

BOARD OF SELECTMEN

July 19, 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.

1.	6:30	Executive Session Exceptions 3 & 6
	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>
2.	7:00	<p>Public Hearing: Eversource Energy- Whitman Road</p> <ul style="list-style-type: none"> • Maureen Carroll, Eversource Energy representative
3.	7:00	<p>Accept and Refer Zoning Amendment by Citizens' Petition</p> <ul style="list-style-type: none"> • Citizens' Petitioner Paul Dawson
4.	7:10	<p>Endorse Hillside School Schematic Design</p> <ul style="list-style-type: none"> • Sue Neckes, School Committee Chair
5.	7:20	<p>DPW Feasibility Study Update</p> <ul style="list-style-type: none"> • Steve Popper • Rick Merson • Jeff Alberti & Associates, Weston & Sampson
6.	7:45	<p>Town Manager</p> <ul style="list-style-type: none"> • Open Special Town Meeting Warrant • Drought Watch Declaration & Non-essential Outdoor Water Use Restriction Revision • Citizen Satisfaction Survey Report • Town Manager Report
7.	8:15	<p>Board Discussion</p> <ul style="list-style-type: none"> • Town Manager Performance Evaluation • Committee Reports

APPOINTMENTS

1.	Commission on Disabilities	Corine Burke (Term expires 6/30/2019)
2.	Historical Commission	Richard C. Hardy (Reappointment: Term expires 6/30/2019)
3.	Water/Sewer Rate Structure Committee	John Tallarico (Reappointment: Term expires 6/30/2019)

4.	Election Workers	To be provided under separate cover.
----	------------------	--------------------------------------

CONSENT AGENDA *=Backup attached

1.	Accept the following donation made to the Needham Park and Recreation Commission for its Arts in the Parks program: \$700 from Middlesex Savings Bank.					
2.*	Grant permission for a fund-raising bicycle ride through Needham on September 23, 2016. The event, Braking Aids Ride, is a three-day bicycle ride to benefit Housing Works, a major AIDS service organization headquartered in New York City. Approximately 125 riders will pass through Needham between 6:15 a.m. and 9:00 a.m. The route of the race has been approved by the following departments, DPW, Police, Fire, and Park & Recreation.					
3.*	Approve a Special One Day Wines & Malt Beverages Only license for Anne Marie Bajwa, of the Charles River Center to host a Farm to Fork Dinner on Thursday, August 4, 2016 from 6:00 p.m. to 8:30 p.m. The event will be held at the Needham Community Farm on Pine Street in Needham. In accordance with the General By-laws Section 3.1.9, approve the consumption of alcohol on public property for this event only.					
4.*	Water & Sewer Abatement Order #1220.					
5.*	In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt a classification and compensation plan for fiscal year 2017.					
6.*	Authorize the installation of a construction trailer for the Downtown Improvement Project contractor in the temporarily designated permit parking area behind 66 – 70 Chestnut Street.					
7.	Grant permission for the following residents to hold block parties:					
	Name	Address	Party Location	Party Date	Party Rain Date	Party Time
	Maureen Rossi	65 Douglas Road	Douglas Road	9/17	9/18	4pm-8pm
	Eric Kaplan	33 Elmwood Rd	32 Elmwood Rd	9/10	9/11	3:30pm-8pm



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

MEETING DATE: 07/19/2016

Agenda Item	Public Hearing- Eversource Energy: 155 Whitman Road
Presenter(s)	Maureen Carroll, Eversource Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>Eversource Energy requests permission to install 41 feet of conduit from pole 416/13. This work is necessary to provide underground electric service to 155 Whitman Road, Needham.</p> <p>The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p><u>Suggested Motion:</u></p> <p>Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install 41 feet of conduit from pole 416/13. This work is necessary to provide underground electric service to 155 Whitman Road, Needham.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>(Describe backup below)</p> <ul style="list-style-type: none"> a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters 			

June 20, 2016

RECEIVED

Board of Selectmen
Town Hall
1471 Highland Ave
Needham, MA 02192

JUL - 5 2016

**PUBLIC WORKS DEPT.
NEEDHAM, MA**

155

RE: Whitman Road
Needham, MA
W.O. #2143377

Dear Members of the Board:

The enclosed petition and plan is being presented by the NStar Electric Company d/b/a EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install 41 ± feet of conduit from pole 416/13.

This work is necessary to provide underground electric service to 155 Whitman Road, Needham.

If you have any further questions, contact Maureen Carroll @ (781) 314-5053. Your prompt attention to this matter would be greatly appreciated.

Very truly yours,



William D. Lemos, Supervisor
Rights and Permits

WDL/kj
Attachments

OK to
proceed
TTP Reglan
7/8/16
OK R.P. Merson
DPW Director
7/8/16
enrg.

**PETITION OF NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY
FOR LOCATION FOR CONDUITS AND MANHOLES**

To the **Board of Selectmen** of the Town of **NEEDHAM** Massachusetts:

Respectfully represents **Nstar Electric Company d/b/a Eversource Energy** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated June 13, 2016**, and filed herewith, under the following public way or ways of said Town:

Whitman Road –

Southerly from pole 416/13 thence turning and running southwesterly approximately 1609 feet south of Charles River Street a distance of 41 ± feet of conduit.

WO: (2143377)

EVERYSOURCE ENERGY COMPANY

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 21st day of June 2016

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2016

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NStar Electric Company d/b/a EVERSOURCE ENERGY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NStar Electric Company d/b/a EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Whitman Road – Southerly from pole 416/13 thence turning and running southwesterly approximately 1609 feet south of Charles River Street a distance of 41 ± feet of conduit.

WO: (2143377)

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **A.Debenedictis, Dated June 13, 2016** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1 _____
2 _____ Board of Selectmen
3 _____ the Town of
4 _____ **NEEDHAM**
5 _____

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2016 at _____ in said Town.

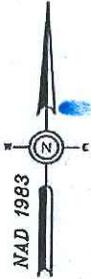
1 _____
2 _____ Board of Selectmen
3 _____ the Town of
4 _____ **NEEDHAM**
5 _____

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2016 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of **NEEDHAM**, Massachusetts

NAD 1983



#155

CUSTOMER TO INSTALL
1 - 3" PVC PIPES
SCH. 40 NO CONC.

41'±

APPROX. PT.
OF PICKUP

416/14

416/13

1609' TO CHARLES RIVER ST. →

WHITMAN RD

SECTION -1

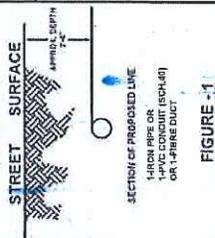


FIGURE -1



SCALE IN FEET

NSTAR EVERSOURCE
ELECTRIC
d/b/a
1105 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

C#	
Ward #	
Work Order #	2143377
Surveyed by:	
Research by:	
Plotted by:	MR
Proposed Structures:	MR
Approved:	A DEBENEDICTIS
P#	

Plan of WHITMAN RD.

NEEDHAM

Showing CUSTOMER CONDUIT LOCATION

MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

Date JUNE 13, 2016

Scale 1"=20'

SHEET 1 of 1



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on July 19, 2016** upon petition of Eversource Energy dated **June 21, 2016** to install 41 feet of conduit from pole 416/13. This work is necessary to provide underground electric service at 155 Whitman Road, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Eversource Energy representative, Maureen Carroll, at 781-314-5053.

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

BOARD OF SELECTMEN

Dated: July 11, 2016

155 WHITMAN ROAD

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	STATE	ZIP	PARCEL ID	PROPERTY ADDRESS
MCGAUGH, KATHERINE M & WOLFSON, JEFFREY S. & EYLER, TODD N & ASWAD, PAUL H. & REGENT PROPERTIES INC.	MCGAUGH, JAMES E WOLFSON, JUDY EYLER, SUSAN B ASWAD, CYNTHIA L.	120 WHITMAN RD 140 WHITMAN RD 156 WHITMAN RD 161 WHITMAN RD 171 LOCKE DRIVE	NEEDHAM NEEDHAM NEEDHAM NEEDHAM MARLBOROUGH	MA MA MA MA MA	02492 02492 02492 02492 01752	1993050000700000 1993050000800000 1993050000900000 1993050001200000 1993050001300000	120 WHITMAN RD 140 WHITMAN RD 156 WHITMAN RD 161 WHITMAN RD 155 WHITMAN RD
STEIGER, KATHERINE S. & GAFFEY, RICHARD J., TR	STEIGER, JEFFREY H. C/OGARFEY, RICHARD	119 WHITMAN RD 171 LOCKE DR	NEEDHAM MARLBOROUGH	MA MA	02492 01752	1993050001400000 1993050002300000	119 WHITMAN RD 0 CHARLES RIVER ST

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




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

MEETING DATE: 7/19/2016

Agenda Item	Accept and Refer Zoning Amendment by Citizens' Petition
Presenter(s)	Citizen's Petitioner Paul Dawson

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>Mr. Dawson has filed a citizens' petition for the October 5, 2016 Special Town Meeting to amend the zoning by-law. The petition has been certified by the Town Clerk. The petition addresses five items relating to maximum height, existing and proposed grades, and setbacks.</p> <p>Under State law, the Board has 14 days to accept the proposed amendments and refer the amendments to the Planning Board for its review, hearing, and report. The Board's action in this matter is not discretionary.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p><i>Suggested Motion:</i> That the Board vote to accept the proposed zoning amendments contained in the citizen's petition for referral to the Planning Board for review, hearing and report.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>a. Letter from Paul E. Dawson, 46 Wachusett Road dated July 7, 2016 b. Citizens' Petition c. M.G.L. c. 40A Section 5</p>			



Restore **Needham**

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

2016 JUL -8 A 9:34

July 7, 2016

By Hand Delivery

Mr. Matthew Borrelli, Chairman
Board of Selectmen, Town of Needham
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

Re: Petition for October 5, 2016 Special Town Meeting Warrant Article

Dear Mr. Borrelli,

It was a pleasure speaking with you yesterday afternoon. I understand that it is your preference to delay inclusion of my proposed warrant article until next spring's Annual Town Meeting. However, after much thought and discussion amongst the other founding members of Restore Needham, we have decided that the best course for effecting the zoning changes that we—and over 90% of the dozens of randomly-selected town citizens with whom we spoke—seek is to submit the enclosed Citizens' Petition for Warrant Article for inclusion on this October's Special Town Meeting warrant. My petition includes 175 signatures of Needham registered voters together with the proposed warrant article text. I am also enclosing a copy of the warrant article that includes explanations that will help a reader understand what is being proposed and why.

In my April 21, 2016 memo to members of the Planning Board, Large House Review Study Committee, and Planning Department, copy attached, I provided Restore Needham's comments regarding the Large House Review Study Committee's (LHRSC) April 5, 2016 (revised) "Overview of Regulatory Strategies under Consideration". Many of the ideas contained in that memo are reflected in the enclosed warrant article. When I sent the above-referenced memo, I expressed interest in opening a process of cooperation between Restore Needham, the Town Planning Board and its LHRSC; we remain interested in engaging in such a process.

Similarly, we welcome the opportunity to discuss our proposed warrant article with members of the Board of Selectmen. To that end, we would be pleased to accept your invitation to meet with you and Marianne Cooley (and other town officials as you deem appropriate) the evening of Thursday, July 21st. Kindly let me know the time

and location and I will ask Restore Needham's two other founding members to attend, as well.

Thank you very much for your time and consideration. We look forward to discussing the enclosed proposed warrant article and the ideas behind it. I may be reached at 617-335-2395 or by email at restoreneedham@gmail.com.

Sincerely,

Paul E. Dawson, Architect (MA Arch. Reg. #8160)
Founding Member, Restore Needham
46 Wachusett Road
Needham, MA 02492

w/Enclosures

cc: **By Email: egrimes@ligris.com**
Ms. Elizabeth Grimes, Chair, Town of Needham Planning Board and Large House Review Study Committee

By Email: lnewman@needhamma.gov
Ms. Lee Newman, Planning Director, Town of Needham.

Text of Citizens' Petition

Exhibit A

To see if the Town will vote to amend Section 4.2.1, Table of Regulations, of the Needham Zoning Bylaw with respect to Single Residence B and General Residence Districts as follows:

1. **31.5' Maximum Height (Average):** Revise to indicate that the Maximum Height for Single Residence B and General Residence districts shall be thirty-one and one-half (31.5) feet.

Explanation: Most existing 2-1/2 story houses in-town have 27 to 31 foot average heights that include: a first floor that is 2 to 3 feet above grade plus a second floor and attic level that are each approximately 9 feet above the floor directly below; a sloping roof adds another 7 to 10 feet of height. Keeping the height of new homes closer to existing norms in-town would directly address many resident objections to the relative scale and massiveness of new homes being built.

2. **35' Maximum Height (Average) with 50% Increase in Side and Rear Setbacks:** Insert the following new footnote (m): "(m) Notwithstanding anything to the contrary contained herein, a building or structure located in either a Single Residence B or General Residence district may be up to thirty-five (35) feet in height provided such building or structure maintains side and rear setbacks that are at least 50% greater than the applicable minimum setback distances identified in this Section 4.2.1." Footnote (m) shall be added as reference for "Maximum Height," Single Residence B and General Residence districts.

Explanation: The vast majority of existing taller homes in Needham (i.e., those greater than 31.5 feet in height) were built on larger lots and provide side and rear yard setbacks far exceeding the minimum required by Section 4.2.1 of the town's Zoning Bylaws. This proposal allows builders and owners to construct a house that is between 31.5' and 35' tall in Single Residence B and General Residence zoning districts, but only if side and rear yard setbacks are at least 50% greater than the minimum required. This proposal addresses resident objections to the sense of crowding and loss of sunlight caused by large new homes that are sometimes constructed in close proximity to abutting properties.

3. **Existing and Proposed Grades Used in Height Calculation:** Insert the following new footnote (n): "(n) The lower of existing and proposed grade elevations around a building shall be used to calculate the maximum height of Buildings and Structures located in Single Residence B and General Residence districts." Footnote (n) shall be added as reference for "Maximum Height," Single Residence B and General Residence districts.

Explanation: Some builders artificially increase grade around a new house in order to keep it below the maximum height prescribed in the town's Zoning Bylaw. In addition to creating houses that are out-of-character with their neighborhood context, this strategy, known as "dirt skirting," can lead to

detrimental storm and ground water impacts on abutting properties. In fact, the Town Building Commissioner cited storm water runoff and groundwater problems caused by new home construction as among the most common complaints the Building Department receives. This proposal would eliminate the most common reason builders artificially elevate grade around the new houses they build.

4. **37' Maximum Height Above Grade at Any Point Around Building:** Insert the following new footnote (o): "(o) The maximum height at any single point of any building or structure located in either a Residence B or General Residence district shall not exceed thirty-seven (37) feet above the lower of new and existing grade elevations around the building." Footnote (o) shall be added as reference for "Maximum Height," Single Residence B and General Residence districts.

Explanation: Needham utilizes an average calculation in determining a building's overall "height." In cases involving steeply sloping lots, this can lead to a situation where the downhill-facing side of a house may be excessively tall (i.e., greater than 37') when the uphill-facing side of the house is short. This proposal eliminates potential for any side of a house being excessively tall.

5. **Neighborhood Context in Establishing Front Yard Setbacks:** Insert the following new footnote (p): "(p) The minimum required front setback for a lot in either a Single Residence B or General Residence district shall not be less than the average front setback of existing buildings that are located on the same street and within one-hundred fifty (150) feet of the lot being developed. If two or more existing buildings on a single lot are located within one-hundred fifty (150) feet of the lot being developed, the building having the shortest front setback shall be used in calculating the average front setback. Notwithstanding the foregoing, the minimum front setback shall not exceed thirty-five (35) feet. For any corner lot, the requirements of this footnote (p) shall apply to the front setback from the lot's address street." Footnote (p) shall be added as reference for "Front Setback" for Single Residence B and General Residence districts.

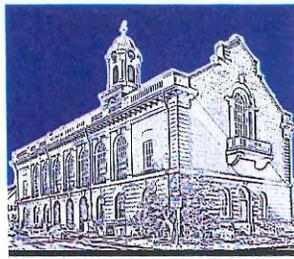
Explanation: Some streets in Needham have front setbacks that are much greater than the 20' minimum required in Single Residence B and General Residence districts; Fair Oaks Park and Manning Street are two such examples. This proposal requires that, in such cases, any new construction be set back from a street a distance that will help maintain the neighborhood's existing character.

Text of Citizens' Petition

Exhibit A

To see if the Town will vote to amend Section 4.2.1, Table of Regulations, of the Needham Zoning Bylaw with respect to Single Residence B and General Residence Districts as follows:

1. **31.5' Maximum Height (Average)**: Revise to indicate that the Maximum Height for Single Residence B and General Residence districts shall be thirty-one and one-half (31.5) feet.
2. **35' Maximum Height (Average) with 50% Increase in Side and Rear Setbacks**: Insert the following new footnote (m): "(m) Notwithstanding anything to the contrary contained herein, a building or structure located in either a Single Residence B or General Residence district may be up to thirty-five (35) feet in height provided such building or structure maintains side and rear setbacks that are at least 50% greater than the applicable minimum setback distances identified in this Section 4.2.1." Footnote (m) shall be added as reference for "Maximum Height," Single Residence B and General Residence districts.
3. **Existing and Proposed Grades Used in Height Calculation**: Insert the following new footnote (n): "(n) The lower of existing and proposed grade elevations around a building shall be used to calculate the maximum height of Buildings and Structures located in Single Residence B and General Residence districts." Footnote (n) shall be added as reference for "Maximum Height," Single Residence B and General Residence districts.
4. **37' Maximum Height Above Grade at Any Point Around Building**: Insert the following new footnote (o): "(o) The maximum height at any single point of any building or structure located in either a Residence B or General Residence district shall not exceed thirty-seven (37) feet above the lower of new and existing grade elevations around the building." Footnote (o) shall be added as reference for "Maximum Height," Single Residence B and General Residence districts.
5. **Neighborhood Context in Establishing Front Yard Setbacks**: Insert the following new footnote (p): "(p) The minimum required front setback for a lot in either a Single Residence B or General Residence district shall not be less than the average front setback of existing buildings that are located on the same street and within one-hundred fifty (150) feet of the lot being developed. If two or more existing buildings on a single lot are located within one-hundred fifty (150) feet of the lot being developed, the building having the shortest front setback shall be used in calculating the average front setback. Notwithstanding the foregoing, the minimum front setback shall not exceed thirty-five (35) feet. For any corner lot, the requirements of this footnote (p) shall apply to the front setback from the lot's address street." Footnote (p) shall be added as reference for "Front Setback" for Single Residence B and General Residence districts.



Restore Needham

Memorandum

To: Town of Needham Planning Board, Jean McKnight, Chair
Large House Review Study Committee, Elizabeth Grimes, Chair
Lee Newman, Director of Planning and Development, Town of Needham

From: Paul Dawson, Founding Member, Restore Needham

Copy: Sam Bass Warner, Founding Member, Restore Needham
Stephanie Cowley, Founding Member, Restore Needham

Subject: Large House Review Study Committee's (LHRSC) April 5, 2016 (revised)
"Overview of Regulatory Strategies under Consideration"

Date: April 21, 2016

“Restore Needham” is a small group of Needham citizens that was formed in the wake of the League of Women Voters’ February 12 forum on teardowns in Needham. Its mission is simple: to promote and, as necessary, seek timely and effective Zoning By-law reforms requiring that new home construction in Needham’s single-family zoning districts be compatible with existing neighborhoods and protect the value of immediately adjoining properties.

To that end, Restore Needham has reviewed the Large House Review Study Committee's (LHRSC) April 5, 2016 (revised) "Overview of Regulatory Strategies under Consideration" and would like to offer the following comments.

1. We support the LHRSC’s proposal to increase the minimum front yard setback from 20' to 25' (and up to 35' where neighboring properties have even greater setbacks). We agree that the proposed change will help maintain consistency in Needham's streetscapes and represents a vast improvement over current Zoning By-law requirements. We suggest making clear in the proposed language that setback reference properties must be located on the same street as the property being developed so as to achieve the LHRSC's goal of maintaining consistent setbacks, by street.
2. We are in support of LHRSC’s proposed increased side yard setbacks. We agree that that the proposed changes will help reduce crowding and increase light and air for new and

abutting homes alike. Increased setbacks for portions of facades exceeding 32' in length together with setback relief for certain design features, e.g., bay windows, chimneys, etc., will limit unbroken wall planes to a reasonable size and incentivize construction of homes having architecturally appealing features.

3. We must add our voices to those strongly dissenting from the LHRSC's proposal to reduce rear yard setbacks from 20' to 15'. This is because reducing rear yard space would, in our view, exacerbate crowding of land that has given rise to numerous complaints about new house construction in Needham. Moreover, maintaining rear yards that are at least 20' deep enables use for much-needed outdoor play spaces that are physically separated from incompatible and potentially dangerous vehicular traffic. Finally, by requiring sufficient space for back yard play areas, front yards may remain clutter-free, landscaped spaces that will continue to enhance individual houses and their neighborhoods alike.
4. We believe that the LHRSC is missing an important opportunity to codify changes that would keep the height of new homes more in-line with historical norms in Needham. Generally, most town residents believe that older houses in town have a pleasant scale and appropriate massing for their sites. After studying a number of homes around Needham, we have observed that most of the existing 2-1/2 story houses in-town have average heights of 28'-31'. This average height usually comprises a first floor that is 2 to 3 feet above grade plus two additional floor levels (i.e., the 2nd floor and attic level) that are each approximately 9 feet above the floor directly below plus an additional 9 or 10 feet for a sloping roof.

Reducing the average allowable height of new houses in Needham's SRA and SRB districts to be more in keeping with historical norms in Needham would directly address resident objections to the scale and massiveness of new homes now being built.

Our proposal is to reduce maximum allowable height from an average of 35' to an average of 32', with measurements taken from the lower of existing and proposed grades. We propose including a provision that would allow houses up to 35' in cases where required side and rear yard setbacks are increased by 50%. We believe that our proposed change accommodates those who wish to build a taller home while preserving the value of existing adjacent properties by protecting them from overcrowding, loss of sun and air, etc.

5. We seek to add to the Zoning By-law a provision that would limit to 37' the maximum above-grade height of any single-family structure at any point around the building as measured from new and existing grades. (Chimneys and other similar appurtenant building elements would be excepted from this height restriction.) Our proposed change would help spare those living on the downward side of a sloping property from having to face an excessively tall facade; it would also close the "stacked basement" loophole that was exploited by the developer of 49 Wachusett Road.
6. We believe that Needham's Zoning By-laws should be amended so as to discourage the rental of single-family homes via vacation, short-term rental, and co-housing rental websites, e.g., AirBNB, VRBO, Homeaway and others. (The latter item, internet-marketed

co-housing, is a recent housing trend being described by its promoters as "the Uber of housing" as marketed on websites such as www.ollie.co, www.welive.com, and www.hicommon.com.)

Most Needham residents would agree that such transient uses of single-family homes are incompatible with the town's thriving, stable family-oriented neighborhoods.

We are, therefore, proposing to reduce the maximum number of unrelated people who may reside in a single-family residence from five to three (the same number as allowed by Wellesley). Additional numbers of unrelated people could reside in a single-family residence by Special Permit for, say, a foster family or other less common living situation. Finally, we are proposing that the town prohibit the rental of single-family houses for any term shorter than thirty (30) days.

We are very concerned about the length of time it has taken to formulate new, common sense Zoning By-laws that respond to resident anger and concerns over the excessive scale and massiveness of some new single-family homes being constructed in town. We hope that the above help lead to prompt changes in the Zoning By-law that finally address resident concerns, ideally at this November's town meeting.

We would welcome the opportunity to discuss these issues with the Planning Board, its Large House Review Study Committee, and/or members of the Town of Needham Planning Department. I may be reached at 617-335-2395 or by email at paul_e_dawson@yahoo.com.

**PART I** ADMINISTRATION OF THE GOVERNMENT**TITLE VII** CITIES, TOWNS AND DISTRICTS**CHAPTER 40A** ZONING**Section 5** Adoption or change of zoning ordinances or by-laws; procedure

Section 5. Zoning ordinances or by-laws may be adopted and from time to time changed by amendment, addition or repeal, but only in the manner hereinafter provided. Adoption or change of zoning ordinances or by-laws may be initiated by the submission to the city council or board of selectmen of a proposed zoning ordinance or by-law by a city council, a board of selectmen, a board of appeals, by an individual owning land to be affected by change or adoption, by request of registered voters of a town pursuant to section ten of chapter thirty-nine, by ten registered voters in a city, by a planning board, by a regional planning agency or by other methods provided by municipal charter. The board of selectmen or city council shall within fourteen days of receipt of such zoning ordinance or by-law submit it to the planning board for review.

No zoning ordinance or by-law or amendment thereto shall be adopted until after the planning board in a city or town, and the city council or a committee designated or appointed for the purpose by said council has each held a public hearing thereon, together or separately, at which interested persons shall be given an opportunity to be heard. Said public hearing shall be held within sixty-five days after the proposed zoning ordinance or by-law is submitted to the planning board by the city council or selectmen or if there is none, within sixty-five days after the proposed zoning ordinance or by-law is submitted to the city council or selectmen. Notice of the time and place of such public hearing, of the subject matter, sufficient for identification, and of the place where texts and maps thereof may be inspected shall be published in a newspaper of general circulation in the city or town once in each of two successive weeks, the first publication to be not less than fourteen days before the day of said hearing, and by posting such notice in a conspicuous place in the city or town hall for a period of not less than fourteen days before the day of said hearing. Notice of said hearing shall also be sent by mail, postage prepaid to the department of housing and community development, the regional planning agency, if any, and to the planning board of each abutting city and town. The department of housing and community development, the regional planning agency, the planning boards of all abutting cities and towns and nonresident property owners who may not have received notice by mail as specified in this section may grant a waiver of notice or submit an affidavit of actual notice to the city or town clerk prior to town meeting or city council action on a proposed zoning ordinance, by-law or change thereto. Zoning ordinances or by-laws may provide that a separate, conspicuous statement shall be included

with property tax bills sent to nonresident property owners, stating that notice of such hearings under this chapter shall be sent by mail, postage prepaid, to any such owner who files an annual request for such notice with the city or town clerk no later than January first, and pays a reasonable fee established by such ordinance or by-law. In cases involving boundary, density or use changes within a district, notice shall be sent to any such nonresident property owner who has filed such a request with the city or town clerk and whose property lies in the district where the change is sought. No defect in the form of any notice under this chapter shall invalidate any zoning ordinances or by-laws unless such defect is found to be misleading.

Prior to the adoption of any zoning ordinance or by-law or amendment thereto which seeks to further regulate matters established by section forty of chapter one hundred and thirty-one or regulations authorized thereunder relative to agricultural and aquacultural practices, the city or town clerk shall, no later than seven days prior to the city council's or town meeting's public hearing relative to the adoption of said new or amended zoning ordinances or by-laws, give notice of the said proposed zoning ordinances or by-laws to the farmland advisory board established pursuant to section forty of chapter one hundred and thirty-one.

No vote to adopt any such proposed ordinance or by-law or amendment thereto shall be taken until a report with recommendations by a planning board has been submitted to the town meeting or city council, or twenty-one days after said hearing has elapsed without submission of such report. After such notice, hearing and report, or after twenty-one days shall have elapsed after such hearing without submission of such report, a city council or town meeting may adopt, reject, or amend and adopt any such proposed ordinance or by-law. If a city council fails to vote to adopt any proposed ordinance within ninety days after the city council hearing or if a town meeting fails to vote to adopt any proposed by-law within six months after the planning board hearing, no action shall be taken thereon until after a subsequent public hearing is held with notice and report as provided.

No zoning ordinance or by-law or amendment thereto shall be adopted or changed except by a two-thirds vote of all the members of the town council, or of the city council where there is a commission form of government or a single branch, or of each branch where there are two branches, or by a two-thirds vote of a town meeting; provided, however, that if in a city or town with a council of fewer than twenty-five members there is filed with the clerk prior to final action by the council a written protest against such change, stating the reasons duly signed by owners of twenty per cent or more of the area of the land proposed to be included in such change or of the area of the land immediately adjacent extending three hundred feet therefrom, no such change of any such ordinance shall be adopted except by a three-fourths vote of all members.

No proposed zoning ordinance or by-law which has been unfavorably acted upon by a city council or town meeting shall be considered by the city council or town meeting within two years after the date of such unfavorable action unless the adoption of such proposed ordinance or by-law is recommended in the final report of the planning board.

When zoning by-laws or amendments thereto are submitted to the attorney general for approval as required by section thirty-two of chapter forty, he shall also be furnished with a statement which may be prepared by the planning board explaining the by-laws or amendments proposed, which statement may be accompanied by explanatory maps or plans.

The effective date of the adoption or amendment of any zoning ordinance or by-law shall be the date on which such adoption or amendment was voted upon by a city council or town meeting; if in towns, publication in a town bulletin or pamphlet and posting is subsequently made or publication in a newspaper pursuant to section thirty-two of chapter forty. If, in a town, said by-law is subsequently disapproved, in whole or in part, by the attorney general, the previous zoning by-law, to the extent that such previous zoning by-law was changed by the disapproved by-law or portion thereof, shall be deemed to have been in effect from the date of such vote. In a municipality which is not required to submit zoning ordinances to the attorney general for approval pursuant to section thirty-two of chapter forty, the effective date of such ordinance or amendment shall be the date passed by the city council and signed by the mayor or, as otherwise provided by ordinance or charter; provided, however, that such ordinance or amendment shall subsequently be forwarded by the city clerk to the office of the attorney general.

A true copy of the zoning ordinance or by-law with any amendments thereto shall be kept on file available for inspection in the office of the clerk of such city or town.

No claim of invalidity of any zoning ordinance or by-law arising out of any possible defect in the procedure of adoption or amendment shall be made in any legal proceedings and no state, regional, county or municipal officer shall refuse, deny or revoke any permit, approval or certificate because of any such claim of invalidity unless legal action is commenced within the time period specified in sections thirty-two and thirty-two A of chapter forty and notice specifying the court, parties, invalidity claimed, and date of filing is filed together with a copy of the petition with the town or city clerk within seven days after commencement of the action.



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

MEETING DATE: 7/19/2016

Agenda Item	Endorse Hillside School Schematic Design
Presenter(s)	Sue Neckes, School Committee Chair

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>At its meeting on July 11, 2016 the Needham School Committee voted to request that the Board of Selectmen approve a debt exclusion override for the November 8, 2016 election ballot. School Committee Chairman Sue Neckes will present the Committee's request and will be available to answer any questions the Board may have.</p> <p>In order to seek approval of the placement of the question on the November 8, 2018 election ballot, the Town must submit the request to the Office of the Secretary of State before August 3rd.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p><i>Suggested Motion:</i></p> <p>The MSBA and Department of Revenue are still reviewing the text of the proposed ballot question.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>a. Memo to the School Committee from Anne Gulati dated July 7, 2016. b. Proposed Warrant Articles</p>			



NEEDHAM PUBLIC SCHOOLS

OFFICE OF FINANCIAL OPERATIONS
ANNE GULATI, DIRECTOR
1330 HIGHLAND AVENUE * NEEDHAM, MA 02492
781-455-0400 EXT. 206 * 781-455-0417 (FAX)

July 7, 2016

To: Needham School Committee
From: Anne Gulati, Director of Financial Operations
RE: Hillside Elementary Project Approvals

Next fall, the Town of Needham will be requested to authorize funding to construct a new Hillside Elementary School, a project being undertaken jointly with the Massachusetts School Building Authority (MSBA.) A ballot question to approve \$66,000,000 in debt exclusion funding is planned for November 8, 2016. In addition, on October 5, 2016, Special Town Meeting will be asked to appropriate \$57,542,000 for construction and \$250,000 to design and build outside play areas and fields at the new school.

The local authorizations are required as part of the MSBA's building process. The MSBA is set to approve the project on July 20, 2016 and to authorize the Executive Director to enter into Project Scope and Budget and Project Funding Agreements with the Town. Once the project is approved, the Town has 120 days to secure local funding, including the passage of a Proposition 2 ½ Ballot Question and the appropriation of funds. The Massachusetts Department of Revenue requires that the Town appropriate and authorize the total project cost, including both the District's and the MSBA's share; however the District will only have to borrow for its portion. The established reimbursement rate for the project is 34,72% of eligible expenses.

The proposed ballot question (attached) is for \$66,000,000 and includes: \$695,000 previously appropriated for the feasibility study¹, \$7,762,500 previously appropriated for the purchase of land² and \$57,542,500 to be approved for construction. The method of funding is a Proposition 2 ½ Debt Exclusion Override. An emergency preamble would be requested to enable use of the funds immediately following final Town Meeting vote. The purpose of the preamble is to allow development of the project design on an accelerated schedule, which could lead to a shortened overall project schedule and potential budget savings. The extent to which the schedule could be shortened or savings realized will be ascertained during the design process.

The proposed warrant articles (also attached) would appropriate the funds needed for construction (\$57,542,500), and provide \$250,000 from other Town funds to design and build outside play areas and fields at the new school. The play areas are intended to be a completely separate, but parallel project that would be timed with the design of the building. An additional project to construct a trail walk will be requested as part of the Capital Improvement Plan in 2017.

At this time, the School Committee is requested to approve both the ballot question and warrant articles. Since the MSBA Legal Department still is reviewing the attached language for form, the School Committee's approval is requested to also cover the final language authorized by MSBA, if it differs from the attached. The

¹ \$650,000 STM 11/2013, Article #2 and \$45,000 STM 11/2015, Article #12

² \$7,000,000 STM 11/2015, Article #13 and \$762,500 STM 5/2016, Article #7

Board of Selectmen is scheduled to vote the ballot and warrant articles on July 19, prior to the MSBA vote on July 20.

ALG/alg
Attachment

October 5, 2016
Special Town Meeting Warrant Articles

APPROPRIATE FOR HILLSIDE SCHOOL CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$57,542,500, for architectural design, engineering, and construction of the Hillside School to be located at or about 585 Central Avenue and shown as Lot 3 on the Needham Assessor's Map, numbered 310 and Lots 5,6,7,9,10, 11 and 27 on the Needham Assessor's Map 108, including the payment of costs incidental or related thereto (the "Project"); which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said sum to be expended under the direction of the Town Manager and Permanent Public Building Committee. To meet said appropriation the Treasurer with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44, M.G.L. Chapter 70B, or any other enabling authority. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; provided further that any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) thirty four point seventy two percent (34.72%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA; and further that this is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative; or take any other action relative thereto.

APPROPRIATE FOR HILLSIDE SCHOOL OUTSIDE PLAY AREAS

To see if the Town will vote to raise, borrow and/or transfer and appropriate the sum of \$250,000 for architectural design, engineering, and construction costs associated with outside play areas and fields at the new Hillside School to be located at or about 585 Central Avenue, including lands under license, said sum to be expended under the direction of the Town Manager and Permanent Public Building Committee, said sum to be transferred from Article 1 of the November 4, 2014 Special Town Meeting; and further that this is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative; or take any other action relative thereto.



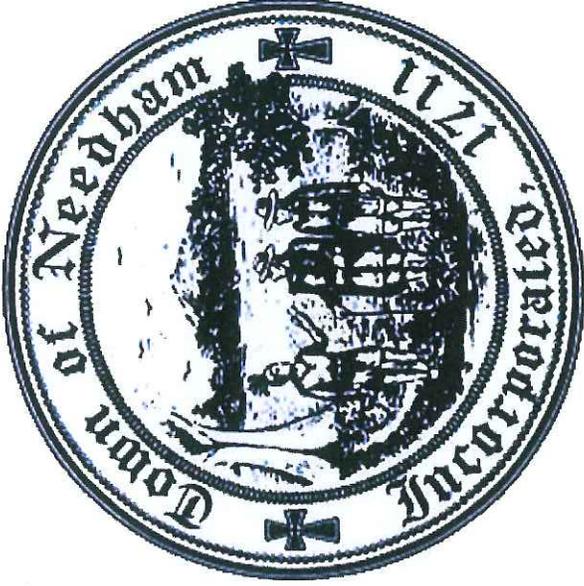
**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 7/19/2016

Agenda Item	DPW Feasibility Study Update
Presenter(s)	Jeff Alberti, Mike Richard, & Joe Fitzpatrick, Weston & Sampson Steve Popper, Director of Design & Construction Rick Merson, Director of Public Works

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	Mr. Popper, Mr. Merson and representatives from Weston & Sampson will update the Board on the progress of the DPW feasibility study, and will solicit input and feedback from the Board.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	a. DPW Feasibility Update PPT, July 19, 2016		

Town of Needham
DPW Feasibility Study



Board of Selectmen
Update Meeting

July 19, 2016

Town of Needham
DPW Feasibility Study

Presentation Outline

- 1. Brief Overview of Weston & Sampson's Background**
- 2. Summary of Programming Review & Confirmation Exercise**
- 3. Site Evaluations**
- 4. Conceptual Alternatives**
- 5. Discussion**

Town of Needham
DPW Feasibility Study

**Summary of Programming
Review & Confirmation Exercise**

Town of Needham DPW Feasibility Study

Data Review and Confirmation

- Conducted staff interviews to verify program requirements
 - Administration
 - Engineering
 - Highway
 - Water, Sewer, & Drains
 - Parks & Forestry
 - Recycling & Transfer Station
- Reviewed/inspected operations & storage areas
 - Fourteen (14) different locations throughout Town

Town of Needham DPW Feasibility Study

Data Review and Confirmation

- Prepared a comprehensive space needs assessment
 - 2014 Town Master Plan: 86,704 SF
 - 2016 Weston & Sampson Review & Confirmation: 87,366 SF with an 11,800 SF Canopy
- Develop Building & Site Concepts
 - Dedham Ave Site - full program (if site allows)
 - Dedham Ave Site - maximize program with offsite seasonal storage at RTS
 - Dedham Ave Site - maximize program with offsite seasonal storage at Parcel 74
 - RTS - full program (if site allows)
 - RTS - maximize program with offsite seasonal storage at Parcel 74

Town of Needham
DPW Feasibility Study

470 / 484 / 500 Dedham Ave – Existing DPW Site



Town of Needham
DPW Feasibility Study

1421 Central Ave – Recycling & Transfer Station (RTS)



Town of Needham
DPW Feasibility Study

Greendale Ave – Parcel 74



Town of Needham
DPW Feasibility Study

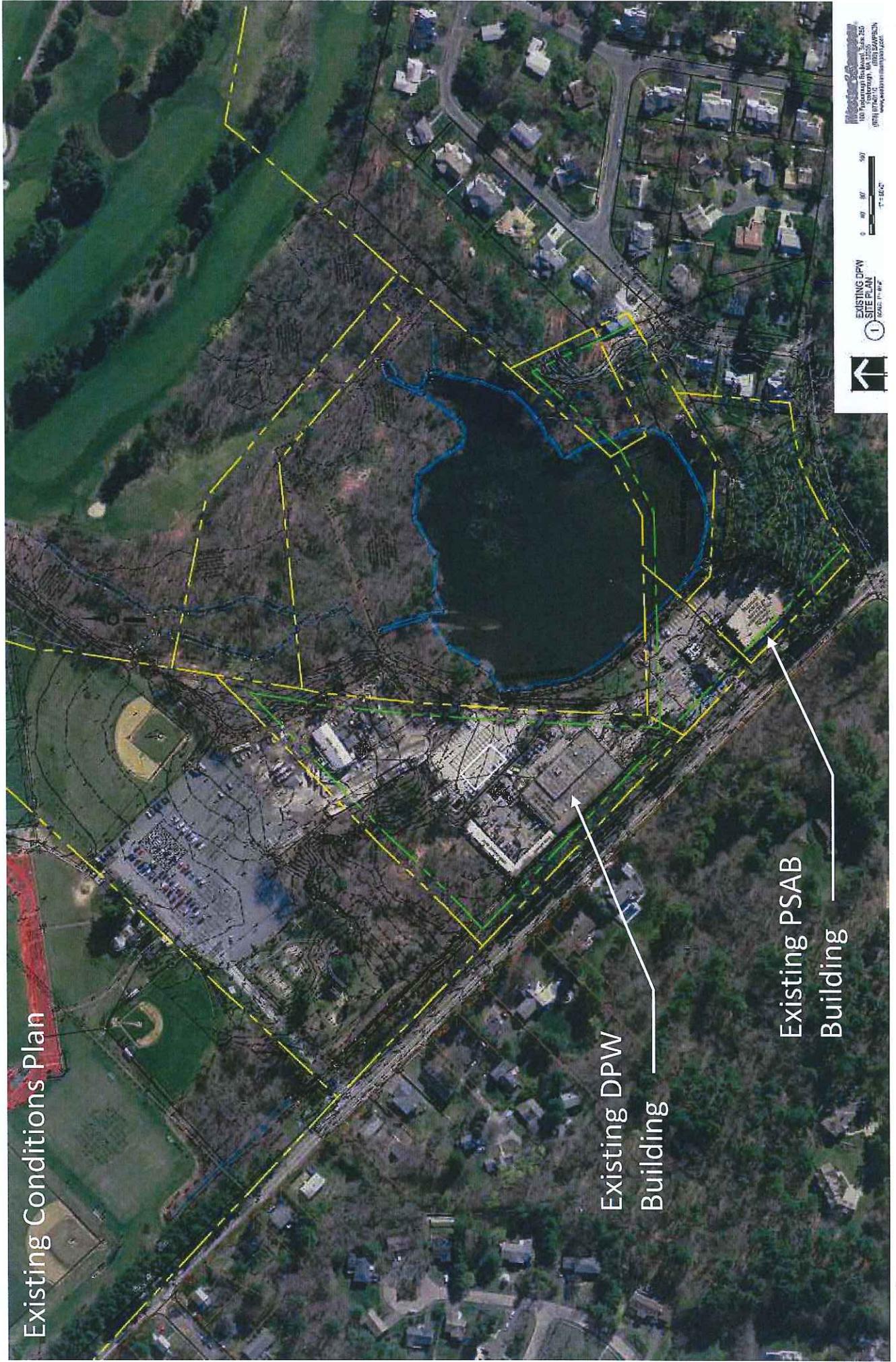
Site Evaluations

Town of Needham
DPW Feasibility Study

Dedham Avenue Site
(Existing DPW Site)



Town of Needham DPW Feasibility Study



Town of Needham DPW Feasibility Study

Receptor Maps

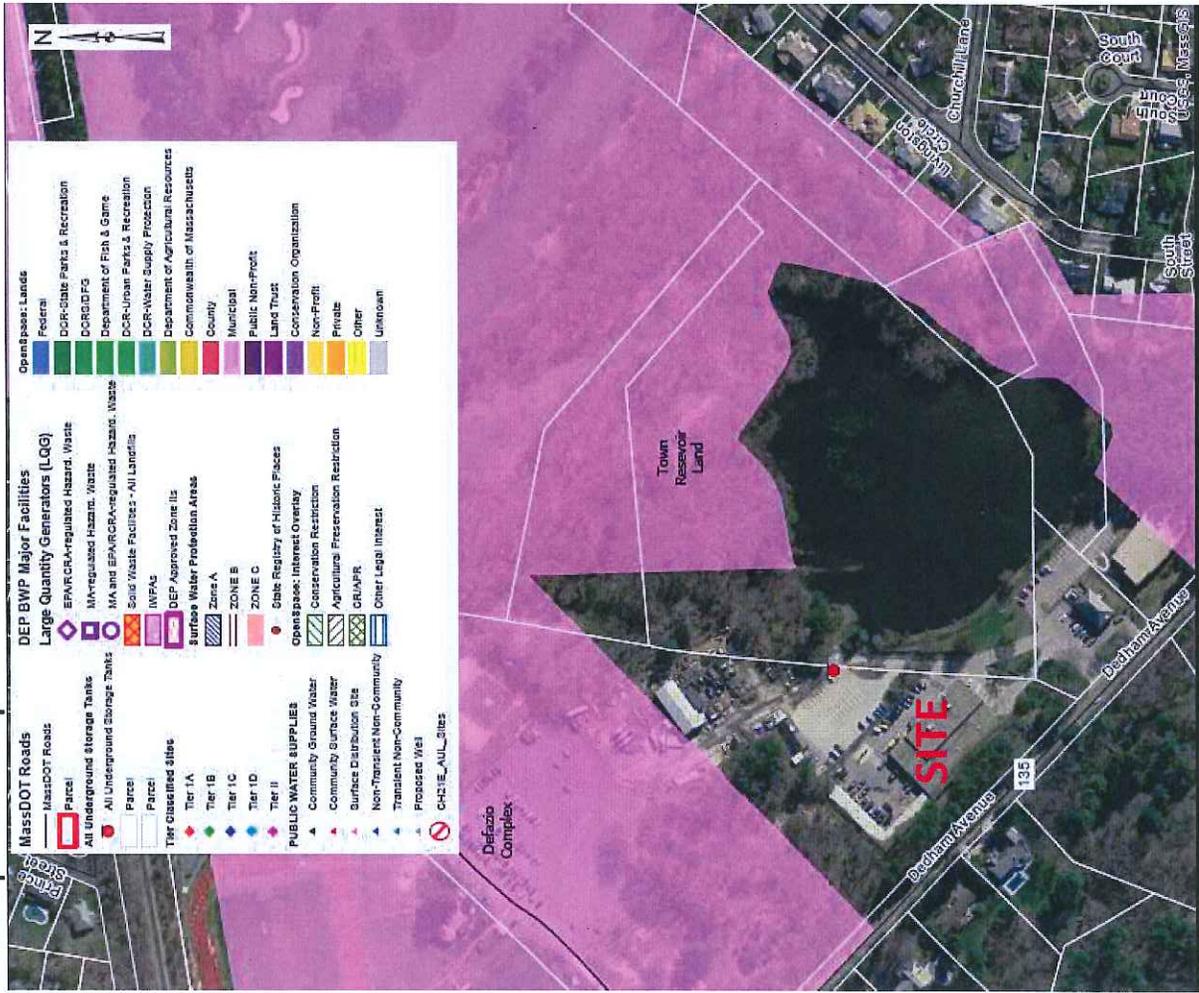


FIGURE 2
470 - 500 DEDHAM AVENUE
NEEDHAM, MASSACHUSETTS
HUMAN RECEPTORS

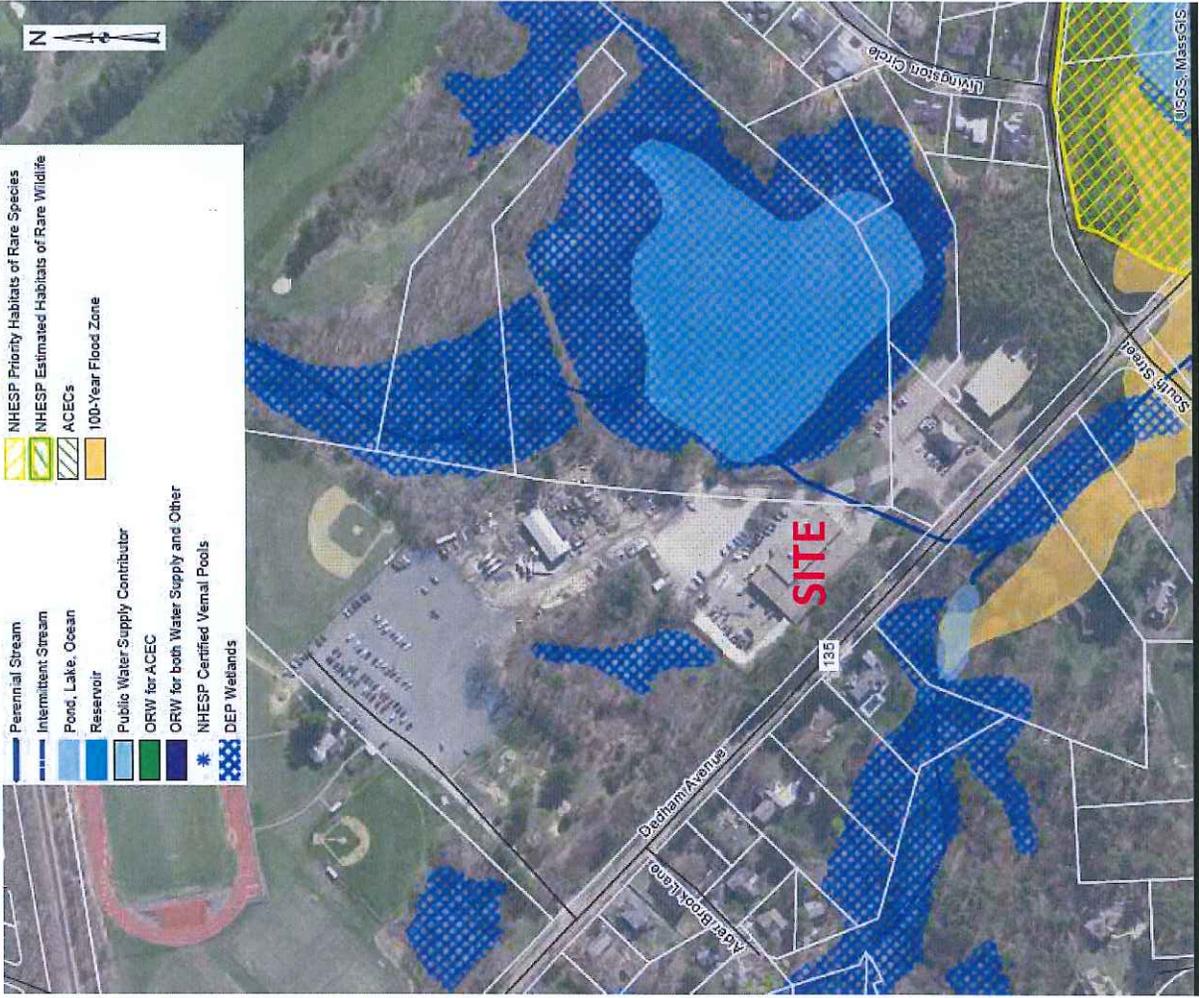


FIGURE 1
470 - 500 Dedham Avenue
Needham, Massachusetts
ENVIRONMENTAL RESOURCES MAP

Town of Needham DPW Feasibility Study

FEMA Flood Maps



- ZONE A99** protection from the 1% annual chance or greater flood.
- ZONE V** Area to be protected from 1% annual chance flood by a Federal flood protection system under construction; no Base Flood Elevations determined.
- ZONE VE** Coastal flood zone with velocity hazard (wave action); no Base Flood Elevations determined.
- ZONE VE** Coastal flood zone with velocity hazard (wave action); Base Flood Elevations determined.

FLOODWAY AREAS IN ZONE AE

The floodway is the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment so that the 1% annual chance flood can be carried without substantial increases in flood heights.

OTHER FLOOD AREAS

- ZONE X** Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood.
- OTHER AREAS**
- ZONE X** Areas determined to be outside the 0.2% annual chance floodplain.
- ZONE D** Areas in which flood hazards are undetermined, but possible.

COASTAL BARRIER RESOURCES SYSTEM (CBRS) AREAS

OTHERWISE PROTECTED AREAS (OPAs)

- CBRS areas and OPAs are normally located within or adjacent to Special Flood Hazard Areas.
- 1% Annual Chance Floodplain Boundary
- 0.2% Annual Chance Floodplain Boundary
- Floodway boundary
- Zone D boundary
- CBRS and OPA boundary
- Boundary dividing Special Flood Hazard Area Zones and boundary dividing Special Flood Hazard Areas of different Base Flood Elevations, flood depths, or flood velocities.
- Base Flood Elevation line and value; elevation in feet*
- Base Flood Elevation value where uniform within zone; elevation in feet*

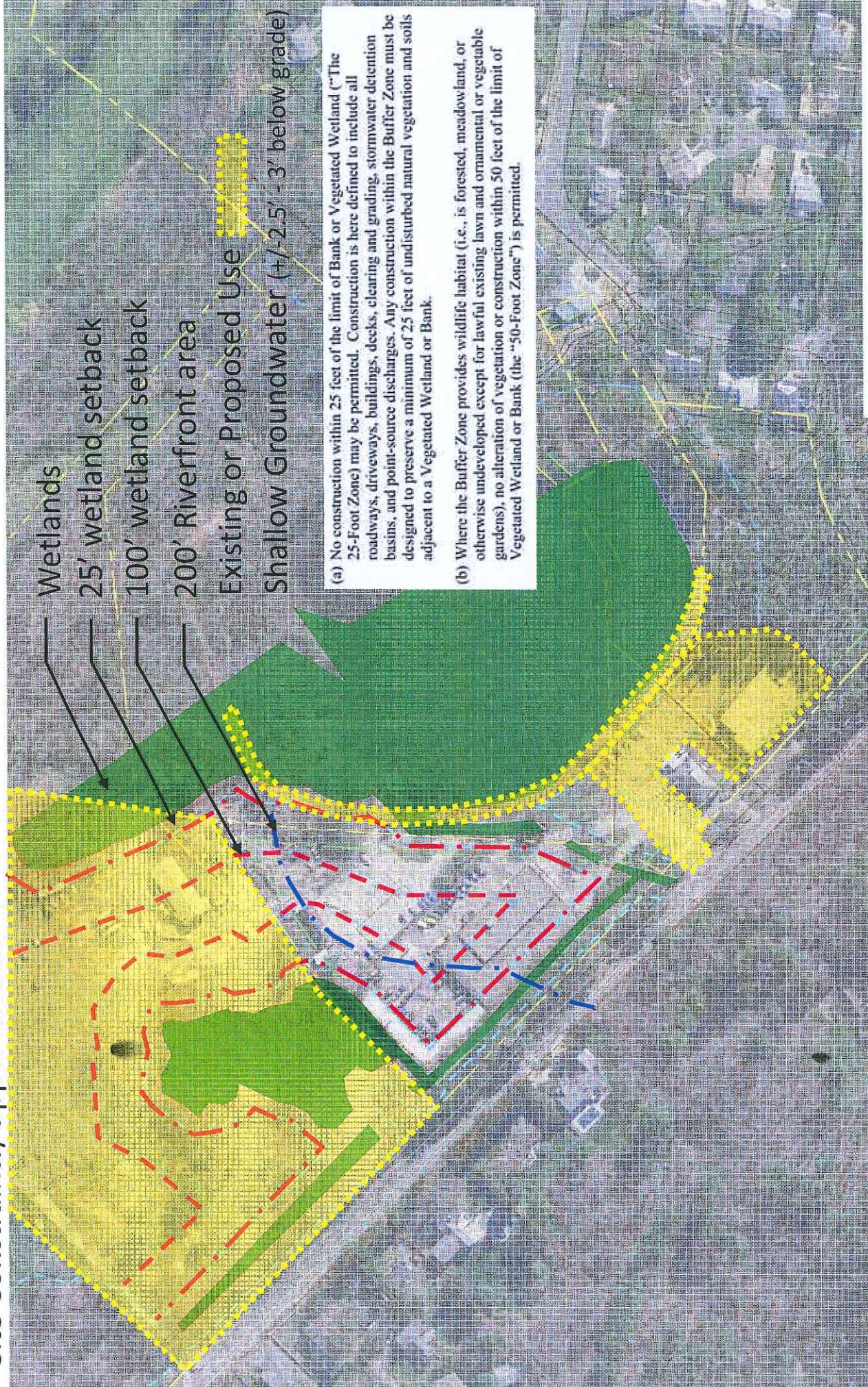
*Referenced to the North American Vertical Datum of 1988

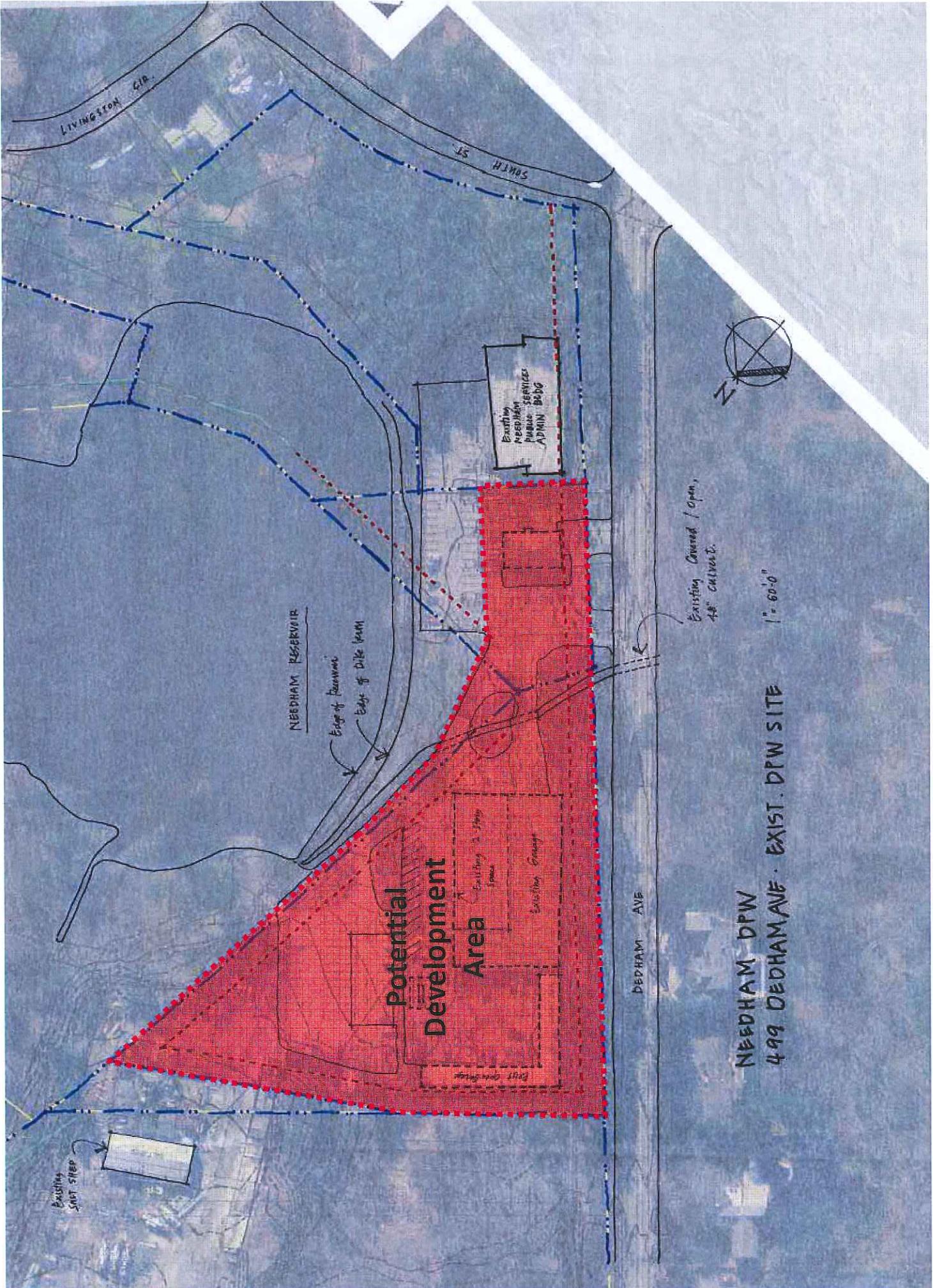


100 Year Floodplain

Town of Needham DPW Feasibility Study

Site Constraints/Opportunities





LIVINGSTON CIR.

SMITH ST

Existing
Needham
Public Services
Admin Bldg

NEEDHAM RESERVOIR

Edge of Reservoir
Edge of Dike Dam

Potential
Development
Area

Existing 2 Story
Existing Garage
EXIST. Gate Structure

DEDHAM AVE

Existing Covered / Open,
48' Culvert.

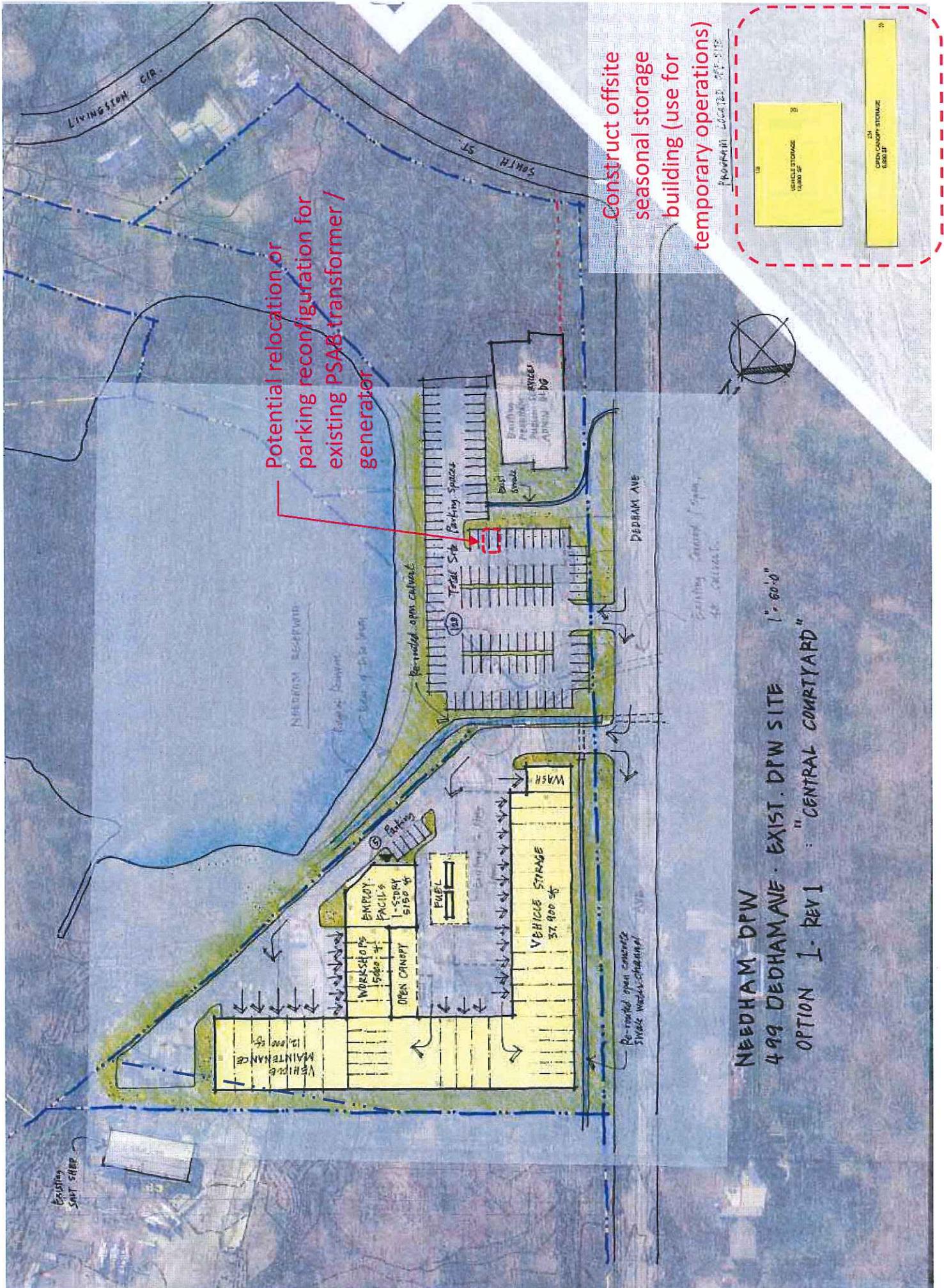
1" = 60'-0"



NEEDHAM DPW
499 DEDHAM AVE - EXIST. DPW SITE

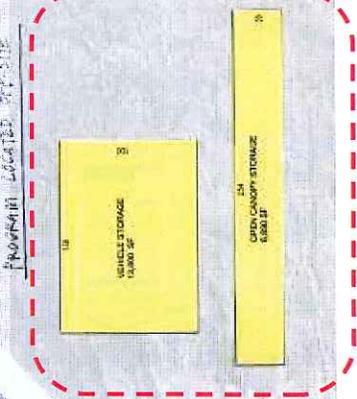
Existing
SOFT SHEP





Potential relocation or parking reconfiguration for existing PSA6 transformer / generator

Construct offsite seasonal storage building (use for temporary operations)



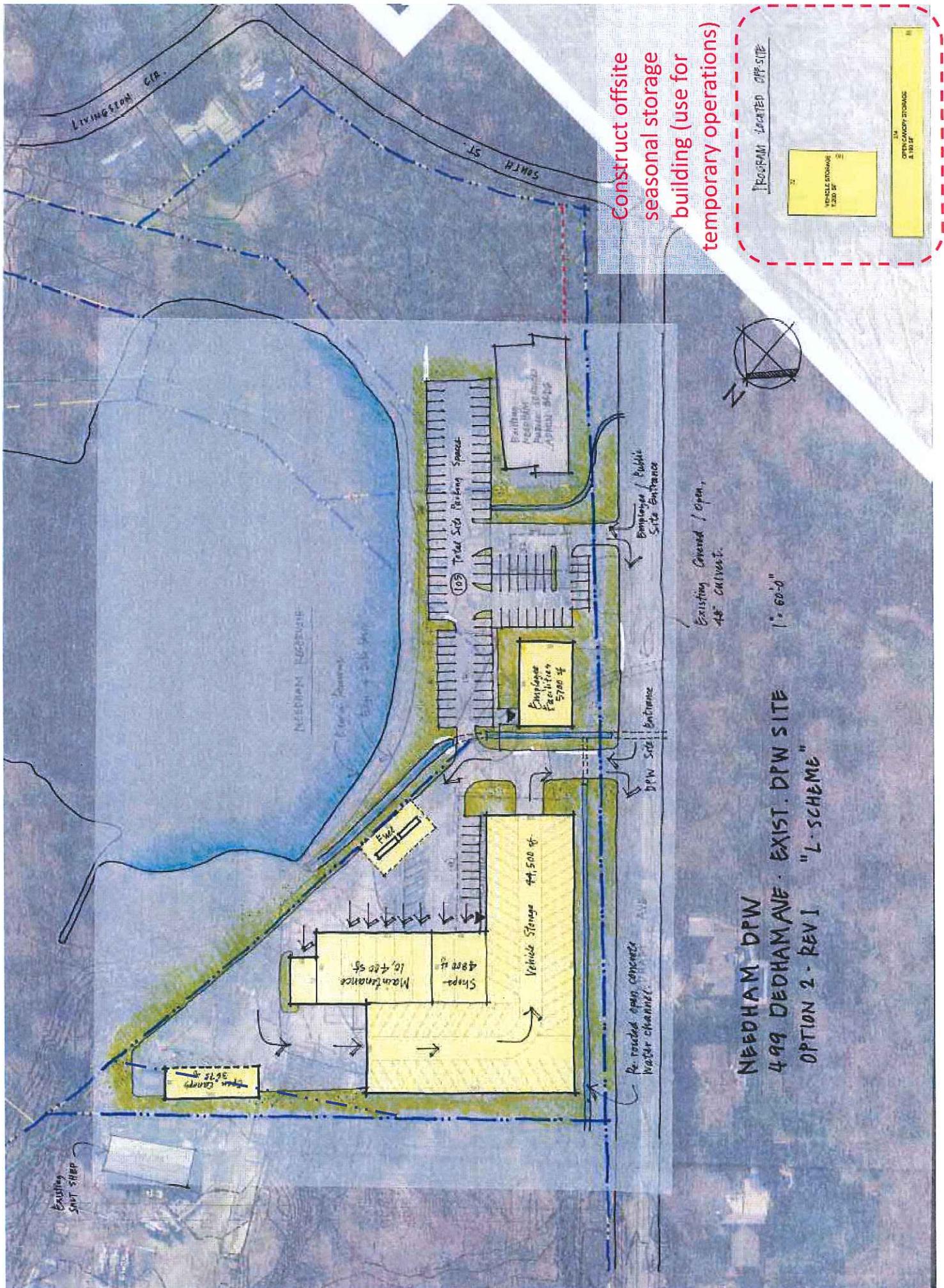
NEEDHAM DPW
 499 DEDHAM AVE - EXIST. DPW SITE 1" = 50'-0"
 OPTION 1 - REV 1 : "CENTRAL COURTYARD"

EXISTING SALT SHED

Re-routed open channels
 SWALE WORKSCHEDULED

Re-routed open channels
 SWALE WORKSCHEDULED





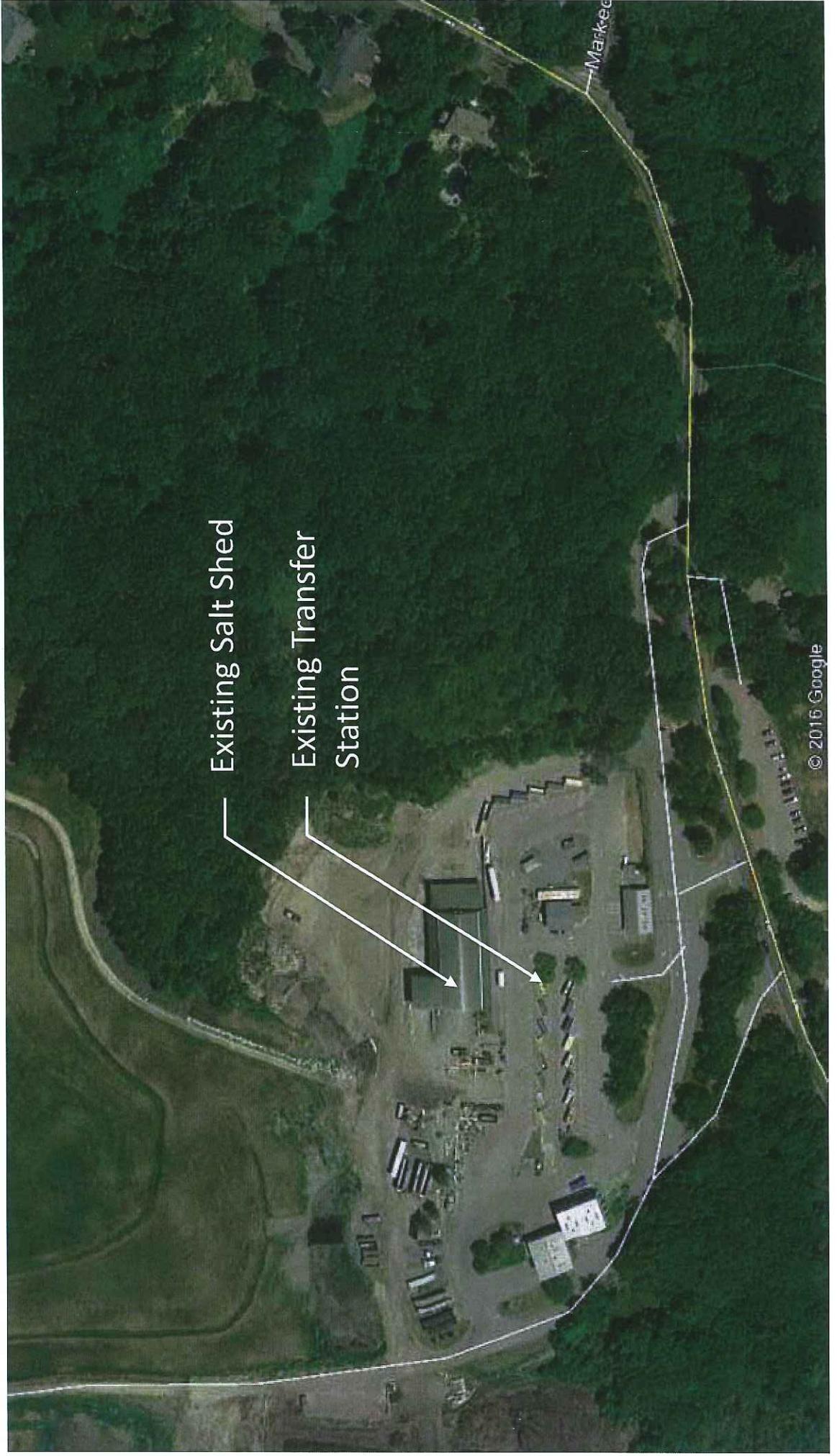
Construct offsite seasonal storage building (use for temporary operations)

NEEDHAM DPW
 499 DEDHAM AVE - EXIST. DPW SITE
 OPTION 2 - REV I "L-SCHEME"



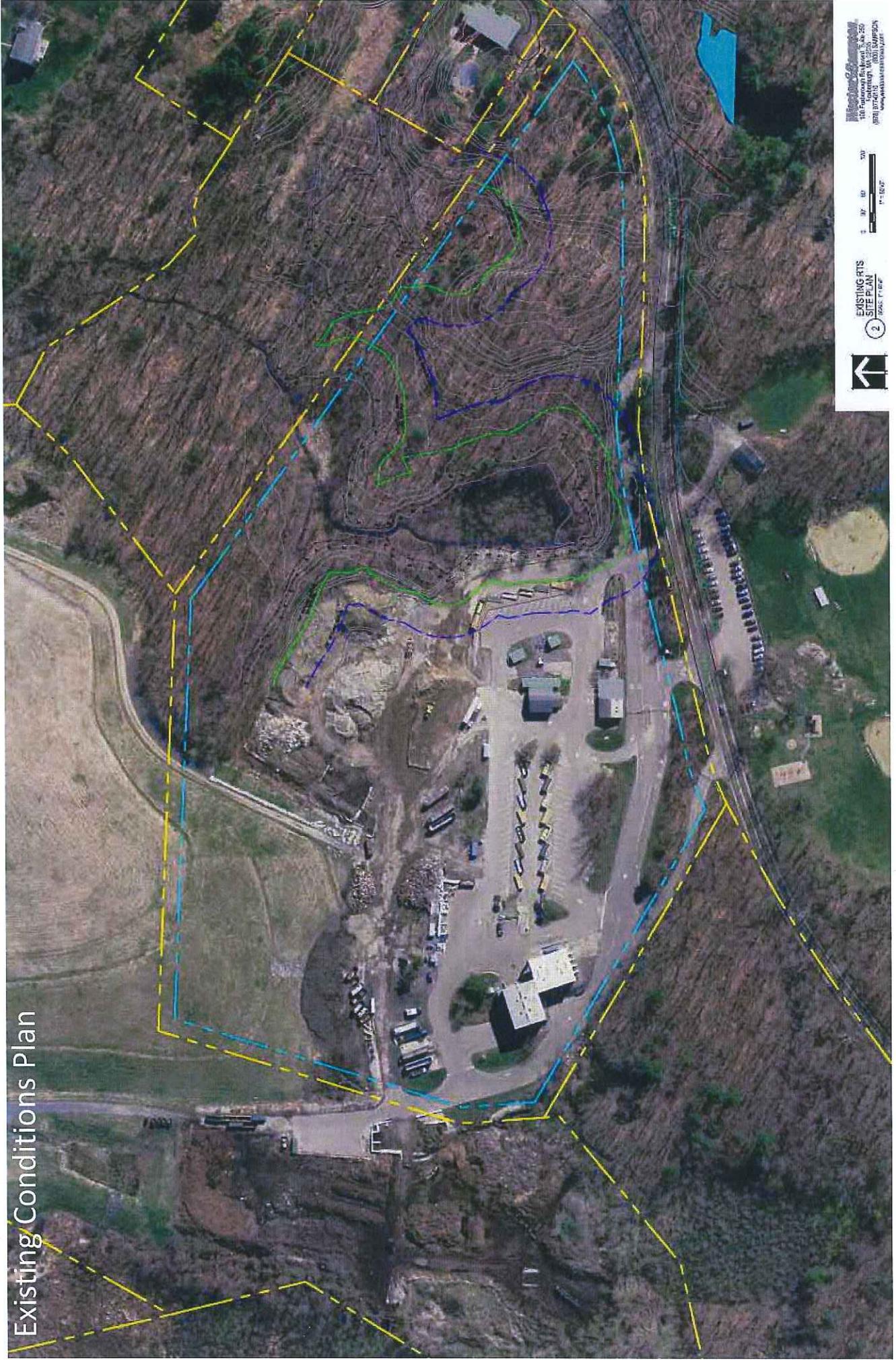
Town of Needham
DPW Feasibility Study

Central Avenue Site (RTS)



Town of Needham DPW Feasibility Study

Existing Conditions Plan



2
EXISTING RTIS
SITE PLAN
1/20/2017



100
0 50 100
feet
www.needham.com

Town of Needham DPW Feasibility Study

Receptor Maps

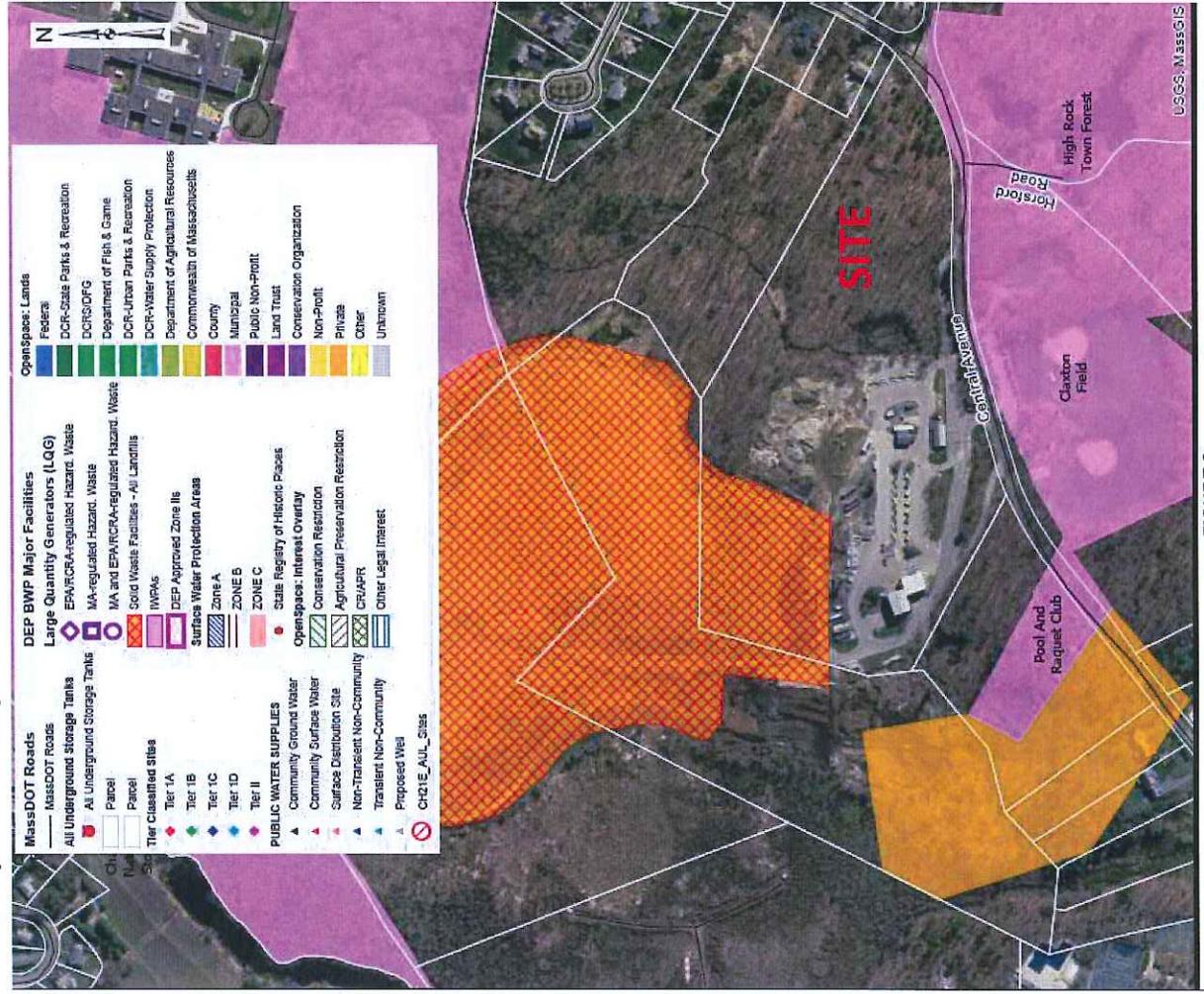


FIGURE 2
1421 CENTRAL AVENUE
NEEDHAM, MASSACHUSETTS

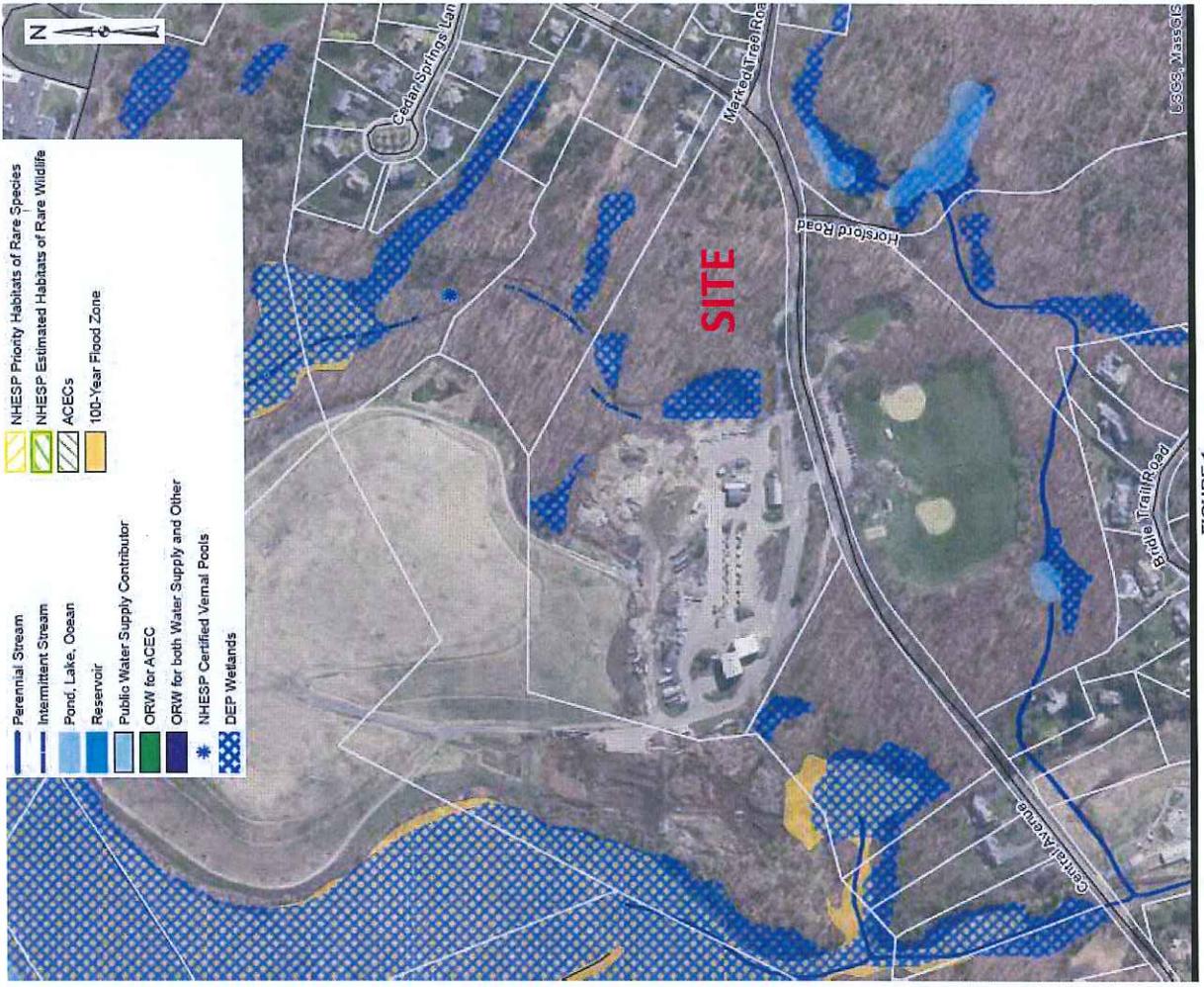
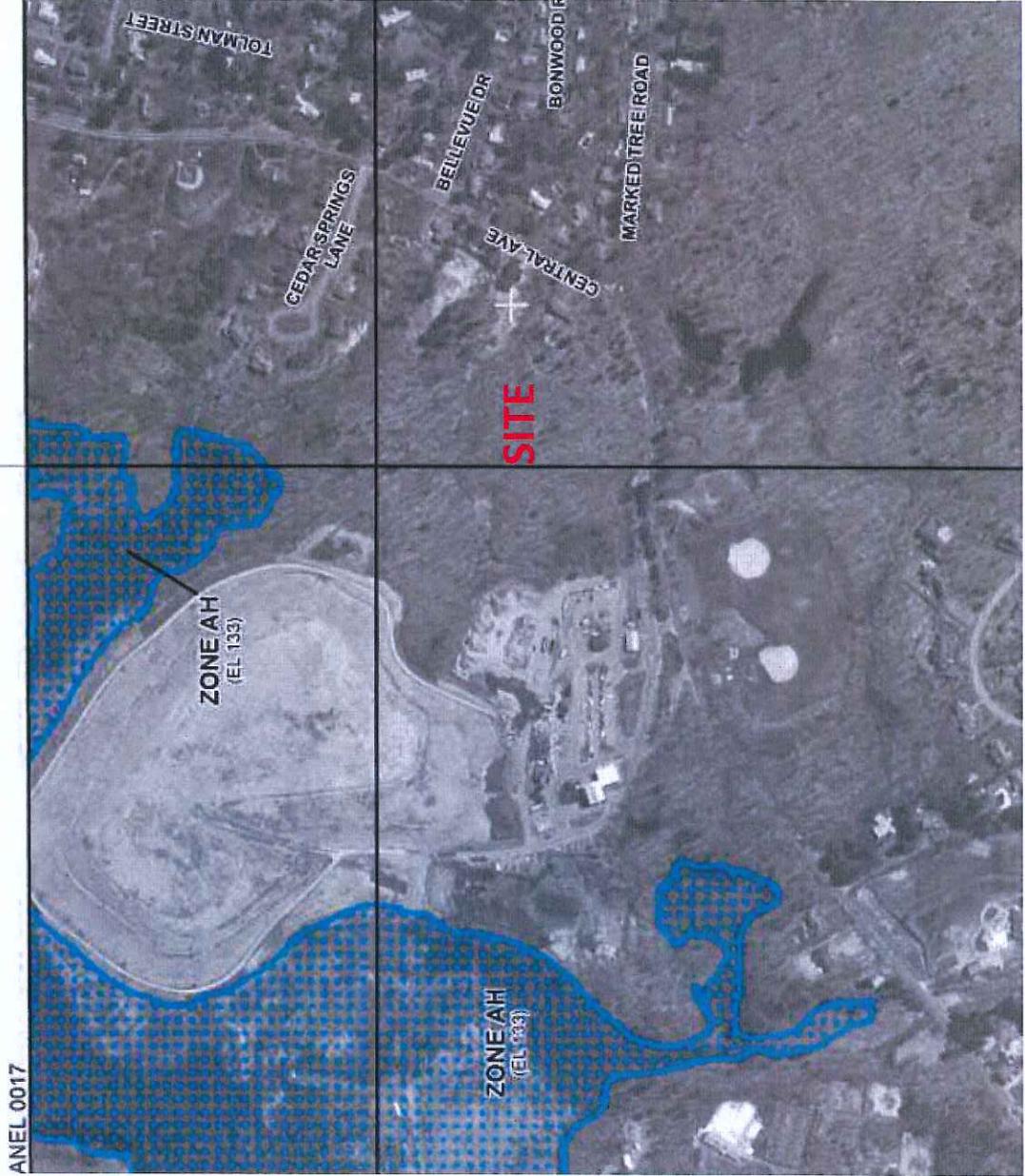


FIGURE 1
1421 Central Avenue
Needham, Massachusetts

Town of Needham DPW Feasibility Study

FEMA Flood Maps

220000 M



LEGEND



SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD

The 1% annual chance flood (100-year flood), also known as the base flood, is the flood that has a 1% chance of being equalled or exceeded in any given year. The Special Flood Hazard Area is the area subject to flooding by the 1% annual chance flood. Areas of Special Flood Hazard include Zones A, AE, AH, AO, AR, A99, V, and VE. The Base Flood Elevation is the water-surface elevation of the 1% annual chance flood.

ZONE A

No Base Flood Elevations determined.

ZONE AE

Base Flood Elevations determined.

ZONE AH

Flood depths of 1 to 3 feet (usually areas of ponding); Base Flood Elevations determined.

ZONE AO

Flood depths of 1 to 3 feet (usually sheet flow on sloping terrain); average depths determined. For areas of alluvial fan flooding, velocities also determined.

ZONE AR

Special Flood Hazard Areas formerly protected from the 1% annual chance flood by a flood control system that was subsequently decertified. Zone AR indicates that the former flood control system is being restored to provide protection from the 1% annual chance or greater flood.

ZONE A99

Area to be protected from 1% annual chance flood by a Federal flood protection system under construction; no Base Flood Elevations determined.

ZONE V

Coastal flood zone with velocity hazard (wave action); no Base Flood Elevations determined.

ZONE VE

Coastal flood zone with velocity hazard (wave action); Base Flood Elevations determined.



FLOODWAY AREAS IN ZONE AE

The floodway is the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment so that the 1% annual chance flood can be carried without substantial increases in flood heights.



OTHER FLOOD AREAS

ZONE X

Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood.



OTHER AREAS

ZONE X

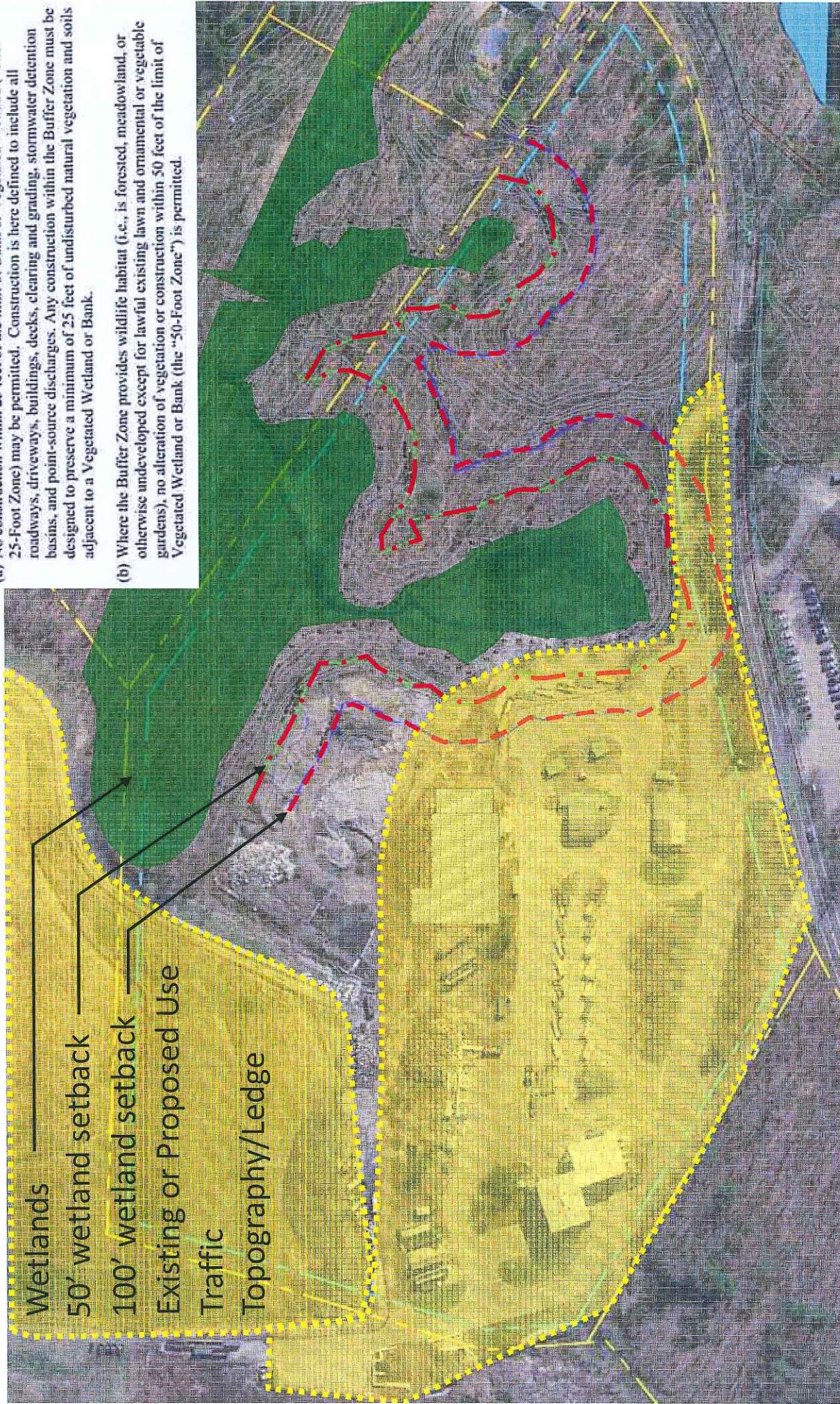
Areas determined to be outside the 0.2% annual chance floodplain.

ZONE D

Areas in which flood hazards are undetermined, but possible.

Town of Needham DPW Feasibility Study

Site Constraints/Opportunities



Wetlands

50' wetland setback

100' wetland setback

Existing or Proposed Use

Traffic

Topography/Ledge

(a) No construction within 25 feet of the limit of Bank or Vegetated Wetland ("25-Foot Zone") may be permitted. Construction is here defined to include all roadways, driveways, buildings, decks, clearing and grading, stormwater detention basins, and point-source discharges. Any construction within the Buffer Zone must be designed to preserve a minimum of 25 feet of undisturbed natural vegetation and soils adjacent to a Vegetated Wetland or Bank.

(b) Where the Buffer Zone provides wildlife habitat (i.e., is forested, meadowland, or otherwise undeveloped except for lawful existing lawn and ornamental or vegetable gardens), no alteration of vegetation or construction within 50 feet of the limit of Vegetated Wetland or Bank (the "50-Foot Zone") is permitted.



EXISTING RTIS
SITE PLAN
2012.11.07

2

0 30 60 90
1" = 100'

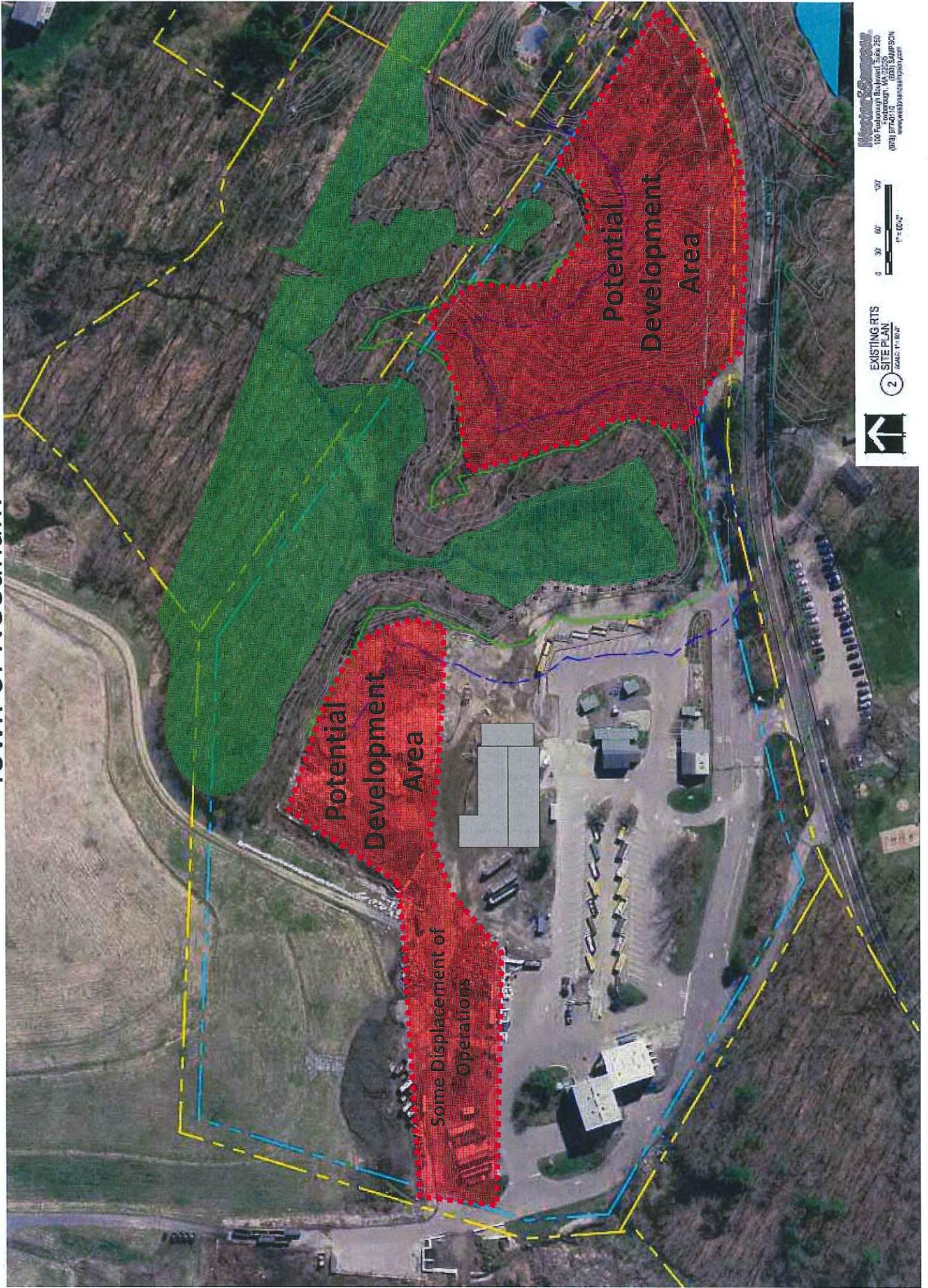
Wetland Consultants
100 Falmouth Boulevard, Suite 250
Weymouth, MA 01978
(781) 870-1010
www.wetlandconsultants.com

Town of Needham DPW Feasibility Study

Existing Topography



Town of Needham

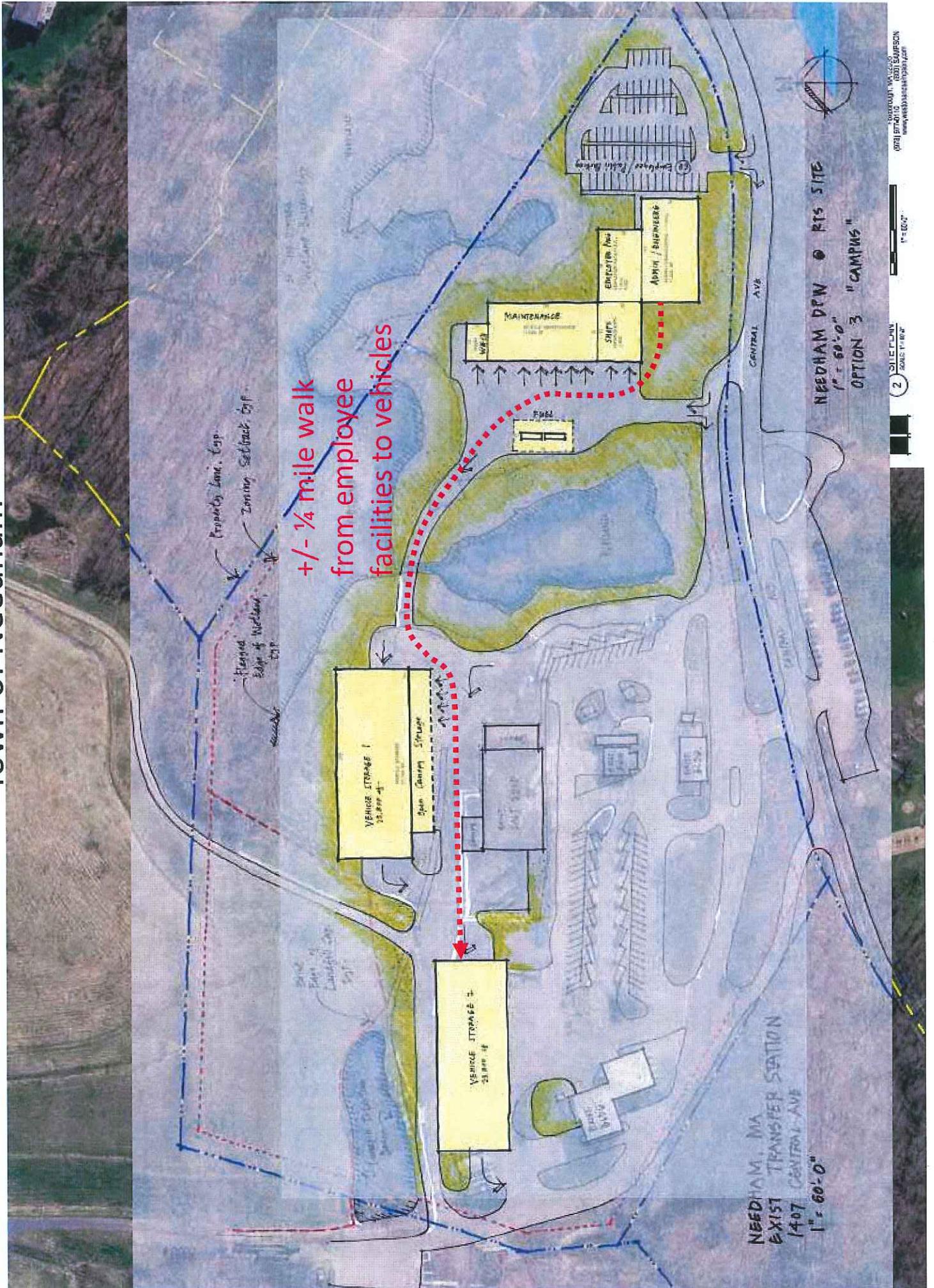


EXISTING RTS
SITE PLAN
2
SCALE: 1" = 100'



Wesley Construction
110 Folsom Street, Suite 250
Boston, MA 02111
www.wesleyconstruction.com

Town of Needham



Town of Needham
DPW Feasibility Study

Next Steps

- Identify a preferred site
- Incorporate comments into a preferred alternative
- Identify phasing opportunities
- Prepare conceptual project budget
- Present project to the Town



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

MEETING DATE: 7/19/2016

Agenda Item	Open Special Town Meeting Warrant
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Board is scheduled to open the warrant for the October 5, 2016 Special Town Meeting. The Warrant is scheduled to be closed on August 16 th .		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	<i>Suggested Motion:</i> That the Board vote to open the warrant for the October 5, 2016 Special Town Meeting.		
3.	BACK UP INFORMATION ATTACHED	YES	NO
	a. Draft Special Town Meeting Warrant dated 7.15.2016		

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

WEDNESDAY, October 5, 2016

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

DRAFT 7.15.2016

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Town Hall:

WEDNESDAY, THE FIFTH DAY OF OCTOBER, 2016

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

HUMAN RESOURCE ARTICLES

ARTICLE X: APPROVE COLLECTIVE BARGAINING AGREEMENT – NEEDHAM FIRE UNION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Fire Union and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2017; or take any other action relative thereto.

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

Article Information:

HILLSIDE SCHOOL ARTICLES

ARTICLE X: APPROPRIATE FOR HILLSIDE SCHOOL CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$57,542,500, for architectural design, engineering, and construction of the Hillside School to be located at or about 585 Central Avenue and shown as Lot 3 on the Needham Assessor’s Map, numbered 310 and Lots 5,6,7,9,10, 11 and 27 on the Needham Assessor’s Map 108, including the payment of costs incidental or related thereto (the “Project”); which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”), said sum to be expended under the direction of the Town

Manager and Permanent Public Building Committee. To meet said appropriation the Treasurer with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44, M.G.L. Chapter 70B, or any other enabling authority. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; provided further that any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) thirty four point seventy two percent (34.72%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA; and further that this is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR HILLSIDE SCHOOL OUTSIDE PLAY AREAS

To see if the Town will vote to raise, borrow and/or transfer and appropriate the sum of \$250,000 for architectural design, engineering, and construction costs associated with outside play areas and fields at the new Hillside School to be located at or about 585 Central Avenue, including lands under license, said sum to be expended under the direction of the Town Manager and Permanent Public Building Committee, said sum to be transferred from Article 1 of the November 4, 2014 Special Town Meeting; and further that this is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ZONING ARTICLES – Note the text below in this section is DRAFT only.

ARTICLE X: AMEND ZONING BY-LAW – HEIGHT LIMITATION EXCEPTIONS

To see if the Town will vote to amend the Needham Zoning By-Law, Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.2, Height Limitation Exceptions, by revising the first paragraph, so that it shall now read as follows (new language underlined):

“4.2.2 Height Limitation Exception

The maximum height regulation in Section 4.2.1 shall not apply to schools and municipal buildings which may contain three (3) stories or may be as high as forty-five (45) feet. In the case of schools and other municipal buildings, structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, mechanical equipment, mechanical flues or exhausts, elevator housings or equipment, generators, roof access, stairway enclosures, skylights, and the like may exceed the maximum building height provided that no part of such structure or equipment shall project more than 15 feet above the maximum allowable building height and the total horizontal coverage of all of such structures or projections on the building does not exceed thirty-three percent (33%) of the total roof area of the building. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof. Further provided, solar panels shall also be allowed on rooftops of schools and other municipal buildings, with no limitation on the roof area coverage provided such panels are set back from the edge of the roof a distance at least equal to the height of the panel.

Notwithstanding the foregoing paragraph, a municipal building or structure located on a lot in excess of twenty (20) acres created by deed or plan, endorsed or recorded before September 1, 2012, may be as high as fifty (50) feet, provided the building or structure contains no more than one story, is used primarily for storage purposes and is located at least two hundred (200) feet from all property lines. Any municipal building which ceases to be a municipal building, because of a change of use or ownership, may continue to be used, maintained and reconstructed so as to contain up to the number of stories and the height which existed at the time of the change to non-municipal use or ownership. Notwithstanding the above, nothing contained herein shall in anyway limit the rights conferred under footnote (h) of Section 4.2.1 Table of Regulations.”

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND ZONING BY-LAW – DEFINITION OF BASEMENT

To see if the Town will vote to amend the Needham Zoning By-Law, Section 1.3 Definitions, by revising the existing definition of the term “Basement”, so that the entire definition shall now read as follows:

“Basement – That portion of a building that is partly or completely below grade. A minimum of 50% of the basement walls must be below grade to be considered a basement. Only one basement level may be partly below grade, additional basement levels must be completely below grade.”

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

GENERAL ARTICLES /CITIZENS' PETITIONS / COMMITTEE ARTICLES

ARTICLE X: CITIZENS PETITION

To see if the Town will vote to amend Section 4.2.1, Table of Regulations, of the Needham Zoning Bylaw with respect to Single Residence B and General Residence Districts as follows:

1. **31.5' Maximum Height (Average):** Revise to indicate that the Maximum Height for Single Residence B and General Residence districts shall be thirty-one and one-half (31.5) feet.
2. **35' Maximum Height (Average) with 50% increase in Side and Rear Setbacks:** Insert the following new footnote (m): “(m) Notwithstanding anything to the contrary contained herein, a building or structure located in either a Single Residence B or General Residence district may be up to thirty-five (35) feet in height provided such building or structure maintains side and rear setbacks that are at least 50% greater than the applicable minimum setback distances identified in this Section 4.2.1.” Footnote (m) shall be added as reference for “Maximum Height,” Single Residence B and General Residence districts.
3. **Existing and Proposed Grades used in Height Calculation:** Insert the following new footnote (n): “(n) The lower of existing and proposed grade elevations around a building shall be used to calculate the maximum height of Buildings and Structures located in Single Residence B and General Residence districts.” Footnote (n) shall be added as reference for “Maximum Height,” Single Residence B and General Residence districts.
4. **37' Maximum Height Above Grade at Any Point Around Building:** Insert the following new footnote (o): “(o) The maximum height at any single point of any building or structure located in either a Residence B or General Residence district shall not exceed thirty-seven (37) feet above the lower of new and existing grade elevations around the building.” Footnote (o) shall be added as reference for “Maximum Height,” Single Residence B and General Residence districts.
5. **Neighborhood Context in Establishing Front Yard Setbacks:** Insert the following new footnote (p): “(p) The minimum required front setback for a lot in either a Single Residence B or General Residence district shall not be less than the average front

setback of existing buildings that are located on the same street and within one-hundred fifty (150) feet of the lot being developed. If two or more existing buildings on a single lot are located within one-hundred fifty (150) feet of the lot being developed, the building having the shortest front setback shall be used in calculating the average front setback. Notwithstanding the foregoing, the minimum front setback shall not exceed thirty-five (35) feet. For any corner lot, the requirements of this footnote (p) shall apply to the front setback from the lot's address street." Footnote (p) shall be added as reference for "Front Setback" for Single Residence B and General Residence districts.

INSERTED BY: Paul Dawson et. al.
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

FINANCIAL ARTICLES

ARTICLE X: AMEND THE FY2017 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2016 Operating Budget adopted under Article 12 of the 2016 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
3	Group Health Insurance, Employee Benefits, Assessments & Administrative Costs	\$13,197,691	\$13,220,510
4	Needham Electric, Light & Gas Program	\$3,414,290	\$3,462,195
9	Reserve Fund	\$1,541,875	\$1,454,376
20	Minuteman Assessment	\$762,686	\$766,061
25A	HHS Salaries & Wages	\$1,235,205	\$1,296,510

Or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND THE FY2017 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2017 RTS Enterprise Fund Budget adopted under Article 13 of the May 2016 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
101B	Expenses	\$1,200,969	\$1,278,969

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

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR NPDES PERMIT DEVELOPMENT

To see if the Town will vote to raise, borrow and/or transfer and appropriate the sum of \$160,000 for the purpose of funding engineering and consulting services for the development of an application for a National Pollutant Discharge Elimination System (NPDES) Stormwater Permit, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$XX be transferred from XX; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR ELIOT SCHOOL TRAFFIC SAFETY IMPROVEMENTS

To see if the Town will vote to raise, borrow and/or transfer and appropriate the sum of \$90,000 for the purpose of funding engineering, design and construction for Eliot School Traffic Safety Improvements, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

GENERAL ARTICLES

**ARTICLE X: ACCEPTANCE OF EASEMENT/1001 – 1015 CENTRAL AVENUE
SUBDIVISION**

To see if the Town will vote to authorize the Selectmen to accept the following easement from RRNIR, LLC: Non-exclusive right and perpetual easement and right of way over Sunrise Terrace for the purpose of passing on foot or by vehicle as shown on a plan entitled “Sunrise Terrace, Definitive Subdivision, last revised June 29, 2016, on file with the Needham Planning Board; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: GRANT OF EASEMENT – GREENDALE AVENUE

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND GENERAL BY-LAW – NOTIFICATION

To see if the Town will vote to amend the General By-laws by deleting sections 1.2 and 1.3, renumbering sections accordingly, and inserting in place thereof the following:

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given into our hands at Needham aforesaid this 16th day of August 2016.

MATTHEW D. BORRELLI, *Chairman*
MARIANNE B. COOLEY, *Vice Chairman*
DANIEL P. MATTHEWS
JOHN A. BULIAN
MAURICE P. HANDEL
Selectmen of Needham

A TRUE COPY

Attest:

Constable:

This page is intentionally blank.

DRAFT 7.15.2016

**Town Clerk's Office
Needham, MA 02492**

ATTN: SPECIAL TOWN MEETING WARRANT

DRAFT 7.15.2016



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

MEETING DATE: 7/19/2016

Agenda Item	Drought Watch Declaration & Non-essential Outdoor Water Use Restriction Revision
Presenter(s)	Kate Fitzpatrick, Town Manager Rick Merson, Director of Public Works

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>The Town Manager and Director of Public Works will recommend that the Board vote to revise the two-day per week calendar-triggered non-essential water use restriction for calendar year 2016.</p> <p>In accordance with the Town's Water Withdrawal Permit, non-essential outdoor water use is allowed ONE DAY per week before 9:00 a.m. and after 5:00 p.m. whenever a Drought Advisory or higher is declared by the Massachusetts Drought Management Task Force. Such declaration was made and communicated to the Town by memo from the DEP dated July 12, 2016.</p> <p>The Town Manager and Director of Public works recommend that:</p> <p>Properties with even street numbers may water lawns (and perform other allowed non-essential outdoor water uses) only before 9:00 a.m. or after 5:00 p.m. on Mondays OR Thursdays.</p> <p>Properties with odd street numbers may water lawns (and perform other non-essential outdoor water uses) only before 9:00 a.m. or after 5:00 p.m. on Tuesdays OR Fridays.</p> <p>Consistent with the restriction currently in place, no lawn watering via sprinklers or automatic irrigations system is allowed on any day other than those listed above. Watering of lawns, gardens, flowers and ornamental plants by means of a hand held hose is allowed at all hours during the restricted period.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motion: That the Board vote to amend the non-essential outdoor water use restriction dated April 1, 2016 in response to the Drought Watch			

Declaration issued by the Commonwealth limiting non-essential outdoor water use to one day per week before 9:00 a.m. and after 5:00 p.m. Properties with even street numbers may perform allowed non-essential outdoor water uses on Mondays OR Thursdays and properties with odd street numbers may perform allowed non-essential outdoor water uses on Tuesdays OR Fridays, effective July 24, 2016.

3.	BACK UP INFORMATION ATTACHED	YES	NO
-----------	-------------------------------------	------------	-----------

- a. Memo to Registered or Permitted Public Water Suppliers from the Department of Environmental Protection dated July 12, 2016.
- b. Town of Needham Final Water Management Act Permit Table 4 – Seasonal Limits on Nonessential Outdoor Water Use
- c. Public Notice Mandatory Odd/Even Non-essential Outdoor Water Use Restriction dated April 1, 2016
- d. 2016 USGS Charles River Streamflow Gauge



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

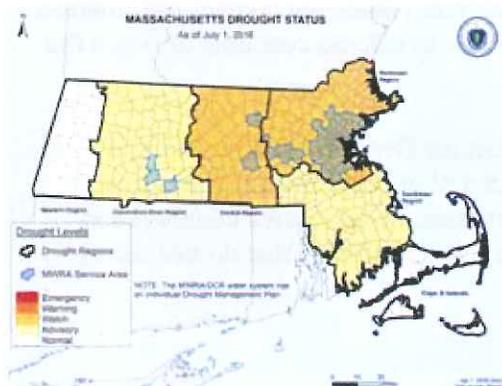
Martin Suuberg
Commissioner

July 12, 2016

To: All Registered or Permitted Public Water Suppliers and all other users permitted under the Water Management Act

Re: Drought Watch / Drought Advisory Status

On July 8, 2016, the Secretary of Energy and Environmental Affairs, Matthew Beaton, issued a Drought Watch for the Central and Northeast Drought Regions and a Drought Advisory for the Connecticut River and Southeast Drought Regions of Massachusetts based on advice from the Massachusetts Drought Management Task Force. The drought is retroactive to July 1, 2016. The map below summarizes Massachusetts' drought status as of this month.



The latest drought status update is published on the Web at <http://www.mass.gov/eea/agencies/dcr/water-res-protection/water-data-tracking/drought-status.html>. To confirm which drought region your town or city is in, go to the above website and in the "Drought Maps" section click on the link to "List of Massachusetts Towns by Drought Region".

Drought Advisory and Watch are the second and third of five levels of drought conditions. The five levels in the Drought Management Plan are: Normal, Advisory, Watch, Warning and Emergency. As of June 30, 2016 precipitation, streamflow, and groundwater elevations were below normal throughout most areas of Massachusetts.

Drought Declaration and Water Management Act Permits

A Drought Watch triggers the following activities by MassDEP and other applicable agencies: closer detailed monitoring of developing conditions; close coordination among state and federal agencies; and technical outreach and assistance for the affected municipalities. Water Management Act (WMA) permittees in those regions declared as Advisory or Watch may have permit conditions requiring that

This information is available in alternate format. Call John Viola at 617-292-5581. TTY# MassRelay Service 1-800-439-2370
MassDEP Website: www.mass.gov/dep

Printed on Recycled Paper

non-essential outdoor water use be reduced or further restricted in response to the Drought declaration. **If you hold a WMA permit, please review any conditions pertaining to outdoor water use to determine if you are required to implement more stringent restrictions when the Drought Management Task Force declares a Drought Advisory or Watch.** Non-Public Water Supply permit holders such as golf courses, industrial, commercial, or agricultural users, should also review their permit for water use restriction requirements. MassDEP recommends that permittees whose permits do not include outdoor water use restrictions (generally older permits that have not been revised in recent years) also consider instituting non-essential outdoor water use restrictions.

Public Water Suppliers (PWS) that impose mandatory use restrictions are required to notify the Department, 310 CMR 22.15(8). The Department requests you also notify us when you impose voluntary use restrictions. Copies of the form used to notify us of the restrictions can be found at <http://www.mass.gov/eea/agencies/massdep/water/watersheds/municipal-water-use-restrictions.html>. Please send a completed form to: Jennifer D'Urso, Water Management Program, One Winter Street, Boston, MA 02108, or email at jen.durso@state.ma.us. This will assist the Department in responding to inquiries regarding use restrictions. We appreciate your efforts to help the Department maintain these lists which are useful for answering questions from the public, as well as targeting public outreach and compliance assistance efforts.

Any PWS having difficulty meeting demands, drought related or not, may want to request a Declaration of Water Supply Emergency ("Emergency Declaration") from the Department. The provisions of the Emergency Declaration process are outlined in regulations at 310 CMR 36.40. Suppliers should contact your DEP Regional Drinking Water Program Chief (see contact information below), or Duane LeVangie of the WMA Program at 617-292-5706, to discuss concerns or begin the Emergency Declaration process.

The Emergency Declaration will require the PWS to submit a plan for Departmental review and approval that includes provisions to remedy the emergency. Such a plan could include measures to purchase water from another supplier, use emergency sources, implement aggressive conservation measures, and provide a mechanism to restrict outside water use for those PWSs that do not currently have the ability to implement such measures.

Very truly yours,



Douglas E. Fine
Assistant Commissioner
Bureau of Water Resources

Cc: Duane LeVangie, WMA Program Chief, DEP Boston (617-292-5706)
Thomas Mahin, Drinking Water Chief, DEP NERO (978-694-3226)
Robert Bostwick, Drinking Water Chief, DEP CERO (508-849-4036)
Richard Rondeau, Drinking Water Chief, DEP SERO (508-946-2816)
Deirdre Doherty, Drinking Water Chief, DEP WERO (413-755-2148)
Jen Pedersen, MWWA
Julia Blatt, Mass River Alliance

Table 4 Seasonal Limits on Nonessential Outdoor Water Use

Permittees meeting the 65 RGPCD standard for the preceding year (as reported in the ASR and accepted by MassDEP) must implement either:	
1. Calendar Triggered Restrictions from May 1st through September 30th No nonessential outdoor water use from 9 am - 5 pm	
2. Streamflow Triggered Restrictions from May 1st through September 30th No nonessential outdoor water use from 9 am - 5 pm whenever: a) Streamflow at the assigned USGS local stream gage, 01104500 Charles River at Waltham, falls below the following designated flow triggers for three (3) consecutive days: <ul style="list-style-type: none">• May 1st through June 30th: 279 cfs (based on minimum flows that are protective of habitat for fish spawning during the spring bioperiod), and• July 1st through September 30th: 98 cfs (based on minimum flows that are protective of habitat for fish rearing and growth during the summer bioperiod). Once implemented, the restrictions shall remain in place until streamflow at the assigned USGS local stream gage meets or exceeds the trigger streamflow for seven (7) consecutive days; or b) A Drought Advisory or higher is declared by the Massachusetts Drought Management Task Force.	
Permittees NOT meeting the 65 RGPCD standard for the preceding year (as reported in the ASR and accepted by MassDEP) must implement either:	
1. Calendar Triggered Restrictions from May 1st through September 30th a) Nonessential outdoor water use is allowed TWO DAYS per week before 9 am and after 5 pm; and b) Nonessential outdoor water use is allowed ONE DAY per week before 9 am and after 5 pm; whenever a Drought Advisory or higher is declared by the Massachusetts Drought Management Task Force.	
2. Streamflow Triggered Restrictions from May 1st through September 30th Nonessential outdoor water use is allowed ONE DAY per week before 9 a.m. and after 5 p.m. whenever: a) Streamflow at the assigned USGS local stream gage, 011004500 Charles River at Waltham, falls below the following designated flow triggers for three (3) consecutive days: <ul style="list-style-type: none">• May 1st through June 30th: 279 cfs (based on minimum flows that are protective of habitat for fish spawning during the spring bioperiod), and• July 1st through September 30th: 98 cfs (based on minimum flows that are protective of habitat for fish rearing and growth during the summer bioperiod). Once implemented, the restrictions shall remain in place until streamflow at the assigned USGS local stream gage meets or exceeds the trigger streamflow for seven (7) consecutive days; or b) A Drought Advisory or higher is declared by the Massachusetts Drought Management Task Force.	



Public Notice

Mandatory ODD/EVEN Non-essential Outdoor Water Use Restriction

For Residential & Commercial Customers

The Town of Needham's mandatory non-essential outdoor water use restriction is effective **May 1, 2016 through September 30, 2016.** Non-essential water use is allowed two days per week before 9:00 a.m. and after 5:00 p.m. This restriction is in accordance with the Town's Department of Environmental Protection (DEP) Water Management Act Permit, and is in keeping with regional water conservation efforts.

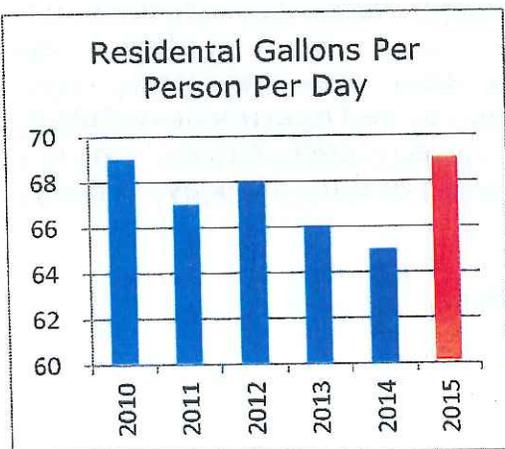
Odd/Even Outdoor Water Use Restriction

Properties with **even** street numbers may water lawns (and perform other allowed non-essential outdoor water uses) only before 9:00 a.m. or after 5:00 p.m. on **Mondays and Thursdays.**

Properties with **odd** street numbers may water lawns (and perform other non-essential outdoor water uses) only before 9:00 a.m. or after 5:00 p.m. on **Tuesdays and Fridays.**

No lawn watering via sprinklers or automatic irrigations system is allowed on Saturday, Sunday or Wednesday.

Watering of lawns, gardens, flowers and ornamental plants by means of a **hand held hose is allowed at all hours** during the restricted period.



The policy of the Commonwealth is to reduce residential water use to 65 gallons per person per day to ensure a sustainable drinking water supply and to protect natural resources and stream flow for aquatic life. Needham has been unable to consistently meet this requirement and residential use in Needham increased to 69 gallons in 2015. Accordingly, the Town is seeking the cooperation of all residents in achieving the required standard. Failure to comply with the provisions of the mandatory restriction may result in a fine in accordance with Section 2.2.5.5 of the General By-laws.

April 1, 2016

In the event that the Massachusetts Drought Management Task Force declares a drought advisory (or higher), non-essential outdoor water use will be allowed only one day per week before 9:00 a.m. and after 5:00 p.m.

Non-essential outdoor water uses that are subject to the mandatory Odd/Even restriction are:

- Irrigation of lawns and landscaping via sprinklers or automatic irrigation systems;
- Washing of vehicles, except in a commercial car wash or as necessary for operator safety; and
- Washing of exterior building surfaces, parking lots, driveways or sidewalks, except as necessary to apply surface treatments such as paint, preservatives, stucco, pavement or cement.

The following uses are allowed while the mandatory restriction is in place:

- Watering of lawns, gardens, flowers and ornamental plants by means of a hand-held hose.
- Irrigation to establish a new lawn and new plantings during the months of May and September. Please contact the Town if you intend to do so, so that we may ensure you do not receive an enforcement notice.
- Irrigation of public parks and recreation fields by means of automatic sprinklers outside the hours of 9:00 a.m. and 5:00 p.m.

Water uses NOT subject to the mandatory restrictions are those required for health or safety reasons, by regulation, for the production of food and fiber, for the maintenance of livestock, or to meet the core functions of a business (e.g. irrigation by golf courses as necessary to maintain tees, greens, and limited fairway watering, or irrigation by plant nurseries as necessary to maintain stock).

Under typical weather conditions, lawns require only one inch of water per week to remain healthy. Further information about the mandatory water use restriction and on efforts to reduce outdoor water use is available at <http://needhamma.gov/waterrestriction>. Questions about the mandatory non-essential outdoor water restriction should be directed to the Department of Public Works, Water & Sewer Division at (781) 455-7550 - select option 2 then 1 on the automated telephone system - between 8:30 a.m. and 5:00 p.m., Monday - Friday or by email at dpwadmin@needhamma.gov.

The Town of Needham thanks you for your cooperation.

2016

USGS 01104500 Charles River at Waltham, MA

Date	May	June	July	August	Sept
1	144	108	27		
2	151	105	34		
3	156	106	29		
4	158	101	25		
5	194	104	24		
6	239	142	27		
7	250	114	25		
8	254	119	23		
9	243	114	22		
10	233	118	23		
11	220	123	22		
12	202	114	21		
13	196	101	20		
14	186	92			
15	162	84			
16	140	69			
17	132	56			
18	125	46			
19	119	44			
20	116	39			
21	113	35			
22	108	30			
23	104	28			
24	101	32			
25	99	35			
26	94	35			
27	91	33			
28	87	27			
29	81	28			
30	110	28			
31	124				

NOTE: May and June cannot fall below 279 cfs for 3 consecutive days.

NOTE: July, August and Sept cannot fall below 98 cfs for 3 consec days.

Key =  Fell below threshold



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

MEETING DATE: 7/19/2016

Agenda Item	Citizen Satisfaction Survey
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>The Town Manager will discuss the recently completed National Citizen Survey, including methodology and results. The survey is a component of the Performance Needham program which includes other performance measurement activities such as benchmarking and program evaluation. The wide range of responses and the broad based opinions expressed by the survey participants provides us with a unique perspective about service delivery, highlighting successes, opportunities, and areas that deserve greater attention.</p> <p>The purpose of the Performance Needham initiative is to establish a formal, systematic mechanism for evaluating customer satisfaction with Town services, and then using the information to inform organizational, management, and funding decisions. Resident opinion should be a major factor in local government decision making, yet it is often hard to measure. Citizen surveys provide valuable information to help to understand residents' concerns, improve communication, and measure satisfaction with the overall operation of local government. By almost every measure, the level of citizen satisfaction with local government in Needham is quite high.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
<ul style="list-style-type: none"> a. PowerPoint Presentation b. National Citizen Survey, Town of Needham, MA 2014 (provided under separate cover) 			



TOWN OF NEEDHAM, MA

**2016 Summary of
Findings**

The National Citizen Survey is:

- A collaborative effort between National Research Center, Inc. (NRC) and the International City/County Management Association (ICMA)
- A statistically valid compilation of resident opinions about community and services provided by local government



Study Methods:

- Mailed survey to approximately **1,500** households (late April); an increase of 300 households from prior survey years
- **563** surveys returned; **39%** response rate
(1,454 eligible households, typical response rates range 25 – 40%)
- 4% margin of error
- 5th time survey has been conducted – last time in 2014, and before that in 2012, 2010, and the first time in 2008
- Benchmark to **500** communities nation-wide



Results can be used for:

- Planning
- Resource Allocation
- Performance Measurement
- Program and Policy Evaluation
- Spending
- Monitor Trends in Resident Opinion

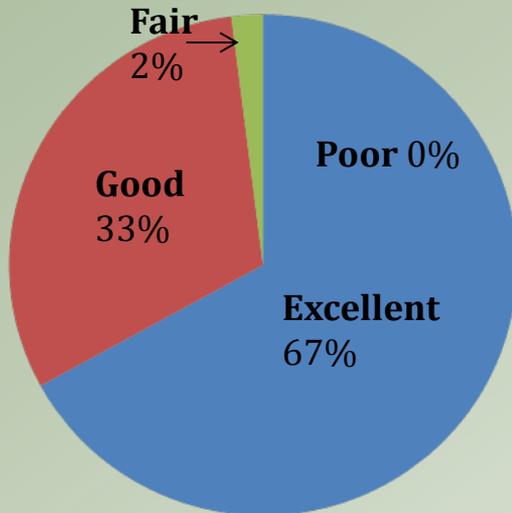


COMMUNITY LIVABILITY

Needham as a Place to Live

98%

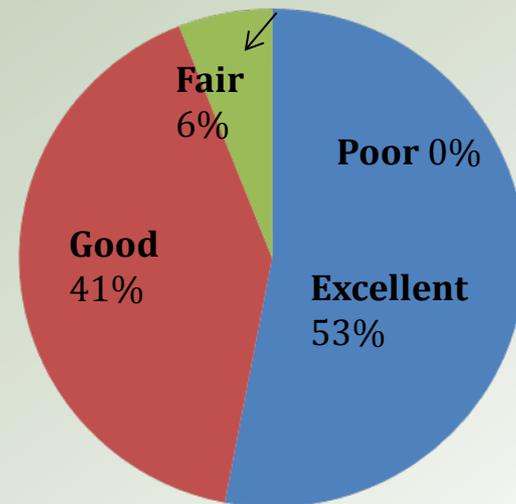
“Excellent” or “Good”



Quality of Life in Needham

94%

“Excellent” or “Good”



AREAS WHERE NEEDHAM EXCEEDED NATIONAL BENCHMARK

COMMUNITY CHARACTERISTICS BY FACET

SAFETY	Percent Positive	Ranked
Overall feeling of safety in Needham	98%*	6 of 259
In Needham's downtown/commerical area during the day	98%	11 of 279

MOBILITY	Percent Positive	Ranked
Ease of Walking	85%	27 of 267
Overall ease of getting to places usually visited	89%	11 of 170

** Indicates MUCH HIGHER than National Benchmark*



AREAS WHERE NEEDHAM EXCEEDED NATIONAL BENCHMARK

COMMUNITY CHARACTERISTICS BY FACET

ECONOMY	Percent Positive	Ranked
Overall economic health of Needham	87%	20 of 166
Employment opportunities	52%	49 of 287
Needham as a place to work	77%	53 of 335

RECREATION & WELLNESS	Percent Positive	Ranked
Health & wellness opportunities in Needham	84%	32 of 163
Availability of affordable quality mental health care	68%	10 of 140
Availability of preventive health services	85%	6 of 210
Availability of affordable quality health care	86%	7 of 236

AREAS WHERE NEEDHAM EXCEEDED NATIONAL BENCHMARK

COMMUNITY CHARACTERISTICS BY FACET

EDUCATION & ENRICHMENT	Percent Positive	Ranked
Overall opportunities for education & enrichment	88%	21 of 162
Adult educational opportunities	83%	13 of 146
K-12 education	93%	19 of 241

AREAS WHERE NEEDHAM EXCEEDED NATIONAL BENCHMARK

GOVERNANCE BY FACET

GOVERNANCE GENERAL	Percent Positive	Ranked
Being honest	72%	25 of 157

SAFETY	Percent Positive	Ranked
Police services	94%	6 of 426
Fire services	98%	6 of 342
Ambulance or emergency medical services	96%	11 of 324
Crime prevention	93%	3 of 332
Fire prevention & education	88%	18 of 265
Animal control	77%	27 of 318

AREAS WHERE NEEDHAM EXCEEDED NATIONAL BENCHMARK

GOVERNANCE BY FACET

NATURAL ENVIRONMENT	Percent Positive	Ranked
Drinking water	90%	16 of 315

BUILT ENVIRONMENT	Percent Positive	Ranked
Cable television	76%	3 of 178

RECREATION & WELLNESS	Percent Positive	Ranked
Health services	88%	9 of 185

EDUCATION & ENRICHMENT	Percent Positive	Ranked
Public library services	93%	26 of 322

AREAS WHERE NEEDHAM EXCEEDED NATIONAL BENCHMARK

PARTICIPATION BY FACET

PARTICIPATION GENERAL	Percent Positive	Ranked
Sense of community	83%	16 of 283
Recommend living in Needham to someone who asks	96%	35 of 259
Contacted Needham (in-person, phone, email or web) for help or information	59%	28 of 291

SAFETY	Percent Positive	Ranked
Did NOT report a crime to police	89%	10 of 159

AREAS WHERE NEEDHAM EXCEEDED NATIONAL BENCHMARK

PARTICIPATION BY FACET

MOBILITY	Percent Positive	Ranked
Used bus, rail, subway or other public transportation instead of driving	53%*	21 of 130
Walked or biked instead of driving	69%	37 of 156

BUILT ENVIRONMENT	Percent Positive	Ranked
Did NOT observe a code violation or other hazard in Needham	74%*	8 of 150

EDUCATION & ENRICHMENT	Percent Positive	Ranked
Used Needham public library or its services	85%	5 of 218

* Indicates MUCH HIGHER than National Benchmark

AREAS WHERE NEEDHAM FELL BELOW NATIONAL BENCHMARK

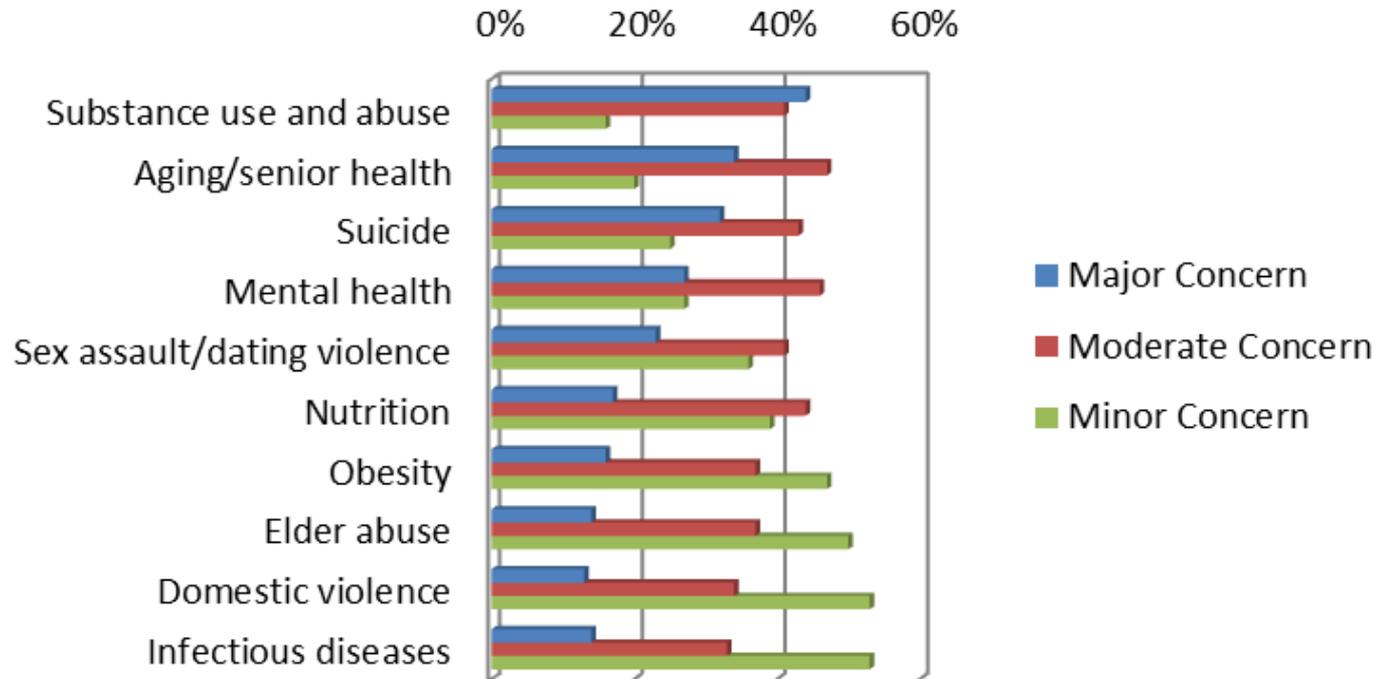
COMMUNITY CHARACTERISTICS BY FACET

BUILT ENVIRONMENT	Percent Positive	Ranked
Availability of affordable quality housing	19%	249 of 278
Variety of housing options	38%	219 of 254

SPECIALTY QUESTIONS: CONCERN OVER HEALTH ISSUES

To what extent, if at all, do you think each of these health issues is a current concern in Needham?

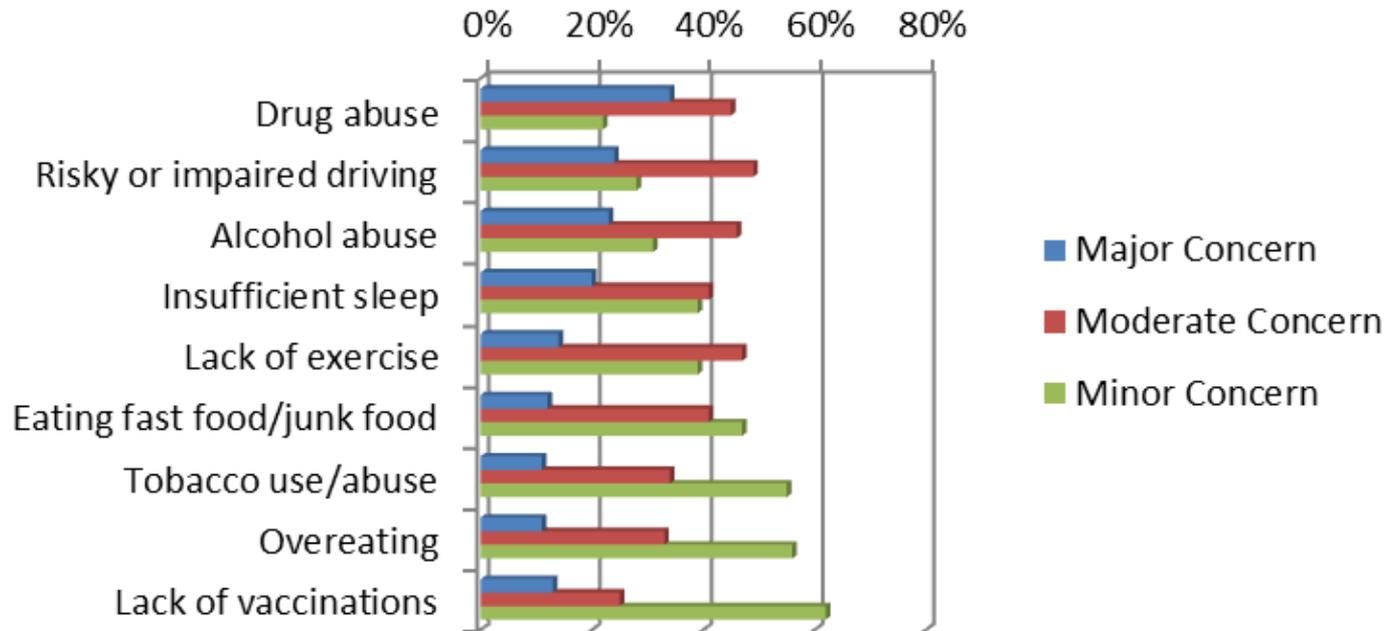
Health Issue Concerns



SPECIALTY QUESTIONS: CONCERN OVER HEALTH BEHAVIORS

To what extent, if at all, do you think each of these health behaviors is a current concern in Needham?

Health Behavior Concerns



SPECIALTY QUESTIONS: EMERGENCY PREPAREDNESS

Thinking about your family's preparedness for a natural disaster or man-made emergency, please indicate whether you have done each of the following. Have you....

	Yes	No
Stockpiled a small cache of food, water and medicine?	40%	60%
Made an emergency plan to allow you to communicate with your family members?	33%	67%
Tested your personal preparedness efforts to make sure your family knows what to do?	18%	82%

SPECIALTY QUESTIONS: EMERGENCY PREPAREDNESS INFORMATION

How much more information, if any, does your family need regarding emergency preparedness?

Need some more information	38%
Need a little more information	23%
Need a lot more information	19%
No more/have enough information	19%

SPECIALTY QUESTIONS: SOURCES OF TOWN INFORMATION

How likely, if at all, would you be to use each of the following sources of information to learn about various Town information (including health, safety and services?)

	Very Likely	Somewhat Likely	Not Likely At All
Materials mailed out to residences	55%	34%	10%
Materials on Town website	51%	32%	17%
Materials on Social Media (Town Facebook & Twitter)	18%	29%	53%
In-person trainings and demonstrations	6%	37%	57%
Short video segments on the Needham Channel	8%	21%	72%

TRENDS COMPARISON: 2008 to 2016

Percent rating positively: Ratings of “Excellent/Good”
 Characteristics with a change of 6% or greater

Category	Characteristic	2008 Rating	2016 Rating	Percent change
Economy	Believe economy will have positive impact on income	7%	28%	300%
Education & Enrichment	Cultural / arts / music activities	42%	69%	64%
Economy	Employment opportunities	34%	52%	53%
Economy	Shopping opportunities	30%	44%	47%
Mobility	Paths and walking trails	44%	64%	45%
Mobility	Street repair	32%	46%	44%
Education & Enrichment	Childcare / preschool	44%	63%	43%
Mobility	Sidewalk maintenance	41%	54%	32%
Mobility	Street cleaning	55%	69%	25%
General	Needham’s overall appearance	73%	90%	23%

TRENDS COMPARISON: 2008 to 2016

Percent rating positively: Ratings of “Excellent/Good”
 Characteristics with a change of 6% or greater

Category	Characteristic	2008 Rating	2016 Rating	Percent change
Economy	Economic development	52%	63%	21%
Recreation & Wellness	Health care	71%	86%	21%
General Governance	Services provided by the Federal Government	43%	52%	21%
Mobility	Snow removal	63%	76%	21%
Mobility	Street lighting	56%	67%	20%
Natural Environment	Cleanliness of Needham	78%	91%	17%
Natural Environment	Overall natural environment	72%	83%	15%
Built Environment	Storm drainage	70%	80%	14%
Mobility	Ease of walking	76%	85%	12%

TRENDS COMPARISON: 2008 to 2016

Percent rating positively: Ratings of “Excellent/Good”
 Characteristics with a change of 6% or greater

Category	Characteristic	2008 Rating	2016 Rating	Percent change
Mobility	Traffic Signal Timing	56%	62%	11%
Mobility	Travel by bicycle	50%	55%	10%
Recreation & Wellness	Recreational opportunities	65%	71%	9%
Built Environment	Sewer services	83%	90%	8%
Natural Environment	Drinking water	83%	90%	8%
Mobility	Traffic flow	48%	52%	8%
Built Environment	NOT under housing stress	70%	75%	7%
Economy	Place to work	72%	77%	7%
General	Needham’s overall image	89%	95%	7%

TRENDS COMPARISON: 2008 to 2016

Percent rating positively: Ratings of “Excellent/Good”
 Characteristics with a change of 6% or greater

Category	Characteristic	2008 Rating	2016 Rating	Percent change
Recreation & Wellness	Visited a Town park	85%	80%	-6%
Community Engagement	Opportunities to volunteer	85%	79%	-7%
Safety	Emergency preparedness	83%	77%	-7%
Community Engagement	Volunteered	51%	47%	-8%
General	Welcoming citizen involvement	62%	57%	-8%
Community Engagement	Openness and acceptance	69%	63%	-9%
Built Environment	Land use, planning and zoning	47%	41%	-13%
Education & Enrichment	Participated in religious or spiritual activities	59%	51%	-14%

TRENDS COMPARISON: 2008 to 2016

Percent rating positively: Ratings of “Excellent/Good”
 Characteristics with a change of 6% or greater

Category	Characteristic	2008 Rating	2016 Rating	Percent change
Built Environment	Affordable quality housing	22%	19%	-14%
Community Engagement	Participated in a club	37%	31%	-16%
General Participation	Contacted Needham employees	74%	59%	-20%
Community Engagement	Attended a local public meeting	35%	26%	-26%
Mobility	Travel by public transportation	78%	54%	-31%
Community Engagement	Watched a local public meeting	51%	26%	-49%

NEXT STEPS



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

MEETING DATE: 7/19/2016

Agenda Item	Town Manager Report
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Town Manager will update the Board on issues not covered on the agenda.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	none		



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

MEETING DATE: 7/19/2016

Agenda Item	Town Manager Performance Evaluation
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<p>In accordance with the Town Manager Evaluation Policy, the Board of Selectmen prepares an annual performance evaluation of the Town Manager. Each member of the Board completes his or her own evaluation. The individual evaluations are then compiled into a consensus evaluation overview document which contains the numerical average for each point of evaluation and a summary of overall evaluation comments. Board policy calls for the overview to be released at a meeting of the Board of Selectmen.</p>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	<p><i>Suggested Motion:</i> That the Board vote to approve the Town Manager Consensus Evaluation Overview Document dated July 19, 2016.</p>		
3.	BACK UP INFORMATION ATTACHED	YES	NO
a.	Town Manager Consensus Evaluation Overview Document 2016		

**Town of Needham
Town Manager Performance Evaluation
Consensus Document
July 19, 2016**

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space.

Rating Scale (1-5)

- Unsatisfactory (1) The Manager's work performance is inadequate and inferior to the standards of performance required for the position.
- Improvement Needed (2) The Manager's work performance does not consistently meet the standards of the position.
- Meets Expectations (3) The Manager's work performance consistently meets the standards of the position.
- Exceeds Expectations (4) The Manager's work performance is frequently or consistently above the level of a satisfactory employee.
- Excellent/Highly Comendable (5) The Manager's work performance is consistently excellent when compared to the standards of the job.

<p>1. Personal Characteristics: Exhibits honest and ethical behavior; acts in a fair and equitable manner; effectively deals with unforeseen issue and problems; shows resilience by maintaining energy and motivation despite constant demands. Responds well to stressful situations. displays creativity, innovation, flexibility and appropriate risk taking.</p>	<p style="text-align: center;">Board Member Suggestions & Comments</p> <p>Kate sets the standard for senior management at the municipal level. Always striving to make her management team perform to the highest caliber. Kate is great to work with and balances the demands of the Board with that of the day to day management of the Town.</p> <p style="text-align: right;">Rank 5</p>
--	---

<p>2. Professionalism: Is fully knowledgeable and committed to the field of local government management; seeks to enhance skills and abilities through educational opportunities; actively participates in professional municipal management organizations; encourages staff training and development.</p>	<p>Board Member Suggestions & Comments</p> <p>Kate continues to demonstrate her commitment to local government management through her professional development and activities in municipal organizations.</p> <p>Kate is a model Town Manager who continually strives to improve her own skills and those of her team members.</p> <p>Kate participates in training and management organizations and is aware of the changing municipal landscape which benefits our Town.</p>	<p>Rating 5</p>
---	---	----------------------------

<p>3. Public Relations/Communications: Projects a positive image in the community; is reasonably open and available to the public and responsive to citizen complaints or requests; communicates effectively to the media; keeps the citizenry informed of current issues in Town government; Maintains good communications with the business community. Supports and recognizes the efforts of volunteer citizens and groups. Maintains effective communications with state and federal elected representatives, other communities, state agencies, and municipal organizations.</p>	<p>Board Member Suggestions & Comments</p> <p>She is well respected in the community and among our State and Federal representatives.</p> <p>Kate has done a great job working in collaboration with Newton to make sure that Needham's interests are represented.</p>	<p>Rating 5</p>
--	---	----------------------------

<p>4. Board Support/ Relations Offers professional advice to the board, including appropriate alternatives and recommendations, based upon thorough study and analysis; implements policy matters and other directives adopted by the Board of Selectmen; keeps Board members informed of issues and activities in Town government and in the community; listens and understands Selectmen concerns;</p>	<p>Board Member Suggestions & Comments</p> <p>Kate is always available to members of the Board to discuss any issue-large and small.</p> <p>Kate has a unique ability to provide support and information to the board of selectmen. She is always available to provide sage advice, and serves rather than steers her board.</p>	<p>Rating 5</p>
---	---	----------------------------

<p>maintains a professional working relationship with the Board, promoting a climate of mutual respect and trust.</p>	<p>Her advice is respected and she is able to execute the goals laid out by the Board.</p>
---	--

<p>5. Organizational Leadership/Personnel Management: Provides leadership, motivation and support within the organization; effectively delegates tasks and assignments; builds and motivates a team, providing direction and monitoring/adjusting performance as required. assures selection for employment of the best-qualified personnel; assures systematic performance evaluation of staff in the organization; establishes high standard of performance for all managers; recognizes, develops, and utilizes their leadership abilities; effectively leads collective bargaining efforts with unions, keeping the Board informed on progress; strives to maintain good staff morale and maintains open, honest and professional relationships with staff.</p>	<p>Board Member Suggestions & Comments The Town of Needham is a highly complex organization. Kate has developed a highly loyal and credible senior management team. She returns that loyalty and serves as a model for her managers. The challenge is always going to be to balance the faith and loyalty when those are challenged from time to time. From my observation, Ms Fitzpatrick has been able effectively to manage that challenge</p> <p>Kate understands the constraints that the Town must work under and is exceptional at collective bargaining and hiring of senior management within these constraints.</p> <p>Kate does a great job of recognizing the accomplishments of her staff.</p> <p>Employee survey was a great idea and I want to continue to look into ways to keep moral high and ensure staff is happy working for the town.</p>	<p>Rating 5</p>
---	---	----------------------------

<p>6. Financial Management Prepares a timely and realistic annual budget proposal in a manner that promotes full understanding of issues and needs; employs sound fiscal management practices for the development of the operating</p>	<p>Board Member Suggestions & Comments Needham is considered one of the best, if not the best run communities -- that is a testament to our financial management.</p>	<p>Rating 5</p>
---	---	----------------------------

<p>and capital budget recommendations; effectively monitors and controls budget expenditures; provides complete and accurate financial information to facilitate budget deliberations; creatively manages available resources to increase productivity and efficiency; develops and maintains a long-term financial plan for the Town;</p>	<p>Kate provides the Assistant Town Manager and Finance Director the leadership and opportunity for them to provide the Town with highly effective financial management and provides the Board of Selectmen with the advice we need to make the strategic decisions necessary to advance the interests of the Town.</p>
--	---

<p>7. Planning and Organization Creates and facilitates an environment for long-range and strategic planning; identifies opportunities to improve productivity, innovation, staff development and cost efficiencies; develops proposals for cost effective reorganization of Town operations; establishes appropriate goals and objectives for performance.</p>	<p>Board Member Suggestions & Comments Planning is the key to Needham's success. See 6. above. Our long term planning has allowed us to be the successful Town that we are and Kate is always looking at ways to create efficiencies in operations. We have learned a lot from the land use master plan we put forward and Kate's work on DPW and Police & Fire has been critical to those projects. I appreciate her constant foresight on the town's behalf.</p>	<p>Rating 5</p>
--	---	----------------------------

<p>8. Achievement of Goals Shows appropriate progress to the year's goals as indicated on the attached self-evaluation.</p>	<p>Board Member Suggestions & Comments Goals are achieved in a timely manner. This has been a challenging and incredibly successful year for Town Government. We have been able to meet the most demanding situations to provide lasting solutions to problems that have plagued us for many years. Two of these, the ultimate relocation of the Hillside School and the key next steps on replacing the Rosemary pool are just two of many examples. Many goals, many great results.</p>	<p>Rating 5</p>
--	---	----------------------------

	<p>The range of areas that have made forward progress this year is impressive.</p> <p>We have accomplished many goals this year but want to make sure we stay ahead of some goals so that they are accomplished in a timely manner or that we provide solutions in a timely manner.</p>	
--	---	--

<p>OVERALL RATING Excellent</p>	<p>Board Member Suggestions & Comments</p> <p>Kate's work in this very challenging role continues to be outstanding.</p> <p>One is always reluctant to provide a maximum rating out of fear of not providing a "stretch" for the person being evaluated. In this case, Kate is a self motivated colleague. She is discrete, loyal, and shows a level of knowledge, competence and ethical behavior that would be very hard to equal.</p> <p>Kate has really had another terrific year overall, and the town of Needham is very fortunate to have her.</p>	<p>Rating 5</p>
--	--	-----------------------------------

This document is based in part on policies of the towns of Ashland, Sudbury, and Natick Massachusetts

**Town Manager Performance Evaluation Form
Acknowledgement of Receipt**

This is to acknowledge the fact that the performance review was conducted by the Board of Selectmen in accordance with the procedures and that the Town Manager has received the overview document with the compilation of scores.

BOARD OF SELECTMEN

Date: _____

TOWN MANAGER

Date: _____



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

MEETING DATE: 07/19 /2016

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

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

e-mailed 5/17/16 PD ✓ Highway ✓

File ✓

Park+Rec ✓

~~RECEIVED~~
~~TOWN OF NEEDHAM~~
~~BOARD OF SELECTMEN~~
2016 APR -8 P 1:28

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2016 MAY 18 P 2:46



May 16, 2016

Kate Fitzpatrick
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Ms. Fitzpatrick,

I am writing to request permission for BRAKING AIDS® Ride to travel through Needham on Friday, September 23, 2016. We are also notifying Chief Schlittler of our proposed route, starting at the First Church of Dedham in Dedham at 6:30 AM.

BRAKING AIDS® Ride is a three-day bicycling event, benefiting Housing Works, a major AIDS service organization headquartered in New York City and with offices around the country. Approximately 125 riders will join together to raise money and awareness to fight a disease that affects millions of Americans each year, including many right here in our area.

BRAKING AIDS® Ride is a fully-supported ride, not a race, with people of all ages, shapes, and sizes riding at their own pace. It will be an extremely challenging experience for all involved.

I have enclosed our proposed route. Please review the enclosed materials. We are not asking for any roads or lanes to be closed during our event, but will work with the police department to ensure a safe event. **If permission is granted, please fill out, sign and return the Notification and Approval of Event form attached.**

Please feel free to call me at 212.989.1111 or e-mail to jkurtz@globalimpactpro.com to discuss this request.

We look forward to partnering with you to make a difference in the fight against AIDS in our community. Thank you for your help.

Sincerely,

Jessica Kurtz

Jessica Kurtz
Logistics Assistant
BRAKING AIDS® Ride

Phil Gonzalez

212-989-1111 XT-103

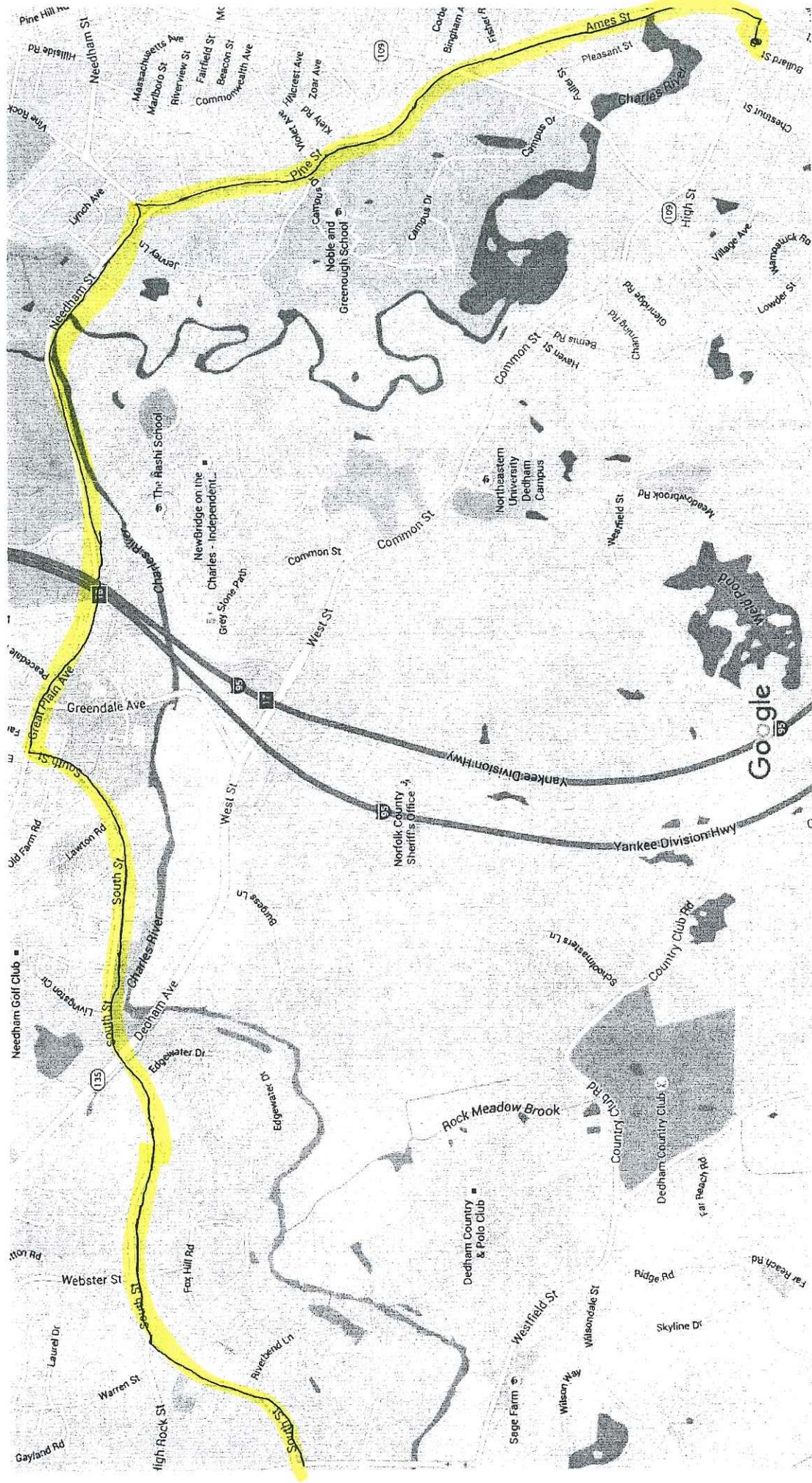
pgonzalez@globalimpactpro.com

BRAKING AIDS® Ride - Route Cues 2016

Day 1										
Segment Mileage	Total Miles	Turn	Note	Police/Motorcycle Safety support	Township or Borough					
		Opening	First Church of Dedham, 670 High Street, Dedham, MA 02026	Police - Norfolk County	Dedham					
		Right	Onto High Street							
0.0	0.0	Left	Onto Ames Street out of Opening							
0.6	0.6	Cross	Bridge Street at light onto Pine Street	Moto Safety						
0.8	1.4	Bear Left	Onto Needham Street at stop sign	Moto Safety	Needham					
0.8	2.2	Cross	Over I-95 onto Great Plain Avenue	Moto Safety						
0.3	2.5	Cross	Greendale Avenue							
0.2	2.7	Left	Onto South Street	Moto Safety						
0.7	3.4	Cross	Dedham Avenue at light							
0.6	4.0	Bear Left	To avoid High Rock Street							
0.5	4.5	Cross	Chestnut Street at light							
1.2	5.7	Cross	Charles River Street							
0.2	5.9	Cross	Charles River							
	5.9	Bend Right	Onto Willow Street							
0.7	6.6	Bear Right	Onto Dedham Street at stop sign		Dover					

Dedham, MA
Needham, MA

Google Maps



Map data ©2016 Google 1000 ft

Google Maps

emailed 7/8/16

**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)	Anne Marie Bejwa
Event Manager Address	59 E. Militia Heights Dr. Needham, Ma
Event Manager Phone Number	(781) 972-1021
Organization Representing (if applicable)	Charles River Center
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	Farm To Fork Dinner
Date of Event	August 4 th , 2016
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: 6:00 pm TO: 8:30 pm
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 85 /per ticket <input type="checkbox"/> NO
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES \$ 85 /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?	60-75
Name & address of event location. Please attach proof of permission to use this facility. Needham Community Farm Pine St. location	
Who will be serving the alcohol to your guests? Certified bartenders on hand to serve	
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). Christopher Ciccolini	
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. Alcohol is included in the price of tickets. Certified bartender will be serving. ID's will be checked.	
<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:
Anne Marie Bejwa	7-7-16



The Needham Community Farm is a not-for-profit organization that increases access to fresh, quality and healthy produce for people in Needham who are food insecure and promotes education, environmental stewardship and community building through volunteerism.

June 28, 2016

Charles River Center
59 East Militia Heights Dr.
Needham, MA 02492

To whom it may concern,

The Needham Community Farm, Inc. hereby give permission to the Charles River Center Horticulture Program to host a Farm to Fork Fundraiser, at our Pine Street location, on August 4, 2016 from 6:00 pm to 8:30 pm.

We similarly grant them permission to serve alcohol at this event.

Warmly,

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and lines.

Susan Shaver
President, Board of Directors



You are cordially invited to the inaugural

FARM TO FORK DINNER



To Benefit

The Charles River Center Horticulture Program & The Needham Community Farm

Thursday, August 4th

6 pm

The Needham Community Farm

Enjoy a 5-course tasting menu prepared by
RFK Kitchen's Rachel Klein and Top Chef alum Stacy Cogswell
Prepared with locally grown produce from
The Charles River Center's Horticulture Program and Drumlin Farm

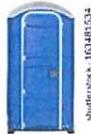


\$85 per person
Limited to 60 guests



Wine & Beer included
Click here to RSVP

Entrance



Raised beds 

Raised beds 

Raised beds 

Raised beds

Raised beds 

Raised beds 

Raised beds 

Raised beds

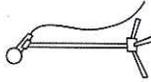
Raised beds 

Raised beds 

Raised beds 



Farm to Fork dinner table



Food Prep Area



Farm to Fork dinner table

Food Prep Area



B A R



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:	-\$140.20
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$312.70
Transfer Station Charges:	\$0.00
Total Abatement:	-\$452.90

Order #: 1220

Read and Approved:

7/14/2016

Assistant Director of Public Works

Robert J. Moore 7/14/16

Director of Public Works

For the Board of Selectmen

Date: 7/19/16

**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	Tannenbaum	Richard	14151	14864	39	Mallard Road	\$0.00	-\$37.30	-\$43.00	-\$80.30	ACC	N
JO	Council on Aging (1)											
							\$0.00	-\$102.90	-\$269.70	-\$372.60	COA	N

Total: -\$452.90

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

FISCAL YEAR 2017

SCHEDULE A

Effective July 1, 2016

Full-time, part-time, temporary, and seasonal position classifications with corresponding compensation schedules

CLASS TITLE	GRADE/SCHEDULE	FLSA status	MGL C 268A
Activity Instructor	Schedule C	exempt	exempt
Administrative Analyst	GE-18	exempt	
Administrative Assistant (non-represented)	G-14	non-exempt	
Administrative Assistant	I-14	non-exempt	
Administrative Coordinator	I-15	non-exempt	
Administrative/Office Support Specialist I, II, III (AOSS)	Schedule C	non-exempt	exempt
Administrative Specialist	I-15	non-exempt	
Animal Control Officer	GU-16	non-exempt	
Animal Inspector	Schedule C	Stipend	
Applications Administrator	IE-20	exempt	
Assistant Building Commissioner	GE-21	exempt	
Assistant Cataloger	G-14	non-exempt	
Assistant Children's Librarian	G-15	non-exempt	
Assistant Director of Assessing	GE-20	exempt	
Assistant Director of Human Resources	GE-20	exempt	
Assistant Director of Public Library	GE-21	exempt	
Assistant Director of Public Works	K-26	exempt	
Assistant Director, Park & Recreation	GE-20	exempt	
Assistant Executive Director, Council on Aging	GE-20	exempt	
Assistant Program Coordinator	G-15	non-exempt	
Assistant Superintendent	GE-20	exempt	
Assistant Town Accountant	GE-20	exempt	
Assistant Town Clerk	GE-18	exempt	
Assistant Town Engineer	GE-22	exempt	
Assistant Town Manager/Director of Finance	K-28	exempt	
Assistant Town Manager/Director of Operations	K-28	exempt	
Assistant Town Planner	GE-19	exempt	
Assistant Treasurer/Collector	GE-20	exempt	
Autocad Technician	GU-16	non-exempt	
Building Commissioner	K-24	exempt	
Building Monitor I, II	Schedule C	non-exempt	exempt
Care/Veterans Graves & Coordinator of Ceremonies	Schedule C	Stipend	exempt
Carpenter	BT-3	non-exempt	
Children's Librarian	GE-18	exempt	
Chief Pumping Station Operator	W-7	non-exempt	

Civil Engineer	GE-19	exempt	
Community Housing Specialist	G-19	non-exempt	
Computer Operator	I-15	non-exempt	
Conservation Specialist	I-17	non-exempt	
Contract Administrator	GE-21	exempt	
Council on Aging, Executive Director	K-23	exempt	
Craftsworker	BT-2	non-exempt	
Custodian	BC-1	non-exempt	
Department Assistant 1	I-12	non-exempt	
Department Assistant 2	I-13	non-exempt	
Department Specialist	I-14	non-exempt	
Deputy Fire Chief	F-4	non-exempt	
Deputy Fire Chief, Operations	F-5	non-exempt	
Director of Assessing	K-24	exempt	
Director of Conservation	K-22	exempt	
Director of Design and Construction	K-26	exempt	
Director of Economic Development	K-22	exempt	
Director of Facilities Operations	K-26	exempt	
Director of Human Resources	K-25	exempt	
Director of Management Information Systems	K-25	exempt	
Director of Park and Recreation	K-24	exempt	
Director of Planning and Community Development	K-25	exempt	
Director of Public Health	K-24	exempt	
Director of Public Library	K-24	exempt	
Director of Public Works	K-28	exempt	
Director of Youth Services	K-23	exempt	
Division Superintendent, Highway	K-24	exempt	
Division Superintendent, Parks and Forestry	K-24	exempt	
Division Superintendent, Solid Waste/Recycling	K-24	exempt	
Division Superintendent, Water/Sewer	K-24	exempt	
Election Clerk	Schedule C	non-exempt	exempt
Election Inspector	Schedule C	non-exempt	exempt
Election Warden	Schedule C	non-exempt	exempt
Electrician	BT-3	non-exempt	
Engineering Aide	GU-15	non-exempt	
Environmental Health Agent	I-20	non-exempt	
Equipment Mechanic	W-5	non-exempt	
Facility Operations Shift Supervisor	GE-20	exempt	
Field Assessor	I-18	non-exempt	
Finance and Procurement Coordinator	GE-21	exempt	
Finance Committee, Executive Secretary	GE-19	exempt	
Fire Captain	F-3	non-exempt	
Fire Chief	*	exempt	
Fire Director of Administrative Services	IE-20	exempt	

Fire Lieutenant	F-2	non-exempt	
Firefighter	F-1	non-exempt	
Fleet Supervisor	K-22	exempt	
General Services Assistant (GSA)	Schedule C	non-exempt	exempt
GIS/Database Administrator	IE-20	exempt	
Glazer/Craftsperson	BT-2	non-exempt	
Heavy Motor Equipment Operator	W-4	non-exempt	
HVAC Technician	BT-4	non-exempt	
Information Technology Specialist (ITS)	Schedule C	exempt	exempt
Inspector of Plumbing & Gas	G-19	non-exempt	
Inspector of Wires	G-19	non-exempt	
Laborer 2	W-2	non-exempt	
Laborer 3	W-3	non-exempt	
Laborer/Trades Assistant Year 1 ,2, 3 ,4	Schedule C	non-exempt	exempt
Library Assistant	G-13	non-exempt	
Library Children's Supervisor	GE-19	exempt	
Library Circulation Supervisor	GE-17	exempt	
Library Reference Supervisor	GE-19	exempt	
Library Technical Services Supervisor	GE-19	exempt	
Library Technology Specialist/Archivist	GE-19	exempt	
Lineman	FA-1	non-exempt	
Local Building Inspector	G-20	non-exempt	
Management Analyst	GE-20	exempt	
Master Mechanic	W-7	non-exempt	
Network Manager	IE-23	exempt	
New Year's Needham Coordinator	Schedule C	Stipend	
On-call Public Health Nurse	Schedule C	exempt	exempt
Parking Clerk	Schedule C	non-exempt	
Payroll Coordinator	I-18	non-exempt	
Playground Maintenance Specialist	Schedule C	non-exempt	
Plumber	BT-3	non-exempt	
Police Chief	*	exempt	
Police Lieutenant	P-3	exempt	
Police Maintenance Assistant	GU-15	non-exempt	
Police Matron	Schedule C	non-exempt	
Police Officer	P-1	non-exempt	
Police Sergeant	P-2	non-exempt	
Professional/Technical Support Specialist I, II, III	Schedule C	non-exempt	exempt
Program Support Assistant I, II, III	Schedule C	non-exempt	exempt
Program Coordinator	G-16	non-exempt	
Project Manager	K-22	exempt	
Public Health Nurse	IE-20	exempt	
Public Safety Dispatch Supervisor	GU-19	non-exempt	
Public Safety Dispatcher	GU-15	non-exempt	

effective July 1, 2016

rev. 7/13/2016

Public Works Craftworker	W-4	non-exempt	
Public Works Inspector	W-6	non-exempt	
Public Works Specialist 1	W-4	non-exempt	
Public Works Specialist 2	W-5	non-exempt	
Public Works Technician	W-5	non-exempt	
Pumping Station Operator	W-5	non-exempt	
Recording Secretary	Schedule C	non-exempt	exempt
Recreation Specialist I	Schedule C	exempt	exempt
Recreation Specialist II	Schedule C	exempt	exempt
Recreation Specialist III	Schedule C	exempt	exempt
Recreation Specialist IV	Schedule C	exempt	exempt
Recreation Specialist V	Schedule C	exempt	exempt
Recreation Supervisor	I-16	non-exempt	
Reference Librarian/Audio Visual Specialist	GE-18	exempt	
Reference Librarian/Program Specialist	GE-18	exempt	
Registrar of Voters	Schedule C	Stipend	
Seasonal Driver Traveling Meals I, II	Schedule C	non-exempt	exempt
Senior Administrative Coordinator	I-17	non-exempt	
Senior Autocad Technician	GU-19	non-exempt	
Senior Corps Participant	Schedule C	non-exempt	exempt
Senior Custodian 1	BC-2	non-exempt	
Senior Custodian 2	BC-3	non-exempt	
Senior Program Coordinator	G-20	non-exempt	
Senior Project Manager	K-23	exempt	
Senior Substance Use Prevention Program Coordinator	G-20	non-exempt	
Senior Trip Coordinator	Schedule C	non-exempt	exempt
Social Worker 1	IE-18	exempt	
Social Worker 2	IE-19	exempt	
Special Assignment Support (SAS)	Schedule C	non-exempt	exempt
Special Detail Worker 1	Schedule C	non-exempt	exempt
Special Detail Worker 2	Schedule C	non-exempt	exempt
Student Intern 1 - 4	Schedule C	non-exempt	exempt
Substance Use Prevention Program Coordinator	G-16	non-exempt	
Substitute - Building Inspector	Schedule C	non-exempt	
Substitute - Plumbing and Gas Inspector	Schedule C	non-exempt	
Substitute - Wiring Inspector	Schedule C	non-exempt	
Superintendent, Fire Alarm	FA-2	non-exempt	
Supervisor of Administration/DPW	K-22	exempt	
Support Services Manager	K-22	exempt	
Survey Party Chief	GU-18	non-exempt	
Systems Analyst	IE-18	exempt	
Technology Support Technician	I-19	non-exempt	
Town Accountant	K-24	exempt	
Town Counsel	Schedule C	exempt	

Town Engineer	K-26	exempt	
Town Manager	Contract	exempt	
Town Treasurer and Tax Collector	K-24	exempt	
Traffic Supervisor	Schedule C	non-exempt	exempt
Tree Climber	W-4	non-exempt	
Van Driver	Schedule C	non-exempt	exempt
Warehouse Person	BT-1	non-exempt	
Water Treatment Facility Manager	GE-21	exempt	
Working Foreman	W-6	non-exempt	
Needham Contributory Retirement Board Titles			
Department Specialist/Retirement	G-14	non-exempt	
Retirement Administrator	GE-20	exempt	
<u>SCHEDULE A STIPENDS</u>			
All Stipends must be approved by the Town Manager prior to payment.			
(Additional compensation for specific assignments)			
(1) Additional \$75.00 per month when assigned to and performing the duties of Deputy Tree Warden.			
(2) Additional \$1,500 per year when performing the duties of Assistant Parking Clerk			
(3) Additional \$1,200 when assigned to and performing the duties of Registered Land Surveyor as designated by the Director of Public Works.			
(4) Additional \$1,200 when an employee other than the Assistant Town Manager/Finance Director is designated as the Chief Procurement Officer.			
(5) Designated Wiring Inspector in accordance with M.G.L. c. 166 s 32.			
(6) Additional \$1,500 when assigned as Assistant Director of Emergency Management			
(7) Additional \$2,000 when assigned as Director of Emergency Management			
(8) Additional \$1,500 when assigned Youth Center Coordinator responsibilities			
(*) Compensation set by employment agreement in accordance with M.G.L. c. 41 s. 108O			
Positions exempt from the distribution of summaries and the online training associated with the Conflict of Interest Law in accordance with MGL c 268A as approved by the Board of Selectmen			

Rates Effective July 1, 2016 (FY2017)
Schedule C
Rates for Part-Time, Seasonal, and Temporary Positions
Unless Otherwise Noted Rates Are Hourly

	New Title	Current Rate
	Activity Instructor Group	
	Activity Instructor Group A	\$11.00
	Activity Instructor Group B	\$12.00
	Activity Instructor Group C	\$13.00
	Activity Instructor Group D	\$15.00
	Activity Instructor Group E	\$18.00
	Activity Instructor Group F	\$21.00
	Activity Instructor Group G	\$25.00
	Activity Instructor Group H	\$28.00
	Activity Instructor Group I	\$30.00
	Activity Instructor Group J	\$32.00
	Activity Instructor Group K	\$35.00
	Activity Instructor Group L	\$50.00
	Activity Instructor Group M	\$75.00
	Administrative/Office Support Specialist I (AOS)	\$20.65
	Administrative/Office Support Specialist II (AOS+)	\$24.63
	Administrative/Office Support Specialist III (AOS++)	\$25.50
#	Animal Inspector	\$2,500
	Building Monitor I	\$12.00
	Building Monitor II	\$18.84
#	Care of Graves - Veterans Coordinator of Ceremonies	\$2,500
*	Election Clerk	\$200.00
*	Election Inspector	\$170.00
*	Election Warden	\$200.00
	General Services Assistant (GSA)	\$11.00
	Information Technology Specialist (ITS)^	\$45.00
	Laborer/Trades Assistant Year One	\$12.02
	Laborer/Trades Assistant Year Two	\$12.45
	Laborer/Trades Assistant Year Three	\$12.88
	Laborer/Trades Assistant Year Four	\$13.32
#	New Year's Needham Coordinator	\$5,000
	On-call Public Health Nurse	\$31.00
	Parking Clerk	\$25.50
	Playground Maintenance Specialist	\$17.00
	Police Matron	\$20.65

	New Title	Current Rate
	Professional/Technical Support Specialist (PTS)	\$26.93
	Professional/Technical Support Specialist II (PTS+)	\$31.00
	Professional/Technical Support Specialist III (PTS++)	\$38.88
	Program Support Assistant I (PSA)	\$17.00
	Program Support Assistant II (PSA+)	\$22.44
	Program Support Assistant III (PSA++)	\$27.78
	Recording Secretary	\$20.65
	Recreation Specialist I Year One	\$10.00
	Recreation Specialist I Year Two	\$10.20
	Recreation Specialist II Year One	\$11.40
	Recreation Specialist II Year Two	\$11.75
	Recreation Specialist III Year One	\$12.30
	Recreation Specialist III Year Two	\$12.70
	Recreation Specialist IV Year One	\$14.30
	Recreation Specialist IV Year Two	\$14.80
	Recreation Specialist V Year One	\$16.90
	Recreation Specialist V Year Two	\$17.45
#	Registrar of Voters	\$600
	Seasonal Driver Traveling Meals I	\$15.00
	Seasonal Driver Traveling Meals II	\$17.00
	Senior Corps Participant	\$11.00
##	Senior Trip Coordinator	\$150
^	Special Assignment Support (SAS)	\$75.00
&	Special Detail Worker I	\$37.00
	Special Detail Worker II	\$41.00
	Student Intern 1	\$11.00
	Student Intern 2	\$14.50
	Student Intern 3	\$17.50
	Student Intern 4	\$21.25
	Substitute - Building Inspector	\$28.50
	Substitute - Plumbing and Gas Inspector	\$26.00
	Substitute - Wiring Inspector	\$26.00
#	Town Counsel	\$75,140
	Traffic Supervisor	\$20.65
	Van Driver	\$17.00

Schedule C positions have no, or limited, benefits. Unless specified in the job announcement, there are no fringe benefits such as health insurance, retirement, or paid time off.

NC = No Change

* Rate set by the Board of Selectmen, rate is per election day

Annual Rate

Per Event

^ Maximum Hourly Rate by Individual Agreement

& New Rate Effective January 1, 2016

Management Salary Schedule

FY 2016

Effective October 1, 2015

Grade	Minimum	Mid-point	Maximum
K-29	121,726	136,333	150,940
K-28	114,730	128,498	142,265
K-27	107,734	120,662	133,590
K-26	100,738	112,827	124,915
K-25	93,742	104,991	116,240
K-24	86,746	97,156	107,565
K-23	79,750	89,320	98,890
K-22	72,754	81,485	90,215
K-21	63,375	70,980	78,585

Annual Rate for Exempt Positions

Administrative/Support and Professional/Technical Positions Salary Schedule/Non-Represented

Effective July 1, 2016

FY 2017

Grade	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
GE24	\$74,568	\$76,811	\$79,112	\$81,471	\$83,909	\$86,424	\$89,037	\$91,709	\$94,010	\$96,350
GE23	\$73,067	\$75,270	\$77,532	\$79,853	\$82,251	\$84,708	\$87,243	\$89,876	\$92,118	\$94,439
GE22	\$68,250	\$70,298	\$72,404	\$74,568	\$76,830	\$79,131	\$81,491	\$83,928	\$86,054	\$88,199
GE21	\$63,765	\$65,657	\$67,665	\$69,674	\$71,780	\$73,905	\$76,128	\$78,429	\$80,379	\$82,388
GE20	\$59,456	\$61,250	\$63,063	\$64,955	\$66,924	\$68,913	\$71,000	\$73,106	\$74,939	\$76,811
GE19	\$54,152	\$55,770	\$57,447	\$59,163	\$60,938	\$62,790	\$64,662	\$66,593	\$68,250	\$69,986
GE18	\$49,316	\$50,817	\$52,319	\$53,898	\$55,517	\$57,194	\$58,910	\$60,665	\$62,186	\$63,746
GE17	\$47,814	\$49,257	\$50,739	\$52,260	\$53,820	\$55,439	\$57,096	\$58,832	\$60,294	\$61,796
GE16	\$46,449	\$47,834	\$49,277	\$50,739	\$52,280	\$53,840	\$55,458	\$57,116	\$58,539	\$60,021
GE15	\$43,739	\$45,045	\$46,410	\$47,795	\$49,238	\$50,700	\$52,241	\$53,801	\$55,146	\$56,531
GE14	\$39,858	\$41,048	\$42,296	\$43,544	\$44,850	\$46,196	\$47,600	\$49,004	\$50,232	\$51,480
GE13	\$36,699	\$37,772	\$38,942	\$40,092	\$41,282	\$42,530	\$43,797	\$45,104	\$46,235	\$47,385
GE12	\$33,482	\$34,476	\$35,490	\$36,582	\$37,674	\$38,805	\$39,975	\$41,145	\$42,218	\$43,251
GE11	\$31,122	\$32,058	\$33,014	\$34,028	\$35,042	\$36,075	\$37,148	\$38,298	\$39,234	\$40,209

Hourly Rates for Non-Exempt Positions (37.5 Hours)

Administrative/Support and Professional/Technical Positions Salary Schedule/Non-Represented

Effective July 1, 2016

FY 2017

Grade	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
G24	\$38.24	\$39.39	\$40.57	\$41.78	\$43.03	\$44.32	\$45.66	\$47.03	\$48.21	\$49.41
G23	\$37.47	\$38.60	\$39.76	\$40.95	\$42.18	\$43.44	\$44.74	\$46.09	\$47.24	\$48.43
G22	\$35.00	\$36.05	\$37.13	\$38.24	\$39.40	\$40.58	\$41.79	\$43.04	\$44.13	\$45.23
G21	\$32.70	\$33.67	\$34.70	\$35.73	\$36.81	\$37.90	\$39.04	\$40.22	\$41.22	\$42.25
G20	\$30.49	\$31.41	\$32.34	\$33.31	\$34.32	\$35.34	\$36.41	\$37.49	\$38.43	\$39.39
G19	\$27.77	\$28.60	\$29.46	\$30.34	\$31.25	\$32.20	\$33.16	\$34.15	\$35.00	\$35.89
G18	\$25.29	\$26.06	\$26.83	\$27.64	\$28.47	\$29.33	\$30.21	\$31.11	\$31.89	\$32.69
G17	\$24.52	\$25.26	\$26.02	\$26.80	\$27.60	\$28.43	\$29.28	\$30.17	\$30.92	\$31.69
G16	\$23.82	\$24.53	\$25.27	\$26.02	\$26.81	\$27.61	\$28.44	\$29.29	\$30.02	\$30.78
G15	\$22.43	\$23.10	\$23.80	\$24.51	\$25.25	\$26.00	\$26.79	\$27.59	\$28.28	\$28.99
G14	\$20.44	\$21.05	\$21.69	\$22.33	\$23.00	\$23.69	\$24.41	\$25.13	\$25.76	\$26.40
G13	\$18.82	\$19.37	\$19.97	\$20.56	\$21.17	\$21.81	\$22.46	\$23.13	\$23.71	\$24.30
G12	\$17.17	\$17.68	\$18.20	\$18.76	\$19.32	\$19.90	\$20.50	\$21.10	\$21.65	\$22.18
G11	\$15.96	\$16.44	\$16.93	\$17.45	\$17.97	\$18.50	\$19.05	\$19.64	\$20.12	\$20.62

Hourly Rates for Non-Exempt Positions (40 Hours)

Professional and Technical Salary Schedule/Non-Represented Annual Compensation FLSA non-exempt positions

Effective July 1, 2016

FY 2017

Grade	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
GU24	\$35.85	\$36.93	\$38.03	\$39.17	\$40.34	\$41.55	\$42.81	\$44.09	\$45.19	\$46.32
GU23	\$35.13	\$36.19	\$37.27	\$38.39	\$39.54	\$40.72	\$41.94	\$43.21	\$44.29	\$45.40
GU22	\$32.82	\$33.80	\$34.81	\$35.85	\$36.94	\$38.04	\$39.18	\$40.35	\$41.37	\$42.41
GU21	\$30.65	\$31.57	\$32.53	\$33.50	\$34.51	\$35.54	\$36.60	\$37.71	\$38.64	\$39.61
GU20	\$28.59	\$29.44	\$30.32	\$31.23	\$32.17	\$33.13	\$34.13	\$35.15	\$36.03	\$36.93
GU19	\$26.03	\$26.81	\$27.62	\$28.44	\$29.30	\$30.18	\$31.09	\$32.02	\$32.82	\$33.64
GU18	\$23.71	\$24.43	\$25.16	\$25.92	\$26.69	\$27.49	\$28.32	\$29.16	\$29.89	\$30.64
GU17	\$22.99	\$23.68	\$24.40	\$25.13	\$25.88	\$26.66	\$27.45	\$28.28	\$28.99	\$29.71
GU16	\$22.33	\$23.00	\$23.69	\$24.40	\$25.14	\$25.89	\$26.67	\$27.46	\$28.15	\$28.86
GU15	\$21.03	\$21.66	\$22.31	\$22.98	\$23.67	\$24.38	\$25.12	\$25.87	\$26.51	\$27.18
GU14	\$19.16	\$19.74	\$20.33	\$20.94	\$21.56	\$22.21	\$22.88	\$23.56	\$24.15	\$24.75
GU13	\$17.64	\$18.16	\$18.72	\$19.28	\$19.84	\$20.45	\$21.05	\$21.69	\$22.23	\$22.78
GU12	\$16.10	\$16.58	\$17.07	\$17.59	\$18.11	\$18.65	\$19.22	\$19.79	\$20.30	\$20.79
GU11	\$14.96	\$15.41	\$15.87	\$16.36	\$16.85	\$17.34	\$17.86	\$18.41	\$18.86	\$19.33

ITWA: Administrative/Support and Professional/Technical Positions 37.5 hours per week/hourly

Effective July 1, 2016

Grade	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
I-24	\$39.39	\$40.57	\$41.78	\$43.03	\$44.32	\$45.66	\$47.03	\$48.21	\$49.41
I-23	\$38.60	\$39.76	\$40.95	\$42.18	\$43.44	\$44.74	\$46.09	\$47.24	\$48.43
I-22	\$36.05	\$37.13	\$38.24	\$39.40	\$40.58	\$41.79	\$43.04	\$44.13	\$45.23
I-21	\$33.67	\$34.70	\$35.73	\$36.81	\$37.90	\$39.04	\$40.22	\$41.22	\$42.25
I-20	\$31.41	\$32.34	\$33.31	\$34.32	\$35.34	\$36.41	\$37.49	\$38.43	\$39.39
I-19	\$28.60	\$29.46	\$30.34	\$31.25	\$32.20	\$33.16	\$34.15	\$35.00	\$35.89
I-18	\$26.06	\$26.83	\$27.64	\$28.47	\$29.33	\$30.21	\$31.11	\$31.89	\$32.69
I-17	\$25.26	\$26.02	\$26.80	\$27.60	\$28.43	\$29.28	\$30.17	\$30.92	\$31.69
I-16	\$24.53	\$25.27	\$26.02	\$26.81	\$27.61	\$28.44	\$29.29	\$30.02	\$30.78
I-15	\$23.10	\$23.80	\$24.51	\$25.25	\$26.00	\$26.79	\$27.59	\$28.28	\$28.99
I-14	\$21.05	\$21.69	\$22.33	\$23.00	\$23.69	\$24.41	\$25.13	\$25.76	\$26.40
I-13	\$19.37	\$19.97	\$20.56	\$21.17	\$21.81	\$22.46	\$23.13	\$23.71	\$24.30
I-12	\$17.68	\$18.20	\$18.76	\$19.32	\$19.90	\$20.50	\$21.10	\$21.65	\$22.18
I-11	\$16.44	\$16.93	\$17.45	\$17.97	\$18.50	\$19.05	\$19.64	\$20.12	\$20.62

ITWA: Administrative/Support and Professional/Technical Positions

Effective July 1, 2016

37.5 hours per week/annual

	3	4	5	6	7	8	9	10	11
IE-24	\$76,810.50	\$79,111.50	\$81,471.00	\$83,908.50	\$86,424.00	\$89,037.00	\$91,708.50	\$94,009.50	\$96,349.50
IE-23	\$75,270.00	\$77,532.00	\$79,852.50	\$82,251.00	\$84,708.00	\$87,243.00	\$89,875.50	\$92,118.00	\$94,438.50
IE-22	\$70,297.50	\$72,403.50	\$74,568.00	\$76,830.00	\$79,131.00	\$81,490.50	\$83,928.00	\$86,053.50	\$88,198.50
IE-21	\$65,656.50	\$67,665.00	\$69,673.50	\$71,779.50	\$73,905.00	\$76,128.00	\$78,429.00	\$80,379.00	\$82,387.50
IE-20	\$61,249.50	\$63,063.00	\$64,954.50	\$66,924.00	\$68,913.00	\$70,999.50	\$73,105.50	\$74,938.50	\$76,810.50
IE-19	\$55,770.00	\$57,447.00	\$59,163.00	\$60,937.50	\$62,790.00	\$64,662.00	\$66,592.50	\$68,250.00	\$69,985.50
IE-18	\$50,817.00	\$52,318.50	\$53,898.00	\$55,516.50	\$57,193.50	\$58,909.50	\$60,664.50	\$62,185.50	\$63,745.50
IE-17	\$49,257.00	\$50,739.00	\$52,260.00	\$53,820.00	\$55,438.50	\$57,096.00	\$58,831.50	\$60,294.00	\$61,795.50
IE-16	\$47,833.50	\$49,276.50	\$50,739.00	\$52,279.50	\$53,839.50	\$55,458.00	\$57,115.50	\$58,539.00	\$60,021.00
IE-15	\$45,045.00	\$46,410.00	\$47,794.50	\$49,237.50	\$50,700.00	\$52,240.50	\$53,800.50	\$55,146.00	\$56,530.50
IE-14	\$41,047.50	\$42,295.50	\$43,543.50	\$44,850.00	\$46,195.50	\$47,599.50	\$49,003.50	\$50,232.00	\$51,480.00
IE-13	\$37,771.50	\$38,941.50	\$40,092.00	\$41,281.50	\$42,529.50	\$43,797.00	\$45,103.50	\$46,234.50	\$47,385.00
IE-12	\$34,476.00	\$35,490.00	\$36,582.00	\$37,674.00	\$38,805.00	\$39,975.00	\$41,145.00	\$42,217.50	\$43,251.00
IE-11	\$32,058.00	\$33,013.50	\$34,027.50	\$35,041.50	\$36,075.00	\$37,147.50	\$38,298.00	\$39,234.00	\$40,209.00

NIPEA/Public Works Salary 40 Hours per Week

Grade	FY 2017								
	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 9
W7		27.41	28.22	29.06	29.71	30.65	31.62	32.55	32.55
W6	25.01	25.75	26.52	27.30	28.12	28.75	29.35	29.96	29.96
W5	23.18	23.86	24.56	25.29	26.04	26.62	27.18	27.74	27.74
W4	21.60	22.25	22.90	23.58	24.28	24.91	25.43	25.95	25.95
W3	20.31	20.91	21.52	22.16	22.82	23.52	23.91	24.33	24.33
W2		18.96	19.65	20.40	21.18	22.06	22.44	22.83	22.83

Public Facilities -- Trades BCTIA - 40 Hours per Week

Grade	FY 2017							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
BT4	\$29.24	\$30.12	\$31.01	\$31.93	\$32.73	\$33.52	\$34.36	\$35.20
BT3	\$25.65	\$26.41	\$27.20	\$28.00	\$28.69	\$29.40	\$30.13	\$30.87
BT2	\$23.35	\$24.03	\$24.75	\$25.48	\$26.11	\$26.76	\$27.40	\$28.09
BT1	\$21.26	\$21.87	\$22.53	\$23.19	\$23.77	\$24.35	\$24.95	\$25.56

Public Facilities -- Trades BCTIA - 40 Hours per Week

Grade	FY 2017							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
BC3	\$22.79	\$23.44	\$24.11	\$24.80	\$25.39	\$25.99	\$26.61	\$27.25
BC2	\$21.72	\$22.33	\$22.97	\$23.63	\$24.19	\$24.77	\$25.37	\$25.96
BC1	\$18.94	\$19.48	\$20.02	\$20.60	\$21.08	\$21.59	\$22.10	\$22.63

Police Unit A Salary Schedu 40 Hours per week

GRADE	FY 2017							
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
P-2		22.56	23.32	33.51	34.81	36.17	36.89	37.62
P-1	22.56	23.65	24.79	26.00	27.27	28.60	29.99	30.59

Police Superior Officers Association Salary Schedule Salary
Effective July 1, 2016 FY2017

GRADE	Step 1	STEP 2	STEP 3	STEP 4	MAX
P-3	\$ 108,000	\$ 110,970	\$ 114,022	\$ 117,157	\$ 120,379

Fire Fighters Unit A Salary Schedule expressed hourly FLSA non-exempt positions
42 Hours per week Effective January 1, 2016 1% on 1/1/16

GRADE	Step 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
F-3						33.24	34.90
F-2				28.19	29.37	30.58	32.11
F-1	20.23	21.24	22.30	23.41	24.58	25.82	27.11

Fire Fighters Unit B Salary Schedule expressed hourly FLSA non-exempt positions
Fire Alarm Effective January 1, 2016 1% on 1/1/16

GRADE	Step 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
FA-2		26.24	27.56	28.96	30.42	31.94	33.53
FA-1	21.63	22.72	23.85	25.05	26.30	27.61	28.99

FY 2016

Fire Fighters Unit C Salary † Deputy Fire Chiefs expressed hourly FLSA non-exempt positions
42 Hours per week Effective January 1, 2016 1% on 1/1/16

GRADE	STEP 4	STEP 5	STEP 6	STEP 7
F-4	34.97	36.52	38.03	39.93

FY 2016

Fire Fighters Unit C Salary † Deputy Fire Chief of Operations FLSA non-exempt position
40 Hours per week Effective January 1, 2016 1% on 7/1/15 and 1% on 1/1/16

GRADE	STEP 6	STEP 7
F-5	43.86	46.10

FY 2016

