

**SELECT BOARD**  
**March 24, 2020**  
**Needham Town Hall/Powers Hall**  
**REVISED Agenda**

Due to social distancing measures, Meeting Closed to the Public – Access to Meeting is available at:  
**Cable Channels: Comcast 99; RCN 13; Verizon 30 and HD Channel Verizon 2129.**  
**Facebook Live: [Facebook.com/TownofNeedham](https://www.facebook.com/TownofNeedham)**

|           |             |  |
|-----------|-------------|--|
| <b>1.</b> | <b>7:00</b> | Public Hearing: Verizon Grant of Location- Noyes Street  |
| <b>2.</b> | <b>7:00</b> | Open and continue Public Hearing: Change of Ownership, Beneficial Interest & Manager: Spiga Restaurant   |
| <b>3.</b> | <b>7:10</b> | Babson College Scholarships <ul style="list-style-type: none"> <li>• Moe Handel, Vice Chair Select Board</li> </ul>  |
| <b>4.</b> | <b>7:15</b> | CPC Consultation (remote participation) <ul style="list-style-type: none"> <li>• Peter Pingitore, Chair, CPC</li> <li>• Carys Lusting, CPC Liaison</li> </ul>  |
| <b>5.</b> | <b>7:30</b> | Open and Continue Public Hearing - Community Stormwater Mitigation Assessment  |
| <b>6.</b> | <b>7:35</b> | Town Manager <ul style="list-style-type: none"> <li>• Approval of Appointment of Assistant Town Manager/Director of Operations</li> <li>• Open Special Town Meeting Warrant</li> <li>• Approve Memoranda of Agreement with Needham Police Union and Needham Police Superior Officers Association</li> <li>• Complete Streets Prioritization Plan</li> <li>• <b>COVID-19 Action Update</b></li> </ul> |

**APPOINTMENTS**

|    |   |  |
|----|---|--|
| 1. | Solid Waste & Disposal Recycling Advisory Committee | Wells Blanchard (term expires 6/30/2021) |
|----|---|--|

**CONSENT AGENDA      \*=Backup attached**

|     |  |
|-----|--|
| 1.  | Accept \$100 donation made to the Needham Health Division’s Gift of Warmth Program from Shahin Sagafi, resident of Maryland. |
| 2.* | Water and Sewer Abatement #1289.   |



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

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**MEETING DATE: 03/24/2020**

|                     |  |
|---------------------|--|
| <b>Agenda Item</b>  | Public Hearing: Verizon New England Inc. and Eversource Energy Grant of Location –Noyes Street |
| <b>Presenter(s)</b> | Karen Levesque, Verizon New England Inc.   |

|   |   |
|---|---|
| <b>1.</b>   | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>Verizon New England Inc. and Eversource Energy requests permission to place one (1) JO pole, P.6, on the easterly side of Noyes Street at a point approximately 98’ southeasterly from existing pole, P.5. This work is necessary for a new service.</p> <p>The Department of Public Works has approved this petition, based on Verizon New England Inc. and Eversource Energy’s commitment to adhere to the Town’s regulation that <b>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.</b></p> |   |
| <b>2.</b>   | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p><b><u>Suggested Motion:</u></b><br/>Move that the Select Board approve and sign a petition from Verizon New England Inc. and Eversource Energy to place one (1) JO pole, P.6, on the easterly side of Noyes Street at a point approximately 98’ southeasterly from existing pole, P.5. This work is necessary for a new service.</p>   |   |
| <b>3.</b>   | <b>BACK UP INFORMATION ATTACHED</b>               |
| <p><b>(Describe backup below)</b></p> <ul style="list-style-type: none"><li>a. Grant of Location Petition Review Sheet from DPW</li><li>b. Letter of Application</li><li>c. Petition</li><li>d. Order</li><li>e. Petition Plan</li><li>f. Notice Sent to Abutters</li><li>g. List of Abutters</li></ul>   |   |

Karen Levesque  
Right of Way Manager

RECEIVED  
TOWN OF NEEDHAM  
SELECT BOARD

2020 FEB 13 P 2:26

verizon

385 Myles Standish Blvd  
Taunton, MA 02780

Office 774-409-3170  
Mobile 774-504-1279  
Karen.levesque@one.verizon.com

February 11, 2020

Needham Select Board  
Needham Town Hall  
1471 Highland Ave  
Needham, MA. 02492

**RE: Petition for Verizon job # 1A4C8LC  
Noyes Street**

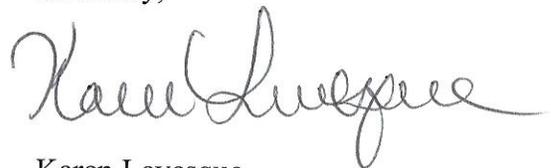
Dear Honorable Board of Selectmen:

Enclosed find the following items in support of the above-referenced project:

1. Petition;
2. Petition Plan;
3. Order;
4. Abutters.

A Public Hearing and notice to abutters is required. A Verizon representative will attend the Public Hearing. Should any questions or comments arise concerning this matter prior to the hearing, please contact me at 774-409-3170. Your assistance is greatly appreciated.

Sincerely,



Karen Levesque  
Right of Way Manager

Enc

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

February 7, 2020

To the Select Board

in NEEDHAM, Massachusetts

VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY request permission to locate poles, wires, cables and fixtures including the necessary anchors, guys and other such sustaining and protecting fixtures to be owned and used in common by your petitioners, along and across the following public way or ways:

Noyes Street:

Placement of one (1) JO pole, P.6, on the easterly side of Noyes Street at a point approximately 98' southeasterly from existing pole, P.5.

This pole placement is necessary for a new service.

Wherefore they pray that after due notice and hearing as provided by law, they be granted joint or identical locations for and permission to erect and maintain poles, wires and cables, together with anchors, guys and other such sustaining and protecting fixtures as they may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked-VZ N.E. Inc. No. 1A4C8LC dated 2/6/2020.

Also, for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioners agree that space shall be reserved and maintained for the limited purpose of attaching one-way low voltage fire and police signaling wires owned by the municipality or governmental entity for public safety purposes only.

VERIZON NEW ENGLAND INC.

By Karen Levesque - Manager - Rights of Way

Dated this 7th day of February, 2020.

NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY

By Richard Schifano - Rights of Way Representative

Dated this 10th day of February 2020.

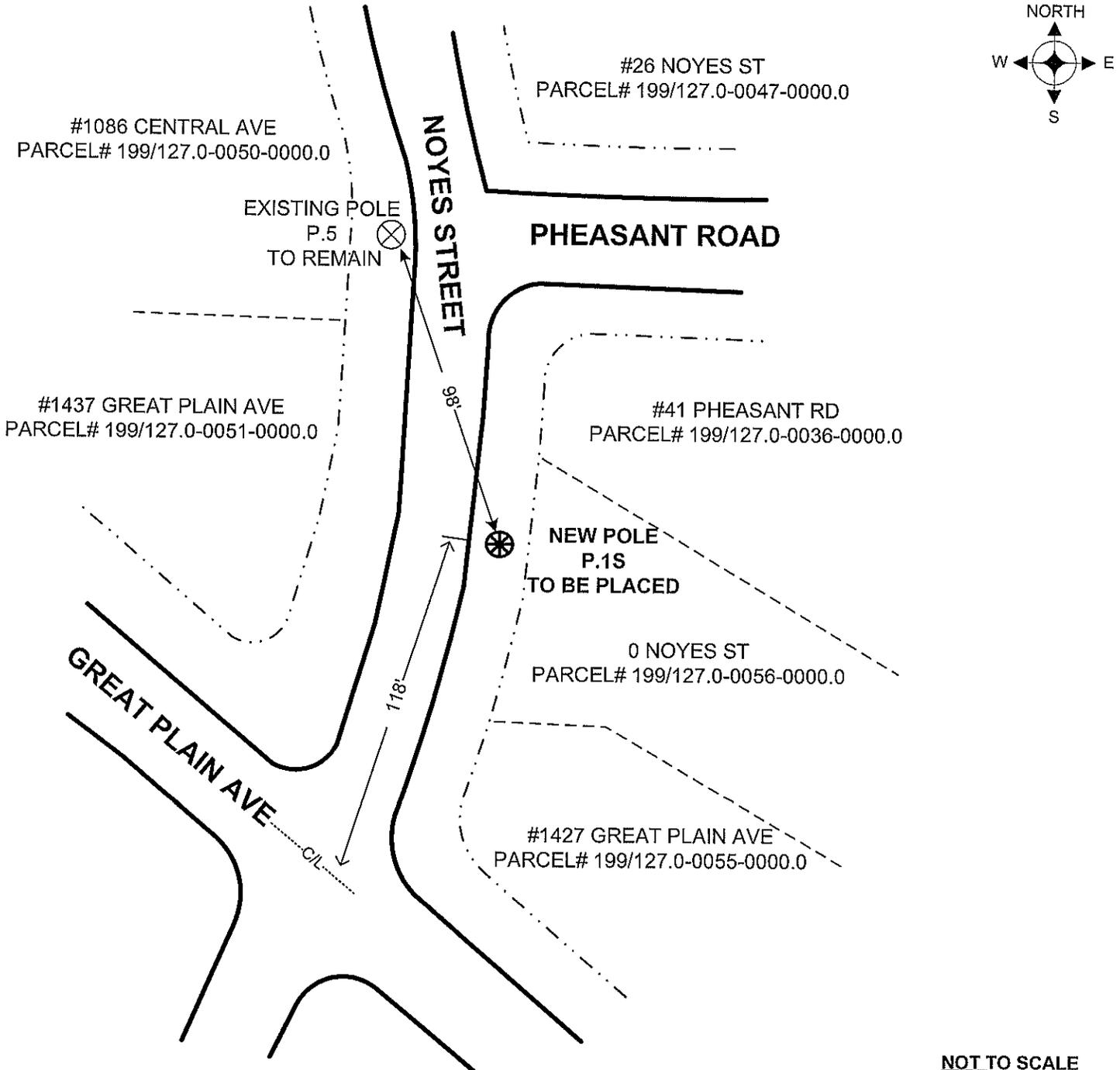


PETITION PLAN

MUNICIPALITY NEEDHAM VZ. N.E. INC. NO. 1A4C8LC

VERIZON NEW ENGLAND, INC AND  
NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY DATE : FEBRUARY 6, 2020

SHOWING PROPOSED INSTALLATION OF ONE POLE ON NOYES STREET



LEGEND

- PROPERTY LINE
- EDGE OF PAVEMENT
- EDGE OF ROADWAY
- EXISTING JOINTLY OWNED POLE TO REMAIN
- PROPOSED NEW JOINTLY OWNED POLE TO BE INSTALLED

## ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

By the Select Board of **NEEDHAM**, Massachusetts.

Notice having been given and a Municipal Council Meeting held, as provided by law,  
It is **HEREBY ORDERED**:

that **VERIZON NEW ENGLAND INC.** and **NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY** be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and their respective wires and cables to be placed thereon, together with anchors guys and other such sustaining and protecting fixtures as said Companies may deem necessary, in public way or ways hereinafter referred to, as requested in petition of said Companies dated the **6th** day of **February 2020**.

### **Noyes Street:**

**Placement of one (1) JO pole, P.6, on the easterly side of Noyes Street at a point approximately 98' southeasterly from existing pole, P.5.**

**This pole placement is necessary for a new service.**

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

Poles shall be of sound timber, and reasonably straight and shall be set substantially at the points indicated upon the plan marked-VZ N. E. Inc. No. **1A4C8LC** Dated **2/6/20** - filed with said petition.

The following are the public ways or parts of ways along which the poles above referred to may be erected, and the number of poles, which may be erected thereon under this order:

Noyes Street  
1 JO pole to be placed

Also, that permission be and hereby is granted to each of said Companies to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Select Board of the Town of **NEEDHAM**, Massachusetts held on the \_\_\_\_\_ day of \_\_\_\_\_ 2020.

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Town Clerk

We hereby certify that on \_\_\_\_\_ 2020, at \_\_\_\_ o'clock \_\_\_\_ m., at the \_\_\_\_\_ a public hearing was held on the petition of the VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY for permission to erect the poles, wires, cables, fixtures and connections described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Companies are permitted to erect poles, wires, cables, fixtures and connections under said order. And that thereupon said order was duly adopted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select Board for the Town of **NEEDHAM**, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of a joint location order and certificate of hearing with notice adopted by the Select Board of the Town of **NEEDHAM** of \_\_\_\_\_ 2020, and recorded with the records of location orders of said Town, Book \_\_\_\_\_, Page \_\_\_\_\_. this certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

\_\_\_\_\_  
Town Clerk

ABUTTERS LIST

PARCEL ID: 199/127.0-0051-0000.0  
1437 Great Plain Ave

HELLER, JEFFREY D. &  
HELLER, DEBORAH  
1092 Central Ave  
Needham, MA 02492

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PARCEL ID: 199/127.0-0050-0000.0  
1086 Central Ave

GRIFFIN, FRANK A. &  
GRIFFIN, MARY  
1086 Central Ave  
Needham, MA 02492

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PARCEL ID: 199/127.0-0047-0000.0  
26 Noyes St

MAHONEY, MAUREEN TR. &  
NARDONE, GLENN TR.  
337 Warren St #2  
Waltham, MA 02453

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PARCEL ID: 199/127.0-0036-0000.0  
41 Pheasant Rd

SRIDHAR, PARANJI &  
SRIDHAR, SHANTHY  
41 Pheasant Rd  
Needham, MA 02492

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PARCEL ID: 199/127.0-0056-0000.0  
0 Noyes St

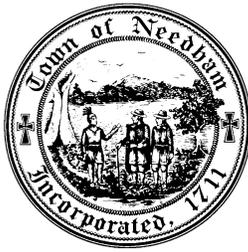
BRAIN, JUDITH B.  
59 Wood Dr  
Essex, MA 01929

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PARCEL ID: 199/127.0-0055-0000.0  
1427 Great Plain Ave

BRAIN, JUDITH B.  
59 Wood Dr  
Essex, MA 01929

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## NOTICE

\*\*\*Please Note: Due to the Coronavirus Social Distancing, this Public Hearing will be closed to the public. If you have any comments or concerns with regards to this hearing please email them to the Select Board at [selectboard@needhamma.gov](mailto:selectboard@needhamma.gov) by 5:00 p.m. Tuesday, March 24, 2020.\*\*\*

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 March 24, 2020** upon petition of Verizon New England Inc. and Eversource Energy dated **February 7, 2020** to place one (1) JO pole, P.6, on the easterly side of Noyes Street at a point approximately 98' southeasterly from existing pole, p.5. This pole placement is necessary for a new service.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Karen Levesque, Manager- Rights of Way for Verizon at 774-409-3170.

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

SELECT BOARD

Dated: March 18, 2020

BRAIN, JUDITH B.  
C/O JDH FINEHOMES LLC  
1092 CENTRAL AVE  
NEEDHAM, MA 02492

NEEDHAM HOUSING AUTHORITY  
28 ROBERT COOK DR  
NEEDHAM, MA 02494

SRIDHAR, PARANJI &  
SRIDHAR, SHANTHY  
41 PHEASANT RD  
NEEDHAM, MA 02492

CHAMBERS, GREGG A. &  
CHAMBERS, KIM G.  
31 PHEASANT RD  
NEEDHAM, MA 02492

SEIBERT, DANIEL J. &  
BESSER, JANET GAIL  
25 PHEASANT RD  
NEEDHAM, MA 02492

GRIFFIN, FRANK A. &  
GRIFFIN, MARY  
1086 CENTRAL AVE  
NEEDHAM, MA 02492

HELLER, JEFFREY D. &  
HELLER, DEBORAH  
1092 CENTRAL AVE  
NEEDHAM, MA 02492

BRAIN, JUDITH B.  
C/O JDH RESTORATION LLC  
1092 CENTRAL AVE  
NEEDHAM, MA 02492



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

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**MEETING DATE: 03/24/2020**

|                     |  |
|---------------------|--|
| <b>Agenda Item</b>  | Public Hearing – Transfer of All Alcoholic Beverages License Spiga LLC d/b/a Spiga located at 18 Highland Circle |
| <b>Presenter(s)</b> | Stephen Miller, Attorney<br>Marisa Iocco, Proposed Manager   |

|   |   |
|---|---|
| <b>1.</b>   | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>Attorney Stephen Miller is requesting a Transfer of License, Change in Manager and Change of Ownership Interest from Spiga LLC d/b/a Spiga, a restaurant with a license to serve All Alcoholic beverages at 18 Highland Circle. The new proposed manager will be Marisa Iocco.</p> <p>This is a public hearing and has been advertised in the Needham Times on February 27, 2020. Due to COVID-19 social distancing, the applicants will not be attending the hearing date tonight as advertised in the public notice.</p> <p>It is requested that the Select Board open and continue this hearing to its meeting of May 12, 2020.</p> |   |
| <b>2.</b>   | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p><b>Suggested Motion:</b> That the Select Board vote to continue this hearing to its May 12, 2020 meeting.</p>  |   |
| <b>3.</b>   | <b>BACK UP INFORMATION ATTACHED</b>               |
| <p>None. Note that the complete application is on file in the Office of the Town Manager and will be distributed before the May 12<sup>th</sup> meeting.</p>  |   |



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

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**MEETING DATE: 3/24/2020**

|                     |                                     |
|---------------------|-------------------------------------|
| <b>Agenda Item</b>  | Babson College Scholarships         |
| <b>Presenter(s)</b> | Moe Handel, Vice-Chair Select Board |

| <b>1.</b>  | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |                |        |  |  |
|--|---|----------------|--------|--|--|
| <p>The Select Board awards scholarships to local residents from a fund made available to the Town from Babson College. The number of scholarships and their size is determined by the Select Board and the Financial Aid Office of Babson College. Meredith Stover, Director of Financial Aid at Babson College, Board Vice Chair Moe Handel and Sandy Cincotta remotely met recently and reviewed all the applications.</p> |   |                |        |  |  |
| <b>2.</b>  | <b>VOTE REQUIRED BY SELECT BOARD</b>              |                |        |  |  |
| <p><i>Suggested Motion:</i> That the Select Board votes to award the Town of Needham Babson Scholarships to the following applicants:</p> <table style="margin-left: 40px;"><thead><tr><th style="text-align: left;">New Applicants</th><th style="text-align: left;">Status</th></tr></thead><tbody><tr><td> </td><td> </td></tr></tbody></table>   |   | New Applicants | Status |  |  |
| New Applicants   | Status  |                |        |  |  |
|  |   |                |        |  |  |
| <b>3.</b>  | <b>BACK UP INFORMATION ATTACHED</b>               |                |        |  |  |
| <p>a. Listing of Awards (to be distributed at meeting)</p>   |   |                |        |  |  |



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

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**MEETING DATE: 3/24/2020**

|                     |   |
|---------------------|---|
| <b>Agenda Item</b>  | Community Preservation Committee - Proposals Under Review   |
| <b>Presenter(s)</b> | Peter Pingitore, Chair CPC<br>Carys Lustig, Director of Administration & Finance, Public Services |

|           |   |
|-----------|---|
| <b>1.</b> | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>   |
|           | Mr. Pingitore and Ms. Lustig will update the Board about the projects before the CPC for funding consideration this year.   |
| <b>2.</b> | <b>VOTE REQUIRED BY SELECT BOARD</b>  |
|           | Update only.  |
| <b>3.</b> | <b>BACK UP INFORMATION ATTACHED</b>   |
|           | a. Memo to the Community Preservation Committee from David Davison dated February 25, 2020 including CPA Financial Summaries<br>b. Information on Projects Under Review |

# Memorandum

To: Community Preservation Committee  
From: David Davison, ATM/Director of Finance  
CC: Kate Fitzpatrick, Town Manager; Carys Lustig, Director of Finance and Administration for Public Services  
Date: Tuesday, February 25, 2020  
Re: FY2021 CPA Revenue Estimates

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The preliminary estimated CPA revenue and reserve requirements for FY2021 are shown in the table below. The current balances (January 31, 2020) in the respective CPA reserves are as follows:

|                               |                   |
|-------------------------------|-------------------|
| Surcharge Receipts            | \$2,780,000       |
| State Trust Fund Distribution | <u>\$ 261,954</u> |
| Estimated Revenue             | \$3,041,954       |

The required reservations estimated at 11% are as follows:

|                            |                     |
|----------------------------|---------------------|
| Community Housing Reserve  | \$334,615           |
| Historic Resources Reserve | No Funding Required |
| Open Space Reserve         | \$334,615           |

|                            |             |
|----------------------------|-------------|
| Community Housing Reserve  | \$2,194,975 |
| Historic Resources Reserve | \$ 15,820   |
| Open Space Reserve         | \$1,083,356 |
| CPA General Reserve        | \$ 945,546  |

The CPA General Reserve remains available for appropriation until June 30, 2020. Currently there is no CPA Free Cash available for appropriation.

Please do not hesitate to contact me if you have any questions.

CPA  
Financial Summaries  
2/25/2020

Discussion Only

Funding Scenario for FY2021 Requests

|   | 2017             | 2018             | 2019             | 2020               | 2021 - Requested   | 2022               | Source   | 2023               | 2024               | 2025               |
|---|------------------|------------------|------------------|--------------------|--------------------|--------------------|----------|--------------------|--------------------|--------------------|
| <b>Appropriations</b>   |                  |                  |                  |                    |                    |                    |          |                    |                    |                    |
| Town Hall (Actual)  | \$456,313        | \$449,163        | \$441,494        | \$430,525          | \$416,675          | \$405,041          |          | \$395,256          | \$384,906          | \$374,763          |
| Rosemary Complex (Actual)                                       |                  |                  |                  | \$754,792          | \$1,008,325        | \$616,356          |          | \$592,981          | \$574,731          | \$556,481          |
| Emery Grover Project (assumption)                               |                  |                  |                  |                    |                    |                    |          | \$70,000           | \$392,000          | \$1,344,000        |
| <b>A) Debt Service</b>  | <b>\$456,313</b> | <b>\$449,163</b> | <b>\$441,494</b> | <b>\$1,185,317</b> | <b>\$1,425,000</b> | <b>\$1,021,397</b> | <b>R</b> | <b>\$1,058,237</b> | <b>\$1,351,637</b> | <b>\$2,275,244</b> |
| Community Housing Specialist                                    | \$60,000         |                  |                  |                    |                    |                    |          |                    |                    |                    |
| Memorial Park Drain Improvements                                | \$310,000        |                  |                  |                    |                    |                    |          |                    |                    |                    |
| Rosemary Complex  | \$550,000        | \$4,000,000      |                  |                    |                    |                    |          |                    |                    |                    |
| Trail - Improvements through SCA                                | \$25,000         |                  |                  |                    |                    |                    |          |                    |                    |                    |
| Central Avenue School Walking Trails                            |                  | \$210,000        |                  |                    |                    |                    |          |                    |                    |                    |
| Fields - Cricket  |                  | \$35,000         |                  |                    |                    |                    |          |                    |                    |                    |
| Trail - Reservoir   |                  | \$860,000        |                  |                    |                    |                    |          |                    |                    |                    |
| Historic Database Project                                       |                  |                  | \$25,000         |                    |                    |                    |          |                    |                    |                    |
| Memorial Park Building and Field                                |                  |                  | \$500,000        |                    |                    |                    |          |                    |                    |                    |
| Rosemary Lake Sediment Removal                                  | \$118,000        |                  | \$2,400,000      |                    |                    |                    |          |                    |                    |                    |
| Cricket Field Building#   |                  |                  |                  |                    |                    | \$180,000          |          | \$900,706          |                    |                    |
| Cricket Field Renovations                                       |                  |                  |                  | \$480,000          |                    |                    |          |                    |                    |                    |
| NHA - Consulting Modernization/Redevelopment Affordable Housing |                  |                  |                  | \$150,000          |                    |                    |          |                    |                    |                    |
| Rosemary Camp Facility  |                  | \$50,000         | \$200,000        |                    |                    |                    |          |                    |                    |                    |
| Town Common Redesign  |                  |                  |                  | \$117,000          |                    | \$938,000          | F/OS     |                    |                    |                    |
| Trail - Fisher Street Trailhead                                 |                  |                  |                  | \$15,000           |                    |                    |          |                    |                    |                    |
| Baptist Church Project  |                  |                  |                  |                    | \$90,200           |                    |          |                    |                    |                    |
| Claxton Field   |                  |                  |                  |                    | \$101,500          | \$974,000          | F/GR     |                    |                    |                    |
| Growing Bed Area  |                  |                  |                  |                    | \$6,200            |                    |          |                    |                    |                    |
| Resurface Synthetic Track (DeFazio)                             |                  |                  |                  |                    | \$160,000          |                    |          |                    |                    |                    |
| Steeple Preservation  |                  |                  |                  |                    | \$75,000           |                    |          |                    |                    |                    |
| Trail Identification  |                  |                  |                  |                    | \$6,000            |                    |          |                    |                    |                    |
| Walker Pond Restoration   |                  |                  |                  |                    | \$211,300          |                    |          |                    |                    |                    |
| Dwight Field Upgrades#  |                  |                  |                  |                    |                    | \$37,500           |          | \$375,000          |                    |                    |
| McCloud Field Renovations                                       |                  |                  |                  |                    |                    | \$45,000           | R        | \$450,000          |                    |                    |
| Outdoor Basketball Courts                                       |                  |                  |                  |                    |                    | \$135,000          | R        |                    |                    |                    |
| Public Playgrounds  |                  |                  |                  | \$350,000          |                    | \$350,000          | R        | \$250,000          |                    |                    |
| Broadmeadow and Eliot Fields#                                   |                  |                  |                  |                    |                    |                    |          | \$107,000          | \$551,000          | \$551,000          |
| Other Small Projects^   |                  |                  |                  |                    |                    | \$100,000          | R        | \$104,000          | \$108,160          | \$112,486          |
| <i>Less Capital Projects Not Recommended as Tier I</i>          |                  |                  |                  |                    |                    | -\$217,500         |          | -\$1,382,706       | -\$551,000         | -\$551,000         |

Discussion Only

Funding Scenario for FY2021 Requests

|  | 2017               | 2018               | 2019               | 2020               | 2021 - Requested   | 2022               | Source | 2023               | 2024               | 2025               |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------|--------------------|--------------------|--------------------|
| <b>Future Potential Projects - No Cost Estimate Yet Determined</b> |                    |                    |                    |                    |                    |                    |        |                    |                    |                    |
| Asa Small Field  |                    |                    |                    |                    |                    |                    |        |                    |                    |                    |
| Boat Launch Construction   |                    |                    |                    |                    |                    |                    |        |                    |                    |                    |
| DeFazio Complex Walking Path                                       |                    |                    |                    |                    |                    |                    |        |                    |                    |                    |
| Emery Grover (multiple funding sources)                            |                    |                    |                    |                    |                    |                    |        |                    |                    |                    |
| Fields - Master Plan   |                    |                    |                    |                    |                    |                    |        |                    |                    |                    |
| High Rock Field Improvements                                       |                    |                    |                    |                    |                    |                    |        |                    |                    |                    |
| Parcel Acquisition ^5  |                    |                    |                    |                    |                    |                    |        |                    |                    |                    |
| Perry Park Upgrades  |                    |                    |                    |                    |                    |                    |        |                    |                    |                    |
| Town Reservoir Sediment Removal                                    |                    |                    |                    |                    |                    |                    |        |                    |                    |                    |
| Trail - Fisher Street Trailhead                                    |                    |                    |                    |                    |                    |                    |        |                    |                    |                    |
| <b>B) Projects</b>   | <b>\$1,063,000</b> | <b>\$5,105,000</b> | <b>\$2,975,000</b> | <b>\$1,312,000</b> | <b>\$650,200</b>   | <b>\$2,542,000</b> |        | <b>\$804,000</b>   | <b>\$108,160</b>   | <b>\$112,486</b>   |
| <b>C) Administration Budget^^</b>                                  | <b>\$82,000</b>    | <b>\$82,000</b>    | <b>\$82,000</b>    | <b>\$82,000</b>    | <b>\$82,000</b>    | <b>\$82,000</b>    | R      | <b>\$82,000</b>    | <b>\$82,000</b>    | <b>\$82,000</b>    |
| <b>Annual Obligation^^^</b>  |                    |                    |                    |                    |                    |                    |        |                    |                    |                    |
| Housing Reserve  | \$292,700          | \$269,000          | \$293,331          | \$312,071          | \$334,615          | \$348,643          |        | \$362,972          | \$377,890          | \$393,421          |
| Historic Reserve   |                    |                    |                    |                    |                    |                    |        |                    |                    | \$18,658           |
| Open Space Reserve   | \$292,700          | \$269,000          | \$293,331          | \$312,071          | \$334,615          | \$348,643          |        | \$362,972          | \$377,890          | \$393,421          |
| <b>D) Appropriation to Reserves</b>                                | <b>\$585,400</b>   | <b>\$538,000</b>   | <b>\$586,662</b>   | <b>\$624,142</b>   | <b>\$669,230</b>   | <b>\$697,285</b>   | R      | <b>\$725,944</b>   | <b>\$755,780</b>   | <b>\$805,501</b>   |
| <b>E) CPA General Reserve</b>                                      | <b>\$1,537,037</b> | <b>\$341,831</b>   | <b>\$1,016,491</b> | <b>\$945,546</b>   | <b>\$215,524</b>   | <b>\$1,796</b>     | R      | <b>\$629,563</b>   | <b>\$1,137,786</b> | <b>\$301,325</b>   |
| <b>F) Total Appropriations (A+B+C+D+E)</b>                         | <b>\$3,723,750</b> | <b>\$6,515,994</b> | <b>\$5,101,647</b> | <b>\$4,149,005</b> | <b>\$3,041,954</b> | <b>\$4,344,478</b> |        | <b>\$3,299,744</b> | <b>\$3,435,363</b> | <b>\$3,576,556</b> |
| <b>Revenue</b>   |                    |                    |                    |                    |                    |                    |        |                    |                    |                    |
| CPA Local Surcharge*   | 2,153,000          | 2,312,800          | 2,495,000          | 2,646,000          | 2,780,000          | 2,894,258          |        | 3,013,212          | 3,137,055          | 3,265,988          |
| Other Revenue  | 90,642             |                    |                    |                    |                    |                    |        |                    |                    |                    |
| State Revenue%   | 417,108            | 368,739            | 438,305            | 348,287            | 261,954            | 275,220            |        | 286,532            | 298,308            | 310,568            |
| <b>H) CPA Revenue Total</b>  | <b>2,660,750</b>   | <b>2,681,539</b>   | <b>2,933,305</b>   | <b>2,994,287</b>   | <b>3,041,954</b>   | <b>3,169,478</b>   |        | <b>3,299,744</b>   | <b>3,435,363</b>   | <b>3,576,556</b>   |
| State Aid % Match  | 21%                | 17%                | 19%                | 10%                | 10%                | 10%                |        | 10%                | 10%                | 10%                |

Discussion Only

Funding Scenario for FY2021 Requests

|  | 2017         | 2018         | 2019         | 2020         | 2021 - Requested | 2022         | Source | 2023 | 2024 | 2025 |
|--|--------------|--------------|--------------|--------------|------------------|--------------|--------|------|------|------|
| Appropriations v Revenue [F-H]                         | -\$1,063,000 | -\$3,834,455 | -\$2,168,342 | -\$1,154,718 | \$0              | -\$1,175,000 |        | \$0  | \$0  | \$0  |
| I) Appropriation Funded by Restricted Reserves         | \$60,000     | \$0          | \$510,000    | \$150,000    | \$0              | \$15,000     |        | \$0  | \$0  | \$0  |
| J) Appropriation Funded by General Reserve             | \$0          | \$1,535,000  | \$340,000    | \$682,000    | \$0              | \$215,000    |        | \$0  | \$0  | \$0  |
| K) Appropriation Funded by Free Cash***                | \$1,003,000  | \$2,540,000  | \$1,625,000  | \$480,000    | \$0              | \$945,000    |        | \$0  |      |      |
| L) Less Raised but not Appropriated                    |              | -\$240,545   | -\$306,658   | -\$157,282   |                  |              |        |      |      |      |
| M) Appropriations v Revenue (with the use of reserves) | \$0          | \$0          | \$0          | \$0          | \$0              | \$0          |        | \$0  | \$0  | \$0  |

Estimated Funding Resources Available Prior to Appropriations

|                              |             |              |             |             |             |             |  |             |             |              |
|------------------------------|-------------|--------------|-------------|-------------|-------------|-------------|--|-------------|-------------|--------------|
| CPA Revenue                  | \$2,660,750 | \$2,681,539  | \$2,933,305 | \$2,994,287 | \$3,041,954 | \$3,169,478 |  | \$3,299,744 | \$3,435,363 | \$3,576,556  |
| Community Housing Reserve**  | \$1,237,873 | \$1,470,573  | \$1,739,573 | \$2,032,904 | \$2,194,975 | \$2,529,590 |  | \$2,878,233 | \$3,241,204 | \$3,619,094  |
| Historic Resources Reserve** | \$15,820    | \$15,820     | \$15,820    | \$15,820    | \$15,820    | \$15,820    |  | \$15,820    | \$15,820    | \$15,820     |
| Open Space Reserve**         | \$543,254   | \$835,954    | \$1,104,954 | \$888,285   | \$1,200,356 | \$1,534,971 |  | \$1,868,614 | \$2,231,585 | \$2,609,475  |
| General Reserve              | \$1,448,606 | \$1,537,037  | \$341,831   | \$1,016,491 | \$945,546   | \$215,524   |  | \$1,796     | \$629,563   | \$1,137,786  |
| CPA Free Cash                | \$3,447,911 | \$4,150,727  | \$1,695,211 | \$499,154   | \$0         | \$945,546   |  | \$1,070     | \$2,866     | \$632,429    |
| Sources                      | \$9,354,214 | \$10,691,650 | \$7,830,694 | \$7,446,941 | \$7,398,651 | \$8,410,929 |  | \$8,065,276 | \$9,556,402 | \$11,591,161 |
| Uses                         | \$3,723,750 | \$6,515,994  | \$5,101,647 | \$4,149,005 | \$3,041,954 | \$4,344,478 |  | \$3,299,744 | \$3,435,363 | \$3,576,556  |

^Other small project requests assumption of \$100K for FY21 increasing annually at 4%.

^^ CPC administrative budget assumed level dollar \$82,000

^^^Annual contribution FY21 forward; assumed at 11% of the revenue estimate or the difference between the 11% and the appropriations which satisfies the annual obligation.

^^^^ Needham Housing Authority previously indicated a need of approximately \$2,000,000 over a five year period.

^5 No parcel acquisition has been identified.

# Project request is not a Tier 1 recommendation.

\* Surcharge revenue growth rate assumption for FY22 forward is 4.11% annually.

% State match assumes 99% of prior year billed assessments are collected.

\*\* Available balance as of 12/31/19; the balances going forward are calculated based on the assumed appropriations to and from the reserves.

\*\*\*An appropriation vote which uses CPA Free Cash must occur before June 30 of the prior fiscal year. For example, a FY21 appropriation vote must occur prior to June 30, 2020.

Sources C = Community Housing Reserve; F = CPA Free Cash; GR = General Reserve; H = Historic Reserve; O = Open Space Reserve; R = Receipts

Discussion Only

| CPA Debt Service Scenario                                   |                            |                                     |                  |                 |             |                        |                |
|---|----------------------------|-------------------------------------|------------------|-----------------|-------------|------------------------|----------------|
| Estimated Maximum Annual Debt Service Allowance/Obligations |                            |                                     |                  |                 |             |                        |                |
| Fiscal Year   | Surcharge Revenue Estimate | Max Debt Service (70% of Surcharge) | Town Hall Actual | Rosemary Actual | Total       | Available for Add'l DS | Emery Grover** |
| 2020  | \$2,646,000                | \$1,852,200                         | \$430,525        | \$754,080       | \$1,184,605 | \$667,595              |                |
| 2021  | \$2,780,000                | \$1,946,000                         | \$416,675        | \$1,008,325     | \$1,425,000 | \$521,000              |                |
| 2022  | \$2,894,258                | \$2,025,981                         | \$405,041        | \$616,356       | \$1,021,397 | \$1,004,584            |                |
| 2023  | \$3,013,212                | \$2,109,248                         | \$395,256        | \$592,981       | \$988,238   | \$1,121,011            | \$70,000       |
| 2024  | \$3,137,055                | \$2,195,939                         | \$384,906        | \$574,731       | \$959,638   | \$1,236,301            | \$392,000      |
| 2025  | \$3,265,988                | \$2,286,192                         | \$374,763        | \$556,481       | \$931,244   | \$1,354,948            | \$1,344,000    |
| 2026  | \$3,400,220                | \$2,380,154                         | \$364,681        | \$538,231       | \$902,913   | \$1,477,242            | \$1,304,800    |
| 2027  | \$3,539,969                | \$2,477,978                         | \$354,306        | \$519,981       | \$874,288   | \$1,603,691            | \$1,265,600    |
| 2028  | \$3,685,462                | \$2,579,823                         | \$259,997        | \$496,856       | \$756,853   | \$1,822,970            | \$1,226,400    |
| 2029  | \$3,836,934                | \$2,685,854                         | \$241,638        | \$478,856       | \$720,494   | \$1,965,360            | \$1,187,200    |
| 2030  | \$3,994,632                | \$2,796,243                         | \$51,813         | \$462,856       | \$514,669   | \$2,281,574            | \$1,148,000    |
| 2031  | \$4,158,812                | \$2,911,168                         | \$50,625         | \$449,656       | \$500,281   | \$2,410,887            | \$1,108,800    |
| 2032  | \$4,329,739                | \$3,030,817                         |                  | \$437,256       | \$437,256   | \$2,593,561            | \$1,069,600    |
| 2033  | \$4,507,691                | \$3,155,384                         |                  | \$424,856       | \$424,856   | \$2,730,528            | \$1,030,400    |
| 2034  | \$4,692,957                | \$3,285,070                         |                  | \$413,556       | \$413,556   | \$2,871,514            | \$991,200      |
| 2035  | \$4,885,838                | \$3,420,086                         |                  | \$403,356       | \$403,356   | \$3,016,730            | \$952,000      |
| 2036  | \$5,086,646                | \$3,560,652                         |                  | \$393,056       | \$393,056   | \$3,167,596            | \$912,800      |
| 2037  | \$5,295,707                | \$3,706,995                         |                  | \$382,531       | \$382,531   | \$3,324,464            | \$873,600      |
| 2038  | \$5,513,360                | \$3,859,352                         |                  | \$366,853       | \$366,853   | \$3,492,499            | \$834,400      |
| 2039  | \$5,739,960                | \$4,017,972                         |                  | \$203,250       | \$203,250   | \$3,814,722            | \$795,200      |
| 2040  | \$5,975,872                | \$4,183,110                         |                  |                 | \$0         | \$4,183,110            | \$756,000      |
| 2041  | \$6,221,480                | \$4,355,036                         |                  |                 | \$0         | \$4,355,036            | \$716,800      |
| 2042  | \$6,477,183                | \$4,534,028                         |                  |                 | \$0         | \$4,534,028            | \$677,600      |
| 2043  | \$6,743,395                | \$4,720,377                         |                  |                 | \$0         | \$4,720,377            | \$638,400      |
| 2044  | \$7,020,549                | \$4,914,384                         |                  |                 | \$0         | \$4,914,384            | \$599,200      |

## Discussion Only

**CPA Debt Service Scenario  
Discussion Only**

|                           |  |
|---------------------------|--|
| Project Name              | <b>Emery Grover (\$28M assume 40%<br/>CPA Funding)</b> |
| CPA Share                 | \$11,200,000   |
| Temporary Financing Rate* | 3.50%  |
| Permanent Financing Rate  | 7.00%  |

| Fiscal Year   | Principal Payments | Interest Payments | Debt Service      |
|---------------|--------------------|-------------------|-------------------|
| 2023*         |                    | \$70,000          | \$70,000          |
| 2024*         |                    | \$392,000         | \$392,000         |
| 2025          | \$560,000          | \$784,000         | \$1,344,000       |
| 2026          | \$560,000          | \$744,800         | \$1,304,800       |
| 2027          | \$560,000          | \$705,600         | \$1,265,600       |
| 2028          | \$560,000          | \$666,400         | \$1,226,400       |
| 2029          | \$560,000          | \$627,200         | \$1,187,200       |
| 2030          | \$560,000          | \$588,000         | \$1,148,000       |
| 2031          | \$560,000          | \$548,800         | \$1,108,800       |
| 2032          | \$560,000          | \$509,600         | \$1,069,600       |
| 2033          | \$560,000          | \$470,400         | \$1,030,400       |
| 2034          | \$560,000          | \$431,200         | \$991,200         |
| 2035          | \$560,000          | \$392,000         | \$952,000         |
| 2036          | \$560,000          | \$352,800         | \$912,800         |
| 2037          | \$560,000          | \$313,600         | \$873,600         |
| 2038          | \$560,000          | \$274,400         | \$834,400         |
| 2039          | \$560,000          | \$235,200         | \$795,200         |
| 2040          | \$560,000          | \$196,000         | \$756,000         |
| 2041          | \$560,000          | \$156,800         | \$716,800         |
| 2042          | \$560,000          | \$117,600         | \$677,600         |
| 2043          | \$560,000          | \$78,400          | \$638,400         |
| 2044          | \$560,000          | \$39,200          | \$599,200         |
| <b>Totals</b> | <b>11,200,000</b>  | <b>8,694,000</b>  | <b>19,894,000</b> |



|   |
|---|
| CPC USE ONLY:<br>Application # <u>F470-01</u> |
| Qualifies: _____                              |
| Does not qualify: _____                       |

**Project Name:** FBC Needham Front Porch Preservation & Restoration

**9. Project Summary: In 100 words or less provide a brief summary of the project:**

First Baptist Church in Needham is requesting funding for the preservation and restoration of its historic and street facing front porch. The front porch of First Baptist Church in Needham is a prominent and identifying feature of the Great Plain Avenue streetscape dating to 1928 in its current location (the church, built in 1856, was originally located on the corner of Highland Avenue and Great Plain Avenue, and was moved down the street to its current location in 1928). The requested funds will help to restore the capstone, steps and landing of the front porch, the porch columns, architectural detailing around the roof line of the porch façade, as well as one rotting cornice piece on the east wing of the church. First Baptist is requesting one third of the total cost of the project. The church will pay one third and raise another third toward the total cost.

**10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.**

An engineering report completed in 2018 recommended immediate front porch and column restoration. Restoration will preserve the site - imbued with historic and architectural significance, an historic and cultural landmark, and host to arts and music, recovery, education, enrichment and faith in Needham. Town historian, Gloria Greiss writes, "Since it was completed in 1872, the First Baptist Church has been an imposing and prominent feature in Needham's downtown. It's façade is an integral part of our community streetscape and an important component of what preserves the town's New England character...the Baptist church is an important feature in the face of Needham, the view that the town presents to both visitors and residents, and represents, and to some extent created, Needham's growth around the train station and new center in the Great Plain, into the town as we know it today."

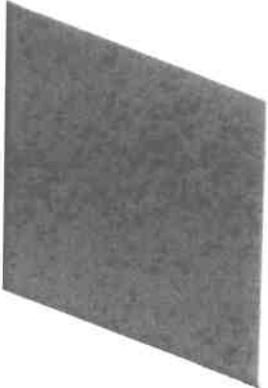
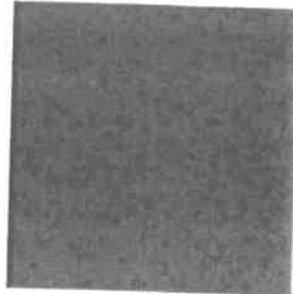
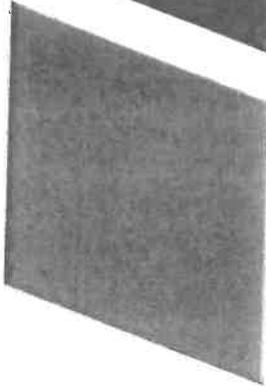
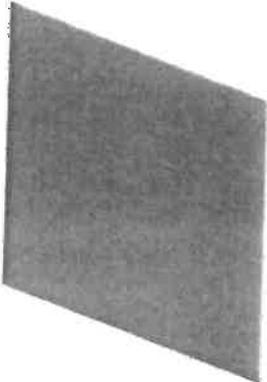
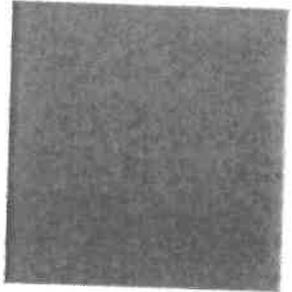
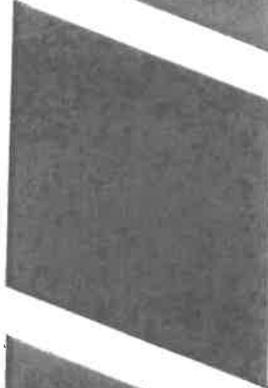
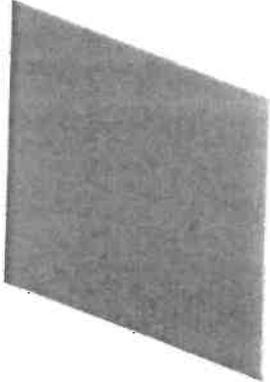
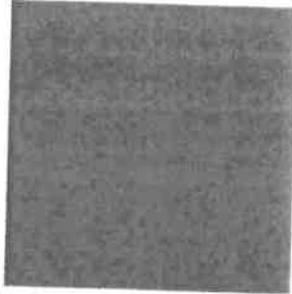
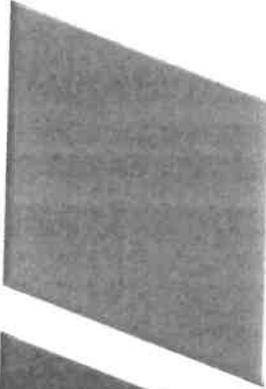
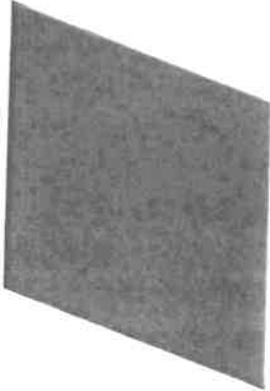
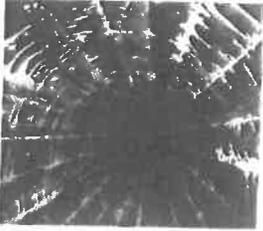
**Note:** *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

CPC Budget Proposed 2019  
 First Baptist Front Porch  
 Preservation Restoration

|  | <b>Expenses</b>     | <b>Income</b> | <b>Narrative</b> |
|--|---------------------|---------------|------------------|
| <b>Tom Evarts - Yankee Steeple</b>                         |                     |               |                  |
| Column replacement (structural steel beam with fiberglass) | \$96,000.00         |               |                  |
| Replacement and installation of Cornice                    | \$63,000.00         |               |                  |
| Front façade work from steeple to the ground               | \$37,500.00         |               |                  |
| <b>Rex Kidd - Capital Paving</b>                           |                     |               |                  |
| Install Granite Steps, Capstone, Landing                   | \$54,000.00         |               |                  |
| <b>Demolition</b>  |                     |               |                  |
| Paved Surfaces   | \$20,000.00         |               |                  |
| <b>Contingency</b>   |                     |               |                  |
| Engineering/Architecture                                   | \$54,100.00         |               | 20% contingency  |
| Contingency Unforseen Costs                                | \$54,100.00         |               | 20% contingency  |
| <b>Project Cost</b>  |                     |               |                  |
| Church contribution  | \$126,233.00        |               |                  |
| Amount to Raise  |                     | \$126,233.00  |                  |
| Ask from Town of Needham (Historic Preservation)           |                     | \$126,233.00  |                  |
| <b>Total Project Cost</b>                                  | <b>\$378,700.00</b> |               |                  |
|  |                     |               |                  |

EBI Consulting

# Structural Condition Report



**EBI Consulting**  
environmental | engineering | due diligence

# Structural Condition Report

Prepared for:

The First Baptist Church - Needham  
858 Great Plain Avenue  
Needham, MA 02492



The First Baptist Church in Needham

858 Great Plain Avenue  
Needham, MA

EBI Project No. 1318000240

June 25, 2018

 **EBI Consulting**  
environmental | engineering | due diligence

June 25 2018

Mr. Andrew Thoresen  
The First Baptist Church - Needham  
858 Great Plain Avenue  
Needham, MA 02492

**Subject:** Structural Condition Report, The First Baptist Church in Needham  
858 Great Plain Avenue, Needham, MA  
**EBI Project #1318000240**

Dear Mr. Thoresen:

Attached please find our Structural Condition Report, (the *Report*) for the above-mentioned asset (the Subject Property). During the property survey and research, our property surveyor met with agents representing the Subject Property, or agents of the owner, and reviewed the property and its history. The *Report* was completed according to the terms and conditions authorized by you. This *Report* has been completed in general conformance with ASTM E 2018 – 15.

The purpose of this Report is to observe the general physical condition and maintenance status of the property, and to suggest repair or maintenance items considered customary for the property to continue in its current operation, compared to properties of similar age and condition, and to assist Hartley House in its investigation of the subject property.

This Report was performed utilizing methods and procedures consistent with established commercial practices and in conformance with industry standards. The suggestions represent EBI Consulting's opinion based on written, graphic or verbal information, the property condition and data available to us at the time of the survey. Factual information regarding operations, conditions or data provided by the Client, occupants, owner or their representative has been assumed to be correct and complete.

The Report may be relied upon by The First Baptist Church - Needham, or its affiliates, or by any entity formed thereby for the purpose of acquiring or selling the subject property, or its affiliates, in determining whether to make a loan evidenced by a note secured by the Property ("the Mortgage Loan"). The Report may be relied upon by any purchaser in determining whether to purchase the Mortgage Loan (but not the Subject Property) from that lender, or an interest in the Mortgage Loan or securities backed or secured by the Mortgage Loan, and any rating agency rating securities representing an interest in the Mortgage Loan or backed or secured by the Mortgage Loan. The Report may be referred to in and included, in whole or in part, with materials offering for sale the Mortgage Loan or an interest in the Mortgage Loan or securities backed or secured by the Mortgage Loan. The Report speaks only as of its date in the absence of a specific written update of the Report signed and delivered by EBI Consulting."

EBI is an independent contractor, not an employee of either the issuer or the borrower, and its compensation was not based on the findings or recommendations made in the *Report* or on the closing of any business transaction.

Thank you for the opportunity to prepare this *Report*, and assist you with this project. Please call us if you have any questions or if we may be of further assistance.

Respectfully Submitted,



Mr. Indra Deb, P.E.  
Author/Senior Engineer



Mr. Indra Deb, P.E.  
Reviewer / Technical Director, Structural Services  
[ideb@ebiconsulting.com](mailto:ideb@ebiconsulting.com)

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## EXECUTIVE SUMMARY & PROPERTY DESCRIPTION

The Subject Property, known as The First Baptist Church in Needham, is located in Needham, MA at 858 Great Plain Avenue. The Subject Property was reportedly constructed in 1856 and additions & renovations have been done over the years. The Subject Property consists of a non-profit church facility on a 1.194-acre lot. The Subject Property includes one two-story building, with a total gross area of approximately 24,178 square feet. The building has a basement.

EBI understands that the wood columns at the front of the building are exhibiting signs of rot, splits and deterioration particularly at the bases. Reportedly, the columns are dated back to 1928. This report includes only the affected structural components and their condition of the front four (4) columns at the Subject Property.

Mr. Indra Deb, PE, of EBI surveyed the property on June 14, 2018 and was accompanied by, and interviewed, Mr. Andrew Thoresen. At the time of the survey, the weather was sunny and approximately 80° Fahrenheit. During the survey, representative areas of the building substructures, facades and superstructures were observed.

EBI's structural evaluation is based on the walkthrough survey to visually observe structural conditions of the exposed structural elements. We performed these services without removing or damaging elements of existing construction and without examination of concealed conditions. Neither destructive nor non-destructive material sampling and testing was performed. EBI has not performed a Building Code review or calculated structural analysis.

EBI has not received or reviewed the plans and calculations for the Subject Columns.

Additional documentation regarding the capacity of the foundation, site seismicity, hydrostatic uploads, or lateral loads are recommended to be obtained to confirm any addition/renovation.



Location of the Subject Property

## *STRUCTURAL EVALUATION*

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This *Report* has been prepared to describe the observations and findings of our visual survey of a representative sample of the exposed structural elements of the building during a walkthrough survey.

We performed these services without removing or damaging elements of existing construction and without examination of concealed conditions. We observed structural components readily available for observation. The purpose was to assess the general condition of the structure. Although we have included specific observations of conditions, the survey is not a comprehensive or exhaustive review of the structural conditions. Much of the structure is concealed from observation and we have relied on the components that we could observe to develop our conclusions and recommendations.

The *Report* also includes Immediate & Short Term Repairs cost tables. Each table lists the correlating recommendation, with the associated quantity, unit price and total cost, and provides total costs for all actions.

## *SUBJECT PROPERTY DESCRIPTION*

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The Subject Property is comprised of the improvements described above, situated on a mainly rectangular shaped parcel with an address of 858 Great Plain Avenue.

Local surface arteries, Interstate, and state highway systems provide access to the property. The Subject Property is located approximately 1.9-mile from Interstate I-95.

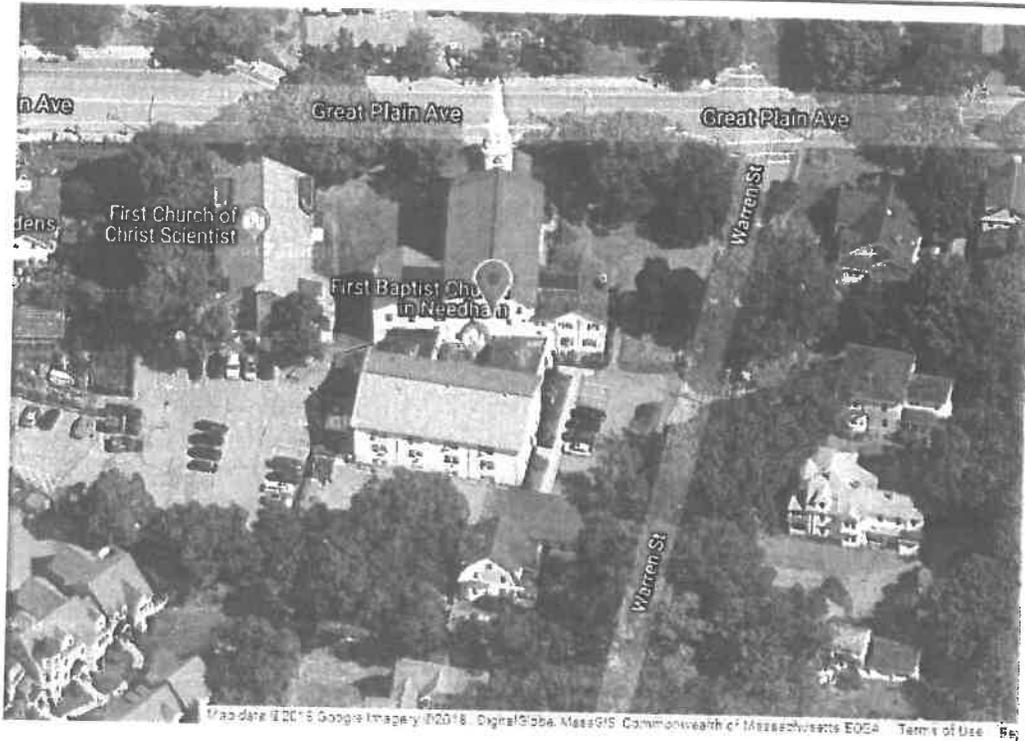
The property abuts a municipal street and sidewalks.

The site is flat and surrounded by commercial/residential buildings. The municipal sidewalks slope to the street.

The Subject Property is improved with one rectangular shaped building. The building is configured so that the building is two stories tall.

The interior of the property is laid out with corridors providing access to the office and activity spaces. Stairs are located off the lobby area. The Subject Property is occupied by The First Baptist Church in Needham, which includes classrooms, function rooms, offices.

The building is a church and it is run by the owner and there are no common interior areas.



**LISTED SUBJECT PROPERTY BUILDINGS & SQUARE FOOTAGES**

| ADDRESS OR NAME | DATE OF CONSTR. | NO. OF FLOORS | CONSTRUCTION                             | APPROXIMATE SQUARE FOOTAGE |
|-----------------|-----------------|---------------|--|----------------------------|
| Main Building   | 1856            | 2             | Wood beams, wood floors, wood deck roof. | 24,178                     |
| <b>Total:</b>   |                 |               |  | <b>24,178</b>              |

## 1.0 PURPOSE & LIMITATIONS

The exclusive purpose of this Structural Condition Report (the *Report*) is to observe the general physical condition and maintenance status of the property, to suggest repair or maintenance items considered customary for the property to continue in its current operation compared to properties of similar age and condition, and to assist The First Baptist Church in Needham, in its Due Diligence effort in evaluating the Property. Amendments to *EBI's* limitations as stated herein that may occur after issuance of the *Report* are considered to be included in this *Report*. *EBI's* liability to a purchaser wishing to use this *Report* is limited to the cost of the *Report*. By accepting draft and final *Reports*, The First Baptist Church in Needham agrees to these terms and limitations.

The information reported was obtained through sources deemed reliable, a visual site survey of areas readily observable, easily accessible or made accessible by the property contact and interviews with owners, agents, occupants, or other appropriate persons involved with the Subject Property. Municipal information was obtained through file reviews of reasonably ascertainable standard government record sources, and interviews with the authorities having jurisdiction over the property. Findings, conclusions and recommendations included in the *Report* are based on our visual observations in the field, the municipal information reasonably obtained, information provided by the Client, and/or a review of readily available and supplied drawings and documents. No disassembly of systems or building components or physical or invasive testing was performed. *EBI* renders no opinion as to the property condition at un-surveyed and/or inaccessible portions of the Subject Property. *EBI* relies completely on the information provided during the site survey, or provided or obtained during the writing of the draft *Report*, whether written, graphic or verbal, provided by the property contact, owner or agent, or municipal source, or as shown on any documents reviewed or received from the property contact, owner or agent, or municipal source, and assumes that information to be true and correct. *EBI* assumes no responsibility for property information or prior reports withheld or not provided during preparation of the *Report* for any reason whatsoever. The observations in this *Report* are valid on the date of the survey. *EBI* uses the date of first occupancy to establish the Subject Property age.

The gathering of data and information for this and extent of the physical survey for the production of this *Report* has been limited, by contract and agreed upon Scope of Work, (consistent with the guidelines of the ASTM E 2018 – 15 Scope of Work, as referenced below) to visual observations and a walk through of the property. Assumptions regarding the overall condition of the property have been developed based upon a survey of representative areas of the Subject Property. As such, no representation of *all* aspects of *all* areas or components is made.

Immediate Repairs as may be identified during the survey are typically limited to life, safety, health, building code violation or building or property stabilization issues observed at the Subject Property. Routine, normal or customary annual maintenance or preventative maintenance items are not reported or included in this *Report*.

Short Term Repairs as may be identified during the survey are typically repairs that are not life, safety, stabilization or code issues, but deferred maintenance or repairs necessary or of significant cost so to warrant them as a Short Term Repair, and/or that can't be completed within a short timeframe due to the magnitude of the issue, the scope of work or weather.

This assessment is based on the evaluator's opinion of the physical condition of the improvements and the estimated expected remaining useful life of those improvements, based on his observations in the field at the time of the survey, and the written or verbal information received. The conclusions presented are based on the evaluator's professional judgment. The actual performance of individual components or systems may vary from a reasonably expected standard and may be affected by circumstances that are not readily ascertainable or viewable, or that occur after the date of the survey.

Where quantities cannot be determined from information provided or physical takeoffs, lump sum estimates or allowances are used. The costs shown are based on professional judgment and the apparent or actual extent of the observed defect, including the cost to design, procure, construct and manage the repair or replacement. Where property-unique or specialty equipment is present, *EBI* relies solely on data regarding maintenance and/or replacement costs provided by the designated site contact or on-site individuals with first-hand knowledge of the specific equipment.

*EBI* provides Pre-Survey Questionnaires for completion by the designated site or property contact, as provided by Hartley House or their agent. The information requested in the questionnaire assists in our research of the Subject Property to obtain pertinent property data, discover existing physical deficiencies, chronic problems, the extent of repairs, if any, and their costs, and pending repairs and improvements. If the completed Pre-Survey Questionnaire is not returned as of this *Report*, this is a limiting factor in our analysis. If the questionnaire is returned at a later date showing a material difference from information provided in the *Report*, we will forward the questionnaire to you under separate cover. If no response is received, or no material difference is noted in the questionnaire, our *Report* will not be modified.

*EBI* may not have been provided with roof design or installation details, and may not have been provided with warranty information (see Section 3.4). *EBI* has relied on general industry performance of similar type roofs and general observations of the surface covering of the roof to determine if roof replacement is warranted during the analysis term. *EBI* is not responsible for roof failure that may occur earlier than estimated due to hidden conditions or defects that cannot be readily ascertainable by general observation.

*EBI* may not have been provided with façade reports, and cannot opine on costs to repair façades of buildings five stories or more without receipt of current façade reports (see Section 3.3). *EBI* has relied on general industry performance of similar façade systems and general observations of the surfaces of the façades to determine if repair or replacement is warranted during the analysis term. *EBI* is not responsible for façade failures that may occur earlier than estimated due to hidden conditions or defects that cannot be readily ascertainable by general observation.

If the municipality in which the Subject Property is located has governing ordinances requiring façade studies, and a copy is not provided to *EBI*, this is a limiting factor in our assessment and analysis. Prudent property management will have had façade reports completed on their high-rise property, and if a copy of the report is not provided to *EBI*, this too, is a limiting factor in our assessment and analysis.

The gathering of data and information for this *Report* was completed in general conformance with ASTM E 2018 – 15 Standard Guide for Property Condition Assessment: Baseline Property Condition Assessment Process, and with the scope of services approved by the client.

The survey was conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the profession, and in accordance with generally accepted practices of other consultants currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty or guarantee is included or intended. The *Report* speaks only as of its date, in the absence of a specific written update of the *Report*, signed and delivered by EBI.

Any additional information that becomes available after our survey and draft submission concerning the Subject Property should be provided to EBI so that our conclusions may be revised and modified if necessary, at additional cost. This *Report* has been prepared in accordance with our Standard Conditions for Engagement, which is an integral part of this *Report*.

#### DEVIATIONS FROM THE GUIDE

EBI includes an analysis of estimated Replacement Reserves in its Property Condition Reports. EBI uses an approximate threshold of \$1,000 in aggregate for reporting Replacement Reserves items, and \$1,500 in aggregate for Immediate Repairs. Material life, safety, health, fire or building code violation or building or property stabilization issues observed at the Subject Property will be reported regardless of cost.

#### CONDITION

EBI uses terms describing conditions of the various site, building, and system components. The terms used are defined below. It is important to note that a given “condition” term will be applied to the condition of the *overall* system, which does not preclude that a part or a section of the system or component may be in a different condition.

- Excellent The majority of the component(s) or system(s) are in new or like new condition, and little or no maintenance is recommended.
- Good The majority of the component(s) or system(s) are performing their function. The component(s) or system(s) may show signs of normal aging or wear and tear, and some remedial and routine maintenance or rehabilitation work may be necessary.
- Fair The component(s) or system(s) are marginally performing, but may be obsolete and/or is approaching the end of its expected useful life. The component or system may exhibit Deferred Maintenance, evidence of previous repairs, or workmanship not in compliance with commonly accepted standards. Significant repair or replacement may be recommended to prevent further deterioration, restore it to good condition, prevent premature failure, or to prolong its expected useful life.
- Poor The component(s) or system(s) are either failed or cannot be relied upon to continue performing its original function as a result of having exceeded its typical expected useful life, excessive Deferred Maintenance or state of disrepair. Present condition could contribute to or cause the deterioration of other adjoining elements or systems. Immediate Repair or replacement is recommended.

#### ABBREVIATIONS

EBI may use various abbreviations to describe various site, building or system components or legal descriptions. Not all abbreviations may be applicable to all *Reports*. The abbreviations most often utilized are defined below.

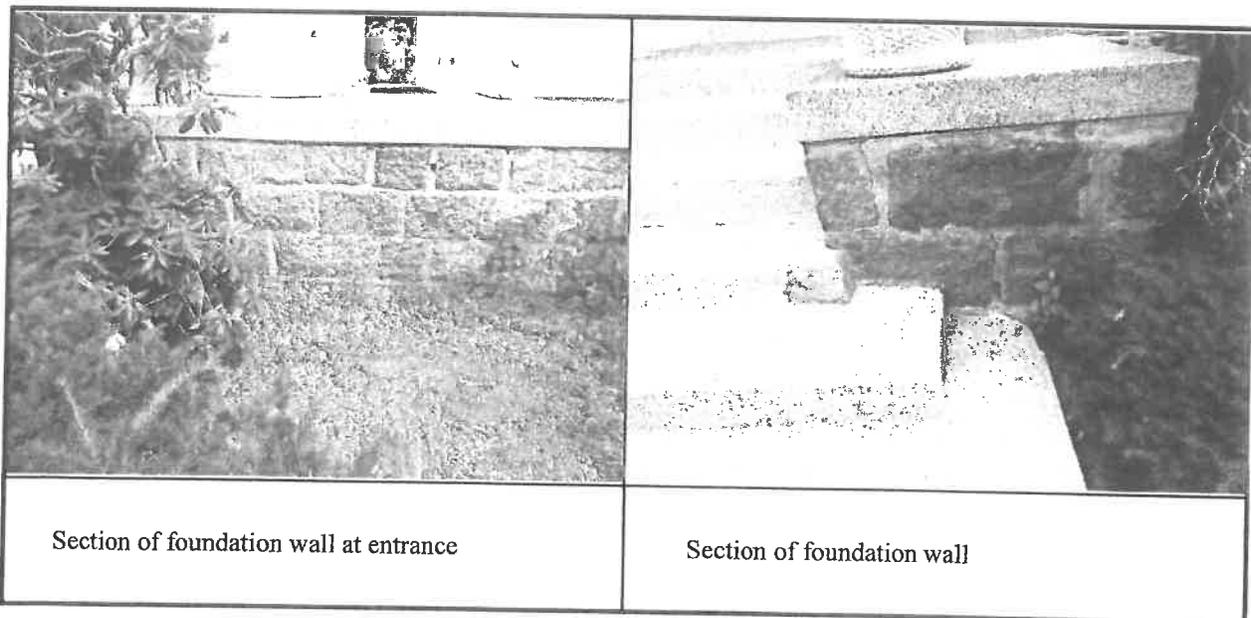
|      |  |      |   |
|------|--|------|---|
| ACT  | Acoustic Ceiling Tile                        | FRT  | Fire retardant treated plywood            |
| ABS  | Acrylonitrile-Butadiene-Styrene              | GFI  | Ground Fault Interrupt (circuit)          |
| ADA  | Americans with Disabilities Act              | GWB  | Gypsum Wall Board                         |
| AHU  | Air Handling Unit                            | HCP  | Handicapped Person                        |
| APA  | American Plywood Association                 | HID  | High Intensity Discharge (lighting)       |
| BTU  | British Thermal Unit (a measurement of heat) | HVAC | Heating, Ventilating and Air Conditioning |
| BTUH | British Thermal Units per Hour               | HWH  | Hot Water heater                          |
| CFM  | Cubic Feet per Minute                        | KVA  | Kilovolt Ampere                           |
| CMU  | Concrete Masonry Unit                        | MBH  | Thousand BTUs per Hour                    |
| CPVC | Chlorinated Poly Vinyl Chloride              | MDP  | Main Distribution Panel                   |
| EIFS | Exterior Insulating Finishing System         | OSB  | Oriented Strand Board                     |
| EPDM | Ethylene Propylene Diene Monomer             | PTAC | Packaged Terminal Air Conditioning (Unit) |
| EUL  | Expected Useful Life, Effective Useful Life  | PVC  | Poly Vinyl Chloride                       |
| FF&E | Furniture, Fixtures & Equipment              | RTU  | Roof Top Unit                             |
| FCU  | Fan Coil Unit                                | RUL  | Remaining Useful Life                     |
| HCP  | Handicapped Person                           | TPO  | Thermoplastic polyolefin                  |
| FEMA | Federal Emergency Management Agency          | UBC  | Uniform Building Code                     |
| FHA  | Forced Hot Air                               | VAV  | Variable Air Volume box                   |
| FHW  | Forced Hot Water                             | VCT  | Vinyl Composition Tile                    |
| FIRM | Flood Insurance Rate Map                     | VWC  | Vinyl Wall Covering                       |
| FOIA | Freedom Of Information Act                   |      |   |

### 3.0 BUILDING CONDITIONS

#### 3.1 SUBSTRUCTURES

##### DESCRIPTION

The majority of the Subject Property substructures were not visible due to the surrounding grade. The building contains a basement and portions of the substructure were partially visible from the basement or from the exterior. Based on EBI's visual survey and/or review of available construction drawings the property appears to have granite block foundations and cast-in-place concrete footings, supporting the load bearing exterior and interior walls and/or columns.



##### CONDITION

The foundations throughout the property appear to be in good to fair condition with no signs of settlement, displacement or heaving.

The primary focus of this report was to address the observed deteriorated front four columns. It does not appear that the foundation condition is responsible for the deterioration. However, there are cracks in the mortar joints between the granite blocks under the columns at the two exterior corners of the front entrance. Short Term repairs are recommended for repointing and crack repair at the foundation and stairs at the front of the church.

##### RECOMMENDATIONS

Please see Table 1 for the recommended Immediate Repairs listed below:

- **None**

Please see Table 1 for the recommended Short Term Repairs listed below:

- **Repointing and crack repairs at foundation and stairs at front entrance**

Please see Table 2 for the recommended Replacement Reserves listed below:

- **None**

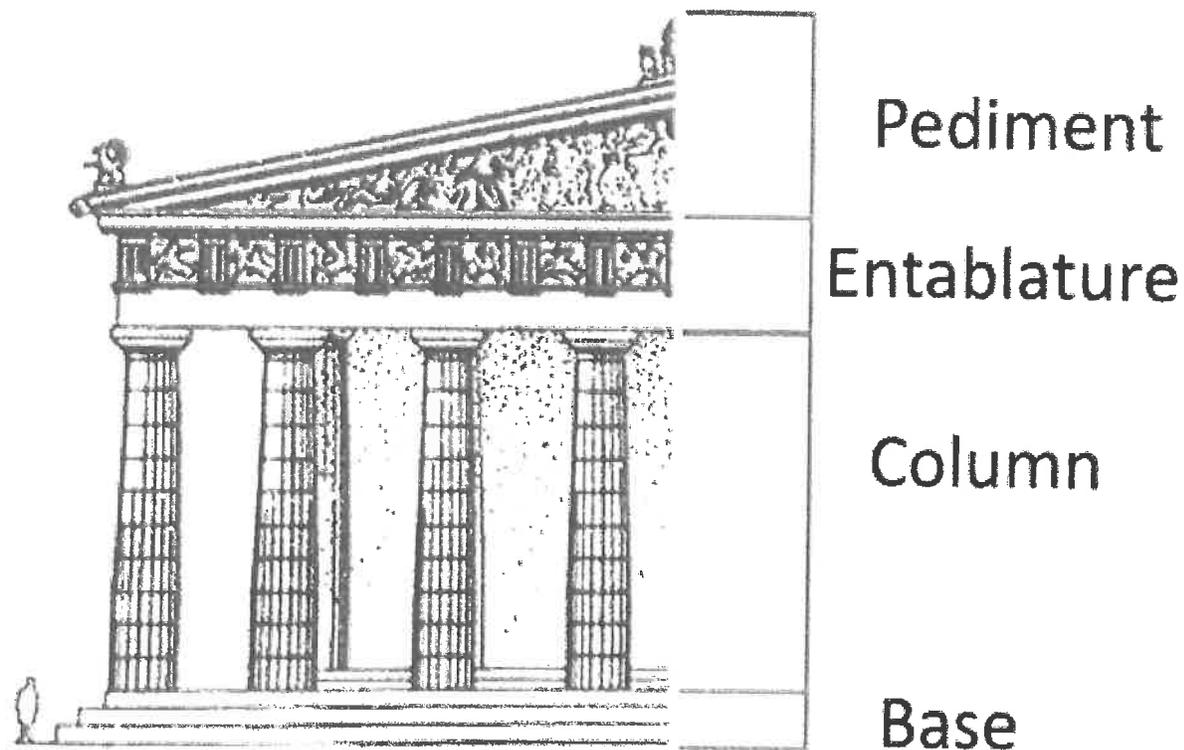
### 3.2 SUPERSTRUCTURE

#### DESCRIPTION

The superstructure is partially obscured from view by interior and exterior finishes.

The superstructure reportedly consist of exterior and interior load bearing wood framed walls with wood floor and ceiling joists and timber beams and posts. Floor structures reportedly consist of tongue and groove wood decking, supported by the wood floor joists. Roof structures reportedly consist of three tab asphalt shingles on wood plank decking or plywood sheathing supported by the wood ceiling joists. The Church Building was moved from Highland Avenue to Great Plain Avenue in 1928.

The front canopy is a classical pediment front with a detailed entablature supported by four 28" diameter Corinthian style columns. The pediment front and four columns were added to the front of the church in 1928.



*Architectural Terminology*



Front view of the columns



Side view of the main church building



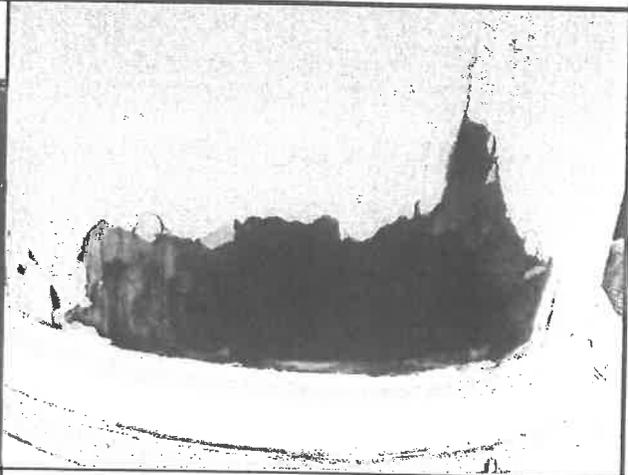
Right side view of the main building



Left upper portion of the main building



Left hand side column - splits



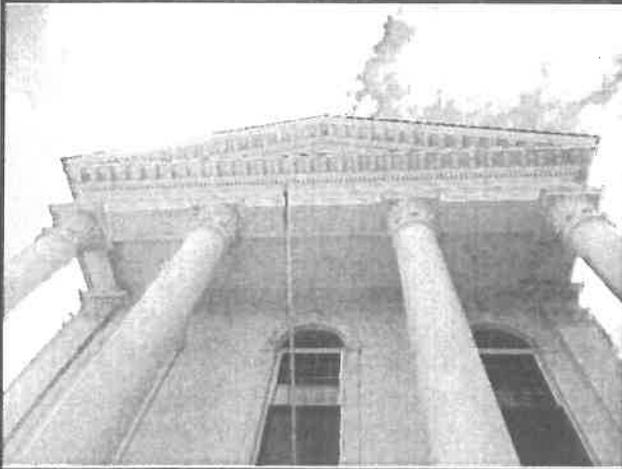
Rotted wood column at the base



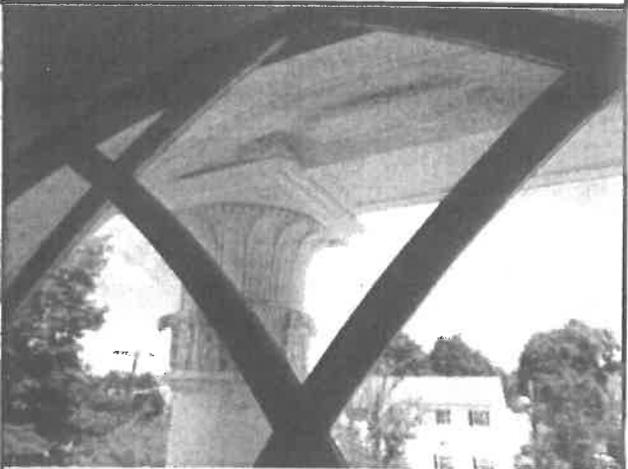
Rotted and split wood column.



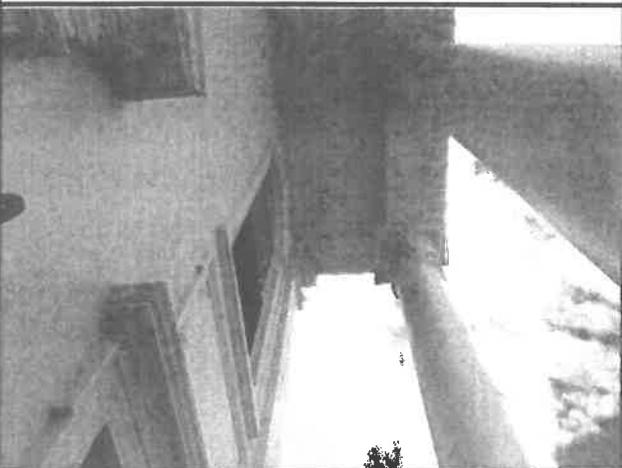
Left hand side column – split throughout the length



Upper portions of the middle columns



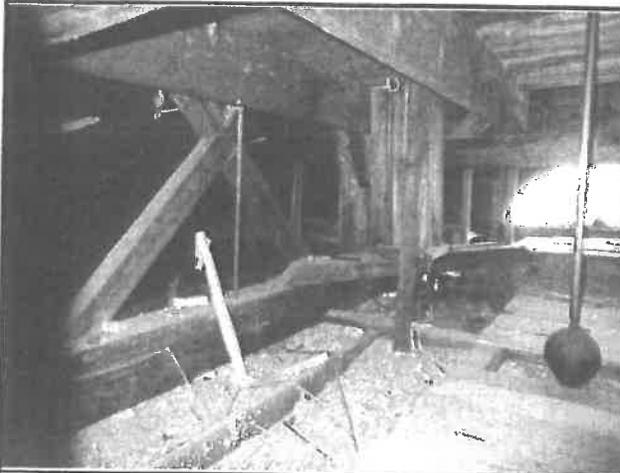
Top of the right hand side column – observed from inside the building



Upper portion of the right hand side two columns



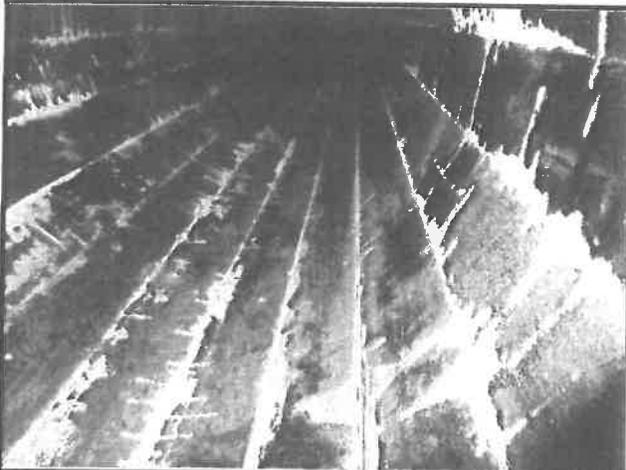
Upper portion of the left hand side two columns



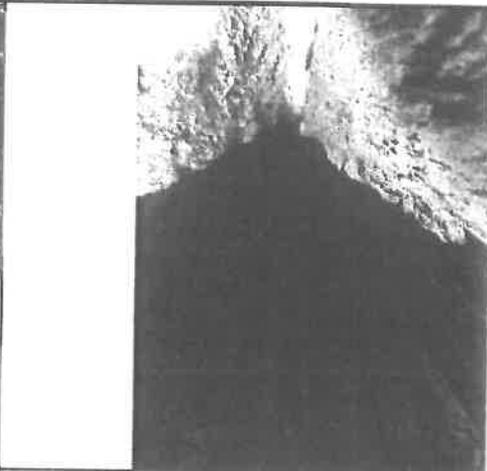
Framing observed in attic



Interior of the hollow wood column – consisted of wood plank



Another interior view of the hollow wood column



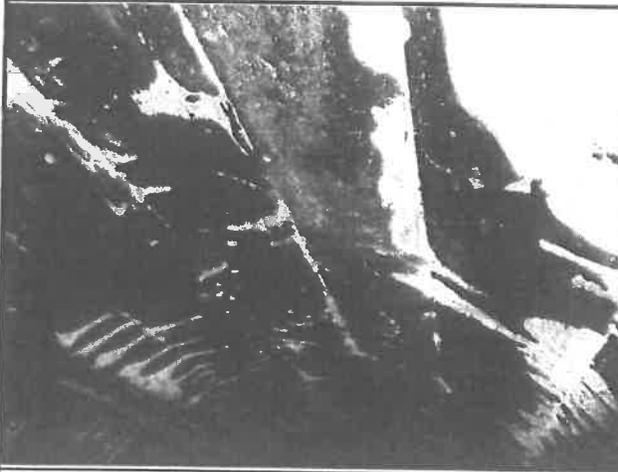
Rotted wood and interior of the column



Framing of the attic flooring



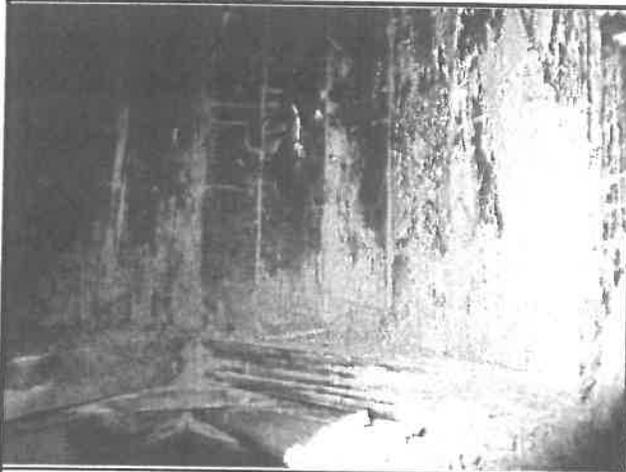
Wood framing observed in attic floor



Deteriorate wood planks of the hollow column



Rotted wood planks of the hollow column



Framing at the base of the hollow column



Photo of the church building before the columns were added



Photo of the church building in 1904

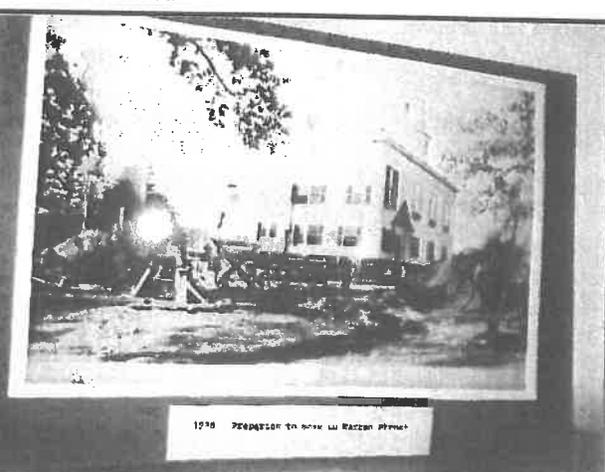


Photo of the church building – moved from highland Avenue to Great Plain Avenue in 1928

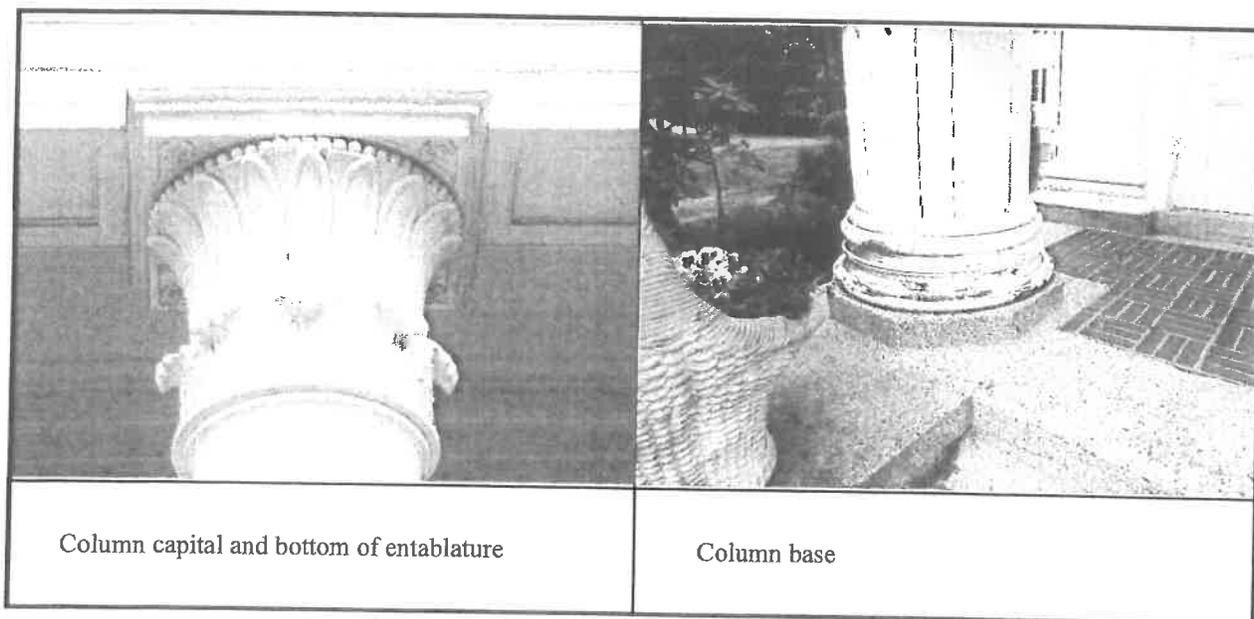
### CONDITION

The first, second and attic floors were walked to determine the existence and the extent of any excessive deflections or settlements that could be associated with member overload, over stress or failure. No localized deflections were observed.

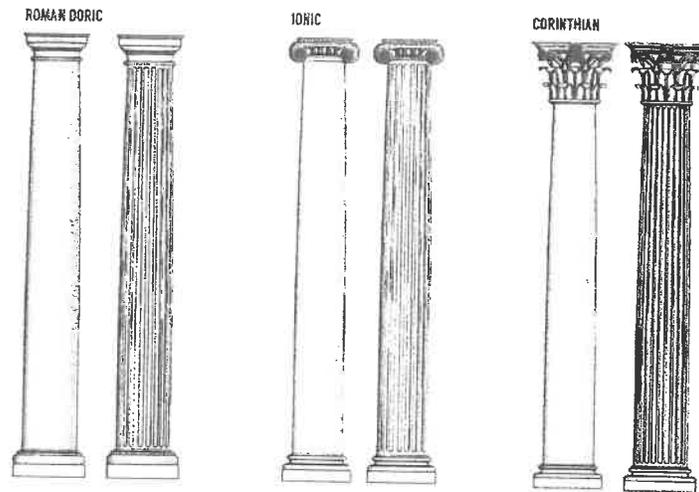
It appears that the front four columns are supporting the entrance canopy. Splits and rotted planks or "staves" that make up the wood columns were observed on the exposed areas of front entrance. The stairs, floors and ceilings were observed with no significant and observable settlement or deterioration. The age and exposure to the severe winter conditions over the years have caused the wood planks of the columns to be rotted and splits. Splits have occurred between the staves, the individual pieces of wood that make up the round columns. Rot was observed in the column bases as well.

Given the plans for the building conveyed to EBI, replacement of four columns is recommended as an Immediate Repair. The deterioration of the columns has proceeded to the point that repairs in place are not possible and removal, repair and replacement is impractical. Temporary shoring of the area will be required to support the canopy during the replacement of the columns. Column sections must be selected by the engineer/architect and approved by the local historic board. Retention of a historic architect may be required to gain approval by the local authorities.

Given the detailed workings at the top of the column, it is recommended that the columns be removed, the capital carefully removed when the columns are down and preserved to be reused provided they are sound and suitable for reuse. The simple column Doric column shape can be replaced with a wood, composite or fiberglass shape to replicate the existing profile. If acceptable to the local authority, a similar Corinthian column with the detailed capital can be used from the entablature to the base.



Wood, composite, and fiberglass columns of similar dimensions and detail are available. Columns should be selected to meet the requirements of the local historic authority, to maintain the classical look of the church and to support the applied loads.



Column Types

No other structural recommendations are made at this time.



#### RECOMMENDATIONS

Please see Table 1 for the recommended Immediate Repairs listed below:

- **Temporary shoring**
- **Replace existing columns with new**

Please see Table 1 for the recommended Short Term Repairs listed below:

- **Repointing and crack repairs at foundation and stairs at front entrance**

Please see Table 2 for the recommended Replacement Reserves listed below:

- **None**

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## 7.0 IMMEDIATE REPAIRS AND REPLACEMENT RESERVES

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The cost estimates shown on the tables are based on data obtained from the Owner for items already planned, quotes from contractors, EBI's in-house equity database costs and our experience with costs and estimates for similar issues, property and building types, city cost indexes, and assumptions regarding future economic conditions. These projected costs are augmented by cost estimate resource documents such as the National Construction Estimator, Means Building Construction Cost Data, or Means Facilities Maintenance and Repair Cost Data Publications.

### 7.1 IMMEDIATE REPAIRS & SHORT TERM REPAIRS - TABLE 1

---

Each of the Immediate Repair items noted during the survey are listed on the following page on Table 1, and compiled on the Executive Summary Table. Items are grouped and cross-referenced by Report section. Immediate Repairs as may be identified during the survey are typically limited to life, safety, health, building code violation, building, or property stabilization issues observed at a Subject Property.

Each of the Short Term Repair items noted during the survey are listed on the following page on Table 1, and compiled on the Executive Summary Table. Items are grouped and cross-referenced by Report section. Short Term Repairs as may be identified during the survey are typically repairs that are not life, safety, stabilization or code issues, but deferred maintenance or repairs necessary or of significant cost so to warrant them as a Short Term Repair, and/or that cannot be completed within a short timeframe due to the magnitude of the issue, the scope of work or weather.

### 7.2 REPLACEMENT RESERVES - TABLE 2

---

Each of the Replacement Reserve items noted during the survey are listed in *Table 2 – Replacement Reserves*, and compiled on the *Executive Summary – Immediate Repairs and Replacement Reserves* table. Items are grouped and cross-referenced by *Report* section. Routine operational or customary annual maintenance items are not reported or included in this *Report*.

|                         |                                     |                      |           |                  |        |
|-------------------------|-------------------------------------|----------------------|-----------|------------------|--------|
| Property Name           | The First Baptist Church in Needham | Site Survey Date:    | 6/14/2018 | Building Area:   | varies |
| Property Street Address | 858 Great Plain Avenue              | Report Date:         | 6/25/2018 | Number of Units: | varies |
| Property City & State   | Needham, MA                         | Property Type:       | Other     | Property Age:    | varies |
| EBI Project #           | 1318000240                          | Number of Buildings: | 1         | Loan Term:       |        |
|                         |                                     | Number of Floors:    |           | Analysis Term:   |        |

| TABLE 1 - IMMEDIATE & SHORT TERM REPAIRS |              |   |          |              |                  |                       |                                    |
|--|--------------|---|----------|--------------|------------------|-----------------------|------------------------------------|
| SECTION NUM                              | SECTION NAME | RECOMMENDED WORK  | QUANTITY | UNIT COST    | UNIT DESCRIPTION | ESTIMATED REPAIR COST | COMMENTS OR ADDITIONAL DESCRIPTION |
| <b>IMMEDIATE REPAIRS</b>                 |              |   |          |              |                  |                       |                                    |
| 3.1                                      | Substructure | None  |          |              |                  | \$ -                  |                                    |
| 3.2                                      | Superstruct. | Temporary shoring   | 1        | \$30,000     | lump sum         | \$ 30,000.00          |                                    |
| 3.2                                      | Superstruct. | Replace columns   | 4        | \$10,000     | each             | \$ 40,000.00          |                                    |
| <b>TOTAL IMMEDIATE REPAIRS</b>           |              |   |          |              |                  | <b>\$ 70,000.00</b>   |                                    |
| <b>SHORT TERM REPAIRS</b>                |              |   |          |              |                  |                       |                                    |
| 3.1                                      | Substruct.   | Repointing and crack repairs at foundation and stairs ar front entrance | 1        | \$ 10,000.00 | lumpsum          | \$ 10,000.00          |                                    |
| 3.2                                      | Superstruct. | None  |          |              |                  | \$ -                  |                                    |
| <b>TOTAL SHORT TERM REPAIRS</b>          |              |   |          |              |                  | <b>\$ 10,000.00</b>   |                                    |

| TABLE 2 - REPLACEMENT RESERVES    |              |      |  |  |  |             |  |
|-----------------------------------|--------------|------|--|--|--|-------------|--|
| REPLACEMENT RESERVES              |              |      |  |  |  |             |  |
| 3.1                               | Substruct.   | None |  |  |  | \$ -        |  |
| 3.2                               | Superstruct. | None |  |  |  | \$ -        |  |
| <b>TOTAL REPLACEMENT RESERVES</b> |              |      |  |  |  | <b>\$ -</b> |  |

**APPENDIX C – OTHER RELEVANT DOCUMENTS**

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**Commercial Property Record Card**

Parcel ID: **199/040.0-0061-0000.0** MAP: **040.0** BLOCK: **0061** LOT: **0000.0** Parcel Address: **858 GREAT PLAIN AVE** FY: **2018**

**PARCEL INFORMATION**

|                             |                |       |             |            |           |      |               |    |               |  |
|-----------------------------|----------------|-------|-------------|------------|-----------|------|---------------|----|---------------|--|
| Owner:                      | Use-Code:      | 959   | Sale Price: | 1          | Book:     | 3982 | Road Type:    | T  | Inspect Date: |  |
| <b>FIRST BAPTIST CHURCH</b> | Tax Class:     | E     | Sale Date:  | 09/29/1961 | Page:     | 80   | Rd Condition: | P  | Meas Date:    |  |
| Address:                    | Tot Fin Area:  | 24178 | Sale Type:  | P          | Cert/Doc: |      | Traffic:      | H  | Entrance:     |  |
| <b>858 GREAT PLAIN AVE</b>  | Tot Land Area: | 1.194 | Sale Valid: | N          |           |      | Water:        | PS | Collect Id:   |  |
| <b>NEEDHAM MA 02492</b>     | Sewer:         |       | Grantor:    |            |           |      | Sewer:        | SW | Inspect Reas: |  |
|                             | Exempt-B/L%    |       | Resid-B/L%  |            | Comm-B/L% |      | Indust-B/L%   |    | Open Sp-B/L%  |  |

**COMMERCIAL SECTIONS/GROUPS**

|          |                     |                     |                   |                 |                     |                  |
|----------|---------------------|---------------------|-------------------|-----------------|---------------------|------------------|
| Section: | <b>ID:101</b>       |                     | Use-Code:353      |                 |                     |                  |
| Category | <b>Grnd-FI-Area</b> | <b>Story Height</b> | <b>Bldg-Class</b> | <b>Yr-Built</b> | <b>Eff-Yr-Built</b> | <b>Cost Bldg</b> |
| 6        | 6794                | 2.0                 | D                 | 1928            | 1975                | 2760900          |

|           |           |               |             |             |  |  |
|-----------|-----------|---------------|-------------|-------------|--|--|
| Groups:   |           |               |             |             |  |  |
| <b>Id</b> | <b>Cd</b> | <b>B-FL-A</b> | <b>Firs</b> | <b>Firs</b> |  |  |
| 1         | 353       | 6794          | 2           | 1           |  |  |
| 2         | 353       | 6794          | 1           | 1           |  |  |

|          |                     |                     |                   |                 |                     |                  |
|----------|---------------------|---------------------|-------------------|-----------------|---------------------|------------------|
| Section: | <b>ID:102</b>       |                     | Use-Code:353      |                 |                     |                  |
| Category | <b>Grnd-FI-Area</b> | <b>Story Height</b> | <b>Bldg-Class</b> | <b>Yr-Built</b> | <b>Eff-Yr-Built</b> | <b>Cost Bldg</b> |
| 6        | 1854                | 1.0                 | D                 | 1928            | 1975                | 273200           |

|           |           |               |             |             |  |  |
|-----------|-----------|---------------|-------------|-------------|--|--|
| Groups:   |           |               |             |             |  |  |
| <b>Id</b> | <b>Cd</b> | <b>B-FL-A</b> | <b>Firs</b> | <b>Firs</b> |  |  |
| 1         | 353       | 1854          | 1           | 1           |  |  |

|          |                     |                     |                   |                 |                     |                  |
|----------|---------------------|---------------------|-------------------|-----------------|---------------------|------------------|
| Section: | <b>ID:103</b>       |                     | Use-Code:353      |                 |                     |                  |
| Category | <b>Grnd-FI-Area</b> | <b>Story Height</b> | <b>Bldg-Class</b> | <b>Yr-Built</b> | <b>Eff-Yr-Built</b> | <b>Cost Bldg</b> |
| 6        | 4368                | 2.0                 | C                 | 1928            | 1975                | 1174700          |

|           |           |               |             |             |  |  |
|-----------|-----------|---------------|-------------|-------------|--|--|
| Groups:   |           |               |             |             |  |  |
| <b>Id</b> | <b>Cd</b> | <b>B-FL-A</b> | <b>Firs</b> | <b>Firs</b> |  |  |
| 1         | 353       | 4368          | 2           | 1           |  |  |

**LAND INFORMATION**

|            |             |             |               |              |              |                  |
|------------|-------------|-------------|---------------|--------------|--------------|------------------|
| NBHD CODE: | <b>305</b>  | NBHD CLASS: |               | ZONE:        | <b>SRB</b>   |                  |
| <b>Seg</b> | <b>Type</b> | <b>Code</b> | <b>Method</b> | <b>Sq-Ft</b> | <b>Acres</b> | <b>Influ-Y/N</b> |
| 1          | P           | 906         | S             | 10000        | 0.230        | N                |
| 2          | R           | 906         | A             | 41979        | 0.964        | N                |

**VALUATION INFORMATION**

|                |                  |       |                  |       |                |         |                |
|----------------|------------------|-------|------------------|-------|----------------|---------|----------------|
| Current Total: | <b>4,722,200</b> | Bldg: | <b>4,208,800</b> | Land: | <b>513,400</b> | MktLnd: | <b>513,400</b> |
| Prior Total:   | <b>4,471,300</b> | Bldg: | <b>3,957,900</b> | Land: | <b>513,400</b> | MktLnd: | <b>513,400</b> |

Sketch

Photo

**No Sketch  
Available**

**No Picture  
Available**

**Commercial Property Record Card**

Parcel ID: 199/040.0-0061-0000.1    MAP: 040.0    BLOCK: 0061    LOT: 0000.1    Parcel Address: 858 GREAT PLAIN AVE    FY: 2018

**PARCEL INFORMATION**

|                             |                      |                       |               |                     |               |
|-----------------------------|----------------------|-----------------------|---------------|---------------------|---------------|
| Owner:                      | Use-Code: 431        | Sale Price: 1         | Book: 3982    | Road Type: T        | Inspect Date: |
| <b>FIRST BAPTIST CHURCH</b> | Tax Class: T         | Sale Date: 09/29/1961 | Page: 80      | Rd Condition: P     | Meas Date:    |
| Address:                    | Tot Fin Area: 0      | Sale Type: P          | Cert/Doc:     | Traffic: H          | Entrance:     |
| <b>858 GREAT PLAIN AVE</b>  | Tot Land Area: 1.194 | Sale Valid: N         |               | Water: PS           | Collect Id:   |
| <b>NEEDHAM MA 02492</b>     | Sewer:               | Grantor:              |               | Sewer: SW           | Inspect Reas: |
|                             | Exempt-B/L%          | Resid-B/L% 0/0        | Comm-B/L% 0/0 | Indust-B/L% 100/100 | Open Sp-B/L%  |

**COMMERCIAL SECTIONS/GROUPS**

| Section: | ID:101       | Use-Code:353 |            |          |              |           |
|----------|--------------|--------------|------------|----------|--------------|-----------|
| Category | Grnd-FI-Area | Story Height | Bldg-Class | Yr-Built | Eff-Yr-Built | Cost Bldg |
| 6        | 6794         | 2.0          | D          | 1928     | 1975         | 2760900   |

| Groups: | Id  | Cd   | B-FL-A | Firs | Firs |
|---------|-----|------|--------|------|------|
| 1       | 353 | 6794 | 2      | 1    |      |
| 2       | 353 | 6794 | 1      | 1    |      |

| Section: | ID:102       | Use-Code:353 |            |          |              |           |
|----------|--------------|--------------|------------|----------|--------------|-----------|
| Category | Grnd-FI-Area | Story Height | Bldg-Class | Yr-Built | Eff-Yr-Built | Cost Bldg |
| 6        | 1854         | 1.0          | D          | 1928     | 1975         | 273200    |

| Groups: | Id  | Cd   | B-FL-A | Firs | Firs |
|---------|-----|------|--------|------|------|
| 1       | 353 | 1854 | 1      | 1    |      |

| Section: | ID:103       | Use-Code:353 |            |          |              |           |
|----------|--------------|--------------|------------|----------|--------------|-----------|
| Category | Grnd-FI-Area | Story Height | Bldg-Class | Yr-Built | Eff-Yr-Built | Cost Bldg |
| 6        | 4368         | 2.0          | C          | 1928     | 1975         | 1174700   |

| Groups: | Id  | Cd   | B-FL-A | Firs | Firs |
|---------|-----|------|--------|------|------|
| 1       | 353 | 4368 | 2      | 1    |      |

**LAND INFORMATION**

| NBHD CODE: |      | 601  | NBHD CLASS: |       | ZONE: | SRB       |         |       |
|------------|------|------|-------------|-------|-------|-----------|---------|-------|
| Seg        | Type | Code | Method      | Sq-Ft | Acres | Influ-Y/N | Value   | Class |
| 1          | P    | 431  | S           | 10000 | 0.230 | N         | 189,400 |       |
| 2          | R    | 431  | A           | 41979 | 0.964 | N         | 2,410   |       |

**VALUATION INFORMATION**

|                |         |       |         |       |   |         |   |
|----------------|---------|-------|---------|-------|---|---------|---|
| Current Total: | 100,000 | Bldg: | 100,000 | Land: | 0 | MktLnd: | 0 |
| Prior Total:   | 100,000 | Bldg: | 100,000 | Land: | 0 | MktLnd: | 0 |

Sketch

Photo

**No Sketch  
Available**

**No Picture  
Available**

## APPENDIX D - PROFESSIONAL QUALIFICATIONS

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## **SUMMARY OF EXPERIENCE**

Mr. Deb has over 35 years of experience in multi-disciplined engineering analysis and design. Mr. Deb has a broad background in all aspects of building systems, including structural, HVAC, electrical, and plumbing, as well as building design. His expertise includes due diligence assessments (property condition assessments), Structural Observation reports, seismic reports (PML) and construction loan monitoring reports for industrial, commercial, office, parking garage and multi-family residential buildings.

Mr. Deb has more than 10 years of experience performing multifamily property inspections.

During construction period services, Mr. Deb's experience includes bidding process, negotiation with construction contracts, construction supervision and management, coordination among sub-consultants and sub-contractors, cost control and monitor construction scheduling, review shop drawings and also involved in solving field problems.

Mr. Deb has taught several building related courses (structural, HVAC, electrical, plumbing etc.) at Wentworth Institute and Boston University and was also involved in teaching professional registration preparation courses at Northeastern University.

Mr. Deb has successfully completed more than ten thousand of project assignments including due diligence site assessments and building-condition evaluations. Mr. Deb is responsible for professional quality and technical accuracy of the reports.

At EBI, Mr. Deb as a Technical Director-Structural Services in the Real Estate Division, he specializes in reviewing Property Condition Reports, Seismic Report (Probable Maximum Loss), Construction Monitoring Reports, and Structural Evaluations and review of structural observation reports of buildings.

## **RELEVANT PROJECT EXPERIENCE**

**Various Property Owners and Financial Institutions, Nationwide.** Prepare and review property condition due diligence reports for thousands of property owners and financial institutions for portfolios and individual projects throughout the country. Property types included hotels, apartment complexes, retail, parking garage and office buildings. Clients have included LaSalle Bank, Sun Trust Bank, Bear Stearns, Principal Real Estate, Citigroup, and Property Analytics, CWCapital Asset Management, UBS Real Estate Finance, NCB, CBRE Capital Markets, Inc., Cambridge Savings Bank.

Mr. Deb has more than 10 years of experience performing multifamily property inspections and similar work for financial institutions.

Mr. Deb also prepares and reviews construction plan and cost reviews (CPCR), and construction monitoring reports (CMR) for various clients including Wachovia Bank, Prudential Mortgage Capital Co, Inland Mortgage Capital Corp., and Merrill Lynch Capital, among others.

He also prepares, reviews and checks the structural calculations and specifications for building design for Real Estate Division; antenna support and related equipment for telecommunication clients e.g. Metro PCS, AT&T, Verizon Wireless etc.

Prior to joining at EBI, Mr. Deb was the owner and President of an Engineering and Architectural Firm from 1986 to 2005. Mr. Deb's prior experience includes coordination and presentation of projects to municipalities (Planning Board, Conservation Commission, Board of Appeals, etc.) for approval. Responsibilities included Community Participation.

Mr. Deb was the Structural Engineer of Record for numerous building design, roads & highways and bridge design and renovation projects. He was also responsible for professional quality and technical accuracy of the projects.

Mr. Deb was also involved with stress analysis and design of structural components, job scoping of steel and concrete structures, foundation and support design for heavy industrial projects especially Pulp and Paper Plants. Performed structural analysis of buildings (Turbine Generator Building, Boiler Building etc.) including foundations, equipment foundation and building framework for process and power plants, material handling, air emission equipment etc.

He also performed structural analysis for conveyor galleries, water tank, cooling towers, and underground coal pits and coordinated with other designers and site engineers as problems arose in construction interference.

#### **EDUCATION**

|                             |                               |  |
|-----------------------------|-------------------------------|--|
| <b>B.S.</b>                 | Civil Engineering             | Jadavpur University, Kolkata, India        |
| <b>M.S.</b>                 | Civil Engineering             | Carnegie-Mellon University, Pittsburgh, PA |
| <b>Graduate Certificate</b> | - Administration & Management | Harvard University, Cambridge, MA          |

#### **PROFESSIONAL AFFILIATIONS**

Fellow of American Society of Civil Engineers (ASCE)  
Fellow of Boston Society of Civil Engineers (BSCE)  
Conservation Commissioner, Town of Burlington, MA -1996 to Present

#### **LICENSES**

Construction Supervisor's License (Unrestricted) – Massachusetts

#### **PROFESSIONAL REGISTRATIONS**

NATIONAL COUNCIL OF ENGINEERING EXAMINERS (NCEES #42952).  
Registered Professional Engineer in 22 states which includes Massachusetts (Civil & Structural), Alabama, Arizona, Delaware, Florida, Georgia, Indiana, Kansas, Maryland, Michigan, Nevada (Civil), New Hampshire, New Jersey, New York, North Carolina, Ohio, South Carolina, Texas, Virginia, Washington (Civil), West Virginia and Wisconsin.



Laurene Ingham <churchoffice@fbcneedham.org>

# Masonry Reconstruction Estimate

1 message

**Rex Kidd** <rex@capitalmasonry.com>

To: churchoffice@fbcneedham.org

Cc: rex@capitalmasonry.com

Fri, Nov 30, 2018 at 2:22 PM

First Baptist Church  
858 Great Plain Ave  
Needham Ma  
781-400-5867  
774-244-0916

## Masonry Restoration Estimate

- I) Remove Front Steps. *> demo*  
\$ 9,500
- II) Remove Front landing  
\$ 5,500
- III) Remove Front walks  
~~\$ 5,000~~
- IV) Install Granite Steps *←*  
Install Granite Capstone  
Install Granite Landing  
\$ 54,000
- V) Install Granite Walks Front  
500 sqft  
~~\$ 25,000~~
- VI) Install New Concrete Rear  
With monolithic new curb  
110 ft  
~~\$ 15,000~~
- VII) Install Asphalt Walks Sides  
250 ft  
~~\$ 12,000~~

*10,000 to meet Code*  
*Stone driving*

Exclusions ;  
Utility  
Carpentry  
Police details  
Landscaping  
Sprinkler work

**Rex Kidd**

rex@capitalmasonry.com

**Capital Contractors, Inc.**

P.O. Box 118

Newton, MA 02468

Cell: 508. 983.4023

Phone: 800.244.7876

[www.capitalmasonry.com](http://www.capitalmasonry.com)

 image1.jpeg

# YSC,

Inc.  
240 Littleton County Road  
Harvard, MA 01451  
Tel 800-543-2940  
Fax 978-456-3099  
[Tom@yankeetower.com](mailto:Tom@yankeetower.com)

## Proposal

November 29, 2018

Ms. Daryn Stylianopoulos  
First Baptist Church of Needham  
858 Great Plain Ave  
Needham MA 02792

The work: To restore the font façade of the church from the base of the steeple down to the ground.

To replace the existing columns as described with a structural steel column and a fiberglass shell  
\$96,000.00

To cast a new fiberglass replacement for the hole in the cornice and then install it \$8,000.00

*To replace the entire cornice and then install it \$63,000.00*

~~To Fabricate new front entrance doors out of Mahogany that will be identical in all respects to the original doors. \$48,000.00~~

To paint the front façade from the base of the steeple down to the ground \$37,500

"High Quality at down to earth prices"

## **First Baptist Porch Preservation Questions**

1. The Application states that the Church will pay one third and raise another third toward the total cost, does the Church presently have funds on hand to pay for one third of the cost of the project? Has the Church secured any part of the one third it intends to raise to contribute to the cost of the project (Additional Funds)?

**First Baptist Church has one third of the project's cost on hand. The additional third that we intend to raise will be part of a campaign geared toward the restoration of the front of the church building. We have not secured any portion of that funding at this time.**

2. How does the Church intend to raise the Additional Funds?

**First Baptist Church in Needham intends to reach out to neighbors, tenants, churches and partners within our denomination and community, and other sources of funding such as the Massachusetts Preservation Projects Fund.**

**We have the support of neighbors, tenants, and others who frequently use our building who are excited to see this project completed.**

3. Does the Church have a capital improvement and maintenance fund? **Yes.**

4. Is the congregation financially sustainable? What is the Church's financial condition?

**Yes. Please see our Statement of Financial Position as of December 31, 2019 (attached)**

5. If CPC provides funds for the project, what restrictions are available to limit the sale, or modification of the real property? Put another way, what permanent restrictions will be put in place to ensure a public benefit? See e.g. [https://www.communitypreservation.org/sites/macpc/files/uploads/bourne\\_church\\_pr.pdf](https://www.communitypreservation.org/sites/macpc/files/uploads/bourne_church_pr.pdf). Does the Church have legal counsel to assist it in the preparation and review of any Preservation Restriction Agreement?

**We have legal counsel to assist in this matter and to assist with the preparation and review of a Preservation Restriction Agreement. Please see our proposed agreement and letter of intent, included with this response. (attached)**

6. Are there other structural problems with the building that need to be addressed? If so, how does the Church intend on funding those repairs?

**The structural issues with our building are being taken care of within the scope of this project. There are no other structural concerns at this time.**

7. Please provide details regarding the construction bids. How did the Church obtain this bid? Did the church seek more than one bid? When was the bid sought? Is the project is subject to the Prevailing Wage Law?

**The church went through a long process of reaching out to contractors to receive bids over the course of the 2018-2019 year. We received feedback from Yankee Steeple, GF Sprague, Bond, Wayne Towle, and Commodore Builders, but only one bid from Yankee Steeple. Wayne Towle was interested in the project initially, but the engineering report recommended replacement of the columns as opposed to refurbishing them. Janet of Commodore Builders was a helpful resource in assessing the cost and potential hidden costs of this project, though she did not feel comfortable taking the job because of its historic nature. She was able to think through the budgetary and project concerns with Pastor Daryn.**

**We have worked with Yankee Steeplejack Company and Tom Evarts in the past. They refurbished our steeple in 2015-2016. We were very pleased with their work and have no reservations about working with them again for this restoration project.**

**We contacted New England Stoneworks and Capital Paving concerning the porch and walkway, and received a quote from Capital Paving.**

8. How does this Project meet the General Factors for Consideration of the Needham Community Preservation Plan? Provide details.

***“The acquisition, preservation, restoration and rehabilitation of historic resources. The CPA recognizes historic resources as, ‘historic structures and landscapes,’ including ‘a building, structure, vessel, real property, document or***

***artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archaeology, architecture or culture of a city or town.’ For CPA purposes, the local historic preservation commission is the Town of Needham Historical Commission.”***

**First Baptist Church in Needham is a significant historic structure in Needham. Please see the attached letter from town historian, Gloria Greis, on the significance of First Baptist Church in Needham to the development of the town (attached).**

**The Needham Historical Commission unanimously approved this project for the CPC’s consideration upon our first application for funding in February 2019.**

9. How does this Project meet the Historic Preservation Goals and Factors for Consideration of the Needham Community Preservation Plan? Provide details.

**Preservation, rehabilitation and restoration of an historic site in Needham.**

10. Please provide: deed and recorded plans of the Property; all Inspection Reports, all Existing Conditions Reports; Architectural Plans; and Contact information and reports provided by all architects, contractors, and consultants.

**Inspection and Existing Conditions Reports were included in the packet of information initially submitted to the CPC. I have attached them again here (attached).**

**Here are contractors and consultants from whom we have received services and quotes:**

**EBI Consulting** (structural evaluation and conditions report, proposal for design services and administration)

EBI Project No. 1218000240

Indra Deb, P.E.  
Author/Senior Engineer  
Reviewer/Technical Director, Structural Services

[ideb@ebiconsulting.com](mailto:ideb@ebiconsulting.com)

21 B Street  
Burlington, MA 01803  
781-273-2500  
[www.ebiconsulting.com](http://www.ebiconsulting.com)

**Yankee Steeplejack Company, Inc.**

Tom Evarts

[tom@yankeetower.com](mailto:tom@yankeetower.com)

240 Littleton County Road  
Harvard, MA 01451  
800-543-2940  
978-815-2509 (cell)  
978-456-3099 (fax)

**Capital Contractors, Inc./  
Capital Paving/Masonry**

Rex Kidd

[rex@capitalmasonry.com](mailto:rex@capitalmasonry.com)

P.O. Box 118  
Newton, MA 02468  
508-983-4023 (cell)  
800-244-7876

[www.capitalmasonry.com](http://www.capitalmasonry.com)

11. If CPC does not provide the requested grant, what is the Church's plan for restoration of the porch?

**Other options for restoration of the columns and porch:**

- Other granting agencies (though it is difficult to find granting agencies that cover capital restoration costs for religious institutions)
- funding for the entire project from First Baptist Church in Needham
- capital campaign and fundraiser
- Some combination of the above efforts (similar to what we are asking now, but without CPC funding)

12. If CPC does provide the requested grant, will it allow the Church to financially sustain Church programs?

**The funding we are requesting toward the preservation of the street facing exterior of our building will only be applied to the preservation and restoration of the physical historic structure of Needham itself. Any funding granted by the CPC will NOT be applied to sustain or implement the programs or mission of First Baptist Church in Needham.**

13. Describe in detail the public benefit of the grant.

**First Baptist Church in Needham is one of the oldest structures of Needham. It was also one of the most significant in the history of Needham Center's development, according to town historian, Gloria Greiss. The church structure still features prominently along the Great Plain Avenue streetscape. To preserve this structure is to preserve the architecture and essence of this community's founding, and to preserve a facility that continues to open its doors in hospitality to the community today, nearly 200 years later. The building is an aesthetically pleasing and significant landmark in the community. The restoration of the columns and front exterior would not only preserve the 18th century architectural elements of this 19th century building, but would preserve the quintessential New England feel of the community, while also ensuring that the front entrance of the structure is safe and functional.**

**In addition to the historical architecture of the structure, here are some other aspects of the building's history that are relevant to public benefit and preservation:**

**Samuel Francis Smith who wrote the lyrics to "My Country Tis of Thee" was a pastor of First Baptist Church in Needham. The historic clock was the town's first. There are archives and photos documenting the building's move from the corner of Highland and Great Plain Ave to the corner of Warren St. and Great Plain Avenue, by horse and buggy - the lines were taken down by the town to allow for the move in 1928.**

14. What public functions are held or have been held at the Church?

**Needham Open Studios**

**Needham First Night**

**Martin Luther King, Jr. Celebration (first location for this event consecutively held at our church until it was moved to the high school and middle school)**

**Needham Concert Society**

**4 Recovery Groups (AA)**

**Needham Interfaith Thanksgiving Service**  
**Needham Interfaith Choir Concerts**  
**Community Meetings such as Progressive Needham**  
**Needham Junior Football and Cheer**  
**Boy Scouts (not currently, but in the past)**  
**Music and Movement for Seniors**

**Others who make regular use of our facility:**

**Highland Glee Club**  
**Retired Men's Glee Club**  
**Ballroom Dancing and Line Dancing with Paul Hughes**  
**YMCA**  
**Charles River Ballet**  
**Needham Children's Center**  
**Piano, organ, and voice teachers/recitals**  
**Needham Interfaith Clergy Association**  
**Generic Ministry**

|                   |                |
|-------------------|----------------|
| CPC USE ONLY:     |                |
| Application #     | <u>FY20-02</u> |
| Qualifies:        | _____          |
| Does not qualify: | _____          |

## INITIAL ELIGIBILITY PROJECT APPLICATION FORM

**DUE BY DECEMBER 1**

**TOWN OF NEEDHAM**  
**COMMUNITY PRESERVATION COMMITTEE**  
 c/o Park & Recreation Department  
 178 Rosemary Street  
 Needham, MA 02494  
[www.needhamma.gov/CPC](http://www.needhamma.gov/CPC)

- 1. Applicant:** First Parish in Needham  
Unitarian Universalist **Submission Date:** 11/26/2019
- 2. Applicant's Address, Phone Number and Email:**
- 23 Dedham Ave, Needham, MA 02492  
(781) 444-0823  
minister@uuneedham.org  
**Contact Name:**  
 Rev. Catie Scudera
- 3. Purpose:**  
*(Please select all that apply)*
- Open Space  
 Community Housing  
 Historic Preservation  
 Recreation
- 4. Project Name:** First Parish in Needham Steeple Preservation
- 5. Project Location/Address/Ownership (Control):**
- First Parish Church in Needham  
 23 Dedham Ave, Needham, MA
- 6. Amount Requested:** \$ 75,000.
- 7. Estimated Total Project Cost (If Different):** \$ 100,000.
- 8. Critical Dates: (If Applicable)**
- It is preferred that this work be performed in the summer when Church activities are reduced.

- continued -

|                   |                |
|-------------------|----------------|
| CPC USE ONLY:     |                |
| Application #     | <u>F190-02</u> |
| Qualifies:        | _____          |
| Does not qualify: | _____          |

**Project Name:** First Parish in Needham Steeple Preservation

**9. Project Summary: In 100 words or less provide a brief summary of the project:**

First Parish's steeple (Bell Tower) needs repair/preservation. Despite structural repair in 2005, wooden trim, siding and the Paul Revere Bell enclosure are currently vulnerable to deterioration. In areas, raw wood is weather-exposed due to flaking/missing paint.

Project would replace wooden components of the steeple with modern, engineered materials providing superior longevity and reduced maintenance, but maintaining the steeple aesthetics.

Tower clapboards would be replaced with fiber cement lap siding ("Hardie Plank") that matches recently installed siding on the Church; wood railings, trim, and moldings would be replaced with engineered polymer ("AZEK") material. The green, copper-like roofing would be re-coated.

**10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.**

Our Church (1836) is an historic structure, visually prominent in the heart of Needham. Needham's oldest public building, its history parallels that of the Town: its establishment allowed Needham's 1711 founding; its sanctuary, our "Meeting House", hosted Needham's original Town Meetings. According to Needham's CP Plan, FPC is "significant in the history/architecture/culture of the town."

FPC still plays a vital role in the Needham community, hosting a "lyceum" series, performances for First Night Needham, and historic-site tours. its Paul Revere bell rings on special occasions. Its meeting rooms are used by non-profits and for community events.

**Note:** *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

## Community Preservation Committee QUESTIONS

Carl Franceschi DRAFT

1. Has the Parish sought funding for this project through a capital campaign, or through donors, congregants or the national church with which it is affiliated?

**We plan to have a small capital campaign from congregants and donors to raise approximately \$25,000.**

**Our church is owned by the congregation itself; the national church does not provide funding to us.**

2. Does the Parish have a capital improvement and maintenance fund? Provide details.

**Yes- Our annual budget allocates approximately \$5,000 for Repairs and \$15,000 for Maintenance. This handles items such as flooring replacement, plumbing repairs, elevator servicing, etc.**

**We do not have a “capital improvements” fund in our annual budget.**

3. Is the Parish financially sustainable? What is the Parish’s financial condition?

**Yes, First Parish has been around for over 300 years. We are a financially stable congregation of approximately 260 formal members and additional “friends”. We maintain a 100% balanced budget of approximately \$490,000/year. The major categories of revenue, based on last year’s budget, are: ~76% from pledges/donations, ~18% from facility rentals, ~4% from investment income, and ~2% from fundraising events.**

4. Provide details of the 2005 Structural Repair to the Steeple, including any reports related to the repair.

**In the Summer of 2001, American Steeple & Tower of Salem, MA performed an inspection of the steeple/ bell tower and in November 2001 provided a proposal to perform corrective work and to paint the tower. At this time, we cannot locate a copy of that proposal. The Church did not proceed with the work at that time as we decided to pause to review our mission statement and develop an overall strategic plan. One result of that effort was the Church performing a feasibility study to look at our overall facilities before proceeding with the steeple repair and painting.**

**As part of that Feasibility Study, a structural review was performed. Attached is a copy of the structural report from Gerald Spoolstra, PE performed in 2004. This report references the scope of work identified in American Steeple & Tower’s**

**proposal including certain significant structural decay to one 12" x 12" supporting column.**

**Due to the perceived urgency, the Church engaged American Steeple & Tower to perform the painting and structural repairs in the spring of 2005 while design and fundraising began for the full renovation addition project. To the best of our recollection, American Steeple & Tower's work included the replacement of the 12" x 12" column, the rebuilding of the balcony balustrade, the removal of aluminum siding and trim, the installation of metal roofing at the bell deck, the painting of all siding and woodwork on the tower above the lower roof, and the recoating of the green dome. Although we could not locate the records, subsequent budget notes list the value of this work as approximately \$185,000. The full renovation addition project took place in 2007 -2008.**

5. The Application refers to the steeple being "vulnerable to deterioration," is there evidence of actual (substantial) deterioration? Provide details.

**Attached are recent photographs of exposed raw wood that is exposed to the weather. The wood does not appear to be deteriorated at this time.**

6. Is there an expert's report concerning the current status of the Steeple? If so, please provide a copy of it.( This may address the structural question)

**There is not a structural report of the current status of the steeple.**

7. Siding was recently installed on the side of the church, why was the siding on the steeple not replaced at that time?

**As per the chronology outlined in response to question 4, the Church proceeded with the painting and structural repair of the steeple well in advance of the full renovation of the remainder of the building. So it was decided to leave the recently painted siding of the steeple/ tower as is.**

8. Are there other structural problems with the building that need to be addressed? If so, how does the Parish intend on funding those repairs?

**There are no other structural issues with the Church at this time. We expect our annual Maintenance and Repair budgets will address any future issues that may arise.**

9. Please provide details regarding construction bids or documents supporting the cost of the steeple repairs. How did the Church obtain the bid? Did the church seek more than one bid?

**We do not have bids as yet for the proposed work on the steeple; this is in process. We will be soliciting proposals from at least three contractors. The figures used in our CPC application are estimates.**

10. Is the project subject to the Prevailing Wage Law?

**Our understanding is that this is private work not subject to public construction regulations. Please let us know if receiving CPA funds changes that interpretation.**

11. How does this Project meet the General Factors for Consideration of the Needham Community Preservation Plan? Provide details.

**The proposed project at First Parish meets several of the General Factors for Consideration as stated in Needham’s Community Preservation Plan. Specifically:**

| <b><i>Factors for Consideration</i></b> |   | <b>First Parish Project</b>  |
|---|---|--|
| <b>1.</b>                               | <b><i>“The project is consistent with the goals of the Town of Needham Community Preservation Plan”</i></b>   | <b>The Project at First Parish is consistent with Plan’s goal of “preserving historic resources”. This project clearly falls under the CPA category of historic preservation. Specifically, the Plan calls for: “The acquisition, preservation, restoration and rehabilitation of historic resources”. First Parish qualifies as a historic resource by its listing on Needham’s Registry of Historic Buildings. It also meets the CPA’s criteria for being “significant in the history, architecture or culture of the Town”.</b> |
| <b>2.</b>                               | <b><i>“The urgency of the project with particular consideration to those requests whose successful implementation is constrained by scheduling factors not controlled by the applicant”</i></b> | <b>The Project has some urgency to consider due to the potential further deterioration of the wooden elements of the steeple that are in need of repainting. Currently there are components where the paint has flaked off entirely and raw wood is exposed to the weather. There is a need to remedy this situation with the next year or so.</b>   |
| <b>3.</b>                               | <b><i>“The project is economically or otherwise feasible to implement and operate on a long-term basis.”</i></b>  | <b>The Project at First Parish is feasible to implement and operate on a long-term basis; it provides the long term economic benefit of reducing future maintenance costs.</b>   |

|     |   |  |
|-----|---|--|
| 4.  | <i>"The project leverages additional...private funding or assists in planning and development activities to facilitate such leverage..."</i>  | The funding provided by the CPC will facilitate the upgrading of this project from simply a maintenance (painting) project to a capital improvement project. As such, it facilitates the solicitation of donors and the development of a capital campaign to raise the Church's share of the funds.  |
| 5.  | <i>The project utilizes, preserves, protects, increases or enhances Town-owned open space, recreation, historic and/or housing assets.</i>  | This Project will preserve an historic asset. Although privately owned, First Parish is an integral part of the Needham center fabric directly opposite Town Hall. First Parish also has a history that is shared with the founding of the Town of Needham and as such, the church participates in several community events such as the Needham History Center, and our Paul Revere bell is rung on important civic occasions..  |
| 6.  | <i>"A project that benefits privately owned resources shall include permanent restrictions to ensure a public benefit."</i>   | First Parish is willing to enter into a mutually-agreeable Preservation Restriction Agreement to ensure the maintenance of a public benefit.   |
| 7.  | <i>"Awarding funds for the project is consistent with prudent long-term management of CPA funds"</i>  | As this Project meets the CPA's Factors for Consideration, it is consistent with prudent long-term management of CPA funds. It will preserve one of Needham's community landmarks for the foreseeable future.  |
| 8.  | <i>"The project proponent has demonstrated to the reasonable satisfaction of the Committee the ability and competency to implement the project as proposed... by its record of successfully implementing similar projects..."</i> | In the past fifteen years, First Parish has successfully managed, financed, and executed several capital construction projects including a \$3 Million Renovation/ Addition project, handicap access walkway, and historic sanctuary window & siding replacement. Most of the key individuals are still active members of the congregation. The Property Committee is a long-standing committee that includes an architect, general contractor, mechanical engineer, and interior designer among other skills. |
| 9.  | <i>"The applicant has site control... to submit an application."</i>  | First Parish in Needham has owned the property that the Church currently occupies since 1879. See attached deed. The Parish Committee, the church's elected governing board, has approved submitting this CPA application.   |
| 10. | <i>"CPA funding will enable the project."</i>   | The Church was prepared to self-fund the painting of the steeple within the next few years when the opportunity of this CPA grant presented itself. The CPA funds will allow the project to be expanded from simply painting (maintenance) to upgrading (preservation) the steeple.  |

12. How does this Project meet the Historic Preservation Goals and Factors for Consideration of the Needham Community Preservation Plan? Provide details.

**The proposed project at First Parish meets the Historic Preservation Goals and Factors for Consideration as stated in Needham’s Community Preservation Plan in the following ways:**

| <b>Goal</b>   | <b>First Parish Project</b>   |
|---|---|
| <p><i>To preserve buildings...that are listed or eligible for listing on the Massachusetts State Register of Historic Places or have been determined by the Needham Historical Commission to be significant in the history, archaeology, architecture or culture of the Town.</i></p>           | <p><b>First Parish is listed on the Needham Historical Commission’s Registry of Historic Buildings. This Project at First Parish in Needham will preserve and prolong the longevity of a significant portion of the Church, namely its steeple which is an iconic structure in the heart of Needham’s historic downtown.</b></p> <p><b>The history of the Church is entwined with that of the Town. In fact, it was the establishment of First Parish in 1711 which allowed for the founding of Needham.</b></p> <p><b>The Church continues to play a significant role in the community by opening its doors to tours, lectures, and other community events.</b></p> <p><b>First Parish is definitely “significant in the history, architecture, and culture of the Town”</b></p> |
| <p><b>Historic Preservation Factors for Consideration</b></p>   |   |
| <p><b>1.</b> <i>Preserves and protects historic and cultural properties and sites to the extent allowed under the CPA.</i></p>  | <p><b>This project will preserve a significant portion (the steeple) of an historic structure that is consistent with the CPA guidelines.</b></p>   |
| <p><b>2.</b> <i>Demonstrates a public benefit to preserve historic resources. Town-owned facilities may be preferred in The Committee’s evaluation process.</i></p>   | <p><b>The church building is used for a variety of community events, and the steeple is part of our historic Meetinghouse, the oldest public building in town. It is visible from the Town Common and part of the Town Hall Historic District.</b></p> <p><b>If CPA funds are awarded to this project we are willing to work with the Needham Historical Commission (and others) to expand the public’s access to our facilities, including virtual tours of the belfry and Paul Revere bell.</b></p>   |
| <p><b>3.</b> <i>Incorporates the remodeling, reconstruction, renovation and making of extraordinary repairs to historic resources, such as improvements intended to make historic facilities functional for their intended use, including but not limited to, handicapped accessibility</i></p> | <p><b>The proposed project will renovate and make extraordinary repairs to a vital component (the steeple) of an historic resource.</b></p> <p><b>It will maintain the functionality of the historic Paul Revere bell by preventing any deterioration to its carriage and supporting structure.</b></p> <p><b>The project will not make the belfry handicap accessible, but it should be noted that Church improved its overall accessibility via the recent renovation/ addition project.</b></p>  |

|  |  |  |
|--|--|--|
|  | <b>and building code requirements.</b> |  |
|--|--|--|

13. Please provide: deed and recorded plans of the Property; all Inspection Reports, all Exiting Conditions Reports; Architectural Plans; and Contact information and reports provided by all architects, contractors, and consultants.

**Attached are:**

**Copy of the Deed for the property**

**Copy of the recorded Site plan**

**Copy of close-out affidavits from the last renovation/ addition project**

14. If CPC provides funds for the project, what restrictions are available to limit the sale, or modification of the real property? Put another way, what permanent restrictions will be put in place to ensure a public benefit? See

e.g. [https://www.communitypreservation.org/sites/macpc/files/uploads/bourne\\_church\\_pr.pdf](https://www.communitypreservation.org/sites/macpc/files/uploads/bourne_church_pr.pdf). Does the Parish have legal counsel to assist it in the preparation and review of any Preservation Restriction Agreement?

**Yes, First Parish has legal counsel willing to discuss a Preservation Restriction Agreement.**

## Community Preservation Committee – Questions 16 - 20

### First Parish in Needham - Responses

February 4, 2020

16. *If CPC does not provide the requested grant, what is the Parish's plan for restoration of the steeple?*

If the CPC grant is not provided, First Parish would first strive to understand the reasons for the denial to determine the possibility of re-submitting an application in the future. If that option seems unlikely, then we would reconsider the option to just paint the steeple at this time and strategize about long-term planning to paint every 10 to 15 years.

17. *If CPC does provide the requested grant, will it allow the Parish to financially sustain Parish programs?*

The Parish programs are funded from pledges by church members; the requested funding for the steeple preservation is necessarily separate from the church's operating budget. Also, the sum of annual pledges to First Parish varies: FY20 pledges are lower by ~\$6,400 due to families moving away from Needham or the church community. Such a decline in our budget of course somewhat hinders our goals of maintaining robust parish programming and providing fair compensation for Church staff.

18. *Provide copies of the Parish's budget and other information reflecting its financial condition.*

Please see the attached Treasurer's Report.

First Parish maintains an Endowment that consists of five separate funds. The current balances are:

| General       | Buehrens      | Lane Lyceum  | Memorial     | Music        |
|---------------|---------------|--------------|--------------|--------------|
| 42.28%        | 38.92%        | 4.14%        | 5.11%        | 9.55%        |
| Balances      |               |              |              |              |
| \$ 305,823.39 | \$ 281,514.16 | \$ 29,945.24 | \$ 36,961.39 | \$ 69,076.57 |

Total Value  
as of 1/31/2020 723,314.90

Please note that only the "General Fund" (~\$306K) of our endowment can be used toward annual general operating expenses, including the building (and furthermore, we are bound by our bylaws to only use at most 3.5% of that fund annually). All other funds

are restricted in such a way that they cannot be used toward the building or other general operating expenses

19. *Describe in detail the public benefit of the grant.*

The Community Preservation Grant would allow First Parish Church to perform a higher-level renovation that would provide a near-permanent fix to the degradation of our steeple/bell housing. The new materials to be used in the renovation would provide a low-maintenance fix, and therefore be economically beneficial by eliminating the need to repaint the steeple every ten or twenty years.

The renovation would thus be an investment in the long-term preservation of a visually-prominent feature of an iconic Needham center building. This would also allow the Church to continue to participate in Town activities as it has done for the past 300 years (see response to Question 20 below).

20. *What public functions are held or have been held at the Church?*

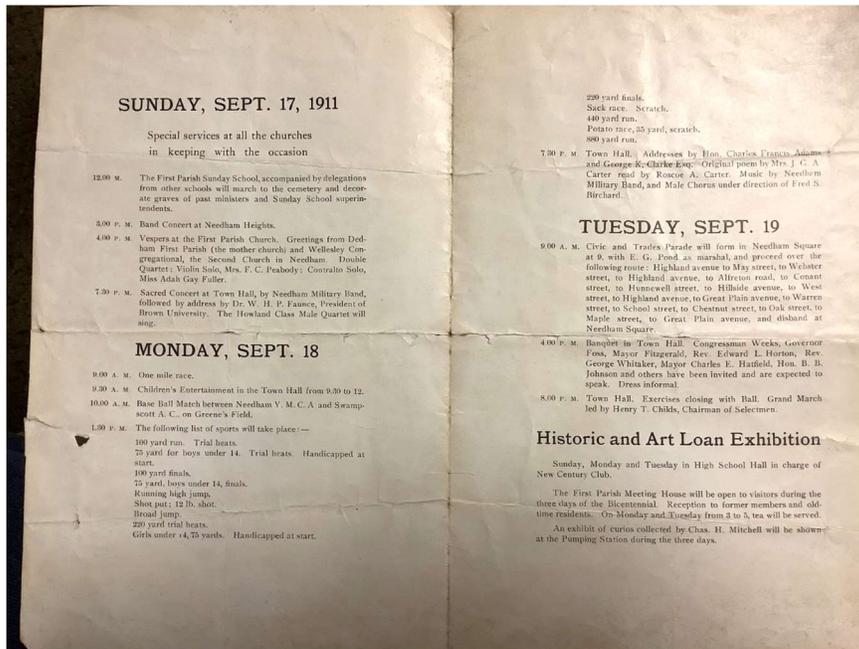
This was a difficult question for us to answer, simply due to the sheer volume of public functions that have been held at First Parish since its founding with the town in 1711. Members of our Parish board, Archives Committee, and social/environmental justice teams contributed their thoughts to this answer, which is certainly incomplete.

The church's long ties with the town can be easily found today in public spaces, such as Rev. Samuel West's quote on the Own Your Peace statue at the high school, Rev. Stephen Palmer's name on the former school building, now apartment complex, and our congregation always being located at the center of town (even precipitating a dramatic wintertime move of our present Meetinghouse from the prior Needham Center at Nehoiden & Central Streets to today's Needham Center).

Civically, our Meetinghouses were the site of Town Meeting since the first Meetinghouse was built in 1712, until the first Town Hall was built in 1838. Town Meeting rotated between our congregation and the West Parish (now Wellesley Village Church) between 1778 and 1838; this means our present Meetinghouse, constructed in 1836, did briefly serve as a site for Town Meeting.

The church has fully participated in centennial town events, as well as other special anniversaries. Our Paul Revere Bell — the protection of which is a major part of our CPA application — was first purchased, installed, and rung on the occasion of the town's and church's 100th anniversary in 1811. Our original bell tower was constructed specifically to house this special bell. Our minister at the time, Rev. Stephen Palmer, preached a sermon regarding the history of the town and church.

For the 200th anniversary in 1911, we partnered with the Town on major events of the celebration weekend (please see attached photograph of the second centennial pamphlet). Our church member, George K. Clarke, was town historian at the time and wrote the published history of Needham's first 200 years; our church has a similar, mutually-beneficial relationship with Dr. Gloria Greis of the Needham History Center today.



200<sup>th</sup> Anniversary Pamphlet

Clarke also gave a public historical presentation at First Parish for the 225th anniversary, as noted in Needham Chronicle; a historic sermon from our minister Rev. James MacDonald was also published in the town paper. We hosted a special public worship service for centennial anniversary of the third Meetinghouse in 1937; this is the same Meetinghouse (with its steeple) in which we still worship and hold public events today.

The 250th anniversary was celebrated by First Parish with public programming, display of our historic artifacts, and publications. Our archives contain a full guest registry of visitors to our public events. For the 275th anniversary, we held a public "ham and bean" supper, published another history book, and held a public celebratory service.



*Public tour of the steeple*

As CPC members may recall, First Parish was deeply involved with the 300th anniversary of the town and church. For example: we hosted a public interfaith celebration in our Meetinghouse; rang the Paul Revere Bell 300 times; displayed historic artifacts; created a memorable float for the parade; and, our minister Rev. John Buehrens was interviewed for the 300th documentary *Needham: Big Little Town*.

We've hosted public music programs for decades; our archival materials regarding this fact date back to the 1880's (when we held public concerts and musicals) and 1890's (which included more public musicals and concerts, including the dedication of and recital for the church organ). In the 1970's, our congregation hosted a Community School for adult education, preceding the town's Continuing Education (NCE) offerings.

Our public educational events (presently called our Lane Lyceum events) are too numerous to name. Many have had a values- and justice-focus, such as our many events regarding the climate crisis, immigration reform, and, racial equality. One of our members recounted our "open door policy" to community groups that have shared our values, offering space in our building at no charge, such as the Needham Women's Center and Needham PeaceWorks. We've hosted many gatherings in partnership with other town organizations, such as the League of Women Voters, Green Needham

Collaborative, and the Needham Community Farm — not to mention numerous interfaith events with other churches and synagogues in our town, going back over a century ago hosting ecumenical union Holy Week services and (more recently) the annual interfaith Thanksgiving service. When the Needham Farmers Market was beginning, we hosted the market on our front lawn before it proved successful and moved to the Town Common. Since our major building renovation in 2008, we have provided tours and lectures to other houses of worship interested in becoming a EnergySTAR-certified congregations; we are presently one of the highest-rated energy efficient houses of worship in the country.

Presently, we continue to offer our space gratis to town groups (e.g., the Needham Farmers Market board meetings), for interfaith events (e.g., the recent race dialogue potluck dinners), and for other events open to the public (e.g., blood drives and our many adult education events, such as ones recently on the statewide 2018 ballot question 3 and a series on dignified dying in fall 2019). We closely collaborate with the Needham History Center on such events as the annual Historical Walking Tour (which we have been participating in since at least 1986) and annual visits from the Eliot School (for which we typically ring our Paul Revere Bell for the children to hear). We ring our Paul Revere Bell in conjunction with other congregations to honor both celebratory moments (such as the World War I armistice centennial) and tragic moments (such as the Sandy Hook and Orlando mass shootings) for our nation.

|                   |         |
|-------------------|---------|
| CPC USE ONLY:     |         |
| Application #     | FY20-03 |
| Qualifies:        | _____   |
| Does not qualify: | _____   |

## INITIAL ELIGIBILITY PROJECT APPLICATION FORM

**DUE DATE: DECEMBER 6, 2019**

**TOWN OF NEEDHAM**  
**COMMUNITY PRESERVATION COMMITTEE**  
 c/o Park & Recreation Department  
 178 Rosemary Street  
 Needham, MA 02494  
[www.needhamma.gov/CPC](http://www.needhamma.gov/CPC)

- 1. Applicant:** Needham Community Farm **Submission Date:** 12/06/2019
- 2. Applicant's Address, Phone Number and Email:**
- Needham Community Farm \_\_\_\_\_  
 P.O. Box 920877 \_\_\_\_\_  
 Needham, MA 02492 \_\_\_\_\_  
**Contact Name:**  
 Susan Shaver, President (781) 789-6060
- 3. Purpose:**  
*(Please select all that apply)*
- Open Space
  - Community Housing
  - Historic Preservation
  - Recreation
- 4. Project Name:** Growing Bed Area Expansion
- 5. Project Location/Address/Ownership (Control):**
- Needham Community Farm, Pine Street Location (former Nike site).  
Leased from Town of Needham
- 6. Amount Requested:** \$ 6,000
- 7. Estimated Total Project Cost (If Different):** \$ 6,000
- 8. Critical Dates: (If Applicable)**

- continued -

|                   |          |
|-------------------|----------|
| CPC USE ONLY:     |          |
| Application #     | FY 20-03 |
| Qualifies:        | _____    |
| Does not qualify: | _____    |

**Project Name:** Growing Bed Area Expansion

**9. Project Summary: In 100 words or less provide a brief summary of the project:**

The project would affect a growing area of approximately 5,000 to 5,500 square feet and would result in an approximately 20% increase in growing area. Additional and reconfigured growing beds are necessary to increase opportunities for gardening classes, public volunteer participants and community activities, while the NCF continues to supply fresh produce to the Needham Food Pantry and to the Needham Housing Authority sites. All soil currently in growing beds would be conserved. This project requires labor removing soil from current beds, placing new agricultural fabric, purchasing additional fabric, compost and soil materials; and constructing new beds.

**10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.**

Needham Community Farm goals are to relieve food insecurity in Needham, educate about sustainable agricultural practices and engage the community in gardening activities at the Farm through voluntarism and classes. With 2,000 households in Needham food assistance eligible, increasing the Farm's growing area allows the Farm to better serve the demand for fresh produce among this population, while also increasing healthy, outdoor volunteer and educational opportunities for people of all ages. This year over 200 adult and youth volunteers, including 13 volunteer groups, spent time on the farm and about 150 adults, families and youths attended educational activities on farm.

**Note:** *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*



December 6, 2019

**TOWN OF NEEDHAM COMMUNITY PRESERVATION COMMITTEE**

c/o Park & Recreation Department  
178 Rosemary Street  
Needham, MA 02494

To the Town of Needham Community Preservation Committee:

On behalf of the Needham Community Farm Board of Directors I am submitting an Eligibility Application due today December 6, 2019. We are appreciative of the continued support the Town of Needham provides the Farm.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to be 'Susan Shaver', written over a series of overlapping, loopy lines that serve as a decorative background for the signature.

Susan Shaver  
President, Needham Community Farm  
[susanshaver4@gmail.com](mailto:susanshaver4@gmail.com)  
[needhamfarmncf@gmail.com](mailto:needhamfarmncf@gmail.com)

**Revised 1/29/20**

**FY2020-03 – Growing Bed Area Expansion – Needham Community Farm**

**Liaison: Chris Gerstel**

**Contact: Susan Shaver**

1. Please provide details of the organizational and financial structure of NCF.

*Needham Community Farm (NCF) is a Massachusetts 501(c)(3) organization. Governance is by a president and a board of directors. NCF has a full-time farm manager, and 1 full-time seasonal employee during the growing season. Its budget is approximately \$100,000, of which about 80% is raised by grants and donations. NCF has a small community supported agriculture (CSA) program that generates about \$18,000 in gross revenue. A copy of NCF's latest financial statement is attached.*

2. Please explain the relationship between NCF and the Town of Needham. What is the contractual relationship between the two parties?

*The Pine Street location is licensed from the Town, a copy of which is attached. The License Agreement has been routinely extended by the Town over the last 10 years. Recently, the Town increased the amount of land available to NCF by two acres. Because of poor soil and drainage conditions at the Pine Street sit, (the land available to NCF at Pine Street is an area of compacted fill from the high school expansion), NCF grows in raised beds. The proposed CPA project will increase the square footage available for growing on a portion of the current site. In addition, the project will serve as a pilot project to determine whether beds can be built and maintained without wooden enclosures and whether a covered drainage ditch system can effectively control and remove excess water from the growing area. This project, expected to be implemented by the 2021 growing season, will allow additional areas to be put to use for growing and educational purposes.*

3. Will the requested project funds be used at the Pine Street or Newman School site?

*The funds will be used at the Pine Street site.*

4. What is the basis for the dollar amount of the request? Did NCF rely on an expert or consultant in calculating the requested amount?

Please see the cost estimates below. Estimates were made based on NCF's Farm Manager's experience.

| Item  | Source                           | Estimated Cost |
|---|----------------------------------|----------------|
| 800' Biodegradable Mulch  | Gardener's Supply                | \$400          |
| 600' 3.2 oz landscape mulch   | Johnny's                         | \$350          |
| 80 - 2"x10"x12' Douglas Fir   | Home Depot                       | \$1600         |
| 40 - 2"x4"x8' Premium Cedar   | Home Depot                       | \$450          |
| 1000 ground staples   | Johnny's                         | \$90           |
| 10 yards compost  | Black Earth Compost              | \$600          |
| Misc. Hardware  | Home Depot                       | \$100          |
| Wood Treatment  | Real Milk Paint Company          | \$100          |
| Soil moving, bed reassembly, drainage installation with heavy equipment | Local contractor                 | \$2000         |
| Lumber removal  | Local contractor                 | \$500          |
|   |                                  |                |
|   | <b>Total CPA Fund Request</b>    | <b>\$6190</b>  |
| Additional budget items to be covered by fundraising                    |                                  |                |
| Disassembly of existing beds  | 10 hours x \$20/hr               | \$200          |
| Bed reassembly and drainage trench work                                 | NCF staff, volunteers            | \$1000         |
| 17 cubic yards 1.5" stone   |                                  | \$1500         |
| Project Management  | 20 hours x \$20/hour             | \$400          |
|   | <b>Additional funds required</b> | <b>\$3100</b>  |
|   | <b>Total Project Budget</b>      | <b>\$9290</b>  |

5. How will the project be implemented? Will NCF rely on volunteers for implementation? Is there a vendor that NCF intends to use? Has NCF sought bids from more than one vendor?

*The project will be overseen by the NCF Farm Manager. Groundwork would not begin until the beds come out of production in Fall 2020. In anticipation of that, the walkways to be placed over the 18" drainage ditches would be built in 12 segments throughout the season using volunteer assistance. NCF will retain a vendor to supply a Bobcat or equivalent piece of equipment and an operator to move soil and dig drainage ditches. NCF routinely obtains 20 to 40% discounts from vendors, such as Johnny's, and would seek to do so again. NCF routinely seeks multiple bids from interested vendors before beginning a project.*

6. Has NCF sought donations to fund the project?

*NCF just completed a large project constructing a hoop house to allow it to begin growing earlier in the spring and later in the fall. NCF finds that seeking special donations to see projects through to completion is easier when some funds are already committed to the project. To the extent that additional funding is necessary after the award of a CPA grant, NCF would seek additional funds from its committed donors.*

7. Is NCF open to all members of the public?

*Yes, during class hours and during work and volunteer hours. Access to the Pine Street needs to be supervised to make sure that all activities are consistent with NCF's sustainable growing practices. Class members, after instruction, may access their beds unsupervised for growing and maintenance purposes. When farm staff are on-site, the public are welcome to self-tour the farm.*

8. How does this Project meet the General Factors for Consideration of the Needham Community Preservation Plan? Provide details.

*NCF's Pine Street is on what is often called the "Nike Site," surrounded by Conservation Commission land comprising the Ridge Hill Reservation. Once Needham had many operating farms, but now has only one or two in addition to NCF. The operation and expansion of the site continues in this tradition and its agricultural use is slowly improving the quality of the top soil in the growing area. Additionally, the open space of the farm and the area surrounding it provide excellent habitat to open meadow animals, birds and insects. Part of NCF's mission is to teach sustainable and organic agricultural practices that work in harmony with nature to preserve the quality of the soil and the environment generally. For example, non-organic chemicals are not used for fertilizers, pesticides, fungicides or herbicides. Flowering plants are planted to support natural pollinator populations in the area. Preserving and enhancing the local natural biome is as important as preserving historic structures.*

9. How does this Project meet the Recreation Goals and Recreation Factors for Consideration of the Needham Community Preservation Plan? Provide details.

*Needham Community Farm goals are to relieve food insecurity in Needham, educate about sustainable agricultural practices and engage the community in gardening activities at the Farm through volunteerism and classes. Two thousand, out of about 11,000, households in Needham, are eligible for food assistance. Increasing the growing area will allow the farm*

*to better serve the demand for fresh produce among this population, while also increasing healthy, outdoor volunteer and educational opportunities for people of all ages. Additionally, increasing the growing area will allow the farm to commit more space to educational programming. Many Needham students from both public and private school volunteer on the Farm to fulfill their community service requirements. Often, some of the students become faithful volunteers throughout the growing season. This year over 200 adult and youth volunteers, including 13 volunteer groups spent time on the farm and about 150 individuals, families and youth programs attended educational activities on farm.*

|                   |         |
|-------------------|---------|
| CPC USE ONLY:     |         |
| Application #     | F120-04 |
| Qualifies:        | _____   |
| Does not qualify: | _____   |

## INITIAL ELIGIBILITY PROJECT APPLICATION FORM

**DUE DATE: DECEMBER 6, 2019**

**TOWN OF NEEDHAM**  
**COMMUNITY PRESERVATION COMMITTEE**  
 c/o Park & Recreation Department  
 178 Rosemary Street  
 Needham, MA 02494  
[www.needhamma.gov/CPC](http://www.needhamma.gov/CPC)

- |   |  |
|---|--|
| <p><b>1. Applicant:</b> Conservation</p>  | <p><b>Submission Date:</b> 12/6/2019</p>   |
| <p><b>2. Applicant's Address, Phone Number and Email:</b></p> <p>500 Dedham Avenue, Needham, MA 02492<br/>             781-455-7550 x 248<br/>             AndersonD@Needhamma.gov</p> <p><b>Contact Name:</b><br/>             Debbie Anderson, Director of Conservation</p> | <p><b>3. Purpose:</b><br/> <i>(Please select all that apply)</i></p> <p><input checked="" type="checkbox"/> Open Space<br/> <input type="checkbox"/> Community Housing<br/> <input type="checkbox"/> Historic Preservation<br/> <input checked="" type="checkbox"/> Recreation</p> |
| <p><b>4. Project Name:</b> Professional Design Services - Trail Identification</p>  |  |
| <p><b>5. Project Location/Address/Ownership (Control):</b></p> <p>500 Dedham Avenue, under jurisdiction of the Conservation Commission, Park and Recreation Commission, School Committee, and Board of Selectmen</p>  |  |
| <p><b>6. Amount Requested:</b></p>  | <p>\$ 6,000</p>  |
| <p><b>7. Estimated Total Project Cost (If Different):</b></p>   | <p>\$ 6,000</p>  |
| <p><b>8. Critical Dates: (If Applicable)</b></p>  |  |

- continued -

|                   |                |
|-------------------|----------------|
| CPC USE ONLY:     |                |
| Application #     | <u>PY20-04</u> |
| Qualifies:        | _____          |
| Does not qualify: | _____          |

**Project Name:** Professional Design Services - Trail Identification

**9. Project Summary: In 100 words or less provide a brief summary of the project:**

This request looks to address a long-standing goal of the Conservation Commission and is identified as a priority in the Town of Needham - Trails Master Plan. If this request is funded, the Town would look to hire a pre-approved Design and Engineering firm to help the Commission with the following goals:

1. Options for graphic presentation of standardized trail mapping.
2. Developing a system of identification signage for the trail heads and options for trail head information kiosks and directional signage including trail markers.

\*Please see attached proposal from Tighe & Bond.

This proposal is for the design of a system of identification signage for the trail heads, information kiosks and directional signage including trail markers for these properties. We anticipate that we will come back before the CPC with a request for funds to implement these improvements at a later date.

**10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.**

The Conservation Commission, Park and Recreation Commission, School Committee, and Board of Selectmen, manage the Town's Open Space resources. There is an extensive trail network, established through the guidance of the Needham Trails Master Plan, adopted in 2008. There are also a number of trail maps published for resident and visitor use. At the present time, each parcel with trails may have a separate, independently designed sign indicating its name. Signs and trail markers are different at each locations, if present at all.

The Commission wishes to create a standardized "look and feel" for signage located at the various parcels including trail heads, trail markers and kiosks. Having cohesive, easy to follow, signage and markers, as well as, additional kiosks will encourage the public and visitors to enjoy our trails and all the properties have to offer.

**Note:** *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

N-5001  
October 23, 2019

Edward Olsen, Superintendent  
Parks & Forestry Division  
470 Dedham Avenue  
Needham, MA 02492

**RE: Professional Design Services  
Trail Mapping and Identification**

Dear Mr. Olsen,

In response to the Town's request, Tighe & Bond is pleased to submit this proposal to work with you and your staff to develop designs for standardized trail entrance signage, trail markers, and trailhead information kiosks.

## **Background**

The Conservation Commission, along with the Division of Parks and Forestry, manage the Town's open space resources. There is an extensive trail network, established through the guidance of the Needham Trails Master Plan, adopted in 2008. There are also a number of trail maps published for resident and visitor use. The Town wishes to create a standardized "look and feel" for the maps and create a trail kiosk and trailhead theme to implement throughout the Town's properties.

## **Scope of Services**

We have developed the following proposed Scope of Services based on our understanding of the project:

### **Task 1 – Trail System Branding**

- 1.1 Tighe & Bond will attend a meeting of the Conservation Commission to discuss our approach to development of the vision for trail mapping and trailhead features. Prior to this meeting, we will visit the various sites to review existing conditions.
- 1.2 Using the trail maps already developed by the Town as a starting point, Tighe & Bond will develop up to three (3) options for graphic presentation of standardized trail mapping. These maps will be suitable for posting online and in paper format for brochures/trail guides and for posting at trail heads.
- 1.3 We will develop a system of Identification signage for the trailheads and options for trailhead information kiosks and directional signage including trail markers.
- 1.4 Tighe & Bond will attend a second meeting of the Conservation Commission to review the options for trail graphics, kiosks, and trail markers, and select a preferred option for each.
- 1.5 Following selection of a preferred option, Tighe & Bond will create design standards for each element for the Town's use in implementation of the vision and replacement and renovation of facilities.

## **Assumptions**

Detailed design and construction of trail markings and kiosks is not included in this proposal. Meetings and coordination will be as noted, and additional meetings may require an amendment to this agreement.

## Schedule

We look forward to continuing our relationship with the Town by providing these services. We propose the following project schedule:

|  |                   |
|--|-------------------|
| Preliminary meeting & site visit:        | November 14, 2019 |
| Presentation of alternatives:            | December 12, 2019 |
| Completion of design standard documents: | January 15, 2020  |

## Budget

Tighe & Bond will perform these services for a lump sum fee of \$5,700, invoiced monthly based on percentage complete plus reimbursable expenses as incurred. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment.

Please forward a project agreement based on this proposal and our current Master Agreement for our review and signature.

Tighe & Bond will undertake the project upon receipt of an executed contract.

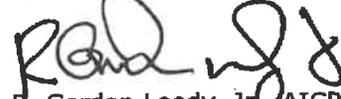
If you have any questions or require additional information, please contact Bradlee Mezquita at 603-433-8818, or Gordon Leedy at 603-294-9234. We look forward to assisting you with this project.

Very truly yours,

**TIGHE & BOND, INC.**

  
 Bradlee L. Mezquita, PE, LEED AP  
 Vice President, Project Director

Approved by:

  
 R. Gordon Leedy, Jr., AICP, RLA  
 Principal Landscape Architect

### Acceptance:

On behalf of the Town of Needham, MA the scope, fee, and terms of this proposal are hereby accepted.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date



## **FY2020-04 – Professional Design Services – Trail Identification**

**Liaison: Peter J. Pingitore**

**Contact: Debbie Anderson, Director of Conservation**

1. Please ask Tighe & Bond to provide an exemplar of the proposed “graphic presentation of standardized trail mapping” as detailed in paragraph 1.2 of the October 23, 2019 proposal. I think it would be helpful to see an example of the look and feel of the deliverable.

*- I have requested that Tighe & Bond provide an example of the “graphic presentation of a standardized trail map” for review by the Committee. I will forward it to you as soon as I receive it and bring copies to the presentation.*

2. Please ask Tighe & Bond to unpack the following as detailed in paragraph 1.3 of the October 23, 2019 proposal: “[Tighe & Bond] will develop a system of identification signage for the trailheads and options for trailhead information kiosks and directional signage including trail markers.” The CPC members may intuitively know what is meant by the “signage” components of this section of the proposal, but not all TM members will. What is meant by “options for trailhead information kiosks.” Does this mean repair, re-design, or replacement of the kiosks? Or does it mean use of the existing kiosks for signage?

*- I have requested that Tighe & Bond respond to your questions. We are looking to create specifications and a set of standards to unify the signage, trail markers and kiosks (including information/trail maps) on all the Town properties that have public trails. We do not plan to replace existing kiosks that are in good repair. We are looking to create specifications to use going forward as far as design of kiosks and the materials to be displayed in them including standardized trail maps.*

3. The request is for design services. Is there a projected cost for the implementation of the design services? If the Conservation Commission does not have a total cost for the implementation, can the Conservation Commission provide a cost for implementation of components of the design services? For example, if one option for trailhead information kiosks is to replace existing kiosks, what is the cost of replacement per kiosk?

*- As this request is for design services, we do not have a projected cost for implementation of the design services. As I stated above, we are not planning to replace existing kiosks that are in good repair but are trying to create a standard for replacement as necessary. Part of this process is to create an inventory of the needs of each parcel as far as signage, trail markers and kiosks as concerned.*

4. When does the Conservation Commission anticipate seeking CPC funds for implementation of the design services? What is the total project timeline?

*- The Conservation Commission plans to request CPC funds for implementation of the design services next year. We would be looking at a three to five-year timeline depending on the outcome of the inventory study. The products of these design services would create a standard for signage, trail markers and kiosks to be used for many years going forward.*

5. Are the design services and the cost of implementation listed as a priority in the 5 year Capital Plan? If not, why not?

*- At this point we are requesting funding for the design phase of the project only. Once we receive the deliverables from the design services and inventory, the project will be submitted for inclusion on the five-year Capital Plan.*

6. Based on the pictures provided, it appears that trailhead information kiosks, trail signage, and open space signage have not been maintained. Is there a Conservation Commission maintenance budget for these items? If CPC makes this capital expenditure, what commitment do we have that the physical improvements envisioned in connection with this request will be maintained?

*- As you can see from the photos I provided, the existing signage and trail markers are generally quite old and, in some cases, offering outdated information. Once replaced, the new signage is anticipated to be in place for many years. The kiosks, which are mainly constructed of wood, require minimal upkeep. We have been working the Park & Recreation Department personnel to get the trail steward program up and running again. It has not been functioning in recent years due to staffing shortages, but we are now able to re-start the program. Part of the responsibilities of the trail stewards will be to report on any concerns or maintenance issues regarding the signage, trail markers and kiosks in a timely fashion so that minor fixes don't become major.*

7. How does this Project meet the General Factors for Consideration of the Needham Community Preservation Plan? Provide details.

*- Under the General Factors for Consideration section of the Needham Community Preservation Plan, the project complies with the following "factors":*

- The project is consistent with the goals of the Town of Needham Community Preservation Plan including the Open Space and Recreation Goals to "conserve, preserve and enhance Needham's natural and open space resources". The trails serve to enhance the Town's open space properties for the enjoyment and accessibility of the public. Part of the experience for the public to be able to navigate the open space trails requires consistent, thoughtful signage, trail markers and kiosks containing up to date mapping.*
- The network of foot trails "provide opportunities for passive recreation, such as hiking, cross-country skiing, and access to ponds".*

*- "The Project utilizes, preserves, protects, increases or enhances Town-owned open space, recreation, historic and/or housing assets".*

- The Conservation Commission is seeking funds to hire a consultant to design and present options to the Commission for new signage, trail markers and kiosks, as well as, mapping. This project is the first step to enhancing the trails and the recreational opportunities for the public to utilize and enjoy the Town's open space.*

*- “The applicant has site controls, or the written consent by the property owner (or relevant Town agency or board) to submit the application”.*

- *Yes*

*- “CPA funding will enable the project”*

- *If awarded the funding for the retainage of a consulting firm to start the process with the design, the project will be able to go forward.*

8. How does this Project meet the Recreation Goals and Recreation Factors for Consideration of the Needham Community Preservation Plan? Provide details.

*- This question is addressed above in my response to Question #7.*

9. How does this Project respond to the draft Tighe & Bond Needham Open Space and Recreation Plan, and in particular Section 7 Analysis of Need, Section 8 Goals and Objectives and Section 9 Five Year Action Plan? Provide Details.

*- This project responds to the draft Tighe & Bond Needham Open Space and Recreation Plan including:*

- *Section 7 – Analysis of Need:*
  - *The first part of Section 7 speaks of a public workshop that was held which resulted in a specific “list of priorities”. One of these “priorities” addressed “providing information on existing open space-maps, interpretation, signs”. This proposed project is creating the framework through the design of mapping and signage to provide the public with a more unified set of standard maps and signs to enhance their experiences on Needham trails.*
- *Section 7.2 Summary of Community’s Needs:*
  - *This section discusses the need for a Town-wide trail system and the development of a comprehensive plan for such a trail system. It states that the “Trails Plan will: Develop a signage and access plan”. The proposed project will design the signage for the trails on these properties to be used going forward.*
- *Section 8 – Goals and Objectives:*
  - *This section speaks to the succinct objectives relating to the broader goals based on past Open Space and Recreation Plans, draft updates and input from Town Boards and Residents. Goal III: Expand Access, Promote Awareness and Support Responsible Stewardship of Needham’s Natural Resources; Objectives III-D. “Educate and Inform the Public about Existing Open Space and Natural Resources”. The updated mapping of the trails and resulting maps/brochures will be placed in the kiosks to inform the public about each specific trail and what it has to offer.*
- *Section 9 – Five-Year Action Plan*

- *Objective III – C. Improve and Expand “Passive” Recreational Opportunities” states as an “Action Item” to “Construct trail and sign system through Ridge Hill/Wiswall/Stare properties, in accordance with recommendations from Trails Plan. This project is the first step toward achieving this goal.*
- *Objective III – D. Educate and Inform the Public about Existing Open Space and Natural Resources states several “Action Items” that this proposed project addresses including: (a) Design and install signs/kiosks at multiple trail heads, including Ridge Hill and Town Forest; and (b) Design and distribute, through various resources, brochures and trail maps for Ridge Hill and the Town Forest. This proposed project will culminate in new updated trail maps for not only Ridge Hill and Town Forest but for all trails on Town-owned properties.*

|                   |                |
|-------------------|----------------|
| CPC USE ONLY:     |                |
| Application #     | <u>FY20-06</u> |
| Qualifies:        | _____          |
| Does not qualify: | _____          |

## INITIAL ELIGIBILITY PROJECT APPLICATION FORM

**DUE DATE: DECEMBER 6, 2019**

**TOWN OF NEEDHAM**  
**COMMUNITY PRESERVATION COMMITTEE**  
 c/o Park & Recreation Department  
 178 Rosemary Street  
 Needham, MA 02494  
[www.needhamma.gov/CPC](http://www.needhamma.gov/CPC)

- |           |  |  |
|-----------|--|--|
| <b>1.</b> | <b>Applicant:</b> Town of Needham<br>Public Works & Park and Recreation  | <b>Submission Date:</b> 12/3/2019  |
| <b>2.</b> | <b>Applicant's Address, Phone Number and Email:</b><br><br><div style="border-bottom: 1px solid black; padding-bottom: 2px;">500 Dedham Ave</div> <div style="border-bottom: 1px solid black; padding-bottom: 2px;">Needham, MA 02492</div> <div style="border-bottom: 1px solid black; padding-bottom: 2px; margin-top: 5px;"><b>Contact Name:</b><br/>Edward Olsen, Superintendent of Parks &amp; Forestry</div> | <b>3. Purpose:</b><br><i>(Please select all that apply)</i><br><br><input type="checkbox"/> Open Space<br><input type="checkbox"/> Community Housing<br><input type="checkbox"/> Historic Preservation<br><input checked="" type="checkbox"/> Recreation |
| <b>4.</b> | <b>Project Name:</b> Claxton Field Light & Skin Renovation - Design  |  |
| <b>5.</b> | <b>Project Location/Address/Ownership (Control):</b><br><br>1380 Central Avenue<br>Needham, MA 02494   |  |
| <b>6.</b> | <b>Amount Requested:</b>   | \$ 101,500   |
| <b>7.</b> | <b>Estimated Total Project Cost (If Different):</b>  | \$   |
| <b>8.</b> | <b>Critical Dates: (If Applicable)</b>   |  |

- continued -

|  |
|--|
| CPC USE ONLY:<br>Application # <u>FY20-06</u><br>Qualifies: _____<br>Does not qualify: _____ |
|--|

**Project Name:** Claxton Field Light & Skin Renovation - Design

**9. Project Summary: In 100 words or less provide a brief summary of the project:**

This request is to make two key improvements to Claxton Fields. 1) The current fields were constructed on a closed landfill that was not properly graded due to site conditions, settling of materials, and age. After heavy rains, there is puddling on the skin which can lead to frequent field closures. This project will remove the existing skin clay material, evaluate the conditions below the skin, and make amendments and regrade as necessary. Proper drainage materials and systems will be brought in, laser graded, and clay skins will be replaced. 2) This project will address upgrading the field lighting system to more energy efficient lights. The project will evaluate the lighting needs of the field and make recommendations for improvement. The construction of these lights will be done in the fall season to prepare for the following spring softball season.

**10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.**

This will provide a much improved surface and playing environment for softball fields. These fields are where the Town's varsity and community softball programs play the majority of their games. As the Town has made many improvements to its little league and baseball fields, this would address the softball community.

Additionally, the upgrading of lights will provide more fields that can be utilized later in the evening which is a goal of the Park & Recreation Commission. Additionally, this conversion will reduce energy usage as the existing lights are very expensive and inefficient to operation.

**Note:** *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

**-- DRAFT --**

# MEMORANDUM

**TO:** Ed Olsen

**FROM:** Gene Bolinger + Cass Chroust

**DATE:** September 4, 2019

**SUBJECT:** Claxton Field

## Summary of Basic Improvement Program

- Replace Claxton #1 lights
- Install new lights at Claxton #2
- Consider swapping varsity softball field location to current Claxton #2
- Add outfield fencing at varsity softball field (final location TBD)
- Install new player's benches and dugouts (4)
- Remove, realign as desired, and reinstall skinned infield footprints (2)
- Complete other incidental work as desired

## Cost Considerations | DESIGN

| Task                            | Cost             | Notes   |
|---------------------------------|------------------|---|
| Geotechnical Field Work         | \$18,000         | Soil borings, logs + observation  |
| Environmental Services          | \$20,000         | Including laboratory costs  |
| Survey + Baseplans              | \$14,000         | Topo/detail + property line compilation   |
| Electrical + Floodlight Designs | \$12,000         | Includes Eversource coordination  |
| Bid Documents                   | \$30,000         | For entire project scope  |
| Bid Assistance                  | \$ 4,000         | Pre-bid, response to inquiries, addenda, bid review + recommendation of award to Town |
| <b>Subtotal Design</b>          | <b>\$98,000</b>  |   |
| Design Contingency              | \$22,000         |   |
| <b>Total Design Allowance</b>   | <b>\$120,000</b> |   |

## Cost Considerations | CONSTRUCTION

| Item                       | Cost      | Notes                  |
|----------------------------|-----------|------------------------|
| Sports Lighting Claxton #1 | \$185,000 | 50/30 footcandles, LED |

|                                       |                  |                               |
|---------------------------------------|------------------|-------------------------------|
| Electrical Systems Claxton #1         | \$150,000        |                               |
| Sports Lighting Claxton #2            | \$160,000        | 50/30 footcandles, LED        |
| Electrical Systems Claxton #2         | \$125,000        |                               |
| Eversource Backcharge                 | -                | Use existing service, confirm |
| Outfield Fencing                      | \$20,000         | 280' +/-                      |
| Players' Benches + Dugouts            | \$96,000         | 4 required                    |
| Infield Refurbishment                 | \$52,000         | 2 required                    |
| Other Miscellaneous Site Improvements | \$20,000         |                               |
| <b>Subtotal Construction</b>          | <b>\$808,000</b> |                               |
| Construction Contingency              | \$121,200        | 15%                           |
| <b>Total Construction Allowance</b>   | <b>\$937,200</b> |                               |

**Notes:**

- The sports lighting related construction costs total approximately 620K, or about 66% of the total construction related program.
- Recent bid prices have been volatile
- 15% construction contingency now included
- MUSCO updated pricing expected within 48 hours
- Construction cost considerations could be refined and updated after concluding the preliminary design stage of the project. At present, each line represents a placeholder based on recent bid results.

|                   |       |
|-------------------|-------|
| CPC USE ONLY:     |       |
| Application #     | _____ |
| Qualifies:        | _____ |
| Does not qualify: | _____ |

## INITIAL ELIGIBILITY PROJECT APPLICATION FORM

**DUE DATE: DECEMBER 6, 2019**

**TOWN OF NEEDHAM**  
**COMMUNITY PRESERVATION COMMITTEE**  
 c/o Park & Recreation Department  
 178 Rosemary Street  
 Needham, MA 02494  
[www.needhamma.gov/CPC](http://www.needhamma.gov/CPC)

- |  |   |
|--|---|
| <p>1. <b>Applicant:</b></p>  | <p><b>Submission Date:</b></p>  |
| <p>2. <b>Applicant's Address, Phone Number and Email:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Contact Name:</b></p> | <p>3. <b>Purpose:</b><br/><i>(Please select all that apply)</i></p> <p><input type="radio"/> Open Space</p> <p><input type="radio"/> Community Housing</p> <p><input type="radio"/> Historic Preservation</p> <p><input type="radio"/> Recreation</p> |
| <p>4. <b>Project Name:</b></p>   |   |
| <p>5. <b>Project Location/Address/Ownership (Control):</b></p>   |   |
| <p>6. <b>Amount Requested:</b></p>   | <p>\$</p>   |
| <p>7. <b>Estimated Total Project Cost (If Different):</b></p>  | <p>\$</p>   |
| <p>8. <b>Critical Dates: (If Applicable)</b></p>   |   |

- continued -

|                         |
|-------------------------|
| CPC USE ONLY:           |
| Application # _____     |
| Qualifies: _____        |
| Does not qualify: _____ |

**Project Name:**

**9. Project Summary: In 100 words or less provide a brief summary of the project:**

**10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.**

**Note:** *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

Needham High School  
Running Track Evaluation  
May 30, 2019

Proposal to Carys ASAP

DO Questions  
① Cost if pushed off  
~~②~~

Ed,

Thank you for taking the time to meet with Victor Ward last Thursday. Here is what he observed with some recommendations. I separated the report into general observations, repairs you should expect to make soon, some simple recommendations for maintenance, and planning for the future.

#### General Observations

1. Wear pattern is mostly even across the track. There is more wear on Lane One which is normal but anything you can do to move your recreational runners out into outside lanes will help extend the life.
2. In general, the track is in good condition. The surface would ordinarily be expected to need resurfacing in eight to ten years and the wear he observed is consistent with that. Normally cities and towns take two to three years to bring a project through the capital outlay process so we would recommend you begin that process immediately.
3. He observed drag marks on the surface in several locations. It is hard to observe students and others moving equipment around but stressing that they should never drag a piece of equipment is worth trying.
4. The striping is overall in good condition and you should not need to redo that until the track is resurfaced with the exception of cosmetic improvements if you desire those.

#### Repairs you should plan to do:

1. There is some delamination of the surface around the inside perimeter of the track. This is normal as water from the infield always tends to keep these areas wetter which encourages this delamination.
2. There are several small areas which have been torn in the surface. These are minor but they do present a trip hazard so it is worth getting them touched up.
3. Victor mentioned pit covers to you. We recommend the soft mesh covers and not the hard covers. The mesh covers are light and easily rolled up when needed. It will keep the debris from getting into that sand that contaminates it. Pit sand is special sand and it is expensive to replace. The covers we like are sold by Aer-Flo in Florida and you can see them online. You can purchase them directly or we would be happy to get them for you. The hard covers work perfectly well but remember that they have to have surfacing applied to them to keep them at the same height as the surrounding area after which they are very heavy. Our experience is schools that buy them remove them once and then only cover them back up at the end of the season which defeats the purpose. The choice is yours but that has been our experience.

#### Recommendations for maintenance

The entire complex has been well maintained from what Victor observed. It is eleven years old and as stated earlier, you are getting the life we would expect to see out of the surface that surrounds a high use infield.

1. Pressure wash the track. Low pressure, never more than 1,200 psi and avoid the lines if you see them affected badly but you need to not allow the dirt that accumulates from clogging the surface. This is a permeable surface and water is expected to drain through it. When dirt accumulates from athletes and water run-off, it clogs the surface which then retains the water and accelerates the separation of the surface. This is not required more than bi-annually under normal conditions and perhaps not even that often. When you see dirt accumulating, deal with it. Your maintenance staff may be able to perform this and we can provide it if not. This does not require any special training though so it is often more cost effective to perform this yourself.
2. As stated earlier, consider adding a sign to the exterior fence asking recreational runners to stay out of lane one. It will help balance the wear as everyone runs in lane one.

#### Planning for the future

The Beynon BSS-100 surface is eleven years old as of this date. Typical resurfacing cycles of that surface are between eight and ten years. Having said that, we would suggest that you start the planning process to resurface the track. Respectfully we would suggest that a summer, 2021 timeframe is best. You can go longer but at some point the surface will delaminate to the point where you must remove it entirely and start from scratch as you cannot simply add additional layers of rubber and restripe. This can as much as double the cost of resurfacing.

The cost to resurface the track in 2019 dollars is approximately \$140K plus the cost of the pit covers you discussed with Victor. The mesh pit covers are appx \$2,000 and the hard pit covers are appx \$8,000. I suggest it is wise to figure an inflation figure of three to four percent per year as the past ten years has averaged that. *Need more for contingency. 100K*

*this is what they want*

For short term needs, in 2019, Cape and Island charges \$2,000 per day for a repair crew and the repairs we see on the track at Needham should not take more than two days. Given that, I suggest you budget about \$4,000 for repairs in your FY20 budget as best you can this late in the budget cycle. I would suggest that it may be wise to budget half that amount for FY21 which would take care of any winter issues or damage that might pop up. Frankly Victor could see no issues he thought would need to be addressed in FY21. That would leave the resurfacing project for FY22 if the school system and town agree.

Hopefully this evaluation will provide you with a road map. The school has obviously taken very good care of this track and you should be commended for that. Should you need any additional information or have any questions, kindly let me know and I will get you answers.

Thank you again.

John



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

**MEETING DATE: 3/24/2020**

|                     |   |
|---------------------|---|
| <b>Agenda Item</b>  | Community Stormwater Mitigation Assessment Public Hearing |
| <b>Presenter(s)</b> | David Davison, Assistant Town Manager/Finance Director    |

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

The Assistant Town Manager will outline the proposal for a community stormwater mitigation assessment. The Board will accept public comment.

**2. VOTE REQUIRED BY SELECT BOARD**

*Suggested Motion:* The Board may wish to defer a vote on the proposal until April 15<sup>th</sup>, or may wish to vote to adopt the Community Stormwater Mitigation Assessment schedule as follows:

| Community Stormwater Mitigation Assessment |                   |            |             |
|--|-------------------|------------|-------------|
| Tier                                       | Sq Ft Low         | Sq Ft High | Annual Fee* |
| 1  | 0                 | 4,000      | \$38.20     |
| 2  | 4,001             | 8,000      | \$80.00     |
| 3  | 8,001             | 20,000     | \$200.00    |
| 4  | 20,001            | 43,560     | \$400.00    |
| 5  | 43,561            | 87,120     | \$600.00    |
| 6  | 87,121            | 174,240    | \$800.00    |
| 7  | 174,241           | 348,480    | \$1,000.00  |
| 8  | 348,481           | 696,960    | \$1,200.00  |
| 9  | 696,961 and above |            | \$1,500.00  |

\* The assessment will be billed on a quarterly or monthly schedule base on the account type.

**3. BACK UP INFORMATION ATTACHED**

- (Describe backup below)**  
 a. Notice of Public Hearing

**Select Board  
Notice of Public Hearing  
Community Stormwater Mitigation Assessment**

The Select Board will hold a public hearing on **Tuesday, March 24, 2020 at 8:00 p.m.** on the proposal to implement a Community Stormwater Mitigation Assessment. The assessment would apply to all parcels that have impervious cover, including residential and commercial properties as well as not-for-profit and other tax-exempt properties. The funds collected through the assessment are proposed to be directed to a Stormwater Stabilization Fund to provide a funding source to support Federally mandated water quality improvements. The establishment of the Stormwater Stabilization Fund will be considered by the 2020 Annual Town Meeting. The Proposed assessments are as follows:

| Community Stormwater Mitigation Assessment |                   |            |             |
|--|-------------------|------------|-------------|
| Tier                                       | Sq Ft Low         | Sq Ft High | Annual Fee* |
| 1  | 0                 | 4,000      | \$38.20     |
| 2  | 4,001             | 8,000      | \$80.00     |
| 3  | 8,001             | 20,000     | \$200.00    |
| 4  | 20,001            | 43,560     | \$400.00    |
| 5  | 43,561            | 87,120     | \$600.00    |
| 6  | 87,121            | 174,240    | \$800.00    |
| 7  | 174,241           | 348,480    | \$1,000.00  |
| 8  | 348,481           | 696,960    | \$1,200.00  |
| 9  | 696,961 and above |            | \$1,500.00  |

\* The assessment will be billed on a quarterly or monthly schedule base on the account type.

The Board invites all residents and interested parties to attend and provide input regarding this subject. 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](mailto:selectboard@needhamma.gov).



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

---

**MEETING DATE: 3/24/2020**

|                     |  |
|---------------------|--|
| <b>Agenda Item</b>  | Appointment of Assistant Town Manager/Director of Operations |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager                               |

|           |  |
|-----------|--|
| <b>1.</b> | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>  |
|           | <p>The Town Manager will recommend that the Select Board vote to approve the appointment of Katie King as Assistant Town Manager/Director of Operations in accordance with Section 20 (c) of the Town Charter.</p> |
| <b>2.</b> | <b>VOTE REQUIRED BY SELECT BOARD</b>   |
|           | <p><i>Suggested Motion:</i> That the Select Board vote to approve the appointment of Katie King as Assistant Town Manager/Director of Operations in accordance with Section 20 (c) of the Town Charter.</p>        |
| <b>3.</b> | <b>BACK UP INFORMATION ATTACHED</b>  |
|           | <p><b>(Describe backup below)</b></p> <p>a. Resume for Katie King</p>  |

# KATHLEEN A. KING

---

## PROFESSIONAL SUMMARY

- 13+ years of public and non-profit sector experience focused on local government, management, public policy and advocacy.
  - Effective and detail-oriented manager who fosters a culture of high-performing teamwork in dynamic, fast-paced, and ambiguous environments.
  - Experienced consensus-builder with strong interpersonal, communication and leadership skills.
- 

## EXPERIENCE

City of Boston, Mayor Martin J. Walsh & Mayor Thomas M. Menino

Boston, MA

*Director, Mayor's Office of Intergovernmental Relations*

June 2016 – June 2019

- Advanced the work of Mayor Walsh by serving as the leader for Intergovernmental Relations on the federal, state and local level.
- Oversaw a team of eight government affairs professionals including the Mayor's City Council Liaison, Director and Deputy Director of State Relations, a project manager, a grants manager, two administrative support staff, and a contract employee in Washington D.C.
- Managed the administrative, human resource, and financial aspects of the department including the creation and management of a \$1.2 million budget to support union and non-union employees.
- Fostered a culture of high-performing teamwork in a fast-paced, dynamic environment.
- Served as a senior advisor to the Mayor of Boston on critical policy initiatives and urban affairs, including education and municipal finance reforms, gun violence reduction, regional housing production and more.
- Facilitated communication and coordination across 43 City Departments to address policy opportunities and collaboratively manage complex external relationships.
- Built and maintained strong and productive working relationships with all levels of government (Boston City Council, State Legislature, Constitutional Officers, Congressional Delegation, White House, and U.S. Mayors).
- Represented the City of Boston on the Massachusetts Municipal Association Board of Directors and the Metro Mayors Coalition, a collaboration of 15 Greater Boston municipal CEOs.

*Director, State Relations*

August 2013 – June 2016

- Served as the Mayor's primary liaison to the Members of the Massachusetts Legislature, the Governor's Office, and all state agencies.
- Managed complex internal and external relationships and provided stability during the first mayoral transition in 20 years.
- Led a 6-month planning process across all municipal departments to identify, recommend, and finalize Mayor Walsh's 2015-2016 legislative priorities, which totaled more than 50 pieces of legislation encompassing all aspects of government.
- Set Mayor Walsh's state budget priorities for Fiscal Years 2015 – 2017, which resulted in the second largest source of revenue to the City each year.
- Crafted and implemented strategies to secure the passage of legislative and budget priorities through lobbying, coalition building and media advocacy.
- Facilitated discussions with Cabinet members to reach consensus around policy positions and recommendations.

*Deputy Director, State Relations*

April – August 2013

- Analyzed state budget and legislative proposals and prepared the City's response.
- Represented the Mayor while working with City staff, legislative staff, and advocates to secure support for legislative and budget priorities and respond to requests for City services.

**American Lung Association of the Northeast**

Waltham, MA

**Director, Public Policy**

October 2009 – April 2013

- Developed and executed grassroots, media, and lobbying strategy for state legislative policy agendas in Massachusetts and Rhode Island.
- Managed a team of three staff members.
- Represented the organization in leadership roles on statewide coalitions.

**U.S. Department of Health and Human Services**

Boston, MA

**Graduate Assistant, Office of the Regional Director**

May – August 2012

- Developed policy briefings and memos on the Affordable Care Act (ACA).
- Captured stories of New England small businesses that benefitted from the ACA.

**American Cancer Society**

Boston, MA

**State Grassroots Advocacy Coordinator**

December 2007 – August 2009

- Led the development and implementation of grassroots strategies for state and federal legislative campaigns.
- Organized volunteer visits to members of the Massachusetts Legislature and U.S. Congress.
- Recruited, trained and retained statewide volunteer pool.
- Fundraised for 501(c)3 and 501(c)4 non-profit organizations.

**Government Relations and Advocacy Associate**

June – December 2007

- Provided administrative support for the State Director, Grassroots Coordinator, and Media Coordinator.
- Assisted in planning an annual Lobby Day and training events.
- Wrote advocacy updates, policy briefings, and advocacy action alerts.
- Maintained departmental website and legislative tracking system.

**Cancer Control Associate**

December 2006 – June 2007

- Provided resources and support to patients and caregivers.
- Trained and managed office volunteers.

---

**EDUCATION**

**Harvard University, John F. Kennedy School of Government**

Cambridge, MA

**Master in Public Administration**

May 2020

- Jerome L. Rappaport, Sr./Boston Urban Fellowship, 2019-2020, a full-tuition scholarship for candidates who “demonstrate an interest in urban and metropolitan issues, a capacity for leadership, and a continuing commitment to contribute to the well-being of the greater Boston area.”

**Boston University School of Public Health**

Boston, MA

**Master of Public Health, Health Policy and Management**

May 2013

- Community Scholar, 2010-2013, a half tuition scholarship “designed to honor working professionals who possess valuable experience in the field of public health.”
- Allan R. Myers Memorial Prize for Excellence in Health Services

**Boston University College of Arts and Sciences**

Boston, MA

**Bachelor of Arts, Sociology**

May 2006

- *Magna Cum Laude*
- London International Program, Spring 2005
- College of Arts and Sciences Honors Program, May 2004



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

---

**MEETING DATE: 3/24/2020**

|                     |                                   |
|---------------------|-----------------------------------|
| <b>Agenda Item</b>  | Open Special Town Meeting Warrant |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager    |

|  |   |
|--|---|
| <b>1.</b>  | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>The Board is scheduled to open the warrant for the May 11, 2020 Special Town Meeting. The Warrant is scheduled to be closed on April 15<sup>th</sup>.</p> |   |
| <b>2.</b>  | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p><i>Suggested Motion:</i> That the Board vote to open the warrant for the May 11, 2020 Special Town Meeting.</p>   |   |
| <b>3.</b>  | <b>BACK UP INFORMATION ATTACHED</b>               |
| <p>a. Draft Special Town Meeting Warrant, March 20, 2020</p>   |   |

# TOWN OF NEEDHAM



## SPECIAL TOWN MEETING WARRANT

MONDAY, MAY 11, 2020

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

DRAFT 3.20.2022

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

**COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

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

**MONDAY, THE ELEVENTH DAY OF MAY, 2020**

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

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**HUMAN RESOURCE ARTICLES**

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**ARTICLE 1: 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 2: 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 3: 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 4: APPROPRIATE FOR TRAFFIC CONSULTING & ENGINEERING**

To see if the Town will vote to appropriate a sum for planning and traffic consulting and engineering services, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from an available fund; or take any other action relative thereto.

INSERTED BY: Select Board  
FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information:*

---

**ARTICLE 5: AMEND THE FY2020 OPERATING BUDGET**

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

| <u>Line Item</u> | <u>Appropriation</u> | <u>Changing From</u> | <u>Changing To</u> |
|------------------|----------------------|----------------------|--------------------|
|                  |                      |                      |                    |
|                  |                      |                      |                    |
|                  |                      |                      |                    |

or take any other action relative thereto.

INSERTED BY:  
FINANCE COMMITTEE RECOMMENDS THAT:

*Article Information:*

---

**ARTICLE 6:     **APPROPRIATE FOR PAYMENT OF UNPAID BILLS OF PRIOR YEARS****

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

| Department | Vendor | Description | Fiscal Year | Amount |
|------------|--------|-------------|-------------|--------|
|            |        |             |             |        |
|            |        |             |             |        |

INSERTED BY: Board of Selectmen  
FINANCE COMMITTEE RECOMMENDS THAT:

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

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

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

Given into our hands at Needham aforesaid this 15 day of April, 2020.

**Select Board of Needham**

A TRUE COPY

Attest:

Constable:



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

---

**MEETING DATE: 3/24/2020**

|                     |   |
|---------------------|---|
| <b>Agenda Item</b>  | Memoranda of Agreement with Needham Police Union and Needham Police Superior Officers Association |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager  |

|           |   |
|-----------|---|
| <b>1.</b> | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>   |
|           | <p>The Town Manager will recommend that the Board approve and sign the Memoranda of Agreement with the Needham Police Union and the Needham Police Superior Officers Association. The Agreements are for a one-year contract extension with a wage adjustment of 2% July 1<sup>st</sup> and 1% January 1<sup>st</sup>, an increase in the paid detail rate, and minor language changes.</p> |
| <b>2.</b> | <b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>  |
|           | <p><i>Suggested Motion:</i> That the Board approve and sign the Memoranda of Agreement between the Town of Needham and the Needham Police Union and the Needham Police Superior Officers Association.</p>   |
| <b>3.</b> | <b>BACK UP INFORMATION ATTACHED</b>   |
|           | <ul style="list-style-type: none"><li>a. MOA between the Town and the Needham Police Union</li><li>b. MOA between the Town and the Needham Police Superior Officers Association</li></ul>   |

**Memorandum of Agreement  
Fiscal Year 2020**

Agreement is hereby made this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by and between the Town of Needham (hereinafter the "Town") and the Needham Police Union (hereinafter the "Union"). Except as expressly set forth herein, all provisions of the collective bargaining agreement between the Town and the Union, which by its terms is in effect through June 30, 2019, remain in full force and effect.

1. The term of the Agreement shall be July 1, 2019 through June 30, 2020.
2. All Base Wages contained in Article 23 shall be increased by 2% effective July 1, 2019 and 1% effective January 1, 2020.
3. Change the term "Board of Selectmen" to "Select Board" wherever it occurs, and update time-dated language.
4. Article 2, Union Security will be amended as follows:

The Town agrees not to discharge or discriminate in any way against employees covered by this Agreement on account of union membership, union affiliation or lawful union activities.

**Section 1. Dues Deduction and Agency Fee**

- (a) The Town agrees that employees who are members of the Police Union on the effective date of this agreement and those employees who become members after that date shall, as a condition of employment, maintain their membership in the Police Union for the duration of this agreement to the extent of paying an initiation fee and membership dues uniformly required as a condition of acquiring or retaining membership in the Police Union, whenever employed under the terms of this agreement.
- ~~(b) New employees who do not elect to become members of the Police Union on or after thirty one (31) days following their date of hire or following the effective date of this agreement, whichever occurs later, shall, as a condition of employment, pay to the Police Union an agency fee equal to the regular monthly Police Union Dues, in recognition of the services performed by the Police Union in administering the Labor Agreement between the Parties. Such employees may execute an Authorization for payroll deduction, as set forth under Section 3 of this Article, and the appropriate amount shall be deducted from their earned wages whenever employed under the terms of this agreement.~~
- ~~(c) Permanent employees who were Union members as of the effective date of this Agreement but who have since terminated or may in the future terminate their Union membership and continue in the employ of the Town in the Bargaining~~

~~Unit, will be required to pay to the Union directly or authorize deduction of said agency fee.~~

~~(d) Any employee who is required to pay or authorize payroll deductions for an agency fee and who fails to do so, will be discharged at the request of the Union, which request shall be in writing, to the Town Manager, and shall state the reasons therefore.~~

(e)(b) Employees shall have fulfilled the obligations provided for in this Article by offering or tendering to the Police Union the initiation fee and membership dues uniformly required of members of the Police Union. The provisions of the Article shall not apply to any employee whose membership in the Police Union has been terminated for reasons other than his/her failure to offer or tender the initiation fee and membership dues uniformly required of members of the Police Union.

**Section 2. Dues Collection**

(a) Subject to applicable law as set forth in Chapter 180, Section 17A of the General Laws of the Commonwealth of Massachusetts, the Town shall deduct from earned wages periodic Police Union membership dues required as a condition of acquiring or retaining membership in the Union of those employees who individually authorize such deductions in writing on the form attached hereto, made a part hereof, in Section 3 . The Town will remit all sums deducted under such deduction authorization to the Treasurer of the Police Union together with a list of the employees from whom such dues have been deducted.

(b) The Police Union shall indemnify and save the Town harmless against any claim, demand, suit or other form of liability that may arise out of or by reason of action taken by the Town for the purpose of complying with this Article, or in reliance on any assignment furnished by the Town.

(c) The Police Union shall provide the Treasurer of the Town of Needham with a bond as required by Chapter 180, Section 17A of the General Laws of the Commonwealth of Massachusetts.

**Section 3. Authorization for Payroll Deductions**

**AUTHORIZATION FOR PAYROLL DEDUCTIONS**

By: \_\_\_\_\_  
(Name of Employee)

To: TOWN OF NEEDHAM  
(Name of Employer)

Effective \_\_\_\_\_ I hereby request and authorize you to deduct from my earnings each \_\_\_\_\_ the amount of \$ \_\_\_\_\_. This amount shall be paid to the Treasurer of the Needham Police Union and represents payment of my Union Dues or Agency Fee (circle one). These deductions may be terminated by me giving you sixty (60) days written notice in advance or upon termination of my employment.

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Employee's Address)

5. Article 16 Clothing shall be amended as follows:

The following Section shall only be applicable July 1, 2015 through June 30, 2016:

(a) ~~Each member of the bargaining unit shall be provided with an appropriate uniform as determined by the Chief at the inception of his/her initial employment. Thereafter, each member of the bargaining unit shall be provided with a uniform allowance in the amount of \$1,300. Said allowance for the purchase of authorized uniforms and equipment and the cleaning of uniforms to be worn on duty as a Needham Police Officer, will be considered salary and shall be paid weekly. It is understood that payment of the clothing allowance and cleaning allowance in the form of salary will not relieve members of the bargaining unit from their responsibility of being presentable and properly equipped at all times as determined by the Chief or a designee.~~

6. Article 23 Wages Section 17 shall be amended as follows:

**Section 17. Defibrillation Differential** ~~A differential of 1% of annual base pay will be paid weekly for certification in defibrillation. Effective July 1, 2016 the 1% differential for certification in defibrillation will be increased to 2% and incorporated in the base pay. Effective June 30, 2019~~ **It is understood that** the differential for certification in defibrillation has been previously incorporated into base pay. ~~will be increased to 3%. Certification in defibrillation is mandatory and is considered a condition of employment.~~

7. Article 17 Special Departmental Assignments and Other Details shall be amended as follows:

**Section 6. Private Detail Rates**

Basic Rate            \$48    **\$51.50**

Strike Rate 1.5 times the basic rate

**Section 9. Town Detail Rates** Details worked for the Town of Needham shall be paid according to the following schedule:

Basic Rate \$41 **\$44.50**

11. Article 30, Miscellaneous Provisions, shall be amended as follows:

**Section 7. Vehicle Use** Incorporated herein by reference and considered an integral part thereof is the Town of Needham Vehicle Use Policy dated **October 2, 2013** ~~March 10, 1997~~, amended as follows:

- (a) Section V(B) is amended by striking the words "~~Appointing Authorities~~" and "~~appointing authority/department manager~~" "**Department Manager**" and "**Town Manager**" and inserting in place thereof the words "The Chief of Police or his or her designee."
- (b) Section V(D)(10) is amended by striking the words "~~Town Manager Administrator~~" and inserting in place thereof the words "Officer in Charge."
- (c) Section V(D)(2) is amended by inserting the words "except as otherwise permitted hereunder or in extenuating circumstances." at the end of the last sentence.

**Section 8. Drug and Alcohol Testing Policy** Incorporated herein by reference and considered an integral part thereof is the Needham Police Department Drug and Alcohol Testing Policy dated **January 19, 2017** ~~July 1, 2003~~; Appendix A

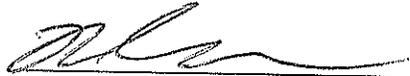
**Section 12. Direct Deposit** The Town is authorized to require that all members of the bargaining unit participate in the direct deposit program. **The Town is authorized to eliminate the distribution of hard copy advice of deposit notices.**

**Section 14. Injury on Duty Policy** Incorporated herein by reference and considered an integral part thereof is the **Town of Needham Injury on Duty Policy – Police (#412)** dated November 1, 1994.

Town of Needham

Needham Police Union

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
\_\_\_\_\_

**Memorandum of Agreement  
Fiscal Year 2020**

Agreement is hereby made this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by and between the Town of Needham (hereinafter the "Town") and the Needham Police Superior Officers Association (hereinafter the "Association"). Except as expressly set forth herein, all provisions of the collective bargaining agreement between the Town and the Association, which by its terms is in effect through June 30, 2019, remain in full force and effect.

1. The term of the Agreement shall be July 1, 2019 through June 30, 2020.
2. All Base Wages contained in Article 23 shall be increased by 2% effective July 1, 2019 and 1% effective January 1, 2020.
3. Change the term "Board of Selectmen" to "Select Board" wherever it occurs, and update time-dated language.
4. Article 17 Paid Details shall be amended as follows:

**Section 6. Private Detail Rates**

|             |                          |                |
|-------------|--------------------------|----------------|
| Basic Rate  | \$48                     | <b>\$51.50</b> |
| Strike Rate | 1.5 times the basic rate |                |

**Section 9. Town Detail Rates** Details worked for the Town of Needham shall be paid according to the following schedule:

|            |                 |                |
|------------|-----------------|----------------|
| Basic Rate | <del>\$41</del> | <b>\$44.50</b> |
|------------|-----------------|----------------|

5. Article 28, Miscellaneous Provisions, shall be amended as follows:

**Section 4. Vehicle Use** Incorporated herein by reference and considered an integral part thereof is the Town of Needham Vehicle Use Policy dated **October 2, 2013** ~~March 10, 1997~~, amended as follows:

- (a) Section V(B) is amended by striking the words "~~Appointing Authorities~~" and "~~appointing authority/department manager~~" "**Department Manager**" and "**Town Manager**" and inserting in place thereof the words "The Chief of Police or his or her designee."
- (b) Section V(D)(10) is amended by striking the words "~~Town Manager Administrator~~" and inserting in place thereof the words "Officer in Charge."

(c) Section V(D)(2) is amended by inserting the words "except as otherwise permitted hereunder or in extenuating circumstances." at the end of the last sentence.

Section 6. Drug and Alcohol Testing Policy Incorporated herein by reference and considered an integral part thereof is the Needham Police Department Drug and Alcohol Testing Policy dated January 19, 2017 ~~July 1, 2003~~; Appendix A

Section 9. Direct Deposit The Town is authorized to require that all members of the bargaining unit participate in the direct deposit program. The Town is authorized to eliminate the distribution of hard copy advice of deposit notices.

Section 11. Injury on Duty Policy Incorporated herein by reference and considered an integral part thereof is the Town of Needham Injury on Duty Policy -- Police (#412) dated November 1, 1994.

Town of Needham

Needham Police Union

Date: \_\_\_\_\_

Date: 3/17/2020

\_\_\_\_\_  
Town Manager/Date

*This agreement shall be executed in one or more counterparts, each of which when so executed shall constitute but one and the same instrument*



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

---

**MEETING DATE: 3/24/2020**

|                     |                                      |
|---------------------|--------------------------------------|
| <b>Agenda Item</b>  | Complete Streets Prioritization Plan |
| <b>Presenter(s)</b> | Kate Fitzpatrick, Town Manager       |

|  |   |
|--|---|
| <b>1.</b>  | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>The Town Manager will review the Town's Complete Streets program and ask the Select Board to endorse the Complete Streets Funding Program Project Prioritization Plan document that is due April 1, 2020. If the prioritization plan is approved, the Town may seek funding for construction. Grant applications are due May 1, which gives the Town additional time to consider which project to submit.</p> |   |
| <b>2.</b>  | <b>VOTE REQUIRED BY SELECT BOARD</b>              |
| <p><i>Suggested Motion:</i> That the Select Board vote to endorse the Complete Streets Funding Program Project Prioritization Plan for submission to MassDOT.</p>  |   |
| <b>3.</b>  | <b>BACK UP INFORMATION ATTACHED</b>               |
| <p>a. Draft Complete Streets Tier 2 Prioritization Plan</p>  |   |



# Complete Streets

Tier 2

Prioritization Plan

Prepared For



**Town of Needham**

500 Dedham Avenue

Needham, Massachusetts 02492

Prepared By



**TEC, Inc.**

146 Dascomb Road

Andover, Massachusetts 01810

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# I. INTRODUCTION

TEC, Inc. (TEC) has been retained by the Town of Needham to provide engineering services to assist the Town in establishing a baseline inventory of available pedestrian and bicycle accommodations and to evaluate the safety and accessibility to non-vehicular transportation options for users of all ages and abilities. The collected data will be used to develop the Town of Needham's Complete Streets Prioritization Plan in accordance with the Massachusetts Department of Transportation (MassDOT) Complete Streets Funding guidelines. The Prioritization Plan will identify opportunities to provide connective sidewalks, bike paths, safer crossings, and other improvements to the community.

The Town of Needham is committed to improving the safety and convenience of their roadways for non-motorists by following the Complete Streets model to divert the primary focus of the transportation system from the passenger vehicle. Complete Streets provide accommodations for pedestrians, bicyclists, persons with disabilities and transit users in addition to passenger vehicles. Complete Streets improvements identified within a Prioritization Plan can vary from small scale enhancements to large scale corridor-wide improvements. Such projects entail the addition of ADA (American Disabilities Act) compliant wheelchair ramps, crosswalks, pedestrian signage, flashing beacons, sidewalks, bike paths, and many other diverse projects that provide a comfortable and convenient travel for a range of ages and abilities. Through collaboration with the Town Staff, Officials and Residents, the data and inventory collected can be used to analyze locations where Complete Street improvements may be best suitable.

## MassDOT Complete Streets

MassDOT created the Complete Streets Funding Program to help the municipalities throughout the Commonwealth to plan and implement safe and accessible options for all travel modes - walking, biking, transit, and motor vehicles. By incorporating Complete Streets planning into a community, it encourages safe and comfortable means of transportation as well as an increase in overall community health through increased economic activity, sustainability, and livability. The Complete Streets Funding Program is structured with three Tiers:

- Tier 1: Complete Streets Training and Policy Development
- Tier 2: Complete Streets Prioritization Plan Development
- Tier 3: Project Construction Funding

The Town of Needham has completed Tier 1 by adopting its Complete Streets Policy in March of 2018. This document serves as an accompaniment to the Tier 2 Complete Streets Prioritization Plan.

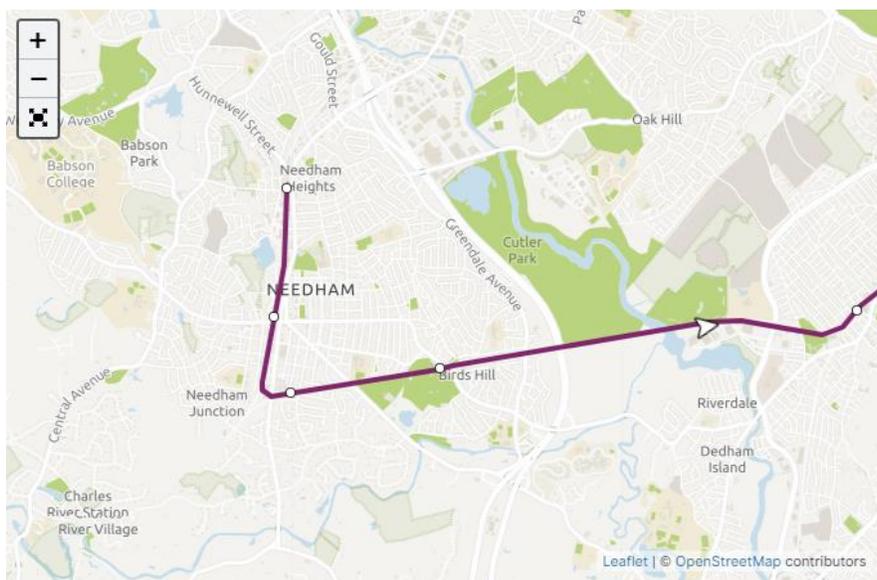
## II. METHODOLOGY

To determine locations where Complete Streets improvements should be implemented within the Town of Needham, the existing bicycle and pedestrian infrastructure was inventoried to discover potential network gaps. Residential, recreational, educational, religious and retail locations were considered to better understand the community's values and opportunities, due to the large number of visitors and pedestrians they have the potential to attract. By understanding these locations, they can be categorized by which sites have unsafe, uncomfortable, or inaccessible conditions as well as the ability to connect with other networks. With the focus on pedestrian and bicycle users, improvements can be proposed to increase safety and encourage the residents to become frequent users. Compiling data and images of specific locations aids in the development of a complex understanding of how to improve the Town's transportation environment.

The following documents were reviewed, and their goals and recommendations were included in the Prioritization Plan where appropriate:

- Preliminary High-Risk Crosswalk Locations, Greenman-Pedersen, Inc., October 2018
- Town-wide Pedestrian Safety Audit, Greenman-Pedersen, Inc., August 2019
- FY2020-FY2021 Select Board Goals, Adopted August 20, 2019
- Needham Newton Corridor Project Information (Highland Avenue, Needham), January 2018
- Needham Senior Survey on Housing and Transit Technical Report, June 2016
- Needham Center Development Plan, March 2009
- Needham Department of Public Works (DPW) Town-wide Handicap Ramp Assessment
- Bay Colony Rail Trail Website <http://www.baycolonyrailtrail.org/>
- Needham Bikes Website <http://www.needhambikes.org/>
- Green Needham Website <https://www.greenneedham.org/blog/>

Four Massachusetts Bay Transit Authority (MBTA) commuter rail stations are active in Needham: Needham Heights, Needham Center, Needham Junction and Hersey. MBTA Bus Route 59 also travels through the center of Needham, connecting to Newton and Watertown. Providing the ability for transit users to access these accommodations efficiently without the use of a passenger vehicle is a key element of the Complete Streets Prioritization Plan.



*The MBTA Needham Line accesses four stations in Needham.*

Feedback from town residents during a public meeting, discussions with the Town Planning, Public Works, Town Manager, and Police Departments was used to confirm or add additional regions of the Town that are Complete Streets eligible.

The final projects within the Needham Prioritization Plan were determined based upon:

- a compilation of resident and Town Staff comments and concerns;
- consideration of the number of various users provided accommodation, such as pedestrians, persons with disabilities, or bicyclists;
- proximity to destinations such as schools, transit hubs, public buildings, or senior centers; and
- short or long-term viability of implementation.

# III. PUBLIC MEETING

A public meeting was held in the Needham Town Hall on February 4, 2020 for residents to review the draft Prioritization Plan project list and share their thoughts and feedback. The residents were generally positive about the provision of Complete Streets planning throughout the Town and had many ideas and suggestions regarding where projects would be most beneficial. Overall, there was a general consensus from the residents regarding their top priority areas:

- Along Highland Avenue in the vicinity of the Needham Memorial Park and the Needham High School
- Central Avenue at the school pedestrian crossings
- Accommodations along Webster Street for bicycles, possibly with an alternate route along Manning Street
- A town wide bicycle route plan.



Many of the projects discussed at the public meeting are listed on the Complete Streets Prioritization Plan. Some projects were determined to be more long-term due to funding or implementation challenges and are listed within this report. Additional projects were determined to be low-cost projects that the Town Department of Public Works could implement in a short amount of time without need for Complete Streets Funding.

## IV. SHORT-TERM PROJECTS

The following are projects recommended through resident comments that TEC believes the Town may implement in a short timeframe without using Complete Streets Funding, potentially during regular roadway maintenance.

### Great Plain Avenue/Warren Street Crosswalk

Residents stated that the YMCA at this location attracts many young pedestrians and would benefit from a high-visibility crosswalk striped across Great Plain Avenue at Warren Street, potentially with a flashing beacon, such as a rectangular rapid flashing beacon (RRFB).



*RRFB Installation*

### High Rock Street/Central Avenue Crosswalk

Residents stated it would be beneficial to stripe a crosswalk across Central Avenue at High Rock Street to allow pedestrians to safely enter and exit the Cusick Field and provide access to the sidewalk along the west side of Central Avenue. A painted high-visibility crosswalk with ADA-compliant ramps would be low cost and can be implemented by the Town at any convenient time. TEC recommends that sight distances to this crosswalk from northbound Central Avenue be measured prior to implementation.

### High Rock Street Crosswalks

Providing safer and more visible crossings for students accessing the Highrock School were requested by the residents. Additional, high visibility painted crosswalks with appropriate signage were requested crossing High Rock Street at Linden Street/Robinwood Avenue, Deerfield Road and Francis Street. These would be low cost and can be implemented by the Town at any convenient time.

### Dedham Avenue/George Aggott Road Crosswalk

Residents stated that George Aggott Road intersection provided the primary access from the neighborhood to the west of Dedham Avenue to the Healy Field/Defazio Park. This location would benefit from a crosswalk striped across Dedham Avenue at George Aggott Road with a flashing beacon, such as a rectangular rapid flashing beacon (RRFB). A painted high-visibility crosswalk with an RRFB could be implemented by the Town at any convenient time at low cost.

## Chestnut Street/Junction Street Crosswalk

This intersection is a primary access to the Needham Junction Commuter Rail Station and attracts pedestrians. Residents stated that this location benefit from a higher-visibility crosswalk, potentially with a flashing beacon, such as a rectangular rapid flashing beacon (RRFB).

## Inclusion of Americans with Disability Act (ADA) Compliant Wheelchair Ramps

Residents noted that in order to be inclusive, the Town should upgrade all existing crosswalk locations through the Town to provide ADA-compliant wheelchair ramps with detectable warning surfaces within the regular roadway maintenance schedule.

## Inclusion of Public Art

Residents stated that, in general, inclusion of public art installations, whether paint, sculpture or other art medium, would be welcome throughout the Town.

*Painted traffic signal cabinets are an opportunity to include public art.*



# V. LONG-TERM PROJECTS

The following are projects recommended through resident comments that are valuable projects that will forward Complete Streets values but are beyond the available funding scope of the Complete Streets program or beyond a five-year planning timeline.

## Bay Colony Rail Trail

Continue the construction of the Rail Trail to connect through High Rock Street to Needham Junction.

## Central Avenue Improvements

Reconstruct Central Avenue to provide bicycle lanes and reconstruct sidewalks between Marked Tree Road to Charles River Street.

## Highland Avenue Improvements

Reconstruct Highland Avenue to provide comprehensive roadway and sidewalk improvements from Webster Street to Rosemary Street.

## Greendale Avenue Improvements

Reconstruct Greendale Avenue to provide comprehensive roadway and sidewalk improvements from Dedham Avenue to Kendrick Street.

## Dedham Avenue Improvements

Reconstruct Dedham Avenue provide comprehensive roadway and sidewalk improvements from the Dedham Town Line to Lincoln Street. This could include an evaluation of the pedestrian accommodations under the railroad bridge, located just north of Defazio Park.



## Chestnut Avenue Improvements

Reconstruct Chestnut Street to provide comprehensive roadway and sidewalk improvements from Marsh Road to Great Plain Avenue.

*The Dedham Avenue railroad bridge width is a constraint for pedestrians and bicyclists.*

# VI. PRIORITIZATION PLAN

The final project list within the Needham Prioritization Plan was determined based upon resident comments, number of various users provided accommodation, prior studies, and proximity to destinations such as schools and transit hubs, and viability of implementation.

The following details the projects that have been identified as higher priority to be implemented during the earlier years of the plan, including years one and two, as funds are available. The full Prioritization Plan is amended.

## Highland Avenue/Needham Memorial Park Access

Highland Avenue is a north-south rural minor arterial roadway that extends from North Needham to the center of Needham. Within the study area, sidewalks are provided along both sides of the roadway as well as on-street parking. Additionally, parking lots are provided on the west side of Highland Avenue across from Needham Memorial Park, where many civic and school events are held. On the east side of Highland Avenue, access to Needham Memorial Park is provided via two sets of stairs, however there are no crosswalks for pedestrians to cross the roadway to access these stairs. Pedestrians who use these stairs and cross Highland Avenue often consist of Needham High School students destined for the commercial establishments on the west side of the roadway. This location was identified as a priority within the "Preliminary High-Risk Crosswalk Locations" study, October 2018. This location was also identified as a high priority area by Needham residents at the Public Meeting.



*The existing access stairways to the Memorial Field lack a crosswalk for pedestrians, especially students, to cross safely.*

The recommended improvements to this area include:

- Provide pedestrians one mid-block crosswalk with curb extensions to provide safe pedestrian access between the stairs and the adjacent restaurants and retail.
- Install a flashing beacon, such as an RRFB, to alert vehicles to crossing pedestrians.
- Remove parking in the vicinity of the crosswalk to promote pedestrian visibility.
- Provide a highly-visible crosswalk treatment, such as colored or stamped pavement.
- Provide ADA-compliant wheelchair ramps at the new crossing in accordance with the DPW Town-wide Handicap Ramp Assessment.

## Needham High School & Webster Street Bicycle Accommodations – Phase 1

Webster Street is a north-south urban collector that extends from Central Avenue in the north to Fox Hill Road in the south. The intersection of Brookline Street/Webster Street is across the street from the Needham High School and carries a significant amount of foot and bicycle traffic. Providing a bicycle network in this dense residential area, including Webster Street and Manning Street, was identified as a high priority by Needham residents at the Public Meeting. Phase 1 of improvements along Webster Street include:

- Stripe bike lanes northbound and southbound along Webster Street between Great Plain Avenue and High Street to reduce vehicle travel lane widths and slow vehicle speeds. Within the approximately 30-foot curb-to-curb width two 10-foot travel lanes, and two five-foot bike lanes can be accommodated.



*Proposed project location along Webster Street.*

- Add bicycle infrastructure at the signalized intersection of Webster Street/High Street such as bicycle detection and bike boxes to aid in crossing High Street.
- Construct ADA-compliant wheelchair ramps at all existing cross-street crosswalks within the project limits and at the three existing mid-block crosswalks at the Needham High School as necessary per the DPW Town-wide Handicap Ramp Assessment.
- Install a flashing beacon, such as an RRFB, at the crosswalk across Webster Street at May Street as identified in the "Preliminary High-Risk Crosswalk Locations" study, October 2018.
- Evaluate Webster Street along the High School frontage for designation as a Speed Zone per the recommendation within the "Town-wide Pedestrian Safety Audit," August 2019.

## Dedham Avenue/Harris Avenue/Warren Street Intersection Improvements

Dedham Avenue serves as an east-west rural minor arterial roadway that extends from Great Plain Avenue in the west to West Street in the east. At the intersection of Dedham Avenue/Harris Avenue/Warren Street, sidewalks are provided along both sides of all approaches with crosswalks striped across all approaches. This location was identified as a priority within the "Preliminary High-Risk Crosswalk Locations" study, October 2018. This intersection was identified by Needham residents as being a location of concern for both pedestrian and vehicular traffic. Recommendations at this intersection include:

- Reduce the corner radii at the Harris Avenue and Warren Street corners at Dedham Avenue to shorten the pedestrian crossing distances and reduce vehicle turning speeds.
- Extend the existing median on Harris Avenue to create a pedestrian refuge island.
- Install a flashing beacon, such as an RRFB, at the existing crosswalk across the Dedham Street northbound approach to alert vehicles to crossing pedestrians.
- This project could consider restricting Warren Street south of Dedham Avenue to one-way vehicular traffic southbound to simplify the intersection.



*The existing crosswalk across Harris Avenue at Dedham Avenue is an extensive distance for pedestrians to cross.*

## Harris Avenue Pedestrian & Bicycle Accommodation (Pollard Middle School)

Harris Avenue is an east-west urban collector that extends from Dedham Avenue in the east to Great Plain Avenue in the west. Sidewalk is provided along the south side of Harris Street from Dedham Street to Great Plain Avenue while sidewalk on the north side is provided for approximately 3,750 feet starting at Dedham Avenue. At the intersection of Dedham Avenue/Harris Avenue, sidewalks are provided along both sides of all approaches with crosswalks striped across the Dedham Avenue northbound approach and Harris Avenue westbound approach. Recommendations for this project include:

- Stripe buffered bicycle lanes along both sides of Harris Avenue between Dedham Avenue and Great Plain Avenue and install bicycle-safe drainage grates as well as replacing existing bicycle route signage.
- Extend existing medians on Harris Avenue at Stevens Road and Pinewood Road and relocate crosswalks to provide pedestrian refuge areas, while ensuring to maintain necessary school bus access to the Pollard Middle School.
- Construct ADA-complaint wheelchair ramps at the modified crossing locations and consider high-visibility crosswalks.
- Add bicycle detection symbols and/or bike boxes at the signalized intersection with Webster Street.
- Construct ADA-compliant ramps and restripe crosswalks at all side street approaches within the project limits as necessary per the DPW Town-wide Handicap Ramp Assessment.



*Opportunities exist to upgrade both pedestrian and bicycle infrastructure along Harris Avenue.*

## Great Plain Avenue at Hersey Station

Great Plain Avenue is an east-west rural minor arterial roadway that extends from Interstate 95 in the east to Wellesley Avenue in the west. On-street parking is provided along both sides of Great Plain Avenue from the entrance/exit of the Hersey Station North parking lot to the intersection of Broad Meadow Road/Great Plain Avenue. Sidewalks are provided along both sides Great Plain Avenue; however, the sidewalk along the east side of Great Plain Avenue is generally in poor condition. This location was identified as a priority within the "Preliminary High-Risk Crosswalk Locations" study, October 2018 and flashing beacons were installed at existing Broad Meadow Road and Hillcrest Road crosswalks across Great Plain Avenue. This project includes:

- Reconstruct the existing sidewalk along the east side of Great Plain Avenue between Broad Meadow Road and Hillcrest Road to provide a consistent 5-foot width and ADA compliant slope.
- Construct curb extensions, or bump outs for the existing crosswalks across Great Plain Avenue at Broad Meadow Road and Hillcrest Road.
- Reset or reconstruct the existing curb along the gas station frontage to better define the pedestrian storage areas and reduce the Broad Meadow Road crossing distance.
- Relocate the flashing beacons to the improved crosswalks across Great Plain Avenue, if necessary, to alert vehicles to crossing pedestrians and improve access to the Hersey MBTA rail station and Pollard Middle School.
- Construct ADA-compliant wheelchair ramps for the crosswalks within the project area as necessary per the DPW Town-wide Handicap Ramp Assessment.
- Evaluate Great Plain Avenue for designation as a Speed Zone as recommended within the "Town-wide Pedestrian Safety Audit," August 2019.



*Existing crosswalks and sidewalks lack ADA-compliance.*

## Hillside Street/West Street Intersection Reconstruction

West Street serves as an east-west urban collector that extends from Central Avenue in the east to Needham Heights in the west. At the intersection of Hillside Street/West Street, sidewalks are provided on both sides of all approaches, however, no ADA-compliant wheelchair ramps are provided and only one crosswalk is present. Vehicles traveling on West Street during certain periods of the day experience a solar glare when approaching the intersection. Additionally, an existing brick inlay to the west of the intersection appears to be a pedestrian crossing area but was not constructed as such. Resident concerns center around pedestrians accessing the Needham Heights Station, neighboring apartment buildings and senior destinations. This intersection is a high-crash location, designated as a HSIP Crash Cluster in 2014-2016.

*The existing intersection does not provide accommodations for pedestrians.*



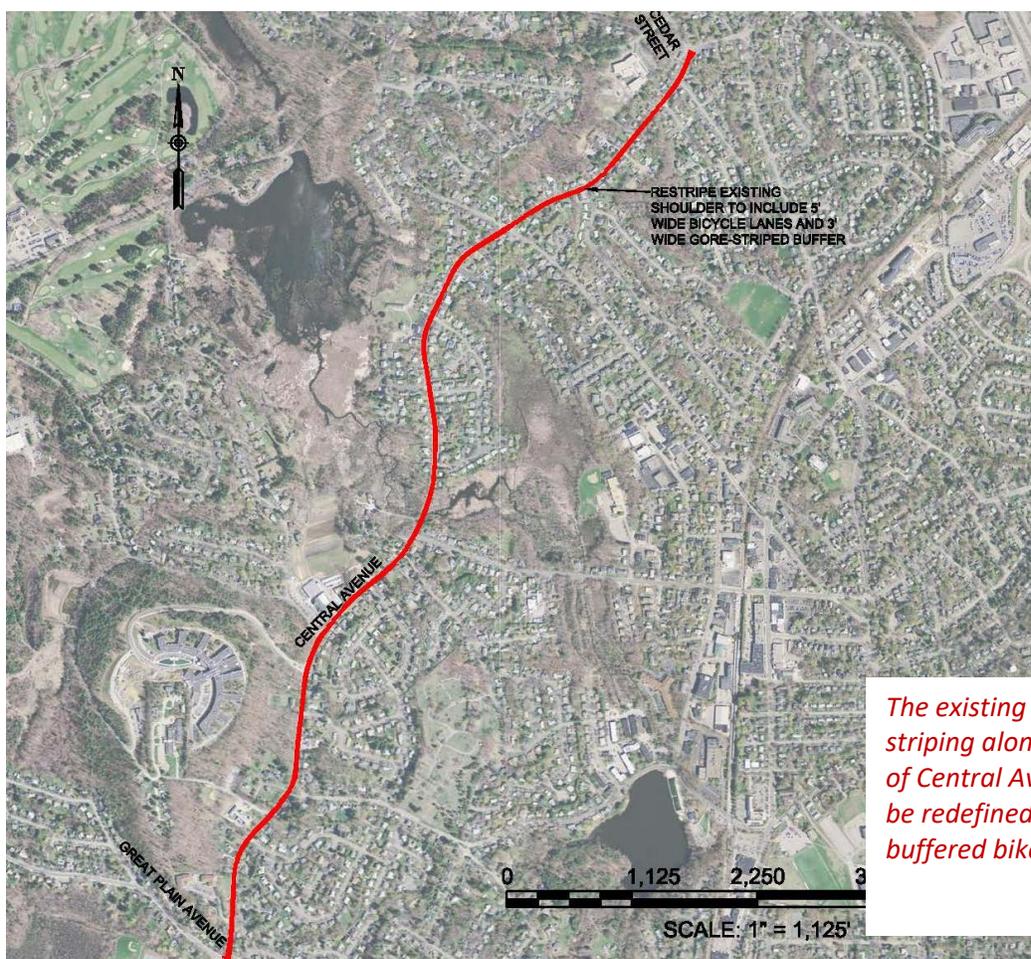
*Example of an RRFB with in-road lighting and median island to provide pedestrian visibility.*

The proposed improvements at the intersection include:

- Removing the brick inlay area located to the west of the intersection to reduce confusion.
- Provide pedestrian refuge islands on each approach of West Street to reduce pedestrian crossing widths and divert vehicles from their straight-line path to reduce vehicle speeds.
- Construct a new, high-visibility crosswalk across West Street to the west of the intersection to improve visibility of the crosswalk and construct ADA-compliant wheelchair ramps.
- Install flashing beacons, such as RRFBs at the West Street crosswalk to alert vehicles to crossing pedestrians especially when solar glare is present.
- Install sign warnings of expected solar glare
- Consider the installation of an in-road warning light system.
- Construct ADA-compliant wheelchair ramps at existing crosswalks across Hillside Avenue as necessary per the DPW Town-wide Handicap Ramp Assessment.

## Central Avenue Bicycle & Pedestrian Accommodations

Central Avenue is a north-south urban minor arterial collector that extends from Newton in the north to Dover in the south. Within the vicinity of the Sunita L. Williams Elementary School, bicycle lanes have recently been striped. Central Avenue has a generous pavement width along most of its length and wide shoulders are currently striped. Three elementary schools are located along Central Avenue. Providing connective bicycle infrastructure throughout Needham was identified as a priority by Needham residents.



The following is recommended for this corridor:

- The existing shoulder striping along Central Avenue to the north of the Williams Elementary School to approximately Cedar Street and south to approximately Great Plain Avenue should be enhanced to include 5' wide bike lanes and gore-striped buffer area up to 3' in width to visually narrow roadway width.
- Bicycle-safe drainage grates should be installed as necessary.
- All existing side street crosswalks should be refreshed to provide new striping and ADA compliant wheelchair ramps per the DPW Town-wide Handicap Ramp Assessment to promote safe routes to school.

## Central Avenue/Newman Elementary School Pedestrian Accommodations

Crosswalks are currently provided across the entrance/exit of Newman Elementary School and across the Central Avenue southbound approach at the School Entrance. This project will augment the flashing beacons installed per the "Preliminary High-Risk Crosswalk Locations" study, October 2018. In order to reduce pedestrian crossing widths and divert vehicles from their straight-line path to reduce vehicle speeds it is recommended to:

- Reconfigure the existing crosswalk across Central Avenue at the Newman Elementary School Driveway to provide a pedestrian refuge island.
- Relocate the crosswalk across Central Avenue to align with the walkway to the school entrance and construct ADA-compliant wheelchair ramps as necessary per the DPW Town-wide Handicap Ramp Assessment.



*The existing crosswalk is not aligned with the walkway into the school.*

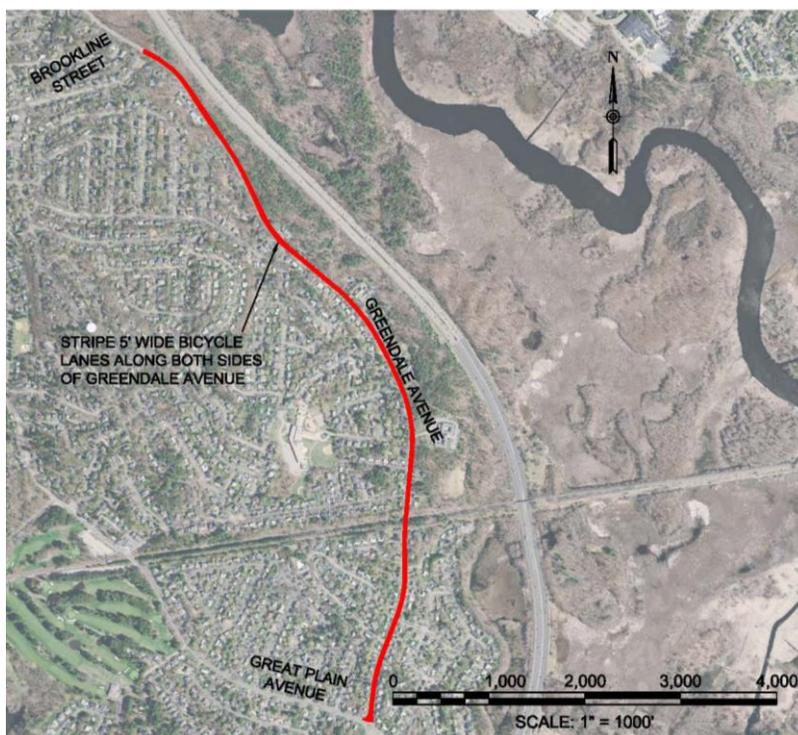


*Replace the existing striped median with a curbed refuge island.*

## Greendale Avenue Bicycle Accommodations

Greendale Avenue is a north-south minor arterial roadway that extends from Kendrick Street in the north to Lyons Street in the south. The land use along the roadway in between Great Plain Avenue and Brookline Street are primarily residential. This project includes the following recommendation:

- Restripe Greendale Avenue to provide 5-foot bicycle lanes in both directions. Within the bicycle lanes, bicycle-safe drainage grates should be installed.
- An alternative that should be considered would be to construct a shared-use path on the east side of Greendale Avenue, separated from the roadway to provide safety for all users.



## Webster Street Bicycle Accommodations – Phase 2

Phase 2 of improvements along Webster Street includes:

- Stripe new bike lanes along both sides of Webster Street between High Street and Central Avenue to reduce vehicle travel lane widths and slow vehicle speeds.
- Install bicycle-safe drainage grates within these bicycle lanes as necessary.
- Construct ADA-compliant wheelchair ramps at all existing side-street crosswalks within the project limits as necessary per the DPW Town-wide Handicap Ramp Assessment.

## South Street Sidewalk Link

### South Street/Dedham Avenue Intersection Improvements

South Street is an east-west urban collector that extends from Mill Street and Willow Street in the east to Great Plain Avenue in the west and is an established Scenic Road adopted by Town Meeting and any proposed improvements would be subject to a public hearing. No sidewalks are provided along South Street. At the intersection of South Street/Dedham Avenue there is sidewalk along the east side of Dedham Avenue extending north from South Street toward Defazio Park and Needham Downtown. The Edgewater Drive neighborhood provides sidewalks throughout the neighborhood, however the link to the wider sidewalk network is missing. To complete the sidewalk link and provide connectivity for residents in the Edgewater Drive neighborhood, the project would include:

- Reduce the eastbound travel lane width and construct new sidewalk along South Street between Edgewater Drive and Dedham Avenue to extend the sidewalk at Edgewater Drive to Dedham Avenue.

At the intersection of South Street/Dedham Avenue:

- Reconstruct the intersection corners to reduce radii and slow vehicular traffic speeds.
- Construct short sidewalk sections with curbing to provide pedestrian refuge areas.
- Stripe new crosswalks with ADA-compliant wheelchair ramps in conformance with the DPW Town-wide Handicap Ramp Assessment across the west approach of South Street and the north approach of Dedham Avenue at this signalized intersection.
- Add pedestrian signal heads and pedestrian detection, including countdown heads and audible detection for the new crossings.
- Revise signal timings to ensure sufficient crossing times.



*Opportunity exists to close a gap in the sidewalk network along South Street.*

## Central Avenue/Reservoir Street Intersection Reconstruction

At the intersection of Central Avenue/Reservoir Street, sidewalks are provided along both sides of the Central Avenue approaches with crosswalks across the Reservoir Street southbound approach, Reservoir Street northbound approach, and the Central Avenue westbound approach. The geometry of the Reservoir Street southbound approach and the channelized right turn movement from the Central Avenue eastbound approach allow vehicles to turn at high speeds. MBTA bus stops are located at the intersection. To encourage drivers to travel at reduced speeds and to improve pedestrian safety at the intersection, the recommended improvements include:

- Remove the existing Central Avenue eastbound channelized right turn lane onto Reservoir Street to create a landscaped area, reduce pedestrian crossing distances and minimize conflict points.
- Reconstruct the northeast corner of the intersection to reduce the corner radii to reduce crossing distances and slow turning vehicle speeds.
- Relocate existing bus stop (MBTA Bus Route 59) from the parking lot to the new landscaped area and install a bus shelter at this location.
- Restripe the existing crosswalks at the intersection subsequent to the roadway geometry modifications to reduce crossing distances and provide clear and appropriate crossing locations.
- Add ADA-compliant wheelchair ramps in conformance with the DPW Town-wide Handicap Ramp Assessment.



*Opportunity exists to improve pedestrian accommodations at the intersection and improve safety for transit riders.*



## Central Avenue/Gould Street Intersection Reconstruction

At the intersection of Central Avenue/Gould Street, sidewalks are provided on both sides of all approaches with crosswalks across the Gould Street approach and the Central Avenue westbound approach. The crosswalk across the Central Avenue westbound approach leads pedestrians to a resident's driveway. To improve the safety of crossing pedestrians, the following improvements are recommended:

- Relocate existing crosswalk across the east approach to the intersection to the east to remove the crossing from a driveway and mid-intersection location.
- Relocate the existing westbound MBTA Bus Route 59 bus stop to the east from the driveway access.
- Construct ADA-compliant wheelchair ramps at both crosswalks at this intersection in conformance with the DPW Town-wide Handicap Ramp Assessment.
- Reconstruct the existing sidewalk along the south side of Central Avenue between Gould Street and Hampton Avenue and along the north side of Central Avenue between Gould Street and 165 Central Avenue to provide curbing and improve the separation between pedestrians and vehicles.

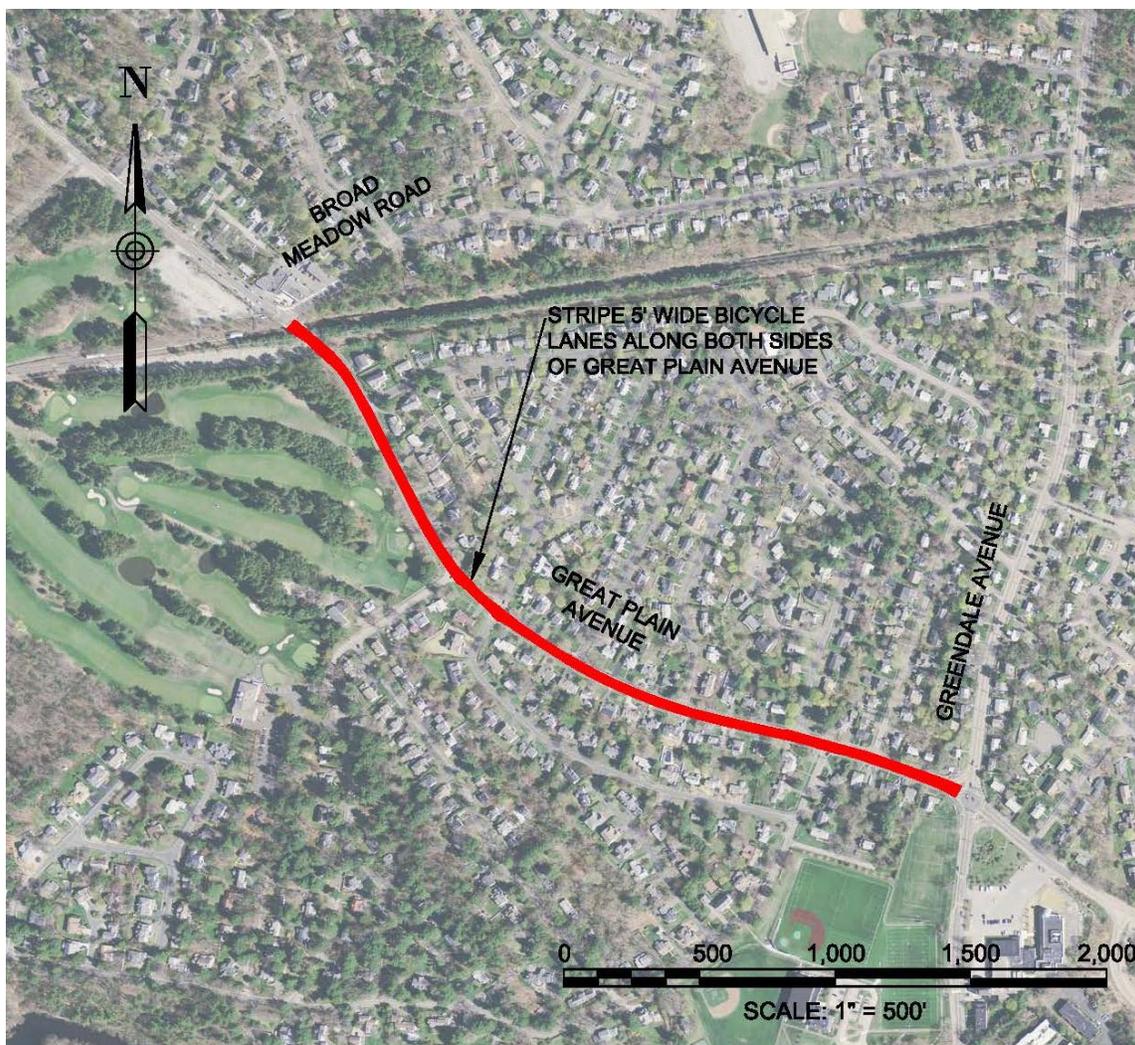


*Opportunity exists to improve pedestrian accommodations at the intersection and improve safety for transit riders.*

## Great Plain Avenue Bicycle Accommodations Phase 1

## Great Plain Avenue Bicycle Accommodations Phase 2

Great Plain Avenue is an east-west rural minor arterial roadway that extends from Interstate 95 in the east to Wellesley Avenue in the west. The land uses along the roadway in between Greendale Avenue and Broad Meadow Road consist of mainly residential uses. It is recommended that the roadway be restriped to provide 5-foot bicycle lanes in both directions to improve multi-modal access to the Hersey MBTA Rail Station in Phase 1 and then extend through Needham Downtown in Phase 2.



## Greendale Avenue/Great Plain Avenue Pedestrian Accommodations & Intersection Improvements

Greendale Avenue intersects Great Plain Avenue to form a four-legged signalized intersection with sidewalks along both sides of all approaches and with crosswalks striped across all approaches. The northbound and southbound Greendale Avenue approaches both provide channelized right turn lanes. To improve pedestrian and bicycle accommodations through the intersection the following is recommended:

- Remove the channelized right turn lanes to reduce crossing distances and eliminate additional pedestrian and vehicle conflict points.
- Replace the pedestrian signal heads and pedestrian detection to current ADA-compliant standards, including countdown heads and audible detection. Reconfigure existing crosswalks and extend sidewalks to provide full access to crossing areas.
- Construct ADA-compliant wheelchair ramps at all crosswalk locations in conformance with the DPW Town-wide Handicap Ramp Assessment.
- Revise signal timings to ensure sufficient crossing times. In conjunction with Greendale Avenue and Great Plain Avenue Bicycle Accommodation projects add bicycle detection and turn boxes.

An alternative would include a roundabout installation.

## Beaufort Park/Perry Park Pedestrian Accommodations

Beaufort Park and Perry Park are located in a residential area. Sidewalks are provided along both sides of Beaufort Avenue, Hawthorn Avenue, and Sargent Street near Perry Park. On-street parking is not provided along the east side of Beaufort Avenue however, many visitors park their vehicles on the side of the road/on the sidewalk. The diagonal crosswalk across Beaufort Avenue at Hawthorn Avenue provides for limited visibility for pedestrians and vehicles to see each other. The recommended improvements to the area would include:

- Reconstruct existing poor condition sidewalk circling Beaufort Park, to provide a consistent 5-foot width and ADA-compliant cross-slope.
- Reconfigure the existing pedestrian crossings at Hawthorn Avenue and Sargent Street to provide high-visibility crosswalks across Beaufort Avenue, south of Hawthorn Avenue and north of Sargent Street.
- Add appropriate pedestrian crossing signs and remove conflicting crosswalks. Install a flashing beacon, such as an RRFB, at the crosswalk across Beaufort Avenue at Sargent Street.
- Widen the shoulder along the east side of Beaufort Avenue between Hawthorn Avenue and Arden Street to provide more width to accommodate on-street parking as well as pedestrians.
- Add ADA-compliant wheelchair ramps where crosswalks are located in conformance with the DPW Town-wide Handicap Ramp Assessment.
- Evaluate Beaufort Avenue for designation as a Speed Zone as recommended within the "Town-wide Pedestrian Safety Audit," August 2019.



*Visitors currently park on the sidewalk due to lack of roadway*



**Complete Streets Funding Program Project Prioritization  
Plan DRAFT**

Municipality  
MassDOT District

Needham  
6

Date 3/13/2020  
Name/Title Richard Merson, PWLF, Director of Public Works

| Project Details |   |   | EJ                               | Complete Streets Location  |  |  | Project Origin and Type   |  | Complete Streets Needs |                   |                     |                  |                               |                    | Complete Streets Funding Request   |                              |                                    | Construction Schedule                              |  |  |
|-----------------|---|---|----------------------------------|--|--|--|---|--|------------------------|-------------------|---------------------|------------------|-------------------------------|--------------------|--|------------------------------|------------------------------------|--|--|--|
| Rank            | Project Name  | Project Description   | Environmental Justice Population | Project Limits   | Project Start Location: X,Y Coordinates (MA State Plane meter) | Project End Location: X,Y Coordinates (MA State Plane meter) | Complete Streets Project Origin (planning documentation or supporting analysis) | Complete Streets Project Type (refer to the Eligible Projects Worksheet) | Safety                 | ADA Accessibility | Pedestrian Mobility | Bicycle Mobility | Transit Operations and Access | Freight Operations | Will this project be in Coordination with other Communities? (list, if applicable) | Total Estimated Project Cost | Complete Streets Funding Requested | Other Funding Source(s) and Amount (if applicable) | Anticipated Construction Duration (number of months) | Desired Construction Start Date (month/year) |
|                 |   |   |                                  |  |  |  |   |  |                        |                   |                     |                  |                               |                    |  |                              |                                    |  |  |  |
| 1               | Highland Avenue / Memorial Field Access                                 | Stripe new midblock crosswalk between the north and south access stairways to the Needham Memorial Park with curb extensions, or bump-outs. Install solar-powered flashing beacons, such as RRFBs, at the new crosswalk to alert vehicles to crossing pedestrians. Add ADA-compliant ramps at the new crossing location in compliance with the DPW Town-wide Handicap Ramp Assessment. Remove on-street parking spaces to provide for proper alignment of the new crosswalk and sufficient landing area. Consider a highly-visible crosswalk treatment, such as colored and stamped pavement. This location was identified as a priority within the "Preliminary High-Risk Crosswalk Locations" study, October 2018.  | No                               | Highland Avenue at Needham Memorial Park   | 221,832m; 892,907m   | N/A  | Bicycle/Pedestrian Audit  | P2, P3, P8, P9, P12  | X                      | X                 | X                   |                  |                               |                    | No   | \$125,000                    | \$125,000                          | \$0  | 3  |  |
| 2               | Needham High School and Webster Street Bicycle Accommodations - Phase 1 | Stripe a new buffered bike lane along the east (northbound) side of Webster Street between Great Plain Avenue and High Street to reduce vehicle travel lane widths and slow vehicle speeds. Install bicycle-safe drainage grates as necessary. Add bicycle infrastructure at the signalized intersection of Webster Street / High Street such as bicycle detection and bike boxes to aid in crossing High Street. Construct ADA-compliant wheelchair ramps at all existing cross-street crosswalks within the project limits and at the three existing mid-block crosswalks at the Needham High School as necessary per the DPW Town-wide Handicap Ramp Assessment. Install a flashing beacon, such as an RRFB, at the crosswalk across Webster Street at May Street as identified in the "Preliminary High-Risk Crosswalk Locations" study, October 2018. Evaluate Webster Street along the High School frontage for designation as a Speed Zone per the recommendation within the "Town-wide Pedestrian Safety Audit," August 2019. | No                               | Approximately 5,000 feet along Webster Street between Great Plain Avenue and High Street | 222,281m; 892,239m   | 222,108m; 893,656m   | Bicycle/Pedestrian Audit  | S1, B2, B5, B13, P2, P3, P9, P12   | X                      | X                 | X                   | X                |                               |                    | No   | \$200,000                    | \$200,000                          | \$0  | 3  |  |
| 3               | Dedham Avenue / Harris Avenue / Warren Street Intersection Improvements | Tighten the Harris Avenue and Warren Street corners at Dedham Avenue to shorten the pedestrian crossing distances and reduce vehicle turning speeds. Extend the existing median on Harris Avenue to create a pedestrian refuge area. Consider restricting Warren Street south of Dedham Avenue to one-way vehicular traffic southbound to simplify the intersection. Construct ADA-compliant wheelchair ramps at the reconfigured crosswalk/median in compliance with the DPW Town-wide Handicap Ramp Assessment. Install a flashing beacon, such as an RRFB, at the existing crosswalk across Dedham Avenue to the south of Harris Avenue to alert vehicles to crossing pedestrians. This location was identified as a priority within the "Preliminary High-Risk Crosswalk Locations" study, October 2018.  | No                               | At the intersection of Warren Street / Dedham Avenue / Harris Avenue                     | 222,019m; 891,993m   | N/A  | Bicycle/Pedestrian Audit  | S13,P2, P13, P16   | X                      | X                 | X                   |                  | X                             |                    | No   | \$150,000                    | \$150,000                          | \$0  | 3  |  |



**Complete Streets Funding Program Project Prioritization  
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Needham  
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Date  
Name/Title

3/13/2020  
Richard Merson, PWLF, Director of Public Works

| Project Details |  |  | EJ                               | Complete Streets Location   |  |  | Project Origin and Type   |  | Complete Streets Needs |                   |                     |                  |                               |                    | Complete Streets Funding Request   |                              |                                    | Construction Schedule                              |  |  |
|-----------------|--|--|----------------------------------|---|--|--|---|--|------------------------|-------------------|---------------------|------------------|-------------------------------|--------------------|--|------------------------------|------------------------------------|--|--|--|
| Rank            | Project Name   | Project Description  | Environmental Justice Population | Project Limits  | Project Start Location: X,Y Coordinates (MA State Plane meter) | Project End Location: X,Y Coordinates (MA State Plane meter) | Complete Streets Project Origin (planning documentation or supporting analysis) | <a href="#">Complete Streets Project Type (refer to the Eligible Projects Worksheet)</a> | Safety                 | ADA Accessibility | Pedestrian Mobility | Bicycle Mobility | Transit Operations and Access | Freight Operations | Will this project be in Coordination with other Communities? (list, if applicable) | Total Estimated Project Cost | Complete Streets Funding Requested | Other Funding Source(s) and Amount (if applicable) | Anticipated Construction Duration (number of months) | Desired Construction Start Date (month/year) |
| 4               | Harris Avenue Pedestrian and Bicycle Accommodation (Pollard Middle School) | Stripe buffered bicycle lanes along both sides of Harris Avenue between Dedham Avenue and Great Plain Avenue. Extend existing medians on Harris Avenue at Stevens Road and Pinewood Road and relocate crosswalks to provide pedestrian refuge areas, while ensuring to maintain necessary school bus access to the Pollard Middle School. Construct ADA-complaint wheelchair ramps at the modified crossing locations and consider high-visibility crosswalks. Add bicycle detection symbols and/or bike boxes at the signalized intersection with Webster Street. Construct ADA-compliant ramps and restripe crosswalks at all side street approaches within the project limits as necessary per the DPW Town-wide Handicap Ramp Assessment. Install bicycle-safe drainage grates as necessary. Replace existing bicycle route signage.   | No                               | Approximately 5,500 feet along Harris Avenue between Dedham Avenue and Great Plain Avenue   | 222,032m; 891,982m   | 223,283m; 891,918m   | CS Needs Assessment   | B2, B5, B9, B13, P2, P3, P7, P9, P12, P16  | X                      | X                 | X                   | X                |                               |                    | No   | \$200,000                    | \$200,000                          | \$0  | 3  |  |
| 5               | Great Plain Avenue at Hersey Station                                       | This location was identified as a priority within the "Preliminary High-Risk Crosswalk Locations" study, October 2018. Construct curb extensions, or bump outs for the existing crosswalks across Great Plain Avenue at Broad Meadow Road and Hillcrest Road. Reset or reconstruct the existing curb along the gas station frontage to better define the pedestrian storage areas and reduce the Broad Meadow Road crossing distance. Reconstruct existing sidewalk along the east side of Great Plain Avenue between Broadmeadow Road and Hillcrest Road to provide a consistent 5-foot width and ADA-compliant cross slope. Relocate the flashing beacons to the improved crosswalks across Great Plain Avenue if necessary to alert vehicles to crossing pedestrians and improve access to the Hersey MBTA rail station and Pollard Middle School. Construct ADA-compliant wheelchair ramps for the crosswalks within the project area as necessary per the DPW Town-wide Handicap Ramp Assessment. Evaluate Great Plain Avenue for designation as a Speed Zone as recommended within the "Town-wide Pedestrian Safety Audit," August 2019. | No                               | Approximately 500 feet along Great Plain Avenue between Broadmeadow Road and Hillcrest Road | 223,338m; 891,878m   | 223,513m; 891,749m   | Bicycle/Pedestrian Audit  | P1, P2, P3, P8, P9, P12  | X                      | X                 | X                   |                  | X                             |                    | No   | \$125,000                    | \$125,000                          | \$0  | 3  |  |
| 6               | Hillside Avenue / West Street Intersection Reconstruction                  | This intersection is a high-crash location, designated as a HSIP Crash Cluster 2014-2016. Remove the brick inlay area located to the west of the intersection. Provide pedestrian refuge islands on each approach of West Street to reduce pedestrian crossing widths and divert vehicles from their straight-line path to reduce vehicle speeds. Construct a new, high-visibility crosswalk across West Street to the west of the intersection to improve visibility of the crosswalk. Install in-road warning light system, and flashing beacons, such as RRFBs at the West Street crosswalk to alert vehicles to crossing pedestrians especially when solar glare is present. Install sign warnings of expected solar glare. Construct new ADA-compliant wheelchair ramps at all crosswalks as necessary per the DPW Town-wide Handicap Ramp Assessment.  | No                               | At the intersection of West Street / Hillside Avenue  | 221,697m; 893,672m   | N/A  | Safety Audit  | P2, P3, P9, P7, P12  | X                      | X                 | X                   |                  |                               |                    | No   | \$150,000                    | \$150,000                          | \$0  | 3  |  |



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| Project Details |   |  | EJ                               | Complete Streets Location  |  |  | Project Origin and Type   |  | Complete Streets Needs |                   |                     |                  |                               |                    | Complete Streets Funding Request   |                              |                                    | Construction Schedule                              |  |  |
|-----------------|---|--|----------------------------------|--|--|--|---|--|------------------------|-------------------|---------------------|------------------|-------------------------------|--------------------|--|------------------------------|------------------------------------|--|--|--|
| Rank            | Project Name  | Project Description  | Environmental Justice Population | Project Limits   | Project Start Location: X,Y Coordinates (MA State Plane meter) | Project End Location: X,Y Coordinates (MA State Plane meter) | Complete Streets Project Origin (planning documentation or supporting analysis) | <a href="#">Complete Streets Project Type (refer to the Eligible Projects Worksheet)</a> | Safety                 | ADA Accessibility | Pedestrian Mobility | Bicycle Mobility | Transit Operations and Access | Freight Operations | Will this project be in Coordination with other Communities? (list, if applicable) | Total Estimated Project Cost | Complete Streets Funding Requested | Other Funding Source(s) and Amount (if applicable) | Anticipated Construction Duration (number of months) | Desired Construction Start Date (month/year) |
| 7               | Webster Street Bicycle Accommodations - Phase 2                     | Stripe new bike lanes along both sides of Webster Street between High Street and Central Avenue to reduce vehicle travel lane widths and slow vehicle speeds. Construct ADA-compliant wheelchair ramps at all existing cross-street crosswalks within the project limits as necessary per the DPW Town-wide Handicap Ramp Assessment. Install bicycle-safe drainage grates as necessary.   | No                               | Approximately 1 mile along Webster Street between Rosemary Street and Central Avenue     | 221,172m; 893,224m   | 221,726m; 895,192m   | CS Needs Assessment   | B2, B5, P2, P3, P9   | X                      | X                 | X                   | X                |                               |                    | No   | \$100,000                    | \$100,000                          | \$0  | 3  |  |
| 8               | Central Avenue Bicycle and Pedestrian Accommodations                | Bicycle lanes have been recently striped in the vicinity of the Sunita L. Williams Elementary School on Central Avenue. Enhance existing shoulder striping along Central Avenue to the north of the existing bicycle lanes to approximately Cedar Street and south to approximately Great Plain Avenue to include 5' wide bike lanes and gore-striped buffer areas up to 3' in width to visually narrow roadway width. Install bicycle-safe drainage grates as necessary. Refresh all existing side street crosswalks to provide new striping and ADA-compliant wheelchair ramps as necessary per the DPW Town-wide Handicap Ramp Assessment to promote safe routes to school for the three elementary schools located along Central Avenue. | No                               | Approximately 1.9 miles along Central Avenue between Cedar Street and Great Plain Avenue | 221,589m; 895,133  | 220,386m; 892,602m   | CS Needs Assessment   | B2, B5   | X                      |                   |                     | X                |                               |                    | No   | \$150,000                    | \$150,000                          | \$0  | 3  |  |
| 9               | Central Avenue / Newman Elementary School Pedestrian Accommodations | Reconfigure the existing crosswalk across Central Avenue at the Newman Elementary School Driveway to provide a pedestrian refuge island to reduce pedestrian crossing widths and divert vehicles from their straight-line path to reduce vehicle speeds. This project will augment the flashing beacons installed per the "Preliminary High-Risk Crosswalk Locations" study, October 2018. Relocate the crosswalk across Central Avenue to align with the walkway to the school entrance and construct ADA-compliant wheelchair ramps as necessary per the DPW Town-wide Handicap Ramp Assessment.   | No                               | At the intersection of Newman Elementary School driveway / Central Avenue                | 220,341m; 892,350m   | N/A  | Bicycle/Pedestrian Audit  | P2, P3, P7, P9, P12  | X                      | X                 | X                   |                  |                               |                    | No   | \$125,000                    | \$125,000                          | \$0  | 3  |  |



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Date 3/13/2020  
Name/Title Richard Merson, PWLF, Director of Public Works

| Project Details |   |  | EJ                               | Complete Streets Location   |  |  | Project Origin and Type   |  | Complete Streets Needs |                   |                     |                  |                               | Complete Streets Funding Request |                    |  | Construction Schedule        |                                    |  |  |  |
|-----------------|---|--|----------------------------------|---|--|--|---|--|------------------------|-------------------|---------------------|------------------|-------------------------------|----------------------------------|--------------------|--|------------------------------|------------------------------------|--|--|--|
| Rank            | Project Name  | Project Description  | Environmental Justice Population | Project Limits  | Project Start Location: X,Y Coordinates (MA State Plane meter) | Project End Location: X,Y Coordinates (MA State Plane meter) | Complete Streets Project Origin (planning documentation or supporting analysis) | <a href="#">Complete Streets Project Type (refer to the Eligible Projects Worksheet)</a> | Safety                 | ADA Accessibility | Pedestrian Mobility | Bicycle Mobility | Transit Operations and Access | Vehicular Operations             | Freight Operations | Will this project be in Coordination with other Communities? (list, if applicable) | Total Estimated Project Cost | Complete Streets Funding Requested | Other Funding Source(s) and Amount (if applicable) | Anticipated Construction Duration (number of months) | Desired Construction Start Date (month/year) |
| 10              | Greendale Avenue Bicycle Accommodations                 | Restripe Greendale Avenue between Great Plain Avenue and Kendrick Street to provide 5-foot bicycle lanes in both directions. Install bicycle- safe drainage grates as necessary. <i>An Alternative would be a shared-use path on the east side of Greendale Avenue, separated from the roadway for all users .</i>   | No                               | Approximately 2 miles along Greendale Avenue between Great Plain Avenue and Kendrick Street | 224,303m; 891,232m   | 22,991m; 893,857m  | CS Needs Assessment   | S1, B2, B5   | X                      |                   |                     | X                |                               |                                  |                    | No   | \$75,000                     | \$75,000                           | \$0  | 3  |  |
| 11              | South Street Sidewalk Link                              | Reduce eastbound travel lane width along South Street between Edgewater Drive and Dedham Avenue to construct new 5-foot sidewalk with granite curbing to close an existing network gap. South Street is an established Scenic Road adopted by Town Meeting and any proposed improvements would be subject to a public hearing. <i>An Alternative could extend new sidewalk to the east to Livingston Circle.</i>   | No                               | Approximately 350 feet along South Street between Edgewater Drive and Dedham Avenue         | 223,007m; 890,895m   | 223,087m; 890,973m   | CS Needs Assessment   | S14, S16, P2, P3, P5, P9, P13  | X                      | X                 | X                   |                  |                               |                                  |                    | No   | \$200,000                    | \$200,000                          | \$0  | 3  |  |
| 12              | South Street at Dedham Avenue Intersection Improvements | Reconstruct the intersection corners to reduce radii and slow vehicular traffic speeds. Construct short sidewalk sections with curbing to provide pedestrian refuge areas. Stripe new crosswalks with ADA-compliant wheelchair ramps in conformance with the DPW Town-wide Handicap Ramp Assessment across the west approach of South Street and the north approach of Dedham Avenue at this signalized intersection. Add pedestrian signal heads and pedestrian detection, including countdown heads and audible detection for the new crossings. Revise signal timings to ensure sufficient crossing times. South Street is an established Scenic Road adopted by Town Meeting and any proposed improvements would be subject to a public hearing. |                                  | At the intersection of Dedham Avenue / South Street   | 223,087m; 890,973m   | N/A  | CS Needs Assessment   | S3, S6, S14, P2, P3, P6, P9, P11, P13  | X                      | X                 | X                   |                  |                               |                                  |                    | No   | \$250,000                    | \$250,000                          | \$0  | 3  |  |



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Richard Merson, PWLF, Director of Public Works

| Project Details |   |  | EJ                               | Complete Streets Location  |  |  | Project Origin and Type   |  | Complete Streets Needs |                   |                     |                  |                               | Complete Streets Funding Request |  |                              | Construction Schedule              |  |  |  |
|-----------------|---|--|----------------------------------|--|--|--|---|--|------------------------|-------------------|---------------------|------------------|-------------------------------|----------------------------------|--|------------------------------|------------------------------------|--|--|--|
| Rank            | Project Name  | Project Description  | Environmental Justice Population | Project Limits   | Project Start Location: X,Y Coordinates (MA State Plane meter) | Project End Location: X,Y Coordinates (MA State Plane meter) | Complete Streets Project Origin (planning documentation or supporting analysis) | <a href="#">Complete Streets Project Type (refer to the Eligible Projects Worksheet)</a> | Safety                 | ADA Accessibility | Pedestrian Mobility | Bicycle Mobility | Transit Operations and Access | Freight Operations               | Will this project be in Coordination with other Communities? (list, if applicable) | Total Estimated Project Cost | Complete Streets Funding Requested | Other Funding Source(s) and Amount (if applicable) | Anticipated Construction Duration (number of months) | Desired Construction Start Date (month/year) |
| 13              | Central Avenue / Reservoir Street Intersection Reconstruction | Remove the existing Central Avenue eastbound channelized right turn lane onto Reservoir Street to create a landscaped area, reduce pedestrian crossing distances and minimize conflict points. Reconstruct the northeast corner of the intersection to reduce the corner radii to reduce crossing distances and slow turning vehicle speeds. Relocate existing bus stop (MBTA Bus Route 59) from the parking lot to the new landscaped area and install a bus shelter at this location. Restripe the existing crosswalks at the intersection subsequent to the roadway geometry modification to reduce crossing distances and provide clear and appropriate crossing locations. Add ADA-compliant wheelchair ramps in conformance with the DPW Town-wide Handicap Ramp Assessment. | No                               | At the intersection of Central Avenue / Reservoir Street                                   | 222,361m; 895,672m   | N/A  | CS Needs Assessment   | S6, S13, P1, P2, P3, P9, T1, T3  | X                      | X                 | X                   | X                |                               | No                               | \$150,000  | \$150,000                    | \$0                                | 3  |  |  |
| 14              | Central Avenue / Gould Street Intersection Reconstruction     | Relocate existing crosswalk across the east approach to the intersection to the east to remove the crossing from a driveway and mid-intersection location. Relocate the existing westbound MBTA Bus Route 59 bus stop to the east from the driveway access. Construct ADA-compliant wheelchair ramps at both crosswalks at this intersection as necessary per the DPW Town-wide Handicap Ramp Assessment. Reconstruct the existing sidewalk along the south side of Central Avenue between Gould Street and Hampton Avenue and along the north side of Central Avenue between Gould Street and 165 Central Avenue to provide curbing and improve the separation between pedestrians and vehicles.  | No                               | Approximately 600 feet along Central Avenue between Gould Street and Hampton Avenue        | 222,025m; 895,461m   | 222,170m; 895,546m   | CS Needs Assessment   | S14, P1, P2, P3, P9  | X                      | X                 | X                   | X                |                               | No                               | \$125,000  | \$125,000                    | \$0                                | 3  |  |  |
| 15              | Great Plain Avenue Bicycle Accommodations - Phase 1           | Restripe Great Plain Avenue between Greendale Avenue and Beaufort Avenue to provide buffered 5-foot bicycle lanes in both directions to improve multi-modal access to the Hersey MBTA Rail Station. Install bicycle-safe drain grates as necessary.  | No                               | Approximately 1 mile along Great Plain Avenue between Greendale Avenue and Beaufort Avenue | 224,304m; 891,232m   | 223,090m; 892,248m   | CS Needs Assessment   | S1, B2, B5   | X                      |                   | X                   | X                |                               | No                               | \$50,000   | \$50,000                     | \$0                                | 3  |  |  |



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| Project Details |   |  | EJ                               | Complete Streets Location   |  |  | Project Origin and Type   |  | Complete Streets Needs |                   |                     |                  |                               |                      | Complete Streets Funding Request |  |                              | Construction Schedule              |  |  |  |
|-----------------|---|--|----------------------------------|---|--|--|---|--|------------------------|-------------------|---------------------|------------------|-------------------------------|----------------------|----------------------------------|--|------------------------------|------------------------------------|--|--|--|
| Rank            | Project Name  | Project Description  | Environmental Justice Population | Project Limits  | Project Start Location: X,Y Coordinates (MA State Plane meter) | Project End Location: X,Y Coordinates (MA State Plane meter) | Complete Streets Project Origin (planning documentation or supporting analysis) | <a href="#">Complete Streets Project Type (refer to the Eligible Projects Worksheet)</a> | Safety                 | ADA Accessibility | Pedestrian Mobility | Bicycle Mobility | Transit Operations and Access | Vehicular Operations | Freight Operations               | Will this project be in Coordination with other Communities? (list, if applicable) | Total Estimated Project Cost | Complete Streets Funding Requested | Other Funding Source(s) and Amount (if applicable) | Anticipated Construction Duration (number of months) | Desired Construction Start Date (month/year) |
| 16              | Great Plain Avenue Bicycle Accommodations - Phase 2   | Stripe new buffered bike lanes along the north side Great Plain Avenue between Beaufort Avenue and the Wellesley town line. Install bicycle-safe drain grates as necessary.  | No                               | Approximately 2.75 miles along Great Plain Avenue between Beaufort Avenue and Wellesley town line | 223,090m; 892,248m   | 219,017m; 893,400m   | CS Needs Assessment   | B2,B5  |                        |                   |                     | X                |                               |                      |                                  | No   | \$75,000                     | \$75,000                           | \$0  | 3  |  |
| 17              | Greendale Avenue / Great Plain Avenue Pedestrian Accommodations and Intersection Improvements | Remove channelized right turn lanes to reduce crossing distances and eliminate additional pedestrian and vehicle conflict points. Replace the pedestrian signal heads and pedestrian detection to current ADA-compliant standards, including countdown heads and audible detection. Reconfigure existing crosswalks and extend sidewalks to provide full access to crossing areas. Construct ADA-compliant wheelchair ramps at all crosswalk locations as necessary per the DPW Town-wide Handicap Ramp Assessment. Revise signal timings to ensure sufficient crossing times. In conjunction with Projects #10 and #15, add bicycle detection and turn boxes. An alternative would include a roundabout installation.   | No                               | At the intersection of Great plain Avenue / Greendale Avenue                                      | 224,303m; 891,232m   | N/A  | CS Needs Assessment   | S3, S13, B 13, P1, P2, P3, P5, P9, P11, P13  | X                      | X                 | X                   | X                | X                             |                      | No                               | \$250,000  | \$250,000                    | \$0                                | 3  |  |  |
| 18              | Beaufort Park / Perry Park Pedestrian Accommodations  | Reconstruct existing poor condition sidewalk circling Beaufort Park, to provide a consistent 5-foot width and ADA-compliant cross-slope. Reconfigure the existing pedestrian crossings at Hawthorn Avenue and Sargent Street to provide high-visibility crosswalks across Beaufort Avenue, south of Hawthorn Avenue and north of Sargent Street. Add appropriate pedestrian crossing signs and remove conflicting crosswalks. Install a flashing beacon, such as an RRFB, at the crosswalk across Beaufort Avenue at Sargent Street. Widen the shoulder along the east side of Beaufort Avenue between Hawthorn Avenue and Arden Street to provide more width to accommodate on-street parking as well as pedestrians. Add ADA-compliant wheelchair ramps where crosswalks are located in accordance with the DPW Town-wide Handicap Ramp Assessment. Evaluate Beaufort Avenue for designation as a Speed Zone as recommended within the "Town-wide Pedestrian Safety Audit," August 2019. | No                               | Approximately 400 feet along Beaufort Avenue between Hawthorn Avenue and Arden Street             | 223,120m; 892,381m   | 223,123m; 892,493m   | Bicycle/Pedestrian Audit  | S15, P1, P2, P3, P9  | X                      | X                 | X                   |                  |                               |                      |                                  | No   | \$325,000                    | \$325,000                          | \$0  | 3  |  |



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|-----------------|--|--|----------------------------------|---|--|--|---|--|------------------------|-------------------|---------------------|------------------|-------------------------------|--------------------|--|------------------------------|------------------------------------|--|--|--|
| Rank            | Project Name   | Project Description  | Environmental Justice Population | Project Limits  | Project Start Location: X,Y Coordinates (MA State Plane meter) | Project End Location: X,Y Coordinates (MA State Plane meter) | Complete Streets Project Origin (planning documentation or supporting analysis) | <a href="#">Complete Streets Project Type (refer to the Eligible Projects Worksheet)</a> | Safety                 | ADA Accessibility | Pedestrian Mobility | Bicycle Mobility | Transit Operations and Access | Freight Operations | Will this project be in Coordination with other Communities? (list, if applicable) | Total Estimated Project Cost | Complete Streets Funding Requested | Other Funding Source(s) and Amount (if applicable) | Anticipated Construction Duration (number of months) | Desired Construction Start Date (month/year) |
| 19              | Highland Avenue Intersections Reconstruction   | At Highland Avenue / Hunnewell Street, reconstruct the northwest corner of the intersection to reduce pedestrian crossing distances and slow vehicular turning speeds. Add a curb extension, or bump-out on the northeast corner. Remove the existing crosswalk across Highland Avenue and replace with new crosswalks to the north and south of the intersection and add ADA-compliant wheelchair ramps. At Highland Avenue / Mark Lee Road / Avery Square, construct new curb extensions, or bump-outs, on the northeast and southeast corners to reduce pedestrian crossing distances. Consider access management on the northwest corner to define and minimize the areas of pedestrian conflict with vehicles. Realign the crosswalk across Highland Avenue to take advantage of the reduced crossing distance and provide more efficient access to the Needham Heights MBTA Rail station and add ADA-compliant wheelchair ramps as necessary per the DPW Town-wide Handicap Ramp Assessment. | No                               | At the intersections of Highland Avenue / Hunnewell Street and Highland Avenue / Mark Lee Road / Avery Square | 221,831m; 893,848m   | 221,830m; 893,729m   | CS Needs Assessment   | S6, P1, P2, P3, P8, P9   | X                      | X                 | X                   | X                |                               |                    | No   | \$175,000                    | \$175,000                          | \$0  | 3  |  |
| 20              | Kendrick Street Pedestrian and Bicycle Accommodation                                   | Widen the existing sidewalk along the north side of Kendrick Street between 4th Avenue and 3rd Avenue to close a network gap between the north and south legs of the DCR Blue Herron multi-use trail. Replace the pedestrian signal equipment at the intersection of Kendrick Street / 3rd Avenue to provide ADA-compliant signal heads and audible detection. Revise signal timings to ensure sufficient crossing times. Add ADA-compliant wheelchair ramps as necessary per the DPW Town-wide Handicap Ramp Assessment. The intersection of Kendrick Street / 4th Avenue is a high-crash location, designated as a HSIP Crash Cluster 2014-2016.   | No                               | Approximately 1,000 feet along Kendrick Street between 4th Avenue and 3rd Avenue                              | 223,939m; 894,073m   | 223,640m; 893,983m   | CS Needs Assessment   | S3, S4, B10, P2, P3  | X                      | X                 | X                   | X                |                               |                    | No   | \$325,000                    | \$325,000                          | \$0  | 3  |  |
| 21              | Rosemary Street / Nehoiden Street / Parish Road Intersection Reconstruction (Option A) | Realign Rosemary Street to remove the channelized right turn between Parish Road and Nehoiden Street to create two standard T- intersections to reduce pedestrian and vehicle conflict areas. Evaluate the stop-sign placement based upon traffic volumes and turning movements. Realign the crosswalks and provide ADA-compliant wheelchair ramps as necessary per the DPW Town-wide Handicap Ramp Assessment. Provide a high-visibility crosswalk across Nehoiden Street. Consider additional school bus shelter for students.   | No                               | At the intersection of Rosemary Street / Nehoiden Street / Parish Road  | 221,019m; 892,951m   | N/A  | Bicycle/Pedestrian Audit  | S13, P2, P3, P9  | X                      | X                 | X                   |                  | X                             |                    | No   | \$175,000                    | \$175,000                          | \$0  | 3  |  |



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| Project Details |  |  | EJ                               | Complete Streets Location  |  |  | Project Origin and Type   |  | Complete Streets Needs |                   |                     |                  |                               | Complete Streets Funding Request |  |                              | Construction Schedule              |  |  |  |
|-----------------|--|--|----------------------------------|--|--|--|---|--|------------------------|-------------------|---------------------|------------------|-------------------------------|----------------------------------|--|------------------------------|------------------------------------|--|--|--|
| Rank            | Project Name   | Project Description  | Environmental Justice Population | Project Limits   | Project Start Location: X,Y Coordinates (MA State Plane meter) | Project End Location: X,Y Coordinates (MA State Plane meter) | Complete Streets Project Origin (planning documentation or supporting analysis) | <a href="#">Complete Streets Project Type (refer to the Eligible Projects Worksheet)</a> | Safety                 | ADA Accessibility | Pedestrian Mobility | Bicycle Mobility | Transit Operations and Access | Freight Operations               | Will this project be in Coordination with other Communities? (list, if applicable) | Total Estimated Project Cost | Complete Streets Funding Requested | Other Funding Source(s) and Amount (if applicable) | Anticipated Construction Duration (number of months) | Desired Construction Start Date (month/year) |
| 22              | Rosemary Street / Nehoiden Street / Parish Road Intersection Reconstruction (Option B) | Realign Rosemary and Nehoiden Street at the intersection to create a new single-lane roundabout to simplify vehicular movements and more clearly define pedestrian conflict and crossing areas. Restripe/ relocate the existing crosswalks and construct ADA-compliant wheelchair ramps as necessary per the DPW Town-wide Handicap Ramp Assessment.   | No                               | At the intersection of Rosemary Street / Nehoiden Street / Parish Road | 221,019m; 892,951m   | N/A  | Bicycle/Pedestrian Audit  | S13, P2, P3, P9  | X                      | X                 | X                   |                  | X                             | No                               | \$800,000  | \$400,000                    | \$400,000                          | 3  |  |  |
| 23              | Great Plain Avenue / North Hill Avenue Intersection Improvements                       | Reconstruct the North Hill Avenue corner radii to reduce pedestrian crossing distances and slow vehicular turning speeds. Relocate the crosswalk across Great Plain Avenue to the west of the intersection to extend vehicle sight lines to the crosswalk and provide more efficient access to the Newman Elementary School. Add ADA-compliant wheelchair ramps as necessary per the DPW Town-wide Handicap Ramp Assessment. This project will augment the flashing beacons installed per the "Preliminary High-Risk Crosswalk Locations" study, October 2018.                   | No                               | At the intersection of Great Plain Avenue and North Hill Avenue        | 220,126m; 892,809m   | N/A  | Bicycle/Pedestrian Audit  | S6, P2, P3, P8, P9   | X                      | X                 | X                   |                  |                               | No                               | \$120,000  | \$120,000                    | \$0                                | 3  |  |  |
| 24              | Great Plain Avenue / Wilshire Park Intersection Improvements                           | Reconstruct the Mt Vernon Avenue approach corner radii to reduce pedestrian crossing distances, better align the intersection opposite Wilshire Park and slow vehicular turning speeds. Relocate the crosswalk across Great Plain Avenue to the west of the intersection, to Washington Avenue to extend vehicle sight lines to the crosswalk. Add ADA-compliant wheelchair ramps as necessary per the DPW Town-wide Handicap Ramp Assessment. This project will augment the flashing beacons installed per the "Preliminary High-Risk Crosswalk Locations" study, October 2018. | No                               | At the intersection of Great Plain Avenue and Wilshire Park            | 223,091m; 892,246m   | N/A  | Bicycle/Pedestrian Audit  | S6, P2, P3, P8, P9   | X                      | X                 | X                   |                  |                               | No                               | \$120,000  | \$120,000                    | \$0                                | 3  |  |  |



**Complete Streets Funding Program Project Prioritization  
Plan DRAFT**

Municipality  
MassDOT District

Needham  
6

Date 3/13/2020  
Name/Title Richard Merson, PWLF, Director of Public Works

| Project Details |   |   | EJ                               | Complete Streets Location  |  |  | Project Origin and Type   |  | Complete Streets Needs |                   |                     |                  |                               |                    | Complete Streets Funding Request |  |                              | Construction Schedule              |  |  |  |
|-----------------|---|---|----------------------------------|--|--|--|---|--|------------------------|-------------------|---------------------|------------------|-------------------------------|--------------------|----------------------------------|--|------------------------------|------------------------------------|--|--|--|
| Rank            | Project Name                            | Project Description   | Environmental Justice Population | Project Limits   | Project Start Location: X,Y Coordinates (MA State Plane meter) | Project End Location: X,Y Coordinates (MA State Plane meter) | Complete Streets Project Origin (planning documentation or supporting analysis) | <a href="#">Complete Streets Project Type (refer to the Eligible Projects Worksheet)</a> | Safety                 | ADA Accessibility | Pedestrian Mobility | Bicycle Mobility | Transit Operations and Access | Vehicle Operations | Freight Operations               | Will this project be in Coordination with other Communities? (list, if applicable) | Total Estimated Project Cost | Complete Streets Funding Requested | Other Funding Source(s) and Amount (if applicable) | Anticipated Construction Duration (number of months) | Desired Construction Start Date (month/year) |
| 25              | Forest Street Pedestrian Accommodations | Extend the existing sidewalk along the north side of Forest Street from the current terminus at 230 Forest Street to the existing sidewalk at Glendale Road to close a network gap and provide additional pedestrian access to the Sunita Williams Elementary School on Central Avenue. Stripe crosswalks across Glendale Road, Brookside Road and Rolling Lane with ADA-compliant wheelchair ramps in conformance with the DPW Town-wide Handicap Ramp Assessment.   | No                               | Approximately 2,000 feet along Forest Street between #230 Forest Street and Glendale Road.   | 220,018m, 893,975m   | 220,382m, 893,627m   | CS Needs Assessment   | P2, P3, P5, P9   | X                      | X                 | X                   |                  |                               |                    | No                               | \$325,000  | \$325,000                    | \$0                                | 3  |  |  |
| 26              | Country Way Pedestrian Accommodations   | Extend the existing sidewalk along the south side of Country Way from the current terminus at 56 Country Way and along the north side of Country Way from the current terminus at 45 Country Way to the existing sidewalk at Central Avenue to close a network gap and provide additional pedestrian access to the Temple Aliyah on Central Avenue. Stripe crosswalks across Village Lane and Central Avenue with ADA-compliant wheelchair ramps as necessary per the DPW Town-wide Handicap Ramp Assessment. | No                               | Approximately 700 feet along Country Way between #56 Country Way and Central Avenue.         | 219,386m, 890,764m   | 219,159m, 890,794m   | CS Needs Assessment   | P2, P3, P5, P9   | X                      | X                 | X                   |                  |                               |                    | No                               | \$250,000  | \$250,000                    | \$0                                | 3  |  |  |
| 27              | Chestnut Street Sidewalk Link           | Construct a new 5-foot sidewalk with granite curbing along the east side of Chestnut Street between South Street and the Dover Town line to close an existing network gap. Stripe new a crosswalk with ADA-compliant wheelchair ramps in accordance with the DPW Town-wide Handicap Ramp Assessment across the east approach of South Street at this signalized intersection. Add new pedestrian signal equipment, including pedestrian signals and detection.  | No                               | Approximately 1,500 feet along Chestnut Street between South Street and the Dover town line. | 221,683m, 890,370m   | 221,688m, 889,965m   | CS Needs Assessment   | S14, S16, P2, P3, P5, P9, P13  | X                      | X                 | X                   |                  |                               |                    | No                               | \$325,000  | \$325,000                    | \$0                                | 3  |  |  |



**Complete Streets Funding Program Project Prioritization  
Plan DRAFT**

Municipality  
MassDOT District

Needham  
6

Date  
Name/Title

3/13/2020  
Richard Merson, PWLF, Director of Public Works

| Project Details |   |   | EJ                               | Complete Streets Location  |  |  | Project Origin and Type   |  | Complete Streets Needs |                   |                     |                  |                               |                    | Complete Streets Funding Request   |                              |                                    | Construction Schedule                              |  |  |
|-----------------|---|---|----------------------------------|--|--|--|---|--|------------------------|-------------------|---------------------|------------------|-------------------------------|--------------------|--|------------------------------|------------------------------------|--|--|--|
| Rank            | Project Name  | Project Description   | Environmental Justice Population | Project Limits   | Project Start Location: X,Y Coordinates (MA State Plane meter) | Project End Location: X,Y Coordinates (MA State Plane meter) | Complete Streets Project Origin (planning documentation or supporting analysis) | <a href="#">Complete Streets Project Type (refer to the Eligible Projects Worksheet)</a> | Safety                 | ADA Accessibility | Pedestrian Mobility | Bicycle Mobility | Transit Operations and Access | Freight Operations | Will this project be in Coordination with other Communities? (list, if applicable) | Total Estimated Project Cost | Complete Streets Funding Requested | Other Funding Source(s) and Amount (if applicable) | Anticipated Construction Duration (number of months) | Desired Construction Start Date (month/year) |
| 28              | Walker Gordon Field Pedestrian Accommodations   | Construct new 5-foot wide sidewalk on the south side of Charles River Street between Central Avenue and Moseley Avenue to improve pedestrian access to the Walker Gordon Field. Provide new crosswalks with ADA-compliant wheelchair ramps as necessary per the DPW Town-wide Handicap Ramp Assessment. Charles River Street is an established Scenic Road adopted by Town Meeting and any proposed improvements would be subject to a public hearing.  | No                               | Approximately 1,500 feet along Charles River Street between Central Avenue and Moseley Avenue. | 219,127m, 890,668m   | 219,392m, 890,380m   | CS Needs Assessment   | S14, P2, P3, P5, P9  | X                      | X                 | X                   |                  |                               |                    | No   | \$175,000                    | \$175,000                          | \$0  | 3  |  |
| 29              | Highland Avenue / May Street / Chapel Street Pedestrian Signal Updates                      | Replace the pedestrian signal heads and pedestrian detection to current ADA-compliant standards, including countdown heads and audible detection. Reconfigure existing crosswalks to decrease crossing lengths. Construct ADA-compliant wheelchair ramps at all crosswalk locations as necessary per the DPW Town-wide Handicap Ramp Assessment. Revise signal timings to ensure sufficient crossing times.   | No                               | At the intersection of Highland Avenue / May Street / Chapel Street                            | 221,765m, 892,519m   | N/A  | CS Needs Assessment   | S3, P2, P3, P9, P11, P13   | X                      | X                 | X                   | X                |                               |                    | No   | \$175,000                    | \$175,000                          | \$0  | 3  |  |
| 30              | Central Avenue / Great Plain Avenue Pedestrian Accommodations and Intersection Improvements | Remove channelized right turn lane to reduce crossing distances and eliminate additional pedestrian and vehicle conflict points. Replace the pedestrian signal heads and pedestrian detection to current ADA-compliant standards, including countdown heads and audible detection. Reconfigure existing crosswalks to provide full access to crossing areas. Construct ADA-compliant wheelchair ramps at all crosswalk locations in accordance with the DPW Town-wide Handicap Ramp Assessment. Revise signal timings to ensure sufficient crossing times. In conjunction with Projects #8 and #16, add bicycle detection and turn boxes. An alternative would include a roundabout installation. | No                               | At the intersection of Great Plain Avenue and Central Avenue                                   | 220,390m, 892,593m   | N/A  | CS Needs Assessment   | S3, S13, B13, P1, P2, P3, P9, P11, P13   | X                      | X                 | X                   | X                | X                             |                    | No   | \$175,000                    | \$175,000                          | \$0  | 3  |  |



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

DEPARTMENT OF PUBLIC WORKS

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

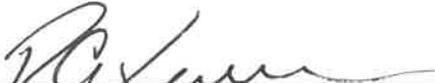
WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

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

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

Order #: 1289

Read and Approved:

  
\_\_\_\_\_  
Assistant Director of Public Works

  
\_\_\_\_\_  
Director of Public Works

\_\_\_\_\_  
For the Select Board

3/24/20

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

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

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

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