

BOARD OF SELECTMEN
December 19, 2017
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>Introduce New Fire Staff</p> <ul style="list-style-type: none"> • Dennis Condon, Fire Chief
2.	7:00	<p>Public Hearing: Eversource- Hunnewell Street</p> <ul style="list-style-type: none"> • Maureen Carroll, Eversource Energy Representative
3.	7:00	<p>Public Hearing – Change of Manager – Great Plain Hospitality LLC d/b/a RFK Kitchen & Change of D/B/A</p> <ul style="list-style-type: none"> • Francesco Melandri, Owner • Stephanie Samantha (White) Charpentier, Proposed Manager
4.	7:10	<p>Sira Naturals, Inc. Community Benefit Agreement Consultation</p> <ul style="list-style-type: none"> • Roy Cramer, Attorney • Michael Dundas, CEO Sira Naturals, Inc. • Amber Hill, Proposed Manager • Margot Blair, Manager Sira Naturals Cambridge Facility
5.	7:20	<p>Human Resources Update – Employee Engagement</p> <ul style="list-style-type: none"> • Rachel Glisper, Director of Human Resources • Chuck Murphy-Romboletti, Assistant Director of Human Resources • Kristen Wright, Administrative Specialist, Park & Recreation • Juanita Hearn, Retirement Administrator
6.	7:30	<p>Director of Public Works</p> <ul style="list-style-type: none"> • Extinguish Sewer & Drain Easement – Clarke Circle to Brookside Road • Traffic Regulation for West St. • Snow and Ice Preview • Donate Truck • Downtown Infrastructure Improvement Update
7.	7:45	<p>FY2017 Financial Audit</p> <ul style="list-style-type: none"> • Scott McIntyre, Melanson & Heath
8.	8:15	<p>Town Manager</p> <ul style="list-style-type: none"> • FY2019 – 2023 Capital Improvement Plan

		<ul style="list-style-type: none"> FY2019 Budget Consultation: Best Practices & Budget Priorities
9.	8:30	Board Discussion <ul style="list-style-type: none"> Committee Reports
10.	8:35	Executive Session – <ul style="list-style-type: none"> Exception 3 Collective Bargaining- Health Insurance All Unions Exception 3 Litigation EPA

APPOINTMENTS

1.	Human Rights Committee	Nancy Fitton (term expires 6/30/2020)
2.	Needham Community Revitalization Trust Fund Committee	Brad White (term expires 6/30/2020)

CONSENT AGENDA *=Backup attached

1.*	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, 2017 from 9:15 p.m. to 12:15 a.m. in Powers Hall at Needham Town Hall.
2.	Accept a \$2,175 donation made to the Needham Park and Recreation Commission's Needham Accessible Reservoir Trail (NART) project from the Needham Golf Club.
3.*	Approve and sign application for recertification as Tree City USA for 2018.
4.*	Approve minutes of November 28, 2017, and December 5, 2017.
5.	Approve request from Village Club to extend operational hours on New Year's Eve for the Club (lower) portion only: Last call - 12:00 am; Members off premises - 12:30 am; and everyone (bartender) off premises - 1:00 am.
6.*	Water and Sewer Abatement #1248
7.	Accept a \$100 donation made to the Needham Public Health Department's Traveling Meals Program from Hugh & Joan Sheridan, Needham residents.



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

MEETING DATE: 12/19/2017

Agenda Item	Introduce New Fire Staff
Presenter(s)	Dennis Condon, Fire Chief

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Chief Condon will introduce newly appointed firefighter Thomas Andrews.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below)	
a. Resume for Firefighter Thomas Andrews.	



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

MEETING DATE: 12/19/2017

Agenda Item	Public Hearing: Eversource Energy – Hunnewell Street
Presenter(s)	Maureen Carroll, Eversource Energy Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>Eversource Energy requests permission to install approximately 6 feet of conduit in Hunnewell Street. This work is necessary to provide underground electric service at 375 Hunnewell Street, Needham.</p> <p>The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.</p>
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<p><u>Suggested Motion:</u></p> <p>Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 6 feet of conduit in Hunnewell Street. This work is necessary to provide underground electric service at 375 Hunnewell Street, Needham.</p>
3.	BACK UP INFORMATION ATTACHED
	<p>(Describe backup below)</p> <ul style="list-style-type: none">a. Letter of Applicationb. Petitionc. Orderd. Petition Plane. Notice Sent to Abuttersf. List of Abutters

** Please note : Dainus Kuper will be attending the meeting.*

November 15, 2017

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

RE: **375 Hunnewell Street**
Needham, MA
W/O #2241084

Rick, ~~Fri 11/24/17~~
Thurs. 12/1/17
Hillcrest Development
installed conduit
and trench across sidewalk
They are filing after
the fact.
TM
everything else is all set. **OK ROM**

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 6 feet of conduit in Hunnewell Street.

The reason for this work is to provide underground electric service to 375 Hunnewell Street.

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

Very truly yours,

Kelly-Ann Correia

Kelly-Ann Correia, Supervisor

Builder = Dainius Kuper
Hillcrest Development
Ph: (508) 574-7474
Em: hillcrestdevelopment@gmail.com

Excavator: Mike Shea
Ph: (617) 719-1794
Em: MSheacoinc@gmail.com

OK T. Ryder
asst. Town Engr.
12/1/17

OK to Proceed
Builder & Excavator
will need to attend
hearing
R. Murray
Drew Director
10/1/17

**PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY
FOR LOCATION FOR CONDUITS AND MANHOLES**

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

Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. DeBenedictis Dated November 7, 2017** and filed herewith, under the following public way or ways of said Town:

Hunnewell Street - Southwesterly from pole 33/18 approximately 120 feet northwest of Hillside Avenue a distance of 6± feet of conduit

(W/O #2241084)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

BY Kelly-Ann Correia
Kelly-Ann Correia, Supervisor
Rights & Permits

Dated this 15th day of November

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2017

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

It is ORDERED that **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Hunnewell Street - Southwesterly from pole 33/18 approximately 120 feet northwest of Hillside Avenue a distance of 6± feet of conduit

(W/O #2241084)

Hearing Required

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

1. Conduits and manholes shall be located as shown on the plan made by **A. DeBenedictis, Dated November 7, 2017**, the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1 _____
2 _____
3 _____
4 _____
5 _____

Board of Selectmen
the Town of
NEEDHAM

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____, 2017 at _____ in said Town.

1 _____
2 _____
3 _____
4 _____
5 _____

Board of Selectmen
the Town of
NEEDHAM

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2017 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter. Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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

PLAN OF PROPOSED CONDUIT LOCATIONS FOR THE INSTALLATION OF FIBRE OPTIC CABLES IN THE CITY OF NEEDHAM



HILLSIDE AVE

32/18

SECTION 1

STREET SURFACE



SECTION OF PROPOSED LINE

1" IRON PIPE OR 1" PVC CONDUIT (SCH 40) OR 1" FIBRE DUCT

FIGURE 1

EDGE OF SIDEWALK/APPROX. PARCEL LOC.

EDGE OF PAVEMENT

HUNNEWELL ST

EDGE OF PAVEMENT

EDGE OF SIDEWALK/APPROX. PARCEL LOC.

33/18

33/17

**CUSTOMER TO INSTALL
1 - 2.5" PVC PIPE
SCHEDULE 40, NO CONCRETE
SECTION 1, FIGURE 1**

6'

APPROX. PT.
OF PICKUP

#370

#373-375

#379-381

#368

#367

0 20 40



SCALE IN FEET

C# 210-17

Ward #

Work Order # 2241084

Surveyed by: N/A

Research by: PG

Plotted by: JF

Proposed Structures: TL

Approved: A DEBENEDICTIS

Scale 1"=20'

Date NOVEMBER 7, 2017

INSTAR EVERSOURCE

1105 MASSACHUSETTS AVE., DORCHESTER, MASS. 02125

Plan of HUNNEWELL ST., NEEDHAM

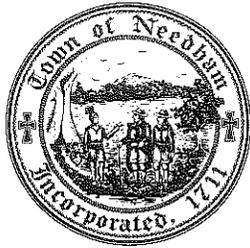
Showing PROPOSED CUSTOMER TO INSTALL CONDUIT LOCATION

BY YOUR USE OF THE INFORMATION CONTAINED HEREIN YOU AGREE THAT IN THE EVENT OF ANY CHANGE IN REQUIREMENTS OR CONDITIONS OF USE, YOU WILL BE RESPONSIBLE FOR ANY NECESSARY REVISIONS TO THE INFORMATION HEREIN. THE INFORMATION CONTAINED HEREIN IS FOR INFORMATION ONLY AND IS NOT TO BE USED AS A BASIS FOR ANY OTHER ACTION. THE USER OF THIS INFORMATION SHALL BE RESPONSIBLE FOR ANY LOSS OF SERVICE OR DAMAGE TO PROPERTY. THE USER OF THIS INFORMATION SHALL BE RESPONSIBLE FOR ANY DAMAGE TO PROPERTY. THE USER OF THIS INFORMATION SHALL BE RESPONSIBLE FOR ANY DAMAGE TO PROPERTY.

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MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on December 19, 2017** upon petition of Eversource Energy dated **November 15, 2017** to install about 6 feet of conduit in Hunnewell Street. The work is necessary to provide underground electric service to 375 Hunnewell Street, Needham.

A public hearing is required and abutters should be notified.

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

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

BOARD OF SELECTMEN

Dated: December 8, 2017

373-375 HUNNEWELL STREET

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
EGWUENU, CHIOMA M. & CHIKE & KURCHAK, JULIE A. TR.	AMEN GLOBAL R.E. PROPERTIES LTD	364 HUNNEWELL ST	NEEDHAM	MA	02494	1990950005903640	364 HUNNEWELL ST
SCUPELLARI, RYAN & COTTON, JEFFREY D & COHEN, ARNOLD & DOROTHY BRONSKI, MARY D.	PMIM TRUST	366 HUNNEWELL ST	NEEDHAM	MA	02494	1990950005903660	366 HUNNEWELL ST
GILPIN, ROBERT P & LOUISE B. HART, SAMUEL & KAMANI, RUSHIT & ALTMAN, RHONDA A & KAY, COURTNEY L.	SCUPELLARI, MEGAN	370 HUNNEWELL ST, UNIT 2	NEEDHAM	MA	02494	1990950006000020	370 HUNNEWELL ST
VOGEL, BETTE MAE BURACK, JOSEPHINE T	CRASTNOPO, BETH	368 HUNNEWELL ST, UNIT 1	NEEDHAM	MA	02494	1990950006000010	368 HUNNEWELL ST
2076 DORCHESTER AVENUE, LLC HARTSHORN, NANCY L.	C/O DODOR, DMITRI S. & KARINA A.	154 HILLSIDE AVE, UNIT 2	NEEDHAM HTS	MA	02494	1990990000100020	154UNT#2 HILLSIDE AVE
SHETE, ANAND K. & PALLAVI A. AGRANOVICH, OLEG & LYUDMILA ULLRICH, LEROY K.	C/O GRACE FAMILY LLC	154 HILLSIDE AVE UNIT 3	NEEDHAM HTS	MA	02494	1990990000100030	154UNT#3 HILLSIDE AVE
WOODS, ERIC M. & MICROWAVE DEVELOPMENT LABORATORIES INC	HART, ELIZABETH M.	156 HILLSIDE AVE, UNIT 5	NEEDHAM	MA	02494	1990990000100050	156UNT#5 HILLSIDE AVE
DRACK REALTY, LLC	KAMANI, BHUMIKA	154 HILLSIDE AVE UNIT 1	NEEDHAM HTS	MA	02494	1990990000100010	154UNT 1 HILLSIDE AVE
	ALTMAN, MICHAEL D	160 HILLSIDE AVE UNIT 7	NEEDHAM HTS	MA	02494	1990990000100070	160UNT#7 HILLSIDE AVE
		156 HILLSIDE AVENUE UNIT 4	NEEDHAM HTS	MA	02494	1990990000100040	156UNT#4 HILLSIDE AVE
		160 HILLSIDE AVE, #6	NEEDHAM	MA	02494	1990990000100060	160UNT#6 HILLSIDE AVE
		160 HILLSIDE AVE UNIT 8	NEEDHAM HTS	MA	02494	1990990000100080	160UNT#8 HILLSIDE AVE
		183 HILLSIDE AVE	NEEDHAM HTS	MA	02494	1990990003100000	183 HILLSIDE AVE
		379 HUNNEWELL ST	NEEDHAM	MA	02494	1990990003200010	379 HUNNEWELL ST
		375 HUNNEWELL STREET	NEEDHAM	MA	02494	1990990003300000	373 HUNNEWELL ST
		367 HUNNEWELL ST	NEEDHAM	MA	02492	1990990003503670	367 HUNNEWELL ST
		369 HUNNEWELL ST	NEEDHAM HTS	MA	02494	1990990003503690	369 HUNNEWELL ST
		363 HUNNEWELL ST. UNIT #L	NEEDHAM	MA	02494	1990990003600010	363 HUNNEWELL ST
		P.O. 468	NEEDHAM	MA	02494	1990990003600020	365 HUNNEWELL ST
		135 CRESCENT RD	NEEDHAM HTS	MA	02494	1990990003800000	101 CRESCENT RD
		PO BOX 516	NEEDHAM HTS	MA	02494	1990990003900000	87 CRESCENT RD

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



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

MEETING DATE: 12/19/2017

Agenda Item	Change of Manager – Great Plain Hospitality LLC d/b/a RFK Kitchen & Change of d/b/a
Presenter(s)	Francesco Melandri, Owner Samantha (White) Charpentier, Proposed Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>Great Plain Hospitality LLC d/b/a RFK Kitchen, 30 Dedham Avenue, has submitted an application for a change in manager. Our review indicates that Ms. Charpentier meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol. The additional filing materials seem in order.</p> <p>Additionally Mr. Melandri has filed an application to change his d/b/a from RFK Kitchen to L&K, (also includes Lounge and Kitchen). Paperwork is in order.</p>	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<p>Suggested Motion: (a) Move that the Board of Selectmen approve and sign an application for a Change in Manager to Samantha Charpentier for Great Plain Hospitality d/b/a RFK Kitchen, 30 Dedham Avenue, Needham and to forward this application to the ABCC for approval; and (b) Move that the Board of Selectmen approve and sign an Amendment Application for a Change of DBA and to forward application to the ABCC for approval.</p>	
3.	BACK UP INFORMATION ATTACHED
<ol style="list-style-type: none">1. Amendment Application for a Change of Manager2. Samantha White Resume3. Applicant's Statement4. Vote of the Corporate Board5. Amendment Application for Change of DBA6. DBA Certificate7. Vote of the Corporate Board <p>All other documents related to these transactions are in order and are on file in the Town Manager's Office.</p>	



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

AMENDMENT APPLICATION FOR A CHANGE OF MANAGER

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

1. NAME OF LICENSEE (Business Contact) GREAT PAIN HOSPITALITY

ABCC License Number 00037 RS 0770 City/Town of Licensee NEEDHAM

2. APPLICATION CONTACT

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name: SAMANTHA Middle: ANNE Last Name: CHARPENTIER

Title: LEAD BARTENDER Primary Phone: (800) 948-0007

Email: SAMANTHA.WHITE008@GMAIL.COM

3. BUSINESS CONTACT

Please complete this section **ONLY** if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.

Entity Name: _____

Primary Phone: _____ Fax Number: _____

Alternative Phone: _____ Email: _____

Business Address (Corporate Headquarters)

Street Number: 30 DEDHAM AVE Street Name: DEDHAM AVE

City/Town: NEEDHAM State: MA

Zip Code: 02492 Country: U.S.A.

Mailing Address Check here if your Mailing Address is the same as your Business Address

Street Number: _____ Street Name: _____

City/Town: SAME State: _____

Zip Code: _____ Country: _____

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

Do you have direct, indirect, or financial interest in this license? 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

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

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

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

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

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
11-9-17-PRESENT	LEAD BARTENDER	RFK KITCHEN	30 DEATHAM AVE	(781) 444-1792
NOV '14 - NOV '17	BARTENDER	BUFFALO WILD WINGS	250 GRANITE ST # 1025B	(781) 843-0753
	SERVER	BUFFALO WILD WINGS	112 BUCKLAND ST MANCHESTER CT	(800) 649-9464
MAY '14 - NOV '17	COLD KITCHEN COOK	CW'S CHOPS N' CATCH	MANCHESTER CT	OUT OF BUSINESS
JULY '13 - APRIL '14	DANQUET MANAGER	ASCOT CATERING	OLD WETHERSFIELD CT	(800) 529-8889

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

ADDITIONAL SPACE

The following space is for any additional information you wish to supply or to clarify an answer you supplied in the application.

If referencing the application, please be sure to include the number of the question to which you are referring.

I AM A CERTIFIED BARTENDER THROUGH
DRINKMASTER BARTENDING SCHOOL AND
HAVE MY SERVESAFE ALCOHOL CERTIFICATION.

Samantha Anne Charpentier

Summary

A dependable and responsible critical thinker and decision maker with a positive attitude and outlook. Highly motivated and self-confident. Willing and excited to take on new responsibilities especially involving upward mobility. Great multi-tasker and quick learner. Well-developed organizational and communication skills. Proven ability to effectively adapt in new and challenging situations. Able to work accurately and efficiently with little to no supervision.

Education and Certifications

Drinkmaster Bartending School Certified October 2017
Instructor-Dan Howell (Embassy Suites by Hilton, Waltham)

ServSafe Alcohol Certified Certified February 17, 2017
ID # 13844263
Card # 14714804

Manchester Community College, Manchester CT
Associates in Foodservice Management Graduated Fall 2015
Dean's List Spring 2012-Fall 2015
Manager for the Spring 2013 MCC Wine Auction

Work Experience

Buffalo Wild Wings, Manchester CT, Braintree Ma
Bartender/WCT-Wing Certified Trainer/Restaurant Server November 2014-Current

- Take care of guest's needs throughout visit
- Deliver ultimate food, beverage, and social experience
- In charge of taking guests food and beverage orders and guarantee everything is up to top standards
- High energy and excitement to engage guests throughout their experience to make it one of a kind
- Keeps restaurant stocked, clean, and ready for service
- In charge of minor managerial duties such as cash drawers and training others

CW's Chops and Catch, Manchester CT
Cold Kitchen Cook May 2014-November 2014

- Culinary duties including, preparation, set-up, and service
- Prepping/cooking all cold appetizer dishes, all salad dishes, and some hot food items such as soups, sauces, and slow-cooked meat items
- Singularly working the cold kitchen line during lunch and dinner service, completing dishes in a prompt but exemplary manner to ensure ultimate customer satisfaction.

Ascot Catering, Old Wethersfield CT

Banquet Manager/Prep Cook

July 2013-April 2014

- Managing a team of up to 10 others to ensure the success of the event, and training staff
- Keeping track of everything we may need to ensure efficiency and smoothness throughout the event
- Talking to guests and organizing, so everything is to their satisfaction and above expectations
- Receiving payment at the end of the event and making sure the space that was used is the way it was when we arrived
- Preparing cold food items including various platters as well as preparation for most food items
- Kitchen sanitation and clean-up, washing dishes, putting away food orders, preparing bins for off-sites
- Making sure the bins are stocked with appropriate utensils and things we may need for the event

The Pond House Café, West Hartford CT

Restaurant Server

November 2012-July 2013

- Take care of guest's needs throughout visit
- Deliver ultimate food, beverage, and social experience
- In charge of taking guests food and beverage orders and guarantee everything is up to top standards
- High energy and excitement to engage guests throughout their experience to make it one of a kind
- Keeps restaurant stocked, clean, and ready for service

Manchester Manor, Manchester CT

Cook

August 2012-November 2012

- Culinary duties including, preparation, set-up, service, and clean-up
- Food safety and sanitation as well as managing up to five others to ensure meals were out on time and hot for residents
- Responsible for daily production sheets, temperature documentation, and steam table charts

Fed Ex Ground, Willington CT

Package Handler

March 2012-August 2012

- Loading customers packages quickly and effectively to ensure safe delivery

The Pond House Café, West Hartford CT

Banquet Server

August 2011-February 2012

- Busing, serving, expediting, off-site catering, plating food, restock, set-up
- Overseeing a small amount of banquet staff
- Customer service and satisfaction

Integrated Concepts Marketing Firm, Hartford CT

Corporate Trainer

October 2010-May 2011

- Office presentations, basic paperwork and promotions
- Responsibility of training others, 2nd round interviews, and organizing business trips
- Developing and managing a group of individuals
- Product knowledge, customer satisfaction and service, sales

Avon Old Farms Inn, Avon CT

Server/Banquet Server/Banquet Manager

January 2008-September 2010

- Busing, serving, expediting, off-site catering
- Understanding of the Micros system
- Plating food for banquets, restock, set-up, napkin folding, polishing silverware
- Managing a group of individuals, customer satisfaction and service

Samantha Anne Charpentier

References

Corey Wry (Co-owner of CW's Chops N Catch, Pastrami on Wry, and Catsup and Mustard)
Phone #: (860) 783-5545

Julie Sapia (Co-owner of Ascot Catering)
Phone #: (860) 257-4630

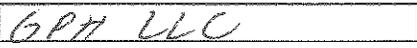
Tom Sapia Jr (Head Chef and Kitchen Manager of Ascot Catering)
Phone #: (860) 997-4223

Patricia and Ray Martens
Phone #: (860) 454-8312

Kenneth and Laurie Charpentier
Phone #: (860) 280-4398

APPLICANT'S STATEMENT

I,  the: sole proprietor; partner; corporate principal; LLC/LLP member

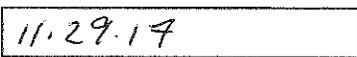
of , hereby submit this application for 
Name of the Entity/Corporation Transaction(s) you are applying for

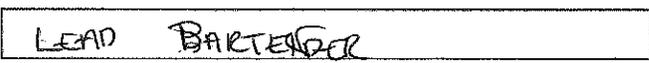
(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

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: 

Title: 

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2017 DEC 11 A 11:56

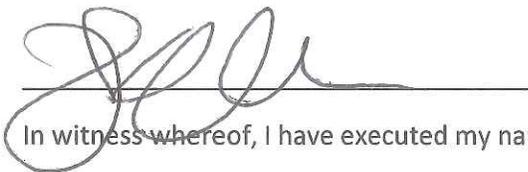
GREAT PLAIN HOSPITALITY LLC RESOLUTION

I, Francesco D. Melandri, sole Manager of Great Plain Hospitality LLC, do hereby certify that at a meeting of the Managing Members of Great Plain Hospitality LLC, a limited liability company organized under the laws of Massachusetts, held on the 11th day of December, 2017, at which said meeting a quorum was present and voting throughout, the following resolution, upon motions made, seconded and carried, was duly adopted and is now in full force and effect: RESOLVED, that for the purpose of changing our liquor license manager, Samantha Charpentier is hereby appointed as license manager, with full authority and control of the premises described in said license.

I further certify that the authority hereby conferred is not in violation of the Operating Agreement of this limited liability company, and that the following is a true and correct list of Managers of this limited liability company as of the present date:

MANAGERS:

Francesco D. Melandri, 30 Dedham Ave., Needham, MA 02492



A handwritten signature in black ink, appearing to read 'F. Melandri', is written over a horizontal line.

In witness whereof, I have executed my name as Manager of Great Plain Hospitality LLC.



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

AMENDMENT APPLICATION FOR:

Change of Corporate Name, Change of DBA, Change of Legal Structure, Change of Class, Change of Category

Please complete this entire application. If field does not apply to your situation, please write N/A.

1. NAME OF LICENSEE (Business Contact)	Great Plain Hospitality, LLC		
ABCC License Number	000 37 RS 0770	City/Town of Licensee	Needham

2. APPLICATION CONTACT			
The application contact is required and is the person who will be contacted with any questions regarding this application.			
First Name:	Francesco	Middle:	
Last Name:	Melandri		
Title:	Owner	Primary Phone:	781 444 1792
Email:	francesco@rfkkitchen.com		

3. BUSINESS CONTACT			
<i>Please complete this section ONLY if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.</i>			
Entity Name:			
Primary Phone:		Fax Number:	
Alternative Phone:		Email:	

Business Address (Corporate Headquarters)			
Street Number:		Street Name:	
City/Town:		State:	
Zip Code:		Country:	

Mailing Address		<input type="checkbox"/> Check here if your Mailing Address is the same as your Business Address	
Street Number:		Street Name:	
City/Town:		State:	
Zip Code:		Country:	



The Commonwealth of Massachusetts

Town of Needham

2017 DEC 14 AM 9:03

Theodora K. Eaton, MMC,
Town Clerk

1471 Highland Avenue, Needham, MA 02492
Tel: 781-455-7500 Fax: 781-449-1246

Statement of Discontinuance of Residence, Change of Location of Business, Withdrawal, or Deceased from Business or Partnership

December 12th, 2017

Part A: Discontinuance, Deceased or Withdrawn from Business Partnership

In conformity with the provisions of chapter one hundred and ten, section five, of the General Laws, as amended, the undersigned hereby declare (s) that the individual(s) listed below is (Please check one) deceased retired from Withdrawn from the following business; **OR** the business has been discontinued.

Name of Business: _____

Address of Business: _____

As set forth in certificate filed in the office of the Clerk of said city or town on (date) _____

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

Signature (by Executor/Administrator of Estate if Deceased)

Part B. Change of Location of Business or Change of Residence / Name ✓

I hereby state that the (please check one) Location of the Business or Change of my Residence as it appears on the Business Certificate Number 8471, Business Name DBA RFR KITCHEN
Business Address 30 NEEDHAM AVE Filed on DEC 14, 2017
Has been changed to SBA LSK, LOUNGE and KITCHEN

[Handwritten Signature]
Signature

By Administrator for Estate of _____

By Executor under the will of _____

The Commonwealth of Massachusetts

Norfolk ss.

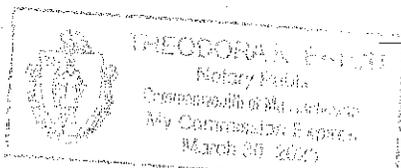
December 17, 2017

Personally appeared before me the above-named Francesco D. Melandri
and made oath that the foregoing statements are true.

My Commission Expires: March 30, 2023

Theodora K. Eaton
Notary Public
Title

(Seal)



**RESOLUTION ADOPTED BY LLC MANAGER OF
GREAT PLAIN HOSPITALITY LLC**

The undersigned, being the sole Manager of Great Plain Hospitality LLC, hereby adopts the following Resolution:

WHEREAS, the Corporation desires to change its trade name of "RFK Kitchen," be it:

RESOLVED, that the Corporation adopt the trade name of "L&K" for the conduct of all business activities, and, be it:

RESOLVED FURTHER, that the Manager of the Corporation record adoption and use of said trade name with the appropriate entity responsible for maintaining public records.

IN WITNESS WHEREOF, this Resolution has been executed and filed with the records of Great Plain Hospitality LLC, and shall be treated for all purposes as votes taken at a meeting.

December 12, 2017



Francesco D. Melandri
Manager



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

MEETING DATE: 12/19/2017

Agenda Item	Sira Naturals, Inc. (formerly Sage Cannabis, Inc.) Community Benefit Agreement Consultation
Presenter(s)	Roy Cramer, Attorney Michael Dundas, CEO Sira Naturals, Inc. Amber Hill, Proposed Manager Margot Blair, Manager Sira Naturals, Cambridge Facility

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>Roy Cramer will present Ms. Amber Hill, the proposed manager of Sira Naturals, Inc., the medical marijuana facility to be located at 29-37 Franklin Street, as per Section 6 (d) of the Community Benefit Agreement which states that "The Operator agrees to consult with the Board of Selectmen at a public meeting prior to the initial and replacement hiring of manager of RFD facility". Ms. Margot Blair, manager of Sage's Cambridge facility, will also be introduced to the Board, as she may be called upon to serve temporarily as Manager of the Needham facility in the event of illness, vacation, etc.</p>
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<p>NONE</p>
3.	BACK UP INFORMATION ATTACHED
	<p>a. Community Benefit Agreement b. Resume Amber Hill c. Resume Margot Blair</p>



TOWN OF NEEDHAM

TOWN HALL
1471 Highland Avenue
Needham, MA 02492-2669

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

Office of the
BOARD OF SELECTMEN

June 14, 2016

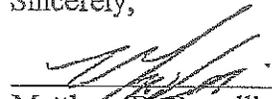
Department of Public Health
Medical Use of Marijuana Program
RMD Applications
99 Chauncy Street, 11th Floor
Boston, MA 02111

To Whom it May Concern:

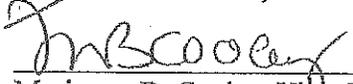
By virtue of a vote taken at a duly noticed meeting held on June 14, 2016, the Needham Board of Selectmen does hereby provide a letter of non-opposition for Sage Cannabis, Inc. of Milford Massachusetts to operate a Registered Marijuana Dispensary in the Town of Needham at 29 – 37 Franklin Street.

The Needham Board of Selectmen has verified with the appropriate local officials that the proposed RMD facility is located in a zoning district that allows such use by right or pursuant to local permitting.

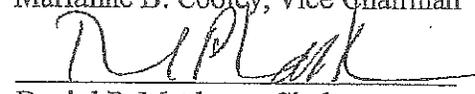
Sincerely,



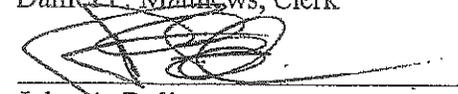
Matthew D. Borrelli, Chairman



Marianne B. Cooley, Vice Chairman



Daniel P. Matthews, Clerk



John A. Bulian



Maurice P. Handel

SELECTMEN OF NEEDHAM

COMMUNITY BENEFIT AGREEMENT

THIS COMMUNITY BENEFIT AGREEMENT (this "Agreement") is entered into this 14th day of June by and between the TOWN OF NEEDHAM, a Massachusetts municipal corporation with a principal address of 1471 Highland Avenue, Needham, MA 02492 (the "Town"), and Sage Cannabis, Inc., a Massachusetts nonprofit corporation with a principal address of 13 Commercial Way, Milford, MA 01757 (the "Operator").

WHEREAS, the Operator wishes to locate a Registered Marijuana Dispensary dispensing facility ("RMD") at 29-37 Franklin Street, Needham (the "Facility") in accordance with regulations issued by the Massachusetts Department of Public Health ("DPH"); and

WHEREAS, the Operator intends to provide certain benefits to the Town by way of gift or grant in the event that it receives a Final Certificate of Registration to operate an RMD in Needham by DPH, and all local approvals, permits and licenses;

NOW THEREFORE, in consideration of the provisions of this Agreement, the Operator offers and the Town accepts this Agreement and the Operator and the Town agree as follows:

1. Annual Payments

- (a) The Operator agrees to make a donation to the Town, in the amounts and under the terms provided herein for the purposes of addressing any impacts of the RMD facility on the Town and on municipal programs, services, personnel, and facilities. The funds shall be used at the Town's sole discretion.
- (b) The Operator shall pay to the Town an "Annual Payment", which shall be the greater of the "Minimum Payment" or the "Percentage of Gross Sales", as set forth below:

Calendar Year	Minimum Payment	Percentage of Gross Sales
2016	\$50,000	3.0% of Gross Sales
2017	\$100,000	3.0% of Gross Sales
2018	\$100,000	3.0% of Gross Sales
2019	\$100,000	3.00% of Gross Sales
All Subsequent Years	2.5% more than the prior year's Minimum Payment, on a cumulative basis	3.00% of Gross Sales

For the purposes of this Agreement, "gross sales" shall mean the total gross sales revenue from all products sold by the Operator in Needham.

- (c) Each Annual Payment shall be paid to the Town not later than April 1 following the calendar year. For example, the payment for calendar year 2016 shall be due not later than April 1, 2017.

(d) Subject to the provisions of Section 8 of this Agreement, the Operator shall be bound by the Minimum Payment and the Percentage of Gross Sales attributable to each calendar year set forth above regardless of the year in which the RMD commences operations.

(e) If the Operator is granted the certificates and approvals described in paragraph 8 of this Agreement, the Operator agrees to give 100% of the Needham RMDs Surplus Revenue, as defined below, back to the Town and as more particularly described in the next sentence. The Operator shall make a donation to the Town of 50% of such Surplus Revenue directly to the Town's General Fund to be used in furtherance of Sage's nonprofit purpose for the benefit of registered qualifying patients as required by 105 CMR 725.100(A), and 50% of such Surplus Revenue to local charities to be decided upon by mutual agreement of the Town's Board of Selectmen and the Operator's Board of Directors.

As used in this Agreement, the term "Surplus Revenue" shall mean, with respect to any fiscal period, cash receipts of medicated product sales by the Operator's Needham Dispensary location only, less the sum of the following to the extent paid or set aside by the Operator: (a) all principal and interest payments on indebtedness of the Operator and all other sums paid to all present and future lenders; (b) all expenditures incurred in connection with the operation of the Operator's business related to the Needham RMD and to the Needham RMD's proportionate share of the Milford production facility; (c) all capital expenditures, including physical plant and equipment related to the Needham RMD and to the Needham RMD's proportionate share of the Milford production facility; (d) all applicable local, state and federal taxes related to the Needham RMD and to the Needham RMD's proportionate share of the Milford production facility; and (e) such reserves as the Operator deems reasonably necessary for operation of the Operator's business and/or to satisfy any requirements of the Operator's contractual counterparties, related to the Needham RMD and to the Needham RMD's proportionate share of the Milford production facility.

In the event the Town and the Operator cannot agree as to the amounts due the Town and/or the appropriate designation of local charities under this agreement, the parties agree to submit their dispute to the American Arbitration Association for mediation. Either of the parties can initiate this procedure by giving notice to the other that they have reached an impasse and if they do not agree to the amounts due within 30 days thereof, either party may submit the dispute to the Boston office of the American Arbitration Association for mediation. The fees of the American Arbitration Association and the mediator shall be paid one half by each party.

(f) In the event that the Operator enters into a community benefit agreement with another municipality in the Commonwealth of Massachusetts that contains financial terms that are superior to what the Operator agrees to provide the Town pursuant to this Agreement,

then the parties shall reopen this Agreement and negotiate an amendment resulting in financial benefits to the Town equivalent or superior to those provided to the other municipality.

- (g) The provisions of this Agreement shall be applicable as long as the Operator operates a RMD dispensing facility in the Town, pursuant to a license issued by DPH.

2. Financial Records and Audit Rights of Town

- (a) The Operator shall submit independently audited financial records to the Town not later than March 15 of each calendar year, with a certification of the gross sales for the respective year, for the purpose of determining whether the Annual Payment shall be the applicable Minimum Payment or the Percentage of Gross Sales, and for determining the amount of surplus revenue to be distributed under Section 1(e).
- (c) If required by the DPH, all financial records submitted to the Town shall be simultaneously submitted to DPH by the Operator, subject to patient confidentiality requirements. The Operator shall also submit to the Town copies of any additional financial records that the Operator must submit to DPH.
- (d) The Operator shall maintain its books, financial records, and other compilations of data pertaining to the requirements of this Agreement in accordance with standard accounting practices and any applicable regulations or guidelines of the DPH. All records shall be kept for a period of at least seven (7) years.
- (e) During the term of this Agreement and for three (3) years following termination of this Agreement, the Town shall have the right to examine, audit and copy (at its sole cost and expense) those parts of the Operator's books and financial records which relate to the determination of the required Annual Payment and to the Operator's compliance with this Agreement. Such examinations may be made upon not less than thirty (30) days prior written notice from the Town and shall occur only during normal business hours at such place where said books, financial records and accounts are maintained. The Town's examination, copying or audit of such records shall be conducted in such manner as not to interfere with the Operator's normal business activities.

3. Purpose of Annual Payment

The Town may use the proceeds of each annual payment in its sole and absolute discretion.

4. Property Taxes

- (a) At all times during the term of this Agreement, property, both real and personal, owned or operated by the Operator shall be treated as taxable, and all applicable real estate and personal property taxes for that property shall be paid either directly by the Operator or by its landlord, and the Operator shall not challenge the taxability of such property and shall not submit an application for any statutory exemption from such taxes.

- (b) Notwithstanding Section 4(a): (i) if real or personal property owned or operated by the Operator is determined to be exempt for taxation or partially exempt, or (ii) if the value of such property is abated with the effect of reducing or eliminating the tax which would otherwise be paid if assessed at full value, then the Operator shall pay to the Town an amount which when added to the taxes, if any, paid on such property, shall be equal to the taxes which would have been payable on such property at full assessed value and at the otherwise applicable tax rate, if there had been no abatement or exemption. The payment described in this Section 4(b) shall be in addition to the payments made by the Operator under Section 1 of this Agreement.

5. Sales Taxes

The Town reserves the right to collect sales taxes, or similar transactional taxes, from the Operator, in the event that such collections are authorized by law during the term of this Agreement. The payment of any such taxes described in this Section shall be in addition to the payments made by the Operator under Section 1 and Section 4 of this Agreement.

6. Security & Operations

- (a) The Operator shall maintain a cooperative relationship with the Needham Police Department, including but not limited to attending periodic meetings to review operational concerns, cooperation in investigations, and communication to the Needham Police Department of any suspicious activities at or in the RMD location. In addition the operator will make the same video feeds and records that are available to the DPH available to the Needham Police Department. The Operator agrees to have at least two security personnel on duty at all times that the facility is open for business.
- (b) The Operator agrees to limit sales to one ounce or less per customer per visit, if allowed by DPH.
- (c) All visits will be by appointment.
- (d) The Operator agrees to consult with Board of Selectmen at a public meeting prior to initial and replacement hiring of manager of RMD facility.

7. Termination

This Agreement shall terminate at the time that either of the following occurs:

- (a) the Town notifies the Operator of the Town's termination of this Agreement; or
- (b) the Operator ceases to operate a RMD in Needham. In the case of a relocation out of the Town, an adjustment of funds due to the Town hereunder shall be calculated based upon the period of occupation of the RMD dispensing facility within the Town, but in no event

shall the Town be responsible for the return of any funds already provided to it by the Operator.

8. Registration Contingency

The obligations of the Operator and the Town recited herein are specifically contingent upon the Operator's obtaining 1. a Final Certificate of Registration to operate a RMD dispensing facility in the Town from the DPH; and 2. the Operator's receipt of any and all necessary local approvals to locate, occupy, and operate a RMD dispensing facility in the Town.

9. Compliance with Legal Requirements

The Operator shall comply with all laws, rules, regulations and orders applicable to the operation of an RMD, including the bylaws and regulations of the Town, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the operation of an RMD. This Agreement does not affect, limit, or control the authority of Town boards, commissions, and departments to carry out their respective powers and duties to decide upon and to issue, or deny, applicable permits and other approvals under the statutes and regulations of the Commonwealth, the General and Zoning By-laws of the Town, or applicable regulations of those boards, commissions, and departments, or to enforce said statutes, By-laws, and regulations. The Town, by entering into this Agreement, is not thereby required or obligated to issue such permits and approvals as may be necessary for the RMD dispensing facility to operate in the Town, or to refrain from enforcement action against the Operator and/or its RMD dispensing facility for violation of the terms of said permits and approvals or said statutes, By-laws, and regulations

10. Recreational Use of Marijuana Waiver Provision

By signing this Agreement, Sage hereby agrees to waive any rights it has or may have in the future to sell adult-use marijuana in the Town of Needham without first obtaining approval from the Town of Needham Board of Selectmen (the "Board").

11. Notices

Any and all notices, or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth below or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service, or if sent by private overnight or other delivery service, when deposited with such delivery service.

For the Town:

Town Manager
1471 Highland Avenue
Needham, MA 02492



For the Operator:

Michael Dundas, Chief Executive Officer
Sage Cannabis, Inc.
13 Commercial Way
Milford, MA 01757

12. Binding Effect

This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the Town nor the Operator shall assign or transfer any interest in the Agreement without the written consent of the other.

13. Waiver

The obligations and conditions set forth in this Agreement may be waived only by means of a written document signed by the party waiving such obligation or condition. Forbearance or indulgence by a party shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that party under this Agreement or applicable law. No waiver of any breach or default shall constitute or be deemed evidence of a waiver of any subsequent breach or default.

14. Amendment

This Agreement may only be amended by a written document duly executed by both of the Parties. No modification or waiver of any provision of this Agreement shall be valid unless duly authorized as an amendment hereof and duly executed by the Town and the Operator.

15. Headings

The article, section, and paragraph headings in this Agreement are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.

16. Severability

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality, or unenforceability shall not affect any other provisions of this Agreement, or affect the application of such provision to any other circumstances, and this Agreement shall be construed and enforced as if such invalid, illegal or unenforceable provision were not contained in this Agreement.

17. Governing Law



This Agreement shall be governed by and construed in accordance with the substantive law of the Commonwealth of Massachusetts, without regard to the conflicts of laws provisions thereof.

18. Entire Agreement

This Agreement, including all documents incorporated by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

19. Counterparts

This Agreement may be signed in any number of counterparts all of which taken together, shall constitute one and the same instrument, and any party hereto may execute this Agreement by signing one or more counterparts.

IN WITNESS WHEREOF, the Parties to this Agreement have hereunto set their hands and seals on the day and year first above written.

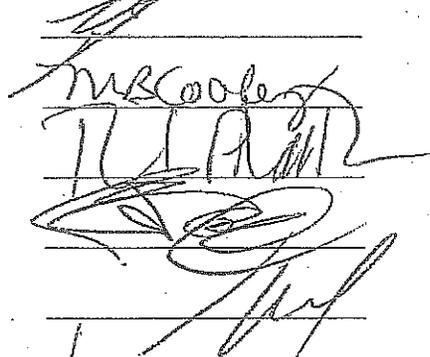
TOWN OF NEEDHAM

OPERATOR

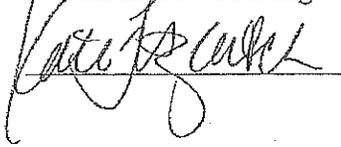
Board of Selectmen



Michael Dundas, CEO
Sage Cannabis, Inc.



Needham Town Manager



AMBER HILL

REGIONAL SALES MANAGER HUMAN RESOURCES REPRESENTATIVE ADMINISTRATIVE COORDINATOR SUMMARY OF QUALIFICATIONS

A dedicated, passionate professional with 6+ years' experience in Management and Human Resources. Specializes in the coaching and development of other leaders and management teams. Demonstrated expertise in relationship management, project management, sales growth, business development, operations, training, onboarding, vendor and trade management, and team leadership. My excellent skills in communications, multitasking and problem solving have enabled me to consistently succeed within my positions.

EDUCATION: B.A. Degree, Latin American Studies, Spanish, Minor in Sociology, Assumption College, Worcester, Massachusetts (2011) Overall GPA: 3.2/4.0

LANGUAGES: Intermediate conversational knowledge of Spanish and writing and reading fluency, Beginner's conversational knowledge of Portuguese.

PROFESSIONAL EXPERIENCE

B GOOD LLC, Malden, MA

(April 2016-Present)

Regional Manager and Human Resources Representative/Administrative Coordinator

- Hire; interview, screen, recruit and onboard (I9 verifications, W4's, Insurance information, HR policies, Safety and workman's compensation policies, FMLA,) for new and existing staff; over 100 employees interviewed and onboarded
- Responsible for execution of training staff; assign specific trainer, coordinate training schedules and training materials. Accountable for food and work safety training; coordinated ServSafe, Allergen and Chokesafe classes.
- Mentor, develop and retain managers and staff of 150+ people.
- Responsible for weekly profit and loss, inventory, scheduling, marketing, production and ordering equipment and materials.
- Creates and maintain a positive and productive work environment; ensures that all company policies and standards are being followed; food quality, food safety and conducts audits of these areas in five stores.
- Provided administrative support to Director of Operations as well as management teams; five stores of about 30 people total.
- Managed calendars in Outlook and Gmail, managed scheduling of six stores, completed expense reports, and drafted and edited clientele correspondence
- Assisted development coordinator with special events (event planning) such as community outreach receptions, guest interactions, and executive visits.
- Submitted, tracked and maintained departmental invoices and monthly budget reports for six stores.
- Acted as liaison for high profile donors, clientele and executive board members.
- Project management with new store openings; opened two new stores, coordinated multiple vendors and trades, worked with MA state permits, Fire Dept and Building Inspections, and Department of Health inspections.

MDM MANAGEMENT LLC (DUNKIN DONUTS), ACTON, MA

(2013-2016)

Regional Manager and Human Resources Representative/Administrative Coordinator, General Manager (2011-2013) Assistant Manager (2011-2011) Shift Supervisor (2005-2011)

- Recruited, interviewed, screened, developed, trained, and retained qualified management personnel for six stores.
- Monitored crew and management turnover to analyze data; retention rate and forecasted staffing needs against sales, turnover and growth.
- Ensured that all HR related policies were followed; supported HR team and maintained employee records and ensured contracted services were delivered.
- Solicited feedback from guests during every restaurant visit and correlated with trend information.
- Operations Excellence/QSC; ensured Dunkin' Brands operational standards were followed
- Planned execution of new product initiatives and marketing programs.
- Demonstrated the ability to manage the finances for their restaurants as directed by their franchisee.
- Worked with franchisee on remodels and refurbishment plans; coordinated vendors, trades and state permits.

SKILLS:

Computer: Microsoft Word, Excel, PowerPoint, Microsoft Outlook, Google Drive, Gmail and Gmail Calendar, Go to Meeting, Expensify

Summary

Extremely personable, highly-motivated business professional with experience and expertise in the fully-compliant opening and operating of Massachusetts medical marijuana dispensaries

Strengths

- Medical Marijuana Expertise and Patient Consultation
- Retail Staffing and Supervision
- Inventory Control
- Compliance Reporting
- CRM and POS System Usage and Administration
- Office and Project Management
- MS Office, PhotoShop, Dreamweaver, Adobe Acrobat & InDesign, Salesforce.com

Cannabis Industry Experience and Education

New England Treatment Access

Brookline, MA

Member of opening team of one of country's largest dispensaries, serving over 680 patients per day at peak. Trained in cultivation facility, extraction lab, kitchen and MIPS lab prior to dispensary opening.

Dispensary Coordinator

December, 2016 – Present

- Develop and maintain staffing schedule for 50+ PSAs and daily line-up for staff of 25.
- Maintain dispensary stock and supplies, and ensure that the dispensary is in clean and proper operational order.
- Create and generate daily menus, and manage mid-day menu updates and changes.
- Manage petty cash, staff entertainment, catering and discretionary funds; maintain logs, receipts, reports and change orders for same.
- Complete daily compliance logs and generate weekly & monthly compliance reports.
- Manage file backup systems and perform regular backups, including patient files.
- Provide administrative support to dispensary management team to ensure effective and efficient operations.
- Answer phone for the dispensary and provide educated information to patients and others, following proper protocols for patient safety and confidentiality, privacy and sensitive patient information.
- Plan and execute monthly and ad hoc staff events.

Trainer

April, 2016 - December, 2016

- Trained new PSAs on all aspects of PSA job as detailed below.
- Instrumental in development and ongoing improvement of 9-day New PSA training curriculum.

Patient Service Associate (PSA)

December, 2015 – April, 2016

- Provided product expertise and knowledge to patients, and explained the potential benefits of each type and strain of medical marijuana, as well as methods of use.
- Identified unique needs of each individual patient by demonstrating compassion, empathy and sensitivity.
- Worked in close coordination with a team of other PSAs to model best-in-class service that consistently exceeded patients' expectations during the sales/provisioning process.
- Participated in the patient intake process, maintaining appropriate paperwork and patient records while helping new and returning patients feel welcome.
- Responsibly addressed any customer conflict or complaint, inspiring long-term patient relationships and loyalty to NETA brand.
- Utilized the point of sale recordkeeping system to maintain and manage patient records and other important information.

Business Experience

AON RISK SOLUTIONS	BOSTON, MA
<i>Executive Analyst, National Industry Practice Groups</i>	2011 – 2015
<ul style="list-style-type: none"> • Data Analysis • Strategic Planning 	
<i>Sales & Marketing Consultant, New England Region</i>	2007 – 2011
<ul style="list-style-type: none"> • CRM System Administration • Sales Management • eMarketing 	
CHOICEPOINT PRECISION MARKETING	ANDOVER, MA
<i>Sales Analyst/Project Manager</i>	2001 – 2007
<ul style="list-style-type: none"> • CRM System Conversion & Implementation • Database Management • Sales Operations 	
NYKAMP CONSULTING GROUP	PEABODY, MA
<i>Office Manager</i>	2000 – 2001
<ul style="list-style-type: none"> • Office Management 	
THE TIMBERLAND COMPANY	STRATHAM, NH
<i>Administrative Assistant, Human Resources</i>	1997 – 2000
<ul style="list-style-type: none"> • Work/Life Programs • Employee Relations • Community Service/Social Responsibility 	
NORTH AMERICAN FAMILY INSTITUTE	DANVERS, MA
<i>Executive Assistant</i>	1996 -1997
<ul style="list-style-type: none"> • Non-Profit Business Management • Government Compliance 	
COMBINED JEWISH PHILANTHROPIES	BOSTON, MA
<i>Executive Assistant</i>	1989 – 1996
<ul style="list-style-type: none"> • Fundraising Programs & Systems • Community Programming • Event Planning & Management 	
RITZ-CARLTON HOTEL	BOSTON, MA
<i>Credit Manager</i>	1982 – 1988
<ul style="list-style-type: none"> • Hospitality Management • Accounting Management 	

Education

Northeastern Institute of Cannabis	Natick, MA
<i>12-course Cannabis Certification Curriculum</i>	August – November, 2015
University of Massachusetts	Lowell, MA
<i>Awarded Certificate of Web Design & Development</i>	2004 - 2006
Continuing Education	Boston, MA
<i>Completed part-time course work toward Bachelor's Degree attending Boston University, Boston College and Harvard Extension School</i>	1985 - 1995
Katharine Gibbs School	Boston, MA
<i>Awarded Certificate of Professional Executive Assistant</i>	1982

References**Furnished Upon Request**



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

MEETING DATE: 12/19/2017

Agenda Item	Human Resources Update – Employee Engagement
Presenter(s)	Rachel Glisper, Director of Human Resources Chuck Murphy-Romboletti, Assistant Director of Human Resources Kristen Wright, Administrative Specialist, Park & Recreation Juanita Hearn, Retirement Administrator

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Representatives of the Human Resources Department and Employee Engagement Teams will update the Board on the first year of the program and projects that are in development
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	Discussion Only
3.	BACK UP INFORMATION ATTACHED
	a. Employee Engagement Summary Letter and Solutions Group Volunteer Information



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

August 15, 2017

Dear Colleagues:

In 2015, the Town conducted an employee engagement survey, and found that as a group we weren't as engaged as we hoped. As a result, we began a process to redevelop our workplace culture. That process started 18 months ago with a Town-wide invitation for employees to be part of an engagement initiative. Starting in June 2016, three teams of employees began meeting to develop strategies for improved communication, more comprehensive onboarding for new employees, and enhanced training opportunities for every employee. This letter is both a summary of our progress and a personal invitation to be part of the next phase of the project.

Each engagement group successfully implemented a series of projects that included the development of new tools and the prioritization of future initiatives. Examples include:

- The creation of onboarding packets that each department will customize for new hires. The packets have been used in several recent hires, and the feedback from existing staff and new hires has been universally positive.
- The development of an electronic organizational chart that includes employee contact information, job titles, and (eventually) pictures.
- A training resource, to be known as the "U Drive," has been developed and will be available shortly. The site will include everything from reviews of job-related training opportunities to online training to professional development materials and links.
- A web-based library of standard operating procedures will also be posted to the "U Drive" and will include information employees need to know about how things work "the Needham way."

I am very grateful to the teams who accomplished this work, and to those who helped create the ideas, and provided input and feedback in the development of the projects.

The work we have planned for the next year will focus on solutions. "Solutions groups" will meet to tackle identified projects, make recommendations, and implement solutions. Participation on a solutions group will be much less time consuming than the larger engagement work that occurred over the prior year. Attached is a list of solutions group topics – I invite all of you to be part of one of these teams, or to propose a new initiative that you would like to work on and we can add it to the list. Each solutions group will establish meeting times that work for all members.

I will also offer one more invitation: If you have identified a problem that needs solving, I want to know your solution. Anyone who works for the Town can make an appointment with me for a half hour to identify a problem and suggest a solution. Your input is truly valued; and even if not all suggestions are implemented, your identification of a possible solution helps us understand each other's perspective and will strengthen the quality of decisions made going forward.

The reason that we have spent so much time and effort on this employee engagement initiative is simple – engaged employees are happier, healthier and better positioned to meet the needs of the customers they serve. Our workplace community will always be a work in progress, and I am grateful to all of you who are making the extra effort on a daily basis. I encourage you to join a solutions group, make new connections, and help create an engaged environment.

Very truly yours,



Kate Fitzpatrick,
Town Manager

Enclosure: Employee Engagement – FY2018 Solutions Groups – Volunteer Information

Employee Engagement – FY2018 Solutions Groups – Volunteer Information

Throughout Fiscal Year 2018, Engagement volunteers will take action on specific solutions in project-based teams while also meeting in larger group settings facilitated by our consultant Jon Wortmann. Volunteers will each be working in project-based “Solutions Teams”. Members of the solutions teams will work as needed in year two to implement the specific projects identified within year one. The identified solutions topics include:

1. Organizational Chart
2. Performance Reviews, both form and process
3. SOPs and an aggregator website
4. “All Town” communication emails including “Everybody Updated,” the portal, etc.
5. Promoting staff meetings in all departments and best practice training
6. Tours of the Town for new employees, route and potentially delivery
7. New employee mentoring program
8. Succession planning
9. Developing the yearly curriculum for “Needham U” training
10. Manager training planning
11. Developing a values statement for Needham employees
12. Streamlining the reimbursement process
13. Measuring engagement of Town employees process
14. “On-boarding” and new employee process improvements
15. Welcome video for new employees
16. “Off-boarding” program for employees leaving
17. Permitting
18. Social events for employees
19. Connecting managers and employees through better communication

If you would like to volunteer, please contact Chuck Murphy-Romboletti (cmurphy-romboletti@needhamma.gov or 781-455-7500 x295) in Human Resources to be put in contact with the existing group members to join their work.

These solutions teams will also be part of two larger teams: **1. Communication** and **2. Training**. These two teams will meet six to nine over the year to evaluate progress of solution projects and assess how our workplace culture is being enhanced in these areas. Finally, all volunteers will meet as one expansive **Engagement group**, approximately three times over the year to discuss progress of the overall project. Town employees will also be invited to give feedback and learn about progress.

In total, volunteers should expect to meet approximately monthly in addition to meeting with their solutions teams as often as they feel necessary to ensure projects are being accomplished. Each larger group meeting will also include time to break-out and continue work in your Solution Teams. Volunteers will also have the opportunity to participate in meetings virtually (via skype or facetime) or call in. Volunteers are expected to fit these projects into their regular work schedule and are responsible for informing their supervisor or department managers of their participation.



Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 12/19/2017

Agenda Item	Extinguish of Sewer and Drain Easement – 103 Brookside Road
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>Town Meeting voted at the October 2, 2017 Special Town Meeting authorizing the Selectmen to extinguish the 1958 Sewer and Drain Easement at 103 Brookside Road.</p> <p>The Instrument to be recorded at the Norfolk County Registry of Deeds to extinguish the easement is attached for the Board of Selectmen's endorsement.</p>
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<p><i>Suggested Motion:</i> "That the Board vote to approve and sign Order No. 2017-01 to Extinguish a portion of a Sewer and Drain Easement at 103 Brookside Road"</p>
3.	BACK UP INFORMATION ATTACHED
	<ol style="list-style-type: none">1. Order NO. 2017-01, Extinguishment of Easement for Sewer and Drain at 103 Brookside Road2. Plan entitled, "Easement to be Acquired from Clarke Circle to Brookside Road", prepared by the Town of Needham, Mass. Dept. of Public Works, February 13, 1958, approved by the Selectmen April 8, 1958.

PM

EXTINGUISHMENT OF EASEMENT

ORDER NO. 2017-01

FOR SEWER AND DRAIN AT 103 BROOKSIDE ROAD

WHEREAS, the Town of Needham by unanimous vote under Article 12 of the Special Town Meeting held October 2, 2017, voted that the town authorize the Board of Selectmen to extinguish the sewer and drain easement from Clarke Circle to Brookside Road, more fully described in an order of taking number 1958-1, dated April 8, 1958 and recorded at the Norfolk Registry of Deeds in Registration Book 233, Page 17.

NOW THEREFORE, the Board of Selectmen, acting on behalf of the Town of Needham, do hereby abandon, extinguish, and release all right, title, and interest in a portion of an easement over land at 103 Brookside Road indicated as Lot 4 and Lot 5 and shown on a plan entitled, "Easement to be Acquired from Clarke Circle to Brookside Road", prepared by the Town of Needham, Mass. Dept. of Public Works, dated February 13, 1958, and approved by the Board of Selectmen on April 8, 1958.

IN WITNESS WHEREOF, Marianne B. Cooley, Daniel P. Matthews, John A. Bulian, Maurice P. Handel, and Matthew Borrelli, duly elected Board of Selectmen of the Town of Needham acting for and on behalf of said Town of Needham having first read and approved the foregoing, do hereby subscribe our names and cause the Town seal to be hereto affixed this 19th day of December, 2017.

TOWN OF NEEDHAM
By its Board of Selectman

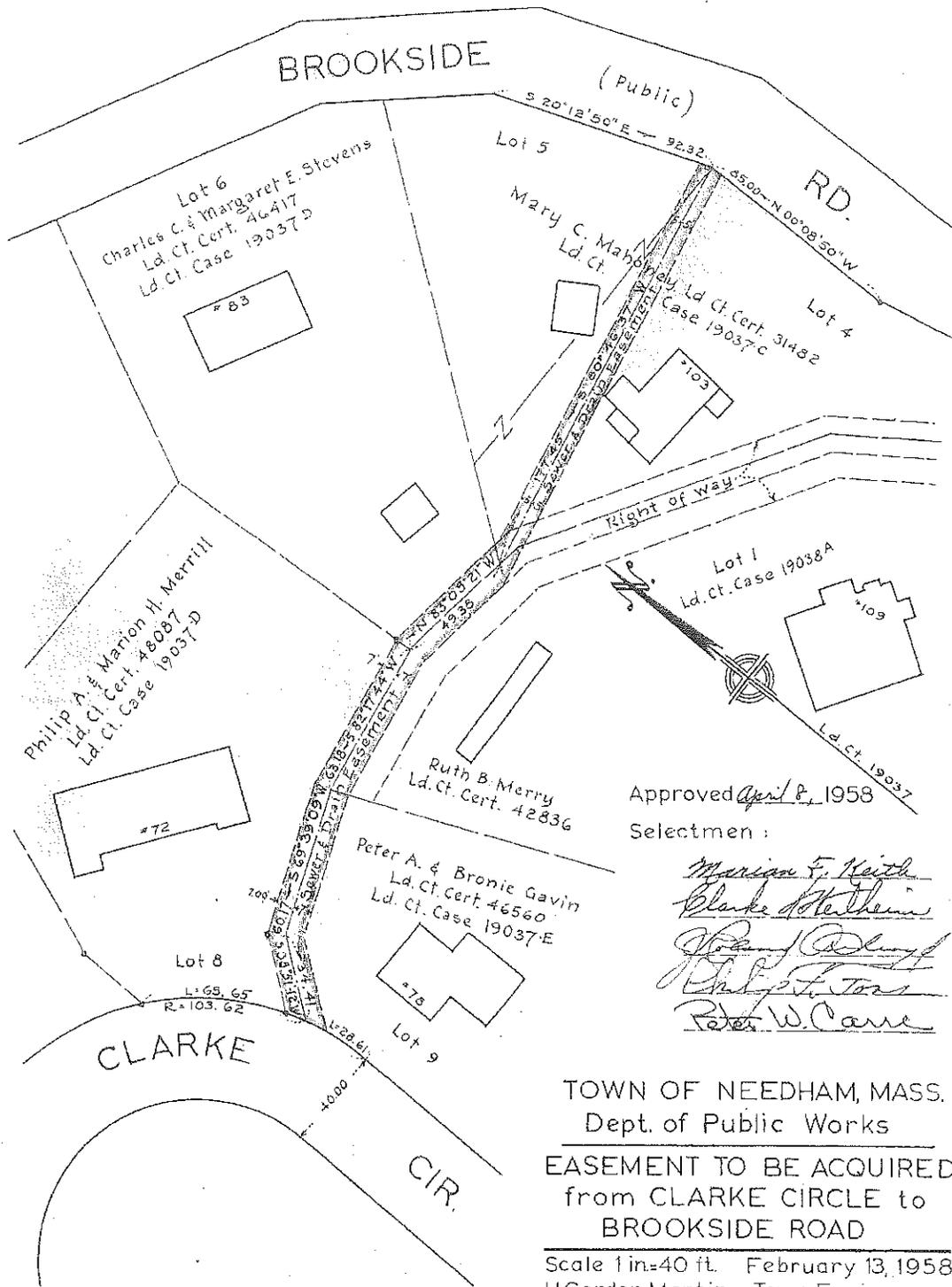
By: _____
Marianne B. Cooley, Chair

Daniel P. Matthews, Vice Chair

John A. Bulian, Clerk

Maurice P. Handel

Matthew Borrelli



Approved April 8, 1958

Selectmen :

Marian F. Keith
Blake H. Hetherington
Robert J. Adams
Philip J. Torres
Peter W. Carr

TOWN OF NEEDHAM, MASS.
 Dept. of Public Works
 EASEMENT TO BE ACQUIRED
 from CLARKE CIRCLE to
 BROOKSIDE ROAD

Scale 1 in = 40 ft. February 13, 1958
 H. Gordon Martin, Town Engineer.

Approved :

Arthur J. Holden
 Supt. of Public Works



Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 12/19/2017

Agenda Item	Sign Notice of Traffic Regulation – West Street
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>The Traffic Management Advisory Committee (TMAC) received a request from the residents of West Street near Hunnewell Street asking for a 2 hour parking zone be established to prevent all-day parking.</p> <p>The subject location is on the north side of West Street from Hunnewell Street to a point 300 feet in the westerly direction on West Street. The TMAC recommended that a 2 hour parking zone be established in this location.</p>
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<p><i>Suggested Motion:</i></p> <p><i>“That the Board vote to approve and sign the Notice of Traffic Regulation Permit #P17-12-19 for West Street, Time Limited in Designated Places, North side, from the westerly sideline of Hunnewell Street a point 300 feet west – 2 Hour Parking”</i></p>
3.	BACK UP INFORMATION ATTACHED
	<p>1. Copy of Traffic Regulation P17-12-19</p>

Handwritten mark

TOWN OF NEEDHAM
BOARD OF SELECTMEN

NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Board of Selectmen of the Town of Needham, it is hereby

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

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

TIME LIMITED IN DESIGNATED PLACES

WEST STREET – North side, from the westerly sideline of Hunnewell Street to a point 300 feet west, TIME – 2 Hours, Permit P17-12-19.

VOTED: by the Board of Selectmen at a meeting held on Tuesday, December 19, 2017

BOARD OF SELECTMEN

Permit No. P17-12-19

Date of Passage _____

Attest of Town Clerk _____

X/17



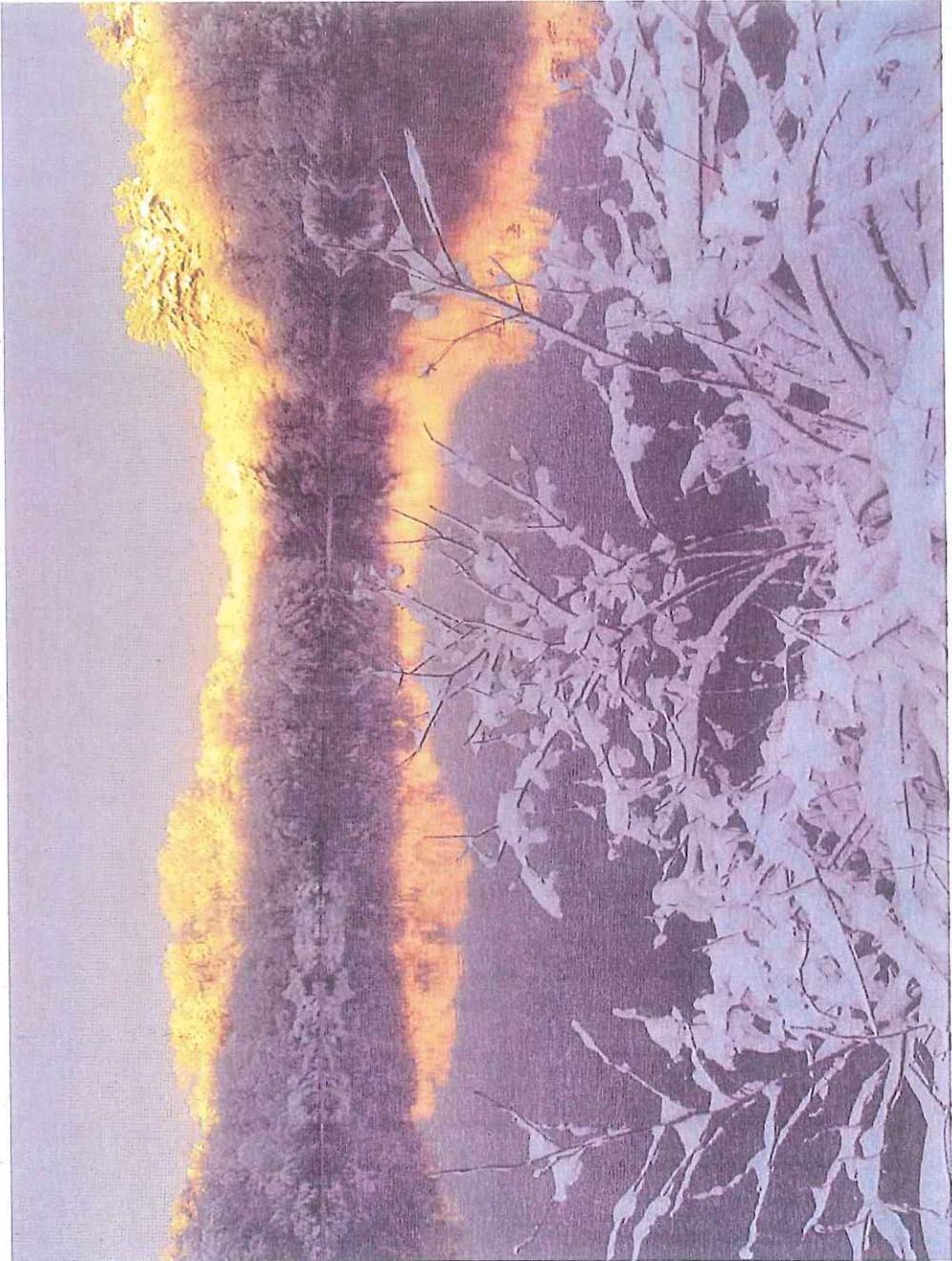
**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/19/2017

Agenda Item	Snow and Ice Preview
Presenter(s)	Richard P. Merson, DPW Director Rhainhardt Hoyland, Highway Superintendent

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Director of DPW and the Highway Superintendent will present an overview of Needham's Snow and Ice Program.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
N/A	
3.	BACK UP INFORMATION ATTACHED
a.) Copy of New England Winter b.) Copy of Current Town Web Page Development	

New England Winter



How does Needham prepare for snow events?

October

- Inspect DPW equipment, order parts and schedule repairs
- Process snow and ice contracts
- Begin updating Supervisor Plan Book

November

- Mount spreaders, test and calibrate
- Reposition plows
- Finalize staff assignments
- Conduct contractor inspections
- Operator refresher training

December

- Replenish materials and supplies
- Distribute updated Supervisor Plan Book
- *Fasten your seatbelts, trays in upright position!*

2016 Snow Program: Current 4 Stages

Stage 1

- Pre-treating the salt with liquid magnesium reduces salt consumption while providing safer conditions
- Applying pre-treated salt to roads and parking lots before or as snow fall begins

Stage 2

- Modified chemical operation with limited plowing

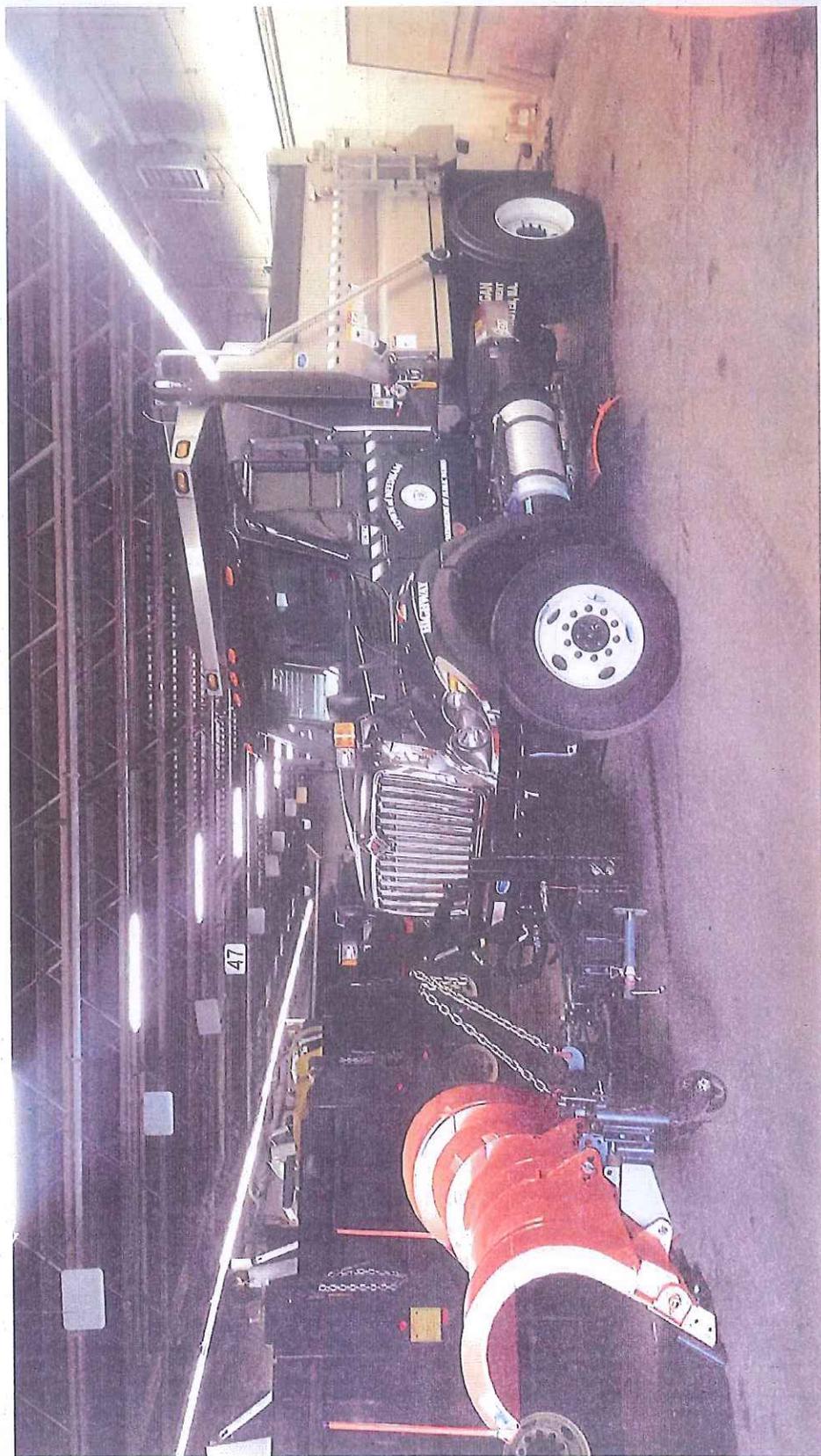
Stage 3

- Full plow when snow fall is greater than 3" and plow sidewalks

Stage 4

- 4 levels of snow removal and hauling

Stage 1: Chemical Operation



Stage 2: Modified Chemical Operation with Plowing



Operations

- Chemical operation with 6 to 8 additional plow trucks
- Plow trucks work in teams or clear parking lots

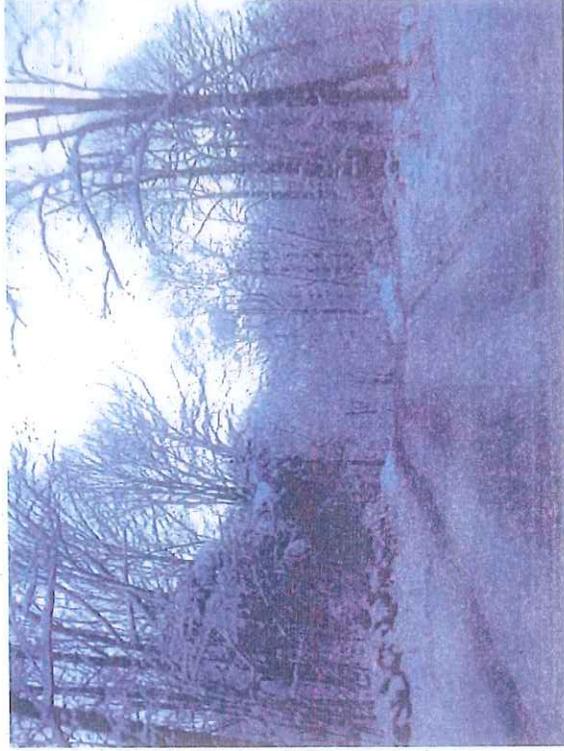
Stage 3: Full Plow

Program Administration

- 4 program administrators
- 10 route supervisors
- 1 dispatcher
- 2 admin support

Operations

- 23 neighborhood routes, 2 plow trucks per route
- 1 DPW plow and 1 contractor in each route
- 5 teams of larger plow trucks, main roads only
- Loaders for parking lots
- 6 sidewalk routes (plow or snow blow)
- 3 hand-crews (snow blowers or shovels)



Stage 4: Snow Hauling

Level 1

- Clear snow from cross walks, handicap ramps and sidewalk at Town Hall

Level 2

- Remove snow curb to curb in Downtown and Heights, parking lots and neighborhood pickup/drop off areas

Level 3

- Full snow removal in Downtown and Heights, including sidewalks

Level 4

- Removal of fallen trees and limbs or utility wires blocking roads

Snow Reporting in Needham

- Call down to staff
- Sign-in contractors
- Check-in employees
- Plow Snow
- Sign-out contractors
- Dismiss employees
- Generate invoices
- Generate payroll
- Add material volumes and narrative



How does Needham manage and prioritize during snow events?

- Monitor forecasting service reports
- Pre-calling contractors to ensure availability
- DPW staff mount plows and load ballasts, check fuel and fluids, and circle check of vehicles
- Confirm spreader shift next on duty
- Preposition shift foreman to monitor local conditions and current forecast (snow scout)
- Trigger Stage 1 response when conditions warrant
- Notify supervisors and managers

The Future

- Piloting text message communication with staff and contractors this year
- Grouped staff into Salt Shifts and Full Plow
- Improved reporting tool – in process
- Website front end for residents
- FEMA reporting



Snow & Ice Draft



- ABOUT OUR OPERATIONS
- WINTER TIPS FOR RESIDENTS
- SIDEWALK PLOWING INFORMATION
- SNOW PROGRAM CONTRACTOR AGREEMENT
- FREQUENTLY ASKED QUESTIONS
- SNOW DUMPING INFORMATION
- SNOW TOTALS LOG 2017-2018
- "LIKE" NEEDHAM DPW ON
- FOLLOW @NEEDHAMDPW ON



Navigation menu with icons and labels:

- Minister's Agenda
- Employment
- Field Status
- Easy Permits
- Notify Me
- Report a Concern
- Hot Topics
- Bidding
- Online Bill Pay

Navigation menu with icons for: My Profile, Employment, Field Status, My Requests, Notify Me, Report a Concern, My Tickets, Building, Online Bill Pay.

ABOUT OUR OPERATIONS

Please be patient, Town personnel will work around the clock to keep roads passable for emergency vehicles. Snow removal is a time consuming and laborious task.

Our scope of responsibilities includes providing snow clearing for:

- 130 MILES OF ROADWAY.
- 54 MILES OF SIDEWALK.
- 21 SCHOOL AND MUNICIPAL PARKING LOTS

ALSO ACCESS TO:

- * FIRE & POLICE STATIONS
- * THE RECYCLING AND TRANSFER STATION
- * WATER & SEWER PUMP STATIONS
- * THE CHARLES RIVER WATER TREATMENT FACILITY

Methodology Behind Needham's Snow Program

The Department of Public Works utilizes personnel from all divisions during snow and ice events. DPW analyzes each storm and modifies our standard operating procedures as needed. Factors for consideration when planning for a snow & ice event are: weather

Methodology Behind Needham's Snow Program

The Department of Public Works utilizes personnel from all divisions during snow and ice events. DPW analyzes each storm and modifies our standard operating procedures as needed. Factors for consideration when planning for a snow & ice event are: weather forecasting, timing, duration, temperature, intensity, snow amount and moisture content within the precipitation. The Town utilizes a four stage program to effectively manage snow and ice events:

Stage 1: De-icing / Anti-icing Chemical and Abrasive Application

- Prevent snow and ice from bonding to the pavement
- Utilize up to eight chemical trucks to cover primary roads, hills and parking lots
- Underbody scrapers are utilized as needed
- Approximately 60% of roads are treated during this application

Stage 2: Modified De-Icing Chemical Operation

- Activated when snow and ice accumulation reaches two or more inches
- Plows are mounted on chemical trucks
- Additional plow trucks assist chemical trucks in scraping designated routes and parking lots
- De-icing liquids are blended with rock salt to help assist with the melting process
- Under certain storm conditions, designated sidewalk routes will be plowed

Stage 3: Full Plow Operation

- Activated when snow and ice accumulation reaches two or more inches
- Plows are mounted on chemical trucks
- Additional plow trucks assist chemical trucks in scraping designated routes and parking lots
- De-icing liquids are blended with rock salt to help assist with the melting process
- Under certain storm conditions, designated sidewalk routes will be plowed

Stage 3: Full Plow Operation

- When snow and ice exceeds three inches with more snow forecasted
- Chemical operations are suspended
- Town staff and contractors begin to plow roadways, designated sidewalk routes and parking lots

Stage 4: Snow Removal and Hauling Operations

- Downtown and Heights business districts, where roadways become too narrow for safe travel
- **Level 1:** Curb to curb snow removal and intersection clearing
- **Level 2:** Full snow removal from business districts including, snowbanks and sidewalks
- **Level 3:** At this level, a state of emergency has likely been declared. Most challenging storms require the removal of trees, debris, and snow and ice that obstruct access to roads. If necessary, roads will be widened with snow blowers.



Minutes & Agendas	Employment	Field Status
Easy Permits	Notify Me	Parent's Concerns
Hot Topics	Building	Online Bill Pay

SIDEWALK PLOWING INFORMATION

The Town is responsible for plowing 54 miles of school designated walking routes. Sidewalk plows are deployed during a full plow event and at the discretion of the Director of Public Works.

Click the button below, to view the Town's sidewalk snowplow routes:



Commercial property owners are responsible for removing snow and ice from adjacent sidewalks per the Town's Bi-Laws, Article 3, 3.1.8.1. Violations shall result in a \$50.00 fine for each offense.

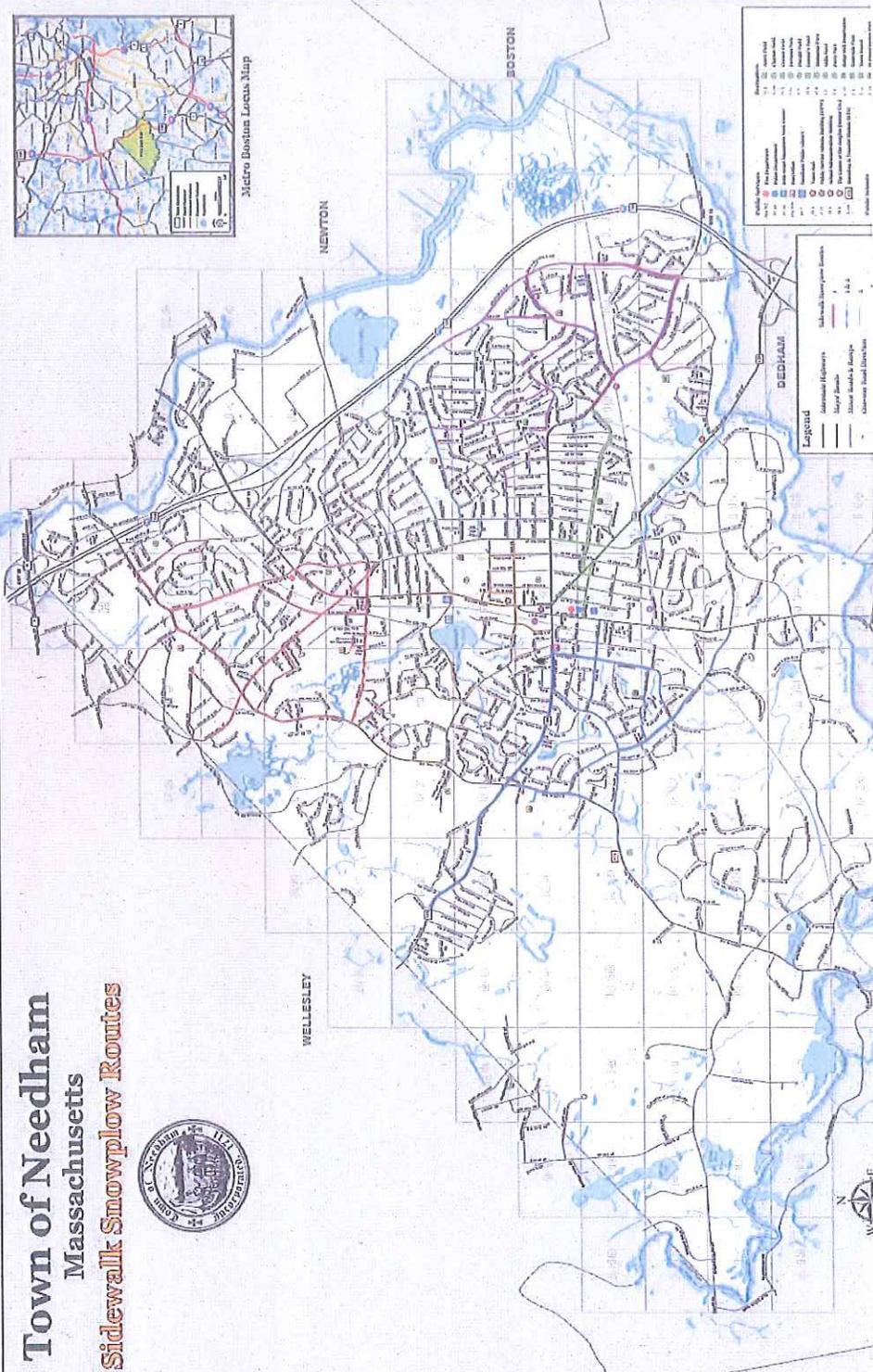
Commercial Property:

Article 3.1.8.1 - Any owner, tenant, occupant or agent in charge of property used wholly or in parts for stores, offices, or other public place who places any snow or ice on a sidewalk or a street on which such store, office or public place abuts, or allows snow and ice to remain on such sidewalk for more than five hours between sunrise and sunset, shall forfeit not more than \$50 for each offense. If, through weather conditions the snow and ice is evenly spread over a sidewalk and frozen and therefore difficult to remove, it may remain until it can more easily be removed. While the snow and ice remain, however, the sidewalk must be kept in safe condition by sanding or otherwise.

All Other Properties:

Article 3.1.8.2 - Any person(s) who place any snow or ice on a sidewalk or a street, shall forfeit not more than \$50 for each offense

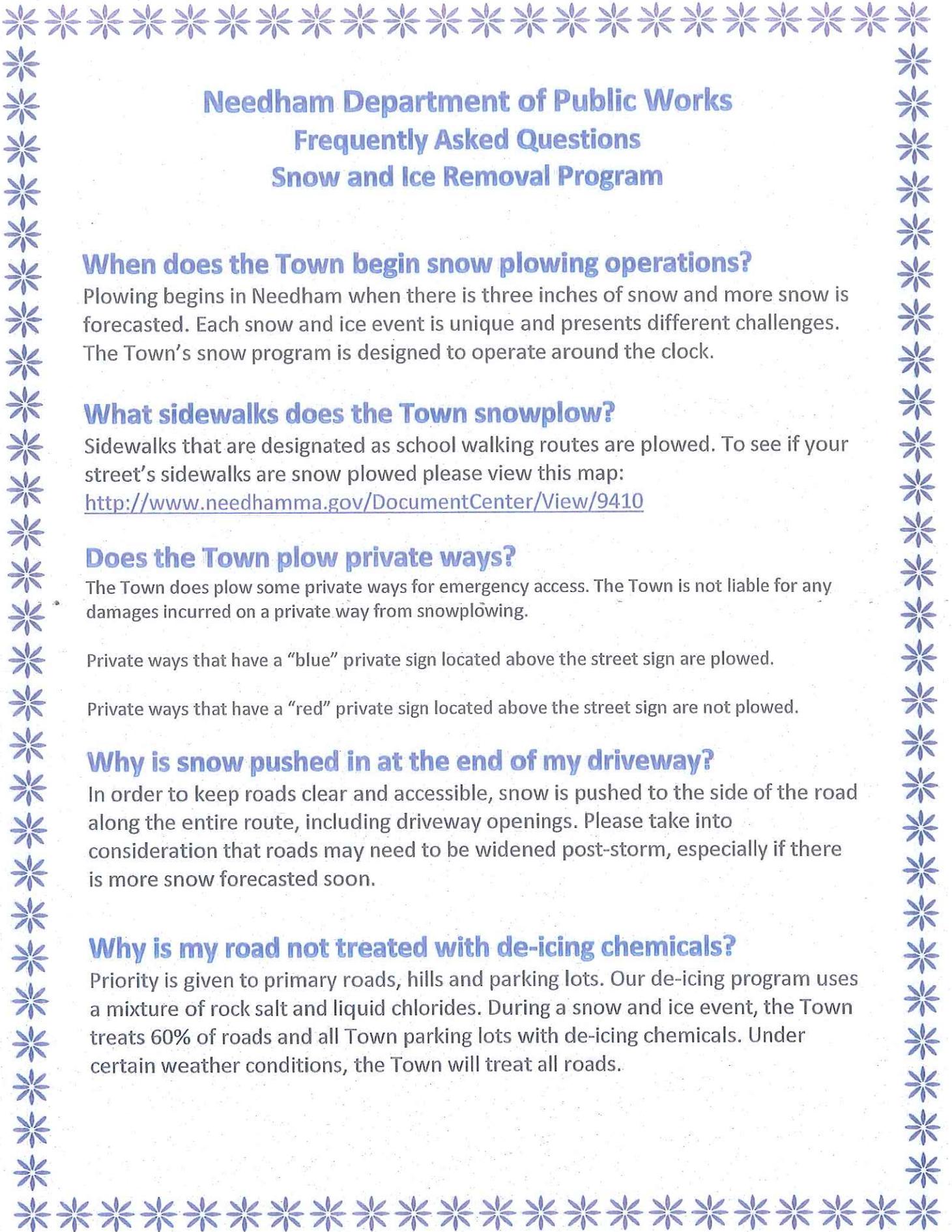
**Town of Needham
Massachusetts
Sidewalk Snowplow Routes**



Minutes & Agendas	Easy Permits	For Logic
Employment	Notify Me	Building
Field Status	Report a Concern	Online Bill Pay

WINTER TIPS FOR NEEDHAM RESIDENTS

- When clearing your driveway, place snow to the right/downhill side of your driveway, as you are facing the street when shoveling. This will help reduce shoveled snow from being deposited in your driveway when the roadway is plowed.
- If you hire a contractor to clear the snow from your driveway, please make sure that the contractor pushes the excess snow onto your property and NOT onto the street or sidewalk.
- Placing snow from private property in the street or sidewalk can create hazardous conditions. It is also a violation of the Town's Bi-Laws, Article 3, 3.1.9.2. Violations can result in a \$50.00 fine for each offense.
- Commercial property owners are responsible for removing snow and ice from adjacent sidewalks per the Town's Bi-Laws, Article 3, 3.1.8.1. Violations can result in a \$50.00 fine for each offense.
- If you notice any intersections that have become blocked by snow and it is difficult to see oncoming traffic, please notify the Public Works Highway Division at 781-455-7550
- Residents can aide the town by clearing fire hydrants and catch basins, where safe to do so. Fire hydrants will be dug out as time permits. There are over 1,700 fire hydrants. Please consider participating in the "Clear-A-Hydrant" contest. This contest is organized by the Needham Fire Department, please click [here](#) for more information.



Needham Department of Public Works Frequently Asked Questions Snow and Ice Removal Program

When does the Town begin snow plowing operations?

Plowing begins in Needham when there is three inches of snow and more snow is forecasted. Each snow and ice event is unique and presents different challenges. The Town's snow program is designed to operate around the clock.

What sidewalks does the Town snowplow?

Sidewalks that are designated as school walking routes are plowed. To see if your street's sidewalks are snow plowed please view this map:

<http://www.needhamma.gov/DocumentCenter/View/9410>

Does the Town plow private ways?

The Town does plow some private ways for emergency access. The Town is not liable for any damages incurred on a private way from snowplowing.

Private ways that have a "blue" private sign located above the street sign are plowed.

Private ways that have a "red" private sign located above the street sign are not plowed.

Why is snow pushed in at the end of my driveway?

In order to keep roads clear and accessible, snow is pushed to the side of the road along the entire route, including driveway openings. Please take into consideration that roads may need to be widened post-storm, especially if there is more snow forecasted soon.

Why is my road not treated with de-icing chemicals?

Priority is given to primary roads, hills and parking lots. Our de-icing program uses a mixture of rock salt and liquid chlorides. During a snow and ice event, the Town treats 60% of roads and all Town parking lots with de-icing chemicals. Under certain weather conditions, the Town will treat all roads.



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

MEETING DATE: 12 /19 /2017

Agenda Item	Donate Truck to Town of Sandisfield, MA
Presenter(s)	Richard P. Merson, DPW Director Rhainhardt Hoyland, Highway Supt.

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>On Sunday morning, December 10, 2017, following a snow fighting event that began the previous day and continued overnight, and after the crews had left for home, the Sandisfield, MA Highway garage suffered a devastating fire that destroyed the Highway garage and the entire fleet of five (5) vehicles. On Wednesday, December 13, 2017, Baystate Roads, the Technology Transfer Center for the Commonwealth of Mass. sent a blast email to all cities & towns to make everyone aware of the situation. DPW staff quickly informed the Director of an opportunity to assist and set the process in motion regarding making a donation of a recently replaced piece of snow fighting equipment.</p>	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<p><u>Motion:</u> "That the Board of Selectmen designates DPW Unit #866, 2007 Ford F550, 4x6 Dump Truck with Fisher Plow and Stainless Steel Material Spreader for donation."</p>	
3.	BACK UP INFORMATION ATTACHED
<p>a. Copy of Western Mass News Article (12/10/17) b. Sandisfield Website Notice</p>	

5-Alarm fire destroys Sandisfield Highway Department

Posted: Dec 10, 2017 10:54 AM EST
Updated: Dec 10, 2017 6:47 PM EST

By Jessica Michalski [CONNECT](#)

By Taylor Jacobs [CONNECT](#)

By Erin Fitzsimonds [CONNECT](#)

SANDISFIELD, MA (WGGB/WSHM) - A five-alarm fire destroyed the Sandisfield Highway Department headquarters, leaving the town defenseless as another winter storm approaches.

Around 9 a.m. is when Sandisfield firefighters found the building engulfed in flames.

Sandisfield Fire Chief Ralph Morrison told Western Mass News the highway Superintendent was at the building 10 minutes before the fire broke out.

Morrison noted the superintendent didn't notice anything unusual when he was locking up.

Emergency crews from Otis, Monterey, Tolland, and Hinsdale were called to the scene to assist local firefighters.

Western Mass News was told that a "fire apparatus" from Otis was involved in a multi-vehicle crash after driving over black ice on their way to the fire.

The trooper we spoke to at the State Police Lee Barracks said they didn't believe there were any injuries as a result of that accident.

Four highway department trucks were lost in the fire. Morrison said one truck was brand new and cost up to \$190,000.

Just over a year ago, the town of Tolland, which borders Sandisfield, lost its DPW Building to a fire. It happened on November 20, 2016 and town officials asked for help from surrounding communities in that situation as well.

Chief Morrison said tankers were a big help in this fight, along with the river running close by as there was a shortage in water supply.

Thankfully no one was injured, although the cause of the five-alarm blaze remains unknown.

A major problem the town will now have to face is now they're left with no snow removal equipment as a new storm is headed our way on Tuesday.

Sandisfield Highway Department Road Superintendent Bobby O'Brien said they are planning to meet with State officials Monday morning.

O'Brien said the town has reached out to surrounding communities for help.

Western Mass News will continue to follow this story and update both on-air and online with the latest.

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Trending Articles



Western Mass Brews: Beers that'll warm you up this winter...

The winter season is here, which means it's the perfect time to pair the...

SANDISFIELD

MASSACHUSETTS

Published on *Town of Sandisfield MA* (<https://www.sandisfieldma.gov>)

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Highway Town Garage FIRE

As most of you know, our Town Highway Garage burnt to the ground Sunday, December 11, 2017. We lost everything including three trucks. Most importantly, no one was injured in the event. We send a heartfelt thank you to the first responders from multiple towns, our volunteer Fire Department and Police Department and all those who came forward to lend assistance. We are incredibly grateful for the all the support that surrounding towns have given us and for all that have reached out to help in multiple ways. We are very fortunate to have people like this in our community!

The Board of Selectman, Town Administrator, Highway Superintendent, Police Department, Fire Department and the staff at the Town Hall spent today meeting with the Mass DOT, Insurance Company, Farmington River Elementary School and our State Representatives. Everyone is working together to resolve and recover from this tragic event as smoothly and quickly as possible. We can not express our gratitude enough to the Mass DOT, Smitty Pignatelli and our State Reps.

The Mass DOT will be plowing our paved roads and the Highway Superintendent has set up subcontractors to plow our dirt roads. The bus routes are our priority to insure the safety of our children.

We appreciate all your support and thank everyone in advance for your understanding and patience while we sort out all the details.

Source URL: <https://www.sandisfieldma.gov/home/urgent-alerts/highway-town-garage-fire>



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

MEETING DATE: 12/19/2017

Agenda Item	Downtown Improvement Project Update
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Director of DPW will provide an update on outstanding punch list items and the traffic system activation.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	N/A
3.	BACK UP INFORMATION ATTACHED
	None



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

MEETING DATE: 12/19/2017

Agenda Item	FY2017 Financial Audit
Presenter(s)	Scott C. McIntire CPA, Melanson Heath & Company, P.C. David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Representatives from the audit firm of Melanson Heath & Company, P.C will update the Board as to their recently completed audit of the Town's general purpose financial statements for FY2017 and their recommendations.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	[NO]
3.	BACK UP INFORMATION ATTACHED	YES	NO
<ul style="list-style-type: none"> a. Memo from Assistant Town Manager Dated Thursday, December 14, 2017 b. FY2017 Audit and Management Letter. 			

Memo

To: Members of the Board of Selectmen
From: David Davison, Assistant Town Manager/Director of Finance
CC: Kate Fitzpatrick, Town Manager; Anne Gulati, Director of Financial Operations for Needham Public Schools; Daniel E. Gutekanst, Superintendent of Schools; Evelyn Pones, Treasurer/Collector; Michelle Vaillancourt, Town Accountant
Date: December 14, 2017
Re: Fiscal Year 2017 Annual Audit

FY2017 Audit

The independent audit firm Melanson, Heath and Company, PC (MHC) has completed its audit of the Town's Financial Statements for the fiscal year ended June 30, 2017. Mr. Scott C. McIntire CPA from the firm is scheduled to meet with the Board on Tuesday, December 19, 2017. He will give an overview of the audit process and MHC's comments regarding their recommendations to management. We will be available to address questions that the Board may have.

The Auditors included in their Management Letter to the Town four written recommendations of which two are a carryover from the prior year, and two are new with this report. Recommendations one (research and resolve uncashed checks) and two (reconciliation of withholding accounts) are lingering issues which are, as a consequence limits on staff and time, the latter issue being much more complex involving many departments. Recommendation three (Year-end Timing Issues) was truly a timing issue which should be easily resolved. Recommendation four (Compliance with Uniform Guidance) is much broader in scope and will be addressed over the coming months.

An invitation has been extended to the members of the Finance Committee through the Executive Secretary and through School Superintendent to members of the School Committee to attend your meeting so that they will also have an opportunity to hear the report first hand.

Please do not hesitate to contact me if you have any questions prior to the meeting.

Agenda Item

FY2017 Financial Audit

The annual audit is available online at

<http://needhamma.gov/DocumentCenter/View/15907>



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

MEETING DATE: 12/19/2017

Agenda Item	Approve FY19 – FY23 Capital Improvement Plan
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED	
	The Town Manager will recommend that the Board approve the FY2019 – 2023 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 FY2019 – 2023 Capital Improvement Plan for transmittal to the Finance Committee.	
3.	BACK UP INFORMATION ATTACHED	
	<ul style="list-style-type: none"> a. Capital Project Recommendations for Fiscal Years 2019 – 2023 b. Individual Capital Requests were forwarded previously 	

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations^
FY2019 - FY2023**

Title	Code	Function	Cat	1st Year	FY2019 Department Request This Year	FY2019 Recommended Tier 1	FY2020 Department Request This Year	FY2020 Recommended Tier 1	FY2021 Department Request This Year	FY2021 Recommended Tier 1	FY2022 Department Request This Year	FY2022 Recommended Tier 1	FY2023 Department Request NEW	FY2023 Recommended Tier 1	Cash	Debt	Other	Pg
Athletic Facility and Public Recreation Improvements	M	Community	3	2019	565,000	55,000	2,880,000	2,500,000	52,500		677,000		1,102,000				2,555,000	40
Athletic Fields Master Plan	GM	Community	2	2022							75,000							102
Boat Launch on Charles River	P	Community	2	2021														104
Center at the Heights Computer Lab	P	Community	1	2020			50,000	50,000							50,000			5
Center at the Heights Space Utilization Study	N	Community	2	2023									30,000					69
Cricket Field Building Renovation	M	Community	2	2020			162,000		649,000									106
Library Furniture Replacement	M	Community	1	2019	43,970	43,970	112,960	112,960	82,740	82,740	83,182	83,182			322,852			97
Library RFID Conversion	M	Community	1	2021					327,200									99
Memorial Park Buildings and Grounds Improvements	M	Community	2	2018	5,900,000	5,900,000									1,032,000	3,068,000	1,800,000	119
Open Space Land Purchase	M	Community	3	2019	1,000,000													113
Outdoor Basketball Courts	N	Community	2	2023									125,000					108
Public Playgrounds	M	Community	1	2020	300,000	300,000	400,000	400,000									700,000	110
Rosemary Lake Camp and Trail	M	Community	3	2019	50,000	50,000	200,000	200,000									250,000	115
Town Common Historic Redesign and Beautification	M	Community	3	2019			52,000	52,000	906,000	906,000							958,000	63
Walker Pond Improvements	N	Community	3	2023														117
Energy Efficiency Upgrade Improvements	M	Facilities	2	2019	71,000	71,000			200,000	200,000	100,000	100,000	100,000	100,000	471,000			77
Accounting and Revenue Software Package Replacement	P	General	1	2021					1,100,000	1,100,000					1,100,000			13
Multi-Function Printer Devices	M	General	1	2020			35,600	35,600	35,600	35,600	35,600	35,600	35,600	35,600	142,400			17
Non-Public Safety Data Center Servers and Storage Units	P	General	1	2019	180,000	180,000							145,000	145,000	325,000			7
Permanent Message Boards	M	General	1	2020			52,000		54,000		56,000		58,000					50
Technology Systems and Application Updates	M	General	1	2022									100,000	100,000	100,000			15
Town Multi-Function Printer Devices	M	General	1	2019	35,600		35,600	35,600	35,600	35,600	35,600	35,600			106,800			17
Town Offices Replacement Furniture	P	General	1	2019	25,000	25,000					25,000	25,000			50,000			3
Automated External Defibrillators Replacement	N	Public Safety	1	2023									27,832	27,832	27,832			34
Firearm Replacement	M	Public Safety	1	2020			31,000	31,000							31,000			30
Personal Protective Equipment	M	Public Safety	1	2019	43,424	43,424	43,424	43,424	43,424	43,424	43,424	43,424	43,424	43,424	217,120			36
Police Cruiser Radio Replacement	M	Public Safety	1	2019					93,351	93,351					93,351			28
Police Use-Of-Force Training Simulator	M	Public Safety	1	2021	47,000	47,000									47,000			32
Public Safety Complex/Station #2	M	Public Safety	2	2019	65,405,000	65,405,000										65,405,000		1

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations^
FY2019 - FY2023**

Title	Code	Function	Cat	1st Year	FY2019 Department Request This Year	FY2019 Recommended Tier 1	FY2020 Department Request This Year	FY2020 Recommended Tier 1	FY2021 Department Request This Year	FY2021 Recommended Tier 1	FY2022 Department Request This Year	FY2022 Recommended Tier 1	FY2023 Department Request NEW	FY2023 Recommended Tier 1	Cash	Debt	Other	Pg
Public Safety Data Center Servers and Storage Units	P	Public Safety	1	2019	30,000				60,000	60,000					60,000			9
Public Safety Mobile Devices	P	Public Safety	1	2019	35,000	35,000	35,000	35,000							70,000			11
Asa Small Field Renovation	M	Public Works	2	2019			34,000	34,000	152,000	152,000							186,000	38
DPW Boiler Replacement 470 Dedham Avenue	M	Public Works	2	2019	34,000		400,000											71
DPW Central Avenue Storage Facility	M	Public Works	2	2019	7,900,000	7,900,000									1,382,000	3,788,000	2,730,000	43
DPW Complex	M	Public Works	2	2020			2,950,000				35,000,000							45
Drain System Improvements - Water Quality (EPA)	M	Public Works	3	2018	2,425,000	2,400,000			126,500		1,035,000						2,400,000	134
Hillcrest Radio Repeater Building Replacement	N	Public Works	2	2019	136,000	136,000									136,000			59
Public Works Infrastructure Program	M	Public Works	3	2019	1,773,500	1,773,500	1,985,500	1,985,500	2,320,000	2,145,000	2,022,000	2,022,000	1,805,500	1,805,500	9,481,500	250,000		52
Specialty Equipment - Loader Mounted Snow Blower (H)	M	Public Works	1	2021					163,000	163,000					163,000			48
Specialty Equipment - Unit 334 Specialty Mower (PF)	M	Public Works	1	2022							40,000	40,000			40,000			48
Specialty Equipment - Unit 344 Large Specialty Mower (PF)	M	Public Works	1	2019	76,500	76,500									76,500			48
Specialty Equipment - Unit 351 Tractor (PF)	M	Public Works	1	2020			90,000	90,000							90,000			48
Streetlight Conversion to LED	N	Public Works	3	2019	685,000													61
Time Clock System	PB	Public Works	1	2019	81,000													x
Traffic Improvements	P	Public Works	3	2019	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	250,000			65
Building Management System Upgrade	M	Schools	1	2019	102,000		126,000	126,000	94,000	94,000					220,000			67
Emery Grover Feasibility Study Refresh	N	Schools	2	2019	70,000	70,000											70,000	162
Emery Grover Roof Replacement	M	Schools	2	2021					15,000		160,000							75
Emery Grover Window Replacement	M	Schools	2	2020			30,000		330,000									73
Facility Assessment for Sustainable Building Management	MB	Schools	2	2019	100,000													79
Full Day Kindergarten Space Modifications	P	Schools	2	2020			50,000											164
Harris Avenue Parking Lot (Pollard School)	N	Schools	2	2023									25,000	25,000	25,000			81
High Rock School Locker Room Upgrade	N	Schools	2	2023									20,000	20,000	20,000			83
Hillside School Boiler Upgrade	N	Schools	2	2020			11,000		220,000									95
Mitchell Elementary School Renovation	P	Schools	2	2025														166
Mitchell School Bathroom Upgrades	N	Schools	2	2021					60,000		600,000							85
Mitchell School Locker Replacement	N	Schools	2	2019	70,000													87
Newman Preschool Playground Custom Shade Shelter	N	Schools	1	2020			49,800	49,800							49,800			169

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations^
FY2019 - FY2023**

Title	Code	Function	Cat	1st Year	FY2019 Department Request This Year	FY2019 Recommended Tier 1	FY2020 Department Request This Year	FY2020 Recommended Tier 1	FY2021 Department Request This Year	FY2021 Recommended Tier 1	FY2022 Department Request This Year	FY2022 Recommended Tier 1	FY2023 Department Request NEW	FY2023 Recommended Tier 1	Cash	Debt	Other	Pg
Pollard Blue & Green Gym Upgrades	M	Schools	2	2019	540,000	540,000	30,000	30,000							570,000			91
Pollard Locker Room Retrofit	M	Schools	2	2021					60,000	60,000	630,000	630,000			690,000			93
Pollard Phased Improvements Feasibility Study	M	Schools	2	2019	65,000	65,000									65,000			171
Pollard School Air Conditioning Upgrade	N	Schools	2	2022							100,000		550,000					89
Pollard School Improvements	P	Schools	2	2027														173
Renovate/Reconstruct Emery Grover Building at Highland Avenue Location	P	Schools	2	2020			1,605,200		13,089,300									177
Renovate/Reconstruct Hillside as Swing Space	N	Schools	2	2021					750,000									159
School Copier Replacement	R	Schools	1	2019	84,190	84,190	52,470	52,470	84,690	84,690	86,360	86,360	52,140	52,140	359,850			180
School Document Management System	M	Schools	1	2020			176,900	176,900							176,900			187
School Furniture	R	Schools	1	2019	60,500	60,500	45,000	45,000	25,000	25,000	25,000	25,000	25,000	25,000	180,500			190
School Phone System Replacement	N	Schools	1	2019	88,000	319,000	114,000		117,000						319,000			192
School Technology Replacement	R	Schools	1	2019	303,600	303,600	566,100	347,500	556,325	177,050	500,200		428,000		828,150			184
Sustain Hillside School as Swing Space for Future Use	P	Schools	2	2021					100,000		2,607,400		16,253,100					195
Fleet Program General Fund	M	Townwide	4	2019	2,235,921	1,821,605	1,278,313	1,278,313	550,202	550,202	680,528	680,528	688,858	688,858	5,019,506			19
TOTAL					90,611,205	87,755,289	13,733,867	7,761,067	22,502,432	6,057,657	44,667,294	3,856,694	21,664,454	3,118,354	24,389,061	72,511,000	11,649,000	

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations^
FY2019 - FY2023**

Title	Code	Function	Cat	1st Year	FY2019 Department Request This Year	FY2019 Recommended Tier 1	FY2020 Department Request This Year	FY2020 Recommended Tier 1	FY2021 Department Request This Year	FY2021 Recommended Tier 1	FY2022 Department Request This Year	FY2022 Recommended Tier 1	FY2023 Department Request NEW	FY2023 Recommended Tier 1	Cash	Debt	Other	Pg
RTS Enterprise																		
Replace Unit 143 CASE LOADER 721E	L	RTS	4	2019	245,360	245,360									245,360			19
Replace Unit 5 INTERNATIONAL 7400 Series	L	RTS	4	2023									264,984	264,984	264,984			19
Replace Unit 56 Ford F150	C	RTS	4	2020			34,783	34,783							34,783			19
Replace Unit 91 CONSTRUCTION SCALP TRUCK	L	RTS	4	2022							153,337	153,337			153,337			19
Big Belly Trash Cans	N	RTS	1	2019	100,000	100,000									100,000			121
RTS Efficiency Study and Master Plan	N	RTS	3	2023														123
Employee Trailer	N	RTS	2	2023														125
Horizontal Grinder	M	RTS	1	2020			750,000											127
RTS Property Improvements	M	RTS	2	2019	645,000	645,000	27,000	27,000	120,000	120,000	120,000	120,000			267,000	645,000		129
Stormwater Plan at RTS	M	RTS	3	2020			250,000	250,000	275,000	275,000					525,000			132
TOTAL					990,360	990,360	1,061,783	311,783	395,000	395,000	273,337	273,337	264,984	264,984	1,590,464	645,000		
Sewer Enterprise																		
Replace Unit 101 CASE LOADER	L	Sewer	4	2022							202,621	202,621			202,621			19
Replace Unit 11 FORD EXPLORER	C	Sewer	4	2023									42,558	42,558	42,558			19
Replace Unit 17 Ford F550	L	Sewer	4	2022							78,449	78,449			78,449			19
Replace Unit 19 INTERNATIONAL 7400 Series	L	Sewer	4	2022							256,023	256,023			256,023			19
Replace Unit 23 Ford F350	C	Sewer	4	2021					60,046	60,046					60,046			19
Replace Unit 28 Ford F350	C	Sewer	4	2019	64,247	64,247									64,247			19
Replace Unit 29 INTERNATIONAL 7400 Series	L	Sewer	4	2020			239,000	239,000							239,000			19
Replace Unit 37 INTERNATIONAL 7500 Series	L	Sewer	4	2022							441,303	441,303			441,303			19
Replace Unit 94 Ford F250	C	Sewer	4	2019	67,864	67,864									67,864			19
Sewer Main Extension Zone I and II	M	Sewer	3	2019	690,000	690,000									690,000			136
Sewer Main Replacements	M	Sewer	3	2019	330,000	330,000	1,950,000	500,000	9,000,000						830,000			138
Sewer Pump Station Improvements	M	Sewer	3	2020			630,000	630,000			345,000	345,000	3,370,500		975,000			140
Sewer Service Connections	R	Sewer	3	2020			50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	200,000			142
Sewer System Infiltration & Inflow Removal	M	Sewer	3	2019	205,000	205,000	1,600,000	1,600,000							205,000	1,600,000		144
TOTAL					1,357,111	1,357,111	4,469,000	3,019,000	9,110,046	110,046	1,373,395	1,373,395	3,463,058	92,558	4,352,110	1,600,000		

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations^
FY2019 - FY2023**

Title	Code	Function	Cat	1st Year	FY2019 Department Request This Year	FY2019 Recommended Tier 1	FY2020 Department Request This Year	FY2020 Recommended Tier 1	FY2021 Department Request This Year	FY2021 Recommended Tier 1	FY2022 Department Request This Year	FY2022 Recommended Tier 1	FY2023 Department Request NEW	FY2023 Recommended Tier 1	Cash	Debt	Other	Pg
Water Enterprise																		
Replace Unit 14 INTERNATIONAL 7400 Series	L	Water	4	2019	239,404	239,404									239,404			19
Replace Unit 164 Trailer ATLAS Copco	L	Water	4	2020			35,803	35,803							35,803			19
Replace Unit 22 Ford F450	L	Water	4	2019	115,644	115,644									115,644			19
Replace Unit 25 Ford F450	L	Water	4	2022							84,163	84,163			84,163			19
Replace Unit 26 Ford F150	C	Water	4	2021					48,428	48,428					48,428			19
Replace Unit 27 Ford F150	C	Water	4	2019														19
Replace Unit 30 Ford F550	L	Water	4	2022							78,449	78,449			78,449			19
Replace Unit 31 Ford F150	C	Water	4	2021					36,000	36,000					36,000			19
Replace Unit 35 INTERNATIONAL 4900 Series	L	Water	4	2023														19
Replace Unit 40 Ford F350	C	Water	4	2022							62,148	62,148			62,148			19
Birds Hill Water Tank	M	Water	3	2019	340,000	340,000									340,000			146
Fire Flow Improvements	M	Water	3	2020			540,000	540,000	2,400,000	2,400,000					540,000	2,400,000		148
Water Distribution System Improvements	M	Water	3	2019	830,000	830,000	4,640,000	4,640,000	390,000	390,000	100,000	100,000	460,000	460,000	1,780,000	4,640,000		150
Water Distribution Study	QB	Water	3	2023									222,000	222,000	222,000			153
Water Service Connections	R	Water	3	2023									200,000	200,000	200,000			155
Water Supply Development	M	Water	3	2019	400,000				1,100,000									157
TOTAL					1,925,048	1,525,048	5,215,803	5,215,803	3,974,428	2,874,428	324,759	324,759	882,000	882,000	3,782,038	7,040,000		
Grand Total					94,883,724	91,627,808	24,480,452	16,307,653	35,981,906	9,437,131	46,638,786	5,828,185	26,274,495	4,357,896	34,113,673	81,796,000	11,649,000	

- Code
 B = Funding may be considered under the operating budget/special warrant article
 C = Core Fleet
 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
 L = Specialized Fleet Equipment
 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

\$91,627,808



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

MEETING DATE: 12/19/2017

Agenda Item	FY2019 Budget Consultation: Best Practices & Budget Priorities
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Town Manager will recommend that the Board approved the fiscal year 2019 statement of best practices and budget priorities.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<i>Suggested Motion:</i> that the Board vote to approve the fiscal year 2019 Statement of Best Practices & Budgeting Priorities dated December 19, 2017
3.	BACK UP INFORMATION ATTACHED
a.	FY2019 Statement of Best Practices & Budget Priorities

**Board of Selectmen
Fiscal Year 2019 Statement
Of Best Practices & Budget Priorities
Approved: December 19, 2017**

Best Practices

In developing the FY2019 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 FY2019 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 FY2019:

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.
5. Commitment to ensure that not all identified recurring funds are committed for on-going expenses in order to reserve capacity for identified priorities in FY2020 and FY2021 (such as full-day kindergarten and public safety staffing).



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

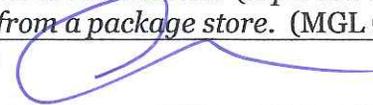
MEETING DATE: 12/19/2017

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.)

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2017 DEC 11 P 1:57

Event Manager Name (Name that will appear on license)	Arthur Croche		
Event Manager Address	17 Fairlawn St.		
Event Manager Phone Number	781-771-6651		
Organization Representing (if applicable)	New Years 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	New Year Needham		
Date of Event	12/31/17		
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:	TO:	
	9:15	12:15 AM	
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES	\$ 25 /per ticket	<input type="checkbox"/> NO
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES	\$ 30 /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?	2240		
Name & address of event location. Please attach proof of permission to use this facility.	Town Hall, Needham		
Who will be serving the alcohol to your guests?	Professional Bartenders		
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).	Bartending Services.com		
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.	One bar setup in southeast corner		
<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: 12/11/17

TREE CITY USA

Application for Recertification

Mail completed application with requested attachments to your state forester no later than December 31.
 The TREE CITY USA award is in recognition of work completed by the community during the calendar year.
 Please provide information for the year ending _____
 (Some states require information in addition to the requested on this application. Check with your state foresters.)

As Chairman of Board of Selectmen of the community of Needham, MA
 (Title - Mayor or other city official)

I herewith make application for this community to be officially recertified as a Tree City USA for 2017, having achieved the standards set forth by The National Arbor Day Foundation as noted below. (year)

Standard 1: A Tree Board or Department

List board members, and meeting dates for the past year; or name of city department and manager.

Town of Needham Department of Public Works Director Richard P. Merson

Standard 2: A Community Tree Ordinance

Check One: Our ordinance as last submitted is unchanged and still in effect.
 Our ordinance has been changed. The new version is attached.

Standard 3: A Community Forestry Program with an Annual Budget of at Least \$2 Per Capita

Total community forestry expenditures \$ 487,038.99
 Community populations 30,205.00

Attach annual work plan outlining the work carried out during the past year. Attach breakdown of community forestry expenditures.

Standard 4: An Arbor Day Observance and Proclamation

Date observance was held 4/28/17

Attach program of activities and/or news coverage. Attach Arbor Day proclamation.

	Chairman of Board of Selectmen	12/19/17
Signature	Title	Date

Please type or print the following:

Mayor or equivalent:

Name: Marianne B. Cooley
 Title: Chairman of Board of Selectmen
 Address: 1471 Highland Ave.
 City, State, Zip: Needham, MA 02492
 Phone #: (781) 455-7500, Ext. 204
 Email: none

City Forestry Contact:

Name: Edward Olsen
 Title: Superintendent, Parks & Forestry Division
 Address: 500 Dedham Ave.
 City, State, Zip: Needham, MA 02492
 Phone #: (781) 455-7550, Ext. 316
 Email: eolsen@needhamma.gov

NOTE: Application will not be processed without Standard 3 and 4 attachments.

Certification

(To Be Completed By The State Forester)

_____ (Community)

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be recertified as a Tree City USA, for the _____ calendar year, having in my opinion met the four standards of achievement in urban forestry.

Signed _____ State Forester _____ Date _____

Person in State Forester's Office who should receive recognition material:

Name: _____ UPS Address: _____
 Title: _____ City, State, Zip: _____
 Agency: _____ PH #: _____ Email: _____

**Town of Needham
Board of Selectmen
Minutes for November 28, 2017
Needham Town Hall
Selectmen's Chamber**

6:15 p.m. Executive Session: (Exception 3)
A meeting of the Board of Selectmen was convened by Chair Marianne B. Cooley. Those present were Daniel P. Matthews, John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, and Town Manager Kate Fitzpatrick. Recording Secretary Mary Hunt joined the meeting at 6:45 p.m.

Motion by Mr. Bulian that the Board of Selectmen vote to enter into Executive Session.

Exception 3 - To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

Second: Mr. Handel. Ms. Cooley polled the Board. Unanimously approved 5-0.

6:45 p.m. Informal Meeting with Citizens: No activity.

7:00 p.m. The public portion of the Board of Selectmen meeting of November 28, 2017, was convened by Chair Marianne B. Cooley.

7:00 p.m. Certificate of Appreciation: Nola Clark, Walgreens Employee:
Motion by Mr. Matthews that the Board of Selectmen approve and sign a Certificate of Appreciation recognizing 40 years of cheerful and outstanding customer service to the residents of and visitors to the Needham Walgreens.
Second: Mr. Bulian. Unanimously approved 5-0.

The Board extended its best wishes to Ms. Clark and thanked her for her years of service.

7:02 p.m. Joint Meeting with the Planning Board on Industrial Zoning:
The Board of Selectmen held a joint meeting with members of the Planning Board. Ted Owens, Chairman called the Planning Board to order. Those present were Paul Alpert, Jeanne McKnight, Elizabeth Grimes, and Martin Jacobs.

Members of the Council of Economic Advisors including Jack Cogswell and Adam Block, and Devra Bailin, Director of Economic Development appeared before the Boards to review a proposal and recommend changes to the zoning by-law in the industrial district.

Mr. Cogswell explained the role of the CEA and process used for zoning proposals. He said concepts developed by the CEA are to meet goals and objectives set by the Board of Selectmen, i.e. increasing commercial tax revenue. He said it is a balance trying to satisfy both the business and residential communities. He commented development of zoning regulations are to be as transparent as possible, with final recommendations sent to the Board of Selectmen for referral to the Planning Board, ultimately reaching Town Meeting. He said the process seems not to be as expected or anticipated, suggesting updates with various boards may be necessary in the future.

Ms. Cooley said tonight's meeting is to discuss process, and to weigh in on a proposal from the CEA regarding zoning changes in the industrial district and whether or not to refer the project to the Planning Board for their study and action. Ms. Cooley concurred with Mr. Cogswell's explanation of the process, but questioned whether the proposal should have been submitted earlier to the Board of Selectmen.

Site maps were distributed.

Ms. Bailin added the zoning proposal brought tonight began in 2013, with meetings held in 2014. She commented buildout, traffic, and elevation analysis were necessary and took time to complete. She said members of the CEA believed discussions were being reported back to various boards, acknowledging the error in communication.

Mr. Owens agreed the process described by Mr. Cogswell is correct. He said his understanding is that members of the CEA are appointed by and are an advisory board to the Board of Selectmen regarding economic development. He commented to the extent economic development turns into zoning proposals, the proper path is from the CEA to the Board of Selectmen, with referral to the Planning Board for draft zoning and further study.

Mr. Borrelli said this particular issue seemed a little further "down the line," suggesting more communication and that Board Chair/Vice Chair "check ins" are necessary. He commented the CEA has been instrumental in all zoning for Needham Crossing.

Mr. Cogswell agreed more communication is necessary and the importance of making sure the Board of Selectmen are comfortable with work being done by the CEA.

Discussion ensued on particular steps in the process.

Mr. Matthews echoed the CEA has done great work and have been helpful to the Town on key issues over the years. He said miscommunication led to a situation where a developed proposal is presented, with policy decisions that should have

been addressed earlier. He commented details of the proposal depend on whether or not the policy direction is one the Town wants to move forward on. Mr. Matthews said if the CEA reaches the point of wanting to recommend a policy, the policy must have formal vetting before any detailed work is done on a project. He commented he is undecided on whether or not it is a good idea to bring urban scale development to the outside of Route 128 in Needham. He said the Board of Selectmen must discuss the issue. Mr. Matthews suggested the CEA formally bring requests for policy changes to the Board of Selectmen at a meeting, by memo, or during a joint meeting. He said it is not enough to have members of a board attend a meeting without authority or duty to report information. He reiterated, if the CEA wants the Board of Selectmen to know something, the CEA must be put it in writing and deliver it to the Board of Selectmen or Town Manager.

Ms. Grimes said she had no idea the issue was being studied by the CEA. She said she would like to move forward, but on a different path. She recommended the Planning Board's involvement with the CEA begin at the early stage of any project. Ms. Grimes said the Planning Board can help the CEA move its ideas forward more quickly as partners.

Ms. McKnight mentioned the Planning Board will hold quarterly meetings devoted to long range planning. She said a member of the Planning Board will make a report on the focus of the CEA. Mr. Cogswell suggested the CEA send minutes from its monthly meeting to the Planning Board. Ms. Cooley said "check ins" are important for a major initiative.

Ms. Cooley spoke of the specific proposal, noting the Board of Selectmen have not had a public discussion about the scale of development on the parcels in question. She asked the Board of Selectmen for comment.

Mr. Handel concurred with Mr. Matthews that the Board of Selectmen must come to a conclusion about the scale of development. He recognized the three areas have zoning issues and are not able to sustain development, in any meaningful way, for which they were zoned. He noted the areas are already industrial with urban characteristics, although somewhat blighted. Mr. Handel said the proposal for zoning changes corrects setbacks and allows for orderly rectification of the area, while protecting the residential characteristics of the surrounding areas. Ms. Cooley commented Mr. Handel is the Board of Selectmen's designee on the CEA.

Mr. Matthews said the total package has many significant zoning items, with a range of considerations. He suggested it may be helpful to have a summary of core provisions from the CEA. Mr. Matthews said he is not ready to make any decision and needs time to think about the right process for the Town.

Ms. Cooley asked Ms. Bailin for a brief summary of the three areas in question; i.e. what makes them different from each other and guiding principles. Ms. Bailin explained the methodology for the proposal in each area, thus far. Ms. Cooley said

underlying and separate from any proposal is a recommendation for de-zoning of Route 128. Ms. Bailin concurred.

Mr. Matthews commented de-zoning of the highway strip might be well served to be broken out of the project and referred to the Planning Board. He asked if there are other elements to be considered in the same way. Mr. Cogswell commented the three areas could be done separately, but all have policy issues.

Mr. Borrelli said he is concerned with density, as the areas are neighborhoods. He suggested a slow approach, noting small changes could have large impacts. He said he is not sure the Town is ready and needs more information.

Mr. Bulian commented build-outs attract workers and residents leading to gridlock and traffic, suggesting working with the State on extending transportation networks into the area. He said Needham is a community plagued by traffic due to development.

Mr. Handel said the Board of Selectmen have actively engaged with Newton and the Commonwealth to preserve the function of the old railroad right-of-way for multi-modal transportation.

Ms. Cooley summarized the Board's interest in referring the "housekeeping" matter of the re-zoning of Route 128 to the Planning Board, with more discussion necessary on other matters.

- 1. Motion by Mr. Handel that the Board of Selectmen vote to refer the proposed amendment to the Zoning Map to exclude from the Single Residence B and Single Residence A Zoning Districts any and all portions of the layout of Route 128/I 95, so that said layout areas shall no longer have any zoning designation, regulations or requirements to the Planning Board for its review, hearing, and report.
Second: Mr. Bulian. Unanimously approved 5-0.**

Ms. Cooley asked the Planning Board for feedback.

Mr. Owens stated the Planning Board has not discussed the proposal or reached any conclusion as a group. He said the Town has learned, from work done in Needham Crossing, of the benefits of a little bit of vision. He said while some people do not like seeing the TripAdvisor building from their yard, the overall benefit to the Town has been a big step forward. He commented the three parcels in the proposal have different physical characteristics, saying the "devil is in the details" regarding planning and zoning. He said he believes the concept is one the Town should consider, noting potential beautification, land value, and access to transportation. He encouraged the Board of Selectmen to be open to more discussion.

Ms. McKnight suggested concentrating on the Muzi area and TV Place, as well as the other side of the railroad tracks off Gould Street. She suggested the Reservoir

Street area be put off for a future time. Ms. McKnight noted a completed traffic study and looks forward to working on the area off Gould Street and Highland Avenue.

Mr. Jacobs concurred with comments by Mr. Owens, noting all areas deserve to be studied. He said he does not consider the areas "blighted," but rather areas that could use improvement.

Mr. Matthews reiterated fast tracking the de-zoning of the highway makes sense, but the Board of Selectmen must discuss some of the underlying policy decisions. He said the question of urban development, particularly regarding height, is one the Board must consider for the future. Ms. Cooley agreed with Mr. Matthews that more discussion is required.

Mr. Cogswell said the CEA is available anytime to meet for consultation.

Ms. Cooley thanked everyone for attending the meeting tonight.

Mr. Owens announced the Planning Board will recess and reconvene downstairs at Town Hall.

8:05 p.m.

Children's Programs at Needham Public Library:

Carol Thomas, Chair, Board of Library Trustees, Paula Dugan, Children's Department Supervisor, and Ann MacFate, Director of Needham Public Library appeared before the Board with an update on a STEAM grant recently received by the Children's Department and other children's activities at the library.

Ms. MacFate told the Board Ms. Dugan has been with the library for three years and has turned the Children's Department programming around. She said a 15% increase in quality programming has occurred since Ms. Dugan started working. She acknowledged the increase in programming has also realized a 44% increase in attendance. Ms. MacFate said Ms. Dugan is doing a great job.

Ms. Dugan described the many new programs available at the library and a STEAM grant recently received by the Children's Department. She said new books, magazines, robots, computer coding board games, and digital microscope have been purchased. She commented 16 STEAM programs have been funded throughout the year. Ms. Dugan explained other initiatives in the Children's Department that have helped to increase attendance, as well as activities, conferences, and presentations she has attended this year.

The Board thanked Ms. MacFate, Ms. Dugan, and Ms. Thomas for the very important work they do in the Children's Department at the Needham Library.

8:25 p.m.

Appointments and Consent Agenda:

Motion by Mr. Handel that the Board vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

1. **Human Rights Committee Nadaa Ali** (term expires 6/30/20)

CONSENT AGENDA

1. **Approve request from Rabbi Mendel Krinsky from the Chabad Jewish Center to hold a Menorah lighting ceremony on the Town Common on Wednesday, December 13, 2017 starting at 6:00 pm. Garrity Way cannot be accessed until 5:00 pm.**
2. **Accept a \$1,000 donation made to the Needham Public Health Department's Traveling Meals Program from Dracaena and Sandeep Thicker, Needham residents.**
3. **Accept the gift of two Koralex II, American made polyester United States Flags from the Norfolk Lodge A.F. & A.M. for the Needham Town Common and the Needham Heights Common to use during the winter months.**
4. **Approve a One Day Wines and Malt Only Beverages License for Audrey Rideout, Practice Manager of Pediatrics at Newton Wellesley, to host its Holiday Party on December 12, 2017 from 6:00 p.m. to 9:00 p.m. The event will be held at the Needham Bowl Away, 16 Chestnut Street, Needham.**
5. **Water & Sewer Abatement Order #1246**
6. **In accordance with Section 4.2 of the Regulation for the Sale of Alcoholic Beverages approve operational hours for Section 15 Licensees on the dates of December 24, 2017 and December 31, 2017 to be 9:00 a.m. to 8:00 p.m.**
7. **Sign letter to express support for the application of the Beth Israel Deaconess Medical Center system, Lahey Health System, Mount Auburn Hospital, New England Baptist Hospital, and Anna Jaques Hospital, to create a new, lower cost, high quality non-profit health care system in Eastern Massachusetts.**
8. **Accept a \$200 donation made to the Needham Public Health Department's Gift of Warmth Fund from Shahin Sagafi, Rockville, MD.**
Second: Mr. Bulian. Unanimously approved 5-0.

8:25 p.m. **Daxing Sister City Emergency Medicine Exchange:**
Tim McDonald, Director of Health and Human Services and Dennis Condon, Fire Chief updated the Board on their recent trip to Needham's sister city, Daxing, Beijing, China to participate in an emergency medicine exchange. They told the Board of their meetings with counterparts in Daxing and opportunities for future collaboration.

The Board thanked Chief Condon and Mr. McDonald for the update.

8:35 p.m. **Director of Public Works:**
Richard Merson, Director of Public Works appeared before the Board with one item to discuss:

1. Downtown Improvement Project Update

Mr. Merson provided an update on outstanding punch list items and the traffic system activation, as Phase 1 of the project is drawing to a close.

He commented a report was made on November 20, 2017 by consultants on the project after a day was spent checking the new system. He said several general contractor items require attention, as well as troubleshooting some electrical elements (traffic detector loops). He said the camera system relating with the loop detectors remains inactive and problematic, noting the Town continues working toward completion of the project.

Mr. Borrelli asked about the grade crossing traffic light; whether it remains a federal requirement, and if there will be any change once punch list items and synchronization of the system are complete? Mr. Merson commented time is needed for testing the system, noting a more permanent improvement may come when work is done on the grade crossing. He said grant money is currently being sought for reconstruction of the crossing, including new signals. He acknowledged the situation is frustrating. Ms. Fitzpatrick added while the Town has applied for a grant, discussions with MBTA officials and Representative Garlick will be held to try to find other ways to remedy the situation. Mr. Borrelli asked if any of the consultants have said the traffic light is no longer a necessity? Mr. Merson said he is not aware of anyone saying the traffic light is no longer necessary, noting the consultant is willing to discuss with the Board the reason and rationale of why the light is necessary.

Discussion ensued on the grade crossing, function of the traffic light, and the traffic control system.

The Board thanked Mr. Merson for his continued work on the project.

8:44 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with one item to discuss:

1. Preliminary FY2019-FY2023 Capital Improvement Plan

The Board discussed the "Town of Needham Fiscal Year 2019 Requests Preliminary Capital Funding Recommendations," dated November 22, 2017. Ms. Fitzpatrick highlighted key projects including the DPW Central Avenue Storage Facility, Memorial Park Buildings and Grounds Improvements, Public Safety Complex/Station #2, and Water Quality Improvements at Rosemary Lake. She noted discussion of the five year plan will occur at the Board's meeting on December 5, 2017, with final approval and Board vote at its meeting on December 19, 2017.

8:53 p.m.

Board Discussion:

1. Committee Reports

No Committee Reports were made.

Ms. Cooley reminded the Board and residents of the Blue Tree lightings taking place on Saturday, December 2, 2017 at 4:30 p.m. in Needham Heights and 5:00 p.m. on the Town Common.

8:55 p.m.

Adjourn:

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

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

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

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

**Town of Needham
Board of Selectmen
Minutes for December 5, 2017
Needham Town Hall
Selectmen's Chamber**

6:00 p.m. Executive Session: (Exception 3)
A meeting of the Board of Selectmen was convened by Chair Marianne B. Cooley. Those present were Daniel P. Matthews, John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, and Town Manager Kate Fitzpatrick. Selectmen Matthews joined the meeting at 6:03 p.m. Recording Secretary Mary Hunt joined the meeting at 6:45 p.m.

Motion by Mr. Handel that the Board of Selectmen vote to enter into Executive Session.

Exception 3 - To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

Second: Mr. Bulian. Ms. Cooley polled the Board. Unanimously approved 4-0.

6:45 p.m. Informal Meeting with Citizens: Bill Zoppo, Needham Resident, spoke with the Board suggesting the possibility of developing a 6.6 acre parcel of land on Chestnut Street into a "cottage community" of smaller, sustainable, clustered homes for residents 55 years and older. The Board told the resident much more information and discussion is required.

7:00 p.m. The public portion of the Board of Selectmen meeting of December 5, 2017, was convened by Chair Marianne B. Cooley.

7:00 p.m. Recognize Needham Business Association:
Mr. Matthews read a Certificate of Appreciation awarded to the Needham Business Association.

Motion by Mr. Matthews that the Board of Selectmen award and sign a Certificate of Appreciation from the Board to the Needham Business Association recognizing 43 years of service to the Town of Needham. The Board congratulated the Needham Business Association on its guidance, commitment, and support to the Needham business community. We wish you well in your collaboration with the Newton Needham Chamber of Commerce. Congratulations!

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

Louise Condon, Director/NBA and Paul Good, President/NBA appeared before the Board to accept the Certificate of Appreciation.

Mr. Matthews said change is necessary and that Ms. Condon and Mr. Good can be counted on for their continued involvement. He thanked them for their commitment to Needham.

Ms. Condon said merging the NBA with Newton Chamber of Commerce will be a step forward. Mr. Good said merging allows for operational support to create activity and commerce.

Mr. Handel said the Town owes a debt of gratitude to Ms. Condon as an active force for good in Needham.

Mr. Bulian concurred with comments by Mr. Handel, saying the merger is exciting and a “win-win” for both communities.

Mr. Borrelli said a new chapter is beginning and thanked Ms. Condon and Mr. Good for their work in Needham.

7:07 p.m.

Appointments and Consent Agenda:

Motion by Mr. Bulian that the Board vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA

1. **Approve for calendar year 2018 requests for license renewals of Restaurant – All Alcoholic Licenses and request for a license addendum to allow for the premises to have designated waiting areas for the service of alcoholic or wine and malt beverages only to those patrons who are waiting to dine (Section 3.1 of Needham Regulations for the Sale of Alcoholic Beverages) for each of the following establishments (subject to receipt of required completed paperwork):**
 - **Cerritos, Inc. d/b/a Acapulco’s Mexican Family Restaurant**
 - **Zucchini Gold, LLC d/b/a The Rice Barn**
 - **Bertucci’s Restaurant Corporation d/b/a Bertucci’s Brick Oven Ristorante**
 - **Henry Hospitality Inc. d/b/a The James**
 - **Mount Blue Two, LLC d/b/a Blue on Highland**
 - **New Garden, Inc. d/b/a New Garden Restaurant**
 - **TDRG Needham, Inc. d/b/a Cook Needham**
 - **Petit Robert Needham, LLC d/b/a Petit Robert Bistro**
 - **Fusion Cuisine, Inc. d/b/a Gari**
 - **Sol Soul Family Foods, LLC d/b/a Hearth Pizzeria**
 - **SAI Restaurants, Inc. d/b/a Masala Art**
 - **Fu Yuan, Inc. d/b/a Fuji Steak House**
 - **Great Plain Hospitality d/b/a RFK Kitchen**
 - **Low and Zhang Co. d/b/a Mandarin Cuisine Locus**

- Rockets Restaurant Group, LLC d/b/a 3 Squares
 - Eat Farmhouse LLC d/b/a The Farmhouse
 - Needham Food and Beverage LLC d/b/a The Heights
 - Capella LLC d/b/a Cappella
2. Approve for calendar year 2018 request for license renewal of Restaurant – Wine and Malt Beverage License for the following establishment (subject to receipt of required completed paperwork):
 - Spiga, LLC d/b/a Spiga
 3. Approve for calendar year 2018 requests for license renewals of Package Stores- All Alcoholic Beverages for the following establishments (subject to receipt of required completed paperwork):
 - Innovative Distributing Concepts, LLC d/b/a Bin Ends
 - Lianos Liquors, LLC d/b/a Needham Center Wine & Spirits
 - Needham Wine & Spirits, LLC d/b/a Needham Wine & Spirits
 - Reveler Beverage Company, LLC d/b/a Reveler Beverage
 - vinodivino 3, LLC d/b/a vinodivino
 4. Approve for calendar year 2018 requests for license renewals of Package Stores Wine and Malt Beverages for the following establishment:
 - Volante Farms
 5. Approve for calendar year 2018 request for Innholder – All Alcoholic License Renewal for the following establishments:
 - Colwen Management, Inc. d/b/a Residence Inn
 - Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel
 6. Approve for calendar year 2018 requests for license renewals of Club – All Alcoholic Beverage Licenses for the following establishments (subject to receipt of required completed paperwork):
 - The Needham Golf Club
 - Village Club Building Assoc. Inc.
 - Lt. Manson Carter Post #2498 V.F.W. of U.S.
 7. Approve for calendar year 2018 requests for license renewals of Common Victualler Licenses for the following establishments (subject to receipt of required completed paperwork):
 - Cerritos, Inc. d/b/a Acapulco’s Mexican Family Restaurant
 - Acorns Bakery & Café, Inc.
 - Bagels’ Best, Inc. d/b/a Bagels’ Best Café
 - Bertucci’s Restaurant Corp. d/b/a Bertucci’s Brick Oven Ristorante
 - Beth Israel Deaconess – Glover Café
 - Mount Blue Two, LLC d/b/a Blue on Highland
 - C & D Management, Inc. d/b/a Brothers Pizza & Restaurant
 - Café Fresh Bagel
 - Capella LLC d/b/a Cappella
 - North Hill Needham, Inc. d/b/a Central Avenue Café
 - 1095, LLC d/b/a Comella’s Restaurant
 - TDRG Needham, Inc. d/b/a Cook Needham
 - The Simpson Corp. d/b/a Cutler Lake Café
 - Delops, Inc. d/b/a D’Angelo Sandwich Shop

- **Your Other Oven, Inc. d/b/a Domino's Pizza**
- **New Hong Kong IV, Inc. d/b/a Dragon Chef Restaurant**
- **Chestnut Street Donuts d/b/a Dunkin Donuts**
- **Fred's Coffee Shop d/b/a Dunkin Donuts**
- **Highland Avenue Donuts, Inc. d/b/a Dunkin Donuts**
- **Eat Farmhouse, LLC d/b/a The Farmhouse**
- **French Press LLC d/b/a French Press Bakery & Café**
- **Select Group, Inc. d/b/a Fresco Restaurant**
- **Fu Yuan, Inc. d/b/a Fuji Steak House**
- **Fusion Cuisine d/b/a Gari**
- **Needham Food and Beverage LLC d/b/a The Heights**
- **Henry Hospitality Inc. d/b/a The James**
- **Three Sons, Inc. d/b/a Kosta's Pizza & Seafood**
- **Low and Zhang Co. d/b/a Mandarin Cuisine Locus**
- **SAI Restaurants, Inc. d/b/a Masala Art**
- **McDonald's Restaurant – Needham**
- **D & L Enterprises, Inc. d/b/a Mighty Subs**
- **The Needham Golf Club, Inc.**
- **International Needham House of Pizza d/b/a Needham House of Pizza**
- **A New Leaf**
- **New Garden Inc. d/b/a New Garden Restaurant**
- **Select Pizza d/b/a Nicholas' Pizza**
- **PAN LLC. d/b/a Panella's Market & Deli**
- **Boston Bread LLC d/b/a Panera**
- **Great Plain Hospitality d/b/a RFK Kitchen**
- **Colwen Management, Inc. d/b/a Residence Inn**
- **Zucchini Gold, LLC d/b/a The Rice Barn**
- **Rockets Restaurant Group, LLC d/b/a 3 Squares**
- **Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel**
- **Spiga, LLC**
- **Stacy's Juice Bar, LLC d/b/a Stacy's Juice Bar**
- **Starbucks Coffee Company**
- **Sol Soul Family Foods LLC d/b/a Hearth Pizzeria**
- **Subway of Needham LLC d/b/a Subway**
- **Yeat Inc. d/b/a Sweet Basil**
- **BoonyBunz Inc. d/b/a BoonyBunz Bakery**
- **H & B Pizza, Inc. d/b/a Sweet Tomatoes Pizza**
- **Niki Corp. d.b.a Town House Pizza**
- **Treat LLC d/b/a Treat Cupcake Bar**
- **Treat LLC d/b/a The Dessert Workshop**
- **Lt. Manson Carter Post 2498 V.F.W. of U.S.**
- **Village Club Building Assoc. Inc.**
- **Volante Farms**

8. **Approve for calendar year 2018 requests for various license renewals as detailed below for the following establishments (subject to receipt of required completed paperwork):**

- Colwen Management, Inc. d/b/a Residence Inn - Innkeeper
 - Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel – Innkeeper
 - Olin College – Lodging License
 - Babson College – Lodging License
 - Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel – Sunday Entertainment
 - Needham Cabot Concessions, LLC d/b/a Sheraton Needham Hotel – Weekday Entertainment
 - 7-Eleven – Special Permit (24 hr. retail sale of food)
 - Yeat Inc. d/b/a Sweet Basil – Special Permit (Carry In Beer/Wine)
 - Rockets Restaurant Group, LLC d/b/a 3 Squares – Weekday Entertainment
 - SAI Restaurants, Inc. d/b/a Masala Art – Weekday Entertainment
 - Mount Blue Two, LLC d/b/a Blue on Highland – Weekday Entertainment
 - Mount Blue Two, LLC d/b/a Blue on Highland – Sunday Entertainment
 - New Garden Inc. d/b/a New Garden- Weekday Entertainment
 - Zucchini Gold, LLC d/b/a The Rice Barn- Weekday Entertainment
 - Zucchini Gold, LLC d/b/a The Rice Barn- Sunday Entertainment
 - Sol Soul Family Foods LLC. d/b/a Hearth Pizzeria- Weekday Entertainment
9. Approve for calendar year 2018 the following requests for Class I & Class II Used Car Dealer Licenses (subject to receipt of required completed paperwork):
- Auto International Ltd.- Class II Beth L Auto Sales – Class II
 - Center Automotive – Class II
 - Copley Motorcars – Class II
 - R&R Automotive – Class II
 - Muzi Chevrolet – Class I
 - Muzi Motors, Inc. – Class I
10. Accept the following donations made to the Needham Community Revitalization Trust Fund: \$1000 from New Year’s Needham Committee and \$250 from Maryruth Perras.
11. Accept a donation of a NU Step TRS 4000 exercise machine made to the Needham Aging Services Division from Judith P. Lawrie of Foxhill Village in Westwood. The machine is estimated at \$3,795.00.
12. Water & Sewer Abatement Order #1247
13. Accept a \$100 donation made to the Needham Health Department’s Traveling Meals Program from Mr. and Mrs. Robert Lovezzola, Needham residents.
14. Approve minutes of November 28, 2017 (executive session), November 14 (open and executive session), October 10, 2017 (executive session) and October 5, 2017 (open session).

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

7:03 p.m. Public Hearing: Eversource Energy

Maureen Carroll, Eversource Energy representative appeared before the Board with 2 items to discuss:

1. 370 Grove Street

Ms. Carroll requested permission to install approximately 50 feet of conduit in Grove Street. She stated the work is necessary to provide underground electric service at 370 Grove Street, Needham.

Ms. Fitzpatrick indicated all paperwork is in order.

Ms. Cooley invited public comment. No comments were heard.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 50 feet of conduit in Grove Street. This work is necessary to provide underground electric service at 370 Grove Street, Needham.

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

2. 380 Grove Street

Ms. Carroll requested permission to install approximately 46.5 feet of conduit in Grove Street. She stated the work is necessary to provide underground electric service at 380 Grove Street, Needham.

Ms. Fitzpatrick indicated all paperwork is in order.

Ms. Cooley invited public comment. No comments were heard.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 46.5 feet of conduit in Grove Street. This work is necessary to provide underground electric service at 380 Grove Street, Needham.

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

7:10 p.m.

Public Hearing: Tax Classification

Chip Davis, Director of Assessing, and members of the Board of Assessors including Tom Colarusso, Secretary, Paul Dawson, Chairman, and Ted Owens, Member appeared before the Board regarding the allocation of the FY2018 tax levy among the various classes of property in Town.

Mr. Colarusso read prepared remarks from the "Classification Hearing Report FY2018," noting the primary adjustment driving the approximate 6% overall increase in values from FY2017 to FY2018 comes from an upward adjustment to the cost tables used to calculate structure values for primarily residential properties. He said the tables, prepared by outside entities, are similar to tables used by insurance firms to establish replacement costs for destroyed or damaged homes. He said the cost of labor and materials never goes down, thus the table adjustment is more or less keeping up with the market. Coincidentally, he said, the upward

adjustment brings values in to line with the recent jump in the Needham real estate market defined primarily by CY2016 and early CY2017 activity. He commented the table adjustment brought Needham values to a point where they are statistically acceptable for 2018 recertification by the Department of Revenue. He said the 6% is not a number to be used as a strict benchmark for all residential property, as replacement costs of properties valued by the tables can vary, depending on the size, age, and quality grading of the property. Mr. Colarusso said the only segment of the market that appears to be slowing is first generation "McMansions" built between 1990-2000, which have lost some of their resale value. He said minor upward adjustments were made to a number of commercial properties, where reported rents appear to be rising with the uplifting tide flowing west from the booming Boston commercial real estate market. Mr. Colarusso said the uptick in commercial activity in the former Industrial Park has the potential to continue its acceleration in 2018 and 2019, as planning and execution of the rehab of the General Dynamics office properties in to commercial and residential space moves forward. He noted enhanced tax revenue in the commercial and industrial realm. He said the impact of overall rents in Needham Crossing due to facilities revitalization and the anticipation of the completion of the "Add-A-Lane" project, with its Kendrick Street ramp, will also most likely be positive due to increased accessibility to the area by FY2019. Mr. Colarusso said the realm of a taxable personal business property remains stable once again, at 97% of the prior years values. He noted an anticipated jump in that arena, going forward, based on the sizable account that will conceivably add 20% to all the personal property now on the books in Needham. Mr. Colarusso said the biggest change for the Assessing Department in many years will begin in FY2019 and carryover into FY2020, as Needham will be switching to the Community Software Consortium (CSC). He said after extensive review and consultation between representatives of CSC member towns and the Mass IT, Tyler was selected and a very favorable contract for the 40 CSC towns that will be converting was negotiated. He said the State will also be assuming the nearly \$2,000,000 in conversion costs for the 40 former CSC towns moving to the new system, the largest share of which is Needham's due to its being the largest town of the 40. He noted the contract holds costs in line for 10 years going forward, noting the cost increase, as well as any ancillary costs that do occur, can be handled without any increased budget request for FY2019. Mr. Colarusso said the Assessing Office processed thousands of Auto Excise bills in addition to processing numerous applications for excise and real estate tax abatements, multiple statutory exemption requests, and daily information requests, both internally and externally.

Discussion ensued on the split tax rate, anticipated construction, and personal property trends in Needham Crossing.

Ms. Cooley invited public comment. No comments were heard.

Motion by Mr. Matthews that Board of Selectmen establish a residential factor of 0.886071 for the purposes of setting the Fiscal Year 2018 tax rates.

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

7:30 p.m.

Town Manager:

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

1. CPA Application Update

Ms. Fitzpatrick updated the Board on the CPA project applications submitted for consideration in FY2019. She said applications were due to the committee by December 1, 2017, saying the Board of Selectmen did not submit any new proposals; however she thought it would be helpful for the Board to know what applications have been filed. Ms. Fitzpatrick commented on projects including Rosemary Lake Sediment Removal, Rosemary Lake Camp Property, Emery Grover Feasibility Refresh Study, Newman Playground Shade Shelter (preschool playground), Mitchell School Playground Equipment Replacement, Needham History Center and Museum Catalogue Collection, Captain Robert Cook Property Preservation, Open Space, and the Memorial Park Building Project.

She said the CPA committee will meet with the Board of Selectmen in February 2018 after reviewing the applications.

2. Preliminary FY2019-FY2023 Capital Improvement Plan

Ms. Fitzpatrick and Dave Davison, Assistant Town Manager/Finance discussed with the Board the preliminary FY2019-FY2023 Capital Improvement Plan. Ms. Fitzpatrick said much of the cash funding in the “out years” is taken up by either items due for replacement (i.e. library and school furniture, copiers, and technology) or recurring investments (i.e. roads, energy upgrades, lower cost facility improvements, and fleet). She said projects in the near future include the Memorial Park building, the storage facility on Central Avenue, and the Police and Fire Station, as well as replacement of synthetic turf in FY2020 at Memorial Field and DeFazio Park. Ms. Fitzpatrick also commented on significant sewer and water main projects, a boat launch, and LED street light replacement.

Mr. Davison commented on replacing accounting and revenue software packages.

Ms. Fitzpatrick said final approval and vote on the Plan will be taken at the next Board of Selectmen meeting on December 19, 2017.

The Board thanked Ms. Fitzpatrick and Mr. Davison for their work on the Capital Improvement Plan.

7:48 p.m.

Board Discussion:

1. Committee Reports

Mr. Handel reported the Council of Economic Advisors will meet tomorrow morning, December 6, 2017.

7:50 p.m.

Adjourn:

Motion by Mr. Handel that the Board of Selectmen adjourn the Board of Selectmen meeting of December 5, 2017.

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

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

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

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:	-\$426.80
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$1,159.32
Transfer Station Charges:	\$0.00
Total Abatement:	-\$1,586.12

Order #: 1248

Read and Approved:

12/14/2017

Assistant Director of Public Works

[Signature] 12/14/17

Director of Public Works

For the Board of Selectmen

Date: 12/19/17

**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
DB JO	Marks	Wendy	5511	18534	175	Fisher Street	\$0.00 \$0.00	-\$15.20 -\$411.60	-\$13.08 -\$1,146.24	-\$28.28 -\$1,557.84	ACC COA	N N

Total: -\$1,586.12

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