

BOARD OF SELECTMEN

June 12, 2018

Needham Town Hall

Agenda

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

	6:30	Executive Session Exception 6: Acquisition of real property
	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Continuation of Public Hearing for the removal of (1) Public Shade Tree at 646 Webster St., Needham MA. <ul style="list-style-type: none"> • Ed Olsen, Parks & Forestry Superintendent
2.	7:00	Public Hearings- Grant of Locations for Eversource Energy: <ul style="list-style-type: none"> • Norfolk Street • Manning Street • Pine Grove Street
3.	7:00	Public Hearing- Water and Sewer Rates <ul style="list-style-type: none"> • Water and Sewer Rate Structure Committee • David Davison, Assistant Town Manager/Finance • Richard Merson, Director of Public Works • Evelyn Poness, Town Treasurer/Collector • Christopher Seariac, Superintendent of Water and Sewer
4.	7:30	Approval of the Sale of Notes <ul style="list-style-type: none"> • David Davison, Assistant Town Manager/Finance • Evelyn Poness, Town Treasurer/Collector
5.	7:45	LED Project Update <ul style="list-style-type: none"> • Carys Lustig, Director of A&F, Public Services • Anthony Del Gaizo, Town Engineer
6.	8:15	Director of Public Works <ul style="list-style-type: none"> • Sign Notice of Traffic Regulation Revision – Kendrick St • Sign Order of Taking for Town Way (Form 3) for: Pandolf Lane
7.	8:20	Town Manager <ul style="list-style-type: none"> • Determination of Unique Status/Parking Lot at 870 Great Plain Avenue • Rules and Regulations for the Use of School Facilities • Town Manager's Report
8.	8:30	Board Discussion <ul style="list-style-type: none"> • Committee Reports

APPOINTMENTS

1.	Minuteman District School Committee Representative	Jeff Stulin (term expires 4/30/2021)
2.	Metropolitan Area Planning Council	Maurice P. Handel (term expires 6/30/2021)

CONSENT AGENDA ***=Backup attached**

1.*	Approve revised minutes of 5/9/18; Open Session minutes of 4/7/18, 4/9/18, 4/24/18, 5/16/18, and 5/22/18; and Executive Session minutes of 5/22/18.					
2.	Accept donations made to the Needham Health Division's Interface Referral Program from the following: \$6,000- Beth Israel Deaconess – Needham; and \$6,000- Kyle W. Shapiro Foundation.					
3.*	Ratify a One Day Special Wines & Malt Beverages License for Maxwell Sparr of Restaurant Associates at Trip Advisor to host an event for AIHP (Association of Independent Hospitality Professionals) on May 30, 2018 from 4:00 p.m. to 8:00 p.m. Event was held at Trip Advisor, 400 1 st Avenue, Needham.					
4.	Accept the following donations made to the Needham Community Revitalization Trust Fund for the Brenda Stark Celebration Bench: \$25 from Susan C. Kirk, \$200 from Sew Easy, \$100 from Paul Good, \$100 from William Dermody, \$100 from Louise Condon, \$30 from Kathleen Whitney, \$25 from Cynthia Kumin, \$25 from Susan Rains, \$50 from Pinnacle Print Group, \$150 from The UPS Store #2897, \$25 from 2 nd Hand Rose of Needham, \$50 from Anne Markowitz, \$75 from Gari Japanese Fusion Bistro, \$50 from Abbott's Frozen Custard, \$100 from Needham Music Inc., \$100 from Laser Skin Care Solutions Inc., and \$100 from Three Crown Jewelry.					
5.	Ratify a request from Tony Mattacchione, Pack 23 Assistant Cub Master, to use the space behind the garages at Ridge Hill on Saturday June, 2, 2018 for its Cub Scout Annual Picnic. The area was used from 2:00 p.m. to 4:00 p.m.					
6.	Accept the gift of two new, made in America, nylon United States Flags from the Norfolk Lodge A.F. & A.M. for the Needham Town Common and the Needham Heights Common.					
7.*	Ratify a request from Michelle Harris, of PLGA Foundation d/b/a A Kids' Brain Tumor Cure, who held its "Geared Up for Kids 2018" bike ride on June 3, 2018. The bike ride started at 8:00 a.m. and was finished at noon. The route of the race was approved by the following departments: DPW, Police, Fire, and Park and Recreation.					
8.*	Approve road race event form from Christopher George of the Sean Biggs Memorial Foundation, to hold its 5K race/ 1 mile run in Needham on November 18, 2018 from 6:00 a.m. to 12:30 p.m. In the event of inclement weather, event will be held on November 25, 2018. The race application has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.					
9.*	Water and Sewer Abatement Order #1256.					
10.*	Approve a 20B Exemption for Catherine Murray who is an employee at the Broadmeadow Elementary School as a cafeteria worker to engage in summertime work with the Traveling Meals Program.					
11.	Grant permission for the following residents to hold block parties:					
	Name	Address	Party Location	Party Date	Party Rain Date	Party Time
	Ratify - Robert Klein	11 Andrea Circle	Andrea Circle	6/10/18	n/a	11:30am-4pm
	Madhuri Reddy	13 Wyoming Avenue	13 Wyoming Avenue	8/18/18	n/a	10am-3pm



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

MEETING DATE: 06/12/2018

Agenda Item	Continuation of Public Hearing for the removal of one (1) Public Shade Tree at 646 Webster St., Needham MA
Presenter(s)	Edward Olsen, Tree Warden, Parks & Forestry Superintendent

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>This is a continuation from the Public Hearing held on May 22, 2018. Abutters were re-noticed for the continuation date and time. Suzanne and James Bandanza of 646 Webster St. are requesting permission to have one Public Shade Tree removed. Mr. and Mrs. Bandanza are concerned about the debris that the tree sheds onto the sidewalk and front yard. In addition to the debris, the Bandanzas' are also concerned about compromised site lines as tenants are pulling out of the driveway. Given these circumstances and the fact that this tree is a healthy specimen Red Oak, the Tree Warden does object to the removal of the tree requested, and would respectfully ask that the Board of Selectmen support the Tree Wardens' recommendation at the Public Shade tree hearing.</p>
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<p>Under M.G.L. Ch. 87, Requires a Vote by the Board of Selectmen Suggested Motion:</p> <ol style="list-style-type: none">1. "That the Board vote to <i>approve</i> or <i>not approve</i>, and sign the Public Shade Tree Hearing form requesting of the removal of one 36.5-inch Red Oak tree in front of 646 Webster St."
3.	BACK UP INFORMATION ATTACHED
	<p>(Describe backup below)</p> <ol style="list-style-type: none">1. Legal Ad published in Needham Times, issues 05/10/18, 05/17/182. List of Notified Abutters3. Public Shade Tree Hearing Approval Form4. Tree hearing request email and supporting documentation from S. Bandanza dated 04/05/185. Letter from Tree Warden, E. Olsen to B.O.S.,05/17/186. Notice

Needham Times Paper

Legal Ad

Date: 5/10/18

646 WEBSTER STREET - TREE REMOVAL
LEGAL NOTICE
NOTICE
TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

NOTICE is hereby given that Suzanne and James Bandanza have petitioned for the removal of one (1) PUBLIC SHADE TREE at 646 Webster Street in the front of the property as follows:

SPECIES	DIAMETER	CONDITION
Red Oak	36.5 inches	Fair/Good

Permission is respectfully requested to remove one (1) Public Shade Trees, which they consider to be a hazard to their property.

A PUBLIC HEARING will be held in the Office of the Board of Selectmen, Town Hall, 1471 Highland Ave., Needham, Massachusetts at 7:00 P.M. Tuesday, the 22nd day of May, 2018, at which time and place all interested persons may appear and be heard.

Needham Board of Selectmen

AD#1366695
Needham Times 5/10, 5/17/18

Legal Notices

646 WEBSTER STREET - TREE REMOVAL

LEGAL NOTICE

NOTICE

TOWN OF NEEDHAM

PUBLIC WORKS DEPARTMENT

NOTICE is hereby given that Suzanne and James Bandanza have petitioned for the removal of one (1) PUBLIC SHADE TREE at 646 Webster Street in the front of the property as follows:

SPECIES	DIAMETER	CONDITION
Red Oak	36.5 inches	Fair/Good

Permission is respectfully requested to remove one (1) Public Shade Trees, which they consider to be a hazard to their property.

A PUBLIC HEARING will be held in the Office of the Board of Selectmen, Town Hall, 1471 Highland Ave., Needham, Massachusetts at 7:00 P.M., Tuesday, the 22nd day of May, 2018, at which time and place all interested persons may appear and be heard.

Needham Board of Selectmen

AD#13685895
Needham Times 5/10, 5/17/18



**Town of Needham-DPW
Parks and Forestry Division**

500 Dedham Ave.
Needham, MA 02492
781-455-7550, ext. 316

**PLEASE NOTE
RESCHEDULED DATE**

ABUTTER'S NOTICE

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

NOTICE is hereby given that Suzanne and James Bandanza have petitioned for the removal of one (1)

as follows: At 646 Webster St. in the front of the property

<u>SPECIES</u>	<u>DIAMETER</u>	<u>CONDITION</u>
<u>Red Oak</u>	<u>36.5 inches</u>	<u>Fair/Good</u>

Permission is respectfully requested to remove one (1) Public Shade Tree.

A PUBLIC HEARING will be held in the Office of the Board of Selectmen, Town Hall, Needham, Massachusetts at 7:00 P.M., Tuesday the 12th day of June, 2018, at which time and place all interested persons may appear and be heard.

If you have any questions, please call Edward Olsen at 781-455-7550 ext 316.

LAMPEDECCHIO, MARNETTO
LAMPEDECCHIO, LYNN A.
646 WEBSTER ST
NEEDHAM, MA 02492

WILLIS, KENNETH T. &
WILLIS, AMY H.
10 HOLLAND TERR
NEEDHAM, MA 02492

RAY, KALLOL &
RAY, SOMA
23 HOLLAND STREET
NEEDHAM, MA 02492

LAMBERT, HAROLD T., TR.
C/O KCB HOMES LLC
14 SPRINGDALE AVE
DOVER, MA 02030

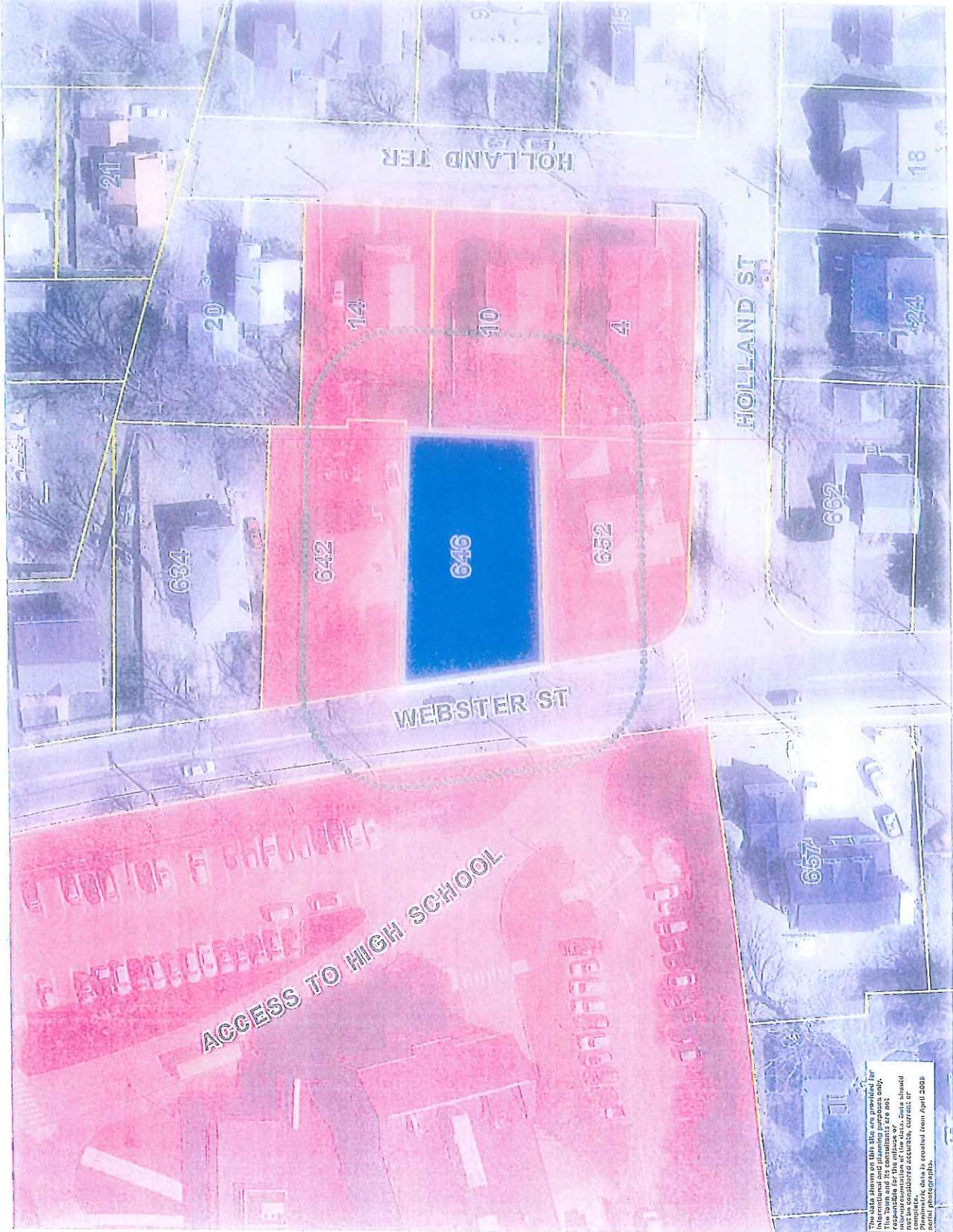
BARR, BARBARA M. TR &
ANDERSON, SHEILA A. TR,
642 WEBSTER ST
NEEDHAM, MA 02492

DAURIA, THOMAS E &
DAURIA, SELINA T
14 HOLLAND TER
NEEDHAM, MA 02492

TOWN OF NEEDHAM
SCHOOL DEPT--NEEDHAM
1471 HIGHLAND AVE
NEEDHAM, MA 02492



Printed by: City of Columbus
 Date: 04/17/2018
 Time: 10:27 AM
 User: jgarcia
 Address: 646 Webster St
 City: Columbus, OH 43206
 County: Franklin
 State: OH



The data shown on this site are provided for informational purposes only. The City of Columbus is not responsible for the accuracy or completeness of the information shown. Data should not be considered accurate, current or reliable. Data is created from April 2008 aerial photography.





Edward Olsen

From: Suzanne Bandanza <sbandanza@gmail.com>
Sent: Thursday, April 05, 2018 3:18 PM
To: Edward Olsen
Cc: Kate Fitzpatrick
Subject: Request to appear before Selectman for tree removal @ 646 Webster
Attachments: Edward Olsen Letter to Appear before selectman.pdf; 646 Webster Street Tree Driveway Fence.pdf; Green House Webster Street Tree Down.pdf; 433 Webster Street Tree Limb.pdf; Boston Globe March 6 2018.pdf

Ed,

Attached please find my written request to appear before the Selectman. In addition to my letter, I have attached photos which reinforce the thought process and our rationale. I'm copying Kate Fitzpatrick on this just as I did when we first spoke in June of 2017.

Appreciate your expediting this as quickly as possible.

Thank you,

Sue Bandanza

April 5, 2018

Edward Oisen
Parks & Forestry Superintendent
500 Dedham Avenue
Needham, MA 02492

Ed,

My husband and I purchased 646 Webster in March of 2017. In June of 2017, I reached out to you regarding the removal of a large oak tree at the end of our driveway. I was informed that it was a protected shade tree and that the Town was responsible for it.

Since our last discussion much has changed at 646 Webster Street and we feel there are many reasons to remove the tree. The two-family home next door has been torn down and replaced with two townhouses. Property lines are extremely tight and there will be a fence running along the driveway all the way to the sidewalk. This will create an additional obstacle for tenants pulling out of the driveway and cars, bicyclists, and pedestrians on Webster Street.

The many nor'easters this winter have challenged both residents and communities with property damage from fallen trees and tree limbs. Our oak tree is at least 70 feet high, has limbs over the wires to the house, the driveway, the sidewalk and Webster Street! There is evidence of the removal of a tree limb(s) over Webster Street. Being a new owner, I don't know if it was the result of a previous fallen limb, or removal by the Town. I have attached pictures documenting the debris that the tree sheds all over the sidewalk and front yard daily.

The Boston Globe headline "When Shade Becomes Menacing" dated March 6, 2017 states clearly why as the homeowners of 646 Webster we are asking the Town to remove the tree. We believe this tree is a safety hazard and it is time to replace it, or simply remove it.

Please begin the process of allowing us to appear on the Selectman's docket.

Thank you,


Suzanne and James Bandanza

Cc: Kate Fitzpatrick

The Boston Globe

TUESDAY, MARCH 6, 2012

WHITMAN: WHEN SHADE BECOMES MENACING



JESSICA RINALDI/PHOTO STAFF

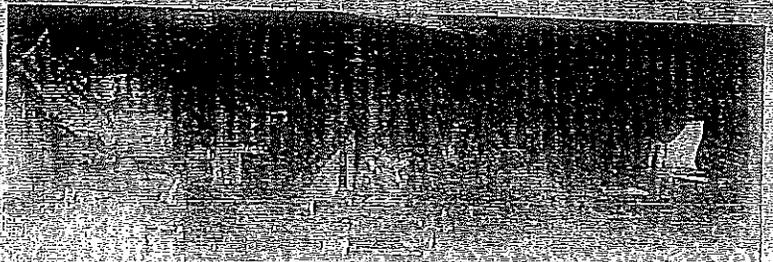
Crews on Monday removed a tree that fell on a Commercial Street home in Whitman. That town is one of several struggling to clear fallen trees and limbs from yards and their streets before the next storm hits Wednesday B1 and B5.

QUINCY: FOR COASTAL RESIDENTS, AN OMINOUS HORIZON

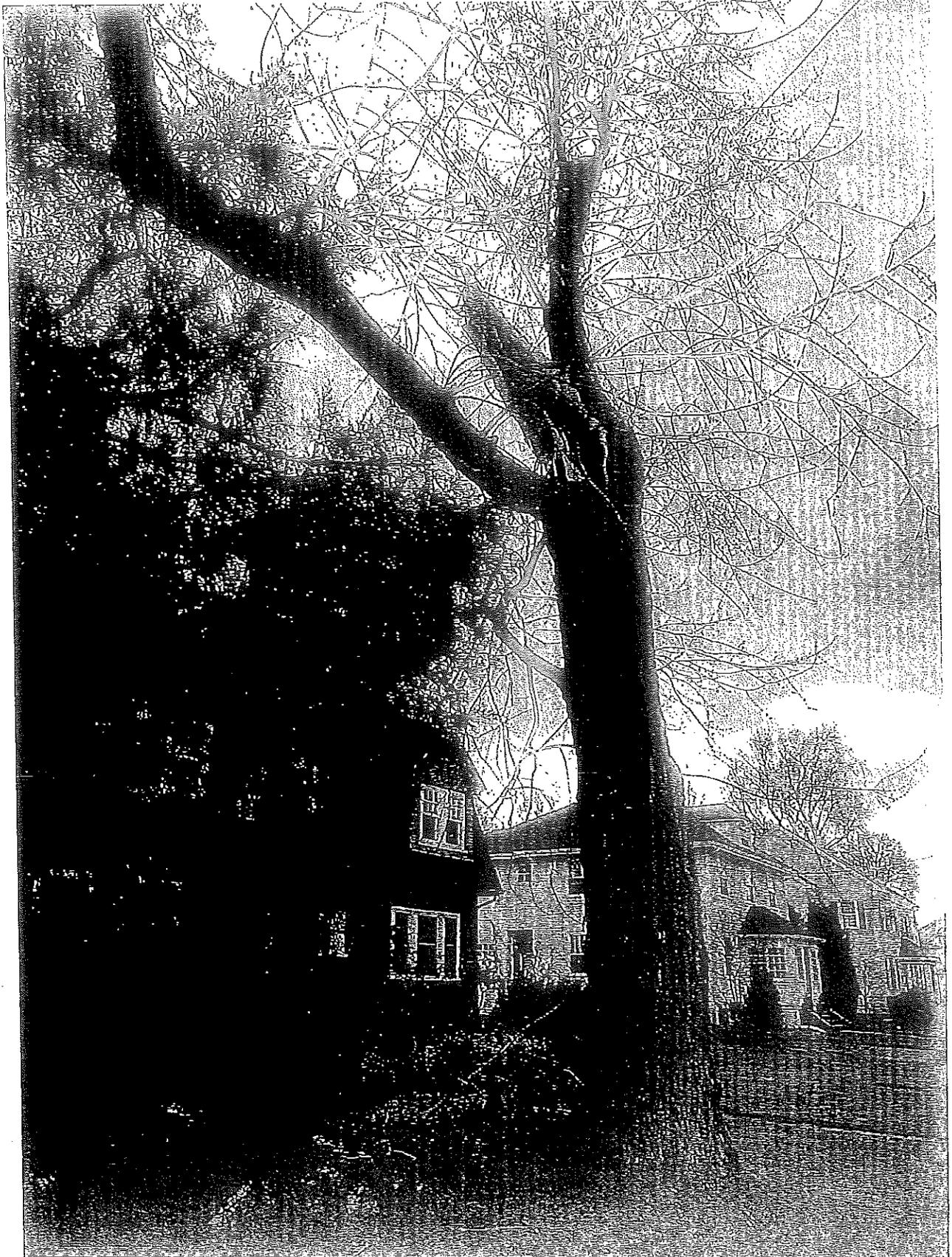
By Brian MacQuarrie and John R. Ellement
GLOBE STAFF

QUINCY.— Three days after a vicious nor'easter pounded coastal neighborhoods here with heavy flooding and near-hurricane winds, wreckage lay scattered in the mud-coated streets leading to the Houghs Neck peninsula.

Generator-powered pumps sucked saltwater from flooded basements and emptied it into the street. Shattered fences and broken trees littered yard after yard. And the ruined mementos of a lifetime — photos, jewel-









4/5/2018

IMG_5317.JPG







Town of Needham-DPW
Parks and Forestry Division

500 Dedham Ave.
Needham, MA 02492
781-455-7550, ext. 316

May 17, 2018

Board of Selectmen
Town Hall
Needham, MA 02492

RE: TREE REMOVAL AT 646 Webster St.

Dear Members of the Board:

Suzanne and James Bandanza, of 646 Webster St. have petitioned for the removal of one Red Oak tree located on Town Property. The Bandanzas' have expressed their desire to have the tree removed. Their concerns are based on comprised site lines while exiting the property, as well as general fear of the tree because it has a very large and encompassing canopy. The tree is located within the Town layout on the grass berm between the sidewalk and roadway. Since I found the tree in Fair/Good condition, not a hazard to the public, a Public Shade Tree Hearing is required.

It is my professional opinion that any safety concerns are unfounded. Trees do naturally shed some twigs and limbs as part of its normal life cycle. By the photos provided I did not see anything out of the ordinary. This Town street tree is exhibiting good growth and has some very minor dead wood that can be pruned out. Therefore I believe that removal of this very old, mature Red Oak is not justified by the arguments laid out by the Bandanzas'. The location of the tree does not fall within the Town's present tree planting guidelines, which recommend that a tree be planted at least 10 feet from a driveway opening, however given the age and condition of this tree I find it difficult to support the justification of its' removal on this basis alone. In conclusion I would like to say that over the last eight years I have not struggled as much with any previous hearing request. With each situation I truly try to look at the request with empathy, logic and the supporting facts. Typically most requests have a solid basis for the removal. Unfortunately there just was not enough true supporting evidence in this case. I tend to receive a lot of these very concerned calls after major wind events like we just experienced in March. I worry that many trees are lost shortly after these storms due to the negative publicity that takes place in the media afterwards, stirred up by dramatic images.

Sincerely,



Edward J. Olsen

Tree Warden / Superintendent, Parks and Forestry Division

NOTICE

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

NOTICE is hereby given that Suzanne and James Bandanza have petitioned for the removal of one (1)

PUBLIC SHADE TREE

As follows: At 646 Webster St. in the front of the property

<u>SPECIES</u>	<u>DIAMETER</u>	<u>CONDITION</u>
<u>Red Oak</u>	<u>36.5 inches</u>	<u>Fair/Good</u>

Permission is respectfully requested to remove one (1) Public Shade Trees, which they consider to be a hazard to their property.

A PUBLIC HEARING will be held in the Office of the Board of Selectmen, Town Hall, Needham, Massachusetts at 7:00P.M. Tuesday the 22nd day of May, 2018, and continued on Tuesday the 12th day of June, 2018, at which time and place all interested persons may appear and be heard.

APPROVED

NOT APPROVED

Needham Board of Selectmen



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

MEETING DATE: 6/12/2018

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>Eversource Energy requests permission to install approximately 9 feet of conduit in Norfolk Street. This work is necessary to provide new underground electric service at 21 Norfolk Street, Needham.</p> <p>The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.</p>
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<p><u>Suggested Motion:</u></p> <p>Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install 9 feet of conduit in Norfolk Street. This work is necessary to provide new underground electric service at 21 Norfolk Street, Needham.</p>
3.	BACK UP INFORMATION ATTACHED
	<p>(Describe backup below)</p> <ul style="list-style-type: none">a. Letter of Applicationb. Petitionc. Orderd. Petition Plane. Notice Sent to Abuttersf. List of Abutters

May 3, 2018

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

RE: 21 Norfolk Street
Needham, MA
W/O #2267752

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 9 feet of conduit on Norfolk Street.

The reason for this work is to provide new underground electric service to 21 Norfolk Street.

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

Very truly yours,



Kelly-Ann Correia, Supervisor
Rights and Permits

KC/sky
Attachments

OK to proceed
asst. Town Eng, TMR 5/25/19

OK 5/29/19
R.R. Mason, BPW Director

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

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

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated April 17, 2018** and filed herewith, under the following public way or ways of said Town:

Norfolk Street - Northerly from pole 46/3 approximately 253 feet West of Webster Street a distance of 9± of conduit.

(W.O. #2267752)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

By: 
Kelly-Ann Correia, Supervisor
Rights & Permits

Dated this _____ day of _____

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2018

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

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

Norfolk Street - Northerly from pole 46/3 approximately 253 feet West of Webster Street a distance of 9± of conduit.

(W.O. #2267752)

Hearing Required

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

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis, Dated April 17, 2018** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1 _____
2 _____ Board of Selectmen
3 _____ the Town of
4 _____ **NEEDHAM**
5 _____

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2018 at _____ in said Town.

1 _____
2 _____ Board of Selectmen
3 _____ the Town of
4 _____ **NEEDHAM**
5 _____

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2018 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on June 12, 2018** upon petition of Eversource Energy dated **May 3, 2018** to install approximately 9 feet of conduit in Norfolk Street. The work is necessary to provide new underground electric service to 21 Norfolk Street, Needham.

A public hearing is required and abutters should be notified.

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

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

BOARD OF SELECTMEN

Dated: May 31, 2018

21 NORFOLK ST

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
BOWN, PETER M. & PICKUP, WALTRAUT D.	LARGAY, PAIGE C.	30 NORFOLK ST 5 NORFOLK ST	NEEDHAM NEEDHAM	MA MA	02492 02492	1990370006700000 1990370007200000	30 NORFOLK ST 5 NORFOLK ST
FITZGERALD, EDWARD M. CALLARD, MARJORIE	C/O NPL DEVELOPMENT	1015 WEBSTER ST 19 FERNCOURT RD	NEEDHAM CANTON	MA MA	02492 02021	1990370007500000 1990370006800000	1015 WEBSTER ST 24 NORFOLK ST
TOMETSKO, KENNETH R & MECSAS, DAVID G. &	MAUGHAN, ANGELINE K MECSAS, JOAN C.	10 NORFOLK ST 1019 WEBSTER ST	NEEDHAM NEEDHAM	MA MA	02492 02492	1990370007000000 1990370007400000	10 NORFOLK ST 1019 WEBSTER ST
CONROY, STEPHEN & ENGLISH, OLGA	BERKOWITZ-CONROY, RACHEL	21 NORFOLK ST	NEEDHAM	MA	02492	1990370007900000	21 NORFOLK ST
ROSENBERGER, JEFFREY A. & OTTERSON, LINDA G. &	GAULIN, KIMBERLY A. OTTERSON, HERBERT R.	29 NORFOLK ST 20 NORFOLK ST	NEEDHAM NEEDHAM	MA MA	02492 02492	1990370008000000 1990370006900000	29 NORFOLK ST 20 NORFOLK ST
LEBLANC, MARILYNNE M. GOODALE, GEOFFREY M &	GOODALE, JULIE B	33 NORFOLK ST 15 NORFOLK ST 25 HEATH ST	NEEDHAM NEEDHAM NEEDHAM	MA MA MA	02492 02492 02492	1990370008100000 1990370007300000 1990370007800000	33 NORFOLK ST 15 NORFOLK ST 25 HEATH 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: 6/12/2018

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>Eversource Energy requests permission to install approximately 14 feet of conduit in Manning Street. This work is necessary to provide new underground electric service at 118 Manning Street, Needham.</p> <p>The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.</p>
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<p><u>Suggested Motion:</u></p> <p>Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 14 feet of conduit in Manning Street. This work is necessary to provide new underground electric service at 118 Manning Street, Needham.</p>
3.	BACK UP INFORMATION ATTACHED
	<p>(Describe backup below)</p> <ul style="list-style-type: none">a. Letter of Applicationb. Petitionc. Orderd. Petition Plane. Notice Sent to Abuttersf. List of Abutters

May 15, 2018

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

RE: ¹¹⁸ Manning Street
Needham, MA
W/O #2270199

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 14 feet of conduit on Manning Street.

The reason for this work is to provide new underground electric service to 118 Manning Street.

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

Very truly yours,



Kelly-Ann Correia, Supervisor
Rights and Permits

KC/sky
Attachments

OK to proceed
asst. Town TMR 5/29/18
Engr.

OK 5/29/18
R.P. Merson, DPW
Director

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

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

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated May 02, 2018** and filed herewith, under the following public way or ways of said Town:

Manning Street - Northerly from pole 88/32 approximately 182 feet Southeast of Homestead Pk a distance of 14± of conduit.

(W.O. #2270199)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

By: 
Kelly-Ann Correia, Supervisor
Rights & Permits

Dated this 15th day of May, 2018

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2018

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

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

Manning Street - Northerly from pole 88/32 approximately 182 feet Southeast Homestead Pk a distance of 14± of conduit.

(W.O. #2270199)

Hearing Required

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

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis, Dated May 02, 2018** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2018 at _____ in said Town.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

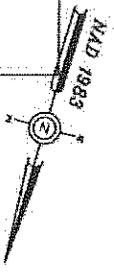
CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2018 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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

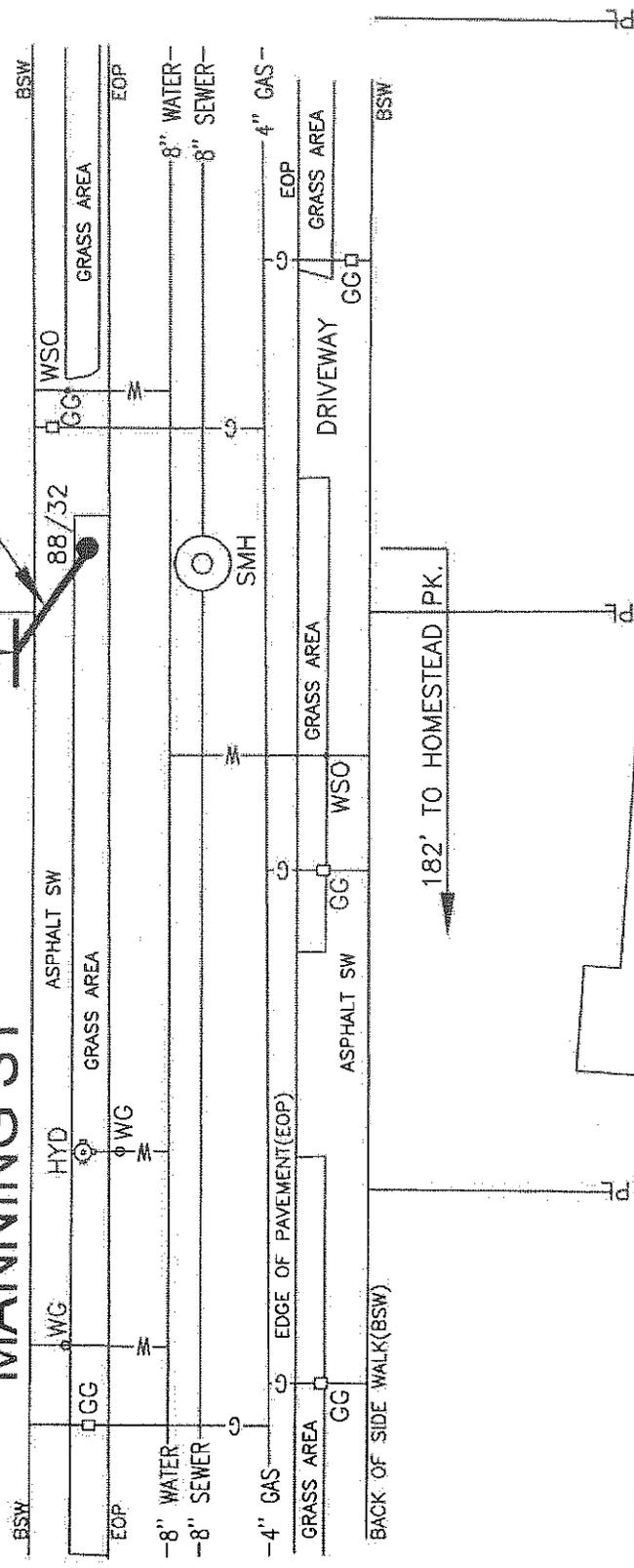
N:\SHARE-rooms\PROJECTS\BASELINE\ENGINEER-MANNING.DWG

#118



APPROX. PT.
OF PICKUP

MANNING ST



EVERSOURCE TO INSTALL
1 - 3" PVC PIPES
SCH. 40 NO CONC.

#117



SCALE IN FEET

#123

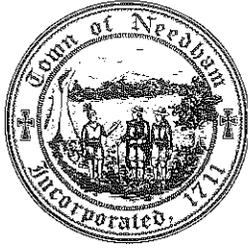
182' TO HOMESTEAD PK.

#129

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER EVERSOURCE, COMPANY, NEITHER EVERSOURCE COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS COLLECTIVELY THE "EVERSOURCE GROUP" SHALL BE LIABLE FOR ANY LOSS OF PROFITS, REVENUE OR INCOME OF ANY KIND, INCLUDING REVENUE FROM ANY BUSINESS, ARISING FROM THE INFORMATION CONTAINED HEREIN, OR FROM ANY USE OF THE INFORMATION TO ANY OTHER PURPOSE. EVERSOURCE GROUP AND ITS AFFILIATES MAKE NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, AS TO THE ACCURACY, COMPLETENESS, TIMELINESS OR SUITABILITY OF THE INFORMATION CONTAINED HEREIN FOR OTHER THAN ITS INTENDED PURPOSES, AND NEITHER EVERSOURCE GROUP NOR ITS AFFILIATES SHALL BE LIABLE FOR ANY LOSS OF PROFITS, REVENUE OR INCOME OF ANY KIND, INCLUDING REVENUE FROM ANY BUSINESS, ARISING FROM THE INFORMATION CONTAINED HEREIN, OR FROM ANY USE OF THE INFORMATION TO ANY OTHER PURPOSE.

MASS. LAW
REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

C# 57-18	Ward #	Work Order # 2270199	Surveyed by: GC/LM	Research by: PG	Plotted by: LM	Proposed Structures: MR	Approved: A DEBENEDICTIS	Scale 1"=20'
								PH 3
<p>EVERSOURCE 1155 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125</p>							Plan of MANNING ST.	Date MAY 2, 2018
<p>NEEDHAM</p>							Showing PROPOSED CONDUIT LOCATION	SHEET 1 of 1



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on June 12, 2018** upon petition of Eversource Energy dated **May 15, 2018** to install approximately 14 feet of conduit in Manning Street. The work is necessary to provide new underground electric service to 118 Manning Street, Needham.

A public hearing is required and abutters should be notified.

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

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

BOARD OF SELECTMEN

Dated: May 31, 2018

118 MANNING ST

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
BOWERS, CHRISTOPHER & CALMES, SANDRA S.	BOWERS, LYNNETTE	136 MANNING ST.	NEEDHAM	MA	02492	1990610000400000	136 MANNING ST
KEEFE, CHRISTOPHER P & RUBBERG, JOHN S. JR	BARDSLEY, JENNIFER A	123 MANNING ST 118 MANNING ST	NEEDHAM	MA	02492	1990610001500000	123 MANNING ST
THOMAS, JOAN L. TR. LEE, CALVIN KUI-YIP	JOAN L. THOMAS REVOCABLE TRUST LEE, JANICE DARLINA TOW, TRS.	29 DONNA RD 117 MANNING ST 47 DONNA RD	NEEDHAM HTS	MA	02494	1990610001300000	118 MANNING ST
DUNCAN, FRANCIS PAUL & KANE, NANCY P.	JOAN L. THOMAS REVOCABLE TRUST DUNCAN, FIOLA MARIA	130 MANNING ST 139 MANNING ST	NEEDHAM HTS	MA	02494	1990610003700000	29 DONNA RD
HUBER, DONALD K. & FORBES, RICHARD M & HOWELL, WALTER B. III & KOCHENBACH, CHRISTOPHER &	MISSONG, ROXANNA S ABDEEN, AYESHA FORBES, CLARA LAYZER, JENNIFER E. KOCHENBACH, MARGARET	114 MANNING ST 129 MANNING ST 39 DONNA RD 108 MANNING ST 107 MANNING ST	NEEDHAM	MA	02492	1990610001400000	117 MANNING ST
			NEEDHAM	MA	02494	1990610000600000	47 DONNA RD
			NEEDHAM HTS	MA	02494	1990610008900000	0 MANNING ST
			NEEDHAM HTS	MA	02494	1990550004400000	130 MANNING ST
			NEEDHAM HTS	MA	02494	1990610003600000	139 MANNING ST
			NEEDHAM	MA	02492	1990610001600000	114 MANNING ST
			NEEDHAM	MA	02494	1990610001200000	129 MANNING ST
			NEEDHAM	MA	02494	1990610003500000	39 DONNA RD
			NEEDHAM HTS	MA	02494	1990610003400000	108 MANNING ST
			NEEDHAM HTS	MA	02494		107 MANNING 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: 6/12/2018

Agenda Item	Public Hearing: Eversource Energy – Pine Grove Street
Presenter(s)	Maureen Carroll, Eversource Energy representative

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

Eversource Energy requests permission to install approximately 9 feet of conduit in Pine Grove Street. This work is necessary to provide new underground electric service at 60 Pine Grove Street, Needham.

The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that **all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.**

2.	VOTE REQUIRED BY BOARD OF SELECTMEN
-----------	--

Suggested Motion:

Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 9 feet of conduit in Pine Grove Street. This work is necessary to provide new underground electric service at 60 Pine Grove Street, Needham.

3.	BACK UP INFORMATION ATTACHED
-----------	-------------------------------------

(Describe backup below)

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

May 22, 2018

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

#60
RE: Pine Grove Street
Needham, MA
W/O #2270961

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 9 feet of conduit on Pine Grove Street.

The reason for this work is to provide new underground electric service to 60 Pine Grove Street.

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

Very truly yours,



Kelly-Ann Correia, Supervisor
Rights and Permits

KC/sky
Attachments

OK to proceed
TMR 5/29/18
asst. Eng'r,
OK
R. P. Anderson, DPW
Director
5/29/18

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

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

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

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated May 14, 2018** and filed herewith, under the following public way or ways of said Town:

Pine Grove Street - Westerly from pole 49/7 approximately 84 feet Northwest of Greenough Street a distance of 9± of conduit.

(W.O. #2270961)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

By: *Kelly Ann Correia*
Kelly-Ann Correia, Supervisor
Rights & Permits

Dated this 22nd day of May, 2018

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2018

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

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

Pine Grove Street - Westerly from pole 49/7 approximately 84 feet Northwest of Greenough Street a distance of 9± of conduit.

(W.O. #2270961)

Hearing Required

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

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis, Dated May 14, 2018** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1 2 3 4 5	_____ _____ _____ _____ _____	Board of Selectmen the Town of NEEDHAM
-----------------------	---	---

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2018 at _____ in said Town.

1 2 3 4 5	_____ _____ _____ _____ _____	Board of Selectmen the Town of NEEDHAM
-----------------------	---	---

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2018 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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

CUSTOMER TO INSTALL
 1 - 3" PVC PIPE
 SCH. 40 NO CONC.

9'±

PINE GROVE ST

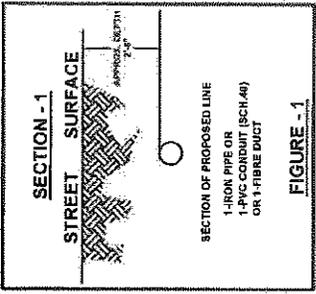
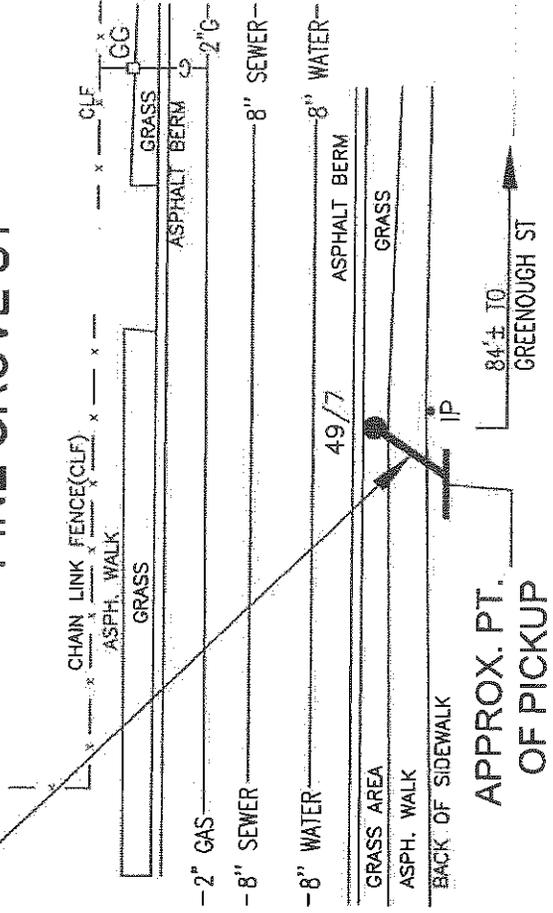
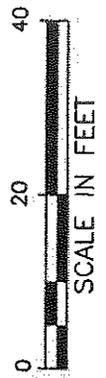


FIGURE - 1



UNDER CONSTRUCTION #60

#50

APPROX. PT. OF PICKUP

84'± TO GREENOUGH ST

49/7

IP

<p>ASTAR EVERSOURCE 1105 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125</p>	
<p>Plan of PINE GROVE ST.</p>	<p>Needham</p>
<p>Showing PROPOSED CONDUIT LOCATION</p>	<p>Scale 1"=20'</p>
<p>Proposed Structures: MR</p>	<p>Date MAY 14, 2018</p>
<p>Approved: A DEBENEDICTIS</p>	<p>SHEET 1 of 1</p>
<p>Plotted by: LM</p>	<p>PH 3</p>
<p>Research by: PG</p>	<p>Work Order # 2270981</p>
<p>Surveyed by: GC/PG</p>	<p>CF# 63-18</p>
<p>Ward #</p>	<p>MASS. LAW</p>
<p>REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-800-344-7233</p>	<p>BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND IS MADE BY ASTAR EVERSOURCE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. ASTAR EVERSOURCE SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE, LOSS OF PROFITS OR OTHER CONSEQUENCES THAT MAY BE INCURRED BY ANY USER OF THIS INFORMATION. THE INFORMATION IS PROVIDED AS IS WITHOUT WARRANTY OF ANY KIND. THE INFORMATION IS PROVIDED FOR YOUR INFORMATION ONLY AND SHOULD NOT BE USED FOR ANY OTHER PURPOSE. THE INFORMATION IS PROVIDED FOR YOUR INFORMATION ONLY AND SHOULD NOT BE USED FOR ANY OTHER PURPOSE.</p>



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on June 12, 2018** upon petition of Eversource Energy dated **May 22, 2018** to install approximately 9 feet of conduit in Pine Grove Street. The work is necessary to provide new underground electric service to 60 Pine Grove Street, Needham.

A public hearing is required and abutters should be notified.

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

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

BOARD OF SELECTMEN

Dated: May 31, 2018

60 Pine Grove St.

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
ARNOLD, JEFFREY R. & DERENZO, PAUL & DAVID VAN DER POOL, SHARON & KALINOWSKI, DONNA J. 46 PINE GROVE NOMINEE TRUST MERCURI, ALBERT J. JR WOOD, BRIAN & PAPETTI, THELMA F. KHUDAIRI, NABEEL & SUHA BEECHER, RICHARD W. & LIPSON, DONNA J. & 312-314 HUNNEWELL STREET REILLY, TIMOTHY O. & OMALLEY, PATRICK J. & LUCCHESI, JOSEPH C +	ARNOLD, KAREN D. C/O DERENZO, PAUL J. TR. VAN DER POOL, LISA C/O BRENDA FREISHTAT ALTSHER, DEBORAH C/O TRAMONTOZZI, DEREK C/O KI HOMES LLC BEECHER, ARLENE J. PORETSKY, AARON CONDOMINIUM MASTER DEED REILLY, BROOKE M. OMALLEY, CATHERINE A. LUCCHESI, ANTOINETTE	314 HUNNEWELL ST. 300 HUNNEWELL ST P O BOX 503 72 PINE GROVE ST 85 WILLISTON RD 11 GREENOUGH ST 7 GREENOUGH ST 60 PINE GROVE ST 9 HIGH ROCK ST 36 PINE GROVE ST 50 PINE GROVE ST 312 HUNNEWELL ST 41 PINE GROVE ST 66 PINE GROVE ST 67 PINE GROVE ST	NEEDHAM NEEDHAM NEEDHAM NEEDHAM BROOKLINE NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM	MA MA MA MA MA MA MA MA MA MA MA MA MA MA MA MA	02494 02494 02494 02494 02445 02494 02494 02494 02492 02494 02494 02494 02492 02494 02494 02494	1990950004700020 1990950004500000 1990950004700010 1990950004100000 1990950003700000 1990950008000000 1990950009000000 1990950003900000 1990950004600000 1990950007000000 1990950003800000 1990950004700000 1990950001200000 1990950004000000 1990950004000000	314 HUNNEWELL ST 300 HUNNEWELL ST 312 HUNNEWELL ST 72 PINE GROVE ST 46 PINE GROVE ST 11 GREENOUGH ST 7 GREENOUGH ST 60 PINE GROVE ST 308 HUNNEWELL ST 61 PINE GROVE ST 50 PINE GROVE ST 312 HUNNEWELL ST 41 PINE GROVE ST 66 PINE GROVE ST 67 PINE GROVE 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: 06/12/2018

Agenda Item	Public Hearing Water and Sewer Rates
Presenter(s)	Water and Sewer Rate Structure Committee David Davison, Assistant Town Manager/Finance Richard Merson, Director of Public Works Evelyn Poness, Town Treasurer/Collector Christopher Seariac, Superintendent of Water and Sewer

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>The Water and Sewer Rate Structure Committee will meet on June 12, 2018 to finalize its recommendation to the Board. It is anticipated that the Board of Selectmen will vote on final water and sewer rates at its meeting on June 26, 2018.</p> <p>At that hearing, the rate proposal that took effect on July 1, 2017 increased the average annual water/sewer bill by 1.5%, the proposed new rate structure would increase the sewer rates, but decrease the domestic water rates to offset, and effectively result in no change in the annual bill. There is no change proposed for the irrigation rates.</p>
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	Suggested Motion: None
3.	BACK UP INFORMATION
	<ul style="list-style-type: none">a. Legal Noticeb. June 8, 2017 Water and Sewer Rate Recommendation memo

dbd 06/08/2018

Legal Notices

Legal Notices

WATER/SEWER RATES HEARING

LEGAL NOTICE

Notice of Public Hearing

The Needham Board of Selectmen will hold a public hearing on Tuesday, June 12, 2018 at 7:00 p.m. in the Needham Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492. The purpose of this hearing is to provide the public with an opportunity to comment on any proposed changes to the water and sewer rates. In addition, written comments may be sent to the Board of Selectmen, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492 or may be emailed to selectmen@needhamMA.gov

AD#: 13694975
Needham Times 6/7/18

Memorandum

To: Board of Selectmen
From: David Davison, Assistant Town Manager/Director of Finance
CC: Water and Sewer Rate Structure Committee; Kate Fitzpatrick, Town Manager; Christopher Coleman, Assistant Town Manager/Director of Operations, Richard Merson, Director of Public Works, Robert Lewis, Assistant Director of Public Works, Christopher Seariac, Water and Sewer Superintendent; Evelyn Poness, Treasurer and Collector
Date: June 8, 2018
Re: Water and Sewer Rate Recommendations

A public hearing has been scheduled for the Board's meeting on June 12, 2018, and the final rates are proposed to be set at the Board's June 26, 2018 meeting. The Water and Sewer Rate Structure Committee is scheduled to meet on June 12 prior to the Board of Selectmen's public hearing to finalize its recommendations to the Board. The five-member committee is appointed by the Board of Selectmen, and its general charge is to review proposed changes to the water and sewer rate structure and to make recommendations to the Board on said changes. The Committee members are John Cosgrove Jr, Chair of the Committee, Tom Loughran, Nick Renzulli, Steven Rosenstock, and John Tallarico. Mr. Cosgrove is also one of the two appointed Town representatives on the MWRA Advisory Board. Chris Seariac, Water and Sewer Superintendent is the second representative.

Consumption Trends

It is important to remember that the water which runs through the domestic water meter of a customer, who is also connected to the public sewer, is the basis for determining the sewer bill for the customer. When a customer has an irrigation water meter installed, the water which is used outside of the house is measured separately, and therefore is not included in the calculation of the sewer bill. In this case, sewer revenue declines, but the expense of the sewer system does not. Although the installation of an irrigation meter lowers the cost to the individual customer, the decline in billable domestic water use also lowers the amount that is used to determine the sewer bill. Therefore, the sewer rates must increase in order to generate the same amount of revenue. The problem is aggravated if domestic water use is estimated too high when determining the rates. Furthermore, by state regulatory design, the rate charged per unit increases as consumption increases, conversely, when consumption declines, the amount of revenue lost is more impactful, and consequently will result in even higher rates per unit to support operations.

Billable domestic regular water use consumption has been stable over the past four years (FY2014 – 17), lower than FY2011 and FY2012, but higher and increasing since FY2013 (refer to Table 1). Domestic water use increased from 97,708,200 cubic feet billed in FY2016 to 97,949,900 billed in FY2017, an increase of one quarter of one percent (0.25%). The three year (FY2015 – 17) domestic water use average was 97,633,300 c.f., which was higher than the five year (FY2013 – 17) average of 97,388,400 c.f., but lower than the seven year (FY2011 – 17) average of 98,117,500 c.f. In the report to the Board last year, the three year average was lower than both the five and seven year averages. The FY2013 billable domestic water consumption (96,824,800) is lower than any of the averages, and remains as the all-time low.

Table 1
Water and Sewer
Billed Consumption History
Fiscal Year July 1 - June 30

	2011	2012	2013	2014	2015	2016	2017	3-Year Average	5-Year Average	7-Year Average	Lowest	Year
Hundred Cubic Feet												
WATER												
Domestic Water	993,844	1,004,963	968,248	972,172	972,420	977,082	979,499	976,333	973,884	981,175	968,248	2013
Irrigation Water	337,537	281,106	334,981	301,298	300,798	374,864	341,902	339,188	330,769	324,641	281,106	2012
Residential and Commercial	1,331,381	1,286,069	1,303,229	1,273,470	1,273,217	1,351,946	1,321,401	1,315,521	1,304,653	1,305,816		
MSP Water	174,564	174,572	169,190	163,277	145,815	139,297	114,135	133,082	146,343	154,407	114,135	2017
MSP	174,564	174,572	169,190	163,277	145,815	139,297	114,135	133,082	146,343	154,407		
TOTAL WATER	1,505,945	1,460,641	1,472,419	1,436,747	1,419,032	1,491,243	1,435,536	1,448,604	1,450,995	1,460,223		
SEWER												
Domestic Sewer	881,404	887,551	856,728	862,617	865,974	867,969	874,625	869,522	865,582	870,981	856,728	2013
MSP Sewer	80,412	75,887	102,831	78,748	69,363	61,141	40,691	57,065	70,555	72,725	40,691	2017
TOTAL SEWER	961,816	963,438	959,559	941,365	935,337	929,110	915,316	926,587	936,137	943,706		
Total Billable Sewer as a % of Total Billable Water	63.9%	66.0%	65.2%	65.5%	65.9%	62.3%	63.8%	64.0%	64.5%	64.6%		
Domestic Billable Sewer as a % of Domestic Billable Water	88.7%	88.3%	88.5%	88.7%	89.1%	88.8%	89.3%	89.1%	88.9%	88.8%		
Irrigation Water as a % of Total Water	22.4%	19.2%	22.8%	21.0%	21.2%	25.1%	23.8%	23.4%	22.8%	22.2%		

MSP = Major Subsidy Provider

Conversely, irrigation water use has continued its overall upward trend, but is much more volatile than domestic water use. Billed irrigation water use for FY2017 declined from 37,486,400 c.f. billed in FY2016 to 34,190,200 billed in FY2017, nearly a nine percent drop. The three year (FY2015 – 17) average of irrigation water billed was 33,918,800 cubic feet, but last year the three year (FY2014 – 16) average was 32,565,300, a change of 1,353,500 cubic feet, approximately 4.2% more. So although the one year change was a noteworthy decline, the overall average is increasing. The three year (FY2015 – 17) irrigation water use average was higher than the five and seven year averages. The five year (FY2013 – 17) irrigation average was higher than the seven year average (33,076,900 c.f. vs 32,464,100). The FY2012 billed irrigation water use was the lowest year in the immediate past seven years (FY2011 – 17).

The total residential and commercial water billed, exclusive of the what we refer to as the major subsidy provider (MSP), has fluctuated over the seven year period (FY2011 to FY2017) between 128,606,900 c.f. and 135,194,600 c.f., and the average use over the three, five, and seven year periods has trended higher, which is due primarily to irrigation. When looking at total water use billed (143,553,600 c.f.) for FY2017 – which was a decrease from FY2016 (149,124,300 c.f.), approximately 24% of the total was billed irrigation use. As efforts to encourage less use of water for irrigation bear fruit, the consumption trend may reverse, and because irrigation water use is billed at a higher rate than domestic water use, a notable decrease in revenue should be expected.

Another facet that has impacted rates is the reliance of certain high volume users of water, especially one of the Town's largest water and sewer customers, Coca Cola. Almost all the water

and sewer use by Coca Cola is charged at the highest rate, which effectively provides a subsidy to the citizens of Needham. Water use by Coca Cola has been declining, but the amount of use had been relatively predictable until the last few years, during which consumption has dropped by an even greater percent than usual. The FY2015 water use billed to the customer declined by 10.7% from FY2014, and FY2016 billed use declined by 4.5% from FY2015. The FY2017 billed used declined by 18.1% from FY2016 (11,412,500 vs 13,929,700). We seem to report to the Board every year that the water use for the immediate past fiscal year was the lowest billed, and this is so again. Last year we reminded the Board that FY2013 was the lowest water billed use year until FY2014, and FY2014 was the lowest use until FY2015, and FY2015 was the lowest use until FY2016, and now FY2017 is the lowest billed use year for Coca Cola. The FY2017 billed usage is approximately 35% less than FY2011. Billed water use to Coca Cola has declined from the 21,197,000 c.f. billed in FY2007 (the highest amount this century) to 11,412,500 c.f. in FY2017, a decrease of more than 46%.

Table 2
Water and Sewer
Billed Consumption History
Three Quarters

	2014	2015	2016	2017	2018
Hundred Cubic Feet	9 Months				
WATER					
Domestic Water	750,856	750,212	752,776	758,286	721,770
Irrigation Water	294,760	286,979	366,896	334,599	275,562
Residential and Commercial	1,045,616	1,037,190	1,119,672	1,092,885	997,332
MSP Water	123,116	110,630	106,072	84,012	94,213
MSP	123,116	110,630	106,072	84,012	94,213
TOTAL WATER	1,168,732	1,147,820	1,225,744	1,176,897	1,091,545
SEWER					
Domestic Sewer	661,028	663,348	662,310	670,834	647,324
MSP Sewer	60,375	52,648	48,518	30,514	33,357
TOTAL SEWER	721,403	715,996	710,828	701,348	680,681

MSP = Major Subsidy Provider

Although billed water use has fluctuated over the past seven years, the situation with total billed sewer has been one of decline, and billed sewer has decreased year over year for five consecutive years. FY2017 billed sewer (91,531,600 c.f.) was 1.5% less than FY2016; FY2016 (92,911,000) was 0.7% less than FY2015; FY2015 (93,533,700) was 0.6% less than FY2014 (94,136,500), and FY2014 was 1.9% less than FY2013 (95,955,900). Furthermore, all the average comparison periods are trending downward. Domestic sewer use billing has been relatively stable, and similar to domestic water, has been trending upward slightly. The lowest amount billed for domestic sewer during the past seven years (FY2011 - 17) was FY2013 (85,672,800). However, Coca Cola's billable sewer use, similar to its water use, has continued to decline with FY2017 now the lowest use billed. The billed volume for FY2017 was 4,069,100 c.f. a decrease of 33.4% from FY2016. Billed sewer for FY2016 (6,114,100) was 11.9% lower than FY2015 (6,936,300), and FY2015 was 11.9% lower than FY2014 (7,874,800). Other than the FY2013 (10,283,100) aberration - more than a 35% increase over FY2012 and the highest volume billed to Coca Cola in recent history - billed sewer is declining year after year. The three, five, and seven year averages for the company show declines. Because most all of the billed consumption for Coca Cola is at the higher step rate, a reduction in billed use has a disproportionate impact on sewer revenue which then exacerbates the rise in sewer rates.

The current year's billing activity for total water consumption for the first three quarters of FY2018 (109,154,500 c.f.) shows an approximate seven percent decline compared to the same period for FY2017 (117,689,700). This was due to an approximate 17.6% drop in billed irrigation water use for the first nine months of FY2018 (refer to table 2). The decline in irrigation use was likely due

to the water use restrictions that were in place last summer. FY2017 was a decrease from FY2016, but that was not unexpected as the billed irrigation water use for FY2016 set an all-time use record. Billed domestic water use for the first nine months of FY2018 was lower by 4.8%. However, Coca Cola's use is actually up by 12.1% for the first nine month of FY2018; the company has been billed for 9,421,300 cubic feet compared to 8,401,200 last year.

The first three quarters of FY2018 show that the total billed sewer (68,068,100) was less than the same period for FY2017 (70,134,800), approximately three percent less. Just as with domestic water use, billed domestic sewer was lower for the first nine months of FY2018 (64,724,400) compared to FY2017 (67,083,400). But the amount billed for Coca Cola during the first nine months of FY2018 (3,335,700) was up considerably; nearly 9.3% more than the same period for FY2017 (3,051,400). With the higher Coca Cola billing for the first three quarters of FY2018, the overall decrease in billed sewer was less than it might likely have been if Coca Cola's use tracked in FY2018 as it has the past few years.

Comparable Communities

In comparison to area communities, Needham ranks 10th out of 19 in terms of annual water and sewer charges for fiscal year 2018 (refer to Table 4), last year Needham was 9th out of the same group of communities. The average household bill per the MWRA comparison for Needham was \$1,654 which is approximately 95% of the average bill (\$1,737) for the group. The average bill ranges from a low of \$1,123 for the City of Waltham, a community with a great number of commercial users, to a high of \$2,488 for the Town of Belmont. The rate increase adopted by the Board for FY2018 resulted in a change of 1.5% on the AHWS bill, whereas the average change by the other communities was 1.6%. However the change over nine years for Needham was 11.7%, compared to the average of the other communities at 36.2%.

Table 3
Annual Water and Sewer Charges in Selected Communities
Receiving Services from the MWRA
Cost to Average Customer Consuming 12,000 Cubic Feet

Community	Dec-08	Dec-09	Dec-10	Dec-11	Dec-12	Dec-13	Dec-14	Dec-15	Dec-16	Dec-17	One Year Change	Nine Year Change
Belmont	\$1,683	\$1,774	\$1,892	\$1,980	\$2,071	\$2,167	\$2,265	\$2,349	\$2,437	\$2,488	2.1%	47.8%
Cambridge	\$1,158	\$1,231	\$1,360	\$1,360	\$1,360	\$1,401	\$1,454	\$1,528	\$1,564	\$1,655	5.8%	42.9%
Canton	\$1,218	\$1,265	\$1,358	\$1,447	\$1,480	\$1,523	\$1,624	\$1,624	\$1,624	\$1,716	5.7%	40.9%
Dedham	\$1,485	\$1,497	\$1,497	\$1,530	\$1,530	\$1,530	\$1,541	\$1,554	\$1,565	\$1,567	0.1%	5.5%
Frammingham	\$931	\$1,008	\$1,096	\$1,214	\$1,247	\$1,444	\$1,543	\$1,635	\$1,735	\$1,770	2.0%	90.1%
Lexington	\$1,289	\$1,240	\$1,261	\$1,408	\$1,457	\$1,481	\$1,508	\$1,480	\$1,520	\$1,541	1.4%	19.6%
Melrose	\$1,468	\$1,558	\$1,587	\$1,640	\$1,759	\$1,809	\$1,943	\$2,055	\$2,295	\$2,315	0.9%	57.7%
Milton	\$1,588	\$1,634	\$1,717	\$1,777	\$1,887	\$1,929	\$1,976	\$2,039	\$2,136	\$2,136	0.0%	34.5%
Natick	\$1,069	\$1,175	\$1,267	\$1,267	\$1,267	\$1,311	\$1,353	\$1,380	\$1,432	\$1,462	2.1%	36.8%
Newton	\$1,278	\$1,428	\$1,590	\$1,712	\$1,779	\$1,848	\$1,921	\$2,009	\$2,142	\$2,222	3.7%	73.8%
Norwood	\$1,132	\$1,190	\$1,246	\$1,246	\$1,214	\$1,226	\$1,326	\$1,429	\$1,446	\$1,446	0.0%	27.8%
Stoughton	\$1,338	\$1,338	\$1,532	\$1,609	\$1,609	\$1,644	\$1,681	\$1,692	\$1,705	\$1,752	2.7%	30.9%
Wakefield	\$1,369	\$1,510	\$1,547	\$1,607	\$1,658	\$1,690	\$1,739	\$1,739	\$1,804	\$1,928	6.9%	40.8%
Waltham	\$999	\$999	\$1,021	\$1,165	\$1,182	\$1,182	\$1,182	\$1,182	\$1,182	\$1,123	-5.0%	12.4%
Watertown	\$1,197	\$1,269	\$1,327	\$1,327	\$1,393	\$1,432	\$1,477	\$1,532	\$1,559	\$1,531	-1.8%	27.9%
Wellesley	\$1,144	\$1,244	\$1,307	\$1,386	\$1,386	\$1,457	\$1,457	\$1,457	\$1,523	\$1,523	0.0%	33.1%
Westwood	\$1,285	\$1,275	\$1,275	\$1,328	\$1,340	\$1,360	\$1,419	\$1,445	\$1,469	\$1,442	-1.8%	12.2%
Weymouth	\$1,319	\$1,418	\$1,486	\$1,530	\$1,530	\$1,530	\$1,569	\$1,609	\$1,644	\$1,645	0.1%	24.7%
Group Average	\$1,275	\$1,336	\$1,409	\$1,474	\$1,508	\$1,554	\$1,610	\$1,652	\$1,710	\$1,737	1.6%	36.2%
Needham	\$1,481	\$1,481	\$1,481	\$1,481	\$1,481	\$1,481	\$1,564	\$1,586	\$1,630	\$1,654	1.5%	11.7%

B = Block Rates
S = Single Rate

Source: MWRA Annual Water and Sewer Retail Rate Surveys

Table 4 below shows the bottom and top step rates for regular water and sewer service in the other communities. The MWRA does not provide data as to whether the communities have different rates for irrigation.

The regular water use rate for Needham has the lowest step rate at \$3.10 per hundred cubic feet, which has Needham's water rate well below that of many of the comparison communities. Even Needham's highest regular water step rate at \$5.10 is well below that of many other communities. Only the City of Cambridge has a lower top step rate which is \$3.96. The Town's sewer rates continue to be at the higher end of the group, the lowest sewer step rate is \$8.82 per hundred cubic feet compared to the average of \$8.46 and the highest sewer step for Needham would be \$11.32 per hundred cubic feet, which compares to an average of \$13.79 today for the other communities.

Table 4
Water and Sewer
Bottom and Top Step Rates

Community	Bottom Water Step Rate	Top Water Step Rate	Bottom Sewer Step Rate	Top Sewer Step rate
Belmont	\$6.53	\$7.49	\$12.91	\$12.91
Cambridge	\$3.02	\$3.96	\$10.23	\$13.30
Canton	\$3.54	\$13.33	\$8.21	\$16.17
Dedham	\$4.43	\$9.31	\$8.08	\$8.08
Framingham	\$6.01	\$11.10	\$7.80	\$22.44
Lexington	\$3.89	\$7.69	\$6.86	\$17.80
Melrose	\$6.34	\$8.62	\$11.62	\$14.64
Milton	\$5.43	\$7.69	\$6.71	\$14.88
Natick	\$1.77	\$10.10	\$4.90	\$14.43
Newton	\$6.60	\$10.90	\$9.85	\$14.15
Stoughton	\$4.12	\$8.40	\$9.79	\$9.79
Wakefield	\$6.95	\$6.95	\$10.90	\$10.90
Waltham	\$3.07	\$8.89	\$5.46	\$13.01
Watertown	\$4.48	\$10.99	\$8.28	\$14.33
Wellesley [^]	\$2.99	\$9.18	\$8.61	\$8.61
Westwood	\$4.43	\$9.31	\$5.80	\$15.50
Weymouth	\$4.35	\$7.39	\$7.89	\$13.42
Average of the Communities	\$4.59	\$8.90	\$8.46	\$13.79
Needham (Current)	\$3.10	\$5.10	\$8.82	\$11.32

[^] Top water rate reflects the seasonal top rate.

As reflected in the reports on file with the Department of Environmental Protection, the Town continues to see progress in lowering household water use (refer to Table 5). Comparing the

data from the 2017 report (based on 2016 usage of 8,860 c.f.) to the 2006 report released by the MWRA, average household water usage has declined by 1,020 cubic feet, a 10.3% decrease. Last year, the report showed a decline in the average from 2006 to 2015 of 690 c.f., so 2016 was a very significant one-year decrease in household use of water. The average use in 2015 (9,190 c.f.) was a decrease of 140 cubic feet from 2014 usage (9,330 c.f.). The usage for 2014 was 100 cubic feet less than 2013. This supports the Board of Selectmen's previous contention that efforts to encourage less water use are having an impact. However, as noted last year and before, based on the average household size in Needham per the US Census data, water usage would need to be approximately 8,626 c.f. of use or less per year to be under the 65 gallons of water use per day per person. This would require an additional reduction of more than 2.6%. However, efforts to contain costs while addressing critical needs of the water/sewer utility, and pricing strategies to encourage large users of water paying a premium price to remain in Town has helped to keep overall increases in cost to the residents low. Indeed, for the average household, the annual bill based on the 2017 report was \$13 more than it was 11 years ago, a change of 1.1%. This compares to the average percentage change for the other communities of 24.3%.

Table 5

Average Household Annual Usage*

Community	2017 Report	2016 Report	2015 Report	2006 Report Actual Average Annual Consumption	\$ Change	% Change	2017 Annual Cost based on 2016 Average	2016 Annual Cost based on 2015 Average	2015 Annual Cost based on 2014 Average	2006 Annual Cost based on 2006 Average	\$ Change	% Change
	2016 Average Annual Consumption	2015 Average Annual Consumption	2014 Average Annual Consumption									
Belmont	9,460	9,010	8,480	9,610	(150)	-1.6%	\$1,998	\$1,867	\$1,703	\$1,300	\$698	53.7%
Cambridge	4,480	4,760	4,500	7,840	(3,360)	-42.9%	\$597	\$602	\$554	\$727	(\$130)	-17.8%
Canton	8,380	8,040	7,810	10,090	(1,710)	-16.9%	\$1,152	\$1,034	\$920	\$932	\$220	23.6%
Dedham	7,910	8,030	7,370	7,850	60	0.8%	\$1,218	\$1,131	\$1,140	\$985	\$233	23.6%
Framingham	6,430	6,390	6,430	8,500	(2,070)	-24.4%	\$904	\$880	\$834	\$556	\$348	62.7%
Lexington	12,730	12,170	9,390	12,260	470	3.8%	\$1,667	\$1,549	\$1,052	\$1,289	\$378	29.3%
Melrose	5,350	5,250	5,310	6,520	(1,170)	-17.9%	\$1,086	\$1,056	\$944	\$747	\$339	45.4%
Milton	8,560	7,760	7,690	9,730	(1,170)	-12.0%	\$1,937	\$1,322	\$1,319	\$1,190	\$747	62.7%
Natick	7,260	7,630	7,430	7,750	(490)	-6.3%	\$642	\$679	\$653	\$521	\$121	23.2%
Newton	6,110	6,400	6,470	10,310	(4,200)	-40.7%	\$1,062	\$1,076	\$1,028	\$1,004	\$58	5.8%
Norwood	6,500	6,380	6,400	9,650	(3,150)	-32.6%	\$652	\$631	\$578	\$806	(\$154)	-19.1%
Stoughton	6,380	6,210	6,100	8,880	(2,500)	-28.2%	\$936	\$890	\$869	\$949	(\$13)	-1.4%
Wakefield	8,160	7,950	7,680	7,900	260	3.3%	\$1,311	\$1,195	\$1,113	\$963	\$348	36.1%
Waltham	5,640	5,940	6,640	8,820	(3,180)	-36.1%	\$481	\$533	\$596	\$628	(\$147)	-23.4%
Watertown	6,420	6,300	6,290	6,420	0	0.0%	\$822	\$831	\$816	\$642	\$180	28.0%
Wellesley	10,420	9,730	8,870	10,290	130	1.3%	\$1,334	\$1,247	\$1,088	\$966	\$368	38.1%
Westwood	7,910	8,030	7,370	7,850	60	0.8%	\$968	\$1,021	\$976	\$862	\$106	12.3%
Weymouth	5,670	6,080	5,900	6,380	(710)	-11.1%	\$768	\$817	\$891	\$652	\$116	17.8%
Group Average	7,432	7,337	7,007	8,703	(1,271)	-14.6%	\$1,085	\$1,020	\$949	\$873	\$212	24.3%
Needham	8,860	9,190	9,330	9,880	(1,020)	-10.3%	\$1,227	\$1,249	\$1,233	\$1,214	\$13	1.1%

* Per the Annual Public Water Supply Reports filed with the Department of Environmental Protection.

Source: MWRA Annual Water and Sewer Retail Rate Surveys

Rate Structure Proposal

The basis of the rate structure is to distribute the costs associated with operation, maintenance, capital infrastructure, and other liabilities incurred to provide public water and sewer services. We must be able to demonstrate that the rate structure will generate the revenue to meet appropriations and other liabilities to be paid during the fiscal year. Because demands on the system and costs can swing significantly from year-to-year, due to factors such as seasonal demand for water, infrastructure improvements, unexpected major system repairs, assessments for the treatment of sewer, purchase of water from the MWRA, and regulatory and local

constraints, we look to billing target estimates rather than a specific dollar amount in determining where rates need to be to pay the costs of operations. We consider a three year span as to the average billing needed to meet the estimated operating expenses, maintain sufficient reserves to fund unexpected events, maintain adequate capital to satisfy the liquidity and financial ratios that the rating agencies look for when determining the Town's overall credit rating, and to weather short term consumption variations.

The proposal would hold the annual bill for a residential customer with regular water and sewer service flat with an increase in the sewer charge and a decrease in the water charge. The MWRA annually provides to member communities an average cost for annual household water/sewer (AHWS) use based on the industry standard of 120 hundred cubic feet (HCF), or approximately 90,000 gallons, to track rate increases over time. For historical purposes, this constant benchmark is maintained; however, actual household usage varies considerably and therefore the impact of any proposed change may be more or less than the AHWS reference.

The sewer rate proposal is essentially the same that was forecasted for FY2019 when the rate proposal for FY2018 was presented. But, with the expectation of no mandatory water use restriction being put into place, this proposal calls for the domestic water rates to be adjusted to help mitigate the impact of the sewer charge increase on the average homeowner. If the recommended schedule is adopted, we anticipate that no change to the water and sewer user rates will be needed for FY2020. The Sewer Enterprise budget has not grown significantly over the past few years, save MWRA assessments, which represent a significant portion of the annual operating budget.

Because Needham has one of the highest bottom step rate for sewer use, and conversely, one of the lowest bottom step rate for domestic water use, no change is recommended to either the water or sewer step one rate. Most residential use falls in steps two and three. Whereas the proposal is not to change the step one sewer rate or the water rate, the increase is slightly higher for the step two and three sewer rates. The step two rate increase would be \$0.10, or one percent, and step three would increase by \$0.11, or 1.1% more. However, the proposal reduces the step two and three domestic water use rates to offset those increase in the sewer. The step two water rate would be reduced by \$0.10, a decrease of 2.9%, and the step three rate would be lowered by \$0.15, a decrease of 3.5%. This effectively produces an estimated annual bill with no change. The proposal calls for an increase of 1.2% (\$0.14) on the sewer step four rate. This would both shore up collections and alleviate the decline in billable sewer at the top rate over the past few years. There are no proposed changes to the irrigation rates for FY2019.

The above FY2019 proposal anticipates no increase to the domestic water rates in the following year (FY2020), and no increase to the sewer step one, two, or three rates as well. However, the sewer step four rate may need to be adjusted for FY2020, if billed consumption declines. This is subject to change based on water consumption trends and method of use, assessments from the MWRA for the treatment of sewerage, and actual year end results. Please refer the proposed rate table on the following page.

Based on the AHWS standard, the annual average water and sewer bill for FY2019 would be \$1,653.36 as compared to \$1,653.84 under the current rate structure. The annual average

residential domestic water bill would decline by \$10.20, approximately 2.2%, and the average residential sewer bill would increase by, \$9.72, approximately 0.8% change.

Description	Current Rate	Proposed Rate	\$ Change
Basic Service Fee - Quarterly	\$15.00	\$15.00	\$0.00
Basic Service Fee - Monthly	\$5.00	\$5.00	\$0.00
Water - Regular			
Step 1	\$3.10	\$3.10	\$0.00
Step 2	\$3.40	\$3.30	-\$0.10
Step 3	\$4.30	\$4.15	-\$0.15
Step 4	\$5.10	\$5.10	\$0.00
Second Meter Fee - Quarterly	\$4.00	\$4.00	\$0.00
Second Meter Fee - Monthly	\$1.34	\$1.34	\$0.00
Water - Irrigation			
Step 1	\$5.10	\$5.10	\$0.00
Step 2	\$5.50	\$5.50	\$0.00
Step 3	\$6.10	\$6.10	\$0.00
Step 4	\$8.10	\$8.10	\$0.00
Basic Sewer Fee - Quarterly	\$9.00	\$9.00	\$0.00
Basic Sewer Fee - Monthly	\$3.00	\$3.00	\$0.00
Sewer			
Step 1	\$8.82	\$8.82	\$0.00
Step 2	\$9.64	\$9.74	\$0.10
Step 3	\$10.40	\$10.51	\$0.11
Step 4	\$11.32	\$11.46	\$0.14
Septage Disposal			
Per 1,000 Gallons	\$85.00	\$85.00	\$0.00

Prices are per 100 CF (cubic feet) except septage which is per 1,000 gallons

Next Steps

The Water and Sewer Rate Structure Committee is scheduled to meet on June 12 to finalize its recommendation to the Board of Selectmen regarding the proposed rate structure for FY2019. The Selectmen will hear from staff, the citizen committee, and the public about the proposal. The Board will be presented with the proposed rate structure with an understanding that regular water rates will be adjusted for FY2019 to mitigate the sewer charge increase and that the rate will not change for FY2020, (provided that irrigation rates are not reduced) and that an increase to the sewer rate is necessary for FY2019, but may not need to be increased for FY2020 if current consumption pattern holds and a mandatory water use restriction is not required. The rate proposal continues to smooth out the impact of the higher rates that are necessary to cover fixed and variable costs of the enterprise.

I will be at your meeting along with members of the Water and Sewer Rate Structure Committee to discuss the recommendations and to answer questions you may have. Please do not hesitate to contact me if you have any questions beforehand.

Water and Sewer Rates

Description	Current Rate	Proposed Rate	\$ Change	% Change
Basic Service Fee - Quarterly	\$15.00	\$15.00		
Basic Service Fee - Monthly	\$5.00	\$5.00		
Water - Regular				
Step 1	\$3.10	\$3.10		
Step 2	\$3.40	\$3.30	-\$0.10	-2.9%
Step 3	\$4.30	\$4.15	-\$0.15	-3.5%
Step 4	\$5.10	\$5.10		
Sewer				
Basic Sewer Fee - Quarterly	\$9.00	\$9.00		
Basic Sewer Fee - Monthly	\$3.00	\$3.00		
Step 1	\$8.82	\$8.82		
Step 2	\$9.64	\$9.74	\$0.10	1.0%
Step 3	\$10.40	\$10.51	\$0.11	1.1%
Step 4	\$11.32	\$11.46	\$0.14	1.2%

Average*	FY2018	FY2019	Change
Average Household Water Bill	\$471.60	\$461.40	(\$10.20) -2.2%
Average Household Sewer Bill	\$1,182.24	\$1,191.96	\$9.72 0.8%
Total for Sewer & Water Usage	\$1,653.84	\$1,653.36	(\$0.48) 0.0%

* Average Household use is based on 12,000 cubic feet of water per year



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

MEETING DATE: 06/12/2018

Agenda Item	Approval of the Sale of Notes
Presenter(s)	David Davison, Assistant Town Manager/Finance Evelyn Poness, Town Treasurer/Collector

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>We will review the results of the bond anticipation note sale and discuss upcoming borrowings with the Board. We will also review the recent S&P rating analysis of the Town.</p>	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<p>Suggested Motions: (please note there are six (6) motions to be acted upon by the Board)</p> <p>Motion A Move that the Board approve the sale of \$580,000 3.50 percent General Obligation Bond Anticipation Notes, Series A (the "Series A Notes") of the Town dated June 18, 2018 and payable June 28, 2018 to Eastern Bank at par and accrued interest, if any.</p> <p>Motion B Move that the Board approve the sale of \$28,560,000 2.00 percent General Obligation Bond Anticipation Notes, Series B (the "Series B Notes" and together with the Series A Notes, the "Notes") of the Town dated June 18, 2018 and payable August 1, 2018 to TD Securities (USA) LLC at par and accrued interest, if any, plus a premium of \$20,848.80.</p> <p>Motion C Move that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 31, 2018 and a final Official Statement dated June 6, 2018, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.</p> <p>Motion D Move that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.</p> <p style="text-align: center;">(Continues Next Page)</p>	



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

Motion E

Move that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes.

Motion F

Move that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

BACK UP INFORMATION ATTACHED

- a. Cover Memo Dated June 8, 2018
- b. S&P Rating June 5, 2018

Memorandum

To: Board of Selectmen
From: David Davison, Assistant Town Manager/Director of Finance
CC: Kate Fitzpatrick, Town Manager; Evelyn Poness, Treasurer/Collector;
Michelle Vaillancourt, Town Accountant
Date: June 8, 2018
Re: Sale of Bond Anticipation Notes

The Town maintained its "AAA" rating with Standard and Poor's (S&P), which has reaffirmed the rating, and still views Needham's outlook as stable after our review with them on Thursday, May 31, 2018. The rating agency also assigned the highest short-term rating attainable (SP-1+) to the Town's Bond Anticipation Notes. We discussed the Town's current financial position, actions that have been taken to maintain reserves and to address future liabilities, and the Town's debt issuance plans in the coming 12 to 18 months. We reviewed not only approved capital projects (i.e., High School expansion, Rosemary Recreation Complex, and the Williams School), but also capital projects that are being designed (i.e., Public Works storage facility, Memorial Park building, and the Police/Fire HQ and Fire Station 2) or contemplated (i.e., Emery Grover building renovation, a large scale inflow and infiltration removal project, a large scale water main replacement project, and construction of water booster stations) which have been or will be presented to Town Meeting. We described the funding plan for the public safety buildings and that a debt exclusion question is planned for the fall. We discussed the Town's cash capital commitments and the use of Free Cash and retained earnings to fund those ongoing critical needs (this was seen as a credit positive). We also informed them of the Town's plans for funding full-day kindergarten and increasing the number of public safety personnel in FY2020 and FY2021. We also provided information on the local economy and economic activity in the area.

The Town is issuing two Bond Anticipation Notes (BANs) both which will settle on June 18, 2018. The first BAN, in the amount of \$580,000, will mature on June 28, 2018 (FY2018) and will be paid in full from appropriated funds. The second BAN, in the amount of \$28,560,000, will mature on August 1, 2018 (FY2019). The Town will pay down \$4,900,000 from appropriated funds, roll \$1,500,000 to a new BAN, and the balance of \$22,160,000 will be financed by a bond to be issued in July. The principal pay downs on both BANS were planned and are part of the overall capital financing strategy.

Series A

Eastern Bank was the only bidder on the \$580,000 Note. Given the short duration (ten days) and low dollar amount of the tax exempt note, this is not uncommon. The interest expense is less than it would have been to finance over a longer period of time. The proceeds will pay capital expenses for projects (see below) that were previously approved by Town Meeting and are or soon to be completed. Eastern Bank's bid was 3.50%. The total interest expense will be \$563.89.

Project	Amount
Central Avenue/Elliot Street Bridge Design	\$ 15,000
High School Cafeteria Construction	\$ 85,000
High School Expansion Design	\$140,000
Public Works Infrastructure Program (2017)	<u>\$340,000</u>
Total	\$580,000

Series B

The Town received four bids on the second Note (\$28,560,000), and the winning bidder was TD Securities, which offered a coupon rate of 2.00% with a premium of \$20,848.80 which results in a Net Interest Cost (NIC) of 1.3888%. The NIC is the basis for determining award. The gross interest expense is \$68,226.67. Attached is a summary of the bids received on this sale. The proceeds will finance several capital projects (see below) that were previously approved by Town Meeting.

Project	Amount
Central Avenue/Elliot Street Bridge Construction	\$ 320,000
Williams Elementary School	\$12,725,000
Rosemary Recreational Complex	\$ 7,000,000
High School Expansion Design	\$ 760,000
Public Safety Building Designs	\$ 1,500,000
High School Expansion Construction	\$ 6,250,000
RTS Fleet Replacement (Front-End Loader)	<u>\$ 5,000</u>
Total	\$28,560,000

The Board will be asked to approve the sale of the two BANs and to authorize various actions that have been or may need to be done. We will bring to the meeting the actual Notes, Certificates, Disclosure Certificates, and the Certification of the vote by the Board of Selectmen, to be executed by the Board. Please do not hesitate to contact me if you have any questions prior to the meeting.

Town of Needham

Note Sale

\$580,000

Notice Date	6/6/2018	Rating	AAA	6/5/2018
Date of Sale	6/12/2018	By Standard & Poor's Public Finance		
Date of Board Action	6/18/2018			
Settlement	6/28/2018			
Maturity				

Bidder	Amount	Rate	Interest	Premium	Net Interest	NIC
Eastern Bank	\$580,000	3.500%	\$563.89	\$0.00	\$563.89	3.5000000%

Prepared by Asst Town Manager/Director of Finance June 7, 2017

Town of Needham
 Note Sale
 \$28,560,000

Notice Date	6/6/2018	Rating	AAA	6/5/2018
Date of Sale	6/12/2018	By Standard & Poor's Public Finance		
Date of Board Action	6/28/2018			
Settlement	8/1/2018			
Maturity				

Bidder	Amount	Rate	Interest	Premium	Net Interest	NIC
TD Securities	\$28,560,000	2.000%	\$68,226.67	\$20,848.80	\$47,377.87	1.3888000%
Jefferies LLC	\$28,560,000	1.400%	\$47,758.67	\$286.00	\$47,472.67	1.3916000%
Eastern Bank	\$28,560,000	1.440%	\$49,123.20	\$0.00	\$49,123.20	1.4400000%
Century Bank	\$5,000,000	1.950%	\$11,645.83	\$0.00	\$11,645.83	1.9500000%

Prepared by Asst Town Manager/Director of Finance June 7, 2017

RatingsDirect®

Summary:

Needham, Massachusetts; General Obligation; Note

Primary Credit Analyst:

Victor M Medeiros, Boston (1) 617-530-8305; victor.medeiros@spglobal.com

Secondary Contact:

John Kennedy, New York + 1 (212) 438 2128; john.kennedy@spglobal.com

Table Of Contents

Rationale

Outlook

Summary:

Needham, Massachusetts; General Obligation; Note

Credit Profile

US\$28.56 mil GO BANs ser 2018B dtd 06/18/2018 due 08/01/2019

<i>Short Term Rating</i>	SP-1+	New
Needham GO		
<i>Long Term Rating</i>	AAA/Stable	Affirmed

Rationale

S&P Global Ratings assigned its 'SP-1+' short-term rating to Needham, Mass.' series 2018 general obligation (GO) bond anticipation notes (BANs). At the same time, we affirmed our 'AAA' long-term rating on the town's outstanding GO debt. The outlook, on the long-term GO is stable.

The short-term rating reflects our view of Needham's very strong capacity to pay principal and interest when the BANs come due. The town maintains a low market-risk profile with strong legal authority to issue long-term debt to take out the BANs, and it is a frequent debt issuer that regularly provides ongoing disclosure to market participants.

The town's full-faith-and-credit pledge, subject to limitations of Proposition 2-1/2, secures the BANs and bonds outstanding. We rate the limited-tax GO debt on par with our view of the town's general creditworthiness, given that we factor Needham's revenue-raising flexibility and ability to pay debt service into our view of the town's general creditworthiness.

Officials intend to use series 2018B bond proceeds to fund various capital projects, as well as permanently finance a portion of maturing BAN.

Needham's GO bonds are eligible to be rated above the sovereign because we believe the town can maintain better credit characteristics than the nation in a stress scenario. Under our criteria, titled "Ratings Above The Sovereign: Corporate And Government Ratings—Methodology And Assumptions" (published Nov. 19, 2013, on RatingsDirect), local governments are considered to have moderate sensitivity to country risk. The town's GO pledge is the primary source of security on the debt; this severely limits the possibility of negative sovereign intervention in the payment of the debt or in the operations of the town. The institutional framework in the nation is predictable for local governments, allowing them significant autonomy, independent treasury management, and no history of government intervention. Needham has considerable financial flexibility, demonstrated by the very high general fund balance as a percent of expenditures, as well as very strong liquidity.

The rating reflects our opinion of the following factors for the town, including its:

- Very strong economy, with access to a broad and diverse metropolitan statistical area (MSA);

- Strong management, with "good" financial policies and practices under our Financial Management Assessment (FMA) methodology;
- Strong budgetary performance, with operating surpluses in the general fund and at the total governmental fund level in fiscal 2017;
- Very strong budgetary flexibility, with an available fund balance in fiscal 2017 of 27% of operating expenditures;
- Very strong liquidity, with total government available cash at 28.6% of total governmental fund expenditures and 4.8x governmental debt service, and access to external liquidity we consider strong;
- Strong debt and contingent liability position, with debt service carrying charges at 5.9% of expenditures and net direct debt that is 51.6% of total governmental fund revenue, as well as low overall net debt at less than 3% of market value, but significant medium-term debt plans; and
- Strong institutional framework score.

Very strong economy

We consider Needham's economy very strong. The town, with an estimated population of 30,307, is in Norfolk County in the Boston-Cambridge-Newton MSA, which we consider to be broad and diverse. It has a projected per capita effective buying income of 234% of the national level, which we view as extremely high and a positive credit factor and per capita market value of \$326,184. Overall, market value grew by 7.0% over the past year to \$9.9 billion in 2018. The county unemployment rate was 3.3% in 2017.

A residential suburb of Boston, Needham's economy has a diverse mix of industries ranging from manufacturing to financial services. In fiscal 2018, its assessed value (AV) consisted of 86% residential properties and approximately 11% commercial and industrial properties.

Officials expect increases in property value to continue due to commercial and residential growth. Building permit activity remains well above its five-year average totaling \$235 million in value in 2017. Completed and ongoing developments include the expansion of Trip-Advisors, the addition of two new major hotels, and the recently approved 390-unit residential complex in Needham Crossing business park, which will be developed by the Toll Brothers. In addition, Needham Crossing is already home to a mix of residential and business occupants. Prominent tenants include companies such as Coca-Cola and Sheraton Hotel.

Strong management

We view the town's management as strong, with "good" financial policies and practices under our FMA methodology, indicating financial practices exist in most areas, but that governance officials might not formalize or monitor all of them on a regular basis.

Needham is conservative in its management and budgeting practices. Management seeks to reduce costs and maintain financial sustainability when drafting the town's budget. Management considers historical trends and future concerns when developing revenue and expenditure assumptions. The town manager receives budget-to-actual reports monthly while the board of selectmen receives reports regularly.

Needham maintains a five-year financial forecast and a five-year rolling capital improvement plan, both of which are included and presented with the annual budget. Currently, the town has a formal debt management policy but not a

formal reserve policy. Needham uses commonwealth guidelines for investment management, which is reported regularly.

Strong budgetary performance

Needham's budgetary performance is strong, in our opinion. The town had operating surpluses of 5.1% of expenditures in the general fund and 8.3% across all governmental funds in fiscal 2017. Our assessment accounts for the fact that we expect budgetary results could deteriorate somewhat from 2017 results in the near term.

Management attributes the operating surplus over the last several years due to conservative budgeting practices, along with numerous ongoing developments aiding in revenue growth. Along with the redevelopment of existing properties, new developments have increased property value for Needham, with property taxes making up 73% of the town's revenue in fiscal 2017.

The town is in the tail-end of the 2018 fiscal year. Preliminary expectations are for continued increases in fund balance in the general fund with a year-end surplus anticipated. It attributes this to an influx of building permit fees related to new development and expansions, along with other local source revenues exceeding budgetary estimates. On the expense side, the town has done well containing costs. Based on the trend in the general fund and total governmental funds, we expect budgetary performance to remain strong heading into the 2019 fiscal year, although we recognize the operating results may not be as high as in years past.

The town's 2019 budget is \$162.7 million, which is an increase of 6.5%. Educational expenditures, employee contracts, and debt service related to new bond issues are the primary drivers. We acknowledge the town is expecting to spend down some of the fund balance that it accumulated in recent years to pay on various capital items. Nevertheless, operating margins remain strong and any potential reduction to fund balance is related to discretionary capital investing.

Very strong budgetary flexibility

Needham's budgetary flexibility is very strong, in our view, with an available fund balance in fiscal 2017 of 27% of operating expenditures, or \$43.8 million.

The town's available funds include assigned, unassigned, and committed funds. Needham has historically maintained very strong budgetary flexibility, keeping its available reserves close to 20% of general fund expenditures over the past three fiscal years. Management expects to maintain a level of at least 19% of revenue for available funds and a minimum of 8% of revenue for unassigned funds. The town's 2018 projected total fund balance will likely be higher than 2017 levels. As mentioned, we believe it may draw down reserves for capital, but we expect it will maintain reserves at very strong levels over the medium term and maintain very strong budgetary flexibility.

Very strong liquidity

In our opinion, Needham's liquidity is very strong, with total government available cash at 28.6% of total governmental fund expenditures and 4.8x governmental debt service in 2017. In our view, the town has strong access to external liquidity if necessary.

Needham is a frequent issuer of GO debt, which allows for strong access to external liquidity. In addition, it does not currently have any variable-rate or direct-purchase debt. Based on the 2018 year-end expectations, we expected the

town's liquidity profile to remain very strong.

Strong debt and contingent liability profile

In our view, Needham's debt and contingent liability profile is strong. Total governmental fund debt service is 5.9% of total governmental fund expenditures, and net direct debt is 51.6% of total governmental fund revenue. Overall net debt is low at 1.0% of market value, which is, in our view, a positive credit factor. We expect the town to issue additional debt over the next several years, namely for a new public safety building and new water and sewer infrastructure work. We have factored into our analysis these proposed debt borrowings.

Including this bond issue, direct debt totals roughly 115.2 million, of which \$29.1 million is currently consists of BANs. About \$13.2 million of that issue is self-supported from the town's water and sewer enterprise funds.

Needham's combined required pension and actual other postemployment benefit (OPEB) contributions totaled 7.4% of total governmental fund expenditures in 2017. Of that amount, 3.8% represented required contributions to pension obligations, and 3.6% represented OPEB payments. The town made its full annual required pension contribution in 2017 for both pension and OPEBs.

The town participates in the Needham Contributory Retirement System, a cost-sharing, defined-benefit retirement system (PERS). Using updated reporting standards in accordance with Governmental Accounting Standards Board Statement (GASB) No. 67, the town's net pension liability was \$68.6 million as of June 30, 2016. The PERS plan maintained a funded level of 67%, using the plan's fiduciary net position as a percentage of the total pension liability. The assumed rate of return was 7.5%. Needham has consistently funded 100% of its required contributions, and expects to have the system fully funded by 2030.

Needham also offers OPEBs to retirees. It is one of the few communities in Massachusetts that fully funds its OPEB obligation. The town has been appropriating its annual required contributions toward its OPEB fund for the past five years and pays for annual health care costs from the fund. As of June 30, 2017, the OPEB trust fund had a balance of approximately \$25.6.

Strong institutional framework

The institutional framework score for Massachusetts municipalities is strong.

Outlook

The stable outlook reflects our opinion that Needham's very healthy reserves will be sustained due to the town's strong management practices and conservative operating profile. Its large economy provides additional underlying strength. Furthermore, we expect the town to maintain at least a strong debt and contingent liability profile. Needham has done well managing potential budgetary challenges regarding pension and OPEB costs. Therefore, we do not expect a rating change within our two-year outlook period. However, we could lower the rating if operating performance substantially deteriorates and reserves fall significantly from current levels.

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors,

Summary: Needham, Massachusetts; General Obligation; Note

have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at www.standardandpoors.com for further information. Complete ratings information is available to subscribers of RatingsDirect at www.capitaliq.com. All ratings affected by this rating action can be found on S&P Global Ratings' public website at www.standardandpoors.com. Use the Ratings search box located in the left column.

Copyright © 2018 by Standard & Poor's Financial Services LLC. All rights reserved.

No content (including ratings, credit-related analyses and data, valuations, model, software or other application or output therefrom) or any part thereof (Content) may be modified, reverse engineered, reproduced or distributed in any form by any means, or stored in a database or retrieval system, without the prior written permission of Standard & Poor's Financial Services LLC or its affiliates (collectively, S&P). The Content shall not be used for any unlawful or unauthorized purposes. S&P and any third-party providers, as well as their directors, officers, shareholders, employees or agents (collectively S&P Parties) do not guarantee the accuracy, completeness, timeliness or availability of the Content. S&P Parties are not responsible for any errors or omissions (negligent or otherwise), regardless of the cause, for the results obtained from the use of the Content, or for the security or maintenance of any data input by the user. The Content is provided on an "as is" basis. S&P PARTIES DISCLAIM ANY AND ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE, FREEDOM FROM BUGS, SOFTWARE ERRORS OR DEFECTS, THAT THE CONTENT'S FUNCTIONING WILL BE UNINTERRUPTED OR THAT THE CONTENT WILL OPERATE WITH ANY SOFTWARE OR HARDWARE CONFIGURATION. In no event shall S&P Parties be liable to any party for any direct, indirect, incidental, exemplary, compensatory, punitive, special or consequential damages, costs, expenses, legal fees, or losses (including, without limitation, lost income or lost profits and opportunity costs or losses caused by negligence) in connection with any use of the Content even if advised of the possibility of such damages.

Credit-related and other analyses, including ratings, and statements in the Content are statements of opinion as of the date they are expressed and not statements of fact. S&P's opinions, analyses and rating acknowledgment decisions (described below) are not recommendations to purchase, hold, or sell any securities or to make any investment decisions, and do not address the suitability of any security. S&P assumes no obligation to update the Content following publication in any form or format. The Content should not be relied on and is not a substitute for the skill, judgment and experience of the user, its management, employees, advisors and/or clients when making investment and other business decisions. S&P does not act as a fiduciary or an investment advisor except where registered as such. While S&P has obtained information from sources it believes to be reliable, S&P does not perform an audit and undertakes no duty of due diligence or independent verification of any information it receives.

To the extent that regulatory authorities allow a rating agency to acknowledge in one jurisdiction a rating issued in another jurisdiction for certain regulatory purposes, S&P reserves the right to assign, withdraw or suspend such acknowledgment at any time and in its sole discretion. S&P Parties disclaim any duty whatsoever arising out of the assignment, withdrawal or suspension of an acknowledgment as well as any liability for any damage alleged to have been suffered on account thereof.

S&P keeps certain activities of its business units separate from each other in order to preserve the independence and objectivity of their respective activities. As a result, certain business units of S&P may have information that is not available to other S&P business units. S&P has established policies and procedures to maintain the confidentiality of certain non-public information received in connection with each analytical process.

S&P may receive compensation for its ratings and certain analyses, normally from issuers or underwriters of securities or from obligors. S&P reserves the right to disseminate its opinions and analyses. S&P's public ratings and analyses are made available on its Web sites, www.standardandpoors.com (free of charge), and www.ratingsdirect.com and www.globalcreditportal.com (subscription), and may be distributed through other means, including via S&P publications and third-party redistributors. Additional information about our ratings fees is available at www.standardandpoors.com/usratingsfees.

STANDARD & POOR'S, S&P and RATINGSDIRECT are registered trademarks of Standard & Poor's Financial Services LLC.



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

MEETING DATE: 6/12/2018

Agenda Item	LED Project Update
Presenter(s)	Kate Fitzpatrick, Town Manager Tony Del Gaizo, Town Engineer Carys Lustig, Director of A&F, Public Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	We will update the Board on the LED project and suggest a range of options for installation. We will ask the Board of Selectmen to approve a final option at its meeting on June 26, 2018.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<i>Discussion Only.</i>
3.	BACK UP INFORMATION ATTACHED
	a. Information to be provided on June 12, 2018



Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 6/12/2018

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED The Department of Public Works received a request from the businesses in the New England Business Center to remove a section of the existing Heavy Vehicle Exclusion zone on Kendrick Street. Now that the Kendrick Street ramps are complete, the section of roadway to be removed from the exclusion is located between Third Avenue and the Route I-95 Kendrick Street interchange to allow truck traffic onto the southbound on-ramp.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN <i>Suggested Motion:</i> "That the Board vote to approve and sign the Notice of Traffic Regulation Permit #HV18-06-12 for the amendment of existing Permit #3477 Heavy Commercial Vehicle Exclusion for Kendrick Street by removing the exclusion for that portion of Kendrick Street between Third Avenue and the Route I-95 southbound on-ramp."
3.	BACK UP INFORMATION ATTACHED 1. Copy of Traffic Regulation HV18-06-12 2. Existing Traffic Regulation dated January 18, 1979, Permit B-3477

SLP

TOWN OF NEEDHAM
BOARD OF SELECTMEN

NOTICE OF TRAFFIC REGULATION

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

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

By deleting from Schedule VI – HEAVY COMMERCIAL VEHICLE EXCLUSION of Section 7-20, the following:

HEAVY COMMERCIAL VEHICLE EXCLUSION

KENDRICK STREET – Between Third Avenue and Hunting Road, at all times.

And by adding to Schedule VI – HEAVY COMMERCIAL VEHICLE EXCLUSION of Section 7-20, the following:

HEAVY COMMERCIAL VEHICLE EXCLUSION

KENDRICK STREET – Between the I-95 Southbound On-ramp and Hunting Road, at all times.

VOTED: by the Board of Selectmen at a meeting held on Tuesday, June 12, 2018

BOARD OF SELECTMEN

Permit No. HV18-06-12
Reference: Permit B-3477

Date of Passage _____

Attest of Town Clerk _____

ADP

The Commonwealth of Massachusetts
DEPARTMENT OF PUBLIC WORKS
100 NASHUA STREET, BOSTON



RECEIVED
TOWN CLERK
NEEDHAM
City or town.....
Date Jan. 18 79
79 JAN 23 4 19 PM '79 B-3477

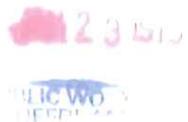
HEAVY COMMERCIAL VEHICLE EXCLUSION
TRAFFIC REGULATION PERMIT

Under authority of Chapter.....85..... Section...2.....of the General Laws, Tercentenary Edition, the Department of Public Works, hereby approves the Rules and Orders made by the Board of Selectmen of.....Needham.....on.....January 9, 1979.....with such stipulations and exceptions, if any, as are noted herein.

The validity of this permit is contingent upon the conformance of the signs, erected or used in connection with these rules and orders with the standards prescribed by the Department of Public Works.

FOR THE DEPARTMENT OF PUBLIC WORKS

BY V. J. Cantone
V. J. Cantone, P.E.
Traffic Engineer



TOWN OF NEEDHAM, MASSACHUSETTS

BOARD OF SELECTMEN

NOTICE OF TRAFFIC REGULATION

VOTED: That the Traffic Rules and Orders of the Town of Needham adopted by the Board of Selectmen, November 10, 1936, and subsequent amendments thereto, be and are hereby further amended as follows:

That Section 14, of Article VII, relative to HEAVY COMMERCIAL VEHICLES EXCLUDED, as per permit B-3302, dated June 8, 1978, be amended by omitting the following:

GREENDALE AVENUE - Between Great Plain Avenue and Hunting Road at all times.

HUNTING ROAD - Between Greendale Avenue and Kendrick Street, at all times.

HUNTING ROAD - Between Kendrick Street and Highland Avenue, between the hours of 7:00 P.M. and 7:00 A.M.,

and it is further voted:

that Section 14 of Article VII, relative to HEAVY COMMERCIAL VEHICLES EXCLUDED, be amended by adding the following:

1. The use and operation of heavy commercial vehicles, having a carrying capacity of more than two and one-half (2½) tons, are hereby restricted on the following named streets or parts of streets, in the manner outlined and during the period of time set forth:

GREENDALE AVENUE - Between Great Plain Avenue and Hunting Road, at all times.

HUNTING ROAD - Between Highland Avenue and Greendale Avenue, at all times.

KENDRICK STREET - Between Hunting Road and Third Avenue, at all times.

2. Exemptions: Part 1 of this Section shall not apply to heavy commercial vehicles going to or coming from places upon said street for the purpose of making deliveries of goods, materials or merchandise to, or similar collections from abutting land or buildings or adjoining streets or ways

HEAVY COMMERCIAL VEHICLES EXCLUDED

to which access cannot otherwise be gained; or to vehicles used in connection with the construction, maintenance or repair of said streets or public utilities therein; or to Federal, State, Municipal or Public Service Corporation owned vehicles.

- 3. Part 1 of the Section shall be effective only during such times as sufficient official signs are in place setting forth its provisions.
- 4. Alternate routes for the above exclusions shall be via Highland Avenue, Second Avenue and Fourth Avenue.

Date of Passage

Jan. 9 1979

Attest:

Rose O. Truckenbrod
Town Clerk

Francis G. LaRocca
Joseph P. Reynolds
Henry D. Henry
William J. ...
W. J. ...
 BOARD OF SELECTMEN

"Under authority of Chapter 85, Section 2, of the General Laws, Tercentenary Edition, the Department of Public Works approved the above amendment as Permit No. B-3477, dated January 18, 1979.

FOR THE DEPARTMENT OF PUBLIC WORKS
By: V.J. Cantone, P.E.
Traffic Engineer."



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

MEETING DATE: 6/12/2018

Agenda Item	Sign Order of Taking for Town Way (Form 3) for: – Pandolf Lane
Presenter(s)	Anthony L Del Gaizo, Town Engineer

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED <p>Pandolf Lane is located off of Sachem Road. Pandolf Lane was accepted as a town way at the May 2018 Town Meeting. The next step in the process involves signing of the Order of Taking for Town Way after which the Taking and the Plan are recorded at the Registry of Deeds.</p>
2.	VOTE REQUIRED BY BOARD OF SELECTMEN <p><i>Suggested Motion:</i></p> <p><i>“That the Board vote to approve and sign the Order of Taking for Town Way (Form3) for Pandolf Lane.”</i></p>
3.	BACK UP INFORMATION ATTACHED <ol style="list-style-type: none"><i>Original of Form 3 for Pandolf Lane</i><i>Copy of Form 2 for Pandolf Lane</i><i>Copy of Acceptance Plan of Pandolf Lane</i>



Town of Needham

IN BOARD OF SELECTMEN

WHEREAS, in the opinion of the Board of Selectmen of the Town of Needham the public necessity and convenience require that a town way be laid out, ~~graded and constructed as and~~ in the location hereinafter described, which is substantially the present location of a way known as Pandolf Lane

from Sachem Road

to End - a distance of 215 feet - southeasterly

WHEREAS said Board, having first complied with all preliminary requirements described by law, held a hearing at 7:00 o'clock PM of the 11th day of April 2018 19-

WHEREAS said Board did on the 11th day of April 2018 approve said layout, verified by our signatures, as shown on the plan and profile dated March 2, 2018 19-, attached hereto and by reference made a part thereof. It is thereby

ORDERED that said Pandolf Lane

from Sachem Road

to End - a distance of 215 feet - southeasterly

be and the same is hereby laid out, ~~graded and constructed under the provisions of law authorizing the assessment of betterments~~ as a town way of the Town of Needham as shown on said plan and profile, and it is further

ORDERED that an easement in and over the following described parcel of land be and the same is hereby taken for all purposes of a town way. Beginning at a drillhole in a stone bound on the easterly sideline of Sachem Road, a public way as accepted in 1952, said bound being at the beginning point of a curve for Pandolf Lane having a radius of 20.00 feet and a central angle of 90-00-00; thence running clockwise by said curve a distance of 31.42 feet to a drillhole in a stone bound; thence running S53-52-02.0E a distance of 49.76 feet to a mag nail set in driveway and at the beginning point of a curve having a radius of 35.00 feet and a central angle of 36-00-00.0; thence running clockwise by said curve a distance of 21.99 feet to a drillhole in a stone bound at the end point of said curve; thence running S17-52-02.0E a distance of 24.25 feet to a drillhole in a stone bound and at the beginning point of a curve having a radius of 20.00 feet and a central angle of 81-47-12.4; thence running clockwise by said curve a distance of 28.55 feet to a drillhole in a stone bound and at the end point of said curve; thence turning in the counterclockwise direction having a radius of 50.00 feet and a central angle of 261-47-12.4 a distance of 228.45 feet to a drillhole in a stone bound at the end point of said curve; thence running N17-52-02.0W a distance of 93.53 feet to a mag nail set in driveway and at the beginning point of a curve having a radius of 75.00 feet and a central angle of 36-00-00.0;

thence running in the counterclockwise direction by said curve a distance of 47.12 feet to a drillhole in a stone bound at the end point of said curve; thence running N53-52-02.0W a distance of 69.76 feet to a drillhole in a stone bound, said bound being in the easterly sideline of Sachem Road; thence turning and running by said Sachem Road S36-07-58.0W a distance of 60.00 feet to the point of beginning. For further reference, see plan to be recorded herewith entitled: "Acceptance Plan of Pandolf Lane, in Needham, MA, Scale 1 In. = 20 feet; Anthony L. DelGaizo P.E., Town Engineer, Dated March 2, 2018".

Also included in this Taking or Acceptance are easements as shown on the Acceptance Plan referred to above.

The following named persons and mortgagees are believed to be the owners of the fee thereof and said Board of Selectmen do hereby assess and award as the damages sustained by said owners of land, rights and interests caused by the laying out, grading and construction of said way, whether for land taken or for damages to the remaining lands:

LOT	NAMES	AMOUNTS
A	Charbonnier, Holly R. & Paul B. Jr. 94 Sachem Road Mortgagee Unknown	None
1	Fishbein, Joshua R. & Smith, Jessica R. 11 Pandolf Lane Mortgagee Unknown	None
2	Pollack, Barry S. & Nicole C. 15 Pandolf Lane Mortgagee Unknown	None
3	Nasson, Mark V. & Amanda M. 18 Pandolf Lane Mortgagee Unknown	None
4	Dyson, David J. & Rebecca F. 8 Pandolf Lane Mortgagee Unknown	None

And the Board of Selectmen hereby adjudge that all abutting lots on said Pandolf Lane from Sachem Road, southeasterly to End - a distance of 215 feet.

as shown on said plan which is attached hereto and made a part hereof, will receive benefit or advantage other than the general advantage to the community from said improvement.

And it is hereby estimated that the several abutting lots shown on said plan will be assessed the following amounts:—

LOT NUMBER	OWNER	AMOUNT
A	Fishbein, Joshua R. & Smith, Jessica R. 11 Pandolf Lane Mortgagee Unknown	None
1	Fishbein, Joshua R. & Smith, Jessica R. 11 Pandolf Lane Mortgagee Unknown	None
2	Pollack, Barry S. & Nicole C. 15 Pandolf Lane Mortgagee Unknown	None
3	Nasson, Mark V. & Amanda M. 18 Pandolf Lane Mortgagee Unknown	None
4	Dyson, David J. & Rebecca F. 8 Pandolf Lane Mortgagee Unknown	None

And it is further

ORDERED: That the trees located within the proposed berm upon the land taken for purposes of a town way are hereby taken and are not to be removed by abutting owners. But, other trees, structures and fences appurtenant thereto which may obstruct the construction of said way are not taken and the owners are allowed sixty (60) days from the adoption of this order to remove the same.

Selectmen of Needham

20

The following is an extract from the records of the 2018 Annual Town Meeting held May 7, 2018 said meeting being finally dissolved May 16, 2018

Under Article 45 it was

VOTED:

That the Town 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 according to plans on file with the Town Clerk, including the taking or acceptance of easements as shown on said plans:

Pandolf Lane

UNANIMOUS

A true copy. Attest:

Town Clerk of Needham.

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 11th 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.

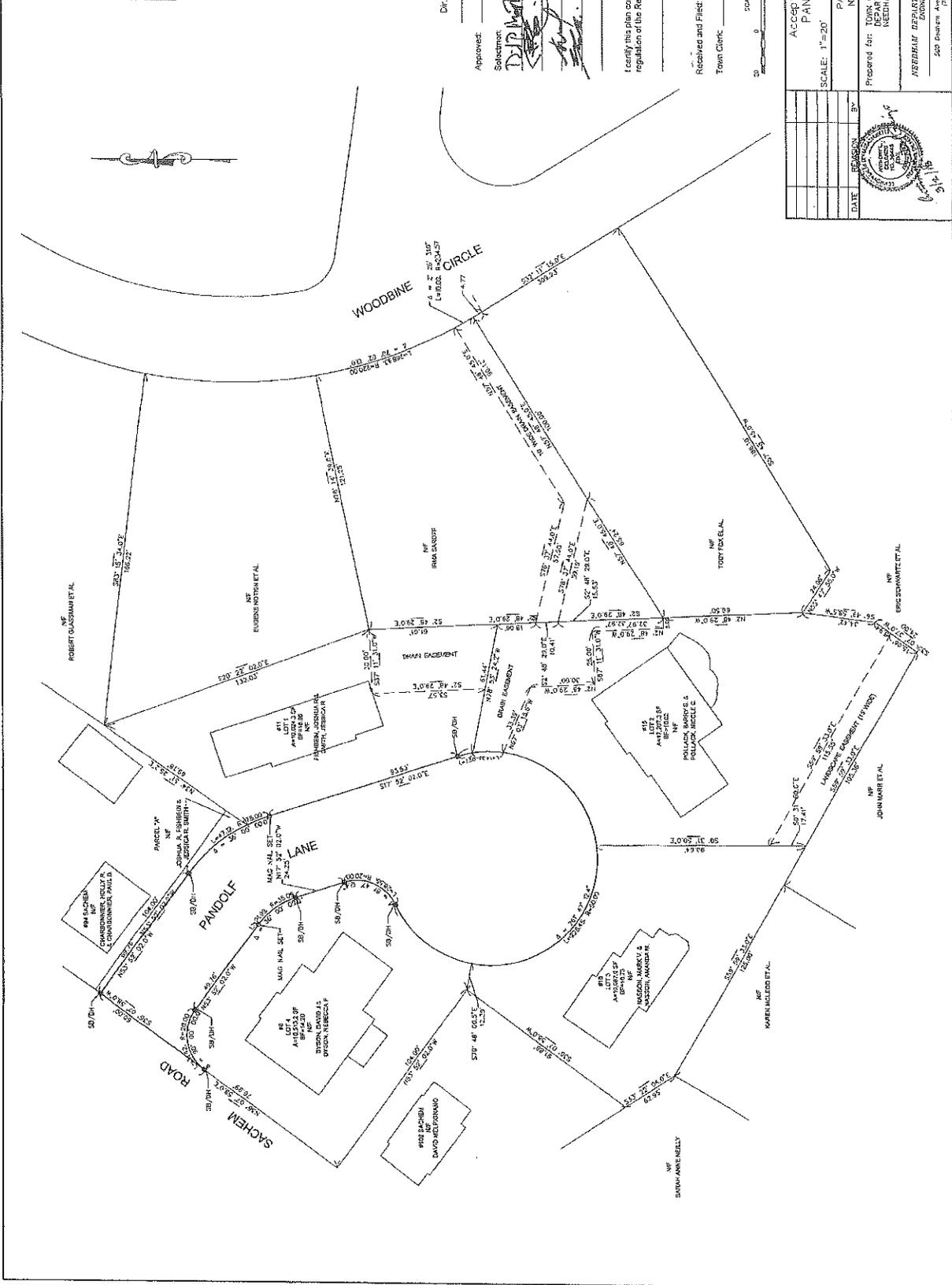
A copy of this notice shall be posted in a public place in the Town seven (7) days at least before the laying out of said way.

M. J. ... 17 2018

[Signature]
Clerk to the Board

DND

FOR RECORDING USE ONLY



Dir. Public Works
 Approval: _____
 Selection: _____
 Planning Board: _____
 I certify this plan conforms to the rules and regulations of the Registrar of Deeds.

Received and Filed: _____
 Town Clerk: _____

Job No.	200
Sheet	1 of 1
Scale	1"=20'
Date	03-02-2018
Project Name	PANDOLF LANE
Client	TOWN OF NEEDHAM
Address	NEEDHAM, MA
Prepared for	TOWN OF NEEDHAM
Prepared by	NEEDHAM DEPARTMENT OF PUBLIC WORKS
Checked by	NEEDHAM, MA
Drawn by	NEEDHAM, MA
Scale	1"=20'
Date	03-02-2018





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

MEETING DATE: 6/12/2018

Agenda Item	Determination of Unique Status/Parking Lot at 870 Great Plain Avenue
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>The Town is contemplating entering into a license agreement with the First Church of Christ, Scientist for the continued use of its parking lot for municipal parking. The parking lot is immediately adjacent to the Town's municipal parking lot on Dedham Avenue, and has been in use for municipal public parking for decades. In accordance with M.G.L. c. 30B, a public procurement process is not required if the Board of Selectmen determines that advertising will not benefit the Town's interest because of the unique qualities of the parcel.</p>
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<p><i>Suggested Motion:</i> That the Board vote to determine that in the case of the proposed license of the parking lot associated with 870 Great Plain Avenue, advertising will not benefit the Town's interest because of the unique qualities of the property. This determination is made on the basis that the property abuts the municipal parking lot on Dedham Avenue.</p>
3.	BACK UP INFORMATION ATTACHED
	<p>a. Dedham Avenue Municipal Parking Lot Space Designations, 1/4/2012 b. M.G.L. c. 30B Section 16</p>



PART I ADMINISTRATION OF THE GOVERNMENT
(Chapters 1 through 182)

TITLE III LAWS RELATING TO STATE OFFICERS

CHAPTER 30B UNIFORM PROCUREMENT ACT

Section 16 Real property; disposition or acquisition

Section 16. (a) If a governmental body duly authorized by general or special law to engage in such transaction determines that it shall rent, convey, or otherwise dispose of real property, the governmental body shall declare the property available for disposition and shall specify the restrictions, if any, that it will place on the subsequent use of the property.

(b) The governmental body shall determine the value of the property through procedures customarily accepted by the appraising profession as valid.

(c) A governmental body shall solicit proposals prior to:

(1) acquiring by purchase or rental real property or an interest therein from any person at a cost exceeding twenty-five thousand dollars; or

(2) disposing of, by sale or rental to any person, real property or any interest therein, determined in accordance with paragraph (b) to exceed twenty-five thousand dollars in value.

(d) The governmental body shall place an advertisement inviting the submission of proposals in a newspaper with a circulation in the locality sufficient to inform the people of the affected locality. The governmental body shall publish the advertisement at least once a week for two consecutive weeks. The last publication shall occur at least eight days preceding the day for opening proposals. The advertisement shall specify the geographical area, terms and requirements of the proposed transaction, and the time and place for the submission of proposals. In the case of the acquisition or disposition of more than twenty-five hundred square feet of real property, the governmental body shall also cause such advertisement to be published, at least thirty days before the opening of proposals, in the central register published by the state secretary pursuant to section twenty A of chapter nine.

(e) The governmental body may shorten or waive the advertising requirement if:

(1) the governmental body determines that an emergency exists and the time required to comply with the requirements would endanger the health or safety of the people or their

property; provided, however, that the governmental body shall state the reasons for declaring the emergency in the central register at the earliest opportunity; or

(2) in the case of a proposed acquisition, the governmental body determines in writing that advertising will not benefit the governmental body's interest because of the unique qualities or location of the property needed. The determination shall specify the manner in which the property proposed for acquisition satisfies the unique requirements. The governmental body shall publish the determination and the reasons for the determination, along with the names of the parties having a beneficial interest in the property pursuant to section forty J of chapter seven, the location and size of the property, and the proposed purchase price or rental terms, in the central register not less than thirty days before the governmental body executes a binding agreement to acquire the property.

(f) Proposals shall be opened publicly at the time and place designated in the advertisement. The governmental body shall submit the name of the person selected as party to a real property transaction, and the amount of the transaction, to the state secretary for publication in the central register.

(g) If the governmental body decides to dispose of property at a price less than the value as determined pursuant to paragraph (b), the governmental body shall publish notice of its decision in the central register, explaining the reasons for its decision and disclosing the difference between such value and the price to be received.

(h) This section shall not apply to the rental of residential property to qualified tenants by a housing authority or a community development authority.

(i) Acquisitions or dispositions of real property or any interest therein pursuant to this section between governmental bodies and the federal government, the commonwealth or any of its political subdivisions or another state or political subdivision thereof shall be subject to subsections (a), (b) and (g).

GREAT PLAIN AVENUE



DEDHAM AVENUE
 Edge of
 Pavement
 34,525.28± Sq.Ft.
 0.79 Acres
 29,802.76± Sq.Ft.
 0.68 Acres

LEGEND

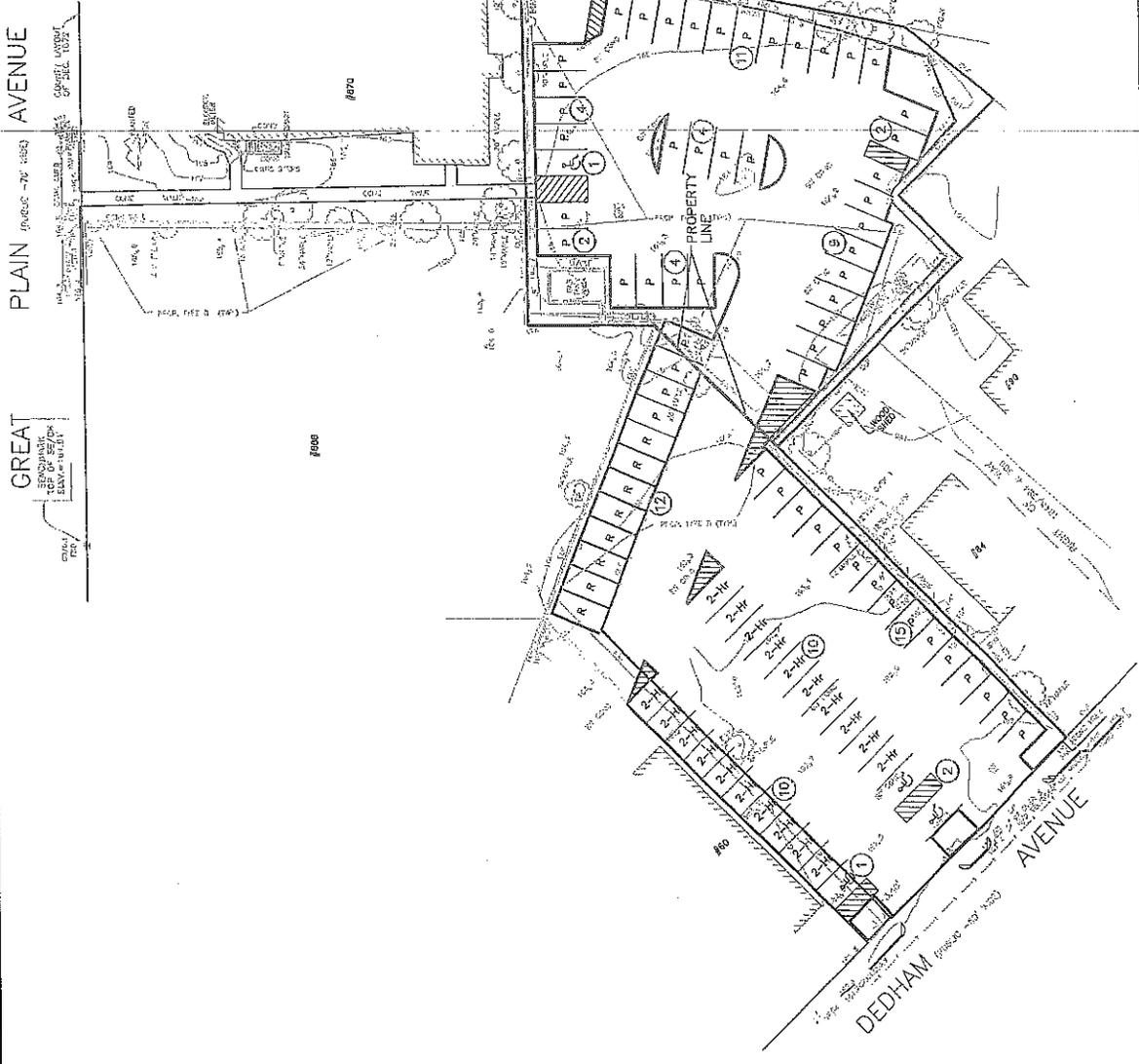
- P PERMIT PARKING SPACES
- R RESERVED PARKING SPACES
- 2-HR 2 HOUR PARKING SPACES
- ♿ HANDICAP PARKING SPACES

PREVIOUSLY OBSERVED

4	FIELD OBSERVED HANDICAP H.C. TOTAL
20	FIELD OBSERVED 2-HR PARKING SPACES TOTAL
55	FIELD OBSERVED PERMIT PARKING SPACES TOTAL
87	FIELD OBSERVED RESERVED PARKING SPACES TOTAL
87	FIELD OBSERVED TOTAL PARKING SPACES

OBSERVED JANUARY 4, 2012

4	FIELD OBSERVED HANDICAP H.C. TOTAL
20	FIELD OBSERVED 2-HR PARKING SPACES TOTAL
54	FIELD OBSERVED PERMIT PARKING SPACES TOTAL
8	FIELD OBSERVED RESERVED PARKING SPACES TOTAL
1	FIELD OBSERVED PERMIT PARKING SPACE LABELED "VIA"
87	FIELD OBSERVED TOTAL PARKING SPACES



PLAN 310 OF 1993

Survey	DEDHAM AVENUE MUNICIPAL PARKING LOT
Plan	SPACE DESIGNATIONS
Date	SCALE: 1"=40'
105	DATE: JANUARY 4, 2012
106	PROJECT: DEDHAM AVENUE MUNICIPAL PARKING LOT
107	CLIENT: NEEDHAM, MA
108	PREPARED FOR: NEEDHAM POLICE DEPARTMENT
109	19 SCHOOL STREET
110	NEEDHAM, MA 02482
111	NEEDHAM, MA 02482
112	NEEDHAM, MA 02482
113	NEEDHAM, MA 02482
114	NEEDHAM, MA 02482
115	NEEDHAM, MA 02482
116	NEEDHAM, MA 02482
117	NEEDHAM, MA 02482
118	NEEDHAM, MA 02482
119	NEEDHAM, MA 02482
120	NEEDHAM, MA 02482
121	NEEDHAM, MA 02482
122	NEEDHAM, MA 02482
123	NEEDHAM, MA 02482
124	NEEDHAM, MA 02482
125	NEEDHAM, MA 02482
126	NEEDHAM, MA 02482
127	NEEDHAM, MA 02482
128	NEEDHAM, MA 02482
129	NEEDHAM, MA 02482
130	NEEDHAM, MA 02482
131	NEEDHAM, MA 02482
132	NEEDHAM, MA 02482
133	NEEDHAM, MA 02482
134	NEEDHAM, MA 02482
135	NEEDHAM, MA 02482
136	NEEDHAM, MA 02482
137	NEEDHAM, MA 02482
138	NEEDHAM, MA 02482
139	NEEDHAM, MA 02482
140	NEEDHAM, MA 02482
141	NEEDHAM, MA 02482
142	NEEDHAM, MA 02482
143	NEEDHAM, MA 02482
144	NEEDHAM, MA 02482
145	NEEDHAM, MA 02482
146	NEEDHAM, MA 02482
147	NEEDHAM, MA 02482
148	NEEDHAM, MA 02482
149	NEEDHAM, MA 02482
150	NEEDHAM, MA 02482
151	NEEDHAM, MA 02482
152	NEEDHAM, MA 02482
153	NEEDHAM, MA 02482
154	NEEDHAM, MA 02482
155	NEEDHAM, MA 02482
156	NEEDHAM, MA 02482
157	NEEDHAM, MA 02482
158	NEEDHAM, MA 02482
159	NEEDHAM, MA 02482
160	NEEDHAM, MA 02482
161	NEEDHAM, MA 02482
162	NEEDHAM, MA 02482
163	NEEDHAM, MA 02482
164	NEEDHAM, MA 02482
165	NEEDHAM, MA 02482
166	NEEDHAM, MA 02482
167	NEEDHAM, MA 02482
168	NEEDHAM, MA 02482
169	NEEDHAM, MA 02482
170	NEEDHAM, MA 02482
171	NEEDHAM, MA 02482
172	NEEDHAM, MA 02482
173	NEEDHAM, MA 02482
174	NEEDHAM, MA 02482
175	NEEDHAM, MA 02482
176	NEEDHAM, MA 02482
177	NEEDHAM, MA 02482
178	NEEDHAM, MA 02482
179	NEEDHAM, MA 02482
180	NEEDHAM, MA 02482
181	NEEDHAM, MA 02482
182	NEEDHAM, MA 02482
183	NEEDHAM, MA 02482
184	NEEDHAM, MA 02482
185	NEEDHAM, MA 02482
186	NEEDHAM, MA 02482
187	NEEDHAM, MA 02482
188	NEEDHAM, MA 02482
189	NEEDHAM, MA 02482
190	NEEDHAM, MA 02482
191	NEEDHAM, MA 02482
192	NEEDHAM, MA 02482
193	NEEDHAM, MA 02482
194	NEEDHAM, MA 02482
195	NEEDHAM, MA 02482
196	NEEDHAM, MA 02482
197	NEEDHAM, MA 02482
198	NEEDHAM, MA 02482
199	NEEDHAM, MA 02482
200	NEEDHAM, MA 02482



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

MEETING DATE: 6/12/2018

Agenda Item	Rules and Regulations for Use of School Facilities
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will update the Board on the progress of the revision of the Rules and Regulations for Use of School Facilities and the proposed schedule for consideration and action.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Discussion Only.</i>	
3.	BACK UP INFORMATION ATTACHED
a. Rules and Regulations for the Use of School Facilities, August 19, 2014	

RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

Effective Date: 7/1/2012; 8/19/2014 (revised)

All authorized persons or organizations must comply with the following rules and regulations for use of School buildings in the Town of Needham. The Town reserves the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of the School buildings.

A. SCHOOL COMMITTEE POLICIES

1. Commercial Use of School Facilities Under School Committee Policy KGA, it is the policy of the Needham School Committee to refuse to authorize the use of its buildings, property, or facilities for any commercial purpose whose proceeds are not directed entirely to the benefit of the Town of Needham, other municipalities and government agencies, or a charitable organization - IRS Code 501 (c) (3) - carrying out legitimate educational or philanthropic purpose. Exceptions to this policy may only be made by a vote of the School Committee.
2. Public Conduct on School Property Under School Committee Policy KGB, it is the policy of the School Committee that buildings and property under jurisdiction of the Needham Public Schools shall provide, at all times, a safe and orderly environment for students, staff, parents, visitors, and other authorized users. No person, while on School property, shall willfully: injure, or threaten to injure, another person; damage the property of another or of the Schools; disrupt the orderly conduct of classes or of any other authorized School program or activity; interfere with the authorized activities of members of the School community (students, staff, committees, parent organizations, or other authorized groups/organizations;) enter upon School property for any unauthorized purpose; possess drugs, alcohol, or other illegal substances/articles; act in such a manner as to jeopardize the safety and/or security of persons or property.
3. Fundraising Activity Under School Committee policy DFC consolidated Policy on Grants, Gifts, and Solicitations, it is the policy of the School Committee that all fundraising activities for the benefit of Needham Public Schools be conducted in a lawful manner. Prior approval of the building Principal, or the Superintendent if more than one School is involved, will be required for any permit for fundraising activity. All proceeds from fundraising activities that benefit Needham Public Schools must follow the "Acceptance of Gifts and Grants" policy, and be accepted through a vote of the School Committee. School officials may prohibit any fundraising that is considered disruptive to the School environment.
4. Use by Religious Organizations School buildings may be leased or permitted to a religious organization for non-religious purposes on the same basis as those available to the general public.

B. AUTHORIZATION

1. The Needham School Committee authorizes the Department of Public Facilities/Operations to process appropriate permit requests for use of School buildings and parking lots, and to collect the designated fees.
2. The Director of Facility Operations will make the determination on the specific space available that is appropriate for the individual request.
3. In the event of a request that is non-routine in nature, the Director of Facility Operations will refer the request to the Superintendent of Schools for further action.
4. Requests for use of athletic fields and other outdoor areas, except parking lots, should be made to the Needham Park and Recreation Department.

C. PERMIT PROCESS

1. Applicant must be at least 21 years of age and a Needham resident or representative of an approved Needham organization.
2. Requests for permits must be submitted through the Town's online request system at <http://needhamma.gov/scheduling> either on paper or via the Town's website at the Public Facilities Department/Operations at least 10 working days in advance of the requested event. The Director of Facility Operations may waive this requirement at his or her discretion in unusual circumstances. Requests may not be made through custodians or other School personnel.
3. Scheduling priority will be given to groups in the following order:
 - 1) Needham Public Schools, including its Community Education Programs, Parent-Teacher Organizations, Booster Clubs, and other School-related clubs and organizations recognized by the Needham School Committee;
 - 2) Needham Park and Recreation Commission and other Town government departments/boards/committees;
 - 3) Needham non-profit organizations;
 - 4) All other groups that comply with Needham School Committee policies.
4. When a higher priority group requests a space that was originally requested by a lower priority group or when two different organizations in the same priority group request a space, the Department will facilitate a dialog between the organizations to find a workable solution. If no workable solution can be determined, priority will be given to the highest priority group, or if both groups are of the same priority level, the request will default to the group that submitted the request first.

5. In consultation with School Administration, the Director of Facility Operations will determine locations in buildings that are not available for permits, and time frames not available for permits. This information will be available on the Town's website.
6. Permits will be considered after July 1st for events being held during the School year and after March 31st for events being held during the summer.
7. Groups requesting multiple uses should submit full schedule requests based on the deadlines below:
 - 1) During the School Year:
 - Priority Group # 1 July 1st
 - Priority Group # 2 July 15th
 - Priority Group # 3 July 31st
 - Priority Group # 4 August 15th
 - 2) During the Summer Months
 - Priority Group # 1 February 1st
 - Priority Group # 2 April 15th
 - Priority Group # 3 May 1st
 - Priority Group # 4 May 15th
 - 3) Winter Priority Group # 3 & # 4 requests for Gym space from November – April will not be approved until the Winter Sports Summit Meeting is held in September.
 - 4) A summer use of buildings summit meeting will be held in December for the Priority #1 and Priority #2 users to discuss and coordinate summer building use with each other and Facility Operations staff.
8. Elections (local, state, federal) held in School buildings will take precedence over other activities and events for scheduling purposes. Special or unforeseen elections may supersede or “bump” previously scheduled permitted events.
9. Summer requests are rarely granted so that all Schools can be cleaned and repaired for fall use. Buildings may be taken off line to ensure cleanliness, so that routine maintenance can be performed, and to accommodate construction projects that are necessary to maintain the functionality of the buildings. Exceptions are provided for Community Education programs; teacher training, workshops and/or meetings; and Park and Recreation programs. It is expected that organizations that use the buildings over the summer will consolidate programs to allow for maintenance and energy savings. No organization will be permitted to use School facilities within two (2) weeks of the first day of School, with the exception of teacher training and workshops, so that all facilities can be cleaned prior to the start of the School year.
10. All permit requests with an anticipated attendance of over 50 people, or with special circumstances that warrant additional 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. Additional regulations concerning when a police detail and/or fire detail will be required are listed below.

11. The person submitting the permit request will be the primary contact for the program to be held under that permit. That person's acknowledgement of rules and regulations on the permit or submission of permit into the Town's online request system will signify understanding and acceptance of all rules and regulations, responsibility for payment of all designated fees, and the responsibility to ensure that all rules are followed by the participants in the program. Failure to follow regulations and/or make appropriate payments will affect permit requests by the individual's organization in the future.
12. A written notice of cancellation is due at least 24 hours prior to the scheduled use for weekday events, 48 hours prior to Saturday events, and 72 hours for Sunday or holiday events. Fax notices can be sent to (781) 453-2510 and emails can be sent to Scheduling@NeedhamMa.gov. Failure to provide written cancellation notice will require full payment of any fees required by the approved permit.
13. Permits may not be shared with other groups, without the written permission of the Director of Facility Operations.
14. A Certificate of Liability Insurance 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.
15. Permits are facilitated through the Town's online request system. Copies will be emailed to all affected parties and information will be available on the Town's website.
16. Permits for private use, including but not limited to, parties, recitals, and other private uses, will not be authorized.
17. The Town retains the right to cancel permits without notice if all conditions are not met.

D. USE FEE AND ON-DUTY STAFF CUSTODIAL FEES

1. No custodial fee will be charged when there is a regularly scheduled custodian at the requested building and no services are requested. A fee will be charged when a custodian must be assigned for the permit or must provide services beyond opening and closing the facility. A custodian may be required when food will be available at the event, when there are special requirements for set-up and

breakdown, and when the event occurs outside the normal buildings hours. Additional circumstances exist where a custodian may also be required.

2. The on-duty staff and custodial fees are subject to change and are listed in Appendix C.
3. There is a four-hour minimum for custodial services, a minimum of 30 minutes reserved at the conclusion of the event for clean-up services. Time that is required to bring the spaces being occupied and used back to their previous state is billed to the applicant who used those spaces.
4. School and Town programs will not pay for a custodian on site to open and close the building if the event occurs on weekdays or Saturdays. It is expected that departments and School groups will work to concentrate their events in a single location at similar times to reduce the cost of coverage. If an event occurs on a Sunday or holiday, the same fee for a custodian that is charged to non-School or non-Town groups will apply.
5. The permit holder must sign the overtime sheet at the conclusion of the event, if a custodian was assigned to the event or was required to stay later than the buildings scheduled hours.
6. A use fee, to account for energy, additional maintenance, permitting, and other costs will be charged to all groups, except those sponsored by the Needham Public Schools, including athletics, Community Education, music, drama, parent-teacher organizations, municipal departments, boards, committees; and the League of Women Voters when holding events that provide information for municipal government. There is no automatic exemption provided to organizations that are raising funds for any of the above noted exempted groups. The use fee is set for individual Schools and individual spaces, and can be seen in Appendix D. The use fee is subject to change.
7. A permitted group must pay the use fee for each and every space used for each individual occurrence used in an individual day.

E. SCHOOL USE OF BUILDINGS

1. Outside of School hours, School program use of building space will be scheduled through the Public Facilities Department/Operations to avoid conflicts with other groups, to ensure custodial coverage, and to ensure enforcement of the rules and regulations. "Outside School Hours" shall include the hours before 6:30 am and after 6:00 p.m. on School days, all weekends, all holidays, and all School vacations, including summer vacation.
2. As listed in Section B, priority for use of School buildings is given to School programs. No non-School event will be scheduled before 6:00 p.m. when School

is in session without written approval of that School's Principal. No tours of facilities during School hours, for potential permit holders, will be conducted without the approval of the School's Principal.

3. All requests for use after 6:30 a.m. and prior to 6:00 p.m. will be scheduled by the building Principal. All such requests that extend beyond 6:00 p.m. will be scheduled in collaboration with the Public Facilities Department/Operations in order to avoid conflicts after 6:00 p.m.
4. The High School Athletic Director will submit schedules and be provided space for games and practice sessions at the High School, and other School buildings, as needed. All use of space must conform to the most current Massachusetts Interscholastic Athletic Association's (MIAA) rules and regulations. Individual coaches may not submit requests for practice space in addition to that requested by the Athletic Director. Programs not conducted under the auspices of the Athletic Director may not request facility space through the Athletic Director.
5. In the event of inclement weather, post-season participation, or emergency, the High School Athletic Director may reschedule a game within MIAA rules, superseding previously scheduled permits. The Athletic Director will inform the Public Facilities Department/Operations about all cancellations and make-up games at the earliest possible time, so that groups holding permits can be contacted and be given the opportunity to make alternate plans.
6. Fundraising events will require the permission of the building Principal, who will ensure that all legal requirements have been met, including but not limited to the School Committee Policy on Grants, Gifts and Solicitations; IRS rules; MIAA regulations; and State law.
7. If a School building is closed due to unforeseen circumstances, e.g. weather, or electrical/heating problems, permits will automatically be cancelled. The Public Facilities Department/Operations will attempt to alert the primary contact via email, if time allows, prior to the scheduled permit time. The cancellation of School events will be determined by the Superintendent of Schools, the cancellation of Town events will be determined by the Town Manager, and the cancellation of all other events will be determined by the Director of Facility Operations.

F. CUSTODIANS

1. A custodian on regular duty will not be available for service during the time of the rental, except in cases of emergency. The responsibility of a regularly scheduled custodian will be limited to opening/closing the facility. In the event that extra duties are needed, the group holding the permit will be charged for the custodian's time needed for the activity or to clean up the facility.

2. Under no circumstances shall a custodian, either on regular duty or assigned for a specific program, be responsible for supervision of participants before, during, or after an activity. Adequate and responsible adult supervision shall be provided at all activities involving youth, and said supervision must be present throughout the program. 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 School property.
3. The custodian will only provide access to spaces/equipment that are approved on the permit, and will not authorize any other space/equipment without approval of the Director of Facility Operations or his/her designee.
4. In the event that the services of a custodian are needed, a custodian will be assigned by the Director of Facility Operations or his/her designee, and may not be chosen by the permit holder.

G. FIRE SAFETY REGULATIONS

1. Open flames/smoke are not permitted in any School location. Use of matches, candles, incense, and pyrotechnics are strictly prohibited. Use of a smoke machine is also prohibited.
2. Each permit with an attendance of 50 or more, or that meets the conditions below, will be forwarded to the Needham Fire Department to insure 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 to determine whether a Firefighter must be hired through the Needham Fire Department. It is the responsibility of the applicant to contact the Town's Fire Department to determine if a Fire Detail is necessary. The Firefighter's role will be to ensure 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 ensure 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.
3. In the event that a Firefighter must be hired, there is a four-hour minimum payment requirement.
4. A Fire Detail may be required for any event that fully utilizes a School kitchen or when stage/theatrical lights are in use.
5. Use of any equipment or material that is judged to potentially jeopardize fire safety will require a permit from the Needham Fire Department. The Fire official may require an inspection of decorative materials or installation of additional electric equipment prior to use. If additional electrical work is needed to provide

alternative stage or theatre lights and sound, an electrical permit is also required. Applications for electrical permits can be obtained at the Building Department.

6. In accordance with Massachusetts Board of Fire Prevention Regulations (527 CMR,) the room or facility occupancy capacity cannot be exceeded. Occupancy capacity is posted in each major area of assembly.
7. Emergency egress areas should be identified to all attendees at the beginning of each program or activity.

H. POLICE SAFETY REGULATIONS

1. Each permit with an attendance of 50 or more will be forwarded to the Needham Police Department for compliance with Massachusetts General Laws and local regulations to determine whether a Police Detail must be hired through the Needham Police Department. It is the responsibility of the applicant to contact the Town's Police Department to determine if a Police Detail is necessary. The Police Detail's role will be to provide security to the facility; ensure that vehicles are parked legally; and ensure that emergency vehicles have access to the facility. If a Firefighter is not present on site, the Police Detail will perform as a first responder in the event of an accident or injury.
2. In the event that a police detail must be hired, there is a four-hour minimum payment requirement.
3. In accordance with N.G.B.L. 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.
4. In accordance with MGL, Chapter 272, Section 40A, any person who gives, sells, delivers or has in his possession any alcoholic beverage in any Public School or any premises used for Public School purposes is subject to imprisonment or fine. MGL Chapter 272, Section 40A also authorizes the School Committee to grant permission to a public or non-profit organization using a Public School building during non-School hours to possess and sell alcoholic beverages, provided such organization is properly licensed under the provisions of MGL Chapter 138, Section 14. Information on one-day liquor licenses is available at the Office of the Town Manager, otm@needhamma.gov.
5. In accordance with MGL, Chapter 101, Section 22, no person, including licensed hawkers and peddlers, shall sell or offer to sell items within 1,000 feet of any School during hours that School is in session until one hour after closing of the Schools. No person shall sell or offer to sell items within 1,000 feet of any recreational area in organized use, including School grounds.

I. BOARD OF HEALTH REGULATIONS

1. Smoking is not permitted in any School building or on any School grounds, in accordance with MGL Chapter 71, Section 37H of the Education Reform Act of 1993 and Article 1 of the Needham Board of Health regulations.
2. A temporary food permit and license fee is required for any event that involves the sale or distribution of food, in accordance with Article 1 of the Needham Board of Health regulations.

J. RAFFLE AND BAZAAR REGULATIONS

1. 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.
2. 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 time of application.

K. USE OF GYMNASIUMS

1. Hardball sports are not permitted in gymnasiums, for the protection of walls, lighting fixtures, and floor surfaces.
2. Food and beverages are not permitted in gymnasiums.
3. No tape may be added to the gymnasium floors or walls without the approval of the Director of Facility Operations or his/her designee.
4. Custodians may change the height of an adjustable basketball backboard, with the approval of the Director of Facility Operations and/or Director of Physical Education and Health. Permit holders may not change the backboard heights themselves. If the desired height is other than the standard height for that particular gym, the permit applicant must submit the desired heights in writing on the permit application. There is no guarantee that the request will be honored.

5. Appropriate athletic footwear is required on gymnasium floors. Black soled shoes, cleats, certain "street or dress" shoes and spiked heels can damage the floor surfaces. Care should be taken to remove sand and grit from the soles of shoes to lessen damage to floor surfaces.
6. The posted occupancy limit may not be exceeded.
7. Permit holders are responsible to ensure that any equipment authorized for use is used appropriately and returned to the appropriate storage area in an orderly manner at the conclusion of the program.

L. USE OF AUDITORIUMS/PERFORMANCE CENTERS

1. Food and beverages are not permitted in Auditoriums or Performance Centers.
2. Permit holders are responsible to pick up performance programs and other handouts at the conclusion of the event
3. The posted occupancy limit may not be exceeded.
4. Electrical permits are required for any change or addition to the current electrical system/units. This includes all stage and theatrical lighting, as well as sound systems. Applications for electrical permits are available at the Needham Building Department.
5. Performance level audio-visual equipment may only be operated by pre-qualified technicians.
- 6.. School equipment located in the auditorium, including musical instruments, must not be used without prior approval.
- 7.. The permit request should include a request for length of time allowed to keep sets or scenery in place for performance, and this request will be reviewed by the building Principal and Director of Facility Operations. The final determination will be based on other known uses and needs for the space.

M. USE OF PARKING LOTS

This section is applicable only to groups seeking to use school building parking lots, without rental of the school building.

1. Upon advance written approval of the Superintendent of Schools, the Public Facilities Department is authorized to permit the use of school parking lots outside of school hours, so long as the use is not in conflict with other scheduled activities at the school.

2. A use fee will be charged to all groups. The use fee is set on a per lot/per day basis as set forth in Appendix D. The use fee is subject to change.
3. Groups permitting a parking lot will not pay for an onsite custodian if the parking lot is the only space being permitted and no services are requested.

N. USE OF KITCHENS

1. If the permit request requires the use of a kitchen, the permit must be reviewed by the Director of School Food Services/designee to determine whether a member of the Food Services staff must be present during use. The School Food Services staff person would be responsible for insuring adherence to all health and safety regulations, supervision of proper use of the equipment; and supervision of clean-up. A fee will be charged in the event a School Food Services staff member must be on duty. The hourly fee is listed in Appendix A.
2. There is a four-hour minimum for Food Service staff on special duty.

O. USE OF TECHNOLOGY AND AUDIO VISUAL EQUIPMENT

1. If a permit request includes the use of televisions, microphones, VCR or DVD players, or any other type of technology and/or audiovisual equipment, the Director of Educational Technology/designee must approve the permit. A determination will be made on the availability of the equipment and on the need for an Educational Technology staff member to be present during use. In the event an Educational Technology 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 A.
2. 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.
3. There is a four-hour minimum for Educational Technology staff on special duty.

P. ACCIDENTS AND DAMAGE TO BUILDINGS

1. In the event of an accident during the time of the permit, the permit holder must complete an accident form and submit it to the Department of Public Facilities Operations must be completed within twenty-four hours of the event or on the first business day after the event.
2. 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.

3. The permit holder is responsible for surveying the room(s) provided by the permit prior to use, and notifying the custodian immediately if there are any problems that could jeopardize the safety of any individual.
4. In the event that damage to the facility or equipment occurs, the custodian must be notified immediately. Permit holders may not make any repairs without the approval of the Director of Facility Operations or his/her designee.

APPENDIX A: Regular Custodian Hours at Individual School as of 7/1/2012

Listed hours are WEEKDAY HOURS for SCHOOL YEAR, excluding holidays, weekends and School vacations. During the summer and School vacations all Schools close at 4pm except for the Pollard and the High School which operate on normal hours all year long.

Needham High School	7 AM – 11:30 PM
Pollard Middle School	7 AM – 11:30 PM
High Rock School	7 AM – 9:30 PM
Broadmeadow Elementary School	7 AM – 9:30 PM
Eliot Elementary School	7 AM – 9:30 PM
Hillside Elementary School	7 AM – 9:30 PM
Mitchell Elementary School	7 AM – 9:30 PM
Newman Elementary School	7 AM – 9:30 PM

APPENDIX B: HOLIDAY LIST

Holidays where custodial staff will not be in the building are listed below. If the holiday falls on a Saturday, there will be no Custodian on duty on the Friday, and if the holiday falls on a Sunday, there will be no Custodian on duty on the Monday.

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Labor Day	Day after Thanksgiving
President's Day	Columbus Day	Independence Day
Patriot's Day	Veterans' Day	Christmas Day

**APPENDIX C: HOURLY RATES FOR ON-DUTY AND CUSTODIAL STAFF
7/1/2012**

Rates Subject to Change

<u>Staff</u>	<u>Weekdays/Saturdays</u>	<u>Sundays/Holidays</u>
Custodian	\$38.00	\$50.00
Kitchen Staff	\$20.00	\$25.00
Technology Staff	\$50.00	\$50.00

APPENDIX D: USE FEES - 7/1/12; 8/19/2014 (revised)

Gymnasiums USE FEE

Needham High School "A" Gym	\$13/per hour
Needham High School "B" Gym	\$13/per hour
Pollard "Blue" Gym	\$13/per hour
Pollard "Green" Gym	\$13/per hour
Broadmeadow Gym	\$13/per hour
Eliot Gym	\$13/per hour
Hillside Gym	\$11/per hour
Mitchell Gym	\$11/per hour
Newman Gym	\$11/per hour
High Rock Gym	\$11/per hour

Auditoriums/Performance Centers

High School Auditorium	\$100/per use
Broadmeadow Performance Center	\$100/per use
Eliot Performance Center	\$100/per use
Pollard Auditorium	\$100/per use
Newman Auditorium	\$100/per use

**Large performance requiring more than 2 weeks rehearsal space will not be charged using the normal daily charge process, but will either be charged \$1 per ticket sold, or use daily charges for the dates of performance only, whichever is higher.*

Cafeterias

High School Cafeteria	\$100/per use
Pollard Cafeteria	\$100/per use
High Rock Cafeteria	\$100/per use
Newman Cafeteria	\$100/per use
Broadmeadow Cafeteria	\$100/per use
Eliot Cafeteria	\$100/per use
Hillside Cafeteria	\$100/per use
Mitchell Cafeteria	\$100/per use

Lecture Halls

Pollard Lecture Hall	\$10/per hour
----------------------	---------------

Media Centers

Broadmeadow Media Center	\$10/per hour
Hillside Media Center	\$10/per hour
Mitchell Media Center	\$10/per hour
Eliot Media Center	\$10/per hour
Newman Media Center	\$10/per hour
Pollard Media Center	\$10/per hour
High Rock Media Center	\$10/per hour
High School Media Center	\$10/per hour

Parking Lot

All school parking lots	\$25/per day per lot
-------------------------	----------------------



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

MEETING DATE: 06/12/2018

Agenda Item	Town Manager's Report
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Town Manager will update the Board on issues not covered on the agenda.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
3.	BACK UP INFORMATION ATTACHED
	none



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

MEETING DATE: 6/12/2018

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

BOARD OF SELECTMEN

* MINUTES *

May 9, 2018

6:50 p.m. A special meeting of the Board of Selectmen was convened by Chair Daniel Matthews at the Needham Town Hall. Present were Mr. John Bulian, Mr. Moe Handel, Mr. Matthew Borrelli, and Town Manager Kate Fitzpatrick. Ms. Cooley was not present.

No Place for Hate – Mr. Matthews said that given the circumstances related to graffiti at Needham High School, he and Ms. Fitzpatrick conferred and allowed the Human Rights Committee to place lawn signs on the Town Common for one week.

Motion: Mr. Handel moved that the Board ratify the decision of the Town Manager to allow the placement of “No Place for Hate” lawn signs on the Town Common for one week. Mr. Bulian seconded the motion. Unanimous: 4-0.

6:55 p.m. **Motion: Mr. Borrelli moved that the Board adjourn its meeting contemporaneously with the adjournment of Town Meeting. ~~Ms. Cooley~~ Mr. Bulian seconded the motion. Unanimous: 4-0.**

Note: The Annual Town Meeting adjourned for the evening at 11:00 p.m.

**Town of Needham
Board of Selectmen
Minutes for April 7, 2018
Center at the Heights
300 Hillside Avenue**

10:00 a.m. Call to Order:

A meeting of the Board of Selectmen was convened by Chair Marianne B. Cooley. Those present were Daniel P. Matthews, John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, and Town Manager Kate Fitzpatrick.

10:00 a.m. Informational Session on Public Safety Building Project:

Ms. Cooley gave a brief history saying the Town has been working on the Police and Fire Safety project for over a decade, with an anticipated override to come before voters in the fall 2018. She said notice of a Planning Board zoning hearing was sent to some residents on March 30, 2018, acknowledging the Board of Selectmen could have held a neighborhood meeting sooner. She noted the Board of Selectmen have held many public meetings for neighbors mainly about the fire stations, recognizing many people in town are not fully aware of the scope of the project.

Ms. Cooley stated a \$69,000,000 override is expected, with Needham paying 100% of the project and comprising a police station and two fire stations. She commented there are many moving parts of the plan, but separate and related, is the communications system replacement project. Ms. Cooley explained the current communication system consists of an antenna on the cupola of the downtown station, the Tower Hill water tank, the Birds Hill water tank, and on private sites at North Hill, Walker School, and on Second Avenue in Needham. She said coverage is inconsistent and failing due, in part, to growth in Needham. Ms. Cooley stated in order to replace the current system the Board of Selectmen made a request to the Planning Board for zoning changes supporting public safety communications on town owned property. She said the request is for the Town to have the ability, within the wireless communications overlay district at the RTS, to have a tower up to 199 ft. high. She said for other municipal property outside of the wireless communications overlay district, the request would allow the Town to put up structures up to 120 ft. high on municipal property for public safety communications. Ms. Cooley said a feasibility study was completed culminating in a recommendation noting the Board of Selectmen, at this time, is not seeking a permit for siting of the towers. Ms. Cooley said requests for zoning is a multistep process, reiterating the first request is for zoning supporting the Town's ability to put a network in place on town property for public safety. She said another request in early 2019 will be for specific siting locations.

Ms. Cooley said many residents are concerned the Town will lease capacity on towers to cellular carriers but, she said, that is not something that has been supported by the Board of Selectmen in the past, nor in the future. A series of

photographs was shown indicating what a 120 ft. high monopole would look like at current sites. A schedule of key dates and a series of design photographs was shown.

Mr. Matthews emphasized points made by Ms. Cooley reiterating two fire stations and police headquarters built in the 1930's are badly out of date. He said an average fire truck today is twice the size of a fire truck of the 1930's, noting difficulty maneuvering in or out of each station. He commented many issues including building code standards, operational and technological needs, laws, staffing needs, and the number of emergency calls handled today are significantly different from when the buildings were built in the 1930's. The goal, he said, is to replace two fire stations and police headquarters, ultimately lasting for 50 years because public construction is enormously expensive. He stated within the project is the communication system built into each building and connected to infrastructure. He said the current system does not cover Needham entirely, and the hazards are known to public safety staff, which the Town is trying to address. Mr. Matthews commented doing the project "al la carte" would be more costly and take longer to complete. He said the plan as described is the best recommendation from the consultants, PPBC, Police Chief, and Fire Chief. He said he believes the Town is on the right track, but the project has a long way to go with zoning hearings, a vote by Town Meeting, and a vote by residents whether or not to provide funding. He said he is hopeful folks recognize the Board of Selectmen is doing what is best for the Town, and that the Board is here to listen to residents.

Ms. Cooley commented many questions have been received as to the safety of microwaves. She noted the option put forward is already in place in many communities across the world and is believed safe. She asked for comment from the Board of Health.

Stephen Epstein, MD, Needham Board of Health commented, like many residents, he questioned the safety of microwave. He said he has no doubt the public safety benefits from the system will far outweigh any risk from microwave. However, he commented, the Board of Health will look at the system and report any findings to the public.

Ms. Cooley invited public comment.

Resident, Birds Hill Avenue said she needs to understand the risk facing the public before agreeing with Dr. Epstein that the benefits outweigh the risks.

Resident, Birds Hill neighborhood pointed out medical research continues evolving. He commented there are several links on the CDC website saying some of the research is inconclusive, but important to realize that does not mean it will be the case in the future. He stated all factors need consideration, noting good public safety communication is important for Needham. He said the key question is whether the system is appropriate for residential areas.

Amy Brown 176 Hillcrest Avenue asked who the consultants are on the project, examples from the police and fire departments as to the communication challenges faced over the last year, and alternative options considered. Ms. Brown asked the size of the monopole base and about the system used in other towns.

Dennis Condon, Fire Chief commented the biggest issue with the current network is the number of weak connection areas due to topography (Fire Station 2/Temple Beth Shalom/Needham Crossing/Charles River Street). He said Fire Station 2 often does not have connectivity to Fire Station 1. Chief Condon said if communication is poor during emergency situations, someone could lose their life.

Ms. Cooley added the current system is strung on telephone poles, creating communication outage issues if lines go down during a storm.

Michael Centola, 12 Hoover Road clarified it is not that people can't contact 911, but rather that the police and fire cannot communicate with each other during an emergency.

Bjorn Steffensen, 11 Dunster Road said he heard about the project a week ago and is disappointed with the Town's communication, especially since the project has been worked on for over 10 years. He asked how many trees will be cut down, clarification on safety issues, and the location of each pole/tower. Mr. Steffensen asked for a study on the effect on property values. He said it appears the Town is rushing to make a decision.

Ms. Cooley commented no trees are planned to be cut, acknowledging exact siting has not been determined. She said, as far as understood, no data suggests these towers have any impact on property values.

Resident, commented he appreciates the work of the Board of Selectmen. He stated distance affects potential health issues. He concurred with another speaker and the importance of reconsidering siting in other areas or the industrial park.

Steve Mortimer, 58 Dunster Road supports a better communication system, but not siting locations at water towers. He said the Board of Selectmen should not be given zoning flexibility while there are open questions. He commented if cost and jurisdictional control are an issue and going to be born by the perceived risk of safety or esthetics by neighbors, and a study cannot be cited as to safety or affect home values, then the cost will be born by all the neighbors and the decision will not be reversible once it is made.

Courtney Olson, 147 Thornton Road said the process has been rushed, noting her father, an electrical engineer, got cancer. She said she will never be convinced it will not be a public health issue for residents in surrounding areas. She reiterated the police and fire departments need to communicate, but the Town cannot sacrifice

the potential health and well being of people surrounding the towers so that other people are safe. She said there is a lot to consider.

Paul Alpert, 116 Pine Street, member of the Planning Board explained his understanding of the process saying the Planning Board will hold a public hearing on Monday, April 9, 2018 in Powers Hall. He said the Board is not required to vote that evening, but could vote at its next meeting on April 24, 2018 in order for zoning articles to be considered at Town Meeting. He commented options for the Planning Board to consider include voting to amend the language of the warrant article, voting not send it to Town Meeting, or making amendments. Mr. Alpert invited residents to attend the Planning Board hearing.

Hannah Denton, Birds Hill neighborhood asked the current and proposed power output, as well as the frequency. She asked whether the system continually emits power or only when being used.

George Kent, PPBC Chairman explained the system will be 11 GHz or 18 GHz at 120 ft. above the ground. He said by the time any microwave signal reaches ground level, it is 1,000 to 10,000 times less than the value at the microwave. He commented on current FCC regulations and, nationally, the system is considered the best and safest for communications, and used by about all public safety operations. Mr. Kent clarified the towers will be 2ft. - 3ft. in diameter.

Ms. Cooley said no lights are required on the towers/poles.

Chris Jantzen, 55 Dunster Road suggested the issue is being rushed, recognizing good work has been done. He commented on the decline in property values and for the least restrictive alternative imposing the least amount of effect on people. He said the least restrictive alternative is renting space on towers along Route 128.

Ms. Cooley commented on the schedule and timing of the project.

Judy Strimish, resident said the argument that there is no risk to her is invalid as her bedroom is near the top of the tower. She said she feels vulnerable, and changing zoning without talking to residents first is not good.

Michael Ruddy, resident said two network components exist (microwave network and access network). He stated the "dead spots" are in the access network i.e. the communication systems for personnel. He said his concern is the microwave network and 11 GHz to 18 GHz is a tremendously high frequency. Discussion ensued on the current copper network used by the Town and sites already being connected by a fixed line. He asked if current fixed line providers (RCN, Comcast, or Verizon) were contacted and solicited for a quotation.

Ms. Cooley said it is a great question and she will get the information.

Ken Wegner, 27 Dartmouth Avenue asked if the signal at fire station is so poor, why isn't there a tower at that location? He suggested a giant sequoia tree as a disguise.

Sandy Smith, 193 Hillcrest Avenue noted her work in the technology industry, saying communication towers simply do not belong in residential neighborhoods, and there are alternatives. She asked for zoning regulations to explicitly state "excluding residential areas from consideration."

Resident, 24 Dartmouth Avenue suggested finding sites not in residential areas, and the issue will go away.

Peter Pingitore, 146 Hillcrest Road said overwhelming sentiment is towers should not be located in residential areas. He asked what does the current cell tower overlay district look like. He commented the Town is looking to acquire a property on Lincoln Street for more parking spaces, suggesting tax money should be used to acquire property, perhaps, in Needham Crossing to site the cell towers. He commented Tower Hill and Birds Hill are suffering the consequences of allowing amendments to by-laws for development of Needham Crossing. He said incremental industrialization and urbanization of the neighborhoods must be considered, urging the Selectmen site the towers somewhere other than in residential districts.

Resident, Dartmouth Avenue agreed with a previous speaker that too much is unknown, including health risks and property values, reiterating the towers should not be located in residential areas.

Felix Zemel, 14 Donna Road supports public safety and communications. He is concerned about the health risks, and said it is scary to hear the towers may be in densely populated areas. Mr. Zemel said placing towers in neighborhoods must be reconsidered, especially considering new construction standards require commercial buildings provide bi-directional amplification.

Ben Ostrowski, 56 Morningside Road said the Town is on a slippery slope of opening itself up to unknowns in the future. He announced he drafted 2 petitions asking folks for signatures and to attend the hearing on Monday, April 9, 2018 and tell the Planning Board not to push the project forward.

Gray Brown, 176 Hillcrest Road commented buildings can be built with 50 years of foresight, but technology continually changes, suggesting microwaves may not be used in 5 years

Steve Mortimer, 58 Dunster Road requested residents receive the feasibility study before considering zoning requirements.

Carl Saslow, 155 Hillcrest Road referred to the timing of the zoning meeting and site selection, asking will the zoning process going forward restrict any siting decisions that might be made later in terms of height, if it were determined a higher tower would do a better job?

Ms. Cooley said Mr. Saslow is correct in that the zoning process sets the parameters for what is permitted to be designed.

John Cross, 123 Pine Grove Street commented he has not heard a commitment to publish information about possible alternatives. He asked if the Town considered alternatives to owning their own network?

Ms. Cooley said that information will be made available.

Gregg Duthaler, 40 Dunster Road thanked the Board for their service and supports a strong safety communication system for Needham. He commented he works at a major consumer electronics company, noting technology is adopted as fast as possible to deliver value to customers. He said high GHz are not in homes for a reason and should not be in a residential neighborhood. He stated he is a strong advocate of technological progress, but is not comfortable with the proposed technology. He agreed with Ms. Smith's suggestion to consider different innovative solutions. He said a better option must be found.

Allyson Brierley, 165 Hillcrest Road said children in the neighborhood continually climb the fences around the water tower. She commented basic safety must be considered. She supports towers in nonresidential neighborhoods.

Laurie Hutcheson, 384 Hillcrest Road asked if the Board could consider a temporary alternative so that the schedule is not delayed, and to allow more time to consider the communication aspect of the project?

Ms. Cooley thanked residents for attending and for their comments.

Mr. Matthews spoke about the process, schedule, and design, including a communication system. He said current zoning regulations have height limits on the kinds of towers allowable, although there is some ambiguity with what limits apply to municipal and commercial use. He stated the request the Board of Selectmen made to the Planning Board is to advance to Town Meeting zoning to increase height limits for municipal uses only, not commercial. Mr. Matthews commented different boards and committees are involved in the project, but Town Meeting ultimately controls changes to by-laws and appropriation for the project. He noted beyond Town Meeting, citizens will vote for an override, noting the project will not move forward without general consensus in Town as to how to proceed. Mr. Matthews said questions asked today must be resolved. He continued discussing the process, commenting on an upcoming Planning Board meeting on Monday, April 9, 2018, and what will happen if the request makes its way to Town

Meeting where a 2/3's vote is required for passage, and the role of the PPBC. Mr. Matthews commented on the effect on the schedule and a suggestion for postponing the project. He said the Board of Selectmen must carefully consider comments by residents in order to earn the support of the public, or find changes supported by the public to meet the goal.

Mr. Bulian said alternatives need to be considered, as it too fast, too soon, and the public needs to be comfortable with the project.

Mr. Handel agreed alternatives must be considered. Mr. Handel said his preference would be to establish a communications network that will work to meet the safety needs of the Town, but avoid placing towers in residential neighborhoods.

Mr. Borrelli agreed with Mr. Bulian. He said it is not fair on neighbors to move forward until all options are understood.

Ms. Cooley thanked residents for their comments, closing the meeting at approximately 12 noon.

A list of all documents used at this Board of Selectmen meeting are available at:
<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>

Submitted by:
Mary Hunt, Recording Secretary

BOARD OF SELECTMEN

* MINUTES *

April 9, 2018

7:00 p.m. A special meeting of the Board of Selectmen was convened by Chair Marianne Cooley at the Needham Town Hall. Present were Mr. Daniel Matthews, Mr. John Bulian, Mr. Moe Handel, Mr. Matthew Borrelli, Ms. Marianne Cooley, and Town Manager Kate Fitzpatrick.

Accept and Refer Zoning – The Planning Board voted to place two articles on the Special Town Meeting Warrant for May 14, 2018. Under State law, the Board of Selectmen has 14 days to accept the proposed amendments and refer them to the Planning Board for its review, hearing and report.

Motion: Mr. Matthews moved that the Board vote to accept the proposed zoning amendments: “Amend Zoning By-Law – Dimensional and Use Regulations in the Lower Chestnut Street Overlay District,” and “Amend Zoning By-Law – Map Change to Lower Chestnut Street Overlay District” for referral to the Planning Board for its review, hearing, and report. Mr. Handel seconded the motion. Unanimous: 5-0.

Public Safety Communications Zoning – Ms. Cooley said that it is her recommendation that the Board consider asking the Planning Board to withdraw the zoning article for public safety communications to allow the Board time to reconsider options. She said that the communication network is a high priority. Mr. Matthews said that the Town needs a good plan that will work, and that it makes sense to take another look at options and seek additional public comment. He said that the plan must stay on track for the fall Town Meeting. Mr. Bulian said that his take away from the special meeting on April 7th is that it does not make sense to locate towers on the water tank sites. He said that he would like to see all of the alternatives. Mr. Borrelli noted that a lot was said at the April 7th meeting, and the Board listened. He said that the final product must reflect the community’s values. Ms. Cooley said that we must remember that the Town does not have any areas that are solely industrial – there are residential neighbors everywhere. She said that it is important for the Board to think about the Town as a whole.

Motion: Mr. Matthews moved that the Board request that the Planning Board vote to withdraw the communication zoning article. Mr. Borrelli seconded the motion. Unanimous: 5-0.

Capital Facility Summit – George Kent, PPBC chair and Public Design and construction staff members Steve Popper, Steve Gentile, Mike Retzky and Hank Haff provided status updates of all

projects under construction, in feasibility, and in the pipeline. Projects include the Sunita L. Williams School, Hillside Knoll Trail and Field, High School Expansion, Rosemary Recreation Complex, Memorial Park, DPW Fuel Station, DPW Central Avenue Storage Building, Public Safety Complex, Fire Station 2, Mitchell School Modular Classrooms, and Emery Grover.

Mr. Matthews invited public comment.

Bill Topham, Memorial Park Trustee said that the Trustees have not voted on the field house project. He said that to knock down a perfectly good building is ludicrous. He said it needs an elevator, that no one has maintained the building, and that the Town spent \$2,600 to repair windows. He said the town has a slush fund and is not doing the taxpayer any favors.

Mr. Borrelli clarified that the Trustees have taken votes over two years on the feasibility and design of the project, and that votes have been 5-1. He said the project received Planning Board approval, and a recommendation of \$500,000 from the CPC. He said that the project gained a lot of support from the community.

Ellen Fine said that she has concerns for the wetlands near the Sunita Williams School. Mr. Haff said that the project is compliant with permits issued by the Planning Board, the Conservation Commission, and FEMA. He said that all steps have been taken to ensure that there is no negative impact to the wetlands. He said that an infiltration chamber will be installed to improve water quality.

Paul Alpert, Planning Board and CPC member said that the Knoll Trail was partially funded by CPA funds and it is going to be a wonderful addition to the Town.

Ellen Fine asked about LEED Certification. Mr. Haff said that the Sunita Williams School is planned to be LEED Silver certified, and perhaps higher. He said there are no LEED plans associated with the High School expansion.

A resident ask about the timing of the Rosemary project. Mr. Retzky said that there is no set date, the team is working on a revised schedule and it is looking like a mid-July target.

Jeanne McKnight, Planning Board said that it has been her observation that construction at the Rosemary site has proceeded regardless of the horrible weather and that she is very impressed. She said she had some concerns about pedestrian safety and she looks forward to seeing how that aspect of the project works out.

Ms. Cooley said that in an ideal world we would have a full DPW project now, but that we need to be mindful of available resources. The storage facility is one phase of a larger project.

Lois Sockol said thank you to the Board for finding an alternative site for the storage facility.

Mr. Matthews said that the Board is recommending to Town Meeting the acquisition of 43 Lincoln Street. He said that there is now more data about programming. The core price is still about \$1.5 million, it's a premium over the \$1.3 million appraisal that completes the acquisition of the entire block. He said that more information would be provided to Town Meeting.

Lois Sockol asked why modular classrooms are needed at Mitchell. Ms. Cooley said that it is our hope and intention that the School will be fully reconstructed soon. The temporary classrooms may be repurposed at that time.

Ms. Cooley noted that the \$14 million price tag for Emery Grover is an old number that we need to better understand.

Mr. Matthews said that the purpose of the capital facility summit is to provide participants with an idea of the attention that goes into the capital planning process.

8:00 p.m.

Motion: Mr. Handel moved that the meeting be adjourned. Mr. Bulian seconded the motion. Unanimous: 5-0.

**Town of Needham
Board of Selectmen
Minutes for April 24, 2018
Needham Town Hall
Selectmen's Chamber**

6:45 p.m. Informal Meeting with Citizens: Susan Haffa, 34 Dunster Road spoke with the Board asking for information on the Public Safety Building project.

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

Mr. Matthews noted the Board reorganized at the last meeting. He expressed appreciation from the Board and townspeople to Marianne Cooley for her work as Chair of the Board of Selectmen during the last year. Ms. Cooley said it was a busy year, and is hopeful the citizens of Needham feel heard by their town government.

7:02 p.m. Zoning Consultation:
Ted Owens, Chair, Planning Board, Paul Alpert, Vice Chair, Planning Board, and Lee Newman, Director of Planning & Community Development appeared before the Board to discuss zoning initiatives contained in the 2018 Annual and Special Town Meeting Warrants.

The Boards discussed Annual Town Meeting warrant Articles 23, 24, and 25 related to zoning in business and residential districts, Articles 43 and 44 related to retail marijuana shops, and Special Town Meeting warrant Articles 12 and 13, related to Chestnut Street contemplated for inclusion in the warrant.

Mr. Alpert explained Article 23 is a change in use for the neighborhood business district that lies between Route 128 and the Charles River, along Central Avenue and Reservoir Street to allow for apartments on the second floor of commercial buildings. He stated a goal of the Planning Board is to encourage more mixed use in Town, while meeting affordable housing requirements.

Mr. Alpert said Article 24 is related, commenting lots along Central Avenue and farther down Reservoir Street along the river are currently within 2 zones (business or industrial). He said the article changes zoning of entire the neighborhood to business district.

Mr. Owens explained the layout of Route 128 is zoned residential and includes a 50 ft. setback on a commercial district abutting a residential district. He commented Article 25 addresses a section of Needham Crossing requiring a 50 ft. setback.

Mr. Matthews stated the Planning Board also proposed two articles (Article 12 and Article 13) for the Special Town Meeting warrant, which includes a map change and a language change as part of a study for substantial rezoning encouraging additional "village type" development along Chestnut Street. He explained the Board of Selectmen did not include the articles in the Special Town Meeting Warrant due to unanswered questions. He noted a letter received from the Planning Board asking the articles be included in the warrant, saying the Board of Selectmen will reopen discussion tonight and take up the subject of including the Articles.

Mr. Owens said the Planning Board has an interest in studying possible zoning changes along Chestnut Street encouraging redevelopment. He said a public hearing is scheduled for May 1, 2018.

Mr. Matthews asked for Board comment.

Mr. Borrelli said he is troubled by the request. He noted the timing of Town Meeting, notice to residents, substantial zoning changes, as well as future growth in Needham must be discussed. He said he cannot vote in support of the Articles 12 and 13 as written due to the merits, hoping for better communication in the future.

Mr. Matthews referred to two Articles in the Annual Town Meeting warrant regarding recreational marijuana use, and whether the Town ought to ban marijuana establishments by general by-law or zoning by-law. He said the matter is complicated, with a number of unresolved interpretations. He commented on the strongly prevailing view in the legal community of using both a zoning and general by-law prohibiting marijuana establishments, at least until more is known about how the industry will develop state wide, given that the citizen's of Needham voted in the majority against adoption of the statute, and under the amended statute have certain additional rights, at least on the local level. He said the Selectmen received information based on further analysis, verbal comments from the Attorney's General's office to Needham's Town Counsel, written comments to the Board of Selectmen, and the experience of other communities that it may be possible to simply proceed with the general by-law alone as it might be sufficient to provide the level of protection sought. Mr. Matthews said at this point both articles are in the warrant and both boards have voted to approve their respective article for insertion. He said a question arises, "Does any of this change anyone's point of view about how to proceed given it is a matter that, within each board, was not 100% in agreement to begin with?" Mr. Matthews indicated a suggestion was made to hold a workshop for board members to discuss the issue and understand everyone's view, prior to Town Meeting.

Mr. Owen's said he is happy to meet in a workshop, noting the unusual circumstance as the Planning Board took up the issue at the request of the Board of Selectmen. He said he understands this issue is a "moving target," and as more information becomes available perhaps different choices may be made.

Ms. Cooley noted two residents present in the audience with respect to monopole zoning. She asked Ms. Fitzpatrick for a statement, in general, as to the Town's approach.

Ms. Fitzpatrick gave a brief statement saying the communications consultant has been asked for range of options for consideration at a future public hearing.

7:27 p.m.

Appointments and Consent Agenda:

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

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA

1. **Approve the calendar year 2018 Spring Licenses as follows. This approval is predicated on the receipt of all completed required paperwork before April 30, 2018.**

Establishment

License Type

Veteran's Taxi of Newton, LLC

Taxi/Livery

A&D Limousine

Taxi/Livery

Lt. Manson H. Carter Post 2498 VFW

Pool Table

Building Association, Inc.

Closet Exchange – Best of the Mall

Sale of Second Hand Articles

Closet Exchange – Designer & Boutique

Sale of Second Hand Articles

Closet Exchange – Consignment Drop Off

Sale of Second Hand Articles

Closet Exchange – Last Chance Store

Sale of Second Hand Articles

Crosby Jewelers, Inc.

Sale of Second Hand Articles

Segaloff's Jewelers

Sale of Second Hand Articles

Janet Cotter Design

Sale of Second Hand Articles

Needham Bowl Away

Bowling Alley

2. **Accept the following donations made to the Needham Community Revitalization Trust Fund: \$200 from the Rotary Club of Needham and \$100 from Needham Farmers Market, Inc.**
3. **Adopt the following 2018 summer meeting schedule: July 24th and August 7th.**
4. **Approve and authorize the chair to sign the Employment Contract between the Town and the Fire Chief effective December 9, 2017.**
5. **Approve a request for a Special One Day Wines & Malt Beverages Only license from Mary Ann Pierce, of the Needham Women's Club to host its Needham Grand Wine and Craft Beer Tasting on Sunday, April 29, 2018 from 1:00 p.m. to 4:00 p.m. The event will be held in Powers Hall at Town Hall, 1471 Highland Avenue, Needham.**
6. **Approve February 28, 2018, March 27, 2018, and April 11, 2018 Open Session minutes; and February 28, 2018 Executive Session minutes.**
7. **Water Sewer and Abatement Order #1254**

8. **Accept a \$2,500 donation made to the Needham Health Department's Substance Abuse Prevention & Education Program from the Beth Israel Deaconess Hospital – Needham.**

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

7:27 p.m.

Public Hearing: Eversource Energy - Carol Road

Maureen Carroll, Eversource Energy representative appeared before the Board requesting permission to install approximately 8 feet of conduit in Carol Road. This work is necessary to provide new underground electric service at 32 Carol Road, Needham.

Ms. Fitzpatrick indicated all paperwork is in order.

Mr. Matthews asked for Board comment. No comments were heard.

Mr. Matthews invited public comment. No comments were heard.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 8 feet of conduit in Carol Road. This work is necessary to provide new underground electric service at 32 Carol Road, Needham.

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

7:28 p.m.

Public Hearing: New Wines & Malt Beverages License - French Press LLC d/b/a French Press Bakery, 74 Chapel Street, Needham.

Raji Spencer, Owner and Manager appeared before the Board with an application for a new Wines & Malt Beverages License at 74 Chapel Street, Needham. The premises is comprised of 1,508 sq. ft. used as a restaurant to accommodate 25 patrons. There is one main entrance at the front of the building and an entrance/emergency exit from the kitchen which exits the rear of the building. A public hearing notice regarding this new license application appeared in the Needham Times on April 12, 2018. Submitted documentation has been reviewed and is in order to be forwarded to the Alcoholic Beverages Control Commission.

There are three houses of worship located within the 500' radius of proposed premises and M.G/L. Chapter 138 section 16C requires a vote of the Board after public hearing. No written comment was received by any of the houses of worship with respect to this hearing.

Mr. Bulian said the Board never contemplated establishments with less than 25 seats having a wine and beer license. He commented he is not prepared to support granting a license at this time due to unintended consequences of changing the regulations, potentially opening the Town up to additional applications. He queried whether the Board wanted to issue licenses to small establishments or does it want to set a minimum standard number of seats (100+). He voiced concern other

smaller restaurants and sandwich shops may apply for a license. Mr. Bulian said the actively growing districts will have restaurants in the very near future and the Town has a finite number of licenses to grant.

Mr. Handel said more discussion is needed and consideration given to the number of licenses available for future development. He commented he has no issue with the number of seats in a restaurant serving wine, as long as a high quality menu is available.

Mr. Borrelli said he was confused with the request. He asked for the hours of business. He said he is not opposed to issuing a license, but is unsure of the need.

Discussion ensued on hours of operation, menu, floor plan, and the number of licenses available for the Town to issue.

Ms. Cooley said it would be useful to have a business model.

Mr. Spencer said as a business owner in Needham for almost 10 years, the Town is changing significantly. He commented expenses are growing far more rapidly than revenues, and businesses need to adapt. He said his original plan was to operate Petit Robert Bistro and the French Press bakery independently. He said customers asked for a more affordable French dining option, hence the Bistro closed. Mr. Spencer said the way people dine has changed and they are no longer sitting for extended periods of time. He said customers have asked for a bakery and fine casual dining experience with alcohol service, as well as longer hours of operation. Discussion ensued on labor and health care costs. Mr. Spencer said a 100 seat requirement for a liquor license is not relevant; rather the Board should look at how people in Town want to support their local restaurants. He said he is adapting the business model and reacting to accommodate the demand from customers.

Mr. Borrelli said he is now more intrigued with the concept after seeing the menu and hearing Mr. Spencer. He said Mr. Spencer is hitting a niche that Needham currently does not have. Mr. Borrelli said the concept is very different from what he originally thought.

Discussion ensued on determining a path for the request.

Mr. Matthews said he is willing to discuss issuing a license as Mr. Spencer is an established businessman in Needham with prior experience in the liquor industry. He asked for a floor layout and more information from the Planning Board, including its opinion of the concept, and possible use of the sidewalk.

Ms. Fitzpatrick said the sidewalk issue is a separate discussion.

Mr. Bulian reiterated his opinion the issue came up too quickly and he is not prepared to move forward tonight, but the concept is intriguing.

Mr. Handel agreed the number of available licenses must be a consideration, however he commented the intriguing business model brings value to downtown Needham.

Mr. Borrelli said the business model is completely different from his original thought, and intriguing enough to move forward.

Ms. Cooley agreed if the Board chooses to move forward and issue a license tonight, she would be supportive. She said the concept is different from other businesses in Town. Ms. Cooley said more discussion is needed by the Board on the application process.

Mr. Matthews agreed the concept is good. He said he is unclear whether zoning relief is necessary to add alcohol service. He said a letter from the Planning Board would greatly strengthen the application.

Mr. Handel said he does not believe there is a zoning issue and offered a motion.

Motion by Mr. Handel that (a) the Board of Selectmen approve and sign the application for a new Wines and Malt Beverages License to French Press LLC, d/b/a French Press Bakery, Raji D. Spencer Owner/Manager, and to forward the approved application to the ABCC for an approval of the liquor license; and (b) that the Board of Selectmen determines that the premises are not detrimental to the educational and spiritual activities of the First Parish of Needham Unitarian Universalist, Roman Catholic Archdiocese of Boston, or to the Good Shepherd Christian Fellowship.

Second: Mr. Borrelli. Approved 4-1. Mr. Bulian voted nay.

Prior to the vote, the public hearing was suspended for 5 minutes to gather information on the special permit and clarify hours of operation. The Board reconvened at 8:11 p.m.

Also prior to the vote, Mr. Matthews invited public comment. No comments were heard.

8:05 p.m.

Rotary Club Carnival:

Ted Shaughnessy, Rotary Club asked for the Board's support and endorsement of the rotary Club's proposal to sponsor a carnival at Needham High School in July, 2018.

Motion by Mr. Handel that the Board vote to endorse the Rotary Club's proposal to sponsor a carnival at Needham High School in July 2018.

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

8:16 p.m.

Director of Public Works:

Richard P. Merson, Director of Public Works appeared before the Board with two items to discuss:

1. National Public Works Week Proclamation

Mr. Bulian read a proclamation recognizing the week of May 20th through May 26th, 2018 as National Public Works week.

Motion by Mr. Bulian that the Board of Selectmen approve and sign the Proclamation for National Public Works Week May 20th through May 26th, 2018.

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

Mr. Merson said the annual "Touch the Trucks" event will be held on Saturday, May 19, 2018. He also commented that this past week, the Department of Public works supported the Park and Recreation Department in their annual town wide spring cleanup event. Mr. Merson commented on the "Fill-A-Public Works Truck Food Drive" saying collected items will be donated to the Needham Community Council supporting local households in need. Mr. Merson also invited residents to vote for Needham's DPW photo to be recognized at the 2018 American Public Works Association Snow Conference illustrating "snow-fighting in action" at <https://2018snowphoto.hscampaigns.com/#submissions>.

2. Greendale Avenue Water, Sewer, and Drain Project Update

Mr. Merson explained the remaining 250 feet of drainage pipe is planned to be installed beginning April 30, 2018. The installation of the pipe is expected to take 8 weeks to complete. Following the drain pipe installation, the roadway will be milled, leveled, and repaved. He said final paving is planned to occur approximately 90 days following the drain pipe installation. Once the paving is completed, the grass berms will be restored and the area cleaned up before the contractor leaves the site. Mr. Merson said when completed, the project will significantly reduce flooding in the Woodbine Circle neighborhood, improve drainage along Greendale Avenue, and address storm water quality issues at the discharge.

Mr. Handel asked Mr. Merson to explain the See-Click-Fix app for reporting issues throughout Town requiring attention. He said Needham is one of the higher users of the app in the country, with a good close out record.

Ms. Cooley asked Mr. Merson for an update on the Eversource Reliability Project. Mr. Merson said review of the project continues, with the Town recommending some changes. He said the "finish line" is close. Ms. Fitzpatrick said she was notified the Energy Facility Siting Board will finalize its decision in May.

8:34 p.m. Town Manager:

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

1. Annual Town Meeting Warrant

The Board took positions on remaining articles in the Annual Town Meeting Warrant.

Motion by Mr. Bulian that the Board of Selectmen vote to support Article 23 - Amend Zoning By-Law - Neighborhood Business District in the Annual Town Meeting Warrant.

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

Motion by Mr. Bulian that the Board of Selectmen vote to support Article 24 - Amend Zoning By-Law - Map Change to Neighborhood Business District in the Annual Town Meeting Warrant.

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

Motion by Mr. Bulian that the Board of Selectmen vote to support Article 25 - Amend Zoning By-Law - Side and Rear Setbacks Adjoining Residential Districts in the Annual Town Meeting Warrant.

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

Motion by Mr. Handel that the Board of Selectmen vote to support Article 30 - Appropriate for Memorial Park Building Construction in the Annual Town Meeting Warrant.

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

Mr. Matthews said while he is open to suggestions regarding Article 43 and Article 44 related to marijuana establishments, he is hopeful to have further consultation with the Planning Board. He asked how the Board would like to proceed.

Mr. Handel said it would be prudent to wait for the discussion of the Planning Board before making a decision, suggesting to defer the vote.

Ms. Cooley proposed voting Article 44 - Amend General By-Law - Marijuana Establishments, and not vote Article 43 - Amend Zoning By-Law - Marijuana Establishments, which has an impact and relationship to the Planning Board. Mr. Handel concurred with the suggestion.

Motion by Mr. Handel that the Board of Selectmen vote to support Article 44 - Amend General By-Law - Marijuana Establishments in the Annual Town Meeting Warrant.

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

Ms. Cooley articulated the Board of Selectmen clearly supports Article 44 as there is currently conflicting legal advice and does not feel the Town needs to be one of the first towns adopting legislation. She said adopting a prohibition is the right course of action for Needham at the present time.

Mr. Handel added it, unlike zoning by-laws, is a matter for the Board of Selectmen to offer to Town Meeting, as opposed to the zoning by-law which is under the purview of the Planning Board.

Mr. Matthews said the situation is complex. Discussion ensued on the proper way to proceed tonight and at Town Meeting.

Mr. Borrelli commented on his opposition to marijuana establishments and the simplest path is to vote Article 44 on its own.

Mr. Handel and Mr. Bulian concurred.

Article 43 - Defer.

Ms. Cooley asked Ms. Fitzpatrick for information on other towns who have voted only a general by-law.

2. Special Town Meeting Warrant

The Board took positions on remaining articles contained in Special Town Meeting Warrant.

Motion by Mr. Bulian that the Board of Selectmen vote to support Article 4 - Amend FY2018 RTS Enterprise Fund Budget in the Special Town Meeting Warrant.

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

The Board decided to reopen the Special Town Meeting Warrant to include Article 12 and Article 13, and close the Special Town Meeting Warrant subject to technical correction by the Town Manager, Town Counsel, and Bond Counsel.

Motion by Mr. Bulian that the Board of Selectmen vote to reopen the Special Town Meeting Warrant to include Article 12 - Amend Zoning By-Law - Dimensional and Use Regulations in the Lower Chestnut Street Overlay District and Article 13 - Amend Zoning By-Law - Map Change to Lower Chestnut Street Overlay District, and to close the Special Town Meeting Warrant, subject to technical correction by the Town Manager, Town Counsel, and Bond Counsel.

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

8:59 p.m. Committee Reports:
No Committee Reports were made.

9:00 p.m. Adjourn:
Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of April 24, 2018.
Second: Mr. Handel. Unanimously approved 5-0.

BOARD OF SELECTMEN

* MINUTES *

May 16, 2018

7:00 p.m. A special meeting of the Board of Selectmen was convened by Chair Daniel Matthews at the Needham Town Hall. Present were Mr. John Bulian, Mr. Moe Handel, Mr. Matthew Borrelli, Ms. Marianne Cooley, and Town Manager Kate Fitzpatrick.

LED Project – Ms. Fitzpatrick reported that the Board had received numerous inquiries about the type of LED lights proposed to be installed. She suggested that the staff make a presentation to the Board at its June 12th meeting and asked the Board to vote on the type of lighting at its June 26th meeting.

Town Meeting Preparation – The Board discussed items on the Annual Town Meeting Warrant.

7:15 p.m. **Motion: Mr. Handel moved that the Board adjourn its meeting contemporaneously with the adjournment of Town Meeting. Mr. Borrelli seconded the motion. Unanimous: 5-0.**

Note: The Annual Town Meeting adjourned for the evening at 11:50 p.m.

**Town of Needham
Board of Selectmen
Minutes for May 22, 2018
Needham Town Hall
Selectmen's Chamber**

6:00 p.m. Informal Meeting with Citizens:
Anne Hayek, 116 Maple Street spoke with the Board about the LED street light proposal, stating she feels the quality of life in Needham will decrease primarily due to the choice of the color temperature of the proposed lighting (3000K vs. 2200-2700k). She asked the Board to consider a better solution and a more inclusive process.

6:15 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chair Daniel P. Matthews. Those present were John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Marianne B. Cooley, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

6:15 p.m. Public Hearing: Change of Manager Needham Food & Beverage
Jennifer Hartley, proposed manager appeared before the Board to discuss an application submitted by Needham Food and Beverage, LLC, operating in the Claremont Needham Suites, 200 First Avenue, Needham for a change in manager. A review by the Town indicates Ms. Hartley meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol. Additional filing materials appear to be in order.

Motion by Mr. Handel that the Board of Selectmen approve and sign an application for a Change in Manager to Jennifer Hartley for Needham Food and Beverage, LLC, 200 First Avenue, Needham and to forward this application to the ABCC for approval.

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

Mr. Matthews reminded Ms. Hartley the rules for serving alcohol in the Town of Needham must be followed for public safety.

Mr. Matthews invited public comment. No comments were heard.

6:20 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS - No Appointments were made at this meeting.

CONSENT AGENDA

1. Accept the following donations made to Needham Youth & Family Services to sponsor its Junior Police program: \$50 from Tanya Cherkerzian, a Needham resident; \$50 from Adi Chenki-Shapsa, a Needham resident; \$30 from Claudia Marie Pape, a Needham resident; and \$30 from Julie Comenzo, a Needham resident.
2. Accept a donation in the amount of \$250 made to the Student Awareness of Fire Education program from The Exchange Club of Needham.
3. Accept donation of 6 x 10 nylon American Flag to fly at Avery Square from Ted Shaughnessy of Henderson Properties Partnership.
4. Approve a Special One Day Wines and Malt Beverages License for Michelle Freniere of Needham Pool and Racquet to hold its New Member Reception on June 8, 2018 from 6:00 p.m. to 9:00 p.m. The event will be held at Needham Pool and Racquet Club, 1550 Central Avenue, Needham.
5. Water & Sewer Abatement Order #1255
6. Accept a donation of quick release bases for Asa Small Diamond at DeFazio made to the Needham Park and Recreation Commission from Needham Baseball and Softball. The estimated value of the items is \$603.
7. Approve minutes of May 7, 2018, May 9, 2018, and May 14, 2018.
8. Approve a 2018 Weekday and Sunday Entertainment license for the Rotary Club of Needham, who will be hosting a carnival in July 2018 in Needham.
9. Accept the following donation made to the Needham Community Revitalization Trust Fund: \$1000 from Needham's Women's Club.
10. Approve a request from the Public Health Department for a 20(b) exemption to allow Town employee Kristen Lindley, working as a Social Worker in the Aging Services Division for 27.5 hours per week, to accept work as a Youth Services Program Coordinator with the Police Department for ten hours per week.
11. Approve the Notice of Experimental Traffic Regulation in accordance with the Needham Traffic Rules and Regulations Section 3-6 for A Street, Food Vendor Parking Only, East sideline of A street 80 foot section across from 40 A Street- Tuesday – Friday from 9:00 a.m. to 3:00 p.m.; and for 4th Avenue Food Vendor Parking Only, West sideline of 4th Avenue 50 foot section in front of 115-117 4th Avenue- Tuesday – Friday from 9:00 a.m. to 3:00 p.m. for the period May 22, 2018 to June 25, 2018.
12. Grant permission for the following residents to hold block parties:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Rachel Black	83 Nardone Road	Jarvis Circle/ Nardone Road	6/30/18	7/1/2018	1pm-7pm
Rachel Terdrake	7 Hollow Ridge Road	Hollow Ridge Road	6/16/18	n/a	5pm-9pm
Daniel Burns	6 Louart Drive	Wildale Circle	9/8/18	9/9/18	3pm-8pm
Audrey Syatt	75 Gay Street	Brackett Street	6/16/18	n/a	5pm-9pm
Mia Rizzo	64 Pinewood Rd	Pinewood Road	6/16/18	TBD	3pm-9pm

Second: Ms. Cooley. Unanimously approved 5-0.

6:18 p.m.

Approve Zero Interest Bonds with MWRA:

David Davison, Assistant Town Manager/Director of Finance, Evelyn Poness, Town Treasurer/Collector, and Richard Merson, Director of Public Works appeared before the Board to discuss the Massachusetts Water Resources Authority offer to member communities of a zero interest loan for certain water and sewer system improvements. The Town of Needham has three eligible capital projects which will be financed through the MWRA. First, the Town will be awarded a grant/loan by the MWRA I/I Local Financial Assistant Program for \$326,450. The funds will be used to finance a portion of the I/I removal project of which \$146,902.50 is a direct grant and the balance will be in an interest free loan. The two remaining projects will be borrowed through the Local Water Assistance Program. Mr. Davison asked for the Board’s approval to execute the loan agreements and bond amounts.

Mr. Matthews asked for a motion approving Motions A-D, noting the full text of each motion is available to the public on the Town’s website.

Motion A

Motion by Mr. Handel that the sale of the \$179,547.50 Sewer Bond of the Town dated June 11, 2018, to Massachusetts Water Resources Authority (the “Authority”) is hereby approved and the Town Treasurer or other appropriate Town official is authorized to execute on behalf of the Town a Loan Agreement and a Financial Assistance Agreement with the Authority with respect to the bond. The bond shall be payable without interest on May 15 of the years and in the principal amounts as follows:

Year	Installment
2019	\$35,909.50
2020	\$35,909.50
2021	\$35,909.50
2022	\$35,909.50
2023	\$35,909.50

Motion B

Motion by Mr. Handel that the sale of the \$1,000,000 Water Bond of the Town dated June 11, 2018, to the Authority is hereby approved and the Town Treasurer or other appropriate Town official is authorized to execute on behalf of the Town a Loan Agreement and a Financial Assistance Agreement with the Authority with respect to the bond. The bond shall be payable without interest on May 15 of the years and in the principal amounts as follows:

Year	Installment	Year	Installment
2019	\$100,000	2024	\$100,000
2020	\$100,000	2025	\$100,000
2021	\$100,000	2026	\$100,000

2022	\$100,000	2027	\$100,000
2023	\$100,000	2028	\$100,000

Motion C

Motion by Mr. Handel that the sale of the \$1,131,265 Water Bond of the Town dated June 11, 2018, to the Authority is hereby approved and the Town Treasurer or other appropriate Town official is authorized to execute on behalf of the Town a Loan Agreement and a Financial Assistance Agreement with the Authority with respect to the bond. The bond shall be payable without interest on May 15 of the years and in the principal amounts as follows:

Year	Installment	Year	Installment
2019	\$113,126.50	2024	\$113,126.50
2020	\$113,126.50	2025	\$113,126.50
2021	\$113,126.50	2026	\$113,126.50
2022	\$113,126.50	2027	\$113,126.50
2023	\$113,126.50	2028	\$113,126.50

Motion D

Motion by Mr. Handel that each member of the Board of Selectmen, the Town Clerk, and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing vote.

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

Mr. Davison noted the attendance of Theodora K. Eaton, Town Clerk as witness, and asked the Board to sign the documents.

6:26 p.m.

Town Manager:

1. Town Manager's Report

Kate Fitzpatrick, Town Manager, Dave Davison, Assistant Town Manager/Director of Finance, and Dennis Condon, Fire Chief spoke with the Board about converting the Town's firebox system from wired to wireless. Mr. Davison told the Board all businesses will be informed by letter from the Fire Chief of the need to convert to a wireless system. He said businesses east of Route 128 will need to change to a wireless system by September 1, 2019, and Town-wide, the system will be abandoned August 1, 2020. He noted businesses will have the option of continuing with the Town through the new wireless system or they may procure a monitoring service, not associated with the Town.

Dennis Condon, Fire Chief commented the deadline for converting to a wireless system is being driven by construction of the new fire station. He spoke about Town buildings that have already been converted to a wireless system.

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

6:32 p.m. Mr. Matthews announced Memorial Day observances will take place on Monday, May 28, 2018, beginning with a Memorial Mass at St. Joseph's at 6:50 a.m. Town observances will be held at the police and fire station, St. Mary's Cemetery, Vietnam Veterans Memorial, Needham Cemetery, Town Common, Memorial Field, and a Collation at VFW from 8:15 a.m. to 12:30 p.m. All are welcome to attend.

6:35 p.m. Executive Session:
Motion by Mr. Handel that the Board of Selectmen vote to enter into Executive Session.

Exception 6 - To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Returning to open session prior to adjournment.

Second: Mr. Bulian. Mr. Matthews polled the Board. Unanimously approved 5-0.

The Board of Selectmen held the Executive Session in the Highland Room on the lower level of Town Hall.

6:55 p.m. The Board of Selectmen returned to Open Session in the Selectmen's Chamber, waiting until 7:00 p.m. to begin discussion.

7:00 p.m. Public Hearing: Removal of (1) Public Shade Tree at 646 Webster Street, Needham
Mr. Matthews said the Public Hearing was duly noticed, however all members of the Board of Selectmen are required to be at the Planning Board meeting in Powers Hall for its hearing on special permit applications for the new public safety building. He commented the Public Hearing regarding the removal of one public shade tree at 646 Webster Street will be postponed to June 12, 2018, at 7:00 p.m. He noted the petitioner is amenable, and asked for a motion to postpone the public hearing. Mr. Matthews apologized for the scheduling issue.

Motion by Mr. Handel that the Board of Selectmen vote to continue Public Hearing: Removal of (1) Public Shade Tree at 646 Webster Street, Needham until June 12, 2018, at 7:00 p.m.

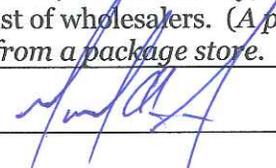
Second: Mr. Bulian. Unanimously approved 5-0.

7:01 p.m. **Motion by Mr. Borrelli that the Board of Selectmen vote to recess the Board of Selectmen meeting of May 22, 2018 to reconvene at the Planning Board meeting in Powers Hall for the purpose of discussing the special permit applications on the Public Safety Site Plan, and to adjourn the Board of Selectmen meeting at the close of the Planning Board meeting.**

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

Note: The Public Safety Hearing at the Planning Board meeting concluded at 10:10 p.m.

**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 SPARK		
Event Manager Address	400 1 st AVE. NEEDHAM, MA 02494		
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 type="checkbox"/> For profit	
	<input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____		
Name of Event	AIHP Assoc. of Independent Hospitality Professionals		
Date of Event	5/30/18		
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: 4 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?	80		
Name & address of event location. Please attach proof of permission to use this facility.			
400 1 st AVENUE, NEEDHAM, MA 02494			
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: 5/22/18



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

off road

Name of Event:

Geared Up for Kids

Name of Organization:

PLGA Foundation dba
(A Kids Brain Tumor Cure)

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:

185 Riverbend Lane
Needham, MA 02492

Organization is Not-for-Profit

Organization Billing Address (if Police Detail is required):

98 Random Farms Drive
Chappaqua, NY 10514

Primary Contact:

Michelle Harris

Contact Title:

Ride Director

Contact Address:

15 Birchwood Rd
Needham, MA
02492

Contact Phone (Day):

617-872-2850

Contact Phone (Cell):

617-872-2850

Contact Email:

mcouryharris@gmail.com

Event Date(s): (set-up) Saturday, June 2, 2018 (event) Sunday, June 3, 2018	Date Expected to be in Needham: Sunday, June 3
Earliest Time Expected in Needham: 8:00 AM	Latest Time Expected in Needham: 12:00 PM
Number of Expected Participants: 600-700	Number of Expected Spectators at Peak Time: 100-150
Are participants charged a fee? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO pledges	
Estimated Number of Vehicles: approx. 250 cars	What type of Parking is required: parking lot/garage
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: All parking will occur at the PTC parking garage.	
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? The event will be cancelled if there is significant rain or thunder and lightening.	
Will neighborhoods be impacted by parking and traffic? We are requesting use of neighborhood streets along the route.	
What activities are planned for the start of the race (if in Needham)? Light grab and go breakfast at the start line. Donated by Starbucks, Panera + Hood.	
What activities are planned for the end of the race (if in Needham)? Family fun festival. BBQ donated by BGood. Games and arts + crafts. DJ.	

What facilities are needed for the start of the race (if in Needham)?	No indoor facilities are requested. Use of facility outdoor space and parking lots. All of this is permitted through Boston Properties
What facilities are needed for the end of the race (if in Needham)?	See above.
Once the event begins, how long will it take to complete the event?	2 hours
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	Yes. We will post arrows and mile markers on utility poles along the routes.
Will volunteers be placed along the route?	Yes.
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	Yes. DJ will plug in to sound system provided by New England Shouttime Productions.
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	Yes.
Will portable toilets be used? List locations.	yes. Onsite at 140 Kendrick Street
Will hydration stops be set up along route? If yes, please include these on route plan.	yes. We are seeking to set up a waterstop at Perry Park.
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?	EMT's will be stationed at the start/finish line. Ride Marshalls (trained) along the route.
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?	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?**

No.

What is the plan to handle trash?

All trash will be collected and disposed of by Boston Properties.

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

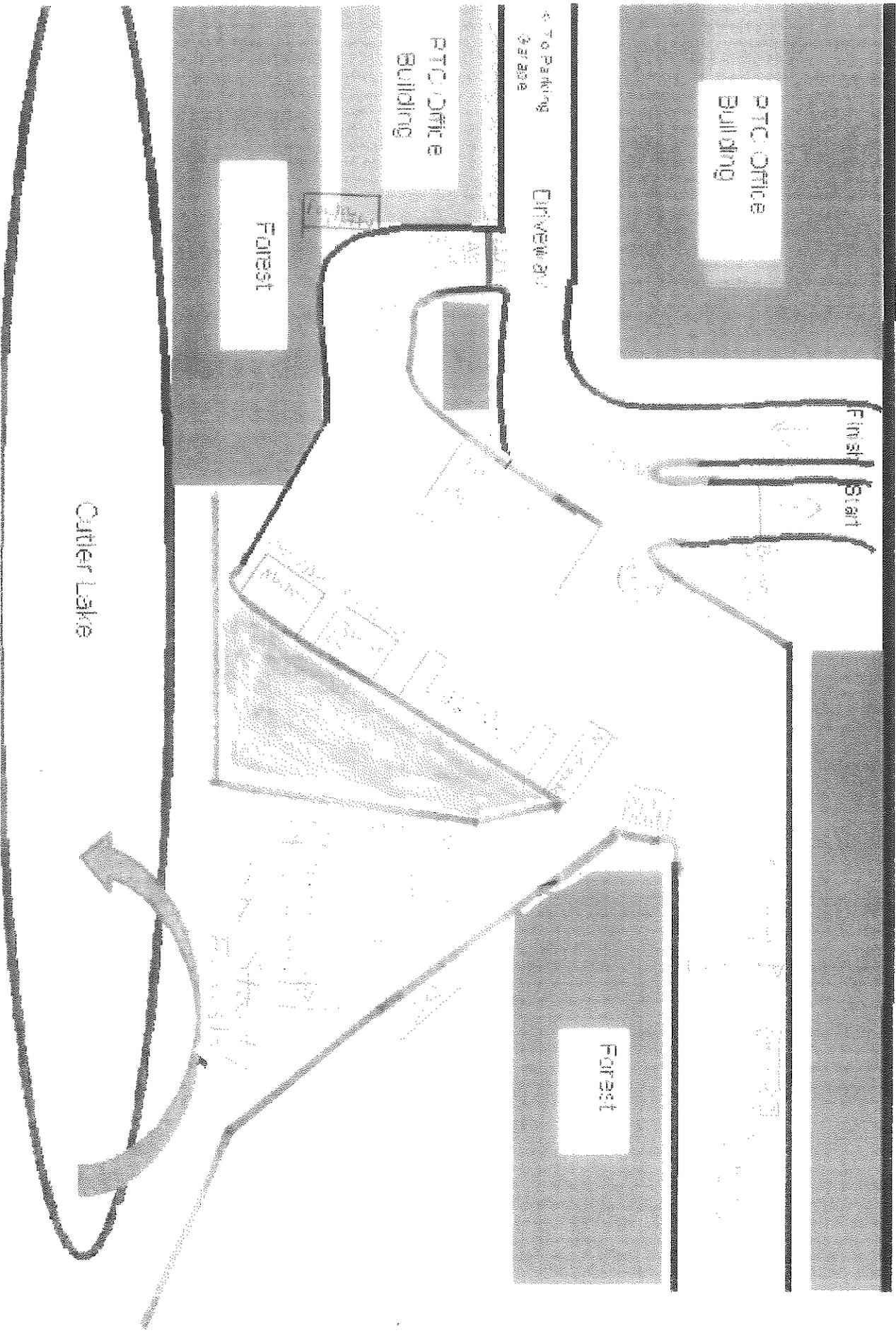
- **event route map (include map and text of route, parking plan, volunteer placement)**
- **application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)**
- **certificate of insurance**

PLEASE NOTE:

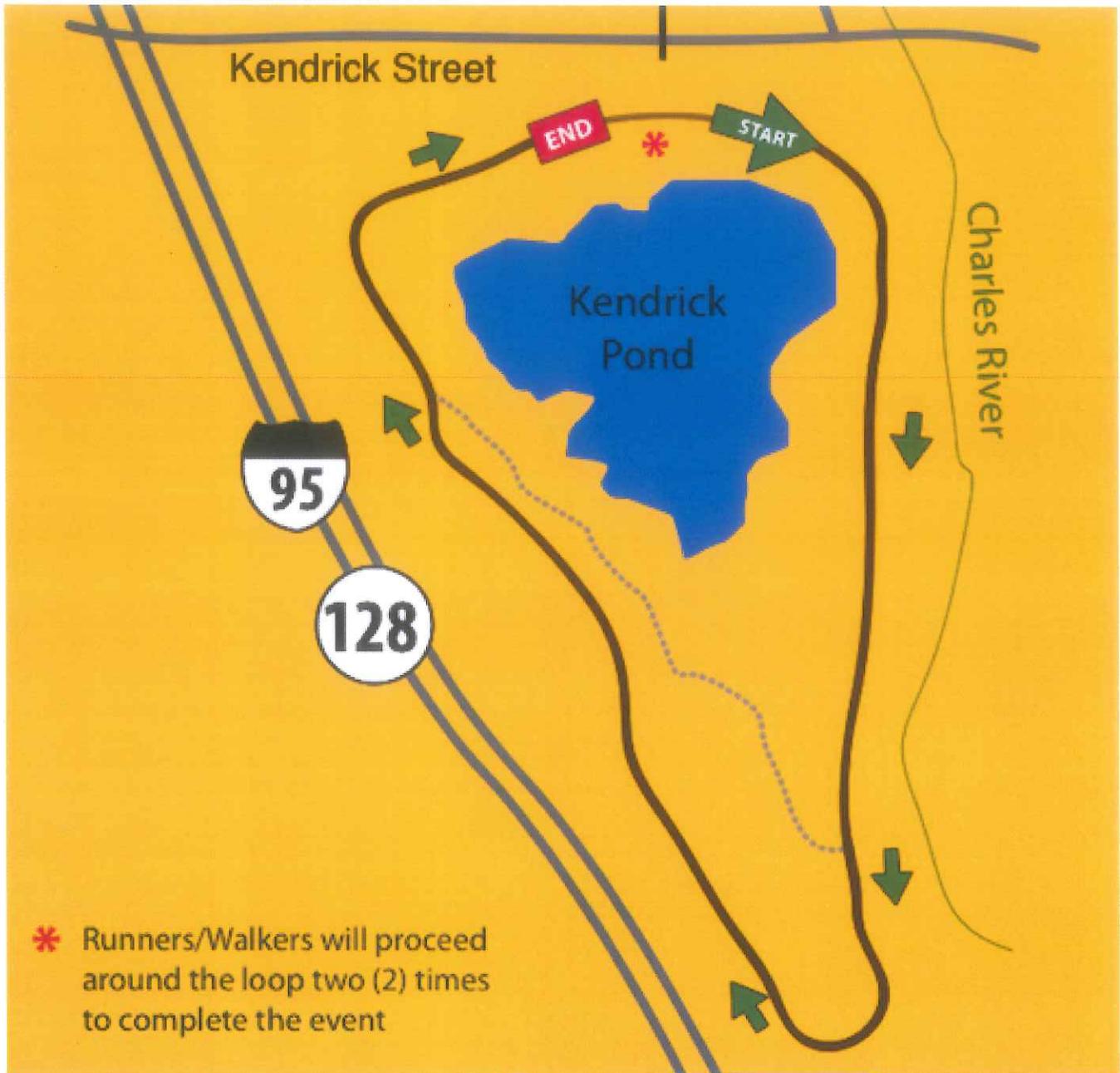
For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.

Industrial Park

Kendrick Street



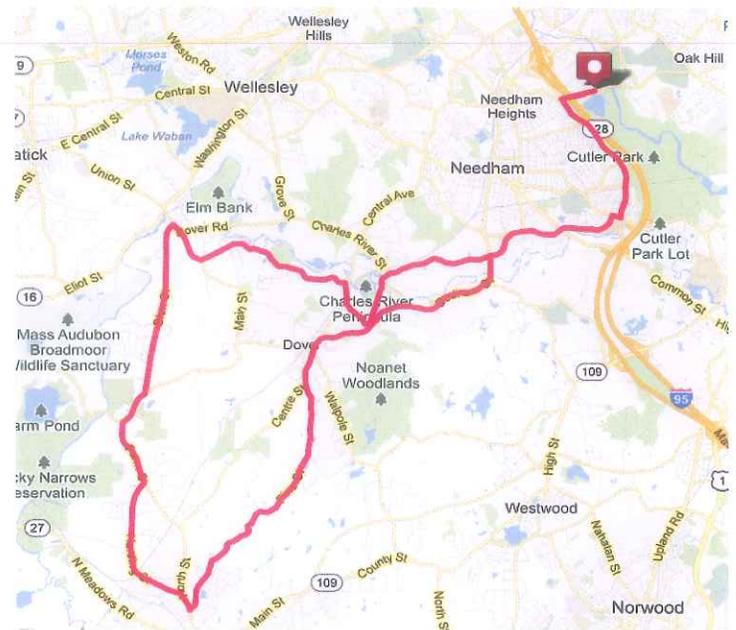
Sunday, June 10, 2018 – 5K Trail Run/Walk
DCR's Cutler Park (140 Kendrick Street)
10:00am Start Time



Sunday, June 10, 2018 – 25 Mile Masters Ride
DCR's Cutler Park (140 Kendrick Street)
8:30am Start Time

	LEFT on Kendrick St (toward Hunting)	
	Sharp LEFT on Greendale Ave	1.33mi (+.31)
	RIGHT on Great Plain Ave (toward South St)	2.75mi (+.3)
	LEFT on South St (CAUTION: Narrow)	3.05mi (+.052)
	Head west, staying on South St Cross Chestnut Street	4.22mi (+.028)
	RIGHT on Cross St (toward Centre St)	6.92mi (+.027)
	RIGHT on Centre St (toward Claybrook)	7.19mi (+.023)
	LEFT on Claybrook Rd Cross Main Street	7.86mi (+.041)
	RIGHT on Pleasant St (toward Lookout Farm)	9.71mi (+.046)
	LEFT on Glen St	10.8mi (+.028)
	RIGHT on Farm St (toward Bridge St)	12.57mi (+.031)
	RIGHT onto Junction St	14.02mi (+.02)
	Stay on Junction Junction turns in to Harding St	14.22mi (+.03)
	Follow Harding Street Observe Stop Sign Caution: Railroad Tracks	14.52mi (+.061)
	RIGHT on North Street Water Stop on RIGHT at Memorial School Parking Lot	15.00mi
	LEFT on Pine St (toward Summer St)	15.99mi (+.033)
	RIGHT on Centre St Observe Stop Sign	19.93mi (+.029)
	Follow Centre St (toward Dedham St)	20.5mi (+.058)
	Bear RIGHT on Dedham St	21.09mi (+.045)
	Continue on Dedham Street Dedham St becomes Chestnut St	23.1mi (+.026)

	RIGHT on South St	23.76mi (0.24+)
	RIGHT on Great Plain Ave	25.33mi (+.039)
	LEFT on Greendale Ave	26.28mi (+.056)
	Follow Greendale Ave	26.84mi (+.027)
	RIGHT on Kendrick St	27.5mi (+.012)
	RIGHT at 140 Kendrick St Destination/Finish Line	27.38mi





Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

- | | |
|--|--|
| <input checked="" type="checkbox"/> DPW | <input checked="" type="checkbox"/> Police |
| <input checked="" type="checkbox"/> Fire | <input type="checkbox"/> OTM |
| <input checked="" type="checkbox"/> Park & Rec | <input type="checkbox"/> Paid |
| <input type="checkbox"/> PFD | |

TYPE OF EVENT: (check all that apply)

- RUN WALK BICYCLE MOTORCYCLE

Name of Event: BigSteps Sk

Name of Organization: Sean D. Briggs Memorial Foundation

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:

99 Pond Avenue #523
Brookline, MA 02145

Organization is Not-for-Profit

Organization Billing Address (if Police Detail is required):

Same

Primary Contact: Christopher George

Contact Title: Race Director

Contact Address: 394 Cherry St.
Newton MA 02465

Contact Phone (Day): 617-502-9619

Contact Phone (Cell): 339-227-0083

Contact Email: george.christopher.d@gmail.com

Event Date(s): 11/18/18	Date Expected to be in Needham: 11/18/18
-----------------------------------	--

Earliest Time Expected in Needham: 6:00 am (setup)	Latest Time Expected in Needham: 12:30 pm (broken down)
---	--

Number of Expected Participants: 300	Number of Expected Spectators at Peak Time: 50
--	---

Are participants charged a fee? YES NO

Estimated Number of Vehicles: 50-60	What type of Parking is required: We utilize Broadmeadow School lot and nearby side streets.
---	--

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: Generally, participants arrive around 8:30 and will have all departed by 12:00pm. Peak parking 9:30-11am. We direct vehicles to Thornton, Tudor, Rochwell side streets to park. No parking on Bird or Broad Meadow Ave.

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 * we will rely on NPD discretion.
--	--

What will be done in case of inclement weather?
Cancellation or reschedule to 11/25 or 12/2 if available.

Will neighborhoods be impacted by parking and traffic? Minimally. Traffic usually flows with minor inconvenience.

What activities are planned for the start of the race (if in Needham)?
Announcements (safety, traffic, course info) (on school lot)

What activities are planned for the end of the race (if in Needham)?
Bouncy House, Raffle, Awards - all on School property

<p>What facilities are needed for the start of the race (if in Needham)?</p>	<p>Broadmeadow School Cafeteria and Parking Lot (will coordinate with Miki Rumbos)</p>
<p>What facilities are needed for the end of the race (if in Needham)?</p>	<p>Same</p>
<p>Once the event begins, how long will it take to complete the event?</p>	<p>First Race @ 9:00 am 5k @ 10:00 a.m.</p>
<p>Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?</p>	<p>No. We provide our own.</p>
<p>Will volunteers be placed along the route?</p>	<p>Yes</p>
<p>Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.</p>	<p>Yes - DJ. typically begins parking lot at 8 or 8:30am</p>
<p>Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)</p>	<p>Bananas & Bagels served in parking lot.</p>
<p>Will portable toilets be used? List locations.</p>	<p>Not Possibly. These are usually placed in the back of the lot, on the sidewalk</p>
<p>Will hydration stops be set up along route? If yes, please include these on route plan.</p>	<p>Yes - See Map. We are 50/50 about using them this year.</p>
<p>If the event takes place after dark, what is the plan to meet lighting needs?</p>	<p>N/A</p>
<p>What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?</p>	<p>1) Coned off running lane 2) Course Marshalls 3) Police Details 4) Med Tent BF - Needham.</p>
<p>Does the event take place during commuter times?</p>	<p>No.</p>
<p>Is school in session during the event? Will school drop off or pick up be impacted by the event?</p>	<p>No.</p>
<p>Are businesses open during the time of the event?</p>	<p>None along course.</p>
<p>Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)</p>	<p>No.</p>

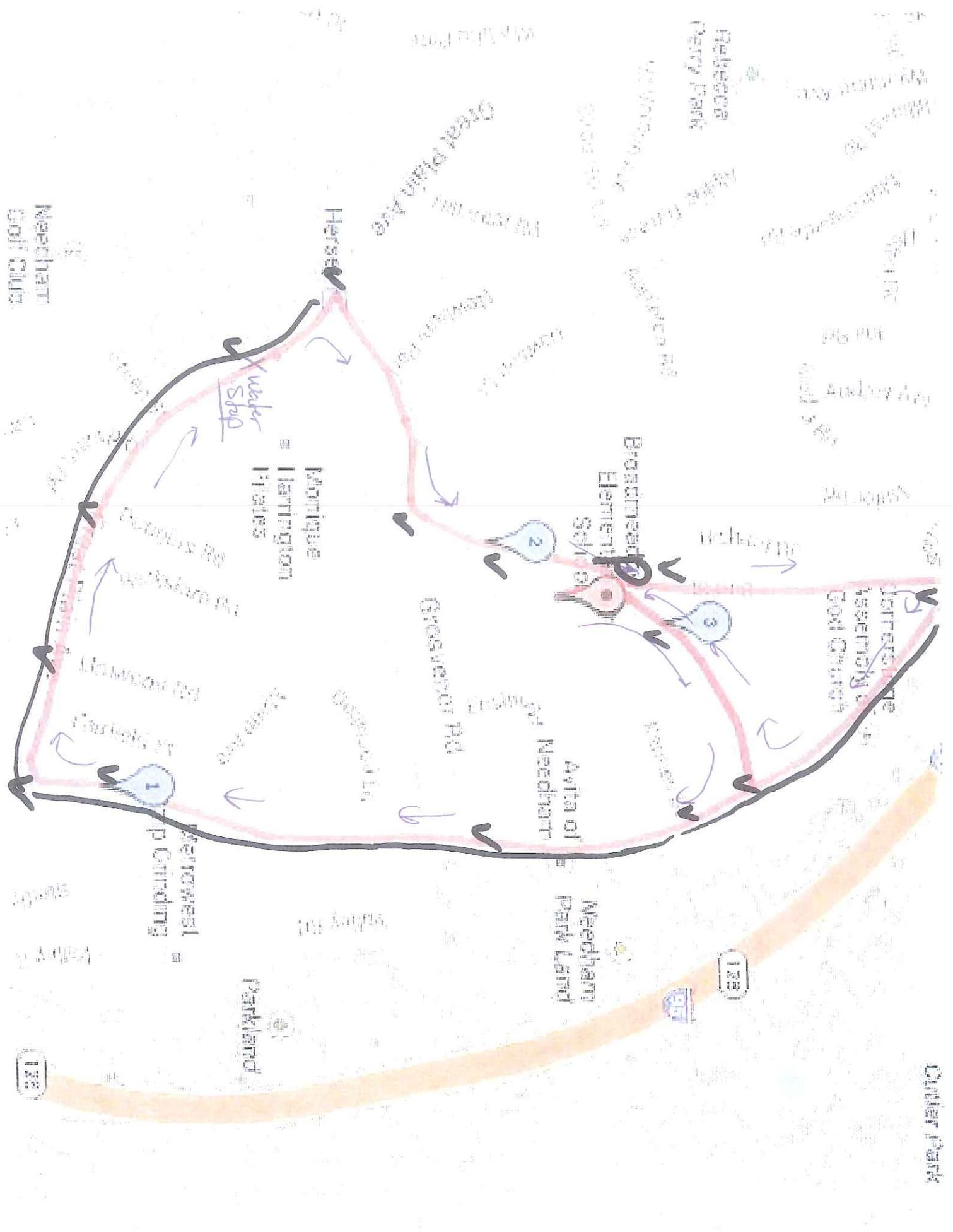
<p>Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?</p>	<p>Greendale Ave Worship Center. Vehicular access is not cut off. Race does not interfere with any scheduled services.</p>
<p>What is the plan to handle trash?</p>	<p>we clean up after ourselves with self provided trash.</p>

any
we also
have
a
custodian

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.



Outer Park

128

35

128

Sherry Johnson

1/20/20

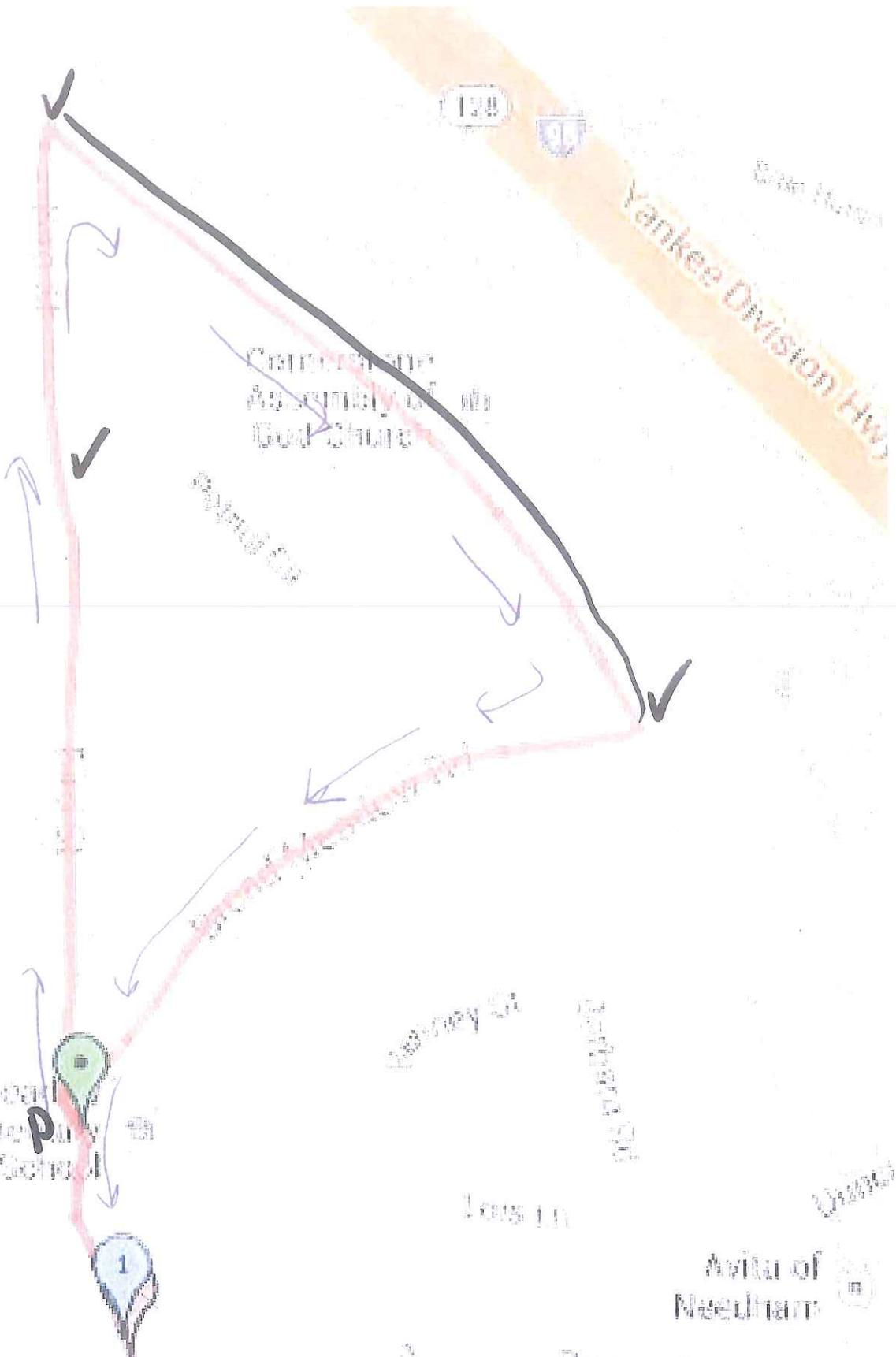
1/20/20

1/20/20

1/20/20

1/20/20

Investing Communications



130



Yankee Division Hwy

First Assembly of God Church

Garvey St

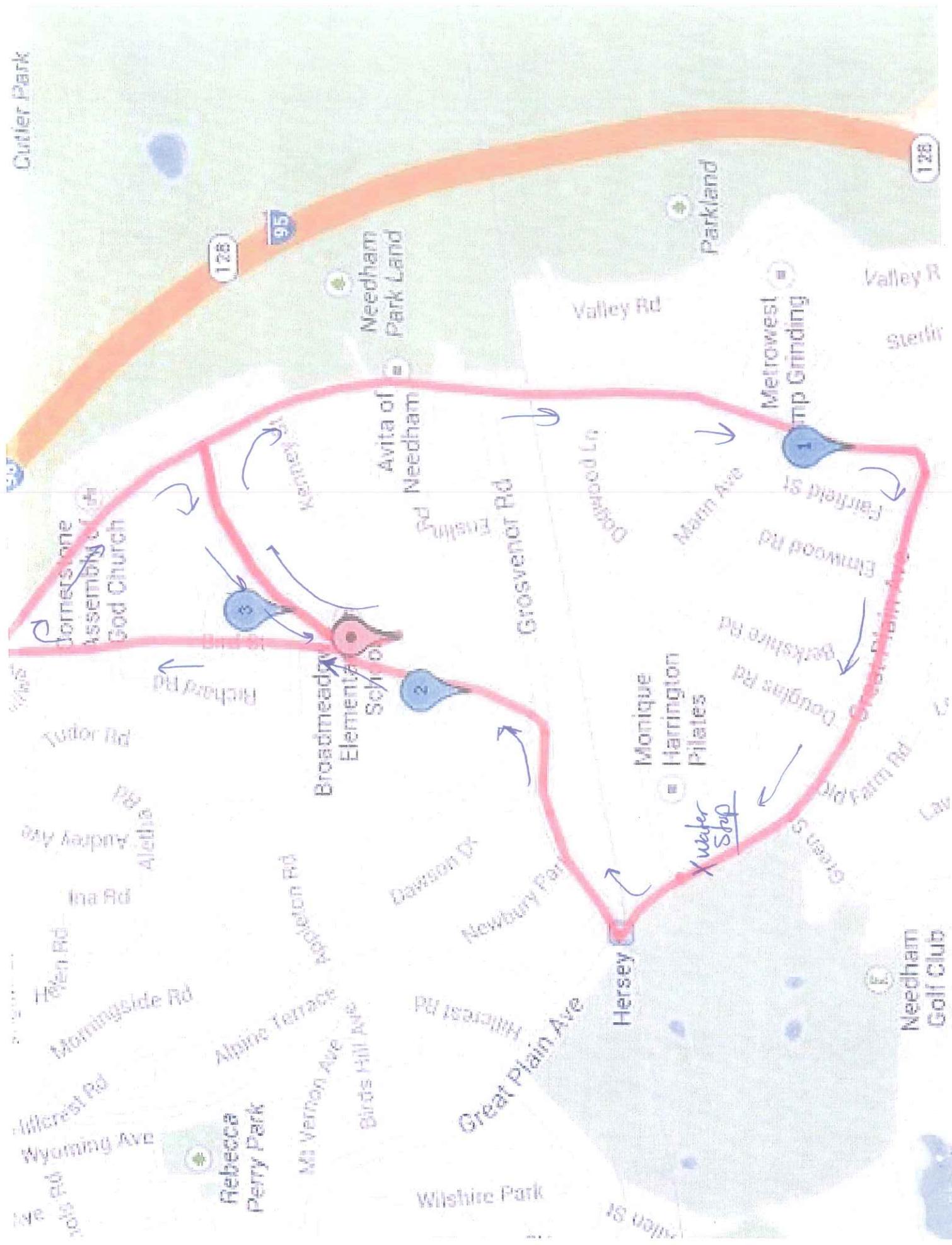
Waltham St

Doris Ln

Avila of Needham

Beane Ave





Cutler Park

128

95

128

Needham Park Land

Parkland

Valley Rd

Valley R

Sterlin

Melrose
Camp Grinding

Avita of
Needham

Grosvenor Rd

Corporal Ln

Main Ave

1

Parfield St

Elmwood Rd

Forrest Stone
Assembly of
God Church

W. Kenney

Broadmead
Elementary
School

Truitt
Rd

Richard Rd

Tudor Rd

Andrew Ave

Alethia Rd

Ina Rd

Heven Rd

Morningside Rd

Wyoming Ave

Alpine Terrace

Mt Verron Ave

Birds Hill Ave

Great Plain Ave

Wiltshire Park

Monique
Harrington
Pilates

Water
Stop

Hersey

Douglas Rd

Green St

Green St

Green St

Green St

Green St

Needham
Golf Club

Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR
cc: TOWN ACCOUNTANT, WATER AND SEWER SUPERINTENDENT

WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

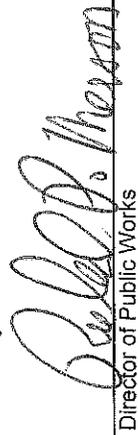
WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	-\$102.90
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$286.56
Transfer Station Charges:	\$0.00
Total Abatement:	-\$389.46

Order #: 1256

Read and Approved:


Assistant Director of Public Works


Director of Public Works

For the Board of Selectmen

Date: 6/12/18

Town of Needham
Water Sewer Billing System
Adjustment Form

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read
JO	Council on Aging (1)						\$0.00	-\$102.90	-\$286.56	-\$389.46	COA	N

Total: -\$389.46

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

Legend:

- O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
- TWN = Town Project caused damage to private property
- EC = Extenuating Circumstances
- Equip = Equipment Malfunction
- UEW = Unexplained water loss
- ACC = Accidental Water Loss
- BP = Billing Period beyond 100 days
- COA - Council on Aging

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

MUNICIPAL EMPLOYEE INFORMATION	
Name of municipal employee:	Catherine E Murray
Title/ Position	Broadmeadow School Cafeteria Worker
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Needham Public Schools
Agency Address	1300 Highland Ave Needham MA 02492
Office phone:	781-455-0400
Office e-mail:	mdincille@needham.gov
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	8/31/2000
BOX # 1	ELECTED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am an elected municipal employee.
Write an X beside your financial interest.	<input type="checkbox"/> STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR <input type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.
	My financial interest in a municipal contract is:
	<input type="checkbox"/> I have a non-elected, compensated municipal employee position. <input type="checkbox"/> A municipal agency has a contract with me. <input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. <input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am a non-elected municipal employee.
	<input type="checkbox"/> STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.
	My financial interest in a municipal contract is:

<p>Write an X beside your financial interest.</p>	<p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>-- OR --</p> <p><input type="checkbox"/> STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a municipal contract is:</p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</p>	
<p>Name and address of municipal agency that made the contract</p>	<p>Public Health Department - Traveling meals 1471 Highland Ave Needham MA 02492</p>
<p>Please put in an X to confirm these facts.</p>	<p>"My Municipal Agency" is the municipal agency that I serve as a municipal employee.</p> <p>The "contracting agency" is the municipal agency that made the contract.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p>FILL IN THIS BOX OR THE BOX BELOW</p>	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</p> <p>- Please explain what the contract is for.</p> <p>packer/driver for summer Traveling meals Program</p>
<p>FILL IN THIS BOX OR THE BOX ABOVE</p>	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>
<p>What is your financial interest in the municipal</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.</p>

contract?	Hired for traveling meals packing for summer 6/28/18 \$17.00 a hour
Date when you acquired a financial interest	6/28/18
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. n/A
Date when your immediate family acquired a financial interest	n/A
Write an X to confirm each statement.	<p>FOR A CONTRACT FOR PERSONAL SERVICES –</p> <p>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	Catherine E Murray
Date:	6/18/18

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT – File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.



Needham Board of Health

1471 Highland Avenue, Needham, MA 02492
www.needhamma.gov/health

781-455-7500 ext. 511
781-455-0892 (fax)



Memorandum

To: Christopher Coleman, Assistant Town Manager/Director of Operations
From: Timothy McDonald, Director of Public Health
Date: June 19, 2018
Re: 20B Exemption – Traveling Meals Summer Program

The Needham Public Health Department hires packers/drivers to staff the Traveling Meals Program during the summer when volunteers are not available. The Summer Traveling Meals Program may run from June 28, 2018 through August 31, 2018.

The summer packer/drivers hired by the Public Health Division are listed below. The employee that works for the school department*** during the academic year, has no overlap in duties or responsibilities because the summer Traveling Meals Program operates only during the time when school is not in session.

Sincerely,

Timothy Muir McDonald
Director of Public Health, Town of Needham

CC: *Maryanne Dinnell, Traveling Meals Program Coordinator*
Theodora Eaton, Town Clerk
Rachel Glisper, Director of Human Resources

Name	SS	School Year Employment
Ilene Gallelo	XXX-XX-	Needham Resident-not employed by Town or Schools in Needham
Catherine Murray***	XXX-XX-	Broadmeadow School Cafeteria Worker
Vedhavalli SJ Nathan	XXX-XX-	Needham Resident- not employed by Town or Schools in Needham
Anne C. Connolly	XXX-XX-	Needham Resident-not employed by Town or Schools in Needham