

BOARD OF SELECTMEN
March 27, 2018
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.

1.	6:30	Bike Share Program <ul style="list-style-type: none"> Representatives from Metropolitan Area Planning Council (MAPC) David Davison, Assistant Town Manager/Director of Finance
2.	6:50	Babson College Scholarships <ul style="list-style-type: none"> Meredith Stover, Director of Financial Aid, Babson College
3.	7:00	Public Hearing: Application for a License to Store Fuel in Parking Structure located at 692-744 Greendale Avenue, Needham <ul style="list-style-type: none"> Lars Unhjem, Mill Creek Residential
4.	7:00	Pedestrian Safety Discussion
5.	7:50	Law Enforcement Update <ul style="list-style-type: none"> Police Chief John Schlittler
6.	8:00	Public Hearings: Grant of Locations for Comcast: Chestnut Street and 2 nd Avenue (2) <ul style="list-style-type: none"> Manuel Furtado, Comcast Corporation Representative
7.	8:05	Director of Public Works <ul style="list-style-type: none"> Sign Notice of Intention of Street Layout- Pandolf Lane
8.	8:15	Town Manager <ul style="list-style-type: none"> Annual Town Meeting Warrant
9.	8:30	Board Discussion <ul style="list-style-type: none"> Committee Reports

APPOINTMENTS

1.	Human Rights Committee	Christina Mathews (term expires 6/30/2020)
2.	Property Tax Assistance Committee	Jack Cogswell (term expires 6/30/2020)

CONSENT AGENDA *=Backup attached

1.*	Approve a Special One Day All Alcoholic Beverages License for Nicola Dempsey, of St. Joseph Parish and Schools to hold its Spring Soiree event on Friday, April 6, 2018 from 7:30 to 11:00 p.m. The event will be held in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.
2.*	Approve a Special One Day Wines & Malt Beverages License for Dinneen Grably, of the Gifford Cat Shelter to hold its Spring Soiree & Silent Auction on Saturday, April 21, 2018 from 6:00 p.m. to 10:00 p.m. The event will be held in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.
3.	Accept the following donations made to the Needham Park and Recreation Commission's

	Arts in the Parks Summer Concert Series: \$800 from Copley Motorcars, and \$800 from Roche Brothers.					
4.	Approve a date and location change for the Eliot PTC to hold its 5K event on May 6, 2018. They did not hold the event on March 17, 2018 as was previously approved. The new route has been approved by the following departments: Park and Recreation, Police, Fire, and DPW.					
5.	Accept the following donation made to the Needham Community Revitalization Trust Fund: \$1500 from The Exchange Club of Needham, and \$200 from Needham Open Studios.					
6.*	Approve Mobile Food Vendor applications for Capriotti's, Moyzilla, and Sam's Hot Dogs pending successful inspections from Public Health and Fire. Locations will be in the Needham Crossing area. Completed applications are on file in the Office of the Town Manager.					
7.*	Approve a Special One Day Wines & Malt Beverages License for Maxwell Sparr of Trip Advisor to hold an event for Global Citizen on Tuesday, March 27, 2018 from 6:00 p.m. to 8:00 p.m. The event will be held at Trip Advisor, 400 First Avenue, Needham.					
8.	Grant permission for the following residents to hold block parties:					
	Name	Address	Party Location	Party Date	Party Rain Date	Party Time
	Brooks Goddard	59 Otis St.	Otis St. between Webster & Manning	5/20/18	N/A	12pm-3pm



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

MEETING DATE: 03/27/2018

Agenda Item	Bike Share Program
Presenter(s)	Representatives from Metropolitan Area Planning Council (MAPC) David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<p>Representatives from MAPC will address the Board to review the regional bike sharing program in which the Town of Needham may be a participating member. They will provide an overview of the bike share program, highlight benefits communities realize from such a program, discuss how the service was procured, and confirm the next steps needed from the Town to proceed.</p>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	
	<p><i>Suggested Motion: That the Board vote to support the Town's participation in the Regional Bike Share Program and the actions to be taken by the Town Manager for the Town to participate in the regional program.</i></p>		
3.	BACK UP INFORMATION ATTACHED	YES	
	<p>a. Regional Bike Share Memorandum of Understanding</p>		

**MEMORANDUM OF UNDERSTANDING
TO FACILITATE COLLABORATION IN MANAGEMENT OF
A REGIONAL DOCKLESS BIKE SHARE SYSTEM**

This Agreement is made by and between the Metropolitan Area Planning Council (hereinafter "MAPC") and the Massachusetts cities and towns of [Arlington; Bedford; Belmont; Chelsea; Everett; Lexington; Malden; Medford; Melrose; Milton; Needham; Newton; Revere; Waltham; Watertown; and Winthrop] (hereinafter "Participating Communities").

WHEREAS, MAPC and the Participating Communities support the creation of a regional bike share system to provide residents, visitors, students and workers with a sustainable transportation option;

WHEREAS, MAPC and the Participating Communities believe that collaboration in the management of such a system will lead to a better coordinated bike share system for the parties to this Agreement and users of the system;

WHEREAS, the establishment of a regional bike share system can increase bicycling in Greater Boston; provide greater access to public transportation; offer more efficient inter-and intra-municipal green travel in Greater Boston communities where public transit is less accessible; and make the Participating Communities more attractive places to live, work, visit and do business;

WHEREAS, MAPC has been established as a governmental district and regional planning agency by M.G.L. c. 40B and is considered a "political subdivision" of the Commonwealth of Massachusetts under M.G.L. c. 30B, § 1(b)(9), and has long supported greater inter-municipal collaboration in providing innovative and green transportation options to area residents and considers the establishment of expanded regional bike sharing options critical to achieving smarter growth patterns in Greater Boston;

WHEREAS, MAPC has significant experience administering collective purchasing arrangements for supplies and services conducted in compliance with M.G.L. c.7 § 22B and M.G.L. c.30B and is therefore empowered by state law to administer procurements and to enter into contracts on behalf of the Participating Communities;

WHEREAS, the Participating Communities were all listed communities in MAPC's Request for Proposals (RFP) for No Cost Bike Sharing Systems, issued on November 20, 2017, and in agreeing to be so listed, agreed to have MAPC serve as the Master Contractor for the procurement of regional bike sharing services on their behalf;

WHEREAS, the RFP Evaluating Committee, comprising representatives from Participating Communities and MAPC recommended two vendors for contract award, which was subsequently so awarded by the Executive Director of MAPC; and

WHEREAS, Master Contracts based on the sample contracts included in the RFP will be negotiated and executed by MAPC and awarded vendors, but Contract documents will be made available to Participating Communities before they are finalized and will be available at all times to Participating Communities.

NOW, THEREFORE, BE IT RESOLVED, that MAPC and the Participating Communities agree to work together in overseeing the regional dockless bike share system so procured and make the following commitments to ensure it functions optimally:

1. The Participating Communities will allow vendors contracted pursuant to the MAPC procurement to operate in their limits, on public ways and public property, subject to their meeting and continuing to meet any specific local regulations and the terms and conditions set out in the MAPC contracts. The Participating Communities shall also refrain from officially sanctioning or permitting to operate in their limits, on public ways and public property, any other dockless bike share vendors so long as the MAPC contracts remain valid and the contracted vendors are meeting their obligations.
2. The Participating Communities can develop and enforce local rules or fees for regulating the operation of the bike share systems within their limits, such as through Statements of Work they agree to with vendors, but they must do so cognizant of the regional system's needs. Participating Communities shall inform and consult with MAPC in developing and adopting any such regulations, particularly when those regulations could impact system operations in other Participating Communities. If a Participating Community determines that a vendor is not meeting any local regulation they have established, they shall notify MAPC before taking any action to bar said vendor from operating in their community. MAPC will use regularly scheduled meetings with Participating Communities, or other mediums, to communicate any regulatory or enforcement actions taken by a Participating Community to the other parties to this agreement.
3. Participating Communities shall provide MAPC with a proposed maximum and minimum number of bikes they seek and will allow in their Communities at the time the system is launched. MAPC will use these numbers to agree with vendors on the initial number of bikes each vendor will operate across the system overall at launch. The number of bikes in the system is expected to be adjusted over time. MAPC will work with Participating Communities to determine revised numbers that could be allowed at future stages, based on roll out and adjustment schedules to be agreed with vendors and Participating Communities. Adjustments to both overall and community-by-community bike numbers shall be part of any discussion on extending the Master Contracts and shall be informed by demand and travel destination information.
4. The responsibility for day-to-day oversight of bike sharing operations shall fall to the Participating Communities. They will need to engage directly with contracted vendors to resolve any problems relating to bike share operations within their limits. MAPC will work to enforce the terms and conditions agreed to in the Master Contracts and will help to mediate issues with vendors if a Participating Community or Communities has not found satisfactory resolution through its own efforts.
5. After the Master Contracts are executed for the first year, MAPC will determine whether they shall be extended for further year(s) before expiration, with no more than four annual extensions allowed under the Request for Proposals. In advance of that determination, MAPC will discuss with the Participating Communities the overall performance of the vendors and obtain the Communities' views on whether the contracts should be extended. This discussion shall be held well in advance of the expiry of the Master Contracts to enable time for rebidding if necessary before such expiration, and

will inform MAPC's decision on whether to extend. Participating Communities can determine independently whether any Statement of Work they have agreed with vendors shall be extended for additional time periods, but similar to the provisions in paragraph 2 of this agreement, shall notify MAPC of any decision not to extend such a Statement.

6. The Participating Communities shall each designate a lead bike share point of contact ("POC"). The POC should be an employee or elected official of municipal government and shall be responsible for overseeing bike share operations within their community's limits. The POCs shall attend regular meetings convened by MAPC to discuss the regional bike share system and should be the primary contact for contracted vendors in their community and for MAPC. We anticipate these meetings will take place approximately on a quarterly basis.
7. From time to time, MAPC may convene a meeting of the mayors, managers, or administrators of the Participating Communities to discuss higher-level policy issues and to gain their input about the future of the bicycle share system. POCs will be invited to attend and participate in these meetings.
8. The Participating Communities shall coordinate any communication and marketing announcements surrounding the signing, extension or termination of contracts with MAPC and shall not make any individual announcement relating to the launch of the system in advance of a coordinated regional announcement with all communities and MAPC.
9. Additional municipalities may seek integration into the regional dockless bicycle share system, which is the subject of this agreement. Any such community will need to undertake a separate procurement and contracting process. MAPC and the Participating Communities will however consider further agreements, or amendments to this agreement, to enable integration with additional municipalities under similar terms and conditions. MAPC may also, in the future, consider conducting additional procurements for communities in the region.
10. This Agreement constitutes the entire and complete agreement between the parties and supersedes any and all prior agreements or understandings. This Agreement may not be amended except in writing agreed to and executed in the same manner as the Agreement itself.

IN WITNESS THEREOF, the parties, through the signature of their Chief Administrative Officers, hereby accept this Memorandum, which will go into effect when Master Contracts between the vendors and MAPC have been executed.

Town of Arlington:

Duly Authorized Officer

Date

Name:

Title:

Town of Bedford:

Duly Authorized Officer

Date

Name:

Title:

Town of Belmont:

Duly Authorized Officer

Date

Name:

Title:

City of Chelsea:

Duly Authorized Officer

Date

Name:

Title:

City of Everett:

Duly Authorized Officer

Date

Name:

Title:

City of Malden:

Duly Authorized Officer

Date

Name:

Title:

City of Medford:

Duly Authorized Officer

Date

Name:

Title:

City of Melrose:

Duly Authorized Officer

Date

Name:

Title:

Town of Milton:

Duly Authorized Officer

Date

Name:

Title:

Town of Needham:

Duly Authorized Officer

Date

Name:

Title:

City of Newton:

Duly Authorized Officer

Date

Name:

Title:

City of Revere:

Duly Authorized Officer

Date

Name:

Title:

City of Waltham:

Duly Authorized Officer

Date

Name:

Title:

Town of Watertown:

Duly Authorized Officer

Date

Name:

Title:

Town of Winthrop:

Duly Authorized Officer

Date

Name:

Title:

Metropolitan Area Planning Council:

Duly Authorized Officer

Date

Name: Marc Draisen

Title: Executive Director



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

MEETING DATE: 3/27/2018

REVISED

Agenda Item	Babson College Scholarships
Presenter(s)	Meredith Stover, Director of Financial Aid, Babson College

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED								
<p>The Board of Selectmen awards scholarships to local residents from a fund made available to the Town from Babson College. The number of scholarships and their size is determined by the Board of Selectmen and the Financial Aid Office of Babson College. Melissa Shaak, who has recently retired from Babson, Meredith Stover, the new Director of Financial Aid at Babson College and Board Chair Marianne Cooley met recently and reviewed all the applications.</p>									
2.	VOTE REQUIRED BY BOARD OF SELECTMEN								
<p><i>Suggested Motion:</i> That the Board of Selectmen votes to award the Town of Needham Babson Scholarships to the following applicants:</p> <table><thead><tr><th>New Applicants</th><th>Status</th></tr></thead><tbody><tr><td>Georgia Bregianos</td><td>Blended MBA student</td></tr><tr><td>Katherine Canavan</td><td>Accepted applicant to MSA program</td></tr><tr><td>Ben Pasco-Anderson</td><td>Evening MBA student</td></tr></tbody></table>		New Applicants	Status	Georgia Bregianos	Blended MBA student	Katherine Canavan	Accepted applicant to MSA program	Ben Pasco-Anderson	Evening MBA student
New Applicants	Status								
Georgia Bregianos	Blended MBA student								
Katherine Canavan	Accepted applicant to MSA program								
Ben Pasco-Anderson	Evening MBA student								
3.	BACK UP INFORMATION ATTACHED								
a. Listing of Awards (confidential)									



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

MEETING DATE: 3/27/2018

Agenda Item	Application for a License to Store Fuel in Parking Structure located at 692-744 Greendale Avenue, Needham
Presenter(s)	Lars Unhjem, Mill Creek Residential

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Mr. Unhjem is requesting a license for Mill Creek Residential to allow for parking of approximately 91 vehicles located in the ground and lower levels of Building A at the properties located at 692-744 Greendale Avenue, Needham. Section 4.3 of the Town of Needham General By-laws states that any amount of liquid petroleum gas in excess of 500 gallons on a property requires a license issued by the Board of Selectmen.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	Suggested Motion: That the Board of Selectmen vote to approve and authorize the Chair to sign a license for Mill Creek Residential to allow for parking of approximately 91 vehicles located in the ground and lower levels of Building A at the properties located at 692-744 Greendale Avenue, Needham.
3.	BACK UP INFORMATION ATTACHED
	<ol style="list-style-type: none">1. Application / License Form / Map2. Legal Notice3. Certified Abutters List4. General By-Law 4.3



FP-002A
(Rev. 1.1.2015)

The Commonwealth of Massachusetts

City/Town of Needham

Application For License

Massachusetts General Law, Chapter 148 §13

New License Amended License

GIS Coordinates

LAT.

LONG.

License Number

Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws of Massachusetts for a license to store flammables, combustibles or explosives on land in buildings or structures herein described.

Location of Land: 692-744 Greendale Avenue, Needham, Massachusetts (Assessor's Map 18, Parcels 42, 43, and 44)
Number, Street and Assessor's Map and Parcel ID

Attach a plot plan of the property indicating the location of property lines and all buildings or structures.

Owner of Land: Greendale Avenue Venture LLC

Address of Land Owner: c/o Mill Creek Residential Trust, 200 Wheeler Road, South Tower, 4th Floor Burlington, MA

Use and Occupancy of Buildings and Structures: Enclosed parking of approximately 91 vehicles

If this is an application for amendment of an existing license, indicate date of original license and any subsequent amendments
N/A

Attach a copy of the current license

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases; see 527 CMR 1.00 Table 1.12.8.50; Attach additional pages if needed. All tanks and containers are considered full for the purposes of licensing and permitting.

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums
<u>Automotive Gasoline</u>	<u>Class-1</u>	<u>1,820</u>	<u>gal.</u>	<u>automobile</u>
		<u>[91 vehicles x 20 gal</u>		<u>fuel tanks</u>
		<u>est. per vehicle]</u>		

Total quantity of all flammable liquids to be stored: 1,820 gal.

Total quantity of all combustible liquids to be stored: N/A

Total quantity of all flammable gases to be stored: N/A

Total quantity of all flammable solids to be stored: N/A

LP-gas (Complete this section for the storage of LP-gas or propane)

Indicate the maximum quantity of LP-gas to be stored and the sizes and capacities of all storage containers. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: N/A

List sizes and capacities of all aboveground containers used for storage: N/A

❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: N/A

List sizes and capacities of all underground containers used for storage: N/A

Total aggregate quantity of all LP-gas to be stored: _____

Fireworks (Complete this section for the storage of fireworks)

Indicate classes of fireworks to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.3G: N/A Type/class of magazine used for storage: N/A

❖ Maximum amount (in pounds) of Class 1.4G: N/A Type/class of magazine used for storage: N/A

❖ Maximum amount (in pounds) of Class 1.4: N/A Type/class of magazine used for storage: N/A

Total aggregate quantity of all classes of fireworks to be stored: N/A

Explosives (Complete this section for the storage of explosives)

Indicate classes of explosive to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.1: N/A Number of magazines used for storage: N/A

❖ Maximum amount (in pounds) of Class 1.2: N/A Number of magazines used for storage: N/A

❖ Maximum amount (in pounds) of Class 1.3: N/A Number of magazines used for storage: N/A

❖ Maximum amount (in pounds) of Class 1.4: N/A Number of magazines used for storage: N/A

❖ Maximum amount (in pounds) of Class 1.5: N/A Number of magazines used for storage: N/A

❖ Maximum amount (in pounds) of Class 1.6: N/A Number of magazines used for storage: N/A

I, Lars Unhjem, hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

Signature [Signature] Date 2/15/15 Name Lars Unhjem on behalf of MCREP NEEDHAM LLC

Fire Department Use Only

I, Dennis Candor, Head of the Needham Fire Department endorse this application with my

Approval Disapproval

[Signature]
Signature of Head of the Fire Department

Date

Recommendations: _____



FP-002
(Rev. 1.1.2015)

The Commonwealth of Massachusetts
City/Town of Needham

License

Massachusetts General Law, Chapter 148 §13

New License Amended License

After notice and hearing, and in accordance with Chapter 148 of the Mass. General Laws,
a license is hereby granted to use the land herein described for the purposes described.

Location of Land: 692-744 Greendale Avenue, Needham, Massachusetts (Assessor's Map 18, Parcels 42, 43 and 44)
Number, Street and Assessor's Map and Parcel ID

Owner of Land: Greendale Avenue Venture LLC

Address of Land Owner: c/o Mill Creek Residential Trust, 200 Wheeler Road, South Tower, 4th Floor, Burlington, MA

GIS Coordinates

LAT.

LONG.

License Number

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases. All tanks and containers are considered full for the purposes of licensing and permitting. (Attach additional pages if necessary.)

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums
Automobile Gasoline	Class-1	1,820	gal.	automobile fuel tanks
		[91 vehicles x 20		
		gal. est. per vehicle]		

LP-gas (Complete this section for the storage of LP-gas or propane)

❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: N/A
List sizes and capacities of all aboveground containers used for storage N/A

❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: N/A
List sizes and capacities of all underground containers used for storage N/A

Total aggregate quantity of all LP-gas to be stored: N/A

Fireworks (Complete this section for the storage of fireworks)

❖ Maximum amount (in pounds) of Class 1.3G: N/A

❖ Maximum amount (in pounds) of Class 1.4G: N/A

❖ Maximum amount (in pounds) of Class 1.4: N/A

Total aggregate quantity of all classes of fireworks to be stored: N/A

THIS LICENSE OR A CERTIFIED COPY THEREOF MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.

Explosives (Complete this section for the storage of explosives)

- | | |
|---|--|
| ❖ Maximum amount (in pounds) of Class 1.1: <u>N/A</u> | Number of magazines used for storage: <u>N/A</u> |
| ❖ Maximum amount (in pounds) of Class 1.2: <u>N/A</u> | Number of magazines used for storage: <u>N/A</u> |
| ❖ Maximum amount (in pounds) of Class 1.3: <u>N/A</u> | Number of magazines used for storage: <u>N/A</u> |
| ❖ Maximum amount (in pounds) of Class 1.4: <u>N/A</u> | Number of magazines used for storage: <u>N/A</u> |
| ❖ Maximum amount (in pounds) of Class 1.5: <u>N/A</u> | Number of magazines used for storage: <u>N/A</u> |
| ❖ Maximum amount (in pounds) of Class 1.6: <u>N/A</u> | Number of magazines used for storage: _____ |

Licensing Authority Use:

This license is granted upon the condition that the licensed activity will comply with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts General Law, Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00) as amended. The license holder may not store materials in an amount exceeding the capacities herein specified unless and until any amended license has been granted.

ADDITIONAL RESTRICTIONS:

Signature of Licensing Authority

Title

Date

**THIS LICENSE OR A CERTIFIED COPY THEREOF MUST BE CONSPICUOUSLY
POSTED ON THE LAND FOR WHICH IT IS GRANTED.**



tat |
the architectural team

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Reviewer:

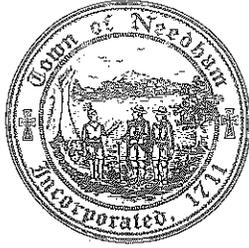
Architect of Record:

Drawn: **JDM**
Checked: **DN**
Scale:
Key/Point:

Project Name:
Modera Needham

Greendale Avenue
Needham, MA
Sheet Name:
**SITE PLAN
RENDERING**

Project Number:
210801027
Issue Date:
October 14, 2015
Sheet Number:



**LEGAL NOTICE
Town of Needham
Board of Selectmen
Public Hearing**

Public Notice is hereby given that Mill Creek Residential has filed an application in accordance with the provisions of Chapter 148 of the Massachusetts General Laws, for a fuel license to garage parking of approximately 91 vehicles located in the ground & lower levels of Building A at the properties located at 692-744 Greendale Avenue, Needham, MA.

Upon said application it is hereby ORDERED: That a Public Hearing be held at the office of the Board of Selectmen, Town Hall, 1471 Highland Avenue, Needham, MA, Tuesday, March 27, 2018 at 7:00 pm, at which time all persons interested may appear and be heard.

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

BOARD OF SELECTMEN

Dated: Needham Times, March 15, 2018

692-744 GREENDALE AVE 300 FEET

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
BORIS, MARY D & HUNTER, MARIANNE B. TRS.	C/O MCREF-NEEDHAM LLC	200 WHEELER RD SOUTH TOWER 4TH FL	BURLINGTON	MA	01803	1990180004400000	692 GREENDALE AVE
LEVITAN, CAROLYN S. & CANNISTRA, STEPHEN A.	LEVITAN, KURT H.	35 PETRINI CIR	NEEDHAM	MA	02492	1990180000500000	35 PETRINI CIR
MATTHEWS, CHARLES W. + SHEIFFER, ROBERT & GORHAM, SANDRA & BRAVERMAN, MAXIM & LEACOCK, CONSTANCE & VALLONE, CHRISTOPHER L. & FRASCATORE, KAREN M. TR.	MATTHEWS, NANCY J. SHEIFFER, ANDREA GORHAM, SCOTT BRAVERMAN, JULIA MCNALLY, LEONORA M VALLONE, NICOLE L. MARIE FRASCATORE IRREVOCABLE TRUST	631 GREENDALE AVE 50 PETRINI CIRCLE 38 RYBURY HILLWAY 22 PETRINI CIRCLE 778 GREENDALE AVE 30 BIRD ST	NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM	MA MA MA MA MA MA	02492 02492 02492 02492 02492 02492	1990190002000000 1990180004500000 1990200007800000 1990180001500000 1990180003900000 1990180004600000	631 GREENDALE AVE 655 GREENDALE AVE 50 PETRINI CIR 38 RYBURY HILLWAY 22 PETRINI CIR 778 GREENDALE AVE
TSOLIAS, ANTHONY & HEIMAN, DWIGHT E. & MICHIE, PRISCILLA C. CIANCARELLI, PAUL & GIDDON, DAVID H. + TOWN OF NEEDHAM	TSOLIAS, ZOI HEIMAN, ELIZABETH A. C/O CONNELLY, PATRICIA MARY CIANCARELLI, KATELYN GIDDON, RHONDA L.	42 PETRINI CIRCLE 24 RYBURY HILLWAY 6 ST CLOUD AVE 701 GREENDALE AVE 5 BIRD ST 767 GREENDALE AVE 1471 HIGHLAND AVE	NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM	MA MA MA MA MA MA MA	02492 02492 02492 02492 02492 02492 02421	1990180001800000 1990190003200000 1990180002200000 1990180002600000 1990190003200000 1990570000100000 1990180002600000	24 RYBURY HILLWAY 6 ST CLOUD AVE 701 GREENDALE AVE 5 BIRD ST 767 GREENDALE AVE 1471 HIGHLAND AVE
COUGHLIN, EDWARD J. & JULIE TESS, CHRISTOPHER M. & OGLETREE, DAVID E. & MILGRAM, JEREMY D. & CIVITA, CARLO P., III & MARYELLEN FLAHERTY, MICHAEL S. & OSULLIVAN, JOHN D & JOAN ROY, NICHOLAS G.D. & COHEN, DAVID & BORIS, VINCENT P. & MARY D TOBIN, MICHAEL T & LAU, ALLEN C. & FRANCES M., TRS.	C/O SS PROPERTIES LLC C/O COUGHLIN, EDWARD J. & JULIE A. TRS. TESS, ANJALA V.	1 APRIL LN APT 33 11 BIRD ST 7 RYBURY HILLWAY 12 BIRD ST 33 BROAD MEADOW RD 693 GREENDALE AVENUE 12 PETRINI CIR 4 HOPEDALE ST 35 BIRD ST 15 BROAD MEADOW RD	NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM	MA MA MA MA MA MA MA MA MA MA	02492 02492 02494 02492 02492 02492 02492 02492 02492 02492	1990200007300000 1990180002100000 1990190000300000 1990180002000000 1990180000800000 1990180002100000 1990180001700000 1990200007200000 1990200008400000 1990180001100000	11 BIRD ST 7 RYBURY HILLWAY 12 BIRD ST 33 BROAD MEADOW RD 693 GREENDALE AVE 12 PETRINI CIR 4 HOPEDALE ST 35 BIRD ST 15 BROAD MEADOW RD
MURSTEIN SHERYL K CROWLEY, EDWARD & HOWELL, MATTHEW A. & ELIZABETH P. SALEEMUDDIN, ASHRAF METROPOLITAN DISTRICT COMMISSION DEMPSEY, ELLEN OGD	BIRD STREET REALTY TRUST CROWLEY, KATHRYN HOWELL TRUST	200 WHEELER RD SOUTH TOWER 4TH FL 20 RYBURY HILLWAY 56 BIRD ST 41 PETRINI CIR 49 PETRINI CIRCLE 721 GREENDALE AVE 786 GREENDALE AVE 20 SOMERSET ST 49 GREEN STREET 43 RYBURY HILWY 9 RICHARD RD 11 PETRINI CIR	NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM	MA MA MA MA MA MA MA MA MA MA MA MA	02492 02492 02492 02492 02492 02492 02492 02492 02492 02492 02492 02492	1990200007500000 1990180000100000 1990180000700000 1990180002500000 1990180003800000 1993010000200000 1990180003100000 1990190000600000 1990200006900000 1990180002000000	20 RYBURY HILLWAY 56 BIRD ST 41 PETRINI CIR 49 PETRINI CIR 721 GREENDALE AVE 786 GREENDALE AVE 20 SOMERSET ST 49 GREEN STREET 43 RYBURY HILWY 9 RICHARD RD 11 PETRINI CIR
SHNEIDER, ELENA BLASOTTO, DIANE M. JEYE, KATHLEEN M. C/O MCREF NEEDHAM LLC SMITH, MARK E. E D O REALTY TRUST PAGES, C. RYNNE	CUTLER PARK SHNEIDER, ELENA BLASOTTO, DIANE M. JEYE, KATHLEEN M. C/O MCREF NEEDHAM LLC SMITH, MARK E. E D O REALTY TRUST PAGES, C. RYNNE	200 WHEELER RD SOUTH TOWER 4TH FL 715 GREENDALE AVE 32 RYBURY HILLWAY 7 BROAD MEADOW RD 27 PETRINI CIR 649 GREENDALE AVE 741 GREENDALE AVE 10 ST CLOUD AVE 754 GREENDALE AVENUE 735 GREENDALE AVE 31 BIRD ST 36 PETRINI CIR	NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM	MA MA MA MA MA MA MA MA MA MA MA MA MA	01803 02492 02492 02492 02492 02492 02492 02492 02492 02492 02492 02492 02492	1990180004200000 1990180002400000 1990200007700000 1990180003600000 1990180000400000 1990190001900000 1990180002800000 1990180002800000 1990190001700000 1990180004100000 1990180002700000 1990200007100000 1990180001300000	715 GREENDALE AVE 32 RYBURY HILLWAY 7 BROAD MEADOW RD 27 PETRINI CIR 649 GREENDALE AVE 741 GREENDALE AVE 10 ST CLOUD AVE 754 GREENDALE AVENUE 735 GREENDALE AVE 31 BIRD ST 36 PETRINI CIR
KUHN, HEIKO & PANELLA, VIRGINIA, TRUSTEE GARRIDO, PEDRO & GREENDALE AVENUE WORSHIP FEDERICO, IDA IMA, TIESONG & RUBIN, DAVID B. &	KUHN, IVANA PANELLA REALTY TRUST MANNING-GARRIDO, BLAIR CENTER, INC. ZHAO, OUFEI RUBIN, MELISSA G.	200 WHEELER RD SOUTH TOWER 4TH FL 715 GREENDALE AVE 32 RYBURY HILLWAY 7 BROAD MEADOW RD 27 PETRINI CIR 649 GREENDALE AVE 741 GREENDALE AVE 10 ST CLOUD AVE 754 GREENDALE AVENUE 735 GREENDALE AVE 31 BIRD ST 36 PETRINI CIR	NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM	MA MA MA MA MA MA MA MA MA MA MA MA MA	01803 02492 02492 02492 02492 02492 02492 02492 02492 02492 02492 02492 02492	1990180004200000 1990180002400000 1990200007700000 1990180003600000 1990180000400000 1990190001900000 1990180002800000 1990180002800000 1990190001700000 1990180004100000 1990180002700000 1990200007100000 1990180001300000	715 GREENDALE AVE 32 RYBURY HILLWAY 7 BROAD MEADOW RD 27 PETRINI CIR 649 GREENDALE AVE 741 GREENDALE AVE 10 ST CLOUD AVE 754 GREENDALE AVENUE 735 GREENDALE AVE 31 BIRD ST 36 PETRINI CIR

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.....

692-744 GREENDALE AVE 300 FEET

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
CHAN, DANIEL N &	CHAN, LESLIE W	779 GREENDALE AVE	NEEDHAM	MA	02492	1990180003400000	779 GREENDALE AVE
VALLONE, CHRISTOPHER L &	VALLONE, NICOLE L	30 BIRD ST	NEEDHAM	MA	02492	1990180004700000	0 BIRD ST
MOON, SUNG H &	CHOI, YOON Y	27 BROAD MEADOW RD	NEEDHAM	MA	02492	1990180000900000	27 BROAD MEADOW RD
ONUALLAIN, BRIAN &	SHAW, THOMASENA	41 BIRD ST	NEEDHAM	MA	02492	1990200007000000	41 BIRD ST
STALEY, ROBERT F., JR +	STALEY, MONICA K	663 GREENDALE AVE	NEEDHAM	MA	02492	1990190000500000	663 GREENDALE AVE
SALEEMUDDIN, MOHAMMAD +	SALEEMUDDIN, IMTINZ S.	794 GREENDALE AVE	NEEDHAM	MA	02492	1990180003700000	794 GREENDALE AVE
MCGRATH, KEVIN J		707 GREENDALE AVE	NEEDHAM	MA	02492	1990180002300000	707 GREENDALE AVE
KAC, SHYAN-YUAN &	CHEN, YAHUA	26 BIRD ST	NEEDHAM	MA	02492	1990180001900000	26 BIRD ST
STEINBOK, VALERY +	STEINBOK, ZINAIDA	8 PETRINI CIR	NEEDHAM	MA	02492	1990180001800000	8 PETRINI CIR
SALVUCCI, DANIEL &	SALVUCCI, JOAN E	749 GREENDALE AVE	NEEDHAM	MA	02492	1990180002900000	749 GREENDALE AVE
HOBBS, BRIAN D. &	HOBBS, GABRIELA	773 GREENDALE AVE	NEEDHAM	MA	02492	1990180003300000	773 GREENDALE AVE
CHOI, WILLIAM Y &	CHOI, BEVERLY Y	755 GREENDALE AVE	NEEDHAM	MA	02492	1990180003000000	755 GREENDALE AVE
PILAT, DAVID N.		28 PETRINI CIR	NEEDHAM	MA	02492	1990180001400000	28 PETRINI CIR
CHAN, AMY W. Y.		19 BROADMEADOW RD	NEEDHAM	MA	02492	1990180001000000	19 BROAD MEADOW RD
HARWOOD, PAULETTE F., TR		16 PETRINI CIR	NEEDHAM	MA	02492	1990180001600000	16 PETRINI CIR
KRAWIECKI, JAMES		664 GREENDALE AVE	NEEDHAM	MA	02492	1990190000200000	664 GREENDALE AVE
MUSIAK, WILLIAM J JR. &	MUSIAK, JESSICA K.	23 RYBURY HILLWAY	NEEDHAM	MA	02494	1990190000400000	23 RYBURY HILLWAY
CHIAPPISI, ALPHONSE P. &	CHIAPPISI, SUSAN I., CO-TRS	P. O. BOX 133	NEEDHAM HT	MA	02494	1990160004300000	802 GREENDALE AVE
BANNON, GERARD &	BANNON, JULIE	772 GREENDALE AVE	NEEDHAM	MA	02492	1990180004000000	772 GREENDALE AVE
SHAPIRO, GERALD S. &	SHAPIRO, ELLEN A.	787 GREENDALE AVE	NEEDHAM	MA	02492	1990180003500000	787 GREENDALE AVE
QUINN, PAUL H +	QUINN, JAMES M	21 PETRINI CIR	NEEDHAM	MA	02492	1990180003000000	21 PETRINI CIR

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.....

4.1.2 **Application.** When applying for a license, the applicant must show proof that the dog has received a veterinarian certificate for rabies vaccination within the last three years, if the dog is six months of age or over, as required by M.G.L. Chapter 140, Section 145B. No fee shall be charged for a license for a dog specifically trained to lead or serve a blind person or a deaf person, provided that the Division of the Blind or Deaf certifies that such dog is so trained and actually in the service of a blind or deaf person.

4.1.3 **Refund.** No license fee or part thereof shall be refunded because of subsequent death, loss, spaying, neutering or removal from the Town of Needham or the Commonwealth or any other disposal of said dog.

4.1.4 **Failure to License.** In addition to the requirement that a dog shall be duly licensed as required by law, the owner of a dog not licensed on or before April 30th in any year shall be subject to a fine of fifty dollars (\$50.00), in addition to the license fee, upon the complaint of the dog officer. The owner of any unspayed and unleashed female dog found by the dog officer roaming in season (heat) off the premises of the owner or keeper shall be subject to a fine of fifty dollars (\$50.00). Each such occasion shall constitute separate violations.

4.1.5 **Fees.** The fees for registering and licensing dogs of all types in the Town shall be established from time to time by vote of the Selectmen.

SECTION 4.2 PUBLIC CARRIAGES AND TAXIS

4.2.1 **Licenses.** The Board of Selectmen may license hackney carriages or motor vehicles for the conveyance of persons for hire from place to place within the Town and may revoke such licenses at their discretion. A record of all licenses so granted or revoked shall be kept by the Selectmen.

4.2.2 **Penalties.** No person shall set up, use or drive in the Town any unlicensed hackney carriage or motor vehicle for the conveyance of passengers for hire from place to place within the Town. Any person violating Section 4.2 shall be subject to a penalty not exceeding twenty dollars (\$20) for each offense.

4.2.3 **Expiration and Fees.** Licenses shall expire on the thirtieth day of April following the date of issuance, and shall not be transferred without the written consent of the Board of Selectmen. For each license the sum of ten dollars (\$10.00) shall be paid to the Town Treasurer for use by the Town. A license so granted shall become void if the applicant neglects or refuses to take out and pay for his license within ten days after notice that it has been granted.

4.2.4 **Taxi Stands.** The Selectmen may grant to the holder of a license under Section 4.2 a license to use a certain portion of a public way as a taxi stand for the solicitation of passengers for hire and no person shall use any portion of any public way for such purpose without such license. Any person who violates any of the provisions of Sub-section 4.2.4 shall be punished by a fine of not more than twenty dollars (\$20.00) for each offense.

SECTION 4.3 FEES, REGISTRATION APPLICABLE TO FLAMMABLES

4.3.1 **Statutory Authority.** Pursuant to the authority of M.G.L. Chapter 148, Sections 10A, 13, 38A and 39A, and the Needham Fire Code, there is hereby established a fee schedule for licenses granted by the Board of Selectmen, Annual Certificate of Registration filed with the Town Clerk and Permits granted by the Chief of the Fire Department as follows:

4.3.2 Licenses for the Storage of Flammables issued by the Board of Selectmen

Class A: (all types)			
166	-	40,000 gallons	\$50.00
40,001	-	80,000 gallons	200.00
80,001	-	100,000 gallons	300.00
100,001	-	500,000 gallons	400.00
500,001	-	1,000,000 gallons	500.00
over 1,000,000 gallons	800.00

Class B Fuel: (all types)

501	-	20,000 gallons	.	.	50.00
20,001	-	40,000 gallons	.	.	100.00
40,001	-	80,000 gallons	.	.	200.00
80,001	-	100,000 gallons	.	.	300.00
100,001	-	500,000 gallons	.	.	400.00
500,001	-	1,000,000 gallons	.	.	500.00
over 1,000,000 gallons	800.00
Class C Fluids (all types)					
1,001	-	20,000 gallons	.	.	50.00
20,001	-	40,000 gallons	.	.	100.00
40,001	-	80,000 gallons	.	.	200.00
80,001	-	100,000 gallons	.	.	300.00
100,001	-	500,000 gallons	.	.	400.00
500,001	-	1,000,000 gallons	.	.	500.00
over 1,000,000 gallons	800.00
Flammable Solids 101 lbs and up					
	50.00
Flammable Gases (within a building)					
3,001 cubic ft. and up	50.00
Flammable Gases (outside a building)					
10,001 cubic ft. and up	50.00
Liquid Petroleum Gases					
500	-	1,000 gallons	.	.	50.00
over	-	1,001 gallons	.	.	100.00

Automobiles

The parking of four or more vehicles in a structure - two dollars (\$2.00) per vehicle, and not less than fifty dollars (\$50.00).

Advertising costs for a hearing by the Board of Selectmen for the issuance of a license for the storage of flammables shall be paid by the applicant.

The annual fees shall include the cost of the initial registration with the Town Clerk. The fee for each annual renewal registration with the Town Clerk shall be the amount herein specified for the original license as set forth above.

4.3.3 Permit Fees

Underground Storage Tank Removal	\$100.00
Underground Storage Tank Installation	100.00
Underground Gasoline Tank Removal	100.00
Underground Gasoline Tank Installation	100.00

SECTION 4.4 GENERAL

4.4.1 Denial, Revocation or Suspension for Failure to Pay Municipal Taxes.

4.4.1.1 The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve month period, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.



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

MEETING DATE: 3/27/2018

Agenda Item	Pedestrian Safety
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>The Board will discuss pedestrian accident data, efforts that have been taken to address pedestrian safety, and contemplated next steps.</p> <p>The Board will offer interested parties the opportunity to provide comment and feedback on this topic.</p>
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
3.	BACK UP INFORMATION ATTACHED



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

MEETING DATE: 3/27/2018

Agenda Item	Law Enforcement Update
Presenter(s)	John Schlittler, Chief of Police

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Chief Schlittler will provide the Board with an update about gun laws in the Commonwealth and how they relate to the Town of Needham.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
3.	BACK UP INFORMATION ATTACHED



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

MEETING DATE: 3/27/2018

Agenda Item	Public Hearing: Comcast Corporation- Chestnut Street
Presenter(s)	Manuel Furtado, Comcast Corporation Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>Comcast Corporation requests permission to install approximately 510' of conduit in the street/parking lot: starting on Chestnut Street as shown trenching in Town Property as shown to existing structure. Continuing as shown on attached plan, across the parking lot to Utility Pole #NT on Lincoln Street. Comcast reports that this is to provide service to 970-974 Great Plain Avenue, Needham. Also, there is damaged UG that needs to be replaced due to new Parking lot. They need to replace this cable before they can activate the CVS building.</p> <p>The Department of Public Works has approved this petition, based on Comcast Corporation'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 Comcast Corporation to install approximately 510' of conduit in the street/parking lot: starting on Chestnut Street as shown trenching in Town Property as shown to existing structure. Continuing as shown on attached plan, across the parking lot to Utility Pole #NT on Lincoln Street.</p>	
3.	BACK UP INFORMATION ATTACHED
<p>(Describe backup below)</p> <ul style="list-style-type: none">a. Petition Letter of Applicationb. Orderc. Petition Pland. Notice Sent to Abutterse. List of Abutters	

PETITION OF COMCAST CABLE INC. FOR COMMUNICATION CABLE INSTALLATION

Town of Needham / Board of Selectman:-

Comcast Corporation hereby respectfully requests your consent to the locations of Distribution cable hereinafter described for the transmission and distribution of communication signals in and under the following public streets, lanes, highways, and places of the **Town of Needham** and of the conduit, equipment, governed manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said distribution cables and accomplish the objective of said company; and the digging up and opening the ground to lay or place same:

To install approximately 510' in street / parking lot: starting on Chestnut street as shown trenching in Town Property as shown to existing structure. Continuing as shown across Parking Lot to Utility Pole # NT on Lincoln Street

Submitted is a set of plans of said communications infrastructure.

DATE 3/1/18

BY Manuel Furtado

Manuel Furtado

Permit Representative

3/14/18
OK to
Proceed
Mr. Tom Ryder
Asst. Town
Eng'r
OK 3/14/18
R.P. Jensen
DPA Director

RETAIN DUPLICATE FOR YOUR RECORDS

ORDER FOR COMMUNICATIONS PLACEMENT OF CONDUIT

Town of Needham / Board of Selectmen:

IT IS HEREBY ORDERED that the locations of said communications additions of the Comcast Communications structure in and under the public streets, lanes, highways, and places of the **Town of Needham** substantially as described in the petition dated _____ attached hereto and hereby made a part hereof, and of the conduit, equipment, manholes, and other structure, fixtures, and appurtenances designed or intended to protect or operate said distribution cables and/or accomplish the objectives of the said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and **APPROVED**.

The said Comcast Corporation shall comply with all applicable provisions of law and ordinances of the **Town of Needham** applicable to the enjoyment of said locations and rights.

Dated this _____ day of _____, 20_____.

I hereby certify that the foregoing order was duly adopted by the _____ of the town of ___Needham ___, MA on the _____ day of _____ 20_____.

BY _____

TITLE

RETURN ORIGINAL TO THE PERMIT SECTION

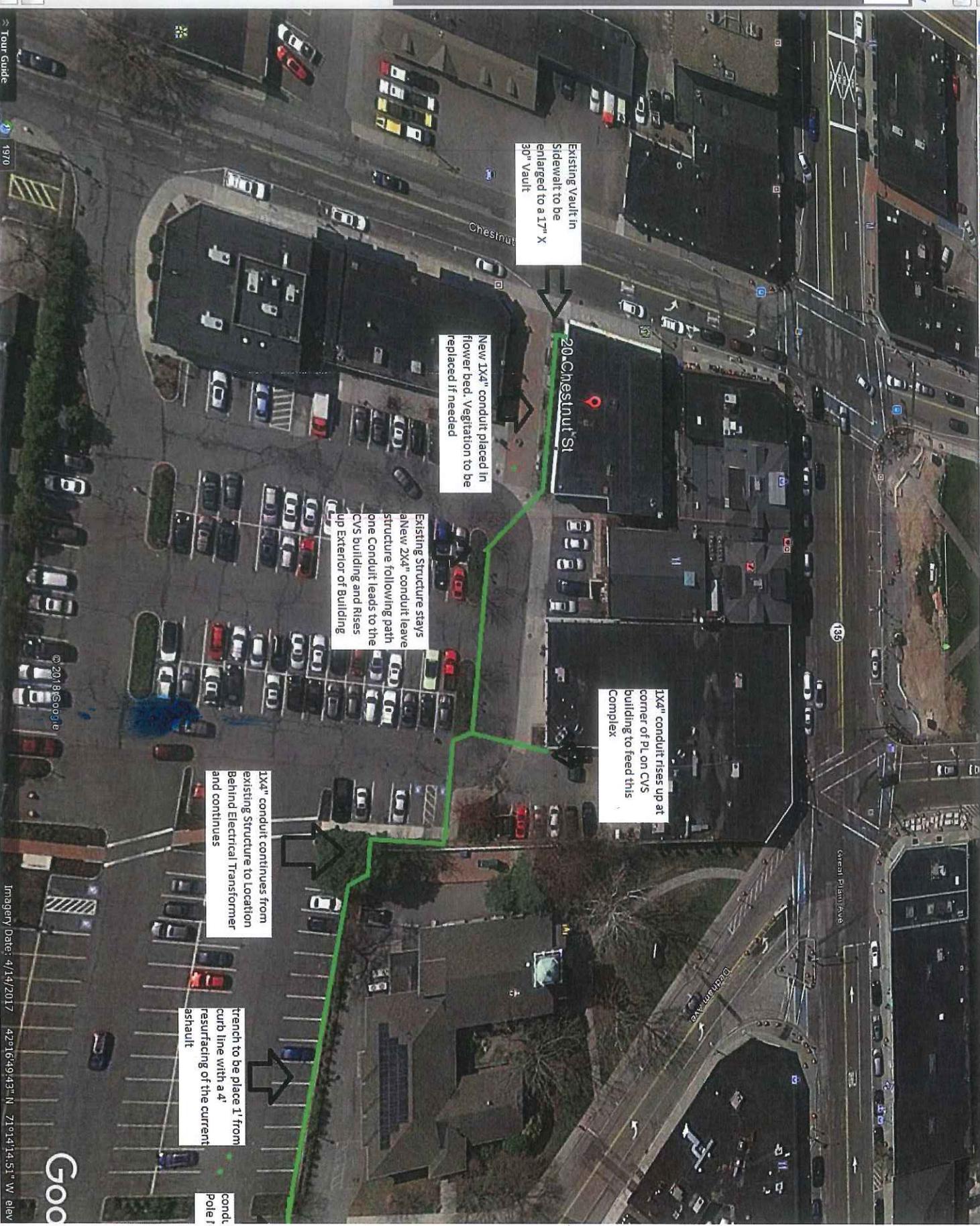
Attn: Manuel Furtado

COMCAST CORP.

440 Myles Standish Blvd

Taunton MA 02780

RETAIN DUPLICATE FOR YOUR RECORDS



Existing Vault in Sidewalk to be enlarged to a 17" X 30" Vault

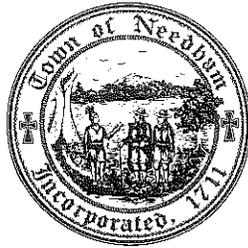
New 1X4" conduit placed in flower bed. Vegetation to be replaced if needed

Existing Structure stays a New 2X4" conduit leave structure following path one Conduit leads to the CVS building and rises up Exterior of Building

1X4" conduit rises up at corner of PL on CVS building to feed this Complex

1X4" conduit continues from existing Structure to Location Behind Electrical Transformer and continues

trench to be place 1' from curb line with a 4' resurfacing of the current ashault



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on March 27, 2018** upon petition of Comcast Corporation dated **March 1, 2018** to install approximately 510' of conduit in the street/parking lot: starting on Chestnut Street as shown trenching in Town Property as shown to existing structure. Continuing as shown on attached plan, across the parking lot to Utility Pole # NT on Lincoln Street.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Comcast Corporation representative, Manuel Furtado, at 774-644-9104.

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

BOARD OF SELECTMEN

Dated: March 16, 2018

20 CHESTNUT ST

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
SIMON II ASSOCIATES LLC	C/O COPLEY INVESTMENTS COMPANIES	10 NEWBURY STREET	BOSTON	MA	02116	1990470006300000	970 GREAT PLAIN AVE
BROMLEY-NEEDHAM LLC		144 GOULD ST SUITE 152	NEEDHAM	MA	02494	1990470004100000	57 DEDHAM AVE
HEFFERNAN, MICHAEL A. &	HEFFERNAN, ELIZABETH A., TRS.	99 WHITMAN RD	NEEDHAM	MA	02492	1990510001000000	1013 GREAT PLAIN AVE
KATZ, JEFFREY A. & GARY M., TRUSTEES,	AJ REALTY TRUST	1004 GREAT PLAIN AVE	NEEDHAM	MA	02492	1990470006600000	996 GREAT PLAIN AVE
SDS NOMINEE TRUST		1 SHEPARD LN	MEDFIELD	MA	02052	1990470006900000	37 CHESTNUT ST
NEARY, GLEN, TRUSTEE	GREAT REALTY TRUST	990 GREAT PLAIN AVE	NEEDHAM	MA	02492	1990470006400000	990 GREAT PLAIN AVE
SULLIVAN, JAMES M, TRUSTEE.	1016 GREAT PLAIN AVE TRUST	PO BOX 850918	BRAINTREE	MA	02185-0918	1990470006800000	1016 GREAT PLAIN AVE
KATZ, JEFFREY A. & GARY M., TRUSTEES	AJ REALTY TRUST	1004 GREAT PLAIN AVE	NEEDHAM	MA	02492	1990470006700000	1004 GREAT PLAIN AVE
GREYMONT, ALFRED W, TR	ALFRED W. GREYMONT REVOCABLE TRUST	PO BOX 149	TUFTONBORO	NH	03816	1990470005900000	30 CHESTNUT ST
BRIGGS, GRAHAM R. + JANE C., TRS	C/O J. A. WOOD MANAGEMENT LLC	594 MARRETT RD SUITE 16	LEXINGTON	MA	02421	1990470003800000	32 LINCOLN ST
TOWN OF NEEDHAM	TOWN HALL	1471 HIGHLAND AVE	NEEDHAM	MA	02492	1990510000100000	1471 HIGHLAND AVE
FIRST OF MANY, LLC	PARKING LOT	P.O. BOX 281	NATICK	MA	01760	1990470006500000	18 CHESTNUT ST
TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492	1990470005800000	0 CHESTNUT ST
FIRST PARISH IN NEEDHAM - UNITARIAN		23 DEDHAM AVE	NEEDHAM	MA	02492	1990470004200000	23 DEDHAM AVE
BRETT, LLC		1776 WASHINGTON ST	WALPOLE	MA	02081	1990470007200000	53 CHESTNUT ST

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



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

MEETING DATE: 3/27/2018

Agenda Item	Public Hearing: Comcast Corporation- 2 nd Avenue
Presenter(s)	Manuel Furtado, Comcast Corporation Representative

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

Comcast Corporation requests permission to 1.) install approximately 225' of conduit in the street: starting on 2nd Avenue Pole NT Crossing 2nd Avenue for 45' and continuing on A Street for 180' to existing conduit on private property as shown on design plan; and 2.) to install approximately 68' of 1x4" conduit in street starting on 2nd Avenue Pole NT/NT crossing 2nd Avenue for 68' onto private property as shown on design plan. Comcast reports that this is for a new 400 unit building.

The Department of Public Works has approved this petition, based on Comcast Corporation'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.**

2. VOTE REQUIRED BY BOARD OF SELECTMEN

Suggested Motion:

Move that the Board of Selectmen approve and sign a petition from Comcast Corporation to 1.) install approximately 225' of conduit in the street: starting on 2nd Avenue Pole NT Crossing 2nd Avenue for 45' and continuing on A Street for 180' to existing conduit on private property as shown on design plan; and 2.) to install approximately 68' of 1x4" conduit in street starting on 2nd Avenue Pole NT/NT crossing 2nd Avenue for 68' onto private property as shown on design plan.

3. BACK UP INFORMATION ATTACHED

(Describe backup below)

- a. Petition Letter of Application
- b. Order
- c. Petition Plan
- d. Notice Sent to Abutters
- e. List of Abutters

PETITION OF COMCAST CABLE INC. FOR COMMUNICATION CABLE INSTALLATION

Town of Needham / Board of Selectman:-

Comcast Corporation hereby respectfully requests your consent to the locations of Distribution cable hereinafter described for the transmission and distribution of communication signals in and under the following public streets, lanes, highways, and places of the **Town of Needham** and of the conduit, equipment, governed manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said distribution cables and accomplish the objective of said company: and the digging up and opening the ground to lay or place same:

To install approximately 68' of 1X4" conduit in street starting on 2nd Ave Pole NT/NT crossing 2nd Ave for 68' onto Private Property. As shown in design Prints

Submitted is a set of plans of said communications infrastructure.

DATE 2/27/18

BY Manuel Furtado

Manuel Furtado

Permit Representative

OK TO proceed
Tom Rydler
asst. Town
Eng.
3/14/18
OK 3/14/18
R.P. Jensen
DPW Director

RETAIN DUPLICATE FOR YOUR RECORDS

ORDER FOR COMMUNICATIONS PLACEMENT OF CONDUIT

Town of Needham / Board of Selectmen:

IT IS HEREBY ORDERED that the locations of said communications additions of the Comcast Communications structure in and under the public streets, lanes, highways, and places of the **Town of Needham** substantially as described in the petition dated _____ attached hereto and hereby made a part hereof, and of the conduit, equipment, manholes, and other structure, fixtures, and appurtenances designed or intended to protect or operate said distribution cables and/or accomplish the objectives of the said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and **APPROVED**.

The said Comcast Corporation shall comply with all applicable provisions of law and ordinances of the **Town of Needham** applicable to the enjoyment of said locations and rights.

Dated this _____ day of _____, 20_____.

I hereby certify that the foregoing order was duly adopted by the _____ of the town of ___Needham ___, MA on the _____ day of _____ 20_____.

BY _____

TITLE

RETURN ORIGINAL TO THE PERMIT SECTION

Attn: Manuel Furtado

COMCAST CORP.

440 Myles Standish Blvd

Taunton MA 02780

RETAIN DUPLICATE FOR YOUR RECORDS



GOL

Town Property
EOI Required

GOL REQUIRED

2ND AVE

2ND AVE

ASTREET

NGB

R4

120

FL-24
FL-24
FL-24
FL-24

R3

110

NGB

FL-22
FL-22
FL-22

N17

68'

350'

225'

350'

150'

N3N

PETITION OF COMCAST CABLE INC. FOR COMMUNICATION CABLE INSTALLATION

Town of Needham / Board of Selectman:-

Comcast Corporation hereby respectfully requests your consent to the locations of Distribution cable hereinafter described for the transmission and distribution of communication signals in and under the following public streets, lanes, highways, and places of the **Town of Needham** and of the conduit, equipment, governed manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said distribution cables and accomplish the objective of said company: and the digging up and opening the ground to lay or place same:

To install approximately 225' in street starting on 2nd ave Pole NT Crossing 2nd ave for 45' and Continuing on A street for 180' to Existing Conduit on Private Property. As shown in design Prints

Submitted is a set of plans of said communications infrastructure.

DATE 01 November 2017

BY Manuel Furtado

Manuel Furtado

Permit Representative

OK 3/14/18
R. P. Peterson
BPW Director

RETAIN DUPLICATE FOR YOUR RECORDS

ORDER FOR COMMUNICATIONS PLACEMENT OF CONDUIT

Town of Needham / Board of Selectmen:

IT IS HEREBY ORDERED that the locations of said communications additions of the Comcast Communications structure in and under the public streets, lanes, highways, and places of the **Town of Needham** substantially as described in the petition dated _____ attached hereto and hereby made a part hereof, and of the conduit, equipment, manholes, and other structure, fixtures, and appurtenances designed or intended to protect or operate said distribution cables and/or accomplish the objectives of the said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and **APPROVED**.

The said Comcast Corporation shall comply with all applicable provisions of law and ordinances of the **Town of Needham** applicable to the enjoyment of said locations and rights.

Dated this _____ day of _____, 20_____.

I hereby certify that the foregoing order was duly adopted by the _____ of the town of ___Needham ___, MA on the _____ day of _____ 20_____.

BY _____

TITLE

RETURN ORIGINAL TO THE PERMIT SECTION

Attn: Manuel Furtado

COMCAST CORP.

440 Myles Standish Blvd

Taunton MA 02780

RETAIN DUPLICATE FOR YOUR RECORDS



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on March 27, 2018** upon petitions of Comcast Corporation dated **November 1, 2017 and February 27, 2018** to 1) install approximately 225' of conduit in the street: starting on 2nd Avenue Pole NT Crossing 2nd Avenue for 45' and continuing on A Street for 180' to existing conduit on private property as shown on design plan; and 2) to install approximately 68' of 1x4" conduit in street starting on 2nd Avenue Pole NT/NT crossing 2nd Avenue for 68' onto private property as shown on design plan.

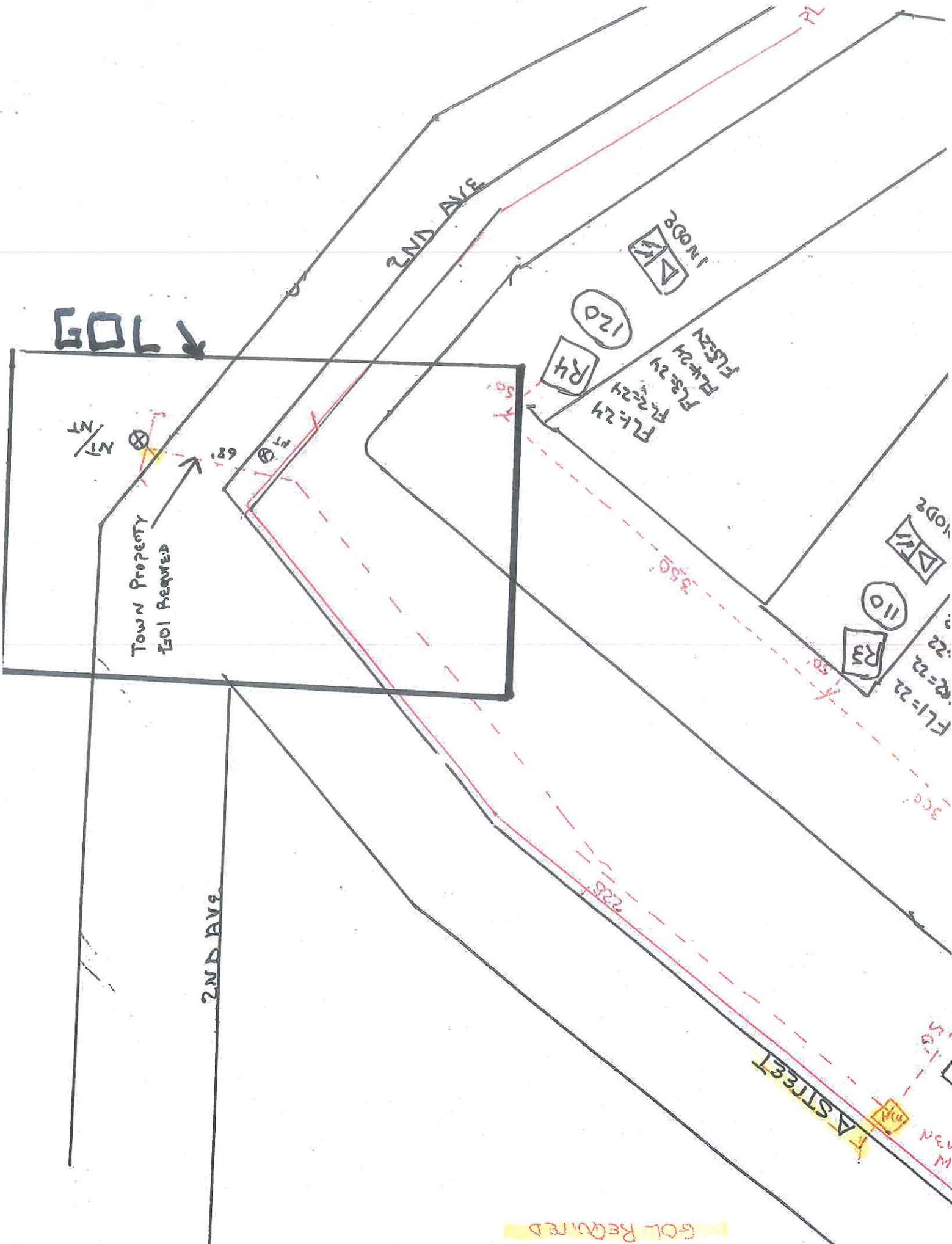
A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Comcast Corporation representative, Manuel Furtado, at 774-644-9104.

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

BOARD OF SELECTMEN

Dated: March 16, 2018



GOL

Town Property
LDI Required

2ND AVE

2ND AVE

1ST STREET

GOL Required

R4

R3

120

110

300N1

300S1

300E1

300W1

FL-24
FL-24
FL-24
FL-24

FL-22
FL-22
FL-22

275 A STREET

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
DIV NEEDHAM 53, LLC	C/O THE DAVIS COMPANIES	125 HIGH ST 21ST FLOOR	BOSTON	MA	02110	1993000009000000	53 FOURTH AVE
NEEDHAM NINE OWNER LLC	C/O NORMANDY REAL ESTATE PARTNERS	53 MAPLE AVE	MORRISTOWN	NJ	07960	1993000001700000	156 B ST
NEEDHAM NINE OWNER LLC	C/O NORMANDY REAL ESTATE PARTNERS	53 MAPLE AVE	MORRISTOWN	NJ	07960	1993000001800000	189 B ST
GENERAL DYNAMICS C4 SYSTEMS INC	GENERAL DYNAMICS NETWORK SYSTEMS	8201 E MCDOWELL RD H3172	SCOTTSDALE	AZ	85257	1993000001900000	0 A ST
IC 45 FOURTH AVE LLC		60 WELLS AVE SUITE 100	NEWTON	MA	02459	1993000002000000	45 FOURTH AVE
SHULKIN, IRWIN & SHELIA, TRS.	C/O WARREN G MILLER, ESQUIRE	15 COURT SQUARE, STE 250	BOSTON	MA	02108	1993000002200000	33 FOURTH AVE
15-FOUR REALTY LLC	C/O ELIZABETH CACCIATORE	61 DRABBINGTON WAY	WESTON	MA	02493	1993000002300000	15 FOURTH AVE
LOFTS AT CHARLES RIVER LANDING, LLC	C/O PROPERTY TAX DEPARTMENT	1745 SHEA CENTER DR. STE 200	HIGHLANDS RANCH	CO	80129	1993000002400000	300 SECOND AVE
GCP SECOND AVENUE LLC		303 CONGRESS ST - 5TH FLOOR	BOSTON	MA	02210	1993000002600000	254 SECOND AVE
NEEDHAM NINE OWNER LLC	C/O NORMANDY REAL ESTATE PARTNERS	53 MAPLE AVE	MORRISTOWN	NJ	07960	1993000002700000	77 A ST
NORMANDY GAP-V DEVELOPMENT	NEEDHAM, LLC	53 MAPLE AVE	MORRISTOWN	NJ	07960	1993000002800030	360 FIRST AVE
SXC NEEDHAM INN LLC	C/O NANCY COADY-CARROLL	PO BOX 4430	MANCHESTER	NH	03108	1993000002800010	80 B ST
NEEDHAM TRAVEL PROPERTY LLC	400 FIRST AVE	ATTN: NORMANDY REAL ESTATE ATTN: MS BOVA	NEEDHAM	MA	02494	1993000002800020	400 FIRST AVE
NORMANDY GAP-V DEVELOPMENT	NEEDHAM, LLC	53 MAPLE AVE	MORRISTOWN	NJ	07960	1993000002800040	37 A ST
FORTY A LIMITED PARTNERSHIP		P.O. BOX 95	WESTWOOD	MA	02090	1993000003200000	40 A ST
PARTNERS HEALTHCARE SYSTEM, INC.	PRUDENTIAL TOWER 800 BOYLSTON ST.	SUITE 1150	BOSTON	MA	02119	1993000003300020	128 FIRST AVE
DIGITAL 128 FIRST AVENUE, LLC		128 FIRST AVENUE	NEEDHAM	MA	02494	1993000003300010	72 A ST
HATOUN, ANTOINE G., TRUSTEE	THE INTX REALTY TRUST	110 A STREET	NEEDHAM	MA	02494	1993000003400000	110 A ST
150A #1 LIMITED PARTNERSHIP		100 GALEN ST SUITE 301	WATERTOWN	MA	02472	1993000003500000	130 A ST
ECLIPSE REALTY MANAGEMENT, LLC.		BOX 920757	NEEDHAM	MA	02492	1993000003700000	206 A ST
BLAKELEY, LINNELL ET AL, TRS	C/O BLAKELEY INVESTMENT CO	1 INTERNATIONAL PLACE STE 3250	BOSTON	MA	02110	1993000006800000	0 FOURTH AVE
BLAKELEY, LINNELL ET AL, TRS	C/O BLAKELEY INVESTMENT CO	1 INTERNATIONAL PLACE STE 3250	BOSTON	MA	02110	1993000006900000	0 FOURTH AVE

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: 03/27/2018

Agenda Item	Sign Notice of Intention of Street Layout <ul style="list-style-type: none">• Pandolf Lane
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>The residents of Pandolf Lane have requested that Pandolf Lane be accepted as a Public Way. The Petition (Form 1) was received in December, 2017 and shows all of the residents requesting acceptance of the Right of Way (see attached).</p> <p>The second step in the Street Acceptance process is to notify all interested parties of the intent to layout Pandolf Lane. Attached is Form 2 and 2A provided for the Clerk of the Board of Selectmen's signature.</p> <p>The public meeting to lay-out Pandolf Lane with a formal vote will be scheduled at the Board of Selectmen's next available meeting at least 7-days after posting Form 2 and 2A.</p>
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<p>Suggested Motion: That the Board vote to approve and sign Form 2 and Form 2A indicating its intention to layout the following street: Pandolf Lane.</p>
3.	BACK UP INFORMATION ATTACHED
	<ol style="list-style-type: none">1.) Petition requesting street acceptance (Form 1)2.) Original of Form2 and Form 2A for Pandolf Lane

PETITION FOR LAYING OUT, GRADING, AND ACCEPTANCE OF STREET

Town of Needham

2017

To the Board of Selectmen of Needham:

The undersigned respectfully represent that the public convenience and necessity require that Pandolf Lane Street, from _____ Street to _____ Street,

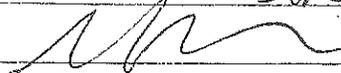
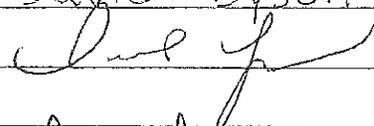
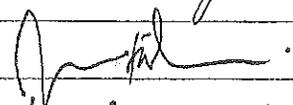
should be laid out graded and accepted as a public highway; and your petitioners therefore pray that said street may be laid out, graded and accepted under the provisions of law authorizing the assessment of betterments.

We do hereby for ourselves, our heirs, executors, administrators, successors, and assigns agree:

To waive and release said Town of and from any and all damages whatever to our respective estates from such laying out, grading and construction of said way.

To release to said Town of Needham, without cost to the Town, any and all land necessary for said laying out, grading and construction.

Said laying out, grading and construction of said way by said Town shall be sufficient consideration for agreements herein contained.

PETITIONER'S FULL NAME	ADDRESS
MARK NASSON 	18 Pandolf Lane
David Dyson 	8 Pandolf Lane
	
Joshua Fishbain Jesse R. Full	11 Pandolf Lane
Jessica R. Smith	
Nicole Pollack Nicole Blench	15 Pandolf Lane

NOTICE OF INTENTION
OF STREET LAY-OUT



Town of Needham

IN BOARD OF SELECTMEN

Dear Sir or Madam:

FORM 2

WHEREAS, in the opinion of the Selectmen of the Town of Needham the public convenience and necessity require that Pandolf Lane should be laid out, graded and accepted under the provisions of law authorizing the assessment of betterments

from Sachem Road

to End - a distance of 256.06 feet southeasterly

WHEREAS, said Selectmen intend to layout said street as a public way, it is therefore

ORDERED that a hearing be held thereon and that the day of April 2018 at 7:00 o'clock, P.M., in the Selectmen's office at the Town Hall in said Needham, be and the same is hereby assigned as the time and place for hearing all parties interested therein.

It is further

ORDERED that seven (7) days at least prior to the laying out of said way a written notice of the intention of the Board of Selectmen shall be left by them at the usual place of abode of owners of land rights and interests which will be taken for such purpose, or delivered to said owners in person, or to their tenants or authorized agents.

A copy of this notice shall be posted in a public place in the Town seven (7) days at least before the laying out of said way.

19

Clerk to the Board

AND



Town of Needham

IN BOARD OF SELECTMEN

WHEREAS, in the opinion of the Selectmen of the Town of Needham the public convenience and necessity require that Pandolf Lane should be laid out, graded and accepted under the provisions of law authorizing the assessment of betterments from Sachem Road

to End - A distance of 256.06 feet southeasterly

WHEREAS, said Selectmen intend to layout said street as a public way, it is therefore ORDERED that a hearing be held thereon and that the day of April 2018 at 7:00 o'clock, P.M., in the Selectmen's office at the Town Hall in said Needham, be and the same is hereby assigned as the time and place for hearing all parties interested therein. It is further

ORDERED that seven (7) days at least prior to the laying out of said way a written notice of the intention of the Board of Selectmen shall be left by them at the usual place of abode of owners of land rights, and interests which will be taken for such purpose or deliver to said owners in person, or to their tenants or authorized agents.

A copy of this notice shall be posted in a public place in the Town seven (7) days at least before the laying out of said way.

Said owners and their residences respectively, so far as known to the Board of Selectmen are as follows:--

OWNERS

RESIDENCES

David J. and Rebecca F. Dyson	8 Pandolf Lane, Needham, MA 02494
Mark V. and Amanda M. Nasson	18 Pandolf Lane, Needham, MA 02494
Joshua R. Fishbein and Jessica R. Smith	11 Pandolf Lane, Needham, MA 02494
Barry S. and Nicole C. Pollack	15 Pandolf Lane, Needham, MA 02494
Holly R. and Paul B. Charbonnier Jr.	94 Sachem Road, Needham, MA 02494

BOARD
OF
SELECTMEN

AWD



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

MEETING DATE: 3/27/2018

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Town Manager will review final revisions to the 2018 Annual Town Meeting Warrant.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<i>Suggested Motion:</i> That the Board vote to approve the final wording of the 2018 Annual Town Meeting Warrant.
3.	BACK UP INFORMATION ATTACHED
	a. 2018 Annual Town Meeting Warrant Draft 3.23.2018 b. Status of Articles as of 3.23.2018

TOWN OF NEEDHAM



2018 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 10, 2018

Business meeting: Monday, May 7, 2018

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

DRAFT 3.23.2018

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

**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 10, 2018
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	The Center at the Heights
Precinct B	-	The Center at the Heights
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Broadmeadow School - Performance Center
Precinct F	-	Needham High School – Gymnasium
Precinct G	-	Needham High School – Gymnasium
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, TENTH DAY OF APRIL, 2018

from seven o'clock in the forenoon until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Two Selectmen for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – non-veteran) for Three Years;
Two Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Commissioner of Trust Funds for Three Years;
Two Members of Park and Recreation Commission for Three Years;

Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;
One Town Meeting Member from Precinct D for Two Years;

Eight Town Meeting Members from Precinct E for Three Years;
 One Town Meeting Member from Precinct E for One Year
 Eight Town Meeting Members from Precinct F for Three Years;
 Eight Town Meeting Members from Precinct G for Three Years;
 One Town Meeting Member from Precinct G for One Year;
 Eight Town Meeting Members from Precinct H for Three Years;
 Eight Town Meeting Members from Precinct I for Three Years
 One Town Meeting Member from Precinct I for Two Years;
 Eight Town Meeting Members from Precinct J for Three Years.

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on Monday May 7, 2018 at 7:30 p.m. in the afternoon, then and there to act upon the following articles:

Warrant for the Annual Town Meeting

Monday, May 7, 2018 at 7:30 p.m. at Needham Town Hall

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

HUMAN RESOURCE ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2018, as required by Massachusetts General Laws, Chapter 41, and Section 108:

Town Clerk	\$84,197
Town Clerk with 6 years of service in that position	\$102,622
Selectmen, Chairman	\$1,800
Selectman, Others	\$1,500

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$7,184, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed \$60,105. The annual salary of \$102,622 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$10,558. No later than the time of separation from Town service, the Town

Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$14,782; or take any other action relative thereto.

INSERTED BY: Personnel Board
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information: In accordance with Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977.

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM INDEPENDENT PUBLIC EMPLOYEE ASSOCIATION/DPW

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Public Employee Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2019; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – INDEPENDENT TOWN WORKERS’ ASSOCIATION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Independent Town Workers’ Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2019; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

ARTICLE 6: FUND COLLECTIVE BARGAINING AGREEMENT – BUILDING CUSTODIAN/TRADES INDEPENDENT ASSOCIATION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Independent Town Workers' Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2019; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

FINANCE ARTICLES

ARTICLE 7: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986

To see if the Town will vote to accept, for fiscal year 2019, the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Massachusetts General Law Chapter 59 relative to real estate property tax exemptions, and approve an increase in the amount of 100% for each eligible exemption; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Massachusetts General Law Chapter 59, Section 5: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid in the preceding year, except through the application of Massachusetts General Law, Chapter 58, Section 8A or Massachusetts General Law Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2018, the cumulative increase above the statutory limit was 100%.

ARTICLE 8: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$25,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, said sum to be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of \$25,000 (2008 dollars). The Board of Selectmen voted to recommend a higher amount for fiscal year 2019. The voluntary fund received \$14,044 in fiscal year 2017.

ARTICLE 9: APPROPRIATE FOR SENIOR CORPS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$15,000 for the purpose of funding the Senior Corps program, to be spent under the direction of the Town Manager, said sum to be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Senior Corps is a program whereby qualified elderly and disabled property owners may work up to 100 hours for the Town. In turn, the individuals are paid up to \$1,100 per year, which is applied to their property tax bills.

ARTICLE 10: APPROPRIATE FOR TOWN-OWNED LAND SURVEYS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for survey of Town-owned lands, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town has acquired land over the years that has never been surveyed. In recent years, when the Town has begun the design process for construction on such parcels, survey data has been unavailable or incorrect, resulting in delays and added cost to projects. This funding would allow the Town to conduct land surveys, including title research, field work, analysis, installation of bounds or markers, drafting work, and recording of the completed plan. The Town-owned survey project will be a multi-year program.

ARTICLE 11: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$625,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This warrant article will fund the annual and necessary maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances require otherwise, the FY2019 program will fund duct cleaning at the High Rock and Mitchell Schools, PSAB, and CATH, wood floor refinishing at the Pollard, High School, Mitchell, Hillside, Broadmeadow, Newman, and Eliot Schools and Town Hall, carpet replacement in the media center at the Pollard School, asbestos abatement at the DPW garage, an evaluation of the pipes at the Public Safety Building, and splitting the chimney at the roof at the Eliot and High Rock Schools. At the Broadmeadow School, it will fund a hot water heater replacement and an acoustical treatment in the gym. At the Mitchell School, it will fund electrical upgrades, an office reconfiguration, painting of the ceiling tiles, refinishing of the wood trim and doors, rekeying the building, replacing the base trim, and providing acoustical insulation in the attic.

ARTICLE 12: APPROPRIATE FOR TIME CLOCK SYSTEM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$81,000 for the purpose of funding a time clock system, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Town seeks to implement a time clock system to track the work hours of DPW staff. Currently, work hours are tracked manually. This system will integrate with the Town's financial software to facilitate the processing of payroll. It will allow staff to "punch-in" at the beginning and the end of their shifts to ensure that payroll records are accurate and resolve discrepancies currently found in the paper system, and will reduce the current double entry system, whereby the division generates a manual time card and then this time card is entered into the payroll system.

ARTICLE 13: APPROPRIATE FOR LONG RANGE PLAN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding consulting assistance for a long range plan, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Long range planning is an organized way to determine community needs and to set a series of goals to meet those needs. This funding will allow the Town to engage a consultant to provide data for boards, committees, and commissions to use in understanding the impact of population growth, demographic changes and economic development on aspects such as traffic and circulation, housing and residential development, historic and cultural resources areas, natural resources and open space, and public facilities and services. This information will be used in goal and priority setting across the Town.

ARTICLE 14: APPROPRIATE FOR RTS EFFICIENCY STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for the purpose of funding an RTS efficiency study, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Department of Public Works has proposed a review of the day-to-day operations of the RTS to identify efficiencies and develop a master plan based on the findings. The efficiency study will include a review of all aspects of the RTS operation (recycling, municipal solid waste, composting, materials processing, and the closed landfill), and as they relate to site operations, a review of site layout, traffic patterns, identifiable safety concerns, an evaluation of operating and maintenance, disposal, and transportation costs, a review of current staffing and equipment levels and evaluation of future needs, and a review of Municipal Solid Waste (MSW) and recycling handling practices and their impact on existing infrastructure. The recommendations included in the efficiency study report will inform the master planning process for RTS facility improvements.

ARTICLE 15: APPROPRIATE FOR WATER METER DATA COLLECTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$220,000 for the purpose of funding a water meter data collection system, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Department of Public Works has developed a plan to convert all water meters in Town to meter interface units (MIU) that can be read remotely with a remote data collection tool. There are 660 domestic and irrigation water meters in Town that have touch pads for reading the meter. In order to collect readings from these types of meters, Town staff must record the reading from the water meter and input the data into a hand-held device. Through this process, more time is spent in the field reading water meters and the readings are subject to human error. The MIUs will allow the meters to be read remotely from a Town vehicle, reducing reading time in the field and improving accuracy. The data from the MIU is transmitted by radio frequency to the mobile data collector tool.

ARTICLE 16: APPROPRIATE THE FY2019 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of \$2,506,298, from Overlay Surplus in the amount of \$335,000, from amounts Reserved for Debt Exclusion Offsets in the amount of \$115,147, and \$441,494 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as shown on pages: x-x

ARTICLE 17: APPROPRIATE THE FY2019 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2019, under the provisions of M.G.L. Chapter 44, Section 53F ½:

RTS Enterprise
FY2019

Line #	Description	FY2017		FY2018		FY2019		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
101A	Salary & Wages	\$757,996	10.0	\$796,656	10.0	\$801,914	10.0	
101B	Expenses	\$1,226,853		\$1,369,612		\$1,496,979		
101C	Operating Capital	\$96,250		\$91,500		\$91,500		
101D	Debt Service	\$149,784		\$150,000		\$150,000		
102	Reserve Fund	Transfers Only		\$25,000		\$25,000		
TOTAL		\$2,230,883	10.0	\$2,432,768	10.0	\$2,565,393	10.0	
FY2019 Budget Percentage Change from FY2018 Budget							5.5%	

and to meet this appropriation that \$940,000 be raised from RTS Enterprise Fund receipts, that \$1,520,000 be raised from the Tax Levy and transferred to the Enterprise Fund, and that \$105,393 be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

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

Article Information:

ARTICLE 18: APPROPRIATE THE FY2019 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2019, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Sewer Enterprise
FY2019**

Line #	Description	FY2017		FY2018		FY2019		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$997,868	12.0	\$958,976	11.0	\$961,327	11.0	
201B	Expenses	\$350,248		\$431,060		\$439,727		
201C	Capital Outlay	\$40,986		\$50,000		\$50,000		
201D	MWRA Assessment	\$5,683,915		\$5,889,796		\$6,227,150		
201E	Debt Service	\$1,044,704		\$1,500,000		\$1,500,000		
202	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$8,117,721	12.0	\$8,864,832	11.0	\$9,213,204	11.0	
FY2019 Budget Percentage Change from FY2018 Budget							3.9%	

and to meet this appropriation that \$8,458,454 be raised from Sewer Enterprise Fund receipts, that \$504,750 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund, and that \$250,000 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

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

Article Information:

ARTICLE 19: APPROPRIATE THE FY2019 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2019, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Water Enterprise
FY2019**

Line #	Description	FY2017		FY2018		FY2019		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$1,102,564	16.0	\$1,248,413	17.0	\$1,252,990	17.0	
301B	Expenses	\$1,087,838		\$1,107,888		\$1,137,563		
301C	Capital Outlay	\$2,875				\$20,000		
301D	MWRA Assessment	\$1,039,372		\$1,109,794		\$862,262		
301E	Debt Service	\$1,549,049		\$1,550,000		\$1,550,000		
302	Reserve Fund	Transfers Only		\$75,000		\$75,000		
TOTAL		\$4,781,698	16.0	\$5,091,095	17.0	\$4,897,815	17.0	
FY2019 Budget Percentage Change from FY2018 Budget							-3.8%	

and to meet this appropriation that the sum of \$4,897,815 be raised from Water Enterprise Fund receipts; or take any other action relative thereto.

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

Article Information:

ARTICLE 20: AMEND GENERAL BY-LAW - DEPARTMENT REVOLVING FUNDS

To see if the Town will vote to amend the General By-Laws by striking the words “Public Facilities Department “ under section 2.2.7.5.8 and inserting in place thereof “Department of Public Works”; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE 21: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2019 beginning on July 1, 2018 for the revolving funds established in the Town’s General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2019 Spending Limit
Home Composting	Department of Public Works	\$3,000
Immunization Program	Health and Human Services Department	\$25,000
Memorial Park Activities	Memorial Park Trustees	\$4,100
Needham Transportation	Health and Human Services Department	\$60,000
Public Facility Use	Public Facilities Department	\$250,000
School Transportation	School Committee	\$819,000
Traveling Meals	Health and Human Services Department	\$75,000
Tree Replacement	Department of Public Works	\$25,000
Water Conservation	Department of Public Works	\$10,000
Youth Services	Health and Human Services	\$25,000

Programs	Department	
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INSERTED BY: Board of Selectmen
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE 22: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Department of Transportation; or take any other action relative thereto.

INSERTED BY: Planning Board
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required in order for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The FY2019 Chapter 90 allocation for the Town is \$929,259. Unless circumstances require otherwise, the FY2019 Chapter 90 allocation will be directed to the design of the second phase of the downtown design improvement project.

ZONING / LAND USE ARTICLES

ARTICLE 23: AMEND ZONING BY-LAW – PERMITTED USES IN THE NEIGHBORHOOD BUSINESS DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

- (1) Amend Section 3.2.3 Uses in the Neighborhood Business District, Subsection 3.2.3.2, Uses Permitted by Special Permit, by inserting a new paragraph (p) to read as follows:
 “(p) Apartment or multi-family dwelling use above the first floor provided the first floor is used for a nonresidential use allowed in Section 3.2.3.1 or Section 3.2.3.2 and further provided that the proposed apartment or multi-family dwelling complies with the lot area per unit requirements for apartments in the A-1 district as detailed in Section 4.3. This provision applies only to Neighborhood Business Districts any portion of which is located within 150 feet of the Route 128 boundary.”
- (2) Amend Section 4.4 Dimensional Requirements for Commercial Districts, by adding the following new Subsection at the end thereof:
“4.4.12 Dimensional Relief by Special Permit
 “Notwithstanding the foregoing to the contrary and subject to all other requirements of the district, the Planning Board acting as a special permit granting authority may issue a special

permit for mixed use buildings allowed by special permit under Subsection 3.2.3.2 (p) in the Neighborhood Business District to:

- (a) increase the maximum floor area ratio to 0.7 and the building height to three (3) stories and forty (40) feet; and
 - (b) reduce the minimum side and/or rear setback adjoining a residential district to twenty (20) feet provided said strip is suitably landscaped in accordance with the specifications in Section 4.4.8.5.”
- (3) Amend Section 6 Special Regulations, by adding the following new Subsection at the end thereof:

“6.11 Affordable Housing

“Any mixed-use building in the Neighborhood Business (NB) District with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-Law. The following requirements shall apply to a development that includes affordable units:

- (a) At least twelve and one-half percent (12.5%) shall be affordable units. For purposes of calculating the number of affordable units required in a proposed development, any fractional unit of ½ or greater shall be deemed to constitute a whole unit.
- (b) To facilitate the objectives of this Section 6.11 the minimum lot area per dwelling unit normally required in the A-1 zoning district (as applicable to the Neighborhood Business District), shall be reduced by that amount necessary to permit up to two additional units (one affordable unit and one market unit) on the lot for each one Affordable Unit over the number required in section 6.11(a) above. The additional floor area permitted herein shall be counted toward the maximum floor area ratio allowed by special permit in the NB district.
- (c) In a home-ownership project the affordable unit(s) shall be sold to households with incomes at or below eighty (80) percent of area median income. In a rental project the affordable rental units must be provided to households with incomes at or below 80% of area median income. However, if the applicant provides at least one-half of the affordable units for households with incomes at or below fifty (50) percent of area median income, the remaining affordable units may be rented to households with incomes up to 100 percent of area median income even if the latter units are not eligible for the Subsidized Housing Inventory, regardless of any requirements to the contrary set forth in Section 1.3.
- (d) Affordable units shall be dispersed within the building and not concentrated in one area or on one floor. They shall generally be comparable in size and energy efficiency to the development’s market-rate units.
- (e) The affordable units shall be constructed in proportion to the number of market-rate units in the development. Proportionality shall be determined by the number of building permits or certificates of occupancy issued for the affordable units and market-rate units, as applicable, or otherwise in accordance with a schedule set by the Planning Board in conditions imposed on the Special Permit.
- (f) The selection of eligible homebuyers or renters for the affordable units shall be in accordance with a marketing plan approved by the Needham Planning Board prior to the issuance of any building permits for the development.

- (g) The affordable units shall be subject to an affordable housing restriction as defined in Section 1.3 of this By-Law with limitations on use, occupancy, resale prices or rents, as applicable, and which provides for periodic monitoring for compliance with the requirements of said restriction.
- (h) For affordable units with not more than one bedroom, the minimum number of parking spaces under Section 5.1 shall be reduced to one space per unit.
- (i) The SPGA may authorize that an alternative method of compliance be used, in accordance with the following:
 - (1) Cash Payment: The SPGA may grant a special permit to provide affordable housing through a cash payment to the Needham Affordable Housing Trust Fund, in lieu of providing one or more of the affordable units required under this Section. The cash payment shall be equal to the most current Total Development Costs set forth in the MA Department of Housing & Community Development's Qualified Allocation Plan in its Low Income Housing Tax Credit Program, for the areas described as within Metro Boston/Suburban Area, adjusted for the type of project and number of units. The cash payments shall also be in accordance with a schedule of affordable housing payments as outlined hereafter in §6.11(i)(2) and guidelines adopted and amended from time to time by the SPGA, following a public hearing, in consultation with the Needham Department of Planning and Community Development (DPCP);
 - (2) For a covered development having 10 units or less that provides affordable housing through a cash payment in lieu of affordable units, the cash payment shall be made as a pro-rated percentage (%) of the Total Development Cost referenced in §6.11(i)(1), based on the total number units in the project and the following percentages: 10 units - 100%; 9 units - 90%; 8 units - 80%; 7 units - 70% and 6 units - 60%. The DPCD shall not sign off on Certificate(s) of Occupancy until the Petitioner pays 100% of the required cash in lieu payment."

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Explanation: *This article would authorize by special permit apartment or multi-family dwelling use above the first floor in select areas of the Neighborhood Business District, provided the proposed apartment or multi-family dwelling complies with the lot area per unit requirements for apartments in the A-1 district. Specifically, the provision would apply to Neighborhood Business Districts, any portion of which is located within 150 feet of the Route 128 boundary. Presently mixed use development which includes a housing component is not a permitted use within the Neighborhood Business District. To encourage redevelopment of existing properties for mixed use development of an appropriate scale, density and design, the article offers flexibility as relates maximum floor area ratio, building height and minimum side and/or rear setback. Specifically, the amendment would allow the Planning Board, acting as a special permit granting authority under site plan review, to issue a special permit in the aforementioned applicable district to increase the maximum permitted floor area ratio for a mixed use building up to 0.7 and the maximum permitted building height to three (3) stories and forty (40) feet. Currently in the Neighborhood Business District, the maximum floor area ratio for a building or structure is capped at 0.50 and the maximum building height is capped at two and one-half (2.5) stories*

and thirty-five (35) feet. Additionally, the amendment would allow the Planning Board, acting as a special permit granting authority under site plan review, to reduce the minimum side and/or rear setback for a mixed use building adjoining a residential district to twenty (20) feet provided the required 20 foot buffer strip is suitably landscaped and not used for any other purpose. Currently, in the Neighborhood Business District, no building or structure for a use not allowed in a residential district is permitted within 50 feet of the residential district boundary, and within said strip, the twenty-five (25) feet closest to the boundary line is to be suitably landscaped.

Affordable housing is also proposed to be accommodated in larger scale mixed-use developments under this amendment. The proposed zoning requires affordable housing in larger mixed-use developments, i.e., with six or more dwelling units. At least one affordable unit is required for a development with six to ten units. For a development with eleven or more units, at least twelve and one-half percent (12.5%) must be affordable. To encourage the provision of an additional affordable unit above the required minimum, the proposed zoning allows for a density bonus of up to two units such that if the development includes an additional affordable unit, an additional market unit can be produced. Finally, the Planning Board may grant a special permit to provide affordable housing through a cash payment to the Needham Affordable Housing Trust Fund, in lieu of providing one or more of the affordable units as noted above. The cash payment shall be equal to the most current Total Development Costs set forth in the MA Department of Housing & Community Development's Qualified Allocation Plan in its Low Income Housing Tax Credit Program, for the areas described as within Metro Boston/Suburban Area, adjusted for the type of project and number of units.

ARTICLE 24: AMEND ZONING BY-LAW – MAP CHANGE TO NEIGHBORHOOD BUSINESS DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

Place in the Neighborhood Business District a portion of land now zoned Industrial and lying between the Charles River, Reservoir Street, and 100-feet distant from the Central Avenue Layout.

Said land is bounded and described as follows:

Beginning at a point 100-foot distant from the Central Avenue Right of Way southerly layout line and at the intersection now or formally of the Single Residence B District, Industrial District, and Neighborhood Business District on the property line identified as Parcel II recorded at the Norfolk Registry of Deed Book 11216 page 659. Thence running along the northern property line of said Parcel II in the southeasterly direction for a distance of 56-feet more or less to a point of intersection with the rear lot corner of said parcel. Thence turning and running in a southwesterly direction along said rear property line of Parcel II, and of Parcel I described in said deed for a total of 262-feet more or less to a point of intersection of the Reservoir Street Right of Way easterly layout line. Thence turning and running in a northwesterly direction along the easterly Reservoir Street Right of Way line to a point of intersection of the now or formally zoned Neighborhood Business District and Industrial District and located 100-foot distant from the Central Avenue southerly layout line. Thence turning and running in a northeasterly direction along the now or formally intersecting line of the Industrial District and Neighborhood Business District and parallel to the Central Avenue southern layout line to the point of beginning.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article describes the geographical area located between the Charles River, Reservoir Street and 100-feet distant from the Central Avenue Layout proposed to be changed from an Industrial District to a Neighborhood Business District. Portions of Parcels 9 and 10-01 on Assessors' Plan Number 80 (Panella's Market, 50 Central Avenue) that are currently zoned Industrial and located 100-feet distant from the Central Avenue Layout are affected by this rezoning. Currently the affected properties are located within two zoning districts, namely the Industrial District and the Neighborhood Business District. With this zoning map revision, the entirety of Parcels 9 and 10-01 as shown on Assessors' Plan Number 80 will be placed in the Neighborhood Business District.

ARTICLE 25: AMEND ZONING BY-LAW – SIDE AND REAR SETBACKS ADJOINING RESIDENTIAL DISTRICTS

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

- (1) In Section 4.4.8, Side and Rear Setbacks Adjoining Residential Districts, by adding a new sentence at the end of Section 4.4.8.1 and Section 4.4.8.4, that reads “Notwithstanding the foregoing, the provisions of this section shall not be applicable with respect to the portion of any residential district within the layout of Route 128/95.”
- (2) In Section 4.6.5, Side and Rear Setbacks Adjoining Residential Districts, by adding a new sentence at the end of said section that reads “Notwithstanding the foregoing, the provisions of this section shall not be applicable with respect to the portion of any residential district within the layout of Route 128/95.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Sections 4.4.8 and 4.6.5 of the Zoning By-Law provide that when certain business zoning districts abut a residential district the first 50 feet of the business district adjoining the residential district is subject to limitations on what can be constructed within that 50 foot buffer. The purpose of the 50 foot buffer is to provide residential homeowners with certain protections from commercial activities by regulating building setback distance to the residential district zone line and by establishing suitable landscape screening standards to further protect residential abutters from adjacent commercial uses.

The reason for the proposed Warrant Article is that the Route 128/95 layout is still designated as a residential zoning district from which the 50 foot setback standard is to be met. This is a remnant from the time before Route 128/95 was constructed in the early 1950's. Since there clearly are no residences located within the Route 128/95 right of way, there are no residences to protect. Accordingly, the article eliminates from the 50 foot setback requirement the portion of any residential district located within the Route 128/95 layout. Without the proposed change, certain commercial areas located along Route 128/95 will continue to be subject to restrictions that limit development and diminish property values but serve no public purpose (i.e. there are no residences to protect). With the amendment the commercial properties along the layout will be subject only to the requirements of the districts they are located in.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 26: **APPROPRIATE FOR ROSEMARY LAKE SEDIMENT REMOVAL**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,400,000 for Rosemary Lake Sediment Removal, to be spent under the direction of the Town Manager, and to meet this appropriation that \$1,550,000 be transferred from CPA Free Cash, \$340,000 be transferred from the FY2018 CPA General Reserve, and that \$510,000 be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: *The proposed sediment removal project continues the Town's compliance with Environmental Protection Agency (EPA) requirements to address the discharge of pollutants through stormwater into the Charles River and other water bodies. This requirement derives from a 1996 memorandum of understanding between the Town and the EPA as well as 2003 and 2016 national Pollutant Discharge Elimination System (NPDES) regulations. The Town has been completing projects along Rosemary Brook over the past several years, improving the quality of water that leads into Rosemary Lake. The next step is to remove the sediment from Rosemary Lake, all which will lead to better water quality downstream, as Rosemary Brook continues through Needham Heights, eventually meeting the Wellesley water lands and then the Charles River.*

ARTICLE 27: **APPROPRIATE FOR ROSEMARY CAMP PROPERTY**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for Rosemary Camp Property improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: *The three remaining buildings at the Rosemary Camp property are subject to vandalism and should be removed for safety reasons. The two smaller buildings were formerly latrines, and need to be decommissioned as part of demolition. The shelter building is not insulated and the electrical source was disconnected almost twenty years ago when a fourth building was lost in a fire. The main trail head, accessed from the Rosemary Recreation Complex parking lot, is being rebuilt while the parking lot is rebuilt, and through a prior approved funding source, the bridge crossing the stream will be re-built by the Student Conservation Association. At a later time, a picnic shelter will be added at the camp property. This area will be available for use by trail walkers as well as any programs offered by Park and Recreation or other Needham organizations*

ARTICLE 28: **APPROPRIATE FOR EMERY GROVER FEASIBILITY**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$70,000 for a feasibility study of the Emery Grover Building, to be spent under the direction of the Permanent Public Building

Committee and Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Numerous Facilities Master Plans have indicated that the Emery Grover School Administration Building is in need of additional office and storage space, as well as extensive repair and modernization. The needed scope of renovation includes reorganizing office and meeting spaces, making the building fully ADA accessible, removing remaining asbestos and lead paint, and replacing deteriorating systems, including: windows, HVAC, electrical and plumbing. These renovations would allow for a more efficient use of space, as well as full utilization of all four floors and full handicapped accessibility. A feasibility study was conducted in August 2013 by DesignLAB Architects, which identified several options: renovation of the existing building, the purchase/renovation of commercial property, and new construction on an alternate Town-owned parcel. This request is to conduct a “refresh” of the original study, to focus on a project to renovate/reconstruct the Emery Grover Building at the Highland Avenue location. The study will include an updated project budget and schedule, address temporary relocation requirements, and identify any building code changes that will be needed to accommodate the projected use. In addition, the study will include the assessment of swing space options including timelines and project budget for the swing space.

ARTICLE 29: APPROPRIATE FOR HISTORIC DATABASE PROJECT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$25,000 for the completion of the historic database project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Needham History Center and Museum proposes to complete its on-going artifact and archive project. With prior CPC funding, the Needham History Center and Museum has been able to rehouse and reorganize its collection and create a collections database. Archival-sound containers have been used for storage, photos have been taken and information uploaded onto a database system that makes it easier to search and put together exhibit, including web-based exhibits.

ARTICLE 30: APPROPRIATE FOR MEMORIAL PARK BUILDING CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$6,250,000 for construction of the Memorial Park Fieldhouse, including any costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that \$500,000 be transferred from CPA Receipts, \$1,032,000 be transferred from Free Cash, \$1,800,000, be transferred from the Athletic Facility Improvement Fund, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$2,918,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in

accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Winter Street Architects performed a feasibility study on the Memorial Park Building in 2016, and after design funds were approved at the May 2017 Annual Town Meeting, Winter Street continued to move forward with design development. The design is for a new two-story building which will be fully accessible, and constructed in accordance with the modern building code. The building will enhance programs held at the park, and promote synergy among the other nearby Town facilities. The building will be a service point for High School athletics and other community activities, while keeping the focus on the site and its history. The first floor will have spaces for Needham High School home teams to meet, and a separate room for visiting teams. These rooms have been designed in a flexible manner so that they can be used for other community activities. The facility will include a concession room, restrooms for park users, and a small number of restrooms for team use. Storage will be available for the DPW Parks and Forestry Division, as well as for groups using the fields at Memorial Park. The second floor will have meeting space for the Trustees and other community groups, as well as a room for larger meetings.

ARTICLE 31: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2019 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee \$82,000

Reserves:

B. Community Preservation Fund Annual Reserve \$1,025,153
C. Community Housing Reserve \$289,000
D. Historic Resources Reserve \$0
E. Open Space Reserve \$289,000

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue

estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

CAPITAL ARTICLES

ARTICLE 32: **APPROPRIATE FOR GENERAL FUND CASH CAPITAL**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$4,651,789 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Community Services	Library Furniture Replacement	\$43,970	
Community Services	Non-Public Safety Data Center Servers and Storage	\$180,000	
DPW	Energy Efficiency Upgrade Improvements	\$71,000	
DPW	Hillcrest Radio Repeater Building Replacement	\$136,000	
DPW	Specialty Equipment - Large Mower	\$76,500	
DPW	Streetlight Conversion to LED	\$685,000	
DPW	Traffic Improvements	\$50,000	
General Government	Town Multi-Function Printer Devices	\$35,000	
General Government	Town Offices Replacement Furniture	\$25,000	
Multiple	Fleet Replacement Program	\$981,442	
Public Safety	Fire Engine E2 Replacement	\$840,163	
Public Safety	Personal Protective Equipment	\$43,424	
Public Safety	Police Use-Of-Force Training Simulator	\$47,000	
Public Safety	Public Safety Data Center Servers and Storage Units	\$30,000	
Public Safety	Public Safety Mobile Devices	\$35,000	
Public Schools	Pollard Blue & Green Gym Upgrades	\$540,000	
Public Schools	Pollard Phased Improvements Feasibility Study	\$65,000	
Public Schools	School Furniture & Equipment	\$60,500	
Public Schools	School Phone System Replacement	\$319,000	
Public Schools	School Photocopier Replacement	\$84,190	
Public Schools	School Technology Replacement	\$303,600	
		\$4,651,789	

INSERTED BY: Board of Selectmen
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Library Furniture Replacement

The renovated library has been open to the public for more than eleven years, and, due to heavy use, the furniture is beginning to show wear and tear. Both public and staff computer chairs are slowly breaking and the covering on the arms is splitting. Some of the mesh on the Community Room stackable chairs is unraveling, the backs are separating from the frames, and food has been caught in the mesh and proven difficult to remove. The forty-two cloth public arm chairs are also showing wear from heavy use, particularly on the arms. The thirty-eight leather public arm chairs are also beginning to show wear.

Non-Public Safety Data Center Servers and Storage Units

This funding is for the replacement of hardware within the three Town of Needham data centers. Phase 1 of the project, which is taking place in the current fiscal year (FY2018), includes the replacement of four servers, two storage units, and four switches. Phase 2 of the project will be the replacement of six servers, two storage units, and four switches. Data Center 1 is housed at the Town Hall, Data Center 2 is housed at the Public Services Administration Building, and Data Center 3 is housed at the Center at the Heights. Data Center 1 is the primary data center where the Town Departments access files and programs, the Internet, and network and Internet security takes place. The six servers at Town Hall are physical servers; however three of them maintain and support upwards of 50 virtual servers with corresponding data maintained on the storage units. The other three are for specific software functions. The servers, storage unit, and switches at the Public Services Administration Building act as fail safe in case of the Town Hall’s network and infrastructure going offline. The server and storage at the Center at the Heights is where backup data is housed and from there certain segments of the data are migrated off site. All replacements would be comparable to the current devices being used. Maintaining this hardware at a level that will support the needs of the Town Departments is critical to the Town’s business continuity strategy. As equipment gets older it becomes more difficult to maintain the same level of quality and performance as when initially installed, and this directly affects the day-to-day operations of the Town. Unless circumstances require otherwise, FY2019 funding will be for Data Center 1 and Data Center 2 hardware replacement.

Energy Efficiency Upgrade Improvements

An energy efficiency study was conducted for ten municipal buildings in 2011. The results of this study illustrate that if the Town makes an initial investment in selected and recommended energy upgrades, the cost of these upgrades will pay for themselves within ten years. Unless circumstances require otherwise, FY2019 funding will be allocated to installing a bi-lighting system in the hallways at the Pollard Middle School (\$7,000), retro-commissioning the HVAC system at the Eliot School (\$57,000), and installing a bi-lighting system in the hallways at the High Rock School (\$7,000).

Hillcrest Radio Repeater Building Replacement

This funding will support the replacement of the failing building at the base of the Birds Hill Water Tower on Hillcrest Road. The building houses radio equipment and related support components used by the following departments: Fire, Police, DPW, School Transportation, and Emergency Management. The new building will house some existing equipment, some new equipment, and a back-up generator. The current building, which was built with cement blocks, is deteriorating and has several water leaks in both the walls and the roof. There has also been damage to the building and its contents from animals. Additionally, the steel entrance door exhibits rust and rot. The current building size is 8’X10’ and the proposed replacement building would be 8’X12’, placing the back-up power generator in a separate room, as well as allowing modest room for future expansion. The building plays a critical role in the Town’s public safety communication network.

Specialty Equipment

UNIT	DIVISION	YEAR	REPLACEMENT	AMOUNT
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344	Parks & Forestry	2011	Large-Scale Mower	\$76,500
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Streetlight Conversion to LED

This funding will allow the Town to convert its network of streetlights to Light Emitting Diodes (LED). The Department conducted a Streetlight Pilot Program in the spring of 2017, testing existing streetlights against LED streetlights. The existing lights are High Pressure Sodium (HPS) lights, which were considered the most energy efficient lighting types for their purpose in the early 2000s. Currently, LEDs are considered the more energy efficient lighting type. Of the three LED streetlight models piloted, two received higher average ratings than the existing HPS streetlights by the Town residents who completed the online survey. The Metropolitan Area Planning Council (MAPC) conducted an estimate for the conversion of all of the Town's existing Cobra head streetlights, determining that there are 2,521 existing streetlights that need to be converted. The Town's energy savings would be approximately 393,296 kWh annually. LED lights will be warranted for ten years, and the only costs for maintenance to the Town will be labor to address any issues, pole transfers, new lights, and the cost of knockdowns. Other Massachusetts towns and cities with comparable streetlight inventories that have participated in the MAPC LED conversion program have secured maintenance contracts valued at an average of \$0.53 per streetlight per year, while Needham currently pays \$14.24 per streetlight per year for its existing streetlight maintenance contract. Though not all Town-owned streetlights are eligible for LED conversion under the MAPC program, total maintenance savings for those that are eligible for conversion could exceed \$30,000 per year.

Traffic Improvements

This funding would support projects that are recommended by the DPW and the Traffic Management Advisory Committee (TMAC). These recommendations include items such as permanent speed monitoring devices, traffic calming measures, and school zone enhancements. The proposed funding will support one or two construction-related requests per year, such as 500 feet of roadway granite curb installation, two school zone installations, two average traffic calming installations, several radar sign installations or sign and/or pavement markings. Unless circumstances require otherwise, FY2019 funding is proposed for the installation of granite curbing on Paul Revere Road and Brookline Street.

Town Multi-Function Printer Devices

This funding will allow for the replacement of multi-function printers throughout the four primary Town locations (Town Hall, Public Services Administration Building, Public Safety, and Center at the Heights) that are obsolete or as part of a planned schedule replacement. In all there are nine of these devices between the buildings with only three of the devices not purchased during a capital project. Though several of these devices are currently over six years old, with one over eight, only one has reached 50% of the anticipated life cycles for each model according to the manufacturer estimated cycles per year. Based on the current usage, the expected life of these devices is between ten and twelve years. However the manufacturer of these devices does not guarantee the availability of parts or consumables past seven years. The cycle for replacement of these multi-function printers is therefore seven years.

Town Office Furniture Replacement

The renovated Town Hall opened in October, 2011, and the Public Services Administration Building opened in February, 2010. Furniture in heavy use is in need of replacement. Furniture scheduled to be replaced in FY2019 includes the Selectmen's Chambers conference table and chairs, and furniture in poor and fair condition at the Public Services Administration Building.

General Fund Fleet Program – General Purpose Vehicles

UNIT	DIVISION	YEAR	REPLACEMENT	AMOUNT
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1	Administration	2011	Passenger Vehicle	\$33,616
44	Engineering	2011	Passenger Vehicle	\$33,616
46	Engineering	2011	Passenger Vehicle	\$33,616
4	Fleet	2006	Work Truck Class 3	\$82,671
65	Parks & Forestry	2015	Work Truck Class 3	\$66,037
301	Parks & Forestry	2009	Work Van	\$34,069
702	Building Maintenance	2001	Work Truck Class 2	\$45,765
Van 4	Schools	2011	Transport Van	\$48,776
Van 5	Schools	2011	Transport Van	\$48,776
Total				\$426,942

General Fund Fleet Replacement – Specialized Equipment

UNIT	DIVISION	YEAR	REPLACEMENT	AMOUNT
55	Highway	2011	Work Truck Class 5	\$142,495
107 (Tier 2)	Highway	2008	Sidewalk Plow	\$190,811
181 (Tier 2)	Highway	2012	Street Sweeper	\$264,101
38 (Tier 2)	Parks & Forestry	2007	Work Truck Class 6	\$202,169
183 (Tier 2)	Parks & Forestry	2007	Trailer	\$25,722
E02	Fire	1999	Fire Engine	\$840,163
Total				\$1,665,461

General Fund Fleet Replacement – Snow & Ice Equipment

UNIT	DIVISION	YEAR	REPLACEMENT	AMOUNT
76	Highway	2006	Skid Steer Loader	\$122,182

Personal Protective Equipment

This funding is part of an annual program begun in FY2018 to replace Personal Protective Equipment (“PPE” or “bunker gear”) for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the ten year guideline. Ensembles issued prior to the recent purchase of a second set of PPE are approaching this time frame. Bunker gear includes boots, firefighting pants and coat. Firefighting personnel regularly work in toxic environments caused by spills, chemical releases and the products of combustion. Numerous studies have found the number of carcinogens and other toxins associated with the fire ground to be extremely high. Further, the toxicity of these carcinogens appears to be much greater and more concentrated today, due to the widespread use of synthetic and petroleum based building materials and furnishings found in modern construction. These unhealthy contaminants, chemicals, toxins and carcinogens adhere to firefighters' bunker gear, thus creating a lingering exposure concern for not only the firefighters, but to members of the public they serve, as they respond to calls for service. Current safety practices dictate that firefighters be issued two sets of PPE, so that once contaminated the equipment can be washed in extractors and dried in dryers designed specifically for that purpose. Maintaining a second set of PPE allows for contaminated equipment to be washed and dried properly, while allowing personnel to remain available to respond to calls.

Use of Force Training Simulator

This funding will support the acquisition of an interactive Use-Of-Force training simulator, which will provide a platform for realistic, stress-induced training. The system provides scenarios that enhance marksmanship skills and improve decision-making for the appropriate selection of force to be used. The simulator provides trainees with the ability to practice posture, verbalization, soft hand skills, impact weapons, chemical spray and lethal force. The system also provides a means for officers to practice de-escalation skills. Each trainee's scenario and reaction can be analyzed and then reviewed for training purposes. The system is portable and can be easily customized to meet the needs of the Department. The benefit of having an effective, realistic training program is to enhance public safety as well as reduce liability risks

Public Safety Data Servers

This project request consists of two elements used by Public Safety. The first element, Digital Video Recorder, is used internally and externally by the Needham Police Department. There are multiple cameras within the Needham Police Department from the front entrance to the jail cells and throughout the multiple hallways and areas. There are also several cameras on the external structure of the Public Safety Building as well as Town Hall that are managed through the Digital Video Recording hardware from the Police Department. These devices are used for safety and security of the officers and any other individuals who may find themselves within the Needham Police Department. The second element of the project request is the replacement of Public Safety CAD hardware installed during the FY2015 upgrade of the Public Safety CAD software. The software piece of the Public Safety CAD project was funded by a capital request while the hardware piece of the Public Safety CAD project, as well as the Digital Video Recorder equipment, was funded using State 911 Grant Funds. However during CY2015 the State put a hold on all future funding of the 911 Grants.

Public Safety Mobile Devices

This funding will replace laptops and tablets that are used in the Needham Police and Fire Department Vehicles. The hardware is used to access multiple applications during daily operations. The hardware communicates with the Public Safety CAD software as well as State and Federal databases. The devices themselves are hardened military specification hardware manufactured for above normal use in more intensive environments than normal off the shelf hardware.

Pollard Blue and Green Gym Updates

The Pollard gyms were identified in the feasibility study conducted in 2011 as in need of upgrade, and have been identified by the Director of Athletics as in need of improvement. These improvements consist of replacing the present rubber flooring with another material that is more appropriate for basketball use, upgrading lighting, and installing mats along the side of the gym for safety. Lighting upgrades were completed under the Energy Efficient Upgrades request in FY2016. In FY2019, this funding will allow the Town to replace the flooring in the Blue and Green Gyms. The present rubber flooring is not ideal for basketball use and this building is used frequently by both school and community basketball groups due to its size. The rubber flooring will be replaced by a new type of flooring that would have the same bounce as wood flooring required for basketball usage, but does not have the ADA/MAAB accessible issues that wood flooring presents. Additionally, work will be done to improve the functionality and safety of both gyms. In the Blue Gym, the siding will be removed and replaced. The Blue Gym will also be painted to brighten the area. Backboards and winch mechanisms on the basketball hoops will be replaced and winch mechanisms will be installed on hoops that do not currently have them. Padding will also be installed behind all backboards. In the Green Gym, two sections of pull out seating, approximately 15'x15' each, will be installed in order to accommodate classes.

Pollard Phased Improvements Feasibility Study

This is a project to study the feasibility of phasing identified improvements at the Pollard School over multiple years, for the purpose of best addressing the needs of that facility in the most timely and economically feasible manner possible. Additionally, the study will evaluate the current condition of the Pollard modular classrooms and develop recommendations (as needed) for extending their useful life until such time as they can be replaced with permanent construction.

School Copier Replacement

In May of 2003, Town Meeting authorized \$60,000 in first year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently the School Department owns 47 copy machines. The FY2019 request replaces six copy machines. Copier replacement is planned on a cycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District as needed, to match copier use with equipment capacity.

School Furniture & Equipment

This request continues the replacement cycle for school furniture in poor and fair condition at the Schools. Furniture at the Pollard Middle School is 25-30+ years old and in a state of disrepair after decades of heavy use. In FY2005 Town Meeting approved funding of \$20,500 to begin the replacement of furniture in poor condition. By FY2015, all furniture in 'poor' condition was replaced in the schools. In FY2019 \$30,500 is proposed for the resurfacing of cabinets in three Pollard science classrooms and installation of new counters in four Pollard science classrooms, and \$30,000 is proposed for the purchase of classroom furniture for Needham High School.

School Phone System Replacement

The telephone system currently in use by the School Department consists of eight separate phone systems of varying ages from five to over 15 year old (estimated.) The systems employ manufacturer discontinued equipment, are unstable and are in constant need of repair. The phone systems in three buildings - Hillside, Mitchell and Emery Grover - have occasionally failed, leaving the buildings with no phone access. All systems require frequent repairs, which can only be performed by a contract technician via a technical service maintenance appointment. The existing system, in addition to being old and unstable, runs on antiquated PBX technology that uses traditional Verizon POTS (copper) lines for external calls and Centrex to connect internally within a network of Town departments. This type of system supports a limited number of concurrent external connections per building and a limited number of concurrent Centrex connections per building; when concurrent lines are maximized within a building, users receive a busy signal until a line becomes available. Accessibility of the current voicemail system also is a concern particularly for teachers who transition to different classrooms and locations throughout the day; their voicemail is only available from their "home" location. This request would replace the antiquated PBX system with a new phone system that would combine all of the buildings into a unified IP-based phone system. The new system would utilize the Town's fiber network and pooled SIP trunks to reduce overall cost while maintaining a secure, robust and reliable phone system. It would allow for tiered user licenses that are customized to roles and responsibilities. The School Department will assume responsibility for managing the new technology-based system from the Public Works/Building Maintenance Division.

School Technology Replacement

This request is for funding to replace School Department technology, including computers, printers, IWBs, servers, laptop carts, and specialized instructional labs. The request reflects the decision in FY2017 to move Digital Learning Devices (DLDs) and staff laptops to the operating budget, as well the new classroom technology standard. In FY2017, funding for devices with a lifespan of fewer than five years was shifted to the operating budget. These devices included Digital Learning Devices (DLDs) such as iPads and Chromebooks, and laptops. The FY2019 submitted request is for \$303,600 and consists of computer hardware (computer labs, desktops, TV studio, interactive white boards, and video displays) in the amount of \$190,600 and infrastructure (servers, network hardware, and wireless infrastructure and access points) in the amount of \$113,000.

ARTICLE 33: APPROPRIATE FOR ATHLETIC FACILITY IMPROVEMENTS DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$55,000 for athletic facility improvements design for turf field replacement, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Athletic Facility Improvement Fund; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This request is for the design of the removal of the existing turf carpet, re-grading, and installation of new artificial field turf at DeFazio and Memorial Park.

ARTICLE 34: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,773,500 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, including costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation that \$1,523,500 be transferred from Free Cash and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$250,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts. Each program is detailed below.

Street Resurfacing

This Program is essential to maintaining the structural and surface integrity of the Town's approximately 279 lane miles of accepted streets. The Town targets 17 lane miles per year to achieve a desired life cycle of 15 to 20 years. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped

ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. Installing a monolithic asphalt berm curb better defines the edge of road, improves drainage and protects the shoulder from erosion. The Town targets roads with a Pavement Condition Index (PCI) of below 70 for resurfacing or specialized treatment. The Town targets a PCI of 60 or below for repair/renovation. The Town's goal is to maintain its roadway network at an average PCI rating of 75. Target funding for street resurfacing in FY2019 is \$820,000.

Traffic Signal & Intersection Improvements

This Program will fund traffic signal improvements, intersection improvements, and new traffic signal installations where none currently exist. In FY2019, DPW will evaluate intersection prioritization for future projects.

Sidewalk Program

This Program funds improvements to the network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements, including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. The target funding for FY2019 is \$500,000.

Storm Drain Capacity Improvements

This Program provides funding to improve roadway drainage capacity. The Town's Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Since the issuance of the Stormwater Master Plan numerous multi-unit developments have been built or planned in the Town of Needham. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Due to extensive drainage repairs that were required on Greendale Avenue, funds for FY2018 were diverted to that project. Unless circumstances dictate otherwise, FY2019 funding of \$103,500 is planned for engineering and design for Ardmore Road and Hunnewell Street.

Storm Drain System Repairs

This Program provides funding to repair failing storm drainage infrastructure within Town easements that have been discovered through investigation work. These projects will include the replacement of existing culverts that have deteriorated over time and are restricting flow. This work will eliminate flooding and capacity issues in the immediate vicinity. This project will provide funding over five years for the Drains Division to address small projects related to the Labor Day 2013 storm drainage remediation. Unless circumstances dictate otherwise, FY2019 funding in the amount of \$100,000 is targeted for engineering and design for 470 South Street.

Brooks and Culverts – Repair and Maintenance

It is the intention of the DPW to address the issue of poorly draining brooks, streams, waterways, and culverts throughout the Town that have been severely damaged by heavy rains/storms in the past. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of useable abutting property and flooded basements. The Environmental Protection Agency (EPA) is currently finalizing stronger requirements for stormwater and permitting under the NPDES permit. Unless circumstances require otherwise, FY2019 funding in the amount of \$250,000 is planned for construction in Meredith Circle.

Roadway Reconstruction

Town evaluates the sight distance, drainage, handicap ramps, sidewalks, subsurface utilities, public utility poles and overhead utilities of all roads. The physical condition of roads to be considered for full reconstruction includes shape, foundation and traffic volume. This is a multi-year process requiring surveying, designing, utility evaluation and construction. Some of the roads that may be targeted for full reconstruction in the future include: Marked Tree Road, Nehoiden Street, Kingsbury Street, sections of Central Avenue, and Webster Street from Dedham Avenue to South Street. No funding is allocated to the Roadway Reconstruction category in FY2019.

Bridge Repairs

Surrounded on three sides by the Charles River, the Town jointly maintains a number of bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified a number of bridges that have some level of deficiency and has recommended repairs. This Program is essential to improve the structural and/or surface integrity of all bridges throughout Needham. No funding is proposed for this category in FY2019.

Guardrail

Many of the Town's guardrails are noncompliant and the DPW is preparing a plan internally to systematically upgrade existing guardrails to make them both compliant and aesthetically pleasing. No funding is proposed for this category in FY2019.

ARTICLE 35: **APPROPRIATE FOR PUBLIC WORKS STORAGE FACILITY**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$7,615,000 for design and construction of the Public Works Storage Facility, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that \$1,382,000 be transferred from Free Cash, that \$944,000 be transferred from Sewer Enterprise Fund Retained Earnings, and that \$1,786,000 be transferred from Water Enterprise Fund Retained Earnings, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$3,503,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The recently completed DPW relocation feasibility study determined that all of the vehicle storage required to fulfill DPW operations programming needs cannot fit on the existing site (470/484 Dedham Avenue). The existing site has been approved by the Board of Selectmen as the preferred site for the ultimate reconstruction of the facility. Weston & Sampson evaluated many options and locations, recommending that a storage facility be constructed in a remote location. After reviewing recommendations with the PPBC and Board of Selectmen, Weston & Sampson has recommended that the facility be located at the RTS. The storage facility will address the needs of a modernized DPW facility and organization, including providing shelter for Town equipment which will increase its service life. The feasibility process included the development of a comprehensive vehicle and equipment list, including towed, ride-on, and small portable equipment along with classified storage type (i.e. garaged vs.

covered), and presented equipment storage scenarios. This request will fund the design and construction of the facility.

ARTICLE 36: APPROPRIATE FOR RTS ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$345,360 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
RTS	Fleet Replacement - Specialized Equipment	\$245,360	
RTS	Big Belly Trash Cans	\$100,000	
		\$345,360	

INSERTED BY: Board of Selectmen
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Smart Technology Trash Cans

The Town has been investigating long term strategies for reducing public litter. Over the past year, the DPW has met with vendors to review a Town-wide deployment of waste management receptacles. These receptacles have two compartments, one for recycling and one for trash, with solar powered compactors, and technology that provides an alert when the receptacles are full. The Town is pursuing a pilot program to deploy these receptacles at two recreational facilities around Town. This deployment will include 12 trash and recycling receptacles. Eleven receptacles will be solar powered compactors and one will be a solar powered non-compactable receptacle. The solar powered compactors will be deployed in areas of high trash volume and the non-compactable receptacle will be deployed in an area that is not prone to substantial trash generation. The receptacles will be purchased by the Town and their impact on reducing overflowing trash and minimizing odors will be monitored. There is a potential in the future to either purchase or lease additional receptacles. The 12 trash and recycling receptacles being purchased under this pilot program may also be incorporated into a lease program in the future.

RTS Enterprise Fund Fleet Replacement – Specialized Vehicles

Unit	Division	Year	Replacement	Amount
143	RTS	2010	Large Tractor Loader	\$245,360

ARTICLE 37: APPROPRIATE FOR RTS PROPERTY REPAIRS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$645,000 for RTS Property Repairs, including costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of

Selectmen, is authorized to borrow \$645,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This funding will enable the Town to make repairs to the Recycling & Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve the facility function. The Town's design consultant conducted two evaluations in 2016 on the roof and structure of the 1998 building. Emergency structural repairs were made to address immediate safety concerns in the building, including cleaning and painting of the steel framing, and repairs to the fire protection system. The remaining structural repairs that must be addressed include repairs to the pre-engineered metal framing, additional repairs to the fire protection system, additional cleaning and painting of the steel framing, roof repair, installation of a fall protection/warning system at tipping pit, replacement of the steel approach at tipping pit, and repair of the slab-on-grade. This funding will support the design, engineering, and construction of these items.

ARTICLE 38: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,357,111 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative

Group	Description	Recommended	Amendment
Sewer	Fleet Replacement Program	\$132,111	
Sewer	Sewer Main Extension Zone I and II	\$690,000	
Sewer	Sewer Main Replacements	\$330,000	
Sewer	Sewer System Infiltration & Inflow Removal	\$205,000	
		\$1,357,111	

INSERTED BY: Board of Selectmen
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information

Sewer Main Extension Zones I and II

The Massachusetts Department of Environmental Protection designates certain sensitive areas for aquifer protection. The Zone I and Zone II aquifer protection areas for the Charles River Wellfield include homes with private septic systems. Zone I includes land within a 400 foot radius of existing or potential public water supply wells, and Zone II includes the area of an aquifer that, given the most severe pumping and recharge conditions that can be realistically anticipated, would potentially be affected by nearby septic systems. All three of Needham's wells are located in an area that is vulnerable to contamination from nearby septic systems. Extending the sewer main will enable access to homes

within Zones I & II and reduce the risk of contamination. This funding will support the installation of a new sewage pumping station and extension of the sewer main in Winding River Road. With this new service, the Town will provide sewer service for one critical home on a private septic system. This service will extend 712 feet up Winding River Road, allowing additional homes to connect to the sewer system through a betterment program.

Sewer Main Replacements

The Greendale Avenue/Route 128 sewer interceptor is in need of rehabilitation/replacement. The existing sewer line is deteriorating and in need of rehabilitation/replacement. This funding will replace or reline 12,000 feet (2.25 miles) of 18 inch reinforced concrete gravity sewer main running through Town property in the Right of Way from Greendale Avenue near Cheney Street towards Route 128, and along the Route 128 Right of Way to Great Plain Avenue. This interceptor sewer collects and conveys waste water from numerous sewer lines. FY2019 funding will be allocated to a feasibility study for this project.

Sewer System Infiltration and Inflow Removal

The Town recently completed a study identifying priority areas for inflow and infiltration removal for the next ten years. The Town of Needham, along with numerous other communities, is under Administrative Orders from the Department of Environmental Protection (DEP) to identify and remove Infiltration and Inflow (I/I) in existing sewer systems. Infiltration is defined as groundwater or storm water runoff that enters the system through deteriorated pipe or manhole structures that need to be repaired. Inflow is defined as clean, non-septic water, which is introduced to the system. This water is generally produced by residential sump pumps that drain basements. Unless circumstances require otherwise, this funding will support the design of the removal of the remaining locations of identified infiltration in the system.

Sewer Enterprise Fund = Core Fleet Replacement

Unit	Division	Year	Replacement	Amount
28	Sewer	2001	Light Work Truck Class 3	\$64,247
94	Sewer	2014	Light Work Truck Class 2b	\$67,864
Total				\$132,111

ARTICLE 39: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,525,048 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Fleet Replacement Program	\$355,048	
Water	Birds Hill Water Tank	\$340,000	
Water	Water Distribution System Improvements	\$830,000	
		\$1,525,048	

INSERTED BY: Board of Selectmen
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Birds Hill Water Tank

The water tank located at Birds Hill ensures that the Town is able to maintain proper operating system pressure of the water distribution system. The tank is filled through one central pipe at the bottom of the tank — and this is also how the tank is drained. The movement of water is therefore predominately at the bottom of the tank. This tank is 100 feet in diameter at the foundation and is 45 feet in elevation. This funding will allow the Town to install a mixing valve that will circulate water throughout the tank. The improved circulation will assist in maintaining chlorine levels inside the tank, improving water quality.

Water Distribution System Improvements

Water System Rehabilitation

Through the Water System Rehabilitation Program, the Town's water infrastructure is continually evaluated to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town's water infrastructure are 75+ years old and approaching the end of their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Unless circumstances require otherwise, the FY2019 funding will support the replacement of 8 inch water mains on Bennington Street from High Street to Concord Street (unlined) and on Country Way (unlined).

Water Main Replacement

This request is to replace a total of 11,500 linear feet of 14" water main. The existing water line dates from 1936-1939 and is cast iron with bitumastic or coal tar liner. The water quality in areas serviced by this line is a concern, as the lining of these pipes breaks down over time causing discoloration in the water. In 2008, the Town began addressing areas served by this type of piping, which at the time was approximately 19,000 linear feet. The 14" water main was relined from the Charles River Water Treatment Facility to Grove Street. In 2010, the second phase of this project replaced the 14" water main with a new 16" water main extending from Grove Street to Central Avenue. In FY2016, the Town replaced the water main in Oak Street from Maple Street to Chestnut Street and in Chestnut Street from Oak Street to School Street. Unless circumstances require otherwise, FY2019 funding will be allocated to the construction of the remaining 11,500 linear feet of water main to be replaced from the intersection of Pine Street to Marked Tree Road to Oak Street, and Maple Street. The 14 inch water main will be replaced by a 16 inch water main.

Water Enterprise Fund Fleet Replacement – Specialty Equipment

Unit	Division	Year	Replacement	Amount
14	Water	2009	Heavy Duty Truck Class 7	\$239,404
22	Water	2009	Medium Work Truck Class 4	\$115,644
Total				\$355,048

TOWN RESERVE ARTICLES

ARTICLE 40: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$63,378 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park Field Complex. The replacement of the synthetic turf fields at Memorial Park and DeFazio Park Field Complex is estimated to be \$2.5 million in FY2020. The requested appropriation continues the method of benchmarking to Park and Recreation administrative fee receipts from the most recent completed fiscal year (FY2017), The balance in the fund as of March, 2018 was \$XX.

ARTICLE 41: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$141,413 to the Capital Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Explanation: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital item(s) at times when ordinary funding sources are limited or not available. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The recommended appropriation of is equal to the amount that the Town received from the sale of surplus equipment during FY2017. This was one of the sources identified to be contributed to the fund. The balance in the fund as of March, 2018 was \$XX.

ARTICLE 42: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,817,000 to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that \$431,000 be raised from the Tax Levy, and that \$1,386,000 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2007 Annual Town Meeting under Article 10 approved the creation of the Capital Facility Fund, as part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then-existing capital facilities. The October 2, 22017 Special Town Meeting appropriated \$1,817,000 as a funding source for the reconstruction and expansion of Needham High School. The School Committee, Finance Committee and Board of Selectmen stated at that time their intent to restore the funding as soon as practicable. The balance in the fund as of March, 2018 was \$XX.

ARTICLE 43: APPROPRIATE TO DEBT SERVICE STABILIZATION FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,550,874 to the Debt Service Stabilization Fund as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The Debt Service Stabilization Fund (DSSF) was approved under Article 14 of the November 2, 2015 Special Town Meeting. The intent of this fund is to set aside funds to be available, when necessary, to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs, particularly over the next five years. The fund provides added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund may

also be beneficial at times when interest rates are higher than expected. The plan for the fund is designed to ensure that the monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins.

This approach includes the appropriation of recurring revenue. The benefit of dedicating recurring revenue to the fund is that it allows the Town to repurpose the funds at some point in the future to other appropriations, including the operating budget. The Town's revenue growth has been greater than average over recent years, but this level of growth is not expected to continue. Future demands especially in education (full-day kindergarten) and public safety (police and emergency medical services) will put pressure on the operating budget. Neither initiative is ready for funding in FY2018, but both are anticipated to be added in the next few years. By appropriating recurring funds today for a "non-recurring purpose" (the special stabilization fund), the Town will have access to the recurring revenue to meet true recurring needs at a future Town Meeting. In those years, the warrant will include an allocation of the recurring revenue to the operating budget rather than to the DSSF. The balance in the fund as of March, 2018 was \$XX.

MARIJUANA ESTABLISHMENT ARTICLES

ARTICLE 44: AMEND ZONING BY-LAW – MARIJUANA ESTABLISHMENTS

Whereas Needham being a town in which the majority of voters voted in the negative on question 4 on the 2016 state election ballot, entitled "Legalization, Regulation, and Taxation of Marijuana" the Planning Board offers the following amendment. To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

- (1) In Section 1.3, Definitions, by adding the following term and definition in the appropriate alphabetical location as follows:

"Marijuana Establishment: Any type of "marijuana establishment" as defined in G.L. c.94G, Section 1, including marijuana cultivators (including craft marijuana cultivator cooperatives), independent testing laboratories, marijuana product manufacturers, marijuana retailers (including delivery-only retailers and social consumption operation retailers whether as a primary use or mixed or accessory use), or any other type of licensed marijuana-related business (excluding Medical Marijuana Treatment Centers as defined below). "

- (2) In Section 3.1, Basic Requirements, Subsection 3.1.2, Prohibited Uses, by inserting at the end of the first paragraph a new sentence, which shall read as follows:

"Use of any premises in any district as a Marijuana Establishment is hereby prohibited."

- (3) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by inserting immediately below the row that reads "Medical Marijuana Treatment Center" a new entry, which shall read as follows:

"Use RRC SRB GR A-1,2 I IND IND-1
SRA &3

Marijuana Establishment	N	N	N	N	N	N	N
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- (4) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in the Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by inserting immediately below the row that reads “medical clinic” a new entry, which shall read as follows:

“Use	<u>B</u>	<u>CSB</u>	<u>CB</u>	<u>ASB</u>	<u>HAB</u>
Marijuana Establishment	N	N	N	N	N”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The issues around the legalization of marijuana in Massachusetts, first medicinal in 2013, followed by recreational in 2016, continue to require municipal action in order to appropriately regulate this new use at the local level. Currently, the Needham Zoning By-Law permits a Medical Marijuana Treatment Center in the Mixed Use-128 District and in the Industrial-1 District where marijuana may be grown, processed or sold and an Off-Site Medical Marijuana Dispensary in the Highland Commercial-128 District where marijuana may be sold but not grown or processed. At the present time there is one Medical Marijuana Treatment Center in Needham, located at 29 Franklin Street, where medicinal marijuana is sold. Recreational marijuana establishments in Needham are currently prohibited under a zoning moratorium adopted at the May 2017 Annual Town Meeting, which is set to expire on December 31, 2018. The Massachusetts Cannabis Control Commission (CCC) has finalized its regulations, which provide that the CCC will begin accepting applications for recreational (adult use) marijuana establishments on April 1, 2018. Since Needham adopted its moratorium before the CCC was to begin licensing non-medical marijuana establishments, no recreational establishments may be permitted in Needham during the moratorium and such establishments would be prohibited under the Needham Zoning Bylaw as of January 29, 2018 if this amendment takes effect.

On November 8, 2016, Massachusetts voters approved Question 4 legalizing the recreational use of marijuana (Chapter 334 of the Acts of 2016), but in Needham, the vote on Question 4 was 8,203 in favor and 9,964 against. On July 28, 2017 the Massachusetts State Legislature approved “An Act to Ensure Safe Access to Marijuana” which allowed municipalities that voted against Question 4 to prohibit marijuana establishments by adopting a by-law or by-laws for such purposes. Articles 44 and 45 are proposed to carry out and codify the action taken by the voters of the Town of Needham on Question 4 by prohibiting all types of recreational marijuana establishments in all districts of the Town, including cultivation, testing, product manufacturing, retail and any other type of recreational marijuana-related business in Needham. The amendment serves just to prohibit recreational marijuana establishments from locating in Needham and will not affect any other aspects of the recent legalization of recreational and medicinal marijuana. Personal possession and use by adults of marijuana, growing a limited number of plants at home for personal use, and the ability of licensed and regulated Medical Marijuana Treatment Centers and Off-Site Medical Marijuana Dispensaries to locate in Needham would all be unaffected by these changes.

ARTICLE 45: AMEND GENERAL BY-LAW/MARIJUANA ESTABLISHMENTS

To see if the Town will vote to amend the Town’s General Bylaws by adding a new Section 3.10, Marijuana Establishments, as follows:

“Section 3.10 Marijuana Establishments All types of “marijuana establishments” as defined in G.L. c.94G, §1, including marijuana cultivators, independent testing laboratory, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Needham. Exempt from the provisions of this prohibition are medical marijuana treatment centers operated under a medical use marijuana license in accordance with the provisions of G.L. c. 94I,” or take any action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Included in this warrant under Article X is a proposal to amend the Zoning By-Law to prohibit the location of marijuana establishments in any zoning district in the Town of Needham. Chapter 55 of the Acts of 2017, An Act to Ensure Safe Access to Marijuana, is ambiguous as to whether a by-law prohibiting marijuana establishments in the Town must be zoning or general in nature. As such, Town Counsel has recommended that the Town adopt both a general and zoning by-law to enact such a prohibition.

GENERAL ARTICLES

ARTICLE 46: NON-BETTERMENT STREET ACCEPTANCE – PANDOLF LANE

To see if the Town will vote to accept the following streets or portions thereof, constructed by developers under the requirements of the Subdivision Control Law and as laid out by the Board of Selectmen in accordance with plans on file with the Town Clerk, including the taking or acceptance of easements as shown on said plans: Pandolf Lane; or take any other action relative thereto

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Pandolf Lane was constructed by a developer in conformance with the Town’s design standards. This article, if accepted, will make Pandolf Lane a Public Way.

ARTICLE 47: AMEND GENERAL BY-LAW /PUBLIC CONSTRUCTION

To see if the Town will vote to amend the General By-Laws by deleting section 2.6.1 and inserting in place thereof the following:

“2.6.1 Building Design and Construction Department There is hereby established a Department of Building Design and Construction under the authority of the Town Manager. The Department shall be responsible for managing the design (including feasibility studies), construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased, licensed or operated by the Town. These projects will be under the jurisdiction of the Permanent Public Building

Committee as provided by below, for which the Building Design and Construction Department will provide support.”

And by deleting Section 2.6.2 and inserting in place thereof the following:

“2.6.2 Permanent Public Building Committee There shall be a Permanent Public Building Committee (hereinafter “Committee”) responsible for overseeing the design (including feasibility studies), construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased, licensed or operated by the Town.”

And by deleting Section 2.6.2.2 and inserting in place thereof the following:

2.6.2.2 Each of the members appointed by the Appointing Authority shall be a registered voter of the Town of Needham. No member appointed by the Appointing Authority shall be a paid employee of the Town, or serve as an elected official, elected member of another standing Town board, committee or commission, or appointed member of another standing Town board, committee, or commission directly involved in the design, permitting, and/or financing of public buildings, except Town Meeting.

And by deleting Section 2.6.2.18 and inserting in place thereof the following:

“2.6.2.18 Except as the laws of the Commonwealth may otherwise require, the Chair of the Committee, or his or her designated representative, shall, upon the termination of the Project Committee: (1) provide the User Agency and the Department of Public Works – Building Maintenance Division (hereinafter “BMD”) with a complete and final set of drawings and specifications of the finished structure, as-built drawings, Operations and Maintenance Manuals, all other contract documents, and shall provide to the User Agency and BMD all papers guaranteeing the building or any feature thereof (hereinafter “warrantees”), attic stock materials used therein, or work done thereon, and (2) post a digital copy of remaining records and reports on the Town server for the purpose of maintaining detailed records, including any inventory indicating what papers, materials and records were deposited with the User Agency and BMD. Subject to the approval of the Town Clerk and the requirements of M.G.L. Chapter 66, the user Agency and BMD may destroy that portion of the material provided to the User Agency and BMD determined to have no substantial value.”

And by deleting Section 2.6.19, or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The purpose of this amendment is to update language to recognize the transfer of the building maintenance function to the Department of Public Works, to acknowledge that the role of the PPBC and Department includes both design and construction, to widen the pool of candidates to be considered for membership on the PPBC, and to be consistent with modern practices. The name of the Department that included both design and construction and building maintenance has been the “Public Facilities Department.” Now that the building maintenance function is a division of the Department of Public Works, the article would change the name of the remaining department to “Public Design and Construction Department.” The existing By-law restricts appointed members of standing committees from serving as members of the PPBC. The proposed revision would allow those appointed to standing committees that are not involved in the design, permitting or financing of public buildings to serve on the PPBC. The proposed amendment also reflects current administrative practices, such as archiving digital versions of construction documents rather than in paper at the Public Library.

ARTICLE 48: AMEND GENERAL BY-LAW /CONTRACT PROCEDURES

To see if the Town will vote to amend the General By-Laws by deleting in Section 2.1.3 the sum \$25,000 and inserting in place thereof the sum “\$50,000,” and by deleting the words “for Curriculum” after the words “Online Subscription Services,” and by inserting at end of the Section the phrase “Appraisal Services for Revaluation 5,” and by alphabetizing the list of contract types, or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information:

ARTICLE 49: AMEND GENERAL BY-LAW /VACCINATION REQUIREMENT

To see if the Town will vote to amend the General By-Laws by inserting a new Section 3.7.9, Vaccination Requirement, as follows:

“3.7.9 Vaccination Requirement Whoever is the owner of a pet (dog or cat or ferret) six months of age or older shall cause such pet (dog or cat or ferret) to be vaccinated against rabies by a licensed veterinarian using a vaccine approved by the Department of Public Health. Such owner shall produce a veterinarian’s certificate that such pet (dog or cat or ferret) has been so vaccinated setting forth the date of such vaccination and the duration of immunity, or a notarized letter from a veterinarian that a certification was issued. An exemption from such vaccine may be granted by the Board of Health only upon presentation of a licensed Massachusetts veterinarian’s certificate stating that because of an infirmity, other physical condition or regimen of therapy, such inoculation is considered inadvisable for a specified period of time for such reasons as provided in M.G.L. Chapter 140 s.145B.

3.7.9.1 Unvaccinated pets (dogs or cats or ferrets) acquired or brought into the Town shall be vaccinated within thirty days after acquisition or entry into the Town or upon reaching the age of six months, whichever comes later.

3.7.9.2 Unvaccinated pets (dogs or cats or ferrets) shall be re-vaccinated in accordance with rules and regulations adopted and promulgated by the Department of Public Health.

3.7.9.3 Whoever violates this section shall be punished by a fine of not more than one hundred dollars per animal, or by a non-criminal penalty of fifty dollars per animal.”

Or take any other action relative thereto.

INSERTED BY: Town Clerk

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information:

ARTICLE 50: REVOKE M.G.L. C. 44 SECTION 53F ½ - RTS ENTERPRISE FUND

To see if the Town of Needham will revoke the provisions of Chapter 44 Section 53F1/2 of the Massachusetts General Laws, ceasing the Solid Waste and Recycling services as an enterprise fund effective fiscal year 2020; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Assistant Town Manager/Director of Finance, after consultation with a working group of citizens, has recommended that the RTS operations be consolidated into the General Fund in FY2020. There have been growing service demands on the operations of the RTS over the years that do not generate revenue. The mission of encouraging greater recycling remains. The continuation of the pay-per-throw program and the elimination of the sticker fee are important components of that goal. The RTS Enterprise Fund has had a growing dependence on the General Fund in order to cover the cost of operations – a trend unlikely to reverse. It is also apparent that enterprise receipts are insufficient to fully fund even the basic infrastructure improvements that have been identified at the facility. In order to have a smoother transition from enterprise fund to General Fund, we propose that an article be included in the 2018 Annual Town Meeting Warrant dissolving the Enterprise Fund effective in FY2020.

ARTICLE 51: HOME RULE PETITION/AMEND TOWN CHARTER

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows;

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by authority of same, as follows:

SECTION 1. Chapter 403 of the acts of 1971, as most recently amended by Chapter 114 of the Acts of 2015 be amended as follows:

1. By striking out the terms “selectmen” and “board of selectmen” wherever they appear and inserting in place thereof the term “select board”.
2. In Section 7. Town Meeting Members at Large, by striking out the word “chairmen” and inserting in place thereof the word “chair” and further amend the section by inserting at the end of the second paragraph of said Section 7 the following sentence: “The designation as a town meeting member at large under clause (e) of the first paragraph of this section shall apply to the chair of the elected board as of the tenth day following the annual town election.”
3. By striking out Section 16 of the Charter and inserting in place thereof the following section:

“Section 16. Select Board. There shall be a select board for the town consisting of 5 members elected at each annual town election for terms of 3 years. The select board is the entity historically known as the board of selectmen, and possesses all the duties, authorities, and legal rights and responsibilities of the Town of Needham’s board of selectmen. The select board shall continue to have and exercise all the powers and duties vested in boards of selectmen by the laws of the commonwealth or by vote of the town, except as otherwise provided herein. For the purposes of the charter and the bylaws of the town, the term “selectmen” or “board of selectmen” shall mean select board.

Members of the select board may be addressed as “select board member,” or “board member,” “selectwoman,” or “selectman.”

The select board shall have the general authority to execute the civil defense laws within the town and to make any declaration of emergency required by law.”

4. In Section 19, Other Elected Officers, by striking out the words “3 members of the board of health for a term of 3 years” and inserting in place thereof the words “5 members of the board of health for a term of 3 years.”

SECTION 2. At the annual town election in 2019 the two additional positions on the board of health shall be placed on the ballot. The candidate receiving the most votes shall be elected for a term of 3 years. The candidate receiving the second most votes will be elected for a term of 2 years. Thereafter each position shall be for a term of 3 years.

SECTION 3. This act shall take effect upon its passage.”

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: There are three facets of this proposed home rule petition: to clarify the designation of Town Meeting Members at large, to transition to gender-neutral language, and to expand the Board of Health from three members to five members. The designation of Town Meeting Member at Large applies to the chair of an elected board other than the Commissioners of Trust Funds. Because the Town election is held prior to the Annual Town Meeting, and the various boards and committees have different traditions as to when they elect a new chair, the proposed language would clarify that the designation as Town Meeting Member at Large will apply to the chair of the elected board as of the tenth day following the election. The Board of Selectmen adopted a goal to review the Town By-Law and Charter to determine whether there is a need to update the language to eliminate reference to a single gender. The Board held a hearing on the subject of changing the name of the Board from “Board of Selectmen” to “Select Board,” and feedback was overwhelmingly positive. The proposed home rule petition would make that change. Finally, the Board of Health has requested an expansion of its membership from three (3) elected members to five (5) elected members. Such an expansion would help Board of Health members plan, discuss, and work collaboratively, augment the available training and professional experience level, and provide more resources and expertise with which to accomplish the Board’s mission.

ARTICLE 52: AMEND GENERAL BY-LAW /STORMWATER

To see if the Town will vote to amend the General By-Laws by inserting a new Article 7 as follows:

“ARTICLE 7

STORMWATER

SECTION 7.1 PURPOSE

The purpose of this By-Law is:

- (a) To prevent pollutants from entering the Town of Needham's Municipal Separate Storm Sewer System (MS4);
- (b) To prohibit illicit connections and unauthorized discharges to the (MS4) and to require the removal of all such illicit connections;
- (c) To comply with state and federal statutes and regulations relating to stormwater discharges, including the NPDES MS4 Permit issued by the U.S. Environmental Protection Agency (EPA), the Massachusetts Stormwater Standards regardless of the location of the subject property relative to wetlands or other resource areas, and the Memorandum of Understanding (MOU) issued to the Town of Needham by the EPA in 1996;
- (d) To establish the legal authority to ensure compliance with the provisions of this By-Law through permitting, inspection, monitoring, and enforcement;
- (e) To control runoff and prevent soil erosion and sedimentation resulting from construction site stormwater runoff;
- (f) To promote infiltration and the recharge of groundwater;
- (g) To protect, maintain and enhance the public safety, environment, health, and general welfare by establishing minimum requirements and procedures to manage stormwater runoff, and;
- (h) To ensure that soil erosion and sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained.

SECTION 7.2 DEFINITIONS

For the purposes of this By-Law, the following definitions shall apply:

Alteration: Any activity that will change the ability of a ground surface area to absorb water or will change existing surface drainage patterns. Examples include, but are not limited to, construction of new structures, earthmoving, paving, and modification of existing vegetation.

Best Management Practices (BMPs): Structural, non-structural, and managerial techniques that are recognized to be the most effective and practical means to prevent or minimize increases in stormwater volumes and flows, reduce point-source and nonpoint-source pollution, and promote stormwater quality and protection of the environment.

Clean Water Act: The Federal *Water Pollution Control Act* (33 U.S.C. §§ 1251 *et seq.*) as it may hereafter be amended, and the Massachusetts Clean Water Act and Regulations.

Construction Site: Any site where activity is proposed or occurs that involves the alteration of land and involves a permit required by the Town.

Development: The alteration of land requiring an application for a building permit; or for a permit from the Planning Board, Board of Appeals, or Conservation Commission.

Illicit Connection: A surface or subsurface drain or conveyance that allows a discharge into the MS4 that is not entirely composed of stormwater or clean groundwater, including any connection from an indoor drain, sink, toilet, or laundry facility.

Illicit Discharge: Any direct or indirect discharge to the MS4 or the Waters of the Commonwealth that is not composed entirely of stormwater or clean groundwater, including, without limitation, any discharge of

a pollutant, sewage, process wastewater, or wash water, except as exempted. The term does not include a discharge in compliance with a NPDES Stormwater Discharge Permit or a Surface Water Discharge Permit.

Impervious Surface: Any material or structure on, above or below the ground that prevents water from infiltrating through to the underlying soil. Impervious surfaces may include, without limitation: paved surfaces, parking lots, sidewalks, driveways, roof tops and swimming pools.

MOU: Memorandum of Understanding issued to the Town of Needham by the EPA in June 1996.

MS4 (Municipal Separate Storm Sewer System): The system of conveyances, owned or operated by the Town of Needham, that is designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, swale, culvert, channel, catch basin, outfall, outlet, reservoir, or other drainage structure.

National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit: A permit issued by the United States Environmental Protection Agency or jointly with the state that authorizes the discharge of stormwater containing pollutants into waters of the United States.

New Construction – Construction or replacement of a structure, house or building which requires a Building Permit or construction/reconstruction of a parking lot requiring Planning Board or Board of Appeals approval.

Non-point Source Pollution: Rainfall or snowmelt that picks up pollutants as it moves across the ground.

Non-stormwater Discharge: A discharge that is not composed entirely of stormwater, such as sanitary waste or process water.

Operation and Maintenance (O&M) Plan: A plan setting the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

Person: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth of Massachusetts or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

Plot Plan: The plan that accompanies an application for a Building Permit.

Point Source: Any discernible, confined and discrete conveyance, including, without limitation, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, or vessel or other floating craft, from which pollutants are or may be discharged. The term does not include agricultural stormwater discharges and return flows from irrigated agriculture.

Pollutant: Any element or characteristic of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into Needham's MS4 or waters of the Commonwealth. Pollutants shall include, but are not limited to:

- (a) Paints, varnishes, and solvents;
- (b) Oil and other automotive fluids;

- (c) Non-hazardous liquid and solid wastes and yard wastes;
- (d) Refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, accumulations and floatables;
- (e) Excess pesticides, herbicides, and fertilizers;
- (f) Hazardous materials and wastes;
- (g) Sewage, fecal coliform and pathogens;
- (h) Dissolved and particulate metals or nonmetals, including phosphorus;
- (i) Animal wastes;
- (j) Rock, sand, salt, silt, soils;
- (k) Construction wastes and residues; and
- (l) Noxious or offensive matter of any kind.

Recharge: The process by which groundwater and the underlying aquifer is replenished by the absorption of water.

Runoff: The water from rain, snowmelt or irrigation that flows over the land surface and is not absorbed into the ground, instead flowing into the MS4 or streams or other surface waters or land depressions.

Sanitary Sewer System: A separate underground conveyance system specifically for transporting sanitary waste operated separately and independently from the MS4, to which storm, surface, and ground waters are not lawfully admitted.

Small Diameter Drain Program: A Town of Needham Program allowing the extension of the Town's drainage system (MS4) by a series of 6 inch, 8 inch and 10 inch drain pipes used to collect roof drains and clean sump pump discharges.

Stormwater: Water originating from rainfall, and snow/ice melt runoff.

Stormwater Management: The use of structural or non-structural practices that are designed to reduce and control stormwater runoff pollutant loads, discharge volumes or peak flow discharge rates. Stormwater Management includes the use of Low-Impact Development (LID) management practices.

Watershed Management Plan: The plan developed for the Town of Needham subdividing watershed areas within the Town and depicting drainable soil areas appropriate for infiltration/recharge.

Waters of the Commonwealth: All waters within the jurisdiction of the Commonwealth of Massachusetts, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, groundwaters, and vernal pools.

SECTION 7.3 ADMINISTRATION

7.3.1 The Board of Selectmen shall adopt, and may periodically amend, Rules and Regulations to effectuate the purposes of this Bylaw, after conducting a public hearing to receive Public comment.

7.3.2 The Department of Public Works shall be responsible for the day-to-day administration of this By-Law and its Regulations.

7.3.3 The Department of Public Works shall have the authority to investigate suspected illicit discharges and to require the elimination of illicit discharges.

SECTION 7.4 APPLICABILITY

7.4.1 All persons required to obtain a Building Permit for new construction, additions greater than 25% of the existing building footprint, in-ground pool, or out building (such as a separate Garage) shall be subject to the requirements of this Bylaw. All persons required to obtain Planning Board approval for a Site Plan or a Subdivision and/or a Board of Appeals Decision for new construction, additions greater than 25% of the existing building footprint, in-ground pool, or out building (such as a separate Garage) are also subject to the requirements of this Bylaw.

7.4.2 All applications requiring Planning Board, Zoning Board of Appeals, and/or Conservation Commission approval whether the issuance of a Building Permit is required or not shall include the Stormwater Management and Erosion Control provisions in the applications to the respective boards for their review and approval prior to the issuance of a Building Permit, or any development activity. The Department of Public Works shall participate in the review process and make recommendations to the Planning Board, Zoning Board of Appeals, and/or Conservation Commission as needed.

7.4.3 The applicant, or an agent thereof, shall obtain the approval of the Director of Public Works prior to any change or modification of an activity associated with the Stormwater Management and Erosion Control provisions of the Building Permit. The Director of Public Works shall approve or reject the change or modification in writing on the plot plan submitted within one (1) week of the receipt of such change or modification. In circumstances where Planning Board, Zoning Board of Appeals, and/or Conservation Commission approval is required prior to the issuance of a Building Permit or development activity, the respective Board or Commission's approval shall be obtained prior to any change or modification. The Director of Public Works, Planning Board, Zoning Board of Appeals, and/or Conservation Commission shall amend their original approvals and require additional stormwater runoff and erosion control measures prior to approval of the change or modification.

SECTION 7.5 ILLICIT DISCHARGE, DETECTION & ELIMINATION (IDDE)

7.5.1 Prohibited Activities

7.5.1.1 Illicit Discharges No person shall cause or allow an illicit discharge into the MS4 or into the Waters of the Commonwealth. This By-Law shall not exempt stormwater discharges from regulations under the National Pollutant Discharge Elimination System (NPDES) stormwater program where applicable.

7.5.1.2 Illicit Connections No person shall construct, use, allow, maintain or continue any Illicit Connection, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

7.5.1.3 Obstruction of Municipal Storm Drain System No person shall obstruct or interfere with the normal flow of stormwater into or out of the MS4 without prior written approval from the Director of Public Works.

7.5.2 Regulated Activities

7.5.2.1 No person shall connect a pipe or other appurtenance to the Town of Needham Sanitary Sewer System or the MS4, or otherwise perform any modification, repair, rehabilitation, or replacement work on either system, without receiving an approved Sewer Connection Permit or Drainage Connection Permit from the Department of Public Works.

7.5.2.2 No person shall allow a pipe, swale or other point source to discharge onto a Public Way.

7.5.3 Exemptions The following Non-Stormwater Discharges are exempt from the requirements of this By-Law:

- (a) Water line flushing;
- (b) Landscape irrigation;
- (c) Diverted stream flows;
- (d) Rising ground waters,
- (e) Uncontaminated ground water (groundwater that is free of pollutants);
- (f) Discharges from potable water sources;
- (g) Air conditioning condensation;
- (h) Lawn watering;
- (i) Flows from wetland resource areas;
- (j) Discharges or flows from firefighting activities; and
- (k) Discharges necessary to protect public health, safety, welfare or the environment.

SECTION 7.6 EMERGENCY SUSPENSION OF STORM DRAIN SYSTEM ACCESS

The Director of Public Works may suspend MS4 access to any person or property without prior written notice when such suspension is determined to be necessary to prevent or terminate a threatened or actual discharge of pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event that any person fails to comply with an emergency suspension order issued pursuant to this section, the Department of Public Works may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

SECTION 7.7 STORMWATER MANAGEMENT AND EROSION CONTROL

7.7.1 Regulated Activities

7.7.1.1 Any activity requiring a Building Permit for new construction, addition greater than 25% of the existing building footprint, in-ground pool, or out building shall be subject to the requirements of this Bylaw.

7.7.1.2 A Stormwater Management and Erosion Control plan shall be required prior to undertaking any alteration of land that requires a Building Permit, Planning Board Decision, Zoning Board of Appeals Decision, and/or Conservation Commission Permit or Order.

7.7.2 Exempt Activities The following activities shall be exempt from this Bylaw:

- (a) Any work or projects for which all necessary approvals and permits have been issued before the effective date of this By-Law;
- (b) Use of land for the primary purpose of agriculture, horticulture, floriculture, or viticulture, or the use, expansion, or reconstruction of existing structures for the primary purpose of agriculture, horticulture, floriculture, or viticulture, to the extent protected under the *Zoning Act, M.G.L. c. 40A, § 3*;
- (c) Customary cemetery management;
- (d) Normal maintenance of Town-owned public land, ways, public utilities and appurtenances; and
- (e) Emergency activities necessary to protect public health or safety.

7.7.3 General Requirements

7.7.3.1 A Stormwater Management and Erosion Control plan shall be submitted as part of a Building Plot Plan or independently with an application for a Building Permit, Planning Board application, Zoning Board of Appeals application, Conservation Commission application, and/or prior to any development activity.

7.7.3.2 The Stormwater Management and Erosion Control plan shall include provisions for a siltation/sedimentation barrier, stormwater recharge, stormwater runoff quality controls, and other structural and non-structural Best Management Practices to increase groundwater recharge and remove pollutants from stormwater. The Plan shall show an infiltration system with a minimum combined volumetric capacity of one (1) inch of rainfall depth over the total impervious area of the property (buildings and impervious surfaces).

7.7.3.3 As one option to satisfy Sections 7.7.3.1 and 7.7.3.2, for residential and commercial development with 4,000 square feet of impervious area or less, a Standard Infiltration Method (SIM) may be utilized consisting of the installation of drywells at one or more corners of the main dwelling/building to collect the roof runoff from the structure.

7.7.3.4 If drywells cannot be installed due to unsuitable soil type as identified on the town's Watershed Management Plan or due to shallow depth to groundwater, a small diameter drain shall be extended from the Town's stormwater drainage system (MS4) down gradient of the property to the property to collect the roof runoff from the main dwelling. If there is no portion of a drainage system within 100 feet of the property, the property owner shall contribute to a fund for the Town to construct a communal infiltration system on Town property. The contribution shall be an amount as determined by the Board of Selectmen per cubic foot of stormwater required to be recharged as described above.

7.7.3.5 An Operation and Maintenance Plan (O&M Plan) shall be submitted to the Director of Public Works for approval with the application for a Building Permit, Planning Board application, Board of Appeals application, or Conservation Commission application pursuant to this bylaw.. The Operation and Maintenance Plan shall be designed to ensure compliance with this By-Law in all seasons and throughout the life of the system. The O&M Plan shall be signed by the property owner.

7.7.3.6 Except as provided for in Section 7.7.3.3, as-built drawings stamped by a Massachusetts Registered Professional Engineer showing all stormwater management systems shall accompany the s-built Plot Plan at the completion of a project.

7.7.4 Design Criteria All Development shall satisfy the following design criteria:

- (a) Compliance with all applicable provisions of the Massachusetts Stormwater Standards issued in 1996 as amended, regardless of the proximity of the development to resource areas or their buffer zones, as defined by the *Wetlands Protection Act, M.G.L. c. 131, § 40* and its implementing regulations.
- (b) Compliance with the NPDES MS4 Permit Number M041237 approved September 2003, as amended.
- (c) Compliance with the MOU issued to the Town by the EPA in June 1996 as amended through January 2001.
- (d) Erosion and sediment controls must be implemented to prevent adverse impacts caused by the discharge of silt or sediment to municipal and/or abutting properties during and after land disturbance and construction activities.
- (e) There shall be no change to the existing conditions of abutting properties from any increase in volume or peak rate of stormwater runoff or from erosion, silting, flooding, sedimentation or

impacts to wetlands and other resource areas as defined in the Massachusetts Wetlands Protection Act and/or Needham Wetlands Protection Bylaw.

- (f) When any proposed discharge may have an impact upon streams, wetlands and/or storm sewers, the Director of Public Works may require minimization or elimination of this impact based on site conditions and existing stormwater system capacity.

SECTION 7.8 MAINTENANCE OF STORMWATER FACILITIES

[Reserved]

SECTION 7.9 SEVERABILITY

If any provision of this Article shall be found invalid for any reason in a court of competent jurisdiction, such invalidity shall be construed as narrowly as possible, and the balance of the Article shall be deemed to be amended to the minimum extent necessary, so as to secure the purposes thereof.

SECTION 7.10 ENFORCEMENT

The Department of Public Works shall enforce this By-Law, and any regulations, orders, violation notices, and enforcement orders made pursuant to this By-Law as follows:

7.10.1 The Director of Public Works may issue a written order to enforce the provisions of this By-Law or the regulations thereunder, which may include (but are not limited to) an order to:

- (a) eliminate illicit connections or discharges to the MS4;
- (b) perform monitoring, analyses, and reporting;
- (c) cease and desist unlawful discharges, practices, or operations; and
- (d) remediate contamination in connection therewith.

7.10.2 If the Director of Public Works determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, it shall be a violation of this By-Law and the Director of Public Works may, at his or her option, authorize such work.

7.10.3 Any person or entity aggrieved by a decision of the Director of Public Works under this provision of this Stormwater By-Law may submit a letter of appeal to the Board of Selectmen who may affirm, amend, or overrule that decision.

7.10.4 If a person violates the provisions of this By-Law, or any regulation, permit, notice, or order issued thereunder, the Director of Public Works, with the approval of the Board of Selectmen, may seek injunctive relief in a court of competent jurisdiction to restrain such person from activities that would create further violations or to compel the person to perform abatement or remediation of the violation.

7.10.5 The remedies set forth in this Section are not intended to be exclusive of any other remedies available under applicable federal, state, or local law.”

7.11 EFFECTIVE DATE

This Stormwater By-Law shall be effective on October 1, 2018.”

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: In June 1996, the Town of Needham entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) agreeing to undertake a cleanup of its stormwater discharges into the Charles River. In May 2000, the Town agreed to incorporate the comments from the EPA and its consultant, the Center for Watershed Protection, into its Stormwater Management Plan. The Center for Watershed Protection recommended that all Building Permits receive approval from the DPW to ensure proper handling of stormwater and that the Town adopt stormwater regulations, similar to DEP Stormwater Regulations, to improve water quality throughout the Town.

In July 2003, the Environmental Protection Agency (EPA) finalized its National Pollutant Discharge Elimination System (NPDES) Phase II regulations for stormwater. The regulations required municipalities with separate storm sewer systems (MS4s) to improve stormwater quality within all urbanized areas of town to the Maximum Extent Practicable (MEP). It also required municipalities to obtain a permit from the EPA (administered in conjunction with the MA DEP) to allow stormwater discharges into "Waters of the Commonwealth." The 2003 regulations specified that a bylaw or other regulatory mechanism be adopted by the Town to provide the authority to enforce the 2003 regulations. For the initial five (5) year permit period, the Town elected to utilize existing regulatory mechanisms that had already been established and routinely exercised.

In 2016, the EPA revised the National Pollutant Discharge Elimination System (NPDES) Phase II regulations for stormwater. The new 2016 regulations require municipalities to undertake substantial efforts to further clean stormwater prior to its discharge into wetlands, streams, ponds, and other resource areas by meeting certain Water Quality Standards (WQS) and Total Maximum Daily Loads (TMDLs). One of the requirements in the 2016 regulations mandates that municipalities create a Stormwater Bylaw that, at a minimum, addresses the following areas of concern (termed "minimum control measures"): Illicit Discharge, Detection and Elimination, Construction/Erosion and Sediment Control, and Post-Construction Stormwater Management.

The Illicit Discharge, Detection and Elimination minimum control measure involves searching, documenting and removing sanitary sewer connections to the town's stormwater drainage system. This is an ongoing monitoring program of investigation through the use of closed circuit television cameras and stormwater sampling to detect, document and remove sanitary sewage from the stormwater discharging into resource areas in Needham.

The Construction/Erosion and Sediment Control minimum control measure involves the creation of a set of requirements to ensure that construction sites resulting in an area equal to or greater than one acre of land disturbance are well-maintained and are kept in a neat and clean manner. It also involves requirements designed to prevent, minimize or eliminate sediments from leaving the construction area, and stipulates minimum inspection criteria and documentation standards.

The Post-Construction Stormwater Management minimum control measure involves the creation of a set of requirements to reduce the discharge of pollutants found in stormwater through the retention or treatment of stormwater after construction on new or redeveloped sites equal to or greater than one acre of land disturbance.

The 2016 NPDES Regulations also identified Needham as one of the communities required to meet Phosphorus and Pathogen TMDLs within 20 years of the regulation's effective date (July 1, 2018). The requirement established in the new regulations mandates that the Town reduce its phosphorus load by forty-five percent (45%). A Phosphorus Control Plan is required to be submitted in three phases over a fifteen year period with the first phase due within 5 years of the effective date. The Department of Public Works and its consultant have determined that the 20 year control plan and implementation period is not "practicable" and have instead proposed a 40 year implementation plan based on the current rate of Building Permit applications (200 per year) meeting certain construction criteria. In order to implement the plan, drywells will need to be included in plans for Building Permit applications.

The proposed Phosphorus Control Plan will allow the Town to reduce its phosphorus discharges at the pace of development, and will substantially reduce the cost of implementation from an estimated annual operational cost of \$500,000 per year to roughly \$150,000 per year. The drywell method selected will also reduce pathogens and will have the consequential effect of substantially reducing the volume of stormwater entering the Town's drainage system, thereby reducing flooding on town streets.

ARTICLE 53: AMEND GENERAL BY-LAW / NON-CRIMINAL DISPOSITION

To see if the Town will vote to amend the General By-Laws by:

1. Inserting in Section 8.2.2.4 a new subsection "U" as follows:

 "U. Vaccination Requirements (Section 3.7.9)
 Enforcement Agent: Animal Control Officer
 Fine Schedule: \$50 per offense."

2. inserting a new Section 8.2.2.9 Stormwater Regulation (Article 7) as follows:

" 8.2.2.9 Stormwater Regulation (Article 7)
 Enforcement Agent: Director of Public Works, Town Engineer
 Fine Schedule
 First Offense - \$0
 Second Offense – failure to cure offense within 15 days' of notice of first offense - \$50 - each day being a separate offense.
 Subsequent Offences – failure to cure within 15 days' notice of second offense - \$100 - each day being a separate offense."

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article will amend the non-criminal disposition schedule to include animal vaccinations and stormwater regulations in the event that Town Meeting approves the General By-Law revisions contained in articles X and X of this warrant.

ARTICLE 54: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

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

Given under our hands at Needham aforesaid this 13th day of February, 2018.

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

Selectmen of Needham

A true copy,
ATTEST _____ 2018
Constable (month) (day)
ATTEST _____ 2018
Constable (month) (day)

Status of Articles 3.23.2018

#	Article	Status	BOS Position	FC Position	BOS	FC	CPC	Planning
1	Annual Town Election		-	-				
2	Committee and Officer Reports		-	-				
3	Establish Elected Officials' Salaries							
4	Fund Collective Bargaining Agreement/NIPEA/DPW							
5	Fund Collective Bargaining Agreement/ITWA							
6	Fund Collective Bargaining Agreement/Building Custodian/Trades Independent Association							
7	Accept c. 73 Tax Exemption Limits			Adopt				
8	Appropriate for Property Tax Assistance			Adopt				
9	Appropriate for Senior Corps			Adopt				
10	Appropriate for Town-Owned Land Surveys			Adopt				
11	Appropriate for Public Facilities Maintenance Program			Adopt				
12	Appropriate for Time Clock System							
13	Appropriate for Long Range Plan							
14	Appropriate for RTS Efficiency Study			Adopt				
15	Appropriate for Water Meter Data Collection			Adopt				
16	Appropriate the FY2019 Operating Budget			Adopt				
17	Appropriate the FY2019 RTS Enterprise Fund Budget			Adopt				
18	Appropriate the FY2019 Sewer Enterprise Fund Budget			Adopt				
19	Appropriate the FY2019 Water Enterprise Fund Budget			Adopt				
20	Amend General By-Law – Department Revolving Funds			Adopt				

Status of Articles 3.23.2018

#	Article	Status	BOS Position	FC Position	BOS	FC	CPC	Planning
21	Set the Annual Department Revolving Spending Limit			Adopt				
22	Authorization to Expend State Funds for Public Ways			Adopt				
23	Amend Zoning By-Law – Neighborhood Business District							
24	Amend Zoning By-Law – Map Change to Neighborhood Business District							
25	Amend Zoning By-Law – Side and Rear Setbacks Adjoining Residential Districts							
26	Appropriate for Rosemary Lake Sediment Removal			Adopt				
27	Appropriate for Rosemary Camp Property			Adopt				
28	Appropriate for Emery Grover Feasibility			Adopt				
29	Appropriate for Historic Database Project			Adopt				
30	Appropriate for Memorial Park Building Construction			Adopt				
31	Appropriate to Community Preservation Fund			Adopt				
32	Appropriate for General Fund Cash Capital			Adopt				
33	Appropriate for Athletic Facility Improvements Design			Adopt				
34	Appropriate for Public Works Infrastructure Program			Adopt				
35	Appropriate for DPW Storage Facility			Adopt				
36	Appropriate for RTS Enterprise Fund Cash Capital			Adopt				
37	Appropriate for RTS Property Repairs			Adopt				
38	Appropriate for Sewer Enterprise Fund Cash Capital			Adopt				

Status of Articles 3.23.2018

#	Article	Status	BOS Position	FC Position	BOS	FC	CPC	Planning
39	Appropriate for Water Enterprise Fund Cash Capital			Adopt				
40	Appropriate to Athletic Facility Improvement Fund			Adopt				
41	Appropriate to Capital Improvement Fund			Adopt				
42	Appropriate to Capital Facility Fund							
43	Appropriate to Debt Service Stabilization Fund							
44	Amend Zoning By-Law – Marijuana Establishments							
45	Amend General By-Law – Marijuana Establishments							
46	Non-Betterment Street Acceptance – Pandolf Lane							
47	Amend General By-Law / Public Construction							
48	Amend General By-Law / Contract Procedures							
49	Amend General By-Law / Vaccination Requirement							
50	Revoke M.G.L. C. 44 Section 53F -1/2 – RTS Enterprise Fund			Adopt				
51	Home Rule Petition / Amend Town Charter							
52	Amend General By-Law / Stormwater							
53	Amend General By-Law / Non-Criminal Disposition							
54	Omnibus							



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

MEETING DATE: 3/27/2018

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

pd. \$25.00
cash 2/14/18
receipt # 142980
e-mailed 3/20/18

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

Event Manager Name (Name that will appear on license)	Nicola Dempsey, Saint Joseph Parish
Event Manager Address	1382 Highland Ave Needham 02492
Event Manager Phone Number	617-694-8520
Organization Representing (if applicable)	Saint Joseph Parish + Schools
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	Spring Soiree - St. Joseph Parish + Schools
Date of Event	4/6/18
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: 7:30 TO: 11pm
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ /per ticket <input type="checkbox"/> NO
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES \$ 15 /per ticket <input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
How many people are you expecting at this event?	200
Name & address of event location. Please attach proof of permission to use this facility. Powers Hall - Needham	
Who will be serving the alcohol to your guests? Revolution Catering	
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).	
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan. drinks will be served at bar	
<input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))	
Event Manager Signature:	Nicola Dempsey Date: 2/14/18



SAINT JOSEPH PARISH & SCHOOLS

OFFICE OF DEVELOPMENT



appetizers • cocktails • auctions

\$75 per ticket • \$135 per couple

RSVP BY MARCH 23, 2018

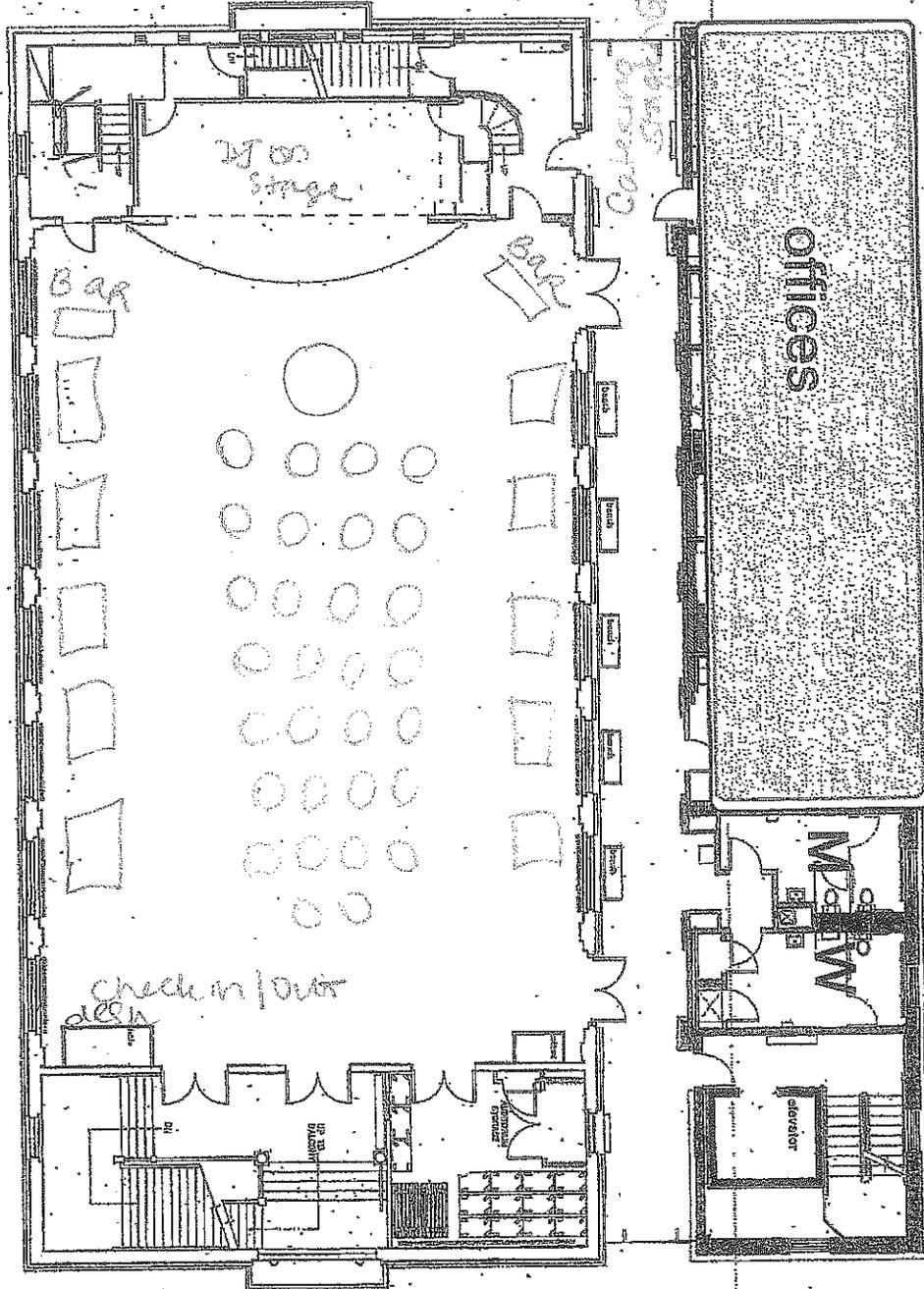
StJoeParish.ejoinme.org/soiree2018

Mobile phone required for bidding

For more information contact SpringSoiree2018@gmail.com

CHAPEL STREET

James Hugh Powers Hall
Needham Town Hall



Furniture Available:
 (18) 60"x30" tables
 (6) 72"x30" folding tables
 (8) 96"x30" tables
 350 audience chairs

HIGHLAND AVENUE

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

Balcony:
 seats 90 not available for events with alcohol.

Dimensions for hall and stage contained in online regulations.

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

NEEDHAM TOWN HALL
 Needham, Massachusetts

SKF-2

Scale: 3/16"=1'-0"
 Drawing Number:

pd. 3/12/18 CK# 1061

emailed 3/21/18

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

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

Event Manager Name (Name that will appear on license)	DINNEEN GRABLY		
Event Manager Address	183 PINE ST. DEDHAM, MA 02026		
Event Manager Phone Number	617.669.3833		
Organization Representing (if applicable)	GIFFORD CAT SHELTER		
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	RECEIVED TOWN OF NEEDHAM BOARD OF SELECTMEN 2018 MAR - 9 A 11:50 AM
	<input checked="" type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____		
Name of Event	SPRING SOIREE & SILENT AUCTION		
Date of Event	SAT. APRIL 21, 2018		
License is for Sale of:	<input checked="" type="checkbox"/> Wines & Malt Beverages Only <input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM:	6:00 pm	TO: 9:00 pm 10:00 pm
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES	\$ 35 /per ticket	<input type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES	\$ /per ticket	<input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
How many people are you expecting at this event?	150		
Name & address of event location. Please attach proof of permission to use this facility.	James Hugh Pavers Hall - Needham Town Hall		
Who will be serving the alcohol to your guests?	Cedric King		
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).	Cedric King		
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.			
<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:		
Grably		3/9/2018	



**GIFFORD CAT SHELTER
INVITES YOU TO...**



**A FUNDRAISER TO SUPPORT
HOMELESS CATS**

A Feline Affair: Spring Soiree & Silent Auction

**SATURDAY, APRIL 21, 2018
6:00 - 9:00 PM**

**NEEDHAM TOWN HALL
1471 HIGHLAND AVE, NEEDHAM**



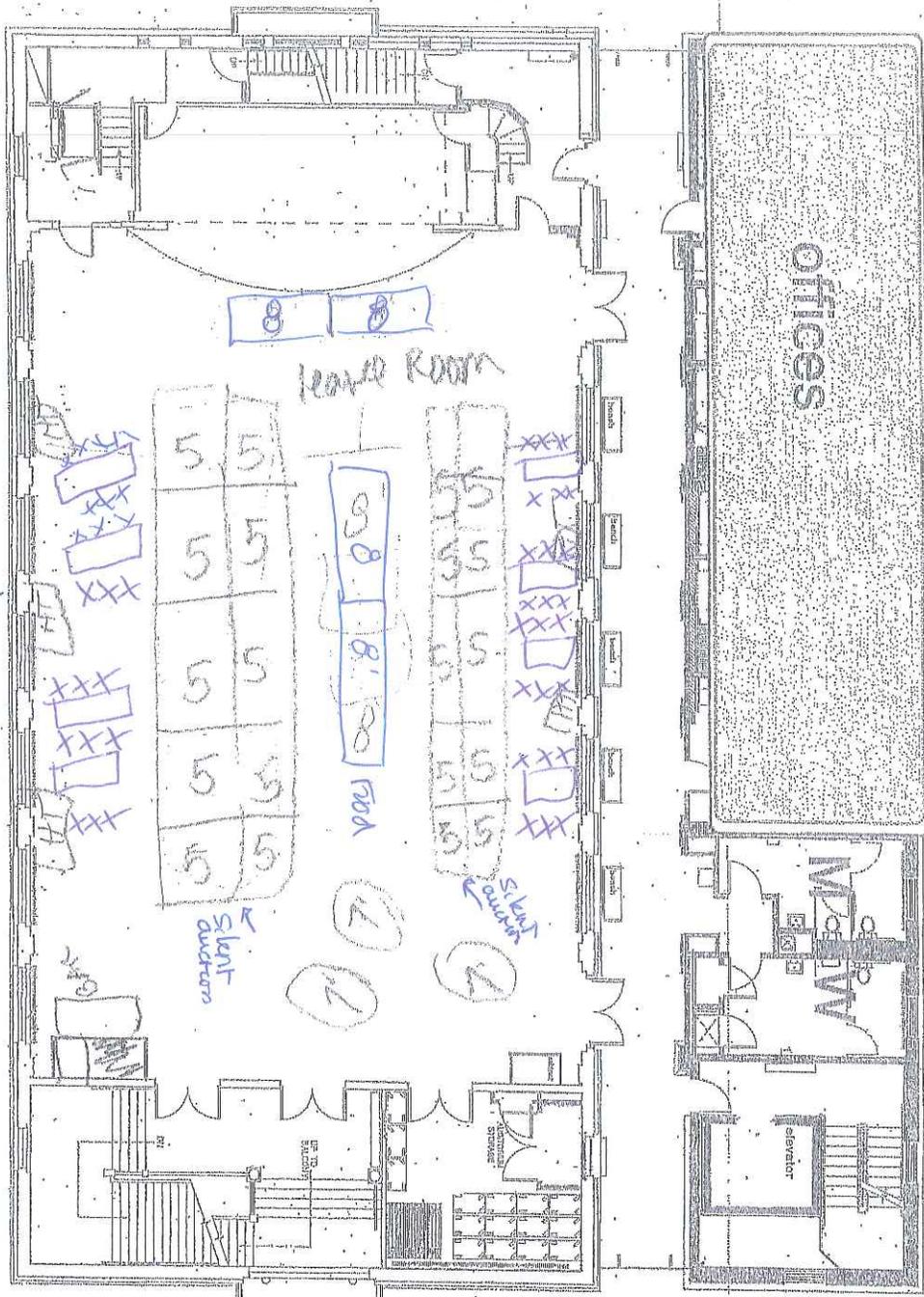
**FOR TICKETS VISIT:
www.GiffordSpringSoiree.org**

GIFFORD Cat Shelter
 April 22, 2017
 21.2018

CHAPEL STREET

28' Foot

James Hugh Powers Hall
 Needham Town Hall



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

2 6' tables
 2 chairs each table
 Coat racks

Check in 1st Floor

HIGHLAND AVENUE

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

Chairs: Hall floor can accommodate 330 chairs with center aisle.
 Balcony: seats 30 not available for events with alcohol.
 Dimensions for hall and stage contained in online registration.

NEEDHAM TOWN HALL
 Needham, Massachusetts

SKF-2

Scale: 3/32" = 1'-0"

Drawing Number:

WED 3/14 4:54 PM
Rec'd

Mobile Food Vehicle Application Feb 2018

Name of Mobile Food Vehicle* Curbside Caps
 Establishment Name* Capriotti's sandwich shop
 Type of Entity Sole Proprietor [v]
 Name of Owner* Sean Olson
 Owner Mailing Address* 840 main St Suite 203
 Owner City* Millis
 Owner State* Ma
 Owner Zip* 02054

ONSITE CONTACT/MANAGER

Name* Derrick Beauregard
 E-Mail* Foxboro@olsonrg.com
 Mailing Address * 840 Main St suite 203
 City* Millis
 State* Ma
 Zip* 02054
 Phone Number* 401-474-2906

Emergency Contact Name sean olson
 Emergency Contact Number 781-589-1961

Staff member name who is trained in anti-choking procedures. John Julio

Vehicle State & Registration #* R87852
 Year, Make & Model of Vehicle* 1998 Chevy P30 Van

I am aware of the Needham Board of Health Trans Fat Ban and this food establishment will operate in compliance with this regulation when serving food in Needham.*
 YES NO

AUTHORIZED LOCATION: PUBLIC RIGHT OF WAY

Public Right of Way mobile food vendor permits can be issued seasonally (up to seven days per week, April 1st through November 30th) at \$100 per day/season, max \$700/season or for an individual day at \$20/day.

Duration of Permit Requested
 Seasonal - one day/week
 Seasonal - two days/week
 Seasonal - three days/week
 Seasonal - four days/week
 Seasonal - five days/week
 Seasonal - six days/week
 Seasonal - seven days/week
 One Day Permit

For One Day Permit, specify date
 For One Day Permit, specify time TO and FROM

Seasonal Monday Location (Choose One) [v]
 Hours of Operation - Monday
 Seasonal Tuesday Location (Choose One) [v]
 Hours of Operation - Tuesday
 Seasonal Wednesday Location Opposite 40 A Street [v]

Hours of Operation - Wednesday

Seasonal Thursday Location

Hours of Operation - Thursday

Seasonal Friday Location

Hours of Operation - Friday

AUTHORIZED LOCATION: SCHOOL BUILDINGS, PARKING LOTS & ADJACENT FIELDS

The fee for an intermittent permit for use of School buildings, parking lots and adjacent fields shall be \$10 per day.

Day

Month/Date

Times (To - From)

Location/Site

If Mobile Food Vehicle will be located in a school parking lot or adjacent field, invitation must have first been issued by a person or organization with a valid permit to use the school building, school parking lot or adjacent play area/fields.

Name of person or organization invited by:

AUTHORIZED LOCATION: PUBLIC PARKS AND ADJACENT PARKING LOTS BY INVITATION OF PERMITTED ORGANIZATIONS

The fee for an intermittent permit for mobile food vendors invited by organizations to operate at approved public parks and adjacent parking lots shall be \$10 per day.

Day

Month/Date

Times (To - From)

Location/Site

If Mobile Food Vehicle will be located in a public park or adjacent parking lot, invitation must have first been issued by a person or organization with a valid permit to use the park or any portion thereof.

Name of person or organization invited by:

AUTHORIZED LOCATION: PUBLIC PARKS & ADJACENT PARKING LOTS BY DIRECT PERMIT

Dates available are Saturdays and Sundays starting Saturday, September 9, 2017 running through Sunday, November 19, 2017. Times are from 8:00 a.m. until 8:00 p.m. Slots will be assigned on a first come, first served basis. Two spots are available at this location; total length available for both vendors is 50 feet.

The fee for direct permit mobile food vendors shall be \$20 per day.

Saturday Location

Hours of Operation - Saturday: (If hours differ for additional days, please specify)

- Requested Saturday Dates (Multiple Choice)*
- September 16
 - September 23
 - September 30
 - October 7
 - October 14
 - October 28
 - November 4
 - November 11
 - November 18

Sunday Location

Hours of Operation - Sunday: (If hours differ for additional days, please specify)

Requested Sunday Dates
(Multiple Choice)

- September 17
- September 24
- October 1
- October 8
- October 15

- October 22
- October 29
- November 5
- November 12
- November 19

UPLOAD ADDITIONAL INFORMATION REQUIRED WITH APPLICATION

Copy of MA Department of Motor Vehicles (DMV) Truck Registration
[2018 truck registration.jpg](#)

Copy of valid MA Hawkers/Peddlers License
[Hawker Pedler Lic -SO 2018.jpg](#)

Insurance Certificate/Worker's Comp
[Foxboro LL - WC .pdf](#)

Copy of Menu
[2018 truck menu.pdf](#)

Color photo of your truck in operation
[truck photos.pages](#)

Copy of Needham Fire Department Permit*
[Needham fire permit appl14032018.jpg](#)

Completed Physical Plan and Specification Review
[Food truck layout 1.pdf](#)

Food Prep Area Layout Plan

Copy of MA Truck Drivers License
[IMG_0173.jpg](#)

Copy of ServSafe Food Training
[Serve Safe - JJ.pdf](#)

Copy of Allergy Training
[Allergen Awareness - JJ.pdf](#)

Copy of Commissary Permit
[commissary .pdf](#)

Restroom Agreement Letter

Copy of Workers Compensation Affidavit
[workmans comp affidavit06022018.jpg](#)

Copy of Invitation to Participate (if applicable)

* indicates required fields.

Mobile Food Vehicle Application Feb 2018

Name of Mobile Food Vehicle*

Establishment Name*

Type of Entity

Name of Owner*

Owner Mailing Address*

Owner City*

Owner State*

Owner Zip*

ONSITE CONTACT/MANAGER

Name*

E-Mail*

Mailing Address *

City*

State*

Zip*

Phone Number*

Emergency Contact Name

Emergency Contact Number

Staff member name who is trained in anti-choking procedures.

Vehicle State & Registration #*

Year, Make & Model of Vehicle*

I am aware of the Needham Board of Health Trans Fat Ban and this food establishment will operate in compliance with this regulation when serving food in Needham.*

YES NO

AUTHORIZED LOCATION: PUBLIC RIGHT OF WAY

Public Right of Way mobile food vendor permits can be issued seasonally (up to seven days per week, April 1st through November 30th) at \$100 per day/season, max \$700/season or for an individual day at \$20/day.

Duration of Permit Requested

<input checked="" type="checkbox"/> Seasonal - one day/week	<input type="checkbox"/> Seasonal - five days/week
<input type="checkbox"/> Seasonal - two days/week	<input type="checkbox"/> Seasonal - six days/week
<input type="checkbox"/> Seasonal - three days/week	<input type="checkbox"/> Seasonal - seven days/week
<input type="checkbox"/> Seasonal - four days/week	<input type="checkbox"/> One Day Permit

For One Day Permit, specify date

For One Day Permit, specify time TO and FROM

Seasonal Monday Location

Hours of Operation - Monday

Seasonal Tuesday Location

Hours of Operation - Tuesday

Seasonal Wednesday Location

Hours of Operation - Wednesday

Seasonal Thursday Location

Hours of Operation - Thursday

Seasonal Friday Location

Hours of Operation - Friday

AUTHORIZED LOCATION: SCHOOL BUILDINGS, PARKING LOTS & ADJACENT FIELDS

The fee for an intermittent permit for use of School buildings, parking lots and adjacent fields shall be \$10 per day.

Day Month/Date Times (To - From)

Location/Site

If Mobile Food Vehicle will be located in a school parking lot or adjacent field, invitation must have first been issued by a person or organization with a valid permit to use the school building, school parking lot or adjacent play area/fields.

Name of person or organization invited by:

AUTHORIZED LOCATION: PUBLIC PARKS AND ADJACENT PARKING LOTS BY INVITATION OF PERMITTED ORGANIZATIONS

The fee for an intermittent permit for mobile food vendors invited by organizations to operate at approved public parks and adjacent parking lots shall be \$10 per day.

Day Month/Date Times (To - From)

Location/Site

If Mobile Food Vehicle will be located in a public park or adjacent parking lot, invitation must have first been issued by a person or organization with a valid permit to use the park or any portion thereof.

Name of person or organization invited by:

AUTHORIZED LOCATION: PUBLIC PARKS & ADJACENT PARKING LOTS BY DIRECT PERMIT

Dates available are Saturdays and Sundays starting Saturday, September 9, 2017 running through Sunday, November 19, 2017. Times are from 8:00 a.m. until 8:00 p.m. Slots will be assigned on a first come, first served basis. Two spots are available at this location; total length available for both vendors is 50 feet.

The fee for direct permit mobile food vendors shall be \$20 per day.

Saturday Location

Hours of Operation - Saturday: (If hours differ for additional days, please specify)

- Requested Saturday Dates (Multiple Choice)*
- | | |
|--|--------------------------------------|
| <input checked="" type="checkbox"/> September 16 | <input type="checkbox"/> October 28 |
| <input type="checkbox"/> September 23 | <input type="checkbox"/> November 4 |
| <input type="checkbox"/> September 30 | <input type="checkbox"/> November 11 |
| <input type="checkbox"/> October 7 | <input type="checkbox"/> November 18 |
| <input type="checkbox"/> October 14 | |

Sunday Location

Hours of Operation - Sunday: (If hours differ for additional days, please specify)

Requested Sunday Dates
(Multiple Choice)

- September 17
- September 24
- October 1
- October 8
- October 15

- October 22
- October 29
- November 5
- November 12
- November 19

UPLOAD ADDITIONAL INFORMATION REQUIRED WITH APPLICATION

Copy of MA Department of Motor Vehicles (DMV) Truck Registration

Copy of valid MA Hawkers/Peddlers License

Ben Lotzkar HP.pdf

Insurance Certificate/Worker's Comp

Workers Comp Insurance 2018.pdf

Copy of Menu

Moyzilla Food Truck Menu.pdf

Color photo of your truck in operation

IMG_3351.JPG

*Copy of Needham Fire Department Permit**

Needham Fire.docx

Completed Physical Plan and Specification Review

2018 Needham Plan and Specification Review.pdf

Food Prep Area Layout Plan

Copy of MA Truck Drivers License

Copy of ServSafe Food Training

Servsafe BL.pdf

Copy of Allergy Training

Allergen Awareness BL.pdf

Copy of Commissary Permit

Maui Health Permit 2018 (2).jpg

Restroom Agreement Letter

Copy of Workers Compensation Affidavit

Workers Comp Affidavit.pdf

Copy of Invitation to Participate (if applicable)

* indicates required fields.

Nikki Witham

From: noreply@civicplus.com
Sent: Wednesday, March 14, 2018 10:27 AM
To: Sandy Cincotta; Nikki Witham; Kym Deas; Tara Gurge
Subject: Online Form Submittal: Mobile Food Vehicle Application Feb 2018

The following form was submitted via your website: Mobile Food Vehicle Application Feb 2018

Name of Mobile Food Vehicle: Sam's Hot Dogs (tow-behind cart)

Establishment Name: Sam's Hot Dogs

Type of Entity: Sole Proprietor

Name of Owner: Alan Rubin

Owner Mailing Address: 27 Cynthia Road

Owner City: Needham

Owner State: MA

Owner Zip: 02494

Name: Alan Rubin

E-Mail: samshotdogcart@gmail.com

Mailing Address : 27 Cynthia Road

City: Needham

State: MA

Zip: 02494

Phone Number: 61-834-8152

Emergency Contact Name:

Emergency Contact Number:

Staff member name who is trained in anti-choking procedures.:

Vehicle State & Registration #: MA (RS7685 for car) and MA (D11935 for trailer)

Year, Make & Model of Vehicle: 2013 Acura RDX and Trailer/cart

I am aware of the Needham Board of Health Trans Fat Ban and this food establishment will operate in compliance with this regulation when serving food in Needham.: YES

** Exact locations not yet determined, but will advise Office of the Town Manager of bookings and seasonal plans (if any) once made before providing Mobile Food services so that precise permits can be issued.*

Duration of Permit Requested: One Day Permit

For One Day Permit, specify date :

For One Day Permit, specify time TO and FROM:

Seasonal Monday Location: (Choose One)

Hours of Operation - Monday:

Seasonal Tuesday Location: (Choose One)

Hours of Operation - Tuesday:

Seasonal Wednesday Location: (Choose One)

Hours of Operation - Wednesday:

Seasonal Thursday Location: (Choose One)

Hours of Operation - Thursday:

Seasonal Friday Location: (Choose One)

Hours of Operation - Friday:

Day: (Choose One)

Month/Date :

Times (To - From):

Location/Site: (Choose One)

Name of person or organization invited by::

Day: Saturday

Month/Date:

Times (To - From):

Location/Site:

Name of person or organization invited by::

Saturday Location: (Choose One)

Hours of Operation - Saturday: (If hours differ for additional days, please specify):

Requested Saturday Dates
(Multiple Choice): ~~September 16~~

Sunday Location : (Choose One)

Hours of Operation - Sunday: (If hours differ for additional days, please specify):

Requested Sunday Dates
(Multiple Choice): ~~September 17~~

Copy of MA Department of Motor Vehicles (DMV) Truck Registration: Cert. of Reg. 2016.pdf

Copy of valid MA Hawkers/Peddlers License: MA Hawker Peddler Permit - 2017.pdf

Insurance Certificate/Worker's Comp: Liability Insurance Policy 2018-2019 Needham.pdf

Copy of Menu: SamsMenu R1.pdf

Color photo of your truck in operation: Sprague setup picture.jpg

Copy of Needham Fire Department Permit: Needham Fire Department Permit 2017-18.pdf

Completed Physical Plan and Specification Review:

Food Prep Area Layout Plan: Needham Health Dept Application - template with diagram.pdf

Copy of MA Truck Drivers License:

Copy of ServSafe Food Training: ServSafe Certificate - Alan.pdf

Copy of Allergy Training: ServSafe Allergen Certificate.pdf

Copy of Commissary Permit: Commissary Agmt - 2018.pdf

Restroom Agreement Letter:

Copy of Workers Compensation Affidavit:

Copy of Invitation to Participate (if applicable):

Additional Information:

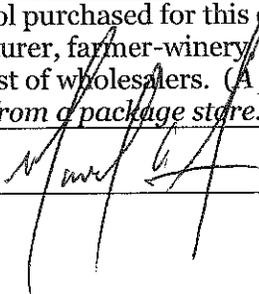
Form submitted on: 3/14/2018 10:26:34 AM

Submitted from IP Address: 73.126.76.164

Referrer Page: No Referrer - Direct Link

Form Address: <http://needhamma.gov/Forms.aspx?FID=381>

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

Event Manager Name (Name that will appear on license)	MAXWELL SPARR		
Event Manager Address	400 FIRST AVE		
Event Manager Phone Number	857 320 0426		
Organization Representing (if applicable)	TRIPADVISOR		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit	<input checked="" type="checkbox"/> For profit	
	<input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Global CITIZEN		
Date of Event	3/27/18		
License is for Sale of:	<input checked="" type="checkbox"/> Wines & Malt Beverages Only <input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM: 6 PM	TO: 8 PM	
Are tickets being sold in advance for this event?	<input type="checkbox"/> YES \$	/per ticket	<input checked="" type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES \$	/per ticket	<input checked="" type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
How many people are you expecting at this event?	75		
Name & address of event location. Please attach proof of permission to use this facility.	400 FIRST AVE NEEDHAM, MA TRIPADVISOR		
Who will be serving the alcohol to your guests?	RESTAURANT ASSOCIATES		
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
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.			
BAR ON CONSUMPTION			
<input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery/farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date: 3/23/18