering Division to shoot grade in Road/ Tony to contact the state on their proposal to cap town drain with no plan in place. Step 2. Water and Sewer to extend CB on 128 side to edge of Crawford, and add new cb on opposite side of Rd towards parking lot.	Step 2 to be completed in Oct 2014		
Eaton/Plymouth	49	EATON RD	Highway-- Step 1. adjust driveway apron.			
Eaton/Plymouth	108	PLYMOUTH RD	Step 1. Engineering to survey the berm and sidewalk and check inlet capacity in front of home Step 2. Highway Division work based on Engineering Analysis.			

Scheduled Repair Work from 9/1/13 Flooding Report

Drainage Grouping	St #	LOCATION	Scope	Scheduled Date	Original Capacity	Intake Capacity added
Forest St	132	FOREST ST	<p>Step 1. Engineering/ survey driveway at # 138</p> <p>Step 2. Engineering/ Contact Norfolk County Mosquito Control for dredging the brook</p> <p>Step 3 . Water & Sewer to add double grate</p> <p>Step 4. Highway to adjust drive apron at 132 and 138.</p>	Step 3 to be completed in Sept 2014		
Forest St	116	FOREST STREET	<p>Step 1. Highway Department to raise the grade on the apron, extend berm between 116 and 132</p> <p>Step 2. Water & Sewer to add double grate</p>	Step 2 to be completed in Sept 2014		
Grosvenor/Broad meadow	91-101	GROSVENOR RD	<p>Engineering Division to conduct a sub-watershed study for the area and study the drain system. Also consider installing an additional pipe running parallel to the existing outlet to the MBTA swale.</p>			
Grosvenor/Broad meadow	80	RICHARD RD	<p>Step 1. Engineering to survey the berm and sidewalk and check inlet capacity in front of home</p> <p>Step 2. Highway Division work based on Engineering Analysis.</p>	Step 3 to be completed in Sept 2014		
Highland /Memorial	13	WARREN ST	<p>Step 1. Engineering to design backflow manhole for the drainage system in this area</p> <p>Step 2. Water & Sewer to install backflow manhole based on Engineering Designs....</p>			
Hunnewell/ Ardmore	38	HUNNEWELL ST	<p>Step 1. Engineering to survey sidewalk from # 26 to 38.</p> <p>Step 2. Water & Sewer/ nstall double catch basin grates in front of #32 heading toward 38, also investigate catch basins grates downstream.</p> <p>Step 3. Highway to adjust the apron for the interesection ofHunnewell St at Ardmore to reduce the volum of run-enter Ardmore.</p>	Step 2 to be completed in Sept 2014		
Hunnewell/ Ardmore	7	ARDMORE RD	<p>Step 1. Engineering analysis of the grade for the interesection and further investigation analysis of the area</p> <p>Step 2. Highway Department to raise the grade on the apron</p>	Oct-14		
Lantern/Gayland	56	LANTERN LANE	<p>Engineering to investigate/ sub-watershed study. Water & Sewer Division to relocate the headwall at drain discharge point.</p>	Spring 2015		
Manning/Lindber 9	146-191	MANNING ST	<p>Step 1. Engineering to analys the sidewalk and berm elevation and analyse the intersection of Lasalle and Webster Streets</p> <p>Step 2. Highway Division extend and raise sidewalk and apron based on Engineering Analysis of berm and sidewalk.</p>			
Manning/Lindber 9	172	LINDBERGH AVE	<p>Step 1. Engineering to analys the area for increasing inlet capacity at the intersection of Lindberg at Manning. Further analysis of Lindberg at Webster</p> <p>Step 2. Highway Division extend and raise sidewalk and apron based on Engineering Analysis of berm and sidewalk.</p>	Sep-14		

Scheduled Repair Work from 9/1/13 Flooding Report

Drainage Grouping	St #	LOCATION	Scope	Scheduled Date	Original Capacity	Intake Capacity added
Marked Tree	237	MARKED TREE RD	<p>Step 1. Engineering to survey the berm and sidewalk and check inlet capacity in front of home</p> <p>Step 2. Highway Division work based on Engineering Analysis.</p> <p>Step 3. Water & Sewer to add double grates and alternate curb inlet based on Engineering analysis</p>			
Pleasant/Lincoln	435	DEDHAM AVE	<p>Highway--</p> <p>Step 1. to the right of the driveway, raise dirt sidewalk area above street elevation .</p> <p>Step 2. adjust driveway apron.</p>			
Pleasant/Lincoln	121	GRANT ST	<p>Step 1. Engineering Division/ investigating the drainage system form this point to Alder Brook</p>			
Pleasant/Lincoln	146	LINCOLN ST	<p>Step 1. Engineering analysis of the grade for the area and further investigation analysis</p> <p>Step 2. Highway Division extend and raise sidewalk and apron based on Engineering Analysis of berm and sidewalk.</p> <p>Step 3. Engineering to perform sub-basin water shed analysis</p>			
Pleasant/Lincoln	14	SOUTH ST	<p>Step 1. Engineering to investigate the area drainage system to determine whether or not a CB is needed at the intersection of GPA and South St</p>			
Washington/High gate	8	WILSHIRE PK	<p>Step 1. Engineering analysis of the grade for the apron / sidewalk at 566 GPA</p> <p>Step 2. Highway Division work based on Engineering Analysis.</p> <p>Step 3. Water & Sewer to build earth dam behind sidewalk on the corner property.</p>	Step 3 to be completed in Aug 2014		
Washington/High gate	7	WOODLEDGE RD	<p>Water & Sewer Division to install double CB grate in intersection</p>			
Washington/High gate	36-46	BEAUFORT AVE	<p>Step 1. Water & Sewer to add double grates and alternate curb inlet/ Falcon St at intersection of Hillcrest increase cb grates and curb inlet (2)</p> <p>Hazleton at 31 increase curb inlets and grates (4)</p> <p>Beaufort near 46, increase curb inlets and grates (4)</p> <p>Step 2. Engineering analysis of the drainage system/ at that connects Highgate to Ivy Road.</p>	Step 1 to be completed in Sept 2014		
Washington/High gate	25-31	HAZELTON ST	<p>Step 1. Water & Sewer to add double grates and alternate curb inlet/ Falcon St at intersection of Hillcrest increase cb grates and curb inlet (2)</p> <p>Hazleton at 31 increase curb inlets and grates (4)</p> <p>Beaufort near 46, increase curb inlets and grates (4)</p> <p>Step 2. Engineering analysis of the drainage system/ at that connects Highgate to Ivy Rd.</p>	Step 1 to be completed in Sept 2014		

Scheduled Repair Work from 9/1/13 Flooding Report

Drainage Grouping	St #	LOCATION	Scope	Scheduled Date	Original Capacity	Intake Capacity added
Washington/High gate	27	WASHINGTON AVE	<p>Step 1. Engineering analysis of the grade for the apron / sidewalk and further investigation analysis of the area</p> <p>Step 2. Highway Division work based on Engineering Analysis.</p> <p>Step 3. Water & Sewer to add double grates and alternate curb inlet</p> <p>Step 4. Water and Sewer/ Camera drainage on Washington Beaufort and west of Wyoming</p> <p>Step 5. Engineering to perform sub-basin water shed analysis/ possible ground water at Arden @ Wyoming</p>			
West/Higland Ave	950	HIGHLAND AVE	Step 1 . Engineeringr to investigate planning board major site plans			
West/Higland Ave	1000-1211	HIGHLAND AVE	Engineering to investigate/ sub-watershed study			
West/Higland Ave	86	DAMON RD	<p>Step 1. Engineering Division to survey grade in Road/</p> <p>Step 2. Water and Sewer to camera the drain system for obstructions. Propose installing on either side of road based on survey</p> <p>Step 3. Highway Division to repave/ possible</p>			
Winfield St	22	WINFIELD ST	<p>Step 1. Engineering analysis of the grade for the apron / sidewalk</p> <p>Step 2. Highway Division work based on Engineering Analysis.</p> <p>Step 3. Water & Sewer to add a double CB grate base on Engineering analysis</p>			
Woodbine/Green dale	176	GREENDALE AVE	<p>Step 1. Engineering Division to survey grade in Road and sidewalk, propose solution</p> <p>Step 2. Highway Division to regrade/ pave sidewalk and apron, add curbing, and elevate berm</p>			
Woodbine/Green dale	15-34	HAZEL LANE	Step 1. Engineering Division to analyze for a relief drain Greendale Ave from Cheney to 182 Greendale Ave. Look to potentially eliminate the drain that heads toward Woodbine.			
Woodbine/Green dale	115	HUNTING RD	Step 1. Engineering Division to analyze for a relief drain Greendale Ave from Cheney to 182 Greendale Ave. Look to potentially eliminate the drain that heads toward Woodbine.			
Woodbine/Green dale	14-62	WOODBINE CIR	Engineering Division to design a relief drain on Greendale Ave			

Scheduled Repair Work from 9/1/13 Flooding Report

Drainage Grouping	St #	LOCATION	Scope	Scheduled Date	Original Capacity	Intake Capacity added
Central Ave	177	CENTRAL AVE	Water & Sewer: Step 1. Install 2 double catch basin grates and curb inlets. To be installed by contractor Sept 2014	Sep-14		
Central/ Jarvis	18-62	JARVIS CIR	Step 1. Engineering analysis of the grade for the interesection and further investigation analysis of the area Step 2. Highway Department to raise the grade on the apron			
Central/ Jarvis	81	NARDONE RD	Step 1. Engineering analysis of the grade for the interesection and further investigation analysis of the area Step 2. Highway Division work will be based on Engineering Analysis. Step 3. Engineering to perform sub-basin water shed analysis			
Central/ Jarvis	764	CENTRAL AVE	Engineering/ Survey the drainage system and propose improvements			
Central/ Jarvis	81-83	NARDONE RD	Step 1. Engineering analysis of the grade for the interesection and further investigation analysis of the area Step 2. Highway Division work will be based on Engineering Analysis. Step 3. Engineering to perform sub-basin water shed analysis			
Country Way	150	COUNTRY WAY	Step 1. Engineering Division to shoot grades apron, gutter and berm Step 2. Highway Department to raise apron 2 inches Step 3. Water and Sewer install double grate and curb inlet	Step 3 to be completed in Sept 2014		
Crawford St	57	CRAWFORD ST	Step 1. Engineering Division to shoot grade in Road/ Tony to contact the state on their proposal to cap town drain with no plan in place. Step 2. Water and Sewer to extend CB on 128 side to edge of Crawford, and add new cb on opposite side of Rd towards parking lot.	Step 2 to be completed in Oct 2014		
Eaton/Plymouth	49	EATON RD	Highway-- Step 1. adjust driveway apron.			
Eaton/Plymouth	108	PLYMOUTH RD	Step 1. Engineering to survey the berm and sidewalk and check inlet capacity in front of home Step 2. Highway Division work based on Engineering Analysis.			

Scheduled Repair Work from 9/1/13 Flooding Report

Drainage Grouping	St #	LOCATION	Scope	Scheduled Date	Original Capacity	Intake Capacity added
Forest St	132	FOREST ST	<p>Step 1. Engineering/ survey driveway at # 138</p> <p>Step 2. Engineering/ Contact Norfolk County Mosquito Control for dredging the brook</p> <p>Step 3 . Water & Sewer to add double grate</p> <p>Step 4. Highway to adjust drive apron at 132 and 138.</p>	Step 3 to be completed in Sept 2014		
Forest St	116	FOREST STREET	<p>Step 1. Highway Department to raise the grade on the apron, extend berm between 116 and 132</p> <p>Step 2. Water & Sewer to add double grate</p>	Step 2 to be completed in Sept 2014		
Grosvenor/Broad meadow	91-101	GROSVENOR RD	<p>Engineering Division to conduct a sub-watershed study for the area and study the drain system. Also consider installing an additional pipe running parallel to the existing outlet to the MBTA swale.</p>			
Grosvenor/Broad meadow	80	RICHARD RD	<p>Step 1. Engineering to survey the berm and sidewalk and check inlet capacity in front of home</p> <p>Step 2. Highway Division work based on Engineering Analysis.</p>	Step 3 to be completed in Sept 2014		
Highland /Memorial	13	WARREN ST	<p>Step 1. Engineering to design backflow manhole for the drainage system in this area</p> <p>Step 2. Water & Sewer to install backflow manhole based on Engineering Designs...</p>			
Hunnewell/ Ardmore	38	HUNNEWELL ST	<p>Step 1. Engineering to survey sidewalk from # 26 to 38.</p> <p>Step 2. Water & Sewer/ install double catch basin grates in front of #32 heading toward 38, also investigate catch basins grates downstream.</p> <p>Step 3. Highway to adjust the apron for the intersection of Hunnewell St at Ardmore to reduce the volume of run-enter Ardmore.</p>	Step 2 to be completed in Sept 2014		
Hunnewell/ Ardmore	7	ARDMORE RD	<p>Step 1. Engineering analysis of the grade for the intersection and further investigation analysis of the area</p> <p>Step 2. Highway Department to raise the grade on the apron</p>	Oct-14		
Lantern/Gayland	56	LANTERN LANE	<p>Engineering to investigate/ sub-watershed study.. Water & Sewer Division to relocate the headwall at drain discharge point.</p>	Spring 2015		
Manning/Lindberg	146-191	MANNING ST	<p>Step 1. Engineering to analyse the sidewalk and berm elevation and analyse the intersection of Lesalle and Webster Streets</p> <p>Step 2. Highway Division extend and raise sidewalk and apron based on Engineering Analysis of berm and sidewalk.</p>			
Manning/Lindberg	172	LINDBERGH AVE	<p>Step 1. Engineering to analyse the area for increasing inlet capacity at the intersection of Lindberg at Manning. Further analysis of Lindberg at Webster</p> <p>Step 2. Highway Division extend and raise sidewalk and apron based on Engineering Analysis of berm and sidewalk.</p>	Sep-14		

Scheduled Repair Work from 9/1/13 Flooding Report

Drainage Grouping	St #	LOCATION	Scope	Scheduled Date	Original Capacity	Intake Capacity added
Marked Tree	237	MARKED TREE RD	Step 1. Engineering to survey the berm and sidewalk and check inlet capacity in front of home Step 2. Highway Division work based on Engineering Analysis. Step 3. Water & Sewer to add double grates and alternate curb inlet based on Engineering analysis			
Pleasant/Lincoln	435	DEDHAM AVE	Highway-- Step 1. to the right of the driveway, raise dirt sidewalk area above street elevation . Step 2. adjust driveway apron.			
Pleasant/Lincoln	121	GRANT ST	Step 1. Engineering Division/ investigating the drainage system from this point to Alder Brook			
Pleasant/Lincoln	146	LINCOLN ST	Step 1. Engineering analysis of the grade for the area and further investigation analysis Step 2. Highway Division extend and raise sidewalk and apron based on Engineering Analysis of berm and sidewalk. Step 3. Engineering to perform sub-basin water shed analysis			
Pleasant/Lincoln	14	SOUTH ST	Step 1. Engineering to investigate the area drainage system to determine whether or not a CB is needed at the intersection of GPA and South St			
Washington/High gate	8	WILSHIRE PK	Step 1. Engineering analysis of the grade for the apron / sidewalk at 566 GPA Step 2. Highway Division work based on Engineering Analysis. Step 3. Water & Sewer to build earth dam behind sidewalk on the corner property.	Step 3 to be completed in Aug 2014		
Washington/High gate	7	WOODLEDGE RD	Water & Sewer Division to install double CB grate in intersection			
Washington/High gate	36-46	BEAUFORT AVE	Step 1. Water & Sewer to add double grates and alternate curb inlet/ Falcon St at intersection of Hillcrest increase cb grates and curb inlet (2) Hazleton at 31 increase curb inlets and grates (4) Beaufort near 46, increase curb inlets and grates (4) Step 2. Engineering analysis of the drainage system/ at that connects Highgate to Ivy Road.	Step 1 to be completed in Sept 2014		
Washington/High gate	25-31	HAZELTON ST	Step 1. Water & Sewer to add double grates and alternate curb inlet/ Falcon St at intersection of Hillcrest increase cb grates and curb inlet (2) Hazleton at 31 increase curb inlets and grates (4) Beaufort near 46, increase curb inlets and grates (4) Step 2. Engineering analysis of the drainage system/ at that connects Highgate to Ivy Rd.	Step 1 to be completed in Sept 2014		

Scheduled Repair Work from 9/1/13 Flooding Report

Drainage Grouping	Sf #	LOCATION	Scope	Scheduled Date	Original Capacity	Intake Capacity added
Washington/High gate	27	WASHINGTON AVE	<p>Step 1. Engineering analysis of the grade for the apron / sidewalk and further investigation analysis of the area</p> <p>Step 2. Highway Division work based on Engineering Analysis.</p> <p>Step 3. Water & Sewer to add double grates and alternate curb inlet</p> <p>Step 4. Water and Sewer/ Camera drainage on Washington Beaufort and west of Wyoming</p> <p>Step 5. Engineering to perform sub-basin water shed analysis/ possible ground water at Arden @ Wyoming</p>			
West/Higland Ave	950	HIGHLAND AVE	Step 1 . Engineeringr to investigate planning board major site plans			
West/Higland Ave	1000-1211	HIGHLAND AVE	Engineering to investigate/ sub-watershed study			
West/Higland Ave	86	DAMON RD	<p>Step 1. Engineering Division to survey grade in Road/</p> <p>Step 2. Water and Sewer to camera the drain system for obstructions. Propose installing on either side of road based on survey</p> <p>Step 3. Highway Division to repave/ possible</p>			
Winfield St	22	WINFIELD ST	<p>Step 1. Engineering analysis of the grade for the apron / sidewalk</p> <p>Step 2. Highway Division work based on Engineering Analysis.</p> <p>Step 3. Water & Sewer to add a double CB grate base on Engineering analysis</p>			
Woodbine/Greendale	176	GREENDALE AVE	<p>Step 1. Engineering Division to survey grade in Road and sidewalk, propose solution</p> <p>Step 2. Highway Division to regrade/ pave sidewalk and apron, add curbing, and elevate berm</p>			
Woodbine/Greendale	15-34	HAZEL LANE	Step 1. Engineering Division to analyze for a relief drain Greendale Ave from Cheney to 182 Greendale Ave. Look to potentially eliminate the drain that heads toward Woodbine.			
Woodbine/Greendale	115	HUNTING RD	Step 1. Engineering Division to analyze for a relief drain Greendale Ave from Cheney to 182 Greendale Ave. Look to potentially eliminate the drain that heads toward Woodbine.			
Woodbine/Greendale	14-62	WOODBINE CIR	Engineering Division to design a relief drain on Greendale Ave			

Note that a 24" Catch Basin allows approximately 1.2 cfs flow through the grate openings. A single 24" Curb Inlet allows approximately 2.3 cfs flow.

Repairs Made from 9/1/13 Flooding Report

Drainage Grouping	St #	LOCATION	WORK PERFORMED	DATE INSTALLED	Original Capacity	Improved Capacity
Valley Rd Area	221-242	VALLEY ROAD	The Water & Sewer Division cleared sluceway of vegetation and yard wasted deposited by neighbors, restored pathway for stormwater to flow into the retention area along Rt 128.	Sep-13		0
BRENTWOOD CIR	20	BRENTWOOD CIR	Completed, November 2013--Replaced broken pipe from street to where it ends in the woods	Nov-13	N/A	0
Hunnewell/Ardmore	7	ARDMORE RD INTERSECTION	The Water & Sewer Division installed two double C.B. frames and grates and two curb inlets that were once single catch basin grates. This work more than doubled the capacity to capture stormwater	Jun-14		4 cb & 4 ci
Hunnewell/Ardmore		NARDONE AND JARVIS INTERSECTION	The Water & Sewer Division installed six double catch basin frames and grates and six curb inlets that were once single catch basin grates. This work more than doubled the capacity to capture stormwater in the intersection.	Jun-14		12 cb & 12 ci
Hunnewell/Ardmore	81-83	NARDONE	The Water & Sewer Division converted a drain man-hole cover into a double C.B., frame and grate also adding a curb inlet.	Jun-14		2 cb & 2 ci
Hunnewell/Ardmore	69	NARDONE	The Water & Sewer Changed one single C.B. into a double C.B. frame and grate doubling the capacity of this structure	Jun-14		2 cb & 2 ci
Hunnewell/Ardmore	177	JARVIS	The Water & Sewer Division changed two single C.Bs. into double C.B. frames and grates and also adding curb inlets more than doubling the capacity of these two structures	Jun-14		4 cb & 4 ci
CONCORD	55	CONCORD	Water & Sewer Division converted a drain man-hole cover into a double C.B., frame and grate.	Jul-14		2 cb
Woodbine/Greendale	58	BURNSIDE	Water & Sewer Division changed one single C.B. into a double C.B. frame and grate doubling the capacity of this structure	Jul-14		2 cb
Woodbine/Greendale		HOOVER AT BURNSIDE	The Water & Sewer Division changed one single C.B. into a double C.B. frame and grate doubling the capacity of this structure	Jul-14		2 cb
Washington/Higgate		HIGHGATE AND HELEN INTERSECTION	The Water & Sewer Division changed two single C.Bs. into double C.B. frames and grates and also adding curb inlets more than doubling the capacity of these two structures. Repaved corner to redirect flow into the catch basin and eliminate puddling	Jul-14		4 cb & 4 ci
Washington/Higgate	189	HIGHGATE	The Water & Sewer Division replaced 40' of damaged 12" RCP.	Jul-14		0
Grosvenor/Broadmeadow	91-101	GROSVENOR RD	Water & Sewer Division reconstructed earth berm around the ball field and installed two (4 x 4) drainage galley's within the field to capture the overflow/ surcharge from the 18 inch drain pipe. Water & Sewer Division video inspected the drain main from Grosvenor toward Broadmeadow ball field to verify pipe size and not obstructed.	Sep-14		0
Manning/Lindberg	71-109	LINDBERGH AVE	The Water & Sewer Division inspected the existing drain pipe, and verified with engineering files that this is a private connection.	Jul-14		0
Manning/Lindberg	146-191	MANNING ST	Water & Sewer inspected all catch basins and video inspected lines <u>Complete</u> also inspected drain pipe from high school tennis courts.	Jul-14		0
Manning/Lindberg	172	LINDBERGH AVE	Water & Sewer inspected all catch basins and camera lines	Jul-14		0
Pleasant/Lincoln	121	GRANT ST	Water and Sewer Division video inspected the entire area for obstructions.	Jun-14		0
Pleasant/Lincoln	146	LINCOLN ST	Water & Sewer inspected all catch basins and camera lines	Jun-14		0

Repairs Made from 9/1/13 Flooding Report

Note that a 24" Catch Basin allows approximately 1.2 cfs flow through the grate openings. A single 24" Curb Inlet allows approximately 2.3 cfs flow.

Drainage Grouping	St #	LOCATION	WORK PERFORMED	DATE INSTALLED	Original Capacity	Improved Capacity
Woodbine/ Greendale	40	BURNSIDE RD	Highway Division raised sidewalk and driveway apron 2 inches Water and Sewer installed double grate Lexington at Burnside Water and Sewer/ Changed drain manhole cover to catch basin frame and grate halfway between Burnside/Concord intersection and Bennington/Concord intersection Water and Sewer/ changed catch basin single frame and grate at Hoover and Burnside intersection into double frame and grate with double curb inlet. Water and Sewer/ changed catch basin single frame and grate at Lexington and Burnside intersection into double frame and grate with double curb inlet. Water & Sewer added double grates and alternate curb inlet	Aug-13		7cb & 2 ci
Central/ Jarvis	81	NARDONE RD		Jun-14		2 cb & 1 ci
Central/ Jarvis	764	CENTRAL AVE	Water & Sewer investigated that the pipe and verified that the integrity of the pipe is satisfactory with no obstructions.	Jun-14		0



Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 9/23/2014

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>The Traffic Management Advisory Committee (TMAC) received requests from residents to establish a stop sign regulation for Village Lane at Country Way.</p> <p>After studying the traffic counts for the Village Lane and Country Way intersection, the TMAC recommended that travelers on Village Lane be designated as a stop street at the intersection with Country Way.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<p><i>Suggested Motion:</i></p> <p><i>“That the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS14-09-23 requiring that Village Lane at the intersection of Country Way be designated as a stop street northbound.”</i></p>			
3.	BACK UP INFORMATION ATTACHED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<p>(Describe backup below)</p> <p>1. Copy of Traffic Regulation #SS14-09-23</p>			

200

TOWN OF NEEDHAM
BOARD OF SELECTMEN

NOTICE OF TRAFFIC REGULATION

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

VOTED: In accordance with the provisions of Chapter 89, Section 9 of the General Laws, the following street is designated as a stop street at the intersection and in the direction indicated:

Northbound drivers on VILLAGE LANE at the intersection of
COUNTRY WAY

BOARD OF SELECTMEN

Permit No. SS14-09-23

Date of Passage _____

Attest of Town Clerk _____

duo



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

MEETING DATE: 9/23/2014

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<p>The Traffic Management Advisory Committee (TMAC) received requests from residents to establish a stop sign regulation for the intersection of Upland Road and Melrose Avenue.</p> <p>After studying the traffic counts for the Upland Road and Melrose Avenue intersection, the TMAC recommended that travelers on Upland Road be designated as a stop street at the intersection with Melrose Avenue.</p>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	<p><u>Suggested Motion:</u></p> <p><i>“That the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS14-09-23 requiring that Upland Road at the intersection of Melrose Avenue be designated as a stop street eastbound and westbound.”</i></p>		
3.	BACK UP INFORMATION ATTACHED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	<p>(Describe backup below)</p> <p>1. Copy of Traffic Regulation #SS14-09-23</p>		

DND

TOWN OF NEEDHAM
BOARD OF SELECTMEN

NOTICE OF TRAFFIC REGULATION

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

VOTED: In accordance with the provisions of Chapter 89, Section 9 of the General Laws, the following street is designated as a stop street at the intersection and in the direction indicated:

Eastbound and Westbound drivers on UPLAND ROAD at the intersection of MELROSE AVENUE

BOARD OF SELECTMEN

Permit No. SS14-09-23

Date of Passage _____

Attest of Town Clerk _____

Trafficregmasterstop.doc

DUP



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

MEETING DATE: 9/23/2014

Agenda Item	Sign Notice of Traffic Regulation – Washington Avenue Hawthorne Avenue
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<p>The Traffic Management Advisory Committee (TMAC) received requests from residents to establish a stop sign regulation for the Washington at Hawthorne Avenue intersection and the Washington Avenue at Bond Street Intersection.</p> <p>After studying the geometric conditions of the roadway, the TMAC recommended that southbound travelers along Washington Avenue be designated as a stop street at the intersection with Bond Street; and the northbound drivers on Hawthorne Avenue be designated as a stop at the intersection with Washington Street.</p>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	<p><u>Suggested Motion:</u></p> <p><i>“That the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS14-09-23 requiring that Washington Avenue be designated as a stop street southbound at the intersection of Bond Street and Hawthorne Avenue be designated as a stop street northbound at the intersection of Washington Avenue.”</i></p>		
3.	BACK UP INFORMATION ATTACHED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	<p>(Describe backup below)</p> <p>1. Copy of Traffic Regulation #SS14-09-23</p>		

200

TOWN OF NEEDHAM
BOARD OF SELECTMEN

NOTICE OF TRAFFIC REGULATION

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

VOTED: In accordance with the provisions of Chapter 89, Section 9 of the General Laws, the following streets are designated as stop streets at the intersections and in the directions indicated:

Southbound drivers on WASHINGTON AVENUE at the intersection of BOND STREET.

Northbound drivers on HAWTHORN AVENUE at the intersection of WASHINGTON AVENUE

BOARD OF SELECTMEN

Permit No. SS14-09-23

Date of Passage _____

Attest of Town Clerk _____

DWD



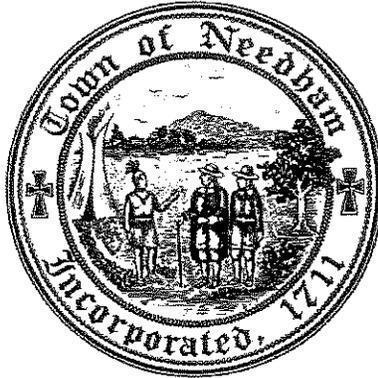
**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 9/23/2014

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 October 27, 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 October 27, 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 September 19, 2014			

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

MONDAY, OCTOBER 27, 2014

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

DRAFT 9.19.14

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.

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 TWENTY-SEVENTH DAY OF OCTOBER, 2014

At 7:30 in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: APPROVE THE ITWA COLLECTIVE BARGAINING AGREEMENT

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the 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 and fiscal year 2016; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

ARTICLE 2: APPROPRIATE FOR MATCHING GRANT

To see if the Town will vote to raise and/or transfer and appropriate a sum for the purposes of matching a Federal grant for economic development initiatives in Needham and Newton, 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 Information:

ARTICLE 3: AMEND THE FY2015 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2015 Operating Budget adopted under Article 11 of the May 2014 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
9	Classification, Performance, Settlements	\$ 119,000	\$ 169,167
10	Reserve Fund	\$1,464,490	\$1,489,657
25A	Department of Public Works, Salary & Wages	\$3,251,531	\$3,256,531
25B	Department of Public Works, Expenses	\$1,480,421	\$1,485,421
29A	Health Department Salary & Wages	\$ 424,583	\$ 476,341

said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 4: AMEND THE FY2015 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2015 RTS Enterprise Fund Budget adopted under Article 12 of the May 2014 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
101A	Salary & Wages	\$710,556	\$731,026

said sum to be raised from RTS Enterprise Fund Receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 5: AMEND THE FY2015 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2015 Water Enterprise Fund Budget adopted under Article 14 of the May 2014 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
201A	Salary & Wages	\$939,465	\$962,166
201D	MWRA Assessment	\$5,468,475	\$5,466,144

said sum to be raised from Sewer Enterprise Fund Receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 6: AMEND THE FY2015 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2015 Water Enterprise Fund Budget adopted under Article 14 of the May 2014 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
301A	Salary & Wages	\$1,053,177	\$1,077,972
301D	MWRA Assessment	\$1,194,022	\$1,193,697

said sum to be raise from Water Enterprise Fund Receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 7: AMEND ZONING BY-LAW – OUTDOOR SEATING

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

1. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in 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 adding to Accessory Uses “Seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter” Y# in Industrial and Industrial-1.

2. In Section 3.2.4 Uses in the New England Business Center District, Subsection 3.2.4.1 (k) Permitted Uses by adding to thereto the following: “Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Board of Selectmen in accordance with Section 6.9.”

3. In Section 3.2.5 Uses in the Highland Commercial-128 District, Subsection 3.2.5.1 (i) Permitted Uses by adding to thereto the following: “Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Board of Selectmen in accordance with Section 6.9.”

4. In Section 3.2.6 Uses in the Mixed Use-128 District, Subsection 3.2.6.1 (n) Permitted Uses by adding to thereto the following: “Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Board of Selectmen in accordance with Section 6.9.”

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 8: AMEND ZONING BY-LAW – PERSONAL FITNESS ESTABLISHMENT IN INDUSTRIAL 1

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

1. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in 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 changing the table from “N” to “Y” for “Personal fitness service establishment; provided, all required off-street parking is provided on-site for all land uses located on the subject site and in adherence with the requirements of Section 5.1.2, Required Parking, absent any waivers from the provisions of Subsections 5.1.1.5 and 5.1.1.6” under Industrial-1.

2. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in 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 changing the table from “N” to “SP” for “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” under Industrial-1.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 9: AMEND ZONING BY-LAW – FLOOD PLAIN DISTRICT

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

1. In Section 3.3, Uses in Flood Plain District, Subsection 3.3.1, Prohibited Uses, by deleting the words “(d) Swimming pools”.

2. In Section 3.3, Uses in Flood Plain District, Subsection 3.3.3, Uses Requiring a Special Permit, by adding a new paragraph (h) after the existing paragraph (g) that states “Swimming pools, together with structures, walkways, mechanical systems accessory thereto, and fences.”

3. In Section 3.3, Uses in Flood Plain District, Subsection 3.3.3, Uses Requiring a Special Permit, by designating the existing paragraph (h) as paragraph (i).

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 10: APPROPRIATE FOR HIGH SCHOOL RENOVATION

To see if the Town will vote to raise and/or transfer \$200,000 for engineering, design and construction for renovation and repairs at Needham High School, 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 Information:

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 23rd day of September 2014.

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

Selectmen of Needham

A TRUE COPY
Attest:
Constable:



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

MEETING DATE: 9/23/2014

Agenda Item	FY2015 – 2018 Collective Bargaining Agreements – ITWA
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>The Town and the Needham Independent Town Workers Association have reached agreement on a one year contract for fiscal year 2015 and a three year contract for fiscal years 2016, 2017, and 2018. The Town Manager will recommend approval of these two Agreements.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p><i>Suggested Motion:</i> That the Board vote to approve and sign the Memoranda of Agreement with the Needham Independent Town Workers Association for fiscal year 2015 and for fiscal years 2016, 2017, and 2018.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>a. Warrant Article Information Sheet b. Memoranda of Agreement</p>			

Article 1
Special Town Meeting
ITWA Collective Bargaining Agreement

		Amount	Percent
Fiscal Year 2015	Base Wage Increase July 1, 2014	\$0	0.00%
	Wage Table Restructuring July 1, 2014	\$47,785	1.97%
	New Top Step	\$40,451	1.67%
	Step & Other Increases	<u>\$18,137</u>	<u>0.75%</u>
	Net Total	\$106,373	4.39%

		Amount	Percent
Fiscal Year 2016	Base Wage Increase July 1, 2015	\$63,182	2.50%
	New Top Step	\$44,285	1.75%
	Step & Other Increases	<u>\$25,245</u>	<u>1.00%</u>
	Net Total	\$132,712	5.25%
Fiscal Year 2017	Base Wage Increase July 1, 2016	\$66,500	2.50%
	Step & Other Increases	<u>\$26,936</u>	<u>1.01%</u>
	Total	\$93,436	3.51%
Fiscal Year 2018	Base Wage Increase July 1, 2017	\$68,836	2.50%
	Steps & Other Increases	<u>\$26,046</u>	<u>0.95%</u>
	Total	\$94,882	3.45%

Other Provisions

- Require direct deposit.
- Clarify procedures for inclement weather and emergencies.
- Clarify procedures for educational reimbursement.
- Establish a labor/management committee.
- Clarify payment for professional licensure.
- Clarify longevity benefits.
- Implement housekeeping & language items.

**Memorandum of Agreement
Fiscal Year 2015**

Agreement is hereby made this 11th day of Sept, 2014 by and between the Town of Needham (hereinafter the "Town") and the Needham Independent Town Workers' Association, (hereinafter the "Union"). Except as expressly set forth herein, all provisions of the collective bargaining agreement between the Town and the Union, which by their terms are in effect through June 30, 2014, remain in full force and effect.

1. The term of the Agreement shall be July 1, 2014 through June 30, 2015.
2. The base wages contained in Article 22, Wages, shall be amended as follows: The Compensation table will be restructured as shown on Attachment 1 dated July 15, 2014, including a new step 10, effective July 1, 2014.
3. Employees who have been at the maximum step for 52 weeks as of July 1, 2014 will be placed on the new schedule in the appropriate grade and step that is closest to their existing pay rate but not lower, and then will be advanced to the next step as of July 1, 2014. Employees who have been at the maximum step for fewer than 52 weeks as of July 1, 2014 will be placed on the new schedule in the appropriate grade and step that is closest to their existing pay rate but not lower, and are eligible to advance to the next step on their review date, subject to satisfactory performance evaluation.
4. **Article 4 – Union Security**
Delete Section 4.3 in its entirety and insert in place thereof the following: "Two officers of the ITWA shall be permitted to have time off without loss of pay for the investigation and processing of grievances and arbitrations. Request for such time off shall be made to the appropriate department manager and will not be unreasonably denied. One member of the Union shall be allowed to accompany the grievant to a grievance hearing. Neither the employee who has filed the grievance nor the member(s) of the Union attending the grievance hearing shall have a loss of pay for attending a grievance hearing that is scheduled during normal working hours. No additional pay will be paid to the employee filing the grievance or the Union representative(s) attending the grievance hearing if the grievance hearing is scheduled during non-working hours."
5. **Article 6 – Hours of Work**

Amend Section 6.2 by adding the descriptive title "Flex-Hour Program for Non-Exempt Employees." Insert a new Section 6.2.10 as follows: "It is understood that employees in positions designated as exempt shall be provided reasonable flexibility with respect to work hours at the approval of the department manager."
6. **Article 10 – Educational Reimbursement**

Delete Section 10.1 in its entirety and insert in the place thereof the following: An employee seeking educational reimbursement will present the course description to his/her department manager prior to registering for the course. The department manager will review the course description and make a determination relative to the job-

relatedness of the course and forward his/her recommendation to the Director of Human Resources who will review and forward the request to the Town Manager with a recommendation. Once the Town Manager makes a determination, the employee and department manager will be notified of the determination. If the Town Manager approves the job-relatedness of the course, the employee may be reimbursed for books and tuition up to \$500.00 per course per employee upon satisfactory completion of the course. An employee who seeks reimbursement under this section must obtain at least a B (or equivalent) grade, and submit a written request for payment along with a copy of the course description, transcript showing grade earned and proof of payment to his or her department manager. This documentation must accompany the completed reimbursement form.

7. Article 23 – Longevity

~~Delete Section 23.4 in its entirety: Employees who leave Town service in good standing and who return within two years to be members of the bargaining unit, and employees who transfer into the bargaining unit, will be entitled to receive credit for prior service for the purpose of calculating continuous service for longevity upon the recommendation of the department manager and Director of Human Resources with the approval of the Town Manager. The length of the absence, if any, shall not be included in the calculation of continuous service.~~

8. Article 25 – Payment for Absence Due to Weather or Emergency

~~Delete Section 25.4 in its entirety: When the Town Hall or other facility remains open, but a so-called skeleton or limited work force is designated by the Town Manager, non-exempt employees who are required to work when other employees are released will be entitled to receive banked compensatory time at the rate of time and one half for all hours worked after the designation, in addition to their regular pay for that day.~~

Insert in Section 25.2 after the words “determination to close” the words “or delay the opening of” so that the section reads as follows:

25.2 In cases where the determination to close or delay the opening of a municipal building (non-school building) during inclement weather or other emergency has been made by the Town Manager, or her/his designee, employees who report to work and are dismissed, or who are notified prior to reporting to work, due to weather conditions or other emergency, will receive regular pay for their normally scheduled work hours for which the building was closed.”

9. Article 28 - Miscellaneous Provisions

~~Delete Section 28.10 in its entirety The Town is authorized to require that all bargaining unit members participate in a mandatory direct deposit program once all Town (non-School) employees are required to do so on a Town-wide basis. and insert in the place thereof the following: “The Town is authorized to require that all bargaining unit members participate in a mandatory direct deposit program.”~~

Insert a new **Section 28.11 Labor-Management Committee** "The Town and the Union shall establish a Labor-Management Committee to discuss the current performance evaluation process, the creation of a sick time donation bank, and other items agreed upon by the parties, and to make recommendations therefore to the Town Manager. The Committee shall consist of three members appointed by the Town Manager and three members appointed by the Union."

Insert a new **Section 28.12 Professional Licensure** "For positions requiring professional licensure, the Town will pay the fees associated with the renewal of said licenses."

10. Adopt all housekeeping items contained on the Attachment 2 entitled "HOUSEKEEPING ITEMS" dated March 18, 2014.

Attachment 1 Compensation Tables

Attachment 2 Housekeeping Items

For the Town

Date: _____

Town Manager/Date

For the Union

Kare Peirce 9/11/14
Paula A. George 9-11-14
Jerry M. B.
Debra Anderson 9-15-14

Date: 9/11/2014

This agreement shall be executed in one or more counterparts, each of which when so executed shall constitute but one and the same instrument.

**Memorandum of Agreement
Fiscal Years 2016, 2017, 2018**

Agreement is hereby made this 14th day of Sept, 2014 by and between the Town of Needham (hereinafter the "Town") and the Needham Independent Town Workers' Association, (hereinafter the "Union"). Except as expressly set forth herein, all provisions of the collective bargaining agreement between the Town and the Union, which by their terms are in effect through June 30, 2014, remain in full force and effect.

1. The term of the Agreement shall be July 1, 2015 through June 30, 2018.
2. The base wages contained in Article 22, Wages, shall be amended as follows:

FY16: 2.5% increase in base wages, the addition of step 11, and the elimination of step 1 as shown on Attachment 1 dated July 15, 2014,

FY17: 2.5% increase in base wages, and the elimination of step 2 as shown on Attachment 1 dated July 15, 2014.

FY18: 2.5% increase in base wages as shown on Attachment 1 dated July 15, 2014.

For the Town

Date: _____

Town Manager/Date

For the Union

Karen Peric 9/11/14
Laura A. George 9-11-14
Joy Miller
Debra Anderson 9-15-14

Date: 9/11/2014

This agreement shall be executed in one or more counterparts, each of which when so executed shall constitute but one and the same instrument.



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

MEETING DATE: 09/23/2014

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
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:	-\$391.20
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$818.40
Transfer Station Charges:	\$0.00
Total Abatement:	-\$1,209.60

Order #: 1185

Read and Approved:

 9/15/2014

Assistant Director of Public Works

 9/15/14

Director of Public Works

For the Board of Selectmen

Date: 9/23/14

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

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read
DB	Migliuolo & Heath	S & S	2213	1002	54	Lawton Road	\$0.00	-\$280.65	-\$562.05	-\$842.70	ACC	N
JO	Council on Aging (1)											
							\$0.00	-\$110.55	-\$256.35	-\$366.90	COA	N

Total: -\$1,209.60

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

Legend:

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

**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)	TED CORMIER		
Event Manager Address	CHARLES RIVER YMCA, 863 GREAT PLAIN AVE		
Event Manager Phone Number	781-444-6400 / 617-686-1265		
Organization Representing (if applicable)	CHARLES RIVER YMCA		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit	<input type="checkbox"/> For profit	
	<input checked="" type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____		
Name of Event	YMCA GIVING GALA		
Date of Event	11-01-2014		
License is for Sale of:	<input type="checkbox"/> Wines & Malt Beverages Only <input checked="" type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM:	6:00AM	TO: 11:30PM
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES	\$125 /per ticket	<input type="checkbox"/> NO
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES	\$125 /per ticket	<input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
How many people are you expecting at this event?	250		
Name & address of event location. Please attach proof of permission to use this facility.	POWERS HALL, NEEDHAM TOWN HALL, 1471 HIGHLAND AVE, NEEDHAM.		
Who will be serving the alcohol to your guests?	BAR TENDERS SUPPLIED BY CATERER		
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).	WILL BE FORWARDED TO YOU WITHIN 30 DAYS OF EVENT.		
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.	Guests purchase drinks tickets and then exchange tickets at the bar for drinks.		
<input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date: 9/5/14

Please join us at the
CHARLES RIVER YMCA



Giving Gala *A Venetian Masquerade*

Choose your mask and wear it well,
So your true identity, no one can tell.

Join us for an enchanting Venetian-themed evening
of dinner, dancing and auctions, raising funds to
directly benefit the people of our Charles River community.

SATURDAY, NOVEMBER 1, 2014

6:00 PM

Powers Hall, Needham Town Hall
1471 Highland Avenue, Needham MA

For more information, contact Ted Cormier-Leger
at 781.444.6400 x226 or tcormier@ymcaboston.org



**RSVP by returning the enclosed response card or purchase tickets online
ymcaboston.org/charlesriver/givinggala**

RSVP

CHARLES RIVER YMCA *Giving Gala* *A Venetian Masquerade*

YES! I/we will attend the Giving Gala.

No. Tickets @ \$125 each

No, I am unable to attend, but please accept my gift of \$

Enclosed is a check made payable to **Charles River YMCA**.

Please charge my: MasterCard Visa Amex Discover

Credit Card No. Exp.

Name

Address

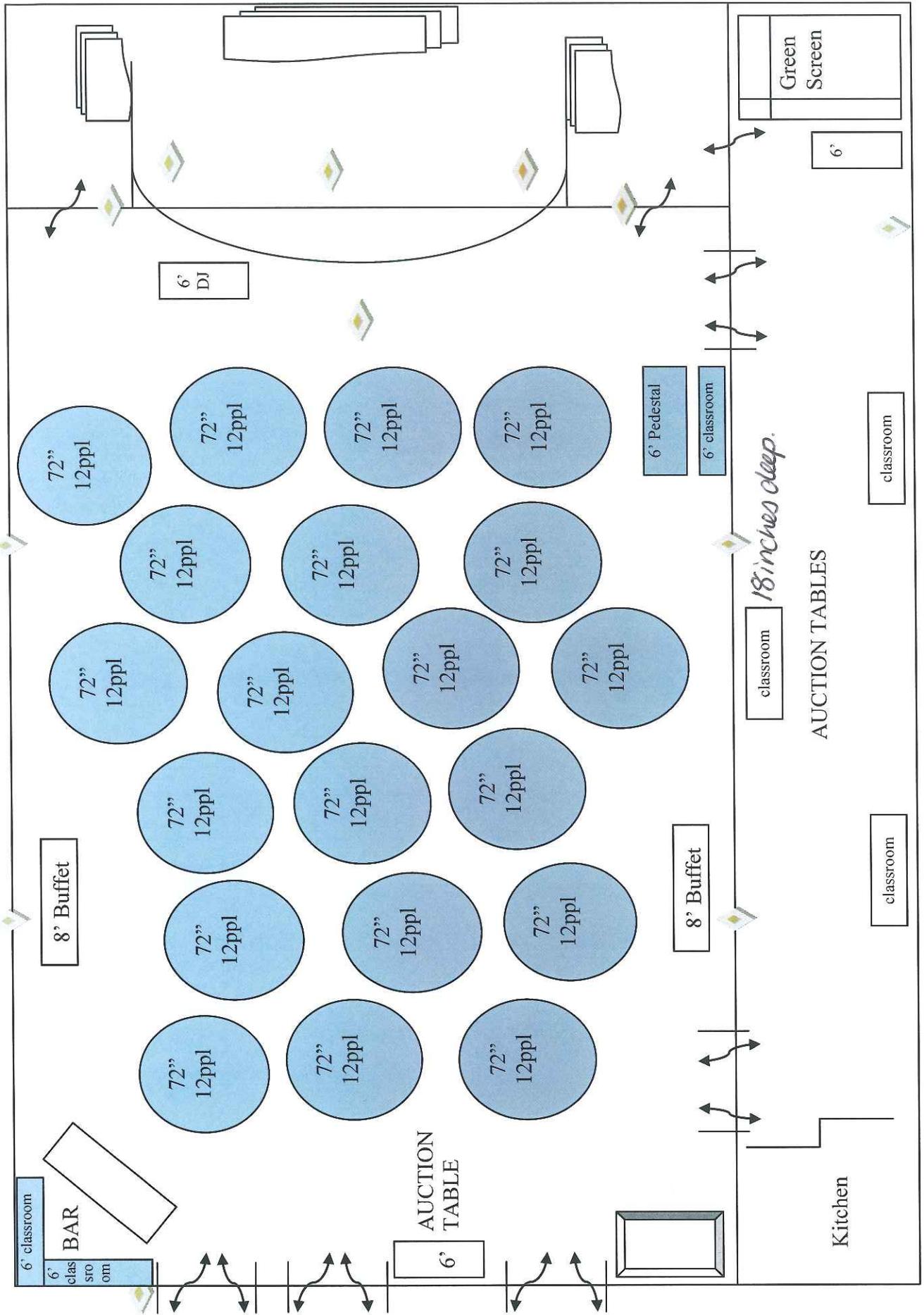
City/State/Zip

Email

Phone

Want to sit with friends? Please list names below of those you would prefer to sit with.
Best efforts will be made to accommodate seating requests received before 10/24/14.

Purchase tickets online: ymcaboston.org/charlesriver/givinggala
Purchase tickets by phone: Ted Cormier-Leger • 781.444.6400 x226



e-mailed 9/9/14

Police

DPW

Fire

PRR

RECEIVED

TOWN OF NEEDHAM
BOARD OF SELECTMEN

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

2014 SEP -9 P 12:50

Name of Organization: Needham Running Club	
Organization Mailing Address: 48 Hawthorn Ave, Needham, MA	
Primary Contact: Bill Gallagher 	Contact Title: President
Contact Address: 48 Hawthorn Ave Needham, MA	
Contact Phone (Day): 781-589-7849	Contact Phone (Cell): 781-589-7849
Contact Email: Bill.Gall3@gmail.com	
Event Date(s): January 1, 2015	Date Expected to be in Needham: 11/1/15
Earliest Time Expected in Needham: 7am	Latest Time Expected in Needham: 1pm
Number of Expected Participants: 600	Number of Expected Spectators at Peak Time: 60 ppl @ 11am
Is event for-profit or not-for-profit? not for profit	Are participants charged a fee? \$ 25 in advance \$ 30 on race day

Estimated Number of Vehicles: <p style="text-align: center;">200</p>	What type of Parking is needed: <p style="text-align: center;">Parking on street</p>
Are event organizers available to meet with members of the Town to plan event? <p style="text-align: center;">Yes</p>	
What will be done in case of inclement weather? @ 8:30 the race director will be in contact with the police to see if the weather and/or roads are bad. We'll work w/ police to decide about the race start.	
Are there other events that take place at the same time as this one, just before or just after this event? no	
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: gun start @ 11am on 11/15, so ppl will be parking around the YMCA from 9am to 1pm.	
Will neighborhoods be impacted by parking and traffic? just on Warren St. from 9am to 1pm on 11/15	
What activities are planned for the start of the race (if in Needham)? ppl meet @ YMCA + sign in, gun start @ 11am	
What activities are planned for the end of the race (if in Needham)? awards @ ~11:50am then we clean up.	
What facilities are needed for the start of the race (if in Needham)? none	
What facilities are needed for the end of the race (if in Needham)? none	
Once the event begins, how long will it take to complete the event? 1.5 hrs	

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	no parking signs on Warren St, we'll have road marshals along the course
Will volunteers be placed along the route?	yes
Will you be using a sound system? If yes, please describe where and when it will be used.	yes, @ YMCA from 9am-1pm
Will there be any food served?	yes, bagels, bananas
Will portable toilets be used?	no
Will hydration stops be set up along route? If yes, please include these on route plan.	yes, @ Pollard school
If the event takes place after dark, what is the plan to meet lighting needs?	hopefully it will not be dark.
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	YMCA first aid kits, NPD + fire on call many doctors + nurses on the course.
Does the event take place during commuter times?	no
Is school in session during the event? Will school drop off or pick up be impacted by the event?	no
Are businesses open during the time of the event?	no
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	no
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	no
What is the plan to handle trash?	we'll take it home
Please attach event route map, include map and text of route.	

**Town of Needham
Board of Selectmen
Minutes for September 10, 2014
Selectmen's Chamber
Needham Town Hall**

6:00 p.m. Executive Session - Exception 6
Motion by Mr. Handel that the Board of Selectmen vote to enter into Executive Session.
Exception 6 - To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.
Second: Ms. Cooley. Unanimously approved 5-0.

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

7:00 p.m. Introduction of Firefighters:
Paul Buckley, Fire Chief appeared before the Board to introduce newly appointed Firefighters Neil Sullivan, Nicholas Giorgio, and Matthew Orzechowski. Chief Buckley said he is proud to introduce the three firefighters to Needham, each of whom graduated from the Massachusetts Fire Academy. He gave a brief background on each firefighter saying they have traits that are even more important than the training.

Mr. Matthews told the firefighters the Town wants them to succeed and that during stressful situations they are the "face of the Town" to the public. He said they have the confidence of the Fire Chief and the Town Manager, and wished them well in Needham.

The Board congratulated the firefighters on their appointments and welcomed them to the service of the Town.

7:08 p.m. Appointments and Consent Agenda:
Motion by Mr. Handel that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

Conservation Commission	Cory D. Rhoades (term expires 6/30/2017)
Council on Aging	Penny Grossman (term expires 6/30/2017)
Solid Waste Recycling/Advisory Committee	David Ecsedy (term expires 6/30/2017)

CONSENT AGENDA

1. Ratify a request for a Special One Day All Alcoholic Beverages license from Stephen Pitocchelli of the Village Club to host a 50th Birthday party that was held on September 6, 2014. The event was from 6:00 p.m. to 11:00 p.m. and was held at The Village Club, 83 Morton Street, Needham.
2. Approve a Special One Day All Alcoholic Beverages license from Stephen Pitocchelli of the Village Club to host its MDA fundraiser on September 28, 2014 from 12:00 p.m. to 11:30 p.m. The event will be held at the Village Club, 83 Morton Street, Needham.
3. Approve Executive Session minutes and Open Session minutes from August 19, 2014.
4. Approve a request from Amy Perna of The Walker School to have a "Walk/Run for Walker" event on Sunday, October 5, 2014 from 10:00 a.m. to 11:00 a.m. Walkers/Runners will participate in either a one mile or three mile walk/run through town. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.
5. Accept the following donation made to the Needham Off Leash Dog area: \$150 Millie Smith
6. Approve a request from Darren Bean, President of Warrior Thunder Foundation, to have a portion of its motorcycle ride go through Needham on Saturday, September 13, 2014 at 12:00 p.m. The route of the motorcycle ride has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.
7. Grant permission for the following residents to hold a Block Party:

Name	Address	Party Location	Party Date	Party Rain Date	Time
Ratify: Sara Mack	71 Fuller Brook Avenue	Fuller Brook Avenue	9/6/2014	9/7/2014	3-9 pm
Julie Middleton	74 Henderson	Corner of Miller St and Henderson St	9/20/2014		3-10 pm
Jennifer Steinberg	42 Park Avenue	Park Avenue	9/13/2014	9/14/2014	2-8 pm
Ratify: Stacey Keenan	30 North Hill Avenue	Fuller Brook Road	9/6/2014		3-10 pm
Christine Holland	102 Newell Avenue	Newell/Lewis/Prospect	9/13/2014		5-9 pm
Ratify: Colby Bruno	69 Plymouth Rd	Plymouth Road	9/7/2014		3-7 pm
Kara Collin	57 Broad Meadow Road	Broad Meadow between Bird and Cogswell Ct	9/21/2014	9/28/2014	12-8 pm
Stephanie	41 Kimball	Grant Street between	9/13/2014	9/14/2014	3-8 pm

Arendell	Street	Kimball and School			
Dana Finizio	74 Washington Avenue	Washington Avenue	9/28/2014	10/5/2014	4-8pm
Heidi Wiesel	46 Ware Road	Ware Road-in front of 67 Ware	9/20/2014		3-9pm
Sally Wade	29 Thorpe Rd	Thorpe Road	9/13/2014		3-10pm
Rhonda Silva	7 Berkshire Road	34 Berkshire Road	9/27/2014		3-6pm
Carolyn Guttilla	64 Dartmouth Avenue	Outside of 64 Dartmouth Ave	9/14/2014	9/21/2014	4:30-6:30pm
Jill Oetheimer	75 Coolidge Avenue	Coolidge Avenue	9/14/2014	9/21/2014	4-7:30pm
Claudette Shea	107 Grosvenor Road	Grosvenor Road	9/20/2014	9/27/2014	3-9pm
Kate Daeley	61 Kenny St.	Lois Lane & Barbara Road	9/13/2014	9/14/2014	3-8pm
Elisa Fredrick	29 Needhamdale Road	Green Street & Needhamdale Road	9/14/2014		4-9pm
James Rochford	74 Rolling Lane	Rolling Lane	9/20/2014	9/27/2014	1-7pm
Judith Gragg	115 Dawson Drive	Dawson Drive	9/21/2014	9/28/2014	4-7pm

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

Mr. Bulian announced the meeting is being taped, pursuant to the Open Meeting Law.

7:09 p.m. Public Hearing - NSTAR Petition for Charles River Street:
Chris Cosby, NSTAR representative appeared before the Board requesting permission to install approximately 149 feet of conduit from poles 10/63 and 10/64 on Charles River Street, Needham. Ms. Cosby said this work is necessary to provide underground electric service for a new eight house subdivision located within Belle Lane, Needham.

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

Motion by Mr. Borrelli that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 149 feet of conduit from poles 10/63 and 10/64 on Charles River Street, Needham. This work is necessary to provide underground electric service for a new eight house subdivision located within Belle Lane, Needham.

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

7:10 p.m. Public Hearing - NSTAR Petition for Garden Street:
Chris Cosby, NSTAR representative appeared before the Board requesting permission to install approximately 7 feet of conduit at pole 33/7 on Garden Street, Needham. Ms. Cosby said this work is necessary to provide underground electric service for a new office building located at 214 Garden Street, Needham.

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

Motion by Mr. Borrelli that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 7 feet of conduit at pole 33/7 on Garden Street, Needham. This work is necessary to provide underground electric service for a new office building located at 214 Garden Street, Needham.

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

7: 11 p.m. Public Hearing - Last Mile Solutions Petition for First Avenue:
Jake McAdoo, Last Mile Solutions, LLC and Fred York, Phoenix Communications, appeared before the Board requesting permission to lay and maintain underground conduits and hand holes, with cables placed therein, under the surface of the following public way or ways in two separate locations: 1.) down A Street and First Avenue towards B Street and 2.) cross First Avenue to #400. Mr. McAdoo said this work is necessary to provide fiber optic circuit to TripAdvisor.

Ms. Bulian invited public comment. No comments were made.

Motion by Mr. Borrelli that the Board of Selectmen approve and sign a petition from Last Mile Solutions to lay and maintain underground conduits and hand holes, with cables placed therein, under the surface of the following public way or ways in two separate locations:

1.) The first underground conduit layout would start in vzmh#39/172-2 A Street, down A Street and First Avenue towards B Street to #400 for an approximate distance of 675'.

2.) The second underground conduit layout would start at vzmh3920A, cross First Avenue to #400 for an approximate distance of 65'.

This work is necessary to provide a fiber optic circuit to TripAdvisor. Phoenix Communications is their preferred contractor for this work and they have filed a bond with the Town of Needham for this construction.

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

7:13 p.m.

Public Hearing on a Proposed Needham Heights Permit Parking Program:

Ms. Fitzpatrick explained the Town has had conversations with business and property owners, including the Center at the Heights, to address the challenges of finding appropriate parking for staff and customers in Needham Heights. Ms. Fitzpatrick discussed the possibility of creating a Needham Heights Permit Parking Program and proposed a permit parking area that includes the southerly direction of Highland Avenue between Mellen and Morton Streets and an area in the Mark Lee parking lot.

Mr. Bulian read a letter submitted by Katie Catka of Trader Joe's in Needham Heights supporting the proposed permit parking program.

Mr. Bulian invited public comment.

Robert Smart, 25 Mayo Street, Needham said he has represented a couple of applicants over the years looking to lease space in the complex, noting a requirement by the Planning Board to show adequate parking for the use. He stated he hired a traffic consultant to look at the parking demand in the area. He said he also looked at the parking demand in the area at different times during the day, particularly the usage on Highland Avenue. He noted the spaces on Highland Avenue are not used very much, and suggested it is a resource for use. Mr. Smart also suggested the Board consider leasing public spaces to residents in the downtown area.

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

Mr. Handel said the area is "found space", low cost, and provides relief in a very congested retail section in Needham. He suggested the Town proceed with the program.

Ms. Cooley stated that she has found a parking space in the lot when she goes shopping, but also noticed more people from the Needham Heights neighborhood are walking.

7:25 p.m.

Solarize Needham Update:

Michael Greis, Chair, Green Needham and Artie Crocker appeared before the Board with an update of the Solarize Needham Program, which officially ended on June 30, 2014. Mr. Greis briefed the Board on the timeline and results of the program, saying the goals of the program were to drive down the cost of doing residential

solar and to accelerate the number of installations, as part of Governor Patrick's plan to have 400 megawatts of solar energy in the Commonwealth. Mr. Greis said the program is an obvious fit for Needham, as the community is receptive to the idea and has a town government that looks for ways to help its citizens. Mr. Greis thanked the team of volunteers for their effort. He stated about 400 people have signed up to have their homes evaluated, and as of June 30, 2014 ninety nine homeowners contracted to have the system installed.

The Board thanked Mr. Greis and Mr. Crocker for the update.

7:40 p.m. Sewer Rate Relief Application:
Dave Davison, Assistant Town Manager/Finance and Evelyn Pones, Town Treasurer/Collector appeared before the Board asking that they execute an application for the State's sewer rate relief program. Mr. Davison gave a brief history of the program and the steps required to apply for the funds.

Motion by Mr. Handel that the Board of Selectmen approve and execute the FY2015 Sewer Rate Relief Application.

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

7:45 p.m. FY2015 Assessment Preview:
Dave Davison, Assistant Town Manager/Finance and Chip Davis, Director of Assessing appeared before the Board to discuss the FY2015 required triennial certification of Needham property values by the Department of Revenue's Bureau of Local Assessment. Mr. Davison stated real estate values have increased in many parts of the Commonwealth over the past three years, and have been very strong in Needham as well. He noted there will be increases in property values, and reminded the Board that changes in market price do not impact property taxes.

Mr. Davis said the perceived real estate crash, that never really took place in Needham, is definitely over and that real estate values are dramatically on the rise. He reviewed the Town's property data and supporting documentation, statistical tables and ratios, and the valuation calculations by BLS to ensure that the required appraisal methodology has been followed.

The Board thanked Mr. Davison and Mr. Davis for the presentation.

Ms. Fitzpatrick noted there is a difference between increasing values vs. increasing taxes, and that the Board will consider the classification of taxes when it holds its hearing in December.

8:00 p.m. Town Manager:
Kate Fitzpatrick, Town Manager appeared before the Board with four items to discuss:

1. Open Special Town Meeting Warrant

Ms. Fitzpatrick reviewed with the Board the articles in the draft warrant dated September 5, 2014. She recommended that the Board open the warrant for the October 27, 2014 Special Town Meeting, noting the Warrant is scheduled to be closed on September 23, 2014.

Motion by Mr. Handel that the Board vote to open the warrant for the October 27, 2014 Special Town Meeting.

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

2. Approve Road Event Policy

Ms. Fitzpatrick reminded the Board that it held a public hearing on the Road Event Policy at its meeting on June 24, 2014. Ms. Fitzpatrick recommended the Board approve the final version of the policy, which has been revised to incorporate feedback received at the hearing.

Motion by Mr. Handel that the Board of Selectmen vote to approve the Road Events Policy dated September 10, 2014.

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

3. Acceptance of Private Ways Policy

Ms. Fitzpatrick noted that the 2014 Annual Town Meeting approved the final Town By-laws relative to private ways, which authorizes the Board of Selectmen to issue regulations or policies to implement the By-law. Ms. Fitzpatrick recommended adoption of a Private Ways Policy including specific procedures to be followed and an inventory of private ways.

Motion by Mr. Handel that the Board vote to approve and sign the Private Ways Policy dated September 10, 2014.

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

4. Town of Needham Regulations for the Sale of Alcoholic Beverages

Ms. Fitzpatrick reminded the Board that at its meeting on August 19, 2014, a public hearing was held on the possible expansion of hours of operation for the retail sale of alcoholic beverages. She recommended the Board approve the revised Town of Needham Regulations for the Sale of Alcoholic Beverages which extends the hours of operation on Sundays from 12:00 p.m. to 5:00 p.m. to 12:00 p.m. to 6:00 p.m., and on legal Holidays from 12:00 p.m. to 5:00 p.m. to 9:00 a.m. to 10:00 p.m.

Motion by Mr. Borrelli that the Board vote to approve the revised Town of Needham Regulations for the Sale of Alcoholic Beverages, dated September 10, 2014.

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

8:10 p.m. Board Discussion:

1. Buffer Zone Legislation

The Board discussed House Bill 4156, An Act Establishing a Highway Buffer Zone in the Town of Needham, which was vetoed by Governor Patrick in July. The Board considered sending a letter to the Governor in response.

Mr. Bulian read the proposed letter to Governor Patrick, and acknowledged his disappointment with the Governor's decision and how the administration handled the situation. He said he is hopeful the issue will be revisited by the next administration.

Motion by Mr. Handel that the Board vote to approve and sign a letter to Governor Patrick relative to the Highway Buffer Zone Legislation.

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

2. Committee Reports

Mr. Borrelli reminded the Board that the September 11th First Responders memorial dedication will take place on Thursday, September 11, 2014 at the corner of Chestnut Street and School Street on the property of the Police and Fire station at 8:30 a.m.

8:30 p.m.

Adjourn:

Motion by Mr. Borrelli that the Board of Selectmen vote to adjourn the Board of Selectmen of September 10, 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=>

pd. ck 9/17/14

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

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

Event Manager Name (Name that will appear on license)	Andy Bartlett		
Event Manager Address	1191 Greendale Ave		
Event Manager Phone Number	781-247-0121	keisy	781-247-0186
Organization Representing (if applicable)	St. Sebastian's School		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit	<input type="checkbox"/> For profit	
	<input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Alumni Dinner 2014		
Date of Event	10/23/14		
License is for Sale of:	<input type="checkbox"/> Wines & Malt Beverages Only		
	<input checked="" type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM: 6:00	TO: 10:00	
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES	\$ 40 /per ticket	<input type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES	\$ /per ticket	<input checked="" type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
How many people are you expecting at this event?	175		
Name & address of event location. Please attach proof of permission to use this facility.	Ward Hall @ St. Sebastian's 1191 Greendale		
Who will be serving the alcohol to your guests?	New England Bartending		
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).	Yes		
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.	Bartenders will serve drinks to guest at bar		
<input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:	Andrew Bartlett		Date: 9/17/14

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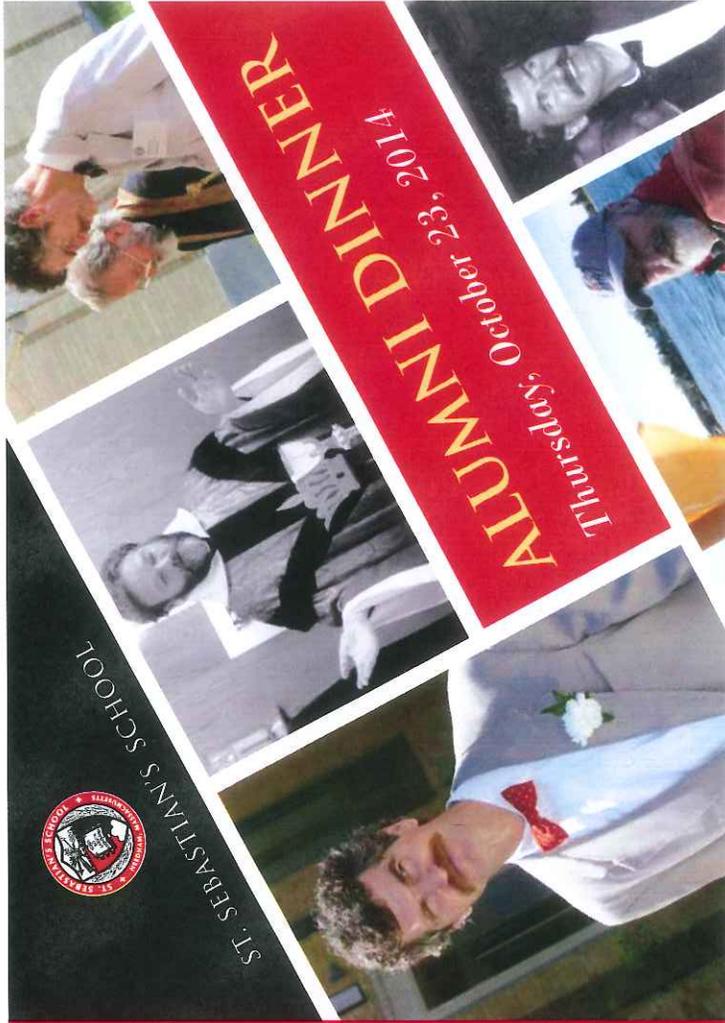
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ST. SEBASTIAN'S SCHOOL

ALUMNI DINNER

Thursday, October 23, 2014



ST. SEBASTIAN'S SCHOOL

ACADEMIC RIGOR | SPIRITUAL DEPTH

*Honoring Headmaster Bill Burke & Father John Arens
as they begin their 25th year of serving St. Sebastian's
School and its alumni community with incredible
faith and leadership*



ALUMNI DINNER

The Alumni Association cordially invites you to attend a special evening with fellow alumni as we celebrate two pillars of our School community

Thursday, October 23, 2014

6:00 PM Cocktail Reception | 7:00 PM Dinner & Program

Ward Hall, St. Sebastian's School

RSVP online at www.stsebs.org/alumnidinner or by returning the enclosed card along with payment by October 15.

For questions, please contact Kelsey Johnson at kelsey_johnson@stsebs.org or 781.247.0186.