

BOARD OF SELECTMEN

December 20, 2016

Needham Town Hall

Revised Agenda

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

	6:45	<p>Informal Meeting with Citizens</p> <p><i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i></p>
1.	7:00	<p>Needham Housing Authority</p> <ul style="list-style-type: none"> • Reg Foster, Chair, Needham Housing Authority • Paul DuMouchel, Executive Director
2.	7:20	<p>Commercial Marijuana Law</p> <ul style="list-style-type: none"> • Kate Fitzpatrick, Town Manager • Timothy McDonald, Director of Public Health
3.	7:35	<p>Age-Friendly Community Project Update</p> <ul style="list-style-type: none"> • Timothy McDonald, Director of Public Health
4.	7:40	<p>Town Manager</p> <ul style="list-style-type: none"> • FY2018 – FY2022 Capital Improvement Plan • Budget Best Practices & Priorities • DPW Feasibility Study • Town Manager's Report
5.	8:00	<p>Board Discussion</p> <ul style="list-style-type: none"> • Community Statement • Housing Strategies • Committee Reports
6.	8:15	Executive Session Exception 6

APPOINTMENTS

1.	Needham Cultural Council	Gail Lustig (term expires 6/30/2019)
2.	Conservation Commission	Sue Barber (term expires 6/30/2017)

CONSENT AGENDA *=Backup attached

1.	<p>Accept the following donations made to the Needham Community Revitalization Trust fund:</p> <ul style="list-style-type: none"> • \$300 from Edward & Carol de Lemos • \$100 from Gerald & Mary Murray • \$100 from Paul Good
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	<ul style="list-style-type: none"> • \$250 from Marianne Cooley
2.*	Ratify a Special One Day All Alcoholic Beverages license for Ernest A. Steeves Jr. of the Village Club who hosted a Holiday Party event on December 17, 2016 from 7:00 p.m. to 11:00 p.m. The event was held at the Village Club, 83 Morton Street, Needham.
3.*	Approve a Special One Day All Alcoholic Beverages license for Ernest A. Steeves Jr. of the Village Club to hold a Holiday Party event on December 23, 2016 from 7:00 p.m. to 11:00 p.m. The event will be held at the Village Club, 83 Morton Street, Needham.
4.*	Approve Special One Day Wine & Malt Beverages licenses for Steve Volante of Volante Farms to host the following events: a Winter Beer Dinner on January 21, 2017 from 6:00 p.m. to 10:00 p.m.; a Cooking class on February 4, 2017 from 12:00 p.m. to 3:00 p.m.; a Grand Tasting on February 11, 2017 from 12:00 p.m. to 4:00 p.m.; a Cooking class on March 4, 2017 from 12:00 p.m. to 3:00 p.m.; and a Grand Tasting on March 25, 2017 from 12:00 p.m. to 4:00 p.m. All events to be held in the Greenhouse at Volante Farms, 292 Forest Street, Needham.
5.*	Water & Sewer Abatement Order #1228
6.*	Approve a request for a One Day Entertainment license for RFK Kitchen to have live entertainment on December 31, 2016 from 9:00 p.m. to 1:00 a.m. This license is part of a pilot program for One Day Entertainment licenses.
7.	Accept the following donations made to the Needham Health Department's Gift of Warmth fund: \$400 from the First Baptist Church in Needham, and \$200 from Shahin Sagafi of Rockville, MD.
8.	Approve a request from New Garden to extend its liquor license on December 31, 2016 until 1:00 a.m. The Police Department has approved this request.
9.*	Upon the recommendation of the Assistant Town Manager/Director of Finance, approve a decrease in the mileage reimbursement rate for employee's use of personal vehicles from 56 cents to 53.5 cents effective January 1, 2017.
10.	Accept the following donation made to the Needham Health Department's Traveling Meals Program: \$100 from Florence Volk, a Needham resident.
11.*	Approve a Special One Day All Alcoholic Beverages license request from Artie Crocker of New Year's Needham to hold its New Year's Needham Countdown party on December 31, 2016 from 9:30 p.m. to 12:30 a.m. in Powers Hall at Needham Town Hall.
12.	Approve a request from Sheraton Needham to extend its liquor license on December 31, 2016 until 1:00 a.m. The Police Department had approved this request.



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

MEETING DATE: 12/20/2016

Agenda Item	Needham Housing Authority
Presenter(s)	Reg Foster, Chair, Needham Housing Authority Paul DuMouchel, Executive Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Mr. Foster will introduce newly appointed Executive Director Paul DuMouchel. He and members of the Housing Authority will discuss on-going issues and future planning.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	Discussion Only
3.	BACK UP INFORMATION ATTACHED



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

MEETING DATE: 12/20/2016

Agenda Item	Commercial Marijuana Law
Presenter(s)	Kate Fitzpatrick, Town Manager Timothy McDonald, Director of Public Health

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>The Town Manager and Director of Public Health will provide the Board with suggestions for recommending changes to the commercial use of marijuana law. The Town's legislative delegation is scheduled to meet with the Board in January, 2017. The Board may wish to discuss next steps, including the potential location of retail marijuana facilities in Needham and the option of placing a restriction before the voters.</p>	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Discussion Only	
3.	BACK UP INFORMATION ATTACHED
<ul style="list-style-type: none">a. Memo from Timothy McDonald re: Preliminary Suggestions for Edits and Revisions to the Commercial Marijuana Law dated November 29, 2016b. An Initiative Petition for a Law Relative to the Regulation and Taxation of Marijuanac. Letter from MMA to Governor Baker, Speaker DeLeo and President Rosenberg dated November 30, 2016	



NEEDHAM PUBLIC HEALTH



Memorandum

To: Needham Board of Health
Kate Fitzpatrick, Needham Town Manager
From: Timothy Muir McDonald, Director of Public Health
CC: State Representative Denise Garlick
Date: November 29, 2016
Re: Preliminary Suggestions for Edits and Revisions to the Commercial Marijuana Law

At your request, my staff and I have drafted a list of important edits and revisions to the commercial marijuana law. This is a preliminary list of recommendations, and may need to additional research or additional narrative to make a sufficiently compelling case for change.

This list of suggested edits and revisions is written from my perspective as a Director of Public Health and also reflects the opinions and expertise of my staff members, whose ranks include a state-certified prevention specialist, a public health nurse, a public health social worker, and a state-certified environmental health technician. As a result, this list is focused upon public health, substance use prevention, addiction treatment, community education, and other topics that broadly fall within the public health realm. This list is not a reflection of the edits and revisions that might be made by public safety and law enforcement experts. There are a number of qualified experts, including both Needham Police Chief John Schlittler and Needham Fire Chief Dennis Condon, who need to be included in a broader discussion of the public safety and law enforcement challenges inherent in commercial marijuana legalization.

With those caveats declared, here is a list of suggested edits and revisions to the commercial marijuana law. Where appropriate, I have included footnotes and citations and also red-lined language below my signature.

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- **Opt-In vs Opt-Out:** Revise the legislative language and provide communities with a choice that allows them to opt-in and sell recreational marijuana rather than to be defaulted into the sale of marijuana and have to take additional steps to opt-out of the sale of marijuana. As written by the proponents of commercial marijuana legalization, the legislative language of Ballot Question #4 utilizes the behavioral economics principle of *switching the defaults*, described in the book *Nudge*, by Richard Thaler and Cass Sunstein. In this instance, the default switch is from local control of community decisions to a monolithic statewide position on community decisions. Question #4's language makes it legal for marijuana to be sold in all 351 communities in the Commonwealth. It effectively requires that communities allow the sale of commercial marijuana, unless and until a community chooses to hold a special election for voters to



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decide whether to **opt-out** of having recreational marijuana available for sale in their community. This approach differs from the state's regulations for package stores selling alcohol. Needham was a "dry" town for many years before the Town eventually decided in 2011, after public hearings and Town-wide vote, to **opt-in** and allow package stores to begin to operate in the community.

- **Homegrows:** Either disallow the home cultivation of marijuana plants entirely, or else allow for municipalities to enact tighter restrictions on home cultivation of marijuana following a public hearing and a vote by a regulatory body in the town (ideally by the Board of Health). A state regulation that may be revised by local authorities that wish to promulgate stricter regulations would make Massachusetts similar to Colorado in the area of homegrows.¹ In Washington State, home cultivation of marijuana is not legal.² And in Oregon, a maximum of four plants are allowed per residence regardless of how many adults live in that residence.³
 - If homegrows are allowed statewide, the legislative language should include explicit license for municipalities to regulate home cultivation activities and to subject those activities to registration and fire safety, public health, nuisance, and building code inspections.
 - If homegrows are allowed statewide, the legislative language should include explicit statewide prohibition on manufacturing techniques for any and all marijuana infused or marijuana edible products that require the use of any fire, heat source, or gas, except for cooking on a conventional stove originally supplied with the dwelling at which the home cultivation occurs.
- **Medical to Recreational:** Revise legislative language to nullify the automatic ability for registered (medical) marijuana dispensaries (RMD) to transition over to commercial and recreational marijuana establishments (CRME).
- **Marijuana Edible Products:** Enact restrictions on marijuana edible products. Such restrictions might include:
 - The elimination of candies and those products which most clearly attract children, including candies and soda;
 - A restriction mandating that all marijuana-infused products and marijuana edibles be sold in a single serving size with a 10 milligram limit of THC content. For example a marijuana brownie would be modestly sized (more of a brownie bite) and contain a maximum of 10 milligrams of THC⁴; and
 - If a marijuana-infused product or marijuana edible contains multiple servings, then the product must be stored and sold in a child resistant package.

¹ Please see information from the state of Colorado. Available at: <https://www.colorado.gov/pacific/marijuana/home-grow-laws>

² For more information, please see the Washington State Liquor and Cannabis Licensing Board. That agency's website is: <http://lcb.wa.gov/>

³ Oregon has a nicely designed infographic available at <http://whatslegaloregon.com/> and a detailed FAQ at <http://www.oregon.gov/olcc/marijuana/Pages/FAQs-Personal-Use.aspx>.

⁴ This would mirror a requirement from the Colorado Marijuana Enforcement Division



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- Any marijuana-infused products or marijuana edible shall only be described using a generic food name. As an example, using “Snickerdoodle” to describe a cinnamon cookie should be prohibited. As another example, a THC toaster pastry would have to be called such, and not a “Pot Tart”;
- Any marijuana-infused products or marijuana edible must include the following:
 - A batch number, sequential serial number, and bar code when used, to identify the batch associated with manufacturing and processing;
 - A statement that the product has been tested for contaminants, that there were no adverse findings, and the date of testing;
 - The manufacture date as well as a “Best by” or “Use by” or expiration date;
 - Net weight of Marijuana and the THC level in the MIP, and the net weight of Marijuana and the THC level contained **per dose/serving** (if the MIP is not a single serving/dose);
 - A list of ingredients as well as the cannabinoid profile of the marijuana contained within the MIP;
 - A warning if nuts or other known allergens are contained in the product;
 - Directions for use of the product if relevant; and
 - The statement, including capitalization: “This product has not been analyzed or approved by the federal regulatory authorities. There is limited information on the side effects of using this product, and there may be associated health risks. Do not drive or operate machinery when under the influence of this product. KEEP THIS PRODUCT AWAY FROM CHILDREN.”
- **Time and Temperature Control for Safety:** Enshrine into legislative language the ability of municipalities to treat marijuana edible products as food (i.e. sanitary inspections, time and temperature control for safety, etc) and include funding and authorization for a state agency or combination of agencies (DPH and DEP, perhaps) to perform a regulatory function similar to the United States Department of Agriculture for the inspection and analysis of commercial growing standards and product testing.
- **Restrictions on Marketing and Advertising:** Enact restrictions on the advertising and marketing of commercial marijuana in Massachusetts, following restrictions enacted in other states or else mirroring either the existing restrictions on tobacco advertising or the restrictions on marketing and advertising that exist under Massachusetts’ medical marijuana regulations⁵. Such restrictions might include:
 - A commercial and recreational marijuana establishment (CRME) may develop and use a logo for labeling, signage, and other materials, but that logo may not contain images of marijuana and marijuana-related paraphernalia, or colloquial references to cannabis and marijuana;

⁵ Please see 105 CMR 725.105 (K) and (L). That regulation is available at: <http://www.mass.gov/cohhs/docs/dph/regs/105cmr725.pdf>



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- A CRME may only identify the building/sales location by the registered name, and shall not display advertisements for marijuana or any brand name nor utilize graphics related to marijuana or paraphernalia on the building;
- No marijuana, MIPs, marijuana edibles, and other related products shall be visible or displayed in such a way as to be seen from the exterior of a CRME.

- **Public Consumption:** Adopt changes to eliminate or severely restrict public consumption, in line with the Commonwealth's existing restrictions on the public consumption of alcohol. Additional prohibitions should also apply to on-premise consumption at commercial and recreational marijuana establishments, which is incompatible with public safety and public health.

- **Appropriate Levels of Taxation to Fund Enforcement, Prevention, and Mitigation Programs:** Increase the tax rate to 25% with a 2.5% local option. (please see example red-lined language below my signature) Of the state tax revenue generated from the combined 25% state rate (6.25% sales and 18.75% excise), dedicate 33.3% to addiction treatment programs and another 33.3% to substance use prevention efforts at the local and state level. Dedicate the remaining 33.4% of state tax revenue generated to administering and enforcing marijuana regulations at the state and local level.⁶

- **Revised Membership Criteria and Appointing Authorities for the Cannabis Control Commission and the Cannabis Advisory Board:** Revise the appointing authorities for the Cannabis Control Commission to mirror the appointing authorities for the State Gaming Commission⁷ (please see example red-lined language below my signature), and revise the membership composition of the Cannabis Advisory Board to better reflect membership whose primary focus is on public health, public safety, and the general welfare.

- **Monitoring Marijuana's Impact on Public Health and Safety:** Include requirements in the legislation (and, if needed, appropriations) to support data gathering, reporting, and analysis. The Cannabis Control Commission should be charged with reporting annually to the Legislature and to the Governor on the state of marijuana use in the Commonwealth, and its associated impacts to public health and public safety.⁸ The Cannabis Control Commission's analysis and report should be informed by, and based upon, data collected and aggregated by the Massachusetts Department of Public Health (DPH), the Massachusetts State Police (MSP), the Executive Office of Public Safety and Security (EOPSS), the Massachusetts Department of Transportation

⁶ This would be a similar process to the one which created the Public Health Trust Fund for the MA Gaming Commission and populated that fund with revenues from the Gaming Commission for social services and public health prevention programs related to problem gambling and addiction. More information available at: <http://massgaming.com/about/research-agenda/public-health-trust-fund/>

⁷ Please see Section 3A of Mass. General Laws Chapter 23K. Available at: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter23K/Section3>

⁸ While certainly not an impartial source on the topic of commercial marijuana legalization, the Smart Approaches to Marijuana (Project SAM) lessons learned report (available here) on Colorado and Washington includes an impressive amount of data gathering and analysis about the impacts of marijuana legalization. The data was gathered from a range of local, state, and federal sources and presents an easily digestible assessment of marijuana impacts.



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(MassDOT), the Massachusetts Attorney General's Office (AGO), the Secretary of Administration and Finance (A&F) and the Massachusetts Office of Political and Campaign Finance (OPCF).

- DPH shall be responsible for mandating reporting on marijuana use and misuse from emergency medical service providers, hospital emergency departments, and the MA & RI Poison Control Center. Such reporting and data shall be analyzed and reviewed, and submitted to the attention of the Cannabis Control Commission at least annually, or more frequently at the direction of the Commission.
- MSP, MassDOT, and EOPSS shall be responsible for gathering and reporting information about public safety including motor vehicle accidents and crimes associated with marijuana use and misuse. Such reporting and data shall be analyzed and reviewed, and submitted to the attention of the Cannabis Control Commission at least annually, or more frequently at the direction of the Commission.
- AGO, collaboratively with the Commonwealth's District Attorneys, shall be responsible for gathering and reporting information about crimes and legal proceedings associated with marijuana use and misuse. Such reporting and data shall be analyzed and reviewed, and submitted to the attention of the Cannabis Control Commission at least annually, or more frequently at the direction of the Commission.
- A&F shall be responsible, in conjunction with the State Treasurer, for gathering and reporting information about both the revenue generated by marijuana use in the Commonwealth and the costs (state and local) of providing services and support to affected communities, initiating substance use prevention programs, expanding access to addiction treatment programs, and all other costs or financial impacts associated with marijuana use in the Commonwealth. Such reporting and data shall be analyzed and reviewed, and submitted to the attention of the Cannabis Control Commission at least annually, or more frequently at the direction of the Commission. For clear reporting purposes, the report to the Cannabis Control Commission from A&F shall distinguish, to the greatest extent possible, the revenues and costs attributed to medical marijuana in comparison to commercial marijuana.
- OPCF shall be responsible for reporting to the Cannabis Control Commission the political expenditures by lobbyists, interest groups, and politicians working either in support of, or against, marijuana use in the Commonwealth. Such reporting and data shall be analyzed and reviewed, and submitted to the attention of the Cannabis Control Commission at least annually, or more frequently at the direction of the Commission.

Thank you for your consideration of this memorandum. I look forward to discussing with you at the next Board of Health meeting.

Sincerely,



NEEDHAM PUBLIC HEALTH



Timothy Muir McDonald

Timothy Muir McDonald
Director of Public Health, Town of Needham

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Red-Lined Edits to Ballot Question 4's Language on Taxation

SECTION 4. The General Laws are hereby amended by inserting after chapter 64M the following chapter:

CHAPTER 64N. MARIJUANA TAX.

Section 1. Definitions. As used in this chapter, the following words shall, unless the context clearly requires otherwise, have the following meanings: (a) "Commissioner", the commissioner of revenue. (b) "Marijuana," "Marijuana establishment," "Marijuana product" and "Marijuana retailer", as defined in chapter 94G of the General Laws.

Section 2. State excise imposition; rate; payment. An excise tax is hereby imposed upon the sale of marijuana or marijuana products by a marijuana retailer to anyone other than a marijuana establishment at a rate of ~~3.75~~ **18.25** per cent of the total sales price received by the marijuana retailer as a consideration for the sale of marijuana or marijuana products. The excise tax shall be levied in addition to state tax imposed upon the sale of property or services as provided in section 2 of chapter 64H of the General Laws and shall be paid by a marijuana retailer to the commissioner at the time provided for filing the return required by section 16 of chapter 62C of the General Laws.

Section 3. Local tax option. Any city or town may impose a local sales tax upon the sale or transfer of marijuana or marijuana products by a marijuana retailer operating within the city or town to anyone other than a marijuana establishment at a rate not greater than ~~2~~ **2.5** per cent of the total sales price received by the marijuana retailer as a consideration for the sale of marijuana or marijuana products. A marijuana retailer shall pay a local sales tax imposed under this section to the commissioner at the same time and in the same manner as the sales tax due to the commonwealth. All sums received by the commissioner under this section shall not be considered received on account of the commonwealth and shall at least quarterly be distributed, credited and paid by the state treasurer upon certification of the commissioner to each city or town that has adopted this section in proportion to the amount of such sums received from the sale or transfer of marijuana and marijuana products in the city or town.

Section 4. Exemptions. This chapter shall not apply to the sale of marijuana or marijuana products by a medical marijuana treatment center or a registered personal caregiver to a



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qualifying patient or personal caregiver pursuant to chapter 369 of the acts of 2012, nor to any unlawful sale subject to taxation pursuant to chapter 64K of the General Laws.

Section 5. Application of tax revenue. The commissioner shall deposit revenue collected pursuant to this chapter, other than revenue collected pursuant to section 2 of chapter 64H of the General Laws, in the Marijuana Regulation Fund established by chapter 94G of the General Laws and **in the a newly created Public Health Trust Fund, and** it shall be subject to appropriation.

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Red-Lined Edits to Ballot Question 4’s Language on Appointments and State Commissions

SECTION 3. Chapter 10 of the General Laws is hereby amended by inserting after section 75 the following sections:

Section 76. Cannabis Control Commission; members; appointment; terms; chairman; secretary
(a) There shall be a commission known as the cannabis control commission to have general supervision and sole regulatory authority over the conduct of the business of marijuana establishments as defined in chapter 94G of the General Laws. The commission shall consist of 1 commissioner and **4** associate commissioners who shall be appointed. **1 of whom shall be appointed by the governor; 1 of whom shall be appointed by the attorney general; 1 of whom shall be appointed by the treasurer and receiver general; and 2 of whom shall be appointed by a majority vote of the governor, attorney general and the treasurer and receiver general. The governor shall designate the chair of the commission. The chair shall serve in that capacity throughout the term of appointment and until a successor shall be appointed.**

~~Not more than 2 members of the commission shall be of the same political party. The commissioner shall serve a term co-terminous with the treasurer.~~ The associate commissioners shall serve a term of 4 years. Any vacancy occurring for any reason other than the expiration of a term shall be filled for the unexpired term in the same manner as the original appointment. (b) The ~~treasurer~~ **governor, the attorney general, and the treasurer and receiver general** shall appoint commissioners based on their experience or expertise in **one or more of the following subject areas/disciplines: public health, addiction treatment, substance use prevention,** law enforcement, social justice, **neuroscience, education or professional training,** the regulation and business of consumer commodities and the production and distribution of marijuana and marijuana products.

Section 77. Cannabis Advisory Board (a) There shall be a cannabis advisory board to study and make recommendations on the regulation of marijuana and marijuana products. The board shall consist of 15 members appointed by the governor and shall consist of: 1 expert in marijuana cultivation, 1 expert in marijuana retailing, 1 expert in marijuana product manufacturing, 1 expert in marijuana testing, ~~1 board member or officer of a medical marijuana treatment center, 1 registered medical marijuana patient, 1 individual~~



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~~who represents marijuana retail consumers~~, 2 experts in public health, 2 experts in law enforcement, 2 experts in **child and family services welfare or social justice**, **2 experts in substance use prevention (ideally Certified Prevention Specialists)**, **2 experts in addiction treatment**, and 2 attorneys with experience **in law enforcement training or substance use prevention training providing legal services to marijuana businesses, marijuana consumers or medical marijuana patients in the commonwealth**. Members of the board shall serve terms of 2 years. Members of the board shall serve without compensation but shall be reimbursed for their expenses actually and necessarily incurred in the discharge of their official duties. Members of the board shall not be state employees for purposes of chapter 268A of the General Laws by virtue of their service on the advisory board. The board shall meet **at least quarterly, or more frequently at** the discretion of the commission. A majority of the members of the board present and voting shall constitute a quorum.

(b) The cannabis advisory board shall: (1) advise the commission on marijuana cultivation, processing, manufacture, transport, distribution, testing and sale; (2) consider all matters submitted to it by the commission; (3) on its own initiative, recommend to the commission guidelines, rules and regulations and any changes to guidelines, rules and regulations that the board considers important or necessary; and (4) advise on the preparation of regulations under chapters 64N and 94G. (c) All records of the cannabis advisory board shall be public records under chapter 66 of the General Laws.

AN INITIATIVE PETITION FOR A LAW RELATIVE TO THE REGULATION AND TAXATION OF MARIJUANA

Be it enacted by the People, and by their authority, as follows:

THE REGULATION AND TAXATION OF MARIJUANA ACT

SECTION 1. The purpose of this Act is to control the production and distribution of marijuana under a system that licenses, regulates and taxes the businesses involved in a manner similar to alcohol and to make marijuana legal for adults 21 years of age or older. Its intent is to remove the production and distribution of marijuana from the illicit market and to prevent the sale of marijuana to persons under 21 years of age by providing for a regulated and taxed distribution system. To the fullest extent possible, its terms are to be interpreted in accordance with the purpose and intent set forth in this section.

SECTION 2. This act may be known as "The Regulation and Taxation of Marijuana Act."

SECTION 3. Chapter 10 of the General Laws is hereby amended by inserting after section 75 the following sections:

Section 76. Cannabis Control Commission; members; appointment; terms; chairman; secretary

(a) There shall be a commission known as the cannabis control commission to have general supervision and sole regulatory authority over the conduct of the business of marijuana establishments as defined in chapter 94G of the General Laws. The commission shall consist of 1 commissioner and 2 associate commissioners who shall be appointed by the treasurer. Not more than 2 members of the commission shall be of the same political party. The commissioner shall serve a term co-terminous with the treasurer. The associate commissioners shall serve a term of 4 years. Any vacancy occurring for any reason other than the expiration of a term shall be filled for the unexpired term in the same manner as the original appointment.

(b) The treasurer shall appoint commissioners based on their experience or expertise in public health, law enforcement, social justice, the regulation and business of consumer commodities and the production and distribution of marijuana and marijuana products.

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____
8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____ 14. _____ 15. _____

(c) The commissioner shall serve as chair and shall preside over all official activities of the commission.

(d) The treasurer may remove any member for neglect of duty, misconduct or malfeasance in office, after providing the member with a written statement of the charges and an opportunity to be heard.

(e) Two members shall constitute a quorum for conducting the business of the commission. A vacancy shall not impair the right of the remaining members to exercise the powers of the commission.

(f) The commission may expend for such investigators and clerical and other assistants as may be necessary for the performance of its duties. The commissioner may appoint a chief investigator and other investigators, who shall be exempt from chapter 31 of the General Laws, to enforce or cause to be enforced the penalties provided by law against a marijuana establishment that violates chapter 94G of the General Laws and shall make all necessary and appropriate investigations for that enforcement.

(g) All records of the commission shall be considered public records within the meaning of chapter 66 of the General Laws.

Section 77. Cannabis Advisory Board

(a) There shall be a cannabis advisory board to study and make recommendations on the regulation of marijuana and marijuana products. The board shall consist of 15 members appointed by the governor and shall consist of: 1 expert in marijuana cultivation, 1 expert in marijuana retailing, 1 expert in marijuana product manufacturing, 1 expert in marijuana testing, 1 board member or officer of a medical marijuana treatment center, 1 registered medical marijuana patient, 1 individual who represents marijuana retail consumers, 2 experts in public health, 2 experts in law enforcement, 2 experts in social welfare or social justice, and 2 attorneys with experience providing legal services to marijuana businesses, marijuana consumers or medical marijuana patients in the commonwealth. Members of the board shall serve terms of 2 years. Members of the board shall serve without compensation but shall be reimbursed for their expenses actually and necessarily incurred in the discharge of their official duties. Members of the board shall not be state employees for purposes of chapter 268A of the General Laws by virtue of their service on the advisory board. The board shall meet at the discretion of the commission. A majority of the members of the board present and voting shall constitute a quorum.

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____
8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____ 14. _____ 15. _____

(b) The cannabis advisory board shall:

- (1) advise the commission on marijuana cultivation, processing, manufacture, transport, distribution, testing and sale;
- (2) consider all matters submitted to it by the commission;
- (3) on its own initiative, recommend to the commission guidelines, rules and regulations and any changes to guidelines, rules and regulations that the board considers important or necessary; and
- (4) advise on the preparation of regulations under chapters 64N and 94G.

(c) All records of the cannabis advisory board shall be public records under chapter 66 of the General Laws.

SECTION 4. The General Laws are hereby amended by inserting after chapter 64M the following chapter:

CHAPTER 64N.
MARIJUANA TAX.

Section 1. Definitions. As used in this chapter, the following words shall, unless the context clearly requires otherwise, have the following meanings:

- (a) "Commissioner", the commissioner of revenue.
- (b) "Marijuana," "Marijuana establishment," "Marijuana product" and "Marijuana retailer", as defined in chapter 94G of the General Laws.

Section 2. State excise imposition; rate; payment. An excise tax is hereby imposed upon the sale of marijuana or marijuana products by a marijuana retailer to anyone other than a marijuana establishment at a rate of 3.75 per cent of the total sales price received by the marijuana retailer as a consideration for the sale of marijuana or marijuana products. The excise tax shall be levied in addition to state tax imposed upon the sale of property or services as provided in section 2 of chapter 64H of the General Laws and shall be paid by a marijuana retailer to the commissioner at the time provided for filing the return required by section 16 of chapter 62C of the General Laws.

Section 3. Local tax option. Any city or town may impose a local sales tax upon the sale or transfer of marijuana or marijuana products by a marijuana retailer

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____
8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____ 14. _____ 15. _____

operating within the city or town to anyone other than a marijuana establishment at a rate not greater than 2 per cent of the total sales price received by the marijuana retailer as a consideration for the sale of marijuana or marijuana products. A marijuana retailer shall pay a local sales tax imposed under this section to the commissioner at the same time and in the same manner as the sales tax due to the commonwealth.

All sums received by the commissioner under this section shall not be considered received on account of the commonwealth and shall at least quarterly be distributed, credited and paid by the state treasurer upon certification of the commissioner to each city or town that has adopted this section in proportion to the amount of such sums received from the sale or transfer of marijuana and marijuana products in the city or town.

Section 4. Exemptions. This chapter shall not apply to the sale of marijuana or marijuana products by a medical marijuana treatment center or a registered personal caregiver to a qualifying patient or personal caregiver pursuant to chapter 369 of the acts of 2012, nor to any unlawful sale subject to taxation pursuant to chapter 64K of the General Laws.

Section 5. Application of tax revenue. The commissioner shall deposit revenue collected pursuant to this chapter, other than revenue collected pursuant to section 2 of chapter 64H of the General Laws, in the Marijuana Regulation Fund established by chapter 94G of the General Laws and it shall be subject to appropriation.

SECTION 5. The General Laws are hereby amended by inserting after chapter 94F the following chapter:

CHAPTER 94G
REGULATION OF THE USE AND DISTRIBUTION OF MARIJUANA
NOT MEDICALLY PRESCRIBED

Section 1. Definitions

As used in this chapter, the following words shall, unless the context clearly requires otherwise, have the following meanings:

(a) "Consumer", a person who is at least 21 years of age.

(b) "Controlling person", an officer, board member or other individual who has a financial or voting interest of 10 per cent or greater in a marijuana establishment.

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(c) "Commission", the cannabis control commission established by section 76 of chapter 10 of the General Laws.

(d) "Experienced marijuana establishment operator", (i) a medical marijuana treatment center as defined in chapter 369 of the acts of 2012 with a registration in good standing, or (ii) a reorganized marijuana business established by a vote of at least 2/3 of the board of directors of an entity that submitted an application for a registration to operate a medical marijuana treatment center to the department of public health before October 1, 2015 and was issued a provisional registration to operate a medical marijuana treatment center by the department of public health before the effective date of this chapter.

(e) "Hemp", the plant of the genus Cannabis or any part of the plant, whether growing or not, with a delta-9-tetrahydrocannabinol concentration that does not exceed 0.3 per cent on a dry weight basis of any part of the plant of the genus Cannabis, or per volume or weight of marijuana product, or the combined per cent of delta-9-tetrahydrocannabinol and tetrahydrocannabinolic acid in any part of the plant of the genus Cannabis regardless of moisture content.

(f) "Manufacture", to compound, blend, extract, infuse or otherwise make or prepare a marijuana product.

(g) "Marijuana" or "Marihuana", all parts of any plant of the genus Cannabis, not excepted below and whether growing or not; the seeds thereof; and resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin including tetrahydrocannabinol as defined in section 1 of chapter 94C of the General Laws; provided that "Marijuana" shall not include:

(1) The mature stalks of the plant, fiber produced from the stalks, oil, or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks, fiber, oil, or cake made from the seeds of the plant or the sterilized seed of the plant that is incapable of germination;

(2) Hemp; or

(3) The weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink or other products.

(h) "Marijuana accessories", equipment, products, devices or materials of any kind that are intended or designed for use in planting, propagating, cultivating,

growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling or otherwise introducing marijuana into the human body.

(i) "Marijuana cultivator", an entity licensed to cultivate, process and package marijuana, to deliver marijuana to marijuana establishments and to transfer marijuana to other marijuana establishments, but not to consumers.

(j) "Marijuana establishment", a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.

(k) "Marijuana product manufacturer", an entity licensed to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to marijuana establishments and to transfer marijuana and marijuana products to other marijuana establishments, but not to consumers.

(l) "Marijuana products", products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

(m) "Marijuana testing facility", an entity licensed to test marijuana and marijuana products, including certification for potency and the presence of contaminants.

(n) "Marijuana retailer", an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

(o) "Process" or "processing", to harvest, dry, cure, trim and separate parts of the marijuana plant by manual or mechanical means, except it shall not include manufacture as defined in subsection (f) of this section.

(p) "Unreasonably impracticable", that the measures necessary to comply with the regulations, ordinances or by-laws adopted pursuant to this chapter subject licensees to unreasonable risk or require such a high investment of risk, money,

time or any other resource or asset that a reasonably prudent businessperson would not operate a marijuana establishment.

Section 2. Limitations

(a) Operating under the influence. This chapter does not amend existing penalties for operating, navigating or being in actual physical control of any motor vehicle, train, aircraft, motorboat or other motorized form of transport or machinery while impaired by marijuana or a marijuana product or for consuming marijuana while operating, navigating or being in actual physical control of any motor vehicle, train, aircraft, motorboat or other motorized form of transport or machinery.

(b) Transfer to or possession by a person under 21 years of age. This chapter shall not be construed to permit the knowing transfer of marijuana, marijuana products or marijuana accessories, with or without remuneration, to a person under 21 years of age or to allow a person under 21 years of age to possess, use, purchase, obtain, cultivate, process, manufacture, deliver or sell or otherwise transfer marijuana or marijuana accessories.

(c) Manufacture of products. Unless done pursuant to a marijuana product manufacturer license issued by the commission, this chapter does not authorize a person to manufacture marijuana or hemp by means of any liquid or gas, other than alcohol, that has a flashpoint below 100 degrees Fahrenheit.

(d) Property. This chapter shall not be construed to:

(1) prevent a person from prohibiting or otherwise regulating the consumption, display, production, processing, manufacture or sale of marijuana and marijuana accessories on or in property the person owns, occupies or manages, except that a lease agreement shall not prohibit a tenant from consuming marijuana by means other than smoking on or in property in which the tenant resides unless failing to do so would cause the landlord to violate a federal law or regulation;

(2) prevent the commonwealth, a subdivision thereof or local government agency from prohibiting or otherwise regulating the possession or consumption of marijuana or marijuana accessories within a building owned, leased or occupied by the commonwealth, a political subdivision of the commonwealth or an agency of the commonwealth or a political subdivision of the commonwealth; or

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(3) authorize the possession or consumption of marijuana or marijuana accessories on the grounds of or within a public or private school where children attend classes in preschool programs, kindergarten programs or grades 1 to 12, inclusive, or on the grounds of or within any correctional facility.

(e) Employment. This chapter shall not require an employer to permit or accommodate conduct otherwise allowed by this chapter in the workplace and shall not affect the authority of employers to enact and enforce workplace policies restricting the consumption of marijuana by employees.

(f) Negligent conduct. This chapter shall not amend existing penalties for conduct involving the performance of any task while impaired by marijuana that would constitute negligence or professional malpractice and shall not prevent the imposition of any civil, criminal or other penalty for such conduct.

(g) Relation to medical use of marijuana. This chapter shall not be construed to affect the provisions of chapter 369 of the acts of 2012, relating to the medical use of marijuana as enacted by the people in the state election in 2012.

(h) Adulteration and misbranding. This chapter shall not exempt marijuana or marijuana products from sections 186 to 195, inclusive, of chapter 94 of the General Laws, relating to the adulteration and misbranding of food, drugs and various articles. Marijuana included in a marijuana product manufactured in compliance with the regulations under this chapter shall not be considered an adulterant.

Section 3. Local control

(a) A city or town may adopt ordinances and by-laws that impose reasonable safeguards on the operation of marijuana establishments, provided they are not unreasonably impracticable and are not in conflict with this chapter or with regulations made pursuant to this chapter and that:

(1) govern the time, place and manner of marijuana establishment operations and of any business dealing in marijuana accessories, except that zoning ordinances or by-laws shall not prohibit placing a marijuana establishment which cultivates, manufactures or sells marijuana or marijuana products in any area in which a medical marijuana treatment center is registered to engage in the same type of activity;

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(2) limit the number of marijuana establishments in the city or town, except that a city or town may only adopt an ordinance or by-law by a vote of the voters of that city or town if the ordinance or by-law:

(i) prohibits the operation of 1 or more types of marijuana establishments within the city or town;

(ii) limits the number of marijuana retailers to fewer than 20 per cent of the number of licenses issued within the city or town for the retail sale of alcoholic beverages not to be drunk on the premises where sold under chapter 138 of the General Laws; or

(iii) limits the number of any type of marijuana establishment to fewer than the number of medical marijuana treatment centers registered to engage in the same type of activity in the city or town.

(3) restrict the licensed cultivation, processing and manufacturing of marijuana that is a public nuisance;

(4) establish reasonable restrictions on public signs related to marijuana establishments; and

(5) establish a civil penalty for violation of an ordinance or by-law enacted pursuant to this subsection, similar to a penalty imposed for violation of an ordinance or by-law relating to alcoholic beverages.

(b) The city council of a city and the board of selectmen of a town shall, upon the filing with the city or town clerk of a petition (i) signed by not fewer than 10 per cent of the number of voters of such city or town voting at the state election preceding the filing of the petition and (ii) conforming to the provisions of the General Laws relating to initiative petitions at the municipal level, request that the question of whether to allow, in such city or town, the sale of marijuana and marijuana products for consumption on the premises where sold be submitted to the voters of such city or town at the next biennial state election. If a majority of the votes cast in the city or town are not in favor of allowing the consumption of marijuana or marijuana products on the premises where sold, such city or town shall be taken to have not authorized the consumption of marijuana and marijuana products on the premises where sold.

(c) No city or town shall prohibit the transportation of marijuana or marijuana products or adopt an ordinance or by-law that makes the transportation of marijuana or marijuana products unreasonably impracticable.

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(d) No agreement between a city or town and a marijuana establishment shall require payment of a fee to that city or town that is not directly proportional and reasonably related to the costs imposed upon the city or town by the operation of a marijuana establishment. Any cost to a city or town by the operation of a marijuana establishment shall be documented and considered a public record as defined by clause Twenty-Sixth of section 7 of chapter 4 of the General Laws.

Section 4. The Cannabis Control Commission

(a) The commission shall, in consultation with the cannabis advisory board and in accordance with chapter 30A of the General Laws, adopt regulations consistent with this chapter for the administration, clarification and enforcement of laws regulating and licensing marijuana establishments. The regulations shall include:

(1) procedures for the issuance and renewal of licenses to operate marijuana establishments;

(2) a schedule of application, license and renewal fees in an amount necessary to pay for all regulation and enforcement costs of the commission; provided however that fees may be relative to the volume of business conducted or to be conducted by the marijuana establishment and shall not exceed:

(i) For an initial application, \$3,000;

(ii) For a license for a retail marijuana store, \$15,000;

(iii) For a license for a marijuana product manufacturer, \$15,000;

(iv) For a license for a marijuana cultivator, \$15,000; and

(v) For a license for a marijuana testing facility, \$10,000.

(3) qualifications for licensure and minimum standards for employment that are directly and demonstrably related to the operation of a marijuana establishment and similar to qualifications for licensure and employment standards in connection with alcoholic beverages as regulated under chapter 138 of the General Laws; provided that a prior conviction solely for a marijuana-related offense or for a violation of section 34 of chapter 94C of the General Laws shall not disqualify an individual or otherwise affect

eligibility for employment or licensure in connection with a marijuana establishment, unless the offense involved the distribution of a controlled substance, including marijuana, to a minor;

(4) procedures and policies to promote and encourage full participation in the regulated marijuana industry by people from communities that have previously been disproportionately harmed by marijuana prohibition and enforcement and to positively impact those communities;

(5) requirements for the security of marijuana establishments, including security, lighting, video and alarm requirements and requirements for the secure transportation and storage of marijuana, marijuana plants and marijuana products, provided that the requirements shall not prohibit the cultivation of marijuana outdoors or in greenhouses;

(6) requirements to prevent the sale of marijuana and marijuana products to persons under 21 years of age;

(7) requirements for record keeping by marijuana establishments and procedures to track marijuana and marijuana products cultivated, processed, manufactured, delivered or sold by marijuana establishments;

(8) health and safety standards for the cultivation, processing, manufacture and distribution of marijuana and marijuana products, including standards regarding sanitation for the preparation, storage, handling and sale of food products and reasonable limitations on the use of organic and non-organic pesticides;

(9) requirements for the packaging of marijuana and marijuana products, which shall include special packaging requirements to protect children from ingesting marijuana or marijuana products and requirements for dividing each serving within a package containing multiple servings in a manner that allows consumers to easily identify a single serving;

(10) requirements for the labeling of a package containing marijuana or marijuana products that shall include a symbol or other easily recognizable mark indicating that the package contains marijuana and an identification of the marijuana cultivator or the marijuana product manufacturer who produced the marijuana or marijuana product, and for the labeling of a package containing marijuana products, the amount of tetrahydrocannabinol in a package and in each serving of a marijuana

product, the number of servings in a package and a list of ingredients and possible allergens;

(11) requirements for the testing of random samples of marijuana and marijuana products to verify that marijuana and marijuana products are accurately labeled and to verify that products intended for human consumption do not contain contaminants that are in excess of typical standards applied to other commercially available products intended for human consumption;

(12) requirements for safe disposal of excess, contaminated, adulterated or deteriorated marijuana or marijuana products;

(13) reasonable restrictions on signs, marketing, displays and advertising with respect to marijuana, marijuana products and marijuana accessories, including prohibiting marketing or advertising designed to appeal to children;

(14) procedures and requirements to enable the transfer of a license for a marijuana establishment to another qualified person or to another suitable location, which shall not be more restrictive than laws governing the transfer of a license for the sale of alcoholic beverages under chapter 138 of the General Laws; and

(15) provisions for: enforcing this chapter, including penalties for civil violations for the failure to comply with any regulation made pursuant to this section or for any violation of section 13 of this chapter; collecting fees and penalties imposed; suspending the license of a marijuana establishment that include provisions to allow for the continued maintenance and security of any marijuana and marijuana products; terminating the license of a licensee; and appealing civil penalties or licensing actions.

(b) In furtherance of the intent of this act, the commission may also adopt regulations in accordance with chapter 30A of the General Laws which:

(1) establish and provide for issuance of additional types or classes of licenses to operate marijuana-related businesses, including licenses that authorize only limited cultivation, processing, manufacture, possession or storage of marijuana or marijuana products, limited delivery of marijuana or marijuana products to consumers, licenses that authorize the consumption of marijuana or marijuana products on the premises where sold, licenses that authorize the consumption of marijuana at special events in limited

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areas and for a limited time and licenses intended to facilitate scientific research or education;

(2) regulate the cultivation, processing, distribution and sale of hemp by marijuana establishments; and

(3) limit the total amount of marijuana cultivated within the commonwealth, if the commission determines after an analysis of the current and anticipated supply of and demand for marijuana and marijuana products, that a limit on the amount of marijuana cultivated within the commonwealth is necessary to minimize illicit markets for marijuana. If the commission limits the total amount of marijuana that may be cultivated within the commonwealth, the commission shall reconsider that determination biannually and shall not set the limit at a level below that which is necessary to provide an adequate supply of marijuana and marijuana products in the commonwealth. No such limit shall be imposed if the import or export of marijuana to or from the commonwealth is not prohibited by federal law.

(c) Regulations made pursuant to this section shall not:

(1) prohibit the operation of a marijuana establishment either expressly or through regulations that make operation of a marijuana establishment unreasonably impracticable;

(2) require testing of marijuana or marijuana products before the commission has licensed any marijuana testing facilities or, if such facilities have been licensed, before such facilities are capable of performing any required tests in a timely manner;

(3) require a customer to provide a marijuana retailer with identifying information other than identification to determine the customer's age and shall not require the marijuana retailer to acquire or record personal information about customers other than information typically required in a retail transaction;

(4) prohibit a medical marijuana treatment center and an experienced marijuana establishment operator from operating a medical marijuana treatment center and a marijuana establishment at a shared location;

(5) prohibit marijuana establishments from transferring or acquiring marijuana seeds, clones, cuttings, plants or plant tissue from other

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marijuana establishments or from medical marijuana treatment centers or prohibit a marijuana establishment from transferring or otherwise selling marijuana to a marijuana retailer, a marijuana product manufacturer or a marijuana cultivator; or

(6) prohibit marijuana establishments from using inorganic cultivation methods.

(d) The commission shall administer the laws and regulations relating to licensing in this chapter.

(e) The commission may suspend or revoke the license of a licensee under regulations made pursuant to this chapter upon written notice of a violation and, if applicable, an opportunity to cure any violation within 30 days of such notice. All licensees shall be entitled to an adjudicatory hearing pursuant to chapter 30A of the General Laws prior to suspension of a license for longer than 5 days or the revocation of a license.

(f) The commission shall enforce the laws and regulations relating to the cultivation, processing, manufacture, delivery, storage, sale and testing of marijuana and marijuana products by marijuana establishments. The commission shall conduct investigations of compliance with this chapter and shall perform regular inspections of marijuana establishments and the books and records of marijuana establishments as necessary to enforce this chapter. The commission shall cooperate with appropriate state and local organizations to provide training to law enforcement officers of the commonwealth and its political subdivisions.

(g) The commission shall hold a public hearing before the adoption, amendment or repeal of any regulation. Adjudicatory proceedings shall be conducted pursuant to chapter 30A of the General Laws and to standard rules of adjudicatory procedure established pursuant to section 9 of chapter 30A of the General Laws.

(h) The commission shall annually publish a full report of its action during each year containing a comprehensive description of its activities and including the number of licenses of each class issued, actions taken pursuant to clause (4) of subsection (a) of this section and a statement of revenue and expenses of the commission.

(i) The commission shall annually review the tax rate established by chapter 64N of the General Laws and may make recommendations to the General Court

as appropriate regarding changes to the tax rate that further the intent of this act. The commission may study marijuana commerce and make recommendations to the General Court regarding changes in the laws of the commonwealth that further the intent of this act by filing those recommendations with the clerk of the house and senate who shall forward the recommendations to the joint committee on consumer protection and professional licensure, the joint committee on revenue and any other committee deemed appropriate by the commission.

(j) The commission shall deposit all license, registration and monetary penalties collected pursuant to this chapter in the Marijuana Regulation Fund established by section 15 of this chapter.

(k) The commission and the department of public health shall work collaboratively to ensure that the production and distribution of marijuana is effectively regulated in the commonwealth in furtherance of the intent of this act.

Section 5. Licensing of marijuana establishments

(a) Upon receipt of a complete marijuana establishment license application and the application fee, the commission shall forward a copy of the application to the city or town in which the marijuana establishment is to be located, determine whether the applicant and the premises qualify for the license and has complied with this chapter and shall, within 90 days:

(1) issue the appropriate license; or

(2) send to the applicant a notice of rejection setting forth specific reasons why the commission did not approve the license application.

(b) Except as provided in subsection (c) of this section, the commission shall approve a marijuana establishment license application and issue a license if:

(1) the prospective marijuana establishment has submitted an application in compliance with regulations made by the commission, the applicant satisfies the requirements established by the commission, the applicant is in compliance with this chapter and the regulations made by the commission and the applicant has paid the required fee;

(2) the commission is not notified by the city or town in which the proposed marijuana establishment will be located that the proposed marijuana

establishment is not in compliance with an ordinance or by-law consistent with section 3 of this chapter and in effect at the time of application;

(3) the property where the proposed marijuana establishment is to be located, at the time the license application is received by the commission, is not located within 500 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12, unless a city or town adopts an ordinance or by-law that reduces the distance requirement; and

(4) an individual who will be a controlling person of the proposed marijuana establishment has not been convicted of a felony or convicted of an offense in another state that would be a felony in the commonwealth, except a prior conviction solely for a marijuana offense or solely for a violation of section 34 of chapter 94C of the General Laws, unless the offense involved distribution of a controlled substance, including marijuana, to a minor.

(c) If a city or town limits the number of marijuana establishments that may be licensed in the city or town pursuant to clause (2) of subsection (a) of section 3 of this chapter and that limit prevents the commission from issuing a license to all applicants who meet the requirements of subsection (b) of this section:

(1) until January 1, 2018, the commission shall issue licenses first to applicants with the most experience operating medical marijuana treatment centers and then by lottery among qualified applicants; or

(2) on and after January 1, 2018, the commission shall issues licenses by lottery among qualified applicants.

The lottery shall also designate the priority order of unselected applicants in the event that a license becomes available within a year.

Section 6. Expiration and renewal

(a) License term. Unless the commission authorizes the renewal of a license for a longer period, all licenses under this chapter shall be effective for 1 year from the date of issuance.

(b) Renewal. The commission shall issue a renewal license within 30 days of receipt of a renewal application and renewal license fee from a marijuana establishment to licensees in good standing and who have filed any tax returns required pursuant to chapter 64N of the General Laws.

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Section 7. Personal use of marijuana

(a) Notwithstanding any other general or special law to the contrary, except as otherwise provided in this chapter, a person 21 years of age or older shall not be arrested, prosecuted, penalized, sanctioned or disqualified under the laws of the commonwealth in any manner, or denied any right or privilege and shall not be subject to seizure or forfeiture of assets for:

(1) possessing, using, purchasing, processing or manufacturing 1 ounce or less of marijuana, except that not more than 5 grams of marijuana may be in the form of marijuana concentrate;

(2) within the person's primary residence, possessing up to 10 ounces of marijuana and any marijuana produced by marijuana plants cultivated on the premises and possessing, cultivating or processing not more than 6 marijuana plants for personal use so long as not more than 12 plants are cultivated on the premises at once;

(3) assisting another person who is 21 years of age or older in any of the acts described in this section; or

(4) giving away or otherwise transferring without remuneration up to 1 ounce of marijuana, except that not more than 5 grams of marijuana may be in the form of marijuana concentrate, to a person 21 years of age or older, as long as the transfer is not advertised or promoted to the public.

(b) Notwithstanding any other general or special law to the contrary, except as otherwise provided in this chapter, if the import or export of marijuana to or from the commonwealth is not prohibited by federal law, a person 21 years of age or older shall not be arrested, prosecuted, penalized, sanctioned or disqualified under the laws of the commonwealth in any manner, or denied any right or privilege and shall not be subject to seizure or forfeiture of assets for possessing, using, purchasing, cultivating, processing or manufacturing any amount of marijuana or marijuana products for personal use.

(c) Notwithstanding any other general or special law to the contrary, except as otherwise provided in this chapter, a person shall not be arrested, prosecuted, penalized, sanctioned or otherwise denied any benefit and shall not be subject to seizure or forfeiture of assets for allowing property the person owns, occupies or manages to be used for any of the activities conducted lawfully under this

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chapter or for enrolling or employing a person who engages in marijuana-related activities lawfully under this chapter.

(d) Absent clear, convincing and articulable evidence that the person's actions related to marijuana have created an unreasonable danger to the safety of a minor child, neither the presence of cannabinoid components or metabolites in a person's bodily fluids nor conduct permitted under this chapter related to the possession, consumption, transfer, cultivation, manufacture or sale of marijuana, marijuana products or marijuana accessories by a person charged with the well-being of a child shall form the sole or primary basis for substantiation, service plans, removal or termination or for denial of custody, visitation or any other parental right or responsibility.

(e) The use of marijuana shall not disqualify a person from any needed medical procedure or treatment, including organ and tissue transplants.

(f) Notwithstanding any general or special law to the contrary, except as otherwise provided in this chapter, a person 21 years of age or older shall not be arrested, prosecuted, penalized, sanctioned or disqualified and is not subject to seizure or forfeiture of assets for possessing, producing, processing, manufacturing, purchasing, obtaining, selling or otherwise transferring or delivering hemp.

(g) For the purposes of this section, "marijuana concentrate" shall mean the resin extracted from any part of the plant of the genus Cannabis and every compound, manufacture, salt, derivative, mixture or preparation of that resin but shall not include the weight of any other ingredient combined with marijuana to prepare marijuana products.

Section 8. Marijuana accessories authorized

Notwithstanding any general or special law to the contrary, except as otherwise provided in this chapter, a person 21 years of age or older shall not be arrested, prosecuted, penalized, sanctioned or disqualified and shall not be subject to seizure or forfeiture of assets for possessing, purchasing or otherwise obtaining or manufacturing marijuana accessories or for selling or otherwise transferring marijuana accessories to a person who is 21 years of age or older.

Section 9. Lawful operation of marijuana establishments

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(a) Notwithstanding any general or special law to the contrary, except as otherwise provided in this chapter, the following people involved in the distribution of marijuana as authorized by this chapter shall not be arrested, prosecuted, penalized, sanctioned or disqualified and shall not be subject to seizure or forfeiture of assets for activities specified for:

(1) a marijuana retailer or an owner, operator, employee or other agent acting on behalf of a marijuana retailer possessing or testing marijuana or marijuana products; purchasing, selling or otherwise transferring or delivering marijuana or marijuana products to or from a marijuana establishment; or selling or otherwise transferring or delivering marijuana or marijuana products to a consumer;

(2) a marijuana cultivator or an owner, operator, employee or other agent acting on behalf of a marijuana cultivator cultivating, propagating, breeding, harvesting, processing, packaging, testing, storing or possessing marijuana or marijuana products, or selling or otherwise transferring, purchasing or delivering marijuana and marijuana products to or from a marijuana establishment;

(3) a marijuana product manufacturer or an owner, operator, employee or other agent acting on behalf of a marijuana product manufacturer packaging, processing, manufacturing, storing, testing or possessing marijuana or marijuana products, or delivering, selling or otherwise transferring and purchasing marijuana or marijuana products to or from a marijuana establishment; or

(4) a marijuana testing facility or an owner, operator, employee or other agent acting on behalf of a marijuana testing facility possessing, processing, storing, transferring or testing marijuana or marijuana products.

(b) Notwithstanding any general or special law to the contrary, except as otherwise provided in this chapter, a person acting in the person's capacity as an owner, employee or other agent of a marijuana retailer who transfers marijuana or marijuana accessories to a person under 21 years of age shall not be subject to arrest or prosecution, penalty, sanction or disqualification, or seizure or forfeiture of assets, if the person reasonably verified that the recipient appeared to be 21 years of age or older by means of government-issued photographic identification containing a date of birth.

Section 10. Contracts pertaining to marijuana enforceable

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It is the public policy of the commonwealth that contracts related to the operation of marijuana establishments under this chapter shall be enforceable. A contract entered into by a licensee or its agents as permitted pursuant to a valid license issued by the commission, or by those who allow property to be used by a licensee or its agents as permitted pursuant to a valid license issued by the commission, shall not be unenforceable or void exclusively because the actions or conduct permitted pursuant to the license is prohibited by federal law.

Section 11. Provision of professional services

A person engaged in a profession or occupation subject to licensure shall not be subject to disciplinary action by a professional licensing board solely for providing professional services to prospective or licensed marijuana establishments related to activity under this chapter that is not subject to criminal penalty under the laws of the commonwealth.

Section 12. General marijuana establishment operation

(a) In addition to requirements established by regulation pursuant to section 4 of this chapter or by a city or town pursuant to section 3 of this chapter, a marijuana establishment shall:

(1) secure every entrance to the establishment so that access to areas containing marijuana is restricted to employees and others permitted by the marijuana establishment to access the area and to agents of the commission or state and local law enforcement officers and emergency personnel; and

(2) secure its inventory and equipment during and after operating hours to deter and prevent theft of marijuana, marijuana products and marijuana accessories.

(b) No marijuana establishment may cultivate, process, test, store or manufacture marijuana or marijuana products at any location other than at a physical address approved by the commission and within an area that is enclosed and secured in a manner that prevents access by persons not permitted by the marijuana establishment to access the area. A greenhouse or outdoor marijuana cultivation area shall have sufficient security measures to demonstrate that outdoor areas are not readily accessible by unauthorized individuals, including perimeter security fencing designed to prevent unauthorized entry.

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(c) No marijuana establishment shall allow cultivation, processing, manufacture, sale or display of marijuana or marijuana products to be visible from a public place without the use of binoculars, aircraft or other optical aids.

(d) No marijuana establishment shall refuse representatives of the commission the right at any time of operation to inspect the entire licensed premises or to audit the books and records of the marijuana establishment.

(e) No marijuana establishment shall allow any person under 21 years of age to volunteer or work for the marijuana establishment.

(f) No marijuana establishment shall cultivate, manufacture, sell or otherwise transact business with any products containing cannabinoids other than those that were produced, distributed and taxed in compliance with this chapter.

Section 13. Penalties

(a) Restrictions on personal cultivation. No person shall cultivate or process marijuana plants pursuant to section 8 of this chapter if the plants are visible from a public place without the use of binoculars, aircraft or other optical aids or cultivate or process marijuana plants outside of an area that is equipped with a lock or other security device. A person who violates this subsection shall be punished by a civil penalty of not more than \$300 and forfeiture of the marijuana, but shall not be subject to any other form of criminal or civil punishment or disqualification solely for this conduct.

(b) Restrictions on personal possession. No person shall possess more than 1 ounce of marijuana or marijuana products within the person's place of residence pursuant to section 8 of this chapter unless the marijuana and marijuana products are secured by a lock. A person who violates this subsection shall be punished by a civil penalty of not more than \$100 and forfeiture of the marijuana.

(c) Restrictions on public consumption of marijuana. No person shall consume marijuana in a public place or smoke marijuana where smoking tobacco is prohibited. A person who violates this subsection shall be punished by a civil penalty of not more than \$100. This subsection shall not apply to a person who consumes marijuana or marijuana products in a designated area of a marijuana establishment located in a city or town that has voted to allow consumption on the premises where sold and shall not be construed to limit the medical use of marijuana.

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(d) Possession of marijuana in motor vehicles. No person shall, upon any way or in any place to which the public has a right of access, or upon any way or in any place to which members of the public have access as invitees or licensees, possess an open container of marijuana or marijuana products in the passenger area of any motor vehicle. A person who violates this subsection shall be punished by a civil penalty of not more than \$500. For purposes of this section, "open container" shall mean that the package containing marijuana or marijuana products has its seal broken or from which the contents have been partially removed or consumed and "passenger area" shall mean the area designed to seat the driver and passengers while the motor vehicle is in operation and any area that is readily accessible to the driver or passenger while in a seated position; provided however that the passenger area shall not include a motor vehicle's trunk, locked glove compartment or the living quarters of a house coach or house trailer, or if a motor vehicle is not equipped with a trunk, the area behind the last upright seat or an area not normally occupied by the driver or passenger.

(e) Possession or cultivation of excess marijuana. Notwithstanding chapter 94C of the General Laws and until the import or export of marijuana to or from the commonwealth is not prohibited by federal law, a person who is at least 21 years of age and who cultivates more than 6 but not more than 12 marijuana plants or who possesses an amount of marijuana outside of his or her place of residence having a weight of more than 1 ounce but not more than 2 ounces shall be subject only to a civil penalty of not more than \$100 and forfeiture of the marijuana not allowed by section 8 of this chapter, but shall not be subject to any other form of criminal or civil punishment or disqualification solely for this conduct.

(f) Procurement of marijuana by a person under 21 years of age. A person under 21 years of age, except a qualifying patient holding a valid registration card for the medical use of marijuana, who purchases or attempts to purchase marijuana, marijuana products or marijuana accessories, or makes arrangements with any person to purchase or in any way procure marijuana, marijuana products or marijuana accessories, or who willfully misrepresents such person's age, or in any way alters, defaces or otherwise falsifies identification offered as proof of age, with the intent of purchasing marijuana, marijuana products or marijuana accessories, shall be punished by a civil penalty of not more than \$100 and shall complete a drug awareness program established pursuant to section 32M of chapter 94C of the General Laws. The parents or legal guardian of any offender under the age of 18 shall be notified in accordance with section 32N of chapter 94C of the General Laws and the failure within 1 year of the offense of such an offender to complete a drug awareness program may be a basis for delinquency proceedings for persons under the age of 17 at the time of the person's offense.

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(g) Enforcement. Civil penalties imposed pursuant to this section shall be enforced by utilizing the non-criminal disposition procedures provided in section 32N of chapter 94C of the General Laws.

Section 14. Marijuana Regulation Fund

(a) There shall be established and set up on the books of the commonwealth a separate fund, to be known as the Marijuana Regulation Fund. It shall, subject to appropriation, consist of all monies received on account of the commonwealth as a result of applications for and licensing of marijuana establishments, all civil penalties received for violations of this chapter, revenue generated by the state tax imposed by section 2 of chapter 64N of the General Laws and interest earned or other income on balances in the fund.

(b) Subject to appropriation, the fund shall be expended first for the implementation, administration and enforcement of this chapter by the commission and by the cities and towns that authorize the operation of marijuana establishments within their jurisdictions. Subject to appropriation, at the end of a fiscal year, unexpended balances may be redeposited in the General Fund after all necessary funds are expended for the implementation, administration and enforcement of this chapter.

SECTION 6. Notwithstanding any general or special law to the contrary, if the cannabis control commission fails to adopt regulations necessary for the implementation of this chapter on or before January 1, 2018, each medical marijuana treatment center may begin to possess, cultivate, process, manufacture, package, purchase or otherwise obtain and test marijuana and marijuana products and may deliver, sell or otherwise transfer marijuana to any person who is at least 21 years of age until the commission adopts the regulations necessary for implementation of this chapter and begins to issue licenses to operate marijuana establishments pursuant to section 5 of this chapter.

SECTION 7. The state treasurer shall make the initial appointments to the cannabis control commission under section 76 of chapter 10 of the General Laws by March 1, 2017. The initial appointments shall include 1 member who shall serve an initial term of 2 years.

SECTION 8. The governor shall make the initial appointments to the cannabis advisory board under section 77 of chapter 10 of the General Laws by February 1, 2017. Seven of the initial appointees, as determined by the governor, shall serve for a term of 1 year.

The cannabis advisory board shall meet not less frequently than quarterly until January 1, 2020.

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 - 8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____ 14. _____ 15. _____

SECTION 9. The cannabis control commission shall promulgate the initial regulations under section 4 of chapter 94G of the General Laws not later than September 15, 2017.

SECTION 10. The commission shall begin accepting applications:

- (a) for marijuana testing facility licenses, by October 1, 2017;
- (b) from each experienced marijuana establishment operator for 1 marijuana cultivator license, 1 marijuana product manufacturer license and 1 marijuana retailer license, by October 1, 2017;
- (c) if fewer than 75 provisional registrations to operate medical marijuana treatment centers have been issued on October 1, 2017, from all applicants for marijuana retailer, marijuana product manufacturer and marijuana cultivator licenses, on and after January 1, 2018;
- (d) from all applicants for marijuana retailer licenses or for marijuana product manufacturer licenses, on and after October 1, 2018; and
- (e) from all applicants for marijuana cultivator licenses, on and after October 1, 2019.

SECTION 11. If the commission accepts applications pursuant to subsection (c) of section 10 of this act, it shall license no more than 75 marijuana retailers, 75 marijuana product manufacturers and 75 marijuana cultivators until additional applications are accepted pursuant to subsection (d) or subsection (e) of section 10 of this act. If this section prevents the commission from issuing licenses to all applicants who meet the requirements of this act, the commission shall issue licenses first to qualified applicants who submitted applications for registrations to operate medical marijuana treatment centers to the department of public health by October 1, 2015 and then by lottery among qualified applicants.

SECTION 12. This act shall take effect on December 15, 2016.

Pursuant to Article 48 of the articles of amendment of the Constitution of the Commonwealth of Massachusetts, as amended, the undersigned qualified voters of the Commonwealth hereby subscribe to the foregoing initiative petition for a law and submit it for approval of the People.

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____
8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____ 14. _____ 15. _____

Richard M Evans
299 Burts Pit Rd.
Northampton, MA 01060

Michael D. Cutler
130 Prospect Ave.
Northampton, MA 01060

Will Luzier
26 Riverdale St.
Boston, MA 02134

James M. Borghesani
51 Clearwater Dr.
Duxbury, MA 02332

Whitney A. Taylor
10 Thacher St. #516
Boston, MA 02113

Kristopher T Krane
219 Kittredge St.
Boston, MA 02131

Thomas Nolan
21 Father Francis Gilday St. #302
Boston, MA 02118

Adam D. Fine
340 St. George St.
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33 Bowers Ave.
Malden, MA 02148

Thomas Kiley
159 Monroe Rd.
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Cornelius K. Hurley
116 Commonwealth Ave.
Boston, MA 02116

Shanel Lindsay
11 Madison Ave.
Sharon, MA 02067

Valerio G. Romano
38 Indian Wind Dr.
Scituate, MA 02066

Richard Harding, Jr.
189 Windsor St.
Cambridge, MA 02139

Nichole Snow Dawson
190 Bridge St. #3205
Salem, MA 01970



**MASSACHUSETTS
MUNICIPAL
ASSOCIATION**

ONE WINTHROP SQUARE, BOSTON, MA 02110
617-426-7272 • 800-882-1498 • fax 617-695-1314 • www.mma.org

November 30, 2016

His Excellency Charles D. Baker
Governor of the Commonwealth
State House, Room 360
Boston, MA 02133

The Hon. Robert A. DeLeo
Speaker of the House
State House, Room 356
Boston, MA 02133

The Hon. Stanley C. Rosenberg
Senate President
State House, Room 332
Boston, MA 02133

Dear Governor Baker, Speaker DeLeo, and President Rosenberg,

With the passage of Question 4, Massachusetts became one of just eight states that have legalized the recreational use of marijuana. Because of our population and our prime location in the center of a compact geographic region, our state will soon become the commercial marijuana industry's east coast base. The growing industry will certainly use Massachusetts as the retail platform for Rhode Island, Connecticut, New York, Vermont and New Hampshire.

Cities and towns have a responsibility to ensure that the new law is implemented locally in a manner that protects the public interest, including addressing public health and public safety concerns, and ensuring that the roll-out does not negatively impact residents, other businesses, neighborhoods, economic development plans, or other important considerations. As such, municipal officials are scrambling to get information and plan their own policy responses. This will be very difficult in the short term, as there are many unanswered questions and many significant flaws in the new law.

It is important to recognize that Question 4 prevailed and the issue of whether or not to legalize the recreational use of marijuana has been settled. Yet it is also clear that the new law has several significant drafting flaws that require fixing in order to prevent negative outcomes. Just as the Legislature and governor acted in 1981 to amend Proposition 2½ to make it workable, we believe it is both appropriate and necessary for state lawmakers to take action to address the shortcomings in Question 4. Doing so would benefit the public interest and every community.

While there are many smaller details that warrant attention, the major problems that must be fixed are: 1) deadlines that are too short to give state and local officials enough time to prepare for and administer the law; 2) the preemption and loss of local control; 3) the unregulated "home grow" provisions that could foster a new black market for marijuana sales; and 4) the inadequate tax revenues written into the statute.

An Unrealistic Timeline

Question 4 sets an unrealistic deadline, instructing the state to construct the entire regulatory framework for the commercial marijuana industry by January 1, 2018. That is too little time to recruit and appoint a first-ever 3-person Cannabis Control Commission (CCC) and give the rookie commissioners the time to build a brand-new state agency, recruit and hire agency staff, draft initial versions of all regulations, solicit input from all stakeholders, promulgate final regulations, and provide enough lead-time for a rational roll-out that protects the public interest. If the state fails to meet the January 1 deadline, the industry has written Question 4 in such a way that the commercial industry would arise in a mostly unregulated environment, because medical marijuana operators would *automatically* be licensed as commercial agents for recreational marijuana, giving them a near-monopoly in the marketplace.

We respectfully ask you to act swiftly to extend these deadlines and give the state and municipalities more time to get the regulatory framework in place and adopt reasonable rules to govern this new commercial industry.

In the meantime, we request passage of statutory authority to allow cities and towns to enact a moratorium on new commercial marijuana facilities until the Cannabis Control Commission has promulgated regulations governing the industry. Because the deadline for regulations comes *after* the CCC is instructed to begin processing applications and licenses for commercial facilities, local governments will begin to see applications for commercial facilities before they know the full extent of the regulations under which those facilities will be operating.

Unwise Preemption of Local Control

A second major concern is the preemption of local control. The new law prevents cities and towns from making local decisions on whether to allow commercial retail sales in their municipalities. Here it is clear that the marijuana industry lobbyists learned a lesson from Colorado, the first state to legalize recreational use. The Colorado law allows local governing bodies to ban retail sales in their communities – and 70 percent of their cities and towns have enacted such a ban. Question 4 makes it impossible for selectmen, mayors, councils or Town Meetings to make this decision. Instead, communities are only allowed to enact a ban if ten percent of local residents who voted in the last state election sign a petition to place a question on the ballot, and voters approve the question at a *state* general election in 2018 or later. This means the earliest that communities can even consider a ban will be nearly a year *after* commercial sales become legal – it is hard to imagine that this industry-friendly loophole was unintentional.

Further, Question 4 includes language that would allow the CCC to preempt or disallow any local zoning rule, ordinance or regulation that is inconsistent with their wishes – a concern made even more serious because the “advisory board” in the law is actually a pro-industry panel dominated by commercial marijuana interests.

We respectfully ask you to act swiftly to restore decision-making authority to municipal governing bodies on the question of commercial bans, and clarify that the CCC cannot override local zoning decisions and ordinances on the location and operation of locally permitted commercial facilities, including recreational marijuana. The broad preemption language must be eliminated.

An Unregulated Non-Commercial Market

Starting on December 15, the home cultivation of marijuana will be allowed through a totally unregulated “home grow” provision, which will allow individuals to cultivate up to twelve plants at any one time. Calculating the street value, that’s \$60,000 worth of marijuana, and based on reasonable processing estimates, the twelve plants could yield approximately 12,000 joints, or thousands of “servings” of marijuana-infused edibles.

Local and state law enforcement officials are gravely concerned about the home grow language in the new law – the sheer volume of home grown marijuana will certainly incentivize a burgeoning black market that will hit the street at least a year before official, regulated commercial sales become lawful, creating a source of sales that could easily reach school-aged children and teenagers.

We respectfully ask you to delay the home grow provisions, and develop a structure to appropriately regulate and monitor this activity to safeguard public safety and health, and protect neighborhoods, residents and youth.

Inadequate Revenues

Another major concern is the rock-bottom excise revenue that would be generated by Question 4, where it is again clear that the marijuana industry learned a lesson from earlier experiences in Colorado and Washington state. In addition to state sales taxes, the Colorado law imposes a 25 percent tax on marijuana, and cities and towns can enact their own local sales taxes of up to 8 percent. The state of Washington imposes a 37 percent excise tax, and cities and towns can collect their own local sales tax of up to 3.4 percent.

Here in Massachusetts, the commercial interests behind Question 4 set the state marijuana excise tax at just 3.75 percent, and capped the local-option marijuana excise tax at only 2 percent. These would be the lowest rates in the nation.

Given the significant new burden of regulating and monitoring a new commercial industry (which will deal in a controlled substance that is still illegal under federal law), the state and local revenue rates are unreasonably low and damaging to public budgets. The state excise will clearly fall short, and we urge you to increase the state tax so that, at a minimum, resources will be available to provide statewide training of police officers and fund the CCC and other state agency needs. Further, cities and towns will have new responsibilities in areas of public safety, public health, zoning, permitting and licensing. At 2 percent, the local revenue in Question 4 will fall far short of local needs.

We respectfully ask you to increase the allowable state and local tax rates to bring them in line with Colorado and Washington and other "first-wave" legalization states. We recommend that cities and towns be authorized to implement, on a local-option basis, an excise of between 2 to 6 percent, to be determined by vote of the local governing body.

An Independent Advisory Board is Necessary

We urge you to improve the make-up of the Cannabis Advisory Board to make it a truly independent entity, instead of the industry-dominated panel that it is under Question 4. It is striking that the ballot question was written to give commercial marijuana interests control of a board that will be so heavily involved in regulating the industry. We respectfully ask that a municipal representative be added to the board, as well as a representative from municipal police chiefs and a seat representing local boards of health. We believe the addition of these perspectives is vital to ensure that local public safety and health concerns are considered when crafting the regulations.

Summary

Cities and towns have a responsibility to implement the new law in a manner that protects the public interest, yet communities will not be able to fulfill this responsibility unless the significant flaws detailed in this letter are addressed. Just as the Legislature and governor acted in 1981 to amend Proposition 2½ to make it workable, we respectfully ask the Commonwealth to take action to address the shortcomings in Question 4. Doing so would benefit the public interest and every community.

Thank you very much for your consideration. If you have any questions or wish to receive additional information, please do not hesitate to have your offices contact me or MMA Legislative Director John Robertson at (617) 426-7272 at any time.

Sincerely,



Geoffrey C. Beckwith
Executive Director & CEO



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

MEETING DATE: 12/20/2016

Agenda Item	Age Friendly Community Project Update
Presenter(s)	Timothy McDonald, Director of Public Health

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>Director McDonald will update the Board on the progress of this project. The Public Health Division and Council on Aging submitted a Healthy Aging grant application to the MetroWest Health Foundation, which was granted in November. The focus of the grant will be to address some of the challenges of senior transportation (in the line of better coordinating senior transportation, or better publicizing what already exists, rather than something that would <u>create</u> more senior transportation); and to develop a combined product (easier to read and use booklet, list of referral resources, and DVD) that will help Needham seniors assess options for home modification to make their homes more accessible as they age.</p>
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<p>Discussion Only.</p>
3.	BACK UP INFORMATION ATTACHED
	<p>a. Needham Council on Aging and Needham Public Health, MetroWest Health Foundation FORM C – Project Narrative, Healthy Aging Needham, October 14, 2016</p>

Needham Council on Aging and Needham Public Health
MetroWest Health Foundation
FORM C – Project Narrative
Healthy Aging Needham
October 14, 2016

1. Need

Needham's older residents, like those in many suburban communities, face numerous challenges to remaining in their homes as they age. In an August 2016 report, *Assessment of Housing and Transit Options for Needham Seniors*, several significant barriers to aging in place were identified. The challenges to seniors who wish to continue to live in Needham generally fall into two categories: housing and transit. This proposal addresses some of the "next steps" identified in the Needham report.

According to demographic information maintained by the Needham Town Clerk, in 2015 24% of the town's population (a total of 7,455 residents) are age 60 and above; and this age group represents a great and growing proportionⁱ of Needhamites. The number of 60-plus Needham residents has increased by more than 700 over the past two years alone, and that age cohort is projected to grow by 15 % in Needham over the next five years according to demographic projections from the McCormack School at UMass Boston. By 2020, residents age 60 and older will represent 27% of the Town's residents, and a decade later will hit 31%.

Social Isolation:

In its *Framework for Isolation in Adults Over 50*ⁱⁱ, the AARP Foundation identifies lack of public transportation as a significant contributing factor to senior isolation. Needham, which has one of the highest populations of adults age 60 and over in the MetroWest region, is an automobile-dependent community. The auto-centric design becomes a barrier as the population ages, even as many older adults continue to drive into their 70s and 80s. According to the Needham Senior Survey on Housing and Transit (2016), 94% of respondents plan to continue driving as they age. Yet as seniors' abilities diminish many are compelled to modify their driving habits or to give up driving entirely, drastically increasing the risk of social isolation. One of the top recurring discussions in focus groups, interviews, and comments during the survey conducted in Needham in spring 2016, was the need to increase transportation options. As the Town of Needham anticipates a significant increase in its elderly population, it must also prepare for more people who do not drive and who will benefit from increasing transportation options in the community.

In its 2011 reportⁱⁱⁱ, the MetroWest Commission on Healthy Aging described the benefits of increased transportation options, specifically referring to *ITNAmerica*, as empowering seniors by enabling them to maintain independence and dignity. (The same can also be said for ensuring that seniors live in safe, hazard-free homes.)

Needham is currently served by the MBTA commuter rail, which provides transportation (within a narrow corridor of the town) to Boston and its very limited schedule is designed for residents

who commute into Boston. There is also a single MBTA bus line which runs through Needham and into Watertown. Some social service agencies including the Needham Community Council provide limited transportation (often relying on volunteer drivers) for medical appointments, to grocery stores, and to the organizations' premises. *ITN Greater Boston* is partially supported by MetroWest Health Foundation whose continued goal as of January 2015^{iv} is to increase membership among MetroWest communities. However, there is not available, accessible, and affordable circulator transportation service in Needham, and a circulator is incredible important for seniors who wish to travel within Needham for errands, shopping, social connections, and medical appointments.

Other Metro-West communities have transit systems to meet these needs. For example, the Wellesley Council on Aging provides an "on-demand" transportation service and coordinates information on available transportation services. In Dedham, the Council on Aging provides transportation for varied needs, but trips must be scheduled one to two weeks in advance. The most consistent and reliable transit service appears to be offered by the MetroWest Regional Transit Authority, which does not serve Needham.

Aging in Place:

Many seniors currently live in homes that may present hazards or which may be difficult for them to navigate at their abilities wane. Seniors are more vulnerable to falls, which can have devastating consequences, due to mobility impairment, balance issues, and medication mismanagement.

Respondents to the Needham Senior Survey on Housing and Transit indicated both interest and challenges in making modifications to improve the age-friendliness of their homes. Some 17% of respondents (102 individuals) indicated that they were not able to make desired modifications to their homes due to cost, architectural limitations, and other barriers. Yet this number does not necessarily capture seniors who might, with some assistance, make simple adjustments to improve safety in their homes. Such adjustments could include identifying trip hazards, fire hazards, escape route, furniture placement, improved lighting, and smoke detectors. As indicated in focus group discussions, many seniors have not considered the hazards that can be addressed with improving the condition or modifying some basic elements such as adding handrails, adding lighting, or changing door knobs and faucets.

2. Program Design

Addressing Social Isolation:

In response to the clear need for additional transit options for seniors and to suggestions made by survey respondents and key informants, the Needham Public Health Department and Needham Council on Aging propose the following transportation initiatives to address senior social isolation in Needham:

- A. A **transportation summit** will be held in March of 2017, and will review the findings from "Assessment of Housing and Transit Options for Needham Seniors" (August 2016). Participants will include elected officials, town administrators, senior residents of Needham

(invited from among 2016 focus group participants) and representatives from community partners (business, health, and human services). The purpose will be to improve transit options for a wide range of activities and purposes, thereby improving the connectedness of Needham seniors. Summit participants will consider creative ways to maximize local assets and to consider new initiatives as well. A range of possible practical solutions will be identified by the end of the summit. Material from the Transportation and Mobility recommendations from the MetroWest 2011 final report will be among resources used. This summit will capitalize on the high level of interest in the August 2016 assessment.

- B. Following the summit, **transportation task force** will be formed in April 2017 to narrow down the possible solutions, determine short-term and long-term initiatives to pursue, and recommend a plan to the Board of Selectmen. The plan will benefit seniors, people with disabilities, and all others in Needham who require transit options. MetroWest Foundation recommendations regarding replication of successful approaches in other Metrowest communities will be among those considered. It is important that the task force be time limited and focused in order to actively engage its members and to ensure that an actionable, workable transit plan is produced at the end of the process. The end date will be October 2017
- C. Findings and **recommendations** will be presented to the Board of Selectmen in October or November 2017.

Addressing Aging in Place:

As many Needham seniors currently live in homes that may present hazards or may be difficult for residents to navigate as their abilities wane, the Needham Public Health Department and Needham Council on Aging propose a sustainable program to increase the likelihood that people can safely age in place.

A past program jointly run by the Needham Public Health Department and the Council on Aging was designed to address home safety issues, but was not ideally or formally staffed. A senior home safety assessment and fall prevention program will be designed to address some of the primary barriers to aging in place, particularly for isolated seniors, and will include falls prevention and risk assessment, and will help elders assess the age-friendliness of their homes.

- A. The project will begin with a planning process to determine the ideal makeup of a **Senior Home Safety Assessment Team**. The team may include Council on Aging social work and Public Health Nursing staff and may be augmented by personnel from other departments such as Building, Fire, and Police. A part-time safety assessment staff member will be hired.
- B. In consultation with the Fire and Building Departments, the team will modify the existing **AARP home assessment tool** so it better meets the needs of elder residents. To ensure an appropriate and user-friendly tool, Needham seniors will be invited to review and provide feedback before finalized.
- C. **Referral resources** will be identified and reviewed. Referrals sources may include: the Council on Aging; the Public Health Department (meal delivery and environmental health

unit); Public Safety (Fire and Police); the Building Department; Needham Housing Authority; health care providers; community based organizations such as the Needham Community Council, YMCA, and Springwell; and home modification specialists and contractors.

- D. A **home assessment protocol** will be developed. The protocol may include: assessment of the home physical environment; identification of fall risks; identification of possible simple modifications to the home; and referrals as appropriate. When indicated, a public health nurse may visit with the senior to provide a medication review and to provide nutrition counseling.
- E. A **client satisfaction survey** and **follow-up tool** will be developed for use after home assessments.
- F. A **pilot** of the Senior Home Safety Assessment program will begin in June 2017, with the goal of conducting 6 – 8 home assessments by the end of August. All participating residents will receive a satisfaction survey within a week of the assessment and a follow-up phone call or visit one – two months after the assessment.
- G. Once the pilot is evaluated and the protocols modified if indicated, then the **Senior Home Safety Assessment** program can launch in full and be aggressively promoted in September, 2017. The hope is that one or two home assessments can occur each week.

3. Organizational Capacity

This fall, the Needham Council on Aging and the Needham Public Health Department will be joined under one organizational roof when a combined Department of Health and Human Services is created. Currently, the Public Health Nurses are located at the Needham Council on Aging and work collaboratively with the COA staff. Both COA and Public Health have close working relationships with other town departments (Building, Public Safety, Public Works, and Planning). The Department also has a long history of working with community based organizations, first responders, and health care providers on hoarding, discharge planning, and other issues that affect elder residents.

A part-time staff member will be hired for the Senior Home Safety Assessment Program.

4. Outcomes

For the transportation initiative, the outcomes will be:

- A. The Transportation Summit will be held in March 2017 and will be attended by a representative group of residents, human service providers, business, and town officials.
- B. A Transportation Task Force will be formed in April 2017 with a six month charge to produce an actionable plan to increase transit options for seniors.
- C. The Task Force recommendations will be presented to Board of Selectmen in November 2017, resulting in new or expanded transit options for seniors.

For the Senior Home Safety Assessment Program the outcomes will be:

- A. Establish the Home Safety Assessment Team in April 2017
- B. Revise AARP safety assessment tool, and customize for Needham by May 2017
- C. Develop Needham Safety assessment protocol by late May 2017
- D. Client satisfaction survey and follow-up protocol developed by late May 2017
- E. Home assessments pilot program conducted from June through August 2017
- F. Senior Home Safety Assessment Program fully functional, visiting one-to-two homes per week, as of September 2017

5. Tracking Success

The Transportation Summit will achieve its desired results when there is a) adequate and diverse representation of stakeholders, and b) when a task force is formed to continue the work. The Transportation Task Force will achieve its desired results when a report of findings and is presented to the Board of Selectmen in November 2017. These recommendations will outline short-term and long-term solutions to the transit challenges faced by Needham seniors.

The Senior Home Safety Assessment Program will achieve its desired results when:

- The Home Safety Assessment Team is formed in April 2017;
- The part-time staff member is hired to manage the project;
- The necessary tools (safety assessment and client satisfaction tool) are developed;
- The necessary protocols (home safety assessment protocol and follow-up protocol) are developed;
- Pilot program begins and provides 6 – 8 home safety assessments and follow-ups;
- Pilot is evaluated based on client feedback and follow-up data;
- Fully functional program provides one – two home safety assessments each week.

6. Disparities

Although Needham is not the most diverse community in the Metrowest Region, as in any community our residents are a diverse group which includes those living beneath the poverty level (3.2% according to the 2010 census). As residents in an affluent suburb, Needhamites may be reluctant to identify themselves as being in need. However, with an active and sensitive human service community and Housing Authority, we anticipate being able to reach many of those who are living on low incomes.

According to the 2010 census, Needham is a predominantly white community (90% white, 1 % black, 7% Asian, 2% Hispanic). What we have seen in recent years is an increasing percentage of residents of Asian and Russian descent. Our community is committed to acknowledging and embracing differences as evidenced by the Needham Diversity Summit that has been held in the fall each year.

The Council on Aging Division has actively taken steps to educate staff about cultural differences through participation in the VNA Care Network's Cultural Competency Program and by attending educational opportunities through the Domestic Action Violence Committee and other venues. Additionally we have celebrated differences through program offerings at the Center. We have strong ties to many organizations such as Jewish Children and Family Services, REACH Beyond Domestic Violence, Springwell, the Interfaith Clergy Association, and Needham

Community Council who are committed to making access to care for all residents more attainable.

We believe that by recognizing and embracing our differences we can positively affect the health and wellness of the Community. Offering different opportunities to access services is one way to ensure that we recognize and support the differences in our residents.

7. Collaboration

Critical to the success of this proposal is Public Health and COA's relationship with other Town Departments and partners in community service agencies like the Needham Community Council.

The part-time staff member hired as part of this project will be funded with MetroWest grant funds, and supplemented with part-time and temporary salary line costs from the Public Health and COA operating budgets. The part-time staff member will be supported by existing Public Health and COA staff, including the full and part-time Public Health Nurses and the COA Assistant Director for Social Work.

Other Town of Needham Departments (Building, Fire, Planning, and Police) and community partner agencies (primarily the Needham Community Council) will be engaged to actively participate in both the Transportation Summit and the planning and development of Home Assessment Team tools and protocols.

8. Sustainability

The Needham Public Health Department is applying for this planning grant to build on the assessment Needham conducted in spring 2016. The goal of the Social Isolation element (our transportation project) is, indeed, a plan presented to the Board of Selectmen. The Aging in Place element (Senior Home Safety Assessment) will also include a pilot of the program.

Funding to sustain any new initiative is challenging in this resource constrained environment, but the Town of Needham has a history of supporting funding for positions when there is a demonstrated community need. This was illustrated in October 2014, when Town Meeting voted to appropriate operating budget funds to support the Senior Substance Abuse Prevention Coordinator; that position had been funded by a recently expired federal Drug Free Communities grant, but the Town assumed these new personnel costs because that staff member was addressing a clear community need. The same pattern held true with the need for social work support to address Needham's mental and behavioral health needs. Social work support was an area where the Council on Aging received a grant from MetroWest beginning in January 2016, and in April 2016 the Town Manager and Finance Committee agreed to transfer \$73,305 in operating budget to support the hiring of both a full-time and a part-time social worker based at the Council on Aging.

As this proposal addresses clear community needs through a grant funded program, the hope is that it can then transition those costs onto the Town's operating budget once the value and importance of the program has been amply demonstrated.

ⁱ McCormack Graduate School of Policy and Global Studies at the University of Massachusetts Boston and its Center for Social and Demographic Research on Aging. Demographic fact sheet available at:
https://www.umb.edu/editor_uploads/images/centers_institutes/center_social_demo_research_aging/Dem_Brief_2.pdf

And Dataset available at:

https://www.umb.edu/editor_uploads/images/centers_institutes/center_social_demo_research_aging/Projections_by_MA_town_2010_2030_1.xlsx

ⁱⁱ http://www.aarp.org/content/dam/aarp/aarp_foundation/2012_PDFs/AARP-Foundation-Isolation-Framework-Report.pdf

ⁱⁱⁱ Final Report and Recommendations, MetroWest Commission on Healthy Aging, January 2011

^{iv} Metrowest Health Foundation, Strategic Plan Outcomes Dashboard on Healthy Aging (January 2015)



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

MEETING DATE: 12/20/2016

Agenda Item	Approve FY18 – FY22 Capital Improvement Plan
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance Christopher Coleman, Assistant Town Manager/Operations

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will recommend that the Board approve the FY2018 – 2022 Capital Improvement Plan for transmittal to the Finance Committee.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Suggested Motion:</i> that the Board approve the FY2018 – 2022 Capital Improvement Plan for transmittal to the Finance Committee.	
3.	BACK UP INFORMATION ATTACHED
a. Capital Project Recommendations for Fiscal Years 2018 – 2022 b. Individual Capital Requests were forwarded previously	

Five Year Capital Improvement Plan
Preliminary Tier One Recommendations^
FY2018 - FY2022

Title	Code*	Function	Cat*	2018 Department Request	Tier One Recommendatio n	2019 Department Request	Tier One Recommendatio n	2020 Department Request	Tier One Recommendatio n	2021 Department Request	Tier One Recommendatio n	2022 Department Request	Tier One Recommendatio n	Five Year Request	Five Year Tier One	Cash	Debt	Other	Page
General Fund/Community Preservation Fund																			
Full-Day Kindergarten Space Modification	MB	Schools	2					50,000						50,000					60
Accounting and Revenue Software Package Replacement	P	General	1							1,100,000	1,100,000			1,100,000	1,100,000	1,100,000			13
Asa Smal Field Renovation	P	Public Works	2			141,000	141,000							141,000	141,000			141,000	113
CPA/ASF Athletic Facility and Public Recreation Improvements	M	Community	3	285,000	285,000	570,000	207,000	2,500,000	2,500,000	450,000		134,234		3,939,234	2,992,000			2,992,000	99
Athletic Fields Master Plan	PG	Community	3							75,000				75,000					178
Bunker Gear	N	Public Safety	1	167,872	167,872	37,000	37,000	38,110	38,110	39,253	39,253	40,430	40,430	322,665	322,665	322,665			35
Center at the Heights Computer Lab	P	Community	1					50,000	50,000					50,000	50,000	50,000			9
CPA Central Avenue School Walking Trails	N	Schools	2	210,000	210,000									210,000	210,000			210,000	46
Cricket Field Building Renovations	M	Community	2					154,000		618,000				772,000					176
DPW Complex	M	Public Works	2							2,950,000				2,950,000					119
DPW Seasonal Storage Facility @ RTS	M	Public Works	2	550,000		6,310,000								6,860,000					97
CPA Drain System Improvements - Water Quality (EPA)	M	Public Works	3	2,400,000	2,400,000	118,000		250,000		1,000,000				3,768,000	2,400,000			2,400,000	130
Energy Efficiency Upgrade Improvements	M	Facilities	2	57,000	57,000	15,000	15,000	58,000		100,000				230,000	72,000	72,000			77
Facility Assessment for Sustainable Building Management	MB	Schools	2			85,165								85,165					85
Firearm Replacement	M	Public Safety	1					31,000	31,000					31,000	31,000	31,000			31
Fuel Island Relocation and Upgrade	M	Public Works	2	1,320,000	1,320,000									1,320,000	1,320,000		1,320,000		95
Full Day Kindergarten Space Study	NQB	Schools	2	50,000										50,000					42
High School A Gym Upgrade	PC	Schools	2	182,000		64,000		30,000						276,000					73
High School Athletic Locker Reconfiguration & Addition	MC	Schools	1					45,200						45,200					62
High School Boiler Replacement	MC	Schools	2					840,000						840,000					75
High School Chiller	NC	Schools	2	60,000		418,849								478,849					71
High School Classroom Expansion	MC	Schools	2	414,728		6,855,372								7,270,100					68
Library Furniture Replacement	N	Community	1			45,320	45,320	97,920		84,000		57,000		284,240	45,320	45,320			157
Library RFID Conversion Project	M	Community	1			127,200	127,200							127,200	127,200	127,200			159
Memorial Park Buildings and Grounds Improvements	M	Community	2	5,900,000										5,900,000					180
Multi-Function Printer Devices	P	General	1							35,600	35,600	35,600	35,600	71,200	71,200	71,200			11

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations^
FY2018 - FY2022**

Title	Code*	Function	Cat*	2018 Department Request	Tier One Recommendatio n	2019 Department Request	Tier One Recommendatio n	2020 Department Request	Tier One Recommendatio n	2021 Department Request	Tier One Recommendatio n	2022 Department Request	Tier One Recommendatio n	Five Year Request	Five Year Tier One	Cash	Debt	Other	Page
Non-Public Safety Data Center Servers and Storage Units	P	General	1	145,000	145,000	180,000	180,000							325,000	325,000	325,000			3
Non-Public Safety Data Center Servers and Storage Units	N	General	1																17
Open Space Purchase	M	Community	3	1,000,000										1,000,000					166
Permanent Message Boards	M	General	1			87,000	39,000	90,000		47,000				224,000	39,000	39,000			115
Police Cruiser Radio Replacement	M	Public Safety	1			80,563	80,563							80,563	80,563	80,563			29
Police Use-Of-Force Training Simulator	P	Public Safety	1							45,000	45,000			45,000	45,000	45,000			33
Pollard Bathrooms	N	Schools	2	650,000	650,000									650,000	650,000	650,000			81
Pollard Blue & Green Gym Upgrades	M	Schools	2	45,000	45,000	754,610	754,610	30,000	30,000					829,610	829,610	75,000	754,610		79
Pollard Locker Room Retrofit	M	Schools	2							61,232	61,232	316,875	316,875	378,107	378,107	378,107			83
Pollard Phased Improvements Feasibility Study	NB	Schools	1	65,000										65,000					48
CPA Public Playgrounds	P	Community	1					600,000	600,000					600,000	600,000			600,000	172
Public Safety Complex/Station #2	M	Public Safety	2	3,750,000	250,000	59,700,000								63,450,000	250,000	250,000			27
Public Safety Data Center Servers and Storage Units	P	Public Safety	1			30,000	30,000			60,000	60,000			90,000	90,000	30,000		60,000	5
Public Safety Mobile Devices	P	Public Safety	1			35,000	35,000	35,000	35,000					70,000	70,000	70,000			7
Public Works Infrastructure Program	M	Public Works	3	1,762,000	1,300,000	2,025,000	1,300,000	1,680,500	1,300,000	2,771,513	1,300,000	1,718,050	1,718,050	9,957,063	6,918,050	6,168,050	750,000		101
Renovate/reconstruct Emery Grover Building at Highland Avenue Location	M	Schools	2					1,605,200		13,089,300				14,694,500					57
CPA Rosemary Lake Camp and Trail	M	Community	3			250,000	250,000							250,000	250,000			250,000	168
CPA Rosemary Pool Complex Renovations	M	Community	2	15,800,000										15,800,000					162
School Copier Replacement	R	Schools	1	46,790	46,790	80,850	80,850	54,200	52,780	88,490	89,010	99,730	99,730	370,060	369,160	369,160			50
School Document Management System	M	Schools	1			106,400		72,400			178,800			178,800	178,800	178,800			54
School Furniture	R	Schools	1	45,000	45,000	44,806	44,806	25,000	25,000	45,000	45,000	25,000	25,000	184,806	184,806	184,806			44
School Technology Replacement	R	Schools	1	463,500	307,925	292,000	282,500	565,500	347,500	556,325	177,050	459,700		2,337,025	1,114,975	1,114,975			38
Specialty Equipment	M	Public Works	1	30,000	30,000	72,000	72,000	80,000	80,000	163,000	163,000	40,000	40,000	385,000	385,000	385,000			107
Sustain Hillside School as Swing Space	N	Schools	2							100,000		2,607,400		2,707,400					65
Technology Systems and Application Updates	N	General	1									100,000		100,000					15
Time Clock System	NB	Public Works	1	72,000										72,000					109

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations^
FY2018 - FY2022**

Title	Code*	Function	Cat*	2018 Department Request	Tier One Recommendation	2019 Department Request	Tier One Recommendation	2020 Department Request	Tier One Recommendation	2021 Department Request	Tier One Recommendation	2022 Department Request	Tier One Recommendation	Five Year Request	Five Year Tier One	Cash	Debt	Other	Page
Town Common Redesign	m	Community	3			600,300	600,300							600,300	600,300			600,300	117
Town Offices Replacement Furniture	N	General	1			25,000	25,000					25,000	25,000	50,000	50,000	50,000			1
Traffic Improvements	N	Public Works	2	249,000	249,000	50,000		50,000		50,000		50,000		449,000	249,000	249,000			111
CPA Trail Improvement Project - Needham Reservoir	M	Community	3	925,000	925,000									925,000	925,000			925,000	164

* Refer to the last page for code and cat (category) descriptions

Equipment and Technology	1	1,035,162	742,587	1,243,139	1,079,239	1,784,330	1,259,390	2,263,668	1,932,713	882,460	265,760	7,208,759	5,279,689	4,619,689		660,000
Buildings & Facilities	2	29,237,728	2,781,000	74,393,996	910,610	2,817,200	30,000	16,968,532	61,232	2,974,275	316,875	126,391,731	4,099,717	1,674,107	2,074,610	351,000
Infrastructure & Land	3	6,372,000	4,910,000	3,563,300	2,357,300	4,430,500	3,800,000	4,296,513	1,300,000	1,852,284	1,718,050	20,514,597	14,085,350	6,168,050	750,000	7,167,300
Fleet	4	686,409	646,305	1,957,131	1,634,339	1,190,076	968,000	341,381	500,000	722,665	722,665	4,897,662	4,471,309	3,804,970	666,339	
Totals		37,331,299	9,079,892	81,157,566	5,981,488	10,222,106	6,057,390	23,870,094	3,793,945	6,431,684	3,023,350	159,012,749	27,936,065	16,266,816	3,490,949	8,178,300

General Fund Cash Funding - All Groups			3,439,892		3,112,239		2,957,390		3,733,945		3,023,350		16,266,816
General Fund Debt Funding - All Groups			1,820,000		1,670,949								3,490,949
Other Financial Source - All Groups			3,820,000		1,198,300		3,100,000		60,000				8,178,300
Total General Fund/CPA Tier One Recommended			9,079,892		5,981,488		6,057,390		3,793,945		3,023,350		27,936,065

Recycling and Transfer Station Enterprise

Horizontal Grinder	N	RTS	1			819,000								819,000				126
Property Improvements	M	RTS	2	290,000	290,000	113,100						120,000		523,100	290,000	290,000		121
Stormwater Control at RTS	M	RTS	2			138,600	138,600							138,600	138,600	138,600		128
Transfer Station Floor Replacement	N	RTS	2	166,000	166,000									166,000	166,000	166,000		124

* Refer to the last page for code and cat (category) descriptions

Equipment and Technology	1			819,000										819,000			
Buildings & Facilities	2	456,000	456,000	251,700	138,600						120,000			827,700	594,600	594,600	
Infrastructure & Land	3																
Fleet	4	254,342	254,342			34,783	34,783				455,611	455,611	744,736	744,736	442,462	302,274	
Total - Recycling and Transfer Station Enterprise		710,342	710,342	1,070,700	138,600	34,783	34,783				575,611	455,611	2,391,436	1,339,336	1,037,062	302,274	

Cash Funding			460,342		138,600		34,783				153,337		787,062
Debt Funding			250,000								302,274		552,274
Other Financial Source													
Total - Recycling and Transfer Station Enterprise			710,342		138,600		34,783				455,611		1,339,336

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations^
FY2018 - FY2022**

Title	Code*	Function	Cat*	2018 Department Request	Tier One Recommendatio n	2019 Department Request	Tier One Recommendatio n	2020 Department Request	Tier One Recommendatio n	2021 Department Request	Tier One Recommendatio n	2022 Department Request	Tier One Recommendatio n	Five Year Request	Five Year Tier One	Cash	Debt	Other	Page
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Sewer Enterprise Fund

Sewer Main Extension Zone I and II	P	Sewer	3			510,000	510,000							510,000	510,000	510,000			134
Sewer Main Replacements	M	Sewer	3			100,000	100,000	500,000	500,000					600,000	600,000	100,000	500,000		136
Sewer Pump Station Improvements	M	Sewer	3	590,000	590,000			630,000	630,000	345,000	345,000	3,370,500	3,370,500	4,935,500	4,935,500	345,000	4,590,500		132
Sewer Service Connections	R	Sewer	3			50,000	50,000	50,000	50,000	50,000	50,000	50,000		200,000	150,000	150,000			138

* Refer to the last page for code and cat (category) descriptions

Equipment and Technology	1																		
Buildings & Facilities	2																		
Infrastructure & Land	3	590,000	590,000	660,000	660,000	1,180,000	1,180,000	395,000	395,000	3,420,500	3,370,500	6,245,500	6,195,500	1,105,000	5,090,500				
Fleet	4					609,249	609,249	60,046	60,046	643,923	643,923	1,313,218	1,313,218	1,313,218					
Total - Sewer Enterprise		590,000	590,000	660,000	660,000	1,789,249	1,789,249	455,046	455,046	4,064,423	4,014,423	7,558,718	7,508,718	2,418,218	5,090,500				

Cash Funding					660,000		659,249		455,046		643,923		2,418,218
Debt Funding				590,000			1,130,000				3,370,500		5,090,500
Other Financial Source													
Total - Sewer Enterprise				590,000	660,000	1,789,249	455,046	4,014,423	7,508,718				

Water Enterprise Fund

Birds Hill Water Tank	P	Water	3			200,000								200,000					149
Water Distribution Study	QB	Water	3					200,000						200,000					155
Water Distribution System Improvements	M	Water	3	1,261,750	1,261,750	36,500	36,500	4,975,000	4,975,000	97,000	97,000	443,500	443,500	6,813,750	6,813,750	1,313,750	5,500,000		146
Water Service Connections	R	Water	3	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000		1,000,000	800,000	800,000			142
Water Specialty Equipment	N	Water	1	132,000	132,000									132,000	132,000	132,000			144

* Refer to the last page for code and cat (category) descriptions

Equipment and Technology	1	132,000	132,000											132,000	132,000	132,000		
Buildings & Facilities	2																	
Infrastructure & Land	3	1,461,750	1,461,750	436,500	236,500	5,375,000	5,175,000	297,000	297,000	643,500	443,500	8,213,750	7,613,750	2,113,750	5,500,000			
Fleet	4	64,074	64,074	295,016	295,016	125,055	109,036	120,428	120,428	133,214	133,214	737,787	721,768	721,768				
Total - Water Enterprise		1,657,824	1,657,824	731,516	531,516	5,500,055	5,284,036	417,428	417,428	776,714	576,714	9,083,537	8,467,518	2,967,518	5,500,000			

Cash Funding				657,824	531,516		784,036		417,428		576,714		2,967,518
Debt Funding				1,000,000			4,500,000						5,500,000
Other Financial Source													
Total - Water Enterprise				1,657,824	531,516	5,284,036	417,428	576,714	8,467,518				

Equipment & Technology - All	1	1,167,162	874,587	2,062,139	1,079,239	1,784,330	1,259,390	2,263,668	1,932,713	882,460	265,760	8,159,759	5,411,689	4,751,689		660,000
Fleet - All	4	1,004,825	964,721	2,252,147	1,929,355	1,959,163	1,721,068	521,855	680,474	1,955,413	1,955,413	7,693,403	7,251,031	6,282,418	968,613	
Buildings & Facilities - All	2	29,693,728	3,237,000	74,645,696	1,049,210	2,817,200	30,000	16,968,532	61,232	3,094,275	316,875	127,219,431	4,694,317	2,268,707	2,074,610	351,000
Infrastructure & Land - All	3	8,423,750	6,961,750	4,659,800	3,253,800	10,985,500	10,155,000	4,988,513	1,992,000	5,916,284	5,532,050	34,973,847	27,894,600	9,386,800	11,340,500	7,167,300
Other - All																
TOTAL		40,289,465	12,038,058	83,619,782	7,311,604	17,546,193	13,165,458	24,742,568	4,666,419	11,848,432	8,070,098	178,046,440	45,251,637	22,689,614	14,383,723	8,178,300

FLEET		1,004,825	964,721	2,252,147	1,929,355	1,959,163	1,721,068	521,855	680,474	1,955,413	1,955,413	7,693,403	7,251,031
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**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations^
FY2018 - FY2022**

Title	Code*	Function	Cat*	2018 Department Request	Tier One Recommendation	2019 Department Request	Tier One Recommendation	2020 Department Request	Tier One Recommendation	2021 Department Request	Tier One Recommendation	2022 Department Request	Tier One Recommendation	Five Year Request	Five Year Tier One	Cash	Debt	Other	Page
General Fleet Program																			
Core Fleet - Building	R	Public Safety	4									30,018		30,018					19
Core Fleet - DPF	R	Facilities	4	31,222	31,222	36,301		34,783		88,461				190,767	31,222	31,222			19
Core Fleet - DPW Garage	R	Public Works	4			56,054				36,000				92,054					19
Core Fleet - DPW General	R	Public Works	4	35,481	35,481	94,875		38,385				33,776		202,517	35,481	35,481			19
Core Fleet - DPW Highway	R	Public Works	4	34,729	34,729							150,369		185,098	34,729	34,729			19
Core Fleet - DPW Parks	R	Public Works	4	38,277	38,277	30,464								68,741	38,277	38,277			19
Core Fleet - Finance Assessing	R	General	4			35,758								35,758					19
Core Fleet - Fire	R	Public Safety	4					41,066		117,848				158,914					19
Core Fleet - Human Services	R	Community	4									100,240		100,240					19
Core Fleet - School	R	School	4	33,861	33,861									33,861	33,861	33,861			19
School Van Fleet	R	School	4	65,750	65,750	68,050		165,407		99,072		75,450		473,729	65,750	65,750			19
Snow and Ice Equipment	R	Public Works	4			87,240		554,197						641,437					19
Specialized Equipment - DPF	R	Facilities	4									71,066		71,066					19
Specialized Equipment - DPW Garage	R	Public Works	4									71,066		71,066					19
Specialized Equipment - DPW General	R	Public Works	4																19
Specialized Equipment - DPW Highway	R	Public Works	4	95,577	83,561	654,386		312,233				70,683		1,132,879	83,561	83,561			19
Specialized Equipment - DPW Parks	R	Public Works	4	104,098	98,747	227,664		44,005				119,997		495,764	98,747	98,747			19
Specialized Equipment - Fire	R	Public Safety	4	247,414	224,677	666,339	666,339							913,753	891,016	224,677	666,339		19
Fleet Program Funding***							968,000		968,000		500,000		722,665		3,158,665	3,158,665			19
Total - General Fund Fleet				686,409	646,305	1,957,131	1,634,339	1,190,076	968,000	341,381	500,000	722,665	722,665	4,897,662	4,471,309	3,804,970	666,339		
Cash Funding				686,409	646,305	1,957,131	968,000	1,190,076	968,000	341,381	500,000	722,665	722,665	4,174,997	3,082,305				
Debt Funding							666,339								666,339				
Other Financial Source																			
Total - General Fund Fleet				686,409	646,305	1,957,131	1,634,339	1,190,076	968,000	341,381	500,000	722,665	722,665	4,174,997	3,748,644				
Deferred					40,104		322,792		222,076		-158,619				1,149,018				
Total - General Fund Fleet				686,409	686,409	1,957,131	1,957,131	1,190,076	1,190,076	341,381	341,381	722,665	722,665	4,897,662	4,897,662				
* Refer to the last page for code and cat (category) descriptions																			
Cash CIP Including Fleet					4,086,197		4,080,239		3,925,390		4,233,945		3,746,015		19,349,121				
Debt CIP Including Fleet					1,820,000		2,337,288								4,157,288				
Other CIP Including Fleet					3,820,000		1,198,300		3,100,000		60,000				8,178,300				
General Fund Including Fleet				686,409	9,726,197	1,957,131	7,615,827	1,190,076	7,025,390	341,381	4,293,945	722,665	3,746,015	4,897,662	31,684,709				

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations^
FY2018 - FY2022**

Title	Code*	Function	Cat*	2018 Department Request	Tier One Recommendatio n	2019 Department Request	Tier One Recommendatio n	2020 Department Request	Tier One Recommendatio n	2021 Department Request	Tier One Recommendatio n	2022 Department Request	Tier One Recommendatio n	Five Year Request	Five Year Tier One	Cash	Debt	Other	Page
Enterprise Fleet Program																			
Core Fleet	R	RTS	4					34,783	34,783					34,783	34,783	34,783			19
Specialized Equipment	R	RTS	4	254,342	254,342							455,611	455,611	709,953	709,953	407,679	302,274		19
Core Fleet	R	Sewer	4																19
Specialized Equipment	R	Sewer	4					609,249	609,249	60,046	60,046	643,923	643,923	1,313,218	1,313,218	1,313,218			19
Core Fleet	R	Water	4	64,074	64,074					120,428	120,428	62,148	62,148	246,650	246,650	246,650			19
Specialized Equipment	R	Water	4			295,016	295,016	125,055	109,036			71,066	71,066	491,137	475,118	475,118			19
																			19
																			19
Total - Enterprise Fleet***				318,416	318,416	295,016	295,016	769,087	753,068	180,474	180,474	1,232,748	1,232,748	2,795,741	2,779,722	2,477,448	302,274		
TOTAL FLEET				\$1,004,825	\$964,721	\$2,252,147	\$1,929,355	\$1,959,163	\$1,721,068	\$521,855	\$680,474	\$1,955,413	\$1,955,413	\$7,693,403	\$7,251,031	\$6,282,418	\$968,613		

** Exclusive of any extraordinary capital recommendations

*** The actual equipment to be replaced will be determined in the scheduled year for replacement. The CIP assumes the estimated amount will be the minimum to be invested in that fiscal year.

- Code
 B = Funding may be considered under the operating budget/special warrant article
 C = Recommendation is combined with other requests
 D = Recommendation is deferred or on hold pending other actions
 E = Emergency approval
 F = Funded appropriation outside the capital plan
 G = Request may not qualify as capital submission
 I = Project submission is incomplete or waiting additional information
 M = Submission has been modified from previous submission
 N = New submission with this CIP
 P = Project request has appeared in previous CIP's
 Q = Request does not qualify as a capital submission
 R = Request is a regularly occurring capital expense
 S = No recommendation; under study
 U = Urgent request based on identified conditions

- Cat (Category)
 1 = Equipment or Technology
 2 = Building or Facility
 3 = Infrastructure
 4 = Fleet

Pink highlighted amounts indicate that all or portion of the funding may be funded by debt if recommended.



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

MEETING DATE: 12/20/2016

Agenda Item	FY2018 Budget Consultation: Best Practices & Budget Priorities and Capital Improvement Policies
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>At its meeting on November 22, 2016 the Board discussed its annual statement of operating budget priorities, and a new statement of budgeting best practices. The Board also reviewed a revision to the Capital Improvement Policies to include the newly created Debt Service Stabilization Fund.</p>	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<p><i>Suggested Motion:</i> that the Board vote to approve the fiscal year 2018 Statement of Best Practices & Budgeting Priorities dated December 20, 2016</p> <p><i>Suggested Motion:</i> That the Board vote to approve the revision to the Capital Improvement Policies by including the Debt Service Stabilization Fund.</p>	
3.	BACK UP INFORMATION ATTACHED
<p>a. FY2018 Statement of Best Practices & Budget Priorities (red-lined and clean versions)</p> <p>b. Revision to the Capital Improvement Policies</p>	

CAPITAL IMPROVEMENT POLICIES

A. General Provisions

1. Capital items for the purpose of this Capital Improvement Plan shall be defined as follows:
 - Items requiring an expenditure of at least \$25,000 and having a useful life of more than five years.
 - Projects consisting of real property acquisitions, construction, capital asset improvements, long-life capital equipment, or major maintenance/repair of and existing capital item, as distinguished from a normal operating expenditure.
 - Items obtained under a long-term lease.
2. Town departments will submit spending requests that provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment.
3. All assets will be maintained at a level that protects capital investment and minimizes maintenance and replacement costs.
4. All equipment replacement needs for the coming five years will be projected and the projection will be updated each year.
5. Future operating and maintenance costs for all new capital facilities will be fully costed out.

B. Capital Improvement Fund (CIF)

1. In accordance with the provisions of M.G.L. c. 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a General Fund Cash Capital Equipment and Facility Improvement Fund hereinafter referred to as the Capital Improvement Fund or CIF (Article 58/2004 ATM). The purpose of the CIF is to allow the Town to reserve funds to use for general fund cash capital.
2. Appropriations from the CIF are restricted to the following items for which the Town may borrow for a period of five years or more: the acquisition of new equipment; the replacement of existing equipment; and building and facility improvements which cost less than \$250,000.
3. Only General Fund capital items that have been identified in the CIP for a period of three (3) years or more, and that have been recommended in the Capital Improvement Plan for the current year, are eligible for funding from the CIF.
4. The CIF may be used to pay for recurring equipment replacement needs that have been identified in the CIP and funded in at least three (3) of the five (5) immediately preceding fiscal years.
5. Appropriations into the CIF and interest earnings on the Fund become part of the Fund.

C. Capital Facility Fund (CFF)

1. In accordance with the provisions of M.G.L. c. 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a Capital Facility Fund (Article 10/2007 ATM). The purpose of this Fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities.
2. For the purpose of the Fund, the term "capital facility" shall refer to any building or structure which is located on Town property and is under the jurisdiction of the Town Manager.
3. The term "building or structure " shall include, but not be limited to, any Town-owned building, structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town
4. Appropriations into the CFF and interest earnings on the Fund become part of the Fund.

D. Athletic Facility Improvement Fund (AFIF)

1. In accordance with the provisions of M.G.L. c. 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established an Athletic Facility Improvement Fund under Article 39 of the 2012 Annual Town Meeting. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, reconstruction, or construction of athletic facilities.
2. For the purpose of the fund, the term "athletic facility" shall refer to any Town-owned building, structure, pool, synthetic and natural grass turf playing field or ball diamond, and associated grounds and parking areas whose primary purpose is for organized athletic events for Needham children, adults and public school teams.

E. Debt Service Stabilization Fund

1. In accordance with the provisions of M.G.L. c. 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a Debt Service Stabilization Fund to allow the Town, from time to time, by appropriation, to reserve funds to pay the debt service for engineering and design, renovation, reconstruction or construction of Town facilities.

Approved May 1991; Revised December 20, 2005; Revised May 11, 2010; Revised October 8, 2013; Revised December 20, 2016.-

CAPITAL IMPROVEMENT POLICIES

A. General Provisions

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2. Town departments will submit spending requests that provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment.
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3. The term "building or structure " shall include, but not be limited to, any Town-owned building, structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town
4. Appropriations into the CFF and interest earnings on the Fund become part of the Fund.

D. Athletic Facility Improvement Fund (AFIF)

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Approved May 1991; Revised December 20, 2005; Revised May 11, 2010; Revised October 8, 2013; Revised December 20, 2016.

**Board of Selectmen
Fiscal Year 2018 Statement
Of Best Practices & Budget Priorities
December 20, 2016**

Best Practices

In developing the FY2018 budget, the following best practices should be followed in order to produce a budget that preserves the Town's fiscal sustainability.

1. Current revenues must be sufficient to support current expenditures.
2. The Operating and Capital Budgets must be developed in conformance with the Town's comprehensive financial policies and must not be reliant on one-time revenue or unsustainable practices.
3. The five year Pro Forma budget must be updated on an annual basis to ensure that the underlying assumptions are adjusted based upon changing conditions and data.
4. Debt must not be used to fund on-going operating expenses, and will only be issued for capital improvements greater than \$250,000 with a useful life of five years or more.
5. The use of Free Cash to fund operations will be minimized by limiting such use to no more than 2% of the prior year's appropriated operating budget, or the actual turn back, whichever is lower.
6. Adequate contingency funds must be maintained.
7. Sufficient maintenance and replacement funds will be allocated to ensure that capital facilities and equipment are properly maintained.
8. The Operating and Capital Budgets must be resilient - allowing the Town to maintain existing service levels, withstand typical local and regional economic disruptions, and meet the demands of natural growth, decline, and change.
9. The Operating and Capital Budgets must be sustainable - meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Budget Priorities

The primary goal of the Board of Selectmen in consideration of the FY2018 operating budget is the maintenance and optimization of existing Town services. In addition, mindful of the availability of revenue for appropriation, the Board has set the following priorities for FY2018:

1. Support for items that contribute to the achievement of the Townwide goals and objectives.
2. Support for a five to ten year plan for the renovation, reconstruction and/or preservation of the Town's capital assets in the most prudent, realistic, and efficient manner.
3. Support for initiatives that contribute to financial sustainability, including the maintenance of a debt service plan that balances capital needs with the Town's ability to pay, identification of alternative funding sources for traditional cash capital needs, evaluation of financing alternatives, and alignment of capital and maintenance needs with appropriate funding sources.
4. Support for initiatives aimed at achieving greater coordination and efficiency among Town departments, and providing adequate resources to address identified service delivery and general administrative needs of the Town in a cost effective manner.

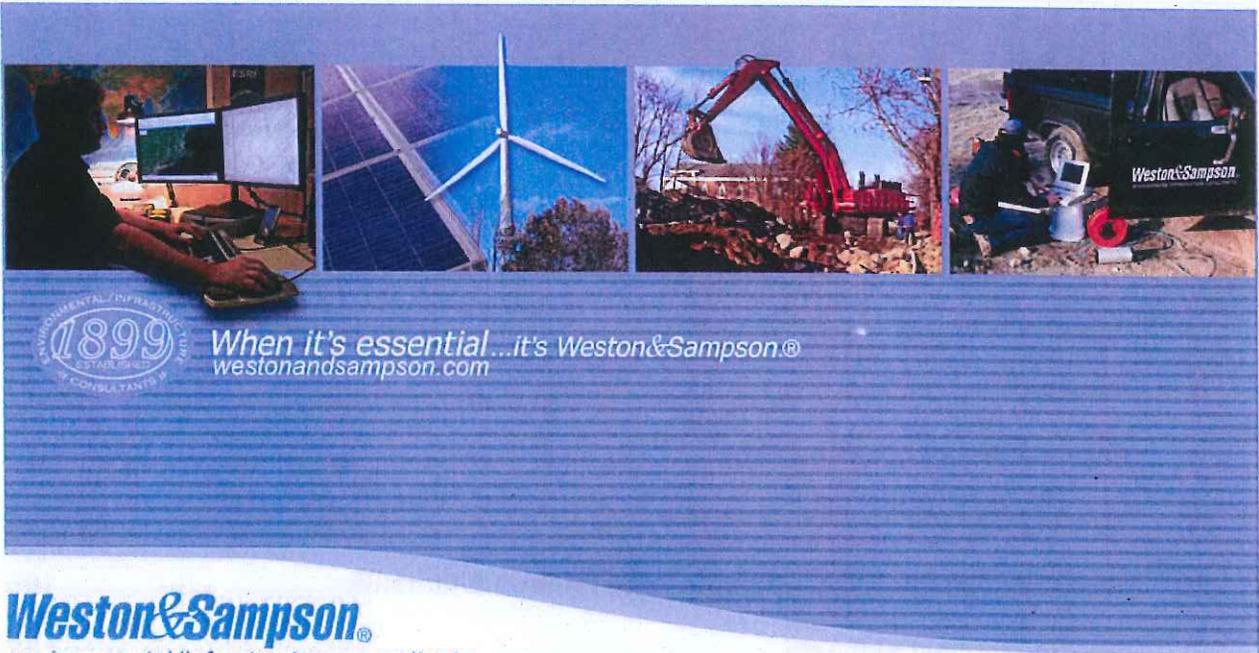


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/20/2016

Agenda Item	DPW Feasibility Study
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>The Town Manager will recommend that the Board vote to accept the recommendation of Weston & Sampson to plan for the long-term reconstruction of the DPW facility at its present location at 470 Dedham Avenue. Plans for the first phases of the project – construction of a temporary fuel island and a seasonal storage facility – are already underway.</p>	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<p><i>Suggested Motion:</i> that the Board vote to accept the recommendation of Weston & Sampson that the preferred option for the reconstruction of the DPW facility is its present location at 470 Dedham Avenue.</p>	
3.	BACK UP INFORMATION ATTACHED
<p>a. DPW Feasibility Study Executive Summary, October 28, 2016</p>	



Weston&Sampson[®]
environmental/infrastructure consultants

Five Centennial Drive, Peabody, MA 01960-7985
tel: 978-532-1900 fax: 978-977-0100

final document

Department of Public Works Feasibility Study

Town of Needham, Massachusetts

October 28, 2016

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Appendix A..... List of Available Documents
Appendix B..... Staff Interview Notes and Staff Survey
Appendix C..... Fleet Inventory List and Equipment List
Appendix D..... Map of DPW Operation and Storage Locations
Appendix E..... Space Needs Summary and Room Data Sheets
Appendix F..... Space Needs Guidelines Work Sheet
Appendix G..... Existing Site and Facilities Analysis
Appendix H..... Site Constraints and Opportunities
Appendix I..... Alternative Concepts
Appendix J..... Preferred Alternative and Renderings
Appendix K..... Conceptual Cost Estimate
Appendix L..... Board of Selectmen Presentation, September 20, 2016

I. Introduction

The Town of Needham retained the services of Weston & Sampson to prepare a feasibility study for a new facility to house the Department of Public Works (DPW). The object of the study was to develop a DPW building program and site features which are capable of cost effectively and efficiently supporting the services offered by the DPW to the community. The study included inspecting the existing facilities, identifying deficiencies, interviewing staff, identifying current and future needs, developing conceptual alternatives for different sites of consideration, evaluating the preferred conceptual alternative with the DPW Committee (Committee), and preparing budget cost estimates for the preferred alternative. In essence, this document will serve as a roadmap for the Town as they develop the Town's Master Plan for a new DPW Facility.

II. Data Review and Confirmation

This Section presents a summary of our data review and confirmation. The goal of this task is to develop an understanding of the DPW operations, staffing, and equipment. We use this information to generate required space needs on a conceptual level. As part of this Task, we have completed the following:

- Reviewed existing documents;
- Conducted interviews with DPW staff to verify our understanding of the operations;
- Substantially confirmed DPW vehicles and equipment; and
- Created individual room datasheets.

The findings presented herein are the foundation for a new DPW facility, although it is possible that the information may be revised as the project advances towards final design.

EXISTING DOCUMENTATION

A number of documents have been provided to Weston & Sampson as part of this project. A list of the documents provided to us is attached as Appendix A. Information provided to us includes the vehicle fleet list and equipment list of the DPW.

STAFF INTERVIEWS

Weston & Sampson met with staff to better understand the operations of the DPW and how the different divisions interact. Through this process, we also developed an understanding of required needs (workspaces, storage, workshops, etc.), equipment, and staffing. A staffing survey was also distributed to DPW personnel. The staffing survey allowed members to comment on areas of the operations that are acceptable, not acceptable, and what are important issues that affect their jobs. A memorandum summarizing our meetings and the results of the staff surveys are provided in Appendix B.

SPACE NEEDS PROGRAM

Using the information gathered and provided, Weston & Sampson prepared the space needs program. Staffing levels were primarily based on the organization chart provided by the Town. A copy of the DPW Organization Chart is included in Appendix B. The number of employees identified in the organization chart may be different than those reported to us during the staff interviews, as it is possible that vacant positions were not reported at that time. Staffing levels used for this study are summarized in the table below.

STAFFING (Including Vacant Positions)										
DEPARTMENT	PSAB	484	470	SMPS	WTP	West St.	RTS	Seasonal	TOTAL	Future
Administration / Operations	9								9	
Engineering	12							2	12	
Highway	2		10					2	12	5
Water, Sewer & Drains	2	12		5	3	2		4	28	
Parks & Forestry	2		14					6	16	
Garage	0		5						5	
Solid Waste and Recycling	1						9		10	
TOTALS:	28	12	29	5	3	2	9	14	102	107
Satellite Operations to Remain:				5	3	2	9		19	
Adjusted # of Employees:									83	88

Maximum Design Number of Staff

As seen in the table above, there are 107 employees under the DPW organization, and 19 of those employees operate out of satellite offices (i.e. St. Mary's Pump Station, RTS, etc.) that are to remain in their current location. Therefore, the new facility should be designed to accommodate up to 88 personnel. Alternately, if the Town were to construct a new facility at the site of the existing DPW facility (470 Dedham Ave), then the staff currently located in the Public Services Administration Building (PSAB) would not need to be relocated. This would reduce the staffing size for the new facility by up to 28 staff, resulting in a designed staffing level of 60 for the new building.

Vehicle and equipment lists were provided to us by the Town. As part of this effort, we also visually identified available DPW vehicles and equipment to measure the equipment and to identify discrepancies with the information provided to us. The following table presents a summary of the fleet inventory by division.

FLEET INVENTORY BREAKDOWN BY DIVISION					
DEPARTMENT	Large Vehicles	Small Vehicles	Small Equipment	Trailers	TOTAL
Administration / Engineering	0	12	0	0	12
Garage / Highway	9	16	10	11	46
Parks & Forestry	1	12	5	10	28
Water & Sewer	7	18	2	12	39
Recycling & Transfer Station	9	1	5	9	24
TOTAL:	26	59	22	42	149
Satellite Operation Fleet to Remain:	9	1	5	9	24
Adjusted # of Fleet:	17	58	17	33	125

Maximum Design Fleet

The DPW maintains all town vehicles except for public safety vehicles (police and fire).

There are also smaller pieces of equipment (including plows, attachments, push mowers, power washers, paint strippers, etc.) that are not included in the summary table above. Much of this equipment is seasonal and often does not require designated year round storage space. The vehicle storage garage and workshops should be designed with adequate swing space to accommodate this smaller equipment. The complete fleet inventory list and equipment lists are attached as Appendix C.

OPERATIONS / STORAGE LOCATIONS

As described to us during the staff interviews, the DPW operates out of several different buildings or locations. A map indicating the various locations that the DPW occupies for operations and/or

storage locations is included as Appendix D. The following is a summary of the different sites where the DPW conducts its operations or has storage areas.

- 1) 500 Dedham Avenue – Public Services Administration Building (PSAB): The PSAB is the center for the Town's public service administrators. DPW divisions operating out of the PSAB building include Administration (approximately 3,650 sf) and Engineering (approximately 3,080 sf).
- 2) 470 Dedham Avenue – Former Administrator Office and Current DPW Garage (470): 470 currently houses the DPW Garage division as well as the employee support and workshop spaces for the Parks & Forestry division. The first and second floor adds up to a gross area of approximately 30,380 sf (21,800 sf and 8,580 sf). The majority of the vehicles for the Highway division are stored in the main garage area, the newer pre-engineered metal building vehicle storage garage (approximately 5,000 sf) or under the covered storage bays in the rear of the main yard (4,900 sf). Water, Sewer, & Drains has a workshop space at 470 and also uses the rear yard (near the old salt shed) for material storage, a result of their designated yard area being displaced by the addition of the PSAB to the property. A large portion of the second floor is used as off-site file storage for Town Hall. The existing former salt shed is also used to provide covered storage for misc. materials and towed equipment.
- 3) 484 Dedham Avenue – Former Water Pumping Station and Current Water Division Headquarters (484): This former water pumping station is now used as an employee support space for the Water division workforce. This space includes lockers (with insufficient privacy) and a sitting area for break and lunch. There is also an area with laundry facilities and an ice maker. This building is approximately 2,800 sf.
- 4) Webster Street (Daley Building): The Daley building has exterior bulk storage of materials that is proposed to be relocated to the new facility. Bulk storage includes pipes and fittings, backfill material, etc.
- 5) 9 Alden Road – Sewer Pump Station: The building at 9 Alden Road is a small pump house that is used to store (3) pieces of towable equipment (2 mobile signs and a generator). The site also contains a Conex storage box on the grounds (approximately 6' x 10') that is used to store pumps, hoses, etc. Three (3) pieces of towable equipment will be permanently relocated to the new facility.
- 6) 914 Charles River Street (WTP): On the premises, Station 2 has approximately 210 sf of storage that is proposed to be relocated to the new facility. The stored material to be relocated includes palletized storage, small pumps, hoses, fittings and miscellaneous equipment.

- 7) 20 St. Mary's (St. Mary's Pump Station): We understand all equipment and staff currently located at this site are scheduled to remain at this location.
- 8) West Street Pump Station: We understand all equipment and staff currently located at this site are scheduled to remain at this location.
- 9) Claxton: The Parks & Forestry division uses this building to store a small amount of miscellaneous stock and small pieces of seasonal equipment and hand tools. No equipment from this satellite operation will be permanently relocated to the new facility.
- 10) Cricket Building: The Parks & Forestry division uses this building to store a small amount of miscellaneous stock and small pieces of seasonal equipment and hand tools. No equipment from this satellite operation will be permanently relocated to the new facility.
- 11) Memorial Park: The building available for use at Memorial Park is shared with other Town departments. As a result, the DPW uses it for only temporary storage. The Parks & Forestry division uses this building to store a small amount of miscellaneous stock and small pieces of equipment and hand tools. Occasionally, the DPW will stockpile bulk materials for the field in the existing building (including field mix, fertilizers, etc.). No equipment from this satellite operation will be permanently relocated to the new facility.
- 12) Ridge Hill: This former estate has grounds which include garages, a barn, and yard space which are utilized by the Parks & Forestry division for cold storage of small equipment (mowers, snow blowers, etc.). There is no immediate plan to relocate equipment from this satellite operation; however, the Town's long term plan is to change the use of Ridge Hill assets.
- 13) Charles River Road Nursery: We understand all equipment and staff currently located at this site are scheduled to remain at this location.
- 14) RTS: The Recycling and Transfer Station (RTS) is located at 1421 Central Avenue. In addition to the Recycling and Solid Waste Division, the RTS also includes the new salt shed and has vehicle and equipment storage for other department vehicles. It is assumed that, as part of this study, the RTS staffing and equipment will remain with the RTS. This study will consider the relocation of other department vehicles and equipment currently being stored at the RTS to be relocated to the new facility.

PROGRAMMING SPACE NEEDS

Using the information gathered regarding operations, staffing, fleet, and (indoor) material storage

needs, we determined the type and size of necessary spaces for a new DPW facility. These spaces include office and office support areas for the administration, locker and break rooms for the workforce, workshops, maintenance bays, vehicle washing areas, and the storage garage for vehicles and equipment. A summary of the areas is provided below.

Description	Area (sf)
Office and Office Support Areas	11,324 SF
Employee Facilities	5,901 SF
Workshops & Material Storage	4,922 SF
Vehicle Maintenance	11,926 SF
Wash Area	1,549 SF
Vehicle and Equipment Storage	51,744 SF
Total Area:	87,366 SF

The total area of the program proposed for this exercise is roughly 87,500 SF. In addition, the programming exercise identified a need for a covered canopy area of approximately 11,880 SF to protect some vehicles and equipment from the weather. This total may be a conservative estimate and is a result of providing separate support areas for each division. This also does not include alternative space reduction measures discussed above. Consolidation of support facilities and vehicle storage areas may result in a reduction of area. The completed Space Needs Summary and Room Data Sheets are attached as Appendix E.

We compared this information to Weston & Sampson's in-house Department of Public Works Space Needs Guidelines. These guidelines were developed utilizing historic data from similar DPW

facilities which have been programmed and constructed in other New England communities. The Space Needs Guidelines is a Worksheet that takes into consideration the workforce, role of staff, the number of divisions, number of vehicles, and other factors that impact the size of a new public works facility. A comparison of the actual space needs to the Space Needs Guidelines is summarized in the table below. A copy of the Guidelines Worksheet is attached as Appendix F.

Description	Programming Space Needs	Space Needs Guidelines	
	Area (sf)	Ideal Area (sf)	Minimum Area (sf)
Office and Office Support Areas	11,324	18,759	15,945
Employee Facilities	5,901	7,789	6,620
Workshops & Vehicle Maintenance	(combined with below)	(combined with below)	(combined with below)
Vehicle Maintenance	16,848	14,216	12,084
Wash Area	1,549	2,955	2,512
Vehicle and Equipment Storage	51,744	61,303	52,108
Total Area:	87,366	105,022	89,269

Note that the Programming Space Needs Total Area of 87,366 sf does not include 11,880 sf of canopy space as shown in the room data sheets. Combined, the Programming Space Needs and the canopy storage areas total 99,246 sf and falls within range of the Space Needs Guidelines.

III. Existing Site and Facilities Analysis

The purpose of the evaluation was to determine the feasibility of reusing the existing structure for the new DPW facility. The assumed scope includes a complete interior renovation as the shop and

employee support spaces are not code compliant, creating unsafe working conditions. Any additions would be structurally separate. Per the International Existing Building Code (IEBC), the alteration requires that any new or modified structural elements must comply with the current building code. Existing elements may remain if they met the code requirements at the time of construction, and the loading is not increased. As a result of our review, we have identified the following:

- The existing 12 inch concrete masonry walls do not have vertical reinforcing. The walls meet the empirical code requirements likely in effect at the time of construction; however, are overstressed when subjected to current wind loading perpendicular to the face of the wall. Reinforcing the walls by cutting in and grouting vertical bars, or adding steel wind posts and girts is recommended, especially around large window and door openings.
- The existing steel joists over the vehicle storage area do not have capacity for the current flat roof and drifting snow load requirements. Removing the existing roof deck and adding two additional joists between each existing joist is recommended. A new metal roof deck would be installed over the vehicle maintenance area. Refer before for additional requirements for seismic load bracing.
- We recommend reinforcing the metal roof deck and framing over the vehicle maintenance bay adjacent to the second floor addition to account for current snow drift loading requirements.
- We recommend cleaning and painting steel joists in the vehicle maintenance area.
- We recommend providing vertical structural steel X-bracing to supplement existing concrete masonry walls resisting lateral loading from seismic and wind.

General repairs including, but not limited to, structural crack and spall repairs at existing masonry walls, slab on-grade repairs, and reinforcing existing roof openings at existing equipment is also recommended. More substantial structural alterations such as removing exterior and loadbearing walls, or adding heavy roof-top equipment may trigger more structural requirements.

Based on these findings, renovations of the existing space is cost prohibitive, especially when considering that the space is inadequate to support the proposed operations. A copy of the Existing Conditions Assessment is attached as Appendix G.

IV. Alternative Site Analysis, Concepts and Preferred Alternative

We developed alternative concept plans for each of the sites being considered. Based on direction from the Town, we understood the three sites considered to be:

1. 470 Dedham Avenue (existing DPW site)
2. 1421 Central Avenue (RTS site)
3. Greendale Avenue (Parcel 74)

Site constraints and opportunities were analyzed prior to the development of concepts for the sites. This analysis focused on identifying regulatory, topographic, and current use restrictions on each site for the purpose of identifying useable areas to support a new DPW facility. A copy of the site constraints and opportunities documentation is attached as Appendix H.

The Greendale Avenue site was later removed from the sites of consideration by the Town. In a letter from Board of Selectmen to the public dated September 15, 2016, the Board of Selectmen informed the public that they are requesting that Parcel 74 be removed from consideration as a possible site.

ALTERNATIVE CONCEPTS

The concepts developed were reviewed with the DPW, with the Permanent Public Building Committee (PPBC), the Conservation Commission Agent, and the Town Planner. Comments from these meetings were incorporated into one final preferred alternative. From the concepts, it was apparent that a full build out would not be possible at Dedham Avenue without some off-site seasonal storage, and through the course of our review, it became apparent that Parcel 74 would not be considered further due to preservation concerns. Further discussion on each of the sites is discussed below:

Dedham Ave (Existing DPW Site)

- Site is viable for a new DPW Facility with off-site seasonal storage
- Renovation and expansion of the existing Dedham Avenue DPW Building is not viable due to regulatory restrictions (remove & replace)
- Renovation and expansion of the existing Dedham Avenue Water Building is not viable due to the specialty design of the space and varying floor heights. In addition, the location of the structure, in close proximity to public access and the PSAB building, may result in the mixing of commercial and residential vehicles, creating unsafe traffic patterns.
- Continued use of the PSAB building for DPW Administrative and Engineering functions contributes to a reduction in the size of a new DPW Facility.

Central Ave Site (RTS)

- The RTS site is not a viable site for a New DPW Facility due to:
 - Operational Impacts associated with extensive campus style layout requirements
 - Displacement of RTS operations with no room to relocate operations
 - Costs associated with site topography & ledge
 - Regulatory restrictions (wetlands) limiting developable area
 - Traffic impacts to DPW operations
- Use of undeveloped (northeastern) portion of RTS Central Ave site for DPW yard storage area is viable for seasonal storage.

Alternative concepts discussed are included in Appendix I.

PREFERRED ALTERNATIVE

The preferred alternative is located at the Dedham Avenue site and was developed from review of the concepts with the Town DPW and the PPBC. The preferred alternative concept and architectural renderings are included in Appendix J. The concept includes a temporary fuel island (which is capable of being relocated), new DPW storage garage, employee areas, maintenance bays and wash bay at Dedham Avenue. The PSAB will continue to be used for administration and

engineering functions, and seasonal storage will be located at the RTS site.

The layout includes demolition of the existing DPW structures and construction of a new consolidated public works facility. The new facility layout includes separated DPW and public entrances. DPW traffic patterns are in a counter-clockwise direction. This is advantageous to drivers of larger trucks, especially when towing trailers, thereby increasing safety. Gated access to the adjacent fields will allow traffic to exit from the fields and through the facility to Dedham Avenue during high demand periods such as sport tournaments.

The Dedham Avenue site will also be enhanced to include additional parking to meet future demands. We understand that the Town is in the process of adding walking trails around the reservoir, and the additional parking will be advantageous to enhancing the trail use.

PHASING

The need for a phased approach was discussed with the Town. Based on our meetings and an understanding of the work progression, the following phases are anticipated:

- Phase I Temporary Fuel Island, and Demolition of the Existing Fuel Island and Salt Shed
- Phase II Seasonal Storage Building and Material Storage and Processing Area (RTS)
- Phase III.a New Public Works Facility, North Construction (Dedham Avenue)
- Phase III.b New Public Works Facility, South Construction (Dedham Avenue)

V. Conceptual Cost Estimate

A conceptual cost estimate was prepared for the preferred alternative, using square foot costs based on historical data for similar DPW facilities. In general, the cost estimate assumes cost effective building systems, finishes, and equipment as identified in the estimate spreadsheet and as described as follows:

- Construction of a new pre-engineered metal building with partial masonry wall finish and concrete protection wall for the vehicle storage area, maintenance area, wash bay, and shop

areas

- Factory foam insulated architectural metal panel with improved exterior finish system.
- Primary industrial support equipment for vehicle maintenance operations
- Site improvements, including storm water management and paving upgrades
- Contingency allowance for unanticipated design and construction costs, pending final design.

Our estimated costs for new building construction and site improvements are based on costs of similar construction for which bid prices are available, supplemented by cost data obtained from published sources. It is assumed that the project will be publicly bid under Chapter 149 requirements, and prices are based on 2016 costs. Our cost projection accounts for escalation to each phase as projected. Additional escalation factors should be included if the project time line established by the Town should change. A summary of the results of this cost estimate is included below:

Town of Needham
 Department of Public Works
 Master Plan - Feasibility Study
FINAL REPORT

Phase	Description	Project Design	Construction Estimate	Total Estimate
Phase I	Temporary Fuel Island, and Demolition of the Existing Fuel Island and Salt Shed (2017)	\$130,000	\$1,320,000	\$1,450,000
Phase II	Seasonal Storage Building and Material Storage and Processing Area (RTS) (2018)	\$550,000	\$6,310,000	\$6,860,000
Phase III	a. New Public Works Facility, North Construction (Dedham Avenue) (2022) b. New Public Works Facility, South Construction (Dedham Avenue) (2024)	\$2,950,000	\$35,000,000	\$37,950,000

Note: This estimate is based on the average bid prices for similar projects completed in the last four years with escalation included to account for anticipated cost increases.

Due to the preliminary nature of the development of the design for this project, many budget items are based on general building costs per square foot, with site development costs per acre. Estimates include a design contingency to allow for scope adjustments and include a construction/owners contingency to account for potential unforeseen conditions which may be discovered during construction. A more detailed copy of our conceptual cost estimate is included in Appendix K.



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

MEETING DATE: 12/20/2016

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
3.	BACK UP INFORMATION ATTACHED
	none



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

MEETING DATE: 12/20/2016

Agenda Item	Community Statement
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will discuss making a statement to observe Human Rights Day.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED



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

MEETING DATE: 12/20/2016

Agenda Item	Housing Strategies
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will discuss next steps in the achievement of its housing strategies goal, including review of the establishment of an Affordable Housing Trust and evaluation of the concept of accessory use apartments.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Discussion Only	
3.	BACK UP INFORMATION ATTACHED



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

MEETING DATE: 12/20/2016

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
3.	BACK UP INFORMATION ATTACHED
	(Describe backup below)
	None

**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)	ERNEST A STEEVES JR. (JSM)		
Event Manager Address	20 LAUREL DR. NEEDHAM MA 02492		
Event Manager Phone Number	617-594-1232		
Organization Representing (if applicable)	VILLAGE CLUB		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit	<input type="checkbox"/> For profit	
	<input type="checkbox"/> Proof of non-profit status is attached		Form of Proof: SD3-16
Name of Event	HOLIDAY PARTY / MARIA GAUARD		
Date of Event	12/17/16		
License is for Sale of:	<input type="checkbox"/> Wines & Malt Beverages Only <input checked="" type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM: 19:00	TO: 23:00	(7-11)
Are tickets being sold in advance for this event?	<input type="checkbox"/> YES \$	/per ticket	<input checked="" type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES \$	/per ticket	<input checked="" type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
How many people are you expecting at this event?	100		
Name & address of event location. Please attach proof of permission to use this facility.	VILLAGE CLUB 83 MORTON ST. NEEDHAM MA. 02492		
Who will be serving the alcohol to your guests?	TYLER COX / BARTENDER		
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).	Tyler Cox		
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.	PURCHASE FROM BAR		
<input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:	[Signature] (JSM)		Date: 12/12/16

**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)	ERNEST A STROVES Jr. (Jay)
Event Manager Address	20 LAUREL DR. NEEDHAM MA. 02492
Event Manager Phone Number	617-584-1232
Organization Representing (if applicable)	VILLAGE CLUB
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: <u>503 - CG</u>
Name of Event	HOLIDAY PARTY / DAVE WRIGHT
Date of Event	12/23/16
License is for Sale of:	<input type="checkbox"/> Wines & Malt Beverages Only <input checked="" type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)
Requested Time for Liquor License	FROM: 19:00 TO: 23:00
Are tickets being sold in advance for this event?	<input type="checkbox"/> YES \$ /per ticket <input checked="" type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES \$ /per ticket <input checked="" type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	100
Name & address of event location. Please attach proof of permission to use this facility.	VILLAGE CLUB / 83 MORTON ST. NEEDHAM MA. 02492
Who will be serving the alcohol to your guests?	Chris Williams
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).	
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.	
PURCHASE FROM BAR.	
<input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))	
Event Manager Signature:	<u>Ernest A Stroves Jr. (Jay)</u> Date: 12/12/16

emailed 12/13/16

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

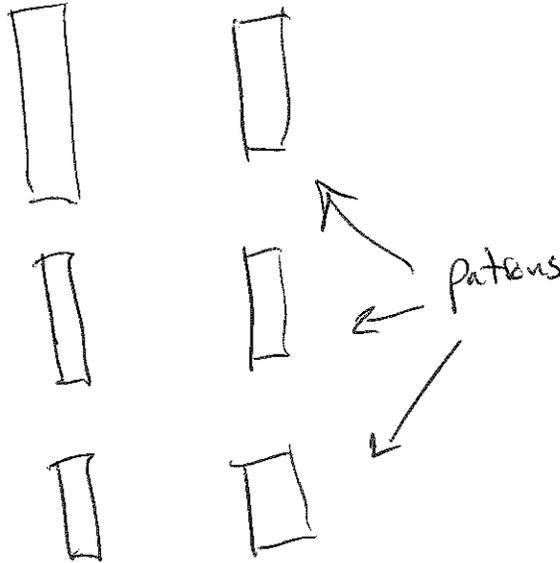
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Steve Volante
Event Manager Address	292 Forest St. Needham, MA 02492
Event Manager Phone Number	781-964-1821
Organization Representing (if applicable)	Volante Farms
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit <input checked="" type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____
Name of Event	Winter Beer Dinner
Date of Event	1/21/17 2017
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 pm TO: 10 pm
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 65 /per ticket <input type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES \$ /per ticket <input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	~ 100
Name & address of event location. Please attach proof of permission to use this facility.	Volante Farms 292 Forest St
Who will be serving the alcohol to your guests?	Steve Volante & Lisa Pierce (win & beer managers)
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).	See above / attached
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.	4 separate beers (1/2 pints) will be poured by us for the patrons during the event. 1 beer per course (6oz)
<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:	12/13/16

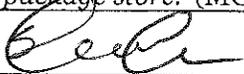
Inside farmstand, not during
existing reg. business hours

Beer pouring table / staging area

Beers will be pre poured here
and delivered to
each table.



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

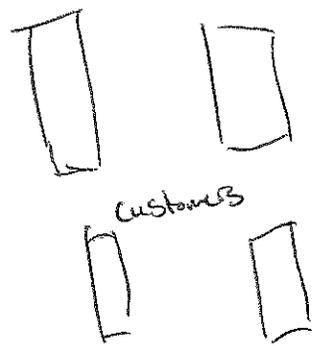
Event Manager Name (Name that will appear on license)	Steve Volante		
Event Manager Address	292 Forest St. Needham, MA 02492		
Event Manager Phone Number	781-964-1821		
Organization Representing (if applicable)	Volante Farms		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit	<input checked="" type="checkbox"/> For profit	
	<input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Cooking Class		
Date of Event	2/4/17		
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:	12 noon	TO: 3pm
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES	\$ 65 /per ticket	<input type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES	\$ /per ticket	<input checked="" type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	30		
Name & address of event location. Please attach proof of permission to use this facility.	Volante Farms Greenhouse, 292 Forest St.		
Who will be serving the alcohol to your guests?	Steve Volante ; Lisa Pierce		
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).	" "		
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.	3 Wines will be pre-poured into cups and served with each course		
<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: 12/13/16

Greenhouse ↴

Mat-
Entrance

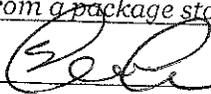
Wine
Station

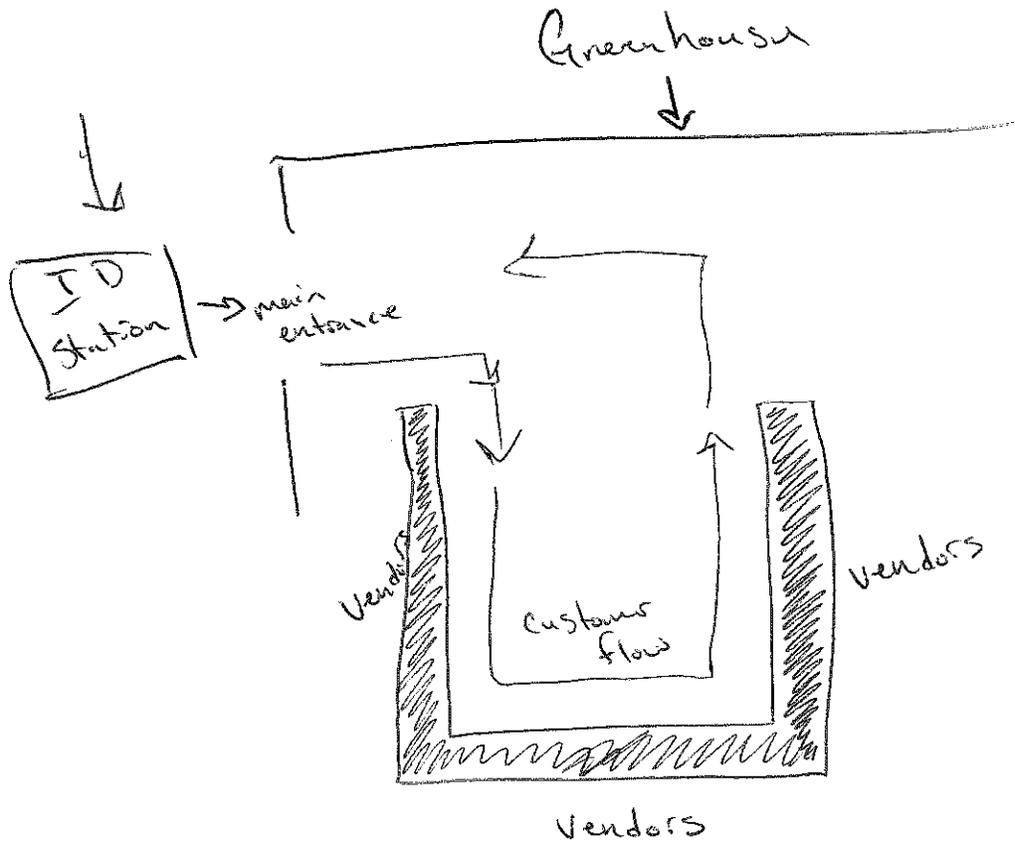
Cooking table



**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)	Steve Volante
Event Manager Address	292 Forest St. Needham, MA 02492
Event Manager Phone Number	781-964-1821
Organization Representing (if applicable)	Volante Farms
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit <input checked="" type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____
Name of Event	Grand Tasting
Date of Event	2/11/17
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: 12 noon TO: 4 pm
Are tickets being sold in advance for this event?	<input type="checkbox"/> YES \$ /per ticket <input checked="" type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES \$ /per ticket <input checked="" type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	100 - 300 in and out
Name & address of event location. Please attach proof of permission to use this facility.	Volante Farms Greenhouse 292 Forest St.
Who will be serving the alcohol to your guests?	Various wine and beer reps and brewery owners
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).	All IDs will be checked at the door prior to entry by Dave, Steve Volante, and Lisa Pierce
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.	See back
<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: 12/13/16

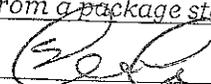


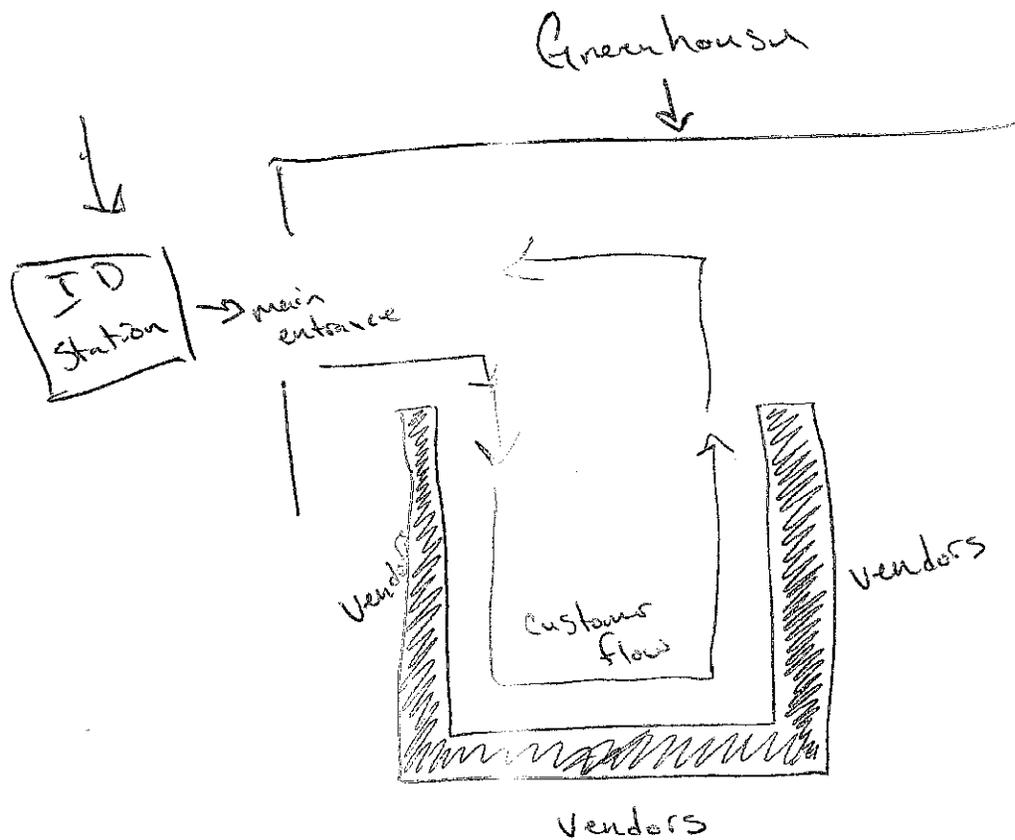
Vendors will sample their drinks to customers. Vendors are to stamp the customer "passports" which are given at ID Station so that each customer is limited to 12 loz ~~oz~~ samples.

emailed 12/13/16

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)	Steve Volante	
Event Manager Address	292 Forest St. Needham, MA 02492	
Event Manager Phone Number	781-764-1321	
Organization Representing (if applicable)	Volante Farms	
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit <input checked="" type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____	
Name of Event	Grand Tasting	
Date of Event	3/24/17 3/25/17	
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: 12 noon	TO: 4 pm
Are tickets being sold in advance for this event?	<input type="checkbox"/> YES \$ _____ /per ticket	<input checked="" type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES \$ _____ /per ticket	<input checked="" type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	100 - 300 in and out	
Name & address of event location. Please attach proof of permission to use this facility.	Volante Farms Greenhouse 292 Forest St.	
Who will be serving the alcohol to your guests?	Various wine and beer reps and brewery owners	
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).	All IDs will be checked at the door prior to entry by Dave, Steve Volante, and Luke Pierce	
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.	See back	
<input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farm 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. (M.G.L. Ch. 138, Sec 14, 23; 204 CMR 7.04))		
Event Manager Signature:		
Date:	12/13/16	



Vendors will sample their drinks to customers. Vendors are to stamp the customer "passports" which are given at ID Station so that each customer is limited to 12 loz ~~loz~~ samples.

**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)	Steve Volante
Event Manager Address	292 Forest St. Needham, MA 02492
Event Manager Phone Number	781-964-1621
Organization Representing (if applicable)	Volante Farms
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit <input checked="" type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____
Name of Event	Cooking Class
Date of Event	12/13/16 3/4/16
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: 12 noon TO: 3pm
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 65 /per ticket <input type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES \$ /per ticket <input checked="" type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	30
Name & address of event location. Please attach proof of permission to use this facility. Volante Farms Greenhouse, 292 Forest St.	
Who will be serving the alcohol to your guests? Steve Volante & Lisa Pierce	
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). " "	
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. 3 Wines will be pre-poured into cups and served with each course	
<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: 12/13/16

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:	-\$227.40
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$1,050.64
Transfer Station Charges:	\$0.00
Total Abatement:	-\$1,278.04

Order #: 1228

Read and Approved:


Assistant Director of Public Works

12-15-16

For the Board of Selectmen


Director of Public Works

Date: 12/20/16

**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
DB	Hadrick	Jane	3665	20096	174	Maple Street	\$0.00	-\$13.50	-\$11.25	-\$24.75	ACC	N
DB	Cassidy	Edward J.	3003	3924	48	Wilshire Park	\$0.00	-\$8.10	-\$6.75	-\$14.85	ACC	N
DB	Testa	Eugene	28331	16876	20	Wilslow Road	\$0.00	\$0.00	-\$471.34	-\$471.34	EC	N
JO	Council on Aging (2)						\$0.00	-\$205.80	-\$561.30	-\$767.10	COA	N

Total: -\$1,278.04

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



TOWN OF NEEDHAM

APPLICATION FOR A ONE DAY ENTERTAINMENT LICENSE

The undersigned hereby applies for a One Day Entertainment License in accordance with the provisions of the statutes relating thereto:

Name of Establishment: RAFK Kitchen

Applicant (must be an individual): Ralph Kelly

Address of Establishment: 30 Needham Ave.

Mailing Address: 30 Needham Ave Needham, MA. 02492 Telephone Number: 781 444-1792

Email Address: Ralph@RAFKitchen.com Fax Number: _____

Date of Event: 12/31/16 Hours of Event: 9 pm - 1 AM

Describe the type of entertainment at your Establishment: 3 piece live band with
no stage.

Signature of Applicant: [Handwritten Signature] Date: 12/14/16

MEMORANDUM

TO: BOARD OF SELECTMEN

FROM: DAVID DAVISON, ASSISTANT TOWN MANAGER/DIRECTOR OF FINANCE

SUBJECT: VEHICLE EXPENSE REIMBURSEMENT

DATE: DECEMBER 15, 2016

CC: KATE FITZPATRICK, TOWN MANAGER; CHRISTOPHER COLEMAN, ASSISTANT TOWN MANAGER/DIRECTOR OF OPERATIONS; RACHIEL GLISPER, DIRECTOR OF HUMAN RESOURCES; MICHELLE VAILLANCOURT, TOWN ACCOUNTANT; ANNE GULATI, DIRECTOR OF FINANCIAL OPERATIONS FOR NEEDHAM PUBLIC SCHOOLS

The Town's Personnel Policy #509 under Section V (Procedures) Subsection A 2 states "When an employee is authorized to use a personal automobile for work-related travel, he or she shall be reimbursed at a rate established by the Board of Selectmen upon the recommendation of the Director of Finance." The purpose of this memo is to recommend to the Board that the rate should be adjusted.

The current rate for reimbursement to an employee for personal use of his/her automobile for Town business is 56 cents per mile. The mileage rate is intended to include the cost of fuel and oil, repairs, insurance, and general wear and tear on the automobile. Costs of these considerations have changed since the last time the mileage rate was adjusted in January 2014. The national organization, AAA does an annual report on the cost of operating a motor vehicle in U.S. Their report released in April 2016 showed that the cost has decreased from the prior year. The average sedan cost was 57.1 cents per mile which compares to 60.8 cents per mile in 2013. The table below from AAA shows average cost per mile for different vehicle types in 2013 and 2016. The cost for every type of vehicle has decline, and the decline is attributable to the decline in fuel prices. However, the cost of insurance, depreciation, maintenance, government fees (license, registration, taxes), and financing are all higher.

<i>Based on Driving 15,000 miles annually</i>	<i>Small Sedan</i>	<i>Medium Sedan</i>	<i>Large Sedan</i>	<i>Sedan Average</i>	<i>SUV 4WD</i>	<i>Minivan</i>
<i>Cost Per Mile 2013</i>	46.4 cents	61.0 cents	75.0 cents	60.8 cents	77.3 cents	65.3 cents
<i>Cost Per Mile 2016</i>	43.9 cents	57.4 cents	69.9 cents	57.1 cents	68.4 cents	61.8 cents

Although there may be many methods and sources to determine what is the cost of operating a motor vehicle, I continue to recommend that the rate be set based on the standard mileage rate (SMR) method used by the Internal Revenue Service which should prove to be the simplest method of accounting and probably the most often used to determine the cost to the employee for reimbursement purposes.

The IRS rate is based on an annual study of the fixed and variable costs of operating an automobile. The standard mileage rate for 2017 has been calculated at 53.5 cents per mile. This rate is based on information released by the IRS on December 13, 2016. Although individual costs will differ, fluctuations are inevitable; the IRS rate is readily accessible and updated on a

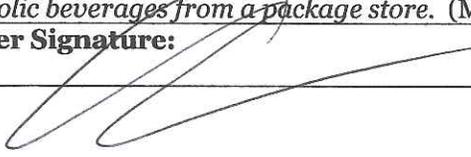
schedule which the Town has and may continue to rely. Therefore, I recommend to the Board that it vote to change the rate from 56 cents to 53.5 cents per mile consistent with the rate determined by the IRS. The effective date for this reimbursement rate would be January 1, 2017.

I will be available should you have questions. Thank you.

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

Artie Crocker

Event Manager Name (Name that will appear on license)	<i>New Years Needham</i>
Event Manager Address	<i>P.O. Box 920717, Needham</i>
Event Manager Phone Number	<i>781-771-6651</i>
Organization Representing (if applicable)	
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	<i>New Years Needham</i>
Date of Event	<i>12/31/16</i>
License is for Sale of:	<input type="checkbox"/> Wines & Malt Beverages Only <input checked="" type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)
Requested Time for Liquor License	FROM: <i>9:30pm</i> TO: <i>12:30 AM</i>
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ _____ /per ticket <input checked="" type="checkbox"/> NO
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES \$ <i>25</i> /per ticket <input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	<i>220</i>
Name & address of event location. Please attach proof of permission to use this facility.	<i>Powers Hall, Needham MA</i>
Who will be serving the alcohol to your guests?	<i>'Bar Tenders / The Bar Tending Service</i>
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).	<i>see attached</i>
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.	<i>Purchase from Bar</i>
<input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))	
Event Manager Signature:	Date: <i>12/15/16</i>



12/31/16 ©

Countdown Party

set up 8:30

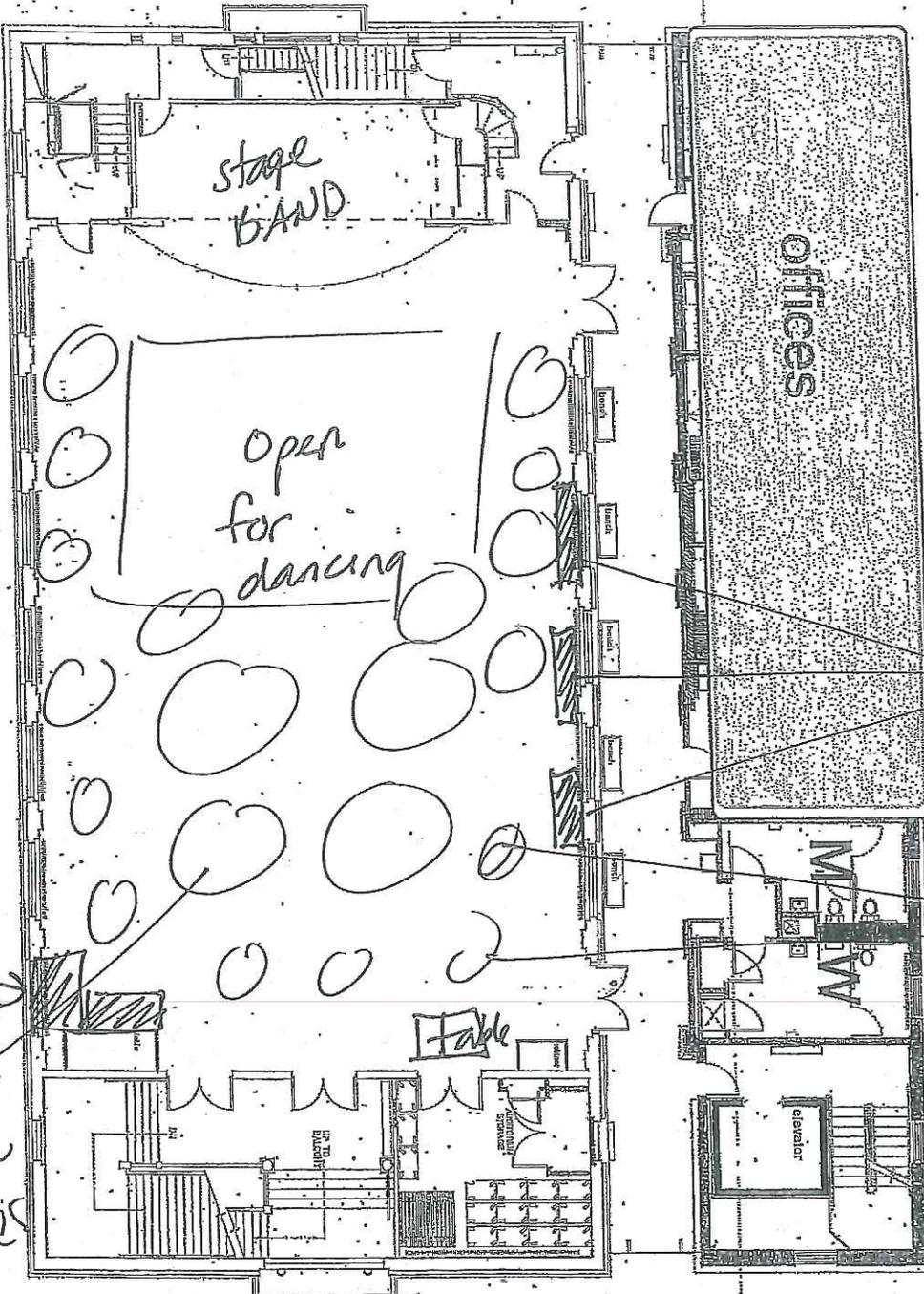
9:30pm - 12:30am

Furniture

Available:

- (24) 60"x30" table;
- (12) 72"x30" folding tables
- (8) 96"x30" tables
- 350 audience chairs

James Hugh Powers Hall
Needham Town Hall



3 rec. tables for food

high top tables around perimeter

rec. tables
egg
round tables

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

Balcony: seats 90 not available for events with alcohol.

Dimensions for hall and stage contained in online regulations.

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

HIGHLAND AVENUE

NEEDHAM TOWN HALL
Needham, Massachusetts

SKF-2

Scale: 1/8" = 1'-0"

Building Number: