

SELECT BOARD Meeting Agenda

6:00 p.m. Wednesday, November 9, 2022

NEEDHAM TOWN HALL SELECT BOARD CHAMBERS & ZOOM

Pursuant to Chapter 22 of the Acts of 2022, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public.

To listen and view this virtual meeting on a phone, computer, laptop, or tablet, download the “Zoom Cloud Meeting” app in any app store or at www.zoom.us. At the above date and time, click on “Join a Meeting” and enter the meeting or click the link below to join the webinar:

<https://us02web.zoom.us/j/82738149032?pwd=SHBzOFFTNTZiYTVTUlhTTVNwbmRtQT09>

Passcode: 771767

One tap mobile: +16465588656,,82738149032#

Webinar ID: 827 3814 9032

	6:00	Public Comment Period Citizens are encouraged to inform the Office of the Town Manager in advance via email (OTM@needhamma.gov), telephone (781) 455-7500 extension 204, or in person by the end of the business day prior to the meeting of their intent to participate in the public comment period. The Chair will first recognize those who have communicated in advance their desire to speak for up to three minutes. If time allows, others wishing to speak will be recognized in an order determined by the Chair for up to three minutes. The Board’s policy on public participation in meetings can be found here .
1.	6:00	Veterans Day Proclamation
2.	6:00	Public Hearing: Grant of Location; 17 Otis Street Joanne Callendar, Eversource Representative (Zoom)
3.	6:05	Director of Public Works Update (Zoom) Sign Notice of Traffic Regulation: Pickering Street
4.	6:10	Human Resources Diversity, Equity, and Inclusion Initiative Chuck Murphy-Romboletti, Director of Human Resources
5.	6:30	Opioid Settlement - Katie King, Assistant Town Manager/Director of Operations - Timothy McDonald, Health and Human Services Director
6.	6:45	Town Manager - Fuel Storage Policy - Code of Conduct Review Process - Capital Policy Review - Town Manager Report

7.	7:00	Board Discussion Committee Reports
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APPOINTMENTS

1.	Heidi Frail	Active Recreation Assets Working Group Term Exp: 6/30/2023
2.	Matt Borrelli	Active Recreation Assets Working Group Term Exp: 6/30/2023
3.	Frederica Lalonde	Active Recreation Assets Working Group Term Exp: 6/30/2023
4.	Michelle Geddes	Active Recreation Assets Working Group Term Exp: 6/30/2023
5.	John Connelly	Active Recreation Assets Working Group Term Exp: 6/30/2023
6.	Marcus Nelson	Juneteenth Celebration Planning Committee Term Exp: 6/30/2023
7.	Tina Burgos	Juneteenth Celebration Planning Committee Term Exp: 6/30/2023
8.	Rob Dangel	Technology Advisory Board Term Exp: 6/30/2025

CONSENT AGENDA *=Backup attached

1.*	Approve minutes of October 11, 2022 (open session), October 25, 2022 (open session).				
2.	Authorize free 2-hour meter parking during the dates of November 19, 2022 – January 1, 2023.				
3.	Accept the following donation made to the Needham Fire Department; \$500 from John & Regina Adams.				
4.	Grant permission for the following residents to hold block parties:				
	Name	Address	Party Location	Party Date	Party Rain Date
	Margie Helman	155 Richdale Road	84 Richdale Road	11/12/22	11/13/22
					2pm-5pm

Proclamation

Veterans Day

WHEREAS: On Veterans Day our Nation comes together to honor our veterans and commemorate their legacy of service and sacrifice; and

WHEREAS: Needham residents have answered the call of duty in every war and expedition in our nation's history to ensure the security of our Country and its ideals; and

WHEREAS: Returning veterans contribute in important ways to the civic life of our Town; and

WHEREAS: Their service, performed with a sense of duty and honor, reflects great credit upon themselves and upon our community;

NOW THEREFORE, The Select Board of the Town of Needham do hereby recognize Friday, November 11, 2022, as Veterans Day and ask the citizens of the Town to join in appropriate observance of those who have served, preserving the principles of justice, freedom and democracy.

Signed this 9th day of November 2022

Marianne B. Cooley, Chair

Marcus A. Nelson, Vice Chair

Kevin Keane, Clerk

Matthew D. Borrelli

Heidi Frail



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

MEETING DATE: 11/09/2022

Agenda Item	Public Hearing: Eversource Grant of Location: 17 Otis Street
Presenter(s)	Joanne Callender, Eversource Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately 27 feet of conduit in Otis Street. This work is necessary to provide underground service to 14 Otis Street, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, that conduit must be placed at 24" below grade to the top of the conduit.	
2.	VOTE REQUIRED BY SELECT BOARD
Suggested Motion: That the Select Board approve and sign a petition from Eversource Energy to install approximately 27 feet of conduit in Otis Street.	
3.	BACK UP INFORMATION ATTACHED
a. DPW Review Sheet b. Letter of Application c. Petition d. Order e. Petition Plan f. Notice Sent to Abutters g. List of Abutters	

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

NEEDHAM, MA 02492 Telephone: (781) 455-7550

www.needhamma.gov/dpw

TO: Kristin Scoble, Select Board Office

FROM: DPW Office

DATE:

RE:

For Select Board Meeting of

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 10-25-2022

REVIEWER: R.W.W.

SITE LOCATION: #14 OTIS STREET

UTILITY REQUESTING: EYELSOURE

Conduit Work Area Description

- | | | |
|---|-------------|------------------------------|
| ☒ A Sidewalk/Grass Strip Crossing Only | Peer Review | <u>tar 10/28/22</u> |
| B Work Within Paved Road Perpendicular Crossing | Peer Review | _____ |
| C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway | | |
| | Peer Review | _____ Div. Head Review _____ |
| D Other | Peer Review | _____ Div. Head Review _____ |

☒ Petition Plan Consistent with Field Review

☐ Old Pole Removed N/A

☒ Diameter of Conduit 3"

☐ Cables Transferred to New Pole N/A

☒ Depth of Conduit

☐ New Riser on Pole No

☒ Utility Conflicts

☐ Visible Trench Patch across Road/Sidewalk No

☐ Crossing Perpendicular to Road

☒ Abutters List Complete

☒ Public Road

☒ Photos Included

☐ Double Pole N/A

Department Head _____

COMMENTS:

THIS LOOKS GOOD. NO TRENCHING VISIBLE, NO RISER ON POLE

Application is in order pending a public hearing. tar 11/1/22



180 Calvary Street
Waltham, Ma 02453

September 20, 2022

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

RE: Otis Street
Needham, MA
W.O.#10119992

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 27 feet of conduit in Otis Street.

The reason for this work is to provide electric service to #14 Otis Street.

If you have any further questions, contact Joanne Callender at (781) 314-5054. Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

Richard M. Schifone

Richard M. Schifone, Supervisor
Rights and Permits

RMS/HC
Attachments

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Otis Street - Southeasterly from pole 94/7, approximately 273 feet east of Manning Street, install approximately 27 feet of conduit.

W.O.# 10119992

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

1. Conduits and manholes shall be located as shown on the plan made by **T. Thibault**, **dated September 19, 2022** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Select Board or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	
3	_____	
4	_____	
5	_____	

Select Board
the Town of
NEEDHAM

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2022 at _____ in said Town.

1	_____	
2	_____	
3	_____	
4	_____	
5	_____	

Select Board
the Town of
NEEDHAM

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2022 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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

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

To the **Select Board** of the Town of **NEEDHAM** Massachusetts:

Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **T. Thibault, dated September 19, 2022,** and filed herewith, under the following public way or ways of said Town:

**Otis Street - Southeasterly from pole 94/7, approximately 273 feet
east of Manning Street, install approximately 27 feet
of conduit.**

W.O.#10119992

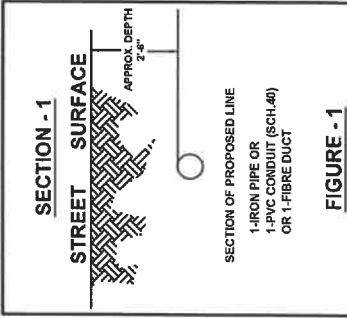
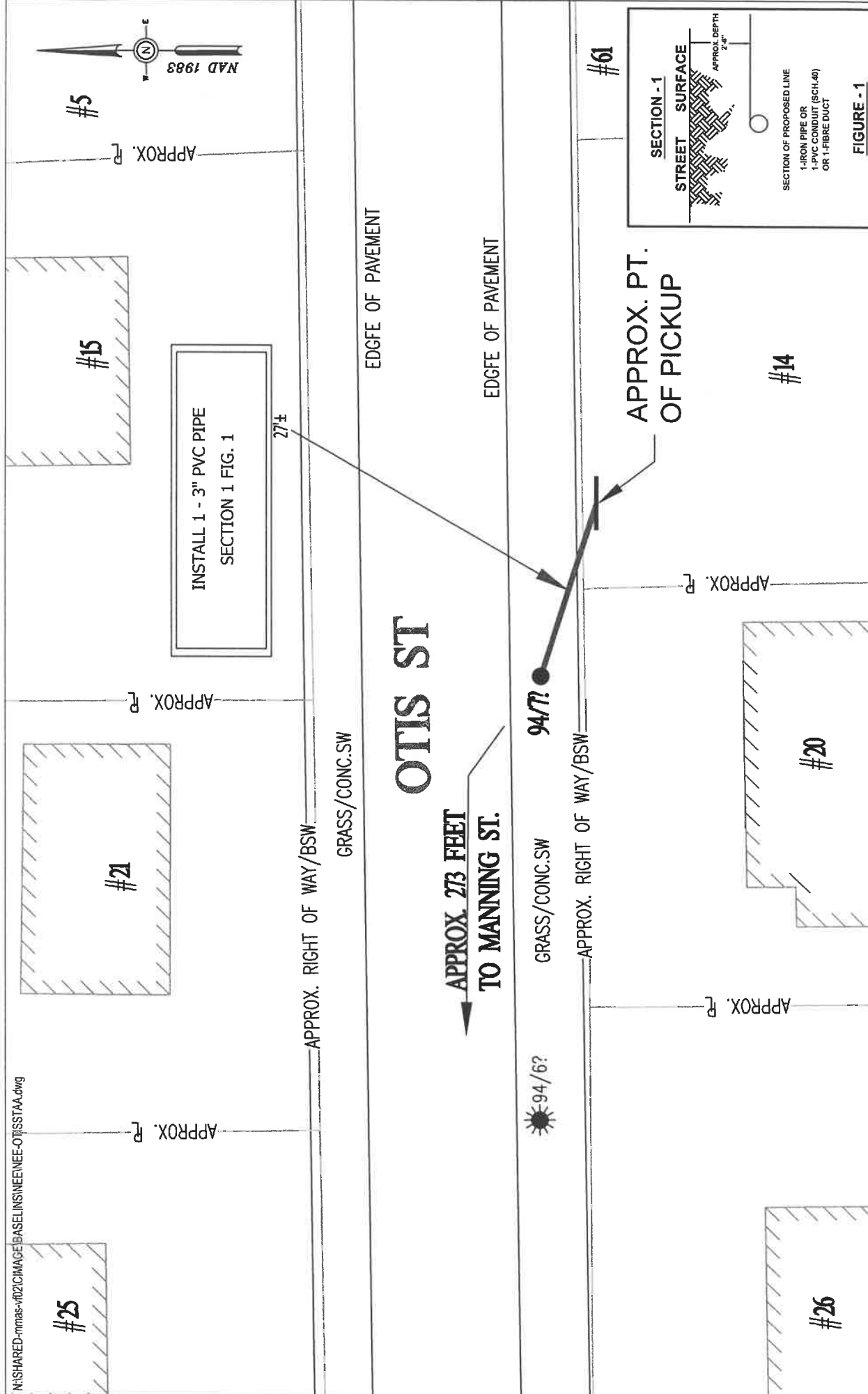
**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

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

Dated this 20 day of September

Town of **NEEDHAM** Massachusetts

Received and filed _____2022



SCALE IN FEET 0 20 40		MASS. LAW REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233	
BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION, OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.		THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE. WITHOUT NOTICE, NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.	
C# -	-	MASS. LAW	
Ward #	-	REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233	
Work Order #	10119992		
Surveyed by:	N/A		
Research by:	JC		
Plotted by:	JC		
Proposed Structures:	JC		
Approved:	T THIBAUT		
P#			
NSTAR EVERSOURCE 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125		Plan of OTIS STREET NEEDHAM Showing PROPOSED CUSTOMER CONDUIT LOCATION	
Scale 1"=20'		Date SEPTEMBER 19, 2022	
SHEET 1 of 1			

Building Inspection Department

Assessor's Map & Parcel No. MAP 48 LOT 95

Building Permit No. _____ Zoning District SRB

Lot Area 9,975 S.F. Address 14 OTIS STREET

Owner SLICKLEN BUILDERS, INC. Builder SLICKLEN BUILDERS

PROPOSED PLOT PLAN /FOUNDATION ASBUILT/FINAL ASBUILT

CIRCLE ONE THAT APPLIES

40' Scale

GENERAL NOTES:

1. THE PROPERTY IS SHOWN ON THE TOWN OF
NEEDHAM ASSESSORS OFFICE AS PARCEL ID
199/048.0-0095-0000.0 THEREON.

2. OWNER: SLICKLEN BUILDERS, INC.
DEED BOOK 40244 PAGE 527

3. EXISTING LOT COVERAGE = 12.2% (BLDGS)
PROPOSED LOT COVERAGE = 20.5%

EXISTING

A = 275.9
B = 276.4
C = 276.3
D = 276.3
E = 275.7
F = 275.8
G = 275.5
H = 275.0
I = 274.9
J = 274.9
K = 274.9
L = 275.3
M = 275.5
N = 275.5
O = 275.6

PROPOSED

A = 277.2
B = 277.2
C = 277.2
D = 277.2
E = 276.9
F = 276.8
G = 276.7
H = 276.5
I = 2276.3
J = 276.3
K = 276.3
L = 276.2
M = 276.1
N = 276.3
Q = 276.7

SUM = 4133.5 /

15 LOCATIONS =

275.6 (AVERAGE GRADE)

$SUM = 4149.9 /$

18 LOCATIONS =

276.7 (AVERAGE GRADE)

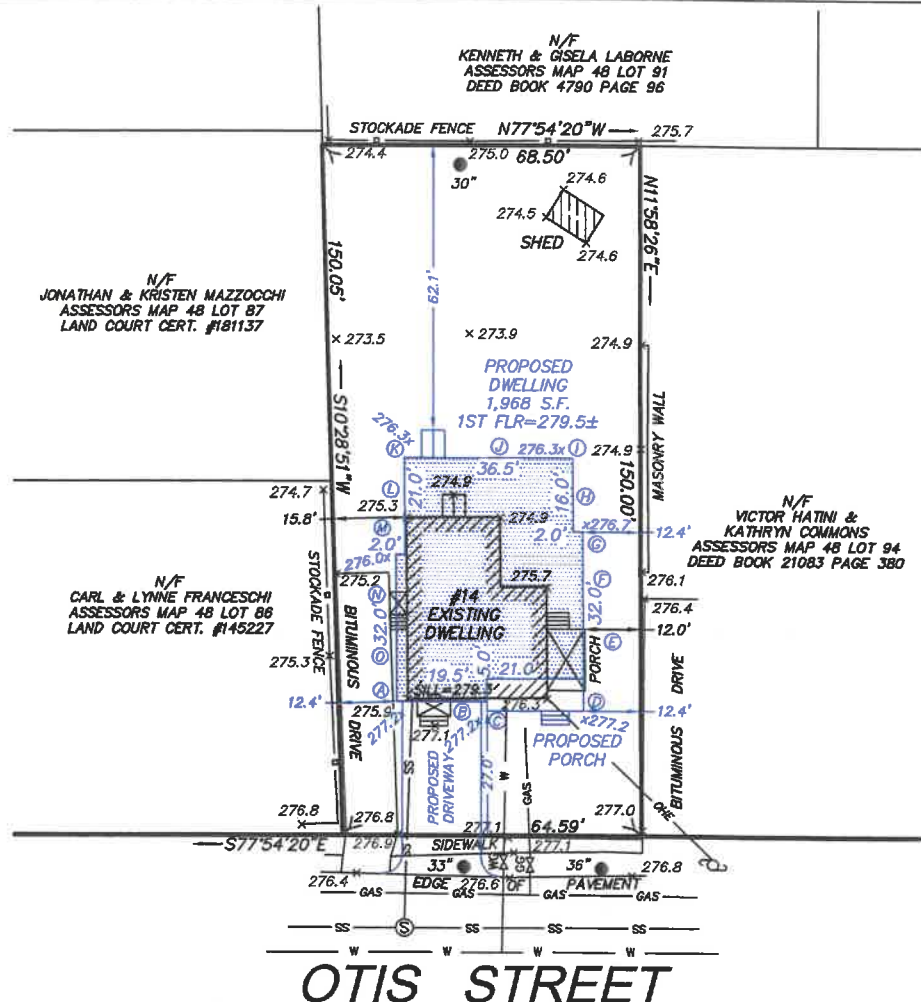
PROPOSED BLDG. HEIGHT:

(EXIST. AVERAGE GRADE = 275.6) MOST RESTRICTIVE

(PROPOSED TOP OF FOUNDATION = 278.3)

(T.O.F. TO AVG. GRADE = 2.7)

(ALLOWABLE BUILDING = $35.0 - 2.1 = 32.3$)



Note. Plot Plans shall be drawn in accordance with Sections 7.2.1 and 7.2.2 of the Zoning By-Laws for the Town of Needham. All plot plans shall show existing structures and public & private utilities, including water mains, sewers, drains, gas lines, etc., driveways, septic systems, wells, Flood Plain and Wetland Areas, lot dimensions, lot size, dimensions of proposed structures, sideline, front and rear offsets and setback distances, (measured to the face of structure) and elevation of top of foundations and garage floor. For new construction, lot coverage, building height calculations proposed grading and drainage of recharge structures. For pool permits, plot plans shall also show fence surrounding pool with a gate, proposed pool and any accessory structures*, offsets from all structures and property lines, existing elevations at nearest house corners and pool corners, nearest storm drain catch basin (if any) and sewage disposal system location in areas with no public sewer (*Accessory structures may require a separate building permit – See Building Code)

I hereby certify that the information provided on this plan is accurately shown and correct as indicated.

The above is subscribed to and executed by me this 4TH day of MARCH 2022

Name PETER HOYT Registered Land Surveyor

No. 41609

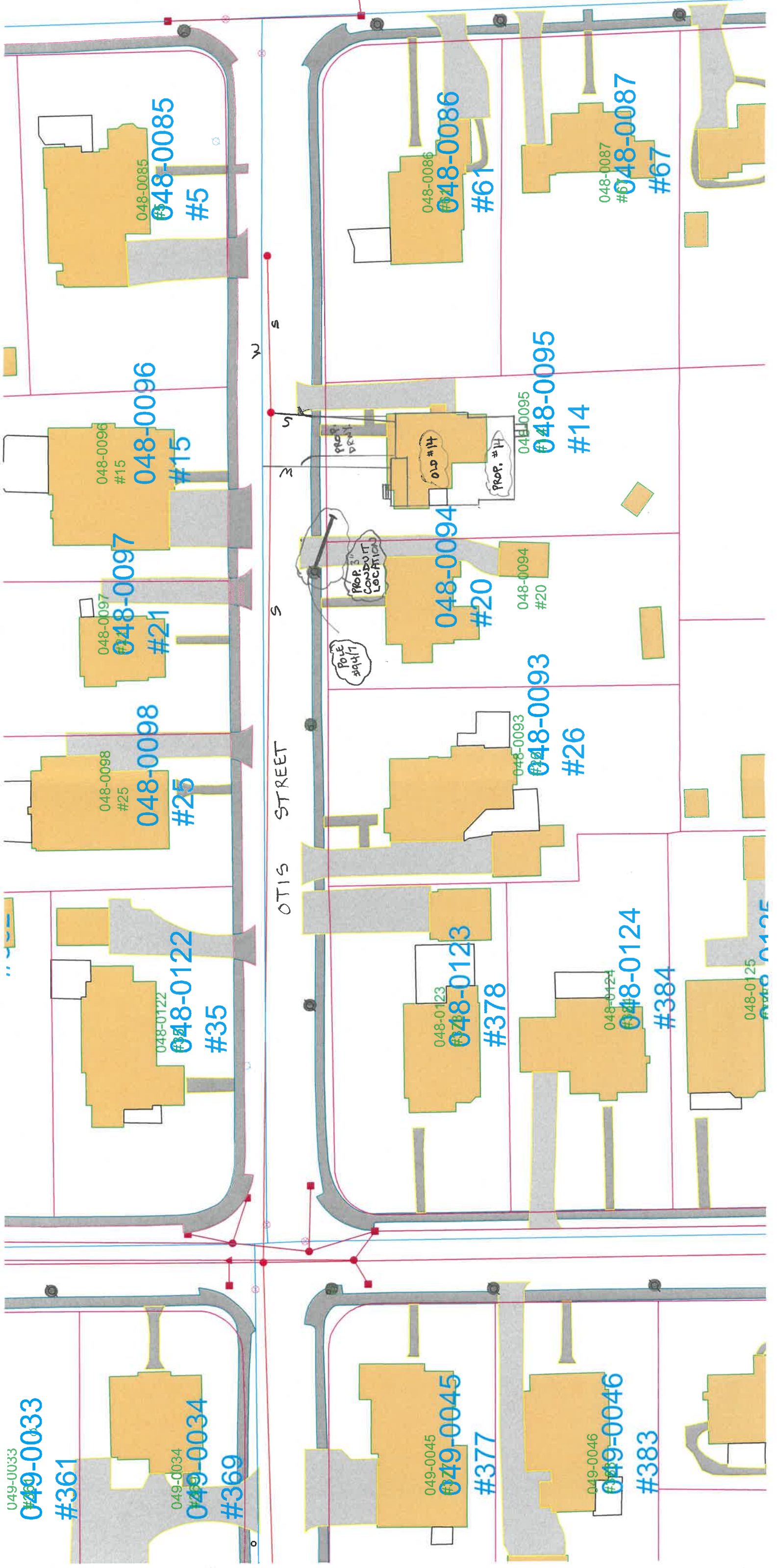
Address 1287 WASHINGTON STREET City WEYMOUTH State MA Zip 02189 Tel. No. (781)682-9192

Approved _____ Director of Public Works

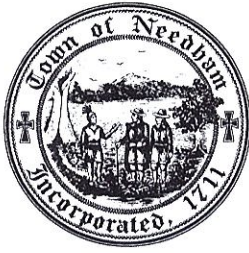
Date _____

Approved _____ Building Inspector

Date _____







NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:00 p.m. on November 9, 2022, via Zoom and in person at Town Hall, 1471 Highland Avenue, Needham, MA 02492** upon petition of Eversource Energy dated **September 19, 2022** to install approximately 27 feet of conduit in Otis Street. This work is necessary to provide electric service to 14 Otis Street, Needham, MA.

A public hearing is required, and abutters should be notified.

If you have any questions regarding this petition, please contact Joanne Callender, Eversource Energy representative at (781) 314-5054.

Marianne B. Cooley
Marcus A. Nelson
Kevin Keane
Matthew D. Borrelli
Heidi Frail

SELECT BOARD

You are invited to a Zoom webinar:

<https://us02web.zoom.us/j/82738149032?pwd=SHBzOFFTNTZiYTVTUlhTTVNwbmRtQT09>

Passcode: 771767

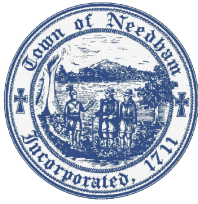
Webinar ID: 827 3814 9032

Dated: October 27, 2022

14 OTIS STREET

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/048.0-0087-0000.0	MAZZOCCHI, JONATHAN P &	MAZZOCCHI, KRISTEN D	67 WOODLAWN AVE	NEEDHAM	MA	02492-
199/048.0-0091-0000.0	LABORNE, KENNETH C +	LABORNE, GISELA M	719 GREAT PLAIN AVE	NEEDHAM	MA	02492-
199/048.0-0085-0000.0	FERNANDEZ, JOHN R. &	FERNANDEZ, ELIZABETH VANCE	5 OTIS ST	NEEDHAM	MA	02492-
199/048.0-0094-0000.0	HATINI, VICTOR &	COMMONS, KATHRYN G	20 OTIS ST	NEEDHAM	MA	02492-
199/048.0-0098-0000.0	CARGILE, JOSEPH L &	CARGILE, TRACEY A	25 OTIS ST	NEEDHAM	MA	02492-
199/048.0-0096-0000.0	OBERLE, MARK A. & CAROL L. TRS	15 OTIS STREET REALTY TRUST	15 OTIS ST	NEEDHAM	MA	02492-
199/048.0-0088-0000.0	ANDERSEN, NATALIE U., TR		73 WOODLAWN AVE	NEEDHAM	MA	02492-
199/048.0-0086-0000.0	FRANCESCHI, CARL R. &	FRANCESCHI, LYNNE C	61 WOODLAWN AVE	NEEDHAM	MA	02492-
199/048.0-0092-0000.0	PHAN, LAWRENCE L. &	PHAN, LORNA BRONHARD	727 GREAT PLAIN AVE	NEEDHAM	MA	02492-
199/048.0-0093-0000.0	REALE, STEPHEN EDMUND &	BUSS, MARY KATHLEEN	26 OTIS ST	NEEDHAM	MA	02492-
199/048.0-0095-0000.0	BURKE, WM., RYNN, ROBERT A. TRS &	KEYES, MARIE TR	6 MANSON RD	NEEDHAM	MA	02492-
199/048.0-0097-0000.0	SOLOMON, SARAH J. &	EVERETT, NICHOLAS R.	21 OTIS ST	NEEDHAM	MA	02492-

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



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

MEETING DATE: 11/09/2022

Agenda Item	Sign Notice of Traffic Regulation: Pickering Street
Presenter(s)	Carys Lustig, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The intersection of Pickering Street onto Great Plain Avenue has traffic warrants to require a designated stop regulation. The Department of Public Works (DPW) requests that Pickering Street be designated a stopped street at Great Plain Avenue.	
2.	VOTE REQUIRED BY SELECT BOARD
<u>Suggested Motion:</u> <i>“That the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS22-11-09 requiring that Pickering Street southbound be designated as a stopped street at the intersection of Great Plain Avenue”</i>	
3.	BACK UP INFORMATION ATTACHED
1. Copy of Traffic Regulation SS22-11-09 2. Diagram of Stop Sign Location	

TOWN OF NEEDHAM
SELECT BOARD

NOTICE OF TRAFFIC REGULATION

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

VOTED: In accordance with the provisions of Chapter 89, Section 9 of the General
Laws, the following street is designated as a stop street at the intersection
and in the direction indicated:

Southbound drivers on PICKERING STREET at the intersection of
GREAT PLAIN AVENUE

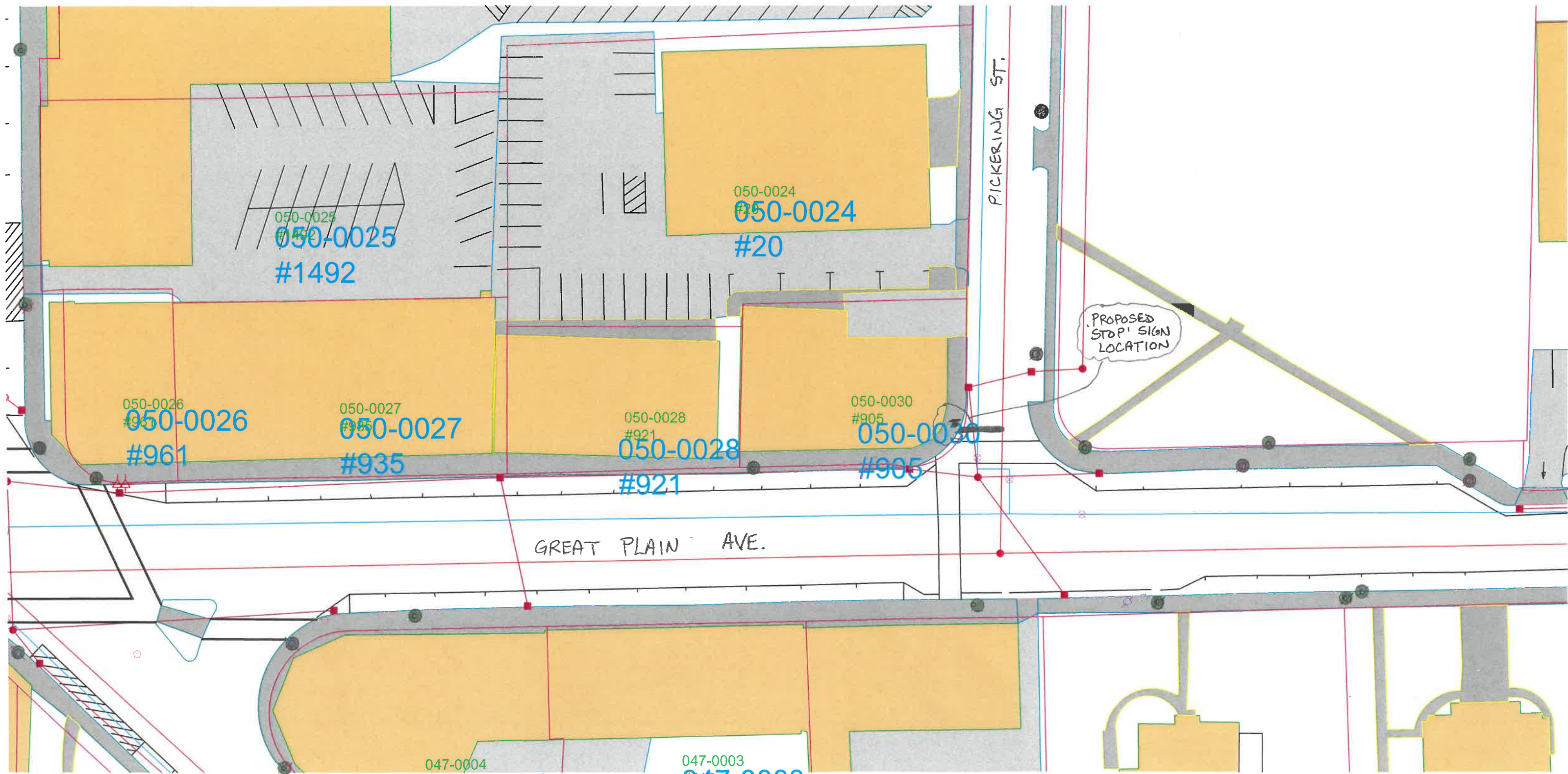
SELECT BOARD

Permit No. SS22-11-09

Date of Passage_____

Attest of Town Clerk_____

N
1"=40'





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

MEETING DATE: 11/09/22

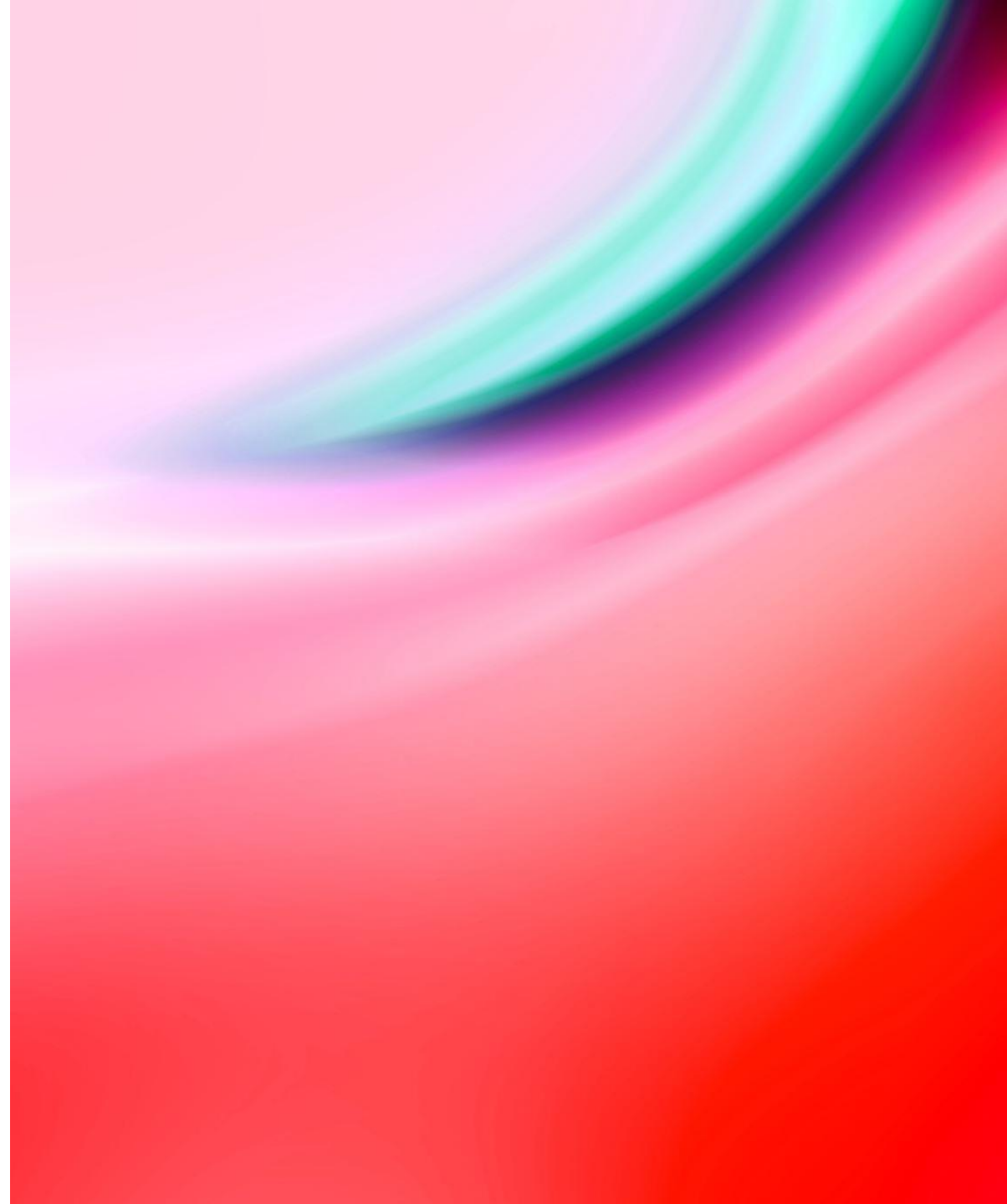
Agenda Item	Human Resources Diversity, Equity, and Inclusion Initiative
Presenter(s)	Chuck Murphy-Romboletti, Director of HR

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town has been working towards execution of the NUARI Vision Statement and Guiding Principals, as well as multiple Select Board goals over the past few years aimed at providing a work environment that fosters inclusion, diversity and equity. The Human Resources Department has led or supported various initiatives that involve and directly affect the Town of Needham's workforce and organizational work environment. This is an update on various initiatives completed, on-going and planned.	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
A. PowerPoint Slide Deck – DEI Initiatives B. EEO Self-ID Survey for Town Employees	

DIVERSITY, EQUITY AND INCLUSION INITIATIVES

HR Presentation to Select Board

11/09/2022



SELECT BOARD GOAL STATEMENT

ADOPTED SEPTEMBER 27, 2022

- **GOAL #2: Economically Vital** – Needham has the economic opportunities and resources for residents and businesses to thrive in our community. Needham:
 - Promotes a well-educated, skilled, and diverse work force that meets employers' needs.
 - **GOAL #4: Healthy and Socially Thriving** – Needham residents enjoy high levels of physical and mental well-being and abundant recreational, cultural, and educational opportunities in an environment where human rights are respected, diversity is celebrated, and neighbors feel connected. Needham:
 - Fosters inclusion, diversity, and equity.
 - Provides diversity, equity and inclusion professional development opportunities for all staff geared towards deepening understanding and becoming culturally responsive, anti-racist, and anti-biased members of the Needham community.
 - Identifies and implements strategies to hire, support and retain diverse staff at every level of the organization; measures efforts and provides quarterly updates on progress.
 - **GOAL #6: Responsibly Governed** – Needham provides excellent customer experience, responsibly manages the Town's assets, and makes data-driven decisions that are also informed by community engagement. Needham:
 - Models stewardship and sustainability of the Town's financial, human, information, and physical assets.
 - Supports strategic decision-making with opportunities for engagement and timely, reliable, and accurate data and analysis.
 - Enhances and facilitates transparency, accuracy, efficiency, effectiveness, and quality customer service in all municipal business.
 - 6.2 Support employee recruitment and retention initiatives.
-

HR-LED AND SUPPORTED INITIATIVES

- EEO Self-ID Form
- Applicant Tracking Software implemented
 - Blinding of PII data
 - Candidate EEO Self-ID survey
- DiversityJobs.com (annual membership); expanded utilization of other diversity-focused job boards on ad-hoc basis
- On-going support of Stronger Together – survey conducted; trainings recommended
- Townwide Training:
 - 6/6/22 and 6/23/22: “Bystander Intervention in the Workplace” by Hollaback!
 - RoundTable Discussion Diversity Series: Building an Inclusive Work Community
 - 9/22/22: Microaggressions and Microaffirmations
 - 12/15/22: Unconscious Bias in the workplace
 - 3/16/23: Generational Changes
 - 6/1/23: Juneteenth history, values and celebration
- HR Support provided:
 - Leadership Training – DEI Foundations (5-part training series) by Teachers21
 - 6/17/22; 9/15/22; 11/10/22; 2/16/23; 4/13/23
 - DEI-Related Goal required for all Managers within FY23 Evaluation period
 - Succession Planning pilot in DPW

DEI GOALS FOR MANAGERS - SAMPLES

Improve community engagement to historically marginalized groups

Staff will attend community organization events to promote services/programming to ALL community members

Every staff member will attend a DEI training

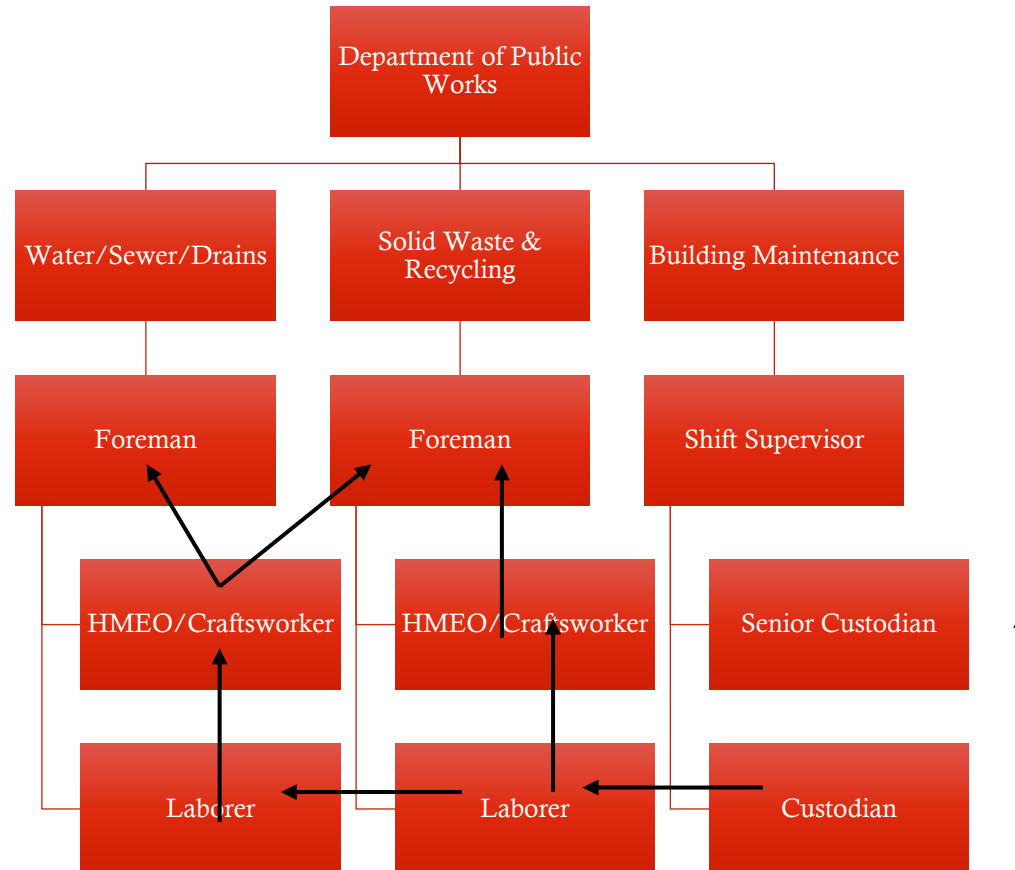
Create annual report/dashboard to capture progress on DEI goals

Enhance succession planning efforts, to upskill current diverse front-line staff and increase readiness for promotional opportunities

Increase the capacity of staff to engage in DEI work and encourage a culture of openness and continual learning. Provide training to Department staff on fundamentals of structural racism and cultural sensitivity.

Outreach to Trades, Voc, and Agricultural schools to recruit for summer employment and other vacancies

SUCCESSION PLANNING TO SUPPORT RETENTION



SUCCESSION PLANNING TO SUPPORT RETENTION

- Employee Development Plan Form (Example):

Desired Position: *Foreman*

Skills, Competencies, Behaviors Necessary	Achieved	Action	Timeframe
Position requires 5 to 7 years of directly applicable experience	Yes	NA	NA
Position requires general knowledge equivalent to four years of high school and specialized training courses	Yes	NA	NA
Supervisory skills: communication, delegation, giving feedback	No	Attend Supervisory training; Oversee paving project; Mentorship from ____	2 years
CDL; Class A	Yes	NA	NA
Hoisting Engineer License	No	Attend prep course; Job Shadow ____; Take test	1 year

USING DATA

- By understanding who makes up The Town of Needham as an organization, our leaders can create more impactful support systems, initiatives and other resources to meet those needs. The data collected by the surveys allow us to take a hard look at diversity across our organization, and to help cultivate ways to support diversity, equity, inclusion and belonging across our organization.
 - The EEO self-ID surveys gather intersectional data that cuts across race, ethnicity and gender, to show a more complete picture of who our employees are. This data should help to inform our organization's diversity, equity, and inclusion efforts, and help to make everyone working for the Town of Needham visible towards building an even more inclusive workplace.
 - Data obtained through Self-ID surveys will never tell the complete story of the Town's DEI journey, but no single data point does. However, initiating the collection of data provides a point of origin in our journey towards progress.
 - A note about data:
 - Only used on an aggregate basis – individual data not available to supervisors or hiring managers
 - Goal of data usage does not include “quotas” – and this is illegal per EEOC
 - Resources for more info:
 - <https://www.eeoc.gov/prohibited-employment-policiespractices>
 - <https://www.eeoc.gov/laws/guidance/section-15-race-and-color-discrimination#VIC>
 - <https://fortune.com/2022/02/09/diversity-inclusion-dei-intersectional-data-eeo-1-reports/>
 - <https://diversity.google/story/using-self-id-to-create-more-inclusive-workspace/>
-

COMMUNITY DATA

PEOPLE	
Population	
Population Estimates, July 1 2021, (V2021)	⚠ X
Population estimates base, April 1, 2020, (V2021)	⚠ X
Population, percent change - April 1, 2020 (estimates base) to July 1, 2021, (V2021)	⚠ X
Population, Census, April 1, 2020	32,091
Population, Census, April 1, 2010	28,886
Age and Sex	
Persons under 5 years, percent	⚠ 4.8%
Persons under 18 years, percent	⚠ 27.3%
Persons 65 years and over, percent	⚠ 19.5%
Female persons, percent	⚠ 52.3%
Race and Hispanic Origin	
White alone, percent	⚠ 86.1%
Black or African American alone, percent (a)	⚠ 2.8%
American Indian and Alaska Native alone, percent (a)	⚠ 0.1%
Asian alone, percent (a)	⚠ 8.7%
Native Hawaiian and Other Pacific Islander alone, percent (a)	⚠ 0.0%
Two or More Races, percent	⚠ 1.9%
Hispanic or Latino, percent (b)	⚠ 2.6%
White alone, not Hispanic or Latino, percent	⚠ 84.1%

Source: US Census - <https://www.census.gov/quickfacts/fact/table/needhamcdpmassachusetts/PST045221>

CURRENT STAFF

All Town Staff (FT)							
EEO Categories	Managers	Non-Managers	Grand Total	EEO Category	Managers	Non-Managers	Grand Total
Hispanic or Latinx	0.00%	7.14%	6.63%	Male	64.00%	74.84%	74.06%
Non-Hispanic or Latinx - White	88.00%	71.43%	72.62%	Female	36.00%	25.16%	25.94%
Non-Hispanic or Latinx - Black or African American	4.00%	3.73%	3.75%	Non-Binary	0.00%	0.00%	0.00%
Non-Hispanic or Latinx - Asian	0.00%	1.55%	1.44%	Not Listed	0.00%	0.00%	0.00%
Non-Hispanic or Latinx - Native Hawaiian or Pacific Islander	0.00%	0.00%	0.00%	Prefer not to Answer	0.00%	0.00%	0.00%
Non-Hispanic or Latinx - American Indian or Alaska Native	0.00%	0.00%	0.00%				
Non-Hispanic or Latinx - Two or More Races	8.00%	16.15%	15.56%				
I do not wish to disclose.	0.00%	0.00%	0.00%				
Grand Total	100.00%	100.00%	100.00%	Grand Total	100.00%	100.00%	100.00%

- Notes:
- Data as of 10/25/22
 - Race, ethnicity, gender categories as defined by EEO4 required reporting
 - Only FT and Reg PT positions
 - “Managers” based on Semi-monthly Pay frequency
 - “Non-Managers” based on Weekly Pay frequency

NEW STAFF

New Hires 10/2021 through 10/2022		
EEO Categories	#	%
Hispanic or Latinx	4	21.05%
Non-Hispanic or Latinx - White	12	63.16%
Non-Hispanic or Latinx - Black or African American	2	10.53%
Non-Hispanic or Latinx - Asian	1	5.26%
Non-Hispanic or Latinx - Native Hawaiian or Pacific Islander	0	0.00%
Non-Hispanic or Latinx - American Indian or Alaska Native	0	0.00%
Non-Hispanic or Latinx - Two or More Races	0	0.00%
I do not wish to disclose.	0	0.00%
Grand Total	19	100.00%

Notes:

- Data as of 10/25/22
 - Race, ethnicity, gender categories as defined by EEO4 required reporting
 - New Hire Data doesn't include promotions
-

EEO Category	#	%
Female	10	52.63%
Male	9	47.37%
Non-Binary	0	0.00%
Not Listed	0	0.00%
Prefer not to Answer	0	0.00%
Grand Total	19	100.00%

EXITED STAFF

Left Employment 10/2021 through 10/2022		
EEO Category	#	%
Hispanic or Latinx	0	0.00%
Non-Hispanic or Latino - White	37	77.08%
Non-Hispanic or Latino - Black or African American	3	6.25%
Non-Hispanic or Latino - Asian	1	2.08%
Non-Hispanic or Latinx - Native Hawaiian or Pacific Islander	0	0.00%
Non-Hispanic or Latinx - American Indian or Alaska Native	0	0.00%
Non-Hispanic or Latino - Two or More Races	7	14.58%
I do not wish to disclose.	0	0.00%
Grand Total	48	100.00%

EEO Category	#	%
Female	20	41.67%
Male	28	58.33%
Non-Binary	0	0.00%
Not Listed	0	0.00%
Prefer not to Answer	0	0.00%
Grand Total	48	100.00%

Notes:

- Data as of 10/25/22
 - Race, ethnicity, gender categories as defined by EEO4 required reporting
 - New Hire Data doesn't include promotions
-

JOB APPLICANTS

Row Labels	Asian	American Indian	Black	Hispanic	Native Hawaiian	2+	White	Unknown	No Answer	Grand Total
EEO1-Administrative Support Workers	13.33%	0.95%	3.81%	4.76%	0.00%	2.86%	65.71%	0.00%	8.57%	100.00%
EEO1-Craft Workers	0.00%	0.00%	11.11%	11.11%	0.00%	0.00%	66.67%	0.00%	11.11%	100.00%
EEO1-Executive/Senior Level Officials and Managers	4.44%	0.00%	8.89%	0.00%	0.00%	2.22%	77.78%	0.00%	6.67%	100.00%
EEO1-First/Med Level Officials and Managers	0.00%	0.00%	0.00%	10.00%	0.00%	0.00%	70.00%	0.00%	20.00%	100.00%
EEO1-Laborers and Helpers	0.00%	0.00%	6.45%	0.00%	0.00%	3.23%	48.39%	38.71%	3.23%	100.00%
EEO1-Officials & Managers	0.00%	0.00%	0.00%	14.29%	0.00%	0.00%	85.71%	0.00%	0.00%	100.00%
EEO1-Professionals	12.90%	1.08%	5.38%	4.30%	0.00%	1.08%	65.59%	0.00%	9.68%	100.00%
EEO1-Service Workers	0.00%	0.00%	14.29%	14.29%	0.00%	0.00%	61.90%	0.00%	9.52%	100.00%
EEO1-Technicians	0.00%	0.00%	20.00%	20.00%	0.00%	0.00%	60.00%	0.00%	0.00%	100.00%
EEO4-Administrative Support	17.39%	0.00%	4.35%	8.70%	0.00%	4.35%	65.22%	0.00%	0.00%	100.00%
EEO4-Paraprofessionals	9.09%	0.00%	1.82%	3.64%	0.00%	6.36%	73.64%	0.00%	5.45%	100.00%
EEO4-Protective Service Workers - Sworn	0.00%	0.00%	27.27%	9.09%	0.00%	27.27%	36.36%	0.00%	0.00%	100.00%
EEO4-Service/Maintenance	3.13%	0.00%	7.81%	9.38%	0.00%	10.94%	64.06%	0.00%	4.69%	100.00%
EEO5-All Other	0.00%	0.00%	0.00%	33.33%	0.00%	33.33%	33.33%	0.00%	0.00%	100.00%
EEO5-Guidance	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%
EEO5-Laborers	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	100.00%
EEO5-Librarians and Audio-Visual	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	85.71%	0.00%	0.00%	100.00%
EEO5-Other Professional Staff	5.26%	0.00%	5.26%	0.00%	0.00%	5.26%	73.68%	0.00%	10.53%	100.00%
EEO5-Skilled Craft	0.00%	0.00%	0.00%	9.09%	0.00%	0.00%	81.82%	0.00%	9.09%	100.00%
EEO6-Technical & Paraprofessionals	14.29%	0.00%	14.29%	7.14%	3.57%	0.00%	57.14%	0.00%	3.57%	100.00%
EEO Category - Other	9.09%	0.00%	0.00%	0.00%	0.00%	9.09%	81.82%	0.00%	0.00%	100.00%
Grand Total	8.44%	0.32%	5.84%	5.36%	0.16%	4.38%	67.05%	1.95%	6.49%	100.00%

Notes:

- Data collected since implementation of ATS (January 2021)

JOB APPLICANTS

Department	Asian	American Indian	Black	Hispanic	Native Hawaiian	2+	White	Unknown	No Answer	Grand Total
Building	0.00%	0.00%	0.00%	12.50%	0.00%	0.00%	87.50%	0.00%	0.00%	100.00%
Department of Public Works	5.73%	0.00%	6.17%	7.05%	0.00%	3.96%	65.64%	5.29%	6.17%	100.00%
Finance Department	11.94%	0.75%	8.96%	5.22%	0.75%	3.73%	62.69%	0.00%	5.97%	100.00%
Health and Human Services	12.12%	1.52%	7.58%	1.52%	0.00%	4.55%	59.09%	0.00%	13.64%	100.00%
Human Resources	27.27%	0.00%	9.09%	9.09%	0.00%	0.00%	54.55%	0.00%	0.00%	100.00%
Library	3.67%	0.00%	0.92%	4.59%	0.00%	4.59%	82.57%	0.00%	3.67%	100.00%
Office of the Town Manager	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	50.00%	100.00%
Park and Recreation	12.90%	0.00%	0.00%	3.23%	0.00%	3.23%	67.74%	0.00%	12.90%	100.00%
Police	13.64%	0.00%	13.64%	4.55%	0.00%	18.18%	50.00%	0.00%	0.00%	100.00%
Town Clerk	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	83.33%	0.00%	0.00%	100.00%
Grand Total	8.44%	0.32%	5.84%	5.36%	0.16%	4.38%	67.05%	1.95%	6.49%	100.00%

Notes:

- Data collected since implementation of ATS (January 2021)

EXAMPLE OF OBSERVATIONS

EEO Category	Community	All Employees	Exited Staff	Applicants	New Hires
Non-Hispanic or Latinx - White	84.1%	72.62%	77.08%	67.05%	63.16%

- Current workforce is more diverse than community
 - Our recent applicant pools have been more diverse than current workforce
 - Our new hires have been more diverse than the applicant pools
-

EXAMPLE OF OBSERVATIONS

EEO Category	Current Managers	Applicants: EEO1-Officials & Managers	Applicants: EEO1-Executive/Senior Level Officials and Managers
Non-Hispanic or Latinx - White	88.00%	85.71%	77.78%

- Findings:
 - We lack diversity within leadership positions
 - External candidate pools for “Manager”-type roles have lacked diversity too
 - Possible recommendations:
 - “Internal” candidate pools may be more diverse than external for leadership positions – encourage staff training, development and succession planning initiatives
 - Continue to support culture of inclusion and belonging to retain and develop diverse staff, through initiatives like ERGs
 - Review job descriptions to see if we can be flexible with Minimum Entrance Requirements, to encourage wider pool of applicants
 - Utilize outside recruiting firms for leadership positions that can help target qualified **and** diverse candidate pools
-

FUTURE USAGE



Continue collection and refinement of data, for both current employees and candidates



Strategize additional cross-comparisons of data, and identify data-sets that are most useful



Present to quarterly Leadership group, Department Managers group



Use to make policy and programming recommendations



Look for industry data to benchmark ourselves against



Continue to explore additional methods for collecting Qualitative Data (exit interviews, performance evaluations, informal discussions)



TOWN OF NEEDHAM
NORFOLK COUNTY MASSACHUSETTS

Human Resources Department

NEEDHAM TOWN HALL
1471 Highland Avenue
Needham, MA 02492
TEL: 781-455-7500 x 234
FAX: 781-455-0165
HR@needhamma.gov
www.needhamma.gov/HR

Town of Needham
Equal Employment Opportunity Voluntary Self Identification Form

The Town of Needham recently adopted a Racial Equity Statement, committing to be a community free of racism, racial bias, prejudice, and discrimination. Our residents, schools, businesses, organizations, and government will work together to identify barriers to racial equity and create solutions, opportunities, resources, and support for removing them.

1. We will work collaboratively and democratically toward a just, equitable, antiracist community.
2. We will work to identify and change current policies, procedures, practices, and cultural norms in Needham that prevent meaningful access to opportunities because of race.
3. We will create opportunities for the community to confront unpleasant truths and seek solutions that always amplify values of racial equity.
4. We will intentionally create spaces for respectful dialogue and difficult conversations toward racial amity.
5. We will actively engage with those who feel the impact of racism most directly, seeking their input, guidance, and honoring the wisdom of their experience.
6. We will commit as individuals to be intentional in our efforts to learn and practice anti-bias and antiracism, transforming our thinking, attitudes, and behaviors.

The Town is committed to recruiting and retaining a diverse and inclusive workforce. In order to measure progress toward this goal, the Town asks all employees to complete this self-identification form. The Town is also required to report labor force data on gender and race to the Equal Employment Opportunity Commission bi-annually.

Completion of this form is voluntary and will not affect the terms or conditions of your employment. This form will be used for reporting purposes only. The information will be de-identified from the individual and shared only as aggregate, summary data of all employees.

Although voluntary, we hope that you will choose to fill this survey out. The first step toward meeting our goals for racial equity is collecting quality metrics to be able to track our progress.



TOWN OF NEEDHAM

NORFOLK COUNTY MASSACHUSETTS

Human Resources Department

NEEDHAM TOWN HALL
1471 Highland Avenue
Needham, MA 02492
TEL: 781-455-7500 x 234
FAX: 781-455-0165
HR@needhamma.gov
www.needhamma.gov/HR

Town of Needham Equal Employment Opportunity Voluntary Self Identification Form

Name: _____

Job Title/Department: _____

Date: _____

GENDER

Please check one of the options below:

- _____ Male
_____ Female
_____ Non-binary
_____ Not listed
_____ Prefer Not to Answer

RACE/ETHNICITY

As defined by U.S. Equal Employment Opportunity Commission (EEOC) for EEO-4 data collection requirements

Please check one (or more) of the descriptions below corresponding to the ethnic group with which you identify:

- _____ Hispanic or Latinx: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- _____ White (Not Hispanic or Latinx): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- _____ Black or African American (Not Hispanic or Latinx): A person having origins in any of the black racial groups of Africa.
- _____ Asian (Not Hispanic or Latinx): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- _____ Native Hawaiian or Pacific Islander (Not Hispanic or Latinx): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- _____ American Indian or Alaska Native (Not Hispanic or Latinx): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- _____ Two or more races (Not Hispanic or Latinx): All persons who identify with more than one of the above racial categories. Please also mark this category if you selected multiple categories above.
- _____ I do not wish to disclose.



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

MEETING DATE: 11/09/2022

Agenda Item	Opioid Settlement Update
Presenter(s)	Katie King, Assistant Town Manager/Operations Timothy McDonald, Director of Health & Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Assistant Town Manager/Director of Operations and Director of Health & Human Services will provide an update to the Board on opioid settlements resulting from a \$26 billion resolution between multiple state Attorneys General and Cardinal, McKesson, and AmerisourceBergen (the nation's largest drug distributors) and Johnson & Johnson (which manufactured and marketed opioids). Massachusetts stands to receive more than \$500 million for substance use prevention, harm reduction, treatment, and recovery efforts. Needham will receive an estimated \$1.03 million between 2022-2038.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Discussion only.</i>	
3.	BACK UP INFORMATION ATTACHED
a. Presentation Slides b. Opioid Settlement Revenue as of 10/22 c. Massachusetts Abatement Terms	



OPIOID RECOVERY & MITIGATION

November 9, 2022

OPIOID IMPACT IN MASSACHUSETTS

- From 2009 through September 2021, **18,061** Massachusetts residents died of opioid-related overdoses.
- More than 68% of those people – **12,372** Massachusetts residents – filled prescriptions for Schedule II opioids written by Massachusetts prescribers.

OPIOID IMPACT IN NEEDHAM

- Needham is not immune to the dangers of opioids – over a five-year period from 2017 through 2021, the Town averaged nearly 18 overdoses per year.
- And data from the 2021 MetroWest Adolescent Health Survey shows that more than a dozen Needham high school students have tried heroin at least once in their lives.

Year	Suspected Overdoses	Opiate Overdoses	Non-opiate Overdoses	Narcan Use Police	Narcan Use Fire
2017	28	14	4	5	5
2018	18	7	11	5	1
2019	14	7	7	3	2
2020	12	6	6	6	4
2021	17	8	9	4	4
2022 (6 months)	5	3	8	2	1

OPIOID RECOVERY & MITIGATION FUNDS

- A series of joint lawsuits by state attorneys general resulted in settlements with pharmaceutical manufacturers (Johnson & Johnson) and distributors (AmerisourceBergen, Cardinal, & McKesson).
- Proceeds from those settlements have begun to be distributed to state and municipal governments. In Massachusetts, those settlements will result in more than \$525M to support state and local efforts.
- In Needham specifically, it is anticipated that the Town will receive more than \$1M between 2022 and 2038.

HOW TO USE THOSE RESOURCES?

- An exact plan is still being developed, but we envision a series of collaborative, cross-departmental efforts with Public Health, Youth & Family Services, Police, and Fire/EMS.
- Efforts focused on:
 - ***substance use prevention,***
 - ***mental health promotion,***
 - ***reducing barriers to treatment, and***
 - ***harm reduction.***
- Particular emphasis on reducing barriers to treatment and harm reduction.
 - Suggested by the settlement terms
 - Identified by Needham subject matter experts as the areas of greatest need.
- Reducing barriers to treatment could include recovery coach deployment, referral assistance and treatment placement services.
- Harm reduction could include expanded Naloxone (i.e. Narcan) availability and training on its use, plus needle disposal and other services.



QUESTIONS? THANK YOU!

DISTRIBUTOR & JOHNSON AND JOHNSON Payments
Misc Recurring OPIOID Settlement Revenue

01.....484.000.0003

Estimated Disbursement Date	Payment Number	Estimated Amount to be Received	Date Received	Amount Received	Total Revenue Still Due Needham
DISTRIBUTOR					
	7/1/2022 #1	\$35,889.25	7/18/2022	\$35,889.26	
	8/1/2022 #2	\$37,717.86	10/3/2022	\$37,717.86	
	7/15/2023 #3	\$37,717.86			
	7/15/2024 #4	\$47,209.24			
	7/15/2025 #5	\$47,209.24			
	7/15/2026 #6	\$47,209.24			
	7/15/2027 #7	\$47,209.24			
	7/15/2028 #8	\$55,523.76			
	7/15/2029 #9	\$55,523.76			
	7/15/2030 #10	\$55,523.76			
	7/15/2031 #11	\$46,673.32			
	7/15/2032 #12	\$46,673.32			
	7/15/2033 #13	\$46,673.32			
	7/15/2034 #14	\$46,673.32			
	7/15/2035 #15	\$46,673.32			
	7/15/2036 #16	\$46,673.32			
	7/15/2037 #17	\$46,673.32			
	7/15/2038 #18	\$46,673.32			
		\$840,119.77		\$73,607.12	
JOHNSON & JOHNSON					
Lump Sum 2022-2025	#1 to #4	\$143,681.00			
	7/15/2026 #5	\$7,247.00			
	7/15/2027 #6	\$7,247.00			
	7/15/2028 #7	\$7,247.00			
	7/15/2029 #8	\$9,226.00			
	7/15/2030 #9	\$9,226.00			
	7/15/2031 #10	\$9,226.00			
		\$193,100.00			
Total Distributor & Johnson and Johnson		\$1,033,219.77	\$0.00	\$73,607.12	\$959,612.65

MASSACHUSETTS ABATEMENT TERMS

I. STATEWIDE COMMITMENT TO ABATEMENT

The Commonwealth and its municipalities have a shared commitment to using abatement funds recovered from statewide opioid settlements to supplement and strengthen resources available to Massachusetts communities and families for substance use disorder prevention, harm reduction, treatment, and recovery in a manner that:

- ❖ reflects the input of our communities, of people who have personal experience with the opioid crisis, of experts in treatment and prevention, and of staff and organizations that are carrying out the abatement work;
- ❖ addresses disparities in existing services and outcomes and improves equity and the health of individuals and communities disadvantaged by race, wealth, and stigma, including through efforts to increase diversity among service providers;
- ❖ addresses mental health conditions, substance use disorders, and other behavior health needs that occur together with opioid use disorder (“OUD”);
- ❖ leverages programs and services already reimbursed by state agencies and programs, including direct care reimbursed by MassHealth and the state’s Bureau of Substance Addiction Services (“BSAS”); and
- ❖ encourages innovation, fills gaps and fixes shortcomings of existing approaches; supplements rather than supplants resources for prevention, harm reduction, treatment, and recovery; includes evidence-based, evidence-informed, and promising programs; and takes advantage of the flexibility that is allowed for these funds.²

This document sets forth: how abatement funds from these settlements must be used by the state and its municipalities (Sections II and III); how the state will support municipal abatement initiatives (Section IV); and state and municipal reporting requirements (Section V).

II. STATE USE OF ABATEMENT FUNDS

Abatement funds directed to the state shall be deposited into the [statewide Opioid Recovery and Remediation Fund](#) to supplement prevention, harm reduction, treatment, and recovery programs throughout Massachusetts. The Fund is overseen by the Commonwealth’s Executive Office of Health and Human Services (“EOHHS”) together with a [Council comprised of 10 municipal appointees appointed by the Massachusetts Municipal Association and 10 state](#)

² In this document, the words “fund” and “support” are used interchangeably and mean to create, expand, or sustain a program, service, or activity. References to persons with opioid use disorder are intended in a broad practical manner to address the public health crisis, rather than to require a clinical diagnosis, and they include, for example, persons who have suffered an opioid overdose. It is also understood that OUD is often accompanied by co-occurring substance use disorder or mental health conditions, and it is intended that the strategies in this document will support persons with OUD and any co-occurring SUD and mental health conditions.

[appointees](#) qualified by experience and expertise regarding opioid use disorder. Appointees serve for two years. The Council holds public meetings every quarter to identify priorities for addressing the opioid epidemic in Massachusetts.

III. MUNICIPAL USE OF ABATEMENT FUNDS

Abatement funds allocated to municipalities shall be used to implement the strategies set forth below. Municipalities are encouraged to pool abatement funds to increase their impact, including by utilizing the [Office of Local and Regional Health's Shared Service infrastructure](#). Municipal abatement funds shall not be used to fund care reimbursed by the state, including through MassHealth and BSAS, although local or area agencies or programs that provide state-reimbursed services can be supported financially in other ways that help meet the needs of their participants.

1. Opioid Use Disorder Treatment

Support and promote treatment of persons with OUD, including through programs or strategies that:

- a. Expand mobile intervention, treatment, telehealth treatment, and recovery services offered by qualified providers, including peer recovery coaches.
- b. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.
- c. Make capital expenditures to rehabilitate and expand facilities that offer treatment for OUD, in partnership with treatment providers.
- d. Treat trauma for individuals with OUD (e.g., violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (e.g., surviving family members after an overdose).

2. Support People In Treatment And Recovery

Support and promote programs or strategies that:

- a. Provide comprehensive wrap-around services to individuals with OUD, including job placement, job training, or childcare.
- b. Provide access to housing for people with OUD, including supportive housing, recovery housing, housing, rent, move-in deposits, and utilities assistance programs, training for housing providers, or recovery housing programs that integrate FDA-approved medication with other support services.
- c. Rehabilitate properties appropriate for low-threshold and recovery housing, including in partnership with DHCD-funded agencies and OUD-specialized organizations.
- d. Provide peer support specialists that support people in accessing OUD treatment, trauma-informed counseling and recovery support, harm reduction services, primary healthcare,

or other services, including support for long-term recovery encompassing relapse, treatment, and continued recovery.

- e. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD.
- f. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD.
- g. Provide transportation to treatment or recovery services for persons with OUD.
- h. Provide employment training or educational services for persons with OUD, such as job training, job placement, interview coaching, community college or vocational school courses, transportation to these activities, or similar supports.
- i. Increase the number and capacity of high-quality recovery programs to help people in recovery.
- j. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
- k. Support programs for recovery in schools and/or standalone recovery high schools.
- l. Support bereaved families and frontline care providers.

3. Connections To Care

Provide connections to care for people who have, or are at risk of developing, OUD through programs or strategies that:

- a. Support the work of Emergency Medical Systems, including peer support specialists and post-overdose response teams, to connect individuals to trauma-informed treatment recovery support, harm reduction services, primary healthcare, or other appropriate services following an opioid overdose or other opioid-related adverse event.
- b. Support school-based services related to OUD, such as school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people. This should include alternatives to suspension or interaction with school resource officers such as restorative justice approaches.
- c. Fund services or training to encourage early identification and intervention for families, children, or adolescents who may be struggling with use of drugs or mental health conditions, including peer-based programs and Youth Mental Health First Aid. Training programs may target families, caregivers, school staff, peers, neighbors, health or human services professionals, or others in contact with children or adolescents.

- d. Include Fire Department partnerships such as Safe Stations.³

4. Harm Reduction

Support efforts to prevent overdose deaths or other opioid-related harms through strategies that:

- a. Increase availability of naloxone and other drugs that treat overdoses for first responders,⁴ overdose patients, individuals with OUD and their friends and family, schools, community-based organizations, community navigators and outreach workers, persons being released from jail or prison, or the public.
- b. Provide training and education regarding naloxone and other drugs that treat overdoses.
- c. “Naloxone Plus” strategies to ensure that individuals who receive naloxone to reverse an overdose are linked to treatment programs or other appropriate services.
- d. Approve and fund syringe service programs and other programs to reduce harms associated with drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, syringe collection and disposal, connections to care, and the full range of harm reduction and treatment services provided by these programs.
- e. Support mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, primary and behavioral health care, recovery support, or other appropriate services to persons with OUD.
- f. Promote efforts to train health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD in crisis training and harm reduction strategies.
- g. Active outreach strategies such as the Drug Abuse Response Team model or the Post Overdose Support Team model.
- h. Provide outreach and services for people who use drugs and are not yet in treatment, including services that build relationships with and support for people with OUD.

5. Address The Needs Of Criminal-Justice-Involved Persons

Support diversion and deflection programs and strategies for criminal-justice-involved persons with OUD, including:

- a. Programs, that connect individuals involved in the criminal justice system and upon release from jail or prison to OUD harm reduction services, treatment, recovery support, primary healthcare, prevention, legal support, or other supports, or that provide these

³ Safe Stations currently operate in Fall River and Revere. See, e.g., <https://www.mma.org/fall-river-fire-stations-become-safe-stations-for-people-seeking-addiction-treatment/>.

⁴ Municipalities can purchase discounted naloxone kits from the State Office of Pharmacy Services. See <https://www.mass.gov/service-details/bulk-purchasing-of-naloxone>.

services.

- b. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater OUD expertise.
- c. Public safety-led diversion strategies such as the Law Enforcement Assisted Diversion model.
- d. Participate in membership organizations such as the Police Assisted Addiction Recovery Initiative for training and networking and utilize law enforcement training opportunities such as the Safety and Health Integration in the Enforcement of Laws on Drugs (SHIELD) model.⁵

6. Support Pregnant Or Parenting Women And Their Families, Including Babies With Neonatal Abstinence Syndrome

Support pregnant or parenting women with OUD and their families, including babies with neonatal abstinence syndrome, through programs or strategies that provide family supports or childcare services for parents with OUD, including supporting programs such as:

- a. FIRST Steps Together, a home visiting program for parents in recovery that currently has seven sites serving cities and towns across the state;
- b. Pregnant/post-partum and family residential treatment programs, including and in addition to the eight family residential treatment programs currently funded by DPH; and
- c. the Moms Do Care recovery support program that has grown from two to ten programs in the state.

7. Prevent Misuse Of Opioids And Implement Prevention Education

Support efforts to prevent misuse of opioids through strategies that:

- a. Support programs, policies, and practices that have demonstrated effectiveness in preventing drug misuse among youth. These strategies can be found at a number of existing evidence-based registries such as Blueprints for Health Youth Development (<https://www.blueprintsprograms.org/>).
- b. Support community coalitions in developing and implementing a comprehensive strategic plan for substance misuse prevention. There are a number of evidence based models for strategic planning to consider including but not limited to the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (<https://www.samhsa.gov/sites/default/files/20190620-samhsa-strategic-prevention-framework-guide.pdf>) and Communities That Care developed by the University of Washington (<https://www.communitiesthatcare.net/programs/ctc-plus/>).
- c. Engage a robust multi-sector coalition of stakeholders in both the development and implementation of the above stated strategic plan (<https://www.prevention->

⁵ See <https://paariusa.org>

first.org/centers/center-for-community-engagement/about-this-center/).

- d. Support community-based education or intervention services for families, youth, and adolescents at risk for OUD.
- e. Support greater access to mental health services and supports for young people, including services provided in school and in the community to address mental health needs in young people that (when not addressed) increase the risk of opioid or another drug misuse.
- f. Initiate, enhance, and sustain local youth health assessment through the implementation of a validated survey tool to develop localized strategic plans that will inform the best ways to institute or enhance strategies to reduce and prevent youth substance misuse, including mental health services and supports for young people, intervention services for families, and youth-focused programs, policies, and practices that have demonstrated effectiveness in reducing and preventing drug misuse.

IV. STATE SUPPORT FOR MUNICIPAL ABATEMENT AND INTER-MUNICIPAL COLLABORATION

EOHHS and the Department of Public Health (DPH), including through its [Office of Local and Regional Health](#) (OLRH), will support municipal abatement initiatives by providing strategic guidance to help Massachusetts municipalities select and implement abatement strategies and [effectively pool their resources through inter-municipal Shared Service Agreements](#), as well as other technical assistance. By pooling resources, functions, and expertise, a consortium of cities and towns can expand the public health protections and services they offer residents.

In addition, EOHHS/DPH will collect information regarding municipal abatement and publish an annual report to provide the public with information about the municipal abatement work and to highlight effective strategies, lessons learned, and opportunities for further progress. The support for municipal abatement described in this Section IV will be funded by the state abatement funds described in Section II, above.

V. REPORTING AND RECORD-KEEPING REQUIREMENTS

A. STATE REPORTING. Annually, not later than October 1, the secretary of EOHHS shall file a report on the activity, revenue and expenditures to and from the statewide Opioid Recovery and Remediation Fund in the prior fiscal year with the clerks of the senate and the house of representatives, the house and senate committees on ways and means and the joint committee on mental health, substance use and recovery and made available on the executive office of health and human services' public website. The report shall include, but not be limited to: revenue credited to the fund; expenditures attributable to the administrative costs of the executive office; an itemized list of the funds expended from the fund; data and an assessment of how well resources have been directed to vulnerable and under-served communities. EOHHS filed its [first Annual Report](#) on October 1, 2021.

B. MUNICIPAL REPORTING. Cities and towns that receive annual abatement distributions of \$35,000⁶ or more, whether individually or pooled through OLRH Shared Service arrangements, will be required to submit annual reports of their Municipal Abatement Fund expenditures in the prior fiscal year to EOHHS, starting in FY2023. The reports shall include, but not be limited to: municipal abatement funds received; an itemized list of the funds expended for abatement and administrative costs, if applicable; the unexpended balance; a brief description of the funded abatement strategies and efforts to direct resources to vulnerable and under-served communities. Additional reporting-related guidance shall be provided. All municipalities must: maintain, for a period of at least 5 years after funds are received, documents sufficient to reflect that Municipal Abatement Funds were utilized for the Municipal Abatement Strategies listed herein.⁷

⁶ EOHHS retains the right to modify this reporting threshold.

⁷ Nothing in this document reduces obligations under public records law.



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

MEETING DATE: 11/9/2022

Agenda Item	Fuel Storage Application Procedures Policy
Presenter(s)	Myles Tucker, Support Services Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Staff will discuss proposed revisions to the Select Board policy governing fuel storage application procedures. Proposed revisions seek to clarify the process for applicants by reordering policy sections and excess verbiage. Staff has also drafted a proposed standard operating procedure to govern internal actions relative to processing fuel storage applications.
2.	VOTE REQUIRED BY SELECT BOARD
	<i>Suggested Motion:</i> That the Board vote to adopt the revised Fuel Storage Application Procedures Policy, dated November 11, 2022.
3.	BACK UP INFORMATION ATTACHED
	(a) Draft Fuel Storage Application Procedures Policy (b) Current Fuel Storage Application Procedures Policy (c) Draft Standard Operating Procedure for Fuel Storage Application Procedures Policy

Town of Needham Select Board

Policy Number:	SB-LIC-008
Policy:	Fuel Storage Application Procedures
Date Approved:	2/24/2004
Date Revised:	Reformatted 8/4/2015, Revised MM/DD/YYYY
Approved:	

Policy:

Licenses, registrations, and permits for the storage of flammable or combustible fluids are granted in accordance with Massachusetts General Law, Chapter 148 and the Board of Fire Prevention Regulations. Local licensing boards have the authority to issue licenses for storage and sale of flammable products. Applications for the storage of flammable and combustible fluids are available from the Needham Fire Department.

I. Contextual Definitions

1. **Permit:** Permission granted by the Fire Chief allowing flammable or combustible fluids to be kept or stored. The Fire Chief records applications and permits.
2. **License:** Permission granted by the Select Board as Local Licensing Authority for the land (not an individual) for storage of flammable or combustible liquids (1,000 or more gallons) following a public hearing. Such permission, once granted, runs with the land regardless of change of ownership. Only one license may be issued to the land, but may be amended to reflect changes in quantity, condition, or restrictions, and may be revoked or suspended. The Select Board records applications, licenses, and maintains public hearing documentation. The propane tank, including all piping and equipment, shall meet federal, state, and local codes, regulations, specifications, and directives upon installation.
3. **Registration:** Acknowledgement certified by the Town Clerk of a flammable or combustible fluid storage license by the owner or occupant of the property for which the license was granted. The registration is renewed annually via the filing of a Certificate of Registration, which attests to continued use of the license. The Town Clerk maintains blank copies of Certificates of Registration and maintains record signed registrations.

II. General Requirements and Restrictions

1. The tank (to include all piping and equipment) and system shall meet all Federal, State, and local regulations, specifications, and directives at the time of installation.
2. For licenses, the owner/occupant of the land that holds the license shall file a

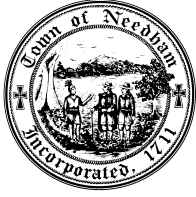
Certificate of Registration to the Town Clerk annually, on or before April 20th.

III. Application Process for Storage of Flammable and Combustible Fluids Permits and Licenses

1. The Applicant must request an application from the Fire Department and return it with a plot plan certified by a Registered Professional Engineer or Registered Land Surveyor. The plot plan shall include identification of all underground and aboveground utilities as well as water and sewer lines. The applicant is responsible for ensuring that all "Dig Safe" requirements are met prior to the installation of the tank(s).
2. The Fire Chief reviews and signs/approves the application and (if approved) grants the permit, informs the applicant, collects payment, and files a copy of the permit. If a license is not required, this is the final step in the application process.
3. If a license is required, the Fire Department will further inform the applicant, then forward the application to the Office of the Town Manager for review and scheduling of a public hearing before the Select Board.
4. The Office of the Town Manager will provide the applicant with the date and time of the public hearing, as well as a packet of information that the applicant must send to abutters via USPS Certified Mail. The packet of information will include the certified abutters list, mailing labels for abutters, and a copy of the legal notice published by the Select Board in a local newspaper prior to the hearing.
5. The applicant must return the certified mail receipts to the Office of the Town Manager no later than one business day prior to the public hearing, or risk having the public hearing delayed. The applicant is also responsible for payment of the legal advertisement, which will be billed directly by the publishing newspaper.
6. The applicant or designee must attend the public hearing.
7. If granted, the applicant will be provided a signed copy of the license, which they then must register with the Town Clerk along with a signed Certificate of Registration, who will also collect payment. If granted with restrictions, the application and license will be modified accordingly before issuance. If denied, the applicant will be provided written notice of denial. Should the meeting be continued by the Select Board without a decision being reached, the Office of the Town Manager will coordinate with the applicant to schedule the continued hearing.

Attachment: Certificate of Registration

NOTE: COMPLETE TOP AND BOTTOM OF FORM AND FORWARD BOTH SECTIONS AND FEE TO
NEEDHAM TOWN CLERK, 1471 HIGHLAND AVENUE, NEEDHAM, MA 02492



TOWN OF NEEDHAM

CERTIFICATE OF REGISTRATION

April 2022

In accordance with the provisions of Chapter 148, Section 13, of the General Laws, the undersigned hereby
certified that _____

Is the holder of the license granted: _____

For the lawful use of the building(s) or other structure(s) situated or to be situated at

as related to the **KEEPING, STORAGE, MANUFACTURE OR SALE OF FLAMMABLES OR EXPLOSIVES**

Note: This certificate of registration must be signed by the holder of the license if said license was granted
prior to July 1, 1936, otherwise by the owner or occupant of the land licensed.

Received _____ 20 _____

by _____

(Office Title)

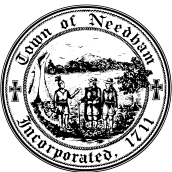
(Signature)

(State whether owner, occupant or holder)

(Mail Address)

(name of occupant or holder if different)

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the
Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the
subject license. Quantities stored may not exceed the maximum quantity specified by the license.



TOWN OF NEEDHAM

REGISTRATION

April 2022

This is to certify that _____
has in accordance with the provisions of Chapter 148, Section 13 of the General Laws, filed with me a certificate of
registration setting forth that _____

is the holder of the license granted: _____

for the lawful use of the building(s) or other structure(s) situated or to be situated at

as related to the **KEEPING, STORAGE, MANUFACTURE OR SALE OF FLAMMABLES OR EXPLOSIVES.**

(Signature and Official Title)

Note: A certificate of registration must be filled on or before April 30th of each year.
(THIS REGISTRATION MUST BE CONSPICUOUSLY POSTED ON THE PREMISES.)

Board of Selectmen

Policy Number:	BOS-LIC-008
Policy:	Fuel Storage Application Procedures

Policy:

Licenses, registrations and permits for the storage of flammable or combustible fluids are granted in accordance with Massachusetts General Law, Chapter 148 and the Board of Fire Prevention Regulations. Local licensing boards have the authority to issue licenses for storage and sale of flammable products. Applications for the storage of flammable and combustible fluids are available from the Needham Fire Department.

I. Definition of *license, permit, registration*

1. ***License*** is the permission by competent authority to do an act, which, without such permission, would be unlawful, a trespass, or a tort. A flammable or combustible storage license is applied for and granted by the local licensing authority. The license is granted to the land and not to an individual. Only one license may be issued to a parcel of land. This license may be amended to reflect changes in quantity, conditions or restrictions. The license may be revoked or suspended by the issuing authority. Records of application and public hearing information are maintained by the Board of Selectmen.
2. ***Registration*** is the acknowledgment by competent authority of the act of recording a formal or official record. A flammable or combustible storage registration is applied for annually at the Needham Town Clerk's Office by the holder or occupant of licensed land to inform the town that the license is still active and being exercised. A registration may be granted to an applicant who is handling a license. The registration attests to continued use of the license. Only one registration may be granted for each license. Record of registrations is maintained by the Needham Town Clerk.
3. ***Permit*** is a written authority or warrant, issued by a person in authority, empowering the grantee to do some act not forbidden by law but not allowable without such grant of authority. The law allows certain small quantities of flammable and combustibles to be kept or stored on the land without a license, but with a permit granted by the Needham Fire Chief.

II. The Application Process for Storage of Flammable and Combustible Fluids

1. Applications for a license or a permit are available at the Fire Department. The Applicant must return the application to the Fire Department with a Plot Plan of the site indicating the area where the fuel is to be stored. The Plot Plan must be certified by a Registered Professional Engineer or Surveyor and include identification of all underground and aboveground utilities as well as water and sewer lines. The applicant is responsible for ensuring all "Dig Safe" requirements are met prior to the installation of the tank(s).
3. The Fire Inspector reviews the application and plot plan to determine whether the applicant requires a license or a permit. The Inspector will also determine the

classification for the storage of the flammable product.

4. When the Fire Inspector specifies the application requires a license a public hearing process is required.
5. The Fire Chief reviews and signs/approves the application. The application is forwarded to the Board of Selectmen.

III. The Public Hearing Process for issuance of a License

1. When an application is received at the Board of Selectmen's Office, the following procedure is followed.
 - a. The Selectmen's Office forwards the application to the Engineering Division for review/approval with respect to the location of utilities on the property. The Engineering Division will also identify the abutters and forward to the Assessor's Office for certification.
 - b. The licensing authority requests a certified abutters list from the Assessor's Office.
 - c. Following the receipt of the abutters list, a date for the public hearing is established [to be held at a scheduled Board of Selectmen's meeting]. The hearing must be scheduled a minimum of seven days after the advertisement of the public hearing.
 - d. The legal notice of the hearing is sent to a local newspaper with an explanation when to advertise and who to bill. The ad must run at least seven days prior to the date of the public hearing.
 - e. The applicant is sent a letter with the following enclosures: the certified abutters list, the legal notice and a copy of the letter sent to the local newspaper.
 - f. The applicant is responsible for obtaining copies of the legal advertisement for each of the individuals on the abutters list.
 - g. The applicant mails each abutter, via certified mail return receipt, a copy of the legal notice (newspaper ad) not less than seven days prior to the hearing date.
 - h. The applicant is responsible for providing proof of payment for the legal notice to the Selectmen's office prior to the public hearing.
1. The applicant returns the following to the Licensing Authority no later than the Thursday before the scheduled Public Hearing:
 - 1) Copies of all Certified Return Receipt Slips sent to abutters.
 - 2) A receipt of payment for the advertisement.
- J. The applicant or his representative must attend the public hearing.
- k. The Licensing Authority will deny/grant the license at the public hearing.

There may be restrictions imposed by the Licensing Authority at the time of the hearing.

1. Upon approval of a license, the licensing authority will forward the license to the office of the town clerk.
- m. The town clerk will record the license. The fee for the license is paid to the town clerk.

Propane fuel storage licenses are granted with the following restrictions: 1) The petitioner agrees to contract for an annual gas appliance system check making sure that the entire propane system is checked for leaks; and further making sure that every element satisfies local regulations and industry standards. Evidence of such a systems check must be sent annually to the Needham Fire Department; and 2) The tank, with all its piping and equipment, and the system, when installed, will meet U.S., State and local code regulations, specifications and directives.

A fuel storage license is deemed a grant attached to the land and a certificate of registration must be filed annually on or before April 30th by the owner/occupant of the land who holds the license.



Title: Applications for Storage of Flammable and Combustible Fluids		
Department: Office of the Town Manager		
SOP Number: OTM-004	Revision Number: Rev 0	Date: (mm/dd/yyyy) MM/DD/YYYY

Revision History:

Revision Number	Date (mm/dd/yyyy)	Brief Description of Change(s)	Amended By:

1.0 PURPOSE

The purpose of this SOP is to provide information for staff to effectively receive, process, and grant applications for storage of flammable and combustible fluids.

2.0 SCOPE

This procedure will be used when a Town Department, Division, or Office receives an application from a resident requesting a permit, license, and/or registration for the storage of flammable and combustible fluids.

2.1: Definitions:

Permit: Permission granted by the Fire Chief allowing non-volatile flammable or combustible fluids over thirty gallons to be kept or stored. The Fire Chief records applications and permits.

License: Permission granted by the Select Board as Local Licensing Authority to the land (not an individual) for storage of flammable or combustible liquids (1,000 or more gallons) following a public hearing. Such permission, once granted, runs with the land regardless of change of ownership. Only one license may be issued to the land, but may be amended to reflect changes in quantity, condition, or restrictions, and may be revoked or suspended. The Select Board records applications, licenses, and maintains public hearing documentation. The propane tank, including all piping and equipment, shall meet federal, state, and local codes, regulations, specifications, and directives upon installation.

Registration: Acknowledgement certified by the Town Clerk of a flammable or combustible fluid storage license by the owner or occupant of the property for which the license was granted. The registration is renewed annually by the owner of the land who submits a Certificate of Registration, which attests to continued use of the license. The Town Clerk maintains records of registration.

3.0 PROCEDURE

This procedure will be used when a Town Department, Division, or Office receives an application from a resident requesting approval for the storage of flammable and combustible fluids.

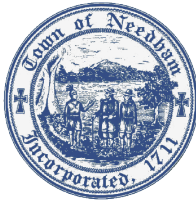
1. The applicant will request an application from the Fire Department. If the applicant did not initially apply to the Fire Department, staff will direct them to the Fire Department.
2. The applicant will complete the application and submit a plot plan (completed by a registered Professional Engineer or Professional Land Surveyor) that identifies all above and below ground utilities.
3. The Fire Chief (or designee) will determine the classification of storage for the fluid and whether the applicant requires a permit only or both a permit and license (all fuel storage requires a permit, while fuel storage greater than 1,000 gallons requires both a permit and license).
 - a. If just a permit is needed, the Fire Chief (or designee) will prepare the permit, collect payment, issue the permit, and file the record appropriately.
 - b. If both a permit and license are needed, the Fire Chief (or designee) will inform the applicant that a public hearing will be required, approve the permit, endorse the application, and (if appropriate) forward the application and a copy of the permit to the Office of the Town Manager Administrative Specialist.
4. The OTM Administrative Specialist (primary OTM staff member for this SOP) will log the application in a new folder in the OTM T Drive (T:\Town Manager\Fuel Storage Tanks) with the folder named after the address (e.g. 1471 Highland)
5. OTM will forward the application to:
 - a. Engineering Division for validation of Town utilities on the premises and identification of abutters; and
 - b. Engineering will forward the plot plan to the Assessor's Office, which will create a certified abutters list.
6. Following receipt of certified abutters list, OTM will coordinate with applicant to set a public hearing date and time (to occur during a scheduled Select Board meeting) that will occur at least seven days after advertisement via legal notice.
 - a. Applicant will provide OTM with billing information for legal notice;
 - b. Advertisements will be drafted from templates used for prior like-legal notices;
 - c. Advertisements will be published in the paper used by the Select Board for publication of other public hearing advertisements, billed to applicant; and
 - d. OTM will place the public hearing on the Select Board agenda calendar, prepare a fact sheet and back-up information, and insert the public hearing into the scheduled Select Board agenda.
7. OTM will provide the application:
 - a. Certified abutters list;
 - b. Mailing labels for abutters;
 - c. A copy of the Select Board Policy relative to Fuel Storage Application Process (SB-LIC-008); and
 - d. A letter to abutters with the text of the legal notice.
8. Applicant will send abutters letters via USPS Certified Mail and provide the OTM the certified return receipt slips.

9. All required items from applicant must be submitted one business day before the public hearing. Should the applicant fail to provide proof of notice in time, the public hearing will be rescheduled and steps 6-8 of this SOP repeated.
10. The Select Board will hold the scheduled public hearing.
 - a. The applicant or designee must appear at the hearing.
 - b. The Select Board will grant, grant with restrictions, or deny the license, or may continue the hearing.
 - i. If granted, the Select Board will inform the applicant at the hearing. The OTM Department Specialist will forward the signed license to the Town Clerk for registration, filing, and collection of payment.
 - ii. If granted with restrictions, the application will be appropriately amended before taking actions listed in step 10(b)(i).
 - iii. If denied, the Select Board will draft and send a letter to the applicant via USPS certified mail notifying them of denial and justification.
 - iv. If the public hearing is continued, steps 6-10 will be accomplished for the next public hearing date.
 - c. OTM will retain a copy of the signed license or letter of denial in the application's T Drive folder.
11. The applicant registers the license with the Town Clerk.
12. Annually, on or before April 20th, the licensee (the owner/occupant of the land that holds the license) will file a Certificate of Registration with the Town Clerk.

4.0 REFERENCES

1. BOS-LIC-008 (Eff. 2/24/2004, Rfm. 8/4/2015, Updated MM/DD/YYYY): Fuel Storage Application Procedures

Peer Reviewer: Tom Conroy <i>Signature</i> //SIGNED// TC	<i>Date</i> 10/3/2022	Author: Myles Tucker <i>Signature</i> //SIGNED// MT	<i>Date</i> 10/1/2022
Approved By: <i>Signature</i>			
<i>Date</i>			

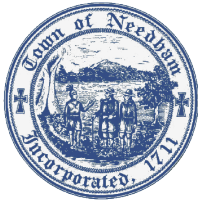


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

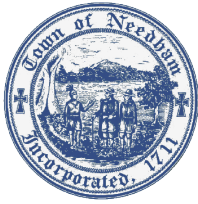
MEETING DATE: 11/9/2022

Agenda Item	Code of Conduct Review Process
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Select Board's goal statement for FY2023/FY2024 includes goal 6.4: "Develop a Select Board/Committee code of conduct." The Town Manager will discuss with the Board the process for developing this code of conduct. Codes in other communities include the following common topics: 1. Preparation for meetings 2. Conduct at meetings/decorum 3. Speaking individually or on behalf of the Board 4. Responsibility of the Board and Board members and officers 5. Policymaking versus administration of policy 6. Use of technology 7. Confidentiality 8. Role of the Board in relation to Town staff 9. Use of Town Counsel 10. Compliance with Town Policy and State law 11. Attendance at Events 12. Relationship with the community 13. Ethical Considerations 14. Enforcement of Code of Conduct	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only	
3.	BACK UP INFORMATION ATTACHED
None	



Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET



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

MEETING DATE: 11/9/2022

Agenda Item	Capital Policies Review
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager and Assistant Town Manager/Finance Director will review the Town's capital policies that are published each year in the five-year Capital Improvement Plan, as well as the capital planning process in general.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only	
3.	BACK UP INFORMATION ATTACHED
a.	Capital Policies and Guidelines

CAPITAL IMPROVEMENT POLICIES

A. General Provisions

1. Capital items for the purpose of this Capital Improvement Plan shall be defined as follows:
 - Items requiring an expenditure of at least \$25,000 and having a useful life of more than five years.
 - Projects consisting of real property acquisitions, construction, capital asset improvements, long-life capital equipment, or major maintenance/repair of and existing capital item, as distinguished from a normal operating expenditure.
 - Items obtained under a long-term lease.
2. Town departments will submit spending requests that provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment.
3. All assets will be maintained at a level that protects capital investment and minimizes maintenance and replacement costs.
4. All equipment replacement needs for the coming five years will be projected and the projection will be updated each year.
5. Future operating and maintenance costs for all new capital facilities will be fully costed out.

B. Capital Improvement Fund (CIF)

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a General Fund Cash Capital Equipment and Facility Improvement Fund hereinafter referred to as the Capital Improvement Fund or CIF (Article 58/2004 ATM). The purpose of the CIF is to allow the Town to reserve funds to use for general fund cash capital.
2. Appropriations from the CIF are restricted to the following items for which the Town may borrow for a period of five years or more: the acquisition of new equipment; the replacement of existing equipment; and building and facility improvements which cost less than \$250,000.
3. Only General Fund capital items that have been identified in the CIP for a period of three (3) years or more, and that have been recommended in the Capital Improvement Plan for the current year, are eligible for funding from the CIF.
4. The CIF may be used to pay for recurring equipment replacement needs that have been identified in the CIP and funded in at least three (3) of the five (5) immediately preceding fiscal years.
5. Appropriations into the CIF and interest earnings on the Fund become part of the Fund.

C. Capital Facility Fund (CFF)

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a Capital Facility Fund (Article 10/2007 ATM). The purpose of this Fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities.
2. For the purpose of the Fund, the term "capital facility" shall refer to any building or structure which is located on Town property and is under the jurisdiction of the Town Manager.
3. The term "building or structure " shall include, but not be limited to, any Town-owned building, structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town
4. Appropriations into the CFF and interest earnings on the Fund become part of the Fund.

D. Athletic Facility Improvement Fund (AFIF)

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established an Athletic Facility Improvement Fund under Article 39 of the 2012 Annual Town Meeting. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, reconstruction, or construction of athletic facilities.
2. For the purpose of the fund, the term "athletic facility" shall refer to any Town-owned building, structure, pool, synthetic and natural grass turf playing field or ball diamond, and associated grounds and parking areas whose primary purpose is for organized athletic events for Needham children, adults and public school teams.

E. Debt Service Stabilization Fund

1. In accordance with the provisions of Massachusetts General Laws Chapter 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a Debt Service Stabilization Fund to allow the Town, from time to time, by appropriation, to reserve funds to pay the debt service for engineering and design, renovation, reconstruction or construction of Town facilities.

Approved May 1991; Revised December 20, 2005; Revised May 11, 2010; Revised October 8, 2013; Revised December 20, 2016.

DEBT MANAGEMENT POLICIES

1. Proceeds from long-term debt will not be used for current, ongoing operations.
2. The Town will strive to limit total debt service, including debt exclusions and self-supporting debt, to ten percent (10%) of gross revenues.
3. The Town will allocate or reserve three percent (3%) of projected General Fund revenue (e.g. property taxes less debt exclusions, state aid, and local receipts) for debt service.
4. The Town will limit annual increases in debt service to a level that will not materially jeopardize the Town's credit rating.
5. For those previously authorized bonded projects with residual balances, the Town Manager shall propose the reallocation of these balances for other capital projects in conformance with Massachusetts General Laws Chapter 44, Section 20.
6. For those previously authorized projects funded with available revenue (tax levy or reserves), that have residual balances in excess of \$5,000, the Town Manager shall propose the reallocation of these balances for other future capital projects in conformance with Massachusetts General Laws Chapter 44, Section 33B. This practice will avoid abnormally inflating general fund surplus with one-time receipts.
7. For those previously authorized projects funded with available revenue (tax levy or reserves), with residual balances of less than \$5,000, the Assistant Town Manager/Finance Director may authorize the Town Accountant to close these balances to the appropriate fund surplus.
8. The Town will attempt to limit bond sales in any calendar year to \$10,000,000 in order to maintain bank qualifications and thereby receive lower interest rates on bonded debt.
9. Long-term borrowing will be confined to capital improvements too expensive to be financed from current revenues. In general, the Town will attempt to finance purchases costing less than \$100,000 with operating revenues.
10. Bonds will be paid back within a period not to exceed the expected useful life of the capital project.
11. To the extent practicable, user fees will be set to cover the capital costs of enterprise type services or activities - whether purchased on a pay-as-you-go basis or through debt financing - to avoid imposing a burden on the property tax levy.
12. Ongoing communications with bond rating agencies will be maintained, and a policy of full disclosure on every financial report and bond prospectus will be followed.

Approved May 1991; Revised December 1998, April 7, 2009

RETAINED EARNINGS POLICY FOR WATER AND SEWER ENTERPRISE FUNDS

It shall be the policy of the Select Board to maintain a level of unreserved retained earnings sufficient to address the financing of: working capital; revenue shortfalls; unanticipated increases in MWRA wastewater assessments; and unanticipated and emergency expenditures.

Unreserved retained earnings are cumulative surplus funds, as certified by the Massachusetts Department of Revenue, that are available for appropriation by Town Meeting to support any capital expense of the enterprise or to reduce user charges.

The rationale for, and the calculation of, unreserved retained earnings to be maintained by the Town are described below and are referred to as the "Liquidity Method" and the "Credit Quality Method." Retained earnings targets shall be calculated using both methods, and shall be set using the method which represents the higher number in any given year. Under the Liquidity Method, the total amount of retained earnings to be maintained shall be equal to 80 percent of the sum of the following individual calculations. The factor of 80 percent is based on the assumption that the likelihood of all factors occurring in one fiscal year is small; therefore there is no need to maintain one hundred percent of the calculated level of retained earnings. Under the Credit Quality Method, the total amount of retained earnings should not be less than fifteen percent of the operating revenue of the most recent audited fiscal year.

Liquidity Method

Working Capital: For those periods where monthly expenses exceed available cash, the water and sewer enterprises must have access to working capital to finance operations. In the absence of retained earnings, operations would require the use of General Fund cash which would reduce General Fund cash available for investment, and consequently reduce General Fund Revenue. To avoid the use of General Fund cash as working capital for the water or sewer operations, retained earnings shall be maintained at a level to provide sufficient working capital to finance the operations of these enterprise funds. The amount retained for this purpose shall be equal to the average of the largest monthly operating deficit of the prior three years.

Consumption Contingency: Annual water and sewer revenue is a function of the amount of water purchased by customers. If, in any year, purchases are less than projected, a revenue shortfall will occur. Retained earnings shall be maintained at a level sufficient to offset any loss in revenue due to unanticipated decreases in purchases. That level shall be equal to the difference of the consumption used for rate making purposes versus the lowest level of consumption for the prior six fiscal years, multiplied by the current sewer rates and water rates shown as Step 3 of the Town's step rate structure. Step 3 is selected as it generally represents the point at which discretionary purchases of water begin. The scenario envisioned here is a wet year in which customers will not need to make discretionary purchases of water.

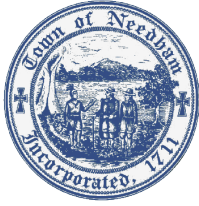
MWRA Assessment Mitigation: The Town's MWRA wastewater assessment is levied on a fiscal year basis, yet it is a function of the volume of effluent discharged into the MWRA system in the prior calendar year. The Town's wastewater system is subject to high levels of infiltration and inflow (I/I) given its age. Infiltration and inflow can substantially increase the volume of effluent

discharged into the MWRA system. Following a year in which high levels of I/I occur, the Town's MWRA assessment will increase at a rate that substantially exceeds the average increase for all MWRA members. An increase of this magnitude can adversely affect rates charged to Town customers. Consequently, retained earnings shall be maintained at a level sufficient to mitigate rate increases needed to fund large increases in the Town's assessment. That level shall be equal to the largest annual amount - for the prior six year period - by which the average rate of increase in assessments for all MWRA members exceeds the rate of increase in the Town's assessment, multiplied by the most current MWRA assessment.

Unanticipated Budgetary Fluctuation: Retained earnings shall be maintained at a level sufficient to fund unanticipated or emergency capital or operating expenditures. It shall be a goal to maintain an amount equal to 6% of the annual sewer operating budget and 10% of the annual water-operating budget.

Restoration of Depleted Retained Earnings: If, in any year, retained earnings fall below the targets established by this policy, it shall be the policy of the Select Board to set future rates to restore retained earnings to the target level over the following three year period.

Adopted by the Needham Select Board on April 20, 1999; revised June 6, 2003, revised January 12, 2010.

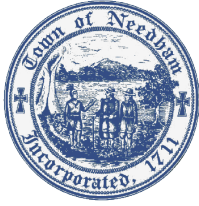


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 11/09/2022

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

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



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

MEETING DATE: 11/09/2022

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Board members may report on the progress and / or activities of their Committee assignments.	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
None	

**Town of Needham
Select Board
Minutes for Tuesday, October 11, 2022
Powers Hall
and
Via ZOOM
<https://us02web.zoom.us/j/84584382174>**

6:00 p.m. Call to Order:
A meeting of the Select Board was convened on by Chair Marianne Cooley. Those present were Marcus Nelson, Kevin Keane, Heidi Frail, Matthew Borrelli, and Town Manager Kate Fitzpatrick. Dave Davison, ATM/Finance, Katie King, ATM/Operations, Kristin Scoble, Administrative Specialist, and Mary Hunt, Recording Secretary were also in attendance.

6:00 p.m. Public Comment Period:
Natalie Ho, 21 Utica Road spoke via Zoom with the Board about the special permit process and the proposed Highland Innovation Center project at 557 Highland Avenue (formerly Muzi site).

6:08 p.m. Public Hearing: Grant of Location - 68 Clarke Circle
Joanne Callender, Eversource Energy representative, spoke with the Board via Zoom regarding Eversource Energy's request to install approximately 9 feet of conduit in Clarke Circle. This work is necessary to provide underground service to 68 Clarke Circle, Needham.

Ms. Fitzpatrick indicated all paperwork is in order.

Ms. Cooley invited public comment. No comments were heard.

Motion by Mr. Borrelli that the Select Board approve and sign a petition from Eversource Energy to install approximately 9 feet of conduit in Clarke Circle. Second: Mr. Nelson. Unanimously approved 5-0.

6:09 p.m. Appointments and Consent Agenda:
Motion by Mr. Borrelli that the Select Board vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

1. Leah Wilkovich-Quarty Historical Commission	Term Exp: 6/30/2025
2. Joseph Morrell Historical Commission	Term Exp: 6/30/2025
3. Jorge Calzada Golf Course Advisory Committee	Term Exp: 6/30/2025
4. Waleed Ezzat Golf Course Advisory Committee	Term Exp: 6/30/2025

CONSENT AGENDA *=Backup attached

1.* Approve minutes of August 3, 2022 (open session), September 27, 2022 (open

session).

2. Accept the following donation made to the Needham Community Revitalization Trust Fund: \$100 from The Charles River Center.
- 3.* Approve a One Day Special License for Bob Timmerman of the Needham Knights of Columbus for Friday, October 28, 2022. The event will be held at the Knights of Columbus Hall, 1211 Highland Avenue, Needham. All documents are in order. The Police Department has approved the event.
- 4.* Approve a One Day Special License for Jim Reulbach of the Needham Exchange Club for Saturday, October 29, 2022. The event will be held at the Center at the Heights, 300 Hillside Ave, Needham. Pending approval of the Police Department and Center at the Heights.
- 5.* Approve a One Day Special License for Emma Navales of the Newman Elementary School PTC for October 22, 2022. The event will be held at the Needham Historical Society. Pending Police Department approval and final documents.
- 6.* Approve 20B Exemption for the following individual to engage in work with the Planning and Community Development Department; Kristan Patenaude.
- 7.* Approve a Common Victualler License for Chapel Street Corporation d/b/a Frescos.
8. Approve and sign Warrant for the State Election to be held on Tuesday, November 8, 2022.
9. The Board amend the current RTS fee structure for compost from \$2.00 to No Charge for a 30-gallon barrel, from \$12.00 to \$4.00 per cubic yard, and that the change in price is effective October 12, 2022.
- 10.* Approve a Common Victualler License for K & K Pie Company, Inc d/b/a Domino's Pizza.
11. Grant permission for the following residents to hold block parties:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Alyssa Kence	59 Coolidge Ave.	Coolidge Ave.	10/15/22	10/28/22	4pm-9pm
Rebecca Cutter	46 Pine Grove St.	Corner of Pine Grove & Greenough St.	10/16/22	10/22/22	1pm-6pm
Peter Gould	106 Warren St.	Warren St between GreatPlain Ave & May St.	10/16/22	N/A	12pm-7pm
Mark Pantridge	102 Lexington Ave.	Burnside Road	10/22/22	N/A	5:30pm-10:30pm
Jennifer Yellin	109 Henderson St.	Harding Road	10/23/22	10/30/22	12pm-4pm
Alison Premo	354 Brookline St.	Brookline St. between Webster and Manning	10/30/22	N/A	4pm-6pm

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

6:10 p.m. Director of Public Works Update:
Carys Lustig, DPW Director spoke with the Board regarding one item:

1. Webster Street, Eversource Gas Main Replacement Update

Ms. Lustig commented Eversource Gas is in the process of pulling a street opening permit to perform a natural gas main replacement and upgrade on Webster Street between West Street and Parkinson Street. This is a multi-phase project that is anticipated to take approximately one year. She commented the proposed project is fairly large, would impact highly traveled roads, and is school sensitive. She said Eversource Energy has made the request of the Town and is currently in discussions to allow a portion of this work to occur outside of the normal street opening permit season of April-November to accelerate the timing of the project and reduce the period of disruption in this area. The Town is negotiating conditions for off season work to ensure public safety and to protect the integrity of our infrastructure.

Discussion ensued on notification of abutters, the schedule of work, redirecting traffic, phased permitting, and the effect of a second off season project by Eversource to occur on Brookline Street.

Ms. Cooley suggested notification of abutters who would be impacted by the project should be as broad as possible.

The Board thanked Ms. Lustig for the update.

6:22 p.m.

Charles River Street Project Update:

Jack Dawley, President & CEO Northland Residential Corporation updated the Board on the Charles River Street Project.

Mr. Dawley showed a map of the 64-acre property known as Castle Farm located along Charles River Street down to the Charles River. He commented on current zoning and land, including Town land, Ridge Hill Reservation, a private residence, and land proposed for development. He noted the availability of public water, sewer, natural gas, and electric utilities along Charles River Road and/or along the Charles River. A map of the contiguous proposed Ridge Hill Reservation conservation land from the Charles River to the top of the Wellesley line was also viewed. Mr. Dawley said when he walked the property, he found it to be spectacular, probably one of the top five properties he has walked in the last 30 years from Maine to Rhode Island. Mr. Dawley showed photos of the meadow, vistas, and paths, stating the property has been maintained and mowed under agreement by the Kettyle family for many years, using a tractor owned by the Foster family.

Discussion ensued on the purchase and sale agreement of the entire 64-acre property for \$21 million, the resale of approximately 34 acres to the Town for \$2.5 million requiring a vote by Town Meeting, the age directed (55+) and/or affordable condominium development of approximately 28 acres, and the history of the privately owned Northland Residential Corporation.

Ms. Cooley indicated the residents of Whitman Road will have an opportunity to ask questions at a meeting tentatively scheduled for mid-November 2022.

Mr. Borrelli said purchase of the parcel was considered by the Town, but the price tag was exorbitant. He said the deal to acquire the 28 acres, plus the approximately six acres along Charles River Street is a creative way to preserve the land. Mr. Borrelli said the deal “checks all the boxes” for him, noting the forthcoming public process and many phases of the project. He commented on the 100 ft. buffer of land along Whitman Road from Charles River Street to the Charles River.

Discussion ensued on sustainability and environmental stewardship of the development.

Ms. Fitzpatrick stated the neighborhood meeting will also be extended to residents on Charles River Street.

Ms. Cooley concluded the project is exciting and will allow the Town to preserve the open space for the community and in perpetuity.

The Board thanked Mr. Dawley for the presentation.

7:05 p.m.

Climate Action Items on the Special Town Meeting Warrant:
Stephen Frail, CAPC Chair and Nick Hill, Co-Chair discussed with the Board the two climate-related articles on the Special Town Meeting Warrant.

A PowerPoint presentation titled “Needham’s Climate Action Planning Process,” dated July 14, 2022 was viewed.

Mr. Frail commented on Article 7 - Appropriate for Needham Climate Action Planning saying a request for \$55,000 is being sought to hire a climate action plan consultant. He said a consultant would help with technical analysis, feasibility to ensure best practices, and implementation of a plan. He noted the completed greenhouse gas inventory, the outside perspective brought by a consultant, and the focus on actionable items.

Ms. Cooley commented a climate action plan is necessary for the Town to be able to apply for grants in the future. She also noted the climate action plan is for the entire town, not just for municipal infrastructure.

Mr. Borrelli said he remains cautious as to the next steps, noting the interest of Town Meeting.

Ms. Frail commented the Article is well thought out and an investment in planning.

Mr. Frail commented on Article 14 - Authorize Community Energy Aggregation, noting the article is a way for the Town to negotiate potentially favorable rates and greener electricity on behalf of its residents and businesses.

Discussion ensued on the features of the CEA, including the ability for all ratepayers in Needham to opt in or out with no cost or penalty, as well as anticipated cost. Mr. Frail said the Town must look to balance the cost and benefits of greenhouse gas emissions.

Mr. Borrelli commented on the idea of “opting in” vs. “opting out.” He clarified there is not a way for people to “opt in,” rather everyone is “in.” He noted if rates get to a certain level, some senior citizens may not know they have the ability to “opt out.” He also noted the Town’s municipal buildings and rates, saying locking in a rate for 3 years is risky. He acknowledged the ability to “opt out,” noting it would not be a good message if Needham were to “opt out.” He said his concern is for the ability to “opt out” and the Town being in a long-term hold for three years. He commented on the volatility of the energy market and the impact to residents.

Mr. Frail said Mr. Borrelli’s points are good. He noted state law requires every rate payer be given information on their rights, rates, how to “opt out,” and to provide annual reports. He commented that it is not automatic that the town’s electricity be included in the CEA.

The Board thanked Mr. Frail and Mr. Hill for the information.

7:24 p.m. Joint Meeting with Planning Board and Housing Working Group:
Jeanne McKnight, Co-Chair Housing Working Group, Natasha Espada, Co-Chair Housing Working Group, Emily Cooper, Citizen At Large, Ed Cosgrove, Board of Health, Carol Fachetti, Finance Committee, Heidi Frail, Select Board, Helen Gregory, Council on Aging, Oscar Mertz, Citizen At Large, Marcus Nelson, Select Board, Michael O’Brien, School Committee, Ed Scheideler, Housing Authority, Rhonda Spector, Citizen At Large, Adam Block, Planning Board Chair, Lee Newman (via Zoom), Director of Planning & Community Development, and Karen Sunnarborg (via Zoom), Community Housing Specialist, Alexandra Clee, Assistant Town Planner, and Avery Newton, Affordable Housing Trust met with the Board to discuss updated documentation on the local housing dynamic and Housing Plan strategies to address identified housing needs.

A PowerPoint presentation titled “Needham Housing Plan, Preliminary Draft” dated October 11, 2022, was discussed.

Ms. Sunnarborg discussed the background and purpose of key components of the planning process including the housing plan working group, community outreach, and subgroups. She commented on housing the state counts as affordable in Needham, guiding principles, priority housing needs, and zoning strategies.

Discussion ensued on multi-family, transit-oriented zoning that complies with MBTA community guidelines, particularly in Needham Heights, industrial zones along Hillside Avenue, and the Needham Center and Chestnut Street business districts. Also discussed was the possibility of broadening requirements of the

Town's Accessory Dwelling Unit by-law to allow homeowners the ability to create affordable housing units for rental purposes, as well as options to consider better control of teardown activity, development, preservation, affordable housing, and capacity strategies.

Mr. Borrelli commented on the desirability of Needham and number of units built over the years. He noted the increased housing supply and that rental units are \$3,000 to \$5,000 per month or over \$1,000,000. He said the zoning proposal highlighting the MBTA is terrific, cautioning on the difficult task of balancing the number of units, cost, and lot size. He noted his hesitancy on the idea of broadening ADU requirements and teardown activity.

Mr. Keane commented on MBTA zoning (Birds Hill), parking, and the purchase of the Militia Heights property.

Discussion ensued on the different levels of affordable housing and use of the Steven Palmer building.

Ms. Cooley concluded by saying many people in Needham own their single-family residence and there is a constituency interested in figuring out how their own values are protected and maximized, and everything within that needs to be balanced.

The Board thanked the presenters for the information and update.

8:41 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager spoke with the Board regarding seven items:

1. Collective Bargaining Agreement - DPW/BCTIA
Motion by Mr. Borrelli that the Board approve and sign the Memorandum of Agreement between the Town and the DPW Custodian and Trades Independent Association for FY2023 and FY2024 – FY2026.
Second: Mr. Keane. Unanimously approved 5-0.
2. Collective Bargaining Agreement - DPW/NIPEA
Motion by Mr. Borrelli that the Board approve and sign the Memorandum of Agreement between the Town and the Needham Independent Public Employees Association for FY2023 and FY2024.
Second: Mr. Keane. Unanimously approved 5-0.
3. Juneteenth Celebration Committee
Ms. Fitzpatrick reminded the Select Board it adopted a goal to “Develop a plan for a community observance of Juneteenth.” She presented a draft committee charge and composition for a Juneteenth Celebration Committee for the Board to review and discuss.

Mr. Nelson said this is an important step for the Town and he is very excited to be part of the Select Board to be moving toward a celebration with an amazing turnout.

He said it is an opportunity to learn more about “where we came from and where we are as a town in acknowledging the history of enslaved people in Needham and to talk about ways to educate the public.”

4. Active Recreation Assets Working Group

Ms. Fitzpatrick reminded the Select Board it adopted a goal to “Identify opportunities for expanded active and passive recreation facilities including but not limited to an action sports park and additional boat ramps.” At its meeting on August 9th, the Select Board met with the Park & Recreation Commission to discuss the creation of a committee to review the Town’s options. Ms. Fitzpatrick presented a draft committee charge and composition for an Active Recreation Area Working Group for the Board to review and discuss. She noted discussion regarding playgrounds, hockey, and off leash dog areas.

Mr. Borrelli commented he believes the charge should stay as is, without including the ice hockey component. He said hockey should be explored in a different manner as it could take longer to achieve, requires more discussion, may delay moving forward on other goals.

Ms. Frail said it is reasonable to include off leash dog parks in the committee charge.

5. Positions on Special Town Meeting Articles

Ms. Fitzpatrick reviewed articles in the draft warrant for the Special Town Meeting, scheduled for October 24, 2022. She asked the Select Board to take positions on remaining articles.

HUMAN RESOURCE ARTICLES

ARTICLE 1

Motion by Mr. Borrelli that the Select Board vote to adopt ARTICLE 1: FUND COLLECTIVE BARGAINING AGREEMENT – BUILDING CUSTODIAN & TRADES INDEPENDENT ASSOCIATION in the Special Town Meeting Warrant.

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

ARTICLE 2

Motion by Mr. Borrelli that the Select Board vote to adopt ARTICLE 2: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM INDEPENDENT PUBLIC EMPLOYEES ASSOCIATION in the Special Town Meeting Warrant.

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

ARTICLE 7

Motion by Mr. Keane that the Select Board vote to adopt ARTICLE 7: APPROPRIATE FOR NEEDHAM CLIMATE ACTION PLANNING in the Special Town Meeting Warrant.

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

CAPITAL ARTICLES

Article 9

Motion by Mr. Borrelli that the Select Board vote to withdraw ARTICLE 9: APPROPRIATE FOR RIDGE HILL BUILDINGS DEMOLITION SUPPLEMENT in the Special Town Meeting Warrant.

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

Article 10 - Defer

Article 11

Motion by Mr. Borrelli that the Select Board vote to adopt ARTICLE 11: APPROPRIATE FOR PROPERTY ACQUISITION in the Special Town Meeting Warrant.

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

GENERAL ARTICLES

Article 14

Motion by Mr. Nelson that the Select Board vote to adopt ARTICLE 14: AUTHORIZE COMMUNITY ENERGY AGGREGATION in the Special Town Meeting Warrant.

Second: Ms. Frail. Approved 4-1. Mr. Borrelli voted nay.

Ms. Frail pointed out Town Meeting's authorization of Article 14 would allow the Town to look at pricing and begin to consider options. She stated adopting the article does not obligate or commit the Town to anything.

Ms. Cooley commented that in looking at options, the Town is also not obligated to any cost for consultants.

Mr. Borrelli said while he understands points being made, it is important to know the Town's future policy regarding energy rates before Article 14 is adopted.

6. **Appointment of Town Counsel and Labor Counsel**

Ms. Fitzpatrick reminded the Board that Attorney Christopher Heep and Attorney Nick Anastasopoulos met with the Board over the last two months to discuss the services provided by their respective firms. Ms. Fitzpatrick recommended that the Board vote to formalize the firm of Miyares and Harrington as Town Counsel and reaffirm the appointment of Nick Anastasopoulos as Labor Counsel. Ms. Fitzpatrick stated her view and commented on the quality of the services and work

performed by two trusted team members. She said the Town relies on their advice and counsel. She said while she understands the discussion that the Town could have done a wider search, the Select Board's workload is heavy, and at this point, it would be a significant disruption to the work the Board is trying to get done. She reiterated the ultimate decision is up to the Select Board and revocable at any time.

Motion by Mr. Borrelli that the Board vote to formalize the appointment of the firm of Miyares and Harrington as Town Counsel in accordance with Section 20(b) of the Town Charter and reaffirm the appointment of Nick Anastasopoulos as Labor Counsel in accordance with Section 20B(vii) of the Town Charter.

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

Mr. Borrelli pointed out Miyares and Harrington's work on the Northland Residential negotiations for the Castle Farm property was on point. He stated the result could have been very different with another law firm. He said the legal advice from Miyars and Harrington to close the Northland Residential deal was incredible, and just one instance of what they can do for Needham.

Mr. Nelson said he appreciates all the work done by Attorney Heep and Miyares and Harrington. He said he does not necessarily agree with Mr. Borrelli's point that the deal may not have gone through with a different firm. He acknowledged comments by Ms. Fitzpatrick that right now it would have been a disturbance with all the work currently happening in Needham. He commented that overall, he has enjoyed working with Attorney Heep and looks forward to continuing working with Miyares and Harrington. However, he stated he is cognizant that if the need arises to look elsewhere for legal advice in the future, it is something the Select Board could consider. He reiterated that right now it makes sense to him to "stick with who we have."

Ms. Cooley commented on the range of services provided by Miyares and Harrington and that it is a great choice, rather than working with a sole practitioner.

7. Town Manager Report

Ms. Fitzpatrick reminded the Board its next two meetings are Tuesday, October 25, 2022, the day after the Special Town Meeting and Wednesday, November 9, 2022 the day after election day.

9:02 p.m.

Board Discussion:

1. Committee Reports

Mr. Nelson reported the Housing Working Group gave an extensive report earlier in tonight's meeting and that he was happy to be part of the group.

Ms. Cooley thanked Mr. Nelson for chairing the last Select Board meeting on Tuesday, September 27, 2022.

9:05 p.m.

Adjourn:

Motion by Mr. Borrelli that the Select Board vote to adjourn the Select Board meeting of Tuesday, October 11, 2022.

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

The next Select Board meeting is scheduled for Tuesday, October 25, 2022.

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

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

**Town of Needham
Select Board
Minutes for Tuesday, October 25, 2022
Powers Hall
and
Via ZOOM
<https://us02web.zoom.us/j/84584382174>**

- 6:00 p.m. Call to Order:
A meeting of the Select Board was convened on by Chair Marianne Cooley. Those present were Marcus Nelson, Kevin Keane, Heidi Frail, Matthew Borrelli, and Kate Fitzpatrick, Town Manager. Dave Davison, ATM/Finance, Katie King, ATM/Operations, Myles Tucker, Support Services Manager, Kristin Scoble, Administrative Specialist, and Mary Hunt, Recording Secretary were also in attendance.
- 6:00 p.m. Public Comment Period:
No public comments were heard.
- Ms. Cooley stated the Select Board will not be holding the scheduled Executive Session after tonight's meeting.
- 6:05 p.m. Arts and Culture Action Plan:
Amy Haelsen, Economic Development Manager presented a proposal by the Metropolitan Area Planning Council (MAPC) to facilitate a cultural planning process that will result in a proposed vision reflective of Needham's arts and culture community's goals and a Needham Arts and Culture Action Plan to identify strategies to bring the vision to fruition. MAPC's proposal includes \$42,500 in in-kind support via MAPC staff time and technical assistance for data collection and analysis, community engagement, and writing the plan. The planning process is estimated to last one year, starting in Fall 2022.
- Ms. Haelsen explained a working group will be formed, data collection and analysis of existing cultural assets will be considered, community outreach will be sought, and a vision statement will be developed culminating in an action plan in November 2023. Ms. Haelsen stated the MAPC will develop a web page for people to learn more about the plan.
- Discussion ensued on community outreach, development of a working group, and survey results.
- The Board thanked Ms. Haelsen for the presentation.
- 6:14 p.m. Appointments and Consent Agenda:
Motion by Mr. Borrelli that the Select Board vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

- 1. Jeffrey Stulin Minuteman District School Committee Term Exp. 6/30/2024**

CONSENT AGENDA *=Backup attached

- 1.* Adopt Calendar Year 2023 Fee Schedule**
- 2.* Approve the Norfolk County-8 Local Public Health Coalition Inter-Municipal Agreement (IMA) for the Public Health Excellence for Shared Services Grant.**
- 3. Accept the following donations made to the Needham Free Public Library; Koimonogatari: Love Stories Vol. 2 from Kieran Teare-Thomas, \$40 from The Needham Garden Club in Memory of Janet O'Shea, Azores donated by Dmitry Gorenburg, Gazing at the Sky: My journey from Nazi occupied and Communist dominated Poland to the United States in pursuit of freedom and happiness donated Anonymously.**
- 4. Accept the following donation made to the Needham Public Health's Interface Referral Program; \$8,000 from Beth Israel Deaconess Hospital – Needham.**
- 5. Accept the following donation made to the Needham Fire Department; \$100 from the Fidelity Charitable Donor-Advised Fund.**

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

6:15 p.m. HHS Adolescents Health Survey:
Tiffany Zike, Assistant Director of Public Health, Karen Shannon, Senior Substance Use Prevention Coordinator, and Julie McCarthy, Epidemiologist presented data from the 2021 MetroWest Adolescent Health Survey. This is a regional survey administered in 26 towns to monitor trends and emerging health issues among grades 6-12 and to make data informed decisions. The survey is provided by the MetroWest Health Foundation and is based on the Centers for Disease Control and Prevention's Youth Risk Behavior Survey. Needham has participated since 2006.

A PowerPoint presentation was viewed.

Ms. McCarthy and Ms. Shannon commented on results of the survey including youth risk behavior, substance use trends (marijuana, alcohol, vaping), the influence of the pandemic on trends, protective factors, mental health, and the Parent Action Team.

Mr. Nelson asked about the survey participation rate, gender, and race. He said it is important that everyone, including the LGBTIA+ community has the opportunity to be seen and heard, and that they feel safe.

Mr. Borrelli commented on the disparity in results of male vs. female and stress factors.

The Board thanked the presenters for the discussion.

6:55 p.m. Town Manager:
Kate Fitzpatrick, Town Manager spoke with the Board regarding five items.

1. Sewer Rate Relief

Ms. Fitzpatrick, along with Dave Davison, ATM/Finance told the Board the Commonwealth has monies available for sewer rate relief for FY2023 for which the Town can apply. Every year that the program has been offered, the Town has filed an application. The application requires the Town Manager and Select Board signatures to submit. He asked the Select Board for its support and to sign the rate relief application.

Motion by Mr. Borrelli that the Select Board vote to support and sign the sewer rate relief application to be filed with the Commonwealth and that the Board approves applying the proceeds of the grant, if any, as a credit against the sewer bill.

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

2. American Rescue Plan Act Funding Update

Ms. Fitzpatrick provided the Board with an update on ARPA spending, commitments, grants, and projects, recommending that the Board approve certain transfers within spending categories. Ms. Fitzpatrick referred to “ARPA Proposal Budget with Expended Balances October 21, 2022.”

Motion by Mr. Borrelli that the Select Board approve the updated ARPA Budget dated October 21, 2022.

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

3. Juneteenth Celebration Committee

Ms. Fitzpatrick reminded the Board it adopted a goal to “Develop a plan for a community observance of Juneteenth.” The Board reviewed a draft committee charge and composition for a Juneteenth Celebration Committee at its meeting on October 11, 2022. Ms. Fitzpatrick recommended that the Board approve the committee charge and composition.

Motion by Mr. Keane that the Select Board approve the committee charge and composition for the Juneteenth Celebration Committee dated October 25, 2022.

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

4. Active Recreation Area Working Group

Ms. Fitzpatrick reminded the Board it adopted a goal to “Identify opportunities for expanded active and passive recreation facilities including but not limited to an action sports park and additional boat ramps.” She commented on the committee charge and the inclusion/exclusion of river access, ice hockey, and off-leash dog areas. She said at its meeting on August 9th, the Select Board met with the Park &

Recreation Commission to discuss the creation of a committee to review the Town's options.

Motion by Mr. Borrelli that the Select Board vote to approve the revised committee charge and composition for an Active Recreation Area Working Group dated October 25, 2022.

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

5. Town Manager Update

Ms. Fitzpatrick recapped the Special Town Meeting held last night, noting creation of the resolution to dissolve the meeting in honor of Mr. Carl Leuders, business owner and longtime resident. Ms. Fitzpatrick noted the irony when researching information on Ridge Hill and potential acquisition of land along Charles River Street. She said while looking back to the 2010 Annual Town Meeting she noticed the 2010 Annual Town Meeting was dissolved in honor of Lois Leuders, Carl's wife. She said it is an unusual coincidence the Leuders also lived on Whitman Road.

7:06 p.m.

Board Discussion:

1. Special Town Meeting

Ms. Cooley thanked the Board for their work on the Special Town Meeting. She noted work of the Climate Action Committee, as well as the Foster property.

Mr. Borrelli thanked Ms. Cooley for her presentation on Article 11 - Appropriate for Property Acquisition. He said the Town Meeting's vote was resounding in moving forward to purchase of the property. He thanked Ms. Fitzpatrick and staff for their work.

Ms. Cooley thanked Michael Fee, Town Moderator, speakers, and attendees for the civil environment during Town Meeting.

Mr. Nelson acknowledged the Needham Channel for their work in broadcasting Town Meeting.

Ms. Frail thanked staff for their efforts over the weekend in getting additional documents out to Town Meeting Members. She said she also appreciated Ms. Cooley's distinction between holding a public hearing vs. soliciting public input.

Mr. Nelson said it's important to listen, include residents, be as transparent as possible, and have a very intentional process moving forward referring to the Charles River Street project as it affects Whitman Road residents.

Ms. Cooley concurred with comments made by Mr. Nelson. She also pointed out the Select Board has always responded and met with neighborhoods to have conversations and answer questions. She noted answering questions does not always mean everyone agrees with the outcomes. Ms. Cooley concluded she

expects Select Board members to listen and respond to the community, and that residents can email or call Select Board members at any time.

2. Committee Reports

Ms. Cooley reported the Minuteman School sub-committee held a meeting on October 17, 2022, to review progress at the school. She observed the new school has filled up district enrollment, noting some participating towns who chose to leave the district a few years ago are regretting their decision and wishing they could rejoin. Ms. Cooley said a proposal is being developed to potentially allow towns to return, however she said it is important to ensure there will be space for Needham students, suspecting other towns in the district may feel the same way. Ms. Cooley acknowledged it was always a risk to leave the school district and try to return. She said Needham students have had great experiences at the school and have gone on to do excellent things.

7:20 p.m.

Adjourn:

Motion by Mr. Borrelli that the Select Board vote to adjourn the Select Board meeting of Tuesday, October 25, 2022.

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

The next Select Board meeting is scheduled for Wednesday, November 9, 2022.

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

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