

BOARD OF SELECTMEN
May 7, 2018
Needham Town Hall~ Selectmen's Chambers
Revised Agenda

1.	6:45	Town Meeting Preparation

CONSENT AGENDA *=Backup attached

1.*	Approve a One Day Special All Alcoholic Beverages license for Chris Brinkhaus of St. Sebastian's School to host its Reunion weekend events on May 18, 2018 and May 19, 2018. Both events are from 5:00 p.m. to 11:00 p.m. Events will be held in the Birmingham Academic Building and in Ward Hall, 1191 Greendale Avenue, Needham.
2.*	Ratify a road event form from Melissa Lassonde of Needham Baseball and Softball, who held its opening day parade in Needham on April 29, 2018 from 10:45 a.m. to 12:00 p.m. The route of the parade was approved by the following departments: DPW, Police, Fire, and Park and Recreation.
3.*	Approve a request from Angela Phinney of Bikes Not Bombs for its event to be held on June 10, 2018. It is a bike-a-thon event that will have cyclists riding through a portion of Needham during the 40 mile route of the ride, as well as the return path of the 60 mile ride. They will be in Needham around 11:45 a.m. The Needham portion of the route has been approved by the DPW, Police, Fire and Park and Recreation departments.
4.*	Approve Mobile Food Vendor applications for BowlBoyz, and Chicken and Rice Guys pending successful inspections from Public Health and Fire. Locations will be in the Needham Crossing area and DeFazio Field Complex. Completed applications are on file in the Office of the Town Manager.
5.	Accept donation of approximately three dozen cemetery flags made to the Town of Needham from Rosalie Fontecchio, a Westwood resident.
6.*	Approve a 2018 Common Victualler License for Stacy's Juicebar to open a second location at 250 1 st Avenue Ste. 200, Needham MA 02494.
7.*	Approve draft Interim Rules and Regulations for Use of Memorial Park Fieldhouse.

**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)	Chris Brinkhaus chris-brinkhaus@	
Event Manager Address	1191 Greendale Ave stsebs.org	
Event Manager Phone Number	781-247-0147 chbrinkhaus	
Organization Representing (if applicable)	St. Sebastian's School	
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	Reunion	
Date of Event	5/18/18 - 5/19/18	
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: 5:00	TO: 10:00
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 70 /per ticket	<input type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES \$ /per ticket	<input checked="" type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	5/18/18 - 20 5/19/18 - 800	
Name & address of event location. Please attach proof of permission to use this facility.	St. Sebastian's School Ward Hall 1191 Greendale Ave Needham	
Who will be serving the alcohol to your guests?	Sage Dining Services	
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 see attached	
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.		
<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: 4/27/18	

DIRECTIONS TO ST. SEBASTIAN'S SCHOOL

1191 Greendale Avenue, Needham, MA | www.stsebs.org/reunion

From Points South via Route 128

- Heading northbound on Route 128, take Exit 17 (Route 135)
- At the end of the ramp, take a right
- Take the first right onto Lyons Street which turns into Greendale Avenue
- The Class of 2013 Courtyard and Ward Hall will be on your right

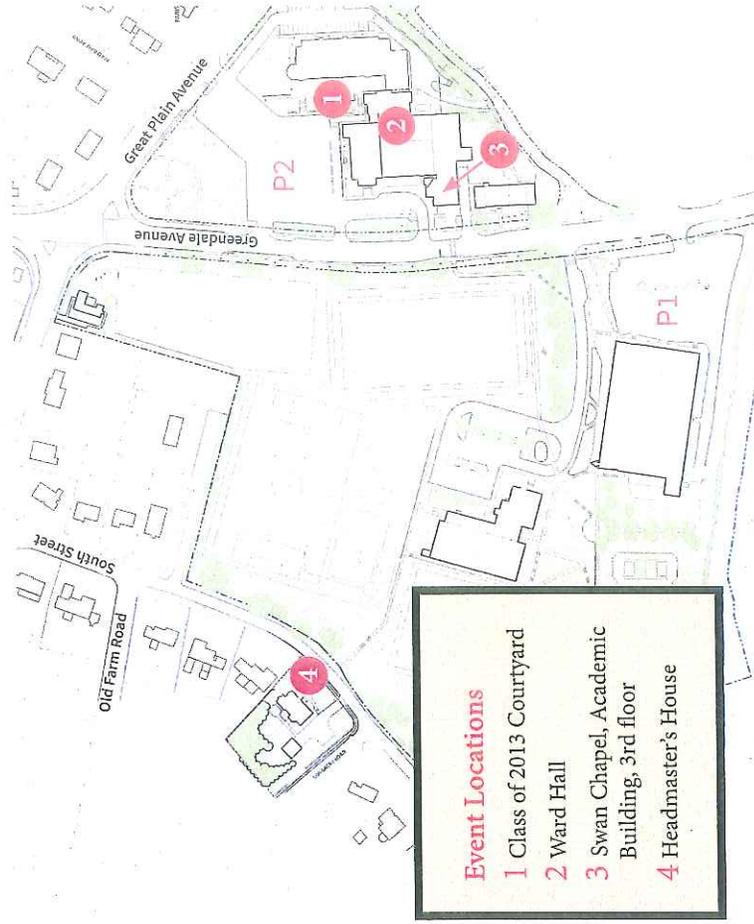
From Points North via Route 128

- Heading southbound on Route 128, take Exit 18 (Great Plain Avenue)
- At the end of the ramp, take a left
- Turn left at the first set of lights onto Greendale Avenue
- The Class of 2013 Courtyard and Ward Hall will be immediately on your left

Parking

- P1** Hockey Rink Parking Lot
- P2** St. Bartholomew Church Parking Lot (parking available after 5 p.m. on Saturday)

Handicap Parking is available in the P2 Lot

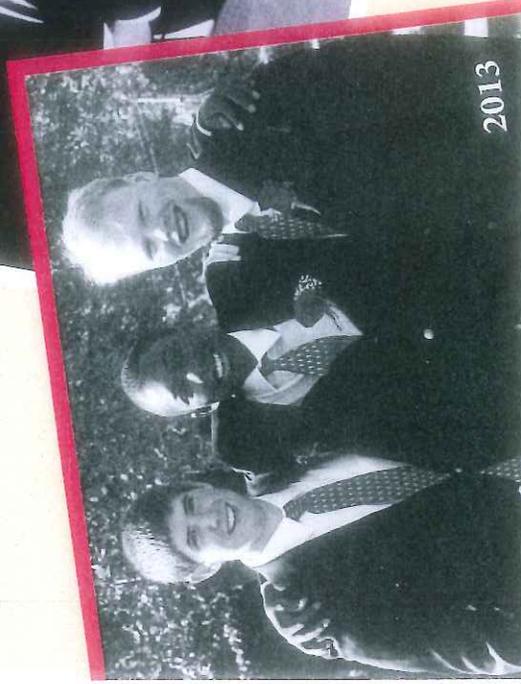
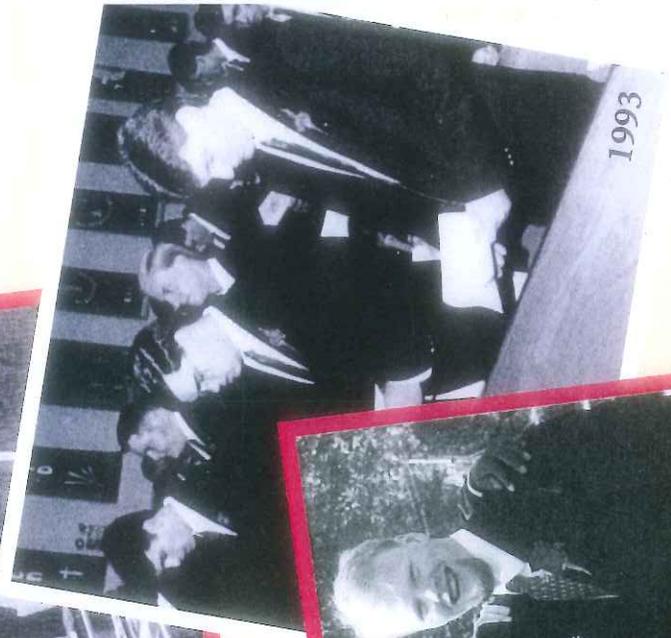


Event Locations

- 1 Class of 2013 Courtyard
- 2 Ward Hall
- 3 Swan Chapel, Academic Building, 3rd floor
- 4 Headmaster's House



REUNION 2018 MAY 18 & 19



Reconnect with classmates, share memories and make new ones at Reunion 2018!

Whether you've been gone 5 years or 70, Reunion is a great opportunity to reconnect with classmates and faculty, share memories and make new ones. Take a walk down memory lane with your classmates and see all of the exciting changes to our campus.



1948



1958

REGISTRATION

Register online at www.stsebs.org/reunion or by returning the enclosed registration card along with payment.

Registration deadline: May 11, 2018

QUESTIONS?

Contact Chris Brinkhaus '92 at 781.247.0147 or chris_brinkhaus@stsebs.org or Ed Davis '65 at 781.247.0158 or ed_davis@stsebs.org.

For more information and to see who else is planning to attend, visit:

www.stsebs.org/reunion



SCHEDULE OF EVENTS

FRIDAY, MAY 18

8:00 AM

Alumni Golf Outing (South Shore Country Club, Hingham, MA)
Space is limited; register online at www.stsebs.org/alumni_golf

Milestone Reunion Celebration (Class of 1993)

6:00 PM 25th Reunion Cocktail Reception

7:00 PM

25th Reunion Dinner (Birmingham Academic Building)

SATURDAY, MAY 19

11:00 AM

"Are You Ready for Retirement?" Seminar

An information session on financial planning & estate planning

12:00 PM

Headmaster's Luncheon for the Classes of 1945-1968

The Classes of 1945-1968 are invited to a special gathering at Headmaster Burke's home.

(The Griffith Headmaster's House, 57 South Street)

All Reunion Celebrations

2:00 PM

Campus Tours

Meet current students and take a guided tour of our campus.
(Meet at Class of 2013 Courtyard)

Sporting Events

St. Sebastian's takes on Brooks in Varsity Baseball, JV Lacrosse and Varsity Tennis.

4:00 PM

Alumni Memorial Mass

Join the St. Sebastian's Community as we reflect and remember those who have gone before us.
(Swan Chapel, Academic Building, 3rd Floor)

5:00 PM

Cocktail Reception

All reunions join together for a casual cocktail reception and class photos. (Class of 2013 Courtyard, outside the Science, Math & Library Center)

7:00 PM

Clambake

Enjoy a delicious New England clambake. You provide the great conversation and we'll provide the bibs! (Ward Hall)

See reverse for a campus map, information on parking and directions.



**Town of Needham, Massachusetts
Road Event Form**

INTERNAL USE ONLY

DPW Police
 Fire OTM
 Park & Rec
 PFD Paid

TYPE OF EVENT: (check all that apply)

RUN WALK BICYCLE MOTORCYCLE

Name of Event:

Opening Day Parade

Name of Organization:

Needham Baseball + Softball

**Has this event been conducted in other
Towns in the past?** YES NO

If yes, name of Town and date:

**Has this event been held in Needham in
the past?** YES NO

**If yes, are you repeating the same route as
in prior year(s)?** YES NO

Organization Mailing Address:

44 Longacre Rd, Needham, MA
02494

**Organization
is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

Primary Contact:

Melissa Lassonde

Contact Title:

VP Special Events

Contact Address:

206 Maple St.
Needham, MA 02492

Contact Phone (Day):

781.664.8668

Contact Phone (Cell):

←

Contact Email:

M6Lasso2009@gmail.com

Event Date(s): Sunday, April 29	Date Expected to be in Needham: 4/29/2018
Earliest Time Expected in Needham: 10:45 AM	Latest Time Expected in Needham: NOON
Number of Expected Participants: 1000	Number of Expected Spectators at Peak Time: 1000
Are participants charged a fee? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Estimated Number of Vehicles: 1 firetruck	What type of Parking is required: at DeFazio Park + Greene's Field
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: Greene's Field + DeFazio A.M. to 2 p.m.	
Are event organizers available to meet with members of the Town to plan event? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Do event organizers foresee the need for any road closures (subject to police review)? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
What will be done in case of inclement weather? postpone or cancel	
Will neighborhoods be impacted by parking and traffic? Yes during parade on route	
What activities are planned for the start of the race (if in Needham)? Gather at Greene's Field	
What activities are planned for the end of the race (if in Needham)? Ceremony at DeFazio	

What facilities are needed for the start of the race (if in Needham)?	None
What facilities are needed for the end of the race (if in Needham)?	None
Once the event begins, how long will it take to complete the event?	30-45 min
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	no
Will volunteers be placed along the route?	walking alongside
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	only at DeFazio / HS Band
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	only at DeFazio
Will portable toilets be used? List locations.	no
Will hydration stops be set up along route? If yes, please include these on route plan.	no
If the event takes place after dark, what is the plan to meet lighting needs?	n/a
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Fire Dept + adults
Does the event take place during commuter times?	NO
Is school in session during the event? Will school drop off or pick up be impacted by the event?	NO
Are businesses open during the time of the event?	limited
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	NO

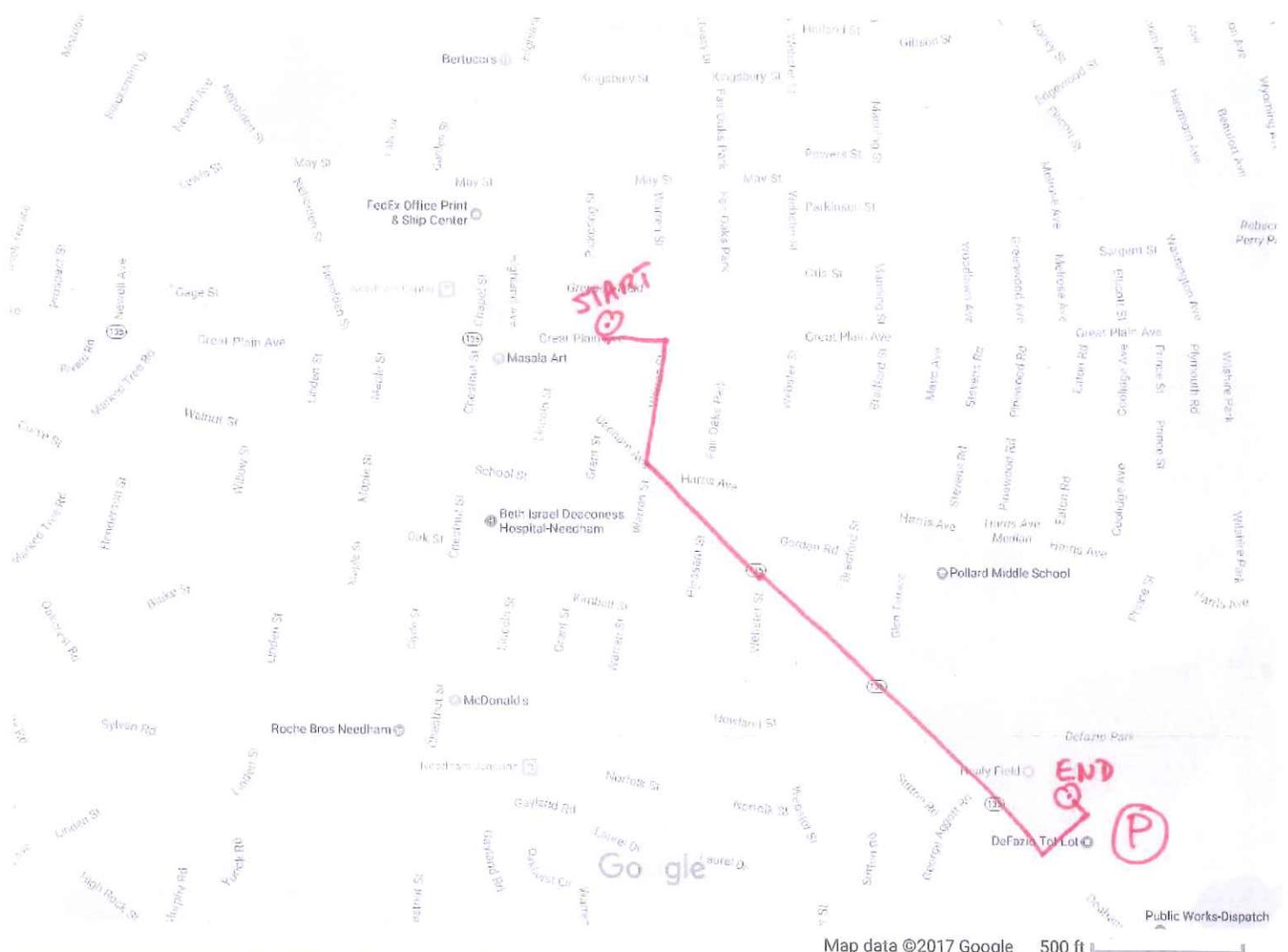
<p>Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?</p>	<p>Yes; avoiding start/end of service</p>
<p>What is the plan to handle trash?</p>	<p>none</p>

Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- event route map (include map and text of route, parking plan, volunteer placement)
- application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)
- certificate of insurance

PLEASE NOTE:
For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.

Go gle Maps Greene's Field



Greene's Field

Nikki Witham

From: Melissa Gerber Lassonde <mglasso2009@gmail.com>
Sent: Thursday, April 26, 2018 9:36 AM
To: Belinda Carroll; Nikki Witham
Cc: Erik Lannigan; Donald Anastasi
Subject: Re: Little League Parade Route

hi Lt.

That sounds great. I agree with the change. Thank you.

best,
Melissa

On Thu, Apr 26, 2018 at 9:33 AM, Belinda Carroll <BCarroll@needhamma.gov> wrote:

Hi Melissa-

Hope all is well. I had time to review the route on your map and cross reference it to my event sheet from last year. We changed the route last year from taking a right onto Warren St, to take a right onto Fair Oaks Pkwy instead. I'm not sure if we initiated this due to an event that was taking place at the church. Warren St is a narrow street and cars can be parked on the side due to the church. In addition, when the parade reaches the end of Warren St to turn left onto Dedham Ave, can be tricky to control the traffic in that area. Ultimately, I'd like to maintain the route to go down Fair Oaks Pwy and turn left onto Dedham from there. Please let me know your thoughts on this. Thanks-

Belinda



BIKES NOT BOMBS

284 Amory Street • Jamaica Plain, MA 02130
phone: 617-522-0222 • fax: 617-522-0922
www.bikesnotbombs.org • mail@bikesnotbombs.org

February 14, 2018

Nikki Witham
Office of the Town Manager
Needham Town Hall
1471 Highland Street
Needham, MA 02492

Dear Nikki:

Thank you for speaking with me last week and sending along the road event application. The application for our 31st annual Bike-A-Thon on June 10, 2018 is enclosed. Also enclosed is a \$50.00 check to the Town of Needham and a map of our route through Needham. I am expecting to receive our liability insurance policy within a week or so. It will name the Town of Needham as an additional insured. I will send you this insurance information shortly.

Bikes Not Bombs will holding our 31st annual fundraising bike ride, the Bike-A-Thon, on Sunday June 10th, 2018. The same as in previous years, some of our cyclists will be passing through Needham.

I want to mention up front that there are no points along our route where we plan to block, obstruct, or in any way interfere with vehicular or pedestrian traffic. This is not a race, and it is not a single mass of cyclists who stay together. Upon leaving the starting point in Jamaica Plain, each cyclist rides at their own pace, and they will be spread out over multiple miles and integrated into the normal flow of traffic. We give out a suggested route for cyclists to follow, and each cyclist is on the road as an individual, riding safely and single file on the road as would any other recreational cyclist. We will be instructing all riders to obey all traffic laws. These cyclists will also be experienced and comfortable with safely integrating themselves into the normal flow of traffic. We expect the impact on Sunday traffic to be negligible, as it has been on this same route each year, and we are not requesting any assistance from town authorities on the day of the event.

There are no spectators, stops, volunteer stations, parking, etc. in Needham. It will only be cyclists on the road as a part of normal traffic.

Nikki Witham
Town of Needham
February 14, 2018
Page Two

This will be our 31st year of running this event smoothly and safely! Each of these heroic cyclists in the event raises money to support our non-profit bicycle programs. Our youth programs in Jamaica Plain help inner-city teens learn safe bicycling skills and mechanics skills, while earning their own bike. These bikes help them get to school or work and the skills lay a foundation for professional development that will help them get jobs.

I've attached a map of our route in 2018. We plan to use this same route as last year. Riders will:

- Enter Needham on Central St. going N
- Turn right on Charles River St. going E
- Turn right on South St. and leave Needham going S
- Re-enter Needham on Chestnut St going N
- Turn right on South St. going E
- Turn right on Great Plain Ave. going E
- Turn left on Greendale Ave. going N
- Turn right on Kendrick St. going N and leave Needham

Riders will start to trickle into Needham around 11:45 am. The total mileage for each rider within the town of Needham is about 5 miles, and riders will average about 15 mph, so we expect each rider to spend about 20 minutes on Needham roads. We expect our last riders will have exited Needham by 4:30pm.

Thank you for your continued support!

If there are any questions at all, please just be in touch with me.

Sincerely,



Angela Phinney
Director of Development
Bikes Not Bombs
617-522-0222 ext. 108
angela@bikesnotbombs.org



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

DPW Police
 Fire OTM
 Park & Rec
 PFD Paid

TYPE OF EVENT: (check all that apply)

RUN WALK BICYCLE MOTORCYCLE

Name of Event:

31ST ANNUAL BIKE-A-THON

Name of Organization:

BIKES NOT BOMBS

**Has this event been conducted in other
Towns in the past?** YES NO

If yes, name of Town and date:

NEEDHAM, BROOKLINE, NATICK, NEWTON, WESTWOOD, SHERBOURN
DEDHAM, DOVER, FRAMINGHAM, MEDFIELD, MEDWAY, MILLIS

**Has this event been held in Needham in
the past?** YES NO

**If yes, are you repeating the same route as
in prior year(s)?** YES NO

Organization Mailing Address:

284 AMORY STREET
JAMAICA PLAIN, MA 02130

Organization
is
Not-for-Profit

Organization Billing Address (if Police Detail is required):

N/A

Primary Contact:

ANGELA PHINNEY

Contact Title:

DIRECTOR OF DEVELOPMENT

Contact Address:

284 AMORY STREET
JAMAICA PLAIN, MA 02130

Contact Phone (Day):

617-522-0222 ext. 108

Contact Phone (Cell):

617-519-6189

Contact Email:

angela @ bikesnotbombs.org

Event Date(s): June 10, 2018	Date Expected to be in Needham: June 10, 2018
--	---

Earliest Time Expected in Needham: 11:45 AM	Latest Time Expected in Needham: 4:30 pm
---	--

Number of Expected Participants: 250	Number of Expected Spectators at Peak Time: NONE
--	---

Are participants charged a fee? YES NO

Estimated Number of Vehicles: NONE	What type of Parking is required: NONE
--	--

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:
N/A

Are event organizers available to meet with members of the Town to plan event? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Do event organizers foresee the need for any road closures (subject to police review)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
--	---

What will be done in case of inclement weather?
RAIN OR SHINE

Will neighborhoods be impacted by parking and traffic?
NO

What activities are planned for the start of the race (if in Needham)?
NONE - N/A

What activities are planned for the end of the race (if in Needham)?
N/A

What facilities are needed for the start of the race (if in Needham)?

N/A

What facilities are needed for the end of the race (if in Needham)?

N/A

Once the event begins, how long will it take to complete the event?

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?

NO

Will volunteers be placed along the route?

NO

Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.

NO

Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)

NO

Will portable toilets be used? List locations.

NO

Will hydration stops be set up along route? If yes, please include these on route plan.

NO

If the event takes place after dark, what is the plan to meet lighting needs?

N/A

What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?

RIDERS ARE REQUIRED TO WEAR BIKE HELMETS AND FOLLOW TRAFFIC LAWS. "SWEEP" RIDERS CARRY FIRST AID.

Does the event take place during commuter times?

NO

Is school in session during the event? Will school drop off or pick up be impacted by the event?

NO

Are businesses open during the time of the event?

YES, SOME

Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)

NO

**Are there any churches/houses of worship located along the event route?
Will church/house of worship services take place during the event?**

What is the plan to handle trash?

~~UNDERWAY~~

WE WILL REMOVE ALL TRASH

Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- **event route map (include map and text of route, parking plan, volunteer placement)**
- **application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)**
- **certificate of insurance**

PLEASE NOTE:

For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.



Nikki Witham

From: noreply@civicplus.com
Sent: Wednesday, May 02, 2018 4:26 PM
To: Sandy Cincotta; Nikki Witham; Kym Deas; Tara Gurge; Diana Acosta
Subject: Online Form Submittal: Mobile Food Vendor Application Feb 2018

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

Name of Mobile Food Vehicle: Bowl Boyz

Establishment Name: Bowl Boyz, LLC

Type of Entity: LLC

Name of Owner: Michael Magner & Ryan Gallagher

Owner Mailing Address: 44 Industrial Way

Owner City: Norwood

Owner State: MA

Owner Zip: 02062

Name: Michael Magner

E-Mail: bowlboyz1@gmail.com

Mailing Address : 26 Saint James Ave

City: Norwood

State: MA

Zip: 02062

Phone Number: 2013212479

Emergency Contact Name: Ryan Gallagher

Emergency Contact Number: 201-410-9830

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

Vehicle State & Registration #: NJ - (attached)

Year, Make & Model of Vehicle: 2005 Haulmark Trailer

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

Duration of Permit Requested: One Day Permit

For One Day Permit, specify date : TBD

For One Day Permit, specify time TO and FROM: TBD

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: (Choose One)

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): TBD

Requested Saturday Dates (e.g. 4/14; 4/28, 7/14 etc. Include all dates): TBD

Sunday Location : (Choose One)

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

Requested Sunday dates (e.g. 4/15; 4/22; 8/19, etc. Please include all requested dates): TBD

Copy of MA Department of Motor Vehicles (DMV) Truck Registration: Registration.JPG

Copy of valid MA Hawkers/Peddlers License: Hawkers Peddlers.pdf

Insurance Certificate/Worker's Comp: Insurance.JPG

Copy of Menu: Menu.jpg

Color photo of your truck in operation: Truck.jpg

Copy of Needham Fire Department Permit: Blank.docx

Completed Physical Plan and Specification Review: Spec and Plan Review.pdf

Food Prep Area Layout Plan: Floor Plan.JPG

Copy of MA Truck Drivers License: Drivers License.jpg

Copy of ServSafe Food Training: Food Safety.pdf

Copy of Allergy Training: Allergen.pdf

Copy of Commissary Permit: Commissary.pdf

Restroom Agreement Letter:

Copy of Workers Compensation Affidavit: Workers Comp Affidavit.JPG

Copy of Invitation to Participate (if applicable):

Additional Information:

Form submitted on: 5/2/2018 4:26:24 PM

Submitted from IP Address: 96.233.73.200

Referrer Page: No Referrer - Direct Link

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

Nikki Witham

From: noreply@civicplus.com
Sent: Wednesday, May 02, 2018 5:38 PM
To: Sandy Cincotta; Nikki Witham; Kym Deas; Tara Gurge; Diana Acosta; Belinda Carroll; John Schlittler
Subject: Online Form Submittal: Mobile Food Vendor Application Feb 2018

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

Name of Mobile Food Vehicle: Chicken & Rice Guys

Establishment Name: Chicken & Rice Guys

Type of Entity: LLC

Name of Owner: Ian So

Owner Mailing Address: 64 Salem St

Owner City: medford

Owner State: Ma

Owner Zip: 02155

Name: Kevin Tam

E-Mail: kevin.t@cnrguys.com

Mailing Address : 64 salem St

City: Medford

State: Ma

Zip: 02155

Phone Number: 4153129596

Emergency Contact Name: Kenin Nigro

Emergency Contact Number: 9785022104

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

Vehicle State & Registration #: MA R22010

Year, Make & Model of Vehicle: 2002 Chevy Workhorse

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

Duration of Permit Requested: Seasonal - one day/week

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: Opposite 40 A Street

Hours of Operation - Wednesday: 10:30 AM - 2:30 PM

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: (Choose One)

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 (e.g. 4/14; 4/28, 7/14 etc. Include all dates):

Sunday Location : (Choose One)

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

Requested Sunday dates (e.g. 4/15; 4/22; 8/19, etc. Please include all requested dates):

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

Copy of valid MA Hawkers/Peddlers License: 2018 HP Tam.pdf

Insurance Certificate/Worker's Comp: WC Proof.pdf

Copy of Menu: CNR Truck.jpeg

Color photo of your truck in operation:

Copy of Needham Fire Department Permit:

Completed Physical Plan and Specification Review: CNR Truck interior.jpeg

Food Prep Area Layout Plan:

Copy of MA Truck Drivers License: KT Serv Safe, Allergen, Everett Permit.pdf

Copy of ServSafe Food Training:

Copy of Allergy Training:

Copy of Commissary Permit:

Restroom Agreement Letter:

Copy of Workers Compensation Affidavit:

Copy of Invitation to Participate (if applicable):

Additional Information:

Form submitted on: 5/2/2018 5:37:41 PM

Submitted from IP Address: 98.110.145.102

Referrer Page: No Referrer - Direct Link

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



TOWN OF NEEDHAM

For Calendar Year: 2018

APPLICATION/ RENEWAL FOR A COMMON VICTUALLER LICENSE

The undersigned hereby applies for a Common Victualler License in accordance with the provisions of the Statutes relating thereto:

Name of Corporation: _____

Name of Establishment (d/b/a): Stacy's Juicebar

If business is a Corporation / Corporate Name and Officers: _____

If business is not a Corporation, Name of Owner: Stacy Madison

Email Address: stacy@stacymadison.com

Address of Establishment: 250 1st Ave, Ste. 200, Needham MA 02494

Contact Person (name who will receive notices under this license): Sharanda Collette

Mailing Address (of contact person), if different from Establishment: _____

1257 Highland Ave, Needham MA 02492

Establishment's Days of Operation: Monday - Thursday

Establishment's Hours of Operation: 11³⁰ - 1³⁰

Manager: Sharanda Collette # of Staff: 1 # of Seats: 3 tables/12 seats

Telephone Number: 781-444-5842 Fax Number: _____

Signature of Owner: _____ Date: 4/3/18

(If corporation, signature of a duly authorized agent of the corporation)

508-317-4749

A certificate of insurance showing evidence that the applicant has workers' compensation insurance must be included with this completed application.

If you currently hold an alcoholic beverages license, you must provide a copy of a certificate of liquor liability insurance in the minimum amount of \$100,000/person/\$1,000,000 aggregate for personal injury and \$100,000 per occurrence for property damage before your alcoholic beverages license will be renewed.

Pursuant to MGL Ch. 62C, Sec. 49A:

I certify under the penalties of perjury that I, to my best knowledge and belief, have read and am in compliance with the contents of M.G.L. Chapter 62C, Section 49A (on reverse side of this application).

Signature of Applicant (Mandatory) _____

By Corporate Officer (if applicable) _____

Either a Social Security Number _____

Date (required) 4/3/18

This License will not be issued unless this certification clause is signed by the applicant.

**Interim Rules and Regulations for Use of
MEMORIAL PARK FIELDHOUSE
Approved by the Trustees of Memorial Park: xx, xx, 2018**

All authorized persons or organizations must comply with the following rules and regulations for use of the Memorial Park Fieldhouse. The Trustees of Memorial Park and the Town of Needham reserve the right to make changes to these rules and regulations upon a majority vote of both the Trustees of Memorial Park and the Needham Board of Selectmen.

Policy:

1. It is the policy of the Trustees of Memorial Park to permit use of the Memorial Park Fieldhouse to incorporated, charitable or non-profit organizations engaged in municipal, educational, recreational, and/or cultural activities the purpose of which is to benefit the Town of Needham and its citizens. Local unincorporated civic, educational, or cultural groups or individuals carrying out similar activities may be allowed to use the facility under certain circumstances as set forth below.
2. Permits for commercial activity, and for private use, including but not limited to, parties, recitals, receptions and other private uses, will not be authorized. Political campaign fundraising or other events will not be authorized.
3. The Memorial Park Fieldhouse may be permitted to a religious organization but only for non-religious purposes and on the same basis as those available to the general public. Political campaign fundraising or other events will not be authorized.
4. Scheduling priority for the use of Fieldhouse facilities will be in the following order: 1) Trustees of Memorial Park/American Legion/Veterans programs/events/ceremonies; (2) Needham High School, Needham-based charitable or non-profit organizations who have activities on the fields and/or who primarily support approved activities on the fields; (3) Needham-based charitable or non-profit organizations; (4) other Town of Needham departments, boards, commissions, and committees; and (5) then to other organizations and citizens meeting the guidelines of these regulations.
5. Special or unforeseen Municipal events may supersede previously scheduled permitted events. The Trustees of Memorial Park and/or Town Manager reserve the right to cancel a permit in these circumstances.
6. Service of alcohol beverages may be allowed in certain circumstances but only if approved by the Trustees and also if in accord with the Board of Selectmen's One-Day Liquor License Regulations and Needham General By-law Section 3.1.9, as found in Appendix A.
7. It is the policy of the Trustees of Memorial Park to permit use of the storage area and concession area. Special rules apply to these two activities as set forth below.
8. All use of the Memorial Park Fieldhouse facilities will be in compliance with the Planning Board's Special Permit (number).

Procedures:

1. Use of Fieldhouse for Events

- a. The Town Manager/designee will determine whether requested uses are in conformance with the policy, process appropriate permit requests, and collect designated fees.
- b. The Town Manager/designee will make the determination on the specific space available that is appropriate for the individual request.
- c. In the event of a request that is non-routine in nature, including multiple uses, the Trustees of Memorial Park will make the determination on the use.
- d. The Town Manager will provide the Memorial Park Trustees with regular reports as to permits approved. When time permits, the Town Manager will provide the Trustees with the opportunity to review and comment on permit applications.
- e. Except in extraordinary circumstances as determined by the Town Manager/designee, the Memorial Park Fieldhouse will be available for use after 6:00 p.m. Monday through Friday and all day Saturday and Sunday. All events must be concluded by XX p.m. Monday through Thursday, XX p.m. Friday and Saturday, and XX p.m. on Sunday. Powers Hall will be available for municipal use Monday through Thursday in the evening.
- f. The Fieldhouse will not be permitted to outside groups during the school day, or during major school events, or during major events at Memorial Park other than to groups permitted to use the Park.
- g. The room or facility occupancy capacity cannot be exceeded. Occupancy of the rooms available for use at the Memorial Park Fieldhouse is as follows:

Space	Maximum Occupancy	Room Dimensions
Home Team A		
Visiting Team B		
Concession		
Trustees Meeting Room		
Assembly Room		

- h. Use of the Memorial Park Fieldhouse includes access to xxx chairs, xx (type) tables.
- i. The Memorial Park Fieldhouse does not have full kitchen facilities. Food must be prepared off-site, and may only be served or sold with a permit from the Board of Health.

- j. All areas used for a function must be left in the same condition as they were found.
- k. Access to areas beyond permitted areas is prohibited.

2. Permitting Requirements

- a. Applicant must be at least 21 years of age and a representative of an eligible organization as set forth above.
- b. Completed applications for permits must be submitted at least 10 working days in advance of the requested event. Application forms can be found on the Town's website. **Note: form needs to be created.** Completed forms may be submitted in person or mail to Town Manager's Office at Town Hall, Needham, or by e-mail to xx. A 50% deposit is required to hold the requested event date. The Town Manager may waive this advance requirement at his or her discretion in unusual circumstances.
- c. Permit requests with an anticipated attendance level of more than 50 people, or with special circumstances that warrant review will be forwarded to the Needham Police Department and Needham Fire Department. In some instances, the Chief of Police and/or the Fire Chief will require a police detail and/or fire detail. Arranging for the police and/or fire detail will be the responsibility of the applicant, and a deposit for same may be required.
- d. The person submitting the permit request will be the primary contact for the program to be held under that permit and be on site during the event. That person's signature on the final permit will signify understanding and acceptance of all rules and regulations, responsibility for payment of all designated fees, and the responsibility for ensuring that all rules are followed by participants in the event. Failure to follow regulations and/or make appropriate payments will affect the applicant's ability to obtain permits for the use of the Memorial Park Fieldhouse.
- e. A written notice from permit holder of cancellation is due, on a business day, at least 48 hours prior to the scheduled use for Tuesday, Wednesday, Thursday, and Friday events, and 72 hours for Saturday, Sunday, Monday or holiday events. Failure to provide written cancellation will result in forfeiture of the deposit.
- f. A Certificate of Liability Insurance, with the Town named as an additional named insured, must be submitted to the Department of Public Facilities prior to the issuance of the final permit. General liability coverage shall be in the amount of at least \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury liability and \$1,000,000 per occurrence and \$2,000,000 aggregate for property damage liability. Any unchartered, unincorporated or informal group or individual authorized to use the facility an unable to provide a certificate of liability insurance must submit to the Town Manager a letter of explanation. The group or individual will be required to sign statement releasing th Town from liability.

- g. Permit holders may not alter the premises or install equipment. No tape may be used on the floor. Posting of signs or hanging of decorations of any type is prohibited without the approval of the Town Manager or designee.
- h. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.
- i. The Town is not responsible for lost, stolen or damaged items.

3. Use Fee

- a. A use fee for the function room, to account for energy, additional maintenance, and permitting costs will be charged to all groups, except those sponsored by Town departments, boards, commissions, and committees. The fee schedule for use of the Memorial Park Fieldhouse is included in Appendix B and is subject to change.
- b. At least one custodian may be required for events in the Assembly Room. There will be a four-hour minimum for custodial services. The custodial and building monitor fees are subject to change and are listed in Appendix C.
- c. Under no circumstances shall a custodian/building monitor be responsible for supervision of participants before, during, or after an activity. Adequate and responsible adult supervision shall be provided at all activities throughout the event. Entry into the facility will not be permitted until the responsible supervision is present, and at the conclusion, the supervisor must remain until the last participant has safely left the Memorial Park Fieldhouse.
- d. The custodian/building monitor will only provide access to spaces/equipment that are approved on the permit, and will not authorize use of any other space/equipment.

4. Service of Alcohol

- a. Service of alcoholic beverages may be allowed in certain circumstances in accordance with General By-laws Section 3.1.9. Alcohol will not be permitted in any outdoor location of the Memorial Park Fieldhouse.
- b. A One-Day Liquor License will be required from the Board of Selectmen.
- c. In accordance with Town of Needham General By-Law Section 3.1.9, no person shall possess or consume an alcoholic beverage within the limits of any park, playground, public land or public building owned or under the control of the Town of Needham, except with written permission of the appropriate controlling Town tribunal.

- d. In the event that a one-day license for the sale of alcohol is approved by the Board of Selectmen, a Police detail will be required, with a four hour minimum.

5. Fire Safety Regulations

- a. The following are prohibited: smoke machine, use of matches, candles, incense, and pyrotechnics.
- b. Each permit with expected attendance of more than 50 people or with special circumstances will be forwarded to the Needham Fire Department for compliance with the Massachusetts Board of Fire Prevention Regulations (527 CMR) and the Needham Board of Selectmen's Policy on Fire Details dated 10/28/03 for a determination as to whether fire detail is required. The Firefighter's role will be to insure that occupancy limits have not been exceeded; to monitor that all egress areas remain available for use and are marked; to check that all fire protection devices are working; to insure that all fire codes are followed; to respond to any immediate fire emergency and evacuation; and to perform as first responder to any medical emergency.
- c. In the event that a fire detail is required, the applicant will comply with Fire Department rules and regulations governing details and a deposit may be required.
- d. Use of any equipment/material that is judged to potentially jeopardize fire safety will require review, permission and a permit from the Needham Fire Department.

6. Police Safety Regulations

- a. Each permit will be forwarded to the Needham Police Department for compliance with Massachusetts General Laws and local regulations to determine whether a police detail is required. The Police Officer's role will be to provide security to the facility; insure that vehicles are parked legally; insure that emergency vehicles have access to the facility; and provide first responder first aid in the event of an accident or injury.
- b. In the event that a police detail is required, the applicant will comply with the Police Department rules and regulations governing details, including a 4 hour minimum, and a deposit may be required.

7. Board of Health Regulations

- a. Smoking is not permitted in the Memorial Park Fieldhouse or property in accordance with Article 1 of the Needham Board of Health Regulations, including but not limited to cigarettes, cigars, little cigars, chewing tobacco, marijuana, pipe tobacco, snuff; or electronic cigarettes, electronic cigars, electronic pipes, electronic hookah, liquid nicotine, "e-liquids: or other similar products, regardless of nicotine content, that rely on vaporization or aerosolization.

- b. A temporary food permit and license fee is required for any event that involves the preparation, sale or distribution of food, in accordance with Article 1 of the Needham Board of Health regulations.

8. Raffle and Bazaar Regulations

- a. A request for a permit must be submitted to the Needham Town Clerk's Office in order to hold a raffle or bazaar, according to MGL, Chapter 271. A raffle is defined as "an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes." A bazaar is defined as "a place maintained by the sponsoring organization for disposal by means of chance of one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed twenty-five dollars each." An example of a bazaar is a Las Vegas Night. There is a permit fee charged at time of application.
- b. Any person wishing to hold an auction must apply for a permit through the Needham Town Clerk's Office, according to MGL, Chapter 100. A copy of the application will be reviewed by the Needham Police Chief and returned to the Town Clerk with a recommendation. There is a permit fee charged at the time of application.

9. Use of Technology and Audio Visual Equipment

- a. Should a permit request include use of televisions, monitors, projector, DVD player, or any other type of technology and/or audiovisual equipment, a determination will be made by the Town Manager on the availability of the equipment and the need for a specially trained staff member to be present during use. In the event a specially trained staff person must be on duty, a fee will be charged to cover the cost of his/her time. The hourly fee is listed in Appendix B.

10. Accidents and Damage to Town Facilities

- a. In the event of an accident during the time of the permit, the permit holder must complete an accident form and submit to the Town Manager within twenty-four hours of the accident or on the first business day after the accident.
- b. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.
- c. The permit holder is responsible for surveying the room(s) provided by the permit prior to use, and notifying the custodian/building monitor immediately if there are any problems that could jeopardize the safety of any individual.
- d. In the event that damage to the facility or equipment occurs, the custodian/building monitor must be notified immediately. Permit holders may not make any repairs without the approval of the Town Manager.

11. The Trustees of Memorial Park and/or the Town Manager, or their designee therefore, reserves the final right of approval for use of the building and may, under extraordinary circumstances, cancel the function.

Concession Area Use Procedures

RESERVED

Storage Area Use Procedures

RESERVED

Appendix A
(Selectmen's One-Time Liquor Permit)

Appendix B

(Use Fees)

Appendix C

(Hourly Rates for Custodial or Building Monitor Staff)