

SELECT BOARD
August 20, 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.

	6:15	Executive Session- Exception 3: Collective Bargaining Fire Union; Exception 6: Purchase, Exchange, Lease or Value of Real Property
	6:45	Informal Meeting with Citizens <i>One or more members of the Select Board will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Select Board's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Public Hearings: Eversource Grant of Locations- Richard Road, Central Avenue (2), and Chestnut Street <ul style="list-style-type: none"> • Maureen Carroll, Eversource Energy
2.	7:00	Needham Community Revitalization Trust Fund – Box Art Project <ul style="list-style-type: none"> • Paul Good, Chair, Needham Community Revitalization Trust Fund (NCRTF)
3.	7:15	Director of DPW <ul style="list-style-type: none"> • Sign Notice of Traffic Regulation- Garden Street • Sign Notice of Traffic Regulation- Great Plain Avenue • Sign Notice of Traffic Regulation- Dedham Avenue • Sign Notice of Traffic Regulation- Pickering Street
4.	7:20	Great Plain Avenue Signal Report – Greenman-Pederson, Inc. (GPI) <ul style="list-style-type: none"> • John Diaz, Greenman-Pederson, Inc. (GPI)
5.	7:40	Amend Ambulance Mileage Rate <ul style="list-style-type: none"> • David Davison, Assistant Town Manager/Director of Finance
6.	7:45	Town Manager <ul style="list-style-type: none"> • Accept and Refer Zoning • Open Special Town Meeting Warrant
7.	8:00	Board Discussion <ul style="list-style-type: none"> • Town Manager Performance Evaluation • Adopt FY2020 – 2021 Goals • Committee Reports

APPOINTMENTS

1.	Ashly Scheufele	Needham Community Revitalization Trust Fund (term expires 6/30/2022)
2.	Bill Dermody	Needham Community Television Development

		Corporation (term expires 6/30/2022)
3.	Kevin Deisz	Technology Advisory Board (term expires 6/30/2022)
4.	Election Workers	See attached.

CONSENT AGENDA *=Backup attached

1.	Accept the following donation made to the Needham Community Revitalization Trust Fund: \$1500 from Needham Public Library.					
2.*	Approve request for new anchor banners on the light poles on Chapel Street. The new banner design, which encourages viewers to eat and shop local, is being sponsored by the Newton Needham Chamber and will replace the existing Experience Local banners which are worn.					
3.	Accept \$2,000 donation by Paramount Pictures to the Town to benefit Senior Center activities.					
4.	Accept donation of a used spinet piano for use in the "Pianos in the Park" program by Lynne Petrini.					
5.*	Approve a 20B Exemption for Suzanne Eaton who is an employee at the Needham High School as the High School Swim and Lacrosse coach to engage in summertime work with the Park and Recreation Department as an Activity Instructor for the High School Conditioning Swim & Dive program.					
6.*	Approve minutes of July 23, 2019 and August 9, 2019 meetings.					
7.*	Approve a 20B Exemption for Laurie Kraemer who is an employee at the Newman Elementary School as a Teaching Assistant to engage in work with the Needham Police Department as a Crossing Guard.					
8.*	Approve updated Interim Rules & Regulations for the Use of Memorial Park Fieldhouse.					
9.	Accept a donation of a 6x10 nylon flag to fly at Avery Square from Ted Shaughnessy, a Needham resident.					
10.*	Water & Sewer Abatement Order #1278					
11.*	Approve and sign one day alcohol service suspension due to alcohol compliance violations for: Needham Cabot Concessions d/b/a Sheraton Needham for Sunday, September 8, 2019.					
12.	Grant permission for the following residents to hold block parties:					
	Name	Address	Party Location	Party Date	Party Rain Date	Party Time
	Dale McCarthy	72 Stevens Road	Stevens Road	9/7/19	9/22/19	4pm-6pm
	Christine Holland	104 Newell Ave.	Corner of Newell / Prospect	9/7/19	9/8/19	4pm-8pm
	Liv Nash	200 Great Plain Ave.	38 Ellicott Street	9/8/19	N/A	1pm-3pm
	Jodi Williams	48 Ardmore Road	48-84 Ardmore Rd	9/14/19	9/15/19	2pm-6pm
	Kate Deeley	61 Kenney Street	Barbara Rd & Lois Lane	9/14/19	9/15/19	3pm-9pm
	Cindy Osgood	27 Laurel Drive	Lower Laurel	9/14/19	9/15/19	3:30pm-9pm
	Eric Kaplan	33 Elmwood Road	Elmwood Rd between Fuller and	9/14/19	9/21/19	4pm-7pm

		Lancaster			
Anna Margulian	233 Country Way	233 Country Way	9/15/19	N/A	4pm-8pm
Lauren Soper	32 Mark Lee Rd	Elbow of Alfreton between Webster and Mark Lee	9/21/19	N/A	12pm-7pm
Elizabeth Gregg	1306 Great Plain Ave	Curve Street	9/21/19	9/22/19	3pm-6pm
Brenda Salamone	41 Rae Avenue	18 Fairfax Road	9/29/19	N/A	4pm-7pm

Election Workers FY 2019-2020

Party	Title	Last Name	First Name	St #	Street Name	Town	State	Zip Code
D	Inspector	Amsbary	Elizabeth G.	19	Cimino Road	Needham	MA	02494
D	Warden	Anderson	Myra	58	Whittier Road	Needham	MA	02492
U	Warden	Attridge	Pauline M	865	Central Avenue I309	Needham	MA	02492
U	Inspector	Avedikian	Isabel	148	Valley Road	Needham	MA	02492
U	Clerk	Baker	Julia S.	178	South Street	Needham	MA	02492
U	Inspector	Belkin	Elaine J.	14	Highland Court	Needham	MA	02492
U	Inspector	Belval	Josephine	1208	Greendale Ave #221	Needham	MA	02492
U	Relief	Bird	Alma M	49	Whiting Way	Needham	MA	02492
U	Warden	Blomberg	Stephen E.	310	Harris Avenue	Needham	MA	02492
U	Inspector	Bosselait	Doris D.	141	Chestnut Street #106	Needham	MA	02492
R	Clerk	Brailey	Barbara N.	229	High Rock Street	Needham	MA	02492
D	Inspector	Brain	Anne	25	Ridgeway Avenue	Needham	MA	02492
U	Inspector	Brooks	Dorothy G.	217	Broadmeadow Road	Needham	MA	02492
D	Inspector	Burns	Moy T.	563	Chestnut Street	Needham	MA	02492
U	Inspector	Casey	Maryjane M.	100	Rosemary Way #330	Needham	MA	02492
U	Inspector	Cavicchio	Clelia M.	43	George Aggott Road	Needham	MA	02492
D	Clerk	Cherot	Diana P.	345	Harris Avenue	Needham	MA	02492
D	Inspector	Coen	Gina C.	46	Avalon Road	Needham	MA	02492
U	Inspector	Connolly	Jean M.	88	Gayland Road	Needham	MA	02492
U	Warden	Cummings	Lawrence R.	27	South Street	Needham	MA	02492
D	Inspector	Cummings	Margaret A.	27	South Street	Needham	MA	02492
D	Inspector	Cusack	Barbara J	41	Curve Street	Needham	MA	02492
U	Clerk	Doherty	Philip E	122	Tudor Road	Needham	MA	02492
U	Inspector	Ecsedy	David	20	Holland Terrace	Needham	MA	02492
R	Inspection	Est	Myra W.	1098	Webster Street	Needham	MA	02492
U	Warden	Garrison	Edith	40	Pinehills Dr. #1427	Plymouth	MA	02360
D	Inspector	Giuditta	Grace Barbara	13	Morgan Dr. #17	Natick	MA	01760
R	Inspector	Guiney	Irene J.	757	Highland Ave #325N	Needham	MA	02494
U	Inspector	Handel	Barbara R.	43	Tillotson Road	Needham	MA	02492
U	Inspector	Harris	Marilyn	757	Highland Ave #202S	Needham	MA	02494
D	Clerk	Hart	Elizabeth	154	Hillside Avenue #1	Needham	MA	02494
U	Warden	Hart	Samuel	154	Hillside Avenue #1	Needham	MA	02494
U	Inspector	Haskell	Eleanor B.	173	Stratford Road	Needham	MA	02492
U	Inspector	Haslip	Nancy C.	43	Whitman Road	Needham	MA	02492
U	Inspector	Herrick	Walter D.	131	Pine Grove Street	Needham	MA	02494
U	Warden	Hines	Betsy K.	135	Lindbergh Avenue	Needham	MA	02492
D	Clerk	Jacques	Steven N.	41	Hancock Road	Needham	MA	02492
D	Inspector	Jacques	Katherine P.	41	Hancock Road	Needham	MA	02492
U	Inspector	Johnson	Anne C.	87	Taylor Street	Needham	MA	02492
U	Inspector	Kelly	Kathleen M.	883	Greendale Avenue	Needham	MA	02492

Election Workers FY 2019-2020

U	Inspector	Klepadlo	Shirley J.	23	Blake Street	Needham	MA	02492
U	Inspector	Kordas	Mary R.	34	Mackintosh Avenue	Needham	MA	02492
U	Inspector	Koss	M. Gerald	815	Webster Street	Needham	MA	02492
R	Clerk	Loderick	Kenneth J.	63	Whiting Way	Needham	MA	02492
D	Inspector	Macrina	Mary L.	68	Page Road	Needham	MA	02492
U	Inspector	Mang	John M.	19	Southfield Court	Needham	MA	02492
R	Inspector	Mang	Rae A.	19	Southfield Court	Needham	MA	02492
U	Warden	Mather	Marcia	85	Grove Street, #110	Wellesley	MA	02482
D	Inspector	Mays	Phyllis M.	141	Chestnut Street #303	Needham	MA	02492
U	Inspector	McCann	Maureen	43	North Hill Avenue	Needham	MA	02492
U	Inspector	McKernan	Mary B.	96	Plymouth Road	Needham	MA	02492
D	Inspector	Mecagni	Eileen A.	173	Valley Road	Needham	MA	02492
U	Clerk	Melick	Phyllis K.	508	Great Plain Ave	Needham	MA	02492
U	Inspector	Mercer	Elizabeth	67	Mayo Avenue	Needham	MA	02492
U	Inspector	Merrick	Irene	94	Elder Road	Needham	MA	02494
U	Inspector	Mitov	Kalin	21	Erick Road, #21A	Mansfield	MA	02048
U	Inspector	Muckerheide	Linda N.	22	River Park Street	Needham	MA	02494
U	Inspector	Oakes	Joan B.	9	Grant Street	Needham	Ma	02492
U	Inspector	Ogilvie	Judith S.	47	Powers Street	Needham	MA	02492
U	Inspector	O'Keeffe	Kathleen J.	51	Alden Road	Needham	MA	02492
R	Inspector	Peckham	Ford H.	26	Lawton Road	Needham	MA	02492
D	Inspector	Pelletier	Claire E.	182	Linden Street Apt D	Needham	MA	02492
U	Inspector	Pendergast	Lily D.	24	Bess Road	Needham	MA	02492
D	Inspector	Poness	Evelyn	72	Marked Tree Road	Needham	MA	02492
D	Inspector	Prihoda	Audrey	107	Lexington Avenue	Needham	MA	02494
U	Warden	Roman	Josephine A.	136	Valley Road	Needham	MA	02492
U	Inspector	Rosenstock	Carol	44	Bess Road	Needham	MA	02494
U	Inspector	Rosenstock	Steven	44	Bess Road	Needham	MA	02494
U	Inspector	Rutter	David L.	163	Paul Revere Road	Needham	MA	02492
U	Warden	Schaller	Colleen F.	24	Avon Circle	Needham	MA	02494
D	Inspector	Schvimer	Theodor A.	865	#A317	Needham	MA	02492
U	Inspector	Shah	Kalpana M.	168	Linden Street, Apt B	Needham	MA	02492
D	Inspector	Singer	Barry	144	Evelyn Road	Needham	MA	02494
U	Warden	Slattery	Jean	205	Linden Ponds Way	Hingham	MA	02043
U	Inspector	Smookler	Arlene	174	Pine Grove St	Needham	MA	02494
R	Inspector	Story	Joan T.	28	Perry Drive	Needham	MA	02492
D	Inspector	Sullivan	Mary B.	75	Audrey Avenue	Needham	MA	02492
U	Warden	Tedoldi	M. Kathleen	13	Maple Street	Needham	MA	02492

Election Workers FY 2019-2020

U	Inspector	Tierney	Margaret A.	378	Central Avenue	Needham	MA	02494
U	Clerk	Tirrell	Joan M.	389	Manning Street	Needham	MA	02492
U	Warden	Toran	Sarah A.	945	Central Avenue	Needham	MA	02492
U	Inspector	Venditti	Judith	6	Lindbergh Avenue	Needham	MA	02492
U	Inspector	Verdun	Michael L.	35	Meetinghouse Circle	Needham	MA	02492
U	Inspector	Walsh	Ann M.	900	Greendale Avenue #12	Needham	MA	02492
U	Clerk	Wegner	Ruth	27	Dartmouth Ave	Needham	Ma	02492
R	Inspector	West	Myra W.	1098	Webster Street	Needham	MA	02492
D	Inspector	Woodward	Natalie S.	213	Rock Street, #K5	Norwood	MA	02062
U	Inspector	Yanofsky	Helaine	111	High Rock Street	Needham	MA	02492
U	Inspector	Zwible	Joan C.	700	Webster Street	Needham	MA	02492



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

MEETING DATE: 8/20/2019

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>Eversource Energy requests permission to install approximately 6.5 feet of conduit in Richard Road. This work is necessary to provide underground electric service to 47 Richard Road, Needham.</p> <p>The Department of Public Works has approved this petition, based on Eversource Energy’s commitment to adhere to the Town’s regulation that all conduit installed must be 3” schedule 40 minimum; and, that when buried, the conduit must be placed at 24” below grade to the top of the conduit.</p>	
2.	VOTE REQUIRED BY SELECT BOARD
<p>Suggested Motion: Move that the Select Board approve and sign a petition from Eversource Energy to install approximately 6.5 feet of conduit in Richard Road. This work is necessary to provide underground electric service to 47 Richard Road, Needham.</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	

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

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

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

2019 AUG -7 P 1:49

TO: Nikki Witham, Selectmen Office
FROM: Judy Laffey, DPW Office
DATE: 8/6/19
RE: 47 Richard Rd

For Selectmen Meeting of Aug. 20, 2019
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 7-16-19

REVIEWER: RWW.

SITE LOCATION: #47 RICHARD RD.

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

A Sidewalk/Grass Strip Crossing Only

Peer Review mm 8/6/19

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

Old Pole Removed N/A

Diameter of Conduit

Cables Transferred to New Pole

Depth of Conduit

New Riser on Pole

Utility Conflicts

Visible Trench Patch across Road/Sidewalk

Crossing Perpendicular to Road N/A

Abutters List Complete

Public Road

Photos Included

Double Pole N/A

Department Head OK R. Anderson 8/6/19

COMMENTS:

TRENCH VISIBLE ACROSS SIDEWALK, RISER ON POLE. NO CONNECTIONS
ABOVE AS YET.

July 12, 2019

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

#

47

RE: Richard Road
Needham, MA
W/O #2339503

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 6.5 feet of conduit in Richard Road.

The reason for this work is to provide underground electric service to 47 Richard Road.

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,



Richard M. Schifone, Supervisor
Rights and Permits

RMS/kj
Attachments

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

To the **Select Board** 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 July 3, 2019** and filed herewith, under the following public way or ways of said Town:

Richard Road - **Westerly from pole 236/6, approximately
527 feet south of Bird Street, a distance
of 6.5 ± feet - conduit**

W/O #2339503

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**



By: _____
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 12th day of July

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2019

**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:

Richard Road - Westerly from pole 236/6, approximately 527 feet south of Bird Street, a distance of 6.5 ± feet - conduit

W/O #2339503

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 July 3, 2019** 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 Select Board or such officer or officers as it may appoint to supervise the work.

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

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2019 at _____ in said Town.

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

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2019 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



#47

APPROX. PT.
OF PICKUP

BACK OF SIDEWALK (BSW)

WSO

ASPHALT SW

GRASS

BIT CON BERM

4" GAS

8" SEWER

6" WATER

236/6

SMH

BIT CON BERM

GRASS

ASPHALT SW

BSW

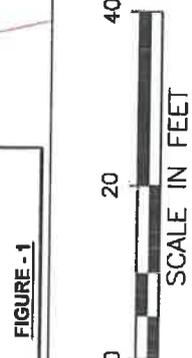
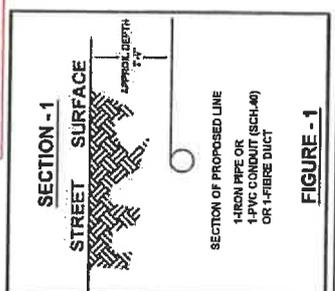
6.5'

APPROX. R.O.W.

APPROX. 527
TO BIRD ST

GG

INSTALL 1 - 3" PVC PIPES
SCHEDULE 40
NO CONCRETE



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION CONTAINED HEREIN. THE COMPANY, ASTAR GAS COMPANY AND ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "ASTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS 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 ASTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY. THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE, AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

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

C# 143-19	Ward #
Work Order # 2339503	Surveyed by: GC/PG/JC
Research by: PG	Plotted by: PG
Proposed Structures: JF	Approved: A DEBENEDICTIS
Scale 1"=20'	Date JULY 3, 2019
SHEET 1 of 1	

ASTAR EVERSOURCE
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of RICHARD ROAD
NEEDHAM

Showing PROPOSED CONDUIT LOCATION

RICHARD RD

#37

APPROX. R.O.W.

4" GAS

8" SEWER

6" WATER

5" W.W. INTER

APPROX. R.O.W.

#38

#44

PG

PG



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on August 20, 2019** upon petition of Eversource Energy dated **July 12, 2019** to install approximately 6.5 feet of conduit in Richard Road. This work is necessary to provide underground electric service to 47 Richard Road, Needham.

A public hearing is required and abutters should be notified.

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

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

SELECT BOARD

Dated: August 9, 2019

47 RICHARD RD.- DIRECT ABUTTERS ONLY

<u>OWNER NAME 1</u>	<u>OWNER NAME 2</u>	<u>MAILING ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP</u>	<u>PARCEL ID</u>	<u>PROPERTY ADDRESS</u>
KRAMER, RICHARD A. & PEARLSTEIN, NOAH & LISA TRS. FISHER, MARK J.+	SHAPIRO, SARA H. NOAH PEARLSTEIN AND LISA PEARLSTEI FISHER, PAMELA J.	38 RICHARD RD 44 RICHARD RD 52 RICHARD RD	NEEDHAM NEEDHAM NEEDHAM	MA MA MA	02492 02492 02492	1990170003000000 1990170003100000 1990170003200000	38 RICHARD RD 44 RICHARD RD 52 RICHARD RD
CARTER, ROBERT M & ANN K BOROSON, DON M. TR. & FITZGERALD, PATRICK H. & TOWN OF NEEDHAM YORK, MEGHAN &	C/O CARTER, ROBERT M. & ANN K TRS BOROSON, MELINDA R. TR. FITZGERALD, KATHERINE A.	145 TUDOR RD 139 TUDOR RD 53 RICHARD RD 1471 HIGHLAND AVE	NEEDHAM NEEDHAM NEEDHAM NEEDHAM	MA MA MA MA	02492 02492 02492 02492	1990200004900000 1990200005000000 1990200006200000 1990200006300000	145 TUDOR RD 139 TUDOR RD 53 RICHARD RD RICHARD RD
SHUER, HERBERT M + BONNIE M., TRS TOBINS, MICHAEL &	JEWKES, MICHAEL RICHARD ROAD 37 REALTY TRUST TOBINS, MEGAN	47 RICHARD RD 37 RICHARD RD 69 ROCKWOOD LN	NEEDHAM NEEDHAM NEEDHAM	MA MA MA	02492 02492 02492	1990200006400000 1990200006500000 1990200008800000	47 RICHARD RD 37 RICHARD RD 69 ROCKWOOD LN

Certified as list of parties in interest under Mass General Laws and Needham Zoning By Laws to the best of our knowledge
For the Needham Board of Assessors.....



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

MEETING DATE: 8/20/2019

Agenda Item	Public Hearing: Eversource Energy Grant of Location – Central Avenue
Presenter(s)	Maureen Carroll, Eversource Energy Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>Eversource Energy requests permission to install approximately 40 feet of conduit in Central Avenue. This work is necessary to provide underground electric service to a traffic light control box.</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> Move that the Select Board approve and sign a petition from Eversource Energy to install approximately 40 feet of conduit in Central Avenue. This work is necessary to provide underground electric service to a traffic light control box.</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	

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

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

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

2019 AUG -7 P 1:43

TO: Nikki Witham, Selectmen Office
FROM: Judy Laffey, DPW Office
DATE: 8/6/19
RE: 620 Central Ave.

For Selectmen Meeting of Aug 20, 2019
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 7-16-19 REVIEWER: R.W.W.
SITE LOCATION: # 620 CENTRAL AVE. (TRAFFIC CONTROL BOX) UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

- A Sidewalk/Grass Strip Crossing Only Peer Review _____
- B** Work Within Paved Road Perpendicular Crossing Peer Review mz 8/6/19
- C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway
Peer Review _____ Div. Head Review _____
- D Other Peer Review _____ Div. Head Review _____

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

Department Head ok R.P. Merson 8/6/19

COMMENTS:

TRENCH VISIBLE ACROSS ROAD, RISER ON POLE, CABLES COILED
ABOVE RISER.

July 12, 2019

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

*

620

RE: Central Avenue
Needham, MA
W/O #2343671

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 40 feet of conduit in Central Avenue.

The reason for this work is to provide underground electric service to a traffic light control box.

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,



Richard M. Schifone, Supervisor
Rights and Permits

RMS/kj
Attachments

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

To the **Select Board** 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 July 8, 2019** and filed herewith, under the following public way or ways of said Town:

Central Avenue - **Easterly from pole 8/80, approximately 82 feet north of Cefalo Road, a distance of 40 ± feet – conduit**

W/O #2343671

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

By: 
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 12th day of July

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2019

**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:

**Central Avenue - Easterly from pole 8/80, approximately
82 feet north of Cefalo Road, a distance
of 40 ± feet - conduit**

W/O #2343671

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 July 8, 2019** 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 Select Board or such officer or officers as it may appoint to supervise the work.

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

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2019 at _____ in said Town.

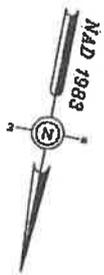
1	_____	
2	_____	Select Board
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2019 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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

N:\SHARED-FILES\102\CHARGE\BASE\INSURANCE-CENTRAL\AW.dwg



APPROX. PL

APPROX. RIGHT OF WAY(R.O.W)

TO CUSTOMER TRAFFIC
LIGHT CONTROL BOX

CONC SIDEWALK

APPROX. RIDGE OF ROAD

CUSTOMER TO INSTALL
1-3" PVC CONDUIT
NO CONCRETE
SECTION 1 FIGURE 1

40'

CENTRAL AVE

APPROX. RIDGE OF ROAD

CONC SIDEWALK
APPROX. RIGHT OF WAY(R.O.W)

JO-ES
8/80

ELEC

APPROX. RIGHT OF WAY(R.O.W)

CEFALO RD

MH29515

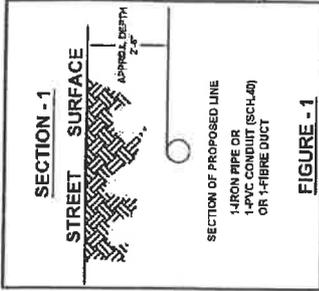
ELEC

R.O.W
CONC SIDEWALK

R.O.W
CONC SIDEWALK

JO-ES
8/81

ELEC



APPROX. RIGHT OF WAY(R.O.W)

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY NOR ITS AGENTS, OFFICERS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS, COLLECTIVELY OR INDIVIDUALLY, SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION, INCLUDING BUT NOT LIMITED TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. THE INFORMATION IS PROVIDED AS A SERVICE TO THE CLIENT. ANY OTHER EXPRESSED OR IMPLIED UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.



C#	
Ward #	Work Order # 2343671
Surveyed by:	N/A
Researched by:	PG
Plotted by:	JC
Proposed Structures:	JF
Approved:	A DEBENEDICTIS
P#	

Plan of CENTRAL AVE
NEEDHAM
Showing PROPOSED CONDUIT LOCATION

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Scale 1"=20'
Date JULY 8, 2019
SHEET 1 of 1

NSTAR EVERSOURCE
ELECTRIC
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

MASS. LAW

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



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on August 20, 2019** upon petition of Eversource Energy dated **July 12, 2019** to install approximately 40 feet of conduit in Central Avenue. This work is necessary to provide underground electric service to a traffic light control box.

A public hearing is required and abutters should be notified.

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

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

SELECT BOARD

Dated: August 9, 2019

DIRECT ABUTTERS ONLY - 620 Central Ave

<u>OWNER NAME 1</u>	<u>OWNER NAME 2</u>	<u>MAILING ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP</u>	<u>PARCEL ID</u>	<u>PROPERTY ADDRESS</u>
CHO, JOHN &	CHO, AMY Y.	612 CENTRAL AVE	NEEDHAM	MA	02494	19910400004000000	612 CENTRAL AVE
DUSSAULT, ISABELLE TR. &	MANOUKIAN, RAFFI TR.	620 CENTRAL AVE	NEEDHAM	MA	02492	19910400000500000	620 CENTRAL AVE
JESURUM, C. ESTHER &	BROWN, JEFFREY S.	5 LOUART DR	NEEDHAM	MA	02494	19910400000600000	5 LOUART DR
RESNICK, PETER I & JENNIFER J.		15 LOUART DR	NEEDHAM	MA	02494	19910400004000000	15 LOUART DR
FELTS, CHARLES O. &	FELTS, HARRIET R.	16 WILDALE CIR	NEEDHAM	MA	02494	19910400004600000	16 WILDALE CIR
DAHAN, LIAT E &	DAHAN, ELIAV H	859 WILLIARD ST STE 400	QUINCY	MA	02169	19910400004700000	17 WILDALE CIR
ROONEY, PAUL &	ROONEY, JODI L.	617 CENTRAL AVE	NEEDHAM	MA	02494	19910800001200000	617 CENTRAL AVE
623 CENTRAL AVENUE LLC		30 BREWSTER DR	NEEDHAM	MA	02494	19910800001300000	623 CENTRAL AVE
MILLER, LINDA G.		17 CEFALO RD	NEEDHAM HTS	MA	02494	19910800002400000	17 CEFALO RD
ROSEN, RICHARD +	ROSEN, JO ANN	39 SUNSET RD	NEEDHAM HTS	MA	02494	19910800002600000	39 SUNSET RD

Certified as list of parties in interest under Mass General Laws and Needham Zoning By-Laws to the best of our knowledge
 For the Needham Board of Assessors.....



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

MEETING DATE: 8/20/2019

Agenda Item	Public Hearing: Eversource Energy Grant of Location – Central Avenue
Presenter(s)	Maureen Carroll, Eversource Energy Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>Eversource Energy requests permission to install approximately 50 feet of conduit in Central Avenue. This work is necessary to provide underground electric service to a traffic light control box.</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>Suggested Motion: Move that the Select Board approve and sign a petition from Eversource Energy to install approximately 50 feet of conduit in Central Avenue. This work is necessary to provide underground electric service to a traffic light control box.</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

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

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

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

2019 AUG 15 P 2:07

TO: Nikki Witham, Selectmen Office
FROM: Judy Laffey, DPW Office
DATE: Aug 14, 2019
RE: 541 Central Ave

For Selectmen Meeting of Aug. 20, 2019
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 8-13-19 REVIEWER: R.W.W.
SITE LOCATION: #541 CENTRAL AVENUE UTILITY REQUESTING: EVERSOUR

Conduit Work Area Description

- | | | |
|---|------------------|--------------------|
| <input checked="" type="radio"/> A Sidewalk/Grass Strip Crossing Only | Peer Review | <u>TRV 8/13/19</u> |
| 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 | _____ |

- SEE COMMENT BELOW
- | | |
|--|---|
| <input checked="" type="checkbox"/> Petition Plan Consistent with Field Review | <input type="checkbox"/> Old Pole Removed <u>N/A</u> |
| <input checked="" type="checkbox"/> Diameter of Conduit | <input type="checkbox"/> Cables Transferred to New Pole <u>COILED ON POLE NOT CORR. O.H.</u> |
| <input checked="" type="checkbox"/> Depth of Conduit | <input checked="" type="checkbox"/> New Riser on Pole |
| <input checked="" type="checkbox"/> Utility Conflicts | <input checked="" type="checkbox"/> Visible Trench Patch across Road/Sidewalk <u>NEW S.W.</u> |
| <input type="checkbox"/> Crossing Perpendicular to Road <u>No</u> | <input checked="" type="checkbox"/> Abutters List Complete |
| <input checked="" type="checkbox"/> Public Road | <input checked="" type="checkbox"/> Photos Included |
| <input type="checkbox"/> Double Pole <u>N/A</u> | |

Department Head OK R.P. Allen 8/14/19

COMMENTS:

PETITION PLAN SHOWS CONDUIT RUNNING NORTH FROM POLE # 8/69 (TOWARD TAYLOR ST.)
FIELD OBSERVATION INDICATES CONDUIT RUNNING SOUTH (TOWARD FLASHING SCHOOL ZONE SIGN).



200 Calvary Street
Waltham, Ma 02453

August 8, 2019

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Central Avenue
Needham, MA
W/O #2343710

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 ~~90~~ ^{50 sc} feet of conduit in Central Avenue.

The reason for this work is to provide underground electric service to a traffic light control box.

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,

Richard M. Schifone, Supervisor
Rights and Permits

RMS/kj
Attachments

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

To the **Select Board** 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 August 3, 2019** and filed herewith, under the following public way or ways of said Town:

Central Avenue - **Southerly from pole 8/69, opposite Booth Street, a distance of 50 ± feet - conduit**

DM
8/13/19

W/O # 2343710

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

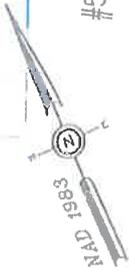


By: _____
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 8th day of August

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2019



#541

TAYLOR ST

#151

BACK OF SIDEWALK/APPROX. ROW

GRANITE CURB

CENTRAL AVE

GRANITE CURB

BACK OF SIDEWALK/APPROX. ROW

#546

tar 8/13/19

CUSTOMER TO INSTALL
1-3" PVC CONDUIT
NO CONCRETE
SECTION 1 FIGURE 1

8/69

8/67

#527

CENTRAL AVE

GRANITE CURB

BOOTH ST

GRANITE CURB

115/1

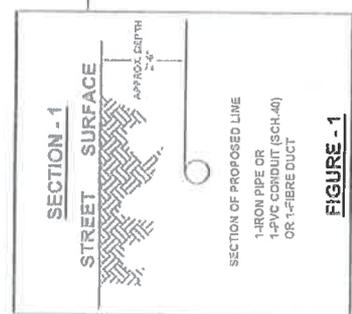
#530

GRANITE CURB

BACK OF SIDEWALK/APPROX. ROW



SCALE IN FEET



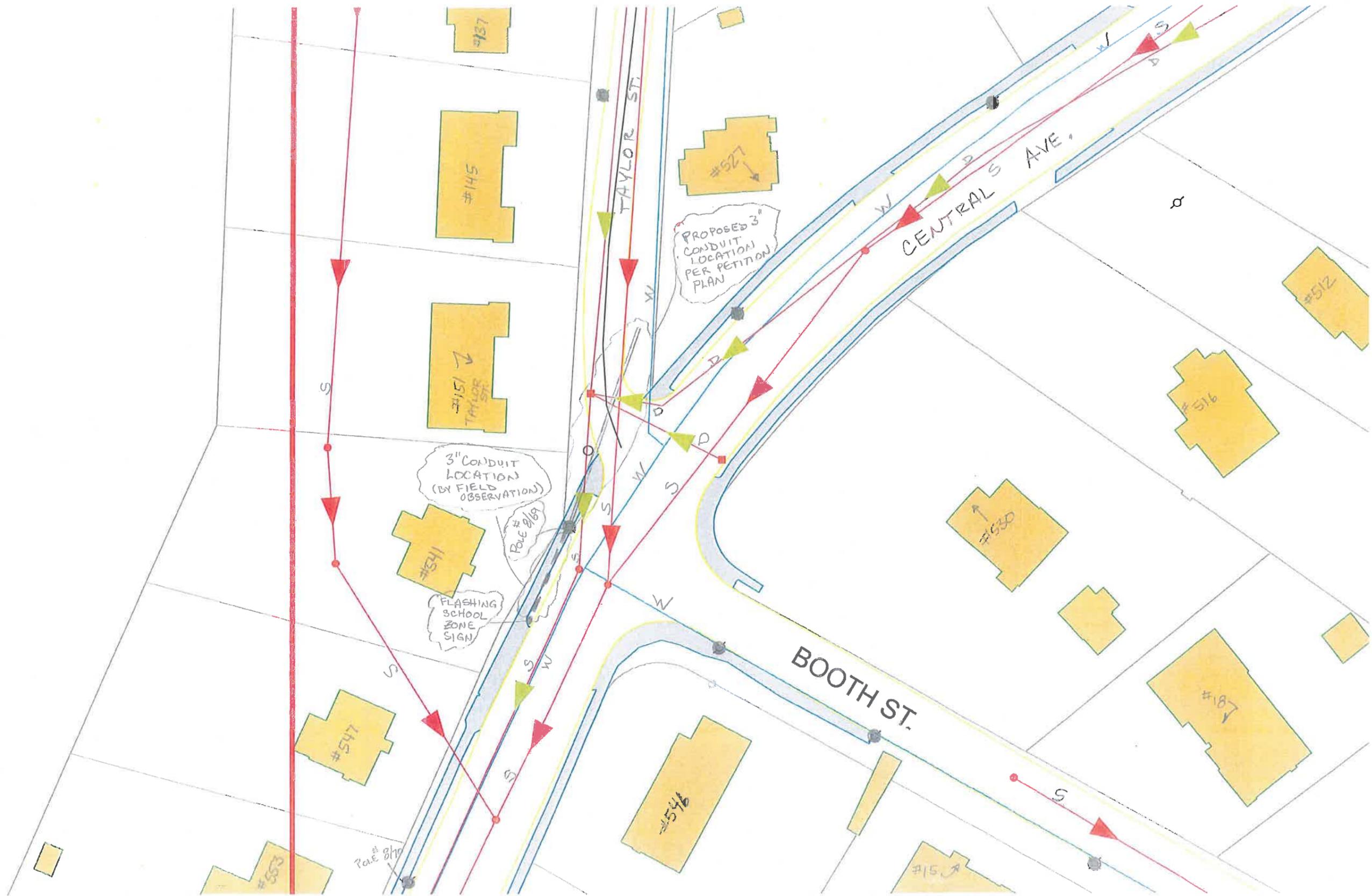
C#	NSTAR EVERSOURCE ELECTRIC d/b/a
Ward #	1165 MASSACHUSETTS AVE. ORCHESTER, MASS. 02125
Work Order #	2343710
Surveyed by:	N/A
Research by:	PG
Plotted by:	BP
Proposed Structures:	JF
Approved:	A DEBENEDICTS
Scale	1"=20'
Date	AUGUST 3, 2019
Sheet	1 of 1

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS 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 NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

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

1" = 40'
N







with camera on top of pole

#B- 3-20-2014 (09:15 - 3:40)





NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on August 20, 2019** upon petition of Eversource Energy dated **August 8, 2019** to install approximately 50 feet of conduit in Central Avenue. This work is necessary to provide underground electric service to a traffic light control box.

A public hearing is required and abutters should be notified.

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

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

SELECT BOARD

Dated: August 12, 2019

541 CENTRAL AVENUE

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
GONDOLA, KERRIE		145 TAYLOR ST	NEEDHAM HTS	MA	02494	1990970000800000	145 TAYLOR ST
FANELLI, CORY B. TR.	FANELLI FAMILY 2017 TRUST	151 TAYLOR ST	NEEDHAM	MA	02494	1990970000900000	151 TAYLOR ST
ZAK, MARK S. &	ZAK, LYNNE E	527 CENTRAL AVE	NEEDHAM	MA	02492	1990970001000000	527 CENTRAL AVE
FOLEY, PATRICIA M		530 CENTRAL AVE	NEEDHAM HTS	MA	02494	1990970001100000	530 CENTRAL AVE
BEAUDRY, TINA &	BEAUDRY, DONALD	546 CENTRAL AVE	NEEDHAM HTS	MA	02494	1990970002900000	546 CENTRAL AVE
WIGGIN, JAMIE &	WIGGIN, KERA	554 CENTRAL AVE	NEEDHAM HTS	MA	02494	1991080000300000	554 CENTRAL AVE
CHEN, QILE &	WANG, XI	541 CENTRAL AVE	NEEDHAM HTS	MA	02494	1991080000200000	541 CENTRAL AVE
CARTER, JAMES B. & SUSAN M., TRS.	J & S FAMILY TRUST	547 CENTRAL AVE	NEEDHAM HTS	MA	02494	1991080000300000	547 CENTRAL AVE
MELIA, JOSHUA R. &	MELIA, LYNNE A.	553 CENTRAL AVE	NEEDHAM HTS	MA	02494	1991080000400000	553 CENTRAL AVE
TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492	1993100001300000	0 CENTRAL AVE





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

MEETING DATE: 8/20/2019

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>Eversource Energy requests permission to install approximately 11 feet of conduit in Chestnut Street. This work is necessary to relocate the existing overhead electric service to underground service for 484 Chestnut Street, Needham.</p> <p>The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.</p>	
2.	VOTE REQUIRED BY SELECT BOARD
<p>Suggested Motion: Move that the Select Board approve and sign a petition from Eversource Energy to install approximately 11 feet of conduit in Chestnut Street. This work is necessary to relocate the existing overhead electric service to underground service for 484 Chestnut Street, Needham.</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	

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

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

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

2019 AUG -6 P 3

TO: Nikki Witham, Selectmen Office
FROM: Judy Laffey, DPW Office
DATE: 8/6/19
RE: 484 Chestnut St.

For Selectmen Meeting of Aug 20, 2019
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 7-31-19

REVIEWER: R.W.W.

SITE LOCATION: #484 CHESTNUT ST.

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

A Sidewalk/Grass Strip Crossing Only

Peer Review TML 8/6/19

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

Old Pole Removed N/A

Diameter of Conduit 3"

Cables Transferred to New Pole N/A

Depth of Conduit

New Riser on Pole No

Utility Conflicts

Visible Trench Patch across Road/Sidewalk No

Crossing Perpendicular to Road N/A

Abutters List Complete

Public Road

Photos Included

Double Pole N/A

OK Richard B. Peterson 8/6/19
Department Head

COMMENTS:

No TRENCH ACROSS SIDEWALK, NO RISER ON POLE AS YET.

CALS OF CABLES PROTRUDING FROM PROPOSED ELECTRIC HANDHOLE

July 26, 2019

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

#484

RE: Chestnut Street
Needham, MA
W/O #2328908

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 11 feet of conduit in Chestnut Street.

The reason for this work is to relocate the existing overhead electric service to underground service for 484 Chestnut 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,



Richard M. Schifone, Supervisor
Rights and Permits

RMS/kj
Attachments

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

To the **Select Board** 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 July 22, 2019** and filed herewith, under the following public way or ways of said Town:

**Chestnut Street - Easterly from pole 4/37, approximately
175 feet north of Emerson Road, a distance
of 11 ± feet - conduit**

W/O #2328908

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**



By: _____
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 26th day of July

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2019

**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:

**Chestnut Street - Easterly from pole 4/37, approximately
175 feet north of Emerson Road, a distance
of 11 ± feet - conduit**

W/O #2328908

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 July 22, 2019** 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 Select Board or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	
3	_____	
4	_____	
5	_____	

Select Board
the Town of
NEEDHAM

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2019 at _____ in said Town.

1	_____	
2	_____	
3	_____	
4	_____	
5	_____	

Select Board
the Town of
NEEDHAM

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2019 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

#491

#485

#481

CHESTNUT ST

APPROX. R.O.W.

APPROX. R.O.W.

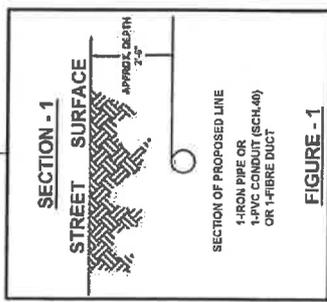
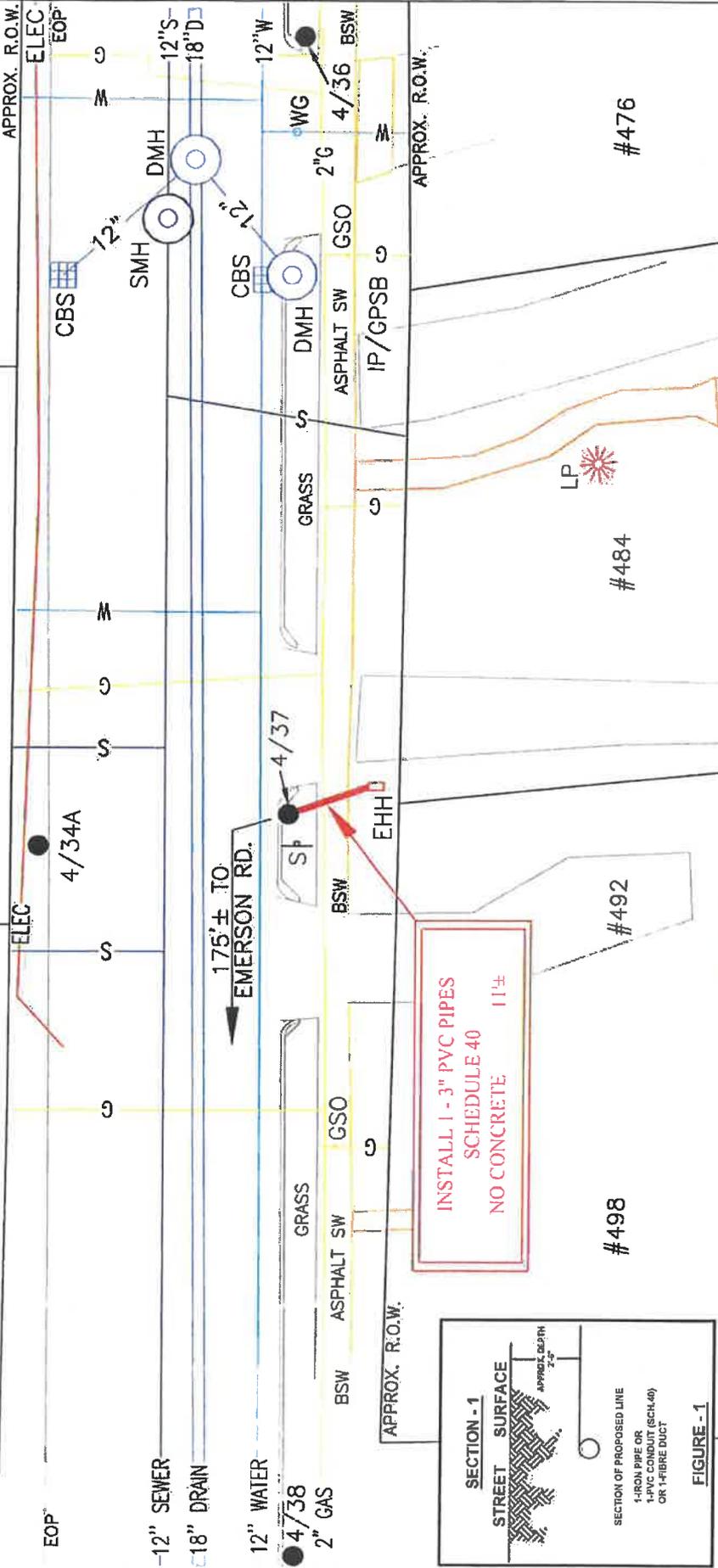
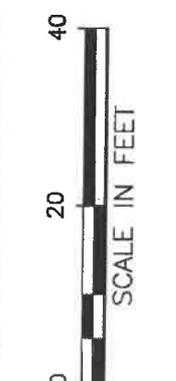


FIGURE - 1

INSTALL 1 - 3" PVC PIPES
SCHEDULE 40
NO CONCRETE 11±

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION CONTAINED HEREON. THE COMPANY, NSTAR GAS COMPANY FOR ITS PRELIMINARY, ATTORNEYS, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS 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 NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY. THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

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



C# 158-19	Ward #
Work Order # 2328908	Surveyed by: SDD
Researched by: PG/SDD	Plotted by: SDD/LM
Proposed Structures: LM	Approved: A DEBENEDICTIS
Plan of CHESTNUT ST	Scale 1"=20'
NEEDHAM	Date JULY 22, 2019
Showing PROPOSED CONDUIT LOCATION	SHEET 1 of 1

NSTAR EVERSOURCE
1105 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on August 20, 2019** upon petition of Eversource Energy dated **July 26, 2019** to install approximately 11 feet of conduit in Chestnut Street. This work is necessary to relocate the existing overhead electric service to underground service for 484 Chestnut Street, Needham

A public hearing is required and abutters should be notified.

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

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

SELECT BOARD

Dated: August 9, 2019

484 CHESTNUT STREET

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
MCTERNAN, BERNARD J +	MCTERNAN, ROSANNE T	492 CHESTNUT ST	NEEDHAM	MA	02492	1990420000600000	492 CHESTNUT ST
MAYER, WILLIAM R. +	MAYER, LAURA A.	484 CHESTNUT ST	NEEDHAM	MA	02492	1990420000700000	484 CHESTNUT ST
TOMOSIVITCH, CHRISTOPHER &	TOMOSIVITCH, JENNIFER	476 CHESTNUT ST	NEEDHAM	MA	02492	1990420000800000	476 CHESTNUT ST
MARKOWITZ, DAVID A. &	ADREANI, JENNIFER A.	77 GAYLAND RD	NEEDHAM	MA	02492	1990420001900000	77 GAYLAND RD
TEXERIA, EDWARD &	TEXERIA, MARIZA	83 GAYLAND RD	NEEDHAM	MA	02492	1990420002000000	83 GAYLAND RD
GACS, PETER +	VERESS, FRUZZSINA	87 GAYLAND RD	NEEDHAM	MA	02492	1990420002100000	87 GAYLAND RD
GOLDMAN, THOMAS &	GOLDMAN, NAOMI	93 GAYLAND RD	NEEDHAM	MA	02492	1990420002200000	93 GAYLAND RD
RAYMON, DAVID &	RAYMON, CATHRYN	20 SURREY LN	NEEDHAM	MA	02492	1990420002400020	20 SURREY LN
KOURTIS, NICHOLAS F. &	KOURTIS, JANE P.	21 SURREY LN	NEEDHAM	MA	02492	1990420002400030	21 SURREY LN
BARNHART, BARNEY R &	BARNHART, JEANIE A	491 CHESTNUT ST	NEEDHAM	MA	02492	1990440000900000	491 CHESTNUT ST
COHENNO, PETER &	COHENNO, LINDSEY	481 CHESTNUT ST	NEEDHAM	MA	02492	1990450001100000	481 CHESTNUT ST
STEARNS, MARK D. &	STEARNS, SUSAN SMADAR	485 CHESTNUT ST	NEEDHAM	MA	02492	1990450001200000	485 CHESTNUT ST



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

MEETING DATE: 8 /20/2019

Agenda Item	Needham Community Revitalization Trust Fund – Box Art Project
Presenter(s)	Paul Good, Chair, Needham Community Revitalization Trust Fund (NCRTF)

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>Mr. Good will present and seek the Board's approval for a NCRTF Box Wrap project. The Box Wrap Project will provide an artistic cover to the traffic control box located in Thorpe Park, at the corner of Webster and High Streets.</p>	
2.	VOTE REQUIRED BY SELECT BOARD
<p>Suggested Motion: That the Board approve the Box Wrap Project as presented by the Needham Community Revitalization Trust Fund.</p>	
3.	BACK UP INFORMATION ATTACHED
<p>a. Letter dated 8/7/2019 from Paul Good with pictures of proposed wrap art.</p>	

Sandy Cincotta

From: Paul Good <pgmarketplace@gmail.com>
Sent: Wednesday, August 07, 2019 3:45 PM
To: Sandy Cincotta
Subject: New NCRTF Box Art Project for Thorpe Park
Attachments: Design Concept Description for Needham Heights Electrical Box - Revised 7-25-18.pdf;
PDF of Design for Needham Heights Electrical Box -- Revised 7-25-18.pdf

The Revitalization Trust Fund (NCRTF)

**"It is only through reaching out,
that we are drawn together."™**

Hi Sandy,

I'd like to present the next NCRTF Box Art design to Kate, you and the Select Board. This box is located in Thorpe Park, at the corner Webster and High Streets.

Here are the details:

Professional artist Eddie Bruckner, a resident of Needham Heights, is the artist for this Needham Heights project.

Along with many other art projects, he has previously been contracted to create Box Art for Natick and downtown Boston boxes, as well as a painted piano.

His distinctive mosaic style is consistent across his projects and helps draw your eye to multiple places within the art piece.

Eddie worked with the Needham History Museum to research and incorporate multiple Heights elements from history and present, to help connect viewers with the rich experience that continues to create the Needham Heights community.

Prior to this Select Board submission, this design has been positively reviewed by the NCRTF committee, Needham Design Review and the Needham Heights Association board.

We are excited to bring this new project to you now for your final approval.

Attached are images of the design in a flat.

The colors will be more bold, as this is the pencil drawing review proof. Eddie will paint actual panels on canvas, then digitally photograph them for the box wrap process. The digital photos within the design will be added during the final digital set-up.

A sponsorship plaque will also be created within the digital image on one side panel, once the final sponsors are confirmed. (This same digital plaque concept was used on the Box Art we did near the corner of May/Garden St/Highland Ave. The "Boxwood Box").

I will bring a 3D mock up to the meeting to show to the Select Board.

Attached are:

- 1.) Eddie Bruckner's Concept Detail Document
- 2.) The Flat design image for the box.

Thanks so much for your help Sandy.

See you at 7:00 pm on August 20th!

Cheers,

Paul

Paul A. Good
Founder/Chair
The Revitalization Trust Fund (NCRTF)
781-718-5552

The NCRTF is a Needham Town Trust.
We are 100% funded by your private donations.
Want to learn more about our work?
[Visit Our Webpage On The Town Of Needham Site](#)
You Can Also [Make A Tax Deductible Donation Here](#)
Established 1999

Design Proposal for Electrical Box

Located at West St. and Webster St., Needham Heights, MA 02494.

By Eddie Bruckner

www.EddieBruckner.com

Public Art Project Concept:

The concept behind the design of this public art project is to celebrate Needham Massachusetts, and in particular, the Needham Heights area of town and its rich history. As a resident of Needham Heights, it's a real honor and privilege to work on this public art installation. To me, Needham represents an all-American town, rich in diversity, and strong in community pride. I wanted to convey the message of fun, happiness, patriotism, and love, while at the same time, honoring the history of the people and places in Needham Heights.

My design will be painted with Acrylic Paint on 5 Gallery-Wrapped Canvas Panels and later digitally reproduced on a vinyl wrap to be installed on-site. My design incorporates several historical photos of Needham Heights provided by the Needham History Center & Museum, which are carefully presented within my signature style of bold lines, bright colors, and the illusion of mosaic tile. Each Photo will have a description of the historic building's name and/or significance in the history of Needham Heights.

The front of the design seen alongside West Street, prominently displays the words, "Needham Heights" and has a scene of Calvert's, a long-time family-owned clothing store and outlet for Carter's goods from the 1930s to the late 1990s). Also included in the pop-art design is the current Starbucks building at the corner of West St. and Highland Ave., built around 1870 and still standing today. It started out as Oliver Crisp's Meat Market, and has been Manter's Pharmacy (part of Calvert's), and several other businesses. Also, on the front of the design is the Munson locomotive train, which carried gravel mined along the Charles River in Needham Heights, loaded onto trains, and taken to Boston to fill the Back Bay (from the 1860s-1880s).

The back of the design can be seen while traveling North on Webster Street or seen from the beautiful Thorpe Memorial Park. Needham's annual Independence Day Parade route goes right by the Electrical Box every July 4th. My design features the American Flag against the backdrop of a spectacular fireworks display. I felt that it was important to incorporate some of the joy that the Parade, along with the annual Fireworks display at Memorial Field by Needham High School bring out in people as these are two of the highlights of living in Needham. The back of the design also features the Whetton's general store, which also served as a meeting hall, Cunard booking office, post office, and telephone location for Needham Heights. Built in 1857, it was demolished in 1938 and is now the site of the Needham Heights Shell Gas Station. I also chose to include an old photo of JB Thorpe in front of his mill with his employees. The Electrical Box is located in Thorpe Memorial Park, so I thought it was fitting to include a photo of Mr. Thorpe. In addition, the building in the photo was later sold to the Gorse Mill, and is currently

the Gorse Mill Artist Studios located on Thorpe Road. I felt it was important to acknowledge the wonderful art community in Needham Heights. Recognition to the arts community is portrayed through the artist's palette and paintbrush.

The top of the box features hearts and the 02494 Zip Code for Needham Heights. The right side of the Electrical Box portrays the Needham Heights Commuter Rail. There's is a great photo of the Bemis Building (1870s-1930s) that was a high-Victorian retail and office block at the corner of West Street and Highland Avenue, later the site of Calvert's, and currently the site of CareWell Urgent Care and Vinodivino. Other historical photos include the original Avery School building built before 1885 and later taken down in 1917 and replaced by the brick building that remains standing today. There is a wonderful photo of the Highland Avenue Bridge built in 1875 that goes over the Charles River connecting Needham to Newton's Needham Street.

The left side of the Electrical box faces Webster Street and acknowledges the rich history of the garment industry based in Needham Heights. My design incorporates historical photos alongside a geometrical construct of the Carter's building and the symbols of the needle, thread, and scissors. The historical photos include a fascinating view of mill workers knitting garments and sewing them together. The garment industry was a significant source of employment for women, not only providing women with jobs, but also providing women with nearby dormitories for them to live independently and safely. The more mechanized mills employed both women and men in the loom rooms, but women were the primary sewers. Carter's built their corporate headquarters at the corner of West Street and Highland Avenue in the 1950s. It remained there until the family sold the company in 1990 and the building was later converted into a senior-care facility until this year when it closed, and the building is currently for sale. The photo on the bottom right is of the Needham Cricket Club in 1904, the year they won the State Championship. My design utilizes this photo alongside the green grass on Cricket Field, with the Cricket Bat and Ball. Because the knitters and mill owners were mostly English, they played Cricket, rather than baseball, and the mills, neighborhoods, etc. all had formal or informal teams. Mill owners Carter and Gorse provided Cricket Field (located on Hillside Avenue) for the various teams to play on.

I hope that people enjoy my design for many years to come enriching the lives of our Needham Community and all who visit our wonderful town!

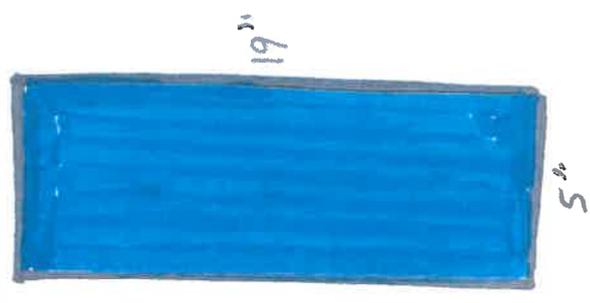
Design Proposal for Electrical Box

Located At West St. and Webster St., Needham Heights, MA 02494

By Eddie Bruener

www.EddieBruener.com

Meter Box Sides



Meter Box Top + Bottom



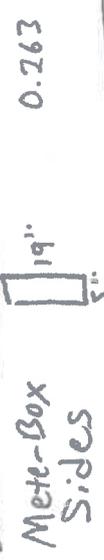
	CANVAS TO BE USED	RATIO	PAINTED DIMENSIONS
Front	36" x 48" 0.75	0.7857	35" x 44.545" 79.57%
Back	36" x 48" 0.75	0.8148	35" x 42.955" 79.57%
Right Side w/ Meter	24" x 48" 0.5	0.455	21.402 x 47" 23.08 x 47"
Left Side	24" x 48" 0.5	0.455	21.402 x 47" 23.08 x 47" 87% or 83.937%
TOP	24" x 36" 0.666	0.625	21.875" x 35" 79.57%

Blue Sides of Meter Box to be Reproduced.

By Graphic Designer

Blue Sides of Meter Box to be Reproduced

By Graphic Designer





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

MEETING DATE: 8/20/2019

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED The Town of Needham proposes the following parking space designations be instituted on the east side of Garden Street from a point 240 feet north of Great Plain Avenue to a point 430 feet north of Great Plain Avenue: five spaces to be designated as Permit Parking on Monday through Friday between 8:00 AM and 2:00 PM.
2.	VOTE REQUIRED BY SELECT BOARD <i>Suggested Motion:</i> "That the Board vote to approve and sign the Notice of Traffic Regulation Permit #P19-08-20 for Garden Street – east side, from a point 240 feet north of Great Plain Avenue to a point 430 feet north of Great Plain Avenue. Five parking spaces be designated Permit Parking, Monday through Friday, 8 AM to 2 PM"
3.	BACK UP INFORMATION ATTACHED 1. Copy of Traffic Regulation P19-08-20 2. Parking Space Location Diagram Garden Street

JM

TOWN OF NEEDHAM
BOARD OF SELECTMEN
NOTICE OF TRAFFIC REGULATION

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

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

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

GARDEN STREET – East side from a point 240 feet north of GREAT PLAIN AVENUE to a point 430 feet north of GREAT PLAIN AVENUE

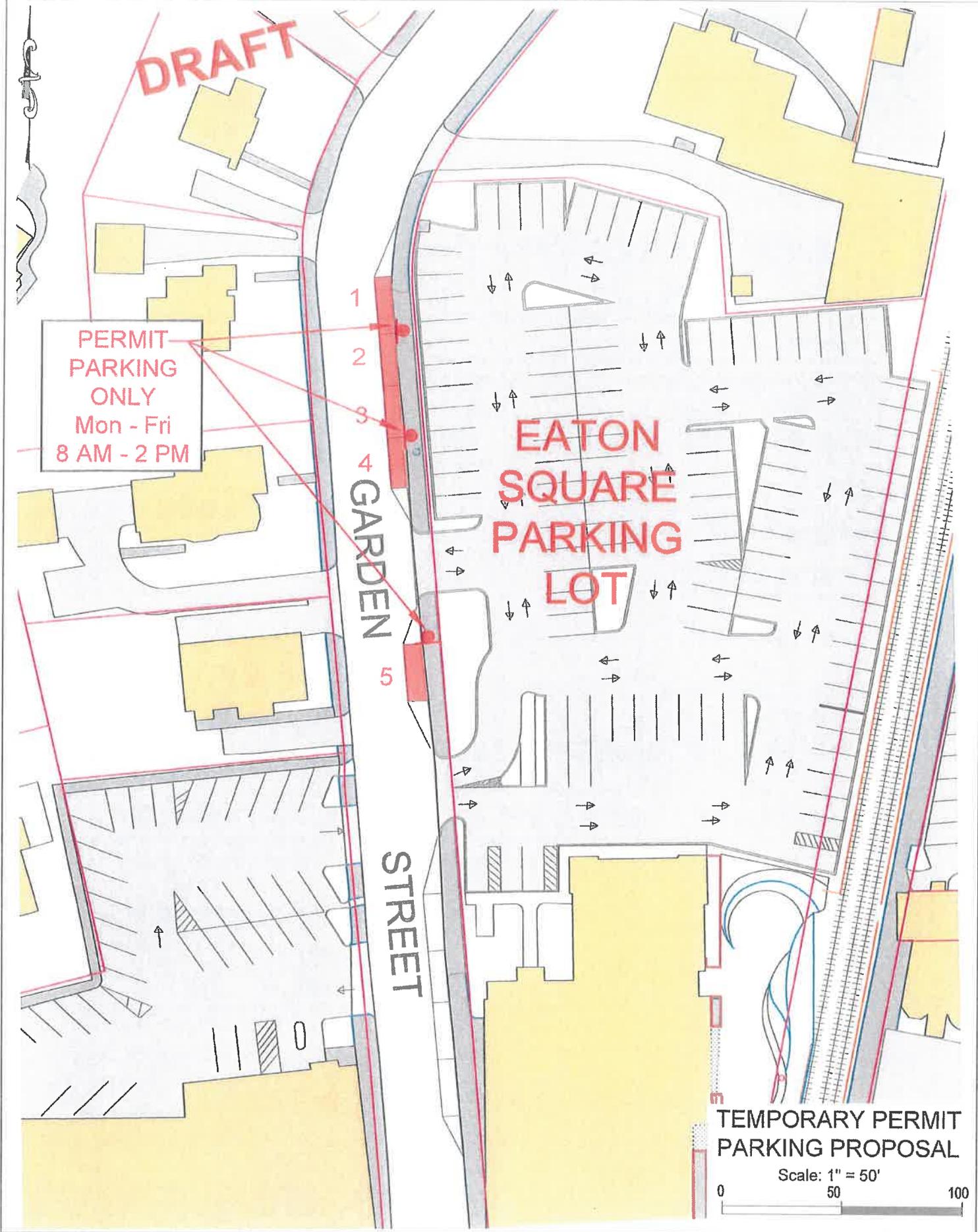
Five parking spaces shall be designated permit parking, Monday through Friday, 8 AM to 2 PM. As shown on the attached plan.

VOTED: by the Board of Selectmen at a meeting held on Tuesday, August 20, 2019

BOARD OF SELECTMEN
Permit No. P19-8-20

Date of Passage _____

Attest of Town Clerk _____





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

MEETING DATE: 8/20/2019

Agenda Item	Sign Notice of Traffic Regulation – Great Plain Avenue
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED The Town of Needham proposes the following parking space designations be instituted on the south side of Great Plain Avenue from a point 45 feet west of the west sideline of Warren Street to a point 130 feet west of the west sideline of Warren Street: four spaces to be designated as Permit Parking on Monday through Friday between 8:00 AM and 2:00 PM.
2.	VOTE REQUIRED BY SELECT BOARD <i>Suggested Motion:</i> "That the Board vote to approve and sign the Notice of Traffic Regulation Permit #P19-08-20 for Great Plain Avenue – south side, from a point 45 feet west of the west sideline of Warren Street to a point 130 feet west of the west sideline of Warren Street. Four parking spaces be designated Permit Parking, Monday through Friday, 8 AM to 2 PM"
3.	BACK UP INFORMATION ATTACHED 1. Copy of Traffic Regulation P19-08-20 2. Parking Space Location Diagram Great Plain Avenue

TH

TOWN OF NEEDHAM
BOARD OF SELECTMEN
NOTICE OF TRAFFIC REGULATION

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

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

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

GREAT PLAIN AVENUE – South side from a point 45 feet west of the west sideline of WARREN STREET to a point 130 feet west of the west sideline of WARREN STREET

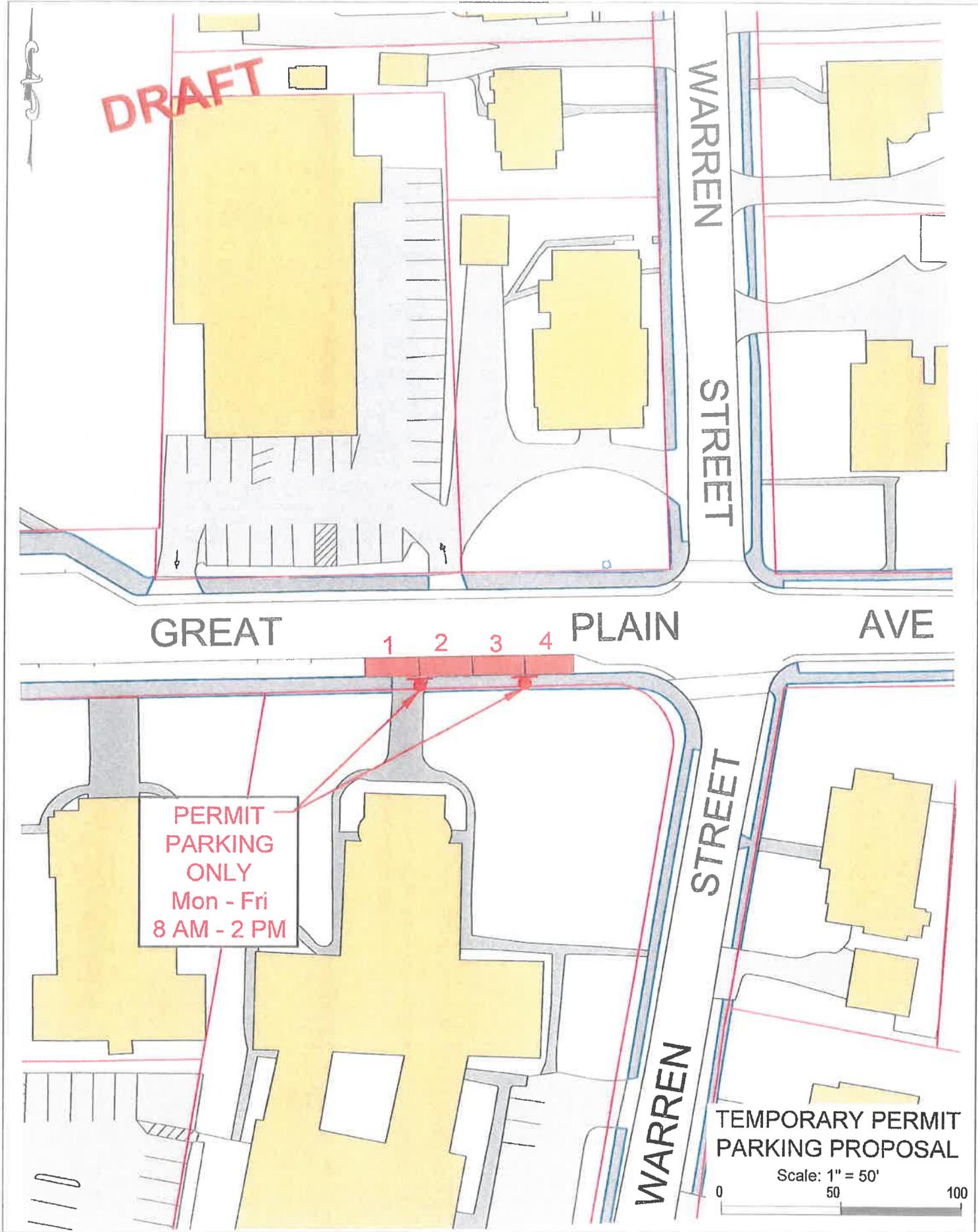
Four parking spaces shall be designated permit parking, Monday through Friday, 8 AM to 2 PM. As shown on the attached plan.

VOTED: by the Board of Selectmen at a meeting held on Tuesday, August 20, 2019

BOARD OF SELECTMEN
Permit No. P19-8-20

Date of Passage _____

Attest of Town Clerk _____





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

MEETING DATE: 8/20/2019

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED The Town of Needham proposes the following parking space designations be instituted on the west side of Dedham Avenue from a point 50 feet north of the west sideline of Lincoln Street to a point 90 feet north of the west sideline of Lincoln Street: two spaces to be designated as Permit Parking on Monday through Friday between 8:00 AM and 2:00 PM.
2.	VOTE REQUIRED BY SELECT BOARD <i>Suggested Motion:</i> "That the Board vote to approve and sign the Notice of Traffic Regulation Permit #P19-08-20 for Dedham Avenue – west side, from a point 50 feet north of the west sideline of Lincoln Street to a point 90 feet north of the west sideline of Lincoln Street. Two parking spaces be designated Permit Parking, Monday through Friday, 8 AM to 2 PM"
3.	BACK UP INFORMATION ATTACHED 1. Copy of Traffic Regulation P19-08-20 2. Parking Space Location Diagram Dedham Avenue

TM

TOWN OF NEEDHAM
BOARD OF SELECTMEN
NOTICE OF TRAFFIC REGULATION

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

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

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

DEDHAM AVENUE – West side from a point 50 feet north of the west sideline of LINCOLN STREET to a point 90 feet north of the west sideline of LINCOLN STREET

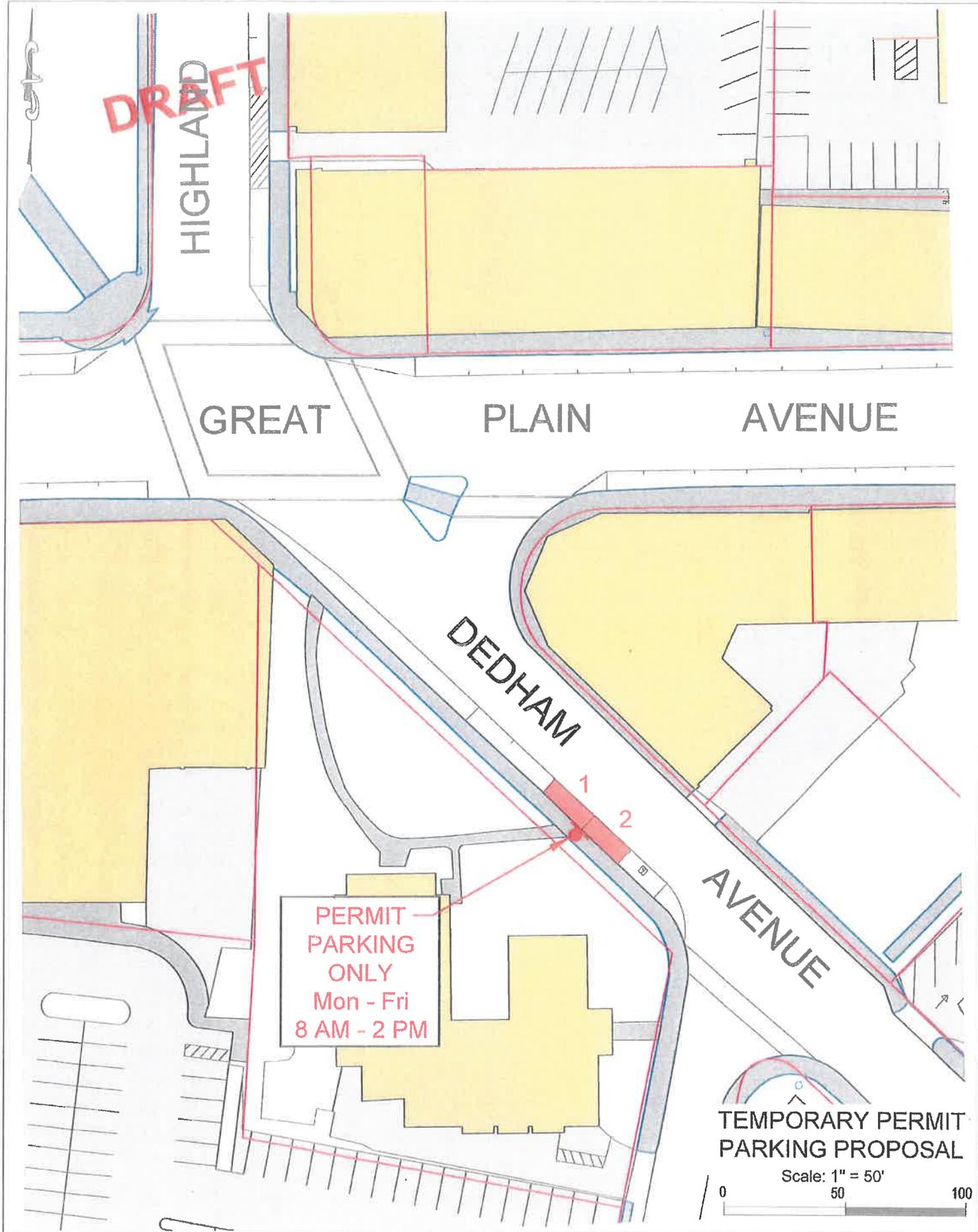
Two parking spaces shall be designated permit parking, Monday through Friday, 8 AM to 2 PM. As shown on the attached plan.

VOTED: by the Board of Selectmen at a meeting held on Tuesday, August 20, 2019

BOARD OF SELECTMEN
Permit No. P19-8-20

Date of Passage _____

Attest of Town Clerk _____





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

MEETING DATE: 8/20/2019

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED The Town of Needham proposes the following parking space designations be instituted on the east side of Pickering Street from a point 40 feet north of the north sideline of Great Plain Avenue to a point 125 feet north of the north sideline of Great Plain Avenue: four spaces to be designated as Permit Parking on Monday through Friday between 8:00 AM and 2:00 PM.
2.	VOTE REQUIRED BY SELECT BOARD <i>Suggested Motion:</i> "That the Board vote to approve and sign the Notice of Traffic Regulation Permit #P19-08-20 for Pickering Street – east side, from a point 40 feet north of the north sideline of Great Plain Avenue to a point 125 feet north of the north sideline of Great Plain Avenue. Four parking spaces be designated Permit Parking, Monday through Friday, 8 AM to 2 PM"
3.	BACK UP INFORMATION ATTACHED 1. Copy of Traffic Regulation P19-08-20 2. Parking Space Location Diagram Pickering Street

TH

TOWN OF NEEDHAM
BOARD OF SELECTMEN
NOTICE OF TRAFFIC REGULATION

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

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

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

PICKERING STREET – East side from a point 40 feet north of the north sideline of GREAT PLAIN AVENUE to a point 125 feet north of the north sideline of GREAT PLAIN AVENUE

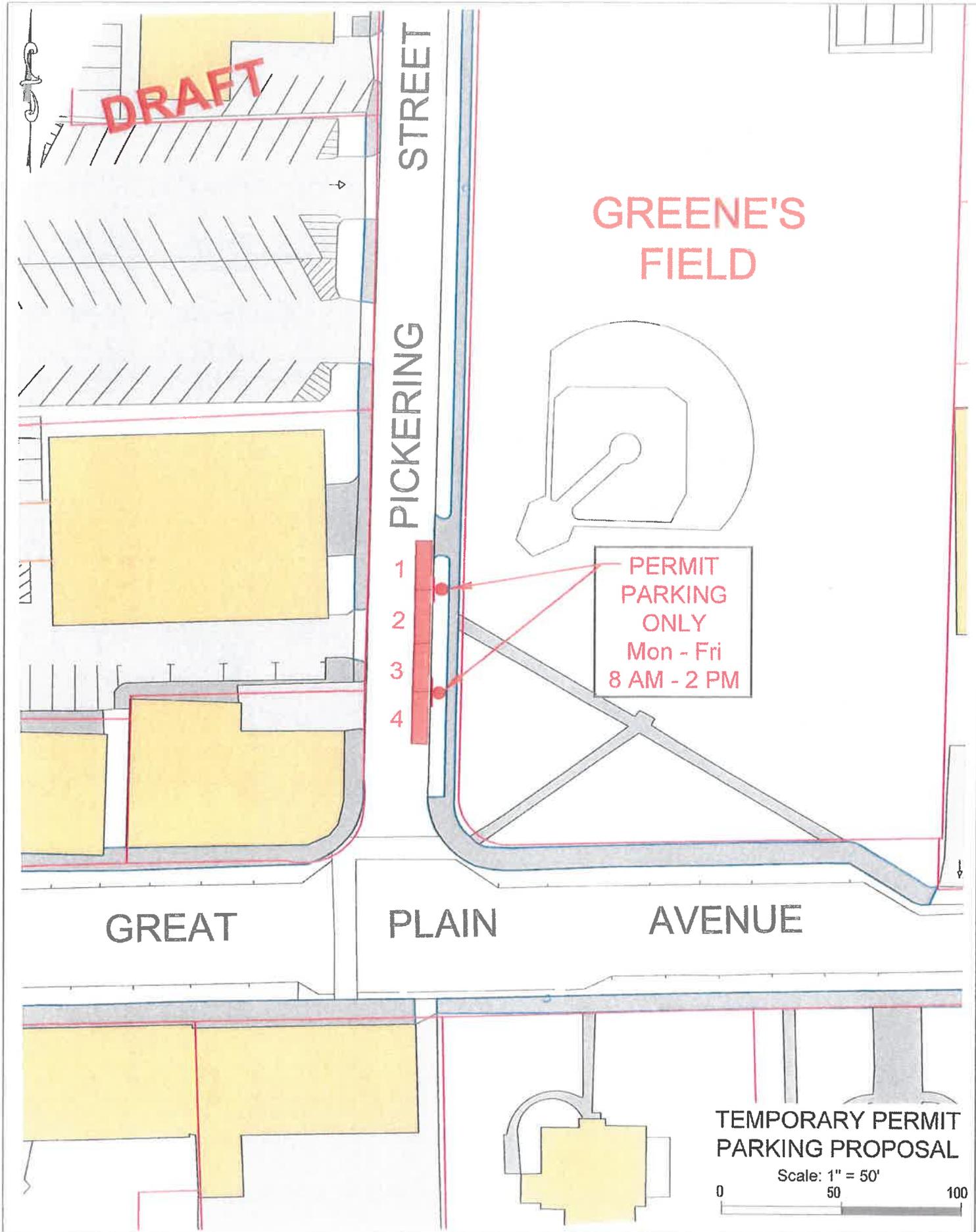
Four parking spaces shall be designated permit parking, Monday through Friday, 8 AM to 2 PM. As shown on the attached plan.

VOTED: by the Board of Selectmen at a meeting held on Tuesday, August 20, 2019

BOARD OF SELECTMEN
Permit No. P19-8-20

Date of Passage _____

Attest of Town Clerk _____



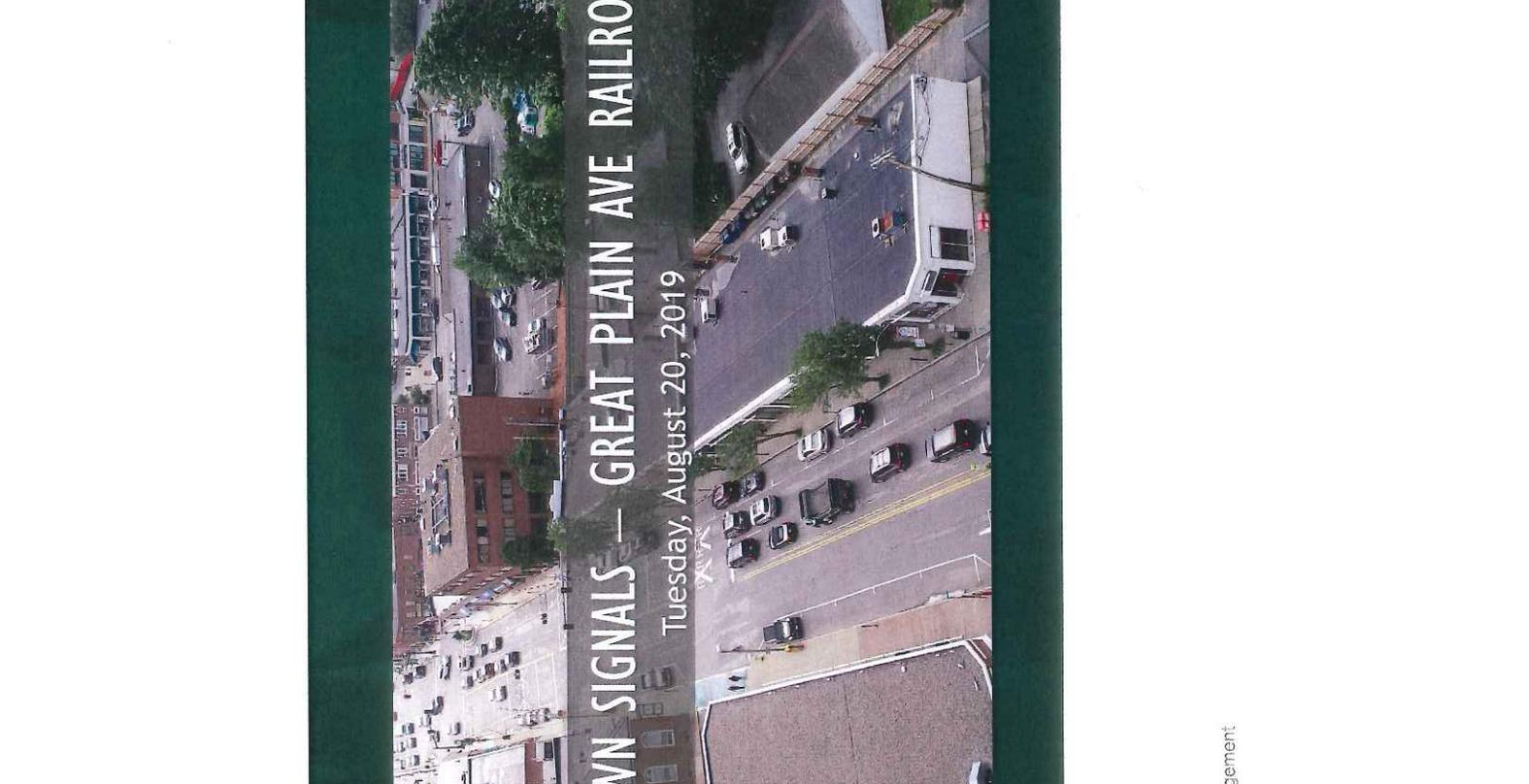


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 08/20/2019

Agenda Item	Great Plain Avenue Signal Report – Greenman-Pederson, Inc. (GPI)
Presenter(s)	John Diaz, Greenman-Pederson, Inc. (GPI)

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>The Select Board requested an evaluation of the need for the pre-signals at the rail road tracks on Great Plain Avenue. The Town hired GPI to evaluate the current condition and to see if any alternatives could be implemented to eliminate or reduce the impact to the traffic caused by the pre-signals.</p> <p>GPI will present their report to the Board.</p>
2.	VOTE REQUIRED BY SELECT BOARD
	Discussion only.
3.	BACK UP INFORMATION ATTACHED
	a.) Copy of GPI presentation: Needham – Downtown Signals – Great Plain Ave Railroad Crossing, August 20, 2019



NEEDHAM — DOWNTOWN SIGNALS — GREAT PLAIN AVE RAILROAD CROSSING

Tuesday, August 20, 2019



Engineering | Design | Planning | Construction Management

Needham Select Board

GPI'S ROLE — Conduct and Independent Review of the Pre-Signal

- Review American Society of Civil Engineers Code of Ethics

Engineers shall hold paramount the safety, health, and welfare of the public and shall strive to comply with the principles of sustainable development in the performance of their professional duties.

Perhaps the most demanding of ASCE's ethical standards is the engineer's duty to "hold paramount" the public's safety and welfare. Under this canon an engineer is expected not only to protect the public in his or her own work but also to take action if he or she has knowledge that any other person's actions may undermine the public welfare, a requirement that may include reporting such actions to a government authority with the power to act on behalf of the public. In 1996 ASCE added the "sustainable development" language to this canon, reflecting its belief that ensuring public welfare also requires consideration of ecological and environmental factors.

GPI'S ROLE — Conduct and Independent Review of the Pre-Signal

• Review Relevant Design Standards, Practices and Policies

The **Code of Federal Regulations (CFR)** is the codification of the general and permanent rules and regulations (sometimes called **administrative law**) published in the **Federal Register** by the executive departments and agencies of the **federal government of the United States**. The CFR is divided into 50 titles that represent broad areas subject to federal regulation.

§655.603d2 of the CFR states.

New or reconstructed highways, Federal-aid projects for the construction, reconstruction, resurfacing, restoration, or rehabilitation of streets and highways shall not be opened to the public for unrestricted use until all appropriate traffic control devices, either temporary or permanent, are installed and functioning properly. Both temporary and permanent devices shall conform to the MUTCD.

GPI'S ROLE — Conduct and Independent Review of the Pre-Signal

- MUTCD - Section 8A.02 Use of Standard Devices, Systems and Practices at Highway-Rail Grade Crossings

Standard:

- 05 Traffic control devices, systems, and practices shall be consistent with the design and application of the Standards contained in this Manual.
- 06 *Before any new highway-rail grade crossing traffic control system is installed or before modifications are made to an existing system, approval shall be obtained from the highway agency with the jurisdictional and/or statutory authority, and from the railroad company.*

THE GRADE CROSSING IS UNDER THE JURISDICTION OF THE MBTA AND THE TOWN DOES NOT HAVE THE AUTHORITY TO CHANGE OR MODIFY ANY OF THE GRADE CROSSING OPERATIONS WITHOUT THE REVIEW, APPROVAL AND CONSENT OF THE MBTA.

GPI'S ROLE — Conduct and Independent Review of the Pre-Signal

Federal Railroad Administration Statistics

- 2018
 - 2,000 Collisions at RR Grade Crossings
 - ~300 Fatalities and 800+ Injuries
- 1981
 - ~9,500 collisions
 - 700 Fatalities and 3,000+ Injuries

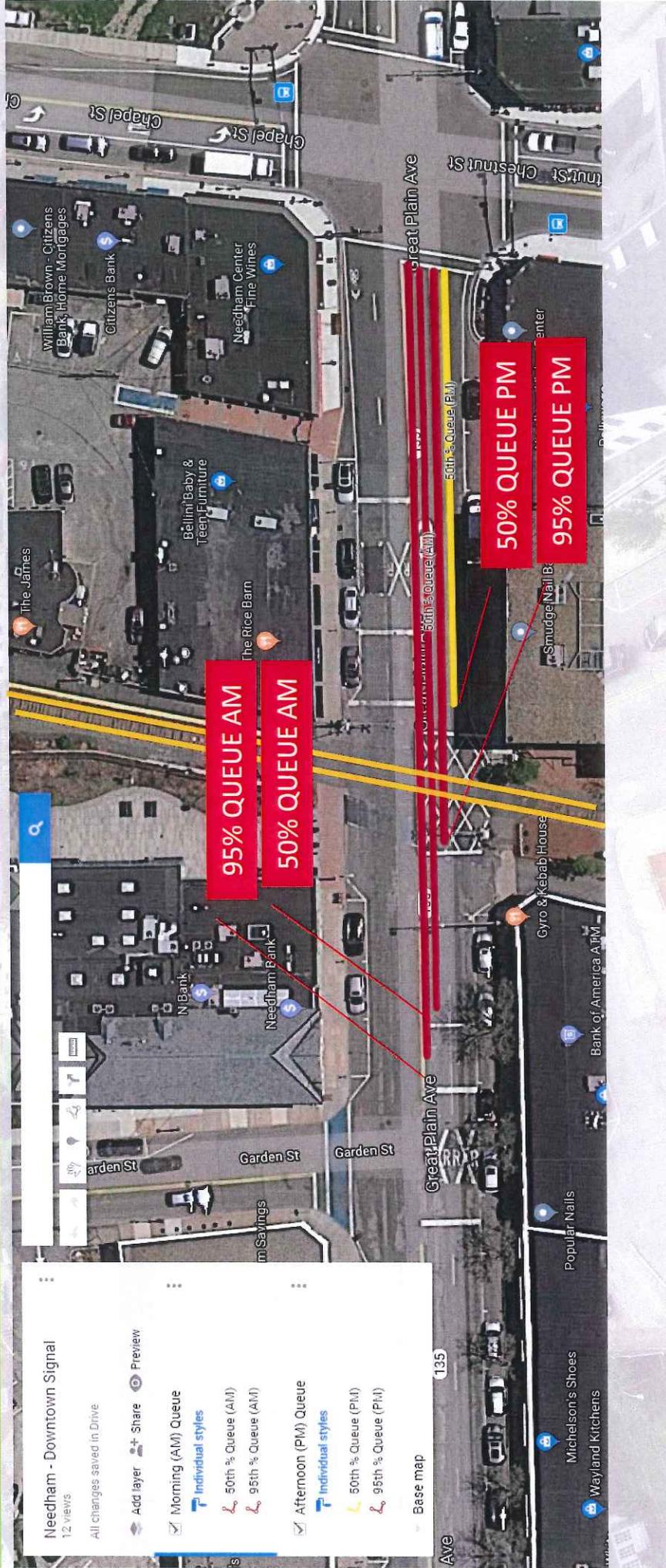
The total number of crashes has been declining due to advances in technologies and engineering practice; including use of pre-signals. Any responsible design should employ all available safety systems to minimize the chance of a collision.

TO DO ANY LESS WOULD BE IRRESPONSIBLE AND VIOLATE THE ENGINEER'S CODE OF ETHICS AND EXPOSE ANY AGENCY OR ENGINEER TO LIABILITY.

Injuries and Fatal Trends



What if no Pre-Signal was provided?



What if no Pre-Signal was provided?

Track Clearance Time

In order to determine the time needed to clear the railroad tracks in the event of an approaching train, the following conditions were evaluated:

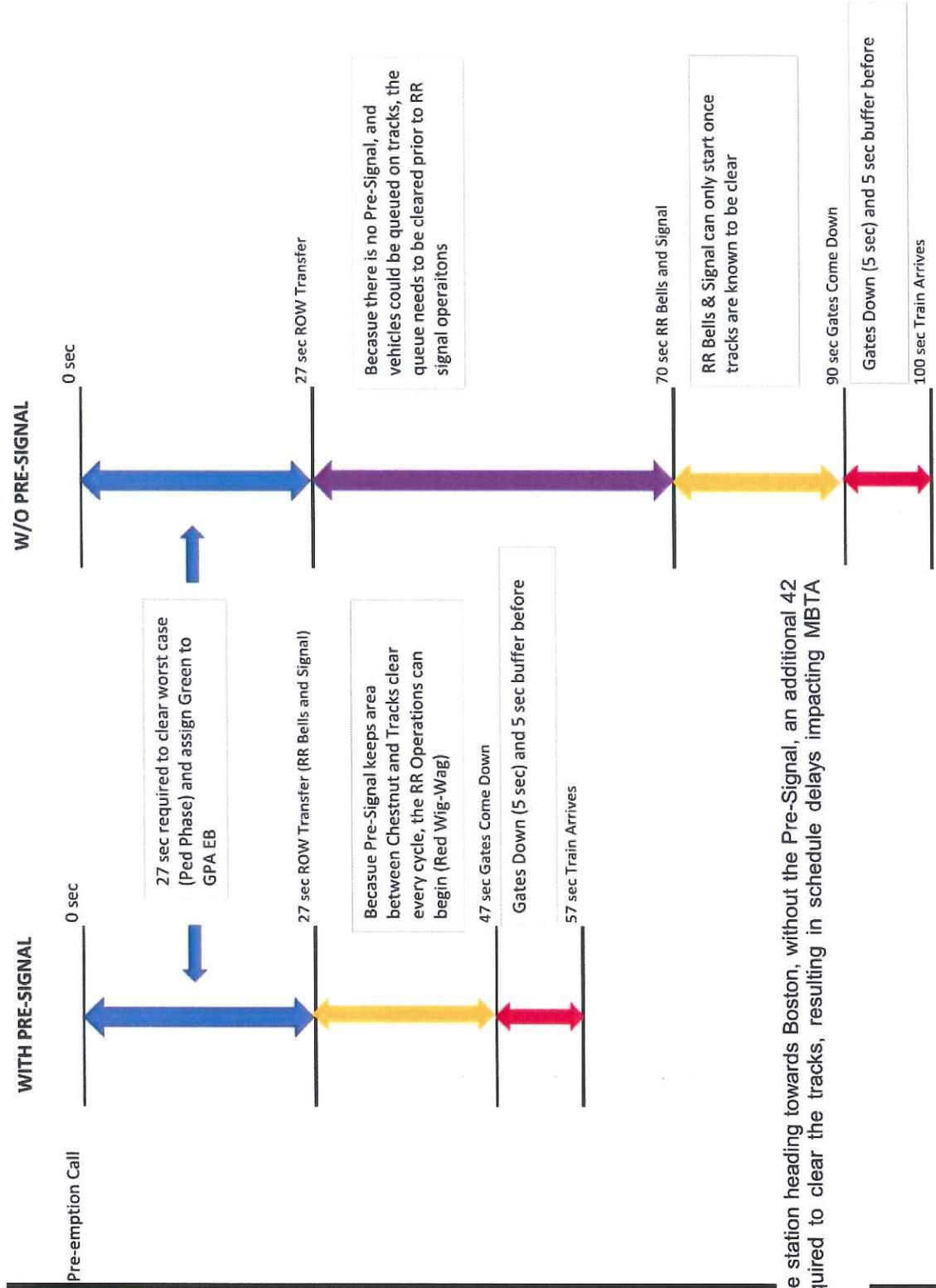
- Worst case condition at the signal (what phase of the signal operation would require the longest time period to clear, in order to return to a GREEN indication for the eastbound approach).
 - In this case, if Ø9 (Pedestrian Phase) just started operations, displaying a WALK indication. While the *Manual on Uniform Traffic Control Devices (MUTCD)* does allow the early termination of the WALK and/or Flashing Don't Walk (FDW) indications, truncating the FDW interval is not a desirable or responsible option.
 - If an elderly or disabled who physically cannot increase their walking pace they may not be able to safely complete (or truncate their movement). This could then result in vehicles physically not being able to advance through the Chestnut Street Signal, regardless of the presence of GREEN signal displays.
 - Therefore, while the WALK indication could truncate, it is not advisable to reduce the Flashing Don't Walk interval.
- To be conservative, it should also be considered that the vehicle queued on the track is a larger vehicle with a slower start up time and additional time required to clear the tracks due to its length (Tractor Trailer or School Bus).
- The MUTCD requires a 20-second *minimum* time for the railroad circuit to activate warning devices and the MBTA requires an additional 10 seconds for the gates to lower and be down for 5 seconds prior to arrival of a train.
 - Based on independent calculations using methodology derived from TexasDOT (and adopted in MA and other New England States), GPI determined the following required timings, based on the worst case of a train traveling north, approaching the station:
 - Min Required Time to Transfer Signal ROW from Pedestrian Phase: 27 sec
 - Min Required Time to Clear Design Vehicle off Tracks.: 43 sec
 - Min MUTCD Clearance Time: 20 sec
 - Min MBTA Gate Down and Buffer Time: 10 sec
 - **TOTAL ADVANCED TIMING REQUIRED W/O PRE-SIGNAL: 100 sec**

Existing Time Provided by MBTA: 58 sec

Time Req'd w/o Pre-Signal: 100 sec

Additional Time Req'd: 42 sec

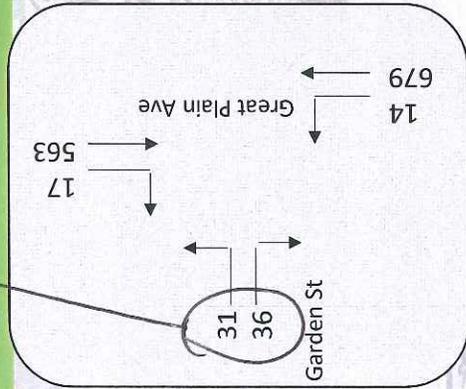
To provide this would require the MBTA to invest significant funds to modify the track circuitry. Unlikely, since no modifications are required with the pre-signal in operation.



For the train leaving the station heading towards Boston, without the Pre-Signal, an additional 42 seconds would be required to clear the tracks, resulting in schedule delays impacting MBTA operations.

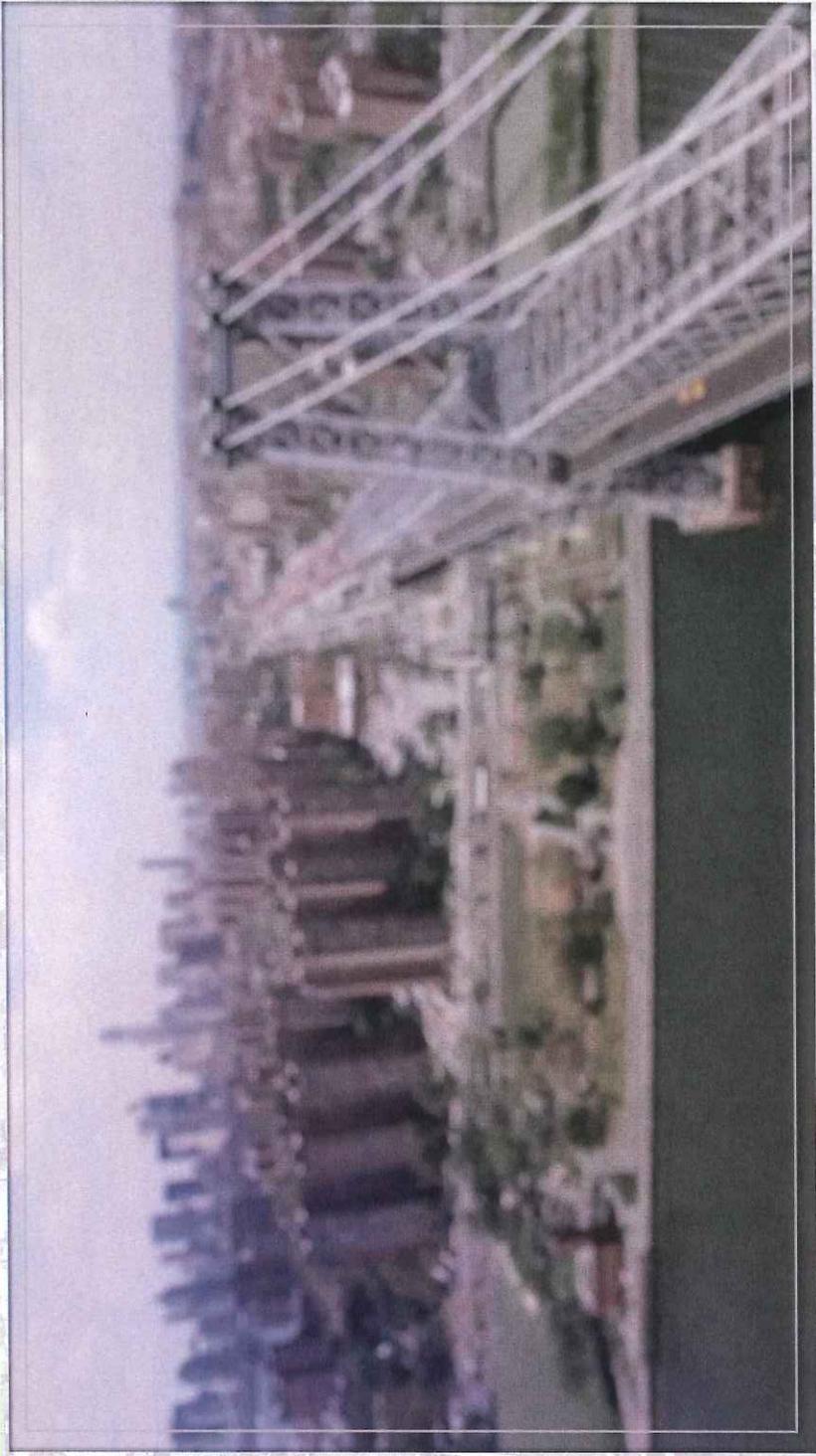
#s to be updated.

Observations



8-9 AM Peak Hour Observations

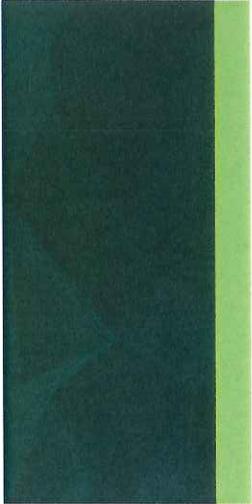
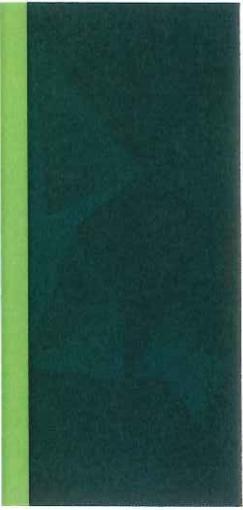
- 4 Trains
- 2 NB, 2 SB
- 3 School Buses
- 5 Eastbound Tractor Trailers



Summary



PROS	CONS
<p>Provides the safest operations by ensuring the track is clear of vehicles</p> <p>Conforms with Standards and Guidance from the MUTCD, Federal Railroad Administration, Institute of Transportation Engineers and the Code of Federal Regulations</p> <p>Adheres to the ASCE Civil Engineer's Code of Ethics <i>"to protect the public in his or her own work but also to take action if he or she has knowledge that any other person's actions may undermine the public welfare, a requirement that may include reporting such actions to a government authority with the power to act on behalf of the public"</i></p> <p>Does not require modifications to the MBTA track circuitry</p> <p>Does not require modifications to the MBTA schedule</p> <p>Has been reviewed and approved by MBTA</p> <p>Based on engineering analysis, the current design provides between a 30%-50% travel time reduction compared to pre-construction conditions</p> <p>Ensures public safety by allowing sufficient time for pedestrians to clear crosswalks, and school buses and other large vehicles to clear the tracks</p> <p>Minimizes waiting time upon train arrival</p> <p>Operations have been designed or reviewed by three (3) separate Engineering Consulting firms as well as the Town Engineer and DPW Director and all concur that the Pre-Signal is needed to best ensure public safety.</p>	<p>Some people are confused about operations and don't understand the reasoning behind the Pre-Signal operations (this could easily be addressed through educational videos, flyers, social media posts, etc. promoted by the Town)</p> <p>Removal of the Pre-Signal would require MBTA to:</p> <ul style="list-style-type: none">Approve the removalReconfigure track circuitry and signalingRevise operating schedule <p>Town does not have jurisdiction over the signal, it is part of the MBTA operations</p> <p>If Pre-Signal were removed and track circuitry was <u>not</u> modified by MBTA</p> <p>Town does not have authority to do work either with its own forces or through a contractor on MBTA signaling equipment.</p> <p>Design would not comply with MUTCD, Federal Railroad Administration, ITE, Code of Federal Regulations or ASCE Civil Engineer's Code of Ethics</p> <p>Reputable Engineer would not design or stamp the plans</p> <p>Town would be open to liability in the event of even a minor accident</p> <p>Town could jeopardize Chapter 90 funding from the State since they are in violation of MUTCD Design standards and Engineering Best Practices</p> <p>The overall safety of Needham residents as well as commuters from abutting towns would be jeopardized to support a small minority of people that are confused about the operations and requirements of at-grade rail crossings.</p>



GPI

Many Talents One Firm



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

MEETING DATE: 8/20/2019

Agenda Item	Amend Ambulance Mileage Rate
Presenter(s)	David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Board adopted a two tier ambulance mileage rate structure at the January 29, 2019 meeting, which became effective March 31, 2019. The first five miles are billed at \$15 per mile or fraction thereof, and at \$20 per mile or fraction thereof beyond five miles. The Town has been informed that the two tier system is problematic and cannot be processed by the billing service. We will discuss establishing a uniform rate.
2.	VOTE REQUIRED BY SELECT BOARD
	Suggested Motion: Move that the Board amend the ambulance mileage rate to a flat rate of \$ _____/per mile or fraction thereof and that the change is effective immediately.
3.	BACK UP INFORMATION ATTACHED
	None



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

MEETING DATE: 8/20/2019

Agenda Item	Accept and Refer Zoning – Highway Commercial 1 and Accessory Dwelling Unit
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>At its meeting on August 6th, the Planning Board voted to place the following three articles on the warrant for the October 28, 2019 Special Town Meeting: “Amend Zoning By-Law – Highway Commercial 1 Zoning District; Amend Zoning By-Law – Map Change to Highway Commercial 1; and Amend Zoning By-Law – Accessory Dwelling Unit.”</p> <p>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 this matter is not discretionary. The Planning Board has scheduled the public hearing on this zoning for September 17, 2019.</p>
2.	VOTE REQUIRED BY SELECT BOARD
	<p><i>Suggested Motion:</i> That the Board vote to accept the following proposed zoning amendments: “Amend Zoning By-Law – Highway Commercial 1 Zoning District; Amend Zoning By-Law – Map Change to Highway Commercial 1; and Amend Zoning By-Law – Accessory Dwelling Unit.” for referral to the Planning Board for its review, hearing, and report.</p>
3.	BACK UP INFORMATION ATTACHED
	<p>a. Letter from Lee Newman, Director of Planning & Community Development dated August 14, 2019</p> <p>b. Proposed Warrant articles</p>



TOWN OF NEEDHAM
PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD
2019 AUG 14 P 1:32

500 Dedham Ave
Needham, MA 02492
781-455-7500

PLANNING

August 14, 2019

Ms. Kate Fitzpatrick
Town Manager
Town Hall
Needham, MA 02492

Re: Zoning Articles for 2019 Fall Special Town Meeting

Dear Ms. Fitzpatrick:

The Planning Board, at its meeting of August 6, 2019, voted to place the following articles on the warrant for the October 2019 Special Town Meeting: (1) Article 1: Amend Zoning By-Law – Highway Commercial 1 Zoning District; (2) Article 2: Amend Zoning By-Law – Map Change To Highway Commercial 1; and (3) Article 3: Amend Zoning By-Law – Accessory Dwelling Unit. Accordingly, please find the above-named articles as approved by the Planning Board for inclusion in the warrant of the 2019 Fall Special Town Meeting.

As you know, the Select Board will need to accept the articles and to then forward them to the Planning Board for review, public hearing and report. Please have the Select Board act on the enclosed articles at its next meeting of Tuesday, August 20, 2019, so that the Planning Board can meet its statutory obligations. The Planning Board plans to schedule the public hearing on the articles for Tuesday September 17, 2019.

Should you have any questions regarding this matter, please feel free to contact me directly.

Very truly yours,

NEEDHAM PLANNING BOARD

Lee Newman A.C.

Lee Newman
Director of Planning and Community Development

cc: Planning Board

Enclosure

ARTICLE 1: AMEND ZONING BY-LAW – HIGHWAY COMMERCIAL 1 ZONING DISTRICT

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

1. Amend Section 2.1, Classes of Districts, by adding the following term and abbreviation under the subsection Industrial:

“HC1 -- Highway Commercial 1”

2. Amend Section 3.2, Schedule of Use Regulations, by adding a new Section 3.2.7 as follows:

“3.2.7 Uses in the Highway Commercial 1 District

3.2.7.1 Permitted Uses

The following uses are permitted within the Highway Commercial 1 District as a matter of right:

- (a) Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.
- (b) Public parks and playgrounds, municipal buildings or uses.
- (c) Retail establishment or combination of retail establishments serving the general public where each establishment contains less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.
- (d) Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.
- (e) Craft, consumer or commercial service establishment dealing directly with the general public.
- (f) Laundry or dry cleaning pick-up station with processing done elsewhere.
- (g) Professional, business or administrative office, but not including any of the following: a medical clinic or Medical Services Building or medical, surgical, psychiatric, dental, orthodontic, or psychologist group practices comprised of three or more such professionals (hereinafter “Group Practices”) or physical therapy, alternative medicine practices, wellness treatments, including but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. “Professional” shall include professional medical, surgical, psychiatric, dental, orthodontic or psychologist practice by a group of two or fewer such professionals (“Non-group Practice”).
- (h) Bank or Credit Union.
- (i) Medical Laboratory or laboratory engaged in scientific research and development and/or experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.
- (j) Radio or television studio.
- (k) Light non-nuisance manufacturing, including, but not limited to, the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, fuses, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.

(l) Telecommunications facility housed within a building.

(m) Other customary and proper accessory uses incidental to lawful principal uses. Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Board of Selectmen in accordance with Section 6.9.

(n) More than one building on a lot.

(o) More than one use on a lot.

3.2.7.2 Uses Permitted By Special Permit

The following uses are permitted within the Highway Commercial 1 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as it may require:

(a) Light-rail train station.

(b) Adult day care facility.

(c) Private school, nursery, or kindergarten not otherwise classified under Section 3.2.7.1 (a).

(d) Retail establishment or combination of retail establishments serving the general public where any establishment contains more than 10,000 but less than 25,000 square feet of floor area and where all items for sale or rent are kept inside a building.

(e) Equipment rental service but not including any business that uses outside storage.

(f) Grocery store provided it does not exceed 25,000 sq. ft. of floor area.

(g) Eat-in or take-out restaurant or other eating establishment except that a lunch counter incidental to a primary use shall be permissible by right.

(h) Veterinary office and/or treatment facility and/or animal care facility, including but not limited to, the care, training, sitting and/or boarding of animals.

(i) Indoor athletic or exercise facility or personal fitness service establishment, which may include outdoor pool(s) associated with such facilities.

(j) External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.7.1(h) hereof.

(k) Group Practices as defined in Section 3.2.7.1 and alternative medicine practices, physical therapy, and wellness treatments facilities including, but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. Such uses may have customary and proper accessory uses incidental to the lawful principal uses, including but not limited to, pharmacies.

(l) Live performance theater, bowling alley, skating rink, billiard room, and similar commercial amusement or entertainment places.”

3. Amend Section 4.7.1, Specific Front Setbacks, by deleting the following provisions:

“(b) On the easterly side of Gould Street from Highland Avenue northerly to land of the New York, New Haven and Hartford Railroad Company, there shall be a fifty (50) foot building setback line;

(c) On the northerly side of Highland Avenue from Gould Street northeasterly to the property of the Commonwealth of Massachusetts, there shall be a fifty (50) foot building setback line.”

4. Amend Section 4, Dimensional Regulations, by adding a new Section 4.11 Dimensional Regulations for Highway Commercial Districts as follows:

“4.11 Dimensional Regulations for Highway Commercial Districts

4.11.1 Highway Commercial 1

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft.)	Front Setback (Ft.) (1)	Side Setbacks (Ft.) (1) (3)	Rear Setback (Ft.) (3)	Maximum Height (Ft.) (1)	Maximum Lot Coverage (2) (4) (7)	Floor Area Ratio (5) (6)
20,000	100	5	10	10	70	65%	1.00

- (1) All buildings shall be limited to a height of 70 feet, except that buildings within 150 feet of Highland Avenue and buildings within 200 feet of Gould Street shall be limited to a height of 42 feet unless the additional height is contained under a pitched roof or recessed from the face of the building in a manner approved by the Planning Board but not to exceed 48 feet in height. Notwithstanding the foregoing, the Planning Board may allow by special permit a maximum height of up to 84 feet except within 150 feet of Highland Avenue and 200 feet of Gould Street. If the height of a building is increased above the height of 42 feet, or 48 feet if under a pitched roof or recessed as aforesaid, the front setback shall be increased to 15 feet and the side and rear setbacks to 20 feet except that, along the MBTA right-of-way the side and rear yard setbacks shall be 10 feet. Buildings and structures abutting Highland Avenue, Gould Street and/or the layout of Route 128/95 shall be set back at least 20 feet from said streets and said layout. Notwithstanding the location of any building and structures, a 20 foot landscaped, vegetative buffer area shall be required along the aforementioned street frontages and said layout in order to screen the development. Driveway openings, sidewalks, walkways and screened mechanical equipment shall be permitted in the buffer area. Structures erected on a building having a height of 72 feet or less and not used for human occupancy, such as chimneys, heating-ventilating or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof. For purposes of clarity, the required building setbacks and allowed envelopes (including setbacks) for allowance of additional height above 42' are shown on the drawings below. The 370 feet shown on the drawings below shall extend a distance of 370 feet measured along the centerline of Highland Avenue from a point opposite the midpoint rounding at the intersection of Highland Avenue and Gould Street to a point 370 feet easterly as shown on a plan entitled “Plan of Land Gould Street, Needham, MA”, prepared by Andover Engineering, Inc., dated July 27, 2000, last revised September 20, 2001, recorded in the Norfolk County Registry of Deeds as Plan No. 564 of 2001, Plan Book 489.

Figure 1:

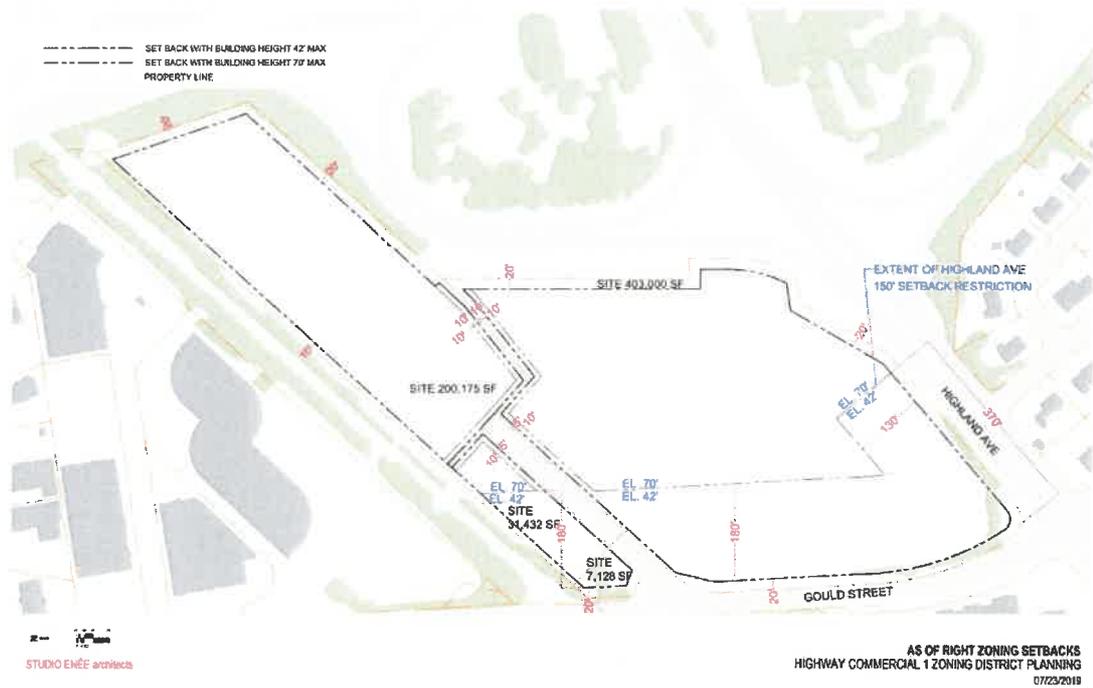
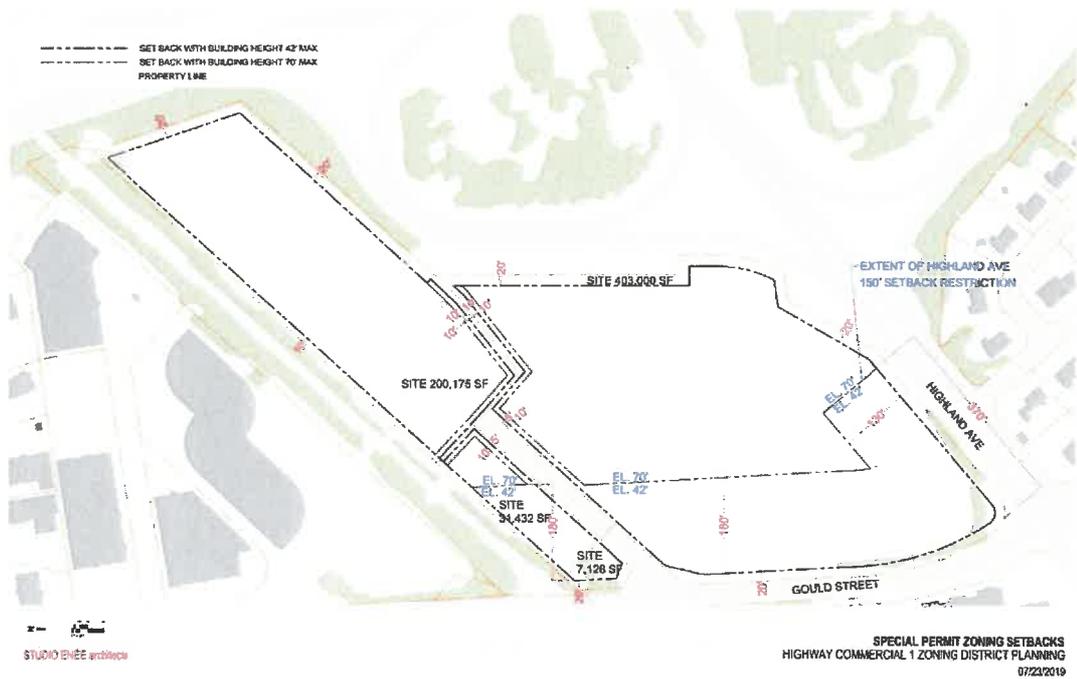


Figure 2:



- (2) Maximum lot coverage shall be 65% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet, the maximum lot coverage may be increased to 75%.

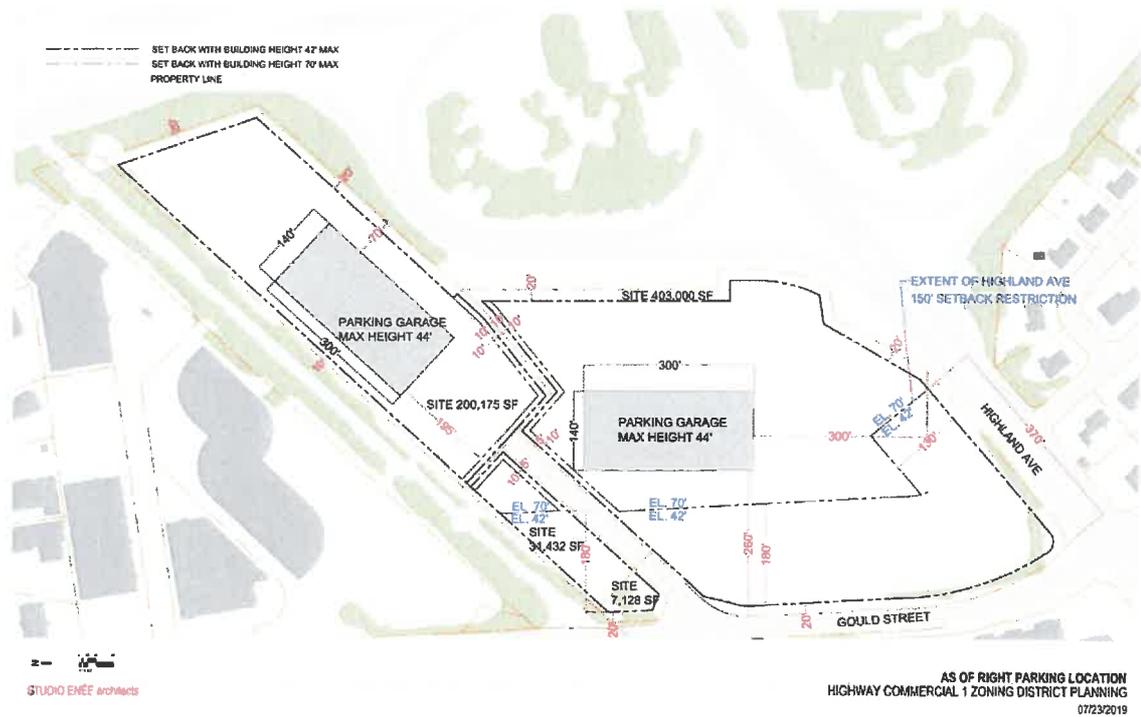
- (3) No side or rear yard setback is required for shared parking structures between adjoining properties, but only on one side of each lot, leaving the other side or rear yards open to provide access to the interior of the lot.
- (4) A minimum of 20% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas. Notwithstanding the preceding sentence, open space shall include pervious surfaces used for walkways and patios. (Pervious surfaces shall not preclude porous pavement, porous concrete, and/or other permeable pavers.)
- (5) A floor area ratio of up to 1.75 may be allowed by a special permit from the Planning Board. In granting such special permit, the Planning Board shall consider the following factors: the ability of the existing or proposed infrastructure to adequately service the proposed facility without negatively impacting existing uses or infrastructure, including but not limited to, water supply, drainage, sewage, natural gas, and electric services; impact on traffic conditions at the site, on adjacent streets, and in nearby neighborhoods, including, but not limited to, the adequacy of the roads and intersections to safely and effectively provide access and egress; the environmental impacts of the proposal; and the fiscal implications of the proposal to the Town. In granting a special permit, the Planning Board shall also consider any proposed mitigation measures and whether the proposed project's benefits to the Town outweigh the costs and adverse impacts, if any, to the Town.
- (6) In approving any special permit under this Section 4.11, the Planning Board shall consider the following design guidelines for development: (a) The proposed development should provide or contribute to providing pedestrian and neighborhood connections to surrounding properties, e.g., by creating inviting buildings or street edge, by creating shared publicly accessible green spaces, and/or by any other methods deemed appropriate by the Planning Board; (b) Any parking structure should have a scale, finish and architectural design that is compatible with the new buildings and which blunts the impact of such structures on the site and on the neighborhood; (c) The proposed development should encourage creative design and mix of uses which create an appropriate aesthetic for this gateway to Needham, including but not limited to, possible use of multiple buildings to enhance the corner of Highland Avenue and Gould Street, possible development of a landscape feature or park on Gould Street or Highland Avenue, varied façade treatments, streetscape design, integrated physical design, and/or other elements deemed appropriate by the Planning Board; (d) The proposed development should promote site features and a layout which is conducive to the uses proposed; and (e) The proposed development shall include participation in a Transportation Demand Management program to be approved by the Planning Board as a traffic mitigation measure, including but not limited to, membership and participation in an integrated or coordinated shuttle program.
- (7) The calculation of floor area in determining floor area ratio shall not include parking areas or structures.

4.11.2 Supplemental Dimensional Regulations

- (1) Parking structures shall be set back at least 100 feet from Highland Avenue and/or Gould Street.
- (2) Parking structures may have an active ground floor use, such as retail, office, institutional, or display. Structured parking must be located at least 20 feet from adjacent buildings, but may be attached to the building it is servicing if all fire and safety requirements are met.

- (3) Buildings abutting Highland Avenue and/or Gould Street must have a public entrance facing one street on which the building fronts.
- (4) Maximum uninterrupted facade length shall be 200 feet.
- (5) Notwithstanding any other provision of this Section 4.11 to the contrary, a parking garage, even if it is for an as-of-right development, may not exceed the parameters, bulk, and location requirements without the issuance of special permit by the Planning Board as shown on the following drawing.

Figure 3



The location may, however, be modified as of right if the parking garage is moved easterly or northeasterly towards Route 128/95.

- (6) All setback, height, and bulk requirements applicable to this Section 4.11 are contained in this Section and no additional requirements occasioned by this district abutting Route 128/95's SRB district shall apply.

4.11.3 Special Permit Provision

The Planning Board may, by special permit, waive any or all dimensional requirements set forth above in this Section 4.11 (including sections 4.11.1 and 4.11.2), by relaxing each by up to a maximum percentage of 25% if it finds that, given the particular location and/or configuration of a project in relation to the surrounding neighborhood, such waivers are consistent with the public good, and that to grant such waiver(s) does not substantially derogate from the intent and purposes of the By-Law. This section does not authorize the Planning Board to waive the maximum height regulations, reduce the 20 foot landscaped buffer area requirement along the streets and layout of Route 128/95 specified, reduce the 100 foot garage setback requirement along the streets specified, or reduce the 20% open space requirement of Section 4.11.1(4), except as specifically provided in Section 4.11.1(1) for pitched or recessed roofs. (By way of example, a 15' front yard setback could be waived to 11.25' or the 20,000 sq. ft. minimum lot area could be waived to 15,000 sq. ft.)"

5. Amend Section 5.1.3, Parking Plan and Design Requirements, by adding at the end of the second sentence of subsection (j) which reads “Such parking setback shall also be twenty (20) feet in an Industrial-1 District” the words “and Highway Commercial 1 District.”
6. Amend Section 7.2.5 of Section 7.2 Building or Use Permit, by adding after the words “Industrial-1 District,” in the first sentence, the words “Highway Commercial 1 District,”.
7. Amend Section 7.4.2 of Section 7.4 Site Plan Review, by adding in the first sentence of the last paragraph, the words “Highway Commercial 1 District,” after the words “Highland Commercial-128,”.
8. Amend Section 7.7.2.2, Authority and Specific Powers (of Design Review Board) by adding after the words “Industrial-1 District,” in the first sentence of the second paragraph, the words “Highway Commercial 1 District,”.

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

ARTICLE 2: AMEND ZONING BY-LAW – MAP CHANGE TO HIGHWAY COMMERCIAL 1

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

Place in the Highway Commercial 1 District all that land now zoned Industrial-1 and lying between the Circumferential Highway, known as Route 128/95 and Gould Street and between the Massachusetts Bay Transit Authority (M.B.T.A.) right-of-way and Highland Avenue. Said land is bounded and described as follows:

Beginning at a stone bound on the northerly layout line of Highland Avenue at the intersection of Gould Street as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489; thence turning and running southwesterly, westerly and northwesterly along a radius of 44.00 feet a distance of 80.06 feet to a stone bound on the easterly sideline of Gould Street; thence running northwesterly, northerly, and northeasterly along a curve of radius of 505.00 feet of said sideline of Gould Street a distance of 254.17 feet to a point on the said easterly sideline of Gould Street; thence running N10°49'50"E a distance of 284.29 feet to a point on the said easterly sideline of Gould Street at the intersection of TV Place, a privately owned Right of Way; thence continuing N10°49'50"E a distance of 160.00 feet more or less to a stone bound as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I; thence continuing N10°49'50"E a distance of 84.82 feet to a stone bound located at the intersection of the easterly sideline of Gould Street and the southerly sideline of the M.B.T.A. Right of Way as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I; thence turning and running along said southerly M.B.T.A. Right of Way line northeasterly a distance of 1,219.55 feet as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I, 18430J and 18430H to a point at the intersection of the westerly sideline of the Route 128 Right of Way and said southerly sideline of the M.B.T.A. Right of Way; thence turning and running S4°25'46"E a distance of 292.00 feet to a stone bound as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430H; then turning and running southwesterly along the Route 128 Right of Way a distance of 484.61 feet to a point; thence turning and running S13°34'58"W a distance of 451.02 feet as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489 to a point; thence turning and running S76°26'41"E a distance of 35.56 feet to a point; thence turning and running S13°34'58"W a distance of 67.34 feet to a point; thence running southwesterly along a curve of radius 245.45 feet a distance of 136.59 feet to a point; thence running southwesterly along a curve of radius 248.02 feet a distance of 38.04 feet to a point; thence running southwesterly along a curve of radius 1180.00 feet a distance of 140.09 feet to a point; thence turning and running S42°43'47"W a distance of 42.52 feet to a stone bound located in the westerly sideline of the Route 128 Right of Way; thence turning and running S63°56'51"W a distance of 361.46 feet to the point of beginning.

Or take any other action relative thereto.

ARTICLE 3: AMEND ZONING BY-LAW – ACCESSORY DWELLING UNIT

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

1. Amend Section 1.3, Definitions, by adding the following term and definition in the appropriate alphabetical order:

“Accessory Dwelling Unit (ADU) – An apartment in a single-family detached dwelling that is a second, self-contained dwelling unit and a complete, separate housekeeping unit containing provisions for living, sleeping, cooking and eating. This unit shall be subordinate in size to the principal dwelling unit on a lot and shall be constructed to maintain the appearance and essential character of the single-family dwelling.”

2. Amend Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial-1 Districts, by inserting immediately above the row that reads “Café or lecture room associated with a private school” a new entry, which shall read as follows:

“ <u>USE</u>	<u>RRC</u>	<u>SRB</u>	<u>GR</u>	<u>A-1.2</u>	<u>I</u>	<u>IND</u>	<u>IND-1</u>
	SRA			& 3			
Accessory Dwelling Unit (See 3.15)	SP	SP	SP	SP	SP	SP	SP”

3. Amend Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in the Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by inserting immediately above the row that reads “Café or lecture room associated with a private school” a new entry, which shall read as follows:

“ <u>USE</u>	<u>B</u>	<u>CSB</u>	<u>CB</u>	<u>ASB</u>	<u>HAB</u>
Accessory Dwelling Unit (See 3.15)	SP	N	N	SP	SP”

4. Amend Section 3.2.3, Uses in the Neighborhood Business District, Subsection 3.2.3.2, Uses Permitted by Special Permit, by inserting a new paragraph (c) that reads “Accessory Dwelling Unit under Section See 3.15” and by renumbering former paragraphs (c) thru (o) as (d) thru (p) respectively.

5. Amend Section 3, Use Regulations, by adding a new Section 3.15, Accessory Dwelling Units (ADUs), to read as follows:

“3.15 Accessory Dwelling Units (ADUs)

3.15.1 Intent

The intent and purpose of this section is to permit accessory dwelling units (ADUs) in single-family homes for occupancy by (a) an Owner (as defined in this section 3.15.2) or (b) Family of an Owner of the property (as so defined) or (c) Caregivers to an Owner of the property or a Family member of an Owner (as so defined) who resides in the property as his or her primary residence, all subject to the standards and procedures hereinafter set forth. It is also the intent to assure that the single-family

character of the neighborhood will be maintained and that the accessory unit remains subordinate to the principal use of the living quarters.

3.15.2 Definition

(a) Accessory dwelling unit (ADU) is an apartment in a single-family detached dwelling that is a second, self-contained dwelling unit and a complete, separate housekeeping unit containing provisions for living, sleeping, cooking and eating. This unit shall be subordinate in size to the principal dwelling unit on a lot and shall be constructed to maintain the appearance and essential character of the single-family dwelling.

(b) "Caregiver" shall mean an adult who regularly looks after an elderly, chronically ill or disabled Owner who needs assistance with activities of daily living or a Family member who needs such assistance and for whom the property is such person's primary residence.

(c) "Family" shall mean other persons who are related to an Owner by blood, adoption or marriage and who are related to such Owner as follows: spouse, parent, sibling, child, or a spouse of any such person.

(d) "Owner" shall mean a person who holds record title to the property directly or indirectly and for whom the property is such Owner's principal residence. Indirect ownership includes but is not limited to a beneficiary of a trust holding record title to the property and a majority owner of the voting stock of a corporation or the membership units of a limited liability company holding record title to the property.

3.15.3. Use Regulations

Such accessory dwelling unit (ADU) shall be permitted upon the issuance of a Special Permit by the Board of Appeals under the following use regulations:

(a) There shall be no more than one ADU on a lot, which ADU shall be located in the single-family detached dwelling and not in an accessory building.

(b) At least one of the units, the principal unit or the ADU, shall be Owner-occupied, except for a temporary absence of the Owner for a period of nine months or less if written notice thereof is made to the Building Commissioner on a form prescribed by him within 60 days of the commencement of the absence.

(c) Occupancy of the unit that is not Owner-occupied shall be limited to a member of the Owner's Family or a Caregiver and such person's Family; provided that occupancy of the principal dwelling unit and the ADU combined shall be limited to five persons who are not Family of the Owner.

(d) The size of the ADU shall be limited to 850 square feet of living space and shall have no more than one bedroom.

(e) Off-street parking shall be provided for residents of both units with a minimum of one parking space per dwelling unit.

(f) Adequate provisions for the proper disposal of sewage, waste, and drainage generated by the ADU shall be in accordance with Board of Health requirements.

- (g) Compliance with the ingress and egress provisions of the Massachusetts State Building Code, applicable to dwelling units, shall be required. To the extent possible, exterior entrances and access ways shall not detract from the single-family appearance of the dwelling. Where there are two or more existing entrances on the front façade of a dwelling and modifications are made to any entrance, the result shall be that one appears to be the principal entrance and the other appears to be secondary. An interior door way shall be provided between each living unit as a means of access for purposes of emergency response. All stairways to additional floors shall be enclosed within the exterior walls of the structure.
- (h) The owner of record shall be responsible for submitting an ADU application to the Building Commissioner. Floor plans of the accessory unit and principal residence, along with a certified site plan, shall also be submitted with the application to the Building Commissioner. Appropriate fees as established and recorded shall be assessed for the initial application and each renewal of the occupancy permit as determined by the Building Commissioner.
- (i) The installation of the ADU shall require the issuance of a building permit by the Building Commissioner.
- (j) Occupancy of the ADU shall not take place without proof of the recorded Special Permit and an occupancy permit issued by the Building Commissioner. The initial occupancy permit shall remain in force for a period of three (3) years from the date of issue provided that ownership of the premises is not changed. Thereafter, permits may be issued by the Building Commissioner for succeeding three-year periods provided that the structure and use continue to comply with the relevant provisions of the State Building Code and Needham By-laws. Occupancy permits shall not be transferable upon a change in ownership or occupancy.
- (k) In the case that the ADU has violated the terms of the Special Permit or the lawful use of such unit has expired or been terminated, the Building Commissioner may, in addition to other remedies, order the removal of any one or more of the provisions that create a separate dwelling unit, such as living, sleeping, cooking and eating.”

Or take any other action relative thereto.



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

MEETING DATE: 8/20/2019

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>The Town Manager will recommend that the Select Board open the warrant for the October 28, 2019 Special Town Meeting. The Warrant is scheduled to be closed on September 10th.</p>
2.	VOTE REQUIRED BY SELECT BOARD
	<p><i>Suggested Motion:</i> That the Board vote to open the warrant for the October 28, 2019 Special Town Meeting.</p>
3.	BACK UP INFORMATION ATTACHED
	<p>a. Draft Special Town Meeting Warrant, August 16, 2019</p>

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

MONDAY, OCTOBER 28, 2019

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

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

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on:

MONDAY, THE TWENTY EIGHTH DAY OF OCTOBER 2019

At 7:30 in the afternoon, then and there to act upon the following articles:

HUMAN RESOURCE ARTICLES

ARTICLE 1: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM FIRE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Fire Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2020; or take any other action relative thereto.

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

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

FINANCE ARTICLES

ARTICLE 2: AMEND THE FY2020 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2020 Operating Budget adopted under Article 18 of the 2019 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Table with 4 columns: Line Item, Appropriation, Changing From, Changing To

and to meet this appropriation that said sum be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 3: APPROPRIATE FOR PAYMENT OF UNPAID BILLS OF PRIOR YEARS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$_____ for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham, as follows, and that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

Department	Vendor	Description	Fiscal Year	Amount
	Verizon	Telephone Service	2018	
			2018	

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: State law requires Town Meeting action for the Town to make payment for bills received after the close of the fiscal year or bills in excess of appropriation.

ARTICLE 4: AMEND THE FY2020 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2020 Sewer Enterprise Fund adopted under Article 19 of the 2019 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
201D	MWRA Assessment	6,460,637	6,399,114

or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 5: AMEND THE FY2020 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2020 Water Enterprise Fund adopted under Article 20 of the 2019 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
301D	MWRA Assessment	1,413,150	1,412,709

or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 6: APPROPRIATE TRANSPORTATION IMPROVEMENT FEES

To see if the Town will vote to appropriate funds from the Commonwealth Transportation Infrastructure Fund in the sum of \$17,059.20 for the purpose of transportation infrastructure improvements, said sum to be spent under the direction of the Town Manager; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: 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 will be allocated to pedestrian and bicycle safety initiatives, unless circumstances require otherwise.

ZONING ARTICLES

ARTICLE 7: AMEND ZONING BY-LAW – HIGHWAY COMMERCIAL 1 ZONING DISTRICT

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

1. Amend Section 2.1, Classes of Districts, by adding the following term and abbreviation under the subsection Industrial:

“HC1 -- Highway Commercial 1”

2. Amend Section 3.2, Schedule of Use Regulations, by adding a new Section 3.2.7 as follows:

“3.2.7 Uses in the Highway Commercial 1 District

3.2.7.1 Permitted Uses

The following uses are permitted within the Highway Commercial 1 District as a matter of right:

- (a) Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.
- (b) Public parks and playgrounds, municipal buildings or uses.
- (c) Retail establishment or combination of retail establishments serving the general public where each establishment contains less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.
- (d) Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.
- (e) Craft, consumer or commercial service establishment dealing directly with the general public.
- (f) Laundry or dry cleaning pick-up station with processing done elsewhere.
- (g) Professional, business or administrative office, but not including any of the following: a medical clinic or Medical Services Building or medical, surgical, psychiatric, dental, orthodontic, or psychologist group practices comprised of three or more such professionals (hereinafter “Group Practices”) or physical therapy, alternative medicine practices, wellness treatments, including but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. “Professional” shall include professional medical, surgical, psychiatric, dental, orthodontic or psychologist practice by a group of two or fewer such professionals (“Non-group Practice”).
- (h) Bank or Credit Union.
- (i) Medical Laboratory or laboratory engaged in scientific research and development and/or experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.
- (j) Radio or television studio.
- (k) Light non-nuisance manufacturing, including, but not limited to, the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, fuses, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.
- (l) Telecommunications facility housed within a building.
- (m) Other customary and proper accessory uses incidental to lawful principal uses. Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor

project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Board of Selectmen in accordance with Section 6.9.

(n) More than one building on a lot.

(o) More than one use on a lot.

3.2.7.2 Uses Permitted By Special Permit

The following uses are permitted within the Highway Commercial 1 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as it may require:

(a) Light-rail train station.

(b) Adult day care facility.

(c) Private school, nursery, or kindergarten not otherwise classified under Section 3.2.7.1 (a).

(d) Retail establishment or combination of retail establishments serving the general public where any establishment contains more than 10,000 but less than 25,000 square feet of floor area and where all items for sale or rent are kept inside a building.

(e) Equipment rental service but not including any business that uses outside storage.

(f) Grocery store provided it does not exceed 25,000 sq. ft. of floor area.

(g) Eat-in or take-out restaurant or other eating establishment except that a lunch counter incidental to a primary use shall be permissible by right.

(h) Veterinary office and/or treatment facility and/or animal care facility, including but not limited to, the care, training, sitting and/or boarding of animals.

(i) Indoor athletic or exercise facility or personal fitness service establishment, which may include outdoor pool(s) associated with such facilities.

(j) External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.7.1(h) hereof.

(k) Group Practices as defined in Section 3.2.7.1 and alternative medicine practices, physical therapy, and wellness treatments facilities including, but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. Such uses may have customary and proper accessory uses incidental to the lawful principal uses, including but not limited to, pharmacies.

(l) Live performance theater, bowling alley, skating rink, billiard room, and similar commercial amusement or entertainment places.”

3. Amend Section 4.7.1, Specific Front Setbacks, by deleting the following provisions:

“(b) On the easterly side of Gould Street from Highland Avenue northerly to land of the New York, New Haven and Hartford Railroad Company, there shall be a fifty (50) foot building setback line;

(c) On the northerly side of Highland Avenue from Gould Street northeasterly to the property of the Commonwealth of Massachusetts, there shall be a fifty (50) foot building setback line.”

4. Amend Section 4, Dimensional Regulations, by adding a new Section 4.11 Dimensional Regulations for Highway Commercial Districts as follows:

“4.11 Dimensional Regulations for Highway Commercial Districts

4.11.1 Highway Commercial 1

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft.)	Front Setback (Ft.) (1)	Side Setbacks (Ft.) (1) (3)	Rear Setback (Ft.) (3)	Maximum Height (Ft.) (1)	Maximum Lot Coverage (2) (4) (7)	Floor Area Ratio (5) (6)
20,000	100	5	10	10	70	65%	1.00

- (1) All buildings shall be limited to a height of 70 feet, except that buildings within 150 feet of Highland Avenue and buildings within 200 feet of Gould Street shall be limited to a height of 42 feet unless the additional height is contained under a pitched roof or recessed from the face of the building in a manner approved by the Planning Board but not to exceed 48 feet in height. Notwithstanding the foregoing, the Planning Board may allow by special permit a maximum height of up to 84 feet except within 150 feet of Highland Avenue and 200 feet of Gould Street. If the height of a building is increased above the height of 42 feet, or 48 feet if under a pitched roof or recessed as aforesaid, the front setback shall be increased to 15 feet and the side and rear setbacks to 20 feet except that, along the MBTA right-of-way the side and rear yard setbacks shall be 10 feet. Buildings and structures abutting Highland Avenue, Gould Street and/or the layout of Route 128/95 shall be set back at least 20 feet from said streets and said layout. Notwithstanding the location of any building and structures, a 20 foot landscaped, vegetative buffer area shall be required along the aforementioned street frontages and said layout in order to screen the development. Driveway openings, sidewalks, walkways and screened mechanical equipment shall be permitted in the buffer area. Structures erected on a building having a height of 72 feet or less and not used for human occupancy, such as chimneys, heating-ventilating or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof. For purposes of clarity, the required building setbacks and allowed envelopes (including setbacks) for allowance of additional height above 42' are shown on the drawings below. The 370 feet shown on the drawings below shall extend a distance of 370 feet measured along the centerline of Highland Avenue from a point opposite the midpoint rounding at the intersection of Highland Avenue and Gould Street to a point 370 feet easterly as shown on a plan entitled “Plan of Land Gould Street, Needham, MA”, prepared by Andover Engineering, Inc., dated July 27, 2000, last revised September 20, 2001, recorded in the Norfolk County Registry of Deeds as Plan No. 564 of 2001, Plan Book 489.

Figure 1:

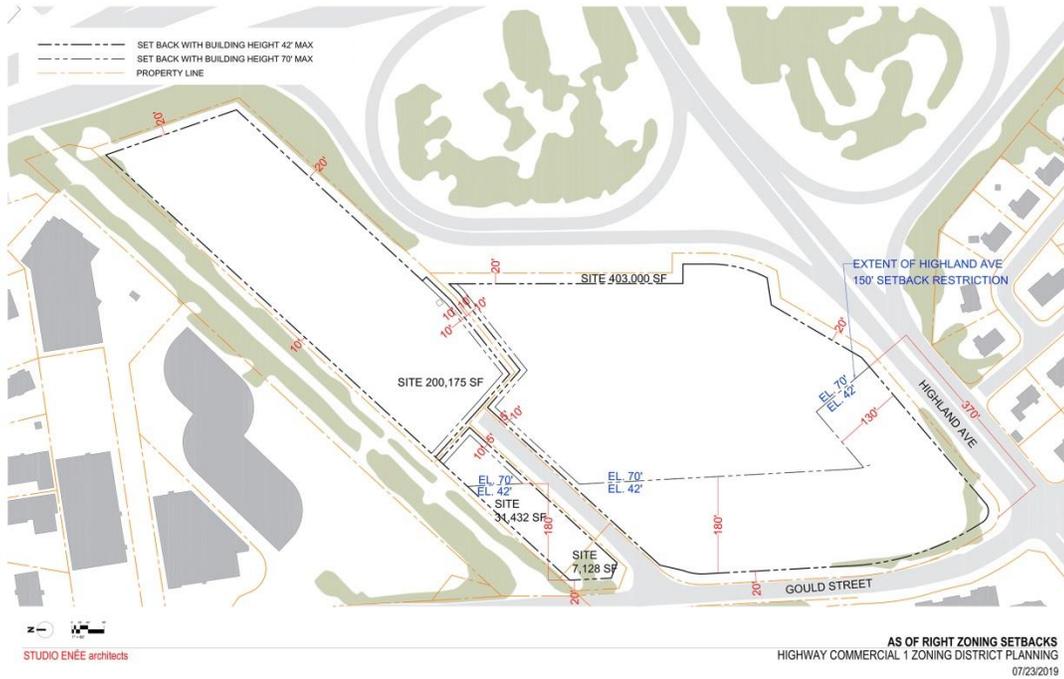
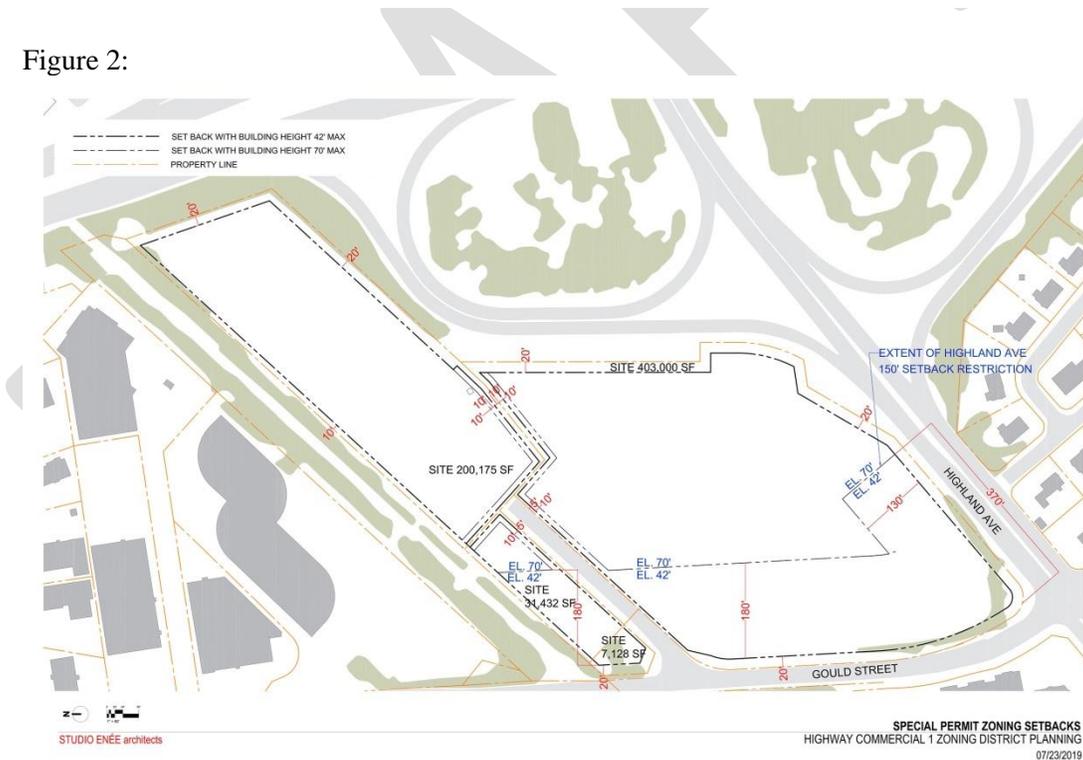


Figure 2:



- (2) Maximum lot coverage shall be 65% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet, the maximum lot coverage may be increased to 75%.

- (3) No side or rear yard setback is required for shared parking structures between adjoining properties, but only on one side of each lot, leaving the other side or rear yards open to provide access to the interior of the lot.
- (4) A minimum of 20% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas. Notwithstanding the preceding sentence, open space shall include pervious surfaces used for walkways and patios. (Pervious surfaces shall not preclude porous pavement, porous concrete, and/or other permeable pavers.)
- (5) A floor area ratio of up to 1.75 may be allowed by a special permit from the Planning Board. In granting such special permit, the Planning Board shall consider the following factors: the ability of the existing or proposed infrastructure to adequately service the proposed facility without negatively impacting existing uses or infrastructure, including but not limited to, water supply, drainage, sewage, natural gas, and electric services; impact on traffic conditions at the site, on adjacent streets, and in nearby neighborhoods, including, but not limited to, the adequacy of the roads and intersections to safely and effectively provide access and egress; the environmental impacts of the proposal; and the fiscal implications of the proposal to the Town. In granting a special permit, the Planning Board shall also consider any proposed mitigation measures and whether the proposed project's benefits to the Town outweigh the costs and adverse impacts, if any, to the Town.
- (6) In approving any special permit under this Section 4.11, the Planning Board shall consider the following design guidelines for development: (a) The proposed development should provide or contribute to providing pedestrian and neighborhood connections to surrounding properties, e.g., by creating inviting buildings or street edge, by creating shared publicly accessible green spaces, and/or by any other methods deemed appropriate by the Planning Board; (b) Any parking structure should have a scale, finish and architectural design that is compatible with the new buildings and which blunts the impact of such structures on the site and on the neighborhood; (c) The proposed development should encourage creative design and mix of uses which create an appropriate aesthetic for this gateway to Needham, including but not limited to, possible use of multiple buildings to enhance the corner of Highland Avenue and Gould Street, possible development of a landscape feature or park on Gould Street or Highland Avenue, varied façade treatments, streetscape design, integrated physical design, and/or other elements deemed appropriate by the Planning Board; (d) The proposed development should promote site features and a layout which is conducive to the uses proposed; and (e) The proposed development shall include participation in a Transportation Demand Management program to be approved by the Planning Board as a traffic mitigation measure, including but not limited to, membership and participation in an integrated or coordinated shuttle program.
- (7) The calculation of floor area in determining floor area ratio shall not include parking areas or structures.

4.11.2 Supplemental Dimensional Regulations

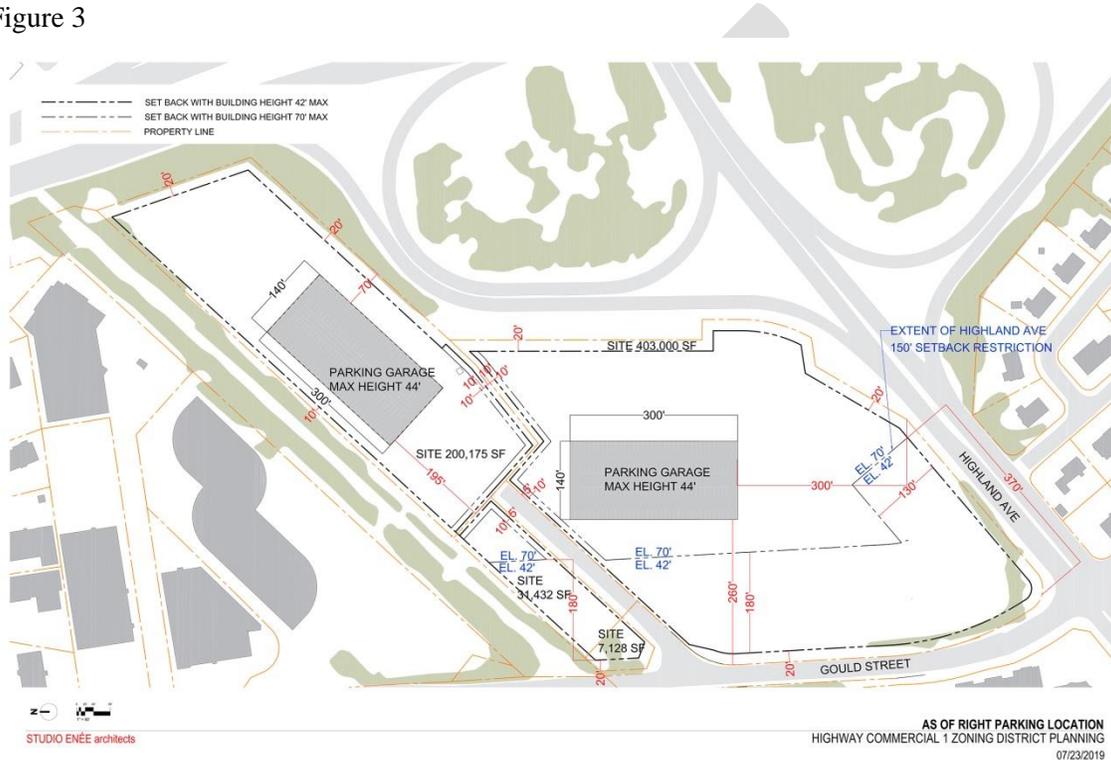
- (1) Parking structures shall be set back at least 100 feet from Highland Avenue and/or Gould Street.
- (2) Parking structures may have an active ground floor use, such as retail, office, institutional, or display. Structured parking must be located at least 20 feet from adjacent buildings, but may be attached to the building it is servicing if all fire and safety requirements are met.

(3) Buildings abutting Highland Avenue and/or Gould Street must have a public entrance facing one street on which the building fronts.

(4) Maximum uninterrupted facade length shall be 200 feet.

(5) Notwithstanding any other provision of this Section 4.11 to the contrary, a parking garage, even if it is for an as-of-right development, may not exceed the parameters, bulk, and location requirements without the issuance of special permit by the Planning Board as shown on the following drawing.

Figure 3



The location may, however, be modified as of right if the parking garage is moved easterly or northeasterly towards Route 128/95.

(6) All setback, height, and bulk requirements applicable to this Section 4.11 are contained in this Section and no additional requirements occasioned by this district abutting Route 128/95's SRB district shall apply.

4.11.3 Special Permit Provision

The Planning Board may, by special permit, waive any or all dimensional requirements set forth above in this Section 4.11 (including sections 4.11.1 and 4.11.2), by relaxing each by up to a maximum percentage of 25% if it finds that, given the particular location and/or configuration of a project in relation to the surrounding neighborhood, such waivers are consistent with the public good, and that to grant such waiver(s) does not substantially derogate from the intent and purposes of the By-Law. This section does not authorize the Planning Board to waive the maximum height regulations, reduce the 20 foot landscaped buffer area requirement along the streets and layout of Route 128/95 specified, reduce the 100 foot garage setback requirement along the streets specified, or reduce the 20% open space requirement of Section 4.11.1(4), except as specifically provided in Section 4.11.1(1) for pitched or

recessed roofs. (By way of example, a 15' front yard setback could be waived to 11.25' or the 20,000 sq. ft. minimum lot area could be waived to 15,000 sq. ft.)”

5. Amend Section 5.1.3, Parking Plan and Design Requirements, by adding at the end of the second sentence of subsection (j) which reads “Such parking setback shall also be twenty (20) feet in an Industrial-1 District” the words “and Highway Commercial 1 District.”
6. Amend Section 7.2.5 of Section 7.2 Building or Use Permit, by adding after the words “Industrial-1 District,” in the first sentence, the words “Highway Commercial 1 District,”.
7. Amend Section 7.4.2 of Section 7.4 Site Plan Review, by adding in the first sentence of the last paragraph, the words “Highway Commercial 1 District,” after the words “Highland Commercial-128,”.
8. Amend Section 7.7.2.2, Authority and Specific Powers (of Design Review Board) by adding after the words “Industrial-1 District,” in the first sentence of the second paragraph, the words “Highway Commercial 1 District,”.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 8: AMEND ZONING BY-LAW – MAP CHANGE TO HIGHWAY COMMERCIAL 1

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

Place in the Highway Commercial 1 District all that land now zoned Industrial-1 and lying between the Circumferential Highway, known as Route 128/95 and Gould Street and between the Massachusetts Bay Transit Authority (M.B.T.A.) right-of-way and Highland Avenue. Said land is bounded and described as follows:

Beginning at a stone bound on the northerly layout line of Highland Avenue at the intersection of Gould Street as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489; thence turning and running southwesterly, westerly and northwesterly along a radius of 44.00 feet a distance of 80.06 feet to a stone bound on the easterly sideline of Gould Street; thence running northwesterly, northerly, and northeasterly along a curve of radius of 505.00 feet of said sideline of Gould Street a distance of 254.17 feet to a point on the said easterly sideline of Gould Street; thence running N10°49'50"E a distance of 284.29 feet to a point on the said easterly sideline of Gould Street at the intersection of TV Place, a privately owned Right of Way; thence continuing N10°49'50"E a distance of 160.00 feet more or less to a stone bound as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I; thence continuing N10°49'50"E a distance of 84.82 feet to a stone bound located at the intersection of the easterly sideline of Gould Street and the southerly sideline of the M.B.T.A. Right of Way as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I; thence turning and running along said southerly M.B.T.A. Right of Way line northeasterly a distance of 1,219.55 feet as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I, 18430J and 18430H to a point at the intersection of the westerly sideline of the

Route 128 Right of Way and said southerly sideline of the M.B.T.A. Right of Way; thence turning and running S4°25'46"E a distance of 292.00 feet to a stone bound as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430H; then turning and running southwesterly along the Route 128 Right of Way a distance of 484.61 feet to a point; thence turning and running S13°34'58"W a distance of 451.02 feet as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489 to a point; thence turning and running S76°26'41"E a distance of 35.56 feet to a point; thence turning and running S13°34'58"W a distance of 67.34 feet to a point; thence running southwesterly along a curve of radius 245.45 feet a distance of 136.59 feet to a point; thence running southwesterly along a curve of radius 248.02 feet a distance of 38.04 feet to a point; thence running southwesterly along a curve of radius 1180.00 feet a distance of 140.09 feet to a point; thence turning and running S42°43'47"W a distance of 42.52 feet to a stone bound located in the westerly sideline of the Route 128 Right of Way; thence turning and running S63°56'51"W a distance of 361.46 feet to the point of beginning.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 9: AMEND ZONING BY-LAW – ACCESSORY DWELLING UNIT

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

1. Amend Section 1.3, Definitions, by adding the following term and definition in the appropriate alphabetical order:

“Accessory Dwelling Unit (ADU) – An apartment in a single-family detached dwelling that is a second, self-contained dwelling unit and a complete, separate housekeeping unit containing provisions for living, sleeping, cooking and eating. This unit shall be subordinate in size to the principal dwelling unit on a lot and shall be constructed to maintain the appearance and essential character of the single-family dwelling.”

2. Amend Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial-1 Districts, by inserting immediately above the row that reads “Café or lecture room associated with a private school” a new entry, which shall read as follows:

<u>USE</u>	<u>RRC</u> <u>SRA</u>	<u>SRB</u>	<u>GR</u>	<u>A-1,2</u> & 3	<u>I</u>	<u>IND</u>	<u>IND-1</u>
Accessory Dwelling Unit (See 3.15)	SP	SP	SP	SP	SP	SP	SP”

3. Amend Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in the Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by

inserting immediately above the row that reads “Café or lecture room associated with a private school” a new entry, which shall read as follows:

<u>“USE</u>	<u>B</u>	<u>CSB</u>	<u>CB</u>	<u>ASB</u>	<u>HAB</u>
Accessory Dwelling Unit (See 3.15)	SP	N	N	SP	SP”

4. Amend Section 3.2.3, Uses in the Neighborhood Business District, Subsection 3.2.3.2, Uses Permitted by Special Permit, by inserting a new paragraph (c) that reads “Accessory Dwelling Unit under Section See 3.15” and by renumbering former paragraphs (c) thru (o) as (d) thru (p) respectively.
5. Amend Section 3, Use Regulations, by adding a new Section 3.15, Accessory Dwelling Units (ADUs), to read as follows:

“3.15 Accessory Dwelling Units (ADUs)

3.15.1 Intent

The intent and purpose of this section is to permit accessory dwelling units (ADUs) in single-family homes for occupancy by (a) an Owner (as defined in this section 3.15.2) or (b) Family of an Owner of the property (as so defined) or (c) Caregivers to an Owner of the property or a Family member of an Owner (as so defined) who resides in the property as his or her primary residence, all subject to the standards and procedures hereinafter set forth. It is also the intent to assure that the single-family character of the neighborhood will be maintained and that the accessory unit remains subordinate to the principal use of the living quarters.

3.15.2 Definition

(a) Accessory dwelling unit (ADU) is an apartment in a single-family detached dwelling that is a second, self-contained dwelling unit and a complete, separate housekeeping unit containing provisions for living, sleeping, cooking and eating. This unit shall be subordinate in size to the principal dwelling unit on a lot and shall be constructed to maintain the appearance and essential character of the single-family dwelling.

(b) “Caregiver” shall mean an adult who regularly looks after an elderly, chronically ill or disabled Owner who needs assistance with activities of daily living or a Family member who needs such assistance and for whom the property is such person’s primary residence.

(c) “Family” shall mean other persons who are related to an Owner by blood, adoption or marriage and who are related to such Owner as follows: spouse, parent, sibling, child, or a spouse of any such person.

(d) “Owner” shall mean a person who holds record title to the property directly or indirectly and for whom the property is such Owner’s principal residence. Indirect ownership includes but is not limited to a beneficiary of a trust holding record title to the property and a majority owner of the voting stock of a corporation or the membership units of a limited liability company holding record title to the property.

3.15.3. Use Regulations

Such accessory dwelling unit (ADU) shall be permitted upon the issuance of a Special Permit by the Board of Appeals under the following use regulations:

- (a) There shall be no more than one ADU on a lot, which ADU shall be located in the single-family detached dwelling and not in an accessory building.
- (b) At least one of the units, the principal unit or the ADU, shall be Owner-occupied, except for a temporary absence of the Owner for a period of nine months or less if written notice thereof is made to the Building Commissioner on a form prescribed by him within 60 days of the commencement of the absence.
- (c) Occupancy of the unit that is not Owner-occupied shall be limited to a member of the Owner's Family or a Caregiver and such person's Family; provided that occupancy of the principal dwelling unit and the ADU combined shall be limited to five persons who are not Family of the Owner.
- (d) The size of the ADU shall be limited to 850 square feet of living space and shall have no more than one bedroom.
- (e) Off-street parking shall be provided for residents of both units with a minimum of one parking space per dwelling unit.
- (f) Adequate provisions for the proper disposal of sewage, waste, and drainage generated by the ADU shall be in accordance with Board of Health requirements.
- (g) Compliance with the ingress and egress provisions of the Massachusetts State Building Code, applicable to dwelling units, shall be required. To the extent possible, exterior entrances and access ways shall not detract from the single-family appearance of the dwelling. Where there are two or more existing entrances on the front façade of a dwelling and modifications are made to any entrance, the result shall be that one appears to be the principal entrance and the other appears to be secondary. An interior door way shall be provided between each living unit as a means of access for purposes of emergency response. All stairways to additional floors shall be enclosed within the exterior walls of the structure.
- (h) The owner of record shall be responsible for submitting an ADU application to the Building Commissioner. Floor plans of the accessory unit and principal residence, along with a certified site plan, shall also be submitted with the application to the Building Commissioner. Appropriate fees as established and recorded shall be assessed for the initial application and each renewal of the occupancy permit as determined by the Building Commissioner.
- (i) The installation of the ADU shall require the issuance of a building permit by the Building Commissioner.
- (j) Occupancy of the ADU shall not take place without proof of the recorded Special Permit and an occupancy permit issued by the Building Commissioner. The initial occupancy permit shall remain in force for a period of three (3) years from the date of issue provided that ownership of the premises is not changed. Thereafter, permits may be issued by the Building Commissioner for succeeding three-year periods provided that the structure and use continue to comply with the relevant provisions of the State Building Code and Needham By-laws. Occupancy permits shall not be transferable upon a change in ownership or occupancy.
- (k) In the case that the ADU has violated the terms of the Special Permit or the lawful use of such unit has expired or been terminated, the Building Commissioner may, in addition to other remedies,

order the removal of any one or more of the provisions that create a separate dwelling unit, such as living, sleeping, cooking and eating.”

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

CAPITAL ARTICLES

ARTICLE 10: APPROPRIATE FOR POLLARD SCHOOL IMPROVEMENTS

To see if the Town will vote to appropriate a sum for Pollard School Improvements, and to meet this appropriation that a sum be transferred from ____, said sum to be spent under the direction of the Town Manager; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

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

Given into our hands at Needham aforesaid this 10th day of September 2019.

John A. Bulian, Chair
Maurice P. Handel, Vice Chair
Matthew D. Borrelli, Clerk
Marianne B. Cooley, Member
Daniel P. Matthews, Member

Select Board of Needham

A TRUE COPY
Attest:
Constable:



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

MEETING DATE: 8/20/2019

Agenda Item	Town Manager Performance Evaluation
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>In accordance with the Town Manager Evaluation Policy, the Select Board prepares an annual performance evaluation of the Town Manager. Each member of the Board completes his or her own evaluation. The individual evaluations are then compiled into a consensus evaluation overview document. Board policy calls for the overview to be released at a meeting of the Select Board.</p>
2.	VOTE REQUIRED BY SELECT BOARD
	<p><i>Suggested Motion:</i> That the Board vote to approve the Town Manager Consensus Evaluation Overview Document dated August 7, 2019 and to approve a merit award payment of \$2000 for fiscal year 2019.</p>
3.	BACK UP INFORMATION ATTACHED
a.	Town Manager Consensus Evaluation Overview Document

**TOWN OF NEEDHAM
TOWN MANAGER EVALUATION**

NAME:	Kate Fitzpatrick
REVIEWER:	Select Board Members - Composite
REVIEW PERIOD:	FY19
DATE:	August 7, 2019

RATING METHODOLOGY	
EXCELLENT/OUTSTANDING (E)	The Town Manager's work performance is consistently excellent when compared to the standards of the job.
MEETS EXPECTATIONS (M)	The Town Manager's work performance consistently meets the standards of the position.
IMPROVEMENT NEEDED (I)	The Town Manager's work performance does not consistently meet the standards of the position.

KEY COMPETENCIES	
1. INDIVIDUAL CHARACTERISTICS	
E	Is diligent and thorough in the discharge of duties
E	Exercises good judgment
E	Displays enthusiasm, cooperation, and willingness to adapt
E	Exhibits composure and attitude appropriate for executive position
2. PROFESSIONAL SKILLS AND STATUS	
E	Maintains knowledge of current developments affecting the practice of local government management
E-	Demonstrates a capacity for innovation and creativity
E	Anticipates and analyzes problems to develop effective approaches for solving them
E	Demonstrates a willingness to try new ideas proposed by governing body members and/or staff
E-	Sets a professional example by handling affairs of the public office in a fair and impartial manner
E	Identifies professional development opportunities to continue personal development

KEY COMPETENCIES (continued)

3. RELATIONS WITH ELECTED MEMBERS OF THE SELECT BOARD

M+	Carries out directives of the Board as a whole as opposed to those of any one member or minority group
M+	Sets meeting agendas that reflect the guidance of the Board and avoids unnecessary involvement in administrative actions
E-	Disseminates complete and accurate information equally to all members in a timely manner
M+	Facilitates decision making without usurping authority
M+	Responds well to requests, advice, and constructive criticism

4. POLICY EXECUTION

M+	Implements actions in accordance with the intent of the Board
E-	Supports the actions of the Board after a decision has been reached, both inside and outside the organization
E-	Understands, supports, and enforces the Town's By-Laws, policies, and regulations
M+	Reviews policies and procedures periodically

5. REPORTING

E-	Provides regular information and reports to the Board concerning matters of importance to the Town
M+	Responds in a timely manner to requests from the Board for special reports
E	Takes the initiative to provide information, advice, and recommendations to the Board on matters that are non-routine and not administrative in nature
E-	Produces reports that are accurate, comprehensive, concise and written to their intended audience
M+	Produces and handles reports in a way to convey the message that affairs of the Town are open to public scrutiny

6. CITIZEN RELATIONS

M+	Is responsive to requests from citizens
E-	Demonstrates a dedication to service to the community and its citizens
E-	Maintains a non-partisan approach
M	Meets with and listens to members of the community to discuss their concerns and strives to understand their interests

KEY COMPETENCIES (continued)

6. CITIZEN RELATIONS (continued)

M+

Monitors and makes appropriate efforts to maintain citizen satisfaction with Town services

7. STAFFING

M+

Recruits and retains competent personnel for staff positions

M

Applies an appropriate level of supervision to improve any areas of substandard performance

E-

Stays accurately informed and appropriately concerned about employee relations

E

Ensures professional management of the compensation and benefits plan

E-

Promotes training and development opportunities at all levels of the organization

8. SUPERVISION

M+

Encourages department managers to make decisions within their jurisdictions with minimal town manager involvement, yet maintains general control of operations by providing the right amount of communication to staff

E-

Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level

E-

Develops and maintains a friendly and informal relationship with staff and work force in general, yet maintains the professional dignity of the Town Manager's office

M+

Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback

E-

Encourages teamwork, innovation, and effective problem-solving among staff members

9. FISCAL MANAGEMENT

E

Prepares a preliminary balanced budget to provide services at a level deemed appropriate by the Board

E

Makes the best possible use of available funds, conscious of the need to operate the Town efficiently and effectively

E

Prepares a budget and budgetary recommendations in an intelligent and accessible format

E

Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability

KEY COMPETENCIES (continued)

9. FISCAL MANAGEMENT (continued)

E	Appropriately monitors and manages fiscal activities of the organization
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10. COMMUNITY

E-	Shares responsibility for addressing issues facing the Town
E-	Avoids unnecessary controversy
E	Cooperates with neighboring communities and the country
E-	Helps the Board address future needs and develop adequate plans to address long term trends
M+	Cooperates with other regional, state, and federal government agencies

PROGRESS TOWARD PRIOR YEAR GOALS

Ms Fitzpatrick is highly organized and maintains a clear eyed perspective on meeting established goals.

Substantial Progress towards prior year goals. Long term planning has enabled us to achieve goals in a fiscally prudent manner.

Kate plans each year to the greatest degree possible - then works with the "other" items that occur no matter what. Despite the outside challenges, when the year in full is reviewed, Kate has facilitated achievement of the board's goals and improvements for the Town of Needham.

Excellent work and results on a demanding list of priorities.

UNPLANNED ACTIONS/ACHIEVEMENTS

Ms Fitzpatrick is capable of responding to opportunities for the Town that may require adjusting certain of the goals, and consults with the Select Board to assure that there is support.

Great ability to change direction and address new problems that arise.

I am particularly glad for the resolution of ancillary issues created by the construction of the new public safety building.

Kate provided guidance and leadership in addressing issues and events beyond those anticipated in the goals.

LEARNING AND DEVELOPMENT PLANS

Ms Fitzpatrick maintains a high profile in organizations which enhance the reputation and influence of the Town. She promotes the professional development of her managers and has consistently over the time I have know her brought in highly skilled people with growth potential.

In the future, I would appreciate it if Kate also reflected on her learning and development plans in her assessment of the year and indicated what her preliminary thoughts are for the upcoming year. She is always thoughtful about her own plans and those for others. And she works to ensure that she has time for development and renewal each year.

The Town Manager and Select Board were required to address several difficult unanticipated community relations and communications issues during the year. The mid-year revision of the goals to add a Public Information Officer, now funded on an initial basis, will hopefully help the Town address the continually changing communications environment.

OVERALL EVALUATION NARRATIVE

Kate is preeminent in her field and that shows through in the professional accolades she receives every year. From the MMA to the ICMA, Kate strives to improve her professional knowledge base through not just attendance in these organizations but through active involvement and taking leadership positions.

Kate brings this knowledge and experience to bear in her position as Needham's Town Manager.

In most areas, I scored an E as these are the places she excels. In some others, I scored an M as I felt that there are circumstances for which she is challenged and thus prevented from achieving an E, either thru her actions and/or the actions of citizens, other elected officials and Town staff.

This is an excellent Town Manager with whom it is a privilege to work. She demonstrates the highest level of skills and demonstrates a core decency that supplements her willingness to make difficult decisions that require strength and conviction.

The workload of the Town Manager Position has clearly increased and due to this increased workload, certain communications and Board preparation has been affected to a certain degree. The addition of a PIO will seek to address some of these communication issues and free up time and availability.

Need to continue to retain quality department managers and ensure that these department managers are advancing the needs of the Town.

Would like a better understanding of how the Town Manager interacts and supervises over the coming year in order to address the items in #8 above.

Kate's overall performance repeatedly keeps her as one of the top Town Managers in the Commonwealth (indeed, in the country, given her nomination for the trailblazer award). Needham is fortunate to benefit from Kate's guidance and action on our behalf.

Kate's overall work continues to be excellent, and among the best in the field.

TOWN MANAGER PERFORMANCE EVALUATION FORM
ACKNOWLEDGEMENT OF RECEIPT

This is to acknowledge the fact that the performance review was conducted by the Board of Selectmen in accordance with the procedures and that the Town Manager has received the overview document.

SELECT BOARD

Date: _____

TOWN MANAGER

Date: _____



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

MEETING DATE: 8/20/2019

Agenda Item	Adopt FY2020 – FY2021 Goals
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Board will discuss its goals for FY2020 – FY2021.
2.	VOTE REQUIRED BY SELECT BOARD
	<i>Suggested Motion:</i> That the Board vote to adopt the FY2020 – 2021 goals dated August 20, 2019.
3.	BACK UP INFORMATION ATTACHED
	(Describe backup below) a. FY2020 – FY2021 Select Board Proposed Goals

FY2020-FY2021 Select Board Goals

Adopted: August 20, 2019

1. Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.

Continuing Strategies

- Conduct an environmental assessment to facilitate discussion about the future use of Ridge Hill/Nike; determine the future use or disposition of Ridge Hill buildings.
- Evaluate options for funding a DPW facility on Dedham Avenue.

Monitoring & Oversight

- Monitor Progress of Public Safety Building, Fire Station #2, and Jack Cogswell Building.

2. Ensure appropriate Regulation and Assessment of, and Investment in Infrastructure.

Continuing Strategies

- Establish a working group to gain a better understanding of the impact of commercial and residential growth on the Town's infrastructure, including but not limited to traffic, transportation, water, sewer, drains, roads and bridges, and school facilities, and to identify options for managing that impact. (N2025)
- Develop a plan for NPDES compliance including Stormwater Regulations and a Stormwater Stabilization Fund.
- Evaluate options for participation in the MassDOT Complete Streets Program & implement pedestrian safety initiatives.

New Initiatives

- Investigate the potential impact of Small Cell and 5G Technology on the Town and formalize a policy for considering Grant of Location Requests.
- Evaluate the feasibility of creating a shared use path from Needham Heights to Wexford Street.
- Develop options for refreshing landscaping at public facilities.
- In conjunction with the Transportation Committee, review bus routes in Needham Crossing.
- In conjunction with the MBTA, explore options for increasing commuter parking.

Monitoring & Oversight

- In conjunction with the City of Newton and MassDOT, monitor progress toward the renovation of Highland Avenue from Webster Street to the Charles River.

3. Maintain and improve the vitality and economic success of the Town.

Continuing Strategies

- In conjunction with the Planning Board, evaluate options for the redevelopment of Chestnut Street and Industrial Zones along Route 128.

New Initiatives

- Work with the CEA to develop priorities for economic development.

4. Expand energy efficient and environmentally sound operations for the Town and its residents and businesses.

New Initiatives

- Develop a report of the Town's climate resiliency efforts and discuss next steps.
- Evaluate options for becoming a Green Community.

Monitoring & Oversight

5. Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work.

Continuing Strategies

- Establish fishing areas at ponds and on the Charles River.
- Evaluate options to reduce train horn noise.
- In conjunction with the Planning Board, evaluate the possibility of recommending accessory dwelling unit zoning.
- Revitalize the Property Tax Assistance Program.
- Work with the Park & Recreation Commission to create recreational opportunities in the downtown.
- In conjunction with the Planning Board, develop an overall strategy for review of housing projects that are proposed.
- Evaluate ways to improve parking at the Needham Center Post Office, on Hillside Avenue, and at other locations.

New Initiatives

- Consider a plan for increased public support of community celebrations and festivals.
- Explore opportunities for increasing the amount and diversity of public art.
- In conjunction with the Park & Recreation Commission, evaluate options for creating a park ranger program.
- In conjunction with the Park & Recreation Commission, explore options for improving access to the Rosemary Camp property.

- Explore the possibility of sponsoring a summer beer garden event.

Monitoring & Oversight

- Discuss multi-modal transportation on the greenway between Newton and Needham.

6. Maintain and enhance the Town's Financial Sustainability.

Continuing Strategies

- Evaluate local option means-tested senior property tax relief programs.
- Evaluate stabilization fund targets.

New Initiatives

- Discuss the impact of annual tax levy increases.

7. Evaluate Town Operations and Administration.

Continuing Strategies

- Develop and implement a policy guiding the use of banners on poles in the business districts.
- Investigate options for moving permit application and inspection processes to electronic and/or web-based platforms.
- Consider criteria for reviewing proposed zoning changes.

New Initiatives

- Review and make recommendations for changes to polling locations.
- The Board will meet regularly with community stakeholders.
- The Board will establish a schedule of meeting with appointed and elected boards on a regular basis.
- Review liquor license regulations with respect to compliance issues.
- Review the composition, structure and charge of committees.

Monitoring & Oversight

- Develop a funding strategy to meet the staffing needs of the Police and Fire Departments in the context of the current and planned growth in Needham Crossing.

In developing its statement of goals for the coming fiscal years, the Board identified both initiatives that may be addressed in future years, and general guiding principles that guide the goal setting process. This list will continue to be updated and refined:

Future Initiatives

- Work with the Planning Board to consider a street naming policy.
- Consider a plan for snow removal in the business districts.

- Evaluate the concept of constructing a hockey rink in a public/private partnership.
- Evaluate options for locating alternative transportation options (e.g. ZipCar and bike share services) in Needham.
- Evaluate options for locating information kiosks in Needham Center.
- Consider the merits of a tree preservation by-law.

Guiding Principles

- Targeted options for property acquisition will be explored.
- The Town will work to develop a consensus with Newton regarding transportation options along the Highland Avenue/Needham Street corridor.
- Appropriate coordination of all the major road projects affecting the Town is a priority.
- Town policies and regulations will be reviewed and updated on a periodic basis.
- The Town will prioritize the reconstruction and repair of existing sidewalks before embarking on new sidewalk construction.
- Opportunities to install community art will be explored.
- The Town should be an age friendly community.
- The number of pedestrian accidents is concerning and should be addressed.
- The Town will conduct a Capital Facility Summit on a biennial basis.
- Emergency preparation and planning is a high priority.
- Opportunities for departmental consolidation and efficiency improvement will be identified and implemented.
- Opportunities to enhance communication with the public will always be considered.
- Opportunities to collaborate on additional programs and services that will benefit Needham's veterans will be explored and implemented.
- Opportunities for streamlining the permitting process will be explored and implemented.
- Opportunities to expand the distribution of notices of public hearing will be explored and implemented.
- Opportunities to address trash concerns Town-wide will be explored and implemented.
- The Town will work to keep the pools at Rosemary Recreation Complex open from Memorial Day to Labor Day.
- The Board will continue to review the policy implication of the allocation of liquor licenses.



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

MEETING DATE: 8/20/2019

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<i>Board members will report on the progress and / or activities of their Committee assignments.</i>	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
(Describe backup below)	
None	

Sandy Cincotta

From: Paul Good <pgmarketplace@gmail.com>
Sent: Friday, July 26, 2019 4:59 PM
To: Sandy Cincotta
Subject: New Shop Local Banner Design - NCRTF
Attachments: NN Chamber Proposed Chapel St Anchor Banner needham banner draft1 07162019.pdf

The Revitalization Trust Fund (NCRTF)

**"It is only through reaching out,
that we are drawn together."™**

Hi Sandy,

Attached is the new proposed banner design to replace the aged Experience Local banners on Chapel Street.

This is the banner to replace the 10 existing "anchor" banners that display next to the rotating banners on the light poles on Chapel St.

The Newton-Needham Chamber will be the new sponsor and they created this new design.

The NCRTF committee has reviewed the design and have all liked the simple message and design.

One of the criteria was to keep this design simple so it doesn't detract or visually compete with the changing variety of multicolor banners that come from the Needham non-profits who sponsor a banner cycle within the Chapel Street Banner Showcase area.

Just as a reminder, the Banner Showcase area hosts 2 simultaneous, independent banner cycles (5 banners per cycle, displayed using every other pole for each independent display) which allows 2 non-profits to be displayed each month.

I know the Select Board is on a Summer schedule. Please let me know if this will be on their next consent agenda for August.

Due to the poor condition of the existing Experience Local banners, we will be removing them at the end of this month and leave that position blank (I don't want to violate our own policy of no worn or damaged banners remaining up).

We thought we would have the sponsorship and design completed sooner, but the timing of approval and production will likely take us into September. (Better empty on that side than ugly.)

Let me know what you think of the design and if favorable, what the approval timing might be. We'll produce them and get them up as soon as they're ready.

Thanks Sandy,

Paul

Paul A. Good
Founder/Chair
The Revitalization Trust Fund (NCRF)
781-718-5552

The NCRF is a Needham Town Trust.
We are 100% funded by your private donations.
Want to learn more about our work?
[Visit Our Webpage On The Town Of Needham Site](#)
You Can Also [Make A Tax Deductible Donation Here](#)

dine.

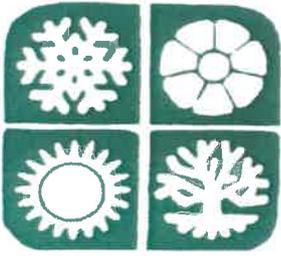
LOCAL

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LOCAL

NEEDHAM

nnchamber.com



NEEDHAM PARK AND RECREATION DEPARTMENT

**Rosemary Recreation Complex
178 Rosemary Street
Needham, MA 02494
Tel: (781) 455-7930**

**RECEIVED
TOWN OF NEEDHAM
SELECT BOARD
2019 AUG 13 A 9 32**

Needham Select Board
C/O Mr. John Bulian
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Bulian,

The Needham Park and Recreation Commission has intent to hire Suzanne Eaton as an Activity Instructor for the **High School Conditioning Swim & Dive** program, which is a revolving fund program.

Suzanne is currently employed by the Needham Public Schools.

The High School Conditioning program takes place after normal business hours during the week in the Summer. Suzanne will work approximately 10 hours per week while the sessions are running. The participants in the program are ages 14 - 18 years old. There is no conflict with any of her responsibilities with the Needham Public Schools.

Attached is a copy of the letter that Ms. Eaton has submitted, disclosing the second position with the Public Schools, as well as her 20(b) Disclosure Form.

Please do not hesitate to contact me if I can provide any further information.

Sincerely,

Patricia M. Carey, CPRP
Director

Needham Select Board
C/O Mr. John Bulian, Chairman
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Bulian,

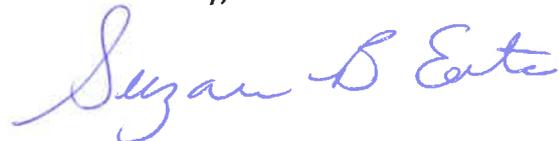
The Needham Park and Recreation Commission intends to hire me to be a High School Conditioning Swim Instructor for the department's program for the Summer of 2019. I am currently employed by the Needham Public Schools as the High School Swim and Lacrosse coach.

The Park and Recreation Commission chose me for this position due to my experience with the activity.

There will be no conflicts with my work at the Needham Public Schools, as the program will only be held outside of regular work hours. On average, I will work 10 hours a week for this program.

Please do not hesitate to contact me if any additional information is needed.

Sincerely,

A handwritten signature in blue ink that reads "Suzanne B. Este". The signature is written in a cursive style with a large initial 'S'.

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

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Suzanne Eaton
Title/ Position	Activity Instructor
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Needham Public Schools
Agency Address	1330 Highland Avenue Needham, MA 02492
Office phone:	781-455-0400
Office e-mail:	
	Check one: ___ Elected or <u> X </u> Non-elected
Starting date as a municipal employee.	
BOX # 1	ELECTED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am an elected municipal employee.
Write an X beside your financial interest.	___ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ___ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.
	My financial interest in a municipal contract is: ___ I have a non-elected, compensated municipal employee position. ___ A municipal agency has a contract with me. ___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am a non-elected municipal employee.
	___ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

<p>Write an X beside your financial interest.</p>	<p>My financial interest in a municipal contract is:</p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>-- OR --</p> <p><input type="checkbox"/> STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a municipal contract is:</p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</p>	
<p>Name and address of municipal agency that made the contract</p>	<p><i>Park + Recreation 178 Rosemary Street Wedham, MA 02492</i></p>
<p>Please put in an X to confirm these facts.</p>	<p>"My Municipal Agency" is the municipal agency that I serve as a municipal employee.</p> <p>The "contracting agency" is the municipal agency that made the contract.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p>FILL IN THIS BOX OR THE BOX BELOW</p>	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</p> <p>- Please explain what the contract is for.</p> <p><i>Seasonal Activity Instructor that will run the Park & Recreation High School Conditioning Program</i></p>
<p>FILL IN THIS BOX OR THE BOX ABOVE</p>	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>

What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it.
Date when you acquired a financial interest	8/12/2019
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. N/A
Date when your immediate family acquired a financial interest	N/A
Write an X to confirm each statement.	<p>FOR A CONTRACT FOR PERSONAL SERVICES –</p> <p>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	<i>Spencer B. Eaton</i>
Date:	8/15/2019

Attach additional pages if necessary.

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

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

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	Patricia Carey
Title/ Position	Director
Municipal Agency:	Park & Recreation
Agency Address:	170 Roxbury Street, Needham MA 02494
Office Phone:	781-455-7930
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	<i>Patricia Carey</i>
Date:	8-5-19

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

**Town of Needham
Select Board
Minutes for July 23, 2019
Powers Hall**

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 John A. Bulian. Those present were Maurice P. Handel, Matthew D. Borrelli, Marianne B. Cooley, Daniel P. Matthews, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Purple Heart Community Proclamation:

Motion by Mr. Handel that the Select Board of the Town of Needham does hereby proclaim that Needham is a Purple Heart Community and that August 7th will be considered Purple Heart Day in Needham. The Select Board encourages residents and businesses to display the American Flag and recognize Purple Heart recipients on that day, honoring the service and sacrifice of our military personnel.

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

7:02 p.m. Certificates of Appreciation:

Lois M. Bacon and Rose M. Doherty met with the Board and were awarded Certificates of Appreciation for their many years of distinguished service to the town.

Motion by Mr. Bulian recognizing Lois M. Bacon on over 30 years of distinguished service to the Town of Needham. Thank you for your many contributions to the Needham Free Public Library Board of Trustees, first as a member of the Friends, and the many years of dedication in serving as a Foundation Director and an elected Trustee. Congratulations!

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

Motion by Mr. Bulian recognizing Rose M. Doherty on over 15 years of distinguished service to the Town of Needham. Thank you for your many contributions to the Needham Free Public Library Board of Trustees and the many years of dedication in serving as a Foundation Director and an elected Trustee. Congratulations!

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

The Board thanked Ms. Bacon and Ms. Doherty and wished them well in the future.

7:07 p.m. Public Hearings: Eversource Grant of Locations - Winding River Road, Country Way, and May Street:

Katie Flaherty, Eversource Energy representative appeared before the Board with a request for three Grants of Location:

1. Winding River Road

Ms. Fitzpatrick indicated all paperwork is in order.

Mr. Bulian 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 6 feet of conduit in Winding River Road. This work is necessary to provide underground electric service to the town pumping station.

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

2. 245 Country Way

Ms. Fitzpatrick indicated all paperwork is in order.

Mr. Bulian 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 40 feet of conduit in Country Way. This work is necessary to provide underground electric service to 245 Country Way.

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

3. May Street

Ms. Fitzpatrick indicated all paperwork is in order.

Mr. Bulian 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 4 feet of conduit in May Street. This work is necessary to provide underground electric service to 1360 Highland Avenue.

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

7:11 p.m.

Appointments and Consent Agenda:

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

APPOINTMENTS:

See attached list.

CONSENT AGENDA:

1. **Accept the following gifts received by the Needham Public Library for the period of March 1, 2019 to June 30, 2019: Kay Rugan Paltsios made a donation in memory of William Powers (\$25.00); Nancy Johnson made a donation in memory of Debra Olshever's mother (\$25.00); The following people made donations in memory of Sylvia Clark: Susan Harris (\$50.00), and Diane McGuire (\$25.00); Vanessa and Eric Rufa gave the library the following: A four-foot tall toy giraffe (\$83.00), Busy Town Floor Block (\$30.00), and Supersized picture book—Big Red Barn (\$25.00); Kate Hanaway donated the following puzzles: Hot Air Adventure (\$16.00), Roseate Spoonbill (\$20.00), Downton Abbey (\$20.00), Snow Day (\$18.00), Cupcakes for Two (\$15.00), Tiffany (\$54.00), and Shark Teeth & Shells (\$22.00); Corinne Heald gave the library a copy of Needham Author Judi Getch Brodman's book, She's Not You (\$14.99); Natalie Demerjian donated the puzzle, Disney—Thomas Kinkade (\$18.00); The Needham Latinas Group donated 10 books in the Spanish Language (\$50.00); Jay Donahue donated a large bag of plastic, candy-filled Easter eggs to the Children's Room. They were from his rain-canceled Easter Egg Hunt (\$20.00); Thomas Neeley gave the library a copy of Arthur Hittner's book, Artist, Soldier, Love, Muse (\$17.00); Wellesley Books sent the library a check for \$10.50, 10% of amount for books sold at Young Adult Author Panel; William F. Gallagher, M.D. gave the library a check for \$100.00 in appreciation of services rendered; Ann MacFate made a \$250.00 donation for the purchase of large print books in memory of Irene MacFate; Ford Peckham donated a copy of Huê 1968 by Mark Bowden in memory of Major R.N. Peckham, Jr., USAF (Ret.) (\$30.00); Andy Gassman gave the library an American Flag; Matt Robinson donated the following two books: New England Invite: Fresh Feasts to Savor the Seasons by Kate Bowler (\$29.95), and The Man Who Lit Lady Liberty by Richard Schwartz (\$29.95); Amy Kahn donated a puzzle of Klimt's The Kiss (\$30.00); Donna Halper donated \$100.00 for the purchase of Genealogy Books; Joan Dickinson donated copies of two of her books: The UnPuritans: The Hanscome Trilogy, Book I (\$14.99), and The Lost Mulattos: The Hanscome Trilogy, Book II (\$14.99); and Wendy Bertrand gave the library a copy of her memoir: Enamored with Place: As Woman + As Architect (\$35.00).**
2. **Accept the following donation made to the Needham Park and Recreation Commission for its Arts in the Parks Summer Concert Series and Children's Theatre Performances: \$600 from Wingate Residences.**
3. **Approve a 20B Exemption for Catherine Murray who is an employee at the Broadmeadow Elementary School as a cafeteria worker to engage in summertime work with the Traveling Meals Program.**

4. Approve road race event form from Christopher George of the Sean Biggs Memorial Foundation, to hold its 5K race/ 1 mile run in Needham on November 17, 2019 from 6:00 a.m. to 12:30 p.m. In the event of inclement weather, event will be held on November 24, 2019. The race application has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.
5. Accept a \$1,000 donation made to the Needham Public Health Division's Gift of Warmth Program from the Carter Memorial United Methodist Church.
6. Accept a donation of 8 cases of napkins, and 3 cases of straws made to the Needham Park and Recreation Commission from the Needham Exchange Club. Items will be used at Park and Recreation programs.
7. Accept a \$20 donation made to Needham Youth & Family Services from the Yee family. They would like the monies to be used towards future programs in the Youth & Family Services Department.
8. Approve a request for a One Day Special Wines & Malt Beverages license for Maxwell Sparr, of Trip Advisor to host a BBQ event for the Needham Chamber on Thursday, July 25, 2019 from 5:30 p.m. to 7:30 p.m. The event will be held at Trip Advisor, 400 First Avenue, Needham.
9. Approve a 2019 Common Victualler License for Chef Mike's LLC d/b/a Chef Mike's located at 73 Highland Avenue, Needham.
10. Approve and sign agreement between the Town of Needham and the Needham Independent Town Workers' Association from July 1, 2018 – June 30, 2021.
11. Approve Open Session minutes from June 25, 2019.
12. Water and Sewer Abatement Order #1277.
13. Approve a request from Allan Eyden, Road Coordinator for the Pan Mass Challenge, to have a portion of its ride to go through Needham. The event is scheduled for August 3, 2019 and August 4, 2019 starting at 7:00 a.m. The routes of the race have been approved by the following departments: DPW, Police, Fire, and Park and Recreation.
14. Approve and sign alcohol compliance violation warning letters for: 3 Squares, Bertucci's, Mandarin Cuisine and New Garden.
15. Approve and sign one day alcohol service suspension due to alcohol compliance violations for: Needham Food & Beverage LLC d/b/a The Heights for Saturday, August 3, 2019 and Needham 365 Bev, LLC d/b/a Residence Inn for Friday, July 26, 2019.
16. Grant permission for the following residents to hold block parties:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Ratify-Deb Whitney	36 Hunting Rd.	Sachem Rd. East of Hunting Rd.	7/13/19	N/A	11am-6pm
Jeanie Martin	139 Plymouth	Plymouth Rd.	9/7/19	9/8/19	1pm-

	Road	Ext.between Harris & RR tracks			7pm
Katherine Calzada	9 Morton St.	Morton St. bet. Webster and Highland	9/8/19	9/15/19	2pm-5pm
Caitlin Reisman	80 North Hill Avenue	Howe Road	9/14/19	9/15/19	2pm-12am
Lisa Cherbuliez	17 Lindbergh Avenue	Lindbergh Ave. between Paul Revere and Tower Avenue	9/14/19	9/15/19	5pm-9pm
Mia Rizzo	64 Pinewood Rd.	Pinewood Rd.	9/21/19	9/22/19	3pm-9pm
Andrew Allen	955 Webster St.	900 block Webster St. between Dedham Ave & Howland	9/21/19	9/28/19	12pm-3pm

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

7:12 p.m. Director of DPW:

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

1. Sign Notice of Traffic Regulation - Glen Gary Road

Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #P19-07-23 for Glen Gary Road, Parking Prohibited, West side from West Street to Castle Place.

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

2. Sign Notice of Traffic Regulation – Glover Road & Louart Drive

Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #R19-07-23 for Glover Road and Louart Drive, Do Not Enter, Eastbound from Central Avenue, 7:30 AM - 9:00 AM and 2:00 PM - 3:30 PM on school days only.

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

7:18 p.m. Town Manager:

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

1. Special Town Meeting Update

Ms. Fitzpatrick reminded the Board it called for a Special Town Meeting on October 28, 2019. She reviewed a preliminary list of warrant articles dated July 23, 2019 including Collective Bargaining Agreements, potential amendments to the FY2020 Operating Budget, Transportation Network Funds, and Zoning By-Law

amendments. She said the Board is scheduled to open to warrant on August 20, 2019 and close the warrant on September 10, 2019.

Mr. Borrelli said he is concerned about the timing and need for zoning amendments at the fall Special Town Meeting.

2. Town Manager's Report

Ms. Fitzpatrick reported the Town deployed 12 Big Belly trash cans at DeFazio, Memorial Park, Greene's Field, and in the Chestnut Street/Lincoln Street parking lot behind CVS. She commented the town hopes to gain information from the pilot program to determine if the program can be expanded. Ms. Fitzpatrick said the barrels have many benefits over traditional cans in that they discourage dumping of household/business trash, as well as limit odor and pests. Another feature is the use of "smart" technology, which she said could be used along with the See-Click-Fix app used by the town.

The Board recessed for 5 minutes.

7:27 p.m.

Public Hearing- New Alcoholic License for Pancho's Taqueria Needham, LLC d/b/a Pancho's Taqueria, 1450 Highland Avenue:

Carlos Chavira, Proposed Manager appeared before the Board seeking approval for an application for an All Alcoholic License for Pancho's Taqueria Needham, LLC d/b/a Pancho's Taqueria. Pancho's Taqueria is a new restaurant that will be located at 1450 Highland Avenue (formerly the site of Dessert Workshop).

Mr. Chavira told the Board about Pancho's Dedham location, opened three years ago, as well as his 20 years of business experience in the restaurant industry. He commented he believes Pancho's Taqueria will be a great success in Needham. He said the hours of operation will be 11am to 11pm, 7 days a week.

Mr. Bulian asked "Will all employees be TIPS trained"? Mr. Chavira said "yes" and a scanner will be used to check all ID's in Needham.

Ms. Fitzpatrick confirmed all paperwork is in order.

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

Mr. Bulian asked for Board comment.

Mr. Borrelli welcomed Mr. Chavira to Needham. He noted the relaxed alcohol license requirements in town over the last few years and asked that food be available when people are having a drink. Mr. Chavira said "absolutely."

Ms. Cooley asked Mr. Chavira when he plans to open? Mr. Chavira said the opening will be in mid-August.

Mr. Matthews commented the Board is pleased to hear of the scanning technology. He reminded Mr. Chavira the town has regular compliance checks for alcohol service to underage patrons. Mr. Matthews said he wants Mr. Chavira to succeed, but rules must be followed.

Motion by Mr. Handel that:

- (A) The Select Board approve the application for a new All Alcohol License under the Town of Needham Rules and Regulations Applicable to the Sale of Alcoholic Beverages in Restaurants to Pancho's Taqueria Needham, LLC d/b/a Pancho's Taqueria, Carlos Chavira, Manager, and to forward the approved Alcohol License application to the ABCC for approval;**
- (B) The Select Board approve the application for a Common Victualler License; and**
- (C) The Select Board determines that the premises are not detrimental to the educational and spiritual activities of the Roman Catholic Archdiocese of Boston, First Parish in Needham, First Church of Christ or the First Baptist Church.**

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

7:30 p.m. Continuation of Verizon Small Cell Hearing from 6/25/2019:
Victor Manougian, McLane Middleton appeared before the Board to continue discussion from June 25, 2019 regarding Cellco Partnership d/b/a Verizon Wireless who is requesting permission to install one (1) small cell wireless antenna, and all necessary sustaining and protecting fixtures, on an existing utility pole, located on a public way on Verizon Site Name Needham SC02, Utility Pole Number 16/16 at 228 Brookline Street in Needham, MA.

Mr. Bulian explained under Massachusetts law, the Select Board is required to take action on a Grant of Location request within 60 days of the filing of the application, and at the end of tonight's presentation the Board will take a vote. He noted the public comment portion of the hearing has been closed.

Mr. Manougian briefly explained additional information he submitted, as requested by the Select Board at the June 25, 2019 meeting. He commented on the status of nine previously approved cell sites, referring to a spread sheet prepared by the Town Manager's office. Photographs were viewed showing cell tower equipment on three existing telephone poles. He referred to radio frequency emissions testing completed earlier this year in the town of Dartmouth, MA, and a report dated February 28, 2019 prepared by Dr. Donald L. Haes. He said results revealed in virtually all cases, the actual measurements were lower than predicted. Mr. Manougian continued that under M.G.L Ch. 166 once a location is granted under the Pole Attachment Act, it does not expire. He referred to analysis of existing poles in the area and separation requirements in the Grant of Location order. He commented on the proposed pole at 228 Brookline Street, noting it is more than 350 ft. away from the Mitchell School in the right-of-way. He also commented on

a supplemental RF report, clarifying the radio frequencies to operate at the location. Mr. Manougian commented Dr. Haes submitted further information regarding his qualifications, noted in the report dated July 1, 2019. Discussion ensued regarding the 60 day “shot clock” and ramifications should the town not act. Mr. Manougian commented on health issues, saying the Verizon proposal will meet and comply with FCC allowable RF emission limits. He commented on the nine previously approved sites, noting the Needham Board of Health extensively considered materials Verizon submitted in support of the small cell petitions and “seemed to be satisfied with the submissions and RF analysis.” He suggested the same rationale be applied to this single pole located on Brookline Street, and that there should be no basis to deny the request. He commented on the FCC order he submitted and relied on, specifically relating to aesthetics. Discussion ensued on aesthetics which are not preempted by the FCC order if three criteria are met (ie. reasonable, no more burdensome than those applied to other types of infrastructure, and requirements must be published in advance). Mr. Manougian respectfully requested the Board approve the one pole that was left out/added later to the plan.

Ms. Cooley commented on issued GOL’s not expiring, noting Needham GOL’s are for a specific purpose. She asked if once a GOL is approved, can anything be done at the location or can the use change over time?

Mr. Manougian said he is not sure, but antennas are always changing with technology. He surmised that with a GOL order approving a small cell antenna, it could be updated as technology changes, but if the aesthetics change it would require approval.

Ms. Cooley commented on four previously approved sites that were requested based on the need for improved coverage. She said it is her sense that until those cell antennas are installed, and the Town understands the need, she is inclined to deny the request.

Mr. Borrelli thanked Mr. Manougian for the supplemental information, saying his position has not changed. He said the town’s Grant of Location criteria are for a reason, disagreeing with Mr. Manougian’s opinion that the criteria are flawed. Mr. Borrelli concurred with comments made by Ms. Cooley. He said he does not see the need, the aesthetic issue is troublesome, and the burden has not been met to grant approval. Mr. Borrelli said he will vote to deny the application.

Mr. Handel concurred with the comments made by Ms. Cooley and Mr. Borrelli.

Mr. Matthews said he appreciates the additional information from Mr. Manougian, and he does not have any additional questions.

Mr. Bulian concurred with comments from the Board. He said the single request does not seem to have a clearly demonstrated need.

Discussion ensued with Mr. Manougian commenting on the need for the Grant of Location.

Motion by Mr. Borrelli that the Select Board deny a petition from Celco Partnership d/b/a Verizon Wireless to install a wireless small cell antenna and supporting equipment on Verizon Site Name Needham SC02, Utility Pole Number 16/16 at 228 Brookline Street, Needham.

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

Mr. Matthews commented on changing cell phone technology and the Town's expectation for more applications in the future. He reiterated his belief that Verizon should have withdrawn the application, noting there has not been any showing of an urgent need within a 60 day "shot clock" to approve the application. He commented on proceedings in 2017, noting none of the sites are operational at this point. He said at that time the Board thought it could gain experience and understanding with the initial buildout to figure out what is best for the community. Mr. Matthews commented on the Board of Health's request for more time to review the most recent science and health information, even though federal regulations preempt any decision. He said as representatives of the community, it is reasonable for the Select Board to hear from the Board of Health before making a decision. Mr. Matthews said one issue raised during testimony was to find out where the buildout is going, noting the Board of Health is looking for exactly how many antennas are anticipated with 5G technology, and the cumulative effect of rollouts from other carriers. Mr. Matthews reiterated and concurred with Ms. Cooley's question as to what the company can do once approval is given. He noted telephone poles are no longer being used to hang wires, but rather as broadcast stations by more than one company. He said it does not appear there is much guidance from the federal government, noting there are national policy makers in the current administration that are attacking the role of government in producing reliable science for the public. He said as local officials who are not experts in the field, reliable science is necessary to make sense of some of the technological issues. Discussion ensued on the question of discrimination and future decisions that the Town can live with when Verizon competitors come to Needham. Mr. Matthews suggested it would have been better for Verizon to approach the town to iron out issues beforehand, and to find a suitable location, rather than having to deal with a 60 day "shot clock." Mr. Matthews said the right thing to do is to deny the application.

Discussion ensued on the Board of Health having the opportunity to review additional information within the next 30-60 days.

Stephen Epstein, Board of Health said the last Board of Health meeting occurred on Friday, July 19th. He said information was received but did not have technical specifications for the Board of Health to render any sort of decision. He commented additional technical details were received last night, noting many questions arise. He said the Board of Health will need to hire a health physicist, and all relevant

data must be provided and properly analyzed. He commented the next Board of Health meeting is in early September.

Discussion ensued on the option to withdraw or deny the application, need, aesthetics, health concerns, and distracted driving.

Motion by Mr. Borrelli that the Select Board vote to deny a petition from Cellco Partnership d/b/a Verizon Wireless to install a wireless small cell antenna and supporting equipment on Verizon Site Name Needham SC02, Utility Pole Number 16/16 at 228 Brookline Street, Needham.

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

8:16 p.m. Board Discussion:

1. Committee Reports

Ms. Cooley updated the Board saying the N2025 Committee met this past week with consultants and that progress being made on the list of interviewees. She said she hopes preliminary findings will be available to review in the next few weeks.

8:17 p.m.

Adjourn:

Motion by Mr. Handel that the Select Board vote to adjourn the Select Board meeting of Tuesday, July 23, 2019.

Second: Mr. Borrelli. Unanimously approved.

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

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

Minutes
Select Board Meeting
Center at the Heights
August 9, 2019

8:00 a.m. A special meeting of the Select Board was convened by Chair John Bulian. Present were Moe Handel, Matthew Borrelli, Marianne Cooley, Daniel Matthews, Assistant Town Manager David Davison, and Town Manager Kate Fitzpatrick.

The Board discussed the fiscal year 2020/2021 proposed goals and objectives: maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments; ensure appropriate regulation and assessment of, and investment in infrastructure, maintain and improve the vitality and economic success of the Town; expand energy efficient and environmentally sound operations for the Town and its residents and businesses; maintain and develop amenities that contribute to the desirability of Needham as a place to live and work; maintain and enhance the Town's Financial Sustainability; and evaluate Town Operations and Administration.

The Board reviewed the status of the prior year's goals and discussed objectives for the coming years that the Town Manager will develop and present to the Board for discussion on August 20th. Individual members of the Board agreed to work with the Town Manager on a variety of projects including transportation, human rights, alcohol compliance, climate resiliency, economic development priorities, banner and flag protocols, public art, administrative operations, and board and committee composition.

12:20 p.m. **Motion: Mr. Matthews moved that the meeting be adjourned. Mr. Borrelli seconded the motion. Unanimous: 5-0.**



Needham Police Department

99 School Street
Needham, MA 02492
Telephone (781) 455-7570
Fax (781) 459-9496



John J. Schlittler
Chief of Police
781-455-7570, ext. 217
jschlittler@needhamma.gov

Memorandum

To: Kate Fitzpatrick
From: John Schlittler
Date: August 12, 2019
Re: 20B Exemption- Crossing Guard

The Needham Police Department hires part-time crossing guards to assist direct and control vehicular and pedestrian traffic at an assigned location for a prescribed period of time to ensure the safety of school children and the safe, orderly flow of vehicular traffic. These part-time duties are performed during the 10-month school years from September-June.

The candidate that was hired by the Police Department to fulfill the duties listed above is named below. The candidate is already employed by the Town of Needham as a Teaching Assistant at the Newnan Elementary School. This employee has no overlap in duties or responsibilities.

Name	SS	School Year Employment
Laurie Anna Kracmer		Teaching Assistant

Regards,

Chief John Schlittler
Needham Police Department
781-455-7570 Ext. 216
jschlittler@needhamma.gov



Cc: Theodora Eaton, Town Clerk

Rachel Glisper, Director of Human Resources

[Date] July 18, 2019

Ms. Theodora Eaton, Town Clerk
Town of Needham
1471 Highland Ave
Needham, MA 02492

Dear Ms. Eaton,

The Needham Police Department has hired me for the position of Crossing Guard/Parking Enforcement. I am currently employed by the School Department.

The Needham Police Department Lt. Belinda Carroll selected me for this position as it relates to my experience as a coordinator and safety advocate where children are concerned. There will be no conflicts with my work at the School Department as the schedule for each are complimentary of each other.

Please do not hesitate to contact me if there is any additional information I can provide.

Sincerely,

Laurie Kraemer

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 288A, § 20(b)**

MUNICIPAL EMPLOYEE INFORMATION	
Name of municipal employee:	Laurie Kraemer
Title/ Position	Crossing Guard
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization. Needham Public Schools
Agency/ Department	
Agency Address	1330 Highland Ave Needham, MA 02492
Office phone:	
Office e-mail:	
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	2012
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee. <input type="checkbox"/> STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR <input type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: <input type="checkbox"/> I have a non-elected, compensated municipal employee position. <input type="checkbox"/> A municipal agency has a contract with me. <input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. <input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2.	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee. <input type="checkbox"/> STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

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

<p>What is your financial interest in the municipal contract?</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.</p> <p>hired as a crossing guard/traffic supervisor</p>
<p>Date when you acquired a financial interest</p>	<p>Sept 2019</p>
<p>What is the financial interest of your immediate family?</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.</p> <p>N/A</p>
<p>Date when your immediate family acquired a financial interest</p>	<p>N/A</p>
<p>Write an X to confirm each statement.</p>	<p>FOR A CONTRACT FOR PERSONAL SERVICES –</p> <p>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
<p>Employee signature:</p>	<p><i>Tamara Kramer</i></p>
<p>Date:</p>	<p>8/5/19</p>

Attach additional pages if necessary.

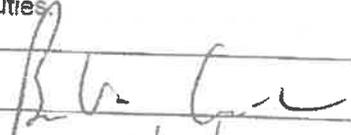
NOT A PERSONAL SERVICES CONTRACT – File disclosure with the city or town clerk.

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

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	Lt. Belinda Carroll
Title/ Position	Lieutenant Police Dept.
Municipal Agency:	Town of Needham
Agency Address:	1471 Highland Ave Needham MA 02492
Office Phone:	781-455-7570 X225
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	8/14/19

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

**Interim Rules and Regulations for Use of
MEMORIAL PARK FIELDHOUSE
Approved by the Trustees of Memorial Park: 08.14.2019
Approved by the Select Board: 08.20.2019**

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

Policy:

1. It is the policy of the Trustees of Memorial Park to permit use of the Memorial Park Fieldhouse to incorporated charitable and non-profit organizations engaged in municipal, educational, recreational, and/or cultural activities, the purpose of which is to benefit the Town of Needham and its citizens. Local unincorporated civic, educational, or cultural groups or individuals carrying out similar activities may be allowed to use the facility under certain circumstances as set forth below.
2. Permits for commercial activity, and for private use, including but not limited to, parties, recitals, receptions and other private uses, will not be authorized. Political campaign fundraising or other events will not be authorized.
3. The Memorial Park Fieldhouse may be permitted to religious organizations for non-religious purposes only on the same basis as those available to the general public.
4. Scheduling priority for the use of Fieldhouse facilities will be in the following order: 1) Trustees of Memorial Park, American Legion, and veterans programs, events and ceremonies; (2) Needham High School, Needham-based charitable or non-profit organizations who have activities on the fields and/or who primarily support approved activities on the fields; (3) Needham-based charitable or non-profit organizations; (4) other Town of Needham departments, boards, commissions, and committees; and (5) other organizations and citizens meeting the guidelines of these regulations.
5. When a higher priority group requests a space that was originally requested by a lower priority group or when two different organizations in the same priority group request a space, the Town Manager/designee will facilitate a dialog between the organizations to find a workable solution. If no workable solution can be determined, priority will be given to the highest priority group, or if both groups are of the same priority level, the request will default to the group that submitted the request first.
6. Special or unforeseen Municipal events may supersede previously scheduled permitted events. The Trustees of Memorial Park and/or Town Manager reserve the right to cancel a permit in these circumstances.
7. Service of alcohol beverages may be allowed in certain circumstances but only if approved by the Trustees and in accordance with the Select Board's One-Day Liquor License Regulations and Needham General By-law Section 3.1.9, as found in Appendix A.

8. It is the policy of the Trustees of Memorial Park to permit use of the storage areas and concession area. Special rules apply to these two activities as set forth below.
9. All use of the Memorial Park Fieldhouse facilities will comply with the Planning Board's Special Permit No. 2018-01 dated March 8, 2018 (attached).

Procedures:

1. Use of Fieldhouse for Events

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

Space	Occupancy	Room Dimensions
Home Team A	60	19'-0" x 37'-6" (732 sf)
Visiting Team B	30	18'-0" x 32'-2" (687 sf)
Concession	10	10'-8" x 22'-0" (257 sf)
Trustees Meeting Room	38	22'-6" x 31'-8" (718 sf)
Multi-purpose Room	120 seats	33'-8" x 36'-0" (1,435 sf)

- h. Use of the Memorial Park Fieldhouse includes access to the multi-purpose room which has 96 chairs and nine (six-foot diameter) round tables that will hold eight chairs each. The Memorial Park Trustees Board Room has a large meeting room table that will seat 14 persons and the room will have a standard set up of 24 chairs for attendees/visitors. The

first floor has access to 60 folding chairs in the Home Team Room and 30 folding chairs in the Visitor Team Room.

- i. The Memorial Park Fieldhouse does not have full kitchen facilities. Food must be prepared off-site and may only be served or sold with a permit from the Board of Health. The Kitchenette includes a range, a refrigerator, a microwave oven, a dishwasher, a coffee maker, and a double wash sink.
- j. All areas used for a function must be left in the same condition as they were found.
- k. Access to areas beyond permitted areas is prohibited.

2. Permitting Requirements

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

Town Manager a letter of explanation. The group or individual will be required to sign statement releasing the Town from liability.

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

3. Use Fee

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

4. Service of Alcohol

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

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

5. Fire Safety Regulations

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

6. Police Safety Regulations

- a. Each permit with an attendance of 50 or more will be forwarded to the Needham Police Department for compliance with Massachusetts General Laws and local regulations to determine whether a Police Detail must be hired through the Needham Police Department. It is the responsibility of the applicant to contact the Town's Police Department to determine if a Police Detail is necessary. The Police Detail's role will be to provide security to the facility; ensure that vehicles are parked legally; and ensure that emergency vehicles have access to the facility. If a Firefighter is not present on site, the Police Detail will perform as a first responder in the event of an accident or injury.
- b. In the event that a police detail must be hired, there is a four-hour minimum payment requirement.
- c. In accordance with N.G.B.L. Section 3.1.9., no person shall possess or consume an alcoholic beverage within the limits of any park, playground, public land or public building owned or under the control of the Town of Needham, except with written permission of the appropriate controlling Town tribunal.
- d. Information on one-day liquor licenses is available at the Office of the Town Manager, otm@needhamma.gov.

- e. In accordance with MGL, Chapter 101, Section 22, except as authorized by regulations issued by the Select Board, no person, including licensed hawkers and peddlers, shall sell or offer to sell items within 1,000 feet of any School during hours that School is in session until one hour after closing of the Schools, or sell or offer to sell items within 1,000 feet of any recreational area in organized use.

7. Board of Health Regulations

- a. Smoking is not permitted in the Memorial Park Fieldhouse or property in accordance with Article 1 of the Needham Board of Health Regulations, including but not limited to cigarettes, cigars, little cigars, chewing tobacco, marijuana, pipe tobacco, snuff; or electronic cigarettes, electronic cigars, electronic pipes, electronic hookah, liquid nicotine, "e-liquids" or other similar products, regardless of nicotine content, that rely on vaporization or aerosolization.
- b. A temporary food permit and license fee is required for any event that involves the preparation, sale or distribution of food, in accordance with Article 1 of the Needham Board of Health regulations.

8. Raffle and Bazaar Regulations

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

9. Use of Technology and Audio-Visual Equipment

- a. Should a permit request include use of televisions, monitors, projector, DVD player, or any other type of technology and/or audiovisual equipment, a determination will be made by the Town Manager or designee on the availability of the equipment and the need for a specially trained staff member to be present during use. In the event a specially trained staff person must be on duty, a fee will be charged to cover the cost of his/her time. The hourly fee is listed in Appendix B.
- b. The Trustee Board room has a 75-inch flat panel TV with connections available for computers along with data /telephone.

- c. The Multi-Purpose room has a fixed mounted Ceiling projector with a motorized wall projector screen. A Blu-ray player is available in the AV Rack. There are HDMI and VGA connections at the projector screen wall with sound system and microphone connections along with four floor boxes. These boxes have power outlets and data connections. A wall mounted telephone is also in the space.
- d. The facility has WIFI.

10. Accidents and Damage to Town Facilities

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

11. Concession Area Use Procedures

- a. The Concession Area may be permitted to groups that have permits to use the fields or the parking lot.
- b. The Concession Area includes: one icemaker, one double-wash sink, one dishwasher, two three-drawer food warmers, one pizza warmer, one refrigerator, one freezer, two induction range tops, one microwave oven, one handwash sink, coffee makers, and shelving for storage.
- c. Groups permitted to use the Concession Area are expected to leave the area in the same condition in which it was found.
- d. Access to the Concession Area outside of permitted hours (such as for delivery or pick-up) must be made during the hours that the facility is staffed with a custodian (currently 6:00 p.m. to 10:00 p.m. and during specific Fieldhouse events), or by appointment (through the Building Maintenance Division of the Department of Public Works).

12. Storage Area Use Procedures

- a. Secure "Cage" Storage is provided in the Visitor Team Room (four units) and the General Storage Room (four units).
- b. Cage Storage is assigned to the Exchange Club, Needham Baseball and Softball, Junior Football and Cheer, the Touchdown Club, and any other groups approved by vote of the Memorial Park Trustees.
- c. Groups assigned to Cage Storage are responsible for the internal security of the cages and must provide a key to any lock to the Building Maintenance Division of the Department of Public Works to allow for building system access and/or in case of emergency.
- d. Cage Storage users may not store property of any kind outside of the enclosed storage area.
- e. Cage Storage area are eight feet tall and the shelving provided is six feet tall.
- f. Cage Storage users may not install any equipment or shelving without the approval of the Director of Building Maintenance and the Memorial Park Trustees.
- g. In-Season storage with easy access to Memorial Park will be used primarily by the High School Athletic department, and any other group approved by vote of the Memorial Park Trustees.
- h. Off-Season storage will be used by the Exchange Club (large items), the High School Athletic Department, and any other group approved by vote of the Memorial Park Trustees.
- i. Access to the storage areas must be made during the hours that the facility is staffed with a custodian (currently 6:00 p.m. to 10:00 p.m. and during specific Fieldhouse events), or by appointment (through the Building Maintenance Division of the Department of Public Works).

13. Parking Lot
Reserved

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

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

Appendix B
(Use Fees)

Appendix C
(Hourly Rates as of 11/1/2018)

Custodial Staff

Weekdays/Saturdays	\$45.00
Sundays/Holidays Custodian	\$58.00

Technology Staff

Reserved

Appendix D

(Floorplan)

Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

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

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

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

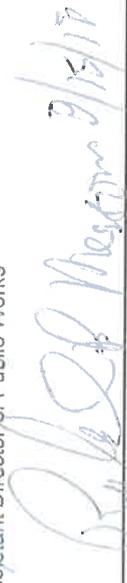
Water Sales:	-\$103.05
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$297.33
Transfer Station Charges:	\$0.00
Total Abatement:	-\$400.38

Order #: 1278

Read and Approved:

 8/15/2019

Assistant Director of Public Works

 8/15/19

Director of Public Works

For the Select Board

8/20/19

**Town of Needham
Water Sewer Billing System
Adjustment Form**

Prepared By: JO Last Name Council on Aging (1) First Name _____ Customer ID# _____ Location ID# _____ Street Number _____ Street Name _____ Irrigation Water \$0.00 Domestic Water -\$103.05 Sewer -\$297.33 Total -\$400.38 Reason COA Corrected Last Read Y/N N

Total: -\$400.38

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

Legend:

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

Norfolk, s.s.

Commonwealth of Massachusetts

August 14, 2019

Agreement and Waiver

This agreement is entered into by and between the Select Board of the Town of Needham (Licensor) and Needham Cabot Concessions - Sheraton Needham (Licensee).

Whereas the Select Board of the Town of Needham is the licensing authority under the provisions of M.G.L., Ch. 138; and

Whereas Licensee is located at 100 Cabot, Needham, Mass. and is the holder of a license issued to sell and deliver alcoholic beverages issued by the Licensor under the provision of Ch. 138; and

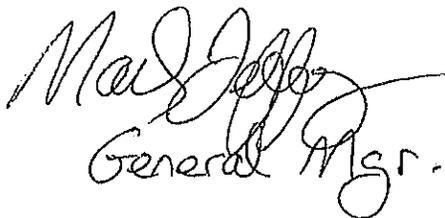
Whereas on June 4, 2019 a minor was delivered an alcoholic beverage in violation of Ch. 138, section 34; and

Whereas the Licensor is desirous of disciplining the Licensee for this offence;

Be it agreed as follows;

1. The Licensee shall surrender its license for one day, on September 8th, 2019, and shall not deliver, serve or sell any alcoholic beverages on that day.
2. The Licensee is aware of its right to a hearing before the Licensor prior to any disciplinary action being taken by the Licensor that affects such license and the Licensee freely waives its rights to such a hearing.
3. The Licensee is aware of its right to appeal any disciplinary action taken by the Licensor that affects such license to the Alcoholic Beverage Control Commission of the Commonwealth of Massachusetts or the courts and the Licensee freely waives its rights to such an appeal.
4. The Licensee acknowledges it has had the opportunity to seek the advice of legal counsel prior to signing this agreement.

Sheraton Needham 08/21/19
Licensee/Date


General Mgr.

Select Board

Chair/Date