

SELECT BOARD
January 29, 2019
Needham Town Hall
Revised Agenda

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

1.	6:00	Certificate of Appreciation- Abdul Cader Asmal MD, Phd., Human Rights Committee
2.	6:00	Public Hearing- Eversource Energy Grant of Location: Burnside Road/High Street <ul style="list-style-type: none"> • Maureen Carroll, Eversource Energy Representative
3.	6:00	Ambulance Rates <ul style="list-style-type: none"> • Dennis Condon, Chief of the Fire Department • David Davison, Assistant Town Manager/Director of Finance • Evelyn Poness, Town Treasurer/Collector
4.	6:10	Abatement of Ambulance Charges <ul style="list-style-type: none"> • Dennis Condon, Chief of the Fire Department • David Davison, Assistant Town Manager/Director of Finance • Evelyn Poness, Town Treasurer/Collector
5.	6:20	Town Manager <ul style="list-style-type: none"> • Rail Trail Grant Proposal • Naming of Facilities – Cogswell Building • FY2020 Budget Presentation
6.	7:00	Executive Session Exception 3- Potential Litigation

APPOINTMENTS

1.	Affordable Housing Trust	Avery Newton (term expires 6/30/2022)
2.	Needham Community Television Development Corporation	Michael Fraini (term expires 6/30/2022)

CONSENT AGENDA *=Backup attached

1.	Accept the following donations made to the Needham Community Revitalization Trust Fund: \$100 from Timothy Kickham, \$500 from Holly and Bruce Johnstone, and \$50 from John and Marcia Russo.
2.*	Approve a One Day Special Wines & Malt Beverages License for Martin Goldberg, of Temple Beth Shalom to hold its TBS Comedy Night event on February 2, 2019 from 7:00 p.m. to 11:00 p.m. The event will be held at the Temple Beth Shalom, 670 Highland Avenue, Needham.
3.*	Ratify Citation for the Chinese Friends of Needham on the occasion of the 2019 Chinese New Year Celebration.
4.*	Upon the approval of the Personnel Board in accordance with Section 20B(5) of the Town Charter, approve the revised Schedule C rates for part-time, temporary and

	seasonal positions effective January 1, 2019.
5.	Approve a request from the Exchange Club of Needham to sponsor 4 th of July fireworks on Wednesday, July 3, 2019 and activities on Wednesday, July 3, 2019, and Thursday, July 4, 2019. Activities on the 4 th will include a Flag Raising on the Town Common, the Grand Parade, a 5K road race, the Crafts Fair/Flea Market, and athletic competitions for younger children. Coordination of all additional activities will be made with appropriate Town Departments.
6.*	Approve a Special One Day Wine & Malt Beverages Only license for Robert Timmerman of the Needham Knights of Columbus to host its annual SuperBowl Party for Seminarian Support on Sunday, February 3, 2019 from 4:00 p.m. to 10:00 p.m. The event will be held at Needham Knights of Columbus, 1211 Highland Avenue, Needham.
7.*	Approve and sign application for an amendment, Non-Profit Club Change of Officers/Directors for the Village Club, located at 83 Morton Street, Needham and forward to the ABCC for its approval.
8.*	Approve Open Session minutes of December 19, 2018, January 8, 2019 and January 22, 2019.
9.	Approve a request from Village Club to extend operational hours on February 3, 2019 (Super Bowl Sunday) for the Club (lower) portion only: Last call – 11:00 pm; Members off premises – 11:30 pm; and everyone (bartender) off premises – 12:00 am.
10.	Accept a \$150 donation made to the Needham Aging Services Donation Account from Ellen Knizeski, a resident of Connecticut.
11.*	Approve and sign the liquor compliance letters for the following establishments: Cook Needham, Fuji Steak House, The Farmhouse, The Heights, The Residence Inn, and Needham Wine and Spirits.
12.*	Water and Sewer Abatement Order #1268



**Certificate Of
Appreciation**

From The
**Town of Needham, Massachusetts
Select Board**

Awarded to:

ABDUL CADER ASMAL MD, PHD

**In recognition of six years of membership on the
Needham Human Rights Committee. Your
thoughtful input and guidance to this Committee has
been invaluable to the Town. We appreciate your
dedication to such a worthy cause. Thank you for
your service.**

Signed this 29th day of January, 2019



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/29/2019

Agenda Item	Public Hearing: Eversource Energy Grant of Location – Burnside Road/High Street
Presenter(s)	Maureen Carroll, Eversource Energy Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>Eversource Energy requests permission to install approximately 7 feet of conduit in Burnside Road. This work is necessary to relocate the existing overhead electric service to underground electric service for 59 High Street.</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 SELECT BOARD
<p><u>Suggested Motion:</u></p> <p>Move that the Select Board approve and sign a petition from Eversource Energy to install approximately 7 feet of conduit in Burnside Road. This work is necessary to relocate the existing overhead electric service to underground electric service for 59 High Street.</p>	
3.	BACK UP INFORMATION ATTACHED
<p>(Describe backup below)</p> <ul style="list-style-type: none">a. Grant of Location Petition Review Sheet from DPWb. Letter of Applicationc. Petitiond. Ordere. Petition Planf. Notice Sent to Abuttersg. List of Abutters	

* Please note: Mark Wombolt, of Hollerbrook Builders will be in attendance as there is visible work that has already been done.

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

P.O. Box 920364 NEEDHAM, Ma. 02492 Telephone: (781) 455-7550
www.needhamma.gov/dpw

TO: Nikki Witham, Selectmen Office
FROM: Judy Laffey, DPW Office
DATE: 12/31/18
RE: 59 High St. - w.o. 2302546

For Selectmen Meeting of Jan. 22, 2019
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 12/28/18 REVIEWER: JCH
SITE LOCATION: 59 High St UTILITY REQUESTING: EVERSON

Conduit Work Area Description

- A Sidewalk/Grass Strip Crossing Only Peer Review Jm 12/28/18
- B Work Within Paved Road Perpendicular Crossing Peer Review _____
- C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway
Peer Review _____ Div. Head Review _____
- D Other Peer Review _____ Div. Head Review _____

- Petition Plan Consistent with Field Review
- Diameter of Conduit
- Depth of Conduit
- Utility Conflicts N/A
- Crossing Perpendicular to Road N/A
- Public Road
- Double Pole N/A
- Old Pole Removed N/A
- Cables Transferred to New Pole N/A
- New Riser on Pole
- Visible Trench Patch across Road/Sidewalk
- Abutters List Complete
- Photos Included

Department Head _____

COMMENTS:

Visible work already done, street occupancy permit 8/16/18
mark wombolt cell: 508-400-9078
Permit # 10,609 by Hollerbrook Builders (no excavation) - Attached
Owner: Matt & Jean Lucas at 479-283-6193

December 24, 2018

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

RE: 59 High Street
Needham, MA
W/O #2302546

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 7 feet of conduit in Burnside Road.

The reason for this work is to relocate the existing overhead electric service to underground electric service for 59 High 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

KAC/kj
Attachments

**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 December 22, 2018** and filed herewith, under the following public way or ways of said Town:

**Burnside Road - Southwesterly from pole #70/1, approximately
90 feet southeast of High Street, a distance of
7 ± feet of conduit.**

(W.O. #2302546)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

By: 
Kelly-Ann Correia, Supervisor
Rights & Permits

Dated this 24th day of December

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:

**Burnside Road - Southwesterly from pole #70/1, approximately
90 feet southeast of High Street, a distance of
7 ± feet of conduit.**

(W.O. #2302546)

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 December 22, 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
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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
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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

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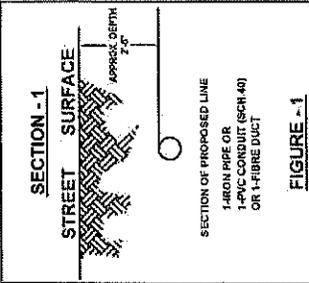
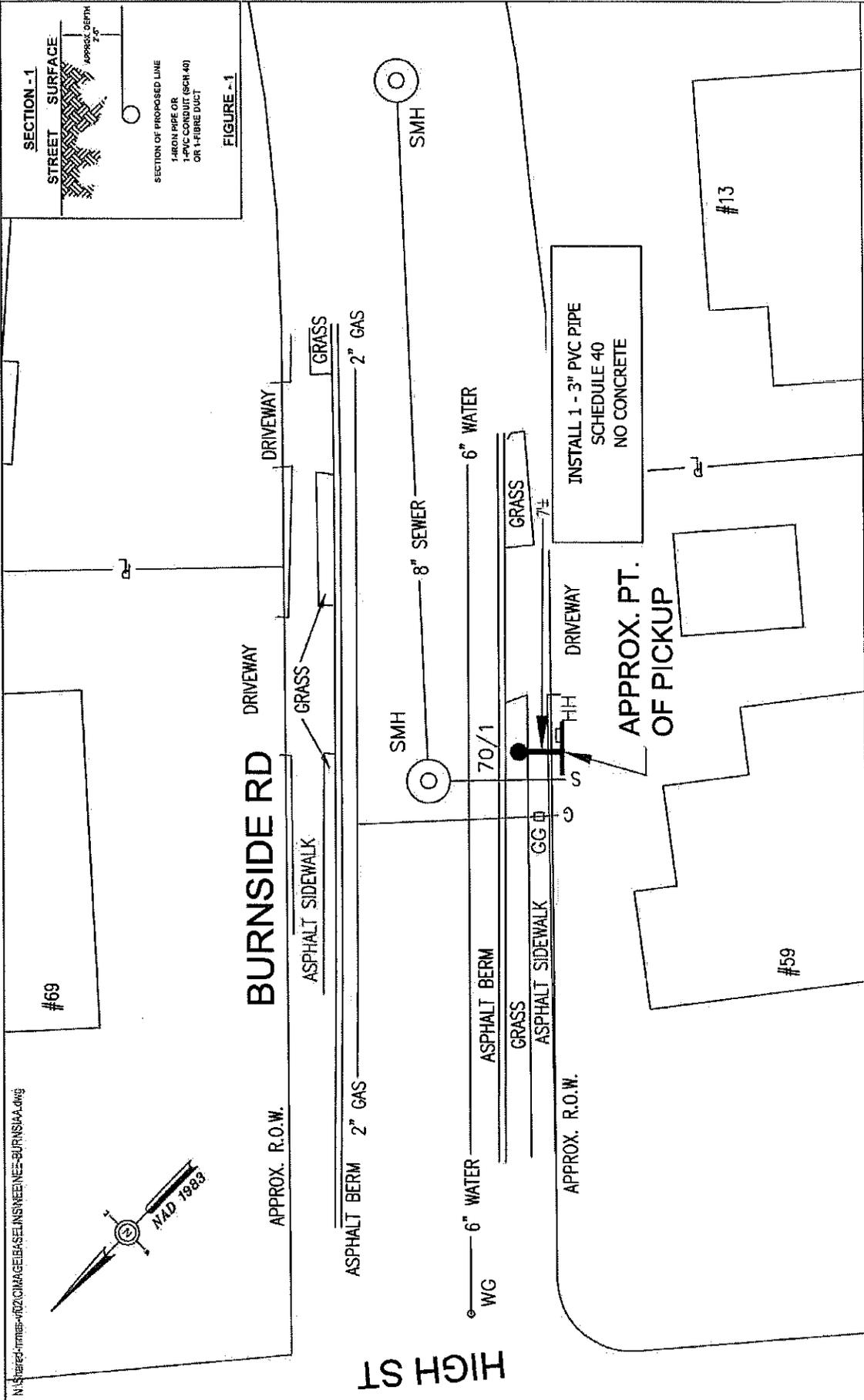
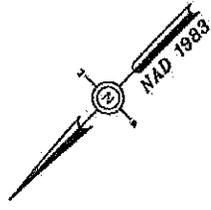


FIGURE - 1

<p>MASS. LAW REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233</p>		<p>BY YOUR USE OF THE INFORMATION CONTAINED IN THIS PLAN YOU AGREE THAT THE LIABILITY OF ANY AND ALL PERSONS FOR DAMAGES, INCLUDING REASONABLE ATTORNEY'S FEES, DAMAGES, PENALTIES, COSTS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSSTAR ENTITIES") SHALL BE LABEL FOR ANY LOSS OR INJURY CAUSED BY THE INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.</p> <p>THE INFORMATION MAY NOT REPRESENT A SURVEY AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO VERIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.</p>
<p>C# 186-18</p>	<p>Ward #</p>	<p>NSSTAR EVERSOURCE UTILITY</p>
<p>Work Order # 2302546</p>	<p>Surveyed by: SC/PC</p>	<p>1108 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125</p>
<p>Research by: PC</p>	<p>Plan of BURNSIDE ROAD</p>	<p>NEEDHAM</p>
<p>Plotted by: PC</p>	<p>Showing PROPOSED CONDUIT LOCATION</p>	
<p>Proposed Structures: TL</p>	<p>Scale 1"=20'</p>	<p>Date DECEMBER 22, 2018</p>
<p>Approved: A DEBENEDICTIS</p>	<p>SHEET 1 of 1</p>	



SCALE IN FEET



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 6:00 p.m. on January 29, 2019** upon petition of Eversource Energy dated **December 24, 2018** to install approximately 7 feet of conduit in Burnside Road. The work is necessary to relocate the existing overhead electric service to underground electric service for 59 High Street.

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

SELECT BOARD

Dated: January 18, 2019

59 HIGH STREET

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
FEENEY, COLIN SHAMUS & SCANNELL, AGNES A., TR	FEENEY, JODI G	54 HIGH ST	NEEDHAM	MA	02494	1990640008700000	54 HIGH ST
GORMAN, GREGORY & MANDATO, LAURIE A	GORMAN, VALERIE T.	60 HIGH ST	NEEDHAM HTS	MA	02494	1990680001300000	60 HIGH ST
CARR, ERIC & BERNSTEIN, SALLY	CARR, KRISTEN L.	13 BURNSIDE RD	NEEDHAM HTS	MA	02494	1990640004900000	13 BURNSIDE RD
CANTOR, ALAN L. & BETTY E. TRS.	22 PETRINI CIRCLE REAL ESTATE TRUS	14 BURNSIDE RD	NEEDHAM HTS	MA	02494	1990640004800000	14 BURNSIDE RD
TEDOLDI, WILLIAM J & BETSY A.	C/O TEDOLDI, WILLIAM J. ET AL TRS.	69 HIGH ST	NEEDHAM HTS	MA	02494	1990640004700000	69 HIGH ST
SAMMARCO, JONATHAN R. & CARMINE	C/O LUCAS, MATTHEW K. & JEANNE D.	6 MANNING ST	NEEDHAM HTS	MA	02494	1990640008400000	6 MANNING ST
		55 HIGH ST	NEEDHAM HTS	MA	02494	1990640008500000	55 HIGH ST
		68 HIGH ST	NEEDHAM HTS	MA	02494	1990680001200000	68 HIGH ST
		59 HIGH ST	NEEDHAM	MA	02492	1990640008600000	59 HIGH 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.....




**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/29/2019

Agenda Item	Ambulance Rates
Presenter(s)	Dennis Condon, Chief of the Fire Department David Davison, Assistant Town Manager/Director of Finance Evelyn Poness, Town Treasurer/Collector

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will hear recommendations to change the Town ambulance rates for emergency medical transport services.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: Move that the Board approve the revised ambulance rates as follows:	
Basic Life Support (BLS):	\$1,230.00
Advanced Life Support (ALS):	\$1,635.00
Advanced Life Support (ALS 2):	\$2,505.00
Extra EMT:	\$ 200.00
Mileage Rate (for travel 5 miles or less):	\$ 15.00/per mile*
Mileage Rate (for travel beyond 5 miles):	\$ 20.00/per mile*
and further that the rates become effective on _____.	
* Per mile or fraction thereof.	
3.	BACK UP INFORMATION ATTACHED
January 25, 2019 Ambulance Rates Memo	

MEMORANDUM

TO: SELECT BOARD
FROM: DAVID DAVISON, ASSISTANT TOWN MANAGER/DIRECTOR OF FINANCE
SUBJECT: AMBULANCE RATES
DATE: FRIDAY, JANUARY 25, 2019
CC: KATE FITZPATRICK, TOWN MANAGER; CHRISTOPHER COLEMAN, ASSISTANT TOWN MANAGER/DIRECTOR OF OPERATIONS; DENNIS CONDON, FIRE CHIEF; EVELYN PONESS, TOWN TREASURER AND TAX COLLECTOR

The Town's ambulance rate structure was last amended in June 2017. The proposed rate structure maintains the one rate for all the services provided at the different levels of care. The proposal also recommends setting a mileage rate of \$15 per mile or fraction thereof for the first five miles. The recommendation maintains the mileage rate of \$20 per mile for transports that travel farther than 5 miles. The only other distinct fee is for an extra EMT, and of recommendation is to hold the rate at \$200.

Service	Proposed Rates		Change	%
	Current	Recommendation		
BLS	\$1,200	\$1,230	\$30	2.50%
ALS1	\$1,600	\$1,635	\$35	2.19%
ALS2	\$2,450	\$2,505	\$55	2.24%
Per Mile* 5 miles or less	\$0	\$15	\$15	
Per Mile* Over 5 miles	\$20	\$20	\$0	0.00%
Extra EMT	\$200	\$200	\$0	0.00%

Basic Life Support (BLS) refers to pre-hospital use of techniques and skills defined by the Statewide Treatment Protocols by EMTs certified pursuant to 105 CMR 170.000. Advanced Life Support (ALS) refers to the pre-hospital use of medical techniques and skills defined by the Statewide Treatment Protocols by EMTs certified pursuant to 105 CMR 170.000. Advanced Life Support (ALS2) means providing a higher level of care based on the relative acuity of critically ill patients.

We will be available at the Board's meeting on January 29, 2019 to answer any questions that you may have about this recommendation.



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/29/2019

Agenda Item	Abatement of Ambulance Charges
Presenter(s)	Dennis Condon, Chief of the Fire Department David Davison, Assistant Town Manager/Director of Finance Evelyn Poness, Town Treasurer/Collector

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	In accordance with the Town's procedures for writing off departmental receivables considered uncollectible, we will review the request to abate outstanding ambulance charges for the service period prior to January 1, 2001, and the service period between January 1, 2007 and December 31, 2011, and ask the Board to approve same.
2.	VOTE REQUIRED BY SELECT BOARD
	Suggested Motion: Move that the Board approve the recommendation to abate outstanding ambulance charges billed for services provided prior to January 1, 2001 totaling \$135,508.98 and that the Board abate outstanding ambulance charges billed for services provided between January 1, 2007 and December 31, 2011 totaling \$367,332.23.
3.	BACK UP INFORMATION ATTACHED
	January 25, 2019 Abatement of Ambulance Charges Memo

MEMORANDUM

TO: **SELECT BOARD**

FROM: **DAVID DAVISON, ASSISTANT TOWN MANAGER/DIRECTOR OF FINANCE**

SUBJECT: **ABATEMENT OF AMBULANCE CHARGES**

DATE: **FRIDAY, JANUARY 25, 2019**

CC: **KATE FITZPATRICK, TOWN MANAGER; DENNIS CONDON, FIRE CHIEF; EVELYN PONESS, TOWN TREASURER AND TAX COLLECTOR; MICHELLE VAILLANCOURT TOWN ACCOUNTANT**

The table below summarizes the total ambulance charges outstanding for accounts billed prior to January 1, 2012. The amounts are carried as receivables but are effectively uncollectible and should be written off as such. The total outstanding ambulance balance that is recommended to be abated (written off) covers a period starting in April 1991 through December 31, 2000, and the period between January 1, 2007 and December 31, 2011. The Board previously abated uncollectible ambulance charges for the period between January 1, 2001 and December 31, 2006 (November 25, 2008). The total is \$502,841.21 which represents 9.1% of the total billed (\$5,529,363) during the same periods. We have considered the balance as uncollectible and recorded same in the financials as an allowance for doubtful accounts. We are in the process of completing the reconciliation and analysis of ambulance charges for services provided between January 1, 2012 and December 31, 2017. After this process is completed, we will forward a request for abatement on those bills.

CY	Number of Runs	Number of Bills with Balance	% of Runs	Commitments	Not Paid by Patient	Not Paid by Government	Legal Prohibition on Collection	Total Uncollected to Abate	% of Commitment*
1991		1			\$30.52			\$30.52	
1992									
1993		32			\$6,811.00			\$6,811.00	
1994		40			\$7,667.62			\$7,667.62	
1995		70			\$14,645.51	\$214.50	\$643.50	\$15,503.51	
1996		76			\$16,617.69	\$222.55	\$222.55	\$17,062.79	
1997		90			\$19,436.65		\$491.55	\$19,928.20	
1998	1,452	94	6.5%		\$21,722.00		\$420.00	\$22,142.00	
1999	1,508	68	4.5%		\$18,654.08		\$232.00	\$18,886.08	
2000	1,660	95	5.7%		\$25,469.28	\$1,017.98	\$990.00	\$27,477.26	
Total	4,620	566		\$1,430,407.20	\$131,054.35	\$1,455.03	\$2,999.60	\$135,508.98	9.5%
2007	1,586	595	37.5%	\$713,360.00	\$95,617.99	\$7,991.85		\$103,609.84	14.5%
2008	1,768	648	36.7%	\$802,635.00	\$87,114.26	\$8,519.09	\$1,010.00	\$96,643.35	12.0%
2009	1,750	299	17.1%	\$871,993.00	\$49,204.59	\$6,053.80	\$530.00	\$55,788.39	6.4%
2010	1,605	331	20.6%	\$819,172.00	\$55,858.70	\$4,538.66	\$1,140.00	\$61,537.36	7.5%
2011	1,748	295	16.9%	\$891,795.80	\$40,921.39	\$8,831.90		\$49,753.29	5.6%
Total	8,457	2,168	25.6%	\$4,098,955.80	\$328,716.93	\$35,935.30	\$2,680.00	\$367,332.23	9.0%
Grand Total	13,077	2,734		\$5,529,363.00	\$459,771.28	\$37,390.33	\$5,679.60	\$502,841.21	9.1%

We will be available at the Board's meeting on January 29, 2019 to answer any questions that you may have about this recommendation.



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/29/2019

Agenda Item	Rail Trail Grant Application
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>The Town Manager will recommend that the Board vote to endorse an application for construction of the Fisher Street Trailhead on the Rail Trail.</p> <p>The Board previously endorsed a CPA funding application for the design of the trailhead.</p>	
2.	VOTE REQUIRED BY SELECT BOARD
<p>Suggested Motion: That the Board vote to endorse the application for funding for the construction of the Fisher Street Trailhead on the Rail Trail.</p>	
3.	BACK UP INFORMATION ATTACHED
<p>a. Application summary materials</p>	

DRAFT

Section II: Project Information

Project Title *

Needham Rail Trail - Fisher Street Trailhead

Municipality(s) where the project will take place *

Needham

Brief Project Description *

Completed in 2016, the Needham Rail Trail has become a very popular recreational asset for walkers, joggers, bikers, and cross-country skiers of all ages and abilities. From the initial conception of the 1.7 mile trail, a trailhead at Fisher Street was envisioned comprising a stone dust driveway and parking area, a wood rail fence/guardrail, landscaping, benches, signage, and interpretive elements, but due to budget constraints the trailhead was never constructed. The current request to MassTrails will allow the Town to complete the Fisher Street trailhead, thereby greatly enhancing the accessibility and value of the rail trail.

Please provide a brief description of of the proposed project in 2-3 sentences. This description will be used to describe the project in abbreviated form for various purposes including approvals, press and announcements going forward.

Total Project Value *

\$ 100000

See "MassTrails Budget and Timeline Worksheet" and attach at the end of this application. The worksheet can be accessed on the MassTrails Grants website.

Grant Amount Requested *

\$ 80000.00

(Up to 80% of Total Project Value)

Matching Amount Committed *

\$ 20000

(Minimum of 20% of Total Project Value)

What is the primary activity of the project? *

Project Development

Design / Engineering / Permitting

Construction

Maintenance

Maintenance Equipment Purchase

Other:

What type of trail will this project build? *

Shared-Use Path (Accessible / Bike and Pedestrian Path)

DRAFT

- Woodland Trail (Hiking / Mt Biking / Other Non-Motorized Trail)
- Motorized Trail (Snowmobile / ATV / Off-Highway Motorcycle, 4-Wheel Drive)
- Other:

What user group will this trail/pathway serve/allow? Check all that apply. *

- Walkers
- Runners
- Hikers
- Bicyclists
- Mountain Bikers
- Cross-Country Skiers
- Equestrians
- Snowmobiles

ATV Riders

Off-Road Motorcyclists

4-Wheel Drive Trucks

Paddlers/Rowers

Other:

Briefly describe the project site/location.*

The site for the proposed trailhead is on the northeast side of Fisher Street where it crosses the Needham Rail Trail. The ROW is approximately 100 feet wide in this location and the area is essentially flat. The proposed trailhead is across Fisher Street from the Charles River Peninsula, which contains the DCR's Red Wing Bay recreation area as well as 30 acres (open space, trails, and a canoe launch) owned by the Trustees of Reservations. The Fisher Street Trailhead will provide an easy connection to, and serve as a hub for, these other recreational resources.

Describe the specific project site and limits, starting/terminus points and destinations.

List the name of the landowner(s) and other relevant interest held on the property and by what entity (ie: Conservation Restriction, Leasehold, Right of Way, Easement). Provide documentation of permissions for project work by all required entities as an attachment in the final section of this application.*

The land is owned by the MBTA/MA Department of Transportation and leased to the Town of Needham under a 99-year lease.

DRAFT

Is the land where the project will take place publicly owned? *

Yes

No

For land that is owned by a non-profit or private entity, is there guaranteed public access to the project site for at least 10 years after the project is completed? What agreement(s) are in place to ensure public access? (optional)

Does this project meet the minimum state and federal requirements for accessibility? *

Yes

No

All MassTrails projects must comply with state and federal regulations for accessibility, depending on the structure and intended use of the pathway or trail system. See the "MassTrails Grant Guidelines and Application Information" document for assessing a project's regulatory requirements for accessible trails and pathways.

Does the project involve the purchase of steel or iron, including construction supplies (ie: bridges, culverts) or equipment with steel or iron parts (ie: tractors, snowmobiles), with a value of \$2,500 or more?*

Yes

No

MassTrails projects may be required to comply with the U.S. DOT Buy America provision. See the MassTrails "Grant Guidelines and Application Information" document for details.

If applicable, has a Project Need Form (PNF) / Project Initiation Form (PIF) been submitted to MassDOT? What is the project number (if one has been assigned)?
(optional)

NA

If Transportation Improvement Plan (TIP) funding is anticipated for the project, a PNF must be submitted to MassDOT to qualify for MassTrails funding.

[Save and Resume Later](#)

DRAFT

Section III: Narrative

Mass Trails seeks strong projects that:

Plan, Design or Construct off-road shared-use pathway and recreational trail connections between where Massachusetts residents live, learn, work, shop, and recreate (Connect)

- MassTrails favors building out the longer distance shared-use pathways and recreational trails across the state
- MassTrails prioritizes filling in critical gaps in existing networks, or overcoming current barriers to connectivity
- MassTrails considers the number of people that will potentially access a given project

Serve the diversity of Massachusetts residents, especially: (Equitable)

- Minority and Low-Income populations (Environmental Justice Communities)
- Other Underserved or Vulnerable Populations
- Youth

Propose projects that make efficient use of grant funds (Efficient)

- Have a detailed and reasonable budget
- Have a strong local match
- Have funding in place or a plan for funding subsequent required phases

Are ready for the proposed phase (Ready)

- Previous planning work supports proposed phase
- Appropriate community input and outreach has been completed
- Environmental, permitting and right-of-way challenges have been identified and alternatives and solutions have been fully explored
- Have a plan in place for ongoing required maintenance once the project is complete

Effectively incorporate safety (Safe)

Adequately address accessibility (Accessible)

Create diverse, high quality recreational experiences and connect users to the natural and cultural wealth of Massachusetts (Experiential)

What kind of trail do you want to build? Describe the characteristics of the proposed trail (ie: length, width, terrain, surface, amenities, accessibility)*

The Needham Rail Trail is a 1.7 mile recreational trail that runs along the former Bay Colony Railroad from the Charles River at the Dover Town Line to the Needham Town Forest near High Rock Street. Completed in 2016 through a joint effort of the Town of Needham and the Bay Colony Rail Trail Association, the trail has become a very popular recreational asset for walkers, joggers, bikers, and cross-country skiers of all ages and abilities.

The profile of the rail corridor is relatively flat. The trail is 10 feet wide with a 2-foot shoulder on both sides. It is generally raised slightly above the surrounding ground and has a 1.5% cross slope for drainage, which also meets Americans with Disabilities Act (ADA) accessibility guidelines. The trail has less than the 4.5% maximum slope or grade (construction tolerance +/- 0.5%) to meet ADA accessibility guidelines.

From the initial conception of the trail, a trailhead at Fisher Street was envisioned comprising a stone dust driveway and parking area, a wood rail fence/guardrail, landscaping, benches, signage, and interpretive elements, but due to budget constraints the trailhead was never constructed. A very preliminary conceptual design of the trailhead was included in the Bay Colony Rail Trail Conceptual Planning and Design Study-- Needham, MA (pp. 13-14) by Fay Spofford & Thorndike in 2013.

The Needham Town Manager and the Bay Colony Rail Trail Association have submitted an Initial Eligibility Project Application Form to the Needham Community Preservation Committee (CPC) for \$15,000 to hire a consultant to design the Fisher Street Trailhead, including construction-ready documents. The CPC is currently reviewing the application.

Based on the preliminary conceptual design, we anticipate construction costs for the trailhead to be \$80,000. The current request to MassTrails will allow the Town to complete construction of the Fisher Street trailhead, thereby greatly enhancing the accessibility and value of the Rail Trail. The proposed Fisher Street Trailhead is located across the street from the Charles River Peninsula, where both MA DCR's Red Wing Bay recreation area and 30 acres of open space (with trails and a canoe launch) owned by Trustees of Reservations are located. The trailhead will provide easy access and serve as a hub for these other recreational resources.

Describe the specific tasks required to complete this project.*

Prior to trailhead construction, the Needham Community Preservation Committee needs to approve the application for design funds (\$15,000) for the Fisher Street Trailhead. The Town will then issue an RFP, select a design consultant, and work closely with the consultant in preparing the final design and construction-ready documents. We anticipate the design consultant will use the preliminary conceptual design as a starting point. The Needham Conservation Commission issued a Negative Determination of Applicability for the trail back in November 2014 and has recently confirmed that no additional review will be required by the Commission for the proposed Fisher Street Trailhead.

The following tasks will be undertaken by the Town (led by the Needham DPW and the Town Engineer with support from the Needham Rail Trail Advisory Committee, where appropriate) once the construction-ready design documents are completed:

- 1) Develop and issue an RFP for construction of the Fisher Street Trailhead.
- 2) Review proposals and select a contractor.
- 3) Oversee the contractor's work in constructing the trailhead (including driveway and parking area, fencing or vegetative barriers, landscaping, benches, signage and interpretive elements) on an ongoing basis. Specific contractor activities are expected to include:
 - a) Clearing and grubbing
 - b) Excavation
 - c) Install dense graded crushed stone driveway and parking area
 - d) Install graded, compacted stone dust surface
 - e) Install wood rail fence/guardrail to separate trail from parking area
 - f) Install loam
 - g) Landscaping
 - h) Install kiosks, benches and interpretive elements
- 4) Review the completed trailhead to ensure construction is consistent with the final design documents.
- 5) Complete and submit required documentation to MassTrails Program.

Be as specific as possible about the steps the grant project will take and the results you hope to achieve. Include the specific trails location(s), starting and ending points, and trail distances. Describe the trail surface material, and any proposed structures involved. All tasks should also match the project's budget.

Describe how this project will fill in a critical network gap and/or connect to residential, commercial and recreational destinations. *

Each week since the Needham Rail Trail was completed almost three years ago, it has attracted hundreds of walkers, runners, bikers, and/or cross country skiers of all ages and abilities. Over this period the Bay Colony Rail Trail Association has held several organized events (e.g., trail walks, clean-up days, information tables at community events, etc.) to introduce the trail to area residents and expand its use. These events have attracted a diverse range of participants, from families with young children on bikes to elders seeking an easy, car-free stroll. The trail is one of a very few flat, multi-use, safe trails in Needham that is suitable for both young children and elders.

While the trail is well used, the most common question we have received is how to access the trail and where to park. The proposed Fisher Street Trailhead will greatly enhance the visibility and accessibility of the trail, thereby greatly enhancing its value. The Trailhead will also bring the trail into full compliance with accessibility requirements as it currently lacks accessible parking.

The proposed Fisher Street Trailhead is adjacent to the Charles River Peninsula where MA DCR's Red Wing Bay site and 30 acres of open space owned by Trustees of Reservations are located. The trailhead will provide easy access and serve as a hub for these other recreational resources.

Finally, a key priority of the Town and the Bay Colony Rail Trail Association is to extend the Rail Trail approximately 1,800 feet from its current terminus at the Town Forest near High Rock Street to Chestnut Street, across from the Needham Junction commuter rail station and adjacent to a dense, mixed-use commercial and residential area. A preliminary analysis of extension options has been completed and there are ongoing discussions with MBTA and Massachusetts Realty Group concerning this issue. While not part of the current application to MassTrails, once accomplished this extension will greatly enhance the connectivity of the Needham rail Trail as an important link to public transportation and Needham's commercial zone.

Is the project located in or near an Environmental Justice Community (indicate proximity)? If applicable, how will this project improve access, mobility, safety, health and/or quality of life for an underserved population? *

Needham's youth and elderly have few options for safe, flat, car free biking or walking. The Needham Rail Trail is one of the few trails in the area that provides such an opportunity. In addition, near High Rock Street the Needham Rail Trail is adjacent to the Needham Housing Authority's Chambers St., Linden St. and High Rock Developments. As the Housing Authority serves elderly, disabled and income-qualified residents, the trail provides easy access to safe recreational activities for this underserved population.

See MassTrails "Grant Guidelines & Application Information" document for additional information and resources on Environmental Justice and Underserved Communities. Both can encompass low income, minority, elderly, children, limited english proficiency, geographically isolated communities (i.e.: rural) or persons with disabilities.

Describe the "readiness" of this project for the proposed phase. *

The Needham Rail Trail was completed in 2016 with the intent to add trailheads when resources became available. In fact, the original Bay Colony Rail Trail Conceptual Planning and Design Study (Fay, Spofford & Thorndike, 2013) included a preliminary conceptual design for the Fisher Street Trailhead. Though the trail has become a well-used community asset, resident feedback has consistently identified the need for a trailhead with parking, signage, and other amenities.

The Needham Community Preservation Committee is currently reviewing the Town's application for design funds (\$15,000) for the Fisher Street Trailhead. We expect to know the CPC's decision in April with Town Meeting final approval in May, and design funds available July 1, 2019. Assuming the CPC decision is positive, the Town will proceed with preparation of the RFP for trail design. We anticipate the contracting process to take 6-8 weeks and the final design work to be completed by October.

The Needham Rail Trail project received a permit from the Needham Conservation Commission in 2015. The original plans for the project included the Fisher Street Trailhead and the Conservation Commission has recently confirmed that no additional review is required.

What planning / engineering steps have already been accomplished? What permits are anticipated, which ones are already in place? Is there a plan in place for ongoing maintenance?

Describe community support for this project.*

The Needham Rail Trail has received widespread support from the public. As described above, hundreds of people of all ages and abilities use the trail each week for walking, running, biking, and/or cross-country skiing. The trail was developed through a public-private partnership by the Town of Needham and the Bay Colony Rail Trail Association and received over \$130,000 of private donations from local residents and businesses.

The need for trailheads has been consistently voiced by trail users and other area residents. The proposed trailhead will greatly enhance the accessibility and value of the trail. In developing the Needham Rail Trail, the Town and the Bay Colony Rail Trail Association made a concerted effort to meet with trail abutters and address their concerns. These efforts included reimbursing abutters for privacy fencing/landscaping where there was an identified need. We are not aware of any opposition to the proposed Fisher Street Trailhead, but we will again reach out to the adjacent landowners and attempt to address any concerns they may raise.

How was the public involved in the project's selection and planning and what is the public's role going forward? What votes are required and have those taken place and passed? Describe any existing or anticipated opposition to the project and how that is being addressed.

Does this project specifically address an existing or potential safety issue? If yes, describe the proposed installation/enhancement and how it will improve safety on the trail.*

While the Fisher Street Trailhead is not specifically aimed at addressing a safety issue, to the extent cars now park along Fisher Street where there is not adequate roadway width, the project will provide designated off-street parking thereby enhancing safety of both trail users and traffic along Fisher Street.

DRAFT

All projects must meet minimum safety requirements for the intended use. This question only applies to projects which are specifically applying for funds to address an existing or potential safety issue.

Does this project specifically address or improve accessibility? *

The Needham Rail Trail does not currently have parking that is accessible for populations with limited mobility and/or persons with disabilities. (The parking area for DCR's nearby Red Wing Bay recreation area is down a steep slope and does not meet minimum regulatory requirements for accessibility.) The proposed Fisher Street Trailhead, including the parking area, will be located in a flat area at the same elevation as the trail and will be designed to meet the accessibility requirements.

*If applicable, provide a brief overview of how the project will facilitate new or improved access for populations with limited mobility and/or persons with disabilities, including but not limited to elderly, blind and wheelchair users. *Note that all projects must meet the minimum regulatory requirements for accessibility according to the designed use of the trail (see the MassTrails "Grant Guidelines and Application Information" document for details in assessing your project's requirements).*

What distinguishes this project as a unique, high-quality recreational experience for the visitors and residents of Massachusetts? *

The Needham Rail Trail is already a valued recreational resource providing a safe, off-road experience to users of all ages and abilities for walking, running, biking, and cross-country skiing. Moreover, it links the extensive recreational trail networks at the Charles River Peninsula (with DCR's Red Wing Bay recreational area and 30 acres owned by the Trustees of Reservations) to the southwest and the trails in the Needham Town Forest to the northeast, enhancing the connections among and value of all these resources. The proposed Fisher Street Trailhead will provide a dedicated and fully accessible parking area and other amenities to the Rail Trail.



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/29/2019

Agenda Item	Naming of Facilities – Cogswell Building
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>The Town Manager will propose that the Board consider naming the new Central Avenue Storage Building after Jack Cogswell.</p>	
2.	VOTE REQUIRED BY SELECT BOARD
<p>Discussion only.</p>	
3.	BACK UP INFORMATION ATTACHED
<p>a. Memo to the Select Board dated January 25, 2019 b. Naming of Facilities Policy</p>	



TOWN OF NEEDHAM
TOWN HALL
Needham, MA 02492-2669

Office of the
TOWN MANAGER

TEL: (781) 455-7500
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TO: Select Board
FROM: Kate Fitzpatrick *Kate*
CC: Steve Popper, Director of Design & Construction
Rick Merson, Director of Public Works
DATE: January 25, 2019
RE: Naming of Central Avenue Storage Building

Please consider this request to name the new Central Avenue Storage Building (CASB) in honor of Jack Cogswell.

In accordance with the Naming of Facilities and Placement of Memorials Policy (BOS-DIS-003), a proposal to name a facility must be submitted in writing to the Select Board and must include a summary outlining the merits of the proposal. The request must be presented to the Board, and voted on at a subsequent meeting to allow time for public comment.

Jack lived most of his adult life in Needham, including four separate times between 1956 and 2018. For most of those years, Jack lived in the John Mills House on Great Plain Avenue, moving to North Hill for the final years of his life. Jack graduated from Dartmouth College, and received a Master's of Science in Civil Engineering from Dartmouth's Thayer School of Engineering. He served in the Army Reserves from 1956 through 1963, achieving the rank of Captain, and had a 34 year career at the New England Telephone Company.

Jack's service to the Town of Needham is almost without parallel. He was the host of the "Talk of the Town" show on the Needham Channel for many years – he felt strongly that the general public should have a greater understanding of local government. He was especially passionate in his advocacy of all Public Works matters, and may be best known for his "bubble speech," in which he convinced Town Meeting that appropriate investment in roads and public infrastructure was critically necessary and overdue.

Jack was a committed member of the Needham Historical Society (now the Needham History Center & Museum) from 1975 – 2018. He served at times as Treasurer, Director and Trustee of the endowment fund. Along with other stakeholders, Jack led the effort to merge the Glover Hospital with the Deaconess Medical Center of Boston, which enabled both hospitals to establish a profitable business model and served as a successful model for hospital collaboration across the state.

Jack's long and varied service on boards and committees includes the following:

- Board of Selectmen 1996-2008
- Planning Board 1979-1986
- Solid Waste Disposal & Recycling Committee 1997 – 2007
- Taxation Aid Committee 2016 – 2018
- Council of Economic Advisors 2017-2018
- Historical Commission 2008 – 2010
- Community Preservation Committee 2009 – 2010
- Capital Expenditures Budget Programming 1979 – 1982
- Board of Appeals 1987 – 1991
- Water & Sewer Rate Structure Committee 1996 – 2008
- Trustee of Glover Hospital 1991 – 1993
- Traffic Management Advisory Committee 2005 – 2009
- Town Meeting Member 1981 – 2007; 2015 – 2018.

I look forward to discussing the proposal to name the CASB the Cogswell Building with the Board at its meeting on January 29, 2019.

Town of Needham Board of Selectmen

Policy Number:	BOS-DIS-003
Policy:	Naming of Facilities and Placement of Materials
Date Approved:	April 13, 2005
Date Revised:	May 11, 2010
Approved:	 Chairman, Board of Selectman

Policy:

1. The Board of Selectmen is responsible for the naming (or renaming) of any facilities located on parcels of land under the jurisdiction of the Board. A facility is defined as a building, portion of a building, driveway, intersection, walkway, or other parcel or portion of a parcel of land and places or natural features contained therein. Once a facility has been named, renaming will be approved only in extraordinary circumstances.
2. The Board of Selectmen is responsible for approval of the placement of memorial objects, artwork, signs or other fixtures on parcels of land under the jurisdiction of the Board. Examples include, but are not limited to, plaques, memorial or ornamental signs, sculptures, banners, benches, trees or other plantings, fountains, detached structures, and walls.

Procedure:

1. A proposal to name a facility must be submitted in writing to the Board of Selectmen and must include a summary outlining the merits of the proposal. The proponent or his or her designee will present the request to the Board of Selectmen at a regularly scheduled meeting. The Board will vote on the proposal no sooner than the next regularly scheduled meeting, after allowing a period of time for public comment. The Board of Selectmen may appoint a committee to assist with its review of any proposal.
2. A proposal for the placement of a memorial object, piece of artwork, sign, or other fixture must be submitted in writing to the Board of Selectmen and must include a summary outlining the merits of the proposal. The Board will vote on the proposal at a regularly scheduled meeting.
3. The Board of Selectmen shall review existing facility names to avoid duplication, confusing similarity or inappropriateness.
4. Approval of the placement of a memorial object, artwork, sign or other fixture will only be made after a determination by the Board of Selectmen that the proposal will not: limit physical access to the site; endanger the peace or safety of the public; interfere with any utility or access thereto; be limited by unacceptable special restrictions, conditions or

covenants; or create a significant budgetary obligation on the Town for which no provision has been made.

5. Donation of funds, memorial objects, artwork, signs, fixtures, or in-kind services must be formally accepted by the Board of Selectmen in accordance with Massachusetts General Laws.
6. Requests for naming of facilities or placement of memorials on land not under the jurisdiction of the Board will be referred to the appropriate Board.



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/29/2019

Agenda Item	FY2020 Budget Presentation
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>The Town Manager will present the proposed annual balanced budget for fiscal year 2020.</p>	
2.	VOTE REQUIRED BY SELECT BOARD
<p><i>Suggested Motion:</i> That the Board vote to recommend approval of the Town Manager's Proposed Annual Budget for FY2020.</p>	
3.	BACK UP INFORMATION ATTACHED
<p>a. FY2020 Town Manager's Budget Message b. Proposed Annual Balanced Budget document to be Provided Under Separate Cover</p>	

Needham in FY2020: Time to *Flourish*

"We are what we repeatedly do. Excellence, then, is not an act but a habit." - Will Durant

The Oxford English Dictionary defines the word "flourish" as "to grow or develop in a healthy or vigorous way, especially as the result of a particularly favorable environment."

In Needham, years of preparation coupled with a particularly favorable economic environment have allowed the Town to grow and even flourish, meeting increasing service demands while continuing to invest in capital facilities and set aside funds for the future.

The Town is thriving, and this is an opportune time to step back and take stock of where we are and where we are headed. The Select Board created the Needham 2025 project through which the Town will gain a better understanding of the impact of commercial and residential growth on its infrastructure, including traffic, transportation, water, sewer, drains, roads and bridges, technology, and school facilities. Over the years, the Town has conducted facility master plans, demographic analyses for future school needs planning, and build-out analyses for special projects and zoning initiatives. The N2025 project will provide a more complete Town-wide overview – identifying the reasonably anticipated range of commercial and residential growth by 2025, and the associated impact/pressure that may be placed on existing, planned, or prospective infrastructure by this growth and other regional trends. The knowledge gained will inform the long-range planning processes of policy-making boards and committees.

The Needham community is flourishing, and we will continue to seek opportunities for growth and improvement – excellence *is* our habit.

Budget Planning & Progress

In the FY2018 "Opportunity" budget, we recommended that the Town harness the strong but likely temporary new growth associated with commercial development, and mindfully reserve higher than normal revenue growth. For FY2019, our overall recommendation was that the Town "stay the course" and follow through on the framework that had been put in place over the past five years – to prioritize funding for reserves, known facility upgrades, and expected service delivery needs.

Reserves

Maintaining an appropriate level of contingency funds – or reserves – is a best practice that has been adopted by the Select Board. The Town has shown steady progress in funding reserves, and we are currently evaluating the target levels of each fund.

Athletic Facility Improvement Fund – The Town has been disciplined in its effort to set aside funds for known future athletic facility expenses including a portion of the Memorial

Park Fieldhouse (appropriated in 2018) and the replacement of synthetic turf fields (proposed for the 2019 Annual Town Meeting).

Debt Service Stabilization Fund – The creation of the DSSF and the corresponding opportunity to divert recurring revenue from the operating budget is one of the factors that has allowed the current recommendation to fund full-day kindergarten and other modest performance improvements in FY2020. The balance in the fund, and any future contributions, will be used to smooth out the impact of debt service payments on the operating budget.

Capital Facility Fund – The Town appropriated approximately \$1.8 million from the fund to supplement the High School Classroom expansion project, and appropriated that amount back into the fund in 2018.

Capital Facilities

One of the Select Board's key budget priorities is the renovation, reconstruction and/or preservation of the Town's capital assets in the most prudent, realistic, and efficient manner over the next five to ten year period. Planning for these capital facilities has been multi-faceted – relying on a combination of tax-levy supported debt, enterprise fund debt, reserves, Community Preservation Funds, and thoughtful and judicious use of debt exclusion overrides. In order to make these plans a reality, it is critical that investment in reserves remains a high priority.

Rosemary Recreation Complex – This building opened in the summer of 2018, and is substantially complete. It was funded through a combination of tax levy-supported debt, Community Preservation debt, and Community Preservation cash.

Fire Station #2 – This facility is part of the Public Safety Project, funded through a debt exclusion override approved by the voters in 2018. Fire Station #2 will be temporarily relocated to the Hillside School in the fall of 2019, and the new station is expected to open in the spring of 2021.

Public Safety Complex – The Public Safety Building, consisting of Fire Station #1 and the Police Station, was funded through a debt exclusion override approved by the voters in 2018. Fire Station #1 is expected to open in the summer of 2020, and the entire facility is projected to be complete in early 2022.

Public Works Complex – A six bay garage was added to the site in FY2014, the fuel island was replaced and relocated in 2017, and the Central Avenue Storage Building - designed to store equipment that does not fit on the Dedham Avenue site – will begin construction in early 2019, with an expected completion that same year. The Select Board is evaluating options for funding the phased reconstruction of the DPW facility on Dedham Avenue. The Central Avenue Storage Building was funded by a combination of tax-levy supported debt, Free Cash, and Enterprise Fund Retained Earnings.

Memorial Park Building – The reconstruction of the Memorial Park Building was approved in 2018 and is well underway. The facility is expected to open in the summer of 2019. The funding for this project included CPA funds, Free Cash, tax levy-supported debt, and a transfer from the Athletic Facility Improvement Fund.

Sunita Williams School – The construction of the new elementary school to replace the Hillside School is well underway and is expected to open in the summer of 2019. The

project was funded through a debt exclusion override approved by the voters in 2016, and a financial contribution from the Massachusetts School Building Authority.

Emery Grover – The October 10, 2018 Special Town Meeting approved funding for an expanded feasibility study for appropriate workspace for School Administration.

Program improvements

Public Safety – Over the past several years, the Select Board has recommended an increase in the number of full-time firefighters and police officers. The increase in the Fire Department was proposed for FY2020, and the increase in the Police Department was planned to be phased in over a three year period from FY2019 to FY2021. One police officer position was funded in FY2019 and one is recommended in FY2020. The Town was fortunate to have received Federal funding to support the addition of eight firefighters beginning at the end of FY2019. The Federal government will fund 75% of the cost of the firefighters for two years, and 35% in the third year. The FY2020 budget recommendation includes full funding of the Town’s Emergency Management Program Coordinator, which is currently a part-time position. The Select Board’s goal is to ensure that the community, its residents and staff are safe and that proper planning and training is current and at the forefront of the Town’s daily operations. In the most recent citizen satisfaction survey, 99% of respondents rated their overall feeling of safety in Needham is good or excellent – a level of satisfaction that was one of the highest in the country and one that the Town should strive to maintain.

Full-day kindergarten – The School Committee and School Administration have been planning for the implementation of full-day kindergarten for years. The Town of Needham is the only community in the Commonwealth in which children do not have access to full-day kindergarten. Working together, staff, boards and committees adopted a long-term plan and framework. Because the Town refrained from allocating all recurrent revenue to operations in the past several years, we are able to recommend full funding of this program in FY2020.

Minuteman School – FY2020 is the first year that the Town will be assessed for the debt service for the new school, which is scheduled to open for the 2019/2020 school year. Many Town staff members and elected and appointed officials participated in years of planning for this project and the Town expected and planned for the increased assessment.

Other – The FY2020 General Government and School Department budgets include modest program improvements to enhance existing services.

Budget in Brief

The recommended FY2020 General Fund operating budget totals \$194,588,397 representing a change of \$10,281,088 or 5.6%. A comparison of the FY2019 budget to the FY2020 recommended budget is shown in Table 1.1.

Table 1.1

Description	Current Year	Recommended	\$ Change	% Change
Town Wide Expense Budgets	51,924,460	57,918,498	5,994,038	11.5%
General Departments	38,792,065	43,400,927	4,608,862	11.9%
Needham Public Schools	71,105,943	76,005,765	4,899,822	6.9%
Minuteman Assessment	914,236	1,056,123	141,887	15.5%
Total General Fund Operating Budget	162,736,704	178,381,313	15,644,609	9.6%
Cash Capital	12,635,289	10,037,752	(2,597,537)	-20.6%
Financial Warrant Articles	3,523,945	2,004,651	(1,519,294)	-43.1%
Other Appropriations	2,021,791	241,612	(1,780,179)	-88.0%
Total General Fund Appropriations	180,917,729	190,665,328	9,747,599	5.4%
Other Amounts to be Raised	3,389,580	3,923,069	533,489	15.7%
Total General Fund Expenditures	184,307,309	194,588,397	10,281,088	5.6%

Goals & Objectives of the FY2020 Budget

Budgeting Best Practices

The Select Board adopted the following best practices to produce a budget that preserves the Town's fiscal sustainability:

1. **Current revenues must be sufficient to support current expenditures.** The FY2020 operating budget is supported by current revenues. These are revenues that are reasonably expected to recur annually, and can be relied on to fund on-going operations during strong and weak economic periods.
2. **The Operating and Capital Budgets must be developed in conformance with the Town's comprehensive financial policies and must not be reliant on one-time revenue or unsustainable practices.** Revenue that cannot reasonably be expected to recur annually in FY2020 is allocated to one-time costs and reserves and is not used to support the operating budget except as provided under the Town's Free Cash best practice.
3. **The five year Pro Forma budget must be updated on an annual basis to ensure that the underlying assumptions are adjusted based upon changing conditions and data.** The five year Pro Forma budget has been updated annually since 2002. The Pro Forma budget is a planning tool that provides early opportunity for the Town to anticipate and prepare contingency plans for the operation of the government and the continuation of primary services.
4. **Debt must not be used to fund on-going operating expenses, and will only be issued for capital improvements greater than \$250,000 with a useful life of five years or more.** The FY2020 – FY2024 Capital Improvement Plan includes projects funded by debt and is in compliance with this best practice. The FY2020 – FY2024 Capital Plan is promulgated as a separate document.

5. **The use of Free Cash to fund operations will be minimized by limiting such use to no more than 2% of the prior year's appropriated operating budget, or the actual turn back, whichever is lower.** The amount of Free Cash used to support on-going operations for FY2020 is \$2,068,301, which is in compliance with this best practice.
6. **Adequate contingency funds must be maintained.** This proposed balanced budget allocates funding to the Athletic Facility Improvement Fund, the Capital Improvement Fund, and the Workers Compensation Fund. Appropriations recommended from the Athletic Facility Improvement Fund have been made in accordance with a carefully-considered and multi-year plan to set aside funds for significant investment in synthetic turf fields.
7. **Sufficient maintenance and replacement funds will be allocated to ensure that capital facilities and equipment are properly maintained.** The recommended operating budget and the Capital Improvement Plan include significant investment in facilities, equipment and infrastructure.
8. **The Operating and Capital Budgets must be resilient – allowing the Town to maintain existing service levels, withstand typical local and regional economic disruptions, and meet the demands of natural growth, decline, and change.** The balanced budget proposal includes a planned reallocation back to the operating budget of recurring revenue that was previously allocated to the Debt Service Stabilization fund for the purpose of funding full-day kindergarten. The implementation of full-day kindergarten without the need for an operating override was the cornerstone of the past two budget proposals, and is an example of budgetary resiliency.
9. **The Operating and Capital Budgets must be sustainable – meeting the needs of the present without compromising the ability of future generations to meet their own needs.** Proposed increases in service delivery are focused and targeted, and are affordable within historical revenue growth assumptions. The Town's funding of its post-employment employee benefits liability is an excellent example of sustainability in that currently accruing expenses are being funded with current revenue. The Town has taken steps to reduce the discount rate for the OPEB and Pension funds, both of which have recently been reset at 7.25%, with further reductions planned in coming years.

Core Budget Priorities

The Select Board has adopted the following core budget priorities for general government operations. These priorities served as a key guideline in our evaluation of departmental spending requests. The primary goal of the Board is the maintenance and optimization of existing Town services. In addition, mindful of the availability of revenue for appropriation, the Board has set the following priorities:

1. Support for items that contribute to the achievement of the Townwide goals and objectives.
2. Support for a five to ten year plan for the renovation, reconstruction and/or preservation of the Town's capital assets in the most prudent, realistic, and efficient manner.

3. Support for initiatives that contribute to financial sustainability, including the maintenance of a debt service plan that balances capital needs with the Town's ability to pay, identification of alternative funding sources for traditional cash capital needs, evaluation of financing alternatives, and alignment of capital and maintenance needs with appropriate funding sources.
4. Support for initiatives aimed at achieving greater coordination and efficiency among Town departments, and providing adequate resources to address identified service delivery and general administrative needs of the Town in a cost effective manner.

Budget Drivers: Personnel-Related Costs & Enrollment

Because the primary product of local government is services, the operating budget is heavily weighted to salaries and other personnel-related costs. As in past years, key budget drivers include the funding schedule for the Retirement System and OPEB, health insurance costs and the pace of medical inflation, salary growth, and increasing School enrollment.

Salary Related Expenses

Personnel-related costs remain the highest proportion of the Town's budget. Table 1.2 details the number of General Fund and Enterprise Fund benefit-eligible employees by department. The number of General Government FTEs increased by 15.5 from FY2015 to FY2019, and is proposed to increase by 6.7 from FY2019 to FY2020. The number of School Department FTEs grew by 43 from FY2015 to FY2019, and is proposed to increase by an additional 44.88 from FY2019 to FY2020.

As discussed previously, additional increases in General Government staffing are proposed for the coming years, most notably in public safety. The Town received a grant to support an increase of eight firefighters that will allow the Town to meet National Fire Protection Association Standards for response, and to staff a full-time ambulance in Needham Heights. The grant will fund 75% of the cost of the firefighters in the first two years, and 35% of the cost in the third year. The projected FTE for the Fire Department included in Table 1.2 includes only the portion of the funding supported by the General Fund.

**Table 1.2
General and Enterprise Fund Full-time Equivalent Benefit-Eligible Positions
FY2014 to FY2019 (excluding grant-funded positions)**

Department	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	FY2015 - FY2019 # Change	Projected FY2020
Select Board/ Office of the Town Manager	8.0	9.0	8.0	9.0	9.0	1.0	10.0
Town Clerk	4.0	4.0	4.0	4.0	4.0	0.0	4.0
Finance	23.2	22.6	22.6	22.6	23.6	0.4	24.0
Planning & Community Development	5.8	5.8	6.2	6.2	6.3	0.5	6.3
Police	59.0	59.0	59.0	59.0	60.0	1.0	61.0
Fire*	71.0	71.0	71.0	71.0	71.0	0.0	73.7
Building	8.6	8.6	9.8	9.8	9.8	1.2	9.8
Public Works**	140.0	140.0	139.5	140.0	144.0	4.0	145.0
Building Design & Construction***	4.0	4.0	4.5	5.0	5.0	1.0	5.0
Health & Human Services	13.2	13.9	13.9	15.7	17.6	4.4	17.5
Library	13.0	13.0	13.0	14.0	15.0	2.0	15.0
Park and Recreation	4.0	4.0	4.0	4.0	4.0	0.0	4.6
Municipal Departments	353.8	354.9	355.5	360.3	369.3	15.5	375.9
School Department	706.3	715.5	724.1	739.4	749.3	43.0	794.2

* Exclusive of 8 fire fighter positions funded by grant that may begin in FY2019.

** Restated to reflect building maintenance positions as part of Public Works. The Public Works total includes enterprise fund positions.

*** Restated to reflect movement of the building maintenance positions to Public Works.

**Table 1.3
Changes in Salary Line Items FY2015 to FY2019**

Description	FY2015	FY2016	FY2017	FY2018	FY2019 - Budget as of December 31	Average % Change
Board of Selectmen	715,158	785,523	762,789	856,073	892,969	5.4%
Town Clerk	312,927	321,314	351,915	333,734	376,968	6.1%
Town Counsel	73,584	75,422	75,442	75,442	75,442	1.0%
Personnel Board		15,000				-100.0%
Finance Department	1,690,829	1,709,311	1,759,051	1,833,197	1,943,197	3.5%
Finance Committee	32,462	34,000	35,733	36,629	38,385	3.9%
Municipal Administration	2,824,960	2,940,570	2,984,930	3,135,075	3,326,961	4.2%
Planning & Community Development	407,750	463,636	493,930	517,082	538,933	6.8%
Land Use and Development	407,750	463,636	493,930	517,082	538,933	6.8%
Police Department	5,581,122	5,765,222	5,967,300	6,139,368	6,363,295	4.2%
Fire Department	6,758,282	6,894,466	7,173,457	7,552,956	7,774,497	3.4%
Building Department	553,286	579,030	654,730	694,478	718,612	6.4%
Public Safety	12,892,690	13,238,718	13,795,487	14,386,802	14,856,404	3.9%
Building Design & Construction	3,472,871	3,652,434	3,787,885	3,974,832	498,725	-14.3%
Public Works	6,110,486	6,315,940	6,532,462	6,737,178	10,727,702	14.7%
Public Services (including enterprise employees)	9,583,357	9,968,374	10,320,347	10,712,010	11,226,427	3.9%
Health and Human Services	1,073,830	1,152,753	1,301,022	1,401,261	1,545,614	9.7%
Commission on Disabilities	1,500	1,500	1,500	1,500	1,500	
Public Library	1,156,157	1,250,534	1,265,264	1,312,846	1,421,397	5.2%
Park and Recreation Department	483,633	496,254	498,000	439,510	582,618	5.4%
Community Services	2,715,120	2,901,041	3,065,786	3,155,117	3,551,129	6.9%
Total	28,423,877	29,512,339	30,660,480	31,906,086	33,499,854	4.3%
Education	49,856,876	52,239,914	55,095,622	57,959,764	61,116,730	5.6%
Combined Total	78,280,753	81,752,253	85,756,102	89,865,850	94,616,584	5.1%

As noted on Table 1.3, average annual increases in salary line items from FY2015 to FY2019 are above the sustainability target due in part to increases in headcount for program improvements (5.1% overall, 5.6% for the Needham Public Schools, and 4.3% for General Government departments).

Health Insurance Expenses

Health insurance costs for employees and retirees have been relatively stable. As evidenced in Table 1.4, health insurance enrollment for active employees has held fairly steady since FY2015, increasing by 1.71% from FY2015 to FY2019 and not at all from FY2018 to FY2019. As will be discussed below, health insurance costs are projected to increase only 1.8% from FY2019 to FY2020 due to plan design changes.

**Table 1.4
Group Health Insurance Enrollment FY2015 to FY2019**

Fiscal Year	Town	Increase over Prior Year	School	Increase over Prior Year	Total Actives	Increase over Prior Year
FY2015	286	0.70%	531	4.32%	817	3.03%
FY2016	294	2.80%	530	-0.19%	824	0.86%
FY2017	286	-2.72%	544	2.64%	830	0.73%
FY2018	291	1.75%	540	-0.74%	831	0.12%
FY2019	291	0.00%	540	0.00%	831	0.00%
Total Change FY15-FY19		1.75%		1.69%		1.71%
Total Change FY18-FY19		0.00%		0.00%		0.00%

Note: Retiree enrollment is expressed in number of plans: retiree individual, retiree family, & retiree spouse. In FY2019, 589 individuals who retired from the Town of Needham are receiving health benefits.

School Enrollment

School Year	Enrollment	Percentage Change
2008/2009	5,115	2.0%
2009/2010	5,311	3.8%
2010/2011	5,358	0.9%
2011/2012	5,409	1.0%
2012/2013	5,476	1.2%
2013/2014	5,523	0.9%
2014/2015	5,519	-0.1%
2015/2016	5,581	1.1%
2016/2017	5,588	0.1%
2017/2018	5,665	1.4%
2018/2019	5,721	1.0%
Increase	606	11.8%

Over the past ten years, School enrollment in Needham has increased by 11.8%, or 606 additional students. This represents an average annual increase in enrollment of just over 1% per year.

**Table 1.5
Needham Public
Schools Enrollment
FY2009 to FY2019**

Source: Department of Elementary & Secondary Education; Needham Public Schools

Balanced Budget Highlights

The following is a summary of key considerations that serve as the basis of the balanced budget recommendations. The full discussion of each department is included in the submitted departmental spending requests contained in Section 3.

Townwide Expenses

Contributory Retirement Assessment This appropriation funds both the normal cost (the cost of current employees' future pensions) as well as the System's unfunded pension liability. The funded status of the System on an actuarial basis was 68.80% as of January 1, 2018, as compared to 69.36% on January 1, 2017. The system is expected to be fully-funded by June 30, 2030. The unfunded liability was expected to decrease from \$65.0 million as of January 1, 2017 to \$64.4 million as of January 1, 2018. The actual unfunded liability of \$71.7 million as of January 1, 2018 is \$7.3 million higher than expected due to the assumption changes outlined below, and was partially offset by a net experience gain. Factors that impact the unfunded liability, and therefore the funding schedule for fiscal year 2020, include investment gains on an actuarial value basis, gains due to salaries increasing less than expected, loss due to fewer deaths than expected, an update of the mortality tables for non-disabled participants, a reduction in the rate of return assumption, and an increase in administrative expenses. The Retirement Board voted to adopt an actuarial schedule that includes a reduction in the assumed rate of return (discount rate) from 7.50% to 7.25% for FY2020. The FY2020 budget is 9.5% higher than FY2019 in accordance with the current funding schedule, which includes five years of higher than normal increases, returning to the 4.3% range in FY2025.

Employee Benefits and Employer Assessments The expenses covered under this program include group insurance for active employees, 401(a) Plan deferred compensation payments, employee benefit administration costs, Medicare tax, Social Security tax, unemployment assessments, workers compensation and public safety injured on duty payments, employee assistance services, professional services, and incidental expenses. The recommended employee benefits budget reflects an increase of 1.8%. The submitted budget includes \$713,035 (General Government \$134,135 and School Department \$578,900) to account for estimated costs associated with the net increase in benefit eligible positions recommended in the General Government (6.7) and School Department (44.9) budgets. Effective in FY2019, all employees were required to transition to Benchmark plans. The Town also offered a Qualified High Deductible Plan with a companion Health Savings Account. Actual enrollment in these new plans, which have lower premiums than the prior plans, resulted in a reduction in the health insurance budget for FY2020 before the addition of the estimated costs for increased headcount. The health insurance line is estimated at this time, as actual health insurance rates will not be available until late winter 2019.

Retiree Insurance and Insurance Liability Fund This budget is level-funded for FY2020. The Town is anticipating receipt of an actuarial analysis effective June 30, 2018 and is contemplating a reduction of the assumed rate of return from 7.25% to 7%. This budget incorporates both the "pay as you go" funding for the health insurance benefits of current retirees, and the normal cost of benefits for future retirees. Post-employment benefits ("OPEB") are part of the compensation for services rendered by employees, and the Town's obligations accrue during the life of an individual's employment. The funding schedule includes both the "normal cost" (the projected cost of current employees' expected future benefits) and the amortization of unfunded accrued liability. As of June 30, 2017, the Town's unfunded accrued actuarial liability (UAAL) was \$58,995,780. This liability represents the difference between the total liability of \$85,555,835 and assets of \$26,560,055. This represents a funded ratio of 31.04%.

General Fund Debt Service The recommended debt budget has been increased by 27.4% for FY2020, attributable primarily to the passage of the debt exclusion for the new

Sunita Williams elementary school to replace the Hillside School and the Public Safety Building Project, the first year of CPA debt for the newly constructed Rosemary Recreation Complex, and the incorporation of RTS-supported debt as a result of the transfer of that operation to the General Fund. Of the total debt budget of approximately \$19 million, 26% represents tax-levy supported debt, 6% represents CPA-supported debt, and the balance is excluded debt.

Casualty, Liability and Self-Insurance The recommended budget is level-funded for FY2020.

Classification, Performance and Settlements (CPS) This line provides a reserve for funding General Government personnel-related items as they occur during the year, and fluctuates annually depending on the number of collective bargaining agreements that have not been settled for a given year. Those not settled for FY2020 include the Needham Police Union, the Needham Police Superior Officers Association, and the Needham Fire Union. The Classification, Performance, and Settlements line includes a reserve for those settlements, as well as for the management compensation program, performance increases, merit pay, reclassification for non-represented personnel, and adjustment for elected officials' pay as approved by Town Meeting.

Reserve Fund The purpose of the Reserve Fund is to provide an annual budgetary reserve for unforeseen or extraordinary expenses. The FY2020 Reserve Fund request presented by the Finance Committee is calculated at 1.4% of the projected operating budget, after removing areas that are known or do not draw on reserves (Retirement Assessment, OPEB, Debt Service, and the Reserve Fund itself) – an increase of 1.2% over FY2019.

Needham Electric, Light, and Gas Program The ELG budget increased by 4.5% over FY2019, primarily attributable to a higher natural gas rate assumption, and the addition of new facilities including the Memorial Park Fieldhouse, Mitchell Modular Classrooms, and the Sunita Williams School.

General Government

Select Board/Town Manager The recommended Board of Selectmen/Town Manager's budget is proposed to increase by 7.7% in FY2020, attributable primarily to the recommended full-time Public Information Officer position (\$80,548) to oversee a formal and integrated communications strategy and civic engagement program for the Town. This is a high priority goal of the Select Board, and will serve all Town departments. The Town's existing communications strategy is mostly reactive.

Town Clerk/Board of Registrars The recommended Town Clerk/Board of Registrars budget is 5.4% lower than FY2019 due to the number of elections scheduled for FY2020. Any adjustment to the Town Clerk's salary by Town Meeting action will be transferred from the Classification, Performance and Settlements line.

Town Counsel The recommended legal budget is essentially level-funded with a reduction of 0.1%.

Finance Department The recommended Finance Department budget increased by 5.8% from FY2019 to FY2020, primarily attributable to compensation increases for existing staff, technical services in support of property revaluation, and software licensing fees. The

recommended budget also includes an increase of 15 hours per week for one part-time employee in the Accounting Division (\$21,290), and the acquisition of electronic food establishment inspection software to support the Public Health Division (\$12,250). Finally, the amount of \$8,000 in service contracts previously included in the Town Manager/Select Board and Health & Human Services budgets has been transferred to the Finance Department. Benefit costs for increases in staff hours are included in the Employee Benefits Line. The creation of a new Finance Application Administrator position in the amount of \$75,548 has been deferred.

Finance Committee This budget increased by 0.5% from FY2019 to FY2020.

Planning and Community Development

The recommended Community Development budget has increased by 3.0% attributable to projected compensation adjustments for existing staff.

Public Safety

Police Department The Police Department budget is proposed to increase by 3.3%, and includes funding for one additional police officer in FY2020 in the amount of \$70,142 (exclusive of benefits costs included under Townwide Expenses). Funding for two additional police officers is proposed for the next fiscal year, as previously noted. The collective bargaining agreement between the Town and the Needham Police Union and Needham Police Superior Officers Association are not yet settled, and this budget does not yet include funding for salary increases for members of those unions.

Fire Department The recommended Fire Department budget is 6.0% higher in FY2020 than FY2019. The recommended budget includes funding for 25% of the eight firefighters authorized by the Federal grant outlined above. The Town has been planning for this increase in public safety staffing for several years, and is fortunate to have the Federal government provide transition funding. The recommended balanced budget proposal reallocates the Emergency Management Program Coordinator from the Health Division to the Fire Department, increases the position to full-time, and supports planning and conducting emergency management exercises (\$43,134). Having access to a full-time emergency management professional is critical to the Town's ability to respond to routine and non-routine emergency situations, and to ensure continuity of governmental services. The collective bargaining agreement between the Town and the Needham Fire Union is not yet settled, and this budget does not yet include funding for salary increases for members of those unions.

Building Department The recommended budget for the Building Department is 0.7% higher than FY2019, primarily attributable to projected compensation increases for existing staff.

Education

Minuteman School The estimated assessment from the Minuteman School is 15.5% higher than the FY2019 assessment. The Minuteman assessment is spread among the member towns, and fluctuates based on the total change in the Minuteman budget versus member town enrollments. This budget estimate is based on budget growth assumptions

and Needham's share of the total enrollment, as well as Needham's share of the capital investment in the new High School.

Needham Public Schools The Town Manager's recommended budget for the School Department is \$76,005,765 representing an increase of 6.9%. This recommendation includes funding for full-day kindergarten in the amount of \$1,491,190 and other budgetary increases in the amount of \$3,408,632. The benefits cost associated with these improvements is \$578,900 and is included in the Employee Benefits Line. The Superintendent's proposed budget can be found on the School Department Website at: http://www.needham.k12.ma.us/departments/business_operations/business_office/budgets_and_financial_documents.

Building Design & Construction

The recommended budget for the Building Design & Construction Department is 1.7% higher than FY2019 and is primarily attributable to projected compensation increases for existing staff.

Public Works

The Department of Public Works General Fund operating budget is increasing by 5% from FY2019 to FY2020. The 2018 Annual Town Meeting voted to eliminate the RTS Enterprise Fund, and that operation has been incorporated into the DPW General Fund as the Recycling & Solid Waste (RSW) Division. The recommended budget includes an allocation of \$51,669 for the addition of a custodian position to provide supplemental support to the Center at the Heights, Rosemary Recreation Complex and other facilities as needed, and \$19,594 to provide building monitor services at Memorial Park for public and private meetings, facility access by user groups, and youth sports activities associated with the new facility. Also recommended is the implementation of an organics recycling program at the RTS (\$43,000) through which food waste will be collected from 8 schools and dropped off by the public and GPS vehicle tracking equipment and software (\$45,000). A request for the creation of a Fleet Services & Parts Manager in the amount of \$73,588 has been deferred until FY2021. Benefits costs associated with increased staffing are included in the employee benefits line.

Municipal Parking The recommended Municipal Parking budget is 9.5% higher in FY2020, attributable primarily to renegotiated rental payments for the municipal parking lots leased by the Town.

Human Services

Health & Human Services (HHS) Department The recommended FY2020 budget reflects an increase of 8.5%, and includes program improvements in Youth & Family Services, Public Health, and Aging Services. The recommended program improvements in Youth & Family Services (\$21,481) will fund a part-time therapist to reduce the wait list for children in need of services. This request is the priority of the Youth Commission. Funding allocated to the Public Health Division is proposed for the creation of a new, full-time administrative position to be shared with the Park & Recreation Department (\$19,718). This position will help eliminate some of the administrative burden on existing Public Health staff, freeing them up to work on other Board of Health priorities. Public Health requests for additional staffing in the amount of \$155,757 for two positions will be evaluated in the

coming year and may be recommended in FY2021. The request for funding to continue the Substance Abuse Prevention Alliance of Needham program (\$125,000) has been deferred until FY2021 when Federal funding to support this important program will run out. Finally, the recommended budget includes \$97,078 in funding for program improvements in the Aging Services Division consistent with Select Board and Council on Aging priorities. Funding will support program expansion to nights and weekends, additional van drivers, and assorted expenses necessary for the efficient operation of the Center at the Heights. The amount of \$3,000 for additional training and memberships has been deferred. Benefit costs associated with recommended staffing increases is included in the Employee Benefits line.

Commission on Disabilities No change is recommended to the Commission on Disabilities budget in FY2020.

Historical Commission No change is recommended to the Historic Commission budget in FY2020.

Public Library The recommended Library budget is 4.9% higher than FY2019, and includes a recommendation for funding for the Overdrive Basic Subscription (\$20,000), the Overdrive Advantage subscription (\$12,000), the On-line Computer Library Center WorldCat subscription (\$3,000), and an additional part-time Library Page for network transfer packing and unpacking (\$10,472). Employee benefits associated with this part-time position are included in the Employee Benefits line. The submitted Library budget request was reduced by a total of \$53,391 as a request for an additional full-time Reference Librarian/Communications Specialist has been deferred.

Park and Recreation The Park and Recreation budget is proposed to increase by 31.7%. Increases are attributable to the addition of a full-time administrative staff member. Because the Park & Recreation Department and Health Division are co-located at the new Rosemary Recreation Complex, the full-time administrative staff position is proposed to be shared by the two departments. The FY2020 proposed budget includes \$29,576 in the Park & Recreation budget for this purpose. The additional position will help the department oversee an increasing number of programs and longer pool season. The recommendation also includes funding for a part-time pool specialist (\$28,000), additional seasonal pool staff (\$31,339) and a lifeguard retention program (\$10,080). Funding for the benefit costs for these positions is included in the Employee Benefits budget. The opportunity to increase the season at the new Pools at Rosemary is a high priority for both the Park & Recreation Commission and the Select Board.

Memorial Park No change is proposed to the Memorial Park budget for FY2020.

Beyond the General Fund Operating Budgets

Capital Budget Summary

The focus of this document is the FY2020 General Fund, Enterprise Fund, and Community Preservation Fund budgets. The FY2020 – FY2024 Capital Improvement Plan (CIP) is published as a separate document. An integral part of the balanced budget proposal

contained herein, however, is the funding of capital and other non-operating budget items. The FY2020 proposed annual budget includes \$10,037,752 in General Fund cash capital projects. In addition to the projects contained in the five year CIP, the Town will also fund projects through Chapter 90 funds received from the Commonwealth.

Enterprise & Community Preservation Fund Summary

Sewer The recommended Sewer Enterprise Fund budget is 5.9% lower than in fiscal year 2019, primarily attributable to a reduction in debt service expenses. The MWRA Sewer Assessment, which represents a significant portion of the Sewer Enterprise Fund Budget, has been level-funded as preliminary assessments are not yet available. During FY2020, we will be undertaking an evaluation of the possibility of creating a stormwater enterprise fund, to account for increased revenue that will be necessary to accommodate the significant and growing complexity of complying with Federal and State stormwater regulations.

Water The recommended Water Enterprise Fund budget is 3.5% lower than the FY2019 budget, primarily attributable to a reduction in debt service expenses. The MWRA Water Assessment, which represents a significant portion of the Water Enterprise Fund Budget, has been level-funded as preliminary assessments are not yet available. Table 1.6 provides a summary of Enterprise Fund budgets for FY2020.

Table 1.6

Description	Current Year	Recommended	\$ Change	% Change
Solid Waste	2,577,940	0	(2,577,940)	-100.0%
Sewer	9,176,115	8,638,833	(537,282)	-5.9%
Water	4,911,491	4,737,170	(174,321)	-3.5%
Total Enterprise Operating Budgets	16,665,546	13,376,003	(3,289,543)	-19.7%
Solid Waste	345,360	0	(345,360)	-100.0%
Sewer	2,301,111	1,631,487	(669,624)	-29.1%
Water	3,311,048	291,500	(3,019,548)	-91.2%
Total Enterprise Cash Capital Budgets	5,957,519	1,922,987	(4,034,532)	-67.7%
Other Enterprise Appropriations	220,000	0	(220,000)	-100.0%
Total Enterprise Fund Expenditures	22,843,065	15,298,990	(7,544,075)	-33.0%

Community Preservation The administrative budget of the Community Preservation Fund is unchanged from FY2019.

Other Financial Warrant Articles

Given the amount of Free Cash available for appropriation, and consistent with the Town's policy to minimize the use of Free Cash for recurring operating expenses, the FY2020 proposed budget includes allocation of funds to one time programs and projects, and to reserves.

Compensated Absences Fund Upon retirement, certain employees are compensated for a portion of their unused sick leave. All employees are entitled to payment of unused vacation leave upon termination of Town service. The recommended budget for the compensated absence fund in FY2020 is \$125,000.

Senior Corps Program The FY2020 proposed budget includes \$15,000 for the Senior Corps Program.

Property Tax Assistance Program The balanced budget includes \$37,000 in funding for the Property Tax Assistance Program.

Public Facilities Maintenance Program This warrant article funds the annual maintenance of public buildings throughout the Town and School department, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances require otherwise, the FY2020 program will fund duct cleaning in all buildings at the High School, wood floor refinishing at the High School, Mitchell, Hillside, Newman, and High Rock Schools, and the Town Hall, and carpet replacement at the Pollard, Mitchell, and Eliot Schools. At Mitchell, improvements include upgrades to the electrical system, the fire alarm system, and the cafeteria/auditorium, as well as additional insulation in the attic and replacement of walls in two classrooms. Funding will support the design of an acoustical treatment in the gym at the Newman School and splitting of the chimney at the High Rock School. Recommended funding in FY2020 is \$640,000.

Town Owned Land Surveys Over the past 300 years, the Town has acquired land that has never been surveyed. In recent years, when the Town has begun the design process for construction on such parcels, survey data has been unavailable or incorrect, resulting in delays and added cost to projects. This funding will allow the Town to conduct land surveys, including title research, field work, analysis, installation of bounds or markers, drafting work, and recording of completed plans. This is a multi-year program in the amount of \$100,000 per year. Unless circumstances require otherwise, the FY2020 funding will support survey of the Bird's Hill Water Tank property, Cricket Field, and Walker Gordon Field. Future priorities include: Claxton Field, Pollard School, Stephen Palmer Building, Cooks Bridge Sewer Station, Boat Launch, Daley Building, and Mills Field.

Downtown Snow Removal Pilot Program FY2020 This funding will support a pilot program for removal of snow and ice in the Downtown Business District in the amount of \$35,000. Currently, the Town deploys a hand crew with shovels and snow blowers to remove snow from handicapped ramps, pinch points (areas that are too narrow to use sidewalk tractors), and designated alleyways. The piece of equipment to be purchased is smaller in width and more maneuverable than a traditional sidewalk tractor. It is a ride-on piece of equipment that enables the operator to push through and relocate snow as it goes through difficult snow banks, faster than a push-behind snow blower.

Small Repair Grant Program The Small Repair Grant Program is being proposed to provide assistance to moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons. Up to \$5,000 in grant funding would be available per residence, and applications will be evaluated and prioritized based on the extent of health and safety problems and the financial need of applicants. The Small Repair Grant Program responds to the findings and recommendations in the Council on Aging and Needham Public Health Division's Assessment of Housing and Transit Options for Needham Seniors which indicated that one of the major barriers to aging in place involves the costliness of modifying existing homes to increase accessibility. Recommended funding for this program in FY2020 is \$50,000.

Transportation Improvements Chapter 187 of the Acts of 2016 established a Commonwealth Transportation Infrastructure Fund. Each Transportation Network Company (such as Uber and Lyft) is assessed \$0.20 per ride to fund transportation improvements.

One-half of the amount received from the Fund is to be distributed proportionately to each city and town based on the number of rides that originated in that city or town. The distributed funds must be used to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town. Funding for Transportation Improvements in FY2020 is recommended at \$12,478 and will be allocated to bicycle safety initiatives, unless circumstances require otherwise.

Temporary Staffing Program With the current unemployment rate at 3.8%, all local employers are experiencing a tight job market. Current employees have more employment options, and potential employees are scarce and in short supply. This program will allow the Town to work directly with temporary staffing agencies to address staffing needs as they occur, either due to unexpected resignations or difficult to fill vacancies. Temporary staffing requests will be evaluated based on the operational needs of the department and duration of the assignment. The FY2020 recommended funding is for a two-year pilot program in the amount of \$76,000.

Consulting Assistance/Feasibility for Ridge Hill/Nike Site This funding will support the further development of re-use plans for the Ridge Hill Nike Site, including identification of the size and type of potential uses and roadway infrastructure. The work will build on the environmental assessment conducted in FY2018 that identified specific locations on the property that can be developed. The funding will also support the assessment, engineering and planning for the demolition of structures on the site. The recommended funding for this project is \$100,000 in FY2020.

Drains/Sewer Contribution The balanced budget includes a \$530,467 contribution to the Sewer Enterprise Fund to offset the cost of the Drains program. The Drains program, which is a General Fund expense, is appropriated to the Sewer Enterprise Fund as it is more efficient to account for the program in that manner. As noted previously, we continue to evaluate the benefits and challenges of funding the drains/stormwater program within the General Fund and may recommend changes to the financial structure in FY2020.

Athletic Facility Improvement Fund The purpose of the Athletic Facility Improvement Fund is to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures. Table 1.7 outlines the appropriations to the fund over the past five years. The Town Manager's recommendation for funding the Athletic Facility Stabilization Fund in FY2020 is \$75,000. The balance in the Fund as of December 31, 2018 is \$2,651,510, of which \$2,500,000 is proposed for appropriation at the 2019 Annual Town Meeting for replacement of the synthetic turf at Memorial Park and DeFazio Complex.

Table 1.7

Athletic Facility Improvement Fund					
Year	Start	Interest	Appropriations to the Fund	Appropriations from the Fund	Balance
2015	\$901,333	\$1,913	\$1,067,107		\$1,970,353
2016	\$1,970,353	\$8,393	\$664,682		\$2,643,428
2017	\$2,643,428	\$24,630	\$1,671,990		\$4,340,048
2018	\$4,340,048	\$68,853	\$63,378	(\$1,855,000)	\$2,617,279
2019*	\$2,617,279	\$34,231			\$2,651,510
* Balance as of December 31, 2018					

Capital Facility Fund The Capital Facility Fund (CFF) is part of the Town’s planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. Table 1.8 outlines the appropriation history of the fund for the past five years. No funding is proposed for the CFF for the 2019 Annual Town Meeting; however a funding recommendation may be made at the fall 2019 Special Town Meeting depending on funds available for appropriation at that time. The December 31, 2018 balance in the fund is \$1,862,233.

Table 1.8

Capital Facility Fund					
Year	Start	Interest	Appropriations to the Fund	Appropriations from the Fund	Balance
2015	\$1,295,691	\$2,593	\$9,113		\$1,307,397
2016	\$1,307,397	\$4,878			\$1,312,275
2017	\$1,312,275	\$13,400	\$505,000		\$1,830,675
2018	\$1,830,675	\$13,249		(\$1,817,000)	\$26,924
2019*	\$26,924	\$18,309	\$1,817,000		\$1,862,233
* Balance as of December 31, 2018					

Capital Improvement Fund The Capital Improvement Fund (CIF) is a reserve for funding needed equipment in years when funding is not available. Table 1.9 outlines the history of the Capital Improvement Fund over the past five years. The FY2020 proposed budget includes a recommendation that \$166,612 be transferred to the CIF, which represents the total amount that the Town collected from the sale of surplus equipment in FY2018. The December 31, 2018 balance in the fund is \$898,847.

Table 1.9

Capital Improvement Fund					
Year	Start	Interest	Appropriations to the Fund	Appropriations from the Fund	Balance
2015	\$650,177	\$1,302	\$17,475		\$668,954
2016	\$668,954	\$2,831	\$29,296		\$701,081
2017	\$701,081	\$6,425	\$28,051		\$735,557
2018	\$735,557	\$11,669	\$141,413		\$888,639
2019*	\$888,639	\$10,208			\$898,847
* Balance as of December 31, 2018					

Debt Service Stabilization Fund The Debt Service Stabilization Fund (DSSF) is intended to be part of the Town’s overall planning strategy for addressing capital facility needs. The fund provides added flexibility by smoothing out the impact of debt payments in

years when the debt level is higher than is typically recommended. The fund would also be beneficial at times when interest rates are higher than expected. The plan for the fund is designed to ensure that the monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins. Table 1.10 outlines appropriations to the DSSF since inception. The December 31, 2018 balance in the fund is \$2,087,269.

Table 1.10

Debt Service Stabilization Fund					
Year	Start	Interest	Appropriations to the Fund	Appropriations from the Fund	Balance
2016	\$0	\$0	\$320,186		\$320,186
2017	\$320,186	\$6,154	\$612,595		\$938,935
2018	\$938,935	\$32,143	\$1,091,874		\$2,062,952
2019*	\$2,062,952	\$24,317			\$2,087,269
* Balance as of December 31, 2018					

Workers' Compensation Fund The purpose of this request is to replenish the Workers' Compensation Fund, which is the Town's reserve fund for paying workers' compensation claims of a prior year and for lump sum settlements up to the limit of the Town's reinsurance limit (for both School and General Government employees.) Typically, the source of funds for this account is any remaining balance in the workers compensation line item contained in the employee benefits and assessments budget. Due to increases in salaries and expenses over the past decade, the resolution of several long-standing cases, and statutory changes, the minimum fund balance target has increased. The FY2020 proposed balanced budget includes a recommendation of \$283,706.

Allowance for Abatements and Exemptions are funds reserved for property tax abatements and statutory exemptions. The preliminary estimate has been set at \$2,459,350 which is an increase of \$491,240 from the current year. With the passage of the Act to Modernize Municipal Finance and Government in 2016, the State amended the certification cycle for taxable property. FY2020 will be the first time the Town of Needham will be reviewed by the State under the new cycle. Needham is one of 73 municipalities that will undergo this process for FY2020. The five-year certification review is conducted to ensure that the proposed values were derived utilizing a methodology based on generally accepted mass appraisal practices, are supported with current market evidence, and are uniformly and equitably applied to all property. The data quality, all cost and depreciation tables, and land schedules will be reviewed for all real property. In addition, income producing property will be reviewed for income and expense analysis, development of the economic rent schedules, capitalization rates and correlation of the values derived from two appraisal approaches. Personal property accounts will be reviewed for appropriate listing and valuation of assets along with the cost and depreciation schedules. Accordingly, we have increased the amount that will be provided to the overlay reserve for abatements and exemptions. After the actual new growth revenue for FY2020 is known, the amount of overlay may be increased. The final amount of the reserve is determined by the Department of Revenue when it approves the tax rate in December.

In Conclusion

This balanced budget proposal is promulgated prior to the completion of the budget process for the Commonwealth. As revenue estimates are refined in the winter and spring, we will work with the various Town boards and committees in preparing the final budget to be presented to Town Meeting.

Our entire management team has worked collectively to implement creative ways of meeting the Town's sustainability goals. Efforts have been made to implement measures that will maximize the productivity of our organization and deliver the highest quality of services within available resources. I would especially like to thank Superintendent of Schools Dan Gutekanst, Assistant Town Manager David Davison, Assistant Town Manager Christopher Coleman, Finance and Procurement Coordinator Tatiana Swanson and Support Services Manager Sandy Cincotta for their work in the development of this budget.

I appreciate the spirit of cooperation that has been demonstrated by the Select Board, School Committee, and Finance Committee in the development of this budget, and applaud the commitment to sustainability on the part of Town boards and committees, Town Meeting, and ultimately the community. We are fortunate to have a dedicated and loyal staff working every day to maintain the high quality of life our residents expect and deserve. I thank you for the opportunity to serve the residents and businesses in the Town of Needham.

Respectfully submitted,

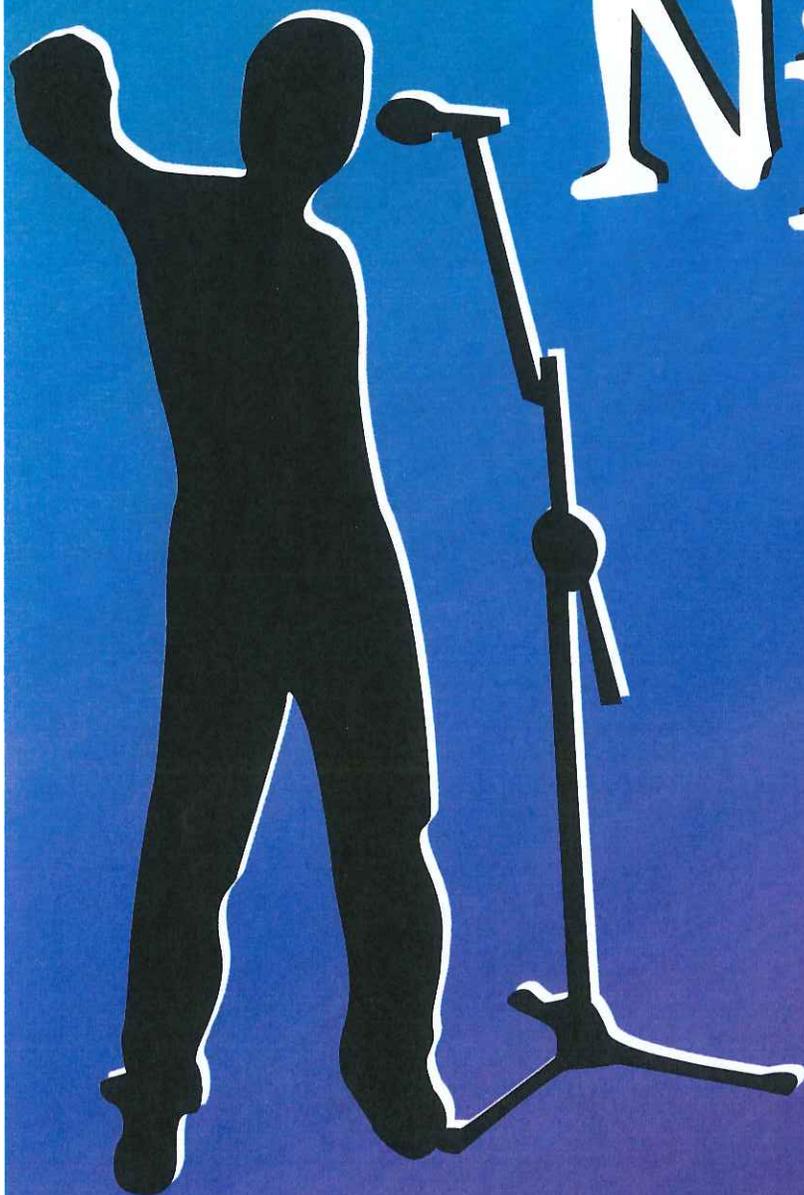
Kate Fitzpatrick
Town Manager

**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)	Martin Goldberg
Event Manager Address	95 Concord St Needham, MA 02484
Event Manager Phone Number	617-922-0070
Organization Representing (if applicable)	Temple Beth Shalom
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____
Name of Event	TBS Comedy Night
Date of Event	2/2/2019
License is for Sale of:	<input checked="" type="checkbox"/> Wines & Malt Beverages Only <input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only) <i>mjgoldberg95@gmail.com</i>
Requested Time for Liquor License	FROM: 7 pm TO: 11 pm
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 36/per ticket <input type="checkbox"/> NO
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES \$ 36/per ticket <input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	150
Name & address of event location. Please attach proof of permission to use this facility.	Temple Beth Shalom 670 Highland Ave, Needham, MA
Who will be serving the alcohol to your guests?	Party People
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.	
Bartender to serve from a bar set-up	
<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:	<i>[Signature]</i> Date: 1/9/19

Temple Beth Shalom's
Brotherhood, Sisterhood & Three Score/More or Less
Presents

Comedy Night



Saturday,
February 2, 2019
7:30PM

Featuring:

Paul D'Angelo

Dave Andrews

Artie Januario

For additional information and to register for this event,
please go to the website: tiny.cc/comedynight

Town of Needham, Massachusetts

Select Board

CITATION

The Needham Select Board offers Greetings from the Town to the Chinese Friends of Needham on the occasion of C.F.N.'s 2019 Chinese New Year Celebration, in recognition of the many and varied Contributions of the Chinese American Community to the Town of Needham, with all the best wishes for future Good Fortune and continued Success.



JANUARY 19, 2019

A handwritten signature in black ink, appearing to read "D.P. Matthews".

DANIEL P. MATTHEWS, CHAIR
NEEDHAM SELECT BOARD

Rates Effective January 1, 2019 (FY2019)

Schedule C

Rates for Part-Time, Seasonal, and Temporary Positions

Unless Otherwise Noted Rates Are Hourly

New Title		Current Rate	New Title		Current Rate
	Activity Instructor Group A	\$12.00		Professional/Technical Support Specialist (PTS)	\$26.93
	Activity Instructor Group B	\$13.00		Professional/Technical Support Specialist II (PTS+)	\$31.00
	Activity Instructor Group C	\$14.00		Professional/Technical Support Specialist III (PTS++)	\$38.88
	Activity Instructor Group D	\$15.00		Program Support Assistant I (PSA)	\$17.00
	Activity Instructor Group E	\$18.00		Program Support Assistant II (PSA+)	\$22.44
	Activity Instructor Group F	\$21.00		Program Support Assistant III (PSA++)	\$27.78
	Activity Instructor Group G	\$25.00		Recording Secretary	\$20.65
	Activity Instructor Group H	\$28.00	&	Recreation Specialist I Year One	\$12.00
	Activity Instructor Group I	\$30.00	&	Recreation Specialist I Year Two	\$12.50
	Activity Instructor Group J	\$32.00	&	Recreation Specialist II Year One	\$13.00
	Activity Instructor Group K	\$35.00	&	Recreation Specialist II Year Two	\$13.50
	Activity Instructor Group L	\$50.00	&	Recreation Specialist IIB Year One	\$14.00
	Activity Instructor Group M	\$75.00	&	Recreation Specialist IIB Year Two	\$14.50
	Administrative/Office Support Specialist I (AOS)	\$20.65	&	Recreation Specialist III Year One	\$15.00
	Administrative/Office Support Specialist II (AOS+)	\$24.63	&	Recreation Specialist III Year Two	\$15.50
	Administrative/Office Support Specialist III (AOS++)	\$25.50	&	Recreation Specialist IV Year One	\$17.00
#	Animal Inspector	\$2,500	&	Recreation Specialist IV Year Two	\$17.50
	Building Monitor I	\$12.00	&	Recreation Specialist V Year One	\$20.00
	Building Monitor II	\$18.84	&	Recreation Specialist V Year Two	\$20.50
#	Care of Graves - Veterans Coordinator of Ceremonies	\$2,500	#	Registrar of Voters	\$600
*	Election Clerk	\$200.00		Seasonal Driver Traveling Meals I	\$15.00
*	Election Inspector	\$170.00		Seasonal Driver Traveling Meals II	\$17.00
*	Election Warden	\$200.00		Senior Corps Participant	\$12.00
	General Services Assistant (GSA)	\$12.00	##	Senior Trip Coordinator	\$150
	Information Technology Specialist (ITS)^	\$45.00	^	Special Assignment Support (SAS)	\$75.00
	Laborer/Trades Assistant Year One	\$12.02		Special Detail Worker	\$41.00
	Laborer/Trades Assistant Year Two	\$12.45		Student Intern 1	\$12.00
	Laborer/Trades Assistant Year Three	\$12.88		Student Intern 2	\$14.50
	Laborer/Trades Assistant Year Four	\$13.32		Student Intern 3	\$17.50
#	New Year's Needham Coordinator	\$5,000		Student Intern 4	\$21.25
	On-call Public Health Nurse	\$31.00		Substitute - Building Inspector	\$28.50
	Parking Clerk	\$25.50		Substitute - Plumbing and Gas Inspector	\$26.00
	Playground Maintenance Specialist	\$17.00		Substitute - Wiring Inspector	\$26.00
	Police Matron	\$20.65	#	Town Counsel	\$75,140
				Traffic Supervisor	\$20.65
				Van Driver	\$17.00

Schedule C positions have no, or limited, benefits. Unless specified in the job announcement, there are no fringe benefits such as health insurance, retirement, or paid time off.

NC = No Change

* Rate set by the Select Board, rate is per election day

Annual Rate

Per Event

^ Maximum Hourly Rate by Individual Agreement

& New Rate Effective April 10, 2018

pd. w/ check 1/16/19

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

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

2019 JAN 16 P 3: 53

Event Manager Name (Name that will appear on license)	Robert T. Timmerman
Event Manager Address	1211 Highland Avenue Needham MA 02492
Event Manager Phone Number	781-449-1492 781-589-4227
Organization Representing (if applicable)	Father Daniel Kennedy-Needham Knights of Columbus
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____
Name of Event	SuperBowl Party for Seminarian Support
Date of Event	Sunday, February 3, 2019
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: 4PM TO: 10PM
Are tickets being sold in advance for this event?	<input type="checkbox"/> YES \$ /per ticket <input checked="" type="checkbox"/> NO
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES \$25.00 /per ticket <input type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	65
Name & address of event location. Please attach proof of permission to use this facility. Father Daniel Kennedy-Needham Knights of Columbus 1211 Highland Avenue Needham MA 02492	
Who will be serving the alcohol to your guests?	Paid - certified bartender
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). Jessica Freeland- certificate on file in BOS office	
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan. Guests will purchase beer and wine from bartender at temporary bar	
<input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))	
Event Manager Signature:	Date: 1/16/19

**Father Daniel Kennedy Needham Knights of Columbus
Council # 1611**

Annual SuperBowl Party for Seminarian Support

Sunday February 3, 2019

Doors open at 4:30PM

Pregame appetizers including our first ever Chili Cookoff Championship

CASH BAR beer and wine only

Roast Beef Dinner served at 6:00 PM

Snacks throughout the game

Come watch the BIG GAME on 3 widescreen TV's

**All Proceeds go to benefit men studying
for the Priesthood at local Seminaries**

Tickets: \$25.00

Children under 12 \$10.00

For tickets and more information contact

Bob Timmerman at Rtimmerman1021@yahoo.com



Rec'd atm/SB
 1-15-19
 3:47pm

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

Change of Officers/ Directors/LLC Managers **Change of Stock Interest**

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- CORI Authorization
- Vote of the Entity
- Payment Receipt
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

(e.g. New Stockholders or Transfer or Issuance of Stock)

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- CORI Authorization
- Financial Statement
- Vote of the Entity
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement (New Stockholder Only)*
- Payment Receipt
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Change of Ownership Interest

(e.g. LLC Members, LLP Partners, Trustees etc.)

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- CORI Authorization
- Financial Statement
- Vote of the Entity
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement (New Stockholder Only)*
- Payment Receipt
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Non-Profit Club Change of Officers/ Directors

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the club signed by an approved officer
- Payment Receipt
- Business Structure Documents -**Articles of Organization** from the Secretary of the Commonwealth

Management Agreement

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Management Agreement
- Vote of Entity
- Payment Receipt

**If abutter notification and advertisement is required for transaction, please see the local licensing authority.*

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Village Club Building Association Inc.	Needham	00019-RS-0770

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

Change of Beneficial Interest and a Change of Officers to complete our Change of Manager

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Robert R. Giumetti Jr.	President	villageclub83@gmail.com	781-444-9677

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises (Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
Robert R. Giumetti Jr.	83 Morton Street, Needham, MA 02494		

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
President	0 %	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Jay Steeves	83 Morton Street, Needham, MA 02494		

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Vice President	0 %	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Robert Heald	83 Morton Street, Needham, MA 02494		

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Treasurer	0 %	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Donald Anastasi	83 Morton Street, Needham, MA 02494		

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Clerk	0 %	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Joe Flamand	83 Morton Street, Needham, MA 02494		

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Director	0 %	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached? Yes No

CRIMINAL HISTORY
 Has any individual listed in question 2, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions. Yes No

MANAGEMENT AGREEMENT
 Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement. Yes No

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

3. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
SAME AS ABOVE		
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership

4. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 2, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

5. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 2, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 4 or 5 ever been suspended, revoked or cancelled? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

7. FINANCIAL DISCLOSURE

Associated Cost(s):

--

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total:	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

--

APPLICANT'S STATEMENT

I, Robert R. Giumetti Jr. the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of Village Club Building Association, INC.
Name of the Entity/Corporation

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

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

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

Robert R. Giumetti Jr.

Date:

1-14-19

Title:

President

ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

None of our Officers or Board of Director Members have any beneficial interest in this entity.

CORPORATE VOTE

The Board of Directors or LLC Managers of
Entity Name

duly voted to apply to the Licensing Authority of
City/Town

and the

Date of Meeting

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

For the following transactions (Check all that apply):

- Change of Officers/Directors/LLC Manager
- Change of Ownership Interest (LLC Members, LLP Partners, Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Management/Operating Agreement
- Other

"VOTED: To authorize
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

A true copy attest,


Corporate Officer /LLC Manager Signature

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature



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

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: <https://www.mass.gov/epay-for-online-payments-abcc>

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL

EPAY CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

ZIP CODE

For the following transactions (Check all that apply):

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/
Directors/LLC Managers
- Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
 239 CAUSEWAY STREET
 BOSTON, MA 02241-3396

Payment Confirmation

YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email.



Transaction Processed Successfully.

INVOICE #: cba9c9db-dad3-4cbb-9ed9-c069288f5977

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	0019-RS-0770	\$200.00
		\$200.00

Total Convenience Fee: \$4.70

Date Paid: 1/14/2019 9:37:18 AM EDT

Total Amount Paid: \$204.70

Payment On Behalf Of

License Number or Business Name:
0019-RS-0770

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
Village

Last Name:
Club

Address:
83 Morton Street

City:
Needham

State:
MA

Zip Code:
02494

Email Address:
villageclub83@gmail.com



**The Commonwealth of Massachusetts
William Francis Galvin**

Minimum Fee: \$15.00

Secretary of the Commonwealth, Corporations Division
One Ashburton Place, 17th floor
Boston, MA 02108-1512
Telephone: (617) 727-9640

Annual Report

(General Laws, Chapter 180)

Identification Number: 042622679

Filing for November 1, 2019

In compliance with the requirements of Section 26A of Chapter one hundred and eighty (180) of the General Laws:

1. Exact name of the corporation: VILLAGE CLUB BUILDING ASSOCIATION INCORPORATED

2. Location of its principal office:

No. and Street: 83 MORTON ST.
City or Town: NEEDHAM State: MA Zip: 02494 Country: USA

3. DATE OF THE LAST ANNUAL MEETING: (mm/dd/yyyy)
(if none leave blank)

4. State the names and street addresses of all officers, including all the directors of the corporation, and the date on which the term of office of each expires:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code	Expiration of Term
PRESIDENT	ROBERT GIUMETTI JR.	83 MORTON STREET NEEDHAM, MA 02494 USA	NONE
TREASURER	ROBERT HEALD	83 MORTON STREET NEEDHAM, MA 02494 USA	NONE
VICE PRESIDENT	JAY STEEVES	83 MORTON STREET NEEDHAM, MA 02494 USA	NONE
CLERK	DONALD ANASTASI	83 MORTON STREET NEEDHAM, MA 02494 USA	NONE
DIRECTOR	JOE FLAMAND	83 MORTON STREET NEEDHAM, MA 02494 USA	NONE

5. Check if the corporation is a cemetery corporation that does NOT hold perpetual care funds in trust. If the corporation is a cemetery corporation that holds perpetual care funds in trust, a copy of the written instrument establishing the trust and any amendments thereto must be attached, and the annual report must be filed by facsimile, mail or in person.

I, the undersigned, ROBERT GIUMETTI JR. of the above-named business entity, in compliance with the General Laws, Chapter 180, hereby certify that the above information is true and correct as of the dates shown. IN WITNESS WHEREOF AND UNDER PENALTIES OF PERJURY, I hereto sign my name on this 4 Day of January, 2019.

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All Rights Reserved



Commonwealth of Massachusetts
Department of Revenue
Christopher C. Harding, Commissioner

mass.gov/dor

Letter ID: L064947760
Notice Date: January 18, 2019
Case ID: 0-000-639-385



CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



VILLAGE CLUB BUILDING ASSOC INC
83 MORTON ST
NEEDHAM MA 02494-1203

Why did I receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, VILLAGE CLUB BUILDING ASSOC INC is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.

What if I have questions?

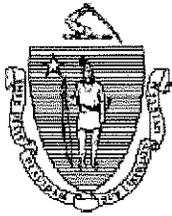
If you have questions, call us at (617) 887-6367 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 8:30 a.m. to 4:30 p.m..

Visit us online!

Visit mass.gov/dor to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief
Collections Bureau



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

Charles D. Baker
GOVERNOR

Karyn E. Polito
LT. GOVERNOR



150348644

Rosalin Acosta
SECRETARY

Richard A. Jeffers
DIRECTOR

VILLAGE CLUB BUILDING ASSOC INC
83 Morton St
Needham Heights, MA 02494-1203

EAN: 83938000
January 10, 2019

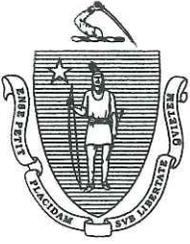
Certificate Id:23214

The Department of Unemployment Assistance certifies that as of 1/10/2019 ,VILLAGE CLUB BUILDING ASSOC INC is current in all its obligations relating to contributions, payments in lieu of contributions, and the employer medical assistance contribution established in G.L.c.149,§189.

This certificate expires in 30 days from the date of issuance.

Richard A. Jeffers, Director

Department of Unemployment Assistance



The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the
Commonwealth

Date: January 07, 2019

To Whom It May Concern :

I hereby certify that according to the records of this office,

VILLAGE CLUB BUILDING ASSOCIATION INCORPORATED

is a domestic corporation organized on **February 18, 1949**

I further certify that there are no proceedings presently pending under the Massachusetts General Laws Chapter 180 section 26 A, for revocation of the charter of said corporation; that the State Secretary has not received notice of dissolution of the corporation pursuant to Massachusetts General Laws, Chapter 180, Section 11, 11A, or 11B; that said corporation has filed all annual reports, and paid all fees with respect to such reports, and so far as appears of record said corporation has legal existence and is in good standing with this office.



In testimony of which,

I have hereunto affixed the

Great Seal of the Commonwealth

on the date first above written.

William Francis Galvin

Secretary of the Commonwealth

Certificate Number: 19010113860

Verify this Certificate at: <http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx>

Processed by:

1

THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF CORPORATIONS AND TAXATION
HENRY F. LONG, COMMISSIONER
216 STATE HOUSE, BOSTON

ARTICLES OF ORGANIZATION

We, Mario DeFazio, President, James P. Condrin, Treasurer,
Fred J. Johnson Jr., Clerk or Secretary, and

Asa M. Small;
* James P. Coyle
Fred J. Johnson Sr.
William H. Cotter Jr.
being a majority of the directors (or officers having the power of directors)

of Village Club Building Association, Incorporated

electd at its first meeting, in compliance with the requirements of General Laws, Chapter 180, Section 8, hereby certify that the following is a true copy of the agreement of association to form said corporation, with the names of the subscribers thereto:

We, whose names are hereto subscribed, do, by this agreement, associate ourselves with the intention of forming a corporation under the provisions of General Laws, Chapter 180.

The name by which the corporation shall be known is
Village Club Building Association, Incorporated

The location of the principal office of the corporation in Massachusetts is to be the Town or
City of Needham Street 20 Greendale Avenue

The purposes for which the corporation is formed are as follows:
For the purposes of encouraging athletic exercises; for the establishment and maintenance of places for reading rooms, libraries and social meetings and for the assemblage of members of the Needham Heights Village Club, and to these ends to hire, lease, own, hold, buy, sell and mortgage personal property and real estate, and to equip, maintain and improve the same in such fashion as may be necessary for the successful accomplishment of said purposes. This corporation shall do any and all things permissible under Chapter 180 of the Massachusetts General Laws; but these purposes shall not include the right to apply for a license to sell alcoholic beverages.

(If seven days' notice is waived, fill in the following waiver.)

We hereby waive all requirements of the General Laws of Massachusetts for notice of the first meeting for organization, and appoint the thirteenth day of January, 19 49 at 9:30 o'clock P. M. at 998 Highland Avenue, Needham, Massachusetts as the time and place for holding such first meeting.

IN WITNESS WHEREOF we hereto sign our names, this thirteenth day of January, 19 49

(Type or plainly print the name and address of each incorporator in space below.)

NAME	RESIDENCE Give Number and Street, City or Town
William H. Cotter Jr.	10 Vanning Street Needham
James P. Condrin	53 Wellen Street, Needham
Mario DeFazio	38 Henderson Street, Needham
Frank Jackson	322 Hunnewell Street, Needham
J. Walter Hutonins	224 Hunnewell Street, Needham
Asa M. Small	20 Greendale Ave., Needham
Fred J. Johnson, Sr.	15 Dale Street, Needham

Leave this space for binding

THE COMMONWEALTH OF MASSACHUSETTS

WRITE NOTHING BELOW

CORPORATIONS FOR CHARITABLE AND CERTAIN OTHER PURPOSES

RECEIVED

\$25
FEB 18 1949

CORPORATION DIVISION
SECRETARY'S OFFICE

Village Club Building Association, Incorporated

Fee \$25 Paid

ARTICLES OF ORGANIZATION

GENERAL LAWS, CHAPTER 180, SECTION 7

Filed in the office of the Secretary of the Commonwealth
and Certificate of Incorporation issued

as of February 18, 1949

I hereby certify that, upon an examination of the
within-written articles of organization, the agreement
of association, and the record of the first meeting of
the incorporators, including the by-laws, duly sub-
mitted to me, it appears that the provisions of the
General Laws relative to the organization of corpora-
tions have been complied with, and I hereby approve
said articles

R
E
D.
FEB 18 1949

CORPORATIONS AND TAXATION

this 18th day of February, 1949

Wm. J. Joyce
Commissioner of Corporations and Taxation

CERTIFICATE
ISSUED

APR 18 1949

CHARTER TO BE SENT TO

via M. P. mail
70 Wendell Ave
Needham 549

FROM

OK Smith

NOTIFICATIONS

NOTIFICATION SENT TO

And we further state that the first meeting of the subscribers to said agreement was held on the thirteenth of January in the year 1949

David D. G. Co.,
Ben M. Small
William H. Cotter Jr.
Frank Jackson
Fred Johnson
James P. Condon
J. Walter Phillips

Leave this space for binding

Minutes
Board of Selectmen Meeting with School Committee and Planning Board
Rosemary Recreation Complex
December 19, 2018

8:00 a.m. A special meeting of the Board of Selectmen was convened by Daniel Matthews. Also present were John Bulian, Moe Handel, Matthew Borrelli, Marianne Cooley, and Town Manager Kate Fitzpatrick. School Committee members present included: Andrea Longo Carter, Connie Barr, Sue Neckes, Matt Spangler, Michael Greis, Aaron Pressman, and Superintendent of Schools Dan Gutekanst. Planning Board members present included Paul Alpert, Ted Owens, Marty Jacobs, Jeanne McKnight, Liz Grimes, and Planning & Community Development Director Lee Newman,

Industrial Zoning – Mr. Alpert outlined the basis for the zoning proposal, the impact on setback limits on Highland Avenue and Gould Street, maximum heights, and landscaping requirements. He noted that the proposed zoning is a blend of Industrial and Mixed Use 128 with no residential component, and that it applies only to the “Muzi/Channel 5” portion of the district. Mr. Borrelli asked what had changed from the prior proposal. Mr. Alpert said that the major change involved screening along Highland Avenue and Gould Street, and that the proposed height and setback limits remain the same. Mr. Alpert said that the Board is not interested in “big box” stores locating in the district. Mr. Handel said that he thought it was a good use for the area. Mr. Borrelli asked if the Planning Board would consider traffic mitigation requirements. Ms. Newman noted that the traffic mitigation provisions currently only apply in the NEBC zoning district but that could be changed. Mr. Alpert said that he is not sure that the mitigation aspect could be added at this point but that he would ask the Board to evaluate the idea. Ms. McKnight noted that very often if a development impacts an intersection then Special Permit provisions could require upgrade measures. Mr. Matthews asked about height and economies of scale based on elevator sizes and similar features. Ms. Grimes said that this proposal has only one neighborhood and that is across Highland Avenue from Muzi.

Chestnut Street – Mr. Alpert said that the zoning that will be forwarded to the Board of Selectmen involves just the Hartney Greymont/MBTA property. The rest of Chestnut Street is something that the Board continues to evaluate. The proposal would allow for the construction of a residential facility, with or without the MBTA parcel. He said if the MBTA does not lease the property to the developer the project would be smaller. He said the

meeting is not the time for a debate but for a heads-up. He said that the Planning Board hears the objections, and is aware of the issues that have been raised. He asked for constructive engagement by the community on the zoning proposal, allowing the Planning Board time to review all of the options. He said the School Committee already indicated that it is at a tipping point, and this project and its potential school age children is not determinant of the need for a new school. Mr. Handel said he feels there is a misconception about empty-nesting. People are going to leave their home regardless; it is just a question of whether they stay in Needham. Ms. McKnight said that the developer had provided a fiscal impact analysis indicating that the estimated school age population would be 15. Ms. Neckes said that it is hard to have this discussion around individual parcels; the Town needs to understand how housing production impacts us across the board. She noted the Town is pushing the limit at every level.

Dr. Barr said that the Town must be mindful of the needs of seniors and the tax implications of constructing a new school. Ms. Cooley asked about dens, noting that since the project is not a LIP, there is no local control once the project is allowed. She asked if mitigation is an option at this site. Mr. Alpert noted that the Special Permit process allows the Planning Board to set conditions. Mr. Matthews noted that there is a laundry list of concerns on this particular zoning, but there is agreement on the need to upgrade Chestnut Street. He said that the Hartney Greymont parcel has special factors to be considered including the railroad bridges. He said the project needs a lot of thought and should not be fast-tracked because there is a developer interested in the project. He said that it may be helpful to have a vision for the entire street first. He suggested the proposal could be addressed through the LIP process. He said that the Town has permitted 1,000 apartments in the last decade, 700 of which are not fully occupied. The Town is on its way to a population of 35,000, and a LIP would provide 25% affordability. Mr. Greis said that the conversation is helpful and should continue. He said that the School Committee appreciates the support of the Town and recognizes that there are other priorities. He said he would like all concerned to think about how to address the growth in school age population, noting that there will be close to 500 students at the High Rock School next year. He said that we must be honest with the Town about the consequences of decisions. Mr. Alpert noted that he agreed with Ms. Grimes that this proposal is the best use of this particularly parcel. It is segregated, and cut off by the tracks. He said that no development has occurred since the last Chestnut Street zoning change, and that we need the owners to work together to make it

working group. Mr. Jacobs and Ms. Neckes were identified as the members. Mr. Greis noted that the Town must be mindful of the impact of economic downturns on school enrollment. Dr. Gutekanst said that 18 – 20% of Needham students are not enrolled in the District, and that number is fairly constant. Ms. Cooley noted that after the downturn in 2002 the number was as low as 10%. Mr. Matthews said that there will likely be significant zoning measures enacted by the State in 2019 and that all of the boards will need to work together to transmit Needham's concerns to the Legislature.

Review of Housing Proposals – Mr. Matthews noted that in 2012 a working group of several boards drafted a set of guidelines for reviewing 40B projects, identifying preferred neighborhoods and designs. The Board of Selectmen believes that it would be a good idea to revisit that document in the post-40B world. Mr. Handel suggested that topic could be its own workshop. Mr. Borrelli said this project would dovetail with the N2025 work. He said that given the projects that have recently been proposed: Hunnewell, Great Plain Avenue, Chestnut Street and Crescent Road, the Town should have a formal strategy for review. He said he does not believe that significant housing growth is inevitable because the Town is in the driver's seat.

Zoning Review Protocols – Mr. Matthews said that people who have an interest in zoning now go to the Planning Board, or Board of Selectmen, or the CEA. He said the current practice is to muddle through. Ms. Fitzpatrick said that the Board's goal in this matter is to determine whether there should be a framework around prioritizing zoning proposals. Mr. Alpert said that it would be helpful if all zoning proposals are referred to the Planning Board. Ms. McKnight noted, for instance that the Planning Board was not involved in LIP meetings on the GPA project. She said that getting involved at the ZBA level would be very late in the process. Mr. Matthews agreed that good communication is important. Mr. Handel noted that the Board of Selectmen has not had any meetings on the proposed LIP – a developer on his own is meeting with neighbors, which is the recommended course of action. Mr. Borrelli said that he believes neighbors of that project would like to see a smaller scale project. He said that there are many people proposing uses at that location that he is not sure are appropriate. He asked the Planning Board if the use tables in each district should be evaluated. Mr. Alpert agreed. He said that the Planning Board should evaluate the use table for MU-128, and also the Industrial zone on Hillside Avenue. He said that he is disappointed in the slow redevelopment in MU-128. Mr. Pressman

**Town of Needham
Select Board
Minutes for January 8, 2019
Needham Town Hall
Select Board Chambers**

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

7:00 p.m. Call to Order:

A meeting of the Select Board 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 welcomed everyone to the first meeting of the newly named Select Board of the Town of Needham. He said the name change is historic and was passed by the signing of a Home Rule petition by Governor Baker. He commented the change was widely supported in the community and is a good step towards gender equity in town governance. Mr. Matthews acknowledged the work of the legislature, thanking Senator Michael Rush, State Representative Denise Garlick, Town Manager Kate Fitzpatrick, Town Clerk Tedi Eaton, and Town Counsel David Tobin. Mr. Matthews recognized the work of Select Board member Marianne Cooley who took a leadership role at every stage of the process.

Mr. Handel pointed out it is the 100th anniversary of the year women got the right to vote. Mr. Matthews commented "it is about time" the name change was made.

7:04 p.m. Public Hearing - New Wine & Malt Only Retail Package Store License for Gordon's Fine Wines of Needham, Inc. (77-79 Wexford Street):

Mr. Matthews said Town Counsel and the Select Board were notified earlier in the week that the application has been withdrawn by the applicant.

7:05 p.m. Public Hearing - Eversource Energy Grant of Location: 7 Fair Oaks Park:

Maureen Carroll, Eversource Energy Representative appeared before the Board requesting permission to install approximately 34 feet of conduit in Fair Oaks Park. She said this work is necessary to provide underground electric service at 7 Fair Oaks Park.

Ms. Fitzpatrick indicated all paperwork is in order.

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

Motion by Mr. Handel that the Select Board approve and sign a petition from Eversource Energy to install approximately 34 feet of conduit in Fair Oaks Park. This work is necessary to provide underground electric service at 7 Fair Oaks Park, Needham.

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

7:10 p.m. **Motion by Mr. Bulian that the Select Board 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 the Needham Community Revitalization Trust Fund: \$250 from Maryruth Perras and \$400 from Edward & Carol De Lemos.**
- 2. Approve a Special One Day Wines & Malt Beverages License for Maxwell Sparr, of TripAdvisor to host an event for CCEF on January 8, 2019 from 6:00 p.m. to 9:00 p.m. The event will be held at TripAdvisor, 400 1st Avenue, Needham.**
- 3. Accept a \$150 donation made to the Needham Public Health Division's Domestic Violence Action Committee from the Massachusetts Municipal Management Association.**
- 4. Accept the following donations made to the Needham Public Health Division's Gift of Warmth program: \$50 from Rosa Lynn Schoeff, a Framingham resident; \$100 from the Presbyterian Church in Needham; and \$250 from Mary Clare McEnery Siegel, a Needham resident.**
- 5. Approve Open Session minutes of December 18, 2018, December 20, 2018, and December 21, 2018; and Executive Session minutes of November 27, 2018, December 4, 2018, and December 18, 2018.**
- 6. Approve a 2019 Sunday Entertainment License for Zucchini Gold, LLC d/b/a The Rice Barn, located at 1037 Great Plain Avenue, Needham.**
- 7. Water & Sewer Abatement Order #1267**

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

7:07 p.m. Eversource Energy Grant of Location Process:
Jack Lopes, Community Relations, Eversource Energy and Kelly Ann Correia, Supervisor of Rights & Permits, Eversource Energy appeared at the request of the Board to discuss the step-by-step process for a Grant of Location once it is received by Eversource, as well as the time frames associated with the process.

Ms. Fitzpatrick explained calls have been received from residents with a GOL who were wondering why it took so long for work to be completed. She also stated some developers have been placing conduit without a Grant of Location permit. She said the Town is trying to understand both sides of the process, and at the same time increasing public education for developers and excavators. Ms. Fitzpatrick asked whether any factors over the summer or fall of 2018 delayed the process?

Ms. Correia explained the process starting with an application of a work order received by the Customer Care Department at Eversource Energy, through to the Engineering and Design Department, Rights and Permits Department, Survey Department, and ending with the Construction Department after receiving Select Board approval. She acknowledged timeframes are not well explained upfront, recognizing it is a balance keeping employees on a steady schedule, noting the schedule is 6-8 weeks from approval to construction.

Mr. Lopes acknowledged the busiest times of the year for Eversource Energy are spring and fall.

Discussion ensued on various issues relating to the Grant of Location process.

Mr. Bulian said it is important residents and builders understand from Eversource Energy the process and timeline, recognizing there are various factors.

Mr. Lopes said residents and others seeking information on process and/or timeframes should call the Customer Connect Center at 1-888-NEED-PWR.

Mr. Matthews acknowledged while tonight is not a public hearing on the issue, he allowed comment from one resident in attendance.

John Negoshian, 1101 South Street said something changed in the process in 2018. He asked what changed and why.

Mr. Lopes explained towns have been asking that only Eversource Energy work on the public way. He said it would be easier for contractors to do the work, but sometimes areas are not being properly restored. As a matter of policy, he said Eversource Energy must follow the strict statute for working within a public way.

Mr. Borrelli asked if Eversource Energy would be amenable, if the Town decided to allow contractors to do work within a public way.

Mr. Lopes said applications could be considered on a case by case basis, but legal counsel would need to be involved to make sure construction is being built to Eversource Energy standards.

The Board thanked the presenters for the information.

7:26 p.m.

Property Tax Relief/Taxation Aid Committee:

Evelyn Pones, Treasurer and members of the Property Tax Assistance Committee and Taxation Aid Committee including Tom Colarusso, Jill Kahn, Elizabeth Handler, Helen Newton, and Rick Zimbone appeared before the Board seeking input as to the direction and goals of the programs, and how they can be more effective. The Committees are evaluating whether the programs are achieving their objectives, and what changes may be useful. The Select Board was also updated on

the status of both the voluntary and appropriated funds, reviewed the proposed outreach to the community going forward, and discussed the annual warrant article relative to the appropriation to the Property Tax Assistance Fund.

Ms. Poness explained the goal of the Taxation Committee is to solicit donations and reach out to residents needing assistance. She commented a Town-wide survey conducted in August 2016 by the Council on Aging and Public Health Division showed approximately 20% of those surveyed in senior households (55 years +) reported a pre-tax income level of under \$50,000. She said in 2018, \$12,200 was awarded to 27 households (averaging \$452) and the average tax bill of those who applied for assistance in 2018 was \$7,680. She gave examples of residents citing the cost of taxes is a real issue. Ms. Poness commented on numerous marketing efforts including sending contribution envelopes and eligibility requirements to all homeowners in their tax bill.

Discussion ensued on the program, recent Federal tax law changes that may affect donations, suggestions for fund raising and additional support, and a request to increase the taxpayer assistance warrant article currently at \$25,000 annually.

Mr. Borrelli asked the target goal, and whether the sum should be a lump sum or an annual amount? He said he supports funding a higher amount and a dedicated box for donations. He suggested a 3-year plan.

Ms. Poness said the target is "as much as we can get," but realistically matching \$25,000. She said historically, some money has been in reserve every year.

Mr. Zimbone clarified the available funds are fixed at \$25,000, suggesting boosting the warrant article amount applicable for future years. He commented on the increase in fund eligibility and the increase in the number of applicants.

Mr. Handel asked about awareness and barriers to getting help.

Ms. Kahn said many seniors are not aware of the program, also commenting on ways of getting the word out to veterans and people who have lived in Needham all of their lives.

Mr. Bulian said he supports increasing the amount, however commented there are other senior programs available, suggesting the total benefit an individual receives should be taken into account.

Ms. Poness said a member of the Assessor's Department reviews applications, commenting all exemptions are taken into account.

Discussion ensued on outreach, threshold, the need for more funding, and deferring tax bills.

Mr. Matthews said the real goal is to increase private contributions, suggesting clarified text on the envelope soliciting donations, mailing envelopes during only one billing cycle, and forming a private committee to solicit funds and promote the cause. He said a persuasive case can and must be made to a larger number of residents who are able to step up and contribute more money. He commented 10,000 residents contributing \$100 would fund the program and is easily within the means of many households. Mr. Matthews commented several towns have adopted Home Rule statutes allowing for greater direct supplemental tax relief at the town level for people qualified under the circuit breaker credit. He said the idea is interesting, suggesting talking with other towns on how it works and whether it has been successful.

The Board thanked the presenters for the work they are doing.

8:15 p.m.

Project Update:

George Kent, Chair PPBC, Steve Popper, Director of Design & Construction, and Hank Haff, Senior Project Manager appeared before the Board with an update about the projects in the planning, design and construction phases under the jurisdiction of the PPBC.

Mr. Popper stated the Rosemary Recreation Complex and High School Expansion projects are essentially complete. He stated both projects have been successful based on feedback. Mr. Popper commented on projects in various phases of construction including the Sunita L. Williams Elementary School, Memorial Park Field House, Public Safety Complex & Fire Station 2, DPW Central Avenue Offsite Storage, and the Mitchell Elementary School Modular Classrooms. He referred to a list titled "Permanent Public Building Committee, Presentation to Select Board 1/8/2019" commenting on the completion percentage, expected occupancy, budget, and remaining contingency for each project.

Of particular importance, Mr. Popper commented on the Mitchell School project stating the bid was above estimate, noting a Special Town Meeting will be held on Tuesday, January 22, 2019 for discussion and to see if the Town will vote to raise and/or transfer and appropriate the sum of \$630,000 to make up the difference. He noted Needham Public Schools provided additional information in a document entitled "Frequently Asked Questions, January 2019 Special Town Meeting," addressing the importance of the project.

Mr. Matthews asked for comments from the Select Board.

Mr. Borrelli commented on the single bid for the project, noting prior discussion by the Select Board to get bids for future projects "in hand" and bring them to Town Meeting. He acknowledged the condensed time frame for this project makes it difficult in this case.

Mr. Kent concurred with Mr. Borrelli's suggested course of action, and, noted over the last five years or so timing and the number of projects has made that difficult. He agreed it is more effective to go before Town Meeting and various boards with a bid in hand.

Mr. Matthews commented he is hopeful that with the additional information that Town Meeting Members will be persuaded to support additional funding. He acknowledged the additional funds are not a small amount, but said it is a little frustrating to have to call Town Meeting together to vote on something many members feel the executive boards of the Town should have the authority to handle. He concluded by commenting on the importance of making sure there is sufficient money to complete the job.

The Board thanked the presenters for the update.

8:33 p.m.

Town Manager:

Kate Fitzpatrick appeared before the Board with three items to discuss:

1. Open Annual Town Meeting Warrant

Ms. Fitzpatrick reviewed the "Preliminary List of Warrant Articles, 2019 Annual Town Meeting" dated January 8, 2019. She asked the Board to open the 2019 Annual Town Meeting Warrant. She commented the warrant is scheduled to be closed on February 12, 2019.

Motion by Mr. Handel that the Board vote to open the warrant for the 2019 Annual Town Meeting.

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

2. Accept and Refer Zoning - Dimensional and Use Regulations for the Transit Oriented Development Sub-District of the Lower Chestnut Street Overlay District

Ms. Fitzpatrick told the Board that at its meeting on December 18, 2018, the Planning Board voted to place the following articles on the warrant for the 2019 Annual Town Meeting: "Dimensional And Use Regulations For the Transit Oriented Development Sub-District of the Lower Chestnut Street Overlay District."

She also told the Board that at its January 8, 2019 meeting the Planning Board intends to vote to place the following articles on the warrant for the 2019 Annual Town Meeting: "Amend Zoning By-law - Map Change to Chestnut Street Business District and Lower Chestnut Street Overlay District," and "Amend Zoning By-Law - Map change to Transit Oriented Development Sub-District of Lower Chestnut Street Overlay District."

Under State law, the Select Board has 14 days to accept the proposed amendment and refer the amendment to the Planning Board for its review, hearing, and report. The Board's action in the matter is not discretionary. The Planning Board has scheduled the public hearing on this zoning for January 29, 2019.

Motion by Mr. Handel that the Board vote to accept the following proposed zoning amendments: “Amend Zoning By-Law- Dimensional And Use Regulations For the Transit Oriented Development Sub-District of the Lower Chestnut Street Overlay District” and “Amend Zoning By-Law - Map Change to Chestnut Street Business District and Lower Chestnut Street Overlay District,” and “Amend Zoning By-Law - Map Change to Transit Oriented Development Sub-District of Lower Chestnut Street Overlay District” for referral to the Planning Board for its review, hearing, and report.

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

Mr. Matthews commented it is believed the substance of the articles will be of significant public interest. He said the Select Board is not taking a position on any article at this time.

Ms. Cooley asked for clarification as to the intent of the Board when attending the Planning Board’s public hearing on January 29, 2019.

Mr. Matthews said at this point, the Select Board has had a workshop meeting with the planners and have talked about the issue regarding Chestnut Street zoning. He said generally, the question of additional apartment development and future infrastructure plans has been discussed. However, he said the Select Board has not taken a vote as a board on any subject matter of the articles. Mr. Matthews stated all members of the Select Board want to attend the Planning Board hearing to hear the presentation and public comments. He said members of the Select Board can testify with their own views, if they wish to do so. The question, he said, is “Should the Select Board try to formulate a position ahead of time and vote?” Mr. Matthews said that is a possibility and would need to be done at the next Select Board meeting. He suggested the subject matter is of the Planning Board’s jurisdiction, noting it might make sense for members of the Select Board to attend the hearing and testify as they see fit, allow the Planning Board to work on its own judgment, and not adopt a position until the planners have had their public hearing.

Mr. Handel commented the Select Board has the ability to support/not support the article at Town Meeting and to comment on it and affect its outcome. He said he has no intention of testifying, rather he is going to the hearing to listen to what the public has to say and how the Planning Board responds to questions. He said the Select Board will have adequate time after the hearing to take a position.

Ms. Cooley clarified and Mr. Matthews confirmed that the Select Board does not have a position at this time.

Mr. Matthews said he believes the issue will attract wide attention.

Mr. Borrelli said there will come a time when the Select Board will have to discuss housing, in general, now that the town has reached its 10% affordable housing threshold.

3. Discuss Updates for FY2019 - FY2020

Ms. Fitzpatrick updated the Board on the status of the Board's FY2019-FY2020 goals by reviewing "Board of Selectmen/Town Manager FY2019-FY2020 Board of Selectmen Goals" dated August 7, 2018, revised October 23, 2018, and updated January 8, 2019. She highlighted items related to Town assets, school committee budget, Needham 2025 RFP, plastic carryout bags, funding for an extended season at Rosemary Pool, and the creation of a public information officer position.

Mr. Matthews said it is an ambitious list of goals and thanked Ms. Fitzpatrick for her work.

8:55 p.m. Board Discussion:

1. Committee Reports

No Committee Reports were made.

Mr. Matthews commented on the Home Rule petition regarding senior tax relief in the town of Concord, MA saying the approach is interesting and the Town should find out more information.

8:56 p.m. Adjourn:

Motion by Ms. Cooley that the Select Board vote to adjourn the Select Board meeting of January 8, 2019.

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

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

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

SELECT BOARD

* MINUTES *

January 22, 2019

6:50 p.m. A special meeting of the Select Board 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.

Town Meeting Preparation

Motion: Mr. Bulian moved that the Board vote to recommend adoption of Article 1 in the Special Town Meeting Warrant. Mr. Handel seconded the motion. Unanimous: 5-0.

Motion: Mr. Handel moved that the Board approve the consent agenda including

- 1. Approve a 2019 Common Victualler License for 1056 Gyro and Kebab House d/b/a Gyro and Kebab House located at 1056 Great Plain Avenue, Needham MA**
- 2. Approve a 2019 Livery License for Mohammed Yahia of Boston Sultan Limousine located at 123 Pickering Street, Needham MA.**

Mr. Bulian seconded the motion. Unanimous: 5-0.

7:00 p.m. **Motion: Mr. Handel moved that the Board adjourn its meeting contemporaneously with the adjournment of Town Meeting. Mr. Bulian seconded the motion. Unanimous: 5-0.**

Note: The Annual Town Meeting adjourned for the evening at 8:19 p.m.



**Office of the
Select Board**

**TOWN OF NEEDHAM
Town Hall
1471 Highland Avenue
Needham, MA 02492-2669**

**TEL: (781) 455-7500
FAX: (781) 449-4569**

January 29, 2019

Ms. Jennifer Hartley
Needham Food & Beverage, LLC d/b/a The Heights
200 First Avenue
Needham, MA 02494

Dear Ms. Hartley:

On November 29, 2018 a minor was served alcohol in your restaurant during a routine compliance check by the Needham Police Department. The on-duty manager and server were made aware of the situation and were served a notice of violation by a Police Lieutenant.

On January 17, 2019 you met with the Select Board Chair Dan Matthews, Vice Chair John Bulian and Town Manager Kate Fitzpatrick. At that meeting Mr. Matthews informed you that the while the Select Board wants to see your business succeed, the Town will not tolerate service of alcohol to minors.

The Board is issuing your establishment an official warning for violation of State and local liquor license regulations. Please be advised that a future violation will result in further disciplinary action including possible suspension of your license to serve alcohol.

Very truly yours,

Select Board of Needham



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January 29, 2019

Ms. Najwa Murphy
Needham 365 Bev, LLC d/b/a Residence Inn
80 B Street
Needham, MA 02494

Dear Ms. Murphy:

On November 29, 2018 a minor was served alcohol in your restaurant during a routine compliance check by the Needham Police Department. The on-duty manager and server were made aware of the situation and were served a notice of violation by a Police Lieutenant.

On January 17, 2019 you met with the Select Board Chair Dan Matthews, Vice Chair John Bulian and Town Manager Kate Fitzpatrick. At that meeting Mr. Matthews informed you that the while the Select Board wants to see your business succeed, the Town will not tolerate service of alcohol to minors.

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January 29, 2019

Ms. Dora Tavel-Sanchez Luz
Eat Farmhouse, LLC d/b/a The Farmhouse
970 Great Plain Avenue
Needham, MA 02492

Dear Ms. Luz:

On November 29, 2018 a minor was served alcohol in your restaurant during a routine compliance check by the Needham Police Department. The on-duty manager and server were made aware of the situation and were served a notice of violation by a Police Lieutenant.

On January 17, 2019 you met with the Select Board Chair Dan Matthews, Vice Chair John Bulian and Town Manager Kate Fitzpatrick. At that meeting Mr. Matthews informed you that the while the Select Board wants to see your business succeed, the Town will not tolerate service of alcohol to minors.

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January 29, 2019

Mr. Ying Zhang
Fu Yuan, Inc. d/b/a Fuji Steak House
1430 Highland Avenue
Needham, MA 02492

Dear Mr. Zhang:

On November 29, 2018 a minor was served alcohol in your restaurant during a routine compliance check by the Needham Police Department. The on-duty manager and server were made aware of the situation and were served a notice of violation by a Police Lieutenant.

On January 17, 2019 you met with the Select Board Chair Dan Matthews, Vice Chair John Bulian and Town Manager Kate Fitzpatrick. At that meeting Mr. Matthews informed you that the while the Select Board wants to see your business succeed, the Town will not tolerate service of alcohol to minors.

The Board is issuing your establishment an official warning for violation of State and local liquor license regulations. Please be advised that a future violation will result in further disciplinary action including possible suspension of your license to serve alcohol.

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January 29, 2019

Mr. Paul Turano
TDRG Needham Inc.
109 Chapel Street
Needham, MA 02492

Dear Mr. Turano:

On November 29, 2018 a minor was served alcohol in your restaurant during a routine compliance check by the Needham Police Department. The on-duty manager and server were made aware of the situation and were served a notice of violation by a Police Lieutenant.

On January 17, 2019 you met with the Select Board Chair Dan Matthews, Vice Chair John Bulian and Town Manager Kate Fitzpatrick. At that meeting Mr. Matthews informed you that the while the Select Board wants to see your business succeed, the Town will not tolerate service of alcohol to minors.

The Board is issuing your establishment an official warning for violation of State and local liquor license regulations. Please be advised that a future violation will result in further disciplinary action including possible suspension of your license to serve alcohol.

Very truly yours,

Select Board of Needham



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FAX: (781) 449-4569

January 29, 2019

Mr. Michael O'Connell
Needham Wine & Spirits LLC d/b/a Needham Wine & Spirits
1257 Highland Avenue
Needham, MA 02492

Dear Mr. O'Connell:

On November 29, 2018 a minor was sold alcohol in your store during a routine compliance check by the Needham Police Department. The on-duty manager was made aware of the situation and was served a notice of violation by a Police Lieutenant.

On January 24, 2019 you met with the Select Board Chair Dan Matthews, Vice Chair John Bulian and Town Manager Kate Fitzpatrick. At that meeting Mr. Matthews informed you that the while the Select Board wants to see your business succeed, the Town will not tolerate the sale of alcohol to minors.

The Board is issuing your establishment an official warning for violation of State and local liquor license regulations. Please be advised that a future violation will result in further disciplinary action including possible suspension of your license to sell alcohol.

Very truly yours,

Select Board of Needham