

BOARD OF SELECTMEN
November 12, 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	Center at the Heights Update <ul style="list-style-type: none"> • Colleen Shaller, Co-Chair COA • Carol deLemos, Co-Chair COA • Jamie Brenner Gutner, Executive Director, COA
2.	7:20	Order of Taking of Real Property – Hillside Avenue <ul style="list-style-type: none"> • David Tobin, Town Counsel
3.	7:25	Town Manager <ul style="list-style-type: none"> • Fiscal Year 2016 Budget Consultation/ Budget Priorities • Facility Master Plan Update
4.	7:40	Board Discussion <ul style="list-style-type: none"> • Committee Reports
5.	7:45	Executive Session- Exception 3

CONSENT AGENDA * = Backup attached

1.	Accept the following donations made to Needham Youth Services to sponsor Needham Youth Services QPR training program: \$30 from Peter and Alison Atallah, \$30 from Evelyn Alberding, and \$50 from Julia Ragland, all Needham residents.
2.	Accept donations made to the Needham Community Revitalization Trust Fund : \$ 100 from Monica Graham; \$1,200 from Beth Israel Deaconess Hospital; \$3,894.99 from The Lorraine T. Welsh Trust
3.	Accept a \$36 donation made to the Needham Police Department's Car Safety Seat Installation Program from Lindsay M. Oberman, a resident of Waban, MA.
4.	In accordance with Section 20 C of the Town Charter, approve the Town Manager's appointment of Dennis X. Condon as Fire Chief.
5.	Accept donation of \$250 honorarium payment by North Hill for the speaker at the November 6 th Human Rights Are Local Community Forum to be held at Olin College, which is sponsored by the Needham Human Rights Committee.
6.	Accept the following donation made to the Needham Health Department's Gift of Warmth fund: \$250 from Shahin Sagafi, a Waltham resident.
7.	Accept the following donation made to the Needham Health Department's Domestic Violence Action Committee: \$50 from Ann MacFate, a Needham resident.
8.*	Approve special banners and hanging request from Paul Good, Needham Community

	Revitalization Trust Fund, for the new Google eCity of Massachusetts banners and new Experience Local Banners, which will be hung on the smaller banner poles on Chapel Street.
9.*	Approve September 10, 2014 Executive Session minutes, October 22, 2014 minutes, October 28, 2014 Executive Session minutes, October 28, 2014 minutes, and July 29, 2014 minutes.
10.*	Water and Sewer Abatement Order #1187.
11.	Accept donation made to New Years Needham : \$ 5,000 from Trip Advisor
12.*	Approve a Special One Day All Alcoholic Beverages license request from Kimberly McCollum of New Year's Needham to hold its New Year's Needham Countdown party on December 31, 2014 from 9:00 p.m. to 12:15 a.m. in Powers Hall at Needham Town Hall. Approval is contingent upon receiving the TIPS or Serve Safe certifications of the bartenders for the evening.
13.*	Approve special banner and hanging request from Paul Good, Needham Community Revitalization Trust Fund, for Needham Lights Banner (event combining Blue Tree Lighting, Holiday Stroll & Luminary Lights Dec 6 -7). Banners will be hung from acceptance through the event dates.



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

MEETING DATE: 11/12/2014

Agenda Item	Center at the Heights Update
Presenter(s)	Colleen Schaller, Co-Chair, COA Carol deLemos, Co-Chair, COA Jamie Brenner Gutner, Executive Director, COA

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>Ms. Schaller, Ms. deLemos and Ms. Gutner will provide the Board with an update on the operations of the Center at the Heights approximately one year after the opening of the facility. They will also discuss their goals for the Center, including budgetary requests, and seek input from the Board relative to the Board of Selectmen's goals for the Center.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>a. FY14 Highlights, Needham Council on Aging</p>			

SOME FY 14 HIGHLIGHTS
NEEDHAM COUNCIL ON AGING

Work continued on a proposed reorganization of our division during the spring and summer of 2013. The Associate Director position was reclassified to an Assistant Executive Director position which is in keeping with job functions and responsibilities and is compatible with other Town jobs of similar nature. This process began in April of 2013 and was finalized in the summer which culminated in a job posting. Also, during the summer of 2013 we were notified that the person assisting with our accounting needs was retiring. We assisted in completing the posting for this position.

As we were fast approaching our October move we worked to determine where regular programs could be scheduled outside of the current Center for that month. Our plan was to continue to provide services during our move but to relocate as many regular programs, including the Springwell lunch site, to offsite locations. We hoped to begin to schedule programs in The Center at the Heights after the end of October with a target date of the first week of November.

When the posting for the Assistant Executive Director position closed on August 9, 2013 five applicants were chosen for the committee to interview. The process required that all applicant materials be reviewed to ensure that they were complete before the selection/interview committee determined who they would offer an interview to. Questions specific to the job were developed as well as possible scenarios that a person in this position might be asked to handle. The Committee made their recommendation to the Town Manager and the Director of Human Resources.

During the summer and fall months the staff continued to attend the Housing Task Force and the Friendly Visitor Coordinator's meetings as well as educational opportunities

such as *Medicare Funding for Rehab Services* hosted by a local Assisted Living Community. They also conducted training for our Friendly Visitors and developed and hosted the third Job Search Skills Workshop entitled *The Mystery of Interviewing* and helped to host our Lunch and Learn Program on *Estate Planning Law* as well as one related to the *Road Scholar Program*. Plans were developed for a continuation of our Housing Tours to take place in the fall.

In the spring we completed an application for a Title III B Grant through Springwell for a proposed program we entitled "Screened Home Contractors Program." We hoped to be granted funds to allow us to expand our existing efforts in this area. If we were successful in achieving the award the sum would help us move further in the right direction. We received notification in the fall that we were successful!

With the implementation of the new healthcare reform (ACA) we recognized that there was potential for much confusion for our seniors. Enrollment through the new healthcare exchanges began on October 1, with coverage effective January 1, 2014. People on Medicare are not eligible to participate in these exchanges and they are not eligible for any ACA subsidies but folks were confused about this. This coincided with the annual Medicare Open Enrollment Period (October 15 – December 7). Regionally we served 6499 clients providing an annual regional savings of \$4,707,919 and to Needham clients alone the savings calculation was \$239,054.

The primary focus during September and October was the transition from the Stephen Palmer Senior Center, which had been our home since 1979, to The Center at the Heights at 300 Hillside Avenue. How best to handle the packing, the actual move, attempting to arrange for the least disruption for participants while creating a positive atmosphere for everyone was a constant topic of concern. We were told that the packing process would require filling and then storing

moving bins once we had gone through the several decades of documents, equipment and supplies housed on site. Due to limited space it was determined that it would be unsafe to continue programming at the Center during this time as filled bins would be stacked and stored on site for two weeks prior to the move. We worked to find temporary offsite homes for most of our programs. Our community partners answered our requests and at least thirteen programs continued to meet in October at other locations. When we could safely bring programs to the Center would be determined by our ability to function safely, which depended on many factors such as the telephone and computer system set up as well as furniture and equipment being in place even if partially available.

We moved to the Center at the Heights in October.

For the first few weeks staff settled in, got their offices somewhat in order, offered tours to interested people through out the day and continued to offer the services that folks needed in the midst of a building still being built! The occupancy permit was authorized a few days before our move and we came to understand that this did not mean that all of the necessary work would be done. The phone system presented ongoing issues, furniture and equipment continued to arrive, and workmen continued to need access to offices and program space. Even in the controlled confusion we all felt blessed to be in such a long awaited wonderful space.

As projected we began to welcome programs to the Center the first week of November. During the first week we hosted at least 19 programs and by the end of the month we had welcomed at least 25 regular programs, a Hearing Screening, an evidenced based program, helped the Friends launch a Trip and were glad to host the Springwell lunch program once again. We continued expansion of our programs and in June 2014 we hosted at least 55 programs and support groups, many that meet weekly and included

special offerings such as an intergenerational event with the Hillside Elementary School Band, a book presentation "Aging in Places," a Trip and a presentation on Duke Ellington.

During this time we kept moving forward on some departmental reorganization. We completed the job description for the Program Coordinator position, worked to produce the Compass which usually falls under the Coordinator's purview, and managed to finish the Center Handbook revisions completed by early winter and made available to Center participants.

Wifi became available in the building in January. Our Lobby Screen was up and running in February, and in April we worked with our IT consultants and IT Department to ensure that the four computers available for public use became activated during the month. The copy machine located in the Library was also now on line.

In April we had a formal Dedication although there had been multiple opportunities for residents to tour the building even before we were open for programming, and most specifically at an open house held in December where we estimate that over 300 attended.

Our roof deck opened in the Spring as well as our Fitness Center which was a wonderful addition to our many fitness offerings and our belief that our programs and services are geared to promoting health and wellness of the individual spiritually, emotionally, financially and physically. The pilot program for our fitness room was developed and ready to be rolled out in May with funding for this phase secured. This had required developing necessary release and consent forms and working with the Town to get approval. In May the trained staff were available for those interested to sign up for a "getting started" class to orient them to the safe usage of the machines. By the beginning of June the room was staffed with qualified professionals four days a week for

three hours a day. By the end of June we had 19 folks actively using the room and approximately 50 folks having completed the orientation process. By the end of the summer 80 folks had completed the orientation.

For many years the Council on Aging and Charles River Industries (CRI) a non-profit organization providing vocational training and job placement services for individuals with disabilities, have been community partners. Our grocery shopping program could not be as successful without the work that we do together. Staff at CRI consists of highly trained job coaches, supporting both program participants and community partners , ensuring that every job is completed in an efficient manner of the highest quality. During the year we met with staff to discuss other possibilities that would help each organization. We are exploring some very creative options and look forward to a continued successful collaboration.

In Fy14 our transportation program provided 8514 rides. 2606 were related to food shopping which we offer three days a week morning and afternoon as well as an additional Friday trip monthly. Some of our shoppers need assistance in the store, some require a ride to and from only, and some need assistance with bag carrying which is available during all of our grocery shopping trips. 5908 van trips were related to transporting participants to and from the Center for programs and services to include a five day a week luncheon program provided by Springwell in our Café area. Without our transportation services some of our riders would not be able to participate in a much needed noon time meal which can serve as the most nutritious meal they have on that day.

Throughout the year we worked to update our Resource Directory which should be completed in the Fall of 2014 and hope to make it available on our website. Another new initiative has been in the works to more adequately address snow removal needs of our residents who currently might

only have the option of waiting for those they hired to get to them sometimes limiting their ability to leave their homes for days.



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

MEETING DATE: 11/12/2014

Agenda Item	Order of Taking of Real Property – portion of 280 Hillside Avenue
Presenter(s)	David Tobin, Town Counsel

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>The Board will be asked to accept and sign an agreement which will allow the Town to acquire by gift, purchase or Eminent Domain a portion of land from 280 Hillside Avenue for the purposes of maintain a sidewalk as part of the public way. Town Meeting Members unanimously voted at the November 4, 2013 Special Town Meeting to authorize the Board of Selectmen to take this action.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p>Suggested Motion: That the Board vote to accept and sign agreement to acquire for a fee a portion of 280 Hillside Avenue for the purposes of maintaining a sidewalk as part of the public way.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>a. Agreement b. Town Meeting Vote and map</p>			

TOWN OF NEEDHAM

NORFOLK COUNTY, MASSACHUSETTS

OFFICE OF THE BOARD OF SELECTMEN.

November __, 2014.

WHEREAS, the Inhabitants of the Town of Needham at a Special Town Meeting duly warned, and held in accordance with law on the fourth day of November, 2013, did, by a unanimous vote, authorize and direct the Selectmen to acquire by gift, purchase or Eminent Domain a portion of land from 280 Hillside Avenue, Needham hereinafter described for a municipal purpose, to wit:- for the purposes of maintaining a sidewalk as part of the public way known as Hillside Avenue.

NOW THEREFORE, in pursuance of said authority and direction, and by virtue of every other right and authority in us vested; and in the exercise thereof, and having first complied with all preliminary requirements prescribed by law, a fee in the following described parcel of land located in said Needham be and the same is hereby taken for a municipal purpose, to wit:- for the purposes of maintaining a sidewalk as part of the public way known as Hillside Avenue. Said fee being bounded and described as follows, according to a plan to be filed herewith and made a part of this taking, said plan being marked "Proposed Taking of Land"

dated April 18, 2014, prepared by Needham Department of Public Works, Engineering Division.

Beginning at the intersection point of the easterly line of Hillside Avenue with the northerly line of land N/F Town of Needham Assessor Map 99 Parcel 14 Lot 7E; thence running S-84°-12'-34"-E a distance of 3.00 feet; thence turning and running S-3°-48'-19"-E a distance of 18.00 feet to the said easterly sideline of Hillside Avenue; thence turning and running S-5°-47'-20"-E along said easterly sideline of Hillside Avenue a distance of 17.75 feet to the point of beginning. Said easement containing 26.6 square feet more or less,

together with all the privileges and appurtenances of every name and nature thereto belonging.

All trees, structures, fences and poles affixed thereto are not included in this taking, and the owners thereof are allowed 30 days from date hereof to remove the same.

We take said fee in said parcel of land and have estimated the damages sustained by the owners of said land and rights and interests herein, caused by the taking of said easement or by injuring the remaining property of said owner or owners in any manner whatsoever and do estimate, determine and award the amount to be paid to said owners and all others interested as damages so sustained as follows:-

<u>NAME/TITLE REFERENCE</u>	<u>AREA TAKEN</u>	<u>AWARD</u>
Henderson Properties Limited Partnership Norfolk County Registry Of Deeds Book 10988, Page 398	26.6 sq. feet,	None

This order of taking, together with the plan herein referred to, to be filed forthwith after date hereof with the Norfolk County Registry of Deeds, and that the persons whose property has been taken and who have interests therein, as above set forth, be notified in writing of this taking and the damages awarded, and the time within which they may petition the Superior Court to determine their damages as provided by law.

Read and approved this
____ day of November, 2014.

SELECTMEN OF NEEDHAM.

November ___, 2014. The following is an extract from the records of the adjourned Special town meeting held November 4, 2013. Under article 16 it was

VOTED, [Tedi Eaton to provide text]

Town Clerk

I hereby certify that on November ___, 2014, I gave notice to each owner as within directed by sending by first class mail a certified copy of so much of the within order as applies to each such owner.
1695862.2



TOWN OF NEEDHAM

Office of the Town Clerk

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7500 x216

Fax (781) 449-1246

Email: teaton@town.needham.ma.us

Theodora K. Eaton, MMC
Town Clerk

AT THE SPECIAL TOWN MEETING

HELD ON MONDAY, NOVEMBER 4, 2013

UNDER ARTICLE 16

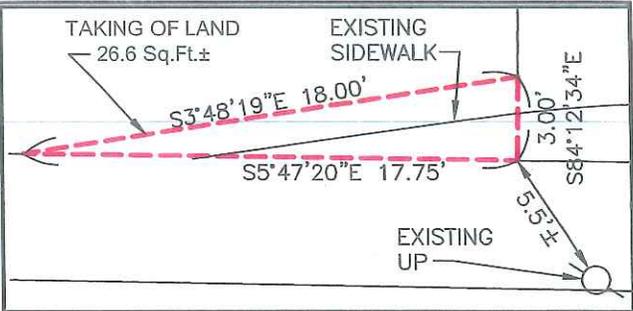
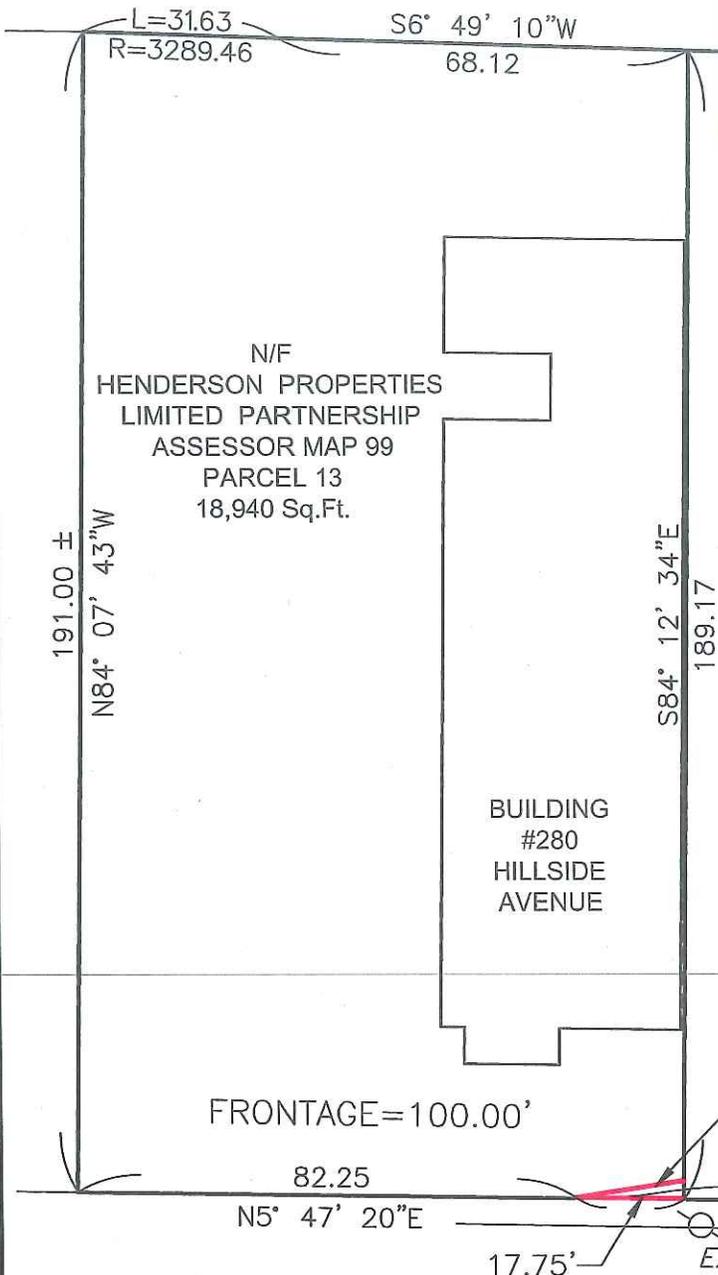
It was

VOTED: That the Town vote to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain a portion of land from 280 Hillside Avenue, Needham, for the purposes of maintaining a sidewalk as part of the public way known as Hillside Avenue.

UNANIMOUS VOTE

A true copy
ATTEST:

Theodora K. Eaton, MMC, Town Clerk



TAKING OF LAND
DETAIL
NOT TO SCALE

N/F
HENDERSON PROPERTIES
LIMITED PARTNERSHIP
ASSESSOR MAP 99
PARCEL 13
18,940 Sq.Ft.

N/F
TOWN OF NEEDHAM
ASSESSOR MAP 99
PARCEL 14 LOT 7E
35,432 Sq.Ft.

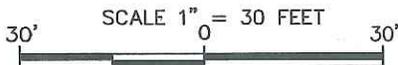
BUILDING
#280
HILLSIDE
AVENUE

SEE DETAIL ABOVE FOR
MORE INFORMATION ON
TAKING

EXISTING SIDEWALK

EXISTING UP

HILLSIDE 50' WIDE PUBLIC - 1875 **AVENUE**



PLAN REFERENCE

- EASEMENT AREA PLAN BY NEEDHAM DEPARTMENT OF PUBLIC WORKS DATED 2/15/2011 RECORDED 2/28/2011 PLAN BOOK 606 PAGE 65
- RELOCATED EASEMENT AREA PLAN BY NEEDHAM DEPARTMENT OF PUBLIC WORKS DATED 2/15/2011 RECORDED 2/28/2011 PLAN BOOK 606 PAGE 65
- PLAN OF LAND FOR #280 HILLSIDE AVENUE FOR JOAN A. HENDERSON & FRED J. SHAUGHNESSY SR., TRUSTEES DEED REFERENCE 6843 PAGE 299

DATE	REVISION	BY

PROPOSED TAKING OF LAND	
SCALE: AS NOTED DATE: APRIL 18, 2014	
#280 HILLSIDE AVENUE NEEDHAM, MA	
Prepared for:	PUBLIC FACILITIES - CONSTRUCTION PUBLIC SERVICE ADMINISTRATION BLDG. NEEDHAM, MA 02492
NEEDHAM DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION	
500 Dedham Avenue, Needham, MA 02492 (781) 453-7550	

Survey
PDC/DFK
Draft
TGS
Check
TAR/ALD
Job. No.
HILLSIDE AVENUE
Sheet
1 of 1
Dwg. No.



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

MEETING DATE: 11/12/2014

Agenda Item	Fiscal Year 2016 Budget Consultation/Budget Priorities
Presenter(s)	Kate Fitzpatrick, Town Manager Dave Davison, Assistant Town Manager/Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Town Manager and Assistant Town Manager/Finance will discuss the Board's annual statement of operating budget priorities.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a.	FY2015 Statement of Budget Priorities Dated January 14, 2014		

**Proposed Board of Selectmen Statement
Of FY2015 Operating Budget Priorities**
January 14, 2014

The primary goal of the Board of Selectmen in consideration of the FY2015 operating budget is the maintenance and optimization of existing Town services. In addition, mindful of the availability of revenue for appropriation, the Board has set the following priorities for FY2015:

1. Support for items that contribute to the achievement of the Board's goals and objectives.
2. Support for initiatives that contribute to the preservation of existing Town assets.
3. Support for initiatives that contribute to sustainability, such as reducing energy use and planning for ongoing, long term balance of foreseeable revenues and financial commitments.
4. Support for initiatives aimed at achieving greater coordination and efficiency among departments and providing adequate resources to address the general administrative needs of the Town in the most cost effective manner
5. Promote initiatives that contribute to the long-term economic vitality of Needham.
6. Support the stewardship of existing land and resources, including expansion of town-owned open space for both active and conservation uses.
7. Promote initiatives that contribute to the appearance of the Town.



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

MEETING DATE: 11/12/2014

Agenda Item	Facility Master Plan Update
Presenter(s)	Kate Fitzpatrick, Town Manager

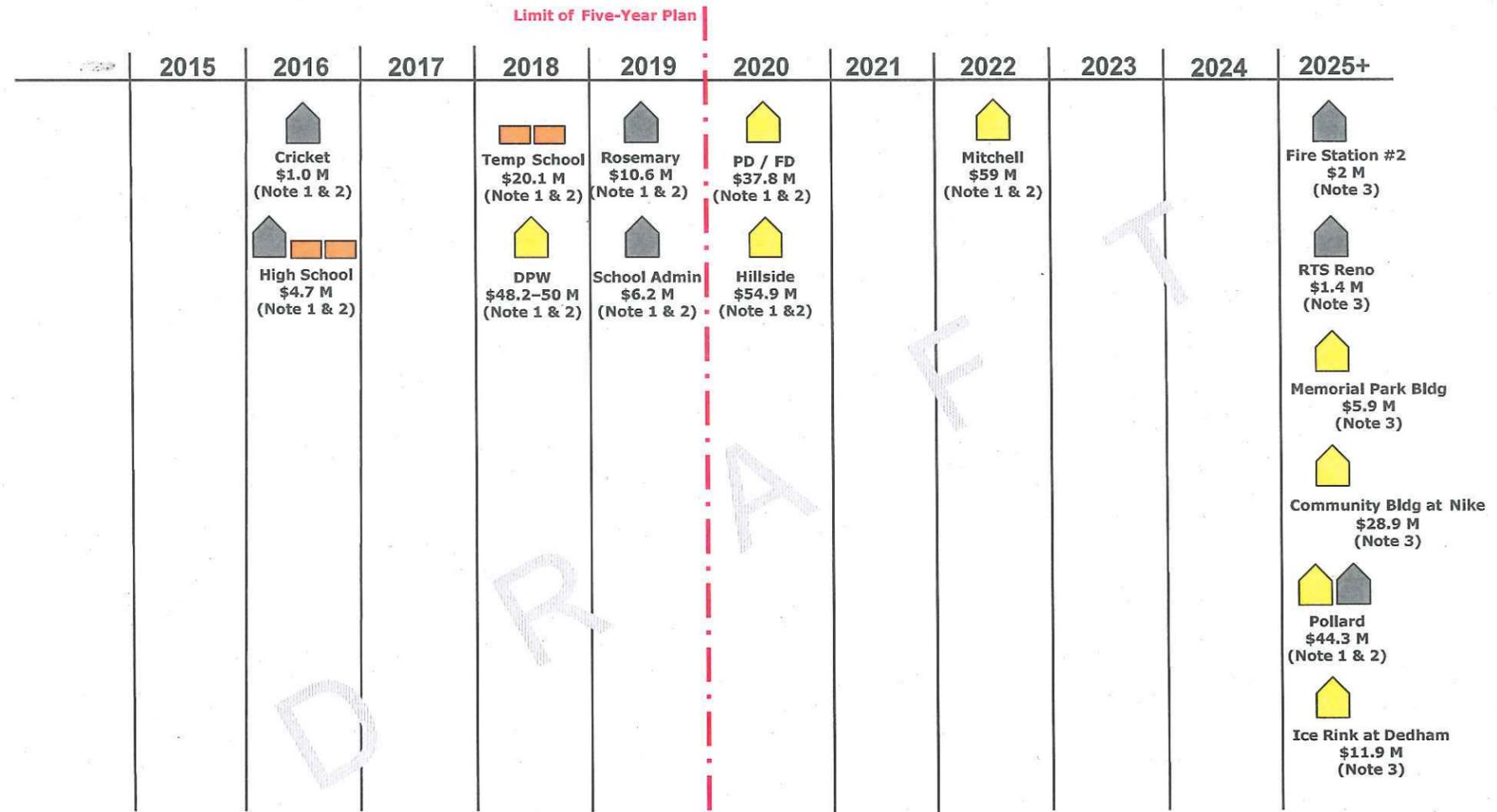
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Town Manager will discuss the preliminary findings of the Facility Working Group with the Board of Selectmen.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	a. Master Plan Timeline: Expenditure Forecast b. Master Plan Timeline Scenario 1 c. Master Plan Timeline Scenario 2 d. Master Plan Timeline: Interconnections		



MASTER PLAN TIMELINE: EXPENDITURE FORECAST

Master Plan Timeline - DRAFT - October 22, 2014																
Item #	Project	Projected Occupancy	Design to Occupancy Timeframe	Cost	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025 plus	
<i>School Scenario 1: Construction of Temporary School at DeFazio Park</i>																
1	Temporary School at DeFazio Park	Fall 2019	3 yrs: 1 yr design, 2 yrs pre-fab + construct	\$20.1 M; Note 1												
2	Hillside Rebuild/Temp Occupancy at DeFazio Park	Fall 2020	5 yrs: 2 yrs feasibility, 1 yr design, 2 yrs construct	\$54.9 M; Note 1												
<i>School Scenario 2: Construction of Permanent School at DeFazio Park</i>																
3	Permanent School at DeFazio Park	Fall 2019	5 yrs: 2 yrs feasibility, 1.25 yr design, 2.25 yrs construct	\$58.1 M; Note 1												
4	High Rock Renovation into Elementary School; Note 4	Winter 2020	3.5 yrs: 11 mo design, 7 mo construct	\$3.6 M; Note 1												
<i>Other School Project Options</i>																
5	High School Renovation and Modulars	Fall 2016	1.5 yrs: 11 mo design, 7 mo construct	\$4.7 M; Note 1												
6	Mitchell Rebuild/Temp Occupancy at DeFazio or Hillside	Fall 2022	5 yrs: 2 yrs feasibility, 1 yr design, 2 yrs construct	\$28.0 M; Note 1												
7	Pollard Addition + Renovations/Temp Occupancy at DeFazio	Fall 2025	5 yrs: 2 yrs feasibility, 1 yr design, 2 yrs construct	\$44.3 M; Note 1												
	Hillside or Temporary Modular Classrooms as Swing Space	TBD	Plus 10 years of design thru possible occupancy	Note 7												
9	School Administration: Relocation to PSAB; Note 3	Fall 2019 or 2020	2.5 yrs: 1 yr design, 1.5 yr construct	\$6.2 - \$6.4 M; Note 1												
10	School Administration: Reno at Emery Grover	TBD	2.5 yrs: 1 yr design, 1.5 yr construct	\$10.7 M; Note 2												
11	School Administration: New at Nike	TBD	2.5 yrs: 1 yr design, 1.5 yr construct	\$10.4 M; Note 2												
12+13	School Administration: New at PD/FD	TBD	2.5 yrs: 1 yr design, 1.5 yr construct	\$9.3 - \$10.2 M; Note 2												
14	DPW Relocates to Parcel 74; Note 3	Summer 2018 or 2019	3.5 yrs: 2 yrs design, 1.5 yrs construction	\$80.2 - \$90.0 M; Note 1												
15	RTS Renovations	TBD	2.5 yrs: 1 yr design, 1.5 yr construct	\$2.2 M; Note 2												
16	DPW Relocates to RTS	TBD	3.5 yrs: 2 yrs design, 1.5 yrs construction	\$40.0 M; Note 2												
17	DPW Relocates to Town Forest	TBD	3.5 yrs: 2 yrs design, 1.5 yrs construction	\$39.0 M; Note 2												
18	DPW Rebuild at Dedham Ave. - Entire Program	TBD	3.5 yrs: 2 yr design, 1.5 yrs construct	\$33.2 M; Note 2												
19	DPW Rebuild at Dedham Ave. - Partial Program; Note 6	TBD	3.5 yrs: 2 yr design, 1.5 yrs construct	\$26.6 M; Note 2												
20	New Police/Fire Station Option 1; Site shared with School Admin	TBD	2.75 yrs: 1.25 yrs design, 1.5 yrs construct	\$41.2 M; Note 2 + 5												
21	New Police/Fire Station Option 2; Site shared with School Admin + Park Structure	TBD	2.75 yrs: 1.25 yrs design, 1.5 yrs construct	\$41.2 M; Note 2 + 5												
22	New Police/Fire Station Option 3 - Stand Alone	Fall 2009	2.75 yrs: 1.25 yrs design, 1.5 yrs construct	\$37.0 M; Note 1												
23	Police/Fire Station Option 4 Reno + Addition	TBD	2.75 yrs: 1.25 yrs design, 1.5 yrs construct	\$18.5 M; Note 2												
24	Fire Station #2	TBD	2 yrs: 1 yr design, 1 yr construct	\$2.0 M; Note 2												
25	Rosemary Pool	Spring 2013	3.5 yrs: 1.5 yr design, 1 yr construct	\$10.0 M; Note 1												
26	Cricket Field House Renovations	Summer 2016	1 yr: 5 yr design, 1 yr construct	\$1.0 M; Note 1												
27	Memorial Park Building: Renovation	TBD	2 yrs: 1 yr design, 1 yr construct	\$1.0 M; Note 2												
28	Memorial Park Building: New Building	TBD	2 yrs: 1 yr design, 1 yr construct	\$5.9 M; Note 2												
<i>Potential Public Private Opportunities</i>																
29	Community Center at Nike	TBD	2 yrs: 1 yr design, 1 yr construct	\$28.0 M; Note 2												
30	Community Center at Dedham Ave	TBD	2 yrs: 1 yr design, 1 yr construct	\$30.7 M; Note 2												
31	Community Center at Parcel 74	TBD	2 yrs: 1 yr design, 1 yr construct	\$28.5 M; Note 1												
32	Ice Rink at 470 Dedham Ave.	TBD	3.5 yrs: 1.5 yr design, 2 yr construct	\$11.0 M; Note 2												
33	Ice Rink at Town Forest	TBD	3.5 yrs: 1.5 yr design, 2 yr construct	\$13.2 M; Note 2												
	Ridge Hill	TBD	Ongoing maintenance funds required	TBD												
	Nike	TBD	X	TBD												

MASTERPLAN TIMELINE: SCENARIO 1 - Temporary School at DeFazio Park

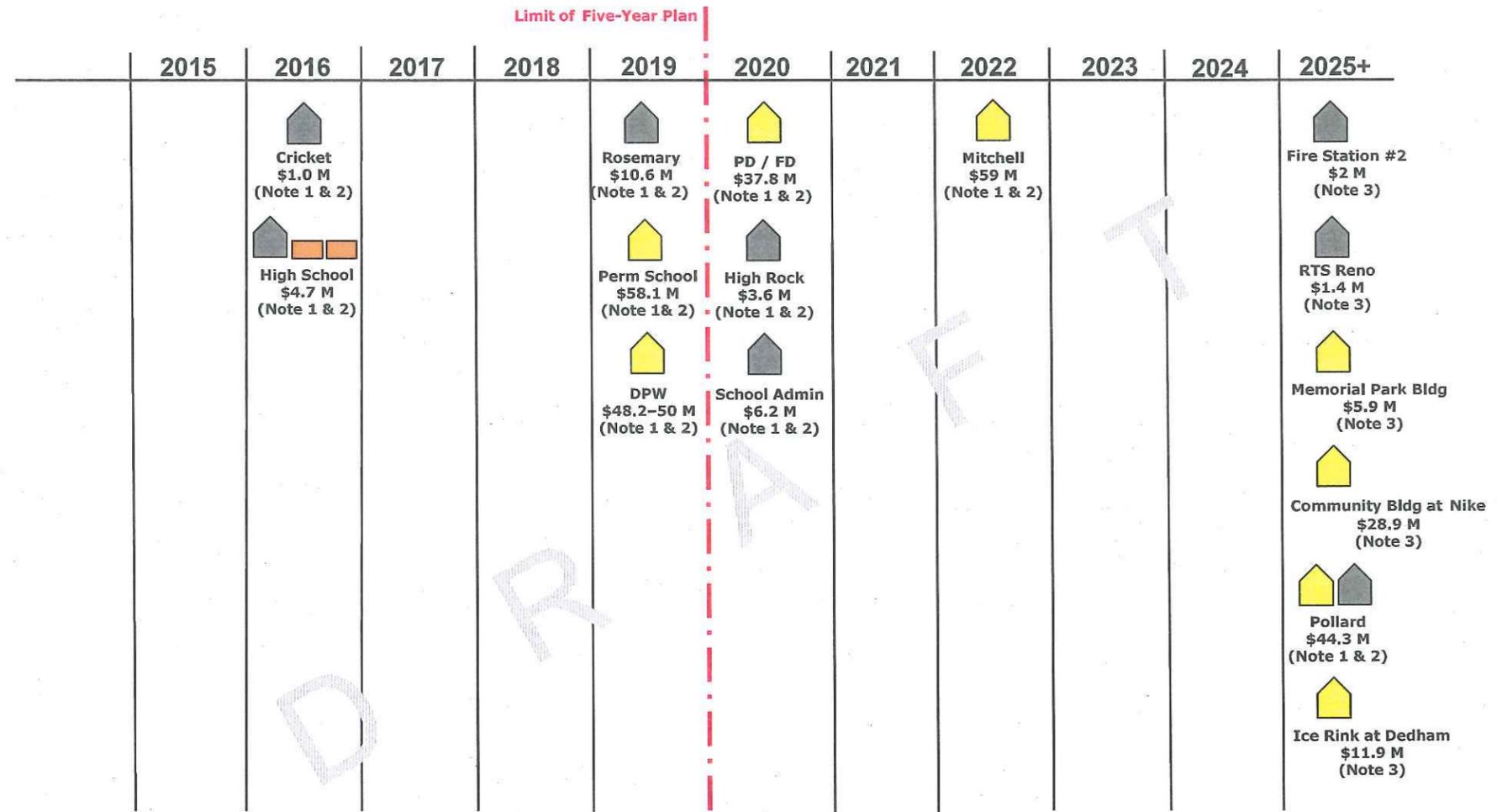


- Notes**
- Projects are shown at projected occupancy date.
 - Project costs are projected to the midpoint of construction.
 - Project costs are estimated to 2014.

Key

- = New Building
- = Renovation
- = Modular Classrooms

MASTERPLAN TIMELINE: SCENARIO 2 - Permanent School at DeFazio Park



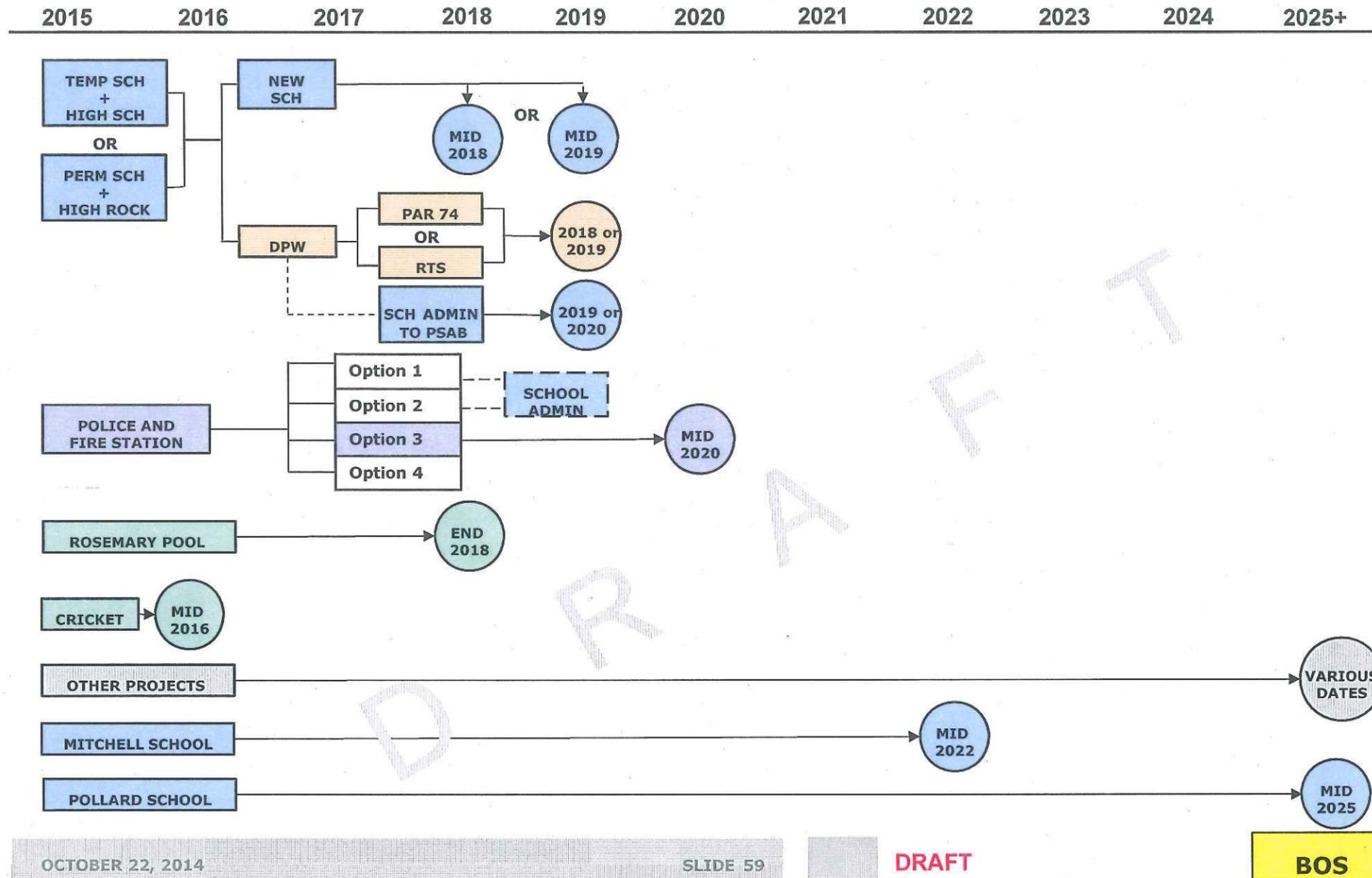
Notes

1. Projects are shown at projected occupancy date.
2. Project costs are projected to the midpoint of construction.
3. Project costs are estimated to 2014.

Key

- = New Building
- = Renovation
- = Modular Classrooms

MASTERPLAN TIMELINE: INTERCONNECTIONS





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

MEETING DATE: 11/12/2014

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		



The Revitalization Trust Fund

Needham Community

11/05/2014

“It is only through reaching out,
that we are drawn together”™

To: Kate Fitzpatrick-Town Manager
Needham Board Of Selectmen

From: Paul Good-Chair
The Revitalization Trust Fund (NCRTF)

Re: Request for Approval of Banners

Dear Kate and the Board of Selectmen,

The Revitalization Trust Fund is requesting permission from the Town for acceptance of the following banners for use within the NCRTF/Town of Needham Banner Display program.

Google eCity of Massachusetts banner – Acknowledgment of this wonderful award to Needham. To display in the Banner Showcase area on Chapel Street.

Experience Local banner – To reinforce awareness of the value of shopping and experiencing all Needham has to offer. To display simultaneously within the Banner Showcase area, alongside the eCity banners and other rotations going forward.

Thank you for your consideration.

Sincerely,

Paul A. Good
Founder/Chair
The Revitalization Trust Fund (NCRTF)

Needham



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BOARD OF SELECTMEN

* MINUTES *

October 22, 2014

7:00 p.m. A meeting of the Board of Selectmen, held with representatives of the Board of Selectmen, Finance Committee, Conservation Commission, Planning Board, School Committee, Park and Recreation Commission and Permanent Public Building Committee was convened by Chairman John Bulian at the Needham Town Hall. Present were Mr. Maurice Handel, Mr. Matthew Borrelli, Ms. Marianne Cooley, Mr. Daniel Matthews, and Town Manager Kate Fitzpatrick.

A summary of the discussion and a list of those in attendance are contained on the attached document entitled "Meeting Minutes, Needham Town Master Plan, October 22, 2014.

9:00 p.m. **Motion: Mr. Matthews moved that the meeting be adjourned. Second: Mr. Borrelli. Unanimously approved 5-0.**

MEETING MINUTES

Project: Needham Town Master Plan

Meeting Date: October 22, 2014

Time: 7:00 PM

Meeting Location: Powers Hall, Needham Town I

Job No: 21314

Meeting Number: All Boards Meeting

Report By: WRH, JMS, DH

Attending: Board of Selectmen

- Marianne Cooley
- Matthew Borrelli
- John Bulian (moderator)
- Moe Handel, FWG
- Daniel Matthews

Finance Committee

- John Connelly, FWG
- Louise Mizgerd
- Rick Zimbone
- Lisa Zappala
- Dick Reilly
- Rick Lunetta
- Louise Miller

Conservation Commission

- Cory Rhoades
- Janet Carter Bernardo
- Artie Crocker, FWG
- Paul Albert
- Peter Oehlkers

Planning Board

- Sam Bass Warner
- Marty Jacobs

School Committee

- Aaron Pressman
- Heidi Black
- Susan Neckes
- Joe Barnes, FWG
- Michael Greis

Parks and Recreation Commission

- Tom Jacobs
- Matt Toolan, FWG
- Cynthia Chaston,
- Mike Retzky

Permanent Public Building Committee

- Stuart Chandler
- Irwin Silverstein
- John Keene
- Natasha Espada

Needham Staff

- Kate Fitzpatrick, Town Mgr., FWG
- Chris Coleman, Ass't Town Mgr., FWG
- Paul Buckley, Fire Dept., FWG
- Philip Dronay, Police Dept., FWG
- Tony DelGaizo, DPW, FWG
- Bob Lewis, DPW, FWG
- Rick Merson, DPW, FWG
- Steve Popper, Public Facilities, FWG
- Hank Haff (HH), Public Facilities, FWG
- Dave Davison, Ass't Town Mgr., FWG
- Lee Newman, Planning + Com Dev, FWG
- Alexandra Clee, Planning + Com Dev
- Patty Carey, Park & Recreation
- Dan Gutekanst, School Supt, FWG
- Anne Gulati, School Fin. Dir., FWG
- David Roche, Building Dept.

Others

- Steven Rosenstock, Precinct B
- Holly Clarke, Precinct B
- Gloria Greis, Historical Commission
- Richard Hardy, Historical Commission
- Charles Nelson, YMCA
- Paul Good, YMCA
- Janet Jankowiak, YMCA
- John Gallo, Mitchell Area Resident
- Vasso Mathes, Hillside Parent
- Molly Pretorius Holme, Hillside Parent
- Sophia Buckley, Hillside Parent
- Lesley Murray, Hillside Parent
- Jen Leonard-Schaffstein, Hillside Parent
- Kristin Bold, Hillside Parent
- Jodi Rooney, Resident
- Anna Lubarsky, Resident
- Allison C., Resident
- Emily Roach, Parent Talk
- Jeffrey Heller, Solid Waste & Recycling Com.
- Carol Thomas, Library Trustee

HKT Architects

- Janet M. Slemenda, FWG
- Bill Hammer, FWG
- Doug Hartig, FWG

Item	Action
1.01	The object of this meeting was to update the Board of Selectmen and all members of other Town Boards on the status of the Facilities Master Plan. Janet Slemenda of HKT summarized the project sites, five primary categories of work, and the overview of the process: Workplan + Visioning, Programming, Site + Building Assessments + Master Plan Strategies, Site and Criteria Matrix (used to define which sites were most suitable), Option Development (preferred site based on the criteria), Development of Probable Costs (along with a timeline for the sequencing of the projects with budget and logistics for a five year plan and beyond), Presentations to Boards + Community and Final Report.
1.02	Janet Slemenda introduced project schemes and probable costs: School and School Administration, Department of Public Works, Police / Fire Departments and Parks and Recreation and Conservation. Next, an expenditure forecast, timeline scenarios, and project interconnections were presented. This concluded the presentation from HKT Architects. The slide show is posted on the town web site.
1.03	The Board of Selectmen opened the floor to questions or comments from board members.

1.04 **Question** — Sam Bass Warner: A parking garage at the current police/fire station #1 would be sensible. SBW commented that a scheme with a garage was shown at an early Facility Working Group (FWG) meeting. It is possible to design such a structure in a modern way and one that is not visible from the street. A 4-5 story parking garage, 2-3 levels above grade, and community building (with pool) could wrap around the site.

Answer — Janet Slemenda: Other options for the Police / Fire Station included a parking garage and an office building, and these were priced and will be included in the appendix of the report.

1.05 **Question** - Janet Bernardo: DPW at Greendale Avenue seems like a logical first step. What does the property owner think?

Answer — Kate Fitzpatrick: The boards agreed at the outset that all property would be discussed, and that discussion would not imply that the board having jurisdiction was in agreement.

1.06 **Question** — John Connelly: Was there a logic to the order of presentation?

Answer — Janet Slemenda: There was no predetermined order. Because the town has been accepted by the MSBA to start a feasibility study a decision on the schools is an appropriate place to start.

Question — John Connelly: Why is the midpoint of construction is used for construction cost?

Answer — Janet Slemenda: Mid-Point of Construction is used because contractors do not look at costs in the year that the project is bid but look further into the project timeline of construction, the mid-point, so that they can account for cost increases in materials or labor. Each project shown was estimated in 2014 dollars and the next ten years was projected. Then each project was looked at for the timeline of design and construction to determine what year the project might be built and the mid-point of that was selected. Bill Hammer added: Contractors themselves always estimate to the midpoint of construction in their bids to account for union contracts. These estimates are conservative and should be. This is standard practice.

Question — John Connelly: What role has priority played? Pricing and financing are incomplete without debt analysis.

Answer — Steve Popper, addressed later in meeting: The intention of the report is to provide physical and costs aspects that affect direction. Debt ratios are a long-term discussion. The financial information contained in this report will not address debt ratios or ability to pay.

Question — John Connelly: Kate said that all property is on the table. Why is Cricket Field not on the list as a possible school site?

Answer — John Bulian: Not all sites are on the table. The Park and Recreation Commission and the Board of Selectmen took it off the table. Cricket Field is not being considered.

Answer — Cynthia Chaston: We have many playing fields, and cannot look at every playing field as a potential school site.

1.07 **Question** — Rick Lunetta: Why do we not have a project that consolidates community needs into a single source facility? Why not combined use? Was that considered?

Answer — Janet Slemenda: Projects included in this Master Plan, by nature, are stand-alone projects. The DPW and Police & Fire most probably should be singular. The FD / PD is best located in the center of Town and a DPW is less compatible with this siting in this study. School administration was considered as a singular structure but on the same site shared with the PD / FD.

1.08 **Question** — Louise Miller: In reference to the temporary school, what other options or sites have been explored?

Answer — Janet Slemenda: We are using the information documented in the school studies completed by Dore & Whittier. DeFazio parking lot is the only site large enough to accommodate this program.

1.09 **Question** — Irwin Silverstein: Where is the proposed footprint of the Hillside School footprint to go?

Answer — Steve Popper: We relied on the Dore and Whittier report using essentially the same footprint if the school is located at Hillside. DeFazio is the only logical place for a potential relocation of the Hillside School.

Question — Irwin Silverstein: Will the new school be a 6th grade school? What happens to the Hillside population?

Answer — Janet Slemenda: The school population will be redistricted.

Answer — Michael Greis: A 6th grade school is one option. Redistricting is necessary either way.

1.10 **Question** — Rick Zimbone: If we put the middle school at DeFazio Park, we would not use Hillside?

Answer - Michael Greis: Yes, just as a swing space.

Question — Rick Zimbone: How do we factor in prioritization of projects?

Answer - John Bulian: We will work with the boards and committees once the financing plan is drafted.

Question — Rick Zimbone: What about reuse of the Steven Palmer building

Answer — John Bulian: The board has not taken any action with this property. The owner of Steven Palmer Senior Center has not volunteered to sell. Its lease is getting shorter each time we explore it as an option.

Answer — Kate Fitzpatrick: The current lease will not expire until 2027. Because there is over a decade on that lease it was not explored in the report.

1.11 Question — Cindy Chaston: What decisions come first?

Answer — Janet Slemenda: The next five years includes deciding whether a temporary or permanent school is to be built at DeFazio, and the timeline scenarios presented suggest what could happen after that.

Answer — Kate Fitzpatrick: Needham has already appropriated funds for school feasibility. The Hillside School decision will determine future plans, and have a domino effect on many subsequent projects.

1.12 Question — Louise Miller: Will the school cost at DeFazio Park include paving?

Answer — Steve Popper: Yes, the feasibility study cost includes paving at DeFazio Park.

1.13 Question — Sam Bass Warner: What processes were used for considering locations for a new pool?

Answer — Steve Popper: Previous reports explored these options. We are not going to open up the conclusions of these studies unless circumstances dictate. They stand on their own merits.

1.14 Tom Jacobs commented: The temporary school at DeFazio Park has the benefit of a permanent gym, paving, and swing space. For the record, \$20 M for a temporary school is not throwing money out the window.

Question — Tom Jacobs: There seems to be an advantage at the RTS site for a DPW. Years from now, we may look back and say why we did not put the DPW there?

Answer — Moe Handel: There are traffic, topographic and site limitations reasons that made RTS not as desirable for the full DPW.

1.15 Matt Toolan commented: In the actual feasibility studies that will be carried out later where more sites can be explored. These may not be the final sites, and this is a high-level analysis.

1.16 Question — Stuart Chandler: Is there a critical path for these projects in relation to regulatory, federal or state government stipulations that we have not addressed?

Answer — Steve Popper: Several jurisdictions are involved. State legislative approval is necessary for building at some sites including Parcel 74. The final report will identify these.

Answer — Kate Fitzpatrick: Environmental rules are becoming stricter and may impact the operation of the DPW at its current site.

- 1.17 **Question** — Matthew Borrelli: Is there an additional cost associated with re-appropriating temporary schools for different uses?

Answer — Janet Slemenda: There are no specific cost amounts noted at this time, but adjustments for some spaces, such as science labs, would require additional funding.

Question — Matthew Borrelli: Is there a phasing plan for the DPW?

Answer — Janet Slemenda: We have begun to discuss this with Rick Merson, Steve Popper and Hank Haff. Preliminary phasing plans would suggest that the early phase would address problem areas for the DPW: fueling, wash bay and vehicle storage.

- 1.18 **Question** — Dick Reilly: How do decisions get made going forward?

Answer — Kate Fitzpatrick: The report will include alternatives, and a financing plan will be developed. If costs and debt ratios are too high, then the people will help decide what is important. Final financing carries on through the first couple of projects.

Answer — Marianne Cooley: The first few projects will happen, and then other projects will arise. The report is for guidance.

- 1.19 **Question** — Marty Jacobs: With the DPW, is there an operational cost savings or impact on the neighborhood being included in the studies?

Answer — Janet Slemenda: No, that would occur in a future phase; neighborhood concerns and operational impacts were part of the criteria, and premiums costs for items such as fencing and heavy planting to buffer the neighborhood were included as part of the cost estimate.

Question — Marty Jacobs: Why is 6% the factor for escalation for the first two years, then 3.8%? Where did these numbers come from?

Answer — Janet Slemenda: A professional estimator developed this Opinion of Probable Costs and based their opinion on experience, qualifications and best judgment. Looking at market trends and after discussion with Facilities staff members the 6% and 3.8% numbers were agreed to. It is possible that these numbers could go higher, especially this year.

- 1.20 **Question** — Matthew Borrelli: Is the Pollard School square foot estimate number from a previous study?

Answer — Janet Slemenda: Yes, and it has been escalated. (The Final Report of the Comprehensive Facilities Assessment for the Pollard Middle School – 8/22/2011).

Questions — Has Park & Recreation discussed a public/private partnership in the context of the community center?

Answer - Matt Toolan: There is the possibility of a public/private partnership but the biggest issue is the amount of available land.

1.21 Daniel Matthews commented: The first five years typically go as planned. People should not assume they will be asked to vote on a 15 year plan. Each project will have feasibility studies, voting, and consider orders of magnitude. We need to be mindful that early decisions limit what we can do later on. This is a framework and each project will have its own process. There is a logical progression. We will be asking, 'does it make sense to build a school at DeFazio Park, and if so, temporary or permanent? Then what if anything will we do with the DPW?'

1.22 **Question** — Aaron Pressmen: Do we have a partner for a public private partnership? How did Nike come up as a possible site?

Answer — Janet Slemenda: The Nike site, which is under the jurisdiction of the School Department, was a designated site to be studied during this effort. Nike was not looked at for schools, as previous studies determined that it was not the best place for a school. The Nike site was looked at for a School Administration Building the DPW and a Community Center.

**Town of Needham
Board of Selectmen
Minutes for October 28, 2014
Powers Hall
Needham Town Hall**

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

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman 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. Proclamation - Veterans' Day
Mr. Bulian read a proclamation recognizing Tuesday, November 11, 2014 as Veterans' Day in the Town of Needham.

Motion by Mr. Matthews that the Board of Selectmen of the Town of Needham, do hereby recognize Tuesday, November 11, 2014 as Veterans' Day and ask all citizens of the Town to join in appropriate observance of those who have served to preserve the principles of justice, freedom, and democracy. Second: Mr. Borrelli. Unanimously approved 5-0.

7:00 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

There are no appointments for this meeting.

CONSENT AGENDA *=Backup attached

- 1. Accept the following donation made to New Years Needham: \$250 from Craig Geddes of Edward Jones; \$250 from Wingate Healthcare; \$100 from Needham Music; \$250 from Petrini Corporation**
- 2. Approve a request from Christopher Hartzell, of the Needham Sheraton, to extend the hours of its liquor license on 11/29/2014 for a private function, and on 12/31/2014 for a private function. They would like to provide bar service until 1:00 a.m. for both events.**
- 3.* Approve minutes from October 14, 2014 meeting.**
- 4. Accept a \$10 donation made to Needham Youth Services from Lynn Cattanach, a Needham resident. The monies will be used to sponsor Needham Youth Services A Conversation program.**
- 5. Accept gift of \$10,000 from SolarCity for professional service expenses related to the Needham Solar Project as they relate to the Revised and Restated Energy Services Management Contract.**

- 6.* Approve minutes of November 12, 2013 and March 11, 2014 (Regular Session).
7. Accept donation of two new Valley Forge Koralex II polyester flags for the Needham Town Common and the Needham Heights Common in preparation for the winter months from the Norfolk Lodge, A.F & A.M.
- 8.* Approve special banner hanging request from Paul Good, Needham Community Revitalization Trust Fund, for the hanging of a Needham Farmers Market banner for use within the NCRTE/Town of Needham Banner Display program.
9. Grant permission for the following residents to hold a Block Party:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Valerie St. Peters	15 Fairfield St.	Fairfield St.	10/31/2014	N/A	4-9pm

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

7:02 p.m.

Public Hearing - NSTAR Petition for Country Way:
Maureen Carroll, NSTAR representative appeared before the Board requesting permission to install approximately 9 feet of conduit at pole 344/8 on Country Way, Needham. Ms. Carroll said this work is necessary to provide service from pole 344/8 Country Way, 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 9 feet of conduit from pole 344/8 Country Way, Needham. This work is necessary to provide service from pole 344/8 Country Way, Needham.

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

7:03 p.m.

Public Hearing - NSTAR Petition for Grove Street:
Maureen Carroll, NSTAR representative appeared before the Board requesting permission to install approximately 7 feet of conduit from pole 25/8 on Grove Street, Needham. Ms. Carroll said this work is necessary to provide underground service from pole 25/8 to feed shed located at 465 Grove Street.

Mr. Bulian invited public comment.

Kurt Wulff, 486 Grove Street said he was concerned about a related issue, but has no problem with the NSTAR petition for Grove Street. Ms. Carroll assured Mr. Wulff the issue regarding the double pole will taken care of within 2 weeks. Mr. Bulian closed the public hearing.

Motion by Mr. Borrelli that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 7 feet of conduit from pole 25/8 on Grove Street, Needham. This work is necessary to provide new underground service from pole 25/8 to feed shed located at 465 Grove Street.

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

7:06 p.m.

Public Hearing - Rail Trail:

Anthony Del Gaizo, Town Engineer, Tad Staley, Bay Colony Rail Trail Association, Patty Carey, Director of Park and Recreation, and Kathleen Phelps, Bay Colony Rail Trail appeared before the Board to discuss engineering plans for the Rail Trail project.

Mr. Del Gaizo presented a Powerpoint presentation outlining the current design plan. He said the trail is to start just beyond High Rock Street and extend westerly past Fisher Street, stopping approximately 800 ft. before the Charles River. He stated bids from the contractor may come in higher than anticipated, and that the final portion of the trail could be completed in the future once additional funds become available. He said the trail is 10 ft. wide with stone dust. Mr. Del Gaizo said part of the project includes installing wood railings for safety, as some side slopes are very steep.

Mr. Bulian commented he wants to see the trail extended all the way to the Dover line, as it is an important part of the project.

Mr. Bulian asked for comments from the Board.

Mr. Matthews asked about stop signs at trail crossings. He asked for more detail concerning access to the trail at High Rock Street, noting the possibility of an off-street parking lot. Mr. Matthews noted the trail is a publicly owned right of way, and some abutters have expressed concern about trespassing. He asked about safety.

Mr. Staley said many studies of rail trails indicate many trails become safer because they are in use. He pointed out vandalism associated with rail trails is very small. He said there are 54 abutters to the trail. He noted a view into some properties can be seen from the trail and said he recognizes that it will be a problem for some homeowners. Mr. Staley said \$50,000 has been raised specifically for screening/privacy on private property. He said screening could include fencing or plantings. He stated he continues to work with abutters.

Mr. Borrelli asked about parking along High Rock Street and at crossings. He also asked about a trash policy.

Mr. Handel commented on the construction of the trail and its affect abutters.

Mr. Del Gaizo described the construction process and equipment used to remove the railroad ties and install the trail. He said the project could take 4-9 months to complete.

Ms. Cooley asked about timing on the bids.

Mr. Del Gaizo said the Town should know the expected cost of the project before Christmas.

Mr. Bulian invited public comment.

Bob Fitzgerald, 145 Stratford Road said he was against the project initially, but felt if his concerns could be addressed adequately, he was open minded. He said he has 2 special needs children who play in the backyard and he is concerned for their safety. He said long and short term maintenance is also a concern, as well as the possibility of the trail being expanded to a lighted hard surface in the future. He said studies show vandalism increases on rail trails. He is concerned the Town does not have adequate resources to maintain the trail.

Gerald Finkelstein, 32 Pilgrim Road said parking should not be an issue and that every bicycle rider does not represent an automobile.

Doug Shatkin, VP Human Resources, Walker School said the trail will be of great use for the students at Walker School. He asked when will the Town know the full length of the trail and when should abutters ask for fencing and privacy screening. He said the safety of the children at the school is most important.

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

Mr. Handel said he is confident the concerns of the abutters will be met.

Motion by Mr. Borrelli that the Board vote to approve, in concept, the design of the Rail Trail from High Rock Street to the Dover line.

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

8:00 p.m.

Large House Study Committee Update:

Liz Grimes, Planning Board and Lee Newman, Director of Planning and Community Development, and Marianne Cooley, Board of Selectmen appeared before the Board with an update on the work of the Large House Study Committee and answer any questions the Board may have.

Ms. Grimes gave a brief overview of the make up of the Large House Study Committee. She said the committee began its work by examining current trends in Needham, the number of houses torn down this year, location, average sales price, and the people buying new homes. She also said the committee reviewed the floor area ratio (FAR), and lot coverage.

Mr. Bulian asked whether the committee considered the demographic of who was selling the home. Ms. Grimes said "no", and that it would be very hard to determine that information from public record. Mr. Bulian said the information could be available from the Town census.

Ms. Newman said most of the houses torn down had a value of \$600,000 with a FAR of approximately 0.2%, and a replacement house had an FAR of approximately 0.4%. She noted the average tear down home had 1,500 square feet, while the replacement home had 5,300 square ft. (including basement and attic). Ms. Newman said the committee also considered the FAR distribution across Needham, and where pockets of rebuilt homes were located. She said lot coverage was also considered.

Ms. Grimes said the committee met with Planning Director from Wellesley to discuss the changes and results that their town has made. She said regulations from Newton and Weston have also been considered.

Ms. Newman said the committee is considering how far it could shrink the footprint of a new house and still have a program the builders can work with to build a home that the market is demanding. Ms. Grimes also said it is important a seller is still able to recoup the amount of money that they would be recouping in today's market.

Mr. Bulian said many senior citizens need as much value as possible from the sale of the home to be able to afford end of life costs. He said he is concerned any actions by the Town have minimal effect.

Mr. Borrelli commented it is a sensitive issue to discuss values and regulations, but he said there are ways to build a nice home in Needham. He said he is concerned the issue may become too complicated and won't be good for the builders, and difficult to pass at Town Meeting. He said simplicity is best.

Ms. Grimes said the committee will also study tree by-laws in Lexington, Wellesley, and Newton. Ms. Newman said the committee will also be considering storm water drainage.

Ms. Grimes asked the Board review the sample by-laws from Lexington, Wellesley, and Newton, as each town is very different in their approach to what they require builders and private owners to do with their land, and the replacement of trees.

Mr. Matthews said it is not necessary to devise a complete new by-law, but rather find key ideas for implementation.

Ms. Cooley said it is a fact that the issue of trees and storm water are related, but not understood. She commented it is not any good to preserve a tree damaged during construction, but rather it is better to understand that trees are necessary to create tree canopies for energy savings and to soak up storm water.

Mr. Handel said he agrees with the approach of the committee, but the community also needs to address the issue of starter homes. He said the Town needs to preserve housing opportunities for people already living in Needham.

Mr. Matthews said the Town should allow more apartment/rental opportunities for people to come to Needham. He suggested condominium living.

The Board thanked Ms. Grimes, Ms. Newman, and Ms. Cooley for the presentation.

8:50 p.m.

Town Manager:

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

1. Interim Rules and Regulations for the Use of the Center at the Heights:
Motion by Mr. Borrelli that the Board of Selectmen vote to approve the Interim Rules and Regulations for Use of the Center at the Heights dated October 28, 2014.

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

2. Rail Trail Advisory Committee:

Ms. Fitzpatrick recommended that the Board approve the creation of a Rail Trail Advisory Committee to provide a forum for abutters, residents, and trail users to provide feedback and concerns after the trail is operational, and to make recommendations to the Board of Selectmen with respect to trail policy, maintenance, and future trail improvements, as appropriate.

Motion by Mr. Handel that the Board vote to approve the Charge and Composition of the Rail Trail Advisory Committee dated October 28, 2014.

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

9:00 p.m.

Board Discussion:

1. Quiet Zone Evaluation:

Mr. Handel said that over the years there have been citizens interested in establishing a quiet zone in parts of Needham to control train noise at Oak St., Great Plain Avenue, Rosemary Street, and West Street. He said the issue is coming up now due to the scheduled Streetscape project in Needham. He said it may be time for the Town to put measures in place to allow for a quiet zone. He said the measures could be done in a cost effective manner, so as not to over burden the capital needs of the community. He asked the Board consider looking at the cost to implement a safe, quiet zone at Great Plain Avenue and Oak Street, as these are the first areas of Town to be affected by the streetscape project.

Ms. Fitzpatrick commented the crossing at the Needham Golf Course should also be considered because it is not used at night or in the winter months.

Ms. Cooley said that while cost is important, safety is a bigger concern.

Mr. Matthews said past study of the issue indicated to him that it was not a good use of the Towns resources, and that there are safety issues. He said he would need to know the cost and amount of Town staff required to move forward.

2. Committee Reports:
No reports were made.

Mr. Bulian announced the Needham High School football team is hosting a playoff game against Quincy on Friday, October 31, 2014 at Memorial Field at 5:30 p.m.

9:10 p.m. Executive Session - Exception 3 (potential litigation):

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

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

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

**Town of Needham
Board of Selectmen
Minutes for July 29, 2014
Selectmen's Chamber
Needham Town Hall**

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

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman John A. Bulian. Those present were Maurice P. Handel, Matthew D. Borrelli, Daniel P. Matthews, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt. Marianne B. Cooley was not present.

7:00 p.m. Public Hearing - NSTAR Petition for Pleasant Street:
Maureen Carroll, NSTAR representative appeared before the Board requesting permission to install approximately 15 feet of conduit at pole 50/4 on Pleasant Street, Needham. Ms. Carroll said this work is necessary to provide new underground electric service for a new house at 30 Pleasant Street, Needham.

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

Ms. Fitzpatrick said all paperwork is in order.

Motion by Mr. Borrelli that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 15 feet of conduit at pole 50/4 on Pleasant Street, Needham. This work is necessary to provide underground electric service for a new house at 30 Pleasant Street, Needham.

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

7:01 p.m. Public Hearing - Verizon and NSTAR Joint Petition for Webster Street:
Ellen Joy, Verizon representative and Maureen Carroll, NSTAR representative appeared before the Board requesting permission to install one Pole #83 at the property line between 695 and 701 Webster Street, Needham. Ms. Joy said the homeowner at 695 Webster Street has requested that the existing pole which is directly in front of her house be relocated to the property line between 701 and 695 Webster Street.

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

Ms. Fitzpatrick said all paperwork is in order.

Motion by Mr. Borrelli that the Board of Selectmen approve and sign a petition from Verizon and NSTAR to install one Pole #83 at the property line between 695 and 701 Webster Street, Needham. The homeowner at 695 Webster Street has requested that the existing pole which is directly in front of

her house be relocated to the property line between 701 and 695 Webster Street.

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

7:03 p.m.

Public Hearing - NSTAR Petition for School Street:

Maureen Carroll, NSTAR representative appeared before the Board requesting permission to install approximately 5 feet of conduit at pole 55/9 A on School Street, Needham. Ms. Carroll said this work is necessary to provide underground electric service for a parking lot at 88 Chestnut Street, Needham.

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

Ms. Fitzpatrick said all paperwork is in order.

Motion by Mr. Borrelli that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 5 feet of conduit at pole 55/9 A on School Street, Needham. This work is necessary to provide underground electric service for a parking lot at 88 Chestnut Street, Needham.

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

7:05 p.m.

Director of Public Works:

Richard P. Merson, DPW Director appeared before the Board with 3 items to discuss.

1. Sign Notice of Traffic Regulation - Country Way

Mr. Merson said the Traffic Management Advisory Committee (TMAC) has recommended that the southerly leg of Country Way traveling westbound be designated as a stop at the intersection where the road crosses itself.

Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS14-07-29 requiring that the southerly leg of Country Way be designated as a stop street at the intersection of Country Way.

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

2. Sign Notice of Traffic Regulation - Garden Street

Mr. Merson said the Downtown Streetscape Committee recommended a Parking Regulation by established for the East side of Garden Street in order to accommodate eight parking spots.

Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #P14-07-29 creating a parking regulation for Garden Street, east side, from a point 80 feet north of Great Plain Avenue to a point 415 feet north of Great Plain Avenue, time - 2 hours, 9 AM - 3 PM, M-F.

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

Mr. Borrelli asked about the proposal and whether there was adequate space for two lanes of traffic plus parking spots. Mr. Merson said there is enough space for two lanes of traffic as well as parking space.

Mr. Handel noted this is a creative solution by the Downtown Streetscape Committee to maximize parking in downtown Needham.

3. Sign Notice of Traffic Regulation - Chestnut/Lincoln Street & Lincoln/School Street Municipal Parking Lots

Mr. Merson asked that parking space designations be instituted for Chestnut/Lincoln Street Municipal Parking Lot and Lincoln/School Street Municipal Parking Lot.

Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #P14-07-29A for the Chestnut/Lincoln Street Municipal Parking Lot, one hundred forty parking spaces as designated in the lot shall be designated two hour parking. Fifty-one parking spaces as designated in the lot shall be designated Permit Parking, Monday through Friday 8 AM to 2 PM, Four parking spaces as designated in the lot shall be designated 30 minute parking; and Permit #P14-07-29B for the Lincoln/School Street Municipal Parking Lot: Thirty-one parking spaces as designated in the lot shall be designated permit parking, Monday through Friday, 8 AM to 2 PM.

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

7:12 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with 4 items to discuss:

1. Off-Leash Dog Area Regulations

Ms. Fitzpatrick asked the Board to review and approve the regulations for Needham's Off Leash Dog Recreations Area. She stated construction of the new dog recreational area at the Nike site is scheduled to begin in the early fall of 2014.

Motion by Mr. Handel that the Board vote to approve the Needham Dog Recreational Area Regulations.

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

2. RTS Stickers FY2015

Dave Davison, ATM/Finance asked the Board to approve certain changes to the RTS Sticker standard sticker fee schedule for FY2015. Mr. Davison said no change is proposed for commercial hauler stickers.

Motion by Mr. Borrelli that the Board vote to eliminate the fee for additional Standard Stickers, Replacement Standard Stickers, and lost Standard Stickers effective immediately if a Needham household has already purchased a

Standard Sticker, and that the half-year Standard Sticker is eliminated effective October 1, 2014.

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

3. Citizen Satisfaction Survey

Ms. Fitzpatrick and Paul Buckley, Fire Chief appeared before the Board to discuss the recently completed National Citizen's Survey, including methodology and results. A PowerPoint presentation titled "The National Citizen Survey - Town of Needham, MA 2014" was viewed. Ms. Fitzpatrick highlighted aspects of the survey, including the 97% rating received for Needham as an excellent or good place to live. Ms. Fitzpatrick said residents can view the survey on the Town's website.

4. Town Manager's Report

Ms. Fitzpatrick recognized Michelle Vaillancourt, Town Accountant who recently achieved the designation of Certified Governmental Accountant from the Massachusetts Municipal Auditors and Accountants Association. The Board congratulated Ms. Vaillancourt on her achievement and thanked her for the work she does for the Town.

Ms. Fitzpatrick reported that on July 22, 2014 the Commonwealth opened bids for the last phase of the Add-A-Lane project. She said she is pleased the Commonwealth respected Needham's desire to have infrastructure in place prior to the opening of the new TripAdvisor building in 2015 and other development at Needham Crossing.

7:45 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

1. **Council on Aging**

Monica Graham (term expires 06/30/2017) (School Committee recommendation)

Tom Keating (term expires 06/30/2016) (Public Library recommendation)

2. **Needham Community Television Development Corporation**

Crystal Carter (term expires 6/30/2016)

CONSENT AGENDA

1. **Accept a \$655 donation made to the Needham Health Department's Coalition for Suicide Prevention from John Cusick and Lynwood Hamilton.**

2. **Approve minutes from June 3, 2014, Open and Executive sessions; and June 24, 2014 Open and Executive sessions.**

3. **Accept the following donations made to the Needham Public Library during the period April 10, 2014 to June 30, 2014: The Friends of the Needham Public Library gave the library a copy of program speaker Anthony Sammarco's new book, A History of Howard Johnson's (\$19.99); The following people have**

made donations to the library in memory of Richard —Dickl Carter: Dr. William Cristo (\$30.00), Debra Olshever (\$20), Patrice and John Snellings (\$50.00), and Friends of the Library from various donors (\$280.00); The following people have made donations to the library in memory of Margaret L. Coveney: Pamela Stryjewski (\$50.00), Ann MacFate (\$25.00), Ruth DeLuca (\$40.00), Colleen Harkins (\$25.00), Olin College of Engineering (\$100.00), Joseph and Carol Muratore (\$25.00), Patricia Menno-Coveney and Stephen Menno (\$100.00), Kevin and Pat O'Bryan (\$50.00), and John F. Coveney (\$50.00); Gloria Polizzotti Greis gave the library a copy of her book, *A Noble Pursuit: The Duchess of Mecklenburg Collection from Iron Age Slovenia* (\$21.95); The Needham Coalition for Suicide Prevention donated the following books to the library: *Mindfulness-Based Cognitive Therapy for Depression* (\$55.00), *Treating Self-Injury* (\$47.00), *The Power of Resilience* (\$16.95), and *Teen Suicide Risk* (\$30.00); John Quagliaroli gave the library a box of white binders and a box of manila folders; John Dewey donated the following CDs: *Jazzin: the Blues: 18 Cool Jazz Moods* (\$15.00), *Benny Goodman and Sid Catlett—Roll Em!* (\$30.00), *Charlie Parker—Bird of Paradise* (\$5.00), and *Teddy Wilson—Of Thee I Swing* (\$15.00); The Needham Community Council paid for a library subscription to *Easy English News* (\$40.00); Ann MacFate donated \$250.00 in memory of Irene MacFate; Needham author Rose A. Doherty gave the library a copy of her new book, *Katharine Gibbs: Beyond White Gloves* (\$18.95); David Rich gave the library a copy of his new children's book, *The Witch and the Baby Princess* (\$8.99); Keith and Lynn McClelland donated a copy of Keith's sister Janet Bolin's new book, *Night of the Living Thread* (\$7.99); Margaret Pantridge made donations to the library in memory of Henry Salaun and Roy Nutile (\$50.00); The library received a \$21,143.00 donation from a donor who wishes to remain anonymous; Michael and Martha Michalewich honored granddaughter Ayla Jane Harding with a \$25.00 gift to the Children's Room; and The Friends of the Library donated \$5,000.00 for the purchase of audiovisual materials.

4. Accept a \$600 donation made to the Needham Park and Recreation Commission from the Needham Exchange Club. The monies are to be used for the 2014 Arts in the Parks concert series.
5. Accept a \$175 donation made to the Student Awareness Fire Education program from the Needham Congregational Church Board of Deacons in memory of William C. Weitzel, Jr.
6. Approve a Special One Day Wines and Malt Beverages License for Kristin Mockus, of Needham Pool & Racquet Club to hold its —Hats Off to Summer! event on Thursday, July 31, 2014 from 6:00 p.m. to 9:00 p.m. The event will be held at Needham Pool & Racquet Club, 1550 Central Avenue, Needham.
7. The Council on Aging requests that the Board of Selectmen accept the donation of patio furniture valued at approximately \$8000.00 from the Needham Exchange Club to the Center at the Heights.
8. Sign the Warrants for the State Primary to be held on September 9, 2014.

9. Approve request from Park and Recreation Commission to host their annual "Spooky Walk" on Saturday, October 18th, 2014 which commences on Town Common at 10:45am, with a rain date for Saturday, October 25th, 2014.
10. Approve request from the Park and Recreation Department to offer archery programs this summer at the Claxton quarry area during July 28 through August 1, 2014 and at the Outdoor Living Program, located at Ridge Hill, during various points throughout the summer. These programs utilize bows and arrows.
11. Accept the following donation made to the Needham Community Revitalization Trust Fund from the following resident: \$ 100 from Daniel P. Matthews
12. Approve a Special One Day All Alcoholic Beverages License for Jodie Kaplan, of Bright Spirit Children's Foundation to hold its Bright Spirit Charity Poker event on November 21, 2014 from 5:30 p.m. to 11:30 p.m. The event will be held in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.
13. Approve a request from Peter Latvis, Assistant Director in the Events Management Office at Babson College, who has submitted a Road Event form, to hold a portion of its —Babson Runs for Rett- 5K and Fun Run|| in Needham on Saturday, September 20, 2014 from 10:30 a.m. to 11:30 a.m. The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.
14. Approve continuation of the experimental Traffic Regulation in accordance with the Needham Traffic Rules and Regulations Section 3-6 for Great Plain Avenue for the period July 28, 2014 to August 27, 2014: one Handicap Parking spot, and one 15 minute Parking spot, in front of the former Eaton Square Right of Way adjacent to MBTA Right of Way.
15. Approve continuation of the experimental Special Permit Parking Regulation to allow temporary parking for construction vehicles on Ellis Street at Mills Field. This regulation will allow parking for up to twelve vehicles for the period July 26, 2014 to August 25, 2014.
16. Approve road race event form from Christopher George of the Sean Biggs Memorial Foundation, to hold its 5K race in Needham on October 19, 2014 from 6:00 a.m. to 12:30 p.m. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.
17. Approve a request from Allan Eyden, Road Coordinator for the Pan Mass Challenge, to have a portion of its ride to go through Needham. The event is scheduled for August 2, 2014 and August 3, 2014 starting at 7:00 a.m. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.
18. Approve request from the Needham Business Association to hold Annual Blue Tree Ceremony on Saturday, December 6, 2014 at 4:30 p.m. in Avery Square and Blue Tree festivities at the Town Common at 5:00 p.m. Approval also includes use of Garrity Way from 1:00 p.m. to 5:00 p.m.
19. Approve request from the Needham Business Association to have —meter-free|| parking in Needham Center and Needham Heights from November 27, 2014 to January 2, 2014.

- 20. **Special Sewer Assessment Order No. 591**
- 21. **Special Sewer Assessment Order No. 592**
- 22. **Water & Sewer Abatement Order No. 1183**
- 23. **Grant permission for the following residents to hold a Block Parties:**

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Ratify Sarah McElroy	23 James Avenue	James Ave	7/3/2014		5-9:30pm
Jerome Kassel	174 Parker Rd	159 Parker Rd	9/6/2014	9/7/2014	3-8pm
Virginia Carnahan	671 Great Plain	Greenwood Avenue	9/6/2014	9/7/2014	3-11pm
Janine McGuire	60 Colby St	Rae Avenue within the intersections of Colby and Arch	9/6/2014	9/7/2014	3-9pm 3-8pm
Yelena Viktorov	82 Canterbury	Canterbury	9/6/2014	9/7/2014	4-9pm
Jeanne Martin	139 Plymouth Rd	Plymouth Rd	9/7/2014	9/14/2014	1-7pm
Cindy Fionda Osgood	27 Laurel Drive	Lower Laurel	9/20/2014	9/21/2014	3:30-7:30pm 3-7pm

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

7:45 p.m. Board Discussion:

1. Town Manager Performance Evaluation

Mr. Bulian stated in accordance with the Board's policies, the Board of Selectmen prepared the annual performance evaluation of the Town Manager. He said each member of the Board completed an evaluation that is then compiled into a consensus evaluation document containing the numerical average for each point of evaluation and a summary of overall evaluation comments. The Board's policy, he said, calls for the overview to be released at a meeting of the Board of Selectmen. He asked for Board comments.

Mr. Matthews said Ms. Fitzpatrick is one of the best Town Managers in the State of Massachusetts. He said Ms. Fitzpatrick completed a long list of very impressive accomplishments over the last year, always with high standards, an ethical approach, and with good cheer. He said he is glad Ms. Fitzpatrick is working for the Town of Needham. Mr. Handel, Mr. Borrelli, and Mr. Bulian concurred with the comments made by Mr. Matthews. Mr. Bulian read a comment from the

consensus evaluation document, "Kate's effectiveness as Town Manager is enhanced by her knowledge of the community and the community benefits from that effectiveness." He said the Board is very appreciative of the work done by Ms. Fitzpatrick and thanked her for her service to the Town of Needham.

Motion by Mr. Matthews that the Board vote to approve the Town Manager Consensus Evaluation Overview Document dated July 29, 2014.

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

7:55 p.m.

Executive Session:

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

Exception 2 - To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel.

Second: Mr. Borrelli. Mr. Bulian polled the Board. Unanimously approved 4-0.

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

Not to return to open session prior to adjournment.

Second: Mr. Borrelli. Mr. Bulian polled the Board. Unanimously approved 4-0.

A list of all documents used at this Board of Selectmen meeting are available at:
<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>

Town of Needham
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:	-\$245.64
Water Irrigation:	-\$1,007.46
Water Admin Fees	\$0.00
Sewer Sales:	-\$554.88
Transfer Station Charges:	\$0.00

Total Abatement: -\$1,807.98

Order #: 1187

Read and Approved:


Assistant Director of Public Works

11/7/2014



Director of Public Works

For the Board of Selectmen

Date: 11/12/14

**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 Y/N
DB	Braley	Timothy & Jill	23123	13034	50	Grasmere Road	-\$167.10	\$0.00	\$0.00	-\$167.10	BP	N
DB	Hayes	Dana	24765	11886	125	Booth Street	-\$791.85	\$0.00	\$0.00	-\$791.85	ACC	N
DB	Burns	Ann I	13839	26	195	Valley Road	\$0.00	-\$24.54	-\$42.18	-\$66.72	ACC	N
DB	Kaufman	Robert	35689	14506	24	Hollow Ridge Road	-\$48.51	\$0.00	\$0.00	-\$48.51	ACC	N
JO	Council on Aging (1) & Board of Health (1)											

Total: -\$1,807.98

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
- BOH = Board of Health
- 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)	Kimberly McCollum		
Event Manager Address	1471 Highland Ave; Town Hall		
Event Manager Phone Number	617.834.6594		
Organization Representing (if applicable)	New Year's Needham		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit	<input type="checkbox"/> For profit	
	<input type="checkbox"/> Proof of non-profit status is attached	Form of Proof: <u>Town committee</u>	
Name of Event	New Year's Needham, Countdown Party		
Date of Event	12/31/2014		
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:	TO:	
	9:00pm	12:15 am (01/05)	
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES	\$ 20/per ticket	<input type="checkbox"/> NO
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES	\$ 25/per ticket at door	<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?	220		
Name & address of event location. Please attach proof of permission to use this facility.			
Powers Hall, Town Hall			
Who will be serving the alcohol to your guests?			
Matt Ching Karen Connell + Elaine McGovern			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
on file ; same as 2013. TIPS cents. coming.			
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.			
Served from bar. (Bartenders supplying.) See Powers Hall floorplan for event			
<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:	K. McCollum		Date: 10.20.14

©

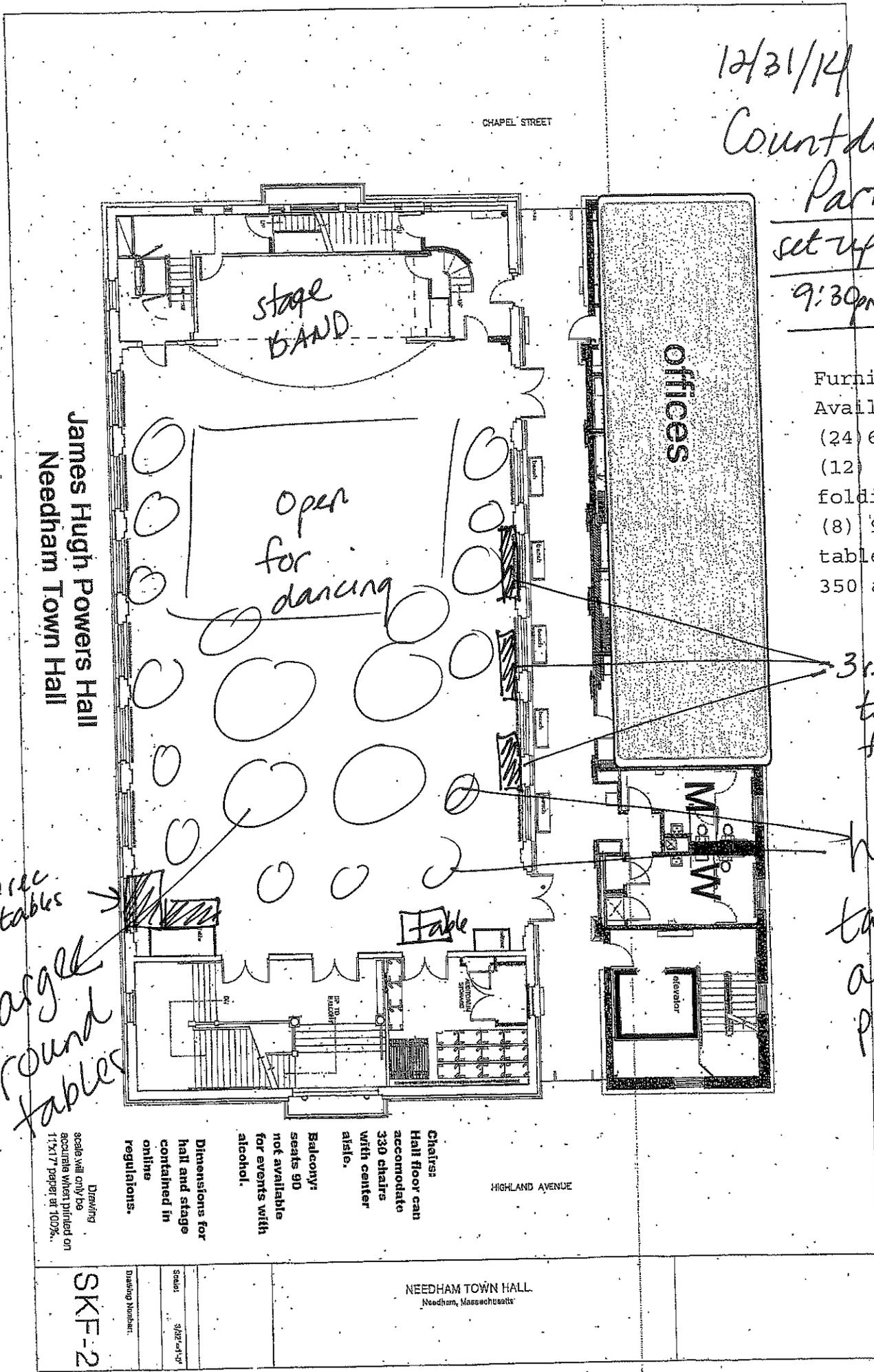
12/31/14

Countdown
Party

set up 8:30

9:30pm - 12:30am

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



James Hugh Powers Hall
Needham Town Hall

2 rec. tables
larger round tables

3 rec. tables for food

high top tables around perimeter

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

Balcony:
seats 90 not available for events with alcohol.

Dimensions for hall and stage contained in online regulations.

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

NEEDHAM TOWN HALL
Needham, Massachusetts

SKF-2

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



The Revitalization Trust Fund

Needham Community

11/07/2014

“It is only through reaching out,
that we are drawn together”™

To: Kate Fitzpatrick-Town Manager
Needham Board Of Selectmen

From: Paul Good-Chair
The Revitalization Trust Fund (NCRTF)

Re: Request for Approval of Banners

Dear Kate and the Board of Selectmen,

The Revitalization Trust Fund is requesting permission from the Town for acceptance of the following banners for use within the NCRTF/Town of Needham Banner Display program.

Needham Lights banner – To raise awareness of events planned within the same day as the Blue Tree Lighting, December 6th, 2014.

Thank you for your consideration.

Sincerely,

Paul A. Good
Founder/Chair
The Revitalization Trust Fund (NCRTF)

NEEDHAM LIGHTS



NeedhamLights.org