

# BOARD OF SELECTMEN

## June 9, 2015

### Needham Town Hall

### Agenda

*Note: Agenda subject to revision, start times are approximate and agenda items may be discussed at earlier or later times.*

	<b>6:45</b>	<b>Freedom Shrine Dedication</b> <ul style="list-style-type: none"> <li>• Needham Exchange Club</li> </ul>
<b>1.</b>	<b>7:00</b>	<b>Public Hearing: Setting 2017 Water &amp; Sewer Rates</b> <ul style="list-style-type: none"> <li>• Water and Sewer Rate Structure Committee</li> <li>• David Davison, Assistant Town Manager/Finance</li> <li>• Richard Merson, Director of Public Works</li> <li>• Evelyn Poness, Town Treasurer/Collector</li> </ul>
<b>2.</b>	<b>7:55</b>	<b>Town Manager</b> <ul style="list-style-type: none"> <li>• Food Truck Policy Revision</li> <li>• Sign Notice of Traffic Regulation – Memorial Park Parking Lot</li> <li>• Town Manager Report</li> </ul>
<b>3.</b>	<b>8:10</b>	<b>Board Discussion</b> <ul style="list-style-type: none"> <li>• High School Overcrowding Considerations</li> <li>• Committee Reports</li> </ul>
<b>4.</b>	<b>8:25</b>	<ul style="list-style-type: none"> <li>• Executive Session Exception 3 &amp; 6</li> </ul>

### CONSENT AGENDA      \*=Backup attached

1.	Accept a \$20 donation made to the Needham Health Department's Gift of Warmth fund from the Roman Catholic Archbishop of Boston, St. Bartholomew Parish in Needham.
2.	Accept a \$50 donation made to Needham Youth Services from Peter and Alison Atallah of Needham. The monies will be used to sponsor the Project VAN program.
3.*	Accept gift of \$392,000 from Normandy GAP-V Development for the Trip Advisor Inflow/Infiltration Removal Obligation at 400 First Avenue.
4.	Accept gift of a framed painting of the Blue Tree that was painted by Liz Boston, and her donation in the amount of \$50 to be used for the activities surrounding the Blue Tree. Liz's grandfather was a former arborist for the Town of Needham.
5.*	Water & Sewer Abatement Order No. 1200.
6.	Accept a \$500 donation made to Needham Youth Services from the Needham Women's Club. They would like the monies to be used to sponsor Needham Youth Services "A Conversation" program.
7.*	Approve request from Town Clerk for election worker rate increases as follows: effective 7/1/2015: Wardens/\$175; Clerks/\$175; Inspectors \$145 and effective 7/1/2016: Wardens/\$200; Clerks/\$200; and Inspectors \$170.
8.	Ratify that the Board vote to award Certificate of Achievement for Ron Sockol, which had been presented at its meeting of May 26, 2015 in recognition of 31 years of distinguished service to the Town of Needham.

9. Grant Permission for the following residents to hold a block party:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Ratify – Karen Lefkowitz	35 Livingston Circle	Livingston Circle	5/25/15	n/a	3pm-7pm
Ratify – Robert Klein	11 Andrea Circle	Andrea Circle	5/31/15	n/a	12pm-4:30pm
Ratify – Jennifer Berk- new date	10 Hollow Ridge Road	Hollow Ridge Road	6/13/15 6/20/15	n/a	4pm-10pm



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

**MEETING DATE: 06/09/2015**

<b>Agenda Item</b>	Public Hearing Water and Sewer Rates
<b>Presenter(s)</b>	Water and Sewer Rate Structure Committee David Davison, Assistant Town Manager/Finance Richard Merson, Director of Public Works Evelyn Poness, Town Treasurer/Collector

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
<p>The Water and Sewer Rate Structure Committee met on May 28, 2015 and voted to recommend the rates as proposed which are explained in the June 5, 2015 memo. It is anticipated that the Board of Selectmen will vote on final water and sewer rates at its meeting on June 23, 2015. The rates are proposed to be put into effect July 1, 2015.</p> <p>The Committee recommends that the Town remain with its current water supply process, of Town wells first, MWRA as backup.</p> <p>The Committee supports the proposed water and sewer rate schedule which was designed to lessen the financial impact of the needed higher sewer rates on the average residential customer by lowering the step 2 and 3 regular water use rates. The increase in the average annual regular water/sewer bill for FY2016 would be 1.5% and the estimated increase for FY2017 would increase the annual bill by 2.8%.</p> <p>The Committee supports the phase in approach with the sewer rates over two years.</p>			
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	YES	<b>[NO]</b>
Suggested Motion: None			
<b>3.</b>	<b>BACK UP INFORMATION</b>	<b>[YES]</b>	NO
<p><b>(Describe backup below)</b></p> <ul style="list-style-type: none"> <li>a. Legal Notice</li> <li>b. June 5, 2015 Water and Sewer Recommendations Memo</li> </ul>			

**SEL/WATER & SEWER RATES  
LEGAL NOTICE  
PUBLIC HEARING  
WATER & SEWER RATE**

The Needham Board of Selectmen will hold a public hearing on Tuesday, June 9, 2015 at 7:00 p.m. in the Needham Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492. The purpose of the hearing will be to provide the public with an opportunity to comment on proposed changes to the water and sewer rates. All interested persons and/or parties wishing to be heard will be afforded an opportunity to comment at this time. In addition, written comments may be sent to the Board of Selectmen, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492 or may be emailed to [selectmen@needhamma.gov](mailto:selectmen@needhamma.gov).

AD#13287521  
Needham Times 6/4/15

# Memorandum

To: Board of Selectmen  
From: David Davison, Assistant Town Manager/Director of Finance  
CC: Water and Sewer Rate Structure Committee; Kate Fitzpatrick, Town Manager; Christopher Coleman, Assistant Town Manager/Director of Operations, Richard Merson, Director of Public Works, Robert Lewis, Assistant Director of Public Works, Evelyn Poness, Treasurer and Collector  
Date: June 6, 2015  
Re: Water and Sewer Recommendations

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A public hearing has been scheduled for the Board's meeting on June 9, 2015, and the final rates will be set at the Board's June 23, 2015 meeting. The Water and Sewer Rate Structure Committee met on January 29, 2015 and May 28, 2015 to be updated and discuss items that may impact the rate recommendations to be sent to the Board of Selectmen. Committee members who were able to attend had a listening session on March 26, 2015 on the history of the Town's association with the MWRA as a water supply provider. In addition to the Committee's usual purpose of reviewing proposed changes to the water and sewer rate structure, the Committee also considered the source of the Town's water supply. The Committee voted to recommend that the Board of Selectmen continue to have Needham wells be the primary source of drinking water, and that MWRA remain a secondary reserve. The Committee also voted to recommend the Board to adopt the proposed rate structure which would increase the annual bill for a residential customer with regular water and sewer service by approximately 1.5%. The MWRA annually provides to member communities an average cost for annual household water/sewer (AHWS) use based on the industry standard of 120 hundred cubic feet (HCF), or approximately 90,000 gallons, to track rate increases over time. For historical purposes, this constant benchmark is maintained; however, actual household usage varies considerably and therefore the impact of any proposed change may be more or less than the AHWS reference.

The Committee was asked, reviewed, and discussed whether the Town should continue with its current practice of relying on the Town's wells as the primary source for drinking water, supplemented by MWRA sourced water during times of excessive demand, or when the Town's water production is insufficient to meet requirements for reasons other than demand (such as when one or more of the Town's three wells is taken offline for maintenance or other repairs). As a result of the implementation of the mandatory outdoor water use restriction, members of the Board of Selectmen have received inquiries about the Town's abandoning its drinking water permit and purchasing all water from the MWRA, so that the Town's residents can use water without restriction. The long-held belief that the Town is able to produce water at a lower cost than purchasing water directly from the MWRA has been a major reason why the Town has not abandoned its production capability. There are also questions about taste, quality, and reliability of having the MWRA as a primary source of drinking water. It was understood the latter issues would require much more research, outside independent assistance, and time involvement of the Committee members and Town staff, than should be addressed in the short run. Accordingly, the approach taken was to see what the possible financial impact of an "MWRA only" policy would have on the Town and rate payers.

**Table 1**

Fiscal Year	A	B	C	D	E	F	G
Fiscal Year	Local Water Supply Budget	Other Related Expenses	Gross Local Water Supply Budget (A+B)	Total Water Enterprise Budget*	MWRA Assessment	Net Budget (D-E)	Local Supply Budget as a % of Net Budget (C/F)
2015	\$993,223	\$99,322	\$1,092,545	\$5,969,990	\$1,193,697	\$4,776,293	22.9%
2014	\$991,771	\$99,177	\$1,090,948	\$5,986,352	\$1,271,018	\$4,715,334	23.1%
2013	\$896,793	\$89,679	\$986,472	\$5,617,689	\$964,345	\$4,653,344	21.2%
2012	\$890,578	\$89,058	\$979,636	\$5,232,165	\$610,028	\$4,622,137	21.2%
2011	\$991,369	\$99,137	\$1,090,506	\$4,829,688	\$265,017	\$4,564,671	23.9%
2010	\$957,542	\$95,754	\$1,053,296	\$5,086,773	\$427,332	\$4,659,441	22.6%
2009	\$862,541	\$86,254	\$948,795	\$5,420,232	\$1,061,719	\$4,358,513	21.8%

\* Total Water Enterprise Budget is the operating budget approved by Town Meeting plus Indirect Costs.

The Town’s budgeted expense for local supply water production, exclusive of water storage, distribution and maintenance expenses, is approximately 23% of the total operating budget excluding the MWRA water assessment (refer to table 1). The Town’s local supply production is dependent on the operation and maintenance of the Town’s water treatment plant, and three drinking wells. This expense also includes regulatory compliance, monitoring of water levels and quality, and demand management. The balance of the Water Enterprise cost is associated with the storage of water, the distribution of water, the network of pipes and water apparatus, and the administration and billing for the services. The Town’s water treatment plant (WTP) is operated with three personnel, a water treatment facility manager and two water pump station operators. In addition to regular salary and wages, the budget includes overtime pay, and employee overhead, the WTP operates 24 hours a day, seven days a week. The operation of the WTP includes drinking water chemicals, power, system monitoring equipment, and professional outside services.

**Table 2**

CY	FY	MWRA Supplied	Town Supplied	Total Water Supplied	MWRA Wholesale Rate Per Million Gallons	Base	Other Charges Added to Assessment*	Total Assessment for Water
2013	FY2015	354,816,000	913,044,782	1,267,860,782	<b>\$3,239.66</b>	\$4,107,438	\$127,331	\$4,234,768
2012	FY2014	393,013,000	850,684,222	1,243,697,222	<b>\$3,124.91</b>	\$3,886,442	\$120,480	\$4,006,922
2011	FY2013	306,891,000	863,563,635	1,170,454,635	<b>\$3,032.39</b>	\$3,549,275	\$110,028	\$3,659,302
2010	FY2012	213,184,000	1,064,610,000	1,277,794,000	<b>\$2,760.96</b>	\$3,527,938	\$109,366	\$3,637,304
2009	FY2011	93,165,000	1,083,883,000	1,177,048,000	<b>\$2,786.89</b>	\$3,280,303	\$101,689	\$3,381,993
2008	FY2010	157,912,000	1,058,700,000	1,216,612,000	<b>\$2,661.13</b>	\$3,237,563	\$100,364	\$3,337,927
2007	FY2009	422,190,000	848,086,000	1,270,276,000	<b>\$2,514.49</b>	\$3,194,096	\$99,017	\$3,293,113

\* Assumes additional 3.1% which was the average percentage included in the Town's assessment during the past several years.

To estimate the financial impact of MWRA-only water, we looked at a seven year window from the current fiscal year to FY2009. This period of time provides a better estimate of measuring the fiscal impact than a shorter period of time because of anomalies that may have happened in any two year

period. We combined the total water production of MWRA-supplied water to the Town and the water that was produced by the Town's wells to determine the quantity of water that would be billed by the MWRA (refer to table 2). The MWRA calculates its fiscal year assessment to the Town by the total amount of water provided to the Town in the calendar year preceding the fiscal year. This means that the FY2015 water assessment to the Town of Needham (\$1,193,697) was based on the amount of water supplied by the MWRA to the Town of Needham during calendar year 2013.

The estimated water assessment that the Town would pay for each of the years was calculated by the stated MWRA rate per million gallons plus a percentage for other costs built into the assessment. The rate per million gallons is referred to by the MWRA as its wholesale rate. The wholesale rate is based on the operating and capital costs for the coming fiscal year, less other revenues and credits the MWRA estimates, divided by the amount of water provided to the member communities in the calendar year preceding the start of the fiscal year. As table 2 shows, the estimated impact on the annual assessment from the MWRA to provide all the water that was used by the Town in each of the seven years is significant; the most recent year (FY2015) would have an estimated assessment of \$4,234,768. The actual assessment for FY2015 for the water that was purchased by the Town in CY2013 was \$1,193,697, so the assessment would be over three million dollars more than it actually was (refer to table 3).

**Table 3**

Fiscal Year	MWRA Wholesale Rate	Assessment per Wholesale Rate	Other Amounts	Actual MWRA Assessment to the Town	Assessment if 100% of the Water use by the Town was supplied by MWRA	Additional Assessment
2015	\$3,239.66	\$1,149,483	\$44,214	\$1,193,697	\$4,234,768	\$3,041,071
2014	\$3,124.91	\$1,228,130	\$42,888	\$1,271,018	\$4,006,922	\$2,735,904
2013	\$3,032.39	\$930,613	\$33,732	\$964,345	\$3,659,302	\$2,694,957
2012	\$2,760.96	\$588,592	\$21,436	\$610,028	\$3,637,304	\$3,027,276
2011	\$2,786.89	\$259,641	\$5,376	\$265,017	\$3,381,993	\$3,116,976
2010	\$2,661.13	\$420,224	\$7,108	\$427,332	\$3,337,927	\$2,910,595
2009	\$2,514.49	\$1,061,593	\$126	\$1,061,719	\$3,293,113	\$2,231,394

As the table below shows, the rate per million gallons (a/k/a wholesale rate) has increased every year but FY2012. This reflects an average increase of 4.9% over the period of time.

**Table 4**

MWRA Wholesale Rate Per Million Gallons

Year	Rate	Change	Year	Rate	Change	Year	Rate	Change
2015	\$3,239.66	3.7%	2012	\$2,760.96	-0.9%	2009	\$2,514.49	4.8%
2014	\$3,124.91	3.1%	2011	\$2,786.89	4.7%	2008	\$2,398.98	8.2%
2013	\$3,032.39	9.8%	2010	\$2,661.13	5.8%	2007	\$2,216.72	

However, some of the cost of purchasing all water from the MWRA would be offset by costs that would not need to be budgeted for local production of water. As noted previously, not all the costs that were budgeted for local production would be eliminated; as costs to operating the St Mary Pump Station (the Town's connection to the MWRA) would increase (that station would be 24X7, rather than periodic as it is now.) We assume that a net of two positions would be eliminated by converting to all MWRA water, but one extra position would be needed to provide the extra staff demands for running St Mary's. The Town would also need to maintain a licensed operator to perform necessary actions to keep the Town's well permitted. There would also be extra maintenance and operating costs associated with the 24X7 use of St Mary's. For the purposes of this estimation, we have assumed a reduction of 60% in the amount presently budgeted for local water supply with most of the remaining dollars allocated to the increase in operating costs of St Mary's and limited residual costs at the Water Treatment Plant for basic utility systems and security.

**Table 5**

	A	B	C	D	E	F	G
Fiscal Year	Additional MWRA Assessment	Local Water Supply Budget	Reduction in Local Supply Budget	Additional Cost to Ratepayers (A+C)	Operating Budget Before	% Change in Operating Budget (D/E)	Operating Budget After (E+D)
2015	\$3,041,071	\$1,092,545	(\$655,527)	\$2,385,544	\$5,969,990	<b>40.0%</b>	\$8,355,534
2014	\$2,735,904	\$1,090,948	(\$654,569)	\$2,081,335	\$5,986,352	<b>34.8%</b>	\$8,067,687
2013	\$2,694,957	\$986,472	(\$591,883)	\$2,103,074	\$5,617,689	<b>37.4%</b>	\$7,720,763
2012	\$3,027,276	\$979,636	(\$587,781)	\$2,439,495	\$5,232,165	<b>46.6%</b>	\$7,671,660
2011	\$3,116,976	\$1,090,506	(\$654,304)	\$2,462,672	\$4,829,688	<b>51.0%</b>	\$7,292,360
2010	\$2,910,595	\$1,053,296	(\$631,978)	\$2,278,617	\$5,086,773	<b>44.8%</b>	\$7,365,390
2009	\$2,231,394	\$948,795	(\$569,277)	\$1,662,117	\$5,420,232	<b>30.7%</b>	\$7,082,349

Therefore, it is estimated that had the Town purchased all its water from the MWRA for the past seven fiscal years, the Town would had to have increased its annual appropriation by more than \$2 Million in all but FY2009 (refer to table 5). This represents a change in the operating budgets by nearly 40% on average, which would at minimum, increase the Town's water rates to residents by 40% or more than the rates currently are. This fact alone is why the Committee recommends that the Town keep its current practice of being the primary producer of water and relying on the MWRA as a supplemental source. We should further add that even converting to all MWRA water may not result in the desired goal of removing water use restrictions imposed by the Department of Environmental Protection (DEP).

Consumption Trends

Average regular water use (domestic) has declined over the three, five, and seven year periods, each shows a downward trend (refer to table 6). Water consumption for the first three quarters of FY2015 is also lower than the same period in FY2014. As identified last year, the 2013 billable consumption was lower than any of the averages, and was at an all-time low. Irrigation water has been trending upward, but is much more volatile than domestic water use. The three year (FY2012 – 14) average for irrigation water sales was 305,795 HFC which was more than the five and seven year averages. The five year (FY2010 – 14) irrigation average was lower than the seven and the three year averages,

which was effected by a much lower than usual irrigation water use for one year. In 2010, irrigation water use was down considerably from the average, with nearly a 27% drop in billed use from FY2009. We believe the decrease was attributable to weather; the summer was cooler, except for a short period of hot and humid temperature. So if FY2010 data was excluded, irrigation water use during that period was increasing as well.

**Table 6**  
Water and Sewer  
Billing History  
Fiscal Year July 1 - June 30

Description	2007	2008	2009	2010	2011	2012	2013	2014	2014	2015	3-Year Average	5-Year Average	7-Year Average	Lowest	Year
Hundred Cubic Feet									9 Months	9 Months					
<b>WATER</b>															
Domestic Water	1,102,068	1,032,585	1,037,065	972,726	993,844	1,004,963	968,248	972,172	750,856	750,212	981,794	982,390	997,372	968,248	2013
Irrigation Water	235,486	358,105	280,126	205,433	337,537	281,106	334,981	301,298	294,760	286,979	305,795	292,071	299,798	205,433	2010
<b>Sub Total 1</b>	<b>1,337,554</b>	<b>1,390,691</b>	<b>1,317,191</b>	<b>1,178,159</b>	<b>1,331,381</b>	<b>1,286,069</b>	<b>1,303,229</b>	<b>1,273,470</b>	<b>1,045,616</b>	<b>1,037,190</b>	<b>1,287,589</b>	<b>1,274,461</b>	<b>1,297,170</b>	<b>1,178,159</b>	<b>2010</b>
SCMSP Water	211,970	175,800	179,798	181,624	174,564	174,572	169,190	163,277	123,116	110,630	169,013	172,645	174,118	163,277	2014
<b>TOTAL WATER</b>	<b>1,549,524</b>	<b>1,566,491</b>	<b>1,496,989</b>	<b>1,359,783</b>	<b>1,505,945</b>	<b>1,460,641</b>	<b>1,472,419</b>	<b>1,436,747</b>	<b>1,168,732</b>	<b>1,147,820</b>	<b>1,456,602</b>	<b>1,447,107</b>	<b>1,471,288</b>	<b>1,359,783</b>	<b>2010</b>
<b>SEWER</b>															
Domestic Sewer	1,018,629	920,599	911,939	863,399	881,404	887,551	856,728	862,617	661,028	663,348	868,965	870,340	883,462	856,728	2013
SCMSP Sewer	59,824	78,442	85,723	88,096	80,412	75,887	102,831	78,748	60,375	52,648	85,822	85,195	84,306	75,887	2012
<b>TOTAL SEWER</b>	<b>1,078,453</b>	<b>999,041</b>	<b>997,662</b>	<b>951,495</b>	<b>961,816</b>	<b>963,438</b>	<b>959,559</b>	<b>941,365</b>	<b>721,403</b>	<b>715,996</b>	<b>954,787</b>	<b>955,534</b>	<b>967,768</b>	<b>941,365</b>	<b>2014</b>
Total Sewer as a % of Total Water	69.6%	63.8%	66.6%	70.0%	63.9%	66.0%	65.2%	65.5%	61.7%	62.4%	65.5%	66.0%	65.8%		
Domestic Sewer as a % of Domestic Water	92.4%	89.2%	87.9%	88.8%	88.7%	88.3%	88.5%	88.7%	88.0%	88.4%	88.5%	88.6%	88.6%		
Irrigation Water as a % of Total Water	15.2%	22.9%	18.7%	15.1%	22.4%	19.2%	22.8%	21.0%	25.2%	25.0%	21.0%	20.2%	20.4%		

SCMSP = Single Customer Major Subsidy Provider

One of the Town's largest water and sewer customers is Coca Cola. Almost all the water and sewer use is charged at the highest rate, which effectively provides a subsidy to the citizens of Needham. Water use by Coca Cola has been relatively predictable until recently, but even their use has trended downward as well. Last year when we presented to the Board, 2013 was the lowest billed use year; now 2014 is the lowest billed use for Coca Cola, and through the third quarter of the current fiscal year, is trending to be even lower.

Billed sewer use is also declining, whether looking at the three, five or seven year average. Coca Cola's billable sewer is declining as well. Due to an aberration with 2013 billable sewer, which was the highest amount in the last eight years to be billed to Coca Cola, the three and five year averages show an uptick, but excluding 2013 the trend is declining. As with domestic water, the 2014 billable sewer was lower than the three, average comparison periods. The lowest amount billed during the immediate past eight years (FY2007 - 14) was 2013. It is important to remember that the water which runs through the domestic water meter of a customer, who is also connected to the public sewer, is the

basis for determining the sewer bill for the customer. When a customer has an irrigation water meter installed, the water which is used outside of the house is measured separately, and therefore is not included in the calculation of the sewer bill. In this case sewer revenue declines, but the expense of the sewer system does not. Although the installation of an irrigation meter lowers the cost to the individual customer, the decline in billable domestic water use also lowers the amount that is used to determine the sewer bill. The problem is aggravated since the sewer rate structure was based on a higher amount of domestic water consumption. The assumption of the higher domestic water consumption was the basis by which the sewer service rates were determined, and consequently resulted in lower rates per unit than what was required to support operations.

#### Rate Structure Proposal

The basis of the rate structure is to distribute the costs associated with operation, maintenance, capital infrastructure, and other liabilities incurred to provide public water and sewer services. We must be able to demonstrate that the rate structure will generate the revenue to meet the appropriations and other liabilities to be paid during the fiscal year. Because demands on the systems and costs can swing significantly from year-to-year, due to factors such as seasonal demand for water, infrastructure improvements, unexpected major system repairs, assessments for the treatment of sewer and purchase of water from the MWRA, and regulatory and local constraints, we look to billing target estimates rather than a specific dollar amount in determining where rates need to be to pay the costs of operations. We consider a three year span as to the average billing needed to meet the estimated operating expenses, maintain sufficient reserves to fund unexpected events, have adequate capital to satisfy the liquidity and financial ratios that the rating agencies look for when determining the Town's overall credit rating, and to weather short term consumption variations.

The rates that were eventually adopted by the Board of Selectmen, who evaluated several different variations and offered changes to the presented options, have proven to meet the revised Water Enterprise requirements, but not the Sewer Enterprise. Sewer usage fees need to generate at least \$8 to \$9 million in billings to sustain the service. Based on this target range, sewer use fee revenue would need to increase by ten percent. The portion of the Sewer Enterprise operating budget that is to be supported by sewer revenue for FY2016 is \$7,942,450, with approximately another \$450,000 in other expenses including indirect costs. The Town used \$703,449 in retained earnings (non-recurring revenue) to fund recurring expenses. Use of retained earnings is acceptable to cover aberrations or expenses that are not reasonably expected to continue into the next year, or to provide temporary funding while new rates take effect. The Town fell below its retained earnings floor in order to provide funding for sewer operations, which cannot continue in the long run. As the Board is aware, Town Meeting was informed by the Finance Committee that sewer rates would need to increase. The increase is necessary as the enterprise has been relying on non-sewer receipts to pay for operations, exclusive of capital, for several years. Indeed, the sewer cash capital program was scaled back, in order to provide funding for operations. Because the Sewer Enterprise budget was essentially flat, and this is not expected to continue, a rate increase is indeed unavoidable.

The Town cannot meet the revenue target for sewer based on the current schedule, and based on current trends and external factors; we expect to miss the revenue target by over \$1 million in sewer. However, we believe water revenue will meet its needed targets, and, based on the current rates,

provide more than sufficient funds. Rather than proposing a water rate credit to the water rates, the recommendation is to lower the step 2 and step 3 rates and increase the step 1 and step 4 regular water rates. The irrigation rates would be amended to keep the step 1 irrigation water at the same rate as the step 4 regular water, and adjust the higher blocks rates as well. The rate structure proposal before the Board was developed to help offset much of the impact of the increase in sewer rates – most residential accounts regularly fall into the second and third steps. The step 1 and step 4 rates have been modified slightly to allow the water rate structure to work for more than one year. Again, the irrigation rates were adjusted to reflect the adopted concept that step 1 irrigation water rate would be the same as the top step for regular water use. These changes better ensure that the water revenue target will be met, while providing reductions in the AHWS water bill to mitigate the increase in the sewer bill.

The recommendation is to have a phased approach with the sewer rates. Effective July 1, 2015, the step 1 sewer rate would increase by just 9 cents; this allows for the increase in the step 1 water rate. The sewer step 2 rate would increase by 59 cents and step 3 by 14 cents. Most residential customers fall in step 2 and step 3 rates. The increase for step 4 is 32 cents; step 4 water rate would also be increased under this proposal. The following year would have no change to the water rates and the sewer rates would change as follows: the step 1 rate moves to \$8.60 per HCF or an 11 cent increase; step 2 would be \$9.45 HCF, step 3 would be \$10.20 HCF, and step 4 would be \$11.15 HCF (refer to Table 7).

**Table 7**

Rate Step	Current FY2015	Recommended FY2016	Estimate FY2017
<b>Water</b>			
Step 1	\$3.00	\$3.10	\$3.10
Step 2	\$3.75	\$3.40	\$3.40
Step 3	\$4.60	\$4.30	\$4.30
Step 4	\$5.06	\$5.10	\$5.10
<b>Water - Irrigation</b>			
Step 1	\$5.06	\$5.10	\$5.10
Step 2	\$5.46	\$5.50	\$5.50
Step 3	\$6.06	\$6.10	\$6.10
Step 4	\$8.01	\$8.10	\$8.10
<b>Sewer</b>			
Step 1	\$8.40	\$8.49	\$8.60
Step 2	\$8.40	\$8.99	\$9.45
Step 3	\$9.85	\$9.99	\$10.20
Step 4	\$10.67	\$10.99	\$11.15
<b>Household Annual Cost Estimate</b>			
Regular Water & Sewer	\$1,563.60	\$1,586.40	\$1,630.20
Percent Change		1.5%	2.8%

Based on the AHWS standard, the estimated increase in the annual sewer bill is 5.0%, but the annual regular water bill would decrease by 6.1%. This calculates to be a 1.5% increase in the annual bill over the bill estimate for FY2015. The water rates are not expected to increase for the following year, hence why the rate reduction is proposed, but will likely still necessitate another rate increase for sewer effective for FY2017. This is subject to change based on water consumption trends and method of use, assessments from the MWRA for the treatment of sewerage, and what the actual year end results show.

### Comparable Communities

Annual Water and Sewer Charges in Selected Communities  
Receiving Services from the MWRA  
Cost to Average Customer Consuming 12,000 Cubic Feet

Community	Dec-08	Dec-09	Dec-10	Dec-11	Dec-12	Dec-13	Dec-14	One Year Change	Six Year Change
Belmont	\$1,683	\$1,774	\$1,892	\$1,980	\$2,071	\$2,167	\$2,265	4.5%	34.6%
Cambridge	* \$1,158	\$1,231	\$1,360	\$1,360	\$1,360	\$1,401	\$1,454	3.8%	25.6%
Canton	* \$1,218	\$1,265	\$1,358	\$1,447	\$1,480	\$1,523	\$1,624	6.6%	33.3%
Dedham	* \$1,485	\$1,497	\$1,497	\$1,530	\$1,530	\$1,530	\$1,541	0.8%	3.8%
Framingham	\$931	\$1,008	\$1,096	\$1,214	\$1,247	\$1,444	\$1,543	6.9%	65.8%
Lexington	\$1,289	\$1,240	\$1,261	\$1,408	\$1,457	\$1,481	\$1,508	1.8%	17.0%
Melrose	\$1,468	\$1,558	\$1,587	\$1,640	\$1,759	\$1,809	\$1,943	7.4%	32.3%
Milton	\$1,588	\$1,634	\$1,717	\$1,777	\$1,887	\$1,929	\$1,976	2.4%	24.4%
Natick	** \$1,069	\$1,175	\$1,267	\$1,267	\$1,267	\$1,311	\$1,353	3.2%	26.6%
Newton	\$1,278	\$1,428	\$1,590	\$1,712	\$1,779	\$1,848	\$1,921	3.9%	50.3%
Norwood	\$1,132	\$1,190	\$1,246	\$1,246	\$1,214	\$1,226	\$1,326	8.1%	17.1%
Stoughton	* \$1,338	\$1,338	\$1,532	\$1,609	\$1,609	\$1,644	\$1,681	2.3%	25.7%
Wakefield	* \$1,369	\$1,510	\$1,547	\$1,607	\$1,658	\$1,690	\$1,739	2.9%	27.0%
Waltham	\$999	\$999	\$1,021	\$1,165	\$1,182	\$1,182	\$1,182	0.0%	18.3%
Watertown	\$1,197	\$1,269	\$1,327	\$1,327	\$1,393	\$1,432	\$1,477	3.2%	23.4%
Wellesley	* \$1,144	\$1,244	\$1,307	\$1,386	\$1,386	\$1,457	\$1,457	0.0%	27.4%
Westwood	* \$1,285	\$1,275	\$1,275	\$1,328	\$1,340	\$1,360	\$1,419	4.3%	10.4%
Weymouth	** \$1,319	\$1,418	\$1,486	\$1,530	\$1,530	\$1,530	\$1,569	2.5%	18.9%
Group Average	\$1,275	\$1,336	\$1,409	\$1,474	\$1,508	\$1,554	\$1,610	3.6%	26.3%
Needham	* \$ 1,481	\$ 1,481	\$ 1,481	\$ 1,481	\$ 1,481	\$ 1,481	\$ 1,564	5.6%	5.6%

\* = Partial water service from MWRA

\*\* = Sewer service only

Source: MWRA Annual Water and Sewer Retail Rate Surveys

In comparison to area communities, Needham ranks 9 out of 19 in terms of annual water and sewer charges for fiscal year 2015 (refer to Table 8 above). The average household bill per the MWRA comparison for Needham was \$1,564 which is approximately 97% of the average bill (\$1,610) for the group. The group of 19 communities shows an average bill range of \$1,182 for the City of Waltham, a community with a great number of commercial users, to a high of \$2,265 for the Town of Belmont.

In five of the last six years, the Town of Needham did not increase rates, unlike many other communities. The rate increase adopted by the Board for FY2015 resulted in a change of 5.6% on the AHWS bill, whereas the average change by the other communities was 3.6%. However the change over six years for Needham was also 5.6%, but the average of the other communities was 26.3%

Table 9 below shows the bottom step and top step rates for regular water and sewer service in the other communities. The MWRA does not provide data as to whether the communities have different rates for irrigation.

**Table 9**

**Water and Sewer  
Bottom and Top Step Rates**

Community	Bottom Water Step Rate	Top Water Step Rate	Bottom Sewer Step Rate	Top Sewer Step rate
Belmont	\$5.90	\$6.78	\$11.80	\$11.80
Cambridge	\$3.02	\$3.96	\$8.62	\$11.21
Canton	\$3.40	\$12.79	\$7.77	\$14.88
Dedham	\$4.25	\$8.95	\$8.08	\$8.08
Framingham	\$5.50	\$10.15	\$6.54	\$18.88
Lexington	\$3.45	\$6.82	\$7.05	\$18.31
Melrose#	\$5.65	\$8.41	\$9.72	\$12.45
Milton	\$6.29	\$7.36	\$11.53	\$13.55
Natick	\$1.65	\$5.79	\$4.44	\$13.08
Newton	\$6.07	\$8.74	\$8.94	\$12.88
Norwood#	\$3.55	\$5.25	\$7.26	\$14.01
Stoughton	\$3.78	\$7.73	\$9.60	\$9.60
Wakefield	\$5.65	\$5.65	\$10.45	\$10.45
Waltham	\$3.23	\$9.36	\$5.75	\$13.69
Watertown	\$4.15	\$10.19	\$7.95	\$13.76
Wellesley	\$2.99	\$9.18	\$8.28	\$8.28
Westwood	\$4.25	\$8.95	\$5.60	\$15.00
Weymouth	\$4.23	\$7.18	\$7.44	\$12.65
18 Community Average	\$4.28	\$7.96	\$8.16	\$12.92
Needham	\$3.00	\$5.06	\$8.40	\$10.67

# sewer rate based on percent of water

We have also calculated the estimated annual bill based on the average Needham household water usage per a state report. The 2014 data shows that the average Needham household used 9,430 c.f. of water. The 2012 DEP report had the average Needham household use at approximately 9,920 c.f. of water. This is another indication that residential water use is declining. However, based on the average household size in Needham per the US Census data, water usage would need to be

approximately 8,626 c.f or less per year to be under the 65 gallons of water use per day per person. This would be an additional reduction of more than 8%, a fact that foretells of future rate increases. Nonetheless, a Needham customer with water and sewer service using 9,430 c.f. would have an annual bill of \$1,225. Based on the proposed rate structure, that bill would increase by \$21 (a 1.8% increase) and our FY2017 estimate would add another \$35 in year two (a 2.8% increase). The increase in the annual bill over the two year period would be \$56 or 4.6%, but that bill would be \$349 lower than the AHWS which would be approximately \$1,630 or 27% less than the AHWS bill.

The regular water rate structure would increase the lowest step rate from the present \$3.00 to \$3.10 per hundred cubic feet. This would still have Needham's water rate well below that of many of the comparison communities (Table 9). The proposal has the highest regular water step rate going to \$5.10 which too is well below that of many other communities. The Town's sewer rates are on the higher end of the group, the top sewer step would be \$10.99 per hundred cubic feet, this compares to an average of \$12.92 today.

### Next Steps

The Selectmen will hear from staff, the citizen committee, and the public about the proposal. The Board will be asked whether to move forward with the new rate structure proposal with an understanding that regular water rates will not need to change for FY2017 and possibly FY2018, but that in all likelihood a rate increase for sewerage will be needed for FY2017 and probably FY2018. We see this proposal as easing in the financial impact of regulatory and environmental concerns in water use.

I will be at your meeting along with members of the Water and Sewer Rate Structure Committee to discuss the recommendations and to answer questions you may have. Please do not hesitate to contact me if you have any questions beforehand.

Description	Current Rate	Proposed Rate	\$ Change
Basic Service Fee - Quarterly	\$15.00	\$15.00	\$0.00
Basic Service Fee - Monthly	\$5.00	\$5.00	\$0.00
<b>Water - Regular</b>			
Step 1	\$3.00	\$3.10	\$0.10
Step 2	\$3.75	\$3.40	-\$0.35
Step 3	\$4.60	\$4.30	-\$0.30
Step 4	\$5.06	\$5.10	\$0.04
Second Meter Fee - Quarterly	\$4.00	\$4.00	
Second Meter Fee - Monthly	\$1.34	\$1.34	
<b>Water - Irrigation</b>			
Step 1	\$5.06	\$5.10	\$0.04
Step 2	\$5.46	\$5.50	\$0.04
Step 3	\$6.06	\$6.10	\$0.04
Step 4	\$8.01	\$8.10	\$0.09
Basic Sewer Fee - Quarterly	\$9.00	\$9.00	
Basic Sewer Fee - Monthly	\$3.00	\$3.00	
<b>Sewer</b>			
Step 1	\$8.40	\$8.49	\$0.09
Step 2	\$8.40	\$8.99	\$0.59
Step 3	\$9.85	\$9.99	\$0.14
Step 4	\$10.67	\$10.99	\$0.32



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

**MEETING DATE: 6/9/2015**

<b>Agenda Item</b>	Revise Food Truck Policy
<b>Presenter(s)</b>	Kate Fitzpatrick, Town Manager

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
	Ms. Fitzpatrick will discuss with the Board the need to revise the current Regulation of Food Trucks policy to include a provision for permits of a short duration (one week or less).		
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	NO
	<i>Suggested Motion: That the Board vote to approve revised Regulation of Food Trucks policy BOS-LIC-013 which includes under Section 4: Permitting, item #4.7 as included in attached revised policy.</i>		
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<b>YES</b>	NO
	a. Revised Board of Selectmen Policy BOS-LIC-013, Regulation of Food Trucks		

## Town of Needham Board of Selectmen

<b>Policy Number:</b>	BOS-LIC-013
<b>Policy:</b>	Regulation of Food Trucks
<b>Date Approved:</b>	October 8, 2013
<b>Date Revised:</b>	Revised June 9, 2015
<b>Approved:</b>	Chairman, Board of Selectman

### Section 1: Definitions

Food Truck - A readily movable trailer or motorized wheeled vehicle, currently registered with the Massachusetts Division of Motor Vehicles, designed and equipped to cook, prepare, and serve food.

### Section 2: Authorized Locations and Restrictions for Food Truck Sales in or on Designated Public Right of Way Areas

- 2.1 Food trucks may be located in public right of way areas which are underserved by “brick and mortar” restaurant facilities (hereafter “traditional restaurant facilities”) during the period April 1 to November 30 on Mondays through Fridays from 7:00 a.m. to 8:00 p.m. A food truck may not be located in or on any portion of a designated public right of way when and where such location would prevent the safe use of the public right of way by motor vehicles, pedestrians, and/or customers. The vending location shall not otherwise interfere with the movement of motor vehicles in the area.
- 2.2 Commercial areas listed in Appendix 1 are those identified as presently underserved by traditional restaurant facilities. The Board of Selectmen, in consultation with the Planning Board, shall have authority under this Policy to review and modify the areas deemed underserved by traditional restaurant facilities. The current locations identified for use by food trucks within the public right of way are listed in Appendix 2. The Board of Selectman may authorize additional locations within the underserved areas. The Board of Selectmen reserves the right to modify any of the areas listed in Appendix 1 or locations listed in Appendix 2 as needed.
- 2.3 Food trucks shall comply with applicable provisions of the Town of Needham General By-laws with respect to locations near schools and recreation facilities.
- 2.4 Food trucks must be positioned at least 200 feet from the customer entrance of a traditional restaurant, unless the food truck vendor provides documentation that the restaurant owner supports a closer proximity.

- 2.5 Food trucks shall be positioned on designated right of way areas and shall not block drive entrances, exits, access to loading and/or service areas, or emergency access and fire lanes. Food trucks must also be positioned at least 20 feet away from fire hydrants, any fire department connection, driveway entrances, alleys, and handicapped parking spaces.
- 2.6 Each year, the Board of Selectmen shall establish an open period from December 1 to January 30 of the following year for applications to operate a food truck in public right of way areas. Should the number of applicants exceed available locations within the public right of way, then the Town Manager will create an equitable distribution of available locations among qualified applicants. If locations are available after the close of the open period and after issuance to those applicants who applied during the open period, then applicants may apply after the open period but any permits issued will be on a first come first served basis.
- 2.7 Food Truck vendors shall comply with all local, county and state tax regulations, including but not limited to retail sales applicable to food and beverages.

### **Section 3: Public Safety and Nuisance Prevention**

- 3.1 Food truck vendors must obtain requisite licenses or permits for operation from the Needham Health Department, Police Department, Fire Department, and Board of Selectmen.
- 3.2 Temporary connections to potable water are prohibited. All plumbing and electrical connections shall be in accordance with the State Building Code.
- 3.3 Grease must be contained and disposed of in accordance with State Sanitary Code.
- 3.4 Grey water must be contained and disposed of in accordance with State Sanitary Code.
- 3.5 Food trucks must have the following fire extinguisher on board during hours of operation: one 15 lb. multipurpose subject to the determination of the Fire Chief or his designee.
- 3.6 Food trucks may not operate as a drive-in/drive-up/drive-through operation. All service must be walk-up by customers.
- 3.7 Trash and recycling receptacles shall be provided for customers and trash and recyclables shall be removed from the site daily.
- 3.8 If a food truck is proposed to operate after dark, the vendor must provide appropriate lighting.
- 3.9 No signage shall be allowed other than signs permanently attached to the motor vehicle and a portable menu sign no more than 9 square feet in display area on the ground in the customer waiting area.

- 3.10 No food truck shall make or cause to be made any unreasonable or excessive noise or odor.
- 3.11 No food truck shall set up tables, chairs, umbrellas or similar facilities (except standing counters and tables without chairs or stools).

#### **Section 4: Permitting**

- 4.1 A food truck will be licensed by the Town's Health Department and Fire Department before issuance or renewal of the Food Truck Permit from the Board of Selectmen, which must be prominently displayed on the truck.
- 4.2 A fee in the amount of \$1000.00 for a five day a week seasonal Permit shall be paid upon issuance of the Food Truck Permit. Such fee shall be subject to prorating based on the number of days per week licensed.
- 4.3 Food truck vendors must obtain requisite insurance, bonding and workers compensation as required from time to time by the Board of Selectmen.
- 4.4 Food Truck vendors must obtain a Massachusetts Hawker and Peddler License (issued through the Police Department).
- 4.5 The Board of Selectmen may waive any conditions or requirements of this Policy if the Board determines such to be in the best interests of the Community.
- 4.6 Violation of any of the provisions of this Section may result in revocation of the permits and licenses issued to the vendor to operate in Needham.
- 4.7 A fee in the amount of \$25 for a permit valid for up to one week ("Limited Food Truck Permit") shall be paid upon the issuance of the Limited Food Truck Permit. Such permit shall be issued only to the extent spaces are available; that is, not otherwise occupied by seasonal Food Truck Permit holders. Seasonal permit requests shall have precedence over limited ones. All regulations related to seasonal food trucks apply.

#### **Section 5: Exceptions (Food Truck Permits not Required)**

With the exception of food safety and hawker and peddler requirements, if applicable, this policy shall not apply to canteen or coffee trucks that move from place to place and are stationary for no more than thirty minutes at a time or ice cream trucks which move from place to place and are stationary for no more than ten minutes. Further, this policy is not applicable to special one-day events on public property authorized by the Town.

## APPENDIX 1

### Underserved Commercial Areas

1. New England Business Center
2. Mixed Use-128
3. Industrial 1

## APPENDIX 2

### Locations Presently Approved for Food Trucks

The current locations identified for use by food trucks within the public right of ways areas are: Second Avenue across the street from Charles River Landing, First Avenue across the street from 40 A Street (which location may be revisited once construction begins at 400 First Avenue), and Cabot Place once all construction projects have been completed on the street.



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

**MEETING DATE: 6/9/2015**

<b>Agenda Item</b>	<b>Sign Notice of Traffic Regulation – Memorial Park Parking Lot</b>
<b>Presenter(s)</b>	Richard P. Merson, DPW Director

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
	The Memorial Park Trustees request that parking be prohibited in all striped areas in the Memorial Park Parking Lot and that parking only be allowed in designated spaces		
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<input checked="" type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
	<p><u>Suggested Motion:</u></p> <p><i>“That the Board vote to approve and sign the Notice of Traffic Regulation Permit #P15-06-09 for the Memorial Park Parking Lot, Parking Prohibited, In all striped areas designated and as shown on the accompanying plan: 1) Highland Avenue entrance, north side, from Highland Avenue to 65 feet east; Highland Avenue entrance, south side, from Highland Avenue for 100 feet east; Rosemary Street entrance, west side, from Rosemary Street for 60 feet south; Along the east edge of the parking lot from the southeast corner to 95 feet north of the southeast corner; Along the south edge of the parking lot from the southwest corner for 25 feet east; At the tree planter island for 40 feet west; and, 2) in all areas not designated as a parking space”</i></p>		
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<input checked="" type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
	<p><b>(Describe backup below)</b></p> <ol style="list-style-type: none"> <li>1. Copy of Traffic Regulation P15-06-09</li> <li>2. Copy of Memorial Park Municipal Parking Lot plan dated June 17, 2013</li> <li>3. Copy of Trustees of Memorial Park Memorandum dated May 15, 2015</li> </ol>		

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: That the Town of Needham Traffic Rules and Regulations adopted by the Board of Selectmen February 14, 1989 and subsequent amendments thereto be and are hereby further amended as follows:

By adding to Schedule I – PARKING of Article V, Section 5-6, the following:

MEMORIAL PARK PARKING LOT  
PARKING PROHIBITED:

1.) In all striped areas designated below and as shown on the accompanying plan:

Highland Avenue entrance, north side, from Highland Avenue to 65 feet east

Highland Avenue entrance, south side, from Highland Avenue for 100 feet east

Rosemary Street entrance, west side, from Rosemary Street for 60 feet south

Along the east edge of the parking lot from the southeast corner to 95 feet north of the southeast corner

Along the south edge of the parking lot from the southwest corner for 25 feet east

At the tree planter island for 40 feet west

2.) In all areas not designated as a parking space

VOTED: by the Board of Selectmen at a meeting held on Tuesday, June 9, 2015

Date of Passage \_\_\_\_\_

Attest of Town Clerk \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BOARD OF SELECTMEN

Permit No. P15-06-09

SLO

SCALE = 1" = 40'



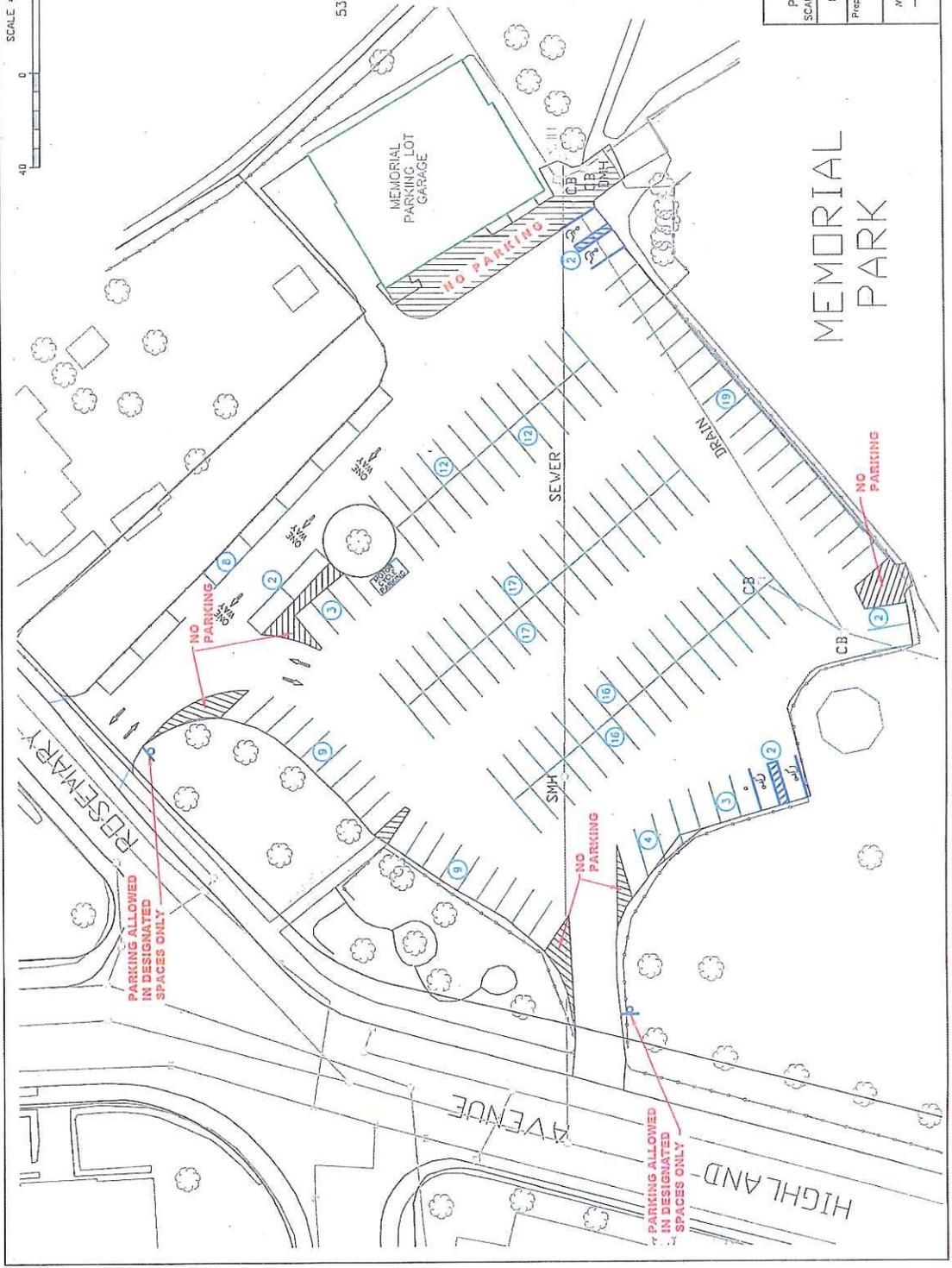
**MEMORIAL PARK**  
 Edge of Pavement  
 Lot Size 536,772.04± Sq.Ft. 12.32 Acres  
 Pavement 61,228.12± Sq.Ft. 1.40 Acres

**LEGEND**

- (12) NUMBER OF PARKING SPACES
- (12) MARKED PARKING SPACES
- (12) HANDICAP PARKING SPACES

**EXISTING PARKING CONFIGURATION**

148	REGULAR SPACES TOTAL
4	HANDICAP P.C. TOTAL
153	TOTAL PARKING SPACES



Scale	1" = 40'
Date	MAY 22, 2015
Sheet	T05
Project	MEMORIAL PARK MUNICIPAL PARKING LOT
Client	ROSEMARY AND HIGHLAND STREET MEMORIAL PARK TRUSTEES
Location	NEEDHAM, MA
Drawn	CB
Checked	CB
Project No.	02492
Sheet	1 OF 1
Drawn By	MEMORIAL PARK TRUSTEES
Checked By	MEMORIAL PARK TRUSTEES
Project No.	02492
Sheet	1 OF 1
Drawn By	MEMORIAL PARK TRUSTEES
Checked By	MEMORIAL PARK TRUSTEES
Project No.	02492

# MEMORIAL PARK

Site plan prepared by [unreadable] for [unreadable] from [unreadable] on [unreadable].

**TOWN OF NEEDHAM  
TRUSTEES OF MEMORIAL PARK**

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**TO:** Town of Needham Board of Selectmen  
**FROM:** John Gallelo, Chairman  
Memorial Park Trustees  
**DATE:** May 15, 2015  
**RE:** Parking Lot Regulation

Over the past several months, the Memorial Park Trustees have been discussing concerns about the parking situation at the Memorial Park Lot. Students are not parking within the marked stripes and also are parking in illegal spaces. We understand this problem worsens in the spring, when more students who have just received their licenses are driving to school. We believe this situation poses a serious safety hazard and must immediately be addressed.

The Trustees have consulted with the Town Manager, the School Superintendent, and the High School Principal for assistance in addressing this matter. One step that has been suggested is to further regulate parking in the lot to enable appropriate enforcement.

Accordingly, the Trustees respectfully request that the Board of Selectmen implement traffic regulations to:

1. Expand the no parking area in front of the Memorial Park Building to match what is actually striped on the ground;
2. Designate the other striped areas as "No Parking" (this will be helpful to make sure no one is parking in front of the gates into the field and in ways that block access); and
3. Restrict parking only to designated spaces.

Further, we also ask the BOS to consult with the Needham Fire Department concerning whether any "fire lanes" need to be laid out and striped.

Thank you for your anticipated cooperation in this matter. If you need additional information, please feel free to contact a member of the Trustees.



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

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**MEETING DATE: 6/09/2015**

<b>Agenda Item</b>	Town Manager's Report
<b>Presenter(s)</b>	Kate Fitzpatrick, Town Manager

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
	The Town Manager will update the Board on issues not covered on the agenda.		
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<b>YES</b>	<b>NO</b>
	<b>(Describe backup below)</b>  none		



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

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**MEETING DATE: 06/09/2015**

<b>Agenda Item</b>	High School Overcrowding
<b>Presenter(s)</b>	Board Discussion

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
	Board members will discuss the information compiled by the Needham Public Schools in support of renovations to Needham High School, identifying any questions or requests for additional information necessary for decision making from the Board's perspective.		
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	YES	<b>NO</b>
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	YES	<b>NO</b>
	<b>(Describe backup below)</b>		
	None		



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

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**MEETING DATE: 06/09/2015**

<b>Agenda Item</b>	Committee Reports
<b>Presenter(s)</b>	Board Discussion

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
	<i>Board members will report on the progress and / or activities of their Committee assignments.</i>		
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	YES	<b>NO</b>
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	YES	<b>NO</b>
	<b>(Describe backup below)</b>		
	None		

Normandy GAP-V Development Needham, LLC  
99 Summer Street  
Boston, MA 02110

May 26, 2015

Ms. Kate Fitzpatrick  
Town Manager  
Town of Needham  
Town Hall  
1471 Highland Avenue  
Needham, MA 02492

**Re: Payment to Fulfill Trip Advisor Inflow/Infiltration Removal Obligation at 400 First Avenue**

Dear Ms. Fitzpatrick:

Thank you and the Town of Needham (the "Town") for working with Normandy GAP-V Development Needham, LLC ("Normandy") to develop a program for addressing the obligation, under 314 C.M.R. Section 12.04(2)(d), to eliminate four gallons of infiltration and/or inflow ("I/I") from the Needham sewer system for each additional gallon of sewage flow from buildings with sewage flows exceeding 15,000 gallons a day.

In connection with the Trip Advisor building at 400 First Avenue, the Town's Department of Public Works has worked with its consultant, Beta, to identify opportunities for elimination of I/I in the Jennifer Circle and Woodbine Circle sections of Needham. Those areas allow for the elimination of more than the 67,108 of I/I elimination required for Trip Advisor (the "I/I Requirement").<sup>1</sup> The Town has estimated the cost of fulfilling the I/I Requirement, together with the consultants costs to identify the work target areas, design costs, and verification costs, at \$392,000 (the "I/I Funds"). In the interim before the Town adopts official regulations to establish its I/I removal program for the Town, and in order to assure that the I/I Funds are applied as described in this letter, Normandy GAP-V Development Needham, LLC, is making a gift to the Town of Needham of \$392,000, pursuant to the provisions of Section 53A of Chapter 44 of the Massachusetts General Laws, as amended, to be kept in a separate gift account and expended to fulfill the I/I Requirement. Interest earned on the gift shall be part of the gift. The Town and Normandy agree that the provision of the I/I Funds by Normandy to the Town shall constitute a full performance of Normandy's obligations for I/I elimination in connection with the Trip Advisor building at 400 First Avenue.

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<sup>1</sup> The I/I Requirement was calculated by including the projected flow from Marriott Residence Inn (128 bedrooms X 110 gallons per bedroom = 14,080 gallons per day) plus Trip Advisor's 400 First Avenue building (288,092 square feet X 75 gallons per 1000 square feet = 21,607 gallons per day) minus the pre-existing sewage flows at four demolished buildings on this site (four buildings with a combined total of 252,129 square feet X 75 gallons per 1000 square feet = 18,910 gallons). Thus, the net new sewage flow from the combination of Marriott Residence Inn and Trip Advisor is 16,777 gallons. At a four to one ratio, the I/I Removal requirement is 67,108 gallons.

Ms. Kate Fitzpatrick  
Town Manager  
Town of Needham  
May 26, 2015  
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If, after final documentation of the I/I removal achieved satisfactory to the Town, the I/I removal achieved with the I/I Funds exceeds the I/I Requirement, any excess I/I removal shall be banked and credited toward fulfillment of the I/I elimination requirements that will arise in connection with construction and occupancy of the future buildings authorized by the special permit issued by the Town Planning Board on October 15, 2012, as amended on April 2, 2013, and on September 17, 2013, covering the 13.68 acre site currently referred to as "Center 128 West."

Thank you again for your work and cooperation to address the I/I Requirement. We look forward to working closely with the Town of Needham on the continued development and revitalization of Needham Crossing.

Sincerely,

Normandy GAP-V Development Needham, LLC

By:  \_\_\_\_\_

cc: Richard P. Merson, Director of Public Works, Town of Needham  
Anthony L. Del Gaizo, PE, Needham Department of Public Works

This gift and its terms were accepted by the Needham Board of Selectmen by vote taken at its regular meeting held on May \_\_, 2015.

Town of Needham

By: \_\_\_\_\_  
Kate Fitzpatrick, Town Manager

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:	-\$200.91
Water Irrigation:	-\$113.55
Water Admin Fees	\$0.00
Sewer Sales:	-\$412.47
Transfer Station Charges:	\$0.00
Total Abatement:	-\$726.93

Order #: 1200

Read and Approved:

*[Signature]* 6/4/2015

Assistant Director of Public Works

*[Signature]*

Director of Public Works

For the Board of Selectmen

Date: 6/9/15

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

By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read
DB	Corben Properties LLC		34851	24842	330	Reservoir Street	\$0.00	-\$30.45	-\$52.65	-\$83.10	ACC	N
DB	Reidy	Suzanne	27711	5786	129	Lincoln Street	-\$113.55	\$0.00	\$0.00	-\$113.55	ACC	N
DB	Heesch	Aaron	36473	10510	20	Sherman Street	\$0.00	-\$59.91	-\$103.47	-\$163.38	ACC	N
JO	Council on Aging (1)						\$0.00	-\$110.55	-\$256.35	-\$366.90	COA	N
<b>Total:</b>										<b>-\$726.93</b>		

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

**Legend:**

- O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
- WN = Town Project caused damage to private property
- C = Extenuating Circumstances
- Equip = Equipment Malfunction
- IEW = Unexplained water loss
- CC = Accidental Water Loss
- IP = Billing Period beyond 100 days
- OA = Council on Aging



# 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@needhamma.gov

Theodora K. Eaton, MMC  
*Town Clerk*

June 1, 2015

Mr. Maurice P. Handel, Chairman  
Needham Board of Selectmen  
1471 Highland Avenue  
Needham, MA 02492

Dear Mr. Handel and member of the Board of Selectmen:

According to Massachusetts General Laws Chapter 54, Section 22, the Board of Selectmen is the authority who sets the compensation for the Election Workers for the Town of Needham.

The last increase for these workers occurred in July 1, 2001. Prior to 2001 previous increases occurred in 1993, 1982 and 1972. It seems more than appropriate to have the Board of Selectmen review the current salaries with a recommendation for an increase. In 2001 the Wardens and Clerks were granted an increase from \$90 (wardens) and \$85 (clerks) to \$150 per day and the Inspectors from \$70 to \$120 per day. The current rates for election workers are listed below.

The Wardens and Clerks work an average of approximately 15 - 16 hours per election with 1 ½ hours for lunch and dinner. The Inspectors work approximately 13 - 15 hours per election. These wages divided by the total number of hours does not quite meet minimum wage.

I have included two compensation surveys for Election Workers. One survey includes a response from 51 cities and towns. The second survey specifically includes the twenty-five communities with which Needham makes a comparison. 11 of the comparison towns that pay per day are higher and many have recently upgraded the salary range for Election Workers. Any of the communities that pay an hourly rate above \$10.00 per hour are receiving a higher salary than the Needham Election Workers.

The following is the current rate of compensation for Needham's Election Workers plus two alternative increases:

<u>Current</u>	<u>Proposed Plan #1 - 7/1/15</u>	<u>Proposed Plan #2 - 7/1/16</u>
10 Wardens @ \$150 = \$1500	10 Wardens @ \$175 = \$1750	10 Wardens @ \$200 = \$2000
10 Clerks @ \$150 = \$1500	10 Clerks @ \$175 = \$1750	10 Clerks @ \$200 = \$2000
40 Inspectors @ \$120 = \$4800	40 Inspectors @ \$145 = \$5800	40 Inspectors @ \$170 = \$6800
<b>Total</b>	<b>\$9300</b>	<b>\$10,800</b>

The compensation for Wardens and Clerks takes into account that they work 15 – 16 hours on election days while the Inspectors work approximately 13 – 14 hours per election. Approval of Plan #1 effective July 1, 2015 would represent a \$1500 increase per elections and Plan #2 would represent a \$3000 increase per election. Salary for Relief Workers, office staff, Police Officers, and custodians who work during an election receive their hourly rate of compensation which increases annually with every Cost of Living and step increase. There are two elections scheduled for Fiscal Year 2015 and three elections scheduled for Fiscal Year 2016.

The rate of compensation for Relief Workers is listed under Schedule C entitled "Canvasser" at the current rate of \$9.33. It would be appropriate to increase that hourly rate to minimum wage.

It would also be appropriate for the Human Resource Department in reviewing Schedule C to consider an increase in the annual stipend of the Board of Registrars. The current annual rate is \$545 per year.

Thank you for your consideration of this request.

Sincerely,



Theodora K. Eaton, CMC  
Town Clerk

Enclosure

Cc: Kate Fitzpatrick, Town Manager ✓  
David Davison, Finance Director/Asst. Town Manager  
Elizabeth Dennis, Director of Human Resources

Election Workers Salary Survey  
With Comparison Towns - 2015.2016

	Wardens				Deputy Wardens		Clerks			Deputy Clerks		Tally Clerks		Inspectors		All Other Workers		
	Day	Hourly	Stipend	Pos Inc	Day	Hourly	Day	Hourly	Stipend	Day	Hourly	Day	Hourly	Day	Hourly	Day	Hourly	Pos Inc
Andover		\$ 11.25						\$ 10.25										\$ 9.25
Arlington *	\$ 175.00						\$ 150.00						\$ 120.00					\$ 10.00
Belmont	\$ 176.00	\$ 11.00			\$ 160.00	\$ 10.00	\$ 176.00	\$ 11.00		\$ 160.00	10.00				\$ 144.00			\$ 9.00
Brookline	\$ 225.00						\$ 200.00						\$ 150.00					
Burlington		\$ 15.38						\$ 13.48						\$ 11.54				
Chelmsford		\$ 9.00						\$ 9.00						\$ 8.00				
Concord		\$ 10.50						\$ 10.00										\$ 9.50
Danvers	\$ 140.00				\$ 105.00								\$ 90.00					
Dedham	\$ 200.00						\$ 175.00						\$ 150.00					
Dover		\$ 10.58						\$ 10.58						\$ 10.58				
Framingham	\$ 200.00						\$ 200.00						\$ 150.00					
Lexington	\$ 200.00						\$ 170.00								\$ 150.00			
Marblehead	\$ 110.00												\$ 75.00					
Mendon		Min Wage+\$1				Min Wg		Min wage			Min Wage			Min Wage				
Milton	\$ 200.00						\$ 175.00						\$ 150.00					
Natick	\$ 185.00						\$ 160.00								\$ 140.00			
Needham	\$ 150.00						\$ 150.00						\$ 120.00					\$ 9.33
Newton	\$ 160.00						\$ 140.00					\$ 65.00	\$ 130.00					
Reading	\$ 135.00	\$ 9.64					\$ 135.00	\$ 9.64							\$ 120.00			\$ 8.57
Wakefield	\$ 150.00						\$ 125.00						\$ 125.00					
Waltham	\$ 150.00						\$ 140.00						\$ 135.00					
Walpole																		
Watertown	\$ 150.00						\$ 150.00						\$ 135.00					
Wellesley	\$ 191.23						\$ 163.91						\$ 131.13					
Westwood		\$ 15.00						\$ 13.00						\$ 11.00				
Weymouth	\$ 150.00						\$ 120.00						\$ 100.00					
Winchester	\$ 213.00						\$ 178.00						\$ 140.00					

Wakefield - 1 head warden = \$175

Wellesley has new rates proposed: Warden - \$200, Clerk - \$175, Pollworkers - \$145

Dedham = \$25 for training

Dover = Constables paid a twice yearly stipend of \$100 = \$200 + \$10.58 per hour

	Wardens				Deputy Wardens		Clerks			Deputy Clerks		Tally Clerks		Inspectors		All Other Workers		
	Day	Hourly	Stipend	Pos Inc	Day	Hourly	Day	Hourly	Stipend	Day	Hourly	Day	Hourly	Day	Hourly	Day	Hourly	Pos Inc
Andover		\$ 11.25						\$ 10.25									\$ 9.25	
Arlington	\$ 175.00						\$ 150.00						\$ 120.00				\$ 10.00	
Avon		\$ 8.50				\$ 8.50		\$ 8.50						\$ 8.50				
Bedford																		
Belmont	\$ 176.00	\$ 11.00			\$ 160.00	\$ 10.00	\$ 176.00	\$ 11.00		\$ 160.00	10.00				\$ 144.00	\$ 9.00		
Brookline	\$ 225.00						\$ 200.00						\$ 150.00					
Burlington		\$ 15.38						\$ 13.48						\$ 11.54				
Chelmsford		\$ 9.00						\$ 9.00						\$ 8.00				
Concord		\$ 10.50						\$ 10.00								\$ 9.50		
Danvers	\$ 140.00				\$ 105.00								\$ 90.00					
Dedham	\$ 200.00						\$ 175.00						\$ 150.00					
Dover		\$ 10.58						\$ 10.58						\$ 10.58				
Easthampton		\$ 13.00						\$ 11.00						\$ 10.00				
Erving		Min Wage+.25						Min Wage +.25						Min Wage				
Framingham	\$ 200.00						\$ 200.00						\$ 150.00					
Georgetown		\$ 10.00												\$ 10.00				
Grafton	\$ 25.00	\$ 9.50			\$ 25.00	\$ 9.50								\$ 9.00				
Groton		\$ 9.00						\$ 9.00						\$ 9.00				
Halifax		\$ 12.53				\$ 12.53		\$ 12.53										
Holbrook		\$ 250.00			\$ 225.00		\$ 165.00											
Ipswich		\$ 10.00												\$ 9.00				
Lee		\$ 8.00				\$ 8.00		\$ 8.00			8.00			\$ 8.00				
Lexington	\$ 200.00						\$ 170.00								\$ 150.00			
Lynnfield		\$ 8.00		\$ 12.00				\$ 8.00								\$ 8.00	\$ 10.00	
Mansfield		\$ 12.00				\$ 9.00		\$ 9.00										
Marblehead	\$ 110.00												\$ 75.00					
Mendon		Min Wage+\$1				Min Wg		Min wage			Min Wage		Min Wage					
Millville		\$ 10.00				\$ 10.00		\$ 10.00			10.00		\$ 10.00					
Milton	\$ 200.00						\$ 175.00						\$ 150.00					
Montague		\$ 10.00				\$ 9.00		\$ 9.00			9.00		\$ 9.00					
Natick	\$ 185.00						\$ 160.00								\$ 140.00			
Needham	\$ 150.00						\$ 150.00						\$ 120.00			\$ 9.33		
Newton	\$ 160.00						\$ 140.00					\$ 65.00	\$ 130.00					
Newbury		\$ 10.50												\$ 9.50		\$ 9.50		
North Andover		\$ 13.50														\$ 11.00		
North Reading		\$ 11.50										\$ 10.50				\$ 9.00		
Norwell		\$ 11.20						\$ 11.20						\$ 10.33				
Otis		\$ 9.50														\$ 9.50		
Oxford		\$ 10.64												\$ 10.64				
Reading	\$ 135.00	\$ 9.64					\$ 135.00	\$ 9.64							\$ 120.00	\$ 8.57		
Rehoboth	\$ 156.00				\$ 156.00								\$ 87.00					
Revere		\$ 150.00			\$ 150.00							\$ 50.00	\$ 125.00					
Shrewsbury		\$ 10.37	\$ 30.00					\$ 10.37	\$ 25.00							\$ 10.37		
Spencer		\$ 11.43						\$ 11.43						\$ 10.35				
Stow		\$ 10.60				\$ 10.60								\$ 9.40				
Swampscott	\$ 100.00							\$ 90.00						\$ 85.00				
Tewksbury		\$ 12.00						\$ 10.00						\$ 9.00		\$ 10.00		
Wakefield	\$ 150.00						\$ 125.00						\$ 125.00					

	Wardens				Deputy Wardens		Clerks			Deputy Clerks		Tally Clerks		Inspectors		All Other Workers		
	Day	Hourly	Stipend	Pos Inc	Day	Hourly	Day	Hourly	Stipend	Day	Hourly	Day	Hourly	Day	Hourly	Day	Hourly	Pos Inc
Waltham	\$ 150.00						\$ 140.00							\$ 135.00				
Walpole																		
Watertown	\$ 150.00						\$ 150.00							\$ 135.00				
Wellesley	\$191.23						\$ 163.91							\$131.13				
Weymouth	\$150.00						\$ 120.00							\$100.00				
Westborough	\$ 138.00						\$ 138.00					\$ 20.00		\$ 125.00		\$ 120.00		
Westwood		\$ 15.00						\$ 13.00							\$ 11.00			
Westford		\$ 12.00						\$ 12.00				\$ 10.00					\$ 9.00	
Winchester	\$ 213.00						\$ 178.00							\$ 140.00				
Woburn	\$ 220.00							\$ 175.00						\$ 100.00				
Wrentham		\$ 9.75				\$ 9.25								\$ 9.00				

Wakefield - 1 head warden = \$175

Wellesley has new rates proposed: Warden - \$200, Clerk - \$175, Pollworkers - \$145

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