

BOARD OF SELECTMEN

May 24, 2016

Needham Town Hall

Agenda

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

	6:45	<p>Informal Meeting with Citizens</p> <p><i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i></p>
1.	7:00	<p>Introduction of Director of Human Resources</p> <ul style="list-style-type: none"> • Christopher Coleman • Rachel Glisper
2.	7:05	<p>Board Discussion</p> <ul style="list-style-type: none"> • Medical Marijuana Dispensary Applications • Minuteman School Project • Food Truck/Food Cart Next Steps • Ridge Hill/Nike Community Campus Concept
3.	7:55	<p>Town Manager</p> <ul style="list-style-type: none"> • Community Compact Application – Information Technology
4.	8:00	<p>Hillside School Schematic Design</p> <ul style="list-style-type: none"> • George Kent, PPBC Chair • Steve Popper, Director of Design and Construction • Sue Neckes, School Committee Chair
5.	8:30	<p>Executive Session Exception #6</p>

APPOINTMENTS

	None	
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CONSENT AGENDA *=Backup attached

1.*	<p>Approve a One Day Special All Alcoholic Beverages license for Gloria Greis, of the Needham Historical Society, to host its Annual Reception on Thursday, May 26, 2016 from 6:30 p.m. to 9:30 p.m. The event will be held at the Needham Historical Society, 1147, Central Avenue, Needham.</p>
2.*	<p>Approve a One Day Special Wines & Malt Beverages Only License for Beata Fernandez of Needham Pool and Racquet Club to hold its Summerfest Party on Thursday, July 14, 2016 from 6:00 p.m. to 9:00 p.m. The event will be held at Needham Pool and Racquet Club, 1550 Central Avenue, Needham.</p>
3.*	<p>Grant permission for the Needham Business Association to hold its Annual Street Fair on Saturday, June 4, 2016. Event will be held on the Town Common, the Town Hall</p>

	parking lot and on Chapel Street. Also grant permission for meter free parking in the downtown area for that day.					
4.	Accept the gift of two new, made in America, nylon United States Flags from the Norfolk Lodge A.F. & A.M. for the Needham Town Common and the Needham Heights Common.					
5.*	Approve Open Session minutes from April 13, 2016, May 2, 2016, May 4, 2016, May 9, 2016, May 10, 2016 and May 11, 2016. Also approve Executive Session minutes from March 8, 2016.					
6.*	Water & Sewer Abatement Order #1218					
7.	Accept the following donations made to Needham Youth Services Extreme Looks Program: \$50 from Mr. and Mrs. Slosser, Needham residents; and \$100 from Angela L. O'Donnell and John E. McDonald, Needham residents.					
8.	Accept donations made to the Needham Cultural Council's NeedArts fund from the following people: \$35 from George Marks Jr.; \$35 from Barbara Brownell; \$35 from Judith Ogilvie; \$35 from Inga Puzikov; and \$35 from Kathleen Cahill.					
9.*	Approve amendment of Employee Agreement between the Town of Needham and Town Manager changing payment of salary from weekly installments to semi-monthly installments (two payments per month).					
10.	Accept a \$2,500 donation made to the Needham Health Department's Substance Abuse Prevention & Education Program from Beth Israel Deaconess Hospital- Needham.					
11.	Grant permission for the following residents to hold block parties:					
	Name	Address	Party Location	Party Date	Party Rain Date	Party Time
	Jerome Kassel	174 Parker Road	Parker Road	9/10/16	9/11/16	3:00PM



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

MEETING DATE: 5/24/2016

Agenda Item	Introduction of Director of Human Resources
Presenter(s)	Christopher Coleman, Assistant Town Manager/Director of Operations

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	Mr. Coleman will introduce the Town's new Director of Human Resources Rachel Glisper.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	(Describe backup below)		
	a. Resumes/Applications for Rachel Glisper		



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

MEETING DATE: 5/24/2016

Agenda Item	Registered Marijuana Dispensary - Letter of Support/Non- Opposition
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board will discuss the possibility of issuing a letter of support or non-opposition to Medical Marijuana of Massachusetts, Inc. and/or Sage Cannabis, or take another action relative thereto.			
	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to issue a letter of support (or a letter of non-opposition) to _____. Or That the Board vote to take other action, namely: _____.			
3.	BACK UP INFORMATION ATTACHED	YES	NO



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

MEETING DATE: 05/24/2016

Agenda Item	Minuteman School Building Project
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Board will discuss the status of the Minuteman School Building Project.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	(Describe backup below)		
	a. May 18, 2016 letter from Superintendent Bouquillon to the MSBA		



May 18, 2016

Ms. Maureen G. Valente
Chief Executive Officer
Mr. John K. McCarthy
Executive Director
Massachusetts School Building Authority (MSBA)
40 Broad Street – Suite 500
Boston, MA 02109

Sent via email

Dear Ms. Valente and Mr. McCarthy:

This letter is submitted to you pursuant to MSBA's Failed Vote Policy.

Overview:

- Project funding was approved by the Minuteman District School Committee on March 15, 2016.
- The District secured affirmative action (or non-disapproval) by 15 of the District's 16 member Town Meetings (in one case subject to a Proposition 2½ debt exclusion vote on June 14).
- The bond funding was disapproved by the Belmont Town Meeting on May 4, 2016.

Absent further action, by operation of M.G.L. Chapter 71, Section 16(d), this circumstance constitutes a failed vote.

The Minuteman project was unanimously endorsed by the MSBA Board of Directors on August 6, 2015. Our Final Schematics were approved unanimously by the MSBA Board on January 27, 2016. With the 120-day deadline for local approval approaching on May 27, 2016, the District is required to inform the MSBA of the failed vote, provide reasons for it, and outline its plans for securing approval under its Regional Agreement and statute.

Based upon the extraordinary support for the project shown by 15 member towns, and their recognition of the adverse consequences of a failed vote, community leaders throughout the district are willing to assist us in efforts to further engage the Town of Belmont and reverse the decision in that town. Failing that desired outcome, the district would move forward with a district wide referendum under M.G.L. Chapter 71, Section 16(n).

If MSBA grants us more time to do this work, I am confident that we will achieve the same success in Belmont as we have had throughout the District.

1. District Voting Results

Attached is a chart showing the results of 16 member towns meetings. As you can see, the Minuteman project has received broad support in the District communities, with several endorsing the project by unanimous votes at Town Meeting. The vote at Belmont Town Meeting on May 4, 2016 was the single exception. By a vote of 81 in favor and 141 against, Town Meeting failed to endorse the District School Committee's decision to bond for the project. Assuming an affirmative vote on a debt exclusion to be held in the Town of Arlington on June 14, 2016, we would have gained full local approval, except for Belmont.

2. Reasons for the Failed Vote in Belmont

During the Belmont Town Meeting debate, speakers repeatedly expressed concerns regarding the school size, cost differences between building a new school vs. renovating the existing one, the credibility and longevity of the new state-approved capital fee, and competition with other key capital projects in the town, particularly plans for a new Belmont High School.

a. School Size

Some Belmont officials still question the target enrollment of 628 students. We have prepared lengthy documentation to support the enrollment: [Why We Will Fill the New School](#).

The 628 enrollment number is based on facts which were discussed at multiple public meetings. We came to the number, over time, based on our comprehensive review of enrollment trends, labor market data on occupational demand, the specific needs of the Chapter 74 career and vocational technical programs offered, and input from our member towns. The district school committee agrees with MSBA that 628 is the smallest sized school that allows us to retain the quality of education our communities expect.

b. Project Costs: Costs of Renovations v. Building New

Some Belmont town officials have stated publicly that the new school is too expensive. Despite extensive communication efforts, including the publication of all analyses and options required in Module 3 and Module 4, Belmont town officials stated that we have not fully vetted the alternatives, including renovations.

We have prepared numerous documents to address the cost of not pursuing the MSBA project and instead undertaking years of renovations. These documents are posted on our website at www.minuteman.org. We have pointed our member towns to [The "Go It Alone" Option](#) and to [Cost Breakdown for Go It Alone Option](#).

All of the member towns, except Belmont, were satisfied with the recommendations of the district School Building Committee and the explanatory documents provided.

c. Out-of-District Students and the Capital Fee

Some Belmont officials doubt that the Massachusetts Department of Elementary and Secondary Education (DESE) will implement its new regulations resulting in a capital fee to be paid by non-member communities.

On February 23, 2015, the Board of Elementary and Secondary Education approved Chapter 74 regulations allowing a capital fee be added to the base tuition rate set by DESE. Unfortunately, despite assurances from DESE, some Belmont officials continue to question whether the fee will actually be implemented at all and, if it is implemented, how long it will stay in effect.

d. Belmont High School and Other Competing Capital Projects

The Minuteman project appears to have been the victim of some very unfortunate timing: (1) our need to secure local approval (Module 5) for this project and (2) Belmont's recent entry into the MSBA pipeline and its need to fund a Feasibility Study and perhaps a new Belmont High School (Module 1).

Belmont Town Meeting overwhelmingly voted to approve funds for a Feasibility Study. When Town Meeting reached the Article discussing Minuteman, some of the Town Meeting members explicitly or implicitly pitted the two MSBA projects against one another. The issue was compounded by the fact that there are several other capital needs in the Town of Belmont that also need to be addressed, including a library, public works building, a police station, and module classrooms for overcrowded middle schools. We were disappointed that Belmont Town Meeting decided to reject the Minuteman project partly because of the potential MSBA/Belmont High School project.

e. Limitations on Our Ability to Present the Facts

At most Town Meetings in the District, as Superintendent, I have been invited to make presentations and answer questions in advocacy of the Minuteman project. Unfortunately, this privilege was not granted to me at the Belmont Town Meeting. I was only allowed to respond, factually, to two questions posed to me by members of Town Meeting. I did not have an opportunity to address specific assertions that arose during debate.

Several members of the District School Committee have urged me to provide you with a link to the Belmont Media Center's taped Cable TV coverage of the meeting so that you can draw your own conclusions. The discussion about Minuteman (Article 1) is filed as "Town Meeting 5-4-16 - Part 2" under "Videos." Here is the link:

<http://vp.telvue.com/preview?id=T02787&video=275385>

Based on our experience on the evening of May 4, 2016, we now know that we will need to make a more extensive communication and outreach effort to Belmont Town Meeting members and town officials.

3. The District's Plan to Remedy the Failed Vote

The Minuteman School Committee and Administration will address and resolve Belmont's concerns. We are actively engaging local officials, Town Meeting members, and the community at large on the value and need for the project, the consequences of not moving forward, and the specific factual issues involved.

We believe this effort can succeed. Elsewhere in the District, even in towns with multiple pending capital projects – one example is Arlington which endorsed the project 84%-16% at Town Meeting – the arguments in favor have won majority support after full discussion and review.

There is substantial support for the work of Minuteman within Belmont. The need for a major capital project at Minuteman is undisputed. We are confident that, once the facts are clear, Belmont's Town Meeting will support this project.

Members of the District School Committee, including its representative from Belmont, stand united in seeking this extension from the MSBA. Along with my Administration, School Committee members are committed to re-engaging the Town of Belmont in an attempt to get this project to "yes." Collectively, we are persuaded to do so because only one town has voted "no".

As the votes demonstrate, we have achieved the necessary support for this project in 9 of the 10 non-departing member towns in the Minuteman District, including "non-disapproval" from the 6 departing communities. In addition, wide margins in Town Meeting votes and associated debt exclusion ballot question votes were achieved.

Given overall support across the District, and our confidence in being able to work with Belmont's leadership and citizenry to improve understanding of the merits of the project, the District is proposing the following plan to secure local approval within the framework of Chapter 71 and our revised Regional Agreement:

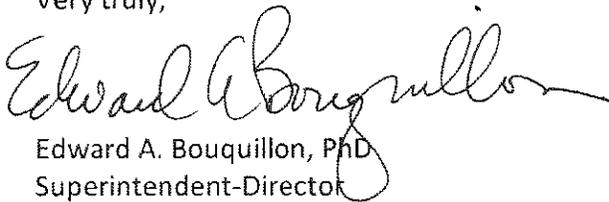
1. The District proposes to reauthorize bonding and seek local approval. As of this writing, the District School Committee is keeping its options open to proceed under Chapter 71, Section 16(d) again, conduct a District-wide referendum under Chapter 71, Section 16(n), or possibly do both. The matter was discussed at a School Committee meeting on May 17, 2016. No vote was taken but the consensus was to keep all options open.
2. In order for this plan to be fully executed within a reasonable timeframe, the District is seeking a 180-day extension of its Feasibility Study Agreement with the MSBA. (I hope that I will be able to talk with you further about the precise length of time that may be needed and the type of time extension that MSBA would consider reasonable.) The District fully

understands that the Project Scope and Budget Agreement will not be adjusted in any manner as a result of this extension.

Over the next few months, I look forward to working with District stakeholders, including the Town of Belmont and its residents to provide further information, answer questions, and build support for this much-needed project. We will be enlisting the support of MSBA, DESE, NEASC and others to help focus and reinforce our messaging.

I thank you for your ongoing support for Minuteman High School. I look forward to hearing from you soon.

Very truly,

A handwritten signature in black ink, appearing to read "Edward A. Bouquillon". The signature is fluid and cursive, with a long horizontal stroke at the end.

Edward A. Bouquillon, PhD
Superintendent-Director
Minuteman High School

cc: District School Committee
Boards of Selectmen in Member Towns
Town Managers and Town Administrators
State Treasurer Deborah Goldberg, MSBA Chair
State Senators and State Representatives
Deputy Commissioner Jeffrey Wulfson, DESE

TOWN MEETING ACTION ON BONDING FOR A NEW MINUTEMAN HIGH SCHOOL - 2016

	Bonding Under M.G.L. Chapter 71, Section 16(d)	Debt Exclusion Vote
Acton	Approved by nearly unanimous vote on 4/4/16	
Arlington	Approved by 165-31 vote (84%-16%) on 5/9/16	To be held on 6/14/2016
Belmont	Not approved by 81-141 vote on 5/4/2016	
Bolton	Approved by estimated 181-9 vote (95%-5%) on 5/2/16	Approved 237-146 (62%-38%) on 5/9/16
Boxborough	Non-disapproval	
Carlisle	Non-disapproval	
Concord	Approved by nearly unanimous vote on 4/5/16	Approved 745-259 (74%-26%) on 4/14/16
Dover	Approved by estimated 900-15 vote on 5/2/16	
Lancaster	Approved by unanimous vote on 5/2/16	Approved 251-153 (62%-38%) on 5/9/16
Lexington	Approved by vote of 152-0 on 4/25/16	
Lincoln	Non-disapproval	Approved 174-112 (61%-39%) on 3/28/16
Needham	Approved by unanimous vote on 5/9/16	
Stow	Approved by estimated vote of 177-12 (94%-6%) on 5/2/16	Approved 284-160 (64%-36%) on 5/10/16
Sudbury	Non-disapproval	
Wayland	Non-disapproval	
Weston	Non-disapproval	

Town votes within 60 days of School Committee's 3/15/16 bonding authorization vote.
Absence of a vote / "non-disapproval" is deemed a "yes" vote.

**Planned Activities during the Requested 180-Day Extension
(July 30, 2016 – December 30, 2016)**

Projected Dates, Milestones & Actions	Comments
<p>May 4, 2016 – Belmont Town Meeting votes to disapprove the project by a vote of 141-81.</p>	<p>Given the discussion on May 4th and subsequent statements from Belmont officials, it appears that Belmont believes the school is too large, that non-member communities will not contribute to capital costs, and that Belmont's own high school should take priority over the Minuteman project.</p>
<p>May 4, 2016 and Ongoing – The District meets with District stakeholders to confirm Belmont's reasons for disapproval and work to re-engage Belmont in the process.</p>	<p>Officials from the remaining district communities have been speaking with Belmont stakeholders to encourage reconsideration.</p>
<p>May 17, 2016 – The District School Committee meets to discuss the Belmont vote and agrees to continue to pursue local approval by seeking an extension of MSBA's Feasibility Study</p>	<p>No votes were taken, but there appeared to be unanimous consensus to submit a request to MSBA for an extension of the deadline to secure local approval.</p>
<p>May 18, 2016 – District officially requests an extension from MSBA</p>	<p>The District seeks the extension to secure local approval by (1) engaging the Belmont stakeholders and (2) simultaneously preparing for School Committee votes under either Chapter 71, Sections 16(d) or 16(n).</p>
<p>May-June 30, 2016 – The District continues meeting with Belmont officials and Town Meeting members to clarify and overcome objections, laying the groundwork for another effort to secure approval from the Town of Belmont via Chap 71 16(d)</p>	<p>This work is critical. Time is needed to help improve chances for success.</p>
<p>By July 15, 2016 – School Committee votes to reauthorize debt under Chapter 71, Section 16(d)</p>	<p>Member towns have 60 days in which to hold a Town Meeting to disapprove.</p>
<p>September 1, 2016 – The District holds meetings with Town Clerks in the District's member towns to prepare for a possible district-wide referendum.</p>	<p>Only two similar elections have ever been held before, one at Bay Path Regional Vocational Technical High School in Charlton, the other at Franklin County Technical School in Turners Falls. From what we have been told, the planning process will take 45-60 days.</p>

<p>By September 15, 2016 – If no town disapproves the debt or makes it contingent on a subsequent Proposition 2½ debt exclusion vote, the project is <u>approved</u>.</p>	<p>If a Town Meeting vote is contingent on a related Prop 2½ vote, we might not know the final outcome for a few days (or possibly weeks) later. This fact adds a further bit of uncertainty to this calendar. That is why we have believe 180 days allows the district to respond as noted below.</p>
<p>By October 15, 2016 (<i>or earlier if Belmont remains in opposition</i>) – The District School Committee votes to call for a district-wide referendum to approve debt under Chapter 71, Section 16(n) and sets the date for the district-wide referendum</p>	<p>If Belmont reaffirms its opposition to the project, the District School Committee will call for a District-wide election under 16(n). While the district is reluctant to subject the towns that supported the project to a district-wide referendum, it may occur earlier and be the only option available should outreach efforts to Belmont fail.</p>
<p>By December 30, 2016 – District-wide referendum held on one day in all member communities</p>	<p>The aggregate vote total will determine whether the debt is approved or rejected. Given the overall support for the project as confirmed in votes to date, the district believes the majority of voters will support this project.</p>



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

MEETING DATE: 05/24/2016

Agenda Item	Food Trucks & Food Carts
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Board will discuss next steps in its evaluation of food trucks and food carts.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	(Describe backup below)		
	a. BOS Policy on the Regulation of Food Trucks dated October 8, 2013		

Town of Needham Board of Selectmen

Policy Number:	BOS-LIC-013
Policy:	Regulation of Food Trucks
Date Approved:	October 8, 2013
Date Revised:	Revised June 9, 2015
Approved:	 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 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.



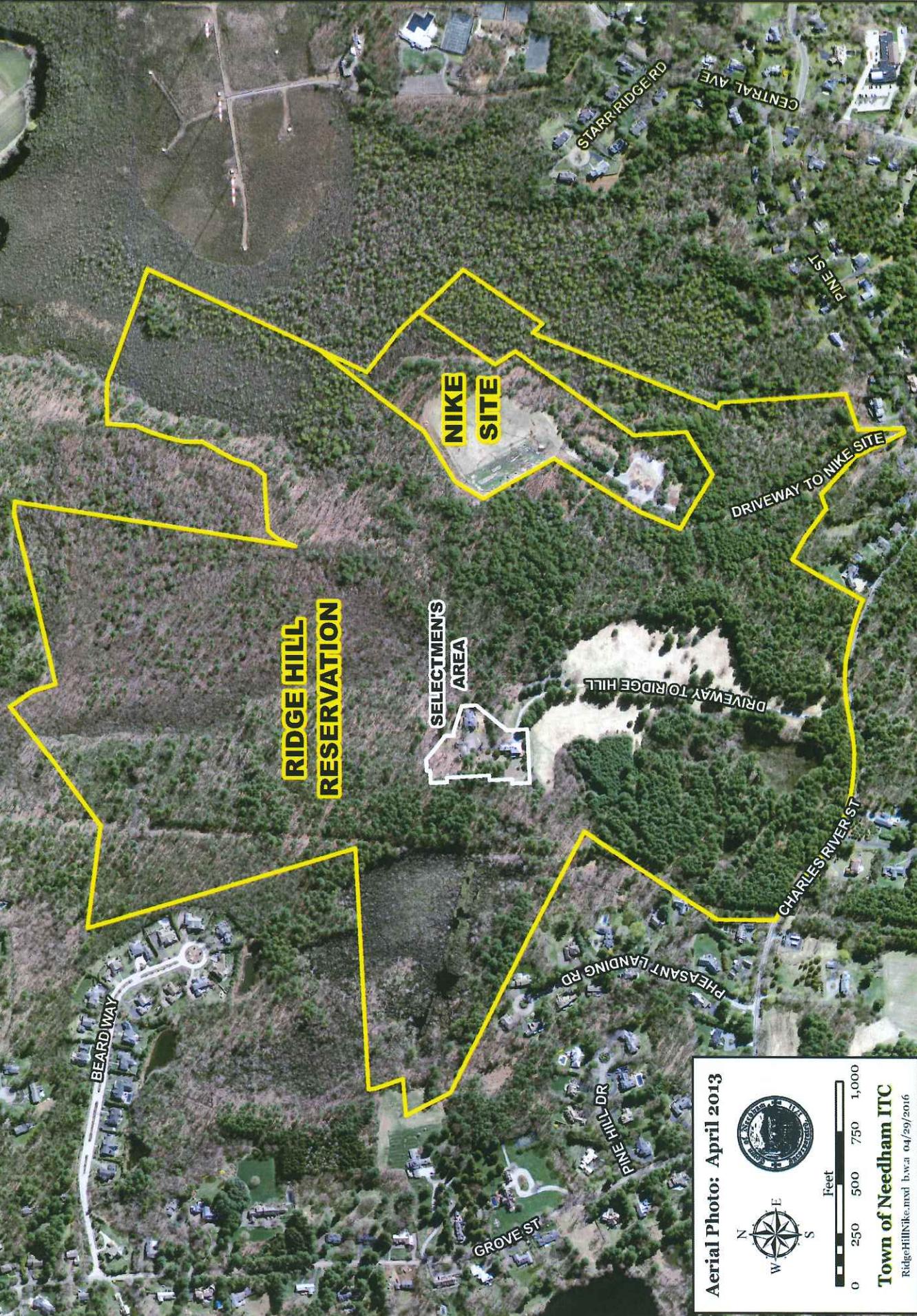
**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 05/24/2016

Agenda Item	Ridge Hill/Nike Community Campus Concept
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Board will discuss the concept of creating a community campus at the Ridge Hill/Nike parcel and potential next steps.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	(Describe backup below)		
	a. Map of Ridge Hill/Nike		

Ridge Hill Reservation & Nike Site



Aerial Photo: April 2013



Feet
0 250 500 750 1,000

Town of Needham ITC
RidgeHillNike.mxd h.w.a 04/29/2016



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

MEETING DATE: 5/24/2016

Agenda Item	Community Compact – Information Technology
Presenter(s)	Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>In 2015, Governor Baker issued an Executive Order creating the Community Compact Cabinet to elevate the Administration’s partnerships with cities and towns. One of the initiatives of the Cabinet is to connect with cities and towns through “Community Compacts” in which the Commonwealth provides resources for communities to make improvements in key best practice areas.</p> <p>The Town Manager is recommending that the Town of Needham participate in the Community Compact program in the area of information technology. We propose to seek the assistance of the Commonwealth in evaluating our existing IT structure and current staffing level against the Town’s long and short term IT strategies and needs. To meet the technological challenges that municipalities face requires a solid infrastructure, the creation and execution of a sound strategic plan, and a realistic staffing plan to support and execute it.</p> <p>The IT audit would include a review of the Town’s IT infrastructure, a needs assessment, and recommendations for service delivery, priority setting, expectation management, policy implementation and the development of an IT strategic plan.</p>			
VOTE REQUIRED BY BOARD OF SELECTMEN		YES	NO
<p><i>Suggested Motion:</i> That the Board approve and authorize the Town Manager to submit a request for an Information Technology Audit through the Community Compact program.</p>			
3.	BACK UP INFORMATION ATTACHED		YES
<p>a. Community Compact FAQs</p>			



The Official Website of the Governor of Massachusetts

**Governor
Charlie Baker**

Home > The Administration > Councils, Cabinets, Commissions, Panels, & Task Forces > Community Compact Cabinet > Community Compact FAQs

Community Compact Frequently Asked Questions

- Governor Charlie Baker
- Lieutenant Governor Karyn Polito
- Cabinet
- Governor's Internship Program
- Councils, Cabinets, Commissions, Panels, & Task Forces
- Chronic Unemployment Task Force
- Community Compact Cabinet
 - Compact Application
 - Frequently Asked Questions
 - Commonwealth Commitments
 - Best Practice Areas
 - Signed Compacts
 - Reports & Completed Best Practices
- Governor's Council on Sexual Assault & Domestic Violence
- Office of Access & Opportunity
- Seaport Economic Council
- Workforce Skills Cabinet
- Judicial Nominating Commission
- SJC Nominating Commission
- Staff

- 1. What is a Community Compact?**

The Community Compact is a voluntary, mutual agreement entered into between the Baker-Polito Administration and individual cities and towns of the Commonwealth. In a Community Compact, a community will agree to implement at least one best practice that they select from across a variety of areas. The community's chosen best practice(s) will be reviewed between the Commonwealth and the municipality to ensure that the best practice(s) chosen are unique to the municipality and reflect needed areas of improvement. Once approved, the written agreement will be generated and signed by both the municipality and the Commonwealth. The Compact also articulates the commitments the Commonwealth will make on behalf of all communities.
- 2. When was the Community Compact program launched?**

The first Executive Order, signed by the Governor in January 2015, established the Community Compacts. The Order creates a Community Compact Cabinet that will work toward mutual accountability, work to reduce red tape, promote best practices, and develop specific 'Community Compacts' with local governments. These Community Compacts create clear mutual standards, expectations, and accountability for both the state and municipalities as we seek to create better government for our citizens. The Baker-Polito Administration values input from the municipal leaders of the Commonwealth and will utilize the Community Compacts as a way to continue to engage them.
- 3. What communities are eligible for a Community Compact? And are these optional?**

The Community Compact agreement is open to all the cities and towns of the Commonwealth. While a great tool for cities and towns, Community Compacts are optional. All Compact agreements are subject to review by the Division of Local Services before they are signed.
- 4. How does a Community Compact work? What is the obligation of my community?**

Communities will self-identify the best practice(s) from the list on the Community Compact website. The community's chosen best practice(s) will be reviewed between the Commonwealth and the municipality to ensure that the best practice(s) chosen are unique to the municipality and reflect needed areas of improvement. Once approved, the written agreement will be generated and signed by both the municipality and the Commonwealth. The municipal leader will be required to sign and authorize the Compact for a community. Those communities participating in the Community Compact will, over a two year period, implement the best practice(s) they selected when entering into the Compact. Resources for technical assistance from the Commonwealth will be prioritized for those communities entered into a Compact and seeking to implement their best practice(s). The Division of Local Services serves as the primary point of entry for communities looking for resources in best practice development and implementation.
- 5. What is the obligation of the Commonwealth?**

The Commonwealth's commitments are found on the Community Compact website. In addition, the Commonwealth will offer incentives to communities for entering into a Community Compact, including prioritizing Commonwealth technical assistance resources to help reach your chosen best practice(s). Extra points on certain grants, and a grant program specifically for Compact communities are also incentives included for participation in the program.
- 6. Is there a deadline to apply for the Compact? How do I access the application?**

No. A community may choose to enter into the Community Compact at any time. Each Compact agreement will run for two years. During the two year period of each compact, the Division of Local Services will periodically check in with the communities to monitor progress towards the implementation of the selected best practice(s). The application can be found by visiting www.mass.gov/ccc. You will need a passcode to fill out the Community Compact application. If you do not have a passcode, please contact DLS by sending an email to Daniel Bertrand at bertrandd@dor.state.ma.us.
- 7. Can communities have a joint Community Compact?**

Yes, for smaller communities, regionalization of the Compact is an option. The Communities will individually fill out an application, choose the same best practice(s) and choose the regionalization option on the website.
- 8. Where can I find out more information?**

To find out more information please visit www.mass.gov/ccc.

Did you find the information you were looking for on this page? *

Yes

No



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

MEETING DATE: 5/24/2016

Agenda Item	Endorse Hillside School Schematic Design
Presenter(s)	Sue Neckes, School Committee Chair George Kent, PPBC Chair Steve Popper, Director of Design and Construction

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>The Hillside School Preferred Schematic Report (PSR) was submitted to the MSBA on December 1, 2015. The next phase, the Schematic Design, will be submitted by June 2, 2016 for vote of the MSBA Board on July 20th.</p> <p>Ms. Neckes, Mr. Kent and Mr. Popper will be available to answer any questions the Board may have about the project and the design.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p><i>Suggested Motion:</i> That the Board vote to endorse the Hillside School Schematic Design for submittal to the MSBA.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>a. Hillside School at Central Avenue Draft Budget (SD-4) b. Hillside School at Central Avenue PPT</p>			

Hillside Elementary School at Central Ave

Proposed Budget (SD-4)

Needham, MA

5/19/2016

Land Costs		Rounded Budget	
Land Acquisition- OPF	\$	6,500,000	STM- 11/2/2015- Art.13
Land Acquisition- 609 central	\$	725,000	STM-5/9/16-Art.7
Subtotal	\$	7,225,000	
<i>(Note: Balance of funding included in for closing, demo & hazmat costs)</i>			
New School Building		<i>Based upon PM&C-05/16/2016 - SD</i>	
Site Development	\$	4,136,000	
Special Site Considerations	\$	207,000	HazMat & 609 Central
Existing Bldg Demolition	\$	765,000	Includes \$500K from Land Cost
New Construction (Note #1)	\$	28,901,000	90,702 SF
Subtotal	\$	34,009,000	
Design & Pricing Contingency	\$	3,401,000	10%
Escalation to start (5%/year)	\$	3,544,000	10.42%
Subtotal	\$	40,954,000	
OH&P			
General Conditions	\$	2,600,000	20mos. @ \$130K
Bonds	\$	410,000	1.00%
Insurance	\$	512,000	1.25%
Permit	\$	-	NA- town project
Subtotal	\$	44,476,000	
Profit	\$	1,334,000	3.00%
Total All Construction	\$	45,810,000	

Project Contingency

Construction	\$	2,290,000	5.00%
Owner	\$	2,290,000	5.00%
Total Contingency	\$	4,580,000	

Soft Costs

A&E & Expenses	\$	4,714,000	10.29%
OPM	\$	1,603,000	3.50%
Debt Issuance, Legal & etc.	\$	300,000	Estimated
Other Expenses	\$	530,000	Estimated
Subtotal	\$	7,147,000	

Furnishing & Technology

FF&E	\$	516,000	430 x \$1,200/ student
Technology	\$	516,000	430 x \$1,200/ student
Other	\$	43,000	Contingency \$100/student
Subtotal	\$	1,075,000	

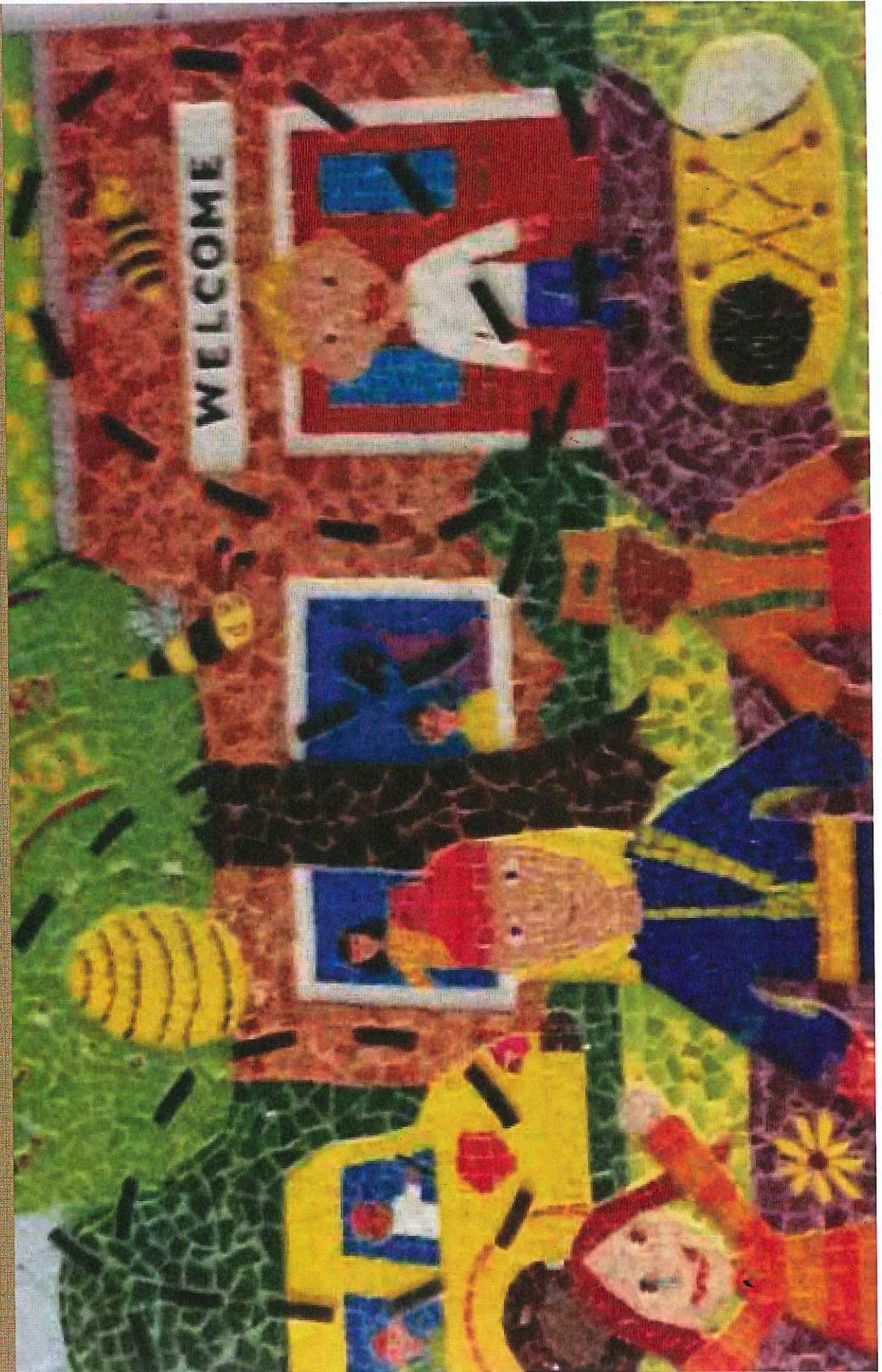
Cost Summary

Construction Costs	\$	45,810,000	
Add Alternate	\$	460,000	Playing Field & Nature Trail
Project Contingency	\$	4,580,000	
Soft Costs	\$	7,147,000	
FF&E & Technology	\$	1,075,000	
Subtotal	\$	59,072,000	
Site Acquisition	\$	7,225,000	Base land cost
One Move	\$	125,000	
Total	\$	66,423,000	
Base Rounded	\$	66,460,000	
Proposed Override Amount	\$	66,000,000	

Note: The Nature Trail and Plaing Field will be funded separately from the Debt Exclusion, per advise of Bond Counsel.

Nature Walk and Playing Field	\$	460,000	Assumes a parallel project with school
Subtotal	\$	460,000	

Hillside School at Central Ave. Needham, MA



Hillside School at Central Ave. Needham, MA

agenda

Introduction

- Review of public outreach and project development

Site Design Update

- Central Ave Site Location
- Site Circulation
- Addition of 609 Site

Proposed Building Plans

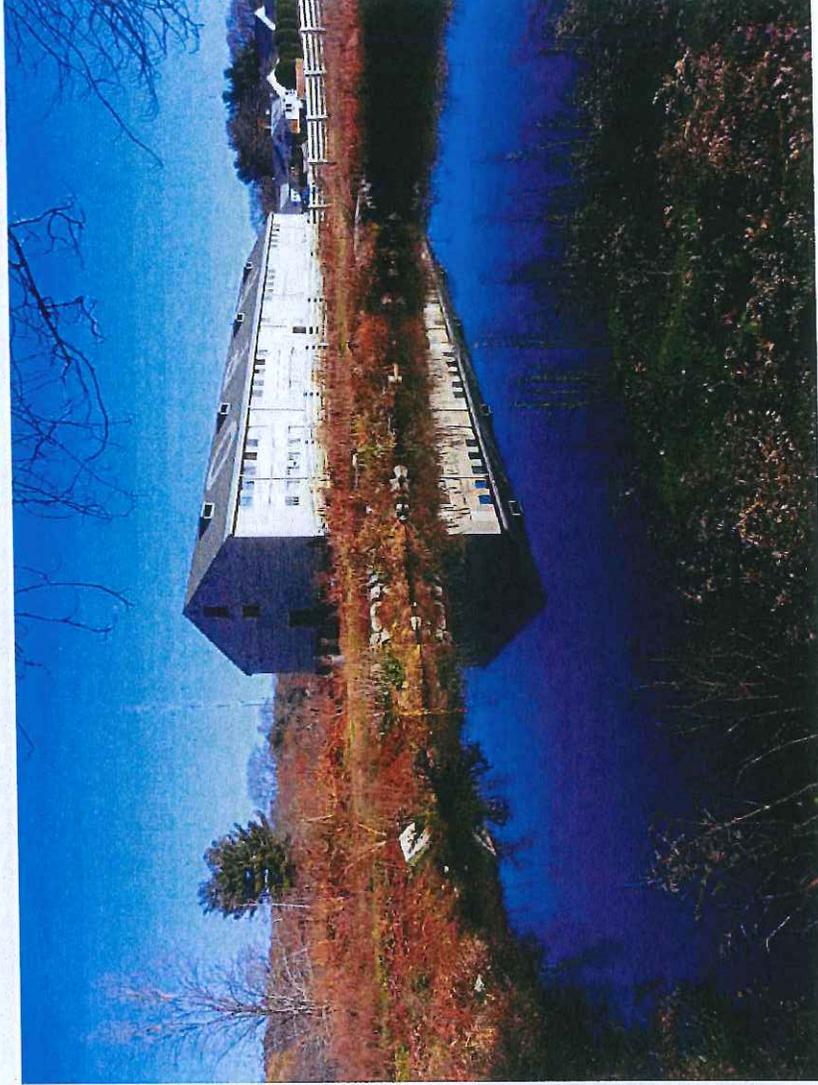
- Project Overview
- Building Floor Plans

Proposed Building Elevations

- Building elevations

Schedule/ Additional Meetings

- Schematic Design Schedule



Hillside School at Central Ave. Needham, MA

m e e t i n g s & p r e s e n t a t i o n s

Design Review Board Presentation

Planning Board Meetings / Informal Presentation

Public Safety Meeting

Finance Committee

School Council

Needham Council on Disabilities

3 DRT Meetings / Presentations with DRT

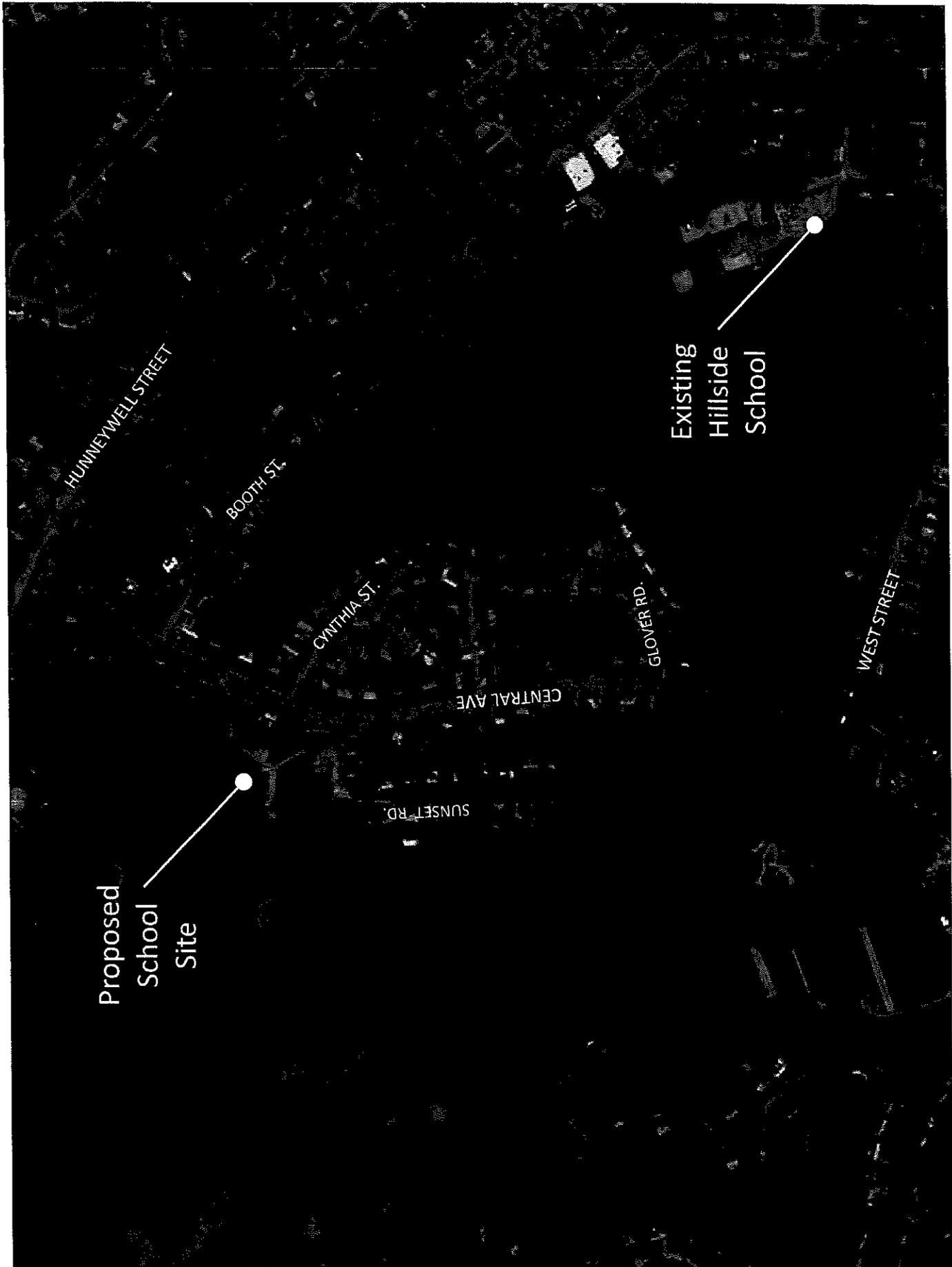
3 Conservation Commission Meetings / Presentation

3 School Committee

**8 User Group Meetings – Teachers / Department Heads /
Facility & Kitchen Staff**

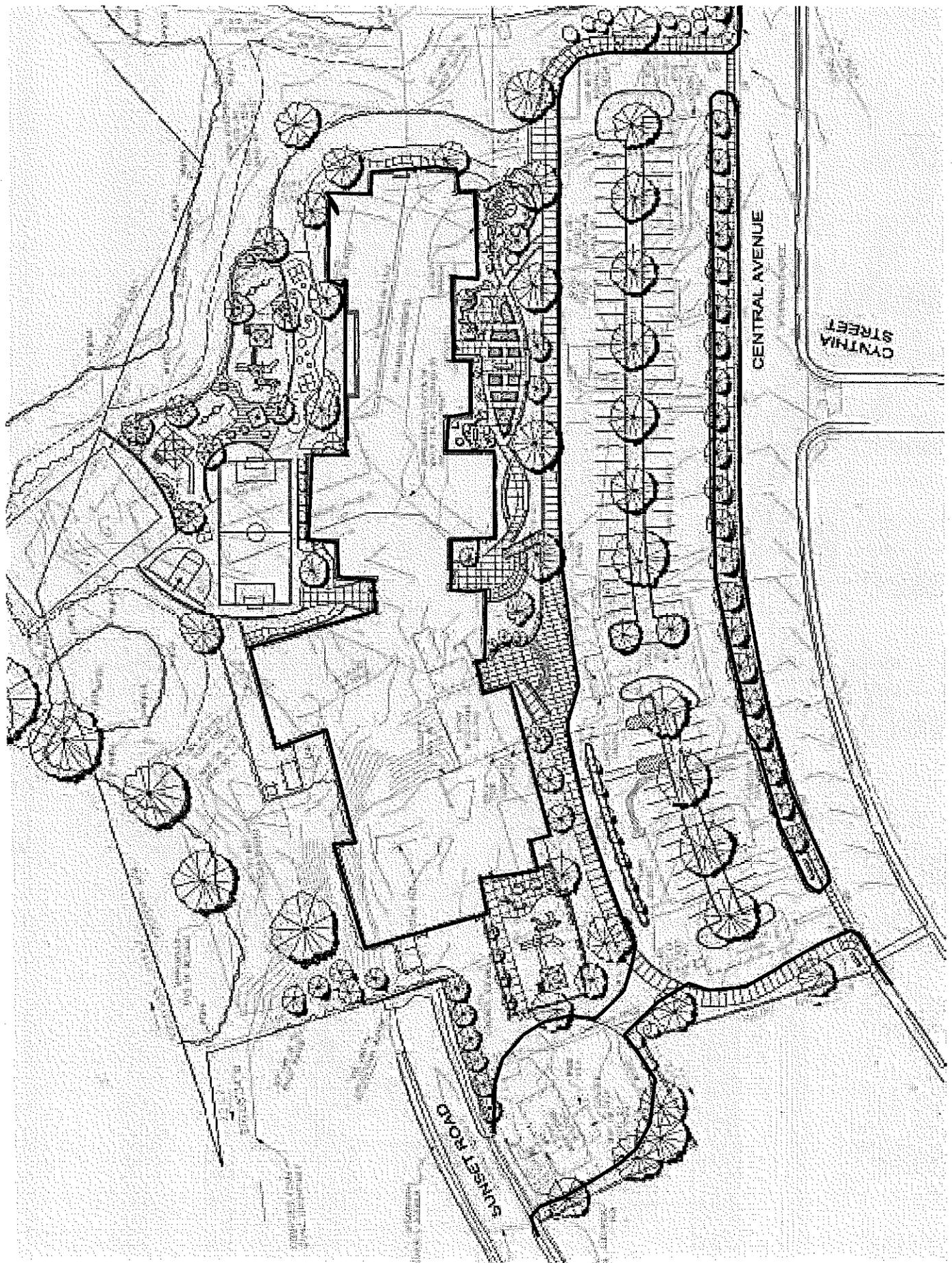
13 Working Group Meetings

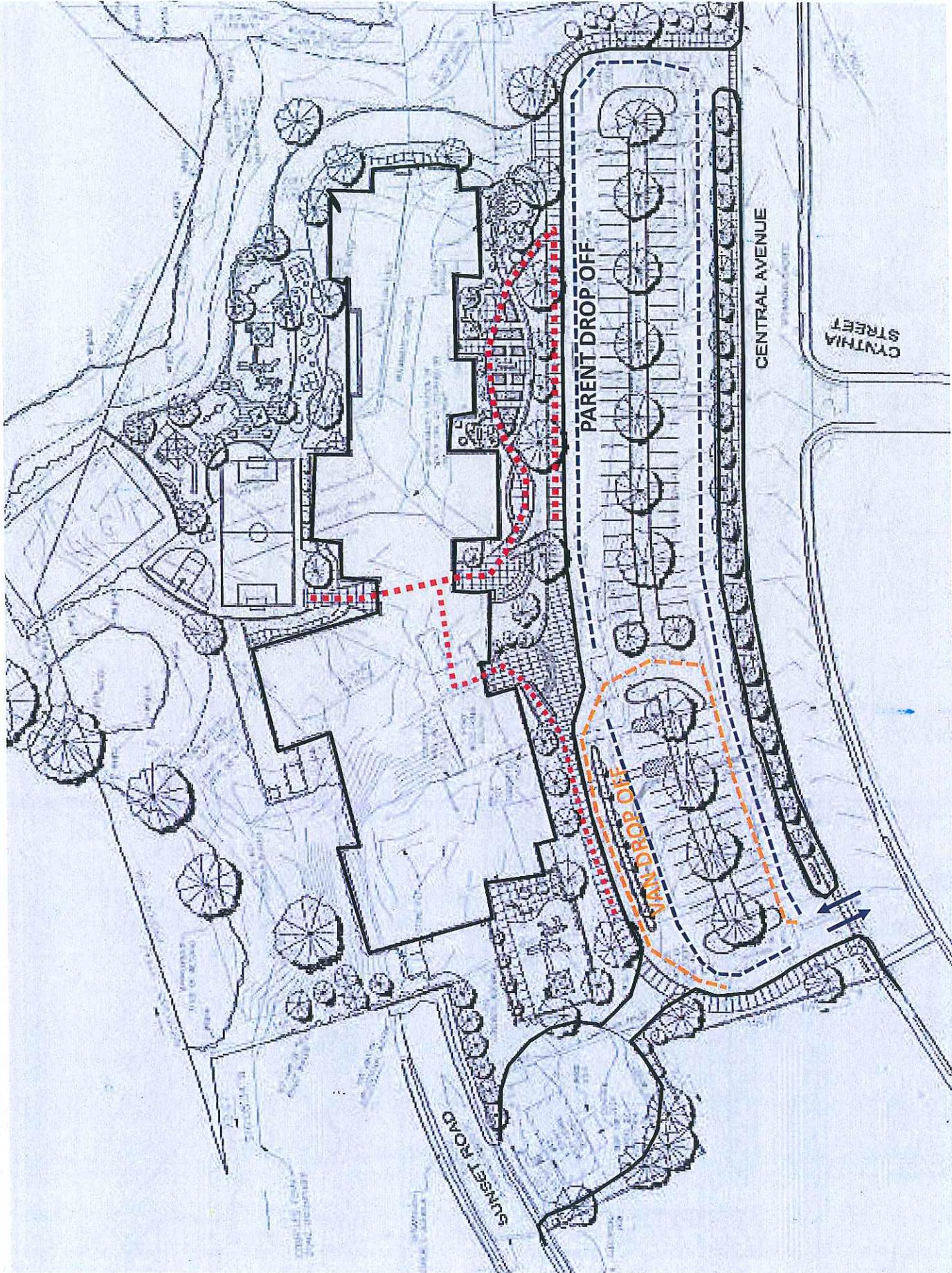
16 PPBC Presentations

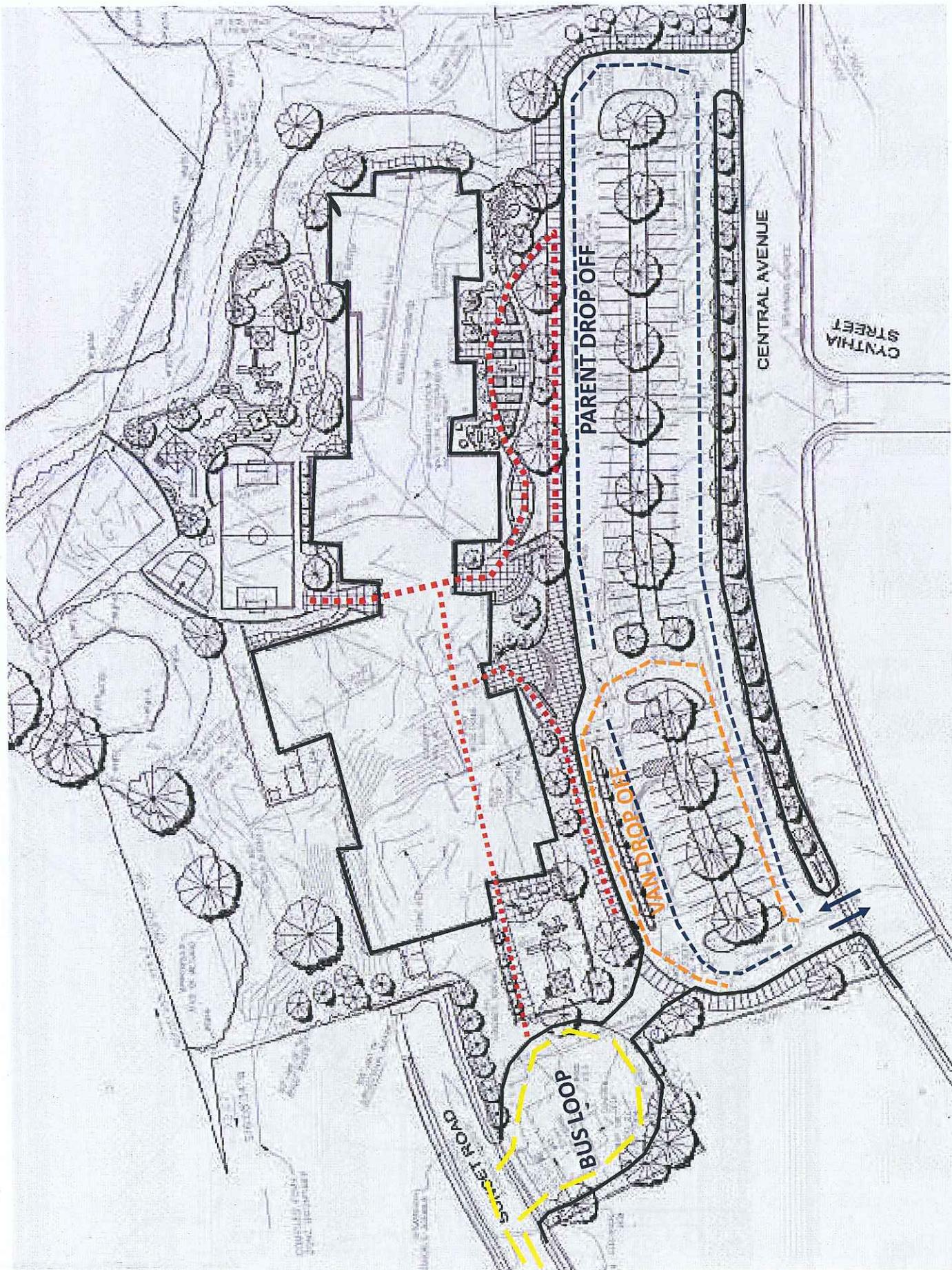


Proposed
School
Site

Existing
Hillside
School







PARENT DROP OFF

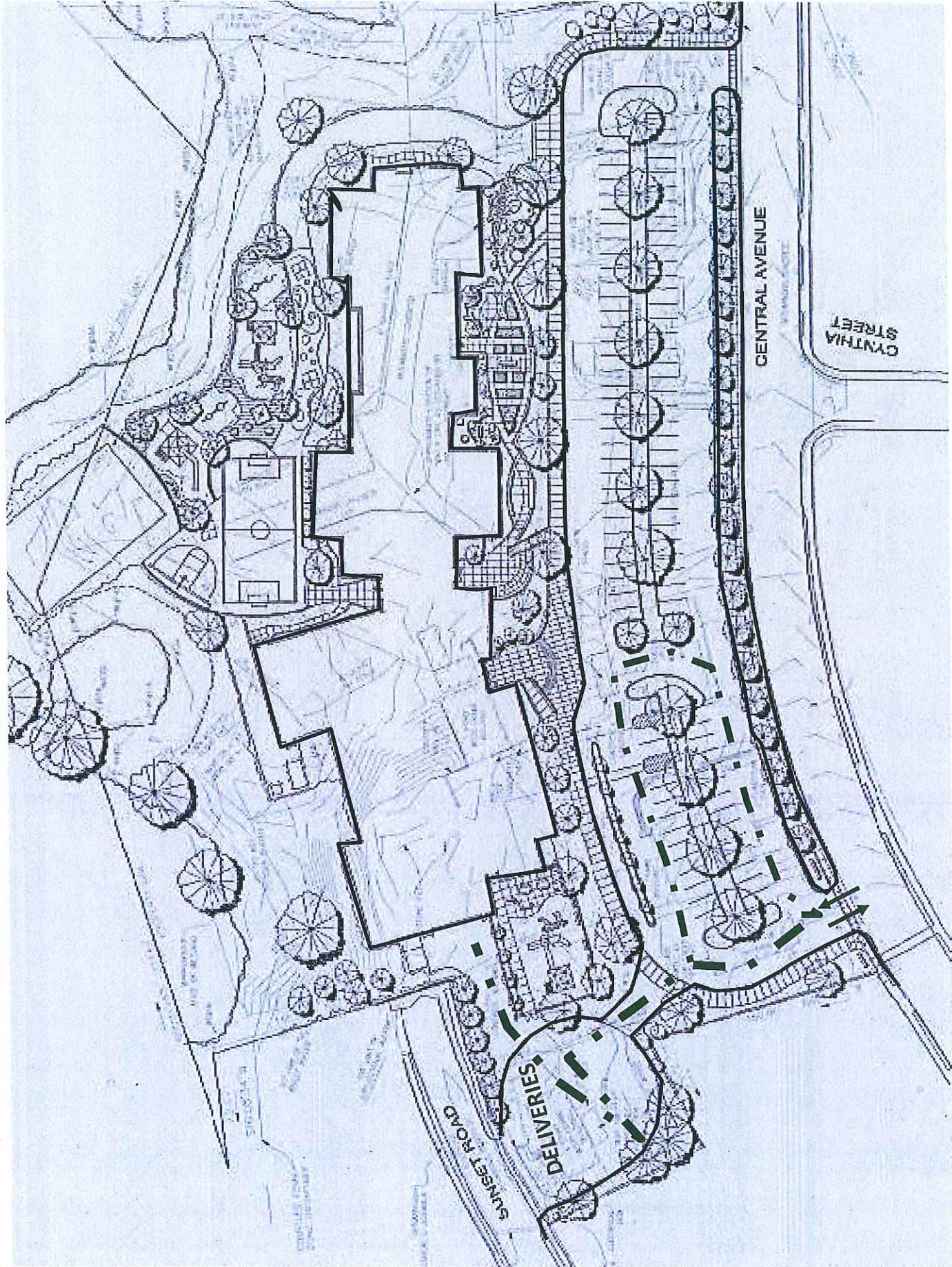
VAN DROP OFF

BUS STOP

CENTRAL AVENUE

CYNTHIA STREET

EVON LANE

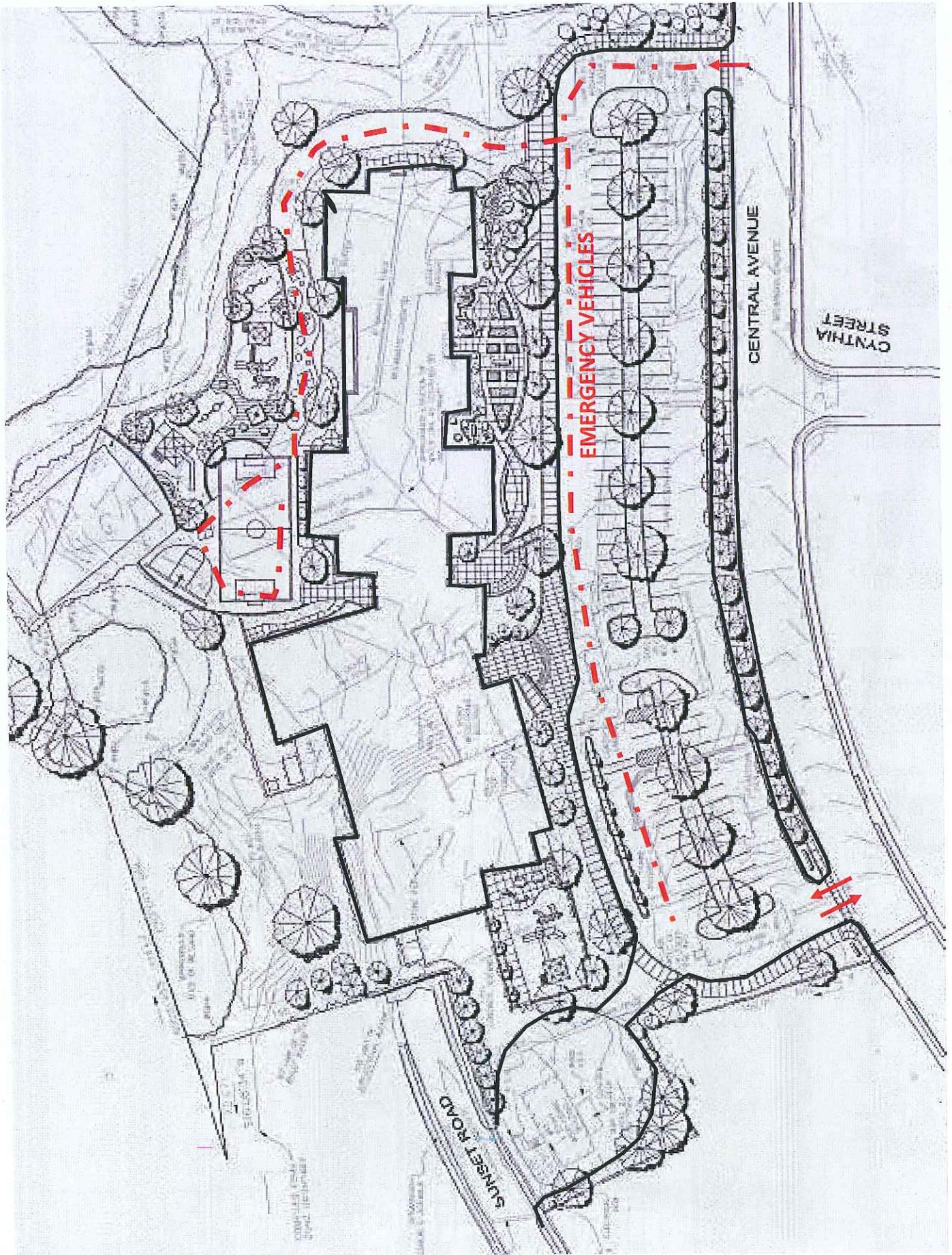


CENTRAL AVENUE

CENTRAL AVENUE

DELIVERIES

SUNSET ROAD





- CHILD DUST BATH
- 30' x 100' CLASS / RECREATION AREA
- BASEBALL
- 3-PRESS SPORT
- UNASSIGNED PLAY AREA FOR LANGUAGE
- RECREATION
- GRASSES TO PLAY AREA
- NO CHAIRS

- PROPOSED
- STONE/OUT PATH
- OUTDOOR RECREATION AREA

- SOUTH SIDE PLAY AREA
- SPORTS
- WALL
- ENTRANCE PLAY AREA
- NO CHAIRS

- MOORING
- BOLLARDS
- RECREATION

PROPOSED HILLSIDE SCHOOL

site

CENTRAL AVENUE

HAY STREET

SWEET LANE

HOSPITAL LANE

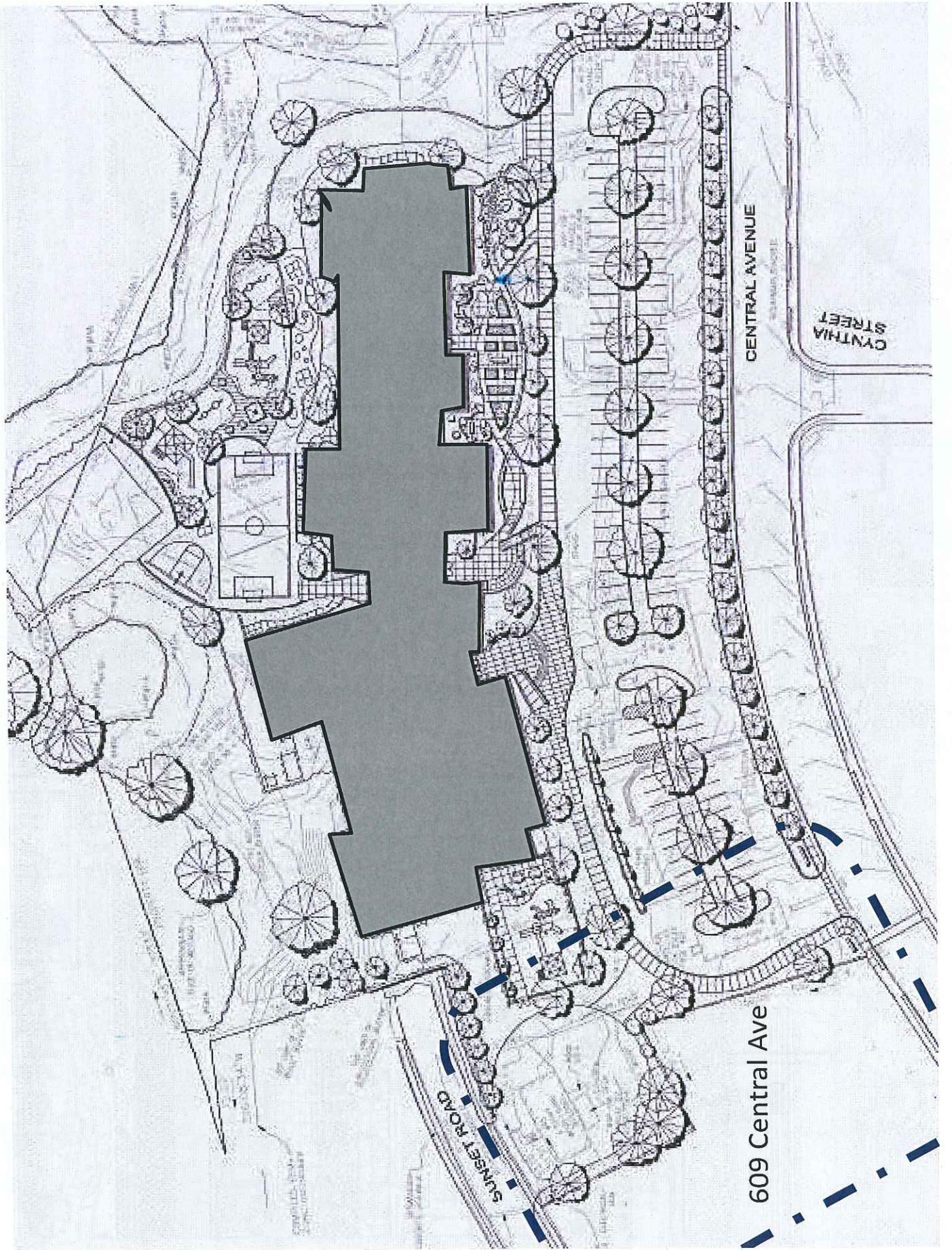
CAR DROP-OFF

CAR DROP-OFF

BUS DROP-OFF CLUB, G.E.S.A.C. SERVICE

BUS DROP-OFF

TRUCK TRAILS

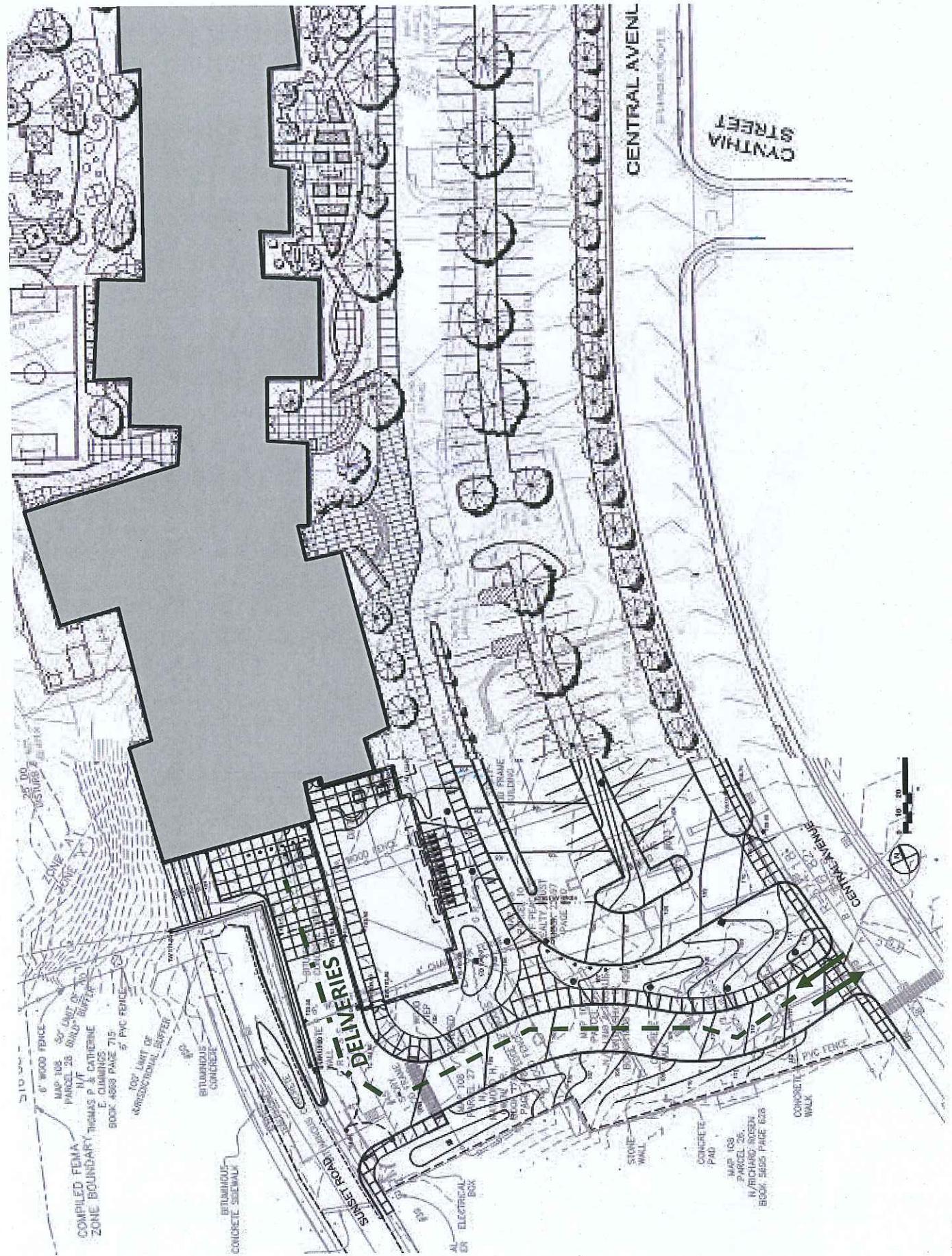


CENTRAL AVENUE

CYNTHIA STREET

SUNSET ROAD

609 Central Ave



210
 6" WOOD FENCE
 MAP 108
 PARCEL 38
 50' LIMIT OF
 PARCEL 38
 1/4 CATHERINE
 E. CLUMINGS
 BOOK 4888 PAGE 715
 2007 LIMIT OF
 4888 PARCEL 38

BITUMINOUS
 CONCRETE
 SIDEWALK
 BITUMINOUS
 CONCRETE

DELIVERIES

AL ELECTRICAL
 BOX

STORE
 WALL
 CONCRETE
 PAD

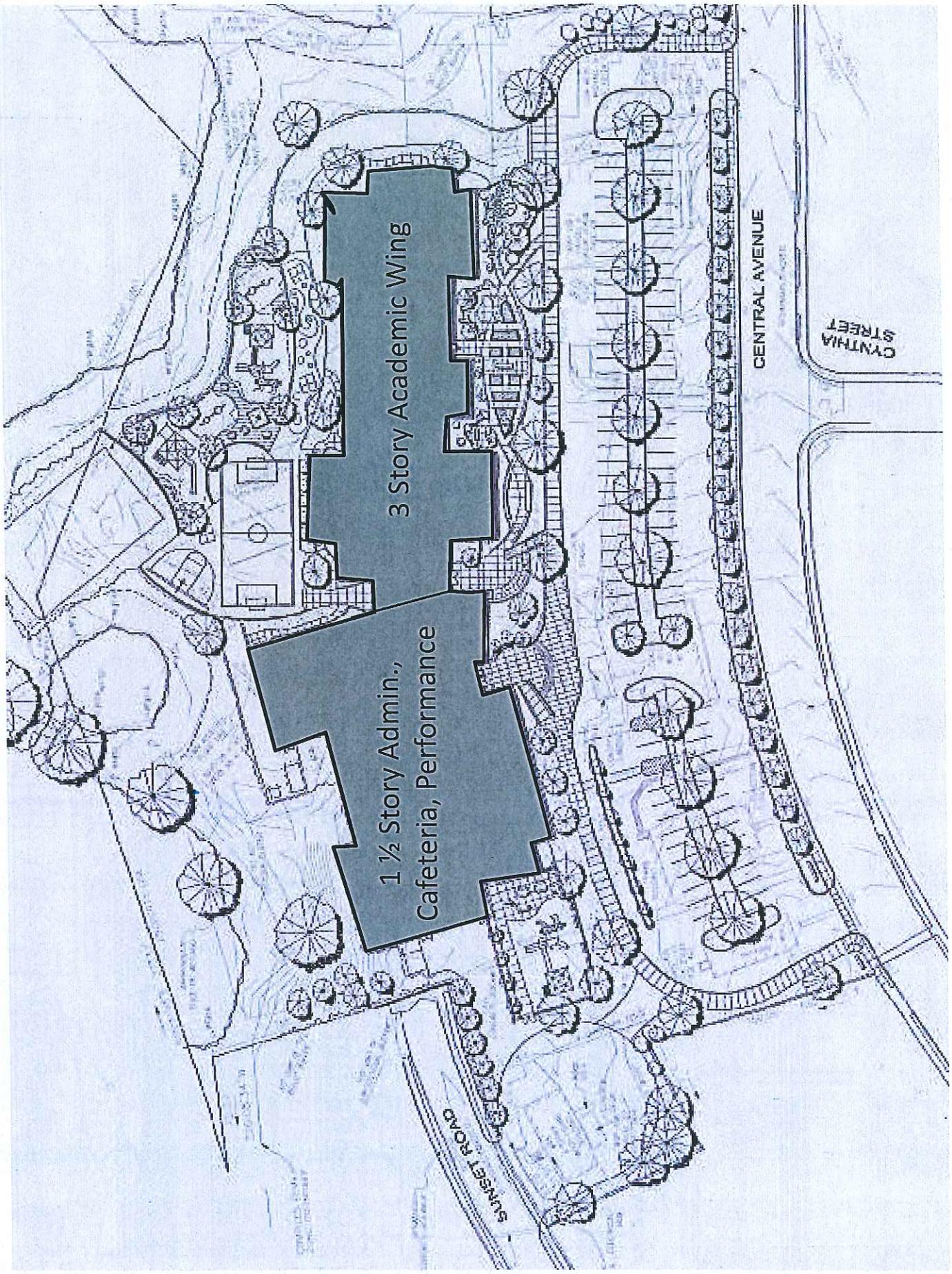
MAP 108
 PARCEL 26
 1/4 RICHARD ROSSER
 BOOK 3625 PAGE 623

CONCRETE
 WALK
 PVC FENCE

CENTRAL AVENUE

CYNTHIA STREET





1 1/2 Story Admin.,
Cafeteria, Performance

3 Story Academic Wing

CENTRAL AVENUE

CYNTHIA STREET

SUNSET ROAD

Hillside School at Central Ave. Needham, MA

project overview

- 430 Students
- K-5 Elementary School
- 90,702 sq. ft. building

Proposed Space Summary- Elementary Schools

Assumes Full Day Kindergarten
REVISED 01.13.16

HILLSIDE ES	Existing Conditions		New		Net Change		Comments
	Room No.	Sq. Ft.	Room No.	Sq. Ft.	Room No.	Sq. Ft.	
001	11,500	11,500					
002	11,500	11,500					
003	11,500	11,500					
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Hillside School at Central Ave. Needham, MA

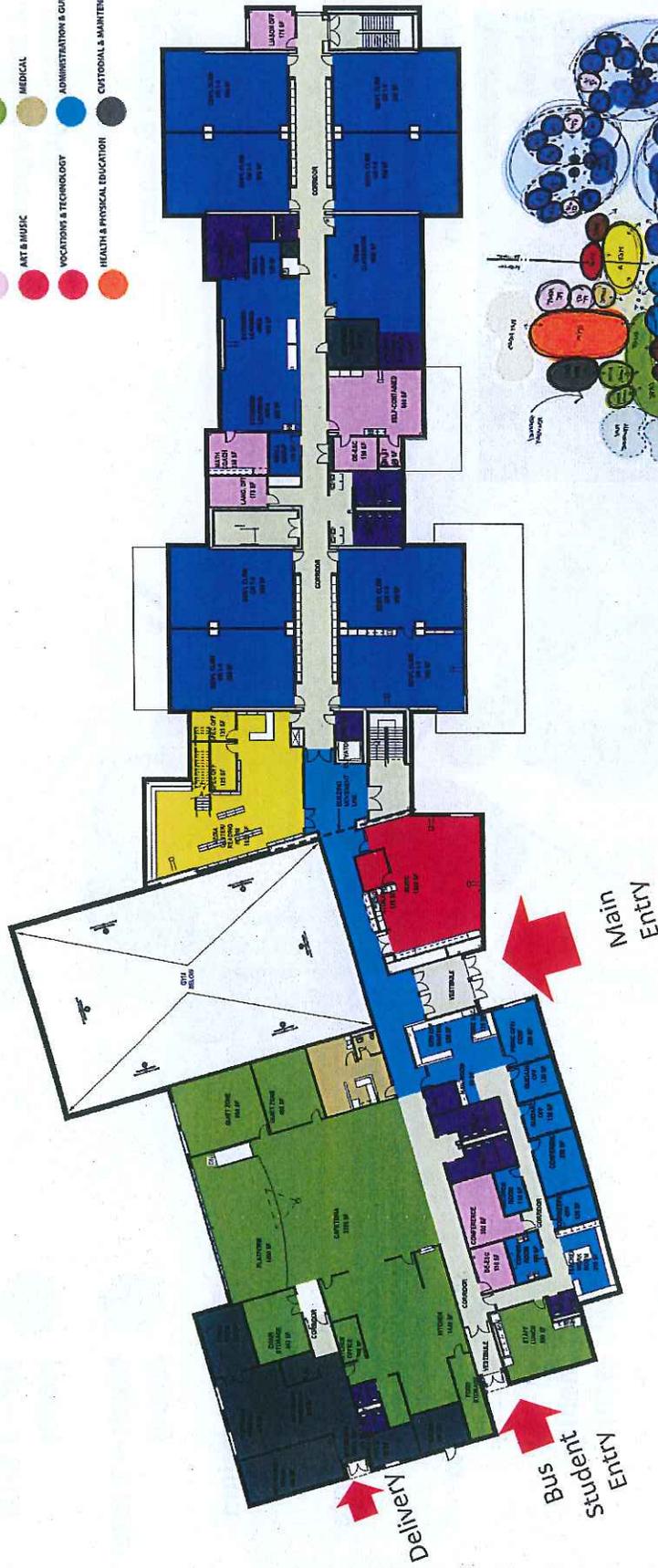
project overview

- **4 Classrooms / Grade**
- **Dedicated Classrooms for Specials**
- **Extended Learning Areas**
- **Gym 2 teaching stations)**
- **Library**
- **Cafeteria w/ Performance Space**
- **Special Education**
- **Administrative Spaces (with conference rooms & teacher workrooms)**



Hillside School at Central Ave. Needham, MA

proposed plans

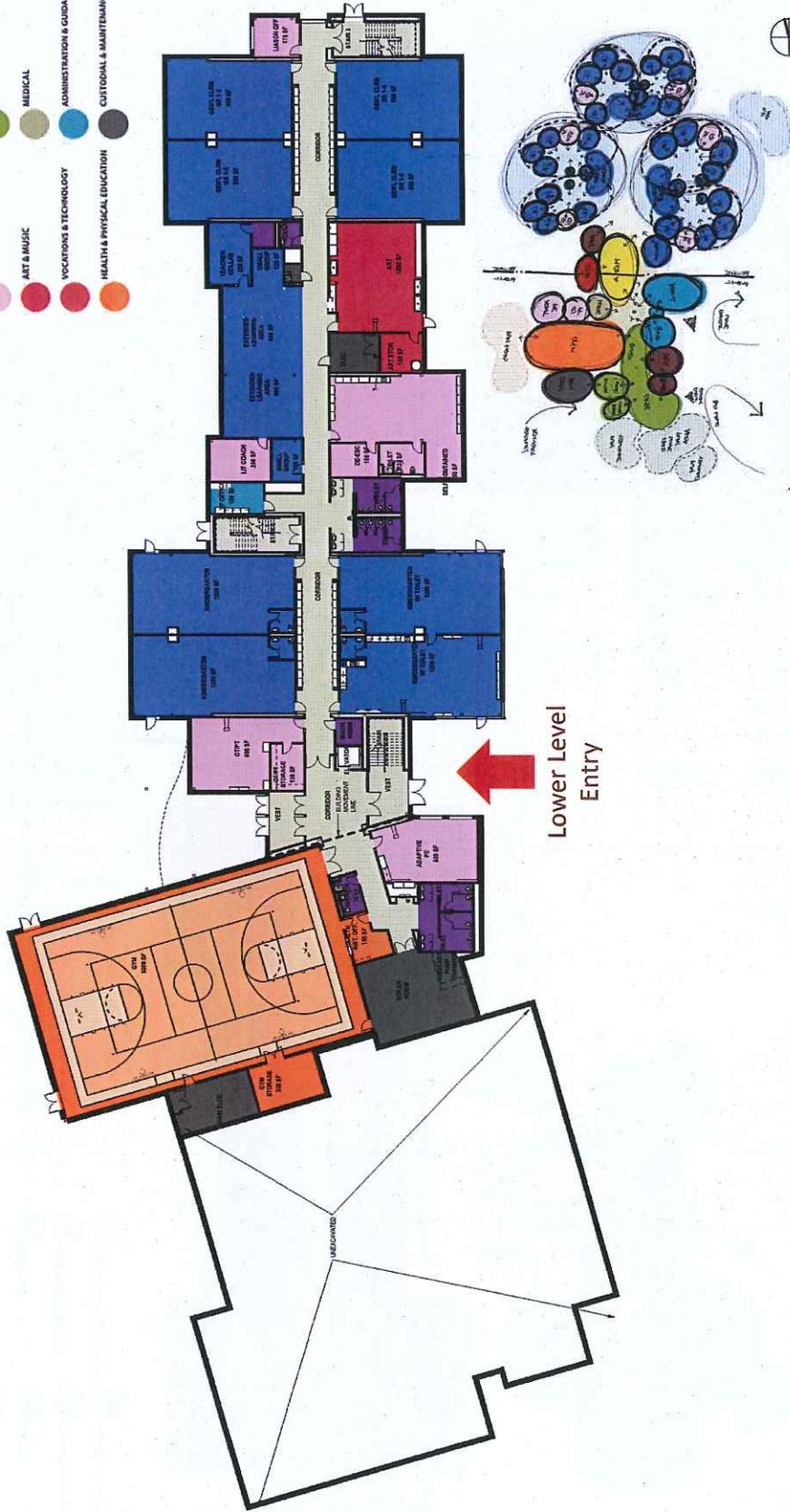
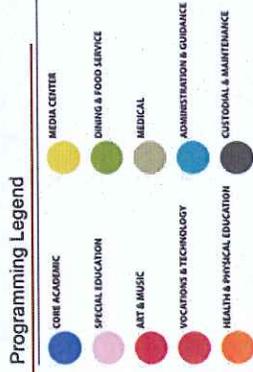


main level floor plan

PROPOSED
SCALE: 1/8" = 1'-0"

Hillside School at Central Ave. Needham, MA

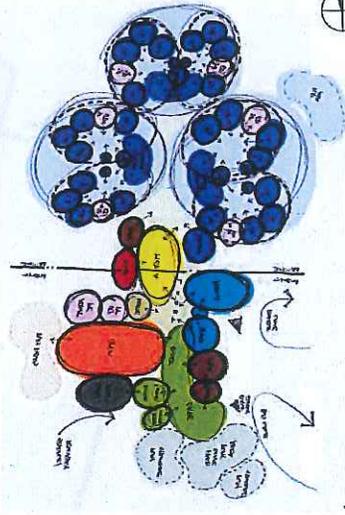
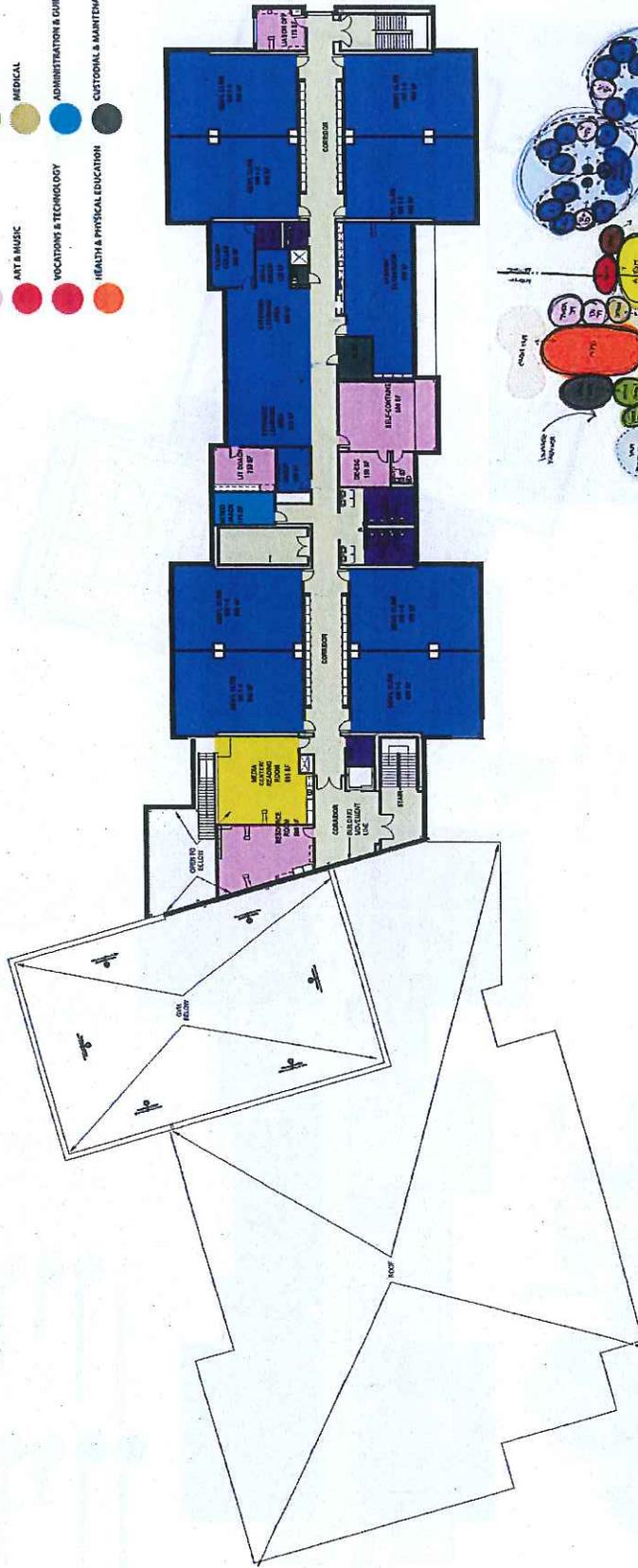
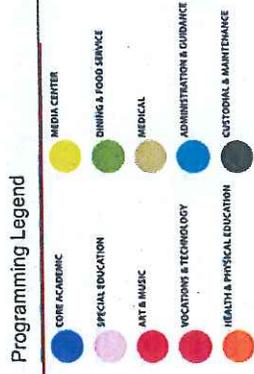
proposed plans



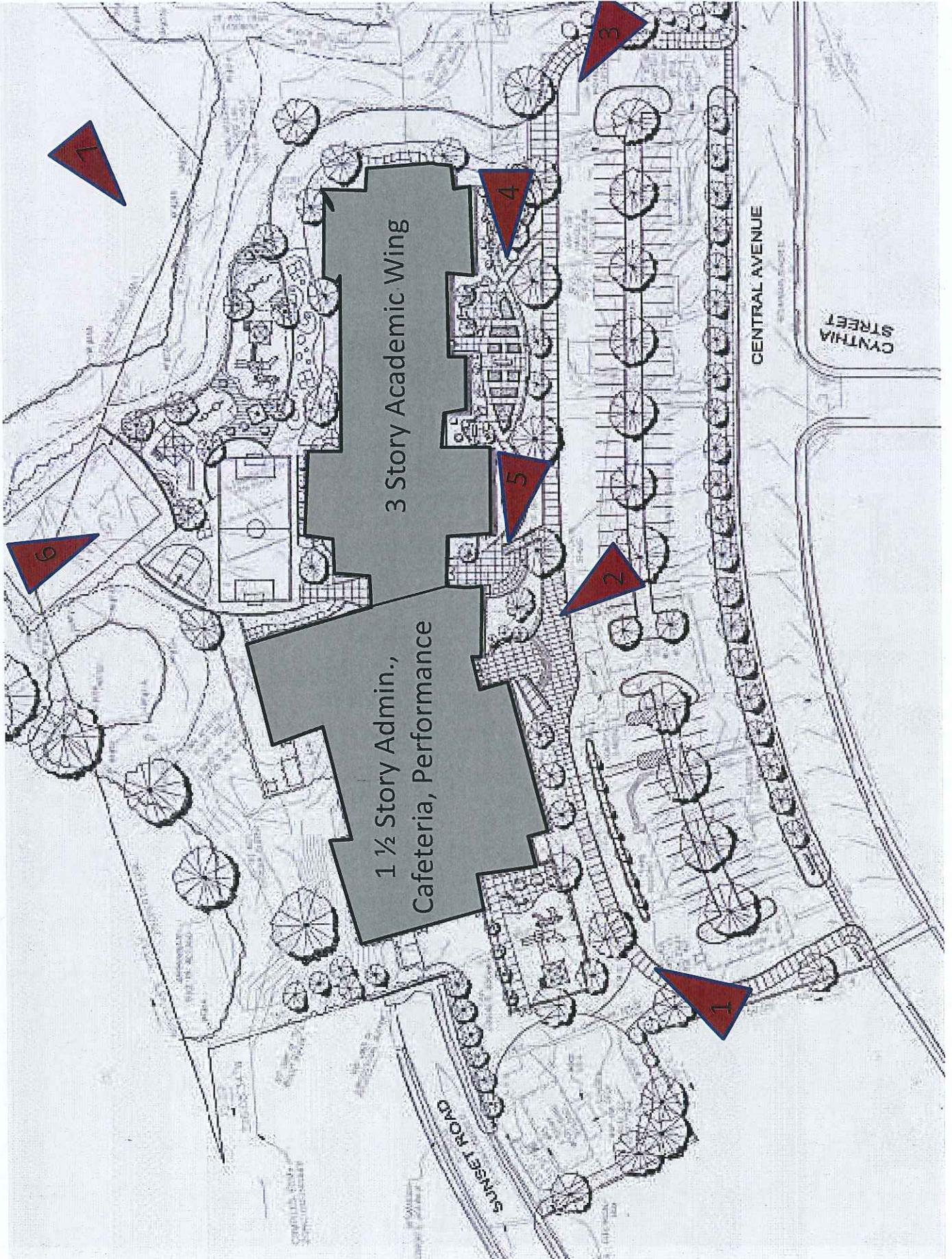
lower level floor plan

Hillside School at Central Ave. Needham, MA

proposed plans



upper level floor plan



3 Story Academic Wing

1 1/2 Story Admin.,
Cafeteria, Performance

CENTRAL AVENUE

CYNTHIA STREET

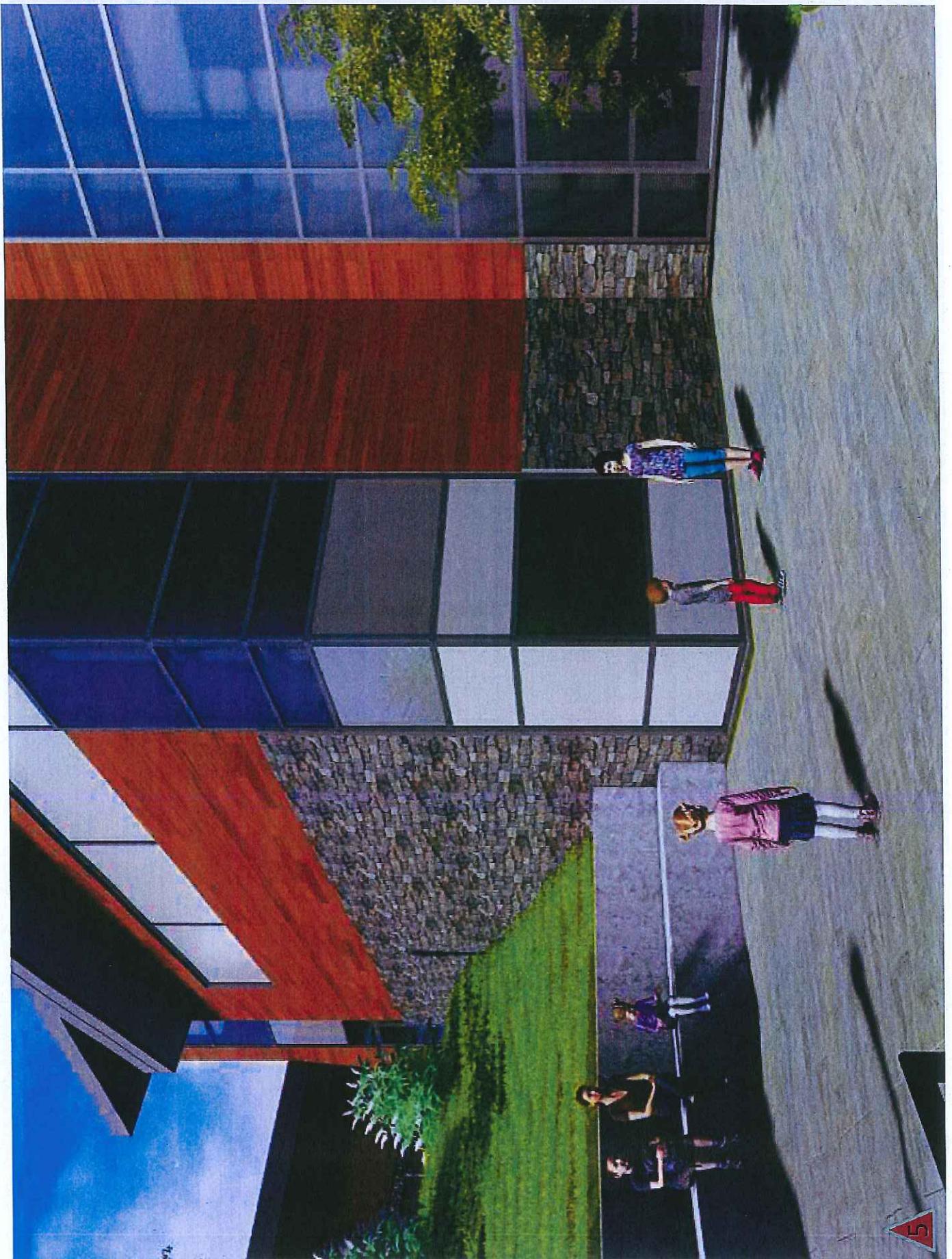
SUNSET ROAD



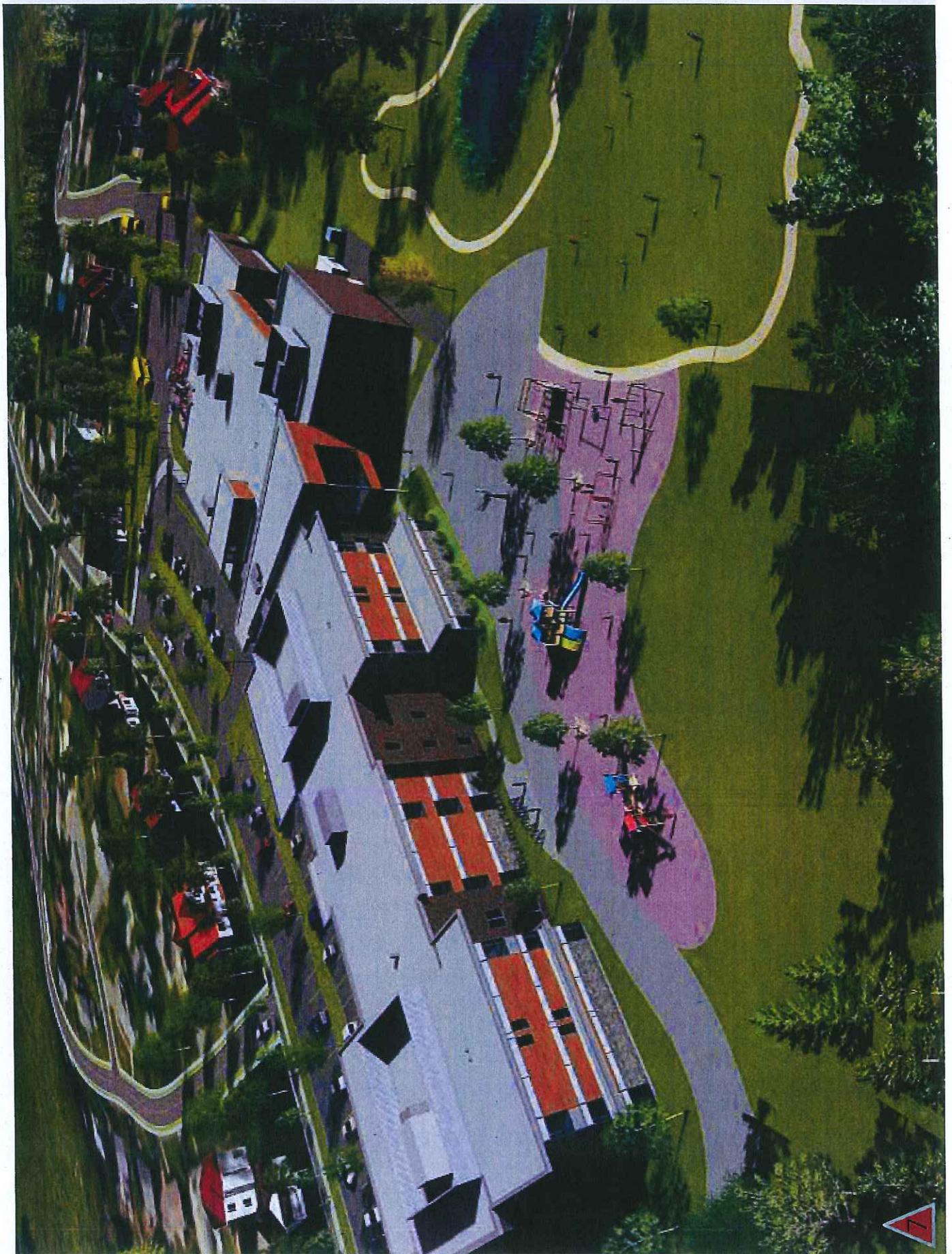














Hillside School at Central Ave. Needham, MA

s c h e d u l e

Demolition Schedule

- 3/7** NOI filing to Con. Com.
- 3/21** Design Review Board
- 3/22** Planning Board
- 3/24** Con-Com Hearing
/ Received Order of Conditions
- 3/30** Issue Bid Package for Soil Remediation
- 4/21** Bid Opening
- 4/25** PPBC - Award Contract for Soil Remediation

School Project Schematic Design

- 3/21** Schematic Design & Specifications
- 4/04** Preliminary Cost Estimates
- 4/26** School Committee Approval
- 4/27** PPBC Presentation
- 5/02** Town Meeting 609 Central Ave
Warrant Article
- 5/16** Final Budget *5/17/16*
- 5/23** PPBC Approval for MSBA
- 6/02** MSBA Submittal
- 7/20** MSBA Project Scope & Budget

Hillside School at Central Ave. Needham, MA

project schedule

Design Schedule

2016

4/21 Soil Remediation

6/2 Submit Schematic Design to MSBA

7/20 MSBA board Meeting / PFA

8/01 Demolition of Existing Buildings

10/24 Special Town Meeting- Project Funding

11/8 Election to approve over-ride funding

2017

4/30 Complete Design Development

12/15 Permitting & Construction Documents

12/30 Prequalification of GC

Procurement & Construction

2018

4/1 - Bid Docs & Procurement

4/25 PPBC - Award Contract

5/1 Start Construction

2019

Construction continues

2020

6/1 Substantial Completion

8/1 Move-in complete

9/1 New School Opens

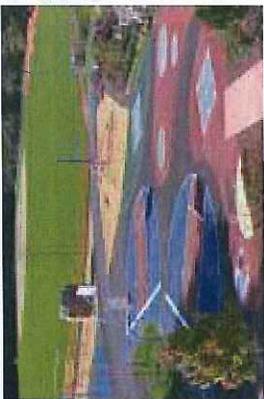
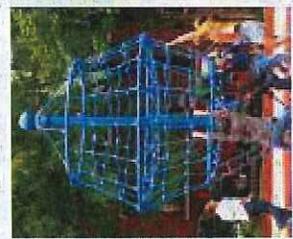
Hillside School at Central Ave. Needham, MA

proposed plans



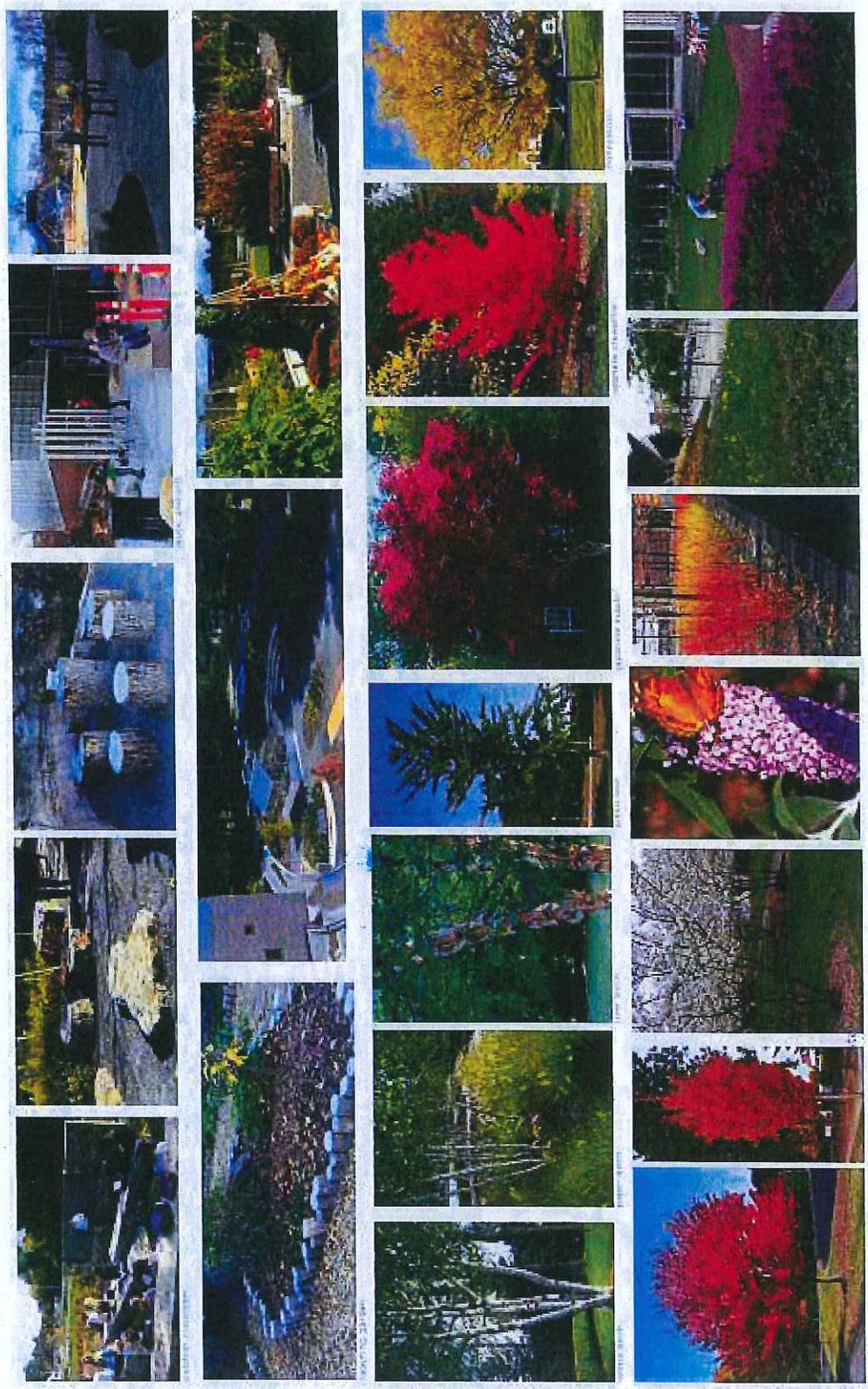
Hillside School at Central Ave. Needham, MA

proposed plans

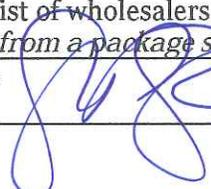


Hillside School at Central Ave. Needham, MA

proposed plans



**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)	Gloria Greis
Event Manager Address	1147 Central Avenue, Needham, MA 02492
Event Manager Phone Number	781-455-8860
Organization Representing (if applicable)	Needham Historical Society
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> For profit <input checked="" type="checkbox"/> Proof of non-profit status is attached Form of Proof: <u>MA ST-2 certificate</u>
Name of Event	ANNUAL RECEPTION
Date of Event	26 MAY 2016
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: <u>630</u> TO: <u>930</u>
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ <u>40</u> /per ticket <input type="checkbox"/> NO <u>-50</u>
Is there an admission fee for this event?	<input type="checkbox"/> YES \$ /per ticket <input checked="" type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	<u>50-75</u>
Name & address of event location. Please attach proof of permission to use this facility. N/A Needham Historical Society, 1147 Central Avenue, Needham, MA 02492	
Who will be serving the alcohol to your guests? <u>The serving staff</u>	
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). <u>KATHERINE HERER Serv Safe Alcohol Certificate (attached)</u>	
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. <u>Served from the Bar; cost included in ticket</u>	
<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:	 Gloria Greis Date: <u>6 May 2016</u>

The Needham Historical Society
ANNUAL MEETING RECEPTION



Thursday, May 26th from 7:00 – 9:00 pm
Needham Historical Society, 1147 Central Avenue

Tickets: \$40 for Members, \$50 Non-Members

Please send checks, payable to the Needham Historical Society, to
The Needham Historical Society, 1147 Central Avenue, Needham, MA 02492

*Tickets are also available **online** at www.needhamhistory.org/tickets*



Something a little different this year!

Join us for an informal Reception/Garden Party at the Historical Society. Meet your fellow members and enjoy hors d'oeuvres, desserts, wine and beer, and some live jazz. There will be time to talk, browse the exhibits, or just sit and nibble goodies while listening to the music.



Report of the Nominating Committee (* signifies candidate for election)

Officers, 2016 – 2017

* Alison Borrelli, President
* Colleen Schaller, Vice President
* David Drake, Treasurer
* Marcy Busch, Secretary
Susan Welby, Imm. Past President
Polly Attridge, Archivist (2015-2018)

Directors, 2014-2017

Susan Anderson
Carol Boulris
Edward de Lemos
* Joe Hunter
Steven Sauter

Directors, 2015-2018

Mark Gluesing
Robert Heald
Deborah Jacob
Lauren Kaufmann
James Mahoney
Sally Toran

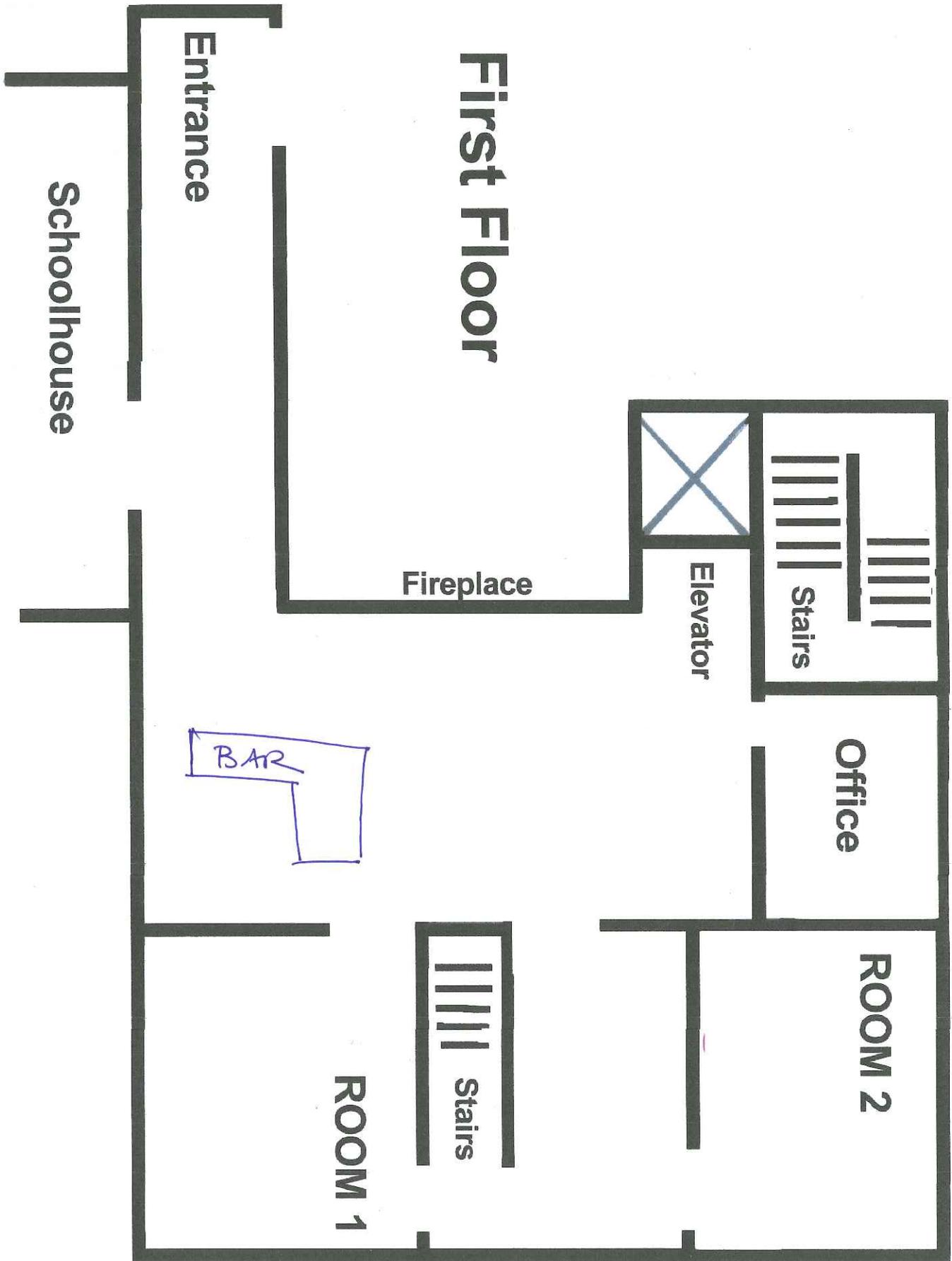
Trustees

* Paul Tillotson, 2016-2019
Mark Whalen, 2014-2017
John H. Cogswell, 2015-2018

Directors, 2016-2019

* Ellen Barnes
* Kathy D'Addesio
* Rick Davis
* Moe Handel
* Steve Mock
* Michael Niden

First Floor



Entrance

Schoolhouse

Fireplace

Elevator

Stairs

Office

ROOM 2

Stairs

ROOM 1

BAR

**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2016 APR - 7 P 1:40

Event Manager Name (Name that will appear on license)	Beata Fernandez		
Event Manager Address	7 Woodlodge Rd Needham ma		
Event Manager Phone Number	617 970 5670		
Organization Representing (if applicable)	Needham Pool & Raquet Club		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit	<input type="checkbox"/> For profit	
	<input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Summerfest party		
Date of Event	July 14th. 2016 (F)		
License is for Sale of:	<input checked="" type="checkbox"/> Wines & Malt Beverages Only <input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM:	TO:	
	6p	9p	
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES	\$ /per ticket	<input type="checkbox"/> NO
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES	\$ 15.00 /per ticket	<input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
How many people are you expecting at this event?	125		
Name & address of event location. Please attach proof of permission to use this facility.	Needham Pool & Raquet Club 1550 Central Ave Needham ma 02492		
Who will be serving the alcohol to your guests?	Beverages to Go, Dover. Bartenders from Special Occasions Service		
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).	Michael Bernardi & Kristin Torri foglio from Special Occasions Service		
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.	Guests will be served at the bar, see attached		
<input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:	Date:		
<i>Beata Fernandez</i>	5/10/16		

Entrance

NPRC
Summerfest
Party
7/14/16

Bar

Food

Kiddie Pool

Pool

5/24
consent



Needham Business Association
1492 Highland Avenue #6
Needham, MA 02492
Phone: 781-444-7980
nba@needhambusiness.com

April 27, 2016

Ms. Sandy Cincotta
Office of the Town Manager
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Sandy:

The Needham Business Association is making final plans for the annual Street Fair to be held on the Town Common in conjunction with the Spring Arts Festival inside Powers Hall on Saturday, June 4th, 2016. This letter is a follow up to my letter of February 11th regarding 2016 NBA events, and outlines the specific plans for the Street Fair.

The NBA requests permission to do the following:

- Town Common for booths.
- Parking lot behind Town Hall for pony rides and for one handicapped accessible portable toilet and one hand washing station (to be delivered and picked up on the same day). We have eliminated one of the portable toilets because the restrooms in Town Hall will be available to the public during the event. The NBA will include in our Advertising of the event and post notices where appropriate during the event to notify the public of the restroom availability within Powers Hall.
- Close Chapel Street from corner of Great Plain Ave. to the Chapel Street parking lot for food court, fire truck, touch the trucks and Michelson's Shoe's table. We would like to talk with someone about the number of trucks for the event. Please please let me know who I can contact about this.
- Free parking for meters downtown.
- Use of the Town's generator on Chapel Street to Power the Food Court and other activities as needed. Bill LeMay from Hillcrest Electric working with the NBA to facilitate the electricity for the event and is copied on this letter.
- Businesses may have items for sale on sidewalk in front of their own stores.
- Trolley ride that will run from Highland Avenue by the Town Common and loop back around the town to the Town Common.

- Delivery and pick-up of a dumpster in the parking lot behind town hall.
- Delivery and pick up of trash cans to be placed around the event area including specifically at the Food Court and near the portable toilets. Businesses have been notified that they are required to clean up and dispose of their trash in the dumpster provided or off-site.
- Devra Bailin will work with you on required signage after Town meeting in May.

The NBA will work with the Needham Police Department and the Needham Fire Department to plan safety logistics. Please call me with questions at 781-444-7980 or email at nba@needhambusiness.com.

CC: Bill LeMay, Hillcrest Electric
Matt Forbes, Needham Police
Donald Anastasi, Needham Fire
Devra Bailin, Town of Needham
Louise Condon, NBA
Kathy Whitney, NBA

Thank you,
Lisa Relich, Administrator
Needham Business Association
1492 Highland Ave #6
Needham MA 02492

**Town of Needham
Board of Selectmen
Minutes for April 13, 2016
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 Maurice P. Handel. Those present were Matthew D. Borrelli, Marianne B. Cooley, Daniel P. Matthews, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt. John A. Bulian was not present.

7:00 p.m. Reorganization of the Board:
Tedi Eaton, Town Clerk, swore in newly elected Officials: Daniel P. Matthews.

The Board accepted nominations for re-organization of the Board of Selectmen:

Motion by Mr. Matthews that the Board of Selectmen vote to nominate Matthew D. Borrelli to serve as Chairman of the Town of Needham Board of Selectmen.

Second: Ms. Cooley. Unanimously approved 4-0.

Motion by Mr. Handel that the Board of Selectmen vote to nominate Marianne B. Cooley to serve as Vice-Chairman of the Town of Needham Board of Selectmen.

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

Motion by Ms. Cooley that the Board of Selectmen vote to nominate Daniel P. Matthews to serve as Secretary/Clerk of the Town of Needham Board of Selectmen.

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

Motion by Mr. Handel that the Board of Selectmen vote to approve the regular meeting schedule for the year as printed.

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

Motion by Mr. Matthews that the Board of Selectmen vote to appoint Sandy Cincotta to serve as Committee Secretary for the Town of Needham Board of Selectmen.

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

Motion by Mr. Handel that the Board of Selectmen vote to appoint Mary Hunt to serve as Recording Secretary for the Town of Needham Board of Selectmen.

Second: Ms. Cooley. Unanimously approved 4-0.

Mr. Borrelli presented Mr. Handel a Town of Needham blanket recognizing his service to the Town during the last year.

The Board repositioned itself and Mr. Borrelli took his place as Chairman.

7:05 p.m. Arbor Day Proclamation 2016:
Ms. Cooley read a proclamation recognizing the last Friday in April as Arbor Day in the Town of Needham.

Motion by Mr. Handel that the Board of Selectmen of the Town of Needham do hereby proclaim the last Friday in April as Arbor Day in the Town of Needham and we encourage our residents to support all efforts to protect our trees and woodlands for future generations to come.
Second: Mr. Matthews. Unanimously approved 4-0.

7:06 p.m. Appointments and Consent Agenda:
Motion by Ms. Cooley that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA

- 1. Approve the calendar year 2016 Spring Licenses as follows. This approval is predicated on the receipt of all completed required paperwork before April 30, 2016.**

Establishment	License Type
Veteran's Taxi of Newton, LLC	Taxi/Livery
A&D Limousine	Taxi/Livery
Lt. Manson H. Carter Post 2498 VFW Building Association, Inc.	Pool Table
Second Time Around	Sale of Second Hand Articles
Closet Exchange – Best of the Mall	Sale of Second Hand Articles
Closet Exchange – Designer & Boutique	Sale of Second Hand Articles
Closet Exchange – Consignment Drop Off	Sale of Second Hand Articles
Closet Exchange – Last Chance Store	Sale of Second Hand Articles
Cherry Picked	Sale of Second Hand Articles
Crosby Jewelers, Inc.	Sale of Second Hand Articles
Segaloff's Jewelers	Sale of Second Hand Articles
Janet Cotter Design	Sale of Second Hand Articles
Needham Bowl Away	Bowling Alley
- 2. Approve a One Day Special Wines & Malt Beverages License for Kaitlyn Ferrini, of Riverside Community Care to hold its Spring Fling event on June 7, 2016 from 6:00 p.m. to 8:00 p.m. The event will be held at Copley Motorcars, 37 Chestnut Street, Needham.**

3. Approve a request from the Natick Rotary to hold its Tour de Natick bike event on Sunday, June 19, 2016. The Needham portion of the route involves only a short leg of the longer, 25 mile course which begins at 8:00 am. The section of the route going through Needham is from Charles River Street at the Dover line to South Street at the Dover line. The route that the riders will take through Needham has been approved by the following departments: DPW, Police, Fire and Park and Recreation.
4. Accept a \$100 donation made to the Needham Community Revitalization Trust fund from the Needham Open Studios.
5. Approve road race event form from Christopher George of the Sean Biggs Memorial Foundation, to hold its 5K race/ 1 mile walk in Needham on November 13, 2016 from 7:00 a.m. to 12:00 p.m. The race application has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.
6. Water & Sewer Abatement Order No. 1215
7. Accept a \$250 donation made to Needham Youth Services from Louise Condon Realty. The monies will be used to sponsor Needham Youth Services Programs.
8. Approve a One Day Special Wines & Malt Beverages License for Robert Timmerman of Needham Knights of Columbus to host "Take Delaney to the Beach" Trivia Night on April 22, 2016 from 6:30 p.m. to 11:00 p.m. The event will be held at the Needham Knights of Columbus, 1211 Highland Avenue, Needham.
9. Grant permission for the following residents to hold block parties:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Sheila Eisenstadt	91 Fairfield St.	Same	6/10/16	6/11/16	6pm-9pm
Julie Hannon	32 Jarvis Circle	Corner of Jarvis Circle&Nardone Rd. to the end of Jarvis Circle near Central	6/11/16	6/12/16	1:30 pm-6:30 pm

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

7:10 p.m. Public Hearing - New All Alcohol License - Ko Bistro, Inc., 250 Chestnut Street: Li Feng Lin, Proposed Manager/Owner appeared before the Board to discuss an application for an All Alcoholic License for Ko Bistro, a new restaurant to be located at 250 Chestnut Street.

Mr. Lin told the Board the plans for the restaurant include 3,530 s.f. with a main dining room area composed of a sushi bar, two smaller dining rooms and a general seating area to accommodate 104 patrons. Mr. Lin said the new restaurant will be similar to his restaurant in Hopkinton, MA with Asian Fusion food. He commented on his experience serving alcohol to the public.

Mr. Borrelli invited public comment.

Maryanne Huard, 123 Lincoln Street stated her concern about parking and consumption of alcohol.

Nick Shaheen, Attorney representing the owners of the property said Mr. Lin's restaurant will have less seating than the previous restaurant. He said traffic and parking will be almost identical, except for minor modification. He commented no parking issues are anticipated.

Mr. Matthews asked if there is direct access to Lincoln Street from the property. Mr. Shaheen said there is no access to Lincoln Street. Mr. Matthews asked whether there was any reason to believe the restaurant would need access to parking on Lincoln Street. Mr. Shaheen said no. Mr. Matthews asked whether there was any reason to suppose the neighbors on Lincoln Street would get notice if there was any application filed. Mr. Shaheen said he wasn't sure and thought Mr. Lin's attorney would have been present at the hearing to answer questions. Mr. Matthews agreed that he thought Mr. Lin's attorney would have been present. Mr. Shaheen said he thought there would be no impact to Lincoln Street, School Street, or hospital parking.

Mr. Handel asked Ms. Huard if parking from the previous restaurant affected Lincoln Street. Ms. Huard said cars have parked on Lincoln Street but she was not sure if they were overflow from the hospital or medical building. She asked where patrons were expected to park. Mr. Shaheen said he could not imagine any patrons at any establishments along Chestnut Street parking on Lincoln Street.

Mr. Matthews asked Mr. Shaheen what parking will be available for patrons of the restaurant. Mr. Shaheen said all of the parking that was always available for the previous restaurant will be available from 236 to 262 Chestnut Street, both front and rear. He said there is an easement to 10 condominium units that also allows for parking.

Mr. Borrelli asked the hours of operation. Mr. Lin said the restaurant may open for breakfast and the hours of operation will be 7 a.m. - 10 p.m., Monday-Friday, and until 11 p.m. on Saturday.

Mr. Borrelli asked for Board comment.

Mr. Matthews told Mr. Lin that Needham has been a historically dry town. He commented there is concern, noting the service of alcohol should be part of the food service, not the main part of the business. Mr. Lin said he understood.

Mr. Borrelli said typically the Board of Selectmen like to hear from the representing attorney, as it makes for a much smoother discussion. He welcomed Mr. Lin to Needham.

**Motion by Mr. Matthews that the Board of Selectmen approve the application for a new All Alcohol License under the Town of Needham Rules and Regulations Applicable to the Sale of Alcoholic Beverages in Restaurants and Function Rooms for Ko Bistro, Inc., Li Feng Lin, Proposed Manager, and including a waiver of the Town of Needham Regulations for the Sale of Alcoholic Beverages, Section 3.1, Service Bar/Waiting Area and to forward the approved Alcohol License application to the ABCC for approval.
Second: Mr. Handel. Unanimously approved 4-0.**

**Motion by Mr. Matthews that the Board of Selectmen determines that the premises are not detrimental to the activities of the Beth Israel Deaconess Hospital.
Second: Mr. Handel. Unanimously approved 4-0.**

7:15 p.m. Department of Public Works:

Richard P. Merson, DPW Director appeared before the Board with 2 items to discuss:

1. Approve & Sign Records, Witnessing the Perambulation of the Town Boundaries
Mr. Merson told the Board all Massachusetts Towns are required to have at least two Selectmen locate and witness their town boundary markers every five years (per M.G.L. Chapter 42, Section 2). He said perambulation of the Town of Needham's bounds was performed on March 5, 2016 and asked the Board sign corresponding documents.

Motion by Mr. Handel that the Board vote to approve and sign the attached records that the Town boundary markers were witnessed during the perambulation which took place March 5, 2016.

Second: Ms. Cooley. Unanimously approved 4-0.

2. Central Avenue/Elliot Street Bridge Project Inter-Municipal Agreement
Mr. Merson reviewed the project saying the Central Avenue/Elliot Street Bridge is owned by the Town of Needham and the City of Newton. He said the bridge is in need of significant rehabilitation due to instability in the arch stones. He explained several bridge rehabilitation options were studied and the optimum design that complied with existing laws and regulations was selected. Mr. Merson said an Inter-municipal Agreement has been created to reimburse the City of Newton for Needham's share of the bridge reconstruction cost, noting the Agreement shares the cost 50%-50% between the municipalities with the exception of the stone facing required by the Newton Upper Falls Historic District which will be paid entirely by the City of Newton.

Mr. Borrelli asked for an updated schedule of the project. Mr. Merson said the schedule and work plan has not been received from the contractor but will be forthcoming. Mr. Merson said the bridge closure is expected to begin in July 2016 for up to six months.

Mr. Handel said information regarding the project is on the Town's website and that it is not too early to seek alternate routes.

Motion by Mr. Handel that the Selectmen vote to approve and sign the Inter-municipal Agreement between the Town of Needham and the City of Newton for the rehabilitation of the Central Avenue/Elliot Street Bridge.

Second: Ms. Cooley. Unanimously approved 4-0.

7:30 p.m.

Town Manager:

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

1. Close Special Town Meeting Warrant

Ms. Fitzpatrick reviewed items contained warrant and recommended the Board vote to close the warrant for the May 9, 2016 Special Town Meeting.

Motion by Mr. Handel that the Board vote to close the warrant for the May 9, 2016 Special Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel.

Second: Ms. Cooley. Unanimously approved 4-0.

Mr. Borrelli said the Board will not take positions on the Special Town Meeting warrant or the Annual Town Meeting warrant until Mr. Bulian returns and the full Board is present.

2. Positions on Warrant Articles

Ms. Fitzpatrick reviewed items contained in the Annual Town Meeting Warrant. She spoke about zoning by-law articles, community preservation articles, and a proposed amendment to the article for future school needs.

Mr. Borrelli asked for Board comment.

Mr. Matthews said the proposal has two changes including changing the word "review" to "oversee" in the function of the committee, and to strike the term "to the demographer" as to with whom the committee communicates. Mr. Matthews said it makes sense to strike the expression "to the demographer," because the future school needs committee is an advisory committee and should be able to speak with anyone. He said he understands why the Finance Committee might want to have a stronger word than "review" for the role of the committee. Mr. Matthews said he was unsure of the intent, but thought "overseeing" is more than the function should be since the work of the demographer is under a contract through the school department and superintendent. He suggested it may make sense to consider the word "evaluate" for the function of the committee. Mr. Borrelli said he also expressed some concern for the language of "oversee," and said the issue will be brought up, as it pertains to control and budgeting. Mr. Handel agreed.

3. Town Manager's Report

Ms. Fitzpatrick reported the Department of Housing and Community Development (DHCD) approved the inclusion of 390 units on Second Avenue on the inventory of subsidized housing, putting Needham at 1,246 units (11.28%) of affordable housing. She commented this story should be reported in a suburban context in that a community like Needham can achieve a number of affordable units by making sure zoning decisions are back in the hands of the community. Mr. Borrelli said it is terrific news and nice the Town is over the 10% affordable housing threshold. Mr. Handel said the housing was done in a very controlled manner compared to some other communities.

Ms. Fitzpatrick said staff from public safety and health met with registered marijuana applicants who made presentations to the Board on March 22, 2016. She said more information will be provided to the Board in advance of its April 26, 2016 meeting which may generate additional questions or comments.

Mr. Borrelli said he has additional questions for the applicants.

Mr. Matthews said if members of the Board have additional questions for the applicants, they should have the opportunity ask them.

Ms. Cooley noted a fair amount of feedback from the public has already been received, and people are welcome to continue to submit comments.

7:43 p.m. Board Discussion:

1. Committee Reports

Mr. Matthews updated the Board on the status of the Minuteman Regional High School, saying the new regional Agreement was approved by all towns. He said 16 towns remain in the district, but that six towns are on track to exit the district on July 1, 2017 and are excused from direct liability on the bonding for the MSBA project. He said it is understood that if the project moves ahead, many of the towns will continue sending students to the school and they will be assessed under State regulations for out of district students for capital projects with MSBA participation. He said the project is critical to having a good path forward for the district. He commented it is a constant reminder of the difficulties in bargaining a complicated subject with multiple parties with differing points of view.

The Board took a five minute recess.

7:55 p.m. 2016 Annual Town Meeting Preparation - Zoning Amendments

Lee Newman, Director of Planning & Community Development and Elizabeth Grimes, Vice-Chair, Planning Board, and John Conley appeared before the Board with a description of the rationale behind the zoning articles on the Annual Town Meeting Warrant.

John Connery, Connery Associates commented on Article 18 - Amend Zoning By-Law Mixed-Use Overlay District and Article 19 - Amend Zoning By-Law - Map Change to Mixed-Use and the potential school, fire, police costs. He discussed the Overlay District and the financial impact of multi-family development in Needham. He commented the site is where planning and fiscal policy come together over time.

Mr. Handel commented amending the zoning is strategic and will help the area evolve over time.

Mr. Matthews said Mr. Bulian has shown some concern and should have an opportunity to speak with the Planning staff.

Ms. Newman gave a brief synopsis of each article:

Article 20 - Amend Zoning By-Law - Permitted Uses in New England Business Center District

Ms. Newman explained the article revises what was originally done in Goody Clancy and allows for retail offices, commercial establishments, and restaurants to operate in a single story structure.

Article 21 - Amend Zoning By-Law - Maximum Building Bulk

Ms. Newman said Article 21 extends a rule changed by the Planning Board years ago and allows underground parking not to count toward FAR. She said it is an appropriate tool to use now in the areas of Chestnut Street, Avery Square, and Hillside Avenue.

Article 22 - Amend Zoning By-Law - Special Permit Granting Authority in Center Business District

Ms. Newman said Article 22 corrects an inadvertent hole in zoning. She said the purpose of this article is to reinstate jurisdiction by specifically naming the Planning Board as the special permit granting authority for all permits related to use irrespective of whether site plan review has been triggered.

Article 23 - Amend Zoning By-Law - Retaining Walls

Ms. Newman said this zoning amendment recognizes Needham has lots with topographical issues and that it makes sense to create a framework to allow retaining walls to go forward, as of right, in the setback area.

Mr. Matthews said he is concerned the issue overlaps with building codes and public safety. He said it would be helpful for Town Meeting members to hear from the Building Commissioner who can explain from the point of view of a professional who has to work on some of the issues.

Mr. Matthews asked to speak about some additional planning related matters after discussion of amendments to the zoning articles.

Article 24 - Minimum Side and Rear Line Setbacks: Accessory Structures

Ms. Newman explained accessory structures have evolved over time into 2 story structures 5 feet from the property line. She commented the Article allows for accessory structures but if it exceeds 15 feet in height, the structure must respect the underlying zoning setback standards.

Mr. Borrelli asked Mr. Matthews about items he wished to discuss.

Mr. Matthews commented on Senate Bill 2144, a major overhaul of State zoning law currently advancing in the legislature. He said there are a lot of technical and common sense changes, but also other features encouraging ceding certain kinds of planning authority to local area planning commissions, which he said is fine for people on the Cape and North Shore who are the sponsors of the bill, but not very good for 2/3 of the State in the local jurisdiction on the Metropolitan Planning Council. He commented the MMA has reservations about the bill. He said he has been told the planning community has largely "signed off" on it. He asked Ms. Newman about Needham's position. Ms. Newman said Needham has not signed off on it. Mr. Matthews said it may be worth investing some money to have a consultant look at the bill and advise what it means for the Town. Ms. Grimes clarified Mr. Matthews is suggesting the Planning Board discuss the issue and seek funding for a professional to study the issue and report back to the Planning Board. Mr. Matthews said the bill is too complicated and too important for one person to evaluate it, and said it makes sense to pay for a professional outside opinion. Ms. Grimes agreed.

Mr. Matthews commented on the recent Large House Study Committee meeting. He said he is concerned about the complexities that may derail things from getting to the 2/3 vote at Town Meeting. He commented some residents feel the large house issue is the number one planning issue for Needham, but some people in the business community say there is no problem. He commented the Town needs to find a way to bring it to Town Meeting for a vote. Mr. Matthews suggested the possibility of a piece of the issue be broken out and brought to Town Meeting for a vote that would have an impact. Mr. Matthews commented on a 1999 proposal brought to Town Meeting to address the issue of large house redevelopment, and a one sentence amendment put into the article exempting all lots under 10,000 sq. ft. Mr. Matthews said the one sentence significantly diluted the impact of the article. He said he would like to reopen the issue for discussion to write an article that would remove the one sentence that exempts all lots under 10,000 sq. ft so all lots have a 12 ft. setback. Mr. Matthews said it would have a significant effect, in a simple way, for people to understand the issue of "massing" of new construction on smaller lots. He said he feels it is time to revisit the issue, and would be timely for this spring/summer and could be queued up for Town Meeting in the fall of 2016. He said a 2/3's vote would be a significant step in addressing the issue, however if the 2/3's vote is not reached, then it says something different about public opinion. Ms. Grimes questioned why the Planning Board would look at one article and not the other? Mr. Matthews said the concern of the Board of Selectmen about bringing

zoning items to fall Town Meeting is that a full and fair discussion must occur. He said Town Meeting members also want Special Town Meeting limited to one night. He said anything brought to fall Town Meeting must be limited in scope to be fully and fairly discussed without the risk of going into a second evening. Mr. Matthews said a zoning amendment of one sentence is not the same as an article of several pages. He said experience shows an article of several pages can have a very long debate. Mr. Matthews suggested the issue has intense public interest and this particular element is small and simple enough, to be understood by residents. He commented if the issue could be broken out it could have a productive impact.

Mr. Borrelli said there will be further discussion on the large house issue. He said he is concerned for the possible 2,200 lots being affected and bringing it to Special Town Meeting. He agreed simple steps that can be taken.

8:30 p.m.

Adjourn:

Motion by Mr. Handel that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of April 13, 2016.

Second: Ms. Cooley. 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=>

BOARD OF SELECTMEN

* MINUTES *

May 2, 2016

6:50 p.m. A special meeting of the Board of Selectmen was convened by Chairman Matthew Borrelli at the Needham Town Hall. Present were Ms. Marianne Cooley, Mr. Daniel Matthews, Mr. John Bulian, Mr. Maurice Handel and Town Manager Kate Fitzpatrick.

Annual Town Meeting

Ms. Fitzpatrick informed the Board that the BCTIA – Custodian and Trades Union had ratified the agreement and that action on the agreement and the warrant article would be appropriate.

Motion: Mr. Handel moved that the Board of Selectmen vote to approve the Memorandum of Agreement between the Town and the BCTIA for FY2016 – 2018. Mr. Bulian seconded the motion. Unanimous: 5-0.

Motion: Mr. Bulian moved that the Board of Selectmen vote to recommend adoption of Article 2 in the Annual Town Meeting Warrant. Ms. Cooley seconded the motion. Unanimous: 5-0.

Mr. Borrelli proposed that the Board vote to withdraw Article 27 – Future School Needs By-law – in order to allow further time for discussion.

Motion: Mr. Bulian moved that the Board of Selectmen vote to withdraw Article 27 in the Annual Town Meeting Warrant. Mr. Handel seconded the motion. Unanimous: 5-0.

Special Town Meeting

Ms. Fitzpatrick noted that the Board previously voted to approve the collective bargaining agreement between the Town and the Police Superior Officers Association, so action on Article 2 is appropriate.

Motion: Mr. Handel moved that the Board of Selectmen vote to recommend adoption of Article 2 in the Special Town Meeting Warrant. Mr. Bulian seconded the motion. Unanimous: 5-0.

Mr. Matthews outlined the proposed sequencing of articles 29 through 34 based on his conversation with the Town Moderator. He said the plan was to discuss and vote the articles separately. If the article transferring the Owen's property to the School Committee were to fail, a motion to reconsider would be in order to segregate that portion of the article.

7:02 p.m. Motion: Mr. Handel moved that the Board adjourn its meeting contemporaneously with the adjournment of Town Meeting. Ms. Cooley seconded the motion. Unanimous: 5-0.

Note: The Annual Town Meeting adjourned for the evening at 10:59 p.m.

BOARD OF SELECTMEN

* MINUTES *

May 4, 2016

6:50 p.m. A joint meeting of the Board of Selectmen, Finance Committee, and School Committee was convened by Chairman Matthew Borrelli at the Needham Town Hall. Present were Ms. Marianne Cooley, Mr. Daniel Matthews, Mr. John Bulian, Mr. Maurice Handel, Town Manager Kate Fitzpatrick, Assistant Town Manager Christopher Coleman, and Assistant Town Manager David Davison.

Present for the School Committee were Chairman Sue Neckes, Connie Barr, Michael Greis, Aaron Pressman, and Andrea Longo Carter, along with Superintendent Dan Gutekanst and Director of Financial Services Anne Gulati.

Present for the Finance Committee were Chairman Louise Miller, Vice Chairman Rick Zimbone, Ken Lavery, Tom Jacob, Barry Coffman, Dick Reilly, Rick Lunetta, John Connelly, and Carol Fachetti, as well as Finance Committee Executive Secretary Louise Mizgerd.

Members of the Park and Recreation Commission were also in attendance including Chris Gerstel, Cindy Chaston and Michelle Geddes.

Mr. Borrelli called the meeting to order, and discussed the proposal to amend the Memorandum of Agreement between the Board of Selectmen, School Committee, and Park and Recreation Commission about the transfer of jurisdiction of land. Mr. Borrelli proposed that the boards approve an addendum to the original MOA stating that the portion of DeFazio Park transferred to the School Committee in active use for storage, garaging, and other uses related to the operations of the Department of Public Works will remain under the management of the Director of Public Works until Town Meeting approves the funding for construction of a school on that site; and the portion of Parcel 74 transferred to the Board of Selectmen will remain open and available for public use until Town Meeting approves funding for any future recommended use of the site. Discussion ensued.

Motion: Mr. Bulian moved that the Board of Selectmen approve the Addendum to the Memorandum of Agreement between the Board of Selectmen, School Committee and Park and Recreation Commission. Ms. Cooley seconded the motion. Unanimous: 5-0.

The School Committee also voted to approve the addendum, and Mr. Gerstel, Vice Chairman of the Park and Recreation

Commission, said that he would ask the Commission to approve the addendum at a future posted meeting.

Mr. Matthews noted that he had conversations with the Moderator that influenced the method by which the articles will be addressed at Town Meeting. He noted the importance of ensuring that the Owen's Farm property transfer is effected at this Town Meeting so that it can be represented to the MSBA that the parcel is under the jurisdiction of the School Committee. He said that because of the potential confusion, he recommended that Articles 29 – 34 be discussed and voted separately. He said that he would lay out the case for the package deal under Article 29. Ms. Miller said that it would have been helpful to understand the process prior to the meeting. Mr. Matthews said that he had been in contact with Mr. Connelly and did not mean to leave anyone out of the conversation. Mr. Connelly said that he would layout his remarks under Article 29. Ms. Longo Carter asked about the possibility of some of the articles' passing and others not. Mr. Matthews said that if one or more of the articles does not pass, the Agreement obligates the parties to hold future discussions and perhaps future recommendations to Town Meeting. He said that the Board was committed to working on the arrangement until all parties are in agreement. He further noted that if Article 33 fails, he would ask for a caucus and propose reconsideration of the article to address only the Owens Farm parcel. He noted that he had discussed this concept with the Moderator.

6:58 p.m. Motion: Mr. Bulian moved that the Board adjourn its meeting contemporaneously with the adjournment of Town Meeting. Ms. Cooley seconded the motion. Unanimous: 5-0.

Note: The Annual Town Meeting adjourned for the evening at 11:00 p.m.

BOARD OF SELECTMEN

*** MINUTES ***

May 9, 2016

7:15 p.m. A special meeting of the Board of Selectmen was convened by Chairman Matthew Borrelli at the Needham Town Hall. Present were Ms. Marianne Cooley, Mr. Daniel Matthews, Mr. Maurice Handel and Town Manager Kate Fitzpatrick. Mr. John Bulian was not present.

Mr. Borrelli noted that there was no business to come before the Board.

7:15 p.m. **Motion: Mr. Handel moved that the Board adjourn its meeting contemporaneously with the adjournment of Town Meeting. Mr. Matthews seconded the motion. Unanimous: 4-0.**

Note: The Annual Town Meeting adjourned for the evening at 10:49 p.m.

**Town of Needham
Board of Selectmen
Minutes for May 10, 2016
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 Matthew D. Borrelli. Those present were Marianne B. Cooley, Daniel P. Matthews, John A. Bulian, Maurice P. Handel, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

A moment of silence was observed honoring Leslie Crumbaker who passed away at the age of 91 on March 5, 2016. Mr. Crumbaker was past president of the Needham Historical Society.

7:02 p.m. Public Hearing: Eversource Energy - 27 Charles Street
Maureen Carroll, Eversource Energy representative appeared before the Board requesting permission to install 80 feet of conduit in Charles Street. She said this work is necessary to supply new underground electric service to 27 Charles Street, Needham.

Ms. Fitzpatrick indicated all paperwork is in order.

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

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Eversource Energy to install 80 feet of conduit in Charles Street. This work is necessary to supply new underground electric service to 27 Charles Street, Needham.

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

7:30 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Board of Selectmen approve the Appointments and Consent Agenda as presented.

APPOINTMENTS No Appointments were made at this meeting.

CONSENT AGENDA

- 1. Accept the following donations made to the Needham Public Library during the period February 1, 2016 to April 28, 2016: Needham author Susan Fleming gave the library a copy of her new book, Bold Venture (\$10.00); The New England Celiac Organization donated a subscription to Gluten Free New England (\$19.95); Regina LaRose gave the Children's Room a hand-made**

Conestoga Wagon in a small display case (priceless); The Friends of the Needham Public Library donated \$200.00 in memory of Marguerite M. Ryan; Lee and Lulu gave the library a subscription to Smithsonian (\$12.00); Huntington Library Press sent the library a copy of Robert Louis Stevenson's David Balfour the original text with color illustrations by N.C. Wyeth (\$50.00); Claire R. Blum donated \$25.00 for the purchase of a new book in honor of Matthew Blum on his Leap Year birthday; Claire R. Blum donated a copy of The Art of the Epigraph: How Great Books Begin in memory of Arnold Weiner (\$16.00); Lillian Backstrom gave the library a used Optelec reader (\$ unknown); Nancy Levin donated a copy of Alvaro Castagnet's Watercolour Masterclass (\$45.00); Barry Menikoff and Huntington Library Press sent the library a copy of Robert Louis Stevenson's David Balfour, the Original Text, Edited with an Introduction and Notes by Barry Menikoff. "Color illustrations by N.C. Wyeth, created in 1924, accompany the text." (35.00); The Needham Historical Society and the Needham Channel donated two copies of the new video, Beautiful & Bizarre – William Baker's Ridge Hill Farms (\$40.00); Author and illustrator Elizabeth R. Cogswell gave the library copies of her two books: A Lamb's Life: A Year in the Life of a Lamb on a Farm (\$11.98), and A Lamb's Life: Easter Story (\$9.98); Cathy Collishaw made a \$25.00 donation to the library in memory of Eva LaBelle; Cathy and Barbara Collishaw made a \$30.00 donation to the library in memory of Eda L. Breda; Nancy M. Daly gave the library a \$30.00 commission from the sale of two paintings that had been exhibited at the library; Ma Qingxiong donated a copy of his book, Selected Paintings of Ma Zingxiong (\$20.00); Kevin Walsh of Wicklow Media sent the library a copy of Paul Snyder's new book, An Angry God (\$14.99); Ann MacFate donated: From Thoreau's Seasons to Men of Concord: N.C. Wyeth Inspired (Concord Library), and N.C. Wyeth's Men of Concord (Concord Museum) (\$25.00); Ford Peckham donated two books: Assault and Flattery by Katie Pavlich in memory of Jane A. Howard (\$26.00), and The President, the Pope, and the Prime Minister by John O'Sullivan in memory of Major R.N. Peckham USAF (Ret.) (27.95); Jane Green gave the library a copy of Cracking the ACT by the Princeton Review (\$19.99); and Following a Community Room program on owls, photographer Mark Wilson presented the library with a large photograph of a snowy owl at Crane's Beach (\$?).

2. Water and Sewer Abatement Order #1217
3. Approve minutes of April 26, 2016 (Open and Executive Session), and March 22, 2016 (Open and Executive Session).
4. Accept a \$700 donation made to Needham Youth Services from The Needham Community Council, Inc. They would like the monies to be used to sponsor Needham Youth Services' Project Van program.
5. Accept a \$75 donation made to Needham Youth Services from Mr. and Mrs. Pascucci, Needham residents. They would like the monies to be used to sponsor Needham Youth Services' Programs.
6. Accept a \$692.25 donation made to The Needham Health Department's Traveling Meals Program from the FRIENDS of Needham Board of Health & Traveling Meals Program.

7. Approve a One Day Special Wines & Malt Beverages Only License for Beata Fernandez of Needham Pool and Racquet Club to hold its New Member Reception on Friday, June 3, 2016 from 6:00 p.m. to 9:00 p.m. The event will be held at Needham Pool and Racquet Club, 1550 Central Avenue, Needham. Approval is contingent upon receiving TIPS certification for the bartender.

8. Grant permission for the following residents to hold block parties:

Name	Address Party	Location Party	Date Party	Rain Date	PartTime
Katrina Kipp	29 Savoy Rd.	29-37 Savoy Rd.	6/3/16	6/10/16	5:00 PM

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

7:02 p.m.

Director of Park & Recreation Program Update:

Patty Carey, Director, Robyn Fink, Assistant Director, Sarah Mallard, Recreation Supervisor, and Kristen Wright, Administrative Specialist appeared before the Board with an overview of its function and services provided to the Needham community. Dave DiCicco, member of the Park and Recreation Commission was also in attendance.

Ms. Carey showed a video and Powerpoint presentation of Park and Recreation programming for all ages highlighting programs, services, and facilities at various locations throughout the Town. She commented the department works within three pillars, including conservation, health and wellness, and social equity. Ms. Carey noted future projects include additional trails at the Town reservoir, the Sudbury Aqueduct trail, and a canoe launch on the Charles River at the corner of South Street and Dedham Avenue.

Mr. Borrelli thanked Ms. Carey and members of Park and Recreation for their work, saying all residents benefit from using the programs. The Board took part in a quick round of tabletop dodgeball.

7:15 p.m.

At-Grade Crossing Feasibility Study (Quite Zone):

Richard P. Merson, Director of Public Works and Bob Mackie, BETA Group, Inc., Tom Egan, Egan Consulting, and Steve McKnight, Transportation Committee appeared before the Board to discuss the results of a study titled "At Grade Crossing Study" for the Town of Needham. A Powerpoint presentation was viewed. Mr. Mackie commented on the Federal Railway Administration Train Horn Requirements and Guide to the Quite Zone Establishment Process. He commented on Needham's five rail crossings and the crossing at the Needham Golf Course, as well as BETA's Recommendations to create a Quiet Zone.

Recommendations include installation of quadrant gates at all five intersections, relocation of a set of crossing gates to the Golf Club crossing, and installation of Presence Detectors. Mr. Mackie said the estimated cost is at least \$1.3 million, and that potential rail improvements may also be necessary and would add to the cost. Mr. Mackie noted just because a Quite Zone has been established, it does not prohibit the train horn from sounding. He said sounding the train horn is at the sole discretion of the train engineer.

Mr. Borrelli asked for questions and comments from the Board.

Mr. Handel commented on the Presence Detector and increased safety with use of quadrant gates.

Mr. Bulian said he is concerned about spending \$2.3 million. He asked about possible federal grants and whether the project could be done piecemeal? Mr. Mackie said there are federal grants for which the Town could apply and the project could be done in stages.

Ms. Cooley reiterated silencing train horns could not occur until safety measures are in place. She commented she is not clear on the added feature of a Presence Detector. Discussion ensued on the use of Presence Sensors, timing, speed of trains, quad gates, and safety. Mr. Handel reiterated the public should know a "quite zone" does not mean a "silent zone."

Mr. Borrelli asked how long would it take to complete the project. Mr. Egan said installing new gates at five crossings could take 2-4 years. Mr. Borrelli wondered about private contributions to defer cost.

Mr. Matthews clarified the Town is responsible for paying to upgrade the system, and that upgraded crossings must be in a sequential area. He commented on implementing the project in phases.

Mr. Handel commented on quality of life near the Golf Course, the proximity to Hersey Station, and elimination of the train horn. He asked about safety at the station. Mr. Egan said the issue of train whistles at a private grade crossing are a function of the actual Crossing Agreement between the crossing owner and the railroad. He suggested the Town obtain a copy of the Crossing Agreement from the Needham Golf Course.

Mr. Bulian commented on idling trains in Needham Heights and the over-arching issue of quiet and how to achieve a more livable situation. Discussion ensued about idling trains in Needham Heights during the winter months.

The Board thanked BETA Group and Mr. Egan for the presentation.

7:50 p.m.

Director of Public Works:

Richard P. Merson appeared before the Board with two items to discuss:

1. Public Works Proclamation

Ms. Cooley read a proclamation recognizing the week of May 15th through 21st as National Public Works week.

Motion by Mr. Handel that the Board of Selectmen approve and sign the Proclamation for National Public Works Week May 15th through May 21st, 2016.

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

2. Water Consumption Update

Richard Merson, Director of Public Works, Robert Lewis, DPW Assistant Director, and Chris Seariac, Water, Sewer, & Drain Superintendent appeared before the Board to discuss 2016 Outdoor Water Use Restrictions.

Mr. Merson reviewed program elements including education and information, surveillance, enforcement, and predictive analysis. He said based on analysis of residential water use in calendar year 2015 it was determined that daily water use per person exceeded the prescribed limit in the Water Management Permit for Needham. He noted the Board, at their March 22, 2016 meeting, voted to mandate outdoor water use restrictions during 2016 from May 1st through September 30th to two (2) days per week. Mr. Merson said because the use in 2015 spiked significantly the DPW will post town-wide signage, send a mailing to residents, post information on message boards, and print a press release in the Needham Times. Mr. Merson commented on the Odd/Even Outdoor Water Use Restriction.

Discussion ensued on the use of automatic sprinkler systems and how long a system needs to run in order to achieve 1 inch of water. Mr. Merson said he is looking to identify how many minutes an irrigation system needs to run in order to achieve 1 inch of water.

Ms. Cooley said the work is important. She said most homeowners have a household water budget and wondered if homeowners could be provided more information about their exact water usage. She commented on the possibility of homeowners creating a low water use landscape. Mr. Bulian suggested sending home owners water use information, similar to electric use information sent by Eversource Energy.

Mr. Matthews said the biggest variable to outdoor water use is the weather. He asked about rainfall from May to December 2015. Mr. Merson commented on average rainfall and temperatures for the last three years. Discussions ensued about the exception for installing new lawns and plantings in May and September, and whether that was enough time to establish a new lawn.

Mr. Borrelli said the Town is in a conundrum. He said he liked the suggestions, but is concerned about enforcement. He suggested a more direct approach rather than surveying properties. Mr. Merson said surveillance techniques will lessen.

Mr. Merson updated the Board on lead and copper treatments, in part because of news stories from Flint, Michigan. He commented on Needham's water treatment plant built in 1999. He said lead is not in the water supply, but rather when contact is made with the water distribution system or house plumbing. He said homeowners can test their water, and if found to be above the limit, they should let

the water run through the pipes in the morning. He said testing kits cost \$14 and homeowners can call the DPW Water and Sewer Division for more information.

The Board thanked Mr. Merson for the water update.

8:30 p.m.

Registered Marijuana Dispensary Interviews - Letter of Support/Non Opposition: Mr. Borrelli gave a brief background of the process thus far. He said three candidates including Sage Cannabis, Inc., Massachusetts Patient Foundation, and Medical Marijuana of Massachusetts were interviewed during a public hearing on March 22, 2016. He said after discussion, the Board of Selectmen decided to eliminate Massachusetts Patient Foundation as a candidate for a Letter of Support or Non-Opposition. Mr. Borrelli said supplemental information has been received from Sage Cannabis and Medical Marijuana of Massachusetts since the public hearing. He noted John Schlittler, Chief of Police and Tim McDonald, Director of Public Health are in attendance.

1. Medical Marijuana of Massachusetts

Robert Smart, Attorney representing Medical Marijuana of Massachusetts (MMM), Jonathan Herlihy, CEO, Trexler Topping, CMO, Kevin O'Reilly, COO, Lianne Ankner, ESQ, and Joseph Flaherty, Director of Security and Anti-diversion appeared before the Board. Mr. Smart explained MMM will operate the dispensary and Triple M Management Company, LLC., the sole source of funding for construction and startup expenses, will manage the cultivation facility in Plymouth, MA. Mr. Smart noted four of MMM's investors live in Needham.

Robert Smart addressed concerns raised at the public hearing regarding parking. He said the recent reconfiguration of the building allows for 11 parking spaces on site (6 inside for patients/5 outside for staff). He commented 10 additional off-site parking spaces could be leased from the landlord. Mr. Smart said MMM is prepared to keep excess medical marijuana on site, if that is what the Board of Selectmen prefers. Mr. Smart discussed security, saying MMM does not think more than one security guard is necessary on site, but is prepared to work with the Needham Police Department on exactly how security would be handled at the facility. Mr. Smart said a re-drafted Community Benefit Agreement was received from the Town. Mr. Smart commented on allocation of MMM profits to a charitable foundation, saying the money would be divided 1/3 each between Mashpee, Plymouth, and Needham. Mr. Smart expects MMM to open for business in Needham in December 2016 should it receive a Letter of Support.

Joseph Flaherty showed a schematic of the proposed Needham facility at 85 Wexford Street, Needham and described how a patient would make a purchase at the dispensary. He commented patient visits will be "by appointment only."

John Schlittler, Police Chief expressed concern about the number of parking spaces and daily total volume of patients, noting the number of medical marijuana cards is growing and there is a possibility of marijuana legalization in the future. Chief

Schlittler said he is concerned the plan includes only one security guard, as it is too much responsibility for one person to secure the inside and outside of the facility. He suggested the parking plan should allow for expansion and the security plan should include two guards. Chief Schlittler said diversion is a concern in the general area of the facility and outside of Needham. Chief Schlittler commented storing medical marijuana at the facility is safer than transporting it to another location.

Bob Smart commented parking is an issue the Planning Board will impose appropriate conditions, and by which MMM will abide. He said if MMM is approved for a dispensary the full plan will be reviewed with the police. He noted a Director of Community Outreach will be employed and will be a point of contact for anyone with concerns.

Tim McDonald, Director of Public Health said the main concern is diversion and whether there are policies in place by the applicant that would limit or substantially reduce the chance for diversion. He commented the most likely source of diversion is home cultivation, suggesting free delivery would take out one of the critical criteria for hardship cultivation licenses allowing the Town and the Board of Health to prohibit home cultivation. He said home cultivation is the most likely source of home diversion and a potential fire hazard. Mr. McDonald said other operational considerations could limit the amount of product that might be available for diversion. Mr. McDonald said some considerations are whether there is a reasonable restriction on the amount of medical marijuana that is distributed, and would a "by appointment" business model lead someone to an impulse purchase of more marijuana than is needed. He said it is important to balance the need with people who have a documented medical need for marijuana to access the medicine. He said having limitations on the number and kind of marijuana infused products is important.

Mr. Borrelli asked for Board questions and comments.

Mr. Handel asked about the Director of Community Outreach and/or Manager for problem solving. Chief Schlittler said having both a Manager and a Director of Community Outreach is more beneficial.

Mr. Bulian asked how many patient visits are anticipated annually. Jonathan Herlihy said about 25,000 annual visits are anticipated during the first year. Mr. Bulian commented on traffic during peak times and weather. Discussion ensued on the initial time for a patient visit and home delivery.

Mr. Matthews asked Ms. Fitzpatrick if the Community Benefit Agreement is the same for each applicant? Ms. Fitzpatrick said yes, and that MMM has agreed to accept the updated version of the Community Benefit Agreement. Mr. Matthews asked the applicant to explain the delivery process. Mr. Herlihy explained the delivery process includes the use of an unmarked vehicle, GPS, two security guards,

and 2-way communication. Mr. Matthews asked if delivery is tied to a residential address or can a delivery be made to a place of business? Mr. Herlihy said yes, a delivery could be made to a place of business. Mr. Matthews asked if transactions could take place using cash or credit card. Lianne Ankner said transactions are in cash.

Mr. Borrelli said he is concerned and suggested deliveries be structured to a residence only. He asked about the number of Needham residents MMM expects to serve? Mr. Herlihy said he expects 1163 Needham residents will be customers. Mr. Bulian agreed with Mr. Borrelli commenting deliveries should only take place to the address of record of the person holding the certification card.

Mr. Matthews said many unknowns may arise and asked for a commitment from the applicant that reasonable requests from the Town will be accommodated. Mr. Herlihy and Ms. Ankner said yes.

Ms. Cooley suggested the Town may want to participate in the approval process of the manager of record. The Board agreed with Ms. Cooley's suggestion.

9:25 p.m. The Board recessed for 5 minutes.

9:30 p.m. Sage Cannabis, Inc.
Roy Cramer, Attorney representing Sage Cannabis, Inc., Michael Dundas, President and CEO, Mitch Breen, investor and Needham resident, and Jean Casale, RPh, and Mary Lou Woodford, RN appeared before the Board.

Mr. Cramer referred to a letter dated May 5, 2016 from Sage Cannabis, Inc., to the Board of Selectmen responding to previous comments. He said Sage Cannabis, Inc. has listened carefully to various comments saying there are several new suggestions for the Board to consider. Mr. Dundas said Sage Cannabis, Inc. has listened carefully, particularly during the health and safety meeting. He highlighted feedback included a desire from the Town to limit the amount of marijuana sold to a patient at one time. He said Sage Cannabis, Inc. is prepared to make only 1 oz. of marijuana available to patients at any given time. He commented Sage Cannabis, Inc. is prepared to offer "by appointment only," schedule as recommended by the Board of Selectmen. Mr. Dundas submitted the security plan to the Board, reviewing the floor plan of the proposed facility at 29-37 Franklin Street. He commented two security guards will be employed along with Needham police detail for the first few months. Mr. Breen commented the garage at the facility will be used for inventory and tracking, rather than by patients.

John Schlittler, Police Chief commented parking is a concern based on estimated patient volume per year. He said Sage Cannabis, Inc., has addressed the issue of two security guards, but is concerned about police detail and putting officers in a precarious position. He said employing an outside agency could be satisfactory, but there are many legal questions. Mr. Bulian said having a "by appointment only"

model allows for control over scheduling. Chief Schlitter said he is not sure the parking plan will be able to handle any increase in volume. Discussion ensued on the volume of potential patient visits. Mr. Dundas said the estimated number of patients was calculated based on information from a group of existing dispensary operators and news reports based on those operations.

Mr. Dundas explained the floor plan to the Board and the process by which a patient would move through the facility and purchase marijuana.

Tim McDonald, Director of Health Department said the concern is about what steps can be taken to limit or substantially reduce diversion. He commented on free home delivery and operational plans that limit or reduce the chance for diversion, noting the applicant addressed the issue in their initial comments. Mr. McDonald asked Mr. Dundas for more information about their choice of MIP's, saying there is concern about strict State and local regulations regarding packaging. Mr. Dundas commented on standard operating procedures (SOP's) to reduce diversion saying Sage's SOP's were above and beyond compliance with DPH regulations. He commented on inventory tracking procedures. Mr. Dundas explained the MIP offerings, tamper resistant packaging, and education. Mr. Dundas said free delivery will be available for Needham residents and described how the medicine will be secured en route.

Mr. Borelli asked for Board questions and comments.

Mr. Handel asked Mr. Dundas if Sage has other active applications. Mr. Dundas said "yes, in North Grafton." Mr. Dundas said Sage Cannabis, Inc., is pursuing other towns for a third location. Mr. Cramer said Sage Cannabis, Inc. is committed to operating in Needham, if chosen.

Ms. Cooley asked who will be the manager of the Needham facility and whether Sage Cannabis, Inc., would be amenable to a process with the Town for approving managers? Mr. Dundas said "yes, of course."

Mr. Handel asked Mr. Dundas his intention should marijuana become legal for recreational purpose? Mr. Dundas said the focus today is on medical marijuana. He commented it is a complicated question and one Sage Cannabis will not think too much about unless and until the ballot initiative does pass. Mr. Handel said part of the Town's decision making process has to do with siting. He commented his concern in making a siting decision on a potential other kind of use. Mr. Borrelli said there could be a way to restrict other uses, possibly through the Planning Board.

Mr. Borrelli asked about pricing structure and Sage's intent to give back to Needham. Mr. Dundas said Sage will use a standard price as used by many dispensaries nationwide (approx. \$350/ounce). He said because the business is required to be non-profit there are regulatory "best practices." He commented if the

business is as successful as some people think it will be and revenue generated is in excess of expenditures, Sage Cannabis, Inc., is required by the Department of Public Health to contribute those funds back for the non-profit purpose. He said Sage Cannabis is more than happy to work with the Town to give money back.

Mr. Bulian reiterated delivery to Needham residents is free of charge, and to a certain geographic area for a fee. He asked what address will Sage Cannabis deliver to, and would it consider delivering to a place of work? Mr. Dundas said "No, DPH regulations preclude that." Mr. Dundas said delivering to any address other than the patient's home address on the registration card is in violation of DPH regulations.

Ms. Fitzpatrick asked for comment on the Community Benefit Agreement. Mr. Cramer said Sage Cannabis, Inc., has no objections and appreciates the incorporation of some suggestions made by Sage Cannabis, Inc.

Mr. Matthews said many unknowns may arise and asked for assurance from the applicant that reasonable requests from either the Board of Health, Chief of Police, or the Town Manager will be accommodated. Mr. Dundas and Mr. Cramer said "yes."

Mr. Borrelli reiterated the Board of Selectmen makes the rules and an applicant must fit all of the criteria. He commented the Board of Selectmen has an obligation and may choose to issue one or no Letter of Support or non-opposition. He commented he wants the tightest and best regulations, and said Sage Cannabis, Inc., has "checked the box" on what the Board wanted. He suggested shorter hours at the beginning, noting Sage Cannabis, Inc. has listened to discussion over the past months as well as during the public hearing.

Ms. Cooley asked for a timeline for opening a dispensary in Needham? Mr. Dundas said assuming the Planning Board process takes 90 days, he said a dispensary could be opened before the end of the year, probably October.

The Board thanked Sage Cannabis, Inc. for the discussion.

The Board took a two minute recess.

Mr. Handel asked for verification of regulations regarding delivery address and total amount of purchase during a set time period. Mr. McDonald said the delivery address must match the address on the patient registration card in the system, which in almost all circumstances would be their residential address. He said a certification for medical marijuana could have a recommended amount from the certifying physician, noting state limitations are no more than 10 ounces over 60 days. Ms. Cooley asked if State delivery regulations require two security guards and GPS? She said the initial delivery program was presented as their program, when in fact, it sounded like it was all mandated. She asked for confirmation. Mr. McDonald said he will draft a memo with some more detail. Mr. Bulian asked how

MIP's fit in with the State regulation of 10 ounces in 60 days. Mr. McDonald said there is a concentrated equivalent and will provide additional information.

10:25 p.m.

Town Manager:

Ms. Fitzpatrick and Mr. Davison appeared before the Board two items to discuss:

1. Town Manager Update

Ms. Fitzpatrick said the Town was fortunate to receive a grant from the Massachusetts Association of Health Boards on a program to look at barriers in ways to help the aging in the community, including transportation and housing. She encouraged residents 55 years or older take an online survey posted on the Needham website.

Mr. Davison said notes for execution will be presented at the June 14, 2016 Board of Selectmen meeting, including borrowing for the Owen's Farm property and the High School cafeteria expansion.

2. Committee Reports

No Reports were made.

10:30 p.m.

Adjourn:

Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of May 10, 2016.

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

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

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

BOARD OF SELECTMEN

* MINUTES *

May 11, 2016

7:25 p.m. A special meeting of the Board of Selectmen was convened by Chairman Matthew Borrelli at the Needham Town Hall. Present were Ms. Marianne Cooley, Mr. Daniel Matthews, Mr. Maurice Handel and Town Manager Kate Fitzpatrick. Mr. John Bulian was not present.

Mr. Borrelli noted that there was no business to come before the Board.

7:25 p.m. **Motion: Mr. Handel moved that the Board adjourn its meeting contemporaneously with the adjournment of Town Meeting. Mr. Matthews seconded the motion. Unanimous: 4-0.**

Note: The Annual Town Meeting adjourned for the evening at 10:39 p.m.

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:	-\$305.90
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$655.40
Transfer Station Charges:	\$0.00
Total Abatement:	-\$961.30

Order #: 1218

Read and Approved:

5/19/2016

[Signature]
Assistant Director of Public Works

[Signature]
Director of Public Works

For the Board of Selectmen

Date: 5/24/16

**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	Young	Jessica	29461	11752	516	Central Avenue	\$0.00	-\$100.10	-\$716.00	-\$216.10	ACC	N
JO	Council on Aging	(2)					\$0.00	-\$205.80	-\$539.40	-\$745.20	COA	N

Total: -\$961.30

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

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

EMPLOYMENT AGREEMENT

between
Town of Needham
and
Town Manager

Agreement is hereby made, by and between the Town of Needham, Commonwealth of Massachusetts, a municipal corporation, hereinafter called the "Town," acting by and through its Board of Selectmen, hereinafter called the "Board", and Kate Fitzpatrick, hereinafter called the "Town Manager", to amend the Employment agreement entered into pursuant to Chapter 41, Section 108N of the Massachusetts General Laws, dated March 22, 2016, by deleting in Section 5.1 the words "weekly installments" and inserting in place thereof the words "semi-monthly installments (two payments per month)."

TOWN MANAGER

BOARD OF SELECTMEN

Kate Fitzpatrick

Date

