

ARTICLE 1

TOWN MEETING

SECTION 1.1 DATES OF MEETING

1.1.1 Annual Town Meeting for the election of officers and such other matters as may be voted on the official ballot shall be held on the second Tuesday in April of each year; and the Annual Town Meeting for the transacting of business shall be held on the first Monday in May of each year. If the business is not completed that day, an adjournment shall be taken to the next following Wednesday. If any business shall then remain unfinished, adjournment shall be taken to the next following Monday, with successive adjournments to the next following Wednesdays and Mondays until all business is completed, unless otherwise voted at one of the scheduled meetings.

1.1.2 If for any reason a State Primary or State Election should occur within 30 days before or immediately following the date established for the Annual Town Meeting, the Selectmen, after consultation with the Town Clerk, may by proclamation postpone and schedule another day in the month of April for the Annual Town Election.

SECTION 1.2 NOTIFICATION

All Town Meetings shall be notified and warned by posting attested copies of the Warrant calling for the Town Meeting in not less than twenty public places in the Town at least seven days before the time of holding the Annual Town Meeting and at least fourteen days before any Special Town Meeting.

SECTION 1.3 MAILING OF NOTIFICATION

In addition to such required notification, the Town Clerk shall cause to be delivered or mailed to each place of residence, at least seven days in advance, a copy of the Warrant for each Annual Town Election of Officers. The Town Clerk shall cause a copy of the Warrant for each Town Meeting to be posted on the official Town of Needham Web site. The Town Clerk shall also cause to be delivered or mailed to each Town Meeting Member, at least seven days in advance, a copy of the Warrant for the Annual Town Meeting, held for the purpose of the transacting of business. The Town Clerk shall cause to be delivered or mailed to each Town Meeting Member, at least fourteen days in advance, a copy of the Warrant for each Special Town Meeting.

The Town Clerk shall make available to any resident, upon request, a copy of the Warrant for each Town Meeting. The Town Clerk shall cause the titles and a synopsis of all Town Meeting Articles to be printed in a local newspaper. Said delivering or mailing shall not, however, constitute any part of the posting of said Warrant.

SECTION 1.4 VOTES

1.4.1 If two-thirds vote of the Town Meeting is required by statute, a count shall not be taken unless it is deemed necessary by the Moderator in the fulfillment of the duties of the office.

1.4.2 A vote of the Town Meeting shall be taken by a roll call of the yeas and nays: (a) whenever requested by twenty-five of the Town Meeting members present, immediately following a voice vote, standing vote or vote by show of hands; (b) whenever such a roll call on the pending question is ordered by affirmative vote of a majority of the Town Meeting Members present and voting; or (c) whenever such a roll call is deemed necessary by the Moderator in the fulfillment of the duties of his office.

1.4.3 A motion to reconsider a warrant article in the warrant of a Town Meeting convened under such warrant may be adopted by a simple affirmative majority vote of said Town Meeting. A warrant article aforesaid which has once been reconsidered may not again be reconsidered, unless such further reconsideration is moved on behalf of the Board of Selectmen or Finance Committee and is adopted by a simple majority of Town Meeting.

SECTION 1.5 SPECIFIC REQUESTS BY MODERATOR

The Moderator may direct to any person in the hall a specific request by a Town Meeting Member for information pertaining to the question under consideration.

SECTION 1.6 MOTIONS BY SPEAKERS

Any speaker who addresses the merits of a matter shall not be permitted to place on the floor, immediately following the speaker's remarks, a motion to move the previous question or a motion to limit debate.

SECTION 1.7 DIVISION OF MOTION

If a motion under an article of the Town Warrant is susceptible of division, it shall be divided upon the request of twenty voters; and the questions shall be put separately on each part.

SECTION 1.8 ATTORNEYS AS SPEAKERS

Any person employed as an attorney by another interested in any matter under discussion at a Town Meeting shall disclose the fact of his employment before speaking.

SECTION 1.9 APPROPRIATIONS - INFORMATION RELATIVE TO BALLOT QUESTIONS

The Town Meeting may appropriate, and authorize the expenditure of town funds for the purpose of providing the voters of the town with factual information relative to measures to be voted upon at elections in the town. Measures, as used in this section, shall both mean measures submitted to the voters for acceptance or rejection under the Town Charter, as amended, or any other law, but shall not include a new or revised charter or charter amendment proposed by a Charter Commission, or a measure requiring discussion in the Information for Voters published by the Secretary of the Commonwealth, or any measure placed upon the ballot by a state general law not relating to the organization, powers, duties, obligations and finances of the Town.

SECTION 1.10 ELECTION OF OFFICERS

1.10.1 The Town, at its annual town election of officers, shall in every year when the term of office of any incumbent expires, and except as otherwise provided by law, choose by ballot from its registered voters the following town officers for the following terms of office:

- (a) Five Selectmen for a term of three years.
- (b) Seven members of the School Committee for a term of three years.
- (c) A Moderator for a term of three years.
- (d) A Town Clerk for a term of three years.
- (e) Five members of the Park & Recreation Commission for a term of three years.
- (f) Two Constables for a term of three years.
- (g) Three Assessors for a term of three years.
- (h) Three Commissioners of Trust Funds for a term of three years.
- (i) Seven Trustees of the Needham Public Library for a term of three years.

- (j) Five Trustees of Memorial Park for a term of three years.
- (k) Three members of the Board of Health for a term of three years.
- (l) Five members of the Planning Board for five year terms, so arranged that the term of not more than one member shall expire each year.
- (m) Four members of the Needham Housing Authority for five year terms, so arranged that the term of not more than one member shall expire each year.

1.10.2 In all cases, except for the Planning Board and Housing Authority, where three or more members of a board or commission are to be elected for terms of more than one year, as nearly 1/3 as possible, shall be elected annually.

SECTION 1.11 FINANCE COMMITTEE

1.11.1 There shall be a Finance Committee consisting of nine registered voters, none of whom shall be Town officers, agents or employees (other than Town Meeting Members). The Moderator shall annually appoint three members to serve for three years. Said committee shall choose its own chairman and secretary. Vacancies on said committee may be filled at any time by the Moderator.

1.11.2 The Committee shall have access to all facts, figures, records and other information relating to all Town departments, boards, committees or officers; and when requested by the Committee, such information shall be furnished immediately by whomever it is requested, including the Town Manager and/or any department, board, committee, officer or employee. If not directly requested of the Town Manager, the Committee shall inform the Town Manager or the School Superintendent and/or their designees of such requests. The Town Manager shall report to the Finance Committee whenever the expenditures of any department are exceeding or are likely to exceed its appropriations.

1.11.3 The Finance Committee shall consider all matters of business included within the articles of any warrant for a Town Meeting, and shall, after due consideration, report thereon its recommendations as to each article that it finds to have a financial implication. The Committee shall report in print or otherwise to all Town Meetings. For the information of voters, the report of the Finance Committee to the Annual Town Meeting shall be printed, together with the motion substantially in the form to be proposed in connection with each article, in the warrant of said meeting. The Finance Committee's recommendation on the operating budget shall be the Main Motion to be acted on by Town Meeting. In its motion, or motions, the Finance Committee shall divide the proposed appropriation for each department into a sufficient number of items to separate the major classifications of expenditures. The Finance Committee shall transmit to the Town Manager its initial draft proposed budget on or about the 22nd day of February, and its final proposed budget for publication in the Warrant by no later than the 15th day of March.

SECTION 1.12 PERSONNEL BOARD

1.12.1 The Town Moderator shall appoint the Personnel Board, consisting of five (5) persons for three (3) year overlapping terms. At least two members of the Personnel Board shall be qualified by reason of their experience as human resources executives. Any registered voter of the Town may be appointed to the Personnel Board, provided however, that no Town employee or Town elected official (other than a Town Meeting Member) shall be appointed.

1.12.2 The Personnel Board may retain such clerical and other assistance, and make such expenditures, as it deems necessary to the performance of its duties.

1.12.3 The Personnel Board shall advise the executive branch on strategic human resources and collective bargaining matters. The Personnel Board shall report to the Board of Selectmen and/or Town Meeting, as it deems appropriate as to the status of human resource administration in the Town. The Town Manager shall consult with the Personnel Board prior to appointing an assistant town manager/personnel director, or person performing said function regardless of title, in accordance with Section 20(d) of the Town Charter.

1.12.4 If an Article is inserted in the warrant for an Annual or Special Town Meeting with respect to the human resource system of the Town, a copy of such article shall be furnished to the Personnel Board by the Town Manager. The Personnel Board shall report its recommendation to Town Meeting with respect to such article.

1.12.5 The Personnel Board will consult with the Town Manager, the Board of Selectmen and the Finance Committee on a motion to propose appropriations to fund the cost items of collective bargaining agreements. The Personnel Board shall review such agreements and report its recommendations to Town Meeting. The Town Manager shall keep the Personnel Board informed as to the status of collective bargaining and the Personnel Board shall make recommendations to the Town Manager and Board of Selectmen, as it deems appropriate.

1.12.6 At the request of the Personnel Board, the Town Manager shall provide access to all facts, figures, records and other information pertaining to Town departments and positions to the extent that the release of such records is not inconsistent with privacy and confidentiality laws.

1.12.7 The Town Manager shall provide such advice, assistance and information to the Personnel Board as it may require for the discharge of its functions.

SECTION 1.13 APPROVAL OF EMPLOYEE CONTRACTS

1.13.1 When a collective bargaining agreement has been signed by the Town Manager and approved by the Board of Selectmen with any organization of Town employees under said Chapter 150E, the Town Manager shall provide to the Personnel Board and to the Finance Committee (1) a copy of said agreement, (2) a copy of the motion to be presented to the Town Meeting proposing an appropriation or appropriations to fund the cost items of said agreement (as defined in said Chapter 150E), and (3) any explanatory or other information relevant to said agreement which said Board or Committee may request. Said Board and said Committee shall report their respective recommendations to the Town Meeting as to whether or not the motion to appropriate for the funding of cost items in the collective bargaining agreement ought to be adopted.

1.13.2 The motion to be presented to the Town Meeting shall identify clearly the collective bargaining agreement to be funded and the amount or amounts to be appropriated in such a way that Town Meeting members will know what agreement is to be funded, how it is to be funded, and what is the grand total of the cost items to be funded in relation to said agreement. Prior to consideration by the Town Meeting of any motion to fund the cost items of a collective bargaining agreement, the employer shall provide Town Meeting members with a fair and concise summary of said agreements and information as to the amount of the appropriation or appropriations being requested to fund the same.

1.13.3 A motion to fund the cost items of a collective bargaining agreement, once introduced upon the floor of Town Meeting, shall be amendable only upon a motion to amend offered by or on behalf of the Board of Selectmen or the Finance Committee for the purpose of correcting an error. No other motion to amend shall be admissible. The motion to fund, so corrected if necessary, shall be voted or rejected by the Town Meeting. No motion in relation to collective bargaining agreement will be admissible which the Moderator, after consultation with Town Counsel, determines to be in contravention of M.G.L. Chapter 150E.

SECTION 1.14 SPECIAL COMMITTEES

1.14.1 Special committees established or continued by vote at an annual or special town meeting, and instructed to report to a subsequent annual town meeting, shall file their reports in writing with the Selectmen not later than the first Monday of February preceding the Annual Town Meeting which they report, and said reports shall be printed and included as appendices to the report of the Finance Committee to the Town at the Annual Town Meeting.

1.14.2 The chairman of each temporary study committee established by the town meeting shall, upon the termination of the existence and the work of his committee, deposit with the Town Librarian the working papers and other material gathered or compiled by the committee in the course of its work. Subject to the approval of the Town Clerk and the requirements of M.G.L. Chapter 66, the Town Librarian may destroy that portion of the working papers and material having no substantial value, with the balance being deposited in the public administration collection.

SECTION 1.15 TOWN MEETING WARRANTS

The last date on which the Board of Selectmen shall receive articles, by petition or otherwise, for inclusion in the warrant for the next Annual Town Meeting shall be the first Monday in February. The Board of Selectmen are not prohibited from inserting in the warrant for said Annual Town Meeting, after that date, articles which, in the Board's opinion, are of such importance to the welfare of the Town as to make their consideration at such meeting necessary or desirable.

ARTICLE 2

TOWN ADMINISTRATION AND ORGANIZATION

SECTION 2.1 GENERAL

2.1.1 Salaries. No elected Town officer shall hold a salaried position under a board of which such officer is a member. No contract for materials or property of any kind shall be made on behalf of the Town by any such board with any of its members.

2.1.2 Payment Over of Fees. On and after January 1, 1946, all Town officers, except constables, shall pay all fees received by them by virtue of their office, into the Town treasury.

2.1.3 Contract Procedures. The Town and all of its departments excluding the Board of Health, shall comply with the procurement procedures of General Laws Chapter 30B, as it may from time to time be amended. The Board of Health shall follow the procurement procedures of General Laws Chapter 30B with respect to the purchase and disposal of supplies and interests in real estate. The term "supplies" as used herein has the same meaning as defined in Section 2 of said Chapter 30B. No contract for an amount over \$25,000 entered into by the Town shall be effective until it shall have been approved as to form by the Town Counsel. The Town Manager will notify the Board of Selectmen in writing when approving a contract in excess of \$1,000,000.

Unless otherwise prohibited by law, the Town is authorized to solicit, award and enter into contracts for periods up to three years, including any renewal, extension or option provision, subject to annual appropriation. The Town is authorized to solicit, award and enter into certain types of contracts for periods exceeding three years but not to exceed the time period specified as follows, including any renewal, extension or option provisions:

	YEARS
Lease of public lands and buildings	10
Lease of any equipment	10
Lease purchase of any equipment	10
Maintenance agreements for equipment, buildings or grounds	5
School transportation	5
Purchase of oil and fuel	5
Lighting	10
Sewer and disposal contracts	30
Incineration, composting garbage, recycling	20
Water supply construction	20
Water supply	20
Water studies	10
Environmental studies and consultants	10
Hospital Service Agreements	5
Physicians Contracts	5
Telecommunication Services	5
Lease of Public Lands for historical and educational purposes to a non-profit or charitable organization	30

Lease of Public Lands for recreational purposes to a Non-profit or charitable organization	20
Lease by the Town of private land or buildings	10
Lease of land from a public agency or authority for recreational purposes	99
Software License and/or Maintenance Agreements	10
Online Subscription Services for Curriculum.	10
Lease of Public Lands and/or buildings for the installation of solar photovoltaic facilities for electric generation	30
Purchase of power (or net metering credits) from solar photovoltaic facilities installed on land leased or licensed from the Town	20.

2.1.4. Vacancies in Certain Appointive Offices.

2.1.4.1 Definitions

For the purposes of this Section 2.1.4 the following words shall have the following meanings:

a) appointive committee: A committee, commission or board of the town composed of members appointed by one or more appointing authorities and created by:

- i) town by-law
- ii) vote of Town Meeting
- iii) vote of a committee, commission or board of the town, or
- iv) interdepartmental agreement

b) Excessive absences: The failure to attend three or more consecutive meetings of the appointive committee.

c) Medical incapacity: The determination of a duly licensed medical doctor that the person is incapable of performing the duties of the office because of a lack of physical or mental capacity.

2.1.4.2 The appointing authority may remove and replace any person it has appointed to an appointive committee prior to the end of his or her term for excessive absences from committee meetings or because of medical incapacity, but only upon the written request of a majority of the remaining members of the appointive committee.

2.1.4.3 Before removing and replacing its appointee under Section 2.1.4 of these By-Laws, the appointing authority shall notify in writing the appointee of the appointing authority’s intent to remove him or her and its reasons therefor. Upon the written request of the appointee, the appointing authority shall hold a hearing under the provisions of the Open Meeting Law, G.L. Chapter 39, Section 23B prior to taking final action on the removal.

SECTION 2.2 ADMINISTRATION

2.2.1 Operating Budget. The Town Manager shall issue budget guidelines and instructions for all Town departments to submit their spending requests for the ensuing fiscal year. The Town Manager shall consult with the Finance Committee prior to the issuance of said guidelines and instructions. The Town Manager and/or his/her designee and the Finance Committee shall consult with each other throughout the Budget process. The Town Manager and School Superintendent will provide the Finance Committee with copies of their respective departmental spending requests on or before the 2nd Wednesday of December. Following receipt of these spending requests, the Finance Committee may begin its consideration of same, including the commencement of budget hearings. The Town Manager, after consultation with the Board of Selectmen and School Committee, shall not later than the 31st day of January, present to the Finance Committee a balanced budget recommendation in the form of an executive budget, which shall include the spending priorities of all Town departments for the ensuing fiscal year, including in addition thereto, the voted School Committee budget request if different than that contained in the proposed balanced budget. The Town Manager’s executive budget recommendation shall not be binding on the Finance Committee. Said executive budget recommendation shall include the estimates of

Town revenues and proposed expenditures of all Town departments, including debt service and other amounts required to be raised for the ensuing fiscal year. The Town Manager may amend or otherwise revise revenue estimates as may be warranted. All such revisions shall be provided in writing to the Board of Selectmen, School Committee and Finance Committee.

2.2.2 Capital Improvement Budget

2.2.2.1 All boards, departments, committees, commissions and officers of the town shall annually, at the request of the Town Manager, submit to him or her in writing a detailed estimate of the capital expenditures required for the efficient and proper conduct of their respective departments and offices for the ensuing fiscal year and the four year period following thereafter. The Town Manager, after consultation with the Board of Selectmen, shall submit in writing to the Board of Selectmen a careful, detailed estimate of the recommended capital expenditures for the aforesaid periods, showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the debt service requirements or other indebtedness of the Town. The Selectmen shall transmit a copy of the capital budget to the Finance Committee along with the Board of Selectmen's recommendations relative thereto. The Selectmen shall transmit the capital budget to the Finance Committee no later than the first Tuesday after the first Monday in January.

2.2.2.2 A capital expenditure is defined as the acquisition, construction, renovation, betterment or improvement involving land, public buildings and facilities; water and sewer system laterals, mains, and appurtenances; and equipment or vehicles; provided the cost is \$25,000 or more and the improvement will have a useful life of five years or more; or any planning, feasibility, engineering or design study in preparation for such capital expenditures.

2.2.2.3 The Capital Improvement Plan shall include: (a) a list of all capital improvements proposed to be undertaken during the next five years, together with supporting data; (b) cost estimates, methods of financing, and recommended time schedule; and (c) the estimated annual cost of operating and maintaining any facility to be constructed or acquired. The first year of the Capital Improvements Program shall constitute the proposed capital improvements budget for the coming fiscal year and the ensuing four years of the plan are included for planning purposes.

2.2.3 Town Counsel

The Selectmen shall appoint a Town Counsel, who shall act as attorney and counsel for the Town and the various officers and boards thereof, to institute and prosecute suits in the name of the Town, to defend suits brought against the Town, and to compromise and settle suits and claims, unless otherwise ordered by special vote of the Town. Town Counsel shall have the authority to engage the services of attorneys to assist in carrying out the duties of the office.

2.2.4 Town Treasurer and Tax Collector

2.2.4.1 **Town Treasurer.** The Town Treasurer shall prosecute proceedings under the provisions of M.G.L. Chapter 60 for the foreclosure of the right to redeem lands purchased, taken or held by the Town for the nonpayment of taxes.

2.2.4.2 The Town Treasurer shall have the custody, management and sale of all lands held by the Town under a tax collector's deed, or a taking of land for taxes after the title of the Town has become absolute by the foreclosure of the right of redemption according to law, or under a deed to the Town by the owner of the equity of redemption given in lieu of foreclosure proceedings. The Town Treasurer is authorized and empowered with the approval of the Selectmen, in the name and on behalf of the Town, to sell such lands at public auction or pursuant to the procedures permitted by M.G.L. Chapter 30B, and to execute, acknowledge and deliver proper deeds for that purpose. Notice of any sale by auction shall be published in a newspaper published in the Town for three consecutive weeks, the first publication to be not less than twenty-one days before the sale.

2.2.4.3 The provisions of the Sub-section 2.2.42 shall not apply to land which the Town has authorized to be used for municipal purposes. Prior to sale of such land, any person legally entitled thereto shall be granted the right to redeem property acquired by the Town as aforesaid, notwithstanding the foreclosure of the right of redemption, upon the payment

of the amount due the Town, including the interest and costs. This right to redeem must be exercised within two years of the date when the title of the town has become absolute, either by the foreclosure of the right of redemption according to law, or by a deed to the Town by the owner of the equity of redemption given in lieu of foreclosure proceedings.

2.2.4.4 Interest Charges - Past Due Bills. The due dates for the payment of all municipal charges and bills shall be 30 days after the charge or bill is issued by the Town, unless otherwise specified by a general law or special act of the Commonwealth. Interest accrues at the same rate as charged on tax bills under the provisions of M.G.L. Chapter 59, Section 57. The Board of Selectmen shall have the authority to abate any such interest charges, in whole or in part.

2.2.4.5 Municipal/Changes Lien. The Town, acting through its Board of Selectmen, shall impose a lien on real property located within the Town for any solid waste disposal fee or charge which has not been paid by its due date, in accordance with the provisions of MGL Chapter 40 Section 58.

2.2.4.6 Tax Collector. The Collector of Taxes shall collect, under the title of Town Collector, all accounts due the Town.

2.2.5 Public Works Department

2.2.5.1 Highways

2.2.5.1.1 Assignment of Street Numbers. All buildings on or near the line of public or private ways shall be assigned a number or numbers by the Board of Selectmen, who shall assign odd numbers for one side of a way and even numbers for the opposite side of such way. Said assigned numbers, shall not be less than 4 inches high with ½ inch stroke, shall be placed in a conspicuous place on said building or buildings by the owner or occupant within thirty days from the time that notice is given by the Board to the owner or occupant of the number or numbers assigned to said building or buildings. On any building constructed or renovated after July 1, 2002 that is located so that it is more than 100 feet from the line of a public or private way to the building, a post or suitable marker bearing the assigned street number or numbers that conforms to this by-law shall be installed and maintained within ten feet of the line of the way near the entrance to the property thereof. Street numbers in existence as of the effective date of the By-law are not required to be replaced by the owner or occupant unless notified by said Board.

The owner and occupant of each building in the Town to which a number has been thus assigned shall maintain said number on said building at all times in such a manner that the number will be clear and conspicuous and the view of said number is not obstructed. Whoever violates the provisions of this subsection 2.2.5.2.1 shall be subject to a fine of not exceeding twenty dollars (\$20.00) for each offense under the non-criminal process authorized by MGL Chapter 40, Section 21D. Each day on which the violation continues shall be considered a separate offense.

2.2.5.1.2 Acceptance of New Streets. In connection with specifications for new streets and ways through private property:

- (a) A plan and profile of every such street or way shall be filed in the office of the Director of Public Works, who shall approve or establish the grade thereof.
- (b) Every street or way shall be at least forty feet in width and have a road bed not less than twenty feet in width.
- (c) All loam shall be removed from the road bed to a depth of twelve inches below finished grade and from the sidewalk to a depth of six inches, or such greater depth as may be required by the Director of Public Works.
- (d) The entire area of every new street shall be first cleared of all stumps, brush, roots, and like material and all trees not intended for preservation.
- (e) All excavation or embankment work shall be brought accurately to a subgrade of not less than eight inches for the roadway and four inches for the sidewalk below finished grade, or such greater depth as the nature of the subsoil, in the opinion of the Director of Public Works, may require.
- (f) All corners of intersecting streets or ways shall be rounded as approved by the Director of Public Works.

- (g) The bottom of the excavation and the top of the fill when completed, hereinafter known as the subgrade, shall be true to the lines, grades and cross-sections given by the Director of Public Works. After all drains have been laid and the subgrade has been shaped correctly, it shall be brought to a firm, unyielding surface by rolling the entire area with an approved three (3) wheeled roller, weighing not less than ten (10) tons. Any portion of the subgrade which is not accessible to a roller shall be thoroughly tamped by hand. All soft and yielding material and other portions of the subgrade which will not compact readily when rolled or tamped shall be removed and replaced with suitable material. All rock or boulders found in the excavation shall be taken away or broken off to a depth of not less than six (6) inches below the surface of the subgrade. The bottom of the base course shall be spread with dry, clean 1 1/4-inch to 2 1/2-inch stone over the bottom course, in such a quantity that after being rolled there will be a depth of not less than 2 1/2 inches and not more than 3 inches, and then shall be rolled until the stone does not creep under action of the roller. One and three-fourth gallons of tar or asphalt binder shall then be applied to each square yard of road surface. Dry, clean 3/4-inch stone shall be spread evenly over the surface, rolled thoroughly; and there shall then be applied to this surface 1/2 gallon of asphalt binder per square yard, which shall be covered with dry, clean pea stone and rolled until a smooth, unyielding surface results.

2.2.5.1.3 Petition for Acceptance of New Streets. All streets to be accepted by the Town must be petitioned for not later than six months prior to the start of the Town Meeting at which such petition is to be acted upon. No streets shall be accepted by the Town unless constructed in compliance with the foregoing specifications.

2.2.5.1.4 Street Occupancy Permit. Except as herein provided, a Street Occupancy Permit, issued by the Director of Public Works, in such form and content as said Director may require, must be obtained before undertaking any work, including, without limitation, construction, repair, maintenance or reconstruction work, in, within or affecting a public way. The person responsible for such work or in charge of those performing such work shall review such work with the Director of Public Works and the Police Chief, or their designees, to determine whether or not such work will result in the disruption of the normal flow of traffic or cause a safety hazard to pedestrian or vehicular traffic. If the Director of Public Works and the Police Chief, or their designees, determine that such work will result in the disruption of a normal flow of traffic, or will create a safety hazard to pedestrian or vehicular traffic, the person responsible for such work, or in charge of those performing such work, shall follow the safety precautions ordered by the Director of Public Works and the Police Chief, or their designees, including but not limited to, the hiring of a Needham Police Officer, under the existing regulations governing privately paid police details, to direct traffic and minimize the vehicle safety hazards connected with such work.

No work shall be commenced in, within or affecting a public way until those persons responsible for such work comply with the requirements of Sub-section 2.2.5.1.4. The Town of Needham is exempt from the requirements of this sub-section. Whoever violates the provisions of Sub-section 2.2.5.1.4 shall be subject to a fine not exceeding one hundred dollars (\$100.00) each day being a separate offense.

The Chief of Police or Director of Public Works, or their respective designees, are hereby authorized to stop any work on any way conducted in violation of any provision of this sub-section.

2.2.5.1.5 Removal of Snow and Ice. The Director of Public works may, for the purpose of removing or plowing snow, or removing ice from any way, remove, or cause, to be removed to some convenient place, including a public garage, any vehicle interfering with such work, and impose liability for the cost of such removal and of resulting storage charges, if any, upon the owner of such vehicle.

2.2.5.1.6 Street Intersections. At each intersection of public or private streets or ways in the Town, there shall be a clearance area consisting of the triangular area formed by the side lines of the intersecting streets or ways and a line joining each side line at a point twenty-five (25) feet distant from the point of intersection or, in case of rounded corners, from the point at which the side lines would intersect if projected. In case of uncertainty as to the point of intersection of such projected side line, the Town Engineer shall certify the clearance area drawn in accordance with the foregoing provisions. No fence or other structure, shrubbery, foliage, hedge, tree or the like which interferes with sight lines across such clearance area and thereby limits or obstructs the view of vehicular traffic entering such intersection shall be erected, planted, maintained or allow to exist, provided, however, that Sub-section 2.2.5.12.6 shall not apply to buildings in violation of the Town Zoning By-Law.

2.2.5.1.7 Construction and Maintenance of Overhead Poles

Any person, firm, corporation or partnership, or their agents and employees, granted any license, permission or other authority to construct or maintain poles and overhead wires and associated overhead structures upon, along, under or across any public way or ways, is forbidden from installing or constructing, and shall remove immediately, any poles, overhead wires and associated overhead structures which are located on, along or across Chestnut street between its intersection with School Street and the railroad bridge at Needham Junction.

2.2.5.2 Sewers

2.2.5.2.1 The Department of Public Works may require house connections to sewer mains within five years after the laying of such mains. This provision shall apply only to mains laid after March 18, 1940.

2.2.5.2.2 Plans and descriptions of all common sewers belonging to the Town, with a true record of the charges of making and repairing said sewers and all assessments therefor, shall be kept in the Department of Public Works.

2.2.5.3 Miscellaneous

2.2.5.3.1 Wells, Cisterns and Cesspool Protection. The owner of any premises within the Town on which a well, cistern or cesspool is located, or, if the premises are in the exclusive possession of a person other than the owner, such person having possession of said premises, shall cause each such well, cistern or cesspool to be protected at ground level by masonry and a metal cover, or by such other substantial protective materials as may be approved by the Town's Director of Public Works.

The owner of premises within the Town on which a well, cistern or cesspool is located, or, if the premises are in the exclusive possession of a person other than the owner, such person having possession of said premises, shall cause each such well, cistern or cesspool, the use of which has been discontinued, to be filled in to ground level with material commonly used as fill, or, in the case of a well or cistern, with the approval of the Town's Director of Public Works, covered with masonry in a substantial and safe manner. Such filling or masonry work, as the case may be, shall be performed as to wells, cisterns, and cesspools, the use of which has been discontinued prior to the effective date of Sub-section 2.2.5.3.1, immediately following said effective date, and as to wells, cisterns, and cesspools, the use of which shall be discontinued subsequent to the effective date of Sub-section 2.2.5.3.1, immediately following such discontinuance of use.

2.2.5.4 Trench Safety

2.2.5.4.1 The Town Manager is authorized to designate a local permitting authority for issuing trench permits and/or licenses under the regulations promulgated by the Commonwealth of Massachusetts Department of Public Safety and Division of Occupational Safety in accordance with Chapter 82A of the General Laws relative to excavation and trench safety.

2.2.5.4.2 A trench is defined as a subsurface excavation greater than three feet in depth, and is fifteen feet or less between the soil walls as measured from the bottom.

2.2.5.4.3 The Board of Selectmen may, from time to time enact fees to cover the costs of processing said permits and for enforcement thereof.

2.2.5.4.4 The Board of Selectmen may, from time to time, and after a public hearing, enact local rules and regulations consistent with Chapter 82A relative to the trench permitting process, the standard and special conditions for issued permits, and the enforcement of issued permits.

2.2.5.4.5 The Town may perform temporary repairs to private property if such repairs are determined by the Director of Public Works to be required for public necessity, in accordance with regulations issue by the Board of Selectmen in accordance with Section 2.2.5.4.4. Said repairs shall be considered necessary to abate an immediate hazard.

2.2.5.5 Municipal Water Supply

2.2.5.5.1 Applicability

This section pertains to residences and commercial property and industry served by the Town's water system.

2.2.5.5.2 Implementation of a Mandatory Non-essential Outdoor Water Use Restriction The Board of Selectmen or its designee shall have authority to implement a mandatory non-essential outdoor water use restriction in an effort to promote water conservation and to ensure compliance with the Water Management Act.

2.2.5.5.3 Backflow Prevention on Automatic Irrigation Systems All automatic irrigation systems connected to the municipal water system in the Town shall be protected from backflow events by the installation of a backflow prevention device approved by the Director of Public Works.

2.2.5.6 Private Ways

2.2.5.6.1 Snow and Ice Removal. The Town may remove snow and ice from such private ways within its limits for emergency vehicle access in accordance with Massachusetts General Laws and in accordance with regulations or policies issued by the Board of Selectmen. Such snow and ice removal may be limited to those private ways maintained in an acceptable condition and in accordance with standards determined by the Director of Public Works.

2.2.5.6.2 Barricades. Barricades installed on private ways that serve to deter prompt and appropriate emergency access shall be removed on order of the Fire Chief.

2.2.5.6.3 Temporary Repairs. The Town may perform temporary repairs to private ways if such repairs are determined by the Director of Public Works to be required for public necessity, in accordance with regulations or policies issued by the Board of Selectmen.

Said repairs shall be considered necessary to abate the immediate hazard caused by the defect and shall not be considered as maintenance of the private way nor shall the way be considered a public way. Drainage shall not be included as part of any such repairs, and the private way need not have been open to public use prior to the repairs being made.

Abutters to the private way may petition the Town to perform temporary repairs. In such cases, fifty one percent of the abutters to the private way must petition the Director of Public Works for the repairs to be made by the Town. Upon receipt of a petition and a determination of the necessity of such repairs, the Town shall provide the petitioners with a statement of the cost of such repairs. Within seven (7) days of receipt of the statement of cost, the petitioners shall be entitled to withdraw the petition. Unless the petition is withdrawn, the Town shall promptly make the repairs and the petitioners shall thereafter reimburse the Town for the cost of the repairs, if the repairs exceed \$300. The reimbursement amount shall be equal to the petitioner's pro rata share of the cost of repairs based on the ratio that each petitioner's frontage bears to the total frontage of the petitioners on the private way. Betterment charges will not be assessed for such repairs.

If the cost of repairs does not exceed \$300, no reimbursement will be required.

The Town shall not be liable for any damage to private property caused by such repairs, except as otherwise provided by law.

2.2.6 Information Technology

2.2.6.1 Purpose. It is hereby declared to be the policy of the Town of Needham that there shall be an Information Technology Center (within the Department of Finance) that shall be responsible for providing services and systems to all Town offices and departments. It is further declared that, subject to statutory provisions to the contrary, and insofar as practical, all data processing services and systems shall be centralized in the Information Technology Center.

2.2.6.2 Organization. There is hereby created a department of the Town government to be known as the Information Technology Center which shall be part of the Department of Finance of the Town. In addition, there shall be an advisory board as described below. The Center's operations shall be under the management and control of the Director of Finance. The Advisory Board shall serve in an advisory capacity for all long-range planning and capital acquisition functions.

2.2.6.3 Technology Advisory Board

- (a) There shall be a Technology Advisory Board (hereinafter called the Board) consisting of five (5) regular members and four (4) ex officio members. The ex officio members shall be non-voting members.
- (b) The regular members of the Board shall be appointed by the Board of Selectmen to staggered three-year terms. The regular members of the Board shall be residents of the Town who have knowledge and experience in telecommunications or information technology. No employee of the Town shall be a regular member of the Board. In the event that a vacancy occurs during a regular member's three-year term, the Selectmen shall, within ninety (90) days, appoint a successor to fill the balance of the unexpired term.
- (c) The ex officio members of the Board shall be:
 - (i) the Town Manager or his or her designee,
 - (ii) the Town's Director of Management Information Services,
 - (iii) the School Department's Director of Financial Services, or a substitute designated by the Superintendent of Schools,
 - (iv) the School Department's Director of Technology, or a substitute designated by the Superintendent of Schools.
- (d) The role of the Board shall be (1) to provide technical assistance to all Town departments and the School Department in the formulation of technology plans and capital requests for voice, data and video systems; (2) to advise the Town Manager in the review of capital requests for voice, data and video systems, taking into consideration the goals of maximizing efficiency and cost effectiveness, minimizing unnecessary redundancy, and insuring, to the extent possible, the compatibility of each request with other existing or proposed systems; (3) to advise the Permanent Public Building Committee on the specifications to be considered for voice, data and video systems when constructing or renovating Town Facilities; (4) advise the Town Manager, Town Selectmen, and Town Departments on matters relating to information technology policy, specifically with reference to issues of security, privacy, future technology and possible provision of government services through information technology; and (5) the advice will be delivered through a vote of the regular members and reported to the Town Manager, Town Selectmen, and the Town Departments which requested the advice.
- (e) The Board shall, annually in June, elect from among its regular members a chairman and vice-chairman, each of whom shall serve until a successor is duly elected. The chairman shall annually appoint a member to serve as secretary.

2.2.6.4 Information Technology Center

- (a) The Town Manager may appoint a Director of Management Information Systems who shall supervise the daily operation of the Information Technology Center.
- (b) It shall be the responsibility of the Information Technology Center, through the Director of Finance and the Director of Management Information Systems, to provide data processing services for all Town offices and departments to the extent possible and practical. The Information Technology Center will attempt to accommodate all requests from all departments whenever economically feasible and within the limits of the equipment capability and capacity of the Town's resources.
- (c) Each office or department of the Town utilizing any service provided by the Information Technology Center covered by Sub-section 2.2.6.4 shall have such control over the data supplied to, and received from, such center as such office or department finds necessary to conduct its own affairs.
- (d) Security of data, issuance of reports, extracts from data files, form control, operations, commitments, costs of services (when appropriate or necessary), training and user approvals as they relate to the Information Technology Center shall be considered appropriate subjects covered by rules and regulations promulgated by the Director of Finance with the assistance of the Director of Management Information Systems and the Advisory Board.

2.2.6.5 Confidentiality

- (a) Although municipal records are generally of a public nature, it is recognized that certain data to be processed through the Center are of a classified or confidential nature. The Department head of any board, commission or other official tribunal having control of such classified or confidential data shall notify the Director of Finance in writing of the classified or confidential nature of the data; and the Director of Finance shall take the necessary steps to protect such classified or confidential data.

- (b) No person shall disclose or make known in any manner the contents or nature of any data while in the custody of the Center for processing, or any data originated by the Center, without the express consent of the Director of Finance or his duly authorized representatives, or without the express consent of the head of the department, board, commission or other official tribunal supplying the basic information; nor shall any person tamper with, change, alter or destroy any data while in the custody of the Center, except in accordance with approved programs for processing the data. Whoever violates any provision of Sub-section 2.2.6.5 shall be subject to appropriate disciplinary action.

2.2.7 Independent Audit

The Selectmen shall annually employ a certified public accountant to make audits of the accounts of the Town.

SECTION 2.3 PLANNING BOARD

2.3.1 Installation of Water Mains. Every person making or opening subdivision of land in the Town shall, at his own expense, make such provisions for the development of streets therein, including the construction and drainage thereof, and the installation of water mains therein, as may be required by the Planning Board. Such street development and construction shall be in accordance with specifications therefor which the Director of Public Works shall from time to time adopt and water mains shall be installed only in a manner approved by the Director of Public Works. The Planning Board may require a proper bond with an adequate surety or sureties to secure performance of requirements of Sub-section 2.3.1.

2.3.2 Drainage. Every person constructing a street or way to public travel within the Town shall at his own expense make such provisions for the drainage of such street or way, and the territory contiguous thereto, as may be required by the Planning Board. The Planning Board may require a proper bond with an adequate surety or sureties to secure performance of its requirements of Sub-section 2.3.2.

SECTION 2.4 BOARD OF APPEALS

2.4.1 Appointment By Selectmen. There shall be a Board of Appeals consisting of three regular members and two associate members appointed by the Board of Selectmen. The three regular members shall be appointed for three years and in such a manner that the term of one regular member shall expire each year.

2.4.2 Associate Members. The associate members shall be appointed by the Board of Selectmen for a term of one year. In case of a vacancy or the absence, inability to act, or interest on the part of a regular member of the Board of Appeals, that place may be taken by an associate member designated by the Chairman or acting Chairman.

2.4.3 Statutory Authority. Said Board of Appeals shall be the board of appeals, required under the provisions of M.G.L. Chapter 40A, Section 14, and Chapter 41, Section 81Z, and shall have all powers and duties and shall be governed by the procedure prescribed in all provisions of the general laws applicable to boards of appeals and to applications for special permits or for variances, arising under either the Building By-Laws or the Zoning By-Laws, and shall have jurisdiction of all appeals under the Subdivision Control Law.

2.4.4 Adoption of Rules. The Board of Appeals may adopt rules consistent with the provisions of M.G.L. Chapter 40A, Section 14 and Chapter 41, Section 81Z, and provisions of the Building or Zoning By-Laws, for conducting its business and otherwise carrying out the purposes of said by-laws, the Subdivision Control Law and all applicable statutes.

SECTION 2.5 BOARD OF HEALTH

2.5.1 Transportation of Refuse and Garbage. No person shall carry in or through any of the streets, squares, courts, lanes, avenues, roads, places or alleys within the Town of Needham, any house dirt, ashes or garbage, or other

refuse or garbage, or any grease or bones or any refuse substances from any dwelling houses or other buildings or places in the Town, except upon such terms and conditions as the Board of Health may deem in the health and interest of the Town.

2.5.2 Disposal of Refuse and Garbage. No person shall litter or, without a license from the Board of Health, dispose of any refuse on or in any public land, way, sidewalk, pond, stream, brook or watercourse or on any private land except at the Recycling Transfer Station with an appropriate permit for entry to that facility and in compliance with the rules and regulations adopted by the Board of Selectmen.

Any person who violates any provision of Sub-section 2.5.2 in the presence of a police officer may be arrested by such officer without a warrant, if such person refuses to give his true name and address or to remove any substance unlawfully discarded by such person after having been requested by such officer. Any person who violates any provision of Sub-section 2.5.2 shall be punished by a fine not exceeding two hundred dollars (\$200.00) for each offense.

2.5.3 Sale of Cigarettes by Machine. All sale of cigarettes by machine is prohibited.

Any person who violates sub-section 2.5.3 Sale of Cigarettes by Machine shall be punished by a fine not exceeding two hundred (\$200.00) dollars for each offense. Each sale in violation of sub-section 2.5.3 shall be considered a separate offense.

SECTION 2.6 PUBLIC FACILITIES

2.6.1 Public Facilities Department There is hereby established a Department of Public Facilities under the authority of the Town Manager, which shall be responsible for the care, maintenance, and repair services for each building owned by the Town (including all functions previously under the jurisdiction of the Municipal Building Maintenance Board.) The Department shall also be responsible for overseeing the construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased or operated by the Town, except for projects deemed to be under the jurisdiction of the Permanent Public Building Committee as provided by below, for which the Public Facilities Department will provide support.

2.6.2 Permanent Public Building Committee

There shall be a Permanent Public Building Committee (hereinafter "Committee") responsible for overseeing the construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased or operated by the Town.

2.6.2.1 The Committee shall consist of the Town Manager or his or her designee and six additional members appointed by majority vote of an appointing authority. The appointing authority shall consist of the Moderator, the Chairman of the School Committee, the chairman of the Board of Selectmen, the Chairman of the Board of Library Trustees, and the Chairman of the Park and Recreation Commission.

2.6.2.2 Each of the members appointed by the Appointing Authority shall be a registered voter of the Town of Needham. No member appointed by the Appointing Authority shall be a paid employee of the Town, or serve as an elected official, or appointed or elected member of another standing Town board, committee or commission, except Town Meeting.

2.6.2.3 Among the members appointed by the Appointing Authority, there shall be a commercial general contractor, an architect, an engineer, and an attorney, if qualified individuals with the necessary expertise are available for appointment, and two other residents. If a commercial general contractor, architect, engineer, or attorney, as the case may be, is not available for appointment, the Appointing Authority shall have the discretion to appoint instead any individual meeting the qualifications set forth in 2.6.2.2 with construction, engineering, or accounting experience to fill that vacancy

2.6.2.4 The Town Manager, if a member, shall serve ex officio. A member serving as the designee of the Town Manager shall serve at the discretion of the Town Manager. Members appointed by the Appointing Authority shall serve for terms of three years.

2.6.2.5 The Appointing Authority shall, following the effective date of this section, appoint members of the Committee as follows: Two members for one year, two members for two years and two members for three years. Upon the expiration of a term, future appointments shall be for terms of three years, except that if a member vacates his or her seat before the

expiration of his or her term, the Appointing Authority shall appoint a replacement to complete the unexpired portion of that term. Expiring terms shall end on December 31 of each year. A member may hold his or her seat after his or her term expires until a successor is qualified.

2.6.2.6 Definitions

For the purpose of this Section 2.6.2 the following words shall have the following meanings:

- a. architect: a person with educational training and experience in the field of architecture, and a professional registration.
- b. building: a structure in a portable or fixed location, with an area of at least one hundred square feet, having a roof or providing shelter, including swimming pools.
- c. clerk-of-the-works: an individual responsible for day-to-day inspection of a project. He or she shall prepare and maintain detailed daily records of a project's progress and shall report to the project manager.
- d. commercial general contractor: a person with the educational training and experience in general construction of a commercial nature, and a commercial general contractor's license, or at least ten years of experience as a commercial general contractor.
- e. designer: an individual, corporation, partnership, sole proprietorship, joint venturer, joint stock company, limited liability partnership or other entity engaged in the practice of architecture, landscape architecture, or engineering. If the designer is an individual, he or she shall be registered as an architect, landscape architect or engineer in the Commonwealth of Massachusetts, and if the designer is one of the other categories listed above, the majority of the partners or owners shall be registered as an architect, landscape architect or engineer in the Commonwealth of Massachusetts.
- f. direct construction cost: the direct cost for material, labor and equipment to construct, reconstruct, enlarge or alter a building.
- g. engineer: a person with educational training and experience in his or her engineering discipline, and a professional registration.
- h. feasibility study: prepared by a designer, and identifies the needs of a building user as well as alternatives for meeting the user's functional requirements. It includes surveys and testing, including environmental impacts, access for the disabled and cost estimates.
- i. final design: prepared by a designer, the final design includes a schematic design, design development, final drawings and specifications, bidding documents and contract documents.
- j. indirect construction costs: architectural and engineering fees, furnishings and equipment, permit and license fees, project management costs, salaries for the project manager and clerk-of-the-works, financing costs, and project contingencies.
- k. project: a project is a proposed construction, reconstruction, alteration or enlargement of any building owned by the Town or constructed on land owned, leased or operated by the Town.
- l. Project Committee: a committee consisting of the Permanent Public Building Committee members and the representatives designated by a User Agency for a specific building project. A member of the Permanent Public Building Committee shall serve as chairperson for all Project Committee activities.
- m. project manager: an individual who acts on behalf of the Committee, and who is responsible for the day-to-day supervision of a project. He or she shall maintain project records, issue emergency directives, and oversee the clerk-of-the-works and other project participants.

n. total project

cost: the combination of the direct and indirect construction costs.

o. User Agency: an elected or appointed board, committee or commission, including the Board of Selectmen, School Committee, Library Trustees, Park and Recreation Commission, Memorial Park Trustees, Conservation Commission, or other board, committee or commission having responsibility for a building.

2.6.2.7 The Committee is responsible for projects having a total project cost of \$500,000 or more. The Committee may defer its jurisdiction in the instance where the project includes little or no actual building construction.

2.6.2.8 The Committee shall develop and publish procedures describing its activities. The Committee shall submit a report of all its activities for publication in the Town's annual report.

2.6.2.9 The Committee shall invite to its meetings representatives from the Board of Health, the Commission on Disabilities, and any health and safety committee or other advisory committee for the project appointed by the relevant User Agency.

2.6.2.10 The Committee shall, subject to appropriation, conduct feasibility studies and final designs, oversee the construction of projects, procure designer and consultant services as it deems necessary or as required by law. The relevant User Agency shall determine the functional need and utility of a project.

2.6.2.11 Before the commencement of a feasibility study and before any hiring for a project, the relevant User Agency shall designate two people to serve on the Project Committee as its representatives. The User Agency may replace its representatives as it deems necessary. The User Agency representatives shall have full voting rights and shall have full participation in all the Project Committee's deliberations and actions.

2.6.2.12 Any User Agency seeking to construct, reconstruct, alter or enlarge a building under its jurisdiction shall file a project application with the Committee. The Committee shall meet with the User Agency. At the request of the User Agency or at the discretion of the Committee, a feasibility study shall be conducted. Prior to the commencement of a feasibility study, the feasibility study funding shall be submitted as part of the capital improvement planning process in accordance with Section 2.2.2 of this by-law and funded by Town Meeting. The Project Committee and the User Agency shall review the completed feasibility study. Upon review, the Project Committee and the User Agency shall each indicate on a separate, signed copy whether they will accept, amend or reject the feasibility study. These provisions do not preclude the User Agency from conducting independent studies relating to its functions.

2.6.2.13 If a feasibility study approved by the Project Committee and the User Agency shows that a proposed construction project is necessary, the Project Committee shall conduct a final design. Prior to the commencement of the final design, the final design scope of work and its funding shall be submitted as part of the capital improvement planning process in accordance with Section 2.2.2 of this by-law and funded by Town Meeting. Prior to approval of a final design and contract documents by the Project Committee, a draft version shall be reviewed by the Project Committee and the User Agency. The final design and contract documents shall not be considered approved until the Project Committee and the User Agency acknowledge their approval in writing.

2.6.2.14 A description of the estimated total project cost shall be prepared for all feasibility studies and final designs.

2.6.2.15 Whenever project funding approval is sought from the town meeting, the Project Committee and the User Agency shall provide a detailed report to the town meeting that includes an explanation of the project need, scope of work, schedule and costs.

2.6.2.16 The Committee shall employ project managers and clerk-of-the-works for each project as it deems necessary.

2.6.2.17 The Town Clerk shall maintain a register of Committee members, and of architects, engineers, contractors, accountants, and attorneys that are willing to serve on the Committee. The Town Clerk shall maintain said register in such form as the Town Clerk, in consultation with the Board of Selectmen, may determine and such register may be purged from time to time of such information as the Town Clerk determines to be obsolete and of no further value.

2.6.2.18 Except as the laws of the Commonwealth may otherwise require, the Chairperson of the Committee, or his or her designated representative, shall, upon the termination of the Project Committee: (1) provide the User Agency and the

Public Facilities Department with a complete and final set of drawings and specifications of the finish structure as built, all other contract documents and shall relinquish to the User Agency and Department all papers guaranteeing the building or any feature thereof, materials used therein, or work done thereon, and (2) relinquish the remaining papers of the Project Committee to the Town Librarian for the purpose of maintaining detailed records, including any inventory indicating what papers, materials and records were deposited with the Public Facilities Department. Subject to the approval of the Town Clerk and the requirements of M.G.L. Chapter 66, the Town Librarian may destroy that portion of the material relinquished to the Library determined to have no substantial value, the balance of such material being deposited in the Public Administration Collection.

2.6.2.19 Existing Town projects and building committees shall continue, and are subject to oversight by the Committee. The word oversight used herein means to watch over; and when necessary, direct.

SECTION 2.7 SPECIAL COMMITTEES AND COMMISSIONS

2.7.1 Transportation Committee

2.7.1.1 There is hereby established a Transportation Committee, which shall serve under the supervision of the Board of Selectmen as Town Agents. The said Committee shall consist of five members appointed as hereinafter provided, a simple majority of whom shall constitute a quorum for the transaction of business, and of the members of the General Court, whose districts include all or part of Needham, serving ex officio as non-voting members. Of the five appointed members aforesaid, two shall be appointed by the Selectmen, two shall be appointed by the Planning Board and one shall be appointed by the Moderator, each such appointee to serve for a term of three years; provided, however, that of the members originally appointed, one shall serve for a term of one year, two for a term of two years and two for a term of three years, as the Selectmen shall determine. If any appointed member shall resign or otherwise vacate his office, a successor shall be appointed by the appropriate authority to serve for the balance of the unexpired term.

The Committee shall, annually in April, elect from its membership a Chairman and such other officers it deems necessary and desirable.

2.7.1.2 Duties of the Committee. The Transportation Committee shall conduct continuing studies of the mass transportation needs of the Town, with particular emphasis upon commuter transportation. It shall make such special studies relative to transportation problems as the Selectmen or Town Meeting may, from time to time, direct.

2.7.2 Future School Needs Committee

2.7.2.1 There shall be a Future School Needs Committee consisting of nine members, one appointed by each of the following Town boards and committees: the Finance Committee, the Planning Board, the Board of Selectmen, the School Committee, the Parents-Teachers' Council, the League of Women Voters and three appointed by the Moderator. The Chairman shall be designated from time to time by vote of the Committee. It shall be the duty of the Future School Needs Committee to provide an estimate of the Town's current and projected student population.

SECTION 2.7.3 Community Preservation Committee

2.7.3.1 Establishment

There is hereby established a Community Preservation Committee, consisting of nine (9) voting members pursuant to MGL Chapter 44B. The composition of the committee, the appointment authority and the term of office for the committee members shall be as follows:

One member of the Conservation Commission as designated by said Commission for a term of three years.

One member of the Historical Commission as designated by said Commission for a term of three years.

One member of the Housing Authority as designated by said Authority for a term of three years.

One member of the Park and Recreation Commission as designated by said Commission for an initial term of two years and thereafter for a term of three years.

One member of the Planning Board as designated by said Board for an initial term of one year and thereafter for a term of three years.

Two members to be appointed by the Board of Selectmen, one member to be appointed for a term of one year and thereafter for a term of three years and one member to be appointed for a term of two years and thereafter for a term of three years.

Two members to be appointed by the Moderator, one member to be appointed for a term of one year and thereafter for a term of three years and one member to be appointed for a term of two years and thereafter for a term of three years.

No person shall be appointed to the committee for more than two consecutive three year terms.

Should any of the Commissions, Boards, Committees, or individuals who have appointment authority under this by-law be no longer in existence for what ever reason, the appointing authority for that Commission, Board, Committee, or individual shall become the responsibility of the Board of Selectmen.

2.7.3.2 Duties

- 2.7.3.2.1** The Community Preservation Committee shall study the needs, possibilities, and resources of the town regarding community preservation. The committee shall consult with the Finance Committee, the Board of Selectmen and other existing municipal boards, including the Conservation Commission, the Historical Commission, the Planning Board, the Park and Recreation Commission and the Housing Authority, or persons acting in those capacities or performing like duties, in conducting such studies. As part of its study, the committee shall hold one or more public informational hearings on the needs, possibilities and resources of the town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the town.
- 2.7.3.2.2** The Community Preservation Committee, after consultation with the Finance Committee and the Board of Selectmen, shall make recommendations to the Town Meeting for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the creation, preservation and support of community housing; and for the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.
- 2.7.3.2.3** The Community Preservation Committee may include, in its proposal to the Town Meeting, a recommendation to set aside for later spending funds for purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund. The Community Preservation Committee may recommend the issuance of general obligation bonds or notes in anticipation of revenues to be raised pursuant to Mass. Gen. Laws, Chapter 44B, Section 3, the proceeds of which shall be deposited in the Community Preservation Fund.
- 2.7.3.2.4** As provided in the Massachusetts Community Preservation Act, no expenditures shall be made from the Community Preservation Fund without the approval of Town Meeting.
- 2.7.3.2.5** The Community Preservation Committee will submit an annual administrative and operating budget for the Community Preservation Committee, which cannot exceed five percent (5%) of the annual revenues in the Community Preservation Fund, to Town Meeting for approval.

2.7.3.3 Requirement for a Quorum and Cost Estimates

The Community Preservation Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the Community Preservation Committee shall constitute a quorum. The Community Preservation Committee shall approve its actions by majority vote. Proposals to the Town Meeting shall include their anticipated costs.

2.7.3.4 Exemptions

Taxpayers qualifying for the low-income exemption or the low and moderate-income senior exemption as provided for in G.L. c. 44B shall submit an application for the exemption on a form provided by the Board of Assessors within three months after the tax bill or notice is sent.

2.7.3.5 Severability

In case any section, paragraph or part of this chapter be for any reason declared invalid or unconstitutional by any court of last resort, every other section, paragraph or part shall continue in full force and effect.

2.7.3.6 Effective Date

This by-law shall take effect upon approval by the Attorney General of the Commonwealth, and after all requirements of M.G.L. c.40, S. 32 have been met. Each appointing authority shall have thirty days after approval by the Attorney General to make their initial appointments.

The provisions of this Community Preservation by-law shall be of no force or effect until such time as the Town Meeting and the voters of the Town vote to accept the provisions of Section 3 to 7, inclusive, of Chapter 44B of the General Laws, otherwise known as the Community Preservation Act.

SECTION 2.8 PUBLIC LIBRARY

2.8.1 Public Administration Research Collection at the Public Library

There is hereby established, and there shall hereafter be maintained, a Public Administration Research Collection at the Town's Public Library, under the supervision of the Director of the Public Library, for the use of the town officers and committees, civil organizations and individual citizens of the Town engaged in research in matters pertaining to governmental and social problems, particularly relating to the Town of Needham. To the extent that the facilities permit, library employees shall assist the members of the Town Meeting and any committee thereof in all matters requiring statistical research or fact-finding, in connection with studies ordered by the Town Meeting.

2.8.2 The Town Clerk shall furnish the Director of the Public Library with at least two copies of every publication issued by the Town and distributed through the Town Clerk's office. Any town department, board, commission or committee publishing a report not so distributed shall file at least two copies of such report with the Director of the Public Library.

SECTION 2.9 COUNCIL ON AGING

2.9.1 There is hereby established a Council On Aging, consisting of a representative nominated by each of the following Town boards and committees: the Board of Health, the School Committee, the Trustees of the Needham Public Library, the Housing Authority, and the Park and Recreation Commission, and not fewer than seven additional members, all of whom shall be appointed by the Selectmen and shall hold office for a term of three years.

2.9.2 It is the duty of the Council:

- (a) To identify the needs and concerns and strengths of Needham's elderly and retired persons and those approaching retirement age.
- (b) To design, promote, coordinate or implement services and programs to meet these needs and concerns.
- (c) To inform the community and enlist the support and participation of all citizens in this effort.
- (d) To work in coordination with programs of the Executive Office of Elder Affairs of the Commonwealth of Massachusetts.

2.9.3 A simple majority of the members shall constitute a quorum for the transaction of any business of the council. The council shall elect from its membership such officers it deems necessary and desirable.

2.9.4 If any appointed member shall resign, or otherwise vacate his office, his successor shall be appointed in the same manner as described above to serve for the balance of the unexpired term.

SECTION 2.10 YOUTH COMMISSION

2.10.1 There is hereby established a Youth Commission consisting of eight members. A simple majority of the members shall constitute a quorum for the transaction of any business of the Commission. The appointing authorities for said Commission shall be as follows: One by the Board of Selectmen, one by the Park and Recreation Commission, one by the Finance Committee, one by the Moderator, one by the Chief of Police, and one by the School Committee. Additionally, two student members to be appointed to the Commission by Superintendent of Schools as follows: In the first year a member of the Needham High School Junior Class shall be appointed for a two year term, and a member of the Senior Class for a one year term. Thereafter, one member of the Junior Class will be appointed for a two year term each year.

On or before the first day of June in each year, the appointing authorities shall appoint to the Commission sufficient members to fill expiring terms, each member so appointed to serve until the first day of June of the third year thereafter, with student members appointed to serve until the first day of June of the second year thereafter.

2.10.2 It shall be the duty of the Youth Commission to study, define, and ascertain the needs and problems of the Needham youth, and take such action necessary to promote the mental, physical and social growth of the youth of Needham through the implementation of appropriate procedures.

SECTION 2.11 HISTORICAL COMMISSION

2.11.1 Commission Members There shall be an Historical Commission of the Town of Needham, consisting of seven (7) members, each of whom shall be a resident of the Town of Needham, appointed by the Board of Selectmen. Initially, three (3) members shall be appointed for the term of three (3) years each, three (3) members shall be appointed for the term of two (2) years each, and one (1) member shall be appointed for a term of one (1) year. Thereafter, as the term for which the members were initially appointed expires, their successors shall be appointed for a term of three (3) years each. In the event of a vacancy occurring in the membership other than by the expiration of the term of a member, a successor shall be appointed to serve for the balance of the unexpired term.

2.11.2 Quorum. At all meetings of the Historical Commission, four (4) members shall constitute a quorum.

2.11.3 Officers. The members of the Historical Commission shall annually, within thirty (30) days after the annual appointments are made by the Board of Selectmen, elect from its membership a chairman, a vice-chairman and a secretary who shall serve during the ensuing year and until the election of their successor. All other meetings of the members shall be held at such designated times and places as the members shall designate.

2.11.4 Powers and Authority of the Historical Commission. The Historical Commission may exercise all the powers, authority and functions authorized by M.G.L. Chapter 40, Section 8D, and may make reasonable rules and regulations to aid in the orderly performance of its powers, authority and functions consistent with said Section 8D and Sub-section 2.11.4.

2.11.5 Demolition of Historical Buildings

2.11.5.1 Purpose. A demolition delay by-law provides a review procedure which results in a delay in the demolition of historically significant buildings. Such a by-law does not sanction or deny a proposed demolition but allows time for consideration of preservation alternatives to destruction. Property owners retain final decision-making authority.

2.11.5.2 Definitions.

Demolition - the act of pulling down, destroying, removing or razing a building or portion of a building or commencing such work with the intent of completing the same.

Historically Significant - property that is listed in the Needham Historical Inventory and is listed or awaiting listing in the National and/or State Registers, this property having been associated with historic person(s) or event(s) or having been designated by the Needham Historical Commission as architecturally significant or unusual.

Preferably preserved - worthy of a delay period to allow consideration of alternatives to demolition.

2.11.5.3 Initial Determination

2.11.5.3.1 When an application for a building demolition permit is filed with the Building Department, the Building Department shall determine if the building is contained in the Needham Historical Commission Inventory.

2.11.5.3.2 If the building is not contained in the inventory, the demolition permit will not be reviewed by the Needham Historical Commission.

2.11.5.3.3 If the building is contained in the inventory, the demolition permit application, if properly completed, will be referred to the Needham Historical Commission for its review. The application need not be accompanied by evidence of workmen's compensation coverage or letters from utility providers that the utilities have been disconnected in order for the application to be referred to the Historical Commission.

2.11.5.4 Procedure For Review

2.11.5.4.1 The Building Department must submit the application within 5 business days to the Historical Commission, and shall not issue the demolition permit until the Needham Historical Commission has returned the application to the Building Department, or upon the failure of the Needham Historical Commission to act in accordance with the time limits set within this Demolition Delay By-Law.

2.11.5.4.2 The Historical Commission must meet to determine whether the building is historically significant. This must be done within 21 days of receipt of the application from the Building Department. The Commission will notify the applicant of the meeting at least seven days in advance of the meeting.

2.11.5.4.3 At this meeting, the owner of the property may make a presentation to the Commission if (s)he chooses.

2.11.5.4.4 If the Commission finds that the building is not historically significant, there will not be a Demolition Plan Review, and the application will be immediately returned to the Building Department.

2.11.5.4.5 If the building is found to be historically significant, there will be a Demolition Plan Review conducted by the Needham Historical Commission.

2.11.5.5 Demolition Plan Review Process

2.11.5.5.1 The applicant must submit 7 copies of a Demolition Plan to the Historical Commission. The Demolition Plan shall contain:

- 1) A map or plan showing the location of the building or structure to be demolished.
- 2) A photograph of the street facade elevation.
- 3) A narrative description of the building or structure, or part thereof, to be demolished.
- 4) The reason for the proposed demolition and data supporting said reason, including (where applicable) data sufficient to establish any economic justification for the demolition.
- 5) A certified list of abutters to said property and other neighbors within 300 feet, whose names are ascertained from the Board of Assessor's most recent tax list.

2.11.5.5.2 Within forty-five days of the receipt of this demolition plan, the Commission shall review the application at a public hearing of the Commission to determine if the structure is preferably preserved. Public notice of such hearing shall be published by the Commission at the expense of the applicant in a local newspaper giving the time, place, and purpose of the hearing once in each of two successive weeks, the first publication not less than fourteen days before the day of said hearing. The Commission shall also mail a copy of said notice to the applicant, to abutters and to all owners of all property within 300 feet of the applicant's property as appearing on the most recent tax list, to the Needham Planning Board and such other persons as the Commission shall deem established to be notified.

2.11.5.5.3 If the building is not determined to be preferably preserved, the application for a permit to demolish will be returned to the Building Department immediately.

2.11.5.5.4 If the building is determined to be preferably preserved, the application for a permit to demolish need not be returned to the Building Department for a period of 6 months from the date on which the Historical Commission files its report with the Town Clerk to prevent demolition.

2.11.5.5.5 If the Commission is satisfied that the applicant/owner has sincerely tried to find alternatives to demolition with no success, the application may be returned to the Building Department before the expiration of the 6-month period.

2.11.5.5.6 In any event, at the expiration of the 6-month period the application shall be returned to the Building Department.

2.11.5.6 Failure to Act

If the Historical Commission fails to act within the specified time limits, the Building Inspector may issue a demolition permit without return of the application from the Commission.

2.11.5.7 Building Permits

No permit for the alteration of an existing structure or the erection of a new structure that involves demolition on the site of an existing historically significant building may be issued prior to the issuance of a demolition permit from the Building Department for such an existing building or any portion thereof.

2.11.5.8 Emergency Demolitions

The Building Inspector may issue a demolition permit at any time in the event of imminent and substantial danger to the health or safety of the public due to deteriorating conditions in the historically significant building. The Building Inspector shall inspect the building and document, in writing, the findings and reasons requiring an emergency demolition, a copy of which shall be forwarded immediately to the Historical Commission.

2.11.5.9 Enforcement and Remedies

In the event of a demolition of an historically significant building in violation of this by-law, the person or persons responsible for the demolition including, but not limited to, the owners, tenants, developers, or contractors, shall each be subject to a fine of up to \$300 per day for each violation. Each day that the building is not restored to its condition immediately prior to the said demolition, and the demolition permit is not issued, shall be a separate offense, up to a maximum of 183 days.

2.11.5.10 Severability

If any section, paragraph or part of this by-law is for any reason declared invalid or unconstitutional by any court, every other section, paragraph and part shall continue in full force and effect.

2.11.5.11 Rules And Regulations

Pursuant to M.G.L. Chapter 40, Section 8D and Section 2.11.5.4 above, the Historical Commission shall make rules and regulations to implement this section.

2.11.5.12 Appeals

Any person aggrieved by a determination of the Commission may appeal to Superior Court, per M.G.L. 249, Section 4.

ARTICLE 3

POLICE POWERS, AUTHORITY AND REGULATIONS

SECTION 3.1 GENERAL

3.1.1 Grazing of Animals. No owner or persons having the care of any horses, cows, or other grazing animals shall permit or allow them to roam at large or to graze on any street, lane, common square or other public place within this Town, nor permit any such animal to roam or stand upon any sidewalk within the Town.

3.1.2 Obstruction of Sidewalks. Except as permitted by the Board of Selectmen or the Director of Public Works, no person shall place, or cause to be placed, upon any public way or sidewalk, any lumber, wood, box, crate, barrel, can, package or other thing, or allow the same to remain for more than one hour, or more than ten minutes after being notified to remove the same by a constable or police officer.

3.1.3 Coasting in Streets. No person shall coast in any street or public way except those publicly designated for that purpose by the Selectmen.

3.1.4 Use of Sidewalks. No person shall ride, drive, draw or push any motorcycle, automobile, car, wagon or sled, except invalid's or children's hand carriages, over or upon any public footpath or sidewalk.

3.1.5 Bicycles on Sidewalks. No person shall ride a bicycle on any sidewalk within certain marked areas of Needham Square and Needham Heights Square business districts. The pushing or walking of a bicycle is not prohibited in such areas. For this purpose, the Police Chief, with the approval of the Board of Selectmen, shall establish the boundary limits of the sidewalks subject to Sub-section 3.15 by appropriate markings on the sidewalks or other signs.

3.1.6 Discharge of Firearms. No person shall fire or discharge any firearm, or other explosive articles, within the limits of any park, playground, public way, public building or other property except with the consent of the Board of Selectmen, or hunt, or fire or discharge any firearm or other explosive articles, on any private property except with the written consent of the property's owner or legal occupant. This Sub-section shall not apply to the lawful defense of life and property, or to any lawful enforcement officer acting in the discharge of his duties.

3.1.7 Dealing in Second-Hand Merchandise. No person shall collect, deal in or keep a shop for the purchase, sale or barter of junk, old metals or second hand articles, within the limits of the Town, unless licensed by the Board of Selectmen.

3.1.8 Snow and Ice on Sidewalks.

3.1.8.1 Commercial Property. Any owner, tenant, occupant or agent in charge of property used wholly or in part for stores, offices, or other public place who places any snow or ice on a sidewalk or a street on which such store, office or public place abuts, or allows snow and ice to remain on such sidewalk for more than five hours between sunrise and sunset, shall forfeit not more than fifty dollars (\$50.00) for each offense. If, through weather conditions the snow and ice is evenly spread over a sidewalk and frozen and therefore difficult to remove, it may remain until it can more easily be removed. While the snow and ice remain, however, the sidewalk must be kept in safe condition by sanding or otherwise.

3.1.8.2 All Other Property. Any person who places any snow or ice on a sidewalk or a street, shall forfeit not more than fifty dollars (\$50.00) for each offense.

3.1.9 Consumption of Alcoholic Beverages. No person shall possess or consume an alcoholic beverage as defined by M.G.L. Chapter 138, Section 1, as amended, within the limits of any park, playground, public land or public building owned or under the control of the Town of Needham, except with written permission of the appropriate controlling Town tribunal, nor shall any person consume alcoholic beverage as defined in Section 1, on any public way or any way to which the public has a right of access as invitees or licenses, including any person in a motor vehicle in, on or upon any public way or any way to which the public has said right of access, within the limits of the Town of Needham; and no person shall consume an alcoholic beverage as previously defined, in, on or upon any private land or place without the consent of the owner or persons in control of such private land or place.

Any person who violates Sub-section 3.1.9 of the General By-Laws may be arrested by a police officer without a warrant.

All alcoholic beverages being used in violation of Sub-section 3.1.9 may be seized and held until final adjudication of the charge against any such person or persons has been made by the court.

3.1.10. Use of Marijuana. No person shall consume marijuana (or tetrahydrocannabinol, as defined in G.L. c. 94C, 1, as amended) within the limits of any park, playground, public land or public building owned or under the control of the Town of Needham, nor shall any person consume marijuana, as previously defined, on any public way or any way to which the public has a right of access as invitees or licenses, including any person in a motor vehicle in, on or upon any public way or any way to which the public has said right of access, within the limits of the Town of Needham; and no person shall consume marijuana, as previously defined, in, on or upon any private land or place without the consent of the owner or persons in control of such private land or place. Nothing in this bylaw shall authorize any possession, cultivation, transport, distribution, sale or use of marijuana otherwise prohibited by law.

3.1.11 Licensed Hawkers and Peddlers. No person, under M.G.L. Chapter 101, Section 22, shall sell or offer to sell items specified therein within 1,000 feet of any recreational area in organized use or within 1,000 feet of any school (public or private) during the hours that school is in session, nor until one hour after the closing of said school or schools. Such licensees shall not remain parked at any one location for a period of time exceeding ten (10) minutes, nor shall a bell, horn or other device to attract customers be used after the hour of 8:00 P.M. of any day.

3.1.12 Discharge of Water. No person shall discharge or cause to be discharged ground or surface water collected by mechanical pump within a building or any surface water collected on private property in a manner that would create a hazardous condition or cause damage to a public way or sidewalk. No person shall allow a discharge to continue for more than ten minutes after being notified to cease by constable, police officer or selectmen.

3.1.13 Bow and Arrows. No person shall hunt with or discharge bow and arrow within the limits of any park, playground, public way, public building or other public property except with the consent of the Board of Selectmen, or hunt by bow and arrow on any private property except with the written consent of the property's owner or legal occupant.

3.1.14 Fines. Whoever violates the provisions of Sections 3.1 shall be punished by a fine not exceeding fifty dollars (\$50.00) for each offense, unless otherwise provided.

SECTION 3.2 SALE OF FOOD

3.2.1 Purpose. Section 3.2 is for the purpose of promoting public health, safety, convenience, welfare and peace, controlling noise and protecting nighttime tranquility.

3.2.2 Hours of Sale - Retail. No store, restaurant, or place of business engaged in the retail sale of food shall be open for the transaction of retail business between the hours of midnight and 6:00 A.M. except during other hours as the Board of Selectmen may fix by special permit.

3.2.3 Definition of Food. The term food as used in Section 3.2 shall include any article or commodity, however stored or packaged, intended for human consumption, and shall include alcoholic beverages to be consumed off the premises at which they are sold, unless any other law, permit or license granted to the seller of such beverages shall otherwise provide.

3.2.4 Fines. Violators of Section 3.2 shall be subject to a fine of two hundred dollars (\$200.00) for each violation. For the purposes of Section 3.2, every calendar day on which Section 3.2, or the terms of any special permit, is violated shall be a separate offense; and each separate sale of food shall be deemed a separate offense. In the event of a sale of several items at one time to one customer, only one sale shall be deemed to have taken place. This section may be enforced by the procedures of M.G.L. Chapter 40, Section 21D.

3.2.5 Special Permit. In cases where the purposes of Section 3.2 permit it, the Board of Selectmen may issue a special permit allowing a store, restaurant or place of business to open or remain open for the transaction of business at specified hours other than those required by Section 3.2 or to remain open 24 hours a day. Such special permits shall remain in effect for a period of one year, unless revoked sooner after notice to the licensee and an opportunity for a hearing, upon a finding by the Board of Selectmen that the special permit no longer furthers the purposes of Section 3.2. Application for such a permit shall be made on a form supplied by the Board of Selectmen and shall be accompanied by a non-refundable, reasonable fee determined by the Board of Selectmen.

SECTION 3.3 PENALTIES FOR IMPROPER USE OF BURGLAR ALARMS

3.3.1 Preamble - It is determined that the number of false alarms being made to the Needham Police Department hinders efficiency and lowers department morale. This situation constitutes a danger to the general public, homeowners, businesses and Needham police officers. The adoption of Section 3.3 will reduce the number of false alarms and promote the responsible use of alarm devices in the Town of Needham.

3.3.2 Definitions

- (a) The term Burglar Alarm System means any assembly of equipment and devices or a single device such as a solid-state unit connecting directly to a 110 volt alternating current line arranged to signal the presence of a hazard requiring urgent attention and to which police are expected to respond. The provisions of Sub-section 3.3.4 shall apply to all users.
- (b) The term False Alarm means (i) the activation of an alarm system through mechanical failure, malfunction, improper installation or negligence on the part of the user of an alarm system, or his employees or agents; (ii) any signal or automatic dialing device transmitted to the Police Department requesting, requiring or resulting in a response on the part of the Police Department when there has been no unauthorized intrusion, robbery, burglary or attempted threat. For the purposes of this definition, activation of alarm systems for the purpose of testing with prior approval by the Police Department, or by act of God, including but not limited to power outages, hurricanes, tornadoes, earthquakes and similar weather or atmospheric disturbances shall not be deemed to be a false alarm.
- (c) The term Automatic Dialing Device refers to an alarm system which automatically sends via regular telephone lines, by direct connection or otherwise, a prerecorded voice message or coded signal indicating the existence of an emergency situation which the alarm system is designated to detect.

3.3.3 Control and Curtailment of Signals Emitted by Alarm Systems

- (a) Every alarm user shall submit to the Police Chief his name, address and telephone number, and the names and telephone numbers of at least two other persons who are authorized to respond, after notification by the Police Department, to an emergency signal transmitted by an alarm system and who can open the premises in which the alarm system is installed. The owner of said premises shall immediately notify the Needham Police Department of any changes in the list of employees or other persons authorized to respond to alarms.
- (b) All alarm systems, installed after the effective date of Section 3.3, which use an audible horn or bell, shall be equipped with a device that will shut off such bell or horn within (15) minutes after activation of the alarm system. All existing alarm systems in the Town of Needham must have such a shut-off device installed within six (6) months of passage of Section 3.3.

- (c) Any alarm system emitting a continuous and uninterrupted signal for more than fifteen (15) minutes between 7 P.M. and 6 A.M. which cannot be shut off or otherwise curtailed due to the absence or unavailability of the alarm user, or those persons designated by him under paragraph (a) of Sub-section 3.3.3, and which disturbs the peace, comfort or repose of the community, neighborhood or a considerable number of inhabitants of the area where the alarm system is located, shall constitute a public nuisance. Upon receiving complaints regarding such a continuous and uninterrupted signal, the Police Department shall endeavor to contact the alarm user, or members of the alarm user's family, or those persons designated by the alarm user under Sub-section 3.3.3, in an effort to abate the nuisance. The Police Chief shall cause to be recorded the names and addresses of all complaints and the time each complaint was made.
- (d) No alarm system which is designated to transmit emergency messages or signals to the Police Department will be tested until the Police Dispatcher has been notified.
- (e) The provisions of Section 3.3 shall not apply to alarm devices on premises owned or controlled by the Town, nor to alarm devices installed in a motor vehicle or trailer.

3.3.4 Penalties

- (a) The user shall be assessed a false alarm service fine for each false alarm in excess of one (1) occurring within a calendar year according to the following schedule:

- 1) Second false alarm twenty-five dollars (\$25)
- 2) Third false alarm fifty dollars (\$50)
- 3) Fourth and subsequent false alarms, one-hundred dollars (\$100)

The Police Chief shall notify the alarm user by mail or by service in hand by a police officer of such violation and said user shall submit payment to the Town Treasurer for deposit to the General Fund within fifteen (15) days of the notice.

- (b) The owner of a system which causes six (6) or more false alarms within a calendar year, or who fails to pay the fee after said notice, may be ordered, by the Board of Selectmen, after a public hearing, to disconnect and otherwise discontinue the use of such system.

SECTION 3.4 HANDICAPPED PARKING

3.4.1 Requirements for Handicapped Parking Spaces

No person shall park a motor vehicle, motorcycle or any other means of transportation in a designated parking space reserved for vehicles owned and operated by disabled veterans or by other handicapped persons, unless said vehicle bears the distinctive number plates or a handicap placard furnished by the Registry of Motor Vehicles, authorized by M.G.L. Chapter 90, Section 2, or bears an official handicap plate or placard issued by any other state. Any person or body that has lawful control of a public or private way, or of improved or enclosed property used as off-street parking areas for businesses, shopping malls, theaters, auditoriums, sporting or recreational facilities, cultural centers or residential dwellings, or for any other place where the public has right of access as invitees or licensees, shall reserve parking spaces in said off-street parking areas for vehicles owned and operated by disabled veterans or handicapped persons whose vehicles bear any of the aforementioned means of identification authorized by M.G.L. Chapter 90, Section 2, according the following formulas:

If the number of parking spaces in any such area is more than fifteen but not more than twenty-five, one parking space; more than twenty-five but not more than forty, five percent of such spaces, but not less than two; more than forty but not more than one hundred four percent of such spaces, but not less than three; more than one hundred but not more than two hundred, three percent of such spaces, but not less than four; more than two hundred but not more than five hundred, two percent of such spaces, but not less than six; more than five hundred but not more than one thousand, one and one-half percent of such spaces, but not less than ten; more than one thousand but not more than two thousand, one percent of such spaces, but not less than fifteen; more than two thousand but less than five thousand, three-fourths of one percent of such spaces, but not less than twenty; and more than five thousand, one-half of one percent of such spaces, but not less than thirty.

3.4.2 Sign Requirements for Handicapped Parking Spaces

Parking spaces designated as reserved under the provision of the sections of this article shall be identified by the use of above grade signs with white lettering against a blue background and shall bear the words "Handicapped Parking : Special Plate Required. Unauthorized Vehicles may be Removed at Owner's Expense". These spaces shall be as near as possible to a building entrance or walkway, shall be adjacent to curb ramps or other unobstructed means permitting sidewalk access to a handicapped person and shall be twelve feet wide or two eight-foot wide areas with four feet of cross hatch between them.

3.4.3 Regulations of Unauthorized Vehicles in Handicapped Spaces

Unauthorized vehicles shall be prohibited within parking spaces designated for use by disabled veterans or handicapped persons as authorized by Section 3.4, or in such a manner as to obstruct a curb ramp designated for use by handicapped persons as a means of egress to a street or public way.

3.4.4 Penalty

The penalty for violation of Section 3.4 shall be as follows:

\$100.00 each offense

SECTION 3.5 ABANDONED, WRECKED, DISMANTLED OR DISCARDED VEHICLES

3.5.1 Definitions. The following definitions shall apply to the interpretation and enforcement of Section 3.5.

- (a) Person shall mean any person, firm, partnership, association, corporation, company or organization of any kind.
- (b) Vehicle shall mean a machine propelled by power other than human power designed to travel along the ground by use of wheels, treads, runners or slides and to transport persons or property or to pull machinery and shall include, without limitation, automobile, truck, trailer, motorcycle, tractor, buggy and wagon.
- (c) Street or highway shall mean the entire width between the boundary lines of every way publicly maintained where any part is open to the use of the public for purposes of vehicular travel.
- (d) Property shall mean any real property within the Town which is not a street or highway.

3.5.2 Abandonment of Vehicles

Except as to vehicles for which other provisions are made under the laws of the Commonwealth of Massachusetts, no person shall abandon any vehicle within the Town, and no person shall leave any vehicle at any place within the Town for such time and under such circumstances as to cause such vehicle reasonably to appear to have been abandoned.

3.5.3 Leaving of Wrecked, Non-operating Vehicle on Street

Except as to vehicles for which other provisions are made under the laws of the Commonwealth of Massachusetts, no person shall leave any partially dismantled, non-operating, wrecked or junked vehicle on any street or highway within the Town.

3.5.4 Disposition of Wrecked, Unregistered or Discarded Vehicles

No person in charge or control of any property within the Town, whether as owner, tenant, lessee or otherwise, shall allow any partially dismantled, non-operating, unregistered, wrecked, junked or discarded vehicle to remain on such property longer than ten (10) days. No person shall leave any such vehicle on any property within the Town for a longer time than ten (10) days, except any such vehicle in an enclosed building, a vehicle on the premises of a business enterprise operated in a lawful place and manner, when necessary to the operation of such business enterprise, or a vehicle in an

appropriate storage place or depository maintained in a lawful place and manner by the Town. This section shall not apply to Class III licenses under M.G.L. Chapter 140, Section 58.

3.5.5 Towing. Any vehicle left unattended, inoperative or in any way impeding the flow of traffic or creating a safety hazard may be ordered removed by a police official, with rank of not less than Sergeant, to some convenient location at the expense of the registered owner of said vehicle.

3.5.6 Impounded. The Fire Chief, Chief of Police, Director of Public Works or any member of their Department designated by such official, is hereby authorized to remove, or have removed, any vehicle left at any place within the Town which reasonably appears to be in violation of Section 3.5, lost, stolen or unclaimed. Such vehicle shall be impounded until lawfully claimed or disposed of in accordance with M.G.L. Chapter 135 relative to unclaimed and abandoned property.

3.5.7 Penalties. Any person violating any of the provisions of Section 3.5 shall be deemed to have committed a misdemeanor and upon conviction thereof shall be fined in an amount not exceeding fifty dollars (\$50.00). Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.

SECTION 3.6 FIRE PREVENTION

3.6.1 Fire Lanes, and Vehicles Obstructing the Passage of Fire Apparatus

3.6.1.1 Fire Lanes: The Fire Chief shall require public or private fire lanes as deemed necessary for the efficient and effective use of fire apparatus. Such fire lanes shall have a minimum width of 18 feet and shall be designated by pavement markings and/or signs as determined necessary by the Fire Chief. The signs shall say "No Parking - Fire Lane" and the signs and pavement markings shall be maintained in a clean and legible condition at all times by the owner of the property and replaced when necessary to insure adequate visibility. Any person who refuses to post such signs or mark the pavement as ordered by Fire Chief or violates any of the provisions of sub-section 3.6.1 shall be punishable by a fine of not less than ten dollars (\$10.00), nor more than fifty dollars (\$50.00) for each and every noncompliance or violation.

3.6.1.2 It shall be unlawful to leave an unattended vehicle blocking a private way which furnishes access for fire apparatus to any building.

3.6.1.3 It shall be unlawful to obstruct or park a vehicle in any fire lane established by the Fire Chief under Sub-section 3.6.1. The Police Chief, Fire Chief or a member of their departments designated by them is hereby authorized to remove, or have removed, any vehicle within a fire lane established under this section which may block or obstruct the operations of fire apparatus by the Fire Department in the performance of its duties. Such vehicle may be towed and impounded until the costs of towing, impounding and other fines are paid.

3.6.2 Penalties for Improper Use of Fire Alarms

3.6.2.1 Preamble - It is determined that the number of false alarms being made to the Needham Fire Department hinders efficiency and lowers department morale. This situation constitutes a danger to the general public, homeowners, businesses and Needham firemen. The adoption of Sub-section 3.6.2 will reduce the number of false alarms and promote the responsible use of alarm devices in the Town of Needham.

3.6.2.2 Definitions

- (a) The term Fire Alarm System means any assembly of equipment and devices or a single device such as a solid-state unit connected directly to a 110 volt alternating current line arranged to signal the presence of a hazard requiring urgent attention and to which the Fire Department is expected to respond. The provisions of Sub-section 3.6.2.4 shall apply to all users.
- (b) The term False Alarm means (i) the activation of an alarm system through mechanical failure, malfunction, improper installation or negligence on the part of the user of an alarm system, or his employees or agents; (ii) any signal or automatic dialing device transmitted to the Fire Department requesting, requiring or resulting in a

response on the part of the Fire Department when there is no fire. For the purposes of this definition, activation of alarm systems for purposes of testing with prior approval by the Fire Department, or by act of God, including but not limited to power outages, hurricanes, tornadoes, earthquakes and similar weather or atmospheric disturbances shall not be deemed to be a false alarm.

- (c) The term Automatic Dialing Device refers to an alarm system which automatically sends over regular telephone lines, by direct connection or other otherwise, a prerecorded voice message or coded signal indicating the existence of the emergency situation that the alarm system is designated to detect.

3.6.2.3 Control and Curtailment of Signals Emitted by Alarm Systems

- (a) Every alarm user shall submit to the Fire Chief his name, address and telephone number, and the names and telephone numbers of at least two other persons who are authorized to respond, after notification by the Fire Department, to an emergency signal transmitted by an alarm system and who can open the premises in which the alarm system is installed. The owner of said premises shall immediately notify the Needham Fire Department of any changes in the list of employees or other persons authorized to respond to alarms.
- (b) All alarm systems installed after the effective date of this by-law, which use an audible horn or bell, shall be equipped with a device that will shut off such bell or horn within (15) minutes after activation of the alarm system. All existing alarm systems in the Town of Needham must have a shut-off device installed within six (6) months of passage of Sub-section 3.6.2.
- (c) Any alarm system emitting a continuous and uninterrupted signal for more than fifteen (15) minutes between 7 P.M. and 6 A.M. which cannot be shut off or otherwise curtailed when the firemen arrive in response to the alarm, and which disturbs the peace, comfort or repose of the community, neighborhood or a considerable number of inhabitants of the area where the alarm system is located, shall constitute a public nuisance. Upon receiving complaints regarding such a continuous and uninterrupted signal, the Fire Department shall endeavor to contact the alarm user, or members of the alarm user's family, or those persons designated by the alarm user under paragraph (a) of Sub-section 3.6.2.3, in an effort to abate the nuisance. The Fire Chief shall record the names and addresses of all complainants and the time each complaint was made.
- (d) No alarm system which is designated to transmit emergency messages or signals to the Fire Department will be tested until the Fire Dispatcher has been notified.
- (e) The provisions of Sub-section 3.6.2 shall not apply to alarm devices on premises owned or controlled by the Town, nor to alarm devices installed in a motor vehicle or trailer.

3.6.2.4 Penalties

- (a) The user shall be assessed one hundred dollars (\$100.00) as a false alarm service fine for each false alarm in excess of three (3) occurring within a calendar year. The Fire Chief shall notify the alarm user by mail or by service in hand by a fire department official of such violation and said user shall submit payment to the Town Treasurer for deposit to the General Fund within fifteen (15) days of the notice.
- (b) The owner of a system which causes six (6) or more false alarms within a calendar year, or who fails to pay the fee after said notice, may be ordered by the Board of Selectmen, after a public hearing, to disconnect and otherwise discontinue the use of the system.

SECTION 3.7 DOG REGULATIONS

3.7.1 Use of Leashes. No person shall allow a dog owned or kept by her/him to go beyond the confines of the property of the owner or keeper unless the dog is held firmly on a leash.

3.7.2 Disturbing the Peace. No person shall own or keep within the Town any dog which bites, excessively barks or howls or in any other manner disturbs the peace and quiet of any neighborhood, or endangers the safety of any person, domesticated animal or farm animal.

3.7.3 Complaints. The animal control officer is hereby authorized to seek a complaint against the owner or keeper of a dog who is found to have violated the provisions of sub-sections 3.7.1, 3.7.2, 3.7.4, 3.7.5, 3.7.6, 3.7.7, or 3.7.8 for which the following penalties shall be imposed:

1. First Offense – twenty-five dollars (\$25.00)
2. Each Subsequent Offense – fifty dollars (\$50.00)

3.7.4 Restraint of Dogs. In addition to the foregoing penalties, the animal control officer is also authorized and empowered to muzzle or restrain a dog, or to order the owner or keeper of a dog to muzzle or restrain a dog, pending a hearing before the Board of Selectmen as hereinafter provided, when the animal control officer finds that a dog has bitten or threatened any person or domesticated or farm animal, or has chased any vehicle upon any way open to public travel in the Town, or the owner had violated the provisions of section 3.7 more than three times in any calendar year. The owner or keeper of any dog that has been ordered to be restrained or muzzled under the provisions of section 3.7 may request in writing to the Board of Selectmen that the animal control officer vacate such order.

3.7.5 Uncontrollable Dogs. In addition to any other statutory authority contained in M.G.L. Chapter 140, the animal control officer may, with the approval of the Board of Selectmen, enter a complaint before the Board of Selectmen to obtain an order to control or dispose of a dog found to be uncontrollable, or whose owner or keeper is unresponsive to any other penalties contained in Section 3.7.

3.7.6 Restricted Areas. No person shall allow a dog, other than a service dog, owned or kept by him or her, whether leashed or unleashed, to trespass on Memorial Park or DeFazio Park.

3.7.7 Removal of Pet Waste. No person owning or keeping a dog shall suffer, permit, or allow such a dog to leave feces in any public or private property of someone other than that of the dog's owner or keeper within the Town of Needham, without the approval of said property owner. Any person having custody and control of a dog in any such area shall carry with him or her proper equipment for the removal of feces. For purposes of this section, the means of removal shall be any tool, implement, or other device carried for the purpose of picking up and containing such feces. No person shall leave or dispose of said feces in any catch basin, drainage structure, waterway or on any public property or street except in a trash receptacle.

3.7.8 Off-Leash Areas. The Town may authorize an area or areas to be used as off-leash areas for dogs licensed in the Town of Needham for which a separate fee will be assessed and for which the Board of Selectmen may, from time to time, establish regulations for use. No person owning or keeping a dog shall suffer, permit or allow such dog to use the off leash area without the proper license or in violation of such regulations.”

SECTION 3.8 NOISE REGULATION

3.8.1 General

Except in an emergency, construction activity conducted pursuant to a building permit, which causes noise that extends beyond the property line, shall be limited to the hours of 7AM to 8PM unless authorized by rules or regulations adopted by the Board of Selectmen. The penalty for violation of this regulation shall be a \$50 fine.

SECTION 3.9 PUBLIC NUISANCE REGULATION

3.9.1 As defined below, no owner or tenant shall keep in the public view, on any lot, in any residential district, any substantial amount of junk or debris for more than a reasonable amount of time.

3.9.2 Definitions

3.9.2.1 Junk and Debris includes, but is not limited to, scrap metal, scrap construction materials, rags, plastics, batteries, paper trash, inoperable appliances, mattresses, tires, inoperable machinery, or other item not defined as a structure in accordance with the Massachusetts Building

Code and the Town of Needham Zoning By-law, which is not in active use for any purpose authorized in a residential district.

3.9.2.2 A substantial Amount shall mean a quantity of material which occupies more than 375 cubic feet in the aggregate on any lot.

3.9.2.3 Reasonable Amount of Time shall mean thirty (30) days.

3.9.2.4 Public View shall refer to junk and debris viewed from either (i) any property line at six (6) feet or less above ground level, or (ii) by any immediately direct abutter from any place within that immediately direct abutter's residence.

3.9.3 Conditions existing as of the date of the enactment of this section which meet the definition of substantial amounts of junk or debris must be brought into compliance within ninety (90) of the date of the approval of this By-law.

3.9.4 Action under this Section shall not bar any separate action initiated by any other Town Department under other provisions of this By-law or by regulation.

3.9.5 Any Town employee(s) so designated for this work ("enforcement officer") by the Town Manager shall enforce this By-law. The first notice of violation issued by the enforcement officer shall be a written warning. The owner/occupant shall then have thirty (30) days within which to remedy and cure the violation. If within a reasonable period of time after this thirty (30) days have elapsed, the violation has yet to be remedied, the enforcement officer may issue a second written violation notice with a fine of fifty (\$50.00) dollars. If within a reasonable period of time after sixty (60) days have elapsed since the issuance of the first notice of violation, the violation has still not been remedied, the enforcement officer may issue a third written violation with a fine of one hundred (\$100.00) dollars, plus an additional ten (\$10.00) dollars per day beginning on the 76th day following issuance of the first notice of violation and continuing thereafter until the violation is fully remedied/cured.

In the event that the owner/occupier of the involved property is subsequently cited with a second or third offense within that calendar year, the deadlines for remediation and related fines are as stated in the amended Section 8.2.2.4 of the General By-law.

3.9.6 Any citizen against whom a notice of violation is issued under this By-law shall have the right for a hearing before the Town Manager and/or his/her designee, and following said hearing, the Town Manager and/or his/her designee shall within a reasonable period of time thereafter, issue a decision. From the date that such a hearing request is received by the Town Manager until the date that a decision is issued, all of the deadlines stated in sections 3.9.6 and 3.9.7 shall be temporarily stayed.

ARTICLE 4

LICENSES AND PERMITS

SECTION 4.1 DOG LICENSES

4.1.1 Licenses. Any owner or keeper of a dog which is six (6) months of age or older and is located in the Town of Needham shall obtain a license from the Town Clerk for that dog commencing on January 1st of each year, as required by M.G.L. Chapter 140.

4.1.2 Application. When applying for a license, the applicant must show proof that the dog has received a veterinarian certificate for rabies vaccination within the last three years, if the dog is six months of age or over, as required by M.G.L. Chapter 140, Section 145B. No fee shall be charged for a license for a dog specifically trained to lead or serve a blind person or a deaf person, provided that the Division of the Blind or Deaf certifies that such dog is so trained and actually in the service of a blind or deaf person.

4.1.3 Refund. No license fee or part thereof shall be refunded because of subsequent death, loss, spaying, neutering or removal from the Town of Needham or the Commonwealth or any other disposal of said dog.

4.1.4 Failure to License. In addition to the requirement that a dog shall be duly licensed as required by law, the owner of a dog not licensed on or before April 30th in any year shall be subject to a fine of fifty dollars (\$50.00), in addition to the license fee, upon the complaint of the dog officer. The owner of any unspayed and unleashed female dog found by the dog officer roaming in season (heat) off the premises of the owner or keeper shall be subject to a fine of fifty dollars (\$50.00). Each such occasion shall constitute separate violations.

4.1.5 Fees. The fees for registering and licensing dogs of all types in the Town shall be established from time to time by vote of the Selectmen.

SECTION 4.2 PUBLIC CARRIAGES AND TAXIS

4.2.1 Licenses. The Board of Selectmen may license hackney carriages or motor vehicles for the conveyance of persons for hire from place to place within the Town and may revoke such licenses at their discretion. A record of all licenses so granted or revoked shall be kept by the Selectmen.

4.2.2 Penalties. No person shall set up, use or drive in the Town any unlicensed hackney carriage or motor vehicle for the conveyance of passengers for hire from place to place within the Town. Any person violating Section 4.2 shall be subject to a penalty not exceeding twenty dollars (\$20) for each offense.

4.2.3 Expiration and Fees. Licenses shall expire on the thirtieth day of April following the date of issuance, and shall not be transferred without the written consent of the Board of Selectmen. For each license the sum of ten dollars (\$10.00) shall be paid to the Town Treasurer for use by the Town. A license so granted shall become void if the applicant neglects or refuses to take out and pay for his license within ten days after notice that it has been granted.

4.2.4 Taxi Stands. The Selectmen may grant to the holder of a license under Section 4.2 a license to use a certain portion of a public way as a taxi stand for the solicitation of passengers for hire and no person shall use any portion of any public way for such purpose without such license. Any person who violates any of the provisions of Sub-section 4.2.4 shall be punished by a fine of not more than twenty dollars (\$20.00) for each offense.

SECTION 4.3 FEES, REGISTRATION APPLICABLE TO FLAMMABLES

4.3.1 Statutory Authority. Pursuant to the authority of M.G.L. Chapter 148, Sections 10A, 13, 38A and 39A, and the Needham Fire Code, there is hereby established a fee schedule for licenses granted by the Board of Selectmen, Annual Certificate of Registration filed with the Town Clerk and Permits granted by the Chief of the Fire Department as follows:

4.3.2 Licenses for the Storage of Flammables issued by the Board of Selectmen

Class A: (all types)

166	-	40,000 gallons .	.	.	\$50.00
40,001	-	80,000 gallons .	.	.	200.00
80,001	-	100,000 gallons .	.	.	300.00
100,001	-	500,000 gallons .	.	.	400.00
500,001	-	1,000,000 gallons.	.	.	500.00
over 1,000,000 gallons	800.00

Class B Fuel: (all types)

501	-	20,000 gallons .	.	.	50.00
20,001	-	40,000 gallons .	.	.	100.00
40,001	-	80,000 gallons .	.	.	200.00
80,001	-	100,000 gallons .	.	.	300.00
100,001	-	500,000 gallons .	.	.	400.00
500,001	-	1,000,000 gallons.	.	.	500.00
over 1,000,000 gallons	800.00

Class C Fluids (all types)				
1,001	-	20,000 gallons	.	50.00
20,001	-	40,000 gallons	.	100.00
40,001	-	80,000 gallons	.	200.00
80,001	-	100,000 gallons	.	300.00
100,001	-	500,000 gallons	.	400.00
500,001	-	1,000,000 gallons	.	500.00
over 1,000,000 gallons	.	.	.	800.00
Flammable Solids 101 lbs and up	.	.	.	50.00
Flammable Gases (within a building)				
3,001 cubic ft. and up	.	.	.	50.00
Flammable Gases (outside a building)				
10,001 cubic ft. and up	.	.	.	50.00
Liquid Petroleum Gases				
500	-	1,000 gallons	.	50.00
over	-	1,001 gallons	.	100.00

Automobiles

The parking of four or more vehicles in a structure - two dollars (\$2.00) per vehicle, and not less than fifty dollars (\$50.00).

Advertising costs for a hearing by the Board of Selectmen for the issuance of a license for the storage of flammables shall be paid by the applicant.

The annual fees shall include the cost of the initial registration with the Town Clerk. The fee for each annual renewal registration with the Town Clerk shall be the amount herein specified for the original license as set forth above.

4.3.3 Permit Fees

Underground Storage Tank Removal	.	.	.	\$100.00
Underground Storage Tank Installation	.	.	.	100.00
Underground Gasoline Tank Removal	.	.	.	100.00
Underground Gasoline Tank Installation	.	.	.	100.00

SECTION 4.4 GENERAL

4.4.1 Denial, Revocation or Suspension for Failure to Pay Municipal Taxes.

4.4.1.1 The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve month period, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.

4.4.1.2 The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the licensing authority from the tax collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate whose owner has neglected or refused to pay local taxes, fees, assessments, betterments or any other municipal charges provided, however, that written notice is given to the party and the tax collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The tax collector shall have the right to intervene in any hearing conducted with respect

to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the license authority receives a certificate issued by the tax collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges payable to the municipality as the date of issuance of said certificate.

4.4.1.3 Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.

4.4.1.4 The Board of Selectmen may waive such denial, suspension or revocation if it finds there is no direct or indirect business interest by the property owner, its officer, stockholders, if any, or members of his immediate family, as defined in M.G.L. Chapter 268A, Section 1 in the business or activity conducted in or on said property.

This section 4.4.1 shall not apply to the following licenses and permits authorized by the following Massachusetts General Laws: open burning, section thirteen of chapter forty-eight; bicycle permits, section eleven A of chapter eighty-five; sales of articles for charitable purposes, section thirty-three of chapter one hundred and one; children work-permits, section sixty-nine of chapter one hundred and forty-nine; clubs, associations dispensing food or beverage licenses, section twenty-one E of chapter one hundred and forty; dog licenses, section one hundred and thirty-seven of chapter one hundred and forty; fishing, hunting, trapping license, section twelve of chapter one hundred and thirty-one; marriage licenses, section twenty-eight of chapter two hundred and seven and theatrical events, public exhibition permits, section one hundred and eighty-one of chapter one hundred and forty.

ARTICLE 5

SIGN BY-LAW

SECTION 5.1 AUTHORITY AND OBJECTIVES

This article shall be known as the Sign By-Law, and is adopted under the authority of M.G.L. Chapters 93 and 43B. It is intended that this article will serve the following objectives:

Facilitate efficient communications to ensure that people receive the messages they need or want; promote good relationships between signs and the buildings and environment to which they relate; maintain visual diversity by avoiding a requirement of uniformity; and support business vitality within business and industrial zones by avoiding burdensome procedures and restrictions.

It is hereby determined that if the number of signs in the Town of Needham is excessive and unduly distracting to motorists and pedestrians, it can create a traffic hazard, reduce the effectiveness of signs needed to direct the public and mar the appearance of the Town of Needham.

The regulations contained in this article are the minimum amount of regulation necessary to achieve its purposes.

SECTION 5.2 DEFINITIONS

Sign: Any device designated to inform or attract the attention of persons who are not on the premises on which the device is located. Any exterior building surfaces which are internally illuminated or decorated with gaseous tube or other lights are considered signs. The following, however, shall not be considered signs within the context of this article:

- a) flags and insignia of any government except when displayed in connection with commercial promotion;

- b) legal notices or informational devices erected or required by public agencies;
- c) standard gasoline pumps bearing thereon in usual size and form the name, type, and price of gasoline;
- d) integral decorative or architectural features of buildings, except letter, trademarks, moving parts or parts internally illuminated or decorated with gaseous tube or other lights;
- e) on-premises signs guiding and directing traffic and parking, not exceeding two square feet in area and bearing no advertising matter;
- f) devices hand-carried or mounted on vehicles, unless regularly or recurrently located for fixed display;
- g) signs on newspaper vending machines or newspaper racks, which are limited in context to the name and logo of the newspaper sold via such machine or rack and to the means of purchasing a newspaper from such machine or rack.

Sign Area: The area of the smallest horizontally or vertically oriented rectangle which could enclose all the display area of the sign, together with any backing different in color or material from the finish material of the building face, and together with any decorative framing or other element whose judged intent is to extend the effective sign area, exclusive of minimal supporting framework, but without deducting for open space or other irregularities. Only one side of flat, back-to-back signs need be included in calculating sign area. In the event of lettering on an awning, the sign area shall be the area of the smallest horizontally or vertically oriented rectangle which could enclose all the lettering and symbols thereon.

On-Premises Signs: Only signs pertaining exclusively to the premises on which they are located or to the products, accommodations, services or activities on the premises are on-premises signs.

Off-Premises Signs: Signs not pertaining exclusively to the premises on which they are located or to the products, accommodations, services or activities on the premises on which they are located.

Temporary Sign: Any sign constructed of paper, cloth, canvas, fabric, cardboard, wallboard, wood, metal, or plastic or other light material, with or without frames, intended to be displayed for a continuous period of not more than sixty days.

Permanent Attached Signs: Signs, other than temporary signs, which are attached to a building or visible through its window, whether wall or projecting, are permanent attached signs.

Permanent Freestanding Signs: Signs, other than temporary signs, which are not attached to a building, are permanent freestanding signs.

Compound Sign: One sign structure with two or more signs on it.

SECTION 5.3 ADMINISTRATION

5.3.1 Design Review Board. The review of all sign permit applications, and requests for special permits shall be performed by the Design Review Board (herein referred to as the "Board"), as further defined in Section 7.7 of the Needham Zoning By-Law. Three members shall constitute a quorum. All decisions shall require a positive vote of at least three members.

The Board shall meet at least monthly at such time and place to be determined by the members and at such additional times as it determines necessary to carry out the provisions of this article. In the event a member is unable or refuses to sit, the Chairman shall designate an alternate member to sit in the place of that absent member.

5.3.2 Issuance of Permits. No sign shall be erected, enlarged, redesigned, structurally altered, or used without the review of the Board, at which the applicant shall appear, and a sign permit issued by the Building Inspector, except for signs described in Sub-sections 5.5.1 (a), 5.5.1 (c), and 5.5.3.4. Permits shall be authorized only for signs in conformance with this article.

Applicants shall file a permit application accompanied by a photograph of the facade to which the sign is to be attached, or the area of intended location if unattached, and two prints of scale drawings of the sign and supporting structure showing placement thereon; the applicant shall also file five copies of the permit application, including five copies of all application materials, with the Design Review Board. (See Section 7.7 Design Review, of the Zoning By-Law.) If an applicant requires guidance as to whether any special permits are required or knows that such permit or permits are required, the applicant may file his application with the Building Inspector. If the Building Inspector finds that the proposed sign is in all respects in conformance with this article, he shall within 35 days of filing instruct the applicant to file the application directly to the Design Review Board.

The Design Review Board shall review requests for sign permits submitted and shall, within thirty-five (35) days of the receipt of the application materials, transmit its advisory recommendations regarding the design of the sign to the Building Inspector and the applicant. No sign permit shall be issued by the Building Inspector within this thirty-five (35) day period unless said recommendations are sooner received. If approved by the Design Review Board, the Building Inspector shall issue a sign permit within 45 days of the filing of the application.

If the Building Inspector, upon requested review, finds that the proposed sign is not in conformance with this Article as aforesaid, he shall, within 35 days of the filing of the application notify the applicant in writing of the reasons why a sign permit cannot be granted as of right and give the applicant the option of revising the signage or applying for a special permit. The Building Inspector shall forward a copy of such notice to the Board.

5.3.3 Appeal from Building Inspector's Action or Failure to Act

Any person aggrieved by the Building Inspector's action or failure to act may appeal by filing an appeal with the Board and the Town Clerk within 30 days of the Building Inspector's action or failure to act. The Board shall rule on the appeal within 75 days of the filing of the appeal with the Town Clerk. If the Board denies relief to the applicant, it shall notify him in writing of the reasons for such denial. Failure of the Board to act within said 75 days shall be deemed to be a grant of the relief sought, subject to applicable judicial appeal under state law. If, on appeal, the permit is approved, the Board shall direct the Building Inspector to issue the permit.

5.3.4 Special Permits. If an applicant wishes to obtain a permit for a sign that does not comply with this article, he shall apply to the Board for a Special Permit from the requirements of this article in accordance with the procedure established under Sub-section 5.3.3 of this article. The Board shall set a date for and hold a public hearing. It will be the responsibility of the applicant, at his own expense, to give notice of the public hearing at least seven days in advance by advertisement in a newspaper of general circulation in Needham and by posting such notice in a conspicuous place in the Town Hall for a period of not less than 7 days before the day of the hearing. The applicant for a Special Permit is further required to give notice of the public hearing, sent 10 days before the hearing by certified mail, return receipt requested, postage prepaid to all parties in interest.

Parties in Interest as used in Sub-section 5.3.4 shall mean the abutters, owners of land directly opposite the proposed site of the sign on any public or private street or way and abutters to the abutter within three hundred feet of the property line of the applicant as they appear on the most recent applicable tax list.

Publications and notices of the public hearing required by Sub-section 5.3.4 shall contain the name of the area or premises; street address, if any, or other adequate identification of the location, of the area or premises which is the subject of the petition; the date, time and place of the public hearing; the subject matter of the hearing; and the nature of action or relief requested if any. No such hearing shall be held on any day on which a state or municipal election, caucus or primary is held in Needham.

The Board may in its discretion grant a Special Permit, but only if the proposed sign meets all of the Design Guidelines set forth in Sub-section 5.3.5 of this article and if the Board finds that, owing to physical peculiarities of the specific location, literal enforcement of the terms of this article would result in substantial hardship to the applicant or substantial detriment to the vicinity, and that such a Special Permit will be consistent with the stated objectives of this Article. If the Board denies the Special Permit sought, it shall notify the applicant in writing of the reasons for such denial. Failure of the Board to act within 75 days shall be deemed to be a grant of the permit sought by such applicant. If the permit is approved, the Board shall direct the Building Inspector to issue permit with such terms and conditions it deems appropriate.

Special Permits are not transferable.

5.3.5 Design Guidelines. The following guidelines shall be used by the Board in its review of all sign applications. A Special Permit may be permitted under Sub-section 5.3.4 above only if the Board finds that the proposed sign meets all of the following guidelines:

- a) Sign scale is appropriate in relation to development scale, viewer distance and travel speed and sign sizes on nearby structures.
- b) Sign size, shape and placement serves to define or enhance such architectural elements of the buildings as columns, sill lines, cornices and roof edges, and not to interrupt, obscure or hide them.
- c) Sign design is not wholly discontinuous with other signage on the same or adjacent structures, providing continuity in mounting location and height, proportions, materials or other important qualities.
- d) Sign materials, colors, lettering style and form are compatible with building design and use.
- e) Sign content does not overcrowd background.
- f) Sign legibility is not impaired by excessive complexity, multiple lettering styles or colors or other distracting elements.

5.3.6 Fees - General. Application and hearing fees shall be established and revised from time to time by the Board at a level not exceeding that sufficient to defray the estimated cost of administering this article, and shall be based upon the number, area and illumination of the signs applied for.

5.3.7 Temporary Real Estate Signs. Temporary real estate signs require payment of a uniform fee to be determined by the Board whenever a sign is to be displayed on the premises of property being offered. Real estate brokers or agents shall obtain a one-year permit for displaying such signs and shall be subject to a uniform fee to be assessed annually in an amount to be determined by the Board.

SECTION 5.4 GENERAL REGULATIONS

5.4.1 Maintenance. All signs shall be maintained in a safe and neat condition to the satisfaction of the Building Inspector and in accordance with requirements of the State Building Code. Structural damage, missing letters or other deterioration obscuring content shall be remedied within sixty days or the sign shall be removed. Signs pertaining to a business that has closed, discontinued, or changed its name shall be removed within sixty days.

5.4.2 Prohibitions

5.4.2.1 Illumination

- a) Illuminated signs shall be lighted by a steady stationary light, shielded and directed solely at or internal to the sign.
- b) No illumination shall be permitted which casts glare onto any residentially used premises or onto any portion of a way so as to create a traffic hazard, or which results in average face brightness exceeding 60-foot lamberts elsewhere.
- c) No sign shall be illuminated after 11 P.M. and before 7 A.M., unless related to a retail establishment during hours it is open to the public. In an emergency declared by the Selectmen, however, hours of permissible illumination may be expanded or curtailed to the extent and for such period as the Selectmen may require.
- d) Flashing signs, strobe lights, and series or chasing lights, are prohibited from being visible outside a business.

5.4.2.2 Location

- a) No sign shall be erected at the intersection of any streets or of a street and driveway in such a manner as to obstruct free and clear vision; or at any location where, by reason of its position, shape or color, it may interfere with, or obstruct the view of, or be confused with any authorized traffic sign, signal or device.

- b) No signs shall be attached to motor vehicles, trailers or other movable objects regularly or recurrently located for fixed display.
- c) No sign shall be attached to a radio, television, or water tower, or microwave or satellite dish, or any other type of tower or smoke stack.
- d) No sign shall extend above or beyond the end of the wall to which it is attached, nor overhang a street or sidewalk by more than the thickness (up to 12") of a flat wall sign: except one perpendicular, blade, or projecting sign (hereinafter "projecting sign") is allowed by right, even if it is a second sign, provided it does not, in the opinion of the Board, materially obstruct neighboring signs or businesses. Projecting signs may not be internally illuminated. If the projecting sign is the only sign requested by an applicant seven (7) square feet are allowed by right. If the projecting sign is in addition to a sign on the façade, three (3) square feet is allowed by right. Projecting signs may have a maximum projection of four (4) feet from the wall and a minimum of eight (8) feet above the sidewalk.
- e) No portion of any sign shall be located above the roof line of a building. Roof line means the intersection of the exterior wall and the roof.
- f) No freestanding sign shall be located within a required side or rear yard or within fifteen feet of a streetline or extend more than twenty feet above adjoining ground level.

5.4.2.3 Type

- a) A V-shaped sign consisting of two single-faced signs shall not be permitted.
- b) Pennants, streamers, advertising flags, banners, spinners or similar devices shall not be permitted.
- c) No animated or revolving sign shall be permitted and only time and temperature indicators shall be allowed to flash.
- d) Sandwich boards are also permitted provided they meet the following requirements: one sign per business; 2 feet by 3 feet maximum sign panel in a black or white colored frame; they are comprised of permanent printed sign panels or handwritten sign panels; they are located on the site of the advertised business' street front on private property, or if on public property, do not block or interfere with the 48" width of the public sidewalk; they are on display during the business' operating hours only; they may advertise short term sales, daily menus, sign-up periods up to three weeks ahead of end date, and similar special events; they are not internally illuminated; and they do not contain any alcohol or cigarette advertisements.

SECTION 5.5 PERMITTED SIGNS

5.5.1 All Zoning Districts. The following signs are allowed in all zoning districts:

- a) One on-premise sign, either attached or free-standing, indicating only the name and/or profession of the owner or occupant, the street and/or number, not to exceed two square feet in area. No permit is required.
- b) One off-premise directional sign may be erected and maintained within the public right-of-way at any intersection if authorized by the Selectmen, or on private property if authorized following an application and hearing by the Board in accordance with Sub-sections 5.3.2 and 5.3.3 of this article. Such signs shall be permitted only upon the Board's determination that the sign will promote the public interest, will not endanger the public safety and will be of such size, location and design as will not be detrimental to the neighborhood. At locations where directions to more than one establishment are to be provided, all such directional information shall be incorporated into a single structure. All such directional signs shall be unlighted and each shall be not over four square feet in area.
- c) Signs of not more than a total of twelve square feet in area, erected for charitable, educational, political or religious purposes. No permit is required.

- d) (i) A temporary unlighted real estate sign not larger than twelve square feet in area, advertising the sale, rental or lease of the premises or subdivision on which it is erected.
- (ii) A temporary unlighted sign not larger than twelve square feet indicating the name, address and telephone number of the parties involved in construction on the premises.
- (iii) For a development of six or more lots or dwelling units, one sign not larger than twelve square feet at each visible street entrance to the development from a prior existing way indicating the name, address and telephone number of the parties involved in construction on the premises.
- e) One bulletin board not exceeding twelve square feet for and on the premises of a public, charitable, educational, political or religious institution. No permit is required to change the lettering on such a bulletin board.
- f) One memorial sign or tablet indicating the name of the building and/or date of erection, if not exceeding 2% of the area of the wall to which it is attached and if carved into or attached in such a way as to be an integral part of the building, and without separate illumination.

5.5.2 Single Residence, General Residence, Apartment and Institutional Zoning Districts

- (a) One on-premises sign, either attached or freestanding, oriented to each street on which the premises abut, each such sign not to exceed twelve square feet in area, indicating the nonresidential principal use or uses of the premises.
- (b) One on-premises sign, either attached or freestanding, stating the name of the apartment complex if it contains more than six units, such sign not to exceed twelve square feet.

5.5.3 Business, Industrial, and Industrial Park Zoning Districts

5.5.3.1 Number: In addition to signs allowed under Sub-section 5.5.1 and 5.4.2.2 d) the following are permitted:

- a) One permanent sign whether permanently attached or freestanding, as further described in Sub-sections 5.5.3.2 and 5.5.3.3 of this article, for each occupant of separate space per street that the premises abut. However, no permit may be granted for more than one freestanding sign per parcel;
- b) One additional sign for each business which has an entrance facing a side or rear parking lot available for use by the public; said sign to be located so as to designate the entrance and to be smaller than the primary sign.

5.5.3.2 Permanent Attached Signs. The total area of all permanent attached signs shall be not more than fifteen percent of the projected area of the elevation to which they are attached. Each sign shall not exceed 2 square feet for every linear foot of the projected area of the elevation to which it is attached, up to a maximum of 32 square feet. If a sign is oriented for visibility from Route 128 (I-95), and is to exceed 32 square feet, then the Board may approve it only after a finding that the sign complies with the Design Guidelines, and no such sign shall exceed one hundred square feet.

5.5.3.3 Permanent Freestanding Signs

- a) Area: If a single sign, the area shall not be more than 32 square feet, and not more than 60 square feet if oriented for visibility from Route 128 (I-95). If a compound sign, the total area of a freestanding sign structure shall not exceed 60 square feet
- b) Visibility: Every freestanding sign placed within thirty feet of the curb line of intersecting streets and driveways shall have an open space of at least seven feet from the ground to the base of the sign, except that monument signs may be no more than 3 feet above street grade.
- c) All freestanding signs on the same parcel of land shall be attached to the same support.

5.5.3.4 Temporary. Except as provided in Section 5.4.2.3 d), temporary signs, in addition to signs allowed under Sub-section 5.5.3.1, are permitted only if unlighted, inside of windows, occupying not more than 25% of the area of

each window, and advertising sales, special events or changes in the nature of an operation, but shall not otherwise be used to advertise a continuing or regularly recurring business operation and shall be removed promptly when the information they display is out of date or no longer relevant. No permit is required.

5.5.4 Table of Sign Areas. The following table of maximum sign sizes is presented for ease of use. For clarification, refer to the appropriate section(s) of the By-law. In some instances the actual size may be less than the maximum area. Signs of less than 2 square feet require no permit.

Type	Maximum Area (square feet)
Sale, lease, rental subdivision [5.5.1.d (i)]	12
Construction [5.5.1.d.(ii)]	12
Development of 6 or more units or lots [5.5.1.d.(iii)]	12
Real estate signs [5.5.1.d.(i)]	12
Religious, educational, charitable or political institutions [5.5.1.c]	12
On premise signs, all zoning districts [5.5.1.a]	2
Nonresidential principal uses in residential districts [5.5.2.a]	12
Apartment complexes [5.5.2.b]	12
Business, Industrial, or Industrial Park	
Districts Attached [5.5.3.2] 2 sq. ft. for each linear ft. of building	32
Attached if visible from Rt. 128 [5.5.3.2]	100
Freestanding [5.5.3.2]	32
Freestanding if visible from Rt. 128 [5.5.3.3].	60
Off-premises directional signs [5.5.1.b]	4
Bulletin boards for institutions [5.5.1.e]	12

SECTION 5.6 VIOLATIONS

5.6.1 Fines. Any person violating any provisions of this Article shall be subject to a penalty up to the maximum amount allowed for each offense under the noncriminal processes authorized by M.G.L. Chapter 40, Section 21D. Each day on which the violation continues shall be considered a separate offense.

5.6.2 Notice and Removal. Existing signs which violate this article shall be removed or brought into conformity with this article within thirty days of notification of violation by the Building Inspector, unless he authorizes a longer period necessitated by unavailability of parts.

5.6.3 Pre-existing, Non-Conforming Signs. Signs erected prior to February 24, 1986, and not enlarged, redesigned, or structurally altered after that date other than pursuant to a permit issued by the Building Inspector shall not have to be removed or brought into conformity with this article until February 24, 1996.

ARTICLE 6

GENERAL WETLANDS PROTECTION

SECTION 6.1 PURPOSE

The purpose of this article is to protect the wetlands, related water resources and adjoining land areas in the Town of Needham by prior review and control of activities deemed by the Conservation Commission likely to have a significant effect upon wetland values, including but not limited to the following: public or private water supply, groundwater, flood control, erosion and sedimentation control, storm damage prevention, water pollution prevention, fisheries, wildlife habitat, recreation, agriculture and aquaculture values (collectively, the "wetlands values protected by this article").

SECTION 6.2 JURISDICTION

Except as permitted by the Conservation Commission (hereinafter referred to as "the Commission") or as provided in this article, no person shall remove, fill, dredge, build upon or alter the following resource areas: (1) within 100 feet of any freshwater wetland, marsh, wet meadow, bog or swamp; (2) within 100 feet of any bank, beach, dune or flat; (3) any lake, river, pond or stream, whether or not intermittent; (4) within 100 feet of any lake, river, pond, stream or estuary; (5) any land under said waters; or (6) any land subject to flooding (collectively, the "resource areas").

SECTION 6.3 EXCEPTIONS

The permit and application required by this article shall not be required for maintaining or repairing, but not changing or enlarging, an existing and lawfully located structure or facility used in the service of the public to provide electric, gas, water, sewer, telephone, telegraph or other telecommunications services, provided that written notice has been given to the Commission at least 14 days prior to commencement of work, and provided that the work conforms to performance standards and design specifications in regulations adopted by the Commission.

The permit and application required by this article shall not be required for work performed for normal maintenance or improvement of land in agricultural use or in aquacultural use, provided that written notice has been given to the Commission at least 14 days prior to the commencement of work.

The permit and application required by this article shall not apply to emergency projects necessary for the protection of the health or safety of the public, as determined by the Commission, in such circumstances and upon such conditions as it deems appropriate, after advance written notice has been received by the Commission prior to commencement of any work, except for emergency response to safeguard life, health and property damage.

Other than stated in this section, the exceptions provided in the Wetlands Protection Act shall not apply under this article.

SECTION 6.4 APPLICATION FOR PERMITS AND REQUESTS FOR DETERMINATION

Written application to perform activities regulated by this article, affecting resource areas protected by this article, shall be filed with the Commission. The application shall include such information and plans as are deemed necessary by the Commission to describe proposed activities and their effects on the environment. No activities shall commence without receiving and complying with a permit issued pursuant to this article.

The Commission shall accept as the application and plans under this article the Notice of Intent and plans filed under the Wetlands Protection Act, M.G.L. Chapter 131, Section 40, together with such other information as is required by this article and regulations issued hereunder.

Any person desiring to know whether or not a proposed activity or an area is subject to this article may in writing request determination from the Commission. Such a request for determination shall contain data and plans specified by the regulations of the Commission.

At the time of an application or request, the applicant shall pay a filing fee specified in regulations of the Commission. This fee is in addition to that required by the Wetlands Protection Act, M.G.L. Chapter 131, Section 40. The Commission may waive or reduce the filing fee and costs and expenses for an application or request filed by a government agency or otherwise as the Commission may determine by its regulations.

SECTION 6.5 NOTICE OF HEARINGS

The Commission in an appropriate case may combine its hearing under this article with the hearing conducted under the Wetlands Protection Act, M.G.L. Chapter 131, Section 40.

Any person filing an application or a request for determination with the Commission shall give written notice thereof, at the same time, to all abutters at their mailing addresses, shown on the most recent applicable tax list of the assessors, including owners of land directly opposite on any public or private street or way, and abutters to the abutters within 300 feet of the property line of the applicant, including any in another municipality. The applicant shall notify abutters in writing by hand delivery or certified mail, return receipt requested, or by certificates of mailing. If written notification is made by hand-delivery, the applicant shall obtain signatures at the time of delivery acknowledging receipt of said notification. The notice to abutters shall enclose a copy of the application or request, with plans, or shall state where copies may be examined and obtained by abutters free of charge. An affidavit of the person providing such notice, with a copy of the notice mailed or delivered, shall be filed with the Commission. When a person requesting a determination is other than the owner, the request, the notice of the hearing and the determination itself shall be sent by the Commission to the owner as well as to the person making the request.

The Commission shall conduct a public hearing on any application or request for determination, with written notice given at the expense of the applicant at least five working days prior to the hearing, in a newspaper of general circulation in the Town.

The Commission shall commence the public hearing within 21 days from receipt of a completed application or request for determination unless an extension is authorized in writing by the applicant.

The Commission shall issue its permit or determination in writing within 21 days of the close of the public hearing thereon unless an extension is authorized in writing by the applicant.

The Commission shall have the authority to continue the hearing to a date certain announced at the hearing, for reason stated at the hearing, which may include receipt of additional information offered by the applicant or others, information and plans required of the applicant deemed necessary by the Commission in its discretion, or comments and recommendations of boards and officials listed in Section 6.6. In the event the applicant objects to a continuance or postponement, the hearing shall be closed; and the Commission shall take action on such information as is available.

SECTION 6.6 COORDINATION WITH OTHER BOARDS

Any person filing a permit application or a request for determination with the Commission shall provide a copy thereof at the same time, by certified mail (return receipt requested) or hand delivery, to the Board of Selectmen, Planning Board, Board of Health and Building Inspector. An affidavit of the person providing such notice, with a copy of the notice mailed or delivered, shall be filed with the Commission. The Commission shall not take final action until such boards and officials have had 21 days from receipt of notice to file written comments and recommendations with the Commission. The applicant shall have the right to receive any such comments and recommendations and to respond to them at a hearing of the Commission, prior to final action.

SECTION 6.7 PERMITS, DETERMINATION AND CONDITIONS

If the Commission, after a public hearing, determines that the activities which are the subject of the application are likely to have a significant or cumulative effect upon the wetland values protected by this article, the Commission, within 21 days of the close of the hearing, shall issue or deny a permit for the activities requested. If it issues a permit, the Commission shall impose conditions which the Commission deems necessary or desirable to protect those values and all activities shall be done in accordance with those conditions.

The Commission is empowered to deny a permit for failure to meet the requirements of this article; for failure to submit necessary information and plans requested by the Commission; for failure to meet the design specifications, performance standards and other requirements in regulations of the Commission; for failure to avoid or prevent unacceptable significant or cumulative effects upon the wetland values protected by this article; and where conditions are inadequate to protect those values. The Commission may require applicants to retain an independent consultant, acceptable in advance by the Commission, in order to provide the Commission with sufficient information on which to base a decision.

A permit shall expire three years from the date of issuance. Notwithstanding the above, the Commission, in its discretion, may issue a permit expiring five years from the date of issuance for recurring or continuous maintenance work, provided that annual notification of time and location of work is given to the Commission. The Commission may renew any permit for one period of up to three years, provided that such request is received in writing by the Commission at least 30 days prior to the expiration of the permit.

The Commission may revoke or modify a permit issued under this article for good cause after notice to the holder of the permit, to the public, to abutters and to town boards pursuant to Section 6.5 and a public hearing.

The Commission, in an appropriate case, may combine the permit or other action on an application issued under this article with the Order of Conditions issued under the Wetlands Protection Act.

No work proposed in any application shall be undertaken until the permit issued by the Commission with respect to such work has been recorded in the Norfolk Registry of Deeds or, if the land affected thereby is registered land, in the registry section of the land court for the Norfolk district, and until the holder of the permit certifies in writing to the Commission that the permit has been so recorded.

SECTION 6.8 REGULATIONS

After public notice and public hearing, the Commission shall promulgate rules and regulations to effectuate the purposes of this article. Failure by the Commission to promulgate such rules and regulations, or a legal declaration of their invalidity by a court of law, shall not act to suspend or invalidate the effect of this article.

SECTION 6.9 DEFINITIONS

Except as otherwise provided in regulations of the Commission, the definitions of terms in this article are those set forth in the Wetlands Protection Act, M.G.L. Chapter 131, Section 40 or regulations promulgated thereunder.

The following definitions shall apply in the interpretation and implementation of this article:

The term person shall include any individual, group of individuals, association, partnership, corporation, company, business organization, trust, estate, the Commonwealth or political subdivision thereof to the extent subject to town by-laws, administrative agency, public or quasi-public corporation or body, this municipality and any other legal entity, its legal representatives, agents or assigns.

The term alter shall include, without limitation, the following activities when undertaken to, upon, within or affecting resource areas protected by this article:

- (a) Removal, excavation or dredging of soil, sand, gravel or aggregate materials of any kind;
- (b) Changing of pre-existing drainage characteristics, flushing characteristics, salinity distribution, sedimentation patterns, flow patterns or flood retention characteristics;
- (c) Drainage or other disturbance of water level or water table;
- (d) Dumping, discharging or filling with any material which may degrade water quality;
- (e) Placing of fill, or removal of material, which would alter elevation;
- (f) Driving of piles, erection or expansion of buildings or structures of any kind;
- (g) Placing of obstructions or objects in water;
- (h) Destruction of plant life, including cutting of trees;
- (i) Changing water temperature, biochemical oxygen demand or other physical or chemical characteristics of water;
- (j) Any activities, changes or work which may cause, or tend to contribute to, pollution of any body of water or groundwater, including but not limited to, application of pesticides or herbicides.

SECTION 6.10 SECURITY

As part of any permit issued under this article and in addition to any security required by any other municipal or state board, agency or official, the Commission may require that the performance and observance of any conditions imposed hereunder be secured wholly or in part by one or more of the methods described below:

- (a) By a proper bond, deposit of money, negotiable securities or other undertaking of financial responsibility sufficient, in the opinion of the Commission, to be released in whole or in part upon issuance of a Certificate of Compliance for work performed pursuant to the permit;
- (b) By a covenant enforceable in a court of law, executed and duly recorded by the owner of record, running with the land to the benefit of this municipality, whereby the permit conditions shall be performed and observed before any lot may be conveyed other than by mortgage deed.

Upon written request of the applicant, the Commission shall release the covenant described in (b) above, or partially release said covenant with respect to particular lots, provided that:

1. No violation notice under this Article or enforcement order under M.G.L. Chapter 131, Section 40 has been recorded at the Norfolk County Registry of Deeds as of the date of the applicant's request; and
2. A proper bond or other undertaking of financial responsibility, as provided in (a) above, and sufficient in the opinion of the Commission, has been given to the Commission.

In the event that a bond or other undertaking has already been given, the Commission reserves the right to increase the amount of the bond or other undertaking of financial responsibility sufficient, in the opinion of the Commission, to secure completion of the work to be performed pursuant to the permit.

SECTION 6.11 ENFORCEMENT

The Commission, its agents, officers and employees shall have authority to enter upon privately owned land for the purpose of performing their duties under this article and may make, or cause to be made, such examinations, surveys or sampling as the Commission deems necessary.

The Commission shall have authority to enforce this article, its regulations and permits issued thereunder by violation notices, administrative orders and civil and criminal court actions.

Upon request of the Commission, Town Counsel shall take legal action for enforcement under civil law. Upon request of the Commission, the Chief of Police or Town Counsel shall take legal action for enforcement under criminal law.

Municipal boards and officers, including any police officer or other officer having police powers, shall have authority to assist the Commission in enforcement.

Any person who violates any provision of this article, regulations thereunder or permits issued thereunder may be punished by a fine of not more than the maximum amount allowed under Chapter 40 of the Massachusetts General Laws. Each day or portion thereof during which a violation continues shall constitute a separate offense; and each provision of the article, regulations or permit violated shall constitute a separate offense.

SECTION 6.12 BURDEN OF PROOF

The applicant for a permit shall have the burden of proving by a preponderance of the credible evidence that the work proposed in the application will not have unacceptable significant or cumulative effect upon the wetland values protected by this article. Failure to provide adequate evidence to the Commission supporting this burden shall be sufficient cause for the Commission to deny a permit or grant a permit with conditions.

SECTION 6.13 APPEALS

A decision of the Commission shall be reviewable in the Superior Court in an action filed within 60 days of the date of the decision in accordance with M.G.L. Chapter 249, Section 4.

SECTION 6.14 RELATION TO THE WETLANDS PROTECTION ACT

This article is adopted under the Home Rule Amendment of the Massachusetts Constitution and the Home Rules statutes, independent of the Wetlands Protection Act, M.G.L. Chapter 131, Section 40, and regulations thereunder.

SECTION 6.15 EFFECTIVE DATE

The effective date of this article shall be September 1, 1988, and shall not be applicable to (a) work presently regulated by Orders of Condition issued by the Commission pursuant to the Wetlands Protection Act, M.G.L. Chapter 131, Section 40, and regulations thereunder, and (b) work that is the subject of Notices of Intent filed with the Commission prior to September 1, 1988, pursuant to the provisions of said Wetlands Protection Act.

ARTICLE 7

Reserved

ARTICLE 8

PENALTIES AND ENFORCEMENT OF TOWN BY-LAWS,

RULES AND REGULATIONS

SECTION 8.1 PENALTIES

8.1.1 Whoever performs an act, or carries on a business or an activity within the Town for which a license or permit is required by the provisions of these General By-Laws, the Building, Plumbing and Electrical Wiring Codes and the Zoning By-Laws, without having a valid outstanding license or permit to perform such an act, or to carry on such business or activity, shall, unless a specific penalty is provided elsewhere in said by-laws or codes, be punished by a fine of not exceeding twenty dollars (\$20.00) for each offense.

8.1.2 Except as may be otherwise provided by law, and as the district court may see fit to impose, for any violation of these General By-laws the minimum penalty for each violation shall be fifty dollars (\$50). The maximum penalty for each violation or offense brought in such manner shall be three hundred dollars (\$300).

SECTION 8.2 ENFORCEMENT

8.2.1 Criminal Complaint. Any person violating any provision of these General By-Laws may be penalized by indictment or on complaint brought in the district court.

8.2.2 Non-criminal Disposition. Any person violating any provision of these General By-Laws, the violation of which is subject to a specific penalty, may be penalized by a non-criminal disposition as provided in M.G.L. Chapter 40, Section 21D. The non-criminal method of disposition may also be used for violations of any rule or regulation of any municipal officer, board or department which is subject to a specific penalty.

Without intending to limit the generality of the foregoing, it is the intention of this provision that the following sub-sections are to be included within the scope of this sub-section, that the specific penalties as listed here shall apply in such cases and that in addition to the municipal personnel listed for each section, if any, police officers shall in all cases be considered enforcing persons for the purpose of this provision; and each day on which any violation exists shall be deemed to be a separate offense.

8.2.2.1 Zoning By-Law

Enforcement Agent: Building Inspector, Assistant Building Inspector
Fine Schedule:
Warning - First Offense;
\$50. - subsequent offenses

8.2.2.2 Sign By-Law (Section 5)

Enforcement Agent: Building Inspector, Assistant Building Inspector
Fine Schedule:
Warning - First offense;
\$50. - subsequent offenses

8.2.2.3 Demolition of Historical Buildings (2.11.5.9)

Enforcement Agent: Building Inspector
Fine Schedule: Up to \$300 per offense.

8.2.2.4 Police Regulations

A. Grazing Of Animals (Sub-section 3.1.1)

Fine Schedule:
\$20. per offense

B. Obstructing Public Ways Or Sidewalks (Sub-section 3.1.2)

Fine Schedule:

\$50. per offense

C. Carrying Refuse Substances Without Board Of Health Approval (Sub-section 2.5.1)

Enforcement Agent: Health Director and Sanitarian

Fine Schedule:

First Offense - \$50.

Second Offense - \$100.

Third Offense - \$200

Fourth and Subsequent Offenses - \$300

D. Coasting On A Public Way (Sub-section 3.1.3)

Fine Schedule:

\$20. per offense

E. Driving On A Public Sidewalk or Footpath (Sub-section 3.1.4)

Fine Schedule:

\$50. per offense

F. Riding Bicycles On Sidewalks In Needham Square and The Heights Square Business Districts (Sub-section 3.1.5)

Fine Schedule:

\$20. per offense

G. Discharging A Firearm (Sub-section 3.1.6)

Fine Schedule:

First Offense - \$50.

Second Offense - \$100.

Third Offense - \$200

Fourth and Subsequent Offenses - \$300

H. Corner Clearance (Sub-section 2.2.5.1.6)

Enforcement Agent: Town Engineer/Building Inspector

Fine Schedule:

\$50. per offense

I. Alcoholic Beverages On Public Property (Sub-sections 3.1.9)

Fine Schedule:

\$50. per offense

J. Public Consumption of Marijuana (Sub-section 3.1.10)

Fine Schedule: \$50 per offense

K. Licensed Hawkers And Peddlers (Sub-section 3.1.11)

Fine Schedule:

\$50. per offense

L. Nighttime Closing Hours (Sub-sections 3.2.1 through 3.2.5)

Fine Schedule:
\$200. per offense

M. Obstructing Fire Lanes (Sub-sections 3.6.1.1 through 3.6.1.3)

Enforcement Agent: Fire Chief/Fire Inspectors
Fine Schedule:
\$50. per offense

N. Public Carriages (Taxis) (Sub-sections 4.2.1 through 4.2.4)

Fine Schedule:
\$50. per offense

O. Abandoned Cars (Sub-section 3.5.4 – 3.5.7)

Fine Schedule:
\$50.00

P. Discharge of Water (Sub-section 3.1.12)

Fine Schedule:
\$50.00 per offense

Q. Snow and Ice on Sidewalks (Sub-Section 3.1.8)

Enforcement Agent: Any DPW Supervisor
Fine Schedule: \$50.00 per offense

R. Discharge of Bow and Arrow (Section 3.1.13)

Fine Schedule:
First Offense - \$50.
Second Offense - \$100.
Third Offense - \$200
Fourth and Subsequent Offenses - \$300

S. Noise Regulation (Section 3.8.1)

Fine Schedule:
\$0 First offense
\$25. Second offense
\$50. For each additional offense

T. Public Nuisance Regulation (Section 3.9)

Fine Schedule:
\$0 First offense – written warning
\$50. Failure to remedy/cure first offense within thirty (30) days following issuance of the first notice of violation
\$100. Failure to remedy/cure first offense within sixty (60) days following issuance of the first notice of violation

\$10 Additional per diem fine for failure to remedy/cure first offense within seventy-five (75) days following issuance of the first notice of violation, which additional daily fine shall continue until the first offense is fully remedied/cured

\$50. Second offense within the calendar year

\$100. Failure to remedy/cure second offense within thirty (30) days following issuance of the first notice of violation

\$10. Additional per diem fine for failure to remedy/cure second offense within forty-five (45) days following issuance of the first notice of violation, which additional fine shall continue until the second offense is fully remedied/cured

\$100. Third offense within the calendar year

\$200. Failure to remedy/cure third offense within thirty (30) days following issuance of the first notice of violation

\$10. Additional per diem fine for failure to remedy/cure third offense within forty-five (45) days following issuance of the first notice of violation, which additional fine shall continue until the third offense is fully remedied/cured.

8.2.2.5 Conservation Commission Regulations

A. Wetlands Protection By-Law (Sub-sections 6.1 through 6.15)

Enforcement Agent: Conservation Commission Chairman/Conservation Agent

Fine Schedule:

\$100. first offense

\$200. subsequent offenses

8.2.2.6 Fire Department Licenses And Permits (Sub-sections 4.3.1 through 4.3.3)

A. Removing Underground Tank Without A Permit

Enforcement Agent: Fire Chief/Fire Inspector

Fine Schedule:

\$200. per offense

B. Failure To Obtain Required Fire Department License Or Permit

Enforcement Agent: Fire Chief/ Deputy Chiefs/Fire Inspectors

Fine Schedule:

\$200. per offense

8.2.2.7 Board Of Health Regulations

Enforcement Agent: Health Director, Environmental Health Agent,
or Public Health Nurse

Fine Schedule:

First Offense - \$50

Second Offense - \$100

Third Offense - \$200

Fourth and Subsequent Offenses - \$300

8.2.2.8 Board Of Selectmen Regulations

A. Regulations Regarding For-Profit Transient Vendors/Businesses; Hawkers and Peddlers; Door to Door Solicitations

\$25.00 First offense
\$50.00 Each subsequent offense within any twelve month period, each subsequent offense constituting a separate offense. (*Revised Article 70, 2001 A.T.M.*)

B. Regulations Regarding Trench Safety Authorized by Section 2.2.5.4.4

Enforcement Agent: Director of Public Works
Fine Schedule: \$100 per offense.

C. Water Emergencies; Violations (Sub-Section 2.2.5.5)

Enforcement Agent: Any DPW Supervisor
First violation: Written Warning
Second violation (issued within the same calendar year): \$50
Third violation (issued within the same calendar year): \$200
Fourth and subsequent violations (issued within the same calendar year): \$300
Each day of violation shall constitute a separate offense.

D. Private Ways (Sub-Section 2.2.5.6)

Enforcement Agent: Fire Chief
\$50 per offense.

ARTICLE 9

**LEGAL CONSTRUCTION OF GENERAL
BY-LAW PROVISIONS**

SECTION 9.1 DEFINITIONS

As used in these General By-Laws, the following words and phrases shall have the following meanings, unless the context clearly requires a different construction:

Home Rule Amendment - Amendment Article II of the Constitution of the Commonwealth, as revised by Amendment Article LXXXIX of said Constitution, all as the same from time to time be amended hereafter.

M.G.L. - the General Laws of the Commonwealth of Massachusetts, as most recently amended.

Town - the Town of Needham.

Town Charter - Acts of 1971, Chapter 403 (the Needham Special Home Rule Charter Act), as from time to time amended.

SECTION 9.2 EFFECT OF GENERAL LAW AMENDMENTS

If a provision of the General Laws, cited in a Town by-law, shall be renumbered and located elsewhere in the General Laws by the General Court or by an initiative law, the old citation appearing in by-law shall be construed as

meaning the new provision, until such by-law is amended to correct the reference. The Town Counsel shall, as necessary, submit to the Town Meeting as soon as may be, proposals to correct any statutory references in the Town by-laws.

SECTION 9.3 CONSTRUCTION OF OTHER WORDS AND PHRASES

Words and phrases used in General By-Law provisions enacted under authority of, or in implementation of, general or special laws of the Commonwealth shall have the meaning such words and phrases have in said laws, unless the by-law context clearly requires a different construction.

SECTION 9.4 SEVERABILITY CLAUSE

These Articles, and their various parts, sections and clauses thereof, are hereby declared to be severable. If any part, section or clause is adjudged invalid by the Attorney General or by a court of competent jurisdiction, the remainder shall remain in full force and effect.