

# BOARD OF SELECTMEN

## March 14, 2017

### Needham Town Hall

### Agenda

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

1.	6:00	Executive Session Exceptions 3 & 6
	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
2.	7:00	Change of Manager – Residence Inn <ul style="list-style-type: none"> <li>• Thomas Riley, Proposed Manager</li> </ul>
3.	7:00	MBTA Public Discussion
4.	8:00	Legislative Update <ul style="list-style-type: none"> <li>• Senator Richard Ross</li> <li>• Senator Michael Rush</li> <li>• Representative Denise Garlick</li> </ul>
5.	8:30	Town Manager <ul style="list-style-type: none"> <li>• Verizon Cable Television Final License Amendment</li> <li>• Open May 2017 Special Town Meeting Warrant</li> <li>• Food Truck Regulation Provisions</li> </ul>
6.	8:45	Board Discussion <ul style="list-style-type: none"> <li>• Property Tax Assistance Program Appropriation</li> <li>• Committee Reports</li> </ul>

### CONSENT AGENDA      \*=Backup attached

1.*	Ratify a request for a Special One Day Wine and Malt Beverages license for Joshua Botsford, of North Hill Needham, who held an event for the Needham Community Council on Thursday, March 2, 2017 from 6:00 p.m. to 8:30 p.m. The event was held at North Hill Needham, 865 Central Avenue, Needham.
2.*	Ratify a request for a Special One Day All Alcoholic Beverages license for Ernest A. Steeves Jr. of the Village Club who hosted a Baby Shower event on March 11, 2017 from 3:00 p.m. to 7:00 p.m. The event was held at the Village Club, 83 Morton Street, Needham.
3.*	Ratify a request for a Special One Day All Alcoholic Beverages license for Ernest A. Steeves Jr. of the Village Club who hosted a Celebration Party event on March 12, 2017 from 1:00 p.m. to 5:00 p.m. The event was held at the Village Club, 83 Morton Street, Needham.
4.*	Approve a request for a Special One Day All Alcoholic Beverages license for Ernest A. Steeves Jr. of the Village Club to host a fundraiser for Needham Lacrosse event on March 25, 2017 from 7:00 p.m. to 11:00 p.m. The event was held at the Village Club, 83 Morton Street, Needham.

5.*	Approve a Special One Day Wines & Malt Beverages License for Morgan Murphy, Restaurant Associates, of Trip Advisor to host a "Universal Design Symposium at Mt. Ida" on March 24, 2017 from 5:30 p.m. to 8:00 p.m. The event will be held at Trip Advisor headquarters, 400 First Avenue, Needham, MA.												
6.*	Approve a Special One Day Wines & Malt Beverages License for Morgan Murphy, Restaurant Associates, of Trip Advisor to host an event for Waypoint Adventure on March 30, 2017 from 6:00 p.m. to 10:00 p.m. The event will be held at Trip Advisor headquarters, 400 First Avenue, Needham, MA.												
7.*	Approve a Special One Day Wines & Malt Beverages License for Morgan Murphy, Restaurant Associates, of Trip Advisor to host an event for Baby Basics on March 31, 2017 from 6:30 p.m. to 9:00 p.m. The event will be held at Trip Advisor headquarters, 400 First Avenue, Needham, MA.												
8.*	Approve a Special One Day Wines & Malt Beverages License for Morgan Murphy, Restaurant Associates, of Trip Advisor to host an event for WBUR on April 13, 2017 from 5:30 p.m. to 6:30 p.m. The event will be held at Trip Advisor headquarters, 400 First Avenue, Needham, MA.												
9.*	Water & Sewer Abatement Order # 1233												
10.	Accept the following donations made to the Needham Park and Recreation Commission's Arts in the Parks Summer Concert Series: \$700 from Copley Motorcars; \$700 from Roche Brothers; and \$700 from Louise Condon.												
11.	Accept the following donation made to the Needham Community Revitalization Trust fund: \$200 from Needham Open Studios for the Banner Showcase Program.												
12.*	Approve minutes of February 28, 2017, open session.												
13.	Grant permission for the following residents to hold block parties:												
	<table border="1"> <thead> <tr> <th>Name</th> <th>Address</th> <th>Party Location</th> <th>Party Date</th> <th>Party Rain Date</th> <th>Party Time</th> </tr> </thead> <tbody> <tr> <td>Celia Carboni</td> <td>42 Greenwood Ave</td> <td>Greenwood Ave</td> <td>7/22/17</td> <td>7/23/17</td> <td>1pm-11pm</td> </tr> </tbody> </table>	Name	Address	Party Location	Party Date	Party Rain Date	Party Time	Celia Carboni	42 Greenwood Ave	Greenwood Ave	7/22/17	7/23/17	1pm-11pm
Name	Address	Party Location	Party Date	Party Rain Date	Party Time								
Celia Carboni	42 Greenwood Ave	Greenwood Ave	7/22/17	7/23/17	1pm-11pm								



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

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**MEETING DATE: 3/14/2017**

<b>Agenda Item</b>	Change of Manager – Residence Inn by Marriott Needham
<b>Presenter(s)</b>	Thomas Riley, Proposed Manager

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
	Cowlen Management, Inc., d/b/a Residence Inn by Marriott Needham, 80 B Street, has submitted an application for a change in manager. Our review indicates that Mr. Riley meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol. The additional filing materials seem in order.
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>
	<b>Suggested Motion:</b> <i>Move that the Board of Selectmen approve and sign an application for a Change in Manager to Thomas Riley for the Residence Inn by Marriott Needham, 80 B Street, Needham and to forward this application to the ABCC for approval.</i>
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
	<ol style="list-style-type: none"><li>1. Amendment Application for a Change of Manager</li><li>2. Applicant's Statement</li><li>3. Vote of the Corporate Board</li></ol> <p>All other documents related to these transactions are on file in the Town Manager's Office</p>

**APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE**

**4. MANAGER CONTACT**

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation  First Name  Middle Name  Last Name  Suffix

Social Security Number  Date of Birth

Primary Phone:  Email:

Mobile Phone:  Place of Employment

Alternative Phone:  Fax Number

**Citizenship / Residency / Background Information of Proposed Manager**

Are you a U.S. Citizen?  Yes  No

Have you ever been convicted of a state, federal, or military crime?  Yes  No  
If yes, attach an affidavit that lists your convictions with an explanation for each

Have you ever been Manager of Record of a license to sell alcoholic beverages?  Yes  No

If yes, please list the licenses for which you are the current or proposed manager:

Do you have direct, indirect, or financial interest in this license?  Yes  No

If yes, percentage of interest

If yes, please indicate type of Interest (check all that apply):

Officer  Sole Proprietor  
 Stockholder  LLC Manager  
 LLC Member  Director  
 Partner  Landlord  
 Contractual  Revenue Sharing  
 Management Agreement  Other

Please indicate how many hours per week you intend to be on the licensed premises

**Employment Information of Proposed Manager**

Please provide your employment history for the *past 10 years*

Date(s)	Position	Employer	Address	Phone
4/2013-Present	Assistant GM	Residence Inn Needham	80 B Street, Needham, MA	(603) 897-6100
1/2011 - 4/2013	Director of Sales	TownePlace Suites	55 Gate Road, North Kingston, RI	(401) 667-7500
2/2010 - 1/2011	Director of Sales	Residence Inn	725 Central Blvd, W. Greenwich, RI	(401) 828-1170
1/2009 - 1/2010	Sales Coordinator	Residence Inn	500 Kilver Street, Warwick, RI	(401) 737-7100
1/2006 - 1/2009	Customer Service	Kohls	371 Putnam Pike, Smithfield, RI	(401) 232-9013

**Prior Disciplinary Action of Proposed Manager**

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation
N/A	N/A	N/A	N/A	N/A

**APPLICANT'S STATEMENT**

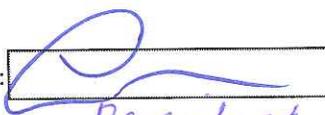
I, Leo Xarras the:  sole proprietor;  partner;  corporate principal;  LLC/LLP member  
Authorized Signatory

of Colwen Management, Inc., hereby submit this application for Change of Manager  
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature: 

Date: 2/6/17

Title: President,  
Chairman & CEO

COLWEN MANAGEMENT, INC.

CORPORATE VOTE

February 16 2017

At a meeting of the Board of Directors of Colwen Management, Inc. d/b/a Residence Inn by Marriott Needham (the "Corporation") a New Hampshire Corporation, with a principal place of business located at 889 Elm Street, 6<sup>th</sup> floor, Manchester, NH 03101.

"Voted: that the Corporation applies to the Town of Needham Board of Selectman for a Change of Manager of Record amendment to the current Inn holder All Alcoholic Beverages License for the year 2017, to be exercised at the premises located at Residence Inn by Marriott Needham, 80 B Street, Needham MA 02494

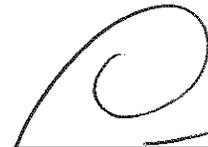
"Vote: to authorize Leo Xarras or Terrance Bickhardt, Sr. Vice President, to sign the application for the license in the name Colwen Management, Inc. d/b/a Residence Inn by Marriott Needham and to execute on its behalf any necessary papers, and to do all things required relative to the granting of the license."

"Voted: to appoint Thomas Reilly of Pawtucket, RI as its Manager of Record, with as full authority and control of the premises described therein relative to alcoholic beverages as the licensee itself could in any way have and exercise if it were a natural person resident in the Commonwealth of Massachusetts and that a copy of this vote duly certified by a Director of the Corporation and delivered to said Director or principal representative shall constitute the written authority required by M.G.L. c. 138 § 26.

This is to certify that all the directors of Colwen Management, Inc., a corporation duly organized under the laws of the State of New Hampshire and registered with the Commonwealth of Massachusetts, are citizens of the United States.

This Corporation has NOT been dissolved.

A true copy attest,

  
\_\_\_\_\_  
Leo Xarras  
President  
Its: Chairman and CEO  
Duly Authorized



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

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**MEETING DATE: 03/14/2017**

<b>Agenda Item</b>	Public Discussion with the MBTA
<b>Presenter(s)</b>	Board of Selectmen MBTA Representatives

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
	Representatives of the MBTA will discuss subjects such as service on the Needham commuter line, train idling, train horn noise, and other issues pertinent to the Town. Comments received in writing will be submitted and the general public in attendance will have an opportunity to ask questions.
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>
	None
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
	a.) Notice of Public Discussion



*Office of the*  
**TOWN MANAGER**

**TOWN OF NEEDHAM**  
TOWN HALL  
Needham, MA 02492-2669

TEL: (781) 455-7500  
FAX: (781) 449-4569  
TDD: (781) 455-7558

**Public Discussion with the MBTA**

The Board of Selectmen will meet with representatives of the MBTA to discuss subjects such as service on the Needham commuter line, train idling, train horn noise, and other issues pertinent to the Town.

The meeting is scheduled for Tuesday, March 14, 2017 from 7:00 to 8:00 p.m. in Powers Hall at the Needham Town Hall, 1471 Highland Avenue.

The Board of Selectmen invites all residents and interested parties to attend and participate in the meeting. Written comments and questions may also be submitted to the Board of Selectmen, c/o Needham Town Hall, 1471 Highland Avenue, Needham, MA or by email to [selectmen@needhamma.gov](mailto:selectmen@needhamma.gov).



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

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**MEETING DATE: 03/14/2017**

<b>Agenda Item</b>	Legislative Update
<b>Presenter(s)</b>	Senator Richard Ross Senator Michael Rush Representative Denise Garlick

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
	Senator Richard Ross, Senator Michael Rush and Representative Denise Garlick will update the Board about the upcoming Legislative year and discuss with the Board the subject of recreational marijuana.
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>
	None. Discussion only.
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
	<b>(Describe backup below)</b>  None.



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

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**MEETING DATE: 03/14/2017**

<b>Agenda Item</b>	Verizon Cable Television Final License Amendment
<b>Presenter(s)</b>	Kate Fitzpatrick, Town Manager

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
	<p>The Town Manager will ask the Board to sign the Report of the Town of Needham on the Request for Amendment to the Town of Needham Cable Television Final License that extends the term of the license to June 5, 2017. As per Massachusetts Division of Telecommunications &amp; Cable (DTC) at 207 CMR Section 3.07, newspaper notice was published fourteen (14) days before a required 21 day comment period. No comments were received within this period.</p>
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>
	<p><b><i>Suggested Motion:</i></b> That the Board vote to sign the Report of the Town of Needham on the Request for Amendment to the Town of Needham Cable Television Final License dated December 5, 2006 and forward to the Massachusetts Division of Telecommunications &amp; Cable.</p>
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
	<p>a.) Report of the Town of Needham on the Request for Amendment to the Verizon New England Cable Television Final License b.) Copy of advertisement in Boston Globe c.) Copy of advertisement in Needham Times</p>

CABLE TELEVISION FINAL LICENSE AMENDMENT REPORT  
TOWN OF NEEDHAM

**REPORT OF THE TOWN OF NEEDHAM  
ON THE REQUEST FOR AMENDMENT TO THE  
TOWN OF NEEDHAM CABLE TELEVISION FINAL LICENSE**

**+ Licensee:**

Verizon New England, Inc. ("Verizon")  
185 Franklin Street  
Boston, MA 02110

**+ Issuing Authority:**

The Board of Selectmen  
Town of Needham  
Town Hall  
1471 Highland Avenue  
Needham, Massachusetts 02492

**+ Date of the Final License Execution:**

December 5, 2006

**+ Proposed Effective Date of Final License Amendment:**

February \_\_, 2017

**+ Explanation of Final License Amendment:**

See below.

CABLE TELEVISION FINAL LICENSE AMENDMENT REPORT  
TOWN OF NEEDHAM

Section 2.3---**TERM OF FINAL LICENSE**

**+ Description of proposed Amendment:**

Section 2.3 has been amended to reflect the fact that the Town of Needham (the "Town") and Verizon have agreed to extend the term of the Cable Television Final License until June 5, 2017, or such earlier time that a Renewal License has been executed.

**+ Text of amended Section 2.3:** The Final License is hereby amended by deleting the section in its entirety and replacing it with the following:

The term of this Final License, with an Effective Date of December 5, 2006, shall be extended to June 5, 2017, at which time it shall expire, or such earlier time that a Renewal License has been executed, unless sooner revoked or terminated as provided herein.

**+ Purpose for which the Amendment is being made:**

The Town and Verizon have agreed to extend the current Final License term to allow Verizon to continue operating in the Town in accordance with the terms and conditions in the Final License.

**+ Date Amendment Received by the Issuing Authority and the Licensee:**

November 30, 2016.

**+ Probable Effects on Cable Television Subscribers and other Concerned Parties:**

Subscribers and other concerned parties will benefit from continued Cable Service(s) provided by Verizon.

CABLE TELEVISION FINAL LICENSE AMENDMENT REPORT  
TOWN OF NEEDHAM

**SIGNATURE PAGE**

In Witness Whereof, this Amendment to the Cable Television Final License is hereby issued by the Board of Selectmen of the Town of Needham, Massachusetts, as Issuing Authority, and is hereby agreed to by Verizon this \_\_\_\_ day of February, 2017.

**THE TOWN OF NEEDHAM  
BY: THE BOARD OF SELECTMEN**

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

**VERIZON NEW ENGLAND, INC.**

\_\_\_\_\_  
**BY:**

# The Boston Globe

## Classified Legal Notice Proof

Town of Needham/Town Manager Off  
1471 Highland Ave  
Needham, MA 02492

Thank you for placing your Legal Notice in The Boston Globe.

Your order information and a preview of your notice are displayed below for your review. If there are any changes or questions, please contact the Classified Department at 617-929-1314 or email [legals@globe.com](mailto:legals@globe.com).

Thank you,  
Boston Globe Classified Sales

617-929-1314  
Monday – Friday 9:30 am - 4:30 pm  
[legals@globe.com](mailto:legals@globe.com)

### ORDER INFORMATION:

Order Number: 240177

Title: Boston Globe  
Classification: 1505 Legal - Public Notice  
Order Price: \$150.35  
Payment Method:

First date: 2/1/2017  
Last date: 2/1/2017  
Number of Days: 1

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### NOTICE PREVIEW:

PUBLIC NOTICE

PROPOSED CABLE  
TELEVISION

FINAL LICENSE  
AMENDMENT

The Board of Selectmen, as Issuing Authority for the Town of Needham, and Verizon New England, Inc., as a cable television Licensee in Needham, have mutually agreed to amend the Verizon Cable Television Final License, dated December 5, 2006. A full text of the proposed amendment is available in the Town Clerk's Office at the Needham Town Hall during regular business hours. Members of the public are welcome to provide input on the proposed amendment by writing to the Office of the Board of Selectmen, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492 no later than March 8, 2017.



**COMMUNITY  
NEWSPAPER  
COMPANY**

GateHouse Media New England

**Community Newspaper Co. – Legal Advertising Proof**

254 Second Ave, Needham, MA 02494 | 800-624-7355 phone | 781-433-7951 fax

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**Order Number:** CN13532186

**Salesperson:** Bianca Nebel

Sandy Cincotta  
Needham Town Manager Office  
1471 Highland Ave  
Needham, MA 02492

<b>Title:</b>	<b>Needham Times</b>	<b>Class:</b>	<b>Legals</b>
<b>Start date:</b>	<b>2/9/2017</b>	<b>Stop date:</b>	<b>2/9/2017</b>
<b>Insertions:</b>	<b>1</b>	<b>#Lines:</b>	<b>22 ag</b>
<b>Price:</b>	<b>\$18.40</b>		

**Payment Information**

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**Receipt#**  
**Pmt. Type:**  
**CC. Number:**    **CC. Exp.:**  
**Invoice Total:** \$18.40  
**CABLE TV LICENSE**

**LEGAL NOTICE  
PUBLIC NOTICE  
PROPOSED CABLE TELEVISION  
  
FINAL LICENSE AMENDMENT**

The Board of Selectmen, as Issuing Authority for the Town of Needham, and Verizon New England, Inc., as a cable television Licensee in Needham, have mutually agreed to amend the Verizon Cable Television Final License, dated December 5, 2006. A full text of the proposed amendment is available in the Town Clerk's Office at the Needham Town Hall during regular business hours. Members of the public are welcome to provide input on the proposed amendment by writing to the Office of the Board of Selectmen, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492 no later than March 8, 2017.

AD#13532186  
Needham Times 2/9/17



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

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**MEETING DATE: 3/14/2017**

<b>Agenda Item</b>	Open Special Town Meeting Warrant
<b>Presenter(s)</b>	Kate Fitzpatrick, Town Manager

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
	The Board is scheduled to open the warrant for the May 8, 2017 Special Town Meeting. The Warrant is scheduled to be closed on April 12 <sup>th</sup> .
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>
	<i>Suggested Motion:</i> That the Board vote to open the warrant for the May 8, 2017 Special Town Meeting.
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
	a. Draft Special Town Meeting Warrant dated 3.10.2017

# TOWN OF NEEDHAM



## SPECIAL TOWN MEETING WARRANT

MONDAY, MAY 8, 2017

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

draft 3.10.17

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

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on:

**MONDAY, THE EIGHTH DAY OF MAY, 2017**

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

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**FINANCE ARTICLES**

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**ARTICLE : AMEND THE FY2017 OPERATING BUDGET**

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2017 Operating Budget adopted under Article 12 of the May 2016 Annual Town Meeting, and amended under Article 6 of the October 5, 2016 Special Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>

INSERTED BY: Finance Committee  
FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information:*

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**GENERAL ARTICLES / CITIZENS' PETITIONS / COMMITTEE ARTICLES**

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**ARTICLE : APPROVE TAX INCREMENT FINANCING PLAN AND TIF AGREEMENT**

To see if the Town will vote to:

1. Approve the Tax Increment Financing (TIF) Plan and TIF Agreement pursuant to Massachusetts General Laws Chapter 40, Section 59, between [APPLICANT], and the Town of Needham for property in Needham Crossing consisting of [PARCEL DESCRIPTION] comprising approximately XX acres and specifically delineated as 'Site Area' on a Plan entitled [PLAN] within the proposed Economic Opportunity Area, which TIF Plan and Agreement provide for real estate tax exemptions over a ten (10) year period at the exemption rate schedule set forth therein, subject to approval by the Economic Assistance Coordinating Council (EACC) of the Commonwealth of Massachusetts; the TIF Plan, TIF Agreement and associated plan are all on file at the office of the Town Clerk;
2. Ratify the execution of the TIF Agreement by the Board of Selectmen, and any documents related thereto, and authorize the Board of Selectmen to take such other actions as are necessary or appropriate to implement those documents; and
3. Authorize the Board of Selectmen to apply to the EACC under the Economic Development Incentive Program for approval and designation of the Economic Opportunity Area, TIF Zone, and TIF Plan; or take any other action relative thereto.

INSERTED BY: Board of Selectmen  
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

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## CAPITAL ARTICLES

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### **ARTICLE : APPROPRIATE FOR PROPERTY ACQUISITION**

To see if the Town will vote to raise and/or transfer and appropriate \$X for the acquisition of real property known as [DESCRIPTION], including costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Board of Selectmen  
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE:     **APPROPRIATE FOR RENTAL OF OFFICE SPACE****

To see if the Town will vote to raise and/or transfer and appropriate a sum for the rental of office space, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY:    Board of Selectmen  
FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information:*

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**ARTICLE :     **RESCIND DEBT AUTHORIZATION****

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

<b>Project</b>	<b>Town Meeting</b>	<b>Article</b>	<b>Authorized</b>	<b>Rescind</b>
RTS Soil Remediation	2012 October STM	16	\$400,000	\$116,000
<b>Total</b>				<b>\$116,000</b>

or take any other action relative thereto.

INSERTED BY:    Board of Selectmen  
FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information:* *When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids.*

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**RESERVE ARTICLES**

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**ARTICLE :     **APPROPRIATE FOR WORKERS COMPENSATION FUND****

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Workers Compensation Reserve Fund, said sum to be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY:    Board of Selectmen  
FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information:*

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**ARTICLE :      APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND**

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Athletic Facility Improvement Fund, as provided under the provisions of MGL c. 40, sec. 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen  
FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information:*

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**ARTICLE :      APPROPRIATE TO CAPITAL IMPROVEMENT FUND**

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Improvement Fund, as provided under the provisions of MGL c. 40, sec. 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen  
FINANCE COMMITTEE RECOMMENDS THAT:

*Article Explanation:*

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**ARTICLE :      APPROPRIATE TO CAPITAL FACILITY FUND**

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund, as provided under the provisions of MGL c. 40, sec. 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen  
FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information:*

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**ARTICLE :      APPROPRIATE TO DEBT SERVICE STABILIZATION FUND**

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Debt Service Stabilization Fund, as provided under the provisions of MGL c. 40, sec. 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee  
FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information:*

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

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

Given into our hands at Needham aforesaid this 12<sup>th</sup> day of April, 2017.

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

*Selectmen of Needham*

A TRUE COPY  
Attest:  
Constable:



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

**MEETING DATE: 3/14/2017**

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

**1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**

The Town Manager will discuss the on-going redrafting of the food truck regulations and will seek Board input on the following policy provisions:

Public Right of Way

- Mobile Food Vendors may be located in the public right of way, as provided in Appendix 1, in areas identified by the Board of Selectmen, after consultation with the Planning Board, as not served by fixed location restaurant facilities. The areas identified as not served by fixed location restaurants will be included in Appendix 2. The Board of Selectmen may review and modify the list of areas deemed not served by fixed location restaurant facilities.
- Mobile Food Vendors may not be located in or on any portion of a designated public right of way when and where such location would prevent the safe use of the public right of way by motor vehicles, pedestrians, and/or customers. The vending location shall not otherwise interfere with the movement of motor vehicles in the area. The locations identified for use by mobile food vendors within the public right of way will be listed in Appendix 1. The Board of Selectmen may review and modify the locations identified for use within the public right of way.

School Buildings, Parking lots and Adjacent Fields

Mobile Food Vendors may operate at approved public School Buildings, parking lots, and adjacent fields under the following conditions:

- When invited to operate by invitation of a person or organization with a valid permit (from both Public Facilities and Park & Recreation) to use the school parking lot or adjacent play areas/fields, and with approval of the permit granting authority.
- The mobile food vendor shall comply with all requirements of the permit granting authority.
- The Mobile Food Vendor shall comply with all general regulations for mobile food vendors.

Public Parks and Parking Lots

Mobile Food Vendors may be permitted to operate at approved Public Parks under the following conditions:

- When invited to operate by invitation of a person or organization with a valid permit for use of the park or any portion thereof, and with approval of the permit granting authority.
- The Mobile Food Vendor shall comply with all requirements of the permit granting authority.
- The Mobile Food Vendor shall comply with all general regulations for mobile food vendors.

The Board of Selectmen will develop the list of parks and parking lots after consultation with the board, committee, or commission, if any, having primary jurisdiction over the parcel.

Mobile Food Vendors Operating on Private Property - Reserved

<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>
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Discussion Only

<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
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**Board of Selectmen  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE: 3/14/2017**

<b>Agenda Item</b>	Property Tax Assistance Program Appropriation
<b>Presenter(s)</b>	Board Discussion

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
<p>The Board will discuss the appropriation for the Property Tax Assistance Program for FY2018.</p> <p><b>ARTICLE :      APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM</b></p> <p>To see if the Town will vote to raise and/or transfer and appropriate the sum of \$7,292 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, said sum to be raised from the tax levy; or take any other action relative thereto.</p>	
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>
Discussion Only	
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>



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

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**MEETING DATE: 03/14/2017**

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

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>
	<i>Board members will report on the progress and / or activities of their Committee assignments.</i>
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>
	<b>(Describe backup below)</b>  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)	JOSHUA BOTSFORD
Event Manager Address	865 CENTRAL AVE, NEEDHAM
Event Manager Phone Number	781-433-6281
Organization Representing (if applicable)	NORTH HILL NEEDHAM
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____
Name of Event	NEEDHAM COMMUNITY COUNCIL
Date of Event	MARCH 2ND 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: 8:30 PM
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 45 /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?	120 ppl
Name & address of event location. Please attach proof of permission to use this facility.	NORTH HILL NEEDHAM 865 CENTRAL AVE
Who will be serving the alcohol to your guests?	CATER STAFF
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).	APPROVED CATER STAFF
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.	GUESTS WILL BE OFFERED WINE OR BEER AT BAR AREA IN COMMONS
<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: 03/01/2017

*[Handwritten Signature]*

# CELEBRATE THE NEEDHAM COMMUNITY COUNCIL

Needham Community Council  
570 Hillside Avenue  
Needham, MA 02494

DATE: Thursday, March 2

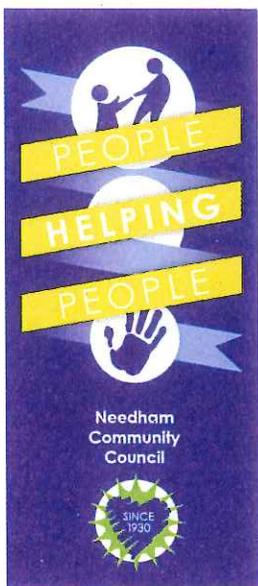
TIME: 6:30 - 8:30 P.M.

LOCATION:  
North Hill Communities  
865 Central Avenue  
Needham

Tickets & Information:  
[www.needhamcommunitycouncil.org](http://www.needhamcommunitycouncil.org)  
\$45 per person



## PLEASE JOIN US!



### NEEDHAM COMMUNITY COUNCIL ANNUAL CELEBRATION

**EVENT INFORMATION SHEET**  
 (Please complete and attach event flyer or other information.)

pd. \$75 check emailed 3/6/17

Event Manager Name (Name that will appear on license)	ERNEST A. STEVES 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: 503-C6
Name of Event	BABY SHOW / TATIANA DACRUZ		
Date of Event	03/11/2017		
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: 15:00	TO: 19:00	3-7
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?	50		
Name & address of event location. Please attach proof of permission to use this facility.	VILLAGE CLUB 83 MORTON ST. NEEDHAM MA. 02494		
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).	CHRIS WILLIAMS		
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:	EAS (JAY)		Date: 03/03/17

**EVENT INFORMATION SHEET**

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

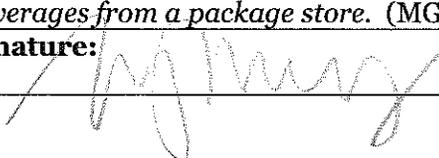
Event Manager Name (Name that will appear on license)	ERNEST A. STEEVES JR (JAY)		
Event Manager Address	20 LAUREL DR. NEWBURN MA 02492		
Event Manager Phone Number	617-584-1232		
Organization Representing (if applicable)	VILLAGE CLUB		
Is the organization (if applicable) you are representing non-profit? 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-C6</u>		
Name of Event	CELEBRATION PARTY / RABBI KRIVSKY		
Date of Event	03/12/17		
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: 13:00	TO: 17:00	/ 1-5
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?	75		
Name & address of event location. Please attach proof of permission to use this facility.	VILLAGE CLUB 83 MORTON ST. NEWBURN MA 02494		
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).	CHRIS WILLIAMS		
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:	E A Steeves (JAY)		Date: 03/03/17

**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. (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: 503 - CG		
Name of Event	NEEDHAM LACROSSE FUND RAISER / JERR BERN BAWN		
Date of Event	03/25/17		
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?	JOE MACK		
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).	JOE MACK		
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:	E A S (JAY)		Date: 03/03/17

pd. 325 check  
emailed 3/16/17

**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)	Morgan Murphy, Trip Advisor		
Event Manager Address	400 1st Ave., Needham Ma.		
Event Manager Phone Number	781-800-5858 (ATTN: Restaurant Assoc.)		
Organization Representing (if applicable)	mmurphy@TripAdvisor.com		
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	Universal Design Symposium @ Mt. Ida		
Date of Event	3/24/17		
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:	5:30pm	TO: 8pm
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?	25		
Name & address of event location. Please attach proof of permission to use this facility.			
400 1st Ave, Needham, Ma			
Who will be serving the alcohol to your guests?			
Restaurant Associates			
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).			
Morgan Murphy			
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.			
Consumption @ 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:			Date:
			3/16/17

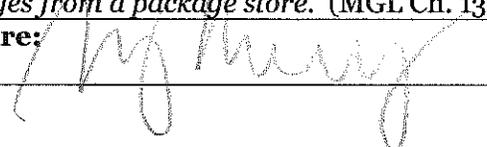
pd. \$25 check  
emailed 3/15/17

**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)	Morgan Murphy
Event Manager Address	400 1st Ave. Needham Ma.
Event Manager Phone Number	781-800-5858
Organization Representing (if applicable)	
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	Waypoint Adventure
Date of Event	3/30/17
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: 6pm TO: 10pm
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?	250
Name & address of event location. Please attach proof of permission to use this facility. 400 1st Ave, Needham ma.	
Who will be serving the alcohol to your guests? Restaurant Associates	
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). Morgan Murphy	
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. Consumption at the 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:	Date: 3/16/17

pd. \$25 check  
mailed 3/8/17

**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)	Morgan Murphy
Event Manager Address	400 1st Ave, Needham ma.
Event Manager Phone Number	781-850-5858
Organization Representing (if applicable)	
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	Baby Basics
Date of Event	3/31/17
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:      TO:	6:30pm      9pm
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.	400 1st Ave Needham ma.
Who will be serving the alcohol to your guests?	Restaurant Associates
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).	Morgan Murphy
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.	Consumption @ 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:	
Date:	3/16/17

pd \$25 check  
emailed 3/8/17

**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)	Morgan Murphy
Event Manager Address	400 1st Ave. Needham Ma.
Event Manager Phone Number	781-800-5858
Organization Representing (if applicable)	
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	WBUR
Date of Event	4/13/17
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: 5:30pm TO: 6:30pm
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?	50
Name & address of event location. Please attach proof of permission to use this facility. 400 1st Ave. Needham Ma.	
Who will be serving the alcohol to your guests? Restaurant Associates	
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). Morgan Murphy	
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. Consumption at 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:	Date: 3/16/17

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:		-\$1,052.00
Water Irrigation:		\$0.00
Water Admin Fees		\$0.00
Sewer Sales:		-\$1,045.25
Transfer Station Charges:		\$0.00

Total Abatement: -\$2,097.25

Order #: 1233

Read and Approved:

  
Assistant Director of Public Works

3/10/2017



Director of Public Works

For the Board of Selectmen

Date: 3/14/17

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

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
DB	Hadrick	Jane	3665	20096	174	Maple Street	\$0.00	-\$23.70	-\$21.45	-\$45.15	ACC	N
DB	Johnson	David	5403	18478	65	Oxbow Road	\$0.00	-\$902.60	-\$900.35	-\$1,802.95	ACC	N
DB	Revzin	Bruce	22285	13498	20	Pilgrim Road	\$0.00	-\$125.70	-\$123.45	-\$249.15	ACC	N
<b>Total:</b>										<b>-\$2,097.25</b>		

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 = Exenuating 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  
Board of Selectmen  
Minutes for February 28, 2017  
Selectmen's Chamber  
Needham Town Hall**

6:45 p.m. Informal Meeting with Citizens:  
Karen Shannon, 13 Bennington Street urged the Board to consider placing a question on an election ballot asking whether the Town should opt out of allowing a recreational marijuana retail store in Needham.

7:00 p.m. Call to Order:  
A meeting of the Board of Selectmen was convened by Chairman Matthew D. Borrelli. Those present were Maurice P. Handel, Daniel P. Matthews, John A. Bulian, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt. Marianne Cooley joined the meeting at 7:10 p.m.

7:00 p.m. Public Hearing - Eversource Energy at 1242 South Street:  
Maureen Carroll, Eversource Energy representative appeared before the Board requesting permission to install approximately 11 feet of conduit in South Street. She said this work is necessary to provide underground electric service at 1242 South Street.

Ms. Fitzpatrick said all paperwork is in order, noting acceptance of an easement for the subdivision is an item on the warrant for the 2017 Annual Town Meeting.

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

**Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 11 feet of conduit in South Street. This work is necessary to provide underground electric service at 1242 South Street, Needham.**

**Second: Mr. Bulian. Unanimously approved 4-0.**

Mr. Borrelli asked Ms. Carroll when work is expected to commence? Ms. Carroll said once approval of the petition is granted, work will begin shortly after the current street opening moratorium ends on April 1, 2017.

Mr. Bulian asked how long will it take to complete the work? Ms. Carroll said 11 feet of conduit will take "a few hours." She noted additional work on the property by the owner will take additional time.

7:04 p.m. Appointments and Consent Agenda:  
**Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.**

## **APPOINTMENTS**

**Traffic Management Advisory Committee** Sue Stein (term expiration: 6/30/2019)

**PPBC User Representative – DPW** Rick Merson  
**Fuel Island Project** Bob Lewis

**PPBC User Representative - DPW** Kate Fitzpatrick  
**Seasonal Storage Facility** Rick Merson

**Metropolitan Area Planning Council (Alternate)** Lee Newman (extend term to 6/30/2019)

## **CONSENT AGENDA**

- 1. Sign the Warrant for the Annual Town Election to be held on Tuesday, April 11, 2017.**
- 2. Approve a Special One Day Wine and Malt Beverages License for Gregg Bierman, of Temple Beth Shalom to host its Purim Celebration on Saturday, March 11, 2017 from 7:30 p.m. to 10:00 p.m. The event will be held at Temple Beth Shalom, 670 Highland Avenue, Needham, MA 02494.**
- 3. Ratify Grant of Location that the Board approved on February 14, 2017 for Linden Street and Cypress Street. Motion should have read: “Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 31 feet of conduit in Linden Street. This work is necessary to provide underground electric service at 11 Cypress Street, Needham.” The fact sheet submitted on February 14, 2017 said 11 feet of conduit.**
- 4. Accept the following gifts received by the Needham Public Library for the period of October 15, 2016 to February 22, 2017: Needham resident Gretchen Leary donated a copy of her book, The Quiet Bear, to the Children’s Room (\$16.00); Harriet Goldin gave the library a check for \$107.00, commission from the sale of her paintings that were hung in the Friends’ Gallery; Catherine Parnell donated a copy of Save the Last Dance by Eric Joseph and Eva Ungar Grudin (\$16.95); Elizabeth Carter Wellington gave the library a copy of her new book, Circus Girl: A Novel (\$33.95); the Middlesex Savings Bank provided the library with a supply of bookmarks that list the library’s new hours and phone numbers; Bridget Gardner donated \$10.00, in appreciation for help in using the Genealogy Collection; Lee and Lulu Grodzins have provided the library with a subscription to Smithsonian (\$12.00); Ellen Knizeski donated \$150.00 for the purchase of mystery books in memory of her father Bernie Ford; Mike Deigan gave the library a 17.5” x 17.5” black and white aerial photograph of Needham; Rev. Heike Werder donated a copy of Hillbilly Elegy by J.D. Vance (\$27.99); Clara Forbes donated 5 books (149.88); Edwin Harwood donated a copy of Conclave by Robert Harris (\$26.95); the Friends of the Needham Library donated \$41,860 for the purchase of books, audiovisual items, an archives file, Children’s Room tables and a hanging rack for book and CD kits; the Library Foundation of Needham donated \$12,200 for the purchase of books and audiovisual items; Artist Dan Callahan gave the library \$25.00, 10% commission from a painting that he sold after it had hung in the Friends’ Gallery; and the family of Marion**

(Bickford) Walker gave the library a copy of Marion's 1932 Needham High School yearbook, The Advocate.

5. Approve a 2017 Common Victualler license application from North Hill Needham d/b/a Central Avenue Cafe, 865 Central Avenue.
6. Approve a Special One Day Wines & Malt Beverages License for Dinneen Grably of the Gifford Cat Shelter to host its Spring Soiree and Silent Auction event on Saturday, April 22, 2017 from 6:00 p.m. to 10:00 p.m. The event will be held in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.
7. Approve minutes of February 14, 2017, open session.
8. Water & Sewer Abatement Order #1232.
9. Approve request from the Substance Prevention Alliance of Needham and the Needham Police Department to use the Town Common on Saturday, April 29 from 10:00 a.m. to 2:00 p.m. for a Prescription Drug Take Back Event.

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

7:04 p.m. The Board took a brief recess.

7:10 p.m. Community Preservation Committee - Proposals Under Review:  
Mark Gluesing, Vice Chair CPC and Patty Carey, Director of Park and Recreation appeared before the Board to discuss the projects before the CPC for funding consideration this year.

Mr. Gluesing said the CPC will hold a public hearing on March 8, 2017, with voting on the projects on March 23, 2017. He reviewed seven projects being considered:

1. Rosemary Lake Sediment Removal

Mr. Gluesing commented the request is for \$2,100,000. He noted preliminary work indicated a fair amount of sediment will need to be disposed of at a hazardous facility out of state. He said the permitting process is proceeding.

2. Cricket Field Renovation

Mr. Gluesing commented on renovation of the field and installation of irrigation at Cricket Field. He said the initial request amount for \$285,000 has increased to \$370,000 as there is interest in installing more sod than originally intended. Mr. Matthews asked the difference between the proposal and the current state of the field? Mr. Gluesing said the quality of the sub-grade, drainage, and installation of an irrigation system will help the fields hold up better after use and during inclement weather.

3. Hillside School Walking Trails

Mr. Gluesing commented on development of walking trails for public and educational use behind the new Hillside School. He said the property, currently owned by Wellesley but within Needham, will include a bridge and is in the design

phase. Ms. Carey said it is likely once the full scope of the project is known, the full estimate of \$210,000 will not be spent.

4. Needham Accessible Reservoir Trail

Mr. Gluesing commented on the Needham Accessible Reservoir Trail saying the project includes a bridge and crushed stone trail. Ms. Carey stated sections of the boardwalk will be modular, allowing for the units to be built offsite. She said the expense is less than if helical piles were used and will save the Town money.

5. Echo Bridge Railings

Mr. Gluesing commented on the request from the MWRA to help fund the historic restoration of the railings on Echo Bridge. He said the request, in conjunction with the City of Newton, also includes a state grant and private fundraising. He stated the Needham portion of the project is \$250,000. Mr. Bulian said he is concerned about the expenditure because of the Rosemary Pool Complex project and the availability of cash. He asked for clarification on community and individual donations. Mr. Gluesing said community donations are from businesses and other private groups, not municipal entities. Mr. Handel said the project is worthy, however, noted funds likely to support the request are not available. Discussion ensued on funding and rebuilding the railings to meet building code. Mr. Matthews said there are conflicting factors, but a decision must be made. Mr. Borrelli said he understands wanting to restore the railing to its original state, but at this time it is a lot of money. He said the alternative (Option B) is adequate.

6. Preservation of Open Space - Purchase of Land

Mr. Gluesing said a placeholder is kept for the potential purchase of open space, however no open space has become available during the cycle.

7. Rosemary Recreation Complex

Mr. Gluesing commented the Rosemary Recreation Complex project includes rebuilding of the pool, pool house, community space on the second floor of the new building, and new parking areas. He said the requested amount is for \$12,000,000. Ms. Carey said the Planning Board and Conservation Commission permits have been obtained. Dave Davison, Assistant Town Manager/Director of Finance discussed proposed financing scenarios for the project referring to his memorandum and attachments dated February 17, 2017. Mr. Borrelli asked if Mr. Davison is concerned the Town is “running too tight” on cash? Mr. Davison discussed the available free cash under scenario 1 and scenario 2, as well as the timeframe for refurbishment of the Emery Grover building and the affect on each scenario. Mr. Borrelli concurred with the methodology used by Mr. Davison. Mr. Bulian said the project is important to the Town, noting Mr. Davison’s financing projections are always done conservatively.

The Board thanked Mr. Gluesing, Ms. Carey, and Mr. Davison for the information.

7:50 p.m. Town Manager:

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

1. Eversource West Roxbury to Needham Reliability Project

Ms. Fitzpatrick updated the Board on the status of the Eversource Energy West Roxbury to Needham Reliability Project since the public hearing held on January 23, 2017. She said outside counsel has been retained to represent the Town before the Energy Facility Siting Board, as well as an engineer to peer review the modeling of the EMF report provided by Eversource Energy in its filing with the Energy Facility Siting Board. Ms. Fitzpatrick commented the Town has contacted the Department of Epidemiology at the Massachusetts Department of Public Health for feedback on EMF's. She noted the Town is considering consulting with someone having a background in epidemiology before any decision by the Board of Selectmen. She said the Town filed for and received an extension, indicating a hearing by the Siting Board will be held in April 2017, rather than March 2017. Ms. Fitzpatrick said the Town is moving forward to make sure information is provided and available on Needham's website.

Mr. Matthews clarified it may have appeared the Town of Needham is partnering with Eversource Energy on the project. He said the Town's status is as an intervener, allowing Needham to bring issues to the attention of the Energy Siting Board and to discuss the matter with Eversource Energy. He noted legal responsibility for the project falls to the Energy Facility Siting Board and Eversource Energy. He commented while the Town is a stakeholder, it does not get to decide how the issue is resolved. Mr. Matthews pointed out that if the EFSB approves a route and Eversource Energy chooses to move forward with a route that has access over a Town way, they have eminent domain authority. He said it is up to the Town to make sure reliability goals are achieved and the concerns of residents are heard throughout the process by the EFSB.

Mr. Borrelli confirmed Needham is not a partner in the project and must do its due diligence. He confirmed it is the EFSB's decision on the route.

Mr. Bulian stated Town Counsel advised him not to participate in discussion relative to the Eversource Reliability Project because his home is on the noticed alternative route.

2. Town Manager Report

Ms. Fitzpatrick reported the ongoing streetscape project is separate from the Town Common project as listed in the CPA handout for potential funding recommended for FY2019. She commented on the removal of nine trees and the planting of twelve new trees, saying she understands the concern some residents have at the removal of trees, but the safety of the public is of utmost importance.

She reported ongoing streetscape work will allow for new traffic signals to be active by July 2017.

Ms. Fitzpatrick also reported work continues at the First Avenue traffic signals which will allow egress from Needham Crossing to Route 128, as well as the opening of the new ramp at Highland Avenue.

Ms. Fitzpatrick reported representatives from the MBTA will be at the next Board of Selectmen meeting on March 14, 2017, at 7 p.m. to hear comments from residents regarding train idling/noise. She thanked Representative Garlick for her help arranging the discussion.

Toll Brothers, developer of the 2nd Avenue residences has pulled its building permits. She noted the developer agreed to pay the Town \$2,250,000 towards public safety improvements and I and I removal.

Ms. Fitzpatrick commented on demolition noise and a new form to be distributed to abutters by developers. She said the form will include all contact information for the contractor, police department, and building department should issues arise during demolition.

Ms. Fitzpatrick and Mr. McDonald, Director of Health and Human Services reported on expanded hours at the Center at the Heights and a recent service grant received for the bone density program. Mr. McDonald said the bone density program will be offered during the day and evening. He also commented on spring and summer programs focused on healthy cooking for seniors and mental health and wellness.

Ms. Fitzpatrick reminded the Board that since assuming the title of Director of Health and Human Services under the Town's reorganization, Mr. McDonald is now responsible for coordinating the work of aging, youth, and veterans services. The Board congratulated Mr. McDonald.

8:10 p.m. Board Discussion:

1. Rotary Club Carnival Proposal

Mr. Borrelli said an email was received from Ted Shaughnessy, President of the Needham Rotary Club who are interested in holding a carnival for 3 nights in July on the high school property to coincide with the Needham July 4th celebration. He noted multiple steps from different boards would be required for approval. He suggested once paperwork is in order, the Board could discuss the proposal at future meeting.

Mr. Handel disclosed that as member of the Exchange Club who hold a similar event, he will recuse himself from discussion.

Mr. Matthews said carnivals nowadays have many health and safety requirements to operate within the State. He said the Rotary Club has a great deal of work to

complete, but if all the requirements are met, the Board of Selectmen could meet. He said the vendor is Cushing Amusements, who operate in other towns.

Mr. Borrelli said he is interested in hearing a proposal.

2. Committee Reports

No Committee Reports were made.

8:25 p.m

Adjourn:

**Motion by Mr. Handel that the Board vote to adjourn the Board of Selectmen meeting of February 28, 2017.**

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

DRAFT