

SELECT BOARD
February 11, 2020
Needham Town Hall
Revised Agenda

	5:30	Executive Session: Exception 3- Potential Litigation & Collective Bargaining and 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 Energy Grant of Locations: <ul style="list-style-type: none"> • Chestnut Street and School Street • School Street
2.	7:00	Needham Housing Authority Report <ul style="list-style-type: none"> • Timothy Muir McDonald, Director of Health & Human Services
3.	7:15	Town Manager <ul style="list-style-type: none"> • Close Annual Town Meeting Warrant • Accept and Refer Zoning • Town Manager's Report
4.	7:30	Public Hearing Ridge Hill Nike
5.	8:30	Board Discussion <ul style="list-style-type: none"> • Committee Reports

APPOINTMENTS

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CONSENT AGENDA *=Backup attached

1.*	Upon the recommendation of the Assistant Town Manager/Director of Finance, change the mileage reimbursement rate from 58 cents to 57.5 cents per mile consistent with the rate determined by the IRS.
2.*	Accept a donation in the amount of \$10,000 for the Police Department and \$10,000 to the Fire Department from Middlesex Bank.
3.*	Approve a Special One Day Wines and Malt Beverages license for Steve Volante, of Volante Farms, to host a Cooking Class event on February 29, 2020 from 2:30 p.m. to 4:30 p.m. The event will be held at Volante Farms, 292 Forest Street, Needham.
4.*	Approve three Special One Day Wines and Malt Beverages licenses for Steve Volante, of Volante Farms, to host "Dinner in the Field" events on July 9, 2020, July

	23, 2020, and August 6, 2020 from 6:00 p.m. to 9:00 p.m. The events will be held at Volante Farms, 292 Forest Street, Needham.
5.*	Approve a Special One Day Wines and Malt Beverages license for Steve Volante, of Volante Farms, to host a Wine & Cheese Class event on November 7, 2020 from 1:00 p.m. to 4:00 p.m. The event will be held at Volante Farms, 292 Forest Street, Needham.
6.*	Approve a request from Jennifer Whitman, of Saphier Events to hold its “Geared Up for Kids 2020” bike ride on May 31, 2020. This bike ride benefits the Pediatric Brain Tumor Foundation, Northeast. The bike ride will start at 8:00 a.m. and will finish by 1:00 p.m. The route of the race was approved by the following departments: DPW, Police, Fire, and Park and Recreation.
7.*	Approve a request from Kati Sigel, of Three Squares New England, who is organizing its annual fundraiser “The Ride for Food” bike ride to benefit food pantries in numerous communities including Needham, to have a portion of its ride to go through Needham. The event is scheduled for October 4, 2020 from 8:30 a.m. to 1:30 p.m. The route of the ride has been approved by the following departments, DPW, Police, Fire, and Park and Recreation.
8.	Authorize free meter parking in the area of Town Hall on election days.
9.	Accept a \$250 donation made to Needham Youth & Family Services from the Patrick & Patricia Forde Memorial Fund. The monies will be used towards future programs in the Youth & Family Services Department.
10.	Accept a \$130 donation made to Needham Youth & Family Services and The Center at the Heights, Council on Aging from The Webster Bank. The monies are to go towards the Intergenerational Program: Bridging the GAP.
11.	Accept a \$20 donation made to Needham Youth & Family Services from the Scheck-Kahn family. The monies will be used towards future programs in the Youth & Family Services Department.
12.*	Approve a request to modify the pricing recommendation for the sale of surplus fire alarm boxes.



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

MEETING DATE: 2/11/2020

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
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Eversource Energy requests permission to install approximately 105 feet of conduit in Chestnut Street and School Street. This work is necessary to provide electric service to the Needham Public Safety Headquarters.

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

2.	VOTE REQUIRED BY SELECT BOARD
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Suggested Motion:

Move that the Select Board approve and sign a petition from Eversource Energy to install approximately 105 feet of conduit in Chestnut Street and School Street. This work is necessary to provide electric service to the Needham Public Safety Headquarters.

3.	BACK UP INFORMATION ATTACHED
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(Describe backup below)

- a. Grant of Location Petition Review Sheet from DPW
- b. Letter of Application
- c. Petition
- d. Order
- e. Petition Plans
- f. Notice Sent to Abutters
- g. List of Abutters

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

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

TO: Nikki Witham, Selectmen Office
FROM: Judy Laffey, DPW Office
DATE:
RE:

For Selectmen Meeting of
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 1-31-2020

REVIEWER: R.W.W.

SITE LOCATION: 88 SCHOOL ST

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

A Sidewalk/Grass Strip Crossing Only

Peer Review _____

B Work Within Paved Road Perpendicular Crossing

Peer Review JM 1/31/20

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 5"

Cables Transferred to New Pole No

Depth of Conduit

New Riser on Pole No

Utility Conflicts

Visible Trench Patch across Road/Sidewalk No

Crossing Perpendicular to Road

Abutters List Complete

Public Road

Photos Included

Double Pole N/A

Department Head _____

COMMENTS:

NO CONDUIT/TRENCHING OCCURRING AS OF YET. SOME
ELEC. MARKOUTS VISIBLE ON CHESTNUT ST.

January 29, 2020

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Chestnut and School Streets
Needham, MA
W/O #2331700

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 105 feet of conduit in Chestnut and School Streets.

The reason for this work is to provide electric service to the Needham Public Safety Headquarters.

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 November 14, 2019** and filed herewith, under the following public way or ways of said Town:

- Chestnut Street** - **Easterly from manhole #17625, approximately 287 feet north of School Street, a distance of 16.4 ± feet – conduit**
- School Street** - **Easterly from manhole #17668, thence turning northerly, approximately 111 feet east of Chestnut Street a distance of 88.7 ± feet – conduit**
- W/O #2331700**

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**



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

Dated this 29th day of January 2020

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2020

**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 manhole #17625,
approximately 287 feet north of School
Street, a distance of 16.4 ± feet – conduit**

**School Street - Easterly from manhole #17668, thence turning
northerly, approximately 111 feet east of
Chestnut Street a distance of 88.7 ± feet – conduit**

W/O #2331700

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. Debeneditis, Dated November 14, 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

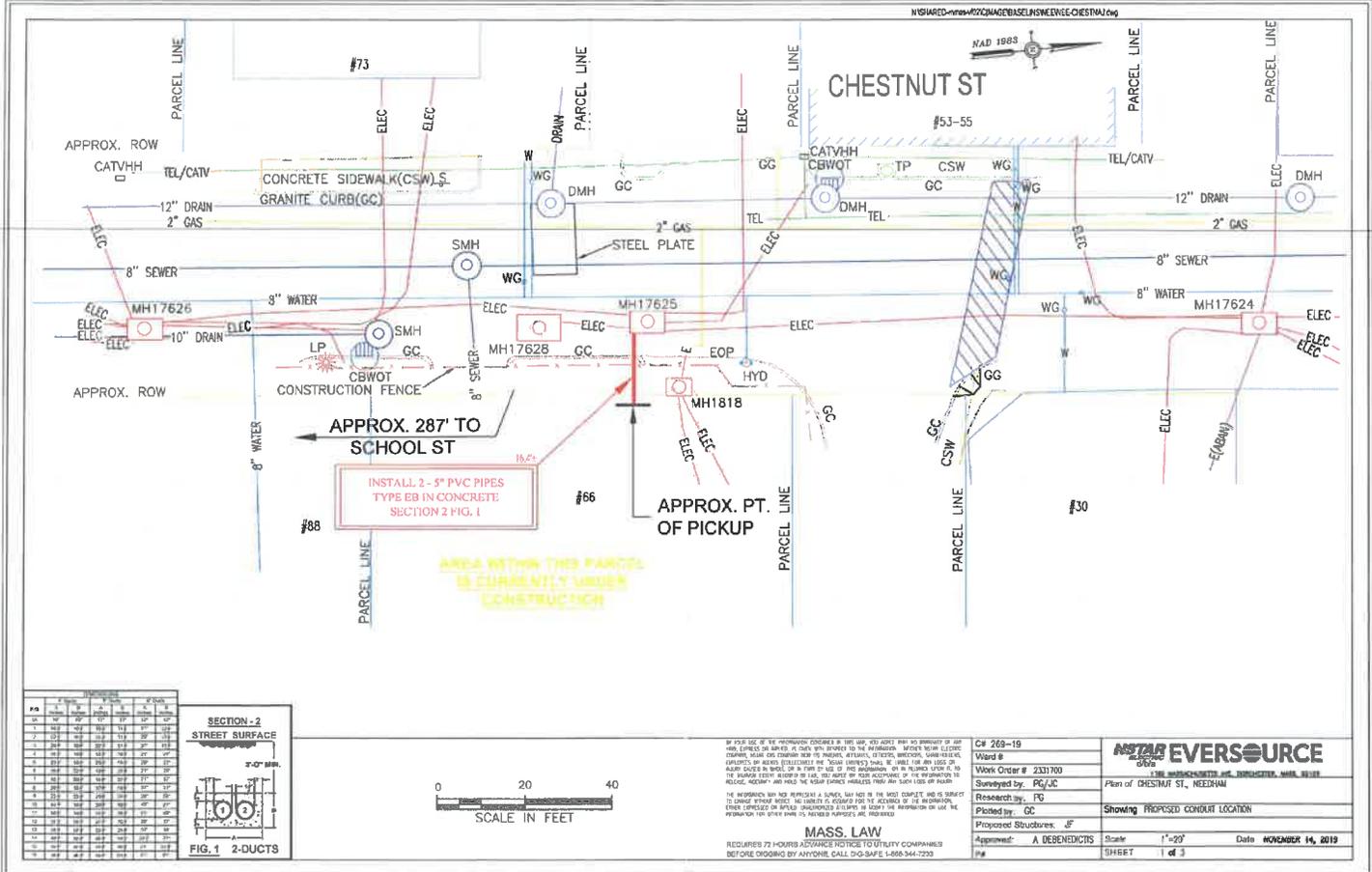
We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven 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 _____ 2020 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 _____, 2020 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



LINE	START	END	LENGTH	DIAMETER	DEPTH	CONDUIT
1	10+00	10+50	50	2"	18"	1/2"
2	10+50	11+00	50	2"	18"	1/2"
3	11+00	11+50	50	2"	18"	1/2"
4	11+50	12+00	50	2"	18"	1/2"
5	12+00	12+50	50	2"	18"	1/2"
6	12+50	13+00	50	2"	18"	1/2"
7	13+00	13+50	50	2"	18"	1/2"
8	13+50	14+00	50	2"	18"	1/2"
9	14+00	14+50	50	2"	18"	1/2"
10	14+50	15+00	50	2"	18"	1/2"
11	15+00	15+50	50	2"	18"	1/2"
12	15+50	16+00	50	2"	18"	1/2"
13	16+00	16+50	50	2"	18"	1/2"
14	16+50	17+00	50	2"	18"	1/2"
15	17+00	17+50	50	2"	18"	1/2"
16	17+50	18+00	50	2"	18"	1/2"
17	18+00	18+50	50	2"	18"	1/2"
18	18+50	19+00	50	2"	18"	1/2"
19	19+00	19+50	50	2"	18"	1/2"
20	19+50	20+00	50	2"	18"	1/2"



FIG. 1 2-DUCTS



BY THE USE OF THE INFORMATION CONTAINED HEREIN, THE USER AGREES THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS MADE BY OR FOR THE ENGINEER, ARCHITECT, OR CONSULTANT. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AUTHORITIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AUTHORITIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AUTHORITIES.

MASS. LAW
REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL 800-SAFE-1466-944-7293

CA 269-19
Ward #
Work Order # 2331700
Surreveyed by: PG/JC
Research by: FG
Plotted by: GC
Proposed Structures: JF
Approved: A DEBENEDICTIS
Date: NOVEMBER 14, 2019

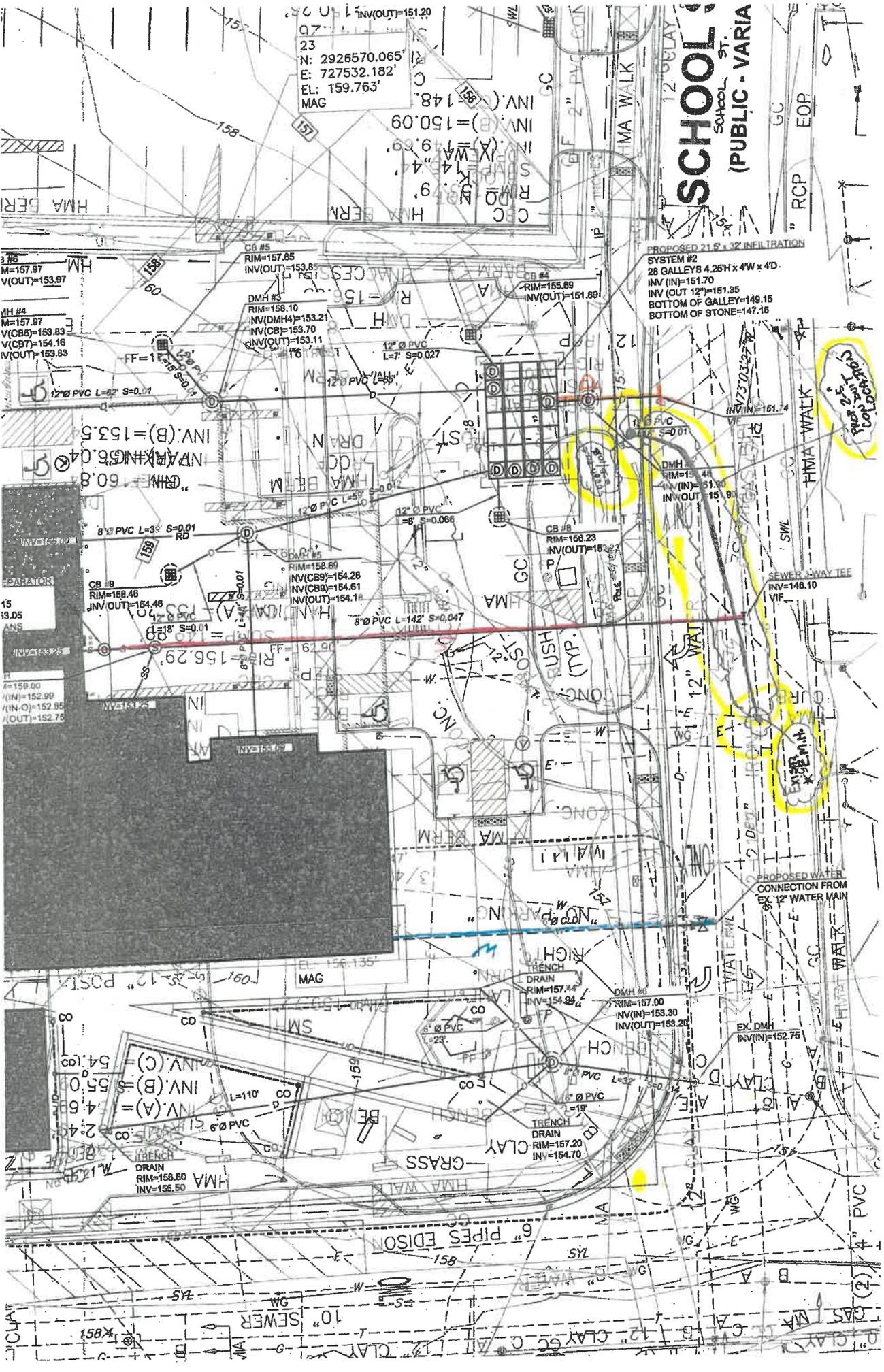
ASTAR EVERSOURCE
1000 WASHINGTON ST., THORNTON, MASS 01469
Plan of CHESTNUT ST., NEEDHAM
Showing PROPOSED CONDUIT LOCATION
Scale: 1"=99'
Sheet: 1 of 3

23
N: 2926570.065'
E: 727532.182'
EL: 159.763'
MAG

SCHOOL

SCHOOL ST.
(PUBLIC - VARIA)

PROPOSED 21" x 32" INFILTRATION SYSTEM #2
28 GALLEYS 4.26H x 4W x 4D.
INV (IN)=151.70
INV (OUT 12")=151.35
BOTTOM OF GALLEY=149.15
BOTTOM OF STONE=147.16



PROPOSED 21" x 32" INFILTRATION SYSTEM #2

SEWER 3-WAY TEE
INV=148.10
VIF

PROPOSED WATER CONNECTION FROM EX. 12" WATER MAIN

MH #4
M=157.97
V(CB8)=153.83
V(CB7)=154.16
V(OUT)=153.83

15
ANS
M=158.00
V(IN)=152.99
V(IN-O)=152.85
V(OUT)=152.75

INVERT=155.00
RIM=158.60
INV=155.50

DMH #6
RIM=157.00
INV(IN)=153.30
INV(OUT)=153.20

BENCH DRAIN
RIM=157.44
INV=154.94

TRENCH DRAIN
RIM=157.20
INV=154.70

10" SEWER

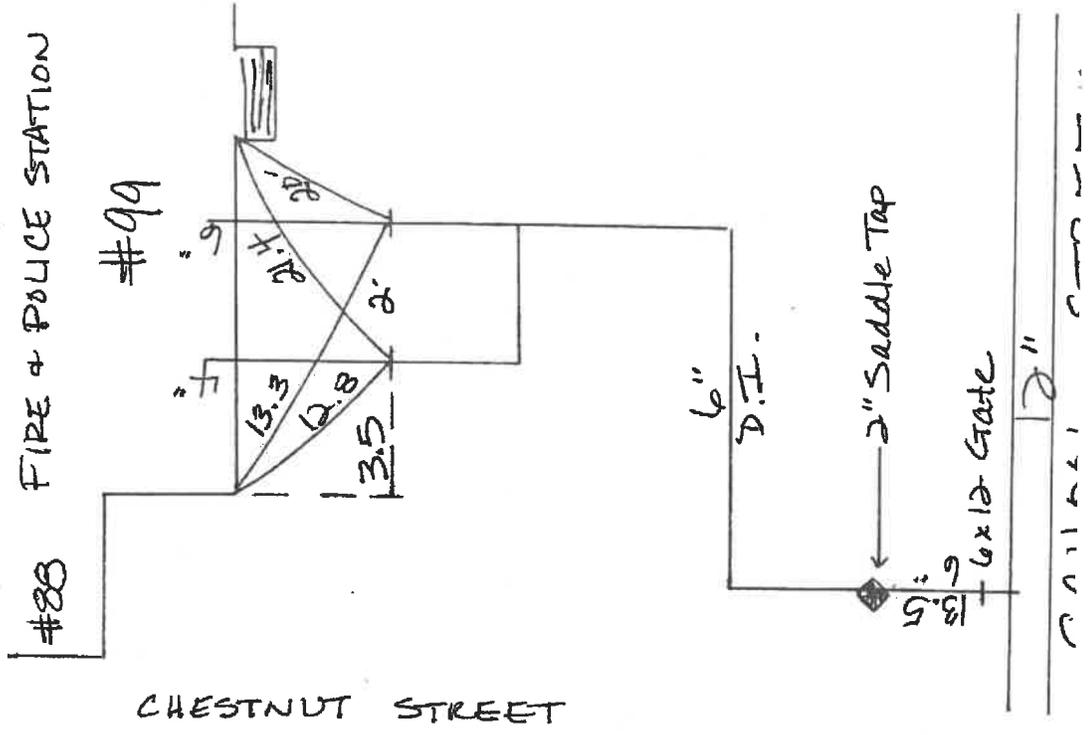
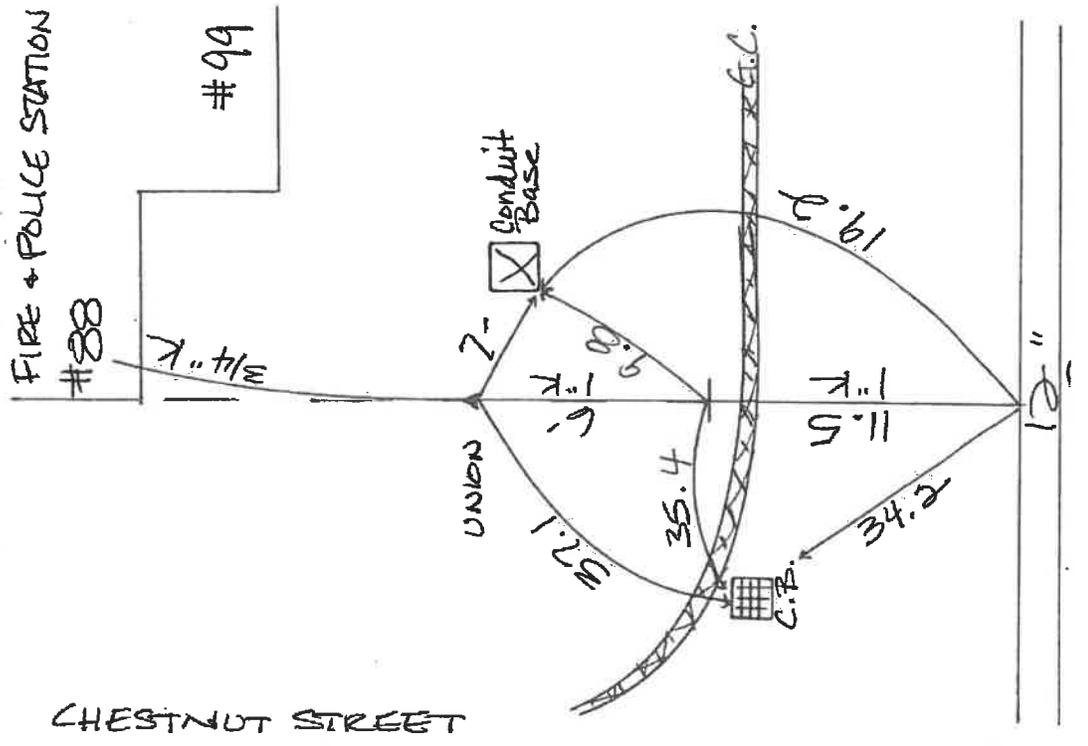
6" PIPES EDISON

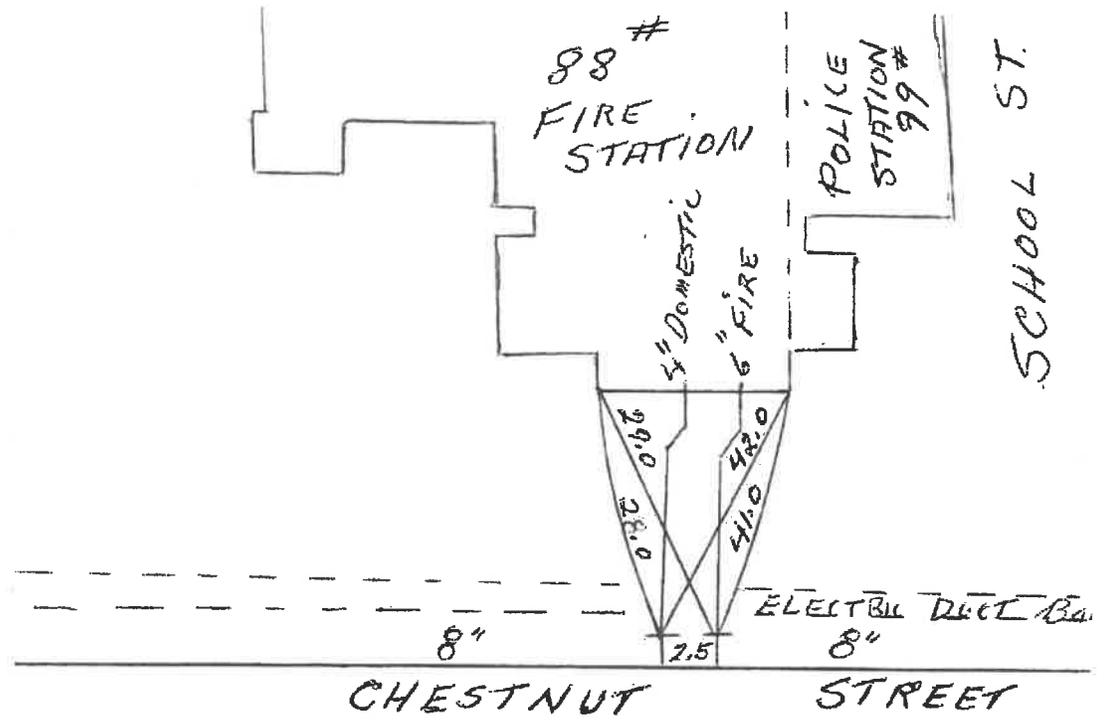
CLAY 12"

PVC

CLAY 12"

PVC





TOWN OF NEEDHAM SEWER DEPARTMENT

HOUSE CONNECTION

APP. NO. 467 NO. 88 Chatham ST. OWNER C. A. Burton
ESTIMATE 18.13 COST 41.50 REFUND 6.80 DATE Sept 11, '31

Length to St. Line	SMH	PLAN NO. <u>13</u>	LOT NO. <u>45</u>
St. Line to B'g			
Total Length <u>130</u>			
Depth at Main			
" " St. Line			
" " B'g			
Ave. Depth			
Kind of Soil <u>Sandy</u>			
Lodge			
Depth of Gr. Water			
Work Started <u>Sept 9, '31</u>			
" Finished			
Plumbing Comp.			

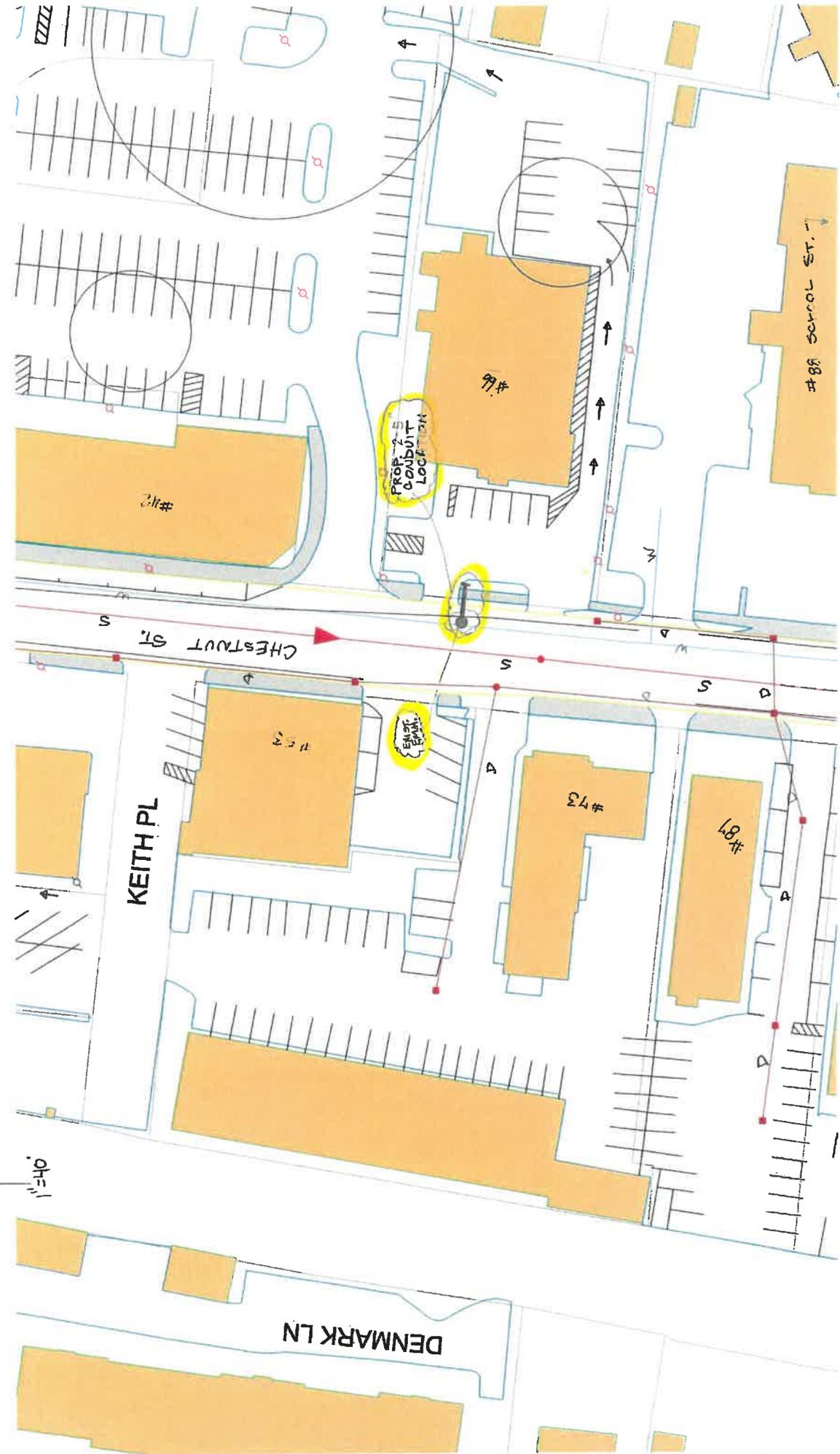
NOTE: Revised Position of existing Connection into old Kimball School

Chatham Street

*88

Revised assessed June 1926

1"=40'
N



KEITH PL

#231

#73

#87

#88 SCHOOL ST.

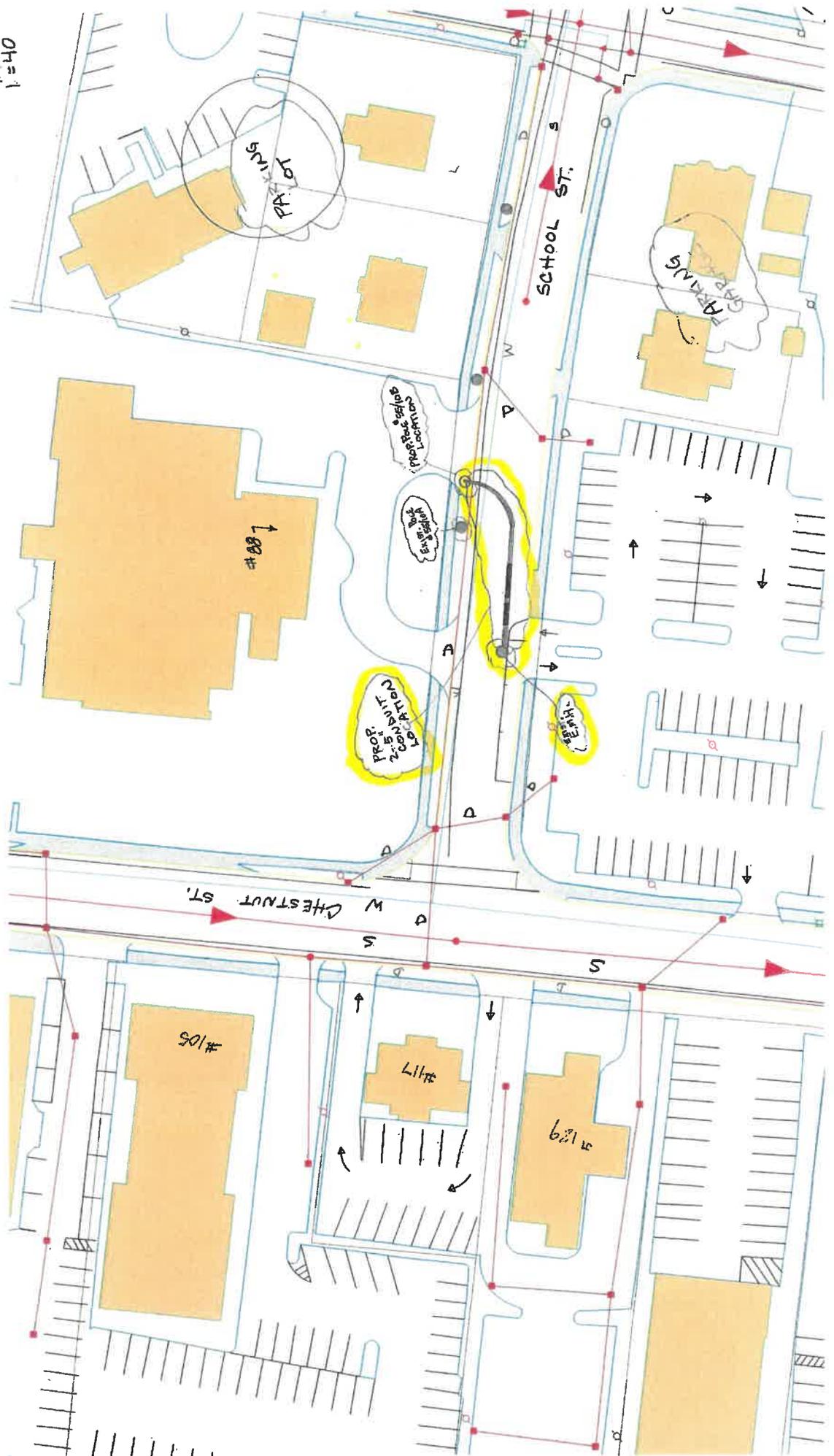
PROP 2-5
COUBUIT
LOCK 24"

EXIST
EQUIP.

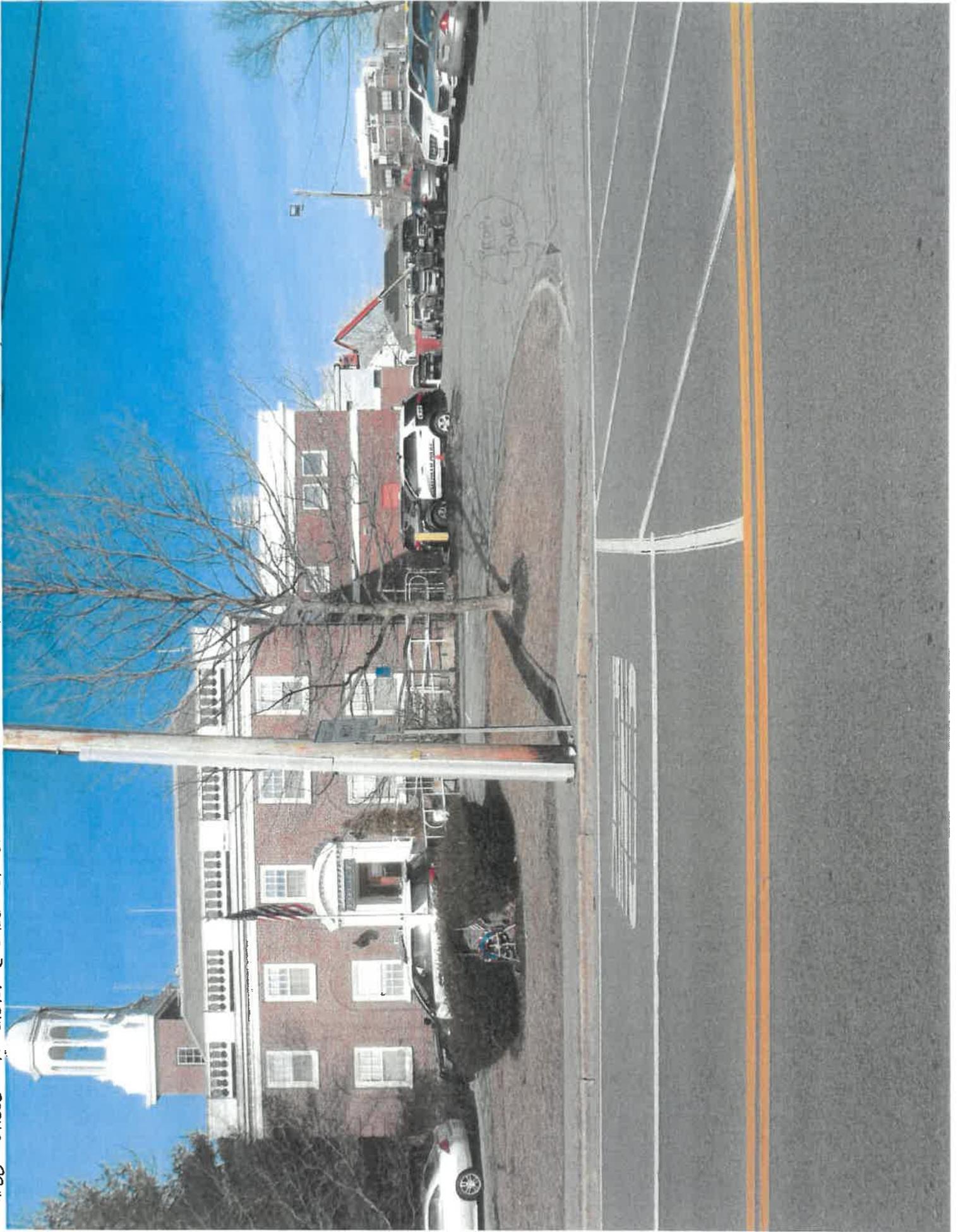
CHESTNUT ST.

DENMARK LN

N
1"=40'



#88 SCHOOL ST. G.O.L. (SCHOOL ST. CONDUIT RUN LOCATION TOWARDS REOP. POLE # 55/10 D)



#88 SCHOOL ST. G.O.L. (SCHOOL ST. CONDUIT RUN LOCATION AWAY FROM PROP. POLE #10/5515) NOTE E.M.H. NR. CENTERLINE



#88 SCHOOL ST. G.O.L. (CHESTNUT ST. CONDUIT RUN - E.M.H. TO BACK OF SW.)



#88 SCHOOL ST. G.O.L. (CHESTNUT ST. CONDUIT RUN - E.M.H TO BACK OF S.W.)





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 February 11, 2020** upon petition of Eversource Energy dated **January 29, 2020** to install approximately 105 feet of conduit in Chestnut and School Streets. This work is necessary to provide electric service to the Needham Public Safety Headquarters, Needham MA.

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: January 31, 2020

66 CHESTNUT STREET

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492	1990470004500000	43 LINCOLN ST
TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492	1990470005000000	89 SCHOOL ST
TOWN OF NEEDHAM	POLICE & FIRE STATION	1471 HIGHLAND AVE	NEEDHAM	MA	02492	1990470005600000	88 CHESTNUT ST
TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492	1990470005700000	66 CHESTNUT ST
TOWN OF NEEDHAM	PARKING LOT	1471 HIGHLAND AVE	NEEDHAM	MA	02492	1990470005800000	0 CHESTNUT ST
GREYMONT, ALFRED W. TR	ALFRED W. GREYMONT REVOCABLE TRUST	PO BOX 149	TUFTONBORO	NH	03816	1990470005900000	30 CHESTNUT ST
SDS NOMINEE TRUST		1 SHEPARD LN	MEDFIELD	MA	02052	1990470006900000	37 CHESTNUT ST
BRETT, LLC		2 PINE TREE DR	BUZZARDS BAY	MA	02532	1990470007200000	53 CHESTNUT ST
LEVLEE, LLC		83 ARNOLD RD	NEWTON	MA	02458	1990470007400030	73 CHESTNUT ST
SOUTH SHORE MANAGEMENT, LLC		87 CHESTNUT ST	NEEDHAM	MA	02492	1990470007400040	87 CHESTNUT ST

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




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

MEETING DATE: 2/11/2020

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>Eversource Energy requests permission to install one (1) pole #55/10B in School Street. This work is necessary to provide electric service to the Needham Public Safety Headquarters.</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:</p> <p>Move that the Select Board approve and sign a petition from Eversource Energy to install one (1) pole #55/10B in School Street. This work is necessary to provide electric service to the Needham Public Safety Headquarters.</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 Plansf. 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

TO: Nikki Witham, Selectmen Office
FROM: Judy Laffey, DPW Office
DATE:
RE:

For Selectmen Meeting of
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 1-31-2020

REVIEWER: R.W.W.

SITE LOCATION: 88 SCHOOL ST.

UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

A Sidewalk/Grass Strip Crossing Only Peer Review _____

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 NEW POLE PLACEMENT Peer Review 1/31/20 Div. Head Review AW

Petition Plan Consistent with Field Review

Old Pole Removed. N/A

Diameter of Conduit N/A

Cables Transferred to New Pole

Depth of Conduit N/A

New Riser on Pole N/A

Utility Conflicts

Visible Trench Patch across Road/Sidewalk N/A

Crossing Perpendicular to Road N/A

Abutters List Complete

Public Road

Photos Included

Double Pole N/A

Department Head _____

COMMENTS:

NO NEW POLE INSTALLED AS YET.



200 Calvary Street
Waltham, Ma 02453

January 29, 2020

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: School Street
Needham, MA
W/O #2331700

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 one (1) pole #55/10B in School Street.

The reason for this work is to provide electric service to the Needham Public Safety Headquarters.

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,

A handwritten signature in black ink, appearing to read "Richard M. Schifone".

Richard M. Schifone, Supervisor
Rights and Permits

RMS/kj
Attachments

**PETITION OF NSTAR ELECTRIC COMPANY DBA EVERSOURCE ENERGY FOR
LOCATION OF POLES**

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 upon, along and across 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 erect or construct, and a location for, such a line of wires, poles and such other fixtures including anchors and guys as may be necessary to sustain or protect the wires of the line, the said poles to be located, substantially as shown on the plans made by **A. Debenedictis** dated **November 14, 2019**, and filed herewith, upon, along and across the following public way or ways of said Town:

**School Street - Northerly side approximately 182 feet east of
Chestnut Street**

install one (1) pole #55/10B

W/O #2331700

Your petitioner agrees to reserve space for one crossarm at a suitable point upon each of said poles for telephone, fire and police signal wires owned by the Town and used for municipal purposes.

**NSTAR ELECTRIC COMPANY DBA
EVERSOURCE ENERGY COMPANY**



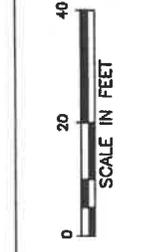
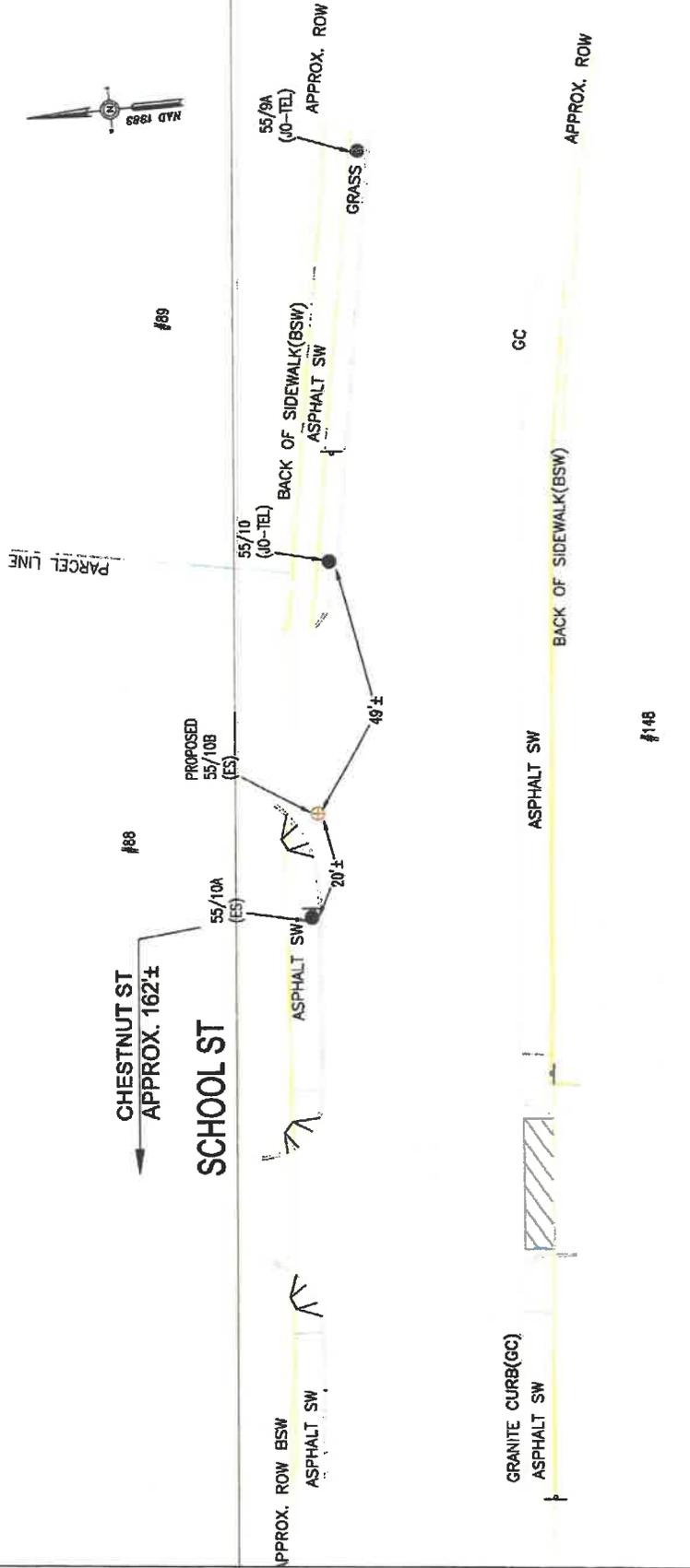
BY _____
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 30th day of January 2020

Town of **NEEDHAM**, Massachusetts

Received and filed _____ 2020.

_____ Town Clerk



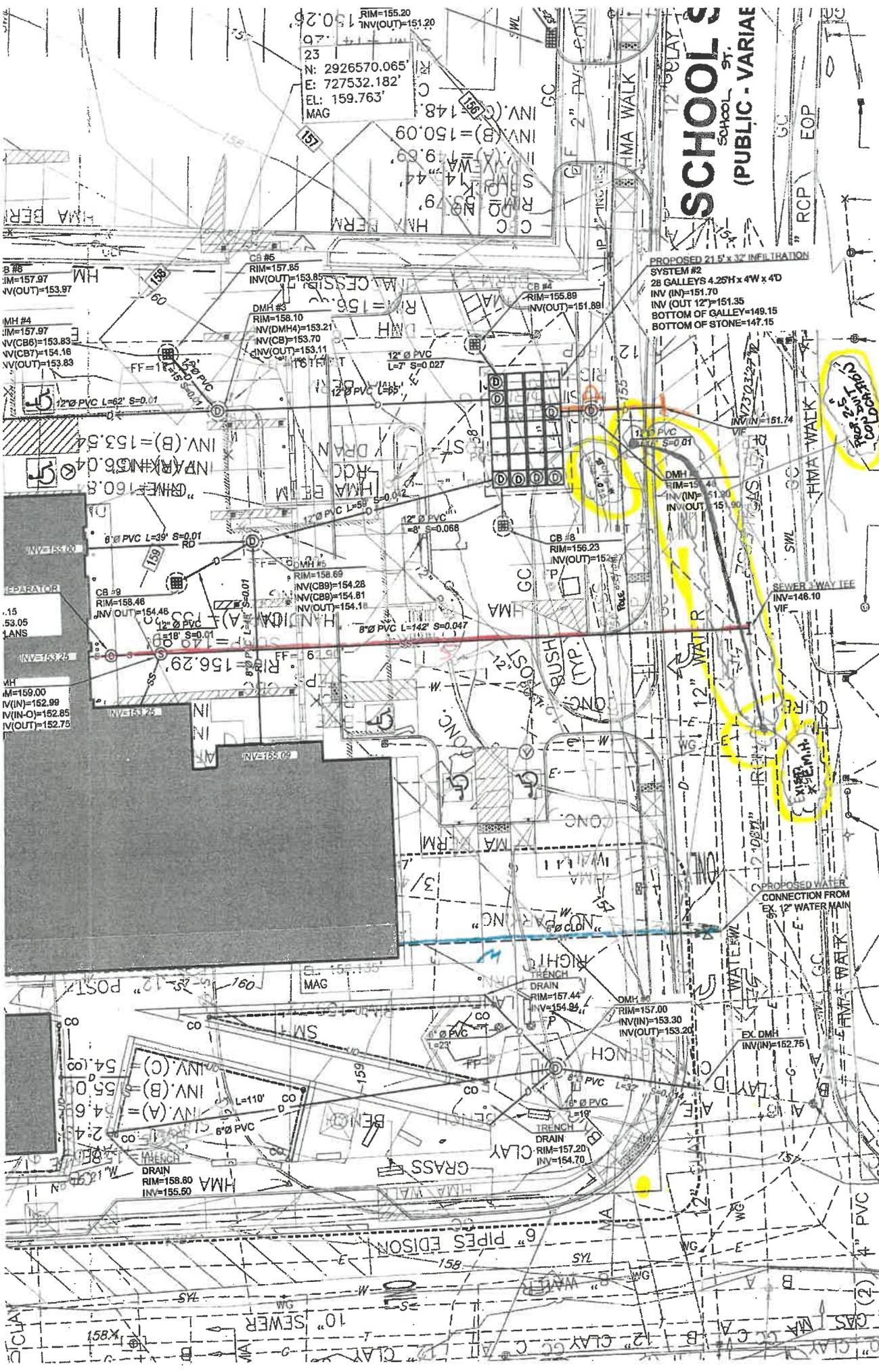
IF THIS USE OF THE INFORMATION CONTAINED IN THIS PLAN OR ANY PART THEREOF IS FOUND TO BE NEARLY ACCURATE, THE ENGINEER SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE ENGINEER SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE ENGINEER SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE ENGINEER SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN.

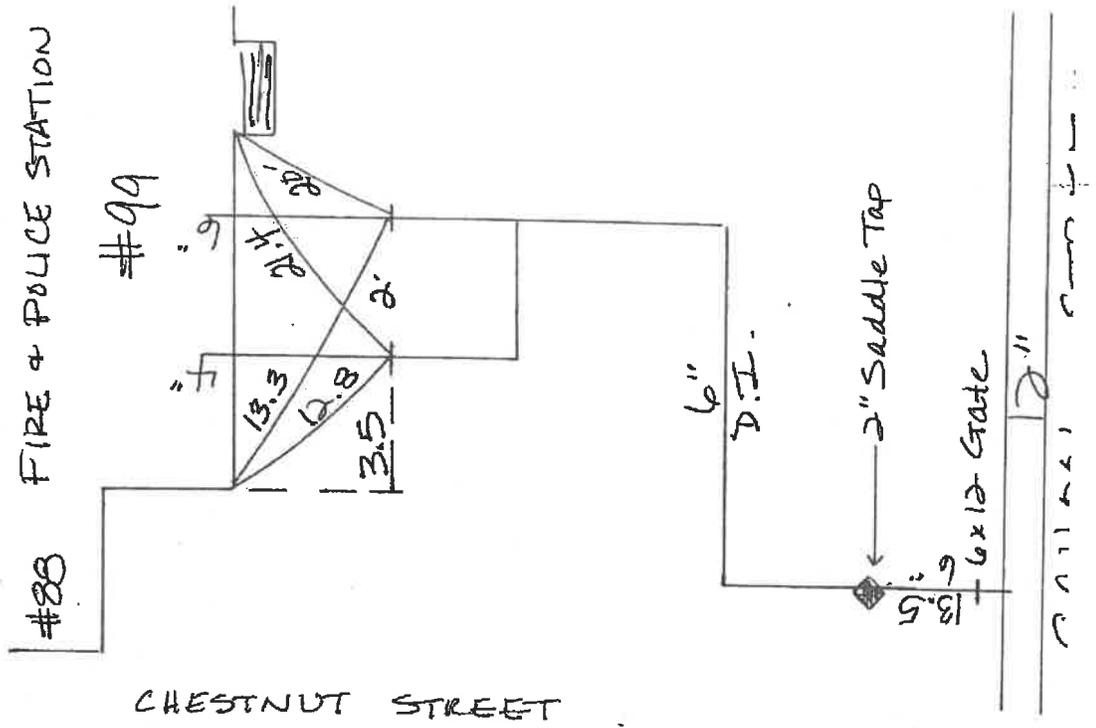
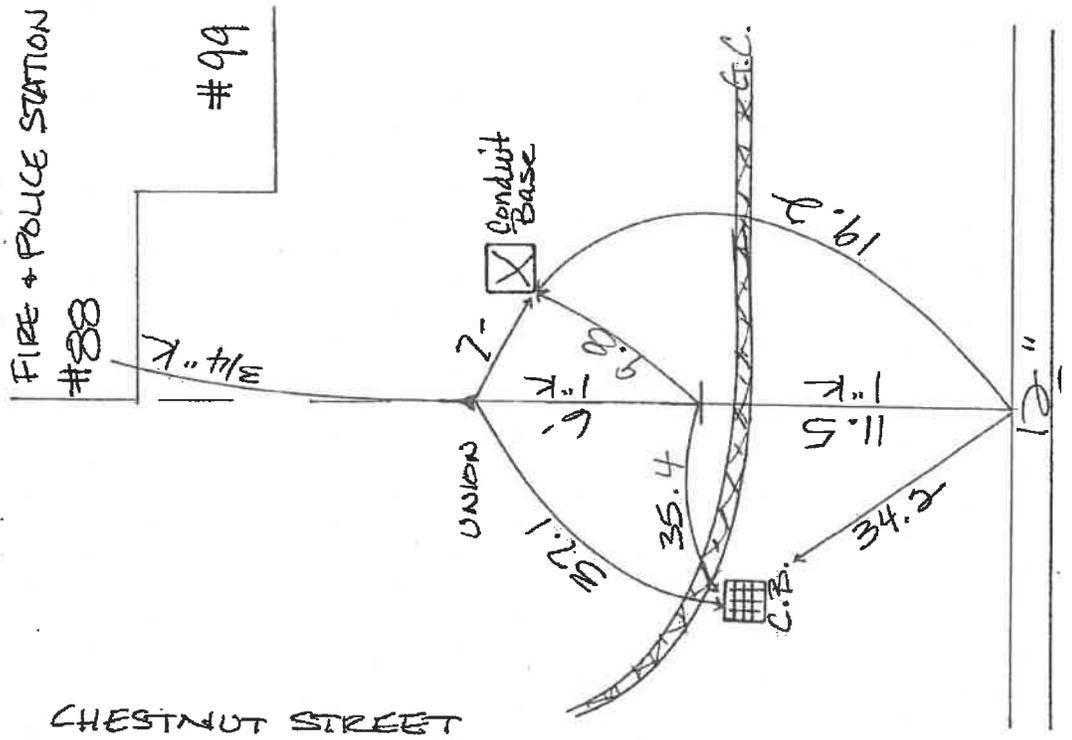
CA	Proposed pole locations shown this way
⊕	The location to be replaced, shown this way
○	Proposed Anchor Bolt shown this way
⊖	Proposed Pole shown this way
⊕	Proposed Pole location shown this way
⊖	Proposed Pole location shown this way

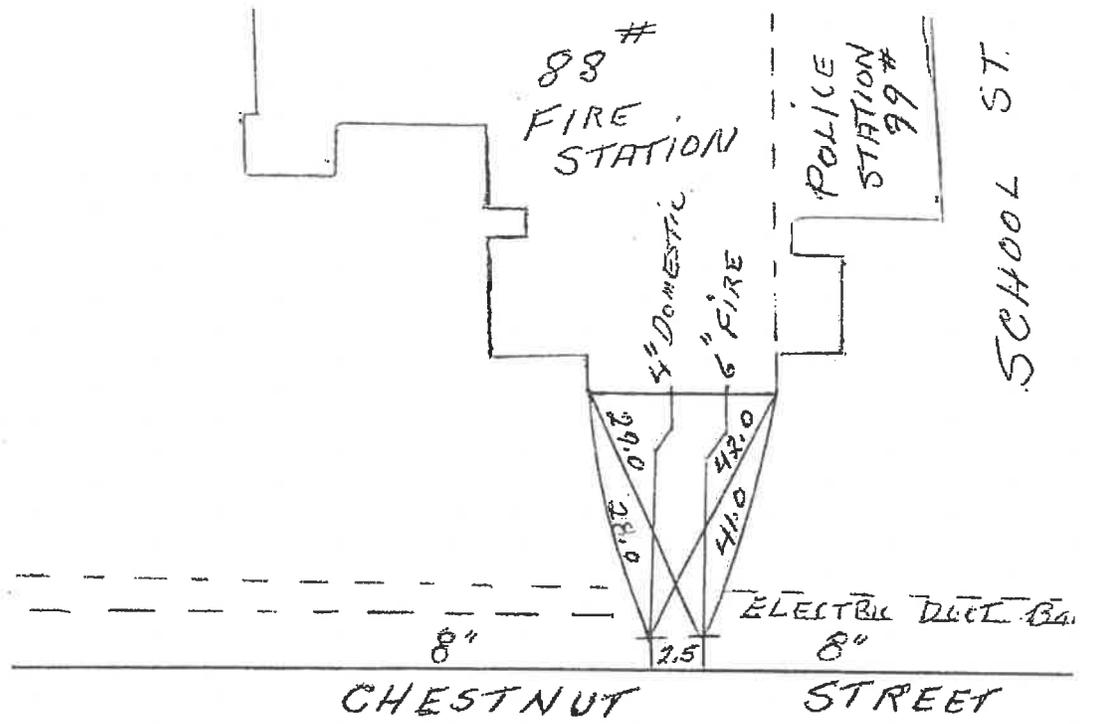
AVOCADO EVERSOURCE	
Plan of SCHOOL ST, NEEDHAM	
Showing PROPOSED POLE LOCATION	Scale 1"=20'
Proposed Structures: JF	Date NOVEMBER 14, 2019
Approved: A. DEBERNICKIS	SHEET 3 of 3

SCHOOLS

SCHOOL ST.
(PUBLIC - VARIAE)







TOWN OF NEEDHAM SEWER DEPARTMENT

HOUSE CONNECTION

APP NO *44* NO *88* *Christina* ST OWNER *C.A. Berman Co*
ESTIMATE *1071* COST *11.80* REFUND *6.80* DATE *4/17/51*

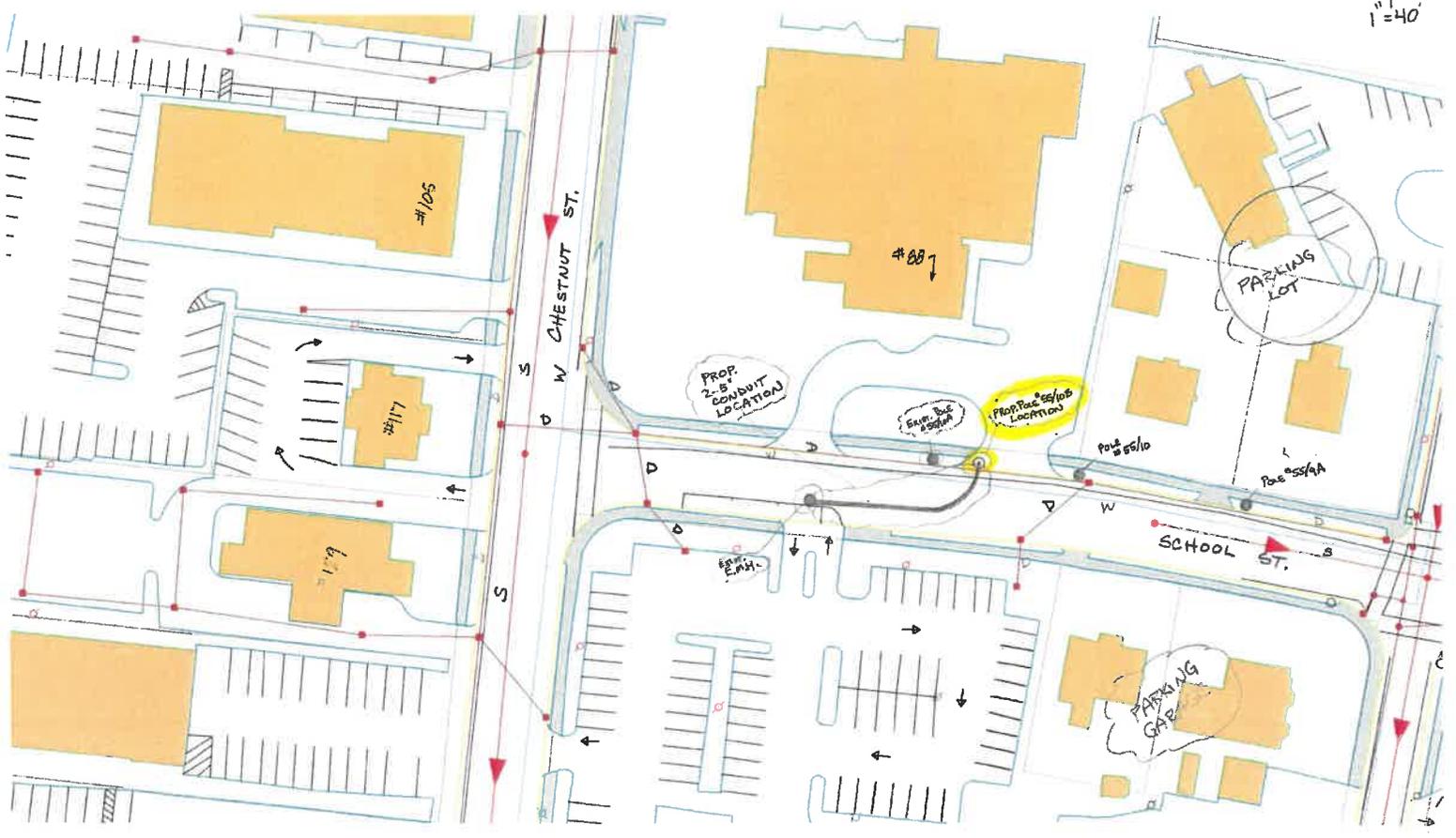
Length to St. Line	<i>5m</i>	PLAN NO <i>15</i>	LOT NO <i>15</i>
St. Line to Bldg			
Total Length	<i>130</i>		
Depth at Main			
St. Line			
Bldg			
Ave. Depth			
Kind of Soil	<i>Clay</i>		
Ledge			
Depth of Gr. Water			
Work Started	<i>4/17/51</i>		
Finished			
Plumbing Conn			

NOTE: Revised portion of existing connection into 6" Kerolite pipe

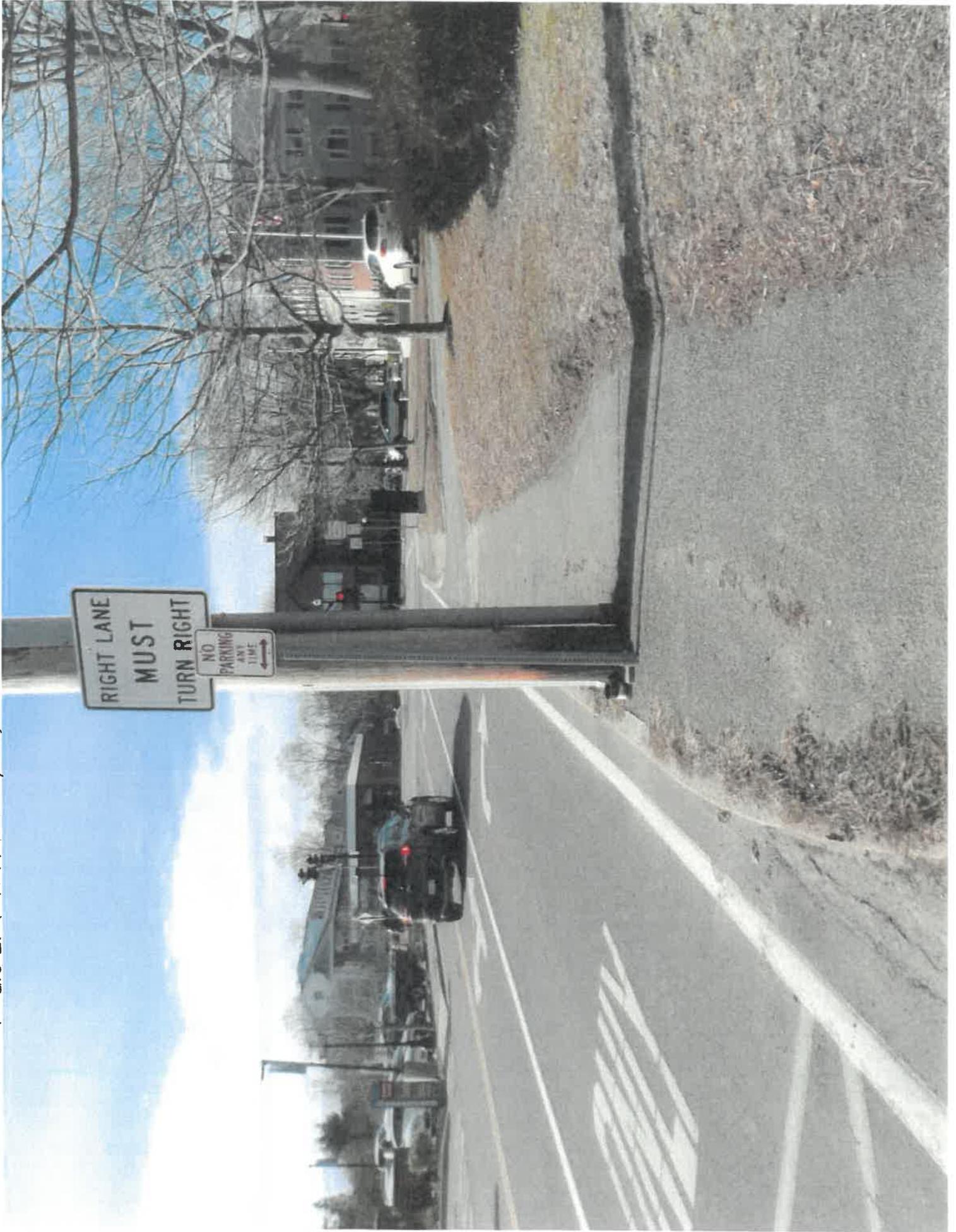
12178

10-811

N
↑
1" = 40'



#88 SCHOOL ST. G.O.L. (EXIST. POLE# 95/10A)



#88 School St. - 601.1. POLE # 55/10A





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 February 11, 2020** upon petition of Eversource Energy dated **January 30, 2020** to install one (1) pole #55/10B in School Street. This work is necessary to provide electric service to the Needham Public Safety Headquarters, Needham MA.

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: January 31, 2020

88 SCHOOL STREET

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492	1990470004600000	43 LINCOLN ST
TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492	1990470005000000	89 SCHOOL ST
DEACONESS-GLOVER HOSPITAL CORPORATION	C/O HOFFMAN, NANCY	148 CHESTNUT ST	NEEDHAM	MA	02492	1990470005500000	148 CHESTNUT ST
TOWN OF NEEDHAM	POLICE & FIRE STATION	1471 HIGHLAND AVE	NEEDHAM	MA	02492	1990470005600000	88 CHESTNUT ST
TOWN OF NEEDHAM	PARKING LOT	1471 HIGHLAND AVE	NEEDHAM	MA	02492	1990470005700000	66 CHESTNUT ST
TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492	1990470005800000	0 CHESTNUT ST
BRETT, LLC		2 PINE TREE DR	BUZZARDS BAY	MA	02532	1990470007200000	53 CHESTNUT ST
LEVEE, LLC		83 ARNOLD RD	NEEDHAM	MA	02458	1990470007400030	73 CHESTNUT ST
SOUTH SHORE MANAGEMENT, LLC		87 CHESTNUT ST	NEEDHAM	MA	02492	1990470007400040	87 CHESTNUT ST
TDA PROPERTIES LLC		105 CHESTNUT ST, UNIT 10	NEEDHAM	MA	02492	1990470007600100	105 CHESTNUT ST
RAFFOL, KENNETH & PETRIE, RICHARD	HIGH ROCK REALTY TRUST	105 CHESTNUT ST, UNIT 11	NEEDHAM	MA	02492	1990470007600110	105 CHESTNUT ST
RAFFOL, KENNETH & PETRIE, RICHARD	HIGH ROCK REALTY TRUST	105 CHESTNUT ST, UNIT 12	NEEDHAM	MA	02492	1990470007600120	105 CHESTNUT ST
STORMBERG, DAVID L		105 CHESTNUT ST, UNIT 14	NEEDHAM	MA	02492	1990470007600140	105 CHESTNUT ST
RAFFOL, KENNETH & PETRIE, RICHARD	HIGH ROCK REALTY TRUST	105 CHESTNUT ST, UNIT 15	NEEDHAM	MA	02492	1990470007600150	105 CHESTNUT ST
ALPERT LAW LLC		105 CHESTNUT ST, UNIT 17	NEEDHAM	MA	02492	1990470007600160	105 CHESTNUT ST
ALPERT, HEIDI B.		105 CHESTNUT ST	NEEDHAM	MA	02492	1990470007600170	105 CHESTNUT ST
HELM, STEPHEN B. TR. &	C/O HELM, W. JEFFREY TR.	22 TICHNOR CT	SCITUATE	MA	02066	1990470007600210	105 CHESTNUT ST
LONG, CHARLES W.		105 CHESTNUT ST, UNIT 22	NEEDHAM	MA	02492	1990470007600220	105 CHESTNUT ST
HELM, ROBERT W., TR.		22 TICHNOR CT	SCITUATE	MA	02066	1990470007600230	105 CHESTNUT ST
WEITZMAN, SIMON, TR.	WEITZMAN MEDICAL REALTY TRUST	105 CHESTNUT ST	NEEDHAM	MA	02492	1990470007600240	105 CHESTNUT ST
MAGIER, MARC J., TRUSTEE,	SAMIJAKE REALTY TRUST	105 CHESTNUT ST	NEEDHAM	MA	02494	1990470007600250	105 CHESTNUT ST
WEITZMAN, SIMON L, TRS	WEITZMAN MEDICAL REALTY TRUST	105 CHESTNUT ST	NEEDHAM	MA	02492	1990470007600260	105 CHESTNUT ST
RICKER, GEORGE R. + DEANNA P., TRUSTEES	LINDSEY REALTY TRUST	105 CHESTNUT ST, UNIT 27	NEEDHAM	MA	02492	1990470007600270	105 CHESTNUT ST
NEEDHAM ENTERPRISES LLC		1175 GREAT PLAIN AVE	NEEDHAM	MA	02492	1990470007600280	105 CHESTNUT ST
KISTLER, LAWRENCE &	BALDWIN, JOHN S.	105 CHESTNUT ST, UNIT 31	NEEDHAM	MA	02492	1990470007600310	105 CHESTNUT ST
BONANNO, JOSEPH J., SAVINO, THOMAS E. &	C/O BONANNO, SAVINO, & DAVIES	105 CHESTNUT ST, UNIT 32	NEEDHAM	MA	02492	1990470007600320	105 CHESTNUT ST
BONANNO, JOSEPH J.; SAVINO, THOMAS E.;	DAVIES, TIMOTHY B.; TRS. BSD REALTY TRUST	105 CHESTNUT ST, UNIT 32	NEEDHAM	MA	02492	1990470007600330	105 CHESTNUT ST
BONANNO, JOSEPH J. & SAVINO, THOMAS	DAVIES, TIMOTHY B, TRS	105 CHESTNUT ST, UNIT 34	NEEDHAM	MA	02492	1990470007600340	105 CHESTNUT ST
O'DEA, JOHN & LOWENSTEIN, JANICE M.	HARBOR FAMILY TRUST	105 CHESTNUT ST, UNIT 21	NEEDHAM	MA	02492	1990470007600350	105 CHESTNUT ST
ZHOU, CHANGHONG &	ZHENG, LI	105 CHESTNUT ST, UNIT 36	NEEDHAM	MA	02492	1990470007600360	105 CHESTNUT ST
NATARAJAN, SOUNDARYA &	SHASTRI, GANESH	105 CHESTNUT ST, UNIT 37A	NEEDHAM	MA	02492	1990470007600370	105 CHESTNUT ST
TODOROV, OTTO		105 CHESTNUT ST #35	NEEDHAM	MA	02492	1990470007600380	105 CHESTNUT ST
BECKER, JEFFREY A.	LOAN ASSOCIATION	25 ALGONQUIAN DR	NEEDHAM	MA	01760	1990470007700000	117 CHESTNUT ST
FITCHBURG FEDERAL SAVINGS &		130 WHALON ST	FITCHBURG	MA	01420	1990470007800000	129 CHESTNUT ST

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

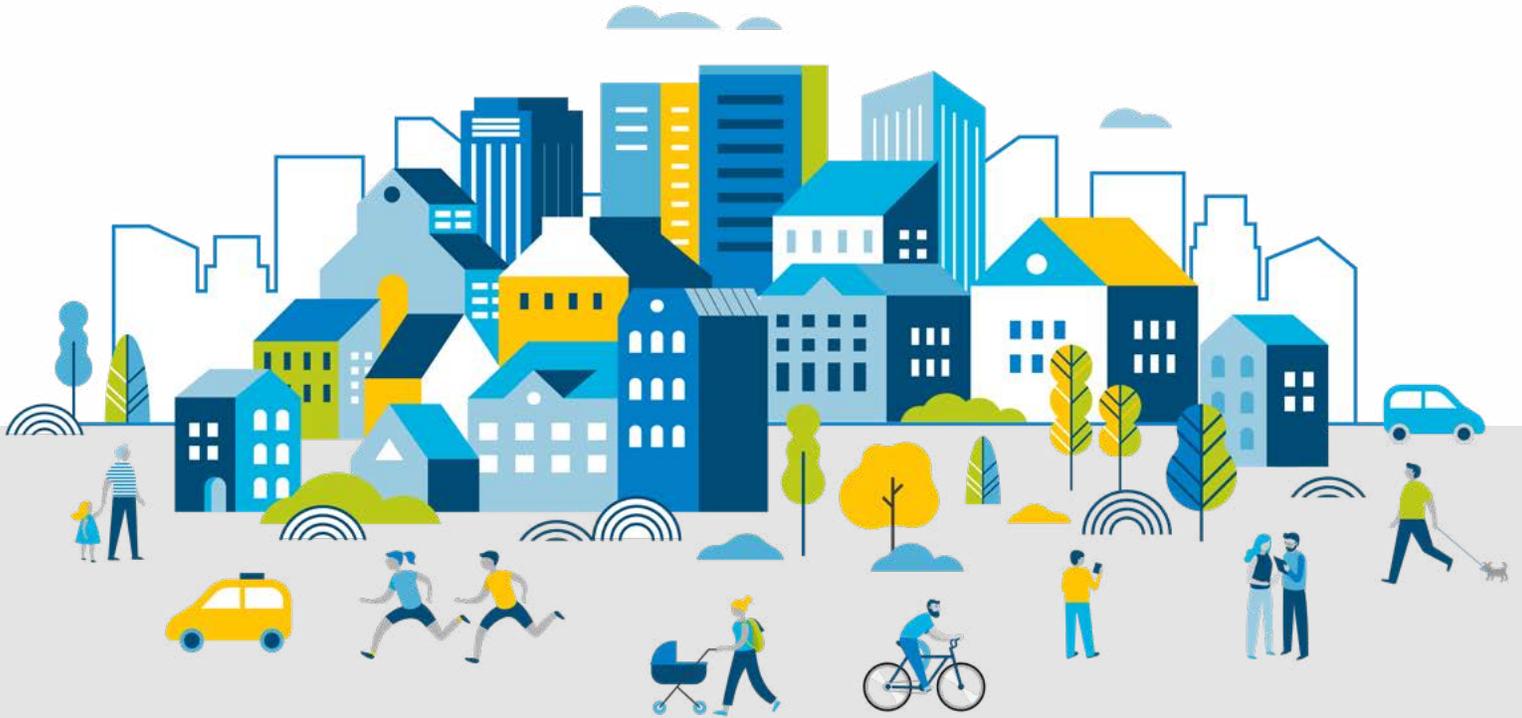



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 2/11/2020

Agenda Item	Needham Housing Authority Report
Presenter(s)	Timothy Muir McDonald, Director of Health & Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>Mr. McDonald, the Director of Health and Human Services, will present information on the recently released report on the Needham Housing Authority. The report is focused on the wellbeing and quality of life of Needham Housing Authority residents. Recommendations for moving forward will be outlined.</p>	
2.	VOTE REQUIRED BY SELECT BOARD
<p>No vote required.</p>	
3.	BACK UP INFORMATION ATTACHED
<p>The Needham Housing Authority Report is attached, along with a copy of the relevant presentation.</p>	



AN ASSESSMENT OF NEEDHAM HOUSING AUTHORITY RESIDENTS: ASSETS AND OPPORTUNITIES

JANUARY 2020

Executive Summary

The Needham Housing Authority (NHA) is home to 455 Needham residents and is a valuable local resource. In an effort to understand the needs of residents and to increase access to a range of Town services, the Needham Department of Health and Human Services conducted an assessment of NHA residents. The assessment sought to better understand NHA residents' sense of the strengths and challenges regarding needs, resources, and opportunities within the community. The results will be used to inform community planning to improve NHA residents' quality of life.

Through interviews, focus groups, and a survey, assets and challenges were identified and grouped into major themes. The themes are listed below, along with the related key findings.

NHA is an important part of the town's community. It provides homes for a number of families, older adults, and people with disabilities in Needham. The challenges faced by residents can be addressed, but only through the strong partnership of Needham's government, community organizations, and residents.



The Built Environment

The built environment is physical surroundings, such as buildings and open spaces. Respondents:

- » Greatly valued the plant and vegetable garden at the Linden-Chambers complex, noting its beauty and functionality
- » Perceived that maintenance of housing and landscaping was inadequate
- » Were concerned about accessibility for those with disabilities and said the homes were not fully accommodating to those with limited mobility

“Even though we don’t own property, we still consider this our home”.

– Needham Housing Authority Resident



Community Engagement

Community engagement includes community events, neighbor relations, tenant organization, interactions between cultures, and connection to greater Needham.

- » Respondents appreciated events offered on-site and also said that more and higher quality activities could be offered more consistently

- » Some respondents noted a sense of community among residents while others felt that there were excessive neighborhood conflict and social bullying
- » Respondents said they appreciated living at the Housing Authority, as it provided them with an affordable home
- » Respondents were concerned that some residents experienced isolation, based on the number who live alone and those who do not often engage with others
- » The Housing Authority is home to individuals from several cultures, including those who do not speak English as their primary language. Respondents reported a lack of services, translation, and interpretation



Food Access

- » Respondents were grateful for and utilized local food resources, such as the Community Council's food pantry. Some respondents were unaware of local resources.
- » Access to food was a major concern of respondents due to difficulty paying for food and finding transportation to food markets. The high expense at local grocery stores was frequently noted as a barrier



Mental Health

- » Social workers and case managers were viewed as beneficial to the community
- » Respondents noted that some residents experience depression and stress, among other mental health issues

- » Several respondents expressed concerns about stigma related to mental health issues, and noted that it may mean fewer people discuss mental health issues or seek services for them



Substance Use

- » Respondents noted that residents were concerned about the use of tobacco, alcohol, and marijuana by other Housing Authority residents
- » The Housing Authority's no-smoking policy was largely viewed positively, however, many stated the policy was not adequately enforced and, at times, secondhand smoke exacerbated health issues
- » Alcohol and marijuana use at the complexes has led to noise disturbances and concerns of substance misuse



Transportation

- » Many respondents appreciated the Center at the Heights van and the Community Council transportation options, although some were not familiar with such services
- » Respondents were less familiar with other local services, such as those provided by Springwell, Inc.
- » Respondents stated that transportation options were lacking, expensive, or did not meet their needs, especially for social contact and access to community resources such as visiting a nursing home or attending a religious service

The following recommendations are based on the findings of the assessment:



The Built Environment

- » Provide regular and timely maintenance services, including leaf, grass, and snow removal
- » NHA should consider reviewing its maintenance and repair protocols to ensure they are responsive to residents' needs



Community Engagement

- » Provide more services for those whose first language is not English, including English classes at different levels of proficiency, translated materials, and interpreter services
- » Increase on-site activities. Residents have suggested workshops from the public health nurses, assistance with paperwork for benefits such as Medicare, workshops to address bullying, and programs for children and middle-aged adults
- » Find other ways in addition to the tenants' association to provide residents with an opportunity to voice their concerns. Offer mediation services to address neighbor conflicts

»



Food Access

- » Provide options for food purchases at the complexes
- » Organize more frequent transportation directly from the NHA to affordable grocery stores

- » Provide information to residents about the various food resource programs available in Needham



Mental Health

- » Institute a program to provide wellness checks on elderly and people with disabilities
- » Employ an on-site social worker who rotates among Housing Authority properties

»



Substance Use

- » Offer smoking cessation classes on-site
- » Add shelters or canopies to the smoking areas to encourage smoking outdoors, even in poor weather
- » Assess interest in marijuana and alcohol cessation programs, including AA and counseling

»



Transportation

- » Increase regular, accessible, and affordable transportation options to locations throughout Needham
- » Compile and distribute a comprehensive and descriptive list of transportation options
- » Promote existing community programs through multiple communication channels, such as newsletters, Needham Cable, and on-site events

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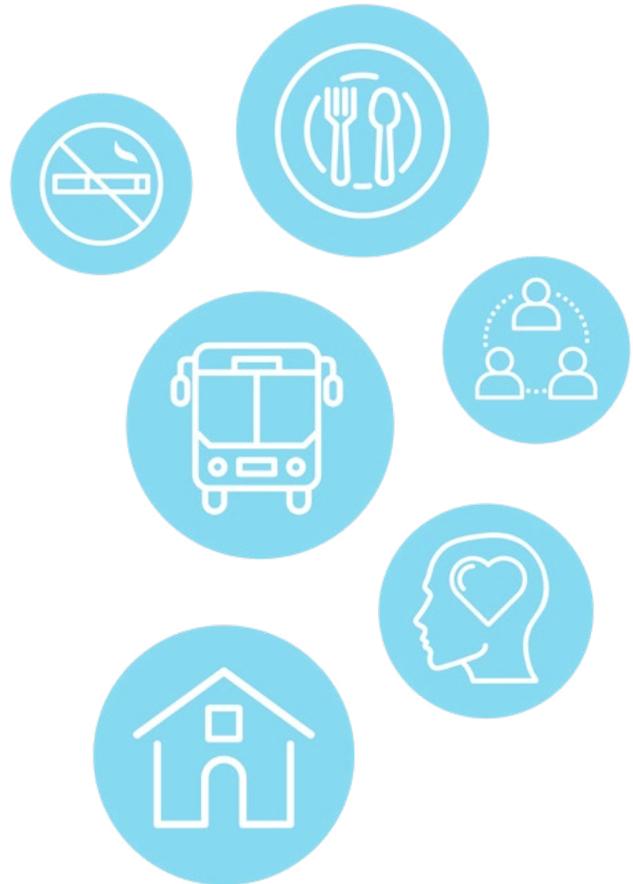
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- [Community Building](#)
- [Food Access](#)
- [Mental Health](#)
- [Substance Use](#)
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- [Appendix B: Focus Group Discussion Guide](#)
- [Appendix C: Interview Guide](#)



Introduction

The Needham Housing Authority (NHA) is home to 455 Needham residents and is a valuable part of the community. In an effort to understand the needs of residents and to increase access to a range of Town services, the Needham Department of Health and Human Services conducted an assessment of NHA residents. The assessment sought to better understand NHA residents' sense of the strengths and challenges regarding needs, resources, and opportunities within the community. The results will be used to help inform community planning across Town departments.

The Needham Department of Health and Human Services (“the Department”) conducted the study, which included key informant interviews, focus groups, and a survey. A research and evaluation consultant designed and analyzed the survey in collaboration with the Department.

About the Needham Housing Authority

The Needham Housing Authority manages 296 housing units across several properties in Needham.¹ This includes properties on Seabeds Way, Linden Street and Chambers Street (often referred to as Linden-Chambers), High Rock Estates, and Captain Robert Cooke Drive. The Needham Housing Authority “strives to create the best living environment and the highest quality housing opportunities for the families and individuals we serve”.

About the Needham Department of Health and Human Services

The Town of Needham’s Department of Health and Human Services includes four divisions: Public Health, Aging Services, Youth and Family Services, and Veteran’s Services. The Department works across its divisions, with other Town departments, and with external partners to serve Needham residents.

Acknowledgements

The assessment was conducted by several staff members at the Department, including Catherine Delano, Angela Giordano, and Rachael Cain. Lynn Schoeff provided editorial support. Maureen Doherty, Kerrie Cusack, Kristen Lindley, and Jessica Moss provided support for data collection.

The support of the Department’s leadership, including Director Timothy Muir McDonald along with the Board of Health and Council on Aging, was instrumental in the report’s development.

The Department is grateful for continued collaboration with the NHA, especially that of Hien Tran, NHA’s prior Resident Coordinator.

¹ Needham Housing Authority. Available from: <http://www.needhamhousing.org/home.html>

Methods

Several methods were used to conduct the assessment, including a survey of residents, resident focus groups, and key informant interviews. Participation in all methods was voluntary. Table 1 outlines the data collection methods.

Table 1: Data Collection Methods

METHOD	TIMEFRAME	QUANTITY
Key Informant Interviews	Summer and Fall 2017	12
Focus Groups	Fall 2017 and Spring 2018	8
Survey	Winter 2018-2019	115 (out of 296 households ²)

Survey

A survey was designed by Scott Formica, a research and evaluation consultant, in collaboration with the Department. The survey included 58 questions in four categories: demographics; attitudes and perceptions; issues and stressors; and resources and opportunities. Survey questions were determined, in part, by the findings in focus groups and interviews.

The survey was distributed in November 2018 via door-to-door delivery and in January 2019 by mail. One hundred and fifteen households (out of 296) responded to the survey. The response rate was 39%, which was a large enough sample to conduct a meaningful analysis. Surveys were available in English, Mandarin, and Russian.

Detailed information about the methods and respondents can be found in the technical report (Appendix A).

²American Fact Finder. 2019. Available from: <https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

Characteristics of Needham Housing Authority Survey Respondents

Predominantly female (65%) and over 60 years of age (69%)

The Town of Needham has 25% of residents over the age of 60²

Largely self-identified as White, non-Hispanic (79%)

Needham has 87% of residents identifying as White, non-Hispanic²

Most often reported speaking English in their home (87%)

Needham has 83% of residents who speak only English at home²

Almost half the sample reported that they were retired or not working at all (48%)

Needham has 34% of residents over 16 not in the labor force²

Most respondents (82%) reported that they have lived in Needham for five or more years – with half reporting that they have lived in Needham for 15 or more years

Majority were single, with 34% separated or divorced and 32% never married (32%)

The majority of respondents (84%) reported that they have lived in their current residence for at least three years

Most respondents currently live on Chambers Street (34%), Linden Street (27%), or Seabeds Way (23%)

Three-quarters of respondents (75%) indicated that they live alone and only one in ten (10%) reported living with someone under 18 years of age

Needham has 21% of residents living in a single person household²

Almost two-thirds reported having access to a vehicle for personal use (63%)

Respondents were more likely to report their health as poor, fair, or good (81.4%) versus being very good or excellent (18.5%) when comparing themselves to others their age

Many respondents reported difficulty doing errands alone (34%) or reported difficulty walking or climbing stairs (50%)

²American Fact Finder. 2019. Available from: <https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

Focus Groups

Focus groups began in the summer of 2017, followed by additional focus groups in spring of 2018. Five English-speaking focus groups with 11 participants total were conducted in Summer 2017 followed by six focus groups in Spring 2018. Of the six focus groups in 2018, two were for English-speakers (14 attendees), and two were for those who speak Mandarin (4 attendees). There were also two focus groups offered for Russian-speakers, but no one attended. Focus groups were scheduled at various times for 30-60 minutes.

Focus groups were promoted via flyers distributed by the NHA Resident Coordinator and during a tenant association meeting. Flyers were in English, Russian, and Mandarin. One focus group was held in conjunction with a weekly resident coffee hour to promote attendance. Focus groups were held in the community rooms at Seabeds Way complex and the Linden-Chambers complex. Transportation was offered between complexes. All participants received a \$5 gift card to Dunkin Donuts. Staff from the Department facilitated the focus groups and took notes.

Interviews

A total of 12 key informant interviews were conducted with staff from organizations and Town departments in Needham. In addition to flyer distribution, recruitment included individual outreach. Interviews sought to understand the most pressing health and wellbeing challenges, NHA community strengths, and barriers to accessing community resources. Interviews were either recorded electronically or notes were taken.

Qualitative data was coded and analyzed for themes and connections across the different perspectives.

Limitations

The methods have several limitations. First, due to Department capacity, the data were collected over approximately 18 months – a long time span which may introduce biases. For this reason, additional focus groups were conducted in 2018 and all data was triangulated. Second, Russian and Mandarin speakers did not participate as fully as English-speaking residents. Multiple attempts were made to reach all populations, which resulted in some participation in Mandarin-speaking focus groups and in the Mandarin version of the survey. No Russian-speaking individuals participated in focus groups. Several attempts were made to connect with Russian-speaking residents for key informant interviews but were unsuccessful. Additionally, respondents were recruited based on convenience, which may introduce biases, such as only hearing from individuals who chose to participate and not the wider group of residents.

Major Findings

Six quality of life themes related to health and wellness were identified, based on the patterns and frequencies of each during the assessment.

The themes are discussed in detail below and are:



The Built Environment



Mental Health



Community Engagement



Substance Use



Food Access



Transportation

Respondents defined their perception of positive health and wellbeing as:

- » Good mental and physical health
 - » Respondents spoke of “being happy”, going to the doctor, and exercising as important to good health
- » Purpose and productivity
 - » Respondents believe having a “reason to get up in the morning”, such as a hobby or job is critical to wellbeing
- » Positive living environment
 - » Respondents spoke of the importance of accessible housing and transportation
- » Interpersonal relationships
 - » Respondents noted the importance of being connected to others to avoid isolation
- » Independence
 - » Respondents reported that a sense of independence is important to well-being

Residents clearly stated that they believe these elements contribute to positive health and wellbeing. In the following sections, each of the themes is discussed in detail.



The Built Environment

The built environment is physical surroundings, such as buildings and open spaces. Respondents spoke about the built environment in two ways: maintenance of Housing Authority complexes and accessibility for those with limited mobility.

Assets

One asset of the physical surroundings discussed during focus groups is the garden at the Linden-Chambers complex. Mandarin-speaking residents were particularly enthusiastic about the garden. Focus group participants spoke of how it added beauty to the area and was a welcome improvement to the complex. Being able to grow vegetables and plants was valued by the participants. There was a desire to see more gardens throughout the complexes.

Issues

Respondents spoke of several ways the built environment of the Housing Authority could be improved. Maintenance of homes and outdoor spaces was frequently noted as a concern. Focus group participants discussed slow responses to service requests and described feeling disrespected by having their personal items removed without their consent.

There was also discussion of how maintenance was not done frequently enough. One survey respondent wrote: “There is no regular upkeep to the inside of buildings and no maintenance to clean the grounds and parking lots. No effort to maintain landscaping in a proper way.” Focus group participants and survey respondents spoke of a need for better snow removal, especially as it is a challenge for older adults and those with disabilities.

Survey respondents noted several ways the NHA could reduce risk of injury and increase feelings of safety. One respondent wrote: “Railing from sidewalk up to unit has moved and leans too far from sidewalk to be of any use. In addition, water comes off the roof and freezes just outside front door making first step outside dangerous.” Another stated: “More outside lighting is needed. Don’t always feel safe coming home at night.”

Adequate accessibility of apartments and outdoor spaces was noted as a concern in interviews, focus groups, and the survey. One resident commented that if this is a complex for the elderly and people with disabilities then the complex and units should “truly meet the needs of those populations.” One key informant noted that there is no elevator at the Seabeds Way complex.

They said,

“My other potential concern is the inaccessibility of the apartments. People with severe mobility problems live downstairs and those [residents] with minimal problems live upstairs. [There is] no elevator, so using the stairs can either be good exercise or a pain in the hip, back, knees and feet! Especially carrying bags.”

The above quote illustrates some of the mobility challenges in the complexes: older people or those with limited mobility may find apartments are not well-designed for them. Additionally, laundry facilities located in separate buildings make it difficult for people get to, and the facilities are shared among residents, which causes problems for those with fragrance sensitivities.



Community Engagement

Community engagement, which includes community events, neighborhood relations, tenant organization, and connection to greater Needham, was a significant theme throughout the assessment.

The survey found 48% of respondents feel mostly (24%) or very (24%) connected to Needham and 71% feel mostly (36%) or very (35%) safe in their unit or home. Some respondents stated they felt the surrounding community had a lot to offer, as one respondent stated: “Needham is the greatest community ever in terms of things to do”.

Assets

Respondents appreciated several aspects that connected them to one another and the greater community. Among them were activities that are available to residents of the Linden-Chambers complex. For example, Mandarin-speaking residents organized a daily Tai Chi practice, open to all residents, in the community room. Outside organizations have brought in various workshops, such as wellness workshops from public health nurses.

Additionally, several individuals said that the Housing Authority had a sense of community. For example, some residents helped others get rides or borrow goods. Engaging with others and making friends was considered a key benefit.

Respondents identified the Housing Authority itself as a major asset. Having subsidized housing provided “peace of mind” and helped some residents connect to other resources. Residents were grateful for the opportunity to live there, especially to maintain their independence. One focus group participant said, “Even though we don’t own property, we still consider this our home”.

Another strength consistently noted by key informants and a sentiment voiced in the focus group discussions was a desire to foster community among the neighbors within the complexes. One of the residents from the Linden-Chambers focus group mentioned how tight-knit a community the Mandarin-speaking population is. One key informant described how many residents’ care for one another and how they take notice of the wellbeing of their neighbors:

“There are a lot of people that really look out for each other there for sure. It’s a lot of people who’ve lived there for a very long time. That will say ‘I haven’t seen my neighbor for a week.’”

The existence of a tenants’ association at Linden-Chambers was recognized as a strength. One key informant said,

“I really think that it’s a resource for some of the residents, excluding the social, like cliques or bullying or whatever. They feel comfortable like ‘Oh we have this resident representing our voice, or representing our needs.’ Or, ‘I can go tell her and not have to put my name out there that I contacted the Executive Director of housing because I’m mad’.”

The existence and operation of the tenants’ association appears to provide some residents with an outlet to voice their concerns. Though it is important to also consider who feels able to access this venue and if there may be other ways to help the residents’ voices be heard from all complexes.

Issues

Community engagement was also identified as an area that could be improved. While some respondents’ statements were quite positive, other individuals said that there was not enough interaction among residents and that this contributed to loneliness and isolation.

In particular, the older adult residents were noted as lacking quality social relationships. One key informant described it saying: “In fact, probably a majority of our seniors don’t really have any quality family relationships. Which definitely leads to isolationism.” Another key informant mentioned that some individuals are not on the radar of the Resident Services Coordinator or the Town social workers and may end up without any one to reach out to connect with them. In addition, some of those who are connected to resources in the town, such as the social workers, have also been noted as lacking family support.

While some respondents appreciated the activities offered at the complexes, others felt the activities were lacking and inconsistent. Further, many more activities were felt to be held in the Linden-Chambers community room but not in the Seabeds Way community room.

Conflict among neighbors was also mentioned as an issue. While some had positive relationships with neighbors, others felt that there was social exclusion and bullying between Linden-Chambers residents. As one key informant described it,

“We have like this big thing here between like Linden and Chambers and there’s a lot of social bullying between these [two]. It reminds me of high school to be honest. Like, one building is against the other building.”

This social bullying atmosphere was illustrated with examples such as residents choosing to sit only with their Linden-Chambers cohort at community meetings and social cliques where residents have reported being targeted because of who they associate with.

Neighbor-to-neighbor conflicts were also characterized by a difference in age and reason for living in public housing. In the interviews it appeared that there is a divide between the younger people with disabilities and the older adult residents. These differences in needs and age seem to create a rift for some residents and feelings that the mixing of these populations within the complexes may be unsafe. One key informant described their concern that older residents may

be uncomfortable and fearful living in proximity with people with mental health disabilities. The Department recognizes that this is a challenging issue with many viewpoints, and that all residents, staff, and community members will need to work together to address this disconnect at NHA.

Neighbor-to-neighbor conflicts were highlighted as an issue that may need additional resources to address. One key informant mentioned the need for mediation services to address neighbor conflicts.

Residents have organized a tenants' association at the Linden-Chambers complex to voice their concerns. There had been a similar organization at Seabeds Way, but it was disbanded and there has been no recent interest to revive it. Respondents identified issues with the Linden-Chambers tenant's association, including social bullying and residents' discomfort expressing concerns about the complex. More broadly, interviewees indicated that NHA residents are a population that may not be heard by others in the community.

Respondents also reported that a homicide in 2017 impacted their community and the feeling of safety. One survey respondent stated, "Two years ago, a well-cultured 80-year-old Russian woman was murdered. Therefore, I do not feel safe." Another said, "Since murder occurred, we were promised outside cameras, and nothing has been done."

Cultural and linguistic barriers also exist at the Housing Authority. Residents speak several languages, with sizeable components of the population speaking primarily Russian or Mandarin. Most programming and written materials are not offered in multiple languages, which presents an issue for building community with the entire resident population. The tenant association meetings have a volunteer Mandarin translator, but it is unclear if this is a consistent presence. Focus group respondents specifically requested more services for those whose first language is not English, including various levels of courses to learn English.

Further, cultural sensitivity beyond language can be an issue. One key informant stated:

"I think every month they have a community breakfast [at Linden-Chambers] and I was sitting with the interpreter and a couple of Chinese residents and [a resident]...[we] were talking about the breakfast and...with the interpreter, she [the resident] was saying 'you know we really want you guys to come and X,Y,Z.' And we said, 'you know we really haven't been coming because we don't enjoy this type of breakfast food'. So, there were just little nuances, if that was just communicated more, or a way to communicate what would be beneficial for everybody, I think that it would lead to more community building."



Food Access

Access to affordable and healthy food was discussed often by key informants, focus group participants, and survey respondents. While there are food sources in Needham, many felt that there was inadequate access for NHA residents.

Assets

There are several organizations in Needham that provide free or affordable food, including:

- » Needham Community Council food pantry
- » Springwell free lunch program at Linden-Chambers
- » Needham Community Farm (mobile market that visits three Housing Authority sites)
- » Springwell community dining at the Center at the Heights
- » Needham Public Health Division’s Traveling Meals program

Many identified these resources, especially the Community Council food pantry and the Needham Community Farm mobile market, as important in the community. However, about one-third of residents were unfamiliar with the Traveling Meals Program or the Community Dining Program at the Center at the Heights. See Figure 1.



Figure 1: Importance of Food Resources

Issues

A barrier to food accessibility is the cost of food. The Needham Community Council offers a food pantry that some residents of NHA patronize. Some resistance or non-use of the food pantry was noted, but there was not a clear understanding as to why. One key informant hypothesized that residents don't fully understand how the food pantry operates:

“Getting people to come [to the food pantry], for their food, for some people it's not a problem at all, for other people it's a problem. There are people that 1. don't understand it [how to use the food pantry], or 2. don't want to take advantage of that.”

Understanding the value of programs, such as the food pantry, and how to access Supplemental Nutrition Assistance Program (or SNAP) benefits was identified as a challenge. In addition, residents feel that the local grocery stores in town are too expensive. One survey respondent said,

“I think we do not have enough choices when it comes to grocery stores. Needham is a great town. Nice community where everyone would love to live in. So, we need more options and affordable grocery stores [...] on top of what we have.”

Another respondent stated, “I feel that even though our grocery stores do a lot for Needham, their prices are way too high.” Several respondents echoed this sentiment.

The Springwell free lunch program was also highlighted as a resource which residents do not always use. In the focus group discussion, the lunches were described as limited to being eaten on-site at the senior center within a 30-minute time frame. They also mentioned that leftover food must be thrown away and that having to sign up in advance with Springwell is a barrier to participating. While the lunch is offered for free, donations are requested. One key informant explained that the request for donations can hinder resident participation.



Mental Health

Mental health issues and the related support were discussed, although to a lesser extent than other themes. This may indicate a smaller perceived problem or a stigma regarding mental health leading individuals to avoid open discussions on the topic.

Assets

Key informants, focus group participants, and survey respondents stated that the Springwell Case Manager at the Linden-Chambers complex (position has been vacant for periods of time in the past) and the social workers at the Center at the Heights are valuable resources to improving mental health among residents. Sixty four percent of survey respondents rated the availability of case managers and social workers as the most important resource in the community. Based on this input, having trained, accessible professionals is important to addressing mental health challenges. Such professionals can provide access to mental health services, coping strategies, and connections to other community supports.

Issues

Respondents spoke of mental health issues, such as depression and stress, impacting residents. The challenges to seeking mental health support included insurance; limited transportation; stigma and resistance to accessing mental health support; and the range and diversity of mental health needs. Generally, respondents requested “more free resources for physical and mental health.”

Social and individual stigma related to seeking support for mental health was indicated by some key informants. One key informant described it, “I think sometimes when you talk about counseling, the first thing they go to think about— ‘oh am I crazy?’” Other interviewees also spoke of residents’ resistance to seeking mental health help.

Hoarding was another mental health issue that came up during interviews. This issue has been identified during routine apartment inspections and was described as having a negative impact on the neighbors of those who hoard.



Substance Use

Substance use, specifically cigarettes, marijuana, and alcohol, were identified as a concern among residents.

Assets

Residents who participated in the focus groups generally spoke of appreciating the no-smoking policy throughout the Housing Authority. While residents saw value in the policy, there were concerns with enforcement. Participants also stated that smoking cessation counseling was beneficial, but it appears that such counseling was offered inconsistently. Participants were not able to identify any positive developments regarding preventing or reducing alcohol or marijuana use.

Issues

Cigarette smoking was identified as a major issue. The complexes are smoke-free but have designated tobacco smoking areas. A number of individuals said that the smoking rule is not enforced and smoking takes place throughout the complexes. This upsets residents who prefer to live in an area without second-hand smoke. For example, one survey respondent said, “Regarding neighbors smoking. I was a smoker and after quitting if I go outside and someone is smoking it really bothers me and I start coughing.” Secondhand smoke is a particularly difficult issue for residents with respiratory conditions.

In addition, residents who do smoke said that the smoking area has no shelter or canopy to protect from the rain or elements, and they would like to see this added.

Focus group participants also spoke about other substances, such as alcohol and marijuana use, as an issue of concern for their neighbors. One resident from a focus group remarked that there is a lot of substance use and described smelling marijuana frequently from her neighbor’s deck area.

One key informant characterized substance use issues in the population as “lots of alcoholism, a lot of marijuana use.” A survey respondent noted, “Substance abuse (i.e., alcohol abuse) is spilling out of the apartments. We are experiencing people acting inappropriately in the corridors. Ambulances for rehab for alcohol arrive often. It’s destabilizing and raises safety issues.”

Another key informant linked substance use with anxiety and depression and said that residents may choose to self-medicate with alcohol and other drugs. They said, “I think it’s easy to get access to anything over there...alcohol...different substances.”

Residents may choose not to report parties or substance use by their neighbors out of fear of retaliation. One key informant gave an example of a woman in her 80s who lives near a younger person who “like[s] to party with all their buddies.” They said, “it’s noisy for this woman, but she’s afraid to say anything because she’s afraid of retribution [from the neighbor].”



Transportation

Transportation was a frequent topic of discussion during focus groups and interviews, and was mentioned widely on the survey. While residents appreciate that there are several transportation services available to them, most note that enhanced transportation options could significantly improve their quality of life.

The survey found that 63% of respondents had access to a vehicle for personal use, making this the most common means of transportation for residents. Residents without vehicles use a variety of transportation methods, including walking, driving with others, public transit, special transportation services and ride sharing services (see Figure 2 below).

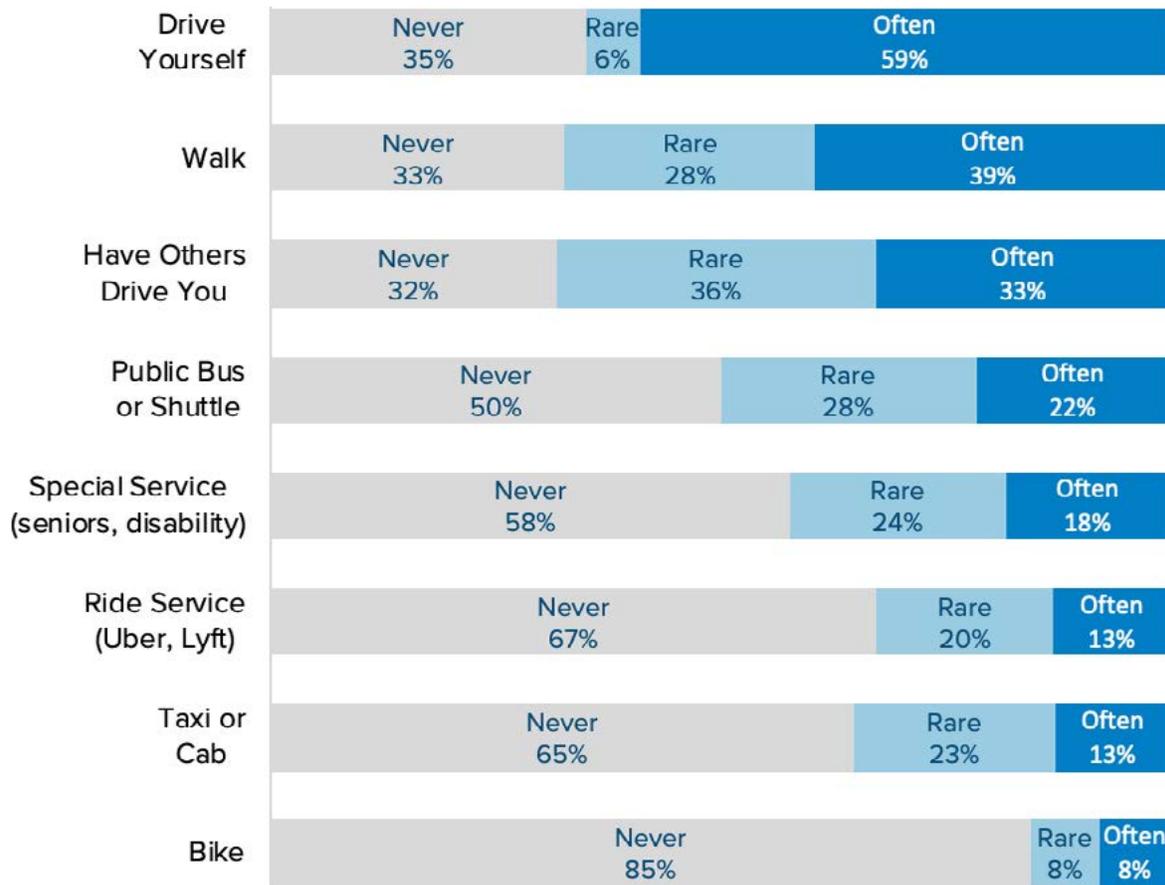


Figure 2: Current Transportation Methods

Assets

Needham has several transportation options available to residents (see Figure 3). Focus group participants and survey respondents stated that the Center at the Heights van and Community Council transportation options were very important to them. Needham’s Medical Ride Program and transportation options from Springwell, Inc. were noted as well, although rated as important by fewer individuals.

Strikingly, large percentages of survey respondents were not familiar with several transportation options (see Figure 3).

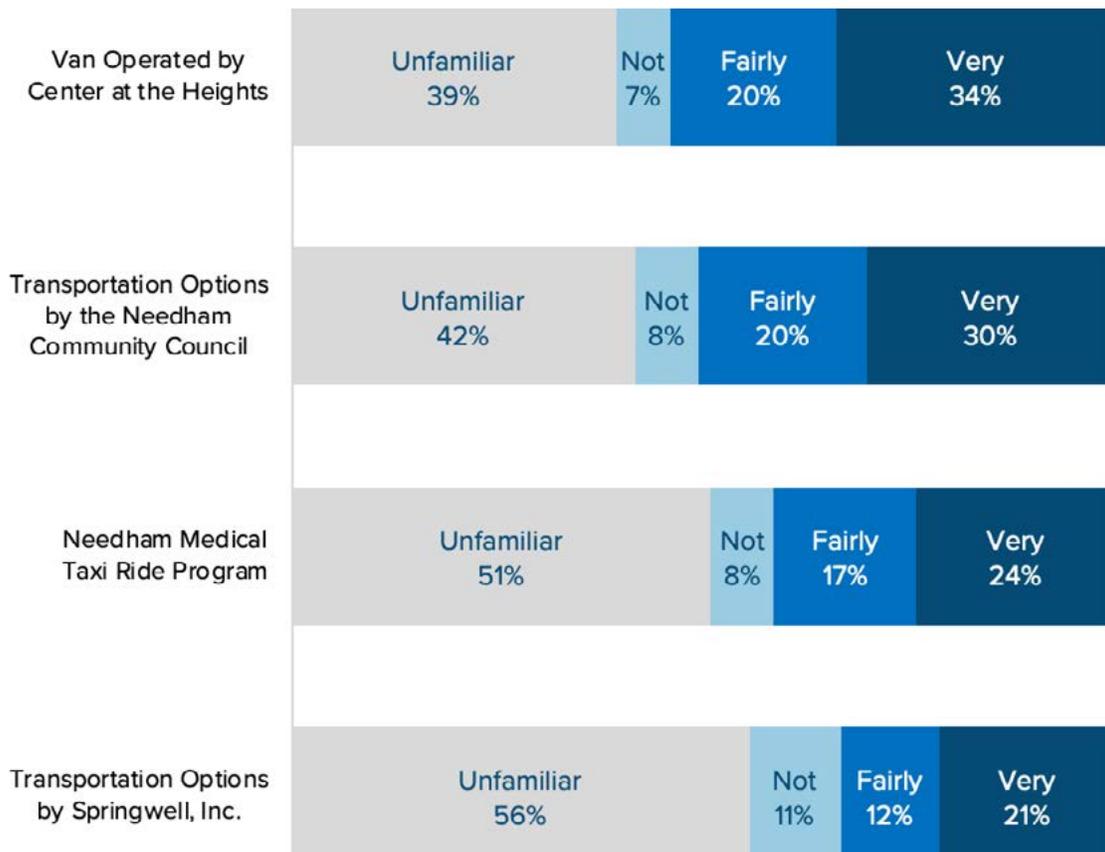


Figure 3: Importance of Transportation Methods

Issues

Throughout interviews, focus groups, and the survey, residents stated that there were few transportation options and those that existed did not meet their needs. Limited transportation options were discussed along with how that made it difficult to get to doctor appointments and community resources such as Riverside, Community Council, and Springwell. While residents may be interested in using public transportation, it is difficult to access and has a limited range within Needham. As one key informant explained:

“Many of them don’t drive, so they’re over reliant upon either public transportation, which in the Linden and Chambers apartments, public transportation doesn’t go by there. If they want to take the bus they would have to walk up to Highland Avenue, which is, if you’re elderly, that’s a long walk.”

A survey respondent stated:

“If there is public transportation, it is not explained to residents. Most have stopped driving due to age or physical restrictions. It would allow residents to attend religious services if they desired or just going to the community.”

Other options, such as taxis and shared ride services, are expensive for residents.

As one key informant put it, “if they don’t have transportation [for an Uber or taxi service], they say, ‘Well, I’m not doing that because that money that I could put towards the Uber, I need to put towards food, or pay a bill this month.’”

Another key informant commented: “[In] my experience here thus far, that the seniors, that if they don’t have a car then that’s it. Because [the] Housing Authority here is not built in the middle of the community.”

Residents, especially those without cars, may have needs that require special transportation. For example, one survey respondent noted that they need a ride alone or with minimal additional passengers, due to a “low immune system”.

The ability to move about the community to get food, mental health and medical services, social interactions, and for day-to-day errands was clearly indicated as an ongoing issue. As one survey respondent stated, “Without better local transportation, one becomes a recluse.”

Opportunities and Next Steps

This assessment gathered information from key stakeholders – including residents – regarding assets and issues of concern within the Needham Housing Authority. Based on the findings, several recommendations are outlined below.

To identify high priority issues, the survey asked respondents to rate stressors in their community. When rating 14 stressors, all were rated in the middle of the scale between “not an issue” and “a big issue”, indicating that all were moderate stressors (see Appendix A).

The survey also asked the respondents to identify issues they would most want to see changed. They were:

- » Home and building maintenance
- » Public transportation
- » Food and groceries

Organizations should consider what was most important to respondents when deciding which improvements to pursue first. (See Appendix A, Page 27)

Building on Existing Resources

Respondents spoke often of existing positive resources in the community. For example, one key informant said, “I hear from people, particularly people who know how to reach out and access services, I hear that they are just sort of blown away from all that’s available.” Another interviewee noted, “here in Needham you have such a [...] solid infrastructure in the town that it’s [...] a wonderful thing.” And another person interviewed spoke about the senior center and the social workers that work for Aging Services and said, “This is a real model for Massachusetts.” It was clear that the network and range of available resources is an asset to the residents of Needham. (See Figure 4)

Assets in the community include:

- » Case managers and social workers at the Center at the Heights
- » Library
- » YMCA van
- » Community Council
- » Recycling and Transfer Station
- » Fitness facilities at the YMCA, the Center at the Heights, and the Rosemary Recreation Complex
- » Needham Concert Society
- » Activities and amenities in the community rooms at the Needham Housing Authority (including weekly coffees)
- » Programming at the Center at the Heights
- » Gardening at the Needham Housing Authority
- » Smoking Cessation Counseling services

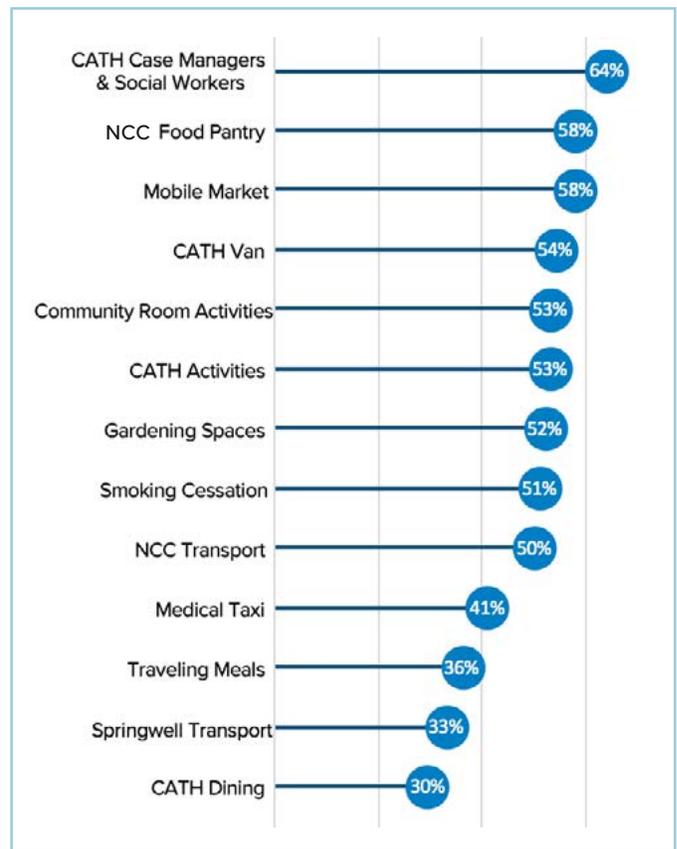


Figure 4: Percent Rating Different Community Resources as Important

Responses in this study indicate that organizations should communicate more effectively about their programs to encourage maximum resident use of these resources. Suggestions include:

- » Provide more organized and direct ways of getting information, beyond using bulletin boards, such as a resource manual
- » Ensure all materials are easy to read for people with lower literacy and visual acuity
- » Use the Needham Housing Authority newsletter as a vehicle for promoting local resources, at least twice a month

Below is a list of recommendations gleaned from residents and specific to each of the themes described above.



The Built Environment

- » Provide regular and timely maintenance services, including leaf, grass, and snow removal
- » NHA should consider reviewing its maintenance and repair protocols to ensure they are responsive to residents' needs



Community Engagement

- » Provide more services for those whose first language is not English, including English classes at different levels of proficiency, translated materials, and interpreter services
- » Increase on-site activities. Residents have suggested workshops from the public health nurses, assistance with paperwork for benefits such as Medicare, workshops to address bullying, and programs for children and middle-aged adults
- » Find other ways, in addition to the tenants' association, to provide residents with an opportunity to voice their concerns
- » Offer mediation services to address neighbor conflicts



Food Access

- » Provide options for food purchases at the complexes
- » Organize more frequent transportation directly from the NHA to affordable grocery stores
- » Provide information to residents about the various food resource programs available in Needham



Mental Health

- » Institute a program to provide wellness checks on elderly and people with disabilities
- » Employ an on-site social worker who rotates among Housing Authority properties



Substance Use

- » Offer smoking cessation classes on-site
- » Add shelters or canopies to the smoking areas to encourage smoking outdoors, even in poor weather
- » Assess interest in marijuana and alcohol cessation programs, including AA and counseling



Transportation

- » Increase regular, accessible, and affordable transportation options to locations throughout Needham
- » Compile and distribute a comprehensive and descriptive list of transportation options
- » Promote existing transportation programs through multiple communication channels, such as newsletters, Needham Cable, and on-site events

Conclusion

The Needham Housing Authority is a valued resource in Needham, providing affordable housing to many town residents. This assessment provides an overview of the residents' sense of the strengths and challenges they face living in the community. The information gathered here can be used to improve the quality of life for residents by building on these strengths and focusing resources on addressing the challenges.

While not all resident comments were included in the body of this report, there is an opportunity to address these and other concerns raised in the course of this study (see Appendix A, Page 27). Residents provided many practical, feasible, and reasonable suggestions that can be pursued. The Town of Needham, the Needham Housing Authority, and community partners should make concerted effort to address the recommendations of residents.

The Needham Housing Authority is an important part of the town's community. It provides homes for a number of families, older adults, and people with disabilities in Needham. The challenges faced by residents can be addressed, but only through the strong partnership of Needham's government, community organizations, and residents.

Appendix A: Survey Technical Report



SURVEY OF NEEDHAM HOUSING RESIDENTS

Technical Report
June 2019

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SUMMARY OF FINDINGS

The Needham Public Health Department and Needham Housing Authority, in collaboration with an external research and evaluation consultant, conducted a survey of Needham Housing Authority residents to learn more about their perceptions of needs, resources, and opportunities within the community. This report presents findings from 115 heads of household who took part in the survey at the beginning of calendar year 2019.

Respondent Characteristics (page 4)

Survey respondents were predominantly female and over 60 years of age. Most respondents self-identified as White, non-Hispanic and reported speaking English in their home. Few respondents reported being married at the time of the survey – the majority were separated or divorced or had never been married. Approximately one-third of respondents were currently in the labor force either part-time or full-time. Almost half the sample reported that they were retired and not working at all.

Most respondents reported that they lived in Needham for five or more years – with half reporting that they have lived in Needham for 15 or more years. Over half of respondents reported that they have lived in their current residence for more than five years. Most respondents currently live on Chambers Street, Linden Street, or Seabeds Way. Three-quarters of respondents indicated that they live alone and only one in ten reported living with someone under 18 years of age. Almost two-thirds reported having access to a vehicle for personal use.

Respondents were more likely to report their health as *poor*, *fair*, or *good* versus being *very good* or *excellent* in comparison to others their age. Over half of the respondents reported difficulty doing errands alone or reported difficulty walking or climbing stairs.

Attitudes and Perceptions (page 10)

Most respondents reported being satisfied with their unit/home and reported that they feel safe in their unit/home. Less than half of the respondents reported feeling mostly or very connected to the Needham community.

Issues and Stressors (page 11)

Respondents were most likely to report daily stressors and issues related to lack of affordable food and grocery options; people smoking in their units or too close to building entrances; outside property maintenance such as snow removal, landscaping, ramps, porches, steps; and lack of easy access to establishments or places where they can purchase food or groceries.

When asked to identify the single biggest issue affecting their quality of life that they would like to see changed, the largest proportion of respondents identified home/building maintenance, public transportation, and food and groceries. Clarifying open-ended comments revealed perceived issues with the upkeep of properties both inside and outside (including snow removal), lack of convenient public transportation options (especially on weekends), and high prices of groceries at local stores as the biggest issues. Although not a top issue, a sizeable subset of respondents also commented on lack of enforcement of non-smoking policies.

Resources and Opportunities (page 19)

Respondents rated the availability of case managers and social workers at the Center at the Heights as the most important community resource, followed by the Needham Community Council Food Pantry, and the Needham Community Farm mobile market. A sizeable subset of respondents also reported that they use the Needham Public Library and other educational services. When asked what services or resources they need that aren't currently offered (or are perceived as being inadequate) in the community, many identified some type of transportation-related need, the need for more community support services, and more on-site social activities.

BACKGROUND AND PURPOSE

The Needham Public Health Department and Needham Housing Authority, in collaboration with an external research and evaluation consultant, conducted a survey of Needham Housing Authority residents at the beginning of calendar year 2019 to learn more about their perceptions of needs, resources, and opportunities within the community. The results of this survey are intended to help inform community planning efforts across multiple departments within the municipality.

SURVEY CONTENT

The survey instrument consisted of 58 discrete questions across four broad thematic areas.

Respondent Characteristics

- Background and Personal Characteristics: gender, age, race and ethnicity, languages spoken at home, marital status, employment status.
- Housing and Transportation: years living in Needham, years in current residence, location of current residence, number of people in household, individuals under 18 years of age in household, access to vehicle for personal use.
- Health and Physical Mobility: perceived health status, physical mobility.

Attitudes and Perceptions

- Feelings of connection to the community
- Satisfaction with unit/home
- Feelings of safety in unit/home

Issues and Stressors

- Perceived issues and stressors related to public transportation, food and groceries, maintenance, sense of community, and health and wellness
- Biggest issues affecting quality of life

Resources and Opportunities

- Current transportation methods
- Importance of community resources (transportation, food, community activities)
- Other community resources currently being utilized
- Needed services or resources not currently provided in Needham

A complete copy of the survey instrument is provided in Appendix A.

METHODS

The survey was administered anonymously as both a paper-based and online questionnaire between November 2018 and February 2019. Potential respondents were given the option to complete the survey online, return the survey to one of three convenient locations (Seabeds Community Room, Linden-Chambers Community Room, Center at the Heights), or by mail in a stamped envelope that was provided with the survey. The survey was available in English, Russian, and Mandarin. All Needham Housing Authority residents received a small incentive (\$5 gift card) to a local coffee store with the survey, and everyone who completed and returned a survey was entered in a drawing to win one of four \$25 gift cards for an online retailer. The drawing entry form was completed separate from the survey to ensure anonymity of responses.

SAMPLE AND ESTIMATED RESPONSE RATE

The sample for the survey consisted of the head of household (single respondent) for each unit/home under the purview of the Needham Housing Authority (NHA). According to the NHA website, there are 288 units/homes spread across Captain Robert Cook Drive, Chambers Street, Linden Street, Seabeds Way, and High Rock Estates. The head of household in 115 units returned a completed survey – 40% response rate. This ranged from a low of 8% from High Rock Estates residents to a high of 57% from Seabeds Way residents.

Overall, it is estimated that roughly 2 of every 5 heads of household completed the survey. It is important to note that the results are generalizable only to those Needham Housing residents who took part in the survey and may not reflect the attitudes, opinions, and needs of other Needham Housing residents in the community.

Estimated Response Rate			
	NHA Units	Completed Surveys	Percentage
Captain Robert Cook Drive	30	8	27%
Chambers Street	80	38	48%
Linden Street	72	30	42%
Seabeds Way	46	26	57%
High Rock Estates	60	5	8%
Unknown	-	5	-
Total	288	115	40%

NHA data retrieved from Needham Housing Authority: <http://www.needhamhousing.org/nhahousingportfolio.html>

Of the 115 completed surveys, 99 were completed in English, 8 in Russian, and 8 in Mandarin. Most surveys were completed on paper: 103 on paper, and 12 online.

Survey Method and Language				
	English	Russian	Mandarin	Total
Paper	89	8	6	103
Online	10	-	2	12
Total	99	8	8	115

ANALYSIS

Data were analyzed using the Statistical Program for Social Sciences (SPSS) Version 25. Descriptive statistics are presented for each item in the survey (i.e., the number and percentage of all respondents that answered each response option for each item in the questionnaire). Some of the questions in the survey allowed respondents to write-in (or type-in) a response. These items were thematically coded to extract the major theme(s) present in the data.

VALIDITY AND RELIABILITY

One of the challenges associated with survey research is the potential for error in the data. This can stem from multiple sources such as the same respondent submitting multiple surveys, poor question wording, lack of appropriate response options that accurately reflect the experiences of all potential respondents, frivolity, and misinterpretation of the underlying meaning of a question. Several steps were taken to increase confidence in the results from this project.

1. Use of clear and unambiguous language in the instructions – prominently indicating who the intended target audience was (i.e., Needham Housing Authority residents) and indicating what the questions were about (i.e., perception of needs, opportunities, and resources).
2. Anonymity of results – ensuring respondents that their answers were anonymous and that they would not face any personal, social, or financial penalties or retribution for providing candid and honest responses to the questions.
3. Interpretability and accessibility – the survey was written at an eighth-grade reading level, available in three languages, used large serif type font for the visually-impaired, and was made available in multiple formats (i.e., paper and online).
4. Use of existing questions – when available, questions were taken from existing instruments and standardized scales (e.g., questions about perceived personal health, demographics, etc.).
5. Key stakeholder review – the survey instrument was reviewed by representatives from multiple town departments to identify potential areas of confusion or ambiguity.
6. Data screening – visual and statistical screening methods were enlisted to identify and remove cases in which the respondent provided obviously frivolous responses (i.e., always choosing the same or extreme response options for every item).
7. Identical case analysis – statistical sub-routines were programmed to identify any duplicate records to minimize the chances that the same person intentionally or accidentally submitted multiple surveys.

While these are not failsafe methods, they do help to ensure a clean dataset that minimizes the chances that there are gross errors present in the final set of data. Each of these steps was taken during the administration and analysis of the Survey of Needham Housing Residents.

FINDINGS – RESPONDENT CHARACTERISTICS

Sixteen of the questions in the survey asked about different respondent characteristics. Seven questions assessed respondents’ background and personal characteristics, six examined housing and transportation, and three covered health and physical mobility.

BACKGROUND AND PERSONAL CHARACTERISTICS

Gender. Approximately two-thirds of respondents (65%) indicated that they were female and 34% reported that they were male.

Which of the following best describes you?		
	Frequency	Percentage
Female	71	65.1%
Male	37	33.9%
Other	1	0.9%
Missing	6	-
Total Valid	109	94.8%

The Total Valid percent row is the percentage of all respondents (n=115) that answered each question.

Age. Almost all respondents (96%) were over 40 years of age – with over two-thirds (69%) reporting that they were over 60 years of age.

How old are you?		
	Frequency	Percentage
20 or younger	-	0.0%
21-30 years	2	1.8%
31-40 years	2	1.8%
41-50 years	12	10.5%
51-60 years	19	16.7%
61-70 years	33	28.9%
71-80 years	34	29.8%
81 years or older	12	10.5%
Missing	1	-
Total Valid	114	99.1%

Race and Ethnicity. Respondents were asked to self-identify their race and ethnicity according to the categories in the U.S. Census. Overall, 98% of respondents selected one race and 2% selected more than one race. Most respondents (82%) identified as White, followed by Asian (8%), and Black or African American (7%). A total of 5% reported Hispanic or Latino ethnicity.

What is your race? / Are you Hispanic or Latino?		
	Frequency	Percentage
Not Hispanic or Latino	106	95.5%
White alone	88	79.3%
Black or African American alone	7	6.3%
American Indian or Alaska Native alone	3	2.7%
Asian alone	9	8.1%
Some other race alone	1	0.9%
Two or more races	2	1.8%
	Frequency	Percentage
Hispanic or Latino	5	4.5%
White alone	3	2.7%
Black or African American alone	1	0.9%
Some other race alone	1	0.9%
Missing	5	-
Total Valid	111	96.5%

The two multiracial individuals both reported that they were White and American Indian or Alaskan Native. Percentages do not sum to 100% in this table because respondents were able to select multiple race categories.

Languages Spoken at Home. Overall, 87% of respondents reported speaking one language at home and 13% reported speaking multiple languages. Most respondents reported speaking English at home (87%), followed by Russian (9%), Mandarin (7%), and Spanish (5%).

Which of the following languages are spoken in your home?		
	Frequency	Percentage
English	96	86.5%
Russian	10	9.0%
Mandarin	8	7.2%
Spanish	5	4.5%
Other	6	5.4%
Missing	4	-
Total Valid	111	96.5%

The six individuals who reported speaking other languages at home reported speaking: Albanian, Creole Haitian, Greek, Ukrainian, and Vietnamese. Percentages do not sum to 100% because respondents were able to select multiple languages.

Marital Status. The largest proportion of respondents reported they were separated or divorced (34%) or never married (32%), 16% were married, and 16% were widowed.

What is your current marital status?		
	Frequency	Percentage
Married	17	15.5%
Not married, living with a partner	3	2.7%
Separated or divorced	37	33.6%
Widowed	18	16.4%
Never married	35	31.8%
Missing	5	-
Total Valid	110	95.7%

Employment Status. Roughly half of the respondents indicated that they are currently retired (48%) and 16% are not in the labor force for other reasons (64% combined). Twenty-nine percent (29%) are currently employed either part-time (18%) or full-time (11%). An additional 7% of respondents reported that they are currently unemployed and looking for work.

Which of the following best describes your current employment status?		
	Frequency	Percentage
Employed or self-employed, part-time	20	18.0%
Employed or self-employed, full-time	12	10.8%
Unemployed, but looking for work	8	7.2%
Retired, not working at all	53	47.7%
Not in labor force for other reasons	18	16.2%
Missing	4	-
Total Valid	111	96.5%

HOUSING AND TRANSPORTATION

Years Living in Needham. Roughly half the respondents (51%) reported they lived in Needham for less than 15 years and 49% reported that they have lived in Needham for 15 years or more.

How long have you lived in Needham?		
	Frequency	Percentage
Less than 5 years	21	18.4%
5-14 years	37	32.5%
15-24 years	20	17.5%
25-34 years	14	12.3%
35-44 years	6	5.3%
45 years or more	16	14.0%
Missing	1	-
Total Valid	114	99.1%

Years in Current Residence. Most respondents (84%) reported that they have lived in their current unit/home for at least three years. Over a third of all respondents (34%) reported that they have lived in their current home/unit for 11 years or more.

How many years have you lived in your current unit/home?		
	Frequency	Percentage
Less than 1 year	6	5.4%
1-2 years	12	10.7%
3-5 years	27	24.1%
6-10 years	29	25.9%
11-15 years	15	13.4%
16 years or more	23	20.5%
Missing	3	-
Total Valid	112	97.4%

Location of Current Residence. The largest proportion of respondents reported they currently live on Chambers Street (34%), followed by Linden Street (27%), and Seabeds Way (23%), and Captain Robert Cook Drive (7%).

Where are you currently living?		
	Frequency	Percentage
Chambers Street	38	33.9%
Linden Street	30	26.8%
Seabeds Way	26	23.2%
Captain Robert Cook Drive	8	7.1%
High Rock Estates	5	4.5%
Other	5	4.5%
Missing	3	-
Total Valid	112	97.4%

Number of People in Household. Three-quarters of respondents (75%) reported that they are in a single person household.

Including yourself, how many people are currently living in your household?		
	Frequency	Percentage
One	85	75.2%
Two	19	16.8%
Three	6	5.3%
Four	-	0.0%
Five	3	2.7%
More than Five	-	0.0%
Missing	2	-
Total Valid	113	98.3%

Individuals Under 18 Years of Age in Household. Most respondents (90%) reported that there are not currently any individuals under 18 years of age living in their household.

Are there any individuals under 18 years of age currently living in your household?		
	Frequency	Percentage
No	101	90.2%
Yes	11	9.8%
Missing	3	-
Total Valid	112	97.4%

Access to Vehicle for Personal Use. Nearly two-thirds of respondents (63%) reported that they have access to a car or vehicle for personal use.

Do you currently have access to a car or other vehicle for personal use?		
	Frequency	Percentage
No	41	37.3%
Yes	69	62.7%
Missing	5	-
Total Valid	110	95.7%

HEALTH AND PHYSICAL MOBILITY

Perceived Health Status. Half the respondents (49%) reported their health was *poor* or *fair* in comparison to others their age.

In general, when compared to most people your age, how would you rate your health?		
	Frequency	Percentage
Poor	15	13.3%
Fair	40	35.4%
Good	37	32.7%
Very Good	17	15.0%
Excellent	4	3.5%
Missing	2	-
Total Valid	113	98.3%

Physical Mobility. One-third of respondents (34%) reported difficulty doing errands alone and 50% reported difficulty walking or climbing stairs. Over half the respondents (57%) reported difficulty in at least one of these areas.

Do you have difficulty doing errands alone such as visiting your doctor's office or shopping?		
	Frequency	Percentage
No	71	65.7%
Yes	37	34.3%
Missing	7	-
Total Valid	108	93.9%

Do you have difficulty walking or climbing stairs?		
	Frequency	Percentage
No	54	50.5%
Yes	53	49.5%
Missing	8	-
Total Valid	107	93.0%

FINDINGS – ATTITUDES AND PERCEPTIONS

Three questions in the survey asked about respondents' attitudes and perception of feeling connected to Needham, feeling satisfied with their unit/home, and feeling safe in their unit/home.

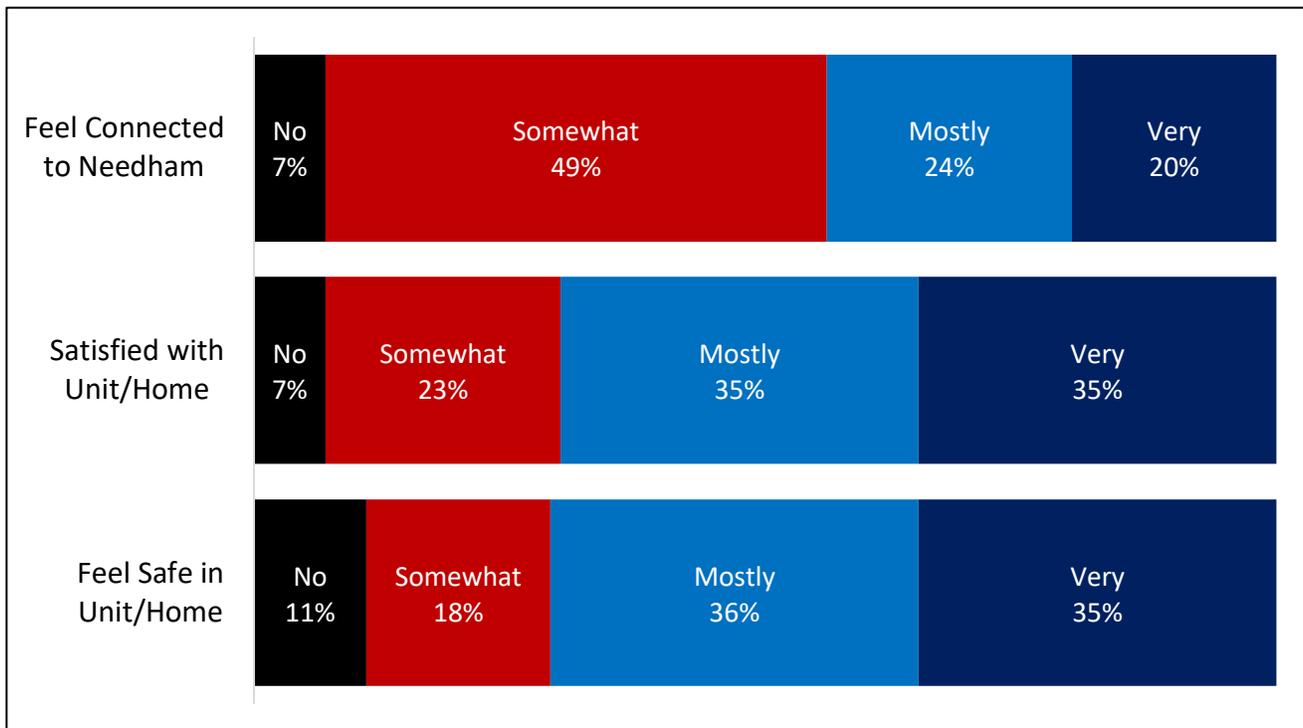
ATTITUDES AND PERCEPTIONS

Feelings of Connection, Satisfaction, and Safety

Respondents were asked: (1) how connected do you feel to Needham, (2) how satisfied are you with your unit/home, and (3) how safe do you feel in your unit/home? Each question was asked using a four-point scale with the same basic structure [Not at All, Somewhat, Mostly, Very].

Forty-four percent of respondents feel *mostly* (24%) or *very* (24%) connected to Needham, seventy percent are *mostly* (35%) or *very* (35%) satisfied with their unit or home, and seventy-one percent feel *mostly* (36%) or *very* (35%) safe in their unit or home.

Figure 1: Attitudes and Perceptions



FINDINGS – ISSUES AND STRESSORS

A multi-part question on the survey asked respondents to indicate how much of an issue fourteen different things were that might be affecting their quality of life (i.e., stressors). Respondents were asked to rate each item on a scale from 1 (not an issue) to 5 (a big issue).

The question was divided into five conceptual areas: (1) public transportation, (2) food and groceries, (3) maintenance, (4) sense of community, and (5) health and wellness.

Public Transportation

- Affordable Public Transport – Affordable public transportation options.
- Easy Access to Public Transport – Easy access to public transportation close to home.
- Public Transport Routes – Public transportation options that go where you need.
- Public Transport Schedules – Public transportation options on the times or days that you need.

Food and Groceries

- Affordable Food and Grocery – Affordable food and grocery options.
- Easy Access to Food and Grocery – Easy access to establishments or places where you can purchase food or groceries.

Maintenance

- Outside Property Maintenance – Outside property maintenance such as snow removal, landscaping, ramps, porches, steps.
- Inside Property Maintenance – Home maintenance such as heat, plumbing, electrical.

Sense of Community

- Feeling Sense of Community – Feeling like a part of the community (feeling welcome, having friends and neighbors to talk to).
- Relations Between Neighbors – Relationships between neighbors and people treating neighbors respectfully.
- Neighborhood Activities – Availability of neighborhood activities (interesting activities, ways to meet and interact with neighbors).

Health and Wellness

- Health and Wellness Services – Having services and resources available for positive physical and mental health (exercise, yoga, stress reduction, addiction services, mental health services).
- Access to Health and Wellness Services – Easy access to services and resources for maintaining positive physical and mental health.
- Smoking Inside or Too Close to Entry – People smoking in their units/homes or too close to building entrances.

ISSUES AND STRESSORS

The 14 different issues/stressors were rated similarly. All fell within a narrow range around the mid-point of the five-point scale [range: 2.61 to 3.32] – indicating that all 14 areas were viewed as being moderate issues/stressors. Figure 2 displays these data according to the five thematic areas and mimics the order in which they were asked in the survey.

The items at the high end of the range were: affordable food and grocery options (mean = 3.32 out of 5.00), people smoking in their units or too close to building entrances (mean = 3.04), outside property maintenance such as snow removal, landscaping, ramps, porches, steps (mean = 3.03), and easy access to establishments or places where you can purchase food or groceries (mean = 3.01).

Figure 2: Issues and Stressors [Grouped by Area]



Figure 3 presents the same set of data that were presented in Figure 2, but rank orders the 14 items rather than grouping them thematically.

Figure 3: Issues and Stressors [Grouped by High to Low]

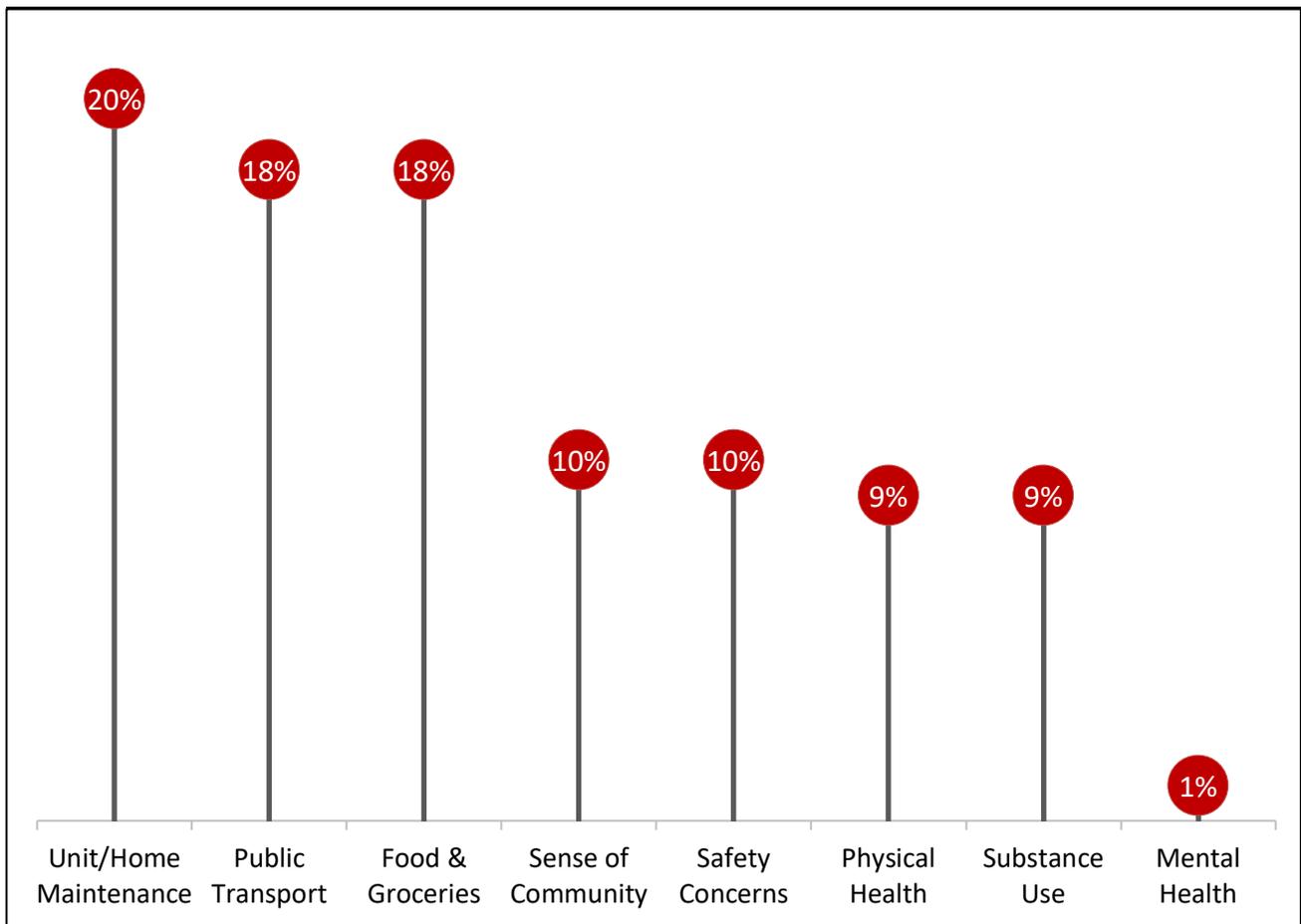


BIGGEST ISSUE RESPONDENTS WANT TO SEE CHANGED

Respondents were asked to identify the biggest issue currently affecting their quality of life that they would like to see changed based on a list of eight areas: public transportation, food and groceries, home/building maintenance, sense of community, physical health, mental health, substance use, and safety concerns.

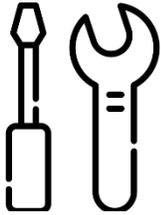
The largest proportion of respondents (20%) identified home/building maintenance as the biggest issue currently affecting their quality of life that they would like to see changed, followed by public transportation (18%), and food and groceries (18%).

Figure 4: Biggest Issue Respondents Want to See Changed



Three percent of respondents (n=3) indicated that the biggest issue affecting their quality of life that they would like to see changed wasn't listed.

Home/Building Maintenance – Issues. Thirteen of the 20 respondents who identified home/building maintenance as the biggest issue affecting their quality of life provided a clarifying comment.



"NHA refuses to replace broken refrigerator and worn out rugs and comes into the unit when I am not here even when asking them to plan visits."

"Noise. Squeaky floors (loud)."

"There is no regular upkeep to the inside of buildings and no maintenance to clean the grounds and parking lots. No effort to maintain landscaping in a proper way."

"The maintenance guy just sits in his truck half the day. There was no fall clean up this year."

"Please keep in-check residents and visitors driving vehicles on landscape around housing units. They wreck and dig up nice lawn areas."

"It would be helpful to have the whole parking lot resurfaced due to potholes and uneven areas in the parking lot. Also, uneven sidewalks that can throw you off balance when walking."

"Railing from sidewalk up to unit has moved and leans too far from sidewalk to be of any use. In addition, water comes off the roof and freezes just outside front door making first step outside dangerous."

"More washers and dryers needed."

"More handicap accessories in the units."

"More outside lighting is needed. Don't always feel safe coming home at night."

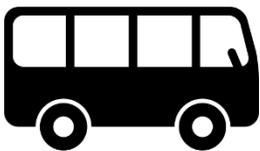
"Clearing of parking spots after snow could use improvement!"

"It's hard to remove snow in the winter. I get back and hand pain from shoveling when the snow is heavy."

"Snow removal. Please do not plow parked cars in. Do not pile snow behind or in front of parked cars. Please shovel sidewalks as well."



Public Transportation – Issues. Seven of the 18 respondents who identified public transportation as the biggest issue affecting their quality of life provided a clarifying comment.



"Bus to supermarket, drugstore, bank, on certain times and days."

"If there is public transportation, it is not explained to residents. Most have stopped driving due to age or physical restrictions. It would allow residents to attend religious services if they desired or just going to the community."

"It is quite challenging for me since I don't have a car. Makes getting around Needham and to the YMCA hard. I need a ride with not too many passengers since I have a low immune system."

"Public transportation is not easily accessed. Walking up St. Mary's Street is difficult, limited bus route, and the RIDE is a joke. Uber and Lyft may be financially stressing, and you need a smart phone. The NCC transportation is limited to specific hours and destination. Plus, a reservation is needed."

"Reliable transit is cut on weekends when we can shop. More frequent access to Needham on weekends would be great."

"The RIDE is great, but not always available when needed or has such lousy scheduling that it is honestly painful to use. Need practical options for food shopping."

"Without better local transportation, one becomes a recluse."

Food and Groceries – Issues. Thirteen of the 18 respondents who identified food and groceries as the biggest issue affecting their quality of life provided a clarifying comment.



"As a senior citizen, Roche Brothers is extremely expensive. I don't drive; therefore, I am limited."

"Roche Brothers is too expensive. I can only get half of the groceries, then eat cereal until next social security check. I called several Roche Brothers to ask about having a morning, once a week, that could be senior morning. Nobody answered my request. Let's see if you can help."

"We should have a Market Basket. Cheap and good quality. We're all being forced into shopping at Roche Brothers/Sudbury Farms and spend a fortune!"

"Only two grocery stores in town. Both are expensive."

"I think we do not have enough choices when it comes to grocery stores. Needham is a great town. Nice community where everyone would love to live in. So, we need more options and affordable grocery stores like Stop and Shop on top of what we have."

"I feel that even though our grocery stores do a lot for Needham, their prices are way too high."

"I am disabled with a rollator to walk. I have nobody to go food shopping for me. Would like help with shopping and not have to spend a lot on expensive products when there are stores that are cheaper."

"Have to travel too far for affordable groceries and too expensive if delivered."

"Poor cost of living increases from social security as costs for many things increase. Have to get help from the Food Pantry."

"The only store close to me is very expensive. I'm on a fixed income, so this poses a real concern."

"Food and groceries are too costly at the local markets."

"Food prices in town are very expensive."

"The food is not affordable."



Safety Concerns – Issues. Six of the 9 respondents who identified safety concerns as the biggest issue affecting their quality of life provided a clarifying comment.



"Abusive neighbor."

"There are too many permanent 'house guests' residing here. Those 'guests' are not on any lease and they have not had to pass background checks."

"Two years ago, a well-cultured 80-year-old Russian woman was murdered. Therefore, I do not feel safe."

"No more murders."

"Since murder occurred, we were promised outside cameras and nothing has been done."



Sense of Community – Issues. Seven of the 10 respondents who identified sense of community as the biggest issue affecting their quality of life provided a clarifying comment.



“I feel isolated.”

“Elderly should not have to live with loud music, fire alarms going off all the time, mentally ill that can’t live alone successfully. People look down in low income and elderly. Pretty mean sometimes to Captain Cook children. I feel bad for them.”

“Noisy neighbors.”

“Hope to have friends who I can trust so we can take care of each other, communicate with each other, and learn from each other. Friends who make me feel confident that I am part of the community and someone useful.”

“I want to be a neighbor and be loved and liked. Times have changed here. People pass away and are no more. The old days.”

“In the four years that I have lived here I have seen a tremendous decline in our community. People do not get along. People don’t respect one another. Our current tenant association president is a bully. Something needs to change.

“There needs to be a new election of the tenant’s association – the current president is the biggest problem – violent, vulgar.”

Substance Use – Issues. All 10 respondents who identified substance use as the biggest issue affecting their quality of life provided a clarifying comment.



“Make sure no smoking rules are enforced. No smoking in apartments.”

“Regarding neighbors smoking. I was a smoker and after quitting if I go outside and someone is smoking it really bothers me and I start coughing.”

“I have asthma, so I wear a mask when downstairs because of smokers.”

“People smoking is a problem.”

“People still smoking in their units.”

“Tenants still smoke inside units and they need to be more mindful of their neighbors.”

“The NHA is too limited by regulations to deal effectively with residents who violate their housing contract by smoking, by causing fire, or by most anything that endangers or blights the community. The NHA has terrible relations with its residents.”

“There are many alcoholics here whose behavior affects quality of life and security for others.”

“Substance abuse (i.e., alcohol abuse) is spilling out of the apartments. We are experiencing people acting inappropriately in the corridors. Ambulances for rehab for alcohol arrive often. It’s destabilizing and raises safety issues.”

“There are a group of neighbors that drink a lot, they make noise late at night.”



Physical and Mental Health. Three of the 9 respondents who identified physical health or mental health as the biggest issue affecting their quality of life provided a clarifying comment.



“More free resources for physical and mental health.”
“Poor physical and mental health are problems.”
“I have problems with balance, depth perception, and endurance.”



Other Issues. All 3 respondents who identified an issue not listed in the survey as the biggest issue affecting their quality of life provided a clarifying comment.



“Many of my neighbors have pets. The laundry room has cat hair and bird feathers in and on the machines. I have severe allergies and asthma and can’t use the machines. I’m forced to go to laundromats and pay more. My stove is old and rusty. My kitchen is outdated.

“There are no programs for kids or for middle-aged parents in the Linden/High Rock neighborhood. Also, no yard, no snow removal, no grocery store, no transportation, no physical or mental health programs or assistance in times of sickness, loss, injury, crisis, etc. Middle-aged moms and the elderly have no help/support at home with kids when they are sick. I feel scared to ask for help, maintenance, or updates to the unit. NHA charges \$100 for yard help. NHA refused to help with snow removal when I was injured/sick.

“There are myriad issues – lack of respect from staff, lack of concern and/or follow-through when residents violate their lease or cause problems for other residents, sub-standard living conditions in units, fear among residents of speaking out due to backlash, not feeling safe in the building and/or the community, maintenance of common areas is lacking... all this makes living in NHA traumatizing, at worst, and makes us feel unimportant and disrespected, at best. It’s a stressful place to live.”

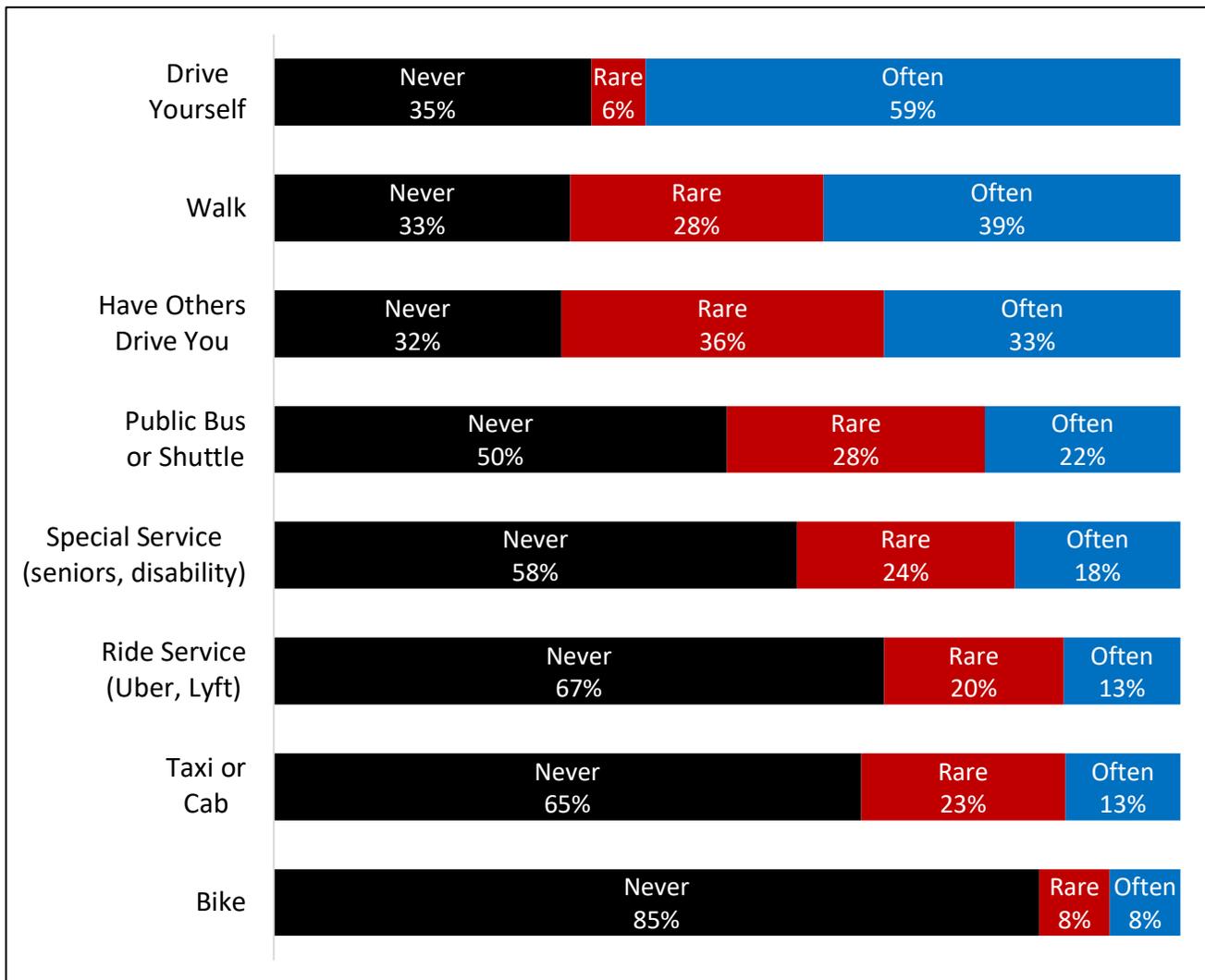
FINDINGS – RESOURCES AND OPPORTUNITIES

The second part of the survey asked respondents about resources and opportunities. The first question in this section asked about transportation resources. Specifically, respondents were asked how often they currently use eight different modes/methods of transportation to get around Needham for trips like shopping, visiting the doctor, visiting friends, and running errands.

CURRENT TRANSPORTATION METHODS

Respondents were most likely to report that they often drive themselves (59%) – which corresponds to the earlier finding that 63% of respondents have access to a vehicle for personal use. An additional 39% reported that they often walk, 33% often have others drive them, 22% often use the public bus or shuttle, 18% often use a special transportation service for seniors or persons with disabilities, 13% often use a ride sharing service such as Uber or Lyft, 13% often take a taxi or cab, and 8% often bike.

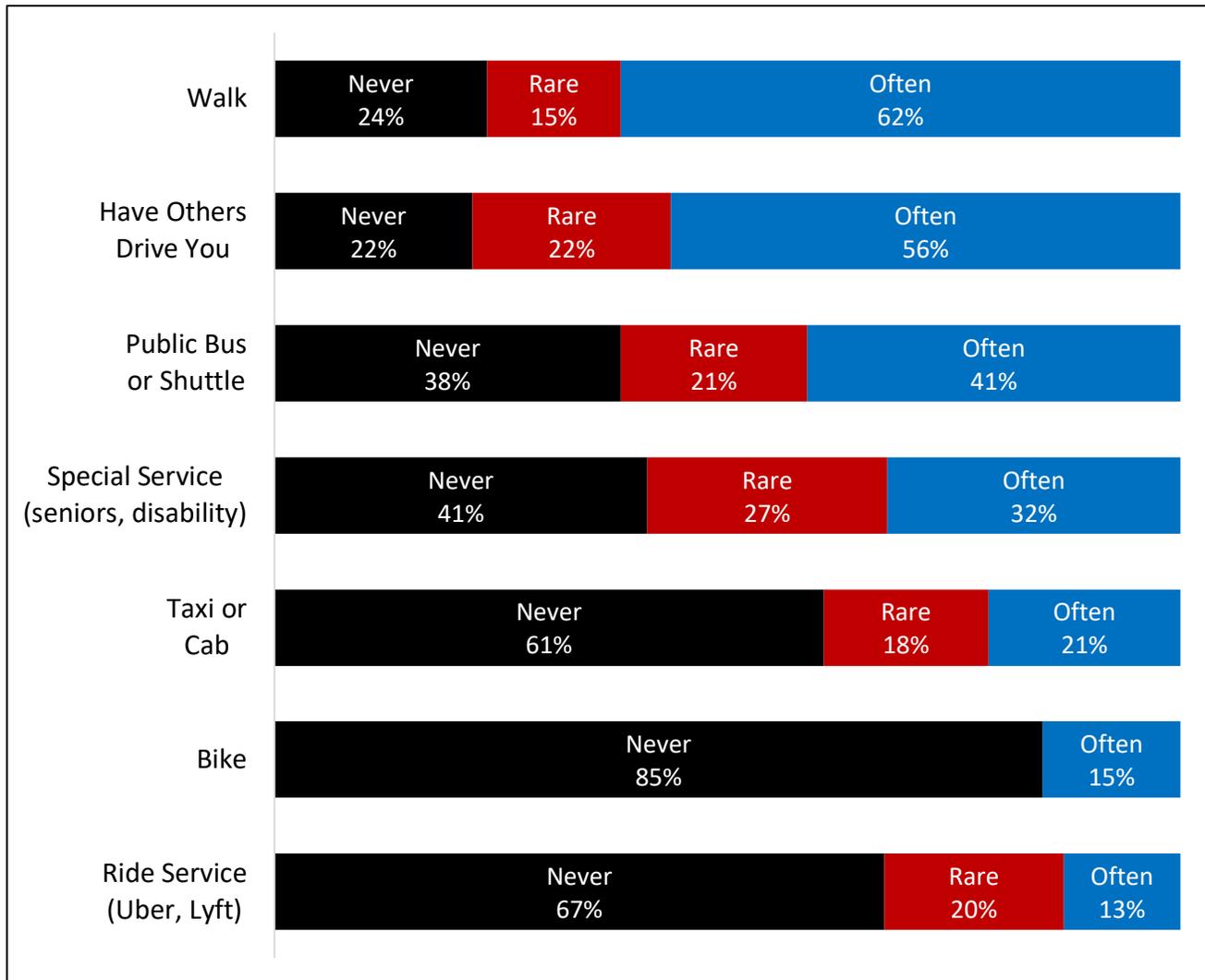
Figure 5: Current Transportation Methods



CURRENT TRANSPORTATION METHODS AMONG THOSE WITHOUT ACCESS TO A VEHICLE

Among the 41 respondents who reported that they do not have access to a vehicle for personal use, 62% reported that they often walk to their destination, 56% often have others drive them, 41% often use the public bus or shuttle, 32% often use a special transportation service for seniors or persons with disabilities, 21% often take a taxi or cab, 15% often bike, and 13% often use a ride sharing service such as Uber or Lyft.

Figure 6: Current Transportation Methods Among Those Without Access to a Vehicle



IMPORTANCE OF DIFFERENT COMMUNITY RESOURCES

Respondents were asked to rate the importance of 13 different resources in the community, even if they aren't currently using them. Four items asked about transportation resources, four ask about food resources, and five asked about other community activities, services, and resources. The response options for each of these questions were: I don't know about this, not important, somewhat important, and very important.

Transportation Resources

- The van operated by the Center at the Heights.
- Needham's Medical Taxi Ride Program.
- Transportation options by Springwell, Inc.
- Transportation options by the Needham Community Council.

Food Resources

- Needham Community Council food pantry.
- Community Dining Program at the Center at the Heights.
- The Traveling Meals program.
- Needham Community Farm mobile market.

Community Activities, Services, and Resources

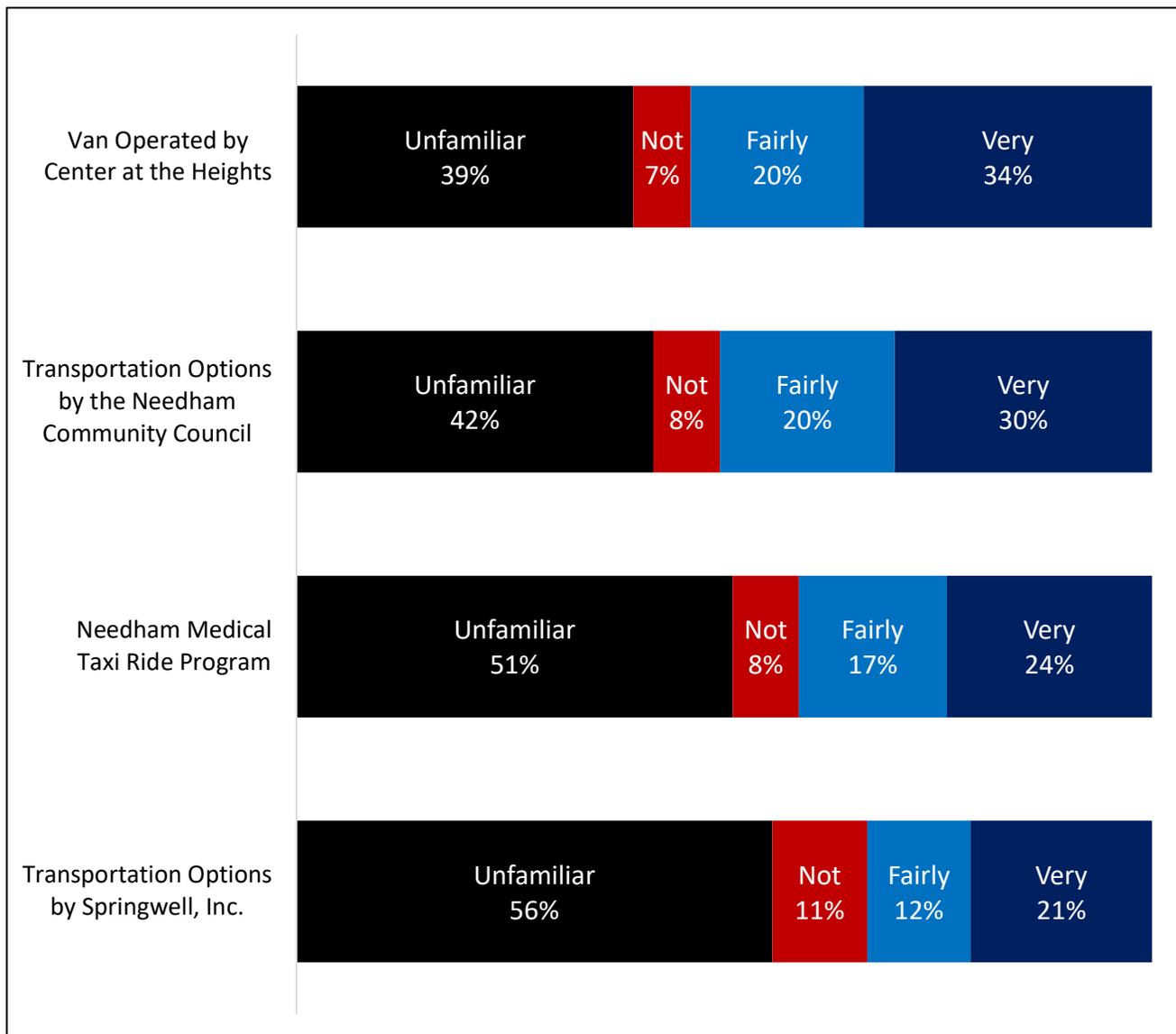
- Community programming and activities at the Center at the Heights.
- Activities and amenities in the community room at your housing development.
- Spaces for gardening or growing at your housing development.
- Smoking cessation counseling services by Needham Housing Authority.
- The availability of case managers and social workers at the Center at the Heights.

Importance of Community Transportation Resources

Among the four community transportation resources asked about in the survey, respondents provided the highest importance ratings to the van operated by the Center at the Heights (54% rated this as important), followed by transportation options by the Needham Community Council (50% rated this as important), Needham’s Medical Taxi Ride Program (41% rated this as important), and transportation options by Springwell, Inc. (33% rated this as important).

Less than half of the respondents were familiar with the Needham Medical Taxi Ride Program and with transportation options by Springwell, Inc.

Figure 7: Importance of Community Transportation Resources

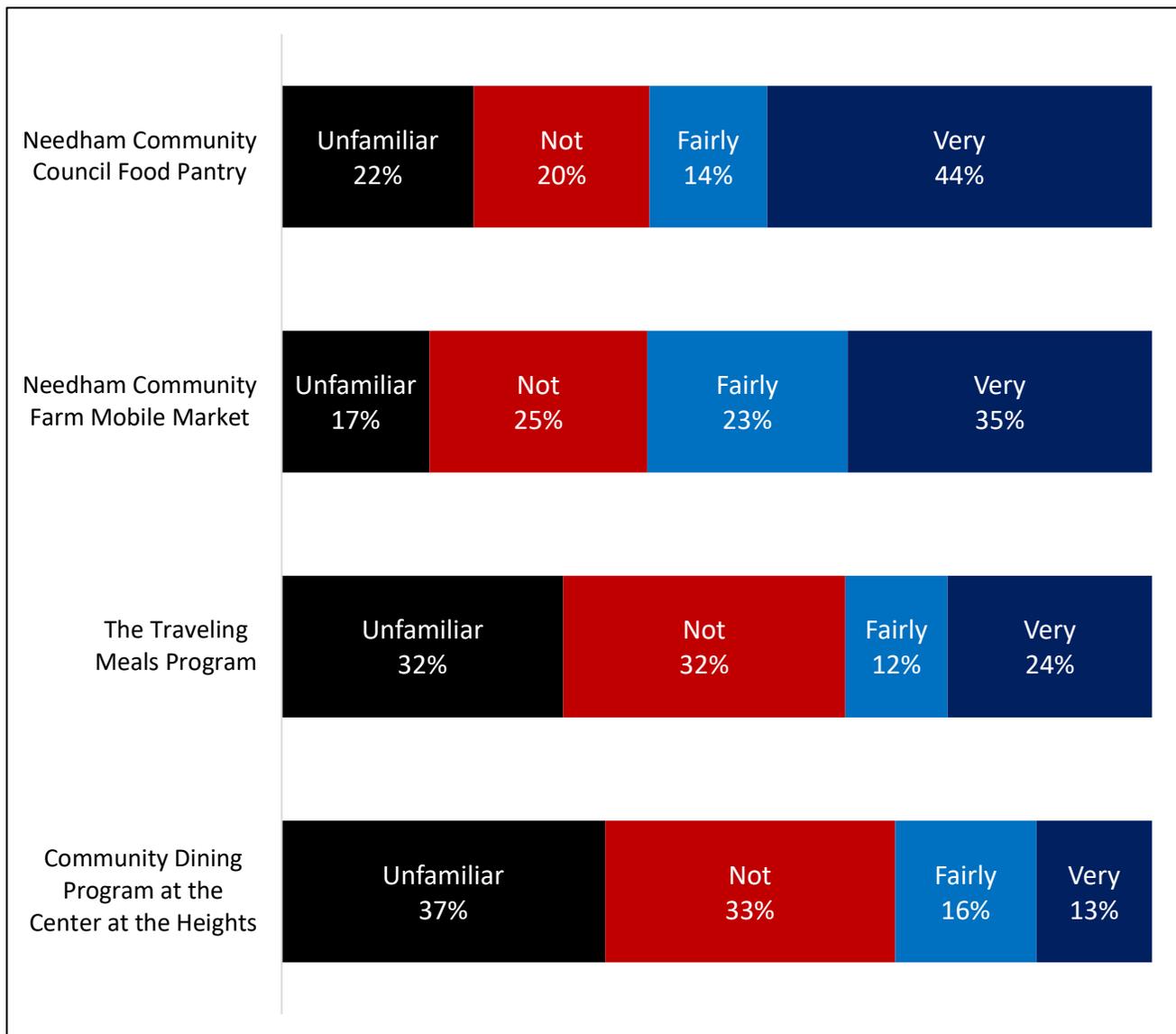


Importance of Food Resources

Among the four food resources asked about in the survey, respondents provided the highest importance ratings to the Needham Community Council Food Pantry (58% rated this as important), followed by the Needham Community Farm mobile market (58% rated this as important), the Traveling Meals program (36% rated this as important), and the Community Dining Program at the Center at the Heights (29% rated this as important).

Approximately one-third of respondents indicated that they were not familiar with the Traveling Meals Program or familiar with the Community Dining Program at the Center at the Heights.

Figure 8: Importance of Food Resources



Importance of Other Community Activities, Services, and Resources

Among the five other community activities, services, and resources asked about in the survey, respondents provided the highest importance ratings to the availability of case managers and social workers at the Center at the Heights (64% rated this as important), followed by activities and amenities in the community room at housing developments (53% rated this as important), community programming and activities at the Center at the Heights (53% rated this as important), spaces for gardening or growing at housing developments (52% rated this as important), and smoking cessation counseling services by Needham Housing Authority (51% rated this as important).

Figure 9: Importance of Community Activities, Services, and Resources

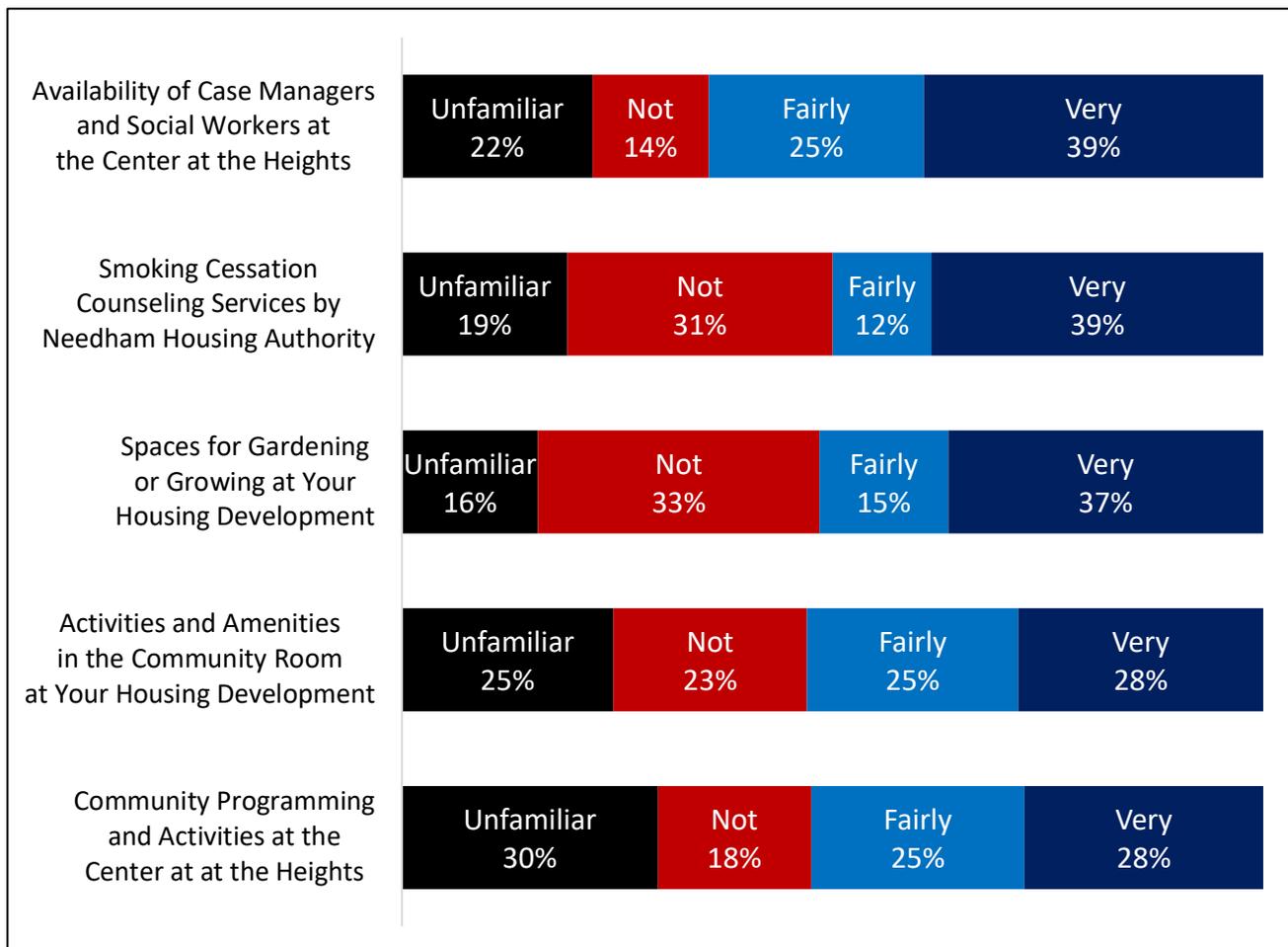
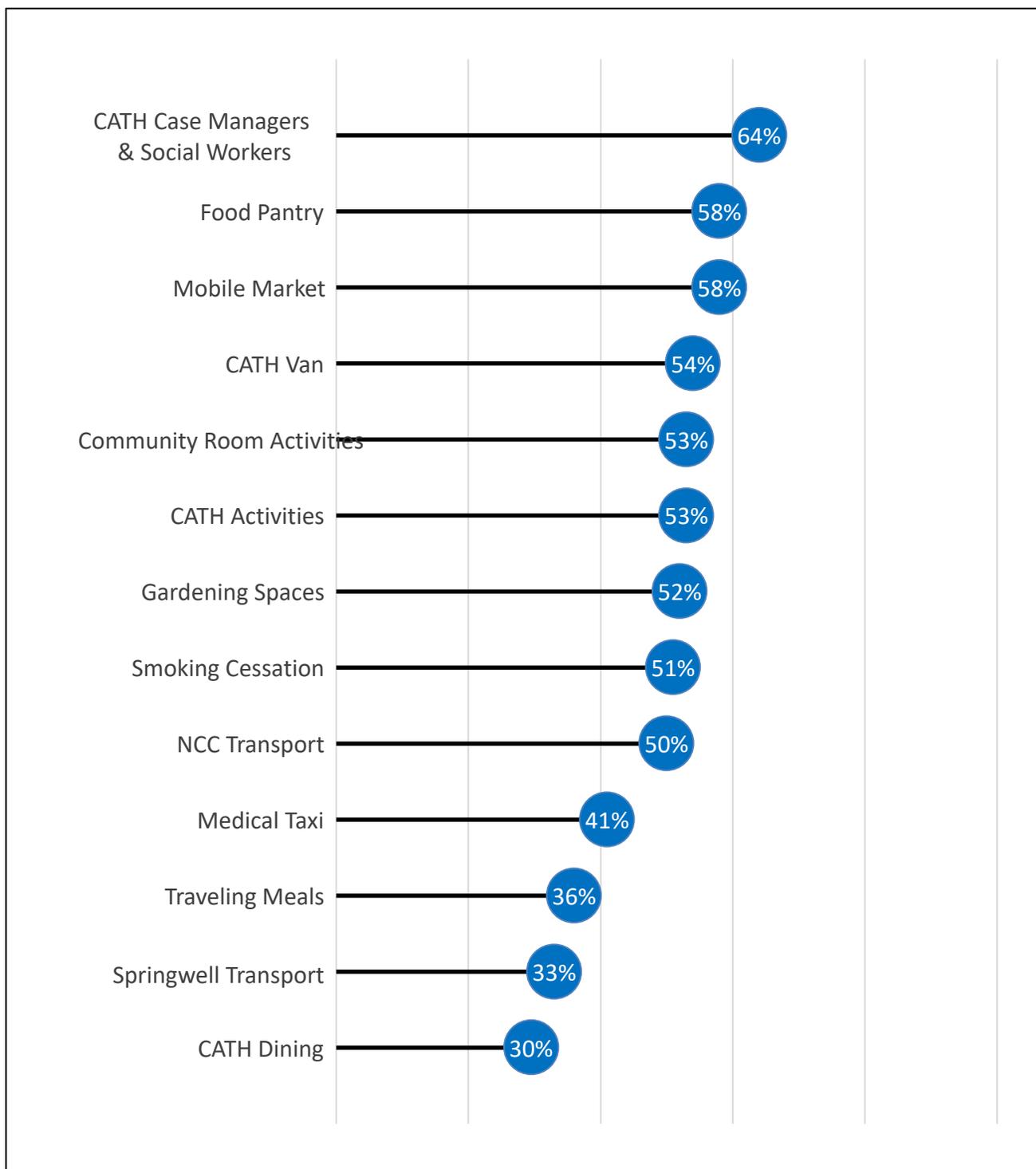


Figure 8 presents the same data as Figure 7 but collapses those who reported that each service was *fairly* or *very important* into a single value. Respondents rated the availability of case managers and social workers at the Center at the Heights as the most important community resource, followed by the Needham Community Council Food Pantry, and the Needham Community Farm mobile market.

Figure 10: % Rating Different Community Resources as Important



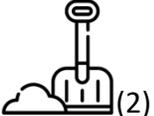
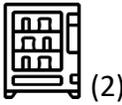
OTHER SERVICES OR RESOURCES CURRENTLY USING

Respondents were asked to indicate what other services they currently use in the community. Seven respondents mentioned the Needham Public Library or educational services, six identified transportation services, six mentioned various agencies and services in the community, four identified exercise facilities and pools, two mentioned cleaning services, and two mentioned social activities.

 (7)	<p>"Needham Public Library" (5 mentions)</p> <p>"Going to the library to use the computer for informational reasons."</p> <p>"Needham Community Education, but their programs are too expensive and they don't allow scholarships unless your family receives free lunch."</p>
 (6)	<p>"The RIDE." (2 mentions)</p> <p>"Bus."</p> <p>"Lyft provided by Needham Council on Aging for medical appointments with Commonwealth Care Alliance."</p> <p>"MBTA."</p> <p>"I use the YMCA van, etc. available on M, W, F."</p>
 (6)	<p>"Love the Needham Community Council. Especially good bank and thrift shop, holiday program."</p> <p>"Needham Community Council."</p> <p>"Springwell."</p> <p>"Tax preparation at Center at the Heights."</p> <p>"The dump (Needham's recycling and transfer station) – Very well managed."</p> <p>"Thrift shop."</p>
 (4)	<p>"Exercise gyms."</p> <p>"Pool."</p> <p>"Rosemary pool."</p> <p>"YMCA."</p>
 (2)	<p>"Homemaker laundry service."</p> <p>"Springwell Homemaker Services."</p>
 (2)	<p>"Needham concert society. Great hall performances."</p> <p>"Weekly coffee. It's a good communication opportunity between housing residents. It has been a real morale booster. It facilitates care. Book groups were great. It reinforces tenant capability."</p>

NEEDED RESOURCES NOT CURRENTLY OFFERED

Respondents were asked to identify what services or resources they need that aren't currently offered in the community. Nineteen identified some type of transportation-related need, five mentioned various community services and activities, four mentioned on-site social activities, two mentioned assistance with yardwork and snow removal, two mentioned cleaning services, two identified the need for vending machines, and two commented on relations with NHA.

	<p>(19)</p> <p>"Rides to different shopping stores. Walmart. Kohls. Home Depot." (6 mentions)</p> <p>"Rides to and from doctor's appointments." (5 mentions)</p> <p>"Daily local transportation to pharmacies." (2 mentions)</p> <p>"A local bus that has regular 7-day schedule (route)."</p> <p>"Bring back the YMCA ride. Clean, courteous, on-time."</p> <p>"Chambers Street transportation to Needham Center."</p> <p>"More shuttle services."</p> <p>"Occasional direct transportation to either Dedham or Wellesley. MBTA green line extension to Needham Heights via Newton Highlands station."</p> <p>"List of available transportation options and destinations."</p>
	<p>(5)</p> <p>"Programs for High Rocks kids/teens."</p> <p>"Regular wellness checks on elderly and disabled. A real social worker at NHA to assist elderly and disabled – not a social director."</p> <p>"Some kind of religious services for all faiths."</p> <p>"It would be nice to have a drop-in center in Needham – a place to socialize."</p> <p>"YMCA membership."</p>
	<p>(4)</p> <p>"A more active Needham Housing Authority social services coordinator. Something better than Springwell,</p> <p>"More social activities at the Chambers Community Center."</p> <p>"More on-site activities."</p> <p>"Health and wellness programs for middle ages."</p>
	<p>(2)</p> <p>"Free help with snow removal and car cleaning for those who are physically limited and personal yard help for raking trapped leaves and trimming small shrubs not planted by NHA."</p> <p>"There is a huge need for help with leaves, grass, and snow removal."</p>
	<p>(2)</p> <p>"Change machine in the laundry room."</p> <p>"Get a Busy Bee type service back so there is flexibility – great service."</p>
	<p>(2)</p> <p>"Two stores in the area close on Sundays. We can't go anywhere nearby for a coke, sandwich, or quart of milk. Vending machines or a beverage machine might help."</p> <p>"Vending machine for soft drinks because the neighborhood shuts down on Sunday. We are in no man's land. Everything is closed."</p>
	<p>(2)</p> <p>"A more involved NHA Board of Commissioners."</p> <p>"Ombudsman/advocate for NHA-related issues."</p>

Appendix B: Focus Group Discussion Guide

Background:

The Needham Department of Public Health is gathering information to inform future programs and activities that aim to improve the health and quality of life for the residents of the Needham public housing locations.

A piece of this process is speaking directly with you, the residents, to gain your thoughts about the needs that you experience so that the activities, programs, and resources developed help to meet the needs you feel are most important.

Participation is completely voluntary. The Town will summarize this information into a brief memo to be shared with the public; however, individual responses and information will be kept strictly confidential.

Questions:

1. How do you define health and wellbeing?
2. What about living in the residences is beneficial to your physical health and social wellbeing?
 - a. Please describe or give examples.
3. Could you describe any challenges you face day to day when it comes to maintaining your health and wellbeing?
 - a. Could you provide examples from your life or stories you've heard from others?
4. Could you list the 6 major problems you see in your community?
 - a. Rank these problems in order of importance to you
 - b. Where does health/wellbeing rank?
5. What kinds of programs or activities that are not currently offered do you think would help enhance your health and wellbeing as a resident?
 - a. Could you describe or give examples? How might these influence your health and wellbeing or that of your neighbors?
 - b. What specific actions could the town take? What resources do you think would help address these issues?

6. In your opinion, what already exists that helps you feel healthy and well? (physically, mentally, emotionally?)

a. How do these aspects help? Do you feel like all residents are able to participate?

b. Do neighbors help each other? Look out for one another?

7. What are the important resources in your community? Where are they located?

a. How do you learn about these resources?

b. What if any are the challenges for residents to access programs in the town?

8. Is there anything else you would like to add?

Thank you again for your time. If you find you have anything additional to add or any questions, you can reach out to ---.

Appendix C: Interview Guide

Background:

The Needham Department of Public Health is gathering data as a part of a plan to assess both the strengths and needs of the communities residing in the Needham Housing Authority residences to inform plans and programs that aim to improve the health and quality of life of the residents.

We have asked you to participate as a key informant because of your knowledge, insight, and familiarity working in the community. Through the interview, I hope to learn about your work, thoughts, and perspectives about the health and resource needs and strengths of the communities and individuals who live in the Needham Housing Authority locations.

I will be recording this interview along with the others that I will conduct in order to have an accurate record of our conversation to refer back to. I may reach out to you again following the completion of all interviews to verify my interpretation with you. The themes that emerge from this interview and others will be summarized and compiled into a brief memo to be shared with the public; however, individual interviews will be kept confidential.

Do you have any questions for me before we get started?

Questions:

1. Could you describe your role in the community and how long you have been working in this role?
 - a. In what capacity have you worked with the housing authority or its residents?
2. In general, how would you rate the health and quality of life for the residents of the Needham Housing Authority locations?
 - a. Is this different depending on which location?
 - b. Why do you feel the health and quality of life is _____?
3. What do you think are the most important health issues and needs present among the housing authority resident population?
 - a. Could you describe examples of what you've seen and/or provide stories or anecdotes that illustrate why you believe these needs are present?

4. What do you think needs to be done to address these issues?
 - a. What specific actions could the town take? What resources do you think would help address these issues?
 - b. Who should be involved in providing these resources?
5. What do you think will improve the health and quality of life of the residents?
 - a. Any particular strategies, programs, or activities?
6. What do you think helps to facilitate good health and well-being among the residents?
 - a. How do these aspects help? In your opinion, are these facilitators accessible by all individuals and at all locations?
 - b. In your opinion are there ways to build on these strengths to promote good health and quality of life among the residents?
7. What barriers, if any, exist to improve the health and quality of life of the NHA residents?
 - a. Could you describe or provide examples of the social, physical, or other aspects that hinder good mental, social, and physical well-being of the residents. Provide examples wherever possible.

Mental Health:

8. In your opinion, what are the most important needs or resources related to mental health for the residents living in the NHA locations?

Social Wellbeing:

9. Could you describe the opportunities for the NHA residents to participate in social, leisure, and cultural activities with others in Needham?
10. How could the social wellbeing of NHA residents be improved?

Closing:

11. Is there anything else you would like to add before we wrap up for today?

Thank you again for your time today speaking with me about this topic. As I mentioned at the beginning, I may be in touch in the future to verify interpretation of our conversation, or to clarify particular points.

If you find you have anything additional to add to this conversation or any questions for me beyond today, you can reach me at ---.

Thank you again!

ASSESSMENT OF NEEDHAM HOUSING AUTHORITY RESIDENTS

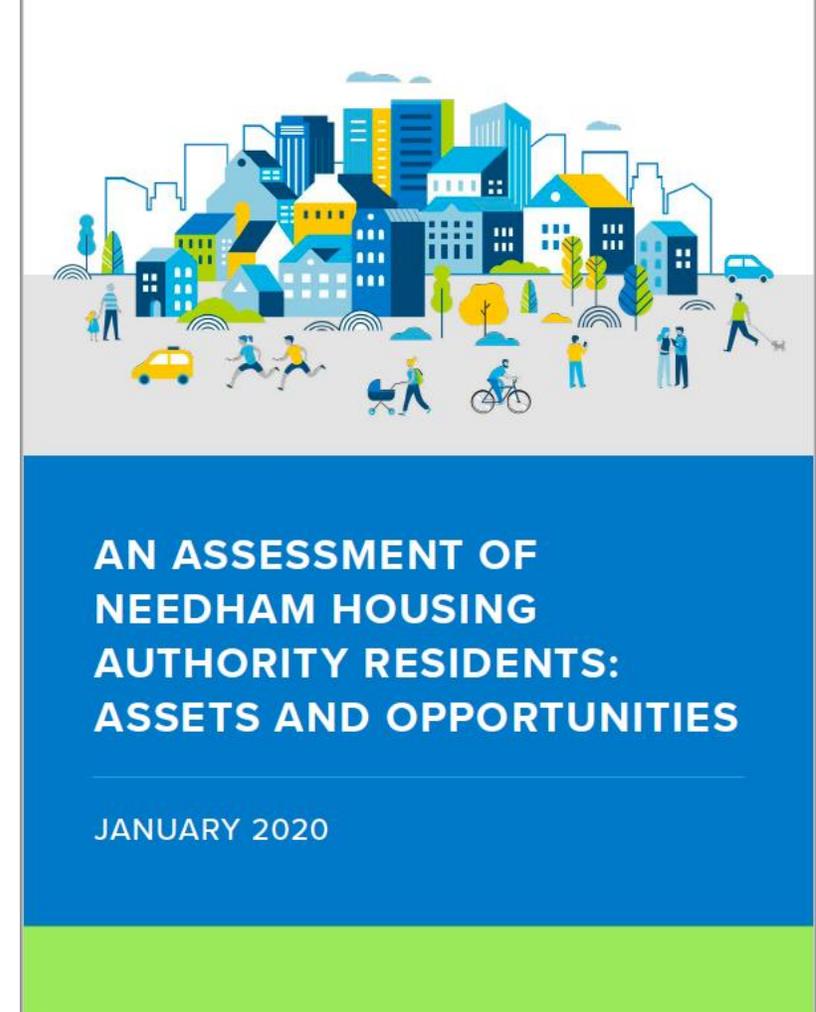
Timothy Muir McDonald
Department of Health and
Human Services
February 11, 2020

BACKGROUND AND PURPOSE

To better understand a valued part of our community

Assessed NHA residents' perspectives on needs, resources, and opportunities within the community

Will be used to inform community planning to improve NHA residents' health and quality of life



DATA COLLECTION METHODS

Method	Timeframe	Quantity
Key Informant Interviews	Summer and Fall 2017	12
Focus Groups	Fall 2017 and Spring 2018	8
Survey	Winter 2018-2019	115 (of 296 households)

CHARACTERISTICS OF SURVEY RESPONDENTS

Predominantly over 60 years of age (69%)

- The Town of Needham has 25% of residents over the age of 60

Three-quarters of respondents (75%) indicated that they live alone

- Needham has 21% of residents living in a single person household

Respondents were more likely to report their health as poor, fair, or good (81.4%) versus being very good or excellent (18.5%) when comparing themselves to others their age

Many respondents reported difficulty doing errands alone (34%) or reported difficulty walking or climbing stairs (50%)

MAJOR FINDINGS

Built Environment

Valued the plant and vegetable garden at the Linden-Chambers complex

Concerned about homes not being fully accommodating to those with limited mobility

Community Engagement

“Needham is the greatest community ever in terms of things to do.”

Concerned that some residents experienced isolation

Reported a lack of language services, translation, and interpretation

Food Access

Utilized local food resources

People don't “understand it [the food pantry], or want to take advantage of that.”

Had difficulty paying for food and finding transportation to markets

Mental Health

Appreciated social workers and case managers

Concerned about stigma related to mental health

Substance Use

Appreciated no-smoking policy but concerned about enforcement

Worried about substance misuse, including alcohol and marijuana

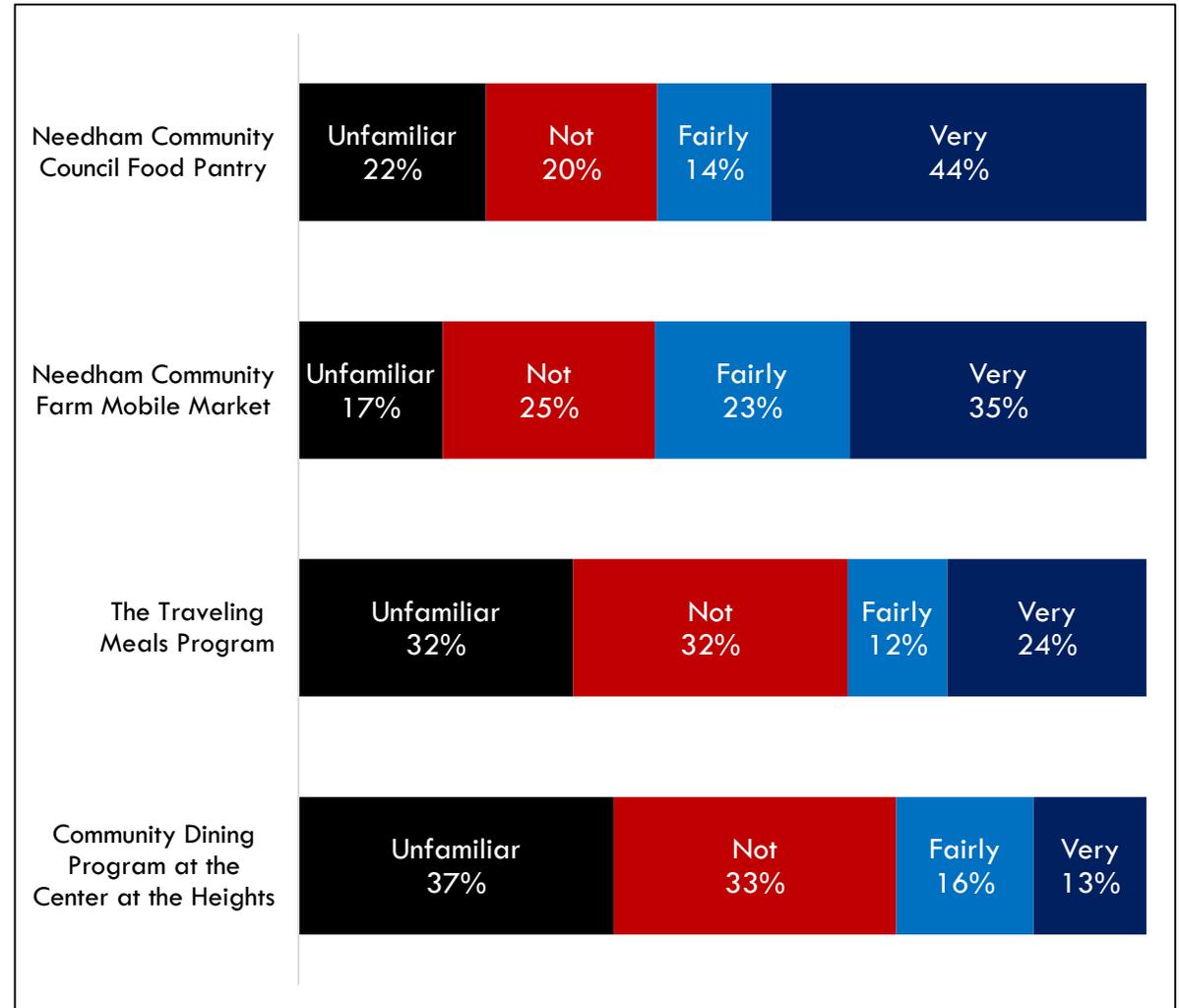
Transportation

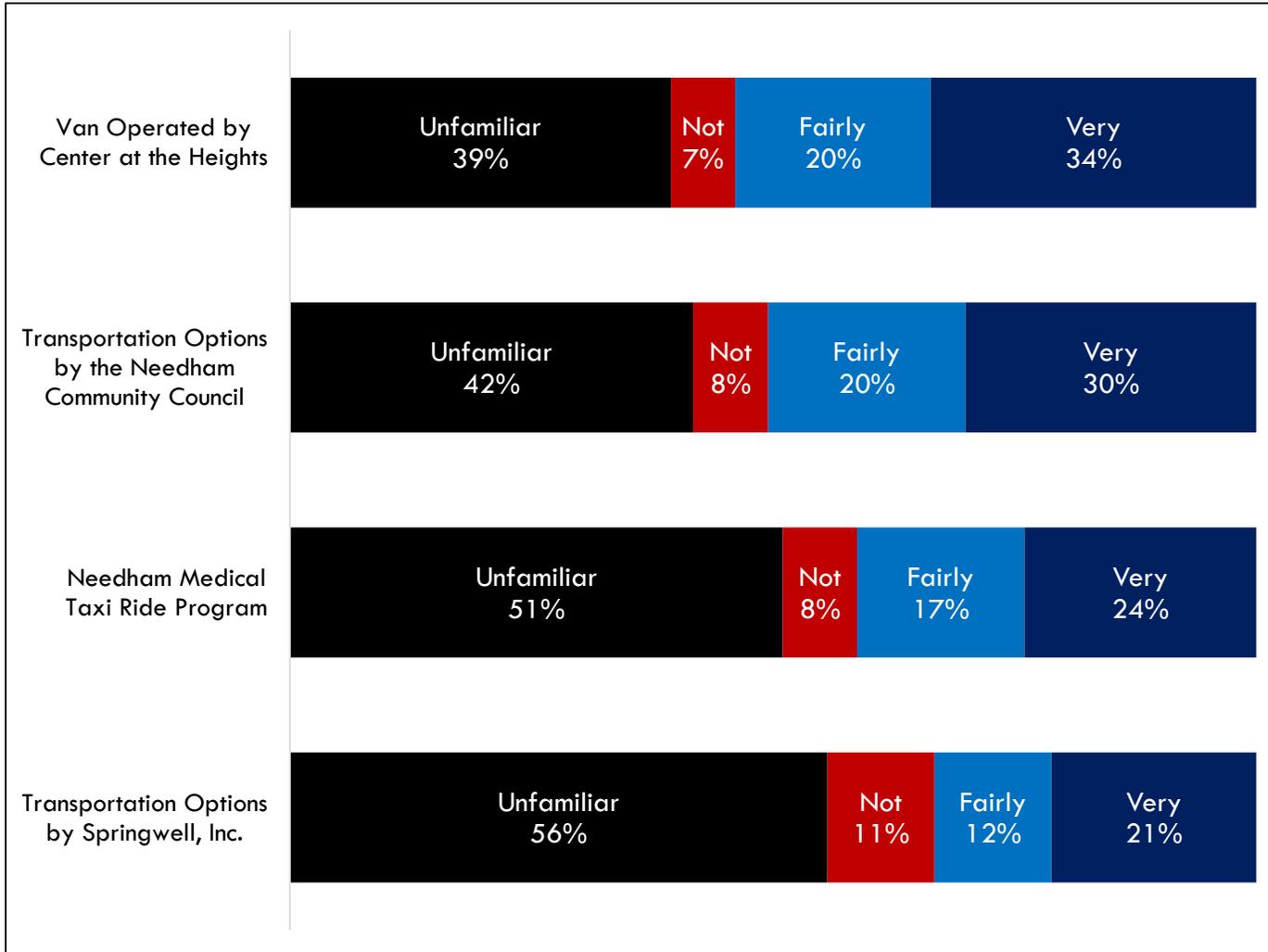
Utilized local resources but not all aware

Stated that options were lacking, expensive, or did not meet their needs

“Without better local transportation, one becomes a recluse.”

IMPORTANCE OF FOOD RESOURCES





IMPORTANCE OF COMMUNITY TRANSPORTATION RESOURCES

RECOMMENDATIONS

Built Environment

Provide regular housing maintenance

Community Engagement

Provide more services for those whose first language is not English

Increase on-site activities

Food Access

Provide options for food purchases at the complexes

Organize more frequent transportation directly from the NHA to affordable grocery stores

Mental Health

Institute a program to provide wellness checks on elderly and people with disabilities

Substance Use

Offer smoking cessation classes on-site

Add shelters or canopies to the smoking areas to encourage smoking outdoors

Transportation

Increase regular, accessible, and affordable transportation options

Promote existing community programs

*“Even though
we don’t own
property, we still
consider this our
home”.*

– Needham Housing
Authority Resident

Questions?

tmcdonald@needhamma.gov



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

MEETING DATE: 2/11/2020

Agenda Item	Close Annual 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 Board vote to close the warrant for the 2020 Annual Town Meeting.</p>	
2.	VOTE REQUIRED BY SELECT BOARD
<p><i>Suggested Motion:</i> That the Board vote to close the warrant for the 2020 Annual Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel.</p>	
3.	BACK UP INFORMATION ATTACHED
<p>a. Draft Warrant dated February 7, 2020 b. Memos from Anne Gulati to the Needham School Committee dated January 11, 2020 (2) c. Citizens' Petitions (2)</p>	

TOWN OF NEEDHAM



2020 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 14, 2020

Business meeting: Monday, May 4, 2020

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

DRAFT 2.7.2020

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

**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 14, 2020
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

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

Precinct A	-	The Center at the Heights
Precinct B	-	The Center at the Heights
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Public Services Administration Building
Precinct F	-	Rosemary Recreation Complex
Precinct G	-	Rosemary Recreation Complex
Precinct H	-	Public Services Administration Building
Precinct I	-	Town Hall
Precinct J	-	Town Hall

on TUESDAY, THE FOURTEENTH DAY OF APRIL 2020

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

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on Monday May 4, 2020 at 7:30 p.m. in the afternoon, then and there to act upon the following articles:

Warrant for the Annual Town Meeting

Monday, May 4, 2020 at 7:30 p.m. at Needham Town Hall

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

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

HUMAN RESOURCE ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2020, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	
Town Clerk with 6 years of service in that position	\$ (1)
Select Board, Chair	\$1,800
Select Board, Others	\$1,500

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

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

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

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

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE 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 Police 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 reached agreement on this contract.

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE SUPERIOR OFFICERS ASSOCIATION

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 Police Superior Officers Association 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 reached agreement on this contract.

ARTICLE 6: 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 reached agreement on this contract.

FINANCE ARTICLES

ARTICLE 7: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

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

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Property Tax Assistance Program provides assistance to elderly and disabled taxpayers in need. This appropriation complements donations by private parties to the "Voluntary Tax Relief Program" authorized by statute. The goal of the Select Board is to set a target annual appropriation for the Property Tax Assistance Program equal to the amount of private contributions to the voluntary program during the preceding fiscal year. The voluntary fund received \$11,006 in fiscal year 2019.

ARTICLE X: APPROPRIATE FOR COMPENSATED ABSENCES FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$220,000 for the purpose of funding the Compensated Absences Fund, to be spent under the direction of the Town Manager, and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The purpose of this article is to fund the Town's employee sick and vacation leave liability. Upon retirement, certain employees are compensated for a portion of their unused sick leave. All employees are entitled to payment of unused vacation leave upon termination of Town service. The Town has been taking steps to reduce or eliminate sick leave buy-back programs for all classes of employees, although an unfunded liability remains.

ARTICLE X: APPROPRIATE FOR TOWN-OWNED LAND SURVEYS

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

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Over the past 300 years, the Town has acquired land that has never been surveyed. In recent years, when the Town has begun the design process for construction on such parcels, survey data has been unavailable or incorrect, resulting in delays and added cost to projects. This funding will allow the Town to conduct land surveys, including title research, field work, analysis, installation of bounds or markers, drafting work, and recording of completed plans. This is a multi-year program in the amount of \$100,000 per year. Unless circumstances dictate otherwise, FY2021 funding is proposed for XX.

ARTICLE X: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$655,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This warrant article funds the annual maintenance of public buildings throughout the Town, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances require otherwise, the FY2021 program will fund duct cleaning at the Broadmeadow and Pollard Schools, wood floor refinishing at the High School, Mitchell School, Broadmeadow School, Newman School and Town Hall, floor replacement at the Newman School, carpet replacement in the media center at the Broadmeadow School, and office reconfiguration at the High School.

ARTICLE X: APPROPRIATE FOR BILLING AND COLLECTION SOFTWARE APPLICATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,000,000 for the purpose of funding the billing and collection software application, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR PLANNING CONSULTING ASSISTANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$60,000 for the purpose of funding planning consulting assistance, to be spent under the direction of the Town Manager, and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR PARKING STUDY

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

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR PUBLIC HEALTH CONSULTING ASSISTANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding public health scientific experts and consultants, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE X: APPROPRIATE FOR NATIONAL POLLUTANT DISCHARGE
ELIMINATION SYSTEM (NPDES) PERMIT COMPLIANCE**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$195,000 for the purpose of funding expenses related to National Pollution Discharge Elimination System (NPDES) permit compliance, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE THE FY2021 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of \$1,498,471, from Overlay Surplus in the amount of \$475,000, from amounts Reserved for Debt Exclusion Offsets in the amount of \$96,057, and \$1,425,000 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

ARTICLE X: APPROPRIATE THE FY2021 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2021, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Sewer Enterprise
FY2021**

Line #	Description	FY2019		FY2020		FY2021		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$919,061	11.0	\$1,028,667	11.0	\$1,054,938	11.0	
201B	Expenses	\$434,143		\$451,947		\$462,447		
201C	Capital Outlay	\$49,520		\$50,000		\$45,000		
201D	MWRA Assessment	\$6,173,219		\$6,399,114		\$6,399,114		
201E	Debt Service	\$1,167,381		\$900,000		\$900,000		
202	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$8,743,324	11.0	\$8,864,728	11.0	\$8,896,499	11.0	
FY2021 Budget Percentage Change from FY2020 Budget							0.4%	

and to meet this appropriation that \$said sum be raised from Sewer Enterprise Fund receipts, and that \$544,698 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund; or take any other action relative thereto.

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

Article Information:

ARTICLE X: APPROPRIATE THE FY2021 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2021, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Water Enterprise
FY2021**

Line #	Description	FY2019		FY2020		FY2021		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$1,258,141	17.0	\$1,331,359	17.0	\$1,360,541	17.0	
301B	Expenses	\$1,132,632		\$1,209,762		\$1,269,070		
301C	Capital Outlay	\$20,000		\$15,000		\$15,000		
301D	MWRA Assessment	\$856,049		\$1,412,709		\$1,412,709		
301E	Debt Service	\$1,384,917		\$1,250,000		\$1,250,000		
302	Reserve Fund	Transfers Only		\$75,000		\$75,000		
TOTAL		\$4,651,739	17.0	\$5,293,830	17.0	\$5,382,320	17.0	
FY2021 Budget Percentage Change from FY2020 Budget							1.7%	

and to meet this appropriation that said sum be raised from Water Enterprise Fund receipts; or take any other action relative thereto.

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

Article Information:

ARTICLE X: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2021 beginning on July 1, 2020 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2020 Spending Limit
Home Composting	Department of Public Works	\$3,000
Immunization Program	Health and Human Services Department	\$25,000
Memorial Park Activities	Memorial Park Trustees	\$4,100
Needham Transportation	Health and Human Services Department	\$60,000
Public Facility Use	Department of Public Works	\$250,000
School Transportation	School Committee	\$819,000
Traveling Meals	Health and Human Services Department	\$75,000
Tree Replacement	Department of Public Works	\$25,000
Water Conservation	Department of Public Works	\$10,000
Youth Services Programs	Health and Human Services Department	\$25,000
Aging Services Programs	Health and Human Services Department	\$90,000

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The purpose of this article is to set the annual spending limit for the various revolving funds that are established by Town By-Law in accordance with MGL Chapter 44 Section 53E1/2. The law requires that the Town Meeting shall, on or before July 1 of each fiscal year, vote on the limit for each revolving fund established under this law the total amount that may be expended during the fiscal year. The law provides also that the limit on the amount that may be spent from a revolving fund may be increased with the approval of the Select Board and Finance Committee should the revolving activity exceed the spending limit, but only until the next Annual Town Meeting.

ARTICLE X: APPROPRIATE TRANSPORTATION IMPROVEMENT FEES

To see if the Town will vote to appropriate funds from the Commonwealth Transportation Infrastructure Fund in the sum of \$X 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 FY2021 will be allocated to complete streets safety initiatives..

ARTICLE X: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

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

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The preliminary FY2021 Chapter 90 allocation for the Town is \$X. Unless circumstances require otherwise, the FY2021 Chapter 90 allocation will be directed to the design and construction of the second phase of the downtown design improvement project.

ARTICLE X: CITIZEN’S PETITION/AMEND ZONING BY-LAW – PEDIATRIC MEDICAL FACILITY IN NEW ENGLAND BUSINESS CENTER DISTRICT

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

1. In Section 1.3 Definitions, by adding the following after the existing definition of “Hospital, Community” and before the existing definition of “Hotel or Motel”:

Hospital, Pediatric: A Hospital in which not less than three-quarters of its patients are Pediatric Patients as defined in 105 CMR 130.700 and which provides a broad range of ambulatory and inpatient services to children and young adults under the age of twenty-six (26).

2. In Section 1.3 Definitions, by adding the following after the existing definition of “Medical Clinic”, and before the existing definition of “Medical Laboratory”:

Medical Facility, Pediatric shall mean a facility with one or more of the following uses each primarily (not less than three-quarters) for children and young adults under the age of twenty-six (26), where, in each case, the uses are owned, operated or managed directly by a Pediatric Hospital or through a corporate affiliate controlled by a Pediatric Hospital (excluding any affiliate which is a hospital whose primary purpose is the provision of health care services to adults): (i) doctor’s offices, dentist’s offices, orthodontic services, psychiatric, psychological and other mental health services, imaging and laboratory services, sale, rental and repair of medical devices and equipment or other health care or health care services on an ambulatory or outpatient basis; (ii) professional, business or administrative office; (iii) a medical clinic or medical, surgical, psychiatric, dental, orthodontic, or psychologist group practices comprised of three or more such professionals; (iv) facility for the provision of testing, analytical, diagnostic, pharmaceutical or other health care support services, equipment or procedures; (v) Determination of Need Required Equipment or Determination of Need Required Services as each is defined in 105 CMR 100; (vi) cell generation, gene therapy, and infusion treatment; (vii) medical offices; (viii) diagnosis or medical, surgical, restorative or other treatment that is rendered within said facility on an ambulatory or outpatient basis, including, without limitation, patient and retail pharmacy, physical, speech and occupational therapy, transitional care and rehabilitation respite, palliative care and behavioral medicine, specialty clinics, radiation oncology, alternative medicine treatment, mobile diagnostic services, meeting and conference facilities, stock rooms, laundries, staff and administrative office; (ix) accessory uses customarily conducted in coordination with any of the foregoing, including, without limitation, retail establishments, cafeteria, gift and coffee shops, indoor athletic exercise facility, and research laboratories.

3. In Section 3.2.4 Uses in the New England Business Center District, by adding a new subsection (j) to subsection 3.2.4.2 Uses Permitted by Special Permit, to read as follows:

(j) Medical Facility, Pediatric

4. In Section 5.1.2. Required Parking, by adding a new subsection (19), to read as follows:

(19) Medical Facility, Pediatric

One (1) parking space per 290 square feet of floor area

5. In Section 5.1.2. Required Parking, by renumbering existing subsection (19) “Mixed Uses” as subsection (20), and renumbering existing subsection (20) “Any use permitted by this Zoning By-Law” as a new subsection (21).

Or to take any other action relative thereto.

INSERTED BY: Robert T. Smart, Jr. et al

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

**ARTICLE X: CITIZEN’S PETITION/AMEND ZONING BY-LAW – MAP CHANGE TO
GENERAL RESIDENCE B ZONING DISTRICT**

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

Place in the Single Residence B Zoning District (i) all that land now zoned Single Residence A bounded generally to the northwest by a point at the northwesterly end of Parcel 73 on Needham Assessor’s Map No. 66, to the northeast by the State Circumferential Highway, to the southeast by Kendrick Street, and to the northwest by Hunting Road; said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor’s Map No. 58; as well as (ii) all that land now zoned Single Residence A bounded generally to the northwest by Kendrick Street, to the northeast by the State Circumferential Highway, to the southeast by Cheney Street, and to the southwest by Hunting Road, said land comprising Parcels 1, 2, 3, 4, 18, 19, 20, 21, 22, 23 and 24 on said Map No. 58.

So much of said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor’s Map No. 58 being bounded and described as follows: Beginning at a point on the northeasterly side of Hunting Road at the northwesterly end of Parcel 73 on Needham Assessor’s Map No. 66; thence running southeasterly along the southwesterly side of the State Circumferential Highway a distance of 1,792.15 feet to Kendrick Street; thence running westerly and northwesterly along the northerly side of Kendrick Street, 328.72 feet to Hunting Road; thence running northwesterly along the northeasterly line of Hunting Road, 1,359.60 feet, to the point of beginning.

And so much of said land comprising Parcels 1, 2, 3, 4, 18, 19, 20, 21, 22, 23 and 24 on Needham Assessor’s Map No. 58 being bounded and described as follows: Beginning at a point on the southerly side of Kendrick Street, at the intersection with Hunting Road, thence running westerly 250.08 feet to the southwesterly side of the State Circumferential Highway; thence running generally southeasterly along the southwesterly side of the State Circumferential Highway a distance of 224.63 feet to Cheney Street; thence running southerly along the westerly line of Cheney Street a distance of 371.7 feet to the intersection with Hunting Road; thence running northwesterly along Hunting Road, a distance of 14.19 feet; thence running southerly by Hunting Road, along a curved line, a distance of 68.91 feet; thence running northwesterly along the northeasterly side of Hunting Road 444.24 feet; thence running along a curved line at the intersection of Hunting Road and Kendrick Street a distance of 95.20 to the point of beginning.

Be any or all of said measurements, more or less.

Or take any other action relative thereto.

INSERTED BY: Bruno DiFazio, et al
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: AMEND ZONING BY-LAW –

To see if the Town will vote to amend the Needham Zoning Bylaw by; or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE X: APPROPRIATE FOR FIRST BAPTIST CHURCH PRESERVATION AND RESTORATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$126,233 for the First Baptist Church Porch Preservation and Restoration Project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from CPA Fund Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR FIRST PARISH CHURCH STEEPLE PRESERVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$75,00 for the First Parish Church Steeple Preservation, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from CPA Fund Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR NEEDHAM COMMUNITY FARM GROWING BED EXPANSION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$6,000 for the Needham Community Farm Growing Bed Expansion, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from CPA Fund Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR TRAIL IDENTIFICATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$6,000 for trail identification design, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from CPA Fund Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR WALKER POND RESTORATION AND PRESERVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$211,300 for Walker Pond Restoration and Preservation, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from CPA Fund Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR CLAXTON FIELD LIGHTS AND SKIN RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$101,500 for Claxton Field lights and skin renovation design, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from CPA Fund Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR RESURFACING THE SYNTHETIC TRACK AT DEFAZIO COMPLEX

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$160,000 for resurfacing the synthetic track at DeFazio Complex, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from CPA Fund Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2021 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

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

Reserves:

B. Community Preservation Fund Annual Reserve \$179,691
C. Community Housing Reserve \$334,615
D. Historic Resources Reserve \$0
E. Open Space Reserve \$334,615

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

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

ARTICLE X: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$4,108,601 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Community Services	Library Furniture	\$84,168	
Community Services	Library Space Planning	\$60,000	
Community Services	Library Technology	\$30,000	
DPW	DPW Boiler Replacement 470 Dedham Avenue	\$460,000	
DPW	Needham Crossing Streetscape	\$25,000	
DPW	NPDES Support Projects	\$770,500	
DPW	Specialty Equipment - Loader Mounted Snow Blower	\$192,000	
DPW	Traffic Improvements	\$50,000	
General Government	Multi-Function Printer Devices	\$35,600	
Multiple	Energy Efficiency Upgrade Improvements	\$100,000	
Multiple	Fleet Replacement Program	\$1,268,729	
Public Safety	Automated External Defibrillators Replacement	\$32,885	
Public Safety	Firearm Replacement	\$33,000	
Public Safety	Personal Protective Equipment	\$43,424	
Public Schools	Eliot School Technology Room Conversion	\$179,300	
Public Schools	Pollard School Locker Room Retrofit Design	\$60,000	
Public Schools	School Copier Replacement	\$62,420	
Public Schools	School Furniture/Musical Equipment	\$35,000	
Public Schools	School Technology	\$586,575	
		\$4,108,601	

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,415,000 for the Public Works Infrastructure Program, to be spent under the direction of the Town Manager, and to meet this appropriation that \$500,000 be transferred from Overlay Surplus and \$1,915,000 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

ARTICLE X: APPROPRIATE FOR MITCHELL SCHOOL RESTROOM UPGRADES

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$676,700 for Mitchell School restroom upgrades, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR POLLARD SCHOOL AIR CONDITIONING SYSTEM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for design and engineering of the Pollard School Air Conditioning system, including any costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that \$86,660 be transferred from Free Cash, and that \$13,340 be transferred from Article 32 of the May 2018 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$318,088 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Sewer	Fleet Replacement Program	\$318,088	
		\$318,088	

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE X: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$43,002 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Fleet Replacement Program	\$43,002	
		\$43,002	

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

TOWN RESERVE ARTICLES

ARTICLE X: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$35,283 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park. The balance in the fund as of December 31, 2019 was \$268,028.

ARTICLE X: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$111,268 to the Capital Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT

Article Explanation: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital item(s) at times when ordinary funding sources are limited or not available. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The recommended appropriation is equal to the amount that the Town received from the sale of surplus equipment during FY2018. This was one of the sources identified to be contributed to the fund. The balance in the fund as of December 31, 2019 was \$1,088,719.

ARTICLE X: APPROPRIATE TO CAPITAL FACILITY FUND

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

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2007 Annual Town Meeting under Article 10 approved the creation of the Capital Facility Fund, as part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then-existing capital facilities. The balance in the fund as of December 31, 2019 was \$1,907,214.

GENERAL ARTICLES & CITIZENS PETITIONS

ARTICLE X: STORMWATER STABILIZATION FUND

To see if the Town will vote to establish a Stormwater Stabilization Fund in accordance with the fourth paragraph of M.G.L. Chapter 40, Section 5 which allows the dedication, without further appropriation, of 100% of the Stormwater Fees collected into the fund for stormwater maintenance, repair, and improvement program, effective for fiscal year 2021 beginning on July 1, 2020; or take any other action relative thereto.

INSERTED BY: School Committee
FINANCE COMMITTEE RECOMMENDS THAT

Article Explanation:

**ARTICLE X: ACCEPTANCE OF PROVISIONS OF M.G.L. CHAPTER 41
SECTION 111F – SPECIAL INJURY LEAVE INDEMNITY FUND**

To see if the Town will vote to accept the last paragraph of M.G.L. Chapter 41, Section 111F to create a special fund to be known as the Injury Leave Indemnity Fund, to be expended by the Town Manager without further appropriation for payment of injury leave compensation or medical bills incurred under M.G.L. Chapter 41, Sections 111F or 100, to which appropriations may be made, and amounts received from insurance proceeds or restitution for injuries to firefighters or police officers shall be credited, provided further that said chief executive officer may, if the amounts therein are not immediately necessary or required in the foreseeable future, release specific amounts to the General Fund, or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT

Article Explanation: The 2016 Municipal Modernization Act added a paragraph to M.G.L. c. 41 Section 111F to allow cities and towns to establish and appropriate amounts to a special injury leave indemnity fund for payment of injury leave compensation or medical bills incurred for public safety personnel. The monies in the special fund may be expended, with the approval of the chief executive officer and without further appropriation, for such expenses. Any balance in the fund shall carry over from year to year, unless specific amounts are released to the general fund by the chief executive officer upon a finding that the amounts released are not immediately necessary for the purpose of the fund, and not required for expenses in the foreseeable future.

ARTICLE X: FOSTER CARE TRANSPORTATION REIMBURSEMENT

To see if the Town will vote to authorize the Needham Public Schools to enter into contracts to seek federal reimbursement for foster care transportation activities being carried out by the Town, and to provide that payments for services under such contracts be made from the reimbursements or revenues recovered as a result of the services performed, without appropriation of such revenues, in accordance with the provisions of M.G.L. Ch. 44 s. 70; or take any other action relative thereto.

INSERTED BY: School Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation:

ARTICLE X: SPECIAL EDUCATION STABILIZATION FUND

To see if the Town will vote to establish a Special Education Stabilization Fund in accordance with M.G.L. Chapter 40, s. 13 E; or take any other action relative thereto.

INSERTED BY: School Committee
FINANCE COMMITTEE RECOMMENDS THAT

Article Explanation:

ARTICLE X: AMEND GENERAL BY-LAW – AUTHORIZE TOWN CLERK TO ENSURE CONSISTENCY IN NUMBERING

To see if the Town will vote to insert a new paragraph at the end of Section 1.14 of the General By-Laws as follows:

The Town Clerk is authorized to assign appropriate numbers or letters to by-law sections, subsections, paragraphs and subparagraphs where none are approved by Town Meeting; and if such numbering or lettering is approved by Town Meeting, to make non-substantive editorial revisions to the same to ensure consistent and appropriate sequencing and numbering; and to make non-substantive editorial revisions to references regarding such numbering or lettering as contained within the by-laws to ensure accuracy and conformity; or take any other action relative thereto.

INSERTED BY: School Committee
FINANCE COMMITTEE RECOMMENDS THAT

Article Explanation:

ARTICLE X: CITIZENS' PETITION – STORAGE OF RECEPTACLES USED FOR HOUSEHOLD WASTE DISPOSAL PICKUP AT RESIDENTIAL PROPERTIES BY COMMERCIAL VENDORS

To Amend the General Bylaws as Follows:

1. To include, immediately following Section 2.5.1 of the General Bylaws;

Section 2.5.1.1

Storage of Receptacles Used for Household Waste Disposal Pickup at Residential Properties By Commercial Vendors: Except between the hours of 9:00 PM the day before and 9:00 PM on the day of household waste, hereinafter defined, disposal pickup by a commercial waste disposal vendor, hereinafter defined, any and all receptacles of any kind used for such purpose shall be stored at least thirty (30) feet from the abutting paved edge of all public ways or otherwise not visible from a public way within the Town of Needham. For purposes of this article, Household waste shall mean any house dirt, ashes or garbage, recycling or other refuse or garbage, or any grease or bones or any refuse substances from any residential dwelling house of any kind. Commercial waste disposal vendor, for purposes of this article, shall mean any entity whatsoever that, for hire, removes and transports household waste from any residential dwelling house of any kind in the Town of Needham.

To include, immediately following Section 8.2.2.7 of the General Bylaws;

2. Section 8.2.2.7.1

Enforcement of Section 2.5.1 of the General Bylaws

The Enforcement Agents for Section 2.5.1.1 of the General Bylaws: Health Director, Environmental Health Agent, or Chief of Police

Fine Schedule:

First Offense - \$50

Second Offense - \$100

Third Offense - \$200

Fourth and Subsequent Offenses - \$300

INSERTED BY: Joseph L. Leghorn, et. al.

FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation:

ARTICLE X: CITIZENS' PETITION SEWER LINE EXTENSION

To see if the Town will vote to request to extend the sewer line through Walker Lane, as recommended by a Town commissioned report [ESS Group, December 2017], either through a sewer betterment program, as described in part 4 section 28 of the town by-laws, or in any other way the town finds suitable. For this purpose, we request that the sewer betterment program be prioritized and funded as appropriate; or take any action related thereto.

Notes:

A sewer betterment program would require financial participation from the pond abutters benefitting from the sewer line, including but not limited to the homeowners on the road and the Town.

INSERTED BY: Rachel Achituv, et. al.

FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation:

ARTICLE 52: OMNIBUS

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

INSERTED BY: Select Board

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

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

Given under our hands at Needham aforesaid this 11th day of February 2020.

Chair
Vice Chair
Clerk

Select Board of Needham

A true copy,
ATTEST _____ 2019

Constable (month) (day)

ATTEST _____ 2019

Constable (month) (day)



NEEDHAM PUBLIC SCHOOLS

OFFICE OF FINANCIAL OPERATIONS
ANNE GULATI, ASSISTANT SUPERINTENDENT
1330 HIGHLAND AVENUE * NEEDHAM, MA 02492
781-455-0400 EXT. 206 * 781-455-0417 (FAX)

January 11, 2020

To: Needham School Committee
From: Anne Gulati, Assistant Superintendent for Finance & Operations
RE: 2020 ATM Warrant Article Request - Foster Care Transportation Reimbursement

Background:

Under the Every Student Succeeds Act (ESSA), children in foster care are required to remain in their School of Origin as long as it is deemed to be in the best interest of the child. The School of Origin is responsible for funding the cost of transporting the foster care child to and from school. The Executive Office of Health and Human Services (EOHHS), in a partnership with the Department of Children and Families (DCF) and the Department of Elementary and Secondary Education (DESE), has developed a methodology that could reimburse a share of these transportation costs through Title IV-E, a section of the Social Security Act administered by DCF that provides federal reimbursement to states for services provided to children in foster care and other child welfare services. This voluntary program allows Local Education Authorities (LEAs) such as the Needham Public Schools to report their eligible transportation expenditures for children in foster care to the state to be claimed for federal reimbursement. It is estimated that LEAs will receive about 20% of reported costs in reimbursement. Reimbursement for transportation expenditures covered by any other federal funding source is not allowable (e.g., special education, homeless, Title I, etc.), even if that transportation is for a child in foster care, in order to avoid potential duplication of claiming.

The aforementioned agencies (DCF, EOHHS and DESE) have developed a voluntary, supplemental foster care transportation reimbursement program under the authority of M.G.L. Ch. 44 s. 70. Under this statute, a city or town, by vote of its town meeting, town council or city council, and with the approval of the selectmen, town manager or mayor, can authorize the LEA to enter into contracts to seek federal reimbursement for activities being carried out by the municipality, and to provide that payments for services under such contracts be made from the reimbursements or revenues recovered as a result of the services performed, without appropriation of such revenues.

If authorized, Needham could begin submit claims in FY21 for the foster care transportation expenses it has incurred in FY20. (Claims can be submitted for eligible payments incurred in the prior year.) The anticipated claim amount for FY20 is \$14,000, which could yield a reimbursement of \$2,800 (@ 20%) in the first year of implementation.

At present, the payments received under this program would be received by the General Fund, similar to Medicaid program receipts.

Warrant Article Request:

The purpose of the requested warrant article is to seek approval for the Needham Public Schools to enter into the attached MOU for the purposes of Title IV-E reimbursement.

**Memorandum of Understanding – Every Student Succeeds Act
Transportation Claiming Under Title IV-E of the Social Security Act**

This Memorandum of Understanding (MOU) has been created and entered into on _____, 2019 by and between the following parties in relation to the administration of school of origin transportation costs under the Every Student Succeeds Act (ESSA) to maximize Federal Financial Participation from the Federal Government through Title IV-E of the Social Security Act (Title IV-E):

Executive Office of Health and Human Services (EOHHS);

Department of Elementary and Secondary Education (DESE);

Department of Children and Families (DCF); and

_____**(Enter name)**
**Commonwealth City/Town/Regional School District or Local Education
Agency**

The Commonwealth of Massachusetts, Executive Office of Health and Human Services, Department of Elementary and Secondary Education, Department of Children and Families and _____ the City or Town or Regional School District of [] by and through [] (legal name and address of the Local Education Agency, hereinafter, the LEA), hereby agree to the following terms and conditions as they relate to reporting costs and receiving Title IV-E allowable federal reimbursement for said costs as they relate to transporting children eligible under Title IV-E foster care to and from their foster placement and their School of Origin, effective for dates of service on or after April 1, 2019.

RECITALS

WHEREAS, DCF is the single state agency designated to submit claims to the Administration of Children and Families (ACF) for the purposes of obtaining Title IV-E cost reimbursement; and

WHEREAS, the LEA desires to participate in the Title IV-E Claiming of Transportation Expenditures for Children in Foster Care (hereinafter, the “Program”) under the terms and conditions set forth in this Memorandum of Understanding (MOU);

WHEREAS, the scope of services and providers payable under the Program is defined by this MOU; and

NOW, THEREFORE, in consideration of the mutual obligations contained in this MOU, the parties agree as follows:

Section 1. DEFINITIONS

The following terms that appear capitalized throughout this MOU shall have the following meanings, unless the context clearly indicates otherwise.

Administration of Children and Families (ACF) – The agency responsible for the oversight and administration of services pertaining to children, youth, and families nationwide, as established under the authority of Section 6 of the Reorganization Plan No. 1 of 1953.

Certification of Qualified Expenditures or Certification of Qualifying Expenditures – For purposes of this agreement, an expenditure for Transportation that is certified, or attested to, by a contributing public agency or designated authority at a public agency that is eligible for reimbursement under Title IV-E of the Social Security Act.

Department of Children and Families (DCF) – The constituent agency within EOHHS providing services to children 0 through 22 years old who are at risk or have been victims of abuse or neglect, as well as their families, established under M.G.L. c. 18B, § 1.

Department of Elementary and Secondary Education (DESE) – The constituent agency within the Executive Office of Education responsible for the provision of a public education system of a sufficient quality to extend to all children, established under M.G.L. c. 69, § 1.

Every Student Succeeds Act (ESSA) – Federal Law passed in December 2015 governing United States K-12 public education policy (Public Law 114-95).

Executive Office of Health and Human Services (EOHHS) – The executive secretariat of the Commonwealth of Massachusetts established under M.G.L. c. 6A, § 2 that oversees DCF.

Individualized Education Program (IEP) – A written statement, developed and approved in accordance with federal special education law in a form established by the Department of Elementary and Secondary Education, that identifies a student's special education needs and describes the services a school district shall provide to meet those needs.

Local Education Agency (LEA) – See definition for Local Government Entity.

Local Government Entity – Pursuant to MGL c. 44, § 70 and for purposes of this MOU, a city or town, that by vote of its town meeting, town council or city council with the approval of the selectmen, town manager or mayor, authorizes the LEA to enter into this MOU and that is responsible, or assumes responsibility, either directly or indirectly through an agency or other political subdivision, for the non-federal share of the Program expenditures. Local Governmental Entity is also referred to as Local Educational Authority (LEA) in this MOU.

Metropolitan Council for Educational Opportunity (METCO) – a state-funded grant program run by DESE intended to expand educational opportunities, increase diversity, and reduce racial isolation by permitting students in Boston and Springfield to attend public schools in other communities that have agreed to participate, pursuant to M.G.L. c. 76, § 12A.

Reporting Tool – The mechanism, designed and agreed upon by EOHHS, DESE, and DCF, by which the LEA will report on costs associated with the Program and attest to the accuracy of said costs.

School of Origin – The school in which a child is enrolled at the time of placement in foster care. Pursuant to Elementary and Secondary Education Act, § 1111 (g)(1)(E)(i)), DESE and the LEAs must ensure that a child in foster care enrolls or remains in his or her school of origin unless a determination is made that it is not in the child's best interest.

State Fiscal Year – The 12-month period commencing July 1 and ending June 30 and designated by the calendar year in which the fiscal year ends (e.g., State Fiscal Year 2019 starts on July 1, 2018 and ends June 30, 2019).

Title IV-E – an amendment to the Social Security Act that allows states to claim federal reimbursement for the costs of administering foster, adoptive, and guardianship services based on specific eligibility criteria.

Title IV-E Allowable Transportation Claiming Activities – The process through which an LEA requests payment based on Title IV-E-allowable actual incurred costs related to Administrative Activities. Administrative Activities Claiming is further described in Section 2.3 of this MOU.

Title IV-E Claiming of Transportation Expenditures for Children in Foster Care Program – The program through which Local Government Entities participate in administrative activities claiming of Title IV-E allowable expenditures of transportation for children in foster care.

Title IV-E Eligibility – children in foster care that meet the federal eligibility requirements outlined in the Social Security Act for foster care maintenance payments claimed on their behalf.

Title IV-E Federal Financial Participation (Title IV-E FFP) – The amount of the federal share that may be available based on the Certification of Qualifying Expenditures of an LEA for administrative activities related to the provision of transportation services to IV-E eligible foster care children to their School of Origin provided pursuant to this MOU.

Section 2. TERMS AND CONDITIONS

1. Subject to (a) the City/Town/Regional School District, hereinafter, Local Education Agency's (LEA) voluntary compliance, as determined by EOHHS, with all submission and other requirements established by EOHHS, DESE, and DCF, hereto referred to as "the Commonwealth"; (b) all other state approvals; (c) federal approval of all necessary payment and funding methods and payment limits; and (d) the availability of Title IV-E

FFP, the Commonwealth will pay the LEA an amount equal to the final Title IV-E FFP amount received by the Commonwealth for the allowable Certification of Qualifying Expenditures of the LEA for that state fiscal year, less any contingency fees and other administrative costs.

2. The LEA shall submit to the DESE no later than October 1 of each year, a cost report and Certification of Qualifying Expenditures on a form designated by the Commonwealth and completed in accordance with the Commonwealth's instructions and signed by an officer who is an authorized signatory of the unit of government providing the non-federal share of Title IV-E allowable transportation expenditures associated with transporting children to/from his/her School of Origin.
3. Said certification shall provide that the LEA's reported expenditures are allowable costs for children in foster care who are covered under ESSA and exclude the following costs:
 - a. Any Individualized Education Program (IEP) transportation costs incurred for a child who is enrolled in MassHealth where transportation services are required under the IEP;
 - b. Any costs for children and youth considered homeless as defined by the McKinney-Vento Homeless Assistance Act's, 42 USC 11434(a)(2);
 - c. Participate in METCO as set forth in M.G.L. c. 76, § 12A; or
 - d. Any other federally funded form of transportation services.
4. The LEA shall comply with all Title IV-E transportation administrative and billing requirements set forth in this MOU or incorporated by reference and applicable laws, regulations or subregulatory guidance regarding these requirements.
5. The LEA must repay to the Commonwealth any amounts resulting from any overpayment, erroneous reporting, administrative fine, or otherwise, in accordance with this MOU, DESE's rules and regulations, and all other applicable state and federal laws.
6. In the event that a review by the Commonwealth, ACF, or any other state and federal oversight entity reveals that the LEA's claim resulted in a duplicate payment under one or more state or federal programs or that LEA did not follow the requirements in accordance with the terms specified herein or applicable state or federal laws for any fiscal year the Commonwealth retains the right to recover payments from the LEA for that fiscal year(s).
7. At any point during the MOU, if the Commonwealth, in its sole judgment, identifies any deficiency in the LEA's performance under the MOU, the Commonwealth may require the LEA to develop a corrective action plan to correct such deficiency. The corrective action plan must, at a minimum:
 - a. identify each deficiency and its corresponding cause;
 - b. describe corrective measures to be taken to address each deficiency and its cause;
 - c. provide a time frame for completion of each corrective measure;

- d. describe the target outcome or goal of each corrective measure (i.e., how the action taken will be deemed successful);
- e. describe the documentation to be submitted to the Commonwealth as evidence of success with respect to each corrective measure; and
- f. identify the person responsible for each corrective measure, and any other information specified by the Commonwealth.

The LEA shall submit any such corrective action plan to the Commonwealth and shall implement such corrective action plan only as approved or modified by the Commonwealth. Under such corrective action plan, the Commonwealth may require the LEA to (1) alter the manner or method in which the LEA performs any MOU responsibilities, and (2) implement any other action that the Commonwealth may deem appropriate.

The LEA's failure to implement any corrective action plan may, in the sole discretion of the Commonwealth, be considered breach of the MOU, subject to any and all agreement remedies including, but not limited to, termination of the MOU.

8. Any costs incurred by the Commonwealth to administer the LEA's participation in the ESSA transportation claiming program, including contingency fees payable to the Commonwealth contractors, if necessary, will be offset against amounts of federal revenue payable to the LEA under an ongoing MOU or withheld in a special payment arrangement in the case of MOU termination.
9. The LEA shall immediately disclose to the Commonwealth any non-compliance by the LEA with any provision of this MOU, or any state or federal law or regulation governing this MOU.
10. In the event that the Commonwealth receives written notification of a deferral or disallowance of Title IV-E FFP claimed on behalf of the LEA's services through the Certification of Qualifying Expenditures, receives written notification of an audit finding requiring the return of any such Title IV-E FFP, or otherwise reasonably determines that any such Title IV-E FFP will be deferred or disallowed if claimed, the Commonwealth shall so notify the LEA. At any time after the Commonwealth's receipt of such notice or other information, it may require the LEA to remit to the Commonwealth the amount of payment(s) under review, pending final disposition of such review. The Commonwealth shall specify such amount in a written remittance notice to the LEA and, within 30 days of the date of such remittance notice, the LEA shall repay to the Commonwealth an amount equal to the amount specified. In the absence of such a remittance notice, the LEA may, on its own initiative remit such amount to the Commonwealth. In the event the LEA for any reason retains payment amounts subject to deferral, disallowance, or audit findings as described herein, the LEA shall be liable for such amounts plus any interest assessed by the federal government on the Commonwealth. The Commonwealth shall provide to the LEA written notification of the amount of any federal interest assessed on

payment amounts retained by the LEA. In the event that the final disposition of the deferral, disallowance, or audit described herein requires the Commonwealth to return an amount previously paid by the LEA to the Commonwealth under these provisions, no such payment due to the LEA shall constitute a late payment or otherwise obligate the Commonwealth to pay to the LEA any interest on such payment. Any remittance pursuant to the provisions of the paragraph shall be in accordance with all applicable state law.

11. The LEA must maintain records that are accurate and sufficiently detailed to substantiate the legal, financial, and statistical information reported on the Certification of Qualifying Expenditure form. These records must demonstrate the necessity, reasonableness, and relationship of the costs (e.g., personnel, supplies, and services) to the provision of services and must be furnished upon request to the Commonwealth or its designees, or to any other federal and state officials and agencies authorized by law to inspect such information or their designees, including the United States Secretary of Health and Human Services, the Comptroller General of the United States, the Administration for Children and Families, the Governor of Massachusetts, the Massachusetts Secretary of Administration and Finance, the Massachusetts State Auditor, the Massachusetts Department of Elementary and Secondary Education, and the Massachusetts Department of Children and Families. These records include, but are not limited to, all relevant transportation payments, service dates related to transportation payments, and child count. The LEA must maintain documentation supporting the transportation costs: (1) associated with transporting children eligible under Title IV-E in foster care, including their names and dates of services provided; and (2) that the costs are associated with transporting these children to/from their School of Origin; and (3) that the costs are not excluded pursuant to Section 2.3 of this MOU. The LEA is required to maintain cost report work papers for a minimum period of seven years beyond the last quarter that a child's transportation costs are included on a claim or until the completion of any audit, whichever is longer, following the end of each cost reporting period.
12. The LEA and any of their business associates/subcontractors shall comply with the terms, conditions, and obligations relating to data privacy, security, and management of personal and other confidential information applicable to the LEA under this MOU, as well as any other laws, regulations and other legal obligations regarding the privacy and security of such information to which the LEA is subject.
13. The Terms and Conditions set forth in this MOU may be terminated by any party upon written notice to the other at the address set forth below. Notice shall be sent to:

Executive Office of Health and Human Services
Office of Federal Finance and Revenue
600 Washington Street, 7th Floor
Boston, MA 02111
Attn: Michael Berolini, Director

Local Education Agency Name

Local Education Agency Address

Local Education Agency Address

Attn: _____
Local Education Agency Contact

14. The Terms and Conditions may be amended at any time in writing, signed by all parties.
15. The Terms and Conditions shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.
16. No provision of the Terms and Conditions is or shall be construed as being for the benefit of, or enforceable by, any third party.
17. Rights and obligations, which by their nature should survive or which these Terms and Conditions expressly states will survive, will remain in full force and effect following termination or expiration of this MOU. Notwithstanding the generality of the foregoing, the rights and duties under paragraph 12 survive the termination or expiration of this MOU.

Signed by the respective duly authorized representatives of the parties hereto.

**COMMONWEALTH OF MASSACHUSETTS, EXECUTIVE
OFFICE OF HEALTH AND HUMAN SERVICES**

By: _____
EOHHS Authorized Signatory

Name: _____ (Print)

Date: _____

By: _____
DESE Authorized Signatory

Name: _____ (Print)

Date: _____

By: _____
DCF Authorized Signatory

Name: _____ (Print)

Date: _____

(Name)

Local Education Agency Authorized Signatory

By: _____
Local Education Agency Authorized Signatory

Date: _____

Name: _____ (Print)

Position: _____

Phone Number: _____

Email Address: _____



NEEDHAM PUBLIC SCHOOLS

OFFICE OF FINANCIAL OPERATIONS
ANNE GULATI, ASSISTANT SUPERINTENDENT
1330 HIGHLAND AVENUE * NEEDHAM, MA 02492
781-455-0400 EXT. 206 * 781-455-0417 (FAX)

January 14, 2020

To: Needham School Committee
From: Anne Gulati, Assistant Superintendent for Finance & Operations
RE: 2020 ATM Warrant Article Request - Special Education Reserve Fund

Background:

M.G.L. Chapter 40, s. 13 E, as authorized by Section 24 of Chapter 218 of the Acts of 2016, provides for the establishment of a Special Education Stabilization fund. Although special education expenses are normally paid from the school operating budget, these expenses can increase unexpectedly by hundreds of thousands of dollars to meet Individualized Educational Plan requirements or changing student needs. A special education reserve fund would provide a transparent and manageable way to address extraordinary and unanticipated increases in special education, tuition and transportation, that otherwise could not be met by existing operational resources.

Under the law, a school district, by a majority vote of both the school committee and the legislative body, may establish and appropriate (or transfer) money to a reserve fund to be utilized in upcoming fiscal years, to pay, without further appropriation, for unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation. The balance in such reserve fund is limited to two per cent of the annual net school spending of the school district.

Additionally, funds in the reserve fund can only be expended or transferred out after a majority vote of both the School Committee and Selectmen. Once the fund is established, the Department of Elementary and Secondary Education allows the School Committee to include a separate line item within its annual budget request to appropriate monies into the stabilization fund. Alternatively, Town Meeting could take separate action to appropriate funds to the SPED Reserve Fund, by majority vote.

The School Department desires to create such a fund to provide a source of funding for *extraordinary*, unbudgeted increases in special education costs, including out of district tuitions and transportation. (Smaller, more moderate increases would be paid from school operational resources.) The balance in the fund would be built up gradually over time, via annual appropriations to the fund. The proposed first year contribution to the fund would be made in FY22, as part of the Town's regular budgeting process.

An initial, target fund balance amount of \$750,000 is suggested, with a maximum allowable balance equal to 2% of required net school spending, the statutory amount. (Needham's FY20 required net school spending amount is \$59,699,044, of which 2% equals \$1,193,980.) As a guideline, the School Department proposes that a limit also be imposed on the amount that could be expended within a fiscal year of \$1,000,000, or the available balance, whichever is less.

Warrant Article Request:

The purpose of the requested warrant article is to seek Town Meeting approval for the creation of a special education reserve fund under M.G.L. Ch. 40 s. 13 E.

Attachments:

- M.G.L. Ch. 40, Section 13E.
- DESE Advisory on Special Education Reserve Fund

ALG/alg

Attachment

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 40	POWERS AND DUTIES OF CITIES AND TOWNS
Section 13E	SCHOOL DISTRICT RESERVE FUNDS TO PAY FOR UNANTICIPATED OR UNBUDGETED COSTS FOR SPECIAL EDUCATION, OUT-OF-DISTRICT TUITION OR TRANSPORTATION

Section 13E. Any school district which accepts this section, by a majority vote of the school committee and a majority vote of the legislative body or, in the case of a regional school district by a majority vote of the legislative bodies in a majority of the member communities of the district, may establish and appropriate or transfer money to a reserve fund to be utilized in the upcoming fiscal years, to pay, without further appropriation, for unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation. The balance in such reserve fund shall not exceed 2 per cent of the annual net school spending of the school district.

Funds shall only be distributed from the reserve funds after a majority vote of the school committee and a majority vote of the board of selectman or city council, or, in the case of a regional school district by a majority vote of the board of selectmen or city council in a majority of the member communities of the district.

The district treasurer may invest the monies in the manner authorized in section 54 of chapter 44 and any interest earned thereon shall be credited to and become part of the fund.



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- [Chapter 74 Nonresident Tuition \(/ccte/cvte/admissions/\)](/ccte/cvte/admissions/)
- [School Finance Contacts \(/finance/contactus.html\)](/finance/contactus.html)
- [Related Links \(/finance/links.html\)](/finance/links.html)

Advisory on Special Education Stabilization Fund

Section 24 of Chapter 218 of the Acts of 2016 provides for the establishment of a Special Education Stabilization fund. The law enables municipal and regional districts to establish a reserve fund that can be used in future years for unanticipated or unbudgeted costs of special education, out of district tuition or transportation.

Establishing, funding and making payments from the stabilization fund

In order to establish the fund the law requires a majority vote by both the School Committee and local legislative body. In the case of regional school districts the local legislative body means a majority vote of the legislative bodies in a majority of the member communities of the district. Once the fund is established, the school committee may include a separate line item in their annual budget request to appropriate monies into the stabilization fund. For regions, the amount to be appropriated to the stabilization fund is included in each member municipality's assessment. The balance in the reserve fund cannot exceed two percent of the annual net school spending of the school district.

Funds in the reserve fund can only be expended or transferred out after a majority vote of both the School Committee and Selectmen or City Council or in the case of regional school districts, a majority vote of the boards of selectmen or city councils of a majority of the member communities of the district.

Other areas districts may choose to consider when establishing the fund are:

- Maximum balance in the fund
- A limit on the amount that can be expended in a fiscal year

Reporting of activity in the stabilization fund

Annual appropriations into a stabilization fund should not be reported as an expenditure on the End of Year Financial Report. There is no reporting requirement for increasing the balance in the fund.

Expenditures from the fund should be reported as an additional appropriation of the school committee in the appropriate function codes on Schedules 1 and 3 of the End of Year Financial Report. Expenditures are made directly from the stabilization fund so a transfer into the general fund is not required.

Questions about this advisory should be directed to Jay Sullivan, associate commissioner, district & school finance, at 781-338-6594 or [✉](mailto:jsullivan@doe.mass.edu) jsullivan@doe.mass.edu (<mailto:jsullivan@doe.mass.edu>).

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Contact Us

Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street, Malden, MA 02148-4906

Voice: (781) 338-3000

TTY: (800) 439-2370

 [Directions \(/contact/doedirections.html\)](#)

Disclaimer: A reference in this website to any specific commercial products, processes, or services, or the use of any trade, firm, or corporation name is for the information and convenience of the public and does not constitute endorsement or recommendation by the Massachusetts Department of Elementary and Secondary Education.

Town of Needham
Citizens' Petition for Warrant Article

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

Town Meeting for Which Petition is requested:

May 2020

2020 FEB -3 A 10: 54

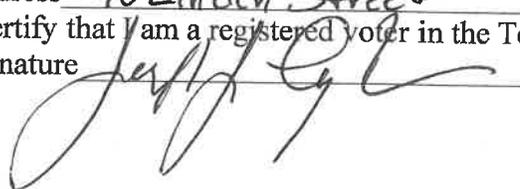
Primary Sponsor:

Name Joseph J. Leghorn

Address 40 Linden Street

I certify that I am a registered voter in the Town of Needham.

Signature



In accordance with M.G.L. c. 39 Section 10, the written requests of registered voters for insertion of subjects in town meeting warrants shall not be valid unless the required number of registered voters not only sign their names but also state their residence, with street and number, if any. The Selectmen shall submit such written requests to the Town Clerk/Registrars of Voters who shall check and forthwith certify the number of signatures so checked and certified shall be counted.

For an annual town meeting, a citizens' petition requires the certified signatures of ten or more registered voters. For a special town meeting, the signatures of 100 registered voters are required. The Selectmen shall call a special town meeting upon request, in writing, of two hundred registered voters or by four percent of the total number of registered voters, whichever number is lesser.

The deadline for submission of a petition for the Annual Town Meeting is the first Monday in February, in accordance with Section 1.15 of the General By-laws of the Town of Needham. The deadline for submission of a petition for a special town meeting will be determined by the Board of Selectmen, and will generally be the date that the warrant is closed.

Note: If properly certified, the text of the proposed citizens' petition will appear in the warrant exactly as presented. The Board of Selectmen, as the Warrant Committee, reserves the right to include a summary of the Board's understanding of the intent of the article along with the petition itself. The name of the primary sponsor will appear in the warrant.

Text of Citizens' Petition (Continue on other side or attach sheets as necessary)

See attached text:

Article: Storage of Receptacles Used for Household Waste Pickup at Residential Properties by Commercial Vendors

Town of Needham
Citizens' Petition for Warrant Article

1. Signatures to be made in person with the name substantially as registered

NOW LIVING AT
(street & number, if any)

Residence on January 1, 2020
If different (Street & number, if any)

Carol Pater
Dad Pater
Lynn Klett
Peggy Bauer
JONATHAN BAUER
Dorothy DeSimme
Gemma Senown
Mario Maves
Christie Hickey
Pam Wallace
Andrew Wallace
Joseph Adm
Jennifer Adm

32 Linden St
32 Linden St
16 Walnut St.
17 Maple Terrace
17 MAPLE TER.
40 Linden Street
40 Linden Street
16 waenut st.
21 Linden St.
26 Linden St
26 Linden St.
79 Linden Street
79 Linden St

Registrars of Voters check this against the name of each qualified Voter to be certified
For names not certified, use the code opposite:

N - no such registered voter at that address
S - unable to identify signature or address as that of voter.
because of form or signature or address or illegible
T - signed too many petitions.

CERTIFICATION OF SIGNATURES

We certify that the _____ above
Signatures checked thus are names of qualified voters of this town.

Town _____ Registrars of Voters

Article: Storage of Receptacles Used for Household Waste Disposal Pickup at Residential Properties by Commercial Vendors

To Amend the General Bylaws as Follows:

1. To include, immediately following Section 2.5.1 of the General Bylaws;

Section 2.5.1.1

Storage of Receptacles Used for Household Waste Disposal Pickup at Residential Properties By Commercial Vendors: Except between the hours of 9:00 PM the day before and 9:00 PM on the day of household waste, hereinafter defined, disposal pickup by a commercial waste disposal vendor, hereinafter defined, any and all receptacles of any kind used for such purpose shall be stored at least thirty (30) feet from the abutting paved edge of all public ways or otherwise not visible from a public way within the Town of Needham. For purposes of this article, Household waste shall mean any house dirt, ashes or garbage, recycling or other refuse or garbage, or any grease or bones or any refuse substances from any residential dwelling house of any kind. Commercial waste disposal vendor, for purposes of this article, shall mean any entity whatsoever that, for hire, removes and transports household waste from any residential dwelling house of any kind in the Town of Needham.

To include, immediately following Section 8.2.2.7 of the General Bylaws;

2. Section 8.2.2.7.1

Enforcement of Section 2.5.1.1 of the General Bylaws

The Enforcement Agents for Section 2.5.1.1 of the General Bylaws: Health Director, Environmental Health Agent, or Chief of Police

Fine Schedule:

First Offense - \$50

Second Offense - \$100

Third Offense - \$200

Fourth and Subsequent Offenses - \$300

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

Town of Needham
Citizens' Petition for Warrant Article

2020 FEB -3 P 1:48

Town Meeting for Which Petition is requested: Annual Town Meeting (May 2020)

Primary Sponsor:

Name Rachel Achituv

Address 57 Walker Lane, Needham MA

I certify that I am a registered voter in the Town of Needham.

Signature 

In accordance with M.G.L. c. 39 Section 10, the written requests of registered voters for insertion of subjects in town meeting warrants shall not be valid unless the required number of registered voters not only sign their names but also state their residence, with street and number, if any. The Selectmen shall submit such written requests to the Town Clerk/Registrars of Voters who shall check and forthwith certify the number of signatures so checked and certified shall be counted.

For an annual town meeting, a citizens' petition requires the certified signatures of ten or more registered voters. For a special town meeting, the signatures of 100 registered voters are required. The Selectmen shall call a special town meeting upon request, in writing, of two hundred registered voters or by four percent of the total number of registered voters, whichever number is lesser.

The deadline for submission of a petition for the Annual Town Meeting is the first Monday in February, in accordance with Section 1.15 of the General By-laws of the Town of Needham. The deadline for submission of a petition for a special town meeting will be determined by the Board of Selectmen, and will generally be the date that the warrant is closed.

Note: If properly certified, the text of the proposed citizens' petition will appear in the warrant exactly as presented. The Board of Selectmen, as the Warrant Committee, reserves the right to include a summary of the Board's understanding of the intent of the article along with the petition itself. The name of the primary sponsor will appear in the warrant.

Text of Citizens' Petition (Continue on other side or attach sheets as necessary)

To see if the Town will vote to request to extend the sewer line through Walker Lane, as recommended by a Town commissioned report [ESS Group, December 2017], either through a sewer betterment program, as described in part 4 section 28 of the town by-laws, or in any other way the town finds suitable. For this purpose, we request that the sewer betterment program be prioritized and funded as appropriate; or take any action related thereto.

NOTES:

A sewer betterment program would require financial participation from the pond abutters benefiting from the sewer line, including but not limited to the homeowners on the road and the Town.

Town of Needham
Citizens' Petition for Warrant Article

1. Signatures to be made in person with the name substantially as registered

NOW LIVING AT
(street & number, if any)

Residence on January 1, 20__
If different (Street & number, if any)

<i>[Signature]</i>	25 Lakin Street	
<i>[Signature]</i>	31 Walker Ln Needham	
<i>[Signature]</i>	37 Walker Ln Needham	
<i>[Signature]</i>	19 Walker Ln Needham	
<i>[Signature]</i>	18 Walker Ln Needham	
<i>[Signature]</i>	40 Cannon Cir	
<i>[Signature]</i> Amy Osburn	40 Cannon Cir	
<i>[Signature]</i> Daniel Burns	6 Louart Dr	
<i>[Signature]</i> Sarah Burns	6 Louart Dr	
<i>[Signature]</i>	18 Starr Ridge	
<i>[Signature]</i> Margie Brodsky	19 Russell Rd 02492	
<i>[Signature]</i> Bill Brodsky	19 Russell Road Needham	
<i>[Signature]</i>	46 Birchwood Circle	

Registrars of Voters check this against the name of each qualified Voter to be certified
For names not certified, use the code opposite:

N - no such registered voter at that address
S - unable to identify signature or address as that of voter because of form or signature or address or illegible
T - signed too many petitions.

CERTIFICATION OF SIGNATURES

We certify that the _____ above
Signatures checked thus are names of qualified voters of this town.

Town _____

Registrars of Voters



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

MEETING DATE: 2/11/2020

Agenda Item	Accept and Refer Zoning
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>The Town has received two requests for amendment to the Zoning By-Laws of the Town of Needham. Under State law, the Select Board has 14 days to accept the proposed amendments and refer them to the Planning Board for its review, hearing, and report. The Board's action in this matter is not discretionary.</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 – Pediatric Medical Facility in New England Business Center District" and "Amend Zoning By-Law – Map Change to General Residence B Zoning District" for referral to the Planning Board for its review, hearing, and report.</p>
3.	BACK UP INFORMATION ATTACHED
	<p>a. Proposed Warrant articles</p>

RECEIVED TOWN CLERK
NEEDHAM, MA 02492

2020 JAN 31

Citizens'

Town of Needham

Petition for Warrant Article

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

2020 JAN 31 P 1:17

Town Meeting for Which Petition is requested: May 2020 Annual Town Meeting

Primary Sponsor:

Name Robert T. Smart, Jr.

Address 25 Mayo Avenue, Needham, MA 02492

I certify that I am a registered voter in the Town of Needham.

Signature Robert T. Smart, Jr.

In accordance with M.G.L. c. 39 Section 10, the written requests of registered voters for insertion of subjects in town meeting warrants shall not be valid unless the required number of registered voters not only sign their names but also state their residence, with street and number, if any. The Selectmen shall submit such written requests to the Town Clerk/Registrars of Voters who shall check and forthwith certify the number of signatures so checked and certified shall be counted.

For an annual town meeting, a citizens' petition requires the certified signatures of ten or more registered voters. For a special town meeting, the signatures of 100 registered voters are required. The Selectmen shall call a special town meeting upon request, in writing, of two hundred registered voters or by four percent of the total number of registered voters, whichever number is lesser.

The deadline for submission of a petition for the Annual Town Meeting is the first Monday in February, in accordance with Section 1.15 of the General By-laws of the Town of Needham. The deadline for submission of a petition for a special town meeting will be determined by the Board of Selectmen, and will generally be the date that the warrant is closed.

Note: If properly certified, the text of the proposed citizens' petition will appear in the warrant exactly as presented. The Board of Selectmen, as the Warrant Committee, reserves the right to include a summary of the Board's understanding of the intent of the article along with the petition itself. The name of the primary sponsor will appear in the warrant.

Text of Citizens' Petition (Continue on other side or attach sheets as necessary)

The proposed zoning amendment is attached hereto.

Proposed Zoning Amendment

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

2020 JAN 31

**ARTICLE ____ : AMEND ZONING BY-LAW – PEDIATRIC MEDICAL FACILITY IN
NEW ENGLAND BUSINESS CENTER DISTRICT**

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

1. In Section 1.3 Definitions, by adding the following after the existing definition of “Hospital, Community” and before the existing definition of “Hotel or Motel”:

Hospital, Pediatric: A Hospital in which not less than three-quarters of its patients are Pediatric Patients as defined in 105 CMR 130.700 and which provides a broad range of ambulatory and inpatient services to children and young adults under the age of twenty-six (26).

2. In Section 1.3 Definitions, by adding the following after the existing definition of “Medical Clinic”, and before the existing definition of “Medical Laboratory”:

Medical Facility, Pediatric shall mean a facility with one or more of the following uses each primarily (not less than three-quarters) for children and young adults under the age of twenty-six (26), where, in each case, the uses are owned, operated or managed directly by a Pediatric Hospital or through a corporate affiliate controlled by a Pediatric Hospital (excluding any affiliate which is a hospital whose primary purpose is the provision of health care services to adults): (i) doctor’s offices, dentist’s offices, orthodontic services, psychiatric, psychological and other mental health services, imaging and laboratory services, sale, rental and repair of medical devices and equipment or other health care or health care services on an ambulatory or outpatient basis; (ii) professional, business or administrative office; (iii) a medical clinic or medical, surgical, psychiatric, dental, orthodontic, or psychologist group practices comprised of three or more such professionals; (iv) facility for the provision of testing, analytical, diagnostic, pharmaceutical or other health care support services, equipment or procedures; (v) Determination of Need Required Equipment or Determination of Need Required Services as each is defined in 105 CMR 100; (vi) cell generation, gene therapy, and infusion treatment; (vii) medical offices; (viii) diagnosis or medical, surgical, restorative or other treatment that is rendered within said facility on an ambulatory or outpatient basis, including, without limitation, patient and retail pharmacy, physical, speech and occupational therapy, transitional care and rehabilitation respite, palliative care and behavioral medicine, specialty clinics, radiation oncology, alternative medicine treatment, mobile diagnostic services, meeting and conference facilities, stock rooms, laundries, staff and administrative office; (ix) accessory uses customarily conducted in coordination with any of the foregoing, including, without limitation, retail establishments, cafeteria, gift and coffee shops, indoor athletic exercise facility, and research laboratories.

3. In Section 3.2.4 Uses in the New England Business Center District, by adding a new subsection (j) to subsection 3.2.4.2 Uses Permitted by Special Permit, to read as follows:

(j) Medical Facility, Pediatric

4. In Section 5.1.2. Required Parking, by adding a new subsection (19), to read as follows:

(19) Medical Facility, Pediatric

One (1) parking space per 290 square feet of floor area

5. In Section 5.1.2. Required Parking, by renumbering existing subsection (19) "Mixed Uses" as subsection (20), and renumbering existing subsection (20) "Any use permitted by this Zoning By-Law" as a new subsection (21).

Or to take any other action relative thereto.

Town of Needham
Citizens' Petition for Warrant Article

1. Signatures to be made in person with the name substantially as registered

NOW LIVING AT
(street & number, if any)

Residence on January 1, 20¹⁹
If different (Street & number, if any)

✓ Susame Sargent	25 Mayo Ave.	
✓ [Signature]	197 Brookside Rd	
✓ [Signature]	563 Chestnut ST	
✓ [Signature]	309 Webster St	
✓ [Signature]	64 MAYO AVENUE	
✓ [Signature]	47 MELLEN ST	
✓ [Signature]	47 MELLEN ST.	
✓ [Signature]	12 Pine Grove St	
✓ [Signature]	29 POWERS STREET	
✓ [Signature]	29 Powers Street	
✓ [Signature]	5 morningside rd	

Registrars of Voters check this against the name of each qualified Voter to be certified
For names not certified, use the code opposite:

N - no such registered voter at that address
S - unable to identify signature or address as that of voter because of form or signature or address or illegible
T - signed too many petitions.

CERTIFICATION OF SIGNATURES

We certify that the -11- eleven above
Signatures checked this January 31, 2020
Needham
are names of qualified voters of this town.

[Signature]
Barbara B. Doyle
Ann M. Cascone
Theodore K. Estlin
Registrars of Voters
Board of Registrars

Town

List of Citizen's Petition Signers:

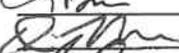
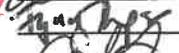
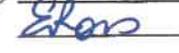
Susanne Smart	25 Mayo Avenue
John Tully	197 Brookside Road
John Burns	563 Chestnut Street
Gregory Condon	409 Webster Street
Maurice Ringel	64 Mayo Avenue
Frank Flynn	47 Mellen Street
Janice Flynn	47 Mellen Street
Stacie Shapiro	12 Pine Grove
Stephen Frail	29 Powers Street
Heidi Frail	29 Powers Street
Laurie Udell	5 Morningside Road

Town of Needham
Citizens' Petition for Warrant Article

1. Signatures to be made in person
with the name substantially as
registered

NOW LIVING AT
(street & number, if any)

Residence on January 1, 20 19
If different (Street & number, if any)

	MARK D. FLEMING	828 South St.	
	Theonia K Boyd	Wachusett RA	
	B. Schmidt	23 Smith Street	
	F.B. Blume	65 Canavan Circle	
	Leslie Benson	66 Briarwood Circle	
	Dennis Kramer	52 Walnut St	
	Michael Vokator	30 Abbott St	
	Francis	672 Chestnut St	
	ERIC FEINS	40 John Street	
	BEN SHORE	638 SOUTH ST	
	Andrew Fowlsh KOLWISKI	189 Highgate St.	
	Debra Boyer	21 Sterling Road	
	Elizabeth Ross	638 South St.	

Registrars of Voters check this against the name of
each qualified Voter to be certified
For names not certified, use the code opposite:

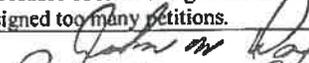
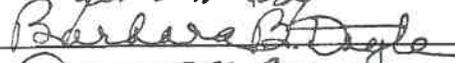
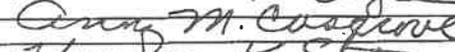
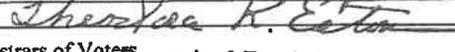
- N - no such registered voter at that address
- S - unable to identify signature or address as that of voter.
because of form or signature or address or illegible
- T - signed too many petitions.

CERTIFICATION OF SIGNATURES

We certify that the 11 eleven above
Signatures checked thus are names of qualified voters of this town.

January 31, 2020
Needham

Town





Registrars of Voters Board of Registrars

List of Citizen's Petition Signers:

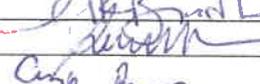
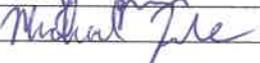
Mark Fleming	828 South Street
Theonia Boyd	65 Wachusett Road
Birgitta Schmidt	23 Smith Street
Elizabeth Blume	65 Canavan Circle
Leslie Benson	66 Briarwood Circle
Dennis Kramer	52 Walnut Street
Michael Docktor	30 Abbott Street
Francis Fynn-Thompson	672 Chestnut Street
Eric Feins	40 John Street
Ben Shore	638 South Street
Lindsey Kolinski	189 Highgate Street
Debra Boyer	21 Sterling Road
Elizabeth Ross	638 South Street

Town of Needham
Citizens' Petition for Warrant Article

1. Signatures to be made in person with the name substantially as registered

NOW LIVING AT
(street & number, if any)

Residence on January 1, 2019
If different (Street & number, if any)

<p>✓ </p> <p>✓ </p> <p>✓ Kathryn Sullen</p> <p>✓ Nicole McLaughlin</p> <p>✓ Maria Kathleen Jambou</p> <p>✓ J. J. Cannon</p> <p>✓ </p> <p>✓ </p> <p>✓ </p> <p>✓ </p>	<p>21 Starr Ridge Road</p> <p>65 Yale Road, Needham</p> <p>21 Starr Ridge Road</p> <p>649 South St</p> <p>25 Newcar Park Needham</p> <p>10 Woodbury St</p> <p>61 Jarvis Cir Needham</p> <p>53 Homestead Place</p> <p>57 Whiting Way</p> <p>1376 Great Plain Ave Needham MA</p> <p>1316 South St. Needham MA</p> <p>15 Avon Circle Needham MA</p> <p>15 Avon Circle Needham MA</p>	<p>_____</p>
--	---	---

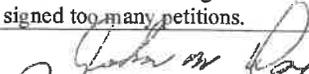
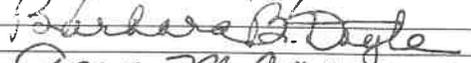
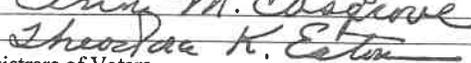
Registrars of Voters check this against the name of each qualified Voter to be certified
For names not certified, use the code opposite:

- N - no such registered voter at that address
- S - unable to identify signature or address as that of voter. because of form or signature or address or illegible
- T - signed too many petitions.

CERTIFICATION OF SIGNATURES

We certify that the -13- thirteen above Signatures checked thus are names of qualified voters of this town.
January 31, 2020
Needham

Town

 Registrars of Voters
 Board of Registrars

Timothy Sullivan	21 Starr Ridge Rd
Gary Ponan	65 Yale Road
Kathryn Sullivan	21 Starr Ridge Road
Susie Mitchell	649 South Street
Nicole MacLaughan	25 Webster Place
Marion Kathleen Zimbone	10 Woodbury Drive
Jennifer Bannon	61 James Circle
Caitlin Moran	53 Homestead Park
Mercedith Giannotti	57 Whiting Way
Gina Bradley	1376 Great Plain Ave.
Lauren Fryburger	1316 South St.
Amy Zimbone	15 Avon Circle
Mike Zimbone	15 Avon Circle
Alan Stern	86 Meetinghouse Circle
David Greenes	75 Ware Road

cc: SB
→ JCF

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

2020 JAN 30 P 3:43

GEORGE GIUNTA, JR.
ATTORNEY AT LAW*
281 CHESTNUT STREET
NEEDHAM, MASSACHUSETTS 02492
*Also admitted in Maryland

TELEPHONE (781) 449-4520

FAX (781) 465-6059

January 30, 2020

COMPLETED
1/31/2020

Kate Fitzpatrick
Town Manager
Town of Needham
1471 Highland Avenue
Needham, Massachusetts 02492

Re: Bruno DiFazio
Hunting Road
Petition for Zoning Map Change

Dear Ms. Fitzpatrick,

Please be advised that this office represents Bruno and Linda J. DiFazio, individually and as Trustees of the Bruno DiFazio Living Trust, owners of the property at 176 Hunting Road, Needham, MA, relative to their desire, pursuant to M.G.L. c. 40A, Section 5, to petition the Town of Needham Town Meeting for a Zoning Map Change. Their property, and all those located generally along the easterly side of Hunting Road, are currently situated in the SRA Zoning District. However, their lot, and all the other properties south of them, down to Cheney Street, do not meet applicable requirements for SRA. Moreover, because of their smaller size, these lots are unduly restricted by the SRA setback requirements.

Therefore, the DiFazios are seeking to rezone the following properties located generally along the easterly side of Hunting Road, being all the properties in the SRA Zoning District between their property and Cheney Street to the south and between Hunting Road and Route 128 to the east (see also portions of Assessor's Map provided herewith as Exhibit A for reference):

Address	Map	Parcel
176 Hunting Road	60	73
190 Hunting Road	60	72
200 Hunting Road	60	71
210 Hunting Road	60	70
220 Hunting Road	60	69
228 Hunting Road	60	68
236 Hunting Road	60	67
244 Hunting Road	60	66
250 Hunting Road	60	65
260 Hunting Road	58	27
259 Kendrick Street	58	26
249 Kendrick Street	58	25
252 Kendrick Street	58	23

254 Kendrick Street	58	24
258 Kendrick Street	58	22
286 Hunting Road	58	21
290 Hunting Road	58	20
296 Hunting Road	58	19
304 Hunting Road	58	18
342 Greendale Avenue	58	4
35 Cheney Street	58	3
29 Cheney Street	58	2
23 Cheney Street	58	1

The DiFazios have already obtained signatures of support from most of the affected properties, including a land owner affected by the proposed change and 10 or more registered voters (see signature sheets and letters provided herewith as Exhibit B), and pursuant to M.G.L. C.40A, Section 5, and M.G.L. C. 39, Section 10, requests that the matter be brought before the upcoming Annual Town Meeting. A proposed draft warrant is provided herewith as Exhibit C.

If you or the Board of Selectmen have any questions comments or concerns relative to the foregoing, or if you require any further information, please do not hesitate to contact me.

Your attention and cooperation are appreciated.

Sincerely,



George Giunta, Jr

EXHIBIT A
Assessor's Map Selections

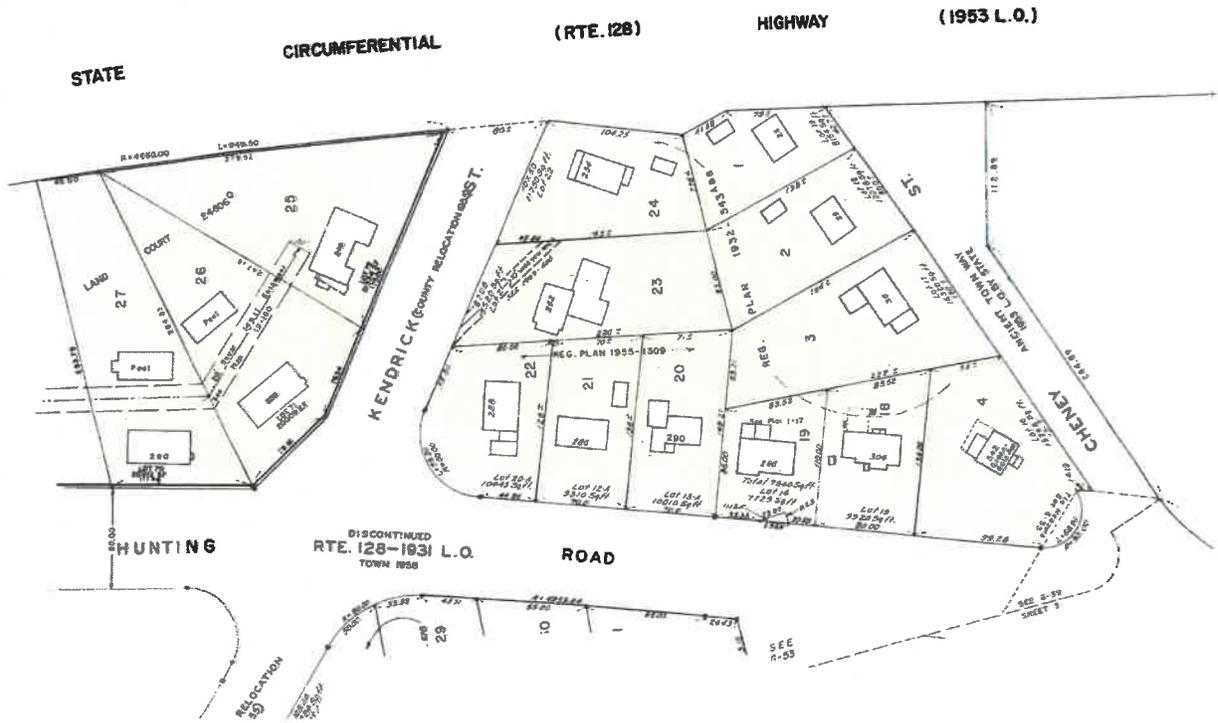
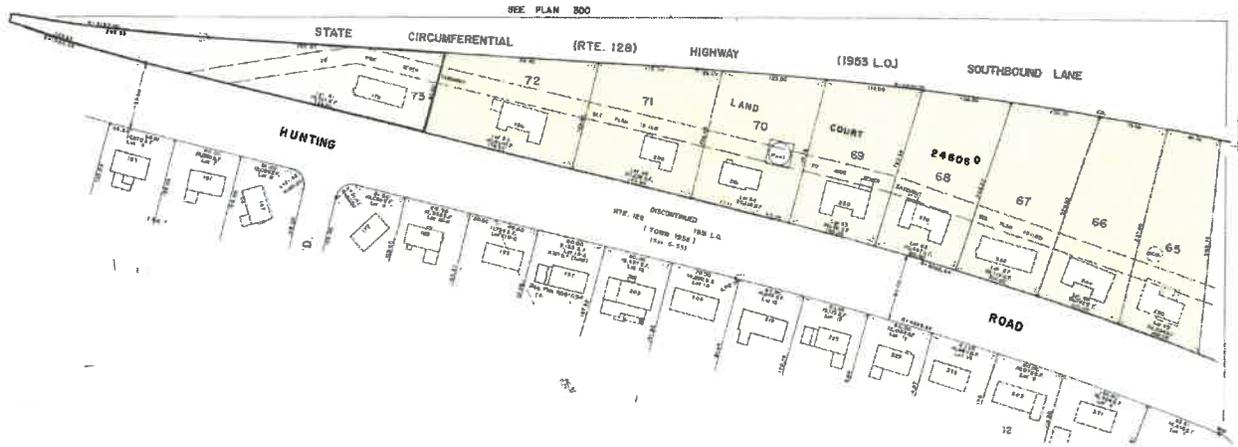


EXHIBIT B
Signatures of Support

Swapan Rahman and Lynda B. Furash
1001 Marina Dr., U703E
Quincy, MA 02171

November 8, 2019

To the Needham Zoning Board:

We are the owners of record of the property located at 228 Hunting Road, Needham, MA 02494.

We are in favor of changing the zoning classification for Hunting Road from Single Residence A back to Single Residence B.

Thank you for your consideration.

Sincerely,



Swapan Rahman, f/k/a Mahmud Swapan Rahman



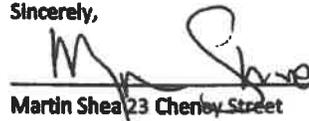
Lynda B. Furash

Town Of Needham, Ma.

To whom it may concern,

I am in favor of rezoning all the existing properties on the east side of Hunting Road, Cheney Street and Kendrick Street from *Single residence A* back to *Single residence B*.

Sincerely,


Martin Shea 23 Cheney Street

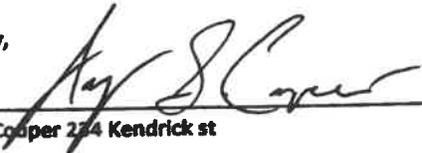
Date 10/16/19

Town Of Needham, Ma.

To whom it may concern,

I am in favor of rezoning all the existing properties on the east side of Hunting Road, Cheney Street and Kendrick Street from *Single residence A* back to *Single residence B*.

Sincerely,


Date 10/28/19
Audrey Cooper 224 Kendrick st

Town Of Needham, Ma.

To whom it may concern,

I am in favor of rezoning all the existing properties on the east side of Hunting Road, Cheney Street and Kendrick Street from *Single residence A* back to *Single residence B*.

Sincerely,

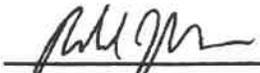

Date oct-12-2019
Gerald Bannon 236 Hunting Rd

Town Of Needham, Ma.

To whom it may concern,

I am in favor of rezoning all the existing properties on the east side of Hunting Road, Cheney Street and Kendrick Street from *Single residence A* back to *Single residence B*.

Sincerely,


Date 10/29/19
Donald McHugh 29 Cheney Street
Ronald

Jason Kravitz & Jayce Rd Needham MA 02494 *J. Kravitz*

Bill 201 Hunting Rd

Robert King 197 Hunting

Ronald Jones 209 Hunting

183 Hunting Rd.

John 189 Hunting rd

John 203 Hunting rd

Mr Green 235 Hunting Rd

Name

Address

176 Bruno DiFazio 176 Hunting Rd

190 Kevin O'Connor 190 Hunting Rd

200 Fred Bowen 200 Hunting Rd.

210 Eatherine Quinn Thomas 210 Hunting Rd

220 Ivo Ruffo 220 Hunting Rd

230 Mahmad Rahman

256 Gerald Benson

244 John Hill 244 Hunt Rd

250 Lawrence Milecky 250 HUNTING RD

260 Iris Ratskovskaya 260 Hunting Rd

Needham MA 02494

259 Boaz Arbel 259 Keadrick St. WAC 02494

Boaz Arbel

159 02002

Don't Care

K 251 Audrey Couper

K 252 Douglas Mahoney 258 Kendrick St.

K 253 Elaine Sweet 258 Kendrick St.

K 254 Elaine Sweet

Mark 286 Gerald Benson

WILLIAM # 286 Alon Ludwig 286 Hunting Rd.

290 Susan Griffin

296 Raveen Parushotham 296 Hunting Road.

304 Clair Immediato 304 Hunting Rd

342 Kristopher Getze 342 Greendale Ave

EXHIBIT C
Proposed Warrant Article

AMEND ZONING BY-LAW
MAP CHANGE TO GENERAL RESIDENCE B ZONING DISTRICT

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

Place in the Single Residence B Zoning District (i) all that land now zoned Single Residence A bounded generally to the northwest by a point at the northwesterly end of Parcel 73 on Needham Assessor's Map No. 66, to the northeast by the State Circumferential Highway, to the southeast by Kendrick Street, and to the northwest by Hunting Road; said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor's Map No. 58; as well as (ii) all that land now zoned Single Residence A bounded generally to the northwest by Kendrick Street, to the northeast by the State Circumferential Highway, to the southeast by Cheney Street, and to the southwest by Hunting Road, said land comprising Parcels 1, 2, 3, 4, 18, 19, 20, 21, 22, 23 and 24 on said Map No. 58.

So much of said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor's Map No. 58 being bounded and described as follows: Beginning at a point on the northeasterly side of Hunting Road at the northwesterly end of Parcel 73 on Needham Assessor's Map No. 66; thence running southeasterly along the southwesterly side of the State Circumferential Highway a distance of 1,792.15 feet to Kendrick Street; thence running westerly and northwesterly along the northerly side of Kendrick Street, 328.72 feet to Hunting Road; thence running northwesterly along the northeasterly line of Hunting Road, 1,359.60 feet, to the point of beginning.

And so much of said land comprising Parcels 1, 2, 3, 4, 18, 19, 20, 21, 22, 23 and 24 on Needham Assessor's Map No. 58 being bounded and described as follows: Beginning at a point on the southerly side of Kendrick Street, at the intersection with Hunting Road, thence running westerly 250.08 feet to the southwesterly side of the State Circumferential Highway; thence running generally southeasterly along the southwesterly side of the State Circumferential Highway a distance of 224.63 feet to Cheney Street; thence running southerly along the westerly line of Cheney Street a distance of 371.7 feet to the intersection with Hunting Road; thence running northwesterly along Hunting Road, a distance of 14.19 feet; thence running southerly by Hunting Road, along a curved line, a distance of 68.91 feet; thence running northwesterly along the northeasterly side of Hunting Road 444.24 feet; thence running along a curved line at the intersection of Hunting Road and Kendrick Street a distance of 95.20 to the point of beginning.

Be any or all of said measurements, more or less.

Or take any other action relative thereto.



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

MEETING DATE: 02/11/2020

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

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



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

MEETING DATE: 2/11/2020

Agenda Item	Public Hearing
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>The Town Manager will update the Board on the 2018 Ridge Hill Nike Property Assessment and current uses, conditions and management of the properties.</p> <p>The Select Board will hold a public hearing on the possible future uses of the Ridge Hill Reservation and Nike Site.</p>	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
a. Notice of Hearing	



TOWN OF NEEDHAM
TOWN HALL
Needham, MA 02492-2669

RIDGE HILL / NIKE PROPERTY ASSESSMENT
Needham, Massachusetts | June 2018

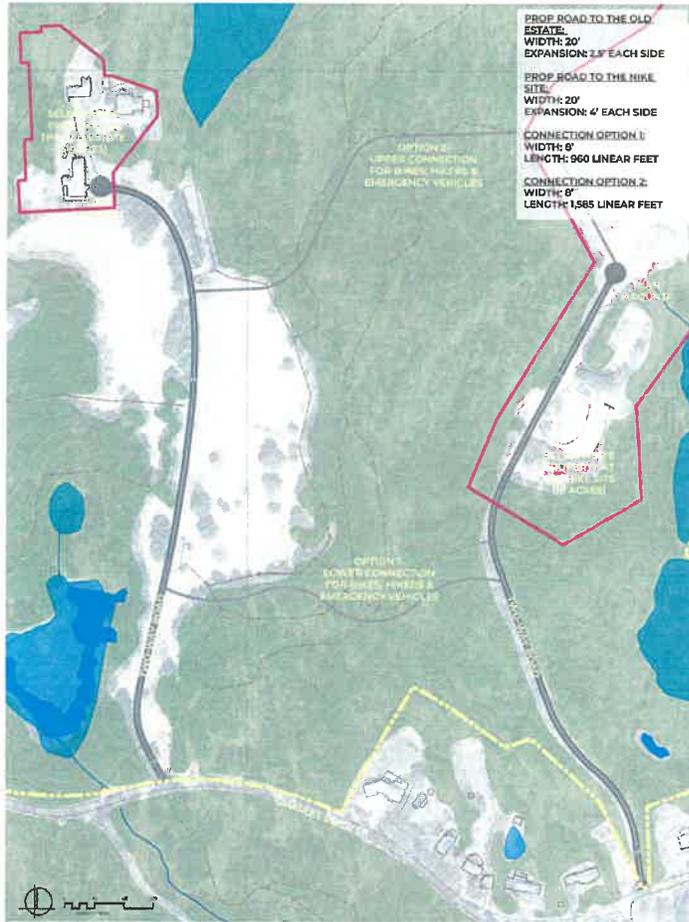


FIGURE 32 | EXISTING SITE USES
CONNECTIVITY OPTION 1

Weston & Sampson

The Needham Select Board will hold a public hearing on the present and future uses and management of the Ridge Hill Reservation and Nike Site on Tuesday, February 11, at James Hugh Powers Hall beginning at 7:30 PM.

Ridge Hill and Nike are Town-owned properties, in the western part of Needham, accessible from Charles River Street and from Pine Street. They total approximately 225 acres of land. Of that, two areas: 3 acres around the former estate buildings at Ridge Hill, and the 18-acre Nike Site, are under the jurisdiction of the Select Board. The remainder is under jurisdiction of the Town's Conservation Commission.

The hearing will include information and discussion of current uses, conditions, and management of the properties, and potential for future uses or development of the Select Board's jurisdictional areas. Subjects will include proposed demolition of structures at Ridge Hill, and the 2018 report by the consulting firm Weston and Sampson to the Select Board and Conservation Commission.

Members of the public will have an opportunity to ask questions and provide input at the hearing. A copy of the Weston and Sampson report is available at:

http://www.needhamma.gov/DocumentCenter/View/17372/Ridge-Hill-Weston-Sampson-Final-Report-11_2018?bidId= . As the report is a large PDF document, many users may find it easiest to read if they download and save the PDF onto their own device.

The Board invites all residents and interested parties to attend and participate. Written comments may also be submitted to the Select Board, c/o Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492 or by email to selectboard@needhamma.gov.



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

MEETING DATE: 02/11/2020

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	

MEMORANDUM

TO: SELECT BOARD
FROM: DAVID DAVISON, ASSISTANT TOWN MANAGER/DIRECTOR OF FINANCE
SUBJECT: VEHICLE EXPENSE REIMBURSEMENT
DATE: THURSDAY, JANUARY 30, 2020
CC: KATE FITZPATRICK, TOWN MANAGER; RACHEL GLISPER, DIRECTOR OF HUMAN RESOURCES; MICHELLE VAILLANCOURT, TOWN ACCOUNTANT; ANNE GULATI, ASSISTANT SUPERINTENDENT FOR FINANCE AND OPERATIONS

The Town's Personnel Policy #509 under Section V (Procedures) Subsection A 2 states "When an employee is authorized to use a personal automobile for work-related travel, he or she shall be reimbursed at a rate established by the Board of Selectmen (Select Board) upon the recommendation of the Assistant Town Manager/Director of Finance." The purpose of this memo is to recommend to the Board that the rate should be adjusted.

The current rate for reimbursement to an employee for personal use of his/her automobile for Town business is 58 cents per mile. The mileage rate is intended to include the cost of fuel and oil, repairs, insurance, and general wear and tear on the automobile. Costs of these considerations have changed since the last time the mileage rate was adjusted in December 2018. The national organization, AAA does an annual report on the cost of operating a motor vehicle in U.S. Their report released in September 2019 showed that the cost has increased from the prior year. The composite average cost was 61.9 cents per mile which compares to 59.0 cents per mile in 2018. The table below from AAA data shows the average cost per mile for different vehicle types in 2017, 2018, and 2019. AAA's study reports that the cost for most types of vehicles has increased, and greatest contributor to the cost were higher fuel cost and the cost of maintenance.

"Average fuel cost rose to 11.6 cents per mile, 5% higher than last year. The per-mile increase was driven by gasoline prices, which are up 15.6 cents per gallon over the timeframe covered by the study. Electricity prices for EV charging also rose 0.1 cent per kilowatt-hour (0.08%), but the market share of the electric vehicles in the study (0.48%) makes the effect of this increase on the overall average fuel cost negligible. Fuel costs vary widely by vehicle type, ranging from a low of 3.65 cents per mile for electric vehicles, to 15.67 cents per mile for pickup trucks."

AAA's report incorporates average cost for fuel, insurance, depreciation, maintenance, government fees (license, registration, taxes), and financing.

<i>Based on Driving 15,000 miles annually</i>	<i>Small Sedan</i>	<i>Medium Sedan</i>	<i>Large Sedan</i>	<i>Hybrid Vehicle</i>	<i>SUV 4WD</i>	<i>Minivan</i>	<i>Composite Average</i>
<i>Cost Per Mile 2017</i>	42.4 cents	54.5 cents	62.7 cents	51.3 cents	63.0 cents	61.0 cents	56.5 cents
<i>Cost Per Mile 2018</i>	45.2 cents	59.1 cents	65.4 cents	49.9 cents	64.6 cents	64.5 cents	59.0 cents
<i>Cost Per Mile 2019</i>	47.4 cents	57.6 cents	69.4 cents	51.6 cents	68.4 cents	66.9 cents	61.9 cents

Although there may be many methods and sources to determine what is the cost of operating a motor vehicle, I continue to recommend that the rate be set based on the standard mileage rate

(SMR) method used by the Internal Revenue Service which should prove to be the simplest method of accounting and probably the most often used to determine the cost to the employee for reimbursement purposes.

The IRS rate is based on an annual study of the fixed and variable costs of operating an automobile. The standard mileage rate for 2020 has been calculated at 57.5 cents per mile. This rate is based on information released by the IRS on December 31, 2019. Although individual costs will differ, fluctuations are inevitable; the IRS rate is readily accessible and updated on a schedule which the Town has and may continue to rely. Therefore, I recommend to the Board that it vote to change the rate from 58 cents to 57.5 cents per mile consistent with the rate determined by the IRS. The effective date for this reimbursement rate would be the date of approval by the Board.

I will be available should you have questions. Thank you.



RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

2020 JAN 30 P 2:13

Mike Kuza
Vice President

January 28, 2020

Needham Board of Selectman
1471 Highland Ave.
Needham, MA 02492

To Whom It May Concern,

As part of its 2019 gift to the community, the Middlesex Savings Charitable Foundation wishes to provide the Needham Police and Fire Departments with a charitable contribution of \$10,000 each. Although there are no specific requirements as to how these funds are spent, we would ask that the departments not utilize them to fund personnel-related expenses.

Please direct any questions you might have with regards to these gifts to my attention at 508-315-5361.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Kuza", with a long horizontal flourish extending to the right.

Mike Kuza
Vice President

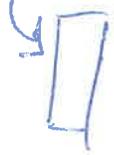
**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**

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

TOWN OF NEEDHAM
RECEIVED

Event Manager Name (Name that will appear on license)	Steve Volante
Event Manager Address	292 Forest St. Needham, MA 02492
Event Manager Phone Number	781-964-1821
Organization Representing (if applicable)	Volante Farms
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit <input checked="" type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____
Name of Event	Cooking Class Class
Date of Event	2/29/20
License is for Sale of:	<input checked="" type="checkbox"/> Wines & Malt Beverages Only <input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)
Requested Time for Liquor License FROM: TO:	2:30 PM TO: 4:30 PM
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 65 /per ticket <input type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES \$ /per ticket <input checked="" type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	40
Name & address of event location. Please attach proof of permission to use this facility.	Volante Farms Greenhouse
Who will be serving the alcohol to your guests?	Lisa Pease-Wine ; beer manager
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).	
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.	Lisa will be coming around to each table and pouring 3 wine pairings throughout the meal
<input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))	
Event Manager Signature:	
Date:	1/30/20

Serving table



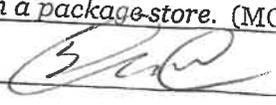
Cooking demo

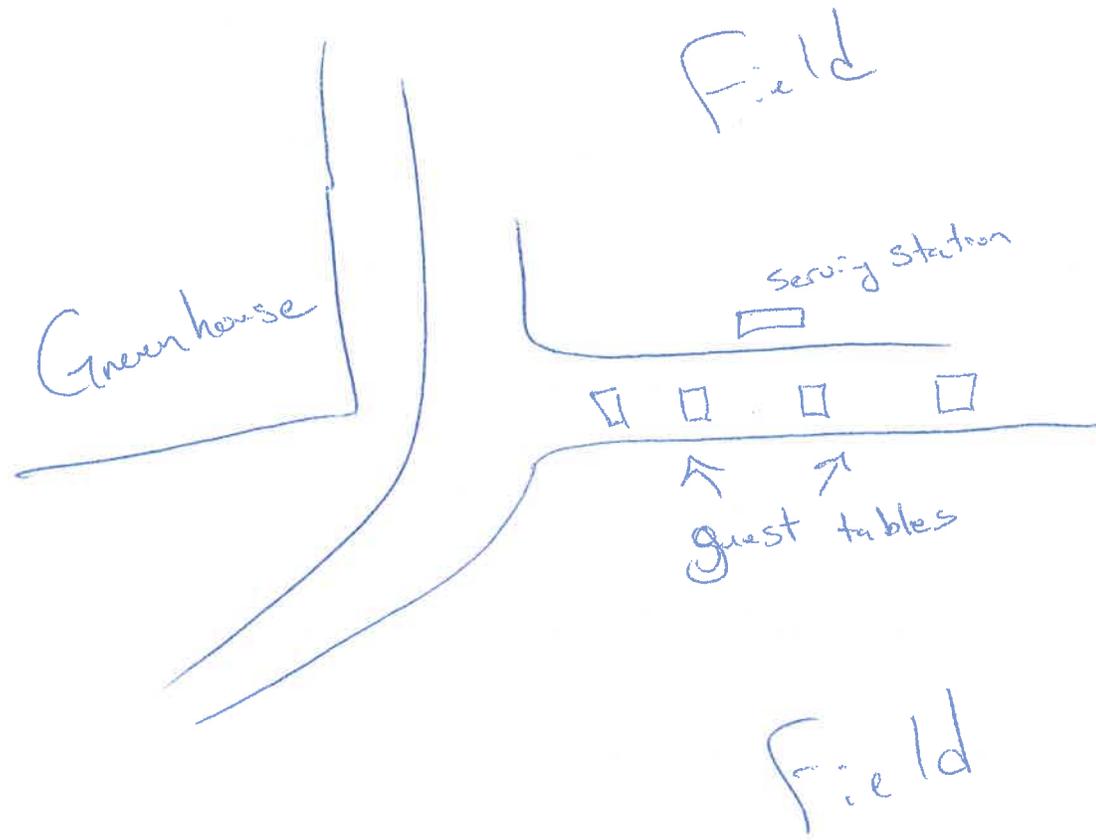


Guests



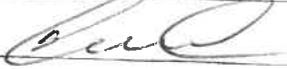
**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Steve Volante	
Event Manager Address	292 Forest St. Needham, MA 02492	
Event Manager Phone Number	781-964-1821	
Organization Representing (if applicable)	Volante Farms	
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit <input checked="" type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____	
Name of Event	Dinner in the Field	
Date of Event	7/9, 7/23, 8/6	
License is for Sale of:	<input checked="" type="checkbox"/> Wines & Malt Beverages Only <input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)	
Requested Time for Liquor License	FROM: 6 PM	TO: 9 PM
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 195 /per ticket	<input type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES \$ /per ticket	<input checked="" type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	100	
Name & address of event location. Please attach proof of permission to use this facility.	Volante Farms	
Who will be serving the alcohol to your guests?	Lisa Perse - Wine & Beer Manager	
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).		
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.		
Wine pairings will be prepared and served to guests throughout the dinner.		
<input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))		
Event Manager Signature:		Date: 1/30/20

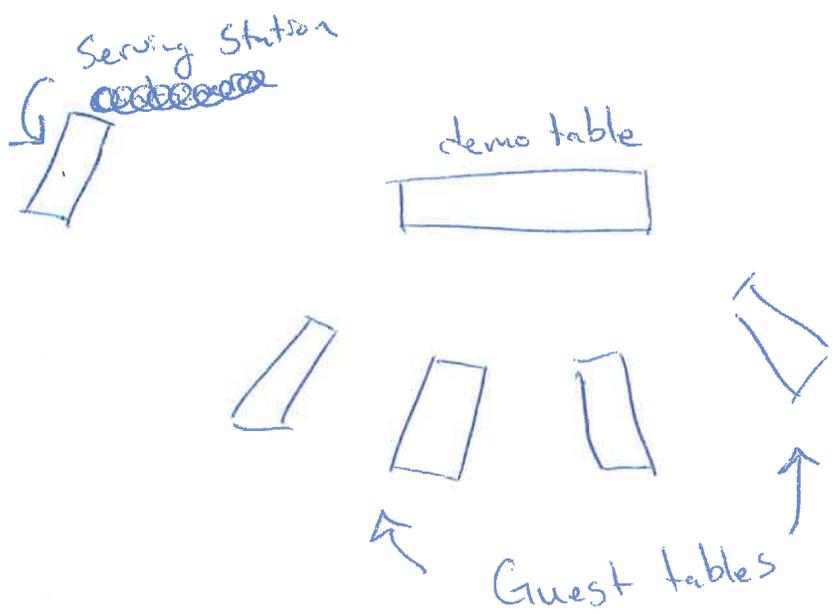


**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**

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

Event Manager Name (Name that will appear on license)	Steve Volante		
Event Manager Address	292 Forest St. Needham, MA 02492		
Event Manager Phone Number	781-964-1821		
Organization Representing (if applicable)	Volante Farms		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit	<input checked="" type="checkbox"/> For profit	
	<input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Wine & Cheese Class		
Date of Event	11/7/20		
License is for Sale of:	<input checked="" type="checkbox"/> Wines & Malt Beverages Only <input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM: 1 PM	TO: 4 PM	
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 60 /per ticket	<input type="checkbox"/> NO	
Is there an admission fee for this event?	<input type="checkbox"/> YES \$ /per ticket	<input checked="" type="checkbox"/> NO	
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
How many people are you expecting at this event?	40		
Name & address of event location. Please attach proof of permission to use this facility.	Volante Farms		
Who will be serving the alcohol to your guests?	Lisa Pearce - Wine & Beer Manager		
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan. Wines will be pre-portioned and served to guests with accompanying cheeses throughout the class			
<input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date: 1/30/20

Serving Station
~~customer~~



demo table



Guest tables

emailed 1/22/20



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

RUN WALK BICYCLE MOTORCYCLE

Name of Event:

Geared Up for Kids

Name of Organization:

Pediatric Brain Tumor Foundation,
Northeast

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

If yes, name of Town and date:

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

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

Organization Mailing Address:

P.O. Box 593, Granby CT 06035

Organization
is
Not-for-Profit

Organization Billing Address (if Police Detail is required):

same as above

Primary Contact:

Jennifer Whitman

Contact Title:

Founder, Saphier Events

Contact Address:

50 Bradley Avenue
Swampscott, MA 01907

Contact Phone (Day):

617-416-0013

Contact Phone (Cell):

617-416-0013

Contact Email:

jennifer@saphierevents.com
saphierevents.com

Event Date(s): Sunday, May 31, 2020	Date Expected to be in Needham: Sunday, May 31, 2020
Earliest Time Expected in Needham: 5am	Latest Time Expected in Needham: 3pm
Number of Expected Participants: 400	Number of Expected Spectators at Peak Time: 50 additional spectators.
Are participants charged a fee? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Estimated Number of Vehicles: 150	What type of Parking is required: Parking Lot or designated parking area
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: <p style="text-align: center;">Parking beginning at 8am - 12pm/1pm</p>	
Are event organizers available to meet with members of the Town to plan event? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Do event organizers foresee the need for any road closures (subject to police review)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
What will be done in case of inclement weather? Event will be canceled if rain or shine. in the event of Thunder/lightning or asked to do so by police.	
Will neighborhoods be impacted by parking and traffic? minorly. The neighborhood surrounding Pollard Middle School will have an influx of cars/people during the event.	
What activities are planned for the start of the race (if in Needham)? Breakfast, check in and registration	
What activities are planned for the end of the race (if in Needham)? Family Fun Festival; games, crafts, food/lunch	

<p>What facilities are needed for the start of the race (if in Needham)?</p>	<p>Large open space for tents/tables</p>
<p>What facilities are needed for the end of the race (if in Needham)?</p>	<p>Large open space for tents tables</p>
<p>Once the event begins, how long will it take to complete the event?</p>	<p>8am-1pm, plus clean up and breakdown (5hrs)</p>
<p>Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?</p>	<p>yes</p>
<p>Will volunteers be placed along the route?</p>	<p>yes</p>
<p>Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.</p>	<p>yes, a dj will be placed at the end of the route/ at the festival</p>
<p>Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)</p>	<p>yes</p>
<p>Will portable toilets be used? List locations.</p>	<p>Yes, at the location of the Family Festival</p>
<p>Will hydration stops be set up along route? If yes, please include these on route plan.</p>	<p>yes</p>
<p>If the event takes place after dark, what is the plan to meet lighting needs?</p>	<p>not applicable</p>
<p>What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?</p>	<ul style="list-style-type: none"> • (2) medical professionals onsite • race safety committee • hired Police detail
<p>Does the event take place during commuter times?</p>	<p>no</p>
<p>Is school in session during the event? Will school drop off or pick up be impacted by the event?</p>	<p>no</p>
<p>Are businesses open during the time of the event?</p>	<p>yes</p>
<p>Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)</p>	<p>Same route as previous years - no impact reported</p>

<p>Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?</p>	<p>Same route as last year - no impact reported</p>
<p>What is the plan to handle trash?</p>	<p>We have hired an independent contractor to pick up trash at conclusion of event.</p>

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

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

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

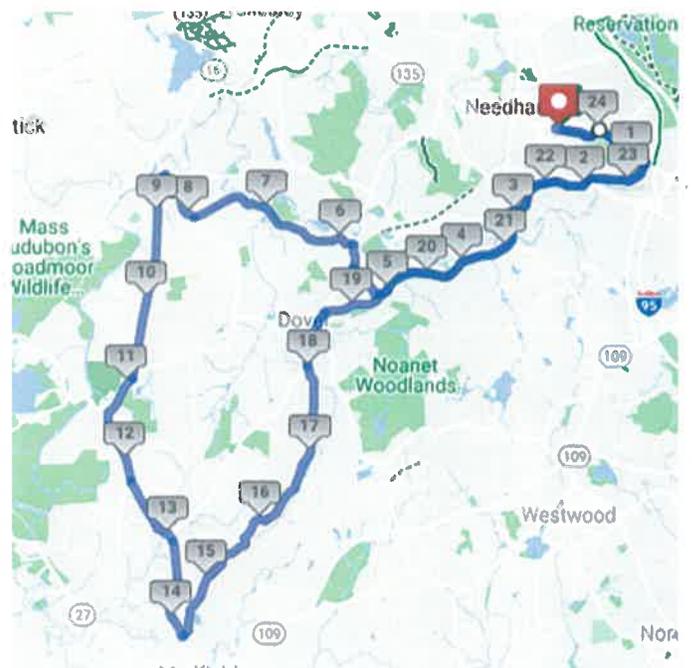
2019 Geared Up for Kids

Sunday, June 2, 25-Mile Ride

START TIME: 9:00 AM

	START LINE 200 Harris Ave	0.00 mi
	RIGHT on Harris Ave	0.00 mi
	RIGHT on Great Plain Ave	0.50 mi
	RIGHT on South St	1.18 mi
	Head west, staying on South St Cross Dedham Ave	1.94 mi
	CONTINUE on South St Cross Chestnut St	3.03 mi
	RIGHT on Cross St	5.12 mi
	RIGHT on Centre St (toward Claybrook)	5.56 mi
	LEFT on Claybrook Rd Cross Main Street	5.83 mi
	RIGHT on Pleasant St (toward Lookout Farm)	7.92 mi
	LEFT on Glen St	8.55 mi
	RIGHT on Farm St (toward Bridge St)	10.91 mi
	Waterstop at Dover Sherborn Middle School, 155 Farm Street	12.24 mi
	RIGHT on North Street	13.10 mi
	RIGHT on Pine Street	14.26 mi
	RIGHT on to Centre St	18.20 mi
	CONTINUE on Centre St toward Dedham St	18.68 mi
	Bear RIGHT on Dedham St	18.68 mi
	Continue on Dedham Street Dedham St becomes Chestnut St	21.19 mi
	RIGHT on South St	21.45 mi

	LEFT on Great Plain Ave	23.31 mi
	LEFT on Harris Ave	23.99 mi
	LEFT at 200 Harris Ave Destination/Finish Line	24.58 mi



2019 Geared Up for Kids
Sunday, June 2 – Family Ride
START TIME: 9:30 AM

	START LINE 200 Harris Ave Police Detail	0.00 mi		LEFT on Harris Ave Volunteer Spotter	7.46 mi
	RIGHT on Harris Ave	0.01 mi		Cross Median to Finish Line	7.56 mi
	LEFT on Harris Ave (at median to reverse direction) Volunteer Spotter	0.11 mi			
	RIGHT on Bradford St Volunteer Spotter	.36 mi			
	Cross GPA to Manning Street Police Detail	.55 mi			
	RIGHT on High St Volunteer Spotter	1.51 mi			
	Continue on to Greendale Ave Police Detail	1.67 mi			
	RIGHT on Great Plain Ave Police Detail	4.04mi			
	RIGHT on Broad Meadow Rd Volunteer Spotter	4.66 mi			
	LEFT on Tudor Rd Volunteer Spotter	5.06 mi			
	RIGHT on Audrey Ave	5.61 mi			
	RIGHT on Highgate Rd Volunteer Spotter	5.64 mi			
	LEFT on Arch St Volunteer Spotter	5.69 mi			
	RIGHT on Hillcrest Rd Volunteer Spotter	6.02 mi			
	LEFT on Bond St Volunteer Spotter	6.06 mi			
	LEFT on Beaufort Ave Volunteer Spotter	6.20 mi			
	RIGHT on Sargent St Volunteer Spotter	6.51 mi			
	RIGHT on Melrose Ave Volunteer Spotter	6.73 mi			
	LEFT on Powers St	6.86 mi			
	LEFT on Manning St	7.05 mi			
	CROSS GPA to Bradford St Police Detail	7.26 mi			

2019 Geared Up for Kids Sunday, June 2 – Fun Run START TIME: 10:00 AM

	START LINE 200 Harris Ave	0.00 mi
	RIGHT on Great Plain Ave Police Detail	0.46 mi
	RIGHT on South Street Volunteer Spotter	1.12 mi
	CONTINUE on South St (Past Green St) Volunteer Spotter	1.64 mi
	RIGHT on Livingston Circle	1.76 mi
	LEFT on Churchill Lane	1.84 mi
	LEFT on Livingston Circle	1.93 mi
	RIGHT on South St Volunteer Spotter	2.01 mi
	RIGHT on Great Plain Ave Police Detail	2.12 mi
	RIGHT on Bradford St Volunteer Spotter	2.80 mi
	RIGHT on Harris Ave Volunteer Spotter	2.95 mi
	Destination/Finish Line 200 Harris Ave	3.05 mi



NOTES:

- This is not a timed race.



RECEIVED
Town of Needham, Massachusetts
SELECT BOARD
Road Event Form

2020 JAN 30 P 2:12

INTERNAL USE ONLY	
<input checked="" type="checkbox"/> DPW	<input checked="" type="checkbox"/> Police
<input checked="" type="checkbox"/> Fire	<input type="checkbox"/> OTM
<input checked="" type="checkbox"/> Park & Rec	<input type="checkbox"/> Paid
<input type="checkbox"/> PFD	

TYPE OF EVENT: (check all that apply)

RUN WALK BICYCLE MOTORCYCLE

Name of Event: The Ride for Food **Name of Organization:** Three Squares New England

Has this event been conducted in other Towns in the past? YES NO **If yes, name of Town and date:** annually 2012 - Present. Dedham, Needham, Millis, Norfol, Medfield, Medway, Holliston, Dover, Sherborn, Natick.

Has this event been held in Needham in the past? YES NO **If yes, are you repeating the same route as in prior year(s)?** YES NO

Organization Mailing Address: Three Squares NE
PO Box 31
Belmont MA 02478 **Organization is** **Not-for-Profit**

Organization Billing Address (if Police Detail is required): Three Squares NE
PO Box 31
Belmont MA 02478

Primary Contact: Katherine Sigel **Contact Title:** Exec. Director

Contact Address: 181 Slade St
Belmont MA 02478

Contact Phone (Day): 617 365 7761 **Contact Phone (Cell):** 617 365 7761

Contact Email: Kah@threesquaresne.org

Currently Ongoing

500

Event Date(s): Sunday Oct 4, 2020	Date Expected to be in Needham: Sunday Oct 4, 2020
---	--

Earliest Time Expected in Needham: 8:30am	Latest Time Expected in Needham: 1:30 pm
---	--

Number of Expected Participants: 400	Number of Expected Spectators at Peak Time: N/A All cyclists return to Nobles
--	--

Are participants charged a fee? YES NO

Estimated Number of Vehicles: N/A	What type of Parking is required: N/A All parking @ Nobles, Dedham
---	---

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:
All vehicles are stationed at Nobles & Greenough School, Dedham. Two vehicles/vans will be supporting cyclists, ie. SATG vehicles but will be circling 25/50 mile route.

Are event organizers available to meet with members of the Town to plan event?
 YES NO

Do event organizers foresee the need for any road closures (subject to police review)? YES NO

What will be done in case of inclement weather?
Rain is OK. Lightning or hurricane-like weather prohibits safe bike ride. There is NO rain date

Will neighborhoods be impacted by parking and traffic?
No.

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

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

What facilities are needed for the start of the race (if in Needham)?	N/A.
What facilities are needed for the end of the race (if in Needham)?	N/A
Once the event begins, how long will it take to complete the event?	1 hr 10 mile route thru Needham 4-5 hrs 50 mile route 2-3 hrs 25 mile route
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	Road markings & lawn-signs point cyclists in the right direction.
Will volunteers be placed along the route?	At "challenging" intersections only & where detail is required.
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	At Nobles start (end of Ride (Dedham))
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	At Nobles (Dedham)
Will portable toilets be used? List locations.	324 Greendale Ave, Needham & other water stops outside of Needham
Will hydration stops be set up along route? If yes, please include these on route plan.	"
If the event takes place after dark, what is the plan to meet lighting needs?	N/A
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Fallen Ambulance stationed at Nobles. Ride marshals lead & sweep routes to assist cyclists w/ flat tires, fatigue, etc.
Does the event take place during commuter times?	NO
Is school in session during the event? Will school drop off or pick up be impacted by the event?	N/A
Are businesses open during the time of the event?	Mostly NO
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	NO

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

Sunday morning but the 10 mile route through Needham does NOT pass religious facilities.

What is the plan to handle trash?

Trash picked up from H₂O shops, by volunteers.

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

- event route map (include map and text of route, parking plan, volunteer placement) Attached
- application fee (\$25 events that start and end in Needham; \$50 event passes through Needham) WILL BE SENT SEPARATELY \$150
- certificate of insurance Attached

PLEASE NOTE:

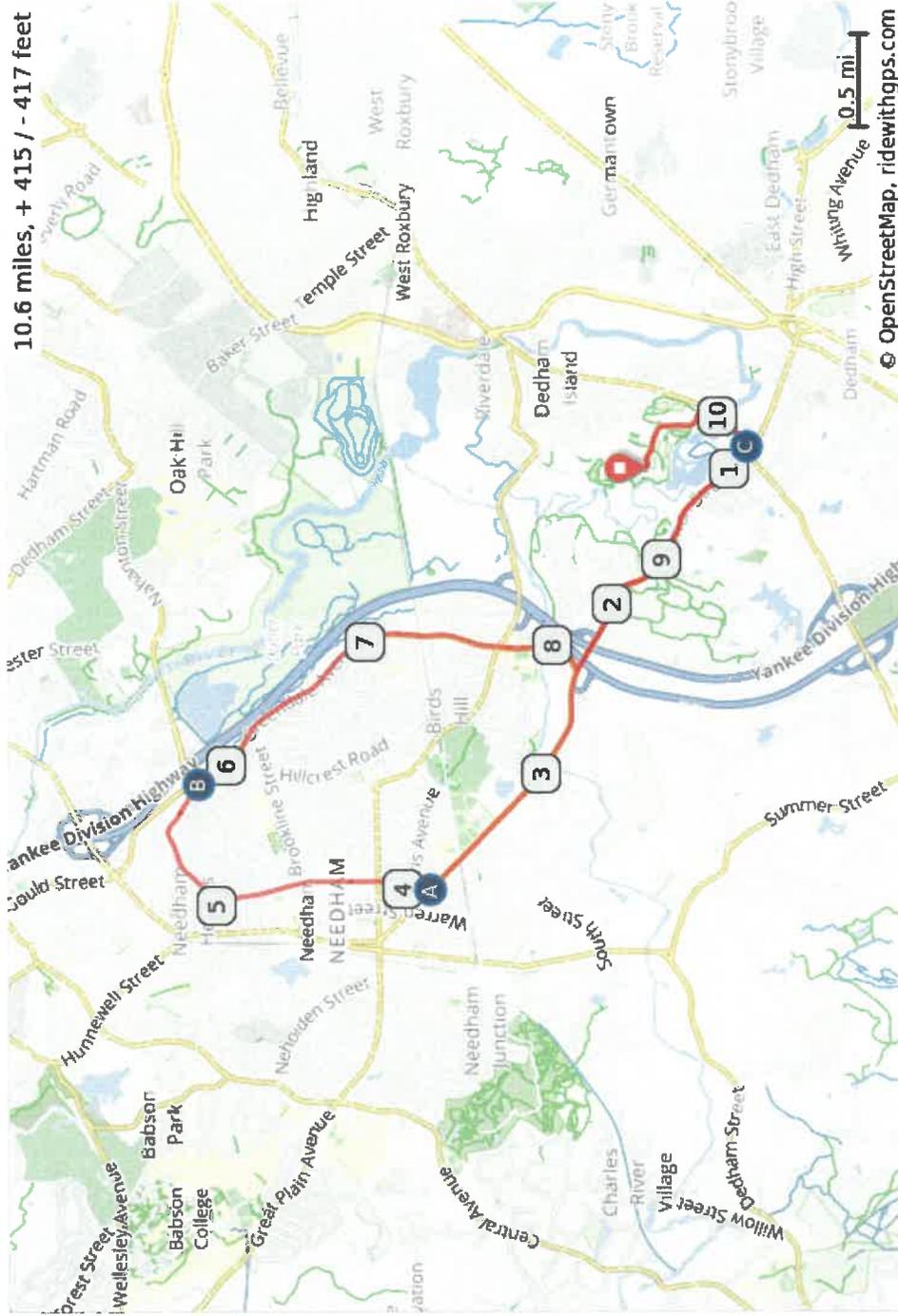
For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.

7

Ride for Food 2018 - 10 Miles

~ 2020

Equivalent

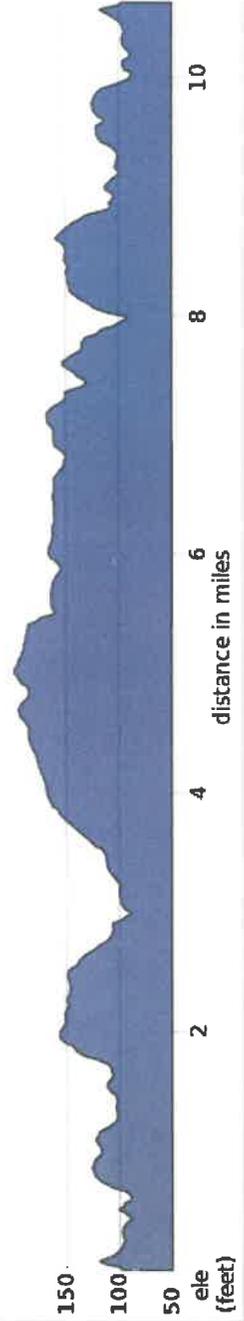


Some police detail not listed

Waterstop Location (food, water, porta-potty): Mile 5.7, 324 Greendale Ave., Needham

Lunch: 11:00am-1:00pm
 Trike Race: 11:00am
 Raffle: 12:45pm

- A. Road Safety Volunteer
- B. Needham Water Stop
- C. Police



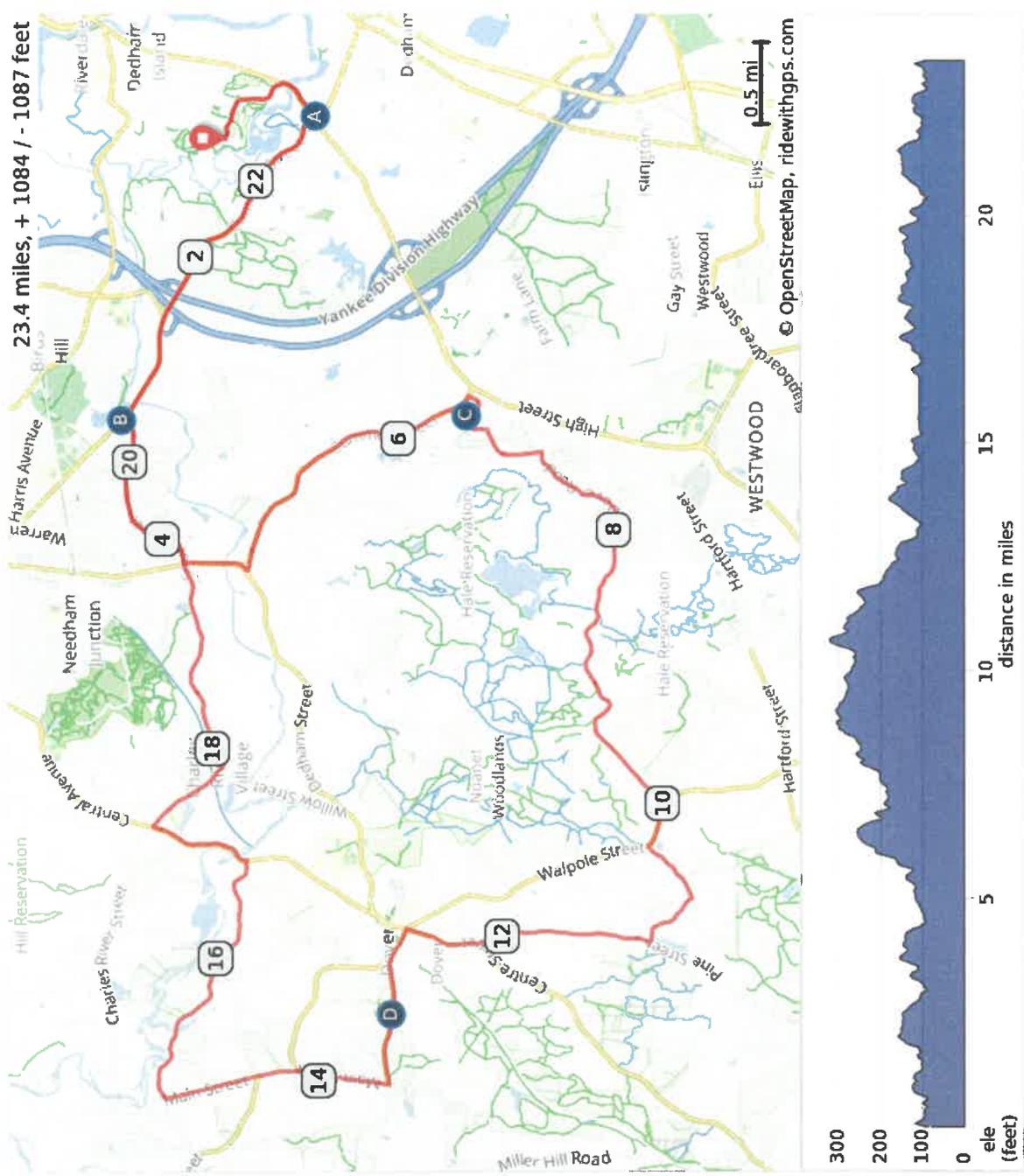
Ride for Food 2018 - 10 Miles

Dist	Type	Note
0.0		Start of route
0.6		Slight R onto Bridge St
0.9		R onto Common St
1.9		Continue onto West St
3.9		R onto Webster St
5.0		R onto High St
5.3		Continue onto Greendale Ave until you get to the water stop at the corner of Greendale and Hunting
8.0		Continue onto Lyons St
8.2		L onto MA-135 E (Police detail)
8.7		Continue onto Common St
9.8		L onto Bridge St
10.1		Slight L onto Campus Dr
10.6		End of route

10.6 miles. +378/-379 feet

Ride for Food 2018 - 25 Miles

~ 2020
Eq.ivalent



Some police detail not listed

Waterstop Location (food, water, porta-potty): Mile 13.5, Channing Park, 45-79 Springdale Ave., Dover

Lunch: 11:00am-1:00pm
 Trike Race: 11:00am
 Raffle: 12:45pm

- A. Police Detail
- B. Police Detail
- C. Caution: speed bump ahead
- D. Dover waterstop

Ride for Food 2018 - 25 Miles

Dist	Type	Note
0.0	Start of route	
0.6	R onto Bridge St	
0.9	R onto Common St	
1.9	Continue onto West St	
3.1	L onto South St	
4.2	L onto Chestnut St	
4.5	Continue onto Dedham St	
4.7	L onto Westfield St	
5.3	Bear R onto Summer St	
6.5	R onto Country Ln	
6.9	R onto Conant Rd	
7.3	R onto Dover Rd	
8.5	Continue onto Powisset St. Be very careful of Recycling Station Traffic.	
10.0	R onto Walpole St	
10.3	L onto Cedar Hill Rd	
10.7	R onto Riga Rd	

10.7 miles. +613/-394 feet

Dist	Type	Note
11.0	L onto Rocky Brook Rd	
11.1	R onto Pine St	
12.2	Continue onto Centre St	
12.6	L onto Springdale Ave	
13.6	R onto Main St	
14.4	Slight R to stay on Main St	
15.0	R onto Claybrook Rd	
16.7	L onto Central Ave/Centre St	
17.3	R onto Charles River St	
17.9	L onto South St	
20.3	R onto West St (Rt. 135)	
21.5	Continue onto Common St (Rt. 135)	
22.5	L onto Bridge St	
22.8	Slight L onto Campus Dr	
23.4	R to stay on Campus Dr	

12.7 miles. +460/-641 feet

Ride for Food 2018 - 50 Miles

— 2020
Equivalent

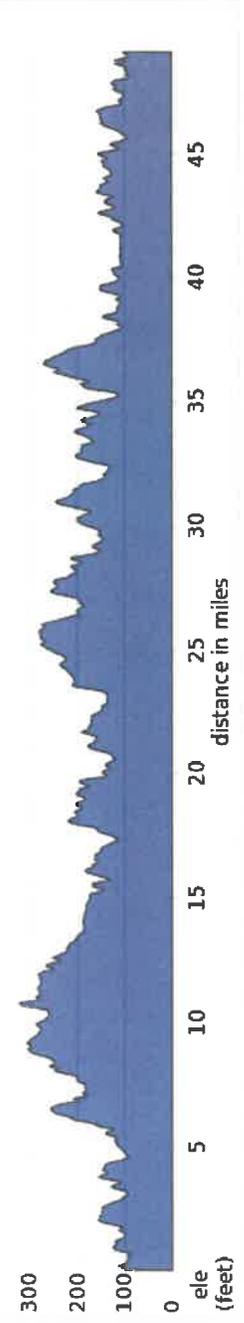


Some police detail not listed

Waterstop Location (food, water, porta-potty): Mile 14.8, Medfield High School, Village Way off South Street AND Mile 38.1, Channing Park, 45-79 Springdale Ave., Dover

Lunch: 11:00am-1:00pm
 Trike Race: 11:00am
 Raffle: 12:45pm

- A. Police
- B. Police Detail
- C. Caution: speed bump ahead
- D. Medfield H.S. Waterstop
- E. Dover Water Stop



For emergencies, call 911. For any other matter, call event coordinators on-site: Kati, 617-365-7761 Seti, 781-775-0122

Ride for Food 2018 - 50 Miles

Dist	Type	Note
0.0		Start of route
0.6	➔	R onto Bridge St (Police Detail)
0.9	➔	R onto Common St (Police Detail)
1.9	⬆	Continue onto West St
3.2	⬅	L onto South St at lights (Police detail)
4.3	⬅	L onto Chestnut St
4.6	⬆	Continue onto Dedham St
4.7	⬆	L onto Westfield St (Police Detail)
5.3	➔	Stay R onto Summer St
6.5	➔	R onto Country Ln
6.9	➔	R onto Conant Rd
7.3	➔	R onto Dover Rd
8.5	⬆	Continue onto Powisset St
10.0	➔	R onto Walpole St
10.3	⬅	L onto Cedar Hill Rd
10.8	➔	R onto Riga Rd

10.8 miles. +614/-396 feet

Dist	Type	Note
11.1	⬅	Take a L onto Rocky Brook Rd
11.2	⬅	L onto Pine St
13.9	⬅	L onto North St
14.5	⬅	L onto Main St
14.5	➔	R onto South St (approaching waterstop) Waterstop coming up
15.7	⬅	L onto MA-27 S (Police Detail)
15.8	➔	R onto South St
17.4	⬆	Continue onto Seekonk St
18.1	➔	R onto Cleveland St
19.1	➔	R onto Holbrook St
20.0	➔	R onto MA-115 N
20.7	⬅	L onto Baltimore St (Police detail)
21.1	➔	R onto Pleasant St
21.3	⬅	L onto Village St at the light. (Police Detail)
23.6	➔	Slight R onto Holliston St (Holliston becomes Norfolk St.)

12.8 miles. +473/-541 feet

Dist	Type	Note
28.1	➔	R onto Central St
28.6	⬅	Slight L onto Fiske St (Police Detail)
30.4	⬆	Continue onto Mill St
31.4	⬆	Continue onto Woodland St
31.6	⬅	Tricky L onto W Goulding St and cross Route 27 (Police Detail) onto East Goulding
32.7	⬅	Sharp L onto Lake St
33.8	➔	R onto Farm Rd
35.3	⬆	Continue onto Bridge St
35.6	⬅	L onto Farm St
37.6	➔	R onto Springdale Ave (approaching waterstop)
38.4	⬅	L onto Church St
38.7	⬆	Continue onto Haven St
39.4	➔	R onto Main St
39.7	➔	Slight R to stay on Main St
40.3	➔	R onto Claybrook Rd

16.7 miles. +642/-721 feet

Dist	Type	Note
42.0	⬅	L onto Central Ave/Centre St
42.6	➔	R onto Charles River St
43.2	⬅	L onto South St
45.6	➔	R onto Dedham Ave/West St
46.8	⬆	Continue onto Common St
47.8	⬅	L onto Bridge St
49.0	➔	L on Campus Dr and welcome back!
49.1		End of route

8.8 miles. +334/-345 feet

For emergencies, call 911. For any other matter, call event coordinators on-site: Kati, 617-365-7761 Seta, 781-775-0122

Memorandum

To: Select Board
From: David Davison, Assistant Town Manager/Director of Finance
CC: Kate Fitzpatrick, Town Manager; Dennis Condon, Fire Chief; Evelyn Poness,
Treasurer and Tax Collector; Tatiana Swanson, Finance and Procurement
Coordinator
Date: February 11, 2020
Re: Fire Alarm Boxes

The Board on December 3, 2019 approved a sale price of \$25 for each fire alarm box that would be made available for sale to the general public. Upon a further review of the inventory and the condition of the boxes, we are recommending a modification to the price structure and ask the Board to approve the recommendation.

Price for a fire alarm box without mechanisms inside the box \$25.00

Price for fire alarm mechanisms without the fire box \$25.00

Price for a fire alarm box with mechanisms \$50.00

The Town makes no warranty or guarantee that the box and/or the mechanism will be in working order.

I will be at your meeting on Tuesday to discuss the change, if needed. Please do not hesitate to contact me if you have any questions prior to the meeting.